



**CAMDENCOUNTY**

new energy. new vision.

**BOARD  
OF  
COMMISSIONERS**

**March 04, 2019  
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  
March 04, 2019  
7:00 PM  
Historic Courtroom, Courthouse Complex**

### **Welcome & Call to Order**

### **Invocation & Pledge of Allegiance**

Pastor Bill Blake - McBride United Methodist 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. Albemarle 350th Anniversary Passport Contest - Donna Stewart
2. Trillium Health Resources Annual Report - Bland Baker
3. Parks & Recreation Department - Tim White
4. Sheriff's Office - Austin Browder
5. Broadband Update

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

### **Reconvene Board of Commissioners**

**ITEM 5. New Business (For discussion and possible action)**

- A. Tax Report
- B. Memorandum of Agreement with Camden County 4-H Foundation
- C. Roadway Extension for Camden Commerce Park - Recommendation of Award
- D. Resolution 2019-03-01 - Albemarle Commission
- E. Resolution 2019-03-02 Adopting UDO Administrative Manual

**ITEM 6. Consent Agenda**

- 1. BOC Meeting Minutes - December 3, 2018
- 2. BOC/BOE Joint Meeting Minutes - January 24, 2019
- 3. BOC Meeting Minutes - February 4, 2019
- 4. Budget Amendments
- 5. Tax Collection Report
- 6. DMV Monthly Report
- 7. Refunds Over \$100.00
- 8. Vehicle Refunds Over \$100.00
- 9. Pickups, Releases & Refunds
- 10. Home & Community Care Block Grant

**ITEM 7. County Manager's Report**

**ITEM 8. Commissioners' Reports**

**ITEM 9. Information, Reports & Minutes From Other Agencies**

- A. FY 18-19 YTD Finance Report
- B. Library Report
- C. Register of Deeds
- D. Community Advisory Committee Report

**ITEM 10. Adjourn**



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

**Presentations**

**Item Number:** 4.1

**Meeting Date:** March 04, 2019

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

**Item Title** Donna Stewart - Albemarle 350th Anniversary Passport Contest

**Attachments:**

**Summary:**

Donna Stewart will introduce and recognize the winner of the Albemarle 350th Anniversary Passport Contest.





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

**Presentations**

**Item Number:** 4.2

**Meeting Date:** March 04, 2019

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

**Item Title** **Trillium Health Resources Annual Report - Bland Baker**

**Attachments:** Camden County Annual Report 2018 (PPTM)

**Summary:**

Mr. Bland Baker will present the Trillium Health Resources Annual Report.

# TRILLIUM HEALTH RESOURCES ANNUAL REPORT CAMDEN COUNTY

*BLAND BAKER, BA*  
*REGIONAL DIRECTOR*

Transforming Lives



# TRILLIUM UPDATE

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

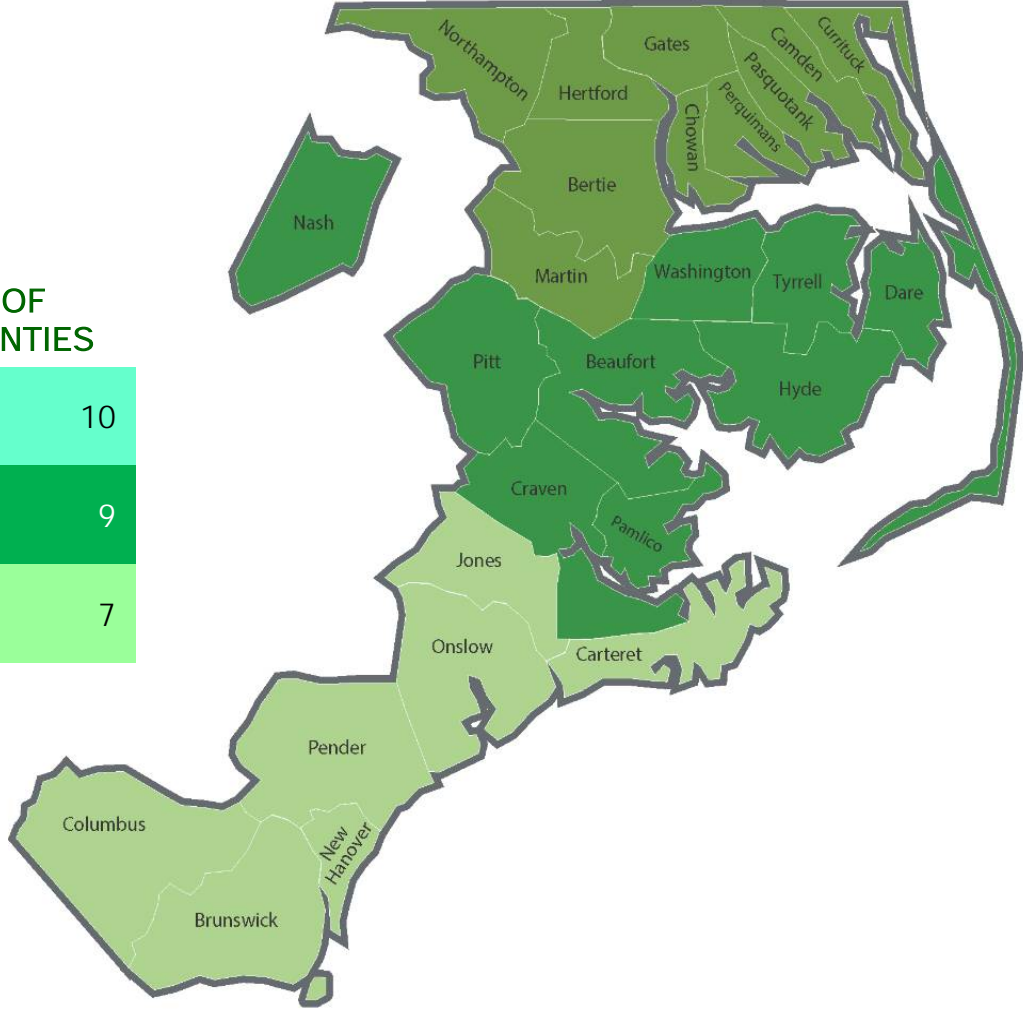
- Coverage change
- Legislation changes
- Funding changes
- Partnership changes
- Organizational changes
- County Data

# Who We Are - Numbers

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- 26 Counties
- 1,410,000 total population
- 205,000 Medicaid Eligible
- Served almost 54,000
- 500 Providers
- \$355,201,859.00 spent on services last year
- Smallest County- Tyrrell 3,800- Largest County - New Hanover 225,000
- 12,000 square miles

| REGION   | POPULATION | SQUARE MILES | # OF COUNTIES |
|----------|------------|--------------|---------------|
| Northern | 203,449    | 3,511.3      | 10            |
| Central  | 494,374    | 4,717.2      | 9             |
| Southern | 715,460    | 4,176        | 7             |



# Coverage Change

- July 1<sup>st</sup> 2018 we added Columbus County
- Giving them more options of providers
- We are opening an office in Columbus County
- Some of our largest providers are opening offices there i.e. PORT Health Services and Integrated Family Services
- We've done several RFP's specific to Columbus County to build their network

# Legislative Changes

- Standard Plan
- Tailored Plan
- Must be budget neutral
- Puts Behavioral Health services for mild to moderate needs into Standard Plans
- Innovations Waiver and Severe MH and SU will be covered by Tailored Plan

# Timeline

- • **February 2019** - NC will award contracts to the selected private insurance companies and/or PLE's.
- • **July 2019** - PHPs must have all call centers operational and all relevant staff located in North Carolina.
- • **July-September 2019** - Managed care will start in two phases. For regions of the state in Phase 1, this will be the window in which beneficiaries select a PHP.
- • **November 2019** - The Medicaid managed care program will launch in regions in Phase 1.
- • **February 2020** - The Medicaid managed care program will launch in regions in Phase 2.



# Time Line Continued

- May 2020 - State awards Tailored Plan
- February 2021 - Readiness Review on MCOs for Tailored Plan
- July 2021 - MCOs implement Tailored Plan

# Funding Changes

- Since Standard Plans will be run by insurance companies, they will be managing a part of the Medicaid dollars
- Tailored plans which cover the higher risk individuals, our PMPM will be higher, but total number served under us will be lower
- Developing a whole person care model to cover costs of the physical issues along with the behavioral health issues
- The 1115 Waiver is required to be cost neutral

# Partnership Changes

- Trillium is working with two other MCO's, Alliance Behavioral Health and Vaya Health coalition known as Advancing NC Whole Health.

[www.advancingncwholehealth.com](http://www.advancingncwholehealth.com)

- This is a partnership-not a merger. Trillium believes by aligning our strengths and shared experiences, we can maximize our impact as we prepare to apply for the Tailored Plan and partner with the companies that receive the Standard Plan.
- Partnering with the selected insurance companies for Standard Plan coverage

# Organizational Changes

- Understanding Social Determinants of Health (SDoH)
- Staff to oversee the individual/community needs around the SDoH
- Working with DSS's and Health Departments
- Hiring Psychiatrists to help with Utilization Management

# Update on Opioid Funding

- State Fiscal Year- 2018 July1, 2017- June 30<sup>th</sup>, 2018 - CURES Funding, Trillium spent \$3,079,682
- Total people served- 1880
- Many counties have developed Opioid Coalitions and applying for grants

# Consumers served in Camden County

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- Total Consumers served - 247
- Mental Health - 198
- Substance Use - 45
- I/DD - 50
  
- Total dollars - \$1,974,331.00

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

# THE END

# QUESTIONS?

Transforming Lives





# CAMDENCOUNTY

new energy. new vision.

## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Presentations

**Item Number:** 4.3  
**Meeting Date:** March 04, 2019

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

**Item Title** **Tim White - Parks & Recreation Department Update**

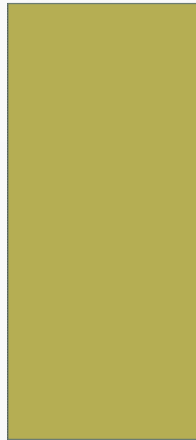
**Attachments:** 2018 Camden County Parks Recreation Report  
(PPTX)

**Summary:**  
Tim White will give a department update from Parks & Recreation.



# 2018 CAMDEN COUNTY PARKS & RECREATION

ACTIVITIES – PROGRAMS – PARK PROJECTS



# SPORTS

- CYL Spring Soccer - 350
- CYL Baseball & Softball - 480
- Women's Slow pitch Softball – 4 Teams
- SPIRIT Cheerleading Camp - 90
- Summer Sunday Volleyball Skill Development
- CYL Fall Soccer - 450
- CYF Football & Cheerleading - 60
- Girls Volleyball - 80
- Youth Basketball - 270

# PROGRAMS/ACTIVITIES

- Martin Luther King Jr. Unity Celebration
- Easter Egg Hunt Extravaganza
- 9/11 Memorial
- Fall Festival/Pumpkin Contest
- Dismal Day/Fun Run
- Trunk or Treat
- Veterans Day Ceremony
- Holiday Tree Lighting

# PARKS/PROJECTS



2018 DISMAL SWAMP  
TRAIL REPAIRS







# PARKS/PROJECTS



2018 ONE MILL PARK









Attachment: 2018 Camden County Parks Recreation Report (2303 : Tim White - Parks & Recreation



# PARKS/PROJECTS

## MILLTOWN LANDING





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

**Presentations**

**Item Number:** 4.4

**Meeting Date:** March 04, 2019

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

**Item Title** Deputy Austin Browder - Sheriff's Office

**Attachments:**

**Summary:**

Deputy Austin Browder will be making a presentation on behalf of the Sheriff's Office.



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

**Presentations**

**Item Number:** 4.5  
**Meeting Date:** March 04, 2019  
**Submitted By:** Karen Davis, Clerk to the Board  
Administration  
Prepared by: Karen Davis

**Item Title**                      **Broadband Update**

**Attachments:**

**Summary:**  
An update will be given on progress with Broadband.



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

**New Business**

**Item Number:** 5.A  
**Meeting Date:** March 04, 2019  
**Submitted By:** Lisa Anderson, Tax Administrator  
Taxes  
Prepared by: Lisa Anderson

**Item Title** **January Monthly Report**

**Attachments:** 20190226100603779.pdf (PDF)

**Summary:** January 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> |
|-------------|----------------------|--------------------------|
| 2018        | 406,458.23           | 11,547.73                |
| 2017        | 83,086.99            | 5,543.21                 |
| 2016        | 26,166.61            | 2,571.44                 |
| 2015        | 13,092.68            | 1,289.11                 |
| 2014        | 13,359.97            | 1,390.06                 |
| 2013        | 9,148.21             | 5,021.89                 |
| 2012        | 6,749.39             | 7,936.30                 |
| 2011        | 4,918.94             | 6,473.95                 |
| 2010        | 4,244.84             | 4,714.27                 |
| 2009        | 3,978.27             | 4,548.04                 |

|                                     |                           |
|-------------------------------------|---------------------------|
| TOTAL REAL PROPERTY TAX UNCOLLECTED | 571,204.13                |
| TOTAL PERSONAL PROPERTY UNCOLLECTED | 51,036.00                 |
| TEN YEAR PERCENTAGE COLLECTION RATE | 99.15%                    |
| COLLECTION FOR 2019 vs. 2018        | 402,544.16 vs. 424,480.42 |

**LAST 3 YEARS PERCENTAGE COLLECTION RATE**

|      |        |
|------|--------|
| 2018 | 94.42% |
| 2017 | 98.74% |
| 2016 | 99.57% |

**THIRTY LARGEST UNPAID ACCOUNTS**

SEE ATTACHMENT "A"

**THIRTY OLDEST UNPAID ACCOUNTS**

SEE ATTACHMENT "B"

Attachment: 20190226100603779.pdf (2320 : Tax Report)

**EFFORTS AT COLLECTION IN THE LAST 30 DAYS**

ENDING January 2019

**BY TAX ADMINISTRATOR**

42 NUMBER DELINQUENCY NOTICES SENT

5 FOLLOWUP REQUESTS FOR PAYMENT SENT

2 NUMBER OF WAGE GARNISHMENTS ISSUED

13 NUMBER OF BANK GARNISHMENTS ISSUED

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

0 NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)

0 PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF  
TAX ADMINISTRATOR

0 NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO  
COUNTY ATTORNEY

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

0 REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS

0 NUMBER OF JUDGMENTS FILED

Attachment: 20190226100603779.pdf (2320 : Tax Report)



Attachment "A"  
Real  
1

| Roll | Parcel Number           | Unpaid Amount | YrsDlq | Taxpayer Name                  | City        | Property Address     |
|------|-------------------------|---------------|--------|--------------------------------|-------------|----------------------|
| R    | 02-8934-01-17-4778.0000 | 16,563.03     | 1      | LARRY G. LAMB SR               | CAMDEN      | 152 158 US W         |
| R    | 02-8934-01-18-6001.0000 | 9,002.86      | 1      | LINDA SUE LAMB HINTON          | CAMDEN      | 150 158 US W         |
| R    | 01-7989-00-01-1714.0000 | 8,080.29      | 10     | CHARLES MILLER HEIRS           | SOUTH MILLS | HORSESHOE RD         |
| R    | 02-8937-00-50-8036.0000 | 6,148.28      | 1      | CLEVELAND WALSTON LE           | CAMDEN      | 187 HERMAN ARNOLD RD |
| R    | 03-8953-04-70-6605.0000 | 5,038.74      | 1      | SHEILA RIGGS EDWARDS           | SHILOH      | 901 343 HWY S        |
| R    | 03-8899-00-16-2671.2425 | 4,722.65      | 1      | SPRING LOTUS LLC               | SHILOH      | 141 EDGEWATER DR     |
| R    | 03-8899-00-45-2682.0000 | 4,392.64      | 10     | SEAMARK INC.                   | SHILOH      | HOLLY RD             |
| R    | 01-7979-00-61-7358.0000 | 4,209.55      | 1      | BERT LLC                       | SOUTH MILLS | HORSESHOE RD         |
| R    | 01-7998-01-08-6797.0000 | 4,175.50      | 1      | EDWARD E. HARRIS JR.           | SOUTH MILLS | 1295 343 HWY N       |
| R    | 02-8935-02-66-7093.0000 | 3,817.05      | 1      | B. F. ETHERIDGE HEIRS          | CAMDEN      | 158 US E             |
| R    | 02-8944-00-87-7021.0000 | 3,651.70      | 1      | MARK M. BRIGMAN SR & LISA L.   | CAMDEN      | 175 MCKIMMEY RD      |
| R    | 02-8943-01-26-6350.0000 | 3,553.80      | 1      | CLARENCE THORPE SANDERS        | CAMDEN      | 102 RIVER RD         |
| R    | 01-7080-00-53-1141.0000 | 3,179.89      | 2      | EDWARD A ROSA SR               | SOUTH MILLS | 188 KHEETER BARN RD  |
| R    | 02-8934-01-29-4617.0000 | 3,106.99      | 1      | JAMES B. SEYMOUR ETAL          | CAMDEN      | 112 158 US W         |
| R    | 03-8962-00-55-2255.0000 | 3,062.98      | 1      | VERNON L. & EDITH W. SYLVESTER | SHILOH      | 453 NECK RD          |
| R    | 02-8943-01-17-1673.0000 | 3,060.05      | 1      | MILDRED A. HAVRILLA            | CAMDEN      | 374 COUNTRY CLUB RD  |
| R    | 03-8943-02-65-6749.0000 | 3,016.93      | 1      | WANDA KAYE LEARY               | SHILOH      | 199 DAILEY RD        |
| R    | 03-9809-00-23-4988.0000 | 2,933.00      | 1      | WANDA H WELLS                  | SHILOH      | 104 HIGH RD          |
| R    | 03-8953-00-89-0192.0000 | 2,884.21      | 1      | TANYA W BARCLIFT               | SHILOH      | 269 TROTMAN RD       |
| R    | 02-8934-01-18-8282.0000 | 2,746.15      | 1      | BRIDGET CARTWRIGHT JOHNSON     | CAMDEN      | 144 158 US W         |
| R    | 01-7090-00-70-3221.0000 | 2,698.40      | 1      | LONZO FISHER GREGORY           | SOUTH MILLS | 406 OLD SWAMP RD     |
| R    | 02-8945-00-41-2060.0000 | 2,593.26      | 1      | LAELLE ETHERIDGE SR. HEIRS     | CAMDEN      | 168 BUSHELL RD       |
| R    | 03-8953-00-76-2855.0000 | 2,586.90      | 1      | ROBERT JASON HOLTON            | SHILOH      | 223 PERKINS RD       |
| R    | 03-8971-00-54-7373.0000 | 2,541.39      | 1      | DWAYNE HARRIS                  | SHILOH      | 125 ONE MILL RD      |
| R    | 03-8990-00-18-6042.0000 | 2,530.07      | 1      | LARRY MOTLEY                   | SHILOH      | SECOND CREEK RD      |
| R    | 02-8945-00-53-1518.0000 | 2,527.75      | 2      | GARY D. & BETH A. LOYD         | CAMDEN      | 115 LISTER DR        |
| R    | 01-7998-01-09-7155.0000 | 2,485.47      | 1      | CORNELIUS P & GLORIA E PAXTON  | SOUTH MILLS | 1298 343 HWY N       |
| R    | 02-8935-01-08-8786.0000 | 2,485.42      | 1      | LINWOOD GREGORY                | CAMDEN      | 253 SLEEPY HOLLOW RD |
| R    | 03-9809-00-23-8838.0000 | 2,470.25      | 1      | WILLIAM DAVID BYRUM            | SHILOH      | 112 HIGH RD          |
| R    | 01-7998-00-10-6800.0000 | 2,405.74      | 1      | MICHAEL C. ANDREWS             | SOUTH MILLS | 209 BINGHAM RD       |

02/26/19 09:42:24

Delinquencies Top-30 Unpaid



Attachment "B"  
Real

1

| Roll | Parcel Number           | YrsDlq | Unpaid Amount | Taxpayer Name                 | City        | Property Address     |
|------|-------------------------|--------|---------------|-------------------------------|-------------|----------------------|
| R    | 01-7989-00-01-1714.0000 | 10     | 8,080.29      | CHARLES MILLER HEIRS          | SOUTH MILLS | HORSESHOE RD         |
| R    | 03-8999-00-45-2682.0000 | 10     | 4,392.64      | SEAMARK INC.                  | SHILOH      | HOLLY RD             |
| R    | 01-7080-00-62-1977.0000 | 10     | 2,062.78      | SANDERS CROSSING OF CAMDEN CO | SOUTH MILLS | 117 OTTERS PL        |
| R    | 03-8943-04-93-8214.0000 | 10     | 2,052.32      | L. P. JORDAN HEIRS HEIRS      | SHILOH      | 108 CAMDEN AVE       |
| R    | 01-7988-00-91-0179.0001 | 10     | 2,028.10      | THOMAS L. BROTHERS HEIRS      | SOUTH MILLS | 171 NECK RD          |
| R    | 03-8952-00-95-8737.0000 | 10     | 1,993.94      | AUDREY TILLET                 | SHILOH      | 195 BUNKER HILL RD   |
| R    | 01-7999-00-32-3510.0000 | 10     | 1,827.31      | LEAH BARCO                    | SOUTH MILLS | 165 BUNKER HILL RD   |
| R    | 01-7999-00-12-8596.0000 | 10     | 1,760.33      | MOSES MITCHELL HEIRS          | SOUTH MILLS | 116 BLOODFIELD RD    |
| R    | 01-7989-04-60-1568.0000 | 10     | 1,000.71      | EMMA BRITE HEIRS              | SOUTH MILLS | 105 BLOODFIELD RD    |
| R    | 01-7989-04-60-1954.0000 | 10     | 976.47        | CHRISTINE RIDDICK             | SHILOH      | RAYMONS CREEK RD     |
| R    | 03-8962-00-50-0273.0000 | 10     | 900.00        | DAISEY WILLIAMS BURNHAM       | SHILOH      | 117 GRIFFIN RD       |
| R    | 01-7090-00-60-5052.0000 | 10     | 767.56        | JOE GRIFFIN HEIRS             | SOUTH MILLS | 499 SAILBOAT RD      |
| R    | 03-9809-00-24-6322.0000 | 10     | 627.21        | DAVID B. KIRBY                | SHILOH      | IVY NECK RD          |
| R    | 02-8955-00-13-7846.0000 | 10     | 588.25        | MARIE MERCER                  | CAMDEN      | 113 BOURBON ST       |
| R    | 02-8936-00-24-7426.0000 | 10     | 585.99        | BERNICE PUGH                  | CAMDEN      | CAMDEN POINT RD      |
| R    | 03-8980-00-61-1968.0000 | 10     | 281.80        | WILLIAMSBURG VACATION         | SHILOH      | OLD SWAMP RD         |
| R    | 01-7090-00-95-5262.0000 | 10     | 248.84        | JOHN F. SAWYER HEIRS          | SOUTH MILLS | CAMDEN POINT RD      |
| R    | 03-9809-00-45-1097.0000 | 10     | 202.10        | MICHAEL OBER                  | SHILOH      | CENTERPOINT RD       |
| R    | 03-8999-00-37-0046.0000 | 10     | 154.57        | ELIZABETH LONG                | SHILOH      | HIBISCUS             |
| R    | 03-9809-00-17-2452.0000 | 10     | 140.15        | TODD ALLEN RIGGS              | SHILOH      | LITTLE CREEK RD      |
| R    | 03-8980-00-84-0931.0000 | 9      | 220.38        | CARL TEUSCHER                 | SHILOH      | 218 BROAD CREEK RD   |
| R    | 01-7998-01-08-6797.0000 | 8      | 4,175.50      | EDWARD E. HARRIS JR.          | SOUTH MILLS | 1295 343 HWY N       |
| R    | 03-8962-00-04-9097.0000 | 8      | 2,182.86      | CECIL BARNARD HEIRS           | SHILOH      | NECK RD              |
| R    | 03-8990-00-64-8379.0000 | 8      | 940.48        | CHRISTOPHER FROST-JOHNSON     | SHILOH      | LITTLE CREEK RD      |
| R    | 02-8935-01-07-0916.0000 | 8      | 710.94        | ROSETTA MERCER INGRAM         | CAMDEN      | 227 SLEEPY HOLLOW RD |
| R    | 03-8962-00-70-7529.0000 | 8      | 593.58        | MARY SNOWDEN                  | SHILOH      | WICKHAM RD           |
| R    | 01-7989-04-90-0938.0000 | 8      | 541.44        | DORIS EASON                   | SOUTH MILLS | 1352 343 HWY N       |
| R    | 02-8954-00-97-4350.0000 | 8      | 349.04        | GEORGE SHAW                   | CAMDEN      | TROTMAN RD N         |
| R    | 03-8962-00-60-7648.0000 | 8      | 281.11        | FRANK WRIGHT ETAL             | SHILOH      | WICKHAM RD           |
| R    | 03-8965-00-37-4242.0000 | 7      | 1,751.87      | DORA EVANS FORBES             | SHILOH      | 352 SANDY HOOK RD    |

Delinquencies Top-30 Oldest

02/26/19 09:42:29

Attachment "A"  
Personal

| Roll | Parcel Number | Unpaid Amount | YrsDlq | Taxpayer Name                | City           | Property Address     |
|------|---------------|---------------|--------|------------------------------|----------------|----------------------|
| P    | 0002966       | 3,182.75      | 2      | SWAIN & TEMPLE INC           | SOUTH MILLS    | 149 LILLY RD         |
| P    | 0001709       | 2,252.98      | 10     | JOHN MATTHEW CARTER          | CAMDEN         | 158 HWY              |
| P    | 0001476       | 1,043.30      | 2      | MIKE TAYLOR                  | ELIZABETH CITY | CAMDEN CAUSEWAY      |
| P    | 0000295       | 1,832.04      | 1      | HENDERSON AUDIOMETRICS, INC. | CAMDEN         | 330 158 HWY E        |
| P    | 0000132       | 790.60        | 1      | DAVID DUNAVANT JR.           | CAMDEN         | 158 HWY E            |
| P    | 0001538       | 751.18        | 9      | JEFFREY EDWIN DAVIS          | CAMDEN         | 431 158 US W         |
| P    | 0001046       | 712.40        | 10     | THIEN VAN NGUYEN             | SHILOH         | 133 EDGEWATER DR     |
| P    | 0000738       | 680.34        | 8      | LESLIE ETHERIDGE JR          | CAMDEN         | 431 158 US W         |
| P    | 0002194       | 661.94        | 4      | MORGAN ROBERSON              | SHILOH         | 849 SANDY HOOK RD S  |
| P    | 0001072       | 587.82        | 10     | PAM BUNDY                    | SHILOH         | 105 AARON DR         |
| P    | 0001827       | 483.28        | 7      | KAREN BUNDY                  | CAMDEN         | 431 158 US W         |
| P    | 0001104       | 469.71        | 2      | MICHAEL & MICHELLE STONE     | CAMDEN         | 107 RIDGE ROAD       |
| P    | 0001230       | 411.11        | 7      | JAMES NYE                    | CAMDEN         | 101 ROBIN CT W       |
| P    | 0002442       | 366.28        | 2      | GERALD WHITE STALLS JR       | SOUTH MILLS    | 116 CHRISTOPHERS WAY |
| P    | 0001681       | 366.10        | 7      | STEVE WILLIAMS               | CAMDEN         | 150 158 HWY W        |
| P    | 0000297       | 349.77        | 2      | ADAM D & TRACY J.W. JONES    | CAMDEN         | 133 WALSTON LN       |
| P    | 0000772       | 348.90        | 4      | COSBY BAKER                  | SOUTH MILLS    | 114 BINGHAM RD       |
| P    | 0000466       | 314.96        | 1      | LAMBS OF CAMDEN              | CAMDEN         | 152 HWY 158 W        |
| P    | 0000905       | 305.31        | 4      | KEVIN & STACY ANDERSON       | SHILOH         | 111 AARON DR         |
| P    | 0000846       | 294.16        | 3      | TOAN TRINH                   | SHILOH         | 229 SAILBOAT RD      |
| P    | 0001694       | 288.99        | 7      | THOMAS B. THOMAS HEIRS       | CAMDEN         | 150 158 HWY W        |
| P    | 0002924       | 272.82        | 1      | PAUL BEAUMONT                | SHAWBORO       | 106 DEERFIELD TRL    |
| P    | 0002154       | 268.50        | 1      | ANDREW T. PAGE               | CAMDEN         | 105 SMITH DR         |
| P    | 0001693       | 261.90        | 10     | ALLIANCE NISSAN              | CAMDEN         | 158 HWY W            |
| P    | 0001638       | 259.82        | 2      | ERIC JASON WOODARD           | SOUTH MILLS    | 612 MAIN             |
| P    | 0003011       | 250.94        | 4      | PETER "RANDY" KRAINIAK       | CAMDEN         | 343 HWY S            |
| P    | 0001106       | 248.38        | 10     | JAMI ELIZABETH VANHORN       | SOUTH MILLS    | 612 MAIN ST          |
| P    | 0001952       | 238.91        | 7      | SANDY BOTTOM MATERIALS, INC  | SOUTH MILLS    | 319 PONDEROSA RD     |
| P    | 0000134       | 216.97        | 1      | WILLIAM DUNAVANT JR.         | SHAWBORO       | 243 POND ROAD        |
| P    | 0000945       | 195.03        | 4      | RAMONA F. TAZEWEILL          | CAMDEN         | 239 SLEEPY HOLLOW RD |

02/26/19 09:42:55

Delinquencies Top-30 Unpaid

Attachment "B"  
Personal

| Roll | Parcel Number | YrsDltg | Unpaid Amount | Taxpayer Name                | City           | Property Address     |
|------|---------------|---------|---------------|------------------------------|----------------|----------------------|
| P    | 0001709       | 10      | 2,252.98      | JOHN MATTHEW CARTER          | CAMDEN         | 158 HWY              |
| P    | 0001538       | 10      | 751.18        | JEFFREY EDWIN DAVIS          | ELIZABETH CITY | CAMDEN CAUSEWAY      |
| P    | 0001046       | 10      | 712.40        | THIEN VAN NGUYEN             | SHILOH         | 133 EDGEWATER DR     |
| P    | 0000738       | 10      | 580.34        | LESLIE ETHERIDGE JR          | CAMDEN         |                      |
| P    | 0001072       | 10      | 587.82        | PAM BUNDY                    | SHILOH         |                      |
| P    | 0001693       | 10      | 261.90        | ALLIANCE NISSAN              | CAMDEN         | 105 AARON DR         |
| P    | 0001106       | 10      | 248.38        | JAMI ELIZABETH VANHORN       | SOUTH MILLS    | 158 HWY W            |
| P    | 0001673       | 10      | 177.05        | THOMAS PHILLIP WINSLOW       | CAMDEN         | 612 MAIN ST          |
| P    | 000248        | 10      | 128.38        | ROBERT H. OWENS              | CAMDEN         | 158 HWY W            |
| P    | 000316        | 10      | 115.56        | JAMES P. JONES               | CAMDEN         | A STREET             |
| P    | 0001827       | 9       | 483.28        | KAREN BUNDY                  | CAMDEN         | 142 SANDHILLS RD     |
| P    | 0001722       | 8       | 140.55        | JANET LEARY                  | CAMDEN         | 431 158 US W         |
| P    | 0001639       | 8       | 123.29        | CAREY FARMS, INCORPORATED    | SOUTH MILLS    | LINTON ROAD          |
| P    | 0001230       | 7       | 411.11        | JAMES NYE                    | SOUTH MILLS    | 202 SHARON CHURCH    |
| P    | 0001681       | 7       | 366.10        | STEVE WILLIAMS               | SOUTH MILLS    | 101 ROBIN CT W       |
| P    | 0001694       | 7       | 288.99        | THOMAS B. THOMAS HEIRS       | CAMDEN         | 150 158 HWY W        |
| P    | 0001952       | 7       | 238.91        | SANDY BOTTOM MATERIALS, INC  | CAMDEN         | 150 158 HWY W        |
| P    | 0001740       | 7       | 131.20        | JASON & KEVIN WORDEN         | CAMDEN         | 319 PONDEROSA RD     |
| P    | 0002194       | 6       | 661.94        | MORGAN ROBERSON              | SOUTH MILLS    | STILES LANE          |
| P    | 0000772       | 6       | 348.90        | COSBY BAKER                  | SHILOH         | 849 SANDY HOOK RD S  |
| P    | 0003011       | 5       | 250.94        | PETER "RANDY" KRANIACK       | SOUTH MILLS    | 114 BINGHAM RD       |
| P    | 0000905       | 4       | 305.31        | KEVIN & STACY ANDERSON       | CAMDEN         | 173 343 HWY S        |
| P    | 0001638       | 4       | 259.82        | ERIC JASON WOODARD           | SHILOH         | 111 AARON DR         |
| P    | 0000945       | 4       | 195.03        | RAMONA F. TAZEWELL           | SOUTH MILLS    | 612 MAIN             |
| P    | 0002058       | 4       | 125.40        | WILLIAM GILMER BURK          | CAMDEN         | 239 SLEEPY HOLLOW RD |
| P    | 0001476       | 4       | 1,043.30      | MIKE TAYLOR                  | CAMDEN         | 493 LAMBS RD         |
| P    | 0000295       | 3       | 832.04        | HENDERSON AUDIOMETRICS, INC. | ELIZABETH CITY | CAMDEN CAUSEWAY      |
| P    | 0000466       | 3       | 314.96        | LAMBS OF CAMDEN              | CAMDEN         | 330 158 HWY E        |
| P    | 0000846       | 3       | 294.16        | TOAN TRINH                   | CAMDEN         | 152 HWY 158 W        |
| P    | 0001250       | 3       | 129.27        | MICHELE LEE TAYLOR-DUKE      | SHILOH         | 229 SAILBOAT RD      |
| P    |               | 3       |               |                              | SOUTH MILLS    | 108 BINGHAM RD       |

Delinquencies Top-30 Oldest

02/26/19 09:42:59



# CAMDENCOUNTY

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## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### New Business

**Item Number:** 5.B  
**Meeting Date:** March 04, 2019

**Submitted By:** Ken Bowman,  
Administration  
Prepared by: Karen Davis

**Item Title** **Memorandum of Agreement with Camden County 4-H  
Foundation**

**Attachments:** Memorandum of Agreement\_Treasure Point  
(DOCX)

**Summary:**  
Attached is a Memorandum of Agreement outlining the responsibilities in regard to management of the Treasure Point 4-H Camp property.

**Recommendation:**  
Approve.

**Memorandum of Agreement Between  
Camden County 4-H Foundation and the County of Camden  
for the Management of Treasure Point 4-H Camp**

This Memorandum of Agreement (MOA) is made by and between the Camden County 4-H Foundation (Foundation) and Camden County (County) and is entered into as of the date of the last signature below.

**Whereas**, the Foundation owns the 3.8acre parcel known as Treasure Point 4-H Camp (Camp) and,

**Whereas**, the County uses the property for Extension and other County activities and,

**Whereas**, the Foundation and the County wish to establish this MOA to outline the responsibilities and liabilities of each party in relationship to the Camp.

**Now, Therefore**, in consideration of the promises and covenants contained herein, the parties agree as follows:

1. The Camp will be known as Treasure Point 4-H Camp.
2. Camden County, through the 4-H Department of NC Cooperative Extension will operate the camp.
3. The County shall repair and maintain the buildings and grounds currently located within the Camp property.
4. The County shall provide adequate insurance coverage for the Camp and activities conducted at the Camp consistent with coverage provided for other publicly used county facilities.
5. The Foundation shall maintain a board of directors to oversee fundraising and development of the Camp.
6. The Foundation shall ensure the property is used in a manner consistent with deed restrictions and lease agreements.

Signatures of the persons below authorize execution of this document, commencing on March 4, 2019, and continuing year-to-year, unless otherwise terminated in writing by either party under notification to the other party no less than one-hundred twenty (120) days prior to the desired termination date.

\_\_\_\_\_  
Signature, Chairperson or Designee of County Commissioners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Chair or Designee of Camden County 4-H Foundation

\_\_\_\_\_  
Date

Attachment: Memorandum of Agreement\_Treasure Point (2315 : Memorandum of Agreement with Camden County 4-H Foundation)



# CAMDENCOUNTY

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## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### New Business

**Item Number:** 5.C  
**Meeting Date:** March 04, 2019  
**Submitted By:** Ken Bowman,  
Administration  
Prepared by: Karen Davis  
**Item Title** **Roadway Extension for Camden Commerce Park**  
**Attachments:** Roadway Extension Camden Commerce Park -  
Recommendation of  
Award (PDF)

See attached.





February 20, 2019

Mr. Ken Bowman, County Manager  
Camden County  
P.O. Box 190  
Camden, North Carolina 27921

Subject: Bid Opening and Recommendation of Award  
Roadway Extension for Camden Commerce Park  
ECE Project Number: 180095

Dear Mr. Bowman:

On Monday, February 4<sup>th</sup> at 2:00 pm, a bid opening was held and bids were received and opened for the Roadway Extension for Camden Commerce Park. There were three bids received with Whitehurst Sand Company being the apparent low bidder.

The Project Bid consisted of the Base Bid with five (5) unit price items. The unit price items are contingency items for unsuitable soils and foundation stone as well as an item for additional clearing for the power company.

There was a discrepancy in Whitehurst Sand Company's bid. They notified our office shortly after the bid that they had used the incorrect unit price for Bid Item 103 – Right of Way Clearing. The total amount bid for the unit price item was correct and the total amount for the Base Bid and the sum of the Unit Prices was correct. Whitehurst Sand Company requested that the unit price be changed in the contract award.

After consideration of their request and verifying that this change would not affect the outcome of determination of low bidder, we find their request to be reasonable.

The bid form, bid bond and the required attachments have been reviewed and found to be correct and in conformance with the requirements of the Contract Documents.

Based upon the prices received and the consideration of revising the unit price for Bid Item #103, we recommend a construction contract for the Roadway Extension for Camden Commerce Park be awarded to Whitehurst Sand Company in the amount of \$221,368.05. This award is for the Base Bid including all unit prices.

If we can provide any further information, please advise.

Sincerely,

  
Sean C. Robey, PE  
Eastern Carolina Engineering, PC

Attachment(s): Copy of the Bid Tab Sheet



**Bid Comparison Sheet**  
**Roadway Extension for Camden Commerce Park**  
 February 4, 2019



| Item # | Description                             | Quantity | Units     | Whitehurst Sand      |                      | RPC Contracting      |                      | C&W Grading          |                      |
|--------|---|----------|-----------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
|        |   |          |           | Unit Price           | Price                | Unit Price           | Price                | Unit Price           | Price                |
|        | <b>Base Bid</b>                         | <b>1</b> | <b>LS</b> | <b>\$ 201,482.49</b> | <b>\$ 201,482.49</b> | <b>\$ 239,320.00</b> | <b>\$ 239,320.00</b> | <b>\$ 250,711.00</b> | <b>\$ 250,711.00</b> |
| 100    | Undercut Excavation and Select Backfill | 60       | CY        | \$ 19.25             | \$ 1,155.00          | \$ 32.00             | \$ 1,920.00          | \$ 19.50             | \$ 1,170.00          |
| 101    | Additional Select Material              | 15       | CY        | \$ 11.75             | \$ 176.25            | \$ 20.00             | \$ 300.00            | \$ 15.40             | \$ 231.00            |
| 102    | Trench Foundation Conditioning Stone    | 60       | Ton       | \$ 37.25             | \$ 2,235.00          | \$ 60.00             | \$ 3,600.00          | \$ 47.15             | \$ 2,829.00          |
| 103    | Right of Way Clearing                   | 0.5      | AC        | \$ 12,819.31         | \$ 6,409.66          | \$ 36,300.00         | \$ 18,150.00         | \$ 17,289.00         | \$ 8,644.50          |
| 104    | Testing Allowance                       | 1        | LS        | \$ 3,500.00          | \$ 3,500.00          | \$ 3,500.00          | \$ 3,500.00          | \$ 3,500.00          | \$ 3,500.00          |
|        | <b>Total Unit Prices</b>                |          |           |                      | <b>\$ 13,475.91</b>  |                      | <b>\$ 27,470.00</b>  |                      | <b>\$ 16,374.50</b>  |
|        |   |          |           | As Calculated        | <b>\$ 214,958.40</b> | As Calculated        | \$ 266,790.00        | As Calculated        | <b>\$ 267,085.50</b> |
|        |   |          |           | As Read              | <b>\$ 221,368.05</b> | As Read              | \$ 266,790.00        | As Read              | <b>\$ 277,230.00</b> |

Attachment: Roadway Extension Camden Commerce Park - Recommendation of Award (2312 : Roadway



**Bid Tab Sheet**  
**Roadway Extension for Camden Commerce Park**  
**February 4, 2019**  
**2:00 PM**

|    | Bidder Name              | Base Bid   | Total Unit Prices | TOTAL BID:<br>Base Bid + Total<br>Unit Prices | Proposal<br>Signed and<br>Completed | Addendum<br>Noted | Bid Bond | Evidence of<br>Authority to<br>work in NC |
|----|--------------------------|------------|-------------------|---|-------------------------------------|-------------------|----------|---|
| 1  | WHITEHURST SAND CO       | 201,482.49 | 19,885.56         | 221,368.05                                    | ✓                                   | ✓                 | ✓        | ✓   |
| 2  | RPC CONTRACTING INC      | 239,320.00 | 27,470.00         | 266,790.00                                    | ✓                                   | ✓                 | ✓        | ✓   |
| 3  | CKW GRADING & EXCAV. INC | 250,711.00 | 26,519.00         | 277,230.00                                    | ✓                                   | ✓                 | ✓        | ✓   |
| 4  |                          |            |                   |   |                                     |                   |          |   |
| 5  |                          |            |                   |   |                                     |                   |          |   |
| 6  |                          |            |                   |   |                                     |                   |          |   |
| 7  |                          |            |                   |   |                                     |                   |          |   |
| 8  |                          |            |                   |   |                                     |                   |          |   |
| 9  |                          |            |                   |   |                                     |                   |          |   |
| 10 |                          |            |                   |   |                                     |                   |          |   |
| 11 |                          |            |                   |   |                                     |                   |          |   |
| 12 |                          |            |                   |   |                                     |                   |          |   |



# CAMDENCOUNTY

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## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### New Business

**Item Number:** 5.D  
**Meeting Date:** March 04, 2019  
**Submitted By:** Karen Davis, Clerk to the Board  
 Administration  
 Prepared by: Karen Davis

**Item Title** **Resolution 2019-03-01 - Albemarle Commission**

**Attachments:** Resolution Adopted by Board of Delegates Requesting  
 First Amendment to 1997  
 Charter (DOCX)  
 Resolution 2019-03-01 Albemarle Commission  
 (DOCX)

### **Summary:**

The following information was provided from Attorney John Leidy on behalf of Albemarle Commission:

*Attached is a copy of "A Resolution Requesting Amendment of the 1997 Resolution Modifying and Amending Resolutions Creating the Regional Planning Commission Known As the Albemarle Commission" (the "Resolution") and a "First Amendment to 1997 Resolution Modifying and Amending Resolutions Creating the Regional Planning Commission Known As the Albemarle Commission" (the "Amended Charter"). The Board adopted the resolution at its January 17, 2019 meeting. That Resolution requests that each of the 10 counties comprising the Albemarle Commission approve an amendment to the 1997 Charter so that the terms for delegates be changed from 1 to 2 year terms. Additionally, the Resolution requests that the Charter be amended to reflect that the immediate past chair will serve as an ex officio, non-voting member of the Board. These practices have been provided in the bylaws adopted by the Board of Delegates and have been followed but they are not prescribed in the Charter.*

*The Amended Charter is needed in order to update the 1997 Charter to be consistent with bylaws that have been adopted by the Board of Delegates over the last 20 years that have, in*



*these respects, not been consistent with the 1997 charter. Some other minor changes were made as well.*

*To enable the Board of Delegates to operate with the 2 year terms and ex officio participation of the past chair the Board urges each county to adopt this revision as soon as possible. As provided by the current Charter, any proposed amendment must be approved by all 10 counties in order to be effective. We hope that all counties will approve this accordingly.*

A RESOLUTION REQUESTING AMENDMENT OF  
THE 1997 RESOLUTION MODIFYING AND  
AMENDING RESOLUTIONS CREATING  
THE REGIONAL PLANNING COMMISSION  
KNOWN AS THE ALBEMARLE COMMISSION

**WHEREAS**, in 1970 the Counties of Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans and Tyrrell, (the "Initial Counties"), began a regional cooperative effort by creating a regional planning and economic development commission known as the Albemarle Commission; and

**WHEREAS**, the County of Washington was granted membership in 1971 with unanimous consent of the Initial Counties (the Initial Counties and the County of Washington may be referred to individually as a "County" and collectively as the "Counties"); and

**WHEREAS**, N.C. Gen. Stat. ' 153A-391 provides that the Counties may, by unanimous action, modify and amend the resolution creating the Albemarle Commission; and

**WHEREAS**, in 1997, the Counties unanimously modified and amended the resolution creating the Albemarle Commission by adopting that certain document entitled "Resolution Modifying and Amending Resolutions Creating the Regional Planning Commission known as the Albemarle Commission" (the "1997 Resolution"); and

**WHEREAS**, the 1997 Resolution provides, in Article II thereof, the method for the appointment of delegates by the member Counties, including terms for such appointments, that the governing board of the Albemarle Commission has requested be changed as set forth below; and

**WHEREAS**, the Board of Delegates for the Albemarle Commission, after due and diligent consideration, desire to obtain a modification and amendment to the 1997 Resolution in order to change the appointment method of delegates and the terms for delegates.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Delegates hereby requests

that each of the counties comprising the Albemarle Commission adopt and enact a first amendment to the 1997 Resolution that reads substantially as follows:

“**Section 1.** By replacing Articles I through VIII thereof with the following:

#### ARTICLE I

##### NAME

The name of the regional planning commission shall be the ALBEMARLE COMMISSION.

#### ARTICLE II

##### ALBEMARLE COMMISSION MEMBERSHIP AND GOVERNING BOARD

A. Albemarle Commission Membership – The Counties of Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington shall be member governments of the Albemarle Commission. The Albemarle Commission shall be governed by a board of 15 members appointed as follows:

- 1) The governing board of each member government shall appoint one “Commissioner” delegate who must be a member of the member government’s governing board. Commissioner delegates who no longer hold office as an elected member of their member government’s governing board are unable to continue as a delegate unless they can be and are approved as an at large delegate.
- 2) Four additional “At Large” delegates who do not hold an elective office shall be initially appointed as follows:
  - (a) One delegate appointed by Camden County’s governing board;
  - (b) One delegate appointed by Chowan County’s governing board;

- (c) One delegate appointed by Currituck County's governing board;
- (d) One delegate appointed by Dare County's governing board.

The At Large delegates appointed as of the adoption of this Resolution may continue to serve the remainder of their terms as set forth below.

Successors shall thereafter be appointed by the governing board's member governments in a rotating manner which order shall be determined alphabetically until the end of the alphabet is reached and then starting over (e.g., two years after the year this Resolution is adopted one delegate would be appointed by each of the following counties: Gates, Hyde, Pasquotank, and Perquimans; two years thereafter, one delegate would be appointed by each of the following counties: Tyrrell, Washington, Camden, and Chowan; and the appointments would continue rotating every two years in this alphabetical manner).

- 3) The immediate past chair shall serve for one year as an ex-officio, non-voting member unless they can be and are appointed as a Commissioner Delegate or an At Large Delegate.

The member governments are encouraged to consider making appointments that will result in at least four delegates being racial minorities.

B. Terms; Removal; Vacancies – Delegates of the Albemarle Commission shall serve two-year terms. Terms shall be measured by calendar years but shall end on December 31, regardless of the date of appointment by the appointing authority. A delegate may be removed with or without cause by the appointing member government's governing board. Appointment to fill vacancies shall be made for the remainder of the

unexpired term by the respective appointing member government's governing board.

C. Officers; Compensation – Those officers currently serving as of the date of adoption of this resolution, shall continue serving until the next organizational meeting of the Albemarle Commission governing board.

Thereafter, the Albemarle Commission governing board shall hold an organizational meeting annually in January to elect a chair, vice-chair and secretary by simple majority vote of those delegates present and voting at a properly constituted meeting. Only Commissioner delegates, i.e., those delegates who are members of a member government's governing board, shall be eligible to hold an office, other than the non-voting office of immediate past chair.

Delegates may be compensated and reimbursed for their expenses at an appropriate mileage rate by the Albemarle Commission for attendance at meetings of the Albemarle Commission governing board.

### ARTICLE III

#### POWERS AND DUTIES

The Albemarle Commission shall possess the following powers:

- (1) Apply for, accept, receive, and disburse funds, grants, and services made available to it by the State of North Carolina or any agency thereof, the federal government or any agency thereof, any unit of local government or any agency thereof, or any private or civic agency;
- (2) Employ personnel;
- (3) Contract with consultants;
- (4) Contract for services with the State of North Carolina, any other state, the United States, or any agency of those governments;
- (5) Study and inventory regional goals, resources, and problems;

- (6) Prepare and amend regional development plans, which may include recommendations for land use within the region, recommendations concerning the need for and general location of public works of regional concern, recommendations for economic development of the region, and any other relevant matters;
- (7) Cooperate with and provide assistance to federal, state, other regional, and local planning activities within the region;
- (8) Encourage local efforts toward economic development;
- (9) Make recommendations for review and action to its member governments and other public agencies that perform functions within the region;
- (10) Exercise any other power necessary to the discharge of its duties.

#### ARTICLE IV

##### FINANCES

Funding for the Albemarle Commission's administrative and general operational requirements shall, in addition to other funds which might become available, be provided by member governments. Each member government's proportionate share shall be determined by a per capita assessment based on the most recent United States Census. Thereafter, the Albemarle Commission governing board shall develop and adopt, by simple majority vote, an annual budget for each up-coming fiscal year which shall be submitted to the member governments for review and comment not later than May 1.

#### ARTICLE V

##### BUDGETARY AND FISCAL CONTROL

The Albemarle Commission budget and fiscal affairs shall comply with the procedures set forth in the Local Government Budget and Fiscal Control Act, Chapter 159, Subchapter III of the North Carolina General Statutes.



The Albemarle Commission shall cause to be made an annual audit of its books and records by an independent certified public accountant at the end of the each fiscal year and a certified copy of the audit shall be filed promptly with each member government.

ARTICLE VI

WITHDRAWAL

A member government may withdraw from the Albemarle Commission by giving at least two years' written notice to the other member governments.

ARTICLE VII

AMENDMENTS

This resolution may be amended, modified or repealed by the unanimous action of the member governments.

ARTICLE VIII

DISSOLUTION

If the Albemarle Commission is dissolved by the unanimous action of the member governments then the proceeds that may be derived from the sale of the Albemarle Commission's assets, less payment of debts and liabilities, shall be distributed among the member governments pursuant to the following formula:

|                                     |   |                    |   |                     |
|-------------------------------------|---|--------------------|---|---------------------|
| <u>Member Government Population</u> | X | Total Dollar       | = | Member government's |
| Total population of                 |   | Value of Albemarle |   | Share               |
| Member governments                  |   | Commission assets  |   |                     |

**Section 2.** All provisions of resolutions creating, amending or modifying the 1997 Resolution which are not re-enacted by this resolution, are hereby repealed.

**Section 3.** This resolution shall take effect immediately upon its unanimous adoption by the Counties.”

ADOPTED the \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Chairman, Albemarle Commission Board  
of Delegates

ATTEST:

\_\_\_\_\_  
Executive Director

J:\Clients\29935-0\Resolution Amendent (first amendment).docx

Attachment: Resolution Adopted by Board of Delegates Requesting First Amendment to 1997 Charter (2310 : Resolution 2019-03-01 - Albemarle



Resolution 2019-03-01

FIRST AMENDMENT TO 1997  
RESOLUTION MODIFYING AND  
AMENDING RESOLUTIONS CREATING  
THE REGIONAL PLANNING COMMISSION  
KNOWN AS THE ALBEMARLE COMMISSION

**WHEREAS**, in 1970 the Counties of Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans and Tyrrell, (the "Initial Counties"), began a regional cooperative effort by creating a regional planning and economic development commission known as the Albemarle Commission; and

**WHEREAS**, the County of Washington was granted membership in 1971 with unanimous consent of the Initial Counties (the Initial Counties and the County of Washington may be referred to individually as a "County" and collectively as the "Counties"); and

**WHEREAS**, N.C. Gen. Stat. ' 153A-391 provides that the Counties may, by unanimous action, modify and amend the resolution creating the Albemarle Commission; and

**WHEREAS**, in 1997, the Counties unanimously modified and amended the resolution creating the Albemarle Commission by adopting that certain document entitled "Resolution Modifying and Amending Resolutions Creating the Regional Planning Commission known as the Albemarle Commission" (the "1997 Resolution"); and

**WHEREAS**, Article II of the 1997 Resolution provides the method for the appointment of delegates by the member Counties, including terms for such appointments, that the governing board of the Albemarle Commission has requested be changed as set forth below; and

**WHEREAS**, the Counties, after due and diligent consideration, desire to modify and

amend the 1997 Resolution through this First Amendment to the 1997 Resolution to change the method for appointment of delegates and the terms for delegates.

**NOW, THEREFORE, BE IT RESOLVED** by each of the Boards of Commissioners for the Counties of Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington, in separate sessions duly convened, by the adoption and enactment of this First Amendment to the 1997 Resolution by each of the Boards, do hereby modify and amend the 1997 Resolution as follows:

**Section 1.** By replacing Articles I through VIII thereof with the following:

#### ARTICLE I

##### NAME

The name of the regional planning commission shall be the ALBEMARLE COMMISSION.

#### ARTICLE II

##### ALBEMARLE COMMISSION MEMBERSHIP AND GOVERNING BOARD

A. Albemarle Commission Membership – The Counties of Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington shall be member governments of the Albemarle Commission. The Albemarle Commission shall be governed by a board of 15 members appointed as follows:

- 1) The governing board of each member government shall appoint one “Commissioner” delegate who must be a member of the member government’s governing board. Commissioner delegates who no longer hold office as an elected member of their member government’s governing board are unable to continue as a delegate unless they can be and are approved as an at large delegate.

2) Four additional “At Large” delegates who do not hold an elective office shall be initially appointed as follows:

- (a) One delegate appointed by Camden County’s governing board;
- (b) One delegate appointed by Chowan County’s governing board;
- (c) One delegate appointed by Currituck County’s governing board;
- (d) One delegate appointed by Dare County’s governing board.

The At Large delegates appointed as of the adoption of this Resolution may continue to serve the remainder of their terms as set forth below.

Successors shall thereafter be appointed by the governing board’s member governments in a rotating manner which order shall be determined alphabetically until the end of the alphabet is reached and then starting over (e.g., two years after the year in which this Resolution is adopted one delegate would be appointed by each of the following counties: Gates, Hyde, Pasquotank, and Perquimans; two years thereafter, one delegate would be appointed by each of the following counties: Tyrrell, Washington, Camden, and Chowan; and the appointments would continue rotating every two years in this alphabetical manner).

3) The immediate past chair shall serve for one year as an ex-officio, non-voting member unless they can be and are appointed as a Commissioner Delegate or an At Large Delegate.

The member governments are encouraged to consider making appointments that will result in at least four delegates being racial minorities.

B. Terms; Removal; Vacancies – Delegates of the Albemarle Commission shall serve two-year terms. Terms shall be measured by calendar years but shall end on

December 31, regardless of the date of appointment by the appointing authority. A delegate may be removed with or without cause by the appointing member government's governing board. Appointment to fill vacancies shall be made for the remainder of the unexpired term by the respective appointing member government's governing board.

C. Officers; Compensation – Those officers currently serving as of the date of adoption of this resolution, shall continue serving until the next organizational meeting of the Albemarle Commission governing board.

Thereafter, the Albemarle Commission governing board shall hold an organizational meeting annually in January to elect a chair, vice-chair and secretary by simple majority vote of those delegates present and voting at a properly constituted meeting. Only Commissioner delegates, i.e., those delegates who are members of a member government's governing board, shall be eligible to hold an office, other than the non-voting office of immediate past chair.

Delegates may be compensated and reimbursed for their expenses at an appropriate mileage rate by the Albemarle Commission for attendance at meetings of the Albemarle Commission governing board.

### ARTICLE III

#### POWERS AND DUTIES

The Albemarle Commission shall possess the following powers:

- (1) Apply for, accept, receive, and disburse funds, grants, and services made available to it by the State of North Carolina or any agency thereof, the federal government or any agency thereof, any unit of local government or any agency thereof, or any private or civic agency;
- (2) Employ personnel;
- (3) Contract with consultants;



- (4) Contract for services with the State of North Carolina, any other state, the United States, or any agency of those governments;
- (5) Study and inventory regional goals, resources, and problems;
- (6) Prepare and amend regional development plans, which may include recommendations for land use within the region, recommendations concerning the need for and general location of public works of regional concern, recommendations for economic development of the region, and any other relevant matters;
- (7) Cooperate with and provide assistance to federal, state, other regional, and local planning activities within the region;
- (8) Encourage local efforts toward economic development;
- (9) Make recommendations for review and action to its member governments and other public agencies that perform functions within the region;
- (10) Exercise any other power necessary to the discharge of its duties.

#### ARTICLE IV

##### FINANCES

Funding for the Albemarle Commission's administrative and general operational requirements shall, in addition to other funds which might become available, be provided by member governments. Each member government's proportionate share shall be determined by a per capita assessment based on the most recent United States Census. Thereafter, the Albemarle Commission governing board shall develop and adopt, by simple majority vote, an annual budget for each up-coming fiscal year showing the anticipated contribution of each county which budget shall be submitted to the member governments for review and comment not later than May 1.

ARTICLE V

BUDGETARY AND FISCAL CONTROL

The Albemarle Commission budget and fiscal affairs shall comply with the procedures set forth in the Local Government Budget and Fiscal Control Act, Chapter 159, Subchapter III of the North Carolina General Statutes.

The Albemarle Commission shall cause to be made an annual audit of its books and records by an independent certified public accountant at the end of the each fiscal year and a certified copy of the audit shall be filed promptly with each member government.

ARTICLE VI

WITHDRAWAL

A member government may withdraw from the Albemarle Commission by giving at least two years' written notice to the other member governments.

ARTICLE VII

AMENDMENTS

This resolution may be amended, modified or repealed by the unanimous action of the member governments.

ARTICLE VIII

DISSOLUTION

If the Albemarle Commission is dissolved by the unanimous action of the member governments then the proceeds that may be derived from the sale of the Albemarle Commission's assets, less payment of debts and liabilities, shall be distributed among the member governments pursuant to the following formula:

|                                     |   |                    |   |                     |
|-------------------------------------|---|--------------------|---|---------------------|
| <u>Member Government Population</u> | X | Total Dollar       | = | Member government's |
| Total population of                 |   | Value of Albemarle |   | Share               |
| Member governments                  |   | Commission assets  |   |                     |

Attachment: Resolution 2019-03-01 Albemarle Commission (2310 : Resolution 2019-03-01 - Albemarle Commission)

**Section 2.** All provisions of resolutions creating, amending or modifying the 1997 Resolution which are not re-enacted by this resolution, are hereby repealed.

**Section 3.** This resolution shall take effect immediately upon its unanimous adoption by the Counties.

ADOPTED this the 4<sup>th</sup> day of March, 2019.

---

Tom White, Chairman  
Camden County Board of Commissioners

ATTEST:

---

Karen M. Davis  
Clerk to the Board



# CAMDENCOUNTY

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## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### New Business

**Item Number:** 5.E  
**Meeting Date:** March 04, 2019

**Submitted By:** Dan Porter, Planning Director  
 Planning & Zoning  
 Prepared by: Karen Davis

**Item Title** **Resolution 2019-03-02 Adopting UDO Administrative Manual**

**Attachments:** Resolution 2019-03-02 UDO Admin Manual  
 (DOC)  
 Camden County UDO Admin Manual (PDF)

### **Summary:**

The Unified Development Ordinance adopted February 4, 2019 outlines the legal procedures and standards for development in the County. For guidance as to forms and other documentation needed for staff review the UDO references an Administrative Manual.

The attached Unified Development Administrative Manual has been prepared by staff and is presented for adoption by resolution of the Board of Commissioners.

### **Recommendation:**

Motion to approve Resolution 2019-03-02 adopting the Camden County Unified Development Ordinance Administrative Manual dated March 4, 2019.



Resolution 2019-03-02

A RESOLUTION OF THE CAMDEN COUNTY BOARD OF COMMISSIONERS  
REGARDING THE UNIFIED DEVELOPMENT ORDINANCE  
ADMINISTRATIVE MANUAL

WHEREAS, the Camden County Board of Commissioners approved a revised Unified Development Ordinance (UDO) on February 4, 2019 with the same effective date; and

WHEREAS, the Unified Development Ordinance includes the development procedures and standards for each type of development permit; and

WHEREAS, the Unified Development Ordinance includes several references to an Administrative Manual for guidance on the documents and forms that need to be submitted for staff review; and

WHEREAS, by locating this material outside the codified UDO and adopting it via Board of Commissioners resolution the contents of the manual may be revised without need of a public hearing as would be required if application-related provisions are maintained as appendices in the UDO.

NOW THEREFORE BE IT RESOLVED, the Camden County Board of Commissioners hereby approves and adopts the Camden County Unified Development Ordinance Administrative Manual Dated March 4, 2019.

Adopted this, the 4<sup>th</sup> day of March, 2019.

---

Tom White, Chairman  
Camden County Board of Commissioners

ATTEST:

---

Karen M. Davis  
Clerk to the Board

# Camden County

## Unified Development Ordinance Administrative Manual



Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)





# DRAFT

## PURPOSE AND INTENT

The purpose of this manual is to assist in the administration of the Unified Development Ordinance (UDO). The manual's primary goal is to explain the documentation needed for development applications established in the UDO. The UDO contains the various Procedures and standards for development. In an effort to ease the review process, this manual also contains application forms, staff review checklists, and submittal and fee schedules. The administrative manual consolidates information in the development review process, and helps applicants understand the procedures and requirements. The intent of this administrative manual is more specifically to:

- Establish a process that is clear and understandable to all interested parties, applicants and staff;
- Clarify documentation needed for submitting complete and relevant information for development applications; and
- Provide information and tools to assist applicants during the review process.

Should you have any questions or comments about this manual please contact the Planning and Community Development Department at (252) 338-1919 ext. 235, or by email to [abarnett@camdencountync.gov](mailto:abarnett@camdencountync.gov).



First Edition - March 2019

Administrative Manual Effective March 4, 2019

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Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)



# 1. Introduction

## Section 1.1: Manual Overview

The Camden County development review process is established by the Board of Commissioners to provide a framework that allows reasonable oversight by county staff and officials while ensuring development projects are consistent with the Unified Development Ordinance and adopted plans. This process provides an opportunity to not only protect the public health, safety, and welfare; but also allows the county to coordinate development impacts with the provision of services.

To help consolidate the development process and promote efficiency, the Board of Commissioners has established this Administrative Manual as an aid for citizens, public officials, engineers, and developers. The manual includes information on requirements for submitting permit applications and design/review requirements. The basic intent of this manual is to consolidate the zoning, subdivision, and site plan review and decision making processes outlined in the Unified Development Ordinance in an easy to use and understandable document.

While the Administrative Manual is not an ordinance, it is adopted by resolution of the Board of Commissioners and incorporated by reference within the Unified Development Ordinance. This allows the requirements outlined in the manual to be applied flexibly and remain reflective of changing economic and environmental conditions. If the Administrator determines the manual needs to be amended, notice of any such change will be provided via the county website and maintained by the Planning and Community Development Department.

Applicants are reminded this manual does not serve as a substitute for any of Camden County's adopted ordinances or plans and is intended only as a guide to the users of the Camden County Unified Development Ordinance. In case of conflict between this document and other county ordinances, the adopted county ordinances shall control.

The specific permit procedures, zoning, design, environmental and subdivision standards are provided in the actual Unified Development Ordinance.

A digital version of this manual is available online at the Planning and Community Development Department's webpage at:

<https://www.camdencountync.gov/departments/planning-zoning/official-plans-documents>

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)



Section 1.2: Links to Adopted Plans, Ordinances, and Other Useful Tools

The following is a list of adopted plans and ordinances, and tools used to help implement them. The plans, ordinances, and tools may be referenced within this manual.

1.2.1 Unified Development Ordinance

The purpose of the Unified Development Ordinance (UDO) is to protect the public health, safety and general welfare of the citizens and landowners of Camden County, and to implement the policies and objectives of county-adopted plans addressing the county's growth and development. The items in this manual are to assist in the administration of the rules, regulations, and review procedures of the UDO.

The UDO can be found online at:

[http://www.camdencountync.gov/phocadownload/departments/planning/udo-rewrite/Camden-County-UDO-Final\\_01152019.pdf](http://www.camdencountync.gov/phocadownload/departments/planning/udo-rewrite/Camden-County-UDO-Final_01152019.pdf)

1.2.2 Camden County 2035 Comprehensive Plan

The Land Use Plan is intended to provide a framework that will guide local government officials and private citizens as they make day-to-day and long-term decisions affecting development. Serving as the overall "blueprint" for development of Camden County, the Land Use Plan aims to have the most suitable and appropriate use of land and provision of public services. The goals and policies of the Land Use Plan are implemented through the Unified Development Ordinance.

Actions taken by the Board of Commissioners related to zoning map or text amendments must include a statement indicating the consistency or inconsistency of the action as it relates to the Comprehensive Plan.

The Camden County 2035 Comprehensive Plan can be found online at:

<http://www.camdencountync.gov/government/comprehensive-plan/2035-comprehensive-plan>

1.2.3 2005 Advance Core CAMA Land Use Plan

The 2005 Advance Core CAMA Land Use Plan is intended to provide a framework that will guide local government officials and private citizens as they make day-to-day and long-term decisions affecting development. Serving as a "blueprint" for development of Camden County, the Land Use Plan aims to have the most suitable and appropriate use of land and provision of public services. The goals and policies of the Land Use Plan are implemented through Camden County's Unified Development Ordinance.

Actions taken by the Board of Commissioners related to zoning map or text amendments must include a statement indicating the consistency or inconsistency of the action as it relates to the CAMA Land Use Plan.

The CAMA Land Use Plan can be viewed at the Camden County Planning Department office.

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

1.2.4 2014 Comprehensive Transportation Plan

Camden’s 2014 Comprehensive Transportation Plan (CTP) is a long range plan that identifies major transportation improvement needs in the study area. These needs are determined with the best information available including, but not limited to, population, economic conditions, traffic trends, and patterns of land development. The CTP is a multi-modal plan, which in addition to highway users addresses the concerns of transit users, bicyclists, and pedestrians. The plan develops long term solutions and recommendations for the next 25 to 30 years by promoting and providing safe, efficient, cost-effective and environmentally sensitive use of the transportation system, while addressing current and future travel needs.

Actions taken by the Board of Commissioners related to zoning map or text amendments must include a statement indicating the consistency or inconsistency of the action as it relates to the Comprehensive Transportation Plan.

Camden’s 2014 Comprehensive Transportation Plan (CTP) can be viewed online at:

<http://www.camdencountync.gov/phocadownload/departments/planning/CamdenCountyCTPReport.pdf>

1.2.5 GIS online Maps

The Camden County Geographic Information Services (GIS) Online Mapping Application gives users information on property in the county. Users can locate a specific property and access data on it such as its zoning, flood zone, and ownership, and look at aerial photography.

GIS Maps are not intended to be surveys and should not be used as such. Please note that the data reflected on the GIS maps is the most current spatial data available. Every effort has been made to insure that the information offered is correct and up-to-date, however, complete accuracy cannot be guaranteed. If you need an official record of your property boundaries, it is suggested that you have your property surveyed.

The Interactive Online Mapping can be found at

[https://maps2.roktech.net/ROKMAPS\\_Camden/](https://maps2.roktech.net/ROKMAPS_Camden/)

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

1.2.6 Camden County’s Official Zoning/Floodplain Map

Camden's Official Zoning and Floodplain Map may be viewed by using the Camden County Online GIS System or by visiting the Camden County Planning Department.

Zoning is the way the governments control the physical development of land and the kinds of uses to which each individual property may be put. Zoning laws typically specify the areas in which residential, industrial, recreational or commercial activities may take place.

To view the Zoning Map on the online GIS, click "Map Layers" on the left hand side of the screen. Make sure the Layer List is showing, if it is not, click "Layer List" at the top of the sub-menu. Click on the word "Boundaries", then place a check in the box next to "Zoning". The zoning designations are color coded, to see the legend, click "Legend" at the top of the sub-menu.

Floodplain maps identify areas that experience periodic flooding from nearby rivers, lakes, and streams, and provide information on the spatial distribution of flood construction levels. These areas are designated as floodplains. Camden County utilizes the Official FEMA Floodplain Map.

To view the Floodplain Map on the online GIS, click "Map Layers" on the left hand side of the screen. Make sure the Layer List is showing, if it is not, click "Layer List" at the top of the sub-menu. Click on the words "Flood Data", then place a check in the box next to "Flood Zones". The Flood Zone designations are color coded, to see the legend, click "Legend" at the top of the sub-menu.

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Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

## 2. PROCEDURES & APPLICATIONS

### Section 2.1: Development Review Summary Table

Table 2.1, Development Review Procedures, identifies the advisory and decision-making bodies responsible for making recommendations or decisions on development applications reviewed under the Unified Development Ordinance. The table also identifies the development applications requiring a public hearing.

**TABLE 2.3.3: SPECIFIC REVIEW PROCEDURES SUMMARY TABLE**

| Pre-application Conference: "M" = Mandatory "O" = Optional "." = not applicable<br>Type of Action: "R"=Recommendation "D"=Decision "A"=Appeal<br>Table symbols: < >=Legislative Public Hearing / \ =Quasi-Judicial Hearing "." = not applicable [ ] = see Notes |                   |                 |                    |                    |                    |                        |                     |
|---|-------------------|-----------------|--------------------|--------------------|--------------------|------------------------|---------------------|
| REVIEW PROCEDURE  | SECTION REFERENCE | PRE-APPLICATION | REVIEW AUTHORITIES |                    |                    |                        |                     |
|   |                   |                 | UDO ADMINISTRATOR  | BUILDING INSPECTOR | PLANNING BOARD [1] | BOARD OF COMMISSIONERS | BOARD OF ADJUSTMENT |
| Administrative Adjustment   | 2.3.4             | M               | D                  | .                  | .                  | .                      | /A\                 |
| Appeal  | 2.3.5             | O               | .                  | .                  | .                  | .                      | /D\                 |
| Building Permit   | 2.3.6             | .               | .                  | D                  | .                  | .                      | /A\                 |
| Certificate of Occupancy  | 2.3.7             | .               | .                  | D                  | .                  | .                      | /A\                 |
| Development Agreement   | 2.3.8             | M               | .                  | .                  | R                  | <D>                    | .                   |
| Exempt Subdivision  | 2.3.9             | .               | D                  | .                  | .                  | .                      | /A\                 |
| Expedited Subdivision   | 2.3.10            | .               | D                  | .                  | .                  | .                      | /A\                 |
| Fill Permit   | 2.3.11            | O               | D                  | .                  | .                  | .                      | /A\                 |
| Final Plat  | 2.3.12            | O               | D                  | .                  | .                  | .                      | /A\                 |
| Floodplain Development Permit   | 2.3.14            | .               | D                  | .                  | .                  | .                      | /A\                 |
| Interpretation  | 2.3.15            | O               | D                  | .                  | .                  | .                      | /A\                 |
| Major Site Plan   | 2.3.16            | M               | .                  | .                  | <D>                | .                      | /A\                 |
| Minor Site Plan   | 2.3.17            | O               | D                  | .                  | .                  | .                      | /A\                 |
| Minor Subdivision   | 2.3.18            | O               | D                  | .                  | .                  | .                      | /A\                 |
| Planned Development   | 2.3.19            | M               | .                  | .                  | R                  | <D>                    | .                   |
| Preliminary Plat  | 2.3.20            | M               | [2]                | .                  | R                  | <D>                    | .                   |
| Sign Permit   | 2.3.21            | O               | D                  | .                  | .                  | .                      | /A\                 |
| Special Use Permit  | 2.3.22            | M               | .                  | .                  | .                  | /D\                    | .                   |
| Temporary Use Permit  | 2.3.23            | O               | D                  | .                  | .                  | .                      | /A\                 |
| Transfer Plat   | 2.3.24            | O               | D                  | .                  | .                  | .                      | /A\                 |
| UDO Text Amendment  | 2.3.25            | M               | .                  | .                  | R                  | <D>                    | .                   |
| Variance  | 2.3.26            | M               | .                  | .                  | .                  | .                      | /D\ [3]             |
| Vested Rights Determination   | 2.3.27            | M               | .                  | .                  | .                  | <D>                    | .                   |
| Watershed Protection Permit   | 2.3.28            | O               | .                  | D                  | .                  | .                      | /A\                 |
| Zoning Compliance Permit  | 2.3.29            | O               | D                  | .                  | .                  | .                      | /A\                 |
| Zoning Map Amendment  | 2.3.30            | M               | .                  | .                  | R                  | <D>                    | .                   |

**NOTES:**  
 [1] Applications subject to a recommendation by the Planning Board shall be heard by the Planning Board during a public meeting, but public meetings are not subject to public notification requirements in Section 2.2.6, Public Notice, of the UDO.  
 [2] The TRC shall review applications for preliminary plats prior to consideration by the Planning Board.  
 [3] Applications for a major variance to the watershed protection provisions are decided by the NC Environmental Management Commission following a recommendation by the Board of Adjustment.

Section 2.2: Building Permits

2.2.1 Residential Permits - Stick Built Houses

Requirements (Please Note - Newly purchased land - deed must be recorded prior to application):

- Site Plan Drawing - show where dwelling is to be placed on property, include septic system location
- Building Plans
- Elevation Certificate (if in a flood zone)
- CAMA Permit (Waterfront property only)
  - Contact info for Coastal Area Management Agency:
    - Field Representative: Lynn Mathis
    - 401 S. Griffin Street, Elizabeth City, NC, 27909
    - Phone: (252) 264-3901, Fax: (252) 331-2951
- Septic Permit (obtain from Camden County Health Department)
  - Contact info for Camden County Health Dept.:
    - Contact Person: Kevin Carver or David Sweeny
    - P. O. Box 72, 160 US Hwy 158 East #B, Camden, NC, 27921
    - Phone: (252) 338-4460, Fax: (252) 338-4475
- All Taxes on Property Must Be Paid PRIOR to Application
- Water Tap Fee Must Be Paid (or proof of existing water tap provided) PRIOR to Application
  - For Addresses in Camden and Shiloh: Camden County Water Department
    - Contact Person: Dawn Lowry
    - 117 NC 343 North, Camden, NC, 27921
    - Phone: (252) 338-1919 x 236
  - For addresses in South Mills: South Mills Water Association
    - Contact Person: Regina Russell
    - 103 Halstead Street, South Mills, NC, 27976
    - Phone: (252) 771-5620
- Liens NC - Contractors of all new residential construction (dwellings) must apply for and obtain a lien agent (title insurance) for each individual single family dwelling project undertaken.
  - Instructions for obtaining your lien agent may be found on the Planning Department landing page located at <http://www.camdencountync.gov/departments/planning-zoning/building-permits>.
  - Links to PDF documents for the Instructions, pre-application worksheet, list of agents, and designation form as well as the link to LiensNC.com are located on the webpage mentioned above.
  - Once you have completed this process, Liens NC will present you with a page which has a square QR Code (📱). This is the page you will print out and include a copy of with your building permit application.
- Fill Permit - Required for all permits regardless of whether fill is to be placed on the subject property for the purpose of raising the property's base elevation. Does not include fill placed for the septic system or the house pad. If not placing fill (other than for septic or house pad), check the "No" box at top of form and fill in applicable fields.
  - Fill Permit Application may be found at <http://www.camdencountync.gov/forms/planning/fillpermit.pdf>. And a copy of application is included after permit application for your convenience.

Full application package is available at: [http://www.camdencountync.gov/phocadownload/departments/planning/permits/house\\_stick\\_built/SFDAppPack.pdf](http://www.camdencountync.gov/phocadownload/departments/planning/permits/house_stick_built/SFDAppPack.pdf)

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)



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Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

COUNTY OF CAMDEN, DEPARTMENT OF INSPECTIONS
Building Permit Application, Single Family Dwelling

Please read the handout(s) provided by the Planning Department for your project and initial that you have received a copy and understand the requirements.

Memos A, B, and C Initial Here:
Storage & Disposal, Building Code, and Inspection Information
Appendix G Initial Here:
Pools, Spas & Hot Tubs

UDO# Inspector: Pin# Zoning:

Office Use Only

PERMIT NO.: WORKERS' COMPENSATION
PERMIT ISSUED: VERIFICATION:
JOB COMPLETED: SUBMITTED: YES NO
Construction Type: WIND ZONE: 110
PERMIT FEES: Building Water Tap Sewer Service
HRF FEE: \$ Flood Zone: Watershed?: CAMA District?:

GENERAL INFORMATION

Permit Type Applied For: [ ] Stick Built House [ ] Commercial Building
Occupancy Type: [ ] Single Family [ ] Two Family [ ] Multi Family [ ] Commercial Bldg
Temp Pole (Yes / No)? [ ] Yes [ ] No Building Cost (Required) \$

1) Owner Name: Email:
Address:
City: State: Zip:
Phone: Cell: Fax:

2) Is Owner Acting As Their Own Contractor? [ ] Yes [ ] No
General Contractor: Email:
Companyname:
Address:
City: State: Zip:
Phone: Cell: Fax:
General Contractor License Number:

3) Project Description:
Address:
City: State: Zip:
Township: [ ] Camden [ ] Shiloh [ ] South Mills
Is this a corner lot? [ ] Yes [ ] No Does owner own abutting property? [ ] Yes [ ] No
Lot Width (Sqft Frontage): Lot Depth (Sqft Length): Total Lot Sqft :
Num Bldgs: Num Dwelling Units: Num Offstreet Parking Spaces:
Utilities: Water: [ ] Public - Camden County [ ] Private - Well
Sewer: [ ] Public - Camden County [ ] Private - Health Department Approval
Electric: [ ] Albemarle Electric [ ] Dominion Power
Amperage: Phase: Voltage:

Square Feet of Impervious Surfaces (Commercial Permit Only):

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

SUB-CONTRACTORS

**Electrical:** Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 License Holder: \_\_\_\_\_  
 License#: \_\_\_\_\_ License Class: \_\_\_\_\_ License Expiration: \_\_\_\_\_

**Mechanical:** Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 License Holder: \_\_\_\_\_  
 License#: \_\_\_\_\_ License Class: \_\_\_\_\_ License Expiration: \_\_\_\_\_

**Plumbing:** Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 License Holder: \_\_\_\_\_  
 License#: \_\_\_\_\_ License Class: \_\_\_\_\_ License Expiration: \_\_\_\_\_

**Insulation:** Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 License Holder: \_\_\_\_\_  
 License#: \_\_\_\_\_ License Class: \_\_\_\_\_ License Expiration: \_\_\_\_\_

**Sprinkler:** Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 License Holder: \_\_\_\_\_  
 License#: \_\_\_\_\_ License Class: \_\_\_\_\_ License Expiration: \_\_\_\_\_

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

**CONSTRUCTION / BUILDING DETAILS**

- 1) **Number of Stories:**  1 Story  1½ Story  2 Story  3 Story  
**Number Bathrooms:** \_\_\_\_\_ **Number Bedrooms:** \_\_\_\_\_  
**Type of Construction:**  
 Wood Frame  Masonry  Steel / Metal  Other (Please Specify Below)  
**Other Type of Construction:** \_\_\_\_\_  
**Type of Siding:**  Brick Veneer  Vinyl / Aluminum  Wood  EIFS  
**Dimensions:** Length: \_\_\_\_\_ Width: \_\_\_\_\_ Total Sqft: \_\_\_\_\_
- 2) **Foundation:**  Continuous  Piers  Pier-Curtain Wall  Slab  
**Trench Footing Size:** \_\_\_\_\_ Wide X \_\_\_\_\_ Deep ; **Concrete Thickness:** \_\_\_\_\_ Inches  
**Pier Footing Size:** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ Deep ; **Concrete Thickness:** \_\_\_\_\_ Inches  
**Block Size:** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ ; **Cap Block Size:** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ ;  
**Maximum Pier Height:** \_\_\_\_\_ **Total # Rows of Piers:** \_\_\_\_\_ **House Width:** \_\_\_\_\_  
**Exterior Girder Size:** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ with a \_\_\_\_\_ Clear Span ;  
**Species:**  Southern Pine  Spruce / Fir  
**Interior Girder Size:** \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ with a \_\_\_\_\_ Clear Span ;  
**Species:**  Southern Pine  Spruce / Fir
- 3) **Crawl Space:** Access Door Size \_\_\_\_\_ X \_\_\_\_\_ ; Ground Vapor Barrier IS REQUIRED
- 4) **Floor System:**  Double Sheathing OR  Tounge and Groove  
**1st Floor Joist Size** \_\_\_\_\_ X \_\_\_\_\_ , \_\_\_\_\_ Inches Off Center with a \_\_\_\_\_ Clear Span  
**Species:**  Southern Pine  Spruce / Fir ; **Lumber Grade:** \_\_\_\_\_  
**2nd Floor Joist Size** \_\_\_\_\_ X \_\_\_\_\_ , \_\_\_\_\_ Inches Off Center with a \_\_\_\_\_ Clear Span  
**Species:**  Southern Pine  Spruce / Fir ; **Lumber Grade:** \_\_\_\_\_  
**3rd Floor Joist Size** \_\_\_\_\_ X \_\_\_\_\_ , \_\_\_\_\_ Inches Off Center with a \_\_\_\_\_ Clear Span  
**Species:**  Southern Pine  Spruce / Fir ; **Lumber Grade:** \_\_\_\_\_
- 5) **Ceilings:** Joist Size \_\_\_\_\_ X \_\_\_\_\_ , \_\_\_\_\_ Inches Off Center with a \_\_\_\_\_ Clear Span  
**Species:**  Southern Pine  Spruce / Fir ; **Lumber Grade:** \_\_\_\_\_
- 6) **Roof System:** Slope \_\_\_\_\_ / \_\_\_\_\_ , Type:  Gable  Hip  Other  
(If Other, Please Specify: \_\_\_\_\_ )  
**Trusses:**  Yes  No ; \_\_\_\_\_ Inches Off Center with a \_\_\_\_\_ Clear Span  
**Ridge Board Size:** \_\_\_\_\_ X \_\_\_\_\_  
**Rafter Size:** \_\_\_\_\_ X \_\_\_\_\_ , \_\_\_\_\_ Inches Off Center with a \_\_\_\_\_ Clear Span  
**Species:**  Southern Pine  Spruce / Fir ; **Lumber Grade:** \_\_\_\_\_

**NOTE:** If all framing members (floor, ceiling joist and rafters) are not of the same size, then all rooms shall be listed on a separate page specifying the above framing members sizes and clear spans for each room.

CONSTRUCTION / BUILDING DETAILS (CONTINUED)

- 7) **ATTIC** Area: \_\_\_\_\_ Square Feet ; Insulation:  *Batts*  *Blown-In*  
 Access:  *Fixed Stairs*  *Pull Down*  *Access Hole* , ( \_\_\_\_\_ X \_\_\_\_\_ )  
 Number Roof Vents: \_\_\_\_\_ with \_\_\_\_\_ Square Inches **Net Free Area** / Vent  
 Number Soffit Vents: \_\_\_\_\_ with \_\_\_\_\_ Square Inches **Net Free Area** / Vent  
 Linear Feet of **Continuous** Soffit Ventilation \_\_\_\_\_, with \_\_\_\_\_ Square Inches **Net Free Area**  
 TOTAL **Net Free** Area of Attic Ventilation \_\_\_\_\_ Square Inches Provided
  
- 8) Structural Steel I-Beam?  *Yes*  *No* ; Size: \_\_\_\_\_ X \_\_\_\_\_ , \_\_\_\_\_ Clear Span
  
- 9) **Attached** Garage?  *Yes*  *No* Door Width \_\_\_\_\_ ; Header Size \_\_\_\_\_ , \_\_\_\_\_ X \_\_\_\_\_  
 Room Over Garage?  *Yes*  *No* ; Proposed Use: \_\_\_\_\_  
 Floor Joist Size \_\_\_\_\_ X \_\_\_\_\_ , \_\_\_\_\_ Inches Off Center with a \_\_\_\_\_ Clear Span  
 Species:  *Southern Pine*  *Spruce / Fir* ; Lumber Grade: \_\_\_\_\_
  
- 10) Type of Heat: \_\_\_\_\_ Location of Unit \_\_\_\_\_ Number of Returns \_\_\_\_\_
  
- 11) Type of Water Heater:  *Electric*  *Gas* ; Location: \_\_\_\_\_
  
- 12) Fireplace Type:  *None*  *Masonry*  *Pre-Fabricated*  
 Fire Place Opening: \_\_\_\_\_ X \_\_\_\_\_ ; Flue Liner Size: \_\_\_\_\_ X \_\_\_\_\_  
 Hearth Extension:  *16 Inches*  *20 Inches*  *Other - Please Specify:* \_\_\_\_\_
  
- 13) Deck?  *Yes*  *No* Dimensions: \_\_\_\_\_ X \_\_\_\_\_ Height Above Grade: \_\_\_\_\_  
 Girder Size: \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ with a \_\_\_\_\_ Clear Span Between Posts  
 Floor Joist Size: \_\_\_\_\_ X \_\_\_\_\_ , \_\_\_\_\_ Inches Off Center with a \_\_\_\_\_ Clear Span  
 Species:  *Southern Pine*  *Spruce / Fir* ; Lumber Grade: \_\_\_\_\_

The applicant listed below, certifies that all information in this application is correct and hereby agrees to have the subject building(s) erected or altered in accordance with the N.C. State Building Code(s) and any other applicable local code.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Owner / Applicant)

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Inspector)

A floor plan, with all rooms and buildings indicated shall be drawn on a site plan and submitted with this application. The site plan shall show the dimensions of the property, buildings, rooms, existing, and proposed buildings with existing or proposed set backs from the property lines, off-street parking spaces and any required landscaping buffer strips when applicable. Said plan shall be neat and show accurate dimensions.

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)



# Fill Permit Application

|                           |
|---------------------------|
| <b>OFFICIAL USE ONLY:</b> |
| UDO Number: _____         |
| Date Filed: _____         |
| Amount Paid: _____        |
| Received By: _____        |

WILL THE CONSTRUCTION REQUIRE FILL? [ ] YES [ ] NO

(If no, fill out Applicant & Project Information excluding any n/a fields. Sign & Date on back.)

**Applicant Information:**

Owner(s): \_\_\_\_\_

Owner Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**Project Information:**

Project Name: \_\_\_\_\_

Street Address: \_\_\_\_\_  
(Obtain from GIS at 252-338-1919)

Parcel Id Number: \_\_\_\_\_

Total Tract Acreage: \_\_\_\_\_ square feet

Total Area of Land Disturbance: \_\_\_\_\_ square feet

Total area of land disturbance is greater than 43,560 square feet; state permits required.

Maximum height of fill: \_\_\_\_\_ feet

*Fill shall not exceed 24 inches for the septic area and 36 inches for house pad. Fill is defined as any material placed or graded on a lot where the material has the effect of increasing the elevation of any portion of the lot.*

Description of Land Disturbance Activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fill Permit Required regardless of whether or not fill is being placed.

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)



Submittal Checklist & Requirements (If placing fill to raise elevation of lot):

1. Two blue line or black and white paper prints of the land disturbance plan.
2. Fill permits application fee \$50.00.
3. A copy of the Albemarle Regional Health Services site evaluation for a septic system.
4. A copy of the North Carolina Division of Water Quality certification to fill any 401 wetlands.
5. A copy of the US Army Corps of Engineers permit to fill any 404 wetlands.
6. The stormwater management plan, prepared by a North Carolina licensed professional engineer, licensed surveyor or landscape architect, shall include, but not limited to, the following information:
  - Architectural and engineering drawings, maps, assumptions, calculations, and narrative statements as needed to adequately describe the proposed development of the property and the measures planned to comply with the requirements of the county ordinance.
  - Adjacent property grades (i.e. the highest grade measured within thirty-feet from the subject property lines into the adjoining lots).
  - Approximate depth of seasonal high water table.
  - Existing elevations sufficient to determine the drainage patterns on-site and on adjoining sites (i.e. contours in one foot intervals).
  - Locations and elevations of the adjoining street pavement, shoulder ditches, drainage systems, upstream and downstream driveway culverts.
  - Proposed elevations of the top of bank, toe of slope and limits for fill necessary to construct the dwelling, including driveway access, shall be delineated. **No fill/grading shall occur within 10 feet of any property line except for driveway improvements allowed by the UDO.**
  - Proposed stormwater management improvements; including methods for stabilization and maintenance. **At a minimum, property line swales shall be installed 12 inches deep and 3:1 slope.**
  - Location of proposed improvements including septic systems.
  - Flood zone designation, special flood hazard area, and boundary of any floodway of the proposed development area as determined on the FIRM or other flood map.
  - Detention shall be provided for a four inch rainfall event from all impervious surfaces. Drainage area shall include all built-upon area on the subject lot and any runoff received from built-upon areas within 30 feet of the subject property line. All runoff from built-upon area must be directed into the stormwater management system.
  - An operation and maintenance plan, including sediment removal, mowing and revegetation, immediate repair of erosion, debris removal, and unclogging of any structures.
  - Certification of Stormwater Management (**certification must be on the site plan**):

On the site plan entitled \_\_\_\_\_, stormwater drainage improvements shall be installed according to these plans and specifications and approved by Camden County. Camden County assumes no responsibility for the design, maintenance or the guaranteed performance of the stormwater drainage improvements.

\_\_\_\_\_  
Engineer/Surveyor/Architect

\_\_\_\_\_  
Date

The undersigned hereby agrees to conform to all county regulations, applicable state laws and the conditions of the fill permit. The undersigned further states that all information given herein is true and, authorize county staff to enter onto the property to ensure all applicable rules and regulations will be met. Compliance with restrictive covenants is the responsibility of the property owner which may or may not be more restrictive than the conditions of any permit approvals.

I hereby certify that I, the owner of the property, shown hereon will guarantee the maintenance of the stormwater conveyance measures shown on the approved plan as designed. Maintenance shall include, but not limited to, the following: removal of all sediment and debris to maintain intended grade and storage capacity and mowing and revegetation to control erosion and clogging. The immediate repair of erosion and the unclogging of any structures are necessary to maintain the intent of designed swales.

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent/Applicant

\_\_\_\_\_  
Date

Application submittals shall be filed with Camden County Planning Department located at 117 NC Hwy 343 or by mail at P. O. Box 190, Camden, NC, 27921.

|                                   |                      |
|-----------------------------------|----------------------|
| Received by: _____                | Date Received: _____ |
| Permit Application Fee: _____     | Reviewed by: _____   |
| Plan Date (with revisions): _____ | Approved by: _____   |

**An appropriate signature is required.**

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)



# Culvert & Ditch Certification

**OFFICIAL USE ONLY:**  
 UDO Number: \_\_\_\_\_  
 Date Filed: \_\_\_\_\_  
 Received By: \_\_\_\_\_

## Camden County Culvert Installation and Ditch Certification

In accordance with grades and culvert inverts as indicated on the approved grading/ drainage plan for \_\_\_\_\_ Subdivision, a \_\_\_\_\_\* inch diameter culvert, constructed of \_\_\_\_\_\*\* material, has been installed at lot \_\_\_\_\_. (Invert in = \_\_\_\_\_; Invert out = \_\_\_\_\_)

The ditch section fronting this property is in accordance with approved grading plan. **(If the ditch section is not in conformity with the approved grading plan it shall be restored to the original design grades.)**

\* Culvert to be sized by the licensed surveyor/ civil engineer, minimum 15" diameter.

\*\* Culvert material to be HDPE, corrugated metal or reinforced concrete.

If there is no approved grading/ drainage plan, the culvert shall be certified as being on grade with the existing roadside ditch as verified by upstream and downstream culvert invert elevations.

**(If there is no approved grading plan, the ditch section shall be restored to original pre-construction)**

Date: \_\_\_\_\_

Building Permit No: \_\_\_\_\_

Owner/Contractor: \_\_\_\_\_

Street Address: \_\_\_\_\_

I hereby certify that the information on this certificate is accurate and represents my best efforts to interpret the Certified Drainage Plan noted above. I understand that the intent of this certificate is to provide for proper storm water drainage.

\_\_\_\_\_  
 Registered Land Surveyor/ Civil Engineer                      License Number & Seal

\_\_\_\_\_  
 Address                      City                      State                      Zip

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

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Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)



# Trade Affidavit

|                           |
|---------------------------|
| <b>OFFICIAL USE ONLY:</b> |
| UDO Number: _____         |
| Date Filed: _____         |
| Received By: _____        |

**Per Camden County Chief Building Inspector,  
NO Rough-In Inspection will be performed UNLESS ALL TRADE  
CONTRACTORS FOR CONSTRUCTION PROJECT HAVE SUBMITTED FORMS:**

**CAMDEN COUNTY  
BUILDING INSPECTIONS DEPARTMENT  
P. O. BOX 74, CAMDEN, NC 27921  
PH: 252-338-1919 EXT 227  
FAX: 252-333-1603**

**PLEASE COMPLETE ALL INFORMATION BELOW  
SUBMIT SIGNED AFFIDAVIT AT PERMIT APPLICATION OR PRIOR TO FIRST INSPECTION**

General Contracting  Electrical  Plumbing  Mechanical  Gas

CONTRACTOR INFORMATION

BUSINESS NAME: \_\_\_\_\_

NAME OF TRADE CONTRACTOR: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Business Phone: \_\_\_\_\_

LICENSE INFORMATION

NC State License #: \_\_\_\_\_

License Classification: \_\_\_\_\_

License Expiration Date: \_\_\_\_\_

PROJECT INFORMATION

Project Information (property owner): \_\_\_\_\_

Job Location (project address): \_\_\_\_\_

Building Permit #: \_\_\_\_\_

Contract Cost: \$ \_\_\_\_\_

I hereby affirm or swear that I am Licensed and qualified to assume all responsibility and liability as a Contractor on this project. **If I resign or am no longer affiliated with this project, I will notify the local Inspection Office immediately by phone or in person AND in writing within three (3) working days.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Section 2.2: Building Permits (Continued)

2.2.2 Residential Permits - Modular / Manufactured Dwelling Applications

Requirements (Please Note - Newly purchased land - deed must be recorded prior to application):

- Site Plan Drawing - show where dwelling is to be placed on property, include septic system location
- Building Plans / Setup Manual as applicable
- Elevation Certificate (if in a flood zone)
- CAMA Permit (Waterfront property only)
  - Contact info for Coastal Area Management Agency:
    - Field Representative: Lynn Mathis
    - 401 S. Griffin Street, Elizabeth City, NC, 27909
    - Phone: (252) 264-3901, Fax: (252) 331-2951
- Septic Permit (obtain from Camden County Health Department)
  - Contact info for Camden County Health Dept.:
    - Contact Person: Kevin Carver or David Sweeny
    - P. O. Box 72, 160 US Hwy 158 East #B, Camden, NC, 27921
    - Phone: (252) 338-4460, Fax: (252) 338-4475
- All Taxes on Property Must Be Paid PRIOR to Application
- Water Tap Fee Must Be Paid (or proof of existing water tap provided) PRIOR to Application
  - For Addresses in Camden and Shiloh: Camden County Water Department
    - Contact Person: Dawn Lowry
    - 117 NC 343 North, Camden, NC, 27921
    - Phone: (252) 338-1919 x 236
  - For addresses in South Mills: South Mills Water Association
    - Contact Person: Regina Russell
    - 103 Halstead Street, South Mills, NC, 27976
    - Phone: (252) 771-5620
- Liens NC - Contractors of all new residential construction (dwellings) must apply for and obtain a lien agent (title insurance) for each individual single family dwelling project undertaken.
  - Instructions for obtaining your lien agent may be found on the Planning Department landing page located at <http://www.camdencountync.gov/departments/planning-zoning/building-permits>.
  - PDF documents for the Instructions, pre-application worksheet, list of agents, and designation form are located just under the NC GS code as is the link to the LiensNC.com website where you will apply for your lien agent.
  - Once you have completed this process, Liens NC will present you with a page which has a square QR Code (📱). This is the page you will print out and include a copy of with your building permit application.
- Fill Permit - Required for all permits regardless of whether fill is to be placed on the subject property for the purpose of raising the property's base elevation out of the flood zone. Does not include fill placed for the septic system or the house pad. If not placing fill (other than for septic or house pad), check the "No" box at top of form and fill in applicable fields.
  - Fill Permit Application may be found at: <http://www.camdencountync.gov/forms/planning/fillpermit.pdf>. Also, a printed copy is available in this manual, see section 2.2.1.
- Trade Affidavits for Trade / Setup Contractors. See Section 2.2.1.
- Full modular dwelling application package is available at: [http://www.camdencountync.gov/phocadownload/departments/planning/permits/Modular\\_Dwelling/modular\\_app\\_pack.pdf](http://www.camdencountync.gov/phocadownload/departments/planning/permits/Modular_Dwelling/modular_app_pack.pdf)
- Full HUD dwelling (1,2,3 wide) application package is available at: [http://www.camdencountync.gov/phocadownload/departments/planning/permits/ HUD\\_Dwelling/hud\\_app\\_pack.pdf](http://www.camdencountync.gov/phocadownload/departments/planning/permits/HUD_Dwelling/hud_app_pack.pdf)

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Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

|   |  |
|---|--|
| <b>COUNTY OF CAMDEN, DEPARTMENT OF INSPECTIONS<br/>Modular / Manufactured Dwelling Building Permit Application</b>  |  |
| Please read the handout(s) provided by the Planning Department for your project and initial that you have received a copy and understand the requirements. Click the links for the documents prior to printing. |  |
| <a href="#">Memos A, B, and C</a> Initial Here: _____<br>Storage & Disposal, Building Code, and Inspection Information  | <a href="#">Appendix G</a> Initial Here: _____<br>Pools, Spas & Hot Tubs |

**Office Use Only**    UDO # \_\_\_\_\_    Permit # \_\_\_\_\_    Zoning: \_\_\_\_\_  
 Flood Zone: \_\_\_\_\_    Watershed?: [ ] Yes [ ] No  
 PIN # \_\_\_\_\_

**GENERAL INFORMATION & PROJECT SUMMARY**

Temp Pole (Yes / No)? [ ] Yes [ ] No  
 Permit Type Applied For: [ ] New [ ] Used [ ] Manufactured [ ] Modular

1) Property Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Township: [ ] Camden [ ] Shiloh [ ] South Mills

2) Owner Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

3) Who is doing the work?  
 Responsible Party: [ ] Property Owner [ ] General Contractor [ ] Dealer  
 Dealer Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

4) **MANUFACTURED**  
 Manufactured Type: [ ] Singlewide [ ] Doublewide [ ] Triplewide  
 Dimensions: Length: \_\_\_\_\_ X Width: \_\_\_\_\_ Total Square Feet: \_\_\_\_\_  
 Year Model: \_\_\_\_\_ Make: \_\_\_\_\_  
 Serial Number: \_\_\_\_\_

**MODULAR**  
 Frame Type: [ ] On Frame [ ] Off Frame  
 Dimensions: Length: \_\_\_\_\_ X Width: \_\_\_\_\_ X Height: [ ] 1 [ ] 1½ [ ] 2 [ ] 2½ [ ] 3 Stories  
 Total Square Feet: \_\_\_\_\_

**OTHER INFORMATION**  
 Number of Bedrooms: \_\_\_\_\_ Number of Bathrooms: \_\_\_\_\_ Number of Fixtures: \_\_\_\_\_

**ESTIMATED TOTAL COST OF CONSTRUCTION:** \$ \_\_\_\_\_

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

SUB-CONTRACTORS

**General** Name: \_\_\_\_\_ Email: \_\_\_\_\_  
**Contractor:** Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
License#: \_\_\_\_\_

**Setup** Name: \_\_\_\_\_ Email: \_\_\_\_\_  
**Contractor:** Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
License#: \_\_\_\_\_ Setup Bond#: \_\_\_\_\_

**Electrical:** Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
License#: \_\_\_\_\_

**Mechanical:** Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
License#: \_\_\_\_\_

**Plumbing:** Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
License#: \_\_\_\_\_

Affidavit of Application

I hereby certify that I have the authority to make the necessary applications, that the applications are correct, and that the construction will conform to the regulations in the Building, Plumbing, Insulation, and Mechanical Codes, as well as all other Local and State laws and/or ordinances. I hereby certify and guarantee that prior to the commencement of any work performed, I / we shall have obtained the necessary permits authorizing said work and also do acknowledge that unless I fully comply with all State and Local regulations governing those permits heretofore issued, they shall be void and of no further force of effect. This shall result in the automatic revocation of all permits of authorization issued. If I / we have not obtained the necessary permits required prior to commencement of any work performed, this too shall result in automatic revocation of any permits and all authorization to proceed with work.

\_\_\_\_\_  
Issuing Officer, Permit Clerk

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\*\*The following items shall be required before final inspection and certification of occupancy is released: (1) Certificate of Elevation (if required); (2) Certificate of authorized contractors (Electrical, Mechanical, Plumbing) attached as "Exhibit A", and by references, incorporated herein as if set forth verbatim. Please Note: If you choose to use a sub-contractor and have not listed them on your application, you will need to provide this information to the Planning Department clerk before scheduling your inspections. Failure to do so may result in reinspection fees. You may contact the Planning Department Clerk at (252) 338-1919 ext 235.

Section 2.2: Building Permits (Continued)

2.2.3 Other Permit Types (Non-Commercial)

Other types of non-dwelling residential permits include but are not limited to such permit types as:

- Additions\*
- Renovations\*
- Garages (attached and detached)\*
- Storage sheds\*
- Storage buildings\*
- Signs (see requirements section [2.3](#))
- Decks
- Pole barns and car ports
- Lean to
- Covered porches
- Swimming pools and spas (above and in-ground)\*
- Bulkheads, boat lifts, piers, and any other marine structures
- Trade related permits (electrical, mechanical [hvac], plumbing, gas), etc.
- Demolitions (please include a signed & notarized statement from owner authorizing demolition of an existing structure).

These types of permits all generally require a site plan to show where the accessory structure will be placed on the property (with the exception of trade permits which are generally just an application). Building plans are also generally required to show how the construction of such accessory structure is to be undertaken.

Health Department release in the form of an "Existing Systems Check" is also generally required so that we know that you know where your septic drain lines are located so you do not build on top of them or any part of your septic system.

Site plans and building plans for these types of permits need not be computer generated, they can be hand drawn and do not have to be perfect. Certain types of these permits may require additional detail in the plan drawings, so check with the Camden County Building Inspector for requirements with regard to marine structures and larger accessory structures.

\*Some of these types of permits are or may be made into master permits which include all trades (electrical, mechanical/hvac, plumbing, etc) if the applicant pays the fees necessary to cover the trade contractors. In such events, trade contractors on such projects would need to submit a trade affidavit. See section [2.2.1](#) for the Trade Affidavit form.

The application form for these types of permits is our general permit application, images of which are located on the next 2 pages:

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

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Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

|  |   |
|--|---|
| <b>COUNTY OF CAMDEN, DEPARTMENT OF INSPECTIONS</b><br><b>Multi-Purpose General Building Permit Application</b>   |   |
| Please read the handout(s) provided by the Planning Department for your project and initial that you have received a copy and understand the requirements. |   |
| <b>Memos A, B, and C Initial Here:</b> _____<br>Storage & Disposal, Building Code, and Inspection Information  | <b>Appendix G Initial Here:</b> _____<br>Pools, Spas & Hot Tubs |

**Office Use Only**    UDO # \_\_\_\_\_    Permit # \_\_\_\_\_    Zoning: \_\_\_\_\_  
 Flood Zone: \_\_\_\_\_    Watershed?: [ ] Yes [ ] No  
 PIN # \_\_\_\_\_

---

**GENERAL INFORMATION**

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**Permit Type Applied For:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

**Temp Pole (Yes / No)?** [ ] Yes [ ] No [ ] Not Applicable

1) **Property Address:** \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Township: [ ] Camden [ ] Shiloh [ ] South Mills

2) **Owner Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

3) **Who is doing the work? (Select Property Owner or Contractor Type [see reverse for sub-contractors])**  
**Responsible Party:** [ ] Property Owner [ ] General [ ] Electrical [ ] Mechanical [ ] Plumbing  
**Contractor Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Company Name:** \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
**License Number:** \_\_\_\_\_

4) **Type of Materials:** [ ] N/A [ ] Wood Frame [ ] Masonry [ ] Steel or Metal  
 Other: \_\_\_\_\_  
**Dimensions:** Length: \_\_\_\_\_ X Width: \_\_\_\_\_ X Height: [ ] 1 [ ] 1½ [ ] 2 [ ] 2½ [ ] 3 Stories  
 Total Square Feet: \_\_\_\_\_

**Electrical:** Amps: \_\_\_\_\_ **Plumbing:** # Bathrooms: \_\_\_\_\_ # Fixtures: \_\_\_\_\_

**Mechanical:** Type of Mechanical: [ ] N/A [ ] HVAC Split System Heat Pump [ ] HVAC Gas Pack  
 Tonnage (if applicable): [ ] N/A [ ] 1 [ ] 1½ [ ] 2 [ ] 2½ [ ] 3 [ ] 3½ [ ] 4 [ ] 4½ [ ] 5  
 Mechanical Type / Tonnage - Other \_\_\_\_\_

**Breaker Size Required For Mechanical Change-Out:** Indoor: \_\_\_\_\_ Amps; Outdoor: \_\_\_\_\_ Amps;

**Is this a same size change out?** [ ] N/A [ ] Yes [ ] No

**Insulation:** [ ] N/A [ ] Walls [ ] Ceilings [ ] Floors

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SUB-CONTRACTORS

**Electrical:** Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 License#: \_\_\_\_\_

**Mechanical:** Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 License#: \_\_\_\_\_

**Plumbing:** Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 License#: \_\_\_\_\_

**Insulation:** Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 License#: \_\_\_\_\_

\*\*\*The following items shall be required before final inspection and certification of occupancy is released.

- 1. Certificate of Elevation (if required).
- 2. Certificate of authorized contractors (Electrical, Mechanical, Plumbing) attached as "Exhibit A", and by references, incorporated herein as if set forth verbatim.

**Please Note:** If you choose to use a Sub-Contractor and have not listed them on your application, you will need to provide this information to the Planning Department clerk before scheduling your inspections. Failure to do so may result in reinspection fees.

You may contact the Planning Department clerk at: (252) 338-1919 extension 235.

**Affidavit of Application**

I hereby certify that I have the authority to make the necessary applications, that the applications are correct, and that the construction will conform to the regulations in the Building, Plumbing, Insulation, and Mechanical Codes, and all other LOCAL and STATE laws and/or ordinances.

I do certify and guarantee that prior to the commencement of any work performed, I/we shall have obtained the necessary permits authorizing said work and also do acknowledge that unless I fully comply with all STATE and LOCAL regulations governing those permits heretofore issued, they shall be void and of no further force of effect. This shall result in the automatic revocation of all permits of authorization issued. If I/we have not obtained the necessary permits required prior to commencement of any work performed this too shall result in automatic revocation of any permits and all authorization to proceed with work.

\_\_\_\_\_  
Issuing Officer, Permit Clerk

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

Section 2.2: Building Permits (Continued)

2.2.4 Commercial Building Permits

Commercial building permits may require many different types of documents / plans prior to application for the actual building permit. These may include but are not limited to:

- Copy of approved Site Plan Drawings
- Building Plans to include front, side and rear elevations with design details in accordance with Article 151.5 of the Unified Development Ordinance.
- Appendix B
- Elevation Certificate (if in a flood zone)
- CAMA Permit (Waterfront property only)
  - Contact info for Coastal Area Management Agency:
    - Field Representative: Lynn Mathis
    - 401 S. Griffin Street, Elizabeth City, NC, 27909
    - Phone: (252) 264-3901, Fax: (252) 331-2951
- Septic Permit (obtain from Camden County Health Department) if applicable.
  - Contact info for Camden County Health Dept.:
    - Contact Person: Kevin Carver or David Sweeny
    - P. O. Box 72, 160 US Hwy 158 East #B, Camden, NC, 27921
    - Phone: (252) 338-4460, Fax: (252) 338-4475
- If Sewer is available to location of building, mandatory hook-up required.
- All Taxes on Property Must Be Paid PRIOR to Application
- Water Tap Fee Must Be Paid (or proof of existing water tap provided) PRIOR to Application
  - For Addresses in Camden and Shiloh: Camden County Water Department
    - Contact Person: Dawn Lowry
    - 117 NC 343 North, Camden, NC, 27921
    - Phone: (252) 338-1919 x 236
  - For addresses in South Mills: South Mills Water Association
    - Contact Person: Regina Russell
    - 103 Halstead Street, South Mills, NC, 27976
    - Phone: (252) 771-5620

Full application package for commercial buildings is the same as that for the Stick Built Single Family Dwelling and is available at:

[http://www.camdencountync.gov/phocadownload/departments/planning/permits/house\\_stick\\_built/SFDAppPack.pdf](http://www.camdencountync.gov/phocadownload/departments/planning/permits/house_stick_built/SFDAppPack.pdf)

Additional forms may be required for commercial buildings that are not required for residential structures. Check with the Camden County Building Inspector or Zoning Officer for more details.

Depending on the type of commercial permit, either the stick built house permit application or the general application may be used (included herein on previous pages in their respective sections).

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

2.2.5 Additional Documents May Be Required

After issuance of a permit, but before certain inspections can be performed by the building inspector or a certificate of occupancy issued, certain types of documentation must be submitted. These include but are not limited to:

- Trade Affidavits
  - Each contractor who does work on a job that is collectively considered a master permit (such as a dwelling, commercial building, or other such permit wherein such contractor did not initiate the permit process) must fill out and submit a Trade Affidavit form which verifies by signature of contractor that such contractor is in fact the one who did the indicated work. If at any point after a trade affidavit is submitted, there is a change in contractor for the same trade, a new Trade Affidavit must be submitted with the new contractor indicated, and the date that such contractor assumed the work.
- Culvert & Ditch Certification
- Elevation Certificates - Building under construction, and Final
- Energy Forms - Energy Efficiency, Air Sealing, and Duct Leakage Test
- Termite Treatment Affidavit (from pest control company)
- Final Septic Permit / Health Department Release

All forms listed above may be downloaded from our website and are included in the SFD Application Package (pdf).

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Section 2.3: Sign Permit

Signs are an accessory use that is generally used by commercial businesses. Permits are required for the placement of signs, be they small, medium, or large in size, whether they are for temporary or permanent use, with or without electrical components, etc.

Documentation required for a sign permit is as follows:

- 2 Page General Building Permit Application (see section [2.2.3](#))
  - Indicate type of sign (e.g. On-Premise Wall Sign, Monument Sign, Freestanding Sign, etc.) in project description. Include Location, Sign Dimensions (LxWxH), and Square Footage. For more information regarding sign dimensions and square footage, refer to [UDO Section 10.2.14](#).
- Site Plan showing where sign is to be located
- Drawing / Building Plans for Sign
- If sign is electrical, indicate who electrician is and provide electrical plan

For more information regarding signage, please refer to the Unified Development Ordinance (UDO) Article151 Chapter 5 Section 14 (5.14), which may be accessed by clicking this link:

[http://www.camdencountync.gov/phocadownload/departments/planning/udo-rewrite/Camden-County-UDO-Final\\_01152019.pdf#page=291](http://www.camdencountync.gov/phocadownload/departments/planning/udo-rewrite/Camden-County-UDO-Final_01152019.pdf#page=291).

(File is large, will take a minute to load, then will advance to page number 291).

Fees for signs are included in the fee schedule at the end of this manual.

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

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Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

Section 2.4: Land Use / Development Application

Depending upon the type of proposal, a Zoning Permit or a Special Use Permit may be required. This form is the start of the application process.



Land Use / Development Application (Zoning / Special Use)

OFFICIAL USE ONLY: UDO Number: Zoning Dist.: Date Filed: Flood Zone: Amount Paid: Watershed (Y/N): Received By: Taxes Pd(Y/N):

Contact Information

APPLICANT: Name, Address, Telephone, Email. PROPERTY OWNER: Name, Address, Telephone, Email. LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER:

Property Information

Physical Street Address, Location, Parcel ID Number(s), Total Parcel(s) Acreage, Existing Land Use of Property

Request

Project Name, Proposed Use of Property, Deed Book / Page Number and/or Plat Cabinet / Slide Number, Total square footage of land disturbance activity, Total lot coverage, Total vehicular use area, Existing gross floor area, Proposed gross floor area

Community Meeting

Date Meeting Held, Meeting Location

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)



**Purpose of the Special Use Permit and Project Narrative** (*attach separate sheet if needed*):

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**The applicant shall provide a response to each of the following** (*attach separate sheet if needed*). Staff shall prepare specific findings of fact based on the evidence submitted. Said findings shall be submitted to Board of Commissioners for their consideration.

**A. The use will not endanger the public health or safety.**

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**B. The use will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located.**

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**C. The use will be in conformity with the Land Use Plan or other officially adopted plan(s).**

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**D. The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to: schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.**

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*I, the undersigned, do certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief. Further, I hereby authorize county officials to enter my property for purposes of determining zoning compliance. All information submitted and required as part of this application process shall become public record.*

\_\_\_\_\_  
Property Owner(s)/Applicant\*

\_\_\_\_\_  
Date

**\*Note: Forms must be signed by the owner(s) of record, contract purchaser(s), or other person(s) having a recognized property interest. If there are multiple property owners/applicants, a signature is required for each.**

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

Section 2.5: Commercial Site Plan Review

A proposed site plan for all non-residential development shall be submitted to the county for review/approval prior to issuance of required permits.

Documentation required is as follows:

2.5.1 Major Commercial Site Plan Review

- Land Use Application
- 10 copies (to include a pdf) of proposed Commercial Site Plan depicting requirements listed in section 3.4.2 of this manual.
- Proposed Drainage Plan
- Landscaping Plan

2.5.2 Minor Commercial Site Plan Review

- Land Use Application
- 4 copies (to include a pdf) of proposed Commercial Site Plan depicting requirements listed in section 3.4.2 of this manual.
- Proposed Drainage Plan
- Landscaping Plan

Section 2.6: Residential / Commercial Subdivision:

Documentation required for Major Subdivision’s is as follows:

2.6.1 Major Residential/Commercial Subdivision

2.6.1.1 – Preliminary Plat

- Land Use Application
- 10 copies (18 X 24) and a pdf copy of Preliminary Plat depicting requirements listed in section 3.1. of this manual.
- Conceptual layout of Drainage Plan indicating how the development will handle stormwater runoff, nearest outfall(s) and elevation of tailwater, upstream offsite watershed area of any lead ditch running through the development.
- Perc test on all lots to be developed
- Development Impact Analysis in accordance with section 3.1.2 of this manual.
- Plan for completion of public and private improvements.
- Phasing Plan if applicable.

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

2.6.1.2 – Construction Permit

- Land Use Application
- 2 Copies and a pdf copy of approved Construction Plans depicting requirements listed in section [3.1.4](#) of this manual.
- Technical Review Committee member’s approval letter(s) on Construction Plans.
- Approved State Permits (E&S, Control Plan and Stormwater Permit)
- CAMA & Army Corps of Engineers permits/approvals if required
- Approved Drainage Plan
- Remaining perc tests from Albemarle Regional Heath Services (ARHS)

2.6.1.3 – Final Plat

- Land Use Application
- Mylar, 4 paper copies (18 X 24) and a pdf copy of the Final Plat depicting requirements listed in section [3.1](#). of this manual.
- As Built Drawings if there are any changes to approved Construction Plans or a letter signed and sealed by NC Engineer/Surveyor stating all improvements were constructed in accordance with approved plans.
- Restrictive Covenants approved by the County

2.6.2 Minor/Expedited Residential/Commercial Subdivision

Minor subdivisions are the creation of up to four (4) lots plus the residual. Documents required for minor subdivisions are as follows:

- Land Use Application
- Mylar plus 4 copies of plat depicting requirements listed in section [3.2](#) of this manual.
- Perc Test on each newly created lot from Albemarle Regional Health Services (ARHS) or approval by County for connection to County Sewer.
- Drainage Plan for creation of 2 lots or more. The creation of 3 and 4 lots shall be reviewed/approved by the County’s Engineer. Cost of the review is listed in attached fee schedule.
- Written confirmation that a copy of the plat has been received by the postmaster for the area encompassing the subdivision.

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

Section 2.6.3: Transfer Plat

- Parent to Child
- Child to Parent
- Grandparent to Grandchild
- Grandchild to Grandparent

Documents required for processing:

- Land Use Development Application (See Section 2.4 for form)
- Survey depicting requirements in accordance with Section 3.3 of this manual.
- Perc Test from ARHS
- Proof of relationship (Birth Certificate(s))
- Deed with restriction in accordance with Section 151.2.3.23 of the Unified Development Ordinance.

See Section 3.3 for Certification Block language.

Section 2.6.4: Exempt Subdivision

The following forms of land division are exempt subdivisions exempted from the subdivision requirements of the Unified Development Ordinance (but not from the provisions of Article 151.2, Section 2.3.9):

- a. A combination or recombination of portions of previously subdivided and recorded lots that does not increase the total number of lots, and the resultant lots are equal to or exceed the standards of this Ordinance;
- b. The division of land into parcels greater than ten acres where no street right-of-way dedication is involved;
- c. Public acquisition involving the purchase of strips of land for the widening or opening of streets;
- d. Division of a tract of land in single ownership, where the total area of all land in the land division is no greater than two acres, the division creates no more than three lots, where no street right-of-way dedication is involved, and the resultant lots are equal to or exceed the standards of this Ordinance; or
- e. The division of a tract into parcels in accordance with the terms of a probated will or in accordance with Chapter 29 of the North Carolina General Statutes.

Please refer to Article 151.2, Section 2.3.9, Exempt Subdivision, for a description of the Purpose and Intent, and the Applicability of the Exempt Subdivision process.

[http://www.camdencountync.gov/phocadownload/departments/planning/udo-rewrite/Camden-County-UDO-Final\\_01152019.pdf#page=48](http://www.camdencountync.gov/phocadownload/departments/planning/udo-rewrite/Camden-County-UDO-Final_01152019.pdf#page=48)

For more information regarding exempt subdivisions, contact the Camden County Zoning Officer.

Documents required for processing:

- Land Use Development Application (See Section 2.4 for form)
- Survey

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Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

Section 2.7: Temporary Use Permit:

Based on the type of temporary use / event, additional approvals as deemed necessary by the Administrator (i.e. Health Department, Sheriff, Fire Marshall, etc.) may be required. Below is the application for Temporary Use Permit:



Temporary Use Permit Application

OFFICIAL USE ONLY:
UDO Number: \_\_\_\_\_
Date Filed: \_\_\_\_\_
Amount Paid: \_\_\_\_\_
Received By: \_\_\_\_\_

Contact Information

APPLICANT

PROPERTY OWNER

Name: \_\_\_\_\_
Address: \_\_\_\_\_
Telephone: \_\_\_\_\_
Fax: \_\_\_\_\_
Email: \_\_\_\_\_

Name: \_\_\_\_\_
Address: \_\_\_\_\_
Telephone: \_\_\_\_\_
Fax: \_\_\_\_\_
Email: \_\_\_\_\_

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: \_\_\_\_\_

Property Information

Physical Street Address \_\_\_\_\_
Parcel ID Number(s): \_\_\_\_\_
Existing Land Use of Property \_\_\_\_\_

(Temporary uses or structures in a special flood hazard area shall not remain on site for more than three months)

Please check the applicable use below:

- Construction Related Activities for New Construction (offices, storage, parking, etc)
Expansion or Replacement of Existing Facilities (offices, residences, etc.)
Garage or Yard Sales
Outdoor Seasonal Sales
Real Estate Sales Office / Model Sales Home
Temporary Campground
Temporary Keeping of Livestock
Portable Shipping & Storage Containers
Temporary Tent
Special Event

Temporary Use Information:

On reverse, provide detailed description of proposed temporary use or special event, and provide timeframe of Temporary Use (if special event provide dates & hours).

Property Owner(s) / Applicant

Date

\*Note: Form must be signed by the owner(s) of record, contract purchaser(s), or other person(s) having a recognized property interest. If there are multiple property owners/applicants, all must sign.

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***Provide detailed description of proposed temporary use or special event:***

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***Provide timeframe of Temporary Use (if special event provide dates & hours)***

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Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)



Section 2.8: Zoning Map Amendment

Requests for Zoning Map Amendments (excluding Planned Developments) shall be submitted utilizing the Zoning Map Amendment application. Documents required:

- Zoning Map Amendment Application
- Soils Analysis stating soils are suitable for Septic
- Letter authorizing connection to County Sewer

2.8.1: Planned Development

- Zoning Map Amendment Application
- Master Plan submittal depicting standards listed in section 3.5 of this manual and Article 151.3.7 of the Unified Development Ordinance
- Preliminary Plat depicting requirements listed in section 3.1. of this manual.
- Conceptual layout of Drainage Plan indicating how the development will handle stormwater runoff, nearest outfall(s) and elevation of tailwater, upstream offsite watershed area of any lead ditch running through the development
- Perc test on 25% of lots to be developed unless connecting to Sewer.

**See Next Page for Zoning Map Amendment Application**

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Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)



# Zoning Map Amendment Application

**OFFICIAL USE ONLY:**

UDO Number: \_\_\_\_\_

Date Filed: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Received By: \_\_\_\_\_

## Contact Information

| APPLICANT  | PROPERTY OWNER          |
|--|-------------------------|
| Name: _____  | Name: _____             |
| Address: _____<br>_____                                  | Address: _____<br>_____ |
| Telephone: _____   | Telephone: _____        |
| Fax: _____   | Fax: _____              |
| Email: _____   | Email: _____            |
| LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: _____ |                         |

## Property Information

Physical Street Address: \_\_\_\_\_

Location: \_\_\_\_\_

Parcel ID Number(s): \_\_\_\_\_

Total Parcel(s) Acreage: \_\_\_\_\_

Existing Land Use of Property: \_\_\_\_\_

## Request

Current Zoning of Property: \_\_\_\_\_ Proposed Zoning District: \_\_\_\_\_

Total Acreage for Rezoning: \_\_\_\_\_ Are you rezoning the entire parcel(s):  Yes  No

Metes and Bounds Description Provided:  Yes  No

Community Meeting, if applicable: Date Held: \_\_\_\_\_; Location: \_\_\_\_\_

I, the undersigned, do certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief. Further, I hereby authorize county officials to enter my property for purposes of determining zoning compliance. All information submitted and required as part of this application process shall become public record.

\_\_\_\_\_  
Property Owner(s)/Applicant \_\_\_\_\_  
Date

**Note: Form must be signed by the owner(s) of record, contract purchaser(s), or other person(s) having a recognized property interest. If there are multiple property owners/applicants, a signature is required for each.**

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

| <b>Zoning Map Amendment Design Standards and Submittal Checklist</b>   |  |                 |
|--|--|-----------------|
| <p>This table depicts the design standards of the site plan or map for a zoning map amendment application. Please make sure to include all applicable listed items to ensure all appropriate standards are reviewed.</p>   |  |                 |
| <b>Zoning Map Amendment - Site Plan Design Standards and Submittal Checklist</b>   |  |                 |
| <p>Date Received: _____</p> <p>Project Name: _____</p> <p>Applicant/Property Owner: _____</p>  |  |                 |
| <b>Site Plan or Map Design Standards Checklist</b>   |  | <b>Checkoff</b> |
| 1  | Lot / Parcel Dimensions  |                 |
| 2  | Zoning Designation   |                 |
| 3  | All Existing Physical Features (structures, buildings, streets, roads, etc.) |                 |
| 4  | Location and Dimensions of Any Proposed Construction may be submitted.       |                 |
| <b>Zoning Map Amendment Submittal Checklist</b>  |  |                 |
| <p>Staff will use the following checklist to determine the completeness of your application within ten business days of submittal. Please make sure all of the listed items are included. Staff shall not process an application for further review until it is determined to be complete.</p> |  |                 |
| <b>Zoning Map Amendment: Staff Checklist</b>   |  | <b>Checkoff</b> |
| 1  | Complete Zoning Map Amendment Application                                    |                 |
| 2  | Application Fee (\$650 plus \$10 Per Acre Over 10 Acres)                     |                 |
| 3  | Community Meeting Written Summary, If Applicable                             |                 |
| 4  | Site Plan or Map   |                 |
| 5  | Metes and Bounds Survey, If Applicable                                       |                 |
| 6  | 5 Copies of Plans or Maps  |                 |
| 7  | 5 Hard Copies of ALL Documents   |                 |
| 8  | 1 PDF Digital Copy of All Plans AND Documents (on CD, not email)             |                 |
| <b>Staff Use Only</b>  |  |                 |
| <p><b><i>Pre-Application Conference:</i></b></p> <p>Held On: _____ Location: _____</p> <p>Person(s) Present: _____</p> <p>_____</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>  |  |                 |

Section 2.9: Text Amendment

Documentation required is as follow: Text Amendment Application (below).



Text Amendment Application

|                           |
|---------------------------|
| <b>OFFICIAL USE ONLY:</b> |
| UDO Number: _____         |
| Date Filed: _____         |
| Amount Paid: _____        |
| Received By: _____        |

Contact Information

APPLICANT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

REQUEST

I, the undersigned, do hereby make application to change the Camden County UDO as herein requested.

Amend Chapter(s) \_\_\_\_\_ Section(s) \_\_\_\_\_ as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Continue Request on Reverse if needed. Additional sheets may be attached.

\_\_\_\_\_  
Petitioner / Applicant

\_\_\_\_\_  
Date

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)



Section 2.10: Variance

Request for Variance shall be submitted utilizing the following application and include applicable fee per the current fee schedule:



Variance Application

OFFICIAL USE ONLY:
UDO Number: \_\_\_\_\_
Date Filed: \_\_\_\_\_
Amount Paid: \_\_\_\_\_
Received By: \_\_\_\_\_

Contact Information

APPLICANT

PROPERTY OWNER

Name: \_\_\_\_\_
Address: \_\_\_\_\_
Telephone: \_\_\_\_\_
Fax: \_\_\_\_\_
Email: \_\_\_\_\_

Name: \_\_\_\_\_
Address: \_\_\_\_\_
Telephone: \_\_\_\_\_
Fax: \_\_\_\_\_
Email: \_\_\_\_\_

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: \_\_\_\_\_

Property Information

Physical Street Address \_\_\_\_\_
Location: \_\_\_\_\_
Parcel ID Number(s): \_\_\_\_\_

Request

I, \_\_\_\_\_, hereby request a variance from Section(s) \_\_\_\_\_ of the Unified Development Ordinance.

Provide a narrative of why the variance is needed and what circumstances have lead to the need for a variance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)



Relevant Factors for Issuance of a Variance

A variance may be granted by the Board of Adjustment if it concludes that strict enforcement of the ordinance would result in practical difficulties or unnecessary hardships for the applicant and that, by granting the variance, the spirit of the ordinance will be observed, public safety and welfare secured, and substantial justice done. It may reach these conclusions if it makes detailed findings that:

- A. **The alleged hardship is suffered by the applicant as a result of the application of the Ordinance.** (Variances cannot be granted if the hardship is the result of restrictions other than those of the ordinance, restrictive covenants are an example). \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- B. **The hardship relates to the applicant's land, such as location, size, or topography, rather than personal circumstances.** (Hardships suffered by the applicant should be the result of factors directly related to the applicant's land and not ordinance requirements). \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- C. **The hardship is unique, or nearly so, rather than one shared by many surrounding properties.** (A hardship suffered by the applicant in common with surrounding neighbors does not justify a variance. The proper remedy is an amendment to the ordinance in such cases. Courts have held that boards granting variances based on such factors amounts to attempted usurpation of legislative power). \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- D. **The hardship is not the result of the applicant's own actions.** (Where a property owner has either knowingly or unknowingly violated the ordinance by erecting a forbidden structure, he/she cannot claim expenses as a hardship, otherwise no one would ever comply with the ordinance. Similarly, when a person buys property and certain restrictions exist, he/she cannot be said to suffer hardship if those restrictions are enforced; such hardship would be self imposed). \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- E. **The variance will not authorize the initiation of a nonconforming use of land.** Must show that the variance requested represents the least possible deviation from the letter of the ordinance, and that it will allow reasonable use of the property without creating a nonconforming use of same property. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I, the undersigned, do certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief. Further, I hereby authorize county officials to enter my property for purposes of determining zoning compliance. All information submitted and required as part of this application process shall become public record.

\_\_\_\_\_  
Property Owner(s)/Applicant

\_\_\_\_\_  
Date

Note: Form must be signed by the owner(s) of record, contract purchaser(s), or other person(s) having a recognized property interest. If there are multiple property owners/applicants, a signature is required for each.

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

Section 2.11: Administrative Adjustment Application



Administrative Adjustment Application

OFFICIAL USE ONLY: UDO Number: Date Filed: Amount Paid: Received By:

Contact Information

APPLICANT PROPERTY OWNER Name: Address: Telephone: Email: LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER:

Property Information

Physical Street Address Location: Parcel ID Number(s): Total Parcel(s) Acreage Existing Land Use of Property Proposed Land Use of Property

Request

Building Height Modification

Required Maximum Height: Proposed Height: Percent Change:

Setback Modification

Required Setback: Proposed Setback: Percent Change:

Full Service: Yes No Major Arterial Street Setback: Yes No

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

**Narrative**

Please write a short narrative of the request including your reason for seeking an administrative adjustment.

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I, the undersigned, do hereby certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief.

Further, I hereby authorize county officials to enter my property for purposes of determining zoning compliance. All information submitted and required as part of this application process shall become public record.

\_\_\_\_\_  
Property Owner(s)/Applicant\*

\_\_\_\_\_  
Date

**\*Note: Forms must be signed by the owner(s) of record, contract purchaser(s), or other person(s) having a recognized property interest. If there are multiple property owners/applicants, a signature is required for each.**

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

Section 2.12: Appeal Application

An appeal from any final order or decision of the Administrator may be taken to the Board of Adjustment by any person with standing. An appeal is taken by filing the below application with the Administrator and the Board of Adjustment, a written notice of appeal specifying the grounds for the appeal. A notice of appeal shall be taken within 10 days after the date of the decision or order appealed from.



Appeal Application

OFFICIAL USE ONLY:
UDO Number: \_\_\_\_\_
Date Filed: \_\_\_\_\_
Amount Paid: \_\_\_\_\_
Received By: \_\_\_\_\_

Contact Information

APPLICANT: Name, Address, Telephone, Fax, Email
PROPERTY OWNER: Name, Address, Telephone, Fax, Email

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: \_\_\_\_\_

Property Information

Physical Street Address: \_\_\_\_\_
Location: \_\_\_\_\_
Parcel ID Number(s): \_\_\_\_\_

Statement of Error, or Improper Decision or Interpretation

I wish to appeal a: [ ] Decision or Interpretation [ ] Notice of Violation

Date of Decision, Interpretation, or Notice of Violation: \_\_\_\_\_

Grounds for appeal

On the reverse side of this form, provide written notice of the grounds for your appeal. Please include all related support materials with the application.

I, the undersigned, do certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief. All information submitted and required as part of this application process shall become public record.

Appellant / Applicant

Date

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

**The Board of Adjustment is limited to the following determinations in considering the appeal, which shall be based on: (a) Whether the decision maker erred in the interpretation of the Ordinance; and (b) Whether the decision maker erred in determining whether a standard of the Ordinance was met. The Board of Adjustment shall not hear any evidence or make any decision based on hardships or special conditions except as part of an application for a variance. (UDO Section 2.3.5.E)**

**Appeal of a decision by the Board of Adjustment shall be to District 1 Superior Court by proceedings in the nature of certiorari and in accordance with Section 160A-393 of the North Carolina General Statutes. Petitions for review must be filed with the Clerk of Court within 30 days of the date the decision is filed in the office of appropriate review authority and delivered by personal delivery, electronic mail, or first-class mail to the applicant, landowner, and to any person who has submitted a written request for a copy, prior to the date the decision becomes effective. (UDO Section 2.5.3.G).**

**Below, provide written notice of the grounds for your appeal.**

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Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

3. CHECKLISTS, CERTIFICATES, CERTIFICATIONS & STATEMENTS

3.1 Major Subdivisions

3.1.1 Checklist - Preliminary / Final Plat

| <i>Requirements for Project; Plat Information</i>   | <i>Preliminary Plat</i> | <i>Final Plat</i> |
|---|-------------------------|-------------------|
| Name of subdivision, township, county, state  | X                       | X                 |
| Name, signature, license number, seal and address of engineer, land surveyor, architect, planner and/or landscape architect involved in preparation of plat   | X                       | X                 |
| Vicinity map: one inch equals 2,000 feet or larger  | X                       | X                 |
| North arrow and scale   |                         |                   |
| Scale to be one inch equals 200 feet or larger  | X                       |                   |
| Scale to be one inch equals 100 feet  |                         | X                 |
| <b>Property information:</b> Location and general description of existing structures, property lines, paths, streets, roads, railroads, ditches, canals, streams, water courses, bridges, culverts, storm drainage pipes, utility lines and structures, water lines, septic systems, wells, easements, rights-of-way within the property to be subdivided and within 50 feet of the exterior property lines |                         |                   |
| Approximate location  | X                       |                   |
| Actual location   |                         | X                 |
| Ownership of adjoining property   | X                       | X                 |
| The boundaries of the property and the portion of the property to be subdivided, together with metes and bounds description showing dimensions, bearings and distances  | X                       | X                 |
| Monumentation set and control corner established  |                         | X                 |
| Development notes to include total acreage, proposed # of lots, size of lots, open space, setbacks, drainage/utility easements. The zoning classification of the property and of adjacent properties.   | X                       | X                 |
| <b>Surface and subsurface drainage area</b>   |                         |                   |
| Proposed location   | X                       |                   |
| Actual location   |                         | X                 |

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

| <i>Requirements for Project; Plat Information</i>   | <i>Preliminary Plat</i> | <i>Final Plat</i> |
|---|-------------------------|-------------------|
| <b>Location of land to be dedicated or reserved for public or private use</b> (parks, recreational sites, open space requirements, reserved utility space and the like) and their area, accompanied by provisions concerning their future ownership and maintenance               |                         |                   |
| Approximate location and size   | X                       |                   |
| Actual location and size  |                         | X                 |
| <b>Lot lines to be shown for the entire tract, no future development area left undefined</b>  |                         |                   |
| Approximate location  | X                       |                   |
| Actual location with dimensions   |                         | X                 |
| Location or areas and size, if any, to be used for non-residential purposes   |                         |                   |
| Approximate location  | X                       |                   |
| Actual location   |                         | X                 |
| <b>Development information:</b> location, widths and purpose of any proposed natural buffers, pedestrian/ bicycle/jogging trails or courses, right-of-way or other easements, location(s) of existing cemeteries; location of any proposed ponds or other storm drainage features |                         |                   |
| Proposed  | X                       |                   |
| Actual  |                         | X                 |
| Minimum building setback lines shall be shown on each individual lot  | X                       | X                 |
| Layout of lot arrangement, including lot lines, dimensions and lot and block numbers  |                         |                   |
| Approximate   | X                       |                   |
| Actual  |                         | X                 |
| Street addresses must be shown on each lot  |                         | X                 |
| <b>Community mailboxes</b>  |                         |                   |
| Proposed location   | X                       |                   |
| Actual location   |                         | X                 |
| <b>Bus stops</b>  |                         |                   |
| Proposed location   | X                       |                   |
| Actual location   |                         | X                 |
| Determination by the Local Coastal Area Management Act (CAMA) Permit Officer as to whether the proposal is or is not located within any area of environmental concern   | X                       |                   |

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)



| <b>Requirements for Project; Plat Information</b>  | <b>Preliminary Plat</b> | <b>Final Plat</b> |
|--|-------------------------|-------------------|
| Location and area of all designated areas of environmental concern within the subdivision or other such areas which are environmentally sensitive, such as CAMA wetlands or 404 wetlands, as defined by the U.S. Army Corps of Engineers   |                         |                   |
| Actual location and area   | X                       | X                 |
| Location of natural features such as wooded areas, swamps, water courses, floodplains, soil types and the like on site and within 100 feet of exterior property line   | X                       | X                 |
| NCDOT Site Triangle  |                         | X                 |
| Contour intervals of two feet flood elevation data shall be required; grading plan may be required   | X                       |                   |
| <b>Street names</b>  |                         |                   |
| Proposed   | X                       |                   |
| Actual   |                         | X                 |
| General Notes to include project name, owner/applicant, property data (PIN, Zoning, FIRM Data).  | X                       | X                 |
| Appropriate certification blocks   |                         | X                 |
| Copy of homeowner's association documents and any restrictive covenants applicable to development which are to be recorded   |                         | X                 |
| Site evaluations reviewed and approved on each individual lot by the county's Health Department. If centralized or community systems are being proposed, then reviews and approvals are required by the appropriate state reviewing agency | X                       |                   |
| Soil erosion and sedimentation control plan, as reviewed and approved by DEHNR-Land Quality Section  |                         | X                 |
| DENR Stormwater Permit   |                         | X                 |
| County Engineer approval letter on Drainage Plan   |                         | X                 |
| NC Water Resources approval on water main ext.   |                         | X                 |
| NC Wastewater Approval Sewer (if applicable)   |                         | X                 |

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

| <i>Requirements for Project; Plat Information</i> | <i>Preliminary Plat</i> | <i>Final Plat</i> |
|---|-------------------------|-------------------|
| Army Corps of Engineers approval (if applicable)  |                         | X                 |
| CAMA approval (if applicable)                     |                         | X                 |
| Payment per lot application fee                   | X                       | X                 |
| Payment per lot connection fees for county water  |                         | X                 |

3.1.2 Additional Documents

| <i>Requirements for Project; Plat Information</i>  | <i>Preliminary Plat</i> | <i>Final Plat</i> |
|--|-------------------------|-------------------|
| For subdivisions containing 20 or more lots, the information listed below shall be provided; the number of lots shall be determined by counting the cumulative number of lots created on a tract as such boundaries that existed as of the effective date of Ch. 151 of the code of ordinances by anyone who owned, had an option on or any legal interest in the original subdivision |                         |                   |
| Development Impact Statement:  | X                       |                   |
| Physical analysis (type of units expected, including number of bedrooms, projected value, size and timing of phases and the like)  | X                       |                   |
| Housing market analysis (delineate market area, project demand, supply and unmet demand, determine net capture, identify development profile)  | X                       |                   |
| Water & sewer impact (water consumption estimated per unit type, available water resources, report outlining sewer generation and means of disposal)   | X                       |                   |
| Fiscal analysis (estimated real property valuation, estimated personal property valuation, estimated annual land transfer tax value)   | X                       |                   |
| Traffic analysis (estimated number of trips generated, volume of existing traffic on roads adjacent to and within one-half mile of tract, directional distribution of traffic, capacity analysis)  | X                       |                   |

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

3.1.3 Certification Blocks Required For Major Subdivisions

- (A) The appropriate certificate blocks as set forth below shall appear on all copies of the final plat.
- (B) It is suggested in order to eliminate confusion that all certification blocks and other detail or design information be grouped on a separate single sheet of the plat plans.

(1) Certificate of Approval.

I hereby certify that all streets shown on this plat are within Camden County, all streets and other improvements shown on this plat have been installed or completed or guaranteed to according to UDO 151.6.3.5 and that the subdivision shown on this plat is in all respects in compliance with the Camden County Unified Development Ordinance, and, therefore, this plat has been approved by the Camden County Planning Board and signed by the Chairperson, Board of Commissioners, subject to its being recorded in the Camden County Registry within ninety (90) days of the date below.

Date: \_\_\_\_\_ Chairperson, Board of Commissioners: \_\_\_\_\_

(2) Certificate of Ownership and Dedication.

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

Date: \_\_\_\_\_ Owner: \_\_\_\_\_

\_\_\_\_\_ County, North Carolina

I, \_\_\_\_\_, a notary public for the above named County & State, do hereby certify that \_\_\_\_\_ personally appeared before me this date and acknowledged the due execution of the foregoing certificate.

Witness my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature (SEAL)

My commission expires \_\_\_\_\_

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

- (3) **Approval notation.** The developer shall place in a conspicuous manner upon the final plat of the subdivision prior to final plat approval a notation containing the following words:

Open space, drainage facilities, reserved utility open space, and ponds required to be provided by the developer in accordance with UDO 151.7.5 shall not be dedicated to the public, except upon written acceptance by the County, but shall remain under the ownership and control of the developer (or his or her successor) or a homeowner's association or similar organization that satisfies the criteria established in UDO 151.6.4.

- (4) **Certificate of Survey and Accuracy.**

- (a) **Certificate.**

I, \_\_\_\_\_, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book \_\_\_\_, Page \_\_\_\_, of the Camden County registry (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book \_\_\_\_, Page \_\_\_\_, that the ratio of precision as calculated is \_\_\_\_\_; that this plat was prepared in accordance with G.S. § 47-30, as amended. Witness my original signature, registration number, and seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Seal or Stamp)

\_\_\_\_\_  
Surveyor's Signature

\_\_\_\_\_  
Registration Number

- (b) **Other contents.** The plat must contain a certificate prepared by the surveyor and shown on the plat attesting to one of the following statements:
  1. The survey creates a subdivision of land within the area of a county that has an ordinance that regulates parcels of land;
  2. The survey is located in a portion of the county that is unregulated as to an ordinance that regulates parcels of land;
  3. Any one of the following:
    - a. The survey is of an existing parcel or parcels of land and does not create a new street or change an existing street;
    - b. The survey is of an existing building, other structure or natural feature, such as a watercourse; or
    - c. The survey is a control survey.
  4. The survey is of another category, such as the recombination of existing parcels, a court-ordered survey or other exception to a definition of subdivision; and
  5. The information available to the surveyor is such that the surveyor is unable to make a determination to the best of the surveyor's professional ability as to provisions contained in divisions (B)(4)(b)1. through 4. above.

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

- (c) Additional contents. However, if the plat contains the certificate of a surveyor as stated in divisions (B)(4)(b)1., 4. and 5. above, then the plat shall have, in addition to the surveyor's certificate, a certificate of approval from the review officer before the plat may be presented to the Register of Deeds for recordation.
- (d) Recordation. If the plat contains the certificate of the surveyor as stated in divisions (B)(4)(b)2. and 3. above, nothing shall prevent the recordation of the plat if all other provisions have been met.

**(5) Division of Highway District Engineer Certificate for Public Streets, if applicable.**

I hereby certify that the public streets shown on this plat are intended for dedication and have been completed or as designed and guaranteed by the applicant in accordance with at least the minimum specifications and standards of the NC Department of Transportation for acceptance of subdivision streets on the NC highway system for maintenance.

\_\_\_\_\_ Date

\_\_\_\_\_ District Engineer

**(6) Engineer Certificate for Private Streets, if applicable.**

I hereby certify that the private streets shown on this plat are intended for private use and will remain under the control, maintenance and responsibility of the developer and/or a homeowner's association and that they have been completed in accordance with at least the minimum specifications and standards of the State Department of Transportation.

\_\_\_\_\_ Date

\_\_\_\_\_ Licensed Engineer

**(7) Additional statement regarding Area of Environmental Concern.** If the subdivision is located within a State Coastal Area Management Act area of environmental concern, the preliminary plat shall contain a statement as follows, signed by the coastal area management permit officer:

This subdivision (or portions thereof) is located within an Area of Environmental Concern.

\_\_\_\_\_ Date

\_\_\_\_\_ Coastal Area Management Permit Officer

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

**(8) Engineer Certification of Stormwater Improvements.**

In the subdivision entitled \_\_\_\_\_, stormwater drainage improvements have been installed:

- (1) According to plans and specifications prepared by \_\_\_\_\_, or
- (2) According to As-Built plans submitted by \_\_\_\_\_ and approved by the County. Camden County assumes no responsibility for the design, maintenance or the guaranteed performance of the stormwater drainage improvements and their effects.

\_\_\_\_\_  
Registered Land Surveyor/Civil Engineer Signature

\_\_\_\_\_  
Registration Number

**(9) Certificate of Review Officer.**

State of North Carolina  
County of Camden

I, \_\_\_\_\_, Review Officer of Camden County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

\_\_\_\_\_  
Review Officer's Signature

\_\_\_\_\_  
Date

**(10) Health Department certificate.**

This subdivision, entitled \_\_\_\_\_, has been designed for the construction of individual sewage systems and meets the criteria and requirements of the District Health Department based on existing conditions and regulations. The District Health Department reserves the right to require additional improvements to these properties and to limit the number of bedrooms and size of structure based on site conditions upon issuance of the final site improvements permits. This certification does not constitute a warranty and is issued based on this subdivision being serviced.

\_\_\_\_\_  
District Health Department (Signature)

\_\_\_\_\_  
Date

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

- (11) Subdivided property within floodplain. If any portion of the property to be subdivided lies within a floodplain, the plat must show specific criteria in accordance with UDO 151.3.8.3 and contain in clearly discernable print the statement “Use of land within a floodplain is substantially restricted by the Unified Development Ordinance.”

3.1.4 - Construction Plans shall depict the following:

| Requirement:  | Checkoff: |
|---|-----------|
| Name of subdivision, township, county, state  |           |
| Name, signature, license number, seal and address of engineer, land surveyor, architect, planner and/or landscape architect involved in preparation of plat   |           |
| Vicinity Map / Compass Rose (north arrow): one inch equals 2,000 feet or larger   |           |
| Location of boundaries, lot lines, street rights-of-way, cul-de-sacs, turnarounds with design widths and distances in linear feet; must show all paved areas and areas to be graveled.  |           |
| Site identification signs, traffic-control signs, street name signs and directional signs   |           |
| Engineering data: approximate street grade, design data for street corners and curves, plan view for streets and water/sewer lines. Any additional data which may be required by the State Department of Transportation, County Public Works Department or any of the other official reviewing agencies |           |
| Legend (Curve Table, Culvert / Invert, etc.)  |           |
| Grading and drainage plans, details, and calculations in order to comply with state and county stormwater/drainage regulations  |           |
| Proposed utility infrastructure plans, including sanitary sewer, water, stormwater management, telephone, electric and cable television   |           |
| Location and construction details of either wet or dry fire and / or flushing hydrants  |           |
| Lighting plan and details, if proposed  |           |
| Landscape and tree-planting plan with details, if required  |           |
| Solid waste management-dumpster plan, if required   |           |
| Sight triangles   |           |
| Monumentation set and control corner established  |           |
| Setting Environmental Information; Floodplain criteria per UDO 151.3.8.3.   |           |

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)



3.2 Minor /Expedited Subdivisions shall depict the following:

| <b>Requirement:</b>  | <b>Checkoff:</b> |
|--|------------------|
| Title information, including the name of the subdivision, the owner of the property, the township where the property is located, name and address of the preparer and vicinity map showing location to principal roads   |                  |
| Existing information, including boundaries of the tract to be subdivided, together with bearings and distances; location of property lines, streets, structures, water courses, railroads, utility transmission lines and structures, water lines, bridges, culverts, storm drainage pipes, easements within the tract to be subdivided and within 50 feet of the property line and ownership of adjoining land  |                  |
| Natural features, including the location of wooded areas, swamps, wetlands and water bodies, including streams, sounds and the like; (Soil types and contour intervals of two feet may be required at the discretion of the Administrator. Floodplain information, as depicted on the flood insurance rate maps and other specific criteria in accordance with UDO 151.3.8.3.  |                  |
| Development information, including proposed natural buffers, location(s) of existing cemeteries, pedestrian, bicycle and other rights-of-way and other easements, their location, width and purpose; layout of lot arrangements, including lot lines, lot dimensions; square footage; and lot and block numbers; setbacks, layout of proposed utilities (sewer, water, drainage, gas, electricity, telephone) showing connection to existing systems or easements reserved for proposed or potential systems; (Where a development concept is approved which requires zero lot line development, alternative easements may be considered.) |                  |
| Site data, including acreage in total number of lots and average lots sizes and any proposed modifications to topography.  |                  |
| Drainage Plan & Calculations (If applicable)   |                  |

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

3.2.1 Certification Blocks/Statements Required

The following certifications/statements are required on each plat:

**(1) Minimum Lot Size Statement**

The residual parcel(s), if any, meet or exceed the minimum lot size as specified within the Camden County Unified Development Ordinance.

\_\_\_\_\_  
Surveyor's Signature

\_\_\_\_\_  
Date

**(2) Certification regarding Public Streets, and UDO Compliance**

I hereby 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 subject to its being recorded in the Office of the Camden County Register of Deeds within thirty (30) days of the date below.

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

**(3) Division of Highway District Engineer Certificate for Public Streets, if applicable.**

I hereby certify that the public streets shown on this plat are intended for dedication and have been completed or as designed and guaranteed by the applicant in accordance with at least the minimum specifications and standards of the NC Department of Transportation for acceptance of subdivision streets on the NC highway system for maintenance.

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Engineer

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

**(4) Certificate of Ownership and Rededication.**

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 offer of dedication is accepted by the appropriate public authority. All property shown on this plat as dedicated for a public use shall be deemed to be dedicated for any other public use authorized by law when such use is approved by the appropriate public authority in the public interest.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

**(5) Engineer Certification of Stormwater Improvements.**

In the subdivision entitled \_\_\_\_\_, stormwater drainage improvements have been installed:

(3) According to plans and specifications prepared by \_\_\_\_\_, or

(4) According to As-Built plans submitted by \_\_\_\_\_ and approved by the County. Camden County assumes no responsibility for the design, maintenance or the guaranteed performance of the stormwater drainage improvements and their effects.

\_\_\_\_\_  
Registered Land Surveyor/Civil Engineer Signature

\_\_\_\_\_  
Registration Number

**(6) Certificate of Survey and Accuracy.**

I, \_\_\_\_\_, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book \_\_\_\_\_, Page \_\_\_\_\_, of the Camden County registry (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book \_\_\_\_\_, Page \_\_\_\_\_, that the ratio of precision as calculated is \_\_\_\_\_; that this plat was prepared in accordance with G.S. § 47-30, as amended. Witness my original signature, registration number, and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Seal or Stamp)

\_\_\_\_\_  
Surveyor's Signature

\_\_\_\_\_  
Registration Number

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

- (a) The plat must contain a certificate prepared by the surveyor and shown on the plat attesting to one of the following statements:
  1. The survey creates a subdivision of land within the area of a county that has an ordinance that regulates parcels of land;
  2. The survey is located in a portion of the county that is unregulated as to an ordinance that regulates parcels of land;
  3. Any one of the following:
    - a. The survey is of an existing parcel or parcels of land and does not create a new street or change an existing street;
    - b. The survey is of an existing building, other structure or natural feature, such as a watercourse; or
    - c. The survey is a control survey.
  4. The survey is of another category, such as the recombination of existing parcels, a court-ordered survey or other exception to a definition of subdivision; and
  5. The information available to the surveyor is such that the surveyor is unable to make a determination to the best of the surveyor's professional ability as to provisions contained in divisions (B)(3)(a)1. through 4. above.
  
- (b) However, if the plat contains the certificate of a surveyor as stated in divisions (B)(3)(a)1., 4. and 5. above, then the plat shall have, in addition to the surveyor's certificate, a certificate of approval from the review officer before the plat may be presented to the Register of Deeds for recordation.
  
- (c) If the plat contains the certificate of the surveyor as stated herein above, nothing shall prevent the recordation of the plat if all other provisions have been met.

**(7) Certificate of Review Officer.**

State of North Carolina  
County of Camden

I, \_\_\_\_\_, Review Officer of Camden County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

\_\_\_\_\_  
Review Officer's Signature

\_\_\_\_\_  
Date

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

- (8) **If any portion of the property to be subdivided lies within a floodplain**, the plat must show specific criteria in accordance with UDO 151.3.8.3 and contain in clearly discernable print the statement, “Use of land within a floodway or floodplain is substantially restricted by the Unified Development Ordinance.”
  
- (9) **If the minor subdivision is required to provide a connection to a public water supply system**, then the plat shall contain the following statement: “The developer is required to install all water lines and related improvements.”

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

3.3 Transfer Plat

Certification Blocks for Transfer Plat. Plat shall depict the following:

• **Minimum Lot Size Statement**

The residual parcel(s), if any, meet or exceed the minimum lot size as specified within the Camden County Unified Development Ordinance.

\_\_\_\_\_  
Surveyor's Signature

\_\_\_\_\_  
Date

• **Certificate of Survey and Accuracy.**

I, \_\_\_\_\_, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book \_\_\_\_\_, Page \_\_\_\_\_, of the Camden County registry (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book \_\_\_\_\_, Page \_\_\_\_\_, that the ratio of precision as calculated is \_\_\_\_\_; that this plat was prepared in accordance with G.S. § 47-30, as amended. Witness my original signature, registration number, and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Seal or Stamp)

\_\_\_\_\_  
Surveyor's Signature

\_\_\_\_\_  
Registration Number

• **Certificate of Review Officer.**

State of North Carolina  
County of Camden

I, \_\_\_\_\_, Review Officer of Camden County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

\_\_\_\_\_  
Review Officer's Signature

\_\_\_\_\_  
Date

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

3.3 Transfer Plat (Continued)

- **Title block should read:**

|               |  |
|---------------|--|
| Transfer Plat | (Parent to Child or Grand Parent to Grand Child) |
|---------------|--|

Example:

|               |  |
|---------------|--|
| Transfer Plat | (John Smith Sr. (Parent) to John Smith Jr. (Child) |
|---------------|--|

- **Add the following note:**

|   |
|---|
| Transfer Plat in accordance with Article 151.3.23 of the Camden County Unified Development Ordinance. |
|---|

3.4 Site Plan

3.4.1 Residential Site Plans

Residential Site Plans should be generally drawn to scale. They do not need to be drawn by a surveyor or engineer. They should include the following items:

| Requirement:   | Checkoff: |
|--|-----------|
| Lot/parcel dimensions – total square footage                             |           |
| Property line setbacks   |           |
| Existing physical features (structures, buildings, streets roads, etc.), |           |
| Location and dimensions of proposed construction                         |           |

Septic Permits *cannot* be utilized as site plans.

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)



3.4.2 Commercial Site plans shall depict the following:

| Requirement:  | Checkoff: |
|---|-----------|
| Site data, including vicinity sketch, north arrow, engineering scale ratio, acreage, title of development, date of plan, gross floor area of all buildings, name and address of owner/developer and person or firm preparing the plan |           |
| Zoning setback lines  |           |
| Location(s) and dimension(s) of all vehicular entrances, exits, drives and fire lanes   |           |
| Location, arrangement and dimension of all automobile parking spaces, width of aisles, width of bays, angle of parking and number of spaces   |           |
| Location, arrangement and dimension of all truck unloading docks, ramps and spaces  |           |
| Refuse collection (dumpster) container space(s) location  |           |
| Location(s) of all building(s) with exterior dimensions   |           |
| Location and dimensions of all fences, walls, docks, ramps, pools, patios and surfaces areas  |           |
| Location of water tap(s) denoting size(s) of line(s) or well area   |           |
| Location of sewer tap(s) denoting size(s) of line(s) and pole(s)  |           |
| Location of electrical service connection(s), meter(s) and pole(s)  |           |
| Existing and proposed fire hydrant location(s)  |           |
| Location and dimension of all easements and rights-of-way as determined by the State Department of Transportation;  |           |
| Location(s) and size(s) of all public utility lines (water, sewer and storm sewer) within all adjacent public rights-of-way and easements   |           |
| Drainage plan shall be designated and certified in accordance with the requirements of UDO 151.7.1.4  |           |
| Curb and gutter alignment, including street widening and storm drainage, if necessary shall be required   |           |
| Screening/landscaping plan with a species directory shall be required showing plants with common names, sizes and numbers of plants and trees   |           |
| Sight distance triangle, 10 feet by 70 feet, shall be indicated at the intersection of all public right-of-way lines and 10 feet by 35 feet at the intersection of a right-of-way and driveway  |           |
| Flood zone, as determined by FIRM maps; and   |           |
| Any additional information as may be required by the reviewing agents   |           |

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

3.5 Planned Development

Review procedures are outlined in Article 151.2.3.19 of the Unified Development Ordinance.

| Requirement:  | Checkoff: |
|---|-----------|
| Pre-application Conference  |           |
| Rezoning  |           |
| Master Plan shall include: (Refer to Article 151.3.7.2 of the UDO)  |           |
| 1. Include a statement of planning objectives for the district;   |           |
| 2. Identify the general location of individual development areas, identified by land use(s) and/or development density or intensity;  |           |
| 3. Depict the general configuration and relationship of the principal elements of the proposed development, including general building types;   |           |
| 4. Identify for the entire PD district and each development area the acreage, types and mix of land uses, number of residential units (by use type), nonresidential floor area (by use type), residential density, and nonresidential intensity;                      |           |
| 5. Identify the general location, amount, and type (whether designated for active, passive, or urban recreation) of open space;   |           |
| 6. Identify the location of environmentally sensitive lands, wildlife habitat, and resource protection lands;   |           |
| 7. Identify the on-site transportation circulation system, including the general location of all streets, existing or projected transit corridors, pedestrian and vehicular circulation features, and how they will connect with existing and planned County systems; |           |

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

|   |  |
|---|--|
| 8. Identify the general location of on-site potable water and wastewater facilities, and how they will connect to County or other public systems;   |  |
| 9. Identify the general location of on-site stormwater management facilities, and how they will interface with and impact incoming stormwater flows and natural or constructed outfalls; and  |  |
| 10. Identify the general location of all other on-site public facilities serving the development, including but not limited to parks, schools, and facilities for fire protection, police protection, EMS, and solid waste management         |  |
| <b>Densities/Intensities</b>  |  |
| 1. The densities for residential development and the intensities for nonresidential development applicable in each development area of a PD district shall be as established in the master plan, and shall be consistent with County plans.   |  |
| 2. Dwelling units within a PD may be concentrated or evenly distributed throughout the development, provided the maximum allowable density for the development as a whole is not exceeded.  |  |
| <b>Dimensional Standards:</b> The dimensional standards applicable in each development area of a PD district shall be as established in the master plan. The master plan shall include at least the following types of dimensional standards: |  |
| 1. Minimum lot area;  |  |
| 2. Minimum lot width;   |  |
| 3. Minimum and maximum setbacks;  |  |
| 4. Maximum lot coverage;  |  |
| 5. Maximum building height;   |  |
| 6. Maximum individual building size;  |  |
| 7. Floor area ratio; and  |  |
| 8. Minimum setbacks and/or buffers from adjoining residential development or residential zoning districts.  |  |

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

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Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

APPENDIX A: Camden County Planning Department Fee Schedule

CAMDEN COUNTY

Inspections & Planning

Fee Schedule

**BUILDING PERMIT FEES**

**RESIDENTIAL, MODULAR, & COMMERCIAL CONSTRUCTION (UP TO 20,000 SQ. FEET)**

**Minimal Required New Construction Permit Fees:** (1) State Fee (Residential Only) 10.00; (2) Base Building Fee 0.25 cents per square foot; (3) Electrical Fee 0.15 cents per square foot; (4) Plumbing Fee 75.00; (5) Mechanical Fee 100.00; (6) Insulation Fee 75.00. Optional Fees: Temporary Power Pole 75.00. Commercial buildings are subject to other fees listed here after.

|                               |                |                           |                |
|-------------------------------|----------------|---------------------------|----------------|
| Base Fee Up to 20,000 Sq. Ft. | \$0.25/Sq. Ft. | Each Sq. Foot Over 20,000 | \$0.15/Sq. Ft. |
| Minimum Fee                   | \$100.00       | State Fee                 | \$10.00        |

**ELECTRICAL**

|                           |                |                   |         |
|---------------------------|----------------|-------------------|---------|
| Residential Over 500 SQFT | \$0.15/Sq. Ft. | Service Repair    | \$75.00 |
| Minimum Fee               | \$75.00        | Service Change    | \$75.00 |
| Temporary Service         | \$75.00        | Mfg. Home Service | \$75.00 |

**PLUMBING**

|                         |         |                    |         |
|-------------------------|---------|--------------------|---------|
| Plumbing (New Installs) | \$75.00 | Plumbing (Repairs) | \$75.00 |
|-------------------------|---------|--------------------|---------|

**MECHANICAL**

|                         |          |                      |         |
|-------------------------|----------|----------------------|---------|
| Minimum Fee             | \$100.00 | Additional Units     | \$25.00 |
| Repair / Service Change | \$75.00  | Same Size Change Out | \$0.00  |

**INSULATION**

|             |         |
|-------------|---------|
| Minimum Fee | \$75.00 |
|-------------|---------|

**NATURAL GAS HOOKUP (RESIDENTIAL & COMMERCIAL STRUCTURES)**

|                   |         |
|-------------------|---------|
| Fee Per Structure | \$50.00 |
|-------------------|---------|

**MANUFACTURED HOMES**

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| Singlewide: \$250.00 | Doublewide: \$350.00 | Triplewide: \$400.00 |
|----------------------|----------------------|----------------------|

**ADDITIONS - Includes Service Systems**

|                       |          |                      |                  |
|-----------------------|----------|----------------------|------------------|
| Up to 400 Square Feet | \$150.00 | Over 400 Square Feet | \$0.37 / Sq. Ft. |
|-----------------------|----------|----------------------|------------------|

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

**SWIMMING POOLS & SPAS**

|           |          |              |         |
|-----------|----------|--------------|---------|
| In-Ground | \$150.00 | Above Ground | \$50.00 |
|-----------|----------|--------------|---------|

**DETACHED GARAGES, STORAGE, AND UTILITY BUILDINGS**

|                               |         |                  |                |
|-------------------------------|---------|------------------|----------------|
| Minimum Fee/Under 400 Sq. Ft. | \$75.00 | Over 400 Sq. Ft. | \$0.18/Sq. Ft. |
|-------------------------------|---------|------------------|----------------|

**CARPORT / POLE BARN / POLE SHED**

|             |         |                  |                |
|-------------|---------|------------------|----------------|
| Minimum Fee | \$75.00 | Over 834 Sq. Ft. | \$0.09/Sq. Ft. |
|-------------|---------|------------------|----------------|

**SINGLE UTILITY INSPECTION**

|                          |         |
|--------------------------|---------|
| Trade Permit Minimum Fee | \$50.00 |
|--------------------------|---------|

**SIGNS**

|                        |          |                               |         |
|------------------------|----------|-------------------------------|---------|
| 16 Square Feet or Less | \$0.00   | 17-32 Sq. Ft.                 | \$50.00 |
| Over 32 Sq. Ft.        | \$100.00 | Electrical on/for/around Sign | \$50.00 |

**DEMOLITION**

**Fire, Safety, & EPA Regs**

Pre-inspection required for safety and hazardous materials and referral to proper channels if found. \$75.00

**ALTERATIONS / REPAIRS / IMPROVEMENTS**

|                                 |                    |
|---------------------------------|--------------------|
| Up to \$5000 Gross Retail Price | \$75.00            |
| Over \$5000 Gross Retail        | 50% Additions Fees |

Alterations include work within existing structures and upgrading existing services and do NOT include Additions, New Construction, Providing Power to structures not previously having power or New Service to existing buildings.

Farm Buildings are exempt UNLESS:

- Any electrical installation is performed
- Any portion of building is used for sleeping quarters
- Building is used for business rather than personal use of farmer and immediate family

**MOVING OF ANY BUILDING WITHIN OR INTO THE COUNTY**

Minimum New Construction Fees

**WIND ENERGY SYSTEMS**

|               |               |
|---------------|---------------|
| Turbines      | \$2,000 Each  |
| Reinspections | \$100.00 Each |

**SOLAR FARMS**

|        |                                     |
|--------|-------------------------------------|
| Panels | \$0.50 per Panel (minimum \$250.00) |
|--------|-------------------------------------|

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

**COMMERCIAL PERMIT PRICES (extras)**

**MECHANICAL:**

|                               |             |
|-------------------------------|-------------|
| Walk-in Cooler                | \$40.00 ea. |
| Commercial Cooking Hood       | \$40.00 ea. |
| HVAC Fire damper/smoke damper | \$5.00 ea.  |

**PLUMBING:**

|                                       |         |
|---------------------------------------|---------|
| Minimum Permit Fee                    | \$75.00 |
| Per fixture, trap, or similar devices | \$5.00  |
| Per Sprinkler Head                    | \$5.00  |

**ELECTRICAL:**

|  |              |
|--|--------------|
| Electric Duct Heater   | \$10.00 ea.  |
| Temporary Service w/ Trailer   | \$100.00 ea. |
| 0-100 Each Receptacle / Switch / Fixture   | \$75.00      |
| Each Additional Opening  | \$0.10 ea.   |
| Subpanel, Transformer, Generator   | \$20.00 ea.  |
| Fuel dispensers, "freestanding" parking lot light poles, manufactured home pedestals | \$5.00 ea.   |
| Exhaust fans / water heater / RAC / Spa / Motors and machinery not specified         | \$5.00 ea.   |

**GAS**

|                    |         |
|--------------------|---------|
| Minimum Permit Fee | \$50.00 |
| Per outlet         | \$5.00  |

**NEGLIGENCE FEES**

Inspection Negligence Fee (Applies To): \$100.00

- Inspections called for but not ready
- Skipping any applicable mandatory inspection
- Re-Inspections called for without first correcting discrepancies noted by inspector
- Wrong sub-contractor other than on Trade Affidavit

No Permit Negligence Fee (Applies To): \$Varies

- Building or Trade Related Activities performed without first obtaining and paying for a building permit. Shall result in overall doubling of permit fee.

**BUILDING PERMIT FEES DUE AT TIME OF ISSUANCE**

All Building Permit fees must be paid in full at time of permit issuance.

- Applicants will be notified within 3-5 days after building permit application has been processed, reviewed, and approved. At that time, permit fees are due.
- No building permit will be issued without payment of permit fees due.

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)



**LAND USE DEVELOPMENT FEES**

LAND USE DEVELOPMENT FEES DUE AT TIME OF APPLICATION

- All fees for Land Use / Development MUST be paid in full at time of APPLICATION.

|                        |          |                             |          |
|------------------------|----------|-----------------------------|----------|
| Zoning Permit          | \$25.00  | Temporary Use Permit        | \$250.00 |
| Conditional Use Permit | \$400.00 | Variance                    | \$500.00 |
| Special Use Permit     | \$400.00 | Ordinance Amendment Request | \$500.00 |

|                |          |                    |  |
|----------------|----------|--------------------|--|
| Rezoning Fee   |          |                    |  |
| Up to 10 Acres | \$650.00 |                    |  |
| Over 10 Acres  | \$650.00 | Plus \$10 Per Acre |  |

Interpretation Challenge / Appeal    \$250.00 \*

Subdivision Fee

|                            |          |            |  |
|----------------------------|----------|------------|--|
| Major Subdivision          |          |            |  |
| Sketch Plan Level          | \$150.00 | Per Lot    |  |
| Preliminary Plan Level     | \$200.00 | Per Lot    |  |
| Final Plan Level           | \$50.00  | Per Lot ** |  |
| Minor Subdivision          | \$200.00 | Per Lot ** |  |
| Private Access Subdivision | \$200.00 | Per Lot ** |  |

Planned Unit Development

|                            |                     |                                       |  |
|----------------------------|---------------------|---------------------------------------|--|
| Concept Plan               | <u>See Rezoning</u> |                                       |  |
| Master Plan and Amendments | \$1,000.00          | (Includes Conditional Use Permit Fee) |  |
| Preliminary Plat Level     | \$200.00            | Per Lot                               |  |
| Final Plat Level           | \$50.00             | Per Lot                               |  |

Commercial Site Plan Review    \$25.00

Stormwater Review Fees / Deposit

|  |            |
|--|------------|
| Major Subdivision<br>(more than 5 acres)                     | \$6,000.00 |
| Minor Commercial Site Plan Review<br>(3 acres or less)       | \$3,700.00 |
| Major Commercial Site Plan Review ***<br>(more than 3 acres) | \$5,400.00 |

**LAND DISTURBING ACTIVITY**

Fill Permit    \$50.00

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

**NOTES:**

- \* Subject to refund in the case of a successful appeal if so ordered by the Board of Adjustment
- \*\* The County stormwater review deposit / fee will be set up as an escrow wherein the applicant recovers any deposits in excess of actual costs incurred, or replenishes the escrow if costs drop below \$1000 prior to project approval.

A refund of Land Use Development fees will be given if an application is withdrawn prior to commencement of the approval process (staff review for Zoning Permits; Board<sup>†</sup> agenda for all other items). No refund shall be given after any portion of the approval process has begun (e.g., zoning permit issued or item placed on Board agenda.)

† - Board of Adjustments, Planning Board, or Board of Commissioners

**CAMDEN COUNTY  
GIS  
Fee Schedule for Sale of GIS Related Data**

**Xerox Copy**

| Size    | Black & White Price | Color Price |
|---------|---------------------|-------------|
| 8½ x 11 | \$0.50              | \$1.00      |
| 8½ x 14 | \$0.75              | \$1.50      |
| 11 x 17 | \$1.00              | \$5.00      |

**Plotter**

| Size          | Black & White Price | Color Price |
|---------------|---------------------|-------------|
| Up to 36 x 48 | \$5.00              | \$10.00     |

**Electronic Media**

Data Layers

**Price: \$5.00 per CD**  
**\$25.00 for first layer (shape file)**  
**\$10.00 for each additional layer (shape file)**

MrSid Compressed Digital Orthophotography

The entire set of digital orthophotography for the County: \$10.00

**Customized GIS Work**

Any customized GIS projects will be charged a per hour fee of: \$60.00 / hr.

Camden County Street Maps: \$3.00

Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

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Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)

**Appendix B: Table of Interpretations** (will be filled in as interpretations are made).

| Interpretation # | Date | Article # | Subject |
|------------------|------|-----------|---------|
|                  |      |           |         |
|                  |      |           |         |
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Attachment: Camden County UDO Admin Manual (2311 : Resolution 2019-03-02 Adopting UDO Administrative Manual)





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

**Consent Agenda**

**Item Number:** 6.1  
**Meeting Date:** March 04, 2019  
**Submitted By:** Karen Davis, Clerk to the Board  
Administration  
Prepared by: Karen Davis

**Item Title** **BOC Meeting Minutes - December 3, 2018**

**Attachments:** bocminutes\_120318 (DOCX)

**Summary:**  
Corrected minutes from December 3, 2018 meeting.  
**Recommendation:**  
Approve.

**Camden County Board of Commissioners**  
**December 3, 2018**  
**Organizational & Regular Meeting – 8:30 AM**  
**Joint Meeting with Board of Education – 3:00 PM**  
**Historic Courtroom, Courthouse Complex**  
**Camden, North Carolina**

**MINUTES**

The 2018 Organizational and December Regular Meeting of the Camden County Board of Commissioners was held on December 3, 2018 in the Historic Courtroom, Camden, North Carolina.

**CALL TO ORDER**

The meeting was called to order by Chairman Clayton Riggs at 8:30 AM. Also Present: Vice Chairman Tom White, Commissioners Ross Munro and Randy Krainiak. Commissioner Garry Meiggs was absent. Also present were Manager Ken Bowman, Clerk to the Board Karen Davis and County Attorney John Morrison.

**Invocation and Pledge of Allegiance**

Pastor Marc O’Neal gave the invocation and led in the Pledge of Allegiance.

**ITEM I. Consideration of the Agenda**

The Consent Agenda was amended as follows:

- Amendment to Item 3 – Budget Amendments
- Add Item 10: Amendment to Audit Contract

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

|                |                               |
|----------------|-------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>     |
| <b>MOVER:</b>  | Tom White, Vice Chairman      |
| <b>AYES:</b>   | White, Krainiak, Riggs, Munro |
| <b>ABSENT:</b> | Meiggs                        |

**ITEM II. Tax Administrator Appointment**

**Motion to reappoint Lisa Anderson as the Tax Administrator for an additional four-year term.**

|                |                               |
|----------------|-------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>     |
| <b>MOVER:</b>  | Tom White, Vice Chairman      |
| <b>AYES:</b>   | White, Krainiak, Riggs, Munro |
| <b>ABSENT:</b> | Meiggs                        |

**ITEM III. Approval of Bonds**

- Board of Commissioners
- Finance Officer
- South Camden Water & Sewer District
- Courthouse/Shiloh Fire Commission
- South Mills Fire Commission
- Joyce Creek Watershed

- Tourism Development Authority
- Tax Assessor & Collector
- Register of Deeds
- Sheriff

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

|                |                               |
|----------------|-------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>     |
| <b>MOVER:</b>  | Randy Krainiak, Commissioner  |
| <b>AYES:</b>   | White, Krainiak, Riggs, Munro |
| <b>ABSENT:</b> | Meiggs                        |

**ITEM IV. Swearing-In Ceremony**

The following public officials were sworn in by the Honorable Judge Eula E. Reid of the First Judicial District Court:

- Commissioner ..... Clayton D. Riggs
- Commissioner ..... Tom White
- Sheriff ..... Kevin Jones
- Tax Administrator ..... Lisa Anderson
- Clerk of Superior Court ..... Paula J. Harrison
- Assistant Clerk of Superior Court ..... Jennifer L. Gray
- Assistant Clerk of Superior Court ..... Elaine S. Pritchard
- Deputy Clerk of Superior Court ..... Karla E. Brooks
- Deputy Clerk of Superior Court ..... Angela J. Wood
- Deputy Clerk of Superior Court ..... Amber H. Jennings
- Board of Education ..... Sissy Aydlett
- Board of Education ..... Jason A. Banks
- Board of Education ..... Chris Purcell
- Soil & Water Conservation ..... George Tarkington
- District Supervisor

**ITEM V. Presentations**

1. Broadband Grant

The Board of Commissioners of Camden County, N.C., along with Eastern Shore Communications, is pleased to announce a significant United States Department of Agriculture grant award under the purview of the Community Connect Initiative. Eastern Shore Communications, a privately held regional Internet Service Provider, was recently notified that it will receive \$1.8M in order to provide internet infrastructure improvements serving Camden County. The funding is exclusively for investment in Camden County and is intended to offer a faster and more reliable internet user experience for the unserved and underserved residents and businesses in the community.

The Task Force on Agriculture and Rural Prosperity, a Federal Interagency initiative, was implemented to identify legislative, regulatory, and policy changes to promote agriculture, economic development, job growth, infrastructure improvements, technological innovation, energy security, and quality of life in rural America. Of the many recommendations made to the President of The United States by the Task Force, was the importance of improving e-Connectivity for Rural America. The Task Force also cited e-Connectivity as fundamental for economic development, workforce readiness and, importantly, for education. The Camden County focused award was substantiated, in large measure, given the need to improve student internet access throughout the community. Camden County Schools played a major role in gathering supporting data for improved internet access on behalf of its students. A County wide Internet Feasibility Study recently conducted also revealed specific areas of the Camden community that are underserved or unserved as defined by the USDA Rural Utilities Service.



The County’s efforts were also supported by the N.C. Broadband Infrastructure Office and The Albemarle Commission. Of particular note, was the role of U.S. Senators Richard Burr & Thom Tillis, as well as that of U.S. Congressman Walter Jones, in garnering the necessary Federal level support for USDA grant awards to several North Carolina communities, Camden being one.

2. Currituck Chamber of Commerce

Josh Bass presented the 2018 President’s Award to Camden County for its continued support of the Currituck Chamber of Commerce and commitment to regionalism.

**ITEM VI. Election of Chairman to the Board**

County Attorney John Morrison opened the floor for nominations of Chairman to the Board of Commissioners.

**Motion to nominate Tom White as Chairman to the Board of Commissioners.**

|                |                               |
|----------------|-------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>     |
| <b>MOVER:</b>  | Ross Munro, Commissioner      |
| <b>AYES:</b>   | White, Krainiak, Riggs, Munro |
| <b>ABSENT:</b> | Meiggs                        |

**ITEM VII. Election of Vice Chairman to the Board**

County Attorney John Morrison opened the floor for nominations of Vice Chairman to the Board of Commissioners.

**Motion to nominate Clayton Riggs as Vice Chairman to the Board of Commissioners.**

|                |                               |
|----------------|-------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>     |
| <b>MOVER:</b>  | Randy Krainiak, Commissioner  |
| <b>AYES:</b>   | White, Krainiak, Riggs, Munro |
| <b>ABSENT:</b> | Meiggs                        |

**ITEM VIII. 2019 Meeting Calendar**

**CAMDEN COUNTY BOARD OF COMMISSIONERS**

**2019 Regular Meeting Calendar**

| <u>MEETING DATE / TIME</u>        | <u>AGENDA ITEMS DEADLINE</u>        |
|-----------------------------------|-------------------------------------|
| Monday, January 7, 2019 7:00 PM   | Wednesday, January 2, 2019 12:00 PM |
| Monday, February 4, 2019 7:00 PM  | Tuesday, January 29, 2019 12:00 PM  |
| Monday, March 4, 2019 7:00 PM     | Tuesday, February 26, 2019 12:00 PM |
| Monday, April 1, 2019 7:00 PM     | Tuesday, March 26, 2019 12:00 PM    |
| Monday, May 6, 2019 7:00 PM       | Tuesday, April 30, 2019 12:00 PM    |
| Monday, June 3, 2019 7:00 PM      | Tuesday, May 28, 2019 12:00 PM      |
| Monday, July 8, 2019 7:00 PM      | Tuesday, July 2, 2019 12:00 PM      |
| Monday, August 5, 2019 7:00 PM    | Tuesday, July 30, 2019 12:00 PM     |
| Monday, September 9, 2019 7:00 PM | Tuesday, September 3, 2019 12:00 PM |
| Monday, October 7, 2019 7:00 PM   | Tuesday, October 1, 2019 12:00 PM   |
| Monday, November 4, 2019 7:00 PM  | Tuesday, October 29, 2019 12:00 PM  |
| Monday, December 2, 2019 10:00 AM | Monday, November 25, 2019 12:00 PM  |

**Motion to approve the 2019 Meeting Calendar of the Board of Commissioners as presented.**

|                |                               |
|----------------|-------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>     |
| <b>MOVER:</b>  | Randy Krainiak, Commissioner  |
| <b>AYES:</b>   | White, Krainiak, Riggs, Munro |
| <b>ABSENT:</b> | Meiggs                        |

**ITEM IX. 2019 State Holiday Schedule**

| 2018 Holiday Schedule            |                            |                             |
|----------------------------------|----------------------------|-----------------------------|
| Holiday                          | Observance Date            | Day of Week                 |
| New Year's Day                   | January 1, 2018            | Monday                      |
| Martin Luther King, Jr. Birthday | January 15, 2018           | Monday                      |
| Good Friday                      | March 30, 2018             | Friday                      |
| Memorial Day                     | May 28, 2018               | Monday                      |
| Independence Day                 | July 4, 2018               | Wednesday                   |
| Labor Day                        | September 3, 2018          | Monday                      |
| Veterans Day                     | November 12, 2018          | Monday                      |
| Thanksgiving                     | November 22 & 23, 2018     | Thursday & Friday           |
| Christmas                        | December 24, 25 & 26, 2018 | Monday, Tuesday & Wednesday |

**Motion to approve the 2019 State Holiday Schedule.**

|                |                               |
|----------------|-------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>     |
| <b>MOVER:</b>  | Ross Munro, Commissioner      |
| <b>AYES:</b>   | White, Krainiak, Riggs, Munro |
| <b>ABSENT:</b> | Meiggs                        |

**ITEM X. Public Comments – None.**

**ITEM XI. Old Business**

- McClees Consulting, Inc. – Contract

Chairman Tom White spoke in opposition to renewing the contract with McClees Consulting. He believes the county can utilize the resources offered by the NCACC in its place.

Vice Chairman Clayton Riggs spoke in support of renewing the contract with McClees Consulting. He is of the opinion that the lobbyists are more effective in representing the smaller counties in Northeastern North Carolina such as Camden County.

Commissioner Randy Krainiak spoke in opposition to renewing the contract. He believes the voice of the lobbyists are no stronger than the voices of our elected officials.

Commissioner Ross Munro spoke in opposition to renewing the contract. He is of the opinion that the county manager can contact our representatives when the need arises to represent the best interests of Camden.

**Motion to not renew the contract with McClees Consulting, Inc.**

|                |                              |
|----------------|------------------------------|
| <b>RESULT:</b> | <b>PASSED [3-1]</b>          |
| <b>MOVER:</b>  | Randy Krainiak, Commissioner |
| <b>AYES:</b>   | White, Krainiak, Munro       |
| <b>NOES:</b>   | Riggs                        |
| <b>ABSENT:</b> | Meiggs                       |

**ITEM XII. New Business**

**1. Proclamation Renaming Senior Center**

PROCLAMATION RENAMING THE CAMDEN COUNTY SENIOR CENTER

The Camden County Senior Advisory Board wishes to rename the Camden County Senior Center to The Camden County Center for Active Adults.

WHEREAS, people in the United States who are more than sixty years of age are commonly referred to as senior citizens or seniors although there is no precise way to identify the final stage of a normal life span; and

WHEREAS, throughout our history, older individuals have contributed much for our families, our communities, and our country; and

WHEREAS, with improved health care and more years of productivity, older citizens are reinforcing their historical roles as leaders and sense of purpose as individuals and as a Nation. Many older individuals are embarking on second careers, demonstrating to younger Americans a fine example of responsibility, resourcefulness, competence, and determination. And more than 4.5 million senior citizens are serving as volunteers in various programs and projects that benefit every sector of society. Wherever the need exists, older people are making their presence felt - for their own good and that of others; and

WHEREAS, for all they have achieved throughout life and for all they continue to accomplish, older adults no longer identify as seniors, but active adults; and

WHEREAS, Camden County is recognizing that older adults are living active lives and serving their community; and

WHEREAS, the Camden County Senior Center serves a large number of individuals age 55 and above that exhibit a healthy and active lifestyle, therefore, the center and the name should be changed to Camden County Center for Active Adults.

Approved by the Camden County Board of Commissioners this, the 3<sup>rd</sup> day of December, 2018.

Tom White Chairman

Date 12-3-18

Karen M. Davis Clerk to the Board

Date 12-3-18



**Motion to approve Proclamation Renaming the Camden County Senior Center.**

|                |                               |
|----------------|-------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>     |
| <b>MOVER:</b>  | Clayton Riggs, Vice Chairman  |
| <b>AYES:</b>   | White, Krainiak, Riggs, Munro |
| <b>ABSENT:</b> | Meiggs                        |

**ITEM XIII. Board Appointments**

1. Commissioner Advisory Board Appointments

The following Commissioner Board Assignments are due for reappointment:

- Clayton Riggs  
Albemarle Commission Board of Delegates - Exp. 1/1/2019  
Albemarle District Jail - Exp. 1/1/2019
- Tom White  
ARPO - Exp. 12/31/2018  
Pasquotank-Camden EMS Board - Exp. 12/31/2018  
Parks & Recreation Board - Exp. 12/31/2018
- Randy Krainiak  
Home & Community Block Grant - Exp. 1/1/2019
- Ross Munro  
911 Advisory Board - Exp. 1/1/2019  
Public Safety Board - Exp. 1/1/2019

**Motion to reappoint Commissioner Board Assignments for an additional term.**

|                |                               |
|----------------|-------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>     |
| <b>MOVER:</b>  | Clayton Riggs, Vice Chairman  |
| <b>AYES:</b>   | White, Krainiak, Riggs, Munro |
| <b>ABSENT:</b> | Meiggs                        |

**ITEM XIV. Consent Agenda**

1. BOC/CEDC Joint Meeting Minutes – October 9, 2018
2. BOC Minutes – November 5, 2018
3. Budget Amendments

2018-19-BA017  
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 |
| <b>Expenses</b> |                     |          |          |
| 104930-503000   | Part Time Salaries  | \$15,692 |          |
| 104930-502000   | Full Time Salaries  |          | \$15,692 |

This Budget Amendment is made to correct budget amendment BA006.

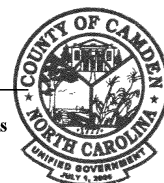
This will result in no change to the Contingency of the General Fund.

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 3rd day of December, 2018.

  
Clerk to Board of Commissioners

  
Chairman, Board of Commissioners



2018-19-BA018  
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 Water & Sewer Fund as follows:

| ACCT NUMBER     | DESCRIPTION OF ACCT | AMOUNT   |          |
|-----------------|---------------------|----------|----------|
|                 |                     | INCREASE | DECREASE |
| <b>Revenues</b> |                     |          |          |
| 307200          | NC DOT Funding      | \$5,400  |          |
| <b>Expenses</b> |                     |          |          |
| 307200          | Contracted Services | \$5,400  |          |

This Budget Amendment is made to appropriate funds to replace water line for culverts at Pinch Gut Rd.

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 3rd day of December, 2018.

Karen M. Davis  
Clerk to Board of Commissioners

[Signature]  
Chairman, Board of Commissioners



2018-19-BA019  
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 |
| <b>Revenues</b> |                           |          |          |
| 10330670        | State Funding             | \$23,316 |          |
| 10399400        | Fund Balance Appropriated |          | \$23,316 |

This Budget Amendment is made to appropriate funds for Soil & Water funding.

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 3rd day of December, 2018.

Karen M. Davis  
Clerk to Board of Commissioners

[Signature]  
Chairman, Board of Commissioners



**2018-19-BA020  
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/DSS as follows:**

| ACCT NUMBER     | DESCRIPTION OF ACCT | AMOUNT   |          |
|-----------------|---------------------|----------|----------|
|                 |                     | INCREASE | DECREASE |
| <b>Revenues</b> |                     |          |          |
| 52330610-434848 | State LIEP Funds    | \$4899   |          |
| <b>Expenses</b> |                     |          |          |
| 52800-554321    | LIEP                | \$4899   |          |

**This Budget Amendment is made to change appropriated funds for LIEP state appropriation.**

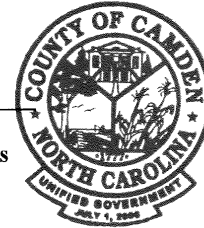
This will result in no change to the Contingency of the General Fund.

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 3rd day of December, 2018.**

  
Clerk to Board of Commissioners

  
Chairman, Board of Commissioners



**4. Pickups, Releases & Refunds**

| NAME                      | REASON                                   | NO.   |
|---------------------------|--|---|
| W. Franklin Williams, Jr. | Roll back taxes calculated<br>\$1,371.98 | Pick-up/21141<br>R-89488-15<br>R-96643-16<br>R-103868-17<br>R-111141-18 |
| W. Franklin Williams, Jr. | Roll back taxes calculated<br>\$1,688.34 | Pick-up/21142<br>R-89487-15<br>R-96642-16<br>R-103867-17<br>R-111140-18 |
| Darrin G. Cutrell         | Roll back taxes calculated<br>5,789.69   | Pick-up/21151<br>R-92342-15<br>R-99512-16<br>R-106734-17<br>R-114015-18 |

5. Tax Collection Report

Tax Collection Report  
OCT. 2018

Table with columns: Day, Amount, Amount, Name of Account, Deposits, Internet. Includes daily entries from Oct 1 to 31 and a total summary row at the bottom showing a total amount of \$964,110.57.

Submitted by: Risa S. Anderson Date: 11-2-18  
Approved by: Tom H. ... Date: 12-3-18

6. DMV Monthly Report

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County January Renewals Due 02/15/19

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.

Table with 4 columns: SOUTH MILLS, COURTHOUSE, SHILOH, TOTAL. Values: 22,086.50, 24,203.53, 11,446.48, 57,736.51

Witness my hand and official seal this 3<sup>rd</sup> day of December 2018

Tom H. ...  
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



7. Vehicle Refunds Over \$100

REFUNDS OVER \$100.00

| North Carolina Vehicle Tax System |                             |                 |                  |           |                       |                     |            |              |            |               |  |               |             |                       |                  |           |            |          |
|-----------------------------------|-----------------------------|-----------------|------------------|-----------|-----------------------|---------------------|------------|--------------|------------|---------------|--|---------------|-------------|-----------------------|------------------|-----------|------------|----------|
| NCVTS Pending Refund report       |                             |                 |                  |           |                       |                     |            |              |            |               |  |               |             |                       |                  |           |            |          |
| OCT, 18 REFUNDS OVER \$100.00     |                             |                 |                  |           |                       |                     |            |              |            |               |  |               |             |                       |                  |           |            |          |
| Payer Name                        | Primary Owner               | Secondary Owner | Address 1        | Address 2 | Address 3             | Refund Type         | Bill #     | Plate Number | Status     | Transaction # | Refund Description   | Refund Reason | Create Date | Authorization Date    | Tax Jurisdiction | Levy Type | Change     | Interest |
| BRINDAMOUR, CHRISTIAN JAMES       | BRINDAMOUR, CHRISTIAN JAMES |                 | 226 MCPHERSON RD |           | SOUTH MILLS, NC 27976 | Adjustment >= \$100 | 0044679489 | PKK9557      | AUTHORIZED | 94822008      | Refund Generated due to adjustment on Bill #0044679489-2018-2018-0000-00 | Military      | 10/05/2018  | 10/8/2018 10:52:54 AM | 1843             | Tax       | (\$101.08) | \$0.00   |
|                                   |                             |                 |                  |           |                       |                     |            |              |            |               |  |               |             |                       | 1                | Tax       | (\$1.37)   | \$0.00   |
|                                   |                             |                 |                  |           |                       |                     |            |              |            |               |  |               |             |                       |                  |           |            |          |

Submitted by Lisa S. Anderson Date 11-2-18  
 Lisa S. Anderson, Tax Administrator Camden County

Approved by Tom White Date 12-3-18  
 Clayton D. Riggs, Chairman Camden County Board of Commissioners  
 Tom White

8. Refunds Over \$100

ACS Tax System  
 11/02/18 9:37:10

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

CAMDEN COUNTY

Page 1

|          |   |   |                          |
|----------|---|---|--------------------------|
| Refund\$ | Remit To:   | Reference:  | Drawer/Transaction Info: |
| 265.74   | CLOSELINE, LLC ATTN:T.SULLIVAN<br>1390 PICCARD DRIVE SUITE 300<br>ROCKVILLIE MD 20850 | 2018 R 01-7999-00-65-6733.0000<br>file#62036NCF-HQ        | 20181003 1 241836        |
| 436.03   | SEABOARD DEVELOPMENT ALLIANCE<br>2875 FORGE ROAD<br>TOANO VA 23168                    | 2018 R 03-8965-00-35-0604.0000<br>overpyt.115396 & 115394 | 20181017 1 242176        |
| 318.52   | WILLIAMS, MARY B.<br>1496 MILLPOND ROAD<br>ELIZABETH CITY NC 27909                    | 2016 R 01-7988-00-14-2111.0000<br>overpayment             | 20181010 1 242009        |
| 1,020.29 | Total Refunds   |   |                          |

Submitted by Lisa S. Anderson Date 11-2-18  
 Lisa S. Anderson, Tax Administrator Camden County

Approved by Tom White Date 12-3-18  
 Clayton D. Riggs, Chairman Camden County Board of Commissioners  
 Tom White

9. Surplus Property – Senior Center

| ITEM                             | METHOD   | REASON                                  |
|----------------------------------|----------|---|
| Recumbent Exercise Bike (broken) | Trash    | Replacing with commercial grade product |
| Nordic Track CS 990              | GovDeals | Replacing with commercial grade product |
| Upright Exercise Bike (broken)   | Trash    | Replacing with commercial grade product |
| Bowflex Treadmill                | GovDeals | Replacing with commercial grade product |



10. Amendment to Audit Contract

LGC-205 Amended **AMENDMENT TO CONTRACT TO AUDIT ACCOUNTS** Rev. 10/2018

|         |   |
|---------|---|
| Whereas | Primary Government Unit<br>Camden County                          |
| and     | Discretely Presented Component Unit (DPCU) (if applicable)<br>N/A |
| and     | Auditor<br>Thompson, Price, Scott, Adams & Co., PA                |

entered into a contract in which the Auditor agreed to audit the accounts of the Primary Government Unit and DPCU (if applicable)

|     |                                |                       |                                   |
|-----|--------------------------------|-----------------------|-----------------------------------|
| for | Fiscal Year Ending<br>06/30/18 | and originally due on | Audit Report Due Date<br>10/31/18 |
|-----|--------------------------------|-----------------------|-----------------------------------|

hereby agree that it is now necessary that the contract be modified as follows.

|   |                               |                               |
|---|-------------------------------|-------------------------------|
| <input checked="" type="checkbox"/> Modification to due date: | Original due date<br>10/31/18 | Modified due date<br>02/15/19 |
| <input type="checkbox"/> Modification to fee:                 | Original fee                  | Modified fee                  |

**EXPLANATION OF MODIFIED CONTRACT TERMS**

Please provide an explanation for the modification of terms. If the amendment is submitted to extend the due date, please indicate the steps the unit and auditor will take to prevent late filing of audits in subsequent years.

Hurricane Florence has put extra strains on staff resources. Also waiting for OPEB actuarial data.

By their signatures on the following pages, the Auditor, the Primary Government Unit, and the DPCU (if applicable), agree to these modified terms.

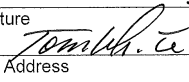
LGC-205 Amended **AMENDMENT TO CONTRACT TO AUDIT ACCOUNTS** Rev. 10/2018

**SIGNATURE PAGE**

**AUDIT FIRM**

|  |                                  |
|--|----------------------------------|
| Audit Firm<br>Thompson, Price, Scott, Adams & Co., PA                      |                                  |
| Authorized Firm Representative (typed or printed)<br>Gregory S. Adams, CPA | Signature                        |
| Date<br>11/29/18   | Email Address<br>gsadams@tpsa.co |

**GOVERNMENTAL UNIT**

|  |   |
|--|---|
| Governmental Unit<br>Camden County   |   |
| Date Primary Government Unit Governing Board Approved Audit Contract (Ref: G.S. 159-34(a) or G.S. 115C-447(a)) |   |
| Mayor/Chairmerson (typed or printed)<br>Tom White  | Signature<br> |
| Date   | Email Address   |

|   |               |
|---|---------------|
| Chair of Audit Committee (typed or printed, or "NA")<br>N/A | Signature     |
| Date  | Email Address |

**GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE**  
\*ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT\*  
*(Pre-audit certificate not required for charter schools or hospitals)*

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

|  |  |
|--|--|
| Primary Governmental Unit Finance Officer<br>Stephanie Humphries | Signature                                      |
| Date of Pre-Audit Certificate                                    | Email Address<br>shumphries@camdencountync.org |

Attachment: bocminutes\_120318 (2307 : BOC Meeting Minutes - December 3, 2018)

**SIGNATURE PAGE – DPCU  
(complete only if applicable)**

**DISCRETELY PRESENTED COMPONENT UNIT**

|   |               |
|---|---------------|
| DPCU<br>N/A   |               |
| Date DPCU Governing Board Approved Audit Contract (Ref. G.S. 159-34(a) or G.S. 115C-447(a)) |               |
| DPCU Chairperson (typed or printed)   | Signature     |
| Date  | Email Address |

|  |               |
|--|---------------|
| Chair of Audit Committee (typed or printed, or "NA") | Signature     |
| Date   | Email Address |

**DPCU – PRE-AUDIT CERTIFICATE**  
**\*ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT\***  
*(Pre-audit certificate not required for charter schools or hospitals)*

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

|   |               |
|---|---------------|
| DPCU Finance Officer (typed or printed) | Signature     |
| Date of Pre-Audit Certificate           | Email Address |

**Motion to approve the Consent Agenda as amended.**

|                |                               |
|----------------|-------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>     |
| <b>MOVER:</b>  | Clayton Riggs, Vice Chairman  |
| <b>AYES:</b>   | White, Krainiak, Riggs, Munro |
| <b>ABSENT:</b> | Meiggs                        |

**ITEM XV. Information, Reports & Minutes from Other Agencies**

The following was provided to the commissioners for information purposes:

1. FY 18-19 Year-to-Date Finance Report
2. Register of Deeds Reports
3. Library Report – October 2018
4. ABC Funds Report for FY 17-18

**ITEM XVI. County Manager’s Report**

County Manager Ken Bowman’s report included the following:

- Special Meeting to discuss UDO – December 12, 2018 at 12:00 PM
- Fire engine temporary building to be delivered - December 5, 2018
- Tree Lighting Ceremony – December 7, 2018 at 5:30 PM
- Success Academy Ribbon Cutting – December 12, 2018 at 10:00 AM

- County Offices Closed – December 24-26, 2018; January 1, 2019
- Next Board of Commissioners Meeting – January 7, 2019
- Merry Christmas and Happy New Year

**ITEM XVII. Commissioners’ Reports – None.**

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

Chairman White recessed the Camden County Board of Commissioners and called to order the South Camden Water & Sewer District Board of Directors.

**Agenda**

**Camden County Board of Commissioners  
SCWSD - Regular Meeting  
December 03, 2018  
8:30 AM  
Historic Courtroom, Courthouse Complex**

**CALL TO ORDER**

**ITEM 1. CONSIDERATION OF THE AGENDA**

**ITEM 2. 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 3. PRESENTATIONS (For discussion and possible action)**

1. Wastewater Lagoon Liner Replacement Presentation

**ITEM 4. CONSENT AGENDA**

- A. Monthly Update

**ITEM 5. ADJOURN**

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

|                |                               |
|----------------|-------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>     |
| <b>MOVER:</b>  | Clayton Riggs, Vice Chairman  |
| <b>AYES:</b>   | White, Krainiak, Riggs, Munro |
| <b>ABSENT:</b> | Meiggs                        |

**Public Comments**

None.

**Presentations**

The presentation on the Wastewater Lagoon Liner Replacement was postponed to a later date.

**Consent Agenda**

**A. Monthly Report – October 2018**

|                           | <i>Submitted Work Orders</i> | <i>Completed Work Orders</i> | <i>Percentage Completed</i> | <i>Status of Uncompleted Work Orders</i> |
|---------------------------|------------------------------|------------------------------|-----------------------------|--|
| <i>Water/Distribution</i> | 68                           | 68                           | 100%                        | 0  |
| <i>Sewer/Collection</i>   | 3                            | 3                            | 100%                        | 0  |

**Locates:**

- Water Line: 75
- Sewer Line: 17
- Water & Sewer, same ticket:13
- Hydrant flow test:12

Public Works Director Notes/Comment: Ten work orders have been reviewed for accuracy.

Water treated at the water treatment plant in October: 10,523,420 gallons.

Daily average water usage for October: 339,465 gallons.

Current treatment capacity at the water treatment plant: 720,000 gallons per day.

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

|                |                               |
|----------------|-------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>     |
| <b>MOVER:</b>  | Randy Krainiak, Commissioner  |
| <b>AYES:</b>   | White, Krainiak, Riggs, Munro |
| <b>ABSENT:</b> | Meiggs                        |

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

|                |                               |
|----------------|-------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>     |
| <b>MOVER:</b>  | Randy Krainiak, Commissioner  |
| <b>AYES:</b>   | White, Krainiak, Riggs, Munro |
| <b>ABSENT:</b> | Meiggs                        |

Chairman White adjourned the South Camden Water & Sewer District Board of Directors meeting and reconvened the Camden County Board of Commissioners.

**Motion to go into Closed Session to discuss personnel.**

|                |                               |
|----------------|-------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>     |
| <b>MOVER:</b>  | Clayton Riggs, Vice Chairman  |
| <b>AYES:</b>   | White, Krainiak, Riggs, Munro |
| <b>ABSENT:</b> | Meiggs                        |

**Motion to come out of Closed Session.**

|                |                               |
|----------------|-------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>     |
| <b>MOVER:</b>  | Clayton Riggs, Vice Chairman  |
| <b>AYES:</b>   | White, Krainiak, Riggs, Munro |
| <b>ABSENT:</b> | Meiggs                        |

**Motion to increase the salary of the Clerk to the Board to \$40,087 annually.**

|                |                               |
|----------------|-------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>     |
| <b>MOVER:</b>  | Clayton Riggs, Vice Chairman  |
| <b>AYES:</b>   | White, Krainiak, Riggs, Munro |
| <b>ABSENT:</b> | Meiggs                        |

**Motion to increase the salary of the County Manager to \$108,000 annually.**

|                |                               |
|----------------|-------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>     |
| <b>MOVER:</b>  | Clayton Riggs, Vice Chairman  |
| <b>AYES:</b>   | White, Krainiak, Riggs, Munro |
| <b>ABSENT:</b> | Meiggs                        |

At 10:25 AM Chairman White recessed the Board of Commissioners until 12:15 PM at which time the Board will reconvene for a joint meeting with the Board of Education in the Camden County Public Library Community Room.

**Joint Meeting of the Camden County Board of Commissioners and Camden County Board of Education**

At 12:15 PM Chairman White reconvened the meeting of the Board of Commissioners at the Camden County Public Library.

Chairman Christian Overton reconvened the meeting of the Camden County Board of Education.

Dr. Joe Ferrell, Superintendent, gave the invocation and led in the Pledge of Allegiance.

### **Consideration of the Agenda**

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

|                |                               |
|----------------|-------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>     |
| <b>MOVER:</b>  | Randy Krainiak, Commissioner  |
| <b>AYES:</b>   | White, Krainiak, Riggs, Munro |
| <b>ABSENT:</b> | Meiggs                        |

### **Presentations**

#### 1. Ken Bowman – County Manager

Mr. Bowman included updates on the following in his report:

- Appreciation to Dr. Joe Ferrell, Board of Education and Board of Commissioners
- Budget Preparation and Adoption for FY18-19
- Wastewater Treatment Plant
- Active Shooter Drill
- Purchase of Former NCDC Building and Trillium Medical Building Lagoon Liner Replacement
- Unified Development Ordinance
- Station 12 Fire
- Broadband – Eastern Shore Communications
- Sheriff's Office Firing Range
- Rural Ready Sites Grant Award
- Camden Plantation
- Camden Commerce Park
- Marketing Private Property
- Milltown Road Boat Ramp Replacement
- BOC and SMWA Joint Meetings
- Enforcement of Local Ordinances
- Citizens Newsletter
- Business Advisory Council

#### 2. Dr. Joe Ferrell – Superintendent

Dr. Ferrell included updates on the following in his report:

- Appreciation to Board of Education and County Manager Ken Bowman
- Listening & Learning Tour
- February 2018 Board Retreat
- Organizational Structure
- Strategic Plan 2019-2022
- New Councils / Events
  - ◆ Teacher Advisory Council Revived
  - ◆ Classified Advisory Council
  - ◆ Allotment Process
  - ◆ Shout Outs!
  - ◆ Student Lunches
  - ◆ Coffee with the Superintendent
  - ◆ Convocation
  - ◆ Professional Development / MTSS Teams
  - ◆ Profile of a Graduate
- Additions to Staff
  - ◆ Chief Academic Officer
  - ◆ School Social Worker
  - ◆ CTE Director

- ◆ SRO (and one new vehicle)
- Grants
- Lottery Funds Projects
- Student Service Projects
- Awards and Recognitions
- Focus for 2019
  - ◆ Safety & Security in Schools
  - ◆ Strategic Plan
  - ◆ Replacement High School Project
  - ◆ Central Office Renovations
  - ◆ Professional Development
  - ◆ Exceptional Children's Services
  - ◆ Fiscal Responsibility
  - ◆ Support to Schools
  - ◆ Recruiting, Hiring and Retaining High-Quality Staff
  - ◆ Increased Academic Support
  - ◆ Communication & Transparency
- All Schools Met or Exceeded Expected Growth

### **Way Forward**

Following some questions concerning the potential new high school project, it was decided that a joint meeting of both boards will be held on January 24, 2019 at 6:00 PM for an in-depth discussion in regard to this issue.

There being no further matters for discussion Chairman Overton called for a motion to adjourn the Board of Education. Sissy Aydlett offered a motion to adjourn and a second was offered by Jason Banks. The motion passed with a unanimous vote.

Commissioner Ross Munro offered a motion to adjourn the Board of Commissioners. The motion passed with a unanimous vote.

The joint meeting of the Board of Commissioners and Board of Education was adjourned at 2:00 PM.

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Tom White, Chairman

ATTEST:

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Karen M. Davis  
Clerk to the Board



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

**Consent Agenda**

**Item Number:** 6.2  
**Meeting Date:** March 04, 2019

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

**Item Title** **BOC/BOE Joint Meeting Minutes - January 24, 2019**

**Attachments:** bocboeminutes\_012419 (DOCX)

**Joint Meeting  
Camden County Board of Commissioners  
Camden County Board of Education  
January 24, 2019; 6:00 PM  
Camden County Public Library**

**Call to Order**

A joint meeting of the Camden County Board of Commissioners and Camden County Board of Education was called to order by the respective Chairmen on January 24, 2019 at 6:00 PM at the Camden County Public Library. The primary purpose of the meeting was to discuss the proposal of a new high school in Camden County.

**Board Members Present**

Board of Commissioners: Chairman Tom White, Vice Chairman Clayton Riggs, Commissioners Garry Meiggs, Randy Krainiak, Ross Munro.

Camden County Board of Education: Chairman Christian Overton, Vice Chairman Jason Banks, Board Members Kevin Heath, Sissy Aydlett, Chris Purcell.

**Dr. Joe Ferrell, School Superintendent**

After a round of introductions, Dr. Ferrell addressed the questions posed by the Board of Commissioners which included the following:

- What are the plans for the existing high school?
  - ♦ Open for discussion
  - ♦ Possibilities include: county complex, potential middle school, regional trade school
- What are the grade levels for the proposed high school / how many students?
  - ♦ Grades 9-12, Early College included
  - ♦ 600 students today; 900-1,000 future growth
- What are the plans for the new high school / cost?
  - ♦ No floor plan as of today. Process will include community-wide strategy to include stakeholders.
  - ♦ \$40-45 million
- What is the pass level at current high school for the past ten years?
  - ♦ Meeting/Exceeding state expectation



Camden County High School

|            |           |           |           |           |           |           |
|------------|-----------|-----------|-----------|-----------|-----------|-----------|
|            | 2012-2013 | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | 2017-2018 |
| English II | 66        | 74        | 76        | 76        | 72        | 64        |
| Math I     | 55        | 68        | 62        | 45        | 45        | 37        |
| Biology    | 44        | 68        | 60        | 68        | 61        | 62        |
| ACT        | 69        | 65        | 77        | 74        | 73        | 71        |
| WorkKeys   | 79        | 84        | 71        | 95        | 92        | 82        |
| Grad. Rate | 88        | 85        | 89        | 89        | 90        | 89        |
| Math Rigor | 95        | 95        | 95        | 95        | 95        | 95        |
| Growth     | Met       | Exceeded  | Met       | Met       | Met       | Met       |
| SPG        | B         | B         | B         | B         | B         | B         |

CamTech/Camden Early College High School

|            |           |           |           |           |           |           |
|------------|-----------|-----------|-----------|-----------|-----------|-----------|
|            | 2012-2013 | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | 2017-2018 |
| English II | 76        | 82        | 74        | 78        | 74        | 76        |
| Math I     | 38        | 65        | 49        | 34        | 85        | 94        |
| Biology    | 57        | 66        | 66        | 48        | 71        | 73        |
| ACT        | 83        | 76        | 89        | 89        | 72        | 79        |
| WorkKeys   | 79        | 95        | 95        | 89        | -         | -         |
| Grad. Rate | 80        | 69        | 90        | 95        | 84        | -         |
| Math Rigor | 95        | 95        | 95        | 95        | 95        | 95        |
| Growth     | Met       | Met       | Met       | Not Met   | Met       | Exceeded  |
| SPG        | B         | B         | B         | B         | B         | B         |

- What is the projected student population in 5-10-20 years?  
(The following taken from NCDPI data)

| CAMDEN COUNTY SCHOOLS :: ENROLLMENT HISTORY & PROJECTIONS |                    |       |       |       |       |       |            |          |                        |       |       |       |       |       |             |          |
|---|--------------------|-------|-------|-------|-------|-------|------------|----------|------------------------|-------|-------|-------|-------|-------|-------------|----------|
|   | ENROLLMENT HISTORY |       |       |       |       |       | 6-YR DELTA | % CHANGE | ENROLLMENT PROJECTIONS |       |       |       |       |       | 12-YR DELTA | % CHANGE |
|   | 12-13              | 13-14 | 14-15 | 15-16 | 16-17 | 17-18 |            |          | 18-19                  | 19-20 | 20-21 | 21-22 | 22-23 | 23-24 |             |          |
| K   | 143                | 138   | 115   | 115   | 123   | 125   | -18        | -12.6%   | 105                    | 106   | 104   | 120   | 132   | 140   | -3          | -2.1%    |
| 1   | 139                | 162   | 138   | 108   | 114   | 126   | -13        | -9.4%    | 124                    | 106   | 107   | 105   | 121   | 133   | -6          | -4.3%    |
| 2   | 143                | 140   | 142   | 147   | 115   | 117   | -26        | -18.2%   | 119                    | 128   | 109   | 110   | 108   | 125   | -18         | -12.6%   |
| 3   | 133                | 148   | 137   | 134   | 148   | 120   | -13        | -9.8%    | 113                    | 116   | 125   | 106   | 107   | 105   | -28         | -21.1%   |
| 4   | 163                | 133   | 141   | 156   | 145   | 148   | -15        | -9.2%    | 164                    | 126   | 129   | 139   | 118   | 119   | -44         | -27.0%   |
| 5   | 158                | 168   | 145   | 140   | 161   | 153   | -5         | -3.2%    | 145                    | 164   | 126   | 129   | 139   | 118   | -40         | -25.3%   |
| 6   | 146                | 161   | 158   | 142   | 149   | 168   | 22         | 15.1%    | 159                    | 145   | 164   | 126   | 129   | 139   | -7          | -4.8%    |
| 7   | 139                | 151   | 158   | 146   | 135   | 130   | -9         | -6.5%    | 141                    | 151   | 138   | 156   | 120   | 123   | -16         | -11.5%   |
| 8   | 163                | 137   | 147   | 157   | 153   | 144   | -19        | -11.7%   | 138                    | 144   | 154   | 141   | 159   | 123   | -40         | -24.5%   |
| CCHS 9  | 116                |       | 129   | 111   | 113   | 112   |            |          |                        |       |       |       |       |       |             |          |
| CECHS 9   | 45                 |       | 34    | 40    | 68    | 57    |            |          |                        |       |       |       |       |       |             |          |
| 9   | 161                | 174   | 163   | 151   | 181   | 169   | 8          | 5.0%     | 159                    | 144   | 150   | 161   | 147   | 166   | 5           | 3.1%     |
| CCHS 10   | 117                |       | 128   | 125   | 116   | 106   |            |          |                        |       |       |       |       |       |             |          |
| CECHS 10  | 44                 |       | 37    | 30    | 37    | 51    |            |          |                        |       |       |       |       |       |             |          |
| 10  | 161                | 134   | 165   | 155   | 153   | 157   | -4         | -2.5%    | 186                    | 163   | 148   | 154   | 165   | 151   | -10         | -6.2%    |
| CCHS 11   | 115                |       | 110   | 115   | 108   | 101   |            |          |                        |       |       |       |       |       |             |          |
| CECHS 11  | 24                 |       | 40    | 26    | 30    | 34    |            |          |                        |       |       |       |       |       |             |          |
| 11  | 139                | 145   | 150   | 141   | 138   | 135   | -4         | -2.9%    | 138                    | 169   | 148   | 134   | 140   | 150   | 11          | 7.9%     |
| CCHS 12   | 82                 |       | 91    | 85    | 107   | 105   |            |          |                        |       |       |       |       |       |             |          |
| CECHS 12  | 47                 |       | 45    | 36    | 27    | 29    |            |          |                        |       |       |       |       |       |             |          |
| 12  | 129                | 129   | 136   | 121   | 134   | 134   | 5          | 3.9%     | 116                    | 116   | 142   | 124   | 113   | 118   | -11         | -8.5%    |
| GPS   | 425                | 440   | 395   | 370   | 352   | 368   | -57        | -13.4%   | 348                    | 340   | 320   | 335   | 361   | 398   | -27         | -6.4%    |
| CIS   | 454                | 449   | 423   | 430   | 454   | 421   | -33        | -7.3%    | 422                    | 406   | 380   | 374   | 364   | 342   | -112        | -24.7%   |
| CMS   | 448                | 449   | 463   | 445   | 437   | 442   | -6         | -1.3%    | 438                    | 440   | 456   | 423   | 408   | 385   | -63         | -14.1%   |
| CCHS  | 430                |       | 458   | 436   | 444   | 424   |            |          |                        |       |       |       |       |       |             |          |
| CECHS   | 160                |       | 156   | 132   | 162   | 171   |            |          |                        |       |       |       |       |       |             |          |
| HS  | 590                | 582   | 614   | 568   | 606   | 595   | 5          | 0.8%     | 599                    | 592   | 588   | 573   | 565   | 585   | -5          | -0.8%    |
| TOTALS  | 1917               | 1920  | 1895  | 1813  | 1849  | 1826  | -91        | -4.7%    | 1807                   | 1778  | 1744  | 1705  | 1698  | 1710  | -185        | -9.8%    |

Attachment: bocboeminutes\_012419 (2306 : BOC/BOE Joint Meeting Minutes - January 24, 2019)

(The following data provided by Board of Education)

|    | Month 2 Enrollment 18/19 | Class of | HS pop |
|----|--------------------------|----------|--------|
| K  | 148                      | 2019     | 605    |
| 1  | 126                      | 2020     | 624    |
| 2  | 122                      | 2021     | 649    |
| 3  | 136                      | 2022     | 662    |
| 4  | 108                      | 2023     | 646    |
| 5  | 152                      | 2024     | 626    |
| 6  | 156                      | 2025     | 596    |
| 7  | 170                      | 2026     | 565    |
| 8  | 133                      | 2027     | 542    |
| 9  | 173                      | 2028     | 591    |
| 10 | 149                      |          |        |
| 11 | 152                      |          |        |
| 12 | 120                      |          |        |
| 13 | 11                       |          |        |

% growth 1.00%

- Is this project a need or a want?
  - ♦ What is in the best interest of our students is what is wanted, which in turn many times leads to needs.
- What is the current high school not providing to students that would be provided by the new high school? ( see handout provided) Dr. Ferrell stressed the importance of having space for additional programming.

Space for fine arts performances for entire school system

Space for athletics (events are in different locations now and early and late times as well as capacity issues in gym)

Space for band and other practices

Space for increasing EC student needs

Larger classrooms (allotment process increased class size numbers, technology in the rooms, Smart Boards, laptop carts, presentation stations...more than just desks and blackboards)

Space for programs:

- Science lab shared by four teachers
- Fire/EMT Academy
- Early Childhood
- Foods/Culinary
- Digital Media
- Drone Technology
- Construction/HVAC/Plumbing/etc.
- Growing Ag (Greenhouse, etc.)

Space for Early College inside a building

Space for parking

Increased safety for CECHS

Storage space

Space for graduation indoors

- What is the estimate for the early college building?
  - ♦ Proposed 11,000 square feet - \$1.5 million
- How many students in each grade level 1-12?
  - ♦ Reference NCDPI data chart in previous question.
- What are the current repairs / upgrades needed or identified for current buildings?
  - ♦ High School – General Maintenance
  - ♦ Early College – Consideration is being given to close in the breezeways at an estimated cost of \$22,000; roof work needed, door replacement needed; lack of restrooms; a/c unit replacement needed.
- How many charter schools have affected growth?
  - ♦ Total of 28 students in charter schools, which is less than 1% of the students in Camden.

**Ken Bowman, County Manager**

Mr. Bowman’s presentation included the following information:

- Current Subdivisions – Date of Approval by Planning Department
  - ♦ Wharf’s Landing 11/30/02
  - ♦ Sanders Crossing 1/29/02
  - ♦ Bartlett’s Landing 6/6/95
  - ♦ Danson’s Grant 12/19/95

Growth during above periods represented by building permits issued. (No records earlier than 1999)

| <u>1999</u> | <u>2000</u> | <u>2001</u> | <u>2002</u> | <u>2003</u> | <u>2004</u> | <u>2005</u> | <u>2006</u> |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 112         | 106         | 136         | 197         | 211         | 175         | 140         | 121         |

- ♦ 2010 Census – 9880 (7.3% increase since 2006; about 1.8% per year)
- ♦ 2019 State Projection – 10805 (8.2% since 2010)

Dr. Ferrell provided the following to show how the subdivisions impacted growth in Camden County Schools:

| ADM History (15 Years) |                          |  |  |  |  |
|------------------------|--------------------------|--|--|--|--|
| School Year            | Average Daily Membership |  |  |  |  |
| 2004-2005              | 1,662                    |  |  |  |  |
| 2005-2006              | 1,808                    |  |  |  |  |
| 2006-2007              | 1,864                    |  |  |  |  |
| 2007-2008              | 1,899                    |  |  |  |  |
| 2008-2009              | 1,885                    |  |  |  |  |
| 2009-2010              | 1,891                    |  |  |  |  |
| 2010-2011              | 1,906                    |  |  |  |  |
| 2011-2012              | 1,891                    |  |  |  |  |

94-95-1,218  
 95-96-1,204  
 96-97-1,195  
 97-98-1,222  
 99-00-1,302  
 00-01-1,282  
 01-02-1,345  
 02-03-1,406  
 03-04-1,481

Mr. Bowman continued his presentation with the following:

- Camden Plantation - Projected growth for 1800 new homes, estimated buildout being 2035
  - ♦ Planning Department official student generation rate per household:
 

|                       |            |
|-----------------------|------------|
| ▪ Grandy Primary      | 522        |
| ▪ Intermediate School | 324        |
| ▪ Middle School       | 126        |
| ▪ High School         | <u>234</u> |
| Total                 | 1206       |
- Estimated Financing for New High School
  - ♦ Term Debt for a new high school will require a bond referendum due to bond financing requirement
  - ♦ Estimated on \$45m school
  - ♦ Without the grant: tax impact is .29 (\$200,000 home = \$580 annually)
  - ♦ With the grant: tax impact is .19 (\$200,000 home = \$380 annually)
  - ♦ Wait 10 years: tax impact is .13 (\$200,000 home = 260 annually)
- Camden Intermediate School Debt Terms
  - ♦ \$10 million over 40 years
  - ♦ Payoff in 2046
  - ♦ Payment of \$520,000 annually (was not refinanced/modified)
  - ♦ Current balance due - \$8,701,827
- Camden High & Middle School Debt Terms:
  - ♦ \$14 million under the special Qualified Zone Academy Bonds (QZABs) financing (no longer available/partial forgiveness)
  - ♦ Remaining \$2m loan payoff in 2024
  - ♦ Payment is \$58,000 annually (was not refinanced/modified)

- ♦ Current balance due - \$260,751

Discussion then focused on the following questions:

- Why was it decided to purchase the Noblitt tract 10 or more years ago if there wasn't a need looking forward that a new school was going to be required?
  - ♦ Commissioner Riggs explained that the school superintendent at the time had convinced three of the commissioners that a school was going to be needed. During negotiations with the owner there were changes in board members and at the time of the vote the price of the property included financing and an expanded payment plan.
- What are the plans for the property if it is decided to not build a new school?
  - ♦ Chairman White stated that there are no other plans for the property. The plans are for it to be used for a school.
- Are we prepared to forgo the possible \$15 million in needs-based grants available now knowing that when the need is desperately obvious the full costs will then have to be financed? Would we rather have the assistance of the needs-based grant funds now or pay a larger balance later?
  - ♦ Chairman White stated that he is not of the opinion that anyone is against building a school. He wants to make sure that a commitment is not made prematurely; that it is the right thing at the right time.
  - ♦ Dr. Ferrell reminded the group that if the school applies and is granted the \$15 million in August, there is a \$5 million local match requirement.
  - ♦ Finance Officer Stephanie Humphries stated that in actuality there is a \$30 million match because \$15 million won't build a school; there will need to be a bond referendum.

Commissioner Randy Krainiak made a motion that we apply for the grant as presented.

Commissioner Meiggs commented that the county cannot apply for the grant. The county can support the schools in applying for the grant.

Dr. Ferrell stated that by supporting it there also has to be a commitment for the match.

Commissioner Krainiak rescinded his motion.

Commissioner Ross Munro suggested that a referendum be placed on ballot in 2020.

Dr. Ferrell stated that this is the last year the grant is open to the counties in our tier. Next year it will be open to the entire state.

The Board of Commissioners agreed by consensus to place this as an item for discussion on the February 15, 2019 retreat agenda.

It was decided to hold another joint meeting on March 28, 2019 at 6:00 PM with a meal at 5:30 PM in the Library Community Room.

There being no further matters for discussion, Board of Education member Kevin Heath offered a motion to adjourn; seconded by Sissy Aydlett. The motion passed unanimously. Chairman Christian Overton adjourned the meeting of the Board of Education at 7:40 PM.

Commissioner Randy Krainiak offered a motion to adjourn the Board of Commissioners. The motion passed unanimously. Chairman Tom White adjourned the meeting of the Board of Commissioners at 7:50 PM.

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Tom White, Chairman  
Camden County Board of Commissioners

ATTEST:

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Karen M. Davis  
Clerk to the Board

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Camden County Board of Commissioners  
Camden County Board of Education  
January 24, 2019



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

**Consent Agenda**

**Item Number:** 6.3  
**Meeting Date:** March 04, 2019  
**Submitted By:** Karen Davis, Clerk to the Board  
Administration  
Prepared by: Karen Davis  
**Item Title** **BOC Minutes - February 4, 2019**  
**Attachments:** bocminutes\_020419 (DOCX)

# Camden County Board of Commissioners

February 4, 2019

Closed Session – 6:30 PM

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 February 4, 2019 in the Historic Courtroom, Camden, North Carolina.

### CALL TO ORDER

The meeting was called to order by Chairman Tom White at 6:30 PM. Also Present: Vice Chairman Clayton Riggs, Commissioners Garry Meiggs, Ross Munro and Randy Krainiak.

Staff Present: County Manager Ken Bowman, County Attorney John Morrison, Clerk to the Board Karen Davis.

### Motion to go into Closed Session to discuss personnel.

|                |                                       |
|----------------|---------------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>             |
| <b>MOVER:</b>  | Garry Meiggs, Commissioner            |
| <b>AYES:</b>   | White, Krainiak, Meiggs, Riggs, Munro |

### Motion to come out of Closed Session.

|                |                                       |
|----------------|---------------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>             |
| <b>MOVER:</b>  | Clayton Riggs, Vice Chairman          |
| <b>AYES:</b>   | White, Krainiak, Meiggs, Riggs, Munro |

At 6:50 PM Chairman Tom White recessed the meeting of the Board of Commissioners until 7:00 PM.

At 7:00 PM Chairman White reconvened the meeting of the Board of Commissioners and welcomed those in attendance. Additional staff present for the regular meeting: Tax Administrator Lisa Anderson, Public Works Director David Credle, Planning Director Dan Porter, Permit & Zoning Office Dave Parks, Economic Development Director Charlie Bauman.

### Invocation and Pledge of Allegiance

Rev. Kevin Lighty gave the invocation and led in the Pledge of Allegiance.

Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)



**ITEM 1. PUBLIC COMMENTS**

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- Ms. Becky Phelps addressed the Board and spoke in support of Jasmine Wilson, Director of Camden Center for Active Adults, the hiring of a center assistant and senior trips.
- Mrs. Brenda Bowman addressed the Board concerning *2019 Spring Litter Sweep* as declared by Governor Roy Cooper for April 13-27, 2019. This event will be held in conjunction with NCDOT’s Statewide Roadside Litter Removal Initiative. The goal is to have civic clubs, school clubs, groups, scouts, churches, neighborhoods, individuals, etc. to have teams pick a day during that timeframe and commit to pick up trash on a road(s), or in a neighborhood. The Board of Commissioners will be presented for its approval a proclamation proclaiming April 13-27, 2019 as Camden County Spring Litter Sweep.
- Mark Gregory addressed the Board. He congratulated the county on moving forward with the Unified Development Ordinance. He also requested that the Board consider making adjustments to the Water & Sewer assessments for future development as they are excessive in his opinion.

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

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

**ITEM 3. CONSIDERATION OF AGENDA**

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

|                |                                       |
|----------------|---------------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>             |
| <b>MOVER:</b>  | Clayton Riggs, Vice Chairman          |
| <b>AYES:</b>   | White, Krainiak, Meiggs, Riggs, Munro |

**ITEM 4. PRESENTATIONS**

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1. Ella Fields-Bunch from Juvenile Crime Prevention Council referenced a Resolution included on the meeting agenda in support of JCPC allocation and expansion.
2. Dismal Swamp Welcome Center Director Donna Stewart presented a proclamation by Governor Roy Cooper in recognition of the 350<sup>th</sup> Anniversary of the Original Precincts of North Carolina.

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

Chairman White recessed the meeting of the Board of Commissioners and called to order the South Camden Water & Sewer District Board of Directors Meeting.

Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

Public Comments – None

**Agenda**

**Camden County Board of Commissioners**  
**SCWSD - Regular Meeting**  
**February 04, 2019**  
**7:00 PM**  
**Historic Courtroom, Courthouse Complex**

**ITEM 1. CALL TO ORDER**

**ITEM 2. 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 3. CONSIDERATION OF THE AGENDA**

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

A. Monthly Update

**ITEM 5. ADJOURN**

Consideration of the Agenda

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

|                |                                       |
|----------------|---------------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>             |
| <b>MOVER:</b>  | Garry Meiggs, Commissioner            |
| <b>AYES:</b>   | White, Krainiak, Meiggs, Riggs, Munro |

New Business

**A. Monthly Report**

Public Works Director David Credle presented the monthly report for December 2018 and the 12-month report.

|                           | <i>Submitted Work Orders</i> | <i>Completed Work Orders</i> | <i>Percentage Completed</i> | <i>Status of Uncompleted Work Orders</i> |
|---------------------------|------------------------------|------------------------------|-----------------------------|--|
| <i>Water/Distribution</i> | 120                          | 120                          | 100%                        | 0  |
| <i>Sewer/Collection</i>   | 1                            | 1                            | 100%                        | 0  |

Locates:

Water Line: 134

Sewer Line: 6

Water & Sewer, same ticket:12

Hydrant flow test: 7

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

Water treated at the water treatment plant in December: 9,405,950 gallons

Daily average water usage for December: 303,417 gallons

Current treatment capacity at the water treatment plant: 720,000 gallons per day.

Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

| SOUTH CAMDEN WATER & SEWER BOARD                      |                       |                     |             |                    |                  |               |               |                    |                   |
|---|-----------------------|---------------------|-------------|--------------------|------------------|---------------|---------------|--------------------|-------------------|
| MONTHLY WATER STATISTICS REPORT                       |                       |                     |             |                    |                  |               |               |                    |                   |
| Date  | Work Orders Submitted | Percentage Complete | Uncompleted | Water/Distribution | Sewer/Collection | Water Locates | Sewer Locates | Water/Sewer Locate | Hydrant Flow Test |
| 2018  |                       |                     |             |                    |                  |               |               |                    |                   |
| Jan   | 104                   | 100%                | 0%          | 101                | 3                | 80            | 40            | 2                  | n/a               |
| Feb   | 69                    | 100%                | 0%          | 68                 | 1                | 63            | 22            | 6                  | n/a               |
| March   | 72                    | 100%                | 0%          | 71                 | 1                | 86            | 42            | 4                  | 12                |
| April   | 75                    | 100%                | 0%          | 75                 | 0                | 86            | 37            | 1                  | 3                 |
| May   | 82                    | 100%                | 0%          | 79                 | 3                | 63            | 18            | 13                 | 0                 |
| June  | 128                   | 100%                | 0%          | 124                | 4                | 93            | 10            | 29                 | 0                 |
| July  | 93                    | 100%                | 0%          | 86                 | 7                | 90            | 10            | 14                 | 1                 |
| August  | 110                   | 100%                | 0%          | 110                | 0                | 81            | 28            | 1                  | 5                 |
| Sept  | 86                    | 100%                | 0%          | 84                 | 2                | 109           | 34            | 13                 | 0                 |
| Oct   | 71                    | 100%                | 0%          | 68                 | 3                | 75            | 17            | 13                 | 12                |
| Nov   | 77                    | 100%                | 0%          | 76                 | 1                | 124           | 7             | 48                 | 7                 |
| Dec   | 121                   | 100%                | 0%          | 120                | 1                | 134           | 6             | 12                 | 7                 |
| 2019  |                       |                     |             |                    |                  |               |               |                    |                   |
| Jan   |                       |                     |             |                    |                  |               |               |                    |                   |
| Feb   |                       |                     |             |                    |                  |               |               |                    |                   |
| March   |                       |                     |             |                    |                  |               |               |                    |                   |
| April   |                       |                     |             |                    |                  |               |               |                    |                   |
| May   |                       |                     |             |                    |                  |               |               |                    |                   |
| June  |                       |                     |             |                    |                  |               |               |                    |                   |
| July  |                       |                     |             |                    |                  |               |               |                    |                   |
| August  |                       |                     |             |                    |                  |               |               |                    |                   |
| Sept  |                       |                     |             |                    |                  |               |               |                    |                   |
| Oct   |                       |                     |             |                    |                  |               |               |                    |                   |
| Nov   |                       |                     |             |                    |                  |               |               |                    |                   |
| Dec   |                       |                     |             |                    |                  |               |               |                    |                   |
| Public Works Director Notes/Comments:                 |                       |                     |             |                    |                  |               |               |                    |                   |
| (outstanding maintenance issues staffing issues, etc) |                       |                     |             |                    |                  |               |               |                    |                   |

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

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

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

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

Chairman White adjourned the South Camden Water & Sewer District Board of Directors and reconvened the Camden County Board of Commissioners.

**ITEM 5. PUBLIC HEARINGS**

**A. Small Business Incentive Grant**

**Motion to go into Public Hearing to receive public input regarding an economic development small business grant.**

Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

|                |                                       |
|----------------|---------------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>             |
| <b>MOVER:</b>  | Clayton Riggs, Vice Chairman          |
| <b>AYES:</b>   | White, Krainiak, Meiggs, Riggs, Munro |

Economic Development Director Charlie Bauman referred to the following information in which the Board of Commissioners had discussed in its January meeting. Chesapeake Regional Medical Group has plans to open a primary care clinic in Camden County in the Camden Towne Center development. Chesapeake Regional Medical Group will invest more than \$360,000 in the project. The building’s owner is offering six months rent-free to the clinic and is also contributing \$50,000 toward the cost of renovations. To help recover some of the costs, Chesapeake Regional Medical Group has applied for a business incentive grant from the county. The incentive, totaling \$13,460.00, will be in the form of cash and dispersed to Chesapeake Regional Medical Group Primary Care Camden in equivalent sums over a five-year period.

Chairman White opened the floor for public input. There were no comments offered from the public in regard to the incentive grant.

**Motion to close the public hearing.**

|                |                                       |
|----------------|---------------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>             |
| <b>MOVER:</b>  | Clayton Riggs, Vice Chairman          |
| <b>AYES:</b>   | White, Krainiak, Meiggs, Riggs, Munro |

**Motion to add the Business Incentive Grant to New Business as Item 7.E.**

|                |                                       |
|----------------|---------------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>             |
| <b>MOVER:</b>  | Garry Meiggs, Commissioner            |
| <b>AYES:</b>   | White, Krainiak, Meiggs, Riggs, Munro |

B. Rezoning Application – Ordinance 2019-01-01

**Motion to go into Public Hearing to receive public input regarding Ordinance 2019-01-01 Rezoning Application.**

|                |                                       |
|----------------|---------------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>             |
| <b>MOVER:</b>  | Garry Meiggs, Commissioner            |
| <b>AYES:</b>   | White, Krainiak, Meiggs, Riggs, Munro |

Permit & Zoning Officer Dave Parks presented the following staff report to the Board:

Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

This is a resubmittal (different applicant) of the same rezoning request that was submitted by the County under UDO 2017-08-07.

In 2015 staff talked to then the current property owner (Mrs. Williams) and her attorney (Mr. Mullen) about information on subdividing the house out of the farm for her son. I informed her that she could subdivide out an acre of land as a deed of gift from a parent to a child and if she went through the regular minor subdivision process the current zoning on property (GUD) requires a minimum lot size of 5 acres.

Prior to her passing she sold to Mr. Gus McPherson, Jr. what she and her son (Alvin Hess) believed to be everything but the house on one acre. Her attorney (Mr. Mullen) drew up the deed (attached) which created an illegal subdivision as he gave a description of the house lot containing +/- one acre of land as being exempt (which it was not). Deed was recorded in the Registry of Deeds. There was never any survey recorded subdividing that one acre or deed transferring the property creating an illegal subdivision.

It is staffs opinion that since the survey/deed for the house lot was never drawn up and recorded that the current owner Mr. Gus McPherson owns the house and lot. Mr. McPherson wants to get this error corrected as Mrs. Williams' son lives in the house and should be the rightful owner. Back taxes are owed on the house.

Planning Board met on December 19, 2018 and after discussion with applicants, Mr. Mullen (Attorney for applicant) and staff, Planning Board made the following motions:

- (1) **Consistency Statement:** Motion was made that the requested zoning change was inconsistent with Camden County's CAMA Land Use Plan (spot zoning) and Comprehensive Plan as it designates property as Rural Preservation. Passed on a 5-0 vote.
- (2) **Recommendation:** Motion was made to approve Rezoning Application (UDO 2018-11-13) as it is in the best interest of the general public. Motion passed on a 5-0 vote.

#### RECOMMENDATION:

Hold Public Hearing.

Staff/Planning Board recommends the following motions:

- (1) **Consistency Statement:** Motion was made that the requested zoning change was inconsistent with Camden County's CAMA Land Use Plan (spot zoning) and Comprehensive Plan as it designates property as Rural Preservation.
- (2) Motion to approve Ordinance No. 2019-01-01/Rezoning Application (UDO 2018-11-13) as though the request is inconsistent with adopted plans, it is in the best interest of the County and general public, to correct the illegal subdivision and conform the existing condition and the law.

DRAFT

**STAFF REPORT**

**UDO 2018-11-13  
Zoning Map Amendment**

**PROJECT INFORMATION**

|                                 |                                      |   |   |
|---------------------------------|--------------------------------------|---|---|
| <b>File Reference:</b>          | UDO 2018-11-13                       | <b>Application Received:</b>  | 11/19/2018  |
| <b>Project Name;</b>            | N/A                                  | <b>By:</b>  | David Parks, Permit Officer   |
| <b>PIN:</b>                     | 01-8916-00-08-2247                   | <b>Application Fee paid:</b>  | \$650.00 CK #1014   |
| <b>Applicant:</b>               | Woodrow McPherson<br>Alvin Hess, Jr. | <b>Completeness of Application:</b>   | Application is generally complete   |
| <b>Address:</b>                 | 865 & 729 North<br>Highway 343       | <b>Documents received upon filing of application or otherwise included:</b> |   |
| <b>Phone:</b>                   | (252) 771-8011/455-1920              | <b>A.</b>   | Rezoning Application  |
| <b>Email:</b>                   |                                      | <b>B.</b>   | Aerial of portion of property requested to be rezoned.  |
| <b>Agent for Applicant:</b>     |                                      | <b>C.</b>   | Deed  |
| <b>Address:</b>                 |                                      | <b>D.</b>   | GIS Aerial, existing zoning, Comprehensive Plan future land use and CAMA Land Use Plan Suitability Maps |
| <b>Phone:</b>                   |                                      |   |   |
| <b>Email:</b>                   |                                      |   |   |
| <b>Current Owner of Record:</b> | Woodrow Gus<br>McPherson, Jr. LE     |   |   |
| <b>Meeting Dates:</b>           |                                      |   |   |
| 12/19/2018                      | <b>Planning Board</b>                |   |   |

**PROJECT LOCATION:**

**Street Address:** Property located at 729 North 343.  
**Location Description:** South Mills Township

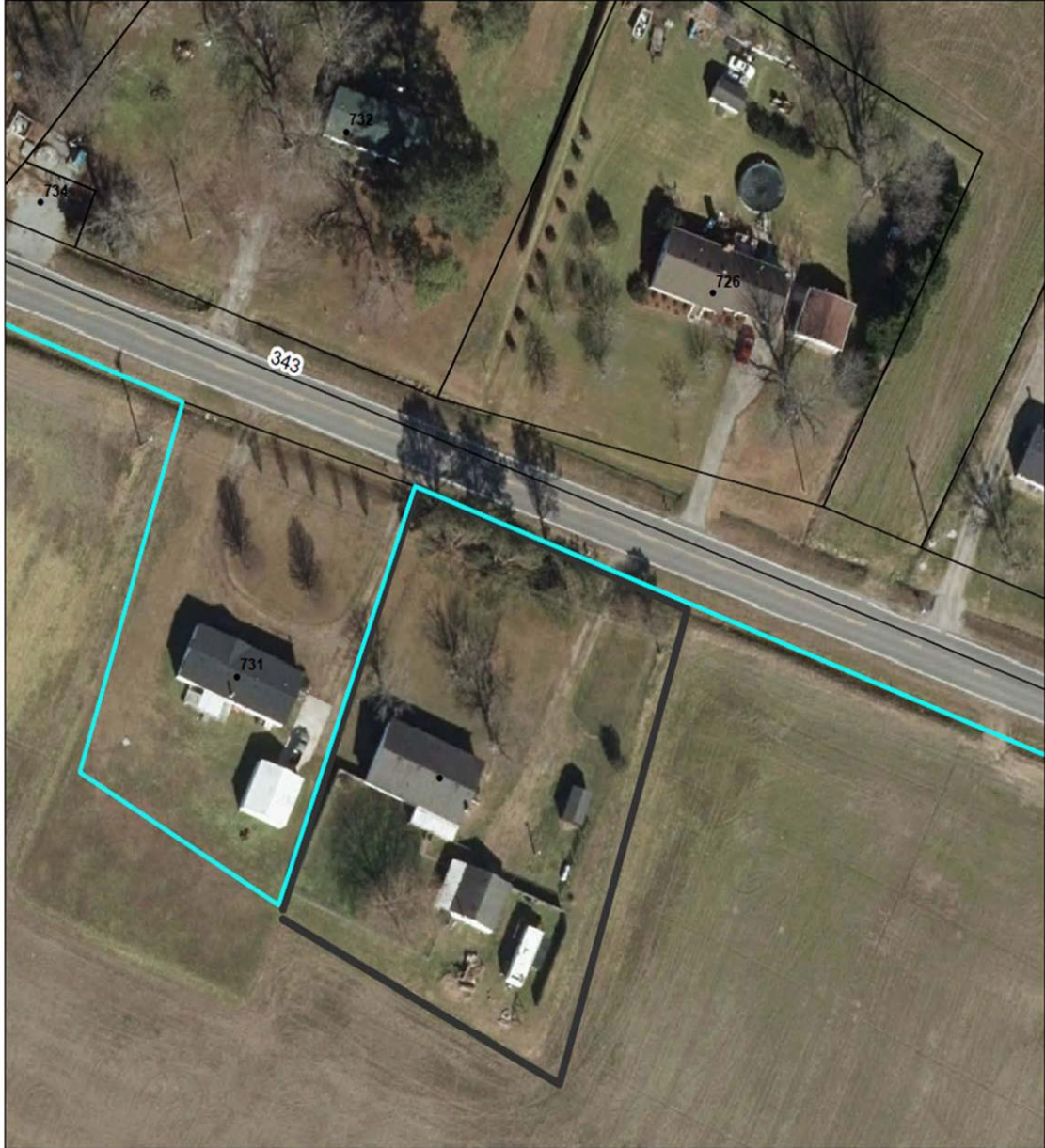
**REQUEST:** Request rezone 1 acre to include existing house at 729 North 343 from General Use District (GUD) to Basic Residential (R3-1). **This is a resubmittal of a request for rezoning of the property filed under (UDO 2017-08-07) that was denied by the Board of Commissioners on a 3-2 vote.**

Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)





*PORTION OF PROPERTY IN QUESTION*



Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)



**Site Data:**

**Lot size:** Entire tract is approximately 73 acres. Area to be rezoned is 1 acre.  
**Flood Zone:** Zone X  
**Zoning District(s):** General Use District (GUD)  
**Existing Land Uses:** Agriculture/Residential

**Adjacent Zoning & Uses:**

|                       | <b>North</b>               | <b>South</b>               | <b>East</b>                | <b>West</b>                |
|-----------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| <b>Zoning</b>         | General Use District (GUD) | General Use District (GUD) | General Use District (GUD) | General Use District (GUD) |
| <b>Use &amp; size</b> | Farm/Woodland              | Farm/Woodland              | Farmland/Housing           | Woodland                   |

**Proposed Use(s):**

The use already exists as residential.

**Description of property:**

Property abuts Highway 343 North.

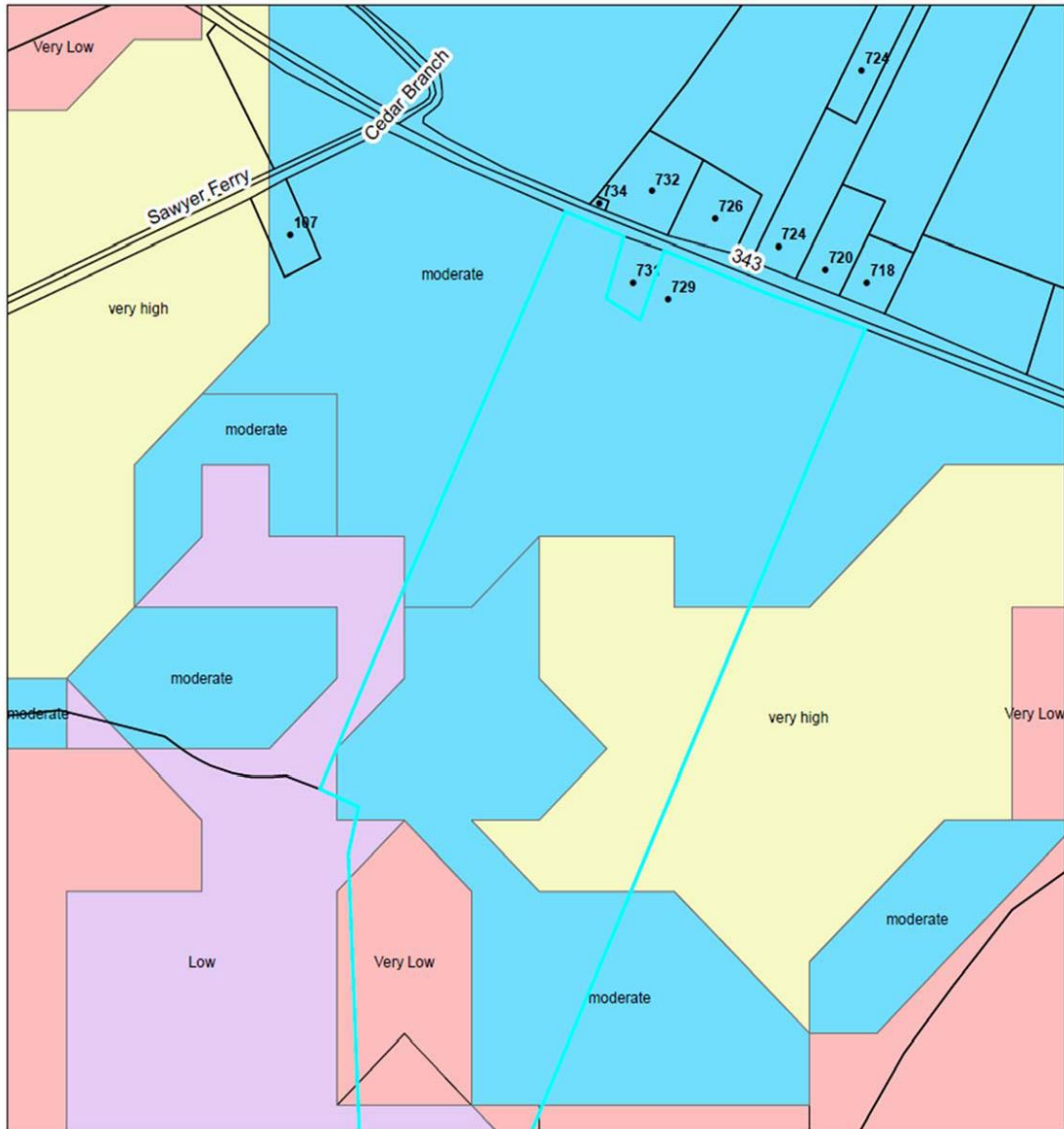
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**ENVIRONMENTAL ASSESSMENT**

**Streams, Creeks, Major Ditches:** None.

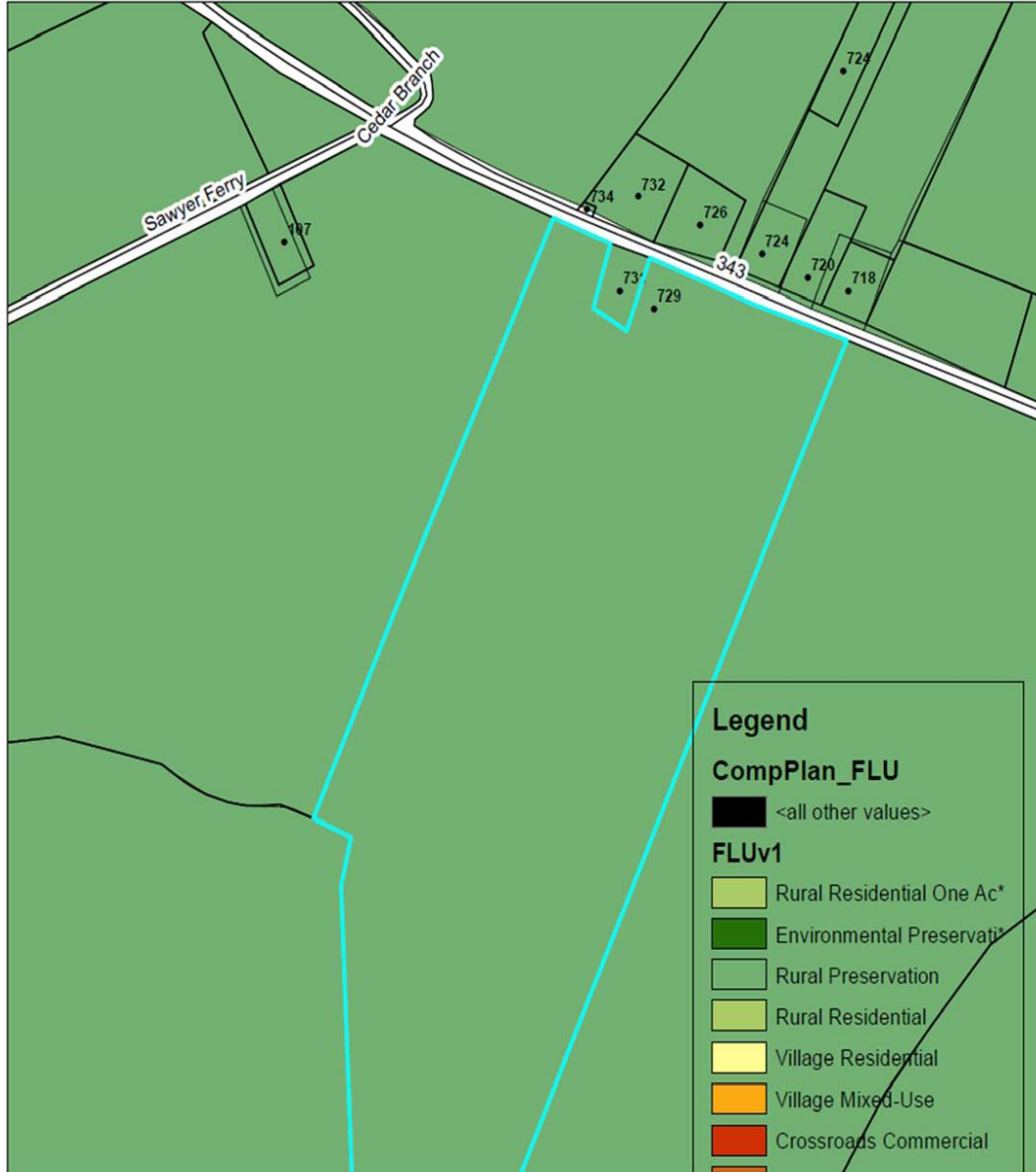
**Distance & description of nearest outfall:** Pasquotank River is less than ½ mile to the west.

**CAMA Land Suitability:**



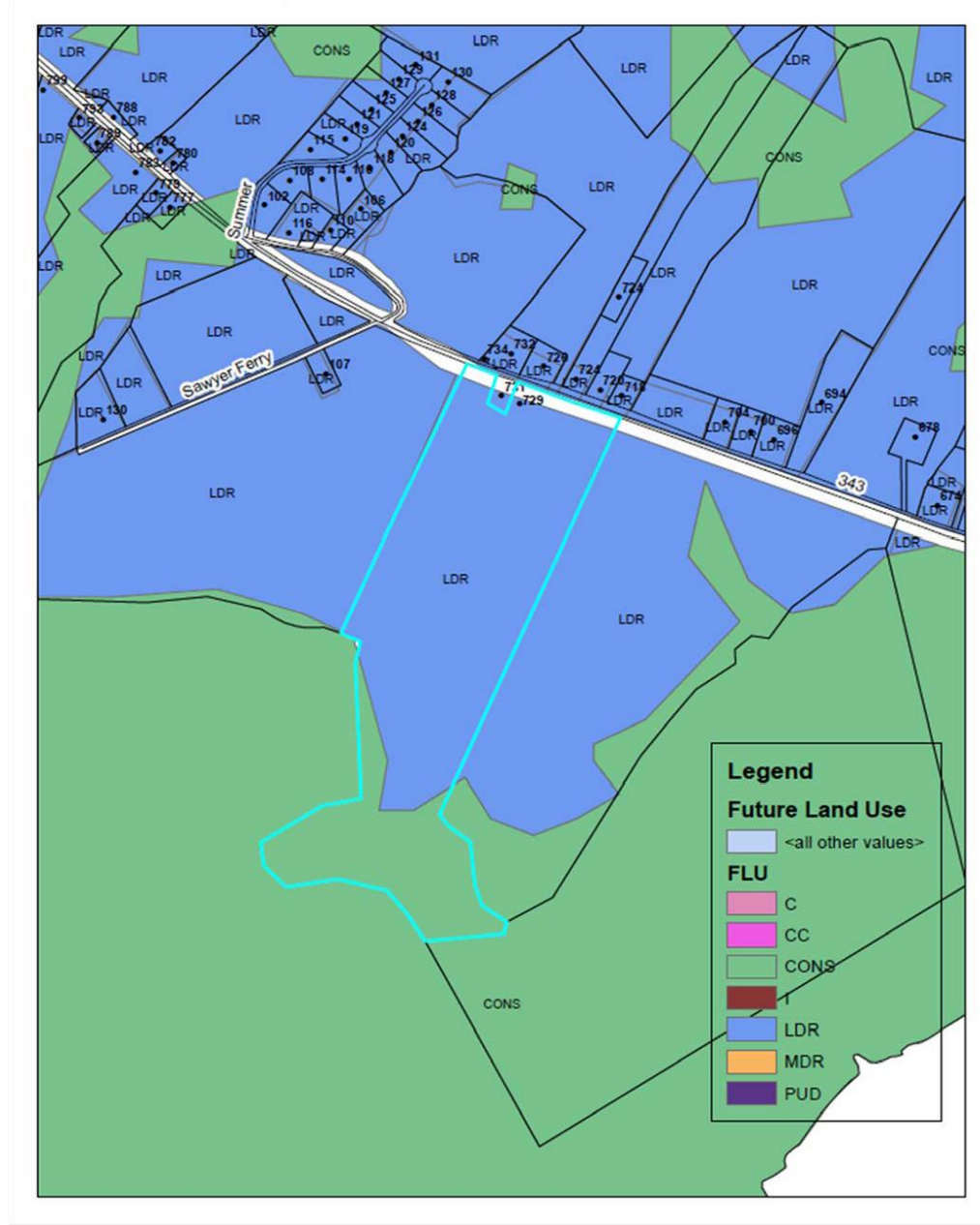
Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

Comprehensive Plan Future Land Use Map\



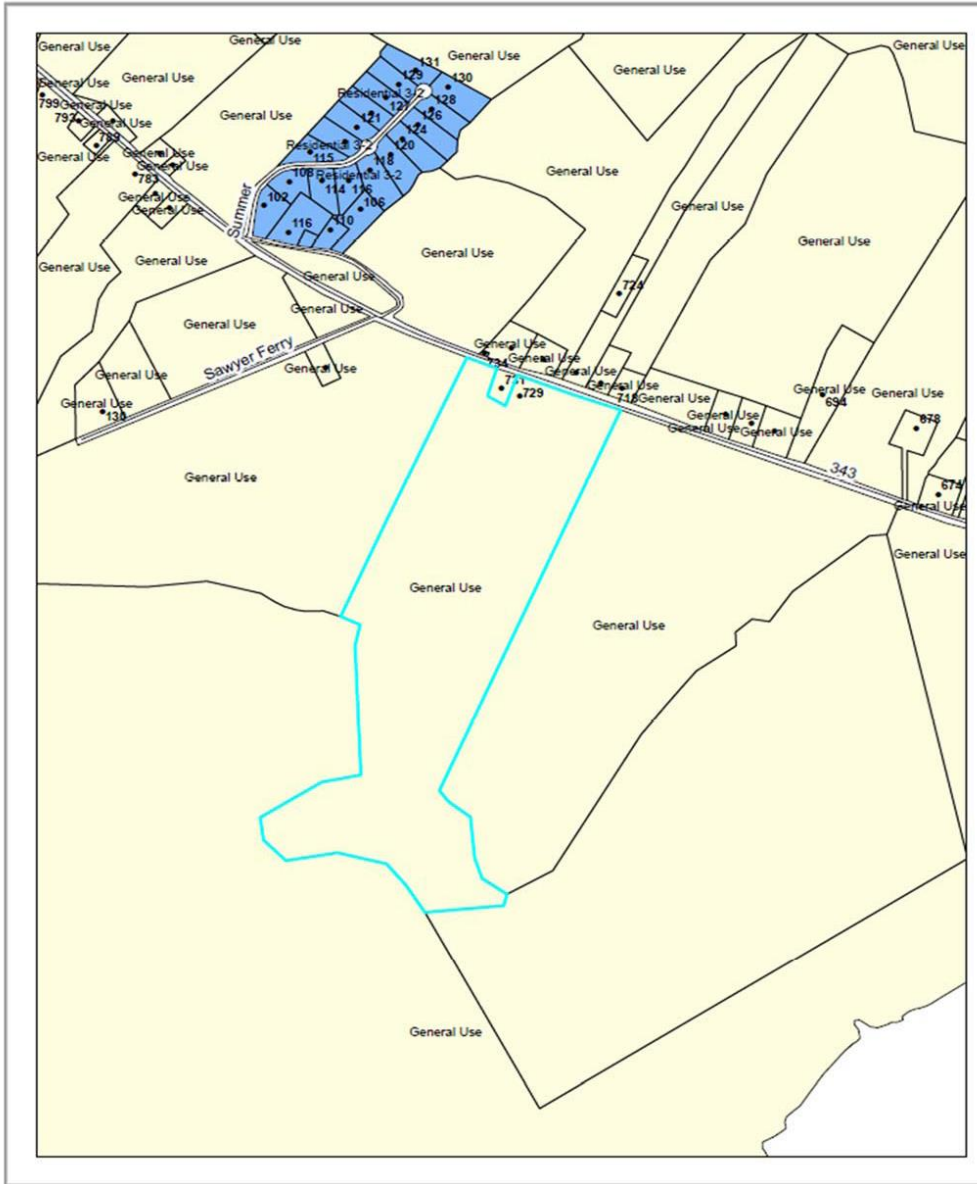
Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

CAMA Future Land Use Map



Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

Zoning Map:



Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

**INFRASTRUCTURE & COMMUNITY FACILITIES**

|                      |  |
|----------------------|--|
| <b>Water</b>         | Water lines are located adjacent to property along Highway 343.  |
| <b>Sewer</b>         | Sewer lines located adjacent to property along Highway 343   |
| <b>Fire District</b> | South Mills Fire District. Property located over 6 miles from Station off Main Street. Property located just over 5 miles from South Camden Fire Station on Sawyers Creek Road |
| <b>Schools</b>       | Impact already exists.   |
| <b>Traffic</b>       | Staffs opinion is traffic will not exceed road capacities.   |

**PLANS CONSISTENCY**

**CAMA Land Use Plan Policies & Objectives:**

Consistent  Inconsistent

The proposed zoning change is inconsistent with the CAMA Land Use Plan which was adopted by the Camden County Board of Commissioners on April 4, 2005 in that this is classified as spot zoning.

**PLANS CONSISTENCY – cont.**

**2035 Comprehensive Plan**

Consistent  Inconsistent

Inconsistent with Comprehensive Plan (Adopted 2012) as Future Land Use Maps reflect land identified as Rural Preservation.

Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

**PLANS CONSISTENCY – cont.**

**Comprehensive Transportation Plan**

Consistent  Inconsistent

Property abuts Highway 343 North.

**Other Plans officially adopted by the Board of Commissioners**

N/A

**FINDINGS REGARDING ADDITIONAL REQUIREMENTS:**

Yes  No  **Will the proposed zoning change enhance the public health, safety or welfare?**

**Reasoning:** The proposed zoning change will enhance the welfare of Mr. Alvin Hess, as it will legally allow him the ownership of the house lot that his late Mother Evelyn Williams thought she left him.

Yes  No  **Is the entire range of permitted uses in the requested classification more appropriate than the range of uses in the existing classification?**

**Reasoning:** The use as residential for this lot already exists and is permissible in both zoning districts.

**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: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

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:** Staff’s opinion is that the requested zoning classification is needed, but not in this area. Opinion is based on the County’s Comprehensive Plan.

Yes  No

**Is there other land in the county that would be more appropriate for the proposed uses?**

**Reasoning:** Proposed use already exists.



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

**Schools** – Impact already exists.

**Fire and Rescue** – Minimal impact.

**Law Enforcement** – Minimal impact.

**Parks & Recreation** – Minimal impact

**Traffic Circulation or Parking** – N/A

**Other County Facilities** – No.

**Is This A Small Scale “Spot” Rezoning Request Requiring Evaluation Of Community Benefits?**

Yes  No

**If Yes (regarding small scale spot rezoning) – Applicants Reasoning:**

|                         | <b>Personal Benefits/Impact</b>  | <b>Community Benefits/Impact</b> |
|-------------------------|--|----------------------------------|
| <b>With rezoning</b>    | Will allow owner to cut out house out of the farm. See Staff commentary. | None                             |
| <b>Without rezoning</b> | See Staff commentary.  | No Change.                       |

**STAFF COMMENTARY:**

In 2015 staff talked to then the current property owner (Mrs. Williams) and her attorney (Mr. Mullen) about information on subdividing the house out of the farm for her son. I informed her that she could subdivided out an acre of land as a deed of gift from a parent to a child and if she went through the regular minor subdivision process and the current zoning on property (GUD) minimum lot size would be 5 acres.

Prior to her passing she sold to Mr. Gus McPherson, Jr. what she believed was everything but the house on one acre. Her attorney (Mr. Mullen) drew up the deed (attached) which created an illegal subdivision as he gave a description of the house lot containing +/- one acre of land as being exempt. Deed was recorded in the Registry of Deeds. There was never any survey recorded subdividing that one acre or deed transferring the property.

Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

It is staff's opinion that since the survey/deed for the house lot was never drawn up and recorded that the current owner Mr. Gus McPherson owns the house and lot. Mr. McPherson wants to get this error corrected as Mrs. Williams' son lives in the house and should be the rightful owner.

2016, 2017, 2018 taxes owed on house lot approximately \$3,386.03.

**STAFF RECOMMENDATION:** Though this would definitely be spot zoning and not consistent with the Comprehensive Plan or CAMA Land Use Plan staff recommends approval of this Zoning Map Amendment as the situation was created at no fault of the previous/current property owner and it is in the best interest of the public as it will allow Mr. Elvin Hess to legally obtain the land and house his mother intended to give him at her passing.

**Planning Board Recommendation:** Planning Board met on December 19, 2018 and made the following motions:

- (1) **Consistency Statement:** Motion was made that the requested zoning change was inconsistent with Camden County's CAMA Land Use Plan (spot zoning) and Comprehensive Plan as it designates property as Rural Preservation. Passed on a 5-0 vote.
- (2) **Recommendation:** Motion was made to approve Rezoning Application (UDO 2018-11-13) as it is in the best interest of the general public. Motion passed on a 5-0 vote.

Zoning Change Application  
County of Camden, North Carolina

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 Do Not Write in this Box |                           |
| PIN:                            | <u>01-8916-00-08-2247</u> |
| UDO#                            | <u>2018 - 11 - 13</u>     |
| Date Received:                  | <u>11/19/18</u>           |
| Received by:                    | <u>OS</u>                 |
| Zoning District:                | <u>G40</u>                |
| Fee Paid:                       | <u>\$ 650.00</u>          |

PLEASE PRINT OR TYPE

Applicant's Name: <sup>WOODROW</sup> ~~OS~~ McPHERSON / ALVIN HESS JR.

pd ck #  
1014

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: 865 N. 343 + 729 N. 343  
Camden, NC 27921

Daytime Phone Number: (252) 771-8011 + 455-1920 (Hess)

Street Address Location of Property: 729 N. 343

General Description of Proposal: Request to rezone 1 acre from  
General Use District (G40) to Basic Residential (R2-1)

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: Woodrow McPherson

Dated: 11/19/18

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? yes

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

### 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)

*See Findings*

(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)

*uses are the same.*

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

(1) Is this an expansion of an adjacent zoning district of the same classification? *N/A*

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

Doc ID: 000523020003 Type: CRP  
 Recorded: 05/29/2015 at 02:23:20 PM  
 Fee Amt: \$206.00 Page 1 of 3  
 Revenue Tax: \$180.00  
 Camden, NC  
 Tammie Krauss Register of Deeds  
 BK **335** PG **896-898**

**NORTH CAROLINA GENERAL WARRANTY DEED**

Excise Tax: \_\_\_\_\_  
 Parcel Identifier No. 018916000822470000 Verified by Camden County on the 29 day of May, 2015  
 By OPH 141-16 \$20,000.00 / \$900.00 pd by BJA no delinquent tax-5-29-15

Mail/Box to: Gus Woodrow McPherson, Jr., 865 N Hwy 343 Camden, NC 27921

This instrument was prepared by: H. T. Mullen, Jr., Attorney at Law

Brief description for the Index: \_\_\_\_\_

THIS DEED made this 14th day of May, 2015 by and between

|   |  |
|---|--|
| <p><b>GRANTOR</b><br/>         Evelyn Elizabeth Williams, widowed</p> | <p><b>GRANTEE</b><br/>         Gus Woodrow McPherson, Jr., a life estate<br/>         and vested remainder to Scott Berry McPherson<br/>         Joseph Edwin McPherson<br/><br/>         865 N Hwy 343 Camden, NC 27921</p> |
|---|--|

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:  
 Please see attached Exhibit A.

All or a portion of the property herein conveyed ( ) includes or ( ) does not include the primary residence of a Grantor.  
 Delinquent taxes, if any, to be paid by the closing attorney to the county tax collector upon disbursement of closing proceeds.  
 The property hereinabove described was acquired by Grantor by instrument recorded in Book 78 page 760.

A map showing the above described property is recorded in Plat Book \_\_\_\_\_ page \_\_\_\_\_.

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: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

## EXHIBIT A

Beginning at a point, said point being presently designated by a pin, same being located on the Western right of way of NC Hwy 343 which has a 100 foot right-of-way at a point said point being 1.2 miles to the junction of NC Road #1208 and from said point of beginning thence continuing along the center of a ditch South 33° West 2650 feet to a point, thence South 18° 30" West to a point, thence South 43° West 152 feet to a point, thence South 12° West 395 feet to a point, thence South 18° East 138 feet to a point, thence South 45° East 251 feet to a point, thence South 55° 45" East 72 feet to a point, thence South 80° 30" West 184 feet to a point, thence South 89° West 128 feet to a point, thence North 55° 30" West 89.0 feet to a point, thence North 2° 30" West 177 feet to a point, thence North 21° West 139 feet to a point, thence North 51° West 121 feet to a point, thence North 81° West 182 feet to a point, thence North 73° 30" West 130.5 feet to a point, thence North 84.5° West 249.5 feet to a point, thence North 49° West 125 feet to a point, thence North 0° 30" East 162 feet to a point, thence North 61° 30" East 336 feet to a point, thence North 71° East 200 feet to a point, thence North 85° East 142 feet to a point, said point being designated by a chopped Maple and same is located on the edge of an Island, thence North 11° 30" East 434 feet to a point, thence North 0° 30" East 387 feet to a point, thence North 11° East 215.5 feet to a point, said point being designated by a chopped Beach and Gum, thence North 57° West 97 feet to a point, thence North 33° East 1776.6 feet to a point, said point being located on the Western right-of-way of NC Highway # 343, thence continuing along NC Highway #343 South 60° 31" East 997 feet to a point, being the said point and place of the beginning.

There is excepted from the above described tract or parcel that certain lot containing 1 acre, +/-, as described in Cabinet 3 Slide 71A of the Camden County Public Registry, said property being presently owned by Sharon G. Camillucci.

- \* — There is also excepted from the above described tract or parcel the Grantors House and Lot which is located immediately South of the above designated parcel and consist of 1 acre, +/- . Both of these houses and lots each consisting of 1 acre, +/-, and are excepted from the conveyance of the lands hereinabove described.

The above described tract or parcel is described by that certain map or plat, same having been prepared by Henry Cunningham, Registered Surveyor, on the 17<sup>th</sup> of May, 1972 and the said plat is referred to as "Lands of Rebecca Williams, South Mills Township" the aforesaid map or plat, with the exception of the two 1 acre, +/- lots, is by reference incorporated herein.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against 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) *Evelyn Elizabeth Williams* (SEAL)  
Evelyn Elizabeth Williams, widowed

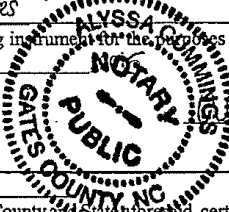
By: \_\_\_\_\_ (SEAL)  
Title: \_\_\_\_\_

By: \_\_\_\_\_ (SEAL)  
Title: \_\_\_\_\_

By: \_\_\_\_\_ (SEAL)  
Title: \_\_\_\_\_

State of North Carolina - County of Pasquotank  
I, the undersigned Notary Public of the County and State aforesaid, certify that Evelyn Elizabeth Williams, widowed 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 14<sup>th</sup> day of May

My Commission Expires: 3/31/2020  
*Alyssa Cummings*  
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 \_\_\_\_\_ of \_\_\_\_\_ 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 as 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

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: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)



FILED IN PLAT BOOK 3, SLIDE 71A  
ON THE 22<sup>ND</sup> DAY OF APRIL 2000  
BY  
ANGUS C. KILPATRICK, JR.  
REGISTER OF DEEDS

Plat Book 3, Slide 71A

The resubdivided parcels meet or exceed the minimum Development standards. Register permit.

I, Henry C. Cunningham, Register of Deeds, do hereby certify that this map was drawn from an actual survey by me, that this map was drawn in accordance with GS 47-30 F.1, and that I am a duly qualified surveyor in the State of North Carolina.

That the error of closure was computed by DNO number and set this 19 day of April 2000. Witness my original signature, registration number and seal this 19 day of April 2000.  
L-1339 Henry Cunningham  
1805 Edgewood Drive  
Durham, NC 27603

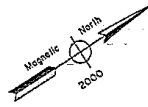
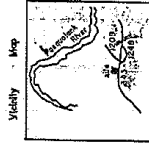


State of NORTH CAROLINA  
County of Wayne  
I, Henry C. Cunningham, Register of Deeds, do hereby certify that this map or plat to which this certification is affixed meets all statutory requirements for recording.

Henry C. Cunningham  
Register of Deeds

Date: 5-1-2000

Note: This lot is in Flood Hazard Area C according to FEMA map 370042 050 D December 4, 1995



Filed & recorded in office of Register of Deeds Camden Co., Camden, NC at 10:57 AM on Monday, April 24, 2000 in Plat Book 3, Slide 71A  
Angus C. Kilpatrick  
Register of Deeds

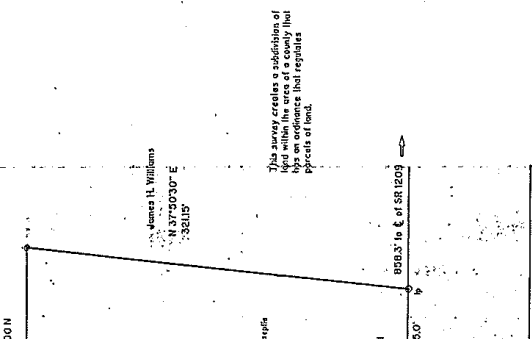
**CERTIFICATE OF OWNERSHIP AND REDEDICATION**  
I hereby certify that the owner of the property described hereon, which property is located in the County of Wayne, State of North Carolina, has executed this instrument in full and has dedicated to the public use all areas shown on this plat as streets, alleys, walkways, open spaces and easements, except those specifically indicated as private and retained 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 the appropriate public authority in the public interest.

Dated: 4/24/2000 Owner: James H. Williams  
James H. Williams  
729 N. NC 343  
Waynesville, NC 27589

STATE OF North Carolina  
County of Wayne  
I, Henry C. Cunningham, Register of Deeds, do hereby certify that James Howard Williams personally appeared before me this date and acknowledged to me the execution of this instrument. Witness my hand and official seal this 24 day of April 2000.  
Henry C. Cunningham  
My commission expires October 30, 2002

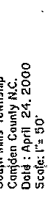
The foregoing certificate of Henry C. Cunningham is true and correct. This instrument was presented for recording and recorded in Plat Book 3, Slide 71A.

Register of Deeds



James H. Williams  
N 37°00'00\"/>

Minor Subdivision  
James Howard Williams to  
Eugene Thomas Evans and  
Killy J. Evans  
729 North N.C. 343  
South Mills Township  
Durham, NC 27600  
Dated April 24, 2000  
Scale: 1" = 50'





Attorney Herbert Mullen was present and made himself available to answer any questions that they Board may have.

Chairman White opened the floor for public comment.

Mr. Alvin Hess addressed the Board. He stated that the situation came out of a mistake created by the attorney who drew up the deed and requested that the Board approve the rezoning application so that the taxes on the property can be paid and everyone involved can move forward.

There were no further comments from the public.

**Motion to close the public hearing.**

|                |                                       |
|----------------|---------------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>             |
| <b>MOVER:</b>  | Garry Meiggs, Commissioner            |
| <b>AYES:</b>   | White, Krainiak, Meiggs, Riggs, Munro |

**Motion to add Rezoning application – Ordinance 2019-01-01 to New Business as Item 7.F.**

|                |                                       |
|----------------|---------------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>             |
| <b>MOVER:</b>  | Clayton Riggs, Vice Chairman          |
| <b>AYES:</b>   | White, Krainiak, Meiggs, Riggs, Munro |

**ITEM 6. OLD BUSINESS**

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A. Unified Development Ordinance 2018-09-01

Planning Director Dan Porter presented the following:

**SUMMARY:**

The proposed revised Unified Development Ordinance is the result of a multi-year effort and included multiple stake holder interviews, initial public meetings, work sessions with a review committee, the Planning Board and Board of Commissioners and public hearings held on November 14 and continued to November 16, 2018. The final proposed January 15, 2019 Adoption Draft Unified Development Ordinance is presented for consideration and approval.

**RECOMMENDATION:**

1. Presentation of the January 15, 2019 Adoption Draft Unified Development Ordinance
2. Motion to approve Ordinance 2018-09-01 adopting the January 15, 2019 Adoption Draft Unified Development Ordinance

Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

**Errata Sheet  
Unified Development Ordinance  
Adoption Draft January 15, 2019**

This final adoption draft of the Unified Development Ordinance is a revision of the September 2018 Draft that was considered at Public Hearing and follow-up Board of Commissioners meeting. It includes all the changes to the September 2018 Draft that were decided either by formal vote or consensus of the Board of Commissioners during those hearings and meeting.

There are two changes in this January 15 Draft to more effectively target and implement the agreed upon policy of decentralizing manufacture housing. These changes are:

**Item 1**

**SECTION 4.3.10 PRINCIPAL USE TABLE**

**Manufactured Home**

A dwelling on its own lot constructed after June 15, 1976 that is composed of one or more components, each of which was substantially assembled in a manufacturing plant and designed to be transported on its own chassis. It bears a valid seal indicating conformance with the construction standards promulgated by the US Department of Housing and Urban Development that were in effect at the time of its construction

This use category has been changed to prohibit this use in the Suburban Residential (formerly R3-2) zoning district.

**SECTION 4.4.2 RESIDENTIAL USES**

**D. Manufactured Homes**

- o. Manufactured homes are not permitted within the NR district on lots located within 5,280 linear feet from the perimeter boundary of a village center designated in the County's adopted policy guidance

Concurrently a change a footnote needs to be added with the appropriate foot note number for clarity to:

**SECTION 3.5.5 NEIGHBORHOOD RESIDENTIAL (NR) DISTRICT**

- Manufactured homes are not permitted within the NR district on lots located within 5,280 linear feet from the perimeter boundary of a village center designated in the County's adopted policy guidance

Staff is prepared to show zoning maps, if needed, to visualize this change.

**Item 2**

**3.5.4 SUBURBAN RESIDENTIAL (SR) DISTRICT**

Foot note 1 should read

[1] Residential developments of five or more lots ~~shall~~ may be configured as a conservation subdivision in accordance with the standards in Section 6.5, Conservation Subdivision.

**Item 3**

**TABLE 7.1.3 STORMWATER MANAGEMENT PLAN REVIEW**

The Notes for the table should read:

NOTES: [1] In cases where a stormwater management plan is required ~~by~~ but review by the County Stormwater Engineer is not required, the stormwater management plan will be reviewed by the UDO Administrator.

Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

It was requested by Mr. Porter that the ordinance be effective upon its adoption.

**Motion to approve Ordinance 2018-09-01, adopting the January 15, 2019 adoption draft of the Unified Development Ordinance with the changes as noted on the errata sheet with an effective date of February 4, 2019 as recommended by the Planning Department.**

|                |                                       |
|----------------|---------------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>             |
| <b>MOVER:</b>  | Garry Meiggs, Commissioner            |
| <b>AYES:</b>   | White, Krainiak, Meiggs, Riggs, Munro |



**Ordinance No. 2018-09-01**

**An Ordinance Amending  
Chapter 151, Unified Development Ordinance  
Of Camden County, North Carolina**

**WHEREAS**, through review and administration of Camden County Code of Ordinances, Chapter 151 Unified Development Ordinance, the Board of Commissioners, Planning Board, and County staff have found erratic, disorganized, and outdated ordinances; and

**WHEREAS**, in July 2015, Camden County initiated an update and reorganization of the Unified Development Ordinance with Code Wright Planners; and

**WHEREAS**, the proposed amendment was further reviewed by land use law attorney T.C. Morphis of the Brough Law Firm, PLLC; and

**WHEREAS**, FEMA has issued revised Flood Insurance Rate Maps for Camden County which will become effective December 21, 2018 to which the new maps and amended flood damage prevention ordinance language shall be incorporated into this amendment; and

**WHEREAS**, discussion of the ordinance amendment was held as subject of a public meeting of the Camden County Planning Board in May and June 2018, during which interested parties and staff were given opportunity to make comments to the board on the proposed amendment; and

**WHEREAS**, the public hearing for the Board of Commissioners consideration of the proposed amendments was advertised in the Daily Advance Newspaper on October 26th and November 2, 2018 and the public hearing was in fact held before the Camden County Board of Commissioners on November 14 and continued to November 16, 2018 during which interested parties and staff were given opportunity to make comments to the Board of Commissioners on the proposed amendment; and

**WHEREAS**, after calling the hearing to order and having received all comments and documents presented to the Board of Commissioners, the board met again to finalize modifications and determined that it is in the best interest of Camden County that the Adoption Draft of the Unified Development Ordinance January 15, 2019, as amended by the attached errata sheet be adopted and codified; and

Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

**NOW THEREFORE BE IT ORDAINED** by the Camden County Board of Commissioners that effective February 4, 2019 the amended Chapter 151, Unified Development Ordinance of Camden County, attached hereto and incorporated herein, is adopted and codified in its entirety, replacing and repealing the previous Chapter 151 Unified Development Ordinance and Chapter 152 Watershed Protection Ordinance of Camden County plus all other ordinances that may be in conflict with the same, including without limitation, the repeal of Chapter 151 of the Camden County Code of Ordinances.

Adopted by the Board of Commissioners for the County of Camden this 4th day of February 2019.

County of Camden  
*Tom White*  
Tom White, Chairman  
Camden County Board of Commissioners

ATTEST:

*Karen Davis*  
Karen Davis  
Clerk to the Board

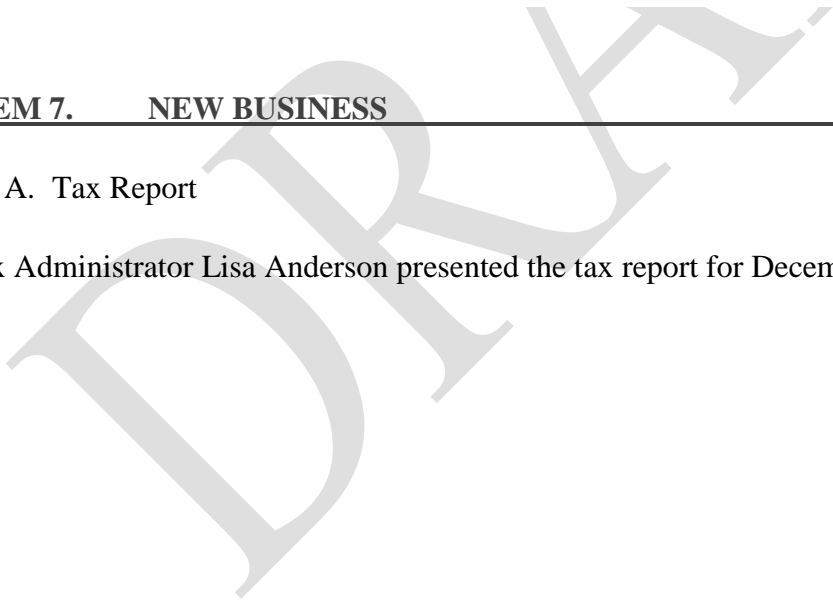


**ITEM 7. NEW BUSINESS**

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A. Tax Report

Tax Administrator Lisa Anderson presented the tax report for December 2018.



Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

**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 PROPERT</u> |
|-------------|----------------------|-------------------------|
| 2017        | 91,412.30            | 5,961.36                |
| 2016        | 29,173.88            | 2,626.26                |
| 2015        | 14,158.18            | 1,231.83                |
| 2014        | 13,800.04            | 1,338.74                |
| 2013        | 9,653.52             | 5,021.89                |
| 2012        | 6,749.39             | 7,936.30                |
| 2011        | 4,918.94             | 6,473.95                |
| 2010        | 4,244.84             | 4,745.53                |
| 2009        | 3,978.27             | 4,548.04                |
| 2008        | 3,795.46             | 5,017.65                |

|                                     |                       |
|-------------------------------------|-----------------------|
| TOTAL REAL PROPERTY TAX UNCOLLECTED | 181,884.82            |
| TOTAL PERSONAL PROPERTY UNCOLLECTED | 44,901.55             |
| TEN YEAR PERCENTAGE COLLECTION RATE | 99.68%                |
| COLLECTION FOR 2018 vs. 2017        | 6,635.28 vs. 9,571.47 |

**LAST 3 YEARS PERCENTAGE COLLECTION RATE**

|      |        |
|------|--------|
| 2017 | 98.62% |
| 2016 | 99.53% |
| 2015 | 99.77% |

Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

**EFFORTS AT COLLECTION IN THE LAST 30 DAYS**  
**ENDING December 2018**  
**BY TAX ADMINISTRATOR**

|           |   |
|-----------|---|
| <u>44</u> | NUMBER DELINQUENCY NOTICES SENT   |
| <u>11</u> | FOLLOWUP REQUESTS FOR PAYMENT SENT  |
| <u>1</u>  | NUMBER OF WAGE GARNISHMENTS ISSUED  |
| <u>14</u> | NUMBER OF BANK GARNISHMENTS ISSUED  |
| <u>3</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   |

30 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 | 5,229.91      | 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    | 02-8937-00-50-8036.0000 | 4,530.96      | 1      | CLEVELAND WALSTON LE           | CAMDEN      | 187 HERMAN ARNOLD RD |
| R    | 01-7998-01-08-6797.0000 | 3,494.99      | 1      | EDWARD E. HARRIS JR.           | SOUTH MILLS | 1295 343 HWY N       |
| R    | 02-8935-02-66-7093.0000 | 2,805.26      | 1      | B. F. ETHERIDGE HEIRS          | CAMDEN      | 158 US E             |
| 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    | 01-7988-00-91-0179.0001 | 2,126.56      | 10     | THOMAS L. BROTHERS HEIRS       | SOUTH MILLS |                      |
| R    | 03-8899-00-16-2671.2425 | 2,121.19      | 1      | SPRING LOTUS LLC               | SHILOH      | 141 EDGEWATER DR     |
| R    | 03-8943-04-93-8214.0000 | 2,116.86      | 10     | L. P. JORDAN HEIRS             | SHILOH      | 108 CAMDEN AVE       |
| R    | 01-7080-00-62-1977.0000 | 2,062.78      | 8      | SANDERS CROSSING OF CAMDEN CO  | SOUTH MILLS | 117 OTTERS PL        |
| R    | 02-8945-00-41-2060.0000 | 2,026.70      | 1      | LASELLE ETHERIDGE SR. HEIRS    | CAMDEN      | 168 BUSHELL RD       |
| R    | 03-8952-00-95-8737.0000 | 1,955.58      | 1      | AUDREY TILLET                  | SHILOH      | 171 NECK RD          |
| R    | 02-8935-01-08-8786.0000 | 1,888.98      | 1      | LINWOOD GREGORY                | CAMDEN      | 253 SLEEPY HOLLOW RD |
| R    | 03-8962-00-67-1021.0000 | 1,856.31      | 1      | CECIL BARNARD HEIRS            | SHILOH      | WICKHAM RD           |
| R    | 01-7999-00-32-3510.0000 | 1,797.88      | 1      | LEAH BARCO                     | SOUTH MILLS | 195 BUNKER HILL RD   |
| R    | 01-7999-00-12-8596.0000 | 1,733.11      | 1      | MOSES MITCHELL HEIRS           | SOUTH MILLS | 165 BUNKER HILL RD   |
| R    | 03-9809-00-23-8838.0000 | 1,690.12      | 1      | WILLIAM DAVID BYRUM            | SHILOH      | 112 HIGH RD          |
| R    | 03-8962-00-55-2255.0000 | 1,662.57      | 1      | VERNON L. & EDITH W. SYLVESTER | SHILOH      | 453 NECK RD          |
| R    | 03-8990-00-18-6042.0000 | 1,651.61      | 1      | LARRY MOTLEY                   | SHILOH      | SECOND CREEK RD      |
| R    | 02-8923-00-19-3774.0010 | 1,636.85      | 1      | WILLIAM CONOVER                | CAMDEN      | 431 158 US W         |
| R    | 01-7999-00-78-4680.0000 | 1,626.35      | 2      | BERTHA MARLENE GARRETT         | SOUTH MILLS | 379 OLD SWAMP RD     |
| R    | 03-8971-00-54-7373.0000 | 1,619.09      | 1      | DWAYNE HARRIS                  | SHILOH      | 125 ONE MILL RD      |
| R    | 01-7090-00-64-4058.0000 | 1,614.81      | 1      | GODFREY RIDDICK                | SOUTH MILLS | 131 LILLY RD         |
| R    | 01-7998-01-09-7155.0000 | 1,578.81      | 1      | CORNELIUS P & GLORIA E PAXTON  | SOUTH MILLS | 1298 343 HWY N       |
| R    | 01-7090-00-70-3221.0000 | 1,573.92      | 1      | LONZO FISHER GREGORY           | SOUTH MILLS | 406 OLD SWAMP RD     |
| R    | 01-7997-00-75-4295.0000 | 1,517.67      | 1      | JACKIE E BAILEY                | SOUTH MILLS | 100 ROBIN CT W       |
| R    | 03-9809-00-23-4988.0000 | 1,436.81      | 1      | WANDA H WELLS                  | SHILOH      | 104 HIGH RD          |

Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

### 30 Oldest Unpaid – Real

| 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     | 2,116.86      | L. P. JORDAN HEIRS            | SHILOH      | 108 CAMDEN AVE       |
| R    | 03-8952-00-95-8737.0000 | 10     | 1,955.58      | AUDREY TILLET                 | SHILOH      | 171 NECK RD          |
| R    | 01-7939-00-32-3510.0000 | 10     | 1,797.88      | LEAH BARCO                    | SOUTH MILLS | 195 BUNKER HILL RD   |
| R    | 03-8980-00-61-1968.0000 | 10     | 1,733.11      | MOMES MITCHELL HEIRS          | SOUTH MILLS | 165 BUNKER HILL RD   |
| R    | 01-7989-04-60-1568.0000 | 10     | 1,056.42      | EMMA BRITTE HEIRS             | SOUTH MILLS | 116 BLOODFIELD RD    |
| R    | 01-7989-04-60-1954.0000 | 10     | 1,030.78      | CHRISTINE RIDDICK             | SOUTH MILLS | 105 BLOODFIELD RD    |
| R    | 03-8962-00-50-0273.0000 | 10     | 883.88        | DAISEY WILLIAMS BURNHAM       | SHILOH      | RAYMONS CREEK RD     |
| R    | 01-7090-00-60-5052.0000 | 10     | 757.21        | JOE GRIFFIN HEIRS             | SOUTH MILLS | 117 GRIFFIN RD       |
| R    | 02-8955-00-13-7846.0000 | 10     | 592.68        | MARIE MERCER                  | CAMDEN      | IVY NECK RD          |
| R    | 02-8936-00-24-7428.0000 | 10     | 576.45        | BERNICE PUGH                  | CAMDEN      | 113 BOURN ST         |
| R    | 01-7989-00-12-8596.0000 | 10     | 249.67        | WILLIAMSBURG VACATION         | SHILOH      | CAMDEN POINT RD      |
| R    | 01-7090-00-95-5262.0000 | 10     | 244.56        | JOHN F. SAWYER HEIRS          | SOUTH MILLS | OLD SWAMP RD         |
| R    | 03-9809-00-45-1097.0000 | 10     | 202.56        | MICHAEL OBER                  | SHILOH      | CENTERPOINT RD       |
| R    | 03-8899-00-37-0046.0000 | 10     | 157.01        | ELIZABETH LONG                | SHILOH      | HIBISCUS             |
| R    | 03-9809-00-17-2462.0000 | 10     | 141.58        | TODD ALLEN RIGGS              | SHILOH      | LITTLE CREEK RD      |
| R    | 01-7080-00-62-1977.0000 | 9      | 2,062.78      | SANDERS CROSSING OF CAMDEN CO | SOUTH MILLS | 117 OTTERS PL        |
| R    | 03-9809-00-24-6322.0000 | 9      | 550.77        | DAVID B. KIRBY                | SHILOH      | 499 SAILBOAT RD      |
| R    | 03-8938-00-84-0931.0000 | 8      | 187.90        | CARY TEUSCHER                 | SHILOH      | 218 BROAD CREEK RD   |
| R    | 01-7988-01-08-6797.0000 | 7      | 3,494.99      | EDWARD E. HARRIS JR.          | SOUTH MILLS | 4295 343 HWY N       |
| 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                  | SHILOH      | WICKHAM RD           |
| R    | 01-7989-04-90-0938.0000 | 7      | 453.61        | DORIS EASON                   | SOUTH MILLS | 1352 343 HWY N       |
| R    | 03-8962-00-60-7648.0000 | 7      | 281.11        | FRANK WRIGHT ETAL             | SHILOH      | WICKHAM RD           |
| R    | 02-8984-00-97-4350.0000 | 7      | 280.99        | CAMDEN SHAWBORO               | CAMDEN      | TROTMAN RD N         |
| R    | 03-8965-00-37-4242.0000 | 6      | 1,404.70      | DORA EVANS FORBES             | SHILOH      | 352 SANDY HOOK RD    |

### 30 Largest Unpaid – Personal

| Roll | Parcel Number | Unpaid Amount | YrsDlq | Taxpayer Name                | City           | Property Address     |
|------|---------------|---------------|--------|------------------------------|----------------|----------------------|
| P    | 0001709       | 2,003.83      | 9      | JOHN MATTHEW CARTER          | CAMDEN         | 158 HWY              |
| P    | 0002966       | 1,662.20      | 1      | SWAIN & TEMPLE INC           | SOUTH MILLS    | 149 LILLY RD         |
| P    | 0001046       | 866.88        | 10     | JEFFREY EDWIN DAVIS          | HERTFORD       | MIC MAC TRAIL        |
| P    | 0000738       | 748.98        | 10     | THIEN VAN NGUYEN             | SHILOH         | 133 EDGEWATER DR     |
| P    | 0001476       | 706.41        | 1      | LESLIE ETHERIDGE JR          | CAMDEN         | 432 158 US W         |
| P    | 0001072       | 641.64        | 9      | MIKE TAYLOR                  | ELIZABETH CITY | CAMDEN CAUSEWAY      |
| P    | 0002194       | 516.98        | 3      | PAM BUNDY                    | SHILOH         | 105 AARON DR         |
| P    | 0001827       | 483.28        | 6      | MORGAN ROBERSON              | SHILOH         | 849 SANDY HOOK RD S  |
| P    | 0001227       | 412.03        | 1      | KAREN BUNDY                  | CAMDEN         | 431 158 US W         |
| P    | 0001230       | 411.11        | 6      | HENDERSON AUDIOMETRICS, INC. | CAMDEN         | 330 158 HWY E        |
| P    | 0001681       | 312.08        | 6      | JAMES NYE                    | SOUTH MILLS    | 121 ROBIN CT W       |
| P    | 0001694       | 288.99        | 6      | STEVE WILLIAMS               | CAMDEN         | 150 158 HWY W        |
| P    | 0000772       | 288.86        | 3      | THOMAS B.THOMAS HEIRS        | CAMDEN         | 150 158 HWY W        |
| P    | 0001693       | 261.90        | 9      | COSEY BAKER                  | SOUTH MILLS    | 114 BINGHAM RD       |
| P    | 0001106       | 253.06        | 10     | ALLIANCE NISSAN              | CAMDEN         | 158 HWY W            |
| P    | 0001107       | 242.20        | 10     | JAMI ELIZABETH VANHORN       | SOUTH MILLS    | 617 MAIN ST          |
| P    | 0001952       | 238.91        | 6      | MICHAEL & MICHELLE STONE     | CAMDEN         | 107 RIDGE ROAD       |
| P    | 0001638       | 210.76        | 6      | SANDY BOTTOM MATERIALS, INC  | SOUTH MILLS    | 319 PONDEROSA RD     |
| P    | 0000466       | 205.60        | 1      | ERIC JASON WOODARD           | SOUTH MILLS    | 612 MAIN LOT 12      |
| P    | 0000905       | 204.42        | 3      | LAMBS OF CAMDEN              | CAMDEN         | 152 HWY 158 W        |
| P    | 0003011       | 201.81        | 3      | KEVIN & STACY ANDERSON       | SHILOH         | 111 AARON DR         |
| P    | 0000846       | 201.12        | 2      | PETER "RANDY" KRAINIAK       | CAMDEN         | 173 343 HWY S        |
| P    | 0002442       | 200.37        | 1      | TOAN TRINH                   | SHILOH         | 229 SAILBOAT RD      |
| P    | 0001297       | 182.53        | 2      | GERALD WHITE STALLS JR       | SOUTH MILLS    | 116 CHRISTOPHERS WAY |
| P    | 0001673       | 177.05        | 9      | ADAM D. & TRACY J.W. JONES   | CAMDEN         | 133 WALSTON LN       |
| P    | 0000248       | 159.99        | 10     | THOMAS PHILLIP WINSLOW       | CAMDEN         | 158 HWY W            |
| P    | 0000945       | 145.98        | 3      | ROBERT H. OWENS              | CAMDEN         | A STREET             |
| P    | 0001722       | 140.55        | 7      | RAMONA F. TAZEWELL           | CAMDEN         | 239 SLEEPY HOLLOW RD |
| P    | 0001639       | 123.29        | 4      | JANET LEARY                  | SOUTH MILLS    | LINTON ROAD          |
| P    |               |               |        | CAREY FARMS, INCORPORATED    | SOUTH MILLS    | 202 SHARON CHURCH    |

### 30 Oldest Unpaid – Personal

| 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     | 748.98        | THIEN VAN NGUYEN             | SHILOH         | 133 EDGEWATER DR      |
| P    | 0000738       | 10     | 748.98        | LESLIE ETHERIDGE JR          | CAMDEN         |                       |
| P    | 0001072       | 10     | 641.64        | PAM BUNDY                    | SHILOH         | 105 AARON DR          |
| P    | 0001106       | 10     | 253.06        | JAMI ELIZABETH VANHORN       | SOUTH MILLS    | 617 MAIN ST           |
| P    | 0001540       | 10     | 120.95        | ROBERT H. OWENS              | CAMDEN         | A STREET              |
| P    | 0001709       | 9      | 2,003.83      | DAVID LUKE                   | ELIZABETH CITY | CAMDEN CAUSEWAY       |
| P    | 0001693       | 9      | 261.90        | JOHN MATTHEW CARTER          | CAMDEN         | 158 HWY               |
| P    | 0001673       | 9      | 177.05        | ALLIANCE NISSAN              | CAMDEN         | 158 HWY W             |
| P    | 0000336       | 8      | 115.56        | THOMAS PHILLIP WINSLOW       | CAMDEN         | 158 HWY W             |
| P    | 0001827       | 8      | 483.28        | JAMES P. JONES               | CAMDEN         | 142 SANDHILLS RD      |
| P    | 0001722       | 7      | 140.55        | KAREN BUNDY                  | CAMDEN         | 431 158 US W          |
| P    | 0001639       | 7      | 123.29        | JANET LEARY                  | SOUTH MILLS    | 202 SHARON CHURCH     |
| P    | 0001230       | 6      | 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    | STILES LANE           |
| P    | 0000772       | 5      | 288.86        | MORGAN ROBERSON              | SHILOH         | 849 SANDY HOOK RD S   |
| P    | 0003011       | 4      | 201.81        | COSEY BAKER                  | SOUTH MILLS    | 114 BINGHAM RD        |
| P    | 0001638       | 3      | 210.76        | PETER "RANDY" KRAINIAK       | CAMDEN         | 173 343 HWY S         |
| P    | 0000905       | 3      | 204.42        | ERIC JASON WOODARD           | SOUTH MILLS    | 612 MAIN LOT 12       |
| P    | 0000945       | 3      | 145.98        | KEVIN & STACY ANDERSON       | SHILOH         | 111 AARON DR          |
| P    | 0001476       | 2      | 706.41        | RAMONA F. TAZEWELL           | CAMDEN         | 239 SLEEPY HOLLOW RD  |
| P    | 0000298       | 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 |

Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)



In addition to her report, Mrs. Anderson read a letter addressed to two employees, Kim Minton and Jessica Gallop. The letter was written by County Manager Ken Bowman congratulating the two on a phone call he had received from a citizen who had expressed appreciation for the customer service she had experienced in the Tax Office.

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

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

**B. Resolution 2019-02-01 Naming Interim Finance Officer**

County Manager Ken Bowman recommended that the Board adopt Resolution 2019-02-01. The resolution presented will name Sally Norfleet as Interim Finance Officer. As Interim, Mrs. Norfleet’s salary will increase to the minimum range for the position at Grade 74 which is \$64,629.

**Motion to adopt Resolution 2019-02-01 Naming Sally Norfleet as Interim Finance Officer with the salary increase as presented the minimum range at Grade 74; \$64,629.**

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

RESOLUTION OF THE BOARD OF COMMISSIONERS OF  
CAMDEN COUNTY, NORTH CAROLINA

RESOLUTION 2019-02-01  
NAMING INTERIM FINANCE OFFICER

WHEREAS, North Carolina General Statute § 159-24 specifies and directs that each local government shall appoint a Finance Officer to hold office and carry out the duties prescribed by law; and

WHEREAS, the current Finance Officer has given notice to leave employment with Camden County; and

WHEREAS, this Board is of the opinion that Sally Norfleet, currently the Deputy Finance Officer, possesses sufficient knowledge, experience and qualifications to serve as the Interim Finance Officer for Camden County.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners for the County of Camden as follows:

1. That Sally Norfleet be appointed as the Interim Finance Officer with the full power and authority to act in the place and stead of the Finance Officer in any actions that cannot be deferred until a permanent Finance Officer is hired.
2. Any past resolution, ordinance or directive appointing duties to the previous Finance Officer is hereby conferred to Sally Norfleet for any actions that cannot be deferred until a permanent Finance Officer is hired.
3. That this resolution shall be effective upon adoption.

Adopted this the 4<sup>th</sup> day of February 2019.

*Tom White*  
Tom White, Chairman  
Camden County Board of Commissioners

ATTEST:  
*Karen M. Davis*  
Karen M. Davis  
Clerk to the Board



Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)



C. Addendum to Contract with South Mills Water Association

County Manager Ken Bowman presented the following for the Board's consideration:

**ADDENDUM**

This supplemental agreement hereby dated \_\_\_/\_\_\_/\_\_\_ is an alteration of the written Lease Agreement between the following two parties:

**Legal Entity:**  
South Mills Water Association (SMWA)  
PO Box 279, South Mills, NC 27976

**AND**

**Second Legal Entity::**  
South Camden Water & Sewer District (SMWSD)  
PO Box 249, Camden, NC 27921

Both above listed legal entities have previously agreed in the original Lease Agreement to have the ability to make alterations to the original agreement if both parties agree to the new terms.

**Original Lease**  
**AGREEMENT FOR LEASE, OPERATING AND MAINTENANCE OF WATER LINE AND WHOLESALE WATER PURCHASE**  
by and between South Camden Water & Sewer District and South Mills Water Association entered into May 12, 2011

**New Terms**  
*The original document as listed above is hereby altered in the following ways:*  
  
*Maintain the price for 1K Gals per day for 24 months at \$6.17 to begin upon execution of this agreement and run for 24 consecutive months. The price will then be calculated based on the terms of the original agreement.*  
  
*Provide 150K Gals per day to SMWA by SMWSD (this water will go to residents East of Rt 343 including Camden Plantation and the Commerce Park and provide adequate water pressure for fire suppression).*  
  
*Increase to 200K Gals per day when Camden Plantation Phase 1 starts.*  
  
*As for the Camden Plantation project, SMWA and South Camden will divide the tap fees evenly when the developer pays for the meters.*

We hereby agree to the new terms as set forth in this addendum letter to the Lease Agreement as referenced above.

ENTERED into this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

South Mills Water Association

Attest

By: \_\_\_\_\_  
Chairman, Board of Trustees

Secretary

[Seal]

South Camden Water & Sewer District

Attest

By: *Franklin*  
Chairman, Board of Commissioners

*Karen M. Davis*  
Clerk to the Board



THIS INSTRUMENT HAS BEEN PREAUDITED IN THE MANNER REQUIRED BY THE LOCAL GOVERNMENT BUDGET AND FISCAL CONTROL ACT.

*Sally Neffler*  
Camden County Finance Officer

2/7/19  
Date

Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

**Motion to approve addendum to the original agreement with South Mills Water Association as entered into on May 12, 2011.**

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

D. Resolution 2019-02-02 in Support of JCPC Allocation Expansion

**Motion to adopt Resolution 2019-02-02 in Support of JCPC Allocation Expansion.**

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

RESOLUTION OF THE BOARD OF COMMISSIONERS OF  
CAMDEN COUNTY, NORTH CAROLINA

**RESOLUTION 2019-02-02  
IN SUPPORT OF JUVENILE CRIME PREVENTION COUNCIL  
ALLOCATION EXPANSION**

WHEREAS, Juvenile Crime Prevention Council (JCPC) funding is a partnership between the State of North Carolina and the County to ensure a local continuum of services for court involved and at-risk juveniles; and

WHEREAS, JCPC funding has seen no increase in more than nine years; and

WHEREAS, the Juvenile Justice Reinvestment Act passed in 2017, also referenced as North Carolina’s Raise the Age legislation, expands the age of juvenile jurisdiction, increasing it to include juveniles ages 16 and 17 years of age effective December 1, 2019, and encourages the reduction of school-based juvenile complaints thereby increasing the need for immediate and age-appropriate sanctions for juvenile offenders; and

WHEREAS, the Juvenile Crime Prevention Council, under the authority of NCGS§143B-851 and within the scope of its powers and duties, annually “reviews the needs of juveniles in the county who are at risk of delinquency or who have been adjudicated undisciplined or delinquent and the resources available to address those needs” and

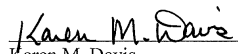
WHEREAS, the County JCPC is already aligned to assist with addressing resource and diversion programming needs for youth who commit school-based offenses, and

WHEREAS, the effort to immediately and effectively address juvenile offending behavior is an evidence-based investment in North Carolina’s future;

NOW, THEREFORE BE IT RESOLVED, that Camden County fully supports an adequate and timely increase of local Juvenile Crime Prevention funding to ensure program expansion and successful implementation of the Juvenile Justice Reinvestment Act Raise the Age Legislation, set for December 1, 2019.

Adopted this the 4<sup>th</sup> day of February 2019.

  
Tom White, Chairman  
Camden County Board of Commissioners

ATTEST:  
  
Karen M. Davis  
Clerk to the Board



Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

E. Business Incentive Grant

**Motion to approve the appropriation of a business incentive grant in the amount of \$13,460 to Chesapeake Regional Medical Group Primary Care Camden, subject to execution of an agreement between the two parties that meets the approval of the county attorney.**

|                |                                       |
|----------------|---------------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>             |
| <b>MOVER:</b>  | Clayton Riggs, Vice Chairman          |
| <b>AYES:</b>   | White, Krainiak, Meiggs, Riggs, Munro |

F. Rezoning Application – Ordinance 2019-01-01

**Motion that the requested zoning change is inconsistent with Camden County’s CAMA Land Use Plan and Comprehensive Plan as it designates property as Rural Preservation.**

|                |                                       |
|----------------|---------------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>             |
| <b>MOVER:</b>  | Garry Meiggs, Commissioner            |
| <b>AYES:</b>   | White, Krainiak, Meiggs, Riggs, Munro |

**Motion to approve Ordinance 2019-01-01 Zoning Application as though the request is inconsistent with adopted plans, it is in the best interest of the county and general public to correct the illegal subdivision and conform the existing condition and the law.**

|                |                                       |
|----------------|---------------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>             |
| <b>MOVER:</b>  | Randy Krainiak, Commissioner          |
| <b>AYES:</b>   | White, Krainiak, Meiggs, Riggs, Munro |

Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

**Ordinance No. 2019-01-01**

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

**Article I: Purpose**

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

**Article II. Amendment to Zoning Map**

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

The house lot (1 acre) portion of the property currently shown in the Camden County Tax Assessor's Office as PIN 01-8916-00-08-2247 is hereby re-zoned from General Use District (GUD) 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.

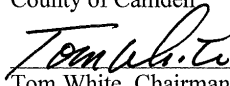
**Article IV. Severability**

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.

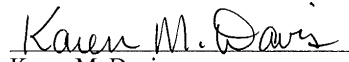
**Article V. Effective Date**

This Ordinance is effective upon adoption.

Adopted by the Board of Commissioners for the County of Camden this the 4<sup>th</sup> day of February 2019.

County of Camden  
  
 Tom White, Chairman  
 Camden County Board of Commissioners

ATTEST:

  
 Karen M. Davis  
 Clerk to the Board




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**ITEM 8. BOARD APPOINTMENTS**

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- 1. Board of Adjustment – Don Keaton & Frank Eason (reappointments)
- 2. Library Board – Anna Smith (reappointment)

Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

**Motion to approve the board reappointments as presented.**

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

**ITEM 9. CONSENT AGENDA**

- A. BOC Minutes – January 7, 2019
- B. School Budget Amendments

Budget Amendment

Camden County Schools Administrative Unit

Capital Outlay Fund

The Camden County Board of Education at a meeting on the 3<sup>rd</sup> day of December, 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, 2019.

| Code Number  | Description of Code                                | Amount    |             |
|--------------|--|-----------|-------------|
|              |  | Increase  | Decrease    |
| 9100         | Category I Projects                                |           |             |
| 9200         | Category II Projects                               | 21,245.00 |             |
| 9300         | Category III Projects                              | 700.00    |             |
| Explanation: |  |           |             |
|              | Total Appropriation in Current Budget              | \$        | 921,047.81  |
|              | Amount of Increase / (Decrease) of Above Amendment |           | + 21,945.00 |
|              | Total Appropriation in Current Amended Budget .... | \$        | 942,992.81  |

Passed by majority vote of the Board of Education of Camden County Schools on the 3<sup>rd</sup> day of December 2018.

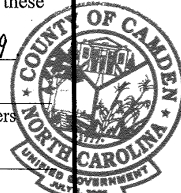
*[Signature]*  
 Chairman, Board of Education

*[Signature]*  
 Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes in the minutes of said Board, this 4<sup>th</sup> day of February 2019.

*[Signature]*  
 Chairman, Board of County Commissioners

*[Signature]*  
 Clerk, Board of County Commissioners



Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

BUDGET AMENDMENT  
December 3, 2018

4. Capital Outlay Fund

A. We must adjust our budget to reflect funds moved from fund balance to cover the cost of replacing the 911 service at the schools in conjunction with Camden County Commissioners, equipment for evacuation mobile unit, along with covering other expenses within the budget. We request your approval of the following amendment.

Category I Projects

|              |                               |      |                 |
|--------------|-------------------------------|------|-----------------|
| 9117.077.529 | A/C and Heating Repairs       | \$ + | 6,750.00        |
| 9117.077.541 | A/C and Heating Replacement   | -    | 6,750.00        |
| 9150.079.522 | Central Office Expansion      | -    | 9,500.00        |
| 9150.079.526 | Architect Fees – Co Expansion | +    | <u>9,500.00</u> |

Total – Category I Projects \$ + 0.00

Category II Projects

|              |                                     |      |               |
|--------------|-------------------------------------|------|---------------|
| 9202.077.541 | Pur of Equip – Radio System Upgrade | \$ + | 18,500.00     |
| 9204.077.541 | Purchase of Security System         | +    | 575.00        |
| 9210.077.541 | Purchase of Furniture & Equipment   | +    | 1,800.00      |
| 9210.077.541 | Purchase of Comp Equipment          | +    | <u>370.00</u> |

Total – Category II Projects \$ + 21,245.00

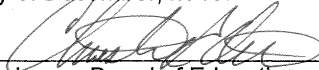
Category III Projects

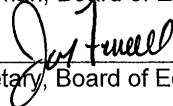
|              |                            |      |               |
|--------------|----------------------------|------|---------------|
| 9302.077.551 | Purchase of County Vehicle | \$ + | <u>700.00</u> |
|--------------|----------------------------|------|---------------|

Total – Category III Projects \$ + 700.00

4910.997 Fund Balance Appropriated \$ - 21,945.00

Passed by majority vote of the Board of Education of Camden County on the 3<sup>rd</sup> day of December, 2018.

  
\_\_\_\_\_  
Chairman, Board of Education

  
\_\_\_\_\_  
Secretary, Board of Education

Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

Budget Amendment

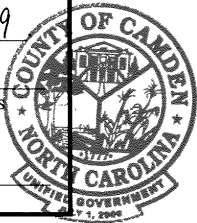
Camden County Schools Administrative Unit

Local Current Expense Fund

The Camden County Board of Education at a meeting on the 3<sup>rd</sup> day of December, 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, 2019.

| Code Number  | Description of Code          | Amount   |              |
|--|------------------------------|----------|--------------|
|  |                              | Increase | Decrease     |
| 5800   | Alternative Programs         | 1,485.00 |              |
| 6500   | Operational Support Services |          | 2,450.00     |
| 6900   | Policy, Ldrshp, Services     | 965.00   |              |
| Explanation:                                       |                              |          |              |
| Total Appropriation in Current Budget              |                              | \$       | 2,932,416.00 |
| Amount of Increase/Decrease of Above Amendment     |                              |          | .00          |
| Total Appropriation in Current Amended Budget .... |                              | \$       | 2,932,416.00 |

|   |  |
|---|--|
| <p>Passed by majority vote of the Board of Education of Camden County on the 3<sup>rd</sup> day of December 2018.</p> <p><i>Charles Altman</i><br/>Chairman, Board of Education</p> <p><i>Joe F. Reed</i><br/>Secretary, Board of Education</p> | <p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this <u>4<sup>th</sup></u> day of <u>February</u> 20<u>19</u></p> <p><i>Tomoko To</i><br/>Chairman, Board of County Commissioners</p> <p><i>Karen M. Davis</i><br/>Clerk, Board of County Commissioners</p>  |
|---|--|

Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)



BUDGET AMENDMENT  
December 3, 2018

2. Local Current Expense Fund

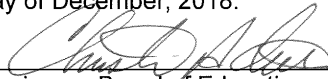
A. We have reviewed this area of the budget and must transfer funds to cover the cost of workshop expenses. We request your approval of the following amendment.

|                            |                      |               |
|----------------------------|----------------------|---------------|
| <u>Operation of Plant</u>  |                      |               |
| 6580.802.175...50          | Salary – Mtce Worker | \$ - 2,450.00 |
| Total – Operation of Plant |                      | \$ - 2,450.00 |

B. We have reviewed this area of the budget and must increase the budget to reflect the expenditure of funds for workshop expenses. We are transferring funds from another budgeted area to cover. We request your approval of the following amendment.

|                           |                   |               |
|---------------------------|-------------------|---------------|
| <u>Staff Development</u>  |                   |               |
| 5870.912.312              | Workshop Expenses | \$ + 1,485.00 |
| 6940.912.312              | Workshop Expenses | + 965.00      |
| Total – Staff Development |                   | \$ + 2,450.00 |

Passed by majority vote of the Board of Education of Camden County on the 3<sup>rd</sup> day of December, 2018.

  
\_\_\_\_\_  
Chairman, Board of Education

  
\_\_\_\_\_  
Secretary, Board of Education

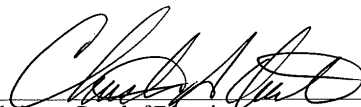
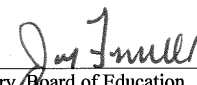
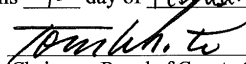
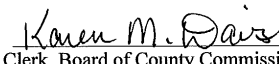
Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

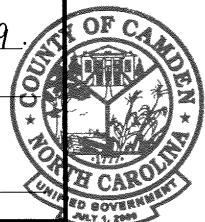
Budget Amendment  
 Camden County Schools Administrative Unit  
 Local Current Expense Fund

The Camden County Board of Education at a meeting on the 10<sup>th</sup> day of January, 2019 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2019.

| Code Number         | Description of Code                                   | Amount          |            |
|---------------------|---|-----------------|------------|
|                     |   | Increase        | Decrease   |
| 5100                | Regular Instructional Programs                        |                 | 19,612.00  |
| 5200                | Special Instructional Programs                        |                 | 31.00      |
| 5300                | Alternative Instructional Prog.                       | 1,868.00        |            |
| 5400                | School Building Administration                        | 7,571.00        |            |
| 5800                | Alternative Programs                                  | 4,003.00        |            |
| 6100                | Reg. Instructional Prog. Support                      | 2,265.00        |            |
| 6300                | Alternative Prog. Support                             |                 | 3,469.00   |
| 6400                | Technology Support Services                           |                 | 112,428.00 |
| 6500                | Operational Support Services                          |                 | 962.00     |
| 6700                | Accountability Support Serv.                          | 1,898.00        |            |
| 6800                | Student-wide Support Serv.                            | 115,897.00      |            |
| 6900                | Policy, Ldrshp, Services                              | 3,000.00        |            |
| <b>Explanation:</b> |   |                 |            |
|                     | Total Appropriation in Current Budget                 | \$ 2,932,416.00 |            |
|                     | Amount of Increase/Decrease of<br>Above Amendment     |                 | .00        |
|                     | Total Appropriation in Current Amended<br>Budget .... | \$ 2,932,416.00 |            |

|  |  |
|--|--|
| <p>Passed by majority vote of the Board of Education of Camden County on the 10<sup>th</sup> day of January 2019.</p> <div style="text-align: center;"> <br/>             _____<br/>             Chairman, Board of Education         </div> <div style="text-align: center;"> <br/>             _____<br/>             Secretary, Board of Education         </div> | <p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this <u>4<sup>th</sup></u> day of <u>February</u> 20<u>19</u>.</p> <div style="text-align: center;"> <br/>             _____<br/>             Chairman, Board of County Commissioners         </div> <div style="text-align: center;"> <br/>             _____<br/>             Clerk, Board of County Commissioners         </div> |
|--|--|



Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

BUDGET AMENDMENT  
January 10, 2019

2. Local Current Expense Fund

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

Operation of Plant

|                   |                               |      |               |
|-------------------|-------------------------------|------|---------------|
| 6510.802.326...40 | Cont. Repair/Mtce - Equipment | \$ + | 9,557.00      |
| 6540.802.231...40 | Emp Hosp Ins Costs            | +    | 400.00        |
| 6540.802.326...40 | Cont. Repair/Mtce - Equipment | -    | 9,557.00      |
| 6540.802.411...40 | Supplies & Materials          | -    | <u>400.00</u> |

Total – Operation of Plant \$ + 0.00

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

Maintenance of Plant

|                   |                          |      |                 |
|-------------------|--------------------------|------|-----------------|
| 6580.802.175...50 | Salary – Mtce Worker     | \$ - | 49,123.00       |
| 6580.802.176...50 | Salary – Mtce Supervisor | +    | 49,123.00       |
| 6580.802.411...50 | Supplies & Materials     | +    | 50.00           |
| 6580.802.418...50 | Comp Software & Supplies | -    | 50.00           |
| 6580.802.422...50 | General Maintenance      | -    | 2,200.00        |
| 6580.802.425...50 | Tires & Tubes            | +    | 300.00          |
| 6580.802.461...50 | Pur of Non-Cap Equipment | +    | <u>1,900.00</u> |

Total – Operation of Plant \$ + 0.00

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

Classroom Teacher

|              |                    |      |              |
|--------------|--------------------|------|--------------|
| 5110.841.121 | Salary - Teacher   | \$ - | 206.00       |
| 5110.841.162 | Substitute Pay     | +    | 155.00       |
| 5210.841.211 | Emp Soc Sec Costs  | +    | 1.00         |
| 5210.841.231 | Emp Hosp Ins Costs | +    | <u>50.00</u> |

Total – Classroom Teacher \$ + .00

Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

BUDGET AMENDMENT  
Local Current Expense Fund  
January 10, 2019, Page 2

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

Classroom Support

|                           |                               |      |             |
|---------------------------|-------------------------------|------|-------------|
| 5110.842.162              | Substitute Pay                | \$ - | 2,895.00    |
| 5110.842.196              | Salary – Workshop Participant | +    | 1,400.00    |
| 5110.842.211              | Emp Soc Sec Costs             | +    | 265.00      |
| 5110.842.311              | Contracted Services           | +    | 1,230.00    |
| 5210.842.162              | Substitute Pay                | -    | 80.00       |
| 5210.842.211              | Emp Soc Sec Costs             | -    | 6.00        |
| 5260.842.162              | Substitute Pay                | +    | 80.00       |
| 5260.842.211              | Emp Soc Sec Costs             | +    | <u>6.00</u> |
| Total – Classroom Support |                               | \$ + | .00         |

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

Exceptional Children

|                              |                              |      |                 |
|------------------------------|------------------------------|------|-----------------|
| 5210.849.121                 | Salary - Teacher             | \$ - | 14,700.00       |
| 5210.849.142                 | Salary – Teacher Assistant   | +    | 6,000.00        |
| 5210.849.311                 | Contracted Services          | -    | 10,000.00       |
| 5210.849.374                 | Other Insurance & Judgements | +    | 17,200.00       |
| 5240.849.318                 | Contracted Speech Services   | +    | <u>1,500.00</u> |
| Total – Exceptional Children |                              | \$ + | .00             |

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

Board of Education

|                            |                        |      |                 |
|----------------------------|------------------------|------|-----------------|
| 6910.860.192               | Salary – BOE Member    | \$ - | 14,547.00       |
| 6910.860.311               | Contracted Services    | +    | 8,200.00        |
| 6910.860.361               | Membership Dues & Fees | +    | 4,311.00        |
| 6910.860.371               | Other Insurance        | +    | <u>2,036.00</u> |
| Total – Board of Education |                        | \$ + | .00             |

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

Office of The Superintendent

**BUDGET AMENDMENT**  
 Local Current Expense Fund  
 January 10, 2019, Page 3

|                            |                              |      |              |
|----------------------------|------------------------------|------|--------------|
| 6940.865.113               | Salary – Director            | \$ - | 6,000.00     |
| 6940.865.184               | Longevity Pay                | +    | 310.00       |
| 6940.865.311               | Contracted Services          | +    | 12,500.00    |
| 6940.865.312               | Workshop Expenses            | +    | 925.00       |
| 6940.865.361               | Membership Dues & Fees       | -    | 5,000.00     |
| 6940.865.372               | Vehicle Liability Insurance  | +    | 2,100.00     |
| 6940.865.373               | Building & Grounds Insurance | -    | 5,095.00     |
| 6940.865.411               | Supplies & Materials         | +    | 200.00       |
| 6940.865.461               | Pur of Non-Cap Equipment     | +    | <u>60.00</u> |
| Total – Board of Education |                              | \$ + | .00          |

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

Data Management

|                         |                          |      |              |
|-------------------------|--------------------------|------|--------------|
| 6400.900.113            | Salary – Director        | \$ - | 80,000.00    |
| 6400.900.184            | Longevity Pay            | -    | 3,600.00     |
| 6400.900.211            | Emp Soc Sec Costs        | -    | 6,396.00     |
| 6400.900.221            | Emp Retirement Costs     | -    | 15,416.00    |
| 6400.900.231            | Emp Hosp Ins Costs       | -    | 6,104.00     |
| 6400.900.312            | Workshop Expenses        | -    | 900.00       |
| 6400.900.418            | Comp Software & Supplies | -    | 12.00        |
| 6820.900.113            | Salary – Director        | +    | 80,000.00    |
| 6820.900.184            | Longevity Pay            | +    | 3,601.00     |
| 6820.900.211            | Emp Soc Sec Costs        | +    | 6,395.00     |
| 6820.900.221            | Emp Retirement Costs     | +    | 15,416.00    |
| 6820.900.231            | Emp Hosp Ins Costs       | +    | 6,104.00     |
| 6820.900.312            | Workshop Expenses        | +    | 900.00       |
| 6820.900.418            | Comp Software & Supplies | +    | <u>12.00</u> |
| Total – Data Management |                          | \$ + | .00          |

- I. We have reviewed this area of the budget and must increase this area of the budget to cover expenses. We are transferring funds from another budgeted area to cover. We request your approval of the following amendment.

Other Employee Benefits

|              |                               |      |          |
|--------------|-------------------------------|------|----------|
| 5110.910.233 | Unemployment Ins Costs        | \$ - | 2,100.00 |
| 5210.910.233 | Unemployment Ins Costs        | -    | 75.00    |
| 5330.910.233 | Unemployment Ins Costs        | -    | 30.00    |
| 6110.910.232 | Worker's Comp Insurance Costs | +    | 2,265.00 |

BUDGET AMENDMENT  
Local Current Expense Fund  
January 10, 2019, Page 4

Total – Other Employee Benefits \$ + 60.00

- J. We have reviewed this area of the budget and must transfer funds within the budget as well as move funds to cover other program areas. We request your approval of the following amendment.

| <u>Additional Pay</u> |                      |                |
|-----------------------|----------------------|----------------|
| 5110.911.181          | Supplementary Pay    | \$ - 34,472.00 |
| 5132.911.181          | Supplementary Pay    | + 6,450.00     |
| 5132.911.211          | Emp Soc Sec Costs    | + 494.00       |
| 5132.911.221          | Emp Retirement Costs | + 1,217.00     |
| 5133.911.181          | Supplementary Pay    | + 5,400.00     |
| 5133.911.211          | Emp Soc Sec Costs    | + 414.00       |
| 5133.911.221          | Emp Retirement Costs | + 1,019.00     |
| 5134.911.181          | Supplementary Pay    | + 2,550.00     |
| 5134.911.211          | Emp Soc Sec Costs    | + 196.00       |
| 5134.911.221          | Emp Retirement Costs | + 481.00       |
| 5320.911.181          | Supplementary Pay    | + 1,500.00     |
| 5320.911.211          | Emp Soc Sec Costs    | + 115.00       |
| 5320.911.221          | Emp Retirement Costs | + 283.00       |
| 5410.911.231          | Emp Hosp Ins Costs   | + 299.00       |
| 5420.911.181          | Supplementary Pay    | + 5,688.00     |
| 5420.911.211          | Emp Soc Sec Costs    | + 430.00       |
| 5420.911.221          | Emp Retirement Costs | + 1,107.00     |
| 5420.911.231          | Emp Hosp Ins Costs   | + 47.00        |
| 5840.911.181          | Supplementary Pay    | + 3,108.00     |
| 5840.911.211          | Emp Soc Sec Costs    | + 895.00       |
| 6300.911.181          | Supplementary Pay    | - 2,750.00     |
| 6300.911.211          | Emp Soc Sec Costs    | - 211.00       |
| 6300.911.221          | Emp Retirement Costs | - 508.00       |
| 6540.911.184          | Longevity Pay        | - 1,123.00     |
| 6540.911.211          | Emp Soc Sec Costs    | - 86.00        |
| 6540.911.221          | Emp Retirement Costs | - 207.00       |
| 6580.911.181          | Supplementary Pay    | + 375.00       |
| 6580.911.221          | Emp Retirement Costs | + 79.00        |
| 6710.911.181          | Supplementary Pay    | + 1,500.00     |
| 6710.911.211          | Emp Soc Sec Costs    | + 115.00       |
| 6710.911.221          | Emp Retirement Costs | + 283.00       |
| 6820.911.181          | Supplementary Pay    | + 2,750.00     |
| 6820.911.211          | Emp Soc Sec Costs    | + 211.00       |
| 6820.911.221          | Emp Retirement Costs | + 508.00       |

Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

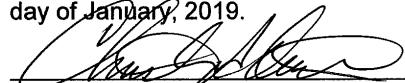
BUDGET AMENDMENT  
Local Current Expense Fund  
January 10, 2019, Page 5

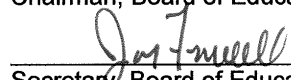
Total – Additional Pay \$ - 1,843.00

K. We have reviewed this area of the budget and must increase the budget to reflect the expenditure of funds for workshops and related expenses. We are transferring funds from another budgeted area to cover. We request your approval of the following amendment.

|                           |                               |                   |
|---------------------------|-------------------------------|-------------------|
| <u>Staff Development</u>  |                               |                   |
| 5110.912.163              | Substitute Pay                | \$ + 202.00       |
| 5110.912.196              | Salary – Workshop Participant | + 200.00          |
| 5110.912.211              | Emp Soc Sec Costs             | + 31.00           |
| 5110.912.221              | Emp Retirement Costs          | + 56.00           |
| 5110.912.311              | Contracted Services           | - 1,250.00        |
| 5110.912.312              | Workshop Expenses             | - 400.00          |
| 5120.912.312              | Workshop Expenses             | - 100.00          |
| 5210.912.163              | Substitute Pay                | + 40.00           |
| 5210.912.211              | Emp Soc Sec Costs             | + 4.00            |
| 6940.912.312              | Workshop Expenses             | + <u>3,000.00</u> |
| Total – Staff Development |                               | \$ + 1,783.00     |

Passed by majority vote of the Board of Education of Camden County on the 10th day of January, 2019.

  
\_\_\_\_\_  
Chairman, Board of Education

  
\_\_\_\_\_  
Secretary, Board of Education

Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

Budget Amendment

Camden County Schools Administrative Unit

Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 10<sup>th</sup> day of January, 2019 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2019.

| Code Number                                    |  | Description of Code            | Amount   |            |
|--|--|--------------------------------|----------|------------|
|  |  |                                | Increase | Decrease   |
| 5100   |  | Regular Instructional Programs | 1,200.00 |            |
| 6100   |  | Regular Instructional Support  |          | 300.00     |
| 6400   |  | Technology Support Services    |          | 1,650.00   |
| 6600   |  | Financial/Human Res. Support   | 750.00   |            |
| <b>Explanation:</b>                            |  |                                |          |            |
| Total Appropriation in Current Budget          |  |                                | \$       | 497,195.35 |
| Amount of Increase/Decrease of Above Amendment |  |                                |          | .00        |
| Total Appropriation in Current Amended Budget  |  |                                | \$       | 497,195.35 |

Passed by majority vote of the Board of Education of Camden County on the 10<sup>th</sup> day of January 2019.

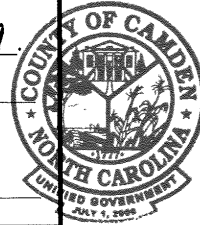
*[Signature]*  
 Chairman, Board of Education

*[Signature]*  
 Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 4<sup>th</sup> day of February 2019.

*[Signature]*  
 Chairman, Board of County Commissioners

*[Signature]*  
 Karen M. Davis  
 Clerk, Board of County Commissioners



Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)



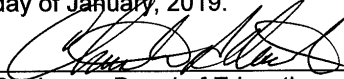
BUDGET AMENDMENT  
January 10, 2019

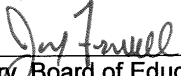
8. Other Local Current Expense Fund

A. We have reviewed this area of the budget and must transfer funds within the program area and also to cover benefits within another program in the budget. We request your approval of the following amendment.

|                       |                            |             |
|-----------------------|----------------------------|-------------|
| <u>Computer Tech</u>  |                            |             |
| 5110.905.418          | Comp Software & Supplies   | \$ + 600.00 |
| 5110.905.462          | Pur of Non-Cap Comp Hdwe   | + 600.00    |
| 6110.905.311          | Contracted Services        | + 750.00    |
| 6110.905.312          | Workshop Expense           | - 100.00    |
| 6110.905.332          | Travel                     | - 600.00    |
| 6110.905.418          | Comp Software & Supplies   | - 500.00    |
| 6110.905.422          | Repair Parts & Maintenance | + 150.00    |
| 6400.905.312          | Workshop Expenses          | + 2,000.00  |
| 6400.905.343          | Telecommunication Services | - 3,650.00  |
| 6610.905.311          | Contracted Services        | + 750.00    |
| Total – Computer Tech |                            | \$ + .00    |

Passed by majority vote of the Board of Education of Camden County on the 10<sup>th</sup> day of January, 2019.

  
\_\_\_\_\_  
Chairman, Board of Education

  
\_\_\_\_\_  
Secretary, Board of Education

Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

## C. FY 19-20 Annual Budget &amp; CIP Calendar

**CAMDEN COUNTY FISCAL YEAR 2019-2020  
ANNUAL BUDGET & CIP CALENDAR**

| DATE        | PROCEDURE  | ACTION BY  |
|-------------|--|--|
| March 1     | Budget Officer & Finance Officer meet to discuss this year's priorities  | County Manager<br>Finance Officer                |
| March 8     | Budget Workbooks Available for Department Heads and County Agencies to pickup  | County Manager<br>Finance Officer                |
| March 15    | All 2019-2023 Capital Improvement Plan (CIP) requests are due to County Manager's Office   | Department Heads<br>Bd. Of Education             |
| March 18-22 | Meet with Departments as requested by Department Heads or County Manager   | County Manager<br>Department Heads               |
| April 1     | Deadline to submit New Position Requests and Other Position Changes for FY19-20 to Personnel Office                                  | Department Heads                                 |
| April 1     | All Final Budget Requests from County Departments due in County Manager's Office by 5:00 P.M. (G.S. 159-10)                          | Department Heads                                 |
| April 5     | All Final Budget Requests from Fire Districts and Non-County Organizations due in County Manager's office by 5:00 P.M. (G.S. 159-10) | Fire Districts & Non-County Organizations        |
| April 8     | Budget & Finance Work Session, 2:00 P.M.   | Budget & Finance Officer<br>Bd. of Commissioners |
| April 8     | 2020-2024 CIP Work Session, 3:00 P.M.  | County Manager<br>Bd. of Commissioners           |
| April 8     | Estimated Tax Valuation Due  | Tax Administrator                                |
| April 12    | Revenue Estimates Due  | Finance Officer                                  |
| April 18    | Camden County Board of Education's Final Proposed Budget due in County Manager's   | School Board                                     |
| April 25    | Compile Budget Requests & deliver to County Manager  | Finance Officer                                  |

Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

**CAMDEN COUNTY FISCAL YEAR 2019-2020  
ANNUAL BUDGET & CIP CALENDAR**

| <b>DATE</b> | <b>PROCEDURE</b>   | <b>ACTION BY</b>                  |
|-------------|--|-----------------------------------|
| April 25-26 | Review and Analyze Budget Requests   | County Manager                    |
| April 30    | Budget Meeting, 3:00 PM<br>Manager's Office  | County Manager<br>Finance Officer |
| May 2-3     | Review Budget Requests with Department<br>Heads as requested by Budget Officer                       | County Manager<br>Finance Officer |
| May 6       | Set Public Hearing on Budget (G. S. 159-12(A))<br>& Public Hearing on CIP (Not statutorily required) | Clerk to Board                    |
| May 6-10    | Compile Budget Document & Budget Message<br>for presentation to Commissioners                        | County Manager<br>Finance Officer |
| May 10      | Budget & CIP Available to BOC/Public<br>Advertise Budget & CIP available to Public                   | County Manager<br>Clerk to Board  |
| May 21      | Budget Work Session (Courtroom, 6pm)   | Board of County<br>Commissioners  |
| May 23      | Budget Work Session (Courtroom, 2pm)   | Board of County<br>Commissioners  |
| June 3      | Public hearing(s) on FY 19-20 Budget (& CIP)<br>(Courtroom, 7pm)                                     | Board of County<br>Commissioners  |
| June 3      | Consideration of Budget Ordinance<br>(G.S. 159-13:A) & Consideration of CIP<br>(Courtroom, 7pm)      | Board of County<br>Commissioners  |
| June 10     | Adoption of Budget Ordinance &<br>Adoption of CIP if not approved June 3<br>(Courtroom, 7pm)         | Board of County<br>Commissioners  |
| June 17     | Special Meeting to adopt budget if needed  | Board of County<br>Commissioners  |
| June 28     | File Copies of Adopted Budget with County<br>Finance Officer and Clerk (G.S. 159-13(d))              | Budget Officer                    |

D. Tax Collection Report

| December 2018 |                 |                      |                                    |                 |
|---------------|-----------------|----------------------|------------------------------------|-----------------|
| Day           | Amount          | Amount               | Name of Account                    | Deposits        |
|               | \$              | \$                   |                                    | \$              |
| 3             | \$ 38,497.12    | \$ 11,351.63         | \$2.90 - Refund                    | \$ 49,848.75    |
| 4             | 32,920.50       |                      |                                    | 32,920.50       |
| 5             | 30,786.90       |                      |                                    | 30,786.90       |
| 6             | 22,621.70       |                      | \$0.20 - Refund                    | 22,621.70       |
| 7             | 28,496.58       | 23,672.14            |                                    | 52,168.72       |
| 10            | 25,654.76       | 54,055.43            |                                    |                 |
|               | 33,069.70       |                      | \$2.00 - Refund                    | 112,779.89      |
| 11            | 27,811.18       |                      |                                    | 27,811.18       |
| 12            | 30,790.65       | 9,549.46             |                                    | 40,340.11       |
| 13            | 34,168.73       | 5,499.17             | \$1.135.10 - Refund                | 39,667.90       |
| 14            | 54,168.95       | 3,858.49             |                                    | 58,027.44       |
| 17            | 19,935.93       | 39,468.66            |                                    |                 |
|               | 27,261.60       |                      |                                    | 86,666.19       |
| 18            | 25,607.95       |                      | \$50.11 - Refund                   |                 |
|               | 26,605.79       | 6,186.31             | \$9.62 - Refund                    | 32,792.10       |
| 19            | 37,552.83       | 50,759.90            | \$37.39 - Refund                   | 88,312.73       |
| 20            | 78,198.51       | 15,537.25            |                                    | 93,735.76       |
| 21            | 37,050.64       | 29,370.64            | \$207.88 -Refund                   | 66,421.28       |
| 27            | 60,463.35       | 44,798.21            |                                    | 105,261.56      |
|               | 77,502.30       | 57,943.33            |                                    | 135,445.63      |
|               | 34,524.76       | 49,686.23            |                                    | 84,210.99       |
|               | 66,260.72       |                      |                                    | 66,260.72       |
| 28            | 44,071.05       | 30,145.91            |                                    | 74,216.96       |
|               | 33,631.24       | 27,517.33            |                                    | 61,148.57       |
|               | 16,624.66       |                      | \$ 4.99 - Refund                   | 16,624.66       |
| 31            | 215,706.11      |                      | \$384.78 - Refund                  | 215,706.11      |
|               | 66,299.98       | 60,341.70            |                                    | 126,641.68      |
|               | 64,878.86       |                      | \$7.82 - Refund                    | 64,878.86       |
|               | 30,010.70       | 53,092.20            |                                    | 83,102.90       |
|               | 15,457.13       |                      | \$2.94 - Refund                    | 15,457.13       |
|               | 14,154.17       |                      |                                    | 14,154.17       |
|               | 29,397.06       |                      | \$0.01 - Refund                    |                 |
|               | \$ 1,380,182.11 | \$ 572,833.99        |                                    | \$ 1,898,011.09 |
|               | \$ 1,953,016.10 |                      |                                    | \$ 1,953,016.10 |
|               |                 | PSN Checks - \$22.00 | for info only, fee was paid to PSN |                 |
|               | \$ 1,845.74     | Refund               |                                    |                 |
|               | \$ -            | Over                 |                                    |                 |
|               | \$0.00          | Shortage             |                                    |                 |
|               | \$0.00          | Adjustment           |                                    |                 |
|               | \$ 1,951,170.36 |                      |                                    |                 |

Submitted by: *Ann S. Anderson* Date: 1-7-19  
 Approved by: *Tom White* Date: 2-7-19

Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

E. DMV Monthly Report

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County March Renewals Due 04/15/19

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     |
| 26,292.27   | 25,530.91  | 13,637.84 | 65,461.02 |

Witness my hand and official seal this 7<sup>th</sup> day of February 2019

Tom White  
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.

Riwan S. Anderson  
Tax Administrator of Camden County

Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

F. Pickups, Releases & Refunds

| NAME                           | REASON   | NO.   |
|--------------------------------|--|---|
| Jeremiah James Miller          | Refund- Military Exempt<br>\$154.95                                    | Pick-up.21177<br>34258763   |
| Jeremiah James Miller          | Release - Military Exempt<br>\$154.95                                  | Pick-up.21182<br>34258763   |
| Nicholas Cowell                | Pick-up - Roll back on lot<br>R-02-8955-00-00-0232.0000<br>\$142.11    | Pick-up/21183<br>R-90001-15<br>R-97161-16<br>R-104387-17<br>R-111671-18 |
| Holly A. Luther & Banff Luther | Pick-up - Roll back taxes<br>R-01-7080-00-30-7405.0000<br>\$12,557,387 | Pick-up/21210<br>R-95525-16<br>R-102742-17<br>R-110004-18               |

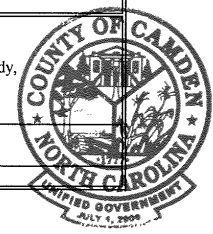
| NAME                 | REASON   | NO.   |
|----------------------|--|---|
| Robert W. Luther III | Roll back taxes<br>\$2,474.68  | Pick-up/21215<br>R-95526-16<br>R-102743-17<br>R-110005-18 |
| Robert W. Luther III | Adjustment - correction, taxpayer decided<br>to keep in use.<br>\$2,474.68 | Pick-up.21216<br>R-95526-16<br>R-102743-17<br>R-110005-18 |
| Holly A. Luther      | Roll back taxes released, keeping in present use.<br>\$12,557.87           | Pick-up/21229<br>R-95525-16<br>R-102742-17<br>R-110004-18 |

Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

G. HMGP Designation of Applicant's Agent

| <b>RESOLUTION</b>  |  |
|--|--|
| <b>DESIGNATION OF APPLICANT'S AGENT</b>  |  |
| <b>North Carolina Division of Emergency Management</b>   |  |
| Organization Name (hereafter named Organization):<br>Camden County   | Disaster Number:<br>DR-4285                              |
| North Carolina Department of Crime Control and Public Safety   |  |
| Applicant's Fiscal Year (FY) Start<br>2018-2019  | Month: July Day: 1                                       |
| Applicant's Federal Employer's Identification Number:<br>56-6000282  |  |
| Applicant's Federal Information Processing Standards (FIPS) Number:<br>37029   |  |
| PRIMARY AGENT  | SECONDARY AGENT  |
| Agent's Name<br>Kenneth Bowman   | Agent's Name<br>Christy Saunders                         |
| Organization<br>Camden County  | Pasquotank-Camden Emergency Management Agency            |
| Official Position<br>County Manager  | Emergency Management Coordinator                         |
| Mailing Address<br>PO Box 190  | Mailing Address<br>200 E. Colonial Avenue                |
| City, State, Zip<br>Camden, NC 27921   | City, State, Zip<br>Elizabeth City, NC 27909             |
| Daytime Telephone<br>252-338-6363 x 102  | Daytime Telephone<br>252-335-4444                        |
| Facsimile Number<br>252-331-7831   | Facsimile Number<br>252-335-1777                         |
| Pager or Cellular Number<br>252-339-4737   | Pager or Cellular Number<br>252-338-0935                 |
| <p>BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief &amp; Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and the assurances printed on the reverse side hereof. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally.</p> |  |
| <p>PASSED AND APPROVED this <u>4<sup>th</sup></u> day of <u>February</u>, 20 <u>19</u></p>   |  |
| GOVERNING BODY   | CERTIFYING OFFICIAL                                      |
| Name and Title<br>Camden County Board of Commissioners   | Name<br>Karen Davis                                      |
| Name and Title   | Official Position<br>Clerk to the Board of Commissioners |
| Name and Title   | Daytime Telephone<br>252-338-6363 x 100                  |
| CERTIFICATION  |  |
| <p>I, <u>Karen Davis</u> (Name) duly appointed and <u>Clerk to the Board</u> (Title) of the Governing Body, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Governing Body of <u>Camden County</u> (Organization) on the <u>4<sup>th</sup></u> day of <u>February</u>, 20 <u>19</u></p>   |  |
| Date: <u>2-7-19</u>  | Signature: <u>Karen Davis</u>                            |

Rev. 03/04



Motion to approve the Consent Agenda as presented.

|                |                                       |
|----------------|---------------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>             |
| <b>MOVER:</b>  | Clayton Riggs, Vice Chairman          |
| <b>AYES:</b>   | White, Krainiak, Meiggs, Riggs, Munro |

Attachment: bocminutes\_020419 (2309 : BOC Minutes - February 4, 2019)

## ITEM 10. COUNTY MANAGER'S REPORT

Mr. Bowman included the following in his report:

- Inner Banks Interiors Community Welcome Event – February 8, 2019; 11:00 AM
- Board of Commissioners Retreat – February 15, 2019; 8:30 AM

## ITEM 11. COMMISSIONERS' REPORTS

- Commissioner Riggs reported that the Board of Education's Finance Officer will be receiving the Lewis Thompson Distinguished Service Award at the Board of Education Meeting on March 14, 2019. The award also includes a \$1,000 scholarship to the Early College.
- Commissioner Krainiak and Chairman White expressed appreciation to all those in attendance.

## ITEM 12. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

The following was provided for information purposes:

A. Library Report – December 2018

There being no further matters for discussion Chairman White entertained a motion to adjourn.

### **Motion to adjourn.**

|                |                                       |
|----------------|---------------------------------------|
| <b>RESULT:</b> | <b>PASSED [UNANIMOUS]</b>             |
| <b>MOVER:</b>  | Garry Meiggs, Commissioner            |
| <b>AYES:</b>   | White, Krainiak, Meiggs, Riggs, Munro |

Chairman White adjourned the February 4, 2019 meeting of the Board of Commissioners at 7:55 PM.

\_\_\_\_\_  
Tom White, Chairman  
Camden County Board of Commissioners

ATTEST:

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





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

**Consent Agenda**

**Item Number:** 6.4  
**Meeting Date:** March 04, 2019  
**Submitted By:** Sally Norfleet,  
Finance  
Prepared by: Karen Davis  
**Item Title** **Budget Amendments**  
**Attachments:** Budget Amendments (PDF)

2018-19-BA025  
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 |
| <b>Expenses</b> |                     |          |          |
| 109990-500000   | Contingency         | \$4,500  |          |
| 105000-516400   | Maintenance-Grounds | \$4,500  |          |

**This Budget Amendment is made to appropriate funds for maintenance clearing of Noblitt Property.**

This will result in a reduction to the Contingency of the General Fund.

Balance in Contingency \$35,500.00

**Section 2.** Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 4th day of March, 2019.

\_\_\_\_\_  
Clerk to Board of Commissioners

\_\_\_\_\_  
Chairman, Board of Commissioners

2018-19-BA026  
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 as follows:**

| ACCT NUMBER     | DESCRIPTION OF ACCT        | AMOUNT   |          |
|-----------------|----------------------------|----------|----------|
|                 |                            | INCREASE | DECREASE |
| <b>Expenses</b> |                            |          |          |
| 106600-572000   | Capital Outlay             |          | \$9,500  |
| 104900-545220   | Community Planning         | \$ 9,500 |          |
| 106600-566000   | Capital Outlay - Inventory |          | \$6,100  |
| 104900-572000   | Capital Outlay             | \$ 6,100 |          |

**This Budget Amendment is made to appropriate funds for a wide format plotter/printer replacement for the Planning Department and for the completion of the UDO update.**

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

Balance in Contingency \$40,000.00

**Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 4th day of March, 2019.**

\_\_\_\_\_  
Clerk to Board of Commissioners

\_\_\_\_\_  
Chairman, Board of Commissioners

Attachment: Budget Amendments (2316 : Budget Amendments)

2018-19-BA027

## 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 |
| <b>Revenues</b> |                              |          |          |
| 10360510-434706 | Dare Program Grant/Donations | \$1,000  |          |
| <b>Expenses</b> |                              |          |          |
| 105100-565205   | Dare Program                 | \$1,000  |          |

**This Budget Amendment is made to appropriate funds from a donation for the Dare Program.**

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 4<sup>th</sup> day of March, 2019.**

\_\_\_\_\_  
Clerk to Board of Commissioners

\_\_\_\_\_  
Chairman, Board of Commissioners

Attachment: Budget Amendments (2316 : Budget Amendments)

2018-19-BA028  
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 and SCVFD as follows:**

| ACCT NUMBER     | DESCRIPTION OF ACCT    | AMOUNT   |          |
|-----------------|------------------------|----------|----------|
|                 |                        | INCREASE | DECREASE |
| <b>Revenues</b> |                        |          |          |
| 40380530-433500 | Miscellaneous Revenues | \$22,860 |          |
| <b>Expenses</b> |                        |          |          |
| 109990-500000   | Contingency            |          | \$22,860 |
| 105100-574000   | Capital Outlay         | \$22,860 |          |
| 405300-599900   | Fund Reserves          | \$22,860 |          |

**This Budget Amendment is made to appropriate funds for the County's portion of the Fire Department temporary building.**

This will result in a reduction to the Contingency of the General Fund.

Balance in Contingency \$17,140.00

**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 4<sup>th</sup> day of March, 2019.**

\_\_\_\_\_  
Clerk to Board of Commissioners

\_\_\_\_\_  
Chairman, Board of Commissioners



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

**Consent Agenda**

**Item Number:** 6.5  
**Meeting Date:** March 04, 2019

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

**Item Title** **Tax Collection Report**

**Attachments:** Tax Collection Report (PDF)

## Tax Collection Report

January 2019

| Day | Amount        | Amount               | Name of Account                      | Deposits      |
|-----|---------------|----------------------|--------------------------------------|---------------|
|     | \$            | \$                   |                                      | \$            |
| 2   | \$ 27,358.35  | \$ 34,573.09         | \$59.68 - Refunds                    | \$ 61,931.44  |
| 3   | 40,040.70     | 6,950.35             | \$0.81 - Refunds                     | 46,991.05     |
| 4   | 43,677.46     | 42,766.22            | \$1.00 - Over                        | 86,443.68     |
| 7   | 20,483.13     | 67,736.33            |                                      |               |
|     | 30,644.24     |                      | \$1,928.31 - Refunds                 | 118,863.70    |
| 8   | 22,267.85     |                      |                                      | 22,267.85     |
| 9   | 1,958.24      |                      | \$0.01 - Refunds                     | 1,958.24      |
| 10  | 7,911.58      |                      |                                      | 7,911.58      |
| 11  | 4,416.38      |                      |                                      | 4,416.38      |
| 14  | 8,940.03      |                      |                                      | 8,940.03      |
|     | 23,832.43     |                      | \$11.27 - Refunds                    |               |
| 15  | 3,240.86      |                      |                                      | 3,240.86      |
| 16  | 11,049.20     |                      |                                      | 11,049.20     |
|     | 305.65        |                      |                                      |               |
| 17  | 1,932.81      |                      |                                      | 1,932.81      |
| 18  | 13,357.01     |                      |                                      | 13,357.01     |
| 22  | 15,656.60     |                      |                                      | 15,656.60     |
| 23  | 690.00        |                      |                                      | 690.00        |
| 24  | 2,342.62      |                      |                                      | 2,342.62      |
| 25  | 30,628.69     |                      |                                      | 30,628.69     |
| 28  | 3,249.87      |                      |                                      |               |
|     | 7,008.41      |                      | \$0.22 - Refund                      | 7,008.41      |
| 29  | 2,085.05      |                      |                                      | 2,085.05      |
|     | 8,015.58      |                      | \$294.56 - Refund                    | 8,015.58      |
| 30  | 2,333.31      |                      |                                      | 2,333.31      |
| 31  | 1,668.37      |                      |                                      | 1,668.37      |
|     | 6,981.49      |                      |                                      | 6,981.49      |
|     | 522.50        |                      |                                      |               |
|     |               |                      |                                      |               |
|     |               |                      |                                      |               |
|     |               |                      |                                      |               |
|     |               |                      |                                      |               |
|     |               |                      |                                      |               |
|     | \$ 342,598.41 | \$ 152,025.99        |                                      | \$ 466,713.95 |
|     |               |                      |                                      |               |
|     | \$ 494,624.40 |                      |                                      | \$ 494,624.40 |
|     |               |                      |                                      |               |
|     |               | PSN Checks - \$17.00 | for info only, fees were paid to PSN |               |
|     | \$ 2,294.86   | Refund               |                                      |               |
|     | \$ (1.00)     | Over                 |                                      |               |
|     | \$0.00        | Shortage             |                                      |               |
|     | \$0.00        | Adjustment           |                                      |               |
|     | \$ 492,328.54 |                      |                                      |               |

Submitted by: Risa S. AndersonDate: 2-4-19

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_



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

**Consent Agenda**

**Item Number:** 6.6  
**Meeting Date:** March 04, 2019

**Submitted By:** Teri Smith,  
Taxes  
Prepared by: Teri Smith

**Item Title** **DMV Monthly Report**

**Attachments:** 20190206163224945.pdf (PDF)

**Summary:** DMV Monthly Report April, 2019 Renewals Due 5/15/19

**Recommendation:** Review and Approve



**STATE OF NORTH CAROLINA**

**COUNTY OF CAMDEN**

**TO:** The Tax Administrator of Camden County April Renewals Due 05/15/19

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.

|                    |                   |               |              |
|--------------------|-------------------|---------------|--------------|
| <b>SOUTH MILLS</b> | <b>COURTHOUSE</b> | <b>SHILOH</b> | <b>TOTAL</b> |
| 21,050.28          | 22,494.36         | 14,445.14     | 57,989.78    |

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.

*Jana S. Anderson*  
\_\_\_\_\_  
Tax Administrator of Camden County

Attachment: 20190206163224945.pdf (2300 : DMV Monthly Report)



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

**Consent Agenda**

**Item Number:** 6.7  
**Meeting Date:** March 04, 2019

**Submitted By:** Teri Smith,  
Taxes  
Prepared by: Teri Smith

**Item Title** Refunds Over \$100.00

**Attachments:** 20190206163302369.pdf (PDF)

**Summary:** Refunds Over \$100.00

**Recommendation:** Review and Approve

REFUNDS OVER \$100.00

Refunds to be Issued by Finance Office

CAMDEN COUNTY

|                      |  |   |   |
|----------------------|--|---|---|
| Refund\$<br>1,723.26 | Remit To:<br>CAREY, GLENN ALAN<br>100 HALL DRIVE<br>CHESAPEAKE | Reference:<br>2018 R 01708100814060000<br>overpayment r 109261 2018 | Drawer/Transaction Info:<br>20190107 1 244571 |
| 200.00               | CORBO, GLORIA<br>405 BEECHNUT AVE<br>SOUTH MILLS               | 2018 R 01-7997-00-84-8816.0000<br>CHECK OVER \$200. APPLY TO 2019   | 20190107 1 244557                             |
| 294.42               | HOLUB, WILLIAM J<br>PO BOX 1440<br>CELLINA                     | 2018 R 02-8923-00-19-3774.0051<br>overpayment                       | 20190129 1 244934                             |

2,217.68 Total Refunds

\*\*\*

Submitted by Lisa S. Anderson Date 2-6-19

Lisa S. Anderson, Tax Administrator Camden County

Approved by \_\_\_\_\_ Date \_\_\_\_\_

G. Tom White, Chairman Camden County Board of Commissioners



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

**Consent Agenda**

**Item Number:** 6.8  
**Meeting Date:** March 04, 2019

**Submitted By:** Teri Smith,  
Taxes  
Prepared by: Teri Smith

**Item Title** **Vehicle Refunds Over \$100.00**

**Attachments:** 20190206163248217.pdf (PDF)

**Summary:** Vehicle Refunds Over \$100.00 for January, 2019

**Recommendation:** Review and Approve

REFUND OVER \$100.00

North Carolina Vehicle Tax System

NCVTS Pending Refund report

JAN, 19 REFUNDS OVER \$100.00

| Payee Name      | Primary Owner   | Secondary Owner | Address 1            | Address 3        | Refund Type         | Bill #      | Plate Number | Status     | Transaction # | Refund Description   | Refund Reason | Create Date | Authorization Date   | Tax Jurisdiction | Levy Type | Change     | Interest Change | Total Change |          |
|-----------------|-----------------|-----------------|----------------------|------------------|---------------------|-------------|--------------|------------|---------------|--|---------------|-------------|----------------------|------------------|-----------|------------|-----------------|--------------|----------|
| DOWD, ANTHONY M | DOWD, ANTHONY M |                 | 173 RAYMONS CREEK RD | SHILOH, NC 27974 | Adjustment >= \$100 | 00033404768 | DKW6414      | AUTHORIZED | 100215190     | Refund Generated due to adjustment on Bill #0033404768-2018-2018-0000-00 | Military      | 01/31/2019  | 2/17/2019 9:58:05 AM | 1843             | Tax       | (\$103.53) | \$0.00          | (\$103.53)   |          |
|                 |                 |                 |                      |                  |                     |             |              |            |               |  |               |             |                      | 3                | Tax       | (\$1.40)   | \$0.00          | (\$1.40)     |          |
|                 |                 |                 |                      |                  |                     |             |              |            |               |  |               |             |                      |                  |           |            | Refund          | \$104.93     | \$104.93 |

Submitted by Lisa S. Anderson Date 2-6-19  
Lisa S. Anderson, Tax Administrator Camden County

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
G. Tom White, Chairman Camden County Board of Commissioners



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

**Consent Agenda**

**Item Number:** 6.9  
**Meeting Date:** March 04, 2019  
**Submitted By:** Lisa Anderson, Tax Administrator  
Taxes  
Prepared by: Karen Davis  
**Item Title** **Pickups, Releases & Refunds**  
**Attachments:** Pickups, Releases, Refunds (PDF)

| NAME                        | REASON  | NO.   |
|-----------------------------|---|---|
| Stephen N. Finley           | Foreclosure Fee - (Released- pls. see Pick-up 21328)<br>\$256.25    | Pick-up/21327<br>R-106867-17                              |
| Stephen N. Finley           | Additional fee - \$54.80 -foreclosure fee has increased<br>\$311.05 | Pick-up/21328<br>R-106867-17                              |
| Anthony M. Dowd             | Refund - Military Exempt<br>\$104.93                                | Pick-up/21242<br>33404768                                 |
| Michael Willoughby Bell     | Rollback taxes<br>\$255.30  | Pick-up/21243<br>R-96843-16<br>R-104064-17<br>R-111343-18 |
| Dennis Leroy Wilson, Jr.    | Refund- Turned in plates<br>\$138.88                                | Pick-up/21244<br>46227464                                 |
| Eric M. Wood                | Adjustment -Correction in value<br>\$330.34                         | Pick-up/21269<br>R-99045-16                               |
| Eric M. Wood                | Adjustment -Correction in value<br>\$344.71                         | Pick-up/21270<br>R-106271-17                              |
| Eric M. Wood                | Adjustment -Correction in value<br>\$359.07                         | Pick-up/21271<br>R-113552-18                              |
| James Franklin Campbell Jr. | Refund - Turned in Plates<br>\$195.85                               | Pick-up/21272<br>39443965                                 |

Attachment: Pickups, Releases, Refunds (2319 : Pickups, Releases &amp; Refunds)



# CAMDENCOUNTY

new energy. new vision.

## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Consent Agenda

**Item Number:** 6.10  
**Meeting Date:** March 04, 2019

**Submitted By:** Sally Norfleet,  
Finance  
Prepared by: Karen Davis

**Item Title** **Home & Community Care Block Grant**

**Attachments:** Home & Community Care Block Grant (PDF)  
HCCBG Revised Contracts (PDF)

**Summary:**  
See attachment.





February 15, 2019

CAMDEN

CHOWAN

CURRITUCK

DARE

GATES

HYDE

PASQUOTANK

PERQUIMANS

TYRRELL

WASHINGTON

COLUMBIA

CRESWELL

DUCK

EDENTON

ELIZABETH CITY

GATESVILLE

HERTFORD

KILL DEVIL HILLS

KITTY HAWK

MANTEO

NAGS HEAD

PLYMOUTH

ROPER

SOUTHERN SHORES

WINFALL

Camden Co. Finance Dept.  
Attn: Sally Norfleet  
PO Box 190  
Camden, NC 27921

Dear Ms. Norfleet:

The Home and Community Care Block Grant (HCCBG) Planning Committee met recently to determine how the remaining funds for FY2018-19 would be distributed among the providers. Home Delivered Meals was rewarded with the remaining **\$440**.

Enclosed are two sets of the revised contracts (Form DOA-732) based on their decision. These need to be signed by the Board Chair of the County Commissioners and the Finance Officer. Also enclosed is the County Funding Plan (DOA-731) which needs to be signed by the Board Chair. Please have them sign all forms, keeping a set of copies for the county and return the other sets to me. Thank you for your assistance.

Sincerely,

Camille Craft  
Aging Programs and Contract Specialist

Enclosures

*Our match is \$49.00 more*

Attachment: Home &amp; Community Care Block Grant (2318 : Home &amp; Community Care Block Grant)

|                            |  |                                    |
|----------------------------|--|------------------------------------|
| NAME AND ADDRESS           | Home and Community Care Block Grant for Older Adults |                                    |
| COMMUNITY SERVICE PROVIDER | County Funding Plan                                  | DAAS-732 (Rev. 2/16)               |
| Albemarle Commission       |  | County CAMDEN                      |
| 512 S. Church Street       |  | July 1, 2018 through June 30, 2019 |
| Hertford, NC 27944         | Provider Services Summary                            | REVISION # 1, DATE : 2/15/19       |

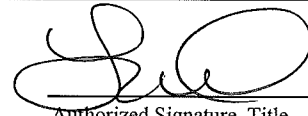
| Services         | A                            |          |                     |         |       |                      | B           | C         | D       | E       | F              | G                 | H                | I              |
|------------------|------------------------------|----------|---------------------|---------|-------|----------------------|-------------|-----------|---------|---------|----------------|-------------------|------------------|----------------|
|                  | Ser. Delivery<br>(Check One) |          | Block Grant Funding |         |       |                      | Required    | Net*      | NSIP    | Total   | Projected      | Projected         | Projected        | Projected      |
|                  | Direct                       | Purch.   | Access              | In-Home | Other | Total                | Local Match | Serv Cost | Subsidy | Funding | HCCBG<br>Units | Reimburse<br>Rate | HCCBG<br>Clients | Total<br>Units |
| Congregate Meals | X                            |          |                     |         | 18875 | //////////////////// | 2097        | 20972     | 2170    | 23142   | 3192           | 7.25              | 57               | 3192           |
| Home Del. Meals  | X                            |          |                     |         | 16412 | //////////////////// | 1824        | 18236     | 1566    | 19802   | 2330           | 8.5               | 20               | 2330           |
|                  |                              |          |                     |         |       | //////////////////// | 0           | 0         |         | 0       |                |                   |                  |                |
|                  |                              |          |                     |         |       | //////////////////// | 0           | 0         |         | 0       |                |                   |                  |                |
|                  |                              |          |                     |         |       | //////////////////// | 0           | 0         |         | 0       |                |                   |                  |                |
|                  |                              |          |                     |         |       | //////////////////// | 0           | 0         |         | 0       |                |                   |                  |                |
|                  |                              |          |                     |         |       | //////////////////// | 0           | 0         |         | 0       |                |                   |                  |                |
|                  |                              |          |                     |         |       | //////////////////// | 0           | 0         |         | 0       |                |                   |                  |                |
|                  |                              |          |                     |         |       | //////////////////// | 0           | 0         |         | 0       |                |                   |                  |                |
|                  |                              |          |                     |         |       | //////////////////// | 0           | 0         |         | 0       |                |                   |                  |                |
|                  |                              |          |                     |         |       | //////////////////// | 0           | 0         |         | 0       |                |                   |                  |                |
|                  |                              |          |                     |         |       | //////////////////// | 0           | 0         |         | 0       |                |                   |                  |                |
|                  |                              |          |                     |         |       | //////////////////// | 0           | 0         |         | 0       |                |                   |                  |                |
|                  |                              |          |                     |         |       | //////////////////// | 0           | 0         |         | 0       |                |                   |                  |                |
|                  |                              |          |                     |         |       | //////////////////// | 0           | 0         |         | 0       |                |                   |                  |                |
|                  |                              |          |                     |         |       | //////////////////// | 0           | 0         |         | 0       |                |                   |                  |                |
| <b>Total</b>     | ////////                     | //////// | 0                   | 0       | 35287 | 35287                | 3921        | 39208     | 3736    | 42944   | 5522           | ////////          | 77               | 5522           |

\*Adult Day Care & Adult Day Health Care Net Service Cost

|                     | ADC   | ADHC  |
|---------------------|-------|-------|
| Daily Care          | _____ | _____ |
| Transportation      | _____ | _____ |
| Administrative      | _____ | _____ |
| Net Ser. Cost Total | _____ | _____ |

Certification of required minimum local match availability.  
 Required local match will be expended simultaneously  
 with Block Grant Funding.

*Sally Moyer* 2/22/19  
 Signature, County Finance Officer Date

  
 Authorized Signature, Title  
 Community Service Provider  
 2/15/19  
 Date

\_\_\_\_\_  
 Signature, Chairman, Board of Commissioners Date

Attachment: HCCBG Revised Contracts (2318 : Home & Community Care Block Grant)

|  |  |  |
|--|--|--|
| NAME AND ADDRESS<br>COMMUNITY SERVICE PROVIDER<br>Albemarle Commission<br>512 S. Church Street<br>Hertford, NC 27944 | Home and Community Care Block Grant for Older Adults<br><br>County Funding Plan<br><br>Provider Services Summary | DAAS-732 (Rev. 2/16)<br>County CAMDEN<br>July 1,2018 through June 30, 2019<br><b>REVISION # 1 , DATE : 2/15/19</b> |
|--|--|--|

| Services         | A                            |        |                     |         |       |                      | B           | C         | D       | E       | F              | G                 | H                | I              |
|------------------|------------------------------|--------|---------------------|---------|-------|----------------------|-------------|-----------|---------|---------|----------------|-------------------|------------------|----------------|
|                  | Ser. Delivery<br>(Check One) |        | Block Grant Funding |         |       |                      | Required    | Net*      | NSIP    | Total   | Projected      | Projected         | Projected        | Projected      |
|                  | Direct                       | Purch. | Access              | In-Home | Other | Total                | Local Match | Serv Cost | Subsidy | Funding | HCCBG<br>Units | Reimburse<br>Rate | HCCBG<br>Clients | Total<br>Units |
| Congregate Meals | X                            |        |                     |         | 18875 | //////////////////// | 2097        | 20972     | 2170    | 23142   | 3192           | 7.25              | 57               | 3192           |
| Home Del. Meals  | X                            |        |                     |         | 16412 | //////////////////// | 1824        | 18236     | 1566    | 19802   | 2330           | 8.5               | 20               | 2330           |
|                  |                              |        |                     |         |       | //////////////////// | 0           | 0         |         | 0       |                |                   |                  |                |
|                  |                              |        |                     |         |       | //////////////////// | 0           | 0         |         | 0       |                |                   |                  |                |
|                  |                              |        |                     |         |       | //////////////////// | 0           | 0         |         | 0       |                |                   |                  |                |
|                  |                              |        |                     |         |       | //////////////////// | 0           | 0         |         | 0       |                |                   |                  |                |
|                  |                              |        |                     |         |       | //////////////////// | 0           | 0         |         | 0       |                |                   |                  |                |
|                  |                              |        |                     |         |       | //////////////////// | 0           | 0         |         | 0       |                |                   |                  |                |
|                  |                              |        |                     |         |       | //////////////////// | 0           | 0         |         | 0       |                |                   |                  |                |
|                  |                              |        |                     |         |       | //////////////////// | 0           | 0         |         | 0       |                |                   |                  |                |
|                  |                              |        |                     |         |       | //////////////////// | 0           | 0         |         | 0       |                |                   |                  |                |
|                  |                              |        |                     |         |       | //////////////////// | 0           | 0         |         | 0       |                |                   |                  |                |
|                  |                              |        |                     |         |       | //////////////////// | 0           | 0         |         | 0       |                |                   |                  |                |
|                  |                              |        |                     |         |       | //////////////////// | 0           | 0         |         | 0       |                |                   |                  |                |
|                  |                              |        |                     |         |       | //////////////////// | 0           | 0         |         | 0       |                |                   |                  |                |
|                  |                              |        |                     |         |       | //////////////////// | 0           | 0         |         | 0       |                |                   |                  |                |
| <b>Total</b>     | ////                         | ////   | 0                   | 0       | 35287 | 35287                | 3921        | 39208     | 3736    | 42944   | 5522           | ////              | 77               | 5522           |

|  |  |  |   |   |                 |
|--|--|--|---|---|-----------------|
| *Adult Day Care & Adult Day Health Care Net Service Cost   |  | Certification of required minimum local match availability.<br>Required local match will be expended simultaneously<br>with Block Grant Funding. |   | <br>Authorized Signature, Title<br>Community Service Provider | 2/15/19<br>Date |
| ADC _____<br>ADHC _____<br>Daily Care _____<br>Transportation _____<br>Administrative _____<br>Net Ser. Cost Total _____ | Signature, County Finance Officer<br><br>Date<br>2/22/19 |  | Signature, Chairman, Board of Commissioners _____<br>Date |   |                 |

Attachment: HCCBG Revised Contracts (2318 : Home & Community Care Block Grant)

DAAS-731 (Rev. 2/16)

Home and Community Care Block Grant for Older Adults

County Funding Plan

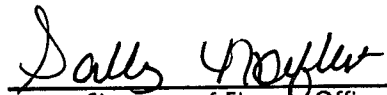
County Camden  
July 1, 2017 through June 30, 2018

County Services Summary

| Services              | A                   |              |              |              | B                    | C                | D            | E             | F                     | G                            | H                       | I                     |
|-----------------------|---------------------|--------------|--------------|--------------|----------------------|------------------|--------------|---------------|-----------------------|------------------------------|-------------------------|-----------------------|
|                       | Block Grant Funding |              |              |              | Required Local Match | Net Service Cost | NSIP Subsidy | Total Funding | Projected HCCBG Units | Projected Reimbursement Rate | Projected HCCBG Clients | Projected Total Units |
|                       | Access              | In-Home      | Other        | Total        |                      |                  |              |               |                       |                              |                         |                       |
| In-Home Level I       |                     | 10062        |              |              | 1118                 | 11180            |              | 11180         | 799                   | 14                           | 4                       | 799                   |
| In-Home Level II      |                     | 9128         |              |              | 1014                 | 10142            |              | 10142         | 676                   | 15                           | 6                       | 676                   |
| In-Home Level III     |                     | 8398         |              |              | 933                  | 9331             |              | 9331          | 549                   | 17                           | 2                       | 549                   |
| Trans. Grl            | 16649               |              |              |              | 1850                 | 18499            |              | 18499         | 1299                  | 14.24                        | 14                      | 1299                  |
| Trans. Medical        | 4162                |              |              |              | 462                  | 4624             |              | 4624          | 325                   | 14.24                        | 10                      | 325                   |
| Adult Day Health Care |                     |              | 13551        |              | 1506                 | 15057            |              | 15057         | 301                   | 50                           | 3                       | 301                   |
| Congregate Meals      |                     |              | 18875        |              | 2097                 | 20972            | 2170         | 23142         | 3192                  | 7.25                         | 57                      | 3192                  |
| Home Del. Meals       |                     |              | 16412        |              | 1824                 | 18236            | 1566         | 19802         | 2330                  | 8.5                          | 20                      | 2330                  |
|                       |                     |              |              |              | 0                    | 0                |              | 0             |                       |                              |                         |                       |
|                       |                     |              |              |              | 0                    | 0                |              | 0             |                       |                              |                         |                       |
|                       |                     |              |              |              | 0                    | 0                |              | 0             |                       |                              |                         |                       |
|                       |                     |              |              |              | 0                    | 0                |              | 0             |                       |                              |                         |                       |
|                       |                     |              |              |              | 0                    | 0                |              | 0             |                       |                              |                         |                       |
|                       |                     |              |              |              | 0                    | 0                |              | 0             |                       |                              |                         |                       |
| <b>Total</b>          | <b>20811</b>        | <b>27588</b> | <b>48838</b> | <b>97237</b> | <b>10804</b>         | <b>108041</b>    | <b>3736</b>  | <b>111777</b> | <b>9470</b>           | <b>       </b>               | <b>116</b>              | <b>9470</b>           |

This instrument has been preaudited  
in the manner required by the

Local Government Budget and Fiscal Control Act.

  
Signature of Finance Officer

Signature, Chairman, Board of Commissioners

Date

Attachment: HCCBG Revised Contracts (2318 : Home & Community Care Block Grant)

DAAS-731 (Rev. 2/16)

Home and Community Care Block Grant for Older Adults

County Funding Plan

County Camden  
July 1, 2017 through June 30, 2018

County Services Summary

| Services              | A            |              |              |              | B                    | C                | D            | E             | F                     | G                            | H                       | I                     |
|-----------------------|--------------|--------------|--------------|--------------|----------------------|------------------|--------------|---------------|-----------------------|------------------------------|-------------------------|-----------------------|
|                       | Access       | In-Home      | Other        | Total        | Required Local Match | Net Service Cost | NSIP Subsidy | Total Funding | Projected HCCBG Units | Projected Reimbursement Rate | Projected HCCBG Clients | Projected Total Units |
| In-Home Level I       |              | 10062        |              | //////////   | 1118                 | 11180            |              | 11180         | 799                   | 14                           | 4                       | 799                   |
| In-Home Level II      |              | 9128         |              | //////////   | 1014                 | 10142            |              | 10142         | 676                   | 15                           | 6                       | 676                   |
| In-Home Level III     |              | 8398         |              | //////////   | 933                  | 9331             |              | 9331          | 549                   | 17                           | 2                       | 549                   |
| Trans. Grl            | 16649        |              |              | //////////   | 1850                 | 18499            |              | 18499         | 1299                  | 14.24                        | 14                      | 1299                  |
| Trans. Medical        | 4162         |              |              | //////////   | 462                  | 4624             |              | 4624          | 325                   | 14.24                        | 10                      | 325                   |
| Adult Day Health Care |              |              | 13551        | //////////   | 1506                 | 15057            |              | 15057         | 301                   | 50                           | 3                       | 301                   |
| Congregate Meals      |              |              | 18875        | //////////   | 2097                 | 20972            | 2170         | 23142         | 3192                  | 7.25                         | 57                      | 3192                  |
| Home Del. Meals       |              |              | 16412        | //////////   | 1824                 | 18236            | 1566         | 19802         | 2330                  | 8.5                          | 20                      | 2330                  |
|                       |              |              |              | //////////   | 0                    | 0                |              | 0             |                       |                              |                         |                       |
|                       |              |              |              | //////////   | 0                    | 0                |              | 0             |                       |                              |                         |                       |
|                       |              |              |              | //////////   | 0                    | 0                |              | 0             |                       |                              |                         |                       |
|                       |              |              |              | //////////   | 0                    | 0                |              | 0             |                       |                              |                         |                       |
|                       |              |              |              | //////////   | 0                    | 0                |              | 0             |                       |                              |                         |                       |
|                       |              |              |              | //////////   | 0                    | 0                |              | 0             |                       |                              |                         |                       |
| <b>Total</b>          | <b>20811</b> | <b>27588</b> | <b>48838</b> | <b>97237</b> | <b>10804</b>         | <b>108041</b>    | <b>3736</b>  | <b>111777</b> | <b>9470</b>           | <b>//////////</b>            | <b>116</b>              | <b>9470</b>           |

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

Signature, Chairman, Board of Commissioners \_\_\_\_\_ Date \_\_\_\_\_

  
\_\_\_\_\_  
Signature of Finance Officer

Attachment: HCCBG Revised Contracts (2318 : Home & Community Care Block Grant)



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

**Information, Reports & Minutes From Other Agencies**

**Item Number:** 9.A  
**Meeting Date:** March 04, 2019  
**Submitted By:** Sally Norfleet,  
 Finance  
 Prepared by: Karen Davis

**Item Title** **FY 18-19 YTD Finance Report**

**Attachments:** Sales Tax Collections FY 18-19 (PDF)  
 FY 18-19 YTD Revenues (PDF)  
 FY 18-19 YTD Expenditures (PDF)

Sales & Use Tax Report  
 2018-2019 Revenues  
 2018-2019 Expenditures



SALES TAX REVENUE COLLECTION REPORT

19-Feb-1

**FY 2018-2019**

| SALES TAX REVENUE - GENERAL FUND |                 |                 |                 |                 |                 |                 |            |            |            |            |            |            |            | Totals                | Budgeted           |
|----------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------|------------|------------|------------|------------|------------|------------|-----------------------|--------------------|
|                                  | July            | August          | September       | October         | November        | December        | January    | February   | March      | April      | May        | June       |            |                       |                    |
| Art. 39                          | \$53,060        | \$49,705        | \$44,215        | \$46,452        | \$47,311        | \$48,164        |            |            |            |            |            |            |            | \$288,906             | \$585,000          |
| Art. 40                          | \$27,377        | \$25,180        | \$23,521        | \$24,986        | \$24,288        | \$25,169        |            |            |            |            |            |            |            | \$150,521             | \$295,000          |
| Art. 42                          | \$16,796        | \$15,819        | \$14,376        | \$15,887        | \$14,924        | \$15,088        |            |            |            |            |            |            |            | \$92,890              | \$185,000          |
| Art. 44                          | \$0             | \$446           | \$0             | \$0             | \$0             | \$0             |            |            |            |            |            |            |            | \$446                 | \$0                |
| <b>Total</b>                     | <b>\$97,233</b> | <b>\$91,149</b> | <b>\$82,112</b> | <b>\$87,325</b> | <b>\$86,523</b> | <b>\$88,421</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$532,764</b>      | <b>\$1,065,000</b> |
|                                  |                 |                 |                 |                 |                 |                 |            |            |            |            |            |            |            | <b>Total Budgeted</b> | <b>\$1,065,000</b> |

| SALES TAX REVENUE- RESTRICTED SCHOOL CAPITAL RESERVE FUND |                  |                  |                  |                  |                  |                  |            |            |            |            |            |            |            | Totals                | Budgeted           |
|---|------------------|------------------|------------------|------------------|------------------|------------------|------------|------------|------------|------------|------------|------------|------------|-----------------------|--------------------|
|   | July             | August           | September        | October          | November         | December         | January    | February   | March      | April      | May        | June       |            |                       |                    |
| Art. 40   | \$17,682         | \$14,893         | \$15,865         | \$15,284         | \$15,565         | \$17,088         |            |            |            |            |            |            |            | \$96,377              | \$181,000          |
| Art. 42   | \$35,364         | \$29,786         | \$31,729         | \$30,568         | \$31,130         | \$34,176         |            |            |            |            |            |            |            | \$192,754             | \$356,000          |
| <b>Total</b>  | <b>\$53,047</b>  | <b>\$44,679</b>  | <b>\$47,594</b>  | <b>\$45,851</b>  | <b>\$46,695</b>  | <b>\$51,265</b>  | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$289,130</b>      | <b>\$537,000</b>   |
|   |                  |                  |                  |                  |                  |                  |            |            |            |            |            |            |            | <b>Total Budgeted</b> | <b>\$537,000</b>   |
| <b>TOTAL</b>  | <b>\$150,280</b> | <b>\$135,828</b> | <b>\$129,706</b> | <b>\$133,176</b> | <b>\$133,219</b> | <b>\$139,686</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$821,894</b>      | <b>\$1,602,000</b> |

| SALES TAX REVENUE- SC/ED RESTRICTED |                  |                  |                  |                  |                  |                  |            |            |            |            |            |            |            | Totals             | Budgeted           |
|-------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------|------------|------------|------------|------------|------------|------------|--------------------|--------------------|
|                                     | July             | August           | September        | October          | November         | December         | January    | February   | March      | April      | May        | June       |            |                    |                    |
| GS 105-524                          | \$37,924         | \$37,924         | \$37,929         | \$37,929         | \$37,929         | \$37,927         |            |            |            |            |            |            |            | \$227,563          | \$400,000          |
| <b>Grand</b>                        | <b>\$188,204</b> | <b>\$173,752</b> | <b>\$167,635</b> | <b>\$171,105</b> | <b>\$171,148</b> | <b>\$177,613</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$1,049,457</b> | <b>\$2,002,000</b> |
|                                     |                  |                  |                  |                  |                  |                  |            |            |            |            |            |            |            |                    | 52%                |

**FY 2017-2018**

| SALES TAX REVENUE - GENERAL FUND |                 |                 |                 |                 |                 |                 |                  |                 |                 |                 |                 |                  |  | Totals                | Budgeted           |
|----------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|-----------------|-----------------|-----------------|-----------------|------------------|--|-----------------------|--------------------|
|                                  | July            | August          | September       | October         | November        | December        | January          | February        | March           | April           | May             | June             |  |                       |                    |
| 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                |
| <b>Total</b>                     | <b>\$94,407</b> | <b>\$88,249</b> | <b>\$76,689</b> | <b>\$92,537</b> | <b>\$86,460</b> | <b>\$61,956</b> | <b>\$107,835</b> | <b>\$74,534</b> | <b>\$64,493</b> | <b>\$87,522</b> | <b>\$83,318</b> | <b>\$101,932</b> |  | <b>\$1,019,931</b>    | <b>\$1,092,000</b> |
|                                  |                 |                 |                 |                 |                 |                 |                  |                 |                 |                 |                 |                  |  | <b>Total Budgeted</b> | <b>\$1,092,000</b> |

| SALES TAX REVENUE- RESTRICTED SCHOOL CAPITAL RESERVE FUND |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |  | Totals                | Budgeted           |
|---|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|--|-----------------------|--------------------|
|   | July             | August           | September        | October          | November         | December         | January          | February         | March            | April            | May              | June             |  |                       |                    |
| 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          |
| <b>Total</b>  | <b>\$42,693</b>  | <b>\$45,429</b>  | <b>\$44,794</b>  | <b>\$45,314</b>  | <b>\$42,006</b>  | <b>\$47,934</b>  | <b>\$51,930</b>  | <b>\$38,760</b>  | <b>\$38,082</b>  | <b>\$49,100</b>  | <b>\$45,346</b>  | <b>\$49,935</b>  |  | <b>\$541,321</b>      | <b>\$545,000</b>   |
|   |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |  | <b>Total Budgeted</b> | <b>\$545,000</b>   |
| <b>TOTAL</b>  | <b>\$137,100</b> | <b>\$133,677</b> | <b>\$121,483</b> | <b>\$137,850</b> | <b>\$128,466</b> | <b>\$109,890</b> | <b>\$159,764</b> | <b>\$113,294</b> | <b>\$102,574</b> | <b>\$136,622</b> | <b>\$128,664</b> | <b>\$151,867</b> |  | <b>\$1,561,252</b>    | <b>\$1,637,000</b> |

| SALES TAX REVENUE- SC/ED RESTRICTED |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |  | Totals             | Budgeted           |
|-------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|--|--------------------|--------------------|
|                                     | July             | August           | September        | October          | November         | December         | January          | February         | March            | April            | May              | June             |  |                    |                    |
| 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          |
| <b>Grand</b>                        | <b>\$173,210</b> | <b>\$169,788</b> | <b>\$157,595</b> | <b>\$173,961</b> | <b>\$164,577</b> | <b>\$146,008</b> | <b>\$195,883</b> | <b>\$149,412</b> | <b>\$138,693</b> | <b>\$172,741</b> | <b>\$164,783</b> | <b>\$187,985</b> |  | <b>\$1,994,635</b> | <b>\$2,037,000</b> |
|                                     |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |  |                    | 98%                |

Attachment: Sales Tax Collections FY 18-19 (2317 : FY 18-19 YTD Finance Report)



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Camden County, NC LIVE  
FY 18 - 19 YEAR-TO-DATE REVENUES

P 1  
glytdbud

FOR 2019 08

|  | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD EXPENDED  | MTD EXPENDED | ENC/REQ | AVAILABLE<br>BUDGET | PCT<br>USED |
|--|--------------------|-------------------|---------------|--------------|---------|---------------------|-------------|
| <b>0010 GENERAL FUND</b>               |                    |                   |               |              |         |                     |             |
| 4000 REVENUES                          | -3,845,877         | -4,403,907.00     | -1,074,129.38 | -93,463.15   | .00     | -3,329,777.62       | 24.4%       |
| 4300 ELECTIONS                         | 0                  | .00               | -218.45       | .00          | .00     | 218.45              | 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     | -7,570,479.07 | -71,819.66   | .00     | -571,718.93         | 93.0%       |
| 4800 REGISTER OF DEEDS                 | -150,500           | -150,500.00       | -108,809.04   | .00          | .00     | -41,690.96          | 72.3%       |
| 4900 PLANNING DEPARTMENT               | -38,050            | -38,050.00        | -96,768.67    | -14,425.00   | .00     | 58,718.67           | 254.3%      |
| 4930 INSPECTIONS DEPARTMENT            | -135,000           | -135,000.00       | -127,864.24   | -6,620.08    | .00     | -7,135.76           | 94.7%       |
| 5100 SHERIFF                           | -70,100            | -120,700.00       | -54,751.60    | -3,074.30    | .00     | -65,948.40          | 45.4%       |
| 5110 SCHOOL RESOURCE OFFICERS          | -37,838            | -37,838.00        | -47,446.00    | -5,930.75    | .00     | 9,608.00            | 125.4%      |
| 5150 COURT FACILITIES                  | -21,000            | -21,000.00        | -13,780.53    | -1,769.00    | .00     | -7,219.47           | 65.6%       |
| 5460 FLEET VEHICLES                    | -5,301             | -5,301.00         | -3,775.04     | .00          | .00     | -1,525.96           | 71.2%       |
| 5800 SOLID WASTE                       | -36,300            | -36,300.00        | -30,297.72    | -6,870.33    | .00     | -6,002.28           | 83.5%       |
| 6050 EXTENSION                         | -10,000            | -10,000.00        | -1,422.00     | -64.00       | .00     | -8,578.00           | 14.2%       |
| 6110 LIBRARY                           | -4,900             | -4,900.00         | -4,051.19     | -276.95      | .00     | -848.81             | 82.7%       |
| 6120 RECREATION DEPARTMENT             | -18,600            | -18,600.00        | -18,201.00    | -70.00       | .00     | -399.00             | 97.9%       |
| 6200 DDJP                              | -51,907            | -51,907.00        | -34,607.00    | -4,325.00    | .00     | -17,300.00          | 66.7%       |
| 6210 SENIOR CENTER                     | -20,228            | -20,228.00        | -6,336.39     | -65.00       | .00     | -13,891.61          | 31.3%       |
| 6700 SOIL & WATER CONSERVATION         | -3,600             | -26,916.00        | -11,465.78    | .00          | .00     | -15,450.22          | 42.6%       |
| TOTAL GENERAL FUND                     | -12,594,409        | -13,226,355.00    | -9,204,403.10 | -208,773.22  | .00     | -4,021,951.90       | 69.6%       |
| <b>0012 CODE ENFORCEMENT REVOLVING</b> |                    |                   |               |              |         |                     |             |
| 4900 PLANNING DEPARTMENT               | -15,000            | -15,000.00        | -2,670.04     | .00          | .00     | -12,329.96          | 17.8%       |
| TOTAL CODE ENFORCEMENT REVOLVI         | -15,000            | -15,000.00        | -2,670.04     | .00          | .00     | -12,329.96          | 17.8%       |
| <b>0013 R/D AUTO ENHANCEMENT FUND</b>  |                    |                   |               |              |         |                     |             |
| 4800 REGISTER OF DEEDS                 | -5,025             | -5,025.00         | -3,027.03     | .00          | .00     | -1,997.97           | 60.2%       |
| TOTAL R/D AUTO ENHANCEMENT FUN         | -5,025             | -5,025.00         | -3,027.03     | .00          | .00     | -1,997.97           | 60.2%       |
| <b>0014 COMMUNITY GRANT PROGRAMS</b>   |                    |                   |               |              |         |                     |             |

Attachment: FY 18-19 YTD Revenues (2317 : FY 18-19 YTD Finance Report)





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Camden County, NC LIVE  
FY 18 - 19 YEAR-TO-DATE REVENUES

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FOR 2019 08

| 0014  | COMMUNITY GRANT PROGRAMS       | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENC/REQ | AVAILABLE BUDGET | PCT USED |
|-------|--------------------------------|-----------------|----------------|--------------|--------------|---------|------------------|----------|
| 5025  | FEMA HAZARD MITIGATION-PUR     | 0               | -1,143,585.00  | .00          | .00          | .00     | -1,143,585.00    | .0%      |
| 5026  | FEMA HAZARD MITIGATION-CON     | 0               | -327,143.00    | .00          | .00          | .00     | -327,143.00      | .0%      |
|       | TOTAL COMMUNITY GRANT PROGRAMS | 0               | -1,470,728.00  | .00          | .00          | .00     | -1,470,728.00    | .0%      |
| <hr/> |                                |                 |                |              |              |         |                  |          |
| 0015  | TOURISM DEV AUTHORITY          |                 |                |              |              |         |                  |          |
| 4000  | REVENUES                       | -41,500         | -41,500.00     | -12,642.23   | -232.56      | .00     | -28,857.77       | 30.5%    |
|       | TOTAL TOURISM DEV AUTHORITY    | -41,500         | -41,500.00     | -12,642.23   | -232.56      | .00     | -28,857.77       | 30.5%    |
| <hr/> |                                |                 |                |              |              |         |                  |          |
| 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     | -84,145.26   | .00          | .00     | 39,895.26        | 190.2%   |
| 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     | -84,145.26   | .00          | .00     | -7,654.74        | 91.7%    |
| <hr/> |                                |                 |                |              |              |         |                  |          |
| 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            | -38,810.68   | .00          | .00     | 38,810.68        | 100.0%   |
| 7600  | CORE WASTE TREATMENT PROJ      | -1,553,450      | -1,553,450.00  | -706,856.00  | .00          | .00     | -846,594.00      | 45.5%    |
|       | TOTAL WATER & SEWER PROJECTS   | -4,758,421      | -4,758,421.00  | -745,666.68  | .00          | .00     | -4,012,754.32    | 15.7%    |
| <hr/> |                                |                 |                |              |              |         |                  |          |
| 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      | -1,174,480.00  | -717,396.77  | .00          | .00     | -457,083.23      | 61.1%    |
| 7500  | WASTE WATER OPERATIONS         | -443,316        | -443,316.00    | -91,644.95   | -3,677.04    | .00     | -351,671.05      | 20.7%    |
|       | TOTAL SO CAMDEN WATER/SEWER DI | -1,601,501      | -1,658,744.00  | -809,041.72  | -3,677.04    | .00     | -849,702.28      | 48.8%    |
| <hr/> |                                |                 |                |              |              |         |                  |          |
| 0032  | DISMAL SWAMP GIFT SHOP         |                 |                |              |              |         |                  |          |

Attachment: FY 18-19 YTD Revenues (2317 : FY 18-19 YTD Finance Report)



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Camden County, NC LIVE  
FY 18 - 19 YEAR-TO-DATE REVENUES

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FOR 2019 08

|                                  | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD EXPENDED | MTD EXPENDED | ENC/REQ | AVAILABLE<br>BUDGET | PCT<br>USED |
|----------------------------------|--------------------|-------------------|--------------|--------------|---------|---------------------|-------------|
| 0032 DISMAL SWAMP GIFT SHOP      |                    |                   |              |              |         |                     |             |
| 6000 DISMAL SWAMP VISITORS CENT  | -31,375            | -33,975.00        | -22,521.40   | .00          | .00     | -11,453.60          | 66.3%       |
| TOTAL DISMAL SWAMP GIFT SHOP     | -31,375            | -33,975.00        | -22,521.40   | .00          | .00     | -11,453.60          | 66.3%       |
| 0036 SOUTH MILLS WATERSHED       |                    |                   |              |              |         |                     |             |
| 4720 DRAINAGE & WATERSHED PROTE  | -51,125            | -51,125.00        | -22,644.51   | .00          | .00     | -28,480.49          | 44.3%       |
| TOTAL SOUTH MILLS WATERSHED      | -51,125            | -51,125.00        | -22,644.51   | .00          | .00     | -28,480.49          | 44.3%       |
| 0037 SAWYERS CREEK WATERSHED     |                    |                   |              |              |         |                     |             |
| 4720 DRAINAGE & WATERSHED PROTE  | -20,050            | -20,050.00        | -17,626.63   | .00          | .00     | -2,423.37           | 87.9%       |
| TOTAL SAWYERS CREEK WATERSHED    | -20,050            | -20,050.00        | -17,626.63   | .00          | .00     | -2,423.37           | 87.9%       |
| 0038 NORTH RIVER WATERSHED       |                    |                   |              |              |         |                     |             |
| 4720 DRAINAGE & WATERSHED PROTE  | -18,050            | -18,050.00        | -16,716.17   | .00          | .00     | -1,333.83           | 92.6%       |
| TOTAL NORTH RIVER WATERSHED      | -18,050            | -18,050.00        | -16,716.17   | .00          | .00     | -1,333.83           | 92.6%       |
| 0039 SHILOH WATERSHED            |                    |                   |              |              |         |                     |             |
| 4720 DRAINAGE & WATERSHED PROTE  | -20,050            | -20,050.00        | -19,027.23   | .00          | .00     | -1,022.77           | 94.9%       |
| TOTAL SHILOH WATERSHED           | -20,050            | -20,050.00        | -19,027.23   | .00          | .00     | -1,022.77           | 94.9%       |
| 0040 CH & S FIRE COMMISSION      |                    |                   |              |              |         |                     |             |
| 5300 FIRE COMMISSION OPERATING   | -327,276           | -796,355.00       | -861,409.47  | -9,092.10    | .00     | 65,054.47           | 108.2%      |
| TOTAL CH & S FIRE COMMISSION     | -327,276           | -796,355.00       | -861,409.47  | -9,092.10    | .00     | 65,054.47           | 108.2%      |
| 0041 SOUTH MILLS FIRE COMMISSION |                    |                   |              |              |         |                     |             |

Attachment: FY 18-19 YTD Revenues (2317 : FY 18-19 YTD Finance Report)



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Camden County, NC LIVE  
FY 18 - 19 YEAR-TO-DATE REVENUES

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FOR 2019 08

| 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    | -195,291.55  | -1,702.55    | .00     | -41,898.45       | 82.3%    |
|      | TOTAL SOUTH MILLS FIRE COMMISS | -237,190        | -237,190.00    | -195,291.55  | -1,702.55    | .00     | -41,898.45       | 82.3%    |
| 0050 | SCHOOL FUND                    |                 |                |              |              |         |                  |          |
| 6900 | SPECIAL APPROPRIATIONS         | -8,100          | -8,100.00      | -5,253.40    | .00          | .00     | -2,846.60        | 64.9%    |
|      | TOTAL SCHOOL FUND              | -8,100          | -8,100.00      | -5,253.40    | .00          | .00     | -2,846.60        | 64.9%    |
| 0051 | DSS TRUST FUND                 |                 |                |              |              |         |                  |          |
| 8000 | PUBLIC ASSISTANCE              | -30,664         | -43,558.00     | -20,646.08   | -1,806.00    | .00     | -22,911.92       | 47.4%    |
|      | TOTAL DSS TRUST FUND           | -30,664         | -43,558.00     | -20,646.08   | -1,806.00    | .00     | -22,911.92       | 47.4%    |
| 0052 | SOCIAL SERVICES                |                 |                |              |              |         |                  |          |
| 6100 | DSS ADMINISTRATION             | -1,364,836      | -1,374,634.00  | -472,429.78  | -1,499.94    | .00     | -902,204.22      | 34.4%    |
|      | TOTAL SOCIAL SERVICES          | -1,364,836      | -1,374,634.00  | -472,429.78  | -1,499.94    | .00     | -902,204.22      | 34.4%    |
| 0053 | JOYCE CREEK DRAINAGE PROJECT   |                 |                |              |              |         |                  |          |
| 7210 | PROJECT OPERATIONS             | -42,835         | -42,835.00     | -41,127.82   | .00          | .00     | -1,707.18        | 96.0%    |
|      | TOTAL JOYCE CREEK DRAINAGE PRO | -42,835         | -42,835.00     | -41,127.82   | .00          | .00     | -1,707.18        | 96.0%    |
| 0055 | ECONOMIC DEVELOPMENT PROJ FUND |                 |                |              |              |         |                  |          |
| 4940 | ECONOMIC DEVELOPMENT COMM      | -40,000         | -40,000.00     | -1,124.57    | .00          | .00     | -38,875.43       | 2.8%     |
| 4945 | COMMERCE PARK PROJECTS         | 0               | -2,107,000.00  | -123,568.40  | .00          | .00     | -1,983,431.60    | 5.9%     |
|      | TOTAL ECONOMIC DEVELOPMENT PRO | -40,000         | -2,147,000.00  | -124,692.97  | .00          | .00     | -2,022,307.03    | 5.8%     |

Attachment: FY 18-19 YTD Revenues (2317 : FY 18-19 YTD Finance Report)



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Camden County, NC LIVE  
FY 18 - 19 YEAR-TO-DATE REVENUES

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FOR 2019 08

| 0056                              | FEREBEE COURTHOUSE TRUST       | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD EXPENDED | MTD EXPENDED | ENC/REQ | AVAILABLE<br>BUDGET | PCT<br>USED |
|-----------------------------------|--------------------------------|--------------------|-------------------|--------------|--------------|---------|---------------------|-------------|
| 0056 FEREBEE COURTHOUSE TRUST     |                                |                    |                   |              |              |         |                     |             |
| 5000                              | BUILDINGS AND GROUNDS          | -1,530             | -1,530.00         | -18.52       | .00          | .00     | -1,511.48           | 1.2%        |
|                                   | TOTAL FEREBEE COURTHOUSE TRUST | -1,530             | -1,530.00         | -18.52       | .00          | .00     | -1,511.48           | 1.2%        |
| 0060 DISMAL SWAMP VISITOR CENTER  |                                |                    |                   |              |              |         |                     |             |
| 6000                              | DISMAL SWAMP VISITORS CENT     | -161,882           | -164,482.00       | -107,217.23  | .00          | .00     | -57,264.77          | 65.2%       |
|                                   | TOTAL DISMAL SWAMP VISITOR CEN | -161,882           | -164,482.00       | -107,217.23  | .00          | .00     | -57,264.77          | 65.2%       |
| 0065 COMMUNITY PARK TRUST FUND    |                                |                    |                   |              |              |         |                     |             |
| 6130                              | PARK OPERATIONS                | -79,778            | -79,778.00        | -905.71      | .00          | .00     | -78,872.29          | 1.1%        |
| 6135                              | MILLTOWN BOAT RAMP & PIER      | 0                  | -20,000.00        | .00          | .00          | .00     | -20,000.00          | .0%         |
|                                   | TOTAL COMMUNITY PARK TRUST FUN | -79,778            | -99,778.00        | -905.71      | .00          | .00     | -98,872.29          | .9%         |
| 0070 REVALUATION RESERVE FUND     |                                |                    |                   |              |              |         |                     |             |
| 4000                              | REVENUES                       | -255,000           | -255,000.00       | -1,830.13    | .00          | .00     | -253,169.87         | .7%         |
|                                   | TOTAL REVALUATION RESERVE FUND | -255,000           | -255,000.00       | -1,830.13    | .00          | .00     | -253,169.87         | .7%         |
| 0071 UNRESTRICTED CAPITAL RESERVE |                                |                    |                   |              |              |         |                     |             |
| 6600                              | NON-DEPARTMENTAL               | -1,243,825         | -1,243,825.00     | -389,292.79  | .00          | .00     | -854,532.21         | 31.3%       |
|                                   | TOTAL UNRESTRICTED CAPITAL RES | -1,243,825         | -1,243,825.00     | -389,292.79  | .00          | .00     | -854,532.21         | 31.3%       |
| 0075 SCHOOL CAPITAL RESERVE       |                                |                    |                   |              |              |         |                     |             |

Attachment: FY 18-19 YTD Revenues (2317 : FY 18-19 YTD Finance Report)



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Camden County, NC LIVE  
FY 18 - 19 YEAR-TO-DATE REVENUES

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| 0075 | SCHOOL CAPITAL RESERVE       | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD EXPENDED   | MTD EXPENDED | ENC/REQ | AVAILABLE<br>BUDGET | PCT<br>USED |
|------|------------------------------|--------------------|-------------------|----------------|--------------|---------|---------------------|-------------|
| 6820 | DEBT SERVICE                 | -1,123,000         | -1,123,000.00     | -837,257.46    | -239,191.99  | .00     | -285,742.54         | 74.6%       |
|      | TOTAL SCHOOL CAPITAL RESERVE | -1,123,000         | -1,123,000.00     | -837,257.46    | -239,191.99  | .00     | -285,742.54         | 74.6%       |
|      | GRAND TOTAL                  | -24,164,222        | -28,948,110.00    | -14,017,504.91 | -465,975.40  | .00     | -14,930,605.09      | 48.4%       |

\*\* END OF REPORT - Generated by Sally Norfleet \*\*

Attachment: FY 18-19 YTD Revenues (2317 : FY 18-19 YTD Finance Report)





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Camden County, NC LIVE  
FY 18 - 19 YEAR-TO-DATE EXPENDITURES

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|                                 | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD EXPENDED | MTD EXPENDED | ENC/REQ    | AVAILABLE<br>BUDGET | PCT<br>USED |
|---------------------------------|--------------------|-------------------|--------------|--------------|------------|---------------------|-------------|
| 0010 GENERAL FUND               |                    |                   |              |              |            |                     |             |
| 4100 GOVERNING BODY             | 111,647            | 111,647.00        | 57,022.87    | 4,764.54     | 1,094.87   | 53,529.26           | 52.1%       |
| 4200 ADMINISTRATION             | 194,194            | 211,010.00        | 133,846.37   | 14,869.49    | 1,185.73   | 75,977.90           | 64.0%       |
| 4300 ELECTIONS                  | 123,168            | 123,168.00        | 80,610.29    | 6,039.51     | 259.62     | 42,298.09           | 65.7%       |
| 4400 FINANCE                    | 218,373            | 218,373.00        | 162,069.74   | 18,791.44    | 200.00     | 56,103.26           | 74.3%       |
| 4410 PERSONNEL DEPARTMENT       | 73,432             | 73,432.00         | 46,460.74    | 4,767.04     | .00        | 26,971.26           | 63.3%       |
| 4500 TAX DEPARTMENT             | 452,883            | 452,883.00        | 274,075.34   | 30,885.52    | 337.75     | 178,469.91          | 60.6%       |
| 4700 LEGALS                     | 60,000             | 45,184.00         | 15,155.00    | .00          | .00        | 30,029.00           | 33.5%       |
| 4800 REGISTER OF DEEDS          | 240,877            | 240,877.00        | 162,263.01   | 19,328.33    | 1,019.10   | 77,594.89           | 67.8%       |
| 4900 PLANNING DEPARTMENT        | 279,291            | 279,291.00        | 171,811.08   | 19,215.19    | -270.00    | 107,749.92          | 61.4%       |
| 4930 INSPECTIONS DEPARTMENT     | 175,983            | 207,476.00        | 114,352.65   | 33,895.66    | 748.05     | 92,375.30           | 55.5%       |
| 4940 ECONOMIC DEVELOPMENT COMM  | 124,288            | 124,288.00        | 70,315.45    | 7,067.94     | .00        | 53,972.55           | 56.6%       |
| 5000 BUILDINGS AND GROUNDS      | 347,070            | 377,070.00        | 254,994.37   | 25,634.26    | 5,025.28   | 117,050.35          | 69.0%       |
| 5100 SHERIFF                    | 1,702,046          | 1,752,646.00      | 960,527.30   | 105,588.24   | 94,177.60  | 697,941.10          | 60.2%       |
| 5110 SCHOOL RESOURCE OFFICERS   | 136,949            | 136,949.00        | 67,069.29    | 10,599.69    | .00        | 69,879.71           | 49.0%       |
| 5150 COURT FACILITIES           | 27,529             | 27,529.00         | 23,234.94    | 797.72       | .00        | 4,294.06            | 84.4%       |
| 5450 PUBLIC WORKS ADMINISTRATIO | 118,745            | 118,745.00        | 66,132.17    | 7,363.00     | .00        | 52,612.83           | 55.7%       |
| 5460 FLEET VEHICLES             | 26,760             | 26,760.00         | 1,468.75     | -94.94       | .00        | 25,291.25           | 5.5%        |
| 5500 TRAFFIC                    | 2,060              | 2,060.00          | 911.40       | .00          | .00        | 1,148.60            | 44.2%       |
| 5800 SOLID WASTE                | 684,267            | 713,517.00        | 384,500.62   | 53,662.48    | .00        | 329,016.38          | 53.9%       |
| 5900 PUBLIC HEALTH              | 120,683            | 123,931.00        | 86,151.35    | 10,437.00    | 5,675.00   | 32,104.65           | 74.1%       |
| 6050 EXTENSION                  | 143,000            | 145,053.00        | 64,172.53    | 1,147.53     | 2,503.10   | 78,377.37           | 46.0%       |
| 6110 LIBRARY                    | 201,460            | 201,460.00        | 119,918.53   | 12,950.63    | 8,569.40   | 72,972.07           | 63.8%       |
| 6120 RECREATION DEPARTMENT      | 264,666            | 264,666.00        | 171,611.69   | 23,614.07    | 750.00     | 92,304.31           | 65.1%       |
| 6200 DDJP                       | 62,288             | 62,288.00         | 16,071.09    | 1,488.62     | .00        | 46,216.91           | 25.8%       |
| 6210 SENIOR CENTER              | 153,173            | 154,408.00        | 80,078.82    | 5,885.06     | 2,200.00   | 72,129.18           | 53.3%       |
| 6500 POST EMPLOYMENT BENEFITS   | 33,552             | 33,552.00         | 6,524.00     | 6,524.00     | .00        | 27,028.00           | 19.4%       |
| 6600 NON-DEPARTMENTAL           | 207,300            | 204,065.00        | 97,274.74    | 9,063.93     | 21,615.70  | 85,174.56           | 58.3%       |
| 6700 SOIL & WATER CONSERVATION  | 68,883             | 68,883.00         | 40,989.38    | 4,211.08     | 900.00     | 26,993.62           | 60.8%       |
| 6810 CAPITAL OUTLAY             | 325,000            | 325,000.00        | 750.00       | .00          | .00        | 324,250.00          | .2%         |
| 6820 DEBT SERVICE               | 777,147            | 777,147.00        | 141,014.56   | .00          | .00        | 636,132.44          | 18.1%       |
| 6900 SPECIAL APPROPRIATIONS     | 5,097,695          | 5,582,997.00      | 3,126,877.01 | 343,587.38   | 112,333.19 | 2,343,786.80        | 58.0%       |
| 9990 CONTINGENCY                | 40,000             | 40,000.00         | .00          | .00          | .00        | 40,000.00           | .0%         |
| TOTAL GENERAL FUND              | 12,594,409         | 13,226,355.00     | 6,998,255.08 | 782,084.41   | 258,324.39 | 5,969,775.53        | 54.9%       |
| 0012 CODE ENFORCEMENT REVOLVING |                    |                   |              |              |            |                     |             |
| 4900 PLANNING DEPARTMENT        | 15,000             | 15,000.00         | 230.00       | .00          | .00        | 14,770.00           | 1.5%        |

Attachment: FY 18-19 YTD Expenditures (2317 : FY 18-19 YTD Finance Report)



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Camden County, NC LIVE  
FY 18 - 19 YEAR-TO-DATE EXPENDITURES

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| 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      | 230.00       | .00          | .00      | 14,770.00        | 1.5%     |
| 0013 | R/D AUTO ENHANCEMENT FUND      |                 |                |              |              |          |                  |          |
| 4800 | REGISTER OF DEEDS              | 5,025           | 5,025.00       | 5,025.00     | .00          | .00      | .00              | 100.0%   |
|      | TOTAL R/D AUTO ENHANCEMENT FUN | 5,025           | 5,025.00       | 5,025.00     | .00          | .00      | .00              | 100.0%   |
| 0014 | COMMUNITY GRANT PROGRAMS       |                 |                |              |              |          |                  |          |
| 5025 | FEMA HAZARD MITIGATION-PUR     | 0               | 1,143,585.00   | 1,045.50     | .00          | 270.00   | 1,142,269.50     | .1%      |
| 5026 | FEMA HAZARD MITIGATION-CON     | 0               | 327,143.00     | 94.50        | .00          | 270.00   | 326,778.50       | .1%      |
|      | TOTAL COMMUNITY GRANT PROGRAMS | 0               | 1,470,728.00   | 1,140.00     | .00          | 540.00   | 1,469,048.00     | .1%      |
| 0015 | TOURISM DEV AUTHORITY          |                 |                |              |              |          |                  |          |
| 4200 | ADMINISTRATION                 | 41,500          | 41,500.00      | 9,060.66     | 794.98       | 3,625.00 | 28,814.34        | 30.6%    |
|      | TOTAL TOURISM DEV AUTHORITY    | 41,500          | 41,500.00      | 9,060.66     | 794.98       | 3,625.00 | 28,814.34        | 30.6%    |
| 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   | 1,698,446.07 | .00          | .00      | 2,856,323.93     | 37.3%    |
|      | TOTAL WATER & SEWER PROJECTS   | 4,758,421       | 4,758,421.00   | 1,698,446.07 | .00          | .00      | 3,059,974.93     | 35.7%    |

Attachment: FY 18-19 YTD Expenditures (2317 : FY 18-19 YTD Finance Report)



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FY 18 - 19 YEAR-TO-DATE EXPENDITURES

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| 0030                            | SO CAMDEN WATER/SEWER DIST     | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD EXPENDED | MTD EXPENDED | ENC/REQ   | AVAILABLE<br>BUDGET | PCT<br>USED |
|---------------------------------|--------------------------------|--------------------|-------------------|--------------|--------------|-----------|---------------------|-------------|
| 0030 SO CAMDEN WATER/SEWER DIST |                                |                    |                   |              |              |           |                     |             |
| 6820                            | DEBT SERVICE                   | 481,609            | 481,609.00        | 56,425.12    | .00          | .00       | 425,183.88          | 11.7%       |
| 7100                            | R/O PLANT OPERATIONS           | 482,826            | 484,132.00        | 304,655.09   | 63,072.15    | 16,416.15 | 163,060.76          | 66.3%       |
| 7200                            | WATER DISTRIBUTION             | 397,401            | 453,166.00        | 314,970.03   | 24,920.42    | 8,575.75  | 129,620.22          | 71.4%       |
| 7500                            | WASTE WATER OPERATIONS         | 239,665            | 239,837.00        | 116,551.50   | 15,657.09    | 2,960.00  | 120,325.50          | 49.8%       |
|                                 | TOTAL SO CAMDEN WATER/SEWER DI | 1,601,501          | 1,658,744.00      | 792,601.74   | 103,649.66   | 27,951.90 | 838,190.36          | 49.5%       |
| 0032 DISMAL SWAMP GIFT SHOP     |                                |                    |                   |              |              |           |                     |             |
| 6000                            | DISMAL SWAMP VISITORS CENT     | 31,375             | 33,975.00         | 13,903.12    | 25.00        | 860.00    | 19,211.88           | 43.5%       |
|                                 | TOTAL DISMAL SWAMP GIFT SHOP   | 31,375             | 33,975.00         | 13,903.12    | 25.00        | 860.00    | 19,211.88           | 43.5%       |
| 0036 SOUTH MILLS WATERSHED      |                                |                    |                   |              |              |           |                     |             |
| 4720                            | DRAINAGE & WATERSHED PROTE     | 51,125             | 51,125.00         | 1,475.00     | .00          | .00       | 49,650.00           | 2.9%        |
|                                 | TOTAL SOUTH MILLS WATERSHED    | 51,125             | 51,125.00         | 1,475.00     | .00          | .00       | 49,650.00           | 2.9%        |
| 0037 SAWYERS CREEK WATERSHED    |                                |                    |                   |              |              |           |                     |             |
| 4720                            | DRAINAGE & WATERSHED PROTE     | 20,050             | 20,050.00         | 177.13       | 177.13       | .00       | 19,872.87           | .9%         |
|                                 | TOTAL SAWYERS CREEK WATERSHED  | 20,050             | 20,050.00         | 177.13       | 177.13       | .00       | 19,872.87           | .9%         |
| 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: FY 18-19 YTD Expenditures (2317 : FY 18-19 YTD Finance Report)





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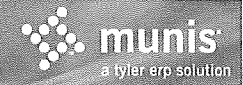
Camden County, NC LIVE  
FY 18 - 19 YEAR-TO-DATE EXPENDITURES

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|                                   | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENC/REQ  | AVAILABLE BUDGET | PCT USED |
|-----------------------------------|-----------------|----------------|--------------|--------------|----------|------------------|----------|
| 0039 SHILOH WATERSHED             |                 |                |              |              |          |                  |          |
| 4720 DRAINAGE & WATERSHED PROTE   | 20,050          | 20,050.00      | 12,256.24    | 161.24       | .00      | 7,793.76         | 61.1%    |
| TOTAL SHILOH WATERSHED            | 20,050          | 20,050.00      | 12,256.24    | 161.24       | .00      | 7,793.76         | 61.1%    |
| 0040 CH & S FIRE COMMISSION       |                 |                |              |              |          |                  |          |
| 5300 FIRE COMMISSION OPERATING    | 327,276         | 796,355.00     | 300,122.77   | 9,394.09     | 1,421.96 | 494,810.27       | 37.9%    |
| TOTAL CH & S FIRE COMMISSION      | 327,276         | 796,355.00     | 300,122.77   | 9,394.09     | 1,421.96 | 494,810.27       | 37.9%    |
| 0041 SOUTH MILLS FIRE COMMISSION  |                 |                |              |              |          |                  |          |
| 5300 FIRE COMMISSION OPERATING    | 237,190         | 237,190.00     | 148,743.56   | 48,290.51    | 847.97   | 87,598.47        | 63.1%    |
| TOTAL SOUTH MILLS FIRE COMMISS    | 237,190         | 237,190.00     | 148,743.56   | 48,290.51    | 847.97   | 87,598.47        | 63.1%    |
| 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          | 43,558.00      | 25,545.86    | 1,714.95     | .00      | 18,012.14        | 58.6%    |
| TOTAL DSS TRUST FUND              | 30,664          | 43,558.00      | 25,545.86    | 1,714.95     | .00      | 18,012.14        | 58.6%    |
| 0052 SOCIAL SERVICES              |                 |                |              |              |          |                  |          |
| 6100 DSS ADMINISTRATION           | 1,029,231       | 1,029,231.00   | 643,694.39   | 74,738.98    | 3,914.88 | 381,621.73       | 62.9%    |
| 8000 PUBLIC ASSISTANCE            | 335,605         | 345,403.00     | 97,546.17    | 11,636.09    | 350.00   | 247,506.83       | 28.3%    |
| TOTAL SOCIAL SERVICES             | 1,364,836       | 1,374,634.00   | 741,240.56   | 86,375.07    | 4,264.88 | 629,128.56       | 54.2%    |
| 0053 JOYCE CREEK DRAINAGE PROJECT |                 |                |              |              |          |                  |          |

Attachment: FY 18-19 YTD Expenditures (2317 : FY 18-19 YTD Finance Report)



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Camden County, NC LIVE  
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| 0053                                | JOYCE CREEK DRAINAGE PROJECT   | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD EXPENDED | MTD EXPENDED | ENC/REQ   | AVAILABLE<br>BUDGET | PCT<br>USED |
|-------------------------------------|--------------------------------|--------------------|-------------------|--------------|--------------|-----------|---------------------|-------------|
| 7210                                | PROJECT OPERATIONS             | 42,835             | 42,835.00         | 6,250.19     | 268.89       | .00       | 36,584.81           | 14.6%       |
|                                     | TOTAL JOYCE CREEK DRAINAGE PRO | 42,835             | 42,835.00         | 6,250.19     | 268.89       | .00       | 36,584.81           | 14.6%       |
| 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                  | 2,107,000.00      | 729,457.11   | 244,929.11   | .00       | 1,377,542.89        | 34.6%       |
|                                     | TOTAL ECONOMIC DEVELOPMENT PRO | 40,000             | 2,147,000.00      | 729,457.11   | 244,929.11   | .00       | 1,417,542.89        | 34.0%       |
| 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            | 164,482.00        | 106,318.20   | 11,610.88    | 366.00    | 57,797.80           | 64.9%       |
|                                     | TOTAL DISMAL SWAMP VISITOR CEN | 161,882            | 164,482.00        | 106,318.20   | 11,610.88    | 366.00    | 57,797.80           | 64.9%       |
| 0065 COMMUNITY PARK TRUST FUND      |                                |                    |                   |              |              |           |                     |             |
| 6130                                | PARK OPERATIONS                | 44,778             | 44,778.00         | 20,383.23    | 539.01       | 13,841.36 | 10,553.41           | 76.4%       |
| 6135                                | MILLTOWN BOAT RAMP & PIER      | 35,000             | 55,000.00         | .00          | .00          | .00       | 55,000.00           | .0%         |
|                                     | TOTAL COMMUNITY PARK TRUST FUN | 79,778             | 99,778.00         | 20,383.23    | 539.01       | 13,841.36 | 65,553.41           | 34.3%       |
| 0070 REVALUATION RESERVE FUND       |                                |                    |                   |              |              |           |                     |             |
| 4200                                | ADMINISTRATION                 | 255,000            | 255,000.00        | .00          | .00          | .00       | 255,000.00          | .0%         |

Attachment: FY 18-19 YTD Expenditures (2317 : FY 18-19 YTD Finance Report)



02/22/2019 11:10  
snorfleet

Camden County, NC LIVE  
FY 18 - 19 YEAR-TO-DATE EXPENDITURES

P 6  
glytdbud

FOR 2019 08

| 0070 | REVALUATION RESERVE FUND       | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD EXPENDED  | MTD EXPENDED | ENC/REQ    | AVAILABLE<br>BUDGET | PCT<br>USED |
|------|--------------------------------|--------------------|-------------------|---------------|--------------|------------|---------------------|-------------|
|      | 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      | 28,735.00     | 4,775.00     | .00        | 1,215,090.00        | 2.3%        |
|      | TOTAL UNRESTRICTED CAPITAL RES | 1,243,825          | 1,243,825.00      | 28,735.00     | 4,775.00     | .00        | 1,215,090.00        | 2.3%        |
| 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         | 28,948,110.00     | 11,639,366.52 | 1,294,789.93 | 312,043.46 | 16,996,700.02       | 41.3%       |

\*\* END OF REPORT - Generated by Sally Norfleet \*\*

Attachment: FY 18-19 YTD Expenditures (2317 : FY 18-19 YTD Finance Report)



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

**Information, Reports & Minutes From Other Agencies**

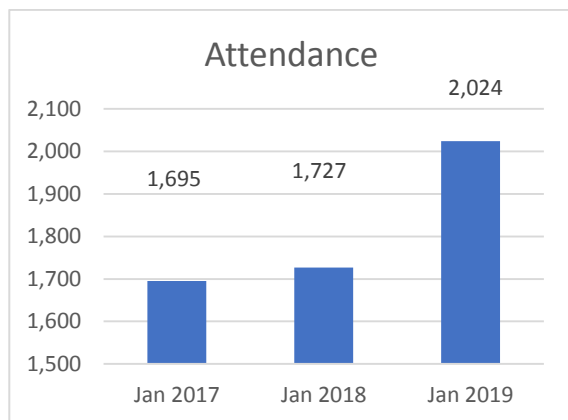
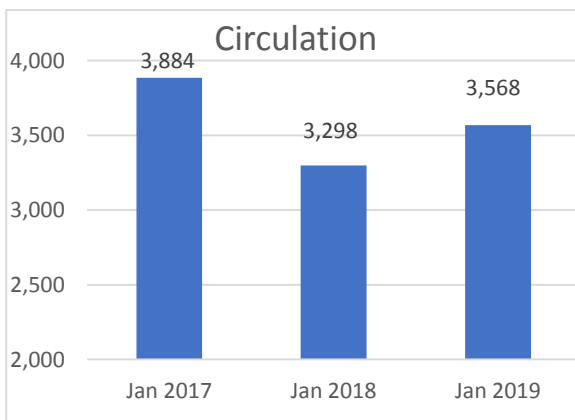
**Item Number:** 9.B  
**Meeting Date:** March 04, 2019  
**Submitted By:** Kim Perry,  
Library  
Prepared by: Kim Perry  
**Item Title** **Library Report**  
**Attachments:** 19\_01 (DOCX)

## Camden County Public Library January 2019 Statistics

|                                 |         |
|---------------------------------|---------|
| Visitor Count                   | 2,024   |
| Materials Check Outs & Renewals | 3,568   |
| Computer/ Wireless Use          | 770/467 |
| Questions Answered              | 311     |
| Juvenile Programs/Attendance    | 17/329  |
| Teen/Tween Programs/Attendance  | 0/0     |
| Adult Programs/Attendance       | 3/18    |
| Meeting Room Usage/Attendance   | 13/151  |
| Days/Hours Open                 | 28/243  |
| # Items in Collection           | 17,641  |
| Library Card Holders            | 3,486   |

Attachment: 19\_01 (2304 : Library Report)

### Comparison by Year 2017-2019





# CAMDENCOUNTY

new energy. new vision.

## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Information, Reports & Minutes From Other Agencies

**Item Number:** 9.C  
**Meeting Date:** March 04, 2019

**Submitted By:** Tammie Krauss, Register of Deeds  
Register of Deeds  
Prepared by: Karen Davis

**Item Title** **Register of Deeds**

**Attachments:** Register of Deeds Weekly Report (XLS)  
Register of Deeds Monthly Report(PDF)

Camden County Register of Deeds: Tammie Krauss  
January 2019 Daily Deposit

| DATE         | NC CHILDREN TRUST | NC DOM. VIO. FUND | STATE REV. STAMPS  | COUNTY REV. STAMPS | RETIREMENT      | AUTO FUND        | STATE TREASURY   | ROD GENERAL        | TOTAL               |
|--------------|-------------------|-------------------|--------------------|--------------------|-----------------|------------------|------------------|--------------------|---------------------|
| 01/02/19     | \$ -              | \$ -              |                    |                    | \$ 0.94         | \$ 4.96          | \$ 12.40         | \$ 44.70           | \$ 63.00            |
| 01/03/19     | \$ -              | \$ -              |                    |                    | \$ 0.73         | \$ 4.22          | \$ 6.20          | \$ 37.85           | \$ 49.00            |
| 01/04/19     | \$ -              | \$ -              | \$ 61.74           | \$ 64.26           | \$ 3.26         | \$ 18.22         | \$ 37.20         | \$ 158.72          | \$ 343.40           |
| 01/07/19     | \$ -              |                   | \$ 264.60          | \$ 275.40          | \$ 2.81         | \$ 17.06         | \$ 18.60         | \$ 148.13          | \$ 726.60           |
| 01/08/19     | \$ 5.00           | \$ 30.00          | \$ -               | \$ -               | \$ 1.29         | \$ 4.35          | \$ 6.20          | \$ 39.16           | \$ 86.00            |
| 01/09/19     | \$ -              | \$ -              | \$ 117.60          | \$ 122.40          | \$ 3.78         | \$ 22.79         | \$ 31.00         | \$ 194.63          | \$ 492.20           |
| 01/10/19     | \$ 5.00           | \$ 30.00          | \$ 42.14           | \$ 43.86           | \$ 4.46         | \$ 23.73         | \$ 31.00         | \$ 203.21          | \$ 383.40           |
| 01/11/19     |                   |                   |                    |                    | \$ 1.89         | \$ 11.07         | \$ 18.60         | \$ 94.44           | \$ 126.00           |
| 01/14/19     |                   |                   |                    |                    | \$ 2.37         | \$ 14.98         | \$ 6.20          | \$ 134.25          | \$ 157.80           |
| 01/15/19     |                   |                   | \$ 285.18          | \$ 296.82          | \$ 1.74         | \$ 10.08         | \$ 18.60         | \$ 85.58           | \$ 698.00           |
| 01/16/19     |                   |                   | \$ 348.39          | \$ 362.61          | \$ 5.69         | \$ 33.30         | \$ 55.80         | \$ 284.21          | \$ 1,090.00         |
| 01/17/19     |                   |                   | \$ 79.87           | \$ 83.13           | \$ 2.04         | \$ 12.06         | \$ 18.60         | \$ 103.30          | \$ 299.00           |
| 01/18/19     |                   |                   | \$ 1,217.65        | \$ 1,267.35        | \$ 6.56         | \$ 38.95         | \$ 62.00         | \$ 329.89          | \$ 2,922.40         |
| 01/22/19     |                   |                   |                    |                    | \$ 0.29         | \$ 1.88          |                  | \$ 16.83           | \$ 19.00            |
| 01/23/19     | \$ -              | \$ -              | \$ 176.40          | \$ 183.60          | \$ 4.79         | \$ 29.77         | \$ 37.20         | \$ 247.24          | \$ 679.00           |
| 01/24/19     |                   |                   | \$ 2,780.26        | \$ 2,893.74        | \$ 6.22         | \$ 38.52         | \$ 49.60         | \$ 320.86          | \$ 6,089.20         |
| 01/25/19     | \$ -              | \$ -              | \$ 53.90           | \$ 56.10           | \$ 2.35         | \$ 14.12         | \$ 18.60         | \$ 121.93          | \$ 267.00           |
| 01/28/19     |                   |                   | \$ 103.39          | \$ 107.61          | \$ 1.47         | \$ 7.80          | \$ 18.60         | \$ 70.13           | \$ 309.00           |
| 01/29/19     |                   |                   | \$ 39.20           | \$ 40.80           | \$ 3.52         | \$ 19.28         | \$ 43.40         | \$ 168.40          | \$ 314.60           |
| 01/30/19     |                   |                   | \$ 56.84           | \$ 59.16           | \$ 3.32         | \$ 19.70         | \$ 31.00         | \$ 166.98          | \$ 337.00           |
| 01/31/19     |                   |                   | \$ 612.99          | \$ 638.01          | \$ 7.43         | \$ 44.15         | \$ 62.00         | \$ 381.42          | \$ 1,746.00         |
|              |                   |                   |                    |                    |                 |                  |                  |                    | 0.00                |
|              |                   |                   |                    |                    |                 |                  |                  |                    | 0.00                |
|              |                   |                   |                    |                    |                 |                  |                  |                    | \$ -                |
| <b>TOTAL</b> | <b>\$ 10.00</b>   | <b>\$ 60.00</b>   | <b>\$ 6,240.15</b> | <b>\$ 6,494.85</b> | <b>\$ 66.95</b> | <b>\$ 390.99</b> | <b>\$ 582.80</b> | <b>\$ 3,351.86</b> | <b>\$ 17,197.60</b> |

Attachment: Register of Deeds Weekly Report (2299 : Register of Deeds)

## Camden, NC

Date Range From Tuesday, January 01, 2019 to Thursday, January 31, 2019

| Name                                 | Amount             |
|--------------------------------------|--------------------|
| NC Children's Trust Fund             | \$10.00            |
| NC Domestic Violence Fund            | \$60.00            |
| State Revenue Stamp                  | \$6,240.15         |
| County Revenue Stamp                 | \$6,494.85         |
| Land Transfer Fee                    | \$0.00             |
| Floodplain Map Fund                  | \$0.00             |
| Supplemental Retirement              | \$66.95            |
| ROD Automation Fund                  | \$390.99           |
| Dept Of Cultural Resources           | \$0.00             |
| Vital Records Fund                   | \$0.00             |
| State General Fund                   | \$0.00             |
| State Treasurer Amount               | \$582.80           |
| ROD General Fund                     | \$3,351.86         |
| <b>Total Distribution For Period</b> | <b>\$17,197.60</b> |
| Cash Total                           | \$391.80           |
| Check Total                          | \$16,805.80        |
| Pay Account Total                    | \$0.00             |
| ACH Total                            | \$0.00             |
| Escrow Account Total                 | \$0.00             |
| Overpayment Total                    | \$0.00             |
| <b>Total Deposit For Period</b>      | <b>\$17,197.60</b> |





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

**Information, Reports & Minutes From Other Agencies**

**Item Number:** 9.D  
**Meeting Date:** March 04, 2019

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

**Item Title** **Community Advisory Committee Report**

**Attachments:** Community Advisory Committee Report (PDF)

**Community Advisory Committee  
Quarterly/Annual Visitation Report**

|   |   |  |
|---|---|--|
| County<br><b>Camden</b>   | Facility Type - <input type="checkbox"/> Family Care Home<br><input checked="" type="checkbox"/> Adult Care Home <input type="checkbox"/> Nursing Home<br><input type="checkbox"/> Combination Home | Facility Name<br><b>Needhams</b>   |
| Visit Date <b>11/27/2018</b>  | Time Spent in Facility <b>1 hr 30 min</b>   | Arrival Time <b>10:30</b> <input checked="" type="checkbox"/> am <input type="checkbox"/> pm   |
| Name of Person Exit Interview was held with <b>Brenda White</b>   |   | Interview was held <input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Phone<br><small>(Name &amp; Title)</small> |
| Committee Members Present: <b>Jasmine Wilson, Ruth White, Amber Jennings, CLARAW MAASFIELD, Tammie Krauss</b>   |   | Report Completed by:<br><b>Tammie KRAUSS</b>   |
| Number of Residents who received personal visits from committee members: <b>7</b>   |   |  |
| Resident Rights Information is clearly visible. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   |   | Ombudsman contact information is correct and clearly posted. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No     |
| The most recent survey was readily accessible. <input type="checkbox"/> Yes <input type="checkbox"/> No<br><small>(Required for Nursing Homes Only)</small>   |   | Staffing information is posted. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                                  |
| <b>Resident Profile</b>   |   | <b>Comments &amp; Other Observations</b>   |
| <p>1. Do the residents appear neat, clean and odor free? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Did residents say they receive assistance with personal care activities, <i>Ex. brushing their teeth, combing their hair, inserting dentures or cleaning their eyeglasses?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>3. Did you see or hear residents being encouraged to participate in their care by staff members? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Were residents interacting w/ staff, other residents &amp; visitors? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. Did staff respond to or interact with residents who had difficulty communicating or making their needs known verbally? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>6. Did you observe restraints in use? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>7. If so, did you ask staff about the facility's restraint policies? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>   |   |  |
| <b>Resident Living Accommodations</b>   |   | <b>Comments &amp; Other Observations</b>   |
| <p>8. Did residents describe their living environment as homelike? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>9. Did you notice unpleasant odors in commonly used areas? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>10. Did you see items that could cause harm or be hazardous? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>11. Did residents feel their living areas were too noisy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>12. Does the facility accommodate smokers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>12a. Where? <input checked="" type="checkbox"/> Outside only <input type="checkbox"/> Inside only <input type="checkbox"/> Both Inside &amp; Outside.</p> <p>13. Were residents able to reach their call bells with ease? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>14. Did staff answer call bells in a timely &amp; courteous manner? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>14a. If no, did you share this with the administrative staff? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>   |   |  |
| <b>Resident Services</b>  |   | <b>Comments &amp; Other Observations</b>   |
| <p>15. Were residents asked their preferences or opinions about the activities planned for them at the facility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>16. Do residents have the opportunity to purchase personal items of their choice using their monthly needs funds? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>16a. Can residents access their monthly needs funds at their convenience? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>17. Are residents asked their preferences about meal &amp; snack choices? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>17a. Are they given a choice about where they prefer to dine? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>18. Do residents have privacy in making and receiving phone calls? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>19. Is there evidence of community involvement from other civic, volunteer or religious groups? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>20. Does the facility have a Resident's Council? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No<br/>Family Council? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> |   |  |
| <b>Areas of Concern</b>   |   | <b>Exit Summary</b>  |
| Are there resident issues or topics that need follow-up or review at a later time or during the next visit?   |   | Discuss items from "Areas of Concern" Section as well as any changes observed during the visit.                                      |

This Document is a PUBLIC RECORD. Do not identify any Resident(s) by name or inference on this form.  
Top Copy is for the Regional Ombudsman's Record. Bottom Copy is for the CAC's Records.

Attachment: Community Advisory Committee Report (2308 : Community Advisory Committee Report)