



CAMDENCOUNTY

new energy. new vision.

**BOARD
OF
COMMISSIONERS**

**January 08, 2018
7:00 PM**

This agenda is only a tentative schedule of matters the Commissioners may address at their meeting and all items found on it may be deleted, amended or deferred. The Commissioners may also, in their absolute discretion, consider matters not shown on this agenda.

Special accommodations for the disabled who attend public meetings can be made by contacting the Clerk to the Board 24 hours in advance at 252-338-6363, Ext. 100.

Please turn Cell Phone ringers off during the meeting.

Agenda

**Camden County Board of Commissioners
BOC - Regular Meeting
January 08, 2018
7:00 PM
Historic Courtroom, Courthouse Complex**

Welcome & Call to Order

ITEM 6:00 PM Closed Session

ITEM 7:00 PM Reconvene BOC

Invocation & Pledge of Allegiance

Pastor Boyce Porter

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)

1. BOC to Camden County Tourism Development Authority
2. Sheriff Tony Perry
3. 2017 Trillium Annual Report - Mr. Bland Baker

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

Reconvene Commissioners' Meeting

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

ITEM 5. Public Hearings

- A. Public Hearing - SUP (UDO 2017-10-01) Camden Solar LLC

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

- A. Monthly Tax Report - November 2017

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

- 1. CEDC Board Reappointments
- 2. Tourism Development Authority Board Reappointments

ITEM 8. Consent Agenda

- A. BOC Minutes - December 4, 2017
- B. 17-18 Budget Amendments
- C. School Budget Amendments
- D. Tax Collection Report - November 2017
- E. Pickups, Releases & Refunds
- F. Refunds Over \$100.00 - October/November 2017
- G. Refunds Over \$100.00 - November/December 2017
- H. Refunds Over \$100.00 - DMV
- I. DMV Monthly Report - Renewals 3/15/18
- J. DMV Monthly Report - Renewals 4/15/18
- K. Surplus Property Request
- L. Community Services Block Grant Program Application
- M. Set Public Hearing - Rezoning Application for Glen A. Carey Jr
- N. Set Public Hearing - Rezoning Application - Jeffrey and Amanda Thornley

ITEM 9. Information, Reports & Minutes From Other Agencies

- A. Register of Deeds
- B. 17-18 Sales & Use Tax Revenue Report

ITEM 10. County Manager's Report

ITEM 11. Commissioners' Reports

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

ITEM 13. Adjourn



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 3.3

Meeting Date: January 08, 2018

Submitted By: Karen Davis, Clerk to the Board
Board of Commissioners
Prepared by: Karen Davis

Item Title **2017 Trillium Annual Report - Mr. Bland Baker**

Attachments: 2017Annual Report Camden (PPTM)

Summary:

Mr. Bland Baker will present the 2017 Trillium Annual Report.

Recommendation:

n/a

TRILLIUM HEALTH RESOURCES ANNUAL REPORT CAMDEN COUNTY

BLAND BAKER

REGIONAL DIRECTOR

2017

Transforming Lives



TRILLIUM UPDATE

Trillium's mission: Transforming lives of people in need by providing ready access to quality care.

Although the mission is simple, Trillium's efforts to accomplish this mission are not.

Trillium as well as all MCO's face continuous changes. Recurring budget cuts from the state and federal governments and proposed Medicaid reform cause us to adapt and evolve in order for us to continue to meet our contractual and regulatory obligations.

Trillium prepares for Medicaid Reform

- On November 15th, 2017, Trillium announced an important step towards securing our position as a leader in Managed Care in North Carolina.
- Trillium is working with two other MCO's, Alliance Behavioral Health and Vaya Health to form a new coalition known as Advancing NC Whole Health.
www.advancingncwholehealth.com
- This is a partnership-not a merger. Trillium believes by aligning our strengths and shared experiences, we can maximize our impact as we prepare for Medicaid Reform.

Who We Were Last Fiscal Year

- 24 counties, stretching from Virginia to SC
 - Largest LME/MCO in terms of number of counties and geography
- Total population of 1,260,828; approximately 185K Medicaid eligible
- 13% of State's total population, 13% of Medicaid enrollees
- 11,451.3 square miles, roughly the size of Maryland, or bigger than 8 states!
- Widely varying population density
 - Wilmington and Greenville are 8th and 10th largest cities, respectively
 - Most of catchment area very rural - includes NC's 2 lowest populated counties, Hyde and Tyrrell

NASH COUNTY JOINS TRILLIUM JULY 1

- Total population including Nash - 1,355,828
- Medicaid eligible - 195,000
- 14% of total population, 16% of Medicaid enrollees
- Total of 25 counties

Annual Gaps and Needs

- Data reviewed:
 - ⌋ Demographic and health information data
 - ⌋ National prevalence data for MH/DD/SA issues
 - ⌋ Survey participants and stakeholders
 - ⌋ Complaints and grievances,
 - ⌋ Geo-mapping data
- Process:
 - ⌋ Online surveys
 - ⌋ On-site work with CFACs and Board
 - ⌋ Compile and analyze data
 - ⌋ Develop strategies to address gaps and needs
 - ⌋ Present action plan to Board for adoption

Current Statistics For 2016

- Served approximately 52,650 people
 - ; 79% with mental health needs
 - ; 19% with substance use disorders
 - ; 9% with intellectual and developmental disabilities

- Total Cost = \$355,201,859.00

- 429 Providers

Trillium's 2017 Priorities

- Each year Trillium develops annual priorities to help staff determine where staff targets their efforts:
 1. Every person first, every time.
Activities that improve our customer services to all customers
 2. Trillium 2020 Vision
Evidenced based services, crisis services to enhance quality
 3. Advancing Technology
Strengthen the use of Technology
 4. One Community Together
Improve local community relationships through Advisory Boards, Systems of Care
 5. Enterprise Integration
Work together to ensure a consistent level of functioning in all departments

TRILLIUM ADDRESSES OPIOID CRISIS

- North Carolina has received \$31 million over the next two years to address the Opioid Crisis through the Cures Act.
- Trillium's allocation for the first year is \$1.2 million. The funding is designated for new individuals seeking opioid treatment for the first time or individuals who have been out of treatment and are ready to seek treatment again.

OPIOID CRISIS CONTINUED

- As of December, Trillium has spent all of the 1.2 million dollars serving approximately 1269 new consumers.
- Many counties have held their Opioid Forums that have focused on Education, Prevention and Treatment

TRILLIUM'S OPIOID INITIATIVES

- Healing Transitions in Raleigh - 354 admissions from the Trillium catchment who are looking for long term, peer led treatment for substance use disorders
- Oxford Houses - 242 people served in sober living homes including women and children.
- NC Harm Reduction - over 2245 kits distributed in the Trillium Catchment area
- Wellness Cities in Greenville, Wilmington, and New Bern provide peer support services to hundreds in recovery.

Trillium's 2016 Initiatives in Advancing Technology

Comprehensive Assessment for Teens

Increase overall self-disclosure from adolescents

Crisis Chat

Offers online emotional support

Assistive Technology

Assists adults and children offers items such as communication devices, security systems, and adaptive equipment.

Access Point

Website offers on line, anonymous, evidenced based, screenings

Trillium's Reinvestment Plan Outcomes

– Support and Inclusion for People with I/DD

1. Summer Programs/After School/Respite Program

Summer Programs, after school programs, and respite for children with I/DD. 12 Summer Day Programs serving 380 youth, 7 Afterschool programs serving 218

Location for parents of children with I/DD to have support groups

8-10 locations throughout 24 county catchment area

2. Accessible playgrounds

30 Playgrounds funded across catchment area

Reinvestment Plan Outcomes Con't

Evidence-Based Services and Supports

1. Child First/Child-Parent Psychotherapy

Interventions for children 0 - 6 who have experienced trauma leading to mental health issues. 32 clinicians have been trained and 926 children have been served

2. DirectCourse Workforce Development

Training of non-licensed healthcare providers to reduce staff turnover and improve patient care. 647 Staff have completed all course work.

3. Compassion Reaction/Rachel's Challenge

Offered in 289 schools and 136,000 children participated.

4. Wellness Recovery Action Planning

Classes that help adults with mental illness learn to manage symptoms, achieve recovery, and live independently.

5. Mental Health First Aid Training

There are 2 classes- Adolescent and Adult that are offered to community stakeholders.

Consumers served in Camden County

- Total Consumers served - 1170
- Mental Health - 939
- Substance Use - 209
- I/DD - 108

Total is unduplicated, since a single individual may receive services in more than one category

QUESTIONS?

Transforming Lives





CAMDENCOUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Public Hearings

Item Number: 5.A
Meeting Date: January 08, 2018
Submitted By: Dave Parks, Permit Officer
 Planning & Zoning
 Prepared by: Karen Davis

Item Title **Public Hearing - SUP (UDO 2017-10-01) Camden Solar LLC**

Attachments: Agenda Summary SUP Camden Solar (DOC)
 Camden Solar SUP Findings (DOCX)
 08270A - C201 Site Plan 2017-10-09 s (PDF)

Summary:

Camden Solar LLC has applied for a Special Use Permit application for a 20MW AC solar farm located at the intersections of South Highway 343 and Sand Hills Road. The application went to the Planning Board on November 15, 2017 and after discussion with applicant, staff and input from the public made a motion to recommend approval of the Special Use Permit (UDO 2017-10-01) with the conditions as listed in staff's findings of facts on a 7-0 vote.

Recommendation:

1. Hold public hearing.
2. Consider amending agenda for consideration.

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	_____

Item Number:

Meeting Date: January 8, 2018
Attachments: SUP Findings of Facts with supporting documents
Submitted By: Planning Department

ITEM TITLE: Public Hearing – Special Use Permit
 Application (UDO 2017-10-01) Camden Solar
 LLC (SUNENERGY1) - for a 20MW AC
 Solar Farm

SUMMARY:

Camden Solar LLC has applied for a Special Use Permit application for a 20MW AC solar farm located at the intersections of South Highway 343 and Sand Hills Road. The application went to the Planning Board on November 15, 2017 and after discussion with applicant, staff and input from the public made a motion to recommend approval of the Special Use Permit (UDO 2017-10-01) with the conditions as listed in staff’s findings of facts on a 7-0 vote.

RECOMMENDATION:

1. Hold public hearing.
2. Consider amending agenda for consideration.

Attachment: Agenda Summary SUP Camden Solar (1921 : Public Hearing - SUP (UDO 2017-10-01) Camden Solar LLC)

**STAFF FINDINGS OF FACTS
SPECIAL USE PERMIT
UDO-2017-10-01
CAMDEN SOLAR LLC**

PROJECT INFORMATION

File Reference: UDO 2017-10-01
Project Name; Camden Solar, LLC
PIN: 02-8944-00-02-2843
 02-8944-00-12-6886
Applicant: CAMDEN SOLAR, LLC
Address: 2035 Sunset Lake Rd
 Newark, DE 19702
Phone: (303) 202-3600
Email:
Agent for Applicant: Jared Schoch, Heath
 McLaughlin, Mark Pearson
Phone:
Email:
Current Owner of Record: James L. Cartwright,
 Douglas Cartwright, and Martha Jackson
Meeting Dates: Planning Board – 11/15/17

7/19/2017 **Planning Board**
Application Received: 6/7/17
By: David Parks, Permit Officer
Application Fee paid: \$400
Completeness of Application: Application is generally complete
Documents received upon filing of application or otherwise included:
A. Land Use/Development Application
B. Camden Solar Site Plan
C. Project Summary Letter
D. Documentation of all requirements from NC State Utilities Commission
E. Technical Review comments
F. Drainage Plan (approved by County Engineer)

REQUEST: Construction of a 20 MW AC Solar Facility. Camden County Code Article 151.334 Table of Permissible Uses (Use # 17.400); Specific Standards – Article 151.347(V).

Attachment: Camden Solar SUP Findings (1921 : Public Hearing - SUP (UDO 2017-10-01) Camden Solar LLC)

Vicinity Map:



Attachment: Camden Solar SUP Findings (1921 : Public Hearing - SUP (UDO 2017-10-01) Camden Solar LLC)

PROJECT LOCATION:

Street Address: Two parcels at South Highway 343 and Sand Hills Road
Location Description: Courthouse Township

SITE DATA

Lot size: Two parcels - approximately 215 acres in size
Flood Zone: X/AE
Zoning District(s): Basic Residential (R3-2)
Existing Land Uses: Farmland

Adjacent Zoning & Uses:

	North	South	East	West
Zoning	R3-2	R3-2	GUD	R3-2
Use & size	Farmland	Farmland – Some Residential	Farmland – Some Residential	Woodland - One residential

Proposed Use(s): 20MW AC Solar Facility

Description of property:

Property is active farmland

ENVIRONMENTAL ASSESSMENT

Streams, Creeks, Major Ditches: Mill Dam Creek to the South.

Distance & description of nearest outfall: ½ mile to Mill Dam Creek

INFRASTRUCTURE

10” water line along 343 and a 4” line on Sand Hills Road.

Traffic: During construction phase there will be increased traffic along Highway 343 and Sand Hills.

1. Utilities:

- A. Does the application include a letter or certificate from the District Health Department regarding septic tanks?** Applicant requesting use of portable toilet during construction phase.
- B. Does the applicant propose the use of public sewage systems?** No
- C. Does the applicant propose the use of public water systems?** No.
- D. Distance from existing public water supply system:** Adjacent to property on Highway 343 and Sand Hills Road.

- E. Is the area within a five-year proposal for the provision of public water? Existing
- F. Is the area within a five-year proposal for the provision of public sewage? No

2. Landscaping

- A. Is any buffer required? Yes. Indicated on site plan.
- B. Is any landscaping described in application: Yes. Indicated on site plan

3. 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.

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.

Property zoned for proposed use. Comprehensive Plan Future Land Use Map has property identified as Rural Residential.

EXCEED PUBLIC FACILITIES:

Yes No

Schools: Proposed development will not impact schools.

Yes No

Fire and rescue: Request training after completed.

Yes No

Law Enforcement: Request training after completed.

Attachment: Camden Solar SUP Findings (1921 : Public Hearing - SUP (UDO 2017-10-01) Camden Solar LLC)

At their November 15, 2017 meeting Planning Board recommended approval of the Special Use Permit for Camden Solar, LLC 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 plans contained in the file titled UDO 2017-10-01.
3. There shall be no land disturbing activity until County receives approved DENR E & S Control Plan and Stormwater Permit.
4. Applicant shall provide Camden County Planning Office proof of the continuous operation annually (no later than January 30th) or upon request of the county which shall not be unreasonable in the form a letter from the facility owner stating the facility has been operational during the previous year.
5. Upon completion of the installation of the solar farm, Camden Solar LLC shall provide training to Fire Marshall, South Camden Volunteer Fire Department and Sheriff's Office personnel as to the potential risks involved in case of an emergency inside the facility.
6. Applicant shall provide the Sheriff's Office with a key or combination to the entrance into the facility in case of an emergency. Sheriff's office shall contact owner prior to entry to ensure all power has been secured.
7. Hours of operations during construction phase shall be Monday – Saturday, dawn to dusk.
8. Hours of operations shall be posted at the entrance to the facility during the construction phase.
9. 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.



Table with 3 columns: NO., DATE, DESCRIPTION. Row 1: 1, 08/18/2017, SITE PLAN. Row 2: 2, 08/29/2017, PERMISSIVE COMMENTS.

SITE PLAN CAMDEN SOLAR, LLC NC 343 AND SAND HILLS ROAD NORTH CAROLINA CAMDEN COUNTY COURTHOUSE TOWNSHIP CAMDEN

Table with 2 columns: DATE, SURVEYED, DESIGNED, DRAWN, CHECKED, FILE. Row 1: 08/18/2017, SEE NOTES, MJM, KCA, MJM, 08270A.

FINAL DRAWING NOT FOR CONSTRUCTION

NC GRID NAD 83

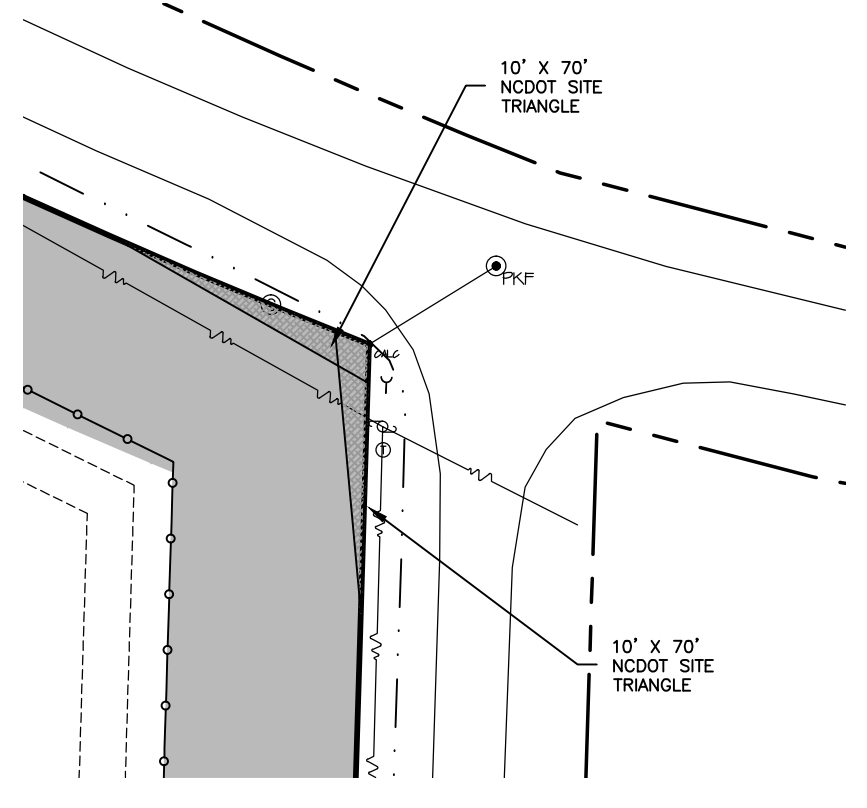


VICINITY MAP

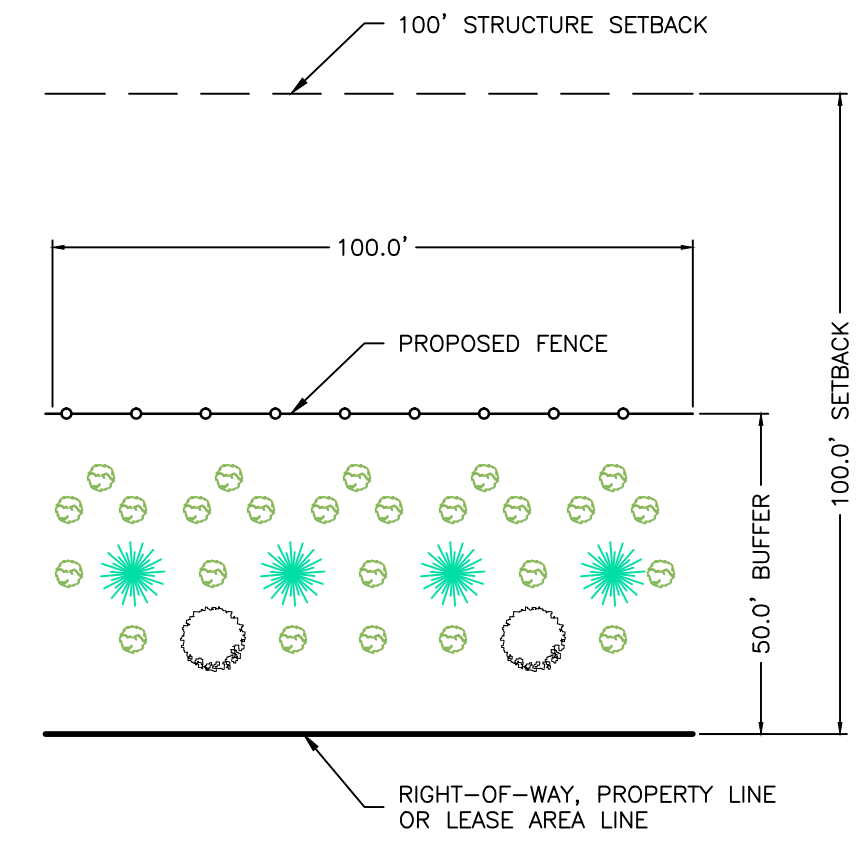


Know what's below. Call before you dig.

- SITE NOTES: 1. OWNERS: JAMES L. CARTWRIGHT, 919 SELBY ROAD, ELIZABETH CITY, NC 27909. DOUGLAS V. CARTWRIGHT AND MARTHA C. JACKSON, 347 NC 343 SOUTH, CAMDEN, NC 27921. DEVELOPER: CAMDEN SOLAR, LLC, 2035 SUNSET LAKE ROAD, SUITE B-2, NEWARK, DE 19702. 2. CAMDEN SOLAR, LLC INTENDS TO OPERATE THIS 217.90 ACRE SOLAR ENERGY FARM IN CAMDEN COUNTY... 3. THE BOUNDARY, TOPOGRAPHIC INFORMATION AND FLOOD PLAIN BOUNDARIES HAVE BEEN PROVIDED BY J.H. MILLER LAND SURVEYING... 4. LEASE AREA 1 - 4,824,362.0 SF (110.752 ACRES) PART OF PIN 028944000228430000. LEASE AREA 2 - 4,667,397.5 SF (107.148 ACRES) PART OF PIN 028944001268860000. 5. ALL CONSTRUCTION DEBRIS AND EROSION SHALL BE REMOVED FROM DITCHES AND DRAINAGE WAYS... 6. SUPPORT COLUMN LOCATIONS SHALL MAINTAIN 3.5' OUTSIDE FROM THE TOP OF DITCH BANK. 7. UPON COMPLETION OF SECTIONS OF INSTALLATION OF SOLAR PANEL ARRAYS, THE SITE SHALL BE PERMANENTLY VEGETATED. 8. COVERAGE: AREA OF SITE 9,491,759.5 SF (217.90 ACRES). GRAVEL ACCESS ROAD ±141,840 SF (±11,820 LF). INVERTER PADS ± 7,500 SF. ±149,340 SF (1.57%).



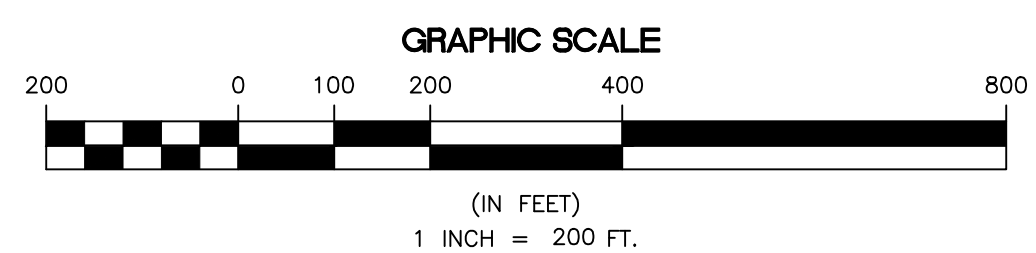
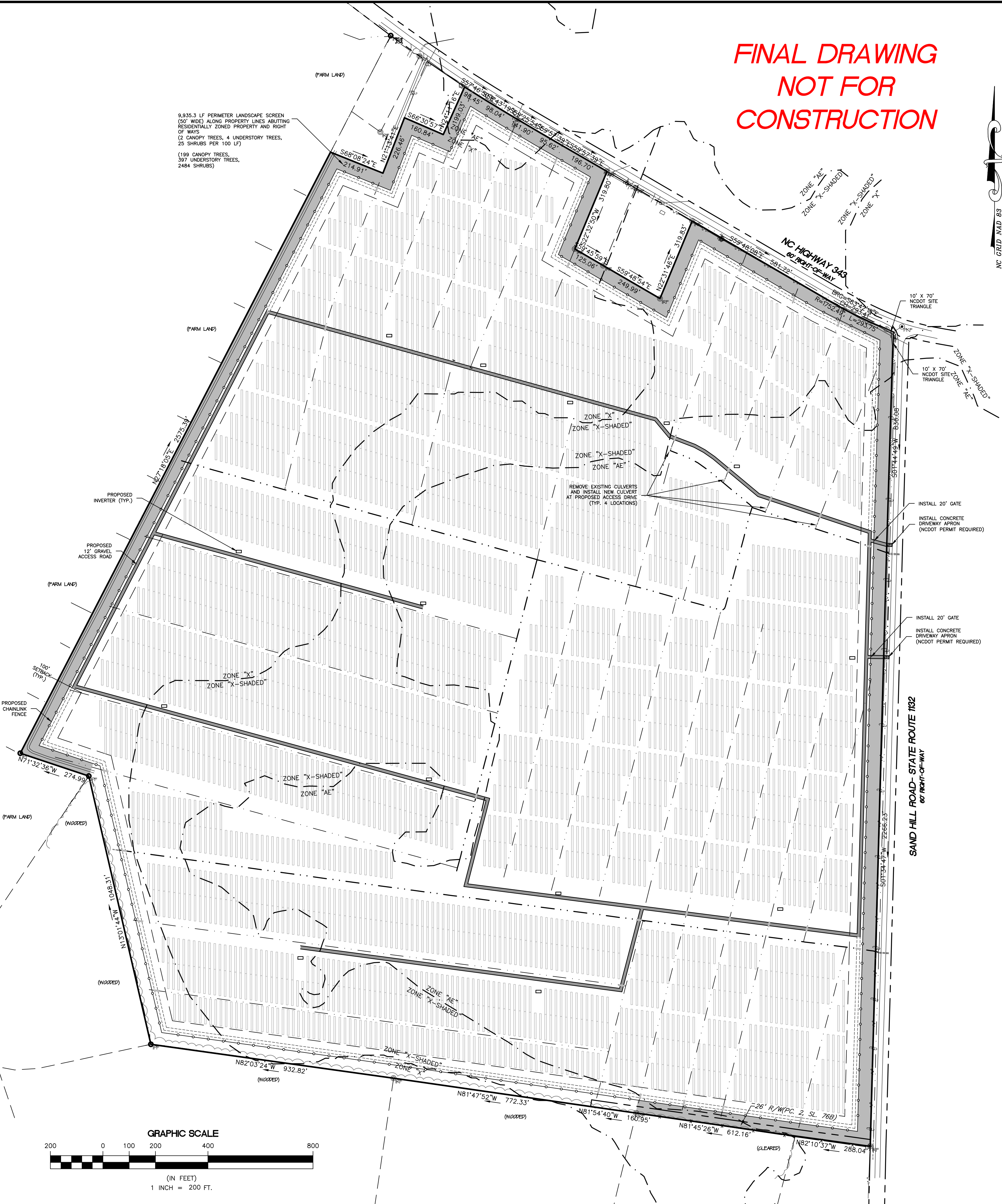
NCDOT SITE TRIANGLE INSET SCALE: 1" = 50'



BUFFER DETAIL

LEGEND

- FOUND IRON REBAR, FOUND IRON PIPE, FOUND NAIL, CALCULATED POINT, UTILITY POLE, WATER METER, COMMUNICATION PEDESTAL, FIRE HYDRANT W/WATER VALVE, UNDERGROUND CABLE MARKER, PROPERTY LINE / LEASE AREA LINE, RIGHT-OF-WAY LINE, ADJACENT PROPERTY LINES, FLOOD PLAIN BOUNDARY, OVERHEAD WIRE, CENTER EX. DITCH, CENTER EX. BLUE LINE DITCH, WIRE FENCE, EDGE OF ASPHALT PAVEMENT, ELEVATION CONTOUR LINE, PROPOSED 12' GRAVEL ROAD, PROPOSED 12' GRASSED ROAD, PROPOSED PANELS, 100' SETBACK LINE, PROPOSED SECURITY FENCE, PROPOSED 50' BUFFER, PROPOSED CULVERT.





Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.A
Meeting Date: January 08, 2018
Submitted By: Lisa Anderson, Tax Administrator
Taxes
Prepared by: Lisa Anderson
Item Title November Monthly Report
Attachments: 20180102115055220.pdf (PDF)
Summary: November 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>
2016	89,264.15	7,802.72
2015	33,570.55	1,344.77
2014	24,428.92	1,690.22
2013	13,143.50	5,654.41
2012	8,816.81	8,338.21
2011	5,981.89	6,747.41
2010	4,989.40	5,012.61
2009	4,017.55	4,678.37
2008	3,795.46	5,127.46
2007	3,847.39	6,607.83

Attachment: 20180102115055220.pdf (1918 : Monthly Tax Report - November 2017)

TOTAL REAL PROPERTY TAX UNCOLLECTED	191,855.62
TOTAL PERSONAL PROPERTY UNCOLLECTED	53,004.01
TEN YEAR PERCENTAGE COLLECTION RATE	99.64%
COLLECTION FOR 2017 vs. 2016	7,021.33 vs. 6,324.94

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2016	98.55%
2015	99.48%
2014	99.62%

THIRTY LARGEST UNPAID ACCOUNTS

SEE ATTACHMENT "A"

THIRTY OLDEST UNPAID ACCOUNTS

SEE ATTACHMENT "B"

Attachment: 20180102115055220.pdf (1918 : Monthly Tax Report - November 2017)

EFFORTS AT COLLECTION IN THE LAST 30 DAYS**ENDING** November **2017****BY TAX ADMINISTRATOR**

7 NUMBER DELINQUENCY NOTICES SENT

2 FOLLOWUP REQUESTS FOR PAYMENT SENT

7 NUMBER OF WAGE GARNISHMENTS ISSUED

9 NUMBER OF BANK GARNISHMENTS ISSUED

5 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)

2 REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS

1 NUMBER OF JUDGMENTS FILED

Real Property Attachment "A"

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	02-8934-01-17-4778.0000	10,563.66	1	LARRY G. LAMB SR	CAMDEN	152 158 US W
R	01-7989-00-01-1714.0000	9,438.94	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8899-00-45-2682.0000	5,505.31	10	SEAMARK INC.	SHILOH	HOLLY RD
R	02-8934-01-18-6001.0000	3,574.92	1	LINDA SUE LAMB HINTON	CAMDEN	150 158 US W
R	01-7998-01-08-6797.0000	3,464.99	2	EDWARD E. HARRIS JR.	SOUTH MILLS	343 HWY N
R	02-8945-00-41-2060.0000	3,144.40	1	LASELLE ETHERIDGE SR.	CAMDEN	1295
R	02-8937-00-50-8036.0000	2,977.80	2	CLEVELAND WALSTON LE	CAMDEN	187 HERMAN ARNOLD RD
R	01-7998-01-08-8621.0000	2,808.19	4	WILLIE L. TURNER ETAL	SOUTH MILLS	1289 343 HWY N
R	02-8936-00-81-9147.0000	2,670.10	1	JUDITH TILLET	CAMDEN	190 RUN SWAMP RD
R	03-8899-00-06-0950.0000	2,607.04	1	NA NGUYEN	SHILOH	117 EDGEWATER DR
R	03-8965-00-13-1025.0000	2,587.76	2	SHARON EVANS MUNDEN	SHILOH	556 TROTMAN RD
R	03-8961-00-68-3593.0000	2,459.40	1	SECRETARY OF VETERANS AFFAIRS	SHILOH	169 RAYMONS CREEK RD
R	03-8899-00-16-2671.2425	2,330.00	1	SPRING LOTUS LLC	SHILOH	141 EDGEWATER DR
R	02-8923-00-19-3774.0010	2,328.84	5	WILLIAM CONOVER	CAMDEN	431 158 US W
R	03-8965-00-44-7928.0000	2,278.98	1	WHALON & KATHLEEN MCCULLEN	SHILOH	404 SANDY HOOK RD
R	03-8943-04-93-8214.0000	2,189.23	10	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7080-00-62-1977.0000	2,062.78	7	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	02-8935-02-66-7093.0000	2,029.22	2	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	01-7988-00-91-0179.0001	1,995.64	9	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	102 HORSESHOE RD
R	01-7989-03-30-8984.0000	1,992.70	2	WILLIE LAVERNE TURNER	SOUTH MILLS	171 NECK RD
R	03-8952-00-95-8737.0000	1,927.12	2	AUDREY TILLET	SOUTH MILLS	379 OLD SWAMP RD
R	01-7999-00-78-4680.0000	1,892.10	2	BERTHA MARLENE GARRETT	SOUTH MILLS	172 NECK RD
R	03-8962-00-05-0472.0000	1,799.11	2	FRANK MCWILLIAN HEIRS	SHILOH	195 BUNKER HILL RD
R	01-7999-00-32-3510.0000	1,777.65	2	LEAH BARCO	SOUTH MILLS	120 LAUREN LN
R	03-8953-03-12-6266.0000	1,735.71	1	R. VERNON BRAY, JR.	SHILOH	165 BUNKER HILL RD
R	01-7999-00-12-8596.0000	1,714.51	2	MOSES MITCHELL HEIRS	SOUTH MILLS	125 ONE MILL RD
R	03-8971-00-54-7373.0000	1,698.78	2	DWAYNE HARRIS	SHILOH	188 KEETER BARN RD
R	01-7080-00-53-1144.0000	1,570.31	1	KENNETH J ROSA SR	SOUTH MILLS	129 LILLY RD
R	01-7090-00-64-6040.0000	1,561.52	1	LINTON RIDDICK	SOUTH MILLS	NECK RD
R	03-8962-00-04-9097.0000	1,534.55	6	CECIL BARNARD HEIRS	SHILOH	

Delinquencies Top-30 Unpaid

12/04/17 16:01:05

Real Property Attachment "B"

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	10	9,438.94	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8899-00-45-2682.0000	10	5,505.31	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8943-04-93-8214.0000	10	2,189.23	L.P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7988-00-91-0179.0001	10	1,995.64	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	03-8952-00-95-8737.0000	10	1,927.12	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7999-00-32-3510.0000	10	1,777.62	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7999-00-12-8596.0000	10	1,714.51	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7989-04-60-1954.0000	10	1,088.28	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	03-8962-00-50-0273.0000	10	872.12	DAISEY WILLIAMS BURNHAM	SHILOH	RAYMONS CREEK RD
R	01-7090-00-60-5052.0000	10	750.68	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	02-8955-00-13-7846.0000	10	599.63	MARIE MERCER	CAMDEN	IVY NECK RD
R	02-8936-00-24-7426.0000	10	569.75	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	01-7998-00-57-2800.1000	10	427.45	TINA RENEE LEARY	SOUTH MILLS	111 LINTON RD
R	01-7090-00-95-5262.0000	10	241.60	JOHN F. SAWYER HEIRS	SOUTH MILLS	OLD SWAMP RD
R	03-8980-00-61-1968.0000	10	218.33	WILLIAMSURG VACATION	SHILOH	CAMDEN POINT RD
R	03-8899-00-45-1097.0000	10	203.83	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	03-8899-00-37-0046.0000	10	160.06	ELIZABETH LONG	SHILOH	HIBISCUS
R	03-9809-00-17-2462.0000	10	143.59	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD
R	01-7989-04-60-1568.0000	9	977.64	EMMA BRITE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	02-8945-00-41-2060.0000	8	3,144.40	LASELLE ETHERIDGE SR.	CAMDEN	168 BUSHELL RD
R	01-7080-00-62-1977.0000	8	2,062.78	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	03-9809-00-24-6322.0000	8	477.36	DAVID B. KIRBY	SHILOH	499 SAILBOAT RD
R	01-7998-01-08-6797.0000	7	3,464.99	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	03-8980-00-84-0931.0000	7	1,156.62	CARL TEUSCHER	SHILOH	218 BROAD CREEK RD
R	03-8962-00-04-9097.0000	6	1,534.55	CECIL BARNARD HEIRS	SHILOH	NECK RD
R	03-8990-00-64-8379.0000	6	649.95	CHRISTOPHER FROST JOHNSON	SHILOH	LITTLE CREEK RD
R	02-8935-01-07-0916.0000	6	443.96	ROSETTA MERCER INGRAM	CAMDEN	227 SLEEPY HOLLOW RD
R	03-8962-00-70-7529.0000	6	434.79	MARY SNOWDEN	SHILOH	WICKHAM RD
R	01-7989-04-90-0938.0000	6	369.29	DORIS EASON	SOUTH MILLS	1352 343 HWY N
R	03-8962-00-60-7648.0000	6	281.11	FRANK WRIGHT ETAL	SHILOH	WICKHAM RD

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Delinquencies Top-30 Oldest

Personal Property Attachment "A"

1

Roll	Parcel Number	Unpaid Amount	YrsDld	Taxpayer Name	City	Property Address
P	0001623	3,885.70	1	ATLANTIC COASTAL CLEARING	CAMDEN	158 HWY
P	0001709	1,734.90	8	JOHN MATTHEW CARTER	CAMDEN	431 158 US W
P	0000738	1,837.43	6	LESLIE ETHELDGE JR	CAMDEN	MIC MAC TRAIL
P	0001538	827.33	9	JEFFREY EDWIN DAVIS	HERTFORD	133 EDGEWATER DR
P	0001046	776.11	9	THIEN VAN NGUYEN	SHILOH	105 AARON DR
P	0001072	622.29	9	PAM BUNDY	SHILOH	431 158 US W
P	0001827	483.28	5	KAREN BUNDY	CAMDEN	
P	0002185	448.60	1	DIRECT TV, LLC	CAMDEN	
P	0001230	411.11	5	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0002194	407.91	2	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
P	0001476	306.68	1	MIKE TAYLOR	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001694	288.99	5	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0002565	277.38	1	DUANE EDWARD DUNIVAN	SOUTH MILLS	115 WAYLAND CT
P	0001693	261.90	8	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001106	258.76	10	JAMI ELIZABETH VANHORN	SOUTH MILLS	617 MAIN ST
P	0001681	254.46	5	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001952	238.91	5	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	150 PONDEROSA RD
P	0002886	222.38	6	GEORGE LINWOOD POWELL	CAMDEN	177 SANDHILLS RD
P	0001104	214.79	1	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0000295	204.06	1	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000905	200.35	2	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
P	0000248	194.51	10	ROBERT H. OWENS	CAMDEN	363 # 15
P	0001010	189.68	4	RAYBURN BURGESS	SHILOH	116 EDGEWATER DR
P	0001673	177.05	8	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0001722	140.55	6	JANET LEARY	SOUTH MILLS	LINTON ROAD
P	0001638	139.94	2	ERIC JASON WOODARD	SOUTH MILLS	612 MAIN
P	0001250	137.82	2	MICHELE LEE TAYLOR-DUKE	SOUTH MILLS	108 BINGHAM RD
P	0000385	121.17	1	MARK SANDERS OVERMAN	SHAWBORO	116 GARRINGTON ISLAND
P	0001540	120.95	9	DAVID LUKE	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0000316	115.56	8	JAMES P. JONES	CAMDEN	142 SANDHILLS RD

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Delinquencies Top-30 Unpaid

Personal Property Attachment "B"

1

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0000738	10	837.43	LESLIE ETHERIDGE JR	CAMDEN	133 EDGEWATER DR
P	0001046	10	776.11	THIEN VAN NGUYEN	SHILOH	105 AARON DR
P	0001072	10	622.29	PAM BUNDY	SOUTH MILLS	617 MAIN ST
P	0001106	10	258.76	JAMI ELIZABETH VANHORN	CAMDEN	363 # 15
P	0000248	9	194.51	ROBERT H. OWENS	ELIZABETH CITY	MIC MAC TRAIL
P	0001538	9	827.33	JEFFREY EDWIN DAVIS	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001540	9	120.95	DAVID LUKE	CAMDEN	158 HWY W
P	0001709	8	1,734.90	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	431 158 US W
P	0001827	7	483.28	KAREN BUNDY	CAMDEN	177 SANDHILLS RD
P	0002886	6	222.38	GEORGE LINWOOD POWELL	SOUTH MILLS	LINTON ROAD
P	0001722	6	140.55	JANET LEARY	SOUTH MILLS	101 ROBIN CT W
P	0001230	5	411.11	JAMES NYE	CAMDEN	150 158 HWY W
P	0001694	5	288.99	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001681	5	254.46	STEVE WILLIAMS	CAMDEN	319 PONDEROSA RD
P	0001952	5	238.91	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	849 SANDY HOOK RD S
P	0002194	4	407.91	MORGAN ROBERSON	SHILOH	116 EDGEWATER DR
P	0001010	4	189.68	RAYBURN BURGESS	SHILOH	111 AARON DR
P	0000905	2	200.35	KEVIN & STACY ANDERSON	SOUTH MILLS	612 MAIN
P	0001638	2	139.94	ERIC JASON WOODARD	SOUTH MILLS	108 BINGHAM RD
P	0001250	2	137.82	MICHELE LEE TAYLOR-DUKE	CAMDEN	CAMDEN CAUSEWAY
P	0001623	1	3,885.70	ATLANTIC COASTAL CLEARING	ELIZABETH CITY	115 WAYLAND CT
P	0002185	1	3,448.60	DIRECT TV LLC	CAMDEN	107 RIDGE ROAD
P	0001476	1	306.68	MIKE TAYLOR	CAMDEN	330 158 HWY E
P	0002565	1	277.38	DUANE EDWARD DUNIVAN	SHAWBORO	116 GARRINGTON ISLAND
P	0001104	1	214.79	MICHAEL & MICHELLE STONE		
P	0000295	1	204.06	HENDERSON AUDIOMETRICS, INC.		
P	0000385	1	121.17	MARK SANDERS OVERMAN		

Delinquencies Top-30 Oldest

12/04/17 16:01:23



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 7.1
Meeting Date: January 08, 2018
Submitted By: Charlie Bauman, Director
Camden Economic Development Commission
Prepared by: Karen Davis

Item Title **CEDC Board Reappointments**

Attachments:

Summary:

It is the request of the CEDC Board to reappoint the following to the Camden County Economic Development Commission for a two-year term to expire on January 7, 2020:

Will Meiggs
Chris Purcell
Robert McClendon
Jeff Jennings

Recommendation:

Approve reappointments.



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 7.2
Meeting Date: January 08, 2018
Submitted By: Donna Stewart, Visitor Center Director
Dismal Swamp Welcome Center
Prepared by: Karen Davis

Item Title **Tourism Development Authority Board Reappointments**

Attachments:

Summary:

It is the request of staff to reappoint the following to the Tourism Development Authority Board for a two-year term to expire on January 7, 2020:

Beverly Bengies
Georgia Lamb

Recommendation:

Approve reappointments.



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.A
Meeting Date: January 08, 2018

Submitted By: Karen Davis, Clerk to the Board
Board of Commissioners
Prepared by: Karen Davis

Item Title **BOC Minutes - December 4, 2017**

Attachments: bocminutes_12042017 (PDF)

Summary:
Board of Commissioners Meeting Minutes - December 4, 2017

Recommendation:
Review and Approve

**CAMDEN COUNTY BOARD OF COMMISSIONERS
DECEMBER 4, 2017**

Camden County Board of Commissioners

December 4, 2017

Closed Session – 9:30 am

Organizational/Regular Meeting – 10:00 AM

Historic Courtroom, Courthouse Complex

Camden, North Carolina

MINUTES

The organizational/regular meeting of the Camden County Board of Commissioners was held on December 4, 2017 in the Historic Courtroom, Camden, North Carolina.

WELCOME & CALL TO ORDER

The meeting was called to order by Chairman Clayton Riggs at 9:34 AM. Additional Board Members Present: Vice Chairman Tom White, Commissioners Garry Meiggs, Randy Krainiak, Ross Munro.

Staff Present: Interim Manager Stephanie Humphries, County Attorney John Morrison, Clerk to the Board Karen Davis.

At the request of the Board of Commissioners, manager designee Ken Bowman attended the closed session for information purposes only.

Motion to go into closed session pursuant to NCGS §143-318.11(5) for the purpose of contract negotiations.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Ross Munro, Commissioner
AYES:	Meiggs, Riggs, White, Krainiak, Munro

Motion to come out of closed session.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Garry Meiggs, Commissioner
AYES:	Meiggs, Riggs, White, Krainiak, Munro

Chairman Riggs reconvened the regular meeting of the Board of Commissioners at 10:00 AM. Additional staff members present for open session: Planning Director Dan Porter, Zoning Officer Dave Parks, Tax Administrator Lisa Anderson, Economic Development Director Charlie Bauman.

Attachment: bocminutes_12042017 (1906 : BOC Minutes - December 4, 2017)

**CAMDEN COUNTY BOARD OF COMMISSIONERS
DECEMBER 4, 2017**

39 **INVOCATION & PLEDGE OF ALLEGIANCE**

40 Pastor Marc O'Neal gave the invocation. The Board of Commissioners led in the Pledge of
41 Allegiance.

42

43 **ITEM 1. PUBLIC COMMENTS**

44

45 None.

46

47 **ITEM 2. CONSIDERATION OF AGENDA**

48

49 **Motion to approve the agenda as presented.**

50	RESULT:	PASSED [UNANIMOUS]
51	MOVER:	Garry Meiggs, Commissioner
52	AYES:	Meiggs, White, Krainiak, Munro
53	ABSENT:	Riggs

54

55 **ITEM 3. ELECTION OF CHAIRMAN TO THE BOARD**

56

57 County Attorney John Morrison opened the floor to receive nominations for Chairman to the
58 Board.

59

60 Commissioner Garry Meiggs nominated Clayton Riggs to continue as Chairman for an additional
61 year.

62

63 Motion to reappoint Commissioner Clayton Riggs by acclamation to serve as Chairman for an
64 additional year.

65	RESULT:	PASSED [UNANIMOUS]
66	MOVER:	Tom White, Vice Chairman
67	AYES:	Meiggs, Riggs, White, Krainiak, Munro

68

69 **ITEM 4. ELECTION OF VICE CHAIRMAN TO THE BOARD**

70

71 Chairman Clayton Riggs opened the floor to receive nominations for Vice Chairman.

72

73 **Motion to reappoint Commissioner Tom White to serve as Vice Chairman for an**
74 **additional year.**

75	RESULT:	PASSED [UNANIMOUS]
76	MOVER:	Garry Meiggs, Commissioner
77	AYES:	Meiggs, Riggs, White, Krainiak, Munro

78

**CAMDEN COUNTY BOARD OF COMMISSIONERS
DECEMBER 4, 2017**

79 **ITEM 5. BOND APPROVAL**

80

81 Chairman Riggs called for a motion to approve the following bonds:

- 82 • Finance Officer – County of Camden
 83 • Finance Officer – Camden Tourism & Development Authority
 84 • Finance Officer - Courthouse-Shiloh Fire Department
 85 • Finance Officer – Joyce Creek Drainage District
 86 • Finance Officer – South Camden Water & Sewer District
 87 • Finance Officer – South Mills Fire Commission
 88 • Board of Commissioners – County of Camden
 89 • Register of Deeds – County of Camden
 90 • Sheriff – County of Camden
 91 • Tax Assessor & Collector – County of Camden

92

93 **Motion to approve the bonds as presented.**

94	RESULT:	PASSED [UNANIMOUS]
95	MOVER:	Tom White, Vice Chairman
96	AYES:	Meiggs, Riggs, White, Krainiak, Munro

97

98 **ITEM 6. 2018 BOARD OF COMMISSIONERS MEETING CALENDAR**

99

- 100 1. Resolution Adopting New Regular Meeting Schedule

**CAMDEN COUNTY BOARD OF COMMISSIONERS
DECEMBER 4, 2017**

Resolution No. 2017-12-01

**A RESOLUTION OF THE
CAMDEN COUNTY BOARD OF COMMISSIONERS
ADOPTING A NEW REGULAR MEETINGS SCHEDULE
OF THE CAMDEN COUNTY BOARD OF COMMISSIONERS
BEGINNING JANUARY 1, 2018**

Whereas, N.C.G.S. 153A-40 authorizes the Camden County Board of Commissioners to adopt a resolution fixing the dates, time and place of its regular meetings and further requires a copy of such a resolution, after its adoption, to be posted on the courthouse bulletin board and a summary of it to be published at least ten (10) days before the first meeting to which the resolution is to apply; and

Whereas, N.C.G.S. 143-318.12 requires the new meeting schedule to be filed with the Clerk to the Board of County Commissioners for at least seven (7) calendar days before the day of the first meeting held pursuant to the revised schedule and to post the schedule of regular meetings to the County's Web Site; and

Whereas, the Camden County Board of Commissioners wishes to adopt a new schedule of its regular Board meetings to be on the first Monday of the month except will be moved to the second Monday for months when the first Monday falls on a week with an observed holiday.

Now, Therefore, Be It Resolved, that the Camden County Board of Commissioners hereby adopts a new schedule of its regular Board meetings beginning January 1, 2018 after the Board has complied with the provisions of N.C.G.S. 153A-40 and N.C.G.S. 143-318.12 for posting and publishing this Resolution and the additional posting as provided herein.

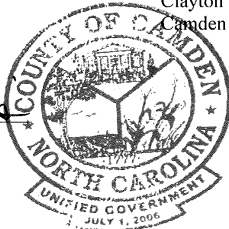
Be It Further Resolved, the regular meetings of the Camden County Board of Commissioners will continue to be held on Mondays at 7:00 p.m. in the Commissioners' Meeting Room on the second floor of the Camden County Courthouse located at 117 N. Hwy 343, Camden, North Carolina.

Be It Further Resolved, an additional meeting of the Camden County Board of Commissioners may be called in months where business necessitates a second meeting and other special meetings including Public Hearings may be called as allowed in the provisions of N.C.G.S. 153A-40 and N.C.G.S. 143-318.12.

Adopted this the 4th day of December, 2017.

Clayton D. Riggs
Clayton D. Riggs, Chairman
Camden County Board of Commissioners

ATTEST:
Karen Davis
Karen Davis
Clerk to the Board



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Motion to approve Resolution 2017-12-01 as amended.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Tom White, Vice Chairman
AYES:	Meiggs, Riggs, White, Krainiak, Munro

Attachment: bocminutes_12042017 (1906 : BOC Minutes - December 4, 2017)

**CAMDEN COUNTY BOARD OF COMMISSIONERS
DECEMBER 4, 2017**

MEETING DATE & TIME		AGENDA ITEMS DEADLINE	
Monday, January 8, 2018	7:00 PM	Tuesday, January 2, 2018	12:00 PM
Monday, February 5, 2018	7:00 PM	Tuesday, January 30, 2018	12:00 PM
Monday, March 5, 2018	7:00 PM	Tuesday, February 27, 2018	12:00 PM
Monday, April 2, 2018	7:00 PM	Tuesday, March 27, 2018	12:00 PM
Monday, May 7, 2018	7:00 PM	Tuesday, May 1, 2018	12:00 PM
Monday, June 4, 2018	7:00 PM	Tuesday, May 29, 2018	12:00 PM
Monday, July 9, 2018	7:00 PM	Tuesday, July 3, 2018	12:00 PM
Monday, August 6, 2018	7:00 PM	Tuesday, July 31, 2018	12:00 PM
Monday, September 10, 2018	7:00 PM	Tuesday, September 4, 2018	12:00 PM
Monday, October 1, 2018	7:00 PM	Tuesday, September 25, 2018	12:00 PM
Monday, November 5, 2018	7:00 PM	Tuesday, October 30, 2018	12:00 PM
Monday, December 3, 2018	10:00 AM	Tuesday, November 27, 2018	12:00 PM
Monday, January 7, 2019	7:00 PM	Friday, December 28, 2018	12:00 PM

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Motion to approve the Board of Commissioners 2018 Meeting Schedule as amended.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Randy Krainiak, Commissioner
AYES:	Meiggs, Riggs, White, Krainiak, Munro

ITEM 7. 2018 HOLIDAY SCHEDULE

Listed below are the holidays that will be observed by State employees during 2018.

- New Year’s Day January 1, 2018 Monday*
- Martin Luther King, Jr. Birthday January 15, 2018 Monday*
- Good Friday March 30, 2018 Friday*
- Memorial Day May 28, 2018 Monday*
- Independence Day July 4, 2018 Wednesday*
- Labor Day September 3, 2018 Monday*
- Veteran’s Day November 12, 2018 Monday*
- Thanksgiving November 22 & 23, 2018 Thursday and Friday*
- Christmas December 24, 25 & 26, 2018
Monday, Tuesday & Wednesday*

NOTE: *The schedule shall be used by all State agencies operating under the policies, rules and regulations of the Office of State Human Resources. Institutions of higher education and agencies requiring a twenty-four hour operation may adopt varying holiday schedules in keeping with operational needs provided the employees are given the same number of holidays as approved by the State Human Resources Commission. Such special holiday schedules must be filed with the Office of State Human Resources.*

It is recognized that some agencies may need to adopt an additional holiday schedule applicable to employees working in twenty-four hour operations; this schedule would designate as holidays the specific dates of the legal observances rather than the substitute weekdays when the observance occurs on Saturday or Sunday. This would be in keeping with the purpose of the holiday premium pay policy.

Attachment: bocminutes_12042017 (1906 : BOC Minutes - December 4, 2017)

**CAMDEN COUNTY BOARD OF COMMISSIONERS
DECEMBER 4, 2017**

142 **Motion to approve the 2018 Holiday Schedule as presented.**

143	RESULT:	PASSED [UNANIMOUS]
144	MOVER:	Tom White, Vice Chairman
145	AYES:	Meiggs, Riggs, White, Krainiak, Munro

146
147 **ITEM 8. OLD BUSINESS**

148
149 1. Small Business EDI Program / Resolution

150
151 Interim Manager Stephanie Humphries presented the Camden County Small Business Economic
152 Development Incentive Program. Attorney Lauren Arizaga-Womble was present and available
153 to answer questions.

154

**CAMDEN COUNTY BOARD OF COMMISSIONERS
DECEMBER 4, 2017**

EXHIBIT A

**CAMDEN COUNTY SMALL BUSINESS
ECONOMIC DEVELOPMENT INCENTIVE PROGRAM**

I. Qualified Properties and Investments

- a.** To qualify for any grants under the Camden County (the “County”) Small Business Economic Development Incentive Program (the “Program”), all the following conditions must be met by the applicant as determined by the Camden County manager or authorized designee of the County manager (collectively, the “County Official”)
- i.** The subject real property must be located within the County (the “Property”).
 - ii.** The subject business or industry must be adding at least three (3) full-time employees or a combination of part-time employees that is the equivalent of at least three (3) full-time employees.
 - iii.** The Property must be subject to County ad valorem taxes.
 - iv.** The applicant must be the record owner(s) of the Property (sometimes hereinafter referred to as the “Applicant” or “Property Owner”).
 - v.** The expenditures in question must be for improvements, renovations, and/or additions to the Property and not for personal property located upon or used in connection with the Property.
 - vi.** The total increase in property tax valuation that will result from the improvements, renovations and/or additions to the Property is anticipated, at the time of the application, to exceed Twenty-Five Thousand and No/100 Dollars (\$25,000), and in fact, at the time of payment of any grants under the Program, does exceed that amount.
 - vii.** This program shall only apply to businesses with 25 or fewer employees at the time of submitting an application for grant consideration under the Program.
 - viii.** The Applicant must obtain all appropriate permits from the applicable local government jurisdiction before any improvements, renovations and/or additions, which are intended to be a basis for grants under the Program, are undertaken.

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**CAMDEN COUNTY BOARD OF COMMISSIONERS
DECEMBER 4, 2017**

- ix. After obtaining the necessary permits, the Applicant must complete an application for grant consideration for a planned improvement, renovation and/or addition to a qualified property. This application shall be in a form and contain information deemed necessary by the County Official and approved by the Board. The application may require attachments such as copies of permits for the project. The Applicant shall indicate the number of employees that will be hired and retained as a result of the planned improvement and related information to determine the Applicant's score as set forth herein. The Applicant may be required to annually verify the number of employees hired and retained in a manner as may be requested by the County Official.

II. Unqualified Properties and Investments

- a. Improvements, renovations, and/or additions to Property shall not qualify for grants under the Program for any year in which one or more of the following disqualifying factors exist:
 - i. The Property is in violation of any applicable County ordinance and is the subject of an unresolved code enforcement action, as determined by the relevant local government jurisdiction.
 - ii. Any Property Owner is delinquent in the payment of any taxes, assessments, fees or other debts owed to the County and such tax delinquency is not resolved to the satisfaction of the County Official.
- b. In any of the above factors exist during the grant award period in which the Property Owner would otherwise qualify for a grant under the Program the County Official may:
 - i. Withhold the grant funds until such time as the County Official determines a satisfactory resolution has been achieved or
 - ii. The Camden County Board of Commissioners (the "Board") may, in its sole discretion, choose to deny grants for all the grant term or for any year of the grant term for a Property, or improvement, renovation and/or additions to a Property. In this regard, any grants described herein and awarded under the Program shall not become vested rights of any owner(s) of Property, but instead are at the discretion of and are subject to an annual appropriation by the Board. Moreover, no grant awarded under the Program will be paid to any Property Owner that has chosen to accept grants under another County tax based incentive grant program.

**CAMDEN COUNTY BOARD OF COMMISSIONERS
DECEMBER 4, 2017**

III. Scoring

- a. The allocation of points in this model is based upon the desire and need for quality jobs, diversification of the economy, the County's need for additional capital investment (and associated property tax revenue), and the County's interest in assisting businesses in good standing.
- b. The monetary value of each financial incentive grant shall be calculated as a percentage of annual property taxes paid by the Applicant. For each year of the grant, the company will receive an award based on a percentage of property taxes paid that year. The percentage is determined by the project's score, as detailed below, and the percentage will decrease each of the five years. The County will continue to utilize qualitative criteria outlined in this document and other policy documents to approve, reject, and/or modify the grant amount.
- c. If an Applicant receives a minimum score of 40, but less than 70, it will achieve a Level 2 status and may be eligible for a grant based on the percentages set forth below of additional tax revenue generated by the real estate improvement described in the grant application. If an Applicant receives a minimum score of 70, then it will achieve a Level 1 status and may be eligible for a grant based on the percentages set forth below of additional tax revenue generated by the real estate improvement described in the grant application.

Minimum Score	≥40	≥70
Year	Level 2	Level 1
1	70%	95%
2	60%	85%
3	50%	75%
4	40%	65%
5	30%	55%

This model allocates the following weights on a 100 point scale:

NUMBER OF FULL TIME JOBS	POINTS POSSIBLE
3-5	10
5 OR MORE	20
TOTAL POSSIBLE POINTS	20

**CAMDEN COUNTY BOARD OF COMMISSIONERS
DECEMBER 4, 2017**

HIRING CAMDEN COUNTY RESIDENTS	POINTS POSSIBLE
3-5	5
5 OR MORE	10
TOTAL POSSIBLE POINTS	10

AVERAGE WAGE LEVEL OF NEW JOBS	
Minimum Wage	5
Greater than Min. Wage less than Cty Average	10
County Average	20
TOTAL POSSIBLE POINTS	20

QUALITY OF NEW JOBS	POINTS
Partial Employer Paid Health Insurance	10
Entire Employer Paid Health Insurance	20
Employer Paid Vacation	10
TOTAL POSSIBLE POINTS	30

LEVEL OF CAPITAL INVESTMENT	POINTS
\$25,000 - \$49,999	10
\$50,000 +	20
TOTAL POSSIBLE POINTS	20

COMMUNITY IMPACT	POINTS
Reuse of Existing Building	9
Location in LEED Certified Energy Efficient Building	4
Business has other Sustainable Features (recycling, water reuse, etc.)	4
TOTAL POSSIBLE POINTS	17

BUSINESS TYPE & STANDING	POINTS
Company in Business for 5 Years or More	10
Verified Supply-Chain/Sourcing Relationship with \geq 1 Existing Camden Cty Business	5
TOTAL POSSIBLE POINTS	15

IV. Grant Process

- a. Any Property Owner which has qualified for incentive grant under the Program may receive said grant over a five (5) year grant award period, subject to the terms and conditions set forth herein.

**CAMDEN COUNTY BOARD OF COMMISSIONERS
DECEMBER 4, 2017**

- b. Each individual grant will require a separate contract agreement approved by the Applicant and the County following a properly noticed public hearing.
- c. Grant awards shall only be made after the company has paid its annual property tax and presented evidence of compliance with performance measures of the agreement.
- d. Each application form shall contractually bind the Applicant to the terms of the Program, and other compliance and verification requirements as may be deemed appropriate by the County Official.
- e. No final commitment by the County will be made until such time as the Board makes a final decision approving or disapproving the incentive grant.
- f. The execution of the Application by the County Official evidences that the application has been received and that it appears on its face to be an application qualified for consideration by the Board. This signature in no way indicates final approval of the grant application or any commitment by the County.
- g. Under this incentive policy, applicants may qualify for, but are not guaranteed, a financial incentive grant. The County reserves complete discretion in determining which eligible projects warrant a financial incentive grant. The County will use criteria outlined in this document and other policy documents to accept, reject or modify the grant amount. The Board will consider the following factors including but not limited to:
 - i. The number of employees to be hired, wage level, and quality of jobs to be created;
 - ii. The level of capital investment;
 - iii. The community impact created by the project;
 - iv. The business type and standing;
 - v. The location of the Property within the County and the overall need for improvements in that area;
 - vi. The previous condition of the Property to be improved;
 - vii. The nature of the business to be conducted in or on the Property to be improved; and

CAMDEN COUNTY BOARD OF COMMISSIONERS
DECEMBER 4, 2017

viii. Such other matters as the Board may, in its discretion, deem worthy of consideration.

- h. The County Official shall submit applications to the Camden Economic Development Commission (“CEDC”) for review and recommendation prior to submission for Board approval.
- i. All applications that meet the requirements of the program will be submitted for Board approval or disapproval.
- j. The County Official shall give written notice to each Applicant of the approval or disapproval of each grant application.
- k. Within thirty (30) days after a grant has been approved by the Board, the County and the Applicant shall enter into a written agreement setting forth the terms and conditions of the grant (the “Incentive Agreement”) that is satisfactory to the County, in the County’s sole discretion. If the Applicant does not enter into the Incentive Agreement within the applicable time period, the Applicant’s application and any Board approval shall be deemed null and void and of no further force and effect.
- l. If the Applicant does not enter into the Incentive Agreement (as hereinafter defined) within the applicable time period, the Applicant’s application and any Board approval shall be deemed null and void and of no further force and effect.
- m. After a grant has been approved by the Board, grants in future years may be paid to the Property Owner without the requirement for additional public notice and public hearing, provided; however, that the Property Owner must apply each year to the designated County official in order to receive grants in years following the first grant year. In addition, the Property Owner must be in full compliance with the terms of the Incentive Agreement.
- n. The grant funds will be paid to the Property Owner no later than thirty (30) days following the full execution of the Incentive Agreement; provided, however, that all property taxes attributable to the relevant improvements, renovations and/or additions to the Property and any other fees or assessments owed to the County have been paid. However, failure by the County to achieve this projected timeline shall not be a basis for any claim for damages or interest, on behalf of any Property Owner.
- o. Economic development incentive grant benefits may not be transferred to another party without the specific written consent of the Board of Commissioners.
- p. All incentive grant programs must be inspected and confirmed by a representative of Camden County appointed by the Board of Commissioners or County Manager during the five (5) year grant period as to job retention, property value investment, wages paid and all other performance measures by which the project benefits are

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determined. Failure to annually meet the projected agreed upon benchmark evaluation thresholds shall result in a reduction or termination of grant award for that year as set forth in the executed grant agreement.

- q. This policy only addresses one form of incentive that the County may offer: financial grant awards determined by property tax amounts. The County may, at its discretion, offer other kinds of incentives to companies in addition to—or instead of—this type of financial incentive.
- r. The guidelines for the program shall be subject to periodic review. Changing economic conditions or state incentive programs may cause the Board of Commissioners to modify, amend, or even terminate the program subject to compliance with any industrial or business development incentive grants in effect at that time. However, any project that has been provided an incentive grant prior to any program changes shall continue to receive an annual award for the period of the agreement as long as it remains compliant with the terms of the agreement.

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**CAMDEN COUNTY BOARD OF COMMISSIONERS
DECEMBER 4, 2017**

RESOLUTION NO. 2017-12-03

**RESOLUTION OF THE CAMDEN COUNTY BOARD OF COMMISSIONERS
FOR A SMALL BUSINESS ECONOMIC DEVELOPMENT INCENTIVE PROGRAM**

WHEREAS, North Carolina General Statute 158-7.1 authorizes counties to provide incentives to businesses or industries related to job creation and project investment;

WHEREAS, Camden County has a flexible Economic Development Incentive Program designed to benefit large businesses and industries;

WHEREAS, the Camden County Board of Commissioners (the "Board") is of the opinion that it should also provide economic development incentives to new and/or expanding small businesses or industries within Camden County (collectively, the "Small Businesses" and individually, the "Small Business");

WHEREAS, economic development incentives may be offered to Small Businesses based on job creation and project investment as determined by the Board; and

NOW THEREFORE, BE IT RESOLVED that the Board hereby adopts the Small Business Economic Development Incentive Program as set forth in Exhibit A attached hereto and incorporated herein by reference.

This 4th day of December, 2017.

Clayton D. Riggs
Clayton D. Riggs, Chairman
Camden County Board of Commissioners

Attest:

Karen Davis
Karen Davis, Clerk to the Board



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Motion to approve and adopt the Camden County Small Business Economic Development Incentive Program and Resolution 2017-12-03.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Tom White, Vice Chairman
AYES:	Meiggs, Riggs, White, Krainiak, Munro

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ITEM 9. NEW BUSINESS

A. October Monthly Tax Report

Lisa Anderson presented the tax report for the month of October, 2017.

Attachment: bocminutes_12042017 (1906 : BOC Minutes - December 4, 2017)

**CAMDEN COUNTY BOARD OF COMMISSIONERS
DECEMBER 4, 2017**

**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>
2016	94,493.28	7,930.82
2015	32,873.17	1,348.91
2014	23,033.08	1,693.82
2013	13,209.64	5,658.49
2012	8,745.04	8,351.59
2011	6,036.84	6,747.41
2010	4,989.40	5,012.61
2009	4,017.55	4,678.37
2008	3,795.46	5,127.46
2007	3,847.39	6,607.83
TOTAL REAL PROPERTY TAX UNCOLLECTED		195,040.85
TOTAL PERSONAL PROPERTY UNCOLLECTED		53,157.31
TEN YEAR PERCENTAGE COLLECTION RATE		99.64%
COLLECTION FOR 2017 vs. 2016		6,628.93 vs. 16,928.74
<u>LAST 3 YEARS PERCENTAGE COLLECTION RATE</u>		
	2016	98.47%
	2015	99.49%
	2014	99.64%

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Attachment: bocminutes_12042017 (1906 : BOC Minutes - December 4, 2017)

CAMDEN COUNTY BOARD OF COMMISSIONERS
DECEMBER 4, 2017

EFFORTS AT COLLECTION IN THE LAST 30 DAYS
ENDING October 2017
BY TAX ADMINISTRATOR

- 14 NUMBER DELINQUENCY NOTICES SENT
- 2 FOLLOWUP REQUESTS FOR PAYMENT SENT
- 5 NUMBER OF WAGE GARNISHMENTS ISSUED
- 11 NUMBER OF BANK GARNISHMENTS ISSUED
- 6 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
- 20 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

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Attachment A – Real

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	02-8934-01-17-4778.0000	10,563.66	1	LARRY G. LAMB SR	CAMDEN	152 158 US W
R	01-7989-00-01-1714.0000	9,438.94	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8899-00-45-2682.0000	5,505.31	10	SEAMARK INC.	SHILOH	HOLLY RD
R	02-8934-01-18-6001.0000	3,574.92	1	LINDA SUE LAMB HINTON	CAMDEN	150 158 US W
R	01-7998-01-08-6797.0000	3,525.74	2	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	02-8945-00-41-2060.0000	3,144.40	1	LASELLE ETHERIDGE SR.	CAMDEN	168 BUSHELL RD
R	02-8937-00-50-8036.0000	2,977.80	2	CLEVELAND WALSTON LE	CAMDEN	187 HERMAN ARNOLD
R	01-7998-01-08-8621.0000	2,808.19	4	WILLIE L. TURNER ETAL	SOUTH MILLS	1289 343 HWY N
R	02-8936-00-81-3147.0000	2,670.10	1	JUDITH TILLET	CAMDEN	190 RUN SWAMP RD
R	03-8965-00-13-1025.0000	2,657.82	2	SHARON EVANS MUNDEN	SHILOH	556 TROTMAN RD
R	03-8899-00-06-0950.0000	2,607.04	1	NA NGUYEN	SHILOH	117 EDGEWATER DR
R	03-8961-00-68-3593.0000	2,459.40	1	SECRETARY OF VETERANS AFFAIRS	SHILOH	169 RAYMONS CREEK
R	03-8965-00-44-7928.0000	2,447.56	1	WHALON & KATHLEEN MCCULLEN	SHILOH	404 SANDY HOOK RD
R	03-8899-00-16-2671.2425	2,421.27	1	SPRING LOTUS LLC	SHILOH	141 EDGEWATER DR
R	02-8923-00-15-3774.0010	2,328.84	5	WILLIAM CONOVER	CAMDEN	431 158 US W
R	03-8943-04-93-8214.0000	2,189.23	10	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	03-8953-04-12-6266.0000	2,100.62	1	R. VERNON BRAY, JR.	SHILOH	120 LAUREN LN
R	01-7080-00-62-1977.0000	2,062.78	7	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS FL
R	02-8935-02-66-7093.0000	2,029.22	2	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	01-7988-00-91-0179.0001	1,995.64	9	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	01-7989-03-30-8984.0000	1,992.70	2	WILLIE LAVBERNE TURNER	SOUTH MILLS	102 HORSESHOE RD
R	03-8952-00-95-8737.0000	1,927.12	2	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7999-00-78-4680.0000	1,892.10	2	BERTHA MARLENE GARRETT	SOUTH MILLS	379 OLD SWAMP RD
R	03-8962-00-05-0472.0000	1,799.11	2	LEAH BARCO	SHILOH	172 NICK RD
R	01-7999-00-32-3510.0000	1,777.65	2	FRANK MCMILLIAN HEIRS	SOUTH MILLS	195 BUNKER HILL RD
R	01-7999-00-12-8596.0000	1,714.51	2	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7998-01-17-7937.0000	1,701.01	1	CECIL SAWYER JR.	SOUTH MILLS	1266 343 HWY N
R	03-8971-00-54-7373.0000	1,698.78	2	DWAYNE HARRIS	SHILOH	125 ONE MILL RD
R	01-7999-00-46-1105.0000	1,694.04	1	LINDA EASON COLSON	SOUTH MILLS	176 PUDDING RIDGE
R	02-8935-04-63-0820.0000	1,598.28	1	BELCROSS PROPERTIES, LLC	CAMDEN	197 158 US E

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Attachment: bocminutes_12042017 (1906 : BOC Minutes - December 4, 2017)

CAMDEN COUNTY BOARD OF COMMISSIONERS
DECEMBER 4, 2017

194 Attachment B – Real
195

Table with columns: Roll, Parcel Number, YrsDlq, Unpaid Amount, Taxpayer Name, City, Property Address. Lists various property records for Attachment B - Real.

196 Attachment A – Personal
197
198

Table with columns: Roll, Parcel Number, Unpaid Amount, YrsDlq, Taxpayer Name, City, Property Address. Lists various property records for Attachment A - Personal.

199 Attachment B – Personal
200
201

Table with columns: Roll, Parcel Number, YrsDlq, Unpaid Amount, Taxpayer Name, City, Property Address. Lists various property records for Attachment B - Personal.

202

Attachment: bocminutes_12042017 (1906 : BOC Minutes - December 4, 2017)

**CAMDEN COUNTY BOARD OF COMMISSIONERS
DECEMBER 4, 2017**

203 **Motion to approve the tax report as presented.**

204	RESULT:	PASSED [UNANIMOUS]
205	MOVER:	Randy Krainiak, Commissioner
206	AYES:	Meiggs, Riggs, White, Krainiak, Munro

207
208 **B. Debris Management & Monitoring Contracts**

209
210 Camden County currently has Debris Management and Monitoring Contracts in place with
211 Phillips & Jordan, Inc. and Tetra Tech, Inc. The contracts between these two companies and
212 Camden County were for a period of three (3) years and are due to expire on January 5, 2018.
213 The terms of the contract include an option of an additional one (1) year term, upon written
214 consent of both parties.

215 **Motion to approve the extension of the current Debris Management and Monitoring**
216 **Contracts.**

217	RESULT:	PASSED [UNANIMOUS]
218	MOVER:	Tom White, Vice Chairman
219	AYES:	Meiggs, Riggs, White, Krainiak, Munro

220
221 **C. CEDC Bylaws Revision**

222
223 Interim Manager Stephanie Humphries presented the CEDC Bylaws Revision, Resolution 2017-
224 12-02 to the Board of Commissioners.
225

**CAMDEN COUNTY BOARD OF COMMISSIONERS
DECEMBER 4, 2017**

Resolution NO. 2017-12-02

**AMENDING THE BYLAWS OF THE
CAMDEN COUNTY
ECONOMIC DEVELOPMENT COMMISSION**

WHEREAS, the County of Camden by Resolution No. 2009-09-04 adopted September 8, 2009, created the Camden County Economic Development Commission, ("CEDC"); and

WHEREAS, the Camden County Economic Development Commission, has requested an amendment to the Economic Development Commission membership as follows;

**ARTICLE V
Membership**

Section 1. The Commission membership shall be comprised of no more than ~~nine (9)~~ **eight (8)** members: **seven (7) voting members and one (1) ex-officio nonvoting member with each having a vote.** Of the ~~nine (9)~~ **seven (7) voting** members of the Commission, one is the Chairperson of the Camden County Board of Commissioners or his/her designated Board representative ~~and the County Manager.~~ **The ex-officio nonvoting member shall be the County Manager.** The remaining ~~seven (7)~~ **six (6)** members are to be filled from the following professions...

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners for Camden County, North Carolina in open session duly convened, by the adoption and enactment of this resolution, adopt these amendments, and by reference all necessary amendments in relation to the membership, to the By-Laws for the Camden County Economic Development Commission.

These By-Laws amendments are adopted pursuant to Chapter 158 of the North Carolina General Statutes and the said Commission derived its authority from the said Chapter 158 and all things inconsistent therewith are deemed stricken and modified herein.

ADOPTED the 4th day of December, 2017 by the Camden County Board of Commissioners in Camden, North Carolina.

Clayton D. Riggs
Clayton D. Riggs, Chairman
Camden County Board of Commissioners



ATTEST:
Karen Davis
Karen Davis
Clerk to the Board

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Motion to approve Resolution 2017-12-02 as presented.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Randy Krainiak, Commissioner
AYES:	Meiggs, Riggs, White, Krainiak, Munro

Attachment: bocminutes_12042017 (1906 : BOC Minutes - December 4, 2017)

**CAMDEN COUNTY BOARD OF COMMISSIONERS
DECEMBER 4, 2017**

238 D. County Manager Appointment

239

240 **Motion to approve the contract offered to the new county manager as presented by the**
241 **county attorney.**

242	RESULT:	PASSED [UNANIMOUS]
243	MOVER:	Garry Meiggs, Commissioner
244	AYES:	Meiggs, Riggs, White, Krainiak, Munro

245

246 Mr. Ken Bowman was introduced as the new County Manager for Camden County.

247

248 Mr. Bowman thanked the board for its trust and faith in his abilities. He expressed his
249 enjoyment of the interview and the area of Camden. He extended an invitation to the citizens of
250 Camden County to visit his office any time.

251

252 Chairman Riggs stated that Interim Manager Stephanie Humphries will assist Mr. Bowman in his
253 duties until he begins a fulltime schedule on December 18, 2017.

254

255 Commissioner Tom White thanked Ms. Humphries for her outstanding service to the county as
256 Interim Manager.

257

258 **ITEM 10. BOARD APPOINTMENTS**

259

260 1. Reappoint Planning Board Members

261

262 **Motion to reappoint Calvin Leary, Ray Albertson & Rick McCall to the Planning Board**
263 **with a 3-year term to expire June 30, 2020.**

264	RESULT:	PASSED [UNANIMOUS]
265	MOVER:	Tom White, Vice Chairman
266	AYES:	Meiggs, Riggs, White, Krainiak, Munro

267

268 **SOUTH CAMDEN WATER & SEWER DISTRICT BOARD OF DIRECTORS**

269

270 **Motion to recess to South Camden Water & Sewer District Board of Directors meeting.**

271	RESULT:	PASSED [UNANIMOUS]
272	MOVER:	Garry Meiggs, Commissioner
273	AYES:	Meiggs, Riggs, White, Krainiak, Munro

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**CAMDEN COUNTY BOARD OF COMMISSIONERS
DECEMBER 4, 2017**

- 278 **New Business**
279 A. Monthly Update
280

*South Camden Water & Sewer Board
Monthly Work Order Statistics Report
Period: October 2017*

	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
<i>Water/Distribution</i>	92	92	100%	0
<i>Sewer/Collection</i>	1	1	100%	0

Locates:

Water Line: 72

Sewer Line: 22

Water & Sewer, same ticket:12

Public Works Director Notes/Comments:

Ten work orders have been reviewed for accuracy.

- 281
282
283 **Motion to accept the monthly work report as presented.**
284

285 RESULT:	PASSED [UNANIMOUS]
286 MOVER:	Garry Meiggs, Commissioner
287 AYES:	Meiggs, Riggs, White, Krainiak, Munro

- 288
289 B. Capacity Fee Analysis
290
291 Interim Manager Stephanie Humphries presented the following proposal to the Board:
292

CAMDEN COUNTY BOARD OF COMMISSIONERS
DECEMBER 4, 2017



1001 Winstead Drive
 Suite 355
 Cary, NC 27513

www.raftelis.com

November 21, 2017

Stephanie M. Humphries, MBA, CLGFO
 Interim County Manager & Finance Officer
 Camden County
 PO Box 190, Camden NC 27921

Subject: Engagement Letter – Camden County System Development Fee Study

Dear Ms. Humphries:

Raftelis Financial Consultants, Inc. ("Raftelis") is pleased to submit this engagement letter to Camden County (County) to perform a water and sewer system development fee study. The new North Carolina House Bill 436 (HB 436) is prompting the County to review its water and sewer system development fees and ensure the fees comply with HB 436. Raftelis is providing this engagement letter to the County to provide assistance with developing cost-justified water and sewer system development fees using methodologies consistent with the methodology described in HB 436.

Project Scope

Based on HB 436, one of three methodologies may be used for calculating impact fees: the System Buy-In Approach, Marginal Incremental Approach, or a Combined Approach.

The Buy-In Methodology is most appropriate in cases where the existing system assets provide extra capacity to provide service to new customers. This approach calculates a fee based upon the proportional cost of each user's share of existing plant capacity. The cost of the facilities is based on fixed assets records and usually includes escalation of the depreciated value of those assets to current dollars. All core assets that provide benefit to the general transmission/collection and treatment systems are typically included, such as water and wastewater treatment plants, water reservoirs (storage tanks), major water transmission mains and wastewater interceptors, and pump/lift stations.

The Incremental Cost (or Marginal Cost) Methodology focuses on the cost of adding additional facilities to serve new customers. It is most appropriate in a situation where existing facilities do not have available capacity to provide service to new customers, and the cost for new capacity can be tied to an approved capital improvement plan (CIP), or where additional capacity is currently being added and costs can be tied to an on-going construction program.

The Combined Cost approach is used in cases where the existing assets provide some capacity to accommodate new customers, but where the CIP also identifies significant capital investment to add additional infrastructure to address future growth and capacity needs.

To calculate the water and sewer system development fees for the County, Raftelis will perform the following tasks:

293
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Attachment: bocminutes_12042017 (1906 : BOC Minutes - December 4, 2017)

CAMDEN COUNTY BOARD OF COMMISSIONERS

DECEMBER 4, 2017

Ms. Stephanie M. Humphries
Camden County

November 21, 2017
Page 2

TASK 1: Project Management and Administration

This task provides for consistent and competent project oversight to ensure all objectives of the study are met efficiently and on schedule.

TASK 2: Data Collection and Review

Raftelis will prepare a detailed data request list that will identify the information needed to complete the study. Examples of data may include current detailed fixed asset information, the current and approved capital improvement plan, existing debt service, capacity in existing or proposed facilities, etc.

Task 3: Data Analysis and Model Development

Raftelis will develop a model which will provide the functionality to determine the cost basis for the water and sewer system development fees, determine the water and sewer capacity supported by the cost basis, and ultimately determine a cost per gallon per day for capacity in core assets. This cost of capacity per gallon per day will be multiplied by the amount of capacity needed to serve each customer, which becomes the basis for the utility's system development fees. The system development fee can be assessed in various ways. For example, one common approach is to scale the system development fee by meter size using demand ratios established by the American Water Works Association. Once all objectives are completed through Task 3, Raftelis will conduct a Webinar to discuss preliminary results. This will give County staff the opportunity to react to, and provide insight on the preliminary results prior to the completion of the study. Raftelis will then make any modifications and finalize the calculation of system development fees.

Task 4: Preparation of Letter Report

Raftelis will document the study's process and findings in a letter report. County staff will be provided an opportunity to review the report prior to it being made final.

Project Staffing and Fees

The project will be staffed by the same personnel who are providing assistance to several other NC communities regarding water and sewer system development fee studies. I will serve as the Project Manager for this project and will be assisted by staff consultants to develop the model.

We propose to complete the scope of work outlined above for fees and expenses not-to-exceed \$18,000. These fees are based on approximately 96 hours of consultant time. These fees reflect the due diligence efforts to ensure the system development fees comply with HB 436. They also reflect the inclusion of a webinar to discuss the preliminary results and a final presentation of our report via webinar to County staff. If you would prefer we present our final report in person, we can do so for an additional not-to-exceed amount of \$2,500.

It is our practice to bill monthly for fees and expenses as they are incurred during a project. Total fees and expenses will be limited to the not-to-exceed amount unless specific approval for an adjustment in scope is received from the County. If actual hours incurred are less than the estimated hours in the work plan, then these savings will be passed on to you.

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Attachment: bocminutes_12042017 (1906 : BOC Minutes - December 4, 2017)

**CAMDEN COUNTY BOARD OF COMMISSIONERS
DECEMBER 4, 2017**

Ms. Stephanie M. Humphries
Camden County

November 21, 2017
Page 3

If you agree with the requested fees and expenses documented in this letter, please have a designated representative of the County sign in the space below, and return one copy for our files.

Should you have any questions, please do not hesitate to contact me at (919) 780-9151 or Melissa Levin at (704) 936-4441.

Very truly yours,
RAFTELIS FINANCIAL CONSULTANTS, INC.

Keith Readling, PE
Executive Vice President

Melissa Levin
Senior Manager

We accept the terms of this Engagement Letter: (please select from the two options for service immediately below and sign and return one original).

Options for Service - Choose One

Base scope only (\$18,000 not to exceed): _____
Base scope plus in-person presentation of final report (\$20,500 not to exceed): _____

_____	_____
Signature	Date
_____	_____
Title	Name of authorized agent

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Motion to approve the Raftelis engagement contract.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Tom White, Vice Chairman
AYES:	Meiggs, Riggs, White, Krainiak, Munro

Attachment: bocminutes_12042017 (1906 : BOC Minutes - December 4, 2017)

**CAMDEN COUNTY BOARD OF COMMISSIONERS
DECEMBER 4, 2017**

310 **Consent Agenda**

311
312 A. Budget Amendment
313

**2017-18-BA009
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, 2018.

Section 1. To amend the South Camden Water & Sewer Capacity Fee Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
23399710-439900	Fund Balance	\$6,000	
23399720-439900	Fund Balance	\$6,000	
23399750-439900	Fund Balance	\$6,000	
Expenses			
237100-545000	Contracted Services	\$6,000	
237200-545000	Contracted Services	\$6,000	
237500-545000	Contracted Services	\$6,000	

This Budget Amendment is made to appropriate funds for required analysis.

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 4th day of December, 2017.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

314
315 **Motion to approve the consent agenda.**

RESULT:	PASSED [UNANIMOUS]
MOVER:	Tom White, Vice Chairman
AYES:	Meiggs, Riggs, White, Krainiak, Munro

319

Attachment: bocminutes_12042017 (1906 : BOC Minutes - December 4, 2017)

**CAMDEN COUNTY BOARD OF COMMISSIONERS
DECEMBER 4, 2017**

320 **Motion to adjourn the South Camden Water & Sewer District Board of Directors.**

321 **RESULT:** PASSED [UNANIMOUS]
 322 **MOVER:** Tom White, Vice Chairman
 323 **AYES:** Meiggs, Riggs, White, Krainiak, Munro

324
 325 Chairman Riggs reconvened the Board of Commissioners meeting.

327 **ITEM 11. CONSENT AGENDA**

329 Consent Agenda was amended to add Budget Amendments 2017-18-BA010 & 2017-18-BA011.

331 A. BOC Minutes – November 6, 2017

333 B. System Development Fee Analysis Proposal – (Included in SCWSD Board of Directors Meeting Minutes – New Business, Letter B.)

336 C. 17-18 Budget Amendments

2017-18-BA009
 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, 2018.

Section 1. To amend the South Camden Water & Sewer Capacity Fee Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
23399710-439900	Fund Balance	\$6,000	
23399720-439900	Fund Balance	\$6,000	
23399750-439900	Fund Balance	\$6,000	
Expenses			
237100-545000	Contracted Services	\$6,000	
237200-545000	Contracted Services	\$6,000	
237500-545000	Contracted Services	\$6,000	

This Budget Amendment is made to appropriate funds for required analysis.

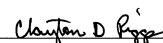
This will result in no change to the Contingency of the General Fund.

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 4th day of December, 2017.



Clerk to Board of Commissioners



Chairman, Board of Commissioners



338

**CAMDEN COUNTY BOARD OF COMMISSIONERS
DECEMBER 4, 2017**

339

**2017-18-BA010
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, 2018.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
	Fund Balance	\$90,000	
Expenses			
	Electronic Transactions	\$90,000	

This Budget Amendment is made to appropriate funds for required electronic transaction pre-audit sufficient to cover the maximum amount approved for payment (credit limit).

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

Balance in Contingency \$40,000.00

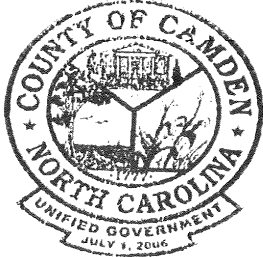
Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 4th day of December, 2017.

Karen Davis

Clayton D. Riggs

Clerk to Board of Commissioners

Chairman, Board of Commissioners



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Attachment: bocminutes_12042017 (1906 : BOC Minutes - December 4, 2017)

**CAMDEN COUNTY BOARD OF COMMISSIONERS
DECEMBER 4, 2017**

**2017-18-BA011
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, 2018.

Section 1. To amend the South Mills Watershed Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
36360472-436110	State Grant Revenue	\$6,000	
Expenses			
364720-545000	Contracted Services	\$6,000	

This Budget Amendment is made to appropriate funds for stream debris removal.

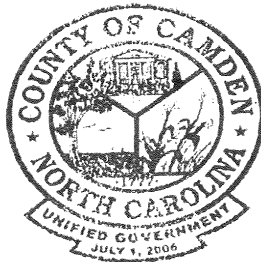
This will result in no change to the Contingency of the General Fund.

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 4th day of December, 2017.

Karen Davis
Clerk to Board of Commissioners

Clayton D. Riggs
Chairman, Board of Commissioners



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**CAMDEN COUNTY BOARD OF COMMISSIONERS
DECEMBER 4, 2017**

352 D. School Budget Amendment

Budget Amendment

Camden County Schools Administrative Unit

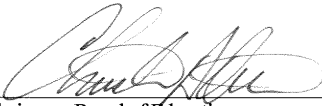
Other Local Current Expense Fund

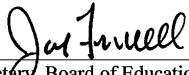
The Camden County Board of Education at a meeting on the 9th day of November, 2017 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2018.

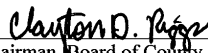
Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs	19.00	
6400	Technology Support Services	588.00	
6600	Financial & Human Res. Services		607.00
Explanation:			
Total Appropriation in Current Budget		\$	457,420.00
Amount of Increase/Decrease of Above Amendment			.00
Total Appropriation in Current Amended Budget		\$	457,420.00

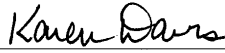
Passed by majority vote of the Board of Education of Camden County on the 9th day of November 2017.


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 4th day of December 2017.


Chairman, Board of County Commissioners


Clerk, Board of County Commissioners



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**CAMDEN COUNTY BOARD OF COMMISSIONERS
DECEMBER 4, 2017**

366 F. Pickups, Releases & Refunds

NAME	REASON	TYPE NO.
Nelson Davila	\$200.00 Code Enforcement Fee	Pick-Up/20447 R-94927-16
Nelson Davila	\$140.00 Code Enforcement Fee	Pick-Up/20448 R-94927-16
Anthony R. & Mistey C. Vicroy	\$315.00 Code Enforcement Fee	Pick-Up/20449 R-95606-16

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369

G. Surplus Property Request

Surplus Property Request

Requested by: Sheriff Perry
 Sell Dispose

Department: Sheriff's Office LESO Program

Item: 1989 Dump truck

Disposal Method: GovDeals

Suggested Value: \$500.00

Reason for surplus: No longer useful

Item Description
 1989 International 4600, 4x2, Vin # 1HTSAZPM3LH244656
 mileage 30,995

Manager Approval

Disposal Method: _____
 Value: _____
 Comments:

Board Approval

Approved/Denied: **APPROVE**
 Date: **5 DEC 17**

Final Disposition Date:

Method: _____
 Amount: _____
 Purchased by: _____

370
371
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373

H. Set Public Hearing for UDO 2017-10-01 SUP Camden Solar LLC

Attachment: bocminutes_12042017 (1906 : BOC Minutes - December 4, 2017)

**CAMDEN COUNTY BOARD OF COMMISSIONERS
DECEMBER 4, 2017**

374 **Motion to approve the consent agenda as amended.**

375	RESULT:	PASSED [UNANIMOUS]
376	MOVER:	Tom White, Vice Chairman
377	AYES:	Meiggs, Riggs, White, Krainiak, Munro

378
379 **ITEM 12. COMMISSIONERS' REPORTS**

380
381 Chairman Riggs reported that Albemarle Commission has requested Camden County to provide
382 a delegate at-large to serve on its Board of Delegates. He suggested the Board appoint Mrs.
383 Sandra Duckwall as she is willing to serve in this capacity.

384
385 **Motion to amend the agenda to add appointment of Mrs. Sandra Duckwall to Albemarle**
386 **Commission Board of Delegates.**

387	RESULT:	PASSED [UNANIMOUS]
388	MOVER:	Ross Munro, Commissioner
389	AYES:	Meiggs, Riggs, White, Krainiak, Munro

390
391 **ITEM 13. COUNTY MANAGER'S REPORT**

392
393 Stephanie Humphries expressed her appreciation to the Board in allowing her the honor to serve
394 the community as Interim Manager. She also thanked the staff for their hard work and
395 dedication.

396
397 Chairman Riggs added his appreciation to Ms. Humphries.

398
399 There being no further matters to come before the Board, Chairman Riggs adjourned the meeting
400 at 10:45 AM.

401
402
403 _____
404 Clayton D. Riggs, Chairman
405 Camden County Board of Commissioners

406
407 ATTEST:
408
409 _____
410 Karen Davis
411 Clerk to the Board

Attachment: bocminutes_12042017 (1906 : BOC Minutes - December 4, 2017)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.B
Meeting Date: January 08, 2018

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

Item Title **17-18 Budget Amendments**

Attachments: 17-18-BA012 Trust Account (DOC)
 17-18-BA013 Crisis Intervention (DOC)
 17-18-BA014 Extension (DOC)
 17-18-BA015 Revenue Increases (DOC)

Summary: BA0012 Trust Accounts
 BA0013 Crisis Intervention
 BA0014 Extension Participation Fees
 BA0015 Revenue Appropriations

Recommendation: Approve request

2017-18-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, 2018.

Section 1. To amend the Trust Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
51	Trust Account Revenue	\$28,800	
Expenses			
51	Trust Account Expense	\$28,800	

This Budget Amendment is made to appropriate funds for Trust Clients.

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 8th day of January, 2017.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

Attachment: 17-18-BA012 Trust Account (1914 : 17-18 Budget Amendments)

**2017-18-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, 2018.

Section 1. To amend the Social Services Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
52	Crisis Intervention		\$167
Expenses			
52	Crisis Intervention		\$167

This Budget Amendment is made to adjust appropriation for Crisis Intervention.

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 8th day of January, 2017.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

Attachment: 17-18-BA013 Crisis Intervention (1914 : 17-18 Budget Amendments)

2017-18-BA014
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, 2018.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
10340605-432700	Participation Fees	\$13,730	
Expenses			
106050-544002	Participation Expenses	\$13,730	

This Budget Amendment is made to appropriate funds for Extension Participation Fees & Expenses.

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 2nd day of October, 2017.

 Clerk to Board of Commissioners

 Chairman, Board of Commissioners

Attachment: 17-18-BA014 Extension (1914 : 17-18 Budget Amendments)

2017-18-BA015
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, 2018.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
10330510-434870	Revenue	\$ 3,643	
10340493-435500	Building Permits Revenue	\$60,000	
10350400-438100	Leased Property	\$ 516	
10350400-438300	Sales of Fixed Assets	\$ 4,000	
10385510-434844	Sheriff Fundraisers	\$ 1,500	
10399400-439900	Fund Balance Appropriated		\$68,559
Expenses			
105100-551400	Sheriff Fundraisers	\$ 1,100	

This Budget Amendment is made to appropriate revenues 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 8th day of January, 2017.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

Attachment: 17-18-BA015 Revenue Increases (1914 : 17-18 Budget Amendments)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.C
Meeting Date: January 08, 2018

Submitted By: Karen Davis, Clerk to the Board
Schools
Prepared by: Karen Davis

Item Title **School Budget Amendments**

Attachments: School Budget Amendments (PDF)

Summary:
School Budget Amendments
Recommendation:
Review and Approve

Budget Amendment

Camden County Schools Administrative Unit

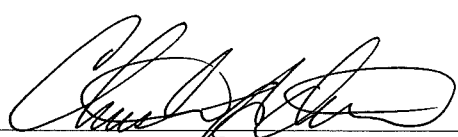
Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 4th day of December, 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, 2018.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs	27.00	
6400	Technology Support Services		27.00
6600	Financial & Human Res. Services		79.00
6900	Policy, Ldrshp, & Pub Relations\	79.00	
Explanation:			
	Total Appropriation in Current Budget	\$	457,420.00
	Amount of Increase/Decrease of Above Amendment		.00
	Total Appropriation in Current Amended Budget	\$	457,420.00

Passed by majority vote of the Board of Education of Camden County on the 4th day of December 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

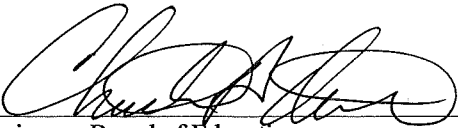
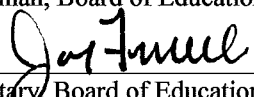
Attachment: School Budget Amendments (1904 : School Budget Amendments)

Budget Amendment
 Camden County Schools Administrative Unit
 Capital Outlay Fund

The Camden County Board of Education at a meeting on the 4th day of December, 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, 2018.

Code Number	Description of Code	Amount	
		Increase	Decrease
9100	Category I Projects	1,000.00	
9300	Category III Projects		1,000.00
Explanation:			
	Total Appropriation in Current Budget	\$	346,617.10
	Amount of Increase / (Decrease) of Above Amendment	+	0.00
	Total Appropriation in Current Amended Budget	\$	346,617.10

Passed by majority vote of the Board of Education of Camden County Schools on the 4 th day of December 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 in the minutes of said Board, this ____ day of _____ 2____. _____ Chairman, Board of County Commissioners _____ Clerk, Board of County Commissioners
--	--

Attachment: School Budget Amendments (1904 : School Budget Amendments)

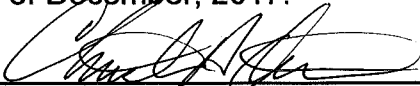
BUDGET AMENDMENT
December 4, 2017

4. Capital Outlay Fund


A. We must adjust our budget to reflect funds transferred to cover the cost of resurfacing the breezeway connector at CCHS. We request your approval of the following amendment.

<u>Category I Projects</u>		
9105.077.529	Ceiling Tile/Lighting	\$ - 1,600.00
9112.077.529	Painting & Floor Coverings	+ 5,400.00
9135.077.311	Refinishing Gym Floors	- <u>2,800.00</u>
Total – Category I Projects		\$ + 1,000.00
 <u>Category III Projects</u>		
9302.077.551	Pur of County Vehicle	\$ - <u>1,000.00</u>
Total – Category III Projects		- 1,000.00

Passed by majority vote of the Board of Education of Camden County on the 4th day of December, 2017.



Chairman, Board of Education



Secretary, Board of Education

Attachment: School Budget Amendments (1904 : School Budget Amendments)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.D
Meeting Date: January 08, 2018

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

Item Title **Tax Collection Report - November 2017**

Attachments: Tax Collection Report - November 2017 (PDF)

Summary:
November 2017 Tax Collection Report

Recommendation:
Review and Approve



CAMDENCOUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.E
Meeting Date: January 08, 2018
Submitted By: Lisa Anderson, Tax Administrator
 Taxes
 Prepared by: Karen Davis

Item Title **Pickups, Releases & Refunds**

Attachments: Pickups, Releases & Refunds (PDF)

Summary:
 Pickups, releases and refunds.
Recommendation:
 Review and approve.

<u>NAME</u>	<u>REASON</u>	<u>TYPE NO.</u>
Elwood & Geraldine Sawyer	1,508.68 Adjustment - Correction as per survey's record	Pick-up/20453 R-105734-17
Alice Bartlett Sawyer	\$1,513.29 Adjustment - Correction as per survey's record	Pick-Up/20454 R-105762-17
Colby William Gray	\$258.19 Refund - Turned in plates	Pick-Up/20470 38891914-16
Harry Franklin O'Neal, Jr.	\$325.14 Refund - Turned in plates	Pick-up/20482 39647573-17
Linda Sue Lamb Hinton	\$250.00 Foreclosure Fee	Pick-up/20483 R-97710-16
Bradly James Johnson	\$116.29 Refund - Turned in plates	Pick-up/20484 25257071-16
John Peter Leary	\$128.00 Refund - Turned in plates	Pick-up/20486 39564727-17
Steven William Fecker	\$112.83 Refund - Turned in plates	Pick-up/20493 29480146-17
Charlie Hughes, Jr.	\$151.18 Refund - Turned in plates	Pick-up/20495 19714507-16
Linda W. Nash	\$3,779.27 Pick-Up - Roll back taxes	Pick-up/20497 R-86090-14 R-93222-15 R-100398-16 R-107630-17
James R. Williams	\$3,779.27 Pick-Up - Roll back taxes	Pick-up/20498 R-86872-14 R-94094-15 R-101277-16 R-108530-17

Attachment: Pickups, Releases & Refunds (1920 : Pickups, Releases & Refunds)

FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

No. 20453

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: () OVERCHARGED () DOUBLE LISTING
() LATE LISTING (✓) OTHER Correction as per surveys recorder

YEAR 2017 TOWNSHIP CH
NAME Elwood + Gerald dean Sawyer (2819)
ADDRESS 633 Hwy 343 N
Camden, NC 27921
PIN # 02-8918-00-83-0363-0000

RELEASE

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>Storm Water INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real <u>474444</u>					
Total _____	<u>3368.55</u>	<u>47.44</u>	<u>63.28</u>	<u>3479.27</u>	<u>R105731</u>

PICK UP

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>Storm Water INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real <u>537062</u>					
Total _____	<u>1820.82</u>	<u>26.49</u>	<u>63.28</u>	<u>1979.59</u>	<u>R105731</u>

ADJUSTMENT/REFUND

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____	<u>1487.73</u>	<u>20.95</u>		<u>1508.68</u>	<u>R105731</u>

Jeri Smith
TAX ADMINISTRATOR Specialist

APPROVED _____ DAY OF _____ 20_____

CHAIRMAN OF COMMISSIONERS/COUNTY MANAGER

Attachment: Pickups, Releases & Refunds (1920 : Pickups, Releases & Refunds)

FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

No. 20454

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: () OVERCHARGED () DOUBLE LISTING
() LATE LISTING (✓) OTHER Correction as per survey record

YEAR 2017 TOWNSHIP CH

NAME Alice Bartlett Sawyer (5292)

ADDRESS 645 Hwy. 343 N
Camden, NC 27921

PIN # R02-8918-00-70-0511-0000

RELEASE

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>Storm Water INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real <u>537062</u>					
Total _____	<u>1878.40</u>	<u>26.46</u>	<u>54.24</u>	<u>1959.10</u>	<u>R10576</u>

PICK UP

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>Storm Water INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real <u>474744</u>	<u>337068</u>				
Total _____	<u>1492.28</u>	<u>47.47</u>	<u>54.24</u>	<u>3472.39</u>	<u>R10576</u>

ADJUSTMENT/REFUND

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____	<u>1492.28</u>	<u>21.01</u>		<u>1513.29</u>	<u>R10576</u>

Jeri Smith
TAX ADMINISTRATOR Specialist

APPROVED _____ DAY OF _____ 20_____

CHAIRMAN OF COMMISSIONERS COUNTY MANAGER

Attachment: Pickups, Releases & Refunds (1920 : Pickups, Releases & Refunds)

FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

No. 20470

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: () OVERCHARGED () DOUBLE LISTING
() LATE LISTING () OTHER Turned in plat

YEAR 2016 TOWNSHIP CH

NAME Colby William Gray (25825182)

ADDRESS 363 Ivy Neck Rd.
Camden, NC 27921

PIN # 0038891914

RELEASE

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

PICK UP

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

ADJUSTMENT/REFUND

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____	$344.26 \div 12 = 28.688$				
Real _____	$28.688 \times 3 = 86.07$				
Total _____				<u>258.19</u>	<u>38891 4</u>

Levi Smith
TAX ADMINISTRATOR Specialist

APPROVED _____ DAY OF _____ 20____

CHAIRMAN OF COMMISSIONERS/COUNTY MANAGER

Attachment: Pickups, Releases & Refunds (1920 : Pickups, Releases & Refunds)

FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

No. 20482

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: () OVERCHARGED () DOUBLE LISTING
() LATE LISTING (✓) OTHER Turned in the pla

YEAR 2017 TOWNSHIP CH
NAME Harry Franklin O'Neal Jr. (26612661)
ADDRESS 365 Ivy Neck Rd.
Camden, NC 27921
PIN # 0039647573

RELEASE

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

PICK UP

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

ADJUSTMENT/REFUND

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____		$354.70 \div 12 = 29.558$			
Real _____		$29.558 \times 1 = 29.56$			
Total _____				<u>325.14</u>	<u>396475</u>

Jeri Smith
TAX ADMINISTRATOR Specialist

APPROVED _____ DAY OF _____ 20____

CHAIRMAN OF COMMISSIONERS COUNTY MANAGER

Attachment: Pickups, Releases & Refunds (1920 : Pickups, Releases & Refunds)

FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

No. 20483

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: () OVERCHARGED () DOUBLE LISTING
() LATE LISTING (X) OTHER FORECLOSURE FEE

YEAR 2016 TOWNSHIP COURTHOUSE

NAME LINDA SUE LAMB HINTON

ADDRESS 135 COTTONWOOD DRIVE
HERTFORD, NC 27944

PIN # 02-8934-01-18-6001-0000

RELEASE

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

PICK UP FORECLOSURE FEE

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____			250.00		R9771 2011

ADJUSTMENT/REFUND

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

Kimberly O. Minton
TAX ADMINISTRATOR/SPECIALIST

APPROVED _____ DAY OF _____ 20_____

CHAIRMAN OF COMMISSIONERS COUNTY MANAGER

Attachment: Pickups, Releases & Refunds (1920 : Pickups, Releases & Refunds)

FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

No. 20484

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: () OVERCHARGED () DOUBLE LISTING
() LATE LISTING () OTHER Turned in plot

YEAR 2016 TOWNSHIP SM
NAME Bradly James Johnson (10165371)
ADDRESS 206 S Elm St
South Mills, NC 27976
PIN # 0025257071

RELEASE

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

PICK UP

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

ADJUSTMENT/REFUND

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____		$174.43 \div 12 = 14.536$			
Real _____		$14.536 \times 4 = 58.14$			
Total _____				<u>116.29</u>	<u>25257</u>

Levi Smith
TAX ADMINISTRATOR Specialist

APPROVED _____ DAY OF _____ 20____

CHAIRMAN OF COMMISSIONERS/COUNTY MANAGER

Attachment: Pickups, Releases & Refunds (1920 : Pickups, Releases & Refunds)

FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

No. 20486

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: () OVERCHARGED () DOUBLE LISTING
() LATE LISTING (✓) OTHER Turned in plate.

YEAR 2017 TOWNSHIP CH
NAME John Peter Leary (26518039)
ADDRESS 104 Maddrey Dr.
Camden, NC 27921
PIN # 0039564727

RELEASE

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

PICK UP

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

ADJUSTMENT/REFUND

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____		$139.63 \div 12 = 11.636$			
Real _____		$11.636 \times 1 = 11.636$			
Total _____				<u>128.00</u>	<u>39564</u>

Levi Smith
TAX ADMINISTRATOR Specialist

APPROVED _____ DAY OF _____ 20____

CHAIRMAN OF COMMISSIONERS/COUNTY MANAGER

Attachment: Pickups, Releases & Refunds (1920 : Pickups, Releases & Refunds)

FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

No. 20493

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: () OVERCHARGED () DOUBLE LISTING
() LATE LISTING (✓) OTHER Turned in plate

YEAR 2016 TOWNSHIP SN
NAME Steven William Fecker (14301178)
ADDRESS 27120 Woodside Dr
Salisbury, MD 21801
PIN # 0029480146

RELEASE

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

PICK UP

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

ADJUSTMENT/REFUND

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____				<u>112.83</u>	<u>294801</u>

Levi Smith
TAX ADMINISTRATOR Specialist

APPROVED _____ DAY OF _____ 20____

CHAIRMAN OF COMMISSIONERS/COUNTY MANAGER

Attachment: Pickups, Releases & Refunds (1920 : Pickups, Releases & Refunds)

FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

No. 20495

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: () OVERCHARGED () DOUBLE LISTING
() LATE LISTING (✓) OTHER Turned in plate

YEAR 2016 TOWNSHIP SH
NAME Charlie Hughes Jr. (15450701)
ADDRESS 113 Raymons Creek Rd.
Shiloh, NC 27974
PIN # 0019714507

RELEASE

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

PICK UP

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

ADJUSTMENT/REFUND

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____				<u>151.18</u>	<u>197145</u>

Leri Smith
TAX ADMINISTRATOR Specialist

APPROVED _____ DAY OF _____ 20____

CHAIRMAN OF COMMISSIONERS/COUNTY MANAGER

Attachment: Pickups, Releases & Refunds (1920 : Pickups, Releases & Refunds)

FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

No. 20497

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: () OVERCHARGED () DOUBLE LISTING
() LATE LISTING (✓) OTHER Roll back taxes

YEAR 2014-2017 TOWNSHIP SH

NAME Linda W. Nash (5549)

ADDRESS 247 Ivy Neck Rd.

Camden, NC 27921

PIN # R03-8965-00-62-8349-0001

RELEASE

PROPERTY VALUE	COUNTY	FIRE	INTEREST	TOTAL	BILL #
Personal _____					
Real _____					
Total _____					

PICK UP

PROPERTY VALUE	COUNTY	FIRE	INTEREST	TOTAL	BILL #
Personal _____					R 26090/ R 93222
Real _____					R 100398
Total _____	3254.67	49.44	475.16	3779.27	R 107630

ADJUSTMENT/REFUND

PROPERTY VALUE	COUNTY	FIRE	INTEREST	TOTAL	BILL #
Personal _____					
Real _____					
Total _____					

Leri Smith
TAX ADMINISTRATOR Specialist

APPROVED _____ DAY OF _____ 20_____

CHAIRMAN OF COMMISSIONERS/COUNTY MANAGER

Attachment: Pickups, Releases & Refunds (1920 : Pickups, Releases & Refunds)

FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

No. 20498

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: () OVERCHARGED () DOUBLE LISTING
() LATE LISTING (✓) OTHER Roll back taxes

YEAR 2014 - 2017 TOWNSHIP SH

NAME James R. Williams (3966)

ADDRESS 45 Cypress Ln.
Southern Shores, NC 27949

PIN # R03-8965-00-62-8349-0000

RELEASE

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

PICK UP

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					R 86975 +
Real _____					R 94090 5
Total _____	3254.67	49.44	475.16	3779.27	R 10127 6 R 10853 7

ADJUSTMENT/REFUND

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

Jeri Smith
TAX ADMINISTRATOR Specialist

APPROVED _____ DAY OF _____ 20____

CHAIRMAN OF COMMISSIONERS COUNTY MANAGER

Attachment: Pickups, Releases & Refunds (1920 : Pickups, Releases & Refunds)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.F
Meeting Date: January 08, 2018
Submitted By: Terri Smith,
Taxes
Prepared by: Terri Smith
Item Title Refunds Over \$100.00
Attachments: 20171205085411089.pdf (PDF)
Summary: Refunds Over \$100.00
Recommendation: Review and Approve

REFUNDS OVER \$100.00

CAMDEN COUNTY

Refunds to be Issued by Finance Office

Refunds	Remit To:	Reference:	Drawer/Transaction Info:
1,287.12	ADKINS,STEPHEN R 1267 HWY 343 S SHILOH NC 27973	2017 R-104856 & R-108617-17 OVERPAYMENT	20171120 2 236411
284.04	CAMDEN SQUARE ASSOCIATES 524 WINSTON SALEM AVENUE VIRGINIA BEACH VA 23451	2017 R 01-7080-00-47-2055.0000 overpayment	20171027 1 235883
116.61	CARTER, ROBERT 14 TRESTLES COURT CAMDEN NC 27921	2017 R 02-8934-01-06-9911.0014	20171115 2 236302
1,151.38	CORELOGIC CENTRALIZED REFUNDS PO BOX 9202 COPPELL TX 750199760	2017 R-103467-17 & R-108655-17 OVERPAYMENTS	20171117 2 236373
1,792.30	CORELOGIC CENTRALIZE REFUNDS PO BOX 9202 COPPELL TX 750199760	2017 R 01-7080-00-63-9168-0000 OVERPAYMENT - R-103135-17	20171115 2 236297
2,211.22	CORELOGIC CENTRALIZED REFUNDS PO BOX 9202 COPPELL TX 750199760	2017 R 02-8945-00-69-5664.0000 OVERPAYMENT - R-104191	20171115 2 236294
3,381.32	CORELOGIC CENTRALIZED REFUNDS PO BOX 9202 COPPELL TX 75019760	2017 R 03-8953-03-21-2101.0000 OVERPAYMENT - R-108339	20171116 2 236313
150.00	CORELOGIC CENTRALIZED REFUNDS PO BOX 9202 COPPELL TX 750199760	2017 R 02-8935-01-18-4844.0000 OVERPAYMENT - R-104135-17	20171116 2 236315
1,994.42	CORELOGIC CENTRALIZED REFUNDS PO BOX 9202 COPPELL TX 750199760	2017 R-102254-17 & R-108645-17 OVERPAYMENT	20171116 2 236338
116.61	CORELOGIC CENTRALIZED REFUNDS PO BOX 9202 COPPELL TX 750199760	2017 R 02 8934 01 06 9911 OVERPAYMENT - R-105432-17	20171117 2 236347
143.85	CORELOGIC CENTRALIZED REFUNDS PO BOX 9202 COPPELL TX 75019760	2017 R 02-8934 02 66 0107.0000 OVERPAYMENT - R-105172	20171117 2 236360
1,928.03	CORELOGIC CENTRALIZED REFUNDS PO BOX 9202 COPPELL TX 750199760	2017 R 02 8944 00 61 3847.0000 OVERPAYMENT - R-105493-17	20171120 2 236393
2,690.55	CORELOGIC CENTRALIZED REFUNDS PO BOX 9202 COPPELL TX 750199760	2017 R-102407-17 & R-104780-17 OVERPAYMENT	20171120 2 236419
2,725.38	CORELOGIC CENTRALIZED REFUNDS	2017 R-105212, 104281, 104789	20171121 2 236479

ACS Tax System
12/04/17 16:18:16

CAMDEN COUNTY

Page 2

Refunds to be Issued by Finance Office

Refund\$	Remit To:	TX	Reference:	Drawer/Transaction Info:
170.27	PO BOX 9202 COPPELL	TX 750199760	OVERPAYMENT	
	EVERETT, JOSEPH 1265 NC HIGHWAY 343 NORTH SOUTH MILLS	NC 27976	2017 R 01-7998-01-17-5611.0000 overpayment	201711030 1 235928
116.61	LERETA REAL ESTATE TAX SERVICE 1123 PARK VIEW DRIVE COVINA	CA 91724	2017 R 02 8934 01 06 9911 OVERPAYMENT - R-1052335-17	201711121 2 236487
542.43	MEDLIN, JOYCE P.O. BOX 28 SOUTH MILLS	NC 27976	2017 R 01-7071-00-83-3848.0000 OVERPAYMENT - R-103543	201711201 1 236671
1,232.33	STATE EMPLOYEES' CREDIT UNION PO BOX 25279 RALPHIGH	NC 27611	2017 R 02 8944 00 82 1149 0000 OVERPAYMENT - R-106170-17	201711108 2 236111
1,777.95	WELLS FARGO REAL ESTATE TAX SV ATTN: REFUNDS- POB 14506 DES MOINES	IA 50328	R-10819,108607,108621,101855 R-105390,103970,103254,108323	201711114 2 236240

\$586.78 Doreen Heath Ambrose
 920 S Sandy Hook Rd.
 Shiloh, NC 27974

R03-8970-00-29-5521-0000 Pd 2012-2014 in error. Did not own.
 R59674/2012, R66506/2013 & R84862/2014

Submitted by Lisa S. Anderson Date 12-4-17
 Lisa S. Anderson, Tax Administrator Camden County

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



CAMDENCOUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.G
Meeting Date: January 08, 2018

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

Item Title Refunds Over \$100.00

Attachments: 20180102114938051.pdf (PDF)

Summary: Refunds Over \$100.00

Recommendation: Review and Approve

REFUNDS OVER \$100.00
Refunds to be Issued by Finance Office

CAMDEN COUNTY

Corelogic Centralized Refunds
P.O. Box 9202
Coppell, TX 750199760

Refund\$	Remit To:	Reference:	Drawer/Transaction Info:
5,358.49	WARRICK, KENNETH TODD 106 HARRISBURG DRIVE SOUTH WILKS	2017 R-102108,108463,103434-17 OVERPAYMENT-REFUND - CORELOGIC	20171218 2 237177
963.30	BELL, MICHAEL WILLOUGHBY 1013 W CHURCH ST ELIZABETH CITY	2017 R 02-8946-00-21-7665.0000 over payment	20171218 1 237143
907.23	CORELOGIC CENTRALIZED REFUNDS PO BOX 9202 COPPELL	2017 R 01-7998-00-54-5035.0000 REFUND - R-101950-17	20171219 2 237206
202.84	CORELOGIC CENTRALIZED REFUNDS PO BOX 9202 COPPELL	2017 R 03 8965 00 35 5542 000 OVERPAYMENT - R-107641-17	20171219 2 237220
5,741.91	CORELOGIC CENTRALIZED REFUNDS PO BOX 9202 COPPELL	2017 R-102040,105600,103605 OVERPAYMENT	20171219 2 237222
211.50	SEABOARD DEVELOPMENT ALLIANCE 1073 BULLARD COURT RALEIGH	2017 R 03-8965-00-35-2350.0000 OVERPAYMENT- R-108128-17	20171228 1 237708

13,395.27 Total Refunds

Submitted by Lisa S. Anderson Date 1-2-18
Lisa S. Anderson, Tax Administrator Camden County

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



CAMDENCOUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.H
Meeting Date: January 08, 2018

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

Item Title Refunds Over \$100.00

Attachments: 20171205085419588.pdf (PDF)

Summary: Refunds Over \$100.00 for November DMV

Recommendation: Review and Approve

REFUNDS OVER \$100.00

North Carolina Vehicle Tax System

NCVTS Pending Refund report

November, 2017 Refunds Over \$100.00

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
FECKER, STEVEN WILLIAM	FECKER, STEVEN WILLIAM		27120 WOODSIDE DR	SALISBURY, MD 21801	Proration	0029480146	EM9923	AUTHORIZED	78084636	Refund Generated due to proration on Bill #0029480146-2016-2016-0000-00	Tag Surrender	11/29/2017	11/30/2017 10:10:33 AM	1843 3	Tax	(\$111.20)	\$0.00	(\$111.20)
GRAY, COLBY WILLIAM	GRAY, COLBY WILLIAM		365 IVY NECK RD	CAMDEN, NC 27921	Proration	0038891914	EM9957	AUTHORIZED	77535940	Refund Generated due to proration on Bill #0038891914-2016-2016-0000-00	Tag Surrender	11/15/2017	11/17/2017 8:35:56 AM	1843 2	Tax	(\$254.46)	\$0.00	(\$254.46)
HUGHES CHARLIE JR	HUGHES CHARLIE JR		113 RAYMONS CREEK RD	SHILOH, NC 27974	Proration	0019714607	CFW7819	AUTHORIZED	78084738	Refund Generated due to proration on Bill #0019714507-2016-2016-0000-00	Tag Surrender	11/29/2017	11/30/2017 10:10:33 AM	1843 3	Tax	(\$148.99)	\$0.00	(\$148.99)
JOHNSON, BRADLY JAMES	JOHNSON, BRADLY JAMES		206 S ELM ST	SOUTH MILLS, NC 27976	Proration	0025257071	BADF150	AUTHORIZED	77990436	Refund Generated due to proration on Bill #0025257071-2016-2016-0000-00	Tag Surrender	11/27/2017	11/29/2017 1:37:19 PM	1843 1	Tax	(\$114.60)	\$0.00	(\$114.60)
LEARY, JOHN PETER	LEARY, JOHN PETER	LEARY, CARI LYNN	104 MADDOREY DR	CAMDEN, NC 27921	Proration	0039564727	CK22107	AUTHORIZED	77990450	Refund Generated due to proration on Bill #0039564727-2017-2017-0000-00	Tag Surrender	11/27/2017	11/29/2017 1:37:19 PM	1843 2	Tax	(\$126.22)	\$0.00	(\$126.22)
ONEAL, HARRY FRANKLIN JR	ONEAL, HARRY FRANKLIN JR		365 IVY NECK RD	CAMDEN, NC 27921	Proration	0039647573	EKK1480	AUTHORIZED	77779192	Refund Generated due to proration on Bill #0039647573-2017-2017-0000-00	Tag Surrender	11/21/2017	11/29/2017 1:37:19 PM	1843 2	Tax	(\$320.62)	\$0.00	(\$320.62)

Submitted by Lisa S. Anderson Date 12-4-17

Lisa S. Anderson, Tax Administrator Camden County

Approved by _____ Date _____

Clayton D. Riggs, Chairman Camden County Board of Commissioners



CAMDENCOUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.I
Meeting Date: January 08, 2018

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

Item Title **DMV Monthly Report**

Attachments: 20171205164748733.pdf (PDF)

Summary: DMV Monthly Report February, 2018 Renewals due 3/15/18

Recommendation: Review and Approve

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County February Renewals Due 3/15/18

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

SOUTH MILLS	COURTHOUSE	SHILOH	TOTAL
18,645.74	15,866.98	11,372.53	45,885.25

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.

Lisa S. Anderson

Tax Administrator of Camden County

Attachment: 20171205164748733.pdf (1898 : DMV Monthly Report - Renewals Due 3/15/18)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.J
Meeting Date: January 08, 2018

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

Item Title **DMV Monthly Report - Renewals Due 4/15/18**

Attachments: 20180102114458921.pdf (PDF)

Summary: DMV Monthly Report March, 18 Renewals Due 4/15/18

Recommendation: Review and Approve

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County March Renewals Due 4/15/18

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
23,676.18	24,500.94	12,902.67	61,079.79

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: 20180102114458921.pdf (1919 : DMV Monthly Report - Renewals 4/15/18)



CAMDENCOUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.K
Meeting Date: January 08, 2018
Submitted By: Tony Perry, Sheriff
Sheriff
Prepared by: Karen Davis

Item Title **Surplus Property Request**

Attachments: Surplus Property (PDF)

Summary:
Surplus Property Request - Sheriff Tony Perry
Recommendation:
Review and Approve

Surplus Property Request

Requested by: Sheriff Perry

Sell Dispose

Department: Sheriff's office LESO PROGRAM

Item: 2007 Ford F150 Truck

Disposal Method: GovDeals

Suggested Value: \$2,500.00

Reason for surplus: No longer useful

Manager Approval *ARB*

Disposal Method:

Value:

Comments:

Board Approval

Approved/Denied:

Date:

Final Disposition Date:

Method:

Amount:

Purchased by:

Sheriff Perry

Item Description

2007 Ford F150 truck, vin # 1FTWW31P17EA00267
Miles 92,803

Attachment: Surplus Property (1907 : Surplus Property Request)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.L

Meeting Date: January 08, 2018

Submitted By: Karen Davis, Clerk to the Board
Administration
Prepared by: Karen Davis

Item Title **Community Services Block Grant Program Application**

Attachments: Community Services Block Grant Program
Application (PDF)

Summary:

Attached is the annual grant application to the state by the Economic Improvement Council for funding their County programs.

Recommendation:

Review and approve.

North Carolina Department of Health and Human Services

Division of Social Services



Community Services Block Grant Program Fiscal Year 2017-18 Application for Funding Project Period July 1, 2018 – June 30, 2019 Application Due Date: February 12, 2018

Agency Information	
Agency:	Economic Improvement Council, Inc.
Federal I.D.	560857026
DUNS Number:	081423030
Administrative Office Address:	712 Virginia Road Edenton, North Carolina 27932
Mailing Address (include the 4-digit zip code extension):	Post Office Box 549 Edenton, North Carolina 27932
Telephone Number:	252-482-4458
Fax Number:	252-482-8227
Board Chairperson:	Robert Williams
Board Chairperson's Address: (where communications should be sent)	119 US Highway 158 Business West Gatesville, NC 27938
Board Chairperson's Term of Office (enter beginning and end dates):	09/2014-08/2019
Executive Director:	Dr. Landon Mason
Executive Director Email Address:	edlbmason.eic@gmail.com
Agency Fiscal Officer:	Ethel Copeland
Fiscal Officer Email Address:	ecopeland@eicinc.org
CSBG Program Director:	Dr. James Jones
CSBG Program Director Email Address:	jjones@eicinc.org
Counties Served with CSBG funds:	Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell an Washington
Agency Operational Fiscal Year:	July through June

North Carolina Department of Health and Human Services
Office of Economic Opportunity - Melvin Williams Jr., Director
2420 Mail Service Center / Raleigh, North Carolina 27699-2420



**Community Services Block Grant [CSBG]
Documentation of Submission to County Commissioners**

Background: The North Carolina Administrative Code [10A NCAC 97C.0111 (b)(1)(A)] requires that each CSBG grant recipient submit its Community Anti-Poverty Plan [grant application] to each County Commissioner Board that it serves.

Instructions: This form is to be completed and notarized by the Clerk to the Board.

Agency Name: _____

County: _____

Date of Application Submission: _____

[Note: This application should be submitted to the County Commissioners at least thirty [30] days prior to application submission to the Office of Economic Opportunity [OEO]. The grant application is due to OEO **February 12, 2018.**

Clerk to the Board should initial all items below.

_____ The agency submitted a complete grant application for Commissioner review.

_____ The Clerk to the Board will be responsible for assuring that the application is distributed to the Commissioners.

_____ Commissioners' comments provided those to the agency. (If applicable)

Clerk to the Board

Date

Notary

Date

**Community Services Block Grant Program
Fiscal Year 2018-19 Application for Funding
Certification and Assurances**

Public Hearing on the Initial Plan

We herein certify that a public hearing as required by 10A NCAC 97B .0402 Citizen Participation in the Application Process occurred on November 28 – December 2, 2016 for the initial planning process for the agency's current project plan and the agency has maintained documentation to confirm the process of the public hearing.

For multi-county providers, indicate the date and the county the hearing was held.

Date	County	Date	County
November 13, 2017	Gates County	November 14, 2017	Perquimans County
November 13, 2017	Tyrrell County	November 15, 2017	Washington County
November 13, 2017	Currituck County	November 16, 2017	Camden County
November 14, 2017	Chowan County	November 16, 2017	Hyde County
November 14, 2017	Dare County	November 16, 2017	Pasquotank County

County Commissioners' Review

We herein certify that the application for this project period was submitted to the Board of County Commissioners for review and comment on December 4th, 2017 as required by 10A NCAC 97C .0111(b)(1)(A).

For multi-county providers, indicate the county and date the application for funding was presented to the Board of County Commissioners as required by 10A NCAC 97C .0111(B).

Date	County	Date	County
January 3, 2018	Camden	January 2, 2018	Hyde
January 3, 2018	Chowan	January 9, 2018	Pasquotank
January 3, 2018	Currituck	January 3, 2018	Perquimans
January 5, 2018	Dare	January 17, 2018	Tyrrell
January 4, 2018	Gates	January 3, 2018	Washington

Board of Directors Approval of the Application

I hereby certify that the information contained in the attached application is true and the Board of Directors has reviewed and approved this application for the Community Services Block Grant Program.

Date of Board Approval: _____

Board Chairperson: _____
(Signature) (Date)

Finance Committee Chairperson: _____
(Signature) (Date)

Board of Directors' Membership Roster

Total Seats Per Agency Bylaws	18		Total Current Vacant Seats	0	
Total Number of Seats Reserved for Each Sector	Poor	6	Public	6	Private
Total Number of Vacant Seats Per Each Sector	Poor	0	Public	0	Private

Name	County of Residence	Community Group/ Area Represented	Date Initially Seated [month/year]	Number of Terms Served [completed]	Current Term Expiration [month/year]
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Representatives of the Poor					
1. Ray Blount	Tyrrell	Tyrrell County Community	11/2009	1	11/2019
2. Denise Hill	Washington	Head Start Policy Council	11/2017	0	10/2018
3. Shella Gregory	Currituck	Currituck County Community	08/2012	0	07/2017
4. Julia Wright	Dare	Dare County Community	08/2012	0	08/2017
5. Fred Yates	Perquimans	Perquimans County Community	09/2015	0	09/2020
6. Wanda Harvey	Beaufort	Beaufort County Community	08/2017	0	01/2022

Public Elected Officials					
1. Brenda Lassiter	Perquimans	County Commissioners	07/2017	0	07/2020
2. Robert Williams	Gates	County Commissioners	09/2012	0	08/2019
3. Nina Griswell	Tyrrell	County Commissioners	11/2015	0	11/2020
4. Judy Rankins	Chowan	County Commissioners	07/2016	0	07/2021
5. William Sawyer	Camden	County Commissioners	09/2015	0	07/2017
6. Henry Wilson	Martin	County Commissioners	04/2017	0	04/2022

Representatives of Private Organizations					
1. Oliver Jones	Pasquotank	Pasquotank County Community	09/2009	1	09/2019
2. Willie Shaw	Hyde	Hyde County Community	11/2008	1	10/2018
3. Melvin Norman	Washington	Washington County Community	03/2003	1	07/2018
4. Thomas Wood	Chowan	Chowan County Community	11/2015	0	11/2020
5. Linda Layden White	Perquimans	Perquimans County Community	01/2017	0	01/2021
6. Kelvin Nixon	Pitt	Pitt County Community	11/2017	0	10/2018

The signature of the Board of Directors Chairperson certifies that the persons representing the poor were selected by a democratic process and that there is documentation on file that confirms the selection of all board members. In addition, by signing below, the Board of Directors Chairperson confirms that the selection of all board members coincides with the directives outlined in the agency's bylaws and that a current Board of Directors Member Profile is on file for each member.

Board of Directors Chairperson

Board of Directors' Membership Contact Listing

Board Member	Physical Address	Email Address
Linda White	125 Howell's Lane Hertford, North Carolina 27944	lwhite@ecps.k12.nc.us
Ray Blount	213 Middle Street Creswell, NC 27928	granddad43001@yahoo.com
Denise Hill	81 Locust Lane Plymouth , NC 27962	denisejenkins931@gmail.com
Melvin Norman	743 Marriner Road Roper, NC 27970	normanm23@mchsi.com
Shelia Gregory	108 South Gregory Road Shawboro, NC 27973	sheila_gregory@ncsu.edu
Oliver Jones	1291 Doublebridge Rd. Elizabeth City, NC 27909	N/A
William Sawyer	533 N. Trotman Road Camden, NC 27921	5sawyers@wildblue.net
Judy Rankins	303 Boswell Street Edenton, NC 27832	judyrankins@centurylink.net
Willie Shaw	195 Lake Swamp Rd Englehard, NC 27824	williegshaw@hotmail.com
Brenda Lassiter	725 Sandy Cross Road Belvidere, NC 27919 Phone: (252) 297-2740	blassiter@pcs.k12.nc.us
Robert Williams	119 US Highway 158 Business W. Gatesville, NC 27938	robertwilliams46@hotmail.com
Julia Wright	107-B Pirates Moor Kill Devil Hills, NC 27948	jwright1217@gmail.com
Fred Yates	147 Winfall Blvd. Winfall, NC 27985	fred@intilport.com
Nina Griswell	175 Travis School Road Columbia, NC 27925	ngriswell@tyrrellcounty.net
Thomas Wood	105 West King St. Edenton, NC 27932	thomas@godwinandgodwin.net
Kelvin Nixon	1263 Windsong Drive Greenville, NC 27858	kraynixon@hotmail.com
Henry Wilson	1250 North Main Street Pamele, NC 27861	Pmw7980@centurylink.net
Wanda Harvey	1303 Nicholson Street Washington, NC 27889	cnellrae@gmail.com

Board of Directors' Officers and Committees

Note: All committees of the board should fairly reflect the composition of the board (10A NCAC 97C .0109). Be sure to identify the chairperson and other committee positions.

Name	Office	Sector Represented	County Represented*
Officers of the Board			
Robert Williams	President	Public	Gates
William Sawyer	Vice-President	Public	Camden
Judy Rankins	Secretary	Public	Chowan
Ray Blount	Treasurer	Poor	Tyrrell
Committee Name: Executive			
Robert Williams	Chairperson	Public	Gates
Brenda Lassiter		Public	Perquimans
Melvin Norman		Private	Washington
Ray Blount		Poor	Tyrrell
Committee Name: Personnel			
Judy Rankins	Chairperson	Public	Chowan
Oliver Jones		Private	Pasquotank
Denise Hill		Poor	Washington
Julia Wright		Poor	Dare
Linda L. White		Private	Perquimans
Thomas Wood		Private	Chowan
Committee Name: Planning/Evaluation			
Willie Shaw	Chairperson	Private	Hyde
Judy Rankins		Public	Chowan
William Sawyer		Public	Camden
Fred Yates		Poor	Perquimans
Wanda Harvey		Poor	Beaufort
Committee Name: Finance			
Ray Blount	Chairperson	Poor	Tyrrell
Brenda Lassiter		Public	Perquimans
Melvin Norman		Private	Washington
Nina Griswell		Public	Tyrrell
Committee Name: Audit			
Ray Blount	Chairperson	Poor	Washington
William Sawyer		Public	Camden
Fred Yates		Poor	Perquimans
Nina Griswell		Public	Tyrrell
Kelvin Nixon		Private	Pitt
Committee Name:			
	Chairperson		

*To be completed by agencies serving multiple counties.

**Community Services Block Grant Program
Fiscal Year 2017-18 Application for Funding
Planning Process Narrative**

1. Explain in detail how each of the following was involved in the planning and development of this strategic plan.
 - a. Low-Income Community: (See Attachment)
 - b. Agency Staff: (See Attachment)
 - c. Agency's Board Members: (See Attachment)
2. Describe your agency's method and criteria for identifying poverty causes and list the identified causes. Also describe the methods and criteria used to determine priority and selection of strategies to be implemented that will address the poverty causes. (See Attachment)
3. Describe activities that your agency has undertaken to advocate for and empower low-income individuals and families to achieve economic independence and security. (See Attachment)
4. Describe how your agency plans to make more effective use of, coordinate and form partnerships with other organizations and programs including: State welfare reform efforts; public and private resources; religious organizations, charitable groups, and community organizations. (See Attachment)
5. Describe how your agency will establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals, to avoid the duplication of such services and to fill identified gaps in services, through the provision of information, referrals, case management and follow-up consultations. (See Attachment)
6. Provide a description of how your agency will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant (fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting). (See Attachment)
7. Describe activities that your agency has undertaken or plans to undertake, on an emergency basis, for the provision of such supplies and services, nutritious foods and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

(See Attachment)

8. Describe how your agency will coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems under the Workforce Innovation and Opportunity Act. (See Attachment)
9. Describe how your agency will ensure coordination with the emergency energy crisis intervention program under title XXVI (relating to low-income home energy assistance). (See Attachment)
10. Describe the needs of low-income youth and your agency's efforts to promote increased community coordination and collaboration in meeting the needs of low-income youth.
(See Attachment)
11. Describe your agency's method for informing custodial parents in single-parent families that participate in CSBG programming about the availability of child support services. In addition, describe your method for referring eligible parents to the child support office[s].
(See Attachment)

Community Services Block Grant Program
Fiscal Year 2018-19 Application for Funding
OEO Form 210
Agency Strategy for Eliminating Poverty

Planning Period: July 1, 2018 – June 30, 2019

Section I: Identification of the Problem (use additional sheets if necessary)

1. Give the Poverty Cause name(s), rank the poverty cause(s) and identify which one(s) the agency will address. (See Attachment)
2. Describe the poverty cause(s) in detail in the community with appropriate statistical data (include data sources).
 - (A) Explain why the problem exists. (See Attachment)
 - (B) Identify the segment of the population and give the number of people experiencing the problem. (See Attachment)
 - (C) Provide demographic information of those adversely effected inclusive of: (See Attachment)
 - (a) Gender
 - (b) Age
 - (c) Race/Ethnicity for the agency's service area
 - (D) Explain how the persons are adversely affected.

Section II: Resource Analysis (use additional sheets if necessary)

- (E) Resources Available: (See Attachment)
 - a. Agency Resources:
 - b. Community Resources:
- (F) Resources Needed: (See Attachment)
 - c. Agency Resources:
 - d. Community Resources:

Section III: Objective and Strategy

- (G) Objective Statement: To enroll 50 low-income families in the Family Self-Sufficiency Program with 5 families moving above the poverty guidelines by June 30, 2019.
- Strategies for Objective: To qualify and employ comprehensive case management that would include community services providers such as; NC Works, DSS and Base Entities.

Economic Improvement Council, Inc.

OEO Form 210 – 2018-2019

Attachment

Agency Strategy for Eliminating Poverty (Form 210)

Section 1: Identification of the Problem

1. Give the Poverty Cause name, rank the cause(s) and identify which one(s) the agency will address.

The Poverty Cause Name: Limited Opportunities to Family Self-Sufficiency

The Economic Improvement Council ranks Employment as the #1 Priority and Housing as #2.

Employment Priority I:

In Northeastern North Carolina, more than 20% of the population is living in poverty. A major problem of poverty within this area is that two thirds of all poor people in the area have at least one family member working full-time. Most recent surveys in the region support the fact that poverty remains high due to the high incidence of unemployment, low wage rate, and female heads of households. The following chart gives a breakdown of the labor force of 10 counties in Northeastern North Carolina:

2013 Labor Force Estimates

<u>County</u>	<u>Labor Force</u>	<u>Employment</u>	<u>Unemployment</u>	<u>Unemployment Rate</u>
Camden	4,289	4,027	262	6.1%
Chowan	5,727	5,291	436	7.6%
Currituck	12,668	12,142	526	4.2%
Dare	23,806	22,673	1,133	4.8%
Gates	4,660	4,354	306	6.6%
Hyde	2,760	2,608	152	5.5%
Pasquotank	16,107	14,852	1,255	7.8%
Perquimans	5,087	4,688	399	7.8%
Tyrrell	2,364	2,226	138	5.8%
Washington	6,182	5,750	432	7%

The lack of job opportunities in this region is one of the major causes of the high unemployment rate. Commuting to the Hampton Roads area of Virginia for employment continues to be a high priority for area workers. The Northeastern part of the state has also experienced economic exclusion and underinvestment.

Agency Strategy for Eliminating Poverty

Form 210 (Continued)

Housing Priority II:**Substandard Housing:**

<u>County</u>	<u>Occupied Units</u>	<u>Overcrowded Units</u>	<u>Incomplete Plumbing</u>
Camden	3,565	60	29
Chowan	5,867	103	87
Currituck	9,171	114	0
Dare	15,076	172	24
Gates	4,454	72	68
Hyde	1,982	14	14
Pasquotank	14,508	579	38
Perquimans	5,403	19	0
Tyrrell	1,666	12	2
Washington	5,096	47	55

2. Describe the poverty cause(s) in detail in the community with appropriate statistical data. Explain why the problem exists. Identify the segment of the population and give the number of people experiencing the problem. Explain how the persons are adversely affected.

- **Lack of Economic Resources:** the northeastern region is the poorest region in the State of North Carolina. Over eighty percent of the economy is based upon agriculture or farm related resources. The economy is driven by large mechanized farms that employ very few workers. Workers that are able to be employed are usually under-employed and seasonal workers.
- **Limited Economic Development:** The region is slow to develop factories or other employment opportunities to support over 8,700 low-income families with over 25,000 low-income individuals. A large majority of this population are considered the working poor, underemployed or not working in the work force.
- **Limited Job Opportunity:** Considering the two above statements, adequate job opportunities continue to plague the region. The Northeast region consists of only ten percent urban population. Much of this population is consists of Pasquotank and Dare counties. Approximately forty percent of this population travels out of the region to Hampton Roads (VA) for work in the tourist industry.

Identify the segment of the population and give the number of people experiencing the problem.

The northeast region is composed of approximately 172,112 citizens within the ten rural counties. The vast region and sparse population coupled with limited economic development causes the poor and near poor to be impacted by the problem.

<u>County</u>	<u>2013 Data Population</u>	<u>Poverty Households</u>
Camden	10,187	988 or 9.7%
Chowan	14,726	3,063 or 20.8%
Currituck	24,396	3,050 or 12.5%
Dare	35,019	3,747 or 10.7%
Gates	11,650	2,027 or 17.4%
Hyde	5,721	1,390 or 24.3%
Pasquotank	39,981	7,117 or 17.8%
Perquimans	13,601	2,421 or 17.8%
Tyrrell	4,109	1,188 or 28.9%
Washington	12,722	3,486 or 27.4%

Explain how the persons are adversely affected.

Persons residing in poverty conditions reside without a decent wage, which causes them to have to live in conditions such as substandard housing, lack of education, health insurance, childcare and other necessities afforded to the non- poor.

Section II: Resource Analysis**3. Resources Available:**

The Economic Improvement Council, Inc. – Section 8 Housing project currently operating in the ten county regions with slots at a funding level annually is \$6,840,929.

Four local housing authorities serve the municipalities of Elizabeth City, Hertford, Plymouth and Edenton. These authorities have subsidized housing available for low-income families.

**Community Services Block Grant Program
Fiscal Year 2018-19 Application for Funding
One-Year Work Program
OEO Form 212**

Section I: Project Identification							
1. Project Name:	Family Opportunity to Self-Sufficiency						
2. Poverty Cause Name:	Limited Opportunities to Self-Sufficiency						
3. Objective Statement:	To enroll 50 low-income families in the Family Self-Sufficiency Program with 5 families moving above the poverty guidelines by June 30, 2019.						
4. Selected Strategy:	To qualify families and employ comprehensive case management that would include community service providers such as; NC Works, DSS and Base Entities.						
5. Project Period:	July 1, 2018	To	June 30, 2019	Plan Year	2	of	3
6. CSBG Funds Requested for this Project:	\$248,856.72						
7. Total Number Expected to Be Served:	50						
a. Expected Number of New Clients	0						
b. Expected Number of Carryover Clients	50						
Section II: One-Year CSBG Program Objective and Activities							
Activities	Position Title(s)	Implementation Schedule					
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter		
Objective: To provide comprehensive case management services to <u>50</u> families (with emphasis on those who are unemployed, underemployed and in need of standard housing) from July 1, 2017 – June 30, 2018)	Case Managers	50	50	50	50		
Project Introduction:							
Provide orientation to the Board of Directors	Executive Director	07/01/2018 09/30/2019					
Provide orientation and training to staff.	CSBG Director Case Managers/Case Manager/AR4CA Administrator	07/01/2018 09/30/2018	10/01/2018 12/31/2018	01/01/2019 03/31/2019	4/01/2019 6/30/2019		

Community Services Block Grant Program

**Fiscal Year 2018-19 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

Section II: One-Year CSBG Program Objective and Activities (continued)						
Activities	Position Title(s)	Implementation Schedule				
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter	
a. Review poverty causes and conditions b. Set goals (review targets)						
c. Discuss work plan d. Income verification review e. Recruitment process f. Eligibility determination and enrollment g. Review available resources						
Complete community awareness activities and Networking with other organizations that advocate for low-income families.	Case Managers	07/01/2018 09/30/2018	10/01/2018 12/31/2018	01/01/2019 03/31/2019	4/01/2019 6/30/2019	
Assign staff duties and responsibilities.	CSBG Director	07/01/2018 09/30/2018	10/01/2018 12/31/2018	01/01/2019 03/31/2019	4/01/2019 6/30/2019	
Project Initiation:						
Screen applicants, assess needs, determine eligibility and complete enrollment and Family Contract Agreement.	Case Managers Case Managers/AR4CA Administrator/Case Manager	07/01/2018 09/30/2018	10/01/2018 12/31/2018	01/01/2019 03/31/2019	4/01/2019 6/30/2019	
Manage each family on a case by case basis; provide support, guidance and direct financial assistance with available funds as needed.	Case Managers Case Managers/AR4CA Administrator/Case Manager	07/01/2018 09/30/2018	10/01/2018 12/31/2018	01/01/2019 03/31/2019	4/01/2019 6/30/2019	
Develop resource opportunities in accordance with the Self-Sufficiency Plan.						
a. Identify sources of training for customers related to budgeting b. Establish a contact list for potential employers.						
c. Create a list of landlords with affordable housing and rental assistance possibilities.						
d. Research community options to support health, nutrition, transportation and childcare.						

Community Services Block Grant Program

**Fiscal Year 2018-19 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

8. Use the tables below to enter your agency's targeted outcome results. The performance measures will be included in the agency's CSBG contract.

All CSBG grantees operating self-sufficiency projects are required to enter program targets in Table 1. Please refer to *Performance Measures and Outcomes Definitions* on page 6 of the Fiscal Year 2017-18 CSBG Application Instructions. If your agency operates more than one project, you will also need to complete Table 2 on the following page and also enter specific program targets. There should be one table of outcome measures per project.

Table 1 Outcome Measures for Project 1 (enter project name)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	50
The number of low-income participant families rising above the poverty level.	5
The number of participant families obtaining employment.	10
The number of participant families who are employed and obtain better employment.	3
The number of jobs with medical benefits obtained.	2
The number of participant families completing education/training programs.	2
The number of participant families securing standard housing.	3
The number of participant families provided emergency assistance.	15
The number of participant families provided employment supports.	20
The number of participant families provided educational supports.	3
The average change in the annual income per participant family experiencing a change.	This measure does not require a target, but must be reported.
The average wage rate of employed participant families.	This measure does not require a target, but must be reported.

Community Services Block Grant Program

Fiscal Year 2018-19 Application for Funding
One-Year Work Program
OEO Form 212 (continued)

Table 2 Outcome Measures for Project 2 (enter project name)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	

Attachment: Community Services Block Grant Program Application (1903 : Community Services Block Grant Program Application)

Community Services Block Grant Program

Fiscal Year 2018-19 Application for Funding

One-Year Work Program

OEO Form 212 (continued)

9. For Community Action Agencies that serve multiple counties, provide a breakdown of the expected number of persons served in each designated county in the table below. Show the total number of persons served in the table.

Number of Families to be Served Per County											
Agency Name: Economic Improvement Council, Inc.											
Project Name: Family Opportunity To Self-Sufficiency											
County	Camden	Chowan	Currituck	Dare	Gates	Hyde	Pasquotank	Perquimans	Tyrrell	Washington	Total
Total Planned	5	5	5	5	5	5	5	5	5	5	50
Project Name:											
County											Total
Total Planned											

**Community Services Block Grant Program
Fiscal Year 2018-19 Application for Funding
Monitoring, Assessment and Evaluation Plan**

1. Describe the role and responsibilities of the following in the assessment and evaluation of agency programs. (See Attachment)
 - a. Board of Directors:
 - b. Low-Income Community:
 - c. Program Participants:
 - d. Others:
2. Describe the systematic approach for collecting, analyzing and reporting customer satisfaction data to the Board of Directors. (See Attachment)
3. Describe how administrative policies and procedures are monitored by the Board of Directors. (See Attachment)
4. Describe how the Board acts on monitoring, assessment and evaluation reports. (See Attachment)
5. Describe the Board's procedure for conducting the agency self-evaluation. (See Attachment)
6. Summarize the results of the Board's most recent self-evaluation. Describe how the information has been or will be used to develop the agency's next Strategy for Eliminating Poverty. Indicate the timeframe and planned activities for the next evaluation. (See Attachment)

Economic Improvement Council, Inc.

Monitoring, Assessment and Evaluation Plan

Attachment

1. Describe the role and responsibilities of the following in the assessment and evaluation of the agency programs.
 - a. Board of Directors: The Board of Directors participates in the development, planning, implementation and evaluation of the Community Services Block Grant program which serves the low-income community. The Board delegates the responsibility day-to-day operation of the agency to the Executive Director who then assigns authority to the CSBG Director to make sure the program is managed effectively. The Board of Directors receives reports periodically to ensure that the goals established are being properly implemented. They also make the necessary adjustments to redirect or modify the program when necessary.
 - b. Low-income Community: The low-income community receives reports on a regular basis via local community organizations and the CSBG Staff. The low-income community will have the opportunity to make suggestions regarding the implementation of the program. They are also given the opportunity to appear before the Board of Directors and express their concerns regarding the administering of the program and its evaluation.
 - c. Program Participants: Through a chain of command, program participants may express their concerns regarding the CSBG Program. Participants may request to meet with the Executive Director or the Board of Directors. The agency will conduct surveys to assess the quality of the program as a mean of involving participants and obtaining their opinion regarding CSBG standards and the quality of service being offered.
 - d. Others: Other citizens of community groups may express concerns regarding the implementation of the CSBG Program by contacting the Executive Director. Any citizen not satisfied with the implementation of the program may appeal to the agency's Board of Directors. These individuals can also express their concerns or ask for clarification regarding any and all program implementation standards.

2. Describe the systematic approach for collecting, analyzing and reporting customer satisfaction data to the Board of Directors.

Surveys were issued to customers during their quarterly assessments, section 8 housing process, walk-ins and to those seeking assistance for our services. The Data collected on the surveys included demographic information, issues concerning their families and how the agency can better serve the low-income communities. The data on the survey's were analyzed and distributed to the Board of Directors for their review and recommendations.

3. Describe how administrative policies and procedures are monitored by the Board of Directors.

The Board of Directors is responsible for approving all modifications and or final amendments to the administrative policies and procedures. Any recommendations for changes to the policies must be submitted to the Executive Director for approval. If approved, the Executive Director has the responsibility of presenting the changes to the Board's approval or at a time specified by the Board. The Board consists of five committees (Executive, Personnel, Planning and Evaluation, Finance and Special) that are responsible for carrying out activities such as evaluating and monitoring the agency's policies and procedures, programs and projects offered by the agency, and the fiscal operations of the agency.

4. Describe how the Board acts on monitoring, assessment and evaluation reports.

The Board of Directors will receive monitoring, assessment and evaluation reports during each regular meeting. The purpose of these reports will be to advise the Board if the projects is meeting the targeted goals or if the project is encountering problems. The Board will suggest and recommend program adjustments to correct any necessary problems.

5. Describe the Board's procedure for conducting the agency self-evaluation.

The Board conducts self-evaluation utilizing three basic evaluation tools. These tools consist of Formative Evaluation, Quality Assurance, and Outcome Evaluation.

Formative Evaluation: This is done on a regular basis during official Board meetings. The operation and development of programs are measured based upon the progress of meeting and/or exceeding targeted goals, short and long term program achievements and expected outcomes. Financial information and participant data are compared to determine the level of achievement for each program. Programs that are not meeting the minimum achievement levels based upon time schedules are cited and recommendations for improvement are made.

Quality Assurance: This form of evaluation is used to determine if the process of involvement with low-income families is appropriate, timely and well documented. to accomplish this, the Board relies upon staff documentation, surveys and outside monitoring reports. Low-income families and individuals may also be allowed to appear before the Board to voice their concerns, problems or expectations.

Outcome Evaluation: This is achieved by employing the Result Oriented Management and Accountability cycle (ROMA). During this evaluation stage, data will be analyzed and compared to benchmarks that have been set in place. The outcomes will be used to determine the effectiveness of the program, update annual and long-rang planning, support agency advocacy, funding and community partnership activities.

6. Summarize the results of the Board's most recent evaluation. Describe how the information has been or will be used to develop the agency's next Strategy for Eliminating Poverty. Indicate the timeframe and planned activities for the next evaluation.

The Economic Improvement Council Board of Directors most recent self-evaluation on increasing the unrestricted funds to assist the agency in eliminating poverty. There is an apparent need to increase revenue in the organization; therefore, the Board of Directors will become intentional with a strategic planning process that will increase unrestricted funds flowing through the agency. The Board of Directors will continue to thrive in the area of helping people become self-sufficient as we fight to eliminate poverty. The time frame and planned activities for the next evaluation is July 31, 2017. We will identify levels of funding, program funding, and donations. There is an ongoing assessment to assess cash flow payroll and accounts payable to increase organizational funding.

**Community Services Block Grant Program
Fiscal Year 2018-19 Application for Funding
CSBG Administrative Support Worksheet
OEO Form 212A**

1. Administrative Support requested for (Name of Grant):		
2. Total amount of Administrative Support requested: \$		
3. Brief description of grant including the name of the funding source:		
4. Total Grant Amount:		\$
5. Give the reason for requesting Administrative Support from CSBG and describe how the funds will be used: (Attach supporting documentation in the Appendices)		
6. How will the agency track the CSBG funds used for Administrative Support?		
7. Basis for determining amount of Administrative Support needed. (Please select either Indirect Costs or Cost Allocation, not both.)		
Indirect Costs		
Indirect Cost Base:		
Indirect Cost Rate %:		%
Indirect cost base amount for this grant:		\$
Percent indirect allowed by funding source for this grant:		%
Dollar amount indirect allowed by funding source for this grant:		\$
Cost Allocation		
Percent of administrative costs allowed by funding source for this grant %:		
Dollar amount of administrative costs allowed by funding source for this grant:		\$
8. Actual numerical calculation used to determine Administrative Support needed:		
9. Administrative Support to be applied: (choose one)	Monthly	
	Quarterly	
	Annually	

Attachment: Community Services Block Grant Program Application (1903 : Community Services Block Grant Program Application)

OEO Form 225N-The Budget Narrative

Section III-Budget Summary			
Indirect Cost Rate Information: 17.54%			
Section IV-Salary and Wages			
Staff Names and Positions: Director in the process of Hiring, 100%, Case Manager/AR4CA Administrator, Lillian Dance 100%, Case Managers, Wendy Hedgebeth, Anniesha Overton, 100%; Weatherization 6.0%; Head Start 40.6%; Section 8,(25.6%); Management & Administration (24.2%).			
Section IVa-Budget Support Data			
Fringe Benefits: Disability & Life Insurance; Vision; 81% of Health Insurance; Retirement 7%.			
Communications: The Internet is used in 5 counties which include; Camden, Chowan, Currituck, Pasquotank, and Washington. The providers for the internet are as follows: Net-Change for Camden; Century link for Chowan			
Section IVb-Budget Support Data			
Equipment: N/A			
Section IVc-Budget Support Data			
Space Costs: There are 10 locations as follows: Camden, 117 NC Highway 343 (P.O. Box 276) Camden; Chowan, 712 Virginia Road (P. O. Box 549) Edenton; Currituck, 2793 Caratoke Highway (P. O. Box 189) Currituck; Dare 723 Sir Walter Raleigh St. Manteo; Gates, 252 Highway 37 S (P. O. Box 568) Gatesville; Hyde 1430 Main St. Swanquarter; Pasquotank, 104 W. Ehringhaus St. (P. O. Box 1263) Elizabeth City; Perquimans 200 Winfall Boulevard (P. O. Box 386) Winfall, (Hertford); Tyrrell, 109 L.A. Kesier Dr. (P.O. Box 641) Columbia; Washington, 283 Highway 64 (P.O. Box 541) Plymouth; We pay monthly rent in 5 counties as follows: Currituck, \$75 includes utilities (120 of 1400 sq. ft.); Hyde, \$75.00 of (27,879) sq. ft.) utilities included in quarterly payment. Perquimans, \$250.00 includes utilities (216 of 800 sq. ft.) Tyrrell, \$100 includes utilities (442 of 6000 sq ft); Washington, \$310 includes utilities (332 of 5664 sq ft.). We pay utilities in the following counties Chowan, \$27.22 a month which is 3.6% of the bill as in our cost allocation plan; Dare, \$142.70 a month; Perquimans, gas \$12.14 a month; and Pasquotank, \$48.53 which is 25% of the bill based upon our cost allocation plan.			
Travel: Calculations are provided in OEO Budget Form 225.			
Supplies/Materials: Pens, Paper, File Folders, Ink.			
Section IVd-Budget Support Data-Contractual			
Sub-contractor [DBA if applicable]	Electronic System	Primary Contact	Brooke Hollowell
Address/Phone	319 Madrid St. Suite 101 Marshall, MN		
Service Description	Copier Lease Agreement		
Payment Arrangement	\$179.58	Contract Duration	12 months
Section IVd-Budget Support Data-Contractual			
Sub-contractor [DBA if applicable]	Community Action	Primary Contact	Vicky Hedinger



**Community Services Block Grant [CSBG]
Documentation of Submission to County Commissioners**

Background: The North Carolina Administrative Code [10A NCAC 97C.0111 (b)(1)(A)] requires that each CSBG grant recipient submit its Community Anti-Poverty Plan [grant application] to each County Commissioner Board that it serves.

Instructions: This form is to be completed and notarized by the Clerk to the Board.

Agency Name: _____

County: _____

Date of Application Submission: _____

[Note: This application should be submitted to the County Commissioners at least thirty [30] days prior to application submission to the Office of Economic Opportunity [OEO]. The grant application is due to OEO **February 12, 2018.**

Clerk to the Board should initial all items below.

_____ The agency submitted a complete grant application for Commissioner review.

_____ The Clerk to the Board will be responsible for assuring that the application is distributed to the Commissioners.

_____ Commissioners' comments provided those to the agency. (If applicable)

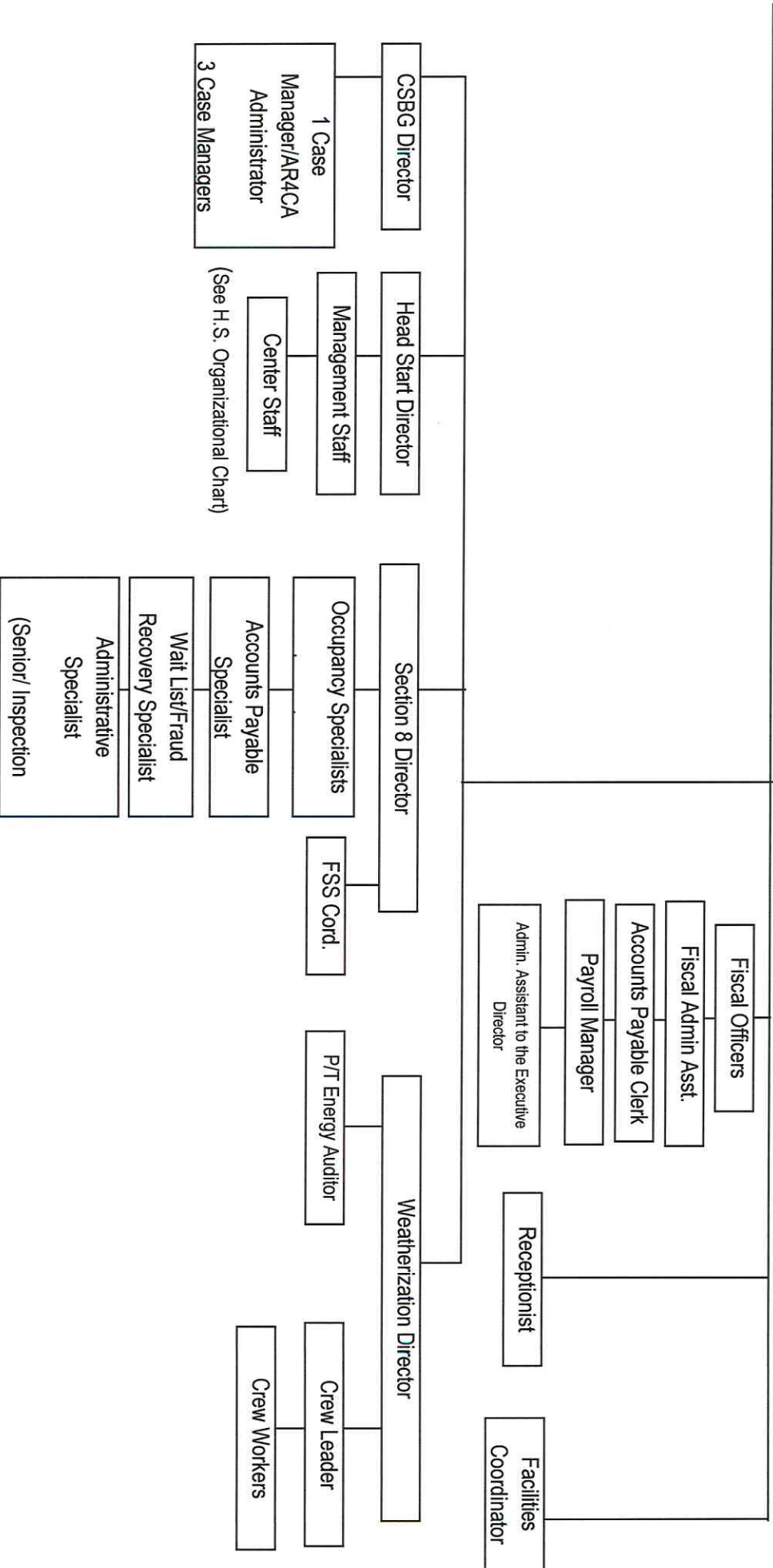
Clerk to the Board

Date

Notary

Date

Economic Improvement Council, Inc. Organizational Chart



(See H.S. Organizational Chart)

Economic Improvement Council, Inc.

Administration

Job Description

Job Title: Executive Director

Supervisor: Board of Directors

Working Hours: 8:30 am – 5:00 pm (Normally)

Work Station: Edenton Administrative Office

Duties and Responsibilities:

1. Responsible for the administration and management of the Economic Improvement Council, Inc. consistent with the policies set forth by the Board of Directors, and guidelines of the various funding agencies
2. Provide leadership in the planning, organization, administration, and monitoring of programs sponsored by the agency.
3. Implement and maintain administrative controls and standards for the efficient operation of the agency.
4. Establish and maintain effective working relationships with existing Federal, State, local and private agencies and institutions that benefit the agency. Participate in community forums and partnerships to promote the agency's mission.
5. Ensure that all administrative and fiscal controls are in place for the purpose of maintaining a sound fiscal management operation, including the review and approval of budgets for all programs under the agency.
6. Employ and terminate staff in accordance with the policies and procedures of the agency as approved by its Board of Directors.
7. Ensure that financial and progress reports are prepared and submitted to the Board, funding agencies and other entities as appropriate.
8. Responsible for the overall evaluation and monitoring of the effectiveness of the Economic Improvement Council, Inc. and its programs' efforts to serve the low income population.
9. Other duties as deemed necessary.

Executive Director pg. 2

Desirable Skills And Qualifications

1. Possess a high level of administrative and leadership abilities
2. Have the ability to use good judgment
3. Possess good analytical and problem solving skills
4. Have the ability to work effectively with the community

Education and Experience:

Bachelor's Degree or higher in a field related to Human Services or Public Administration with experience in working in a social program or a non-profit organization

Dr. Landon B. Mason Sr.

601 Center Hill Road, Tyner, NC 27980

Home: 252-221-3196- Cell: 252-337-5007 – bishoplbmason@me.com

Objective

I am a highly motivated, performance driven, and experienced professional with honorable core values where I can affect positive change in the lives of others.

Core Knowledge and Skills

20 years of management experience, including current role as pastor for a non-profit organization. Provided leadership to transform an underperforming non-profit into a thriving and healthy successful entity.

- Public Relations
- Budget Management
- Strategic Planning
- Organizational Skills
- Team Leadership
- Staff Training
- Community Outreach
- Event/Program Planning
- Results-oriented
- Proactive

Professional Experience

Greater Saunders Grove MBC, Pastor, Hertford, NC 1997-Present

- Responsible for the Health and Welfare of 220 members
- Created ministries to empower and enrich parishioners
- Lead the church in 110% increase in membership attendance
- Implemented a plan to increase the church budget to 500%
- Guided the church in a 1.2 million dollar building program debit free
- Initiated the hiring, overseeing and compensation of all sub-contractors
- Recommended various methodologies to promote a more excellent way to carry out ministry
- Motivate parishioners to carry out their ministry assignments
- Reorganized and restructured the government of the church to be more fruitful in community partnerships

E.I.C Head Start, Family Service Manager, Edenton, NC 1999-2004

- Responsible for the enrollment of the Head Start Program for 10 Counties
- Oversaw the daily operation of an assistant and 10 family service workers
- Implemented creative ways to ensure enrollment was meet
- Initiated monthly meeting with family services workers review program practices and policies
- Motivated family services workers to connect with families to ensure partnership agreements carried out
- Authorized by the State of North Carolina to facilitate Child Abuse workshops

Wendy's International, Assistant Manager, Durham, NC 1995-1997

- Responsible for opening training stores to train new employees
- Responsible for hiring, training and supervising employees
- Introduced new ways to promote recruiting and retention
- Reorganized and reduced ways to reduce food cost

United States Army, Staff Sergeant, Fairbanks, AK 1987-1995

- Promoted in the Secondary Zone to the Rank of E-5 and E-6
- Awarded an Honorable Discharge for 8 years of faithful and dedicated service

Education

Master of Divinity-GPA 3.8

Virginia Union University-Richmond, VA 2012

Doctor of Ministry-2005**Master of Pastoral Counseling-2004**

Andersonville Theological Seminary Camilla, Georgia

Bachelor of Science, Sociology-GPA 3.7

Norfolk State University Norfolk, Virginia-2000

Associates Degree, Criminal Justice

Troy State University Troy, Alabama-1992

High School Diploma

Surry County High School Surry, VA-1987

Economic Improvement Council, Inc.

Administration

Job Description

Job Title: Fiscal Officer

Supervisor: Executive Director

Working Hours: 8:30 am – 5:00 pm (Normally)

Work Station: Edenton Administrative Office

Duties and Responsibilities:

1. Responsible for the management of the Fiscal Department.
2. Must know the fiscal requirements for all programs operated by the agency, as well as State and Governmental regulations such as the OMB Circulars, and fiscal regulations for non-profit organizations.
3. Supervise the fiscal staff and coordinate their responsibilities.
4. Approve all purchase orders prior to purchasing,
5. Review and initial all time and travel reports.
6. Monitor all program budgets and prepare quarterly and monthly reports required by the funding agencies and the Board of Directors.
7. Review and consolidate quarterly tax reports, both State and Federal.
8. Assist all Program Directors with budget planning and budget management as needed, set up budget code accounts and any other pertinent budget activity that is needed by the programs.
9. Coordinate all property handling, and ensure that an inventory of non-expendables is maintained.
10. Coordinate all program audit services and assist auditor at any phase needed.
11. Ensure that all bank statements are reconciled by fiscal staff.
12. Other duties as deemed necessary.

Fiscal Officer pg. 2**Desirable Skills And Qualifications:**

1. Possess a high level of knowledge of accounting principles, procedures and practices.
2. Have the ability to work effectively with all types of budgets.
3. Have knowledge of using accounting software.
4. Possess good problem-solving and critical thinking skills.
5. Have the ability to analyze fiscal problems and implement solutions.
6. Possess good management and leadership abilities.

Education and Experience

Bachelor's Degree in Accounting, Business Administration, or related field and at least 3 years' experience in working in a finance or accounting department, preferably in a non-profit organization.

Ethel J. Copeland
 936 Greenhall Road
 Edenton, NC 27932
 (252)482-2208 or (252)312-8905
efjcope7@yahoo.com

WORK EXPERIENCE:

Bookkeeper-School Treasure/Perquimans County Schools, Hertford, NC, April 2015-Present

- Maintains an accurate record of absences for high school employees
- Complete monthly payroll
- Schedules substitute teachers; orients substitutes to class
- Implement reporting procedures and internal controls for accurate records
- Reconciles account balances complying with related policies
- Prepares cash deposits for school activities, making bank deposit
- Monitor fund balances of assigned programs
- Coordinate the rental of high school facilities
- Collect and process insurance claims for students/employee accidents
- Assist with office receptionist with answering phone calls, greeting visitors, answering inquiries from students, parents, and the general public

Administration Assistant/ SunEnergy, LLC, Elizabeth City, NC, April 2014- April 2015

- Handle calculation of employees time
- Completed new hire application packet on each employee
- Manage time/ clock-in clock-out
- Distribute employee payroll checks
- Handle all mail, telephone calls, and etc.
- Ordering of supplies and kept accurate purchase orders for payment

Financial Aid Counselor/Work-Study Manager, Elizabeth City State University, Elizabeth City, NC, January 2006 – October 2013

- Assigned eligible students to campus jobs for work study program
- Greeted and assisted customers (student/parents)
- Reviewed incoming mail for accuracy
- Provided assistance and general information for grants and scholarships
- Assisted with financial aid awareness workshops and FAFSA DAY.

Administrative Support Associate-Career Services Department

- Prepared documents and reports
- Organized the compiling of records and maintaining files
- Completed typing, scanning, word processing on a daily basis
- Greeted visitors/customers with appropriate information
- Processed mail for distributing and provided activities with department

Associate Professional, Health Link of America/OneCare, Elizabeth City, NC December 2008 – present

- Implement interventions to keep customer focus
- Building a relationship with each customer
- Monitoring behavior issues with positive alternatives with clients dealing with eating disorder, gender identity, autism, anxiety disorders, sleep disorders, ADHD and etc.
- Direct preventive and therapeutic interventions
- Assess, documents and communicate the status of the customers
- Maintain updates on training and services meeting

Social Worker II/ Family & Children Caseworker Chowan Department of Social Services, Edenton, NC, April 1995 – July 2005

- Assisted clients to become self-sufficient
- Maintained a 50% participation score for the state rate
- Implemented training course for new clients
- Assisted with services for Child Protective and Adult Protective Services engaging in one on one interaction with clients that obtain bipolar, substance disorder, claustrophobia, gender identity, eating disorders and etc.
- Kept accurate and daily documentations

Adult Medicaid Caseworker, Bertie Department of Social Services, Windsor, NC, March 1994 – April 1995

- Interviewed client for eligibility
- Placed client in Long-term home care or short-term
- Managed client budget
- Verified all information with other agencies
- Completed application with professional questions and answers
- Communicated with client

EDUCATION:

Bachelor of Science in Business Administration, Concentration in Finance, Fayetteville State University, Fayetteville, NC, August 1982.

NC Child Care Credentials, Beaufort Community College, Washington, NC, May 1993

Child Welfare in NC, Lenior Community College, Kinston, NC, July 2001

REFERENCES:

Available Upon Request

Economic Improvement Council, Inc.

CSBG

Job Description

Job Title: Community Services Block Grant Director

Supervisor: Executive Director

Working Hours: 8:30 am – 5:00 pm (Normally)

Work Station: Edenton Administrative Office

Duties and Responsibilities:

1. Responsible for the implementation, monitoring, and maintenance of the Community Services Block Grant Program and all of its activities including the supervision of staff.
2. Assist in the employment of program staff and their orientation process.
3. Coordinate the activities with other programs, projects, organizations, etc., on local, state and national levels.
4. Publicize the Community Services Block Grant Program via the agency's website, local news media, community meetings, local EIC Resource Centers and other means as appropriate.
5. Assist in conducting group counseling and/or training of program participants.
6. Monitor the CSBG Program on a daily basis, and make monthly on-site visits, perform random review of files and the interview of clients, and conduct staff conferences.
7. Assess program problems, progress, delays and adverse conditions which affect the ability to attain project objectives, activities and meet established time lines.
8. Coordinate the AR4CA data collection, entry, and reports processes.
9. Submit reports to the Executive Director, Board of Directors and State Office.
10. Other duties as deemed necessary.

Desirable Skills And Qualifications

1. Possess a sincere interest in the problems of the poor and disadvantaged with a deep commitment to the development of strategies to deal with those problems
2. Possess leadership qualities and a personable personality
3. Have the ability to analyze the feasibility of proposed new goals and objectives for the program and devise plans for meeting the goals and objectives.

CSBG Director– Pg. 2

4. Have the ability to analyze services and suggest changes that would enhance services to the program participants.
5. Possess the ability to interact effectively with community officials.

Education and Experience:

Bachelor's Degree in Social Work, Psychology, Vocational Rehabilitation or related field with at least two years' experience in working in a social program.

Economic Improvement Council, Inc.

CSBG

Job Description

Job Title: Case Manager

Supervisor: Community Services Block Grant Director

Working Hours: 8:30 am – 5:00 pm (Normally)

Work Station: EIC Economic Resource Center

Duties and Responsibilities:

1. Be familiar with the community in general and the target poverty areas.
2. Assist in the organization of community groups and County Councils.
3. Recruit prospective program participants' for housing, education, training, and or job placements for the Self-Sufficiency Program.
4. Conduct initial interviews to obtain and compile information from the applicant that will be useful in the evaluation and subsequent placement.
5. Evaluate the applicant's needs that can be met by other agencies and make proper referrals.
6. Evaluate applicant's housing, education, employment and training needs and make appropriate referrals.
7. Provide needed supportive services to clients such as transportation and resume assistance.
8. Assure adequate follow-up of participants' job and housing placements.
9. Maintain close working relationships with all agency programs which include the Head Start, Weatherization and the Section 8 Housing Programs.
10. Provide appropriate counseling to participants when the need arises.
11. Maintain adequate records on each participant on the AR4CA Web.
12. Be familiar with the functions and requirements of each resource in the area.
13. Encourage participants to attend budget counseling, job and housing seminars/training.
14. Monitor and report participant assessments to the Community Services Block Grant Director.
15. Other duties as deemed necessary.

Case Manager pg. 2**Desirable Skills and Qualifications:**

1. Ability to be an advocate for low-income families.
2. Ability to work effectively with low-income families.
3. Ability to organize community groups.
4. Ability to make presentations at public and private meetings.
5. Possess good communication skills.

Education and Experience:

Associate Degree with at least one year experience in working with families, the public, or in a social program.

Economic Improvement Council, Inc.

CSBG

Job Description

Job Title: Case Manager/AR4CA Administrator

Supervisor: Community Services Block Grant Director

Working Hours: 8:30 am – 5:00 pm (Normally)

Work Station: EIC Economic Resource Center

Duties and Responsibilities:

- 1 Be familiar with the community in general and the target poverty areas.
- 2 Assist in the organization of community groups and County Councils.
- 3 Recruit prospective program participants' for housing, education, training, and or job placements for the Self-Sufficiency Program.
- 4 Conduct initial interviews to obtain and compile information from the applicant that will be useful in the evaluation and subsequent placement.
- 5 Evaluate the applicant's needs that can be met by other agencies and make proper referrals.
- 6 Evaluate applicant's housing, education, employment and training needs and make appropriate referrals.
- 7 Provide needed supportive services to clients such as transportation and resume assistance.
- 8 Assure adequate follow-up of participant job and housing placements.
- 9 Maintain close working relationships with all agency programs which include the Head Start, Weatherization and the Section 8 Housing Programs.
- 10 Provide appropriate counseling to participants when the need arises.
- 11 Maintain adequate records on each participant on the AR4CA Web.
- 12 Be familiar with the functions and requirements of each resource in the area.
- 13 Encourage participants to attend budget counseling, job and housing seminars/training.
- 14 Monitor and report participant assessments to the Community Services Block Grant Director.

Economic Improvement Council, Inc.

Affirmative Action Plan

February, 2012

Equal Employment Opportunity (EEO) Policy Statement

It shall be the policy of the Economic Improvement Council, Inc. to extend equal employment opportunities to qualified applicants for employment without discrimination because of race, color, sex, national origin, religion, age, equal pay, disability, military status, and/or genetic information. All phases of employment will be administered so as to further the principal of equal employment opportunity. These phases include but are not limited to: recruitment, hiring, intern placement, promotion, transfer, reduction in force, termination, selection for Agency sponsored training, rates of pay, and other forms of compensation, use of facilities, and participating in Agency sponsored activities.

Purpose

The purpose of the Affirmative Action Plan (AAP) of the Economic Improvement Council, Inc. is to define the Equal Employment Opportunity policy, establish responsibilities for the Plan within the Agency and establish reasonable and attainable goals for recruiting, hiring, placing, promoting, training and compensating all employees in an equitable manner.

Dissemination of Affirmative Action Plan

1. Copies of the Affirmative Action Plan will be distributed to appropriate members of management which shall be available to all staff.
2. Program managers and supervisory personnel will be instructed on the Plan content so that the intent of the Plan and individual responsibilities are known, plus to ensure that the Plan is understood.
3. The Agency's EEO policy shall be printed in the Personnel handbook which is available to all employees.
4. Applicable posters regarding Equal Employment Opportunity are posted on employee bulletin boards in the Agency.
5. New employees are informed of the Agency's policy regarding equal employment opportunity during the New Employee Orientation process.
6. The Agency's policy regarding equal employment opportunity is also discussed in the process of orienting and training members of management.
7. The Agency's application for employment form includes the prominent annotation "An Equal Opportunity Employer."

Attachment: Community Services Block Grant Program Application (1903 : Community Services Block Grant Program Application)

- 8. Such elements of this plan as will enable employees to know of and avail themselves of its benefits is included.
- 9. The phrase "Equal Opportunity Employer" shall be used in all advertising. The phrase is listed on the Agency's letterhead and mailing envelopes. Recruiting advertisements are posted on the Agency's website and with the N.C. Employment Security Commission when job vacancies occur.
- 10. Purchase Orders are printed with the Equal Employment Opportunity tagline.
- 11. Should the Agency feature any employees in advertisements, both minorities and females will be featured.

Responsibility for Implementation of the Affirmative Action Plan (AAP)

The Economic Improvement Council, Inc. recognizes that the ultimate success of this Plan is largely dependent upon clearly defined areas of responsibility for implementation as well as total commitment of levels of management and employees toward achieving its goals.

A. The Executive Director shall provide leadership and direction in the development, implementation and execution of the AAP. He/She shall:

- 1. Assign responsibility for implementation of the AAP.
- 2. Annually review the AAP with the Equal Employment Opportunity Officers to ensure their effectiveness.
- 3. Monitor the Agency policy statement regarding Equal Employment Opportunities to assure it is current and compliant with the law.
- 4. Ensure that the proper EEOC posters are displayed.
- 5. Keep management informed of the latest developments in the equal opportunity area.

B. The Department Directors, CSBG, Head Start, Section 8 and Weatherization are the Equal Employment Opportunity Officers and shall administer this Plan. Responsibilities include:

- 1. Assisting in identification of problem areas and their solutions.
- 2. Auditing personnel practices in their departments to ensure that all applicants and employees receive consideration for employment, promotions, training, reduction in force, rehires, pay and all other forms of compensation without discrimination.
- 3. Monitoring advertising to ensure EEO tagline is included.
- 4. Investigating complaints concerning equal employment opportunities and report to the

Executive Director for resolution and action.

The Plan shall be presented during both employee orientation and management training.

C. Program managers and other supervisory personnel responsibilities include:

1. Assisting in identifying problem areas.
2. Assisting in solutions to identified problems.
3. Monitoring hiring practices and ensure every effort is being made to achieve Agency goals.
4. Ensuring that promotions as well as other personnel practices provide equal employment opportunities without discrimination.

Examination of Personnel Policies and Procedures to Employment Practices

Personnel policies and procedures shall be reviewed and analyzed in light of applicable laws and the Agency’s Equal Employment Opportunity objectives. The following shall receive specific attention:

- A. Composition of the workforce shall be analyzed to ensure that minority groups are continually given the same employment and promotion opportunities as others.
- B. Total employee selection processes, including application form, interview procedure, referral procedure and final selection process, shall be analyzed. The following actions shall and/or have been taken:
 1. Detailed job descriptions for each job title have been established and reviewed annually to ensure that the Agency identifies actual tasks performed and the importance of specific employee skills and qualifications needed for the job. Special attention shall be given to academic experience and skill requirements to ensure these requirements in themselves do not constitute inadvertent discrimination. Job specifications in all departments and locations shall be from bias and discrimination.
 2. Job descriptions are used by members of management and supervision who are involved in the recruiting, screening, selection, and promotion processes.
 3. The Employment Application do not list unnecessary items that may have a disproportionate impact on minorities and females, or calls for the identification of race, sex, or age, religion or disabling condition.
 4. Interviewing procedures assure suitability of the applicant for the job in question. Applicant interviews are conducted by Program Managers, Program Directors, the Executive Director (for management positions) and other persons as necessary.

- 5. Referral procedures used for filling employment requisitions are non-discriminatory. Members of management are aware of the Agency’s EEO policy and shall be instructed as to their individual responsibilities.
- 6. Personnel involved in recruiting, screening, selection, disciplinary and related processes are trained to not have biases in personnel actions.
- 7. Transfer and promotion practices shall be for equally available to employees. Openings in high-skilled jobs, when available, are filled without discrimination by promotion of highly qualified employees from within the Agency whenever possible.
- 8. On-the-job training is offered non-discriminately.
- 9. The Agency has in place a grievance policy contained in the Policy Manual so that problems can be settled as quickly as possible.

Evaluation Procedures

The Agency will continue to evaluate its affirmative actions by:

- 1. Making its commitment to equal employment opportunity known to area recruitment sources.
- 2. Keeping management updated on problems and progress.
- 3. Keeping the Executive Director up to date on progress of meeting the objectives of this Affirmative Action Plan.
- 4. Continuing to ensure avoidance of discriminatory problems relating to advancement of qualified minority and female employees by auditing Agency’s promotions and transfers.
- 5. Continue ongoing evaluation of position descriptions to assure they accurately reflect position functions.
- 6. Continue to evaluate the selection process and train personnel involved in the selection process to ensure elimination of bias in all personnel actions.

Internal Auditing System

The EEO Officers will report to the Executive Director annually summarizing progress made in achieving objectives and report any problem areas found to exist. The EEO Officers will monitor records of referral, placements, transfers, promotions, and terminations in their departments to ensure that the Agency’s non-discrimination policy is carried out.

Affirmative Action Policies

The Agency’s EEOC and Harassment policies ensure employment opportunities without discrimination on the basis of race, color, sex, national origin, religion, age, equal pay, disability, military status, and genetic information. The Economic Improvement Council, Inc. will continue its efforts to provide affirmative action consideration of minorities, females, disabled individuals, military service individuals, and persons not currently in the workforce who have the requisite skills.

Sex Non-discrimination:

1. Jobs, job practices, seniority system, wages, hours, or other conditions of employment, training programs, retirement age, etc. are available equally to males and females.
2. Appropriate physical facilities are available to both sexes.
3. Females with young children are afforded the same employment opportunities as males with young children.

Disabled individuals:

1. The Agency will take affirmative action to employ, advance in employment, and otherwise treat qualified disabled individuals without discrimination based upon their physical or mental disability in employment practices such as recruiting, hiring, placement, promotion, reduction in force, termination, compensation or selection for training provided that they can fulfill the requirements of the job.
2. The Agency will provide reasonable accommodations to qualified disabled employees and applicants based on business necessity, employee safety and health, and financial cost and expenses. The accommodations will necessarily be individualized in most instances so as not to constitute an undue hardship on business operations.
3. Compensation offered for a qualified disabled individual will not be reduced because such individual is receiving other disability income or benefits from other sources.

Family and Medical Leave:

1. The Agency’s FMLA policy defines the qualifications and procedures for family and medical leave.

Drug Free Workplace

The Agency’s Drug and Alcohol policy sets forth a zero tolerance for the illegal use of controlled substances or drugs, or the misuse of legal drugs, and/or the use of alcohol while on duty. Therefore, the Agency is a drug free workplace. Employees violating the policy will be terminated.

Immigration Reform and Control Act

The Agency will, where applicable, comply with the Immigration Reform and Control Act and will require prospective employees to produce documentation establishing their identity and their authorization or eligibility to work in the United States.

Attachment: Community Services Block Grant Program Application (1903 : Community Services Block Grant Program Application)

Cooke COMMUNICATIONS

NORTH CAROLINA LLC

The Daily Reflector - The Daily Advance - The Rocky Mount Telegram

Bertie Ledger - Chowan Herald - Duplin Times - Farmville Enterprise - Perquimans Weekly - Standard Laconic

Tarboro Weekly - Times Leader - Williamston Enterprise

PO Box 1967

Greenville NC 27835

Check # _____

Date Paid _____

A/R Rep _____

ECONOMIC IMPROVEMENT
PO BOX 549
EDENTON NC 27932

Copy Line: hearing block grant
Size: 6.0
Total Price: \$108.00

Account: 100030

Ticket: 204285

PUBLISHER'S AFFIDAVIT

NORTH CAROLINA
Pasquotank County

Susan Steel affirms that he/she is clerk of Daily Advance, a newspaper published daily at Elizabeth City, North Carolina, and that the advertisement, a true copy of which is hereto attached, entitled hearing block grant was published in said Daily Advance on the following dates:

Please see attached proof.

Wednesday, November 1, 2017

and that the said newspaper in which such notice, paper, document or legal advertisement was published, was at the time of each and every publication, a newspaper meeting all of the requirements and qualifications of Chapter 1, Section 597 of the General Statutes of North Carolina and was a qualified newspaper within the meaning of Chapter 1, Section 597 of the General Statutes of North Carolina.

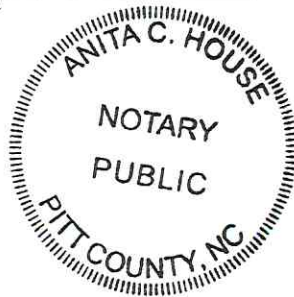
Susan Steel

Affirmed and subscribed before me this 1st day of November 2017

Anita C. House
(Notary Public Signature)

Anita C. House
(Notary Public Printed Name)

My commission expires 11/17/21



Attachment: Community Services Block Grant Program Application (1903 : Community Services Block Grant Program Application)

ECONOMIC IMPROVEMENT COUNCIL, INC.
ADMINISTRATIVE OFFICE
712 VIRGINIA ROAD
P.O. BOX 549
EDENTON, NORTH CAROLINA 27932
PHONE (252) 482-4458 FAX (252) 482-0328
www.eicca.org



Mr. ROBERT WILLIAMS
PRESIDENT
BOARD OF DIRECTORS

Dr. LANDON B. MASON SR.,
EXECUTIVE DIRECTOR

November 13th, 2017

Community Service Block Grant
Hearings

Location: Gates County EIC Office
931 Main Street
Gatesville, NC 27938

AGENDA

Call to Order Mrs. Lillian Dance

- Introduction of the CSGB Staff
- Purpose of the Public Hearing
- Presentation of the CSBG Program 2018-2019
 - Presentation Anti-Poverty Plan
 - Questions and Answers

Adjournment Mrs. Lillian Dance

“AN EQUAL OPPORTUNITY EMPLOYER”

Attachment: Community Services Block Grant Program Application (1903 : Community Services Block Grant Program Application)

Economic Improvement Council, Inc.
 Community Services Block Grant Program
 Gates County Public Hearing Minutes
 November 13, 2017

Gates County Public CSBG Public Hearing was called to order @ 10:00am by Lillian Dance.

Introduction of CSBG Staff and EIC Board Member was given by Lillian Dance.

The purpose of this meeting was to inform the public of the intent to apply for funds from the North Carolina Department of Health & Human Services in Raleigh, North Carolina for the funding year July 1, 2018 – June 30, 2019.

Presentation of the CSBG Program 2018-2019 Anti-Poverty Plan was given.

QUESTIONS AND ANSWERS

Is this program just for young people or can people that are 62 years old apply for the program?

This program is to help people to rise above the Federal Poverty Guidelines and a 62 year old individual could apply.

Does this program just help with families or can individuals apply as well?

Individuals could apply for the CSBG Program as well.

There are some other civic groups that could possibly help spread the word about the CSBG Program. Can we have brochures to pass out to help with that?

Yes, we will have new brochures coming soon.

Why don't they have funding for car insurance because that is a basic need for those who drive and has a car?

Assisting with car insurance payments is not part of our funding.

What happens when a person wants to go to school does the program pay the full tuition?

No, we do not pay the full tuition.

Is there any communication with the county officials?

Yes, the applications are submitted to the county commissioner for review.

How do you go about selecting who would be suited for the program?

The program is income based and once an assessment is made, and eligibility is determined. Also, upon availability a decision is made.

ADJOURNMENT

Respectfully Submitted By:

Jamela L. Carter

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Mr. ROBERT WILLIAMS
PRESIDENT
BOARD OF DIRECTORS

Dr. LANDON B. MASON SR.,
EXECUTIVE DIRECTOR

November 13th, 2017

Community Service Block Grant Hearings

Location: Tyrrell County Head Start Office
109 L.A. Kesier Drive
Columbia, NC 27925

AGENDA

Call to Order Mrs. Wendy Hedgebeth

- Introduction of the CSGB Staff
- Purpose of the Public Hearing
- Presentation of the CSBG Program 2018-2019
- Presentation Anti-Poverty Plan
- Questions and Answers

Adjournment Mrs. Wendy Hedgebeth

“AN EQUAL OPPORTUNITY EMPLOYER”

Economic Improvement Council, Inc.**Public Hearing****Sign In Sheet**

1. Dr. Joe E. Joe
2. Wendy C. Hedgkott
3. Aanyah Howard
4. Julie Ethurid
5. Sandraya Norman
6. Deborah Gibbs
7. James Spence
8. Tamynika Spence
- 9.
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- 16.

ECONOMIC IMPROVEMENT COUNCIL, INC.
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Mr. ROBERT WILLIAMS
PRESIDENT
BOARD OF DIRECTORS

Dr. LANDON B. MASON SR.,
EXECUTIVE DIRECTOR

November 13th, 2017

Community Service Block Grant Hearings

Location: Currituck County Library
4261 Caratoke Hwy, Barco NC 27917

AGENDA

Call to Order Ms. Anniesha Overton

- Introduction of the CSGB Staff
- Purpose of the Public Hearing
- Presentation of the CSBG Program 2018-2019
- Presentation Anti-Poverty Plan
- Questions and Answers

Adjournment Ms. Anniesha Overton

“AN EQUAL OPPORTUNITY EMPLOYER”

Economic Improvement Council, Inc.
 Community Services Block Grant Program
 CURRITUCK County Public Hearing Minutes

November 13, 2017

Currituck County CSBG Public Hearing was held at the Currituck Public Library and called to order at 11:45am by Anniesha Overton.

Introduction of CSBG staff was given by Anniesha Overton.

The purpose of this meeting was to inform the public of the intent to apply for funds from the North Carolina Department of Health & Human Services in Raleigh, North Carolina for the funding year July 1, 2018 – June 30, 2019.

Presentation of the CSBG Program 2018-2019 Anti-Poverty Plan was given and the explanation of the Tripartite Board Structure was delivered by Ms. Overton.

QUESTIONS AND ANSWERS

Does your program assist with daycare services?

We do assist with childcare, but our services are not emergency assistant services. You have to be a customer of the FSS program to receive any financial assistance.

Where is your office located?

2793 Caratoke Hwy, inside of the social services building.

Are you currently accepting any new applications for Currituck?

Yes, at the moment we are.

No further questions

ADJOURNMENT

Respectfully Submitted By:



Sheila Overton

Public Hearing

Currituck County Public Library
Currituck, NC

Monday, November 13, 2017
2:00 p.m.

Sign-In Sheet

Nashanna Stallings FSW	_____
Ashley Orent	_____
Amberley Orent	_____
Jessica Vance	_____
Aristina Cavalier	_____
Dr. James Jones	_____
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Attachment: Community Services Block Grant Program Application (1903 : Community Services Block Grant Program Application)

ECONOMIC IMPROVEMENT COUNCIL, INC.
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Mr. ROBERT WILLIAMS
PRESIDENT
BOARD OF DIRECTORS

Dr. LANDON B. MASON SR.,
EXECUTIVE DIRECTOR

November 14th, 2017

Community Service Block Grant Hearings

Location: Dare County Community Building
723 Sir Walter Raleigh Street, Manteo, NC 27954

AGENDA

Call to Order Ms. Anniesha Overton

- Introduction of the CSGB Staff
- Purpose of the Public Hearing
- Presentation of the CSBG Program 2018-2019
 - Presentation Anti-Poverty Plan
 - Questions and Answers

Adjournment Anniesha Overton

“AN EQUAL OPPORTUNITY EMPLOYER”

Economic Improvement Council, Inc.
 Community Services Block Grant Program
 DARE County Public Hearing Minutes

November 14, 2017

The Economic Improvement Council, Inc. held a public hearing at the Kill Devil hills Library in Dare County. Ms. Anniesha Overton called the meeting to order at 12:13pm. She went on to introduce herself as a Case Manager for the CSBG Program.

Everyone in attendance received a copy of the Anti-Poverty Plan Summary for July 1, 2018 - June 30, 2019.

- Ms. Overton explained the purpose of the Public Hearing, which was to review the proposed Anti-Poverty Plan and to receive comments and recommendations on how the CSBG Program should operate within the surrounding 10 counties - Camden, Currituck, Chowan, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington.
- Ms. Overton explained how the Family Self-Sufficiency Program is a program that is operated with CSBG funds and how it is designed to empower families/individuals to take control of their lives by becoming independent, productive members of their community.
- Ms.Overton allowed those in attendance to ask questions, have comments and make recommendations.
- The audience had the following questions:

✓ Q: **What are the guidelines for joining the program?**

A: Case Managers use income guidelines determining the eligibility of families/individuals that are interested in the program. The Case Manager will also sit down with the interested person and conduct an assessment to determine if the program is a good fit for the individual/family.

✓ Q: **How long can a person stay on the program?**

A: A person can stay on the program for 3 years.

Q: **Do you help with childcare?**

A: We do assist with childcare, but our services are not emergency assistance services. You have to be a customer of the FSS Program to receive any financial assistance and all services are on a first come, first serve basis.

✓ Q: **Is there a waiting list?**

A: Currently, there is no waiting list for Dare County.

No more questions, and the meeting was adjourned.

Submitted by:



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Mr. ROBERT WILLIAMS
PRESIDENT
BOARD OF DIRECTORS

Dr. LANDON B. MASON SR.,
EXECUTIVE DIRECTOR

November 14th, 2017

Community Service Block Grant
Hearings

Location: Chowan EIC Central Office
712 Virginia Road Edenton, NC 27917

AGENDA

Call to Order Mrs. Lillian Dance

- Introduction of the CSGB Staff
- Purpose of the Public Hearing
- Presentation of the CSBG Program 2018-2019
- Presentation Anti-Poverty Plan
- Questions and Answers

Adjournment Mrs. Lillian Dance

“AN EQUAL OPPORTUNITY EMPLOYER”

Attachment: Community Services Block Grant Program Application (1903 : Community Services Block Grant Program Application)

Economic Improvement Council, Inc.

Public Hearing
November 14, 2017

The Community Services Block Grant Program held a Public Hearing on November 14, 2017 at 10:00 a.m. at the Administrative Office in Edenton, NC 27932.

The meeting was conducted by Mrs. Lillian Dance, Community Services Block Grant Case Manager/ARC4 Administrator.

Mrs. Lillian Dance open the meeting by introducing her supervisor Dr. James Jones. Mrs. Dance stated the purpose of the program which is to apply for the continuation of funds from the NC Department of Health & Human Services in Raleigh, NC in the amount of \$373,181 for the period of July 1, 2017 – June 30, 2018. She stated that the funds will be used to alleviate the barriers of poverty for low-income families through the provision of comprehensive case management which would include: employment, housing, budget counseling, educational/training, information & referral.

After the presentation the meeting was open for questions:

Mr. Ronald Johnson an attendee stated that the information was very informative and he will pass what was said to others about the program and he was glad to attend today.

After no other questions was presented the meeting was adjourned.

Respectfully submitted by:

Brenda Leigh

CHOWAN COUNTY PUBLIC HEARING SIGN IN SHEET

November 14, 2017

- 1. JAMES E. JONES Central office
- 2. Lillian Dance
- 3. RON JOHNSON
- 4. Evonnie White
- 5. Jilmmie Midgett
- 6. C. Nelson-wood Central office FIRST Manager
- 7.
- 8.
- 9.
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- 15.

Attachment: Community Services Block Grant Program Application (1903 : Community Services Block Grant Program Application)

ECONOMIC IMPROVEMENT COUNCIL, INC.
ADMINISTRATIVE OFFICE
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Mr. ROBERT WILLIAMS
PRESIDENT
BOARD OF DIRECTORS

Dr. LANDON B. MASON SR.,
EXECUTIVE DIRECTOR

November 16th, 2017

Community Service Block Grant
Hearings

Location: Camden County Public Library
104 Investor's Way Units CDEF, Camden, NC 27921

AGENDA

Call to Order Ms. Anniesha Overton

- Introduction of the CSGB Staff
- Purpose of the Public Hearing
- Presentation of the CSBG Program 2018-2019
 - Presentation Anti-Poverty Plan
 - Questions and Answers

Adjournment Anniesha Overton

“AN EQUAL OPPORTUNITY EMPLOYER”

Attachment: Community Services Block Grant Program Application (1903 : Community Services Block Grant Program Application)

Economic Improvement Council, Inc.
 Community Services Block Grant Program
 Camden County Public Hearing Minutes
 November 16, 2017

Camden County Public CSBG Public Hearing was called to order at 11:45am by Anniesha Overton.

Introduction of CSBG staff was given by Anniesha Overton.

The purpose of this meeting was to inform the public of the intent to apply for funds from the North Carolina Department of Health & Human Services in Raleigh, North Carolina for the funding year July 1, 2018 – June 30, 2019.

Presentation of the CSBG Program 2018-2019 Anti-Poverty Plan was given and the explanation of the Tripartite Board Structure was delivered by Ms. Overton.

QUESTIONS AND ANSWERS

How do people gain knowledge of this program?

Our program is based off of referrals and community outreach.

What are the different areas you provide financial assistance in again?

Utilities, rental support, transportation, childcare, educational and tuition support.

No further questions

ADJOURNMENT

Respectfully Submitted By:



Quinton Roach

ECONOMIC IMPROVEMENT COUNCIL, INC.
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Mr. ROBERT WILLIAMS
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Dr. LANDON B. MASON SR.,
EXECUTIVE DIRECTOR

November 16th, 2017

Community Service Block Grant
Hearings

Location: Pasquotank County Public Library
100 E Colonial Ave, Elizabeth City, NC 27909

AGENDA

Call to Order Ms. Anniesha Overton

- Introduction of the CSGB Staff
- Purpose of the Public Hearing
- Presentation of the CSBG Program 2018-2019
- Presentation Anti-Poverty Plan
- Questions and Answers

Adjournment Anniesha Overton

“AN EQUAL OPPORTUNITY EMPLOYER”

Attachment: Community Services Block Grant Program Application (1903 : Community Services Block Grant Program Application)

Economic Improvement Council, Inc.
 Community Services Block Grant Program
 Pasquotank County Public Hearing Minutes
 November 16, 2017

Pasquotank County Public CSBG Public Hearing was called to order @ 2:00pm by Anniesha Overton.

Introduction of CSBG Staff and EIC Board Member was given by Anniesha Overton.

The purpose of this meeting was to inform the public of the intent to apply for funds from the North Carolina Department of Health & Human Services in Raleigh, North Carolina for the funding year July 1, 2018 – June 30, 2019.

Presentation of the CSBG Program 2018-2019 Anti-Poverty Plan was given. Explanation of the Tripartite Board Structure.

QUESTIONS AND ANSWERS

Do you work with and help with Habitat for Humanity Housing?

That is with Section 8 and with Section 8 they have a Self-Sufficiency Program as well.

How is the information given out?

The case managers pass the information along to their customers?

Can the case managers get the information out to others that they are not servicing?

This information is passed along the cases managers customers.

How do you get people in to serve as customers?

Through referrals and by word of mouth in the community.

Information about jobs and classes would help others; shouldn't the case managers give that information out to the public?

No further questions

ADJOURNMENT

Respectfully Submitted By:

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Mr. ROBERT WILLIAMS
PRESIDENT
BOARD OF DIRECTORS

Dr. LANDON B. MASON SR.,
EXECUTIVE DIRECTOR

November 14th, 2017

Community Service Block Grant
Hearings

Location: Perquimans County Winfall Town Hall
100 Parkview Lane Winfall 27985

AGENDA

Call to Order Mrs. Lillian Dance

- Introduction of the CSGB Staff
- Purpose of the Public Hearing
- Presentation of the CSBG Program 2018-2019
 - Presentation Anti-Poverty Plan
 - Questions and Answers

Adjournment Mrs. Lillian Dance

“AN EQUAL OPPORTUNITY EMPLOYER”

Attachment: Community Services Block Grant Program Application (1903 : Community Services Block Grant Program Application)

Economic Improvement Council, Inc.
 Community Services Block Grant Program
 Perquimans County Public Hearing Minutes
 November 14, 2017

Perquimans County Public CSBG Public Hearing was called to order @ 2:00am by Lillian Dance.

Introduction of CSBG Staff and EIC Board Member was given by Lillian Dance.

The purpose of this meeting was to inform the public of the intent to apply for funds from the North Carolina Department of Health & Human Services in Raleigh, North Carolina for the funding year July 1, 2018 – June 30, 2019.

Presentation of the CSBG Program 2018-2019 Anti-Poverty Plan was given.

QUESTIONS AND ANSWERS

Since the CSBG PROGRAM only service 50 families are there currently any available openings?

Currently we are servicing 50 families.

Could you talk more about housing for the elderly that is financially not able to afford the high rental cost?

Section 8 is one of the programs at EIC and you must go online to fill out an application once the enrollment period is opened.

How do you help an individual that doesn't have any goals and how do the case managers go about helping them?

Contact the case manager in your community and the case manager could do an assessment.

How do you help an individual with finding a job?

By assessing the customers skills education and goals.

The program is income based and once an assessment is made, and eligibility is determined. Also, upon availability a decision is made.

Remarks from Mayor Fred Yates

Mayor Yates gave his view of the importance of the programs in which EIC overseas and how important they are to the community.

No further questions

ADJOURNMENT

Respectfully Submitted By:

Jameka L. Carter

PERQUIMANS COUNTY PUBLIC HEARING SIGN IN SHEET

November 14, 2017

1. Anna Morning
2. Eunice Carter
3. Dolores MATTHEWS
4. Anita Hurdle
5. Tameta Carter
6. JAMES E. JONES
7. Gillian Dancie
8. Tavonda J Fields
9. Fred Yates
11. Cynthia Stallings
- 12.
- 13.
- 14.
- 15.

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Mr. ROBERT WILLIAMS
PRESIDENT
BOARD OF DIRECTORS

Dr. LANDON B. MASON SR.,
EXECUTIVE DIRECTOR

November 15th, 2017

**Community Service Block Grant
Hearings**

**Location: Washington County Resource Center
383 Hyw 64 Suite 7 Plymouth, NC 27962**

AGENDA

Call to Order Mrs. Wendy Hedgebeth

- Introduction of the CSGB Staff
- Purpose of the Public Hearing
- Presentation of the CSBG Program 2018-2019
- Presentation Anti-Poverty Plan
- Questions and Answers

Adjournment Mrs. Wendy Hedgebeth

“AN EQUAL OPPORTUNITY EMPLOYER”

BEAUFORT:	CAMDEN:	CHOWAN:	CURRITUCK:	DARE:	GATES:	HYDE:	MARTIN:	PASQUOTANK:	PERQUIMANS:	PITT:	TYRRELL:	WASHINGTON:
940-1282	338-7720	482-4458	232-2882	473-3149	357-0555	926-4651	789-1181	335-5493	426-7868	355-0028	796-3711	793-3142

Attachment: Community Services Block Grant Program Application (1903 : Community Services Block Grant Program Application)

Washington County Minutes

Public Hearing

November 15, 2017

A Public Hearing was held in Washington County today. The Welcome was given by Mrs. Wendy C. Hedgebeth. We had eight in attendance at the meeting. Mrs. Hedgebeth was excited to have each of us present especially her Director Dr. James Jones and her Board Member Mr. Melvin Norman, and the Journalist from the Roanoke Beacon Mr. Arthur Howell.

Mrs. Hedgebeth gave a brief summary of their 2018-2019 Anti-Poverty Plan. During this meeting she mentioned that the Community Service Block Grant Program assist low-income people to become Self-Sufficient. The Family Self-Sufficiency Program is designed to empower people to take control of their lives by becoming independent, productive members of their community. The agency collaborates and coordinates with other public and private agencies in the counties they serve.

She mentioned that the agency is governed through by a Tripartite Board which consists of the Poor, Private, and Public Group. The board fully participates in the planning, implementation, and evaluation of the agency.

She mentioned that the CSBG Program will be funded for the period of July 1, 2018 through June 30, 2019. The estimated amount will be \$373,181 for the low-income families and individuals that they serve. The funding is awarded by a grant application from The North Carolina Department of Health and Human Services and The Office of Economic Opportunity out of Raleigh, NC.

Mrs. Hedgebeth completed her presentation and opened the floor for any questions, comments, and concerns:

Mr. Norman informed us that he was honored to be on the board. He had a lot of other obligations today but he had to come show his support at the hearing. He met with 2 FSS Customers and 1 potential customer. He encouraged them to keep striving because they can make it.

Mr. Howell wanted to know if men could be a part of the FSS Program. Mrs. Hedgebeth informed him that she was glad he asked that question because she is looking forward to working with men as well. They do not have to have kids, but they must be within the income guidelines and get out of poverty.

Mrs. Hegdebeth mentioned that she has a caseload of 5 customers for each of her counties. She welcomes anyone that comes in with a mind set to get out of poverty because she can have a waiting list. She has 3 years to work with them. If they work with her and follow-up they will not leave the way they came in! She is in the Washington County Office on Tuesdays, Wednesdays, and Fridays. She mentioned that she is always available. She provided her office cell number.

Ms. Lipford mentioned how the agency has assisted her when she was homeless, hungry, and without a job. In less than a year she was blessed to have a place to call home, food on her table, and a job! She encouraged anyone that is in need to meet with Mrs. Wendy!

Dr. Jones mentioned that the Executive Director of the E.I.C. Agency is Dr. Landon Mason, Sr. and he is the CSBG Director. They are excited about the work that the team is doing. Keep in touch with Mrs. Hedgebeth and he will be back to check and see how things are going.

There were no more questions, comments, or concerns.

The meeting was adjourned.

Submitted by:



Economic Improvement Council, Inc.**Public Hearing****Sign In Sheet**

1. Melvin Norman
2. Oleta Lippard
3. Arthur Howell
4. Zibedy C. Hedgema
5. JAMES E. JONES Jr.
6. Shanisha Norman
7. Lowsha Johnson
8. Shontique Swain
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ECONOMIC IMPROVEMENT COUNCIL, INC.
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Mr. ROBERT WILLIAMS
PRESIDENT
BOARD OF DIRECTORS

Dr. LANDON B. MASON SR.,
EXECUTIVE DIRECTOR

November 16th, 2017

Community Service Block Grant
Hearings

Location: Hyde County Resource Center
1430 Main Street Swanquarter, NC 27885

AGENDA

Call to Order Mrs. Wendy Hedgebeth

- Introduction of the CSGB Staff
- Purpose of the Public Hearing
- Presentation of the CSBG Program 2018-2019
 - Presentation Anti-Poverty Plan
 - Questions and Answers

Adjournment Mrs. Wendy Hedgebeth

“AN EQUAL OPPORTUNITY EMPLOYER”

Attachment: Community Services Block Grant Program Application (1903 : Community Services Block Grant Program Application)

Hyde County Public Hearing

Minutes

Mrs. Hedgebeth gave the Welcome and the mission of Economic Improvement Council, Inc. She mentioned that she serves in 3 counties: Washington, Tyrrell, and Hyde County.

She gave a brief summary of the 2018-2019 Anti-Poverty Plan. She stated that Community Service Block Grant Program assist low-income families with locating employment, obtain and maintaining standard housing, attain educational/vocational training.

She has a total of 15 customers. She can work with her families for 3 years. Through collaborations, the Family Self-Sufficiency Program is able to provide quality services to participants and significantly impact lives.

Mrs. Wendy mentioned that the agency is governed by a Tripartite Board which includes the Poor, Private, and Public Sector. The board participates in the planning, implementation, and evaluation of the agency.

The CSBG Program will be funded for the period of July 1, 2018 through June 30, 2019. The estimated amount will be \$373,181 for low-income families/individuals they serve. Funding is awarded by a grant application from The North Carolina Department of Health and Human Services, and the Office of Economic Opportunity in Raleigh, North Carolina.

Mrs. Hedgebeth thanked everyone for coming and asked where there any questions comments of concerns.

Dr. Jones the CSBG Director thanked everyone for coming and mentioned that it was a please meeting everyone. He wanted us to know men are welcome in the FSS Program as well. We don't have many men enrolling in the program. Dr. Jones mentioned that they have funds for education for the customers that they serve that needs to be spent.

Dr. Latimore wanted to know how the Case Mangers identify the need in our county. Mrs. Hedegebeth mentioned through collaboration and other meetings that she attend. She informed him that they have a survey called needs assessment that can be completed online. They make them available everywhere if possible because they want to know the need and concern of families/individuals. She mentioned that she would like for him to make them available in the school system. Dr. Latimore agreed to do that.

Dr. Latimore mentioned that Mr. Charles Spencer needs some welders to take a class at the High School in Swanquarter. They are having a hard time locating the men to enroll the class.

Economic Improvement Council, Inc.

Public Hearing

Sign In Sheet

1. *Randolph H. Latimore, Sr.*
2. *Wanda R. Cunningham, Family Advocates*
3. *Alfreda Ricketts*
4. *JAMES E. JONES*
- 5.
- 6.
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- 13.
- 14.
- 15.
- 16.

Attachment: Community Services Block Grant Program Application (1903 : Community Services Block Grant Program Application)

**Economic Improvement Council, Inc.
712 Virginia Road
Post Office Box 549
Edenton, NC 27932
(252) 482 - 4458, Ext. 113**

ANTI-POVERTY PLAN SUMMARY
July 1, 2018 - June 30, 2019

Dr. Landon B. Mason, Executive Director
(252) 482-4458, Ext. 137

1. Executive Summary

Public Hearing on the Initial Plan

Public Hearing requirements 10A NCAC 97B. 0402 (3) is to hold hearings for the initial stages of the planning process.

A. Public Hearing Requirement

The Department of HHS requires the Economic Improvement Council to conduct a public hearing on the Community Services Block Grant Program. A Public Hearing is scheduled for November 13th – through November 16th, 2017. Notices regarding the public hearings are or will be published in the Daily Advance newspaper and the satellite offices.

B. EIC Program Operations

EIC is a Community Action Agency designated by the local elected officials to administer Anti-Poverty Programs within Region "R" of the State of North Carolina. Counties comprising the Region include: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington.

C. Community Needs Assessment

The Economic Improvement Council, Inc. is located in the Northeastern section of North Carolina. Its northern boundary joins the State of Virginia. The ten counties are predominately rural with a very high incidence of poverty.

In assessing the needs of the communities during the first year of our three year period, (1) Limited job opportunities and (2) Lack of affordable housing were the two priorities. The FSS Program addresses the needs of the entire family and gives the CSBG staff the opportunity to coordinate and focus on programs with multiple resources; so that customers and community groups can find integrated resources to solve inter-related problems.

D. ROMA Case Management (The CSBG Service)

Also known as "Self-Sufficiency", at a minimum, the following elements is included in a comprehensive/case management program:

- a. A comprehensive assessment of the issues facing the family is conducted.

- b. A written plan toward self-support for each family member is created.
- c. A comprehensive assortment of services is made available as needed to implement the plan for self-support, including the use of available community resources.
- d. A case management strategy is used to track and evaluate progress and the plan is adjusted.

E. Board Structure (Tripartite Board)

The Board of Directors consists of 21 members and is constituted so as to assure that:

- a. One-third of the members of the board are elected public officials, holding office on the date of selection, or their representatives.
 - b. Not less than one-third of the members are persons chosen in accordance with democratic selection procedures adequate to assure that they are representatives of low-income individuals and families in development, planning, implementation, and evaluation of the program to serve low-income communities; and
- F. The remaining of the members are officials or persons from businesses, industries, the labor force, faith community, law enforcement, educational, or other major groups and interests in the community served.

G. CSBG Program

Purposes and Goals:

To provide industrial, agricultural, recreational and educational services to assist in the general economic well-being, health and welfare of the citizens in the Albemarle area to become more self-sufficient.

I. Goals will be accomplished through:

- i. The strengthening of the community capabilities for planning and coordinating the use of a broad range of Federal, State, and other assistance related to the elimination of poverty.
- ii. The organization of a range of services related to the needs of low-income families and individuals.
- iii. The greater use of innovative and effective community-based approaches of attacking the causes and effects of poverty.
- iv. Maximum participation of residents of the low-income communities.
- v. The broadening of the resources base of programs directed to the elimination of poverty.

II. Funding

The EIC/CSBG funding for the year 2018-2019 is \$373,181.

III. Proposed Project

Self-Sufficiency: This project will provide the opportunity for 50 low-income families to become self-sufficient through the provision of comprehensive support and self-help.

PUBLIC HEARINGS ON COMMUNITY SERVICES BLOCK GRANT PROGRAM

The Economic Improvement Council, Inc. will hold a Public Hearing in each of the ten counties on the continuation of funds from the NC Dept. of Health & Human Services in Raleigh, NC. The Hearings will be held the week of November 13 – November 16, 2017 from 10:00 am – 2:00 pm. Funds will be used to alleviate the barriers of poverty for low-income families. The 2018 Anti-Poverty Plan and supportive documents may be reviewed by the public at the EIC Resource Centers and the Edenton Administrative Office between 8:30 am – 5:00 pm daily. Contact: EIC 252-482-4458 Ext. 118.

**EIC-Community Services Block Grant
Program Intent to Apply**

The EIC-Community Services Block Grant Program in Edenton, NC plans to apply for the continuation of funds from the N.C. Department of health & Human Services in Raleigh, North Carolina in the amount of \$373,181 for the period of July 1, 2018 - June 30, 2019 . Funds will be used to alleviate the barriers of poverty for low-income families through the provision of comprehensive case management which would include: employment, housing, budget counseling, educational/training, information & referral:

Contact EIC: 482-4458 ext 118.

NONPROFIT RATE AGREEMENT

EIN: 1560857026A1

DATE:05/18/2017

ORGANIZATION:

FILING REF.: The preceding agreement was dated 01/15/2016

Economic Improvement Council, Inc.
712 Virginia Road
P.O. Box 549
Edenton, NC 27932

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FINAL	07/01/2014	06/30/2015	17.58	All	All Programs
PROV.	07/01/2015	06/30/2018	17.58	All	All Programs

*BASE

Direct salaries and wages including vacation, holiday, sick pay and other paid absences but excluding all other fringe benefits.

ORGANIZATION: Economic Improvement Council, Inc.

AGREEMENT DATE: 5/18/2017

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

Fringe Benefits include: FICA, Health and Life Insurance, Retirement, Worker's Compensation, Disability and Group Life Insurance, Unemployment Insurance.

Equipment means article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

TREATMENT OF ADMINISTRATIVE COSTS:

This organization charges all costs direct to a particular final cost objective, e.g. a particular award, project, service, or other direct activities, with the exception of the costs listed below:

1. Salaries & Wages and Related Fringe Benefits

Executive Director	Fiscal Officer
Administrative Assistant	Bookkeeper 1/Crisis
Accounts Payable Clerk	Payroll Clerk
Executive Assistant	Facilities Coordinator
Receptionist	

2. Non-Labor Expenses

Travel and Per Diem	Audit
Materials and Installation	Dues
Contracted Services	Computer Expenses/Internet
Rent and Utilities	Repairs and Renovations
Consumable Supplies	Capital Expenditures
Insurance	Other Expenditures

The next indirect cost proposal based on actuals for FYE 06/30/2016 is due by 12/31/2016.

ORGANIZATION: Economic Improvement Council, Inc.

AGREEMENT DATE: 5/18/2017

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

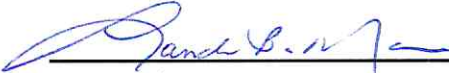
E. OTHER:

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

Economic Improvement Council, Inc.

(INSTITUTION)



(SIGNATURE)

Landon B. MASON

(NAME)

Executive Director

(TITLE)

7/1/2017

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Darryl W. Mayes - A

Digitally signed by Darryl W. Mayes - A
DN: c=US, o=U.S. Government, ou=HHS, ou=PSC,
ou=People, 0.9.2342.19200300.100.1.1=2000131669,
cn=Darryl W. Mayes - A
Date: 2017.06.02 14:39:59 -0400

(SIGNATURE)

for

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

5/18/2017

(DATE) 7867

HHS REPRESENTATIVE: Wheatford Ashby

Telephone: (214) 767-3261

COST ALLOCATION PLAN					Effective
Department	Building Sq. Footage	Common Area	Office & Common Space	Percentage	7/1/2017
Administration	1498.75	1066.98	2565.73	29.81%	
CSBG	126.5	90.06	216.56	2.52%	
Head Start	1798.17	1280.15	3078.32	35.76%	
Section 8	1277.82	909.7	2187.52	25.41%	
WAP/HAP	326.9	232.72	559.62	6.50%	
Total	5028.14	3579.61	8607.75	100.00%	

Attachment: Community Services Block Grant Program Application (1903 : Community Services Block Grant Program Application)

Economic Improvement Council, Inc.

Conflict of Interest Policy

The Board of Directors/Policy Council and employees are to avoid any conflict of interest, even the appearance of such. The Organization's Board of Directors/Policy Council and employees are obligated to always act in the best interest of the organization. This obligation requires that any Board or Policy Council member or employee, in the performance of organization duties, seek only the furtherance of the Organization's mission. At all times, Board or Policy Council members or employees are prohibited from using their job title, the Organization's name or property, for private profit or benefit.

- A. The Board or Policy Council members and employees of the Organization should neither solicit nor accept gratuities, favors, or anything of monetary value from current or potential contractors/vendors, persons receiving benefits from the Organization or persons who may benefit from the actions of any Board or Policy Council member or employee. This not intended to preclude bona-fide Organization fund raising-activities.
- B. A Board or Policy Council member may, with the approval of Board or Policy Council, receive honoraria for lectures and other such activities while not acting in any official capacity for the Organization. Officers may, with the approval of the Board or Policy Council, receive honoraria for lectures and other such activities while on personal days, compensatory time, annual leave, or leave without pay. Employees may, with the prior written approval of their supervisor, receive honoraria for lectures and other such activities while on personal days, compensatory time, annual leave, or leave without pay. If a Board or Policy Council member or employee is acting in any official capacity, honoraria received in connection with activities relating to the Organization are to be paid to the Organization.
- C. No Board or Policy Council member or employee of the Organization shall participate in the selection award, or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract:
 1. The Board or Policy Council member or employee;
 2. Any member of their family by whole or half blood, step or personal relationship or relative-in-law;
 3. An organization in which any of the above is an officer, director, or employee;
 4. A person or organization with whom any of the above individuals is negotiating or has any arrangement concerning prospective employment or contracts.

D. Duty of Disclosure—Any conflict of interest, potential conflict of interest, or the appearance of a conflict of interest is to be reported to the Board or Policy Council or one’s supervisor immediately.

E. Board Action – When a conflict of interest is relevant to a matter requiring action by the Board of Directors or Policy Council, the Board or Policy Council member or employee must disclose the existence of the conflict of interest and be given the opportunity to disclose all material facts to the Board and Policy Council members of committees with governing delegated powers considering the possible conflict of interest. After disclosure of all material facts, and after any discussion with the person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

In addition, the person(s) shall not participate in the final deliberation or decision regarding the matter under consideration and shall leave the meeting during the discussion of and vote of the Board of Directors/Policy Council.

F. Violations of the Conflicts of Interest Policy – If the Board of Directors or Policy Council has reasonable cause to believe a member or employee has failed to disclose actual or possible conflicts of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose. If, after hearing the person’s response and after making further investigation as warranted by the circumstances, the Board of Directors/Policy Council or employee has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

G. Record of Conflict –The minutes of the governing board and all committees with board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have an actual or possible conflict of interest, the nature of the conflict of interest, any action taken to determine whether a conflict of interest was present, and the governing boards or committee’s decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement that presents a possible conflict of interest, the content of the discussion, including any alternatives to the transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Approved by:

Economic Improvement Council, Inc.

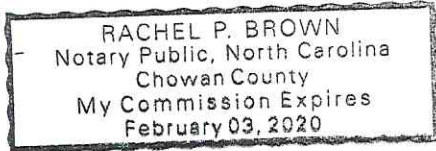
Name of Organization

Rachel P. Brown

Signature of Organization Official

12/1/2017

Date



Rachel P. Brown

Hyde County Schools



1430 Main Street
P. O. Box 217
Swan Quarter, NC 27885
Office (252) 926 3281
Fax (252) 926 3083

BOARD OF EDUCATION
Randy Etheridge, Chair
Thomas L. Whitaker, Vice Cha
Myra Chandler
Aleta Cox
Angela Todd

Superintendent
Dr. Randolph Latimore, Sr.
rlatimore@hyde.k12.nc.us

November 1, 2017

Dr. Landon Mason
712 Virginia Road
PO Box 549
Edenton, NC 27932

Dear Dr. Mason:

Please find attached two originals of the lease agreement for the office space used by EIC, Inc. of Edenton, NC for the 2018/2019 school year. The contract is the same as the current contract. Please review and sign both originals. Keep one for your files and return one original to me for my files.

Thank you and we look forward to our continued working relationship.

Regards,

Randolph H. Latimore, Sr., Ed. D.
Superintendent of Schools

Enclosures

RHL

Teamwork...Providing Quality Education for All Children

Attachment: Community Services Block Grant Program Application (1903 : Community Services Block Grant Program Application)

NORTH CAROLINA

HYDE COUNTY

THIS AGREEMENT, dated this the 1st day of July, 2018 by and between the **HYDE COUNTY BOARD OF EDUCATION**, acting by and through the Superintendent of the Hyde County Board of Education, party of the first part, and the **EIC**, acting by and through the Director of **EIC in Edenton, North Carolina**, party of the second part, WITNESSETH:

THAT WHEREAS, the party of the first part is the owner of that building known as the “ O. A. Peay School Building” in Swan Quarter, North Carolina.

AND WHEREAS, the party of the first part has accessed their facility needs for the 2018-2019 school year and has no educational needs for a portion of that building;

AND WHEREAS, the party of the first part wishes to lease to the party of the second part a portion of that building from July 1, 2018 through June 30, 2019;

AND WHEREAS, the party of the second part wishes to lease said building from the party of the first part;

NOW, THEREFORE, BE IT RESOLVED: the parties hereto agree as follows:

1. The party of the first part lets and leases unto the party of the second part and the party of the second part accepts as tenant of the party of the first part the one office (app. 12’ x 15’).
2. In addition, the party of the first part agrees that the party of the second part shall have a reasonable amount of parking space for its employees and its customers in the parking lot of said O. A. Peay School lot as well as access to such other portions of said building as may be necessary for access to said room including use of rest room facilities, break room and Board Conference room. Use of the Conference room should be scheduled through the School Superintendent office.
3. The party of the second part agrees that it will carry such insurance on its contents as it in its sole discretion may deem appropriate and that the party of the second part will not carry on any hazardous activities which may tend to void any fire or other casualty insurance carried on said building by the party of the first part.
4. The party of the second part agrees that it will occupy said premises in a quiet fashion and keep said premises in a clean and orderly state of affairs and not allow any disturbances on said premises which might be a nuisance to persons in other portions of said building.
5. The party of the first part will be responsible for all ongoing building maintenance except any repairs resulting from misuse or intentional acts by the party of the second part’s employees or agents.
6. As rental for said premises the party of the second party will pay to the party of the first part the sum of \$75.00 per month, beginning upon occupancy and on the first day of each calendar month during the term hereof.

- 7. In addition, the party of the second part shall not pay for all other utilities consumed by it on said premises, including but not limited to, telephone service.

General Liability Insurance will be provided by the party of the first part for the entire building and premises.

- 8. The party of the second part stipulates that it has carefully examined said premises and finds the same suitable in all respects for its purposes.
- 9. The initial term of the lease shall end at 11:59 P.M. on June 30, 2019 but this lease will be deemed to be renewed from year to year unless either party gives to the other written notice of its intention not to renew said lease prior to April 1st of any year.

IN TESTIMONY WHEREOF, each of the parties hereto has caused this document to be sign by its duly authorized officer, effective July 1, 2018, irrespective of the date of said lease.

HYDE COUNTY BOARD OF EDUCATION

BY: *Handolph H. Latimore, Jr.*
Superintendent

EIC

BY: *David B. Mc...*
Director

Attachment: Community Services Block Grant Program Application (1903 : Community Services Block Grant Program Application)

OFFICE SPACE FOR THE CSBG PROGRAM IN PERQUIMANS COUNTY

I, Lloyd R. Morgan, agrees to rent office space to the Economic Improvement Council, Inc., CSBG Program at 220 Winfall Blvd., Winfall, NC 27985.

THE RENT IS \$250 PER MONTH.

This lease is in effect from July 1, 2018 to June 30, 2019 and can be terminated with a thirty day notice.

Dr. Landon B. Mason, Sr., Executive Director 

Mr. Lloyd R. Morgan-Owner 

Attachment: Community Services Block Grant Program Application (1903 : Community Services Block Grant Program Application)

T/A ENTERPRISES, INC.
Danny S. Alligood, President
252-791-0908
383 Highway 64
Plymouth, NC 27962

LEASE AGREEMENT

Date: May 1, 2017

IN CONSIDERATION of the rent reserved and the mutual promises each to the other made herein, *T/A Enterprises, Inc.*, as Landlord, does hereby, by and through Danny S Alligood, its agent, lease and rent to Economic Improvement Council, Inc. as Tenant ("Tenant") and Tenant does hereby lease and rent from Landlord the premises more particularly described below (the "Premises") in accordance with the Standard Provisions of this agreement and the following terms and conditions.

1. **The Premises:** Located in the City of Plymouth, County of Washington, State of North Carolina, being known as and more particularly described as:
 - Unit 8
 - 383 Highway 64

2. **Term:** The term of this lease shall be for 1 year (duration) commencing July 15, 2017 (date) and expiring July 14, 2018 (date) (the "Initial Term"). Either Landlord or Tenant may terminate the tenancy at the expiration of the Initial Term by giving written notice to the other at least 30 days prior to the expiration date of the Initial Term. In the event such written notice is not given or if the Tenant holds over beyond the Initial Term, the tenancy shall automatically become a month (period) to month (period) tenancy upon the same terms and conditions contained herein and may thereafter be terminated by either Landlord or Tenant by giving the other 30 days written notice prior to the last day of the then current period of the tenancy.

1. **Rent:** Tenant shall pay, without notice, demand, or deduction to Landlord as Landlord directs monthly (payment period) rentals in the amount of \$ 310.00 . The first rental payment, which shall be prorated if the Initial Term commences on a day other than the first day of the applicable rental payment period, shall be due on July 15, 2017 (date) and shall constitute payment for the period ending August 14, 2017 (date). Therefore all rentals shall be paid

in advance on or before the 15th day of each subsequent calendar (payment period) for the duration of the tenancy.

2. **Monthly rental payments** are to be mailed to T/A Enterprises, Inc., 1771 Pulp Mill Road, Jamesville, NC 27846.
3. **Security Deposit:** The Tenant shall deposit with the Landlord the sum of \$ n/a to secure the faithful performance of the Tenant's promises and duties contained herein (the Security Deposit). The Landlord will:

- Deposit the Security Deposit in a Trust Account with:
Weyco Credit Union, Plymouth, NC 27962

to secure the performance of the Landlord's obligation to refund the Security Deposit as herein provided.

The Security Deposit shall be held, and upon the termination of the tenancy be applied in the manner and for the purposes set forth as follows:

Upon any termination of the Tenancy herein created, the Landlord may deduct from the Security Deposit amounts sufficient to pay (1) any damages sustained by the Landlord as a result of the Tenant's nonpayment of rent or nonfulfillment of the Initial Term or any renewal periods including the Tenant's failure to enter into possession; (2) any damages to the Premises for which the Tenant is responsible; (3) any unpaid bills which become a lien against the Premises due to the Tenant's occupancy; (4) any costs of re-renting the Premises after a breach of this Agreement by the Tenant; (5) any court costs incurred by the Landlord in connection with terminating the tenancy; and (6) any other damages of the Landlord which may then be a permitted use of the Security Deposit under this Agreement.

The Security Deposit may, in the discretion of either the Landlord or the Agent, be deposited in an Interest bearing Account with the Bank or Savings Institution identified above. Any Interest earned upon the Security Deposit, whether the Security Deposit is deposited in a Trust Account or held otherwise, shall accrue for the benefit of, and shall be paid to, the Landlord, or as the Landlord directs, such Interest, if any, may be withdrawn by Landlord or Agent from such account as it accrues as often as is permitted by the terms of the Account.

4. **Assignment:** The Tenant shall not assign this Agreement or sublet the Premises in whole or in part.
5. **Acceptance of Premises:** The Tenant acknowledges that he/she has inspected the Premises and he/she agrees that the Premises and any common areas used in connection with them are in a safe and fit condition and, where applicable, that the electrical, plumbing, sanitary, heating, ventilating, air conditioning and other

appliances furnished with the Premises are in a good and proper working order. The Tenant also acknowledges that no representation as to the condition or state of repair of the Premises has been made.

Tenant Provisions

Tenant's Obligations: Unless otherwise agreed upon, the Tenant shall:

- a. Use the Premises for business purposes only and in a manner so as not to disturb other Tenants;
- b. Not use the Premises for any unlawful or immoral purposes or occupy in such a way as to constitute a nuisance;
- c. Keep the Premises and common area in a clean, safe, sanitary, and presentable condition;
- d. Comply with any and obligations imposed upon tenants by applicable building and housing codes;
- e. Dispose of all garbage and other waste in a clean and safe manner and comply with all applicable ordinances concerning garbage collection, waste and other refuse;
- f. Use in a proper and reasonable manner all electrical, plumbing, sanitary, heating, ventilating, air conditioning, and other facilities and appliances, if any, furnished as a part of the Premises. Tenant shall be liable to Landlord for any damages caused by his/her failure to comply with this requirement;
- g. Not deliberately or negligently destroy, deface, damage or remove any part of the Premises (including all facilities, appliances and future) or permit any person known or unknown to the Tenant to do so;
- h. I permit the Landlord (and the Landlord hereby, reserves the right to) to enter the Premises during reasonable hours for the purpose of (1) inspecting the Premises and the Tenant's compliance with the terms of this Agreement, (2) making such repairs, alterations, improvements, or additions thereto as the Landlord may deem appropriate, and (3) for showing the premises to prospective purchasers or tenants;
- i. Be responsible for all telephone services not provided for under the Landlord's Provisions; and
- j. Be responsible for the expense incurred for printing the Tenant's business name and logo on any exterior and interior signs.

Alterations: The Tenant shall not paint or decorate the Premises or make any alterations, additions, or improvement in or to the Premises without the Landlord's prior written or verbal consent and then only in a workmanlike manner using materials and contractor approved by the Landlord. All such work shall be done at the Tenant's expense and at such times and in such manner as the Landlord or Tenant shall become the property of the Landlord

and shall remain upon and become a part of the Premises at the end of the tenancy hereby created, with the exception of the following:

Landlord Provisions

Landlord's Obligations: Unless otherwise agreed upon, the Landlord shall:

1. Comply with the applicable commercial building codes to the extent required by such commercial building codes;
2. Make all repairs to the Premises as may be necessitated by ordinary wear and tear to keep the Premises in a safe and fit condition. The Landlord shall not, however, be required to make any repairs necessitated the Tenant's intentional or negligent misuse of the Premises.
3. Keep all common areas, if any, used in conjunction with the Premises in a clean and safe condition;
4. Promptly repair all facilities and appliances, if any, as may be furnished by the Landlord as part of the Premises, including electrical, plumbing, sanitary, heating, ventilating, and air conditioning systems provided that the Landlord, except in emergency situations, actually received notification from the Tenant, in writing or verbal communication, of the needed repairs and provided further that the Landlord shall not be required to repair damage to any facility or appliance which is caused by the Tenant's deliberate or negligent misuse or improper operation of them;
5. Be responsible for the maintenance of the permanent sign structures, both roadside and building front;
6. Be responsible for the maintenance of all existing internal telephone service lines, including existing telephone jacks but excluding all new installations of telephone lines and jacks; and
7. Be responsible for all obligations pertaining to the maintenance and continuance of electrical, water, sewer, and garbage disposal services provided the Premises.

TENANT, (Economic Improvement Council)

Phil A. Copeland

(Tenant and Tenant's Agent), have read and accept the terms, conditions, and provisions of this lease agreement on this day of 4-25-17.

LANDLORD, T/A Enterprises, Inc., *Danny S. Alligood*

(Danny S. Alligood, Agent) enters into a lease agreement with

Economic Improvement Council, Inc. (Tenant or Agent) under the terms,

conditions, and provisions of this lease agreement on this day of

5/1/2017

T/A Enterprises, Inc.
Danny S. Alligood, President
252-791-0908
(Cell) 252-505-2073

Attachment: Community Services Block Grant Program Application (1903 : Community Services Block Grant Program Application)

**NORTH CAROLINA
CURRITUCK COUNTY**

**OFFICE SPACE LEASE
AGREEMENT**

This lease, made and entered into this ____ day of _____, 2017 by and between **Currituck County**, North Carolina, a body corporate and politic existing pursuant to the laws of the State of North Carolina, (Lessor), and **Economic Improvement Council, Inc.**, (Lessee);

WITNESSETH:

The Lessor hereby leases to the Lessee and covenants to keep the Lessee in quiet possession of the following described premises, to wit;

Space located within the Lessor's designated as Room #118 located at the Social Services Building, 2793 Caratoke Highway, Currituck, North Carolina (the Premises) and subject to the terms and conditions set forth herein.

The Premises herein demised shall be used solely as space for the Economic Improvement Council Case Manager for the Community Services Block Grant Program Family Sub-Sufficient Program.

I. TERM:

Term: The term of this Lease shall be for one calendar year **commencing July 1, 2017**, and **expiring June 30, 2019**. This Lease may be terminated by either party upon thirty (30) days prior written notice, or sooner terminated as provided elsewhere herein.

II. PAYMENT:

2.1 In consideration whereof, the Lessee agrees to pay the Lessor as rent for the Premises, the sum of **SEVENTY FIVE DOLLARS AND NO CENTS 00/100 (\$75.00)** payable monthly in advance. Rent payments are due on or before the 1st day of each month and shall be paid in person or by mail to the Currituck County Finance Department, 153 Courthouse Road, Suite 101, Currituck, NC 27929.

2.2 In the event Lessee shall fail to pay the rent set forth hereunder, or shall fail to keep or perform any of the covenants, agreements or conditions of this Lease for a period of thirty (30) days, then Lessor may terminate this agreement and repossess the premises and retain any deposits made with the execution of this agreement. Otherwise, in the event Lessee performs all of the terms of said lease and pays all rents due hereunder, then at the end of the term Lessor shall refund to Lessee any deposit made with the execution of this lease agreement.

2.3 Lessee may be required to provide a damage deposit in an amount equal to two (2) monthly rental payments. Any such deposit will be held by the Lessor until the termination of the lease and shall be used to offset damages that may occur during the tenant's occupancy of the premises. Failure of the Lessor to require such a deposit at the execution of the lease will not limit the right to establish such a requirement during the lease term.

III. LEASE PROVISIONS

3.1 Lessee agrees to take good care of the Premises and to return the same at the expiration of the term in as good condition as received, ordinary wear, tear and natural decay excepted. If destruction of the Premises, or any part thereof, shall occur during the term of this Lease (and the destruction is not the result of actions or fault by the Lessee), so as to make the premises unfit for the uses described in this Lease, the Lessee may surrender and cancel this Lease.

3.2 It is agreed and understood that the Premises are to be used solely as space for the Economic Improvement Council Case Manager for the Community Services Block Grant Program Family Sub-Sufficient Program and for no other purpose, unless approved by the Lessor in writing. Any other provision of this Lease notwithstanding, in the event of any violation of the provisions of this paragraph on the part of the Lessee, the Lessor shall have the right to cancel this Lease forthwith and without notice.

a. The Premises are for the private use of the Lessee and shall not be used for any commercial purpose, including, but not by way of limitation, the sale of products or services of any kind, whether or not such sales are transacted for a profit. However, the Lessor may agree to allow certain commercial uses of the leased premises if the terms and conditions relating to such use are set forth in a Rider to this lease.

b. Lessee agrees that use of the premises shall be in accordance with federal, state and local laws and regulations, including, but not limited to, those pertaining to fire and safety.

IV. GENERAL PROVISIONS:

4.1 It is agreed that the demised site is accepted in its "as is" condition. Except as established in the preceding paragraph. Lessor assumes no responsibility as to the condition of the demised premises nor shall it assume responsibility for the maintenance, upkeep or repairs which might become necessary to keep the Premises in a safe and serviceable condition.

4.2 The Premises shall not be underlet or the term in whole or in part assigned, transferred or set over by the act of the Lessee, by process or operation of law or in any other manner whatsoever without the prior written consent of the Lessor.

4.3 No signs, emblems or advertising shall be placed or erected on or in the Premises herein demised, nor shall Lessee make any alterations, changes or additions to the Premises including, but not limited to, the replacement or change of locks for the Premises without Lessor's prior written approval.

4.4 The Lessor shall not be liable for any damage, either to person or property, sustained by the Lessee or by other persons due to the building or any part thereof or any appurtenances thereof becoming out of repair or due to the happening of any accident in or about the building or due to any act or neglect of any tenant or occupant of the building or of any other person. Without limiting the generality of the foregoing, the Lessor shall not be liable for damage

caused by water, wind or electrical causes or the negligence of contractors, employees, agents or licensees of the Lessor unless provided to be the gross negligence of the Lessor.

4.5 The Lessee agrees to indemnify and save the Lessor, its officers, agents and employees harmless from any liability, including, but not limited to claims, judgments, fines, costs and attorney's fees to persons or property resulting from or arising out of the Lessee's use or occupancy of the Premises.

4.6 This Lease, at the option of the Lessor, shall be void and forfeited in case of any violation of any agreement herein contained. This covenant is not to be considered or construed as a penalty, but shall be punctually enforced and the Lessor's failure to enforce the same with respect to any violation shall not constitute a waiver of the right to enforce the same with respect to any other violation.

4.7 The Lessee agrees that the Lessor shall have the right to enter the demised premises at any time for the purpose of making inspections thereof and to make such repairs or alterations as are, in the opinion of the Lessor, desirable or necessary and to take such materials into the premises for the safe and economical accomplishment of said purposes without in any way being deemed guilty of an actual or constructive eviction of the Lessee.

4.8 Lessee shall maintain an insurance policy for the leased premises in full force and effect for the period covered by the Lease and any renewals filed with the County. The insurance policy (policies) must identify the Lessor as an additional insured. A copy of the insurance policy (policies) or certificate of insurance must be filed with the Currituck County Finance Department within 30 days of the signing of the lease. The insurance will meet the specifications set forth below.

The amounts of such insurance shall not be less than the following:

Bodily Injury \$100,000
 Property \$1,000,000
 Each Accident \$1,000,000

V. SUBLEASE/ASSIGNMENT:

The space hereby leased will not be subleased by Lessee nor will this Lease be assigned without the express approval of the Lessor.

VI. NOTICES

Notices to the Lessor provided for herein shall be sufficient if sent by registered mail, postage prepaid, or hand delivered, addressed to Currituck County Attorney, 153 Courthouse Road, Suite 210, Currituck, NC 27929 and notices to the Lessee shall be sufficient if sent registered mail, postage prepaid, or hand delivered, addressed to Economic Improvement Council, Inc., Community Services Block Grant Program, P.O. Box 549, Edenton, NC 27932 or to such other respective addresses as the parties may designate to each other in writing from time to time. Lessee shall notify the Currituck County Legal Department of any change of address within thirty (30) days.

VII. TERMINATION

This agreement may be terminated by either party upon thirty (30) days written notice of non-renewal as provided for in paragraph I above. In addition, Lessor may terminate this agreement during the course of monthly term upon the occurrence of any of the following which shall constitute a breach of this Lease by Lessee: Rent is not paid by the 20th of any month; Lessee has vailed to comply with the condition of this lease and has not reasonably corrected the deficiency upon notice by Lessor. In the event of such breach, Lessor shall notify Lessee of termination in writing.

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

ATTEST: *Lecann Walton*
Lecann Walton
Clerk to the Board of Commissioners

CURRITUCK COUNTY
BY: *Bobby Hanig*
Bobby Hanig
Chairman, Board of Commissioners

(COUNTY SEAL)

ATTEST: _____
Secretary

ECONOMIC IMPROVEMENT COUNCIL,
INC.
BY: *David B. ...*
President

Executive Director

(SEAL)

Attachment: Community Services Block Grant Program Application (1903 : Community Services Block Grant Program Application)



Dr. Landon B. Mason, Sr.
Executive Director

Economic Improvement Council, Inc.
Head Start
PO Box 549 / 712 Virginia Rd
Edenton, NC 27932
(252) 482-4495 Fax: (252) 482-7564
www.eiccaa.org

Thelma Finch-Copeland
Director

Office Space for CSBG Tyrrell County
Lease Agreement

The Economic Improvement Council, Inc. Head Start Program has consented to make available space at the Tyrrell County Head Start Center for office space to be used by the CSBG Program.

This agreement is temporary for a two year period (July 1, 2017 – June 30, 2019) and includes one classroom, normal common areas and designated parking area.

The CSBG Program agrees to pay the amount of \$100.00 per month or a total of \$1,200.00 for a 12 month period. The space is located at 190 LA Kelsner Road, Columbia, NC 27925.

This agreement is subject to the needs of the Head Start Program and may be terminated by either party with a 30 day notification.

Payment is due by the 10th of each month

Dr. Landon Mason, Executive Director

Mrs. Thelma Finch-Copeland, Head Start Director

G:Tracy/M/Inch/CSBG Ty Lease

An Equal Opportunity Provider and Employer



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.M
Meeting Date: January 08, 2018

Submitted By: Dave Parks, Permit Officer
 Planning & Zoning
 Prepared by: Amy Barnett

Item Title **Set Public Hearing - Ordinance 2017-11-01; Rezoning Application (UDO 2017-10-02) for Glen A. Carey, Jr.**

Attachments: 2017-11-01 - Ordinance Amending the Official Zoning Map - Carey Rezoning (PDF)
 Glen Carey Jr - Sharon Chuch Rezoning Request - Staff Report Findings (PDF)

Summary:

Property owner has requested to rezone approximately 25 acres from Basic Residential (R3-2) to Basic Residential (R3-1) on property located adjacent to 197 Sharon Church Road in South Mills Township. Rezoning application was heard by the Planning Board on December 20, 2017 and after discussion with applicant and staff, Planning Board made the following recommendations:

- (1) **Consistency Statement:** The requested Map Amendment is consistent with both the CAMA Land Use Plan and Comprehensive Plan as it allows for densities as low as one acre. Higher density provides more residential roof tops to support Commercial Development within designated areas of Camden County. Motion passed on a 7 to 0 vote.
- (2) **Recommendation:** Motion was made recommending approval of Ordinance 2017-11-01 and rezoning request UDO 2017-10-02 to rezone property to Basic



Residential (R3-1). Motion passed on a 7 to 0 vote.

Recommendation:

Set public hearing for February 5, 2018.

Ordinance No. 2017-11-01**An Ordinance
Amending the Camden County
Zoning Map
Camden County, North Carolina****Article I: Purpose**

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

Article II. Amendment to Zoning Map

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

The property currently shown in the Camden County Tax Assessor's Office as PIN 01-7081-00-81-4060 is hereby re-zoned from Basic Residential (R3-2) to Basic Residential (R3-1).

Article III. Penalty

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

- 4. Each day that any violation continues after notification by the administrator that such violation exists shall be considered a separate offense for purposes of the penalties and remedies specified in this section.
- 5. Any one, all or any combination of the foregoing penalties and remedies may be used to enforce this Ordinance.

Article IV. Severability

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

Article V. Effective Date

This Ordinance is effective upon adoption.

Adopted by the Board of Commissioners for the County of Camden this day of 2017.

County of Camden

Clayton Riggs, Chairman
Camden County Board of Commissioners

ATTEST:

Karen Davis
Clerk to the Board

(SEAL)

STAFF REPORT

**UDO 2017-10-02
Zoning Map Amendment**

PROJECT INFORMATION

File Reference: UDO 2017-10-02
Project Name; N/A
PIN: 01-7081-00-81-4060

Applicant: Glen A. Carey, Jr.

Address: P.O. Box 211
South Mills, NC

Phone: (252) 333-8596

Email:

Agent for Applicant:

Address:

Phone:

Email:

Current Owner of Record: Glen A. Carey, Jr.

Meeting Dates:

12/20/2017

Planning Board

Application Received: 10/2/2017
By: David Parks, Permit Officer

Project Address/Location: Adjacent to 197 Sharon Church Road, South Mills

Application Fee paid: \$800 Check #18697

Completeness of Application: Application is generally complete

Documents received upon filing of application or otherwise included:

- A. Rezoning Application
- B. ARHS Perc Test.
- C. Deed
- D. GIS Aerial, existing zoning, Comprehensive Plan future land use and CAMA Land Use Plan Suitability Maps

REQUEST: Rezone approximately 25 acres from Basic Residential (R3-2) to Basic Residential (R3-1)

From: Basic Residential (R3-2)

To: Basic Residential (R3-1)

The R3 Districts are designed to provide for low density residential development in areas that are adjacent to those areas primarily devoted to agriculture. Subdivision in the R3-2 district requires a minimum of two acres per lot.

The R3 Districts are designed to provide for low density residential development in areas that are adjacent to those areas primarily devoted to agriculture. Subdivision in the R3-1 district requires a minimum of one acre per lot.

Attachment: Glen Carey Jr - Sharon Church Rezoning Request - Staff Report Findings (1912 : Set Public Hearing - Rezoning Application for Glen

Vicinity Map:



SITE DATA

Lot size: Approximately 25 acres

Flood Zone: Zone X

Zoning District(s): Basic Residential (R3-2)

Existing Land Uses: Agriculture/Residential

Adjacent Zoning & Uses:

	North	South	East	West
Zoning	Basic Residential (R3-2)	Basic Residential (R3-2)	Residential (R3-2) (R2)	Basic Residential (R3-2)
Use & size	Woodland	Farmland	Farmland/Housing	Woods/Farmland

Proposed Use(s):

The Uses will remain the same; just the density change is requested from two to one acre.

Description of property:

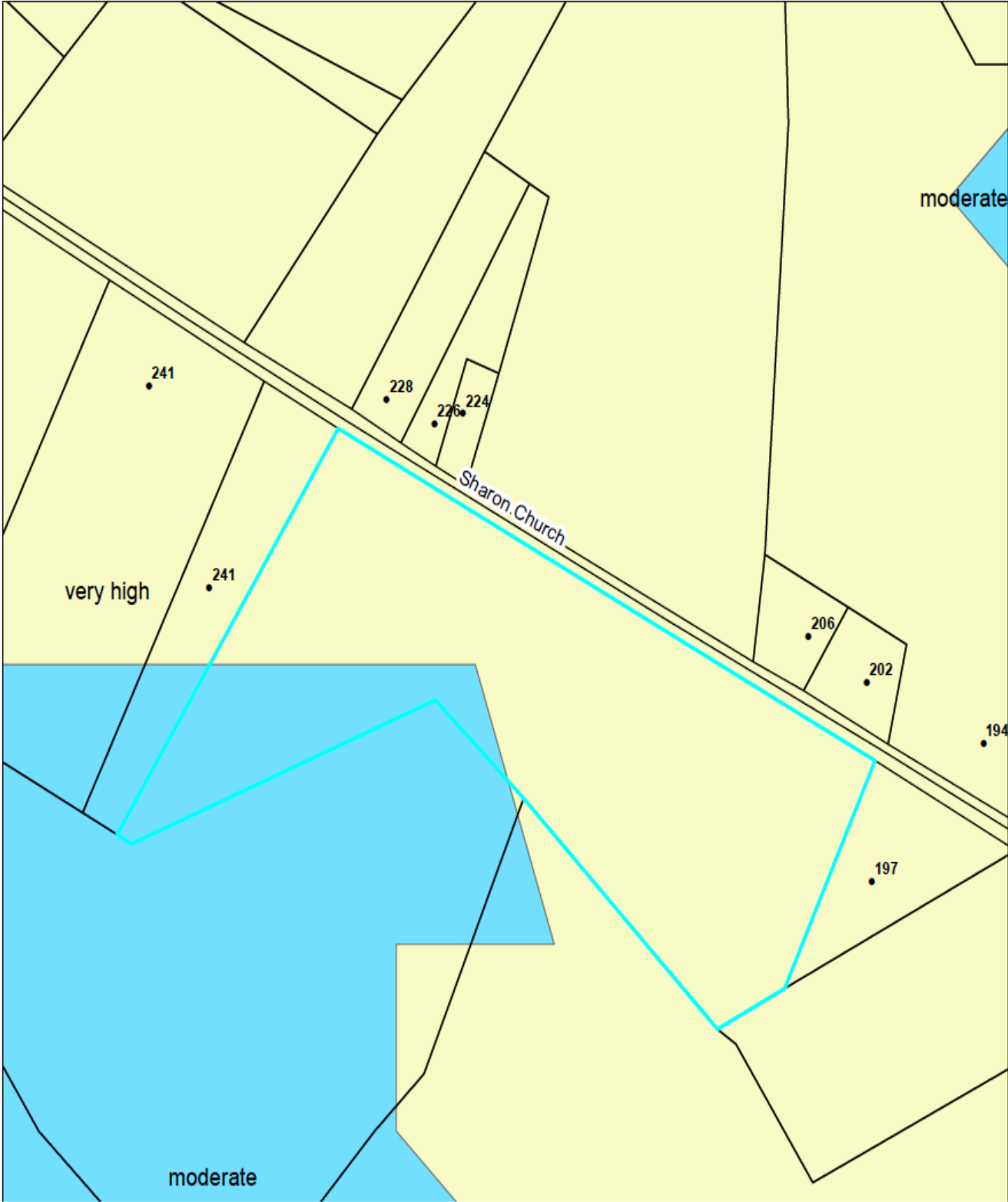
Property abuts Sharon Church Road. Property has been in farm use for quite some time plus there currently exists 3 dwellings on property.

ENVIRONMENTAL ASSESSMENT

Streams, Creeks, Major Ditches: Mill Run Ditch.

Distance & description of nearest outfall: Less than 1 mile.

CAMA Land Suitability:



Attachment: Glen Carey Jr - Sharon Church Rezoning Request - Staff Report Findings (1912 : Set Public Hearing - Rezoning Application for Glen

Comprehensive Plan Future Land Use Map\



Attachment: Glen Carey Jr - Sharon Church Rezoning Request - Staff Report Findings (1912 : Set Public Hearing - Rezoning Application for Glen

CAMA Future Land Use Map



Attachment: Glen Carey Jr - Sharon Church Rezoning Request - Staff Report Findings (1912 : Set Public Hearing - Rezoning Application for Glen

Zoning Map:



INFRASTRUCTURE & COMMUNITY FACILITIES

Water Water lines are located adjacent to property along Sharon Church road.

Sewer There are 3 dwellings on lot with septic systems.

Fire District South Mills Fire District. Property located approximately 3 miles from Station on Keeter Barn Road.

Schools Impact calculated at subdivision.

Traffic Staffs opinion is traffic will not exceed road capacities.

PLANS CONSISTENCY

CAMA Land Use Plan Policies & Objectives:

Consistent **Inconsistent**

The proposed zoning change is consistent with the CAMA Land Use Plan which was adopted by the Camden County Board of Commissioners on April 4, 2005 in that the Future Land Use Maps has area as Low Density Residential 1-2 acres or greater.

PLANS CONSISTENCY – cont.

2035 Comprehensive Plan

Consistent **Inconsistent**

Consistent with Comprehensive Plan (Adopted 2012) as Future Land Use Maps reflect land identified as Rural Residential 1 acre lots.

PLANS CONSISTENCY – cont.

Comprehensive Transportation Plan

Consistent Inconsistent

Property abuts Sharon Church Road.

Other Plans officially adopted by the Board of Commissioners

N/A

FINDINGS REGARDING ADDITIONAL REQUIREMENTS:

Yes No **Will the proposed zoning change enhance the public health, safety or welfare?**

Reasoning: The proposed zoning change will enhance the public health, safety, or welfare as the proposed change will allow for higher density residential development to support future commercial development providing a needed tax base for County residents.

Yes No **Is the entire range of permitted uses in the requested classification more appropriate than the range of uses in the existing classification?**

N/A
Reasoning: The allowable uses in the R3 (Basic Residential) zoning will not change as the request is for higher density from two acres to one acre.

For proposals to re-zone to non-residential districts along major arterial roads:

Yes No **Is this an expansion of an adjacent zoning district of the same classification? N/A**

Reasoning:

Yes No **What extraordinary showing of public need or demand is met by this application? N/A**

Reasoning:

Yes No

Will the request , as proposed cause serious noise, odors, light, activity, or unusual disturbances?

Reasoning: All uses allowed in the requested zoning classification should not cause any serious noise, odors, light activity, or unusual disturbances.

Yes No

Does the request impact any CAMA Areas of Environmental Concern?

Reasoning: Property is outside any CAMA Areas of Environmental Concern.

Yes No

Does the county need more land in the zoning class requested?

Reasoning: Higher density development in areas identified in the Comprehensive and CAMA plans provides needed roof tops to support commercial development.

Yes No

Is there other land in the county that would be more appropriate for the proposed uses?

N/A

Reasoning: Proposed uses will not change.

Yes No **Will not exceed the county’s ability to provide public facilities:**

Schools – The higher density would have an impact on the high school as it is over capacity. Owner desires to create a four lot minor subdivision and preserve the rest in farmland.

Fire and Rescue – Minimal impact.

Law Enforcement – Minimal impact.

Parks & Recreation – Minimal impact

Traffic Circulation or Parking – N/A

Other County Facilities – No.

Yes No **Is This A Small Scale “Spot” Rezoning Request Requiring Evaluation Of Community Benefits?**

If Yes (regarding small scale spot rezoning) – Applicants Reasoning:

	Personal Benefits/Impact	Community Benefits/Impact
With rezoning	Will allow owner to cut out a 4 lot minor subdivision of one acre lots.	Preservation of farmland and providing additional roof tops to support commercial development.
Without rezoning	Property owner will be wasting 4 acres of farm land under current zoning requiring two acre lot sizes.	No Change.

STAFF COMMENTARY:

The owner would like to do a 4 lot minor subdivision and preserve as much farm land as possible.

At their December 20, 2017 meeting, Planning Board made the following recommendations:

Consistency Statement:

The requested Map Amendment is consistent with both the CAMA Land Use Plan and Comprehensive Plan as it allows for densities as low as one acre. Higher density provides more residential roof tops to support Commercial Development within designated areas of Camden County. Motion passed on a 7 to 0 vote.

Recommend approval of Ordinance No. 2017-10-01 and Rezoning Application 2017-10-02. Motion passed on a 7 to 0 vote.



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.N
Meeting Date: January 08, 2018

Submitted By: Dave Parks, Permit Officer
 Planning & Zoning
 Prepared by: Amy Barnett

Item Title **Set Public Hearing - Ordinance 2017-12-01; Rezoning Application (UDO 2017-11-23) from Jeffrey L & Amanda W. Thornley**

Attachments: Ordinance 2017-12-01 - Thornley Rezoning (PDF)
 Thornley Rezoning Findings (PDF)
 Table of Permissible Uses - H3 vs R3 (PDF)

Summary:

Property owner has requested to rezone approximately 17 acres from Highway Commercial (HC) to Basic Residential (R3-1) on property located adjacent to 165 & 195 Horseshoe Road in South Mills Township. Rezoning application was heard by the Planning Board on September 20, 2017 and after discussion with applicant and staff, Planning Board made the following recommendations:

- (1) Motion made to recommend approval to amend Comprehensive Plan Future Land Use Map for this property from Rural Preservation to Rural Residential. Motion passed on a 7 to 0 vote.
- (2) Consistency Statement: The requested rezoning is consistent with adopted CAMA Future Land Use Maps as property is identified as Low Density Residential not Commercial. Comprehensive Plan Future Land Use Maps for this parcel is being recommended to amend to reflect Rural Residential which will make the request consistent with FLU Maps. Residential development will provide support for Commercial Development in targeted areas within the Core Village of South Mills.



Recommended Consistency Statement passed pass on a 7 to 0 vote.

- (3) Motion made to recommend approval of Ordinance 2017-12-01 and rezoning request UDO 2017-11-23 to rezone property from Highway Commercial (HC) to Basic Residential (R3-1). Motion passed on a 7 to 0 vote.

Recommendation:

Set public hearing for February 5, 2018

Ordinance No. 2017-12-01**An Ordinance
Amending the Camden County
Zoning Map
Camden County, North Carolina****Article I: Purpose**

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

Article II: Amendment to Zoning Map

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

The property currently shown in the Camden County Tax Assessor's Office as PIN 01-7989-00-02-5678 is hereby re-zoned from Highway Commercial (HC) to Basic Residential (R3-1).

Article III: Penalty

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

- 4. Each day that any violation continues after notification by the administrator that such violation exists shall be considered a separate offense for purposes of the penalties and remedies specified in this section.
- 5. Any one, all or any combination of the foregoing penalties and remedies may be used to enforce this Ordinance.

Article IV: Severability

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

Article V: Effective Date

This Ordinance is effective upon adoption.

Adopted by the Board of Commissioners for the County of Camden this ____ day of _____, 2018.

County of Camden

Clayton Riggs, Chairman
Camden County Board of Commissioners

ATTEST:

Karen Davis
Clerk to the Board

(SEAL)

Attachment: Ordinance 2017-12-01 - Thornley Rezoning (1913 : Set Public Hearing - Rezoning Application - Jeffrey and Amanda Thornley)

STAFF REPORT

**UDO 2017-11-23
Zoning Map Amendment**

PROJECT INFORMATION

File Reference: UDO 2017-11-23
Project Name; N/A
PIN: 01-7989-00-02-5678

Applicant: Jeffrey L & Amanda
W. Thornley

Address: P.O. Box 175
South Mills, NC
Phone: (919) 418-9904
Email:

Agent for Applicant:
Address:
Phone:
Email:

Current Owner of Record: Applicant
Meeting Dates:

12/20/2017 **Planning Board**

Application Received: 11/20/17
By: David Parks, Permit Officer

Application Fee paid: \$720 Check #1040

Completeness of Application: Application is generally complete

Documents received upon filing of application or otherwise included:

- A.** Rezoning Application
- B.** Deed
- C.** Table of Permissible Uses comparison.
- D.** GIS Aerial, existing zoning, Comprehensive Plan future land use and CAMA Land Use Plan Suitability Maps
- E.** ARHS Perc Test

REQUEST: Rezone approximately 17 acres from Highway Commercial (HC) to Basic Residential (R3-1) on property located adjacent to 165 & 195 Horseshoe Road.

Highway Commercial (HC)

To: Basic Residential (R3-1)

The Highway Commercial district is designed to provide for and encourage the proper grouping and development of roadside uses which will best accommodate the needs of the motoring public along US 17, US 158 and NC 343.

The R3 Districts are designed to provide for low density residential development in areas that are adjacent to those areas primarily devoted to agriculture. Subdivision in the R3-1 district requires a minimum of one acre per lot.

Attachment: Thornley Rezoning Findings (1913 : Set Public Hearing - Rezoning Application - Jeffrey and Amanda Thornley)

PROJECT LOCATION:

Vicinity Map: South Mills Township



Attachment: Thornley Rezoning Findings (1913 : Set Public Hearing - Rezoning Application - Jeffrey and Amanda Thornley)

SITE DATA

Lot size: Approximately 17 acres.
Flood Zone: AE (100 year flood)
Zoning District(s): Highway Commercial (HC)
Existing Land Uses: Farmland

Adjacent Zoning & Uses:

	North	South	East	West
Zoning	Basic Residential (R3-1)/GUD	Mixed Single Family Residential (R2)/Highway Commercial (HC)	Highway Commercial (HC)/Basic Residential (R3-1)	Mixed Single Family Residential (R2)
Use & size	Farmland/Some Housing	Woodland/Farmland	Farmland/House	House/Woodland

Proposed Use(s): Residential purposes.

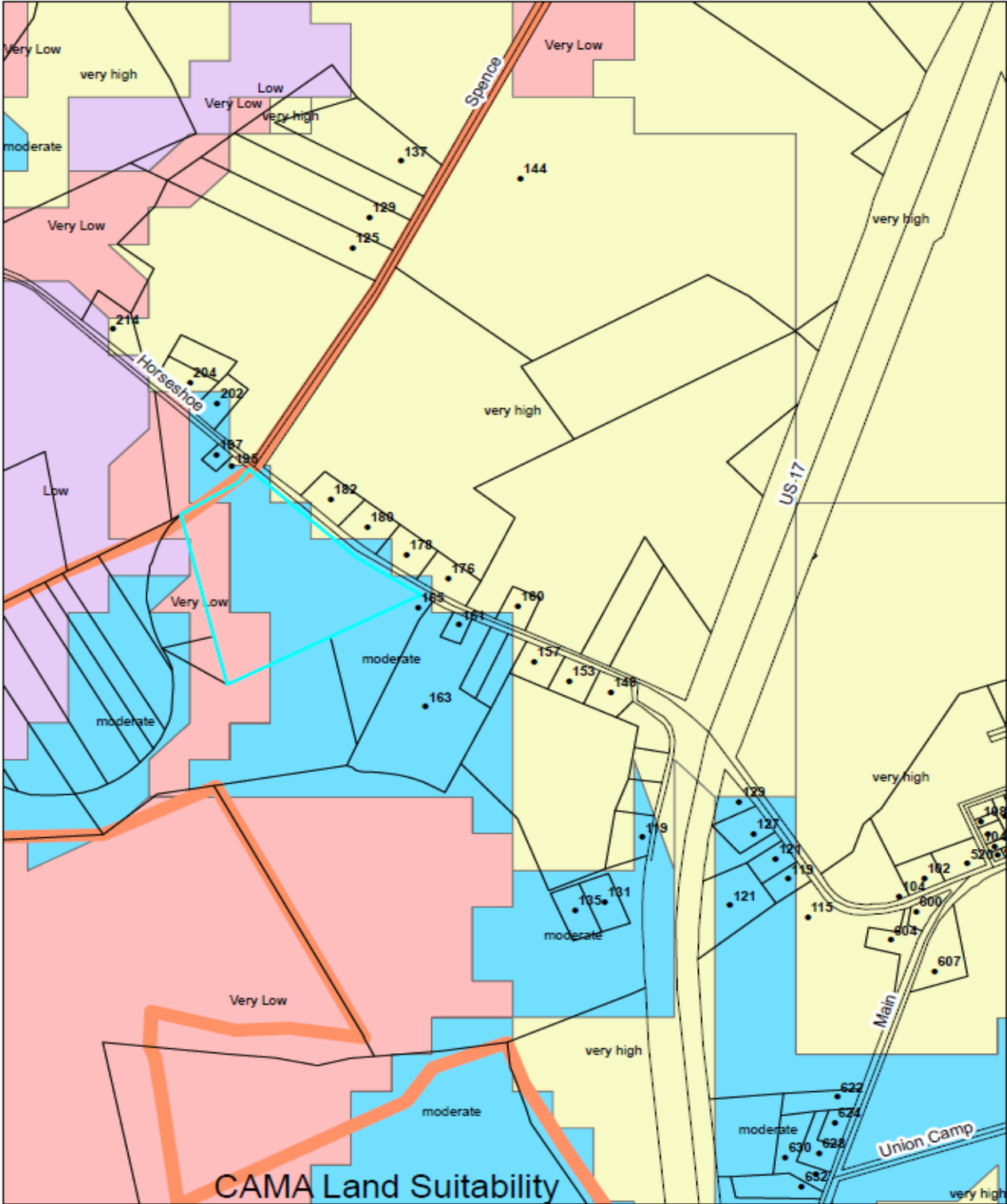
Description of property: Property is adjacent to 165 & 195 Horseshoe Road.

ENVIRONMENTAL ASSESSMENT

Streams, Creeks, Major Ditches: Upper Pasquotank.
Distance & description of nearest outfall: Less than 1 mile.

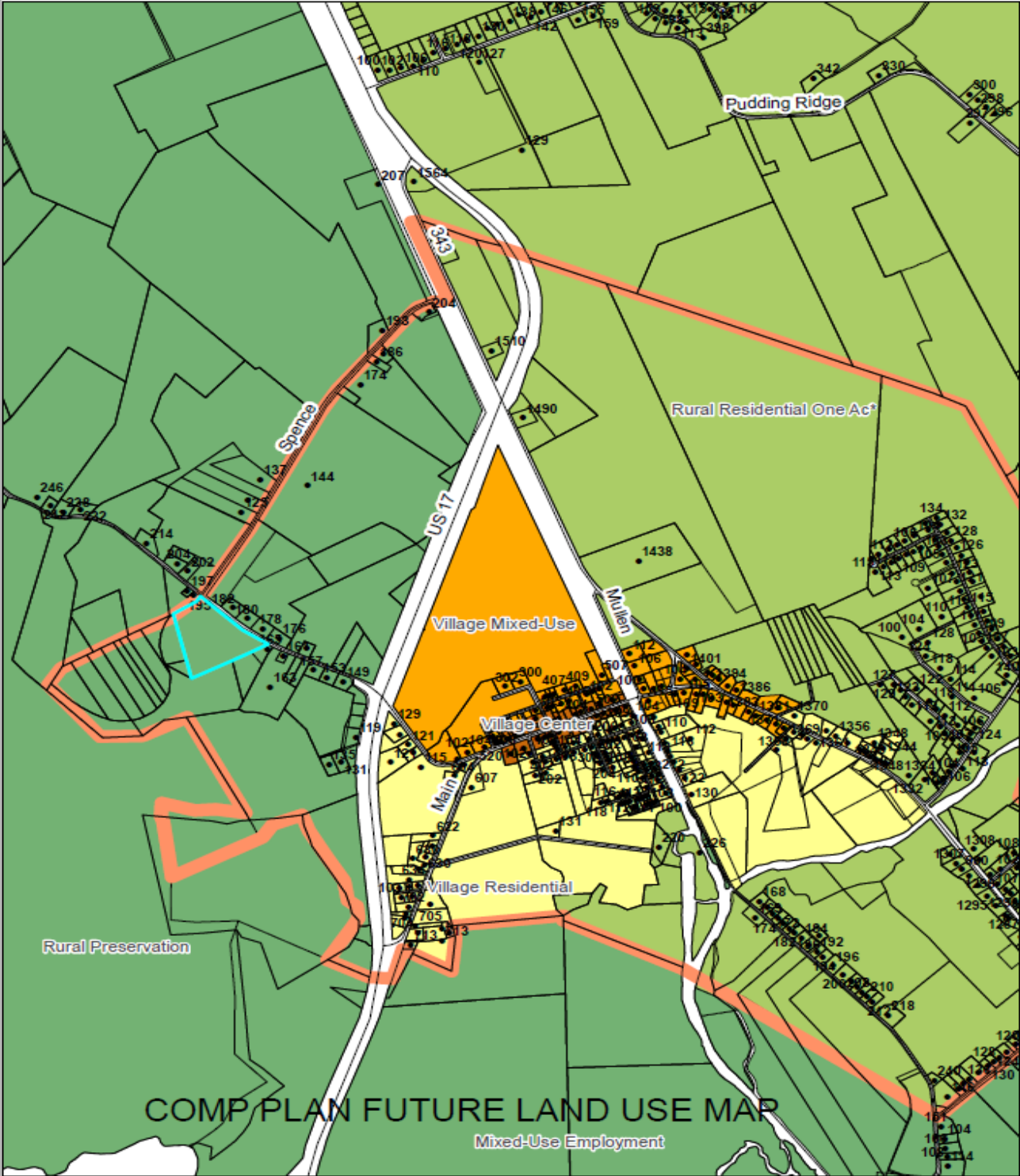
Attachment: Thornley Rezoning Findings (1913 : Set Public Hearing - Rezoning Application - Jeffrey and Amanda Thornley)

CAMA Land Suitability:



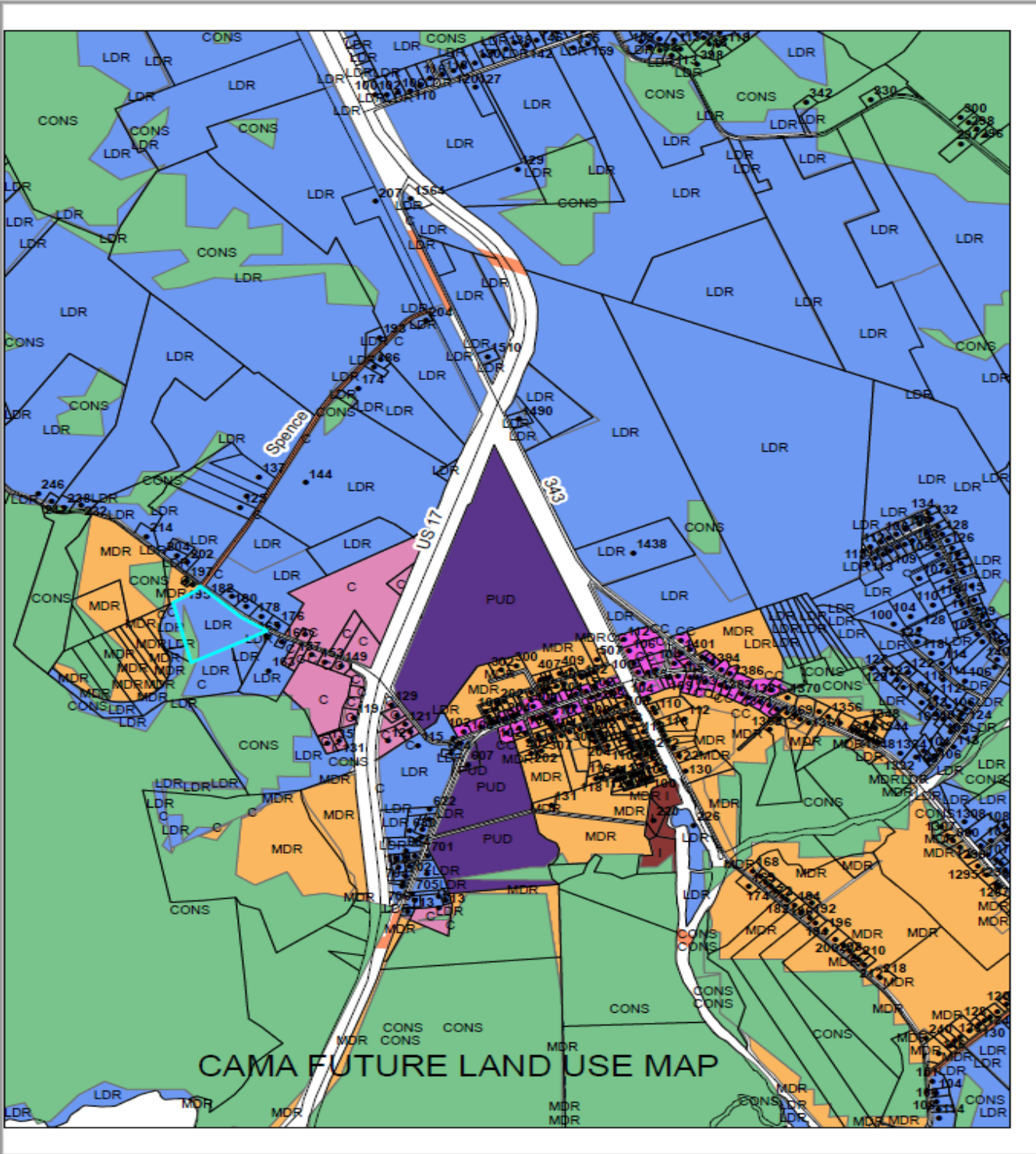
Attachment: Thornley Rezoning Findings (1913 : Set Public Hearing - Rezoning Application - Jeffrey and Amanda Thornley)

Comprehensive Plan Future Land Use Map



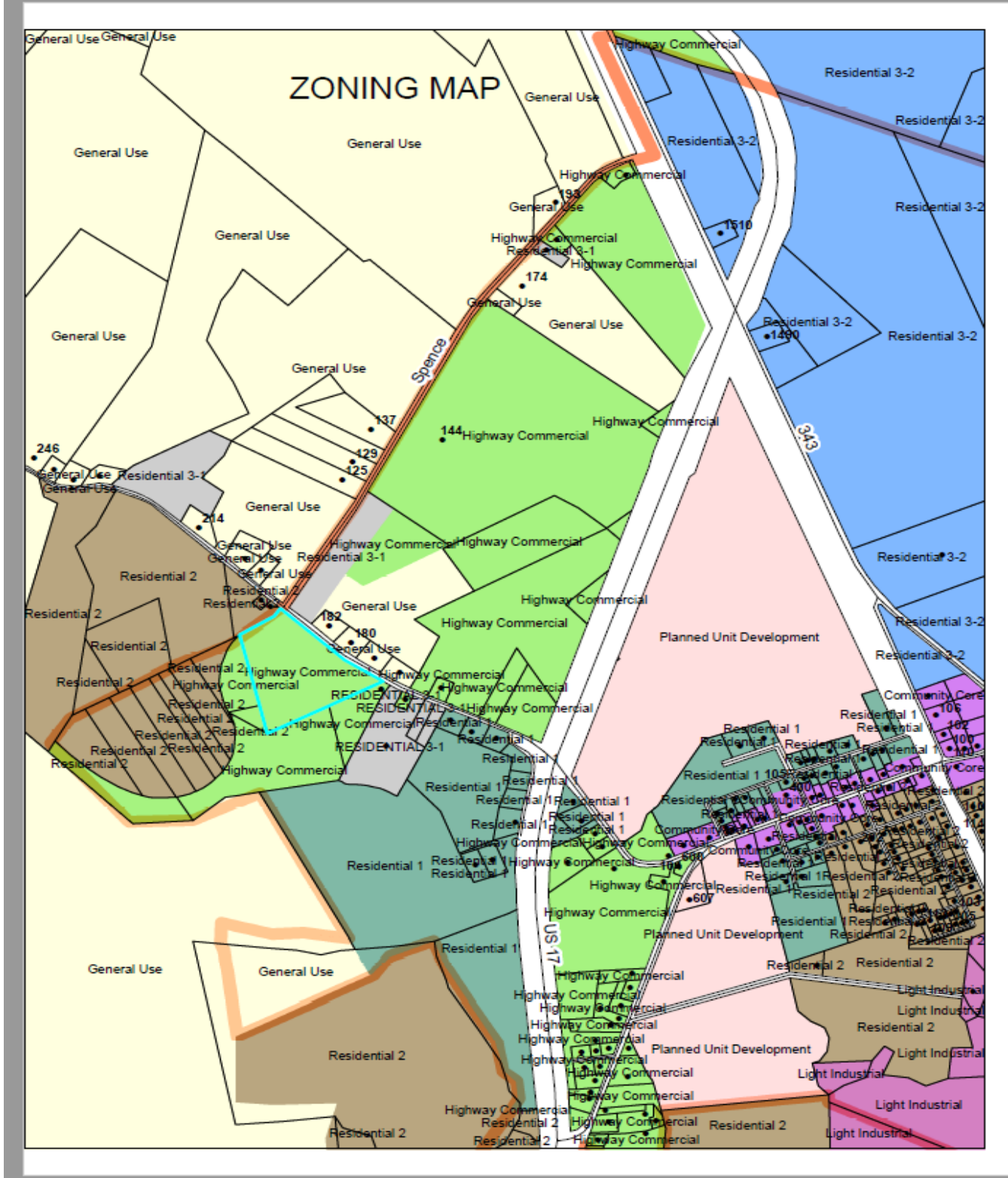
Attachment: Thornley Rezoning Findings (2013) : Set Public Hearing - Rezoning Application - Jeffrey and Amanda Thornley

CAMA Future Land Use Map



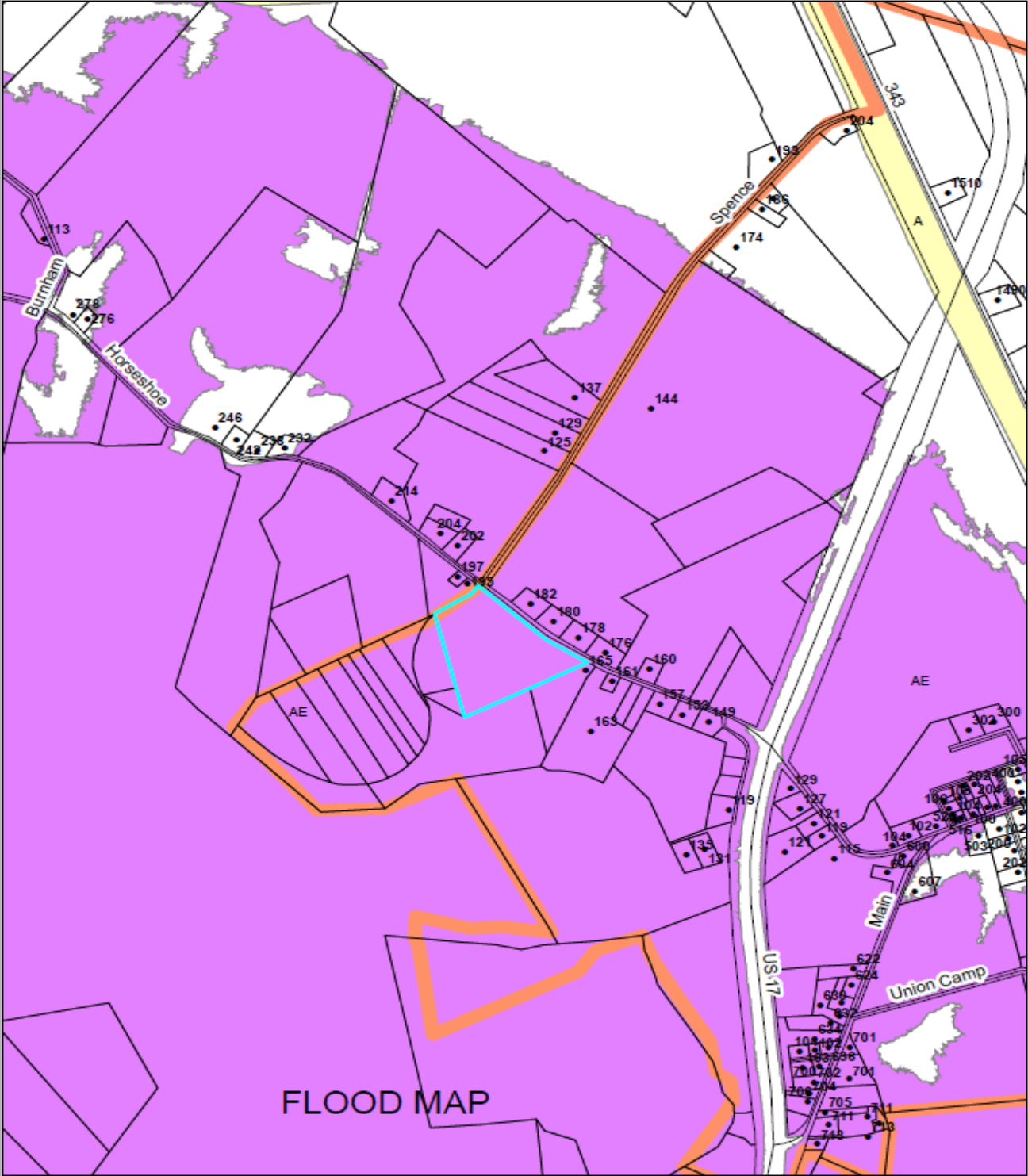
Attachment: Thornley Rezoning Findings (1913 : Set Public Hearing - Rezoning Application - Jeffrey and Amanda Thornley)

Zoning Map:



Attachment: Thornley Rezoning Findings (1913 : Set Public Hearing - Rezoning Application - Jeffrey and Amanda Thornley)

Floodplain Map



Attachment: Thornley Rezoning Findings (1913 : Set Public Hearing - Rezoning Application - Jeffrey and Amanda Thornley)

INFRASTRUCTURE & COMMUNITY FACILITIES

Water	Water lines are located adjacent to property along Horseshoe Road.
Sewer	No sewer available. Septic system will be utilized.
Fire District	South Mills Fire District. Property located approximately 1 mile from Station on Halstead St.
Schools	Impact calculated at subdivision/building permit.
Traffic	Staffs opinion is traffic will not exceed road capacities.

PLANS CONSISTENCY

CAMA Land Use Plan Policies & Objectives:

Consistent Inconsistent

The proposed zoning change is consistent with the CAMA Land Use Plan which was adopted by the Camden County Board of Commissioners on April 4, 2005 in that the Future Land Use Maps has area as Low Density Residential 1-2 acres or greater. Requested zoning is defined as Low Density Residential.

PLANS CONSISTENCY – cont.

2035 Comprehensive Plan

Consistent Inconsistent

Inconsistent with Comprehensive Plan (Adopted 2012) as current Future Land Use Maps reflect land as Rural Preservation. Consistent as Comprehensive Plan calls for development to be focused in the Core Villages. Staff feels that an error was made on the Future Land Use map as property is located within South Mills Core Village. Future Land Use Maps will need to be changed to ensure compatibility between maps and the need to focus development within the Core Village areas as addressed in the Comprehensive Plan.

PLANS CONSISTENCY – cont.

Comprehensive Transportation Plan

Consistent Inconsistent

Property abuts Horseshoe Road.

Other Plans officially adopted by the Board of Commissioners

Attachment: Thornley Rezoning Findings (1913 : Set Public Hearing - Rezoning Application - Jeffrey and Amanda Thornley)

N/A

FINDINGS REGARDING ADDITIONAL REQUIREMENTS:

Yes No **Will the proposed zoning change enhance the public health, safety or welfare?**

Reasoning: The proposed zoning change will neither enhance nor hinder the public health, safety, or welfare. The infrastructure is there for residential development however sewer is unavailable (if needed) for commercial development.

Yes No **Is the entire range of permitted uses in the requested classification more appropriate than the range of uses in the existing classification?**

Reasoning: Requested uses more appropriate than existing as property is ½ mile from U.S. 17 which distance is not within close proximity of U.S 17 to be appropriate for Highway Commercial uses. No sewer available at site to which most HC uses will need.

Yes No **For proposals to re-zone to non-residential districts along major arterial roads:**

Is this an expansion of an adjacent zoning district of the same classification? N/A

Yes No

Reasoning:

What extraordinary showing of public need or demand is met by this application? N/A

Reasoning:

Yes No **Will the request, as proposed cause serious noise, odors, light, activity, or unusual disturbances?**

Reasoning: All uses allowed in the requested zoning classification should not cause any serious noise, odors, light activity, or unusual disturbances.

Yes No **Does the request impact any CAMA Areas of Environmental Concern?**

Reasoning: Property is outside any CAMA Areas of Environmental Concern.

Yes No **Does the county need more land in the zoning class requested?**

Reasoning: Higher density development in areas identified in the CAMA Land Use and Comprehensive Plan provides needed roof tops to support commercial development.

Yes No **Is there other land in the county that would be more appropriate for the proposed uses?**

Reasoning: There are homes located adjacent to and near the property.

Yes No **Will not exceed the county’s ability to provide public facilities:**

Schools – The higher density would have an impact on the high school as it is over capacity.

Fire and Rescue – Minimal impact.

Law Enforcement – Minimal impact.

Parks & Recreation – Minimal impact

Traffic Circulation or Parking – N/A

Other County Facilities – No.

Yes No **Is This A Small Scale “Spot” Rezoning Request Requiring Evaluation Of Community Benefits?**

If Yes (regarding small scale spot rezoning) – Applicants Reasoning:

	Personal Benefits/Impact	Community Benefits/Impact
With rezoning	Will allow owner to build their home on the land.	Add required roof tops to support current and future commercial development.
Without rezoning	Property owner will not be able to use the land in which they intended as single family homes are not permissible in HC Zones.	Due to distance/location from U.S. 17 and lack of sewer staff feels it would be some time before any Community Benefits.

STAFF COMMENTARY:

This is another area where the CAMA Plan, Comprehensive Plan and Zoning Maps are not consistent with each other. CAMA Plan has property identified as Low Density Residential, Comprehensive Plan Future Land Use Map has land at Rural Preservation and Zoning Map has property zoned Highway Commercial. There is no sewer available at this time and there are houses located at or near the property. With distance from U.S. 17 staff feels current zoning is inappropriate for property.

Attachment: Thornley Rezoning Findings (1913 : Set Public Hearing - Rezoning Application - Jeffrey and Amanda Thornley)

At their December 20, 2017 meeting Planning Board made the following recommendations:

1. Motion made to recommend approval to amend Comprehensive Plan Future Land Use Map for this property from Rural Preservation to Rural Residential. Motion passed on a 7 to 0 vote.
2. Consistency Statement: The requested rezoning is consistent with adopted CAMA Future Land Use Maps as property is identified as Low Density Residential not Commercial. Comprehensive Plan Future Land Use Maps for this parcel is being recommended to amend to reflect Rural Residential which will make the request consistent with FLU Maps. Residential development will provide support for Commercial Development in targeted areas within the Core Village of South Mills. Recommended Consistency Statement passed on a 7 to 0 vote.
3. Motion made to recommend approval of Ordinance 2017-12-01 and rezoning request UDO 2017-11-23 to rezone property from Highway Commercial (HC) to Basic Residential (R3-1). Motion passed on a 7 to 0 vote.

**CAMDEN COUNTY, NORTH CAROLINA
TABLE OF PERMISSIBLE USES
(HC Vs R-3 Zoning Districts)**

USE#	DESCRIPTION	HC	R-3
1.000	Residential		
1.100	Single Family Detached (One dwelling unit per lot)		
1.111	Site Built		Z
1.111.5	Modular		Z
1.200	Two-Family Residences		
1.300	Multi-Family Residences		
1.310	Multi-Family Conversion	S	
1.320	Multi-Family Townhomes	S	
1.330	Multi-Family Apartments	S	
1.340	Condominiums	S	
1.400	Homes Emphasizing Special Services, Treatment or Supervision		
1.430	Child Care Homes		S
1.440	Halfway Houses	S	
1.450	Family care home; provided there is a half mile between them measured from lotlines	S	
1.460	Family care homes for the aged	S	
1.500	Miscellaneous rooms for rent situations		
1.510	Rooming houses, Boarding houses	S	
1.520	Bed and Breakfast establishments	Z	
1.540	Hotels, motels and similar businesses	S	
1.550	Hunting and Fishing Lodges	S	
1.600	Temporary Emergency Construction and Repair of Residences	Z	Z
1.700	Home Occupations	Z	Z
2.000	Sales and Rental of Goods, Merchandise and Equipment		
2.100	No storage/display of goods outside fully enclosed structure		
2.110	High Volume Traffic Generation	Z	
2.111	Convenience Store	Z	
2.120	Low Volume Traffic Generation	Z	
2.130	Wholesale Sales	Z	
2.200	Storage/Display of Goods Outside Fully Enclosed Allowed		
2.210	High Volume Traffic Generation	Z	
2.220	Low Volume Traffic Generation	Z	
2.230	Wholesale Sales	Z	
2.300	Shopping Centers – Subject to Article 151.347 (R)	S	
3.000	Office, Clerical, Research and Services not primarily related to goods or merchandise		
3.100	All operations conducted entirely within fully enclosed building		
3.110	Operations designed to attract and serve customers or clients on the premises, such as the offices of attorneys, stock brokers, travel agents, and other professions	Z	
3.120	Operations designed to attract little or no customer or client traffic other than employees of the entity operating the use	Z	
3.130	Offices or clinics of physicians or dentists with not more than 10,000 square feet of gross floor area	Z	
3.140	Government Offices	Z	
3.200	Operation conducted within or outside fully enclosed building		
3.210	Operations designed to attract and serve customers or clients on the premises	Z	
3.220	Operations designed to attract little or no customer or client traffic other than employees of the entity operating the use	Z	
3.230	Banks with drive-in windows	Z	

Attachment: Table of Permissible Uses - H3 vs R3 (1913 : Set Public Hearing - Rezoning Application - Jeffrey and Amanda Thornley)

CAMDEN COUNTY, NORTH CAROLINA
TABLE OF PERMISSIBLE USES
(HC Vs R-3 Zoning Districts)

USE#	DESCRIPTION	HC	R-3
4.000	Manufacturing, Processing, Creating, Repairing, Renovating, Painting, Cleaning, Assembling of Goods, Merchandise and Equipment, Subject to Hereto		
4.100	All operations conducted entirely within fully enclosed building		
4.110	Majority of dollar volume of business done with walk-in trade	Z	
4.120	Majority of dollar volume business not done with walk-in trade	Z	
4.200	Operations conducted within or outside fully enclosed building	S	
5.000	Educational, Cultural, Religious, Philanthropic, Social and Fraternal Uses		
5.100	Schools		
5.110	Elementary and Secondary (including associated grounds, athletic and other facilities)	S	S
5.120	Trade or Vocational	S	
5.130	Colleges, community colleges (including associated facilities such as dormitories, office buildings and athletic fields, etc.)	S	
5.200	Churches, Synagogues and temples (including associated residential structures for religious personnel)	Z	S
5.300	Libraries, museums, art galleries, art centers and similar uses (including associated educational and instructional activities)		
5.310	Located within a building designed and previously occupied as a residence or within a building having a gross floor area not in excess of 3,500 feet	S	S
5.320	Located within any permissible structure	S	
5.400	Social, fraternal clubs, lodges, union halls and similar uses	S	
6.000	Recreation, Amusement, Entertainment		
6.100	Activity conducted entirely within a building or substantial structure		
6.110	Bowling alleys, skating rinks, indoor tennis and racquetball courts, billiards and pool halls, indoor athletic and exercise facilities	Z	
6.120	Movie Theaters	Z	
6.130	Internet Sweepstakes Cafe Subject to Article 151.347 (U)	S	
6.200	Activity conducted primarily outside enclosed buildings or structures		
6.210	Privately owned outdoor recreation facilities such as golf and country clubs, etc. (But not including campgrounds), not constructed pursuant to a permit authorizing the construction of some residential development	Z	
6.220	Publicly owned outdoor recreational facilities, such as athletic fields, golf courses, tennis courts, swimming pools, parks, campgrounds, boat ramps and docks, etc. Not constructed pursuant to a permit authorizing the construction of another use (i.e. school)	Z	
6.230	Golf driving ranges not accessory to golf courses, par 3 courses, miniature golf courses, skateboard parks, water slides, and similar uses	Z	
6.240	Horseback riding, schooling and boarding facilities provided that when its in a GUD district, a minimum of 10 acres is required (and not constructed pursuant to a permit authorizing a residential development)	S	
6.250	Automobile and motorcycle racing tracks	S	
6.251	Competitive go-kart/ATV race track	S	
6.260	Drive-in movie theaters	S	
6.270	Private Campgrounds		
6.271	Travel trailers allowed	S	
6.272	Travel trailers prohibited	S	
6.280	Petting Zoo	S	
6.290	Recreational grounds	S	
7.000	Institutional Residences or Care/Confinement facilities		
7.100	Hospitals, clinics other medical (including mental health) treatment facilities in excess of 10,000 square feet in gross floor area	S	

Attachment: Table of Permissible Uses - H3 vs R3 (1913 : Set Public Hearing - Rezoning Application - Jeffrey and Amanda Thornley)

CAMDEN COUNTY, NORTH CAROLINA
TABLE OF PERMISSIBLE USES
(HC Vs R-3 Zoning Districts)

USE#	DESCRIPTION	HC	R-3
7.200	Nursing care, intermediate care, handicapped, infirm or child care institutions	S	
7.300	Institutions (other than halfway houses) where mentally ill persons are confined	S	
8.000	Restaurants, Dance Halls, Bars, Night Clubs		
8.100	Restaurants		
8.110	No substantial carry-out or delivery service, no drive-in service, no service or consumption outside fully enclosed structure	Z	
8.120	No substantial carry-out or delivery service, no drive in service, service or consumption outside fully enclosed structure	Z	
8.130	Carry-out and delivery service, consumption outside fully enclosed structure allowed, but no drive-in service	Z	
8.140	Carry-out and delivery service, drive-in service, service outside fully enclosed structure; with drive-in and delivery service	Z	
8.200	Dance Halls, Bars and Nightclubs	Z	
9.000	Motor vehicle and boat related sales and service operations		
9.100	Motor vehicle and boat sales or rental or sales and service	Z	
9.200	Automobile service center	Z	
9.300	Gas sales operations	Z	
9.400	Automobile repair shop or body shop provided all wrecked vehicles and parts are visually screened from exterior property lines and right-of-way lines	Z	
9.500	Car wash	Z	
10.000	Storage and Parking		
10.100	Automobile parking garages or parking lots not located on a lot on which there is another principal use to which the parking is related	Z	
10.200	Storage of goods not related to the sale or use of those goods on same lot where they are stored		
10.210	All storage within completely enclosed structures	Z	
10.220	Storage inside or outside completely enclosed structure	Z	
10.300	Parking of vehicles or storage of equipment outside enclosed structures where; (i) vehicles or equipment are owned by the person making use of the lot and (ii) parking or storage is more than a minor or incidental part of the overall use made of the lot	S	
12.000	Service and Enterprises related to animals		
12.100	Veterinarian	Z	
12.200	Kennels	Z	
13.000	Emergency Services		
13.100	Law Enforcement Stations	Z	S
13.200	Fire Stations	Z	S
13.300	Rescue Squad, Ambulance Service	Z	S
13.400	Civil Defense Operations	Z	S
14.000	Agricultural, Silvicultural, Mining, and Quarrying Operations		
14.100	Agricultural operations, farming (not exempt as bona-fide farms)		
14.110	Excluding livestock	Z	Z
14.200	Silvicultural Operations	Z	Z
14.400	Reclamation Landfill	S	
15.000	Miscellaneous Public and Semi-Public Facilities and related uses		
15.100	Post Office	Z	
15.200	Airports and Air Strips		
15.210	County owned and operated airport		S
15.300	Sanitary Landfill, Convenience Centers and related facilities		

Attachment: Table of Permissible Uses - H3 vs R3 (1913 : Set Public Hearing - Rezoning Application - Jeffrey and Amanda Thornley)

**CAMDEN COUNTY, NORTH CAROLINA
TABLE OF PERMISSIBLE USES
(HC Vs R-3 Zoning Districts)**

USE#	DESCRIPTION	HC	R-3
15.310	Camden County owned and operated	Z	Z
15.600	ABC Stores	Z	
16.000	Dry Cleaner and Laundromat		
16.100	Dry Cleaner	Z	
16.200	Laundromat	Z	
17.000	Utility Facilities		
17.100	Neighborhood	Z	S
17.200	Community or Regional	Z	S
17.300	County owned and operated	Z	Z
18.000	Wireless Telecommunication Facilities (WTF), Towers, other related structures		
18.100	WTF, antennas, supporting structures, radio or TV towers which are 35 feet or less, and receive only earth stations	Z	Z
18.200	WTF, antennas, support structures and towers of all types that are over 35 feet tall, subject to Article 151.065	S	
18.400	Wind Turbines - Refer to Article 151.347 (T) - Specific Standards		
18.410	Small Turbines		S
19.000	Open Air Markets		
19.100	Farm and craft markets, produce markets not qualifying as an accessory use to use classification 14.100	Z	S
19.200	Flea Markets	S	
20.000	Funeral Home	Z	
21.000	Cemetery and Crematorium		
21.100	Cemetery not on same property as church		S
21.200	Cemetery on same property as church	Z	Z
21.300	Crematorium	S	
22.000	Nursery School, Day Care Centers	Z	
23.000	Temporary Construction and Sales Office	Z	Z
25.000	Commercial Greenhouse, Nursery		
25.100	On-premise sales permitted	Z	
26.000	Special Events	Z	S
27.000	Combination Uses	ZSC	ZSC
28.000	Off-Premises Signs	S	
29.000	Subdivisions		
29.100	Major – Preliminary Plat	S	S
29.200	Minor	Z	Z
29.300	Private Access Subdivision (see 151.260 for Zoning Permit authority when one lot created)	S	S
31.000	Agribusiness uses	S	
32.000	Miscellaneous Water Related Uses		
32.100	Boat Ramps		
32.110	Publicly owned	Z	S
32.120	Privately owned, but open to the public on a fee basis	S	
33.000	Adaptive reuse of Historic Property	Z	S
999.99 9	<p>NOTES TO TABLE: Z - Zoning Permit Required C - Conditional Use Permit Required S - Special Use Permit Required</p> <p>-The underpinning of a modular home shall be masonry with bricks covering all of the exposed masonry underpinning.</p>		

Attachment: Table of Permissible Uses - H3 vs R3 (1913 : Set Public Hearing - Rezoning Application - Jeffrey and Amanda Thornley)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 9.A
Meeting Date: January 08, 2018

Submitted By: Tammie Krauss, Register of Deeds
 Register of Deeds
 Prepared by: Karen Davis

Item Title **Register of Deeds**

Attachments: Register of Deeds Weekly Report - November 2017
 (PDF)
 Register of Deeds Monthly Report - November 2017
 (PDF)
 Register of Deeds Weekly Report - December 2017
 (PDF)
 Register of Deeds Monthly Report - December 2017
 (PDF)

Summary:
 Register of Deeds Reports for November-December 2017

Recommendation:
 n/a

Camden County Register of Deeds: Tammie Krauss
November 2017 Daily Deposit

DATE	NC CHILDREN TRUST	NC DOM. VIO. FUND	STATE REV. STAMPS	COUNTY REV. STAMPS	RETIREMENT	AUTO FUND	STATE TREASURY	ROD GENERAL	TOTAL
11/01/17	\$ 5.00	\$ 30.00			\$ 2.05	\$ 9.88	\$ 6.20	\$ 83.67	\$ 136.80
11/02/17	\$ -	\$ -	\$ -	\$ -	\$ 1.11	\$ 7.19	\$ 6.20	\$ 59.50	\$ 74.00
11/03/17	\$ -	\$ -			\$ 0.54	\$ 2.93	\$ 6.20	\$ 26.33	\$ 36.00
11/06/17	\$ 5.00	\$ 30.00			\$ 2.22	\$ 10.98	\$ 6.20	\$ 93.60	\$ 148.00
11/07/17			\$ -	\$ -	\$ 0.30	\$ 1.98		\$ 17.72	\$ 20.00
11/08/17	\$ -	\$ -			\$ 6.91	\$ 45.21	\$ 12.40	\$ 396.48	\$ 461.00
11/09/17			\$ 456.19	\$ 474.81	\$ 5.61	\$ 33.41	\$ 49.60	\$ 285.18	\$ 1,304.80
11/13/17					\$ 6.03	\$ 36.71	\$ 49.60	\$ 309.66	\$ 402.00
11/14/17			\$ 249.41	\$ 259.59	\$ 4.40	\$ 25.70	\$ 37.20	\$ 225.90	\$ 802.20
11/15/17			\$ 248.43	\$ 258.57	\$ 0.70	\$ 3.96	\$ 6.20	\$ 35.54	\$ 553.40
11/16/17			\$ 195.02	\$ 202.98	\$ 4.18	\$ 24.69	\$ 37.20	\$ 211.93	\$ 676.00
11/17/17	\$ -	\$ -	\$ 78.40	\$ 81.60	\$ 1.89	\$ 11.07	\$ 18.60	\$ 94.44	\$ 286.00
11/20/17					\$ 4.40	\$ 25.10	\$ 43.40	\$ 220.70	\$ 293.60
11/21/17			\$ 292.53	\$ 304.47	\$ 2.91	\$ 15.90	\$ 37.20	\$ 137.99	\$ 791.00
11/22/17	\$ -	\$ -	\$ 256.76	\$ 267.24	\$ 2.02	\$ 10.81	\$ 24.80	\$ 97.37	\$ 659.00
11/27/17			\$ 587.02	\$ 610.98	\$ 5.01	\$ 30.62	\$ 43.40	\$ 254.97	\$ 1,532.00
11/28/17					\$ 0.08	\$ 0.51		\$ 4.61	\$ 5.20
11/29/17			\$ 39.20	\$ 40.80	\$ 1.74	\$ 10.08	\$ 18.60	\$ 85.58	\$ 196.00
11/30/17					\$ 0.54	\$ 2.93	\$ 6.20	\$ 26.33	\$ 36.00
									\$ -
									\$ -
									0.00
									0.00
									\$ -
TOTAL	\$ 10.00	\$ 60.00	\$ 2,402.96	\$ 2,501.04	\$ 52.64	\$ 309.66	\$ 409.20	\$ 2,667.50	\$ 8,413.00

Attachment: Register of Deeds Weekly Report - November 2017 (1895 : Register of Deeds)

IAMMIE KRAUSS, REGISTER OF DEEDS

Camden, NC

Date Range From Wednesday, November 01, 2017 to Thursday, November 30, 2017

Name	Amount
NC Children's Trust Fund	\$10.00
NC Domestic Violence Fund	\$60.00
State Revenue Stamp	\$2,402.96
County Revenue Stamp	\$2,501.04
Land Transfer Fee	\$0.00
Floodplain Map Fund	\$0.00
Supplemental Retirement	\$52.64
ROD Automation Fund	\$309.66
Dept Of Cultural Resources	\$0.00
Vital Records Fund	\$0.00
State General Fund	\$0.00
State Treasurer Amount	\$409.20
ROD General Fund	\$2,667.50
Total Distribution For Period	\$8,413.00
Cash Total	\$324.40
Check Total	\$8,088.60
Pay Account Total	\$0.00
ACH Total	\$0.00
Escrow Account Total	\$0.00
Overpayment Total	\$0.00
Total Deposit For Period	\$8,413.00

Camden County Register of Deeds: Tammie Krauss
December 2017 Daily Deposit

DATE	NC CHILDREN TRUST	NC DOM. VIO. FUND	STATE REV. STAMPS	COUNTY REV. STAMPS	RETIREMENT	AUTO FUND	STATE TREASURY	ROD GENERAL	TOTAL
12/01/17	\$ -	\$ -	\$ 453.25	\$ 471.75	\$ 0.39	\$ 1.94	\$ 6.20	\$ 17.47	\$ 951.00
12/04/17	\$ -	\$ -			\$ 2.75	\$ 16.68	\$ 18.60	\$ 144.97	\$ 183.00
12/05/17	\$ -	\$ -			\$ 2.04	\$ 12.06	\$ 18.60	\$ 103.30	\$ 136.00
12/06/17	\$ -		\$ 323.40	\$ 336.60	\$ 4.97	\$ 28.05	\$ 55.80	\$ 242.18	\$ 991.00
12/07/17			\$ -	\$ -	\$ 4.56	\$ 28.42	\$ 31.00	\$ 240.02	\$ 304.00
12/08/17	\$ -	\$ -			\$ 3.46	\$ 22.67	\$ 6.20	\$ 198.27	\$ 230.60
12/11/17					\$ 2.12	\$ 12.54	\$ 18.60	\$ 107.74	\$ 141.00
12/12/17					\$ 3.14	\$ 16.24	\$ 43.40	\$ 146.22	\$ 209.00
12/13/17			\$ 425.81	\$ 443.19	\$ 4.97	\$ 26.92	\$ 62.00	\$ 237.11	\$ 1,200.00
12/14/17	\$ 5.00	\$ 30.00			\$ 2.79	\$ 13.48	\$ 18.60	\$ 116.13	\$ 186.00
12/15/17	\$ -	\$ -	\$ -	\$ -	\$ 0.06	\$ 0.39	\$ -	\$ 3.55	\$ 4.00
12/18/17			\$ 413.07	\$ 429.93	\$ 7.77	\$ 41.50	\$ 105.40	\$ 363.33	\$ 1,361.00
12/19/17					\$ 1.96	\$ 12.70	\$ 12.40	\$ 103.94	\$ 131.00
12/20/17			\$ 399.84	\$ 416.16	\$ 3.79	\$ 22.32	\$ 31.00	\$ 195.69	\$ 1,068.80
12/21/17			\$ 1,249.50	\$ 1,300.50	\$ 18.70	\$ 98.82	\$ 260.40	\$ 869.08	\$ 3,797.00
12/22/17			\$ 365.54	\$ 380.46	\$ 7.85	\$ 44.37	\$ 86.80	\$ 383.98	\$ 1,269.00
12/28/17	\$ 5.00	\$ 30.00	\$ 332.22	\$ 345.78	\$ 9.57	\$ 54.50	\$ 74.40	\$ 464.53	\$ 1,316.00
12/29/17			\$ 240.10	\$ 249.90	\$ 9.04	\$ 52.59	\$ 93.00	\$ 447.57	\$ 1,092.20
									\$ -
									\$ -
									\$ -
									0.00
									0.00
									\$ -
TOTAL	\$ 10.00	\$ 60.00	\$ 4,202.73	\$ 4,374.27	\$ 89.93	\$ 506.19	\$ 942.40	\$ 4,385.08	\$ 14,570.60

Attachment: Register of Deeds Weekly Report - December 2017 (1895 : Register of Deeds)

Ledger Report Fee Distribution
TAMMIE KRAUSS, REGISTER OF DEEDS
 Camden, NC

Date Range From Friday, December 01, 2017 to Sunday, December 31, 2017

Name	Amount
NC Children's Trust Fund	\$10.00
NC Domestic Violence Fund	\$60.00
State Revenue Stamp	\$4,202.73
County Revenue Stamp	\$4,374.27
Land Transfer Fee	\$0.00
Floodplain Map Fund	\$0.00
Supplemental Retirement	\$89.93
ROD Automation Fund	\$506.19
Dept Of Cultural Resources	\$0.00
Vital Records Fund	\$0.00
State General Fund	\$0.00
State Treasurer Amount	\$942.40
ROD General Fund	\$4,385.08
Total Distribution For Period	\$14,570.60
Cash Total	\$353.60
Check Total	\$14,217.00
Pay Account Total	\$0.00
ACH Total	\$0.00
Escrow Account Total	\$0.00
Overpayment Total	\$0.00
Total Deposit For Period	\$14,570.60



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 9.B
Meeting Date: January 08, 2018

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

Item Title 17-18 Sales & Use Tax Revenue Report

Attachments: Sales tax collections 17-18 (PDF)

Summary: Revenue Report

Recommendation: N/A

SALES TAX REVENUE COLLECTION REPORT

21-Dec-17

FY 2017-2018

SALES TAX REVENUE - GENERAL FUND

	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
Art. 39	\$48,097	\$47,949	\$40,973	\$50,466									\$187,484	\$615,000
Art. 40	\$30,157	\$24,837	\$22,186	\$25,829									\$103,009	\$295,000
Art. 42	\$16,138	\$15,463	\$13,531	\$16,241									\$61,374	\$182,000
Art. 44	\$15	\$0	\$0	\$0									\$15	\$0
Total	\$94,407	\$88,249	\$76,689	\$92,537	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$351,881	\$1,092,000
													Total Budgeted	\$1,092,000

SALES TAX REVENUE- RESTRICTED SCHOOL CAPITAL RESERVE FUND

	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
Art. 40	\$14,231	\$15,143	\$14,931	\$15,105									\$59,410	\$185,000
Art. 42	\$28,462	\$30,286	\$29,863	\$30,209									\$118,819	\$360,000
Total	\$42,693	\$45,429	\$44,794	\$45,314	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$178,229	\$545,000
													Total Budgeted	\$545,000

TOTAL	\$137,100	\$133,677	\$121,483	\$137,850	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$530,111	\$1,637,000
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SALES TAX REVENUE- SC/ED RESTRICTED

	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
GS 105-524	\$36,110	\$36,110	\$36,111	\$36,111									\$144,443	\$400,000
													Total Budgeted	\$400,000
Grand	\$173,210	\$169,788	\$157,595	\$173,961	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$674,553	\$2,037,000
													33%	

FY 2016-2017

SALES TAX REVENUE - 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	\$45,332	\$56,533	\$47,413	\$38,641	\$53,773	\$50,384	\$44,466	\$541,095	\$590,000
Art. 40	\$21,885	\$18,599	\$23,046	\$22,644	\$21,924	\$23,487	\$28,119	\$9,857	\$20,596	\$31,511	\$25,410	\$22,446	\$269,524	\$275,000
Art. 42	\$10,593	\$11,516	\$14,125	\$14,030	\$13,752	\$14,383	\$17,207	\$12,101	\$12,802	\$21,032	\$15,841	\$13,637	\$171,020	\$145,000
Art. 44	\$0	\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$5	\$0	\$3	\$0	\$9	\$0
Total	\$77,384	\$59,378	\$81,339	\$80,304	\$78,264	\$83,202	\$101,859	\$69,371	\$72,044	\$106,316	\$91,638	\$80,549	\$981,647	\$1,010,000
													Total Budgeted	\$1,010,000

SALES TAX REVENUE- RESTRICTED 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	\$14,970	\$14,970	\$17,189	\$17,189	\$13,005	\$13,005	\$14,971	\$14,231	\$180,103	\$185,000
Art. 42	\$35,972	\$27,449	\$29,601	\$28,123	\$28,123	\$29,941	\$34,377	\$34,377	\$26,010	\$26,010	\$29,941	\$28,462	\$358,389	\$360,000
Total	\$53,958	\$41,174	\$44,402	\$42,185	\$43,094	\$44,911	\$51,566	\$51,566	\$39,016	\$39,016	\$44,912	\$42,693	\$538,491	\$545,000
													Total Budgeted	\$545,000

TOTAL	\$131,342	\$100,552	\$125,741	\$122,488	\$121,358	\$128,113	\$153,425	\$120,937	\$111,059	\$145,331	\$136,550	\$123,242	\$1,520,139	\$1,555,000
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SALES TAX REVENUE- SC/ED 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	\$33,652	\$33,642	\$33,642	\$33,642	\$33,642	\$33,642	\$33,642	\$33,642	\$403,752	\$400,000
													Total Budgeted	\$400,000
Grand	\$164,994	\$134,204	\$159,393	\$156,140	\$155,010	\$161,754	\$187,067	\$154,579	\$144,701	\$178,973	\$170,192	\$156,884	\$1,923,891	\$1,955,000

Attachment: Sales tax collections 17-18 (1915 : 17-18 Sales & Use Tax Revenue Report)