



CAMDENCOUNTY

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**BOARD
OF
COMMISSIONERS**

February 20, 2017

**6:30 PM – Closed Session
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

February 20, 2017

6:30 PM – Closed Session

7:00 PM - Regular Meeting

Historic Courtroom, Courthouse Complex

6:30 P.M. **Call to Order** by Vice Chairman Tom White

Closed Session

Pursuant to G.S. 143-318.11(a)(3) for the purpose of consulting with the county attorney.

7:00 P.M. **Welcome** by Vice Chairman Tom White

Invocation & Pledge of Allegiance by Commissioner Ross Munro

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. Senior Tar Heel Legislature Updates
by Gwen Westcott

B. Mid-Year Budget Presentation
by Stephanie Humphries

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

ITEM 5. Public Hearings

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

- A. Resolution No. 2017-02-01 - Hazard Mitigation Grant Program
- B. Monthly Tax Report

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

- A. Planning Board by Michael Brillhart
- B. Area Agency on Aging - Regional Advisory Council
by Michael Brillhart
- C. Home and Community Block Grant by Michael Brillhart

ITEM 8. Consent Agenda

- A. Budget Amendments
- B. CCS Budget Amendments
- C. DMV Monthly Report March Renewals
- D. Refunds Over \$100.00
- E. Refunds Over \$100.00
- F. Pick Ups, Releases, and Refunds
- G. Tax Collection Report - December 2016, January 2017
- H. Volunteer Application - Greg Stewart
- I. Volunteer Application - Senior Center
- J. 2017 Audit Contracts
- K. Bank Signature Card Resolution
- L. Designation of April as Albemarle Senior Games Participation Month
- M. USDA Funding Application
- N. Personnel Salary Adjustment
- O. Surplus - Dismal Swamp Welcome Center
- P. Surplus - 2008 Dodge Charger

Q. Resolution No. 2017-02-02 Opposing Special Secondary Nursery Areas

R. Set Public Hearing: Special Use Permit for Preliminary Plat Mill Run - Common Open Space Major Subdivision (UDO 2015-06-07)

ITEM 9. Commissioners' Report

ITEM 10. County Manager's Report

A. Discussion with Regard to Solar Farms

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

Reconvene Commissioners' Meeting

ITEM 11. Information, Reports & Minutes From Other Agencies

A. Sales & Use Tax Collection Report

B. Legislative Goals Conference

C. December 2016 Library Statistics

D. 2016 Audit - Albemarle District Jail

E. Tar Heels in the Trenches: The Albemarle and the Great War Exhibit Opening

F. Museum of the Albemarle - History for Lunch

G. Monthly Report - Register of Deeds January 2017

H. Unfunded Mandates and Other Regulatory Impacts on Counties NACo

I. Disaster Recovery - Notice of Available Funds

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

ITEM 13. Adjourn



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 3.A
Meeting Date: February 20, 2017

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

Item Title Senior Tar Heel Legislature Updates by Gwen Wescott

Attachments:

Presentation by: Senior Tar Heel Legislature Updates
by Gwen Wescott



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 3.B

Meeting Date: February 20, 2017

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

Item Title **Mid-Year Budget Presentation**

Attachments:

Presentation by: Stephanie Humphries
Finance Officer

Summary: Mid-year budget presentation. Status of expenditures and revenues.



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.A
Meeting Date: February 20, 2017
Submitted By: Michael Brillhart, County Manager
 Administration
 Prepared by: Angela Wooten

Item Title **Resolution No. 2017-02-01 - Hazard Mitigation Grant Program**

Attachments: The Hazard Mitigation Grant Program Overview.docx (PDF)
 Acquisition and Demolition.pdf (PDF)
 Elevation.pdf (PDF)
 Reconstruction.pdf (PDF)
 Resolution No. 2017-02-01 (PDF)

Summary:

The North Carolina Division of Emergency Management (NCEM) is administering the FEMA based Hazard Mitigation Grant Program in light of the catastrophic impacts of Hurricane Matthew. With an adopted Hazard Mitigation Plan, Camden County (and its residents) is eligible to apply for applicable hazard mitigation funds.

Recommendation:

In order to apply for program funds, the County Commissioners would need to: approve its participation in the program; become a grant sub recipient; and convene a "Town Meeting" for interested residents. Letters of interest must be received by NCEM by May 1, 2017.

The Hazard Mitigation Grant Program assists state and local communities in implementing long-term hazard mitigation measures following a major disaster declaration. The NC Division of Emergency Management administers the HMGP, and projects are 75% federally funded and 25% state funded.

The HMGP is only available after declaration of a major disaster by the President. The 75% federal funding under the HMGP is based on 15% of the federal funds spent on FEMA Public Assistance and Individual Assistance programs for each disaster. This percentage is increased to 20% for a State with an Enhanced Mitigation Plan approved by FEMA (North Carolina will receive 20%).

With the catastrophic impact of Hurricane Matthew on North Carolina, NC expects to see the largest Hazard Mitigation Grant Assistance offered since Hurricane Floyd (currently estimated to be over 100 million dollars). Eligible applicants are local governments with a FEMA and NCEM approved and adopted Hazard Mitigation Plan (Camden County has an approved/adopted Hazard Mitigation Plan). NCEM is accepting Letters of Interest (LOI) for possible inclusion in the State's Hazard Mitigation Assistance Programs and has implemented an expedited process that would allow for the communities facing resilient housing needs to submit Letters of Interest ahead of the standard grant processing timeline. The deadline for the Letters of Interest for the Expedited Program is no later than **March 31, 2017**. All Letters of Interest for the Program must be received by NCEM no later than **Close of Business (COB) on May 1, 2017**. These properties will be evaluated for cost effectiveness by NCEM Mitigation staff. NCEM has set priorities for Matthew's mitigation funds as listed below:

- **Residential Mitigation**
 - Acquisition ("Buyout")
 - Elevation ("House Raising")
 - Mitigation Reconstruction ("Demo/Rebuild")
- **Second Tier**
 - **5% Projects**
 - § Generators
 - § Early Warning Systems /Stream gauges
 - **7% Projects**
 - § Regional Hazard Mitigation Plan Updates
 - **Stormwater Management (i.e. culvert upsizes)**
 - **Wind Retrofits**
 - **Mitigation of Commercial Properties** (if funds are available)

End of performance for all work to be completed is October 10, 2020.

Attached are Fact Sheets explaining the various options available in the Hazard Mitigation Assistance Program. Upon approval of the Camden Board of Commissioners to become Sub-recipients to these Hazard Mitigation Grants we would like to hold a "Town Meeting" and invite the citizens that would likely be interested, and would meet the criteria, for this program. Our plan is for State and FEMA Hazard Mitigation Specialists to present the program, lay out the options providing all the details and then be available to answer any of their questions.

North Carolina Emergency Management Recovery Section/Hazard Mitigation Grants

Fact Sheet

Unified Hazard Mitigation Assistance Program (UHMA)

Acquisition and Demolition Overview

The acquisition and demolition, or “buyout” of a home uses FEMA funds to purchase a home and land from a willing homeowner. The homeowner is offered pre-disaster fair market value for their home as determined by a certified appraiser and appraisal process, and the home is then demolished and the land is deeded to the local government with an open space restriction. The land must remain open in perpetuity to restore or conserve natural floodplain functions.

Note: Before the homeowner receives the funds from the selling of the home, any Individual Assistance or Flood Insurance funds not used to repair the home will be deducted from the final offer made to the homeowner. Homeowners are strongly encouraged to keep any and all receipts for repairs they have made.

Eligibility

- Home being acquired must meet FEMA Cost-Effective requirements. NCEM supports local governments with this determination
- Local Government must be willing to keep the acquired land as open space in perpetuity
- Homeowner must have clear title on the home and the land to be acquired

Required Documentation

Local officials will work with homeowners to obtain all necessary documentation for the project package to include:

- Tax Card
- Flood Insurance Declaration Page (Required for some non-disaster projects)
- Photos (4 Sides)
- Elevation Certificate (if available)
- FEMA Required Acquisition Forms
- Homeowner Intake Form

NCEM will be working closely with local governments on program eligibility and grant proposals to FEMA for this long-term program designed to protect lives and property from future disaster.

North Carolina Emergency Management
Recovery Section/Hazard Mitigation Grants

Fact Sheet

Unified Hazard Mitigation Assistance Program (UHMA)

Elevation Overview

Structure elevation or “house raising” involves physically raising an existing structure to an elevation at the Base Flood Elevation (BFE) or higher if required by FEMA or local Ordinance. Structure elevation may be achieved through a variety of methods, including elevating on continuous foundation walls; elevating on open foundations, such as piles, piers, posts, or columns; and elevating on fill. Buildings proposed for elevation must be structurally sound and capable of being elevated safely. This program pays for the engineering to determine if the home is feasible to raise, then elevates and retrofits the foundation.

Eligibility

- Structure being elevated must meet FEMA Cost-Effective requirements. NCEM supports local governments with this determination.
- Structure must be found feasible for elevation
- Structure and land must be owned by the applicant

Required Documentation

Local officials will work with homeowners to obtain all necessary documentation for project package to include:

- Tax Card
- Flood Insurance Declaration Page (Required for some non-disaster projects)
- Photos (4 Sides)
- Elevation Certificate (if available)
- FEMA required elevation forms
- Homeowner Intake Form

** Please note that following participation in the Mitigation programs for elevation you will be required to maintain flood insurance on the mitigated structure for the remaining life of the home. **

NCEM will be working closely with local governments on program eligibility and grant proposals to FEMA for this long-term program designed to protect lives and property from future disaster.

North Carolina Emergency Management
Recovery Section/Hazard Mitigation Grants

Fact Sheet

Unified Hazard Mitigation Assistance Program (UHMA)

Mitigation Reconstruction Overview

Mitigation Reconstruction or “demolish and rebuild,” is the construction of an improved, code-compliant, elevated home on the same site where the existing home has been partially or completely demolished or destroyed. This option is available to those with existing homes that are not feasible for elevation due to deferred maintenance or storm damage to the foundation, flooring, or stabilizing walls of the home. The program pays for a licensed engineer to determine the necessary height of the reconstructed home, the required foundation type, and to design the new structure with appropriate wind retrofitting. The newly constructed will be no more than 110% of the footprint of the current home on the lot.

Eligibility

- Project in entirety must meet FEMA Cost-Effective requirements
- All eligible construction activities must be completed for under \$150,000
- Homeowner must own the land that the reconstructed home will be built on.

Required Documentation

Local officials will work with homeowners to obtain all necessary documentation for the project package to include:

- Tax Card
- Flood Insurance Declaration Page (Required for some non-disaster projects)
- Photos (4 Sides)
- Elevation Certificate (if available)
- FEMA required Mitigation Reconstruction Forms
- Homeowner Intake Form

** Please note that following participation in the Mitigation programs for Mitigation Reconstruction you will be required to maintain flood insurance on the mitigated structure for the remaining life of the home. **

NCEM will be working closely with local governments on program eligibility and grant proposals to FEMA for this long-term program designed to protect lives and property from future disaster.

BOARD OF COMMISSIONERS

CLAYTON D. RIGGS
Chairman

G. TOM WHITE
Vice Chairman

GARRY W. MEIGGS
RANDY KRAINIAK
ROSS B. MUNRO



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MICHAEL L. BRILLHART
County Manager

ANGELA L. WOOTEN
Clerk to the Board

JOHN S. MORRISON
County Attorney

RESOLUTION No. 2017-02-01

A RESOLUTION AUTHORIZING THE CAMDEN COUNTY MANAGER TO ENTER INTO A SUB-APPLICANT AGREEMENT BETWEEN CAMDEN COUNTY AND NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY, DIVISION OF EMERGENCY MANAGEMENT TO PARTICIPATE IN THE UNIFIED HAZARD MITIGATION ASSISTANCE PROGRAM.

WHEREAS, the Federal Emergency Management Agency (FEMA) and the State of North Carolina, Department of Public Safety, Division of Emergency Management has Hazard Mitigation funds available to the jurisdictions of declared counties; and

WHEREAS, the disaster, affected citizens of Camden County would greatly benefit from the acquisition and demolition, elevation, and reconstruction programs which are the top priorities in the Unified Hazard Mitigation Assistance Program (UHMA); and

WHEREAS, storm water management, wind retrofits and purchasing of commercial properties are the second tier of priority; and

WHEREAS, the devastation of Hurricane Matthew has resulted in the largest Hazard Mitigation Grant Program since Hurricane Floyd; with fund availability in excess of \$100 million;

NOW, THEREFORE, BE IT RESOLVED by the Camden County Board of Commissioners that the Camden County Manager is authorized to apply for grant funds through the Unified Hazard Mitigation Assistance Program and as sub-applicant work closely with the North Carolina Division of Emergency Management to identify eligible and cost effective projects for this long-term program designed to protect lives and properties from future disaster.

ADOPTED this 20th day of February, 2017.

Chairman Clayton D. Riggs
Camden County Board of Commissioners

ATTEST: _____
Angela L. Wooten
Clerk to the Board

Attachment: Resolution No. 2017-02-01 (1542 : Hazard Mitigation Grant Program)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.B
Meeting Date: February 20, 2017
Submitted By: Lisa Anderson, Tax Administrator
Taxes
Prepared by: Lisa Anderson

Item Title **Monthly Tax Report**

Attachments: Monthly Rax Report - Dec (PDF)

Summary: December Monthly Report

Recommendation: Review and Approve

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

OUTSTANDING TAX DELINQUENCIES BY YEAR

<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>
2015	88,613.04	5,022.63
2014	42,116.98	4,066.68
2013	18,193.85	6,819.16
2012	12,551.01	9,389.34
2011	8,839.70	7,542.93
2010	6,613.27	5,116.63
2009	4,651.99	4,831.51
2008	4,052.78	5,231.68
2007	4,010.88	7,060.31
2006	1,544.50	12,572.19

Attachment: Monthly Rax Report - Dec (1537 : December Monthly Report)

TOTAL REAL PROPERTY TAX UNCOLLECTED	191,188.00
TOTAL PERSONAL PROPERTY UNCOLLECTED	67,653.06
TEN YEAR PERCENTAGE COLLECTION RATE	99.62%
COLLECTION FOR 2016 vs. 2015	13,141.77 vs. 9,078.88

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2015	98.59%
2014	99.32%
2013	99.64%

THIRTY LARGEST UNPAID ACCOUNTS

SEE ATTACHMENT "A"

THIRTY OLDEST UNPAID ACCOUNTS

SEE ATTACHMENT "B"

EFFORTS AT COLLECTION IN THE LAST 30 DAYSENDING December **2016****BY TAX ADMINISTRATOR**

11 NUMBER DELINQUENCY NOTICES SENT

6 FOLLOWUP REQUESTS FOR PAYMENT SENT

6 NUMBER OF WAGE GARNISHMENTS ISSUED

4 NUMBER OF BANK GARNISHMENTS ISSUED

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

0 NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)

0 PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR

0 NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY

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

0 REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS

0 NUMBER OF JUDGMENTS FILED

Attachment: Monthly Rax Report - Dec (1537 : December Monthly Report)

Attachment "A"
Real

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	03-8943-04-74-3506.0000	16,419.25	3	ELLIOTT & DONNA JACOBS	SHILOH	117 SUNSET AVE
R	01-7989-00-01-1714.0000	10,653.18	3	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8934-01-17-4778.0000	10,563.66	1	LARRY G. LAMB SR	CAMDEN	152 158 US W
R	03-8971-00-12-0477.0000	9,834.32	2	GILBERT WAYNE OVERTON &	SHILOH	187 THOMAS POINT RD
R	02-8944-00-87-7021.0000	8,279.89	1	MARK M. BRIGMAN SR & LISA I.	CAMDEN	175 MCKIMMEY RD
R	01-8907-00-65-3412.0000	7,187.73	1	WAVERLY MEIGGS SAWYER	SOUTH MILLS	866 343 HWY N
R	02-8935-04-54-3973.0000	7,057.84	1	LAMB BROTHERS LLC	CAMDEN	210 158 US E
R	03-8953-04-81-9832.0000	6,594.63	5	MAIDIA S. CECIL HEIRS	SHILOH	113 TROTMAN RD
R	03-8999-00-45-2682.0000	6,243.84	3	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8971-00-23-2253.0000	5,025.80	2	ABODE OF CAMDEN, INC.	SHILOH	187 C THOMAS POINT RD
R	01-7081-00-81-4060.0000	4,991.16	1	CRAIG S. CAREY	SOUTH MILLS	201 SHARON CHURCH RD
R	02-8935-04-63-0820.0000	4,918.74	1	BELCROSS PROPERTIES, LLC	CAMDEN	197 158 US E
R	02-8934-01-06-3185.0000	4,884.14	1	WAVERLY M SAWYER	CAMDEN	117 HAVENWOOD DR
R	01-7998-01-08-8621.0000	4,703.21	4	WILLIE L. TURNER ETAL	SOUTH MILLS	1289 343 HWY N
R	03-8953-04-70-6605.0000	4,644.87	1	SHEILA RIGGS EDWARDS	SHILOH	901 NECK RD
R	03-8952-04-91-8753.0000	4,366.45	1	JOSEPH PATRICK VITALE	SHILOH	251 NECK RD
R	03-8973-00-19-2109.0000	4,340.07	2	WANDA ADAMS	SHILOH	765 SANDY HOOK RD
R	01-7998-01-08-6797.0000	4,230.70	2	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	02-8945-00-41-2060.0000	4,179.74	2	LASELLE ETHERIDGE SR.	CAMDEN	168 BUSHHELL RD
R	02-8935-02-56-7093.0000	4,108.38	1	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	02-8934-01-18-6001.0000	4,046.28	3	LINDA SUE LAMB HINTON	CAMDEN	150 158 US W
R	01-7979-00-61-7358.0000	3,887.67	1	POTOMAC TIMBER INVESTMENTS #17	CAMDEN	HORSESHOE RD
R	03-8965-00-13-1025.0000	3,832.20	1	SHARON EVANS MUNDEN	SOUTH MILLS	556 TROTMAN RD
R	01-7999-00-73-4994.0000	3,695.21	3	WILLIAM L & KELLEY M BOATRIGT	SHILOH	117 CAROLINA RD
R	02-8935-00-49-6782.0000	3,550.78	1	BRIAN E. SMITH	CAMDEN	183 LAMBS RD
R	02-8945-00-54-1095.0000	3,547.63	2	GERTIE LEE & JONOLA T ROUNDTREE	SOUTH MILLS	256 BELCROSS RD
R	01-7081-00-52-7312.0000	3,521.47	3	R.VERNON BRAY JR.	SOUTH MILLS	120 LAUREN LN
R	03-8953-03-12-6266.0000	3,493.63	1	TAYLOR LEIGH PROPERTIES LLC	SHILOH	RICKS WAY
R	03-8973-00-22-3033.0000	3,280.35	1	CARL HARRINGTON	CAMDEN	150 SAND HILLS RD
R	02-8944-00-31-2148.0000	3,261.75	3			

Delinquencies Top-30 Unpaid

01/11/17 14:08:07

Attachment "B"
Real

1

Roll	Parcel Number	YrsDltg	Unpaid Amount	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	10	10,653.18	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8899-00-45-2682.0000	10	6,243.84	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8943-04-93-8214.0000	10	2,451.03	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7988-00-91-0179.0001	10	2,303.62	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	03-8952-00-95-8737.0000	10	2,137.98	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7999-00-32-3510.0000	10	1,968.33	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7999-00-12-8596.0000	10	1,897.48	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	02-8935-01-19-4055.0000	10	1,557.27	ANDERSON CARTWRIGHT SR.	CAMDEN	271 SLEEPY HOLLOW RD
R	01-7989-04-60-1954.0000	10	1,223.39	CHRISTINE KIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	03-8962-00-50-0273.0000	10	969.61	DAISEY WILLIAMS BURNHAM	SHILOH	RAYMONS CREEK RD
R	01-7090-00-60-5052.0000	10	832.10	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	02-8936-00-13-7846.0000	10	669.66	MARIE MERCER	CAMDEN	IVY NECK RD
R	02-8936-00-24-7426.0000	10	633.09	BERNICE PUGH	CAMDEN	IVY NECK RD
R	01-7998-00-57-2800.1000	10	427.45	TINA KENEE LEARY	CAMDEN	113 BOURBON ST
R	01-7090-00-95-5262.0000	10	271.56	JOHN F. SAWYER HEIRS	SOUTH MILLS	111 LINTON RD
R	03-8980-00-61-1968.0000	10	265.74	WILLIAMSBURG VACATION	SOUTH MILLS	OLD SWAMP RD
R	03-8909-00-45-1097.0000	10	229.30	MICHAEL OBER	SHILOH	CAMDEN POINT RD
R	03-8899-00-37-0046.0000	10	179.37	ELIZABETH LONG	SHILOH	CENTERPOINT RD
R	03-8909-00-17-2462.0000	10	160.77	TODD ALLEN KIGGS	SHILOH	HIBISCUS
R	01-7989-04-60-1568.0000	9	1,116.09	EMMA BRITE HEIRS	SHILOH	LITTLE CREEK RD
R	03-8953-04-81-9832.0000	8	6,594.63	MAIDIA S. CECIL HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	02-8945-00-41-2060.0000	8	4,179.74	LASELLE ETHERIDGE SR.	SHILOH	113 TROTMAN RD
R	01-7080-00-62-1977.0000	8	2,489.37	SANDERS CROSSING OF CAMDEN CO	CAMDEN	168 BUSHELL RD
R	03-9809-00-24-6322.0000	8	545.38	DAVID B. KIEBY	SOUTH MILLS	117 OTTERS PL
R	01-7998-01-08-8621.0000	7	4,703.21	WILLIE L. TURNER ETAL	SHILOH	499 SAILBOAT RD
R	01-7988-01-08-6797.0000	7	4,230.70	EDWARD E. HARRIS JR.	SOUTH MILLS	1289 343 HWY N
R	03-8964-00-40-9957.0000	7	3,029.92	LASALLE SEARS HEIRS	SOUTH MILLS	1295 343 HWY N
R	02-8935-03-40-3652.1000	7	434.51	HOWARD DAVENPORT	SHILOH	291 BARTLETT RD
R	03-8980-00-84-0931.0000	7	189.06	CARL TEUSCHER	CAMDEN	117 GUMBERRY RD
R	03-8899-00-45-4597.0000	7	102.68	JAMES EDWARD BIZZELL	SHILOH	218 BROAD CREEK RD

Delinquencies Top-30 Oldest

01/11/17 14:08:08

Attachment "A"
Personal

1

Roll	Parcel Number	Unpaid Amount	YrsDlgt	Taxpayer Name	City	Property Address
P	0001623	3,885.70	1	ATLANTIC COASTAL CLEARING	CAMDEN	158 HWY
P	0001709	1,960.50	2	JOHN MATTHEW CARTER	CAMDEN	
P	0002482	1,239.55	8	MASTEC NORTH AMERICA	CAMDEN	
P	0000738	904.69	6	LESLIE ETHERIDGE JR	CAMDEN	
P	0001538	882.79	9	JEFFREY EDWIN DAVIS	HERTFORD	
P	0001046	844.03	9	THIEN VAN NGUYEN	SHILOH	431 158 US W
P	0000659	835.00	1	RICKY'S WELDING, INC.	SHILOH	133 EDGEWATER DR
P	0001883	778.89	1	DUNG LE TRAN	SHILOH	864 SANDY HOOK RD
P	0001072	730.04	6	PAM BUNDY	SHILOH	255 SAILBOAT ROAD
P	0001827	652.02	9	KAREN BUNDY	SHILOH	105 AARON DR
P	0001104	614.60	3	MICHAEL & MICHELLE STONE	CAMDEN	431 158 US W
P	0002194	538.90	1	MORGAN ROBERSON	CAMDEN	107 RIDGE ROAD
P	0002185	448.60	2	DIRECT TV LLC	CAMDEN	849 SANDY HOOK RD S
P	0000543	420.48	1	TRACK 1 OF CAMDEN	CAMDEN	
P	0001230	411.11	2	JAMES NYE	CAMDEN	
P	0001602	350.05	5	ROBERT EUGENE SNOOK	SOUTH MILLS	143 158 US W
P	0001694	344.85	3	THOMAS B. THOMAS HEIRS	SOUTH MILLS	101 ROBIN CT W
P	0001681	313.74	5	STEVE WILLIAMS	CAMDEN	115 OTTERS PL
P	0000297	309.81	5	ADAM D. & TRACY J.W. JONES	CAMDEN	150 158 HWY W
P	0001476	306.68	2	MIKE TAYLOR	SHAWBORO	150 158 HWY W
P	0001010	304.99	1	RAYBURN BURGESS	ELIZABETH CITY	114 GARRINGTON ISLAND
P	0001546	303.28	4	GEORGE ROWLAND	SHILOH	CAMDEN CAUSEWAY
P	0000905	291.52	2	KEVIN & STACY ANDERSON	SHILOH	116 EDGEWATER DR
P	0001106	280.28	2	JAMI ELIZABETH VANHORN	SHILOH	431 158 US W
P	0001250	277.93	10	MICHELE LEE TAYLOR-DUKE	SHILOH	111 AARON DR
P	0002565	277.38	2	DUANE EDWARD DUNIVAN	SOUTH MILLS	617 MAIN ST
P	0001976	275.54	1	ANA ALICIA MARTINEZ LOPEZ	SOUTH MILLS	108 BINGHAM RD
P	0001260	270.90	4	SHERMAN BURNELL BLYSTONE JR	SOUTH MILLS	115 WAYLAND CT
P	0001703	270.00	1	VAN ZANDER	SHILOH	110 AARON DR
P	0000688	269.10	3	WAVERLY M SAWYER	CAMDEN	111 HAVENWOOD DR
P			1		MOYOCK	812 TULLIS CREEK RD
P					CAMDEN	HAVENWOOD DR

01/11/17 14:08:28

Delinquencies Top-30 Unpaid

Attachment "B"
Personal

1

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0000738	10	904.69	LESLIE F THERIDGE JR	CAMDEN	133 EDGEWATER DR
P	0001046	10	844.03	THIEN VAN NGUYEN	SHILOH	105 AARON DR
P	0001072	10	730.04	PAM BUNDY	SHILOH	617 MAIN ST
P	0001106	10	280.28	JAMI ELIZABETH VANHORN	SOUTH MILLS	363 # 15
P	0000248	10	219.71	ROBERT H. OWENS	CAMDEN	MIC MAC TRAIL
P	0001538	9	882.79	JEFFREY EDWIN DAVIS	HERTFORD	CAMDEN CAUSEWAY
P	0001540	9	120.95	DAVID LUKE	ELIZABETH CITY	158 HWY
P	0001709	8	1,960.50	JOHN MATTHEW CARTER	CAMDEN	158 HWY W
P	0001693	8	261.90	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001673	8	177.05	THOMAS PHILLIP WINSLOW	CAMDEN	142 SANDHILLS RD
P	0000316	8	115.56	JAMES P. JONES	CAMDEN	158 HWY W
P	0001827	7	652.02	KAREN BUNDY	CAMDEN	431 158 US W
P	0001883	6	778.89	DUNG LE TRAN	SHILOH	255 SAILBOAT ROAD
P	0001697	6	144.00	RANDY BRICKHOUSE	CAMDEN	150 158 HWY W
P	0001722	6	140.55	JANET LEARY	SOUTH MILLS	LINTON ROAD
P	0001230	5	411.11	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001694	5	344.85	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001681	5	313.74	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001250	5	277.93	MICHELE LEE TAYLOR-DUKE	SOUTH MILLS	108 BINGHAM RD
P	0001952	5	238.91	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0001350	5	185.11	JOHN LARRY GAITHER	CAMDEN	124 SUMMER WAY
P	0000865	5	176.13	DIAN BURNHAM COHENS	SHILOH	133 ALDER BRANCH RD
P	0000770	5	159.00	MARSHA GAIL BOGUES	CAMDEN	276 BELCROSS RD
P	0001740	5	107.00	JARSON & KEVIN WORDEN	SOUTH MILLS	STILES LANE
P	0002194	4	538.90	MORGAN ROBERSON	SOUTH MILLS	849 SANDY HOOK RD S
P	0001010	4	304.99	RAYBURN BURGESS	SHILOH	116 EDGEWATER DR
P	0001976	4	275.54	ANA ALICIA MARTINEZ LOPEZ	SHILOH	110 AARON DR
P	0002058	4	151.40	WILLIAM GILMER BURK	CAMDEN	493 LAMBS RD
P	0001104	3	614.60	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0000543	3	420.48	TRACK 1 OF CAMDEN	CAMDEN	158 US W

Delinquencies Top-30 Oldest

01/11/17 14:08:29



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 7.A
Meeting Date: February 20, 2017

Submitted By: Amy Barnett, Planning Clerk
 Planning Board
 Prepared by: Angela Wooten

Item Title **Planning Board**

Attachments: Planning_Vol_SBradshaw.pdf (PDF)
 Planning Board BOAByLaws (DOCX)
 Microsoft Word - Advisory Boards 2017.docx (PDF)

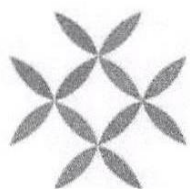
Summary:

Planning Board vacancy - Shiloh seat

Volunteer Steven Bradshaw from Shiloh

Recommendation:

motion to appoint Steven Bradshaw to serve on the Planning Board for a term of 3 years



Application for Citizen Service -Volunteer Form

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

Name: Steven O. Bradshaw

Mailing Address: 102 Aveny Drive, Shiloh NC 27974

Township you live in: Shiloh

Telephone (home): (252) 455-1028 (business): _____

Email address: sbrad91@gmail.com

Are you a registered voter? Yes No

Have you ever been convicted of a felony? Yes No

Please identify any talent, interest, skill, experience or educational preparation which might be helpful to a board or commission: Retired Naval Officer and AOD Maintenance Manager for USN Aircraft Carrier program. Owned and Managed Rental Property since 1986. Currently developing land in Camden.

Boards or Commissions upon which you are interested in serving: Planning Board

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

Signature: Steven O. Bradshaw Date: 12 Dec 2016

Application for Citizen Service - Volunteer Form

I hereby certify that I am a resident of Contra Costa County and would like to volunteer my services to the County of Contra Costa. I understand that my application will be reviewed by the County Manager's Office and that I will be notified of the results of my application. I understand that my application will be reviewed by the County Manager's Office and that I will be notified of the results of my application.

Name: 2555555555
Address: 1234 Main St
City: San Francisco
State: CA Zip: 94101

Phone: (415) 555-1234
Email: john.doe@email.com

Are you a resident of Contra Costa County? Yes No
Have you ever been convicted of a felony? Yes No

Please describe any skills, interests, or experience of educational preparation which might be helpful to you in your service to the County of Contra Costa.
I am a former teacher and have experience in classroom management and lesson planning. I am also a member of the local community center and have volunteered there for several years. I am interested in helping the County of Contra Costa in any way I can.

As a member of the Board of Supervisors and Commissioners, you will be expected to attend at least 75% of the meetings of the Board of Supervisors and Commissioners. This application will be reviewed by the Board of Supervisors and Commissioners and will be considered by the Board of Supervisors when a vacancy exists on the Board of Supervisors.

RECEIVED
DEC 07 2016
BY: A. Barnett

Attachment: Planning_Vol_SBradshaw.pdf (1497 : Planning Board)

§ 151.445 APPOINTMENT AND TERMS OF PLANNING BOARD MEMBERS.

(A) (1) There shall be a planning board consisting of seven members appointed by the Board of Commissioners, one of whom shall be an at-large member.

(2) The Board of Commissioners will make every attempt to appoint at least two members from each of the county's three townships (South Mills, Courthouse and Shiloh), and the remaining member shall be designated as an at-large appointee and shall reside within the county.

(B) Planning Board members shall be appointed for three-year staggered terms, but members may continue to serve until their successors have been appointed. Terms shall be on a yearly basis (July 1 through June 30). Vacancies shall be filled by the Board of Commissioners for the unexpired terms only.

(C) Members may be appointed to a maximum of two successive terms or may continue to serve at the pleasure of the Board of Commissioners.

(D) Planning Board members may be removed by the Board of Commissioners, at any time, for failure to attend three consecutive meetings or for failure to attend 30% or more of the meetings within any 12-month period or for any other cause. Upon request of the member proposed for removal, the Board of Commissioners shall hold a hearing on the removal before it becomes effective.

(E) If a Planning Board member changes his or her residence to a location outside the township that the member represents or outside the county, that shall constitute a resignation from the Planning Board, effective upon the date a replacement is appointed by the Board.

(Ord. passed 12-15-97; Am. Ord. 2002-08-01, passed 8-5-02)

§ 151.446 MEETINGS OF THE PLANNING BOARD.

(A) The Planning Board shall establish a regular meeting schedule and shall meet frequently enough so that it can take action in conformity with § 151.516.

(B) Since the Planning Board has only advisory authority, it need not conduct its meetings strictly in accordance with the quasi judicial procedures set forth for the Board of Adjustment. However, it shall conduct its meetings so as to obtain necessary information and to promote the full and free exchange of ideas.

(C) Minutes shall be kept of all Planning Board proceedings.

(D) All Planning Board meetings shall be open to the public, and whenever feasible, the agenda for each Board meeting shall be made available in advance of the meeting.

(Ord. passed 12-15-97)

§ 151.447 QUORUM AND VOTING.

(A) A quorum for the Planning Board shall consist of four members. A quorum is necessary for the Board to take official action.

(B) All actions of the Planning Board shall be taken by majority vote, a quorum being present.

(C) A roll call vote shall be taken upon the request of any member.

(Ord. passed 12-15-97; Am. Ord. 200-08-01, passed 8-5-02)

§ 151.448 PLANNING BOARD OFFICERS.

(A) At its July meeting of each year, the Planning Board shall elect one of its members to serve as Chairperson and preside over the Board's meetings and one member to serve as Vice-Chairperson. The persons so designated shall serve in these capacities for terms of one year. Vacancies in these offices may be filled for the unexpired terms only.

(B) The Chairperson and Vice-Chairperson may take part in all deliberations and vote on all issues.

(Ord. passed 12-15-97)

§ 151.449 POWERS AND DUTIES OF THE PLANNING BOARD.

(A) The Planning Board may:

(1) Make studies and recommend to the Board of Commissioners plans, goals and objectives relating to the growth, development and redevelopment of the county;

(2) Develop and recommend to the Board of Commissioners policies, ordinances, administrative procedures and other means for carrying out plans in a coordinated and efficient manner;

(3) Make recommendations to the Board of Commissioners concerning proposed special use permits and proposed zoning map and text changes; and

(4) Perform any other duties assigned by the Board of Commissioners.

(B) The Planning Board may adopt rules and regulations governing its procedures and operations not inconsistent with the provisions of this chapter.

(Ord. passed 12-15-97)

§ 151.450 PLANNING ISSUE ADVISORY COMMITTEES.

(A) From time to time, the Board of Commissioners may appoint one or more individuals to assist the Planning Board to carry out its planning responsibilities with respect to a particular subject

area. By way of illustration, the Board of Commissioners may appoint advisory committees to consider thoroughfare plans, housing plans, economic development plans and the like.

(B) Members of the advisory committees shall sit as nonvoting members of the Planning Board when the issues are being considered and lend their talents, energies and expertise to the Planning Board. However, all formal recommendations to the Board of Commissioners shall be made by the Planning Board.

(C) Nothing in this section shall prevent the Board of Commissioners from establishing independent advisory groups, committees or commissions to make recommendations on any issue directly to the Board of Commissioners.

(Ord. passed 12-15-97)

BOARD OF ADJUSTMENT

§ 151.460 APPOINTMENT AND TERMS OF BOARD OF ADJUSTMENT.

(A) There shall be a Board of Adjustment consisting of five regular members and two alternates, all appointed by the Board of Commissioners. One regular member shall reside in each of the county's three townships (South Mills, Courthouse and Shiloh). The remaining regular member shall be designated as an at-large appointee. The at-large appointee and both alternates shall reside within the county.

(B) Board of Adjustment regular members and alternates shall be appointed for three-year staggered terms, but both regular members and alternates may continue to serve until their successors have been appointed. At the adoption of this chapter, the Board of Commissioners shall make appointments at their discretion to fulfill statutory requirements of three-year terms. Terms shall be on a calendar year basis, January 1 through December 31. Vacancies may be filled by the Board of Commissioners for the unexpired terms only.

(C) Members may be appointed to a maximum of two successive terms or may continue to serve at the pleasure of the Board of Commissioners.

(D) Regular Board of Adjustment members may be removed by the Board, at any time, for failure to attend three consecutive meetings or for failure to attend 30% or more of the meetings within any 12-month period or for any other cause. Alternate members may be removed for repeated failure to attend or participate in meetings.

(E) If a regular or alternate member moves outside the county or outside the township represented by that member, that shall constitute a resignation from the Board, effective upon the date a replacement is appointed.

(F) An alternate member may sit in lieu of any regular member. When so seated, alternates shall have the same powers and duties as the regular member they replace.

(Ord. passed 12-15-97; Am. Ord. 200-08-01, passed 8-5-02)

§ 151.461 MEETINGS OF THE BOARD OF ADJUSTMENT.

(A) The Board of Adjustment shall establish a regular meeting schedule and shall meet frequently enough so that it can take action in conformity with §§ 151.516 and 151.534.

(B) The Board of Adjustment shall conduct its meetings in accordance with the quasi-judicial procedures set forth herein.

(C) Minutes shall be kept of all Board of Adjustment meetings.

(D) All meetings of the Board of Adjustment shall be open to the public, and whenever feasible, the agenda for each Board meeting shall be made available in advance of the meeting.

(Ord. passed 12-15-97)

§ 151.462 QUORUM.

(A) A quorum for the Board of Adjustment shall consist of four members, including alternates sitting in lieu of regular members. A quorum is necessary for the Board to take official action.

(B) A member who has withdrawn from the meeting without being excused, as provided in § 151.463, shall be counted as present for purposes of determining whether a quorum is present.

(Ord. passed 12-15-97)

§ 151.463 VOTING.

(A) The concurring vote of four-fifths of the members (regular members or alternates sitting in lieu thereof) shall be necessary to reverse any order, requirement, decision or determination of the Administrator or to decide in favor of the applicant any matter upon which it is required to pass under any ordinance, including the issuance of a conditional use permit or to grant any variance. All other actions of the Board shall be taken by majority vote, a quorum being present.

(B) Once a member is physically present at a Board meeting, any subsequent failure to vote shall be recorded as an affirmative vote unless the member has been excused in accordance with division (C) below or has been allowed to withdraw from the meeting in accordance with division (D) below.

(C) A member may be excused from voting on a particular issue by majority vote of the remaining members present under the following circumstances:

(1) If the member has a direct financial interest in the outcome of the matter at issue;

(2) If the matter at issue involves the member's own official conduct;

(3) If participation in the matter might violate the letter or spirit of a member's code of professional responsibility; or

(4) If a member has close personal ties to the applicant that the member cannot reasonably be expected to exercise sound judgment in the public interest.

(D) A member may be allowed to withdraw from the entire remainder of a meeting by majority vote of the remaining members present for any good and sufficient reason other than the member's desire to avoid voting on matters to be considered at that meeting.

(E) A motion to allow a member to be excused from voting or excused from the remainder of the meeting is in order only if made by or at the initiative of the member directly affected.

(F) A roll call vote shall be taken upon the request of any member.

(G) For the purposes of this section, vacant positions on the Board, and members who are disqualified from voting on a quasi-judicial matter, shall not be considered members of the Board for calculation of the requisite supermajority, if there are no qualified alternates available to take the place of such members.

(Ord. passed 12-15-97; Am. Ord. 2006-01-02, passed 5-1-06)

§ 151.464 BOARD OF ADJUSTMENT OFFICERS.

(A) At its first regular meeting in January of each year, the Board of Adjustment shall elect one of its regular members to serve as Chairperson and preside over the Board's meetings and one regular member to serve as Vice-Chairperson. The persons so designated shall serve in these capacities for terms of one year. Vacancies may be filled for the unexpired terms only.

(B) The Chairperson or any member temporarily acting as Chairperson may administer oaths to witnesses coming before the Board.

(C) The Chairperson and Vice-Chairperson may take part in all deliberations and vote on all issues.

(Ord. passed 12-15-97)

§ 151.465 POWERS AND DUTIES OF BOARD OF ADJUSTMENT.

(A) The Board of Adjustment shall hear and decide:

(1) Appeals from any order, decision, requirement or interpretation made by the Administrator, as provided §§ 151.530 through 151.536;

(2) Applications for conditional use permits, as provided in §§ 151.495 through 151.518;

- (3) Applications for variances, as provided in §§ 151.495 through 151.518;
- (4) Questions involving interpretations of the zoning map, including disputed district boundary lines and lot lines, as provided in §§ 151.495 through 151.518; or
- (5) Any other matter the Board is required to act upon by any other county ordinance.

(B) The Board may adopt rules and regulations governing its procedures and operations not inconsistent with the provisions of this chapter.

Planning Board

Membership:

7 Members Appointed by the Camden Board of Commissioners
Term of Appointment: 3 Years

	Qualification	Member	Term Expires
1	Shiloh Township	VACANT	
1	Shiloh Township	Calvin Leary	
1	Courthouse Township	Michael Etheridge	
1	South Mills Township	Ray Albertson	
1	South Mills Township	Fletcher A. Harris	
1	Courthouse Township	Patricia Delano	
1	Courthouse Township	Rick McCall	

Contact: Amy Barnett, Planning Board Clerk
252-338-1919 ext. 235

Meetings:

The **Planning Board** meets on the **3rd Wednesday** of each month at **7:00 PM**.

2017 Planning Board Meeting Schedule

1/18/2017	2/15/2017	3/15/2017
4/19/2017	5/17/2017	6/21/2017
7/19/2017	8/16/2017	9/20/2017
10/18/2017	11/15/2017	12/20/2017

The Planning Board meets in the Upstairs Historic Courtroom

Attachment: Microsoft Word - Advisory Boards 2017.docx (1497 : Planning Board)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 7.B
Meeting Date: February 20, 2017

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

Item Title **Area Agency on Aging - Regional Advisory Council
Volunteer Application**

Attachments: 2017_Vol_RAC_Wilson (PDF)
Bylaws RAC - Updated 08-19-13 (2).doc (PDF)
Microsoft Word - Advisory Boards 2017.docx (PDF)

Summary:

Area Agency on Aging - Regional Advisory Council (RAC)

Recommendation:

Appoint Jasmine Wilson to serve the Regional Advisory Council for a 2 year term to expire February 19th, 2019.



Application for Citizen Service -Volunteer Form

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

Name: Jasmine S. Wilson

Mailing Address: PO Box 54, Camden, NC 27921

Township you live in: Camden

Telephone (home): (252) 335-4657 (business): (252) 335-2569

Email address: jwhite@camdencountync.gov

Are you a registered voter? Yes No

Have you ever been convicted of a felony? Yes No

Please identify any talent, interest, skill, experience or educational preparation which might be helpful to a board or commission: Bachelors of Social Work degree; worked with elderly population over 5 years

Boards or Commissions upon which you are interested in serving: Regional Advisory Council (RAC)

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

Signature: Jasmine S. Wilson Date: 1/18/17

Camden County, NC

May 2016

Attachment: 2017_Vol_RAC_Wilson (1548 : Area Agency on Aging - Regional Advisory Council)

Albemarle Commission

REGIONAL ADVISORY COUNCIL ON AGING**OPERATIONAL PROCEDURES****ARTICLE 1****NAME**

The name and title of this organization shall be the Regional Advisory Council for the Albemarle Commission Area Agency on Aging (AC AAA), hereinafter referred to as the Advisory Council. The Region R Advisory Council will include representation from the counties of Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington.

ARTICLE 2**PURPOSE**

1. The Advisory Council shall advise the Area Agency on Aging (AAA) on matters relating to the development and administration of the Area Plan and operations conducted as specified by the Older Americans Act.
2. The Advisory Council Members shall serve as advocates for individuals over age sixty (60+), their caregivers, and persons with disabilities in the Planning Service Area.
3. The Advisory Council shall actively promote all programs of benefit to the aging population, their caregivers, and individuals with disabilities within the region.

ARTICLE 3**RESPONSIBILITIES**

1. Assist in the development and administration of the Area Plan for the delivery of services to individuals age 60+, their caregivers, and individuals with disabilities in Region R.
2. Assist in monitoring, reviewing and evaluating policies, programs and actions that affect older adults in the AC service area and make recommendations to the

Area Agency on Aging staff concerning issues and initiatives affecting individuals 60+, their caregivers, and persons with disabilities.

3. Make recommendations to service providers for improvement of program operations and service delivery to the older adult population.
4. Serve as a liaison with older adults, participating agencies, planning committees, public officials, and the general population to enhance and promote public awareness of the services available to older adults, their caregivers, and individuals with disabilities, as well as, problems associated with each county's identified unmet needs.
5. Participate in Area Agency on Aging public hearings on the Area Plan as required, as well as, trainings and conferences.

ARTICLE 4

MEMBERSHIP

1. The members of the Advisory Council shall be appointed by the Board of Commissioners in their respective county.
2. The permanent Regional Advisory Council shall consist of two representatives from each county in the region.
3. At least 51% of the membership shall be age sixty (60) or older, including participants in programs, representative agencies of older persons, local elected officials, the disability community, and the general public.
4. The Advisory Council members must be knowledgeable and experienced in the special needs of the over age sixty (60+) population. It is advisable that at least one member from each county also serve on a county HCCBG Planning Committee.
5. Membership must be representative of the Planning Service Area (PSA) including sensitivity to race, gender, ethnicity, disability, religion, sexual orientation, national origin, and other types of cultural differences.
6. Older persons with greatest economic or social needs must be included in membership.
7. Advisory Council vacancies can be created by a written letter of resignation from a member or 3 consecutive unexcused absences. In the event that a vacancy is created, the AAA staff shall notify, in writing, the Clerk to the Board of the

appropriate county of the vacancy and the need to select a new member within thirty days.

8. A member will be terminated from the Council if he/she has three (3) consecutive unexcused absences.
9. Senior Tar Heel Representatives across the Planning Service Area will be active participants.

ARTICLE 5

OFFICERS

The election of officers shall be held annually at the first meeting of each fiscal year. The elected officers of the AC Regional Advisory Council shall be Chairperson and Vice-Chairperson.

1. The Advisory Council Chairperson and Vice-Chairperson shall be nominated through voice vote of the Regional Advisory Council to serve a two-year term of office, which may be recurring.
2. There will be a four-year term limit placed on all officers' positions.
3. The Area Agency on Aging staff shall perform the duties of Secretary to the Advisory Council.

ARTICLE 6

DUTIES OF OFFICERS

1. The Advisory Council Chairperson shall preside at all meetings, appoint appropriate subcommittees and assist subcommittees in carrying out the duties for which they were appointed.
2. The Advisory Council Vice-Chairperson shall preside in the absence of the Chairperson and shall perform such duties as are assigned by the Advisory Council Chairperson. In the case of a vacancy in the office of Advisory Council Chairperson, the Vice-Chairperson shall assume that office until a new appointment is made.
3. The Area Agency on Aging staff shall be responsible for seeing that the minutes of each meeting and all other records of official transactions of the Advisory Council are maintained in proper order and provide technical support as needed.

ARTICLE 7

SUBCOMMITTEES

1. Provision for the appointment of subcommittees shall be made as deemed necessary. Each subcommittee shall develop its own guidelines to be approved by the Advisory Council.
2. Subcommittees can include, but are not limited to the following:
 - a) Nominating Committee
 - b) Membership Committee
 - c) Special Activities Committee
 - d) Legislative Advocacy Committee
3. Each subcommittee shall include at least one member of the Area Agency on Aging staff to provide technical assistance.

ARTICLE 8

MEETINGS

1. Advisory Council members shall be notified of meetings in writing at least ten (10) business days prior to such meetings. All meetings are open to the public.
2. Meetings shall be held at least four (4) times per year and at the will of the Chairperson, as needed.
3. A quorum will be constituted when a majority of all voting members are present.
4. The Chairperson of the Advisory Committee may vote only in the event of a tie vote.
5. The latest edition of *Robert's Rules of Order—Revised* shall provide the established procedures for conducting all Advisory Council meetings.

ARTICLE 9

AMENDMENTS

These Operational Procedures may be amended by a majority vote of the AC AAA Regional Advisory Council with a two week notice of purposed amendments mailed to each member for review.

AC AAA Regional Advisory Council on Aging, Chairperson

Date

Attachment: Bylaws RAC - Updated 08-19-13 (2).doc (1548 : Area Agency on Aging - Regional Advisory Council)

Region R Advisory Council (RAC)

The Advisory Council shall advise the Area Agency on Aging (AAA) on matters relating to the development and administration of the Area Plan and operations conducted as specified by the Older Americans Act. Members shall serve as advocates for individuals over age sixty (60+), their caregivers, and persons with disabilities in the Planning Service Area and actively promote all programs of benefit to the aging population, their caregivers, and individuals with disabilities within the region.

Albemarle Commission
512 S Church St
Hertford, NC 27944
<http://www.albemarlecommission.org/area-agency-aging/>

Membership:

2 Member Appointed by the Camden Board of Commissioners
Term of Appointment: 2 Years

	Qualification	Member	Term Expires
1		Gwen Wescott	
1		VACANT	

At least 51% of the membership shall be age (60) or older and a resident of Camden County.

Contact: Laura Alvarico
(252) 426-5753 ext.224

Meetings:

Meets on the 3rd Thursday at 7:00 PM

2017 Regional Advisory Meeting Schedule

	2/20/2017	March 16, 2017
	5/15/2017	6/15/2017
7/18/2017	-	9/21/2017
	11/14/2017	-

Advisory Council members shall be notified of meetings in writing at least ten (10) business days prior to such meetings. All meetings are open to the public.



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 7.C
Meeting Date: February 20, 2017

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

Item Title **Home and Community Block Grant**

Attachments: HCCBG committee brochure (PDF)
2017 Vol_RAC_JWilson (PDF)
Microsoft Word - Advisory Boards 2017.docx (PDF)

Summary:

Albemarle Commission:
Area Agency on Aging

Home and Community Care Block Grant (HCCBG) Planning Committee

Camille Craft

Contract Specialist, Aging Programs,
& Ombudsman Program Assistant
Albemarle Commission
512 S. Church Street
Hertford, NC 27944
252-426-5753 ext 222
www.albemarlecommission.org <<http://www.albemarlecommission.org/>>



Recommendation:

Appoint Jasmine Wilson to the HCCBG for a 2 year term to expire 2/19/2019.

What is the Area Agency on Aging?

The Area Agency on Aging (AAA) is part of a national net-work of Area Agencies on Aging established by the Older American's Act to provide services and supports to older adults and their caregivers. As the lead aging agency in northeast North Carolina, the AAA is charged with planning and administrative oversight of aging and community based services throughout the region. The AAA also serves as an advocate for older adults, family caregivers and residents of long term care facilities.

The Albemarle Commission AAA covers the counties of Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington.

Other programs of the Area Agency on Aging include the Regional Long Term Care Ombudsman Program, Family Caregiver Support Program, the Senior Nutrition Program and Albemarle Senior Games.

The mission of the Area Agency on Aging is to empower senior adults to enhance their quality of life through training, education, mediation, advocacy and coordination of services.

Albemarle Commission Area Agency on Aging

512 South Church St.
Hertford, NC 27944

Phone: 252-426-5753

Fax: 252-426-8482

Website:

www.albemarlecommission.org

Laura Alvarico, Director

525-426-5753 ext 224

lalvarico@accog.org

**Camille Craft, Program and
Contract Specialist**

252-426-5753 ext 222

ccraft@accog.org



Albemarle Commission: Area Agency on Aging



Home and Community Care Block Grant (HCCBG) Planning Committee

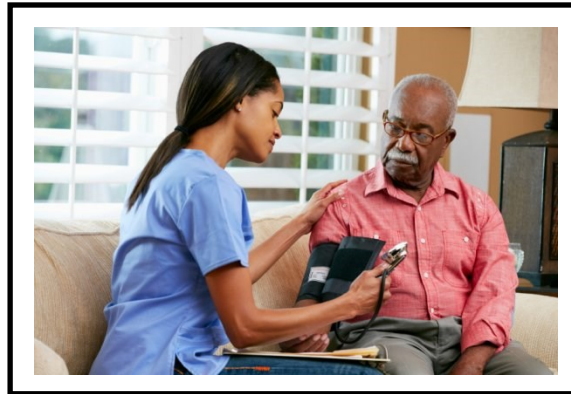
Albemarle Commission
512 South Church St.
Hertford, NC 27944
252-426-5753

Attachment: HCCBG committee brochure (1544 : Home and Community Block Grant)

What is the Home and Community Care Block Grant?

The Home and Community Care Block Grant as authorized in G.S. 134B-181.1(a)(11), is designed to improve the planning and coordination of in-home and community based services provided to North Carolina's older adults. It is also intended to promote the visibility of aging programs at the local level by giving counties increased flexibility with respect to funding aging services through the Block Grant.

The majority of funds comprising the Block Grant are authorized by the federal Older Americans Act. Since this is the largest federal funding source that states receive to develop services and programs specifically for older adults, it is necessary to incorporate the philosophy and policies of the Older Americans Act as part of the Block Grant.



For more information about serving on the Home and Community Care Block Grant Committee contact, Camille Craft.

252-426-5753 ext. 222

ccraft@accog.org



www.albemarlecommission.org

What is the Role of the HCCBG Advisory Committee?

The HCCBG Advisory Committee is comprised of Area Agency on Aging staff, local aging service providers, local elected officials or civic leaders and older consumers within the County dedicated to improving services and supports to older adults.

The purpose of the Committee is to assist in the development of an effective and viable county funding plan to best utilize HCCBG funding. The committee meets annually in the Spring to discuss the upcoming fiscal year and to make recommendations to the County Commissioners on the use of the upcoming funds. Additionally, the committee meets as needed to review and revise the funding plan to meet the needs of the older adults within their county.



Attachment: HCCBG committee brochure (1544 : Home and Community Block Grant)



Application for Citizen Service -Volunteer Form

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

Name: Jasmine S. Wilson

Mailing Address: PO Box 54, Camden, NC 27921

Township you live in: Camden

Telephone (home): (252) 335-4657 (business): (252) 335-2569

Email address: jwhite@camdencountync.gov

Are you a registered voter? Yes No

Have you ever been convicted of a felony? Yes No

Please identify any talent, interest, skill, experience or educational preparation which might be helpful to a board or commission: Bachelors of Social Work degree; worked with elderly population over 5 years

Boards or Commissions upon which you are interested in serving: Regional Advisory Council (RAC)

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

Signature: Jasmine S. Wilson Date: 1/18/17

HOME & COMMUNITY BLOCK GRANT

The purpose of the Committee is to assist in the development of an effective and viable county funding plan to best utilize HCCBG funding. The committee meets annually in the spring to discuss the up-coming fiscal year and to make recommendations to the County Commissioners on the use of the upcoming funds. Additionally, the committee meets as needed to review and revise the funding plan to meet the needs of the older adults within their county.

**Albemarle Commission
Area Agency on Aging**
512 S. Church Street
Hertford, NC 27944

G.S. 143B-181.1(a)(11)

Membership:

3 Members.....Appointed by the Camden Board of Commissioners
Term of Appointment: 2 Years

	Qualification	Member	Term Expires
1	County Commissioner	Randy Krainiak	
2	Senior Resident of Camden	VACANT	

Contact:Camille Craft, Aging Program & Contract Spec
252-426-5753 ext. 222

Meetings:

The **Home & Community Block Grant Committee** meets once annually in April.

**Albemarle Commission
Area Agency on Aging**
512 S. Church Street
Hertford, NC 27944

Attachment: Microsoft Word - Advisory Boards 2017.docx (1544 : Home and Community Block Grant)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.A
Meeting Date: February 20, 2017

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

Item Title **Budget Amendments**

Attachments: 16-17-BA012 VFD (DOC)
 16-17-BA013 Library grant (DOC)
 16-17-BA014 Soil Water grant (DOC)

Summary: Budget Amendments
 BA0012-VFD Equipment Maintenance
 BA0013-Library Grant
 BA0014-Soil & Water Grant
 BA0015-JCPC Grant Adjustments

Recommendation: **Approve**

2016-17-BA012
CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017.

Section 1. To amend the South Mills Volunteer Fire Department Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
41	Fund Balance Appropriated	\$12,000	
Expenses			
41	Equipment Maintenance	\$12,000	

This Budget Amendment is made appropriate funds for Pump Maintenance.

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

Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 6th day of February, 2017.

 Clerk to Board of Commissioners

 Chairman, Board of Commissioners

Attachment: 16-17-BA012 VFD (1540 : Budget Amendments)

2016-17-BA013
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			
10330611-434898	Grant Revenue	\$5,000	
Expenses			
106110-533000	Supplies	\$5,000	

This Budget Amendment is made appropriate funds for Library grant 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 6th day of February, 2017.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

Attachment: 16-17-BA013 Library grant (1540 : Budget Amendments)

2016-17-BA013
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			
10330670-434810	Grant Revenue	\$5,354	
Expenses			
106700-533100	Grant Expense	\$5,354	

This Budget Amendment is made appropriate funds for Soil & Water grant 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 6th day of February, 2017.

 Clerk to Board of Commissioners

 Chairman, Board of Commissioners

Attachment: 16-17-BA014 Soil Water grant (1540 : Budget Amendments)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.B
Meeting Date: February 20, 2017
Submitted By: Angela Wooten, Clerk to the Board
Administration
Prepared by: Angela Wooten

Item Title **CCS Budget Amendments**

Attachments: 2017_02_02_14_45_21.pdf (PDF)
2017_02_02_14_47_34.pdf (PDF)

Summary:

Recommendation:

Budget Amendment


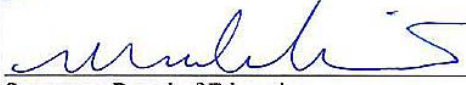
Camden County Schools Administrative Unit

Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 12th day of January, 2017 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	25,425.00	
5200	Special Instructional Programs	2,715.00	
6400	Technology Support Services	2,161.00	
6500	Operational Support Services		27385.00
6800	System-wide Student Services	379.00	
6900	Policy, Leadership, Pub Relation		201.00
Explanation:			
	Total Appropriation in Current Budget	\$	873,732.27
	Amount of Increase/Decrease of Above Amendment		3,094.00
	Total Appropriation in Current Amended Budget	\$	876,826.27

<p>Passed by majority vote of the Board of Education of Camden County on the 12th day of January 2017.</p>  _____ Chairman, Board of Education	<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> _____ Chairman, Board of County Commissioners
 _____ Secretary, Board of Education	_____ Clerk, Board of County Commissioners

Attachment: 2017_02_02_14_45_21.pdf (1546 : CCS Budget Amendments)

BUDGET AMENDMENT
January 12, 2017

8. Other Local Current Expense Fund

- A. We have reviewed this area of the budget and find that we must increase the budget and revenue to reflect the receipt of funds and to increase the budget to match these funds. We request your approval of the following amendment.

<u>EDS Medicaid Services</u>		
5210.306.411	Instructional Supplies	\$ + 2,715.00
6840.306.311	Contracted Services	<u>+ 379.00</u>
Total – EDS Medicaid Reimbursement		\$ + 3,094.00 =====
3700.306 Revenue – EDS Medicaid Services		\$ - 3,094.00 =====

- B. We have reviewed this area of the budget and find that we must transfer funds to other program areas to cover expenses within the Other Local Current Expense Budget. We request your approval of the following amendment.

<u>Maintenance of Plant</u>		
6580.802.311...50	Contracted Services	\$ - 11,000.00
6580.802.422...50	General Maintenance	- 10,000.00
6580.802.423...50	Gas – Maintenance Vehicles	- 2,000.00
6580.802.461...50	Pur of Non-Cap Equipment	<u>- 4,425.00</u>
Total – Maintenance of Plant		\$ - 27,425.00

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

<u>Classroom Teacher</u>		
5120.841.121	Salary – Teacher	\$ + 21,500.00
5120.841.211	Emp Soc Sec Costs	+ 1,430.00
5120.841.221	Emp Retirement Costs	+ 3,060.00
5120.841.231	Emp Hosp Ins Costs	<u>+ 1,435.00</u>
Total – Classroom Teacher		\$ + 27,425.00

- 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.

BUDGET AMENDMENT
 Other Local Current Expense Fund
 January 12, 2017, Page 2

Computer Tech

6400.905.343	Telecommunication Services	\$ +	1,721.00
6400.905.418	Computer Software & Supplies	+	199.00
6400.905.462	Pur of Non-Cap Comp Hdwe	+	241.00
6510.905.341	Telephone for Telecommunications	+	40.00
6940.905.341	Telephone for Telecommunications	-	<u>201.00</u>

Total – Computer Tech \$ + 2,000.00


- E. We have reviewed this area of the budget and must transfer funds to another program area for computer related purchases. We request your approval of the following amendment.

School Accreditation


5110.914.311	Contracted Services	\$ -	<u>2,000.00</u>
--------------	---------------------	------	-----------------

Total – School Accreditation \$ - 2,000.00

Passed by majority vote of the Board of Education of Camden County on the 12th day of January, 2017.



 Chairman, Board of Education



 Secretary, Board of Education

Budget Amendment

Camden County Schools Administrative Unit

Local Current Expense Fund

The Camden County Board of Education at a meeting on the 12th day of January, 2017 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
5200	Special Instructional Programs		27.00
5800	Alternative Programs		11,140.00
6500	Operational Support Services	27.00	
6900	Policy, Ldrshp, & Pub Relations	11,140.00	
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

Passed by majority vote of the Board of Education of Camden County on the 12th day of January 2017.



 Chairman, Board of Education



 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 on the minutes of said Board, this ____ day of _____ 20 ____.

 Chairman, Board of County Commissioners

 Clerk, Board of County Commissioners

Attachment: 2017_02_02_14_47_34.pdf (1546 : CCS Budget Amendments)

BUDGET AMENDMENT
January 12, 2017

2. Local Current Expense Fund

- A. We have reviewed this program area and find that we must transfer funds to cover expenses within the Local Current Expense fund. We request your approval of the following amendment.

Classroom Support

5110.842.211	Emp Soc Sec Costs	\$ - 35.00
5110.842.221	Emp Retirement Costs	+ 35.00
5110.842.333.350	Field Trips	- 356.00
5110.842.411.350	Instructional Supplies	- 1,000.00
5110.842.413	Other Textbooks	+ 1,356.00
5830.842.131	Salary – Guidance Counselor	- 8,357.00
5830.842.231	Emp Hosp Ins Costs	<u>- 2,783.00</u>

Total – Classroom Support \$ - 11,140.00

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

Office of The Superintendent

6940.865.231	Emp Hosp Ins Costs	\$ + 2,783.00
6940.865.311	Contracted Services	- 1,000.00
6940.865.319	Other Professional/Tech Services	+ 8,357.00
6940.865.326	Cont Repair & Mtce- Equipment	+ 100.00
6940.865.327	Rentals	- 100.00
6940.865.342	Postage	- 253.00
6940.865.361	Membership Dues & Fees	+ 253.00
6940.865.423	Gas – County Vehicle	- 50.00
6940.865.424	Oil – County Vehicle	<u>+ 50.00</u>

Total – Office of The Superintendent \$ + 10,140.00

- C. We have reviewed this area of the budget and must transfer funds to cover benefit expenses. We request your approval of the following amendment.

Other Employee Benefits

5210.910.233	Unemployment Insurance	\$ - 27.00
6550.910.211	Emp Soc Sec Costs	<u>+ 27.00</u>

Total – Other Employee Benefits \$ + .00

BUDGET AMENDMENT
 Local Current Expense Fund
 January 12, 2017, Page 2

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

Staff Development

5110.912.312	Workshop Expenses	\$	+	40.00
5110.912.361	Membership Dues & Fees		-	40.00
6940.912.312	Workshop Expenses		+	<u>1,000.00</u>
Total – Additional Pay		\$	+	1,000.00

Passed by majority vote of the Board of Education of Camden County on the 12th day of January , 2017.



 Chairman, Board of Education



 Secretary, Board of Education



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.C
Meeting Date: February 20, 2017
Submitted By: Terri Smith,
Taxes
Prepared by: Terri Smith

Item Title **DMV Monthly Report March Renewals**

Attachments: 20170105155051451.pdf (PDF)

Summary: DMV Monthly Report March Renewals Due 4/15/17

Recommendation: Review and Approve

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County March Ren. Due 4/15/17

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
20,933.86	22,059.05	12,212.10	55,205.01

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.

Risa S. Anderson

Tax Administrator of Camden County

Attachment: 20170105155051451.pdf (1520 : DMV Monthly Report March Renewals)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.D
Meeting Date: February 20, 2017

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

Item Title Refunds Over \$100.00

Attachments: ACS Tax Refunds over 100-Jan (PDF)

Summary: Refunds Over \$100.00

Recommendation: Review and Approve

REFUNDS OVER \$100.00

CAMDEN COUNTY

Refunds to be Issued by Finance Office

Reference:
2016 R 01-7998-00-53-5592.0000 20161230 2 230664
OVERPAYMENT - R-85155-16

2016 R 02 8943 01 26 5768 0000 20161230 2 230741
OVERPAYMENT - R-97421-16

2016 R 03 8952 01 49 5675.0000 20161230 2 230807
OVERPAYMENT - R-99486-16

2016 R 02 8943 01 46 5738 0000 20170103 2 230929
OVERPAYMENT - R-98698/98697-16

2016 R 02 8935 02 89 7250 0000 20170104 2 231057
OVERPAYMENT-R-98165-R-97851-16

2016 R 01 7979 00 26 5797 0000 20170104 2 231119
OVERPAYMENT - R-94720-16

2016 R 01-7080-00-16-2554.0000 20170105 3 231154
OVERPAY-R97452,R99402,R95897

2016 R 01-7997-00-75-8426.0000 20170105 4 231218
overpayment

2016 R 01-8001-00-44-2269.0000 20170110 1 231352
overpayment

M & M ASSOCIATES LIMITED
7461 NORTH SHORE ROAD VA 23505

MEG INVESTMENTS, LLC
P.O. BOX 456
MOYOCK NC 27958

7 * Fire tax only being refunded due to Company putting a stop payment on the check for \$2,572.33.

Submitted by Lisa S. Anderson Date 1-13-17

Lisa S. Anderson, Tax Administrator Camden County

Approved by _____ Date _____

Clayton D. Riggs, Chairman Camden County Board of Commissioners



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.E
Meeting Date: February 20, 2017
Submitted By: Terri Smith,
Taxes
Prepared by: Terri Smith

Item Title Refunds Over \$100.00

Attachments: ACS Tax Refunds over 100 (PDF)

Summary: Refunds Over \$100.00

Recommendation: Review and Approve

Refunds Over \$100.00

ACS Tax System
12/28/16 16:21:16

Refunds to be Issued by Finance Office

CAMDEN COUNTY

Page 1

Refund\$	Remit To:	Reference:	Drawer/Transaction Info:
143.32	BLACKWELL, MINNIE 40 GRAHAM STREET STRATFORD CT 06615	2016 R 03-8962-00-73-3144.0000 value change	20161202 99 229480
795.98	CORELOGIC RETS - REFIMD DEPT. P.O. BOX 961250 SHILOH NC 27974	2016 R 03-8961 00 68 3102.0000	20161222 3 230196
155.74	FIRST AMERICAN MORTGAGE SERV. SOLANA BLVD., BLDG. 6. STE. 6200 WESTLAKE TX 76262	2016 R 03-8963-00-00-3982.0000 overpayment 2016 realestate	20161110 1 228898
100.00	JOHNSON-MCCOY, CLARETTA 6038 NORTH 13TH STREET PHILADELPHIA PA 19141	2016 R 01-7998-00-56-2041.0000 overpayment on realestate	20161109 1 228891
310.50	JONES, EVAINIA HUNT 233 LAKE ROAD CAMDEN NC 27921	2015 R 01-8908-00-51-3617.0000 exclusion should be on this pa	20161228 99 230448
310.50	JONES, EVAINIA HUNT 233 LAKE ROAD CAMDEN NC 27921	2016 R 01-8908-00-51-3617.0000 apply to 88237/15 & 95383/2016	20161228 99 230450
196.65	SEABOARD DEVELOPMENT ALLIANCE 1073 BULLARD COURT RALEIGH NC 27615	2016 R 03-8965-00-25-2074.0000 overpayment record#100888	20161130 1 229400
117.29	STAPLES, ABNER WAYNE 1381 S HIGHWAY 343 SHILOH NC 27974	2016 R 03-8973-00-25-3231.0000 value adjustment	20161202 99 229477
1,490.76	WELLS FARGO REAL ESTATE TAX 1 HOME CAMPUS SOUTH MILLS NC 27976	2016 R 01-7080-00-18-3211.0000	20161115 2 228984
3,620.74	Total Refunds		***

Submitted by Lisa S. Anderson Date 12-29-16
 Lisa S. Anderson, Tax Administrator Camden County

Approved by _____ Date _____
 Clayton D. Riggs, Chairman Camden County Board of Commissioners

Packet Pg. 61

8.E.1



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.F
Meeting Date: February 20, 2017
Submitted By: Angela Wooten, Clerk to the Board
Administration
Prepared by: Angela Wooten

Item Title **Pick Ups, Releases, and Refunds**

Attachments: 2017_02_02_14_50_03.pdf (PDF)

Summary:

Pick Ups, Releases, and Refunds

Recommendation:

<u>NAME</u>	<u>REASON</u>	<u>TYPE NO.</u>
Angelia Leigh Williams, ETAL	\$361.76 Pick-Up - Rolled back taxes	Pick-Up/19807 R-82353-14 R-89472-15 R-96615-16
Alice Bartlett Sawyer	\$122.54 Adjustment value correction	Pick-Up/19805 R-98511-16
Stanford & Evania Jones	\$310.50 Adjustment - exclusion on wrong property	Pick-Up/19804 R-88237-15
Stanford & Evania Jones	\$310.50 Adjustment - exclusion on wrong property	Pick-Up/19803 R-95383-16
Stanford & Evania Jones	\$310.50 Adjustment - exclusion on wrong property	Pick-Up/19802 R-95373-15
Evania Hunt Jones	\$310.50 Adjustment - exclusion on wrong property	Pick-Up/19801 R-95373-16
Gus Woodrow McPherson	\$987.20 Adjustment - corrected value	Pick-Up/19800 R-95653-16
C & L Concrete Woks, Inc.	\$257.76 Released - value corrected	PickUp/19767 R-97046-16

Attachment: 2017_02_02_14_50_03.pdf (1547 : PickUps, Releases, and Refunds)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.G
Meeting Date: February 20, 2017

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

Item Title **Tax Collection Report - December 2016, January 2017**

Attachments: Tax Collection Report - January 2017 (PDF)
 Tax Collection Report - Dec (PDF)

Summary:

Tax Collection Report - December 2016
 Tax Collection Report - January 2017

Recommendation:

Review and Approve

Tax Collection Report DEC. 2016

Day	Amount	Amount	Name of Account	Deposits	Internet
1	52,502.15		\$0.07 - Over	52,502.15	
2	27,386.41		\$377.62 - Refund- Drw.99	27,386.41	
5	36,048.45	25,396.50	\$15.49-Refund/\$0.64 Over	61,444.95	
6	11,780.37			11,780.37	
7	36,021.84			36,021.84	
8	137,969.09	44,276.64	\$10.55-Refund/\$0.02-Over	182,245.73	
9	30,999.77			30,999.77	
12	43,983.95		\$106.65 - Refund	43,983.95	
13	53,190.14	27,231.29	\$ 29.80 - Refund	80,421.43	
14	165.77		\$ 36.74 - Refund		165.77
	22,028.12		\$ 0.40 - Refimd	22,028.12	
15	24,383.81	18,575.28		42,959.09	
16	42,557.14		\$2.00 - Refund	42,557.14	
19	19,852.98			19,852.98	
20	115,217.15	18,465.44	\$20.00 - Refund	133,682.59	
21	42,521.98	25,919.32		68,441.30	
22	35,469.26			35,469.26	
	30,683.93		\$19.71 - Refund	30,683.93	
	126,603.59		\$795.98 - Refund	126,603.59	
28	27,166.79	86,643.94		113,810.73	
	439.89			439.89	
	50,315.65	48,702.45	\$716.67 - Refund		
	86,017.85		\$20.00 - Refund	185,035.95	
29	47,141.90	41,980.75			
	61,773.74		\$.01 - Reffund	150,896.39	
	56,470.22			56,470.22	
	29,839.11			29,839.11	
	14,025.06				14,025.06
30	31,605.40	75,026.45	\$.04 - Refund		
	55,929.66	6,553.44	\$0.27 - Over	169,114.95	
	39,305.44	1,869.23	\$1.16 - Refund	41,174.67	
	342,689.49	35,691.32	\$4,855.47 - Refund	378,380.81	
	7,798.51				7,798.51
	27,381.64			27,381.64	
	\$1,767,266.25	\$456,332.05		\$2,201,608.96	\$21,989.34
	\$2,223,598.30			\$2,223,598.30	
	-\$10.00				
	-\$7,008.29	Refund			
	\$1.00	Over			
	\$0.00	Shortage			
	\$0.00				
	\$2,216,581.01				

Submitted by: Risa S. Anderson

Date: 1-11-17

Approved by: _____

Date: _____

Attachment: Tax Collection Report - Dec (1545 : Tax Collection Report - December 2016, January 2017)



CAMDENCOUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.H
Meeting Date: February 20, 2017

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

Item Title Volunteer Application - Greg Stewart

Attachments: Volunteer_App_Stewart (PDF)

Summary:
Volunteer Application - Greg Stewart

Recommendation:



Application for Citizen Service -Volunteer Form

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

Name: Gregory A. Stewart

Mailing Address: 134 Pudding Ridge Rd.

Township you live in: South Mills

Telephone (home): 852-548-2226 (business): _____

Email address: ga.stewart@yahoo.com

Are you a registered voter? Yes No

Have you ever been convicted of a felony? Yes No

Please identify any talent, interest, skill, experience or educational preparation which might be helpful to a board or commission: Business, public relations, government,

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

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

Signature: [Handwritten Signature] Date: 1/10/2017

Attachment: Volunteer_App_Stewart (1526 : Volunteer Application - Greg Stewart)

Boards and Commissions

- ABC Board
- Adult Care Home Community Advisory Committee
- Aging Advisory Board
- Albemarle Commission
- Albemarle Regional Health Board
- Albemarle Hospital Board
- Board of Adjustments
- Camden Economic Development Commission
- Coastal Resource Advisory Council
- Coastal Resource Commission
- COA Board of Trustees
- Social Services Advisory Board
- Dismal Swamp Park Advisory Committee
- Economic Improvement Council
- Fire District Commission (Shiloh/Courthouse)
- Fire District Commission (South Mills)
- Joyce Creek Watershed Commission
- Library Board
- Northeast Workforce Development Board
- Parks & Recreation Advisory Board
- Planning Board
- Senior Services Advisory Board
- Stormwater Management Advisory Committee (Shiloh, Courthouse, or South Mills)
- Senior Tar Heel Representative Delegate
- Tourism Development Authority



CAMDENCOUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 8.I
Meeting Date: February 20, 2017

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

Item Title **Volunteer Application - Senior Center**

Attachments: Vol_App_RWilson.pdf (PDF)

Summary:

Ricky Wilson has

Recommendation:



Application for Citizen Service -Volunteer Form

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

Name: Rickey Wilson

Mailing Address: 489 Lambs Rd

Township you live in: Camden

Telephone (home): 334-1555 (business): 335-5018

Email address: RSWLSW4@yahoo.com

Are you a registered voter? Yes No

Have you ever been convicted of a felony? Yes No

Please identify any talent, interest, skill, experience or educational preparation which might be helpful to a board or commission: 12 year member of ~~ABC~~ Board Education, member Sawyer Creek Church,

Boards or Commissions upon which you are interested in serving: Senior Board, (advisory) Board of Adjustment, ABC Board

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

Signature: [Handwritten Signature] Date: 12-10-16

Boards and Commissions

- ABC Board
- Adult Care Home Community Advisory Committee
- Aging Advisory Board
- Albemarle Commission
- Albemarle Regional Health Board
- Albemarle Hospital Board
- Board of Adjustments
- Camden Economic Development Commission
- Coastal Resource Advisory Council
- Coastal Resource Commission
- COA Board of Trustees
- Social Services Advisory Board
- Dismal Swamp Park Advisory Committee
- Economic Improvement Council
- Fire District Commission (Shiloh/Courthouse)
- Fire District Commission (South Mills)
- Joyce Creek Watershed Commission
- Library Board
- Northeast Workforce Development Board
- Parks & Recreation Advisory Board
- Planning Board
- Senior Services Advisory Board
- Stormwater Management Advisory Committee (Shiloh, Courthouse, or South Mills)
- Senior Tar Heel Representative Delegate
- Tourism Development Authority



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.J
Meeting Date: February 20, 2017

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

Item Title **2017 Audit Contracts**

Attachments: 16-17 Audit Contracts (PDF)

Summary: The attached contracts are for the 2016-2017 Fiscal Year audit services to be provided by Thompson, Price, Scott, Adams.

Recommendation: **Approve the attached contracts**

CONTRACT TO AUDIT ACCOUNTS

Of Camden County Tourist Development Authority
Primary Governmental Unit

Discretely Presented Component Unit (DPCU) if applicable

On this 22nd day of December, 2016,

Auditor: Thompson, Price, Scott, Adams & Co., P.A. Auditor Mailing Address: 4024 Oleander Dr., Suite 103

Wilmington, NC 28403

Hereinafter referred to as The Auditor

and Board (Governing Board(s)) of Camden County Tourist Development Authority
 (Primary Government)
 and _____ : hereinafter referred to as the Governmental Unit(s), agree as follows:
 (Discretely Presented Component Unit)

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2016, and ending June 30, 2017. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards*, (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).

County and Multi-County Health Departments: The Office of State Auditor will designate certain programs that have eligibility requirements to be considered major programs in accordance with OMB Uniform Guidance for the State of North Carolina. The LGC will notify the auditor and the County and Multi-Health Department of these programs. A County or a Multi-County Health Department may be selected to audit any of these programs as major.

3. If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government*

Contract to Audit Accounts (cont.)

Camden County Tourist Development Authority

Primary Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

Auditing Standards. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). **If the audit firm received a peer review rating other than pass**, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment..

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: October 31, 2017. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the secretary of the LGC for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. **Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC.** (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent via upload through the current portal address: <http://nctreasurer.slgfd.leapfile.net> Subject line should read "Invoice – [Unit Name]. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. In consideration of the satisfactory performance of the provisions of this contract, the Primary Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. **(Note: Fees listed on signature pages.)**
10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.

Discretely Presented Component Units (DPCU) if applicable

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed **prior** to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
13. The Auditor shall electronically submit the report of audit to the LGC as a text-based PDF file when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings, by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and other lawful purposes of the Governmental Unit without subsequent consent of the Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless another time frame is agreed to by the LGC.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

The LGC's process for submitting contracts, audit reports and invoices is subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee. This amended contract needs to be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract, and then must be submitted through the audit contract portal to the Secretary of the LGC for approval. The portal address to upload your amended contract is <http://nctreasurer.slgfd.leapfile.net>. No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
16. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit should be attached to the contract, and by reference here becomes part of the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #25 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.

Contract to Audit Accounts (cont.) Camden County Tourist Development Authority

Primary Governmental Unit

Discretely presented component units if applicable

17. Special provisions should be limited. Please list any special provisions in an attachment.
18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU must be named along with the parent government on this audit contract. Signatures from the DPCU Board chairman and finance officer also must be included on this contract.
19. The contract must be executed, pre-audited, physically signed by all parties including Governmental Unit and Auditor signatures and submitted in PDF format to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.slgfd.leapfile.net> Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of November 2016. These instructions are subject to change. Please check the NC Treasurer's web site at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx> for the most recent instructions.
20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. **The audit should not be started before the contract is approved.**
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
22. **E-Verify.** Auditor **shall comply** with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor **shall require** such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
23. Contractor hereby certifies that Contractor, and all subcontractors, are not on the Iran Final Divestment List ("List") created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58. Contractor shall not utilize any subcontractor that is identified on the List.
25. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification).

SIGNATURE PAGES FOLLOW

Contract to Audit Accounts (cont.) Camden County Tourist Development Authority
Primary Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

**** This page to only be completed by Discretely Presented Component Units ****

FEEES

Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] _____

Audit _____

Preparation of the annual financial Statements _____

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ _____

**** NA if there is to be no interim billing**

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

DPCU Governmental Unit Signatures:

Name of Discretely Presented Component Unit

By _____
DPCU Board Chairperson: Type or print name and title

Signature of Chairperson of DPCU governing board

Date _____

By _____
Chair of Audit Committee - Type or print name

Signature of Audit Committee Chairperson

Date _____
**** If Governmental Unit has no audit committee, mark this section "N/A"**

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By _____
DPCU Finance Officer:
Type or print name

DPCU Finance Officer Signature

Date _____
*(Pre-audit Certificate **must be dated.**)*

Email Address of Finance Officer

Date DPCU Governing Body Approved Audit Contract - G.S. 159-34(a)

Attachment: 16-17 Audit Contracts (1525 : 2017 Audit Contracts)

Contract to Audit Accounts (cont.) Camden County Tourist Development Authority
 Primary Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

Steps to Completing the Audit Contract

1. Complete the Header Information – NEW: If a DPCU is subject to the audit requirements as detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not issued for the DPCU and is to be included in the Primary Government's audit, the DPCU must be named with the parent government on this Audit contract. The Board chairman of the DPCU also must sign the Audit contract.
2. Item No. 1 – Complete the period covered by the audit
3. Item No. 6 – Fill in the audit due date. For Governmental Unit (s), the contract due date can be no later than 4 months after the end of the fiscal year, even though amended contracts may not be required until a later date.
4. Item No. 8 – If the process for invoice approval instructions changed, the Auditor should make sure he and his administrative staff are familiar with the current process. Instructions for each process can be found at the following link. <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>
5. Item No. 9 – NEW: Please note that the fee section has been moved to the signature pages, Pages 5 & 6.
6. Item No. 16 – NEW: It is now expected that an engagement letter will be attached to the contract. Has the engagement letter been attached to the contract submitted to the SLGFD?
 - a. Do the terms and fees specified in the engagement letter agree with the Audit contract? *"In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control."*
 - b. Does the engagement letter contain an indemnification clause? **The audit contract will not be approved if there is an indemnification clause – refer to LGC Memo # 986.**
7. Complete the fee section for BOTH the Primary Government and the DPCU (if applicable) on the signature pages, please note:
 - The cap on interim payments is 75% of the current audit fee for services rendered if the contracted fee amount is a fixed amount. If any part of the fee is variable, interim payments are limited to 75% of the prior year's total audit fee. If the contract fee is partially variable, we will compare the authorized interim payment on the contract to 75% of last year's actual approved total audit fee amount according to our records. There is a report of audit fees paid by each governmental unit on our web site: <https://www.nctreasurer.com/slg/Pages/Non-Audit-Services-and-Audit-Fees.aspx> - Auditors and Audit Fees.
Please call or email Darrus Cofield at 919-814-4299 darrus.cofield@nctreasurer.com if you have any questions about the fees on this list.
 - For variable fees for services, are the hourly rates or other rates clearly stated in detail? If issued separately in an addendum, has the separate page been acknowledged in writing by the Governmental Unit?

Contract to Audit Accounts (cont.) Camden County Tourist Development Authority
Primary Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

- For fees for services that are a combination of fixed and variable fees, are the services to be provided for the fixed portion of the fee clearly stated? Are the hourly rates or other rates clearly stated for the variable portion of the fee? (Note: See previous bullet point regarding variable fees.)
 - If there is to be no interim billing, please indicate N/A instead of leaving the line blank.
8. Signature Area – There are now 2 Signature Pages: one for the Primary Government and one for the DPCU. Send the page(s) that are applicable to your Unit of Government. Make sure all signatures have been obtained, and properly dated. **The contract must be approved by Governing Boards pursuant to G.S. 159-34(a). NEW** - If this contract includes auditing a DPCU that is a Public Authority under the Local Government Budget and Fiscal Control Act it must be named in this Audit contract and the Board chairperson of the DPCU **must also sign** the Audit contract in the area indicated. If the DPCU has a separate Audit, a separate Audit contract is required for the DPCU.
 9. Please place the date the Unit’s Governing Board and the DPCU’s governing Board (if applicable) approved the audit contract in the space provided.
 - a. Please make sure that you provide email addresses for the audit firm and finance officer as these will be used to communicate official approval of the contract.
 - b. Has the pre-audit certificate for the Primary Government (and the DPCU if applicable) been signed and dated by the appropriate party?
 - c. Has the name and title of the Mayor or Chairperson of the Unit’s Governing Board and the DPCU’s Chairperson (if applicable) been typed or printed on the contract and has he/she signed in the correct area directly under the Auditor’s signature?
 10. If the Auditor is performing an audit under the yellow book or single audit rules, has year-end bookkeeping assistance been limited to those areas permitted under the revised GAO Independence Standards? Although not required, we encourage Governmental Units and Auditors to disclose the nature of these services in the contract or an engagement letter. Fees for these services should be shown in the space indicated on the applicable signature page(s) of the contract.
 11. Has the most recently issued peer review report for the audit firm been included with the contract? This is required if the audit firm has received a new peer review report that has not yet been forwarded to us. The audit firm is only required to send the most current Peer Review report to us once – not multiple times.
 12. After all the signatures have been obtained and the contract is complete, please convert the contract and all other supporting documentation to be submitted for approval into a PDF file. Peer Review Reports should be submitted in a separate PDF file. These documents should be submitted using the most current submission process which can be obtained at the NC Treasurer’s web site – <https://www.nctreasurer.com/slq/Pages/Audit-Forms-and-Resources.aspx>.
 13. NEW: If an audit is unable to be completed by the due date, an Amended Contract should be completed and signed by the unit and auditor, using the new “Amended LGC-205” form (Rev. 2015). The written explanation for the delay is now included on the contract itself to complete, and must be signed by the original parties to the contract.

CONTRACT TO AUDIT ACCOUNTS

Of Camden County
Primary Governmental Unit

Discretely Presented Component Unit (DPCU) if applicable

On this 15th day of December, 2016,

Auditor: Thompson, Price, Scott, Adams & Co., P.A. Auditor Mailing Address: 4024 Oleander Dr., Suite 103

Wilmington, NC 28403

Hereinafter referred to as The Auditor

and Board of Commissioner (Governing Board(s)) of Camden County
(Primary Government)

and _____ : hereinafter referred to as the Governmental Unit(s), agree as follows:
(Discretely Presented Component Unit)

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2016, and ending June 30, 2017. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards*, (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).

County and Multi-County Health Departments: The Office of State Auditor will designate certain programs that have eligibility requirements to be considered major programs in accordance with OMB Uniform Guidance for the State of North Carolina. The LGC will notify the auditor and the County and Multi-Health Department of these programs. A County or a Multi-County Health Department may be selected to audit any of these programs as major.

3. If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government*

Contract to Audit Accounts (cont.)

Camden County

Primary Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

Auditing Standards. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). **If the audit firm received a peer review rating other than pass**, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment..

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: October 31, 2017. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the secretary of the LGC for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. **Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC.** (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent via upload through the current portal address: <http://nctreasurer.slgfd.leapfile.net> Subject line should read "Invoice – [Unit Name]. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. In consideration of the satisfactory performance of the provisions of this contract, the Primary Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. **(Note: Fees listed on signature pages.)**
10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.

Contract to Audit Accounts (cont.) Camden County
 Primary Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed **prior** to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
13. The Auditor shall electronically submit the report of audit to the LGC as a text-based PDF file when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings, by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and other lawful purposes of the Governmental Unit without subsequent consent of the Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless another time frame is agreed to by the LGC.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

The LGC's process for submitting contracts, audit reports and invoices is subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee. This amended contract needs to be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract, and then must be submitted through the audit contract portal to the Secretary of the LGC for approval. The portal address to upload your amended contract is <http://nctreasurer.slgfd.leapfile.net> No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
16. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit should be attached to the contract, and by reference here becomes part of the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #25 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.

Contract to Audit Accounts (cont.) Camden County

Primary Governmental Unit

Discretely presented component units if applicable

17. Special provisions should be limited. Please list any special provisions in an attachment.
18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU must be named along with the parent government on this audit contract. Signatures from the DPCU Board chairman and finance officer also must be included on this contract.
19. The contract must be executed, pre-audited, physically signed by all parties including Governmental Unit and Auditor signatures and submitted in PDF format to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.slgfd.leapfile.net> Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of November 2016. These instructions are subject to change. Please check the NC Treasurer's web site at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx> for the most recent instructions.
20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. **The audit should not be started before the contract is approved.**
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
22. **E-Verify.** Auditor **shall comply** with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor **shall require** such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
23. Contractor hereby certifies that Contractor, and all subcontractors, are not on the Iran Final Divestment List ("List") created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58. Contractor shall not utilize any subcontractor that is identified on the List.
25. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification).

SIGNATURE PAGES FOLLOW

Contract to Audit Accounts (cont.) Camden County
Primary Governmental Unit
Discretely Presented Component Units (DPCU) if applicable

Camden County - FEES

Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] If needed will be billed separately at standard rates.

Audit \$23,500.00

Preparation of the annual financial Statements n/a

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ 17,625.00
** NA if there is to be no interim billing

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

Audit Firm Signature:
Thompson, Price, Scott, Adams & Co., P.A

Name of Audit Firm

By Gregory S. Adams, C.P.A

Authorized Audit firm representative name: Type or print

Signature of authorized audit firm representative

Date December 15

gsadams@tpsa.co

Email Address of Audit Firm

Governmental Unit Signatures:

Camden County

Name of Primary Government

By Michael Mc Lair, Chairman

Mayor / Chairperson: Type or print name and title

Signature of Mayor/Chairperson of governing board

Date

By

Chair of Audit Committee - Type or print name

Signature of Audit Committee Chairperson

Date

** If Governmental Unit has no audit committee, mark this section "N/A"

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28

(a)
This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By Stephanie Humphries, Finance Officer

Primary Governmental Unit Finance Officer:

Type or print name

Primary Government Finance Officer Signature

Date

(Pre-audit Certificate must be dated.)

shumphries@camdencountync.org

Email Address of Finance Officer

Date Primary Government Governing Body

Approved Audit Contract - G.S. 159-34(a)

Attachment: 16-17 Audit Contracts (1525 : 2017 Audit Contracts)

Contract to Audit Accounts (cont.)

Camden County

Primary Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

Steps to Completing the Audit Contract

1. Complete the Header Information – NEW: If a DPCU is subject to the audit requirements as detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not issued for the DPCU and is to be included in the Primary Government's audit, the DPCU must be named with the parent government on this Audit contract. The Board chairman of the DPCU also must sign the Audit contract.
2. Item No. 1 – Complete the period covered by the audit
3. Item No. 6 – Fill in the audit due date. For Governmental Unit (s), the contract due date can be no later than 4 months after the end of the fiscal year, even though amended contracts may not be required until a later date.
4. Item No. 8 – If the process for invoice approval instructions changed, the Auditor should make sure he and his administrative staff are familiar with the current process. Instructions for each process can be found at the following link. <https://www.nctreasurer.com/slq/Pages/Audit-Forms-and-Resources.aspx>
5. Item No. 9 – NEW: Please note that the fee section has been moved to the signature pages, Pages 5 & 6.
6. Item No. 16 – NEW: It is now expected that an engagement letter will be attached to the contract. Has the engagement letter been attached to the contract submitted to the SLGFD?
 - a. Do the terms and fees specified in the engagement letter agree with the Audit contract? *"In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control."*
 - b. Does the engagement letter contain an indemnification clause? **The audit contract will not be approved if there is an indemnification clause – refer to LGC Memo # 986.**
7. Complete the fee section for BOTH the Primary Government and the DPCU (if applicable) on the signature pages, please note:
 - The cap on interim payments is 75% of the current audit fee for services rendered if the contracted fee amount is a fixed amount. If any part of the fee is variable, interim payments are limited to 75% of the prior year's total audit fee. If the contract fee is partially variable, we will compare the authorized interim payment on the contract to 75% of last year's actual approved total audit fee amount according to our records. There is a report of audit fees paid by each governmental unit on our web site: <https://www.nctreasurer.com/slq/Pages/Non-Audit-Services-and-Audit-Fees.aspx> - Auditors and Audit Fees.
Please call or email Darrus Cofield at 919-814-4299 darrus.cofield@nctreasurer.com if you have any questions about the fees on this list.
 - For variable fees for services, are the hourly rates or other rates clearly stated in detail? If issued separately in an addendum, has the separate page been acknowledged in writing by the Governmental Unit?

Contract to Audit Accounts (cont.) Camden County
 Primary Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

- For fees for services that are a combination of fixed and variable fees, are the services to be provided for the fixed portion of the fee clearly stated? Are the hourly rates or other rates clearly stated for the variable portion of the fee? (Note: See previous bullet point regarding variable fees.)
 - If there is to be no interim billing, please indicate N/A instead of leaving the line blank.
8. Signature Area – There are now 2 Signature Pages: one for the Primary Government and one for the DPCU. Send the page(s) that are applicable to your Unit of Government. Make sure all signatures have been obtained, and properly dated. **The contract must be approved by Governing Boards pursuant to G.S. 159-34(a).** NEW - If this contract includes auditing a DPCU that is a Public Authority under the Local Government Budget and Fiscal Control Act it must be named in this Audit contract and the Board chairperson of the DPCU **must also sign** the Audit contract in the area indicated. If the DPCU has a separate Audit, a separate Audit contract is required for the DPCU.
 9. Please place the date the Unit’s Governing Board and the DPCU’s governing Board (if applicable) approved the audit contract in the space provided.
 - a. Please make sure that you provide email addresses for the audit firm and finance officer as these will be used to communicate official approval of the contract.
 - b. Has the pre-audit certificate for the Primary Government (and the DPCU if applicable) been signed and dated by the appropriate party?
 - c. Has the name and title of the Mayor or Chairperson of the Unit’s Governing Board and the DPCU’s Chairperson (if applicable) been typed or printed on the contract and has he/she signed in the correct area directly under the Auditor’s signature?
 10. If the Auditor is performing an audit under the yellow book or single audit rules, has year-end bookkeeping assistance been limited to those areas permitted under the revised GAO Independence Standards? Although not required, we encourage Governmental Units and Auditors to disclose the nature of these services in the contract or an engagement letter. Fees for these services should be shown in the space indicated on the applicable signature page(s) of the contract.
 11. Has the most recently issued peer review report for the audit firm been included with the contract? This is required if the audit firm has received a new peer review report that has not yet been forwarded to us. The audit firm is only required to send the most current Peer Review report to us once – not multiple times.
 12. After all the signatures have been obtained and the contract is complete, please convert the contract and all other supporting documentation to be submitted for approval into a PDF file. Peer Review Reports should be submitted in a separate PDF file. These documents should be submitted using the most current submission process which can be obtained at the NC Treasurer’s web site – <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.
 13. NEW: If an audit is unable to be completed by the due date, an Amended Contract should be completed and signed by the unit and auditor, using the new “Amended LGC-205” form (Rev. 2015). The written explanation for the delay is now included on the contract itself to complete, and must be signed by the original parties to the contract.



CAMDENCOUNTY

new energy. new vision.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.K
Meeting Date: February 20, 2017
Submitted By: Stephanie Humphries, Finance Director
 Finance
 Prepared by: Stephanie Humphries

Item Title **Bank Signature Card Resolution**

Attachments: Bank Signature Card Resolution 2017 (PDF)

Summary: Whereas the Annual Budget Ordinance approves dual signatures for disbursements and whereas the County has approved the principal official depository as Towne Bank and other bank accounts for special purposes, an updated signature card is needed for banking signatures with a newly appointed Board Chairman. Two signatures (The Finance Officer and the Board Chairman) are required to sign for disbursements per GS 159. Stephanie Humphries will sign as Finance Officer and Clayton Riggs will sign as Chairman. Sandra Jones can sign as Deputy Finance Officer at the Direction of the Finance Officer, or the Chairman in emergency situations.

Recommendation: Approve amendments to signature card and authorize the attached banking resolution certification.

TOWNE BANK

CAMDEN OFFICE
178 Us 158 West, Camden, NC 27921

BANK RESOLUTION BY GOVERNMENT ENTITY

SECRETARY'S CERTIFICATE. I certify that I am the secretary of COUNTY OF CAMDEN ('Entity'), a government entity in good standing under the laws of North Carolina. The following is an accurate copy of resolutions adopted by the Entity's governing body at a meeting properly called and held on December 9, 2010, at which a quorum was present. Such resolutions have not been amended or revoked, and they do not conflict with any provision of any document by which the Entity is bound:

RESOLVED, that TOWNEBANK ('Bank') is designated a depository of funds for the Entity;

RESOLVED, that any prior resolutions remain in effect except as changed by those adopted today. The Entity ratifies all transactions purportedly done on its behalf with the Bank before these resolutions were delivered to the Bank. Any change(s) to these resolutions will take effect only after the Bank has received written certification of the change(s) and has had reasonable time to act on the change(s);

RESOLVED, that the Entity agrees to be bound by the Bank's Commercial Deposit Account Agreement for each account permitted by these resolutions;

RESOLVED, that the Bank is authorized to honor, pay, and charge the Entity's account(s) for any item purporting to have been signed on behalf of the Entity with a facsimile signature that resembles a specimen the Entity has certified to the Bank, no matter by whom or by what means the actual or purported signature may have been made;

RESOLVED, that the persons named below, whose manual and/or facsimile signatures are provided next to their respective names, are authorized to perform the powers listed based on number(s) following their respective names. The Bank has no duty to inquire into any power before executing it, even if the power benefits the signer individually. The required number of signatures immediately follows the description of that power;

Powers:

1. Open and close deposit accounts, sign account agreements, and sign contracts for deposit-related or other services. Signatures required: 1
2. Sign and authorize checks, drafts, withdrawal slips, and any other orders for the payment of money, whether by paper, electronic, or any other means, even if payable to the signer or used to discharge or reduce any obligation of the signer. Signatures required: 1
3. Borrow money by signing promissory notes, checks, drafts, credit agreements, agreements for letters of credit, and any other contracts that obligate the Entity to repay funds. Signatures required: 0
4. Assign, endorse, discount, transfer, mortgage, or pledge any of the Entity's property as collateral for any obligation, direct or indirect, absolute or contingent. Signatures required: 0
5. Lease, have access to, and terminate leases for safe-deposit boxes. Signatures required: 0
6. Give releases, waivers, receipts, and notices of all kinds that relate in any way to any relationship of the Entity with the Bank. Signatures required: 0

RESOLVED, that the secretary of the Entity is directed to certify and deliver a copy of these resolutions to the Bank, the signature cards bearing the genuine signatures of the persons named below, and any other documents that the Bank requires.

AUTHORIZED PERSONS. The names and genuine signatures, manual or facsimile, of the authorized persons, and the powers granted to them are as follows:

<p>Name STEPHANIE M HUMPHRIES</p>	<p>Title Finance Officer</p>	<p>Powers 1 and 2 - as to account number(s) 0000007251284103, 0000007251284120</p>
<p>Signature _____</p>		<p>Facsimile Signature _____</p>
<p>Name SANDRA B JONES</p>	<p>Title Assistant Finance Officer</p>	<p>Powers 1 and 2 - as to account number(s) 0000007251284103, 0000007251284120</p>
<p>Signature _____</p>		<p>Facsimile Signature _____</p>
<p>Name CLAYTON D RIGGS</p>	<p>Title</p>	<p>Powers 2 - as to account number(s) 0000007251284103, 0000007251284120</p>
<p>Signature _____</p>		<p>Facsimile Signature _____</p>

IN WITNESS WHEREOF, I have signed this certification on the date shown by my signature and have affixed the Entity's seal.

COUNTY OF CAMDEN

INITIALS _____

By _____
, CORPORATE SECRETARY

(Corporate Seal) _____
Date

Attachment: Bank Signature Card Resolution 2017 (1539 : Bank Signature Card Resolution)

INITIALS _____



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.L
Meeting Date: February 20, 2017

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

Item Title **Designation of April as Albemarle Senior Games
Participation Month**

Attachments: Microsoft Word - Designation of April as Albemarle
Senior Games
Participation Month.docx
(PDF)

Summary:

Recommendation:

Designation of April as Albemarle Senior Games Participation Month

WHEREAS, mature adults and the entire community look forward to the Albemarle Senior games, an Olympic style event designed to create year-round health promotion and completion for participants that are 50 years of age and better; and

WHEREAS, the Albemarle Senior Games, held March 27-May 23 of this year, is sanctioned by North Carolina Senior Games, Inc.; and

WHEREAS, the Albemarle Senior Games takes a holistic approach by involving the body, mind and spirit of its athletes and promoting the importance of aging in a healthy manner; and

WHEREAS, the regional event, engaging the counties of Camden, Chowan, Currituck, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington with the goal to enhance growth, development and connection to opportunity for all participants and volunteers, was founded 33 years ago, in 1984; and

WHEREAS, participants will compete in a total of 48 athletic events and 34 artistic categories; and

WHEREAS, our well wishes are extended to all of the competitors.

NOW THEREFORE, the Board of Commissioners hereby proclaims that April be recognized as Senior Games Participation Month in the County of Camden, and promotes participation as well as volunteerism within the Albemarle Senior Games program.

Adopted this ____ day of February, 2017.

Clerk to the Board

Chairman

Attachment: Microsoft Word - Designation of April as Albemarle Senior Games Participation Month.docx (1527 : Albemarle Senior Games)



CAMDENCOUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.M
Meeting Date: February 20, 2017

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

Item Title **USDA Funding Application**

Attachments: Application for Federal Assistance (SF0424) (PDF)

Summary: Request for consensus on USDA funding application.
USDA funding terms are more favorable than bank loans.
An official resolution will be required once USDA determines Camden's eligibility should we accept the terms.
The initial application is for eligibility only and does not obligate the county to accept the USDA funding offer.

Recommendation: **Approve funding eligibility application.**

APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION: Application		2. DATE SUBMITTED	Applicant Identifier
Construction Non-Construction	Pre-application	3. DATE RECEIVED BY STATE	State Application Identifier
	Construction Non-Construction	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5. APPLICANT INFORMATION

Legal Name:		Organizational Unit:	
Organizational DUNS:		Department:	
Address:		Name and telephone number of person to be contacted on matters involving this application (give area code)	
Street:		Prefix:	First Name:
City:		Middle Name	
County:		Last Name	
State:	Zip Code	Suffix:	
Country:		Email:	

6. EMPLOYER IDENTIFICATION NUMBER (EIN): □□-□□□□□□□□	Phone Number (give area code)	Fax Number (give area code)
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8. TYPE OF APPLICATION: New Continuation Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify)	7. TYPE OF APPLICANT: (See back of form for Application Types) Other (specify)
---	--

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): 	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
---	--

12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):
--

13. PROPOSED PROJECT	14. CONGRESSIONAL DISTRICTS OF:
Start Date: Ending Date:	a. Applicant b. Project

15. ESTIMATED FUNDING:	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
a. Federal \$.00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON
b. Applicant \$.00	DATE:
c. State \$.00	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372
d. Local \$.00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
e. Other \$.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
f. Program Income \$.00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input type="checkbox"/> No
g. TOTAL \$.00	

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Authorized Representative		
Prefix	First Name	Middle Name
Last Name		Suffix
b. Title		c. Telephone Number (give area code)
d. Signature of Authorized Representative		e. Date Signed

Attachment: Application for Federal Assistance (SF0424) (1553 : USDA Funding Application)

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:																
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.																
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).																
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.																
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project																
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.																
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.																
7.	Select the appropriate letter in the space provided. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. State</td> <td style="width: 50%;">I. State Controlled Institution of Higher Learning</td> </tr> <tr> <td>B. County</td> <td>J. Private University</td> </tr> <tr> <td>C. Municipal</td> <td>K. Indian Tribe</td> </tr> <tr> <td>D. Township</td> <td>L. Individual</td> </tr> <tr> <td>E. Interstate</td> <td>M. Profit Organization</td> </tr> <tr> <td>F. Intermunicipal</td> <td>N. Other (Specify)</td> </tr> <tr> <td>G. Special District</td> <td>O. Not for Profit Organization</td> </tr> <tr> <td>H. Independent School District</td> <td></td> </tr> </table>	A. State	I. State Controlled Institution of Higher Learning	B. County	J. Private University	C. Municipal	K. Indian Tribe	D. Township	L. Individual	E. Interstate	M. Profit Organization	F. Intermunicipal	N. Other (Specify)	G. Special District	O. Not for Profit Organization	H. Independent School District		17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
A. State	I. State Controlled Institution of Higher Learning																		
B. County	J. Private University																		
C. Municipal	K. Indian Tribe																		
D. Township	L. Individual																		
E. Interstate	M. Profit Organization																		
F. Intermunicipal	N. Other (Specify)																		
G. Special District	O. Not for Profit Organization																		
H. Independent School District																			
8.	Select the type from the following list: <ul style="list-style-type: none"> • "New" means a new assistance award. • "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. • "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. Increase Award</td> <td style="width: 50%;">B. Decrease Award</td> </tr> <tr> <td>C. Increase Duration</td> <td>D. Decrease Duration</td> </tr> </table> 	A. Increase Award	B. Decrease Award	C. Increase Duration	D. Decrease Duration	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)												
A. Increase Award	B. Decrease Award																		
C. Increase Duration	D. Decrease Duration																		
9.	Name of Federal agency from which assistance is being requested with this application.																		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.																		

Attachment: Application for Federal Assistance (SF0424) (1553 : USDA Funding Application)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.N
Meeting Date: February 20, 2017

Submitted By: Craig Patterson, Social Services Director
Social Services
Prepared by: Angela Wooten

Item Title **Personnel Salary Adjustment**

Attachments: personnel salary adjustment (PDF)

Summary:

Recommendation:

POSITION CLASSIFICATION ACTION FORM

FISCAL YEAR 2016-2017

DEPARTMENT NUMBER 526100

DEPARTMENT NAME

Social Services

REQUEST FOR ACTION

PRESENT POSITION CLASSIFICATION	PRESENT SALARY	GRADE/STEP	POSITION NUMBER
<u>Administrative Assistant I</u>	<u>41,757.00</u>	<u>62</u>	<u>129-16-001</u>
PROPOSED POSITION CLASSIFICATION	PROPOSED SALARY	GRADE/STEP	PROPOSED EFFECTIVE DATE
<u>Administrative Officer I</u>	<u>43,844.85</u>	<u>66</u>	<u>10/1/2016</u>

ADDITIONAL SALARY REQUIRED	ADDITIONAL FRINGES REQUIRED	TOTAL ADDITIONAL COST	NEW POSITION NUMBER
<u>2,087.85</u>	<u>725.12</u>	<u>2,812.97</u>	<u>Same</u>

RECOMMENDED BY:



 Signature (Department Head)

APPROVED BY:



 County Manager

DATE 2/2/2017

DATE 2/3/2017

(Continued)

CB-3

Page _____

POSITION CLASSIFICATION ACTION FORM

CONTINUED

EXPLANATION - Additional duties and responsibilities have been added to this position throughout the years. This position has taken a more independent and managerial role within the agency and has more supervisory responsibility since the previous classification.

DESCRIPTION OF WORK - Responsible for completing the 1571 report monthly which brings reimbursement to the county. There are three parts to the report and it is an ongoing work in progress throughout the month. This position is responsible for monitoring spending and reconciling expenditures that are being claimed to the county general ledger. This position is responsible for ensuring correct codes are being used by staff according to policy to ensure maximum revenues. Works in conjunction with Director or independently to complete the annual agency budget.

This position is responsible for granting access to all new agency workers to the state network computer system. There are multiple systems and is a lengthy process. The state implemented a new system which is designed in phases. This position removes workers when they terminate. This position is responsible for completing monthly and quarterly state mandated computer security reports. This position has set up manuals for each system.

This position is responsible for working with local IT people to ensure all agency computer equipment is working properly. This position also works with IT people to coordinate rotation of new computer purchases. This position is the person who all agency staff contact when there are any computer or printer issues.

This position supervises the receptionists, housekeeper and the Social Worker who performs Medicaid Transportation. This position is responsible for quarterly monitoring of the

Attachment: personnel salary adjustment (1560 : Personnel Salary Adjustment)

Medicaid Transportation program. This position meets with auditing team which is sent by the State to the county. This position is responsible for gathering data as requested by the auditors and sending prior to their arrival; this position also meets with auditors once they arrive at the agency to perform the Medicaid Transportation audit.

This position is responsible for gathering data for the state fiscal monitoring and meeting with the state representative and answering questions during the monitoring process.

This position is the contact for the county single audit and is sent a list of items needed prior to the arrival of the auditors. This position gathers all requested data and is the contact for the auditors during the audit process.

This position is responsible for ordering office supplies, maintaining the agency equipment, maintenance of agency vehicles, completing the state contract for the DSS Attorney.

For more details, please see job description sent to county



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.0
Meeting Date: February 20, 2017

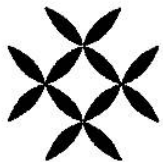
Submitted By: Donna Stewart, Visitor Center Director
Dismal Swamp Welcome Center
Prepared by: Angela Wooten

Item Title **Surplus - Dismal Swamp Welcome Center**

Attachments: 2017_02_03_13_53_40.pdf (PDF)

Summary:
Surplus Property Request

Recommendation:
Review and approve.



**CAMDEN
COUNTY**

Surplus Property Request

Requested by: Donna Stewart

Sell Dispose

Department: Dismal Swamp Welcome Center

Item: Metal Bistro Table and two chairs - foldable

Disposal Method: Purchased by Sarah Hill

Suggested Value: \$58.71

Reason for surplus: Replaced with a nicer item. Interim Flea market purchase

Item Description
This metal fold-up bistro table and chairs was purchased as an interim item for boaters to sit with tablets, etc. This has been replaced with a nice desk and chair. See attached invoice of purchase.

Manager Approval

Disposal Method: Sell to Employee

Value: \$58.71

Comments: *Recommend Approval:*
Michael Brillhart - Michael Brillhart

Board Approval

Approved Denied Date:

Comments:

Final Disposition Date:

Method:
Amount:
Purchased by:

Attachment: 2017_02_03_13_53_40.pdf (1551 : Surplus - Dismal Swamp Welcome Center)

Bistro Table + Chairs (Pd. by Don. Box)



Attachment: 2017_02_03_13_53_40.pdf (1551 : Surplus - Dismal Swamp Welcome Center)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.P
Meeting Date: February 20, 2017

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

Item Title **Surplus - 2008 Dodge Charger**

Attachments: Surplus - 2008 Dodge Charger (PDF)

Summary:

Recommendation:

Surplus Property Request

Requested by:

Sell Dispose

Department:

Item:

Disposal Method:

Suggested Value:

Reason for surplus:

Item Description
 2008 Dodge Charger , Brown , runs good , interior in good condition , AC cold , FM/AM Single Disc CD , 186,030 miles
 Vin # 2B3KA43H58H134185

Sheriff Perry

Manager Approval

Disposal Method:

Value:

Comments:

M. De P... Perry

Board Approval

Approved/Denied:

Date:

Final Disposition Date:

Method:

Amount:

Purchased by:

Attachment: Surplus - 2008 Dodge Charger (1558 : Surplus - 2008 Dodge Charger)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.Q
Meeting Date: February 20, 2017

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

Item Title **Resolution No. 2017-02-02 Opposing Special Secondary
Nursery Areas**

Attachments: Resolution No. 2017-02-02.pdf (PDF)

Summary:

Resolution No. 2017-02-02
Opposing Special Secondary Nursery Areas

Recommendation:

BOARD OF COMMISSIONERS

CLAYTON D. RIGGS
Chairman

G. TOM WHITE
Vice Chairman

GARRY W. MEIGGS
RANDY KRAINIAK
ROSS B. MUNRO



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MICHAEL L. BRILLHART
County Manager

ANGELA L. WOOTEN
Clerk to the Board

JOHN S. MORRISON
County Attorney

RESOLUTION No. 2017-02-02

Opposing the Designation of Special Secondary Nursery Areas

WHEREAS, a petition for rulemaking to designate Special Secondary Nursery Areas and Reduce Bycatch Mortality has been submitted to the NC Marine Fisheries Commission by the NC Wildlife Federation; and,

WHEREAS, the petition seeks to designate all inshore and ocean waters out to three miles as Special Secondary Nursery Areas and define the type of gear and how and when gear may be used during shrimp season; and,

WHEREAS, if adopted, the petition would severely limit shrimp trawling, which would have a devastating impact on commercial fishing families by arbitrarily impairing their livelihood and depriving American tables of fresh, healthy catches of North Carolina harvested shrimp; and,

WHEREAS, shrimp trawling has been a vibrant and successful part of North Carolina's heritage and culture for all of its history and represents a means by which generations of commercial watermen create jobs, provide for their families, and contribute to the economic wellbeing of North Carolina's coastal communities; and

WHEREAS, existing state and federal regulations provide ample provisions for monitoring and regulation of commercial shrimping with serious penalties and sanctions for rule violations, which have proven to be effective in preventing overfishing and waste.

NOW THEREFORE BE IT RESOLVED that the Camden County Board of Commissioners hereby opposes the petition for rulemaking to Designate Special Secondary Nursery Areas and Reduce Bycatch Mortality in North Carolina Coastal Fishing Waters as set forth by the NC Wildlife Federation and strongly urges the North Carolina Marine Fisheries Commission to reject it.

BE IT FURTHER RESOLVED that the Camden County Board of Commissioners asks all coastal communities to support North Carolina's working watermen by adopting similar resolutions in opposition of this petition for rulemaking that would put North Carolina shrimping in jeopardy.

ADOPTED this 20th day of February, 2017.

Chairman Clayton D. Riggs
Camden County Board of Commissioners

ATTEST: _____
Angela L. Wooten
Clerk to the Board



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.R
Meeting Date: February 20, 2017

Submitted By: Amy Barnett, Planning Clerk
 Planning Board
 Prepared by: Amy Barnett

Item Title **Set Public Hearing: Special Use Permit for Preliminary Plat Mill Run - Common Open Space Major Subdivision (UDO 2015-06-07)**

Attachments: Agenda Summary Sheet - SUP Prelim Plat Mill Run (PDF)
 UDO 2015-06-07 SUP Prelim Plat Mill Run (PDF)
 SUP Mill Run 12-12-16 Signed Preliminary Plat Full Set (PDF)

Summary:

Harbinger Land & Timber LLC / Assorted Development Corporation has applied for Preliminary Plat approval for Mill Run Common Open Space Subdivision (45 lots) (Article 151.290 of the Camden County Code of Ordinances). Application will be heard by the Planning Board on February 15, 2017 with recommendation to be provided at the public hearing.

Rezoning from Basic Residential (R3-2) to Basic Residential (R3-1) approved by Board of Commissioners on June 1, 2015 (Ordinance No. 2015-04-01). Sketch / Yield Plan approved by the Board of Commissioners on September 8, 2015.

Recommendation:



Set Public Hearing for March 6, 2017.

**Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

MOTION MADE BY:	
C. Riggs	_____
T. White	_____
G. Meiggs	_____
R. Krainiak	_____
R. Munro	_____
NO MOTION	_____
VOTE:	
C. Riggs	_____
T. White	_____
G. Meiggs	_____
R. Krainiak	_____
R. Munro	_____
ABSENT	_____
RECUSED	_____

Consent Agenda Item

Item Number:

Meeting Date: February 20, 2017
Attachments: 2 (44 Pages)
 Preliminary Plat Mill Run
 Staff Findings of Facts
 TRC Inputs

Submitted By: Planning Department

ITEM TITLE: Set Public Hearing; Special Use Permit
 for Preliminary Plat Mill Run - Common
 Open Space Major Subdivision (UDO 2015-06-07)

SUMMARY:

Harbinger Land & Timber LLC / Assorted Development Corporation has applied for Preliminary Plat approval for Mill Run Common Open Space Subdivision (45 lots) (Article 151.290 of the Camden County Code of Ordinances). Application will be heard by the Planning Board on February 15, 2017 with recommendation to be provided at the public hearing.

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RECOMMENDATION:

Set Public Hearing for March 6, 2017.

Attachment: Agenda Summary Sheet - SUP Prelim Plat Mill Run (1564 : Set Public Hearing - Special Use Permit Preliminary Plat Mill Run)

STAFF REPORT

**UDO 2015-06-07
Special Use Permit
Preliminary Plat Mill Run - Common Open
Space Major Subdivision**

PROJECT INFORMATION

File Reference:	UDO 2015-06-07	Application Received:	12/21/16
Project Name:	Mill Run	By:	David Parks, Permit Officer
PIN:	01-7090-00-07-6888 01-7090-00-17-0117	Application Fee paid:	\$9,000 Check #1243
Applicant:	Harbinger Land & Timber, LLC & Assorted Development Corp – Gary Dunstan	Completeness of Application:	Application is generally complete
Address:	P.O. Box 4 Harbinger NC 27941	Documents received upon filing of application or otherwise included:	
Phone:	(252) 202-1100	A.	Land Use Application
Email:		B.	Preliminary Plat (7 Copies)
Agent for Applicant:	Bissell Professional Group Mark Bissell	C.	Construction Drawings (2 Copies)
Address:	3512 N. Croatan Hwy	D.	Perc Tests (45) from Albemarle Regional Health Services
Phone:	(252) 261-1760	E.	Army COE Wetland Determination
Email:		F.	DENR Stormwater Permit SW7170101
Current Owner of Record:	Same as applicant	G.	DENR E&S Control Plan No. Camde-2017- 001
Meeting Dates:		H.	Approval letter for Drainage Plan
Technical Review:	February 1, 2017	I.	Technical Review Committee inputs.
Planning Board:	February 15, 2017		

PROJECT LOCATION:

Street Address: Property fronted by Sandy Lane, Keeter Barn and Sharon Church Roads
Location Description: South Mills Township

Vicinity Map:



REQUEST: Special Use Permit Preliminary Plat Mill Run Common Open Space Major Subdivision – 45 lots (smallest proposed lot size 22,880 sf or approximately .5 acres) **Article 151.290 of the Code of Ordinances.**

SITE DATA

Lot size: Two parcels approximately 54 acres total.

Flood Zone: Zone X (Located outside the 100 year flood)

Zoning District(s): Base Zoning; Basic Residential (R3-1 & R3-2 (wooded areas))

Adjacent property uses: Predominantly agriculture with some residential.

Streets: Shall be dedicated to public under control of NCDOT.

Street name: Mill Run Loop

Open Space: 23.68 acres

Landscaping: Landscaping Plan required at Preliminary plat.

Buffering: Per Article 151.232 (N), a 50' landscaped vegetative buffer required along all property lines that abut non-residential uses.

Recreational Land: Per Article 151.294 (B)(4) A minimum of 2,000 square feet of open space per dwelling must be designated and improved for active recreation. 45 lots X 2,000 = 95,000 sf or 2.1 acres. Per Article 151.232 (I) (3) Recreational Land: The developer shall at the County's option make a payment to the county of the amount of money equal to the value of the 2.1 acres as it would be appraised following its subdivision. Applicant has provided a pedestrian trail around his development with exercise stations located at various spots.

ENVIRONMENTAL ASSESSMENT

Streams, Creeks, Major Ditches: Mill Run Ditch.

Distance & description of nearest outfall: Mill Run Ditch is located to the east of the wooded portion of the property and will probably be utilized as the outfall.

TECHNICAL REVIEW STAFF (SKETCH PLAN) COMMENTS

1. **South Mills Water.** Approved.
2. **Albemarle Regional Health Department.** Perc test completed on all 45 lots.
3. **South Mills Fire Department.** Disapproved. (See attached)
4. **Postmaster Elizabeth City.** Community Mail Box location on plans.
5. **Army Corps of Engineer.** Delineation complete. No wetlands on site.
6. **Superintendent Camden County Schools.** Did not attend.
7. **Superintendent/Transportation Director of Schools.** Approved. No bus stop shelter required.
8. **Sheriff's Office.** Approved.
9. **Camden Soil & Water Conservationist.** Did not attend TRC meeting.
10. **NCDOT.** Approved.
11. **Parks & Recreation.** Did not attend TRC meeting.
12. **Mediacom.** Did not attend TRC meeting.
13. **Albemarle EMC.** Approved.
14. **Century Link.** Did not attend TRC meeting.
15. **Pasquotank EMS.** Approved.

PLANS CONSISTENCY

CAMA Land Use Plan Policies & Objectives:

Consistent Inconsistent

Land Suitability Maps (below) reflect Very High Suitability for the portion of the property proposed to be subdivided.

2035 Comprehensive Plan

Consistent Inconsistent

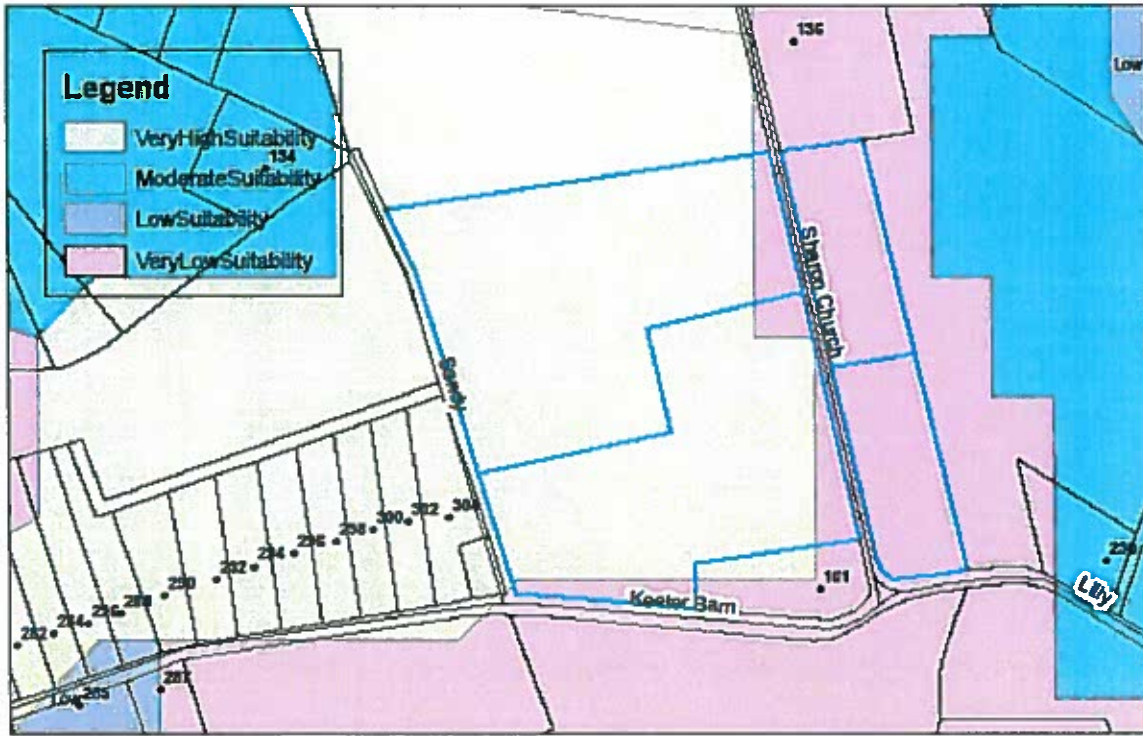
Property zoned R3-1 (farmland) is consistent with Comprehensive Plan as area to be subdivided is designated as Rural Residential One Acre.

PLANS CONSISTENCY – cont.

Comprehensive Transportation Plan

Consistent Inconsistent

Property abuts Sandy Lane (SR 1227) (unpaved), Keeter Barn (SR 1226) and Sharon Church (SR 1231) Roads



CAMA Land Use Plan - Land Suitability Map



Comprehensive Plan Future Land Use Map

FINDINGS REGARDING ADDITIONAL REQUIREMENTS:

- Yes No

Endangering the public health and safety?

Staffs opinion is that application does not appear to endanger the public health and safety.

Although the project will not have officially fire rated fire hydrants, the Fire Chief stated he will use flushing hydrants if they have 4 inch connections. Otherwise water can be hauled from nearby natural water sources.
- Yes No

Injure the value of adjoining or abutting property.

Without any evidence to the contrary - staffs opinion is that application does not appear to injure the value of adjoining or abutting property.
- Yes No

Harmony with the area in which it is located.

2035 Comprehensive Plan has land designated as Rural Residential and CAMA Land Suitability Maps has land designated as High Suitability. Joyce Landing subdivision adjacent to property.

EXCEED PUBLIC FACILITIES:

- Yes No

Schools: Proposed development will generate 20 students (.44 per household X 45 households). High School over capacity: **2016/2017 capacity: 570 Enrollment: 607**
- Yes No

Fire and rescue: Hydrants will be installed, however according to South Mills Water, they are flushing hydrants which are not considered by name adequate for the required flow of 500 PSI. This will affect insurance premiums for owners as their fire ratings will be a 9 vice a 6 with fire hydrants.
- Yes No

Law Enforcement: Approved.

PLANNING STAFF RECOMMENDATION:

Planning Staff recommends approval of Preliminary Plat for Mill Run Common Open Space Subdivision with the caveat that the developer and future owners understand that the installed hydrants are inadequate public facilities since they cannot be certified as fire rated with the South Mills Fire Department.

If the Planning Board recommendation is for approval of Preliminary Plat Mill Run Common Open Space Major Subdivision recommend approve with the following conditions:

1. The applicant must strictly abide by all requirements of the Unified Development Ordinance of Camden County, North Carolina, and must also strictly comply with all other local, state, and federal ordinances, laws, rules and regulations as one or more ordinances, laws, rules and regulations may apply to this development.
2. The applicant shall complete the development strictly in accordance with the approved Preliminary Plat and specifications submitted to the Planning Office of Camden County, North Carolina, and contained in the file titled (UDO 2015-06-07).
3. All lots shall be crowned to where the dwelling is located to an elevation at or above the 100 year flood as indicated in the Construction drawings. These elevations shall be verified by a Surveyor or Engineer licensed to do business in North Carolina prior to final inspection for the dwelling.
4. Developer shall install exercise stations (minimum 8) along pedestrian path.
5. Developer and or Home Owners Association shall provide Camden County certification by a licensed North Carolina Engineer of compliance with approved Drainage Plan for Mill Run every five years starting from recording of Final Plat in the Camden County Registry of Deeds.
6. Home Owners Restrictive Covenants shall include the following information:
 - a. All requirements (to include Maintenance and allowable built upon area) listed under NCDENR Stormwater Permit No. SW7170101 dated January 17, 2017.
 - b. Maintenance requirements of the outfall ditch leading into Mill Run Ditch.
 - c. The re-certification to the County of the approved drainage plan every five years.
 - d. Maintenance of all open space and improvements throughout the subdivision.
7. If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this approval in its entirety shall be void and have no effect.



Land Use/Development Application
County of Camden, North Carolina

Depending upon the type of proposal, the proposal may require a Zoning Permit, Conditional Use Permit, or Special Use Permit. This form is used as the start of application process. All applicants must submit a site plan (see "Minimum Site Plan Requirements") and a valid Health Department permit. Applicants for a Conditional Use Permit or Special Use Permit should review the "Requirements for Conditional Use Permit and Special Use Permit Applications".

Applicants for a subdivision must submit this form as their Special Use Permit application.

Please consult the Planning Office (1-252-338-1919) with any questions about your application.

Please Do Not Write in this Box
PIN: 01-7090-00-07-6888
01-7090-00-17-0117
UDO# 2015-06-07
Date Received: 12/21/16
Received by: DP
Zoning District: R3-1/R3-2
Fee Paid \$ \$ 9000.00 (200 per lot)

PLEASE PRINT OR TYPE

Pd ck #
1243
11/17

Applicant's Name: Bissell Professional Group - Mark Bissell, PE

If the Applicant is acting as agent for another person (the "principal"), please give that person's name on the line below and submit a copy of the agency agreement/letter with this Application.

Harbinger Land & Timber, LLC & Assorted Development Corporation Gary Dunstan

Applicant's Mailing Address: P.O. Box 4
Harbinger, NC 27941

Daytime Phone Number: (252) 261-3266

Street Address Location of Property: Off Sharon Church, Keeter Barn & Sandy Lane

General Description of Proposal: Special Use Permit - Preliminary Plat Mill Run 45 lot Common Open Space Major Subdivision

I swear or affirm that the foregoing information and all attachments hereto (now or subsequently provided as part of this application) are true and correct to the best of my knowledge.

Signed: [Signature]

Dated: 8-5-2016

* Information to be filled out by Planning Department

*Is the Property in a Watershed Protection area? NO

*Flood Zone (from FIRM Map): X Taxes paid? yes X no

(F) Applicants for a Conditional Use Permit or a Special Use Permit must respond to the following issues and include those responses with their application: [Article 151.509] (The applicant may use separate sheets for answers to these questions.)

(1) Will the proposal in any way endanger the public health or safety? *No.*

(2) Will the proposal in any way injure the value of adjoining or abutting property? *No.*

(3) Is the proposal in conformity with the:

(a) Land Use Plan - *Yes.*

(b) Thoroughfare Plan

(c) Watershed Plan

(4) Will the proposal exceed the county's ability to provide adequate public facilities, including, but not limited to, schools, fire and rescue, law enforcement, and other county facilities?

(a) Schools - *Approved.*

(b) Fire and rescue

(c) Law Enforcement - *Approved.*

(d) Other County facilities

ALBEMARLE REGIONAL HEALTH SERVICES

198981

Applicant:

HARBINGER LAND AND TIMBER, LLC AND ASSORTED
P.O. BOX 4
HARBINGER, NC 27941

Owner:

HARBINGER LAND AND TIMBER, LLC AND ASSORTED
P.O. BOX 4
HARBINGER, NC 27941

Site Location:

SHARON CHURCH ROAD LOT#1
SOUTH MILLS, NC 27976

*2075 2-45 in file.
JP*

GPD: 360 LTAR: 0.200 Classification: PS w/Fill

If unsuitable, the site may be reclassified to provisionally suitable with the following modification(s):

- * Fill Area 120 ft. by 68 ft. with 24 in. of Sand

To obtain an Authorization to Construct:

- * Submit a plat or scale drawing of the lot, showing location and dimensions of all property lines, proposed structures and driveways
- * Pay permit fee of \$225

Comments:

A detailed site plan shall be prepared by a NC Licensed Surveyor or NC Professional Engineer. The site plan should include, but not limited to, property lines, house, driveway, septic system and repair, filled area, driveway, decks, and all desired amenities to verify all setbacks can be met.

EHS: _____

Kevin Carver signature

Carver, Kevin

Date: 08/25/2016

THIS APPROVAL WILL BECOME VOID AFTER 12 MONTHS AND A NEW APPLICATION WILL BE NECESSARY.

Bertie (252) 794-5303 Camden (252) 338-4460 Chowan (252) 482-1199 Currituck (252) 232-6603
Gates (252) 357-1380 Pasquotank (252) 338-4490 Perquimans (252) 426-2100



Energy, Mineral
and Land Resources
ENVIRONMENTAL QUALITY

ROY COOPER

Governor

WILLIAM G. ROSS, JR.

Acting Secretary

TRACY E. DAVIS

Director

January 20, 2017

LETTER OF APPROVAL WITH GUIDELINES

received
1-25-17

Assorted Development Corp.
ATTN: Mr. Garland H. Dunstan, Jr., Registered Agent
509 West Wilkinson Street
Kill Devil Hills, North Carolina 27948

RE: Erosion and Sedimentation Control Plan No. Camde-2017-001
Project Name: Mill Run
Location: Sharon Church Road County: Camden
River Basin: Pasquotank
Date Received by LQS: December 22, 2016
Acres Approved: 42 Project Type: New
Project Description: Grading associated with the development of a residential subdivision, as shown on the plans received by this office on December 22, 2016 and the additional information received on January 20, 2017.

Dear Sir:

This office has reviewed the subject erosion and sedimentation control plan. We find the plan to be acceptable and hereby issue this Letter of Approval (NOTE: Attached is a list of guidelines and statutory requirements for conducting land disturbance activities) This plan approval shall expire three (3) years following the date of approval, if no land-disturbing activity has been undertaken, as required by 15A NCAC 4B.0129, unless modified by other legislation.

Please be advised that 15A NCAC 4B.0118(a) requires that a copy of the approved erosion and sedimentation control plan be on file at the job site. Also, you should consider this letter as giving the Notice required by G.S. 113A-61.1(a) of our right of periodic inspection to ensure compliance with the approved plan.

North Carolina's Sedimentation Pollution Control Program is performance oriented, requiring protection of existing natural resources and adjoining properties through the use of reasonable and appropriate Best Management Practices throughout the course of the project. If, following the commencement of this project, it is determined that the erosion and sedimentation control plan is inadequate to meet the requirements of the Sedimentation Pollution Control Act of 1973 (G.S. 113A-51 through 66), this office may require revisions to the plan and implementation of the revisions to ensure compliance with the Act.

Erosion and Sedimentation Control Plan No. Camde-2017-001

Project Name: Mill Run

January 20, 2017

Guidelines and Statutory Requirements

Page 1

1. **AS THE DECLARED RESPONSIBLE PARTY, YOUR LEGAL RESPONSIBILITY** is to understand the Act and comply with the following minimum requirements of the Act:
 - A. In the event of a conflict between the requirements of the Sedimentation Pollution Control Act, the submitted plan and/or the contract specifications, the more restrictive requirement shall prevail;
 - B. The land-disturbing activity shall be conducted in accordance with the approved erosion and sedimentation control plan;
 - C. The **LATEST APPROVED** erosion and sediment control plan will be used during periodic unannounced inspections to determine compliance and a copy of the plan must be on file at the job site. If it is determined that the implemented plan is inadequate, this office may require the installation of additional measures and/or that the plan be revised to comply with state law;
 - D. All revisions, including those required by other local, state or federal agencies, which affect site layout, drainage patterns, limits of disturbance and/or disturbed acreage must be submitted to this office for approval a minimum of 15 days prior to the start of construction;
 - E. Revisions exceeding the approved scope of this project without prior approval of the plan showing the changes can be considered a violation. Failure to comply with any part of the approved plan or with any requirements of this program could result in appropriate legal action (civil or criminal) against the financially responsible party. Legal actions include Stop Work Orders and the assessing of a civil penalty of up to \$5000 for the initial violation plus an additional penalty of up to \$5000 per day for each day the site is out of compliance;
 - F. The **CERTIFICATE OF PLAN APPROVAL** must be posted at the primary entrance to the job site and remain until the site is permanently stabilized;
 - G. In cases of natural disaster related changes to the proposed land disturbing activity, all appropriate actions and adequate measure installations may be performed to prevent sediment damage, prior to submitting and receiving approval of the revised plan. A revised plan must be submitted for approval as soon as possible, but no later than 15 days after all emergency actions have been performed;

Erosion and Sedimentation Control Plan No. Camde-2017-001

Project Name: Mill Run

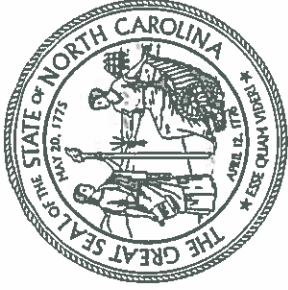
January 20, 2017

Guidelines and Statutory Requirements

Page 3

- O. All sediment and erosion control details for this project must conform to the standards as shown in the current Erosion & Sediment Control Planning and Design Manual; these details must be utilized for construction and incorporated in the plan. The manual can be found online at <http://portal.ncdenr.org/web/lr/publications>
2. Adequate and appropriate measures must be properly installed downstream, within the limits of disturbance, of any land disturbing activity to prevent sediment from leaving the limits of disturbance, entering existing drainage systems, impacting an on-site natural watercourse or adjoining property.
3. The maximum permissible velocity for existing channels is 2.5 ft/s for bare earth, but for new channels the maximum permissible velocity is 2.0 ft/s for bare earth. New channels designed with velocities in excess of 2.0 ft/s for bare earth will require a temporary lining.
4. A minimum of 15 days prior to the start of any additional land disturbance, a revised plan must be submitted to this office for approval.

CERTIFICATE OF PLAN APPROVAL



The posting of this certificate certifies that an erosion and sedimentation control plan has been approved for this project by the North Carolina Department of Environmental Quality in accordance with North Carolina General Statute 113A - 57 (4) and 113A - 54 (d) (4) and North Carolina Administrative Code, Title 15A, Chapter 4B.0107 (c). This certificate must be posted at the primary entrance of the job site before construction begins and until establishment of permanent groundcover as required by North Carolina Administrative Code, Title 15A, Chapter 4B.0127 (b).

MILL RUN

SHANNON CHURCH ROAD

CAMDEN COUNTY

Project Name and Location

1/20/2017

Date of Plan Approval



Environmental Quality

STANIS DUNBAR, P.E.

Regional Engineer

CAM06-2017-001



Energy, Mineral
and Land Resources
ENVIRONMENTAL QUALITY

ROY COOPER

Governor

WILLIAM G. ROSS, JR.

Acting Secretary

TRACY E. DAVIS

Director

January 17, 2017

Assorted Development Corp.
Attn.: Mr. Gary Dunstan
509 Wilkinson St.
Kill Devil Hills, NC 27948

**Subject: Stormwater Permit No. SW7170101
Mill Run
Low Density Subdivision Permit
Camden County**

Dear Mr. Dunstan:

The Washington Regional Office received a complete Stormwater Management Permit Application for the Mill Run project on January 4, 2017. Staff review of the plans and specifications has determined that the project, as proposed, will comply with the Stormwater Regulations set forth in Title 15A NCAC 2H.1000. We are forwarding Permit No. SW7170101, dated January 17, 2017, for the construction of the subject project.

This permit shall be effective from the date of issuance until rescinded, and shall be subject to the conditions and limitations as specified therein, and does not supercede any other agency permit that may be required.

If any parts, requirements, or limitations contained in this permit are unacceptable, you have the right to request an adjudicatory hearing upon written request within thirty (30) days following receipt of this permit. This request must be in the form of a written petition, conforming to Chapter 150B of the North Carolina General Statutes, and filed with the Office of Administrative Hearings, 6714 Mail Service Center, Raleigh, NC 27699-6714. Unless such demands are made this permit shall be final and binding.

If you have any questions, or need additional information concerning this matter, please contact me at (252) 946-6481.

Sincerely,

William Carl Dunn, PE
Environmental Engineer

cc: David Klebitz, PE, Bissell Professional Group
Camden County Planning Division
Washington Regional Office

STATE OF NORTH CAROLINA
DEPARTMENT OF ENVIRONMENTAL QUALITY
DIVISION OF ENERGY, MINERAL, AND LAND RESOURCES

STATE STORMWATER MANAGEMENT PERMIT

LOW DENSITY DEVELOPMENT

In accordance with the provisions of Article 21 of Chapter 143, General Statutes of North Carolina as amended, and other applicable Laws, Rules and Regulations

PERMISSION IS HEREBY GRANTED TO

Assorted Development Corp.

Mill Run

Camden County

FOR THE

construction, operation and maintenance of a 24% low density subdivision in compliance with the provisions of 15A NCAC 2H .1000 (hereafter referred to as the "stormwater rules") and the approved stormwater management plans and specifications, and other supporting data as attached and on file with and approved by the Division of Energy, Mineral, and Land Resources (Division) and considered a part of this permit.

The Permit shall be effective from the date of issuance until rescinded and shall be subject to the following specific conditions and limitations:

I. DESIGN STANDARDS

1. Each of the 45 lots is limited to a maximum of (see Attachment) square feet of built-upon area, as indicated in the application and as shown on the approved plans.
2. The overall tract built-upon area percentage for the project must be maintained at 24% per the requirements of Section .1005 of the stormwater rules.
3. The built-upon areas associated with this project shall be located at least 50 feet landward of all perennial and intermittent surface waters.
4. The only runoff conveyance systems allowed will be vegetated conveyances such as swales with minimum side slopes of 3:1 (H:V) as defined in the stormwater rules and approved by the Division.
5. All roof drains must terminate at least 50 foot from the mean high water mark.
6. Two stormwater retention ponds are proposed to meet the requirements of Camden County's stormwater management ordinances and as such are not part of this permit.

II. SCHEDULE OF COMPLIANCE

1. Swales and other vegetated conveyances shall be constructed in their entirety, vegetated, and be operational for their intended use prior to the construction of any built-upon surface.
2. During construction, erosion shall be kept to a minimum and any eroded areas of the swales or other vegetated conveyances will be repaired immediately.
3. The permittee shall at all times provide the operation and maintenance necessary to operate the permitted stormwater management systems at optimum efficiency to include:
 - a. Inspections
 - b. Sediment removal.
 - c. Mowing, and re-vegetating of the side slopes.
 - d. Immediate repair of eroded areas.
 - e. Maintenance of side slopes in accordance with approved plans and specifications.
 - f. Maintenance of level spreaders and infiltration areas in accordance with approved plans and O&M documents.
4. The permittee shall submit to the Director and shall have received approval for revised plans, specifications, and calculations prior to construction, for any modification to the approved plans, including, but not limited to, those listed below:
 - a. Any revision to any of the items shown on the approved plans, including the stormwater management system, design concept, built-upon area, details, etc.
 - b. Project name change.
 - c. Transfer of ownership.
 - d. Redesign or addition to the approved amount of built-upon area or to the drainage area.
 - e. Further subdivision, acquisition, or selling of the project area.
 - f. Filling in, altering or piping any vegetative conveyance shown on the approved plan.
5. The permittee shall submit all information requested by the Director or his representative within the time frame specified in the written information request.
6. No piping shall be allowed except that minimum amount necessary to direct runoff beneath an impervious surface such as a road and that minimum amount needed under driveways to provide access to lots.
7. By the issuance of this permit, the Division is granting a minor variance from the no piping requirements as set in 15A NCAC 2H.1005(2)(a)(ii), at two locations. The locations covered by this variance are the pipe used to connect the two retention ponds and the pipe used to direct overflow from the retention pond to Mill Run Creek. The proposed BMP's will provide better treatment of the stormwater runoff than the vegetated swales lost by approved piping.
8. Within 30 days of completion of the project, the permittee must certify in writing that the project's stormwater controls, and impervious surfaces have been

constructed within substantial intent of the approved plans and specifications. Any deviation from the approved plans must be noted on the Certification.

9. The permittee is responsible for verifying that the proposed built-upon area does not exceed the allowable built-upon area. Once the lot transfer is complete, the built-upon area may not be revised without approval from the Division, and responsibility for meeting the built-upon area limit is transferred to the individual property owner, provided that the permittee complies with the requirements of Section II.12 and II.13 of this permit.
10. Deed restrictions are incorporated into this permit by reference and must be recorded with the Office of the Register of Deeds prior to the sale of any lot. Recorded deed restrictions must include, as a minimum, the following statements related to stormwater management:
 - a. The following covenants are intended to ensure ongoing compliance with State Stormwater Management Permit Number SW7170101, as issued by the Division of Energy, Mineral, and Land Resources under NCAC 2H.1000.
 - b. The State of North Carolina is made a beneficiary of these covenants to the extent necessary to maintain compliance with the Stormwater Management Permit.
 - c. These covenants are to run with the land and be binding on all persons and parties claiming under them.
 - d. The covenants pertaining to stormwater may not be altered or rescinded without the express written consent of the State of North Carolina, Division of Energy, Mineral, and Land Resources.
 - e. Alteration of the drainage as shown on the approved plans may not take place without the concurrence of the Division of Energy, Mineral, and Land Resources.
 - f. The maximum built-upon area per lot is (see Attachment) square feet. This allotted amount includes any built-upon area constructed within the lot property boundaries, and that portion of the right-of-way between the front lot line and the edge of the pavement. Built upon area includes, but is not limited to, structures, asphalt, concrete, brick, stone, slate, and coquina, but does not include raised, open wood decking, or the water surface of swimming pools.
 - g. Filling in or piping of any vegetative conveyances (ditches, swales, etc.) associated with the development except for average driveway crossings, is strictly prohibited by any persons.
 - h. Each lot will maintain a 50 foot wide vegetated buffer between all impervious areas and surface waters.
 - i. All roof drains shall terminate at least 50 foot from the mean high water mark.
 - j. If permeable pavement credit is desired, the property owner must submit a request, with supporting documentation, to the permittee and receive approval prior to construction of the permeable pavement.
11. The permittee shall submit a copy of the recorded deed restrictions within 30 days of the date of recording.
12. If the permittee sets up an Architectural Review Committee or Board (ARC or ARB) to review plans for compliance with the restrictions, the plans reviewed must include all proposed built-upon area (BUA). Any approvals given by the ARC or ARB do not relieve the lot owner of the responsibility to maintain compliance with the permitted BUA limit.

13. All stormwater conveyances will be located in either dedicated right-of-way (public or private), recorded common areas or recorded drainage easements. The final plats for the project will be recorded showing all such required easements, in accordance with the approved plans.
14. The Director may notify the permittee when the permitted site does not meet one or more of the minimum requirements of the permit. Within the time frame specified in the notice, the permittee shall submit a written time schedule to the Director for modifying the site to meet minimum requirements. The permittee shall provide copies of revised plans and certification in writing to the Director that the changes have been made.
15. If permeable pavement credit is desired, the permittee must submit a request to modify the permit to incorporate such language as required by the Division. The request to modify must include a soils report identifying the type of soil, the Seasonal High Water Table elevation and the infiltration rate. Upon the successful completion of a permit modification, the individual lot owners that request to utilize permeable pavements must submit the necessary forms and documentation to the permittee and receive approval prior to construction of the permeable pavement.

III. GENERAL CONDITIONS

1. This permit is not transferable to any person or entity except after notice to and approval by the Director. The Director may require modification or revocation and re-issuance of the permit to change the name and incorporate such other requirements as may be necessary. In the event of a name or ownership change, a completed Name/Ownership Change form, signed by both parties, must be submitted to the Division accompanied by the supporting documentation as listed on page 2 of the form. The approval of this request will be considered on its merits, and may or may not be approved.
2. The permittee is responsible for compliance with all permit conditions until the Director approves a transfer of ownership. Neither the sale of the project nor the transfer of common areas to a third party, such as a homeowner's association, constitutes an approved transfer of the stormwater permit.
3. Failure to abide by the conditions and limitations contained in this permit may subject the Permittee to an enforcement action by the Division, in accordance with North Carolina General Statutes 143-215.6A to 143-215.6C.
4. The issuance of this permit does not prohibit the Director from reopening and modifying the permit, revoking and reissuing the permit, or terminating the permit as allowed by the laws, rules, and regulations contained in Title 15A of the North Carolina Administrative Code, Subchapter 2H.1000; and North Carolina General Statute 143-215.1 et. al.
5. In the event that the facilities fail to perform satisfactorily, including the creation of nuisance conditions, the Permittee shall take immediate corrective action, including those as may be required by the Division, such as the construction of additional or replacement stormwater management systems.
6. The permittee grants permission to DENR Staff to enter the property during normal

business hours, for the purpose of inspecting all components of the stormwater management facility.

- 7. The permit issued shall continue in force and effect until revoked or terminated. The permit may be modified, revoked and reissued or terminated for cause. The filing of a request for a permit modification, revocation and re-issuance, or termination does not stay any permit condition.
- 8. Unless specified elsewhere, permanent seeding requirements for the swales must follow the guidelines established in the North Carolina Erosion and Sediment Control Planning and Design Manual.
- 9. Approved plans and specifications for this project are incorporated by reference and are enforceable parts of the permit.
- 10. The issuance of this permit does not preclude the Permittee from complying with any and all statutes, rules, regulations, or ordinances, which may be imposed by other government agencies (local, state and federal), which have jurisdiction.
- 11. The permittee shall notify the Division in writing of any name, ownership or mailing address changes at least 30 days prior to making such changes.

Permit issued this the 17th day of January, 2017.

NORTH CAROLINA ENVIRONMENTAL MANAGEMENT COMMISSION



_____ for
Tracy E. Davis, PE, CPM
Division of Energy, Mineral, and Land Resources
By Authority of the Environmental Management Commission

Permit Number SW7170101

MILL RUN
Residential Subdivision

ALLOWABLE BUILT-UPON AREA AND
DEED RESTRICTION CALCULATIONS

Low density

Lot No	LOT AREA (sf)	Max Allowable Built-upon Area (sf)
1	24,126	4,600
2	23,997	4,600
3	24,125	4,600
4	24,149	5,000
5	24,543	5,000
6	24,386	5,000
7	24,509	5,000
8	24,503	5,000
9	24,256	5,000
10	23,400	4,600
11	23,399	4,600
12	23,398	4,600
13	23,399	4,600
14	23,400	4,600
15	23,999	5,000
16	23,980	5,000
17	23,979	5,000
18	23,971	5,000
19	23,967	5,000
20	24,145	4,600
21	24,107	4,600
22	23,832	4,600
23	23,951	4,600
24	24,156	4,600
25	24,730	4,600
26	25,001	4,600
27	25,051	4,600
28	24,955	4,600
29	24,878	4,600
30	24,770	4,600
31	24,314	4,600
32	23,805	4,600
33	24,099	4,600
34	26,065	5,000
35	24,344	4,600
36	24,412	4,600
37	24,406	4,600
38	26,387	5,000
39	25,137	4,600
40	24,750	4,600
41	24,442	4,600
42	24,530	4,600
43	24,611	4,600
44	24,620	4,600
45	24,646	4,600
Total	1,095,620	212,200

Project Area Data:

	Area (sf)	
Total Residential Lot Area:	1,095,620	25.15 Ac.
Total Common Area:	1,031,609	23.68 Ac.
Total Right-of-way Area:	133,034	3.05 Ac.
Total Project Area:	2,260,263	51.89 Ac.

WILMINGTON DISTRICT

Action Id. SAW-2016-01243 County: Camden U.S.G.S. Quad: NC-SOUTH MILLS

NOTIFICATION OF JURISDICTIONAL DETERMINATION

Property Owner/Applicant: Harbinger Land & Timber, LLCGary DunstanAddress: 509 West Wilkinson Street
Kill Devil Hills, NC, 27949Telephone Number: (252) 202-1100Size (acres) 51.89Nearest Waterway Joyce CreekUSGS HUC 03010205Nearest Town South MillsRiver Basin Albemarle-ChowanCoordinates Latitude: 36.490843Longitude: -76.307497

Location description: Property is located on the northern boundary of Keeter Barn Road and Berea Church Road in South Mills, Camden County, North Carolina. There are several adjacent parcels which include a total of 51.89 acres, and a 10.95 Acre tract on the Eastern side of Berea Church road which is adjacent to Joyce Creek a named tributary to the Pasquotank River.

Indicate Which of the Following Apply:**A. Preliminary Determination**

- There are waters, including wetlands, on the above described project area, that may be subject to Section 404 of the Clean Water Act (CWA)(33 USC § 1344) and/or Section 10 of the Rivers and Harbors Act (RHA) (33 USC § 403). The waters, including wetlands, have been delineated, and the delineation has been verified by the Corps to be sufficiently accurate and reliable. Therefore this preliminary jurisdiction determination may be used in the permit evaluation process, including determining compensatory mitigation. For purposes of computation of impacts, compensatory mitigation requirements, and other resource protection measures, a permit decision made on the basis of a preliminary JD will treat all waters and wetlands that would be affected in any way by the permitted activity on the site as if they are jurisdictional waters of the U.S. This preliminary determination is not an appealable action under the Regulatory Program Administrative Appeal Process (Reference 33 CFR Part 331). However, you may request an approved JD, which is an appealable action, by contacting the Corps district for further instruction.
- There are wetlands on the above described property, that may be subject to Section 404 of the Clean Water Act (CWA)(33 USC § 1344) and/or Section 10 of the Rivers and Harbors Act (RHA) (33 USC § 403). However, since the waters, including wetlands, have not been properly delineated, this preliminary jurisdiction determination may not be used in the permit evaluation process. Without a verified wetland delineation, this preliminary determination is merely an effective presumption of CWA/RHA jurisdiction over all of the waters, including wetlands, at the project area, which is not sufficiently accurate and reliable to support an enforceable permit decision. We recommend that you have the waters of the U.S. on your property delineated. As the Corps may not be able to accomplish this wetland delineation in a timely manner, you may wish to obtain a consultant to conduct a delineation that can be verified by the Corps.

B. Approved Determination

- There are Navigable Waters of the United States within the above described property subject to the permit requirements of Section 10 of the Rivers and Harbors Act (RHA) (33 USC § 403) and Section 404 of the Clean Water Act (CWA)(33 USC § 1344). Unless there is a change in law or our published regulations, this determination may be relied upon for a period not to exceed five years from the date of this notification.
- There are waters of the U.S., including wetlands, on the above described project area subject to the permit requirements of Section 404 of the Clean Water Act (CWA) (33 USC § 1344). Unless there is a change in the law or our published regulations, this determination may be relied upon for a period not to exceed five years from the date of this notification.

We recommend you have the waters of the U.S. on your property delineated. As the Corps may not be able to accomplish this wetland delineation in a timely manner, you may wish to obtain a consultant to conduct a delineation that can be verified by the Corps.

The waters of the U.S., including wetlands, on your project area have been delineated and the delineation has been verified by the Corps. If you wish to have the delineation surveyed, the Corps can review and verify the survey upon completion. Once verified, this survey will provide an accurate depiction of all areas subject to CWA and/or RHA jurisdiction on your property which, provided there is no change in the law or our published regulations, may be relied upon for a period not to exceed five years.

The waters of the U.S., including wetlands, have been delineated and surveyed and are accurately depicted on the plat signed by the Corps Regulatory Official identified below on _____. Unless there is a change in the law or our published regulations, this determination may be relied upon for a period not to exceed five years from the date of this notification.

There are no waters of the U.S., to include wetlands, present on the above described property which are subject to the permit requirements of Section 404 of the Clean Water Act (33 USC 1344). Unless there is a change in the law or our published regulations, this determination may be relied upon for a period not to exceed five years from the date of this notification.

The property is located in one of the 20 Coastal Counties subject to regulation under the Coastal Area Management Act (CAMA). You should contact the Division of Coastal Management in Elizabeth City, NC, at (252) 264-3901 to determine their requirements.

Placement of dredged or fill material within waters of the US, including wetlands, without a Department of the Army permit may constitute a violation of Section 301 of the Clean Water Act (33 USC § 1311). Placement of dredged or fill material, construction or placement of structures, or work within navigable waters of the United States without a Department of the Army permit may constitute a violation of Sections 9 and/or 10 of the Rivers and Harbors Act (33 USC § 401 and/or 403). If you have any questions regarding this determination and/or the Corps regulatory program, please contact Krvstynka Stygar at 910-251-4619 or Krvstynka.B.Stygar@usace.army.mil.

C. Basis For Determination: This site does not exhibit the three parameters for wetland criteria as described in the 1987 Corps Wetland Delineation Manual and Atlantic and Gulf Coast Regional Supplement.

D. Remarks: Property was primarily used as agricultural cultivation as well as is effectively drained.

E. Attention USDA Program Participants

This delineation/determination has been conducted to identify the limits of Corps' Clean Water Act jurisdiction for the particular site identified in this request. The delineation/determination may not be valid for the wetland conservation provisions of the Food Security Act of 1985. If you or your tenant are USDA Program participants, or anticipate participation in USDA programs, you should request a certified wetland determination from the local office of the Natural Resources Conservation Service, prior to starting work.

F. Appeals Information (This information applies only to approved jurisdictional determinations as indicated in B. above)

This correspondence constitutes an approved jurisdictional determination for the above described site. If you object to this determination, you may request an administrative appeal under Corps regulations at 33 CFR Part 331. Enclosed you will find a Notification of Appeal Process (NAP) fact sheet and request for appeal (RFA) form. If you request to appeal this determination you must submit a completed RFA form to the following address:

US Army Corps of Engineers
South Atlantic Division
Attn: Jason Steele, Review Officer
60 Forsyth Street SW, Room 10M15
Atlanta, Georgia 30303-8801

Attachment: UDO 2015-06-07 SUP Prelim Plat Mill Run (1564 : Set Public Hearing - Special Use Permit

... to be accepted by the Corps, the Corps must determine that it is complete, that it meets the criteria for appeal under 33 CFR part 331.5, and that it has been received by the Division Office within 60 days of the date of the NAP. Should you decide to submit an RFA form, it must be received at the above address by February 7, 2017.

It is not necessary to submit an RFA form to the Division Office if you do not object to the determination in this correspondence.

Corps Regulatory Official: *K. S. [Signature]* 12/7/16

Date: December 7, 2016 Expiration Date: December 7, 2021

The Wilmington District is committed to providing the highest level of support to the public. To help us ensure we continue to do so, please complete our Customer Satisfaction Survey, located online at http://corpsmapu.usace.army.mil/cm_apex/f?p=136:4:0.

**NOTIFICATION OF ADMINISTRATIVE APPEAL OPTIONS AND PROCESS AND
REQUEST FOR APPEAL**

Applicant: Gary Dunstan Harbinger Land & Timber, LLC	File Number: SAW-2016-01243	Date: December 7, 2016
Attached is:		See Section below
<input type="checkbox"/> INITIAL PROFFERED PERMIT (Standard Permit or Letter of permission)		A
<input type="checkbox"/> PROFFERED PERMIT (Standard Permit or Letter of permission)		B
<input type="checkbox"/> PERMIT DENIAL		C
<input checked="" type="checkbox"/> APPROVED JURISDICTIONAL DETERMINATION		D
<input type="checkbox"/> PRELIMINARY JURISDICTIONAL DETERMINATION		E

SECTION I - The following identifies your rights and options regarding an administrative appeal of the above decision. Additional information may be found at <http://www.usace.army.mil/Missions/CivilWorks/RegulatoryProgramandPermits.aspx> or Corps regulations at 33 CFR Part 331.

A: INITIAL PROFFERED PERMIT: You may accept or object to the permit.

- **ACCEPT:** If you received a Standard Permit, you may sign the permit document and return it to the district engineer for final authorization. If you received a Letter of Permission (LOP), you may accept the LOP and your work is authorized. Your signature on the Standard Permit or acceptance of the LOP means that you accept the permit in its entirety, and waive all rights to appeal the permit, including its terms and conditions, and approved jurisdictional determinations associated with the permit.
- **OBJECT:** If you object to the permit (Standard or LOP) because of certain terms and conditions therein, you may request that the permit be modified accordingly. You must complete Section II of this form and return the form to the district engineer. Your objections must be received by the district engineer within 60 days of the date of this notice, or you will forfeit your right to appeal the permit in the future. Upon receipt of your letter, the district engineer will evaluate your objections and may: (a) modify the permit to address all of your concerns, (b) modify the permit to address some of your objections, or (c) not modify the permit having determined that the permit should be issued as previously written. After evaluating your objections, the district engineer will send you a proffered permit for your reconsideration, as indicated in Section B below.

B: PROFFERED PERMIT: You may accept or appeal the permit

- **ACCEPT:** If you received a Standard Permit, you may sign the permit document and return it to the district engineer for final authorization. If you received a Letter of Permission (LOP), you may accept the LOP and your work is authorized. Your signature on the Standard Permit or acceptance of the LOP means that you accept the permit in its entirety, and waive all rights to appeal the permit, including its terms and conditions, and approved jurisdictional determinations associated with the permit.
- **APPEAL:** If you choose to decline the proffered permit (Standard or LOP) because of certain terms and conditions therein, you may appeal the declined permit under the Corps of Engineers Administrative Appeal Process by completing Section II of this form and sending the form to the division engineer. This form must be received by the division engineer within 60 days of the date of this notice.

C: PERMIT DENIAL: You may appeal the denial of a permit under the Corps of Engineers Administrative Appeal Process by completing Section II of this form and sending the form to the division engineer. This form must be received by the division engineer within 60 days of the date of this notice.

D: APPROVED JURISDICTIONAL DETERMINATION: You may accept or appeal the approved JD or provide new information.

- **ACCEPT:** You do not need to notify the Corps to accept an approved JD. Failure to notify the Corps within 60 days of the date of this notice, means that you accept the approved JD in its entirety, and waive all rights to appeal the approved JD.
- **APPEAL:** If you disagree with the approved JD, you may appeal the approved JD under the Corps of Engineers Administrative Appeal Process by completing Section II of this form and sending the form to the district engineer. This form must be received by the division engineer within 60 days of the date of this notice.

E: PRELIMINARY JURISDICTIONAL DETERMINATION: You do not need to respond to the Corps regarding the preliminary JD. The Preliminary JD is not appealable. If you wish, you may request an approved JD (which may be appealed), by contacting the Corps district for further instruction. Also you may provide new information for further consideration by the Corps to reevaluate the JD.

SECTION II - REQUEST FOR APPEAL or OBJECTIONS TO AN INITIAL PROFFERED PERMIT

REASONS FOR APPEAL OR OBJECTIONS: (Describe your reasons for appealing the decision or your objections to an initial proffered permit in clear concise statements. You may attach additional information to this form to clarify where your reasons or objections are addressed in the administrative record.)

ADDITIONAL INFORMATION: The appeal is limited to a review of the administrative record, the Corps memorandum for the record of the appeal conference or meeting, and any supplemental information that the review officer has determined is needed to clarify the administrative record. Neither the appellant nor the Corps may add new information or analyses to the record. However, you may provide additional information to clarify the location of information that is already in the administrative record.

POINT OF CONTACT FOR QUESTIONS OR INFORMATION:

If you have questions regarding this decision and/or the appeal process you may contact:

District Engineer, Wilmington Regulatory Division,
2407 West 5th Street,
Washington, NC 27889
Attn: Krystynka Stygar

If you only have questions regarding the appeal process you may also contact:

Mr. Jason Steele, Administrative Appeal Review Officer
CESAD-PDO
U.S. Army Corps of Engineers, South Atlantic Division
60 Forsyth Street, Room 10M15
Atlanta, Georgia 30303-8801
Phone: (404) 562-5137

RIGHT OF ENTRY: Your signature below grants the right of entry to Corps of Engineers personnel, and any government consultants, to conduct investigations of the project site during the course of the appeal process. You will be provided a 15 day notice of any site investigation, and will have the opportunity to participate in all site investigations.

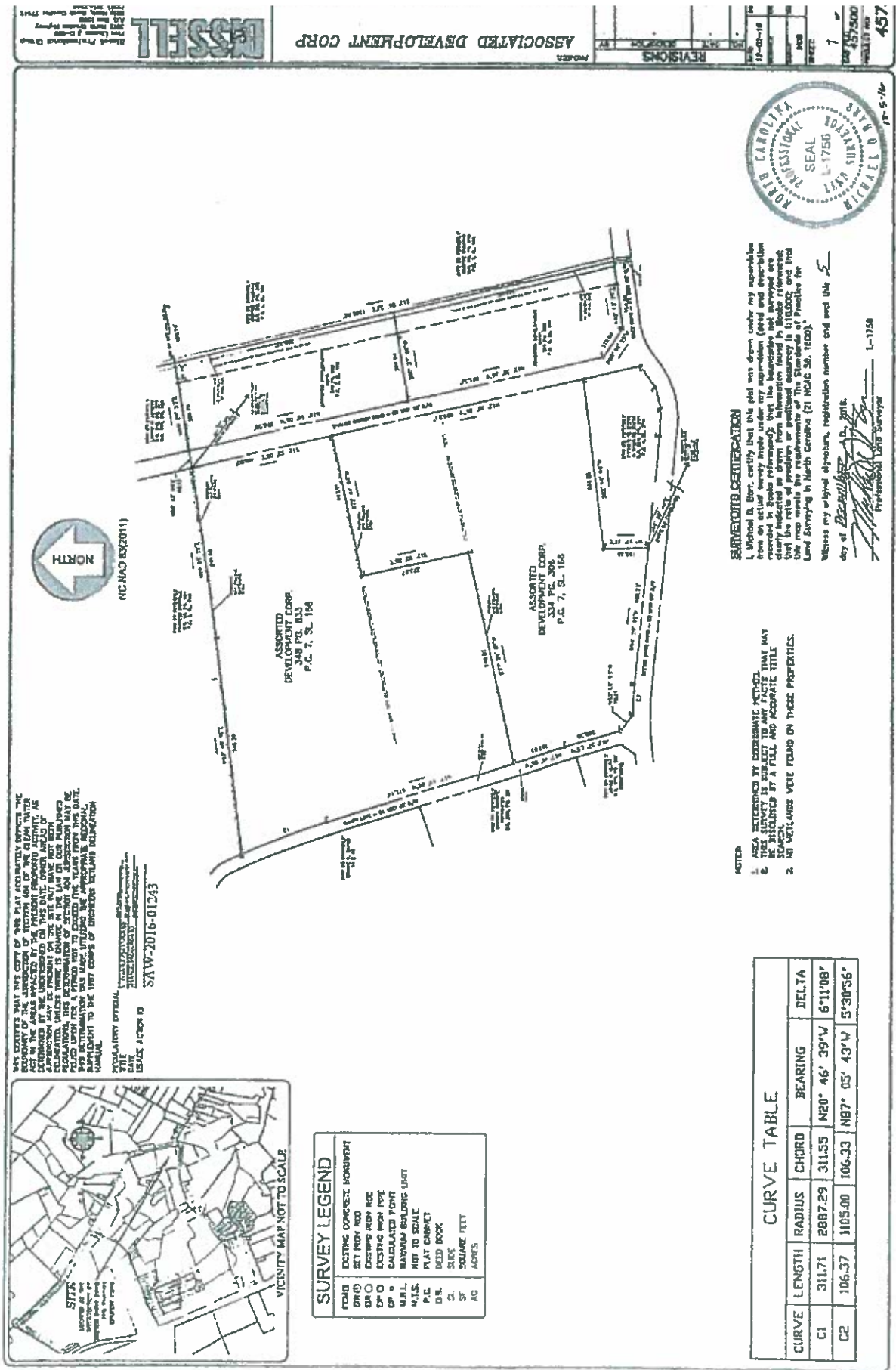
Signature of appellant or agent.	Date:	Telephone number:
----------------------------------	-------	-------------------

For appeals on Initial Proffered Permits send this form to:

District Engineer, Wilmington Regulatory Division, Krystynka Stygar, 2407 West 5th Street, Washington, NC 27889

For Permit denials, Proffered Permits and approved Jurisdictional Determinations send this form to:

Division Engineer, Commander, U.S. Army Engineer Division, South Atlantic, Attn: Mr. Jason Steele,
Administrative Appeal Officer, CESAD-PDO, 60 Forsyth Street, Room 10M15, Atlanta, Georgia 30303-8801
Phone: (404) 562-5137



BOARD OF COMMISSIONERS

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RANDY KRAINIAK
ROSS MUNRO



Camden County
NEW ENERGY. NEW VISION

MICHAEL BRILLHART
County Manager

ANGELA WOOTEN
Clerk to the Board

JOHN S. MORRISON
County Attorney

January 4, 2017

From: Camden County Planning Department
To: Technical Review Staff Sheriff Berry

RE: Mill Run Major Subdivision

Attached is a copy of the Preliminary Plat for Mill Run for your review and comments.

After you have reviewed the plans, please complete the section below and provide this memo with your comments at the Technical Review Committee meeting on Wednesday, February 1, 2017 at 10:00 AM in the upstairs courtroom of the Historic Camden County Courthouse. If you are unable to attend pleas fill out and fax to the Planning Office at 333-1603.

Approved as is
 Reviewed with no comments.
 Approved with the following comments/recommendations:
calls for service after subdivision buildout will dictate need for more personnel.

Disapproved with the following comments: (Provide factual evidence for denial)

Name: Sheriff Tony Perry Signature: Sheriff Tony Perry

Thank you for your prompt attention to this matter. If you have any questions, please call me at (252) 338-1919 ext 263.

Sincerely,

Dan Porter
Planning Director
Camden County

BOARD OF COMMISSIONERS

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Camden County
NEW ENERGY. NEW OPPORTUNITIES.

MICHAEL BRILLHART
County Manager

ANGELA WOOTEN
Clerk to the Board

JOHN S. MORRISON
County Attorney

January 4, 2017

From: Camden County Planning Department
To: Technical Review Staff Camden County Sch 15

RE: Mill Run Major Subdivision

Attached is a copy of the Preliminary Plat for Mill Run for your review and comments.

After you have reviewed the plans, please complete the section below and provide this memo with your comments at the Technical Review Committee meeting on Wednesday, February 1, 2017 at 10:00 AM in the upstairs courtroom of the Historic Camden County Courthouse. If you are unable to attend please fill out and fax to the Planning Office at 333-1603.

Approved as is
 Reviewed with no comments.
 Approved with the following comments/recommendations:
PLEASE SEE ATTACHMENT

Disapproved with the following comments: (Provide factual evidence for denial)

Name: ROGER MORGAN Signature: [Signature]

Thank you for your prompt attention to this matter. If you have any questions, please call me at (252) 338-1919 ext 263.

Sincerely,

Dan Porter
Planning Director
Camden County

Camden County Schools
Comments/Recommendations
Mill Run Subdivision

After reviewing the plans for the Mill Run Subdivision we accept the plans under the following conditions:

1. All roads are required to meet state specifications,
2. A letter must be filed with the transportation department giving the Camden County Schools permission to utilize the roads within the subdivision and releasing the school system from responsibility for any damage that occurs as the result of the buses traveling on the roads,
3. The contact information for the person responsible for road maintenance must be provided to the Camden County Schools so in the event a road is damaged that individual can be contacted to make necessary repairs,
4. Designated bus stops with a structure or sign will not be required due to the fact that as the population of students change designated stops will be assigned for students at a central location based on student density.

Dave Parks

From: Boone, Derek E - Elizabeth City, NC <Derek.E.Boone@usps.gov>
Sent: Thursday, January 26, 2017 9:54 AM
To: Dave Parks
Subject: RE: Technical Review Committee (TRC) Meeting - Reminder

I won't be able to attend. If they will require mail delivery please express to everyone that cluster boxes have to be included in the plans.

From: Dave Parks [<mailto:dparks@camdencountync.gov>]
Sent: Thursday, January 26, 2017 9:20 AM
To: 'South Mills Water Assn'; 'David Credle'; 'Tommy & Karen Banks'; 'Kevin Carver'; Boone, Derek E - Elizabeth City, NC; Stygar, KRISTYNKA B 1LT USARMY NG TXARNG (US); mhawkins@camden.k12.nc.us; rmorgan@camden.k12.nc.us; Hoadley, James W; 'Tony Perry'; nharris@mediacomcc.com; kevin.heath@aemc.coop; paul.e.jones@centurylink.com; Michael.sipe@piedmontng.com; newellj@co.pasquotank.nc.us; 'Barefoot, Ronnie'; 'Ken Merner'; Mark Bissell; 'Gary Dunstan'
Cc: Dan Porter; Michael Brillhart
Subject: Technical Review Committee (TRC) Meeting - Reminder

This is a reminder of the TRC Meeting for both Mill Run Common Open Space Subdivision and Phase Ia of Camden Plantation Planned Unit Development. The meeting will be held on Wednesday, February 1, 2017 at 10:00 AM in the upstairs courtroom of the Camden County Courthouse. If you are unable to attend please let me know by email or phone call at (252) 338-1919 ext 232.

Sincerely,

David Parks, CFM
Permit Officer
Camden County

BOARD OF COMMISSIONERS

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Vice Chairman

GARRY W. MEIGGS
RANDY KRAINIAK
ROSS MUNRO



Camden County
NEW ENERGY. NEW VISION.

MICHAEL BRILLHART
County Manager

ANGELA WOOTEN
Clerk to the Board

JOHN S. MORRISON
County Attorney

January 4, 2017

From: Camden County Planning Department

To: Technical Review Staff AEMC

RE: Mill Run Major Subdivision

Attached is a copy of the Preliminary Plat for Mill Run for your review and comments.

After you have reviewed the plans, please complete the section below and provide this memo with your comments at the Technical Review Committee meeting on Wednesday, February 1, 2017 at 10:00 AM in the upstairs courtroom of the Historic Camden County Courthouse. If you are unable to attend please fill out and fax to the Planning Office at 333-1603.

- Approved as is
- Reviewed with no comments.
- Approved with the following comments/recommendations:

Disapproved with the following comments: (Provide factual evidence for denial)

Name: Kevin Heath Signature: [Handwritten Signature]

Thank you for your prompt attention to this matter. If you have any questions, please call me at (252) 338-1919 ext 263.

Sincerely,

Dan Porter
Planning Director
Camden County

January 4, 2017

From: Camden County Planning Department

To: Technical Review Staff EMS

RE: Mill Run Major Subdivision

Attached is a copy of the Preliminary Plat for Mill Run for your review and comments.

After you have reviewed the plans, please complete the section below and provide this memo with your comments at the Technical Review Committee meeting on Wednesday, February 1, 2017 at 10:00 AM in the upstairs courtroom of the Historic Camden County Courthouse. If you are unable to attend pleas fill out and fax to the Planning Office at 333-1603.

- Approved as is
- Reviewed with no comments.
- Approved with the following comments/recommendations:

Disapproved with the following comments: (Provide factual evidence for denial)

Name: Jerry Newell Signature: Jerry Newell

Thank you for your prompt attention to this matter. If you have any questions, please call me at (252) 338-1919 ext 263.

Sincerely,

Dan Porter
Planning Director
Camden County

BOARD OF COMMISSIONERS

CLAYTON D. RIGGS
Chairman

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Vice Chairman

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RANDY KRAINIAK
ROSS MUNRO



Camden County
NEW ENERGY NEW VISION

MICHAEL BRILLHART
County Manager

ANGELA WOOTEN
Clerk to the Board

JOHN S. MORRISON
County Attorney

January 4, 2017

From: Camden County Planning Department
To: Technical Review Staff NC DOT

RE: Mill Run Major Subdivision

Attached is a copy of the Preliminary Plat for Mill Run for your review and comments.

After you have reviewed the plans, please complete the section below and provide this memo with your comments at the Technical Review Committee meeting on Wednesday, February 1, 2017 at 10:00 AM in the upstairs courtroom of the Historic Camden County Courthouse. If you are unable to attend please fill out and fax to the Planning Office at 333-1603.

Approved as is

Reviewed with no comments.

Approved with the following comments/recommendations:

NC DOT Review plans & find culvert proposed under Sharon Church Road
NC DOT takes no ownership or responsibility for maintenance of any pipes
installed outside of the ROW.

Disapproved with the following comments: (Provide factual evidence for denial)

Name: James W Hadley Signature: James W Hadley

Thank you for your prompt attention to this matter. If you have any questions, please call me at (252) 338-1919 ext 263.

Sincerely,

Dan Porter
Planning Director
Camden County

BOARD OF COMMISSIONERS

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TOM WHITE
Vice Chairman

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RANDY KRAINIAK
ROSS MUNRO



Camden County
NEW ENERGY. NEW VISION.

MICHAEL BRILLHART
County Manager

ANGELA WOOTEN
Clerk to the Board

JOHN S. MORRISON
County Attorney

January 4, 2017

From: Camden County Planning Department
To: Technical Review Staff Chief Tommy Banks (South Mills Fire dept)
RE: Mill Run Major Subdivision

Attached is a copy of the Preliminary Plat for Mill Run for your review and comments.

After you have reviewed the plans, please complete the section below and provide this memo with your comments at the Technical Review Committee meeting on Wednesday, February 1, 2017 at 10:00 AM in the upstairs courtroom of the Historic Camden County Courthouse. If you are unable to attend pleas fill out and fax to the Planning Office at 333-1603.

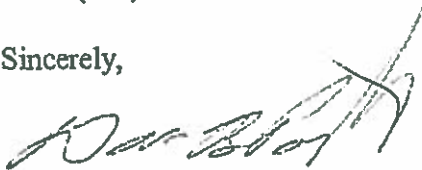
- Approved as is
- Reviewed with no comments.
- Approved with the following comments/recommendations:

Disapproved with the following comments: (Provide factual evidence for denial)
There is no fire Hydrants or System
for fire supression.

Name: Tommy Banks Signature: 

Thank you for your prompt attention to this matter. If you have any questions, please call me at (252) 338-1919 ext 263.

Sincerely,



Dan Porter
Planning Director
Camden County

Dave Parks

From: Banks, Tommy (NSHC) <Tommy.Banks@nucor.com>
Sent: Friday, January 27, 2017 7:38 PM
To: Dave Parks
Subject: Re: Mill Run Subdivision

Dave,

They only install fire hydrants, they just call them flushing hydrants. Look up the difference on the internet and then come up here and I will show you fire hydrants. I don't see any hydrants on the plantation site either. The South Mills water association has to maintain a certain pressure on their system to provide drinking water to the customer. If they are maintaining this requirement then the system has sufficient flow to provide the fire hydrants with a minimum flow of 250 gallons per min. The department of insurance gives us credit on our inspection if the hydrants are in place and we are allowed to use them. South Mills Water has installed 3 fire hydrants at the development site 1000ft before the mill run site. These were tested by the mill run engineering firm and they found 500 to 600 gallons per min flow on these hydrants. So the system has the ability to provide the flow for additional hydrants at the mill run site. This is a issue that the county and water department needs to resolve. I do not mind sitting in and advising on how this affects homeowners insurance rates and fire protection. I will not approve these developments without fire hydrants. It just makes no sense whatsoever. I would advise the county to consider fixing the water issues before moving forward with these developments. Let me know if you need anything else.

Thanks
 Chief Tommy Banks
 SMVFD

From: Dave Parks <dparks@camdencountync.gov>
Sent: Friday, January 27, 2017 11:16 AM
To: Banks, Tommy (NSHC)
Cc: Dan Porter
Subject: Mill Run Subdivision

Tommy,

South Mills Water Association did not allow Fire Hydrants to be connected to the proposed water lines for Mill Run Subdivision. However, they did allow the installation of Flushing Hydrants to the water lines. Will this be a sufficient source of water for the South Mills Fire Department to provide adequate fire protection for the buildings intended to be located within this subdivision?

Sincerely,

David Parks, CFM
 Permit Officer
 Camden County

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PRELIMINARY
For Review Purposes Only

GUNGE CHECK



P: 15 PSI, C = 0.9, ID = 2 1/2"

$$Q = 29.83 \text{ cdf} \sqrt{P} = 29.83 (0.9) (2.5^2) (\sqrt{15}) = 650 \text{ GPM}$$

TEST #1

Flow @ #1 = 640 GPM

STATIC @ #3, RESIDUAL @ #3

45 PSI → 24 PSI (GREATEST DROP)

$$Q_R = Q_F * \frac{h_r^{0.54}}{h_f^{0.54}}$$

$$h_f = 45 - 24 = 21 \text{ PSI}$$

$$h_r = 45 - 20 = 25 \text{ PSI}$$

$$Q_r = 640 \left(\frac{25^{0.54}}{21^{0.54}} \right) = \boxed{703 \text{ GPM}}$$

TEST #2

Flow @ #2 = 650 GPM

STATIC @ #5, RESIDUAL @ #5

48 PSI → 23 PSI (GREATEST DROP)

$$h_f = 48 - 23 = 25 \text{ PSI}$$

$$h_r = 48 - 20 = 28 \text{ PSI}$$

$$Q_r = 650 \left(\frac{28^{0.54}}{25^{0.54}} \right) = \boxed{691 \text{ GPM}}$$

DESCRIPTION

PROJECT NAME _____

DESIGNED BY _____ DATE _____

CHECKED BY _____ DATE _____

APPROVED BY _____ DATE _____



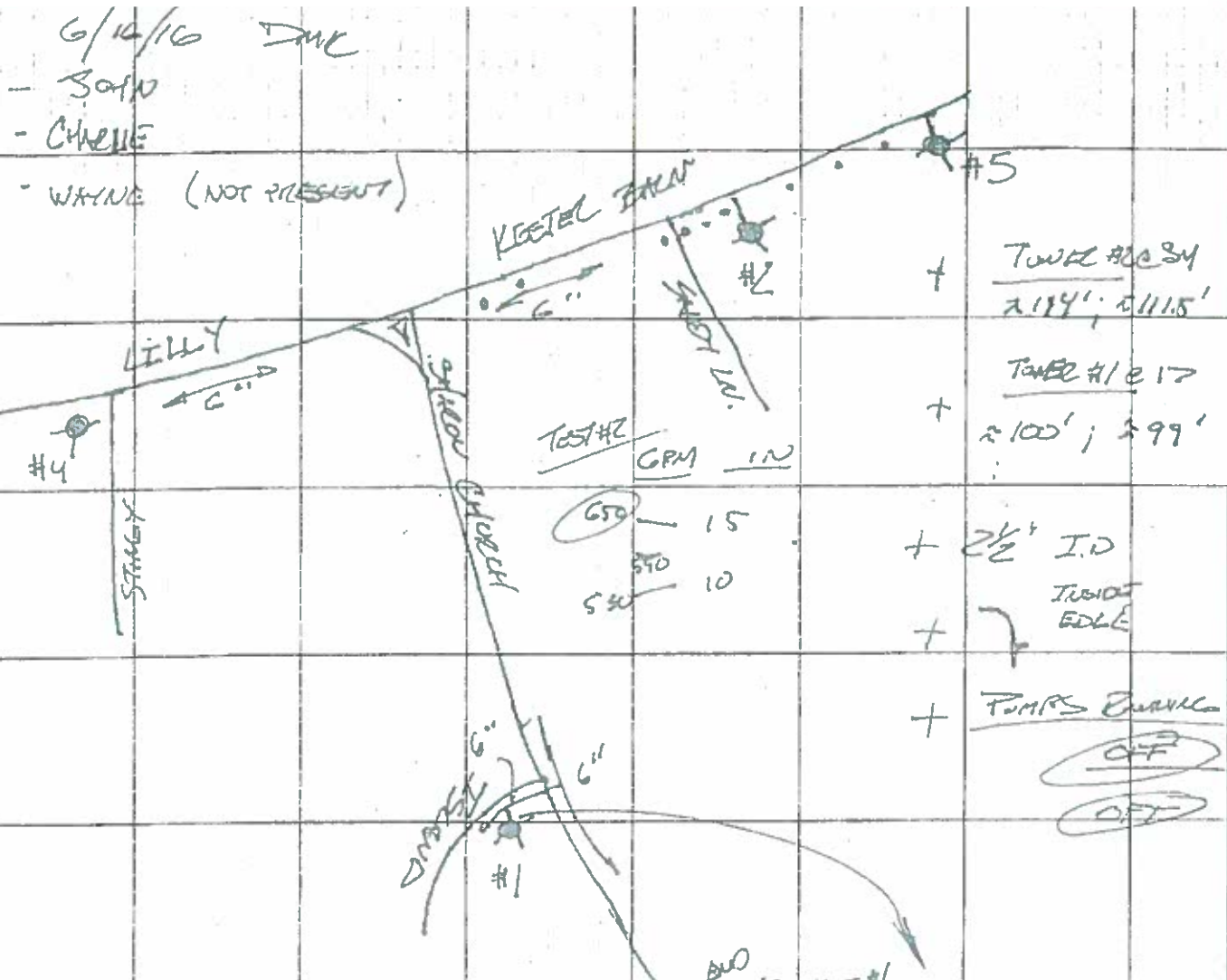
DISSELL PROFESSIONAL GROUP
Firm License # C-956
3512 North Creation Highway
P O Box 1068
Kitty Hawk, North Carolina 27849
(252) 261-3225 or 261-3266
FAX (252) 261-1700

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PROJECT # _____

SHEET ___ OF ___

DATE _____



TEST #1 @ 1:20 P.M.
 FLOW #1 640 STATIC #1 44 PSI
 STATIC #2 52 RES #2 34
 STATIC #3 45 RES #3 24
 STATIC #4 45 RES #4 20

TEST #2 @ :00
 FLOW #2 650 STATIC #2 48 PSI
 STATIC #1 43 RES #1 28
 STATIC #4 44 RES #4 25
 STATIC #5 38 RES #5 23

TEST #1
 GPM PSI
 650 15
 570 10
 530 10
 INITIAL READING

PRELIMINARY
 NOT FOR CONSTRUCTION

DESCRIPTION	
PROJECT NAME	
DESIGNED BY	DATE
CHECKED BY	DATE
APPROVED BY	DATE



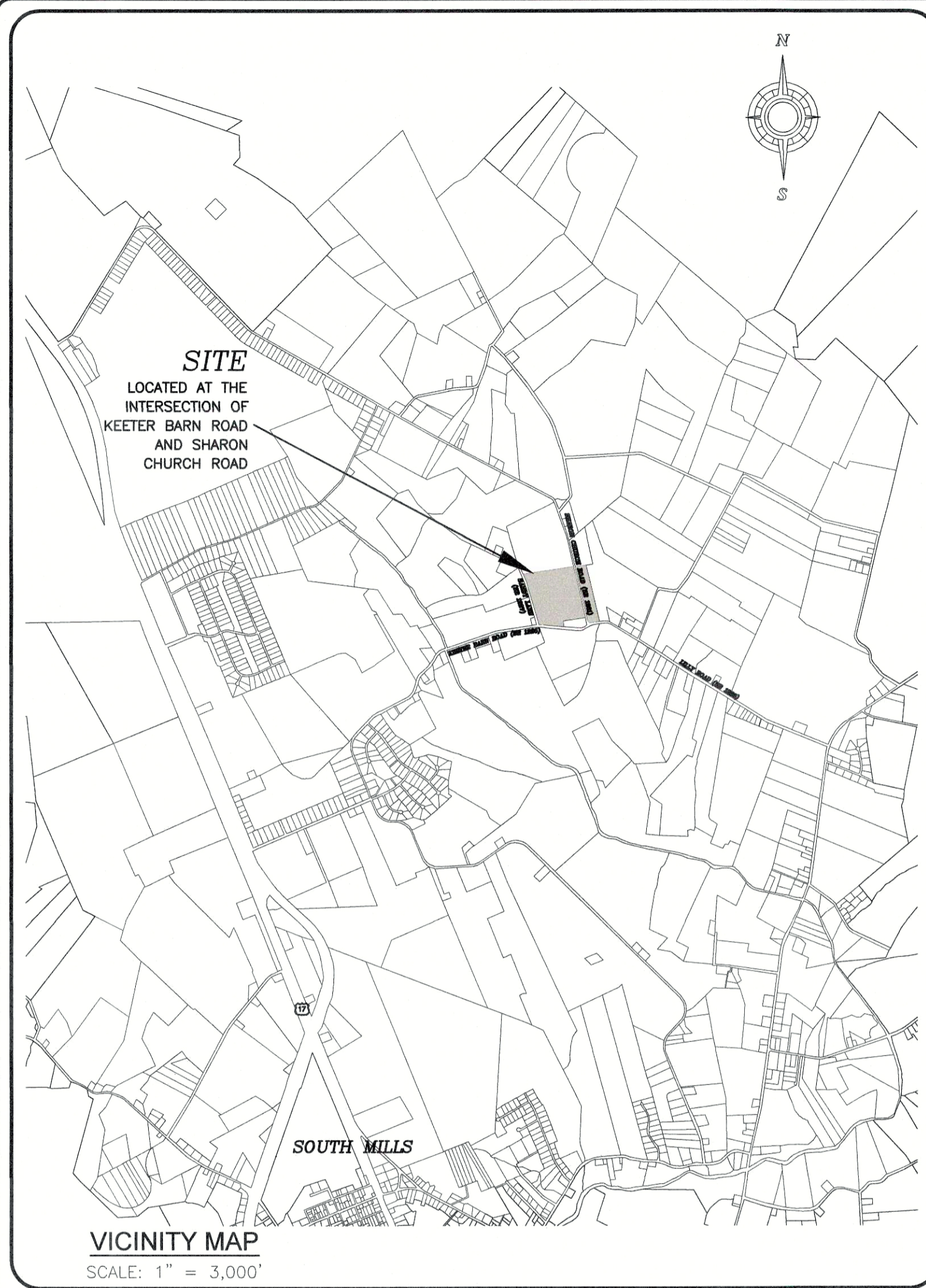
BISSELL PROFESSIONAL GROUP
 Firm License # C-358
 3512 North Croatan Highway
 P.O. Box 1058
 City Hawk, North Carolina 27649
 (252) 261-3225 or 261-3266
 FAX (252) 251-1730

PROJECT #	
SHEET OF	
DATE	

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217117
AF



PRELIMINARY PLAT

MILL RUN SUBDIVISION

45 LOT COMMON OPEN SPACE SUBDIVISION

SOUTH MILLS TOWNSHIP CAMDEN COUNTY NORTH CAROLINA

CERTIFICATE OF OWNERSHIP & DEDICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY DESCRIBED HEREON, WHICH PROPERTY IS LOCATED WITHIN THE SUBDIVISION REGULATION JURISDICTION OF CAMDEN COUNTY, THAT I HEREBY FREELY ADOPT THIS PLAT OF SUBDIVISION AND DEDICATE TO PUBLIC USE ALL AREA SHOWN ON THIS PLAT AS STREETS, ALLEYS, WALKS, PARKS, OPEN SPACE AND EASEMENTS, EXCEPT THOSE SPECIFICALLY INDICATED AS PRIVATE AND THAT I WILL MAINTAIN ALL SUCH AREAS UNTIL THE OFFER OF DEDICATION IS ACCEPTED BY THE APPROPRIATE PUBLIC AUTHORITY. ALL PROPERTY SHOWN ON THIS PLAT AS DEDICATED FOR A PUBLIC USE SHALL BE DEEMED TO BE DEDICATED FOR ANY OTHER PUBLIC USE AUTHORIZED BY LAW WHEN SUCH USE IS APPROVED BY THE APPROPRIATE PUBLIC AUTHORITY IN THE PUBLIC INTEREST.

DATE _____ OWNER _____
 I, _____ A NOTARY PUBLIC OF _____ COUNTY, NORTH CAROLINA, DO HEREBY CERTIFY THAT PERSONALLY APPEARED BEFORE ME THIS DATE AND ACKNOWLEDGED THE DUE EXECUTION OF THE FOREGOING CERTIFICATE.
 WITNESS MY HAND AND OFFICIAL SEAL THIS _____ DAY OF _____
 MY COMMISSION EXPIRES _____ NOTARY PUBLIC

DIVISION OF HIGHWAY DISTRICT ENGINEER CERTIFICATE FOR PUBLIC STREETS

I HEREBY CERTIFY THAT THE PUBLIC STREETS SHOWN ON THIS PLAT ARE INTENDED FOR DEDICATION AND HAVE BEEN COMPLETED IN ACCORDANCE WITH AT LEAST THE MINIMUM SPECIFICATIONS AND STANDARDS OF THE NC DEPARTMENT OF TRANSPORTATION FOR ACCEPTANCE OF SUBDIVISION STREETS ON THE NC HIGHWAY SYSTEM FOR MAINTENANCE.
 DATE _____ DISTRICT ENGINEER _____

ENGINEER CERTIFICATION OF STORMWATER IMPROVEMENTS

IN THE SUBDIVISION ENTITLED _____ STORMWATER DRAINAGE IMPROVEMENTS HAVE BEEN INSTALLED (1) ACCORDING TO PLANS AND SPECIFICATIONS PREPARED BY BISSELL PROFESSIONAL GROUP, OR (2) ACCORDING TO AS-BUILT PLANS SUBMITTED BY _____ AND APPROVED BY THE COUNTY. CAMDEN COUNTY ASSUMES NO RESPONSIBILITY FOR THE DESIGN, MAINTENANCE OR THE GUARANTEED PERFORMANCE OF THE STORMWATER DRAINAGE IMPROVEMENTS AND THEIR EFFECTS.
 REGISTERED LAND SURVEYOR/CIVIL ENGINEER _____ DATE _____

NC DOT COMPLIANCE CERTIFICATE

I HEREBY CERTIFY THAT THESE STREETS AS INSTALLED (OR AS DESIGNED AND GUARANTEED BY THE APPLICANT) ARE IN ACCORDANCE WITH THE MINIMUM DESIGN CRITERIA PRESENTLY REQUIRED BY THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS FOR ACCEPTANCE OF SUBDIVISION STREETS ONTO THE SYSTEM FOR MAINTENANCE.
 DATE _____ DISTRICT ENGINEER NC DEPARTMENT OF TRANSPORTATION _____

GENERAL NOTES:

- PROJECT NAME: MILL RUN SUBDIVISION
- OWNER/APPLICANT: ASSORTED DEVELOPMENT CORP.
P.O. BOX 402
KITTY HAWK, NC 27949
- PROPERTY DATA:
PARCEL ID#: 01-7090-00-07-688, 01-7090-00-17-0117
PRIMARY ADDRESS: SHARON CHURCH ROAD, SOUTH MILLS, NC
RECORDED REFERENCES: D.B. 334, PG. 306; D.B. 348, PG. 833; P.C. 7, SL. 166
PROPERTY ZONING: BASIC RESIDENTIAL (R3-1)
- F.I.R.M. DATA:
ZONE: ZONE X
F.E.M.A. F.I.R.M. PANEL# 3721709000 J, EFFECTIVE DATE OCTOBER 5, 2004.
- EXISTING CONDITION INFORMATION BASED ON A COMBINATION OF THE FOLLOWING:
 - 2015 FIELD SURVEY DATA OBTAINED BY BISSELL PROFESSIONAL GROUP
 - 2012 AERIAL IMAGERY OBTAINED FROM NCONEMAP.COM
 - FIELD TOPOGRAPHIC SURVEY AND TREE LOCATION DATA BY BISSELL PROFESSIONAL GROUP
 - ELEVATIONS ARE REFERENCED TO NAVD 1988 VERTICAL DATUM.
- ALL UTILITIES MUST BE INSTALLED UNDERGROUND.

DEVELOPMENT NOTES:

- EXISTING TRACT 1 AREA: 28.13 AC.
EXISTING TRACT 2 AREA: 23.78 AC.
TOTAL COMBINED AREA: 51.89 AC.
- DEVELOPMENT SUMMARY:
OF PROPOSED LOTS: 45
AVERAGE LOT AREA: 24,347 SQ. FT.
TOTAL PROPOSED LOT AREA: 25.15 AC.
PROPOSED SUBDIVISION R/W AREA: 3.05 AC.
REQUIRED OPEN SPACE: 23.68 AC.
OPEN SPACE PROVIDED: 23.68 AC.
- PROPOSED SUBDIVISION ROAD R/W WIDTH: 50 FT.
PROPOSED SUBDIVISION ROADWAY WIDTH: 20 FT.
LINEAR FEET OF SUBDIVISION ROADWAY: 2,700 LF.±
- DEVELOPMENT IMPROVISED COVERAGE DATA (BUA):
INDIVIDUAL LOT COVERAGE WILL BE LIMITED BY DEED RESTRICTIONS

MAXIMUM TOTAL LOT COVERAGE:	212,200 SF	(4.87 AC.)
ROADWAY COVERAGE:	53,980 SF	(2.67 AC.)
WALKING TRAIL:	20,000 SF	(0.84 AC.)
BUS STOP & MAIL KIOSK:	7,980 SF	(0.18 AC.)
TOTAL COVERAGE:	390,406 SF	(8.96 AC.)
COVERAGE PERCENTAGE:	12.66%	
- TOTAL PROPOSED DISTURBED AREA: 34.0 AC.
- VEHICULAR/BUILDING SETBACKS:
FRONT: 25'
SIDE/REAR: 10'
- DRAINAGE/UTILITY EASEMENTS:
FRONT: 15'
SIDE/REAR: 10' (AS MEASURED FROM PROPERTY LINE 5' EITHER SIDE)

SURVEYOR'S CERTIFICATION

I, Michael D. Barr, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed and description recorded in Books referenced); that the boundaries not surveyed are clearly indicated as drawn from information found in Books referenced; that the ratio of precision as calculated is 1:280,566; that this plat was prepared in accordance with G.S. 47-30 as amended.
 This is to certify that this survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land.
 Witness my original signature, registration number and seal this 13 day of December, 2016.
 Signature: _____ L-1756

NOTES:
 FOR SITE CONSTRUCTION DETAILS AND INFORMATION SEE MILL RUN CONSTRUCTION PLANS AND DRAWINGS BEING SUBMITTED ALONG WITH THIS PRELIMINARY PLAT

Sheet Number	Sheet Title
1	COVER SHEET, NOTES AND SITE LOCATION
2	DEVELOPMENT OVERVIEW PLAN
3	SUBDIVISION PLAT
4	SUBDIVISION PLAT

CERTIFICATE OF APPROVAL

I HEREBY CERTIFY THAT ALL STREETS SHOWN ON THIS PLAT ARE WITHIN CAMDEN COUNTY, ALL STREETS AND OTHER IMPROVEMENTS SHOWN ON THIS PLAT HAVE BEEN INSTALLED OR COMPLETED OR GUARANTEED TO ACCORDING TO § 151.243 AND THAT THE SUBDIVISION SHOWN ON THIS PLAT IS IN ALL RESPECTS IN COMPLIANCE WITH THE CAMDEN COUNTY UNIFIED DEVELOPMENT AND, THEREFORE, THIS PLAT HAS BEEN APPROVED BY THE CAMDEN COUNTY PLANNING BOARD AND SIGNED BY THE CHAIRPERSON, BOARD OF COMMISSIONERS, SUBJECT TO ITS BEING RECORDED IN THE CAMDEN COUNTY REGISTRY WITHIN NINETY (90) DAYS OF THE DATE BELOW.
 DATE _____ CHAIRPERSON, BOARD OF COMMISSIONERS _____

CERTIFICATE OF REVIEW OFFICER

STATE OF NORTH CAROLINA
 COUNTY OF CAMDEN
 I, _____ REVIEW OFFICER OF CAMDEN COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.
 REVIEW OFFICER _____ DATE _____

HEALTH DEPARTMENT CERTIFICATE

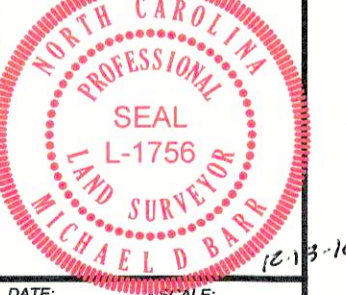
THIS SUBDIVISION, ENTITLED _____ HAS BEEN DESIGNED FOR THE CONSTRUCTION OF INDIVIDUAL SEWAGE SYSTEMS AND MEETS THE CRITERIA AND REQUIREMENTS OF THE DISTRICT HEALTH DEPARTMENT BASED ON EXISTING CONDITIONS AND REGULATIONS. THE DISTRICT HEALTH DEPARTMENT RESERVES THE RIGHT TO REQUIRE ADDITIONAL IMPROVEMENTS TO THESE PROPERTIES AND TO LIMIT THE NUMBER OF BEDROOMS AND SIZE OF STRUCTURE BASED ON SITE CONDITIONS UPON ISSUANCE OF THE FINAL SITE IMPROVEMENTS PERMITS. THIS CERTIFICATION DOES NOT CONSTITUTE A WARRANTY AND IS ISSUED BASED ON THIS SUBDIVISION BEING SERVICED.
 DATE _____ DISTRICT HEALTH DEPARTMENT _____

OPEN SPACE, DRAINAGE FACILITIES, RESERVED UTILITY OPEN SPACE, AND PONDS REQUIRED TO BE PROVIDED BY THE DEVELOPER IN ACCORDANCE WITH CH. 151 OF THE CODE OF ORDINANCES SHALL NOT BE DEDICATED TO THE PUBLIC, EXCEPT UPON WRITTEN ACCEPTANCE BY THE COUNTY, BUT SHALL REMAIN UNDER THE OWNERSHIP AND CONTROL OF THE DEVELOPER (OR HIS OR HER SUCCESSOR) OR A HOMEOWNER'S ASSOCIATION OR SIMILAR ORGANIZATION THAT SATISFIES THE CRITERIA ESTABLISHED IN §151.198 OF THE COUNTY'S CODE OF ORDINANCES.

BISSELL
 PROFESSIONAL GROUP
 Engineers, Planners, Surveyors and Environmental Specialists
 Bissell Professional Group
 Firm License # C-966
 3512 North Croatan Highway
 P.O. Box 1088
 Kitty Hawk, North Carolina 27949
 (252) 261-3266
 FAX (252) 261-1760

PROJECT: MILL RUN COVER SHEET
 SOUTH MILLS TOWNSHIP CAMDEN COUNTY NORTH CAROLINA
 PRELIMINARY PLAT

NO.	DATE	DESCRIPTION	BY



DATE: 12-12-16 SCALE: N/A
 DESIGNED: BPG CHECKED: MSB
 DRAWN: MDB APPROVED: BPG
 SHEET: 1 OF 4
 CAD FILE: 457500PP1
 PROJECT NO: 4575

Z:\4575 Mill Run\dwg\Survey\457500PP1.dwg, COVER, 12/13/2016 3:53:41 PM, HP, DesignJet T2500 PS, HPGL2, pc3, Arch, C (landscape), 1:1

LEGEND

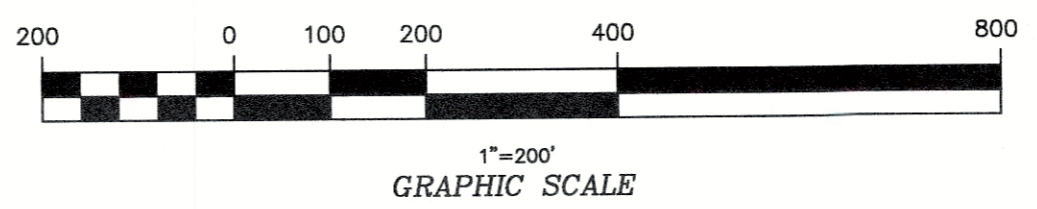
	ROADWAY CENTERLINE
	RIGHT-OF-WAY
	PROPERTY BOUNDARY
	ADJOINING PROPERTY LINE
	EXISTING DITCH TOP OF BANK
	EXISTING WETLAND BOUNDARY
	BUILDING SETBACK LINES
	EXISTING CONCRETE MONUMENT
	SET CONCRETE MONUMENT
	SET IRON ROD
	EXISTING IRON ROD
	EXISTING IRON PIPE
N.T.S.	NOT TO SCALE
P.C.	PLAT CABINET
D.B.	DEED BOOK
SL	SLIDE
SF	SQUARE FEET
AC	ACRES



NC NAD 83(2011) GRID NORTH



CURVE TABLE					
CURVE	LENGTH	RADIUS	CHORD	BEARING	DELTA
C-P3	311.71'	2887.29'	311.55'	N20° 46' 39"W	6°11'08"
C-P4	106.37'	1105.00'	106.33'	N87° 05' 43"W	5°30'56"



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 3512 North Croatan Highway
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 Kitty Hawk, North Carolina 27949
 (252) 251-3266
 FAX: (252) 261-1780

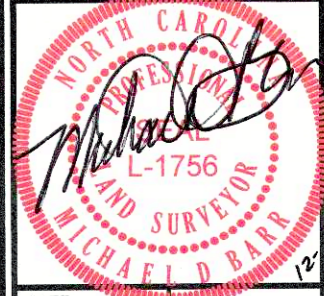


Engineers, Planners, Surveyors
 and Environmental Specialists
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**MILL RUN
 OVERVIEW
 PRELIMINARY PLAT**

PROJECT: SOUTH MILLS TOWNSHIP CAMDEN COUNTY NORTH CAROLINA

NO.	DATE	DESCRIPTION	BY



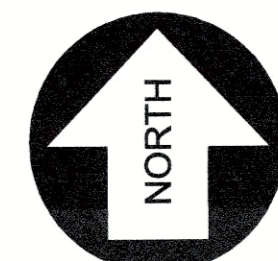
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DESIGNED:	BPG	CHECKED:	MSB
DRAWN:	MDB	APPROVED:	BPG

SHEET: **2** OF **4**
 CAD FILE: 457500PP1
 PROJECT NO: **4575**

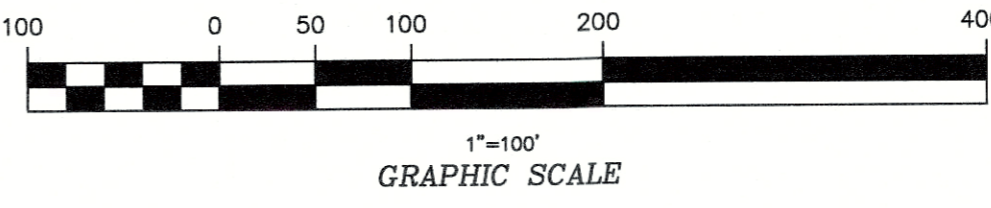
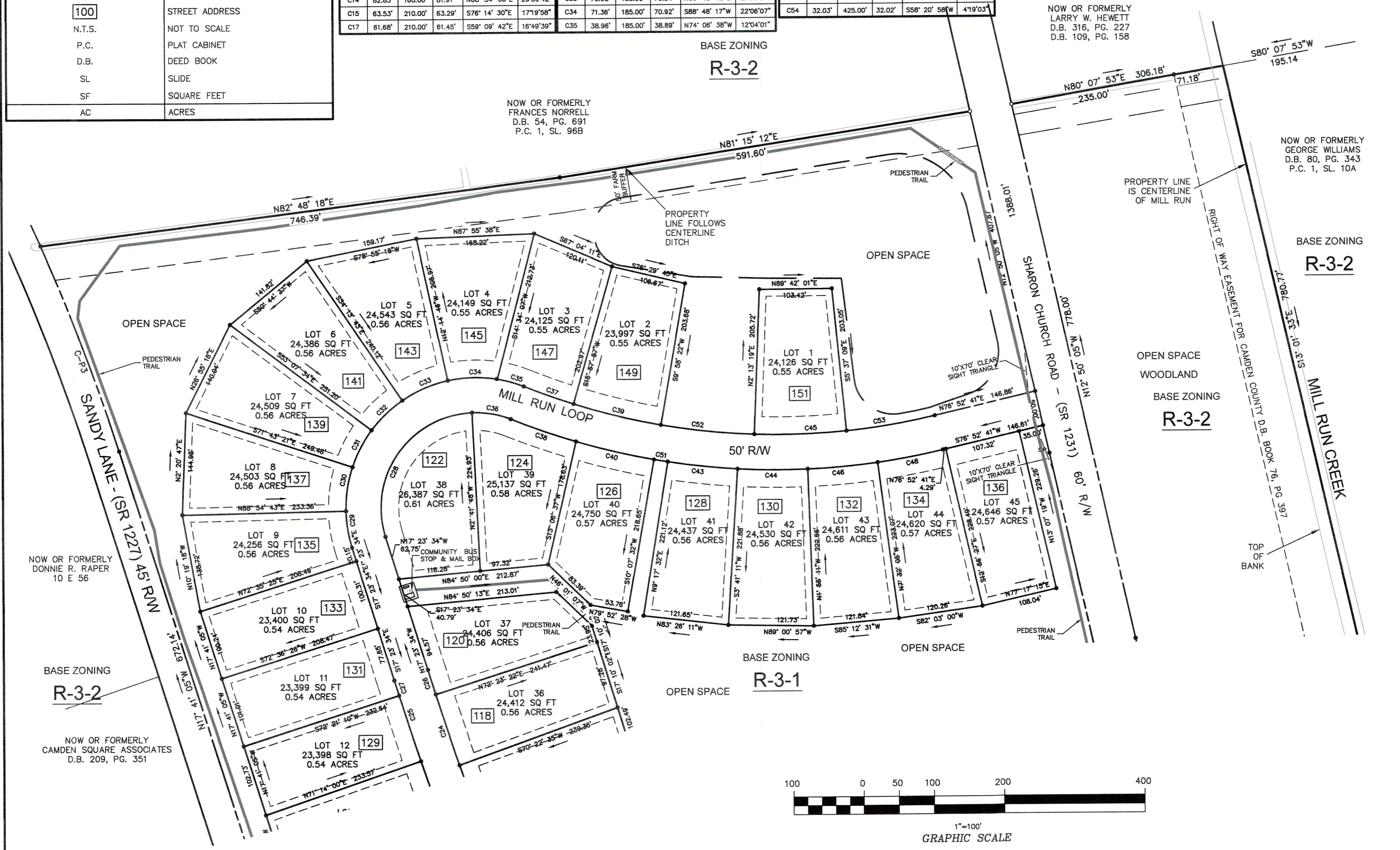
Attachment: SUP Mill Run 12-12-16 Signed Preliminary Plat Full Set (1564 : Set Public Hearing - Special Use Permit Preliminary Plat Mill Run)

LEGEND	
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	RIGHT-OF-WAY
	PROPERTY BOUNDARY
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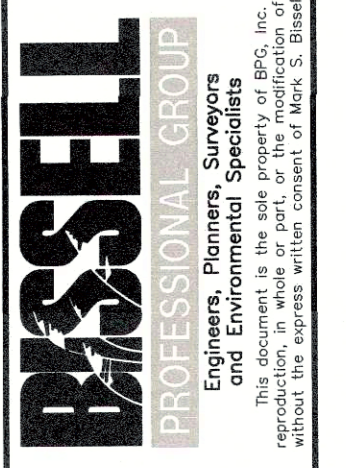
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CURVE	LENGTH	RADIUS	CHORD	BEARING	DELTA	CURVE	LENGTH	RADIUS	CHORD	BEARING	DELTA	CURVE	LENGTH	RADIUS	CHORD	BEARING	DELTA
C-P3	311.71'	2887.29'	311.55'	N20° 46' 39"W	61°1'08"	C18	61.37'	210.00'	61.15'	S42° 22' 35"E	16°44'34"	C36	56.50'	135.00'	56.09'	S80° 03' 59"E	23°58'42"
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C3	89.40'	1025.00'	89.38'	S80° 24' 10"W	4°59'51"	C23	97.35'	5025.00'	97.35'	S19° 19' 18"E	1°06'36"	C40	113.94'	1025.00'	113.89'	S78° 45' 18"E	6°22'09"
C4	75.33'	975.00'	75.31'	S80° 41' 17"W	4°25'36"	C24	105.70'	4975.00'	105.70'	N18° 25' 32"W	1°13'02"	C43	100.03'	1025.00'	99.99'	S83° 51' 12"E	5°35'30"
C5	56.55'	375.00'	56.36'	N78° 34' 53"E	8°38'25"	C25	98.17'	5025.00'	98.17'	N18° 12' 25"W	1°07'10"	C44	100.03'	1025.00'	99.99'	S89° 26' 42"E	5°35'30"
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C9	30.87'	375.00'	30.86'	N56° 05' 44"E	4°42'59"	C29	52.65'	185.00'	52.47'	S9° 14' 26"E	16°18'16"	C49	62.91'	4975.00'	62.91'	S20° 34' 47"E	0°43'28"
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NC NAD 83(2011) GRID NORTH

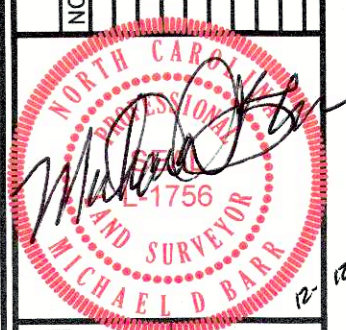


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 Kitty Hawk, North Carolina 27949
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PROJECT: MILL RUN SUBDIVISION PLAT
 PRELIMINARY PLAT
 SOUTH MILLS TOWNSHIP CAMDEN COUNTY NORTH CAROLINA

NO.	DATE	DESCRIPTION	BY

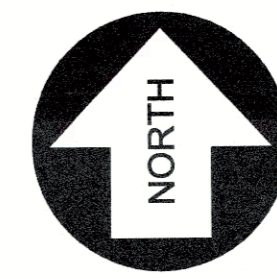


DATE: 12-12-16 SCALE: 1"=100'
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 DRAWN: MDB APPROVED: BPG
 SHEET: 3 OF 4
 CAD FILE: 457500PP1
 PROJECT NO: 4575

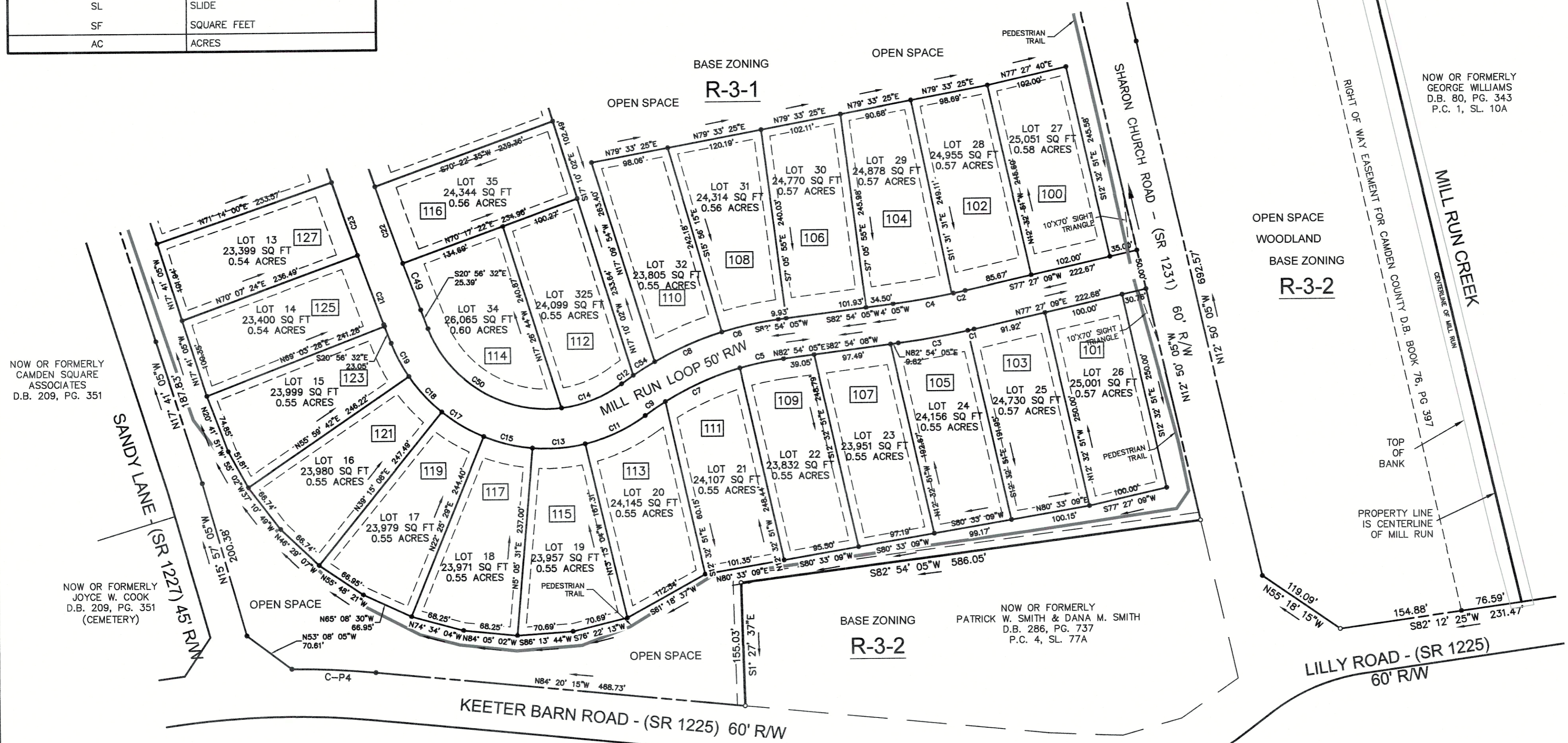
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	SL
	SF
	AC

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NC NAD 83(2011) GRID NORTH



NOW OR FORMERLY CAMDEN SQUARE ASSOCIATES D.B. 209, PG. 351

NOW OR FORMERLY JOYCE W. COOK D.B. 209, PG. 351 (CEMETERY)

NOW OR FORMERLY PATRICK W. SMITH & DANA M. SMITH D.B. 286, PG. 737 P.C. 4, SL. 77A

NOW OR FORMERLY GEORGE WILLIAMS D.B. 80, PG. 343 P.C. 1, SL. 10A

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 PROFESSIONAL GROUP
 Engineers, Planners, Surveyors
 and Environmental Specialists

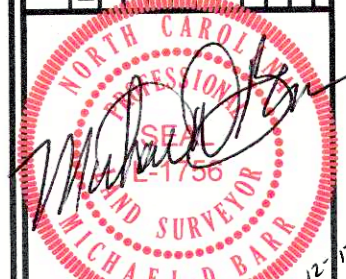
1100 North Carolina Highway 3512 North Croatan Highway
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MILL RUN
 SUBDIVISION PLAT
 PRELIMINARY PLAT

SOUTH MILLS TOWNSHIP CAMDEN COUNTY NORTH CAROLINA

NO.	DATE	DESCRIPTION	BY



DATE: 12-12-16	SCALE: 1"=100'
DESIGNED: BPG	CHECKED: MSB
DRAWN: MDB	APPROVED: BPG
SHEET: 4 OF 4	
CAD FILE: 457500PP1	
PROJECT NO: 4575	

Attachment: SUP Mill Run 12-12-16 Signed Preliminary Plat Full Set (1564) : Set Public Hearing - Special Use Permit Preliminary Plat Mill Run



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

County Manager's Report

Item Number: 10.A
Meeting Date: February 20, 2017
Submitted By: Michael Brillhart, County Manager
Administration
Prepared by: Angela Wooten

Item Title **Discussion with Regard to Solar Farms**

Attachments: 2017_02_01_16_34_42.pdf (PDF)

Summary:

Solar Farms Discussion - in light of recent development application activity specific to solar farms in Camden County, there is a concern that the County's adopted UDO standards may not be adequate in addressing all aspects of solar farms land development in the most comprehensive manner.

Recommendation:

staff is recommending that an examination of other local government UDO requirements specific to solar farms be undertaken. This analysis could also identify which zoning districts are most practical for future solar farms to be located.

Unified Development

232G

(6) The solar farm shall have 12 months to complete decommissioning of the solar facility if no electricity is generated for a continuous period of 12 months. For purposes of this section, this 12-month period shall not include delay resulting from force majeure.

(7) The county shall periodically request proof of the continuous operation of the solar farm from the applicant/owner. The nature of required evidence shall be determined as a condition of the special use permit.

(8) Decommissioning shall include removal of solar panels, buildings, cabling, electrical components, roads, and any other associated facilities down to 36 inches below grade.

(9) Applicant shall provide prior to approval of building permits, an irrevocable letter of credit in favor of the county in an amount equal to the estimated removal cost of the solar facility, less the salvage value of the equipment, which shall be issued by a Federally chartered bank with a branch office in northeastern North Carolina at which the letter of credit may be drawn and paid in full in immediately available funds in the event the solar facility owner fails to decommission the solar facility pursuant to the requirements of this section. The estimated cost of removal shall be updated every five years from date of approval for solar farm.

(10) Disturbed earth shall be graded and re-seeded, unless the landowner requests in writing that the access roads or other land surface areas not be restored.

(11) Solar farms located within FEMA's 100 year flood shall elevate all electrical connections one foot above the base flood elevation (BFE).

(12) All collectors shall be surrounded by a lockable minimum height six foot fence.

(W) The following standards shall apply to ground or pole mounted solar collectors utilized as an accessory use and permanently connected and providing power to the principal or accessory use on the property.

(1) Solar collectors located within FEMA's 100 year flood shall elevate all electrical connections one foot above the base flood elevation (BFE).

(2) Solar collectors shall be located behind principal structure on the property.

(3) This section shall not apply to:

(a) Solar collectors installed as part of a residential or commercial structure, which shall be regulated through the State Building Code; or

232H

Camden County - Land Usage

(b) Temporary or portable solar powered electrical or mechanical devices or equipment. (Ord. passed 12-15-97; Am. Ord. passed 3-21-00; Am. Ord. passed 4-2-01; Am. Ord. 2002-08-01, passed 8-5-02; Am. Ord. 2003-04-01, passed 5-5-03; Am. Ord. 2006-01-02, passed 5-1-06; Am. Ord. 2006-09-02, passed 11-20-06; Am. Ord. 2007-09-01, passed 9-17-07; Am. Ord. 2009-04-01, passed 5-4-09; Am. Ord. 2010-02-01, passed 3-1-10; Am. Ord. 2010-09-01, passed 11-1-10; Am. Ord. 2011-02-01, passed 4-4-11; Am. Ord. 2012-01-01, passed 1-3-12; Am. Ord. 2013-05-01, passed 6-17-13; Am. Ord. 2013-08-01, passed 9-16-13; Am. Ord. 2015-06-03, passed 8-3-15; Am. Ord. 2015-08-01, passed 9-21-15; Am. Ord. 2016-03-01, passed 5-2-16)

NONCONFORMING SITUATIONS**§ 151.360 DEFINITIONS.**

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.



CAMDENCOUNTY

new energy. new vision.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.A
Meeting Date: February 20, 2017

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

Item Title Sales & Use Tax Collection Report

Attachments: Sales tax collections 16-17 (PDF)

Summary: 2016-2017 Sales Tax Collection Report includes receipt received through January 2017. Deposits from state are received the second month after collection month.

Recommendation: N/A

SALES TAX REVENUE COLLECTION REPORT

2016-2017														17-Jan-
SALES TAX - GENERAL FUND														
	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
Art. 39	\$44,906	\$29,261	\$44,167	\$43,630	\$42,588								\$204,552	\$590,0
Art. 40	\$21,885	\$18,599	\$23,046	\$22,644	\$22,461								\$108,635	\$275,0
Art. 42	\$10,593	\$11,516	\$14,125	\$14,030	\$14,029								\$64,293	\$145,0
Art. 44	\$0	\$1	\$0	\$0	\$0								\$1	
Totals	\$77,384	\$59,378	\$81,339	\$80,304	\$79,077	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$377,482	
Total Budgeted														\$1,010,0
SALES TAX REVENUE- SCHOOL CAPITAL RESERVE FUND														
	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
Art. 40	\$17,986	\$13,725	\$14,801	\$14,062	\$13,791								\$74,363	\$185,0
Art. 42	\$35,972	\$27,449	\$29,601	\$28,123	\$27,581								\$148,727	\$360,0
Totals	\$53,958	\$41,174	\$44,402	\$42,185	\$41,372	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$223,090	
Total Budgeted														\$545,0
SALES TAX REVENUE- RESTRICTED														
	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
GS 105-524	\$33,652	\$33,652	\$33,652	\$33,652	33,651.83								\$168,260	\$400,0
Total Budgeted														\$400,0
Grand	\$164,994	\$134,204	\$159,393	\$156,140	\$154,101	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$768,832	\$1,955,0
2015-2016														
SALES TAX - REVENUE COLLECTION REPORT														
	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														
	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 (1530 : 16-17 Sales & Use Tax Collection Report)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.B
Meeting Date: February 20, 2017

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

Item Title **Legislative Goals Conference**

Attachments: Microsoft Word -
NCACC_LegislativeGoalsCo
nf_2017_CustomRelease.doc
(PDF)

Summary:

Recommendation:



FOR IMMEDIATE RELEASE
January 13, 2017

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

(County name) COUNTY COMMISSIONER ATTENDS LEGISLATIVE GOALS CONFERENCE

RALEIGH – (County name) County Commissioner (*Commissioner's name*) attended the North Carolina Association of County Commissioners' 2017 Legislative Goals Conference, which was held at the Raleigh Marriott Crabtree Valley January 12-13.

The Legislative Goals Conference represents the culmination of a thorough, deliberate and inclusive process to set the Association's legislative agenda for the 2017-18 Legislative Biennium. The complete set of Association legislative goals is available at <http://www.ncacc.org/620/2017-18-Legislative-Goals>. All counties have the opportunity to send a voting delegate, and many others attend this important event for the Association. More than 200 county officials from across North Carolina attended the event.

(Insert quote from commissioner about value of conference)

Commissioner (*Commissioner's name*) participated in the process by serving (*insert role in process, if any; i.e., steering committee membership, voting delegate, etc.*).

(Insert quote from commissioner about relevance of the legislative goals process to your county.)

North Carolina Governor Roy Cooper addressed commissioners during lunch on the opening day of the conference. "It's great to be in a room full of public servants... people who deal with constituents about real-life things every day affecting their lives." Governor Cooper spoke with the group about his commitment to finding ways to help with issues important to counties including school construction, internet access and economic development. He commented that he considers counties to be "an integral partner" and that he will listen to county officials about what is important at the local level.

Conference attendees also heard from North Carolina Free Enterprise Foundation Executive Director, Joe Stewart, on the 2016 elections and voting trends across the state, and NCACC Research Director, Linda Millsaps, on an economic outlook for North Carolina.

For information on the NCACC legislative goals process, go to www.ncacc.org/legislativegoals.

Editors: Print quality photos may be downloaded from <https://ncacc.smugmug.com/2017-Legislative-Goals/>. Photo should be credited as follows: Photo courtesy Chris Baucom/NCACC. Governor Cooper's luncheon address may be downloaded from <https://youtu.be/GhDvSTAi2U8>.

###

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.



**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Information, Reports & Minutes From Other Agencies

Item Number: 11.C
Meeting Date: February 20, 2017

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

Item Title December 2016 Library Statistics

Attachments: 16_12 BOC Stats (PDF)

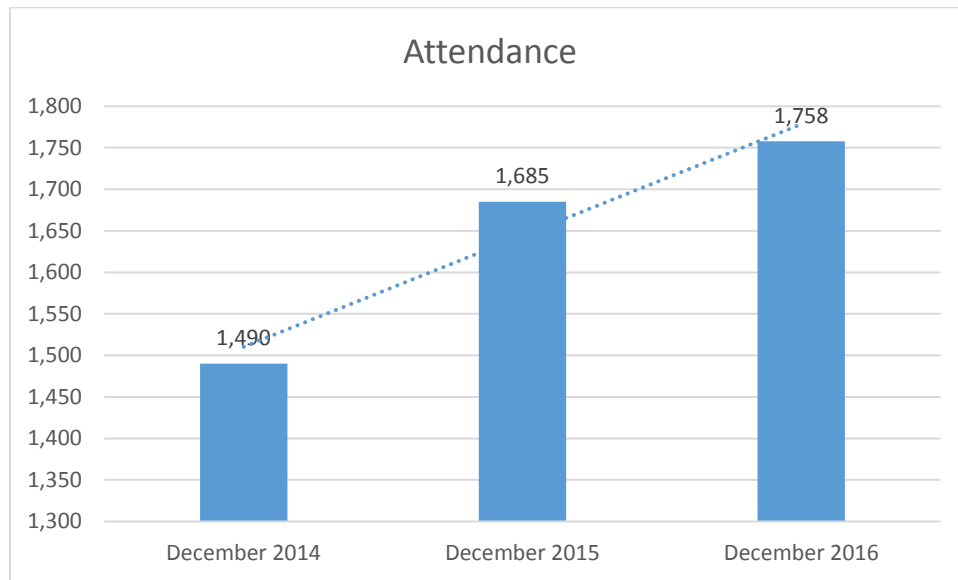
Summary:

Recommendation:

Camden County Public Library December 1-31, 2016 Statistics

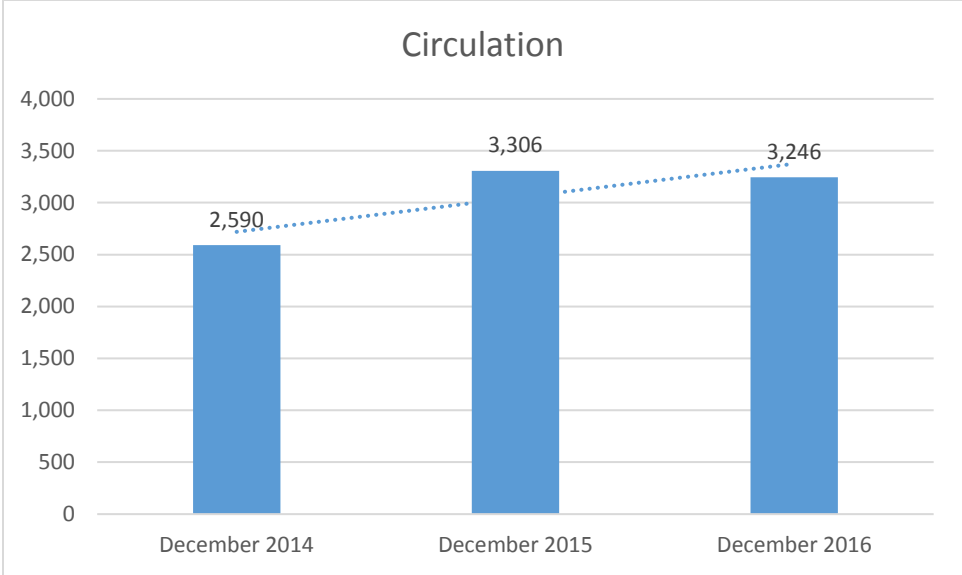
- **Visitor Count:** 1758
- **Days/Hours Open:** 28/252
- **# Items in Collection:** 14,565(Opening Day Collection # Items = 4,755)
- **Total Check Outs/Renewals:** 3,246
- **Library Card Holders:** 2,769
- **Computer/ Wireless Use:** 967/583
- **Juvenile Programs :** 11 programs /200 attendance
- **Adult Programs :** 2 programs / 2 attendance
- **Meeting Room:** 11 reservations /93 attendance
- **Annual Christmas Program:** 151

Comparison by Year



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

Attachment: 16_12 BOC Stats (1538 : December 2016 Library Statistics)



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



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.D
Meeting Date: February 20, 2017

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

Item Title **2016 Audit - Albemarle District Jail**

Attachments: 2016-06-30_AD_Jail_ Comm.pdf (PDF)

Summary:

2016 Audit - Albemarle District Jail Commission

Albemarle District Jail Commission
Financial Statements
June 30, 2016

**Albemarle District Jail Commission
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Attachment: 2016-06-30_AD_Jail_Comm.pdf (1536 : 2016 Audit - Albemarle District Jail)

Dowdy & Osborne LLP

CERTIFIED PUBLIC ACCOUNTANTS

Jeff Dowdy, CPA • Teresa Osborne, CPA

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Albemarle District Jail Commission
Elizabeth City, North Carolina

Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activity of the Albemarle District Jail Commission as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Albemarle District Jail Commission's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinions

In our opinion, based on our audit, the financial statements referred to above present fairly, in all material respects, the financial position of the Albemarle District Jail Commission, as of June 30, 2016, and the respective changes in financial position and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

103 W. Woodhill Dr., Suite B • P.O. Box 9 • Nags Head, North Carolina 27959
Telephone 252.449.4404 • Facsimile 252.449.6976

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 3 through 6, the Other Postemployment Benefits' Schedules of Funding Progress and Employer Contributions on pages 22 and 23 and the Local Government Employees' Retirement System's Schedules of the Proportionate Share of the Net Pension Asset and Contributions on pages 24 and 25, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary and Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements of the Albemarle District Jail Commission. The budgetary schedule is presented for the purposes of additional analysis and is not a required part of the basic financial statements.

The budgetary schedule is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America by us. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Dowdy & Osborne, LLP

Dowdy & Osborne, LLP
Certified Public Accountants
Nags Head, North Carolina

November 30, 2016

Management's Discussion and Analysis

As management of the Albemarle District Jail Commission (Commission), we offer readers of the Commission's financial statements this narrative overview and analysis of the financial activities of the Commission for the fiscal year ended June 30, 2016. We encourage readers to read the information presented here in conjunction with additional information that we have furnished in the Commission's financial statements, which follow this narrative.

Financial Highlights

- The assets of the Albemarle District Jail Commission exceeded its liabilities at the close of the fiscal year by \$ 1,840,078 of which \$ 392,698 represents amounts invested in capital assets.
- The Commission's total net position increased by \$ 206,569. This includes an increase in net position invested in capital assets of \$ 11,988 and an increase in unrestricted net position of \$ 194,581.
- Overall revenues increased \$ 545,044, primarily a result of an increase in housing for federal prisoners of \$ 430,360 and an increase in the amount reimbursed by the Counties for the medical contract of \$ 102,693.
- Overall jail operations expenses increased \$ 301,689 or 7.5%.

Overview of the Commission

The Commission is a public authority created under the general statutes of North Carolina for the purpose of operating a regional jail for Pasquotank, Camden and Perquimans counties. The Commission is overseen by a governing board consisting of four commissioners including two from Pasquotank County and one each from Camden and Perquimans Counties. The Jail was constructed and financed by Pasquotank County and the three counties contribute annually to the debt service directly to Pasquotank County and to the Commission for the operation of the facility, based on a per capita assessment using the most recent census figures available.

Overview of the Financial Statements

The Commission's basic financial statements consist of three components; 1) the management's discussion and analysis, 2) fund financial statements, and 3) notes to the financial statements. Because the Commission is a special-purpose government engaged in business-type activities only, the financial statements are presented in accordance with paragraph 138 of GASB Statement 34. The Commission only has one fund for its operations. The fund financial statements include the Statement of Net Position, the Statement of Revenues, Expenses and Change in Net Position, and the Statement of Cash Flows. The financial statements are presented on the full accrual method of accounting, meaning revenues are recognized when earned (not received) and expenses are recognized when the expense is incurred (not when it is paid).

The Statement of Net Position presents information on the Commission's assets and liabilities with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of the Commission's financial position and stability.

The Statement of Revenues, Expenses and Change in Net Position presents information showing how the Commission's net position changed during the most recent fiscal year. Generally, charges to users of the jail should cover expenses.

The Statement of Cash Flows relates to the flows of cash and cash equivalents and reconciles beginning of year cash to end of year cash.

The notes to the financial statements provide additional information that is essential for a full understanding of the data provided in the financial statements.

The Commission adopts an annual budget as required by G.S. 159-42 (c). The supplemental budgetary statement demonstrates how well the Commission complied with the budget ordinance and whether or not the Commission succeeded in providing the services as planned when the budget was adopted. The budgetary statement is presented as supplementary information to demonstrate compliance with applicable state laws. To account for the budgetary basis of accounting and the full accrual basis, a reconciliation showing the differences in the reported activities is shown at the end of the budgetary statement.

Albemarle District Jail Commission's Net Position

Figure 1

	2016		2015
Current and other assets	\$ 1,815,324	\$	1,794,886
Capital assets	392,698		380,710
Deferred outflows of resources	129,500		104,790
Total assets and deferred outflows of resources	2,208,022		2,175,596
Current liabilities	111,333		126,242
Non-current liabilities	319,200		163,148
Deferred inflows of resources	66,911		357,487
Total liabilities and deferred inflows of resources	497,444		289,390
Net position:			
Net investment in capital assets	392,698		380,710
Unrestricted	1,447,380		1,252,799
Total net position	\$ 1,840,078	\$	1,633,509

As noted earlier, net position may serve over time as one useful indicator of a government's financial condition. The assets of Commission exceeded liabilities by \$ 1,840,078 as of June 30, 2016. The Commission's total net position increased \$ 206,569. Of the total net position, \$ 392,698, or 21.3 %, reflects the Commission's investment in capital assets (building improvements and equipment). The Commission uses these capital assets to provide services to participating governments; consequently, these assets are not available for future spending. The remaining \$ 1,447,380 of net position is unrestricted.

Attachment: 2016-06-30_AD_Jail_Comm.pdf (1536 : 2016 Audit - Albemarle District Jail)

Albemarle District Jail Commission's Changes in Net Position

Figure 2

	2016	2015
Revenues:		
Program revenues:		
Unrestricted intergovernmental	\$ 4,293,771	\$ 3,727,020
Concessions	180,932	181,076
Other	26,542	48,947
General Revenues:		
Investment earnings	2,930	2,088
Total revenues	4,504,175	3,959,131
Expenses:		
Jail operations	4,297,606	3,995,917
Total expenses	4,297,606	3,995,917
Increase (decrease) in net position	206,569	(36,786)
Net position, July 1 (as previously stated)	1,633,509	1,851,688
Restatement	-	(181,393)
Net position, July 1 (as restated)	1,633,509	1,670,295
Net position, June 30	\$ 1,840,078	\$ 1,633,509

The Commission's current year net position increased by \$ 206,569 compared to a decrease of \$ 36,786 in the prior year. Overall revenues increased \$ 545,044, primarily a result of an increase in housing for federal prisoners of \$ 430,360 and an increase of \$ 102,693 reimbursed by the Counties for the medical contract over the prior year. Overall jail operations expenses increased by \$ 301,689. This was due primarily to an increase in salaries and benefits of \$ 249,093 and an increase of \$ 42,431 for a complete overhaul of uniforms.

Capital Assets

Capital assets. The Commission's investment in capital assets as of June 30, 2016, totals \$ 392,698 (net of accumulated depreciation). These assets include equipment and building improvements.

**Albemarle District Jail Commission's Capital Assets
(net of depreciation)**

Figure 3

	2016	2015
Building improvements	\$ 281,486	\$ 297,612
Equipment and vehicles	111,212	83,098
Total	\$ 392,698	\$ 380,710

Additional information on the Commission's capital assets can be found on page 14 in the notes to the financial statements.

Budget Highlights for the Fiscal Year Ending June 30, 2017

Business-type Activities: The Commission's operating budget for 2016-2017 anticipates expenditures of \$ 4,721,593.

Requests for Information

This report is designed to provide an overview of the Commission's finances for those with an interest in this area. Questions concerning any of the information found in this report or requests for additional information should be directed to the Administrator, Albemarle District Jail Commission, PO Box 756, Elizabeth City, NC 27909.

Attachment: 2016-06-30_AD_Jail_Comm.pdf (1536 : 2016 Audit - Albemarle District Jail)

Exhibit A

Albemarle District Jail Commission
Statement of Net Position
June 30, 2016

ASSETS

Current assets:

Cash and cash equivalents	\$	1,530,165
Accounts receivable		172,717
Inventory		9,001
Prepaid expenses		62,478
Sales tax receivable		40,963
Total current assets		<u>1,815,324</u>

Noncurrent assets:

Capital assets:

Building improvements	313,693
Equipment	230,841
	<u>544,534</u>

Accumulated depreciation	(151,836)
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Total capital assets	<u>392,698</u>
----------------------	----------------

Total noncurrent assets	<u>392,698</u>
-------------------------	----------------

Total assets	<u>2,208,022</u>
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DEFERRED OUTFLOWS OF RESOURCES

Pension deferrals	<u>129,500</u>
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LIABILITIES

Current liabilities:

Accounts payable	96,981
Sales tax payable	1,064
Prisoner's cash held in trust	13,288
Total current liabilities	<u>111,333</u>

Noncurrent liabilities:

Compensated absences	118,294
Net pension liability	120,995
Net OPEB obligation	79,911
Total noncurrent liabilities	<u>319,200</u>
Total liabilities	<u>430,533</u>

DEFERRED INFLOWS OF RESOURCES

Pension deferrals	<u>66,911</u>
-------------------	---------------

NET POSITION

Invested in capital assets	392,698
Unrestricted	1,447,380
Total net position	<u>\$ 1,840,078</u>

The notes to the financial statements are an integral part of this statement.

Exhibit B

Albemarle District Jail Commission
Statement of Revenues, Expenses, and Changes in Net Position
For the Fiscal Year Ended June 30, 2016

OPERATING REVENUES	
Charges for services:	
Local intergovernmental revenues	\$ 3,035,335
State and federal revenues	1,258,436
Other revenues:	
Telephone revenue	26,085
Concession revenue	180,932
Miscellaneous	457
Total operating revenues	<u>4,501,245</u>
OPERATING EXPENSES	
Salaries and benefits	2,511,212
Jail operations	945,193
Facility expenses	349,847
Other operating expenses	444,829
Depreciation	46,525
Total operating expenses	<u>4,297,606</u>
Operating income	<u>203,639</u>
NONOPERATING REVENUES (EXPENSES)	
Interest earned on investments	<u>2,930</u>
Total nonoperating revenues	<u>2,930</u>
Change in net position	<u>206,569</u>
Total net position - beginning	<u>1,633,509</u>
Total net position - ending	<u>\$ 1,840,078</u>

Attachment: 2016-06-30_AD_Jail_Comm.pdf (1536 : 2016 Audit - Albemarle District Jail)

The notes to the financial statements are an integral part of this statement.

Exhibit C

Albemarle District Jail Commission
Statement of Cash Flows
For The Fiscal Year Ended June 30, 2016

Cash flows from operating activities:		
Cash received from governments	\$	4,227,160
Cash received from prisoners		179,396
Cash received from others		21,717
Cash paid for goods and services		(2,477,309)
Cash paid to employees		(1,814,814)
Net cash (used) by operating activities		<u>136,150</u>
Cash flows from capital and related financing activities:		
Purchase of equipment		(58,512)
Net cash (used) by capital and related financing activities		<u>(58,512)</u>
Cash flows from investing activities:		
Interest on investments		2,930
Net cash provided by investing activities		<u>2,930</u>
Net decrease in cash and cash equivalents		80,568
Cash and cash equivalents, July 1		<u>1,449,597</u>
Cash and cash equivalents, June 30	\$	<u>1,530,165</u>
Reconciliation of operating income to net cash provided by operating activities:		
Operating (loss)	\$	203,639
Depreciation		46,525
Changes in assets and liabilities:		
Increase in accounts receivable		(71,437)
Decrease in inventory		1,674
Increase in prepaid expenses		(23,089)
Increase in sales tax receivable		(5,779)
Decrease in net pension asset		158,760
Decrease in operating accounts payable		(11,139)
Decrease in sales tax payable		(2,234)
Decrease in prisoner's cash held in trust		(1,536)
Increase in net OPEB obligation		7,039
Increase in deferred outflows of resources for pensions		(24,710)
Increase in net pension liability		120,995
Decrease in deferred inflows of resources for pensions		(290,576)
Increase in compensated absences		28,018
Total adjustments		<u>(67,489)</u>
Net cash provided by operating activities	\$	<u>136,150</u>

The notes to the financial statements are an integral part of this statement.

9

ALBEMARLE DISTRICT JAIL COMMISSION
Notes to Financial Statements
June 30, 2016

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Albemarle District Jail Commission (the Commission) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant of the government's accounting policies are described below:

A. Reporting Entity

The Albemarle District Jail Commission is a public authority created under the General Statutes of North Carolina. The Commission was created for the purpose of operating a regional jail for Pasquotank, Camden and Perquimans counties.

Organization of the Albemarle District Jail Commission:

The four-member Board of the Albemarle District Jail Commission is comprised of four commissioners; two from Pasquotank County, one from Camden County, and one from Perquimans County. The jail was constructed and financed by Pasquotank County and the three counties contribute annually to the debt service directly to Pasquotank County and to the Commission for the operation of the facility. Contributions are paid on a per capita assessment based on the most recent census figures available.

B. Basis of Presentation

Fund Financial Statements: The fund financial statements provide information about the Commission's funds. The emphasis of fund financial statements is on major enterprise funds.

Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Non-operating revenues, such as investment earnings, result from non-exchange transactions or ancillary activities.

The Commission reports only one major enterprise fund used to account for the operation of the jail.

C. Measurement Focus and Basis of Accounting

In accordance with North Carolina General Statutes, funds of the Commission are maintained during the year using the modified accrual basis of accounting.

Proprietary Fund Financial Statements. The proprietary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place.

Proprietary funds distinguish operating revenues from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Commission are charges to governments for the services of housing prisoners. Operating expenses include the cost of operating the jail. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

ALBEMARLE DISTRICT JAIL COMMISSION
Notes to Financial Statements
June 30, 2016

The Commission considers revenues as available if they are collected within 60 days after year-end. Expenses are recorded when the related fund liability is incurred. Those revenues susceptible to accrual are intergovernmental receivables.

D. Budgetary Data

Budget:

The Commission's budgets are adopted as required by the North Carolina General Statutes. An annual budget is adopted for the Enterprise Fund. All annual appropriations lapse at the fiscal year-end. The annual budget is prepared on the modified accrual basis of accounting to be compatible with the accounting system in recording transactions. Budgetary control is exercised in all funds. Expenses may not legally exceed appropriations at the fund level for all annually budgeted funds.

A budget calendar is included in North Carolina General Statutes, which prescribes the last day on which certain steps of the budget procedure are to be performed. The budget and the budget message shall be submitted to the governing board by June 1 and a public hearing on the budget shall be scheduled at this time. The budget ordinance shall be adopted by the governing board by July 1.

E. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Fund Equity

1. Deposits and Investments

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

State law [G.S. 159-30(c)] authorizes the Commission to invest in obligations of the United States or obligations fully guaranteed both as to principal and interest by the United States; obligations of the State of North Carolina; bonds and notes of any North Carolina local government or public authority; obligations of certain non-guaranteed federal agencies; certain high quality issues of commercial paper and bankers' acceptances and the North Carolina Capital Management Trust (NCCMT).

2. Cash and Cash Equivalents

All cash and investments are essentially demand deposits and are considered cash and cash equivalents for statement of cash flow purposes.

3. Accounts Receivable

Accounts receivable consist of amounts due from the counties and state for the reimbursement of boarding and medical expenses paid on behalf of prisoners. The Commission uses the direct write-off method to account for bad debts, which does not result in a material difference from the allowance method.

4. Inventory

Inventory is maintained solely for concession supplies sold to prisoners. It is valued at the lower of cost (first-in, first-out) or market.

ALBEMARLE DISTRICT JAIL COMMISSION
Notes to Financial Statements
June 30, 2016

5. Capital Assets

Capital assets are defined as assets with an initial, individual cost of more than \$1,000 and an estimated useful life in excess of three years. Assets are recorded at original cost at the time of acquisition. Assets donated are recorded at their estimated fair market value at the date of donation. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized. Assets of the Commission are depreciated on a straight line basis over the following years:

	<u>Estimated Useful Life</u>
Equipment	5-10 years
Building improvements	20 years

6. Net Position

Net position in proprietary fund financial statements is classified as net investment in capital assets, restricted, and unrestricted. Restricted net assets represent constraints on resources that are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or imposed by law through state statute.

7. Deferred outflows/inflows of resources

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

8. Pensions

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

ALBEMARLE DISTRICT JAIL COMMISSION
Notes to Financial Statements
June 30, 2016

F. Revenues and Expenses

1. Compensated Absences

Regular employees earn vacation leave from the beginning of employment at the rate of 10 days to 20 days per year based upon years of service. The maximum amount of vacation leave that can be transferred to the next calendar year is 240 hours; any excess at December 31 is transferred to sick leave.

Compensated absences includes accumulated unpaid vacation leave and holiday compensation totaling \$ 118,294 at June 30, 2016. The current portion of accumulated vacation leave and other compensable leave is not material, therefore no provision for this has been made in the accompanying statement of net position.

Employees accumulate sick leave at the rate of one day per month and can accrue an unlimited number of days. Sick leave does not vest, but any unused sick leave accumulated at the time of retirement may be used in the determination of length of service for retirement benefit purposes. Since the Commission has no obligation for accumulated sick leave until it is actually taken, no accrual for sick leave has been made.

NOTE 2. DETAILED NOTES ON ALL FUNDS AND ACCOUNTS GROUPS

A. ASSETS

1. Deposits

All the deposits of the Commission are either insured or collateralized by using one of two methods. Under the Dedicated Method, all deposits that exceed the federal depository insurance coverage level are collateralized with securities held by the Commission's agent in these units' names. Under the Pooling Method, which is a collateral pool, all uninsured deposits are collateralized with securities held by the State Treasurer's agent in the name of the State Treasurer. Since the State Treasurer is acting in a fiduciary Capacity for the Commission, these deposits are considered to be held by the Commission's agent in their names. The amount of the pledged collateral is based on an approved averaging method for interest bearing deposits. Depositories using the Pooling Method report to the State Treasurer the adequacy of their pooled collateral covering uninsured deposits. The State Treasurer does not confirm this information with the Commission, or the escrow agent. Because of the inability to measure the exact amounts of collateral pledged for the Commission under the Pooling Method, the potential exists for under-collateralization, and this risk may increase in periods of high cash flows. However, the State Treasurer of North Carolina enforces strict standards of financial stability for each depository that collateralizes public deposits under the Pooling Method. The Commission has no formal policy regarding custodial credit risk for deposits, but relies on the State Treasurer to enforce standards of minimum capitalization for all pooling method financial institutions and to monitor them for compliance. The Commission complies with the provisions of G.S. 159-31 when designating official depositories and verifying that deposits are properly secured.

At June 30, 2016, the Commission's deposits had a carrying amount of \$1,530,165 and a bank balance of \$1,598,075. Of the bank balance, \$750,000 was covered by federal depository insurance and the remainder was covered by collateral held under the pooling method.

ALBEMARLE DISTRICT JAIL COMMISSION
Notes to Financial Statements
June 30, 2016

2. Capital Assets

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

	Beginning Balances	Increases	Decreases	Ending Balances
Business-type activities:				
Capital assets, being depreciated:				
Building improvements	\$ 313,693	\$ -	\$ -	\$ 313,693
Equipment	172,328	58,513	-	230,841
Total capital assets, being depreciated	486,021	58,513	-	544,534
Less accumulated depreciation for:				
Building improvements	16,081	16,127	-	32,208
Equipment	89,230	30,398	-	119,628
Total accumulated depreciation	105,311	46,525	-	151,836
Business-type capital assets, net	\$ 380,710	\$ 11,988	\$ -	\$ 392,698

Depreciation expense was charged to functions/programs of the government as follows:

Business-type activities: \$ 46,525

A new jail was built in 2011 by Pasquotank County. The three counties using the jail contribute annually to the debt service directly to Pasquotank County. The asset and liability is reported on Pasquotank County's books.

B. LIABILITIES

1. Pension Plan and Postemployment Obligations

a. North Carolina Local Governmental Employees' Retirement System

Plan Description. Albemarle District Jail Commission is a participating employer in the statewide Local Governmental Employees' Retirement System (LGERS), a cost-sharing multiple-employer defined benefit pension plan administered by the State of North Carolina. LGERS membership is comprised of general employees and local law enforcement officers (LEOs) of participating local governmental entities. Article 3 of G.S. Chapter 128 assigns the authority to establish and amend benefit provisions to the North Carolina General Assembly. Management of the plan is vested in the LGERS Board of Trustees, which consists of 13 members – nine appointed by the Governor, one appointed by the State Senate, one appointed by the State House of Representatives, and the State Treasurer and State Superintendent, who serve as ex-officio members. The Local Governmental Employees' Retirement System is included in the Comprehensive Annual Financial Report (CAFR) for the State of North Carolina. The State's CAFR includes financial statements and required supplementary information for LGERS. That report may be obtained by writing to the Office of the State Controller, 1410 Mail Service Center, Raleigh, North Carolina 27699-1410, by calling (919) 707-0500, or at www.osc.nc.gov.

Benefits Provided. LGERS provides retirement and survivor benefits. Retirement benefits are determined as 1.85% of the member's average final compensation times the member's years of creditable service. A member's average final compensation is calculated as the average of a member's four highest consecutive years of compensation. Plan members are eligible to retire with full retirement benefits at age 65

ALBEMARLE DISTRICT JAIL COMMISSION
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June 30, 2016

with five years of creditable service, at age 60 with 25 years of creditable service, or at any age with 30 years of creditable service. Plan members are eligible to retire with partial retirement benefits at age 50 with 20 years of creditable service or at age 60 with five years of creditable service (age 55 for firefighters). Survivor benefits are available to eligible beneficiaries of members who die while in active service or within 180 days of their last day of service and who have either completed 20 years of creditable service regardless of age (15 years of creditable service for firefighters and rescue squad members who are killed in the line of duty) or have completed five years of service and have reached age 60. Eligible beneficiaries may elect to receive a monthly Survivor's Alternate Benefit for life or a return of the member's contributions. The plan does not provide for automatic post-retirement benefit increases. Increases are contingent upon actuarial gains of the plan.

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

Contributions. Contribution provisions are established by General Statute 128-30 and may be amended only by the North Carolina General Assembly. Albemarle District Jail Commission employees are required to contribute 6% of their compensation. Employer contributions are actuarially determined and set annually by the LGERS Board of Trustees. Albemarle District Jail Commission's contractually required contribution rate for the year ended June 30, 2016, was 6.67%, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year. Contributions to the pension plan from the Albemarle District Jail Commission were \$ 107,432 for the year ended June 30, 2016.

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

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

At June 30, 2016, Albemarle District Jail Commission reported a liability of \$ 120,995 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2015. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2014. The total pension liability was then rolled forward to the measurement date of June 30, 2015 utilizing update procedures incorporating the actuarial assumptions. Albemarle District Jail Commission's proportion of the net pension liability was based on a projection of Albemarle District Jail Commission's long-term share of future payroll covered by the pension plan relative to the projected future payroll covered by the pension plan of all participating LGERS employers, actuarially determined. At June 30, 2015, Albemarle

ALBEMARLE DISTRICT JAIL COMMISSION
Notes to Financial Statements
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District Jail Commission's proportion was 0.02696%, which was a decrease of 0.00004% from its proportion measured as of June 30, 2014.

For the year ended June 30, 2016, the Albemarle District Jail Commission recognized pension expense of \$ 71,900. At June 30, 2016, Albemarle District Jail Commission's reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 28,441
Changes of assumptions	-	-
Net difference between projected and actual earnings on pension plan investments	-	34,447
Changes in proportion and differences between Albemarle District Jail contributions and proportionate share of contributions	22,069	4,023
Albemarle District Jail contributions subsequent to the measurement date	107,431	-
Total	<u>\$ 129,500</u>	<u>\$ 66,911</u>

\$ 107,431 reported as deferred outflows of resources related to pensions resulting from Albemarle District Jail Commission contributions subsequent to the measurement date will be recognized as a decrease of the net pension liability in the year ended June 30, 2017. Other amounts reported as deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2017	\$ (33,809)
2018	(33,809)
2019	(33,939)
2020	56,615
2021	-
Thereafter	-
Total	<u>\$ 44,842</u>

Actuarial Assumptions. The total pension liability in the December 31, 2014 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

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

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The plan currently uses mortality tables that vary by age, gender, employee group (i.e. general, law enforcement officer) and health status (i.e. disabled and healthy). The current mortality rates are based on published tables and based on studies that cover significant portions of the U.S. population. The healthy mortality rates also contain a provision to reflect future mortality improvements.

The actuarial assumptions used in the December 31, 2014 valuation were based on the results of an actuarial experience study for the period January 1, 2005 through December 31, 2009.

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

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

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

The information above is based on 30 year expectations developed with the consulting actuary for the 2014 asset liability and investment policy study for the North Carolina Retirement Systems, including LGERS. The long-term nominal rates of return underlying the real rates of return are arithmetic annualized figures. The real rates of return are calculated from nominal rates by multiplicatively subtracting a long-term inflation assumption of 3.19%. All rates of return and inflation are annualized.

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

**ALBEMARLE DISTRICT JAIL COMMISSION
Notes to Financial Statements
June 30, 2016**

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

	1% Decrease (6.25%)	Discount Rate (7.25%)	1% Increase (8.25%)
Albemarle District Jail Commission's proportionate share of the net pension liability (asset)	\$ 843,715	\$ 120,995	\$ (487,881)

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

b. Other Post-Employment Benefit – Healthcare Benefits

Plan Description. Under the terms of the Commission's healthcare policy, the Commission administers a single-employer defined benefit Healthcare Benefits Plan (the HCB Plan). The plan provides postemployment healthcare benefits to retirees of the jail, provided they participate in the North Carolina Local Government Retirement System (System) and have at least five years of creditable service with the Commission. The Commission pays a portion of these costs dependent upon years of service with the Commission. Additionally, the Commission's employees can purchase coverage for their dependents at the Commission's group rates. A separate report was not issued for the plan.

Funding Policy. By Commission policy depending upon date of employment, the Commission pays either the full cost or a portion of the cost of coverage for healthcare benefits paid to qualified retirees and their dependents. The Commission has chosen to fund their portion of healthcare benefits on a pay as you go basis. Postemployment expenditures are made from the operating fund, which is maintained on the accrual basis of accounting; No funds are set aside to pay benefits and administration costs. These expenditures are paid as they come due. In the fiscal year ended June 30, 2016, the Commission's total contributions were \$ 24,460. There were no member contributions.

Annual OPEB Cost and Net OPEB Obligation. The Commission's annual other postemployment benefit (OPEB) cost (expense) is calculated based on the annual required contribution of the employer (ARC). The Commission has elected to calculate the ARC and related information using the alternative measurement method permitted by GASB Statement 45 for employers in plans with fewer than one hundred total plan members. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years.

The following table shows the components of the Commission's annual OPEB cost for the current year, the amount actually contributed to the plan, and changes in the Commission's net OPEB obligation for the postemployment healthcare benefits:

Attachment: 2016-06-30_AD_Jail_Comm.pdf (1536 : 2016 Audit - Albemarle District Jail)

ALBEMARLE DISTRICT JAIL COMMISSION
Notes to Financial Statements
June 30, 2016

Annual required contribution	\$ 33,554
Interest on net OPEB obligation	729
Adjustment to annual required contribution	<u>(2,784)</u>
Annual OPEB cost (expense)	31,499
Contributions made	<u>(24,460)</u>
Increase in net OPEB obligation	7,039
Net OPEB obligation, beginning of year	<u>72,872</u>
Net OPEB obligation, end of year	<u>\$ 79,911</u>

Three Year Trend Analysis

For Year Ended June 30	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
2014	\$ 23,493	20.2%	\$ 54,327
2015	\$ 32,012	42.07%	\$ 72,872
2016	\$ 31,499	77.65%	\$ 79,911

Funded Status and Funding Progress. As of December 31, 2014 (the latest actuarial valuation date), the actuarial accrued liability for benefits was \$ 187,081, all of which was unfunded. The covered payroll (annual payroll of active employees covered by the plan) was \$ 1,519,622, and the ratio of unfunded actuarial accrued liability to the covered payroll was 12.31%.

The projection of future benefit payments for an ongoing plan involves estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and healthcare trends. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents information about the actuarial value of plan assets and the actuarial accrued liabilities for benefits.

Actuarial Methods and Assumptions. Projections of benefits for financial reporting purposes are based on the substantive plan (the plan understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members at that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

The following simplifying assumptions were made:

Retirement age for active employees – Based on the historical average retirement age for the covered group, active plan members were assumed to retire at age 50, or at the first subsequent year in which the member would qualify for benefits.

Marital status – Marital status of members at the calculation date was assumed to continue throughout retirement.

ALBEMARLE DISTRICT JAIL COMMISSION
Notes to Financial Statements
June 30, 2016

Mortality – Life expectancies were based on mortality tables from the National Center for Health Statistics. The 2003 United States Life Tables for Males and Females were used.

Turnover – Non-group-specific age-based turnover data from GASB Statement 45 were used as the basis for assigning active members a probability of remaining employed until the assumed retirement age and for the development of an expected future working lifetime assumption for purposes of allocating to periods the present value of total benefits to be paid.

Healthcare cost trend rate – The expected rate of increase in healthcare insurance premiums was based on an estimate of 5.5%.

Health insurance premiums – 2015 health insurance premiums for retirees were used as the basis for calculation of the present value of total benefits to be paid.

Inflation Rate – The expected long-term inflation assumption of 3.30% was based on projected changes in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI – W) in *The 2007 Annual Report of the Board of Trustees of Federal Old-Age and Survivors Insurance and Disability Trust Funds* for an intermediate growth scenario.

Payroll growth rate – The expected long-term payroll growth rate was estimated at 3%.

Based on the historical and expected returns of the Commission's short-term investment portfolio, a discount rate of 1.00% was used. In addition, a simplified version of the entry age actuarial cost method was used. The unfunded actuarial accrued liability is being amortized as level percentage of projected payroll on an open basis. The remaining amortization period at December 31, 2014, was thirty years.

2. Risk Management

The Commission is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Commission participates in two self-funded risk-financing pools administered by the North Carolina Association of County Commissioners. Through these pools, the Commission obtains property coverage equal to replacement cost values of owned property subject to a limit of \$ 200 million for any one occurrence, general, auto, professional, and employment practices liability coverage of \$ 2 million per occurrence, auto physical damage coverage for owned autos at actual cash value, crime coverage of \$ 250,000 per occurrence, workers' compensation coverage up to the statutory limits. The pools are audited annually by certified public accountants, and the audited financial statements are available to the Commission upon request. Both of these pools are reinsured through a multi-state public entity captive for single occurrence losses in excess of a \$ 500,000 retention up to a \$ 2 million limit for liability coverage, and \$ 1,750,000 of each loss in excess of a \$ 250,000 per occurrence retention for property and auto physical damage. For workers compensation there is a per occurrence retention of \$ 750,000.

The Commission provides employee health benefits through commercial insurance.

The Commission carries a bond on its finance officer in the amount of \$ 50,000.

The Commission carries a bond on all other employees that handle cash in the amount of \$ 5,000 each.

ALBEMARLE DISTRICT JAIL COMMISSION
Notes to Financial Statements
June 30, 2016

The Commission carries flood insurance with limits of \$ 5,000,000 per occurrence subject to plan deductibles.

3. Claims, Judgments and Contingent Liabilities

At June 30, 2016, the Commission was not a party to any claims, judgments or contingent liabilities.

NOTE 3. SUBSEQUENT EVENTS

Management has evaluated subsequent events through November 30, 2016, the date on which the financial statements were available to be issued.

**Albemarle District Jail Commission
Other Postemployment Benefits
Required Supplementary Information
Schedule of Funding Progress**

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued		Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll c	UAAL as a % of Covered Payroll ((b-a)/c)
		Liability (AAL) -Projected Unit Credit (b)					
12/31/11	\$ -	\$ 124,090		\$ 124,090	0.00%	\$ 1,319,695	9.40%
12/31/14	-	187,081		187,081	0.00%	1,519,622	12.31%

Attachment: 2016-06-30_AD_Jail_Comm.pdf (1536 : 2016 Audit - Albemarle District Jail)

Albemarle District Jail Commission
Other Postemployment Benefits
Required Supplementary Information
Schedule of Employer Contributions

Year Ended June 30	Annual Required Contribution	Percentage Contributed
2012	\$ 24,569	14.70%
2013	\$ 24,569	27.00%
2014	\$ 24,569	28.90%
2015	\$ 33,554	40.13%
2016	\$ 33,554	72.89%

Notes to the Required Schedules:

The information presented in the required supplementary schedules was determined as part of an actuarial valuation using the alternate valuation method allowed for employers with less than 100 employees:

Valuation date	12/31/2014
Actuarial cost method	Projected unit credit
Amortization method	Level percent age of pay; open
Remaining amortization period	30 Years
Asset valuation method	Market value
Actuarial assumptions:	
Investment rate of return	1.00%
Medical cost trend	6.6% - 5.50%

Attachment: 2016-06-30_AD_Jail_Comm.pdf (1536 : 2016 Audit - Albemarle District Jail)

Albemarle District Jail Commission
Albemarle District Jail Commission's Proportionate Share of Net Pension Liability (Asset)
Required Supplementary Information
Last Three Fiscal Years*

Local Government Employees' Retirement System

	<u>2016</u>	<u>2015</u>	<u>2014</u>
Albemarle District Jail Commission's proportion of the net pension liability (asset) (%)	0.02696%	0.02692%	0.02367%
Albemarle District Jail Commission's proportion of the net pension liability (asset) (\$)	\$ 120,995	\$ (158,760)	\$ 285,676
Albemarle District Jail Commission's covered-employee payroll	\$ 1,482,181	\$ 1,475,006	\$ 1,290,759
Albemarle District Jail Commission's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	8.16%	-10.76%	22.13%
Plan fiduciary net position as a percentage of the total pension lia	98.09%	102.64%	94.35%

* The amounts presented for each fiscal year were determined as of the prior fiscal year ending June 30.

**Albemarle District Jail Commission's Contributions
Dare County Airport Authority's Contributions
Required Supplementary Information
Last Three Fiscal Years**

Local Government Employees' Retirement System

	<u>2016</u>	<u>2015</u>	<u>2014</u>
Contractually required contribution	107,431	104,790	104,283
Contributions in relation to the contractually required contribution	<u>107,431</u>	<u>104,790</u>	<u>104,283</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Albemarle District Jail Commission's covered-employee payroll	\$ 1,610,666	\$ 1,482,181	\$ 1,475,006
Contributions as a percentage of covered-employee payroll	6.67%	7.07%	7.07%

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**Albemarle District Jail Commission
Schedule of Revenues and Expenses
Budget and Actual (Non - GAAP)
For the Fiscal Year Ended June 30, 2016**

	2016		Variance Positive (Negative)	2015
	Budget	Actual		Actual
Revenues:				
Operating revenues:				
General Distribution - Pasquotank	\$ 1,598,310	\$ 1,598,310	\$ -	\$ 1,598,310
General Distribution - Perquimans	532,770	532,770	-	532,770
General Distribution - Camden	405,920	405,920	-	405,920
Medical contract-Pasquotank	159,184	205,648	46,464	114,548
Medical contract-Perquimans	59,184	47,640	(11,544)	42,857
Medical contract-Camden	18,367	22,714	4,347	15,904
Reimbursed Medical - Pasquotank	160,000	126,048	(33,952)	112,059
Reimbursed Medical - Perquimans	60,000	45,861	(14,139)	20,383
Reimbursed Medical - Camden	22,000	2,500	(19,500)	6,550
Safekeeping Reimbursed by Counties	44,600	29,000	(15,600)	38,160
Safekeeping Outside Counties	25,000	18,924	(6,076)	34,800
Boarding - Federal	657,000	1,187,676	530,676	757,316
NC misdemeanor program	15,000	67,160	52,160	43,043
Social Security Incentive Payments	5,000	3,600	(1,400)	4,400
Telephone revenue	23,000	26,085	3,085	26,284
Concession revenue	165,000	180,932	15,932	181,076
Workforce Development Grant	7,000	-	(7,000)	13,491
Other revenues	-	457	457	9,172
	<u>3,957,335</u>	<u>4,501,245</u>	<u>543,910</u>	<u>3,957,043</u>
Other revenues:				
Interest earned on investments	2,000	2,930	930	2,088
	<u>2,000</u>	<u>2,930</u>	<u>930</u>	<u>2,088</u>
Total revenues	<u>3,959,335</u>	<u>4,504,175</u>	<u>544,840</u>	<u>3,959,131</u>
Expenses:				
Salaries and benefits				
Salaries and wages		1,814,814		1,638,389
Payroll taxes		150,519		139,521
Retirement		107,431		104,791
Group health		431,554		444,228
Subcontract labor		1,152		-
Federal security		3,744		-
Employee medical		2,472		3,616
		<u>2,511,686</u>		<u>2,330,545</u>
Jail Operations				
Food		316,949		299,142
Inmate supplies		28,996		20,905

Albemarle District Jail Commission
Schedule of Revenues and Expenses
Budget and Actual (Non - GAAP)
For the Fiscal Year Ended June 30, 2016

	2016		Variance Positive (Negative)	2015
	Budget	Actual		Actual
Concession supplies		88,401		92,517
Prisoner medical expenses		174,409		138,991
Prisoner medical contract		299,120		297,520
Prisoner medical supplies		5,716		5,435
Legal library		630		114
Safekeeping by North Carolina		29,000		38,160
Tactical team		1,972		119
Capital outlay		58,512		91,585
		<u>1,003,705</u>		<u>984,488</u>
Facility Expenses				
Utilities		192,837		181,732
Cable		1,090		1,378
Exterminating		2,400		3,030
Equipment repair		8,364		3,283
Building repair		68,057		65,366
Alarm contract		432		432
Equipment rental		1,418		5,549
Trash disposal		3,640		4,968
Cleaning supplies		28,880		25,073
Lawn contract		10,800		10,800
Telephone maintenance contract		-		2,594
Maintenance contracts/inspections		3,557		4,339
Telephone		28,372		30,289
Capital outlay		-		206,144
		<u>349,847</u>		<u>544,977</u>
Other Operating				
Advertising		1,100		1,702
Travel		135		65
Training and conferences		2,360		11,963
Uniforms		80,620		38,189
Van expense		15,621		13,781
Insurance		219,484		196,292
Board expenses		4,206		4,200
Professional fees		71,365		68,646
Bank charges		454		972
Postage		3,824		4,596
Office supplies		7,622		5,862
Cell phones		2,925		2,693
Computer supplies/maintenance		35,113		31,655
Capital outlay		-		4,705

Attachment: 2016-06-30_AD_Jail_Comm.pdf (1536 : 2016 Audit - Albemarle District Jail)

Albemarle District Jail Commission
Schedule of Revenues and Expenses
Budget and Actual (Non - GAAP)
For the Fiscal Year Ended June 30, 2016

	2016		Variance Positive (Negative)	2015
	Budget	Actual		Actual
Total expenses	4,476,142	4,310,067	166,075	4,245,331
Revenues Over (Under) Expenses	(516,807)	194,108	710,915	(286,200)
Other Funding Sources (Uses):				
Fund balance appropriated	516,807	-	(516,807)	-
Revenues and Other Funding Sources Over/Under Expenses	\$ -	\$ 194,108	\$ 194,108	\$ (286,200)

**Reconciliation of budgetary basis
(modified accrual) to full accrual:**

Reconciling items:			
Depreciation		(46,525)	(31,811)
Capitalized assets		58,512	212,799
Deferred outflows of resources for contributions made to pension plan in current fiscal year		-	104,790
Pension expense		-	(17,334)
(Decrease) in net pension asset		(158,760)	-
Increase in deferred outflows of resources-pensions		24,710	-
(Increase) in net pension liability		(120,995)	-
Decrease in deferred inflows of resources-pensions		290,576	-
(Increase) in net OPEB obligation		(7,039)	(18,545)
(Increase) decrease in compensated absences		(28,018)	(485)
Total reconciling items		12,461	249,414
Change in net position (Exhibit B)		\$ 206,569	\$ (36,786)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.E
Meeting Date: February 20, 2017

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

Item Title **Tar Heels in the Trenches: The Albemarle and the Great War Exhibit Opening**

Attachments: World War I Press Release 01.26.2017.docx (PDF)

Summary:

PRESS DAY with regard to the opening of Museum of the Albemarle's "*Tar Heels in the Trenches: The Albemarle and the Great War*" will be held on Friday, February 10, 2017 with remarks by Leonard Lanier, Curator for WWI Exhibit beginning at 10:00 am at



MUSEUM OF THE ALBEMARLE

History Happens Here



PRESS RELEASE

Release: Immediate

Contact: Leonard Lanier

Date: 01/26/2017

Phone: 252-335-1453

PRESS DAY with regard to the opening of Museum of the Albemarle's "Tar Heels in the Trenches: The Albemarle and the Great War" will be held on **Friday, February 10, 2017** with remarks by Leonard Lanier, Curator for WWI Exhibit beginning at **10:00 am** at

Museum of the Albemarle, 501 South Water Street, Elizabeth City, NC 27909

Tar Heels in the Trenches: The Albemarle and the Great War Exhibit Opening

Marking the hundredth anniversary of America's formal entrance into World War I, the Museum of the Albemarle announces the opening of Tar Heels in the Trenches: The Albemarle and the Great War.

The First World War, known at the time as "the Great War," forever changed the United States and North Carolina. The nation emerged onto the world stage as a military and political power. Terms such as "trench warfare," "poison gas," and "shell shock" became part of the everyday lexicon.

The new exhibit examines the war from the viewpoint of five North Carolinians that lived through that traumatic time. Visitors experience the anxiety of the draft, the comradery of training camp, the horror of the Western Front, and the helping hand of YMCA workers. Interactive displays highlight period music and the U-boat War off the Outer Banks.

The little-known submarine war along the North Carolina coast during World War I receives special attention. Artifact highlights include items retrieved from ships sunk by U-boats, including the Diamond Shoal lightship. The exhibit also includes a large model of the lightship built for the Columbian Exposition in 1893.

On Sunday, February 12, 2017 at 1:30 p.m., historian Chad L. Williams formally opens the exhibit with a talk based on his book *Torchbearers of Democracy: African American Soldiers in the World War I Era*. Williams, an Associate Professor of African and Afro-American Studies at Brandeis University, reveals the central role of African-Americans, both at home and abroad, in the fight for democracy. The lecture and book signing is made possible by The University of North Carolina Press and the North Carolina Museum of History Associates.

The exhibit runs through December 2018.

Photo Captions:

Photo 1—Private John Richard Jordan, Hertford County. Courtesy of Ellen Jordan McCarren.

Photo 2—Private Joseph Bonner, Martin County. Courtesy of the NC State Archives.

Photo 3—African-American draftees from Hyde County headed to military training. Courtesy of the NC State Archives.

Photo 4—Soldiers at Camp McClellan, Alabama. Courtesy of Bill and Chris Barber.

Photo 5—Lieutenant Buxton White, Pasquotank County. Courtesy of the NC State Archives.

The Museum of the Albemarle is located at 501 S. Water Street, Elizabeth City, NC. (252)335-1453.

www.museumofthealbemarle.com. Find us on Facebook! Hours are Monday through Saturday, 9:00 a.m. to 5:00 p.m. Closed Sundays and State Holidays. Serving Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Hyde, Northampton, Pasquotank, Perquimans, Tyrrell and Washington counties, the museum is the northeast regional history museum of the North Carolina Division of State History Museums within the [North Carolina Department of Natural and Cultural Resources](#).

About the North Carolina Department of Natural and Cultural Resources

The N.C. Department of Natural and Cultural Resources (NCDNCR) is the state agency with a vision to be the leader in using the state's natural and cultural resources to build the social, cultural, educational and economic future of North Carolina. Led by Secretary Susi Hamilton, NCDNCR's mission is to improve the quality of life in our state by creating opportunities to experience excellence in the arts, history, libraries and nature in North Carolina by stimulating learning, inspiring creativity, preserving the state's history, conserving the state's natural heritage, encouraging recreation and cultural tourism, and promoting economic development.

NCDNCR includes 27 historic sites, seven history museums, two art museums, two science museums, three aquariums and Jennette's Pier, 39 state parks and recreation areas, the N.C. Zoo, the nation's first state-supported Symphony Orchestra, the State Library, the State Archives, the N.C. Arts Council, State Preservation Office and the Office of State Archaeology, along with the Division of Land and Water Stewardship. For more information, please call (919) 807-7300 or visit www.ncdcr.gov.



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.F
Meeting Date: February 20, 2017

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

Item Title **Museum of the Albemarle History for Lunch**

Attachments: Press Release February 2017 History for Lunch - Al
Wood Jr..docx (PDF)

Summary:

Economics and History of Soybeans in Northeast North Carolina



MUSEUM OF THE ALBEMARLE

History Happens Here

PRESS RELEASE

Release: Immediate

Contact: Lori Meads

Date: February 1, 2017

Phone: 252-335-1453

History for Lunch

Economics and History of Soybeans in Northeast North Carolina

ELIZABETH CITY, N.C. – Join the Museum of the Albemarle on **Wednesday, February 1, 2017 at 12:15 p.m. for History for Lunch**. Guest speaker **Al Wood, Jr.**, Extension Agent of the Pasquotank County Center for North Carolina Cooperative Extension, will present **Economics and History of Soybeans in Northeast North Carolina**. Discover the role Elizabeth City played in the commercial production of soybeans.

About the Museum of the Albemarle

The Museum of the Albemarle is located at 501 S. Water Street, Elizabeth City, NC. (252) 335-1453. www.museumofthealbemarle.com. Find us on Facebook! Hours are Monday through Saturday, 9:00 a.m. to 5:00 p.m. Closed Sundays and State Holidays. Serving Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Hyde, Northampton, Pasquotank, Perquimans, Tyrrell, and Washington Counties, the museum is the northeast regional history museum of the North Carolina Division of State History Museums within the N.C. Department of Cultural Resources, the state agency with the mission to enrich lives and communities and the vision to harness the state's cultural resources to build North Carolina's social, cultural and economic future. Information is available 24/7 at www.ncdcr.gov.

About the North Carolina Department of Natural and Cultural Resources

The N.C. Department of Natural and Cultural Resources (NCDNCR) is the state agency with a vision to be the leader in using the state's natural and cultural resources to build the social, cultural, educational and economic future of North Carolina. Led by Secretary Susi Hamilton, NCDNCR's mission is to improve the quality of life in our state by creating opportunities to experience excellence in the arts, history, libraries



and nature in North Carolina by stimulating learning, inspiring creativity, preserving the state's history, conserving the state's natural heritage, encouraging recreation and cultural tourism, and promoting economic development.

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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.G
Meeting Date: February 20, 2017

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

Item Title **Monthly Report - Register of Deeds January 2017**

Attachments: Weekly Report - Jan 2017.xls (PDF)
Scanned from a Xerox Multifunction Printer.pdf
(PDF)

Summary:

Recommendation:

Camden County Register of Deeds: Tammie Krauss
 January 2017 Daily Deposit

DATE	NC CHILDRENS TRUST	NC DOM. VIO. FUND	STATE REV. STAMPS	COUNTY REV. STAMPS	RETIREMENT	AUTO FUND	STATE TREASURY	ROD GENERAL	TOTAL
01/03/17	\$ 5.00	\$ 30.00			\$ 7.35	\$ 43.60	\$ 18.60	\$ 385.65	\$ 490.20
01/04/17	\$ 5.00	\$ 30.00	\$ 574.77	\$ 598.23	\$ 6.79	\$ 38.18	\$ 43.40	\$ 328.03	\$ 1,624.40
01/05/17	\$ -	\$ -			\$ 6.32	\$ 35.05	\$ 74.40	\$ 305.23	\$ 421.00
01/06/17	\$ -		\$ 132.30	\$ 137.70	\$ 2.67	\$ 16.71	\$ 18.60	\$ 140.02	\$ 448.00
01/10/17			\$ -	\$ -	\$ 2.91	\$ 14.71	\$ 43.40	\$ 132.38	\$ 193.40
01/11/17	\$ -	\$ -	\$ 98.00	\$ 102.00	\$ 2.55	\$ 14.16	\$ 31.00	\$ 122.29	\$ 370.00
01/12/17					\$ 1.81	\$ 10.63	\$ 12.40	\$ 95.56	\$ 120.40
01/13/17					\$ 6.52	\$ 38.17	\$ 62.00	\$ 328.11	\$ 434.80
01/17/17			\$ 242.55	\$ 252.45	\$ 4.76	\$ 28.09	\$ 37.20	\$ 247.55	\$ 812.60
01/18/17					\$ 1.72	\$ 10.01	\$ 12.40	\$ 90.07	\$ 114.20
01/19/17			\$ 87.71	\$ 91.29	\$ 7.59	\$ 47.34	\$ 55.80	\$ 395.07	\$ 684.80
01/20/17			\$ 58.80	\$ 61.20	\$ 4.01	\$ 23.61	\$ 37.20	\$ 202.18	\$ 387.00
01/23/17			\$ 302.82	\$ 315.18	\$ 3.24	\$ 19.21	\$ 31.00	\$ 162.55	\$ 834.00
01/24/17					\$ 1.24	\$ 8.08	\$ 6.20	\$ 67.48	\$ 83.00
01/25/17					\$ 2.22	\$ 13.86	\$ 12.40	\$ 119.52	\$ 148.00
01/26/17					\$ 0.39	\$ 1.94	\$ 6.20	\$ 17.47	\$ 26.00
01/27/17	\$ 5.00	\$ 30.00	\$ 216.58	\$ 225.42	\$ 5.44	\$ 29.24	\$ 31.00	\$ 262.32	\$ 805.00
01/30/17					\$ 2.52	\$ 13.96	\$ 31.00	\$ 120.52	\$ 168.00
01/31/17			\$ 310.66	\$ 323.34	\$ 6.41	\$ 38.03	\$ 55.80	\$ 326.76	\$ 1,061.00
									\$ -
									\$ -
									0.00
									0.00
									\$ -
TOTAL	\$ 15.00	\$ 90.00	\$ 2,024.19	\$ 2,106.81	\$ 76.46	\$ 444.58	\$ 620.00	\$3,848.76	\$ 9,225.80

Attachment: Weekly Report - Jan 2017.xls (1541 : Monthly Report - Register of Deeds)

Ledger Report Fee Distribution
TAMMIE KRAUSS, REGISTER OF DEEDS
Camden, NC

Date Range From Sunday, January 01, 2017 to Tuesday, January 31, 2017

Name	Amount
Vital Records Fund	\$0.00
State Treasurer Amount	\$620.00
Escrow Credit Total	\$0.00
State Revenue Stamp	\$2,024.19
County Revenue Stamp	\$2,106.81
NC Children's Trust Fund	\$15.00
NC Domestic Violence Fund	\$90.00
ROD General Fund	\$3,848.76
ROD Automation Fund	\$444.58
Supplemental Retirement	\$76.46
Total Distribution For Period	\$9,225.80
Cash Total	\$560.50
Check Total	\$8,665.30
Pay Account Total	\$0.00
Escrow Account Total	\$0.00
ACH Total	\$0.00
Overpayment Total	\$0.00
Total Deposit For Period	\$9,225.80



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.H
Meeting Date: February 20, 2017

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

Item Title **Unfunded Mandates and Other Regulatory Impacts on
Counties NACo**

Attachments: NACo Unfunded-Mandates_Dec 2016.pdf (PDF)

Summary:

Recommendation:

UNFUNDED MANDATES AND OTHER REGULATORY IMPACTS ON COUNTIES

U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA)

Clean Air Act

Compliance with federal air pollution standards, including, but not limited to, monitoring air quality; retrofitting stationary and mobile sources of pollution and obtaining required permits; ozone and particulate matter (PM) standards for PM 10 and PM 2.5. While tighter standards for PM 10 have been temporary tabled, the reconsideration process for air standards resets every five years.

Particulate Matter Standards

Mentioned briefly above, lowering PM standards is problematic, especially for rural areas, where practices governing regular everyday events such as cars driving down dirt roads and agricultural practices that sustain local economies could be regulated, as could natural events such as wildfires, droughts or wind storms. Because of the high, naturally occurring, dust levels found in arid climates, many western counties have a difficult time meeting the current PM standard. This, in turn, affects their economic base, which will further restrain economic recovery. Based on previous experience, non- attainment areas have difficulty maintaining and attracting businesses to their regions, since these businesses would have to operate under the tighter standards. Most businesses chose to relocate or not even build in a non-attainment area.

Ozone Standards

In Oct. 2015, after months of discussions, the U.S. Environmental Protection Agency (EPA) released its final rule to tighten the [National Ambient Air Quality Standards \(NAAQS\) for Ozone](#) from 75 parts per billion (ppb), last set in 2008, to 70 ppb. Ozone designations can have a significant impact on county governments, both as regulators of Clean Air Act programs, and as regulated entities. Currently, 227 counties, primarily urban and in the East, are regulated under ozone air quality standards. Under the new 70 ppb standard, the number of impacted counties is expected to increase.

Clean Water Act

Compliance with federal regulations and mandates related to: county owned water and wastewater treatment regulations; combined and sanitary sewer overflow consent decrees; "Waters of the U.S." definitional changes (refer below for more specific problems with the navigable "waters of the U.S." regulation program); regulation of point and non-point discharges (including those from forest roads), including standards for improving and maintaining water quality; stormwater regulations; and inconsistent blending and bypass rules.

Pesticides Regulation

The general permit for pesticides became effective the end of October, 2011. NACo has heard mixed reviews from our counties. Some counties, have changed spraying patterns, which may not be as effective as previous practices. The general permit has a heavier paperwork burden for spraying activities. Since county governments serve as primary service providers for their residents, this permit has significant effects on county programs, particularly mosquito abatement and noxious weed control efforts, creating unfunded mandates for both urban and rural counties through the tight reporting requirements. Additionally, the final "Waters of the U.S." rule may trigger expanded regulation for counties.

UNFUNDED MANDATES AND OTHER REGULATORY IMPACTS ON COUNTIES

U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA)

Stormwater Regulations

CWA stormwater regulations, also known as municipal separate storm sewer systems (MS4s), apply to counties with populations of 100 thousand or more and certain counties in or near urban areas. MS4s are required to meet water criteria standards, generally through Best Management Practices (BMPs). However, in recent years MS4 permits are moving away from BMPs to stricter nutrient numerical limits which can make it both infeasible and very expensive to comply with permit requirements.

Blending and Bypass

In a March 2013 court case, *Iowa League of Cities v. EPA*, the U.S. Court of Appeals for the 8th Circuit struck down EPA's prohibitions against the practice of blending wastewater at Publically Owned Treatment Works (POTW) during wet weather events and against the use of mixing zones in permits for compliance with bacteriologic standards. Despite requests by NACo and other local government groups that this practice should not be prohibited nationwide, EPA stated that the use of blending and bypass is only applicable to areas within the 8th Circuit Court's jurisdiction and not applicable to other areas of the country. This court decision should be applied to all regions rather than just to the 8th Circuit Court region.

Drinking Water

Establishes maximum contaminant levels for contaminants in public water systems and specifies treatment techniques to be used. Upcoming regulations that will have a direct impact on local governments that own/operate drinking water facilities include the lead and copper rules and the cyanotoxin advisory requirements.

Resource Conservation and Recovery Act

Local governments who own landfills and underground storage tanks are subject to federal standards regarding location, operating criteria, groundwater monitoring, corrective actions, closure and post-closure care. For Superfund sites, the issues stem from institutional controls such as zoning around sites, setting and enforcing easements and covenants and overseeing building and/or excavation near sites.

Brownfields Redevelopment/Dioxin

Brownfields redevelopment has created some of the biggest success stories for local governments. However, the EPA is assessing whether to tighten its dioxin levels to a point that would halt all brownfields development in the nation. While dioxin can be created as a byproduct through manufacturing, it is also naturally occurring. The levels the EPA proposed to lower dioxin are equal to many naturally occurring levels. NACo would urge the EPA to revisit the science used behind the health standards. Otherwise, this could be a huge loss for local governments.

Risk Management Program (RMP)

On Dec. 21, 2016, the EPA finalized a rule which amends their Risk Management Program (RMP) safety regulations for chemical facilities. While geared toward facilities with chemicals, the revised rule also has an impact on municipal owned and maintained water and wastewater plants and local emergency responders.

UNFUNDED MANDATES AND OTHER REGULATORY IMPACTS ON COUNTIES

ARMY CORPS OF ENGINEERS – SPECIFIC PROBLEMS DEALING WITH THE 404 PERMIT PROGRAM (EPA & USACE)

Compensation Wetland Mitigation

Rule issued in conjunction with EPA. Local governments request added flexibility in meeting wetland mitigation requirements. Specific example includes variance between state and federal requirements. In this case, the state has an expanded set of options to meet the requirement that is not necessarily followed at the federal level. Therefore a local government may satisfy state requirements but not be able to meet federal requirements.

Ditch Drainage Requirements

The excessive amount of requirements necessary to provide information for USACE to review before a project is approved is both costly and time consuming for counties. For example, a county that wished to pursue and complete a drainage project was informed that the following was needed by USACE before work could be started: detailed plans showing existing condition, photos of areas where work will be done, details concerning existing water surface elevation, ordinary high water line, calculations of amount of material to be excavated, and a wetland delineation. Just to do this, the county would need to hire engineers to survey and perform calculations. All of this would significantly add to the cost of the project without necessarily ensuring clean water.

Post construction requirements – 404 Permit Related

The post construction monitoring process adds costs for channel rebuilds and other mitigation measures. For example, one county, after completion of a bridge replacement project, was required by NOAA Fisheries and FHWA to reinstate formal consultation due to shifting boulders in the stream bed. State fish and wildlife officials supported the county in its objection and in its request to allow the channel to continue to stabilize. An updated BA and additional reporting would cost the county \$50,000 in this instance. Should the reconstruction of the stream bed be required by the agencies, almost \$1M in additional costs could be incurred.

Waters of the U.S.

Any changes to “Waters of the U.S.” definition within the CWA will have an impact on county owned and maintained ditches such as roadside, flood control, stormwater, etc. Additionally, since there is only one “waters of the U.S.” definition in the CWA, changes would impact more than the Section 404 permit program.

TRANSPORTATION

Grant Requirements

Requirements do not provide flexibility during implementation phase. For example, a county applies for funding to install electronic dynamic driver feedback speed limit signs. The county would like to purchase the signs using grant funding and then use county resources (e.g. staff) to install them. Requirements however, dictate that all stages of the process must be let out to private contractors, which further implies other requirements, e.g. Davis-Bacon, EEO, etc.

MAP-21

MAP-21 provides for some major reforms in regard to project delivery/environmental streamlining. It also proposes to modify the categorical exclusion process for NEPA review of certain projects. NACo continues to be engaged in rulemakings pertaining to these areas.

UNFUNDED MANDATES AND OTHER REGULATORY IMPACTS ON COUNTIES

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

National Marine Fisheries Service

The Biological Assessment (BA) process through NMFS is extremely time consuming and raises costly barriers. For example, one county was working on a joint interchange project with the state to address urban growth. In an attempt to navigate the federal environmental permitting process, the project took two years alone to navigate the BA consultation with NMFS. A standard BA consultation generally takes 9-12 months but the NMFS process added more than a year in time and approximately \$1M in additional engineering costs with no added value to the project.

MISCELLANEOUS/MULTIPLE AGENCIES

Inmate Healthcare

The Supreme Court required counties to provide health care for jail inmates in *Estelle v. Gamble*, 429 U.S. 97 (1976), while the federal government refuses to contribute to the provision of Medicaid, Medicare, CHIP or veterans' health benefits or services for otherwise eligible inmates.

Funding assistance-applications

When applying for funding assistance from separate sources/agencies for one project, multiple applications are required. The duplicity and lack of interchangeability of the forms and the agencies is very time consuming for local governments.

Use of “.gov” Domain for County Websites

The U.S. General Services Administration regulates the use of this extension. Arguably, this would make county sites easier to access for constituents. However, the current rules restrict counties from enacting local ordinances/laws to assist in offsetting technological costs associated with website development, operation and maintenance.

Website Accessibility

The Department of Justice is currently considering a rule that would establish requirements to make websites for state and local governments accessible to individuals with disabilities. An advanced notice of the proposed rule was issued in 2010; however the Department has yet to issue the proposed rule. While counties support ensuring individuals with disabilities are able to access public information, the resources and additional funding needed for county websites to meet whatever standard is required by the rule will vary on a county by county basis and must be taken into consideration when determining the implementation period of the rule.

Overtime Pay

In May 2016, the U.S. Department of Labor (DOL) released a final rule to amend regulations under the Fair Labor Standards Act governing the “white collar” exemption from overtime pay for executive, administrative and professional employees. In the final rule, DOL nearly doubles the threshold for employees who are eligible to receive overtime pay, from \$23,660 to \$47,476. This level would also be adjusted every three years. This may create a significant financial and administrative burden for counties.

UNFUNDED MANDATES AND OTHER REGULATORY IMPACTS ON COUNTIES

MISCELLANEOUS/MULTIPLE AGENCIES

Assessment of Fair Housing

The U.S. Department of Housing (HUD) released a final rule on updating Affirmatively Furthering Fair Housing practices and a proposed rule on the Assessment of Fair Housing Tool. HUD grantees are supposed to use the Assessment of Fair Housing (AFH) tool to analyze their fair housing goals to more effectively carryout their obligation to affirmatively further fair housing. AFH replaces the current Analysis of Impediments (AI) process which required HUD grantees that receive CDBG, HOME and Emergency Shelter Grants funding to identify local barriers to fair housing choice. The AFH is a much more comprehensive planning process, requiring jurisdictions to look at patterns of segregation and integration; racially and ethnically concentrated areas of poverty, and disparities in access to opportunity, as well as the contributing factors of those issues. The Tool is expansive and will take staff time and likely financial resources to implement. NACo submitted comments expressing concerns about the AFH Tool due to the lack of data provided by HUD for the new planning process and because HUD is not providing any funding to grantees to implement the new planning process and because HUD is not providing any funding to grantees to implement the new planning process. NACo continues to engage the Administration and Congress about county concerns with the AFH rulemaking.



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.I
Meeting Date: February 20, 2017

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

Item Title **Disaster Recovery - Notice of Available Funds**

Attachments: Disaster Recovery - Notice of Available Funds (PDF)

Summary:

Disaster Recovery - Notice of Available Funds

Recommendation:



MEMORANDUM

TO: Interested Parties

FROM: Scott Farmer, Executive Director

DATE: January 24, 2017

SUBJECT: Notice of Funds Available under the Essential Single-Family Rehabilitation Loan Pool – Disaster Recovery

A self-supporting
public agency

A. Robert Kucab
Executive Director

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27611-8066

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FAX: 919-877-5701
www.nchfa.com

I am pleased to announce that the North Carolina Housing Finance Agency (the Agency) proposes to make a total of fifteen million dollars available to eligible organizations for the rehabilitation of owner-occupied homes in disaster-affected counties under the Essential Single-Family Rehabilitation Loan Pool – Disaster Recovery (ESFRLP-DR). Funds will be made available to serve homeowners in forty-nine counties: Anson, Beaufort, Bertie, Bladen, Brunswick, Camden, Carteret, Chatham, Chowan, Columbus, Craven, Cumberland, Currituck, Dare, Duplin, Edgecombe, Franklin, Gates, Greene, Halifax, Harnett, Hertford, Hoke, Hyde, Johnston, Jones, Lee, Lenoir, Martin, Montgomery, Moore, Nash, New Hanover, Northampton, Onslow, Pamlico, Pasquotank, Pender, Perquimans, Pitt, Richmond, Robeson, Sampson, Scotland, Tyrrell, Wake, Washington, Wayne and Wilson. The Agency may include assisting single-family (1-4 units) rental units later with this funding pool.

Successful applicants will be awarded a set-aside of \$150,000 for the rehabilitation of eligible units, with the option of receiving additional funds through the loan pool on a first-come, first-served basis. The focus of the program is on essential rehabilitation of homes affected by the disasters of 2016.

Homes under this cycle must have been damaged by Hurricane Matthew and Tropical Storms Julia and Hermine as listed in the Disaster Recovery Act of 2016. Household incomes must be below 100% of the area median income. Nonprofit organizations, local governments, and regional councils of government are eligible to apply for ESFRLP-DR funding. Applicants must show that they have capacity to manage the program. The Agency may fund more than one applicant to serve a given county.

Application forms and guidelines are available on the Agency's website at www.nchfa.com. Completed applications will be received on an ongoing basis until March 31, 2017. For more information about the ESFRLP-DR, please call Mike Handley, 919-877-5627, Chuck Dopler, 919-981-5008, Donna Coleman, 919-981-5006 or Dan McFarland, 919-875-3753.

A handwritten signature in black ink, appearing to read "Scott Farmer".

Scott Farmer, Executive Director