



**CAMDENCOUNTY**

new energy. new vision.

**BOARD  
OF  
COMMISSIONERS**

**May 06, 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  
May 06, 2019  
7:00 PM  
Historic Courtroom, Courthouse Complex**

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

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

Rev. William Sawyer

#### **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. U.S. Census Bureau - Doug Bell
2. Camden County Public Schools - Dr. Joe Ferrell
3. Sheriff's Office Update - Sheriff Jones
4. Employee Recognition

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

### **Reconvene Board of Commissioners**

#### **ITEM 5. Public Hearings**



- A. Preliminary Plan Phase II North River Crossing Major Subdivision (UDO 2019-02-01)

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

- A. Monthly Tax Report - Ken Bowman
- B. Resolution 2019-05-01 - Ken Bowman

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

- 1. Regional Advisory Council - Gwen Wescott
- 2. Albemarle Regional Library Board - Nona Smith
- 3. Community Advisory Committee - Clarann Mansfield

**ITEM 8. Consent Agenda**

- 1. BOC Meeting Minutes - February 28, 2019
- 2. BOC/BOE Joint Meeting Minutes - March 28, 2019
- 3. BOC Meeting Minutes - April 1, 2019
- 4. BOC Meeting Minutes - April 8, 2019
- 5. Budget Amendments
- 6. School Budget Amendments
- 7. Tax Collection Report
- 8. DMV Monthly Report
- 9. Refunds Over \$100.00
- 10. Vehicle Refunds Over \$100.00
- 11. FY 2019-2020 Revised Annual Budget & CIP Calendar
- 12. 2018-2019 Audit Contracts
- 13. Estimated Property Values
- 14. DSVC Funding Extension
- 15. HMGP Contract - Holland Consulting Planners, Inc.
- 16. Set Public Hearing - FY 2019-2020 Budget
- 17. Set Public Hearing - 2020-2024 Capital Improvement Plan
- 18. Set Public Hearing - Ordinance 2019-03-01

19. Set Public Hearing - Prelim. Plan Phase II Sleepy Hollow Estates

**ITEM 9. County Manager's Report**

**ITEM 10. Commissioners' Reports**

**ITEM 11. Information, Reports & Minutes From Other Agencies**

A. FY 18-19 YTD Finance Report

B. Register of Deeds

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

**ITEM 13. Adjourn**



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

**Presentations**

**Item Number:** 4.1  
**Meeting Date:** May 06, 2019  
**Submitted By:** Karen Davis, Clerk to the Board  
Administration  
Prepared by: Karen Davis

**Item Title** U.S. Census Bureau - Doug Bell

**Attachments:**

**Summary:**  
Mr. Doug Bell with the U.S. Census Bureau will make a presentation.



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

**Presentations**

**Item Number:** 4.2  
**Meeting Date:** May 06, 2019  
**Submitted By:** Karen Davis, Clerk to the Board  
Administration  
Prepared by: Karen Davis

**Item Title** Camden County Public Schools - Dr. Joe Ferrell

**Attachments:**

**Summary:**

Dr. Ferrell will present the 2019-2020 Board of Education budget to the Board of Commissioners.



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

**Presentations**

**Item Number:** 4.3  
**Meeting Date:** May 06, 2019  
**Submitted By:** Karen Davis, Clerk to the Board  
Administration  
Prepared by: Karen Davis

**Item Title** **Sheriff's Office - Kevin Jones**

**Attachments:**

**Summary:**  
Sheriff Jones will give a department update from the Sheriff's Office.



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

**Presentations**

**Item Number:** 4.4  
**Meeting Date:** May 06, 2019  
**Submitted By:** Ken Bowman,  
Administration  
Prepared by: Karen Davis

**Item Title**                      **Employee Recognition**

**Attachments:**

**Summary:**

The following employees will be recognized:

- 1) Charles Sawyer & Thomas Sawyer - Received their Grade 1 Biological Operator Certification on March 14, 2019. Charles has been the Distribution/Collection System Operator since April 2015 and has been with the County since October 2011. Thomas is the Water Treatment Operator in Charge since July 2006 and has been with the County since August 2003.
- 2) Sarah Lane - Sarah has been with Camden County for 20 years as of December 2018; the last 14 years as a Social Worker I/A&T. She previously worked for Pasquotank County for 15 years. She retired on March 31, 2019. We would like to take this moment to recognize this achievement.
- 3) Delores Stone has been with Camden County for 18 years when she retired as a Travel Consultant(part-time) at the Visitor Center. She retired in March 2019. Delores was unable to attend tonight, however we would like to take a moment to recognize this achievement & all the citizens she has helped throughout her career.

**New Employee:**



1) Laura Jolley - Laura Jolley will be the new Senior Center Coordinator beginning Monday, May 13<sup>th</sup>. She lives in Camden with her family and brings a wealth of knowledge and creativity to this position. We look forward to all the new ideas she will bring to the Senior Center.



# CAMDENCOUNTY

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## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Public Hearings

**Item Number:** 5.A  
**Meeting Date:** May 06, 2019

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

**Item Title** **Preliminary Plan Phase II North River Crossing Major  
 Subdivision (UDO 2019-02-01)**

**Attachments:** Agenda Summary Sheet North River Crossing  
 (DOC)  
 Staff Findings\_North River (PDF)  
 Preliminary Plat Pg 5 OVERVIEW SHEET (PDF)  
 Pre-Development DA Map (PDF)  
 NRC Post Development (PDF)

**Summary:**  
 See attached summary.

**Recommendation:**  
 Amend agenda for consideration after public hearing.



# Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

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

Attachment: Agenda Summary Sheet North River Crossing (2370 : Preliminary Plan Phase II North River Crossing Major Subdivision (UDO

**Item Number:**

**Meeting Date:** May 6, 2019  
**Attachments:** Preliminary Plan/Staff Findings/TRC inputs  
**Submitted By:** Planning Department

**ITEM TITLE:** Public Hearing; Preliminary Plan  
Phase II North River Crossing Major  
Subdivision – (UDO 2019-02-01)

**SUMMARY:**

Planning Board met on March 20, 2019 to consider the Preliminary Plan for Phase II North River Crossing 42 lot major residential subdivision and after discussion with staff, applicant, adjacent property owners on drainage concerns and considering Technical Review Committee input, Planning Board recommended approval of the Phase II Preliminary Plan for North River Crossing Major Subdivision with the recommendations as stated in Staff’s Findings on a 4-0 vote.

**RECOMMENDATION:**

1. Amend agenda for consideration after public hearing.

**STAFF REPORT**

**UDO 2019-02-01  
Preliminary Plan North River Crossing  
Phase II Major Subdivision**

**PROJECT INFORMATION**

**File Reference:** UDO 2019-02-01  
**Project Name;** North River Crossing  
**PIN:** 03-8965-00-24-6702  
**Applicant:** Seaboard  
Development  
Alliance LLC/EHP  
Land Company, Inc  
**Address:** 2875 Forge Road  
Toano, VA 23168  
**Phone:** (757) 869-0001  
**Email:**

**Agent for Applicant:**  
**Address:**  
**Phone:**  
**Email:**

**Current Owner of Record:** Seaboard  
Development Alliance, LLC

**Meeting Dates:**

2/12/2019 Neighborhood Meeting  
3/06/2019 Technical Review Meeting  
3/20/2019 Planning Board

**Application Received:** 2/12/19  
**By:** David Parks, Permit Officer

**Application Fee paid:** \$8,400 Check #003034

**Completeness of Application:** Application is generally complete

**Documents received upon filing of application or otherwise included:**

- A. Land Use Application
- B. Preliminary Plan
- C. Deed
- D. Perc Tests from Albemarle Regional Health Services on all lots
- E. Neighborhood meeting comments
- F. TRC Inputs

**PROJECT LOCATION:**

**Street Address:** Off Ditch Bank Road  
**Location Description:** Shiloh Township

**REQUEST:** Preliminary Plan Phase II North River Crossing Major Subdivision – 42 lots - **Article 151.2.3.16 of the Unified Development Ordinance.** Phase II will be further phased as 2A, 2B, 2C.

Attachment: Staff Findings\_North River (2370 : Preliminary Plan Phase II North River Crossing Major Subdivision (UDO 2019-02-01))



Vicinity Map:



Attachment: Staff Findings\_North River (2370 : Preliminary Plan Phase II North River Crossing Major Subdivision (UDO 2019-02-01))





<b>Street/Subdivision name:</b>	Subdivision name: North River Crossing Street Names: Pamlico, Perquimans, Cape Fear Drives, Chowan and Deep Court's
<b>Open Space:</b>	Required: 47 acres X .05 = 2.35 acres ( <b>Article 151.3.5.5</b> )
<b>Landscaping:</b>	Landscaping Plan required at Construction Drawings.
<b>Farmland Compatibility Standards:</b>	<b>Per Article 151.5.5</b> , a 50' wide vegetative buffer required along all agricultural uses. Indicated on plan.
<b>Recreational Land:</b>	<b>Per Article 151.6.1.13</b> – Developer is requesting to pay the fee in lieu of providing land. Formula: 1452 sf per lot X 42 (number of lots) = 60,984 sf or 1.4 acres.

#### **ENVIRONMENTAL ASSESSMENT**

**Streams, Creeks, Major Ditches:** Development will outfall into the North River.

**Distance & description of nearest outfall:** Distance to North River from Development is approximately 2000 feet. There is a maintenance easement along a ditch of the Roberts property to which the HOA is responsible to maintain in accordance with recorded covenants. Maintenance easement recorded in Camden County Registry of Deeds in BK 301, Pages 817-820.

#### **TECHNICAL REVIEW STAFF (SKETCH PLAN) COMMENTS**

1. **South Camden Water.** Approved.
2. **Albemarle Regional Health Department.** Approved. Received 42 perc tests.
3. **South Camden Fire Department.** Reviewed no comments.
4. **Pasquotank EMS (Central Communications).** Subdivision/road names approved.
5. **Sheriff's Office.** Reviewed no comments.
6. **Postmaster Elizabeth City.** No response. Did not attend meeting.
7. **School Superintendent:** No response. Did not attend meeting.
8. **Transportation Director of Schools.** Approved with request that all cul-de-sac's turning radius be a minimum of 43.5 feet.
9. **Camden Soil & Water Conservationist.** Approved.
10. **NCDOT.** No response.
11. **Mediacom.** No response.
12. **Century Link.** No response.



**PLANS CONSISTENCY**

**CAMA Land Use Plan Policies & Objectives:**

Consistent  Inconsistent

CAMA Land Suitability Maps has land designated as Moderate Suitability and Future Land Use Maps has land designated as Medium Density Residential.

**2035 Comprehensive Plan**

Consistent  Inconsistent

Property is consistent with 2035 Comprehensive Plan Future Land Use Maps which has area designated as Rural Residential.

**Comprehensive Transportation Plan**

Consistent  Inconsistent

Property abuts Ditch Bank and Trotman Roads and internal roads will be dedicated to public.

**FINDINGS REGARDING ADDITIONAL REQUIREMENTS:**

Yes  No

**Endangering the public health and safety?**

In staff's opinion, application does not appear to endanger public health and safety.

Yes  No

**Injure the value of adjoining or abutting property.**

In staff's opinion, application does not appear to injure the value of adjoining or abutting property as this is Phase II of existing subdivision.

**EXCEED PUBLIC FACILITIES:**

Yes  No

**Schools:** Proposed development will generate 28 students (.67 per household X 42 lots). High School over capacity: **2018/2019 capacity: 570 Enrollment: 607 - Capacity does not include modular units for Camden Early College**

**Fire and rescue:** Approved.

Yes  No

**Law Enforcement:** Approved.

Yes  No

**Planning Staff recommends approval of Preliminary Plan for Phase II of North River Crossing Subdivision with the following comments.**

1. Constructions drawings to reflect turning radius of cul-de-sacs be minimum 43.5' as requested by the Transportation Director of Camden County Schools.

**Planning Board recommendation:**

**At their March 20, 2019 meeting, Planning Board after discussion with applicant, adjacent property owners, and staff, recommended approval with staff comments of Phase II North River Crossing Major subdivision on a 4-0 vote.**

Attachment: Staff Findings\_North River (2370 : Preliminary Plan Phase II North River Crossing Major Subdivision (UDO 2019-02-01))





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

N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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.** N/A

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

**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.** N/A

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

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

N/A  
\_\_\_\_\_  
\_\_\_\_\_

**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.** N/A

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

*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: Staff Findings\_North River (2370 : Preliminary Plan Phase II North River Crossing Major Subdivision (UDO 2019-02-01))



# Land Use/Development Application

County of Camden, North Carolina

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

Applicants for a subdivision must submit this form as their Special Use Permit application. Please consult the Planning Office, (252) 338-1919, with any questions about your application.

Office Use Only	
PIN:	<u>02-8965-00-24-6702</u>
UDO#	<u>2019-02-01</u>
Date Received:	<u>2/1/19</u>
Received by:	<u>AP</u>
Zoning District:	<u>NR</u>
Fee Paid \$	<u>8400.<sup>00</sup>/<sub>100</sub></u>
Please Do Not Write In This Box	

PLEASE PRINT OR TYPE

Applicant's Name: Seaboard Development Alliance, LLC

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.

EHP Land Co., Inc. Managing Member, c/o Elwood H. Perry, President

Applicant's Mailing Address: 2875 Forge Road  
Toano, Va 23168

Daytime Phone Number 757-869-0001

Street Address Location of Property: Between Ditch Bank Road (SR1122) and Cape Fear Drive

General Description Of Proposal North River Crossing Phase 2 -  
42 Additional Single Family Lots

*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: 

Dated: Feb. 1, 2019

Flood Zone?  X  
 A  
 AE  
 AEFW

Located in Watershed Protection Area?  Yes  
 No

Taxes Paid?  Yes  
 No

Attachment: Staff Findings\_North River (2370 : Preliminary Plan Phase II North River Crossing Major Subdivision (UDO 2019-02-01))

Limited Liability Company

Legal Name  
Seaboard Development Alliance, LLC

Information

SosId: 1159917  
Status: Current-Active  
Annual Report Status: Current  
Citizenship: Domestic  
Date Formed: 7/22/2010  
Registered Agent: Greene, Wilson, III

Addresses

<b>Reg Office</b>	<b>Reg Mailing</b>	<b>Mailing</b>	<b>Principal Office</b>
205 E King Street Edenton, NC 27932	205 E King Street Edenton, NC 27932	2875 Forge Road Toano, VA 23168	2875 Forge Road Toano, VA 23168

Company Officials

All LLCs are managed by their managers pursuant to N.C.G.S. 57D-3-20.

<b>Managing Member</b>	<b>Managing Member</b>	<b>Managing Member</b>
E H P Land CO INC 2875 Forge Rd Toano VA 23168	WILSON GREENE 205 E King Street Edenton NC 27932	Timothy Hess 829 Lake Forest Drive Raleigh NC 27615

Date: 3/15/19

From: Technical Review Staff Camden County School Transportation Dept.  
(Organization)

To: Camden County Planning Department

RE: Phase II Preliminary Plat North River Crossing – 42 lots

The following are \_\_\_\_\_ input for the Phase II Preliminary Plat North River Crossing major residential subdivision:

\_\_\_\_ Approved as is.

\_\_\_\_ Reviewed with no comments.

✓ \_\_\_\_\_ Approved with the following comments/recommendations:

See Attached Request

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

Name: Britton Overton Signature: [Handwritten Signature]

Attachment: Staff Findings\_North River (2370 : Preliminary Plan Phase II North River Crossing Major Subdivision (UDO 2019-02-01))



**Address**  
 174 Hwy 343 North  
 Camden, N.C. 27921-7549  
 Telephone (252) 335-0831  
 Fax (252) 331-2300  
 ccsnc.org



**Board Members**  
 Christian A. Overton, *Chair*  
 Jason A. Banks, DDS, *Vice Chair*  
 Sissy Aydtlett  
 Kevin P. Heath  
 Chris Purcell

## CAMDEN COUNTY BOARD OF EDUCATION

Dr. Joe Ferrell, *Superintendent*

To: Dan Porter, Planning Director  
 From: Britton Overton, Director of Transportation *BO*  
 Date: March 5, 2019  
 Re: School Bus Turning Radius in Subdivision Cul-de-sac  
 Technical Review Committee Meeting; North River Crossing  
 Phase II  
 CC: David Parks, Camden Planning Department

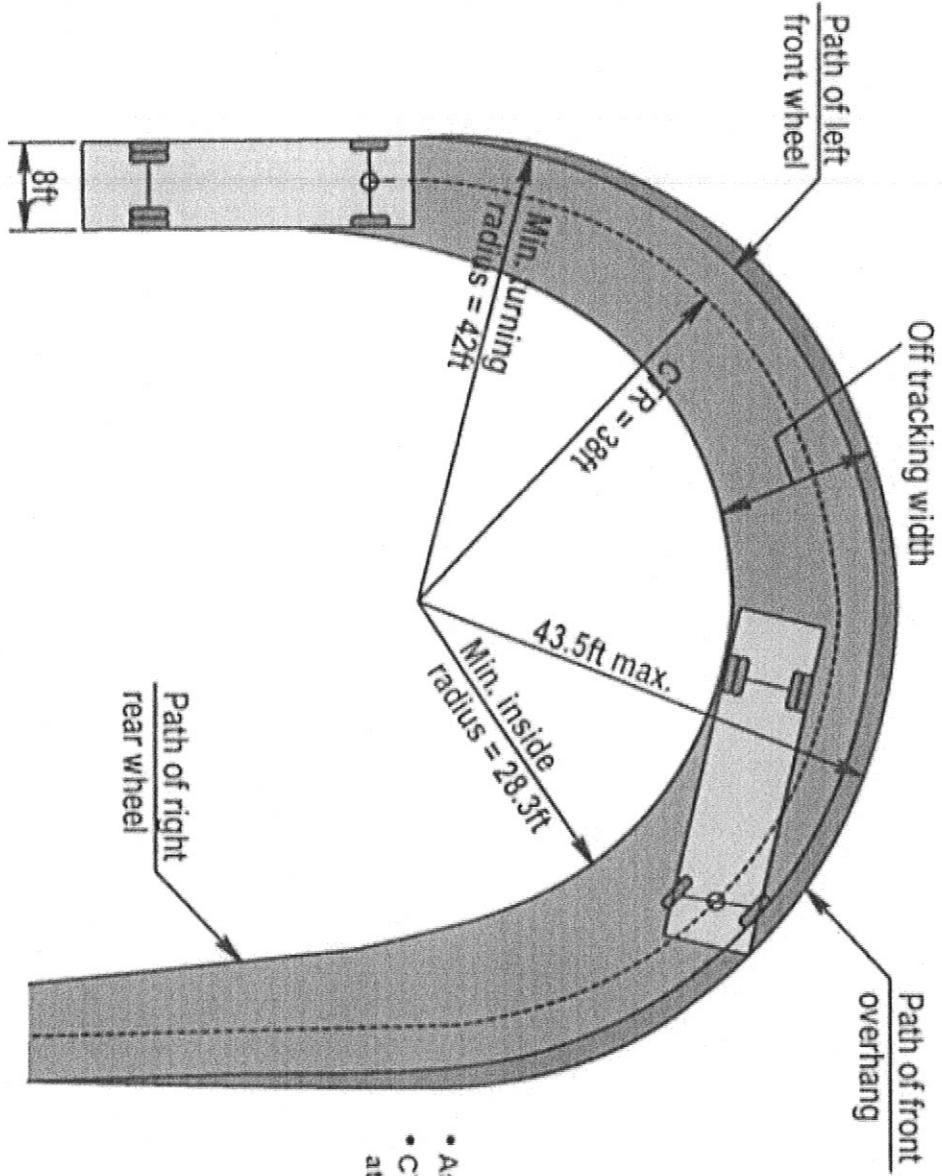
Camden County School Transportation Department requests that any subdivision created in Camden county have a minimum of 43.5' cul-de-sac radius.

The NC Department of Transportation requires a minimum cul-de-sac radius for non-curb and gutter pavement sections of 35' as per the *2010 Subdivision Roads Minimum Construction Standards*. AASHTO turning templates (attached) recommend a minimum turning radius of 42' plus an additional 1.5' to keep the rear overhand from wiping out a mailbox.

This information and support have been provided by our local state department in reference to the requested 43.5' radius.

### MISSION STATEMENT

The Camden County Public Schools, in partnership with home and community, will educate all to be productive citizens in an ever-changing world.



- Assumed steering angle is 31.7°
- CTR = Center line turning radius at front axle

Date: 2-15-19

From: Technical Review Staff Central Communications  
(Organization)

To: Camden County Planning Department

RE: Phase II Preliminary Plat North River Crossing – 42 lots

The following are \_\_\_\_\_ input for the Phase II Preliminary Plat North River Crossing major residential subdivision:

\_\_\_\_ Approved as is.


Reviewed with no comments.

\_\_\_\_ Approved with the following comments/recommendations:

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

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

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

Name: Kylie Felton Signature: 

Attachment: Staff Findings\_North River (2370 : Preliminary Plan Phase II North River Crossing Major Subdivision (UDO 2019-02-01))



Date: 3/4/19

From: Technical Review Staff Pasquotank EMS  
(Organization)

To: Camden County Planning Department

RE: Phase II Preliminary Plat North River Crossing - 42 lots

The following are Pasquotank-Camden EMS input for the Phase II Preliminary Plat North River Crossing major residential subdivision:

Approved as is.

Reviewed with no comments.

Approved with the following comments/recommendations:

EMS and 911 serve both counties, therefore I would recommend changing the street name of "Perquimans Dale" to something else, as we already have a "Perquimans Ave" in Pasquotank.

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

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

Name: Jerry Newell Signature: [Handwritten Signature]

Note: EMS Command Staff will be at the Annual EMS Administrators Conference in Wilmington on this meeting date. Sorry that we will not be able to attend in person.

[Handwritten Signature]

Attachment: Staff Findings\_North River (2370 : Preliminary Plan Phase II North River Crossing Major Subdivision (UDO 2019-02-01))



Date: 3/5/19

From: Technical Review Staff Sheriff's Office  
(Organization)

To: Camden County Planning Department

RE: Phase II Preliminary Plat North River Crossing – 42 lots

The following are \_\_\_\_\_ input for the Phase II Preliminary Plat North River Crossing major residential subdivision:

\_\_\_\_ Approved as is.

Reviewed with no comments.

\_\_\_\_ Approved with the following comments/recommendations:

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

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

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

Name: Reedley Meade Signature: [Handwritten Signature]

Attachment: Staff Findings\_North River (2370 : Preliminary Plan Phase II North River Crossing Major Subdivision (UDO 2019-02-01))

Date: 3/6/19

From: Technical Review Staff Soil & Water  
(Organization)

To: Camden County Planning Department

RE: Phase II Preliminary Plat North River Crossing – 42 lots

The following are Soil & Water input for the Phase II Preliminary Plat North River Crossing major residential subdivision:

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

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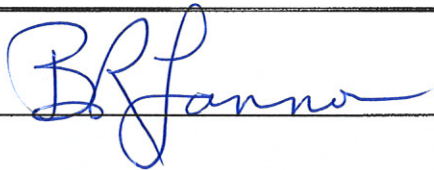


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- Disapproved with the following comments: (Provide factual evidence for denial)
- 
- 
- 

Name: Brian R Lannon Signature: 

Attachment: Staff Findings\_North River (2370 : Preliminary Plan Phase II North River Crossing Major Subdivision (UDO 2019-02-01))

Date: 3/6/19

From: Technical Review Staff SCW+SD  
(Organization)

To: Camden County Planning Department

RE: Phase II Preliminary Plat North River Crossing – 42 lots

The following are SCW+SD input for the Phase II Preliminary Plat North River Crossing major residential subdivision:

Approved as is.

Reviewed with no comments.

Approved with the following comments/recommendations:

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

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

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

Name: David Credle Signature: David Credle

Attachment: Staff Findings\_North River (2370 : Preliminary Plan Phase II North River Crossing Major Subdivision (UDO 2019-02-01))

Date: 3/4/19

From: Technical Review Staff South Camden Fire Dept.  
(Organization)

To: Camden County Planning Department

RE: Phase II Preliminary Plat North River Crossing – 42 lots

The following are SCFO input for the Phase II Preliminary Plat North River Crossing major residential subdivision:

Approved as is.

Reviewed with no comments.

Approved with the following comments/recommendations:

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

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

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

Name: Kirk Jennings Signature: Kirk Jennings

Attachment: Staff Findings\_North River (2370 : Preliminary Plan Phase II North River Crossing Major Subdivision (UDO 2019-02-01))

*SeaBoard Development Alliance, LLC*  
2875 Forge Road  
Toano, VA 23168

January 30, 2019

RE: Phase II North River Crossing; Neighborhood meeting

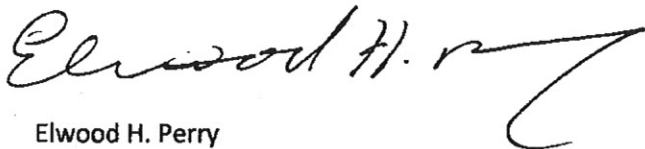
Dear Neighbors,

We are nearing completion of Phase I of North River Crossing major subdivision consisting of 32 lots. With that said we are applying to Camden County to seek preliminary plat approval for Phase II which will consist of a total of 42 lots to be completed in 3 phases (A, B, and C).

We are scheduling a neighborhood meeting for us to present the Preliminary Plat of Phase II and to give adjacent property owners an opportunity to provide comments at the meeting. The meeting will be held on Tuesday, February 12, 2019 at 6:00 PM in the upstairs Courtroom of the Historic Camden County Courthouse.

Any questions please feel free to e-mail me at [Elwoodherry@gmail.com](mailto:Elwoodherry@gmail.com).

Sincerely,



Elwood H. Perry  
Managing Member

## Dave Parks

---

**From:** Elwood Perry <elwoodhperry@gmail.com>  
**Sent:** Wednesday, February 13, 2019 8:46 PM  
**To:** Dave Parks  
**Subject:** [External] Re: Neighborhood Meeting

Hey Dave

I appreciate you facilitating the neighborhood meeting on February 12, for phase 2 of North River Crossing. There were 8 people in attendance, Aaron & Melissa Miller, Paul & Andrea Battig, Andy Monn, Michele Albertson, Bonnie Taylor, & Mark Mcglone. Six were residents of NRC. Two were adjacent property owners. The comments centered around drainage questions, and builder questions.

I am going to offer a time between now and planning meeting, to have David Klebitz come to NRC, to answer any questions.

I also, have sent them copies of the recorded covenants. I have offered to meet with them, if they wish, to discuss them, or any other issues.

i was surprised at their concerns over the drainage, and the builders.

i will see you tommorrow, about 1:30, with checks for the application.

Thanks

Woody Perry

On Tue, Feb 12, 2019 at 9:53 AM Elwood Perry <elwoodhperry@gmail.com> wrote:



Sent from my iPhone

On Feb 12, 2019, at 9:47 AM, Dave Parks <dparks@camdencountync.gov> wrote:

Woody,

I will have the Courtroom open up at 5:30. Make sure you have a sign-in sheet and a comment sheet to hand out. See you then.

Dave Parks, CFM

Permit Officer

Attachment: Staff Findings\_North River (2370 : Preliminary Plan Phase II North River Crossing Major Subdivision (UDO 2019-02-01))



**Dave Parks**

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**From:** Michelle Albertson <michelle.eccm@verizon.net>  
**Sent:** Wednesday, February 20, 2019 8:33 AM  
**To:** criggs@camdencountync.gov; boc@camdencountync.gov;  
 dparks@camdencountync.gov; dporter@camdencountync.gov;  
 kbowman@camdencountync.gov  
**Subject:** [External] Re: [External] North River Crossing

Thank you for getting back to me so quickly. My number is 757-737-1299.

Michelle Albertson  
 Assistant Director  
 Centerville Baptist Extended Child Care  
[michelle.eccm@verizon.net](mailto:michelle.eccm@verizon.net)

---

On Tuesday, February 19, 2019 Clayton Riggs <[criggs@camdencountync.gov](mailto:criggs@camdencountync.gov)> wrote:

Michelle,

You did not provide a phone number. There is too much to discuss to email it in its entirety. I would be glad to answer your question or find you the most knowledgeable staff members.

Clayton Riggs

Commissioner

Sent from my U.S.Cellular© Smartphone

----- Original message -----

**From:** Michelle Albertson <[michelle.eccm@verizon.net](mailto:michelle.eccm@verizon.net)>  
**Date:** 2/19/19 3:09 PM (GMT-05:00)  
**To:** [criggs@camdencountync.gov](mailto:criggs@camdencountync.gov)  
**Subject:** [External] North River Crossing

Good Afternoon,

I am not sure if I am contacting the proper person. I have given up hope that this development would stop at phase 1. I love my country living and quiet road. I am writing to you because of the way they have the phase broke up and where they are starting. Half of the home owners plan to sell within the next couple of years because of relocation. I feel they should start closer to the existing homes in case this neighborhood does not continue to sell homes. That way there will

not be a huge empty space within the neighborhood. The meeting we had last week the builders pretty much said the only reason they are starting on Ditch Bank was because they wouldn't have to pay for the road yet, it is cheaper way to go.

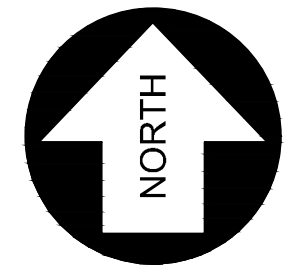
Thank you,

Michelle Albertson



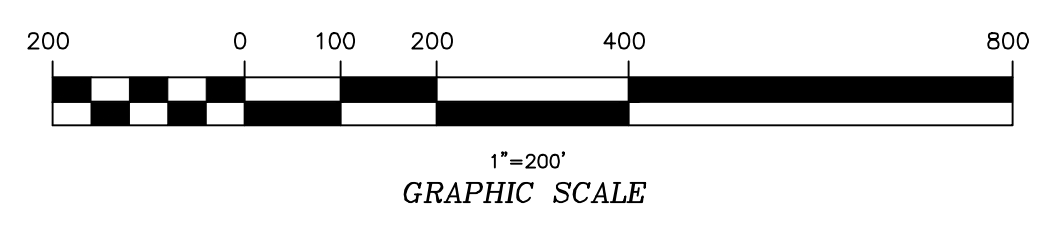
LEGEND	
	ROADWAY CENTERLINE
	RIGHT-OF-WAY
	PROPERTY BOUNDARY
	ADJOINING PROPERTY LINE
	SHORELINE
	EXISTING CONCRETE MONUMENT
	SET CONCRETE MONUMENT
	SET IRON ROD
	EXISTING IRON ROD
	EXISTING IRON PIPE
	EXISTING IRON PIPE
	STREET ADDRESS
	NOT TO SCALE
	PLAT CABINET
	DEED BOOK
	SLIDE
	SQUARE FEET
	ACRES

LINE TABLE		
LINE	LENGTH	BEARING
L1	75.04	N41° 30' 25"E
L2	47.88	S13° 14' 53"W
L3	79.75	N64° 03' 59"W
L4	55.82	N63° 55' 41"E
L5	45.00	S65° 27' 37"E
L6	75.28	N79° 01' 20"E
L7	82.00	S83° 58' 05"W
L8	82.00	S83° 42' 33"W
L9	83.54	S24° 32' 23"W
L10	83.54	N24° 32' 23"E
L11	143.40	S5° 57' 27"E
L12	143.77	N5° 57' 27"W



NC NAD 82(2007) GRID NORTH

CURVE TABLE					
CURVE	LENGTH	RADIUS	CHORD	BEARING	DELTA
C1	195.65'	436.80'	194.02'	S83° 05' 41"E	25°39'48"
C2	233.96'	1451.16'	233.70'	N78° 37' 43"E	9°14'14"
C3	61.03'	6920.00'	61.03'	S74° 15' 46"W	0°30'19"
C4	196.73'	1188.67'	196.51'	N69° 46' 27"E	9°28'58"
C5	39.22'	58.00'	38.48'	N59° 01' 19"W	38°44'48"
C6	39.06'	25.00'	35.21'	S84° 24' 46"E	89°31'43"
C7	148.17'	323.00'	146.87'	N37° 40' 53"E	26°17'00"
C8	61.72'	367.80'	61.64'	N29° 20' 48"E	9°36'51"
C9	17.58'	95.00'	17.55'	S66° 13' 23"E	10°36'07"
C10	24.25'	25.00'	23.31'	N43° 44' 04"W	55°34'46"



PROJECT PHASING LEGEND		
	EXISTING PHASE 1	[32 LOTS]
	PROPOSED PHASE 2A	[10 LOTS]
	PROPOSED PHASE 2B	[10 LOTS]
	PROPOSED PHASE 2C	[22 LOTS]

**BISSELL**  
**PROFESSIONAL GROUP**  
 Engineers, Planners, Surveyors  
 and Environmental Specialists

Bissell Professional Group  
 Firm License # C-956  
 3512 North Croatan Highway  
 P.O. Box 1008  
 Kitty Hawk, North Carolina 27949  
 TEL: (252) 261-3266  
 FAX: (252) 261-1760

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**OVERVIEW**  
 NORTH RIVER CROSSING PHASE 2A,2B,2C  
 SHILOH TOWNSHIP CAMDEN COUNTY NORTH CAROLINA  
 PRELIMINARY SUBDIVISION PLAT

NO.	DATE	DESCRIPTION	BY

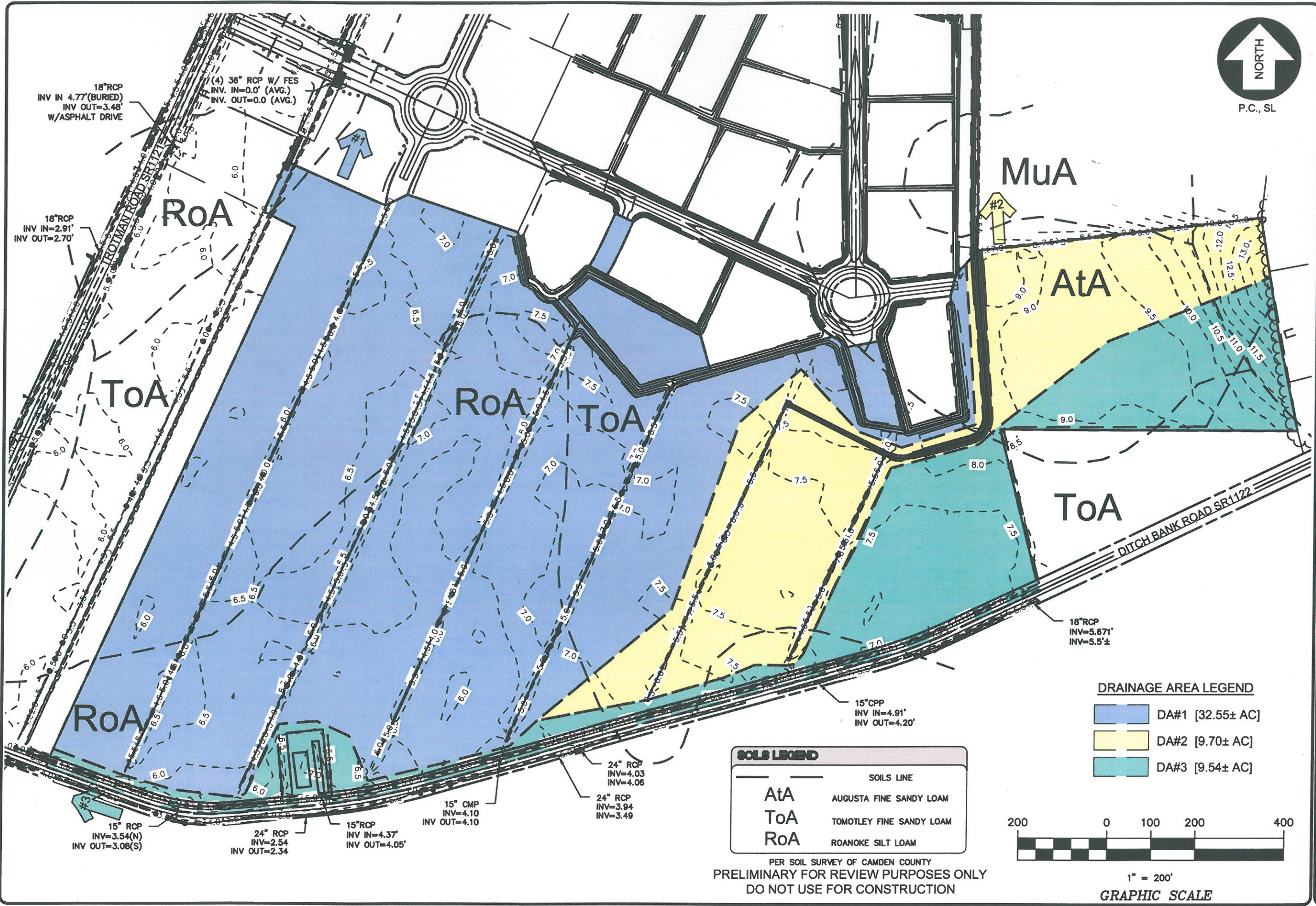
**PRELIMINARY FOR REVIEW PURPOSES ONLY**

DATE: 01-22-19	SCALE: 1"=200'
DESIGNED: DMK	CHECKED: DMK
DRAWN: MDB	APPROVED: BPG
SHEET: 2 OF 5	
CAD FILE: 4588PH2PP1	
PROJECT NO: 4588	

S:\projects\4588\_North\_River\_Crossing\_Phase\_2A,2B,2C.dwg 3/11/2019 8:58 AM HP Designer T2500 PS HPCL2.pcl

Attachment: Preliminary Plat Pg 5 OVERVIEW SHEET (2370 : Preliminary Plan Phase II North River Crossing Major Subdivision (UDO 2019-02-01))





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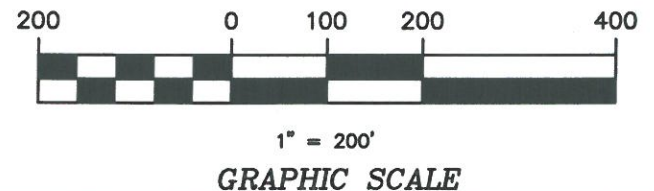
PROJECT: **NORTH RIVER CROSSING - PH2**  
 PRE-DEVELOPMENT  
 SHILOH CAMDEN COUNTY NORTH CAROLINA  
 DRAINAGE AREA MAP

REVISIONS	
NO.	DATE

DATE: 03-11-19	SCALE: 1" = 200'
DESIGNED: BPG	CHECKED: DMK
DRAWN: DMK	APPROVED: DMK
SHEET: 1 of 1	
CAD FILE: 4588000SW1	
PROJECT NO: 4588	

SOILS LEGEND	
	SOILS LINE
AtA	AUGUSTA FINE SANDY LOAM
ToA	TOMOTLEY FINE SANDY LOAM
RoA	ROANOKE SILT LOAM

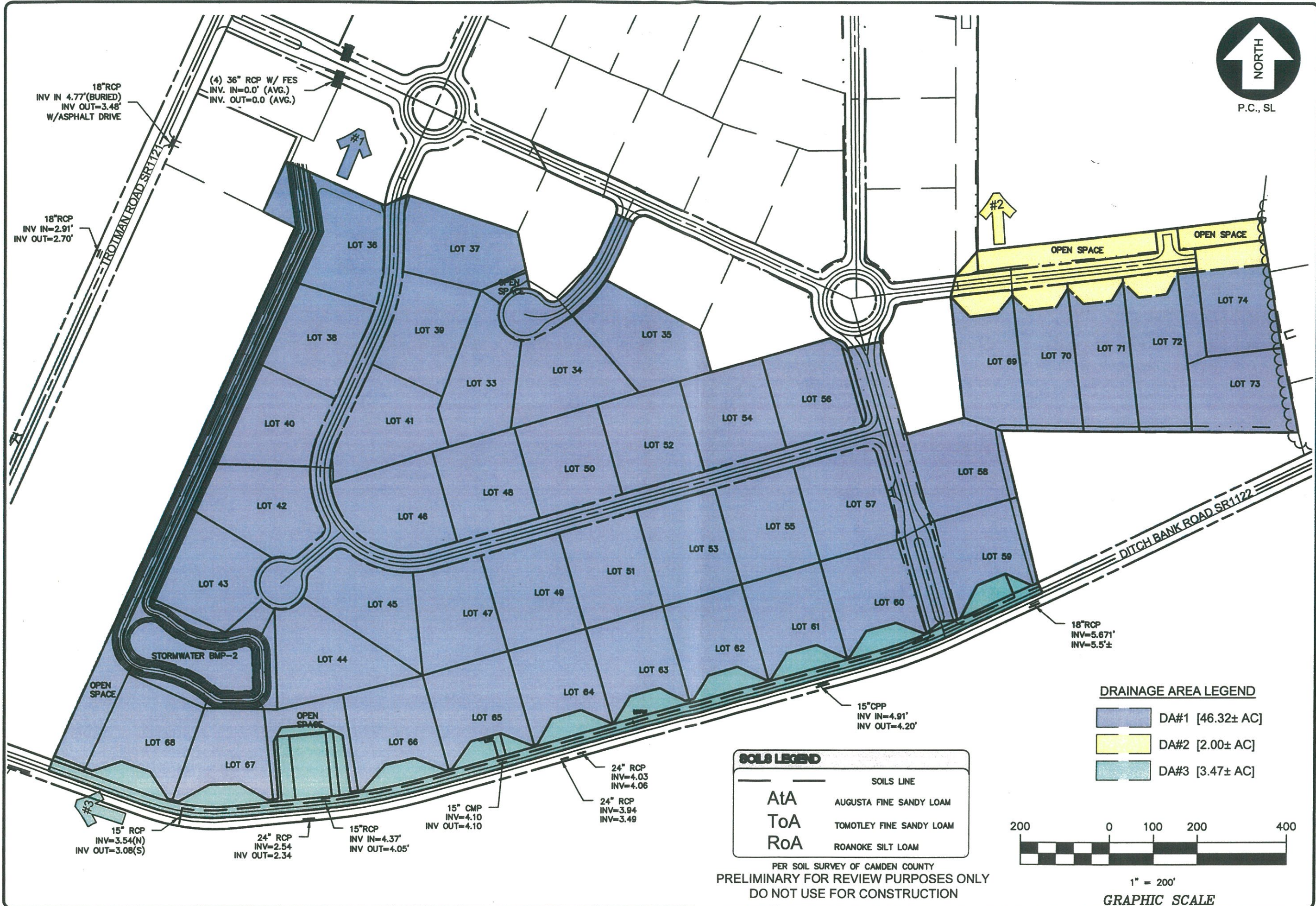
DRAINAGE AREA LEGEND	
<span style="display:inline-block; width:15px; height:15px; background-color:blue; border:1px solid black;"></span>	DA#1 [32.55± AC]
<span style="display:inline-block; width:15px; height:15px; background-color:yellow; border:1px solid black;"></span>	DA#2 [9.70± AC]
<span style="display:inline-block; width:15px; height:15px; background-color:teal; border:1px solid black;"></span>	DA#3 [9.54± AC]



PER SOIL SURVEY OF CAMDEN COUNTY  
 PRELIMINARY FOR REVIEW PURPOSES ONLY  
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Attachment: Pre-Development DA Map (2370 : Preliminary Plan Phase II North River Crossing Major Subdivision (UDO 2019-02-01))





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P.O. Box 100  
Kitty Hawk, North Carolina 27949  
(252) 381-3288  
FAX (252) 381-1760

PROJECT: **NORTH RIVER CROSSING - PH2**  
POST-DEVELOPMENT  
DRAINAGE AREA MAP  
SHELOH CAMDEN COUNTY NORTH CAROLINA

NO.	DATE	DESCRIPTION	BY

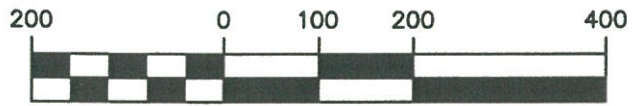
DATE: 03-11-19  
DESIGNED: BPG  
DRAWN: DMK  
SHEET: 1 of 1  
CAD FILE: 4588000SW1  
PROJECT NO: 4588

**SOILS LEGEND**

Symbol	SOILS LINE
AtA	AUGUSTA FINE SANDY LOAM
ToA	TOMOTLEY FINE SANDY LOAM
RoA	ROANOKE SILT LOAM

**DRAINAGE AREA LEGEND**

Blue shaded area	DA#1 [46.32± AC]
Yellow shaded area	DA#2 [2.00± AC]
Light blue shaded area	DA#3 [3.47± AC]



1" = 200'  
GRAPHIC SCALE

PER SOIL SURVEY OF CAMDEN COUNTY  
PRELIMINARY FOR REVIEW PURPOSES ONLY  
DO NOT USE FOR CONSTRUCTION

Attachment: NRC Post Development (2370 : Preliminary Plan Phase II North River Crossing Major Subdivision (UDO 2019-02-01))





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

**New Business**

**Item Number:** 6.A  
**Meeting Date:** May 06, 2019  
**Submitted By:** Lisa Anderson, Tax Administrator  
Taxes  
Prepared by: Lisa Anderson

**Item Title** **March Monthly Report**

**Attachments:** 20190429162439545 (PDF)

**Summary:** March 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	231,883.55	3,755.42
2017	62,666.52	3,704.95
2016	22,315.80	2,518.33
2015	12,423.58	1,157.09
2014	12,940.20	1,228.71
2013	9,071.20	4,965.69
2012	6,719.42	7,851.61
2011	4,828.75	6,473.95
2010	4,244.84	4,714.27
2009	3,978.27	4,524.03

Attachment: 20190429162439545 (2386 : March Monthly Report)

TOTAL REAL PROPERTY TAX UNCOLLECTED	371,072.13
TOTAL PERSONAL PROPERTY UNCOLLECTED	40,894.05
TEN YEAR PERCENTAGE COLLECTION RATE	99.44%
COLLECTION FOR 2019 vs. 2018	115,718.66 vs. 93,080.55

**LAST 3 YEARS PERCENTAGE COLLECTION RATE**

2018	96.86%
2017	99.06%
2016	99.63%

**THIRTY LARGEST UNPAID ACCOUNTS**

SEE ATTACHMENT "A"

**THIRTY OLDEST UNPAID ACCOUNTS**

SEE ATTACHMENT "B"

Attachment: 20190429162439545 (2386 : March Monthly Report)

**EFFORTS AT COLLECTION IN THE LAST 30 DAYS****ENDING** March **2019****BY TAX ADMINISTRATOR**59 NUMBER DELINQUENCY NOTICES SENT21 FOLLOWUP REQUESTS FOR PAYMENT SENT1 NUMBER OF WAGE GARNISHMENTS ISSUED14 NUMBER OF BANK GARNISHMENTS ISSUED16 NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR  
TO DELINQUENT TAXPAYER0 NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)0 PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF  
TAX ADMINISTRATOR0 NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO  
COUNTY ATTORNEY0 NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR  
COLLECTION (I.D. AND STATUS)0 REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS0 NUMBER OF JUDGMENTS FILED

Attachment: 20190429162439545 (2386 : March Monthly Report)

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	8,080.29	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8934-01-18-6001.0000	8,005.91	1	LINDA SUE LAMB HINTON	CAMDEN	150 158 US W
R	02-8937-00-50-8036.0000	6,148.38	1	CLEVELAND WALSTON LE	CAMDEN	187 HERMAN ARNOLD RD
R	02-8934-01-17-4778.0000	5,094.04	2	LARRY G. LAMB SR	CAMDEN	152 158 US W
R	03-8899-00-45-2682.0000	4,392.64	10	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8899-00-16-2671.2425	4,190.81	1	SPRING LOTUS LLC	SHILOH	141 EDGEWATER DR
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	01-7080-00-53-1141.0000	3,179.89	2	EDWARD A ROSA SR	SOUTH MILLS	188 KEETER BARN RD
R	02-8934-01-29-4617.0000	3,106.99	1	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W
R	03-8952-00-55-2255.0000	2,981.08	1	VERNON L. & EDITH W. SYLVESTER	CAMDEN	453 NECK RD
R	03-8803-00-23-4988.0000	2,933.00	1	WANDA H WELLS	SHILOH	104 HIGH RD
R	02-8934-01-18-8282.0000	2,746.15	1	BRIDGET CARTWRIGHT JOHNSON	CAMDEN	144 158 US W
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	02-8945-00-41-2060.0000	2,499.43	1	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
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	02-8945-00-53-1518.0000	2,445.81	2	GARY D. & BETH A. LOYD	CAMDEN	115 LISTER DR
R	02-8944-00-51-7111.0000	2,400.06	1	FLOYD & JUNE T. ETHERIDGE	CAMDEN	110 BILLETS BRIDGE RD
R	03-8962-00-05-0472.0000	2,389.86	1	FRANK MCWILLIAN HEIRS	SHILOH	172 NECK RD
R	02-8934-01-29-4776.5853	2,182.86	2	CECIL BARNARD HEIRS	SHILOH	WICKHAM RD
R	01-7999-00-78-4680.0000	2,167.21	3	C. RUSSELL HASTINGS JR.	CAMDEN	110 158 US W
R	01-7080-00-49-5646.0000	2,091.93	1	BERTHA MARLENE GARRETT	SOUTH MILLS	379 OLD SWAMP RD
R	01-7080-00-62-1977.0000	2,062.78	1	JANICE L CALDWELL	SOUTH MILLS	199 CULPEPPER RD
R	01-7090-00-64-4058.0000	2,056.11	9	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	03-8943-04-93-8214.0000	2,052.32	1	GODFREY RIDDICK	SOUTH MILLS	131 LILLY RD
R	02-8934-01-18-8072.0000	2,042.88	10	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7988-00-91-0179.0001	2,028.10	1	ARNOLD AND THORNLEY, INC.	CAMDEN	146 158 US W
R			10	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	

04/29/19 15:58:30

Delinquencies Top-30 Unpaid



Real

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	03-8899-00-45-2682.0000	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	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	SOUTH MILLS	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	CENTERPOINT RD
R	03-9809-00-45-1097.0000	10	202.10	MICHAEL OBER	SHILOH	HIBISCUS
R	03-8899-00-37-0046.0000	10	154.57	ELIZABETH LONG	SHILOH	LITTLE CREEK RD
R	03-9809-00-17-2462.0000	10	140.15	TODD ALLEN RIGGS	SHILOH	1295 343 HWY N
R	03-8980-00-84-0931.0000	9	220.38	CARL TEUSCHER	SHILOH	NECK RD
R	01-7998-01-08-6797.0000	8	4,175.50	EDWARD E. HARRIS JR.	SOUTH MILLS	LITTLE CREEK RD
R	03-8962-00-04-9097.0000	8	2,182.86	CECIL BARNARD HEIRS	SHILOH	227 SLEEPY HOLLOW RD
R	03-8990-00-64-8379.0000	8	940.48	CHRISTOPHER FROST-JOHNSON	CAMDEN	WICKHAM RD
R	02-8935-01-07-0916.0000	8	710.94	ROSETTA MERCER INGRAM	SHILOH	1352 343 HWY N
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	03-8962-00-60-7648.0000	8	281.11	FRANK WRIGHT ETAL	SHILOH	352 SANDY HOOK RD
R	03-8965-00-37-4242.0000	7	1,751.87	DORA EVANS FORBES	SHILOH	107 AVERY DR
R	03-8970-00-29-5521.0000	7	1,517.56	JONATHAN E PULLIN	SHILOH	

04/29/19 15:58:34

Delinquencies Top-30 Oldest

1 Personal

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
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	0001538	1,751.18	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	0000295	412.03	2	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0001230	411.11	7	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
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	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	0000772	288.86	4	COSBY BAKER	SOUTH MILLS	114 BINGHAM RD
P	0002924	272.82	1	PAUL BEAUMONT	SHAWBORO	106 DEERFIELD TRL
P	0001693	261.90	10	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001638	259.82	2	ERIC JASON WOODARD	SOUTH MILLS	612 MAIN ST
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	0002442	200.37	2	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0000945	195.03	4	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0001546	177.59	1	GEORGE ROWLAND	CAMDEN	431 158 US W
P	0001673	177.05	10	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0001722	140.55	8	JANET LEARY	CAMDEN	LINTON ROAD
P	0001976	137.83	1	ANA ALICIA MARTINEZ LOPEZ	SHILOH	110 AARON DR
P	0001150	136.45	2	WILLIAM MICHAEL STONE	CAMDEN	130 MILL DAM RD S

04/29/19 15:59:01

Delinquencies Top-30 Unpaid

Roll	Parcel Number	YrsDlq	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	680.34	LESLE E THERIDGE JR	CAMDEN	
P	0001072	10	587.82	PAM BUNDY	SHILOH	105 AARON DR
P	0001693	10	261.90	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001105	10	248.38	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001673	10	177.05	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0000248	10	128.38	ROBERT H. OWENS	CAMDEN	A STREET
P	0000316	10	115.56	JAMES P. JONES	CAMDEN	142 SANDHILLS RD
P	0001827	9	483.28	KAREN BUNDY	CAMDEN	431 158 US W
P	0001722	8	140.55	JANET LEARY	CAMDEN	LINTON ROAD
P	0001639	8	123.29	CAREY FARMS, INCORPORATED	SOUTH MILLS	202 SHARON CHURCH
P	0001230	7	411.11	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001681	7	366.10	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001694	7	288.99	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001952	7	238.91	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0001681	6	661.94	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
P	0000772	6	288.86	COSBY BAKER	SOUTH MILLS	114 BINGHAM RD
P	0000905	4	305.31	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
P	0001638	4	259.82	ERIC JASON WOODARD	SOUTH MILLS	612 MAIN LOT 12
P	0000945	4	195.03	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0001476	3	1,043.30	MIKE TAYLOR	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0000295	3	412.03	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000466	3	314.96	LAMBS OF CAMDEN	CAMDEN	152 HWY 158 W
P	0000846	3	294.16	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0000385	3	121.17	MARK SANDERS OVERMAN	SHAWBORO	116 GARRINGTON ISLAND
P	0002921	3	120.68	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0000770	3	108.00	MARSHA GAIL BOGUES	CAMDEN	276 BELCROSS RD
P	0002079	3	106.35	OCTAVIS BANKS III	SOUTH MILLS	262 OLD SWAMP RD

04/29/19 15:59:07

Delinquencies Top-30 Oldest



# CAMDENCOUNTY

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## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### New Business

**Item Number:** 6.B  
**Meeting Date:** May 06, 2019  
**Submitted By:** Karen Davis, Clerk to the Board  
 Board of Commissioners  
 Prepared by: Karen Davis

**Item Title** **Resolution 2019-05-01**

**Attachments:** Resolution 2019-05-01 (DOCX)

### **Summary:**

Attached is a resolution adopted by the Pasquotank and Currituck Boards of Commissioners at their recent meetings. The resolution supports House Bill 541, which would amend NCGS 105-275 to reduce the exclusion from 80% to 60% of the appraised value of solar energy electric systems from local ad valorem tax valuation, and require counties to spend 50% of the tax proceeds collected for public education and community college purposes. Both Boards of Commissioners requested that Camden County consider adopting a similar resolution.

### **Recommendation:**

Approval.



Resolution 2019-05-01

A RESOLUTION OF THE CAMDEN COUNTY BOARD OF COMMISSIONERS  
SUPPORTING HOUSE BILL 541 TO REDUCE THE PROPERTY TAX EXCLUSION FOR  
SOLAR ENERGY ELECTRIC SYSTEMS AND ALLOCATE CERTAIN TAX PROCEEDS  
FOR PUBLIC EDUCATION PURPOSES

**WHEREAS**, North Carolina General Statute §105-275(45) allows the exclusion of eighty percent (80%) of the appraised value of solar energy electric systems from local ad valorem tax valuation; and

**WHEREAS**, House Bill 541 would amend North Carolina General Statute §105-275(45) to reduce the exclusion from eighty percent (80%) to sixty percent (60%) of the appraised value of the solar energy electric systems from local ad valorem tax valuation; and

**WHEREAS**, any community hosting solar energy electric systems should receive the full financial benefit of such development, Camden County would favor any legislation that will eliminate or reduce the property tax exclusion for solar energy electric systems; and

**WHEREAS**, upon passage of House Bill 541, Camden County would expect to receive an additional \$32,226 in revenues; and

**WHEREAS**, House Bill 541 would require the County to spend fifty percent (50%) of the tax proceeds collected under North Carolina General Statute §105-275(45) for public education and community college purposes.

**NOW, THEREFORE IT BE RESOLVED** by the Camden County Board of Commissioners, that Camden County requests that its legislative delegation support House Bill 541 to reduce the local government property tax exclusion for solar energy electric systems.

Adopted this, the 6<sup>th</sup> day of May, 2019.

---

Tom White, Chairman  
Camden County Board of Commissioners

ATTEST:

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Karen M. Davis  
Clerk to the Board of Commissioners

Attachment: Resolution 2019-05-01 (2395 : Resolution 2019-05-01)



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

**Board Appointments**

**Item Number:** 7.1  
**Meeting Date:** May 06, 2019  
**Submitted By:** Karen Davis, Clerk to the Board  
Administration  
Prepared by: Karen Davis

**Item Title**                      **Regional Advisory Council - Gwen Wescott**

**Attachments:**

**Summary:**

It is the request of the Albemarle Commission Area Agency on Aging (AAA) that Gwen Wescott be reappointed to the Regional Advisory Council as a representative for Camden County.

**Recommendation:**

Approve reappointment.



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

**Board Appointments**

**Item Number:** 7.2  
**Meeting Date:** May 06, 2019  
**Submitted By:** Karen Davis, Clerk to the Board  
Administration  
Prepared by: Karen Davis

**Item Title**                      **Albemarle Regional Library Board - Nona Smith**

**Attachments:**

**Summary:**

It is the request of staff that Nona Smith be appointed to fill the vacancy created by the resignation of Nell Morrison on the Albemarle Regional Library Board.

**Recommendation:**

Approve appointment.



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

**Board Appointments**

**Item Number:** 7.3

**Meeting Date:** May 06, 2019

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

**Item Title**                      **Community Advisory Committee - Clarann Mansfield**

**Attachments:**

**Summary:**

It is the request of staff that Clarann Mansfield be reappointed to the Adult Care Home Community Advisory Committee for an additional term.

**Recommendation:**

Approve reappointment.





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

**Consent Agenda**

**Item Number:** 8.1  
**Meeting Date:** May 06, 2019

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

**Item Title** **BOC Meeting Minutes - February 28, 2019**

**Attachments:** bocminutes\_022819 (DOCX)

**Camden County Board of Commissioners  
Retreat Work Session  
February 28, 2019**

The Camden County Board of Commissioners met for a retreat work session on February 28, 2019 at YMCA at The Pines in Elizabeth City, North Carolina.

Present: Chairman Tom White, Vice Chairman Clayton Riggs, Commissioners Garry Meiggs and Randy Krainiak. Absent: Commissioner Ross Munro

Staff Present: County Manager Ken Bowman and Clerk to the Board Karen Davis.

Chairman Tom White called the meeting to order at 8:45 AM. The Board received information updates on the following. No official action was taken.

**Project Updates/Information**

- Current Library Lease
- Broadband Update – Curtiss Albany, Eastern Shore Communications
  - ♦ USDA Community Connect Grant
  - ♦ Planned Tower Locations
  - ♦ Residential Internet Services
  - ♦ Commercial Internet Services
  - ♦ Communication with Camden’s Citizens
- Milltown Road Boat Ramp
  - ♦ Bid Packaged Being Prepared
- Sawyer’s Creek VFD – Update on Building Repair
- Courthouse Wastewater Treatment Facility
  - ♦ Estimated completion date of July 1, 2019
- Rural Ready Sites Grant
  - ♦ \$1.6M Grant
  - ♦ Upgrades to Camden Commerce Park & south Mills Wastewater Treatment Plan
- Lagoon Liner Replacement
  - ♦ Completion Date Mid-March 2019
- Camden Plantation
  - ♦ Boyd Homes – Ken Merner
  - ♦ 1700 Homes, Golf Course, Commercial Shopping
  - ♦ Met with SMWA on February 13, 2019
- Dollar General Shiloh
  - ♦ Estimated Opening June 2019
- Cooperative Extension Office
  - ♦ Estimate for Demolition Work - \$8500
    - Remove and dispose of asbestos siding
    - Demolition of the existing structure

- All debris removed and disposed of property
  - Includes disposal free
- ♦ Vanguard Modular Building Systems
  - New air condition
  - New interior surfaces
  - New doors and windows
  - ADA-conforming restrooms
  - Handicap accessibility
  - Painting
- ♦ Utility access is in close proximity to the proposed location. Proposed units are commensurate with the use and size of land; minimal impact expected on activities adjacent to the site.
- ♦ Contract – 5 years @ \$1100.00 per month
- Capital Improvement Program
  - ♦ Reviewed current status

### **Proposed Projects**

- Parks and Recreation Community Park Building Expansion
- County Complex
  - ♦ Viewed and discussed architectural renderings.
- South Mills Water Association
  - ♦ Discussed way forward in provision of water to SMWA to increase capacity.
- New High School
  - ♦ Two architect firms will attend the joint meeting of the Board of Commissioners and Board of Education on March 28, 2019.
- 2019-2020 Budget
  - ♦ Requested input from the Board of Commissioners on upcoming Budget.
- First Tryon Advisors
  - ♦ David Cheatwood presented information on capital project lending options.

There being no further matters for discussion Chairman Tom White adjourned the work session at 3:00 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



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

**Consent Agenda**

**Item Number:** 8.2  
**Meeting Date:** May 06, 2019

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

**Item Title** **BOC/BOE Joint Meeting Minutes - March 28, 2019**

**Attachments:** bocboeminutes\_032819 (DOCX)

**Joint Meeting  
Camden County Board of Commissioners  
Camden County Board of Education  
March 28, 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 Chairman and Vice Chairman on March 28, 2019 at 6:00 PM at the Camden County Public Library. The primary purpose of the meeting was to discuss the proposal of a facility study for 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: Vice Chairman Jason Banks, Board Members Kevin Heath, Sissy Aydlett, Chris Purcell. Absent: Chairman Christian Overton

**Pledge of Allegiance**

Those in attendance recited the Pledge of Allegiance.

**Consideration of the Agenda**

Commissioner Garry Meiggs offered a motion to approve the agenda as presented. The motion passed unanimously with five commissioners voting aye and no commissioner voting no.

**Welcome**

Board of Commissioners Chairman Tom White welcomed all those in attendance.

**Information Updates**

- I. A presentation by Hayley Bowers and Bill Cram from M.B. Kahn Construction included the following:
  - A. Brief Introduction of M.B. Kahn Construction Company
  - B. Experience in Funding for Clients
  - C. Facility Study Process
    1. Research
    2. On-Site Interviews & Site Assessment
    3. Analysis
  - D. Budgeting
  - E. Educational Programming

## F. Financial Modeling/Options

The following points were addressed during the question/answer period:

- ♦ Facility study can be completed in 3-4 months.
- ♦ Total amount possible from grant is \$15 million; have been granted just under \$2.3. As of right now there is no timeline according to DPI.
- ♦ Most popular funding sources – publically supported referendums on property tax; over the last five years more of a trend toward sales tax referendums.
- ♦ Approximate cost of facility study - \$25,000 (charged for hours worked with a not-to-exceed figure)
- ♦ Facility study will include projected five-year school population.
- ♦ Facility study will include evaluation of existing buildings for possible accommodation of growth.

Commissioner Garry Meiggs offered a motion to move forward with the Facility Study provided that the Board of Education agrees to pay half of the cost of the study. The motion passed unanimously with five commissioners voting aye and no commissioner voting no.

The Board of Education decided by consensus to vote on the Facility Study at its April 11, 2019 meeting.

- II. A presentation by Jimmy Hite of Hite Associates included the following:
- A. Brief Introduction of Hite Associates (K-12 Designers & Planners)
  - B. Overview of Building Design
    1. Shape as a design principle
    2. Connectors
    3. Pitched roofs with overhangs
    4. Platform Technology
  - C. Construction costs are sensitive to supply and demand
  - D. Quality Interior Materials
  - E. Presented Camden High School Concept
    1. 147,770 square feet
    2. Steel frame with concrete block, brick veneer, metal roof
    3. Teracon recommends bridge lift of 4-5 feet
    4. If priced today, roughly \$35 million including site work, building, fees, furniture & equipment

Board of Education member Kevin Heath inquired as to the application for the second grant.



Commissioner Garry Meiggs offered a motion that the Board of Education proceed in applying for the second grant. The motion passed unanimously with five commissioners voting aye and no commissioner voting no.

Board of Education member Kevin Heath offered a motion that the Board of Education proceed in applying for the second grant. The motion was seconded by Sissy Aydlett. The motion passed unanimously with four board members voting aye, no board member voting no and one board member absent.

Board of Education member Jason Banks inquired as to placing the Bond Referendum for a new high school on the 2020 ballot.

Chairman White explained that he is of the opinion that it is too soon to make that decision.

County Manager Ken Bowman cautioned against putting the bond referendum on the ballot too soon as the citizens will need to understand the tax increase implications.

Dr. Ferrell reiterated that the Board of Education will vote on the facility study at its meeting on April 11, 2019.

Chairman White suggested that another joint meeting be scheduled upon completion of the facility study.

There being no further matters for discussion Board of Education Vice Chairman Jason Banks entertained a motion to adjourn. Sissy Aydlett offered a motion to adjourn. The motion was seconded by Kevin Heath. The motion passed unanimously with four board members voting aye, no board member voting no and one board member absent.

Commissioner Randy Krainiak offered a motion to adjourn. The motion passed unanimously with five commissioners voting aye and no commissioner voting no.

The meeting adjourned at 7:20 PM.



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## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Consent Agenda

**Item Number:** 8.3  
**Meeting Date:** May 06, 2019

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

**Item Title** **BOC Meeting Minutes - April 1, 2019**

**Attachments:** bocminutes\_040119 (DOCX)

**Camden County Board of Commissioners**

**April 1, 2019**

**Closed Session – 6:00 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 April 1, 2019 in the Historic Courtroom, Camden, North Carolina.

**CALL TO ORDER**

The meeting was called to order by Chairman Tom White at 6:00 PM. Also Present: Vice Chairman Clayton Riggs, Commissioners Garry Meiggs, and Randy Krainiak. Absent for the Closed Session: Ross Munro.

Staff Present: County Manager Ken Bowman, County Attorney John Morrison, Clerk to the Board Karen Davis.

**Motion to go into Closed Session to discuss economic development and to consult with the county attorney in regard to possible litigation.**

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

**Motion to come out of Closed Session.**

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

Commissioner Ross Munro was present for the Regular Meeting.

Attachment: bocminutes\_040119 (2368 : BOC Meeting Minutes - April 1, 2019)

39 Additional Staff Present for Regular Meeting: Interim Finance Officer Sally Norfleet, Tax  
40 Administrator Lisa Anderson, Public Works Director David Credle, Director of Elections Elaine  
41 Best, Soil & Water Specialist Brian Lannon.

42

43 **Invocation and Pledge of Allegiance**

44 Pastor Kevin Buzzard gave the invocation and led in the Pledge of Allegiance.

45

46 **ITEM 1. PUBLIC COMMENTS**

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47

48 None.

49

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

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51

52 Clerk to the Board Karen Davis read the Conflict Of Interest Disclosure Statement.

53

54 **ITEM 3. CONSIDERATION OF AGENDA**

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55

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

57

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

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59

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61 **ITEM 4. PRESENTATIONS**

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62

- 63 1. 2019 Spring Litter Sweep – Brenda Bowman presented an update on the April 13-27,  
64 2019 Spring Litter Sweep in Camden County. First grade students from Grandy Primary  
65 School were performed a Litter Sweep song and presented the commissioners with safety  
66 vests and cleanup tools.
- 67 2. Department Update – Board of Elections Director Elaine Best gave an update from Board  
68 of Elections.
- 69 3. Employee Recognition – The following employees were recognized for recent  
70 accomplishments:
  - 71 • Soil & Water Conservation Specialist Brain Lannon – Recipient of the Bobby  
72 Brock Soil Health Award from the NC Soil & Water Conservation Society.
  - 73 • Clerk to the Board Karen Davis – Received designation as a North Carolina  
74 Certified County Clerk at the Annual North Carolina Association of County  
75 Clerks Conference in March 2019.

76

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

78

79 Chairman White recessed the meeting of the Board of Commissioners and called to order the  
80 South Camden Water & Sewer District Board of Directors Meeting.

81

82 Public Comments – None



83  
 84 Consideration of the Agenda  
 85

Agenda  
 Camden County Board of Commissioners  
 SCWSD - Regular Meeting  
 April 01, 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 Report
- ITEM 5. ADJOURN

86  
 87  
 88 **Motion to approve the agenda as presented.**

89 **RESULT: PASSED [UNANIMOUS]**  
 90 **MOVER:** Clayton Riggs, Vice Chairman  
 91 **AYES:** White, Krainiak, Meiggs, Riggs, Munro

92  
 93 New Business

94  
 95 A. Monthly Report

96  
 97 Public Works Director David Credle presented the monthly report for February 2019 and the 12-  
 98 month report.  
 99

*South Camden Water & Sewer Board  
 Monthly Work Order Statistics Report  
 Period: February 2019*

	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water/Distribution	63	63	100%	0
Sewer/Collection	0	0	100%	0

Locates:

- Water Line: 180
- Sewer Line: 11
- Water & Sewer, same ticket: 1
- Hydrant flow test: 9

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

Water treated at the water treatment plant in February: 8,484,240 gallons

Daily average water usage for February: 303,009 gallons

Current treatment capacity at the water treatment plant: 720,000 gallons per day.

100  
 101

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									
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	99	100%	0%	99	0	125	4	15	0
Feb	63	100%	0%	63	0	180	11	1	9

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Mr. Credle also gave the following updates:

- The lagoon liner replacement project has been completed.
- The new wastewater treatment facility:
  - ♦ High-rate infiltration pond dug out; backfilled with sand.
  - ♦ Building erected.
  - ♦ Electrical, plumbing, heat/air roughed in.
  - ♦ Lab framing complete.
  - ♦ Bathroom complete.
  - ♦ Sheetrock currently being installed.

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

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

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

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

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Chairman White adjourned the South Camden Water & Sewer District Board of Directors and reconvened the Camden County Board of Commissioners.

**ITEM 5. NEW BUSINESS**

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A. Land Conveyance Request – Amber Simonds

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132  
133

Mrs. Simonds read the following prepared statement to the Board:

Attachment: bocminutes\_040119 (2368 : BOC Meeting Minutes - April 1, 2019)

134 *My name is Amber Simonds, Wife of Chris Simonds, of Burnt Mills. He is son of the late Lem*  
 135 *Simonds Jr., of Burnt Mills. Lem is the son of the late Lem Simonds, Sr., also of Burnt Mills.*  
 136 *His father is the late Fletcher Simonds, also of Burnt Mills. The Simonds lineage stretches over*  
 137 *100 years in this area and our family cemetery is directly behind our property on Lake Road.*

138  
 139 *April 2015, Lem Jr. passed unexpectedly. Four days before our daughter, Jackson Simonds, was*  
 140 *born. From his passing, Chris' mother was reliant on her own income to maintain the home. To*  
 141 *continue the legacy on Lake Road we decided to sell our home in Elizabeth City and buy the*  
 142 *property from Chris' mother, relieving her of the debt.*

143  
 144 *We have lived in the same home since May 2016 and we are ready to branch out and build in the*  
 145 *near future. In a meeting with Farm Credit, we will need a separate deeded property in order to*  
 146 *build our home. No one deeded property can have multiple mortgaged homes. We have*  
 147 *received an estimate to pull 2 acres of the 6.5 acres in our deed for our separate build and*  
 148 *residence. In speaking to the County Planner, it seems a land conveyance for a family*  
 149 *subdivision is our only reasonable option to start our build process. According to the current*  
 150 *UDO; Article 151.2, Section 2.3, Transfer plat 2.3.23, we would have to convey the property to*  
 151 *an immediate family member for possession of five years before they can convey it back to us in*  
 152 *order to start building our forever home.*

153  
 154 *I ask the board to revisit this ordinance for our family situation. With our intent and footprint in*  
 155 *the area, we aren't leaving. We would like to deed the separation to ourselves in order to build*  
 156 *within the next year.*

157  
 158 Commissioner Meiggs expressed his desire for the Board to be able to assist this family with the  
 159 request.

160  
 161 County Attorney Morrison explained that the Board may or may not have the authority to grant  
 162 the request based on the law.

163  
 164 Chairman White stated that the County Manager would look into the situation further, along with  
 165 the Planning Department, to see what, if anything can be done.

166  
 167 B. Bid Tabulation & Recommendation for HMGP Management Company

168  
 169 Emergency Management Coordinator Christy Saunders presented the following to the Board:

170  
 171 Camden County has received three grant Hazard Mitigation Grant Program (HMPG) grants from  
 172 Hurricane Matthew, one for the acquisition of five (5) residential properties, another for the  
 173 acquisition of one (1) residential property (this was originally requested to be an elevation but had  
 174 to be moved to acquisition due to the property being located within the floodway) and one for the  
 175 demolition/reconstruction of two (2) properties. These grants are funded 75% Federal share and  
 176 25% State share. Request for Qualifications (RFQ) for turnkey professional project  
 177 implementation and management services were publicized in October, 2018 (with no response)  
 178 and again in February, 2019 (with two responses). Pasquotank-Camden Emergency Management

179 and the Camden County Manager have reviewed the proposals and requests the Board of  
 180 Commissioners award the contract to Holland Consulting Planners, Inc.  
 181

**Hurricane Matthew Hazard Mitigation Grant Program (HMGP)  
 Management and Implementation Services - Request for Services Response/Recommendation**

Management Company	A	B	C	D	E	
POINTS	35	20	20	10	15	<b>TOTAL</b>
Holland Consulting Planners	35	18	20	10	15	<b>98</b> * Recommended Company
Summit Design and Engineering Services	30	20	15	7	15	<b>87</b>

- A. Specific Related Experience of Project Team Members 35 pts.
- B. Management Plan 20 pts.
- C. Performance and Reputation of Participating Firm(s) 20 pts.
- D. Team Capacity/Staff Availability/Project Schedule 15 pts.
- E. Cost-Effectiveness 15 pts.

**Comments:**

**1. Specific Related Experience of Project Team Members**

- a. **Holland Consulting Planners** - Company has been actively involved in NC's Disaster Recovery Program, including the management of Hurricanes Fran/Floyd/Isabel/Irene and, currently, Matthew HMGP elevation/acquisition/rehabilitation projects. The Project Manager identified in the proposal response is the former NC State Hazard Mitigation Officer. Additional identified team members each have extensive experience in HMGP, Flood Mitigation Assistance Program, CDBG Disaster Recovery Program, etc.
- b. **Summit Design and Engineering Services** - The Project Manager has background in community development and disaster recovery to include FEMA Hazard Mitigation and CDBG Urgent Needs grants. The remaining team members experience are in civil engineering, surveying and construction materials testing.

**2. Management Plan**

Both companies provided detailed management plans.

**3. Performance and Reputation of Participating Firms**

- a. **Holland Consulting Planners** - Holland completed the three largest elevation programs ever funded by FEMA Region IV, managed the City of Greenville and Town of Windsor Hurricane Floyd HMGP acquisition projects and Hurricanes Isabel and Irene HMPG Elevation/Acquisition Projects for multiple NC counties. They are currently assisting several counties with Hurricane Matthew HMGP projects.
- b. **Summit Design and Engineering Services** - Provided information on HMGP Acquisition/Elevation projects managed related to Tropical Storms Ida and Irene, the Louisa County Earthquake and Hurricane Sandy for Mathews County in Virginia. Other performance experience provided included CDBG grants, revitalization projects and Flood Redevelopment Program. All performance experience provided was conducted in Virginia with the exception of a current HMGP for the Town of Carrboro in NC for the elevation of two (2) structures.

**Hurricane Matthew Hazard Mitigation Grant Program (HMGP)  
 Management and Implementation Services - Request for Services Response/Recommendation**

**4. Team Capacity/Staff Availability/Project Schedule**

- a. **Holland Consulting Planners**
  - i. Team Capacity - Six team members listed with extensive HMGP experience.
  - ii. Staff Availability - Available to the county on a weekly basis.
  - iii. Project Schedule - "Project schedule to be determined based on the County's grant agreement for the project."
- b. **Summit Design and Engineering Services**
  - i. Team Capacity - Five Team Members listed. Senior Project Manager with HMGP experience; other team members experience includes Survey Project Manager, Construction Administration, Geotechnical Project Manager and Residential Construction Inspections.
  - ii. Staff Availability - Project Manager - 60% availability, or as needed. Construction Manager/Inspections 15% each, Survey Project Manager/Geotechnical Project Manager; 5% each.
  - iii. Project Schedule - Completion date - Federal Fiscal Year 2021 - First Quarter (Grant completion date is October 2020).

**5. Cost-Effectiveness**

- a. **Holland Consulting Planners**
  - i. Project Manager - \$160.00 hourly rate
- b. **Summit Design and Engineering Services**
  - i. Project Manager - \$165.00 hourly rate

Other similar positions are comparable in hourly rate. Holland lists staff positions of Program Administration/Relocation Specialist and Housing Inspector while Summit lists Construction Administration, Survey Project Manager, Geotechnical Project Manager and Residential Construction Inspections. Summit includes stipulations/added cost regarding scheduling/cancellation of field services. Holland states "will provide turnkey project management and acquisition/elevation contract administration within soft cost parameter established by the NC Division of Emergency Management and outlined in each project application. We estimate that those costs (including required engineering and surveying costs) will not exceed 17-18% of the total budget for each project."

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186 **Motion to approve the bid award to Holland Consulting Planners, Inc.**

187	<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
188	<b>MOVER:</b>	Garry Meiggs, Commissioner
189	<b>AYES:</b>	White, Krainiak, Meiggs, Riggs, Munro

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191 C. Tax Report

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193 Tax Administrator Lisa Anderson presented the tax report for February 2019.

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**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	342,466.29	9,172.36
2017	72,183.03	5,492.91
2016	23,384.96	2,571.44
2015	11,544.80	1,250.40
2014	13,039.91	1,344.57
2013	9,148.21	5,021.89
2012	6,749.39	7,936.30
2011	4,858.72	6,473.95
2010	4,244.84	4,714.27
2009	3,978.27	4,548.04

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Attachment: bocminutes\_040119 (2368 : BOC Meeting Minutes - April 1, 2019)



TOTAL REAL PROPERTY TAX UNCOLLECTED	491,598.42
TOTAL PERSONAL PROPERTY UNCOLLECTED	47,181.56
TEN YEAR PERCENTAGE COLLECTION RATE	99.26%
COLLECTION FOR 2019 vs. 2018	66,654.69 vs. 61,410.99

**LAST 3 YEARS PERCENTAGE COLLECTION RATE**

2018	95.31%
2017	98.90%
2016	99.61%

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

**ENDING February 2019  
BY TAX ADMINISTRATOR**

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

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Attachment: bocminutes\_040119 (2368 : BOC Meeting Minutes - April 1, 2019)

210 30 Largest Unpaid – Real

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
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	6,148.38	1	CLEVELAND WALSTON LE	CAMDEN	187 HERMAN ARNOLD RD
R	02-8934-01-17-4778.0000	5,094.04	2	LARRY G. LAMB SR	CAMDEN	152 158 US W
R	03-8899-00-16-2671.2425	4,544.98	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	01-7999-00-61-7358.0000	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	01-7080-00-53-1141.0000	3,179.89	2	EDWARD A ROSA SR	SOUTH MILLS	188 KEETER BARN RD
R	03-8953-04-70-6605.0000	3,109.37	1	SHEILA RIGGS EDWARDS	SHILOH	901 343 HWY S
R	02-8934-01-29-4617.0000	3,106.99	1	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W
R	02-8943-01-17-1673.0000	3,060.05	1	MILDRED A. HAVRILLA	CAMDEN	374 COUNTRY CLUB RD
R	03-9809-00-23-4988.0000	3,021.91	1	VERNON L. & EDITH W. SYLVESTER	SHILOH	453 NECK RD
R	02-8944-00-87-7021.0000	2,927.06	1	MARK M. BRIGMAN SR & LISA L.	CAMDEN	104 HIGH RD
R	03-8945-00-89-0192.0000	2,884.21	1	TANYA W BARCLIFT	SHILOH	175 MCKIMMEY RD
R	02-8934-01-18-8282.0000	2,746.15	1	BRIDGET CARTWRIGHT JOHNSON	CAMDEN	269 TROTMAN RD
R	02-8945-00-41-2060.0000	2,546.22	1	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	144 158 US W
R	03-8971-00-54-7373.0000	2,541.39	1	DWAYNE HARRIS	CAMDEN	168 BUSHELL RD
R	03-8920-00-18-6042.0000	2,530.07	1	LARRY MOTLEY	SHILOH	125 ONE MILL RD
R	02-8945-00-53-1518.0000	2,486.66	2	GARY D. & BETH A. LOYD	SHILOH	SECOND CREEK RD
R	02-8935-01-08-8786.0000	2,485.42	1	LINWOOD GREGORY	CAMDEN	115 LISTER DR
R	03-9809-00-23-8838.0000	2,470.25	1	WILLIAM DAVID BYRUM	SHILOH	253 SLEEPY HOLLOW RD
R	02-8944-00-51-7111.0000	2,400.06	1	FLOYD & JUNE T. ETHERIDGE	CAMDEN	112 HIGH RD
R	03-8962-00-05-0472.0000	2,389.86	1	FRANK MCMILLIAN HEIRS	SHILOH	110 BILLETS BRIDGE RD
R	01-7999-00-46-1105.0000	2,350.14	1	LINDA EASON COLSON	SHILOH	172 NECK RD
R	02-8936-00-04-7736.0000	2,217.83	2	BRENT L. & JAN ESTELLE FLEURY	SOUTH MILLS	374 COUNTRY CLUB RD
R	03-8965-00-67-1021.0000	2,182.86	2	CECIL BARNARD HEIRS	CAMDEN	335 LAMES RD
R	02-8934-01-29-4776.5853	2,170.72	1	C. RUSSELL HASTINGS JR.	SHILOH	WICKHAM RD
					CAMDEN	110 158 US W

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213 30 Oldest Unpaid – Real

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	8,080.29	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8899-00-45-2682.0000	4,392.64	10	SEAMARK INC.	SHILOH	HOLLY RD
R	01-7080-00-62-1977.0000	2,062.78	10	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	03-8943-04-93-8214.0000	2,052.32	10	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7988-00-91-0179.0001	2,028.10	10	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	171 NECK RD
R	03-8952-00-95-8737.0000	1,993.94	10	AUDREY TILLET	SHILOH	195 BUNKER HILL RD
R	01-7999-00-32-3510.0000	1,827.31	10	LEAH BARCO	SOUTH MILLS	165 BUNKER HILL RD
R	01-7999-00-12-8596.0000	1,760.33	10	MOSES MITCHELL HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	01-7989-04-60-1568.0000	1,000.71	10	EMMA BRITTE HEIRS	SOUTH MILLS	105 BLOODFIELD RD
R	01-7989-04-60-1954.0000	976.47	10	CHRISTINE RIDDICK	SHILOH	RAYMONS CREEK RD
R	03-8962-00-50-0273.0000	900.00	10	DAISEY WILLIAMS BURNHAM	SOUTH MILLS	117 GRIFFIN RD
R	01-7090-00-60-5052.0000	767.56	10	JOE GRIFFIN HEIRS	SOUTH MILLS	499 SAILBOAT RD
R	03-8909-00-24-6322.0000	627.21	10	DAVID B. KIRBY	SHILOH	IVY NECK RD
R	02-8955-00-13-7846.0000	588.25	10	MARIE MERCER	CAMDEN	113 BOURBON ST
R	02-8936-00-24-7426.0000	585.99	10	BERNICE PUGH	CAMDEN	CAMDEN POINT RD
R	03-8980-00-61-1968.0000	281.80	10	WILLIAMSBURG VACATION	SHILOH	OLD SWAMP RD
R	01-7090-00-95-5262.0000	248.84	10	JOHN F. SAWYER HEIRS	SOUTH MILLS	CENTERPOINT RD
R	03-8909-00-45-1097.0000	202.10	10	MICHAEL OBER	SHILOH	HIBISCUS
R	03-8909-00-37-0046.0000	154.57	10	ELIZABETH LONG	SHILOH	LITTLE CREEK RD
R	03-8909-00-17-2462.0000	140.15	10	TODD ALLEN RIGGS	SHILOH	218 BROAD CREEK RD
R	03-8980-00-84-0931.0000	220.38	9	CARL TEUSCHER	SHILOH	1295 343 HWY N
R	01-7998-01-08-6797.0000	4,175.50	8	EDWARD E. HARRIS JR.	SOUTH MILLS	NECK RD
R	03-8962-00-04-9097.0000	2,182.86	8	CECIL BARNARD HEIRS	SHILOH	LITTLE CREEK RD
R	03-8990-00-64-8379.0000	940.48	8	CHRISTOPHER FROST-JOHNSON	SHILOH	227 SLEEPY HOLLOW RD
R	02-8935-01-07-0916.0000	710.94	8	ROBERTA MERCER INGRAM	CAMDEN	WICKHAM RD
R	03-8962-00-70-7529.0000	593.58	8	MARY SNOWDEN	SHILOH	1352 343 HWY N
R	01-7989-04-90-0938.0000	541.44	8	DORIS EASON	SOUTH MILLS	WICKHAM RD
R	03-8962-00-60-7648.0000	281.11	8	FRANK WRIGHT ETAL	SHILOH	352 SANDY HOOK RD
R	03-8965-00-37-4242.0000	1,751.87	7	DORA EVANS FORBES	SHILOH	107 AVERY DR
R	03-8970-00-29-5521.0000	1,517.56	7	JONATHAN E PULLIN	SHILOH	

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216 30 Largest Unpaid – Personal

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
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	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 NGUEN	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	0000295	412.03	2	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0001230	411.11	7	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001681	366.10	7	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0000287	349.77	2	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0000466	314.96	1	LAMES 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	0000772	288.86	4	COSEY BAKER	SOUTH MILLS	114 BINGHAM RD
P	0002924	272.82	1	PAUL BRAMONT	SHAWBORO	106 DEERFIELD TRL
P	0001693	261.90	10	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001638	259.82	2	ERIC JASON WOODARD	SOUTH MILLS	612 MAIN LOT 12
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	0002442	200.37	2	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0000945	195.03	1	RAMONA F. TRZEWELL	SHILOH	239 SLEEPY HOLLOW RD
P	0001678	177.59	4	GEORGE ROWLAND	CAMDEN	431 158 US W
P	0001673	177.05	10	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0000025	158.36	1	SCOTT C. ANKNEY	SOUTH MILLS	264 BINGHAM RD

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220 30 Oldest Unpaid – Personal

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001709	10	2,252.98	JOHN MATTHEW CARTER	CAMDEN	158 HWY
PP	0001538	10	751.18	JEFFREY EDWIN DAVIS	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001046	10	712.40	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
PP	0000738	10	680.34	LESLIE ETHERIDGE JR	CAMDEN	
P	0001072	10	587.82	PAM BUNDY	SHILOH	105 AARON DR
PP	0001693	10	261.96	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001106	10	248.38	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
PP	0001673	10	177.05	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
PP	0000248	10	128.38	ROBERT H. OWENS	CAMDEN	A STREET
PP	0000316	10	115.56	JAMES P. JONES	CAMDEN	142 SANDHILLS RD
PP	0001827	9	483.28	KAREN BUNDY	CAMDEN	431 158 US W
PP	0001722	8	140.55	JANET LEARY	SOUTH MILLS	LINTON ROAD
PP	0001639	8	123.29	CAREY FARMS, INCORPORATED	SOUTH MILLS	202 SHARON CHURCH
PP	0001230	7	411.11	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
PP	0001681	7	366.10	STEVE WILLIAMS	CAMDEN	150 158 HWY W
PP	0001694	7	288.99	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
PP	0001952	7	238.91	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
PP	0001740	7	131.20	JASON & KEVIN WORDEN	SOUTH MILLS	STILES LANE
PP	0002194	6	661.94	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
PP	0000772	6	288.86	COSEY BAKER	SOUTH MILLS	114 BINGHAM RD
PP	0000905	4	305.31	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
PP	0001638	4	259.82	ERIC JASON WOODARD	SOUTH MILLS	612 MAIN LOT 12
PP	0000945	4	195.03	RAMONA F. TAZEWEILL	CAMDEN	239 SLEEPY HOLLOW RD
PP	0001476	3	1,043.30	MIKE TAYLOR	ELIZABETH CITY	CAMDEN CAUSEWAY
PP	0000295	3	412.03	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
PP	0000466	3	314.96	LAMBS OF CAMDEN	CAMDEN	152 HWY 158 W
PP	0000846	3	294.16	TOAN TRINH	SHILOH	229 SAILBOAT RD
PP	0000385	3	121.17	MARK SANDERS OVERMAN	SHAWBORO	116 GARRINGTON ISLAND
PP	0002921	3	120.68	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0000770	3	108.00	MARSHA GAIL BOGUES	CAMDEN	276 BELCROSS RD

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223 Motion to approve the monthly tax report as presented.

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

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228 D. 2018 Advertisement of Tax Liens on Real Property  
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ACS Tax System          CAMDEN COUNTY          COVERPAGE
03/25/2019 14:41:08    Update Lien Fee    TC330U
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* * * * * L I E N A D * * * * *
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Report Selection:

Update Lien Fee if Delinquent

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Update Parcels for year..... 2018
If Delinquent Amount is Not Less Than.. 1.00
Calculate Interest To Date.....
Run Option..... 1
  1. Edit List Only
  2. Edit List and Update Lien Fee

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Run Instructions:

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Jobq Banner Copies Form Printer Hold Space LPI Lines CPI
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Attachment: bocminutes\_040119 (2368 : BOC Meeting Minutes - April 1, 2019)

ACS Tax System  
03/25/2019 14:41:11

Update Lien Fee

CAMDEN COUNTY  
TC330U

PAGE 1

Parcel#	Taxbill#	Owner	Legal-Desc	Principal Tax
02-8934-02-57-3312.0000	111201	A AND B BUILDING INCORPORATED		1,210.05
03-9809-00-14-1463.0000	113596	LEOTA F. ABDOU	RIVERA PARK	110.06
03-8972-00-36-9698.0000	113597	ABODE OF CAMDEN INC.		309.95
03-8972-00-44-8500.0000	113598	ABODE OF CAMDEN INC.		1,399.83
03-8972-00-53-8746.0000	113600	ABODE OF CAMDEN, INC.		207.93
03-8972-00-53-0431.0000	113602	ABODE OF CAMDEN, INC.		207.93
03-8972-00-64-2120.0000	113604	ABODE OF CAMDEN, INC.		220.09
02-8945-00-58-2482.0000	111215	CICELY A. ADAMS		226.79
03-8990-00-17-3935.0000	113613	KARL L ADCOCK	MINORCA	484.47
02-8934-01-16-7764.0000	111223	ROBERT ALBURY	JONES LOT	763.75
01-7998-01-17-7758.0000	108958	SALLIE S. AMES LE	PROP. TO LOIS THORNTON & CECIL	357.30
02-8934-01-18-8072.0000	111255	ARNOLD AND THORNLEY, INC.	VILLAGE CARPET	889.75
02-8934-01-18-8072.1000	111256	ARNOLD AND THORNLEY, INC.	LEASEHOLD	153.11
03-8889-00-96-8787.0000	113665	LESLIE ASPARI	CAMDEN POINT SHORES	1,584.85
01-7999-00-62-3898.0000	108984	MICHAEL ASKEW		948.27
01-7997-00-75-4295.0000	109000	JACKIE E BAILEY	MARANATHA ISLAND	786.02
03-8971-00-37-3129.0000	113692	FRANKLIN BALLANCE		34.61
03-9809-00-34-1146.0000	113694	PAMELA BALLANCE	FAIRHAVEN	253.29
01-7979-00-94-6193.0000	109027	HERSEY LYN BARBER		898.06
03-8953-00-89-0192.0000	113701	TANYA W BARCLIFT		2,884.21
01-7999-00-32-3510.0000	109030	LEAH BARCO	MULLEN LOT 1	224.36
03-8962-00-04-9097.0000	113710	CECIL BARNARD HEIRS	BARCO 2	156.47
03-8962-00-67-1021.0000	113711	CECIL BARNARD HEIRS	BARCO	170.08
02-8926-00-77-4923.0000	111294	DAVID L. BARNES		842.83
02-8944-00-14-1898.0000	111296	RUBY B. BARNES (PARKER)		200.94
02-8955-00-73-7246.0000	111300	JEROME T BARNETT SR		1,050.72
03-8963-00-39-2431.0000	113723	IRIS J. BARTLETT		999.42
01-7998-01-16-3991.0000	109046	ERNEST A. BASS III	ALSO LOT 16	679.78
02-8944-00-49-1932.0000	111317	NANCY AND CHARLIE BAUM LE	NANCY & CHARLIE BAUM RESERVED	370.34
02-8944-00-49-1932.1000	111318	NANCY L BAUM LE	LEASEHOLD; NANCY AND CHARLIE	79.86
03-8943-04-84-2410.0000	113736	ROBERT BATISTA	ALSO LOTS 77-80	1,346.06
03-0000-00-00-9999.9999	113743	E.C. BELL HEIRS		18.90
01-7979-00-56-6017.0000	109063	BENJAMIN WILSON BENTON JR.		1,612.46
01-7979-00-61-7358.0000	109075	BERT LLC	MENGLE COMPANY	4,209.55
03-8965-00-44-3855.0000	113772	OTTIS K. BLACK JR.	FORBES HOME PLACE	203.54
01-7072-00-27-7531.0000	109082	WILLIAM E BLAND JR	COUNTRY HERITAGE	1,607.33
02-8945-00-66-3450.0000	111393	DESEAN I. BOGUES SR		225.89
02-8945-00-74-4558.0000	111397	JAMES BOGUES SR.		126.12
02-8945-00-98-2525.0000	111398	JAMES BOGUES SR.		160.32
02-8955-00-04-7556.0000	111399	JAMES BOGUES SR.		18.47
02-8945-00-66-3126.0000	111400	LINWOOD BOGUES SR.		218.18
02-8945-00-56-7315.0000	111401	LINWOOD E. BOGUES		402.73
02-8945-00-75-1444.0000	111404	MARILYN BOGUES		107.69
02-8945-00-88-9097.0000	111405	MARILYN BOGUES		135.85
02-8955-00-04-5387.0000	111406	MARILYN BOGUES		18.44
03-8953-03-12-6266.0000	113805	R. VERNON BRAY, JR.		923.05
03-8963-00-49-2974.0000	113806	R. VERNON BRAY, JR.	MORRISETT	536.63
02-8934-03-30-5529.0000	111457	DAVID E. BRICKHOUSE		149.84
01-7998-00-61-7934.0000	109125	TIMMY D. BRICKHOUSE JR.	1 LOT	354.24
01-7998-00-61-7934.0000	109126	JOE ABNER BRICKHOUSE		1,103.56
01-7989-03-41-0084.0000	109128	THOMAS E. BRICKHOUSE	US 17 VILLAGE SOUTH	941.08
03-8971-00-65-2545.0000	113810	JAMES L. BRIGMAN	WRIGHT	736.20
02-8944-00-87-7021.0000	111472	MARK M. BRIGMAN SR & LISA L.	PORTION OF LOT 5	2,927.06

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01-7989-04-60-1568.0000	109133	EMMA BRITE HEIRS		82.05
01-7988-00-13-0528.0000	109135	LENIAL M. BRITE	WILLIAMS	187.38
02-8935-02-66-5524.0000	111483	AMY UMPHLETT BROOKS		70.87
02-8955-00-08-6470.0000	111484	KARLA E. BROOKS		998.16
02-8927-00-51-8089.0000	111485	SHIRLEY TATEN BROOKS	BUTTS	173.88
02-8927-00-94-8244.0000	111486	SHIRLEY TATEN BROOKS		64.24
03-8899-00-16-6880.0000	113817	ELAINE BROSCHE	1/2 UNDIVIDED INTERES	35.84
01-8010-00-25-3230.0000	110009	HOLLY LUTHER BROTHERS	CONNOR FARM	46.59
01-7988-00-91-0179.0001	109145	THOMAS L. BROTHERS HEIRS	0000 SARAH MURRAY	209.52
02-8936-00-48-6353.0000	111498	MARGARET OVERTON BROWN		400.13
01-7998-00-50-3860.0000	109151	SHIRLEY DUDLEY BROWN	C. T. SAWYER WOODLAND	744.33
02-8943-01-49-3993.0000	111502	JACK BRYANT		845.08
03-8963-00-30-3615.0000	113830	A. GREGORY BUCKLEY		214.02
03-8963-00-31-3070.0000	113831	A. GREGORY BUCKLEY	HOMEPLACE	481.95
03-8963-00-40-7415.0000	113834	A. GREGORY BUCKLEY		526.69
03-8963-00-50-2349.0000	113835	A. GREGORY BUCKLEY		80.19
01-7998-01-06-7206.0000	109162	DALLAS BUNCH		827.50
03-8953-04-50-6925.0000	113847	CHRISTINA HILBERT BURGESS		544.09
03-8962-00-50-0273.0000	113861	DAISY WILLIAMS BURNHAM		111.38
03-8899-00-36-1568.0000	113865	PETER BUTSAVAGE	HONEY SUCKLE	29.14
02-8934-03-43-0085.0000	111522	CARLTON BUTTS		524.29
02-8927-00-72-7845.0000	111526	GEORGE SWENDELL BUTTS	ALSO LOTS 15 & 16	266.03
02-8934-03-31-1027.0000	111527	GEORGE SWENDELL BUTTS		692.76
02-8934-03-31-9750.1000	111528	GEORGE SWENDELL BUTTS	THESE OUTBUILDINGS ARE ON	383.01
02-8954-00-68-5406.0000	111530	GEORGE SWENDELL BUTTS		70.20
02-8954-00-78-7701.0000	111531	GEORGE SWENDELL BUTTS		682.30
02-8954-00-88-3093.0000	111532	GEORGE SWENDELL BUTTS		213.68
02-8927-00-83-4439.0000	111533	JOHN BUTTS III		530.61
02-8934-03-43-3133.0000	111534	JOHNNIE BUTTS IV		334.36
02-8927-00-94-1355.0000	111539	OSCAR BUTTS JR.		73.22
02-8954-00-08-3259.0000	111541	OSCAR E BUTTS		517.80
02-8937-00-04-3129.0000	111544	OSCAR E BUTTS		82.12
03-9809-00-23-8838.0000	113871	WILLIAM DAVID BYRUM		539.02
03-8990-00-23-9836.0000	113872	WILLIAM DAVID BYRUM		241.11
03-8990-00-25-6293.0000	113873	C N C ASSOCIATED	CAMDEN POINT SHORES	181.45
01-7997-00-99-1776.0000	109197	JAMES A CAIN	L.N. SAWYER HSE ALSO ON 1046 &	1,383.90
01-7080-00-49-5646.0000	109198	JANICE L CALDWELL	HURDLE & WEBB	1,644.00
01-7080-00-49-6793.0000	109199	JANICE L CALDWELL	HURDLE & WEBB	447.93
02-8935-02-89-7815.0000	111558	CAMDEN CROSSING PROPERTY OWNER		432.89
01-7991-00-91-3767.0000	109243	CRISTY S. CHREY	SANYER/SHARON CHURCH ROAD	1,332.89
02-8935-01-19-4055.0000	111572	ANDERSON CARTWRIGHT SR.	SPENCE TRACT	183.34
02-8926-00-45-4695.0000	111593	WILLIAM CARTWRIGHT		254.92
03-8953-04-81-9832.0000	113919	MAIDIA S. CECIL HEIRS	SWINDELL	724.60
02-8936-00-23-4750.0000	111609	AARON DARNELL CHAMBLEE ET AL	HEIRS: AARON DARNELL, JOYCE,	166.32
02-8936-00-25-5616.0000	111610	AARON DARNELL CHAMBLEE ET AL	HEIRS: AARON DARNELL, JOYCE,	152.67
02-8936-00-25-7407.0000	111611	AARON DARNELL CHAMBLEE ET AL	ALSO 15-19; HEIRS: AARON DARNELL	476.78
03-8971-00-86-7714.0000	113933	GLENNA CHAPPELL		376.80
03-8952-02-67-9233.0000	113937	CHESAPEAKE REALTY ASSOCIATES		14.19
03-8952-02-77-4321.0000	113938	CHESAPEAKE REALTY ASSOCIATES	RESIDUAL	26.97
01-8907-00-34-3749.0000	109294	ROBERT J. CHESSON	1 LOT	513.83
03-8980-00-84-6726.0000	113955	OTIS COCKRILL		8.13
03-8972-00-67-4674.0000	113964	DONALD M. COLLINS	BURGESS	854.49
03-8972-00-68-6002.0000	113965	DONALD M. COLLINS		256.59

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02-8955-00-14-6532.0000	111638	ESTHER V. COLLINS TRUST		686.85
03-8972-00-67-6658.0000	113968	MARSHA COLLINS		256.59
01-7088-00-52-3484.0000	109312	WILLIAM K. COLONNA		858.93
01-7081-00-52-7312.0000	109312	WILLIAM K. COLONNA		807.26
01-7999-00-46-1105.0000	109314	LINDA EASON COLONNA		2,350.14
02-8936-00-25-8274.0000	111655	MICHAEL COOPER		353.23
02-8944-00-89-9502.0000	111665	CARDWELL COWELL JR.		365.00
02-8944-00-99-6389.0000	111668	MICHAEL DERRICK COWELL		612.18
02-8936-00-24-7074.0000	111674	WINFORD COWELL JR.		167.43
02-8944-00-99-0425.0000	111675	YVONNEDA N. COWELL (JENKINS)		114.01
02-8943-01-47-1120.0000	111685	EMILY FORBES CRAIN	TREASURE POINT	363.39
03-9809-00-33-4725.0000	113994	DENNIS CREASY	THE POINT	52.59
01-7997-00-29-9328.0000	109348	GARY A. CREASY JR.	SOUTH MILLS SHORES	775.83
01-7998-01-08-3951.0000	109352	KIM CREECY		175.27
01-7998-01-09-9025.0000	109353	KIM CREECY	OVERTON	393.85
03-9809-00-66-0120.0000	114005	RANDELL CRIDER	THE POINT	62.62
02-8934-04-90-0557.0000	111689	TABITHA RENEE CARTER CRUISE		582.94
01-7998-01-05-1760.0000	109381	BONNIE S. CYR		20.63
01-7998-01-06-0185.0000	109382	BONNIE S. CYR		218.29
02-8944-00-91-2471.0000	111703	STEVE CYR		459.09
03-9809-00-34-0001.0000	115012	STEVEN CYR	FAIRHAVEN	1,189.71
03-8962-00-19-3622.0000	114022	RUTH ELLEN BERRY DAHLENE		171.82
03-8964-00-20-6044.0000	114029	GEORGE DANCE ET AL	ETAL=GEORGE DANCE, JAMES, ALVIN,	34.53
02-8935-03-40-3531.0000	111719	EVERETT ASHLEY DAVENPORT JR		369.04
02-8935-03-40-3652.0000	111720	EVERETT ASHLEY DAVENPORT JR		151.36
02-8935-03-40-3652.1000	111721	HOWARD DAVENPORT	LEASEHOLD	2.04
02-8924-00-69-5774.0001	115826	DEBORAH COO WOOD REVOCABLE TRT		961.92
02-8924-00-61-4600.0000	111785	MARGARET DECKER HEIRS		9.01
01-7988-00-94-4244.0000	109416	DISMAL CANAL INCORPORATED	PRITCHARD	195.20
03-8980-00-60-3198.0000	114062	ROMEO DISMAYA	VICTORY GARDENS	14.93
02-8945-00-67-3935.0000	111767	RONALD P. DODSON		1,314.29
02-8945-00-53-2350.0000	111774	CARTER C. DOZIER	HERBERT MERCER	426.59
02-8936-00-23-2667.0000	111778	VIVIAN F. DOZIER		174.33
03-8948-00-80-4075.0000	109426	RAMSEY B. DUDLEY		5.78
02-8935-04-64-4379.0000	111796	DAVID DUNAVANT JR.		1,634.53
03-8963-00-86-1316.0000	114077	WILLIAM DUNAVANT JR.		1,576.76
02-8935-04-64-3276.0000	111797	WILLIAM D. DUNAVANT, JR.	FERT. PLANT	1,133.48
03-8952-02-55-2068.0000	114078	WILLIAM DAVID DUNAVANT JR.	TEXACO SHORES	1,630.50
03-8952-04-63-3935.0000	114079	WILLIAM DAVID DUNAVANT, JR.		789.24
03-8948-01-39-1006.0000	109426	CAROLAN A. DUNLO	WILLIAM JONES PLACE	79.93
01-7989-04-90-0938.0000	109431	DORIS EASON		87.83
01-8907-00-34-2520.0000	109434	JONATHAN & SHERRY EASON		217.10
01-8907-00-34-3335.0000	109435	JONATHAN & SHERRY EASON		430.49
03-8953-04-70-4645.0000	114102	SHELLA RIGGS EDWARDS		486.35
03-8953-04-70-6605.0000	114103	SHELLA RIGGS EDWARDS		780.84
03-8971-00-86-8767.0000	114104	SHELLA RIGGS EDWARDS		216.90
03-8973-00-24-3317.0000	114107	SHELLA RIGGS EDWARDS		235.62
03-8973-00-24-4103.0000	114108	SHELLA RIGGS EDWARDS		403.08
03-8973-00-24-4223.0000	114109	SHELLA RIGGS EDWARDS		255.10
03-8973-00-30-0618.0000	114110	SHELLA RIGGS EDWARDS	FOSTER	731.48
02-8945-00-66-9594.0000	111818	AUDREY S. ELLIS ETAL		177.00
02-8945-00-66-6309.0000	111819	AUDREY SPENCE ELLIS	BRAY	482.89
02-8935-02-66-7093.0000	111829	B. F. ETHERIDGE HEIRS		808.33

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02-8935-02-75-1959.0000	111830	B. F. ETHERIDGE HEIRS		203.46
02-8944-00-51-7111.0000	111831	FLOYD & JUNE T. ETHERIDGE	DANSON'S GRANT	2,400.06
02-8945-00-41-2060.0000	111832	LASELLE ETHERIDGE SR. HEIRS	ALSO 166 BUSHELL RD	634.43
01-7989-04-50-7223.0000	109466	LAURA ETHERIDGE ETAL LE	LE TO LAURA ETHERIDGE, ERNEST	287.87
02-8954-00-97-4241.0000	111836	TAWANDA M. ETHERIDGE		178.47
03-8954-00-97-9503.0000	114130	ANNIE EVANS HEIRS		670.65
01-8907-00-22-1548.0000	109467	EDWARD S. EVANS, ETUX		804.78
01-7997-00-36-9112.0000	109468	EDWARDS S. EVANS		83.19
02-8946-00-81-1428.0000	111847	EDWARDS S. EVANS		64.00
03-8962-00-45-9595.0000	114132	ERMA & MARVIN EVANS HEIRS		221.96
03-8961-00-69-3519.0000	114137	MARIETTA EVANS		891.11
02-8934-02-86-1827.0000	111861	PHILIP & TERESA FAISON		1,542.31
01-7989-04-91-4923.0000	109484	ANDREW FEREBEE		376.68
01-7989-04-90-6715.0000	109486	ANDREW FEREBEE HEIRS		288.66
02-8934-02-86-3976.0000	111891	KAREN BERRY FEREBEE		1,077.82
02-8944-00-36-1417.0000	111901	ROSA ALICE FEREBEE HEIRS	SBYMOUR	1,814.64
02-8937-00-41-9024.0000	111902	TONIA BANKS FEREBEE		1,063.83
03-8965-00-10-1279.0000	114158	PETER L. & HEATHER FLEISCHMANN	TIMBERLAND	1,246.29
02-8936-00-04-7736.0000	111915	BRENT ALAN & JAN ESTELLE PLEURY	LAMBS CORNER	2,217.83
03-8965-00-37-4242.0000	114172	DORA EVANS FORBES		228.26
03-8965-00-37-9112.0000	114173	DORA EVANS FORBES	HOUSE & LOT	118.91
02-8935-03-30-3126.0000	111922	GLENN ALLAN FORBES ET AL		403.11
03-8954-00-97-9233.0000	114184	ISAAC CROSBY FORBES		129.89
03-8973-00-18-4582.0000	114187	JEREMY WILLIAM FORBES		531.15
03-8965-00-43-8466.0000	114204	KEVIN S. FORBES		705.98
03-8990-00-64-8379.0000	114237	CHRISTOPHER FROST-JOHNSON	BROAD CREEK CLUB	148.09
03-8953-03-44-0320.0000	114244	FREDERICK MILTON GALLOP		255.68
01-7999-00-78-4680.0000	109542	BERTHA MARLENE GARRETT	WATERFRONT	540.86
03-8973-00-07-6347.0000	114270	JAMES M. & JOAN C. GASKINS		659.40
03-8972-00-60-1556.0000	114288	EDITH PIERCE GILLIKIN LE	AFTER LE TO RENEE GILLIKIN	421.90
01-7989-04-51-3183.0000	109571	LUTHER GLOVER	SPENCER AVENUE	195.45
01-7997-00-66-7449.0000	109575	R. J. GONDER	TURNER CUT	257.74
01-7080-00-34-9147.0000	109597	LINDA A GRAY	MILES OVERTON	141.98
01-8907-00-16-8832.0000	109598	MELISSA N GRAY LE	L DANIEL GRAY & NORA MANSFIELD	327.53
01-8907-00-17-8300.0000	109599	MELISSA N GRAY LE	L DANIEL GRAY & NORA MANSFIELD	539.26
03-8935-01-09-5786.0000	112061	LINCOLN GREGORY		899.44
01-7090-00-70-3221.0000	109502	LONZO FISHER GREGORY		1,124.48
02-8945-00-54-7659.0000	112065	MILTON J GREGORY	# BOGUES	509.98
01-7989-04-50-8258.0000	109603	SUSIE GREGORY		172.31
03-8953-04-90-1418.0000	114331	WILLIE M. GREGORY		1,310.12
01-7989-04-60-0628.0000	109608	JAMES GLEN GRIFFIN		72.50
01-7989-04-60-1711.0000	109609	JAMES GLEN GRIFFIN	LOY	377.71
03-8973-00-07-6347.0000	109611	JOE GRIFFIN HEIRS	WHITE	899.49
01-7999-00-68-6558.0000	109612	JOHN E GRIFFIN HEIRS		295.90
02-8936-00-24-7933.0000	112075	SHIRLEY GRIFFIN ETAL	ETAL=M. JAMES, E. EDWARDS,	41.17
02-8936-00-24-8909.0000	112076	SHIRLEY GRIFFIN ETAL	ETAL=M. JAMES, E. EDWARDS,	102.41
02-8936-00-25-5063.0000	112077	SHIRLEY GRIFFIN ETAL	ETAL=M. JAMES, E. EDWARDS,	73.34
01-7998-00-53-8764.0000	109627	ERNESTO III & CLARISSA GUERRA		222.87
03-8965-00-36-4856.0000	114345	JEFFREY NEAL GURGANUS		677.47
03-8970-00-09-5786.0000	114346	JOHN GURGANUS	AVERY SHORES	1,099.42
01-7997-00-29-3954.0000	109648	ROBERT M. HAMMOND		5.47
03-8972-00-67-2843.0000	114358	VINCENT TOD HAMMOND		158.93
02-8937-00-83-7359.0000	112095	HOWARD F. HANSEN		415.66

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02-8954-00-01-1742.0000	112105	RICHARD ANDERSON HARNEY LE	AFTER LE TO ONYETTE BIGGS	552.12
02-8946-00-60-5554.0000	112120	KENNETH A. & JANET M. HARRELL	BELLWOOD	390.50
02-8926-00-65-5898.0000	112121	MILDRED C. HARRELL	GODWIN	442.67
03-8971-00-54-7373.0000	114370	DWAYNE HARRIS	BURGESS	922.30
01-7998-01-08-6797.0000	109668	EDWARD E. HARRIS JR.	HARRIS	740.73
02-8936-00-25-9587.0000	112146	EDWARD C. HARRIS		244.85
03-8971-00-53-7463.0000	114371	JOSHUA KADE HARRIS		202.74
02-8935-03-42-2257.0000	112147	MARY GODWIN HARRIS		741.51
03-8962-00-56-7217.0000	114377	TONYA HUGHES HARRIS		544.21
03-8953-03-13-0652.0000	114385	JESSE & DOROTHY HARRISON	BLOCK 1 L-11	175.42
03-8973-00-22-5558.0000	114387	LOLA BECKHAM HARRISON		80.41
02-8971-00-68-7033.0000	112385	PATSY M. HARRISON LE		224.64
02-8934-01-29-4776.5853	112175	C. RUSSELL HASTINGS JR.	PATSY HARRISON LE THEN TO 108 WEST 158 US	2,170.72
02-8935-02-88-7841.0000	112176	C. RUSSELL HASTINGS		1,707.71
02-8943-01-17-1673.0000	112179	MILDRED A. HAVRILLA	ALSO LOT 10	1,807.18
02-8943-01-37-7299.0000	112183	BONITA HEATH		18.78
03-8971-00-75-2067.0000	114410	PATRICIA PIERCE HEATH	GOOSE CREEK	261.42
02-8936-00-25-7980.0000	112190	DOMINIC HENRY		194.70
01-8907-00-07-6564.0000	109705	DALLAS HEWITT LE	DB162-292 REMAINDER INT TO	312.66
01-7090-00-95-4019.0001	109712	MARK DAN HEWITT	1/2 UND INT	130.96
03-8965-00-44-3670.0000	114421	CLOAH J. HIGGINBOTHAM		379.71
03-8965-00-44-4401.0000	114422	CLOAH J. HIGGINBOTHAM		323.45
01-7998-01-17-9903.0000	109725	BONNY SAWYER HINSON		182.38
02-8934-01-17-5367.0000	112214	LINDA SUE LAMB HINTON		214.68
02-8934-01-18-6001.0000	112215	LINDA SUE LAMB HINTON	HOME & MOBILE HOME PARK	4,177.88
03-8972-00-56-6443.0000	114432	CAROLYN B HOLLAND ET AL		6.73
02-8936-00-13-6623.0000	112228	CAROLYN V. HOLLAND		2.25
03-8962-00-49-4409.0000	114436	WARREN HOOVER		16.35
02-8923-00-09-5774.0006	115895	HOWARD K. HOUTZ JR.	HARBOR PLACE UNIT	1,035.75
02-8943-01-36-0958.0000	112242	TREATHA LYNN HUACUZ		854.91
03-8962-00-60-2021.0000	114450	CHRISTOPHER M HUGHES	HUGES	215.26
03-8961-00-69-1918.0000	114452	CLEVELAND & RUBY HUGHES		6.65
03-8962-00-70-7416.0000	114455	CLEVELAND & RUBY HUGHES		74.95
02-8935-02-75-1959.1000	112249	DORIS HUGHES	LEASEHOLD	530.19
03-8899-00-36-1699.0000	114467	RICHARD HUNEYCUTT	HONEYSUCKLE	25.15
03-8980-00-24-0191.0000	114483	I CRAB INC		513.21
02-8934-01-17-0912.0000	112257	ROSETTA MERCER INGRAM	JUDITH MERCER ESTATE FILE 99E-	135.99
03-9809-00-24-8236.0000	114487	GENE W IRBY	FAIRHAVEN	1,015.65
01-7969-00-96-0916.1000	109807	JOSEPH BAKER JACKSON JR	LEASEHOLD	713.31
02-8945-00-91-7911.0000	112274	ROBERT FRANCIS JAMES III	SPENCE	47.67
03-8963-00-96-3408.0000	114506	JANET J. SHORE REVOC. TRUST		278.51
02-8934-04-72-0416.0000	112299	PAULINE JETTE		722.00
02-8934-01-18-8282.0000	112306	BRIDGET CARTWRIGHT JOHNSON		2,746.55
01-7989-04-90-2866.0000	109841	BESSIE M JONES		481.25
01-7998-01-19-1030.0000	109842	BESSIE M JONES	OVERTON	399.42
02-8916-00-39-5170.0000	112321	DONALD RAY JONES		939.74
02-8916-00-39-4204.0000	112323	GREGORY MARK JONES		366.02
02-8916-00-39-4204.1000	112324	GREGORY MARK JONES	LEASEHOLD	299.22
02-8943-01-36-1845.0000	112345	GREGORY MARK JONES	DANSON'S GRANT	466.10
01-7999-00-89-7418.0000	109860	MARY STILES JONES LE	REMAINDER INTEREST TO DWAYNE	364.98
03-8971-00-75-2227.0000	114556	AMBER LEIGH JORDAN ET AL	CHARLES HEATH TO AMBER JORDAN	571.31
03-8943-04-93-8214.0000	114557	L. P. JORDAN HEIRS		196.53
03-8953-03-14-7710.0000	114563	ROY L. JUETT		735.71

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03-8889-00-88-4188.0000	114564	LELAND KANE	SNAPDRAGON	14.47
03-8971-00-38-9516.0000	114568	BENNETT RAY KEEL SR.		365.69
03-8973-00-19-1323.0000	114577	BRIAN K KIGHT	RIGGS	323.50
03-8973-00-44-9086.0000	114589	MORRIS L. KIGHT III	KIGHT	230.33
03-8973-00-35-0748.0000	114590	MORRIS L. KIGHT III		874.30
03-8973-00-35-0749.0000	114592	MORRIS LEO KIGHT SR LE	KIGHT	274.64
03-8973-00-44-9165.0000	114593	MORRIS LEO KIGHT SR LE	KIGHT	41.80
03-8973-00-45-7863.0000	114594	MORRIS LEO KIGHT SR LE	KIGHT	60.67
03-8973-00-54-3902.0000	114595	MORRIS LEO KIGHT SR LE	KIGHT	76.44
03-9809-00-24-6322.0000	114608	DAVID B. KIRBY	SAN MARCO	394.98
01-8000-00-47-2551.0000	109927	L & O PROPERTIES INC.		374.78
02-8954-00-97-5888.0000	112422	RUSSELLETTE LAVERNE LAMB HEIRS		534.74
03-8954-00-43-5945.0000	112440	EDWARD GEORGE LAROSE		1,280.84
03-8889-00-97-8243.0000	114674	DALE LE	EDGEWATER	274.42
01-7998-00-77-0454.0000	109956	SHAWN H. LEARY		193.84
02-8934-04-53-4599.0000	112462	WILLIAM DOUGLAS LEARY III		171.84
02-8923-00-19-3774.0019	115900	SCOTT J. LEONARD	PELICAN MARINA	582.68
01-7998-01-06-3034.0000	109968	TAMMY LORRAINE LETEMPT-CAIN		738.07
02-8945-00-78-0288.0000	112478	MATTHEW B. & FRANCINE LEVESQUE	JUNIPER RIDGE	33.15
03-8962-00-11-7640.0000	114713	PENNY LEWIS HEIRS		495.82
03-8962-00-50-5050.0000	114714	PENNY LEWIS HEIRS		265.09
03-8962-00-61-6700.0000	114715	PENNY LEWIS HEIRS		198.99
03-8962-00-91-9356.0000	114716	PENNY LEWIS HEIRS		1,340.08
03-8953-03-02-8067.0000	114720	E. ALEXANDER LIMOS		315.11
02-8945-00-42-8770.0000	112496	ALBERT LISTER ETAL	ETAL=ALBERT C. LISTER, FRANK J	300.82
03-8952-00-82-7695.0000	114727	ELLA LLOYD		16.16
03-8899-00-37-0046.0000	114729	ELIZABETH LONG	CAMDEN POINT SHORES	386.17
02-8934-03-43-7134.0000	112504	MERCER BAILEY LONG SR LE	MERCER LONG LE & GLENN LONG LE	131.94
01-7989-04-50-9039.0000	110001	EULA LOWE	BLOODFIELD	1,215.39
02-8945-00-53-1518.0000	112510	GARY D. & BETH A. LOYD		42.70
02-8934-03-02-7531.0000	112513	ROBERT LUTHER		15.33
01-8010-00-09-2992.0000	110007	ROBERT W. LUTHER III		4.77
01-8010-00-16-4421.0000	110008	ROBERT W. LUTHER III	CONNOR FARM	403.91
02-8955-00-57-7080.0001	112514	EVELYN LUTON	WILLEY	122.66
03-8971-00-51-9214.0000	114734	MARY ELIZABETH LYNCH		83.73
01-7090-00-82-5970.0000	110028	MAINSTAY CONSTRUCTION, INC	TAR CORNER VILLAGE	38.51
01-7090-00-83-0122.0000	110029	MAINSTAY CONSTRUCTION, INC	TAR CORNER VILLAGE	259.56
01-7090-00-83-1303.0000	110030	MAINSTAY CONSTRUCTION, INC		351.31
01-7090-00-92-5561.0000	110031	MAINSTAY CONSTRUCTION, INC	TAR CORNER VILLAGE	252.72
03-8953-03-03-5096.0000	114753	ROBERT & MARGARET MANRIQUEZ		464.40
03-8971-00-67-5228.0000	114772	DAVID MASON		547.67
03-8971-00-67-5228.0000	114776	JANICE FERRELL MASON		758.25
02-8955-00-07-5999.0000	112554	ROBERT F. & LYNN L. MASSIELLO	ROBERT F. & LYN MASSIELLO HAVE	482.24
01-7998-01-09-1389.0000	110073	NANCY H. MCALLISTER, ETAL	HARRIS LOT- ETAL=NANCY, JUNE,	1.84
02-8923-00-19-3774.0017	115903	JONATHAN MCBETH	PELICAN MARINA	281.44
01-7997-00-38-0888.0000	110078	DANIEL J. & SANDRA L. MCBRIDE	SOUTH MILLS SHORES	253.01
01-7997-00-38-0952.0000	110079	DANIEL J. & SANDRA L. MCBRIDE	SOUTH MILLS SHORES	843.44
01-8908-00-51-3864.0000	110084	CHARLES E. & SHEILA E. MCCOY		82.25
01-7998-00-38-0982.0000	110090	EARNEST MCCOY		32.75
01-7998-00-38-0982.0000	110091	GEORGE W. MCCOY JR.	BLOODFIELD	201.12
01-7989-04-50-9381.0000	110092	GEORGE W. MCCOY HEIRS	BLOODFIELD	707.14
01-7998-01-19-4978.0000	110101	LEROY R. MCCOY		643.50
03-8965-00-44-7928.0000	114803	WHALON & KATHLEEN MCCULLEN	404 SANDY HOOK ROAD HOME ALSO	

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03-8965-00-55-0402.0000	114804	WHALON & KATHLEEN MCCULLEN		214.64
02-8934-03-31-7250.0000	112570	CAROLYN MCDANIEL		489.65
02-8934-03-31-7250.0000	112571	CAROLYN MCDANIEL		307.94
02-8934-03-43-2243.0000	112572	CAROLYN MCDANIEL	ASKEW	357.88
02-8936-00-21-4428.0000	112573	CAROLYN MCDANIEL		150.68
02-8934-03-32-7553.1000	112574	RAYMOND MCDANIEL	LEASEHOLD	608.27
01-7969-00-94-6590.0000	110128	LAWRENCE MCGROGAN		295.79
02-8944-00-91-5401.0000	112589	LOIS F. MCLAWHORN		256.14
03-8962-00-05-0472.0000	114814	FRANK MCMILLIAN HEIRS	STEVENS	969.60
02-8923-00-19-3774.0022	115907	MATTHEW D MCNAMARA	PELICAN MARINA	142.24
02-8944-00-91-5401.1000	112594	BRIAN KEITH MCPHERSON	LEASEHOLD	235.86
01-7998-01-27-1657.0000	110135	CLARENCE MCPHERSON		567.68
01-7091-00-10-8406.1000	110136	CLIFFIE MCPHERSON	MOBILE HOME	223.57
01-7999-03-01-1479.0000	110140	EMANUEL MCPHERSON		1,389.37
01-7999-00-22-4690.0000	110141	GEORGE MCPHERSON HEIRS	PEARCEVILLE	239.81
01-7989-04-91-6721.0000	110154	STEVE MCPHERSON ETAL	HEIRS=STEVE, EMMUANUEL, RUBY	527.57
03-8963-00-40-1557.0000	113832	MEG INVESTMENTS, LLC		527.95
02-8945-00-90-0927.0000	112642	AMOS MERCER	TRACT #5	462.62
02-8955-00-23-1578.0000	112643	AMOS MERCER		64.33
02-8944-00-88-2672.0000	112652	JOHNNIE MERCER HEIRS	NOT OWNED BY JOHNNIE MERCER	18.31
02-8944-00-98-6938.0000	112653	JOHNNIE MERCER HEIRS	RESIDUAL ACRES AS PER	292.82
02-8944-00-99-1027.0000	112654	JOHNNIE MERCER HEIRS	RESIDUAL ACRES AS PER	328.14
02-8945-00-43-7440.0000	112656	LARRY & ANNIE MERCER		207.42
02-8945-00-91-2245.0000	112657	LARRY & ANNIE MERCER		462.63
01-7998-00-13-7846.0000	112661	MARIE MERCER		63.30
02-8934-01-28-1275.0003	112662	JON R. MITCHELL		1,038.01
02-8944-00-90-0022.0000	112669	HOLLY H. METZEROTT	WINNER CIRCLE UNIT 3	9.59
01-7998-00-11-8261.0000	110190	CASSI D MICHALEK	DANSON'S GRANT	163.32
01-7989-00-01-1714.0000	110198	CHARLES MILLER HEIRS		538.65
03-8963-00-46-8143.0000	114852	CHARLES L MILLER JR		583.70
01-7082-00-49-2340.0000	110202	JOHN MILLER	SANDERLIN	120.25
01-7989-04-50-9879.0000	110210	CLARA MITCHELL	PARCEL A	289.07
01-7999-00-12-8596.0000	110221	DOROTHY M MITCHELL	HOME	452.00
01-7999-00-12-8596.0000	110222	MOSES MITCHELL HEIRS	MCBRIDE CHURCH	215.49
02-8923-00-19-3774.0020	115908	JOSEPH MIXON	PELICAN MARINA	171.84
02-8937-00-50-2005.0000	112690	BRENDA MOORE		1,061.28
01-7989-04-51-0830.0000	110239	JUDY WESTON MOORE	MCBRIDE	428.73
01-7989-00-03-2301.0000	110254	ANTHONY D MORRIS		449.27
03-8990-00-18-6042.0000	114884	LARRY MOTLEY	PORTOFINO	878.46
01-7989-00-13-7846.0000	110284	CAROLYN JAMES MUNDEN	BLOODFIELD-CAROLYN DECEASED &	176.64
03-8965-00-13-1025.0000	114887	SHARON EVANS MUNDEN		146.77
01-7988-00-03-8823.0000	110291	WALTER MUNDEN JR.		289.59
02-8955-00-26-8515.0000	112730	KIMBERLY S. MUTTA	KIMBERLY MUTTA & PEGGY BEDLOW	180.92
02-8955-00-26-9871.0000	112731	KIMBERLY S. MUTTA	KIMBERLY MUTTA & BRANDY BEDLOW	180.92
03-8971-00-52-2932.0000	114897	MICHAEL NASH JR.	153 ONE MILL ROAD	1,921.78
01-8907-00-17-6445.0000	110306	SAMUEL NASH III		438.44
03-8809-00-34-0230.0000	114930	DUNG NGUYEN	FAIRHAVEN	864.71
01-8888-00-97-7250.0000	114932	KHANH NGUYEN	EDGEWATER	363.34
03-8889-02-97-9370.0000	114933	KHANH NGUYEN		84.81
03-8889-00-07-0177.0000	114934	KHANH NGUYEN	EDGEWATER	1,370.61
03-8899-00-07-1174.0000	114935	KHANH DUC NGUYEN	EDGEWATER	771.25
03-8963-00-00-8453.0000	114937	CHARLENE S. NICHOLSON		627.12
01-7999-00-55-9877.0000	110348	HERSEY BRADFORD NORRIS	TATUM	48.41

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01-7999-00-66-1902.0000	110349	HERSEY BRADFORD NORRIS	ETAL=SANDRA K. RIGGS, LINDA T.	10.08
03-8952-02-65-1691.0000	114942	NORTH SHORE INVESTMENTS, LLC		185.08
02-8926-00-13-6839.0000	112761	NORTHEASTERN COMMUNITY		156.59
03-9809-00-24-8074.0000	114947	ROBERT H. & CATHLEEN O'CONNOR	FAIRHAVEN	13.39
03-8909-00-45-1097.0000	114949	MICHAEL OBER		22.65
03-8899-00-46-3263.0000	114957	MANDELL G OSHIER	FISHERMAN'S VILLAGE	22.65
03-8972-00-35-9610.0000	114978	GILBERT WAYNE OVERTON		17.14
02-8935-02-65-9762.0000	112788	CLARENCE OWENS		292.48
03-9809-00-16-9386.0000	114998	ANTHONY JOHN PADGETT	HUSBAND DECEASED	23.49
03-8964-00-85-4963.0000	115000	DEANNA PALMER		47.56
02-8936-00-80-6967.0000	112797	VIRGIL PARRISH		1,096.08
01-7998-01-09-7155.0000	110415	CORNELIUS P & GLORIA E PAXTON		931.19
03-8972-00-35-9610.0000	115023	MICHAEL D. & HELEN M. PERRY	MARY HELEN	905.66
01-7998-00-44-8930.0000	115028	PETER J CARPENICK FAMILY TRUST	FISHERMAN'S VILLAGE	322.99
01-7998-00-10-9648.0000	110436	JOHN D.PIERCE LE	LE OF JOHN D. PIERCE PROPERTY	191.15
01-7998-00-30-8313.0000	110441	JOHN D.PIERCE LE	SALLY HEWITT	1,067.57
01-7998-00-31-1421.0000	110442	JOHN D.PIERCE LE	OLD HOME	1.52
03-8963-00-10-1500.0000	115036	KENNETH & PEGGY S. PIERCE		437.73
02-8943-01-29-4931.0000	112863	GEORGE & MARTHA M. POWELL		553.32
03-8943-02-75-4196.0000	115062	SHERRILL M PRICE JR	COOK'S LANDING	846.19
01-7998-00-03-9565.0000	110492	DAVID PRITCHARD JR.	SWAMP	1,071.38
02-8936-00-24-7426.0000	112875	BERNICE PUGH		24.96
03-8970-00-29-5521.0000	115072	JONATHAN E PULLIN	AVERY SHORES	71.99
01-7999-03-34-5253.0000	110355	QHOC HOMES LLC	PRIVATE ACCESS SUBDIVISION	244.90
03-8971-00-97-4824.0000	115078	BRAULIO A QUEZADA	GREEN ACRES	213.96
03-9809-00-04-2698.0000	115079	CAROL RAGAN	RIVIERA PARK	726.77
02-8944-00-06-7095.0000	112891	ASHLEY RAWLINS	TVY MEADOWS	107.83
01-8907-00-26-6796.0000	110529	HARRY REEVES, SR & FAYE		509.55
03-8990-00-08-7291.0000	115101	JAMES E RHODES	MINORCA	70.14
03-8962-00-49-2594.0000	115108	CHRISTINA MICHELLE RICHARDSON		2.03
03-8962-00-38-9683.0000	115112	SANDRA G RICHARDSON		15.36
03-8962-00-49-1075.0000	115113	SHELIA JANE RICHARDSON		322.15
01-7989-04-60-1954.0000	110540	CHRISTINE RIDDICK		114.22
01-7990-00-64-4058.0000	110541	GOPFREY RIDDICK		80.09
01-7080-00-95-2462.0000	110672	LINCOLN RIDDICK		441.30
01-7998-01-06-7374.0000	110551	JASON M & JUNE E RIGGS		1,399.39
01-8907-00-39-6743.0000	110556	JOSEPH LEM RIGGS JR		858.62
03-9809-00-17-2462.0000	115153	TODD ALLEN RIGGS	HUNTER'S PARK	779.30
03-8889-00-48-7259.0000	115298	ROBERT AND JANETTE TEMPLETON	SEABREEZE	15.10
01-7989-04-60-2267.0000	110587	MOSES RODGERSON		1,424.60
01-7989-04-80-5714.0000	110590	DANIELLE ROCHELLE ROHDE	WEBB	562.79
01-7989-04-80-3998.0000	110591	DANIELLE ROCHELLE ROHDE		11.81
01-7080-00-53-1141.0000	110596	EDWARD A ROSA SR		248.37
03-8899-00-06-4860.0000	115313	THOMAS ROSE JR	EDGEWATER	774.23
02-8945-00-54-1099.0000	112973	GERTIE LEE & JONOLA T ROUNTREE		3.67
03-8964-00-73-5017.0000	115352	ARELIA BERNITA SAWYER	C.S. SAWYER	658.91
01-7989-01-17-7997.0000	110639	CECIL SAWYER JR.		157.00
01-8907-00-16-5693.0000	110653	ELLEN FAYE SAWYER		546.53
01-7080-00-95-2462.0000	110671	JOHN P SAWYER HEIRS		360.33
03-8953-03-12-3791.0000	115367	KIMBERLEE SAWYER	ALSO LOT 76	3,380.04
03-8953-00-38-5803.0000	115379	ROLAND ROGER SAWYER	ELTON & JUDY SAWYER CONVEYED	501.45
01-7998-01-18-6050.0000	110687	TOM L. & PATRICIA SAWYER		379.75
01-8907-00-16-8511.0000	110701	WILLIE RAY & OLA JEAN SAWYER		864.64

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Attachment: bocminutes\_040119 (2368 : BOC Meeting Minutes - April 1, 2019)

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03-8899-00-45-2682.0000	115397	SEAMARK INC.	CAMDEN POINT SHORES	185.14
03-8954-00-41-8759.0000	115399	HELEEN-MARIE ABDULLAH SEARS		186.11
01-7080-00-52-4343.0000	110721	JUDY FAYE SENTERS		427.62
01-7080-00-52-4413.0000	110722	JUDY FAYE SENTERS		396.19
02-8916-00-57-6097.0001	113112	DAVID SESSOMS		180.68
03-8963-00-39-9364.0000	115403	RUDOLPH C. & REGINA M. SEYMORE	FEREBEE	403.77
02-8934-01-29-4617.0000	113119	JAMES B. SEYMOUR ETAL	ETAL=CHARLES B. SEYMOUR, JOAN	841.79
02-8934-01-48-7554.0000	113127	CHRISTY DESIREE SHAW		970.31
03-8954-00-92-8817.0000	115428	ELOISE S. SHERMAN		1,515.89
03-8964-00-03-1161.0000	115429	ELOISE S. SHERMAN		173.70
01-7969-00-64-7728.0000	110732	MILTON SHOFFETT	SHOFFLET TRACT	501.58
02-8955-00-13-0662.0000	113138	THERESA WILLIAMS SIMMONS		862.37
02-8935-02-75-0867.0000	113144	ED SIVELLIS HEIRS		286.16
01-7989-04-60-2157.0000	110757	CLARINE SMALL		184.08
01-7998-00-02-0294.0000	110759	ALMA & CHARLIE SMITH		2.57
03-8952-04-64-3117.0000	115451	LUKE ANTHONY SMITH		709.99
03-8962-00-70-5529.0000	115453	MARY SNOWDEN		80.92
03-8953-00-66-9606.0000	115454	MARK A SOADY		731.62
02-8916-00-83-2844.0000	113178	ELIZABETH MARIE SPARCK		1,488.98
02-8916-00-68-4219.0000	113188	LINEAKA SPENCE		826.89
02-8935-01-18-3907.0000	113189	M. H. SPENCE HEIRS	HEIRS=ESTER S. A. GUICE, THELMA	305.99
03-8963-00-49-0783.0000	115466	ODESSA M. SPENCE		107.63
01-7981-00-81-1854.0000	110804	WALTER A., LACHELLE M. &	CREEKMORE	211.58
01-7990-00-86-4293.0000	110819	MELINDA SUE SPENCER	RIDDICK	326.96
01-7979-00-66-9260.0000	110819	MELINDA SUE SPENCER	RIDDICK	116.55
03-8953-03-41-2658.0000	115470	STEVEN SPENCER		166.79
03-9809-00-54-8280.0000	115472	RODNEY STEVEN SPIVEY &		33.30
03-8899-00-16-2671.2425	115474	SPRING LOTUS LLC	EDGEWATER	2,781.54
03-8961-00-69-5366.0000	115558	ANGELITA STEELE		307.50
03-8952-04-02-2066.0000	110842	JERRY ADAM STEVENSON		470.43
01-8972-00-04-4293.0000	110842	NAVETTE K. STICKLES	WICKHAM DOWNS	692.89
01-7999-00-89-3197.0000	110848	TALLIE STILES JR		368.27
02-8935-01-08-9626.0000	113240	RODNEY WAYNE STOKLEY		127.67
02-8934-03-43-3609.2529	113242	ANDY PRICE STONE	352-586 PORTION ACQUIRED FROM	1,140.18
03-8971-00-47-4971.0000	115613	TERESA R SWINSON LE	REMAINDER INTEREST TO JOEY S	971.91
03-8962-00-55-2255.0000	115615	VERNON L. & EDITH W. SYLVESTER		1,400.41
01-7979-00-82-7582.0000	110912	BERTIE TAYLOR HEIRS	SPENCE	148.86
01-7989-03-41-4193.0000	110913	BERTIE TAYLOR HEIRS		124.86
01-7989-03-41-6257.0000	110914	BERTIE TAYLOR HEIRS		122.39
02-8955-00-07-5604.0000	113293	WINZOLA TAYLOR		124.69
02-8935-01-08-3259.0000	113294	RAMONA & MICHAEL TAZEWELL	UPTON TRACT	268.14
02-8955-00-61-8816.0000	113300	DAVID ALLEN TEMPLE		144.18
02-8955-00-71-9130.0000	113301	DAVID ALLEN TEMPLE	PASQUOTANK ESTATE FILE	119.44
02-8955-00-72-0154.0000	113302	DAVID ALLEN TEMPLE	PASQUOTANK ESTATE FILE	144.58
02-8955-00-82-2401.0000	113302	DAVID ALLEN TEMPLE	PASQUOTANK ESTATE FILE	68.60
03-8964-00-11-4559.0000	115627	DAVID ALLEN TEMPLE	BERRY	268.62
03-8980-00-84-0931.0000	115630	CARL TEUSCHER	DOGWOOD	8.12
03-8980-00-84-1828.0000	115631	CARL TEUSCHER	DOGWOOD	8.13
03-8980-00-84-2825.0000	115632	CARL TEUSCHER	DOGWOOD	8.12
03-8980-00-84-4800.0000	115633	CARL TEUSCHER	DOGWOOD	8.11
03-8980-00-94-3584.0000	115639	TRACY L TEUSCHER	DOGWOOD	9.05
03-8936-00-23-4364.0000	115640	AMY M THORNTON		94.85
03-8962-00-43-8770.0000	115650	BARBARA THORNTON	DB 85-333 TENANCY BY THE ENTIR	665.37

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ACS Tax System  
03/25/2019 14:41:11

Update Lien Fee

CAMDEN COUNTY  
TC330U

PAGE 10

Parcel#	Taxbill#	Owner	Legal-Desc	Principal Tax
03-8962-00-43-6290.0000	115651	EVELYN THORNTON		527.92
03-8962-00-43-7474.0000	115652	EVELYN THERESA THORNTON		307.13
03-8962-00-43-7474.0000	115656	ALBERT TILLET		248.36
02-8936-00-81-9147.0000	113337	JUDITH TILLET HEIRS		401.23
01-8000-00-47-1728.0000	110957	EDWARD L. TORBORG	BUCK ISLAND	239.99
03-8953-04-90-5486.0000	115659	STATHA TOXEY		700.01
02-8926-00-58-2200.0000	113345	BRADFORD TRAFTON		198.90
02-8936-00-00-8926.0000	113348	BRIDGID D & JUNIOUS O TRAFTON		476.47
02-8936-00-01-3166.0000	113357	JUNIOUS ONEAL TRAFTON		270.32
03-8888-00-97-2039.0000	115663	SANG THANH TRINH	EDGEWATER	736.13
01-7998-01-06-8440.0000	110964	GINA A. TRUBBLOOD		571.28
02-8965-00-25-0813.0000	113369	BONNIE BORDEN TUCKER	NATHAN TUCKER DECEASED	52.56
01-7989-04-60-0149.0000	110968	CHARLES TURNER		408.09
01-7091-00-64-6569.0000	110970	CLARENCE D. TURNER JR.		195.59
01-7989-04-60-0079.0000	110971	FRANCES ELLIOTT TURNER ETAL		225.30
01-7935-03-01-5492.0000	110973	JAMES N. TURNER		917.71
01-7989-00-95-3587.0000	110975	WALTER TURNER HEIRS	SWAMP	290.07
01-7989-03-30-8984.0000	110977	WILLIE LAVERNE TURNER		1,081.79
01-7080-00-19-4673.0000	110982	LEONARD UMBERGER	CULPEPPER FARMETTE	1,108.19
01-7081-00-52-1916.0000	111000	LEWIS G. & NINA E. VERNON	SHARON HEIGHTS	45.02
01-7989-04-62-8071.0000	111007	CHRISTINA & KIRBY G. WADDELL		374.82
01-7999-00-89-9494.0000	111014	GERALDINE WALKER (GRANT)		888.83
01-7938-00-54-8828.0000	111018	LARRY WALKER ETAL	BATTLEGROUND	295.61
01-7998-00-35-3092.0000	111019	LEMUEL WALKER JR.		581.61
01-7989-04-60-3659.0000	111021	LEWIS & BARBARA WALKER		116.86
01-7999-00-68-6442.0000	111022	NELLIE WALKER	PEARCEVILLE	944.86
01-7080-00-64-8324.0000	111026	TERESA L WALLER	STEWART	695.80
02-8937-00-50-8036.0000	113419	CLEVELAND WALSTON LE	LIFE ESTATE OF CLEVELAND	1,617.42
02-8935-02-77-5177.0000	113426	ROBBY L WARD	ALSO 266 158 US EAST	939.24
02-8955-00-73-3302.0000	113438	BERNETTA L. WATSON		118.49
02-8936-00-79-5385.0000	113440	CLARENCE & CHERYL WEAVER		1,211.21
01-7988-00-88-1334.0000	111045	JOHN WEAVER JR.		232.81
03-8899-00-36-2719.0000	115727	LARRY WELDON	HONEYSUCKLE	25.16
03-8899-00-36-2940.0000	115728	LARRY WELDON	HONEYSUCKLE	25.15
03-8899-00-36-4664.0000	115729	LARRY WELDON	HONEYSUCKLE	16.62
03-8899-00-36-4784.0000	115730	LARRY WELDON	HONEYSUCKLE	16.61
03-8899-00-36-5814.0000	115731	LARRY WELDON	HONEYSUCKLE	16.62
03-8899-00-36-5959.0000	115732	LARRY WELDON	HONEYSUCKLE	16.61
03-8899-00-37-3258.0000	115733	LARRY WELDON	HONEYSUCKLE	23.16
03-8899-00-37-5072.0000	115734	LARRY WELDON	HONEYSUCKLE	16.62
03-8899-00-37-5192.0000	115735	LARRY WELDON	HONEYSUCKLE	16.62
03-9809-00-23-4988.0000	115737	WANDA H WELLS	ALSO LOT 14 SAN MARCO	1,456.50
03-9809-00-23-6923.0000	115738	WANDA H WELLS	SAN MARCO	39.69
01-7989-04-51-4187.0000	111061	BARBARA ANN WERDERMAN		502.97
03-8972-00-51-9250.0000	115740	PEARL WESLEY HEIRS		88.64
03-8972-00-56-9710.0000	115741	PEARL WESLEY HEIRS	LEWIS	173.43
01-7999-00-78-4575.0000	111066	JOHN & RAMONA WEST	MH OWNED BY JAMES D. FORBES	1,202.76
03-8962-00-56-7522.0000	115749	LANDA HUGHES WEST		224.53
02-8955-00-13-6964.0000	113453	MARY WEST	TRACT #8	64.28
02-8944-00-68-1763.0000	113460	APRIL M WHITE		1,462.65
02-8945-00-57-8042.0000	113473	LETTITA BOGUES WHITE ETAL	ETAL=LUTHER BOGUES JR. & ELIZ.	42.23
02-8936-00-25-8405.0000	113474	LETTITA D. BOGUES WHITE		289.85
01-7090-00-27-5624.0000	111114	ANGELA LEIGH WILLIAMS ET AL	HEIRS: ANGELA LEIGH WILLIAMS,	404.04

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Attachment: bocminutes\_040119 (2368 : BOC Meeting Minutes - April 1, 2019)

Parcel#	Taxbill#	Owner	Legal-Desc	Principal Tax
01-7989-03-41-3162.0000	111122	ENOCH WILLIAMS JR.		25.16
01-7988-00-14-2111.0000	111129	MARY B. WILLIAMS		34.86
03-8980-00-61-1968.0000	115833	WILLIAMSBURG VACATION	1/2 INTEREST	49.60
02-8943-01-27-4274.0000	113522	GLENN W. & KARLA J. WILLIS	WHITEHALL SHORES	1,205.89
02-8943-01-27-4358.0000	113523	KARLA RENEE WILLIS	WHITEHALL SHORES	264.88
03-8972-00-40-3972.0000	115837	JARVIS WILSON JR.		3.54
02-8926-00-69-8629.0000	113532	JOHNNIE WILSON		229.20
02-8926-00-79-2502.0000	113533	JOHNNIE WILSON		74.18
02-8926-00-89-0275.0000	113535	JOHNNIE W. & MERLE S. WILSON		34.99
02-8926-00-79-0895.0000	113540	RICKEY WILSON		485.46
01-7999-00-88-1906.0000	111187	KEVIN E WORDEN		1,105.86
03-9809-00-53-4358.0000	115863	WILLIAM G. YATES	THE POINT	53.68
02-8924-00-50-3437.0000	113574	CAROL YEAGER, MARY ANN BECKETT		6.35
** GRAND TOTALS **				260,027.54

543 Parcels updated with Lien Fee

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**Motion to accept the report from the tax administrator that as of March 25, 2019 the total amount of unpaid taxes for the current fiscal year that are liens on real property is \$260,027.54 and that this figure shall change over time with collections and releases.**

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

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**Motion to set the 2018 tax liens on real property advertising date of April 30, 2019.**

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

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E. 2019 Board of Equalization and Review

**Motion to convene the 2019 Board of Equalization and Review on May 6, 2019 and adjourn on June 3, 2019.**

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


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F. Standing Objection to Waiver of Court Costs and Fines

Legislation has been passed to allow agencies who are recipients of court costs and fines to object to waiving of these fees. The initial requirement was for counsel to attend proceedings to object. It was not a feasible option for the county to have an attorney attend all proceedings. The AOC created a process to register a standing objection by having the county attorney file to the Government Agency Standing Response to Waiver/Remission of Court Costs and Fines.

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<b>STATE OF NORTH CAROLINA</b>		Submission No. (internal AOC use only)	
In The General Court Of Justice			
Name And Address Of Submitting Agency (type or print) Camden County 330 US 158  Camden NC 27921		<b>GOVERNMENT AGENCY STANDING RESPONSE TO WAIVER / REMISSION OF COURT COSTS AND FINES</b>  G.S. 7A-304(a)	
<b>Notes to Submitting Counsel:</b>			
<p>1. Counsel should submit standing responses only for agencies or political subdivisions for which counsel has clear authority to represent the agency's interests before the trial division, and this response must identify clearly the agency(ies) on whose behalf it is submitted. <i>E.g.</i>, a standing response by counsel for a county school board should identify the county board of education clearly as the agency in interest, not merely "County X," as it is unclear whether or not such a response purports to represent the county's interests for court costs to which it might be entitled under G.S. 7A-304 that are not disbursed for the use of the schools.</p> <p>2. Responses should be submitted by <b>legal counsel for the agency, only</b>. To the extent this response may be considered by a court of the trial division, in order to avoid potential unauthorized practice of law by agency personnel not authorized to represent the agency before the courts, responses from non-counsel will not be included in the online registry.</p> <p>3. Return completed forms with ink signature via mail or email to:                      NCAOC – Office of General Counsel                      Attn: Court Cost Waiver Standing Response                      PO Box 2448                      Raleigh, NC 27602                      Email Address: Waiver.Response@nccourts.org</p> <p>4. Agencies may change their standing response at any time by submission of a subsequent response form, by and through appropriate counsel. A registry of current standing responses will be available online at: <a href="http://nccourts.org/costwaiver">http://nccourts.org/costwaiver</a>.</p>			
<b>AGENCY RESPONSE</b>			
<p>Now comes the above-named government entity, by and through counsel, and requests that the following standing responses concerning waivers or remissions of court costs or fines pursuant to G.S. 7A-304(a) be provided to the trial courts as the agency's position on any waiver/remission of a cost or fine to which the agency may be entitled. This standing response is subordinate to personal appearance by agency counsel at any individual hearing at which such waiver or remission may be considered, in which case the agency's position shall be the one expressed at such hearing, notwithstanding any content of this standing response to the contrary.</p> <p><input checked="" type="checkbox"/> 1. <b>Standing Objection/Waiver of Objection.</b> The above-named agency hereby registers its (<i>check one</i>)</p> <p style="margin-left: 20px;"><input checked="" type="checkbox"/> a. objection to waiver or remission of any cost under G.S. 7A-304 or fine that may be due the agency.  <input type="checkbox"/> b. lack of objection to any waiver or remission, for which the agency defers to the court's discretion.</p> <p><input checked="" type="checkbox"/> 2. <b>Waiver/Request for Notice.</b> The agency hereby requests that mailed notices under G.S. 7A-304(a) from the Administrative Office of the Courts be (<i>check one</i>)</p> <p style="margin-left: 20px;"><input type="checkbox"/> a. <b>Discontinued.</b> The agency no longer wishes to receive monthly notices.  <input checked="" type="checkbox"/> b. <b>Continued/Resumed.</b> The agency wishes to continue receiving mailed notices, or to resume receipt of notices for which receipt was previously discontinued.</p>			
Signature 		Date 04/04/2019	
Counsel Name (type or print) John S. Morrison		Title County Attorney	
Firm Name (if applicable) The Twiford Law Firm		Bar No. 3129	
Telephone No. 252-435-2811		Address (if different from above) PO Box 669 Moyock NC 27958	

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**Motion to direct Attorney Morrison to register the Standing Response to Waiver/Remission of Court Costs and Fines filing with the AOC.**

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

Attachment: bocminutes\_040119 (2368 : BOC Meeting Minutes - April 1, 2019)



305 G. Camden Heritage Festival

306  
307 Christy Cooper, Treasurer of the Camden Festival Committee, Inc., included the following in her  
308 remarks to the Board:

- 309 • Camden Heritage Festival to take place Saturday, May 9, 2020; 10:00 AM – 8:00  
310 PM. Rain date: Sunday, May 10, 2020; Noon – 8:00 PM.
- 311 • Camden Festival Committee, Inc. - A group of approximately 20 Camden citizens  
312 have held two organizational meetings with a commitment of serving in various  
313 leadership roles. The following county departments and other groups have attended  
314 the meetings and have committed to partner for the festival: The Camden County  
315 Sheriff's Department, Camden County Parks & Recreation, South Mills & Camden  
316 Volunteer Fire Departments, Pasquotank/Camden EMS, Camden Heritage Museum,  
317 the Dismal Swamp Welcome Center, the Camden Library, the Camden County  
318 Women's Club, as well as local scout troops and churches.
- 319 • Mission Statement, Purpose, Proposed Activities of the Camden Festival Committee
- 320 • 501(c)4 Non-Profit Organizational Meeting Held March 14, 2019
- 321 • Elected Officers: Randy Krainiak, President; Brenda Bowman, Vice President;  
322 Rhiana Srebro, Secretary; Christy Cooper, Treasurer.
- 323 • IRS EIN# obtained March 11, 2019.
- 324 • Bylaws & Budget adopted March 14, 2019.
- 325 • Requests to the Board:
  - 326 ♦ \$1,000 to cover fees necessary to file the appropriate organizational  
327 paperwork. The Committee will be able to begin soliciting sponsorships for  
328 the festival immediately upon filing documents with the IRS & NC Secretary  
329 of State.
    - 330 ▪ Articles of Incorporation to be filed with NC Secretary of State by  
331 John Morrison, Registered Agent, upon receipt of \$50 fee.
    - 332 ▪ IRS Notice of Intent to Operate under Section 501(c)4 to be filed with  
333 \$60 fee.
    - 334 ▪ Application for Recognition of Exemption as a 501(c)4 to be filed with  
335 \$600 fee.
    - 336 ▪ Balance to cover administrative costs such as computer paper, ink, and  
337 office supplies.
  - 338 • All paperwork must be filed within 60 days of organization meeting which took place  
339 on March 14, 2019.

340  
341 Vice Chairman Clayton Riggs offered a motion to approve a budget appropriation of up to  
342 \$1,000 to support the Camden Heritage Festival Committee.

343  
344 Commissioner Krainiak had not yet been recused from the vote so Vice Chairman Riggs  
345 withdrew his motion.

346  
347 Commissioner Krainiak requested that the Board recuse him from voting in that he is an officer  
348 of the Camden Festival Committee.

349  
350

351 **Motion to recuse Commissioner Randy Krainiak from discussion and voting on the request**  
 352 **of the Camden Festival Committee.**

353	<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
354	<b>MOVER:</b>	Garry Meiggs, Commissioner
355	<b>AYES:</b>	White, Meiggs, Riggs, Munro
356	<b>RECUSED:</b>	Randy Krainiak

357  
 358 Commissioner Krainiak stepped down from the dais and did not participate in the discussion or  
 359 vote in regard to the Camden Festival Committee.

360  
 361 **Motion to appropriate up to \$1,000 for the Camden Festival Committee.**

362	<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
363	<b>MOVER:</b>	Clayton Riggs, Vice Chairman
364	<b>AYES:</b>	White, Meiggs, Riggs, Munro
365	<b>RECUSED:</b>	Randy Krainiak

366  
 367 H. Finance Officer Appointment

368  
 369 County Manager Ken Bowman explained that upon completion of a series of interviews for a  
 370 county Finance Officer, the interview committee offered a recommendation for appointment.

371  
 372 Chairman White announced that Interim Finance Officer Sally Norfleet was recommended for  
 373 appointment as Finance Officer for Camden County.

374  
 375 **Motion to appoint Sally Norfleet as Finance Officer for Camden County.**

376	<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
377	<b>MOVER:</b>	Clayton Riggs, Vice Chairman
378	<b>AYES:</b>	White, Krainiak, Meiggs, Riggs, Munro

379  
 380 Chairman White stated that Mrs. Norfleet's appointment would be effective immediately.

381  
 382 I. Proclamation – 2019 Spring Litter Sweep

383



Camden County Board of Commissioners

PROCLAMATION

2019 SPRING LITTER SWEEP  
COUNTY-WIDE CLEANUP  
April 13-27, 2019

NORTH CAROLINA: At the business meeting of the Camden County Board of Commissioners in the Camden Historic County Courthouse, Camden, North Carolina, on Monday, April 1, 2019, the following Proclamation was presented and adopted:

*Whereas, Camden County is rich in beauty and natural resources; and*

*Whereas, the Board of Commissioners of Camden County strives to improve the quality of life in our community through enhanced community awareness, education and public/private partnerships working together on projects that keep our environment clean and free of debris, beautify our neighborhoods and public spaces, and instill pride and a sense of ownership in our community; and*

*Whereas, Camden County citizens realize a cleanup effort is needed to display pride in our community for ourselves, our visitors, and for business prospects; and*

*Whereas, all people, regardless of race, gender, income, or geography, have a moral right to a healthy, sustainable environment with economic growth; and*

*Whereas, all residents of Camden County have a citizenship responsibility to protect and care for the beauty and natural resources of Camden County, and a countywide cleanup campaign will encourage individuals to participate in the improvement of their community's environment through the three main focus areas of litter prevention; waste reductions and recycling, and beautification;*

*Whereas, Governor Roy Cooper has proclaimed April 13-27, 2019 as Litter Sweep time in North Carolina in conjunction with the North Carolina Department of Transportation Biannual Cleanup Drive; then*

*Now, Therefore, Be It Proclaimed, that the Camden County Board of Commissioners proclaim April 13-27, 2019 as "2019 SPRING LITTER SWEEP COUNTY-WIDE CLEANUP" in Camden County, North Carolina, and encourages all communities, civic and professional groups, businesses, churches, schools, families and individual citizens to take an active role in making the communities in Camden County a more beautiful place to live, work and play.*

Given under my hand this 1<sup>st</sup> day of April, 2019.

*Tom White*  
Tom White, Chairman  
Camden County Board of Commissioners

*Kenneth L. Bowman*  
Kenneth L. Bowman, County Manager  
Camden County

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**Motion to adopt the 2019 Spring Litter Sweep Proclamation.**

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

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Attachment: bocminutes\_040119 (2368 : BOC Meeting Minutes - April 1, 2019)

394 **ITEM 6. BOARD APPOINTMENTS**

- 395
- 396 1. Gregg Stewart – Reappointment to the Camden Economic Development Commission
- 397 2. Nathan Lilley – Appointment to the Planning Board
- 398 3. Donna Harrell – Appointment to the Community Advisory Committee
- 399

400 **Motion to approve the board appointments as presented.**

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

404  
405 **ITEM 7. CONSENT AGENDA**

406 The Consent Agenda was amended with the removal of Item 7.11 – Set Public Hearing on  
407 Ordinance 2019-03-01.

- 408
- 409
- 410 1. BOC Meeting Minutes – March 4, 2019
- 411
- 412 2. Budget Amendments
- 413

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 \$12,640.00

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 1st day of April, 2019.

  
Clerk to Board of Commissioners

  
Chairman, Board of Commissioners



414

Attachment: bocminutes\_040119 (2368 : BOC Meeting Minutes - April 1, 2019)

2018-19-BA029  
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 SCVFD as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Revenues</b>			
40360530-434810	Grant	\$2,800	
<b>Expenses</b>			
405300-574400	Grant Purchases	\$2,800	

This Budget Amendment is made to appropriate funds for a grant received from Albemarle EMC.

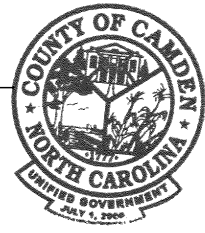
This will result in no change to the Contingency of the General Fund.

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 1st day of April, 2019.

Karen M. Davis  
Clerk to Board of Commissioners

Tom White  
Chairman, Board of Commissioners



Attachment: bocminutes\_040119 (2368 : BOC Meeting Minutes - April 1, 2019)

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2018-19-BA030  
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>			
104300-501000	Board Member Salary	\$1,000	
104300-501100	Election Officials	\$ 600	
104300-503000	Part-Time Salaries	\$3,000	
104300-505000	FICA	\$ 350	
104300-512000	Printing	\$1,500	
106600-574000	Capital Outlay		\$6,450

This Budget Amendment is made to appropriate funds for 3<sup>rd</sup> District Special Election.

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

Balance in Contingency \$17,140.00

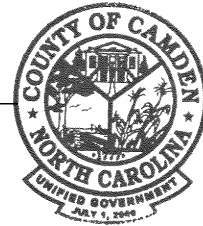
Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 1st day of April, 2019.

*Karen M. Davis*

Clerk to Board of Commissioners

*Tom H. W.*

Chairman, Board of Commissioners



Attachment: bocminutes\_040119 (2368 : BOC Meeting Minutes - April 1, 2019)

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2018-19-BA031  
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:

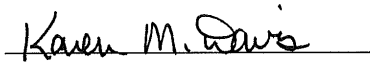
ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Expenses</b>			
106200-502000	Salaries		\$11,070
106200-503000	Part-Time Salaries		\$ 4,500
106200-505000	FICA		\$ 1,700
106200-506000	Insurance		\$ 4,045
106200-507000	Retirement		\$ 1,570
106200-509000	Workers' Compensation		\$ 148
106200-510000	Training	\$ 500	
106200-511000	Telephone & Postage	\$ 1,059	
106200-514000	Travel	\$ 680	
106200-531000	Gas and Oil		\$ 680
106200-532000	Office Supplies	\$ 2,441	
106200-554000	Insurance & Bonds	\$ 500	
106200-557000	Misc.	\$ 70	
106200-567000	Camp	\$ 4,045	
106200-570002	Crown Kids/390	\$ 4,418	
106200-574000	Capital Outlay	\$10,000	

This Budget Amendment is made to appropriate funds within the JCPC Program.

This will result in no change 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 1st day of April, 2019.



Clerk to Board of Commissioners



Chairman, Board of Commissioners



Attachment: bocminutes\_040119 (2368 : BOC Meeting Minutes - April 1, 2019)

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2018-19-BA032  
CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2019.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Revenues</b>			
10340430-432700	Fees Collected	\$2,334	
<b>Expenses</b>			
104300-566000	Capital Outlay - Equipment	\$2,334	

This Budget Amendment is made to appropriate funds for Voter ID Machine which will be reimbursed by the State.

This will result in no change 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 1st day of April, 2019.

Karen M. Davis  
Clerk to Board of Commissioners

Tom White  
Chairman, Board of Commissioners



Attachment: bocminutes\_040119 (2368 : BOC Meeting Minutes - April 1, 2019)

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3. School Budget Amendments

Budget Amendment

Camden County Schools Administrative Unit


Local Current Expense Fund

The Camden County Board of Education at a meeting on the 14<sup>th</sup> day of March, 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		4,825.00
5200	Special Instructional Programs	4,800.00	
5300	Alternative Instructional Prog.		
5400	School Building Administration		8.00
5800	Alternative Programs	33.00	
6100	Regular Program Support		30.00
6300	Alternative Prog. Support		
6400	Technology Support Services		
6500	Operational Support Services		
6800	Student-wide Support Serv.		
6900	Policy, Ldrshp, Services	30.00	
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	

Passed by majority vote of the Board of Education of Camden County on the 14<sup>th</sup> day of March 2019.

  
Chairman, Board of Education

  
Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 1<sup>st</sup> day of April 2019

  
Chairman, Board of County Commissioners

  
Clerk, Board of County Commissioners



Attachment: bocminutes\_040119 (2368 : BOC Meeting Minutes - April 1, 2019)

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BUDGET AMENDMENT  
March 14, 2019

2. Local Current Expense Fund

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

<u>Operation of Plant</u>		
6540.802.173...40	Salary - Custodian	\$ + 3,000.00
6540.802.211...40	Emp Soc Sec Costs	+ 200.00
6540.802.311...40	Contracted Services	- 8,200.00
6540.802.323...40	Utilities – Water	+ <u>5,000.00</u>
Total – Operation of Plant		\$ + .00

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

<u>Classroom Support</u>		
5110.842.162	Substitute Pay	\$ - 4,940.00
5110.842.221	Emp Retirement Costs	+ <u>140.00</u>
Total – Classroom Support		\$ - 4,800.00

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

<u>Exceptional Children</u>		
5210.849.142	Salary – Teacher Assistant	\$ + 4,000.00
5210.849.162	Substitute Pay	+ 750.00
5210.849.199	Overtime Pay	+ <u>50.00</u>
Total – At Risk Programs		\$ + 4,800.00

D. 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	Supplemental Pay	\$ - 471.00
5410.911.181	Supplemental Pay	- 790.00

Attachment: bocminutes\_040119 (2368 : BOC Meeting Minutes - April 1, 2019)

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BUDGET AMENDMENT  
Local Current Expense Fund  
March 14, 2019, Page 2

5410.911.231	Emp Hosp Ins Costs	+	40.00
5420.911.181	Supplemental Pay	+	600.00
5420.911.211	Emp Soc Sec Costs	+	30.00
5420.911.221	Emp Retirement Costs	+	<u>120.00</u>
Total – Additional Pay		\$ -	471.00

E. 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>			
5110.912.311	Contracted Services	\$ +	500.00
5110.912.312	Workshop Expenses	-	100.00
5110.912.451	Misc Expenses – Refreshments	-	13.00
5120.912.312	Workshop Expenses	+	59.00
5400.912.312	Workshop Expenses	-	8.00
5870.912.312	Workshop Expenses	+	33.00
6120.912.312	Workshop Expenses	-	30.00
6940.912.312	Workshop Expenses	+	<u>30.00</u>
Total – Staff Development		\$ +	471.00

Passed by majority vote of the Board of Education of Camden County on the 14<sup>th</sup> day of March, 2019.

  
\_\_\_\_\_  
Chairman, Board of Education

  
\_\_\_\_\_  
Secretary, Board of Education

Attachment: bocminutes\_040119 (2368 : BOC Meeting Minutes - April 1, 2019)

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Budget Amendment

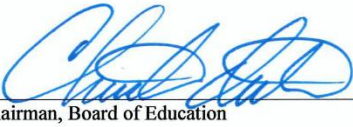



Camden County Schools Administrative Unit

Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 14<sup>th</sup> day of March, 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	400.00	
6400	Technology Support Services		400.00
Explanation:			
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

<p>Passed by majority vote of the Board of Education of Camden County on the 14<sup>th</sup> day of March 2019.</p> <p> Chairman, Board of Education</p> <p> Secretary, Board of Education</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this <u>1<sup>st</sup></u> day of <u>April</u> 20<u>19</u></p> <p> Chairman, Board of County Commissioners</p> <p> Clerk, Board of County Commissioners</p>
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Attachment: bocminutes\_040119 (2368 : BOC Meeting Minutes - April 1, 2019)

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BUDGET AMENDMENT  
March 14, 2019

8. Other Local Current Expense Fund

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

<u>Computer Tech</u>			
5110.905.462	Purchase of Comp Hdwe	\$ +	400.00
6400.905.341	Telephone for Telecomm Services	+	300.00
6400.905.343	Telecommunication Services	-	4,700.00
6400.905.418	Comp Software & Supplies	+	<u>4,000.00</u>
Total – Computer Tech		\$ +	.00

Passed by majority vote of the Board of Education of Camden County on the 14<sup>th</sup> day of March, 2019.

  
\_\_\_\_\_  
Chairman, Board of Education

  
\_\_\_\_\_  
Secretary, Board of Education

Attachment: bocminutes\_040119 (2368 : BOC Meeting Minutes - April 1, 2019)

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Budget Amendment

Camden County Schools Administrative Unit


Other Local Current Expense Fund

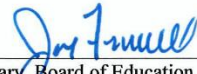
The Camden County Board of Education at a meeting on the 21<sup>st</sup> day of February, 2019 passed the following resolution.

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
6400	Technology Support Services		1,500.00
6600	Financial/Human Res. Support	1,500.00	
Explanation:			
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

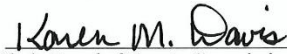
Passed by majority vote of the Board of Education of Camden County on the 21<sup>st</sup> day of February 2019.

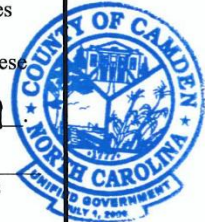
  
 Chairman, Board of Education

  
 Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 1<sup>st</sup> day of April, 2019.

  
 Chairman, Board of County Commissioners

  
 Clerk, Board of County Commissioners



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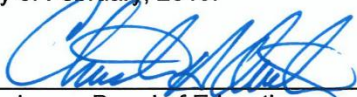
BUDGET AMENDMENT  
February 21, 2019

8. Other Local Current Expense Fund

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

<u>Computer Tech</u>		
6400.905.343	Telecommunication Services	- 1,500.00
6610.905.311	Contracted Services	+ 1,500.00
		<u>                    </u>
Total – Computer Tech		\$ + .00

Passed by majority vote of the Board of Education of Camden County on the 21<sup>st</sup> day of February, 2019.

  
\_\_\_\_\_  
Chairman, Board of Education

  
\_\_\_\_\_  
Secretary, Board of Education

Attachment: bocminutes\_040119 (2368 : BOC Meeting Minutes - April 1, 2019)

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Budget Amendment





Camden County Schools Administrative Unit

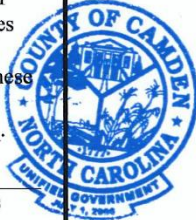
Capital Outlay Fund

The Camden County Board of Education at a meeting on the 21<sup>st</sup> day of February, 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
9100	Category I Projects		662.00
9200	Category II Projects	1,537.00	
9300	Category III Projects		875.00
Explanation:			
	Total Appropriation in Current Budget	\$	942,992.81
	Amount of Increase / (Decrease) of Above Amendment		+ .00
	Total Appropriation in Current Amended Budget ....	\$	942,992.81

<p>Passed by majority vote of the Board of Education of Camden County Schools on the 21<sup>st</sup> day of February 2019.</p> <p> Chairman, Board of Education</p> <p> Secretary, Board of Education</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes in the minutes of said Board, this <u>1<sup>st</sup></u> day of <u>April</u> 2019.</p> <p> Chairman, Board of County Commissioners</p> <p> Clerk, Board of County Commissioners</p>
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Attachment: bocminutes\_040119 (2368 : BOC Meeting Minutes - April 1, 2019)

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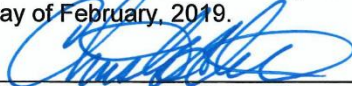
BUDGET AMENDMENT  
February 21, 2019

4. Capital Outlay Fund

A. We must adjust our budget to reflect transfers within the programs to cover expenses within the budget. We request your approval of the following amendment.

<u>Category I Projects</u>		
9135.077.311	Gym Floor Refinishing	\$ - 1,023.00
9140.077.542	Pur of Comp Hdwe	+ 361.00
Total – Category I Projects		\$ - 662.00
 <u>Category II Projects</u>		
9210.077.541	Purchase of Furniture & Equipment	\$ + 1,537.00
Total – Category II Projects		\$ + 1,537.00
 <u>Category III Projects</u>		
9302.077.551	Purchase of County Vehicle	\$ - 875.00
Total – Category III Projects		\$ - 875.00

Passed by majority vote of the Board of Education of Camden County on the 21<sup>st</sup> day of February, 2019.

  
\_\_\_\_\_  
Chairman, Board of Education

  
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Secretary, Board of Education

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Budget Amendment

Camden County Schools Administrative Unit


Local Current Expense Fund


The Camden County Board of Education at a meeting on the 21<sup>st</sup> day of February, 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		1,367.00
5300	Alternative Instructional Prog.		600.00
5400	School Building Administration	911.00	
5800	Alternative Programs	1,640.00	
6300	Alternative Prog. Support		1,500.00
6400	Technology Support Services		850.00
6500	Operational Support Services	207.00	
6800	Student-wide Support Serv.	850.00	
6900	Policy, Ldrshp, Services	709.00	
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

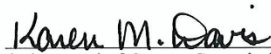
Passed by majority vote of the Board of Education of Camden County on the 21<sup>st</sup> day of February 2019.

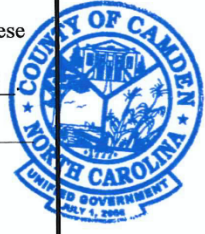
  
 \_\_\_\_\_  
 Chairman, Board of Education

  
 \_\_\_\_\_  
 Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 1<sup>st</sup> day of April 2019.

  
 \_\_\_\_\_  
 Chairman, Board of County Commissioners

  
 \_\_\_\_\_  
 Clerk, Board of County Commissioners



Attachment: bocminutes\_040119 (2368 : BOC Meeting Minutes - April 1, 2019)

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BUDGET AMENDMENT  
February 21, 2019

2. Local Current Expense Fund

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

<u>Classroom Teacher</u>		
5110.841.121	Salray – Teacher	\$ - 949.00
Total – Classroom Teacher		\$ - 949.00

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

<u>At Risk Programs</u>		
5330.847.198	Salary – Homebound Teacher	\$ - 600.00
6300.847.312	Workshop Expenses	- 1,500.00
Total – At Risk Programs		\$ - 2,100.00

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.

<u>School Health</u>		
5840.855.332	Mileage	\$ + 300.00
5840.855.411	Supplies & Materials	+ 200.00
5840.855.461	Pur of Non-Cap Equipment	+ 1,600.00
Total – School Health		\$ + 2,100.00

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.

<u>Office of The Superintendent</u>		
6940.865.231	Emp Hosp Ins Costs	\$ + 600.00
6940.865.311	Contracted Services	+ 8,000.00
6940.865.319	Other Professional Services	- 8,600.00
6940.865.411	Supplies & Materials	+ 700.00
6940.865.459	Other Purchased Services	- 700.00

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BUDGET AMENDMENT  
Local Current Expense Fund  
February 21, 2019, Page 2

Total – Board of Education \$ + .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.

Data Management

6400.900.312	Workshop Expenses	\$ -	12.00
6400.900.332	Mileage	-	250.00
6400.900.411	Supplies & Materials	-	300.00
6400.900.418	Comp Software & Supplies	-	288.00
6820.900.184	Longevity Pay	+	1.00
6820.900.211	Emp Soc Sec Costs	-	25.00
6820.900.312	Workshop Expenses	+	<u>874.00</u>

Total – Data Management \$ + .00

F. 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.

Additional Pay

5110.911.221	Emp Retirement Costs	\$ -	1,418.00
5410.911.231	Emp Hosp Ins Costs	+	69.00
5420.911.181	Supplementary Pay	+	900.00
5420.911.211	Emp Soc Sec Costs	+	80.00
5420.911.221	Emp Retirement Costs	+	150.00
5420.911.231	Emp Hosp Ins Costs	+	12.00
6580.911.181	Supplementary Pay	+	<u>207.00</u>

Total – Additional Pay \$ + .00

G. 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.

Staff Development


5110.912.311	Contracted Services	\$ +	600.00
5120.912.312	Workshop Expenses	+	400.00
5400.912.312	Workshop Expenses	-	300.00
5870.912.312	Workshop Expenses	-	460.00


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BUDGET AMENDMENT  
Local Current Expense Fund  
February 21, 2019, Page 3

6940.912.312 Workshop Expenses	+ <u>709.00</u>
Total – Staff Development	\$ + 949.00

Passed by majority vote of the Board of Education of Camden County on the 21<sup>st</sup> day of February, 2019.

  
\_\_\_\_\_  
Chairman, Board of Education

  
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Secretary, Board of Education

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Budget Amendment


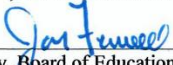

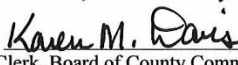
Camden County Schools Administrative Unit

Capital Outlay Fund

The Camden County Board of Education at a meeting on the 14<sup>th</sup> day of March, 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
9100	Category I Projects	95,000.00	
9200	Category II Projects		95,000.00
Explanation:			
	Total Appropriation in Current Budget	\$	942,992.81
	Amount of Increase / (Decrease) of Above Amendment		+ .00
	Total Appropriation in Current Amended Budget ....	\$	942,992.81

<p>Passed by majority vote of the Board of Education of Camden County Schools on the 14<sup>th</sup> day of March 2019.</p>  <p>Chairman, Board of Education</p>  <p>Secretary, Board of Education</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes in the minutes of said Board, this <u>1<sup>st</sup></u> day of <u>April</u> 2019.</p>  <p>Chairman, Board of County Commissioners</p>  <p>Clerk, Board of County Commissioners</p>
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Attachment: bocminutes\_040119 (2368 : BOC Meeting Minutes - April 1, 2019)

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492 5. DMV Report  
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STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County May Renewals Due 06/15/19

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
24,437.59	19,824.24	13,011.84	57,273.67

Witness my hand and official seal this 3<sup>rd</sup> day of April 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.

Riva J. Anderson  
Tax Administrator of Camden County

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Attachment: bocminutes\_040119 (2368 : BOC Meeting Minutes - April 1, 2019)

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6. Vehicle Refunds Over \$100.00

REFUNDS OVER \$100.00

North Carolina Vehicle Tax System																		
NCVTS Pending Refund report																		
FEB 19 REFUNDS OVER \$100.00																		
Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Refund Type	Bill #	Plate	Status	Transaction #	Refund Description	Refund Process	Create Date	Authorization Date	Tax	Low	Change	Interest	Total
CAMPBELL, JAMES FRANKLIN JR	CAMPBELL, JAMES FRANKLIN JR	CAMPBELL, LINDA SUEAN	139 MILLTOWN RD	SHILOH, NC 27974	Provision	0009443955	1007438	AUTHORIZED	100937184	Refund Generated due to provision on bill #0009443955-2019-2018-0000-00	Tag Surrender	02/14/2019	2/15/2019 9:24:25 AM	1543	Tax	(\$183.24)	\$0.00	(\$193.24)
WILSON, DENNIS LEROY JR	WILSON, DENNIS LEROY JR		501 N INDIAN TOWN RD	SHAWBORO, NC 27973	Provision	0546227484	CC02024	AUTHORIZED	100968496	Refund Generated due to provision on bill #0546227484-2019-2018-0000-00	Tag Surrender	02/09/2019	2/7/2019 10:08:19 AM	1943	Tax	(\$137.03)	\$0.00	(\$137.03)

Submitted by Lisa S. Anderson Date 3-12-19  
 Lisa S. Anderson, Tax Administrator Camden County

Approved by G. Tom White Date 4-3-19  
 G. Tom White, Chairman Camden County Board of Commissioners

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7. Pickups, Releases & Refunds

NAME	REASON	NO.
Michael Carey Riggs	Correction on roll back taxes-Woods should have kept in use. Mr. Riggs paid the roll back taxes. For Refund. \$649.57	Pick-up/21304 R-93468-15 R-100644-16 R-107884-17
Michael Carey Riggs	Woods - should have remained in use. Should not have been pulled out as Solar Farm. For Refund. \$231.99	Pick-up/21303 R-115149-18
Jerry Adams Stevenson	Foreclosure Fee \$259.34	Pick-up/21299 R-106867-17
Cleveland Walston LE	Foreclosure Fee \$268.02	Pick-up/21298 R106142-17
Kim Sawyer	Parcel is all Solar Farm as per David Parks. For Release \$3,877.54	Pick-21297 R-91354-15 R-98551-16 R-105778-17 R-113059-18
Edward L. Sawyer	Roll back taxes should not have been calculated. For Release. \$2,734.51	Pick-up/21296 R-98526-16 R-105753-17 R-113034-18
Kim Sawyer	Correction assessment. Not all parcel was used for Solar Farm. \$3,877.54	Pick-up/21295 R-91354-15 R-98551-16 R-105778-17 R-113059-18
Edward L. Sawyer	Roll back taxes on Solar Farm. \$2,734.51	Pick-up/21294 R-98526-16 R-105753-17 R-113034-18
A. Gregory Buckley	Roll bank taxes. \$1,437.27	Pick-up/21307 R-9913-16 R-106552-17 R-113834-18
Franklin & Mary Balance	Correction based on survey & deed & soil types. \$153.44	Pick-up/21308 R-91995-15 R-99179-16 R-106411-17 R-113692-18
Jeffrey Lee Hardesty	Vehicle sold - For Refund \$301.87	Pick-up/21309 40512667
Jack Caswell Jones	Plate turned in - For Refund \$148.56	Pick-up/21310 35683758

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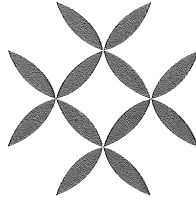
8. Budget Appropriation – Harmony Café

BOARD OF COMMISSIONERS

G. TOM WHITE  
Chairman

CLAYTON D. RIGGS  
Vice Chairman

GARRY W. MEIGGS  
RANDY KRAINIAK  
ROSS B. MUNRO



**CAMDENCOUNTY**  
new energy. new vision.

KENNETH BOWMAN  
County Manager

KAREN M. DAVIS  
Clerk to the Board

JOHN S. MORRISON  
County Attorney

TO: Board of Commissioners  
FROM: Ken Bowman, Budget Officer  
DATE: March 21, 2019  
SUBJECT: Appropriation

Harmony Café made a presentation during the March 4<sup>th</sup> meeting concerning their monthly social gathering for care receivers and care givers of dementia. They requested funding to help them in their efforts. While looking at our ‘Special Appropriations’ line item we have money available this budget year to assist them.

I am making a recommendation that Camden County appropriates \$500.00 to Harmony Café out of the ‘Special Appropriations’ line item this current budget year.

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9. DPS – Probation and Parole Office Space

**THIS LEASE DOES NOT BECOME EFFECTIVE UNTIL EXECUTED  
BY THE NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY**

STATE OF NORTH CAROLINA

**LEASE AGREEMENT**

THIS LEASE AGREEMENT, made and entered into this the \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between COUNTY of CAMDEN, hereinafter designated as Lessor, and the STATE OF NORTH CAROLINA, hereinafter designated as Lessee;

**WITNESSETH:**

WHEREAS, authority to approve and execute this lease agreement was delegated to the Department of Administration by resolution adopted by the Governor and Council of State on the 1<sup>st</sup> day of September, 1981; and

WHEREAS, the Department of Administration has delegated to this State agency the authority to execute this lease agreement by a memorandum dated the 18<sup>th</sup> day of January, 2017; and

WHEREAS, the parties hereto have mutually agreed to the terms of this lease agreement as hereinafter set out,

NOW THEREFORE, in consideration of the rental hereinafter agreed to be paid and the terms and conditions hereinafter set forth, Lessor does hereby let and lease unto Lessee and Lessee hereby takes and leases from Lessor for and during the period of time and subject to the terms and conditions hereinafter set out certain space in the City of Camden, County of Camden, North Carolina, more particularly described as follows:

**Being +/- 342 net square feet of office space located at 117 N. Hwy. 343, Camden, Camden County, North Carolina.**

**(DEPARTMENT OF PUBLIC SAFETY-PROBATION and PAROLE)**

THE TERMS AND CONDITIONS OF THIS LEASE AGREEMENT ARE AS FOLLOWS:

1. The term of this lease shall be for a period of three (3) Years commencing on the 1st day of May, 2019 or as soon thereafter as the leased premises are ceded to the Lessee and terminating on the 30<sup>th</sup> day of April, 2022.

2. The Lessee shall pay to the Lessor as rental for said premises the sum of \$1.00 Dollars per term to be payable within five (5) days from receipt of invoice in triplicate.

The Lessee agrees to pay the aforesaid rental to Lessor at the address specified, or, to such other address as the Lessor may designate by a notice in writing at least fifteen (15) days prior to the due date.

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3. Lessor agrees to furnish to the Lessee, as a part of the consideration for this lease, the following services and utilities to the satisfaction of the Lessee.

- A Heating facilities, air conditioning facilities, adequate electrical facilities, adequate lighting fixtures and sockets, hot and cold water facilities, and adequate toilet facilities.
- B. Janitorial services and supplies including maintenance of lawns, parking areas, common areas and disposal of trash.
- C. All utilities except telephone.
- D. Parking as available.
- E. The lessor covenants that the leased premises are generally accessible to persons with disabilities. This shall include access into the premises from the parking areas (where applicable), into the premises via any common areas of the building and access to an accessible restroom.

4. During the lease term, the Lessor shall keep the leased premises in good repair and tenantable condition, to the end that all facilities are kept in an operative condition. Maintenance shall include, but is not limited to furnishing and replacing electrical light fixture ballasts, air conditioning and ventilating equipment filter pads, if applicable, and broken glass. In case Lessor shall, after notice in writing from the Lessee in regard to a specified condition, fail, refuse, or neglect to correct said condition, or in the event of an emergency constituting a hazard to the health or safety of the Lessee's employees, property, or invitees, it shall then be lawful for the Lessee in addition to any other remedy the Lessee may have, to make such repair at its own cost and to deduct the amount thereof from the rent that may then be thereafter become due hereunder. The Lessor reserves the right to enter and inspect the leased premises, at reasonable times, and to make necessary repairs to the premises.

5. It is understood and agreed that Lessor shall, at the beginning of said lease term as hereinabove set forth, have the leased premises in a condition satisfactory to Lessee, including repairs, painting, partitioning, remodeling, plumbing and electrical wiring suitable for the purposes for which the leased premises will be used by Lessee.

6. The Lessee shall have the right during the existence of this lease, with the Lessor's prior consent, to make alterations, attach fixtures and equipment, and erect additions, structures or signs in or upon the leased premises. Such fixtures, additions, structures or signs so placed in or upon or attached to the leased premises under this lease or any prior lease of which this lease is an extension or renewal shall be and remain the property of the Lessee and may be removed therefrom by the Lessee prior to the termination of this lease or any renewal or extension thereof, or within a reasonable time thereafter. The Lessee shall have no duty to remove any improvement or fixture placed by it on the premises or to restore any portion of the premises altered by it. In the event Lessee elects to remove his improvements or fixtures and such removal causes damage or injury to the demised premises, Lessee will repair only to the extent of any such damage or injury.

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7. If the said premises be destroyed by fire or other casualty without fault of the Lessee, this lease shall immediately terminate and the rent shall be apportioned to the time of the damage. In case of partial destruction or damage by fire or other casualty without fault of the Lessee, so as to render the premises untenable in whole or in part, there shall be an apportionment of the rent until the damage has been repaired. During such period of repair, Lessee shall have the right to obtain similar office space at the expense of Lessee or the Lessee may terminate the lease by giving fifteen (15) days written notice to the Lessor.

8. Lessor shall be liable to Lessee for any loss or damages suffered by Lessee which are a direct result of the failure of Lessor to perform an act required by this lease, and provided that Lessor could reasonably have complied with said requirement.

9. Upon termination of this lease, the Lessee will peaceably surrender the leased premises in as good order and condition as when received, reasonable use and wear and damage by fire, war, riots, insurrection, public calamity, by the elements, by act of God, or by circumstances over which Lessee had no control or for which Lessor is responsible pursuant to this lease, excepted.

10. The Lessor agrees that the Lessee, upon keeping and performing the covenants and agreements herein contained, shall at all times during the existence of this lease peaceably and quietly have, hold, and enjoy the leased premises free from the adverse claims of any person.

11. The failure of either party to insist in any instance upon strict performance of any of the terms and conditions herein set forth shall not be construed as a waiver of the same in any other instance. No modification of any provision hereof and no cancellation or surrender thereof shall be valid unless in writing and signed and agreed to by both parties.

12. Any hold over after the expiration of the said term or any extension thereof, shall be construed to be a tenancy from month to month, and shall otherwise be on the terms and conditions herein specified, so far as applicable; however, either party shall give not less than sixty (60) days written notice to terminate the tenancy.

13. The parties to this lease agree and understand that the continuation of this lease agreement for the term period set forth herein, or any extension or renewal thereof, is dependent upon and subject to the appropriation, allocation or availability of funds for this purpose to the agency of the Lessee responsible for payment of said rental. The parties to this lease also agree that in the event the agency of the Lessee or that body responsible for the appropriations of said funds, in its sole discretion, determines, in view of its total local office operations that available funding for the payment of rents are insufficient to continue the operation of its local offices on the premise leased herein, it may choose to terminate the lease agreement set forth herein by giving Lessor written notice of said termination, and the lease agreement shall terminate immediately without any further liability to Lessee.

14. All notices herein provided to be given, or which may be given by either party to the other, shall be deemed to have been fully given when made in writing and deposited in the United States mail, certified and postage prepaid and addressed as follows: To the Lessor at **PO Box 190, Camden, North Carolina 27921** and the Lessee at **3030 Hammond Business Place, Raleigh, North Carolina 27699-4227**. Nothing herein contained shall preclude the giving of such notice by personal service. The address to which notices shall be mailed as aforesaid to either party may be changed by written notice.

Attachment: bocminutes\_040119 (2368 : BOC Meeting Minutes - April 1, 2019)

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15. "N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

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[Remainder of page intentionally left blank; signatures on following pages]

STATE OF NORTH CAROLINA  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public in and for the County and State aforesaid, do hereby certify that **Kenneth Bowman**, personally came before me this day and acknowledged that he is the **County Manager**, and that by authority and given as an act of **Camden County** and acknowledged the due execution of the foregoing instrument in its name.

WITNESS my hand and Notarial Seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Notary Public

My Commission Expires:

STATE OF NORTH CAROLINA  
COUNTY OF \_\_\_\_\_

I, Wanda B. Hicks, a Notary Public in and for the County of Johnston and State aforesaid, do hereby certify that **Joanne Rowland**, personally appeared before me this date and acknowledged the due execution by her of the foregoing instrument as Director of Purchasing and Logistics of the Department of Public Safety of the State of North Carolina, for the purposes therein expressed.

WITNESS my hand and Notarial Seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Notary Public

My commission expires August 19, 2019

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Attachment: bocminutes\_040119 (2368 : BOC Meeting Minutes - April 1, 2019)

IN TESTIMONY WHEREOF, this lease has been executed by the parties hereto, in duplicate originals, as of the date first above written.

STATE OF NORTH CAROLINA

By: \_\_\_\_\_ (SEAL)  
Joanne Rowland,  
Director of Purchasing & Logistics


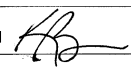
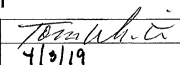
LESSOR:  
\_\_\_\_\_  
The County of Camden  
Kenneth Bowman, County Manager

ATTEST:  
\_\_\_\_\_  
Secretary  
(CORPORATE SEAL)

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10. Surplus Property – Sheriff

Surplus Property Request

Requested by:	 Sheriff J. Kevin Jones	Item Description 2007 F350 Ford Truck with 95,805 miles
	<input checked="" type="radio"/> Sell <input type="radio"/> Dispose	
Department:	Sheriff's Office (LESO Property)	
Item:	2007 F350 Ford Truck	
Disposal Method:	Gov Deals	
Suggested Value:	\$8,000.00 - \$10,000.00	
Reason for surplus:	Needs repairs	
<b>Manager Approval</b>		
Disposal Method:		
Value:		
Comments:		
<b>Board Approval</b>		
Approved/Denied:		
Date:	4/3/19	
<b>Final Disposition Date:</b>		
Method:		
Amount:		
Purchased by:		

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Attachment: bocminutes\_040119 (2368 : BOC Meeting Minutes - April 1, 2019)



545 11. ~~Set Public Hearing – Ordinance 2019-03-01~~ – Removed from agenda.

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547 12. Set Public Hearing – Preliminary Plan Phase II North River Crossing

548

549 **Motion to approve the Consent Agenda as amended.**

550	<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
551	<b>MOVER:</b>	Clayton Riggs, Vice Chairman
552	<b>AYES:</b>	White, Krainiak, Meiggs, Riggs, Munro

553

554 **ITEM 8. COUNTY MANAGER'S REPORT**

555

556 County Manager Ken Bowman included the following in his report:

557

- 558 • Initial budget meetings have been completed with Department Heads.
- 559 • Preconstruction meeting to be held on April 3, 2019 for the roadway extension for
- 560 Camden Commerce Park Project.
- 561 • Dollar General in Shiloh – Grand Opening on Saturday, April 6, 2019 at 8 AM.
- 562 • Board of Commissioners Budget/Finance/CIP Work Session – April 9, 2019 at 2:00
- 563 PM in the Historic Courtroom.
- 564 • County Offices Closed on Good Friday, April 19, 2019.
- 565 • County Assembly Day – Possible date change to May 8, 2019 in Raleigh.
- 566 • Sarah Hill, Dismal Swam Visitors Center, has received a full scholarship worth
- 567 \$1,600 to attend the Southeast Tourism Marketing College in Dahlonaga, Georgia
- 568 May 12-17, 2019. This is her second year of classes. She obtained a partial
- 569 scholarship last year.
- 570 • The next regular meeting of the Board of Commissioners – May 6, 2019 at 7:00 PM.

571

572 **ITEM 9. COMMISSIONERS' REPORTS**

573

- 574 • Chairman White requested that any commissioner who is unable to locate his county
- 575 identification badge to inform Stephanie Jackson to receive a replacement. The
- 576 identification badges are required in the event of an emergency to re-enter the county.
- 577 • Commissioner Krainiak encouraged attendance at the 74<sup>th</sup> Annual Albemarle Area 4-H
- 578 Livestock Show and Sale to take place April 23-24, 2019.

579

580 **ITEM 10. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES**

581

582 The following items were provided to the commissioners for information purposes:

583

584 A. FY 18-19 YTD Finance Report

585

B. Register of Deeds Report

586 C. Library Report

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588 **ITEM 11. OTHER MATTERS**

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589

590 None.

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592 **ITEM 12. ADJOURN**

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594 There being no further matters for discussion Chairman White called for a motion to adjourn.

595

596 **Motion to adjourn.**

597	<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
598	<b>MOVER:</b>	Garry Meiggs, Commissioner
599	<b>AYES:</b>	White, Krainiak, Meiggs, Riggs, Munro

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601 Chairman White adjourned the April 1, 2019 meeting of the Board of Commissioners at 8:17  
602 PM.

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\_\_\_\_\_  
Tom White, Chairman  
Camden County Board of Commissioners

607 ATTEST:

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\_\_\_\_\_

610 Karen M. Davis  
611 Clerk to the Board



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

**Consent Agenda**

**Item Number:** 8.4  
**Meeting Date:** May 06, 2019

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

**Item Title** **BOC Meeting Minutes - April 8, 2019**

**Attachments:** bocminutes\_040819 (DOCX)

**Camden County Board of Commissioners**  
**April 8, 2019 – 2:00 PM**  
**2019-2020 Budget/Finance/CIP Work Session**  
**Historic Courtroom**  
**Camden, North Carolina**

**MINUTES**

The Camden County Board of Commissioners held a budget work session on April 8, 2019 at 2:00 PM in the Historic Courtroom.

**CALL TO ORDER**

The meeting was called to order by Chairman Tom White at 2:00 PM. Additional Board members present: Vice Chairman Clayton Riggs, Commissioners Garry Meiggs, Randy Krainiak and Ross Munro.

Staff Present: County Manager Ken Bowman, Finance Officer Sally Norfleet and Clerk to the Board Karen Davis.

The following items were presented to the Board for discussion:

1. Capital Improvement Projects (CIP) Update
  - a. Broadband – Eastern Shore Communications (in process)
  - b. Administration Building – Rendering and Cost estimates complete
  - c. New High School – Feasibility Study (consensus to change to New School)
  - d. Road Improvement at Commerce Park – Awarded to Whitehurst Sand, Inc.
  - e. Sidewalk Along Highway 158 from Camden County High School to Dollar General (consensus to add to CIP; also include maintenance)
  - f. New Freshwater Well (consensus to add to CIP)
2. School Funding
  - a. School Resource Officer – 3<sup>rd</sup> SRO (Budget)
  - b. Grant Match (\$762,000/School Planning)
  - c. School's Fund Balance (Minimum/Maximum)
  - d. Budget Request
3. IT Software / Hardware Updates
  - a. Tax / Utility
  - b. Microsoft Office / Server Upgrade
4. Insurance, Benefits & Personnel Requests
  - a. Health (>10.0%), Retirement (>1.2%) / Law Enforcement (>1.2%)
  - b. Position Requests / Salary Increases

- c. COLA 2%; Certification Increases
  - d. Salary Review
  - e. Finance Officer – Local Government Certification
5. Additional Expenditures
- a. Vehicles
    - i. Sheriff – 3 (1 for dog handler / 2 cruisers)
    - ii. Inspections – 1 (small pickup)
    - iii. Buildings and Grounds and Solid Waste – 2 (1 – F250 / 1 – F150)
  - b. Salary/Vacation Payouts – Greg Gregory and Tommy McDaniel (approximately \$10K)
  - c. Capital Outlay – Courthouse / Senior Center / Sheriff Building - \$37K
  - d. Carpet in Tax / Water / Planning - \$13K
  - e. Medical Building – Remove Wallpaper / Sand / Paint - \$29K
  - f. Public Works – 1 tractor with mower (consensus to look into a contract for mowing)
  - g. Property & Liability – (+3%)
  - h. Workers’ Compensation – (+5)
  - i. Miscellaneous Annual Increases (EMS, CC/EM, Technology Leases, etc.)
    - i. Appropriations
      - 1. COA – Reduce to \$35K
      - 2. Harmony Café - \$500
      - 3. Hwy 17 / 64 - \$2K
      - 4. NCAlliance - \$2K
      - 5. EMS – 3% Increase
      - 6. Central Communications / Emergency Management - \$2K
      - 7. DSS Building Upgrade - \$14K (carpet and paint)
      - 8. Planning – Fee Restructure
      - 9. Museum - \$1K
6. Revenues
- a. 19-20 Projections – None to date
  - b. Fund Balances - \$6.5M
  - c. Solid Waste Fee – Solid Waste Fee (Proposed @ \$75.00 per household per year) Collection through Tax Department

#### Other Matters Discussed

- Increased Emphasis on Safety Training
- Solar Inspections – Include propane along with natural gas

#### Upcoming Meetings

- May 2, 2019; 2:00 PM – Select Departments and Budget Review
- May 23, 2019; 6:00 PM – Budget Review



- June 3, 2019; 7:00 PM – Public Hearing and Budget Adoption

There being no further matters for discussion Chairman White called for a motion to adjourn.

**Motion to adjourn.**

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

Chairman White adjourned the work session at 4:30 PM.

---

Tom White, Chairman  
Camden County Board of Commissioners

ATTEST:

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Karen M. Davis  
Clerk to the Board

Attachment: bocminutes\_040819 (2369 : BOC Meeting Minutes - April 8, 2019)



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

**Consent Agenda**

**Item Number:** 8.5  
**Meeting Date:** May 06, 2019  
**Submitted By:** Sally Norfleet,  
Finance  
Prepared by: Karen Davis  
**Item Title** **Budget Amendments**  
**Attachments:** Budget Amendments (PDF)

2018-19-BA033

## 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 South Camden Water & Sewer Fund as follows:**

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Expenses</b>			
307500-502000	Salaries		\$3,500
307500-503000	Part Time Salaries	\$3,500	

**This Budget Amendment is made to appropriate funds for correction to budgeted salaries.**

This will result in no change 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 6th day of May, 2019.**

\_\_\_\_\_  
Clerk to Board of Commissioners

\_\_\_\_\_  
Chairman, Board of Commissioners

2018-19-BA034

## 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 Social Services Fund as follows:**

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Expenses</b>			
526100-502000	Salaries	\$ 957	
526100-505000	FICA	\$ 73	
526100-507000	Retirement	\$ 75	
526100-507100	401K	\$ 48	
526100-515000	Maintenance – Building		\$ 203
526100-516000	Maintenance – Equipment		\$ 250
526100-526000	Advertising		\$ 500
526100-557000	Miscellaneous		\$ 200

**This Budget Amendment is made to appropriate funds for correction to budgeted salaries.**

This will result in no change 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 6th day of May, 2019.**

\_\_\_\_\_  
Clerk to Board of Commissioners

\_\_\_\_\_  
Chairman, Board of Commissioners

Attachment: Budget Amendments (2391 : Budget Amendments)



# CAMDENCOUNTY

new energy. new vision.

## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Consent Agenda

**Item Number:** 8.6  
**Meeting Date:** May 06, 2019

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

**Item Title** **School Budget Amendments**

**Attachments:** School Budget Amendments (PDF)



Budget Amendment

Camden County Schools Administrative Unit

Local Current Expense Fund


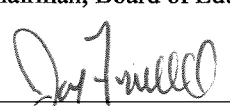
The Camden County Board of Education at a meeting on the 11<sup>th</sup> day of April, 2019 passed the following resolution.

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	331.66	
5200	Special Instructional Programs		510.00
5300	Alternative Instructional Prog		
5400	School Building Administration		416.66
5800	Alternative Programs		104.00
6100	Regular Program Support		
6200	Special Program Support	569.00	
6300	Alternative Prog. Support		
6400	Technology Support Services		
6500	Operational Support Services		12,182.00
6800	Student-wide Support Serv.		
6900	Policy, Ldrshp, Services	12,312.00	

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 11<sup>th</sup> day of April 2019.</p>  <p>_____ Chairman, Board of Education</p>  <p>_____ Secretary, Board of Education</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20__.</p> <p>_____ Chairman, Board of County Commissioners</p> <p>_____ Clerk, Board of County Commissioners</p>
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Attachment: School Budget Amendments (2374 : School Budget Amendments)

Budget Amendment


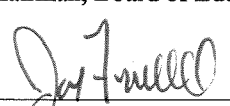
Camden County Schools Administrative Unit

Local Current Expense Fund

The Camden County Board of Education at a meeting on the 11<sup>th</sup> day of April, 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	331.66	
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6500	Operational Support Services		12,182.00
6800	Student-wide Support Serv.		
6900	Policy, Ldrshp, Services	12,312.00	
<b>Explanation:</b>			
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 11<sup>th</sup> day of April 2019.</p>  <p>_____ Chairman, Board of Education</p>  <p>_____ Secretary, Board of Education</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20__.</p> <p>_____ Chairman, Board of County Commissioners</p> <p>_____ Clerk, Board of County Commissioners</p>
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Attachment: School Budget Amendments (2374 : School Budget Amendments)

BUDGET AMENDMENT  
April 11, 2019

2. Local Current Expense Fund

A. We have reviewed this area of the budget and must transfer funds to cover the costs within other program areas within the local budget. We request your approval of the following amendment.

Operation of Plant

6510.802.326...40 Cont Repair & Mtce – Equip.	\$ +	266.00
6530.802.321...40 Utilities – Electric	-	1,434.00
6530.802.322...40 Utilities – Natural Gas	-	12,182.00
6540.802.323...40 Utilities – Water	+	<u>1,168.00</u>
 Total – Operation of Plant	\$ -	12,182.00

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

Classroom Support

5110.842.411 Instructional Supplies	\$ +	<u>436.66</u>
 Total – Classroom Support	\$ +	436.66

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

Exceptional Children

5210.849.142 Salary – Teacher Assistant	\$ +	1,600.00
5210.849.231 Emp Hosp Ins Costs	-	2,196.00
5240.849.361 Membership Dues & Fees	+	27.00
6200.849.361 Membership Dues & fees	+	<u>569.00</u>
 Total – At Risk Programs	\$ +	.00

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

Office of The Superintendent

6940.865.113 Salary – Director	\$ -	718.00
6940.865.129 Salary – Pay Differential	+	3,600.00
6940.865.211 Emp Soc Sec Costs	+	234.00
6940.865.221 Emp Retirement Costs	-	421.00

Attachment: School Budget Amendments (2374 : School Budget Amendments)

**BUDGET AMENDMENT**  
**Local Current Expense Fund**  
**April 11, 2019, Page 2**

6940.865.231	Emp Hosp Ins Costs	+	1,826.00
6940.865.311	Contracted Services	+	215.00
6940.865.312	Workshop Expenses	+	700.00
6940.865.319	Other Prof & Tech Services	-	1,674.00
6940.865.332	Travel	-	1,000.00
6940.865.341	Telephone	-	634.00
6940.865.361	Membership Dues & Fees	-	1,139.00
6940.865.373	Building & Grounds Insurance	+	11,783.00
6940.865.411	Supplies & Materials	+	100.00
6940.865.418	Comp Software & Supplies	-	274.00
6940.865.422	Repair Parts – Co Car	+	88.00
6940.865.425	Tires & Tubes – Co Car	-	250.00
6940.865.461	Pur of Non-Cap Equipment	-	4.00
6940.865.551	Sales Tax – County Vehicle	-	<u>250.00</u>
<b>Total – Office of The Superintendent</b>		<b>\$</b>	<b>+ 12,182.00</b>

- E. We have reviewed this area of the budget and must transfer funds to cover the costs within other program areas within the budget. We request your approval of the following amendment.

Office of The Principal

5400.870.342.308	Postage	\$	-	420.00
5400.870.411.308	Supplies & Materials	-	-	16.66
5400.870.411.350	Supplies & Materials	-	-	201.00
5400.870.418.350	Comp Software & Supplies	+	+	<u>201.00</u>
<b>Total – Office of The Principal</b>		<b>\$</b>	<b>-</b>	<b>436.66</b>

- F. 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.

Staff Development

5110.912.311	Contracted Services	\$	-	105.00
5210.912.312	Workshop Expenses	+	+	59.00
5400.912.312	Workshop Expenses	+	+	20.00
5870.912.312	Workshop Expenses	-	-	104.00
6940.912.312	Workshop Expenses	+	+	80.00
6940.912.451	Other Food Purchases	+	+	<u>50.00</u>


BUDGET AMENDMENT  
Local Current Expense Fund  
April 11, 2019, Page 3

Total – Staff Development \$ + .00

Passed by majority vote of the Board of  
Education of Camden County on the 11<sup>th</sup>  
day of April, 2019.



Chairman, Board of Education



Secretary, Board of Education



Budget Amendment

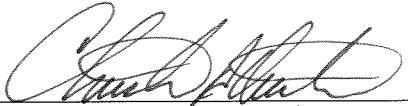

Camden County Schools Administrative Unit

Federal Grant Fund

The Camden County Board of Education at a meeting on the 11<sup>th</sup> day of April 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		443.00
5200	Special Instructional Programs	759.06	
5300	Alternative Instructional Prog.	443.00	
5800	School Based Support Services		
8100	Pmts to Other Units of Gov't	24.60	
8200	Unbudgeted Funds		783.66
Explanation:			
Total Appropriation in Current Budget		\$	737,234.63
Amount of <b>Increase/Decrease</b> of			
Above Amendment		+	.00
Total Appropriation in Current Amended Budget ....		\$	737,234.63

<p>Passed by majority vote of the Board of Education of Camden County on the 11<sup>th</sup> day of April 2019.</p> <p></p> <p>Chairman, Board of Education</p> <p></p> <p>Secretary, Board of Education</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20__.</p> <p>_____ Chairman, Board of County Commissioners</p> <p>_____ Clerk, Board of County Commissioners</p>
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Attachment: School Budget Amendments (2374 : School Budget Amendments)

BUDGET AMENDMENT  
April 11, 2019

3. Federal Grant Fund

A. We have reviewed our budget and find that we must adjust our budget to cover expenses. We request your approval of the following amendment.

IDEA VI B Handicapped

Project #19-060-150

5210.060.162	Substitute Pay	\$ +	600.00
5210.060.211	Emp Soc Sec Costs	+	45.90
5210.060.221	Emp Retirement Costs	+	113.16
8100.060.392	Indirect Costs	+	24.60
8200.060.399	Unbudgeted Funds	-	<u>783.66</u>

Total – IDEA VI-B Handicapped \$ + .00

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

Improving Teacher Quality

Project #19-130-150

5110.103.312	Workshop Expenses	\$ -	443.00
5330.103.312	Workshop Expenses	+	<u>443.00</u>

Total – Improving Teacher Quality + .00

C. We have reviewed our budget and find that we must adjust our budget to cover expenses. We request your approval of the following amendment.

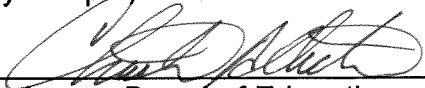
IDEA, Part B (611) Targeted Assistance


Project #19-118-150

5210.118.312	Workshop Expenses	\$ +	270.00
5210.118.418	Comp Software & Supplies	-	<u>270.00</u>

Total – IDEA, Part B (611) Targeted Assistance \$ + 0.00

Passed by majority vote of the Board of Education of Camden County on the 11<sup>th</sup> day of April, 2019.

  
\_\_\_\_\_  
Chairman, Board of Education

  
\_\_\_\_\_  
Secretary, Board of Education

Attachment: School Budget Amendments (2374 : School Budget Amendments)

Budget Amendment

Camden County Schools Administrative Unit

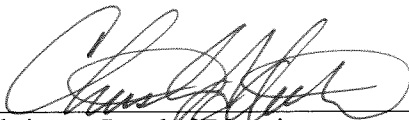
State Public School Fund

The Camden County Board of Education at a meeting on the 11<sup>th</sup> day of April 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	7,572.00	
5200	Special Instructional Programs	3,996.00	
5300	Alternative Instructional Prog		
5400	School Leadership		3650.00
5800	School Based Support Services		63.00
6100	Regular Program Support		628.00
6300	Alternative Program Support		
6400	Technology Support Services	1,239.00	
6500	Operational Support Services	787.00	
6600	Fiscal and Human Resources		2,982.00
6900	Policy Leadership Services	500.00	
<b>Explanation:</b>			
Total Appropriation in Current Budget		\$	14,803,026.21
Amount of <b>Increase/Decrease</b> of			
Above Amendment			6,771.00
Total Appropriation in Current Amended		\$	14,809,797.21
Budget ....			

Passed by majority vote of the Board of Education of Camden County on the 11<sup>th</sup> day of April 2019.

  
 \_\_\_\_\_  
 Chairman, Board of Education

  
 \_\_\_\_\_  
 Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
 Chairman, Board of County Commissioners

\_\_\_\_\_  
 Clerk, Board of County Commissioners

Attachment: School Budget Amendments (2374 : School Budget Amendments)

## BUDGET AMENDMENT

April 11, 2019

## 1. State Public School Fund

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

Non-Instructional Support

5110.003.162	Substitute Pay	\$ +	6,887.00
5110.003.211	Emp Soc Sec Costs	+	57.00
5210.003.162	Substitute Pay	-	365.00
5210.003.211	Emp Soc Sec Costs	-	31.00
5400.003.151	Salary – Office Personnel	-	3,887.00
5400.003.199	Overtime Pay	+	237.00
5810.003.162	Substitute Pay	+	80.00
5810.003.211	Emp Soc Sec Csots	+	4.00
6610.003.151	Salary – Office Personnel	-	<u>2,982.00</u>
Total – Classroom Teachers		\$ +	.00

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

Vocational Program Support

5120.014.162	Substitute Pay	\$ +	1,000.00
5120.014.163	Substitute Pay – Workshops	-	1,000.00
5120.014.311	Contracted Services	-	140.00
5120.014.312	Workshop Expenses	-	463.00
5120.014.333	Field Trips	+	1,065.00
5120.014.351	Tuition Reimbursement	+	225.00
5120.014.352	Professional Certifications	-	120.00
5120.014.379	Other Insurance	-	124.00
5120.014.411	Instructional Supplies	+	199.00
5120.014.413	Other Textbooks	-	14.00
6120.014.312	Workshop Expenses	-	<u>628.00</u>
Total – Vocational Program Support		\$ +	.00

- C. We have reviewed this program area and find that we must increase due to funds received from State level fines and forfeitures and transfer funds within the program area. We request your approval of the following amendment.

School Technology

5810.015.418	Comp Software & Supplies	\$ -	147.00
6400.015.343	Telecommunication Services	+	1,239.00

BUDGET AMENDMENT  
 State Public School Fund  
 April 11, 2019, Page 2

6510.015.341 Telephone Communications	-	<u>321.00</u>
Total – School Technology	\$ +	771.00

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

Small School Supplemental Funding

6540.019.199 Overtime Pay	\$ +	250.00
6540.019.231 Emp Hosp Ins Costs	-	750.00
6940.019.231 Emp Hosp Ins Costs	+ <u></u>	<u>500.00</u>

Total Small School Supplemental Funding	\$ +	.00
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- E. We have reviewed this program area and must transfer funds within to cover expenses. We request your approval of the following amendment.

Children with Special Needs

5210.032.162 Substitute Pay	\$ +	2,000.00
5210.032.311 Contracted Services	+	2,180.00
5210.032.411 Instructional Supplies	+	60.00
5210.032.418 Comp Software & Supplies	+	150.00
5210.032.462 Pur of Comp Hdwe	+	2.00
6200.032.129 Salary – Pay Differential	+	80.00
6200.032.211 Emp Soc Sec Costs	-	80.00
6550.032.199 Overtime Pay	+	100.00
6550.032.231 Emp Hosp Ins Costs	- <u></u>	<u>4,492.00</u>

Total Small School Supplemental Funding	\$ +	.00
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- F. We have received an allotment adjustment and must increase our budget to reflect the actual allotment and transfer funds to cover expenses. We request your approval of the following amendment.

Transportation of Pupils

6550.056.171 Salary – Drivers	\$ +	4,603.00
6550.056.172 Overtime Pay - Drivers	+	500.00
6550.056.199 Overtime Pay	+	100.00
6550.056.316 CDL Medical Exam	+	145.00
6550.056.425 Tires & Tubes	+ <u></u>	<u>652.00</u>

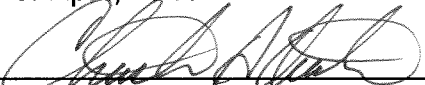
Total – Transportation of Pupils	\$ +	6,000.00
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BUDGET AMENDMENT  
State Public School Fund  
April 11, 2019, Page 3

3100.000 Revenue – State Public School Fund      \$ - 6,771.00

Passed by majority vote of the Board of  
Education of Camden County on the 11<sup>th</sup>  
day of April, 2019.

  
\_\_\_\_\_  
Chairman, Board of Education

  
\_\_\_\_\_  
Secretary, Board of Education

Attachment: School Budget Amendments (2374 : School Budget Amendments)



# CAMDENCOUNTY

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## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Consent Agenda

**Item Number:** 8.7  
**Meeting Date:** May 06, 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

March 2019

Day	Amount	Amount	Name of Account	Deposits	Internet
	\$	\$		\$	\$
1	\$ 10,232.08			\$ 10,232.08	
4	7,708.26		\$0.44 - Refund	\$ 7,708.26	
5	12,627.35			\$ 12,627.35	
6	513.77				513.77
	3,686.51			\$ 3,686.51	
7	1,713.87			\$ 1,713.87	
8	7,736.00			\$ 7,736.00	
11	7,947.67				7,947.67
	11,032.59		\$1.56 - Refund	\$ 11,032.59	
	6,087.52			\$ 6,087.52	
13	9,557.17		\$0.77 - Refund	\$ 9,557.17	
14	26,471.25			\$ 26,471.25	
15	6,316.80			\$ 6,316.80	
18	6,268.47		\$1.46 - Refund	\$ 6,268.47	
19	2,271.32			\$ 2,271.32	
20	237.00		\$76.67 - Refund		237.00
	1,885.12			\$ 1,885.12	
21	5,242.83			\$ 5,242.83	
22	6,031.82			\$ 6,031.82	
25	6,104.42				6,104.42
	1,690.15			\$ 1,690.15	
26	8,947.27		\$1.51 - Refund	\$ 8,947.27	
27	3,069.37			\$ 3,069.37	
28	9,730.70			\$ 9,730.70	
29	2,874.06				2,874.06
	19,345.41			\$ 19,345.41	
	2,668.04			\$ 2,668.04	
	\$ 187,996.82	\$ -		\$ 170,319.90	\$17,676.92
	\$ 187,996.82			\$ 187,996.82	
			PSN Checks - \$5.00 - for info only, fees were paid to PSN		
	\$ (82.41)	Refund			
	\$ -	Over			
	\$0.00	Shortage			
	\$0.00	Adjustment			
	\$ 187,914.41				

Attachment: Tax Collection Report (2376 : Tax Collection Report)

Submitted by: Jipca S. Anderson

Date: 4-3-19

Approved by: \_\_\_\_\_

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



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

**Consent Agenda**

**Item Number:** 8.8  
**Meeting Date:** May 06, 2019

**Submitted By:** Teri Smith,  
Taxes  
Prepared by: Teri Smith

**Item Title** **DMV Monthly Report**

**Attachments:** 20190405132008625.pdf (PDF)

**Summary:** DMV Monthly Report June, 2019 Renewals due 7/15/19

**Recommendation:** Review and Approve

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County June Renewals Due 07/15/19

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>
21,960.66	24,594.47	13,405.61	59,960.74

Witness my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Chairman, Camden County Board of Commissioners

Attest:

\_\_\_\_\_  
Clerk to the Board of Commissioners of Camden County

This is to certify that I have received the tax receipts and duplicates for collection in the amounts as listed herein.

*Rita S. Anderson*  
\_\_\_\_\_  
Tax Administrator of Camden County

Attachment: 20190405132008625.pdf (2362 : DMV Monthly Report)





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

**Consent Agenda**

**Item Number:** 8.9  
**Meeting Date:** May 06, 2019

**Submitted By:** Teri Smith,  
Taxes  
Prepared by: Teri Smith

**Item Title** Refunds Over \$100.00

**Attachments:** 20190402141531489.pdf (PDF)

**Summary:** Refunds Over \$100.00

**Recommendation:** Review and Approve

Refund\$	Remit To:	Reference:	Drawer/Transaction Info:
231.99	PINE GATE NC 130 ROBERTS ST ASHVILLE NC 28801	2018 R 03-8973-00-40-3337.0000 VALUE CORRECTION R-115149/18	20190402 99 245762
222.71	RIGGS, MICHAEL CAREY 1442 SOUTH 343 SHILOH NC 27974	2017 R 03-8973-00-40-3337.0000 VALUE CORRECTION R-107884/17	20190402 99 245763
213.43	RIGGS, MICHAEL CAREY 1442 SOUTH 343 SHILOH NC 27974	2016 R 03-8973-00-40-3337.0000 VALUE CORRECTION R-100644/2016	20190402 99 245764
213.43	RIGGS, MICHAEL CAREY 1442 SOUTH 343 SHILOH NC 27974	2015 R 03-8973-00-40-3337.0000 VALUE CORRECTION R-93468/2015	20190402 99 245765
330.34	WOOD, ERIC M 121 WHITE CEDAR LANE CAMDEN NC 27921	2016 R 02-8945-00-79-2278.0000 VALUE CORRECTION R99045/2016	20190402 99 245766
344.71	WOOD, ERIC M 121 WHITE CEDAR LANE CAMDEN NC 27921	2017 R 02-8945-00-79-2278.0000 VALUE CORRECTION R106271/2017	20190402 99 245767
359.07	WOOD, ERIC M 121 WHITE CEDAR LANE CAMDEN NC 27921	2018 R 02-8945-00-79-2278.0000 VALUE CORRECTION R113552/18	20190402 99 245768

1,915.68 Total Refunds

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Submitted by Lisa S. Anderson Date 4-2-19  
Lisa S. Anderson, Tax Administrator Camden County

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
G. Tom White, Chairman Camden County Board of Commissioners



# CAMDENCOUNTY

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## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Consent Agenda

**Item Number:** 8.10  
**Meeting Date:** May 06, 2019

**Submitted By:** Teri Smith,  
Taxes  
Prepared by: Teri Smith

**Item Title** **Vehicle Refunds Over \$100.00**

**Attachments:** 20190402141540210.pdf (PDF)

**Summary:** Vehicle Refunds Over \$100.00

**Recommendation:** Review and Approve

REFUNDS OVER \$100.00

North Carolina Vehicle Tax System

NCVTS Pending Refund report

MARCH, 19 REFUNDS OVER \$100.00



Payee 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 Change	Total Change	
HARDESTY, JEFFREY LEE	HARDESTY, JEFFREY LEE		1145 NC HIGHWAY 343 N		SOUTH MILLS, NC 27976	Proration	0040512667	CH39947	AUTHORIZED	103117078	Refund Generated due to proration on Bill #0040512667-2018-2018-0000-00	Vehicle Sold	03/25/2019	3/26/2019 9:35:20 AM	1843	Tax	(\$237.85)	\$0.00	(\$237.85)	
JONES, JACK CASWELL	JONES, JACK CASWELL		194 JOYS CREEK RD		SOUTH MILLS, NC 27976	Proration	0035683758	DKY1200	AUTHORIZED	103117088	Refund Generated due to proration on Bill #0035683758-2018-2018-0000-00	Tag Surrender	03/25/2019	3/26/2019 9:35:20 AM	1843	Tax	(\$146.58)	\$0.00	(\$146.58)	
															1	Tax	(\$1.98)	\$0.00	(\$1.98)	
																				\$301.87
																				\$148.56

Submitted by Lisa S. Anderson Date 4-2-19  
 Lisa S. Anderson, Tax Administrator Camden County

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
 G. Tom White, Chairman Camden County Board of Commissioners



# CAMDENCOUNTY

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## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Consent Agenda

**Item Number:** 8.11  
**Meeting Date:** May 06, 2019

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

**Item Title** **FY 19-20 Revised Annual Budget & CIP Calendar**

**Attachments:** Calendar FY19-20 (DOCX)



**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 Finance Officer
March 8	Budget Workbooks Available for Department Heads and County Agencies to pick up	County Manager Finance Officer
March 15	All 2019-2023 Capital Improvement Plan (CIP) requests are due to County Manager's Office	Department Heads Bd. Of Education
March 18-22	Meet with Departments as requested by Department Heads or County Manager	County Manager Department Heads
April 1	Deadline to submit New Position Requests and Other Position Changes for FY18-19 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 Bd. of Commissioners
April 8	2020-2024 CIP Work Session, 3:00 P.M.	County Manager Bd. of Commissioners
April 8	Estimated Tax Valuation Due	Tax Administrator
April 12	Revenue Estimates Due	Finance Officer
April 23	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: Calendar FY19-20 (2380 : FY 19-20 Revised Annual Budget & CIP Calendar)**

Revised 4/10/19

**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 Manager's Office	County Manager Finance Officer
May 2	Budget Work Session (Courtroom, 2:00 PM)	Board of County Commissioners
May 2-3	Review Budget Requests with Department Heads as requested by Budget Officer	County Manager Finance Officer
May 6	Set Public Hearing on Budget (G. S. 159-12(A)) & Public Hearing on CIP (Not statutorily required)	Clerk to Board
May 6-10	Compile Budget Document & Budget Message for presentation to Commissioners	County Manager Finance Officer
May 10	Budget & CIP Available to BOC/Public Advertise Budget & CIP available to Public	County Manager Clerk to Board
May 23	Budget Work Session (Courtroom, 6:00 PM)	Board of County Commissioners
June 3	Public hearing(s) on FY 18-19 Budget (& CIP) (Courtroom, 7pm)	Board of County Commissioners
June 3	Consideration of Budget Ordinance (G.S. 159-13:A) & Consideration of CIP (Courtroom, 7pm)	Board of County Commissioners
June 10	Adoption of Budget Ordinance & Adoption of CIP if not approved June 3 (Courtroom, 7pm)	Board of County Commissioners
June 17	Special Meeting to adopt budget if needed	Board of County Commissioners
June 28	File Copies of Adopted Budget with County Finance Officer and Clerk (G.S. 159-13(d))	Budget Officer

Revised 4/10/19

Attachment: Calendar FY19-20 (2380 : FY 19-20 Revised Annual Budget &amp; CIP Calendar)



# CAMDENCOUNTY

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## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Consent Agenda

**Item Number:** 8.12  
**Meeting Date:** May 06, 2019  
**Submitted By:** Sally Norfleet,  
 Finance  
 Prepared by: Karen Davis

**Item Title** **2018-2019 Audit Contracts**

**Attachments:** Camden County Audit Engagement Letter (PDF)  
 Camden County Audit Contract (PDF)  
 TDA Audit Engagement Letter (PDF)  
 TDA Audit Contract (PDF)

**Summary:**

Contracts with Thompson, Price, Scott, Adams & Company for County and TDA Audit Contracts for 2018-2019 Fiscal Year

**Recommendation:**

Approve



Thompson, Price, Scott, Adams & Co., P.A.  
 4024 Oleander Drive Suite 3  
 Wilmington, North Carolina 28403  
 Telephone (910) 791-4872  
 Fax (910) 395-4872

January 1, 2019

Camden County  
 P.O. Box 190  
 117 North NC 343  
 Camden, NC 27921

We are pleased to confirm our understanding of the services we are to provide Camden County for the year ended June 30, 2019. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Camden County as of and for the year ended June 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Camden County's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Camden County's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Net Pension Asset/Liability RSI
- 3) OPEB

We have also been engaged to report on supplementary information other than RSI that accompanies Camden County's financial statements. We will subject the following

supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole:

- 1) Schedule of expenditures of federal awards.
- 2) Budget to actual schedules
- 3) Individual Fund Statements
- 4) Supporting Schedules and Combining Fund Statements

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act



Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to Commissioners of Camden County. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations,

contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Camden County's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Camden County's major programs. The purpose of these procedures will be to express an opinion on Camden County's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

#### **Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Camden County in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. This nonaudit service do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on the date of the audit report.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes, financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the town; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.



The audit documentation for this engagement is the property of Thompson, Price, Scott, Adams and Co., PA and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to cognizant agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Thompson, Price, Scott, Adams & Co., PA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the cognizant agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately July 1, 2019 and to issue our reports no later than October 31, 2019. Gregory S. Adams is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services is stated in the LGC approved contract. Any additional work out of the normal scope of the audit will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.). Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Camden County and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

*Thompson, Price, Scott, Adams & Co., P.A.*

Thompson, Price, Scott, Adams & Co., PA

RESPONSE:

This letter correctly sets forth the understanding of Camden County.

Management signature: \_\_\_\_\_

Title: County Manager

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

Governance signature: \_\_\_\_\_

Title: Chairman, Board of Commissioners

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

Attachment: Camden County Audit Engagement Letter (2379 : 2018-2019 Audit Contracts)

The	Governing Board
of	Primary Government Unit Camden County
and	Discretely Presented Component Unit (DPCU) (if applicable) n/a

*Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)*

and	Auditor Name Thompson, Price, Scott, Adams & Co., P.A.
	Auditor Address 4024 Oleander Dr., SUite 103, Wilmington, NC 28403

*Hereinafter referred to as Auditor*

for	Fiscal Year Ending	Audit Report Due Date
	06/30/19	10/31/19

*Must be within four months of FYE*

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).

2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

**County and Multi-County Health Departments:** The Office of State Auditor will require Auditors of these Governmental Units to perform agreed upon procedures (AUPs) on eligibility determination on certain programs. Both Auditor and Governmental Unit agree that Auditor shall complete and report on these AUPs on

eligibility determination as required by OSA and in accordance with the instructions and timeline provided by OSA.

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

the Auditor to present to the Governmental Unit(s) for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.

9. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 12).

10. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

12. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

13. The Auditor shall submit the report of audit in PDF format to LGC Staff when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit Report Reissued Form (available on the Department of State Treasurer website). These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC staff.

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

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the



Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

15. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

16. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 26 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

17. Special provisions should be limited. Please list any special provisions in an attachment.

18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the parent government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

19. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

20. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

21. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

22. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

23. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

24. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

25. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

26. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 16 for clarification).

27. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.

28. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

### FEEES FOR AUDIT SERVICES

For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Governmental Auditing Standards* (as applicable). Bookkeeping and other non-attest services necessary to perform the audit shall be included under this contract. However, bookkeeping assistance shall be limited to the extent that the Auditor is not auditing his or her own work or making management decisions. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience necessary to oversee the services and accept responsibility for the results of the services. Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. The Auditor shall maintain written documentation of his or her compliance with these standards in the audit work papers.

Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter, but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8, 9, and 12 for details on other allowable and excluded fees.

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees below. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee. Should the 75% cap provided below conflict with the cap calculated by LGC staff based on the prior year audit fee on file with the LGC, the LGC calculation prevails.

**20 NCAC 03 .0505: All invoices for services rendered in an audit engagement as defined in 20 NCAC 3 .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law.**

#### PRIMARY GOVERNMENT FEES

Primary Government Unit	Camden County
Audit	\$ 23500.00
Writing Financial Statements	\$
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval	\$ 17,625.00

#### DPCU FEES (if applicable)

Discretely Presented Component Unit	n/a
Audit	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm Thompson, Price, Scott, Adams & Co., P.A.	
Authorized Firm Representative (typed or printed)	Signature
Date 03/14/19	Email Address gsadams@tpsa.co

GOVERNMENTAL UNIT

Governmental Unit Camden County	
Date Primary Government Unit Governing Board Approved Audit Contract (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
Mayor/Chairperson (typed or printed) G. Tom White Jr	Signature
Date	Email Address tomwhite@camdencountync.gov


Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

(Pre-audit certificate not required for charter schools)

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 (typed or printed) Sally Norfleet	Signature 
Date of Pre-Audit Certificate 3/28/19	Email Address ccfinance@camdencountync.gov

Attachment: Camden County Audit Contract (2379 : 2018-2019 Audit Contracts)

CONTRACT TO AUDIT ACCOUNTS

SIGNATURE PAGE – DPCU  
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU 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**

*(Pre-audit certificate not required for charter schools)*

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

Remember to print this form, and obtain all required signatures prior to submission.

PRINT

Attachment: Camden County Audit Contract (2379 : 2018-2019 Audit Contracts)





Thompson, Price, Scott, Adams & Co., P.A.  
 4024 Oleander Drive Suite 3  
 Wilmington, North Carolina 28403  
 Telephone (910) 791-4872  
 Fax (910) 395-4872

January 1, 2019

Camden County Tourism Development Authority  
 P.O. Box 190  
 117 North NC 343  
 Camden, NC 27921

We are pleased to confirm our understanding of the services we are to provide Camden County Tourism Development Authority for the year ended June 30, 2019. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Camden County Tourism Development Authority as of and for the year ended June 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Camden County Tourism Development Authority's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Camden County Tourism Development Authority's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Net Pension Asset/Liability RSI
- 3) OPEB

We have also been engaged to report on supplementary information other than RSI that accompanies Camden County Tourism Development Authority's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole:

- 1) Budgetary Comparison Statements
- 2) Combining Statements
- 3) Individual Fund Statements
- 4) Supporting Schedules

#### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Camden County Tourism Development Authority and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Camden County Tourism Development Authority's financial statements. Our report will be addressed to the governing board of Camden County Tourism Development Authority. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Camden County Tourism Development Authority is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial

audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our

tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Camden County Tourism Development Authority's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **Other Services**

We will also assist in preparing the financial statements and related notes of Camden County Tourism Development Authority in conformity with U.S. generally accepted accounting principles based on information provided by you. In addition, we will assist in preparing depreciation schedules and adjusting entries to convert cash basis financial information to accrual. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

#### **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes, depreciation schedule and cash to accrual adjustments, and that you have reviewed and approved the depreciation schedule and cash to accrual adjustments and financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an



individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We will provide copies of our reports to the governmental unit; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Thompson, Price, Scott, Adams & Co., PA and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to cognizant agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Thompson, Price, Scott, Adams & Co., PA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the cognizant agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately July 1, 2019 and to issue our reports no later than October 31, 2019. Gregory S. Adams is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services is stated in the approved audit contract. Any additional work out of the normal scope of the audit will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.). Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work

may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Camden County Tourism Development Authority and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Thompson, Price, Scott, Adams & Co., P.A.

Thompson, Price, Scott, Adams & Co., PA

RESPONSE:

This letter correctly sets forth the understanding of Camden County Tourism Development Authority.

Management signature: \_\_\_\_\_

Title: County Manager

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

Governance signature: \_\_\_\_\_

Title: Chairman, Board of Commissioners

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

Attachment: TDA Audit Engagement Letter (2379 : 2018-2019 Audit Contracts)

The	Governing Board
of	Primary Government Unit Camden County Tourism Development Authority
and	Discretely Presented Component Unit (DPCU) (if applicable)

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name Thompson, Price, Scott, Adams & Co., P.A.
	Auditor Address 4024 Oleander Dr., SUite 103, Wilmington, NC 28403

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/19	Audit Report Due Date 10/31/19
-----	--------------------------------	-----------------------------------

Must be within four months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).

2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

**County and Multi-County Health Departments:** The Office of State Auditor will require Auditors of these Governmental Units to perform agreed upon procedures (AUPs) on eligibility determination on certain programs. Both Auditor and Governmental Unit agree that Auditor shall complete and report on these AUPs on

eligibility determination as required by OSA and in accordance with the instructions and timeline provided by OSA.

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

the Auditor to present to the Governmental Unit(s) for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.

9. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 12).
10. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
12. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.
13. The Auditor shall submit the report of audit in PDF format to LGC Staff when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit Report Reissued Form (available on the Department of State Treasurer website). These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC staff.
- If the OSA designates certain programs to be audited as major programs, as discussed in Item 2, a turnaround document and a representation letter addressed to the OSA shall be submitted to LGC Staff.
14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the



Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

15. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

16. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 26 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

17. Special provisions should be limited. Please list any special provisions in an attachment.

18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the parent government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

19. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

20. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

21. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

22. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

23. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

24. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

25. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
26. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 16 for clarification).
27. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.
28. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

### FEES FOR AUDIT SERVICES

For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Governmental Auditing Standards* (as applicable). Bookkeeping and other non-attest services necessary to perform the audit shall be included under this contract. However, bookkeeping assistance shall be limited to the extent that the Auditor is not auditing his or her own work or making management decisions. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience necessary to oversee the services and accept responsibility for the results of the services. Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. The Auditor shall maintain written documentation of his or her compliance with these standards in the audit work papers.

Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter, but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8, 9, and 12 for details on other allowable and excluded fees.

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees below. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee. Should the 75% cap provided below conflict with the cap calculated by LGC staff based on the prior year audit fee on file with the LGC, the LGC calculation prevails.

**20 NCAC 03 .0505: All invoices for services rendered in an audit engagement as defined in 20 NCAC 3 .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law.**

#### PRIMARY GOVERNMENT FEES

Primary Government Unit	Camden County Tourism Development Authority
Audit	\$ 1800.00
Writing Financial Statements	\$
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval	\$

#### DPCU FEES (if applicable)

Discretely Presented Component Unit	
Audit	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm Thompson, Price, Scott, Adams & Co., P.A.	
Authorized Firm Representative (typed or printed)	Signature
Date 03/14/19	Email Address gsadams@tpsa.co

GOVERNMENTAL UNIT

Governmental Unit Camden County Tourism Development Authority	
Date Primary Government Unit Governing Board Approved Audit Contract (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
Mayor/Chairperson (typed or printed) Donna Stewart, Chairperson	Signature <i>Donna S Stewart</i>
Date 4.9.19	Email Address dstewart@camdencountync.gov

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

(Pre-audit certificate not required for charter schools)

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 (typed or printed) Sally Norfleet	Signature <i>Sally Norfleet</i>
Date of Pre-Audit Certificate 3/28/19	Email Address ccfinance@camdencountync.gov

Attachment: TDA Audit Contract (2379 : 2018-2019 Audit Contracts)

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

**DISCRETELY PRESENTED COMPONENT UNIT**

DPCU	
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**  
*(Pre-audit certificate not required for charter schools)*

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

Remember to print this form, and obtain all required signatures prior to submission.

**PRINT**

Attachment: TDA Audit Contract (2379 : 2018-2019 Audit Contracts)





# CAMDENCOUNTY

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## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Consent Agenda

**Item Number:** 8.13  
**Meeting Date:** May 06, 2019

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

**Item Title** **Estimated Property Values**

**Attachments:** 20190430084509823 (PDF)

**Summary:** Estimated Property Values

**Recommendation:** Review and approve

TO: CAMDEN COUNTY BOARD OF COMMISSIONERS

THE FOLLOWING IS THE ESTIMATED PROPERTY VALUE OF CAMDEN COUNTY:

	<u>Real</u>	<u>Personal</u>	<u>Vehicles</u>	<u>Total</u>
South Mills	369,807,342	11,639,960	36,004,664	417,451,966
Courthouse	363,777,156	20,414,273	36,519,234	420,710,663
Shiloh	225,188,011	7,290,092	21,327,853	253,805,956
Subtotal of County				1,091,968,585
Estimated Utilities				22,425,467
Total of County				1,114,394,052

FROM Lisa S. Anderson 4-29-19  
 LISA S. ANDERSON (TAX ADMINISTRATOR) DATE

TAX RATE COUNTY \_\_\_\_\_ FIRE \_\_\_\_\_ TOTAL= \_\_\_\_\_

Joyce Creek District	<u>Real</u>	<u>Personal</u>	<u>Vehicles</u>	<u>Total</u>
	222,449,100	5,105,673	24,302,472	251,857,245

JOYCE CREEK WATERSHED IMPROVEMENT TAX \_\_\_\_\_

\_\_\_\_\_  
 G. TOM WHITE, CHAIRMAN DATE

Attachment: 20190430084509823 (2389 : Estimated Property Values)



# CAMDENCOUNTY

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## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Consent Agenda

**Item Number:** 8.14  
**Meeting Date:** May 06, 2019  
**Submitted By:** Sally Norfleet,  
 Finance  
 Prepared by: Karen Davis

**Item Title** **DSVC Funding Extension**

**Attachments:** Funding Request Extension 2019-2020 (PDF)

**Summary:**

Request to extend Dismal Swamp Visitor Center funding agreement. The funding agreement currently in place provides \$142,857 for operating the DSVC and will continue at the same level. This request is for approval of the extension of the current agreement.

**Recommendation:**

Approve Finance Officer to sign as County Representative to concur with the funding agreement extension as requested.



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

JAMES H. TROGDON, III  
SECRETARY

March 27, 2019

Camden County Finance Office  
PO Box 190  
Camden, NC 27921

SUBJECT: VISITOR CENTER FUNDING AGREEMENT – Extension of Agreement #3

Dear Finance Office:

This is in reference to the current Visitor Center Funding and Operations Agreement between Camden County and NCDOT, which was executed on 11/1/2013, and any associated extension letters.

In accordance with the executed agreement and including the amendment from the first extension, I am proposing to extend this agreement, with the reimbursement rate remaining the same until June 30, 2020. The budget amount for the Fiscal Year will be \$142,857.

If the County agrees with this extension, please sign and date the bottom of this letter, keep a copy for your file and return the original to me.

If we may be of further assistance, please advise.

Sincerely

David B. Harris, PE  
State Roadside Environmental Engineer

cc: Division Engineer  
LPMO – Contract Officer

CONCUR:

\_\_\_\_\_  
County Representative

\_\_\_\_\_  
Date

Mailing Address:  
NC DEPARTMENT OF TRANSPORTATION  
ROADSIDE ENVIRONMENTAL UNIT  
1557 MAIL SERVICE CENTER  
RALEIGH, NC 27699-1557

Telephone: (919) 707-2920  
Fax: (919) 715-2554  
Customer Service: 1-877-368-4968

Website: www.ncdot.gov

Location:  
TRANSPORTATION BUILDING  
1 SOUTH WILMINGTON STREET  
RALEIGH, NC 27601

Attachment: Funding Request Extension 2019-2020 (2378 : DSVC Funding Extension)



# CAMDENCOUNTY

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## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Consent Agenda

**Item Number:** 8.15

**Meeting Date:** May 06, 2019

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

**Item Title** **HMGP Contract - Holland Consulting Planners, Inc.**

**Attachments:** HMGP Contract - Holland Consulting Planners, Inc.  
(PDF)

**Summary:**

At its April 1, 2019 meeting, the Board of Commissioners approved the awarding of the HMGP Management Company contract to Holland Consulting Planners. The contract is attached.

**Recommendation:**

Approve.



## CONTRACT FOR CONSULTANT SERVICES

THIS CONTRACT FOR CONSULTANT SERVICES (the "Contract") is made this        day of April, 2019, between CAMDEN COUNTY, NORTH CAROLINA, hereinafter called the County, and HOLLAND CONSULTING PLANNERS, INC., hereinafter called the Consultant.

WHEREAS, the County has received notification of award of Hurricane Matthew Hazard Mitigation Grant Program (HMGP) Acquisition Project (4285-0004-R), Mitigation Reconstruction Project (4285-010-R), and Acquisition Project (4285-072-R) funds from the North Carolina Department of Public Safety, Division of Emergency Management (DEM); and

WHEREAS, the County requires the assistance of a professional planning and management consultant to manage the HMGP projects, and desires to execute a contract for the provision of the required planning and management services (the "Projects");

NOW, THEREFORE, the Consultant agrees to provide the County with professional planning, project management, and housing inspection services to complete the Projects as hereinafter set forth. Consultant's services shall include satisfactory completion of all project requirements as set forth in the attached Scope of Services, Attachment "B".

The County shall be responsible for the following during the completion of all work items approved under the terms of this contract:

- Supervision of financial management and disbursement of all Project funds.
- Payment of costs for annual and closeout audits by an independent public accountant.
- Payment of costs of public advertising for general administration, elevation/construction bids, professional services contracts, environmental review records, public information meetings for closeout, and program and/or budget amendments, if applicable. All costs of advertisement for public notices required by DEM regulations will be paid for by the County.
- Provision of limited clerical assistance as requested by the Consultant.
- Examine and review all requests presented by the Consultant and render its decision pertaining thereto within reasonable time so as not to delay the services of the Consultant.
- Payment of project costs for asbestos inspection services, survey services, legal services, appraisal services, advertisements or other costs as may be incidental to the elevation, reconstruction, or acquisition of properties.
- All administrative costs not specifically identified as the responsibility of the Consultant shall be the responsibility of the County.

The Consultant shall administer the Program in accordance with applicable State of North Carolina regulations, and all applicable federal non-discriminatory and equal opportunity requirements.

The County agrees to pay the Consultant from HMGP funds an amount not to exceed \$97,500.00 for services rendered. Payment due to the Consultant will be paid in monthly installments based on actual hourly charges accrued. Hourly rates shall be based on the rates included in Attachment "A". There will be no separate charges for travel, *per diem*, or copying. If the limit of \$97,500.00 is reached prior to completion of the Project, the Consultant shall continue to render services to the County until outlined tasks are complete, at no additional cost to the County (unless such services qualify as additional services as outlined below).

Holland Consulting Planners updates its billing rates once a year in January, and hourly rates stated in the contract may be increased annually; however, the contract not-to-exceed fee will not be increased.

The Consultant will document all monthly invoices with timesheets for Project administration time, and will submit monthly status reports which outline work performed during the previous month.

The Consultant will complete all defined tasks within the time limits prescribed in the Grant Agreements. The Consultant may request in writing and will consider granting time extensions for reasons of delay which are beyond the control of the Consultant. Delays may not necessarily be the result of any action or lack of action by the County. Such delays may include but not necessarily be limited to:

- Budget and/or program amendments which lengthen the time necessary for completion.
- Unnecessary delays, defaults, or work stoppages of any kind by companies or individuals performing professional or construction contracts.
- Failure by the County to act on written recommendations of the Consultant within 30 days of the receipt of such recommendations.
- Changes in the County's elected or appointed personnel which result in program disruption or rescheduling.

The Consultant will comply with all applicable requirements of the Grant Agreements between the County and the North Carolina Division of Emergency Management.

If the Project is abandoned or indefinitely postponed by the County prior to completion of defined tasks by the Consultant; or if this contract is terminated by either party prior to completion of defined tasks by the Consultant, as outlined hereinafter, the County shall pay the Consultant an amount equal to payroll costs accrued, plus reimbursable expenses for work on those phases which have not been completed, except as otherwise provided below. Payroll costs will be charged at the hourly rates included in Attachment "A".

If the County fails to make any payment due Consultant for services and expenses within forty-five days after receipt of Consultant's bill therefor, the amounts due Consultant shall include a charge at the rate of 1% per month from said forty-fifth day, and in addition, Consultant may, after giving seven days' written notice to the County, suspend services under this Contract until it has been paid in full all amounts due for services and expenses.

No deletions, additions, changes, or revisions shall be made to the scope of services or related fees included in Attachment "A" approved under the terms of this Contract except by written agreement of the parties hereto. Should the Consultant be required to render additional services not included in the originally-specified scope of work, an amendment shall be issued, and the County shall pay the Consultant for such services an amount equal to the expenses incurred in connection with the rendering of such services. Additional services shall include but not necessarily be limited to:

- Services after completion of the Project, such as inspections during the guarantee period and reporting observed discrepancies under guarantees called for in any contract for the Project.
- Preparing to serve or serving as a Consultant or witness for the County in any litigation, or other legal proceeding involving the Project.
- Additional services required because of delays, work stoppages, or defaults by other professional consultants or contractors involved in the Project.
- Additional services required because of failure of the County to act on written recommendations of the Consultant within 30 days of the receipt of such recommendations.
- Any program and/or budget amendments resulting in delays of the implementation of the program or in the addition of activities not included in the original project application.

Payroll costs for additional services will be charged at the hourly rates in effect at the time of the amendment.

Original non-public documents, tracings and reports of the Consultant are, and shall remain, the property of the Consultant.

Key Personnel: The Consultant shall not substitute key personnel assigned to the performance of this Contract without prior written approval by the County and the grantor agency, the North Carolina Department of Public Safety. Individuals designated as key personnel for purposes of this Contract are those specified in the Consultant's proposal.

Subcontracting: Work proposed to be performed under this Contract by the Consultant or its employees shall not be subcontracted without prior written approval by the County and the grantor agency, the North Carolina Department of Public Safety. Acceptance of an offeror's proposal shall include any subcontractor(s) specified therein.

Improper Expenditure of Grant Funds: If the North Carolina Department of Public Safety, Division of Emergency Management disallows an expenditure of Grant funds as improper, the Consultant shall indemnify and hold the County harmless for the amount of such disallowed expenditure, to the extent such expenditure resulted from the error, omission, malfeasance, or nonfeasance of the Consultant or its agents; provided, however, the Consultant shall have no obligation to indemnify the County to the extent the expenditure is disallowed because of the error, omission, malfeasance, or nonfeasance of the County or its employees or agents. The County, at its sole discretion, may assign to Consultant any right the County may have to appeal DEM's disallowance of the expenditure to an Administrative Law Judge in the County's name and agrees to cooperate with Consultant's reasonable efforts to prosecute such an appeal.

Special Provisions:

During the performance of this Contract, the Consultant and the County, for themselves, their assignees and successors in interest, agree as follows:

(1) Solicitation for Subcontracts, including Procurement of Material and Equipment: In all solicitations either by competitive bidding or negotiation made by the Consultant for work to be performed under a subcontract, including procurement of materials or leases of equipment, the Consultant shall notify each potential subcontractor or supplier of the Consultant's obligations under this Contract and the State and Federal regulations included herein; when such Federal regulations are applicable.

(2) Historically Underutilized Businesses: In accordance with NCGS 143-128.4, consideration must be given for the use of and the opportunity to bid on projects utilizing Historically Underutilized Businesses (HUB) as listed on the State of North Carolina, Department of Administration website (<https://ncadmin.nc.gov/business/hub>) when sending out Requests for Proposals.

(3) Interest of Members, Officers, or Employees of the County, Members of Local Governing Body, or other Public Officials: No member, officer, or employee of the County, or its agents, no member of the County's governing body, and no other public official of the County who exercises any functions or responsibilities with respect to the program during his tenure or for one year thereafter, shall have any financial interest, direct or indirect, in this Contract or any subcontracts thereof, or the proceeds thereof, for work to be performed in connection with the program assisted under this Contract. Immediate family members of said members, officers, employees, and officials are similarly barred from having any financial interest in this Contract.

(4) Non-Discrimination and Affirmative Action Clauses: During the performance of this Contract, the Consultant and the County agree to abide by the regulations set forth in the following five clauses:

- (a) Non-discrimination Clause – Section 109, Housing and Community Development Act of 1974

The Consultant will not discriminate in any manner on the basis of race, color, creed, sex or national origin or other legally protected status with reference to the subject matter of

this Contract, no matter how remote. This provision shall be enforced by action for specific performance, injunctive relief, or other remedy provided by law; and this provision shall be construed to such manner as to prevent and eradicate all discrimination based on race, color, creed, sex or national origin.

(b) Executive Order 11246 Clause

(i) The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Consultant will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this non-discrimination clause.

(ii) The Consultant will, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

(iii) The Consultant will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the Consultants' commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(iv) The Consultant will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(v) The Consultant will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

(vi) In the event of the Consultant's non-compliance with the non-discrimination clauses of this Contract or with any of such rules, regulations, or orders, this Contract may be canceled, terminated or suspended in whole or in part and the Consultant may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rules, regulations, or order of the Secretary of Labor, or as otherwise provided by law.



(vii) The Consultant will include the provisions of Paragraphs (i) through (vii) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Consultant will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for non-compliance. Provided, however, that in the event the Consultant becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Consultant may request the United States to enter into such litigation to protect the interests of the United States.

- (c) Non-discrimination on the Basis of Age – Age Discrimination Act of 1975, as amended

The Consultant will not discriminate against any qualified person on the basis of age, nor will the person be excluded from participation, be denied the benefits of, nor otherwise be subjected to discrimination under this Contract which receives or benefits from Federal financial assistance.

- (d) Non-Discrimination on the Basis of Disability – Section 504 of the Rehabilitation Act of 1973, as amended

The Consultant will not discriminate against any qualified disabled person, nor will the person be excluded from participation in, be denied the benefits of, nor otherwise be subjected to discriminate under this Contract which receives or benefits from Federal financial assistance.

- (5) Termination and Legal Remedies:

The Consultant and County mutually agree as follows:

(a) The Consultant may terminate this Contract immediately in the event the County fails to make payment of any amount due to the Consultant within sixty (60) days of its due date.

(b) Either party may terminate this Contract in the event the other party materially breaches this Contract or fails to perform in any material respect its obligations hereunder; provided that if a party believes that the other party has materially defaulted under or breached this Contract (other than a breach of a payment obligation) and desires to terminate this Contract because of such breach or default, such party ("Aggrieved Party") shall give written notice of such intent to the breaching party ("Defaulting Party") and shall grant the Defaulting Party thirty (30) days in which to remedy the cause for termination. During such period, the parties shall make a good-faith effort to assist each other to remedy the breach. If the breach is not remedied or waived by the end of such period, then the Aggrieved Party may terminate this Contract, effective as of the last day of such period.

(c) This Contract may be terminated by one party, if the other party (i) shall be or become insolvent, or admit in writing its inability to pay its debts as they mature, or make an assignment for the benefit of creditors; (ii) apply for or consent to the appointment of any



receiver, trustee or similar officer for it or for all or any substantial part of its property; or such receiver, trustee or similar officer shall be appointed without the application or consent of the other party and such appointment shall not be dismissed within thirty (30) days of the date of such appointment; (iii) shall institute any bankruptcy, insolvency, reorganization, arrangement, readjustment of debt, dissolution, liquidation or similar proceeding related to it under the laws of any jurisdiction; or, any such proceeding shall be instituted (by petition, application or otherwise) against the other party and the same shall not be dismissed within thirty (30) days of the date of its institution; or (iv) shall liquidate, dissolve, terminate or suspend its business operations.

(d) Either party may voluntarily terminate this Contract by giving the other party at least sixty (60) days advanced written notice of such termination.

Upon receipt of a notice of termination from the County, (i) the Consultant shall promptly discontinue all services (unless the notice directs otherwise) and deliver or otherwise make available to the County all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Consultant in performing this Contract, whether completed or in process, and (ii) the County shall pay Consultant all fees and expenses due for services rendered through the date of termination, and reimburse the Consultant for all costs and expenses relating to commitments made by the Consultant prior to receipt of notice of termination.

(6) Project Documents: The County, the Federal and State Grantor Agencies, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, plans, papers, and records of the Consultant which are directly pertinent to this Contract, for the purpose of making audit, examination, excerpts, and transcriptions.

The Consultant shall maintain the records outlined above for five years after the County has received a Certificate of Completion from the State Grantor Agency.

All documents, including drawings and specifications prepared by Consultant pursuant to this Contract, are instruments of service in respect of the Contract. They are not intended or represented to be suitable for reuse by County or others on extensions of the project or on any other project. Any reuse without written verifications or adaptation by Consultant for the specific purpose intended will be at the County's sole risk and without liability or legal exposure to Consultant; and County shall indemnify and hold harmless Consultant from all claims, damages, losses and expenses including attorney's fees arising out of or resulting from any third-party claim relating thereto. Any such verification or adaptation will entitle Consultant to further compensation at rates to be agreed upon by the County and Consultant.

(7) Lobbying Clauses - Required by Section 1352, Title 31, U. S. Code

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative

agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person by the undersigned for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

(8) This Contract is governed by the following statutes and regulations relevant to the Flood Mitigation Assistance Grant Program:

- (a) The Robert T. Stafford Disaster Relief and Emergency Assistance Act;
- (b) 44 CFR Parts 7, 9, 10, 13, 14, 17, 18, 25, 206, 220, and 221, and any other applicable FEMA policy memoranda and guidance documents;
- (c) State of North Carolina Administrative Plan for the Flood Mitigation Assistance Grant Program.

(9) Sanctions for Noncompliance: In the event of Consultant's non-compliance with the special provisions of this Contract, the County shall impose such contract sanctions as it or the State of North Carolina may determine to be appropriate, including, but not limited to:

- (a) withholding of payment(s) to the Consultant under the Contract until the Consultant complies, and/or
- (b) cancellation, termination or suspension of the Contract, in whole or in part.

The County and the Consultant each binds himself, his partners, successors, executors, administrators and assigns to the other party to the agreements, and to the partners, successors, executors, administrators, and assigns of each other party in respect to all covenants of the Contract.

This Contract is governed by North Carolina law. Any action or proceeding arising from or relating to this Contract shall be commenced and prosecuted in Camden County, North Carolina, or the federal district court nearest thereto.

The County and the Consultant hereby agree to the full performance of the covenants contained herein.

IN WITNESS HEREOF, they have executed this agreement, this day and year first above written.

HOLLAND CONSULTING PLANNERS, INC.

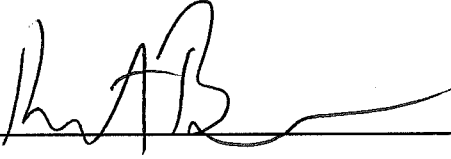
CAMDEN COUNTY, NC

  
\_\_\_\_\_

T. Dale Holland, President

\_\_\_\_\_

Tom White, Chairman

  
\_\_\_\_\_

Witness

\_\_\_\_\_

County Clerk

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

\_\_\_\_\_

Finance Officer

\_\_\_\_\_

Date

Attachment: HMGP Contract - Holland Consulting Planners, Inc. (2384 : HMGP Contract - Holland Consulting Planners, Inc.)

(SEAL)

**Attachment "A"**

**Billing Rates**

**Holland Consulting Planners Inc.**

<u>Staff Position</u>	<u>Hourly Rate</u>
T. Dale Holland, AICP, Principal	\$160.00
Ryan Cox, Project Manager	\$100.00
Jessie Miars, Program Administrator/Coordinator	\$85.00
Donna Blackmon, Asst. Program Administrator	\$75.00
Gary Miller, Senior Housing Inspector	\$85.00
Keith Jenkins, Housing Inspector	\$75.00
Administrative Services	\$60.00

Attachment: HMGP Contract - Holland Consulting Planners, Inc. (2384 : HMGP Contract - Holland Consulting Planners, Inc.)

**Attachment "B"**

**Scope of Services**

**Holland Consulting Planners Inc.**

Required services to be provided by HCP will include, but not necessarily be limited to, the following:

- Develop comprehensive administrative guidelines for management of all grant funded elevation and acquisition/demolition activity, including procedures for financial management, construction procurement, and construction management and inspection; coordinate required structural engineering and building inspection services; coordinate NFIP and NC State Building Code compliance activities; review duplication of benefits procedures; prepare preconstruction and owner's certification documents; review structural feasibility procedures; and prepare administrative guidelines and forms/documents for proper management of residential housing activities in accordance with FEMA disaster recovery and hazard mitigation requirements.
- Provide Federal- and state-required civil rights, environmental, labor standards, audit, and general procurement compliance as mandated by the grant agreement(s) executed by Camden County.
- Assist Camden County in procuring the professional services of a structural engineering firm, legal firm, appraiser, surveyor, and asbestos inspector. Provide scheduling and coordination of these additional professional services.
- Coordinate with the Camden County Inspections Department and consulting structural engineer during structural feasibility analysis, develop general elevation specifications, and prepare bid documents for elevation.
- Assist Camden County in procuring construction services for elevation and demolition to assure compliance with the project schedule and requirements.
  - Manage the construction bid/award process.
  - Assist with on-site inspection of all residential construction work (as outlined above).
  - Authorize payment to other consultants and general contractors.
  - Supervise the cost report process and coordinate project financial management with Camden County's Finance Director/HMGP Designated Agent.



- Manage all acquisition and demolition activity in accordance with Uniform Relocation and Real Property Acquisition Policies Act, FEMA requirements, and standard operating procedures established by the North Carolina Division of Emergency Management.
- Maintain detailed case files for each unit included in the project, as well as general project compliance and procurement files.
- Attend preconstruction conferences with homeowners and contractors; function as the liaison between Camden County and the contractor during construction.
- Provide construction contract oversight in coordination with the structural engineer, including review of change orders, issuance of notices to proceed, review of construction schedule, and regular review of construction quality and cost control procedures.
- Attend County Commissioners meetings as required for approval of program guidelines, contract awards, etc.
- Function as liaison between Camden County and the North Carolina Division of Emergency Management.



# CAMDENCOUNTY

new energy. new vision.

## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Consent Agenda

**Item Number:** 8.16  
**Meeting Date:** May 06, 2019  
**Submitted By:** Karen Davis, Clerk to the Board  
Administration  
Prepared by: Karen Davis

**Item Title** Set Public Hearing - FY 2019-2020 Budget

### **Attachments:**

### **Summary:**

Set Public Hearing for FY 2019-2020 Budget as required by NCGS 159-12(b) for June 3, 2019.

### **Recommendation:**

Set hearing date.



# CAMDENCOUNTY

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## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Consent Agenda

**Item Number:** 8.17  
**Meeting Date:** May 06, 2019  
**Submitted By:** Karen Davis, Clerk to the Board  
Administration  
Prepared by: Karen Davis

**Item Title** Set Public Hearing - 2020-2024 Capital Improvement Plan

### **Attachments:**

### **Summary:**

Set Public Hearing for 5-Year Capital Improvement Plan (CIP) for June 3, 2019.

### **Recommendation:**

Set hearing date.



# CAMDENCOUNTY

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## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Consent Agenda

**Item Number:** 8.18  
**Meeting Date:** May 06, 2019

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

**Item Title** **Set Public Hearing - Ordinance 2019-03-01**

**Attachments:** Agenda Summary Sheet Ordinance 2019-03-01  
 (DOC)  
 Staff Report Findings (PDF)  
 Principal Use Table - HC vs VR (DOCX)  
 2019-03-01 - Ordinance Amending the Official Zoning  
 Map - Keeter Barn  
 (DOC)

See attached summary and supporting documentation.

# Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

**Item Number:**

**Meeting Date:** May 6, 2019  
**Attachments:** Ordinance/Findings/Planning Board Recommendation  
**Submitted By:** Planning Department

**ITEM TITLE:** Set Public hearing - Ordinance 2019-03-01; Rezoning Application (UDO 2019-03-04) for Keeter Barn, LLC

**SUMMARY:**

Keeter Barn, LLC (Managers Chad Williams and Alex Underhill) met with planning staff on rezoning of the property located at the intersection of U.S. 17 and Keeter Barn Road to a zoning classification that would make the property more marketable.

Neighborhood meeting was held March 1, 2019 at the South Mills Fire Station (comments included in attached staff report).

Planning Board met on March 20, 2019 and discussed with applicant and staff concerning Future Interstate 87 and its possible affects to the property, the South Mills Fire Station landing pad concerning the safety zone for approaching helicopter's with the possible location of structures (commercial and residential) that could affect the flight path. Planning Staff stated that both issues could be concerns with the allowed uses in the existing zoning of Highway Commercial as well as the proposed zoning request of Village Residential (VR) and could be further discussed when a proposed site plan is submitted for review. After discussion, Planning Board made the following motions:

**(1) Consistency Statement:**

The existing zoning and requested zoning are inconsistent with both the CAMA and Comprehensive plans as both plans identify property as low density residential. At the time both plans were adopted sewer availability was either nonexistent or the use of was focused within the villages where available.

Excerpt from Comprehensive Plan – Vision Statement

“New development will be focused within targeted core areas to breathe new life into established county villages and to efficiently use existing and planned infrastructure and public resources. New housing choices will be made available to serve families, young professionals, and retirees. Rural areas will maintain prominence in the county, and will continue to serve agricultural and forestry production and low density residential development.”

Also, the requested zoning is supported by several action strategies of the Comprehensive Plan.

**(2) Recommendation:** Motion was made to recommend approval Rezoning Application (UDO 2019-03-04) , rezoning property from Highway Commercial (HC) to Village Residential (VR). Motion passed on a 5-0 vote.

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

Attachment: Agenda Summary Sheet Ordinance 2019-03-01 (2393 : Set Public Hearing - Ordinance 2019-03-01)

**RECOMMENDATION:**

Set Public Hearing for June 3, 2019.



**STAFF REPORT**

**UDO 2019-03-04  
Zoning Map Amendment**

**PROJECT INFORMATION**

**File Reference:** UDO 2019-03-04  
**Project Name;** N/A  
**PIN:** 01-7080-00-30-7405

**Applicant:** Keeter Barn, LLC  
Chad Williams &  
Alexander Underhill  
**Address:** 205 N. Water St.  
Elizabeth City, NC  
**Phone:** (252) 340-0147  
**Email:**

**Agent for Applicant:**  
**Address:**  
**Phone:**  
**Email:**

**Current Owner of Record:** Applicant

**Meeting Dates:**  
3/1/2019                      **Neighborhood**  
3/20/2019                     **Planning Board**

**Application Received:** 3/4/2019  
**By:** David Parks, Permit Officer

**Application Fee paid:** \$970 Check #1001

**Completeness of Application:** Application is generally complete

**Documents received upon filing of application or otherwise included:**

- A.** Rezoning Application
- B.** Deed
- C.** GIS Aerial, Current zoning, Comprehensive Plan Future Land Use and CAMA Land Use Plan Suitability Maps
- D.** Neighborhood Meeting Comments

**REQUEST:** Rezone approximately 42 acres from Highway Commercial (HC) to Village Residential (VR) on property located at intersection of U.S. 17 and Keeter Barn Road South Mills Township.

**From:** Highway Commercial (HC) – Article 151.3.6.5 (Purpose Statement)

The Highway Commercial district is applied to lots along the County’s major roadways (e.g., US 158, US 17, NC 34, and NC 343) and is intended for automobile-oriented commercial development as well as large floorplate commercial uses and uses that require or generate truck traffic. The district also accommodates agricultural and institutional uses as well as higher density residential uses with a special

Attachment: Staff Report Findings (2393 : Set Public Hearing - Ordinance 2019-03-01)

use permit. New development in the HC district is grouped and configured to ensure regular lateral vehicular and pedestrian access along major transportation routes as a means of establishing a well-connected transportation system. New development is configured to maintain high visual quality along the major roadway, or is fully screened from view. Sufficient spacing and screening is included along lot lines shared with adjacent residential zoning districts to ensure compatibility. New commercial and multi-family developments in the district are subject to the design standards in Article 151.5.

**To: Village Residential (VR) – Article 151.3.5.6 (Purpose Statement)**

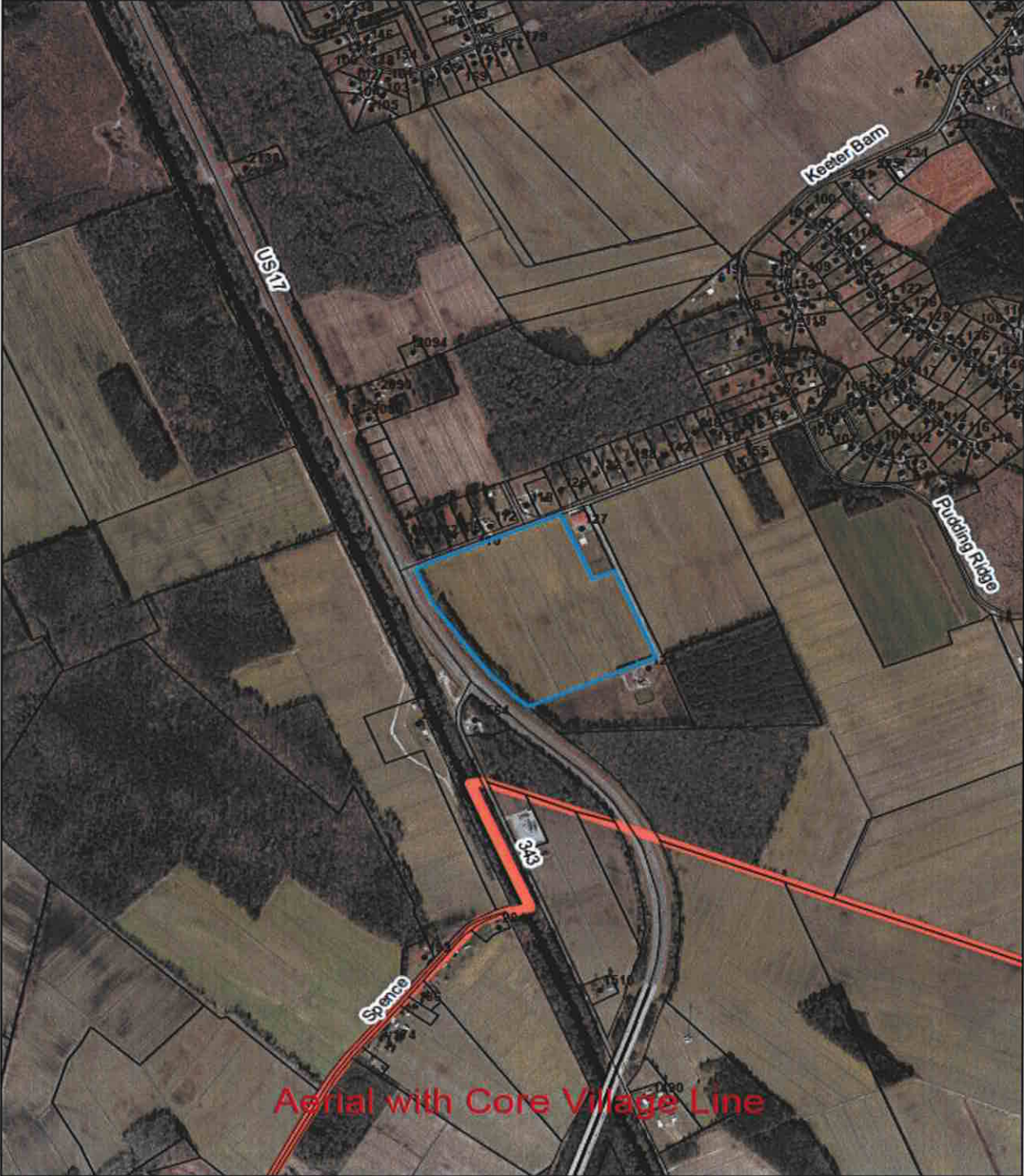
The Village Residential (VR) district is established to accommodate a wide range of residential and institutional use types at modest densities on lots within and adjacent to designated village centers. The district allows duplexes, live/work units, single-family attached, and single-family detached dwellings, but does not allow mobile homes, manufactured homes, or conservation subdivisions. As a means of creating compact, functional neighborhoods, the district also allows a wide variety of institutional uses, including community centers, day care, schools, assisted living, religious institutions, parks, and utilities. Lots served by public sewer may have reduced minimum lot sizes and building height is measured from the base flood elevation. District regulations are intended to support the County's investment in infrastructure by encouraging the development of compact, vibrant neighborhoods with a variety of house sizes and types that are located in close proximity to complementary institutional uses. Low density development comprised of uniform building types or styles is discouraged.

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**PROJECT LOCATION:**

**Vicinity Map: South Mills Township**



Attachment: Staff Report Findings (2393 : Set Public Hearing - Ordinance 2019-03-01)

**SITE DATA**

**Lot size:** Approximately 42 acres.  
**Flood Zone:** X  
**Zoning District(s):** Highway Commercial (HC)  
**Existing Land Uses:** Farmland

**Adjacent Zoning & Uses:**

	<b>North</b>	<b>South</b>	<b>East</b>	<b>West</b>
<b>Zoning</b>	Rural Residential (RR)	Highway Commercial (HC)	Highway Commercial (HC)/ Rural Residential ( RR)	Working Lands (WL)
<b>Use &amp; size</b>	Housing	Sewer Treatment Plant	South Mills Fire Station/Farmland	U.S. 17/Dismal Swamp Canal

**Proposed Use(s):** Residential purposes.

**Description/History of property:** Property is located just outside the Core Village of South Mills at the corner of U.S. 17 and Keeter Barn Road and is currently being farmed by current owner. Property was advertised for sale by previous owner under the current zoning of Highway Commercial (which was approved in 2004) with no prospects. Possible reasons for this maybe; 1) Only access for a development would be off Keeter Barn Road as U.S. 17 is a limited access corridor; 2) proximity to sewer treatment; 3) lack of demand/rooftops.

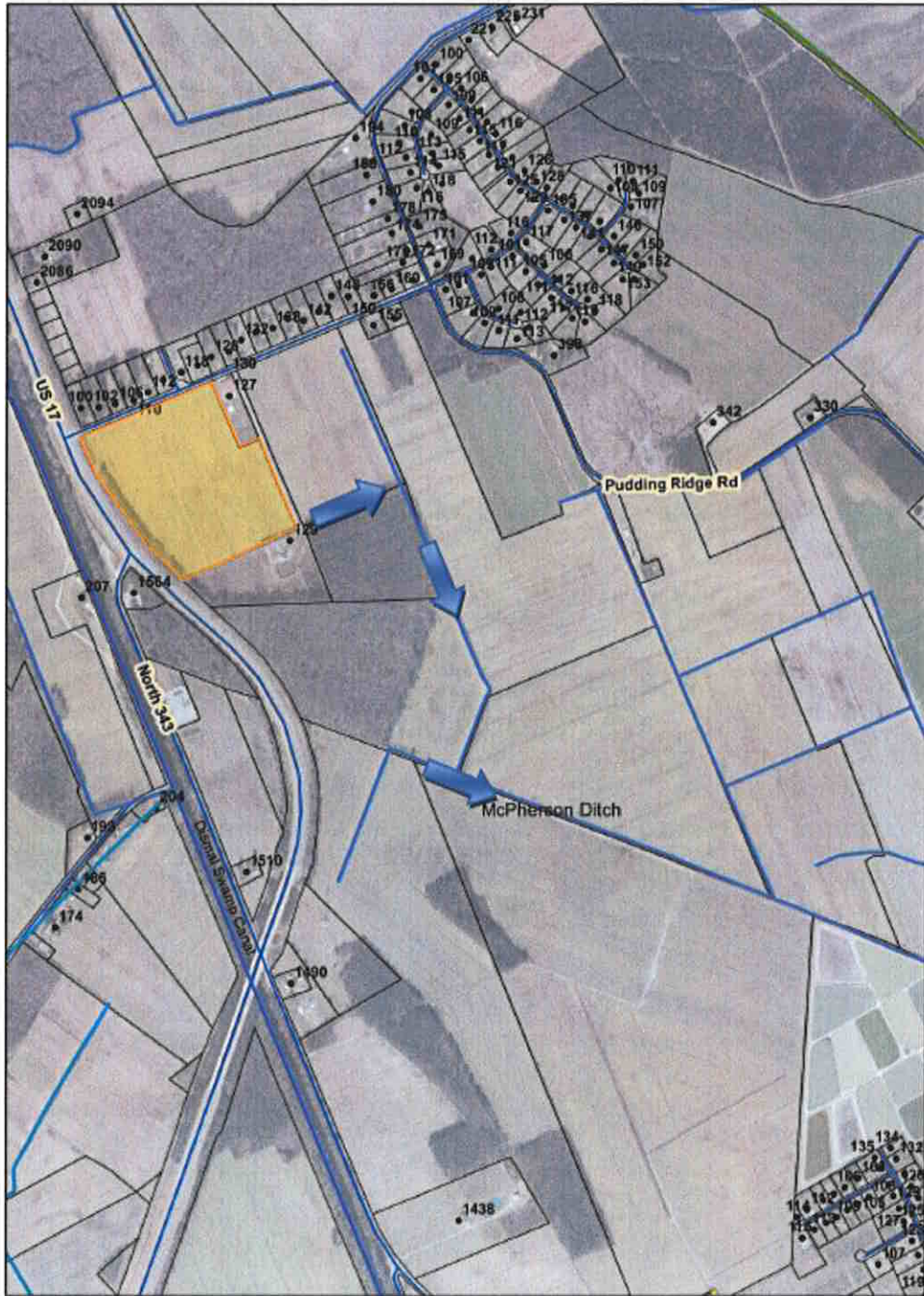
**ENVIRONMENTAL ASSESSMENT**

**Streams, Creeks, Major Ditches:**  
**Distance & description of nearest outfall:**

The property is very flat with a minimal outfall ditch located at the southeastern part of the property running eastwardly, then turns south through a few farm field then South to the McPherson Ditch. Approximate distance to McPherson Ditch is 3,880 feet. See Drainage Map next page.

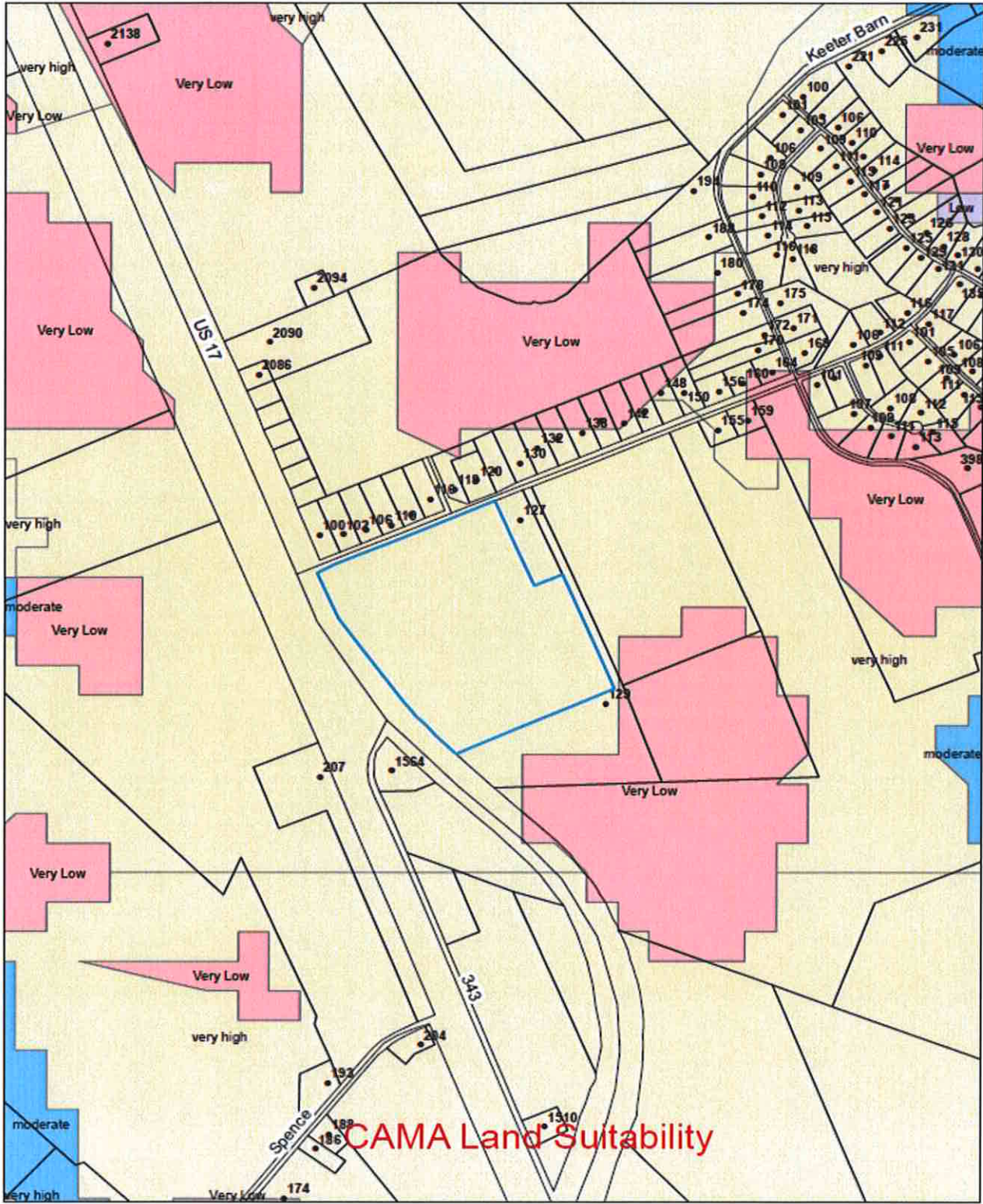
Attachment: Staff Report Findings (2393 : Set Public Hearing - Ordinance 2019-03-01)





Attachment: Staff Report Findings (2393 : Set Public Hearing - Ordinance 2019-03-01)

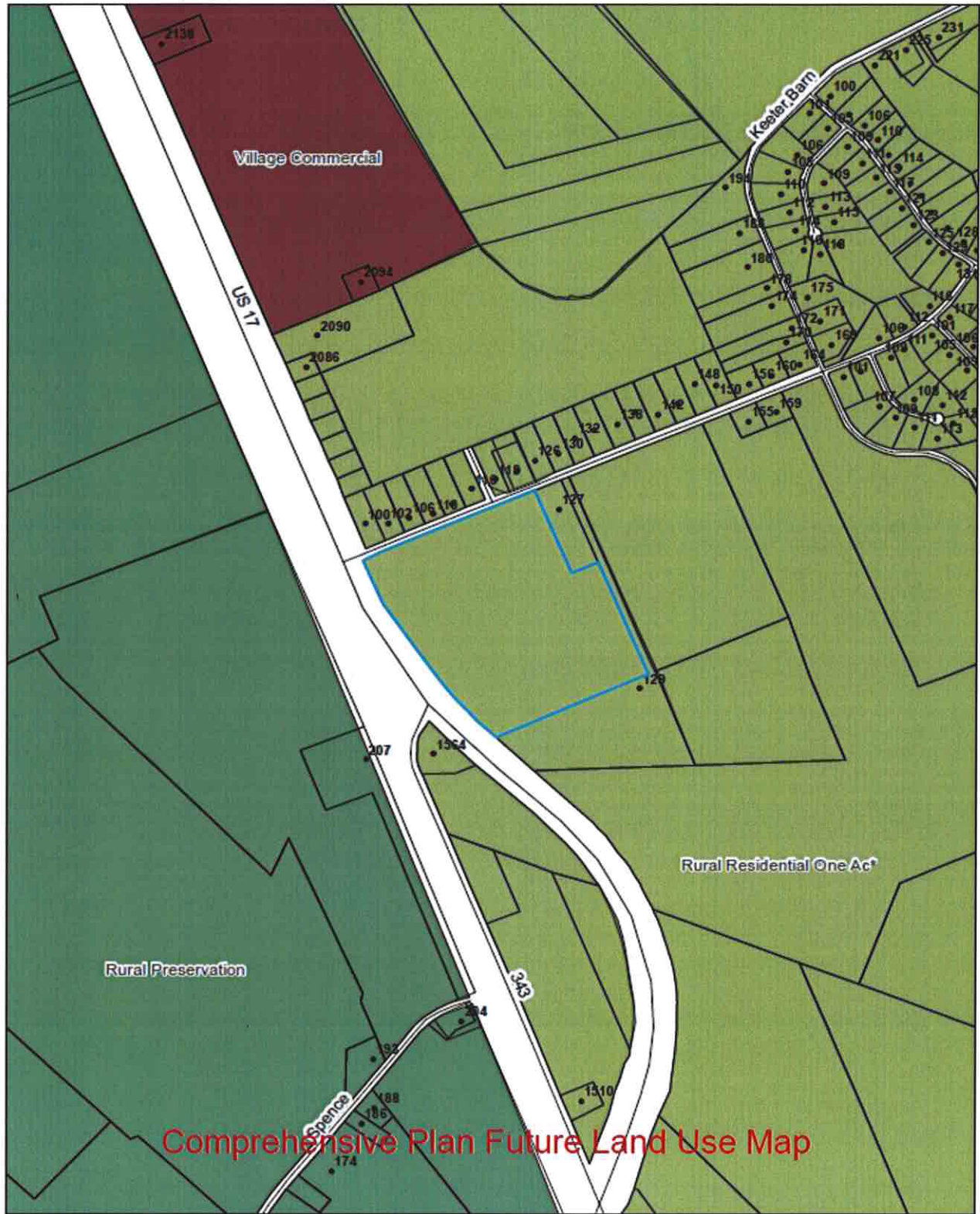
CAMA Land Suitability:



Attachment: Staff Report Findings (2393 : Set Public Hearing - Ordinance 2019-03-01)

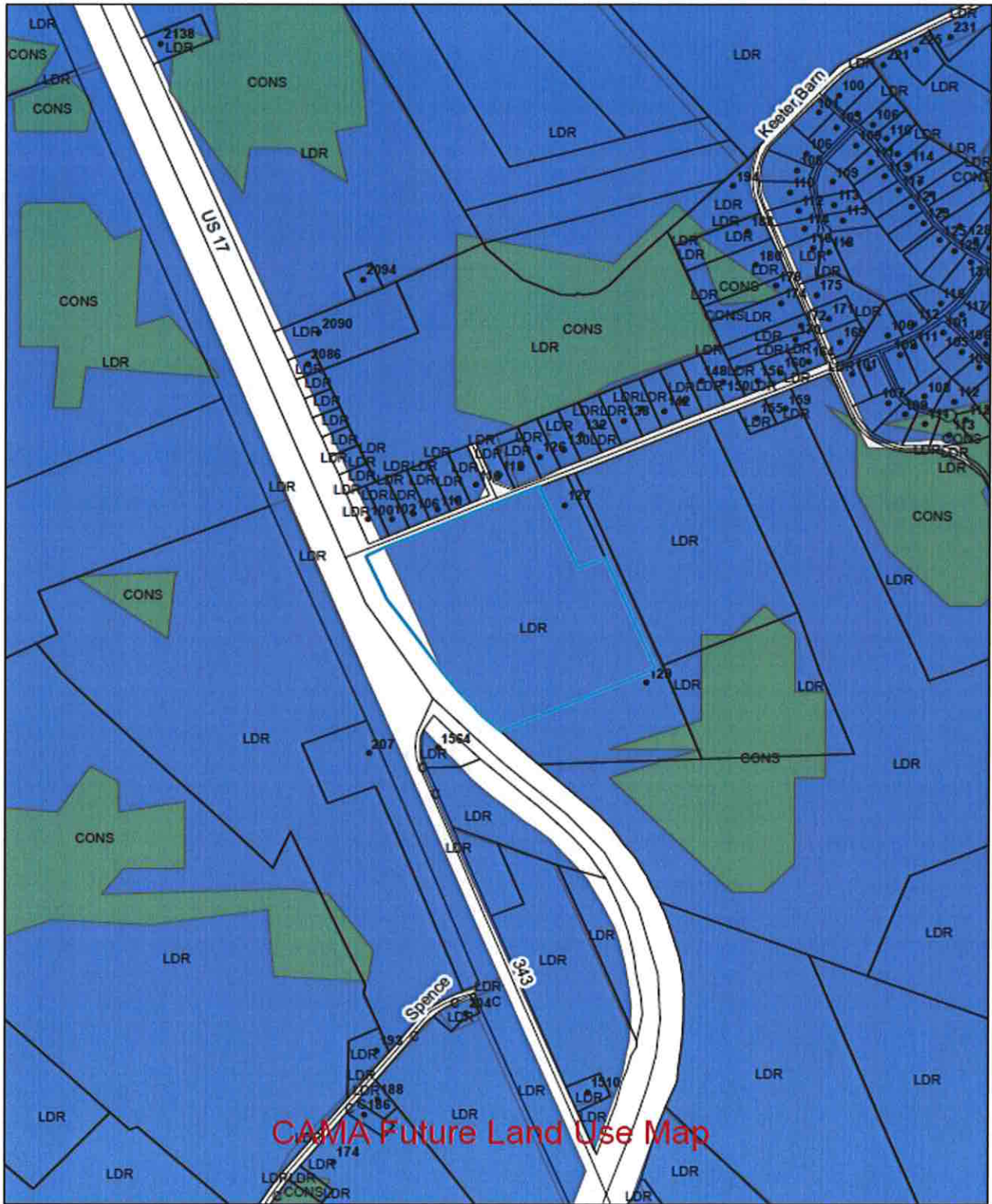


### Comprehensive Plan Future Land Use Map



Attachment: Staff Report Findings (2393 : Set Public Hearing - Ordinance 2019-03-01)

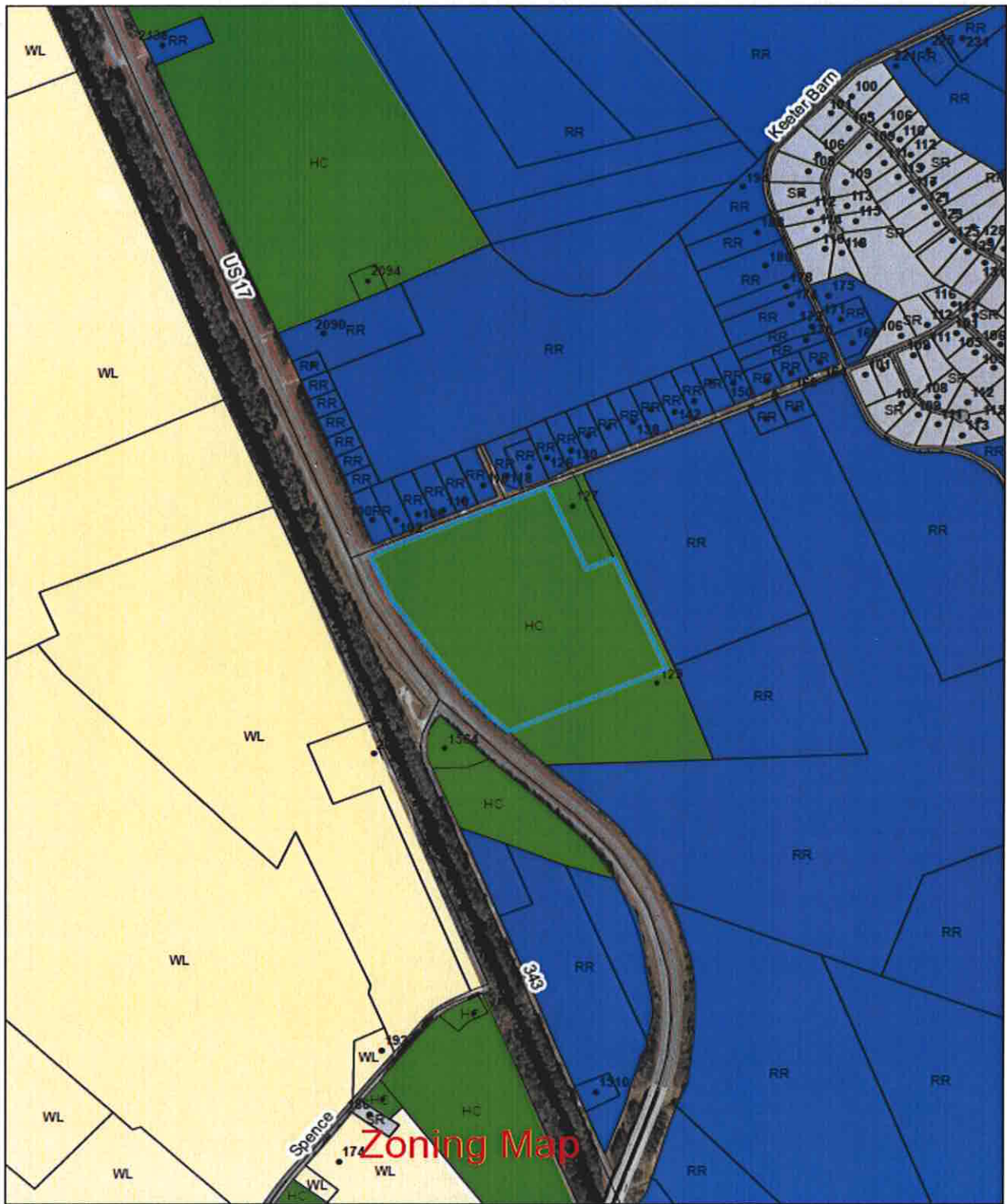
### CAMA Future Land Use Map



Attachment: Staff Report Findings (2393 : Set Public Hearing - Ordinance 2019-03-01)



Zoning Map:



Attachment: Staff Report Findings (2393 : Set Public Hearing - Ordinance 2019-03-01)

**INFRASTRUCTURE & COMMUNITY FACILITIES**

<b>Water</b>	Water lines are located adjacent to property along Keeter Barn Road.
<b>Sewer</b>	Sewer lines are located adjacent to property along Keeter Barn Road.
<b>Fire District</b>	South Mills Fire Department adjacent to property.
<b>Schools</b>	Impact calculated at Development stage.
<b>Traffic</b>	Generation of traffic will be at development stage.

**PLANS CONSISTENCY**

**CAMA Land Use Plan Policies & Objectives:**

Consistent       Inconsistent

The CAMA Land Use Plan was adopted by the Camden County Board of Commissioners on April 4, 2005. The proposed zoning change is inconsistent in that the Future Land Use Maps has property identified as Low Density Residential on 1-2 acres or greater. However at the time the plan was adopted, the County had not considered connecting residential to sewer to allow for higher density residential development due to limited availability of sewer. The requested zoning makes it partially consistent in that it allows for residential development but with a higher density based on water/sewer availability.

**2035 Comprehensive Plan**

Consistent       Inconsistent

The proposed zoning change is inconsistent with Comprehensive Plan (Adopted 2012) as Future Land Use Maps reflect land as Rural Residential on one acre lots. Availability of sewer for higher density development was more focused within the Core Villages of the County at the time the plan was approved. Requested zoning makes it partially consistent in that it allows for residential development, but at a higher density based on water/sewer availability.

**PLANS CONSISTENCY – cont.**

**Comprehensive Transportation Plan**

Consistent       Inconsistent

Proposed Interstate 87 which is on the States TIP may affect portion of property (see Feasibility Study Map next page).

Attachment: Staff Report Findings (2393 : Set Public Hearing - Ordinance 2019-03-01)







**Other Plans officially adopted by the Board of Commissioners**

N/A

**FINDINGS REGARDING ADDITIONAL REQUIREMENTS:**

Yes  No  **Will the proposed zoning change enhance the public health, safety or welfare?**

**Reasoning:** The proposed zoning change will enhance the public health, safety, or welfare as it will allow for a mix of higher density of residential and commercial uses with the availability of water and sewer which both are located adjacent to property.

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:** Uses in the requested zoning classification are more appropriate as it offers a mix of residential and commercial options. The current zoning has been in place since 2004 and has been listed for sale by previous owners with no success.

**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:**

**Will the request, as proposed cause serious noise, odors, light, activity, or unusual disturbances?**

Yes  No  **Reasoning:** All uses permitted in the requested zoning classification should not cause any serious noise, odors, light activity, or unusual disturbances.

**Does the request impact any CAMA Areas of Environmental Concern?**

Yes  No  **Reasoning:** Property is outside any CAMA Areas of Environmental Concern.

**Does the county need more land in the zoning class requested?**

Yes  No  **Reasoning:** The requested VR zoning is a revision as far as definition and permitted uses of the previous Mixed Village Residential (R1) (new zoning classification approved on February 4, 2019). Additional zoning of this classification is needed in specific areas within and adjacent to Camden's Village areas.

Yes  No  **Is there other land in the county that would be more appropriate for the proposed uses?**

**Reasoning:** The location of the property makes it appropriate for the proposed uses.

Attachment: Staff Report Findings (2393 : Set Public Hearing - Ordinance 2019-03-01)

Yes  No

**Will not exceed the county’s ability to provide public facilities:**

The proposed zoning will have an impact on all public facilities, how much will be determined at the development of the property.

**Schools –**

**Fire and Rescue –**

**Law Enforcement –**

**Parks & Recreation –**

**Traffic Circulation or Parking –**

**Other County Facilities –**

Yes  No

**Is This A Small Scale “Spot” Rezoning Request Requiring Evaluation Of Community Benefits?**

**If Yes (regarding small scale spot rezoning) – Applicants Reasoning:**

	<b>Personal Benefits/Impact</b>	<b>Community Benefits/Impact</b>
<b>With rezoning</b>		
<b>Without rezoning</b>		

**STAFF COMMENTARY:**

The current zoning on property is inconsistent with the CAMA Plan and Comprehensive Plan as the plans reflect property to be zoned as residential. The requested zoning according to its Purpose Statement (listed above) fits this request as property sits adjacent to South Mills Core Village.

**Consistency statement:**

The existing zoning and requested zoning are inconsistent with both the CAMA and Comprehensive plans as both plans identify property as low density residential. At the time both plans were adopted sewer availability was either nonexistent or the use of was focused within the villages where available.

Excerpt from Comprehensive Plan – Vision Statement

“New development will be focused within targeted core areas to breathe new life into established county villages and to efficiently use existing and planned infrastructure and public resources. New housing choices will be made available to serve families, young professionals, and retirees. Rural areas will maintain prominence in the county, and will continue to serve agricultural and forestry production and low density residential development.”

Also, the requested zoning is supported by several action strategies of the Comprehensive Plan.

**Recommendation:**

Planning Staff recommends approval of Rezoning Application (UDO 2019-03-04) from Highway Commercial to Village Residential.

**Dave Parks**

---

**From:** Alex Underhill <commercialappraisalsolutions@gmail.com>  
**Sent:** Thursday, March 07, 2019 8:59 AM  
**To:** dparks@camdencountync.gov  
**Subject:** [External] Keeter Barn Tract

Dave,

This email serves as notice that Keeter Barn LLC is requesting a zoning change from Highway Commercial to Village Residential on tax parcel 01.7080.00.30.7405.0000 (41.751 Acres). We originally requested a zoning change to Mixed Use, but that has now been amended.

Thanks,

*Alex Underhill*  
Keeter Barn LLC  
205 N Water St  
Elizabeth City, NC 27909  
252-340-0147

Attachment: Staff Report Findings (2393 : Set Public Hearing - Ordinance 2019-03-01)





# Zoning Map Amendment Application

**OFFICIAL USE ONLY:**  
 UDO Number: 2019-02-03-04  
 Date Filed: 3/14/19 *pt of H*  
 Amount Paid: \$970.00 *1001*  
 Received By: [Signature]

### Contact Information

APPLICANT		PROPERTY OWNER	
Name:	<u>Keeter Barn, LLC</u>	Name:	<u>Keeter Barn, LLC</u>
Address:	<u>205 N. Water Street</u> <u>Elizabeth City, NC 27909</u>	Address:	<u>Same as applicant</u>
Telephone:	<u>(252) 340-0147 &amp; 207-3433</u>	Telephone:	_____
Fax:	_____	Fax:	_____
Email:	_____	Email:	_____

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

### Property Information

Physical Street Address: Not addressed.

Location: Intersection of U.S. 17 and Keeter Barn Road, South Mills Township

Parcel ID Number(s): 01-7080-00-30-7405

Total Parcel(s) Acreage: Approximately 42 acres

Existing Land Use of Property: Farmland

### Request

Current Zoning of Property: Highway Commercial (HC) Proposed Zoning District: ~~Mixed Use (MX)~~ Village Residential (VR)

Total Acreage for Rezoning: 42 Are you rezoning the entire parcel(s):  Yes  No

Metes and Bounds Description Provided:  Yes  No

Community Meeting, if applicable: Date Held: 3/1/2019 ; Location: South Mills Fire Station

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.

[Signature]  
Property Owner(s)/Applicant

3-1-19  
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: Staff Report Findings (2393 : Set Public Hearing - Ordinance 2019-03-01)

**Zoning Map Amendment Design Standards and Submittal Checklist**

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.

**Zoning Map Amendment - Site Plan Design Standards and Submittal Checklist**

Date Received:           N/A            
 Project Name:           N/A            
 Applicant/Property Owner: Keeter Barn, LLC

Site Plan or Map Design Standards Checklist		Checkoff
1	Lot / Parcel Dimensions	<input checked="" type="checkbox"/>
2	Zoning Designation	<input checked="" type="checkbox"/>
3	All Existing Physical Features (structures, buildings, streets, roads, etc.)	<input checked="" type="checkbox"/>
4	Location and Dimensions of Any Proposed Construction may be submitted.	<u>N/A</u>

**Zoning Map Amendment Submittal Checklist**

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.

Zoning Map Amendment: Staff Checklist		Checkoff
1	Complete Zoning Map Amendment Application	X
2	Application Fee (\$650 plus \$10 Per Acre Over 10 Acres)	<input checked="" type="checkbox"/>
3	Community Meeting Written Summary, If Applicable	<input checked="" type="checkbox"/>
4	Site Plan or Map	N/A
5	Metes and Bounds Survey, If Applicable	X
6	5 Copies of Plans or Maps	N/A
7	5 Hard Copies of ALL Documents	X
8	1 PDF Digital Copy of All Plans AND Documents (on CD, not email)	N/A

**Staff Use Only**

**Pre-Application Conference:**  
 Held On: 2/5/2019 Location: Planning Office  
 Person(s) Present: Alex Underhill, Chad Williams, (Applicants) and Dan Porter, Dave Parks (Planning Staff)  
 Comments: Applicants are requesting a zoning that will better market the property to a potential developer.

Attachment: Staff Report Findings (2393 : Set Public Hearing - Ordinance 2019-03-01)

### Limited Liability Company

Legal Name  
Keeter Barr, LLC

### Information

SosId: 1781658  
Status: Current-Active  
Annual Report Status: Current  
Citizenship: Domestic  
Date Formed: 1/1/2019  
Registered Agent: Williams, Chad

### Addresses

<b>Mailing</b>	<b>Principal Office</b>	<b>Reg Office</b>	<b>Reg Mailing</b>
205 N. Water Street Elizabeth City, NC 27909	205 N. Water Street Elizabeth City, NC 27909	205 N. Water Street Elizabeth City, NC 27909	205 N. Water Street Elizabeth City, NC 27909

### Company Officials

All LLCs are managed by their managers pursuant to N.C.G.S. 57D-3-20.

<b>Member</b>	<b>Member</b>
Alexander J Underhill 205 N. Water Street Elizabeth City NC 27909	Chad Williams 205 N. Water Street Elizabeth City NC 27909



Cad file name: I:\18079 - Banff Luther Keller Barn-US 17\Drawing\18079.dwg

CERTIFICATE OF ACCURACY

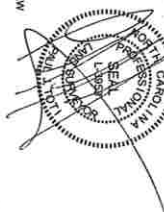
I, PAUL J. TOFF, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE BY ME. DEED DESCRIPTION FOUND IN D.B. REG. PG. 187 THAT FOUND IN B. SEE ALSO THAT THE GLOBAL POSITIONING SYSTEM (GPS) OBSERVATIONS WERE PERFORMED TO THE GEOSPATIAL POSITIONING ACCURACY STANDARDS, PART 2, STANDARDS FOR GEOMETRIC NETWORKS AT THE EXISTING ACCURACY CLASSIFICATION SECTION F-11-C.1, AS AMENDED. THAT THIS PLAN MEETS THE REQUIREMENT OF G.S. 41-50.

I, PAUL J. TOFF, ALSO CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE ONSURVEY:

- 1) CLASS OF SURVEY: CLASS A
- 2) TYPE OF INSTRUMENTS USED: LEICA DISTANCE MEASUREMENT SYSTEM
- 3) TYPE OF GPS FIELD PROCEDURE: RTN
- 4) DATE OF SURVEY: DECEMBER 13, 2018
- 5) INITIAL EPOCH: NC GRID - NAD 83 EPOCH 2010
- 6) INITIAL EPOCH: NC GRID - NAD 83 EPOCH 2010
- 7) GEOD. MODEL: GEOD. 128
- 8) COMBINED FACTOR: 1.000091173
- 9) UNITS: US SURVEY FEET

I, PAUL J. TOFF, ALSO CERTIFY THAT THIS SURVEY IS OF AN EXISTING PARCEL OF LAND AND DOES NOT CREATE A NEW STREET OR CHANGE IN EXISTING STREET.

WITNESS MY ORIGINAL SIGNATURE, REG. NUMBER, AND SEAL, THIS 10 DAY OF DECEMBER 2018.

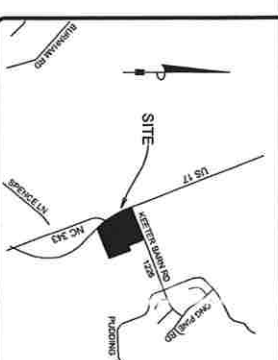


NORTH CAROLINA, CAMDEN COUNTY

I, DAVID PARKI, REVIEW OFFICER OF CAMDEN COUNTY, CERTIFY THAT THE RECORDING TO WHICH THIS CERTIFICATION IS APPLIED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

*David Parki*  
REVIEW OFFICER

Doc No: 201802  
Recorded: 07/02/2019 11:02:52 AM  
Camden County, North Carolina  
Tammie Kravus, Register of Deeds  
BK 8 Pg 159 - 159 (1)



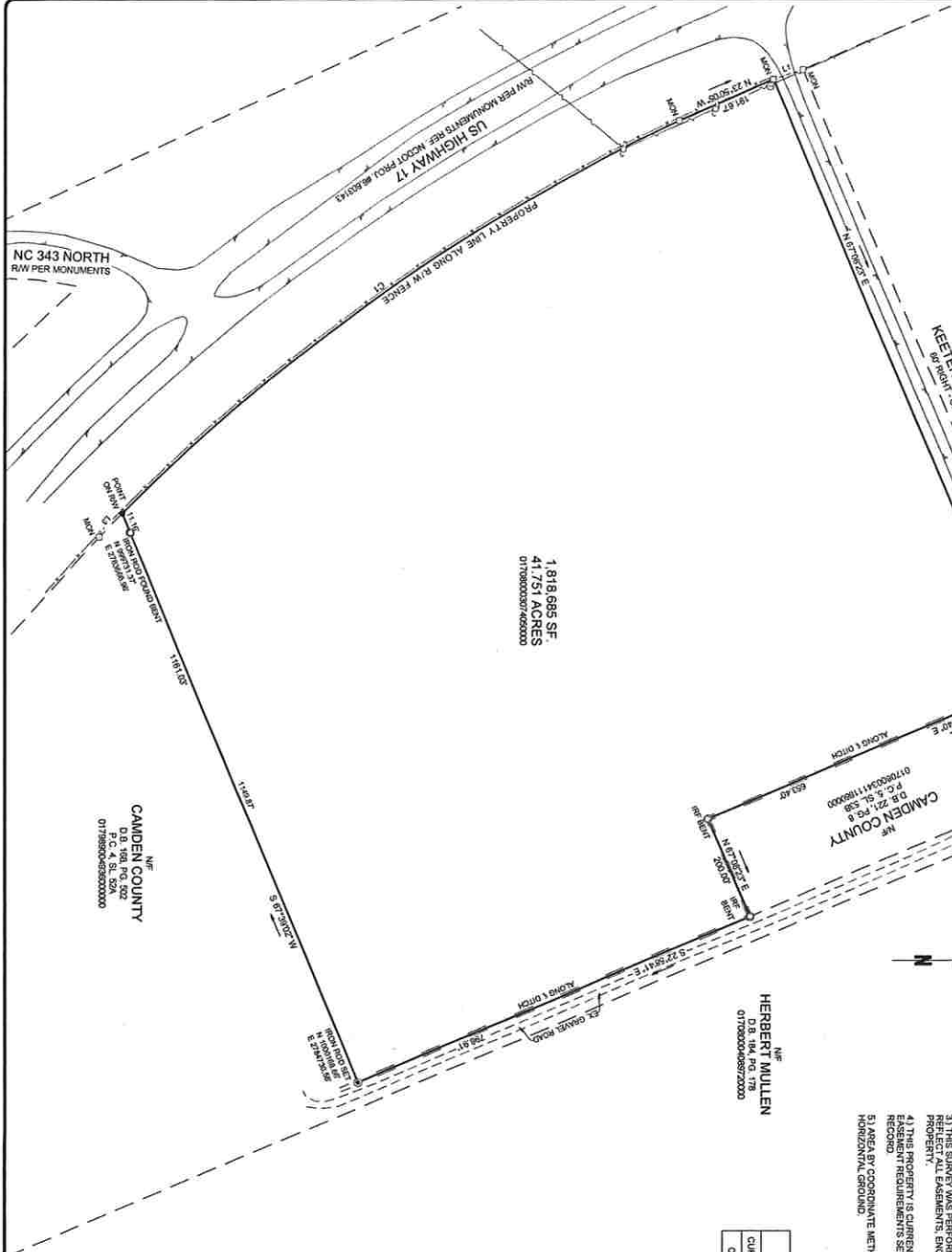
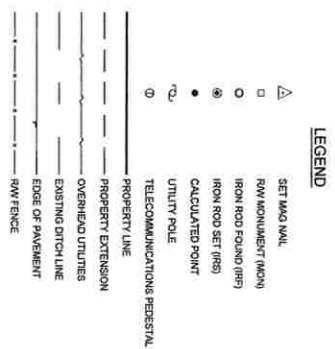
- NOTES:
- 1) OWNER: BANFF LUTHER, 520 FOLLY ROAD, SUITE P-25, 313 CHARLESTON, SC 29412
  - 2) BASED UPON GRAPHIC PLATTING ONLY. THE PROPERTY DELINEATED ON THIS PLAT DOES NOT APPEAR TO BE COATED WITH A FINAL VERIFIED SPECIAL TLOOD HAZARD AREA AND 3) ZONING: PARCEL 7800 DATED EFFECTIVE DECEMBER 21, 2018. THE PROPERTY LIES WITHIN ZONE R-10. THE ZONING MAP IS AVAILABLE AT THE CAMDEN COUNTY PLANNING DEPARTMENT. THE PLANNING DEPARTMENT'S WEBSITE IS: <http://www.camdennc.org/planning> (9/19/18)
  - 3) THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT AND MAY NOT REFLECT ALL EASEMENTS, ENCUMBRANCES OR RESTRICTIONS THAT AFFECT THE SUBJECT PROPERTY.
  - 4) THIS PROPERTY IS CURRENTLY ZONED "HC" AND IS SUBJECT TO ALL SETBACK AND RECORD REQUIREMENTS SET FORTH BY CAMDEN COUNTY AND ANY COVENANTS OF NEIGHBORHOOD ORIGIN.
  - 5) AREA BY COORDINATE METHOD. ALL COORDINATES SHOWN ARE GRID. ALL DISTANCES ARE HORIZONTAL, GEOSID.

CURVE TABLE

CL	LENGTH	RADIUS	DELTA	TANGENT	CHORD	DIRECTION
C1	1288.38'	3858.72'	207.162°	649.88'	1279.88'	N 30° 09' 31" W

LINE TABLE

LINE	LENGTH	DIRECTION
L1	59.46'	N 17° 57' 22" W
L2	34.51'	N 47° 49' 00" E
L3	82.15'	S 49° 47' 04" E



1,818,685 SF  
41.751 ACRES  
0178900046300000

CAMDEN COUNTY  
N.C.  
P.C. & S.L. 52A  
0178900046300000



BOUNDARY SURVEY FOR BANFF F. LUTHER AND HOLLY A. LUTHER SOUTH MILLS TOWNSHIP CAMDEN COUNTY NORTH CAROLINA

DATE: 2018/12/18  
SHEET NUMBER: 1 OF 1







## KEETER BARN LLC

205 N Water St  
Elizabeth City, NC 27909

Phone: (Cell) 252-340-0147  
Email: alex.und7@yahoo.com

March 1, 2019

Re: Request for zoning change from Highway Commercial to Mixed Use



US Hwy 17 N & Keeter Barn Rd  
South Mills, NC 27976  
Camden County  
Tax Parcel: 01.7080.00.30.7405.0000  
Acres: 41.751

Neighbor's Comments:

my only concern is the new housing development will probably be able to hook up to the county septic system. While all of us existing homeowners are not able to. We still have septic systems in our backyard. I think more consideration should be made to existing homeowners.

Otherwise, I have no problem with the re-zoning change.

Catherine L. Baker

100 + 104 Keeter Barn Rd



## South Mills Volunteer Fire Department

127 Keeter Barn Road  
PO Box 24  
South Mills, NC 27976  
(252) 771-2772

8.18.b

To : The Camden County Planning Department

I am writing this letter on behalf of the South Mills Volunteer Fire Department in regards to the proposal to rezone the property on Keeter Barn Road that is adjacent to the fire station property. The Fire Department Board of Directors have some concerns in regards to rezoning this property. I will list them below and try to explain our concerns.

First and foremost our most important is the current helicopter landing pad that is only about 50 feet from this property. While the FAA has regulations that regulate safe approach zones, this protects the helicopters in the approach zone. These are still not able to ensure damage from helicopters coming into the pad to structures and property. They also do not address the concern of noise. If this area is rezoned for mixed use then residential construction can take place. If this is the outcome then these FAA regulations will have to be adhered to by development for the pad to stay open for emergency operations. We just want the county to understand the complaints that may arise if residential properties are developed on the property. Wind damage caused by rotary wash to property and also noise complaints. We also conduct training exercises that do produce a significant amount of noise. We have already had a few complaints from neighbors across the street about noise.

Our second concern is the county owns the property where the fire station is located and there is a retention pond on the property that is not currently fenced in. If residential housing is developed on the adjacent property then the fire station property would need to be fenced in to prevent liability on the county's part to ensure no kids fall in the pond or get injured on the station property. While this can be done it will be a cost for the county.

Third is the fact that Hwy 17 is currently being looked at by DOT to become part of the future Interstate 87. DOT should be notified to get their input as this property in question also borders the highway. They will probably need an easement for an off ramp for Keeter Barn Road when the Interstate 87 project moves forward. It will be important that fire and rescue equipment will have quick access to north and south bound Interstate 87, this will require an on ramp for both directions.

Fourth is the other county owned property which borders this property is the county's wastewater plant. While its operation is very unnoticeable there is still possibility of complaints from residents if allowed to build close to the plant.

We hope that the planning committee will see that this property for its location is already zoned for Hwy Commercial, which we believe is the best use for this property. We believe it would be best for the county to leave it as highway commercial. If the county moves forward with the intentions to rezone then we would address these concerns when a development plan is submitted. Should you have any questions, please feel free to contact me.

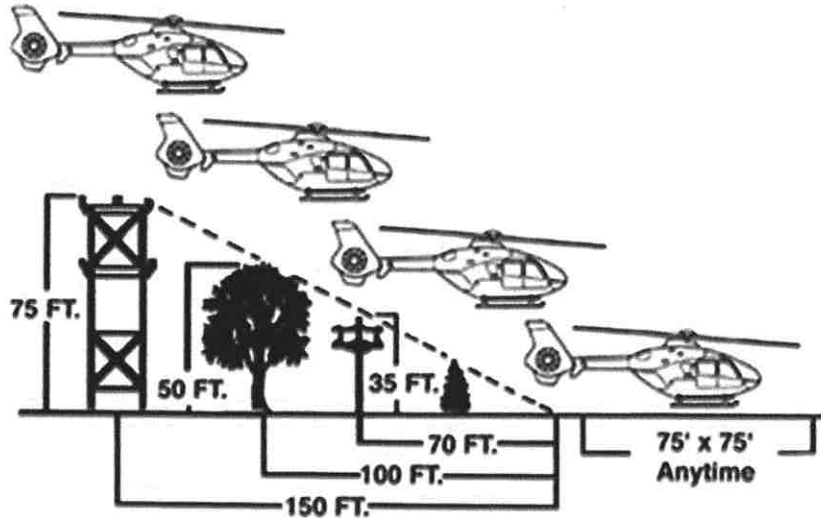
Sincerely,

Tommy Banks, Chief      252-202-1027

South Mills Volunteer Fire Department

Attachment: Staff Report Findings (2393 : Set Public Hearing - Ordinance 2019-03-01)





Select a landing zone that will allow for an angled approach from at least one direction. This approach and departure path should be clear of towers, poles, wires, trees, signs, and other obstructions.

Determine if the area is large enough to land a helicopter safely. The landing area should be flat (*the slope should not be more than 5 degrees*), firm and free of debris that would blow up into the rotor system (*wet the LZ if it is dusty or has loose gravel*).

The recommended touchdown size is 100' x 100'. Minimum daytime size is 75' x 75' and nighttime 100' x 100'. A larger area is better. The landing site should be clear of people, vehicles and obstructions such as poles and wires. Keep in mind that wires are very difficult to see from the air, particularly at night. The landing site must be free of stumps, brush, posts, large rocks and debris.

The best I am able to determine is that from an FAA perspective, all that matters with regards to the legality of landing a helicopter in a residential area (to include a back yard of a residency) is that you did it safely, including securing the landing area. This includes ensuring a safe takeoff path. Beyond that, it's a matter of state/local zoning and land use ordinances.

However, USDOT Federal Aviation Administration (FAA) Advisory Circular – Heliport Design-Chapter 310 states:

Heliport protection zone (HPZ). The FAA recommends the establishment of an HPZ for each approach/departure surface. The HPZ is the area under the approach/departure surface starting at the Final Approach and Takeoff Area (FATO) perimeter and extending out for a distance of 400 feet (122 m), as illustrated in Figure 3–10. The HPZ is intended to enhance the protection of people and property on the ground. This is achieved through heliport owner control over the HPZ. Such control includes clearing HPZ areas (and maintaining them clear) of incompatible objects and activities. The FAA discourages residences and places of public assembly in an HPZ. (Churches, schools, hospitals, office buildings, shopping centers, and other uses with similar concentrations of persons typify places of public assembly.) Do not locate hazardous materials, including fuel, in the HPZ.

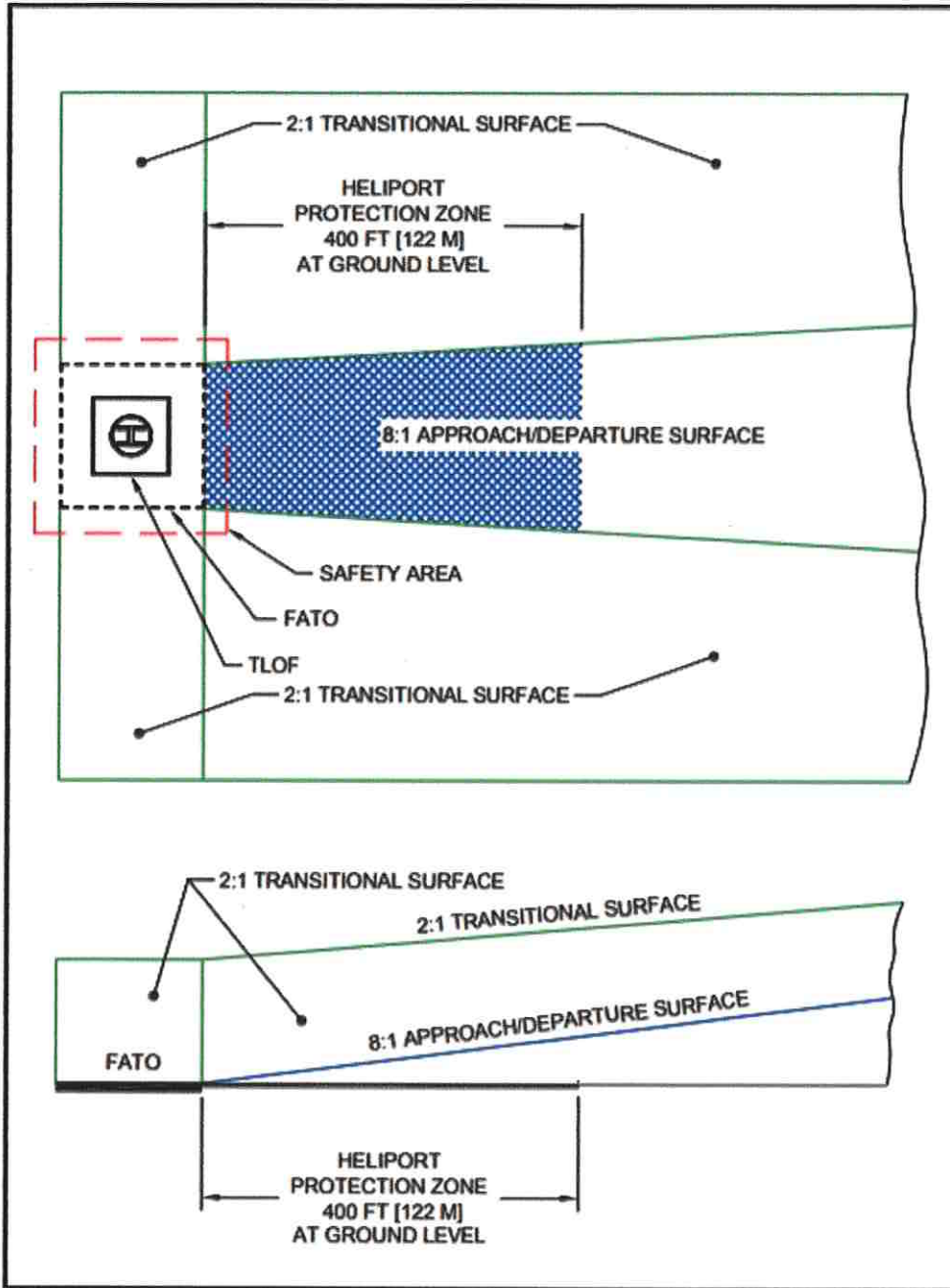


Figure 3-10. Heliport Protection Zone: Transport





Attachment: Staff Report Findings (2393 : Set Public Hearing - Ordinance 2019-03-01)



CAMDEN COUNTY, NORTH CAROLINA  
 PRINCIPAL USE TABLE, DISTRICT COMPARISON  
 HIGHWAY COMMERCIAL VS VILLAGE RESIDENTIAL

USE CLASS	MAIN CATEGORY	CATEGORY	HC	VR
Agricultural	AGRICULTURE/HORTICULTURE	All Agriculture/ Horticulture Uses	P	
Agricultural	ANIMAL HUSBANDRY	Animal Husbandry Uses (excluding stockyards and slaughterhouses)		
Agricultural	ANIMAL HUSBANDRY	Stockyard/Slaughterhouse		
Agricultural	AGRICULTURAL SUPPORT	Agricultural Research Facility	P	
Agricultural	AGRICULTURAL SUPPORT	Agri-Education/ Agri-Entertainment	S	
Agricultural	AGRICULTURAL SUPPORT	Distribution Hub for Agriculture Products	P	
Agricultural	AGRICULTURAL SUPPORT	Equestrian Facility	S	
Agricultural	AGRICULTURAL SUPPORT	Farm Machinery Sales, Rental, or Service	S	
Agricultural	AGRICULTURAL SUPPORT	Farmers Market	P	
Agricultural	AGRICULTURAL SUPPORT	Roadside Market	P	
Residential	HOUSEHOLD LIVING USES	Bungalow Court		P
Residential	HOUSEHOLD LIVING USES	Duplex		P
Residential	HOUSEHOLD LIVING USES	Live/Work Dwelling		P
Residential	HOUSEHOLD LIVING USES	Manufactured Home		
Residential	HOUSEHOLD LIVING USES	Manufactured Home or Mobile Home Park		
Residential	HOUSEHOLD LIVING USES	Mobile Home		
Residential	HOUSEHOLD LIVING USES	Multi-Family	S	
Residential	HOUSEHOLD LIVING USES	Pocket Neighborhood		P
Residential	HOUSEHOLD LIVING USES	Quadraplex	P	
Residential	HOUSEHOLD LIVING USES	Single-Family Attached	S	S
Residential	HOUSEHOLD LIVING USES	Single-Family Detached		P
Residential	HOUSEHOLD LIVING USES	Triplex	P	
Residential	HOUSEHOLD LIVING USES	Upper Story Residential	P	
Residential	GROUP LIVING	Dormitory	S	
Residential	GROUP LIVING	Family Care Home		P
Residential	GROUP LIVING	Group Home	S	
Residential	GROUP LIVING	Rooming House	S	
Institutional	COMMUNITY SERVICES	Community Center	P	S
Institutional	COMMUNITY SERVICES	Cultural Facility	S	S
Institutional	COMMUNITY SERVICES	Library	P	
Institutional	COMMUNITY SERVICES	Museum	P	
Institutional	COMMUNITY SERVICES	Senior Center	P	P
Institutional	COMMUNITY SERVICES	Youth Club Facility	P	S
Institutional	DAY CARE	Adult Day Care Center	P	S
Institutional	DAY CARE	Child Care Center	P	P
Institutional	EDUCATIONAL FACILITIES	Major	S	
Institutional	EDUCATIONAL FACILITIES	Moderate	P	S
Institutional	EDUCATIONAL FACILITIES	Minor	P	P
Institutional	GOVERNMENT FACILITIES	Government Office	P	
Institutional	GOVERNMENT FACILITIES	Government Maintenance, Storage, or Distribution Facility	P	
Institutional	HEALTH CARE FACILITIES	Drug or Alcohol Treatment Facility	S	
Institutional	HEALTH CARE FACILITIES	Hospital	S	
Institutional	HEALTH CARE FACILITIES	Medical Treatment Facility	P	S
Institutional	INSTITUTIONS	Assisted Living Facility	S	S
Institutional	INSTITUTIONS	Club or Lodge	P	S

Attachment: Principal Use Table - HC vs VR (2393 : Set Public Hearing - Ordinance 2019-03-01)

CAMDEN COUNTY, NORTH CAROLINA  
PRINCIPAL USE TABLE, DISTRICT COMPARISON  
HIGHWAY COMMERCIAL VS VILLAGE RESIDENTIAL

USE CLASS	MAIN CATEGORY	CATEGORY	HC	VR
Institutional	INSTITUTIONS	Halfway House	S	
Institutional	INSTITUTIONS	Nursing Home	S	
Institutional	INSTITUTIONS	Psychiatric Treatment Facility	S	
Institutional	INSTITUTIONS	Religious Institution	P	S
Institutional	PARKS AND OPEN AREAS	Cemetery	S	S
Institutional	PARKS AND OPEN AREAS	Community Garden		P
Institutional	PARKS AND OPEN AREAS	Park, Public or Private	P	P
Institutional	PUBLIC SAFETY	Police, Fire, or EMS Facility	P	S
Institutional	PUBLIC SAFETY	Correctional Facility		
Institutional	PUBLIC SAFETY	Security Training Facility		
Institutional	TRANSPORTATION	Airport		
Institutional	TRANSPORTATION	Helicopter Landing Facility	S	
Institutional	TRANSPORTATION	Passenger Terminal, Surface Transportation	S	
Institutional	UTILITIES	Utility, Major	P	S
Institutional	UTILITIES	Utility, Minor	P	P
Commercial	ADULT AND SEXUALLY-ORIENTED BUSINESSES	All Adult and Sexually-Oriented Businesses		
Commercial	ANIMAL CARE	Major	P	
Commercial	ANIMAL CARE	Minor	P	
Commercial	EATING ESTABLISHMENTS	Restaurant, Major	P	
Commercial	EATING ESTABLISHMENTS	Restaurant, Minor	P	
Commercial	EATING ESTABLISHMENTS	Bar, Nightclub, or Dance Hall	S	
Commercial	OFFICES	Major	S	
Commercial	OFFICES	Minor	P	
Commercial	PARKING, COMMERCIAL	All	P	
Commercial	PERSONAL SERVICES	Major	P	
Commercial	PERSONAL SERVICES	Minor	P	
Commercial	RECREATION/ENTERTAINMENT, INDOOR	Major	P	
Commercial	RECREATION/ENTERTAINMENT, INDOOR	Minor	P	
Commercial	RECREATION/ENTERTAINMENT, OUTDOOR	Major	S	
Commercial	RECREATION/ENTERTAINMENT, OUTDOOR	Minor	P	
Commercial	RECREATION/ENTERTAINMENT, OUTDOOR	Firing Range		
Commercial	RECREATION/ENTERTAINMENT, OUTDOOR	Water-Related Uses		
Commercial	RETAIL SALES	Flea Market	S	
Commercial	RETAIL SALES	Grocery Store	P	
Commercial	RETAIL SALES	Major	P	
Commercial	RETAIL SALES	Minor	P	
Commercial	STORAGE, COMMERCIAL	Major	P	
Commercial	STORAGE, COMMERCIAL	Minor	P	
Commercial	TELECOMMUNICATIONS	Antenna Collocation (on a Building)	P	P
Commercial	TELECOMMUNICATIONS	Antenna Collocation (on a Tower)	P	P
Commercial	TELECOMMUNICATIONS	Small Wireless Facility	P	P

Attachment: Principal Use Table - HC vs VR (2393 : Set Public Hearing - Ordinance 2019-03-01)

CAMDEN COUNTY, NORTH CAROLINA  
 PRINCIPAL USE TABLE, DISTRICT COMPARISON  
 HIGHWAY COMMERCIAL VS VILLAGE RESIDENTIAL

USE CLASS	MAIN CATEGORY	CATEGORY	HC	VR
Commercial	TELECOMMUNICATIONS	Telecommunications Tower, Freestanding	S	
Commercial	TELECOMMUNICATIONS	Telecommunications Tower, Stealth	P	P
Commercial	VEHICLE ESTABLISHMENT	Major	P	
Commercial	VEHICLE ESTABLISHMENT	Minor	P	
Commercial	VISITOR ACCOMMODATIONS	Bed and Breakfast		S
Commercial	VISITOR ACCOMMODATIONS	Campground	S	
Commercial	VISITOR ACCOMMODATIONS	Hotel or Motel	S	
Industrial	EXTRACTIVE INDUSTRY	All		
Industrial	INDUSTRIAL SERVICES	Contractor Service	P	
Industrial	INDUSTRIAL SERVICES	Crabshedding		
Industrial	INDUSTRIAL SERVICES	Fuel Oil or Bottled Gas Distributor		
Industrial	INDUSTRIAL SERVICES	General Industrial Service and Repair	S	
Industrial	INDUSTRIAL SERVICES	Heavy Equipment Sales, Rental, or Service	P	
Industrial	INDUSTRIAL SERVICES	Research and Development	P	
Industrial	MANUFACTURING AND PRODUCTION	Manufacturing, Heavy		
Industrial	MANUFACTURING AND PRODUCTION	Manufacturing, Light	P	
Industrial	POWER GENERATION	Solar Array	S	S
Industrial	POWER GENERATION	Wind Energy Conversion Facility	S	
Industrial	WAREHOUSE AND FREIGHT MOVEMENT	All	P	
Industrial	WASTE-RELATED SERVICES	Incinerator		
Industrial	WASTE-RELATED SERVICES	Land Application of Sludge/Septage		
Industrial	WASTE-RELATED SERVICES	Landfill		
Industrial	WASTE-RELATED SERVICES	Public Convenience Center or Transfer Station	P	
Industrial	WASTE-RELATED SERVICES	Recycling Center	P	
Industrial	WASTE-RELATED SERVICES	Salvage or Junkyard		
Industrial	WASTE-RELATED SERVICES	Waste Composting Facility		
Industrial	WHOLESALE SALES	Major	P	
Industrial	WHOLESALE SALES	Minor	P	

## NOTES:

"P" = Permitted

"S" = Permitted with Special Use Permit

Blank = Prohibited

For more information regarding categories and their descriptions, please refer to UDO Table 4.3.10, Principal Use Table.

Attachment: Principal Use Table - HC vs VR (2393 : Set Public Hearing - Ordinance 2019-03-01)

**Ordinance No. 2019-03-01**

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

**Article I: Purpose**

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

**Article II. Amendment to Zoning Map**

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

The property currently shown in the Camden County Tax Assessor's Office as PIN 01-7080-00-30-7405 is hereby re-zoned from Highway Commercial (HC) to Village Residential (VR).

**Article III. Penalty**

1. Violations of the provision of this Ordinance or failure to comply with any of its Requirements, including violations of any conditions and safeguards established in connection with grants of variances or Special Use or Conditional Use Permits, shall constitute a misdemeanor, punishable by a fine of up to five-hundred (\$500) dollars or a maximum thirty (30) days imprisonment as provided in G. S. 14-4.
2. Any act constituting a violation of the provisions of this Ordinance or a failure to comply with any of its requirements, including violations of any conditions and safeguards established in connection with the grants of variances or Special Use or Conditional Use Permits, shall also subject the offender to a civil penalty of one-hundred (\$100) dollars for each day the violation continues. If the offender fails to pay the penalty within ten (10) days after being cited for a violation, the penalty may be recovered by the county in a civil action in the nature of debt. A civil penalty may not be appealed to the Board of Adjustment if the offender was sent a final notice of violation in accordance with Article 151.568 and did not take an appeal to the Board of Adjustment within the prescribed time.
3. This Ordinance may also be enforced by any appropriate equitable action.

- 4. Each day that any violation continues after notification by the administrator that such violation exists shall be considered a separate offense for purposes of the penalties and remedies specified in this section.
- 5. Any one, all or any combination of the foregoing penalties and remedies may be used to enforce this Ordinance.

**Article IV. Severability**

If any language in this Ordinance is found to be invalid by a court of competent jurisdiction or other entity having such legal authority, then only the specific language held to be invalid shall be affected and all other language shall be in full force and effect.

**Article V. Effective Date**

This Ordinance is effective upon adoption.

Adopted by the Board of Commissioners for the County of Camden this      day of      , 2019.

County of Camden

\_\_\_\_\_  
Tom White, Chairman  
Camden County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Karen Davis  
Clerk to the Board

(SEAL)

Attachment: 2019-03-01 - Ordinance Amending the Official Zoning Map - Keeter Barn (2393 : Set Public Hearing - Ordinance 2019-03-01)





# CAMDENCOUNTY

new energy. new vision.

## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Consent Agenda

**Item Number:** 8.19  
**Meeting Date:** May 06, 2019

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

**Item Title** **Set Public Hearing - Preliminary Plan Phase II Sleepy Hollow Estates**

**Attachments:** Agenda Summary Sheet Sleepy Hollow Estates (DOC)  
 Staff Report Sleepy Hollow Estates (PDF)  
 revised Sleepy Hollow PHASE 2 Prelim 20190423 (PDF)  
 Supporting documents Sleepy Hollow (PDF)  
 Planning Board Minutes 03172019 (PDF)  
 Draft PB Minutes 04172019 (PDF)

See attached summary and supporting documentation.

# Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

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

**Item Number:**

**Meeting Date:** May 6, 2019  
**Attachments:** Preliminary Plan/Staff Findings/TRC inputs  
**Submitted By:** Planning Department

**ITEM TITLE:** Set Public Hearing; Preliminary Plan  
Phase II Sleepy Hollow Estates Major  
Subdivision – (UDO 2019-02-18)

### SUMMARY:

Planning Board met on March 20, 2019 and carried application over to their April 17, 2019 Planning Board meeting based on property line disputes. The following issues were brought up by an adjacent property owner:

Property lines – See County Attorney letter dated March 29, 2019 (attached).

Farmland Compatibility Standards (Article 151.5.5 of the UDO) and NC General Statute 153A-340 (attached).

Length of Cul-de-sacs – Article 151.6.2.3K (UDO)

External Street Connectivity – Article 151.6.2.3.I.2a (UDO)

Included in findings are approved Board Minutes of March 20, 2019 and excerpt of draft minutes from April 17, 2019 concerning above issues.

After discussion with Planning Staff and adjacent property owner on above issues, Planning Board recommended approval of Phase II Sleepy Hollow Estates major subdivision on a 5-0 vote.

### RECOMMENDATION:

- 1) Set Public Hearing for June 3, 2019

Attachment: Agenda Summary Sheet Sleepy Hollow Estates (2394 : Set Public Hearing - Preliminary Plan Phase II Sleepy Hollow Estates)

**STAFF REPORT**

**UDO 2019-02-18  
Preliminary Plan Sleepy Hollow Estates  
Phase II Major Subdivision**

**PROJECT INFORMATION**

**File Reference:** UDO 2019-02-18  
**Project Name;** Sleepy Hollow Estates  
**PIN:** 02-8935-01-28-8169  
**Applicant:** Daniel Cartwright  
**Address:** 366 N. Gregory Rd  
Shawboro, NC 27973  
**Phone:** (252) 202-6645  
**Email:**

**Agent for Applicant:** Timmons Group  
**Address:** 1805 West City Dr. Unit E  
**Phone:** (252) 338-2913  
**Email:**

**Current Owner of Record:** Daniel Cartwright

**Meeting Dates:**

2/19/2019 Neighborhood Meeting  
3/6/2019 Technical Review Meeting  
3/20/2019 Planning Board  
4/17/2019 Planning Board

**Application Received:** 2/22/19  
**By:** David Parks, Permit Officer

**Application Fee paid:** \$2,000 Check #1210

**Completeness of Application:** Application is generally complete

**Documents received upon filing of application or otherwise included:**

- A.** Land Use Application
- B.** Preliminary Plan - Revised
- C.** Agent for Applicant letter
- D.** Deed
- E.** Perc Tests from Albemarle Regional Health Services
- F.** TRC Inputs
- G.** Drainage Approval Memo – Greg Johnson
- H.** County Attorney Letter

**PROJECT LOCATION:**

**Street Address:** Off Sleepy Hollow Road Adjacent to address 312

**Location Description:** Courthouse Township

**REQUEST:** Preliminary Plan Phase II Sleepy Hollow Estates Major Subdivision – 10 lots - **Article 2.3.16 of the Unified Development Ordinance.**

Attachment: Staff Report Sleepy Hollow Estates (2394 : Set Public Hearing - Preliminary Plan Phase II Sleepy Hollow Estates)

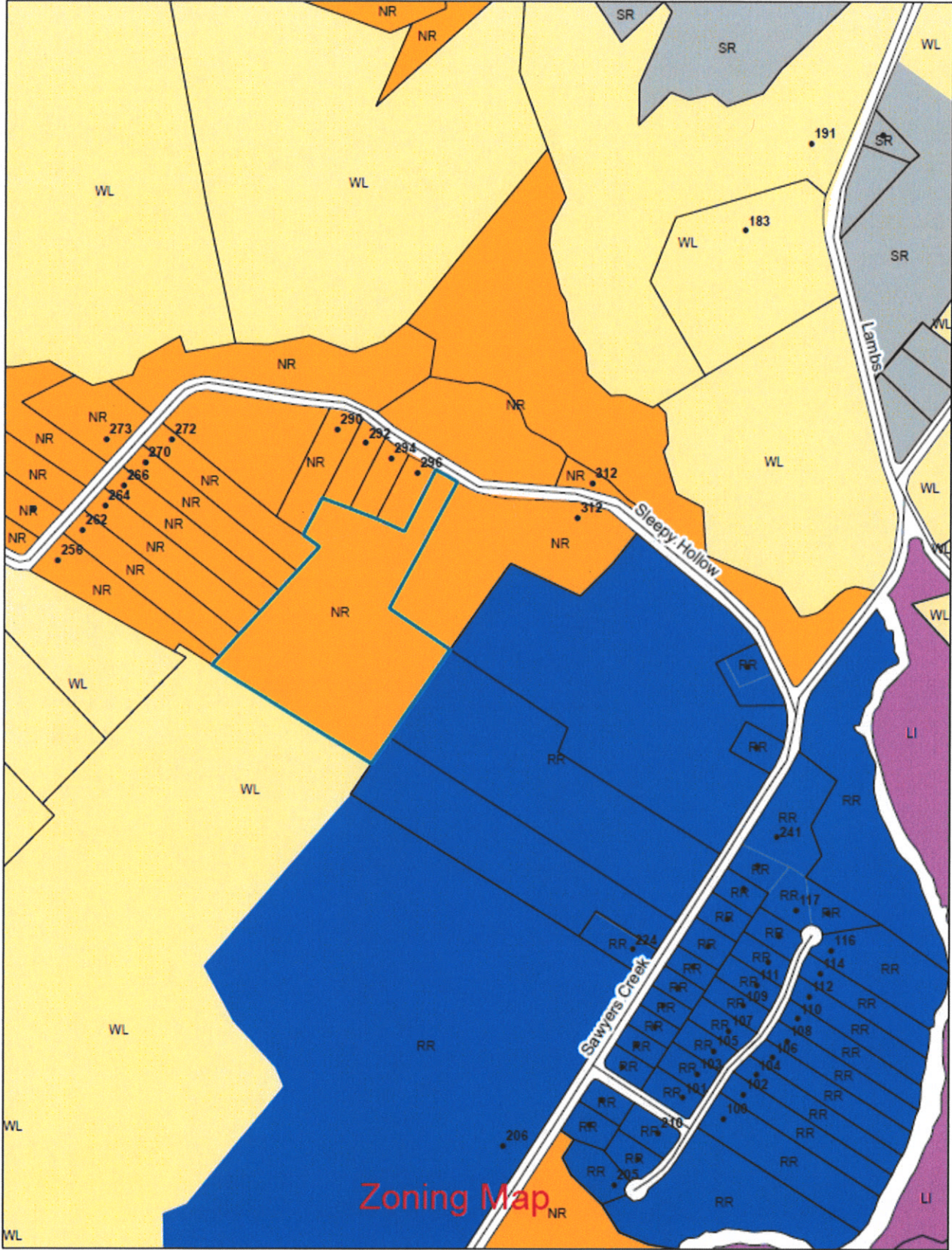


Vicinity Map:



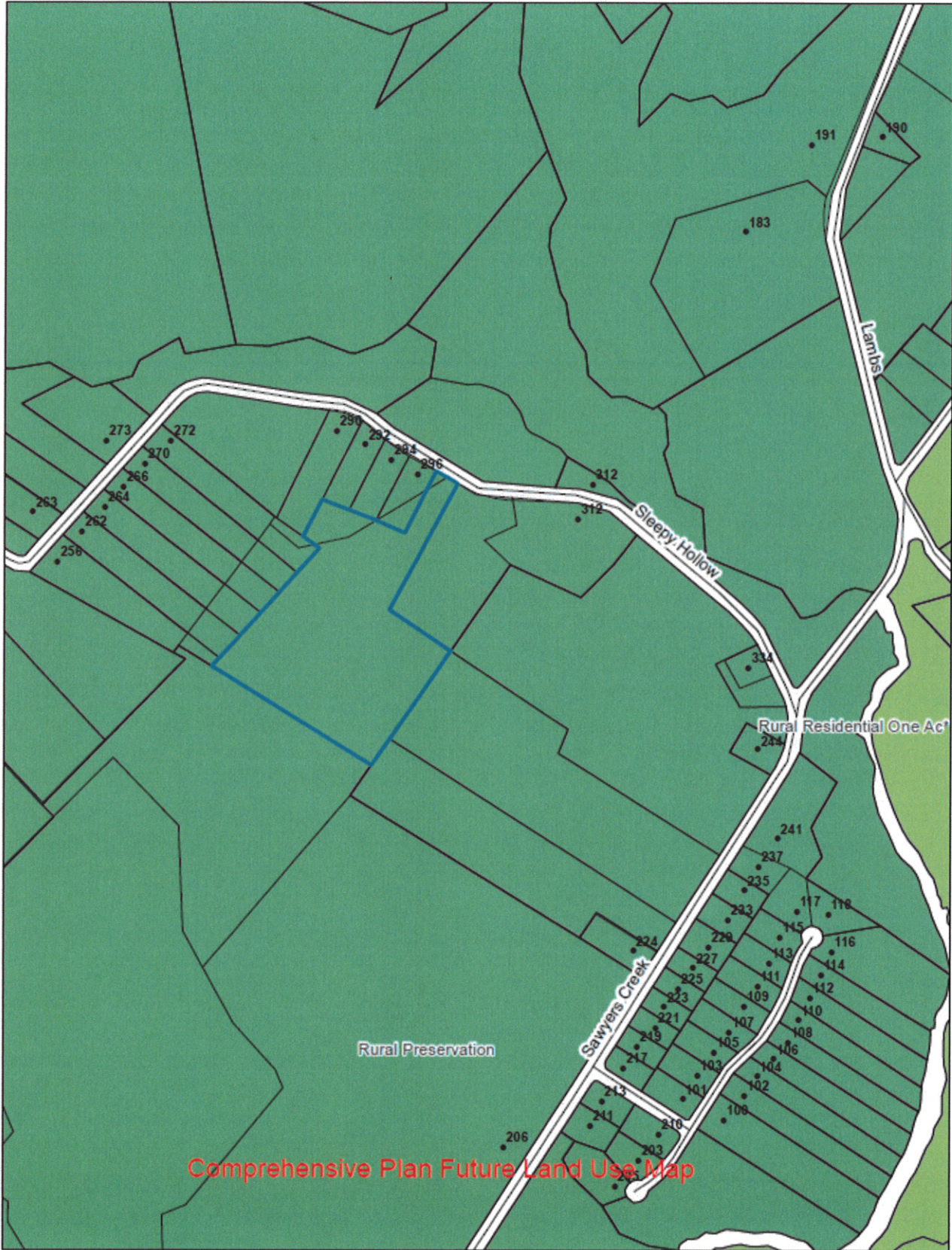
Attachment: Staff Report Sleepy Hollow Estates (2394 : Set Public Hearing - Preliminary Plan Phase II Sleepy Hollow Estates)





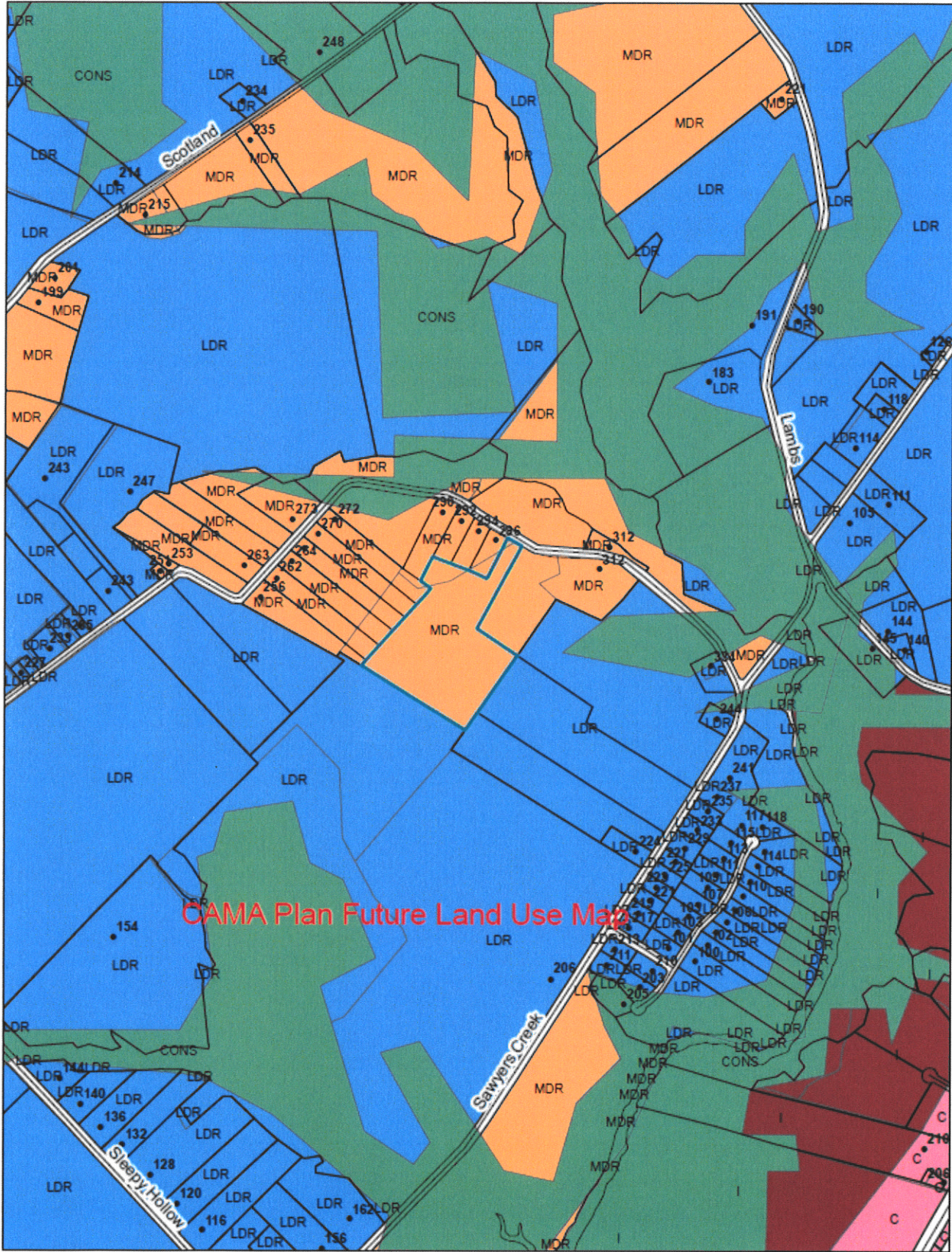
Attachment: Staff Report Sleepy Hollow Estates (2394 : Set Public Hearing - Preliminary Plan Phase II Sleepy Hollow Estates)





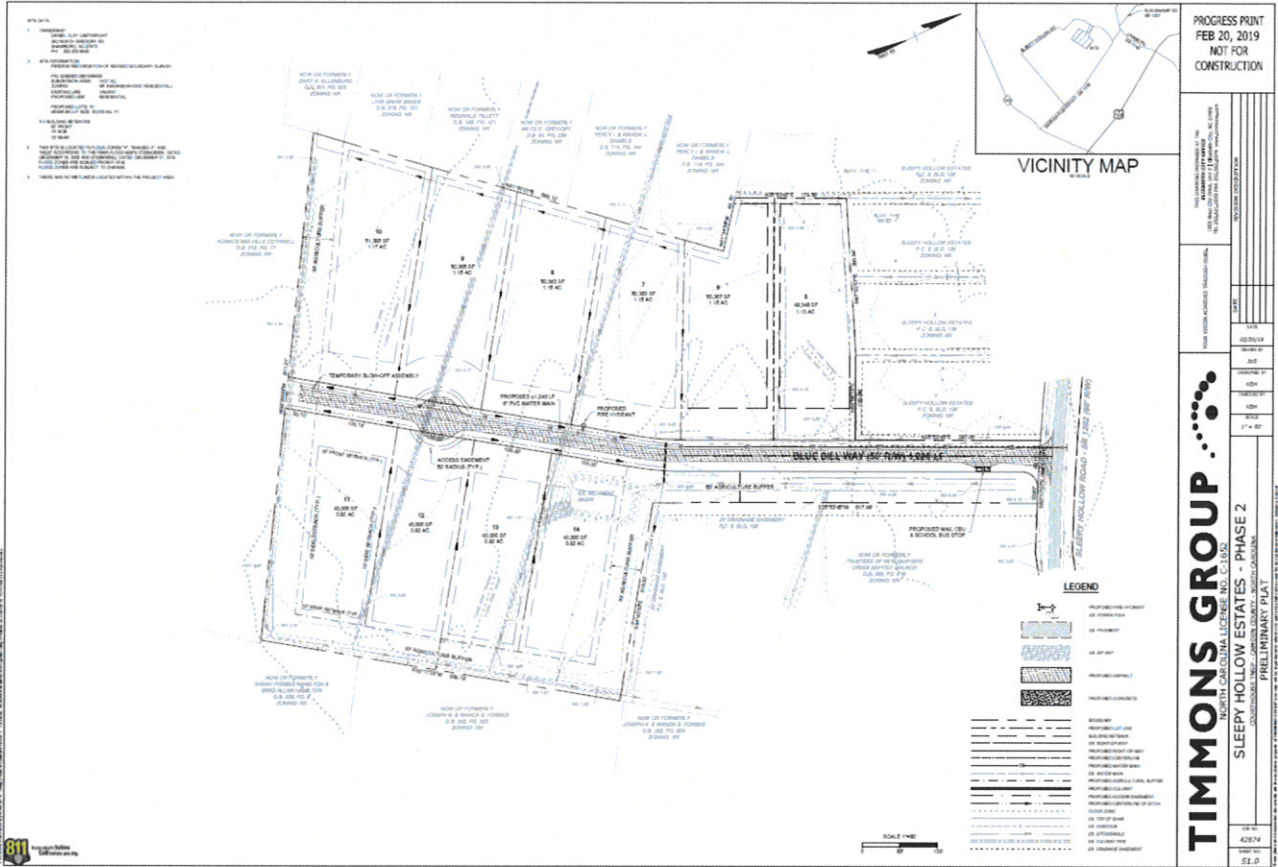
Attachment: Staff Report Sleepy Hollow Estates (2394 : Set Public Hearing - Preliminary Plan Phase II Sleepy Hollow Estates)





Attachment: Staff Report Sleepy Hollow Estates (2394 : Set Public Hearing - Preliminary Plan Phase II Sleepy Hollow Estates)





**SITE DATA**

- Lot size:** Approximately 14 acres
- Flood Zone:** Zone AE/X
- Zoning District(s):** Neighborhood Residential (NR)
- Adjacent property uses:** Agriculture, Residential, Church.
- Streets:** Shall be dedicated to public under control of NCDOT.
- Street/Subdivision name:** Subdivision name: Sleepy Hollow Estates  
Street Names: Blue Bill Way
- Open Space:** Required: 12 acres X .05 = .61 acres
- Landscaping:** Landscaping Plan required at Construction Drawing.

Attachment: Staff Report Sleepy Hollow Estates (2394 : Set Public Hearing - Preliminary Plan Phase II Sleepy Hollow Estates)

**Farmland Compatibility Standards:** Per **Article 151.5.5**, a 50' wide vegetative buffer required along all agricultural uses. Indicated on plan.

**Recreational Land:** N/A (Less than 30 lots) **Article 151.6.1.13**

## **ENVIRONMENTAL ASSESSMENT**

**Streams, Creeks, Major Ditches:** Sawyers Creek

**Distance & description of nearest outfall:** Outfall located at the Southeastern portion of property through 404 wetlands under Sawyers Creek Road out to Sawyers Creek. Distance is approximately 2,100 feet to culvert.

## **TECHNICAL REVIEW STAFF COMMENTS**

1. **South Camden Water.** Approved.
2. **Albemarle Regional Health Department.** Approved. 10 Perc tests received.
3. **South Camden Fire Department.** Reviewed with no comments.
4. **Pasquotank EMS (Central Communications).** Subdivision/road names approved.
5. **Sheriff's Office.** Reviewed with no comments.
6. **Postmaster Elizabeth City.** No response. Did not attend TRC meeting.
7. **Superintendent of Schools.** No response. Did not attend TRC meeting.
8. **Transportation Director of Schools.** Approved with comments (see attached).
9. **Camden Soil & Water Conservationist.** Approved.
10. **NCDOT.** No response.
11. **Mediacom.** No response.
12. **Century Link.** Reviewed no comments.

**PLANS CONSISTENCY**

**CAMA Land Use Plan Policies & Objectives:**

Consistent  Inconsistent

CAMA Future Land Use Maps has land designated as Medium Density Residential.

**2035 Comprehensive Plan**

Consistent  Inconsistent

Property Zoned Neighborhood Residential (NR) prior to adoption of Comprehensive Plan Future Land Use Maps which has area designated as Rural Preservation.

**Comprehensive Transportation Plan**

Consistent  Inconsistent

Property abuts Sleepy Hollow Road (SR 1202) and internal road will be dedicated to public.

**FINDINGS REGARDING ADDITIONAL REQUIREMENTS:**

Yes  No

**Endangering the public health and safety?**

In staff's opinion, application does not appear to endanger public health and safety.

Yes  No

**Injure the value of adjoining or abutting property.**

In staff's opinion, application does not appear to injure the value of adjoining or abutting property.

Attachment: Staff Report Sleepy Hollow Estates (2394 : Set Public Hearing - Preliminary Plan Phase II Sleepy Hollow Estates)



**EXCEED PUBLIC FACILITIES:**

Yes  No

**Schools:** Proposed development will generate 6 students (.67 per household X 10 lots). High School over capacity: **2018/2019 capacity: 570 Enrollment: 607 – Capacity does not include modular units for Camden Early College**

Yes  No

**Fire and rescue:** Approved.

Yes  No

**Law Enforcement:** Approved.

**Staff recommends approval of Phase II Sleepy Hollow Estates based on current by right zoning with the following recommendations:**

- 1. Constructions drawings to reflect turning radius of cul-de-sacs be minimum 43.5’ as requested by the Transportation Director of Camden County Schools.

Planning Board met on March 20, 2019 and carried application over to their April 17, 2019 Planning Board meeting based on property line disputes. The following issues were brought up by an adjacent property owner:

Property lines – See County Attorney letter dated March 29, 2019 (attached).

Farmland Compatibility Standards (Article 151.5.5 of the UDO) and NC General Statute 153A-340 (attached).

Length of Cul-de-sacs – Article 151.6.2.3K (UDO)

External Street Connectivity – Article 151.6.2.3.I.2a (UDO)

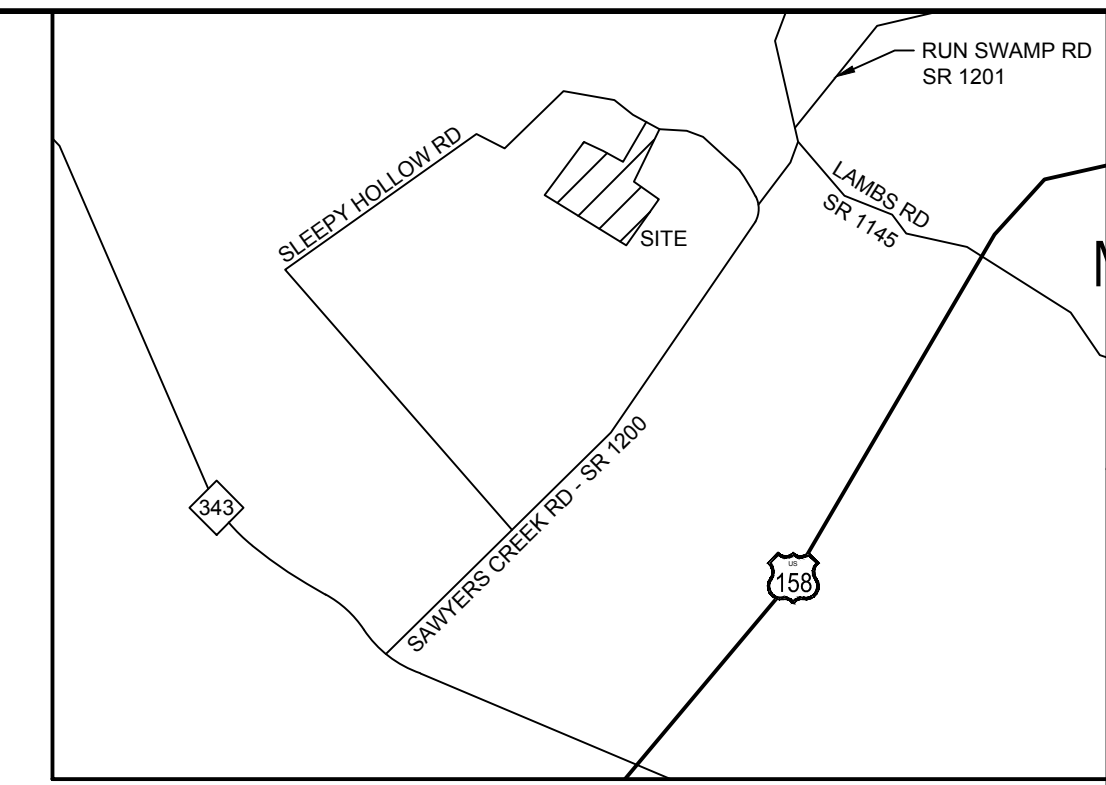
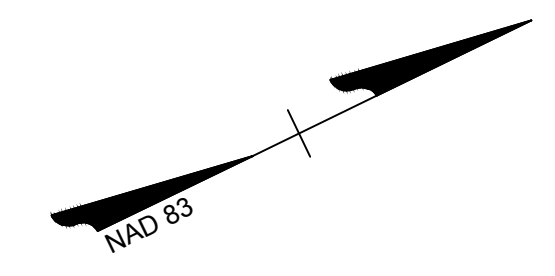
Included in findings are approved Board Minutes of March 20, 2019 and excerpt of draft minutes from April 17, 2019 concerning above issues.

**After discussion with Planning Staff and adjacent property owner on above issues, Planning Board recommended approval of Phase II Sleepy Hollow Estates major subdivision on a 5-0 vote.**

Attachment: Staff Report Sleepy Hollow Estates (2394 : Set Public Hearing - Preliminary Plan Phase II Sleepy Hollow Estates)



- SITE DATA:
- OWNERSHIP:  
DANIEL CLAY CARTWRIGHT  
382 NORTH GREGORY RD  
SHAWBORO, NC 27973  
PH: 252-202-6645
  - SITE INFORMATION:  
PIN: 028935012881690000  
SUBDIVISION AREA: 14.57 AC  
ZONING: NR (NEIGHBORHOOD RESIDENTIAL)  
EXISTING USE: VACANT  
PROPOSED USE: RESIDENTIAL  
PC 8 PG 163  
PROPOSED LOTS: 10  
MINIMUM LOT SIZE: 40,000 SQ. FT.
  - R 2 BUILDING SETBACKS:  
50' FRONT  
10' SIDE  
10' REAR
  - THIS SITE IS LOCATED IN FLOOD ZONES "X", "SHADED X", AND "AE(4)" ACCORDING TO THE FEMA FLOOD MAPS 372099200K, DATED DECEMBER 16, 2005 AND 3720993500J, DATED DECEMBER 21, 2019. FLOOD ZONES ARE SCALED FROM F.I.R.M. FLOOD ZONES ARE SUBJECT TO CHANGE.
  - THERE ARE NO WETLANDS LOCATED WITHIN THE PROJECT AREA.



PRELIMINARY PLAT  
APR 23, 2019  
NOT FOR RECORDATION  
OR CONVEYANCE

THIS DRAWING PREPARED AT THE  
**ELIZABETH CITY OFFICE**  
1805 West City Drive, Unit E | Elizabeth City, NC 27909  
TEL 252.621.3030 FAX 252.392.0974 www.timmons.com

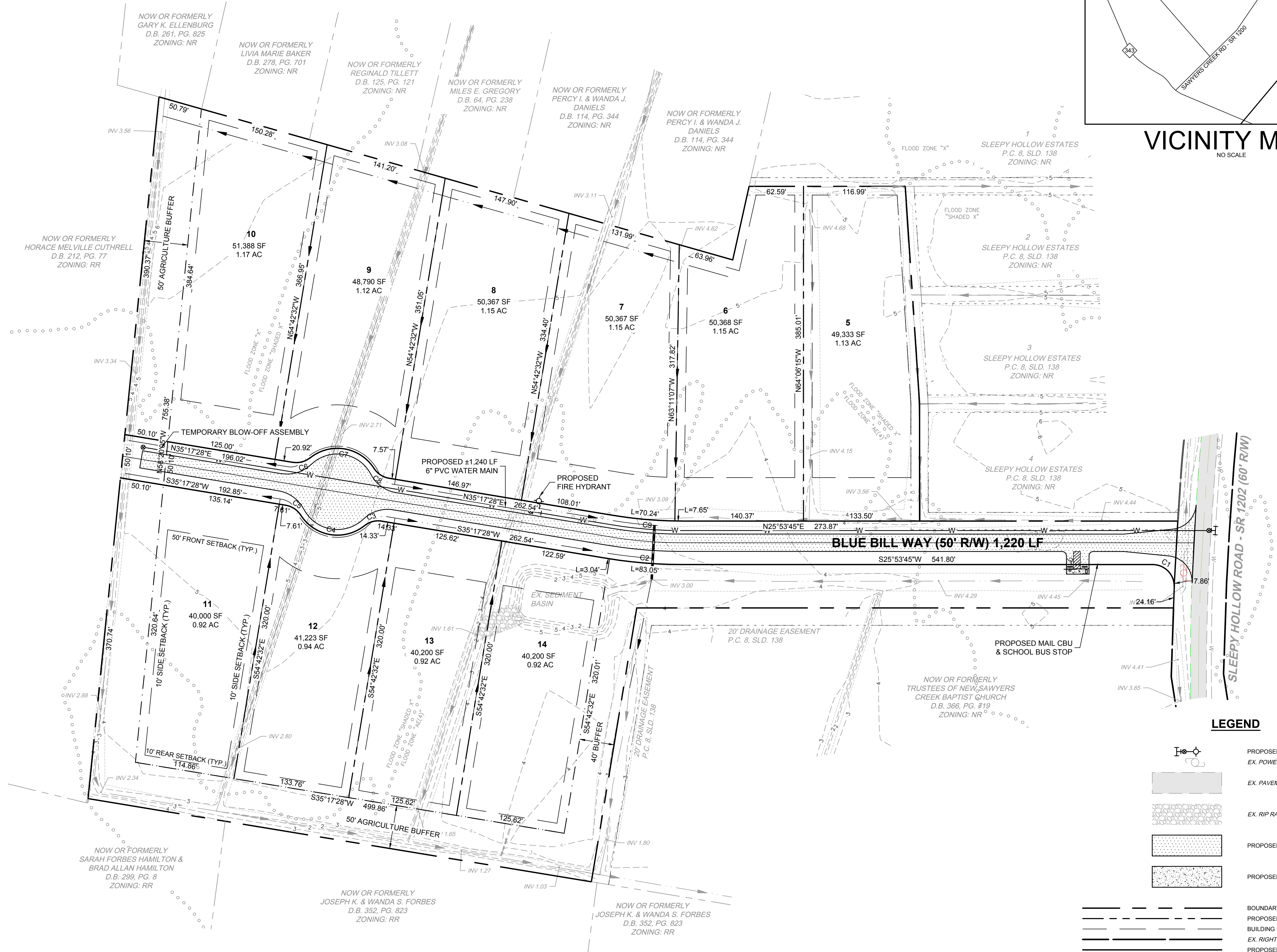
YOUR VISION ACHIEVED THROUGH OURS.	REVISION DESCRIPTION

DATE	DATE
	02/20/19

CHECKED BY	SCALE
KDH	1" = 60'

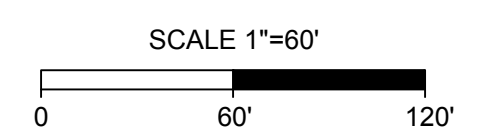
**TIMMONS GROUP**  
NORTH CAROLINA LICENSE NO. C-1652  
**SLEEPY HOLLOW ESTATES - PHASE 2**  
COURTHOUSE TNSP - CAMDEN COUNTY - NORTH CAROLINA  
**PRELIMINARY PLAT**

JOB NO.	SHEET NO.
42874	S1.0



**LEGEND**

- PROPOSED FIRE HYDRANT
- EX. POWER POLE
- EX. PAVEMENT
- EX. RIP RAP
- PROPOSED ASPHALT
- PROPOSED CONCRETE
- BOUNDARY
- PROPOSED LOT LINE
- BUILDING SETBACK
- EX. RIGHT-OF-WAY
- PROPOSED RIGHT-OF-WAY
- PROPOSED CENTERLINE
- PROPOSED WATER MAIN
- EX. WATER MAIN
- PROPOSED AGRICULTURAL BUFFER
- PROPOSED CULVERT
- PROPOSED ACCESS EASEMENT
- PROPOSED CENTERLINE OF DITCH
- FLOOD ZONE
- EX. TOP OF BANK
- EX. CONTOUR
- EX. DITCH/SWALE
- EX. CULVERT PIPE
- EX. DRAINAGE EASEMENT



S:\10942874 - Sleepy Hollow Estates-PHASE 2 - Camden, NCDWG\Sheets\2874C-prelim.dwg | Plotted on 4/23/2019 8:45 AM | by Kim Hamby



Attachment: revised Sleepy Hollow PHASE 2 Prelim 20190423 (2394 : See Public Hearing - Preliminary Plan Phase II Sleepy Hollow Estates)



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: 2019-02-18      Zoning Dist.: NR  
 Date Filed: 2/22/19      Flood Zone: X/AE  
 Amount Paid: \$2,000      Watershed (Y/N): N  
 Received By: DP      Taxes Pd(Y/N): Y

### Contact Information

APPLICANT		PROPERTY OWNER	
Name:	<u>Daniel C. Cartwright</u>	Name:	<u>Daniel C. Cartwright</u>
Address:	<u>382 N. Gregory Road</u> <u>Shawboro, NC 27973</u>	Address:	<u>Same as applicant</u>
Telephone:	<u>(252) 202-6645</u> <u>countryscapesclay@hotmail.com</u>	Telephone:	<u></u>
Email:	<u>com</u>	Email:	<u></u>
LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER:		<u>N/A</u>	

### Property Information

Physical Street Address: Not addressed.

Location: Adjacent to 296 Sleepy Hollow Road

Parcel ID Number(s): 02-8935-01-28-8169

Total Parcel(s) Acreage: Approximately 14.5 acres

Existing Land Use of Property: Vacant land

### Request

Project Name: Phase II Sleepy Hollow Estate major subdivision – 10 lots

Proposed Use of Property: Residential

Deed Book / Page Number and/or Plat Cabinet / Slide Number: DB 355 – PG 356

Total square footage of land disturbance activity: Approximately 14 acres

Total lot coverage:       Total vehicular use area:

Existing gross floor area: N/A      Proposed gross floor area: N/A

### Community Meeting

Date Meeting Held: 2/19/2019      Meeting Location: Upstairs Courtroom

Attachment: Supporting documents Sleepy Hollow (2394 : Set Public Hearing - Preliminary Plan Phase II Sleepy Hollow Estates)

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

N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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.**

N/A  
\_\_\_\_\_  
\_\_\_\_\_

**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.**

N/A  
\_\_\_\_\_  
\_\_\_\_\_

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

N/A  
\_\_\_\_\_  
\_\_\_\_\_

**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.**

N/A  
\_\_\_\_\_  
\_\_\_\_\_

*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\*

2-19-2019  
\_\_\_\_\_  
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: Supporting documents Sleepy Hollow (2394 : Set Public Hearing - Preliminary Plan Phase II Sleepy Hollow Estates)

ALBEMARLE REGIONAL HEALTH SERVICES

275088

Applicant:

CARTWRIGHT, DANIEL CLAY  
382 N. GREGORY ROAD  
CAMDEN, NC 27921

Owner:

CARTWRIGHT, DANIEL CLAY  
382 N. GREGORY ROAD  
CAMDEN, NC 27921

Site Location:

Lot 5

BETWEEN 312 AND 296 SLEEPY HOLLOW RD  
CAMDEN, NC 27921

**GPD:** 360      **LTAR:** 0.400      **Classification:** PS w/Fill

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

- \* Fill Area 95 ft. by 50 ft. with 13 in. of Sand

To obtain an Authorization to Construct:

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

Comments:

Fill house pad higher than finished septic tank grade

EHS: \_\_\_\_\_  
Carver, Kevin

Date: 02/27/2019

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

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

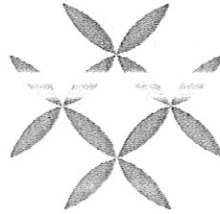


## BOARD OF COMMISSIONERS

TOM WHITE  
Chairman

CLAYTON D. RIGGS  
Vice Chairman

GARRY W. MEIGGS  
RANDY KRAINIAK  
ROSS MUNRO



**Camden County**  
NEW ENERGY. NEW VISION.

KENNETH ROWMAN  
County Manager

KAREN DAVIS  
Clerk to the Board

JOHN S. MORRISON  
County Attorney

February 15, 2019

Superintendent  
Camden County Schools  
Attn: Dr. Joe Ferrell  
174 North NC 343  
Camden, NC 27921

RE: Student Generation

Mr. Ferrell,

The following student generation rates for the following proposed major subdivisions seeking approval utilizing the formula of .67 students per single family lot (Primary = .29; Intermediate = .18; Middle = .07; and High School = .13):

<u>Subdivision Name</u>	<u>Lots proposed</u>	<u>Primary</u>	<u>Intermediate</u>	<u>Middle</u>	<u>High School</u>
Sleepy Hollow Estates	10	2.9	1.8	.7	1.3
North River Crossing	42	12.1	7.5	2.9	5.4

If you have any questions, please contact me at (252) 338-1919 ext 232.

Sincerely,

  
David Parks, CFM  
Permit Officer

cc: file

Attachment: Supporting documents Sleepy Hollow (2394 : Set Public Hearing - Preliminary Plan Phase II Sleepy Hollow Estates)

Date:

From: Technical Review Staff Camden Co. School Transportation Dept.  
(Organization)

To: Camden County Planning Department

RE: Preliminary Plat Sleepy Hollow Estates – 10 lots

The following are \_\_\_\_\_ input for Phase II Sleepy Hollow Estates (10 lots) major residential subdivision:

\_\_\_\_ Approved as is.

\_\_\_\_ Reviewed with no comments.

Approved with the following comments/recommendations:

See attached Memo Request  
\_\_\_\_\_  
\_\_\_\_\_

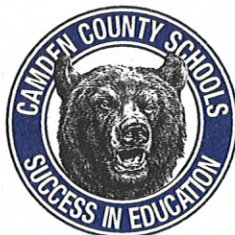
\_\_\_\_ Disapproved with the following comments: (Provide factual evidence for denial)

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

Name: Britton Overton Signature: [Handwritten Signature]

Attachment: Supporting documents Sleepy Hollow (2394 : Set Public Hearing - Preliminary Plan Phase II Sleepy Hollow Estates)

**Address**  
 174 Hwy 343 North  
 Camden, N.C. 27921-7549  
 Telephone (252) 335-0831  
 Fax (252) 331-2300  
 ccsnc.org



**Board Members**  
 Christian A. Overton, *Chair*  
 Jason A. Banks, DDS, *Vice Chair*  
 Sissy Aydlett  
 Kevin P. Heath  
 Chris Purcell

## CAMDEN COUNTY BOARD OF EDUCATION

Dr. Joe Ferrell, *Superintendent*

To: Dan Porter, Planning Director  
 From: Britton Overton, Director of Transportation *BO*  
 Date: March 5, 2019  
 Re: School Bus Turning Radius in Subdivision Cul-de-sac  
 Technical Review Committee Meeting; Sleepy Hollow Estates  
 CC: David Parks, Camden Planning Department

Camden County School Transportation Department requests that any subdivision created in Camden county have a minimum of 43.5' cul-de-sac radius.

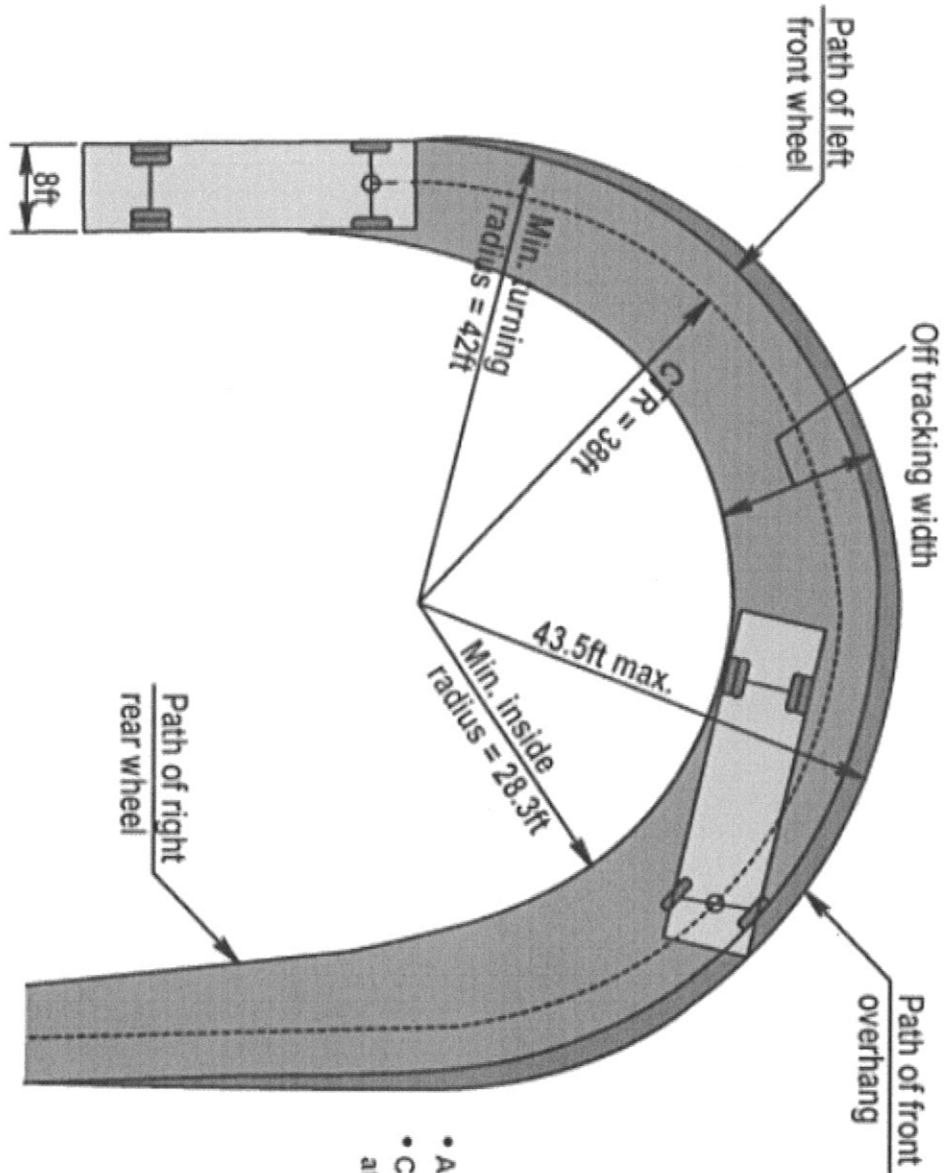
The NC Department of Transportation requires a minimum cul-de-sac radius for non-curb and gutter pavement sections of 35' as per the *2010 Subdivision Roads Minimum Construction Standards*. AASHTO turning templates (attached) recommend a minimum turning radius of 42' plus an additional 1.5' to keep the rear overhand from wiping out a mailbox.

This information and support have been provided by our local state department in reference to the requested 43.5' radius.

### MISSION STATEMENT

The Camden County Public Schools, in partnership with home and community, will educate all to be productive citizens in an ever-changing





- Assumed steering angle is 31.7°
- CTR = Center line turning radius at front axle



Memorandum

To: Dan Porter, Planning Director  
 From: Greg Johnson, Drainage Engineer  
 Date: February 26, 2019  
 Re: Sleepy Hollow Estates – Phase 2  
 Preliminary Plans



Good afternoon Dan

Kimberly D. Hamby, PE, Senior Project Manager with the Timmons Group submitted a review package by email. She forwarded that email to you

I performed a field inspection of the area on Monday February 25, 2019. Pictures taken during the inspection follow. The first phase made improvements and these improvements must be incorporated into phase 2.

It appears that the project is an upper reach of Sawyers Creek. As I walked through the project limits there were areas that were very soft and proper compaction of the rights-of-way and under homes is a must. Drainage for the site flows toward the wooded area south of New Sawyers Creek Baptist Church. As the main channel collects ditch flows volume increases as it travels through the woods and outfalls under Sawyers Creek Road. It appears that the description in Ms. Hamby's submittal is correct. As the project moves forward I request that the tailwater elevation begin downstream of Sawyers Creek Road for drainage design.

The upper picture on page 15 shows the main traveling through the woods. Intime the channel will become more restrictive and some measure should be made to acquire and easement and have the channel cleaned. I acknowledge that this is an extreme requirement and suggest that it be discussed. The pictures on page 18 are of the channel downstream of Sawyers Creek Road. This too will need maintenance in the future to maintain its hydraulic performance.

Base on the inspection and information provided I recommend that the project proceed to the design stage. Please include in the future submittals the plans for the first phase. If you have any questions, please call me.

I have **not** shared this email with the Timmons Group but, I will once you concur. If you have any questions concerning these comments, please call me.

Respectively submitted

C. Gregory Johnson, P.E.  
 (757) 353-8695  
 3536 W. Coral Key  
 Virginia Beach, VA 23452-4404

# The Twiford Law Firm, P.C.

Russell E. Twiford (Retired)  
John S. Morrison  
R. Mark Warren  
Courtney S. Hull  
Lauren E. Arizaga-Womble  
Megan E. Morgan  
Whitney A. Young

## Attorneys At Law

P.O. Box 669  
111 Currituck Commercial Drive  
Moyock, North Carolina 27958-0669  
Telephone (252) 435-2811  
Fax (252) 435-9974

Elizabeth City Office  
203 North Road Street  
Elizabeth City, NC 27907-0091  
Telephone (252) 338-4151  
Fax (252) 338-8546

LOOK AT OUR WEBSITE:  
[www.twifordlaw.com](http://www.twifordlaw.com)

Please Respond To:  
Moyock

March 29, 2019

Dan Porter  
Via email

### *RE: Sleepy Hollow Subdivision*

Dear Dan:

Confirming our conversation of yesterday, neither the Planning Board, planning staff nor the Board of Commissioners has any authority to settle property line disputes, or larger title questions. We must rely upon the representations made to us by the applicant. If the parties cannot resolve a title or property line dispute, this question rests exclusively with the courts. Accordingly, when an applicant's title is disputed by a citizen at either the Planning Board or Board of Commissioners stage, we should advise as follows:

1. Although we appreciate the participation in our planning process, we are not a court and have no authority to establish title or boundary lines. We will rely upon the applicant's representations.
2. No action taken by Planning Board, planning staff, or Board of Commissioners can establish title where it does not exist.
3. The applicant may obtain approval from the County for a proposed development. That does not vest title in the applicant if he or she does not already possess it.
4. The applicant develops at his/her own risk of there is a title question.
5. It is incumbent upon an objecting citizen to bring the title issue to the applicant and attempt resolution. Ultimately the objecting party can file suit for trespass, seek an injunction to prohibit the applicant from coming onto his/her property or other damages. Even if the County has granted a special or conditional use permit, the courts have the final say.
6. Often title issues are complex legal questions. Proof of title can consume many hours, even days in litigation with an uncertain outcome. Witnesses must testify, often surveyors, real estate experts and the like. It may require a jury decision.
7. To some considerable extent, this matter should be self policing. If a developer has any significant concern that title is in question, it is foolish to risk money in development.

Although this may seem surprising to the public, it makes common sense upon even brief reflection. If the Planning Board or the Board of Commissioners had the authority to stop

development because of title concerns, any citizen could make an objection and bring development to a halt. I suggest those concerned with title questions retain counsel who will then approach the developer's counsel and attempt to resolve the dispute. If that is not successful then litigation may ensue. No action taken by the County will effect a court's determination. If the developer does not have good title, a special use permit will be useless. It will not bind the true owner.

I will be most pleased to confer with you, the Planning Board or interested parties further.

Thank you for your kind inquiry. I hope this is of assistance.

Warmest personal regards,

JOHN S. MORRISON

JSM:cn



## Part 3. Zoning.

**§ 153A-340. Grant of power.**

(a) For the purpose of promoting health, safety, morals, or the general welfare, a county may adopt zoning and development regulation ordinances. These ordinances may be adopted as part of a unified development ordinance or as a separate ordinance. A zoning ordinance may regulate and restrict the height, number of stories and size of buildings and other structures, the percentage of lots that may be occupied, the size of yards, courts and other open spaces, the density of population, and the location and use of buildings, structures, and land for trade, industry, residence, or other purposes. The ordinance may provide density credits or severable development rights for dedicated rights-of-way pursuant to G.S. 136-66.10 or G.S. 136-66.11.

(b) (1) These regulations may not affect property used for bona fide farm purposes; provided, however, that this subsection does not limit regulation under this Part with respect to the use of farm property for nonfarm purposes.

(2) Except as provided in G.S. 106-743.4 for farms that are subject to a conservation agreement under G.S. 106-743.2, bona fide farm purposes include the production and activities relating or incidental to the production of crops, grains, fruits, vegetables, ornamental and flowering plants, dairy, livestock, poultry, and all other forms of agriculture, as defined in G.S. 106-581.1. Activities incident to the farm include existing or new residences constructed to the applicable residential building code situated on the farm occupied by the owner, lessee, or operator of the farm and other buildings or structures sheltering or supporting the farm use and operation. For purposes of this subdivision, "when performed on the farm" in G.S. 106-581.1(6) shall include the farm within the jurisdiction of the county and any other farm owned or leased to or from others by the bona fide farm operator, no matter where located. For purposes of this subdivision, the production of a nonfarm product that the Department of Agriculture and Consumer Services recognizes as a "Goodness Grows in North Carolina" product that is produced on a farm subject to a conservation agreement under G.S. 106-743.2 is a bona fide farm purpose. For purposes of determining whether a property is being used for bona fide farm purposes, any of the following shall constitute sufficient evidence that the property is being used for bona fide farm purposes:

- a. A farm sales tax exemption certificate issued by the Department of Revenue.
  - b. A copy of the property tax listing showing that the property is eligible for participation in the present use value program pursuant to G.S. 105-277.3.
  - c. A copy of the farm owner's or operator's Schedule F from the owner's or operator's most recent federal income tax return.
  - d. A forest management plan.
  - e. Repealed by Session Laws 2017-108, s. 8(a), effective July 12, 2017.
- (2a) A building or structure that is used for agritourism is a bona fide farm purpose if the building or structure is located on a property that (i) is owned by a person who holds a qualifying farmer sales tax exemption certificate from the Department of Revenue pursuant to G.S. 105-164.13E(a) or (ii) is enrolled in the present-use value program pursuant to G.S. 105-277.3. Failure to maintain the requirements of this subsection for a period of three years after the date the building or structure was originally classified as a bona fide purpose pursuant to this subdivision shall subject the building or structure to applicable



**CAMDEN COUNTY PLANNING BOARD**

Regular Meeting – March 20, 2019

**Camden County Planning Board****Regular Meeting****March 20, 2019 7:00 PM****Historic Courtroom, Courthouse Complex****Camden, North Carolina****MINUTES**

*The regular meeting of the Camden County Planning Board was held on March 20, 2019 in the Historic Courtroom, Camden, North Carolina. The following members were present:*

**CALL TO ORDER & WELCOME:**

Chairman Calvin Leary called the March 20, 2019 meeting to order at 7:00 PM. The following Planning Board and Staff Members were Present:

Planning Board:

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Calvin Leary	Chairman	Present	6:50 PM
Fletcher Harris	Board Member	Present	6:50 PM
Rick McCall	Board Member	Present	6:50 PM
Ray Albertson	Board Member	Present	6:50 PM
Steven Bradshaw	Vice Chairman	Absent	
Cathleen M. Saunders	Board Member	Present	6:50 PM

Staff:

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Dan Porter	Planning Director	Present	6:50 PM
Dave Parks	Permit Officer	Present	6:50 PM
Amy Barnett	Planning Clerk	Present	6:30 PM

The following were also present:

<b>Attendee Name</b>	<b>Address</b>	<b>Purpose</b>	<b>Meeting Section</b>
Chad Williams, Keeter Barn LLC	N. Water Street, Elizabeth City, NC	Applicant for Rezoning	New Business (NB), Item A
Jimmy Brickhouse	Keeter Barn Rd, Camden NC	Adjacent Property Owner	NB, Item A
Dave Klebitz, Bissell Professional Group	Kitty Hawk, NC	Agent for Applicant, Prelim Plat North River Crossing	NB, Item B
Andrew Monn	Trotman Rd, Shiloh, NC	Adjacent Property Owner	NB, Item B
Kim Hamby, Timmons Group	Elizabeth City, NC	Agent for Applicant, Prelim Plan Sleepy Hollow Phase II	NB, Item C
Jennifer Tillett	Sleepy Hollow Rd, Camden NC	Adjacent Property Owner	NB, Item C
Aaron Pippen	Sleepy Hollow Rd, Camden NC	Adjacent Property Owner	NB, Item C
Reginald Tillett	Sleepy Hollow Rd, Camden NC	Adjacent Property Owner	NB, Item C
Sarah Hamilton	Sleepy Hollow Rd, Camden NC	Adjacent Property Owner	NB, Item C
Wanda Daniels	Sleepy Hollow Rd, Camden NC	Adjacent Property Owner	NB, Item C

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**CONSIDERATION OF AGENDA**

*Motion to Approve Agenda as Presented*

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Fletcher Harris, Board Member
<b>SECONDER:</b>	Ray Albertson, Board Member
<b>AYES:</b>	Leary, Harris, McCall, Albertson, Saunders
<b>ABSENT:</b>	Bradshaw

**CONSIDERATION OF MINUTES - DECEMBER 19, 2018**

*Motion to Approve Minutes from December 19, 2018 As Written*

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Cathleen M. Saunders, Board Member
<b>SECONDER:</b>	Ray Albertson, Board Member
<b>AYES:</b>	Leary, Harris, McCall, Albertson, Saunders
<b>ABSENT:</b>	Bradshaw

**OLD BUSINESS**

None.

**NEW BUSINESS**

**A. UDO 2019-03-04 Rezoning Keeter Barn LLC**

Dave Parks described this agenda item and went over the staff report as incorporated herein below:

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**STAFF REPORT**  
**UDO 2019-03-04**  
**ZONING MAP AMENDMENT**

**PROJECT INFORMATION**

**File Reference:** UDO 2019-03-04  
**Project Name:** N/A  
**PIN:** 01-7080-00-30-7405

**Applicant:** Keeter Barn, LLC  
 Chad Williams &  
 Alexander Underhill  
**Address:** 205 N. Water St.  
 Elizabeth City, NC  
**Phone:** (252) 340-0147  
 Email:

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**Agent for Applicant:**

**Address**  
**Phone:**  
**Email:**

**Current Owner of Record:** Applicant

**Meeting Dates:**

3/1/2019 Neighborhood  
 3/20/2019 Planning Board

**Application Received:** 3/4/2019

**By:** David Parks, Permit Officer

**Application Fee paid:** \$970.00, Check #1001

**Completeness of Application:** Application is generally complete

**Documents received upon filing of application or otherwise included:**

- A. Rezoning Application
- B. Deed
- C. GIS Aerial, Current zoning, Comprehensive Plan Future Land Use and  
CAMA Land Use Plan Suitability Maps
- D. Neighborhood Meeting Comments

**REQUEST:** Rezone approximately 47 acres from Highway Commercial (HC) to Village Residential (VR) on property located at intersection of U.S. 17 and Keeter Barn Road South Mills Township.

**From:** Highway Commercial (HC) - Article 151.3.6.5 (Purpose Statement)

The Highway Commercial district is applied to lots along the County's major roadways (e.g., US 158, US 17, NC 34, and NC 343) and is intended for automobile-oriented commercial development as well as large floorplate commercial uses and uses that require or generate truck traffic. The district also accommodates agricultural and institutional uses as well as higher density residential uses with a special use permit. New development in the HC district is grouped and configured to ensure regular lateral vehicular and pedestrian access along major transportation routes as a means of establishing a well-connected transportation system. New development is configured to maintain high visual quality along the major roadway, or is fully screened from view. Sufficient spacing and screening is included along lot lines shared with adjacent residential zoning districts to ensure compatibility. New commercial and multi-family developments in the district are subject to the design standards in Article 151.5.

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**To:** Village Residential (VR) - Article 151.3.5.6 (Purpose Statement)

The Village Residential (VR) district is established to accommodate a wide range of residential and institutional use types at modest densities on lots within and adjacent to designated village centers. The district allows duplexes, live/work units, single-family attached, and single-family detached dwellings, but does not allow mobile homes, manufactured homes, or conservation subdivisions. As a means of creating compact, functional neighborhoods, the district also allows a wide variety of institutional uses, including community centers, day care, schools, assisted living, religious institutions, parks, and utilities. Lots served by public sewer may have reduced minimum lot sizes and building height is measured from the base flood elevation. District regulations are intended to support the County's investment in infrastructure by encouraging the development of compact, vibrant neighborhoods with a variety of house sizes and types that are located in close proximity to complementary institutional uses. Low density development comprised of uniform building types or styles is discouraged.

**PROJECT LOCATION:** intersection of U.S. 17 and Keeter Barn Road South Mills Township

**Maps Show:**

- Vicinity Map:** Located at intersection US 17 & Keeter Barn Road, South Mills, NC
- Drainage Map:** Drains north east to a ditch then south along ditches leading to McPherson Ditch
- CAMA Land Suitability Map:** Very High
- Comprehensive Plan Future Land Use Map:** Rural Residential One Acre Lots
- CAMA Future Land Use Map:** Low Density Residential
- Zoning Map:** Current Zoning is Highway Commercial (HC)

**SITE DATA**

- Lot size:** Approximately 42 acres.
- Flood Zone:** X
- Zoning District(s):** Highway Commercial (HC)
- Existing Land Uses:** Farmland

**Adjacent Zoning & Uses:**

	North	South	East	West
<b>Zoning</b>	Rural Residential (RR)	Highway Commercial (HC)	Highway Commercial (HC) / Rural Residential (RR)	Working Lands (WL)
<b>Use &amp; Size</b>	Housing	Sewer Treatment Plant	South Mills Fire Station / Farmland	US 17 / Dismal Swamp Canal

Attachment: Planning Board Minutes 03172019 (2394 : Set Public Hearing - Preliminary Plan Phase II Sleepy Hollow Estates)



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**Proposed Use(s):** Residential purposes.

**Description/History of property:** Property is located just outside the Core Village of South Mills at the corner of U.S. 17 and Keeter Barn Road and is currently being farmed by current owner. Property was advertised for sale by previous owner under the current zoning of Highway Commercial (which was approved in 2004) with no prospects. Possible reasons for this maybe; 1) Only access for a development would be off Keeter Barn Road as U.S. 17 is a limited access corridor; 2) proximity to sewer treatment; 3) lack of demand/rooftops.

**ENVIRONMENTAL ASSESSMENT**

**Streams, Creeks, Major Ditches:**

**Distance & description of nearest outfall:** The property is very flat with a minimal outfall ditch located at the southeastern part of the property running eastwardly, then turns south through a few farm field then South to the McPherson Ditch. Approximate distance to McPherson Ditch is 3,880 feet. See Drainage Map next page.

**INFRASTRUCTURE & COMMUNITY FACILITIES**

**Water:** Water lines are located adjacent to property along Keeter Barn Road.

**Sewer:** Sewer lines are located adjacent to property along Keeter Barn Road.

**Fire District:** South Mills Fire Department adjacent to property.

**Schools:** Impact calculated at Development stage.

**Traffic:** Generation of traffic will be at development stage.

**PLANS CONSISTENCY**

**CAMA Land Use Plan Policies & Objectives:** Inconsistent. The CAMA Land Use Plan was adopted by the Camden County Board of Commissioners on April 4, 2005. The proposed zoning change is inconsistent in that the Future Land Use Maps has property identified as Low Density Residential on 1-2 acres or greater. However at the time the plan was adopted, the County had not considered connecting residential to sewer to allow for higher density residential development due to limited availability of sewer. The requested zoning makes it partially consistent in that it allows for residential development but with a higher density based on water/sewer availability.

**2035 Comprehensive Plan:** Inconsistent. The proposed zoning change is inconsistent with Comprehensive Plan (Adopted 2012) as Future Land Use Maps reflect land as Rural Residential on one acre lots. Availability of sewer for higher density development was more focused within the Core Villages of the County at the time the plan was approved. Requested zoning makes it partially consistent in that it allows for residential development, but at a higher density based on water/sewer availability.

**Comprehensive Transportation Plan:** Consistent AND Inconsistent. Proposed Interstate 87 which is on the States TIP may affect portion of property.

**Other Plans officially adopted by the Board of Commissioners:** N/A.

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**FINDINGS REGARDING ADDITIONAL REQUIREMENTS:**

**Will the proposed zoning change enhance the public health, safety or welfare?**

Yes. **Reasoning:** The proposed zoning change will enhance the public health, safety, or welfare as it will allow for a mix of higher density of residential and commercial uses with the availability of water and sewer which both are located adjacent to property.

**Is the entire range of permitted uses in the requested classification more appropriate than the range of uses in the existing classification?** Yes.

**Reasoning:** Uses in the requested zoning classification are more appropriate as it offers a mix of residential and commercial options. The current zoning has been in place since 2004 and has been listed for sale by previous owners with no success.

**For proposals to re-zone to non-residential districts along major arterial roads:**

**Is this an expansion of an adjacent zoning district of the same classification?** N/A **Reasoning:**

**What extraordinary showing of public need or demand is met by this application?** N/A **Reasoning:**

**Will the request, as proposed cause serious noise, odors, light, activity, or unusual disturbances?** No. **Reasoning:** All uses permitted in the requested zoning classification should not cause any serious noise, odors, light activity, or unusual disturbances.

**Does the request impact any CAMA Areas of Environmental Concern?** No.

**Reasoning:** Property is outside any CAMA Areas of Environmental Concern.

**Does the county need more land in the zoning class requested?** Yes.

**Reasoning:** The requested VR zoning is a revision as far as definition and permitted uses of the previous Mixed Village Residential (R1) (new zoning classification approved on February 4, 2019). Additional zoning of this classification is needed in specific areas within and adjacent to Camden's Village areas.

**Is there other land in the county that would be more appropriate for the proposed uses?** No. **Reasoning:** The location of the property makes it appropriate for the proposed uses.

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

**Reasoning:** The proposed zoning will have an impact on all public facilities, how much will be determined at the development of the property.

- Schools
- Fire and Rescue
- Law Enforcement
- Parks & Recreation
- Traffic Circulation or Parking
- Other County Facilities

**Is This A Small Scale “Spot” Rezoning Request Requiring Evaluation Of Community Benefits?** No.

**If Yes (regarding small scale spot rezoning) - Applicants Reasoning:**

	Personal Benefits / Impact	Community Benefits / Impact
With Rezoning		
Without Rezoning		

**STAFF COMMENTARY:**

The current zoning on property is inconsistent with the CAMA Plan and Comprehensive Plan as the plans reflect property to be zoned as residential. The requested zoning according to its Purpose Statement (listed above) fits this request as property sits adjacent to South Mills Core Village.

**Consistency statement:**

The existing zoning and requested zoning are inconsistent with both the CAMA and Comprehensive plans as both plans identify property as low density residential. At the time both plans were adopted sewer availability was either nonexistent or the use of was focused within the villages where available.

Excerpt from Comprehensive Plan – Vision Statement

“New development will be focused within targeted core areas to breathe new life into established county villages and to efficiently use existing and planned infrastructure and public resources. New housing choices will be made available to serve families, young professionals, and retirees. Rural areas will maintain prominence in the county, and will continue to serve agricultural and forestry production and low density residential development.”

Also, the requested zoning is supported by several action strategies of the Comprehensive Plan.

**Recommendation:**

Planning Staff recommends approval of Rezoning Application (UDO 2019-03-04) from Highway Commercial to Village Residential.

Attachment: Planning Board Minutes 03172019 (2394 : Set Public Hearing - Preliminary Plan Phase II Sleepy Hollow Estates)

## CAMDEN COUNTY PLANNING BOARD

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Dave Parks continued describing this rezoning application:

- Applicants Chad Williams and Alex Underhill are present
- Neighborhood meeting was held at South Mills Fire Department
- There is one comment from an adjacent property owner
- Presented paperwork from South Mills Fire Department outlining their concerns
- Applicant requests to rezone approximately 42 acres from HC to VR
- Property is located at intersection of US 17 and Keeter Barn Road in South Mills NC
- Showed a map detailing the location of the core village of South Mills
- Read the purpose statement for both the Highway Commercial and the Village Residential zoning districts (see page 3 above)

Dave Parks introduced Chad Williams, the applicant for this rezoning, who spoke briefly.

*Chad Williams, Pudding Ridge Road, South Mills, NC; Applicant for Rezoning*

- Looking to get property rezoned to Village Residential
- Want to get the most out of the acreage

After Mr. Parks finished going over the staff report, he addressed the comment from adjacent property owner and the handout which he had given the Planning Board members.

The comment from the adjacent property owner was simply a desire to be able to connect to county sewer.

The handout from the South Mills Fire Department dealt primarily with the approach and landing zone for the Nightingale and also the USCG helicopters. An area of the property to be rezoned falls within the 400 foot "protection" zone. South Mills Fire is concerned that any structures built within the zone would put both the structure and the helicopter at risk due to the approach path and landing zone. Also South Mills Fire is concerned that noise and air displacement from a helicopter may damage any structure built adjacent to the Fire Department property. In addition, there is some concern regarding the retention pond at the rear of the Fire Department property, it will need to be fenced in should a residential development arise out of this rezoning.

Chairman Calvin Leary asked if this meant that nothing could be built in the 400 foot protection zone. Mr. Parks responded that the South Mills Fire Department is requesting that the property remain zoned Highway Commercial.

Mr. Parks pointed out that the 400 foot protection zone also includes a large portion of the "back yard" of the Fire Department property itself, such that an approach from behind the fire department is possible with regard to the 400 foot protection zone.

Dan Porter, Planning Director, commented that this information reflects information brought by the South Mills Fire Department and is not a requirement that the county has. Rezoning is a yes or no decision and conditions cannot be placed on it.



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Fletcher Harris asked if there was sufficient property clearance for a rear approach of a helicopter to land on the South Mills Fire Department's helicopter pad. Dan Porter responded by referring to an image which showed the 400 foot protection zone which also shows that there is sufficient property clearance for such landings.

Dave Parks commented that things like the protection zone of the helicopter pad are things that would be considered at development stage.

Mr. Porter added that the issues with regard to the South Mills Fire Department's helicopter pad would be brought up regardless of whether the property was developed commercial or residential, so it really doesn't matter what zoning it is, if it's developed either way, this issue will come up.

At this time, Chairman Calvin Leary asked if there were any further questions or comments from the board. Hearing none, he opened the floor to public comment.

Jimmy Brickhouse, Keeter Barn Road, South Mills, NC; Adjacent Property Owner

- Has a problem with the potential runoff from the property when it is developed. Afraid that water will drain towards his property and cause flood problems for his farm.
- Stated he is against the rezoning.

Mr. Porter addressed Mr. Brickhouse's concern:

- If the property is able to connect to county sewer, there is potential for smaller lots
- If the property is developed as Highway Commercial, then there will be parking lots
- If the property is developed as Residential, then there will be roof tops
- Developers must submit a subdivision plan, and they also must submit a stormwater plan to show how runoff will be handled
- Post development runoff cannot exceed the pre development amount of runoff
  - Requires the developer to build any number of different types of ponds, swales, etc., to ensure that the runoff post development will be equal or less than the pre development rate.
  - Applies to the runoff rate of a 10-year storm, which is about 5.5 or 6 inches in a 24 hour period.
  - Camden's requirement is several times more than what the state requires.
- Stormwater runoff is usually an issue that is addressed when a project moves forward.
- Regardless of whether it is developed as commercial or residential, any development must come back to the board and go through a number of processes which includes the submission of an engineered stormwater plan, to ensure that the upstream and downstream properties are not negatively impacted by the development.

Chairman Calvin Leary asked if there were any further questions or comments, hearing none, he called for a motion. Mr. Parks reminded the board that 2 motions would be required, a consistency statement, and a motion to approve or deny.

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***Motion to Approve Consistency Statement for UDO 2019-03-04 Rezoning Keeter Barn LLC:***

Consistency Statement: The existing zoning and requested zoning are inconsistent with both the CAMA and Comprehensive plans as both plans identify property as low density residential. At the time both plans were adopted sewer availability was either nonexistent or the use of was focused within the villages where available.

Excerpt from Comprehensive Plan - Vision Statement

"New development will be focused within targeted core areas to breathe new life into established county villages and to efficiently use existing and planned infrastructure and public resources. New housing choices will be made available to serve families, young professionals, and retirees. Rural areas will maintain prominence in the county, and will continue to serve agricultural and forestry production and low density residential development."

Also the requested zoning is supported by several action strategies of the Comprehensive Plan.

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Fletcher Harris, Board Member
<b>SECONDER:</b>	Ray Albertson, Board Member
<b>AYES:</b>	Leary, Harris, McCall, Albertson, Saunders
<b>ABSENT:</b>	Bradshaw

***Motion to Approve UDO 2019-03-04 Rezoning Keeter Barn LLC***

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Cathleen M. Saunders, Board Member
<b>SECONDER:</b>	Ray Albertson, Board Member
<b>AYES:</b>	Leary, Harris, McCall, Albertson, Saunders
<b>ABSENT:</b>	Bradshaw

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**B. UDO 2019-02-01 North River Crossing Phase 2 Prelim Plat****Motion to Recuse Cathleen Saunders from UDO 2019-02-01, North River Crossing Phase 2 Prelim Plat**

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Fletcher Harris, Board Member
<b>SECONDER:</b>	Ray Albertson, Board Member
<b>AYES:</b>	Leary, Harris, McCall, Albertson, Saunders
<b>ABSENT:</b>	Bradshaw

Cathleen Saunders is recused and will not participate in any board discussion or action pertaining to North River Crossing Phase 2 Preliminary Plat.

Dan Porter described this agenda item and went over the staff report as incorporated herein below:

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**STAFF REPORT**

UDO 2019-02-01  
Preliminary Plan North River Crossing  
Phase II Major Subdivision

**PROJECT INFORMATION**

**File Reference:** UDO 2019-02-01  
**Project Name:** North River Crossing  
**PIN:** 03-8965-00-24-6702  
**Applicant:** Seaboard Development Alliance LLC/EHP Land Company, Inc  
**Address:** 2875 Forge Road  
Toano, VA 23168

**Phone:** (757) 869-0001  
**Email:**

**Agent for Applicant:**

**Address:**  
**Phone:**  
**Email:**

**Current Owner of Record:** Seaboard Development Alliance, LLC

**Meeting Dates:**

2/12/2019 Neighborhood Meeting  
3/06/2019 Technical Review Meeting

**Application Received:** 2/12/19  
**By:** David Parks, Permit Officer

**Application Fee paid:** \$8,400 Check #003034

**Completeness of Application:** Application is generally complete

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**Documents received upon filing of application or otherwise included:**

- A.** Land Use Application
- B.** Preliminary Plan
- C.** Deed
- D.** Perc Tests from Albemarle Regional Health Services on all lots
- E.** Neighborhood meeting comments
- F.** TRC Inputs

**PROJECT LOCATION:****Street Address:** Off Ditch Bank Road**Location Description:** Shiloh Township

**REQUEST:** Preliminary Plan Phase II North River Crossing Major Subdivision  
 - 42 lots - Article 151.2.3.16 of the Unified Development Ordinance. Phase II will be further phased as 2A, 2B, 2C.

**SITE DATA****Lot size:** Approximately 47 acres**Flood Zone:** Zone X**Zoning District(s):** Neighborhood Residential (NR)**Adjacent property uses:** Agriculture, Residential**Streets:** Shall be dedicated to public under control of NCDOT.**Street/Subdivision name:****Subdivision name:** North River Crossing**Street Names:** Pamlico, Perquimans, Cape Fear Drives, Chowan, and Deep Court's**Open Space Required:** 47 acres X .05 = 2.35 acres (Article 151.3.5.5)**Landscaping:** Landscaping Plan required at Construction Drawings.

**Farmland Compatibility Standards:** Per Article 151.5.5, a 50' wide vegetative buffer required along all agricultural uses. Indicated on plan.

**Recreational Land:** Per Article 151.6.1.13 - Developer is requesting to pay the fee in lieu of providing land. Formula:  
 1452 sf per lot X 42 (number of lots) = 60,984 sf or 1.4 acres.

**ENVIRONMENTAL ASSESSMENT****Streams, Creeks, Major Ditches:** Development will outfall into the North River.

**Distance & description of nearest outfall:** Distance to North River from Development is approximately 2000 feet. There is a maintenance easement along a ditch of the Roberts property to which the HOA is responsible to maintain in accordance with recorded covenants. Maintenance easement recorded in Camden County Registry of Deeds in BK 301, Pages 817-820.



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**MAPS SHOW:**

**Vicinity Map:** Property is located along Ditch Bank Road just south of Cape Fear Drive

**Preliminary Subdivision Map:** Shows phase 2 to be completed in 3 parts. Phase 2A is on Ditch Bank Road, Phase 2B is along Cape Fear Drive, Perquimans Drive, and Chowan Court. Phase 2C is along Pamlico Drive and Deep Court.

**TECHNICAL REVIEW STAFF (SKETCH PLAN) COMMENTS**

1. **South Camden Water.** Approved.
2. **Albemarle Regional Health Department.** Approved. Received 42 perc tests.
3. **South Camden Fire Department.** Reviewed no comments.
4. **Pasquotank EMS (Central Communications).** Subdivision/road names approved.
5. **Sheriff's Office.** Reviewed no comments.
6. **Postmaster Elizabeth City.** No response. Did not attend meeting.
7. **School Superintendent.** No response. Did not attend meeting.
8. **Transportation Director of Schools.** Approved with request that all cul-de-sac's turning radius be a minimum of 43.5 feet.
9. **Camden Soil & Water Conservationist.** Approved.
10. **NCDOT.** No response.
11. **Mediacom.** No response.
12. **Century Link.** No response.

**PLANS CONSISTENCY**

**CAMA Land Use Plan Policies & Objectives:** Consistent. CAMA Land Suitability Maps has land designated as Moderate Suitability and Future Land Use Maps has land designated as Medium Density Residential.

**2035 Comprehensive Plan:** Consistent. Property is consistent with 2035 Comprehensive Plan Future Land Use Maps which has area designated as Rural Residential.

**Comprehensive Transportation Plan:** Consistent. Property abuts Ditch Bank and Trotman Roads and internal roads will be dedicated to public.

**FINDINGS REGARDING ADDITIONAL REQUIREMENTS:**

**Endangering the public health and safety?** No. In staff's opinion, application does not appear to endanger public health and safety.

**Injure the value of adjoining or abutting property?** No. In staff's opinion, application does not appear to injure the value of adjoining or abutting property as this is Phase II of existing subdivision.



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A comment was made that when it rains, sometimes the intersection of Ditch Bank and Trotman Roads are like a river as far as drainage is concerned.

Mr. Porter added that originally when they submitted their sketch plan for this overall project, there was some discussion about drainage at the north and at the southern end of the canal / ditch that leads off of Ditch Bank Road. They could not get an agreement from the property owner to let them clean and maintain that ditch, so all the water from this development goes to the north underneath Trotman and out towards Indian Town Creek. As Mr. Klebitz showed on the drainage map, some of the current runoff comes down through Ditch Bank Road. They are actually eliminating some of that runoff so that the only water that will be coming off and onto Ditch Bank Road will be the front yards of those houses along that roadway. Runoff from the other sections of the development will be routed elsewhere.

Mr. Porter continued going through the Staff Report. Mr. Porter commented that this particular development was started under the old UDO (Phase 1), and that Phase 2 will be completed under the new UDO which was adopted this past February. The landscaping requirement was one change that under the old UDO was required at Preliminary Plat, now under the new UDO it is required at construction drawing stage.

After concluding the staff report, Mr. Porter opened the floor to public comment.

*Andrew Monn, Trotman Road, Shiloh, NC; Adjacent Property Owner*

- Primary concern is drainage
- Spoke of effects of Hurricane Matthew and how roads were impassible after the storm due to flooding
- Spoke of culverts in area being clogged and posing a problem for drainage
- Asked that the culverts be cleaned before turning anything over to a Home Owners Association

At this time, Chairman Calvin Leary asked if there were any further questions or comments from the board, staff, or public. Hearing none, he entertained a motion.

***Motion to Approve UDO 2019-02-01 North River Crossing Phase 2 Prelim Plat***

<b>RESULT:</b>	<b>PASSED [4 TO 0]</b>
<b>MOVER:</b>	Rick McCall, Board Member
<b>SECONDER:</b>	Ray Albertson, Board Member
<b>AYES:</b>	Leary, Harris, McCall, Albertson
<b>RECUSED:</b>	Saunders
<b>ABSENT:</b>	Bradshaw

Mr. Porter commented for public knowledge that this agenda item will be on the April Board of Commissioners meeting agenda to set a public hearing date, and the public hearing itself will be held in May.

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**C. UDO 2019-02-18 Sleepy Hollow Estates Phase 2 Preliminary Plan**

Dan Porter described this agenda item and went over the Staff Report as incorporated herein below:

**STAFF REPORT**

UDO 2019-02-18  
 Preliminary Plan Sleepy Hollow Estates  
 Phase II Major Subdivision

**PROJECT INFORMATION**

**File Reference:** UDO 2019-02-18  
**Project Name:** Sleepy Hollow Estates  
**PIN:** 02-8935-01-28-8169  
**Applicant:** Daniel Cartwright  
**Address:** 366 N. Gregory Rd, Shawboro, NC 27973  
**Phone:** (252) 202-6645  
**Email:**

**Agent for Applicant:** Timmons Group  
**Address:** 1805 West City Dr., Unit E, Elizabeth City, NC, 27909  
**Phone:** (252) 338-2913  
**Email:**

**Current Owner of Record:**

**Meeting Dates:**  
 02/19/2019 Neighborhood Meeting  
 03/06/2019 Technical Review Meeting  
 03/20/2019 Planning Board

**Application Received:** 2/22/19  
**By:** David Parks, Permit Officer

**Application Fee paid:** \$2,000 Check #1210

**Completeness of Application:** Application is generally complete

**Documents received upon filing of application or otherwise included:**

- A. Land Use Application
- B. Preliminary Plan
- C. Agent for Applicant letter
- D. Deed
- E. Pere Tests from Albemarle Regional Health Services
- F. TRC Inputs

**PROJECT LOCATION:**

**Street Address:** Off Sleepy Hollow Road Adjacent to address 312  
**Location Description:** Courthouse Township

**CAMDEN COUNTY PLANNING BOARD**

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**REQUEST:** Preliminary Plan Phase II Sleepy Hollow Estates Major Subdivision  
- 10 lots - Article 2.3.16 of the Unified Development Ordinance.

**MAPS SHOW:**

**Vicinity Map:** Property located adjacent to 312 Sleepy Hollow Road

**Zoning Map:** Property is zoned Rural Residential (RR)

**Comprehensive Plan Future Land Use Map:** Rural Preservation

**CAMA Plan Future Land Use Map:** Medium Density Residential

**SITE DATA**

**Lot size:** Approximately 14 acres

**Flood Zone:** Zone AE/X

**Zoning District(s):** Neighborhood Residential (NR)

**Adjacent property uses:** Agriculture, Residential, Church.

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

**Street/Subdivision name:**

**Subdivision name:** Sleepy Hollow Estates

**Street Names:** Blue Bill Way

**Open Space Required:** 12 acres X .05 = .61 acres

**Landscaping:** Landscaping Plan required at Construction Drawing.

**Farmland Compatibility Standards:** Per Article 151.5.5, a 50' wide vegetative buffer required along all agricultural uses. Indicated on plan.

**Recreational Land:** N/A (Less than 30 lots) Article 151.6.1.13

**ENVIRONMENTAL ASSESSMENT**

**Streams, Creeks, Major Ditches:** Sawyers Creek

**Distance & description of nearest outfall:** Outfall located at the South-eastern portion of property through 404 wetlands under Sawyers Creek Road out to Sawyers Creek. Distance is approximately 2,100 feet to culvert.

**TECHNICAL REVIEW STAFF COMMENTS**

1. **South Camden Water.** Approved.
2. **Albemarle Regional Health Department.** Approved. 10 Perc tests received.
3. **South Camden Fire Department.** Reviewed with no comments.
4. **Pasquotank EMS (Central Communications).** Subdivision/road names approved.
5. **Sheriff's Office.** Reviewed with no comments.
6. **Postmaster Elizabeth City.** No response. Did not attend TRC meeting.
7. **Superintendent of Schools.** No response. Did not attend TRC meeting.
8. **Transportation Director of Schools.** Approved with comments (see attached).
9. **Camden Soil & Water Conservationist.** Approved.
10. **NCDOT.** No response.
11. **Mediacom.** No response.
12. **Century Link.** Reviewed no comments.





**CAMDEN COUNTY PLANNING BOARD**

Regular Meeting – March 20, 2019

Dan Porter noted that both the applicant, Daniel Cartwright, and his agent, Kim Hamby with Timmons Group are both present. At this time, Mr. Porter asked Ms. Hamby to speak regarding this project.

*Kim Hamby, Timmons Group, Elizabeth City, NC; Agent for Applicant*

- Propose to develop 10 residential lots on 14.5 acres located between the church and the 4 lot minor subdivision which are located on Sleepy Hollow Road
- There will be a single road in
- Instead of a traditional cul-de-sac, there will be a turn-around, essentially a bulb cul-de-sac at the 1000 foot limit to meet safety requirements for safety turn around. We've extended the road to meet the County's requirement for interconnectivity should anyone desire to develop the adjacent property, they would be able to connect.
- Site has been evaluated for individual septic systems. Entire project has been approved by ARHS with varying levels of fill from 8 to 18 inches which is typical in this area.
- Water will be via South Camden Water, with a line run down for hydrants
- Drainage - there is a lead ditch that goes around the back end south side of the property and leads into wetlands at the indicated corner. The only drainage passing through this site at present drains to the wetland. The ditches on the site extend about 100-150 feet onto the property to the north. What we intend to do is put in a perimeter ditch system that will intercept the runoff from the adjacent properties and bring the runoff around the site instead of trying to bring it through the lots. We have started discussions with Greg Johnson regarding how the drainage review will be done.
- If it is found that storage is needed to prevent post development discharge of runoff, it is likely that a wide swale will be used to provide for water storage after storms, that will still be able to drain down, and that will likely be positioned between the agricultural buffer to the south and the backs of the lots on the south side of the proposed road.
- We've received some comments from the school system about enlarging the pavement radius for school bus turn-around, and have reached out to NCDOT to start talking with them about what they would prefer to see taking into account the request of a 43.5 foot turning radius and NCDOT's right of way requirement of 50 foot, the right of way may need to be enlarged as well. If that becomes the case, there is sufficient property to move lot lines around to accommodate this if needed.
- Mail boxes will be cluster/community mailboxes per Postal requirements
- Parking will be ADA Compliant, will be one standard parking space and one ADA Compliant parking space per lot instead of just having roadside pull offs

**CAMDEN COUNTY PLANNING BOARD**

Regular Meeting – March 20, 2019

At this time, Dan Porter continued going over the staff report. Items of note are:

- Is in the AE flood zone, so will require elevation certificates when lots are developed
- Lots are surrounded by agricultural, residential, and a church
- Open space requirement is .61 acres which will likely be accommodated in the buffer that is required.
- A farmland compatibility buffer of 50 feet is required between any agricultural use adjacent to residential use
- Buffers are located on the western and southern parts of the property
- A 50 foot buffer between the church and the road in the project, which is not a requirement, they are doing this on their own.
- Project outfalls eventually to Sawyer's Creek located at the south eastern portion of the property, draining through 404 wetlands
- New UDO changes the way Stormwater Plans and Permits are handled. Under the old UDO, stamped sealed and approved stormwater plans and state permits were required to be submitted prior to preliminary plat. The New UDO changes all that. Under the new UDO, those plans and permits are still required, but just not at this point. They have to commit to doing that, and we need a letter from the agency stating that they have met all the requirements. What we require for our stormwater requirements is for the applicant to identify the amount of watershed area upstream from their project that will be flowing into this project, and as Ms. Hamby mentioned, it is pretty minimal for this project. They are also required to identify the downstream outfall. That is the point at which the pre and post development is measured. The question is how much does this development have to model the amount of other water coming from other parts of the property going to the ditch / wetlands, and that is still under discussion with Mr. Johnson, the county's stormwater engineer.
- Mr. Greg Johnson has provided a letter stating "Based on inspection and the information provided, I recommend that the project proceed to the design stage. Please include any future submittals of plans for the first phase". Mr. Johnson has approved it at this point with the information presented, and he will be involved in the process of approving the overall stormwater plan before they can begin construction.
- Recommending approval of Phase II Sleepy Hollow Estates based on the current by right zoning with the recommendation that construction drawings reflect the request by the schools regarding 43.5 foot turnaround radius.

Chairman Calvin Leary asked Kim Hamby how the Neighborhood Meeting went. Ms. Hamby responded that there were questions relating to stormwater runoff/drainage, trash during construction. Ms. Hamby went on to say that there will be a 50 foot planted buffer between the farmland and the development which should prevent debris from construction from leaving the construction site(s). She added that there were some property owners to the north who had property line disputes, but that to her knowledge those have been settled and property has been transferred.

Mr. Porter commented that the trash / debris issue is an issue everywhere that construction occurs. It is something that is monitored by the building and code enforcement officials.

**CAMDEN COUNTY PLANNING BOARD**

Regular Meeting – March 20, 2019

Ms. Hamby also stated that the buffer between the development and the church property will be maintained and kept up. She added that this particular buffer may be reduced in size slightly if it is found that the lot lines need to be modified. This is not an issue because the buffer between the development and the church is not a requirement.

At this time, Chairman Calvin Leary opened the floor to public comment.

Jennifer Tillett, Sleepy Hollow Road, Camden, NC; Adjacent Property Owner

- Property owner with property line dispute
- Did not get deed to property that was transferred to her

Dave Parks stated that the deeds were "quit claims deeds", the survey on this was signed, and the deeds were recorded, he did not know why she did not get hers.

Aaron Pippen, Sleepy Hollow Road, Camden, NC; Adjacent Property Owner

- Also had property line dispute
- Stated that his claim is still open regarding the land transfer until his property has been surveyed, even though paperwork says that the Cartwright's claim has been settled.

Mr. Porter stated that the paperwork Mr. Pippen referred to was a letter from his title insurance agent. Mr. Porter further stated that he is not sure what Mr. Pippen's claim actually is, other than that there was a negotiated agreement with regard to where the property line is. The survey was brought to the Planning Department, staff reviewed the survey which had quit claims deeds with it. The survey was signed and walked over to the Register of Deeds office and recorded. It is up to the board whether or not to continue this proceeding given that there is question of recordation.

Chairman Calvin Leary voiced his opinion that this agenda item should be tabled pending verification that the land transfer issues have been cleared up.

Rick McCall asked if the problem was getting the actual deed or if the problem was with the information on the survey. Mr. Pippen responded that the problem is with the line on the survey. He further stated that the developer has his own survey, but to settle the dispute the line has to be settled. They settled their claim and surrendered their right to the disputed property, but for the right to that property the line has to be established.

Ms. Hamby stated that the title company is the one who ordered the survey, reviewed the deeds, the survey, and the descriptions.

Fletcher Harris stated agreement with Chairman Leary that this item should be tabled pending verification of the aforementioned issues.

Mr. Pippen asked if he could speak on other issues with this development. Chairman Leary agreed.

**CAMDEN COUNTY PLANNING BOARD**

Regular Meeting – March 20, 2019

Aaron Pippen, Sleepy Hollow Road, Camden, NC; Adjacent Property Owner

- He owns a field adjacent to the development. Referring to a property line on one of the maps, stated that there is no 50 foot buffer.

Mr. Porter addressed this concern stating that the uses adjacent to the property line mentioned by Mr. Pippen is not a bona fide farm use and so according to the Farmland Compatibility Standards, no buffer is required. The property may be being farmed, but unless it is a bona fide farm, no buffer is required.

Mr. Pippen disputed this saying that the property could be farmed by a bona fide farmer. Mr. Porter stated that there is no indication that the property is in fact a bona fide farm. Dave Parks added that to qualify as a bona fide farm, the tract of land has to be greater than 10 acres and it has to be registered as a farm use with the Tax Department and be taxed as a farm. Mr. Parks further stated that if a farmer has, for example, a parcel of 100 acres which is a bona fide farm, and he has another parcel of 3 acres elsewhere that is in his name, the 3 acre tract qualifies as a bona fide farm because he has the larger bona fide farm tract.

Mr. Pippen disputed this and asked for a reading of the ordinance.

Mr. Porter read: "Except where exempted by this section with regard to exemption, the standards in this section shall apply to all major subdivisions, planned developments, special use permits, or site plans, on lots or tracts of 5 acres or greater, proposed adjacent to bona fide farm or agricultural uses associated with a bona fide farm." Our interpretation is that if you a development that is 5 acres or greater and it is adjacent to a bona fide farm it has to provide a farmland compatibility buffer. This project is greater than 5 acres, but it is not adjacent to a bona fide farm. It may be farmed, but it is not a bona fide farm.

Mr. Pippen again argued that the land is an agricultural use. Mr. Porter reiterated that it is not a bona fide farm or an agricultural use associated with a bona fide farm. Mr. Pippen believes that if a farmer who is associated in his own person with a bona fide farm farms the land, that makes it associated with a bona fide farm. Mr. Porter stated that this is not correct, that to be a bona fide farm, the land must meet the General Statutes set forth for such by the State of North Carolina.

Mr. Pippen continued on to his next concern: Cul-de-sacs. Concern is over the length of the dead end road. Believes that no dead end road should be over 1000 feet in length.

Mr. Porter addressed this by reading section 6.2.3 paragraph K of the new UDO. "All dead end streets (excluding temporary dead end streets) shall be designed as cul-de-sacs, in accordance with the following standards: (1) No cul-de-sac or dead end street shall exceed 1,000 feet in length nor be less than 100 feet in length, as measured from the closest street intersection centerline. (2) Cul-de-sacs shall be designed and constructed to meet state standards and National Fire Protection Association standards. (3) The entrance into a cul-de-sac shall be flared by sufficient width to ensure proper turning radius for emergency vehicles upon entering and exiting the cul-de-sac. (4) Streets that include roundabouts shall not be considered cul-de-sacs or dead end streets."



**CAMDEN COUNTY PLANNING BOARD**Regular Meeting – March 20, 2019

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Mr. Porter clarified what he believed to be Mr. Pippen's issue: that the road, a dead end road, is proposed to extend beyond 1000 feet. Mr. Porter stated that staff looked at that and there is another section of the UDO, 6.2.3 paragraph I, which deals with external connectivity. 6.2.3.I(2)(a) states "The arrangement of streets in a development shall provide for the alignment and continuation of existing or proposed streets into adjoining lands in those cases in which the adjoining lands are undeveloped and deemed appropriate for future development or in which the adjoining lands are developed and include opportunities for such connections." Basically this means that if a proposed development is adjacent to a piece of undeveloped land, that it has to provide a means of continuing the road way for future use for a time when that land will be developed.

Mr. Pippen disputed the external connectivity section saying that 6.2.3(K) says 1000 feet. Mr. Parks stated that if the adjacent property were to be developed and the street connected up, then a turn around would not be required. The turn around is for emergency vehicles and school busses, and it meets the requirements.

Cathleen Saunders stated that there is a limit to the ability of emergency vehicles to back up on a road way turn around, and that what is proposed is the maximum they would be able to do.

Rick McCall stated that this has more to do with public safety than with the developer. The road has to be able to connect to any future road that may be part of a future development so emergency vehicles have access. There has to be a turn around for emergency vehicles and there has to be a means to continue the roadway should a future development occur.

Dan Porter stated that if there were more than 2 lots on the other side of the turn around, it would not be allowed. The fact is that these two lots, whether there is a cul-de-sac or an extension, it would be configured differently and the driveways would be different. There would be no ability to create a connectivity to the next project.

Mr. Pippen brought up his next issue: Harm to the community, specifically schools. Chairman Calvin Leary stated that the school issue has been fully discussed. Mr. Pippen objected saying he had not discussed it. Mr. Porter stated that the plans for this project were sent to the school superintendent and they had no comments on the matter. The Schools are part of the Technical Review Committee. If they had concerns, they would be included in the board packet for this proceeding.

Mr. Pippen continued arguing, Mr. Parks stated that if the school officials were concerned, they would be at this meeting.

At this time, Chairman Leary asked if there were any further questions or comments. Mr. Reginal Tillett came forward.

**CAMDEN COUNTY PLANNING BOARD**Regular Meeting – March 20, 2019

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Reginald Tillett, Sleepy Hollow Road, Camden, NC; Adjacent Property Owner

- Concern is over a right of way at the back of his property that he has used for 40 years, whether or not he will get that back.

Mr. Porter asked if he was referring to the farm property. Mr. Tillett responded yes. Mr. Porter stated that staff did research and could not find a registered easement. Mr. Porter further stated that throughout the county, there are pathways that are used but are not registered as easements or rights of way.

Ms. Hamby stated that there has always been a path that runs along the woods line that serviced the farm over all these years. To the best of her knowledge that farm has been farmed by someone who assumed they owned that land at that time, and the individual property owners of these residential lots did not use that for access to their properties. The pieces of land that they are calling their farm land and that are all a little less than an acre on the backs of their properties, they have legal right to access their own properties, and there was no right of way ever dedicated across that path for access to those properties, it was just utilized for the farm.

Sarah Hamilton, Sleepy Hollow Road, Camden, NC; Adjacent Property Owner

- Procedural question: If the stormwater plan is not required at this point, when will it be, and will the public get to see it?

Mr. Porter replied saying that the stormwater plan does not go before a public hearing, it is required at construction drawing stage. The stormwater plan has to undergo a long and drawn out effort to ensure compliance with the UDO and the standards therein. To answer her question, he stated that when it is completed, it may be viewed at the Planning Department office.

Aaron Pippen, Sleepy Hollow Road, Camden, NC; Adjacent Property Owner

- Spoke about the 4 lot minor subdivision that preceded this development
- Believes the drainage was modified for the second phase of the development
- Stated that the way the developer states the drainage runs, it doesn't drain that way
- Stated that drainage was supposed to drain to the swamp, but didn't do that until a ditch was cut into the land, and all that did was make it drain to the pond and now that pond floods.
- Stated that developer said there was a pipe for drainage, but there is no pipe

Ms. Hamby stated that the drainage plan is registered in the Registry of Deeds office. She further stated that 2 of the 4 lots drain to the road, and the other 2 drain to the back to the back to follow the original patterns at the time that Mr. Hyman took over the property several years ago.

Dan Porter added that it was a 4 lot minor subdivision. The way minor subdivisions handled stormwater prior to the adoption of the new UDO, was for the developer to submit a signed and sealed statement stating how the drainage would go, and the county accepted their seal. Now, under the new UDO, 3 or more lot subdivisions must have their stormwater plans reviewed. Stormwater plans are recorded at the Register of Deeds. Mr. Porter added that the engineer said there was a pipe under the ditch, and there is some evidence of that, but that is the 4 lot minor subdivision that is already completed and done and not part of this proceeding.

**CAMDEN COUNTY PLANNING BOARD**

Regular Meeting – March 20, 2019

Wanda Daniels, Sleepy Hollow Road, Camden, NC; Adjacent Property Owner

- Concerned about flooding
- Floods around the curve and up into her yard
- Water stands and doesn't drain

Dan Porter stated that Sleepy Hollow Road is in the flood zone and it floods in a lot of places.

Mr. Porter suggested to the board that this matter be tabled pending research into the property line disputes / transfers and be brought back to the Planning Board at a later date.

Chairman Leary agreed and called for a motion.

***Motion to Table UDO 2019-02-18 Sleepy Hollow Estates Phase 2 Preliminary Plan***

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Fletcher Harris, Board Member
<b>SECONDER:</b>	Rick McCall, Board Member
<b>AYES:</b>	Leary, Harris, McCall, Albertson, Saunders
<b>ABSENT:</b>	Bradshaw

UDO 2019-02-18 Sleepy Hollow Estates Phase 2 Preliminary Plan has been tabled until such time as property line disputes have been cleared up.

**VI. INFORMATION FROM BOARD & STAFF**

Mr. Porter presented the following information:

- There will be a meeting in April where a commercial site plan will be up for review, a piece of land that was sold in the commerce park.

**CAMDEN COUNTY PLANNING BOARD**

Regular Meeting – March 20, 2019

**VII. ADJOURN***Motion to Adjourn*

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Ray Albertson, Board Member
<b>SECONDER:</b>	Fletcher Harris, Board Member
<b>AYES:</b>	Leary, Harris, McCall, Albertson, Saunders
<b>ABSENT:</b>	Bradshaw

Meeting adjourned at 8:42 PM.

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*Chairman Calvin Leary  
Camden County Planning Board*

*ATTEST:*


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*Amy Barnett, Clerk  
Camden County Planning Department*

**CAMDEN COUNTY PLANNING BOARD**

Regular Meeting – April 17, 2019

**Camden County Planning Board****Regular Meeting****April 17, 2019 7:00 PM****Historic Courtroom, Courthouse Complex****Camden, North Carolina****MINUTES**

*The regular meeting of the Camden County Planning Board was held on April 17, 2019 in the Historic Courtroom, Camden, North Carolina. The following members were present:*

**I. CALL TO ORDER & WELCOME**

Chairman Calvin Leary called the meeting to order at 7:00 PM.

Planning Board Members Present:

Attendee Name	Title	Status	Arrived
Calvin Leary	Chairman	Present	6:50 PM
Fletcher Harris	Board Member	Present	6:50 PM
Rick McCall	Board Member	Present	7:03 PM
Ray Albertson	Board Member	Absent	
Steven Bradshaw	Board Member	Present	6:50 PM
Cathleen M. Saunders	Board Member	Present	6:50 PM
Nathan Lilley	Board Member	Present	6:50 PM

Staff members Present:

Attendee Name	Title	Status	Arrived
Dan Porter	Planning Director	Present	6:40 PM
Dave Parks	Permit Officer	Present	6:30 PM
Amy Barnett	Planning Clerk	Present	6:30 PM

Others Present:

Attendee Name / Address	Title / Company	Meeting Section
Aaron Phippen, 262 Sleepy Hollow Road, Camden NC	Adjacent Property Owner	Old Business # A, Sleepy Hollow Estates
Sean Robey, 154 US 158 E, Camden NC	Eastern Carolina Engineering, Agent for Applicant	New Business # A, WAO Garage



**CAMDEN COUNTY PLANNING BOARD**Regular Meeting – April 17, 2019

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**INTRODUCTION OF NEW BOARD MEMBER**

Planning Director Dan Porter introduced Nathan Lilley of Camden, NC, newest member of the Planning Board.

**IV. OLD BUSINESS*****Old Business - UDO 2019-02-18 Preliminary Plan Phase 2 Sleepy Hollow Estates***

Dan Porter described this Old Business item. This item was heard at the March 20, 2019 meeting of the Camden County Planning Board. At that meeting, adjacent property owners spoke of property line disputes between their property lines and the developer's property. It was decided by the Board to table this item until such time as the disputes had been cleared up. Staff consulted with County Attorney John Morrison who advised in writing that property line disputes are a matter for the courts and not governmental boards such as the Planning Board or Board of Commissioners. Dan Porter summarized the letter which Attorney Morrison wrote:

- Property line disputes are between property owners
- Planning Board, Board of Commissioners, and Planning Staff do not have the right to intervene in such disputes
- Property line disputes are a matter for the courts
- If a developer decides to proceed, he does so at his own risk, even if he knows that at some point in the future the property lines may be disputed in court

## CAMDEN COUNTY PLANNING BOARD

Regular Meeting – April 17, 2019

- From letter: "Although this may seem surprising to the public, it makes common sense upon even brief reflection. If the Planning Board or the Board of Commissioners had the authority to stop development because of title concerns, any citizen could make an objection and bring development to a halt."

Chairman Calvin Leary stated that considering the advice of the County Attorney on this, and since the reason for tabling this item was due to property line disputes, all discussion was handled at the prior meeting. Chairman Leary also stated that there shall be no further discussion except one person who called him at his residence. Chairman Leary had promised Aaron Pippen 5 minutes worth of time to speak.

*Aaron Pippen, 262 Sleepy Hollow Road, Camden, NC; Adjacent Property Owner*

- Stated he spoke with the person who wrote the UDO and he said that as long as association with a bona fide farmer who is farming your piece of property can be shown, then that is what it was written for.

Rick McCall asked if that person was present. Dan Porter stated that he was not, and further stated that the person referenced was the consultant on the UDO.

Dan Porter passed out a handout which was an excerpt of the North Carolina General Statutes which define what the State of North Carolina considers to be a Bona Fide Farm.

Chairman Leary asked for confirmation that this was covered at the last meeting. Mr. Porter stated it was but that he didn't have the legal reference at that meeting.

Mr. Porter read from NCGS §153A-340(b)(2):

"For Purposes of determining whether a property is being used for bona fide farm purposes, any of the following shall constitute sufficient evidence that the property is being used for bona fide farm purposes:

- a. A farm sales tax exemption certificate issued by the Department of Revenue
- b. A copy of the property tax listing showing that the property is eligible for participation in the present use value program pursuant to G.S. 105-277.3.
- c. A copy of the farm owner's or operator's Schedule F from the owner's or operator's most recent federal income tax return.
- d. A forest management plan."

Mr. Porter stated that none of the 4 criteria listed above are on record for the adjacent property in question and that it does not qualify as a bona fide farm.

Mr. Pippen asked Mr. Porter to read the County Ordinance relating to this matter.

## CAMDEN COUNTY PLANNING BOARD

Regular Meeting – April 17, 2019

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After handing out a copy of the ordinance to the Board members, Mr. Porter read from the Farmland Compatibility Standards in the UDO, section 5.5.2 Applicability:

"Except where exempted by Section 5.5.3, Exemptions, the standards in this section shall apply to all major subdivisions, planned developments, special use permits, or site plans on lots or tracts of five acres in area or greater proposed adjacent to a bona fide farm or agricultural use associated with a bona fide farm."

Mr. Pippen keyed on this section contending that his property is "associated with a bona fide farm" if a farmer who is a bona fide farmer and who owns and operates a bona fide farm is farming his property.

Chairman Leary stated that having none of the 4 criteria required by the State of North Carolina, the adjacent property can not be considered a bona fide farm.

Mr. Pippen stated his belief that the 4 criteria are what constitutes a bona fide farm, he contends that his property is an *associated use* of a bona fide farm and not a bona fide farm itself.

Steven Bradshaw asked what was the point of this discussion. Mr. Pippen stated that the point was to obtain a 50 foot buffer between his property and the proposed development. He further contended that the "one who wrote the UDO" said that if the property is a bona fide farm or associated with a bona fide farm that a 50 foot buffer should be applied.

Rick McCall again asked if that person was present. He further stated that the reason he asks this is because at the last meeting Mr. Pippen referred to information given to him by the Superintendent of Schools, but the Superintendent was not present to clarify statements made in his name. The same holds true of the person Mr. Pippen refers to as the "one who wrote the UDO".

Steve Bradshaw stated for clarification sake that the UDO was a collaborative effort, not written by any one individual, the Planning Board and Board of Commissioners among others all had a hand in it's writing, and have intimate knowledge of it's contents.

At this time, Chairman Leary stated that Mr. Pippen's 5 minutes were up. Mr. Pippen questioned why the time limit was applied. Chairman Leary stated that at the beginning of this agenda item's discussion he had stated that there was to be no further discussion except the information from the County Attorney relating to the property lines and the 5 minutes he was allowing for Mr. Pippen to speak because he had promised such earlier in the week via a phone conversation with Mr. Pippen.

At this time, Chairman Leary entertained a motion on this agenda item.

**CAMDEN COUNTY PLANNING BOARD**

Regular Meeting – April 17, 2019

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***Motion to Approve UDO 2019-02-18 Preliminary Plan Phase 2 Sleepy Hollow Estates***

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Fletcher Harris, Board Member
<b>SECONDER:</b>	Rick McCall, Board Member
<b>AYES:</b>	Leary, Harris, McCall, Bradshaw, Saunders, Lilley
<b>ABSENT:</b>	Albertson

DRAFT  
EXCERPT

Attachment: Draft PB Minutes 04172019 (2394 : Set Public Hearing - Preliminary Plan Phase II Sleepy Hollow Estates)



# CAMDENCOUNTY

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## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Information, Reports & Minutes From Other Agencies

**Item Number:** 11.A  
**Meeting Date:** May 06, 2019

**Submitted By:** Sally Norfleet,  
Finance  
Prepared by: Karen Davis

**Item Title** **FY 18-19 YTD Finance Report**

**Attachments:** Sales Tax Collections (PDF)  
FY 18-19 YTD Revenues (PDF)  
FY 18-19 YTD Expenditures (PDF)



SALES TAX REVENUE COLLECTION REPORT

15-Apr-19

**FY 2018-2019**

**SALES TAX REVENUE - GENERAL FUND**

	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
Art. 39	\$53,060	\$49,705	\$44,215	\$46,452	\$47,311	\$48,164	\$54,770	\$47,556					\$391,233	\$585,000
Art. 40	\$27,377	\$25,180	\$23,521	\$24,986	\$24,288	\$25,169	\$28,359	\$16,629					\$195,509	\$295,000
Art. 42	\$16,796	\$15,819	\$14,376	\$15,887	\$14,924	\$15,088	\$17,495	\$14,330					\$124,715	\$185,000
Art. 44	\$0	\$446	\$0	\$0	\$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>\$100,624</b>	<b>\$78,515</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$711,902</b>	<b>\$1,065,000</b>
													<b>Total Budgeted</b>	<b>\$1,065,000</b>

**SALES TAX REVENUE- RESTRICTED SCHOOL CAPITAL RESERVE FUND**

	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
Art. 40	\$17,682	\$14,893	\$15,865	\$15,284	\$15,565	\$17,088	\$17,900	\$13,644					\$127,921	\$181,000
Art. 42	\$35,364	\$29,786	\$31,729	\$30,568	\$31,130	\$34,176	\$35,887	\$34,003					\$262,643	\$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>\$53,787</b>	<b>\$47,646</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$390,564</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>\$154,411</b>	<b>\$126,161</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,102,466</b>	<b>\$1,602,000</b>
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**SALES TAX REVENUE- SC/ED RESTRICTED**

	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
GS 105-524	\$37,924	\$37,924	\$37,929	\$37,929	\$37,929	\$37,927	\$37,927	\$37,927					\$303,417	\$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>\$192,338</b>	<b>\$164,089</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,405,884</b>	<b>\$2,002,000</b>
													70%	

**FY 2017-2018**

**SALES TAX REVENUE - GENERAL FUND**

	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
Art. 39	\$48,097	\$47,949	\$40,973	\$50,466	\$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**

	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
Art. 40	\$14,231	\$15,143	\$14,931	\$15,105	\$14,002	\$15,978	\$17,310	\$12,920	\$12,694	\$16,367	\$15,115	\$16,645	\$180,440	\$185,000
Art. 42	\$28,462	\$30,286	\$29,863	\$30,209	\$28,004	\$31,956	\$34,620	\$25,840	\$25,388	\$32,733	\$30,231	\$33,290	\$360,880	\$360,000
<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>
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**SALES TAX REVENUE- SC/ED RESTRICTED**

	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
GS 105-524	\$36,110	\$36,110	\$36,111	\$36,111	\$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 (2383 : FY 18-19 YTD Finance Report)

# Camden County, NC LIVE

## FY 18-19 YEAR-TO-DATE REVENUES

FOR 2019 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
<b>0010 GENERAL FUND</b>							
4000 REVENUES	-3,845,877	-4,403,907.00	-1,885,657.31	-94,407.28	.00	-2,518,249.69	42.8%
4300 ELECTIONS	0	-2,334.00	-218.45	.00	.00	-2,115.55	9.4%
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	-7,921,144.70	-73,902.87	.00	-221,053.30	97.3%
4800 REGISTER OF DEEDS	-150,500	-150,500.00	-137,066.23	.00	.00	-13,433.77	91.1%
4900 PLANNING DEPARTMENT	-38,050	-38,050.00	-106,218.20	-425.00	.00	68,168.20	279.2%
4930 INSPECTIONS DEPARTMENT	-135,000	-135,000.00	-156,143.02	-12,685.70	.00	21,143.02	115.7%
5100 SHERIFF	-70,100	-121,700.00	-74,607.37	-14,982.36	.00	-47,092.63	61.3%
5110 SCHOOL RESOURCE OFFICERS	-37,838	-37,838.00	-59,307.50	-5,930.75	.00	21,469.50	156.7%
5150 COURT FACILITIES	-21,000	-21,000.00	-17,242.55	-2,029.00	.00	-3,757.45	82.1%
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	-33,167.43	-1,098.40	.00	-3,132.57	91.4%
6050 EXTENSION	-10,000	-10,000.00	-3,289.45	-1,098.45	.00	-6,710.55	32.9%
6110 LIBRARY	-4,900	-4,900.00	-5,290.82	-416.63	.00	390.82	108.0%
6120 RECREATION DEPARTMENT	-18,600	-18,600.00	-21,761.00	35.00	.00	3,161.00	117.0%
6200 DDJP	-51,907	-51,907.00	-43,257.00	-4,325.00	.00	-8,650.00	83.3%
6210 SENIOR CENTER	-20,228	-20,228.00	-13,084.46	-1,896.32	.00	-7,143.54	64.7%
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	-13,229,689.00	-10,492,696.31	-213,162.76	.00	-2,736,992.69	79.3%
<b>0012 CODE ENFORCEMENT REVOLVING</b>							
4900 PLANNING DEPARTMENT	-15,000	-15,000.00	-2,786.81	.00	.00	-12,213.19	18.6%
TOTAL CODE ENFORCEMENT REVOLVI	-15,000	-15,000.00	-2,786.81	.00	.00	-12,213.19	18.6%
<b>0013 R/D AUTO ENHANCEMENT FUND</b>							
4800 REGISTER OF DEEDS	-5,025	-5,025.00	-3,878.53	.00	.00	-1,146.47	77.2%
TOTAL R/D AUTO ENHANCEMENT FUN	-5,025	-5,025.00	-3,878.53	.00	.00	-1,146.47	77.2%
<b>0014 COMMUNITY GRANT PROGRAMS</b>							

Camden County, NC LIVE



FY 18-19 YEAR-TO-DATE REVENUES

FOR 2019 10

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%
<b>0015 TOURISM DEV AUTHORITY</b>								
4000	REVENUES	-41,500	-41,500.00	-14,216.48	-532.19	.00	-27,283.52	34.3%
	TOTAL TOURISM DEV AUTHORITY	-41,500	-41,500.00	-14,216.48	-532.19	.00	-27,283.52	34.3%
<b>0023 WATER&amp;SEWER RESERVE FUND</b>								
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	-98,303.43	.00	.00	54,053.43	222.2%
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	-98,303.43	.00	.00	6,503.43	107.1%
<b>0029 WATER &amp; SEWER PROJECTS</b>								
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	-49,492.41	.00	.00	49,492.41	100.0%
7600	CORE WASTE TREATMENT PROJ	-1,553,450	-1,553,450.00	-1,243,944.00	.00	.00	-309,506.00	80.1%
	TOTAL WATER & SEWER PROJECTS	-4,758,421	-4,758,421.00	-1,293,436.41	.00	.00	-3,464,984.59	27.2%
<b>0030 SO CAMDEN WATER/SEWER DIST</b>								
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	-958,527.70	-48,480.00	.00	-215,952.30	81.6%
7500	WASTE WATER OPERATIONS	-443,316	-443,316.00	-118,181.33	-3,239.59	.00	-325,134.67	26.7%
	TOTAL SO CAMDEN WATER/SEWER DI	-1,601,501	-1,658,744.00	-1,076,709.03	-51,719.59	.00	-582,034.97	64.9%
<b>0032 DISMAL SWAMP GIFT SHOP</b>								

Attachment: FY 18-19 YTD Revenues (2383 : FY 18-19 YTD Finance Report)

# Camden County, NC LIVE

## FY 18-19 YEAR-TO-DATE REVENUES

FOR 2019 10

0032	DISMAL SWAMP GIFT SHOP	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED	
6000	DISMAL SWAMP VISITORS CENT	-31,375	-33,975.00	-26,177.72	.00	.00	-7,797.28	77.0%	
	TOTAL DISMAL SWAMP GIFT SHOP	-31,375	-33,975.00	-26,177.72	.00	.00	-7,797.28	77.0%	
<b>0036 SOUTH MILLS WATERSHED</b>									
4720	DRAINAGE & WATERSHED PROTE	-51,125	-51,125.00	-22,812.56	.00	.00	-28,312.44	44.6%	
	TOTAL SOUTH MILLS WATERSHED	-51,125	-51,125.00	-22,812.56	.00	.00	-28,312.44	44.6%	
<b>0037 SAWYERS CREEK WATERSHED</b>									
4720	DRAINAGE & WATERSHED PROTE	-20,050	-20,050.00	-18,434.23	.00	.00	-1,615.77	91.9%	
	TOTAL SAWYERS CREEK WATERSHED	-20,050	-20,050.00	-18,434.23	.00	.00	-1,615.77	91.9%	
<b>0038 NORTH RIVER WATERSHED</b>									
4720	DRAINAGE & WATERSHED PROTE	-18,050	-18,050.00	-17,423.33	.00	.00	-626.67	96.5%	
	TOTAL NORTH RIVER WATERSHED	-18,050	-18,050.00	-17,423.33	.00	.00	-626.67	96.5%	
<b>0039 SHILOH WATERSHED</b>									
4720	DRAINAGE & WATERSHED PROTE	-20,050	-20,050.00	-19,745.03	.00	.00	-304.97	98.5%	
	TOTAL SHILOH WATERSHED	-20,050	-20,050.00	-19,745.03	.00	.00	-304.97	98.5%	
<b>0040 CH &amp; S FIRE COMMISSION</b>									
5300	FIRE COMMISSION OPERATING	-327,276	-822,015.00	-937,751.80	-3,544.15	.00	115,736.80	114.1%	
	TOTAL CH & S FIRE COMMISSION	-327,276	-822,015.00	-937,751.80	-3,544.15	.00	115,736.80	114.1%	
<b>0041 SOUTH MILLS FIRE COMMISSION</b>									



Camden County, NC LIVE



FY 18-19 YEAR-TO-DATE REVENUES

FOR 2019 10

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	-203,894.73	-2,171.45	.00	-33,295.27	86.0%
	TOTAL SOUTH MILLS FIRE COMMISS	-237,190	-237,190.00	-203,894.73	-2,171.45	.00	-33,295.27	86.0%
<b>0050 SCHOOL FUND</b>								
6900	SPECIAL APPROPRIATIONS	-8,100	-8,100.00	-5,924.37	.00	.00	-2,175.63	73.1%
	TOTAL SCHOOL FUND	-8,100	-8,100.00	-5,924.37	.00	.00	-2,175.63	73.1%
<b>0051 DSS TRUST FUND</b>								
8000	PUBLIC ASSISTANCE	-30,664	-43,558.00	-24,291.07	-1,806.00	.00	-19,266.93	55.8%
	TOTAL DSS TRUST FUND	-30,664	-43,558.00	-24,291.07	-1,806.00	.00	-19,266.93	55.8%
<b>0052 SOCIAL SERVICES</b>								
6100	DSS ADMINISTRATION	-1,364,836	-1,374,634.00	-614,922.38	-67,913.87	.00	-759,711.62	44.7%
	TOTAL SOCIAL SERVICES	-1,364,836	-1,374,634.00	-614,922.38	-67,913.87	.00	-759,711.62	44.7%
<b>0053 JOYCE CREEK DRAINAGE PROJECT</b>								
7210	PROJECT OPERATIONS	-42,835	-42,835.00	-42,769.89	.00	.00	-65.11	99.8%
	TOTAL JOYCE CREEK DRAINAGE PRO	-42,835	-42,835.00	-42,769.89	.00	.00	-65.11	99.8%
<b>0055 ECONOMIC DEVELOPMENT PROJ FUND</b>								
4940	ECONOMIC DEVELOPMENT COMM	-40,000	-40,000.00	-537.27	.00	.00	-39,462.73	1.3%
4945	COMMERCE PARK PROJECTS	0	-2,107,000.00	-479,621.81	.00	.00	-1,627,378.19	22.8%
	TOTAL ECONOMIC DEVELOPMENT PRO	-40,000	-2,147,000.00	-480,159.08	.00	.00	-1,666,840.92	22.4%

Attachment: FY 18-19 YTD Revenues (2383 : FY 18-19 YTD Finance Report)



# Camden County, NC LIVE

## FY 18-19 YEAR-TO-DATE REVENUES

FOR 2019 10

0056	FEREBEE COURTHOUSE TRUST	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
<b>0056 FEREBEE COURTHOUSE TRUST</b>								
5000	BUILDINGS AND GROUNDS	-1,530	-1,530.00	-24.34	.00	.00	-1,505.66	1.6%
	TOTAL FEREBEE COURTHOUSE TRUST	-1,530	-1,530.00	-24.34	.00	.00	-1,505.66	1.6%
<b>0060 DISMAL SWAMP VISITOR CENTER</b>								
6000	DISMAL SWAMP VISITORS CENT	-161,882	-164,482.00	-142,942.54	-35,714.25	.00	-21,539.46	86.9%
	TOTAL DISMAL SWAMP VISITOR CEN	-161,882	-164,482.00	-142,942.54	-35,714.25	.00	-21,539.46	86.9%
<b>0065 COMMUNITY PARK TRUST FUND</b>								
6130	PARK OPERATIONS	-79,778	-79,778.00	-1,228.44	.00	.00	-78,549.56	1.5%
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	-1,228.44	.00	.00	-98,549.56	1.2%
<b>0070 REVALUATION RESERVE FUND</b>								
4000	REVENUES	-255,000	-255,000.00	-2,523.88	.00	.00	-252,476.12	1.0%
	TOTAL REVALUATION RESERVE FUND	-255,000	-255,000.00	-2,523.88	.00	.00	-252,476.12	1.0%
<b>0071 UNRESTRICTED CAPITAL RESERVE</b>								
6600	NON-DEPARTMENTAL	-1,243,825	-1,243,825.00	-485,536.22	.00	.00	-758,288.78	39.0%
	TOTAL UNRESTRICTED CAPITAL RES	-1,243,825	-1,243,825.00	-485,536.22	.00	.00	-758,288.78	39.0%
<b>0075 SCHOOL CAPITAL RESERVE</b>								

# Camden County, NC LIVE



## FY 18-19 YEAR-TO-DATE REVENUES

FOR 2019 10

0075	SCHOOL CAPITAL RESERVE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
6820	DEBT SERVICE	-1,123,000	-1,123,000.00	-1,009,702.29	-78,859.01	.00	-113,297.71	89.9%
	TOTAL SCHOOL CAPITAL RESERVE	-1,123,000	-1,123,000.00	-1,009,702.29	-78,859.01	.00	-113,297.71	89.9%
	GRAND TOTAL	-24,164,222	-28,977,104.00	-17,038,290.90	-455,423.27	.00	-11,938,813.10	58.8%

\*\* END OF REPORT - Generated by Sally Norfleet \*\*

Attachment: FY 18-19 YTD Revenues (2383 : FY 18-19 YTD Finance Report)



# Camden County, NC LIVE

## FY 18-19 YEAR-TO-DATE EXPENSES

FOR 2019 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
<b>0010 GENERAL FUND</b>							
4100 GOVERNING BODY	111,647	111,647.00	68,551.07	4,968.27	.00	43,095.93	61.4%
4200 ADMINISTRATION	194,194	211,010.00	164,032.58	14,945.17	867.60	46,109.82	78.1%
4300 ELECTIONS	123,168	131,952.00	98,551.02	11,041.81	.00	33,400.98	74.7%
4400 FINANCE	218,373	218,373.00	185,771.64	7,631.95	439.00	32,162.36	85.3%
4410 PERSONNEL DEPARTMENT	73,432	73,432.00	56,809.50	4,904.67	300.00	16,322.50	77.8%
4500 TAX DEPARTMENT	452,883	452,883.00	331,908.31	31,073.14	1,294.00	119,680.69	73.6%
4700 LEGALS	60,000	45,184.00	26,175.00	4,905.00	.00	19,009.00	57.9%
4800 REGISTER OF DEEDS	240,877	240,877.00	200,703.55	18,643.58	1,237.68	38,935.77	83.8%
4900 PLANNING DEPARTMENT	279,291	294,891.00	217,878.18	26,342.58	4,171.61	72,841.21	75.3%
4930 INSPECTIONS DEPARTMENT	175,983	207,476.00	139,424.52	12,488.14	1,643.05	66,408.43	68.0%
4940 ECONOMIC DEVELOPMENT COMM	124,288	124,288.00	88,234.97	10,224.71	.00	36,053.03	71.0%
5000 BUILDINGS AND GROUNDS	347,070	404,430.00	333,194.91	27,498.99	11,883.28	59,351.81	85.3%
5100 SHERIFF	1,702,046	1,753,646.00	1,259,277.45	104,469.44	22,203.49	472,165.06	73.1%
5110 SCHOOL RESOURCE OFFICERS	136,949	136,949.00	89,114.01	11,425.11	.00	47,834.99	65.1%
5150 COURT FACILITIES	27,529	27,529.00	24,962.62	491.52	.00	2,566.38	90.7%
5450 PUBLIC WORKS ADMINISTRATIO	118,745	118,745.00	80,813.00	7,246.41	1,063.00	36,869.00	69.0%
5460 FLEET VEHICLES	26,760	26,760.00	1,349.98	-90.00	.00	25,410.02	5.0%
5500 TRAFFIC	2,060	2,060.00	911.40	.00	1,088.00	60.60	97.1%
5800 SOLID WASTE	684,267	713,519.83	482,519.83	51,095.35	.00	230,997.17	67.6%
5900 PUBLIC HEALTH	120,683	123,931.00	104,506.35	16,348.50	5,172.00	14,252.65	88.5%
6050 EXTENSION	143,000	145,053.00	91,902.11	1,037.22	3,799.90	49,350.99	66.0%
6110 LIBRARY	201,460	201,460.00	148,308.85	14,002.05	7,799.20	45,351.95	77.5%
6120 RECREATION DEPARTMENT	264,666	264,666.00	210,461.19	16,349.77	.00	54,204.81	79.5%
6200 DDJP	62,288	62,288.00	31,013.39	11,519.42	4,152.94	27,121.67	56.5%
6210 SENIOR CENTER	153,173	154,408.00	97,641.58	1,742.26	640.49	56,125.93	63.7%
6500 POST EMPLOYMENT BENEFITS	33,552	33,552.00	19,572.00	6,524.00	.00	13,980.00	58.3%
6600 NON-DEPARTMENTAL	207,300	182,015.00	135,006.89	13,397.34	5,000.00	42,008.11	76.9%
6700 SOIL & WATER CONSERVATION	68,883	68,883.00	53,417.46	8,178.67	.00	15,465.54	77.5%
6810 CAPITAL OUTLAY	325,000	325,000.00	750.00	.00	.00	324,250.00	.2%
6820 DEBT SERVICE	777,147	777,147.00	219,433.13	.00	.00	557,713.87	28.2%
6900 SPECIAL APPROPRIATIONS	5,097,695	5,582,997.00	3,850,976.98	447,353.94	56,143.45	1,675,876.57	70.0%
9990 CONTINGENCY	40,000	12,640.00	.00	.00	.00	12,640.00	.0%
<b>TOTAL GENERAL FUND</b>	<b>12,594,409</b>	<b>13,229,689.00</b>	<b>8,813,173.47</b>	<b>885,759.01</b>	<b>128,898.69</b>	<b>4,287,616.84</b>	<b>67.6%</b>

**0012 CODE ENFORCEMENT REVOLVING**

4900 PLANNING DEPARTMENT	15,000	15,000.00	230.00	.00	.00	14,770.00	1.5%
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Attachment: FY 18-19 YTD Expenditures (2383 : FY 18-19 YTD Finance Report)



# Camden County, NC LIVE

## FY 18-19 YEAR-TO-DATE EXPENSES

FOR 2019 10

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%
<b>0013 R/D AUTO ENHANCEMENT FUND</b>								
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%
<b>0014 COMMUNITY GRANT PROGRAMS</b>								
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%
<b>0015 TOURISM DEV AUTHORITY</b>								
4200	ADMINISTRATION	41,500	41,500.00	12,187.82	1,999.65	3,375.00	25,937.18	37.5%
	TOTAL TOURISM DEV AUTHORITY	41,500	41,500.00	12,187.82	1,999.65	3,375.00	25,937.18	37.5%
<b>0023 WATER&amp;SEWER RESERVE FUND</b>								
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%
<b>0029 WATER &amp; SEWER PROJECTS</b>								
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	2,033,583.44	6,825.00	.00	2,521,186.56	44.6%
	TOTAL WATER & SEWER PROJECTS	4,758,421	4,758,421.00	2,033,583.44	6,825.00	.00	2,724,837.56	42.7%

Attachment: FY 18-19 YTD Expenditures (2383 : FY 18-19 YTD Finance Report)



# Camden County, NC LIVE

## FY 18-19 YEAR-TO-DATE EXPENSES

FOR 2019 10

0030	SO CAMDEN WATER/SEWER DIST	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
<b>0030 SO CAMDEN WATER/SEWER DIST</b>								
6820	DEBT SERVICE	481,609	481,609.00	203,250.77	146,825.65	.00	278,358.23	42.2%
7100	R/O PLANT OPERATIONS	482,826	484,132.00	365,425.89	32,259.65	15,073.15	103,632.96	78.6%
7200	WATER DISTRIBUTION	397,401	453,166.00	374,151.47	28,741.48	410.00	78,604.53	82.7%
7500	WASTE WATER OPERATIONS	239,665	239,837.00	148,949.62	16,757.15	11,015.00	79,872.38	66.7%
	TOTAL SO CAMDEN WATER/SEWER DI	1,601,501	1,658,744.00	1,091,777.75	224,583.93	26,498.15	540,468.10	67.4%
<b>0032 DISMAL SWAMP GIFT SHOP</b>								
6000	DISMAL SWAMP VISITORS CENT	31,375	33,975.00	16,819.89	1,346.54	1,351.45	15,803.66	53.5%
	TOTAL DISMAL SWAMP GIFT SHOP	31,375	33,975.00	16,819.89	1,346.54	1,351.45	15,803.66	53.5%
<b>0036 SOUTH MILLS WATERSHED</b>								
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%
<b>0037 SAWYERS CREEK WATERSHED</b>								
4720	DRAINAGE & WATERSHED PROTE	20,050	20,050.00	177.13	.00	.00	19,872.87	.9%
	TOTAL SAWYERS CREEK WATERSHED	20,050	20,050.00	177.13	.00	.00	19,872.87	.9%
<b>0038 NORTH RIVER WATERSHED</b>								
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%
<b>0039 SHILOH WATERSHED</b>								

Attachment: FY 18-19 YTD Expenditures (2383 : FY 18-19 YTD Finance Report)



Camden County, NC LIVE



FY 18-19 YEAR-TO-DATE EXPENSES

FOR 2019 10

0039	SHILOH WATERSHED	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
4720	DRAINAGE & WATERSHED PROTE	20,050	20,050.00	12,256.24	.00	.00	7,793.76	61.1%
	TOTAL SHILOH WATERSHED	20,050	20,050.00	12,256.24	.00	.00	7,793.76	61.1%
<b>0040 CH &amp; S FIRE COMMISSION</b>								
5300	FIRE COMMISSION OPERATING	327,276	822,015.00	617,702.64	186,882.59	.00	204,312.36	75.1%
	TOTAL CH & S FIRE COMMISSION	327,276	822,015.00	617,702.64	186,882.59	.00	204,312.36	75.1%
<b>0041 SOUTH MILLS FIRE COMMISSION</b>								
5300	FIRE COMMISSION OPERATING	237,190	237,190.00	196,384.01	3,896.58	.00	40,805.99	82.8%
	TOTAL SOUTH MILLS FIRE COMMISS	237,190	237,190.00	196,384.01	3,896.58	.00	40,805.99	82.8%
<b>0050 SCHOOL FUND</b>								
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%
<b>0051 DSS TRUST FUND</b>								
8000	PUBLIC ASSISTANCE	30,664	43,558.00	29,458.87	1,867.65	.00	14,099.13	67.6%
	TOTAL DSS TRUST FUND	30,664	43,558.00	29,458.87	1,867.65	.00	14,099.13	67.6%
<b>0052 SOCIAL SERVICES</b>								
6100	DSS ADMINISTRATION	1,029,231	1,029,231.00	790,000.60	74,978.26	8,827.07	230,403.33	77.6%
8000	PUBLIC ASSISTANCE	335,605	345,403.00	123,220.96	6,693.60	350.00	221,832.04	35.8%
	TOTAL SOCIAL SERVICES	1,364,836	1,374,634.00	913,221.56	81,671.86	9,177.07	452,235.37	67.1%
<b>0053 JOYCE CREEK DRAINAGE PROJECT</b>								

Attachment: FY 18-19 YTD Expenditures (2383 : FY 18-19 YTD Finance Report)

# Camden County, NC LIVE

## FY 18-19 YEAR-TO-DATE EXPENSES

FOR 2019 10

0053	JOYCE CREEK DRAINAGE PROJECT	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
7210	PROJECT OPERATIONS	42,835	42,835.00	6,465.49	107.65	.00	36,369.51	15.1%
	TOTAL JOYCE CREEK DRAINAGE PRO	42,835	42,835.00	6,465.49	107.65	.00	36,369.51	15.1%
<b>0055 ECONOMIC DEVELOPMENT PROJ FUND</b>								
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	1,037,406.27	103,680.02	.00	1,069,593.73	49.2%
	TOTAL ECONOMIC DEVELOPMENT PRO	40,000	2,147,000.00	1,037,406.27	103,680.02	.00	1,109,593.73	48.3%
<b>0056 FEREBEE COURTHOUSE TRUST</b>								
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%
<b>0060 DISMAL SWAMP VISITOR CENTER</b>								
6000	DISMAL SWAMP VISITORS CENT	161,882	164,482.00	130,239.93	11,833.59	366.00	33,876.07	79.4%
	TOTAL DISMAL SWAMP VISITOR CEN	161,882	164,482.00	130,239.93	11,833.59	366.00	33,876.07	79.4%
<b>0065 COMMUNITY PARK TRUST FUND</b>								
6130	PARK OPERATIONS	44,778	44,778.00	33,742.78	12,874.62	2,417.00	8,618.22	80.8%
6135	MILLTOWN BOAT RAMP & PIER	35,000	55,000.00	448.50	448.50	.00	54,551.50	.8%
	TOTAL COMMUNITY PARK TRUST FUN	79,778	99,778.00	34,191.28	13,323.12	2,417.00	63,169.72	36.7%
<b>0070 REVALUATION RESERVE FUND</b>								
4200	ADMINISTRATION	255,000	255,000.00	.00	.00	.00	255,000.00	.0%

# Camden County, NC LIVE



## FY 18-19 YEAR-TO-DATE EXPENSES

FOR 2019 10

0070	REVALUATION RESERVE FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
	TOTAL REVALUATION RESERVE FUND	255,000	255,000.00	.00	.00	.00	255,000.00	.0%
<b>0071 UNRESTRICTED CAPITAL RESERVE</b>								
6600	NON-DEPARTMENTAL	1,243,825	1,243,825.00	28,735.00	.00	.00	1,215,090.00	2.3%
	TOTAL UNRESTRICTED CAPITAL RES	1,243,825	1,243,825.00	28,735.00	.00	.00	1,215,090.00	2.3%
<b>0075 SCHOOL CAPITAL RESERVE</b>								
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	28,977,104.00	14,981,650.79	1,523,777.19	172,623.36	13,822,829.85	52.3%

\*\* END OF REPORT - Generated by sally Norfleet \*\*

Attachment: FY 18-19 YTD Expenditures (2383 : FY 18-19 YTD Finance Report)



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

**Information, Reports & Minutes From Other Agencies**

**Item Number:** 11.B  
**Meeting Date:** May 06, 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  
 March 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
03/01/19	\$ -	\$ -	\$ 240.10	\$ 249.90	\$ 4.05	\$ 24.42	\$ 37.20	\$ 204.33	\$ 760.00
03/04/19	\$ -	\$ -	\$ 264.60	\$ 275.40	\$ 4.20	\$ 25.41	\$ 37.20	\$ 213.19	\$ 820.00
03/05/19	\$ -	\$ -	\$ 285.18	\$ 296.82	\$ 1.83	\$ 11.26	\$ 12.40	\$ 96.11	\$ 703.60
03/06/19	\$ 5.00	\$ 30.00			\$ 2.11	\$ 10.25	\$ 6.20	\$ 87.04	\$ 140.60
03/07/19			\$ 25.48	\$ 26.52	\$ 5.40	\$ 30.29	\$ 62.00	\$ 262.31	\$ 412.00
03/08/19	\$ 5.00	\$ 30.00			\$ 6.06	\$ 34.02	\$ 43.40	\$ 285.52	\$ 404.00
03/11/19	\$ -	\$ -	\$ 233.24	\$ 242.76	\$ 4.80	\$ 28.25	\$ 43.40	\$ 243.80	\$ 796.25
03/12/19			\$ 228.83	\$ 238.17	\$ 5.13	\$ 30.28	\$ 49.60	\$ 256.99	\$ 809.00
03/13/19	\$ 5.00	\$ 30.00			\$ 1.29	\$ 4.35	\$ 6.20	\$ 39.16	\$ 86.00
03/14/19			\$ 686.00	\$ 714.00	\$ 4.91	\$ 28.83	\$ 49.60	\$ 244.06	\$ 1,727.40
03/15/19			\$ 181.30	\$ 188.70	\$ 1.32	\$ 6.81	\$ 18.60	\$ 61.27	\$ 458.00
03/18/19					\$ 4.33	\$ 26.07	\$ 24.80	\$ 233.80	\$ 289.00
03/19/19	\$ 5.00	\$ 30.00	\$ 24.50	\$ 25.50	\$ 1.83	\$ 7.28	\$ 12.40	\$ 65.49	\$ 172.00
03/20/19	\$ 5.00	\$ 30.00	\$ 266.07	\$ 276.93	\$ 3.18	\$ 15.42	\$ 24.80	\$ 133.60	\$ 755.00
03/21/19	\$ 5.00	\$ 30.00	\$ -	\$ -	\$ 1.44	\$ 5.34	\$ 6.20	\$ 48.02	\$ 96.00
03/22/19			\$ 205.80	\$ 214.20	\$ 6.03	\$ 37.85	\$ 43.40	\$ 314.72	\$ 822.00
03/25/19			\$ 284.20	\$ 295.80	\$ 2.15	\$ 13.38	\$ 12.40	\$ 115.07	\$ 723.00
03/26/19			\$ 63.70	\$ 66.30	\$ 1.50	\$ 9.13	\$ 12.40	\$ 76.97	\$ 230.00
03/27/19	\$ -	\$ -	\$ 281.26	\$ 292.74	\$ 3.24	\$ 18.05	\$ 37.20	\$ 157.31	\$ 789.80
03/28/19			\$ 606.62	\$ 631.38	\$ 6.06	\$ 35.92	\$ 49.60	\$ 312.42	\$ 1,642.00
03/29/19			\$ 485.10	\$ 504.90	\$ 5.66	\$ 31.34	\$ 68.20	\$ 271.80	\$ 1,367.00
									0.00
									0.00
									\$ -
<b>TOTAL</b>	<b>\$ 30.00</b>	<b>\$ 180.00</b>	<b>\$ 4,361.98</b>	<b>\$ 4,540.02</b>	<b>\$ 76.52</b>	<b>\$ 433.95</b>	<b>\$ 657.20</b>	<b>\$ 3,722.98</b>	<b>\$ 14,002.65</b>

Attachment: Register of Deeds Weekly Report (2373 : Register of Deeds)



Camden, NC

Date Range From Friday, March 01, 2019 to Sunday, March 31, 2019

Name	Amount
NC Children's Trust Fund	\$30.00
NC Domestic Violence Fund	\$180.00
State Revenue Stamp	\$4,361.98
County Revenue Stamp	\$4,540.02
Land Transfer Fee	\$0.00
Floodplain Map Fund	\$0.00
Supplemental Retirement	\$76.52
ROD Automation Fund	\$433.95
Dept Of Cultural Resources	\$0.00
Vital Records Fund	\$0.00
State General Fund	\$0.00
State Treasurer Amount	\$657.20
ROD General Fund	\$3,722.98
Total Distribution For Period	\$14,002.65
Cash Total	\$660.20
Check Total	\$13,342.45
Pay Account Total	\$0.00
ACH Total	\$0.00
Escrow Account Total	\$0.00
Overpayment Total	\$0.00
Total Deposit For Period	\$14,002.65