



CAMDENCOUNTY

new energy. new vision.

**BOARD
OF
COMMISSIONERS**

**September 10, 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
September 10, 2018
7:00 PM
Historic Courtroom, Courthouse Complex**

Welcome & Call to Order

Invocation & Pledge of Allegiance

Pastor Kevin Buzzard - Sawyer's Creek Baptist Church

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. Conflict of Interest Disclosure Statement

ITEM 3. Consideration of Agenda (For discussion and possible action)

ITEM 4. Presentations (For discussion and possible action)

1. Area Agency on Aging Region R Advisory Council - Gwen Wescott
2. Albemarle Hopeline, Inc. - Dwight Decoskey
3. Department Update - Craig Patterson, Social Services

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

Reconvene Board of Commissioners

ITEM 5. Public Hearings

- A. Public Hearing - Ordinance 2018-07-02; Rezoning Application (UDO 2018-06-19)

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

- A. Tax Report - Ken Bowman
- B. Citizen News - Brenda Bowman

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

- 1. Planning Board - Fletcher Harris
- 2. Adult Care Home Community Advisory Committee - Tammie Krauss
- 3. Tourism Development Authority - Reappointments

ITEM 8. Consent Agenda

- 1. BOC Special Meeting Minutes - April 19, 2017
- 2. BOC Work Session Minutes - January 11, 2018
- 3. BOC Work Session Minutes - May 2, 2018
- 4. BOC Work Session Minutes - May 22, 2018
- 5. BOC Special Meeting Minutes - June 21, 2018
- 6. BOC Work Session - July 9, 2018
- 7. BOC/Planning Minutes - Joint Meeting 7-18-18
- 8. BOC Joint Meeting Minutes - July 25, 2018
- 9. BOC Minutes - August 6, 2018
- 10. FY 18-19 Budget Amendments
- 11. Tax Collection Report
- 12. Pickups, Releases & Refunds
- 13. DMV Monthly Report
- 14. Order for the Collection of 2018 Taxes
- 15. Surplus Property - Sheriff's Office
- 16. Resolution 2018-09-01 Protecting NC Farmers
- 17. Senior Center General Purpose Funding FY 2018-2019
- 18. Emergency Operations Promulgation Statement
- 19. RFP - Hazard Mitigation Grant Program

ITEM 9. Information, Reports & Minutes From Other Agencies

- A. FY 18-19 YTD Finance Report
- B. Register of Deeds
- C. Library Report
- D. NC Forest Service Annual Report - FY 2017-2018

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: 4.1

Meeting Date: September 10, 2018

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

Item Title **Area Agency on Aging Region R Advisory Council - Gwen Wescott**

Attachments:

Summary:

Mrs. Gwen Wescott will give a report on the recent meeting of the RAC.



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 4.2
Meeting Date: September 10, 2018
Submitted By: Karen Davis, Clerk to the Board
Board of Commissioners
Prepared by: Karen Davis

Item Title **Albemarle Hopeline, Inc. - Dwight Decoskey**

Attachments:

Summary:

Dwight Decoskey, new Executive Director/CEO of Albemarle Hopeline, Inc. will introduce himself to the Board and make a brief presentation.



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 4.3
Meeting Date: September 10, 2018
Submitted By: Craig Patterson, Social Services Director
Social Services
Prepared by: Karen Davis

Item Title Department Update - Craig Patterson

Attachments: Craig Patterson (DOCX)

Summary:
Craig Patterson will give a department update - Department of Social Services.

Camden County Department of Social Services

P.O. Box 70
Camden, NC 27921

Craig D. Patterson
Director

Telephone: 252-331-4787
Fax: 252-335-1009
Courier: 10-41-10

Report to Board of Commissioners

1. I have had the opportunity to speak to 2 groups in the county concerning the need for Foster Parents and the overall programs that Social Services has to offer. Both opportunities were well received and provided a great moment for people to see Social Services with a different perspective. I am hoping for more opportunities in the future.
2. We are currently planning a meeting between staff from the Camden School District and our agency, continuing a pattern that was begun during my first year as the Director. It is vitally important to be in partnership with the school district as they are often the first person to encounter a child who is in need.
 - a. This meeting will focus on reporting incidents of suspected abuse, neglect or domestic violence, utilizing a reporting tool that was created specifically for the schools.
 - b. Typically attending these meetings are Guidance Counselors, Principals and Asst. Principals, Support Staff, and this year, the Social Worker for the school district.
3. We are developing an Emergency Action Plan related to unexpected situations that may arise given the nature of the work that we do, specifically in the area of Child Welfare.
 - a. We have been working with the Camden Sheriff's Dept and Christy Saunders from the Emergency Management Office.
 - b. The purpose for this plan is to provide some guidance for staff if there is ever a situation that involves a person entering the building with a weapon.
 - c. We are living in uncertain times and the continued rise of opiates and other illicit drugs can contribute to situations that may include weapons.
4. We are currently preparing for the agencies Children's Services program to initiate the NCFAST system on Nov. 26th, 2018.
 - a. The Dept of Health and Human Services has decided to phase in the "paper" counties beginning on November 26th.
 - b. This initial phase will include Intake and Assessment. The full rollout will be in the spring 2019.
5. We received, on Sept. 5th, 2018, the final report from the Center for Support of Families who were contracted to produce this report as part of HB 630 which is the legislation regarding the reform of Social Services in NC.
 - a. There are 2 volumes in this report:
 - i. Social Services Preliminary Report
 - ii. Child Welfare Preliminary Report
 - b. There are approx. 50 recommendations from these reports, with an expectation that many of the recommendations for reform will be implemented as soon as possible.

Attachment: Craig Patterson (2156 : Department Update - Craig Patterson)

6. We have received on Sept 4th, 2018, a revision of the Memorandum of Understanding Performance Measures with the following changes:
 - a. Adult Services, Child Support Services, Child Welfare Services and Work First Services have been revised to be measured by Growth rather than by the fixed number initially put in the MOU.
 - b. The Fixed Measure continues for Child Care Assistance, Energy Programs and Food and Nutrition Services.

As you can see, we have a significant number of areas that require attention and that will ultimately impact our delivery of services. It is our intention to reach every outcome measure and program benchmark, no matter what the obstacles. I am extremely proud of the dedication and service provided by my staff. They are the finest social service workers I have had the privilege to work with.

Respectfully submitted,



Craig Patterson
Director



CAMDENCOUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Public Hearings

Item Number: 5.A
Meeting Date: September 10, 2018

Submitted By: Dave Parks, Permit Officer
 Planning & Zoning
 Prepared by: Karen Davis

Item Title **Public Hearing - Ordinance 2018-07-02; Rezoning Application (UDO 2018-06-19)**

Attachments: Agenda Summary Sheet Ordinance 2018-07-02 (DOC)
 Smith Findings (PDF)
 2018-07-02 - Ordinance Amending the Official Zoning Map - Smith (DOC)

Summary:

Property owner has requested to rezone approximately 3 acres from Basic Residential (R3-2) to Basic Residential (R3-1) on property located at 101 Sharon Church Road in South Mills Township. Rezoning application was heard by the Planning Board on July 18, 2018 and after discussion with applicant and staff Planning Board made the following motions:

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 and is an expansion of an adjacent zoning. Motion passed on a 6-0 vote.

Recommendation: Motion made to recommend approval of this rezoning request from Basic Residential (R3-2) to Basic Residential (R3-1). Motion passed on a 6-0 vote.

Recommendation:

- Hold public hearing.
- Amend Agenda for consideration.

If consideration is for approval need the following motions:



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 and is an expansion of an adjacent zoning.

To approve Ordinance 2018-07-02/Rezoning Application (UDO 2018-06-19) to rezone property from Basic Residential (R3-2) to Basic Residential (R3-1).

Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number:

Meeting Date: September 10, 2018
Attachments: Ordinance/Findings/Planning Board Recommendation
Submitted By: Planning Department

ITEM TITLE: Public hearing - Ordinance 2018-07-02;
 Rezoning Application (UDO 2018-06-19)
 from Dana & Patrick Smith

SUMMARY:

Property owner has requested to rezone approximately 3 acres from Basic Residential (R3-2) to Basic Residential (R3-1) on property located at 101 Sharon Church Road in South Mills Township. Rezoning application was heard by the Planning Board on July 18, 2018 and after discussion with applicant and staff Planning Board made the following motions:

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 and is an expansion of an adjacent zoning. **Motion passed on a 6-0 vote.**

Recommendation: Motion made to recommend approval of this rezoning request from Basic Residential (R3-2) to Basic Residential (R3-1). **Motion passed on a 6-0 vote.**

RECOMMENDATION:

- Hold public hearing.
- Amend Agenda for consideration.

If consideration is for approval need the following motions:

- **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 and is an expansion of an adjacent zoning.
- To approve Ordinance 2018-07-02/Rezoning Application (UDO 2018-06-19) to rezone property from Basic Residential (R3-2) to Basic Residential (R3-1).

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

Attachment: Agenda Summary Sheet Ordinance 2018-07-02 (2142 : Public Hearing - Ordinance 2018-07-02; Rezoning Application (UDO 2018-06-

STAFF REPORT

**UDO 2018-06-19
Zoning Map Amendment**

PROJECT INFORMATION

<p>File Reference: UDO 2018-06-19 Project Name; N/A PIN: 01-7090-00-16-3805</p> <p>Applicant: Dana & Patrick Smith</p> <p style="padding-left: 40px;">Address: 101 Sharon Church South Mills, NC Phone: (252) 698-0215 Email:</p> <p>Agent for Applicant: Address: Phone: Email:</p> <p>Current Owner of Record: Dana & Patrick Smith</p> <p>Meeting Dates: 7/18/2018</p>	<p>Application Received: 6/14/2018 By: David Parks, Permit Officer</p> <p>Project Address/Location: 101 Sharon Church Road, South Mills</p> <p>Application Fee paid: \$650 Check #3120</p> <p>Completeness of Application: Application is generally complete</p> <p>Documents received upon filing of application or otherwise included:</p> <ul style="list-style-type: none"> A. Rezoning Application B. Deed C. GIS Aerial, existing zoning, Comprehensive Plan future land use and CAMA Land Use Plan Suitability Maps
Planning Board	

REQUEST: Rezone approximately 3 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: Smith Findings (2142 : Public Hearing - Ordinance 2018-07-02; Rezoning Application (UDO 2018-06-19))

Vicinity Map:



Attachment: Smith Findings (2142 : Public Hearing - Ordinance 2018-07-02; Rezoning Application (UDO 2018-06-19))

SITE DATA

Lot size: Approximately 2.98 acres

Flood Zone: Zone X

Zoning District(s): Basic Residential (R3-2)

Existing Land Uses: Residential

Adjacent Zoning & Uses:

	North	South	East	West
Zoning	Basic Residential (R3-1)	Basic Residential (R3-2)	Residential (R3-2)	Basic Residential (R3-2)
Use & size	55 acres – Mill Run Open Space Subdivision - Lot size 25,000 sf.	36 acres – Woodland/Wetlands	55 acres – Mill Run Subdivision	Woodland/Open Space Mill Run

Proposed Use(s):

The Uses will remain the same; just the density change is requested from two to one acre.

Description of property:

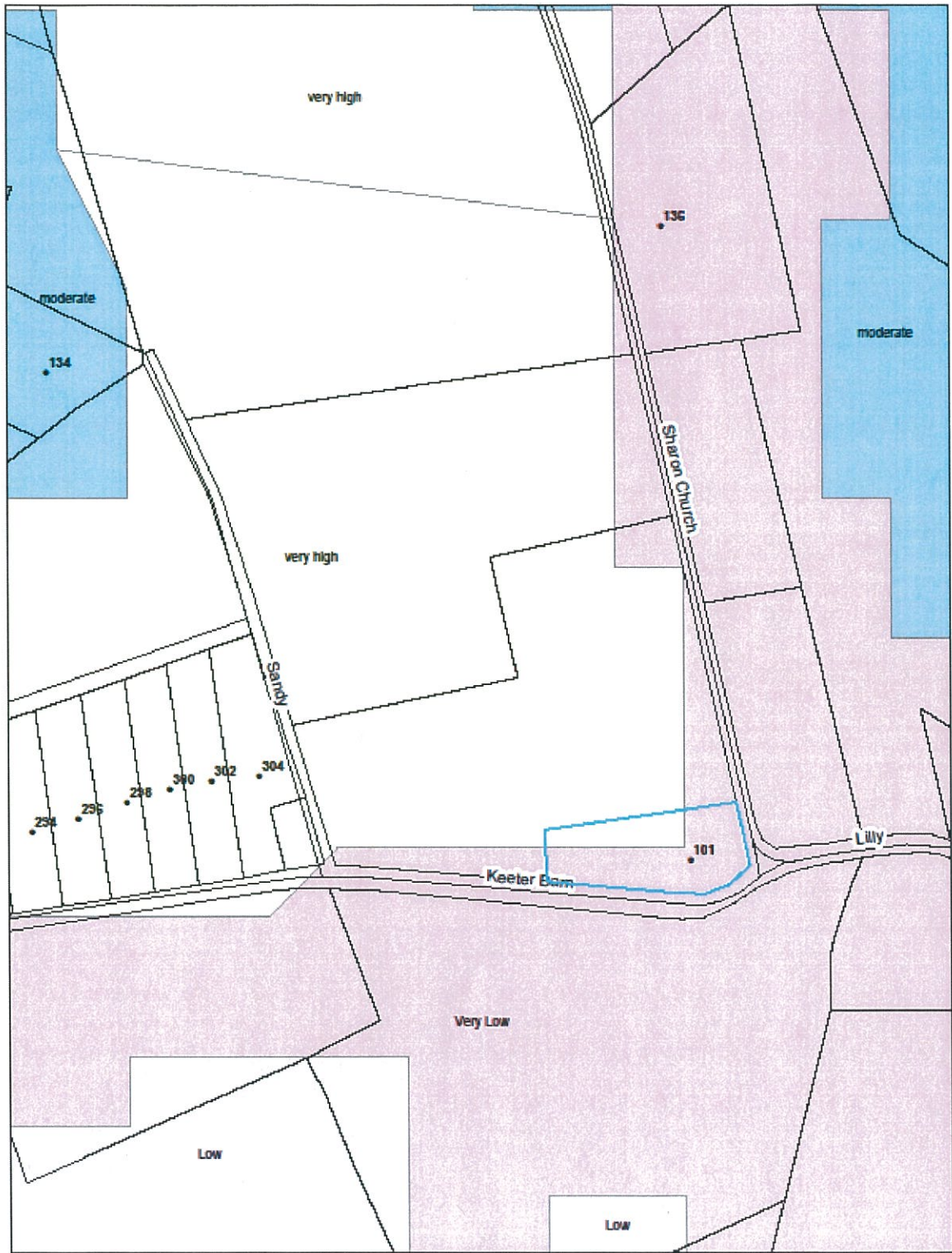
Property abuts Sharon Church and Keeter Barn roads. Property has house on it and at one time had a Singlewide. A second septic tank is located on the property.

ENVIRONMENTAL ASSESSMENT

Streams, Creeks, Major Ditches: Mill Run Ditch.

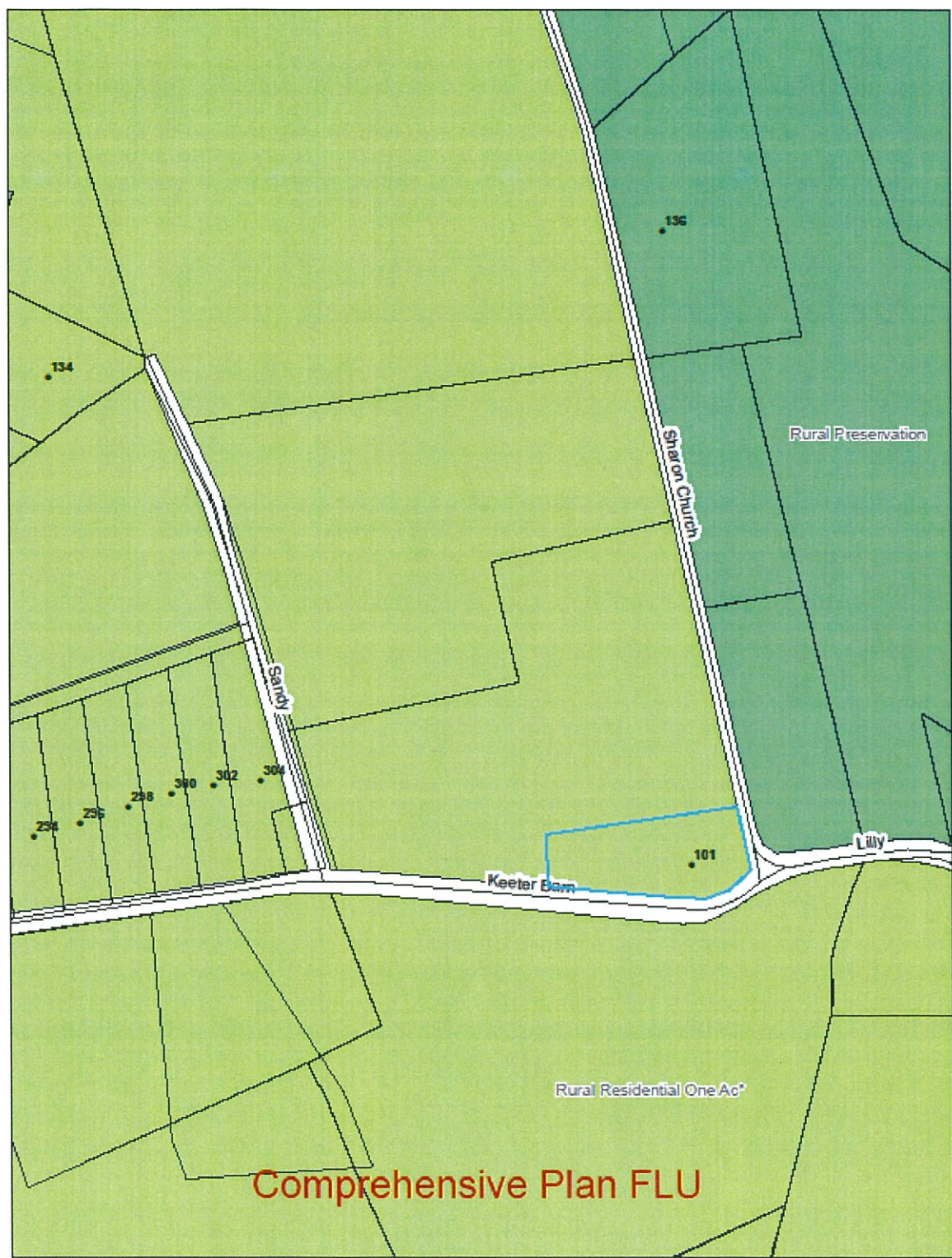
Distance & description of nearest outfall: Less than 1 mile.

CAMA Land Suitability:



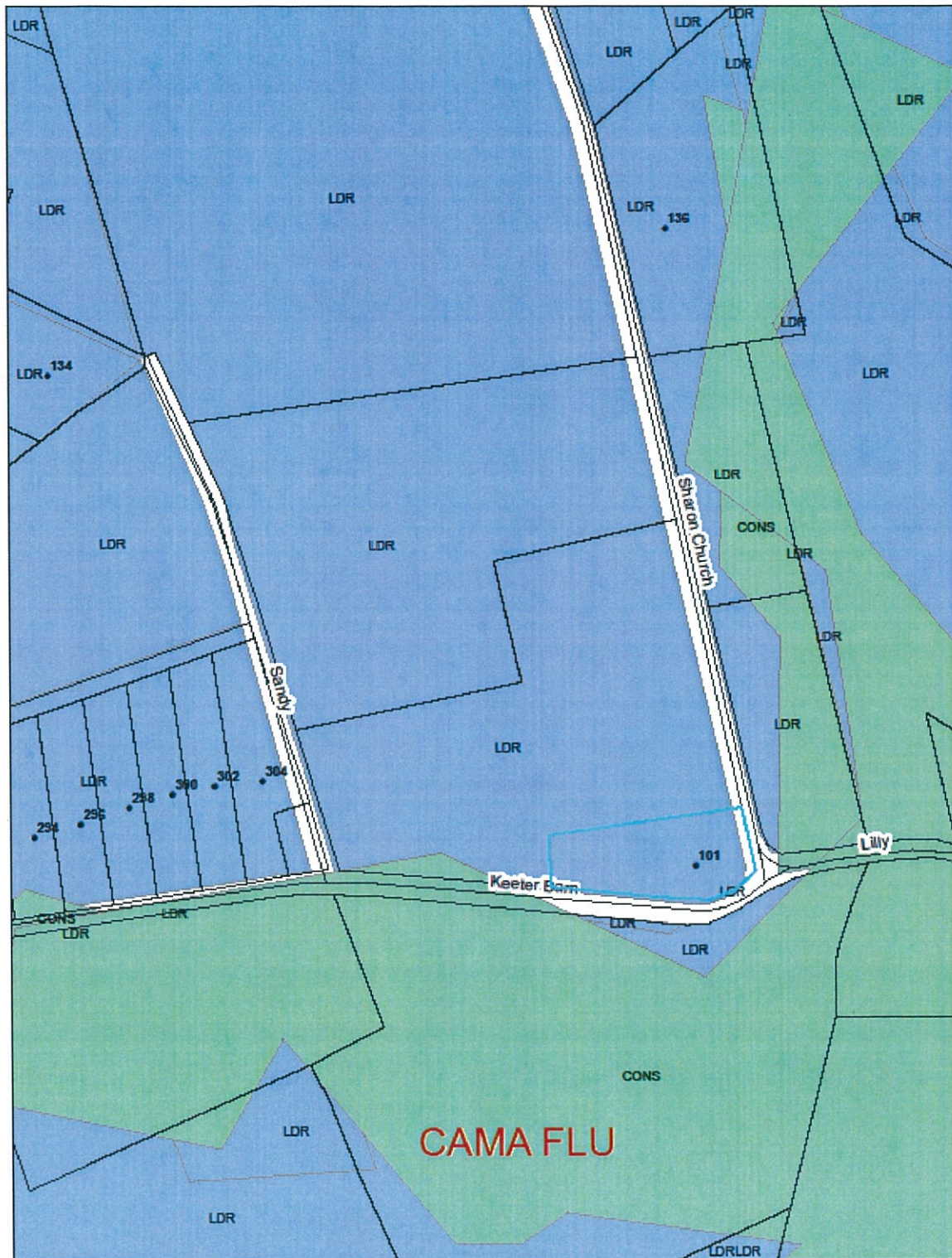
Attachment: Smith Findings (2142 : Public Hearing - Ordinance 2018-07-02; Rezoning Application (UDO 2018-06-19))

Comprehensive Plan Future Land Use Map\



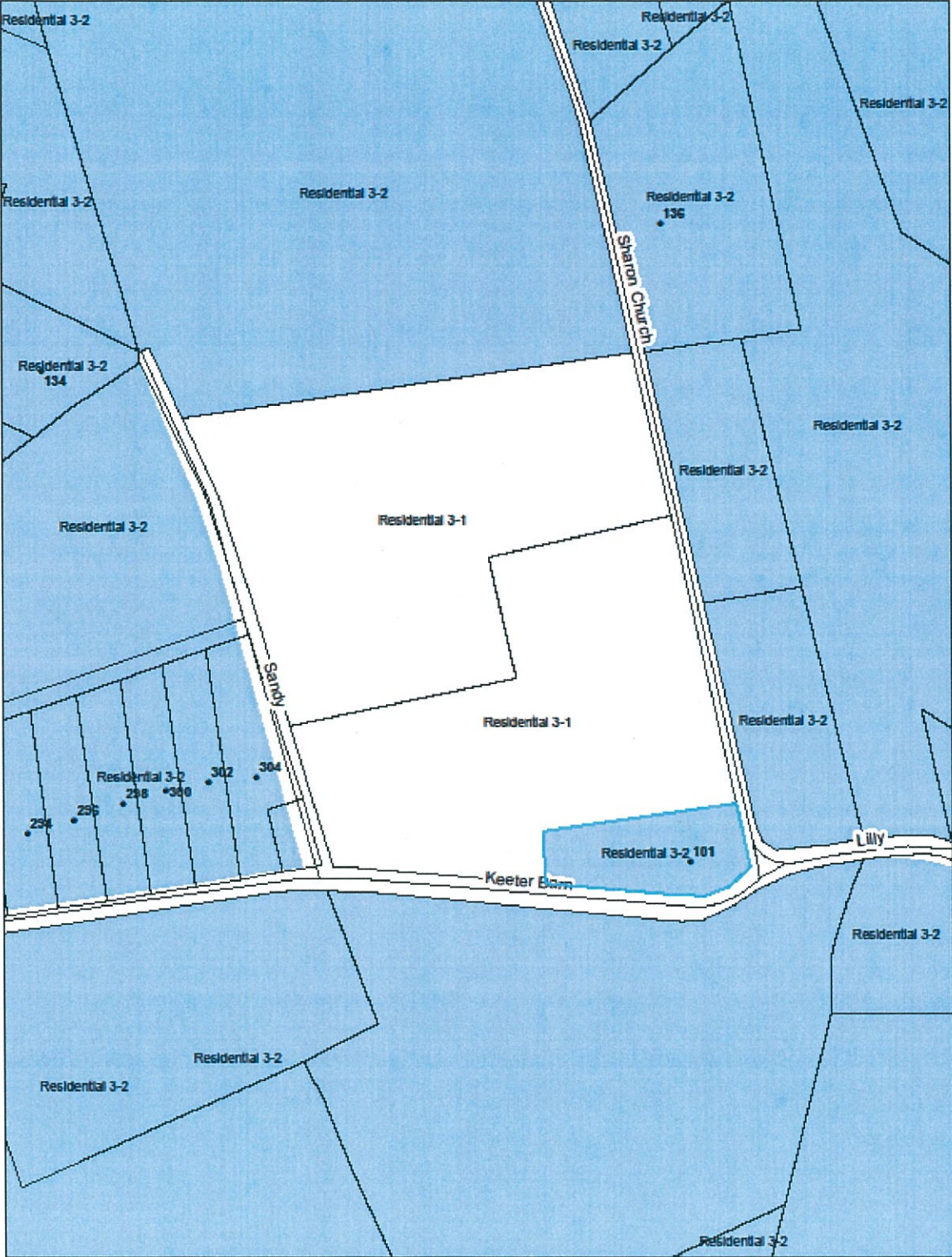
Attachment: Smith Findings (2142 : Public Hearing - Ordinance 2018-07-02; Rezoning Application (UDO 2018-06-19))

CAMA Future Land Use Map



Attachment: Smith Findings (2142 : Public Hearing - Ordinance 2018-07-02; Rezoning Application (UDO 2018-06-19))

Zoning Map:



Attachment: Smith Findings (2142 : Public Hearing - Ordinance 2018-07-02; Rezoning Application (UDO 2018-06-19))

INFRASTRUCTURE & COMMUNITY FACILITIES

- Water** Water lines are located adjacent to property along Sharon Church and Keeter Barn roads.
- Sewer** There are 2 septic systems on property.
- 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.

Attachment: Smith Findings (2142 : Public Hearing - Ordinance 2018-07-02; Rezoning Application (UDO 2018-06-19))

PLANS CONSISTENCY – cont.

Comprehensive Transportation Plan

Consistent Inconsistent

Property abuts Sharon Church and Keeter Barn Roads.

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 neither enhance nor adversely affect the public health, safety, or welfare.

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:

Attachment: Smith Findings (2142 : Public Hearing - Ordinance 2018-07-02; Rezoning Application (UDO 2018-06-19))

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.

Attachment: Smith Findings (2142 : Public Hearing - Ordinance 2018-07-02; Rezoning Application (UDO 2018-06-19))

Yes No **Will not exceed the county’s ability to provide public facilities:**

Schools – The possible additional lot will have minimal impact on the school.

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 either create a lot for child or create a 1 lot minor subdivision.	Little to no Community Benefits
Without rezoning	Property owner will not be able to create lot for child as parcel is just under 3 acres and current zoning requires residual lot meet current zoning of 2 acres (lot is 2.98 acres).	No Change.

STAFF COMMENTARY:

The owner would like to do either a parent to child exempt subdivision or a one lot minor subdivision. Under the parent to child exempt residual would have to meet 2 acres under current zoning. This is an expansion of an adjacent zoning and is in conformity with adopted plans.

Staff recommends the following:**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 and is an expansion of an adjacent zoning.

Recommendation:

Staff recommends approval of this rezoning request from Basic Residential (R3-2) to Basic Residential (R3-1).

Planning Board meet on July 18, 2018 and after discussion with staff, made the following motions:**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 and is an expansion of an adjacent zoning. **Motion passed on a 6-0 vote.**

Recommendation:

Motion made to recommended approval of this rezoning request from Basic Residential (R3-2) to Basic Residential (R3-1). **Motion passed on a 6-0 vote.**

Zoning Change Application County of Camden, North Carolina

Please Do Not Write in this Box	
PIN:	<u>61-7090-00-16-3805</u>
UDO#	<u>2018-06-19</u>
Date Received:	<u>6/14/18</u>
Received by:	<u>wp</u>
Zoning District:	<u>R3-2</u>
Fee Paid: \$	<u>650.⁰⁰</u>

A rezoning may be obtained pursuant to Article 151.580 of Unified Development Ordinance (UDO) of Camden County and upon approval by the Board of Commissioners after a recommendation from the Planning Board.

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

PLEASE PRINT OR TYPE

Applicant's Name: Dana & Patrick Smith

CK #
7120
wp

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

Applicant's Mailing Address: 101 SHARON CHURCH RD
SO. MILLS, NC 27976

Daytime Phone Number: (252) 698-0215 Direct dial office or (252) 305.7801 cell

Street Address Location of Property: 101 SHARON CHURCH ED. SO. MILLS NC 27976

General Description of Proposal: request rezone approx 3 ac from basic residential (R3-2) to (R3-1).

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

Signed: Sarah Smith

Dated: 06/14/2018

Please include a site plan with this application and any other supporting documentation that the applicant feels would assist the Board of Commissioners and the Planning Board in determining the need for a zoning change.

* Information to be filled out by Planning Department

*Is the Property in a Watershed Protection area? _____

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

Attachment: Smith Findings (2142 : Public Hearing - Ordinance 2018-07-02; Rezoning Application (UDO 2018-06-19))

Zoning Change Application Questions

The UDO requires the Board to consider to principal issues when considering an application for a zoning change. Please respond to each issue in the space provided below or on a separate sheet.

(A) How will the proposed zoning change enhance the public health, safety or welfare? (Article 151.585)

The proposed zoning change request will allow us to subdivide an acre lot in an area that allows for higher density. Though not a significant impact like the residential subdivision next to us, it will provide needed roof tops for commercial development.

(B) Is the entire range of permitted uses in the requested classification more appropriate than the range of uses in the existing classification? (Article 151.585)

The range of permitted uses are the same (according to the Planning Department) as the zoning will not change, only the density.

(C) For proposals to re-zone to non-residential districts along major arterial roads (Article 151.586):

(1) Is this an expansion of adjacent zoning district of the same classification?

Not applicable.

(2) What extraordinary showing of public need or demand is met by this application?

Not applicable.

\$2.00 per 1000 value

NORTH CAROLINA GENERAL WARRANTY DEED

Excise Tax:

Parcel Identifier No. 01-7090-00-16-3805 Verified by Camden County on the 29 day of June, 2010
By: 18 239900.00 / 2399.00 per 1000 No delinquent taxes

Mail/Box to: WILLIAM H. MORGAN, JR., 410 East Main Street, Elizabeth City, NC 27909

This instrument was prepared by: WILLIAM H. MORGAN, JR., 410 East Main Street, Elizabeth City, NC 27909

Brief description for the Index: HL 101 SHARON CHURCH ROAD, SOUTH MILLS, NC

THIS DEED made this 11th day of June, 2010, by and between

GRANTOR	GRANTEE
WILBER L HINES and wife, PAULA M. HINES 805 Windsor Point Chesapeake, VA 23320	PATRICK W. SMITH and wife, DANA M. SMITH 101 Sharon Church Road South Mills, NC 27976

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the City of _____, South Mills Township, Camden County, North Carolina and more particularly described as follows:

SEE ATTACHED "EXHIBIT A" WHICH IS INCORPORATED HEREIN BY REFERENCE.

All or a portion of the property herein conveyed does include the primary residence of the Grantors.
The property hereinabove described was acquired by Grantor by instrument recorded in Book 258 page 275.

A map showing the above described property is recorded in Plat Book 4 Cabinet Slide page 77-A.

NC Bar Association Form No. L-3 © 1976, Revised © 1977, 2002
Printed by Agreement with the NC Bar Association - 1981 SofiPro Corporation, 333 E. Six Forks Rd., Raleigh, NC 27609

Attachment: Smith Findings (2142 : Public Hearing - Ordinance 2018-07-02; Rezoning Application (UDO 2018-06-19))

Beginning at a point, said point being presently designated by an iron pin and located at the intersection of Lilly Road, State Road Number 1225, and Sharon Church Road, State Road Number 1231, and from said point of beginning thence continuing along State Road Number 1225 South 64° 58' 14" West 87.40 feet to a point; thence South 83° 44' 58" West 77.42 feet to a point; thence North 77° 41' 26" West 94.07 feet to a point; thence North 74° 51' 22" West 385 feet to a point, cornering; thence North 7° 59' 59" East 155.04 feet to a point; thence South 87° 37' 28" East 586 feet to a point, said point being located on the western right-of-way of State Road Number 1231; thence South 3° 23' 52" East 52.10 feet to a point; thence South 3° 34' 34" East 152.76 feet to a point, being the said POINT AND PLACE OF BEGINNING. Reference is made to that certain map or plat entitled "Brenda J. Hamilton", prepared by S. Elmo Williams, Registered Surveyor, dated May 22, 2003, recorded in Plat Cabinet 4, at Slide 77A, of the Camden County Registry, and said plat is incorporated herein by reference for a more particular description of the tract of land described herein. And being the same tract of land conveyed to Wilber L. Hines and wife, Paula M. Hines by Deed dated December 27, 2007, recorded December 27, 2007 in Deed Book 258, at Page 275, of the Camden County Registry.

the lawful claims of all persons whomsoever, other than the following exceptions:

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing as of the day and year first above written.

(Entity Name)

Wilber L. Hines (SEAL)
WILBER L. HINES

By: _____
Title: _____

Paula M. Hines (SEAL)
PAULA M. HINES

By: _____
Title: _____

(SEAL)

By: _____
Title: _____

(SEAL)

State of North Carolina - County of Pasquotank

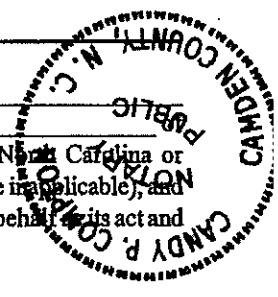
I, the undersigned Notary Public of the County and State aforesaid, certify that WILBER L HINES and wife, PAULA M. HINES personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed. Witness my hand and Notarial stamp or seal this 28th day of June, 2010.

My Commission Expires: 09/18/2011

Candy P. Compton
Notary Public

State of North Carolina - County of _____

I, the undersigned Notary Public of the County and State aforesaid, certify that _____ personally came before me this day and acknowledged that he is the _____, a North Carolina or _____ corporation/limited liability company/general partnership/limited partnership (strike through the inapplicable), and that by authority duly given and as the act of such entity, he signed the foregoing instrument in its name on its behalf its act and deed. Witness my hand and Notarial stamp or seal, this _____ day of _____, 20____.



My Commission Expires: _____

Notary Public

State of North Carolina - County of _____

I, the undersigned Notary Public of the County and State aforesaid, certify that _____

Witness my hand and Notarial stamp or seal, this _____ day of _____, 20____.

My Commission Expires: _____

Notary Public

The foregoing Certificate(s) of _____ is/are certified to be correct. This instrument and this certificate are duly registered at the date and time and in the Book and Page shown on the first page hereof.

By: _____ Register of Deeds for _____ County
Deputy/Assistant - Register of Deeds

Attachment: Smith Findings (2142 : Public Hearing - Ordinance 2018-07-02; Rezoning Application (UDO 2018-06-19))

Plat Carb 4 Slide 77A

MINOR SUBDIVISION
BRENDA J HAMILTON
 CAMDEN COUNTY, NORTH CAROLINA
 SOUTH MILLS TOWNSHIP
 SCALE 1 INCH = 100 FEET MAY 22, 2003

Certificate of Approval:
 I, S. Elms Williams, certify that the Minor Subdivision shown on this plat does not involve the creation of new public streets or any change in existing public streets, that the subdivision shown is in all respects in compliance with the Camden County Unified Development Ordinance, and that therefore this plat has been approved by the Camden County Administrator, by subject to its being recorded in the office of the Camden County Register of Deeds within thirty (30) days of the date below.

9/24/03
 Date
[Signature]
 Administrator

Certificate of Ownership and Accuracy:
 I hereby certify that I am the owner of the property described hereon, which property is located within the subdivision regulation jurisdiction of Camden County, that I hereby freely adopt this plat of subdivision, and dedicate to public use all areas shown on this plat as streets, alleys, walks, parks, open space, and easements, except those specifically indicated as private, and that I will maintain all such areas until the plat of dedication is accepted by the appropriate public authority. All property shown on this plat as dedicated for a public use shall be deemed to be dedicated for any other public use authorized by law when such use is approved by the appropriate public authority in the public interest.

9-23-03
 Date
Brenda J Hamilton
 Owner/Brenda J. Hamilton

I, K. Allison Bony, a notary public of Camden County, North Carolina, do hereby certify that for Brenda J Hamilton personally appeared before me this date and acknowledged the due execution of the foregoing certificate.

Witness my hand and official seal this 23rd day of September, 2003.

My commission expires: 9-31-08
K Allison Bony
 Notary Public

Certificate of Survey and Accuracy:
 I, S. Elms Williams, certify that this plat was drawn under my supervision from an actual survey made under my direction (deed description recorded in Will File 01-E-87), that the boundaries not surveyed are clearly indicated as drawn from information found in Book Page, that the ratio of precision as calculated is 1/10000, that this plat was prepared in accordance with G.S. 47-30 as amended.

Witness my original signature, registration number, and seal this 22 day of May, 2003.

[Signature]
 Professional Land Surveyor License No. 1509
 1415 W. Clancy Street Elizabeth City, N.C.

I hereby certify that this survey creates a subdivision of land within the area of a county that has an ordinance that regulates parcels of land.

9/17/03
 Date
[Signature]
 Surveyor

I hereby certify that the residential parcel(s), if any, meet or exceed the minimum lot size as specified within the area of a county Development Ordinance.

9/17/03
 Date
[Signature]
 Surveyor

State of North Carolina
 County of Camden
 I, Brenda Parks, Review Officer of Camden County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

9/24/03
 Date
[Signature]
 Review Officer

Filed and recorded in the Office of Register of Deeds, Camden County, North Carolina on 24th day of September, 2003, in the presence of [Signatures], Notary Public.

Site Data: 1) Average in total lbs: 2.88 Acres
 2) Average lot size: 2.88 Acres
 3) Number of lots: 1.

Note: This property is in flood zone C.




John P. Jacobs Heirs
 5 87' 37" 28" E
 208.00' E
 2.98 Acres
 STATE ROAD 1225 (LILLY ROAD) 60' R/W
 STATE ROAD 1231 (SHARON CHURCH ROAD) 60' R/W
 STATE ROAD 1245 (LILLY ROAD) 60' R/W
 N 74° 31' 22" W 385.00'
 N 77° 46' 30" W 535' 44.58" W
 152.76'
 5 33' 34" 34" E 53' 23" 52" E
 152.76'

Handwritten notes: "estimated proposed lot", "our existing home", "division".

\$2.00 per 1000 value

NORTH CAROLINA GENERAL WARRANTY DEED

Excise Tax:

Parcel Identifier No. 01-7090-00-16-3805 Verified by Camden County on the 29 day of June, 2010
By J.S. 239900.00 / 2399.00 per sq ft No delinquent taxes

Mail/Box to: WILLIAM H. MORGAN, JR., 410 East Main Street, Elizabeth City, NC 27909

This instrument was prepared by: WILLIAM H. MORGAN, JR., 410 East Main Street, Elizabeth City, NC 27909

Brief description for the Index: HL 101 SHARON CHURCH ROAD, SOUTH MILLS, NC

THIS DEED made this 11th day of June, 2010, by and between

GRANTOR	GRANTEE
WILBER L HINES and wife, PAULA M. HINES 805 Windsor Point Chesapeake, VA 23320	PATRICK W. SMITH and wife, DANA M. SMITH 101 Sharon Church Road South Mills, NC 27976

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the City of _____, South Mills Township, Camden County, North Carolina and more particularly described as follows:
SEE ATTACHED "EXHIBIT A" WHICH IS INCORPORATED HEREIN BY REFERENCE.

All or a portion of the property herein conveyed does include the primary residence of the Grantors.
The property hereinabove described was acquired by Grantor by instrument recorded in Book 258 page 275.

A map showing the above described property is recorded in Plat ~~Book~~ Cabinet 4 Slide 77-A.

NC Bar Association Form No. L-3 © 1976, Revised © 1977, 2002
Printed by Agreement with the NC Bar Association - 1981 SoftPro Corporation, 333 E. Six Forks Rd., Raleigh, NC 27609

Attachment: Smith Findings (2142 : Public Hearing - Ordinance 2018-07-02; Rezoning Application (UDO 2018-06-19))

Ordinance No. 2018-07-02

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

Article I: Purpose

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

Article II. Amendment to Zoning Map

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

The property currently shown in the Camden County Tax Assessor's Office as PIN 01-7090-00-16-3805 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 2018.

County of Camden

Tom White, Acting Chairman
Camden County Board of Commissioners

ATTEST:

Karen Davis
Clerk to the Board

(SEAL)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.A
Meeting Date: September 10, 2018
Submitted By: Lisa Anderson, Tax Administrator
Taxes
Prepared by: Lisa Anderson

Item Title **July Monthly Report**

Attachments: 20180830105054108 (3).pdf(PDF)

Summary: July 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>
2017	150,694.64	4,752.82
2016	42,005.31	2,690.49
2015	19,616.05	1,225.23
2014	14,334.07	1,334.36
2013	10,439.38	5,128.61
2012	7,813.03	8,020.76
2011	5,164.84	6,581.46
2010	4,244.84	4,982.86
2009	3,978.27	4,645.78
2008	3,795.46	5,038.23

Attachment: 20180830105054108 (3).pdf (2151 : Tax Report)

TOTAL REAL PROPERTY TAX UNCOLLECTED	262,085.89
TOTAL PERSONAL PROPERTY UNCOLLECTED	39,417.74
TEN YEAR PERCENTAGE COLLECTION RATE	99.56%
COLLECTION FOR 2018 vs. 2017	10,326.91 vs. 25,196.71

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2017	97.79%
2016	99.33%
2015	99.69%

THIRTY LARGEST UNPAID ACCOUNTS

SEE ATTACHMENT "A"

THIRTY OLDEST UNPAID ACCOUNTS

SEE ATTACHMENT "B"

Attachment: 20180830105054108 (3).pdf (2151 : Tax Report)

EFFORTS AT COLLECTION IN THE LAST 30 DAYSENDING July 2018**BY TAX ADMINISTRATOR**

<u>120</u>	NUMBER DELINQUENCY NOTICES SENT
<u>18</u>	FOLLOWUP REQUESTS FOR PAYMENT SENT
<u>12</u>	NUMBER OF WAGE GARNISHMENTS ISSUED
<u>4</u>	NUMBER OF BANK GARNISHMENTS ISSUED
<u>9</u>	NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR TO DELINQUENT TAXPAYER
<u>0</u>	NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)
<u>0</u>	PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR
<u>0</u>	NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY
<u>0</u>	NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR COLLECTION (I.D. AND STATUS)
<u>0</u>	REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS
<u>0</u>	NUMBER OF JUDGMENTS FILED

Attachment "A"
Real

Roll	Parcel Number	Unpaid Amount	YrsDltg	Taxpayer Name	City	Property Address
R	02-8934-01-17-4778.0000	11,330.23	1	LARRY G. LAMB SR	CAMDEN	152 158 US W
R	01-7989-00-01-1714.0000	8,748.30	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8934-01-18-6001.0000	5,706.01	1	LINDA SUE LAMB HINTON	CAMDEN	150 158 US W
R	03-8899-00-45-2682.0000	4,945.29	10	SEAMARK INC	SHILOH	HOLLY RD
R	02-8944-00-36-1417.0000	4,553.83	1	ROSA ALICE FEREBEE HEIRS	CAMDEN	165 IVY NECK RD
R	02-8937-00-50-8036.0000	4,530.96	1	CLEVELAND WALSTON LE	CAMDEN	187 HERMAN ARNOLD RD
R	01-7998-01-08-6797.0000	3,678.98	1	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	03-8961-00-68-3593.0000	3,624.69	2	SECRETARY OF VETERANS AFFAIRS	SHILOH	169 RAYMONS CREEK RD
R	02-8935-04-63-0820.0000	3,149.84	1	BELCROSS PROPERTIES, LLC	CAMDEN	197 158 US E
R	01-7997-00-75-4295.0000	2,012.56	1	JACKIE E BAILEY	SOUTH MILLS	100 ROBIN CT W
R	01-7090-00-64-6040.0000	2,893.98	1	LINTON RIDDICK	SOUTH MILLS	129 LILLY RD
R	02-8923-00-19-3774.0010	2,823.66	6	WILLIAM CONOVER	CAMDEN	431 158 US W
R	02-8935-02-66-7093.0000	2,805.26	1	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	03-8962-00-05-0472.0000	2,717.17	1	FRANK MCMILLIAN HEIRS	SHILOH	172 NECK RD
R	03-8899-00-16-2671.2425	2,668.79	1	SPRING LOTUS LLC	SHILOH	141 EDGEWATER DR
R	01-7080-00-53-1141.0000	2,405.66	1	EDWARD A ROSA SR	SOUTH MILLS	188 KEETER BARN RD
R	02-8945-00-41-2060.0000	2,387.68	1	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	02-8934-01-29-4617.0000	2,265.20	1	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W
R	01-7988-00-91-0179.0001	2,126.56	10	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	108 CAMDEN AVE
R	03-8943-04-93-8214.0000	2,116.86	10	L. P. JORDAN HEIRS	SHILOH	110 158 US W
R	02-8934-01-29-4776.5853	2,084.96	1	C. RUSSELL HASTINGS JR.	CAMDEN	144 CULPEPPER RD
R	01-7080-00-19-4673.0000	2,082.05	1	LEONARD UMBERGER	SOUTH MILLS	117 OTTERS PL
R	01-7080-00-62-1977.0000	2,062.78	8	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	125 ONE MILL RD
R	03-8971-00-54-7373.0000	2,023.62	1	DWAYNE HARRIS	SHILOH	171 NECK RD
R	03-8952-00-95-8737.0000	1,955.58	1	AUDREY TILLET	SHILOH	253 SLEEPY HOLLOW RD
R	02-8935-01-08-8786.0000	1,888.98	1	LINWOOD GREGORY	CAMDEN	176 PUDDING RIDGE RD
R	01-7999-00-46-1105.0000	1,874.32	1	LINDA EASON COLSON	SOUTH MILLS	WICKHAM RD
R	03-8962-00-67-1021.0000	1,856.31	1	CECIL BARNARD HEIRS	SHILOH	379 OLD SWAMP RD
R	01-7999-00-78-4680.0000	1,850.24	2	BERTHA MARLENE GARRETT	SOUTH MILLS	453 NECK RD
R	03-8962-00-55-2255.0000	1,810.53	1	VERNON L. & EDITH W. SYLVESTER	SHILOH	

Delinquencies Top-30 Unpaid

08/30/18 10:29:09

Attachment: 20180830105054108 (3).pdf (2151 : Tax Report)

Attachment "B"
Real
1

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	10	8,748.30	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8899-00-45-2682.0000	10	4,945.29	SEAMARK INC.	SHILOH	HOLLY RD
R	01-7988-00-91-0179.0001	10	2,126.56	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	03-8943-04-93-8214.0000	10	1,116.86	L P JORDAN HEIRS	SHILOH	
R	03-8952-00-95-8737.0000	10	1,955.58	AUDREY TILLET	SHILOH	108 CAMDEN AVE
R	01-7999-00-32-3510.0000	10	1,797.88	LEAH BARCO	SOUTH MILLS	171 NECK RD
R	01-7999-00-12-8596.0000	10	1,733.11	MOSES MITCHELL HEIRS	SOUTH MILLS	195 BUNKER HILL RD
R	01-7989-04-60-1568.0000	10	1,056.42	EMMA BRITE HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7989-04-60-1954.0000	10	1,030.78	CHRISTINE RIDDICK	SOUTH MILLS	116 BLOODFIELD RD
R	03-8962-00-50-0273.0000	10	1,883.88	DAISEY WILLIAMS BURNHAM	SOUTH MILLS	105 BLOODFIELD RD
R	01-7090-00-50-5052.0000	10	757.21	JOE GRIFFIN HEIRS	SHILOH	RAYMONS CREEK RD
R	02-8955-00-13-7846.0000	10	592.68	MARIE MERCER	SOUTH MILLS	117 GRIFFIN RD
R	02-8936-00-24-7426.0000	10	576.45	BERNICE PUGH	CAMDEN	IVY NECK RD
R	03-8980-00-61-1968.0000	10	249.67	WILLIAMSBURG VACATION	CAMDEN	113 BOURBON ST
R	01-7090-00-95-5262.0000	10	244.56	JOHN F. SAWYER HEIRS	SHILOH	CAMDEN POINT RD
R	03-8909-00-45-1097.0000	10	202.56	MICHAEL OBER	SOUTH MILLS	OLD SWAMP RD
R	03-8899-00-37-0046.0000	10	157.01	ELIZABETH LONG	SHILOH	CENTERPOINT RD
R	03-8909-00-17-2462.0000	10	141.58	TODD ALLEN RIGGS	SHILOH	HIBISCUS
R	01-7080-00-62-1977.0000	9	2,062.78	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	LITTLE CREEK RD
R	03-8909-00-24-6322.0000	9	550.77	DAVID B. KIRBY	SHILOH	117 OTTERS PL
R	03-8980-00-84-0931.0000	8	187.90	CARL TEUSCHER	SHILOH	499 SAILBOAT RD
R	01-7998-01-08-6797.0000	7	3,678.98	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 BROAD CREEK RD
R	03-8962-00-04-9097.0000	7	1,856.31	CECIL BARNARD HEIRS	SHILOH	NECK RD
R	03-8990-00-64-8379.0000	7	792.39	CHRISTOPHER FROST-JOHNSON	SHILOH	LITTLE CREEK RD
R	02-8935-01-07-0916.0000	7	574.95	ROSETTA MERCER INGRAM	CAMDEN	227 SLEEPY HOLLOW RD
R	03-8962-00-70-7529.0000	7	512.66	MARY SNOWDEN	CAMDEN	WICKHAM RD
R	01-7989-04-90-0938.0000	7	453.61	DORIS EASON	SHILOH	1352 343 HWY N
R	03-8962-00-60-7648.0000	7	281.11	FRANK WRIGHT ETAL	SOUTH MILLS	WICKHAM RD
R	02-8954-00-97-4350.0000	7	280.89	GEORGE SHAW	SHILOH	TROTMAN RD N
R	02-8923-00-19-3774.0010	6	2,823.66	WILLIAM CONOVER	CAMDEN	431 158 US W

08/30/18 10:29:10

Delinquencies Top-30 Oldest

Attachment "A"
Personal

Roll	Parcel Number	Unpaid Amount	YrsDltg	Taxpayer Name	City	Property Address
P	0001709	2,003.83	9	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0001538	866.88	10	JEFFREY EDWIN DAVIS	HERTFORD	MIC MAC TRAIL
P	0001046	764.04	10	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	748.98	7	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001476	706.41	1	MIKE TAYLOR	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001072	648.76	9	PAM BUNDY	SHILOH	105 AARON DR
P	0002194	516.98	3	MORGAN ROBERSON	CAMDEN	431 158 US W
P	0001827	483.28	6	KAREN BUNDY	CAMDEN	330 158 HWY E
P	0000295	412.03	1	HENDERSON AUDIOMETRICS, INC.	SOUTH MILLS	101 ROBIN CT W
P	0001230	411.11	6	JAMES NYE	CAMDEN	150 158 HWY W
P	0001681	312.08	6	STEVE WILLIAMS	CAMDEN	158 HWY W
P	0001694	288.99	6	THOMAS B. THOMAS HEIRS	CAMDEN	617 MAIN ST
P	0001693	261.90	9	ALLIANCE NISSAN	CAMDEN	107 RIDGE ROAD
P	0001106	253.06	10	JAMI ELIZABETH VANHORN	SOUTH MILLS	319 PONDEROSA RD
P	0001104	242.20	1	MICHAEL & MICHELLE STONE	CAMDEN	612 MAIN
P	0001952	238.91	6	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	152 HWY 158 W
P	0001638	210.76	1	ERIC JASON WOODARD	CAMDEN	111 AARON DR
P	0000466	205.60	1	LAMBS OF CAMDEN	SHILOH	229 SALLEOAT RD
P	0000905	204.42	3	KEVIN & STACY ANDERSON	CAMDEN	133 WALSTON LN
P	0000846	201.12	1	TOAN TRINH	SHILOH	158 HWY W
P	0002442	200.37	2	GERALD WHITE STALLS JR	SOUTH MILLS	A STREET
P	0000297	182.53	1	ADAM D. & TRACY J.W. JONES	CAMDEN	108 BINGHAM RD
P	0001673	177.05	9	THOMAS PHILLIP WINSLOW	CAMDEN	143 158 US W
P	0000248	159.99	10	ROBERT H. OWENS	CAMDEN	239 SLEEPY HOLLOW RD
P	0001250	157.47	1	MICHELE LEE TAYLOR-DUKE	SOUTH MILLS	LINTON ROAD
P	0000543	152.90	1	TRACK 1 OF CAMDEN	CAMDEN	202 SHARON CHURCH
P	0000945	145.98	3	RAMONA F. TAZEWELL	CAMDEN	116 GARRINGTON ISLAND
P	0001722	140.55	7	JANET LEARY	SOUTH MILLS	
P	0001639	123.29	4	CAREY FARMS, INCORPORATED	SOUTH MILLS	
P	0000385	121.17	2	MARK SANDERS OVERMAN	SHAWBORO	

Delinquencies Top-30 Unpaid

08/30/18 10:29:34

Attachment "B"
Personal
1

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001538	10	866.88	JEFFREY EDWIN DAVIS	HERTFORD	MIC MAC TRAIL
P	0001046	10	764.04	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	10	748.98	LESLIE ETHERIDGE JR	CAMDEN	
P	0001072	10	648.76	PAM BUNDY	SHILOH	105 AARON DR
P	0001106	10	253.06	JAMI ELIZABETH VANHORN	SOUTH MILLS	617 MAIN ST
P	0000248	10	159.99	ROBERT H. OWENS	CAMDEN	A STREET
P	0001540	10	120.95	DAVID LUKE	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001709	9	2,003.83	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0001693	9	177.05	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0000316	9	115.56	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0001827	9	483.28	JAMES P. JONES	CAMDEN	142 SANDHILLS RD
P	0001722	8	140.55	KAREN BUNDY	CAMDEN	431 158 US W
P	0001639	7	123.29	JANET LEARY	SOUTH MILLS	LINTON ROAD
P	0001230	7	411.11	CAREY FARMS, INCORPORATED	SOUTH MILLS	202 SHARON CHURCH
P	0001681	6	312.08	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001694	6	288.99	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001952	6	238.91	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001740	6	109.23	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0002194	5	516.98	JASON & KEVIN WORDEN	SOUTH MILLS	STILLES LANE
P	0001638	5	210.76	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
P	0000905	3	204.42	ERIC JASON WOODARD	SOUTH MILLS	612 MAIN LOT 12
P	0001250	3	157.47	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
P	0000945	3	145.98	MICHELE LEE TAYLOR-DUKE	SOUTH MILLS	108 BINGHAM RD
P	0001476	3	706.41	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0000295	2	412.03	MIKE TAYLOR	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0000466	2	205.60	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000846	2	201.12	LAMBS OF CAMDEN	CAMDEN	152 HWY 158 W
P	0000385	2	121.17	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0002921	2	120.68	MARK SANDERS OVERMAN	SHAWBORO	116 GARRINGTON ISLAND
P				CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP

08/30/18 10:29:34

Delinquencies Top-30 Oldest



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 6.B
Meeting Date: September 10, 2018
Submitted By: Karen Davis, Clerk to the Board
Administration
Prepared by: Karen Davis

Item Title **Citizen News - Brenda Bowman**

Attachments:

Summary:

Camden County "*Citizens News*" - Proposal for a newsletter to be distributed to every household in Camden County for the purpose of providing to citizens valuable information on the services available through the county departments, as well as a tool to find answers and/or to address matters of interest and concern. This newsletter will also highlight Camden County's assets, upcoming activities, historical information and accomplishments/milestones reached by citizens.



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 7.1
Meeting Date: September 10, 2018
Submitted By: Amy Barnett, Planning Clerk
Planning & Zoning
Prepared by: Amy Barnett

Item Title **Board Appointment - Planning Board**

Attachments:

Please reappoint Fletcher Harris to the Planning Board with new term to expire June 30, 2021.



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 7.2

Meeting Date: September 10, 2018

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

Item Title **Adult Care Home Community Advisory Committee -
Tammie Krauss**

Attachments:

Summary:

Camille Craft of Albemarle Commissioner has reported that Tammie Krauss completed her training and is ready to be appointed to the Adult Care Home Community Advisory Committee.

Recommendation:

Approve appointment.



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 7.3

Meeting Date: September 10, 2018

Submitted By: Donna Stewart, Visitor Center Director
Dismal Swamp Welcome Center
Prepared by: Karen Davis

Item Title **Tourism Development Authority - Reappointments**

Attachments:

Summary:

It is the request/recommendation of staff to reappoint the following to the TDA Board:

Donna Stewart

Adam Carver

Recommendation:

Approve reappointments.



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.1
Meeting Date: September 10, 2018
Submitted By: Karen Davis, Clerk to the Board
Administration
Prepared by: Karen Davis
Item Title **BOC Minutes - April 19, 2017**
Attachments: bocminutes_041917 (DOCX)

Summary:

Minutes submitted by John Morrison, who served as Clerk to the Board for this meeting.

Recommendation:

Review and approve.

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MINUTES
CAMDEN COUNTY BOARD OF
COMMISSIONERS SPECIAL MEETING

APRIL 19, 2017

CAMDEN COUNTY PUBLIC LIBRARY COMMUNITY ROOM

After due advertisement, a special meeting of the Camden County Board of Commissioners was held on April 19, 2017, commencing at 6:00 pm in the Camden County Public Library Community Room. The purpose of this meeting was to receive and consider public input on proposed architectural designs for the Camden County administrative offices- library- senior center- recreational facilities.

Chairman Riggs called the meeting to order with the following commissioners being present: Vice Chairman Tom White, Commissioners Garry Meiggs and Randy Krainiak. Commissioner Ross Munro was absent.

Chairman Riggs announced the Clerk to the Board was not available for this meeting. Thereafter, with the consent of all members, Chairman Riggs appointed the County Attorney, John S. Morrison, to record the minutes of this special meeting. The County Attorney acknowledged his responsibility and assumed the role of Clerk to the Board for this occasion.

Thereafter the Chairman requested Vice Chairman Tom White to give an invocation and lead in the Pledge of Allegiance, which Vice Chairman White then proceeded to accomplish.

Next, the Chair entertained a motion for approval for the agenda as presented, which motion was made by Commissioner White and approved unanimously.

Presentations were then made to the board, and the public from VIA Design, an architectural firm from tidewater Virginia. This presentation by the firm President, discussed the work the firm had conducted up to that point in determining the County's needs for a new administrative building which would also incorporate a library, a senior citizens facility and other meeting and recreational space for County residents. The site was disclosed as being immediately across the street from the current Courthouse. Thereafter discussions took place as to how the firm had interviewed County staff and employees as to the needed office space, how the same would be designated for various departments, the importance of interconnectivity between those offices, the ability to add on as the administrative departments grew, parking requirements for employees and the public, the need for open space and an attractive appearance which would harmonize with the historic courthouse across the street. Architectural renderings were presented for comment by the Commissioners and the public in attendance.

During the course of these comments, questions were posed as to the cost, the length of construction time, the experience of the architectural firm and comments on the design as to its function and aesthetics. The public audience also engaged in this endeavor.

Subsequent to this presentation, MB Kahn, a North Carolina general contracting firm, made a presentation on the utility of a Construction Manager at Risk. The presentation was made by an officer of the company who would in fact provide the Construction Manager at Risk service for this project. The

Camden County Board of Commissioners
April 19, 2017

Attachment: bocminutes_041917 (2133 : BOC Special Meeting Minutes - April 19, 2017)

43 presentation included specific service, the need for such, and the experience of MB Kahn working with
44 Camden in the past and other Northeastern North Carolina and other North Carolina local governments. At
45 the conclusion of the presentation, questions were entertained from the Board and the Public. These
46 centered on the costs, the control of the Manager at Risk over the architect and other contractors, reports
47 to be made to County government and the ability of a Manager at Risk to save the county money.

48 At the conclusion of the presentation, and after considering public comments, the Chair entertained a
49 motion to approve the architect contract. The same was unanimously approved subject to review and
50 necessary amendment by the County Attorney. The county attorney and the manager were
51 authorized to enter into direct contact with the architectural firm and the Chair or the County Manger
52 were each authorized to execute the contract after such review and approval by the County Attorney.

53 The Board next considered approval of the Construction Manager at Risk contract. This was likewise
54 approved unanimously, again subject to review by the County Attorney. Either the Manager or the
55 Board Chair was authorized to sign the same after approval from the County Attorney.

56 There being no further business, the Chair entertained a motion to adjourn which was unanimously
57 approved.

58 Respectfully submitted this the 11th day of June, 2018.

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61 By: 
62 John Morris on, County Attorney and Clerk to the Board for this meeting.

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66 _____
67 Clayton D. Riggs, Chairman
68 Camden County Board of Commissioners

Attachment: bocminutes_041917 (2133 : BOC Special Meeting Minutes - April 19, 2017)



CAMDENCOUNTY

new energy. new vision.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.2
Meeting Date: September 10, 2018

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

Item Title **BOC Work Session Minutes - January 11, 2018**

Attachments: bocws_01112018 (DOCX)

County Manager / Board of Commissioners
Work Session
January 11, 2018 – 8:30 AM
Camden County Administration Offices

The Camden County Board of Commissioners met for a work session with the County Manager on January 11, 2018.

Present: Chairman Clayton Riggs, Vice Chairman Tom White, Commissioners Randy Krainiak and Ross Munro. Absent: Commissioner Garry Meiggs
 Staff Present: County Manager Ken Bowman, Clerk to the Board Karen Davis, Finance Officer Stephanie Humphries.

The following items were discussed. No official action was taken.

Capital Improvements Project List

- Public infrastructure remains a top priority for the County bringing new development and job creation to the Camden Commerce Park along U.S. 17
- Construction of the Courthouse Area Wastewater Treatment Plant
- Engineering and design of a new Public Services complex on the acquired site across from the Historic Courthouse
- Extension of the Dismal Swamp Multi-Use Trail to the state border
 - ◆ Check with Donna for an update; remove or re-engage?

Approved/Funded:

- Core area Wastewater Treatment
- Camden Business Park – Wastewater Extension
- Public Services Complex

Recommended/Unfunded:

- Country Club area – US 158 sewer Service Expansion
- Though unfunded, a new high school construction project is included in the county's 2018-2022 CIP

Identified/Unfunded:

- Dismal Swamp Canal Pedestrian and Bicycle Path Completion
- South Mills Community Park
 - ◆ \$4400/acre; \$210,000 (\$100,000 out-of-pocket after grants, etc.)
 - ◆ Manager to follow up
- School Capital Improvements – Camden County HS
 - ◆ Decrease in ADM a concern
 - ◆ Need to plan for future growth/expansion (Camden Plantation)

- 43 • Mobile Command Center – Sheriff’s Department - completed
- 44 • South Mills Wastewater Treatment Plant Filtration Pond

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46 **Major Areas of Interest**

- 47 • South Mills Water Association
 - 48 ♦ Reached capacity for discharge; agreement to buy from Camden & Pasquotank Counties
 - 49 ♦ Manager to give update at a later time from Wednesday’s meeting
- 50 • Camden Plantation
 - 51 ♦ Manager to meet with developer for an update
- 52 • Broadband
 - 53 ♦ Update will be provided to BOC on February’s meeting agenda
- 54 • Courthouse Area Wastewater Treatment Plant
- 55 • Unified Development Ordinance (UDO) Update
 - 56 ♦ Clayton – Dissatisfied with length of time for update
 - 57 ♦ Randy – Requested a copy of UDO draft
- 58 • NCDC/Camden Medical Park

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60 **Areas of Interest / Focus / Discussion**

- 61 • Budget Process
 - 62 ♦ Already in place
- 63 • Capital Improvement Plan
 - 64 ♦ Manager to continue to review for updates
- 65 • Economic Development, Commerce Park, Current Projects
 - 66 ♦ Follow up with NC Wildlife
- 67 • SRO: School Resource Officer
 - 68 ♦ BOC/BOE/Sheriff’s Dept.
 - 69 ♦ Randy – Put burden on Sheriff’s Dept.
 - 70 ♦ Tom – Find the resources needed to fund position
 - 71 ♦ Ross – Check into volunteer program -WATCH D.O.G.S. (Dads of Great Students)
 - 72 ♦ Manager to follow up with Superintendent Ferrell & Sheriff’s Department
- 73 • Disaster Preparedness/Emergency Management/EMS
- 74 • DSS/Student & Family Crisis

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76 **Other:**

- 77 • Chantilly Lane Property
 - 78 ♦ Water access for sailing/boating lessons, park, etc.
 - 79 ♦ Consideration given for use by county
- 80 • Treasure Point Property Donation
 - 81 ♦ Follow up with Cameron (4-H) for update

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Clayton D. Riggs, Chairman
Camden County Board of Commissioners

ATTEST:

Karen M. Davis
Clerk to the Board

Attachment: bocws_01112018 (2134 : BOC Work Session Minutes - January 11, 2018)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.3
Meeting Date: September 10, 2018

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

Item Title **BOC Work Session Minutes - May 2, 2018**

Attachments: bocminutes_050218 (DOCX)

Camden County Board of Commissioners
May 2, 2018 – 6:00 PM
18-19 Budget: Finance Workshop
Camden Public Library
Camden, North Carolina

MINUTES

The Camden County Board of Commissioners held a budget work session on May 2, 2018 at 6:00 PM in the Public Library Community Room.

WELCOME & CALL TO ORDER

The meeting was called to order by Vice Chairman Tom White at 6:00 PM. Additional Board Members Present: Commissioners Garry Meiggs, Randy Krainiak and Ross Munro. Chairman Clayton Riggs was absent due to work obligations.

Staff Present: Manager Ken Bowman, Finance Officer Stephanie Humphries and Clerk to the Board Karen Davis.

The following items were presented to the Board for discussion:

1. School Funding

- a. School Resource Officer (Budget) – School has applied for \$20,000 grant (two years). Has been added to budget already - \$69,000.
- b. Repeaters – Has been placed on the May 7th agenda. Firehouse Subs grant application has been submitted - \$20,000. School will budget \$20,000. \$10,000 to come out of Sheriff's Office budget.
- c. Grant Match – still no guidelines as of yet.
- d. School's Fund Balance – minimum of \$250,000 for 2018-2019.

2. IT Software / Hardware Updates

- a. VOIP (\$30,000)
- b. Tax/Utility/Financing Upgrade – server outdated and needs replacement
- c. Desk Top Cycle & Miscellaneous Updates – Desktop upgrades requested

3. Insurances, Benefits & Personnel Requests

- a. Health (level premium), Retirement (<1%)
- b. BOC Salary increase \$50 month – Consensus of the Board was not to accept the salary increase.
- c. Position Requests – Two part-time positions requested
- d. COLA 3%; Misc. Certification Increases - (Water & Sewer; Soil & Water; Clerk to the Board; Finance; Building Inspector)

Camden County Board of Commissioners
May 2, 2018

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43 4. CIP Update

- 44 a. Lagoon Liner – estimated \$135,000 for repair; \$250,000 to replace.
- 45 b. Broadband – Mr. Imhoff to present feasibility study results at June 4th meeting.
- 46 Possible sharing of facilities/installations between counties.
- 47 c. Administration Building – Moving forward with a more detailed approach; can
- 48 build in phases, 1-2 buildings at a time to accommodate growth.
- 49 d. Rural Ready Sites Grant application – 25% match; sewer infrastructure, increase
- 50 sewer capacity at South Mills plant, roads, soil sampling for high-rate filtration
- 51 conducted.
- 52 e. 4-H Treasure Point – Consensus is to not move forward with the current request
- 53 for a new facility. The Board would like to see an alternate plan submitted for
- 54 consideration.
- 55 f. Dismal Swamp Canal Pedestrian/Bicycle Path – removed from consideration.

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57 5. Additional Expenditures

- 58 a. Vehicles – 3 requested (2 Sheriff's Office, 1 Planning Dept.)
- 59 b. Fund Balances
- 60 c. Misc. Annual increases (EMS, CM/EM, Technology Leases, etc.)

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62 6. Revenues

- 63 a. 18-19 Projections – \$20,000 increase in revenue
- 64 b. Fund Balances – decrease in fund balance to help finance wastewater treatment
- 65 plant; \$360,000 budgeted to fund school increase.
- 66 c. Tax Increase – Options for consideration:
- 67 • Draw out of fund balance
- 68 • Tax increase
- 69 • Portion from fund balance and slight tax increase

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71 7. South Camden Water & Sewer

- 72 a. CWWTP Project Update & Budget
- 73 b. LGC Financing Approval
- 74 c. Budget Revenues & Expenditures

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76 Next Budget Work Session – May 22, 2018; 2:00 PM at the Historic Courthouse.

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78 Vice Chairman White closed the budget work session at 7:44 PM.

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83 Tom White, Vice Chairman
84 Camden County Board of Commissioners

85 ATTEST:

Camden County Board of Commissioners
May 2, 2018

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Karen M. Davis
Clerk to the Board

Attachment: bocminutes_050218 (2136 : BOC Work Session Minutes - May 2, 2018)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.4
Meeting Date: September 10, 2018
Submitted By: Karen Davis, Clerk to the Board
Administration
Prepared by: Karen Davis
Item Title **BOC Work Session Minutes - May 22, 2018**
Attachments: bocminutes_052218 (DOCX)

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Camden County Board of Commissioners
Budget Work Session
May 22, 2018
2:00 PM
Camden Public Library
Camden, North Carolina

MINUTES

The Camden County Board of Commissioners held a Budget Work Session for FY 2018-2019 on May 22, 2018 at the Camden Public Library.

The following commissioners were present: Chairman Clayton Riggs, Vice Chairman Tom White, Commissioners Garry Meiggs, Randy Krainiak and Ross Munro.

Staff members present: County Manager Ken Bowman, Finance Officer Stephanie Humphries, Clerk to the Board Karen Davis.

17I. CALL TO ORDER

Chairman Clayton Riggs called the meeting to order at 2:00 PM.

Motion by Commissioner Meiggs to go into Closed Session for the purpose of economic development prospect discussion.

Motion passed 5-0 with Commissioners Riggs, White, Meiggs, Krainiak and Munro voting aye and no commissioners voting no.

Chairman Riggs reconvened the meeting of the Board of Commissioners.

27II. SCHEDULE

The Board of Commissioners met with the following to discuss matters relating to the FY 2018-2019 Budget:

Dept. of Social Services	Craig Patterson
Planning & Inspections	Dan Porter
TDA/DSWC/Gift Shop	Donna Stewart
Parks & Recreation / Community Parks Fund	Tim White
South Camden Water & Sewer	David Credle
Board of Education	Joe Ferrell
Sheriff's Office / SRO	Rodney Meads
Special Appropriations	Ken Bowman
Other Budget Items	Ken Bowman

CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – May 23, 2017

31III.ADJOURN

32 Chairman Riggs adjourned the work session at 7:20 PM.

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Clayton D. Riggs, Chairman

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Camden County Board of Commissioners

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41 ATTEST:

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44 Karen M. Davis

45 Clerk to the Board

Attachment: bocminutes_052218 (2137 : BOC Work Session Minutes - May 22, 2018)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.5
Meeting Date: September 10, 2018
Submitted By: Karen Davis, Clerk to the Board
Administration
Prepared by: Karen Davis
Item Title **BOC Special Meeting Minutes - June 21, 2018**
Attachments: bocminutes_062118 (DOCX)

Camden County Board of Commissioners
Special Meeting
June 21, 2018 – 10:00 AM
Historic Courtroom, Courthouse Complex
Camden, North Carolina

MINUTES

After due advertisement, a special meeting of the Camden County Board of Commissioners was held on June 21, 2018 in the Historic Courtroom, Camden, North Carolina.

ITEM 1. WELCOME & CALL TO ORDER

The meeting was called to order by Chairman Clayton Riggs at 10:00 AM. Also Present: Commissioners Garry Meiggs, Randy Krainiak and Ross Munro. Vice Chairman Tom White was absent due to a prior commitment.

Staff Present: County Manager Ken Bowman, Clerk to the Board Karen Davis, Finance Officer Stephanie Humphries, DSS Director Craig Patterson.

Chairman Riggs gave the invocation and led in the Pledge of Allegiance.

ITEM 2. CONSIDERATION OF AGENDA

Motion to approve the agenda as presented.

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

ITEM 3. NEW BUSINESS

1. Camden County Schools – Lottery Funds Applications

Attachment: bocminutes_062118 (2138 : BOC Special Meeting Minutes - June 21, 2018)

APPLICATION
PUBLIC SCHOOL BUILDING CAPITAL FUND
NORTH CAROLINA EDUCATION LOTTERY

Approved: _____
Date: _____

County: Camden Contact Person: Dr. Joe Ferrell
LEA: 150 Title: Superintendent
Address: 174 North NC Highway 343 Phone: 252-335-0831 ext 231

Project Title: Painting/Floor Tile Project
Location: Camden High, Camden Middle, Grandy Primary, Camden Intermediate
Type of Facility: K-12 buildings within the district

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-546.2. Further, G.S. 115C-546.2 (d) has been amended to include the following:
(3) No county shall have to provide matching funds...
(4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.
(5) A county may not use monies in this Fund to pay for school technology needs.
As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. **Applications must be submitted within one year following the date of final payment to the Contractor or Vendor.**

Short description of Construction Project: paint interior of the buildings and replace floor tiles throughout schools as shown in estimates

Estimated Costs:

Purchase of Land	\$ _____
Planning and Design Services	_____
New Construction	_____
Additions / Renovations	<u>210,130.00</u>
Repair	_____
Debt Payment / Bond Payment	_____
TOTAL	\$ <u>210,130.00</u>

Estimated Project Beginning Date: 07/01/2018 Est. Project Completion Date: 06/30/2019

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 210,130.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

Charlton D. Rigg (Signature) — Chair, County Commissioners Date: 6/21/18
James D. ... (Signature) — Chair, Board of Education Date: 6/14/18

Form Date: July 01, 2011

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APPLICATION
PUBLIC SCHOOL BUILDING CAPITAL FUND
NORTH CAROLINA EDUCATION LOTTERY

Approved: _____
Date: _____

County: Camden Contact Person: Dr. Joe Ferrell
LEA: 150 Title: Superintendent
Address: 174 North NC Highway 343 Phone: 252-335-0831 ext 231

Project Title: Bathroom Renovations - GPS/CHS
Location: Grandy Primary School and Camden County High School
Type of Facility: K-3 School Building

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-546.2. Further, G.S. 115C-546.2 (d) has been amended to include the following:
(3) No county shall have to provide matching funds...
(4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.
(5) A county may not use monies in this Fund to pay for school technology needs.
As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. **Applications must be submitted within one year following the date of final payment to the Contractor or Vendor.**

Short description of Construction Project: replace classroom cabinets & renovate bathroom in front wing at Grandy Primary, replace bathroom cabinets for special needs students at Camden High School

Estimated Costs:

Purchase of Land	\$ _____
Planning and Design Services	_____
New Construction	_____
Additions / Renovations	<u>42,238.00</u>
Repair	_____
Debt Payment / Bond Payment	_____
TOTAL	\$ <u>42,238.00</u>

Estimated Project Beginning Date: 07/01/2018 Est. Project Completion Date: 10/31/2018

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 42,238.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

Charlton D. Rigg (Signature) — Chair, County Commissioners Date: 6/21/18
James D. ... (Signature) — Chair, Board of Education Date: 6/14/18

Form Date: July 01, 2011

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Attachment: bocminutes_062118 (2138 : BOC Special Meeting Minutes - June 21, 2018)

36 After a brief discussion Commissioner Munro made a motion to approve the school lottery funds
37 applications.

38	RESULT:	PASSED [UNANIMOUS]
39	MOVER:	Ross Munro, Commissioner
40	AYES:	Meiggs, Krainiak, Munro, Riggs
41	ABSENT:	White

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43 2. Lease Agreement – Success Academy for 3’s and 4’s

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NORTH CAROLINA
CAMDEN COUNTY

THIS TRIPLE-NET LEASE AGREEMENT, made and entered into on this the 1st day of July, 2018, by and between, County of Camden, whose address is P.O. Box 190 Camden, NC and/or their assigns or successors, hereinafter referred to as "Landlord", and Success Academy for 3's and 4's whose address is 151 Gumberry Road Camden, NC 27921 referred to as "Tenant".

Section 1. Premises: Landlord hereby leases to the Tenant and Tenant hereby leases from the Landlord, upon terms and conditions hereinafter set forth, that certain building situated at 151 Gumberry Road Camden, NC 27921, North Carolina.

Section 2. Term: The term of this Lease shall be Five (5) Years, beginning on July 1st 2018 and ending June 30th, 2023, unless terminated earlier as herein provided, or unless renewed as herein provided. The first Lease Year Anniversary shall be the date **twelve (12)** calendar months after the first day of the first full month of the Term hereof and successive Lease Year Anniversaries shall be the date **twelve (12)** calendar months from the previous Lease Year; Anniversary.

Section 3. Option to Renewal: Landlord grants to Tenant the option to renew this Lease for additional Terms ("Option Term") on the same covenants and conditions as are herein contained, except as modified by this provision and agreement.

a. **Exercise of the Option:** The option shall be exercised in writing delivered to Landlord by Tenant at least sixty (60) days prior to the expiration of the Term of this Lease.

b. **Effect of Failure to Exercise Option:** In the event Tenant shall fail to give Landlord written notice of its election to exercise its Option to renew this lease at least sixty (60) days prior to the expiration of the Term of this Lease, such option shall thereafter be and become null and void and of no further force and effect.

Section 4. Rental: Landlord has agreed to waive the rental fee for Twenty-Four Months (24 months) commencing on July 1, 2018 through June 30th, 2020. In lieu of rent Tenant will repair and up-fit interior of building based on the estimated repairs received from local contractors. At the conclusion of the Twenty Four month period commencing on July 1, 2020 the Tenant shall pay to the Landlord or its Agent without demand, an annual Lease Year Base of \$1,000.00 per month for Twelve months. At the end of year Three (June 30, 2021) Landlord and Tenant will re-negotiate the monthly rental amount.

Tenant is individually responsible for county water and trash removal.
Rental for any period during the term hereof which is less than one month shall be the pro-rated portion of the monthly rental due.

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Attachment: bocminutes_062118 (2138 : BOC Special Meeting Minutes - June 21, 2018)

On each Lease Year Anniversary the annual rental payable hereunder (and accordingly the monthly installments) shall be adjusted:

X by any change in the Consumer Price Index, Urban Wage Earners and Clerical Workers, All Cities (CPI-W, 1982-1984=100) ("Index") by multiplying the then effective annual rental by the value of said Index for the month two months prior to the Lease Year Anniversary and dividing the product by the value of said Index for the month two months prior to the previous Lease Year Anniversary (in the instance of the first Lease Year Anniversary the value of the Index for the month two months prior to the first full month of the term hereof). In the event the Index ceases to be published there shall be substituted for the Index the measure published by the US Department of Labor which most nearly approximates the Index;

X the annual Lease Year Base rental payable hereunder (and accordingly the monthly installments) shall be increased as follows during the duration of the lease term.

To Be Determined at the end of the Third Year. The rental rate, if adjusted, will be for the Fourth and Fifth years of this Agreement.

X if this box is checked, Tenant shall pay all rent to Landlord's Agent at the following address: 330 East Hwy 158, Camden, NC 27921

Section 5. Late Charges: If Landlord fails to receive any rent payment within five (5) days after it becomes due, Tenant shall pay Landlord, as additional rental, a late charge equal to five percent (5%) of the overdue amount or \$100 whichever is greater, plus any actual bank fees incurred for returned or dishonored checks. The parties agree that such a late charge represents a fair and reasonable estimate of the cost Landlord will incur by reason of such late payment.

Section 6. Security Deposit: If any of the rents or other charges or sums payable by Tenant shall be over-due and unpaid or should payments be made on behalf of the Tenant, or should Tenant fail to perform any of the terms of this Lease, then Landlord or its Agent may, at its option, appropriate and apply the Security Deposit, or so much thereof as may be necessary, to compensate toward the payment of the rents, charges or other sums due from Tenant, or towards any loss, damage or expense sustained by Landlord resulting from such default on the part of the Tenant; and in such event Tenant shall upon demand restore the Security Deposit to the original sum deposited. In the event Tenant furnishes Landlord with proof that all utility bills have been paid through the date of Lease termination, and performs all of Tenant's other obligations under this Lease, the Security Deposit shall be returned in full to Tenant with thirty (30) days after the date of the expiration or sooner termination of the term of this Lease and the surrender of the Premises by Tenant in compliance with the provisions of this Lease. **The Security Deposit may be placed in an interest bearing account and any interest thereon shall be the property of the party holding the same.**

Section 7. Rent Adjustment: The Landlord reserves the right to increase the rental by an amount equaling the total increase in ad valorem taxes, hazard/general liability insurance premium and common area expenses, over the amounts in effect at the commencement date of this Lease Agreement. Said increase shall be divided by twelve (12) months, divided proportionately, and the result added to the monthly rent called for herein, beginning on the first month following notification of such increase.

Section 8. Utilities: The Tenant shall pay all charges for utilities, including but not limited to water, gas, electricity, light, heat, power and telephone or other communication service used, rendered or supplied upon or in connection with the leased property, and shall indemnify the Landlord against any liability or damages on such account. The Landlord shall not be liable for any failure of water supply, or electric, or any service by any utility, or injury to person or damage to property resulting from steam, gas, electricity, water, rain or snow which may flow or leak from any part of the leased property or from any pipes, appliances or plumbing works. Responsibility to pay for a utility service shall include all metering, hook-up fees or other miscellaneous charges associated with the installation and maintenance of such utility in said party's name.

Section 9. Common Area Expenses; Rules & Regulations: If the Premises are part of a larger building or group of buildings, Tenant shall pay as additional rental monthly, in advance, its proportionate share of common area maintenance expenses; common area electric, grounds maintenance and water expense (if not metered separately).

Section 10. Landlord Repairs: Landlord agrees to keep in good repair the roof, foundation, and exterior walls of the Premises (exclusive of all glass and exclusive of all exterior doors) and underground utility and sewer pipes outside the exterior walls of the building, except repairs rendered necessary by the negligence or intentional wrongful act of Tenant, its agents, employees or invitees. Tenant accepts the Premises in their present condition and as suited for the uses intended by Tenant.

Section 11. Tenant Repairs: Tenant shall, throughout the initial term of this Lease, and any extension or renewal thereof, at its expense, maintain in good order and repair the Premises, including the building, plumbing, electrical, heating and air conditioning equipment (including but not limited to replacement of parts, compressors, air handling units and heating units) and other improvements located thereon, except those repairs expressly required to be made by Landlord hereunder. Tenant is responsible for all expenses to eliminate clogged drains, maintain and pump septic tank if it becomes necessary or is required by the Health Department at interim inspections. Tenant shall at all times keep all exterior entrances, all glass and show window moldings, all partitions, doors, fixtures, equipment, lighting, plumbing and other appurtenances thereto in good order, condition and repair, including replacement when necessary and reasonable periodic painting of the interior of the Leased Premises. Tenant shall be responsible for ensuring the sidewalk in front of the Leased Premises and any doorways, front or rear, are kept free of debris, snow or ice. Unless the grounds are common area of a building(s) larger than the Premises, Tenant further agrees to care for the grounds around the building, including paving, the mowing of grass, care of shrubs and general landscaping. Tenant agrees to return the Premises to Landlord at the expiration or prior termination of this lease, in as good condition and repair as when first received, natural wear and tear, damage by storm, fire, lightning, earthquake or other casualty alone excepted. Tenant, Tenant's employees, agents, contractors or subcontractors shall take no action which may void any manufacturers or installers warranty with relation to the Premises. Tenant shall indemnify and hold Landlord harmless from any liability, claim, demand or cause of action arising on account of Tenant's breach of the provisions of this paragraph. All improvements made by Tenant, as mentioned in Section 4 above, will be submitted within 6 months of commencement of this lease to Landlord in a memorandum outlining type of improvements and cost of each.

Section 12. Alterations: Tenant shall not make any alterations, additions, or improvements to the Premises without Landlord's prior written consent. Tenant shall promptly remove any alterations, additions, or improvements constructed in violation of this Paragraph upon

Landlord's written request. All approved alterations, additions, improvements will be accomplished in a good workmanlike manner, in conformity with all applicable laws and regulations, and by a contractor approved by Landlord, free of any liens or encumbrances.

Landlord may require Tenant to remove any alterations, additions, or improvements (whether or not made with Landlord's consent) at the termination of the Lease and to restore the Premises to its prior condition, all at Tenant's expense. All alterations, additions and improvements which Landlord has not required Tenant to remove shall become Landlord's property and shall be surrendered to Landlord upon the termination of this Lease, except that Tenant may remove any of Tenant's machinery or equipment which can be removed without material damage to the Premises, so long as Tenant is in compliance with Lease and not in default hereunder. Tenant shall repair, at Tenant's expense, any damage to the Premises caused by the removal of any such machinery or equipment.

Section 13. Removal of Fixtures: Tenant may (if not in default hereunder) prior to the expiration of this Lease, or any extension or renewal thereof, remove all fixtures and equipment which it has placed in the Premises, provided Tenant repairs all damage to the Premises caused by such removal.

Section 14. Events of Default: The happening of any one or more of the following events during the term of this Lease, or any renewal or extension thereof, shall constitute a breach of this Lease on the part of the Tenant: (a) Tenant fails to pay the rental as provided for herein; (b) Tenant abandons or vacates the Premises; (c) Tenant fails to comply with or abide by and perform any other obligation imposed upon Tenant under this Lease; (d) Tenant is adjudicated bankrupt; (e) A permanent receiver is appointed for Tenant's property and such receiver is not removed within sixty (60) days after written notice from Landlord to Tenant to obtain such removal; (f) Tenant, either voluntarily or involuntarily, takes advantage of any debt or relief proceedings under any present or future law, whereby the rent or any part thereof is, or is proposed to be reduced or payment thereof deferred; (g) Tenant makes an assignment for benefit of creditors; or (h) Tenant's effects are levied upon or attached under process against Tenant, which is not satisfied or dissolved within thirty (30) days after written notice from Landlord to Tenant to obtain satisfaction thereof.

Section 15. Remedies Upon Default. Upon the occurrence of Event of Default, Landlord may pursue any one or more of the following remedies separately or concurrently, without prejudice to any other remedy herein provided or provided by law: (a) if the Event of Default involves nonpayment of rental and Tenant fails to cure such default within five (5) days after receipt of written notice thereof from Landlord, or if the Event of Default involves a default in performing any of the terms or provisions of the Lease other than payment of rental and Tenant fails to cure such default within fifteen (15) days after receipt of written notice of default from Landlord, Landlord may terminate this Lease by giving written notice to Tenant and upon such termination shall be entitled to recover from Tenant damages as may be permitted under applicable law; or (b) if the Event of Default involves any matter other than those set forth in item (a) of this paragraph, Landlord may terminate this Lease by giving written notice to Tenant and, upon such termination, shall be entitled to recover from the Tenant damages in an amount equal to all rental which is due and all rental which would otherwise have become due throughout the remaining term of this Lease, or any renewal or extension thereof (as if this Lease had not been terminated); or (c) upon any Event of Default, Landlord, as Tenant's agent, without advertisement and by private negotiations and for any term Landlord deems proper, with Tenant being liable to Landlord for the deficiency, if any, between Tenant's rent hereunder and the price obtained by Landlord on reletting, provided however, that Landlord shall not be considered to be under any duty by reason of this provision to take any action to mitigate damages by reason of

Tenants default. In the event Landlord hires an attorney to enforce its rights upon default, Tenant shall in addition be liable for reasonable attorney's fees and all costs of collection.

Section 16. Condemnation: If the Leased Premises, or any part thereof, is taken by eminent domain, the Lease shall expire on the date when the Leased Premises shall be so taken, and the rent shall be apportioned as of that date. No part of any award shall belong to the Tenant.

Section 17. Indemnification: Except for claims arising out of acts caused by the affirmative negligence of the Landlord or its representatives, the Tenant shall indemnify and defend the Landlord and the Leased Premises, at the Tenant's expense, against all claims, expenses, and liabilities arising from (a) the management of any occurrence on or about the leased premises or any adjoining street or roadway; (b) any default by the Tenant hereunder, (c) any act of negligence by the Tenant or its agents, contractors, employees or licensees.

Section 18. Fire or Other Casualty Losses: If the Premises are totally destroyed by storm, fire, lightning, earthquake or other casualty, without the fault of the Tenant, this Lease shall terminate as of the date of such destruction and rental shall be accounted for as between Landlord and Tenant as of that date. If the premises are damaged but not wholly destroyed by any such casualties, without the fault of the Tenant, rental shall abate in such proportion as effective use of the Premises has been affected and Landlord shall restore Premises to substantially the same condition as before damage as speedily as is practicable, whereupon full rental shall recommence.

Section 19. Insurance: The landlord shall keep the building containing the leased property insured against loss or damage by fire with extended coverage endorsement in an amount not less than eighty percent (80%) of the full insurable value as determined from year to year. The Tenant shall keep the leased property insured with a tenant owners policy for business personal property and betterments throughout the term of this Lease against claims for personal injury and property damage, under a policy of general public liability insurance, with such limits as may reasonably be requested by the Landlord from time to time, but not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate as a combined single limit or \$1,000,000 bodily injury and \$1,000,000 property damage as a split limit, which insurance shall contain a special endorsement recognizing and insuring any liability accruing to Tenant and naming Landlord as additional insured. *Tenant shall provide evidence of such insurance to Landlord prior to the commencement of the term of this Lease, and provide annually an updated certificate of insurance to Landlord.* Tenant must maintain insurance policy without lapse to remain in compliance with Lease. Tenant agrees to and hereby does indemnify and save Landlord harmless against all claims for damages to persons or property by reason of Tenant's use or occupancy of the Premises.

Section 20. Tax and Insurance Escalation: Tenant shall pay upon demand as additional rental during the term of this Lease, and any extensions or renewal thereof;

- The amount by which all taxes on the Premises for each tax year exceed all taxes on the Premises for the tax year _____ or
- All taxes on the Premises for each tax year.

In the event the Premises are less than the entire property assessed for such taxes for any such tax year, then the tax for any such year applicable to the Premises shall be determined by proration on the basis that the rentable floor area of the Premises bears to the rentable floor area of the entire property assessed. If the final year of the Lease term fails to coincide with the tax year, then any excess for the tax year during which the term ends shall be reduced by the pro rata part of such tax year beyond the Lease term. If such taxes for the year in which the Lease terminates are not ascertainable before payment of the last month's rental, then the amount of such taxes assessed against the property for the previous tax year shall be used as a basis for determining the pro rata share, if any, to be paid by Tenant for that portion of the last lease year.

Tenant shall further pay upon demand as additional rental during the term of this Lease, and any extension or renewal thereof:

- the excess cost of fire and extended coverage insurance including any and all public liability insurance on the building over the cost of the first year of the Lease term for each subsequent year during the term of this Lease; or
- all fire and hazard, and extended coverage insurance including any and all public liability insurance on the building.

Section 21. Tenant's Employment Responsibilities: The Tenant shall be responsible for and save the Landlord harmless from all wages, salaries, or other benefits due Tenant's employees. Tenant shall also be solely responsible for the acquisition and payment of any goods and/or services used or performed by the Tenant in the conduct of its business.

Section 22. Use of Premises: The Premises shall be used for Child Care Programs purposes only and no other. The Premises shall not be used for any illegal purposes, nor in any manner to create any nuisance or trespass, nor in any manner to vitiate the insurance or increase the rate of insurance on the Premises. In the event Tenant's use of the Premises results in an increase in the rate of insurance on the Premises, Tenant shall pay to Landlord, upon demand and as additional rental, the amount of any such increase.

Section 23. Hazardous Waste: Tenant specifically agrees that, except for such limited quantities of office materials and supplies of such type and in such quantities as are customarily used in Tenant's normal business operations (which shall be used only in accordance with applicable law and any manufacturers or suppliers guidelines), Tenant shall not engage or permit at any time, any operations or activities upon, or any use or occupancy of the Premises, or any portion thereof, for the purpose of or in any way involving the handling, manufacturing, treatment, storage, use, transportation, spillage, leakage, dumping, discharge or disposal (whether legal or illegal, accidental, or intentional) of any hazardous substances, materials or wastes, or any wastes regulated under any local, state or federal law.

Tenant shall, during the Term, remain in full compliance with all applicable laws governing its use and occupancy of the Premises, including, without limitation, the handling, manufacturing, treatment, storage, disposal, discharge, use, and transportation of hazardous substances, materials or wastes, and any wastes regulated under any local, state or federal law. Tenant will remain in full compliance with the terms and conditions of all permits and licenses issued to it by any governmental authority on account of any or all of its activities on the Premises.

Section 24. Environmental Laws. (a) Tenant shall not bring onto the Premises any Hazardous Materials (as defined below) without the prior written approval by Landlord. Any approval must be preceded by submission to Landlord of appropriate Material Safety Data Sheets (MSD Sheets). In the event of approval by Landlord, Tenant covenants that it will (1) comply with all requirements of any constituted public authority and all federal, state, and local codes, statutes, ordinances, rules and regulations, and laws, whether now in force or hereafter adopted relating to Tenant's use of the Premises, or relating to the storage, use, disposal, processing, distribution, shipping or sales of any hazardous, flammable, toxic, or dangerous materials, waste or substance, the presence of which is regulated by a federal, state, or local law, ruling, rule or regulation (hereafter collectively referred to as "Hazardous Materials"; (2) comply with any reasonable recommendations by the insurance carrier of either Landlord or Tenant relating to the use by Tenant on the Premises of such Hazardous Materials; (3) refrain from unlawfully disposing of or allowing the disposal of any Hazardous Materials upon, within, about or under the Premises; and (4) remove all Hazardous Materials from the Premises, either after their use by Tenant or upon the expiration or earlier termination of this Lease, in compliance with all applicable laws.

(b) Tenant shall be responsible for obtaining all necessary permits in connection with its use, storage and disposal of Hazardous Materials, and shall develop and maintain, and where necessary file with the appropriate authorities, all reports, receipts, manifests, filings, lists and invoices covering those Hazardous Materials and Tenant shall provide Landlord with copies of all such items upon request. Tenant shall provide within five (5) days after receipt thereof, copies of all notices, orders, claims or other correspondence from any federal, state or local government or agency alleging any violation of any environmental law or regulation by Tenant, or related in any manner to Hazardous Materials. In addition, Tenant shall provide Landlord with copies of all responses to such correspondence at the time of the response.

(c) Tenant hereby indemnifies and holds harmless Landlord, its successors and assigns from and against any and all losses, liabilities, damages, injuries, penalties, fines, costs, expenses and claims of any and every kind whatsoever (including attorney's fees and costs, expenses or claims asserted or arising under the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, from time to time, and regulations promulgated thereunder, any so-called state or local "Superfund" or "Superlien" law, or any other federal, state or local statute, law or ordinance, code, rule, regulation, order or decree regulating, relating to, or imposing liability or standards of conduct concerning any Hazardous Materials) paid, incurred or suffered by, or asserted against, Landlord as a result of any claim, demand or judicial or administrative action by any person or entity (including governmental or private entities) for, with respect to, or as a direct or indirect result of, the presence on or under or the escape, seepage, leakage, spillage, discharge, emission or release from the Premises of any Hazardous Materials caused by Tenant or Tenant's agents, employees, invitees or successors in interest. This indemnity shall also apply to any release of Hazardous Materials caused by a fire or other casualty to the premises if such Hazardous Materials were stored on the Premises by Tenant, its agents, employees, invitees or successors in interest.

(d) If Tenant fails to comply with the Covenants to be performed hereunder with respect to Hazardous Materials, or if an environment protection lien is filed against the premises as a result of the actions of Tenant, its agents, employees or invitees, then the occurrence of any such events shall be considered a default hereunder.

(e) Tenant will give Landlord prompt notice of any release of Hazardous Materials, reportable or non-reportable, to federal, state, or local authorities, of any fire, or any damage occurring on or to the Premises.

(f) Tenant will use and occupy the Premises and conduct its business in such a manner that the Premises are neat, clean and orderly at all times with all chemicals or Hazardous Materials marked for easy identification and stored according to all codes as outlined above.

(g) The warranties and indemnities contained in this Paragraph shall survive the termination of this Lease.

Section 25. Assignment and Subletting: Tenant shall not, without the prior written consent of Landlord, assign this Lease or any interest hereunder, or sublet the Premises or any part thereof, or permit the use of the Premises by any party other than the Tenant. Consent to any assignment or sublease shall not impair this provision and all later assignments or subleases shall be made likewise only on the prior written consent of the Landlord. The Assignee of Tenant, at option of Landlord, shall become directly liable to Landlord for all obligations of Tenant hereunder, but no sublease or assignment by Tenant shall relieve Tenant of any liability hereunder.

Section 26. Surrender: Upon the termination of this Lease, including any extension thereof, the Tenant shall surrender the above described premises to the Landlord in as good condition as the premises were in at the time of the initial occupancy thereof, reasonable use and wear and tear by the elements, or fire or other catastrophes not the fault of the Tenant, excepted.

Section 27. Landlord's Entry of Premises: Landlord may advertise the Premises "For Rent" or "For Sale" before the termination of this Lease. Landlord may enter the Premises at reasonable hours to exhibit same to prospective purchasers or tenants and to make repairs required of Landlord under the terms hereof or to make repairs to Landlord's adjoining property, if any.

Section 28. Effect of Termination of Lease. No termination of this Lease prior to the normal ending thereof, by lapse of time or otherwise, shall effect Landlord's right to collect rent for the period prior to termination thereof.

Section 29. Mortgagee's Rights. Tenant's rights shall be subject to any bona fide mortgage, deed of trust or other security interest which is now or may hereafter be placed upon the Premises by Landlord. Tenant shall, if requested by Landlord, execute a separate agreement reflecting such subordination, and shall be obligated to execute such documentation as may facilitate Landlord's sale or refinancing of the Premises, including, but not limited to, estoppel certificates, subordination or attornment agreements.

Section 30. Quiet Enjoyment. So long as Tenant observes and performs the covenants and agreements contained herein, it shall at all times during the Lease term peacefully and quietly have and enjoy possession of the Premises, but always subject to the terms hereof. Provided, however, that in the event Landlord shall sell or otherwise transfer its interest in the Premises, Tenant agrees to attorn to any new owner or interest holder and shall, if requested by Landlord, execute a separate agreement reflecting such attornment, provided that said agreement requires the new owner or interest holder to recognize its obligations and Tenant's rights hereunder.

Section 31. Holding Over. If Tenant remains in possession of the Premises after expiration of the term hereof, with Landlord's acquiescence and without any express agreement of the parties, Tenant shall be a tenant at will at the rental rate which is in effect at the end of the Lease and there shall be no renewal of this Lease by operation of law. If Tenant remains in possession of the Premises after expiration of the term hereof without Landlord's acquiescence, Tenant shall be a tenant at sufferance and commencing on the date following the date of such expiration, the monthly rental payable under Paragraph 4 above shall for each month, or fraction thereof during which Tenant so remains in possession of the premises, be twice the monthly rental otherwise payable under Paragraph 4 above.

Section 32. Abandonment. Tenant shall not abandon the Premises at any time during the Lease term. If Tenant shall abandon the Premises or be dispossessed by process of law, any Personal Property belonging to Tenant and left on the Premises shall, at the option of Landlord, be deemed abandoned, and available to Landlord to use or sell to offset any rent due or any expenses incurred by removing same and restoring the Premises.

Section 33. Attorney's Fees: In the event that any action or proceeding is brought to enforce any term, covenant or condition of this Lease on the part of Landlord or Tenant, the prevailing party in such litigation shall be entitled to recover reasonable attorney's fees and costs.

Section 34. Rights Cumulative. All rights, powers and privileges conferred hereunder upon parties hereto shall be cumulative and not restricted of those given by law.

Section 35. Waiver of Rights. No failure of Landlord to exercise any power given Landlord hereunder or to insist upon strict compliance by Tenant of its obligations hereunder and no custom or practice of the parties at variance with the terms hereof shall constitute a waiver of Landlord's right to demand exact compliance with the terms hereof.

Section 36. Time of Essence. Time is of the essence in this Lease.

Section 37. Applicable Law: This Agreement shall be construed and interpreted under the laws of the State of North Carolina.

Section 38. Successors and Assigns: This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, successors and assigns.

Section 39. Counterparts: This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute but one and the same instrument.

Section 40. Headings: The headings, subheadings, and captions in this Agreement and in any exhibit hereto are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.

Section 41. Definitions. "Landlord" as used in this Lease shall include the undersigned, its heirs, representatives, assigns and successors in title to the Premises. "Agent" as used in this Lease shall mean the party designated as same, its heirs, representatives, assigns and successors. "Tenant" shall include the undersigned and its heirs, representatives, assigns and successors, and if this Lease shall be validly assigned or sublet, shall include also Tenant's assignees or sublessees as to the Premises covered by such assignment or sublease. "Landlord", "Tenant",

and "Agent" include male and female, singular and plural, corporation, partnership or individual, as may fit the particular parties.

Section 42. Notices: All notices required or permitted under this Lease shall be in writing and shall be personally delivered or sent by U.S. certified mail, return receipt requested, postage prepaid. Notices to Tenant shall be delivered or sent to the address shown at the beginning of this Lease, except that upon Tenant taking possession of the Premises, then the Premises shall be Tenant's new address for such purposes. Notices to Landlord shall be delivered or sent to the address shown at the beginning of this Lease and notices to Agent, if any, shall be delivered or sent to the address set forth in Paragraph 4 hereof.

All notices shall be effective upon delivery. Any party may change its notice address upon written notice to the other parties, given as provided herein.

Section 43. Entire Agreement: This Agreement contains the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes all negotiations, prior discussions, agreements, arrangements and understandings, written or oral, relating to the subject matter hereof.

Section 44. Authorized Lease Execution: Each individual executing this Lease as director, officer, partner, member, or agent of a corporation, limited liability company, or partnership represents and warrants that he is duly authorized to execute and deliver this Lease on behalf of such corporation, limited liability company, or partnership.

Section 45. Transfer of Landlord's Interest: In the event of the sale, assignment or transfer by Landlord or its interest in the Premises or in this Lease (other than a collateral assignment to secure a debt of Landlord) to a successor in interest who expressly assumes the obligations of Landlord under this Lease, Landlord shall thereupon be released and discharged from all its covenants and obligations under this Lease, except those obligations that have accrued prior to such sale, assignment or transfer; and Tenant agrees to look solely to the successor in interest of Landlord for the performance of those covenants accruing after such sale, assignment or transfer. Landlord's assignment of this Lease, or of any or all of its rights in this Lease, shall not affect Tenant's obligations hereunder, and Tenant shall attorn and look to the assignee as Landlord, provided Tenant has first received written notice of the assignment of Landlord's interest.

Section 46. Amendments: This Agreement may not be amended except by written instrument duly executed by or on behalf of all of the parties hereto.

Section 47. Memorandum of Lease: Upon request by either Landlord or Tenant, the parties hereto shall execute a short form (Memorandum of Lease) in recordable form, setting forth such provisions hereof (other than the amount of Base Monthly Rent and other sums due) as either party may wish to incorporate. The cost of recording such Memorandum of Lease shall be borne by the party requesting execution of same.

Section 48. Signage: Except as may be specifically set forth in the Lease, Tenant may not install, inscribe, paint or affix any awning, shade, sign, advertisement or notice on or to any part of the outside of the Premises without the express written consent of the Landlord. No items of any type shall be allowed on the sidewalk area without the prior written consent of Landlord. For aesthetic purposes, all signs will be approved by the Landlord and installed at Tenant's sole expense. Any and all signs placed on the Premises by Tenant shall be maintained in compliance with governmental rules and regulations governing such signs and Tenant shall be responsible to

Landlord for any damage caused by installation, use or maintenance of said signs, and all damage incident to removal thereof.

Additional Conditions:

THIS DOCUMENT IS A LEGAL DOCUMENT. EXECUTION OF THIS DOCUMENT HAS LEGAL CONSEQUENCES THAT COULD BE ENFORCEABLE IN A COURT OF LAW. NO REPRESENTATIONS ARE MADE CONCERNING THE LEGAL SUFFICIENCY, LEGAL EFFECT OR TAX CONSEQUENCES OF THIS DOCUMENT **OR** THE TRANSACTION TO WHICH IT RELATES AND RECOMMENDS THAT YOU CONSULT YOUR ATTORNEY.

IN WITNESS WHEREOF, this Lease Agreement has been executed by each party hereto, in duplicate originals, on the date and year first above written.

LANDLORD

TENANT

Clayton D. Riggs

[Signature]

WITNESS

DATE

Karen M. Davis

7/3/18

76
77

78 Dr. Robinson explained that there will be three pre-k classes of 4 year-olds, approximately fifty-
79 four students, that will be funded by the state. There will be approximately thirty 3 year-olds
80 that will be private pay. Private pay students will include students from the surrounding areas,
81 although Camden students will be given an opportunity to register first. The building is licensed
82 to accommodate 105 students. The program will be investing at least \$75,000 to up-fit the
83 building in preparation for its use.

84

85 During the discussion the following items were inserted into the agreement:

86

87 Section 4

- 88 • Rental: The Tenant shall pay to the Landlord or its Agent without demand, an annual
- 89 Lease year Base Rental of \$1,000 per month beginning in year three. There will no rent
- 90 for the first two years. This portion of the agreement will be renegotiated for the
- 91 beginning of the fourth year.
- 92 • Security Deposit: Improvements to the building that will be made by the Tenant shall
- 93 serve as the security deposit. The Tenant shall provide a memo describing such
- 94 improvements as well as the funds invested.
- 95

95

96 **Motion to approve the lease agreement with insertions as discussed.**

Attachment: bocminutes_062118 (2138 : BOC Special Meeting Minutes - June 21, 2018)

97	RESULT:	PASSED [UNANIMOUS]
98	MOVER:	Ross Munro, Commissioner
99	AYES:	Meiggs, Krainiak, Munro, Riggs
100	ABSENT:	White

101
102 Dr. Robinson raised a concern in regard to the \$626/per student requirement of the school system
103 to provide transportation for the Success Academy students who reside in Camden County.

104
105 School Superintendent Dr. Joe Ferrell explained that the transportation funding that the school
106 system receives from the state is only for students in the K-12 system. Therefore it is necessary
107 to charge for transportation that the school system provides for any student who is not in the K-
108 12 system.

109
110 It was the consensus of the Board that the matter of transportation be further reviewed.

111
112 3. Memorandum of Understanding – DHHS

113
114 Department of Social Services Director Craig Patterson presented the following to the Board:

115
116

**MEMORANDUM OF UNDERSTANDING (FISCAL YEAR 2018-19) BETWEEN
THE NORTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES
AND
CAMDEN COUNTY**

A Written Agreement Pursuant to N.C. Gen. Stat. § 108A-74, an Act of the North Carolina General Assembly

This Memorandum of Understanding ("MOU") is made by and between the North Carolina Department of Health and Human Services, (hereinafter referred to as the "Department") and Camden County a political subdivision of the State of North Carolina (hereinafter referred to as the "County") to comply with the requirements of law, N.C. Gen. Stat. § 108A-74. The Department and the County may be referred to herein individually as a "Party" and collectively as the "Parties."

TERMS OF UNDERSTANDING

In consideration of the mutual promises and agreements contained herein, as well as other good and valuable consideration, the sufficiency of which is hereby acknowledged by the Parties, the Parties agree to this MOU, effective July 1, 2018, in compliance with the mandates of law enacted by the North Carolina General Assembly and in recognition of possible amendments by the General Assembly, the Parties further agree to conform to changes made to the law, notwithstanding a contractual term previously agreed upon.

1.0 Parties to the MOU

The only Parties to this MOU are the North Carolina Department of Health and Human Services and Camden County, a political subdivision of the State of North Carolina.

1.1 Relationships of the Parties

Nothing contained herein shall in any way alter or change the relationship of the parties as defined under the laws of North Carolina. It is expressly understood and agreed that the enforcement of the terms and conditions of this MOU, and all rights of action relating to such enforcement, shall be strictly reserved to the Department and the County. Nothing contained in this document shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the Department and County that any such person or entity, other than the Department or the County, receiving services or benefits under this MOU shall be deemed an incidental beneficiary only.

Subcontracting: The County shall be responsible for the performance of all of its subcontractors. The County shall disclose the names of its subcontractors to the Department within thirty (30) days of the execution thereof. The County shall also provide additional information concerning its subcontractors as may be requested by the Department within thirty (30) days of the request. The County additionally agrees not to enter into any confidentiality agreement or provision with a subcontractor or other agent to provide services related to this MOU that would prevent or frustrate the disclosure of information to the Department. Subcontractors shall be defined under this MOU to mean any party the county enters into a contractual relationship with for the complete administration of one or more social services programs covered by this MOU. Temporary employees hired by the County shall not be considered subcontractors under this MOU.

Assignment: No assignment of the County's obligations or the County's right to receive any funding made in any way concerning the matters covered by this MOU hereunder shall be permitted.

2.0 Terms of the MOU

The term of this MOU shall be for a period of one year beginning July 1, 2018 and ending June 30, 2019.

2.1 Default and Modification

Default: In the event the County fails to satisfy the mandated performance requirements as set forth in Attachments I through IX or fails to otherwise comply with the terms of this MOU, the Department may withhold State and/or federal funding. Any such withholding shall be in compliance with, and as allowed by, state and/or federal law.

Performance Improvement/Corrective Action: Prior to the Department exercising its authority to withhold State and/or federal funding for a failure to satisfy the mandated performance requirements or failure to comply with the terms of this MOU, the steps set forth in Attachment X will govern. For this MOU covering Fiscal Year 2018-2019, the Department will not initiate any actions set forth in Attachment X related to the mandated performance requirements until January 1, 2019. Nothing contained in this MOU or Attachment X shall supersede or limit the Secretary's authority to take any action otherwise set forth in N.C. Gen. Stat. § 108A-74.

Waiver of Default: Waiver by the Department of any default or breach in compliance with the terms of this MOU by the County shall not be deemed a waiver of any subsequent default or breach and shall not be construed to be modification of the terms of this MOU unless stated to be such in writing, signed by an authorized representative of the Department and the County and attached to the MOU.

Force Majeure: Neither Party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

Modification: The terms and conditions of this MOU may only be modified by written agreement of the Parties, signed by an authorized representative of the Parties.

3.0 MOU Documents

The Recitals and the following attachments are incorporated herein by reference and are part of this MOU:

- (1) The portions hereof preceding the Terms of Understanding, including but not limited to the introductory paragraph and the Recitals, which are contractual as well as explanatory
- (2) The Terms of Understanding
- (3) Attachment I – Mandated Performance Requirements: Child Welfare – Child Protective Services
- (4) Attachment II – Mandated Performance Requirements: Foster Care
- (5) Attachment III – Mandated Performance Requirements: Child Support
- (6) Attachment IV – Mandated Performance Requirements: Energy

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- (7) Attachment V – Mandated Performance Requirements: Work First
- (8) Attachment VI – Mandated Performance Requirements: Food and Nutrition Services
- (9) Attachment VII – Mandated Performance Requirements: Adult Protective Services
- (10) Attachment VIII – Mandated Performance Requirements: Special Assistance
- (11) Attachment IX – Mandated Performance Requirements: Child Care Subsidy
- (12) Attachment X – Corrective Action

4.0 Entire MOU

This MOU and any documents incorporated specifically by reference represent the entire agreement between the Parties and supersede all prior oral or written statements or agreements between the Parties.

5.0 Definitions

While "County" is used as an abbreviation above, the following definitions, some of which are contained in N.C. Gen. Stat. § 108A-74(a), also apply to this MOU:

- (1) "County department of social services" also means the consolidated human services agency, whichever applies;
- (2) "County director of social services" also means the human services director, whichever applies; and
- (3) "County board of social services" also means the consolidated human services board, whichever applies.
- (4) "Child welfare services or program" means protective, foster care, and adoption services related to juveniles alleged to be abused, neglected, or dependent as required by Chapter 7B of the General Statutes.
- (5) "Social services programs" or "Social services programs other than medical assistance" means social services and public assistance programs established in Chapter 108A other than the medical assistance program (Part 6 of Article 2 of Chapter 108A). This includes, but is not limited to, child welfare programs, adult protective services, guardianship services for adults, and programs of public assistance established in Chapter 108A. It also includes the child support enforcement program, as established in Article 9 of Chapter 110 of the General Statutes, and the North Carolina Subsidized Child Care Program.

To the extent that any term used herein is defined by a statute or rule applicable to the subject matter of this MOU, the statutory or rule definition shall control. For all remaining terms, which are not defined by statute or rule, those terms shall have their ordinary meaning. Should any further definition be needed, the Parties agree that the meanings shall be those contained in the current version (as of the time the dispute or question arises) of Black's Law Dictionary, and if not defined therein, then of a published unabridged modern American English Language Dictionary published since the year 2000.

6.0 Audit Requirements

The County shall furnish to the State Auditor, upon his/her request, all books, records, and other information that the State Auditor needs to fully account for the use and expenditure of state funds in accordance with N.C.G.S. § 147-64.7. Additionally, as the State funding authority, the Department of Health and Human Services shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions.

7.0 Record Retention

The County shall retain records at its own expense in accordance with applicable State and Federal laws, rules, and regulations. The County shall facilitate and monitor the compliance of its subcontractors with all applicable requirements of record retention and disposition.

In order to protect documents and public records that may be the subject of Department litigation, the Department shall notify the County of the need to place a litigation hold on those documents. The Department will also notify the County of the release of the litigation hold. If there is no litigation hold in place, the documents may be destroyed, disposed of, or otherwise purged through the biannual Records Retention and Disposition Memorandum from the Department's Controller's Office.

8.0 Liabilities and Legal Obligations

Each party hereto agrees to be responsible for its own liabilities and that of its officers, employees, agents or representatives arising out of this MOU. Nothing contained herein is intended to alter or change the relationship of the parties as defined under the laws of the State of North Carolina.

9.0 Confidentiality

Any medical records, personnel information or other items exempt from the NC Public Records Act or otherwise protected by law from disclosure given to the Department or to the County under this MOU shall be kept confidential and not divulged or made available to any individual or organization except as otherwise provided by law. The Parties shall comply with all applicable confidentiality laws and regulations, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the administrative simplification rules codified at 45 Parts 160, 162, and 164, alcohol and drug abuse patient records laws codified at 42 U.S.C. §290dd-2 and 42 CFR Part 2, and the Health Information Technology for Economics and Clinical Health Act (HITECH Act) adopted as part of the American Recovery and Reinvestment Act of 2009 (Public Law 111-5).

10.0 Secretary's Authority Undiminished

Certain functions delegated to the County pursuant to this MOU are the duty and responsibility of the Department as the grantee of federal grant funds. The Parties understand and agree that nothing in this MOU shall be construed to diminish, lessen, limit, share, or divide the authority of the Secretary of the Department to perform any of the duties assigned to the Department or its Secretary by the North Carolina General Statutes, the terms and conditions of the federal funds and their applicable laws and regulations or other federal laws and regulations regarding any federal funding which is used by the Department to reimburse the County for any of its duties under this MOU.

11.0 MOU does not Diminish Other Legal Obligations

Notwithstanding anything to the contrary contained herein and to facilitate the mandated performance requirements of N.C. Gen. Stat. § 108A-74, the Parties acknowledge and agree that this MOU is not intended to supersede or limit, and shall not supersede or limit, the County's obligations to comply with all applicable: 1) federal and state laws; 2) federal and state rules; and 3) policies, standards, and directions of the Department, as all such currently exist and may be amended, enacted, or established hereafter.

12.0 Notice

The persons named below shall be the persons to whom notices provided for in this MOU shall be given. Either Party may change the person to whom notice shall be given upon written notice to the other Party. Any notice required under this MOU will only be effective if actually delivered to the parties named below. Delivery by hand, by first class mail, or by email are authorized methods to send notices.

For the Department of Health and Human Services, Division of Social Services

IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
Wayne Black, Director Division of Social Services 2401 Mail Service Center Raleigh, NC 27699-2401	Wayne Black, Director Division of Social Services NC DHHS Dorothea Dix Campus, McBryde Building Phone: 919-527-6338 Fax: 919-334-1018 Email wayne.black@dhhs.nc.gov

For Camden County:

IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
<i>KENNETH L. BOWMAN COUNTY MANAGER 330 EAST Hwy 158 CAMDEN, N.C. 27921</i>	<i>KENNETH L. BOWMAN COUNTY MANAGER P.O. Box 190 330 EAST Hwy 158 CAMDEN, N.C. 27921</i>

13.0 Responsibilities of the Department

The Department hereby agrees that its responsibilities under this MOU are as follows:

- (1) The Department shall develop mandatory performance requirements for each social services program based upon standardized metrics utilizing reliable data. The mandated performance requirements are identified in Attachments I through IX.
- (2) The Department shall provide supervision, program monitoring and technical assistance to the counties in the administration of social services programs.
- (3) The Department shall provide leadership and coordination for developing strategies that address system-level barriers to the effective delivery of social services programs, including but not limited to: the Administrative Office of Courts, the LME/MCO, Department of Public Instruction, and the Department of Public Safety.
- (4) The Department shall have the following administrative responsibilities:
 - a. Staff Training and Workforce Development:
 - i. Develop training requirements for county personnel and provide guidance for adequate staffing patterns related to the provision of social services programs. The Department will publish annually, a list of required and recommended trainings for county personnel directly involved in the administration of social services programs covered under this MOU.

- ii. Develop training curricula and provide, timely, adequate access to statewide training opportunities for county personnel related to the provision of social services programs. Training opportunities may include in-person, self-guided, web-based and remotely facilitated programs.
 - iii. The Department will publish a training calendar, at least quarterly, notifying the counties of training opportunities.
 - iv. Provide timely written guidance related to new federal or state statutes or regulations. The Department will provide information in advance of the effective date of new policy to the extent possible, including interpretations and clarifications of existing policy.
 - v. Provide technical assistance and training in areas where quality control, monitoring or data indicates a lack of correct application of law, rule or policy.
- b. Compliance Monitoring:
- i. Monitor and evaluate county compliance with applicable federal and state laws, rules and policies.
 - ii. Provide feedback to counties with recommended changes when necessary.
 - iii. Monitor that all financial resources related to the provision of social services programs covered by this MOU are utilized by the county in compliance with applicable federal and state laws.
- c. Data Submission:
- i. Maintain and review data submitted by counties pursuant to the mandatory performance requirements.
 - ii. Provide counties with reliable data related to their performance measurements as well as accuracy and timeliness of programs in accordance with state and federal program guidelines. This includes but is not limited to processing applications and recertification, quality control standards, program statistics and fiscal information.
 - iii. The Department shall be responsible for the maintenance and functionality of its information systems utilized in the statewide administration of social services programs covered by this MOU.
- d. Communication:
- i. Provide counties with clarification or explanation of law, rule or policy governing social services programs when necessary or as requested.
 - ii. Disseminate policy on social services programs and provide counties with timely information on any updates to policy.
 - iii. Provide timely information to counties on any changes to federal law or policy made known to the Department.
 - iv. Provide counties with a timely response to requests for technical assistance or guidance.
 - v. Maintain all policies covering social services programs in a central, accessible location. Policies will be updated, to the extent possible, in advance of the effective date of any new policies or policy changes.
 - vi. Provide counties with an opportunity to submit questions, concerns and feedback related to the administration of social services programs to the Department and provide County a timely response to such communication.
 - vii. Communicate proactively with the County Director of Social Services on matters that effect social services programs covered under this MOU.
 - viii. Communicate directly with the County Manager, Governing Boards, and the County Director of Social Services on matters including but not limited to,

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corrective action, and significant changes to law, rule and policy that impact the administration of social services programs covered by this MOU.

- e. Inter-agency Coordination:
 - i. Provide guidance to counties in the event they are unable to reach a resolution on a conflict of interest that arises related to the provision of social services programs covered by this MOU.
 - ii. Provide guidance for county DSS personnel on federal and state Emergency Management, mass shelter, Business Continuity Plan (BCP) and Continuity of Operations Plan (COOP) requirements.
 - iii. Coordinate with and communicate to county DSS agencies regarding available and required training opportunities associated with DSS Mass Shelter, BCP and COOP responsibilities.
 - iv. Assist and support counties as needed in implementation of operational functions of mass shelter operations and as needed during other emergencies as they arise.
- (5) The Department shall timely meet all of its responsibilities contained in this MOU. "Timely" shall be defined consistent with timeliness requirements set forth in relevant statute, regulation, and policy. Where timeliness is not otherwise defined, "timely" shall mean within a reasonable time under the circumstances.

14.0 Responsibilities of the County

The County hereby agrees that its responsibilities under this MOU are as follows:

- (1) The County shall adhere to the mandated performance requirements for each social services program as identified in Attachments I through IX.
- (2) The County shall comply with the following administrative responsibilities
 - a. Staff Requirements and Workforce Development:
 - i. The personnel, including new hires and existing staff, involved in the County's provision of social services programs covered by this MOU shall complete all required and necessary training, which is documented as required by federal and state law and policy.
 - b. Compliance:
 - i. Perform activities related to its social services programs in compliance with all applicable federal and State laws, rules, regulations and policies. Nothing contained herein is intended to, nor has the effect of superseding or replacing state law, rules or policy related to social services programs.
 - ii. Develop and implement internal controls over financial resources related to the County's social services programs to ensure that all financial resources are used in compliance with applicable federal and state laws.
 - iii. Provide and adhere to corrective action plans as required based on monitoring findings and the Single Audit.
 - c. Data Submission:
 - i. Maintain accurate, thorough records of all social services programs covered by this MOU, in particular, records related to the mandated performance requirements that can be accessed for the purpose of data collection, service provision, monitoring or consultation
 - ii. Ensure reliable data entry into state systems utilized for the administration of social services programs covered under this MOU.

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- iii. Provide, upon request, data to the state for the purpose of, but not limited to, conducting monitoring, case file reviews, error analysis and quality control.
 - iv. Utilize data to understand the performance of their county and to conduct analysis and implement changes where needed if performance measures are not being met.
- d. Communication:
- i. Respond and provide related action in a timely manner to all communications received from the Department.
 - ii. Provide timely information on all matters that have a potential negative impact on the social services programs they administer, including but not limited to, litigation risks (not including child welfare cases governed by Chapter 7B or adult services cases governed by Chapter 35A or 108A), network and computer issues, or data breaches.
 - iii. Provide timely information regarding temporary or permanent changes to the Social Services Governing Board. or the County Social Services Director, including retirements, separations, or any leave of absences greater than two calendar weeks.
- e. Inter-agency Cooperation:
- i. Ensure that county social services personnel complete required training and are prepared to engage in Disaster Management, mass shelter, BCP and COOP operations.
 - ii. Ensure that all plans and systems are in place to meet potential disaster (natural, technical, otherwise) response requirements.
 - iii. Engage with DHHS, state Emergency Management and local leadership in associated efforts.
 - iv. Assist or operate mass shelter operations or other required disaster management responsibilities.
- (3) The County shall timely meet all its responsibilities contained in this MOU. "Timely" shall be defined consistent with timeliness requirements set forth in relevant statute, regulation, policy or as otherwise required by the Department. If timeliness is not otherwise defined, "timely" shall mean within a reasonable time under the circumstances.

15.0 Data Security and Reporting

Data Security: The County shall adopt and apply data privacy and security requirements to comply with all applicable federal, state, department and local laws, regulations, and rules. To the extent that the Department and the county have already entered into one or more data privacy agreements covering all or any portion of the work to be performed under this MOU, the Parties hereby adopt and incorporate such agreements by reference into this MOU as if fully set forth herein.

Duty to Report: The County shall report all privacy and security incidents related to the provision of social services programs covered by the MOU to the Department and the Privacy and Security Office within twenty-four (24) hours after the privacy and security incident is first discovered, provided that the County shall report a breach involving Social Security Administration data or Internal Revenue Service data within one (1) hour after the incident is first discovered. During the performance of this MOU, the County is to notify the Department of any contact by the federal Office for Civil Rights (OCR) received by the County related to the provision of social services programs covered by the MOU. In case of a privacy and security

covered by the MOU. In case of a privacy and security incident, the County, including any subcontractors or agents it retains, shall fully cooperate with the Department.

16.0 Miscellaneous

Choice of Law: The validity of this MOU and any of its terms or provisions, as well as the rights and duties of the parties to this MOU, are governed by the laws of North Carolina. The Parties, by signing this MOU, agrees and submits, solely for matters concerning this MOU, to the exclusive jurisdiction of the courts of North Carolina and agrees, solely for such purpose, that the exclusive venue for any legal proceedings shall be Wake County, North Carolina. The place of this MOU and all transactions and agreements relating to it, and their situs and forum, shall be Wake County, North Carolina, where all matters, whether sounding in contract or tort, relating to the validity, construction, interpretation, and enforcement shall be determined.

Amendment: This MOU may not be amended orally or by performance. Any amendment must be made in written form and executed by duly authorized representatives of the Department and the County. The Parties agree to obtain any necessary approvals, if any, for any amendment prior to such amendment becoming effective. Also, the Parties agree that legislative changes to state law shall amend this MOU by operation of law to the extent affected thereby.

Effective Date: This MOU shall become effective July 1, 2018 and shall continue in effect until June 30, 2019.

Signature Warranty: Each individual signing below warrants that he or she is duly authorized by the party to sign this MOU and to bind the party to the terms and conditions of this MOU.

Camden County

BY: Clayton D Riggs
Name

BY: Clarence C. Mansfield
Name

TITLE: BOC Chairman

TITLE: DSS Board Chair

County: Camden

County: Camden

DATE: 6-21-18

DATE: 6-18-18

Witness: Helen M. Davis

Witness: [Signature]

North Carolina Department of Health and Human Services

BY: _____
Secretary, Department of Health and Human Services

DATE: _____

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

[Signature]
Signature of Finance Officer

Attachment: bocminutes_062118 (2138 : BOC Special Meeting Minutes - June 21, 2018)

**ATTACHMENT I — MANDATED PERFORMANCE REQUIREMENTS:
Child Welfare - CPS Assessments**

	Performance Measure	Authority for the performance measure
1	The County will initiate 95% of all screened-in reports within required time frames	NC General statute 7B.302; 10A NCAC 70A .0105; Chapter VIII: Child Protective Services, Section 1408 - Investigative & Family Assessments
2	For all children who were victims of maltreatment during a twelve month period, no more than 9% received a subsequent finding of maltreatment	CFSR; Safety Outcome 1: Children are, first and foremost, protected from abuse and neglect.

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**ATTACHMENT II— MANDATED PERFORMANCE REQUIREMENTS:
Child Welfare - Foster Care**

	Performance Measure	Authority for the performance measure
1	The County will document permanency goals for 95% of foster youth within 60 days of a child entering custody or for whom the county has placement authority.	1201 Child Placement Services - Chapter VIII Case Reviews: B-Required Time Frames for Case Reviews
2	The County will ensure that 95% of all foster youth have face-to-face visits by the social worker each month.	1201, Chapter V., Out of Home Placement Family Services Improvement Act of 2006 (Public Law 109–288) Title IV B

The below system performance measures require county and state level system collaboration and improvements to successfully meet targets.

	System Performance Measure	Authority for the system performance measure
1	The County will provide leadership for ensuring that 41% of children who enter foster care in a 12-month period are discharged to permanency within 12 months of entering foster care. DHHS will work with each county to identify growth targets.	CFSR: Permanency Outcome 1: Children have permanency and stability in their living situations.
2	The County will provide leadership for ensuring that of children who enter foster care in a 12-month period who were discharged within 12 months to reunification, kinship care, guardianship, or adoption, no more than 8.3% re-enter foster care within 12 months of their discharge. DHHS will work with each county to identify growth targets.	CFSR: Safety Outcome 1: Children are, first and foremost protected from abuse and neglect
3	The County will provide leadership for ensuring that of all children who enter foster care in a 12-month period in the county, the rate of placement moves per 1000 days of foster care will not exceed 4.1%. DHHS will work with each county to identify growth targets.	1201 Child Placement Services - Chapter IV Placement Decision Making: C-Maintaining One Single Stable Foster Care Placement CFSR: Permanency Outcome 1: Children have permanency and stability in their living situations.

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**ATTACHMENT III— MANDATED PERFORMANCE REQUIREMENTS:
Child Support**

	Performance Measure	Authority for the performance measure
1	The county will achieve its given annual percentage of paternities established for children born out of wedlock.	Section 342. "FEDERAL AND STATE REVIEWS AND AUDITS," of PRWORA, Section 454 of Title IV-D of the Social Security Act; 42 U.S.C. 658a. P.L. 105-200 NCGS 110- 129.1 Chapter B, Topic 09, Section B - Incentives Overview, Section C - Performance Factors and Incentives
2	The county will achieve its given annual percentage of child support cases that are under an order.	Section 342. "FEDERAL AND STATE REVIEWS AND AUDITS," of PRWORA, Section 454 of Title IV-D of the Social Security Act; 42 U.S.C. 658a. P.L. 105-200 NCGS 110- 129.1 Chapter B, Topic 09, Section B - Incentives Overview, Section C - Performance Factors and Incentives
3	The county will achieve its given annual percentage of current child support paid.	Section 342. "FEDERAL AND STATE REVIEWS AND AUDITS," of PRWORA, Section 454 of Title IV-D of the Social Security Act; 42 U.S.C. 658a. P.L. 105-200 NCGS 110- 129.1 Chapter B, Topic 09, Section B - Incentives Overview, Section C - Performance Factors and Incentives
4	The county will achieve its given annual percentage of cases that received a payment towards arrears.	Section 342. "FEDERAL AND STATE REVIEWS AND AUDITS," of PRWORA, Section 454 of Title IV-D of the Social Security Act; 42 U.S.C. 658a. P.L. 105-200 NCGS 110- 129.1 Chapter B, Topic 09, Section B - Incentives Overview, Section C - Performance Factors and Incentives
5	The county will meet its annual goal of total child support collections.	Section 342. "FEDERAL AND STATE REVIEWS AND AUDITS," of PRWORA, Section 454 of Title IV-D of the Social Security Act; 42 U.S.C. 658a. P.L. 105-200 NCGS 110- 129.1 Chapter B, Topic 09, Section B - Incentives Overview, Section C - Performance Factors and Incentives

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**ATTACHMENT IV— MANDATED PERFORMANCE REQUIREMENTS:
Energy Programs**

	Performance Measure	Authority for the performance measure
1	The County will process 95% of Crisis Intervention Program (CIP) applications within one (1) business day for applicants with no heat or cooling source.	Energy Program Manual Section 400.03 d Federal Requirement 42 USC8621-8630 NC State Rule 10A N.C.A.C ch. 71V
2	The County will process 95% of Crisis Intervention Program (CIP) applications within two (2) business days of the application date for applicants who have a heat or cooling source.	NC Energy Programs Manual Section 400.03 A.2.d. Federal Requirement 42 USC8621 -8630 NC State Rules 10A N.C.A.C ch. 71V

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**ATTACHMENT V— MANDATED PERFORMANCE REQUIREMENTS:
Work First**

	Performance Measure	Authority for the performance measure
1	The County will collect documentation from 50% of all Work-Eligible individuals that demonstrates completion of the required number of hours of federally countable work activities.	Work First Manual Section 001 Manual Section 003 TANF State Plan FFY 2016 - 2019 NC GS 108A-27.2(10) NC GS 108A-27.6(1) NC GS 108A-27.13(a) NC GS 108A-27.14(a) NC GS 108A-27.14(b)
2	The County will collect documentation from 90% of two-parent families with Work Eligible individuals that verifies that they have completed the required number of hours of federally countable work activities.	Work First Manual Section 001 Work First Manual Section 003 TANF State Plan FFY 2016 - 2019 NC GS 108A-27.2(10) NC GS 108A-27.6(1) NC GS 108A-27.13(a) NC GS 108A-27.14(a) NC GS 108A-27.14(b)
3	The County will process 100% Work First applications within 45 days of receipt.	Work First Manual Section 104 TANF State Plan FFY 2016 - 2019 NC GS 108A-31
4	The County will process 100% Work First recertifications no later than the last day of the current recertification period.	Work First Manual Section 104 TANF State Plan FFY 2016 - 2019 NC GS 108A-31

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**ATTACHMENT VI— MANDATED PERFORMANCE REQUIREMENTS:
Food and Nutrition Services**

	Performance Measure	Authority for the performance measure
1	The County will process 95% of expedited FNS applications within 4 calendar days from the date of application.	FNS Manual Section 315 FNS_AL_1-2015 Federal Requirement 7 CFR 273.2
2	The County will process 95% of regular FNS applications within 25 days from the date of application.	FNS Manual Section 315 FNS_AL_1-2015 Federal Requirement 7 CFR 273.2
3	The County will ensure that 95% of FNS recertifications are processed on time, each month.	FNS Manual Section 425 Federal requirement 7 CFR 273.2
4	The County will ensure that 100% of Program Integrity claims are established within 180 days of the date of discovery.	FNS Manual Section 800 Federal Requirement 7 CFR 273.18

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Attachment: bocminutes_062118 (2138 : BOC Special Meeting Minutes - June 21, 2018)

ATTACHMENT VII— MANDATED PERFORMANCE REQUIREMENTS:
Adult Protective Services (APS)

	Performance Measure	Authority for the performance measure
1	The County will complete 95% of APS evaluations involving allegations of abuse or neglect within 30 days of the report.	NCGS § 108A-103 (d) (4)
2	The County will complete 85% of APS evaluations involving allegations of exploitation within 45 days of the report.	NCGS § 108A-103 (d) (4)

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ATTACHMENT VIII— MANDATED PERFORMANCE REQUIREMENTS:
Special Assistance (SA)

	Performance Measure	Authority for the performance measure
1	The County will process 85% of Special Assistance for the Aged (SAA) applications within 45 calendar days of the application date.	10A NCAC 71P .0604; SA Policy 3110 II. D. 2.
2	The County will process 85% of Special Assistance for the Disabled (SAD) applications within 60 calendar days of the application date.	10A NCAC 71P .0604; SA Policy 3110 II. D. 2.

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ATTACHMENT IX— MANDATED PERFORMANCE REQUIREMENTS:
Child Care Subsidy

	Performance Measure	Authority for the performance measure
1	The County will process 95% of Child Care Subsidy applications within 30 calendar days of the application date.	North Carolina Subsidized Child Care Assistance policy

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Attachment: bocminutes_062118 (2138 : BOC Special Meeting Minutes - June 21, 2018)

ATTACHMENT X— CORRECTIVE ACTION

The following steps for corrective action covering this MOU do not impact or change any Program Improvement Plan or Corrective Action Plan between the Department and a County or County Department of Social Services that is in effect as of July 1, 2018.

Further, the Department will not take any action towards developing a Performance Improvement Plan or Corrective Action Plan related to the performance requirements contained within this MOU for a County or County Department of Social Services until January 1, 2019.

1. Non-Compliance with performance requirements or terms of the MOU

- a. In the event a County Department of Social Services (County DSS)** fails to satisfy a performance requirement for three consecutive months or fails to comply with a term of this MOU, the Department will provide the County DSS with written notification identifying the relevant performance requirement or term and how the County DSS failed to satisfy it.
- b. Upon receipt of notification, the County DSS shall promptly provide the Department with written acknowledgment of receipt.
- c. If the County DSS does not agree that it failed to satisfy the performance requirement or comply with the terms of the MOU, it shall set forth, in writing, the basis for its disagreement. If the County DSS believes its failure to adhere to a mandated performance requirement or term of this MOU is due in whole or in part upon the failure of the Department to meet any of its responsibilities under this MOU or other external factors (i.e., limited court dates, continuances, etc.), the County DSS shall set forth in writing how the failure of the Department or external factors to meet its responsibility to the County DSS contributed to the inability of the County DSS to meet the mandated performance standard or other term of this MOU. This notice shall be received by the Department, along with all supporting documentation, within 10 business days of the County DSS' receipt of the Department's written notification of non-compliance.
- d. If written notice is received in accordance with subsection (c) of this section, the Department will provide the appropriate division director with the all documentation received. Following a review of all documentation, the division director will provide the county with a decision to proceed in developing the performance improvement plan or to rescind the notice of non-compliance.

2. Performance Improvement Plan

- a. The County DSS and Department shall work together to develop a performance improvement plan to address the non-compliance. The Parties will consider and address the County DSS's written disagreement with the identified non-compliance, if any, in the development of the performance improvement plan.
- b. The performance improvement plan shall include, at a minimum:
 - i. The role and responsibility of DHHS in providing support to the County DSS to address the non-compliance.
 - ii. The specific actions the County DSS will take to address the non-compliance and ensure ongoing compliance.

- c. The performance improvement plan shall be signed by the Department and the County DSS Director. A copy of the performance improvement plan will be sent to the chair of the DSS Governing Board.

3. Continued Non-Compliance

- a. In the event a County DSS continues to fail to satisfy a performance requirement or comply with the terms of the MOU for an extended period of time and is not meeting the terms of the performance improvement plan, the County DSS and the Department will enter into a corrective action plan, not to exceed a period of twelve months. An extended period of time is defined as three consecutive months, or five months out of a twelve-month period measured beginning with the first month after which the performance improvement plan is signed.
- b. The corrective action plan shall include, at a minimum:
 - i. A strategy to ensure regular supervisory oversight of the social services program at issue;
 - ii. A detailed strategy to ensure the issue central to the non-compliance is addressed and corrected;
 - iii. A strategy to ensure program and case documentation is both sufficient and completed within time frames prescribed by law, rule or policy; and
 - iv. A plan for the continuous review of the corrective activities by both the County Director of Social Services, the County DSS Governing Board, and the Department.
- c. The corrective action plan will be signed by the Department and the County DSS Director. A copy of the corrective action plan will be sent to the Chair of the DSS Governing Board, the County Manager, and the Chair of the Board of County Commissioners.

4. Failure to Complete Corrective Action Plan/Urgent Circumstances

- a. In the event a County DSS fails to complete the corrective action plan or otherwise fails to comply with the terms of the corrective action plan, the Department may exercise its authority under the law, and this MOU, to withhold federal and/or state funding.
- b. In circumstances of continuous extended non-compliance or other urgent circumstances, the Secretary may also exercise her statutory authority to assume control of service delivery in the County pursuant to N.C.G.S. 108A-74.

** In the event the performance requirement or term of the MOU falls outside of the authority of the County DSS, the notification of non-compliance will be sent to the County, and all subsequent steps contained herein shall be followed by the County.

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FY 18-19 DHHS/County Agreement Final Draft Talking Points

5/31/2018

- Session Law 2017-41 requires all counties to enter into an annual written agreement with the Department of Health and Human Services for all social services programs excluding medical assistance (Medicaid). The law requires the agreement to contain certain performance requirements and administrative responsibilities related to the social services programs.
- The Department issued three previous drafts of this agreement to the NC Association of County Commissioners and the DSS Directors Association, as well as all county DSS directors. In response, these groups, along with other county representatives from across the state, provided lengthy and detailed feedback on the agreement and proposed performance requirements.
- The three growth measures in foster care are designed to show progress over time. DHHS considered similar feedback for two of the child support measures, however, these measures were not changed for a number of reasons:
 - Counties have been provided annual performance measures for Child Support Enforcement for a number of years. These county-specific performance measures are based on the counties prior years' performance.
 - The State of North Carolina draws down incentive dollars from the federal government based on performance in these five federal performance measures. 85% of those incentive dollars are sent to the counties based on their individual performance.
- The Department considered every comment received in developing this final draft of the agreement. Highlights of comments and subsequent changes made to the agreement in response to the feedback include:
 - Throughout the drafting process, many counties expressed concern over the formalistic nature of the written agreement. In an effort to compromise with counties on the format of this agreement, we have changed the name of the document from "Annual Written Agreement" to a "Memorandum of Understanding". While this change does not alter the binding nature of the agreement as is required by HB 630, we hope this change reflects the Department's commitment to working collaboratively with counties in providing social services the people of North Carolinians.
 - The Department recognizes the critical role it plays in engaging with other state-level and system-level partners to work towards improving the delivery of social services. To reflect this concept, under Section 13.0, the Department has add the following language: "The Department shall provide leadership and coordination for developing strategies that address system-level barriers to the effective delivery of social services programs, including but not limited to: the Administrative Office of Courts, the LME/MCO, Department of Public Instruction, and the Department of Public Safety."
 - Multiple commenters expressed concern with the provision requiring the County to provide the name of any subcontractors within 30 days of execution of a contract. We have clarified that the subcontractors the Department wants to be notified about are

ones the county contracts with for the provision of an entire social services program. For example, several counties sub-contract with a third party to administer the county's child support program. The Department wants to know this information. In contrast, if a county sub-contracts with a third party to perform Employment and Training services related to the FNS Program, the Department does not need to know this information, because the entirety of the FNS program has not been subcontracted. Please also note that all that is required to be disclosed to the Department is the name of the subcontractor.

- Several commenters have still expressed confusion about who is required to sign the agreement. HB630 requires the County to enter into a written agreement with the Department. The agreement is between the Department and the County, not the County DSS. Each county shall decide who the appropriate authorized signatory should be. In some counties, it may be appropriate for that person to be the County DSS Director, and in others it may be the County Manager. However, it should be noted that the individual signing the agreement is providing a warranty that he or she has the authority to sign and bind the parties to the agreement (Section 16.0).
- The Department recognizes that these agreements, and specifically the required performance measurements, represent a new dynamic to the administration of social services in North Carolina. To that end, the Department has inserted language under Section 2.0 to indicate that no performance improvement plans or corrective action plans related to the performance measurements will be initiated until after January 1, 2019. During the first six months of this agreement, from July 1, 2018 until December 31, 2018, the Department will be providing counties with the results of the performance measurements. However, as stated, no steps will be taken against counties who are not meeting the prescribed levels until January 1, 2019. This will provide both the Counties and the Department with six months to work through any issues related to data collection, data entry and the operation of the technology systems utilized in the process. It will also allow the counties to have six months to work towards compliance of the performance measurements.
- In response to numerous comments related to training of county personnel, the Department has made the following changes:
 - The Department will publish an annual list of both required and recommended trainings for all county personnel administering social services programs
 - The Department will also provide counties with guidance on adequate staffing patterns
 - The Department has also inserted language in Section 13.0(4)(a)(ii) stating that not only will training be provided statewide, but that the Department will provide "timely and adequate" training to county personnel. We recognize that staff training is a critical component to the administration of social services and the Department is committed to working to increase the opportunities to counties across the state.
 - The Department will make the commitment to publish a system-wide training calendar quarterly, not just semi-annually.
 - We have also removed the provision under Section 14.0 related to the qualifications of county personnel. We recognize that staff qualifications is an HR matters more appropriately addressed outside of this agreement.
- All Performance Measurements will be tracked monthly and a report will be sent out to counties each month. More information will be forthcoming on the process, including specific dates on which the monthly report will be run and dispersed to counties.
- Several updates have been made to Attachment X, Corrective Action. The Department has included a specific process by which the relevant Division Director will review any disagreement submitted to the Department regarding a notice of non-compliance. In the event the Division Director sides with the County, the notice of non-compliance will be rescinded. If the Division Director makes a decision to proceed with the performance improvement plan, the parties shall work collaboratively to address the issues raised in the disagreement letter in the performance improvement plan.

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Camden County Department of Social Services

P.O. Box 70
Camden, NC 27921

Craig D. Patterson
Director

Telephone: 252-331-4787
Fax: 252-335-1009
Courier: 10-41-10

Friday June 15, 2018

Addendum to Memorandum of Understanding between N.C. DHHS and Camden County

Camden County Dept. of Social Services wishes to express several concerns regarding the Memorandum of Understanding that is signed by Camden County Officials.

First let me express that creating an accountable system with measurable outcomes is appropriate and necessary for the social services system. We are committed as a county DSS, to do everything within our ability and capacity to see that Camden County residents are served with excellence and with accountability, and so we will strive to reach compliance with the outcome measures identified in the MOU.

There are some concerns that we wish to share with DHHS, that may have a significant impact on reaching compliance with the measures outlines in the MOU

- 1) While Camden DSS strives towards compliance, as a small county, one simple mistake within a case which would result in that case being out of compliance, can cause the county to not reach the outcome measure that is required. This places incredible stress upon workers, especially in light of the overall increasing mandates from DHHS.
- 2) Camden County workers are generic and therefore, specifically for the Social Workers, work in all of the service programs. Again, the issue is one of perfection given the fact that the investigation and caseload numbers are much lower than other counties and one mistake can result in overall non-compliance.
- 3) The time frames for review (if in a CAP), if there is non-compliance are too short (3 Months) and the county would most likely not generate enough cases, for an adequate review.
- 4) The absence of an Impartial Third Party Mediator who would oversee any disputes in findings, places the County at an immediate disadvantage in resolving these disputes in the Counties favor.
- 5) Camden County is significantly concerned with the ability of the NCFASST system to absorb and respond accurately with all the aspects and programs of Social Services. The County is specifically concerned with the inability of the NCFASST system for Child Welfare, to provide adequate service which does not require excessive amounts of time

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and effort by workers, thus keeping them in the office rather than in the field where families may be adequately served.

- 6) Camden County and Camden County DSS, while working collaboratively with service partners, wish it to be known and acknowledged that many of the performance measures are too greatly influenced by an entity that the Dept. has absolutely no ability to influence, i.e. the Courts, MH services. D&A treatment. The ability to meet outcome measures must be seen in this light, as again, it only takes one case to cause the statistics to show non-compliance, no matter what the agency does.
- 7) That the overall expectations for all aspects of Social Services are too great due to the fact that with these expectations, comes continued changes on other programs and new mandates. Transition within agencies will begin and new/young workers will lack the overall ability to meet these requirements. DSS cannot control what parents do, what evidence can be gathered and what is delivered by clients. DSS cannot do anything but react to the current drug use issue and the consequences from people overdosing and often dying. Reactive services like CPS and APS cannot be mandated to achieve an unreasonable objective without careful consideration of the circumstances. Camden County and the Camden County DSS requests the N.C. DHHS consider these concerns when implementing the Memorandum of Understanding.

Respectfully submitted,



Craig Patterson,
Director

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Motion to approve Memorandum of Understanding between NC Department of Health and Human Services and Camden County.

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

Motion to request that a resolution be included on the July 9, 2018 agenda of the Board of Commissioners in response to the Memorandum of Understanding between NC Department of Health and Human Services and Camden County Department of Social Services.

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

ITEM 4. CONSENT AGENDA

Attachment: bocminutes_062118 (2138 : BOC Special Meeting Minutes - June 21, 2018)

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1. FY 17-18 Budget Amendments

2017-18-BA032
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
Expenses			
106200-502000	Salaries		\$2,101
106200-511000	Telephone/Postage	\$ 97	
106200-526000	Advertising	\$ 52	
106200-567000	Camp	\$1,706	
106200-568000	Restitution	\$ 246	

This Budget Amendment is made to amend grant expenditures for excess appropriated salaries.

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

Balance in Contingency \$6,850.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 21st day of June, 2018.

Karen McDavis
Clerk to Board of Commissioners

Clayton D. Riggs
Chairman, Board of Commissioners



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2. School Budget Amendments

Budget Amendment
Camden County Schools Administrative Unit
Capital Outlay Fund

The Camden County Board of Education at a meeting on the 14th day of June, 2018, 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		
9300	Category III Projects	169,315.71	337.10
Explanation:			
Total Appropriation in Current Budget		\$	346,617.10
Amount of Increase / (Decrease) of Above Amendment			+ 168,978.61
Total Appropriation in Current Amended Budget		\$	515,595.71

Passed by majority vote of the Board of Education of Camden County Schools on the 14th day of June 2018.

Charles A. Altie
Chairman, Board of Education
Jan Truitt
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 21st day of June, 2018.

Clayton D. Riggs
Chairman, Board of County Commissioners
Karen McDavis
Clerk, Board of County Commissioners



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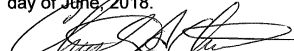
BUDGET AMENDMENT
June 14, 2018

4. Capital Outlay Fund

A. We must adjust our budget to reflect funds transferred to cover the cost of within the various projects listed and increase our revenue for a donation received. We request your approval of the following amendment.

<u>Category I Projects</u>			
9113.077.529	Paving & Fencing	-	757.00
9115.077.529	Storage Building	+	52.00
9117.077.541	Pur of AC Replacement	+	705.00
9150.079.529	General Contractor		<u>+ 169,315.71</u>
Total – Category I Projects		\$	+ 169,315.71
 <u>Category III Projects</u>			
6550.0120.551	Pur of Yellow Bus	\$	- 337.10
Total – Category III Projects			<u>- 337.10</u>
			=====
3400.120	State Allocation	\$	+ 337.10
4890.079	Donation/Contribution/Private		- 169,315.71
Total – Revenue		\$	<u>- 168978.61</u>
			=====

Passed by majority vote of the Board of Education of Camden County on the 14th day of June, 2018.


Chairman, Board of Education


Secretary, Board of Education

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Budget Amendment

Camden County Schools Administrative Unit


Local Current Expense Fund

The Camden County Board of Education at a meeting on the 14th day of June, 2018 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	1,687.00	
5200	Special Instructional Programs	6,740.00	
5300	Alternative Instructional Prog.		7,607.00
5400	School Building Administration	432.00	
5800	School Based Support Services		573.00
6300	Alternative Support Services	22.00	
6500	Operational Support Services	2,986.00	
6600	Finance/Personnel Support Serv		411.00
6900	Policy, Ldrshp, & Pub Relations		1,076.00
7100	Community Services		2,200.00
Explanation:			
Total Appropriation in Current Budget		\$	2,815,470.00
Amount of Increase/Decrease of Above Amendment			.00
Total Appropriation in Current Amended Budget		\$	2,815,470.00

Passed by majority vote of the Board of Education of Camden County on the 14th day of June 2018.


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 21st day of June 2018.


Chairman, Board of County Commissioners


Clerk, Board of County Commissioners



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BUDGET AMENDMENT
June 14, 2018

Local Current Expense Fund

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

<u>Transportation of Pupils</u>		
6550.056.423 Gas/Diesel Fuel	\$ -	4,900.00
6550.056.425 Tires & Tubes	+	4,900.00
Total – Transportation of Pupils	\$ +	.00

B. We have reviewed this area of the budget and must transfer fund to other program areas to cover the cost within the local current expense budget. We request your approval of the following amendment.

<u>Operation of Plant</u>		
6530.802.321...40 Utilities – Electric	\$ -	9,774.00
6530.802.322...40 Utilities – Natural Gas	+	2,400.00
6540.802.173...40 Salary – Custodian	-	2,800.00
6540.802.211...40 Emp Soc Sec Costs	-	29.00
6540.802.221...40 Emp Retirement Costs	-	500.00
6540.802.231...40 Emp Hosp Ins Costs	+	23.00
6540.802.311...40 Contracted Services	+	2,600.00
6540.802.329...40 Waste Management Services	+	4,000.00
6540.802.411...40 Supplies & Materials	+	751.00
Total – Operation of Plant	\$ -	3,329.00

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

<u>Maintenance of Plant</u>		
6580.802.175...50 Salaries – Mtce Workers	\$ -	637.00
6580.802.184...50 Longevity Pay	+	335.00
6580.802.211...50 Emp Soc Sec Costs	+	100.00
6580.802.221...50 Emp Retirement Costs	+	280.00
6580.802.311...50 Contracted Services	-	1,000.00
6580.802.312...50 Workshop Expenses	+	140.00
6580.802.319...50 Other Prof & Tech Services	-	100.00
6580.802.411...50 Supplies & Materials	+	860.00
6580.802.422...50 General Maintenance	+	7,000.00

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BUDGET AMENDMENT
Local Current Expense Fund
June 14, 2018, Page 2

6580.802.461...50 Pur of Non-Cap Equipment	-	119.00
Total – Operation of Plant	\$ +	6,859.00

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

<u>Classroom Support</u>		
5110.842.315.304 Reproduction Costs	\$ -	1,439.00
5110.842.315.308 Reproduction Costs	+	923.00
5110.842.315.310 Reproduction Costs	-	2,497.00
5110.842.315.312 Reproduction Costs	+	1,513.00
5110.842.315.350 Reproduction Costs	+	61.00
5110.842.333.308 Field Trips	+	4,168.00
5110.842.333.310 Field Trips	-	3,000.00
5110.842.418.310 Comp Software & Supplies	+	271.00
Total – Office of Superintendent	\$ +	.00

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

<u>At Risk Program</u>		
5330.847.198 Salary – Tutor	\$ -	3,530.00
Total – At Risk Program	\$ -	3,530.00

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

<u>Additional Pay</u>		
5110.911.181 Supplementary Pay	\$ +	2,070.00
5110.911.211 Emp Sec Costs	-	290.00
5110.911.221 Emp Retirement Costs	-	1,170.00
5120.911.181 Supplementary Pay	+	675.00
5120.911.211 Emp Soc Sec Costs	+	52.00
5210.911.181 Supplementary Pay	+	8,825.00
5210.911.211 Emp Soc Sec Costs	+	470.00

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BUDGET AMENDMENT
Local Current Expense Fund
June 14, 2018, Page 3

5210.911.221	Emp Retirement Costs	+	1,560.00
5240.911.181	Supplementary Pay	-	3,145.00
5240.911.211	Emp Soc Sec Costs	-	400.00
5240.911.221	Emp Retirement Costs	-	570.00
5330.911.181	Supplementary Pay	-	3,300.00
5330.911.211	Emp Soc Sec Costs	-	255.00
5330.911.221	Emp Retirement Costs	-	522.00
5410.911.181	Supplementary Pay	+	445.00
5410.911.211	Emp Soc Sec Costs	+	45.00
5410.911.221	Emp Retirement Costs	+	3.00
54110.911.231	Emp Hosp Ins Costs	-	107.00
5420.911.211	Emp Soc Sec Costs	-	6.00
5420.911.221	Emp Retirement Costs	+	52.00
5810.911.181	Supplementary Pay	-	1,200.00
5810.911.211	Emp Soc Sec Costs	-	91.00
5810.911.221	Emp Retirement Costs	-	221.00
5840.911.181	Supplementary Pay	+	750.00
5840.911.211	Emp Soc Sec Costs	+	450.00
5840.911.221	Emp Retirement Costs	-	261.00
6300.911.221	Emp Retirement Costs	+	22.00
6550.911.181	Supplementary Pay	-	250.00
6580.911.180	Bonus Pay	-	635.00
6580.911.181	Supplementary Pay	+	375.00
6580.911.211	Emp Soc Sec Costs	-	94.00
6580.911.221	Emp Retirement Costs	+	60.00
6620.911.180	Bonus Pay	-	411.00
6940.911.180	Bonus Pay	-	726.00
7100.911.180	Bonus Pay	-	2,100.00
7100.911.211	Emp Soc Sec Costs	-	100.00
Total – Additional Pay		\$ +	.00

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

<u>Staff Development</u>			
5110.912.311	Contracted Services	\$ +	350.00
6940.912.312	Workshop Expenses	-	350.00
Total – Staff Development		\$ +	.00

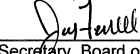
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BUDGET AMENDMENT
Local Current Expense Fund
June 14, 2018, Page 4

Passed by majority vote of the Board of Education of Camden County on the 14th day of June, 2018.



Chairman, Board of Education



Secretary, Board of Education

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Budget Amendment

Camden County Schools Administrative Unit

Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 14th day of June, 2018 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	991.00	
5800	School Based Support Services		1,867.00
6400	Technology Support Services	3.00	
6500	Operational Support Services	9,320.00	
6600	Financial/HR Support Services	750.00	
6900	Policy, Leadership Services	3.00	
7100	Community Services	3,791.00	
8100	Pmts to Other Govt Units		3,791.00
Explanation: Increase Revenue for Activity Bus			
Total Appropriation in Current Budget		\$	456,927.00
Amount of Increase/Decrease of Above Amendment			9,200.00
Total Appropriation in Current Amended Budget		\$	466,127.00

Passed by majority vote of the Board of Education of Camden County on the 14th day of June 2018.

Charles A. Miller
Chairman, Board of Education

Don Fumelle
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 14th day of June, 2018.

Clayton D. Ryan
Chairman, Board of County Commissioners

Karen M. Davis
Clerk, Board of County Commissioners



BUDGET AMENDMENT
June 14, 2018

8. Other Local Current Expense Fund

A. We have reviewed this area of the budget and must funds within to meet the needs of the program. We request your approval of the following amendment.

<u>Afterschool Care</u>		
7100.701.333	Field Trips	\$ + 1,941.00
7100.701.451	Pur of Snacks	+ 1,850.00
8100.701.392	Indirect Cots	- 3,791.00
Total – Afterschool Care		\$ + .00

B. We have reviewed this area of the budget and must transfer funds within in the program to cover expenses within the program and increase revenue. We request your approval of the following amendment.

<u>Activity Bus</u>		
6550.706.171	Salary - Driver	\$ + 6,000.00
6550.706.172	Overtime Pay	+ 300.00
6550.706.211	Emp Soc Sec Costs	+ 400.00
6550.706.231	Emp Hosp Ins Costs	+ 100.00
6550.706.331	Contracted Transportation	+ 400.00
6550.706.422	Repair Parts	+ 2,000.00
Total – Activity Bus		\$ + 9,200.00
		=====
4890.706	Revenue – Activity Bus	\$ - 9,200.00
		=====

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

<u>Computer Tech</u>		
5110.905.311	Contracted Services	\$ + 990.00
5110.905.462	Pur of Non-Cap Comp Hdwe	+ 1.00
5810.905.418	Comp Software & Supplies	- 1,867.00
6400.905.461	Pur of Non-Cap Equipment	+ 3.00
6510.905.341	Telecommunications	+ 120.00
6610.905.311	Contracted Services	+ 750.00
6940.905.461	Pur of Non-Cap Equipment	+ 3.00
Total – Computer Tech		\$ + .00

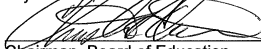
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BUDGET AMENDMENT
Other Local Current Expense
June 14, 2018, Page 2

Passed by majority vote of the Board of
Education of Camden County on the 14th
day of June, 2018.


Chairman, Board of Education


Secretary, Board of Education

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3. Water & Sewer Capital Reserve Fund



RESOLUTION 2018-06-03
CAPITAL RESERVE FUND RESOLUTION

WHEREAS, there is a need in Camden County to provide funds for future capital projects related to its combined water and wastewater system, and to make debt service payments on existing debt related to past capital projects for its water and wastewater system, and WHEREAS, NCGS 159-18 authorizes the creation of a capital reserve fund, and WHEREAS, NCGS 162A, Art. 8 requires that all system development fee proceeds be accounted for in a capital reserve fund,

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD THAT

Section 1. The Governing Board hereby creates a Capital Reserve Fund for the purpose of funding the following capital projects related to the county's water and wastewater system:

Wastewater Treatment Plant. The existing plant on Hwy 158 is designed to serve 50,000 gpd expandable to 100,000 to meet current and projected future requirements. The estimated cost of the project is \$4.2 million The County expects to complete the project in 2020, and intends to appropriate approximately \$4.2 million of system development fee, county contribution and loan revenues to the CRF and Capital Project Fund for this purpose. It will use future system development fee collections to make debt service payments on the loan.

The 2018-2019 appropriation from the budget ordinance to the CRF of SDF proceeds for this purpose is \$26,750.

Construction of new water wells. Estimated to be 0.650 million gallons, this new tank is planned for the distribution system at a cost of \$500,000. Construction of the tank is expected in FY 2024-25. The county anticipates funding 90 percent of the cost of the tank with system development fee proceeds. The remaining cost will be funded through existing fund balance in the water fund.

The 2018-2019 appropriation from the budget ordinance to the CRF is \$25,000.

Water Membrane New Membranes are estimated to be needed every 5 years at a cost of \$101,250. Installation of the membrane is expected in FY 2023. The county anticipates funding 100 percent of the cost of the tank with contributions from the Water Enterprise Fund.

The 2018-2019 appropriation from the budget ordinance to the CRF for this purpose is \$20,250.

R/O Plant Upgrades. The existing plant is designed to serve 100,000 gpd. The estimated cost of the upgrade project is \$2.2 million The County expects to complete the project in 2025, and intends to appropriate approximately \$2.2 million of system development fee, county contribution and loan revenues to the CRF and Capital Project Fund for this purpose. It will use future system development fee collections to make debt service payments on the loan.

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Attachment: bocminutes_062118 (2138 : BOC Special Meeting Minutes - June 21, 2018)

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The 2018-2019 appropriation from the budget ordinance to the CRF for this purpose is \$19,800.

Section 2. This CRF shall remain effective until all the above-listed projects, and any projects added in the future, are completed. The CRF may be amended by the governing board as needed to add additional appropriations, modify or eliminate existing capital projects, and/or add new capital projects.

Section 3. This Resolution shall become effective and binding upon its adoption.

Adopted this 21st day of June, 2018.

CAMDEN COUNTY BOARD OF COMMISSIONERS
and Serving as the Governing Board of the South Camden Water & Sewer District

Clayton D. Riggs
Clayton D. Riggs, Chair
George T. White
George T. White, Vice-Chairman

ATTEST:

Karen M. Davis
Karen M. Davis
Clerk to the Board



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4. 2018-2019 Property & Liability/Workers Compensation Insurance



NCACC Risk Management Pools Workers Compensation

RENEWAL ESTIMATE JULY 1, 2018 TO JULY 1, 2019

Quoted on: 5/10/2018

Member: CAMDEN COUNTY
Limits: Coverage A : Workers Compensation: Statutory
Coverage B: Employer's Liability: \$2,000,000

Class Code	Description	Annual Remuneration	Modified Rate	Modified Contribution
7520	WATERWORKS OPERATIONS	\$304,598	4.738	\$14,433
7580	SEWAGE DISPOSAL PLANT OP & DRIVER	\$83,487	3.285	\$2,743
7720	SHERIFF'S DEPT. OFFICERS & DRIVERS	\$766,028	4.352	\$33,339
8017	STORE: RETAIL NOC	\$116,364	1.923	\$2,237
8810	CLERICAL	\$961,408	0.386	\$3,713
8810x	CLERICAL -DSS - N/A	\$380,551	0.386	\$1,470
8831	HOSPITAL VETERINARY & DRIVERS	\$17,069	1.693	\$289
9015	BUILDINGS - NOC	\$143,658	4.931	\$7,084
9102	PARK NOC ALL EMPLOYEES/DRIVERS	\$148,598	3.018	\$4,484
9410	MUNICIPAL TOWNSHIP COUNTY OR STATE EMPLOYEES NOC	\$313,080	2.530	\$7,921
9410x	MUNICIPAL TOWNSHIP COUNTY OR STATE EMPLOYEES NOC -	\$168,479	2.530	\$4,263
9063	YMCA, YWCA - ALL EMPLOYEES AND CLERICAL	\$78,979	1.086	\$858
9999	VOLUNTEERS (NCACC designated class)	\$3,090	43.586	\$1,347
251	IRRIGATION WORKS OPERATIONS & DRIVERS	\$36,102	5.659	\$2,043
9402	STREET CLEANING & DRIVERS	\$830	8.281	\$69

Total Estimated Payroll

\$3,522,321

2018-2019 Contribution: \$86,293

Please return this document with your signed proposal.

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203

Attachment: bocminutes_062118 (2138 : BOC Special Meeting Minutes - June 21, 2018)



**NCACC Risk Management Pools
Liability and Property**

County or Entity: CAMDEN COUNTY					
RENEWAL ESTIMATE		JULY 1, 2018 TO JULY 1, 2019		Date of Quote 5/10/18	
Coverage	Contract Limit	Deductible	Renewal Exposure		Contribution
Property	Insured Values	\$1,000	Total Property Values	\$20,611,860	31,088
		\$1,000	Total Inland Marine Values	\$751,037	1,133
			Total		\$32,221
General Liability	\$2,000,000	\$0 1000	Population (County)	10,359	2,924
			Payroll (Entity)	\$0	0
			Number of EMTs	0	0
			Total		\$2,924
Automobile Liability	\$2,000,000	\$0 1000	Total # of Vehicles (Liability)	77	19,404
Excess Auto Liability					0
Physical Damage	Actual Cash Value	\$1,000	Total # of Vehicles (PD)	80	10,290
Replacement Cost	\$0		Value of Selected Veh.	\$0	\$0
			Total		\$29,694
Crime	\$250,000	\$1,000	Money on Premises	1	\$968
			Great than \$250,000	0	\$0
			Total		\$968
Public Officials Liability	\$2,000,000	\$5,000	Population (County)	10,359	3,350
			Payroll (Entity)	\$0	0
			Total		\$3,350
Law Enforcement Liability	\$2,000,000	\$5,000	Class A Employees	18	10,452
			Class B Employees	3	970
			Class C Employees	4	441
			Total		\$11,863
Employment Practices Liability	\$2,000,000	\$5,000	Population (County)	10,359	2,559
			Payroll (Entity)	\$0	0
			Total		\$2,559
Cyber Liability	\$1,000,000	\$5,000	Population (County)	Total	included
			Payroll (Entity)	Total	included
Annual Estimated Contribution					\$83,579

Please return this document with your signed proposal.

82,454

-213

-912



**NCACC Risk Management Pools
Liability and Property**

Please return this form with your confirmation indicating your deductible choices. If we do not receive the completed form, we will process your renewal using the standard deductibles (shown in bold, italics type).

CAMDEN COUNTY

LIABILITY AND PROPERTY DEDUCTIBLE OPTIONS JULY 1, 2018 to JULY 1, 2019

COVERAGE	X	DEDUCTIBLE	COVERAGE	X	DEDUCTIBLE
Property	<input checked="" type="checkbox"/>	\$1,000	Inland Marine		\$1,000
		\$2,500			\$2,500
		\$5,000			\$5,000
		\$10,000			\$10,000
		\$25,000			\$25,000
		\$50,000			\$50,000
		\$75,000			\$75,000
		\$100,000			\$100,000
Coastal county members only -- You may select a 2% Wind Deduct.		Your proposal includes the standard deductible for wind coverage for all property exposures. To accept a 2% wind deductible for the savings shown in your proposal, check the block at the left.			
Crime	<input checked="" type="checkbox"/>	\$1,000	General Liability		\$0
		\$2,500			\$500
		\$5,000		<input checked="" type="checkbox"/>	\$1,000
		\$10,000			\$2,500
		\$25,000			\$5,000
		\$50,000			\$10,000
		\$75,000			\$25,000
		\$100,000			\$50,000
Automobile Liability		\$0	Auto Phy. Damage	<input checked="" type="checkbox"/>	\$1,000
		\$500			\$2,500
	<input checked="" type="checkbox"/>	\$1,000			\$5,000
		\$2,500			\$10,000
		\$5,000			\$25,000
		\$10,000			\$50,000
		\$25,000			\$75,000
		\$50,000			\$100,000
Law Enforcement	<input checked="" type="checkbox"/>	\$5,000	Public Officials	<input checked="" type="checkbox"/>	\$5,000
		\$10,000			\$10,000
		\$25,000			\$25,000
		\$50,000			\$50,000
		\$75,000			\$75,000
		\$100,000			\$100,000
Employment Practices	<input checked="" type="checkbox"/>	\$5,000	Boiler and Machinery Coverage		
		\$10,000	* The deductible for Boiler and Machinery is \$1,000 for Direct Damage and 24 hours for Indirect Damage at the request of the reinsurer. Other options are not available for Boiler & Machinery.		
		\$25,000			
		\$50,000			
		\$75,000			
		\$100,000			

Please return this document with your signed proposal.

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206



**NCACC Risk Management Pools
Liability and Property**

JULY 1, 2018 TO JULY 1, 2019		Quoted on: 5/10/2018									
Renewal Estimate	County or Entity:		CAMDEN COUNTY								
Deductible Adjustment Options			Per Occurrence Deductibles								
Liability & Property Line	\$500	\$1,000	\$2,500	\$5,000	\$10,000	\$25,000	\$50,000	\$75,000	\$100,000		
PROPERTY	\$0	\$0	\$1,772	\$3,544	\$5,596	\$8,549	\$10,819	\$12,124	\$13,119		
INLAND MARINE	\$0	\$0	\$27	\$57	\$100	\$186	\$276	\$351	\$406		
GENERAL LIABILITY	\$132	\$213	\$298	\$377	\$471	\$646	\$807	\$936	\$1,047		
AUTO LIABILITY	\$524	\$912	\$1,649	\$2,348	\$3,240	\$4,560	\$5,530	\$6,190	\$6,636		
AUTO PHYSICAL DAMAGE	\$0	\$0	\$1,492	\$2,768	\$3,931	\$4,795	\$5,145	\$5,320	\$5,392		
CRIME	\$0	\$0	\$23	\$48	\$85	\$159	\$236	\$300	\$347		
PUBLIC OFFICIALS LIAB.	\$0	\$0	\$0	\$0	\$131	\$389	\$657	\$827	\$935		
LAW ENFORCEMENT LIAB.	\$0	\$0	\$0	\$0	\$463	\$1,376	\$2,325	\$2,930	\$3,310		
EMPLOYMENT PRACTICES LIA	\$0	\$0	\$0	\$0	\$72	\$228	\$394	\$496	\$581		

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Attachment: bocminutes_062118 (2138 : BOC Special Meeting Minutes - June 21, 2018)

212 5. Audit Contracts – On file in the Finance Office.

213

214 **Motion to approve the Consent Agenda as presented.**

215	RESULT:	PASSED [UNANIMOUS]
216	MOVER:	Garry Meiggs, Commissioner
217	AYES:	Meiggs, Krainiak, Munro, Riggs
218	ABSENT:	White

219

220 There were no further matters to come before the Board.

221

222 **Motion to adjourn.**

223	RESULT:	PASSED [UNANIMOUS]
224	MOVER:	Garry Meiggs, Commissioner
225	AYES:	Meiggs, Krainiak, Munro, Riggs
226	ABSENT:	White

227

228 Chairman Riggs adjourned the meeting of the Board of Commissioners at 11:14 AM.



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.6
Meeting Date: September 10, 2018
Submitted By: Karen Davis, Clerk to the Board
Administration
Prepared by: Karen Davis
Item Title **BOC Work Session - July 9, 2018**
Attachments: bocworksession_070918 (DOCX)

**Camden County Board of Commissioners
UDO Work Session
July 9, 2018; 4:30 PM
Historic Courtroom, Courthouse Complex**

MINUTES

The Camden County Board of Commissioners held a UDO work session on July 9, 2018 in the Historic Courtroom, Camden, North Carolina.

The session was called to order by Chairman Clayton Riggs at 4:30 PM. Also Present: Vice Chairman Tom White, Commissioners Randy Krainiak and Ross Munro. Commissioner Garry Meiggs was absent.

Staff Present: Manager Ken Bowman, Clerk to the Board Karen Davis, Planning Director Dan Porter and Permit Officer Dave Parks.

Chad Meadows of CodeWright Planners, LLC led the discussion which included the following:

- Higher Density Districts – reviewed current approach and proposed key changes. It was decided by consensus to increase Village Residential (R-1) Density w/ Water & Sewer to 4 DU/AC.
- Mandatory Potable Water Hook-Up – reviewed current approach. The following was decided by majority:
 - ♦ New major subdivisions - must connect to public water supply.
 - ♦ New minor subdivisions with water line availability – must connect to public water supply.
 - ♦ New minor subdivisions without availability would not require connection to public water supply.
- Fire Hydrants – reviewed current approach. New subdivisions will be required to install 6-inch lines and fire hydrants, even if the hydrants are flushing hydrants.
- Major Subdivisions – reviewed current approach and proposed key changes. It was decided by consensus to accept the proposed key changes.
- Manufactured Housing – reviewed current approach and proposed key changes. It was decided by consensus to accept the proposed key changes.

Chairman Riggs adjourned the work session at 6:30 PM.



CAMDENCOUNTY

new energy. new vision.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.7

Meeting Date: September 10, 2018

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

Item Title **Minutes - Joint Meeting 7-18-18**

Attachments: PB-BOC Joint Minutes - 7-18-2018 (PDF)

Summary:

Minutes from Joint Meeting of Planning Board & Board of Commissioners held July 18, 2018

Recommendation:

Review & Approve

CAMDEN COUNTY BOARD OF COMMISSIONERS**CAMDEN COUNTY PLANNING BOARD**

Joint Meeting – July 18, 2018

Camden County Planning Board**Joint Meeting****July 18, 2018 4:30 PM****Senior Center, Courthouse Complex****Camden, North Carolina****MINUTES**

A Joint Meeting of the Camden County Board of Commissioners & Camden County Planning Board was held on July 18, 2018 in the Senior Center, Camden, North Carolina. The following members were present:

CALL TO ORDER

Board of Commissioners & Planning Board Members Present:

Attendee Name	Title	Status	Arrived
Tom White	Vice Chairman, Camden Board of Commissioners	Present	4:30 PM
Randy Krainiak	Commissioner, Camden Board of Commissioners	Present	4:30 PM
Garry Meiggs	Commissioner, Camden Board of Commissioners	Present	4:48 PM
Clayton Riggs	Chairman, Camden Board of Commissioners	Absent	
Ross Munro	Commissioner, Camden Board of Commissioners	Absent	
Calvin Leary	Chairman, Planning Board	Present	4:30 PM
Patricia Delano	Vice Chairman, Planning Board	Present	4:30 PM
Fletcher Harris	Planning Board Member	Present	4:30 PM
Ray Albertson	Planning Board Member	Absent	
Cathleen M. Saunders	Planning Board Member	Present	4:30 PM
Rick McCall	Planning Board Member	Present	4:30 PM
Steven Bradshaw	Planning Board Member	Present	4:30 PM

Staff Members Present:

Attendee Name	Title	Status	Arrived
Dan Porter	Planning Director	Present	4:30 PM
Amy Barnett	Planning Clerk	Present	4:30 PM
Ken Bowman	County Manager	Present	4:30 PM

Others Present:

Attendee Name	Company	Purpose
Chad Meadows	Code Wright Planners	Present Proposed Revised UDO
Roger Ambrose	Ambrose Signs	Voice Concerns w/ Sign Regulations
Lois Brown	RO Givens Signs	Voice Concerns w/ Sign Regulations
Scott Givens	RO Givens Signs	Voice Concerns w/ Sign Regulations

Attachment: PB-BOC Joint Minutes - 7-18-2018 (2162 : Minutes - Joint Meeting 7-18-18)

CAMDEN COUNTY BOARD OF COMMISSIONERS**CAMDEN COUNTY PLANNING BOARD**

Joint Meeting – July 18, 2018

17 CONSIDERATION OF AGENDA - PLANNING BOARD18 *Motion: Approve Agenda as Presented*

19	RESULT:	PASSED [UNANIMOUS]
20	MOVER:	Steven Bradshaw, Board Member
21	SECONDER:	Patricia Delano, Vice Chairman
22	AYES:	Leary, Delano, Harris, Saunders, McCall, Bradshaw
23	ABSENT:	Albertson

24 OLD BUSINESS:

25
 26 In the absence of and expected late arrival of Commissioner Garry Meiggs in order to form a
 27 quorum for the Camden County Commissioners, it was suggested that the Planning Board call
 28 their board to order and proceed with the Old Business Item which was the Continuation of
 29 presentation by Chad Meadows on the Proposed Revised Unified Development Ordinance.

30 CONTINUATION OF PRESENTATION ON PROPOSED REVISED UDO - CHAD MEADOWS,
31 PART 1

32
 33 Dan Porter, Planning Director described this agenda item and gave a brief background regarding
 34 the Proposed Revised UDO, after which he introduced Mr. Chad Meadows of Code Wright
 35 Planners, who began his presentation.

37 Chad Meadows, Code Wright Planners

- 38 • Reminded both boards that there are 11 issues of policy for presentation and discussion
- 39 • Will go over issues that guidance has been given on
 - 40 ○ Major Subdivisions - New Process
 - 41 ▪ Change: Allow administrative review of certain elements prior to any
 - 42 board meetings so developer doesn't have to incur expenses without the
 - 43 certainty that a project will be approved.
 - 44 ○ Increase residential density in the R-1 district to 4.35 dwelling units per acre
 - 45 where there is adequate availability of both water and sewer
 - 46 ○ Alter the permissiveness of manufactured housing such that it is dispersed out into
 - 47 the county rather than concentrated in village centers.
- 48 • Will cover items that Planning Board has already heard but Commissioners have not,
- 49 hope to get through to end of the 11 issues. May require additional meeting(s).

50
 51 At this time, 4:48 PM, Commissioner Garry Meiggs arrived and a quorum was now present for
 52 the Camden County Board of Commissioners.

53

CAMDEN COUNTY BOARD OF COMMISSIONERS**CAMDEN COUNTY PLANNING BOARD**

Joint Meeting – July 18, 2018

54 **BOARD OF COMMISSIONERS CALL TO ORDER - 4:50 PM**55 CONSIDERATION OF AGENDA - BOARD OF COMMISSIONERS56 *Motion: Approve Agenda as Presented*57 (Agenda consists of Hazard Mitigation Reconstruction [Grant and Associated Budget
58 Amendments] and Presentation of Revised UDO)

59	RESULT:	PASSED [UNANIMOUS]
60	MOVER:	Garry Meiggs, Board Member
61	AYES:	White, Krainiak, Meiggs
62	ABSENT:	Riggs, Munro

63

64 HAZARD MITIGATION RECONSTRUCTION, 2018 HAZARD MITIGATION GRANT
 65 AGREEMENT (FEMA DR-4285-010-R), & BUDGET AMENDMENTS 2018-19-BA001 AND
 66 2018-19-BA002

67

68 Vice Chairman Commissioner Tom White called for consideration of the Hazard
 69 Mitigation Reconstruction Grant Agreement (FEMA DR-4285-010-R) and associated
 70 Budget Amendments 2018-19-BA001 & 2018-19-BA002. The aforementioned grant
 71 agreement and associated budget amendments are for the purpose of assistance to be
 72 granted to 2 homeowners (one on Bingham Road, the other on NC 343 N) for making
 73 much needed repairs due to hurricane flooding.

74 *Motion: Approve Hazard Mitigation Reconstruction, 2018 Hazard Mitigation Grant*
 75 *Agreement (FEMA DR-4285-010-R), & Budget Amendments 2018-19-BA001 and 2018-*
 76 *19-BA002*

77	RESULT:	PASSED [UNANIMOUS]
78	MOVER:	Garry Meiggs, Board Member
79	AYES:	White, Krainiak, Meiggs
80	ABSENT:	Riggs, Munro

81

CAMDEN COUNTY BOARD OF COMMISSIONERS**CAMDEN COUNTY PLANNING BOARD**Joint Meeting – July 18, 2018

82 CONTINUATION OF PRESENTATION ON PROPOSED REVISED UDO - CHAD MEADOWS,
83 PART 2

84

85 Vice Chairman Commissioner Tom White opened the floor for Public Comments so that Roger
86 Ambrose, Lois Brown, and Scott Givens could comment regarding the proposed new sign
87 regulations that are a part of the Revised UDO.

88

89 Roger Ambrose, Ambrose Signs90 • Believes the "No new billboards in Camden County" clause of the proposed revised UDO
91 to be restrictive and also believes it would hurt his business as well as any other sign
92 business

93 • State of NC regulates signage and defines fairly well what can and can not be done

94 • Billboards that are already in place are said to be grandfathered

95 ○ Wants to be able to repair billboards if needed and not be required to take them
96 down if cost of repair exceeds 50% of billboards worth

97 ○ Wants to be able to tear down and re-build billboards if needed

98 ○ Wants section that speaks of the "50% of value" to be removed so that is not a
99 consideration

100 • Businesses rely on signage for advertising, both on and off premise signs

101 • Sign companies rely on the businesses who buy signage

102 • Signs need to be able to be seen in order to be effective advertising

103 • Wants county to look at how signs (billboards) are regulated instead of saying no new
104 ones105 • There are at least 15 businesses in Camden County that currently rely on billboards for a
106 portion of their advertising

107 • Opposed to "No New Billboards"

108 • Believes there should be a balance between the rural character of the county and the
109 needs of the business community.

110

111 Lois Brown, RO Givens112 • Has land, wants to be able to put signs on her land if she wants to. Doesn't want someone
113 telling her she can't put it on her own piece of property

114 • Most of the RO Givens billboards in Camden are rented, there are a few that are not

115 rented, and if a business wants to advertise, they should be able to do so with a billboard.

116

CAMDEN COUNTY BOARD OF COMMISSIONERS**CAMDEN COUNTY PLANNING BOARD**Joint Meeting – July 18, 2018

117 At this time, Dan Porter, Planning Director, made the following comments:

- 118 • With regards to prohibition of signs, that is a policy decision
- 119 • Regarding repair of billboards, such repairs can get very expensive very quick.
- 120 ○ Agrees 50% rule is restrictive
- 121 • Recommends that if there are to be no new billboards, that no limits be placed on ways to
- 122 repair and / or replace existing billboards with the following exceptions:
- 123 ○ Size cannot be changed
- 124 ○ Height cannot be changed
- 125 • Thinks type of billboard changes should be allowed (ex: Paper billboard to Electronic)
- 126 also types of pole / foundation changes should be allowed.
- 127

128 Commissioner Randy Krainiak questioned why there would be a prohibition on billboards.

129 Commissioner Krainiak voiced concerns relating to the effect of prohibition on employees of

130 such businesses.

131

132 Dan Porter stated that prohibition is only a recommendation. Mr. Porter added that if they are

133 not prohibited that the county would need to rely on the current ordinance to regulate billboards.

134 Vice Chairman Commissioner Tom White suggested that a committee consisting of County

135 Manager, representatives of the sign companies, and any other necessary person(s) get together

136 to work on this issue and bring their suggestions back to the Board of Commissioners at a later

137 date. Planning Board Chairman Calvin Leary expressed agreement with what Mr. Porter had

138 stated earlier regarding not limiting the repairs to 50% as a means to determine permissiveness.

139

140 Chad Meadows commented:

- 141 • Agrees with Mr. Porter that the 50% damage threshold may not be suitable for billboards
- 142 • Regarding the prohibition:
- 143 ○ Hwy 17 is an interstate, it is designated as US Interstate 85
- 144 ○ Within 660 feet of the right of way of any interstate, local government cannot
- 145 prohibit a billboard.
- 146 ▪ Federal Government made this rule.
- 147 ○ There are between 15-20 billboards in the county, and no billboards on Hwy 17.
- 148 ○ Proposal to prohibit is because of the landmark Supreme Court case which has
- 149 modified how local governments are allowed to regulate signage.
- 150 ▪ Outdoor, off premise advertising is an issue which is still 'cloudy' as far as
- 151 the Supreme Court ruling goes
- 152 ▪ Question of whether or not the Supreme Court intended local government
- 153 to be able to regulate off premise signs is not known, not clear. Suggest a
- 154 more conservative position because it is not known. It will become more
- 155 clear in the future
- 156 ▪ If Board of Commissioners wants to continue with the existing ordinances
- 157 / regulations for billboards, fine.
- 158 ▪ Agree that some adjustments with regard to repair of billboards is in order
- 159 • Would be helpful to know where BOC stands with regard to policy standpoint on whether
- 160 to allow new billboards or not outside the Hwy 17 corridor.
- 161

CAMDEN COUNTY BOARD OF COMMISSIONERS

CAMDEN COUNTY PLANNING BOARD

Joint Meeting – July 18, 2018

162 Vice Chairman Commissioner Tom White repeated his earlier suggestion to let the committee
163 meet on this and bring their suggestions back to the Board of Commissioners at a later date.
164

165 Steve Bradshaw asked if by prohibiting billboards, is a problem being fixed. Is there such an
166 abundance of billboards that a prohibition is warranted. If not, why does government need to be
167 involved? Mr. Bradshaw went on to describe other areas where he feels additional regulation is
168 in his opinion excessive. One particular area of concern was parking regulations. Mr. Bradshaw
169 was concerned that the way the code was written that it would require parking facilities for farm
170 buildings. Mr. Porter stated that farms and agricultural facilities / uses are exempt from the
171 zoning regulations.
172

173 Mr. Meadows stated that the rationale behind the sign regulations is to protect the county from
174 law suits. Mr. Bradshaw asked how would the county be protected. Mr. Meadows responded
175 saying that at this point, it is unknown whether or not there will be any legal challenges to county
176 regulations as they relate to the Supreme Court ruling on signage. As such, the recommendation
177 is to limit signage.
178

179 County Manager Ken Bowman stated that even after the UDO revision is approved, it can be
180 amended if and when necessary. With regard to signage regulations, Manager Bowman
181 suggested a review of current regulations to see if alterations are in order or not.
182

183 Dan Porter commented on the billboard issue saying it is pretty much straight forward, and
184 suggested that rather than prohibiting them, that they be allowed to be replaced or repaired
185 without placing a value on the work performed to that effect, and simply go by what the current
186 rules are for placement of new billboards.
187

188 Mr. Roger Ambrose of Ambrose signs commented that in order to place a billboard in Camden
189 County, that the property where upon the sign is to be placed has to be zoned to allow such use.
190 He added that before he can get a state permit, he has to secure a county permit first. He further
191 commented that the Supreme Court ruling may change some of that, but that at this time, this is
192 how it is done.
193

194 Mr. Porter stated he would look at setting a date to meet with both Ambrose and Givens to
195 discuss these issues as they relate to the proposed UDO.
196

197 At this time, Mr. Chad Meadows began his presentation of the Proposed Revised UDO,
198 Commercial Design Standards.
199

200 Chad Meadows, Code Wright Planners

- 201 • Section 5.1.2 of the Proposed Revised UDO
- 202 • Covered with Planning Board, who felt there were too many design standards
 - 203 ○ Spoke of a flexibility option to relax some of the regulations through the use of
 - 204 the Administrative Adjustment process
- 205 • Applied to new non-residential development in VR, VC, CC, MC, and HC districts
 - 206 ○ Not applied to utility, public safety, industrial, or agricultural uses

CAMDEN COUNTY BOARD OF COMMISSIONERS

CAMDEN COUNTY PLANNING BOARD

Joint Meeting – July 18, 2018

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- 235
- Overlay for Commercial Corridor has different standards (US Hwy 158 within 1000 feet of the right of way)
 - Standards include but are not limited to:
 - Basic building orientation provisions
 - Building materials
 - Colors
 - The above is not designed to tell someone how to design their building or that a particular architectural style should be followed, but rather to specify the range of materials that are allowed, limitations, and prohibited materials.
 - Suggested prohibited exterior materials for non-residential development:
 - Unadorned / unfaced concrete masonry units
 - Corrugated or sheet metal
 - Smooth vinyl siding
 - Basic provisions for massing & articulation (varying building facades such that they not be one long façade of identical look)
 - Provisions for windows
 - Provisions for roof mounted equipment
 - Idea is to support increased development quality and a better overall appearance of the commercial corridors.
 - Concepts come from the Comprehensive Plan approved by the Board of Commissioners
 - Inside the Commercial Corridor Overlay district (1000 feet from the right of way along US Hwy 158) there is a provision whereby buildings which are screened from view of the street may be exempted from design standards
 - Question is do these standards go too far? Are they OK as drafted or should they be pulled back a bit?

236 Discussion

237

238 Steve Bradshaw stated his opinion is that the proposed standards do go too far. He keyed on

239 parking standards as an example of an area that goes too far. Mr. Bradshaw asked where these

240 standards come from. Mr. Meadows responded that they come from the Comprehensive Plan

241 and added that the plan calls for higher quality development, protection of community character,

242 more intense development in certain locations properly configured so that it is compatible with

243 the rural places that are not going to be higher density.

244

245 Mr. Bradshaw stated his opinion that buildings built with fewer windows and use some of the

246 materials which are on the suggested prohibition list would not affect the rural character of the

247 county. He then spoke about the different rules for parking based on the type of business and

248 asked what the rules were based on. Mr. Meadows stated that the rules for parking are based on

249 the uses which are adjacent to the parking area (example: parking requirements for a strip mall

250 are based on the uses in the strip-mall).

251

CAMDEN COUNTY BOARD OF COMMISSIONERS**CAMDEN COUNTY PLANNING BOARD**Joint Meeting – July 18, 2018

252 Mr. Meadows mentioned Currituck County's use type "Shopping Center" which has its own set
 253 of standards and added that something similar could be drafted for Camden.

254
 255 Commissioner Garry Meiggs observed that what the driving force behind Currituck's Shopping
 256 Center use is the amount of traffic they get from people going to and from the Outer Banks of
 257 NC. Mr. Meadows added that Camden doesn't have any where near that amount of traffic.

258
 259 Mr. Bradshaw stated that the standards can be addressed once stores begin to show adequate
 260 interest in locating to Camden.

261
 262 Mr. Dan Porter stated that public opinion from the public meetings held on this had the
 263 consensus from the public that brick block / metal buildings like those in Currituck County along
 264 US 158 were not desirable for Camden County. The intent is not to keep commercial away, but
 265 rather to create a set of standards that would result in attractive commercial buildings. The
 266 question is where to draw the line with regard to standards.

267
 268 Mr. Bradshaw commented that the landscaping requirements are too strict, trees specifically with
 269 regards to the requirements of having them in parking lots.

270
 271 With regard to Mr. Bradshaw's earlier comment, Mr. Porter commented that while yes you can
 272 change the rules, once a building is built, it is there for the life of the building.

273
 274 Rick McCall commented that he prefers to have a nice scenic drive on his way to places. He
 275 added that nice scenery is a good way to get people to come here.

276
 277 Commissioner Randy Krainiak commented that facades can be added to any kind of building so
 278 it looks a particular way from the road. Commissioner Krainiak added that nice things like
 279 landscaping are desirable to make a development look good, but he doesn't know if a standard
 280 for that kind of thing is possible to where everyone has to do it a certain way.

281
 282 Mr. Porter commented that the specific standards are not difficult to achieve when it comes to
 283 design of buildings. There are some limitations to materials, materials that are prohibited:

- 284 • Flat / smooth face block
- 285 • Flat / smooth sheet metal
- 286 • Corrugated metal
- 287 • Smooth vinyl siding

288
 289 Mr. Meadows commented that if one or more of the material prohibitions go too far, then that
 290 material can be removed from the prohibition if that would solve the problem. He added that
 291 these standards are more than just a desire to not have certain types of materials. There are
 292 standards that say if two or more types of materials are used, that the heavier material needs to
 293 go on the bottom.

294

CAMDEN COUNTY BOARD OF COMMISSIONERS**CAMDEN COUNTY PLANNING BOARD**Joint Meeting – July 18, 2018

295 Mr. Bradshaw asked if the prohibition on corrugated metal applies to the entire building or only
 296 to the front facade. Mr. Meadows responded saying that the intention is that the fronts and sides
 297 of buildings that are visible from streets be the first consideration, and if the Board is OK with
 298 that, then the next consideration is to look at sides of buildings that abut residential
 299 developments. The next consideration after that would be sides that abut non-residential
 300 development, corner lots, and so on.

301
 302 Mr. Meadows further stated that in some parts of the county there are homes that abut
 303 commercial development. A policy question for the Board of Commissioners is whether or not
 304 to control the design standards for commercial developments that abut residential neighborhoods.
 305 Commissioner Krainiak observed that in such situations there are buffer requirements.

306
 307 Mr. Porter asked Mr. Meadows to explain what fenestration is.

308
 309 Mr. Meadows explained that fenestration is:

- 310 • Windows & doors of glass materials
 - 311 ○ The ability to see into a building
- 312 • Standards right now say
 - 313 ○ 25% of the first floor facade that faces the street needs to be transparent.
 - 314 ▪ Can utilize window, glass, doors, or both.
- 315 • Another standard says cannot block windows with window signs. Must maintain at least
 316 25% transparency.
- 317 • Easy standard to meet

318
 319 Commissioner Krainiak asked what the purpose of windows is. Mr. Meadows stated that the
 320 purpose is to encourage people passing by to enter the building and shop there.

321
 322 Mr. Bradshaw commented that the type of business should determines how much fenestration
 323 should be needed.

324
 325 Rick McCall commented that commercial buildings facing the street or on corner lots should
 326 have to adhere to standards that would result in nice looking buildings.

327
 328 There was a brief discussion regarding the amount of transparent glass fenestration for
 329 commercial buildings in the design standards. The standard is 25% of the first floor frontal
 330 facade needs to be transparent through the use of windows or glass doors and not blocked by
 331 signage.

332
 333 Mr. Porter posed the question of should there be a requirement for the amount of windows /
 334 transparent space on the facade of buildings.

335
 336 Rick McCall asked if a warehouse would have to meet these same standards. Mr. Meadows
 337 replied that warehouses are industrial uses and are exempt from the commercial design
 338 standards.

339

CAMDEN COUNTY BOARD OF COMMISSIONERS**CAMDEN COUNTY PLANNING BOARD**Joint Meeting – July 18, 2018

340 Vice Chairman Commissioner Tom White commented that the use type determines whether a
 341 building is subject to the commercial design standards or not.

342
 343 Mr. Porter commented that some builders may want to build to the minimum design standards
 344 and the question becomes 'is the building that would be built that way, what is desired as a
 345 commercial building?'.
 346

347 Patricia Delano commented that without the presence of adequate windows and the ability to see
 348 inside a building, some might have reservations against entering such a building if the type of
 349 business were not known in advance.

350
 351 In answer to Mr. Porters earlier question, Commissioner Krainiak stated that there should be a
 352 minimum requirement for windows / fenestration.
 353

354 Mr. Bradshaw, by way of example, commented on the "Taylor's Do It Center" located in
 355 Moyock NC. He stated that there are very few windows in that building and the nature of the
 356 type of business that it is does not necessitate much in the way of windows. His opinion was that
 357 should Camden get such a business, that the requirement for windows would be excessive given
 358 this type of business, and that the requirement for windows should be based on the type of
 359 business.
 360

361 Mr. Meadows stated that the standard reads that no more than 25% of the window can be
 362 blocked with signage, but that does not mean that nothing can go in the window. (i.e. window
 363 displays). Commissioner Meiggs stated that this means that 25% of the total square feet of the
 364 window space (and doors if they are transparent) can have signage, no more.
 365

366 Mr. Meadows asked the Board of Commissioner members present if the consensus is that the
 367 standards applied to building facades for buildings facing the street are acceptable. The general
 368 consensus was that they are.
 369

370 Mr. Meadows added that what can be done is to add regulations that allow an application that
 371 doesn't meet all of the requirements to still be considered. He also added that if certain standards
 372 are not "on the books" that the county will not get that kind of development. Without standards
 373 in place, there is no room for negotiating.
 374

375 Patricia Delano asked if there were standards that require things like smoke alarms, sprinkler
 376 systems, etc. Mr. Porter replied that those types of things are part of the NC Building Code and
 377 not as such standards. They are required by the state and the building inspector inspects them in
 378 the course of construction.
 379

380 Mr. Meadows then spoke of the Administrative Adjustment process:

- 381 • Makes process of application requirements flexible so some standards are not so strict
- 382 • Must be based on real reasoning
- 383 • Reminded the Board that when standards are reduced, the ability to negotiate is limited

384

CAMDEN COUNTY BOARD OF COMMISSIONERS**CAMDEN COUNTY PLANNING BOARD**Joint Meeting – July 18, 2018

385 Mr. Meadows added that the county doesn't or shouldn't want to strive for a lesser community
 386 than what is here today. Commissioner Krainiak agreed, saying that developers can be told "this
 387 is the kind of building we want here, these are our minimum standards".
 388

389 Mr. Porter commented that there are little to no design standards for commercial development
 390 currently. The current code was written at a time when commercial development was not a big
 391 consideration for the county.
 392

393 Patricia Delano asked if design standards could be based on the size of the building. Mr. Porter
 394 replied saying that there are all sorts of formulas that could be applied to determine how much of
 395 the standards to apply, but that when it comes to larger buildings, companies are familiar with
 396 having to comply with design standards and they are ok with that. Without definitive standards,
 397 it leaves staff not knowing what to approve or not approve.
 398

399 Mr. Porter added that the current code only allows 16 square feet for commercial signage, and
 400 says nothing about pole signs. State law used to be that if something is not addressed in the
 401 county code, then it is prohibited. Now state law is that if it isn't in the county code, then what
 402 ever code is closest as possible to it is what the decision is based on.
 403

404 Mr. McCall asked if it is better to have stricter standards and have the ability to be flexible or is
 405 it better to have more relaxed standards and still be flexible.
 406

407 Vice Chairman Commissioner Tom White commented that the county is changing and that for
 408 the sake of future development, standards are necessary or the county may become stuck with
 409 whatever developers can put in place at minimum standards, and it may not be what the county
 410 wants.
 411

412 Mr. Meadows stated that options are:

- 413 • Go through the standards piece by piece in detail on this topic
- 414 • The Board could decide to remove the fenestration standards
- 415 • Keep the standards that have been drafted, and create an alternative process whereby an
 416 applicant can work with the county on a case by case basis where they can follow a
 417 different set of standards which would be subject to approval by the Planning Board and
 418 the Board of Commissioners.
 419

420 Mr. Bradshaw commented that a case by case scenario would open the county up to the
 421 possibility of litigation on matters relating to standards. Vice Chairman Commissioner Tom
 422 White agreed. Mr. Meadows stated that he didn't say it was a good solution, only that it was a
 423 solution.
 424

CAMDEN COUNTY BOARD OF COMMISSIONERS**CAMDEN COUNTY PLANNING BOARD**Joint Meeting – July 18, 2018

425 Mr. Bradshaw added that he doesn't want to see a county code with no design standards, but that
426 he feels the proposed standards go too far. He further commented that standards that apply to the
427 front of a building for aesthetic purposes shouldn't apply to the back of the building where it
428 won't be seen. He reiterated his earlier point with regard to landscaping in parking lots as un-
429 necessary. He observed that the proposed standards seem more like those of a larger city than a
430 rural county.

431
432 Mr. Meadows stated that if there are sections that Board members don't like, don't agree with,
433 then there need to be meetings to consider alternatives to those sections, not just saying that a
434 section goes too far or disagreeing with it, alternatives need to be presented.

435
436 Mr. McCall reminded those present that the County Manager did say that the code could be
437 amended, text added and deleted. Commissioner Meiggs added that the code is very much a
438 "living document". Mr. Meadows agreed saying that it can be amended.

439
440 Mr. Bradshaw commented that as the document is, it is not the easiest thing to read and
441 understand. He stated his opinion that there are too many requirements. He feels that each
442 section needs to be gone through one at a time and discussed in order to get the code done right.
443 He asked if the code that has already been agreed on can be added in to what is already existing.

444
445 Mr. Porter replied saying that while the existing ordinance can be amended, it is so integrated
446 that changing one section of the existing ordinance will affect other parts which would most
447 likely create conflicting segments of code.

448
449 Commissioner Krainiak asked if there were any particular issues that Planning Department has
450 dealt with in regards to the ordinances that necessitate fixing the ordinances.

451
452 Mr. Porter replied that when commercial developers and others ask what the design standards
453 are, the only answer that can be given is to say that there aren't any. Vice Chairman
454 Commissioner Tom White reiterated his earlier comment regarding the need for standards in
455 order to control the type of development that comes into the county.

456
457 Commissioner Krainiak asked if the state already has certain standards, and if the proposed
458 codes are only to suite the particular needs of Camden. Mr. Meadows replied saying that the
459 state does not regulate the appearance of buildings, and they limit the ability to regulate
460 appearance of single family dwellings, townhomes, and duplexes, etc.

461
462 Mr. Meadows added that one option is that the standards could be turned into guidelines, but
463 cautioned that doing so removes the requirement of an applicant to follow such guidelines. Mr.
464 Meadows further added that with guidelines, the county has no control and cannot force an
465 applicant to follow a guideline that is not a requirement. Standards are requirements, guidelines
466 are not.

467

Attachment: PB-BOC Joint Minutes - 7-18-2018 (2162 : Minutes - Joint Meeting 7-18-18)

CAMDEN COUNTY BOARD OF COMMISSIONERS**CAMDEN COUNTY PLANNING BOARD**Joint Meeting – July 18, 2018

468 Commissioner Krainiak asked if the Board of Commissioners can deny an application because a
469 guideline was not followed. Mr. Meadows replied saying that legally if it is a guideline then the
470 application cannot be denied, only if it were a standard that was not followed could it be denied.
471

472 Mr. Porter stated that if guidelines are used instead of standards, then applications would be back
473 to being considered on case by case basis, and would not be able to be denied for not following
474 guidelines. If standards are used, and are not followed, then there is a legitimate reason for
475 denying an application.
476

477 Mr. McCall asked about the possibility of utilizing the variance process to get around some
478 standards. Mr. Meadows replied saying that variances require an applicant to prove that there is
479 a non-personal hardship, which was not caused by the applicant, which is the reason why a
480 standard cannot be met. Companies looking to locate to Camden County will find a way to
481 comply with standards.
482

483 Mr. Porter commented that even mom & pop stores should be able to comply with standards
484 because even though the percentages are the same as they are for larger buildings, the expenses
485 for smaller buildings are much less. Mr. Meadows suggested that there could be exceptions
486 written into the code for smaller buildings.
487

488 Commissioner Krainiak asked if there could be a review board for situations where an applicant
489 didn't want to comply with the standards and instead proposed their own criteria / standards.
490

491 Mr. Meadows stated that a process could be created for those who don't want to comply. Such a
492 process would need to be Quasi-Judicial in nature, and there are legal dangers with using such a
493 process. Mr. Meadows added that a safer alternative for a developer would be to consider using
494 the process for a Planned Unit Development.
495

496 Commissioner Krainiak asked if there was a way to appeal standards. Mr. Meadows replied that
497 it would go before the Board of Adjustment if there was a situation where an applicant felt a
498 standard was misapplied either by Board or Staff. He added that the Board of Adjustment is not
499 a review board that someone can go to if they simply don't want to follow the standards. He
500 further added that the Planned Unit Development option, while not Quasi-Judicial, would
501 achieve the same kind of thing where an applicant can suggest their own standards. Planned
502 Unit Development would be less legally dangerous because it is not Quasi-Judicial. It does not
503 carry the same limitations as the commercial design standards and is thus a more viable tool for
504 people to use if they want to deviate from the standards.
505

506 Mr. Porter commented that many years ago, almost all commercial uses required a special use
507 permit, even home occupations. The Board of Commissioners at that time asked staff to look at
508 the Table of Permissible Uses and pull out things that didn't need to go before the Board. Those
509 items then became such that they only needed a simple zoning permit.
510

CAMDEN COUNTY BOARD OF COMMISSIONERS**CAMDEN COUNTY PLANNING BOARD**Joint Meeting – July 18, 2018

511 Mr. Porter added that the proposal here is:

- 512 • Minor Site Plans become an item for Administrative Review & Approval
 513 • Major Site Plans go before the Planning Board but not the Board of Commissioners
 514 • Special Use Permits go directly to the Board of Commissioners, removing the need for
 515 Planning Board to hear them.

516

517 Mr. Porter stated that the idea is to make it easier for commercial businesses to obtain the permits
 518 needed to come to Camden County. Good minimum standards are necessary so that staff can
 519 look at things and know whether or not to approve something that is an administrative decision.
 520 Businesses will not be deterred by standards.

521

522 Patricia Delano asked if there was room for negotiation regarding requirements such as the
 523 amount of glass (windows), can it be based on the size of a building in a tiered fashion.
 524

525

526 Mr. Meadows suggested using the Administrative Adjustment process for that, allowing staff to
 527 make adjustments to certain standards such as the amount of fenestration on a frontal facade.
 528 Allow staff to make a certain amount of adjustment to the requirement by setting an allowable
 529 range of variation and if the applicant wanted to go beyond that, they would have to go to the
 530 Planning Board who would then make the decision to allow it or not. This approach could be
 531 used for any standard.

531

532 Vice Chairman Commissioner Tom White asked if that would get the county into trouble by
 533 treating one person differently from another. Mr. Meadows replied that it could create more
 534 potential for legal problems than not allowing deviation from the standards. He added that it
 535 would be a happy medium to allow some deviation.
 536

537

538 Mr. Porter suggested that there could be a reasonable range of deviation in order to provide some
 539 flexibility. He added that there should still be a good reason provided by the applicant for
 540 needing deviation.

541

542 Vice Chairman Commissioner Tom White agreed with Mr. Porter's suggestion saying this would
 543 be less likely to result in legal issues because all applicants would be treated the same.

544

545 Mr. Meadows suggested a table listing all the standards, range of allowed deviation, and
 546 rationale for allowing deviation. He added that if there are specific commercial design standards
 547 that Board members would like to see some adjustment to, that they should provide some
 548 suggestions as to how they should be adjusted. He also added that the consensus he's hearing on
 549 the Administrative Adjustment procedure is that it be broadened to create flexibility.

550

551 Mr. Porter commented that Parking & Landscaping can be added as separate topics of discussion
 552 for a future meeting.

553

554 At this time, Mr. Meadows moved on to the next topic of discussion: Farmland Compatibility.

554

CAMDEN COUNTY BOARD OF COMMISSIONERS**CAMDEN COUNTY PLANNING BOARD**Joint Meeting – July 18, 2018

555 Farmland Compatibility

- 556 • Section 5.5 of the Proposed Revised UDO
- 557 • Intent of these provisions is to protect existing farm operations from new development
- 558 coming in, specifically to protect against grievances by new residential land owners
- 559 against farm operations that were there first.
- 560 • Current approach is to require a 50 foot vegetative buffer between farm operations and
- 561 major subdivisions.
- 562 • Proposal is the same as current, but add some specific standards as to the types and
- 563 amounts of vegetation required, and the added incorporation of a fence, berm, drainage
- 564 ditch, or combination of these into the buffer.
- 565

566 Vice Chairman Commissioner Tom White asked if there were any provisions that would protect

567 the trees from pesticide spray when farmers are crop dusting / spraying. He added that more than

568 likely such spray would harm if not kill trees.

569

570 Mr. Meadows replied saying that it becomes a question of balance. How far should the

571 Farmland Compatibility standards go. While it is true that people in subdivisions that abut

572 farmland moved to that location, the courts are supporting them when it comes to issues like

573 noise, odor, pesticide overspray, etc., from the farm. The idea is to protect the farms from

574 situations like that occurring in the first place by adding standards that require buffers, open

575 space, etc.

576

577 Mr. Bradshaw asked what good a fence, as part of a buffer, would do. He observed that it would

578 not stop odors, spray, etc. Mr. Meadows replied saying that the only thing a fence is likely to do

579 is prevent a child from wandering into the farm field, and thus protect the child from harm.

580

581 Vice Chairman Commissioner Tom White reiterated that trees as part of a buffer are a problem

582 to farmers where crop-dusting / spraying is concerned.

583

584 Mr. Meadows suggested a menu of choices for buffer separations, such as canals, berms, or other

585 types of separations.

586

587 Commissioner Krainiak commented that a farmer will find a way to spray his crops if he can't

588 use a plane. He'll use a tractor with a spray arm if he needs to.

589

590 Mr. Bradshaw suggested instead of canopy trees, that some variety of fast growing tree be

591 utilized. Mr. Meadows replied that could be done, or even staggered rows of trees and shrubs.

592

593 Mr. Bradshaw added that if there are existing trees / woodland, that they should be used, even if

594 they are on the farm side

595

596 Mr. Meadows clarified that the wooded area referred to would be on the developer side. He

597 stated that what he's hearing is that if there is already vegetative material on the farm side, that

598 the developer shouldn't be required to place a buffer.

599

CAMDEN COUNTY BOARD OF COMMISSIONERS**CAMDEN COUNTY PLANNING BOARD**Joint Meeting – July 18, 2018

600 Commissioner Garry Meiggs stated that approach would be a bad idea because if, after the
601 developer develops all the way to the property line, the farmer decides to clear his land, then
602 there is no buffer at all and there is a problem then. He added that the farmer is not responsible
603 for creating a buffer between his land and a development, that is the responsibility of the
604 developer.

605
606 Mr. Meadows reiterated that the intent is to prevent situations which would result in complaints
607 from residents against farmers. He added that what he is hearing is that there should be some
608 kind of space between farm and residential uses. He asked the Board members their thoughts on
609 the requirement of vegetative buffers. He added that canals are also an option.

610
611 Cathleen Saunders expressed agreement with Mr. Bradshaw that there should be mixed types of
612 vegetation - understory and canopy trees, and shrubs.

613
614 Mr. Porter asked for consensus on the following:

- 615 • Does there need to be a 50 foot buffer?
- 616 • If so, can it be comprised of open space, stormwater ditch / linear pond, or does it have to
617 be vegetative?

618
619 Mr. Meadows stated that there was a stipulation that a buffer had to incorporate a fence, berm, or
620 a ditch, or some combination of these.

621
622 After a brief discussion regarding fences, consensus was to get rid of the fence requirement from
623 the vegetative buffer but to leave the berm and ditch.

624
625 Consensus to Mr. Porter's questions were that there does need to be a 50 foot buffer and that it
626 can be either vegetative, open space, or stormwater ditch / linear pond.

627
628 At this time, Mr. Porter asked for the Board to set a date for another meeting to continue this
629 presentation. The Board chose Wednesday, July 25, 2018 at 4:30 in the Camden County Senior
630 Center for the next meeting.

631

CAMDEN COUNTY BOARD OF COMMISSIONERS**CAMDEN COUNTY PLANNING BOARD**

Joint Meeting – July 18, 2018

632 ADJOURN PLANNING BOARD & BOARD OF COMMISSIONERS**633 Motion to Adjourn Planning Board**

634	RESULT:	PASSED [UNANIMOUS]
635	MOVER:	Rick McCall, Board Member
636	SECONDER:	Cathleen M. Saunders, Board Member
637	AYES:	Leary, Delano, Harris, Saunders, McCall, Bradshaw
638	ABSENT:	Albertson

639 The Planning Board adjourned the joint meeting at 6:45 PM.

640 Adjourn Board of Commissioners

641 Vice Chairman Commissioner Tom White adjourned the joint meeting of the Camden
642 County Board of Commissioners at 6:45 PM.

643

644

645

Chairman Calvin Leary

646

Camden County Planning Board

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Vice Chairman Tom White

652

Camden County Board of Commissioners

653

654

655 *ATTEST:*

656

657

658

Amy Barnett, Planning Clerk

660 *Assistant Clerk to the Board of Commissioners*

661 *Clerk to the Planning Board*



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.8
Meeting Date: September 10, 2018
Submitted By: Karen Davis, Clerk to the Board
Administration
Prepared by: Karen Davis
Item Title **BOC Joint Meeting Minutes - July 25, 2018**
Attachments: bocplanningminutes_072518 (DOCX)

Camden County Planning Board
Camden County Board of Commissioners
UDO Work Session
July 25, 2018; 5:00 PM
Senior Center
Camden, North Carolina

MINUTES

The Camden County Planning Board and the Camden County Board of Commissioners met jointly for a UDO work session on July 25, 2018 at 5:00 PM at the Camden County Senior Center.

Planning Board Chairman Calvin Leary and Board of Commissioners Vice Chairman Tom White called their respective board meetings to order at 5:05 PM.

Planning Board Members Present: Chairman Calvin Leary, Vice Chairwoman Patricia Delano, Board Members Cathleen Saunders, Rick McCall and Steven Bradshaw.

Board of Commissioners Members Present: Vice Chairman Tom White, Commissioners Garry Meiggs, Randy Krainiak and Ross Munro.

Staff Present: Planning Director Dan Porter, Permit Officer Dave Parks, County Manager Ken Bowman, Clerk to the Board Karen Davis

Dan Porter began the meeting by reviewing with the group the following:

- Comprehensive Plan Vision Statement
- Priority Action Strategies
- Purpose of the Unified Development Ordinance
- Strategic Goals

Chad Meadows of CodeWright Planners, LLC then further expounded on the purpose of the Unified Development Ordinance.

Dan reviewed the comments from the meeting with local sign businesses. During the discussion the following changes were decided upon by consensus:

- Special signage for business grand openings, etc. – 30 days
- Signs in residential districts – up to 20 square feet
- Mixed Use Table max face area for window signs - 50% window coverage
- Monument signage – Up to 6 feet in height

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Kenneth Wallace of 136 S. Trotman Road requested an opportunity to address the group. Mr. Wallace expressed his concern in regard to the aesthetics of new business construction and signage. It was his request that county leadership take this into consideration when allowing new business, especially chains and franchises, to develop in the county and ensure that any new construction fits in aesthetically with the existing community. He was particularly concerned with limiting the impact of free-standing pole signs lining the roadside and building signage. He showed examples comparing what he considered good and bad signage.

Chad Meadows reviewed the **Commercial Design Standards** current approach and the following changes were made by consensus of the group:

- Building Orientation – Design standards apply to primary entrance and the side facing a street.
- Fenestration – 25% of the first 10 feet in height; any deviation will require SUP.

Chad Meadows reviewed the **Limitations on Accessory Structures** current approach and the following changes were made by consensus:

- Size – No limit on accessory structure size other than what is already limited by setbacks and impervious surfaces.
- Location – Limiting location on accessory structures to no farther forward than the front façade on lots smaller than 2 acres; 2 acres and larger – no limitation on location.

Chad Meadows reviewed **Open Space** current approach and proposed key changes. The following decision was made by consensus:

- Reduce residential requirement from 15% to 5% of development area.

Chad Meadows began the discussion concerning **HOA and Escrows** current approach and proposed key changes.

As part of the HOA and Escrows discussion, Steven Bradshaw presented the following:

Camden Storm Water Management

Purpose: To provide a more effective and efficient Storm Water Management (SWM) process.

Proposal: The county performs inspections and recertifications requirements for Developments and inspects home owners for culvert maintenance issues that impend the flow of storm water from their or other's properties. Any repairs or maintenance issues are turned over to the HOA or home owner which has 90 days to repair or the county performs repairs and assesses the home owners for all cost! Recertifications fees are paid by the HOA on an annual basis. Note: Only the HOA portion will be addresses in the UDO, but wanted to expand the SWM concept while on the subject. The SWM discussions must be coordinated with the HOA section.

Justification for change:

1. HOAs are weak when it comes to assessments.
2. HOAs have failed/gone out of existence. If HOAs can't or won't perform, what does the county do then?
3. What prevents HOAs from depleting SWM funds provide by the developer under 6.4.8? Section 6.3.10 is a much better
4. Each HOA will need to learn the requirements, contact an Engineering firm to certify, and contract contractors to perform the repairs.
5. The county SWM person will be the expert and with an ongoing relationship with and Engineering firm (lowest bidder) can reduce cost of certifications.
6. The county does not require a current homeowner to clear/replace a culvert blocking the ditching along the roads. I have been working with Brian to develop a dumping/fill ordinance.
7. The county will be required to keep track of recertification requirements anyway per the new UDO section 7.1.5.B, D and E.
8. Having a county wide Storm Water Management plan will insure funds are spent in the most productive manner.
9. County taxes are tax deductible; HOA fees are not.
10. IT WOULD SAVE THE HOME OWNERS MONEY and the system will be maintained.

Discussion: I want to start by saying that I fully support developments being designed to incorporate storm water issues. The requirement to maintain the first 5 inches of rainfall will significantly improve what we have now. I do object to what I see as two classes of homeowners; one with thousands of dollars of up front cost and large potential cost for maintenance and those that pay next to nothing!

Ways the County Control method is simpler and much more efficient:

1. Having repeat business, the county could bid out certifications to several firms.
2. The county will have to track all developments anyway and go after the ones that don't comply.
3. Contractors like repeat business and will be much more responsive to an ongoing business relationship.
4. If you have a neighborhood system it is an island; without a good drainage plan outside the development, you will still have storm water issues. A coordinated county wide system would work much better. I have been working with Brian to develop an any dumping/fill ordinance.

Dan Porter explained that a Special Assessment Taxing District would be required to be set up for each subdivision if the county were to adopt Mr. Bradshaw's plan. Concerns from the group were expressed in regard to county resources (staff, funds, etc.), liability and the legality of the plan.

After discussion, it was decided by the majority of the group to proceed with the HOA and Escrows key changes as proposed by staff.

Chad Meadows reviewed **Stormwater Maintenance Details** current approach and proposed key changes.

91 After discussion, it was decided by a majority of the group to proceed with the key changes as
92 proposed by staff.

93
94 Chad Meadows reviewed **Mandatory Potable Water Hookup** current approach. The following
95 was decided by a majority of the group:

- 96 • New major subdivisions - must connect to public water supply.
- 97 • New minor subdivisions with water line availability – must connect to public water
98 supply.
- 99 • New minor subdivisions without availability would not require connection to public
100 water supply.

101
102 Chad Meadows reviewed **Fire Hydrants** current approach and proposed key changes from
103 previous discussion with the Board of Commissioners which was that all new major subdivisions
104 would be required to install 6-inch lines and fire hydrants, even if fire hydrants were just flushing
105 hydrants. No changes were decided upon by the group.

106
107 Chad Meadows reviewed the issue of **Minor Subdivisions** current approach of up to five lots –
108 four tracts and a residual. Waiting period is five years before additional development is allowed
109 on the same parent tract to be considered a minor subdivision. It was decided upon by a majority
110 to keep the current approach.

111
112 It was decided by consensus of the group to allow staff to complete the issues of Parking and
113 Landscaping and send the proposed changes to the group for feedback.

114
115 The public hearing will be set on September 10, 2018 and will be held on October 1, 2018.

116
117 The joint meeting of the Board of Commissioners and Planning Board adjourned at 8:55 PM.

118
119
120 _____
121 Calvin Leary, Chairman
122 Camden County Planning Board

120 _____
121 Tom White, Acting Chairman
122 Camden County Board of Commissioners

123
124
125 ATTEST:
126
127 _____
128 Karen M. Davis
129 Clerk to the Board of Commissioners

Attachment: bocplanningminutes_072518 (2140 : BOC Joint Meeting Minutes - July 25, 2018)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.9
Meeting Date: September 10, 2018
Submitted By: Karen Davis, Clerk to the Board
Administration
Prepared by: Karen Davis
Item Title **BOC Minutes - August 6, 2018**
Attachments: bocminutes_080618 (DOCX)

Camden County Board of Commissioners

August 6, 2018

Regular Meeting – 7:00 PM

Historic Courtroom, Courthouse Complex

Camden, North Carolina

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on August 6, 2018 in the Historic Courtroom, Camden, North Carolina.

WELCOME & CALL TO ORDER

The meeting was called to order by Vice Chairman Tom White at 7:00 PM. Also Present: Commissioners Garry Meiggs, Randy Krainiak and Ross Munro. Chairman Clayton Riggs was absent due to work obligations.

Staff Present: Manager Ken Bowman, Clerk to the Board Karen Davis, Finance Officer Stephanie Humphries, Tax Administrator Lisa Anderson, Public Works Director David Credle.

Invocation and Pledge of Allegiance

Commissioner Ross Munro gave the invocation and led in the Pledge of Allegiance.

ITEM 1. PUBLIC COMMENTS

- Mr. Wayne White of 122 Pine Street, Camden, spoke on behalf of the Camden County Education Foundation. He announced an upcoming event sponsored by the foundation. The event will be held On August 18, 2018 at 7:00 PM at the Elizabeth City Shrine Club and will feature the band *Little Dickie and The Misfits*. There will also be a silent auction, 50/50 raffle and cash bar. Tickets are \$15 per person / \$25 per couple. Band and Facility Sponsorships are also available.
- Penny Royal of 116 Otters Way, South Mills, spoke on behalf of the residents in Sander's Crossing subdivision. She expressed concern that due to the condition of the roads in the subdivision homeowners are unable to sell their homes. A VA home cannot be sold without a Road Maintenance Agreement and the roads were never turned over to NCDOT by the developer.

Vice Chairman White explained to Ms. Royal that the county attorney has been instructed to communicate with her on the county's behalf.

Chairman Ross Munro added that he had discussed this issue at length with Representative Bob Steinburg. Commissioner Munro suggested that Ms. Royal contact Rep. Steinburg's office again and provide additional information in regard to this

42 situation. He stated that there is a possibility that the state may be able to provide
43 assistance in this matter.

- 44
- 45 • Kenneth Wallace of 136 S. Trotman Road addressed the Board. Mr. Wallace expressed
- 46 his concern in regard to the aesthetics of new business construction and signage. It was
- 47 his request that county leadership take this into consideration when allowing new
- 48 business, especially chains and franchises, to develop in the county and ensure that any
- 49 new construction fits in aesthetically with the existing community. He was particularly
- 50 concerned with limiting the impact of free standing pole signs lining the roadside and
- 51 building signage. He showed examples comparing what he considered good and bad
- 52 signage.

54 **ITEM 2. CONFLICT OF INTEREST DISCLOSURE STATEMENT**

56 Clerk to the Board Karen Davis read the Conflict of Interest Disclosure Statement.

58 **ITEM 3. CONSIDERATION OF AGENDA**

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

61 RESULT:	PASSED [UNANIMOUS]
62 MOVER:	Garry Meiggs, Commissioner
63 AYES:	White, Krainiak, Munro, Meiggs
64 ABSENT:	Riggs

66 **ITEM 4. PRESENTATIONS**

68 Jasmine Wilson, Director of the Camden County Senior Center, gave a department update and
69 included the following:

- 70 • Camden County received the SHIIP County of the Year Award
- 71 • Proposed name change to Camden County Center for Active Adults with new hours and
- 72 additional signage
- 73 • Upcoming Trips
- 74 • August 14, 2018 – Itza Boutza Pizza will give customers the option to round up their total
- 75 bill to the nearest dollar and that amount will be donated to the Senior Center.

77 **South Camden Water & Sewer District Board of Directors**

78 Vice Chairman White recessed the meeting of the Board of Commissioners and opened the
79 South Camden Water & Sewer District Board of Directors Meeting.

81 Public Comments – None

82
83

Attachment: bocminutes_080618 (2139 : BOC Minutes - August 6, 2018)

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Agenda

Camden County Board of Commissioners
SCWSD - Regular Meeting
August 06, 2018
7:00 PM
Historic Courtroom, Courthouse Complex

91

ITEM 1. CALL TO ORDER

92

ITEM 2. PUBLIC COMMENTS

93

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.

94
95

ITEM 3. CONSIDERATION OF THE AGENDA

96

ITEM 4. NEW BUSINESS (For discussion and possible action)

97

A. Monthly Update

98

ITEM 5. CONSENT AGENDA

99

A. DOT Repair Agreement

100

ITEM 6. OTHER

101

ITEM 7. ADJOURN

102

103

104

Motion to approve the agenda as presented.

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

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New Business

110

Public Works Director David Credle presented the monthly report for June 2018.

111

South Camden Water & Sewer Board

Monthly Work Order Statistics Report

Period: June 2018

	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water/Distribution	124	124	100%	0
Sewer/Collection	4	4	100%	0

Locates:

Water Line: 93

Sewer Line: 10

Water & Sewer, same ticket: 29

Hydrant flow test: 0

Public Works Director Notes/Comments: Ten work orders have been checked for accuracy.

Gallons of water treated in June at the Water Plant: 9,875,410

Daily average water usage for June: 332,514 gallons per day

Current treatment capacity at the Water Plant: 720,000 gallons per day.

112

Attachment: bocminutes_080618 (2139 : BOC Minutes - August 6, 2018)

113 **Motion to approve monthly report as presented.**

114	RESULT:	PASSED [UNANIMOUS]
115	MOVER:	Ross Munro, Commissioner
116	AYES:	White, Krainiak, Munro, Meiggs
117	ABSENT:	Riggs

118
119 **Consent Agenda**

120
121 A. DOT Repair Agreement

122

UTILITY RELOCATION AGREEMENT

NCDOT HIGHWAY WBS ELEMENT NO. 17BP.1.R.68

TRANSPORTATION IMPROVEMENT PROGRAM NO. _____

COUNTY Camden

This agreement made this 6th day of August, 2018, by and between the Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the DEPARTMENT, and Camden County Inc. hereinafter referred to as the COMPANY;

WITNESSETH:

THAT WHEREAS, the DEPARTMENT will submit a project for construction as follows:

Bridge Replacement

known as route SR 1200 in Camden County,

North Carolina to be designated as N.C. State Highway Project and/or WBS

Element 17BP.1.R.68 and, WHEREAS, the construction of said project will

require certain adjustments to be made to the existing facilities of the COMPANY;

123

124

Attachment: bocminutes_080618 (2139 : BOC Minutes - August 6, 2018)

NOW, THEREFORE, in order to facilitate the orderly and expeditious relocation of the said facilities of COMPANY, the DEPARTMENT and the COMPANY have agreed as follows:

1. That the scope, description, and location of work to be undertaken by the COMPANY are as follows

Bore and fuse 8" HDPE with locate wire and MJs
Make connections, install valves, conduct pressure, testing, chlorination flushing for bacteriological testing from valve to valve

2. That any work performed under this agreement shall comply with DEPARTMENT's "POLICIES AND PROCEDURES FOR ACCOMMODATING UTILITIES ON HIGHWAY RIGHTS OF WAY" dated January 1, 1975, and such amendments thereto as may be in effect at the date of this agreement. The work to be performed by the COMPANY shall conform with Federal Highway Administration's Federal-Aid Policy Guide, Subchapter G, Part 645, Subpart A hereinafter referred to as FAPG dated December 9, 1991, and such amendments thereto as may be in effect at the date of this agreement. The provisions of said FAPG and amendments thereto are incorporated in this agreement by reference as fully as if herein set out. Any work performed under this agreement not in compliance with FAPG shall constitute unauthorized work and the DEPARTMENT shall be relieved of participating in the costs of such unauthorized work unless such work is done pursuant to a supplemental agreement attached to and made a part hereof.

3. That the COMPANY will prepare an estimate, broken down as to estimated cost of labor, construction overhead, materials and supplies, handling charges, transportation and equipment, rights of way, preliminary engineering and construction engineering, including an itemization of appropriate credits for salvage and betterments, and accrued depreciation all in sufficient detail to provide the DEPARTMENT a reasonable basis for analysis. Unit costs, such as broad gauge units of property, may be used for estimating purposes where the COMPANY uses such units in its own operations. The COMPANY will also prepare plans, sketches or drawings showing their existing facilities, temporary and permanent changes to be made with reference to the DEPARTMENT's new right of way using appropriate nomenclature, symbols, legend, notes, color coding or the like. The before mentioned estimate and plans are attached hereto and made a part hereof. The DEPARTMENT will not reimburse the COMPANY for any utility relocations or changes not necessitated by the construction of the highway project, nor for changes made solely for the benefit or convenience of the COMPANY, its contractor, or a highway contractor.

4. That the DEPARTMENT's authority, obligation, or liability to pay for relocations as set forth in this agreement is based on the COMPANY having a right of occupancy in its existing location by reason of the fee, an easement or other real property interest, the damaging or taking of which is compensable in eminent domain.

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Attachment: bocminutes_080618 (2139 : BOC Minutes - August 6, 2018)

5. That payment for all work done hereunder shall be made in accordance with the requirements of FAPG unless payment is being made pursuant to a supplemental agreement attached to and made a part of this agreement.

6. That the construction work provided for in this agreement will be performed by the method or methods as specified below:

BY COMPANY'S REGULAR FORCE: The COMPANY proposes to use its regular construction or maintenance crews and personnel at its standard schedule of wages and working hours in accordance with the terms of its agreement with such employees.

BY EXISTING WRITTEN CONTINUING CONTRACT: The COMPANY proposes to use an existing written continuing contract under which certain work as shown by the COMPANY's estimate is regularly performed for the COMPANY and under which the lowest available costs are developed.

BY CONTRACT: The COMPANY does not have adequate staff or equipment to perform the necessary work with its own forces. The COMPANY proposes to award a contract to the lowest qualified bidder who submits a proposal in conformity with the requirements and specifications for the work to be performed as set forth in an appropriate solicitation for bids.

7. a. It is contemplated by the parties hereto that the construction of this State Highway Project will begin on or about the ___ day of Complete, ____ .

b. Based on the best information available at the present time to the COMPANY, indicate applicable paragraph below:

Materials are available and it is expected that work will be complete prior to highway construction.

All work will take place during highway construction and arrangements for said work will be coordinated with highway construction operations at preconstruction conference.

Work will begin promptly upon notification by DEPARTMENT; however, it is not expected to be complete prior to highway construction. Any remaining work will be coordinated with highway construction operations at preconstruction conference.

Other (Specify)

Bridge project is complete.

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Attachment: bocminutes_080618 (2139 : BOC Minutes - August 6, 2018)

8. That the method used by the COMPANY in developing the relocation costs shall be as indicated by Paragraph (a), (b), or (c) as follows:

- a. Actual direct and related indirect costs accumulated in accordance with a work order accounting procedure prescribed by the applicable Federal or State regulatory body.
- b. Actual direct and related indirect costs accumulated in accordance with an established accounting procedure developed by the COMPANY and approved by the DEPARTMENT.
- c. On a lump-sum basis where the estimated cost to the DEPARTMENT does not exceed \$100,000.00. Except where unit costs are used and approved, the estimate shall show such details as man-hours by class and rate; equipment charges by type, size, and rate; materials and supplies by items and price; and payroll additives and other overhead factors.

9. Indicate if (a) or (b) is applicable:

- a. That the replacement facility is not of greater functional capacity or capability than the one it replaces, and includes no COMPANY betterments.
- b. That the replacement facility involves COMPANY betterments, or is of greater functional capacity or capability than the one it replaces.

10. That the total estimated cost of the work proposed herein, including all cost to the DEPARTMENT and COMPANY less any credit for salvage, is estimated to be ----- \$ 48,480.00

The estimated non-betterment cost to the DEPARTMENT, including all cost less any credits for salvage, betterments, accrued depreciation and additional work done by the COMPANY will be ----- \$ 48,480.00

The estimated cost to the COMPANY including betterments, and any additional work done by the COMPANY will be ----- \$ 0

(The above costs shall be supported by attached estimate and plans)

11. That in the event it is determined there are changes in the scope of work, extra work, or major changes from the statement of work covered by this agreement, reimbursement shall be limited to costs covered by a modification of this agreement or a written change or extra work order approved by the DEPARTMENT.

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Attachment: bocminutes_080618 (2139 : BOC Minutes - August 6, 2018)

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12. Periodic progress billings of incurred costs may be made by COMPANY to the DEPARTMENT not to exceed monthly intervals; however, total progress billing payments shall not exceed 95% of the approved non-betterment estimate. Progress billing forms may be obtained from the Area Utility Agent.

13. One final and detailed complete billing of all cost shall be made by COMPANY to the DEPARTMENT at the earliest practicable date after completion of work and in any event within six months after completion of work. The statement of final billing shall follow as closely as possible the order of the items in the estimate portion of this agreement.

14. That the DEPARTMENT shall have the right to inspect all books, records, accounts and other documents of the COMPANY pertaining to the work performed by it under this agreement at any time after work begins and for a period of 3 years from the date final payment has been received by the COMPANY.

15. That the COMPANY obligates itself to erect, service and maintain the facilities to be retained and installed over and along the highway within the DEPARTMENT right of way limits in accordance with the mandate of the Statute and such other laws, rules, and regulations as have been or may be validly enacted or adopted, now or hereafter.

16. That if, in the future, it becomes necessary due to highway construction or improvement to adjust or relocate utilities covered in this agreement being relocated at DEPARTMENT expense that are crossing or otherwise occupying highway right of way, the non-betterment cost of same will be that of the DEPARTMENT.

17. That if, at any time, the DEPARTMENT shall require the relocation of or changes in the location of the encroaching facilities covered in this agreement being relocated at COMPANY expense, the COMPANY binds itself, its successors and assigns, to promptly relocate or alter the facilities, in order to conform to the said requirements, without any cost to the DEPARTMENT.

18. That the COMPANY agrees to relinquish their rights in that portion of right of way vacated by their existing facilities now absorbed within DEPARTMENT right of way.

19. Proper temporary and permanent measures shall be used to control erosion and sedimentation in accordance with all local, State and Federal regulations.

20. The COMPANY agrees to comply with the environmental rules and regulations of the State of North Carolina. Violation to the NC Sedimentation Pollution Control Act, Clean Water Act, NC Coastal Management Act, or other environmental commitment outlined in the project permits may result in work stoppage, penalties and/or construction delays.

21. The COMPANY agrees to comply with Buy America. United States Codes (USC) 313 and Code of Federal Regulations 23 CFR 635.410: Requires the use of domestic steel and iron in all federally funded construction projects.

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Attachment: bocminutes_080618 (2139 : BOC Minutes - August 6, 2018)

IN WITNESS WHEREOF, the parties hereby have affixed their names by their duly authorized officers the day and year first above written.

DEPARTMENT OF TRANSPORTATION

BY: _____

TITLE: Division Utility Coordinator

ATTEST OR WITNESS

Camden County
(NAME OF COMPANY)



BY: Karen M. Davis

BY: Tomah. i

TITLE: Clerk to the Board

TITLE: Vice Chair

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Form UT 16.8
Rev.06/29/18

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178 **Motion to approve the Consent Agenda as presented.**

179	RESULT:	PASSED [UNANIMOUS]
180	MOVER:	Garry Meiggs, Commissioner
181	AYES:	White, Krainiak, Munro, Meiggs
182	ABSENT:	Riggs

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Motion to adjourn South Camden Water & Sewer District Board of Directors meeting.

Attachment: bocminutes_080618 (2139 : BOC Minutes - August 6, 2018)

185 **RESULT:** PASSED [UNANIMOUS]
 186 **MOVER:** Garry Meiggs, Commissioner
 187 **AYES:** White, Krainiak, Munro, Meiggs
 188 **ABSENT:** Riggs

189
 190 With no further business for discussion for the South Camden Water & Sewer District, Vice
 191 Chairman White reconvened the meeting of the Board of Commissioners.
 192

193 **ITEM 5. NEW BUSINESS**

194
 195 A. Tax Report - Lisa Anderson presented the monthly tax report.
 196

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>
2017	159,791.18	4,793.10
2016	43,564.01	2,690.49
2015	19,506.62	1,225.23
2014	15,727.55	1,336.76
2013	11,237.46	5,177.01
2012	8,176.35	8,107.88
2011	5,227.02	6,581.46
2010	4,244.84	4,982.86
2009	3,978.27	4,664.47
2008	3,795.46	5,038.23

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Attachment: bocminutes_080618 (2139 : BOC Minutes - August 6, 2018)

TOTAL REAL PROPERTY TAX UNCOLLECTED	259,521.21
TOTAL PERSONAL PROPERTY UNCOLLECTED	39,614.63
TEN YEAR PERCENTAGE COLLECTION RATE	99.54%
COLLECTION FOR 2018 vs. 2017	14,253.86 vs. 45,683.88

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2017	97.66%
2016	99.31%
2015	99.69%

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EFFORTS AT COLLECTION IN THE LAST 30 DAYS

**ENDING June 2018
BY TAX ADMINISTRATOR**

- 37 NUMBER DELINQUENCY NOTICES SENT
- 7 FOLLOWUP REQUESTS FOR PAYMENT SENT
- 3 NUMBER OF WAGE GARNISHMENTS ISSUED
- 7 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
- 23 NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR COLLECTION (I.D. AND STATUS)
- 1 REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS
- 0 NUMBER OF JUDGMENTS FILED

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Attachment: bocminutes_080618 (2139 : BOC Minutes - August 6, 2018)

211 Thirty Largest Unpaid – Real

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	02-8934-01-17-4778.0000	11,330.23	1	LARRY G. LAMB SR	CAMDEN	152 158 US W
R	01-7989-00-01-1714.0000	8,748.30	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8934-01-18-6001.0000	5,706.01	1	LINDA SUE LAMB HINTON	CAMDEN	150 158 US W
R	02-8937-00-50-8036.0000	4,945.29	10	SEAMARK INC.	SHILOH	HOLLY RD
R	01-7989-04-51-8805.0000	4,279.48	1	CLEVELAND WALSTON LE	CAMDEN	187 HERMAN ARNOLD RD
R	01-7998-01-08-6797.0000	3,740.89	1	VARAH PROPERTY MANAGEMENT LLC	SOUTH MILLS	202 MAIN ST
R	03-8961-00-68-3593.0000	3,624.69	2	EDWARD E. HARRIS JR	SOUTH MILLS	1295 343 HWY N
R	02-8935-04-63-0820.0000	3,522.65	1	SECRETARY OF VETERANS AFFAIRS	SHILOH	169 RAYMONS CREEK RD
R	03-8972-00-54-4332.0000	3,012.56	1	BELCROSS PROPERTIES, LLC	CAMDEN	197 158 US E
R	01-7997-00-75-4295.0000	2,893.98	1	GILBERT WAYNE OVERTON &	SHILOH	1330 343 HWY S
R	01-7090-00-64-6040.0000	2,893.98	1	JACKIE E BAILEY	SOUTH MILLS	100 ROBIN CT W
R	02-8923-00-19-3774.0010	2,823.66	6	LINTON RIDDICK	SOUTH MILLS	129 LILLY RD
R	02-8935-02-66-7093.0000	2,805.26	1	WILLIAM CONOVER	CAMDEN	431 158 US W
R	03-8962-00-05-0472.0000	2,730.38	1	B. F. ETHERIDGE HEIRS	SHILOH	172 NECK RD
R	03-8999-00-16-2571.2425	2,673.28	1	FRANK MCMILLIAN HEIRS	SHILOH	141 EDGEWATER DR
R	02-8934-01-18-8282.0000	2,582.04	1	SPRING LOTUS LLC	CAMDEN	144 158 US W
R	02-8945-00-41-2060.0000	2,485.99	1	BRIDGET CARTWRIGHT JOHNSON	CAMDEN	168 BUSHELL RD
R	03-8971-00-54-7373.0000	2,422.25	1	LASALLE ETHERIDGE SR. HEIRS	SHILOH	125 ONE MILL RD
R	01-7080-00-53-1141.0000	2,405.66	1	EDWARD A ROSA SR	SOUTH MILLS	188 KEETER BARN RD
R	02-8934-01-29-4617.0000	2,265.20	1	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W
R	01-7988-00-31-0179.0001	2,126.56	10	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	03-8943-04-93-8214.0000	2,116.86	10	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	02-8934-01-29-4776.5853	2,084.96	10	AUDREY TILLET	CAMDEN	110 158 US W
R	01-7080-00-19-4673.0000	2,082.05	1	C. RUSSELL HASTINGS JR.	CAMDEN	144 CULPEPPER RD
R	01-7080-00-62-1977.0000	2,062.78	8	LEONARD UMBERGER	SOUTH MILLS	117 OTTERS PL
R	01-7999-00-68-4680.0000	1,968.82	2	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	379 OLD SWAMP RD
R	03-8952-00-95-8737.0000	1,955.58	1	BERTHA MARLENE GARRETT	SHILOH	173 NECK RD
R	03-8965-00-44-7928.0000	1,938.02	2	AUDREY TILLET	SHILOH	404 SANDY HOOK RD
R	02-8935-01-08-8786.0000	1,888.98	1	WHALON & KATHLEEN MCCULLEN	SHILOH	253 SLEEPY HOLLOW RD
				LINWOOD GREGORY	CAMDEN	

212 Thirty Oldest Unpaid – Real

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	8,748.30	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8899-00-45-2682.0000	4,945.29	10	SEAMARK INC.	SHILOH	HOLLY RD
R	01-7988-00-91-0179.0001	2,126.56	10	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	03-8943-04-93-8214.0000	2,116.86	10	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	03-8952-00-95-8737.0000	1,955.58	10	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7999-00-32-3510.0000	1,797.88	10	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7989-00-12-8596.0000	1,733.11	10	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7989-04-60-1568.0000	1,056.42	10	EMMA BRITE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	01-7989-04-60-1954.0000	1,030.78	10	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	03-8962-00-50-0273.0000	883.88	10	DAISEY WILLIAMS BURNHAM	SHILOH	RAYMONS CREEK RD
R	01-7090-00-60-5052.0000	757.21	10	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	02-8955-00-13-7846.0000	592.68	10	MARIE MERCER	CAMDEN	IVY NECK RD
R	02-8936-00-24-7426.0000	576.45	10	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	03-8980-00-61-1968.0000	244.56	10	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	01-7090-00-95-5262.0000	202.56	10	JOHN F. SAWYER HEIRS	SOUTH MILLS	OLD SWAMP RD
R	03-8899-00-45-1097.0000	157.01	10	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	03-8899-00-37-0046.0000	141.58	10	ELIZABETH LONG	SHILOH	HIBISCUS
R	03-8899-00-17-2462.0000	141.58	10	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD
R	01-7080-00-62-1977.0000	2,062.78	9	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	03-8980-00-84-0931.0000	550.77	8	DAVID B. KIRBY	SHILOH	499 SAILBOAT RD
R	01-7998-01-08-6797.0000	187.90	7	CARL FEUSCHER	SHILOH	218 BROAD CREEK RD
R	03-8962-00-04-9097.0000	3,740.89	7	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	03-8990-00-64-8379.0000	1,856.31	7	CECIL BARNARD HEIRS	SHILOH	NECK RD
R	02-8935-01-07-0916.0000	792.39	7	CHRISTOPHER FROST-JOHNSON	SHILOH	LITTLE CREEK RD
R	02-8935-01-07-0916.0000	574.95	7	ROSETTA MERCER INGRAM	CAMDEN	227 SLEEPY HOLLOW RD
R	03-8962-00-60-7648.0000	512.66	7	MARY SNOWDEN	SHILOH	WICKHAM RD
R	01-7989-04-90-0938.0000	453.61	7	DORIS EASON	SOUTH MILLS	1352 343 HWY N
R	02-8954-00-97-4350.0000	281.11	7	FRANK WRIGHT ETAL	SHILOH	WICKHAM RD
R	02-8923-00-19-3774.0010	280.89	7	GEORGE SHAW	CAMDEN	TROTMAN RD
		2,823.66	6	WILLIAM CONOVER	CAMDEN	431 158 US W

216 Thirty Largest Unpaid – Personal

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001709	2,003.83	9	JOHN MATTHEW CARTER	CAMDEN	
P	0001538	866.88	10	JEFFREY EDWIN DAVIS	HERTFORD	158 HWY
P	0001046	764.04	10	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	748.98	7	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001476	706.41	1	MIKE TAYLOR	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001072	648.76	9	PAM BUNDY	SHILOH	105 AARON DR
P	0002194	516.98	3	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
P	0001827	483.28	6	KAREN BUNDY	CAMDEN	431 158 US W
P	0000295	412.03	1	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0001230	411.11	6	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001681	312.08	6	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001694	288.99	6	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001693	261.90	9	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001106	253.06	10	JAMI ELIZABETH VANHORN	SOUTH MILLS	617 MAIN ST
P	0001094	242.20	1	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0001952	238.91	6	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0001638	210.76	1	ERIC JASON WOODARD	SOUTH MILLS	612 MAIN
P	0000466	205.60	1	LAMES OF CAMDEN	SOUTH MILLS	152 HWY 158 W
P	0000905	204.42	3	KEVIN & STACY ANDERSON	CAMDEN	111 AARON DR
P	0000846	200.37	2	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0002442	189.57	1	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0001546	182.53	1	GEORGE ROWLAND	CAMDEN	431 158 US W
P	0000297	177.05	9	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0001673	170.36	6	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0002886	159.99	10	GEORGE LINWOOD POWELL	CAMDEN	177 SANDHILLS RD
P	0000248	157.47	1	ROBERT H. OWENS	CAMDEN	A STREET
P	0001250	152.90	1	MICHELE LEE TAYLOR-DUKE	SOUTH MILLS	108 BINGHAM RD
P	0000543	145.98	1	TRACE I OF CAMDEN	CAMDEN	143 158 US W
P	0000945	140.55	7	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0001722			JANET LEBRY	SOUTH MILLS	LINTON ROAD

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Attachment: bocminutes_080618 (2139 : BOC Minutes - August 6, 2018)

219 **Thirty Oldest Unpaid – Personal**
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Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001538	10	866.88	JEFFREY EDWIN DAVIS	HERTFORD	MIC MAC TRAIL
P	0001046	10	764.04	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	10	748.98	LESLIE ETHERIDGE JR	CAMDEN	
P	0001072	10	648.75	FAM BUNDY	SHILOH	105 AARON DR
P	0001106	10	253.06	JAMI ELIZABETH VANHORN	SOUTH MILLS	617 MAIN ST
P	0000248	10	159.99	ROBERT H. OWENS	CAMDEN	A STREET
P	0001540	10	120.95	DAVID LUKE	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001693	9	2,003.83	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0001673	9	261.90	ALLLANCE NISSAN	CAMDEN	158 HWY W
P	0000316	9	177.05	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0001827	8	115.56	JAMES P. JONES	CAMDEN	142 SANDHILLS RD
P	0001722	7	483.28	KAREN BUNDY	CAMDEN	431 158 US W
P	0001539	7	140.55	JANET LEARY	SOUTH MILLS	LINTON ROAD
P	0001230	7	123.29	CAREY FARMS, INCORPORATED	SOUTH MILLS	202 SHARON CHURCH
P	0001681	6	411.11	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001694	6	312.08	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001952	6	288.99	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0002886	6	238.91	SANDY BOTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0001740	6	170.36	GEORGE LINWOOD POWELL	CAMDEN	177 SANDHILLS RD
P	0002194	6	109.23	JASON & KEVIN WORDEN	SOUTH MILLS	STILES LANE
P	0001638	5	516.98	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
P	0000905	3	210.76	ERIC JASON WOODARD	SOUTH MILLS	612 MAIN LOT 12
P	0001250	3	204.42	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
P	0000945	3	157.47	MICHELE LEE TAYLOR-DUKE	SOUTH MILLS	108 BINGHAM RD
P	0001476	3	145.98	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0000295	2	706.41	MIKE TAYLOR	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0000466	2	412.03	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000846	2	205.60	LAMBS OF CAMDEN	CAMDEN	152 HWY 158 W
P	0000385	2	201.12	TOAN TRINH	SHILOH	229 SAILBOAT RD
P		2	121.17	MARK SANDERS OVERMAN	SHAWBORO	116 GARRINGTON ISLAND

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Motion to approve the tax report as presented.

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

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B. Grant Application: Rural Ready Sites – Resolution 2018-08-01

232 As previously reported in May 2018, County staff made a pre-application to NC Department of
 233 Commerce to show interest in being a candidate for the Rural Ready Sites Grant funding. Staff
 234 has been notified that Camden County has been approved for funding. The funding amount has
 235 been approved at \$1.6 million with a 25% (\$400K) local match requirement. This grant will
 236 assist with upgrades to the Camden Commerce Park Site to include road and water/wastewater
 237 improvements. We expect that a majority of the match would be met by the Lagoon Liner
 238 upgrades with any additional required match being met through planned public-private
 239 partnerships such as the upgrade to Opportunity Drive. Staff is currently solidifying cost
 240 estimates to include in the final application. After the full application has been completed, staff
 241 will submit to the board the final application as submitted to the Department of Commerce with
 242 any required budget amendments.

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Attachment: bocminutes_080618 (2139 : BOC Minutes - August 6, 2018)



CAMDEN COUNTY

RESOLUTION 2018-08-01
TO APPLY RURAL READY SITES GRANT

BE IT RESOLVED, that a grant from the NC Department of Commerce through the County of Camden be made to assist the Camden Commerce Park project.

BE IT FURTHER RESOLVED, that Camden County will administer this grant in accordance with the rules and regulations of the NC Department of Commerce.

BE IT FURTHER RESOLVED, that the County will administer this grant through the County Finance Office.

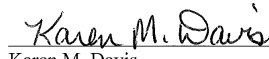
BE IT FURTHER RESOLVED, that the grant will be monitored quarterly to assure compliance with this proposal and the NC Department of Commerce regulations.

BE IT FURTHER RESOLVED, that the amount of the grant application will be \$1,600,000 and requires a twenty-five percent match.

ADOPTED this 6th day of August, 2018.


Tom White, Acting Chairman
Camden County Board of Commissioners

ATTEST:


Karen M. Davis
Clerk to the Board of Commissioners



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Motion to adopt Resolution 2018-08-01 to Apply for the Rural Ready Sites Grant.

253	RESULT:	PASSED [UNANIMOUS]
254	MOVER:	Garry Meiggs, Commissioner
255	AYES:	White, Krainiak, Munro, Meiggs
256	ABSENT:	Riggs

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ITEM 6. BOARD APPOINTMENTS

1. Library Board of Trustees – Nona Smith
2. Library Board of Trustees – Mary Leigh Barrett (reappointment)
3. ABC Board – Glenn Carey

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Motion to approve the appointments of Nona Smith, Mary Leigh Barrett and Glenn Carey to the respective boards as presented.

Attachment: bocminutes_080618 (2139 : BOC Minutes - August 6, 2018)

266 **RESULT:** PASSED [UNANIMOUS]
 267 **MOVER:** Randy Krainiak, Commissioner
 268 **AYES:** White, Krainiak, Munro, Meiggs
 269 **ABSENT:** Riggs

270
 271 **ITEM 7. CONSENT AGENDA**

- 273 A. BOC Minutes – June 4, 2018 (corrected)
- 274 B. BOC Minutes – July 9, 2018
- 275 C. BOC/SMWA Minutes – July 11, 2018
- 276 D. FY 18-19 Budget Amendments

2018-19-BA003
 CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2019.

Section 1. To amend the General, Social Services & South Camden Water & Sewer Fund as follows:


ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
0030-439900	Fund Balance Appropriated	\$3,363	
Expenses			
104800-502000	Salaries	\$ 282	
104800-505000	FICA	\$ 22	
104800-532000	Supplies		\$ 304
105000-502000	Salaries	\$ 756	
105000-503000	Part Time Salaries	\$3,653	
105000-505000	FICA	\$ 336	
105000-515000	Building-Maintenance		\$4,745
106210-503000	Part Time Salaries	\$1,147	
106210-505000	FICA	\$ 88	
106600-545000	Contracted Services		\$1,235
307100-502000	Salaries	\$1,213	
307100-505000	FICA	\$ 93	
307200-502000	Salaries	\$1,751	
307200-505000	FICA	\$ 134	
307500-502000	Salaries	\$ 160	
307500-505000	FICA	\$ 12	
526100-502000	Salaries	\$ 116	
526100-505000	FICA	\$ 9	
526100-532000	Supplies		\$ 125

This Budget Amendment is made to appropriate funds for correction to budgeted Salaries; Longevities, Certifications, Performance changes, Part Time Hours.

This will result in no change to the Contingency of the General Fund.
 Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 6th day of August, 2018.

Karen M. Davis _____ *Tom White* _____
 Clerk to Board of Commissioners *Vici* Chairman, Board of Commissioners



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Attachment: bocminutes_080618 (2139 : BOC Minutes - August 6, 2018)

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F. Pickups, Releases & Refunds

NAME	REASON	NO.
Nelson Davila	Pick-up - Code Enforcement - grass \$550.00	Pick-up/20758 R-102139-17
Troy Edward Williams	Pick-up - Code Enforcement - grass \$175.00	Pick-up/20724 R-103860-17
Emily Forbes Crain	Pick-up - Code Enforcement - grass \$175.00	Pick-up/20825 R-104400-17
Gilbert Wayne and Geraldine Overton	Pick-up - Code Enforcement - grass \$125.00	Pick-up/20726 R-107725-17
Gilbert Wayne and Geraldine Overton	Pick-up - Code Enforcement - grass \$125.00	Pick-up/20727 R-107724-17
Abode of Camden, Inc.	Pick-up - Code Enforcement - grass \$150.00	Pick-up/20728 R-106320-17
Kiera Elise Clark	Refund - Turned In plates \$101.48	Pick-20860 39329075
William Kai Coffey	Refund - Military Exempt \$269.56	Pick-20862 41772789
Rosa Alice Ferebee Heirs	Pick-up - Roll Back taxes \$4,004.65	Pick-up/20865 R-90235-15 R-97389-16 R-104615-17

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G. Vehicle Refunds Over \$100

REFUNDS OVER \$100.00

North Carolina Vehicle Tax System																		
NCVTS Pending Refund report																		
REFUNDS OVER \$100.00 JUNE, 18																		
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 Classification	Levy	Change	Interest	Total Change
POWELL, EDWARD LEE	POWELL, EDWARD LEE		208 SMITH DR	CAMDEN, NC 27921	Proration	0042006597	PF15582	AUTHORIZED	88632468	Refund Generated due to proration on bill #0042006597-2017-2017-0000-00	Tag Surrender	06/16/2018	6/21/2019 9:22:12 AM	1643	Tax	(\$144.16)	\$0.00	(\$144.16)
WORD, CLAUD ANTHONY JR	WORD, CLAUD ANTHONY JR	WORD, IZELL YVONNE	2222 HUMPHREYS DR	SUFFOLK, VA 23435	Proration	0040172129	FB22921	AUTHORIZED	88742324	Refund Generated due to proration on bill #0040172129-2017-2017-0000-00	Tag Surrender	06/16/2018	6/19/2018 9:17:12 AM	1643	Tax	(\$120.49)	\$0.00	(\$120.49)

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Submitted by Lisa S. Anderson Date 7-9-18
Lisa S. Anderson, Tax Administrator Camden County

Approved by Tom White Date 8-8-18
Clayton D. Riggs, Chairman Camden County Board of Commissioners

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Attachment: bocminutes_080618 (2139 : BOC Minutes - August 6, 2018)

296 H. DMV Monthly Report

STATE OF NORTH CAROLINA
COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County September Renewals Due 10/15/18

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
17,256.24	23,228.51	13,055.82	53,540.57

Witness my hand and official seal this 8th day of August 2018

Viv Tomphetti
Chairman, Camden County Board of Commissioners

Attest:

Karen M. Davis
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

- 297
- 298
- 299 I. DOT Repair Agreement – [see SCWSD August 6, 2018 minutes]
- 300
- 301 J. Home & Community Care Block Grant for Older Adults
- 302
- 303 K. HMGP Acquisition
- 304

Attachment: bocminutes_080618 (2139 : BOC Minutes - August 6, 2018)

BOARD OF COMMISSIONERS

CLAYTON D. RIGGS
Chairman

TOM WHITE
Vice Chairman

GARRY W. MEIGGS
RANDY KRAINIAK
ROSS MUNRO



KEN BOWMAN
County Manager

KAREN DAVIS
Clerk to the Board

JOHN S. MORRISON
County Attorney

July 19, 2018

Reference: Project Grant Application for Elevation

Please accept this letter as a formal withdrawal request for the property located at 120 Stiles Road, South Mills, NC 27976 owned by Donna Stiles from the Elevation Hazard Mitigation Grant Program. We have been advised that this property is not eligible for elevation due to it being located in the floodway. We will be resubmitting an application for this to be an Acquisition Project Grant.

Thank you for your assistance in this mitigation project.

Sincerely,

Christy C. Saunders
Christy C. Saunders, Coordinator
Pasquotank-Camden Emergency Management Agency
Authorized Representative Applicant Agent

P. O. Box 190 • 117 North 343 • Camden, NC, 27921 • Phone (252) 338-1919 • Fax (252) 333-1603
www.camdencountync.gov

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L. Set Public Hearing – Ordinance 2018-07-02; Rezoning Application (UDO 2018-06-19)

Motion to approve the Consent Agenda as presented.

311 **RESULT:** PASSED [UNANIMOUS]
312 **MOVER:** Ross Munro, Commissioner
313 **AYES:** White, Krainiak, Munro, Meiggs
314 **ABSENT:** Riggs

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ITEM 8. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

318 The following items were provided to the commissioners for information purposes:
319

- 320 A. FY 17-18 Year to Date Finance Report
- 321 B. FY 18-19 Year to Date Finance Report

Attachment: bocminutes_080618 (2139 : BOC Minutes - August 6, 2018)

- 322 C. Albemarle Commission Senior Nutrition Contract
 323 D. Letter of Appreciation from E.C./Pasquotank Parks & Recreation
 324

325 **ITEM 9. COUNTY MANAGER'S REPORT**
 326

327 County Manager Ken Bowman included the following in his report:
 328

- 329 • Repeaters have been installed at Grandy Primary School, Camden Intermediate School
 330 and Camden Middle School. They have been tested by the Sheriff's Office and are
 331 working properly.
- 332 • Milltown Boat Ramp Repair – Request for Engineering Design Services ads will run in
 333 the local paper on August 5th, 8th and 10th.
- 334 • Old Swamp Road Project – segment from .15 miles south of Lily Road to .25 miles north
 335 of Lily Road was moved up in the State Transportation Improvement Program from 2021
 336 to 2019.
- 337 • Mr. Bowman meet with the South Mills Water Association on Wednesday, August 8th to
 338 discuss the water use agreement and an updated timeline for the Camden Plantation
 339 Project.
- 340 • Mr. Bowman to meet with the Army Corps of Engineers on Thursday, August 9th to
 341 discuss and develop a plan to move forward with the Camden Plantation Project.
- 342 • Routine Care reminders to prevent drainage issues in ditches and culverts.
- 343 • Success Academy for 3's and 4's (Former NCDC Building) – The county is working with
 344 Ms. Angela Charlton to prepare the facility for use.
- 345 • Firehouse Subs Grant Presentation – August 9, 2018, 2:00 PM. Camden County Sheriff's
 346 Office has been awarded a grant in the amount of \$19,626 to purchase 15 AEDs and
 347 accessories.
- 348 • Parking signage for Commuter Lot will be in place soon.
- 349 • Camden County Schools has been awarded a grant in the amount of \$33,333 to fund a
 350 School Resource Officer position.
- 351 • Travel for August – Commissioner Meiggs and Mr. Bowman to attend NCACC
 352 Conference in Hickory, NC. Clerk to the Board Karen Davis to attend Clerk Certification
 353 class in Chapel Hill, NC.
 354

355 **ITEM 10. COMMISSIONERS' REPORTS**
 356

- 357 • Camden County was well-represented at Coast Guard Day with Vice Chairman White,
 358 Commissioner Krainiak and county tourism staff in attendance.
 359

360 **ADJOURN**
 361

362 **Motion to adjourn the meeting of the Board of Commissioners.**
 363

364 **RESULT:** PASSED [UNANIMOUS]
365 **MOVER:** Garry Meiggs, Commissioner
366 **AYES:** White, Krainiak, Munro, Meiggs
367 **ABSENT:** Riggs

368
369 There being no further matters for discussion Vice Chairman White adjourned the meeting at
370 7:53 PM.



CAMDENCOUNTY

new energy. new vision.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.10
Meeting Date: September 10, 2018

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

Item Title **FY 18-19 Budget Amendments**

Attachments: 18-19-BA006 FT Inspections Position (DOC)
 18-19-BA007 NCDC Repairs, mosquito (DOC)
 18-19-BA008 Milltown Ramp Pier (DOC)

Summary: BUA 006 Building Inspections Position
 BUA 007 NCDC Repairs & Mosquito Control
 BUA 008 Milltown Boat Ramp & Pier

Recommendation: **Approve**

2018-19-BA006
CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2019.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
10399400-439900	Fund Balance Appropriated	\$31,493	
Expenses			
104930-503000	Part Time Salaries		\$30,000
104930-502000	Full Time Salaries	\$45,000	
104930-505000	FICA	\$ 3,443	
104930-506000	Health Insurance	\$ 7,197	
104930-506200	Employer Paid Life	\$ 115	
104930-507000	Retirement	\$ 3,488	
104930-507100	401(K)	\$ 2,250	

This Budget Amendment is made to appropriate funds for changing part time Building Inspection position to a full time position.

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 10th day of September, 2018.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

Attachment: 18-19-BA006 FT Inspections Position (2153 : FY 18-19 Budget Amendments)

2018-19-BA007
CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2019.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
10399400-439900	Fund Balance Appropriated	\$33,248	
Expenses			
105000-515005	Maintenance-Leased Properties	\$30,000	
105900-591100	Mosquito Control	\$ 2,168	
105900-502000	Part Time Salaries	\$ 1,000	
105900-505000	FICA	\$ 80	

This Budget Amendment is made to appropriate funds for repairs/maintenance on former NCDC Property & increase in Mosquito control.

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 10th day of September, 2018.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

2018-19-BA008
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, 2019.

Section 1. To amend the Community Park Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
65360635-434891	NC Wildlife Funding	\$20,000	
Expenses			
656135-545000	Contracted Services	\$20,000	

This Budget Amendment is made to appropriate funds to procure engineering services for Milltown Boat Ramp & Pier.

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 10th day of September, 2018.

 Clerk to Board of Commissioners

 Chairman, Board of Commissioners



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.11
Meeting Date: September 10, 2018

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

Item Title **Tax Collection Report**

Attachments: Tax Collection Report - July 2018 (PDF)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.12
Meeting Date: September 10, 2018
Submitted By: Lisa Anderson, Tax Administrator
Taxes
Prepared by: Karen Davis
Item Title **Pickups, Releases & Refunds**
Attachments: Pickups, Releases, Refunds (PDF)

NAME	REASON	NO.
Christine Daley	Adjustment - tax rate incorret \$829.27	Pick-up/20918 R-115885-18
Richard Wayne Gardner	Adjustment - tax rate incorret \$1,208.76	Pick-up/20919 R-115889-18
The Ladicon Corporation	Adjustment - tax rate incorret \$847.67	Pick-up/20920 R-115898-18
Howard K. Houtz, Jr.	Adjustment - tax rate incorret 915.32	Pick-up/20921 R-115895-18
Deborah Cox Wood Irrevocable Trust	Adjustment - tax rate incorret \$849.17	Pick-up/20922 R-115886-18
Quo-Anh Thai, M.D.	Adjustment - tax rate incorret \$816.01	Pick-up/20923 R-115938-18
James C. Lewis	Adjustment - tax rate incorret \$1,126.54	Pick-up/20924 R-115901-18
Harrell Family Irrevocable Trust	Adjustment - tax rate incorret 1,135.10	Pick-up/20925 R-115891-18
John H. & Pauline L. Berard	Adjustment - tax rate incorret \$1,152.98	Pick-up/20926 R-115875-18
Louise Clate Aydlett	Adjustment - tax rate incorret \$870.15	Pick-up/20927 R-115873-18
Calvin Arnold	Adjustment - tax rate incorret \$1,171.23	Pick-up/20928 R-115872-18
Jollish Clifton	Adjustment - tax rate incorret \$1,126.54	Pick-up/20929 R-115880-18
William Conover	Adjustment - tax rate incorret \$150.65	Pick-up/20930 R-115882-18
William Conover	Adjustment - tax rate incorret \$150.65	Pick-up/20931 R-115884-18
Larry Hobbs	Adjustment - tax rate incorret \$838.01	Pick-up/20932 R-115893-18
Joseph Mixon	Adjustment - tax rate incorret \$150.65	Pick-up/20933 R-115908-18
Scott J. Leonard	Adjustment - tax rate incorret \$150.65	Pick-up/20934 R-115900-18
Elizabeth Mae Shaw	Adjustment - tax rate incorret \$150.65	Pick-up/20935 R-115936-18

Attachment: Pickups, Releases, Refunds (2155 : Pickups, Releases & Refunds)

Jonathan McBeth	Adjustment - tax rate incorret \$150.65	Pick-up/20936 R-115903-18
Berwin Holdings, LLC	Adjustment - tax rate incorret \$150.65	Pick-up/20937 R-115876-18
NMJ Properties	Adjustment - tax rate incorret \$150.65	Pick-up/20938 R-115913-18
Donald Joseph Riley, Jr.	Adjustment - tax rate incorret \$150.65	Pick-up/20939 R-115933-18
NMJ Properties	Adjustment - tax rate incorret \$150.65	Pick-up/20940 R-115912-18
NMJ Properties	Adjustment - tax rate incorret \$150.65	Pick-up/20941 R-115911-18
NMJ Properties	Adjustment - tax rate incorret \$150.65	Pick-up/20942 R-115910-18
NMJ Properties	Adjustment - tax rate incorret \$1,471.00	Pick-up/20943 R-115909-18
John Chin	Adjustment - tax rate incorret \$3,795.19	Pick-up/20944 R-115879-18
Gerald M. McGee	Adjustment - tax rate incorret \$1,172.35	Pick-up/20945 R-115903-18
Jollish Clifton	Adjustment - tax rate incorret \$994.19	Pick-up/20946 R-115881-18
James Kennedy	Adjustment - tax rate incorret \$994.19	Pick-up/20947 R-115896-15
William Ellsworth Barclift	Adjustment - tax rate incorret \$994.19	Pick-up/20948 R-115874-18
William Henry Weatherly	Adjustment - tax rate incorret \$1,009.87	Pick-up/20949 R-115941-18
Lydia Gardner	Adjustment - tax rate incorret \$994.19	Pick-up/20950 R-115888-18
Peter C. thorell	Adjustment - tax rate incorret \$994.19	Pick-up/20951 R-115939-18
Haywood B. Houtz	Adjustment - tax rate incorret \$984.33	Pick-up/20952 R-115894-18
L. W. Whitehurst	Adjustment - tax rate incorret \$699.44	Pick-up/20953 R-115942-18
Calvin Lee & Marion Gutman	Adjustment - tax rate incorret \$3,376.19	Pick-up/20954 R-

James Joseph Kennedy	Adjustment - tax rate incorret \$1,172.35	Pick-up/20955 R-115897-18
NMJ Properties	Adjustment - tax rate incorret \$131.00	Pick-up/20956 R-115918-18
NMJ Properties	Adjustment - tax rate incorret \$131.00	Pick-up/20957 R-115917-18
NMJ Properties	Adjustment - tax rate incorret \$131.00	Pick-up/20958 R-115916-18
NMJ Properties	Adjustment - tax rate incorret 131.00	Pick-up/20959 R115915-18
NMJ Properties	Adjustment - tax rate incorret \$124.45	Pick-up/20960 R-115914-18
Matthew D. McNamara	Adjustment - tax rate incorret 124.45	Pick-up/20961 R-1115907-18
William Conover	Adjustment - tax rate incorret \$150.65	Pick-up/20962 R-115883-18
R.O. Givens Signs	Adjustment - tax rate incorret \$155.51	Pick-up/20964 R-115931-18
Berwyn Holdings, LLC	Adjustment - tax rate incorret \$150.65	Pick-up/20966 R-115877-18
NMJ Properties	Adjustment - tax rate incorret \$150.65	Pick-up/20967 R-115927-18
Laid Back 401 K Plan	Adjustment - tax rate incorret \$150.65	Pick-up/20968 R-115899-18
NMJ Properties	Adjustment - tax rate incorret \$150.65	Pick-up/20969 R-115926-18
NMJ Properties	Adjustment - tax rate incorret \$150.65	Pick-up/20970 R-115925-18
Robert & Linda Stone	Adjustment - tax rate incorret 150.65	Pick-up/20971 R-115937-18
NMJ Properties	Adjustment - tax rate incorret \$209.60	Pick-up/20972 R-115924-18
NMJ Properties	Adjustment - tax rate incorret \$209.60	Pick-up/20973 R-115923-18
NMJ Properties	Adjustment - tax rate incorret \$209.60	Pick-up/20974 R-115922-18

Attachment: Pickups, Releases, Refunds (2155 : Pickups, Releases & Refunds)

NMJ Properties	Adjustment - tax rate incorret \$209.60	Pick-up/20975 R-115921-18
NMJ Properties	Adjustment - tax rate incorret \$209.60	Pick-up/20976 R-115920-18
NMJ Properties	Adjustment - tax rate incorret \$209.60	Pick-up/20977 R-115919-18
James E. Elliott, Jr.	Adjustment - tax rate incorret \$150.65	Pick-up/20978 R-115887-18
Douglas McFadden	Adjustment - tax rate incorret \$1,189.22	Pick-up/20979 R-115904-18
Sylvia Tilley	Adjustment - tax rate incorret \$1,135.10	Pick-up/20980 R-115940-18
Deborah J. Malenfant	Adjustment - tax rate incorret \$871.52	Pick-up/20982 R-115902-18
Gary L. Hobbs	Adjustment - tax rate incorret \$837.00	Pick-up/20983 R-115892-18
Hubert McGee, Jr.	Adjustment - tax rate incorret \$884.45	Pick-up/20984 R-115906-18
Shelby Mansfield	Pick-up - Billed/paid to wrong county \$132.48	Pick-up/20981 P-15084-17
Joseph P. O'Neill	Adjustment - tax rate incorret \$150.65	Pick-up/20986 R-115929-18
Douglas M. Chesson	Adjustment - tax rate incorret \$150.65	Pick-up/20987 R-115878-18
Seas Day LLC	Adjustment - tax rate incorret \$150.65	Pick-up/20988 R-115935-18
Seas Day LLC	Adjustment - tax rate incorret \$150.65	Pick-up/20989 R-115934-18
Ronal G. Pearman	Adjustment - tax rate incorret \$891.16	Pick-up/20990 R-115930-18

Attachment: Pickups, Releases, Refunds (2155 : Pickups, Releases & Refunds)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.13
Meeting Date: September 10, 2018
Submitted By: Terri Smith,
Taxes
Prepared by: Terri Smith

Item Title **DMV Monthly Report**

Attachments: 20180806101613811.pdf (PDF)
DMV Report - November Renewals (PDF)

Summary: DMV Monthly Report October Renewals Due 11/15/18; November Renewals due 12/15/18.

Recommendation: Review and Approve

8-1-18 Sent to Karen through Minute Trac.

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County October Renewals Due 11/15/18

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
15,826.94	19,179.22	11,846.67	46,852.83

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.

Rita S. Anderson

Tax Administrator of Camden County

Attachment: 20180806101613811.pdf (2131 : DMV Monthly Report)

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County November Renewals Due 12/15/18

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
21,038.79	20,341.16	9,826.45	51,206.40

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.



Tax Administrator of Camden County

Attachment: DMV Report - November Renewals (2131 : DMV Monthly Report)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.14
Meeting Date: September 10, 2018
Submitted By: Lisa Anderson, Tax Administrator
Taxes
Prepared by: Karen Davis

Item Title **Order for the Collection of 2018 Taxes**

Attachments: Order for the Collection of Taxes (PDF)

Summary:

Before delivering the tax receipts to the tax collector in any year, the board of county commissioners or municipal governing body shall adopt and enter in its minutes an order directing the tax collector to collect the taxes charged in the tax records and receipts.

Recommendation:

Review and approve the attached order.

NORTH CAROLINA
CAMDEN COUNTY

ORDER OF THE BOARD OF COMMISSIONERS
IN ACCORDANCE WITH G.S. 105-321
FOR THE COLLECTION OF
2018 TAXES

TO: THE TAX ADMINISTRATOR OF CAMDEN COUNTY

You are hereby authorized, empowered and commanded to collect the taxes set forth in the 2018 tax records filed in the office of the Camden County Tax Administrator, and in the tax receipts herewith delivered to you in the amounts and from the taxpayers likewise therein set forth. You are further authorized, empowered and commanded to collect the 2018 taxes charged and assessed as provided by law for adjustments, changes and additions to the tax records and tax receipts delivered to you which are made in accordance with law. Such taxes are hereby declared to be a first lien on all real property of the respective taxpayers in Camden County, and this order shall be a full and sufficient authority to direct, require and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

WITNESS my hand and official seal, this 10th day of September, 2018.

Chairman
Camden County Board of Commissioners

ATTEST:

Clerk
Camden County Board of Commissioners

Attachment: Order for the Collection of Taxes (2154 : Order for the Collection of 2018 Taxes)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.15
Meeting Date: September 10, 2018
Submitted By: Rodney Meads,
Sheriff
Prepared by: Karen Davis
Item Title **Surplus Property - Sheriff's Office**
Attachments: Surplus Property - Sheriff's Office (PDF)

Surplus Property Request

Requested by: Sheriff Rodney Meads *RAM*
 Sell Dispose

Department: Sheriff's Office (County Property)

Item: 2010 Dodge Charger

Disposal Method: GovDeals

Suggested Value: \$1,500.00

Reason for surplus: Please see notes

Manager Approval *AB*

Disposal Method:

Value:

Comments:

Board Approval

Approved/Denied:

Date:

Final Disposition Date:

Method:

Amount:

Purchased by:

Item Description
2010 Dodge Charger with 200,750 miles, starting to have large \$\$\$\$ repairs. Engine is knocking and will need to be replace or rebuilt.

History
Purchase in 2010 for \$ 20,026.00
Service and repairs to date \$ 19,729.90

Attachment: Surplus Property - Sheriff's Office (2159 : Surplus Property - Sheriff's Office)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.16

Meeting Date: September 10, 2018

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

Item Title **Resolution 2018-09-01 Protecting NC Farmers**

Attachments: Resolution 2018-09-01 (DOCX)

Summary:

The attached resolution was approved at the August 20, 2018 meeting of the Polk County Board of Commissioners. Chairman Johnson has asked for distribution to all other 99 Counties, requesting they pass similar resolutions in support of this issue.

Recommendation:

Adopt resolution.



RESOLUTION 2018-09-01
BY THE BOARD OF COMMISSIONERS OF CAMDEN COUNTY
TO PROTECT NORTH CAROLINA FARMERS

WHEREAS, agriculture is one of the most significant drivers of North Carolina's economy, creating tens of billions in economic activity, employing 17 percent of the state's workers and accounting for nearly 20 percent of the state's economy; and

WHEREAS, 26 lawsuits have been filed in North Carolina asserting nuisance allegations against Murphy-Brown, a subsidiary of Smithfield Foods; and

WHEREAS, while the lawsuits name Murphy-Brown as a defendant, most of the farms affected by the lawsuits are independently-owned family farms who, despite operating their farms in a law-abiding manner, stand to lose their livelihoods as a result of the litigation; and

WHEREAS, during the trial phase of a recent case, the jury was denied the ability to conduct a site visit to experience firsthand the conditions complained of and after verdicts were reached, a gag order was entered preventing farms and their neighbors from publicly discussing the conditions on their farms or the effects of the lawsuits on their farming communities; and

WHEREAS, the Camden County Board of Commissioners fear that if this verdict is not overturned, it will set a precedent with far-reaching ramifications devastating to North Carolina's agricultural economy, harmful to rural farming communities and will push hardworking family farmers into bankruptcy by stymying their ability to produce fruits and vegetables, raise livestock and seafood, and grow crops and grains.

NOW, THEREFORE BE IT RESOLVED that the Camden County Board of Commissioners does hereby support the Swine Farmers of Eastern North Carolina and believe that the agriculture industry is vital to the North Carolina economy and should be protected.

Adopted this 10th day of September, 2018.

Tom White, Acting Chairman
Camden County Board of Commissioners

ATTEST:

Karen M. Davis
Clerk to the Board



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.17
Meeting Date: September 10, 2018

Submitted By: Jasmine Wilson, Senior Center Director
Senior Center
Prepared by: Karen Davis

Item Title **Senior Center General Purpose Funding FY 2018-2019**

Attachments: Senior Center General Purpose Funding FY 2018-2019
(PDF)

Summary:

State appropriation for Senior Centers through the 2018 Session of the NC General Assembly - Senior Center General Purpose Funding; Fiscal Year 2018-2019 Application

Recommendation:

Review and approve.

STATE APPROPRIATION FOR SENIOR CENTERS THROUGH
THE 2018 SESSION OF THE
NC GENERAL ASSEMBLY

SENIOR CENTER GENERAL PURPOSE FUNDING

FY 2018-2019 APPLICATION PACKET

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

CAMDEN COUNTY SENIOR CENTER
P.O. BOX 190
CAMDEN, NC 27921

The Albemarle Commission Area Agency on Aging reserves the right to request additional information, references, to accept or reject any or all proposals to waive technicalities, to accept proposals in whole or in part, and to award a contract(s) which, in the opinion of the grantee, best serves the older adults.

SENIOR CENTER GENERAL PURPOSE FUNDING

Introduction and Instructions

The Albemarle Commission Area Agency on Aging is pleased to announce the availability of funds for use by senior centers to support and develop programming and general operations or to construct, renovate, or maintain senior center facilities. \$1,265,316 in general purpose funding was allocated for senior centers for the current fiscal year. This funding is allocated to the Area Agencies on Aging for distribution to the centers within the region which provide full time programs or will utilize the funding to develop full time programs. Across the state 172 senior centers or developing senior centers will be funded.

The Division of Aging and Adult Services has worked hard to enhance and expand the statewide certification process for senior centers with standards that encourage centers across the state to strive for levels of 'merit' or 'excellence'. An intent of the certification process has been to increase base funding for those who have successfully completed the process. This ensures that funding is being well spent on readily identifiable programs and services and provides an incentive for centers that make investments to meet certification requirements. Therefore, in order to provide an incentive to work toward certification, and to reward those who achieve it, the Division has decided to fund senior centers equally, based upon their certification status. Centers of Merit will receive two shares of the funding of non-certified centers and Centers of Excellence will receive three times the funding of non-certified centers. The objectives for this year are to:

- Allocate funding equally to every center, based upon certification status;
- Require documentation and accountability for the use of funding, and;
- Provide incentives for centers to improve themselves through certification.

Again, this year it has been decided to divide the annual appropriation into *shares* based on the total number of senior centers as determined by the Area Agencies on Aging plus extra shares for each senior center which

meets certification status. Uncertified, identified centers will receive one share.

For FY 2018-2019, total funding available to the counties in Region R will amount to \$57,026. Effective period: July 1, 2018-June 30, 2019.

Your center is eligible to receive:

FY 18-19	Senior Center General Purpose Funding	\$3,564
	Local Match (25%)	\$1,188
	TOTAL	\$4,752

It is the responsibility of the applicant to certify the availability of the local match. The funds require a 25% local match. The funds must be spent first before reimbursed and before June 30, 2019. Therefore, projected June expenditures must be reported with May services reported in June otherwise the unutilized portion of your allocation will revert to the state.

Application submissions should include:

- (1) A completed description of proposed activities (add additional pages as needed).
- (2) Certification of the availability of local match.
- (3) A budget for senior center general purpose activities.

APPLICATION FOR SENIOR CENTER GENERAL PURPOSE FUNDING

Applicant Information

Date: 22 Aug 18

Project Name: Camden County Senior Center

Name of Project Director: Jasmine S. Wilson

Telephone Number: 252-335-2569 FAX: 252-331-5621

E-Mail: jwhite@camdencountync.gov

Name and Address of Applicant: Jasmine S. Wilson, Camden Co Sr Ctr
P.O. Box 54, Camden, NC 27921

Type of Agency Applying: Private-Non-Profit _____
Public _____

Location of Project: Camden County
(county)

ASSURANCES

Camden Co Senior Center (hereinafter referred to as "Subgrantee") HEREBY AGREES THAT it will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; and (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps.

Signature and Title of Authorized Official
[e.g., Director, Board Chairman]

Date

Attachment: Senior Center General Purpose Funding FY 2018-2019 (2148 : Senior Center General Purpose Funding FY 2018-2019)

CERTIFICATION OF THE AVAILABILITY OF REQUIRED NON-FEDERAL MATCH FOR SENIOR CENTER GENERAL PURPOSE FUNDING

It is understood that the following required 25 percent non-federal match will be used to match Senior Center General Purpose funds in FY 18-19 and will not be used to match any other federal or state funds during the contract period.

The provider shall expend the award in keeping with the attached project description indicating how funding will be utilized. Funding will not be disbursed until this application is received and approved by the Area Agency on Aging. The contractor shall make a final report indicating how funding was utilized in a format provided by the Area Agency on Aging.

FY 18-19 Budget Request \$ 3,564 Example only: non certified center: \$3,564

Required 25% Match \$ 1,188 divided by .75=\$4,752 [Total projected budget]

Total FY 18-19 Projected Budget \$ 4,752 \$4,752 minus \$3,564= \$1,188 [local match]
(up to the amount of the grant)

Authorized Signature: Therese J. Wilson

Title: Senior Center Director

Date: 22 Aug 18

Attachment: Senior Center General Purpose Funding FY 2018-2019 (2148 : Senior Center General Purpose Funding FY 2018-2019)

SENIOR CENTER GENERAL PURPOSE PROJECT DESCRIPTION

- 1. Senior Center to receive funding: Camden County Senior Center
 - 2. Amount of funding: \$4,752
 - 3. Area served by Senior Center: Camden County
-

4. Describe how the funding will be spent:

Funding will be used for the Director's salary.

STATE APPROPRIATIONS FOR SENIOR CENTER BUDGET INFORMATION
STATE FISCAL YEAR 2018-19

Organization Name: Camden County Senior Center

Senior Center Name: Camden County Senior Center

Address: PO Box 54/117 N Hwy 343, Camden, NC 27921

Period Covered: July 1, 2018 - June 30, 2019 Date Prepared: _____

OBJECTS OF EXPENDITURE

AMOUNT

Salary and Fringe Benefits

\$ 4,752

Supplies/Other Operating Costs

\$ _____

Equipment

\$ _____

Capital Outlay (Real Estate, Construction, Renovation)

\$ _____

Other _____

\$ _____

TOTAL BUDGET (Including local match)
(Up to grant amount, only)

\$ 4,752

Each organization that receives, uses or expends any state funds shall use or expend the funds only for the purposes for which they were appropriated by the General Assembly or collected by the State. State funds include federal funds that flow through the state. If the contractor is a governmental entity, such entity is subject to the provisions of the requirements of OMB Circular A-133 and the NC Single Audit Implementations Act of 1987. If the Contractor is a non-governmental entity, such entity is subject to the provisions of G.S. 143-6.2. Additionally, any non-governmental entity except a for-profit corporation is subject to the provisions of OMB Circular A-133.

AUTHORIZED SIGNATURE: _____

TITLE: _____ DATE: _____

Attachment: Senior Center General Purpose Funding FY 2018-2019 (2148 : Senior Center General Purpose Funding FY 2018-2019)

**ASSURANCE OF COMPLIANCE WITH SECTION 504 OF
THE REHABILITATION ACT OF 1973**

Camden County Senior Center (hereinafter referred to as "Subgrantee") **HEREBY AGREES THAT** it will comply with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) and all requirements imposed by or pursuant to the Regulation of the Department of Health, Education, and Welfare (45 CFR 84) issued pursuant to that Section, to the end that, in accordance with Section 504 of that Act and the Regulation, no person in the United States shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Subgrantee receives Federal, financial assistance from the State of North Carolina, Department of Human Resources, Division of Aging and Adult Services, a recipient of Federal financial assistance from the Department (Grantor); and Hereby Gives Assurance that it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Subgrantee by the Grantor, this assurance shall obligate the Subgrantee, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision or similar services or benefits. If any personal property is so provided, this assurance shall obligate the Subgrantee for the period during which the Federal financial assistance is extended to it by the Grantor.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Subgrantee by the Grantor, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Subgrantee recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the grantor or the United States or both shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Subgrantee, its successors, transferees, and assignees, and the person or persons whose signature(s) appear below are authorized to sign this assurance on behalf of the Subgrantee.

Dated 22 Aug 18 Jasmine S. Wilson
(Applicant)

Applicant's Mailing Address:
PO Box 54
Camden, NC 27921

By: _____
(President, Board Chairperson or
Comparable Authorized Official)

**ASSURANCE OF COMPLIANCE WITH THE DEPARTMENT
OF HEALTH AND HUMAN SERVICES REGULATION UNDER
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

Camden County Senior Center (hereinafter referred to as "Applicant").
HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 80) issued pursuant to that Title, to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discriminate under any program or activity for which the Applicant receives Federal financial assistance from the Department; and **HEREBY GIVES ASSURANCE THAT** it will immediately take any measures necessary to effectuate this Agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision or similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all cases, this assurance shall obligate the Applicant for the period during which the Federal Assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signature(s) appear below are authorized to sign this assurance on behalf of the Applicant.

Dated 22 Aug 18

Jasmine S. Wilson
(Applicant)

Applicant's Mailing Address:
PO Box 54

Camden, NC 27921

By: _____
(President, Board Chairperson or
Comparable Authorized Official)

Attachment: Senior Center General Purpose Funding FY 2018-2019 (2148 : Senior Center General Purpose Funding FY 2018-2019)

AGREEMENT OF UNDERSTANDING
BETWEEN AGENCIES

Agency: Camden County Senior Center

Telephone#: (252) 335-2569

Address: PO Box 54/117 N Hwy 343, Camden, NC 27921

Director: Jasmine S. Wilson

AND

Agency: **Albemarle Commission**
Address: **512 S Church Street**
Hertford, NC 27944

Telephone#: **(252) 426-5753**

Executive Director: Cathy Davison

In an effort to enhance the overall effectiveness of services provided to older adults of Camden County, the above-named agencies agree to share, when appropriate, pertinent information which may serve to improve the quality of life for older adults.

The Memorandum of Understanding serves to incorporate the following mutual components:

1. Provide information concerning services/programs for older adults and any related eligibility requirements.
2. When appropriate, assist with identifying and referring clients who may be in need of services not provided by the referring agency.
3. When appropriate, inform proper agency representatives of any changes related to services provided.
4. Provide, upon request, personnel to explain aging programs, services, etc.
5. Share, when appropriate, concerns, questions or suggestions relative to services provided.

The persons responsible for implementing and monitoring this Agreement of Understanding are:

Agency: Camden County Senior Center

Agency: **Albemarle Commission**

Jasmine S. Wilson
(Director's Signature)

(Executive Director's Signature)

Attachment: Senior Center General Purpose Funding FY 2018-2019 (2148 : Senior Center General Purpose Funding FY 2018-2019)

**ALBEMARLE COMMISSION GRANT AGREEMENT
FOR SENIOR CENTER GENERAL PURPOSE FUNDS**

This Agreement is made and entered into **July 1, 2018** and ending **June 30, 2019**, between the Albemarle Commission, hereinafter referred to as “AC” and the Camden County Senior Center, hereinafter referred to as the “Grantee”.

Subject to the terms and conditions hereinafter set forth and attached to this document, the AC agrees to grant **Senior Center General Purpose Funds** to the Grantee for the purpose which is described herein and attached to this document.

A line item accounting showing how these grant funds with a **25%** local match were expended shall be submitted to the AC. Documentation in the form of paid invoices shall also be submitted.

As compensation, the AC shall reimburse Grantee upon receipt of detailed invoices to include dates, vendors, costs and purchases. Total funds for this grant must not exceed **\$3,564** of State funds.

Hold Harmless: The Grantee shall be considered to be an independent contractor with responsibility for maintaining their own insurance to cover any job-related injuries. This Agreement is not intended nor to be construed as an employer/employee arrangement.

Conflict of Interest: The Contractor covenants that it presently has no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The Contractor further covenants that, in the performance of this Agreement, no person having any such interest shall be employed.

Interest of Members of AC and Others: No officer, member, or employee of AC, and no member of its governing body, and no other public official of the governing body of the locality or localities in which the project is situated or being carried out who exercises any functions or responsibilities in the review or approval of this project, shall participate in any decision relating to this Agreement which affects his or her personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

By signature, each party agrees to the terms contained herein and the Grantee further certifies that such terms do not represent a conflict of interest.

Grantee:

Signature	Date

Grantee: _____
Name and Title of Signatory Official

Albemarle Commission Executive Director	Date
--	-------------

Albemarle Commission AAA Director	Date
--	-------------

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

Albemarle Commission Finance Officer	Date
---	-------------



CAMDENCOUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.18
Meeting Date: September 10, 2018
Submitted By: Karen Davis, Clerk to the Board
Administration
Prepared by: Karen Davis

Item Title **Emergency Operations Promulgation Statement**

Attachments: Camden Promulgation Statement (DOCX)

Summary:

We are required by NC Emergency Management to conduct yearly reviews of our Emergency Operations Plan and every three years receive a dated letter of promulgation (attached) from the governing board adopting the EOP. The changes to the EOP from the last approval (2015) are administrative in nature (names, addresses, updates, etc.) and the addition of the Camden County Resilient Redevelopment Plan to the annex.

Recommendation:

Review and approve.

Pasquotank-Camden-Elizabeth City Emergency Operations Plan

Promulgation Statement

Transmitted herewith is the revised Basic Plan component of the Emergency Operations Plan (EOP) for Pasquotank-Camden-Elizabeth City, North Carolina. This EOP supersedes any previous plans. It outlines the coordinated actions to be taken by County, municipal, public safety officials and supporting organizations during emergencies and disastrous events. It is the principal guide for mitigating emergencies and disasters; ensuring the protection of health, safety, and property of the public and aiding in recovery operations. It is intended to facilitate multiple-agency and multiple-jurisdictional coordination, particularly among local, state, and federal agencies in emergency management, and establish a framework for an effective system of comprehensive emergency management.

In accordance with the Resolution adopted by the Pasquotank and Camden Board of Commissioners and Elizabeth City Council in 2006 the EOP designates the National Incident Management System (NIMS) as the basis for all Incident Management and requires the use of the Incident Management System (ICS) for routine and catastrophic emergencies.

In order to execute this plan effectively and mobilize available resources, all implementing personnel must have knowledge of the procedures set forth in this plan and be trained in its use. Agencies having roles and responsibilities established by this plan are expected to develop Standard Operating Guidelines and Procedures based on the provisions of this plan.

The EOP will be revised and updated as required. All recipients are requested to advise Pasquotank-Camden-Elizabeth City Emergency Management, which is responsible for developing and maintaining the plan, of any changes that might result in its improvement or increase its usefulness. The accomplishment of emergency management goals and objectives depends on the development and maintenance of competent program staff, adequate funding, and the familiarization and training of other County/City personnel regarding their emergency responsibilities and this plan. Pasquotank-Camden-Elizabeth City Emergency Management has primary responsibility for these activities, but review of this plan and overall emergency responsibilities shall be accomplished by all County/City departments through plan activation or exercise. Thorough familiarity with this plan will result in the efficient and effective execution of emergency responsibilities and in the best service to the citizens of Pasquotank and Camden Counties and the City of Elizabeth City

The Camden Board of County Commissioners gives its full support to this Emergency Operations Plan, and its annexes, and urges all officials, employees and citizens, individually and collectively, to do their share in the total emergency preparedness efforts of Camden County.

This document is hereby approved and promulgated as the Pasquotank-Camden-Elizabeth City Emergency Management Operations Plan.

Tom White, Vice Chairman
Camden County Board of Commissioners



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.19

Meeting Date: September 10, 2018

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

Item Title **RFP - Hazard Mitigation Grant Program**

Attachments: RFP FOR PROFESSIONAL SERVICES-Camden
(DOCX)

Summary:

Christy Saunders submitted for your approval the attached draft RFP for the Management of the Hazard Mitigation Grant Program Acquisition and Demolition/Reconstruction projects for Camden County.

Recommendation:

Review and approve.

REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

Notice is hereby given that proposals will be received by Camden County, North Carolina, until _____, for the following Professional Services to said jurisdiction:

HURRICANE MATTHEW HAZARD MITIGATION GRANT PROGRAM (HMGP) MANAGEMENT and IMPLEMENTATION SERVICES

Project Summary

Camden County suffered significant damage to residential housing during Hurricane Matthew in October 2016 and has received notice of grant approval from the NC Division of Emergency Management for Hazard Mitigation Grant Program (HMGP) for Acquisition and Demolition/Reconstruction of residential properties. The county is soliciting turnkey professional project management and implementation services required to undertake the following activities:

- Management and implementation of Hazard Mitigation Grant Program (HMGP) Projects for the Acquisition of five (5) residential properties (one additional application is still pending) and the demolition/reconstruction of two (2) residential properties. All activities performed during these projects are to be conducted with FEMA funds pursuant to the Robert T. Stafford Disaster Relief Act, the National Flood Insurance Reform Act of 1994, and the State of North Carolina's Flood Mitigation Administrative Plan, as administered by the NC Division of Emergency Management. These Projects must also adhere to all program guidelines established for the Hazard Mitigation Grant Program.

Upon selection of a qualified consultant, Camden County will enter into a contractual agreement with the consultant, based upon the management and implementation needs determined by the county and NC Division of Emergency Management and outlined in the HMGP Program Guidance. Management and implementation activities are to be conducted with Federal Emergency Management Agency (FEMA) and North Carolina State funds pursuant to the grant agreements executed between Camden County and the State of North Carolina, Department of Public Safety, Division of Emergency Management.

The contact person for this project is:

Christy Saunders, Emergency Management Coordinator
Pasquotank-Camden Emergency Management Agency
200 E. Colonial Avenue, Elizabeth City, NC 27909
Phone (252) 335-4444
saundersc@co.pasquotank.nc.us

Each proposer must submit complete proposals in the format provided in the RFQ. Proposals must be in a sealed envelope and clearly marked “HURRICANE MATTHEW HAZARD MITIGATION GRANT PROGRAM, MANAGEMENT AND IMPLEMENTATION SERVICES – SPECIAL PROJECT RFQ” in the lower left corner of the envelope. Mailed or hand delivered proposals must be received no later than _____, to be considered.

A minimum of two bids must be received in order to open the bids. The bids will be opened at the public bid opening on (Date) at (Time) in the Camden County Manager’s Office located at 330 US Highway 158 E, Camden, NC 27921.

Proposals will be rated by the Camden County Manager, Camden County Finance Director and Pasquotank-Camden Emergency Management Coordinator prior to award of any contract. Procurement of a management and implementation firm will be accomplished in accordance with 44CFR13, 24FR85, 2CFR200, and the North Carolina General Statues relating to procurement of professional services.

Christy C. Saunders, Emergency Management Coordinator
Pasquotank-Camden Emergency Management Agency

Attachment: RFP FOR PROFESSIONAL SERVICES-Camden (2166 : RFP - Hazard Mitigation Grant Program)

PROJECT DESCRIPTION

Name or Title of Project

CAMDEN COUNTY
HAZARD MITIGATION GRANT PROGRAM (HMGP)
MANAGEMENT AND IMPLEMENTATION SERVICES
HURRICANE MATTHEW

Name of Sponsor/Location of Project

Camden County, North Carolina

Professional Services Required

Comprehensive management and implementation services of a professional management firm. These services will be procured by competitive proposals subject to 44CFR13.36, 24CFR85.36, and 2CFR200.

Project Summary

The submitting firm(s) shall provide Camden County with management and implementation services required to manage the grant awards for HMGP acquisition and demolition/reconstruction projects for Hurricane Matthew. These projects are intended to eliminate or significantly reduce future flood risk through the acquisition or demolition/reconstruction of flood-prone residences in the floodplain. The grant award for the demolition/reconstruction and acquisition projects currently total \$1,240,054.00. This is subject to increase pending approval of an additional acquisition grant award. The projects include:

- a. The demolition/reconstruction of two (2) residential structures. The structures will be reconstructed and elevated above the base flood elevation, plus two feet of freeboard as specified by the Camden County Flood Damage Prevention Ordinance. The rebuild will consist of installation of a code-compliant, manufactured home with a square footage not to exceed 10 percent of the original structure. The project will comply with North Carolina and local building code requirements.
- b. The acquisition of five (5) residential properties located within the boundaries of the special flood hazard area. These structures will be demolished, including complete removal of the existing foundations.

The project requires extensive knowledge of Grant Financial Management, Construction Project Management, EEO and Environmental Compliance, Structural Elevation and Retrofitting Guidelines, NC Residential Building Code, Civil Rights Regulations, Labor

Standard Regulations pertaining to federally funded grant projects, National Flood Insurance Program (NFIP) Participation Requirements and Federal Acquisition and Relocation Requirements. Compliance with all federal, state and local laws is also mandated.

Scope of Services

The Scope shall comprise of all necessary services for management and implementation of an Hazard Mitigation Grant Program grant, including land acquisition services through property closings and demolition, and structural elevation as directed using FEMA's current Hazard Mitigation Grant Program Guidance and Hazard Mitigation Grant Program Addendum and the Uniform Relocation Act (URA and project closeout Grant Program). It will also require the ability to collaborate with Camden County leadership and its partners on any of the HMGP projects.

The successful team shall provide all of the necessary planning and project management expertise, including provision of on-site personnel, for the successful implementation and completion of the projects. All on-site structural feasibility analysis and construction inspection will be supervised by the Camden County Inspections Department. However, the management consultant must provide a qualified resident housing inspector to assist the local building inspector with construction inspection and to act as the primary construction management liaison between the local building inspector and the successful team.

The successful team shall provide the Camden County with demolition/reconstruction/acquisition policies and procedures consistent with the approved grant agreements regarding the residential properties in Camden, NC.

Required services may include, but are not limited to, the following.

- a. Develop comprehensive administrative guidelines for the management of all grant funded elevation and acquisition/demolition activity, including the following.
 - Procedures for financial management, construction procurement, construction management and inspection.
 - Coordination of structural engineering and building inspection services.
 - Coordination of NFIP and North Carolina Residential Building Code compliance.
 - Review duplication of benefits procedures.
 - Prepare pre-construction and owner's certification documents.
 - Review structural feasibility procedures.
 - Prepare administrative guidelines and forms/documents for proper management of residential housing activities in accordance with FEMA disaster recovery and hazard mitigation requirements.

- b. Provide Federal and State required civil rights, environmental, labor standards, audit, and general procurement compliance as mandated by the grant agreement(s); executed by Camden County.
- c. Assist Camden County in procuring the professional services of a structural engineering firm, legal firm, appraiser, surveyor, and asbestos inspector. Provide scheduling and coordination of these professional services.
- d. Coordinate with the Camden County Inspections Department and consulting structural engineer during structural feasibility analysis, develop general elevation specifications, and prepare bid documents for elevation.
- e. Assist Camden County in procuring construction services for elevation and demolition to assure compliance with the project schedule and requirements.
- f. Manage the construction bid/award process.
- g. Assist with on-site inspection of all residential construction work as outlined above.
- h. Authorize payment to other consultants and general contractors.
- i. Supervise the cost report process and coordinate project financial management with Camden County's Finance Director/HMPG Designated Agent.
- j. Manage all acquisition and demolition activity in accordance with Uniform Relocation and Real Property Acquisition Policies Act, FEMA requirements, and standard operating procedures established by the North Carolina Division of Emergency Management.
- k. Maintain detailed case files for each unit included in the project, as well as general project compliance and procurement files.
- l. Attend preconstruction conferences with homeowners and contractors; function as the liaison between Camden County and the contractor during construction.
- m. Provide construction contract oversight in coordination with the structural engineer, including the following items.
 - Review of change orders.
 - Issuance of notices to proceed.
 - Review of construction schedule.
 - Regular review of construction quality and cost control procedures.

- n. Attend County Commissioner meetings as required for approval of program guidelines, contract awards, etc.
- o. Function as liaison between Camden County and the North Carolina Division of Emergency Management.

Procurement Criteria

The Proposer shall assign a single Project Manager and one alternate Project Manager, dedicated and available, for the entire duration of the project. The Project Manager may only be replaced upon approval by, or at the request of the County of Camden.

The successful firm(s) must demonstrate a particular knowledge of all applicable policies and procedures, standard operating procedures, interim policy guidance and HMGP compendium provisions for successfully implementing the Hazard Mitigation Grant Program as outlined under "SCOPE OF SERVICES" above, including definition of specific background in the management of FEMA or state-sponsored acquisition and demolition/reconstruction activities. The Program Administrator must be able to coordinate the procurement, work scope and work practices of other professional services, including but not limited to, attorneys, engineers, appraisers, surveyors, and contractors used in the demolition/reconstruction/elevation and acquisitions undertaken by project participants.

The Program Administrator must demonstrate a proven ability to review and make recommendations for permitting necessary for construction/elevation of structures as required by state and local laws.

The Program Administrator must have a demonstrated ability to provide guidance to local government officials and others involved in the decision-making process.

Evaluation Procedure

The following factors will be considered critical in the evaluation of those proposals prepared in response to this announcement (maximum 100 points available):

- 1. Specific Related Experience of Project Team Members..... 35 points
- 2. Management Plan..... 20 points
- 3. Performance and Reputation of Participating Firm(s)..... 20 points
- 4. Team Capacity/Staff Availability/Project Schedule 10 points
- 5. Cost-Effectiveness 15 points

Acceptance of Evaluation Methodology

By submitting its Responses to this RFP, the Proposer accepts the evaluation process and acknowledges and accepts that the determination of the most qualified firm(s) will require subjective judgments by Camden County.

Proposal Contents

1. Name and brief history of firm.
2. Location of offices.
3. Provide a listing of the personnel who would be assigned to the project, including an explanation of the project team's organizational structure and each person's area of responsibility. Resumes for each professional assigned to this project are also required. Please include an organizational chart of the local team.
4. Brief Management Plan
5. Proposer must provide three (3) examples of relevant, similar projects, either currently in progress or having been completed in the past five (5) years containing work demonstrating the skills and abilities of the key team members. Include the name, address, and telephone number of a client contact for each project.
6. Provide summary on Team Capacity/Staff Availability/Project Schedule
7. Cost-Effectiveness (Provide a description of hourly rates, including travel and per diem reimbursement expenses of all key personnel, as well as technical and clerical support staff.)
8. Request for Proposal Submittal Form (Appendix A)

No Reimbursement for Costs

The Proposer acknowledges and accepts that any costs incurred from the Proposer's participation in this RFP shall be at the sole risk and responsibility of the Proposer.

Rejection of RFQ:

Camden County reserves the right to accept or reject any or all submittals as may be deemed necessary by the County to be in its best interest. The County further reserves the right to waive all informalities, and reserves the right to reject all nonconforming, unresponsive, unbalanced or

conditional Submittals. The County reserves the right to reject the Submittal of any Firm if the County believes that it would not be in the best interest of the Project to make an award to that Firm because the Submittal is not responsive or responsible, or the Proposer is unqualified or if doubtful financial ability or fails to meet any other pertinent standard or criteria established by the County. Camden County also reserves the right to enter into contract negotiations with a qualified, responsible, and responsive Firm who submits the best ranked submittal. If the County and the best ranked Firm cannot negotiate a successful contract the County may terminate such negotiations and begin negotiations with the qualified, responsible, and responsive Proposer who submits the next best ranked submittal. No firm shall have any rights against Camden County arising from such negotiations.

No Lobbying

Proposer acknowledges and accepts that from the Date of Issuance of the RFP until a final decision has been made by Camden County, it will not take any action, make any effort or support or engage other on its behalf to take actions or efforts with attempt to influence the decision-making process for this RFP in the favor of the Proposer. This includes direct contact with the County Commissioners, County Manager, County Staff of Camden County and others who may be engaged in the process or grant program. Additionally, the Proposer acknowledges and accepts that it will not attempt to use public communication such as the news media, social media, etc. as a means of attempting to influence the RFP evaluation or decision-making process. Any Proposer violating any of the aforementioned conditions is subject to immediate disqualification for consideration.

Debarment and Suspension

By submitting a proposal, the Proposer certifies that it is not currently debarred nor suspended from submitting proposal for contracts issued by any political subdivision or agency of the State of North Carolina or the Federal government and that it is not a person or entity that is currently debarred or suspended from submitting proposals from contracts issued by any political subdivision or agency of the State of North Carolina or the Federal government. Proposer must be registered at Sam.gov to be eligible.

Equal Employment Opportunities

In connection with these QUALIFICATIONS, the selected firm shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, or disadvantaged person or disabled status, or War Veteran status.

M/WBE Participation

In connection with these QUALIFICATIONS, the selected firm shall certify that their firm or any potential sub-contractors participate in the small and minority businesses and Women Business Enterprise (M/WBE).

Insurance Requirements

If awarded the contract; the Contractor agrees to maintain, on a primary basis and at its sole expense, at all times during the life of the Contract the following applicable coverage's and limits.

- a. Worker's Compensation Insurance as required by North Carolina State law.
- b. Automobile Liability Insurance on any owned, non-owned or rented vehicles with limits of at least \$1,000,000 per occurrence combined single limit bodily injury and property damage.
- c. Commercial General Liability Insurance with a combined single limit of liability of not less than \$1,000,000 for each occurrence of bodily injury and/or property damage and an annual aggregate of liability of not less than \$1,000,000 for bodily injury and/or property damage, and an annual aggregate of liability of not less than \$1,000,000 for Completed Operations and Products Liability.
- d. Additional Insured - Camden County, its officials, employees and volunteers are to be covered as additional insured as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, leased or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to Camden County, its officials, employees or volunteers. The Contractor shall agree to protect, indemnify and hold harmless Camden County, its agents, officers and employees from and against any and all losses resulting directly or indirectly from negligent acts, errors, or omissions of the vendor, or vendor's agents, officers, employees, and subcontractors, in the performance of services under this contract.

The Contractor shall ensure that any subcontractors engaged in work under this project are included as insured's under its policies OR shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.

All insurance policies shall be written by insurers licensed and lawfully authorized to underwrite and transact business in the State of North Carolina and must have an A.M. Best rating of not less than A-VII.

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to:

Camden County Finance Office
P.O. Box 190,
Camden, NC 27921

The insurance requirements outlined shall be maintained in force by the Contractor throughout the term of the contract without lapse, and in no manner should deviate from these requirements.

Appendix A

COUNTY OF CAMDEN
REQUEST FOR PROPOSAL SUBMISSION FORM

HURRICANE MATTHEW
HAZARD MITIGATION GRANT PROGRAM (HMGP)
MANAGEMENT and IMPLEMENTATION SERVICES

COMPANY _____

ADDRESS _____

CONTACT PERSON _____

TELEPHONE NUMBER _____

EMAIL _____

NOTE TO PROPOSERS: SUBMIT ENTIRE SECTION WITH RESPONSE. THIS EXECUTION OF OFFER SUBMITTAL SHALL BE COMPLETED, SIGNED, AND RETURNED WITH THE PROPOSER'S QUALIFICATIONS. FAILURE TO COMPLETE, SIGN AND RETURN THS EXECUTION OF OFFER WITH THE QUALIFICATION MAY RESULT IN REJECTION OF THE QUALIFICATIONS.

SIGNING A FALSE STATEMENT MAY VOID THE SUBMITTED QUALIFICATIONS OR ANY AGREEMENTS OR OTHER CONTRACTUAL ARRANGEMENT, WHICH MAY RESULT FROM THE SUBMISSION OF PROPOSER'S QUALIFICATIONS, AND THE PROPOSER MAY BE REMOVED FROM ALL PROPOSEDS LISTS. A FALSE CERTIFICATION SHALL BE DEEMED A MATERIAL BREACH OF CONTRACT AND AT THE COUNTY'S OPTION, MAY RESULT IN TERMINATION OF ANY RESULTING CONTRACT.

By signature hereon, Proposer acknowledges and agrees that (1) this RFP is a solicitation for Interest and is not a contract or an offer to contract; (2) the submission of Responses by Proposer in response to this RFP will not create a contract between Camden County and Proposer; (3) Neither the County or the Committee, or any of their representatives, have made a representation or warranty, written or oral, that one or more contracts with the County will be awarded under this RFP; and (4) Proposer shall bear, a its sole risk and responsibility, any cost which arises from Proposer's preparation of a response to this RFP.

By signature hereon, Proposer offers and agrees to furnish to Camden County all the products and/or services more particularly described in its Responses, and to comply with all terms, conditions and requirements set forth in the RFP document and contained herein.

Attachment: RFP FOR PROFESSIONAL SERVICES-Camden (2166 : RFP - Hazard Mitigation Grant Program)

By signature hereon, Proposer affirms that they have not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant, elected officials, leadership or staff of Camden County, or partner organizations in connection with the submitted Responses.

By signature hereon, the Proposer hereby certifies that neither the Proposer nor the firm, corporation, partnership or Developer represented by the Proposer, or anyone acting for such firm corporation, or institution has violated the antitrust laws of this state or the Federal antitrust laws, nor communicated directly or indirectly the Responses mad to any competitor or any other person engaged in such line of business.

By signature hereon, Proposer represents and warrants that:

Proposer is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFP;

Proposer has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFP;

By signature hereon, Proposer certifies that the individual signing this document and the documents made part of the RFP is authorized to sign such documents on behalf of the company and to bind the company under any agreements or other contractual arrangements, which may result from the submission of the Response.

By signature hereon, Proposer affirms that no compensation has been received for participation in the preparation of the specifications for this RFP.

By signature hereon, Proposer affirms that it has not violated any of the noted No-Lobbying provisions or specifications contained in this RFP.

By signature hereon, Proposer agrees to defend, indemnify, and hold Camden County, the Committee, all of their officers, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, arising out of, connecting with, or resulting from any acts or omissions or Proposer or any agent, employee, subcontractor or supplier or Proposer in the execution or performance of any agreements or other contractual arrangements which may result from the submission of these Responses.

By signature hereon, the selected firm avows they shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, or disadvantaged person or disabled status, or War Veteran status.

By signature hereon, the selected firm certifies that their firm or any potential sub-contractors participates in the small and minority businesses and Women Business Enterprise (M/WBE).

Submitted and certified this _____ day of _____.

By: _____

Signature Date: _____

Name (Printed): _____

Title: _____

Signature: _____



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 9.A
Meeting Date: September 10, 2018

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

Item Title **FY 18-19 YTD Finance Report**

Attachments: Sales tax collections FY 17-18 (PDF)
 8-2018 Revenues (PDF)
 8-2018 Expenditures (PDF)

Summary: Financial Report

Recommendation: NA

SALES TAX REVENUE COLLECTION REPORT

FY 2017-2018 30-Aug-18

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	\$47,978	\$30,725	\$59,411	\$39,821	\$33,880	\$46,891	\$45,005	\$57,251	\$548,446	\$615,000
Art. 40	\$30,157	\$24,837	\$22,186	\$25,829	\$23,761	\$19,611	\$29,801	\$21,281	\$18,919	\$25,151	\$23,703	\$27,751	\$292,986	\$295,000
Art. 42	\$16,138	\$15,463	\$13,531	\$16,241	\$14,720	\$11,620	\$18,623	\$13,433	\$11,695	\$15,480	\$14,610	\$16,930	\$178,485	\$182,000
Art. 44	\$15	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15	\$0
Total	\$94,407	\$88,249	\$76,689	\$92,537	\$86,460	\$61,956	\$107,835	\$74,534	\$64,493	\$87,522	\$83,318	\$101,932	\$1,019,931	\$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	\$14,002	\$15,978	\$17,310	\$12,920	\$12,694	\$16,367	\$15,115	\$16,645	\$180,440	\$185,000
Art. 42	\$28,462	\$30,286	\$29,863	\$30,209	\$28,004	\$31,956	\$34,620	\$25,840	\$25,388	\$32,733	\$30,231	\$33,290	\$360,880	\$360,000
Total	\$42,693	\$45,429	\$44,794	\$45,314	\$42,006	\$47,934	\$51,930	\$38,760	\$38,082	\$49,100	\$45,346	\$49,935	\$541,321	\$545,000
													Total Budgeted	\$545,000

TOTAL **\$137,100** **\$133,677** **\$121,483** **\$137,850** **\$128,466** **\$109,890** **\$159,764** **\$113,294** **\$102,574** **\$136,622** **\$128,664** **\$151,867** **\$1,561,252** **\$1,637,000**

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	\$36,111	\$36,118	\$36,118	\$36,118	\$36,118	\$36,118	\$36,118	\$36,118	\$433,383	\$400,000
													Total Budgeted	\$400,000
Grand	\$173,210	\$169,788	\$157,595	\$173,961	\$164,577	\$146,008	\$195,883	\$149,412	\$138,693	\$172,741	\$164,783	\$187,985	\$1,994,635	\$2,037,000
													98%	

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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**

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 FY 17-18 (2152 : FY 18-19 YTD Finance Report)



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Camden County, NC LIVE
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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
0010 GENERAL FUND							
4000 REVENUES	-3,845,877	-3,845,877.00	-90,615.65	-6,797.80	.00	-3,755,261.35	2.4%
4300 ELECTIONS	0	.00	-207.50	-31.00	.00	207.50	100.0%
4400 FINANCE	-660	-660.00	.00	.00	.00	-660.00	.0%
4410 PERSONNEL DEPARTMENT	-2,350	-2,350.00	.00	.00	.00	-2,350.00	.0%
4500 TAX DEPARTMENT	-8,142,198	-8,142,198.00	-93,984.81	-73,085.60	.00	-8,048,213.19	1.2%
4800 REGISTER OF DEEDS	-150,500	-150,500.00	-14,375.45	.00	.00	-136,124.55	9.6%
4900 PLANNING DEPARTMENT	-38,050	-38,050.00	-3,856.70	-75.00	.00	-34,193.30	10.1%
4930 INSPECTIONS DEPARMENT	-135,000	-135,000.00	-21,397.00	-8,270.92	.00	-113,603.00	15.8%
5100 SHERIFF	-70,100	-70,100.00	-7,371.22	-3,069.69	.00	-62,728.78	10.5%
5110 SCHOOL RESOURCE OFFICERS	-37,838	-37,838.00	-6,306.00	-3,153.00	.00	-31,532.00	16.7%
5150 COURT FACILITIES	-21,000	-21,000.00	-1,969.95	-1,969.95	.00	-19,030.05	9.4%
5460 FLEET VEHICLES	-5,301	-5,301.00	.00	.00	.00	-5,301.00	.0%
5800 SOLID WASTE	-36,300	-36,300.00	-2,971.04	-2,760.00	.00	-33,328.96	8.2%
6050 EXTENSION	-10,000	-10,000.00	-200.00	.00	.00	-9,800.00	2.0%
6110 LIBRARY	-4,900	-4,900.00	-1,093.64	-558.55	.00	-3,806.36	22.3%
6120 RECREATION DEPARTMENT	-18,600	-18,600.00	-1,485.00	-685.00	.00	-17,115.00	8.0%
6200 DDJP	-51,907	-51,907.00	-8,657.00	-4,325.00	.00	-43,250.00	16.7%
6210 SENIOR CENTER	-20,228	-20,228.00	-3,073.00	-2,820.00	.00	-17,155.00	15.2%
6700 SOIL & WATER CONSERVATION	-3,600	-3,600.00	.00	.00	.00	-3,600.00	.0%
TOTAL GENERAL FUND	-12,594,409	-12,594,409.00	-257,563.96	-107,601.51	.00	-12,336,845.04	2.0%
0012 CODE ENFORCEMENT REVOLVING							
4900 PLANNING DEPARTMENT	-15,000	-15,000.00	-835.00	.00	.00	-14,165.00	5.6%
TOTAL CODE ENFORCEMENT REVOLVI	-15,000	-15,000.00	-835.00	.00	.00	-14,165.00	5.6%
0013 R/D AUTO ENHANCEMENT FUND							
4800 REGISTER OF DEEDS	-5,025	-5,025.00	-399.15	.00	.00	-4,625.85	7.9%
TOTAL R/D AUTO ENHANCEMENT FUN	-5,025	-5,025.00	-399.15	.00	.00	-4,625.85	7.9%
0014 COMMUNITY GRANT PROGRAMS							

Attachment: 8-2018 Revenues (2152 : FY 18-19 YTD Finance Report)



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0014	COMMUNITY GRANT PROGRAMS	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
5025	FEMA HAZARD MITIGATION-PUR	0	-912,910.00	.00	.00	.00	-912,910.00	.0%
5026	FEMA HAZARD MITIGATION-CON	0	-327,143.00	.00	.00	.00	-327,143.00	.0%
	TOTAL COMMUNITY GRANT PROGRAMS	0	-1,240,053.00	.00	.00	.00	-1,240,053.00	.0%
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0015	TOURISM DEV AUTHORITY							
4000	REVENUES	-41,500	-41,500.00	-3,119.46	-3,119.46	.00	-38,380.54	7.5%
	TOTAL TOURISM DEV AUTHORITY	-41,500	-41,500.00	-3,119.46	-3,119.46	.00	-38,380.54	7.5%
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0023	WATER&SEWER RESERVE FUND							
7100	R/O PLANT OPERATIONS	-40,050	-40,050.00	.00	.00	.00	-40,050.00	.0%
7200	WATER DISTRIBUTION	-44,250	-44,250.00	-7,500.00	.00	.00	-36,750.00	16.9%
7500	WASTE WATER OPERATIONS	-7,500	-7,500.00	.00	.00	.00	-7,500.00	.0%
	TOTAL WATER&SEWER RESERVE FUND	-91,800	-91,800.00	-7,500.00	.00	.00	-84,300.00	8.2%
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0029	WATER & SEWER PROJECTS							
4000	REVENUES	-3,001,320	-3,001,320.00	.00	.00	.00	-3,001,320.00	.0%
6820	DEBT SERVICE	-203,651	-203,651.00	.00	.00	.00	-203,651.00	.0%
7500	WASTE WATER OPERATIONS	0	.00	-5,043.40	.00	.00	5,043.40	100.0%
7600	CORE WASTE TREATMENT PROJ	-1,553,450	-1,553,450.00	.00	.00	.00	-1,553,450.00	.0%
	TOTAL WATER & SEWER PROJECTS	-4,758,421	-4,758,421.00	-5,043.40	.00	.00	-4,753,377.60	.1%
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0030	SO CAMDEN WATER/SEWER DIST							
0000	NULL	0	-3,363.00	.00	.00	.00	-3,363.00	.0%
7100	R/O PLANT OPERATIONS	-37,585	-37,585.00	.00	.00	.00	-37,585.00	.0%
7200	WATER DISTRIBUTION	-1,120,600	-1,120,600.00	-99,279.81	.00	.00	-1,021,320.19	8.9%
7500	WASTE WATER OPERATIONS	-443,316	-443,316.00	-9,925.42	-3,353.95	.00	-433,390.58	2.2%
	TOTAL SO CAMDEN WATER/SEWER DI	-1,601,501	-1,604,864.00	-109,205.23	-3,353.95	.00	-1,495,658.77	6.8%
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0032	DISMAL SWAMP GIFT SHOP							

Attachment: 8-2018 Revenues (2152 : FY 18-19 YTD Finance Report)



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0032	DISMAL SWAMP GIFT SHOP	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED	
6000	DISMAL SWAMP VISITORS CENT	-31,375	-31,375.00	-4,178.85	-59.00	.00	-27,196.15	13.3%	
	TOTAL DISMAL SWAMP GIFT SHOP	-31,375	-31,375.00	-4,178.85	-59.00	.00	-27,196.15	13.3%	
0036	SOUTH MILLS WATERSHED								
4720	DRAINAGE & WATERSHED PROTE	-51,125	-51,125.00	2.85	.00	.00	-51,127.85	.0%	
	TOTAL SOUTH MILLS WATERSHED	-51,125	-51,125.00	2.85	.00	.00	-51,127.85	.0%	
0037	SAWYERS CREEK WATERSHED								
4720	DRAINAGE & WATERSHED PROTE	-20,050	-20,050.00	-75.67	.00	.00	-19,974.33	.4%	
	TOTAL SAWYERS CREEK WATERSHED	-20,050	-20,050.00	-75.67	.00	.00	-19,974.33	.4%	
0038	NORTH RIVER WATERSHED								
4720	DRAINAGE & WATERSHED PROTE	-18,050	-18,050.00	-28.46	.00	.00	-18,021.54	.2%	
	TOTAL NORTH RIVER WATERSHED	-18,050	-18,050.00	-28.46	.00	.00	-18,021.54	.2%	
0039	SHILOH WATERSHED								
4720	DRAINAGE & WATERSHED PROTE	-20,050	-20,050.00	-57.90	.00	.00	-19,992.10	.3%	
	TOTAL SHILOH WATERSHED	-20,050	-20,050.00	-57.90	.00	.00	-19,992.10	.3%	
0040	CH & S FIRE COMMISSION								
5300	FIRE COMMISSION OPERATING	-327,276	-327,276.00	-475,265.11	-428,011.39	.00	147,989.11	145.2%	
	TOTAL CH & S FIRE COMMISSION	-327,276	-327,276.00	-475,265.11	-428,011.39	.00	147,989.11	145.2%	
0041	SOUTH MILLS FIRE COMMISSION								

Attachment: 8-2018 Revenues (2152 : FY 18-19 YTD Finance Report)



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0041	SOUTH MILLS FIRE COMMISSION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
5300	FIRE COMMISSION OPERATING	-237,190	-237,190.00	-2,030.55	-1,871.45	.00	-235,159.45	.9%
	TOTAL SOUTH MILLS FIRE COMMISS	-237,190	-237,190.00	-2,030.55	-1,871.45	.00	-235,159.45	.9%
0050	SCHOOL FUND							
6900	SPECIAL APPROPRIATIONS	-8,100	-8,100.00	-3.08	.00	.00	-8,096.92	.0%
	TOTAL SCHOOL FUND	-8,100	-8,100.00	-3.08	.00	.00	-8,096.92	.0%
0051	DSS TRUST FUND							
8000	PUBLIC ASSISTANCE	-30,664	-30,664.00	-7,212.00	-5,280.00	.00	-23,452.00	23.5%
	TOTAL DSS TRUST FUND	-30,664	-30,664.00	-7,212.00	-5,280.00	.00	-23,452.00	23.5%
0052	SOCIAL SERVICES							
6100	DSS ADMINISTRATION	-1,364,836	-1,369,735.00	-87,225.03	-85,745.53	.00	-1,282,509.97	6.4%
	TOTAL SOCIAL SERVICES	-1,364,836	-1,369,735.00	-87,225.03	-85,745.53	.00	-1,282,509.97	6.4%
0053	JOYCE CREEK DRAINAGE PROJECT							
7210	PROJECT OPERATIONS	-42,835	-42,835.00	-48.57	.00	.00	-42,786.43	.1%
	TOTAL JOYCE CREEK DRAINAGE PRO	-42,835	-42,835.00	-48.57	.00	.00	-42,786.43	.1%
0055	ECONOMIC DEVELOPMENT PROJ FUND							
4940	ECONOMIC DEVELOPMENT COMM	-40,000	-40,000.00	.00	.00	.00	-40,000.00	.0%
4945	COMMERCE PARK PROJECTS	0	.00	-123,568.40	-123,568.40	.00	123,568.40	100.0%
	TOTAL ECONOMIC DEVELOPMENT PRO	-40,000	-40,000.00	-123,568.40	-123,568.40	.00	83,568.40	308.9%

Attachment: 8-2018 Revenues (2152 : FY 18-19 YTD Finance Report)



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FOR 2019 02

0056	FEREBEE COURTHOUSE TRUST	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
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0056	FEREBEE COURTHOUSE TRUST							
5000	BUILDINGS AND GROUNDS	-1,530	-1,530.00	-2.38	.00	.00	-1,527.62	.2%
	TOTAL FEREBEE COURTHOUSE TRUST	-1,530	-1,530.00	-2.38	.00	.00	-1,527.62	.2%
0060	DISMAL SWAMP VISITOR CENTER							
6000	DISMAL SWAMP VISITORS CENT	-161,882	-161,882.00	-35,763.59	-35,763.59	.00	-126,118.41	22.1%
	TOTAL DISMAL SWAMP VISITOR CEN	-161,882	-161,882.00	-35,763.59	-35,763.59	.00	-126,118.41	22.1%
0065	COMMUNITY PARK TRUST FUND							
6130	PARK OPERATIONS	-79,778	-79,778.00	.00	.00	.00	-79,778.00	.0%
	TOTAL COMMUNITY PARK TRUST FUN	-79,778	-79,778.00	.00	.00	.00	-79,778.00	.0%
0070	REVALUATION RESERVE FUND							
4000	REVENUES	-255,000	-255,000.00	.00	.00	.00	-255,000.00	.0%
	TOTAL REVALUATION RESERVE FUND	-255,000	-255,000.00	.00	.00	.00	-255,000.00	.0%
0071	UNRESTRICTED CAPITAL RESERVE							
6600	NON-DEPARTMENTAL	-1,243,825	-1,243,825.00	-47,807.00	.00	.00	-1,196,018.00	3.8%
	TOTAL UNRESTRICTED CAPITAL RES	-1,243,825	-1,243,825.00	-47,807.00	.00	.00	-1,196,018.00	3.8%
0075	SCHOOL CAPITAL RESERVE							

Attachment: 8-2018 Revenues (2152 : FY 18-19 YTD Finance Report)



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0075	SCHOOL CAPITAL RESERVE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
6820	DEBT SERVICE	-1,123,000	-1,123,000.00	-81,468.24	.00	.00	-1,041,531.76	7.3%
	TOTAL SCHOOL CAPITAL RESERVE	-1,123,000	-1,123,000.00	-81,468.24	.00	.00	-1,041,531.76	7.3%
	GRAND TOTAL	-24,164,222	-25,412,537.00	-1,248,398.18	-794,374.28	.00	-24,164,138.82	4.9%

** END OF REPORT - Generated by Stephanie Humphries **

Attachment: 8-2018 Revenues (2152 : FY 18-19 YTD Finance Report)



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Camden County, NC LIVE
FY 18-19 YEAR-TO-DATE EXPENDITURE REPORT

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
0010 GENERAL FUND							
4100 GOVERNING BODY	111,647	111,647.00	15,793.85	7,345.89	410.00	95,443.15	14.5%
4200 ADMINISTRATION	194,194	194,194.00	28,284.84	14,726.58	1,257.20	164,651.96	15.2%
4300 ELECTIONS	123,168	123,168.00	14,751.52	8,613.44	.00	108,416.48	12.0%
4400 FINANCE	218,373	218,373.00	33,406.78	19,845.41	870.18	184,096.04	15.7%
4410 PERSONNEL DEPARTMENT	73,432	73,432.00	11,029.05	6,001.71	.00	62,402.95	15.0%
4500 TAX DEPARTMENT	452,883	452,883.00	66,375.23	34,623.21	1,261.05	385,246.72	14.9%
4700 LEGALS	60,000	60,000.00	3,725.00	1,880.00	.00	56,275.00	6.2%
4800 REGISTER OF DEEDS	240,877	240,877.00	31,705.55	19,450.85	5,835.13	203,336.32	15.6%
4900 PLANNING DEPARTMENT	279,291	279,291.00	42,691.86	23,268.52	319.00	236,280.14	15.4%
4930 INSPECTIONS DEPARMENT	175,983	175,983.00	17,771.72	9,363.85	748.05	157,463.23	10.5%
4940 ECONOMIC DEVELOPMENT COMM	124,288	124,288.00	20,632.28	12,276.56	.00	103,655.72	16.6%
5000 BUILDINGS AND GROUNDS	347,070	347,070.00	84,774.43	57,515.62	13,322.00	248,973.57	28.3%
5100 SHERIFF	1,702,046	1,702,046.00	254,650.52	163,671.34	53,401.35	1,393,994.13	18.1%
5110 SCHOOL RESOURCE OFFICERS	136,949	136,949.00	14,967.53	9,515.42	.00	121,981.47	10.9%
5150 COURT FACILITIES	27,529	27,529.00	4,334.91	2,485.91	.00	23,194.09	15.7%
5450 PUBLIC WORKS ADMINISTRATIO	118,745	118,745.00	17,428.87	10,313.37	210.00	101,106.13	14.9%
5460 FLEET VEHICLES	26,760	26,760.00	1,988.94	1,988.94	.00	24,771.06	7.4%
5500 TRAFFIC	2,060	2,060.00	.00	.00	912.00	1,148.00	44.3%
5800 SOLID WASTE	684,267	684,267.00	58,501.21	58,280.24	.00	625,765.79	8.5%
5900 PUBLIC HEALTH	120,683	120,683.00	9,238.87	1,982.67	10,598.00	100,846.13	16.4%
6050 EXTENSION	143,000	143,000.00	13,572.24	10,174.71	.00	129,427.76	9.5%
6110 LIBRARY	201,460	201,460.00	28,395.27	14,816.82	6,051.00	167,013.73	17.1%
6120 RECREATION DEPARTMENT	264,666	264,666.00	41,441.99	24,631.26	.00	223,224.01	15.7%
6200 DDJP	62,288	62,288.00	3,015.71	3,015.71	.00	59,272.29	4.8%
6210 SENIOR CENTER	153,173	154,408.00	22,413.93	13,293.95	1,915.00	130,079.07	15.8%
6500 POST EMPLOYMENT BENEFITS	33,552	33,552.00	.00	.00	.00	33,552.00	.0%
6600 NON-DEPARTMENTAL	207,300	206,065.00	27,589.98	21,236.18	5,565.70	172,909.32	16.1%
6700 SOIL & WATER CONSERVATION	68,883	68,883.00	11,091.66	6,993.97	.00	57,791.34	16.1%
6810 CAPITAL OUTLAY	325,000	325,000.00	.00	.00	.00	325,000.00	.0%
6820 DEBT SERVICE	777,147	777,147.00	.00	.00	.00	777,147.00	.0%
6900 SPECIAL APPROPRIATIONS	5,097,695	5,097,695.00	499,209.08	253,460.74	280,844.54	4,317,641.38	15.3%
9990 CONTINGENCY	40,000	40,000.00	.00	.00	.00	40,000.00	.0%
TOTAL GENERAL FUND	12,594,409	12,594,409.00	1,378,782.82	810,772.87	383,520.20	10,832,105.98	14.0%
0012 CODE ENFORCEMENT REVOLVING							
4900 PLANNING DEPARTMENT	15,000	15,000.00	100.00	100.00	.00	14,900.00	.7%

Attachment: 8-2018 Expenditures (2152 : FY 18-19 YTD Finance Report)



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Camden County, NC LIVE
FY 18-19 YEAR-TO-DATE EXPENDITURE REPORT

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FOR 2019 02

0012	CODE ENFORCEMENT REVOLVING	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
	TOTAL CODE ENFORCEMENT REVOLVI	15,000	15,000.00	100.00	100.00	.00	14,900.00	.7%
0013	R/D AUTO ENHANCEMENT FUND							
4800	REGISTER OF DEEDS	5,025	5,025.00	.00	.00	.00	5,025.00	.0%
	TOTAL R/D AUTO ENHANCEMENT FUN	5,025	5,025.00	.00	.00	.00	5,025.00	.0%
0014	COMMUNITY GRANT PROGRAMS							
5025	FEMA HAZARD MITIGATION-PUR	0	912,910.00	.00	.00	.00	912,910.00	.0%
5026	FEMA HAZARD MITIGATION-CON	0	327,143.00	.00	.00	.00	327,143.00	.0%
	TOTAL COMMUNITY GRANT PROGRAMS	0	1,240,053.00	.00	.00	.00	1,240,053.00	.0%
0015	TOURISM DEV AUTHORITY							
4200	ADMINISTRATION	41,500	41,500.00	1,066.25	481.25	2,831.00	37,602.75	9.4%
	TOTAL TOURISM DEV AUTHORITY	41,500	41,500.00	1,066.25	481.25	2,831.00	37,602.75	9.4%
0023	WATER&SEWER RESERVE FUND							
7100	R/O PLANT OPERATIONS	40,050	40,050.00	.00	.00	.00	40,050.00	.0%
7200	WATER DISTRIBUTION	44,000	44,000.00	.00	.00	.00	44,000.00	.0%
7500	WASTE WATER OPERATIONS	7,750	7,750.00	.00	.00	.00	7,750.00	.0%
	TOTAL WATER&SEWER RESERVE FUND	91,800	91,800.00	.00	.00	.00	91,800.00	.0%
0029	WATER & SEWER PROJECTS							
6820	DEBT SERVICE	203,651	203,651.00	.00	.00	.00	203,651.00	.0%
7600	CORE WASTE TREATMENT PROJ	4,554,770	4,554,770.00	242,825.98	242,825.98	.00	4,311,944.02	5.3%
	TOTAL WATER & SEWER PROJECTS	4,758,421	4,758,421.00	242,825.98	242,825.98	.00	4,515,595.02	5.1%

Attachment: 8-2018 Expenditures (2152 : FY 18-19 YTD Finance Report)



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Camden County, NC LIVE
FY 18-19 YEAR-TO-DATE EXPENDITURE REPORT

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FOR 2019 02

0030	SO CAMDEN WATER/SEWER DIST	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
0030 SO CAMDEN WATER/SEWER DIST								
6820	DEBT SERVICE	481,609	481,609.00	.00	.00	.00	481,609.00	.0%
7100	R/O PLANT OPERATIONS	482,826	484,132.00	61,784.75	46,430.79	8,028.00	414,319.25	14.4%
7200	WATER DISTRIBUTION	397,401	399,286.00	84,598.50	44,707.40	2,496.00	312,191.50	21.8%
7500	WASTE WATER OPERATIONS	239,665	239,837.00	29,633.28	19,175.41	886.00	209,317.72	12.7%
	TOTAL SO CAMDEN WATER/SEWER DI	1,601,501	1,604,864.00	176,016.53	110,313.60	11,410.00	1,417,437.47	11.7%
0032 DISMAL SWAMP GIFT SHOP								
6000	DISMAL SWAMP VISITORS CENT	31,375	31,375.00	5,578.62	4,265.34	1,821.62	23,974.76	23.6%
	TOTAL DISMAL SWAMP GIFT SHOP	31,375	31,375.00	5,578.62	4,265.34	1,821.62	23,974.76	23.6%
0036 SOUTH MILLS WATERSHED								
4720	DRAINAGE & WATERSHED PROTE	51,125	51,125.00	.00	.00	.00	51,125.00	.0%
	TOTAL SOUTH MILLS WATERSHED	51,125	51,125.00	.00	.00	.00	51,125.00	.0%
0037 SAWYERS CREEK WATERSHED								
4720	DRAINAGE & WATERSHED PROTE	20,050	20,050.00	.00	.00	.00	20,050.00	.0%
	TOTAL SAWYERS CREEK WATERSHED	20,050	20,050.00	.00	.00	.00	20,050.00	.0%
0038 NORTH RIVER WATERSHED								
4720	DRAINAGE & WATERSHED PROTE	18,050	18,050.00	.00	.00	.00	18,050.00	.0%
	TOTAL NORTH RIVER WATERSHED	18,050	18,050.00	.00	.00	.00	18,050.00	.0%
0039 SHILOH WATERSHED								

Attachment: 8-2018 Expenditures (2152 : FY 18-19 YTD Finance Report)



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Camden County, NC LIVE
FY 18-19 YEAR-TO-DATE EXPENDITURE REPORT

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FOR 2019 02

0039	SHILOH WATERSHED	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
4720	DRAINAGE & WATERSHED PROTE	20,050	20,050.00	.00	.00	.00	20,050.00	.0%
	TOTAL SHILOH WATERSHED	20,050	20,050.00	.00	.00	.00	20,050.00	.0%
0040	CH & S FIRE COMMISSION							
5300	FIRE COMMISSION OPERATING	327,276	327,276.00	42,831.21	32,091.60	.00	284,444.79	13.1%
	TOTAL CH & S FIRE COMMISSION	327,276	327,276.00	42,831.21	32,091.60	.00	284,444.79	13.1%
0041	SOUTH MILLS FIRE COMMISSION							
5300	FIRE COMMISSION OPERATING	237,190	237,190.00	13,204.25	11,713.51	.00	223,985.75	5.6%
	TOTAL SOUTH MILLS FIRE COMMISS	237,190	237,190.00	13,204.25	11,713.51	.00	223,985.75	5.6%
0050	SCHOOL FUND							
6900	SPECIAL APPROPRIATIONS	8,100	8,100.00	.00	.00	.00	8,100.00	.0%
	TOTAL SCHOOL FUND	8,100	8,100.00	.00	.00	.00	8,100.00	.0%
0051	DSS TRUST FUND							
8000	PUBLIC ASSISTANCE	30,664	30,664.00	5,812.07	1,957.58	650.00	24,201.93	21.1%
	TOTAL DSS TRUST FUND	30,664	30,664.00	5,812.07	1,957.58	650.00	24,201.93	21.1%
0052	SOCIAL SERVICES							
6100	DSS ADMINISTRATION	1,029,231	1,029,231.00	162,164.93	90,376.91	5,872.43	861,193.64	16.3%
8000	PUBLIC ASSISTANCE	335,605	340,504.00	17,678.63	11,011.27	.00	322,825.37	5.2%
	TOTAL SOCIAL SERVICES	1,364,836	1,369,735.00	179,843.56	101,388.18	5,872.43	1,184,019.01	13.6%
0053	JOYCE CREEK DRAINAGE PROJECT							

Attachment: 8-2018 Expenditures (2152 : FY 18-19 YTD Finance Report)



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Camden County, NC LIVE
FY 18-19 YEAR-TO-DATE EXPENDITURE REPORT

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FOR 2019 02

0053	JOYCE CREEK DRAINAGE PROJECT	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
7210	PROJECT OPERATIONS	42,835	42,835.00	478.06	370.41	.00	42,356.94	1.1%
	TOTAL JOYCE CREEK DRAINAGE PRO	42,835	42,835.00	478.06	370.41	.00	42,356.94	1.1%
0055	ECONOMIC DEVELOPMENT PROJ FUND							
4940	ECONOMIC DEVELOPMENT COMM	40,000	40,000.00	.00	.00	.00	40,000.00	.0%
	TOTAL ECONOMIC DEVELOPMENT PRO	40,000	40,000.00	.00	.00	.00	40,000.00	.0%
0056	FEREBEE COURTHOUSE TRUST							
5000	BUILDINGS AND GROUNDS	1,530	1,530.00	.00	.00	.00	1,530.00	.0%
	TOTAL FEREBEE COURTHOUSE TRUST	1,530	1,530.00	.00	.00	.00	1,530.00	.0%
0060	DISMAL SWAMP VISITOR CENTER							
6000	DISMAL SWAMP VISITORS CENT	161,882	161,882.00	26,857.52	15,057.82	.00	135,024.48	16.6%
	TOTAL DISMAL SWAMP VISITOR CEN	161,882	161,882.00	26,857.52	15,057.82	.00	135,024.48	16.6%
0065	COMMUNITY PARK TRUST FUND							
6130	PARK OPERATIONS	44,778	44,778.00	4,398.63	4,313.63	2,245.00	38,134.37	14.8%
6135	MILLTOWN BOAT RAMP & PIER	35,000	35,000.00	.00	.00	.00	35,000.00	.0%
	TOTAL COMMUNITY PARK TRUST FUN	79,778	79,778.00	4,398.63	4,313.63	2,245.00	73,134.37	8.3%
0070	REVALUATION RESERVE FUND							
4200	ADMINISTRATION	255,000	255,000.00	.00	.00	.00	255,000.00	.0%
	TOTAL REVALUATION RESERVE FUND	255,000	255,000.00	.00	.00	.00	255,000.00	.0%

Attachment: 8-2018 Expenditures (2152 : FY 18-19 YTD Finance Report)



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Camden County, NC LIVE
FY 18-19 YEAR-TO-DATE EXPENDITURE REPORT

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FOR 2019 02

0071	UNRESTRICTED CAPITAL RESERVE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
0071 UNRESTRICTED CAPITAL RESERVE								
6600	NON-DEPARTMENTAL	1,243,825	1,243,825.00	.00	.00	.00	1,243,825.00	.0%
	TOTAL UNRESTRICTED CAPITAL RES	1,243,825	1,243,825.00	.00	.00	.00	1,243,825.00	.0%
0075 SCHOOL CAPITAL RESERVE								
6820	DEBT SERVICE	1,123,000	1,123,000.00	.00	.00	.00	1,123,000.00	.0%
	TOTAL SCHOOL CAPITAL RESERVE	1,123,000	1,123,000.00	.00	.00	.00	1,123,000.00	.0%
	GRAND TOTAL	24,164,222	25,412,537.00	2,077,795.50	1,335,651.77	408,350.25	22,926,391.25	9.8%

** END OF REPORT - Generated by Stephanie Humphries **

Attachment: 8-2018 Expenditures (2152 : FY 18-19 YTD Finance Report)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 9.B
Meeting Date: September 10, 2018

Submitted By: Tammie Krauss, Register of Deeds
Register of Deeds
Prepared by: Karen Davis

Item Title **Register of Deeds**

Attachments: Register of Deeds - July 2018 Weekly Report (XLS)
Register of Deeds - July 2018 Monthly Report (PDF)
Register of Deeds - August 2018 Weekly Report (XLS)
Register of Deeds - August 2018 Monthly Report
(PDF)

Camden County Register of Deeds: Tammie Krauss
July 2018 Daily Deposit

DATE	NC CHILDREN TRUST	NC DOM. VIO. FUND	STATE REV. STAMPS	COUNTY REV. STAMPS	RETIREMENT	AUTO FUND	STATE TREASURY	ROD GENERAL	TOTAL
07/02/18	\$ 5.00	\$ 30.00	\$ 393.47	\$ 409.53	\$ 5.47	\$ 27.99	\$ 49.60	\$ 246.54	\$ 1,167.60
07/03/18	\$ -	\$ -	\$ 264.60	\$ 275.40	\$ 2.21	\$ 13.14	\$ 18.60	\$ 113.05	\$ 687.00
07/05/18	\$ 15.00	\$ 90.00	\$ -	\$ -	\$ 3.09	\$ 9.17	\$ 6.20	\$ 82.54	\$ 206.00
07/06/18	\$ -		\$ 225.40	\$ 234.60	\$ 3.30	\$ 17.84	\$ 43.40	\$ 155.46	\$ 680.00
07/09/18	\$ 5.00	\$ 30.00	\$ -	\$ -	\$ 1.61	\$ 7.11		\$ 63.88	\$ 107.60
07/10/18	\$ -	\$ -	\$ 103.88	\$ 108.12	\$ 2.81	\$ 17.12	\$ 18.60	\$ 148.87	\$ 399.40
07/11/18	\$ -	\$ -	\$ -	\$ -	\$ 3.66	\$ 23.93	\$ 6.20	\$ 210.21	\$ 244.00
07/12/18	\$ 5.00	\$ 30.00	\$ 272.44	\$ 283.56	\$ 3.89	\$ 19.43	\$ 31.00	\$ 169.68	\$ 815.00
07/13/18	\$ 5.00	\$ 30.00			\$ 4.14	\$ 21.62	\$ 31.00	\$ 184.24	\$ 276.00
07/16/18					\$ 1.53	\$ 8.83	\$ 12.40	\$ 79.24	\$ 102.00
07/17/18					\$ 0.87	\$ 4.47	\$ 12.40	\$ 40.26	\$ 58.00
07/18/18			\$ 602.70	\$ 627.30	\$ 4.59	\$ 27.35	\$ 43.40	\$ 230.66	\$ 1,536.00
07/19/18	\$ 5.00	\$ 30.00	\$ 551.25	\$ 573.75	\$ 5.70	\$ 31.78	\$ 37.20	\$ 270.32	\$ 1,505.00
07/20/18	\$ 5.00	\$ 30.00	\$ 269.50	\$ 280.50	\$ 2.85	\$ 12.11	\$ 31.00	\$ 109.04	\$ 740.00
07/23/18					\$ 3.81	\$ 24.49	\$ 6.20	\$ 219.50	\$ 254.00
07/24/18			\$ 288.61	\$ 300.39	\$ 2.70	\$ 16.28	\$ 24.80	\$ 136.22	\$ 769.00
07/25/18			\$ 203.84	\$ 212.16	\$ 4.59	\$ 28.12	\$ 31.00	\$ 242.29	\$ 722.00
07/26/18			\$ 210.70	\$ 219.30	\$ 1.50	\$ 9.13	\$ 12.40	\$ 76.97	\$ 530.00
07/27/18	\$ -	\$ -	\$ 1,250.48	\$ 1,301.52	\$ 5.94	\$ 35.49	\$ 55.80	\$ 298.77	\$ 2,948.00
07/30/18			\$ 274.40	\$ 285.60	\$ 6.18	\$ 38.84	\$ 43.40	\$ 323.58	\$ 972.00
07/31/18					\$ 0.84	\$ 4.91	\$ 6.20	\$ 44.05	\$ 56.00
									0.00
									0.00
									\$ -
TOTAL	\$ 45.00	\$ 270.00	\$ 4,911.27	\$ 5,111.73	\$ 71.28	\$ 399.15	\$ 520.80	\$ 3,445.37	\$ 14,774.60

Attachment: Register of Deeds - July 2018 Weekly Report (2165 : Register of Deeds)

Ledger Report Fee Distribution
 TAMMIE KRAUSS, REGISTER OF DEEDS
 Camden, NC
 Date Range From Sunday, July 01, 2018 to Tuesday, July 31, 2018

Name	Amount
NC Children's Trust Fund	\$45.00
NC Domestic Violence Fund	\$270.00
State Revenue Stamp	\$4,911.27
County Revenue Stamp	\$5,111.73
Land Transfer Fee	\$0.00
Floodplain Map Fund	\$0.00
Supplemental Retirement	\$71.28
ROD Automation Fund	\$399.15
Dept Of Cultural Resources	\$0.00
Vital Records Fund	\$0.00
State General Fund	\$0.00
State Treasurer Amount	\$520.80
ROD General Fund	\$3,445.37
Total Distribution For Period	\$14,774.60
Cash Total	\$866.00
Check Total	\$13,908.60
Pay Account Total	\$0.00
ACH Total	\$0.00
Escrow Account Total	\$0.00
Overpayment Total	\$0.00
Total Deposit For Period	\$14,774.60

Camden County Register of Deeds: Tammie Krauss
August 2018 Daily Deposit

DATE	NC CHILDREN TRUST	NC DOM. VIO. FUND	STATE REV. STAMPS	COUNTY REV. STAMPS	RETIREMENT	AUTO FUND	STATE TREASURY	ROD GENERAL	TOTAL
08/01/18	\$ -	\$ -	\$ 1,057.91	\$ 1,101.09	\$ 5.66	\$ 32.51	\$ 62.00	\$ 277.23	\$ 2,536.40
08/02/18	\$ -	\$ -	\$ 153.86	\$ 160.14	\$ 2.88	\$ 17.57	\$ 18.60	\$ 152.95	\$ 506.00
08/03/18	\$ -	\$ -	\$ 132.30	\$ 137.70	\$ 5.30	\$ 31.48	\$ 43.40	\$ 272.82	\$ 623.00
08/06/18	\$ -				\$ 2.28	\$ 13.01	\$ 24.80	\$ 111.91	\$ 152.00
08/07/18			\$ -	\$ -	\$ 0.62	\$ 4.05		\$ 36.33	\$ 41.00
08/08/18	\$ -	\$ -	\$ 63.70	\$ 66.30	\$ 4.02	\$ 22.63	\$ 37.20	\$ 203.75	\$ 397.60
08/09/18					\$ 0.32	\$ 2.07		\$ 18.61	\$ 21.00
08/10/18	\$ -	\$ -	\$ 156.80	\$ 163.20	\$ 1.20	\$ 6.64	\$ 12.40	\$ 59.76	\$ 400.00
08/13/18	\$ -	\$ -	\$ 736.47	\$ 766.53	\$ 5.13	\$ 30.28	\$ 49.60	\$ 256.99	\$ 1,845.00
08/14/18	\$ -	\$ -	\$ 338.10	\$ 351.90	\$ 1.89	\$ 11.07	\$ 18.60	\$ 94.44	\$ 816.00
08/15/18	\$ -	\$ -	\$ 417.97	\$ 435.03	\$ 8.93	\$ 54.84	\$ 49.60	\$ 481.83	\$ 1,448.20
08/16/18	\$ -	\$ -	\$ 318.50	\$ 331.50	\$ 1.89	\$ 11.07	\$ 18.60	\$ 94.44	\$ 776.00
08/17/18			\$ 380.24	\$ 395.76	\$ 6.54	\$ 37.05	\$ 74.40	\$ 318.01	\$ 1,212.00
08/20/18			\$ 259.70	\$ 270.30	\$ 2.69	\$ 15.10	\$ 31.00	\$ 130.81	\$ 709.60
08/21/18			\$ 206.29	\$ 214.71	\$ 6.53	\$ 35.81	\$ 80.60	\$ 312.06	\$ 856.00
08/22/18	\$ 5.00	\$ 30.00	\$ 368.97	\$ 384.03	\$ 3.25	\$ 15.94	\$ 24.80	\$ 138.21	\$ 970.20
08/23/18	\$ 5.00	\$ 30.00	\$ 203.35	\$ 211.65	\$ 3.81	\$ 18.31	\$ 37.20	\$ 159.68	\$ 669.00
08/24/18			\$ 397.39	\$ 413.61	\$ 4.06	\$ 23.39	\$ 43.40	\$ 200.15	\$ 1,082.00
08/27/18					\$ 3.20	\$ 16.64	\$ 43.40	\$ 149.76	\$ 213.00
08/28/18			\$ 167.58	\$ 174.42	\$ 7.57	\$ 45.72	\$ 49.60	\$ 401.11	\$ 846.00
08/29/18			\$ 392.00	\$ 408.00	\$ 4.86	\$ 29.15	\$ 43.40	\$ 246.79	\$ 1,124.20
08/30/18			\$ 210.70	\$ 219.30	\$ 1.74	\$ 10.08	\$ 18.60	\$ 85.58	\$ 546.00
08/31/18			\$ 240.10	\$ 249.90	\$ 3.39	\$ 20.97	\$ 18.60	\$ 183.04	\$ 716.00
TOTAL	\$ 10.00	\$ 60.00	\$ 6,201.93	\$ 6,455.07	\$ 87.76	\$ 505.38	\$ 799.80	\$ 4,386.26	\$ 18,506.20

Attachment: Register of Deeds - August 2018 Weekly Report (2165 : Register of Deeds)

TAMMIE KRAUSS, REGISTER OF DEEDS

Camden, NC

Date Range From Wednesday, August 01, 2018 to Friday, August 31, 2018

Name	Amount
NC Children's Trust Fund	\$10.00
NC Domestic Violence Fund	\$60.00
State Revenue Stamp	\$6,201.93
County Revenue Stamp	\$6,455.07
Land Transfer Fee	\$0.00
Floodplain Map Fund	\$0.00
Supplemental Retirement	\$87.76
ROD Automation Fund	\$505.38
Dept Of Cultural Resources	\$0.00
Vital Records Fund	\$0.00
State General Fund	\$0.00
State Treasurer Amount	\$799.80
ROD General Fund	\$4,386.26
Total Distribution For Period	\$18,506.20
Cash Total	\$422.80
Check Total	\$18,083.40
Pay Account Total	\$0.00
ACH Total	\$0.00
Escrow Account Total	\$0.00
Overpayment Total	\$0.00
Total Deposit For Period	\$18,506.20



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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

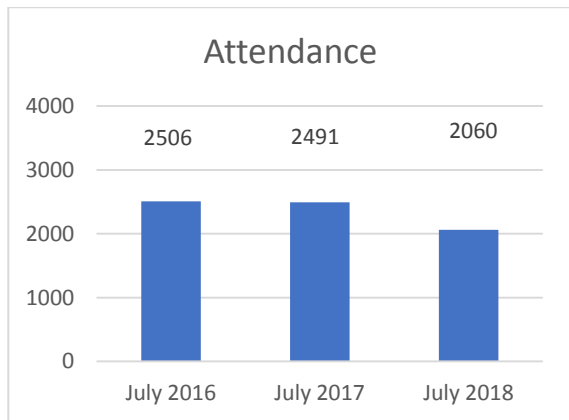
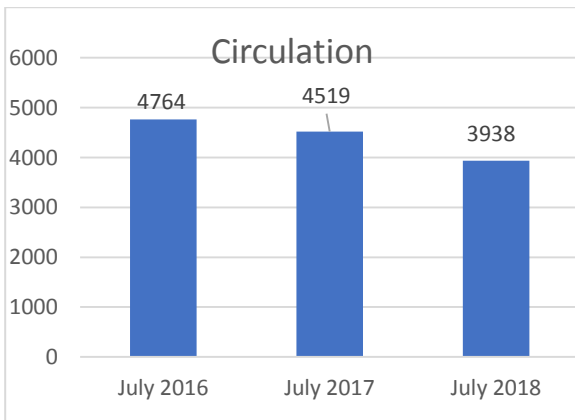
Information, Reports & Minutes From Other Agencies

Item Number: 9.C
Meeting Date: September 10, 2018
Submitted By: Kim Perry,
Library
Prepared by: Kim Perry
Item Title **Library Report - July 2018**
Attachments: 18_07 (DOCX)

Camden County Public Library July 2018 Statistics

Visitor Count	2,060
Materials Check Outs & Renewals	3,938
Computer/ Wireless Use	774/472
Questions Answered	386
Juvenile Programs/Attendance	18/443
Teen/Tween Programs/Attendance	1/4
Adult Programs/Attendance	3/15
One-on-One Sessions/Attendance	0/0
Meeting Room Usage/Attendance	10/107
Days/Hours Open	27/239
# Items in Collection	16,858
Library Card Holders	3,310

Comparison by Year 2016-2018



Attachment: 18_07 (2132 : Library Report - July 2018)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 9.D
Meeting Date: September 10, 2018

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

Item Title NC Forest Service Annual Report FY 2017-2018

Attachments: NC Forest Service Annual Report - FY 2017-2019
(PDF)

NORTH CAROLINA FOREST SERVICE

ANNUAL REPORT

TO

CAMDEN COUNTY

COMMISSIONERS

FISCAL YEAR

2017 – 2018

PREPARED BY:

CAMDEN COUNTY RANGER

STEVE SUTTON

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



Steven W. Troxler
Commissioner

Scott Bissette
Assistant Commissioner

July 24, 2018

Dear Camden County Commissioners and County Manager Ken Bowman:

This letter highlights the North Carolina Forest Service's annual accomplishments for Camden County in fiscal year July 2017 - June 2018. The NCFS is responsible for the protection and development of all private and state woodlands in the county per general statutes. Camden County's woodland area consists of 72,894 acres as listed in the 2015 NCSU Forestry Impacts of North Carolina survey. At this time, I would like to take the opportunity to inform you of our program areas and the accomplishments we made in each area.

Fire Control

In 2017, we had an average amount of fire response calls. As wet a year as it was, we responded to 24 calls with 11 of those being wildfires and 5 warning tickets were written. Other calls were false alarms and legal control burns. We had 775 Burning Permits written by local agents and acquired by landowners online. We have 3 Volunteer Fire Departments in the county, which continue to be a tremendous asset to us in wildfire suppression. Their quick initial attack with us minimizes fire damage and keeps fires small. I continue to visit each department and offer them help on inter-agency policies and wildland fire training.

Forest Management

The NC Legislation passed a law that requires the NC Forest Service to charge a fee for the creation of certain woodland management plans for forest landowners which began on July 1, 2014. With help from our District staff in Elizabeth City; we prepared 15 management plans for Camden landowners consisting of 613 acres. These plans help landowners meet financial and personal objectives for their timberland. These plans address timber resources, wildlife, aesthetics, water quality, soil protection, and/or recreation opportunities. Using information in their management plans, Camden landowners contracted agents to chemical site prep spray 81 acres and a total of 245 acres of harvested woodland was replanted. Precommercial thinning was done on 6 acres and 19 acres of chemical release spray was also done to help further establish those pines and protect them from insect and diseases. We are also responsible for conducting survival checks of last year planting projects and land measurement of all projects funded with state funds using global positioning system instruments. We also collected 32lbs. of seed for our State nursery in Goldsboro.

Water Quality Protection

We are also committed to randomly check on forestry logging operations. All forestry activities must adhere to Forest Practice Guidelines and Best Management Practices. These laws and regulations protect water quality and enable us to utilize forest resources in a sustainable manner. We conducted 17 inspections and re-inspections on loggers for 282 acres of forest harvesting activities in the county.

Information and Education

These programs are a vital part of our organization and they educate the public in forestry and the prevention of wildfires. We conducted or attended 20 programs on fire prevention at the following locations: Grandy Primary School, Camden 4H, VFD meetings, Public Safety Meeting in Elizabeth City, GPS Fall Festival, Dismal Day at our State Park and the South Mills Christmas Parade.

Urban Assistance and Pest Control

We provide Camden citizens with advice and support on shade trees, windbreaks, and insect disease control. Urban assistance will continue to be a priority as the population increases and more land is developed. In an effort to protect urban and forested areas, each year we conduct aerial and ground surveys for forest pest outbreaks. We found 3 areas of concern and are currently ground checking them. We continually work with cooperative agencies; NCSU Extension office for shade tree assistance and the North Carolina Department of Agriculture to monitor forest pest movements. They continue to work the Slow the Spread Project to reduce the gypsy moth population.

Other Services

We are also involved in overall emergency response in Camden County, the State of North Carolina, and the Southeast Compact. We stand ready for natural disaster recovery efforts such as hurricanes, floods, tornadoes, and ice storms. We currently hired a new Assistant Ranger Jared Tardiff back in March. He has been in and out of the county for forest management and fire control training. He is currently progressing very well.

Summary

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

Sincerely,



Steve Sutton
Camden County Ranger