CAMDENCOUNTY
new energy. new vision.

BOARD
OF
COMMISSIONERS

June 03, 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
June 03, 2019
7:00 PM
Historic Courtroom, Courthouse Complex

Welcome & Call to Order

Invocation & Pledge of Allegiance

Pastor Joe Brock - Harmony Baptist Church

ITEM 1. Public Comments

It is requested that comments be limited to (2-3) minutes. The length and number of comments may be limited upon the Chairman's discretion due to scheduling and other issues.

ITEM 2. Conflict of Interest Disclosure Statement

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

ITEM 4. Presentations (For discussion and possible action)

A. Litter Sweep Participant Recognition - Brenda Bowman

B. NC Complete Count Commission - James Cofield, Jr.

C. U.S. Census Bureau - Bernadette Richards

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

Reconvene Board of Commissioners

ITEM 5. Public Hearings

A. Ordinance 2019-03-01 - Rezoning Application for Keeter Barn, LLC

B. Preliminary Plan Phase II Sleepy Hollow Estates

C. Proposed FY 19-20 Budget

D. Proposed FY 19-20 Capital Improvement Program

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

A. Tax Report - Lisa Anderson

B. South Mills VFD Fire Dept. - Tommy Banks

C. Resolution 2019-06-01: Salaries & Compensation for Various Boards and Commissions

D. Resolution 2019-06-02: Chesapeake Regional Healthcare Building Reuse Project

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

A. Library Board

B. DSS Advisory Board

ITEM 8. **Consent Agenda**

A. BOC Meeting Minutes - May 2, 2019

B. BOC Meeting Minutes - May 6, 2019

C. School Budget Amendments

D. DMV Monthly Report

E. Vehicle Refunds Over $100.00

F. Tax Collection Report

G. Pickups, Releases & Refunds

H. Resolution 2019-06-03: Strengthening Critical Drainage & Water Quality Infrastructure

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 Report

C. Library Report

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

ITEM 13. Adjourn

Reconvene Board of Equalization & Review

ITEM Adjourn Board of Equalization & Review

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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 4.A
Meeting Date: June 03, 2019

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

Item Title **Litter Sweep Participant Recognition - Brenda Bowman**

Attachments:

Summary:
Mrs. Brenda Bowman will recognize Litter Sweep participants.

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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 4.B
Meeting Date: June 03, 2019

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

Item Title **NC Complete Count Commission - James Cofield, Jr.**

Attachments: NCCCC 2020-NC-Fact-sheet (PDF)
JEC NCCCC Power Point Presentation Original Docs_ (PPTX)
CamdenCountyNCCCC (PDF)

Summary:
Mr. Cofield is a member of the NC Complete Count Commission for the 2020 Census. It is the objective of the Commission to elicit as much help as possible so that a high participation rate can be achieved in the 2020 census in North Carolina. He will provide demographic and funding information that is specific to Camden County and outline specific strategies of how the Camden County Board of Commissioners can be helpful in ensuring that every resident in Camden County is counted.

MAKE NC COUNT

CENSUS 2020

The Census is required by the US Constitution to apportion seats in the House of Representatives.

The US Government spent nearly $590 billion in FY 2015 based on Census data -
$1,632 per person in North Carolina.

Local governments and businesses rely on Census data to evaluate and serve their communities.

Census Day is April 1, 2020!

The Census counts everyone, once, and in the place they usually reside.

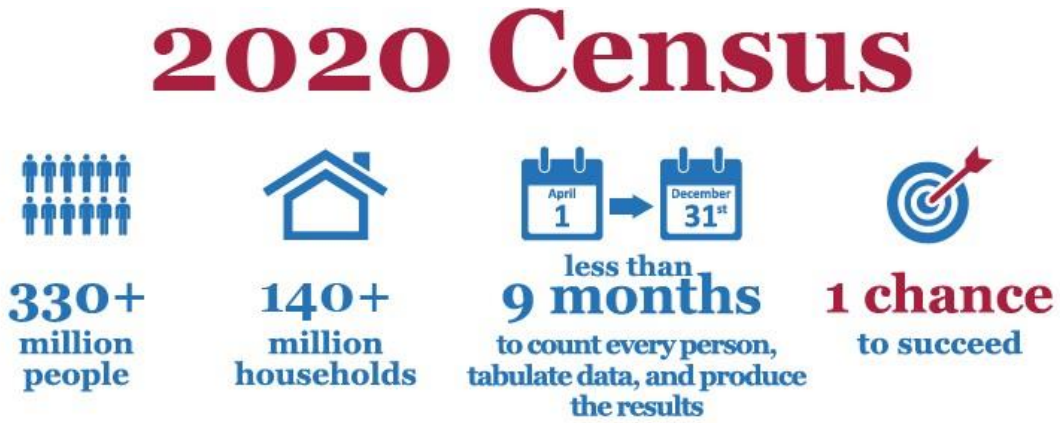
By taking a few minutes to answer your Census form, you will increase our voice in Congress, bring tax dollars back to our communities, and invest in better planning and services for your neighborhood.

You can use the internet or your smartphone to complete your 2020 Census questionnaire.

Your personal Census information is confidential and by law cannot be shared with law enforcement, the courts, immigration, or anyone for 72 years.

Being counted in the Census is safe, quick, and very important to the future of our communities and state.

The Census is a once a decade snapshot of who we are, and you are an important part of that picture! You count in your neighborhood, county, and state … Be Counted in the Census!



Attachment: NCCCC 2020-NC-Fact-sheet (2399 : NC Complete Count Commission - James Cofield, Jr.)

Preparing for the Census – We Have Work To Do!

Census programs are underway now preparing for the 2020 Census, and we have a role to play.

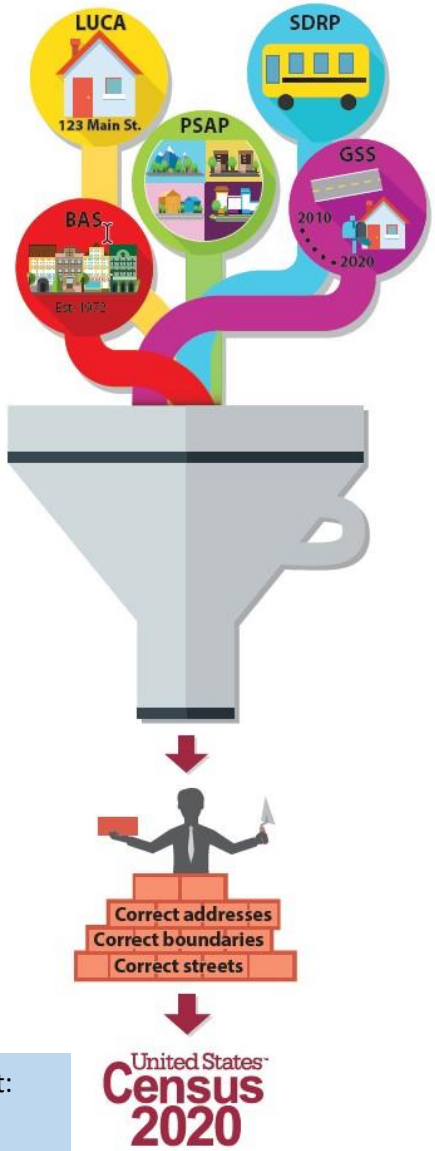
Local Governments are invited to participate in:

Boundary Annexation Survey (BAS)
Annual survey verifying boundaries as of January 1. Response deadline is May 31.

Local Update of Census Addresses (LUCA)
Once a decade verification of residential addresses. Invitation letters were mailed to highest elected officials in July 2017 with registration encouraged by September 2017. Training workshops will be held in Fall 2017. Materials will be mailed starting in February 2018, and participants will have 120 days to verify addresses.

Participants Statistical Areas Program (PSAP)
One time opportunity for local governments to suggest boundaries for small geographies for data publication throughout the next decades. PSAP materials will be available starting in December 2018, and the deadline is May 2019.

Local governments, businesses, community organizations, campuses, faith-based groups, and individuals are invited to make the 2020 Census a success by forming or joining a local **Complete Count Committee (CCC)**. CCC members encourage friends, family members, coworkers, or neighbors to be counted in the Census.



For questions or information about the Census in North Carolina, contact:
Bob Coats (Bob.Coats@osbm.nc.gov)
(919) 807-4781
Governor's Census Liaison
North Carolina State Data Center, Coordinator
North Carolina Office of State Budget and Management

Attachment: NCCCC 2020-NC-Fact-sheet (2399 : NC Complete Count Commission - James Cofield, Jr.)

Welcome N.C. Complete Count Commission for Census 2020

MAKE NC COUNT

CENSUS 2020

census.nc.gov

Let's get social!

Visit **@nccensus**, tag us – and use **#MakeNCCount**

Attachment: JEC NCCCC Power Point Presentation Original Docs_ (2399 : NC Complete Count

Executive Order

Mission: Governor Roy Cooper has signed an Executive Order that establishes the North Carolina Complete Count Commission, an advisory membership charged with increasing awareness and understanding about the importance of the 2020 Census and encouraging people of North Carolina to participate in the 2020 Census.

Attachment: JEC NCCCC Power Point Presentation Original Docs_ (2399 : NC Complete Count

Why Does It Matter?

Why does a complete and accurate Census matter?

- The federal, state and local governments all use census data to make policy decisions related to funding healthcare, education, transportation and much more – which can equate to billions of dollars in federal funds for North Carolina.
- Businesses big and small use census data as well.
- Finally, census data are used as the basis of our democracy: every 10 years political districts are redrawn in a process called redistricting and how many seats a state has in the U.S. House of Representatives is recalculated in a process called congressional apportionment. (After the 2010 Census, Oregon, Nevada, Utah, Arizona, Texas, Florida, South Carolina, Georgia, all gained seats; Iowa, Missouri, Illinois, Michigan, Louisiana, Ohio, Pennsylvania, New York, New Jersey, and Massachusetts lost seats!)

Attachment: JEC NCCCC Power Point Presentation Original Docs_ (2399 : NC Complete Count

Census Impact

- **Our Voice (Representation)**
  - Census is required in the Constitution
  - Count every resident, once, and in the right place
  - Apportionment and Redistricting
- **Our Tax Dollars (Funding)**
  - $1,623 per person, per year in Federal Funding to NC based on Census data in FY2015
  - About $200 per person, per year in state funding based on Census data
- **Our Future (Planning)**
  - Largest survey in the US providing reliable, comparable data
  - Vital for business and local government service

Attachment: JEC NCCCC Power Point Presentation Original Docs_ (2399 : NC Complete Count

Local Update of Census Addresses (LUCA)

Once a decade verification of residential and group quarters addresses by tribal or local governments

Connects Census forms with households

Attachment: JEC NCCCC Power Point Presentation Original Docs_ (2399 : NC Complete Count

Boundary Annexation Survey (BAS)

Annual verification of corporate boundaries

Places addresses – and their Census counts – in the correct area

Attachment: JEC NCCCC Power Point Presentation Original Docs_ (2399 : NC Complete Count

Census Partnership and Promotion

- Census data is the foundation of apportionment in the US House of Representatives, drives over $1,600 per person per year in federal funding to North Carolina, and informs local planning, economic development, and services.
- Preparation – LUCA, BAS, PSAP – is very important
- Preparation without Participation is wasted effort
- Local preparation partnerships – Complete Count Committees involve trusted local faces in promoting Census participation

Attachment: JEC NCCCC Power Point Presentation Original Docs_ (2399 : NC Complete Count

Attachment: JEC NCCCC Power Point Presentation Original Docs_ (2399 : NC Complete Count

SCCC and CCC Subcommittee Types

BUSINESS	• Involving a community's business sector creates a unifying element that touches every household within the community.
COMMUNICATIONS, MEDIA AND TECHNOLOGY	• Assists community Organizations in utilizing Census toolkit materials enables them to innovate.
COMMUNITY ORGANIZATIONS	• Utilizing community orgs provide outreach opportunities for a broad spectrum of residents of all ages, races and backgrounds.
DATA AND MAPS	• Understanding where hard-to-count areas exist is important to direct subcommittee activities toward the correct populations and geographic areas.
EDUCATION (PRESCHOOL - GRADE 12)	• Reaches U.S. households through schools and helps create a generation of future self-responders.
EDUCATION (POST SECONDARY)	• Works with university housing to obtain administrative records for group quarters, builds relationships with leadership to facilitate access.
EX-OFFENDER	• The ex-offender population is sizeable and is often disenfranchised from the community and hard to track..
FAITH-BASED	• Faith-based organizations are found in every community and maintain interactive and ongoing communications with their members.
GOVERNMENT	• Census can manage costs by leveraging the ability of local government to provide knowledge of the population, organizations., and institutions.
GROUP QUARTERS	• Because of the limited access to most group quarters, cooperation from the institutions is vitally important to achieve an accurate count.
HOMELESS	• In the 2010 Decennial Census, the count was 209,325 for persons counted at shelters, outdoor locations, soup kitchens and mobile food vans.
IMMIGRANT	• One of the serious challenges for a Census enumerator is encountering housing units where no one in the household speaks English.
LIBRARY	• Urban Libraries Council says libraries are the "most trusted government entity", poised to be pivotal for civic engagement.
RECRUITING	• Reaching all members of the workforce community enhances the ability of the Census to plug into existing recruiting resources.
SENIOR CITIZEN	• Although a high responding group, the trend towards reduced home ownership may create enumerating challenges for field.
SPECIAL HOUSING	• The rental population will exceed a third of the entire U.S. population by 2020.No matter the housing type, access is vital for an accurate count.
VETERANS	• Over 22 million veterans living in the United States present a sizeable bloc distributed throughout the 50 states.Former military personnel can provide leadership and excellent recruiting assistance.
STATE DATA CENTERS/CENSUS INFORMATION CENTERS	

Attachment: JEC NCCCC Power Point Presentation Original Docs_ (2399 : NC Complete Count

Fiscal Impacts of the Census (Annual)

$16.3 Billion in Federal Dollars Distributed to North Carolina

Estimated amount of funds distributed to North Carolina based directly or indirectly on decennial Census statistics (16 largest federal programs).

- $1,623 per capita

Source: George Washington University, Counting for Dollars 2020

$1.5 Billion in State Funds Distributed to Municipalities & Counties

Estimated amount of funds distributed annually to North Carolina based upon OSBM certified population estimates (2 largest state revenue allocations).

- $205 Per Capita

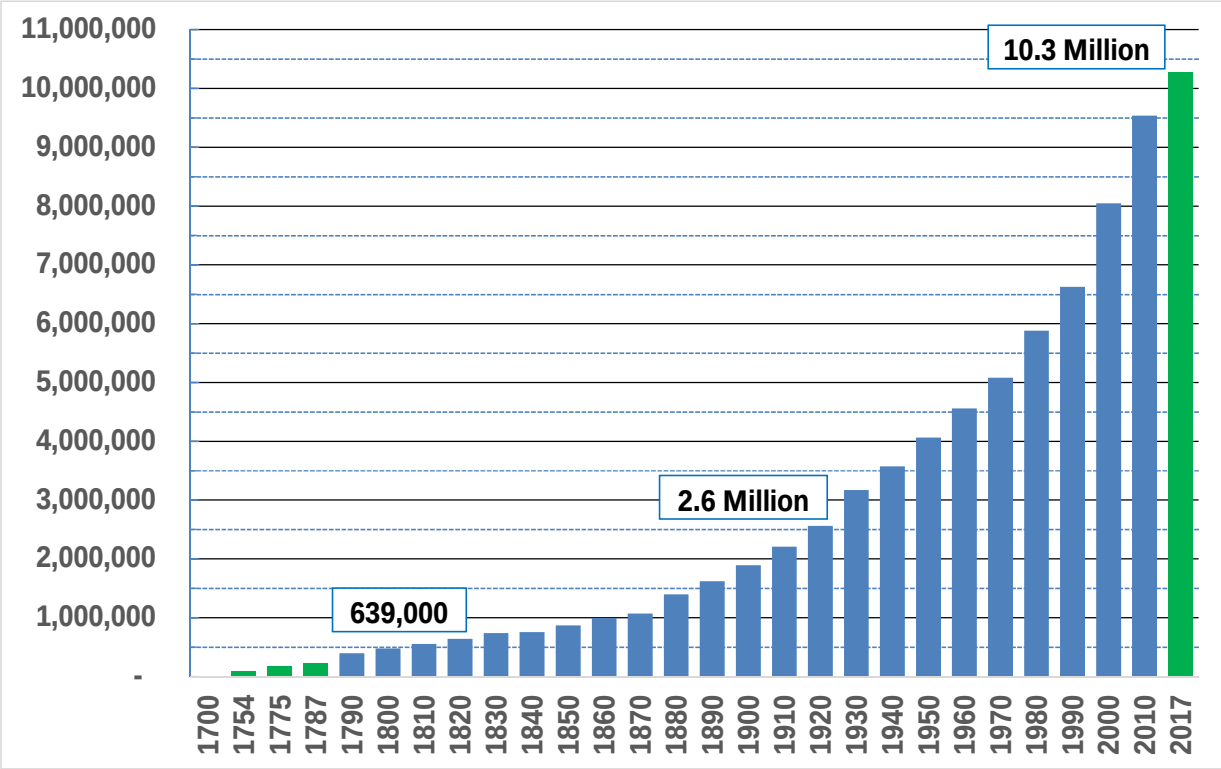
Source: North Carolina Dept. of Transportation, 2017 North Carolina State Street-Aid Allocations to Municipalities ; North Carolina Dept. of Revenue, Collections for Month Ending Reports for 2017.

ANNUAL ESTIMATES REQUIRE ACCURATE CENSUS COUNT!

Note: Not all municipalities and counties participate in street-aid allocations or use the per capita formula for distributing DOR funds.

Attachment: JEC NCCCC Power Point Presentation Original Docs_ (2399 : NC Complete Count

North Carolina Population, 1700 - 2017

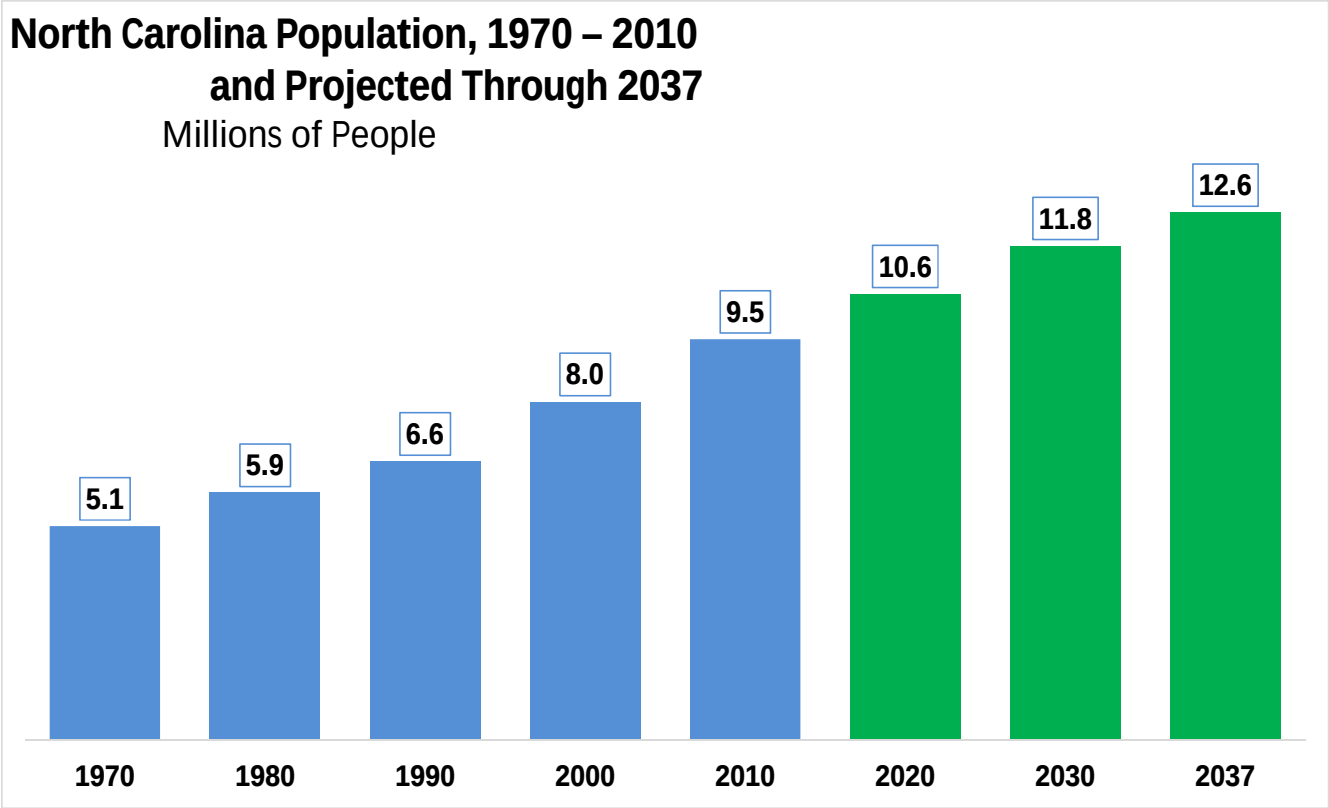


Note: Early estimates and censuses excluded most American Indians. Populations in western North Carolina was not enumerated in 1790.

Source: 1700-1787 Estimates from Various Sources as Reported in History and Growth of the United States Census, 56th Congress, 1st Session, Document 194; US Census Bureau, Decennial Censuses (1790-2010); U.S. Census Bureau, Population Estimates, 2017 Vintage.

Attachment: JEC NCCCC Power Point Presentation Original Docs_ (2399 : NC Complete Count

North Carolina Population Change – Historic and Projected



Source: US Census Bureau, Decennial Censuses; OSBM Population Projections, 2017 Vintage.

Attachment: JEC NCCCC Power Point Presentation Original Docs_ (2399 : NC Complete Count

North Carolina Population vs. Other States

9th Largest State at 10.3 Million

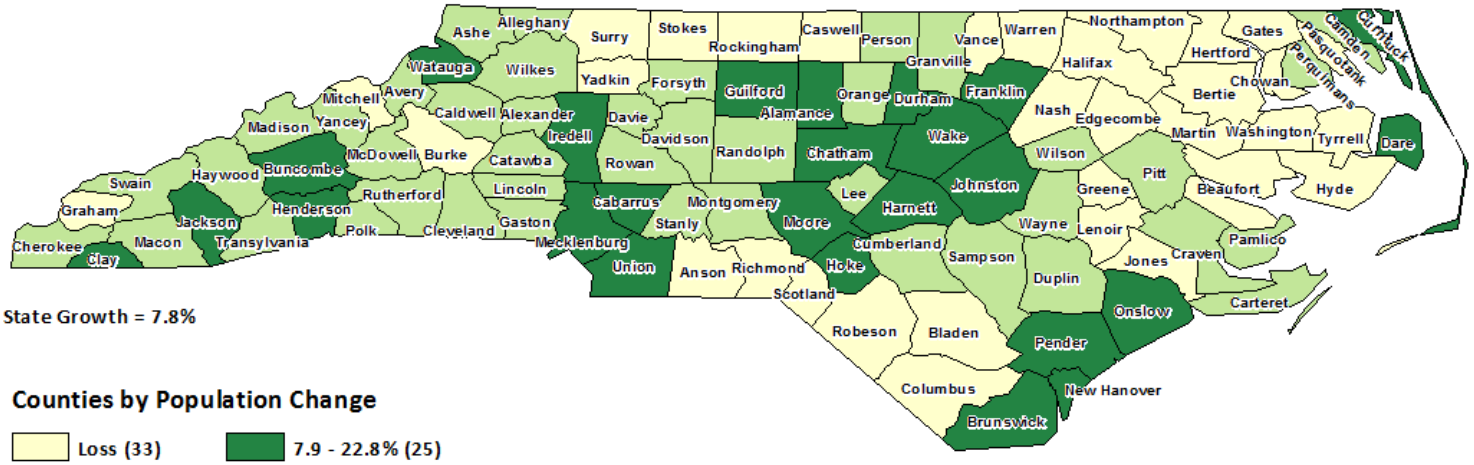
5th Largest Population Gain (737,698 people), April 2010 to July 2017

	Population Estimate		Change, 2010 to 2017	
Geographic Area	April 1, 2010	July 1, 2017	Number	Percent
United States	308,758,105	325,719,178	16,961,073	5.5
California	37,254,518	39,536,653	2,282,135	6.1
Texas	25,146,100	28,304,596	3,158,496	12.6
Florida	18,804,594	20,984,400	2,179,806	11.6
New York	19,378,110	19,849,399	471,289	2.4
Pennsylvania	12,702,857	12,805,537	102,680	0.8
Illinois	12,831,565	12,802,023	-29,542	-0.2
Ohio	11,536,730	11,658,609	121,879	1.1
Georgia	9,688,690	10,429,379	740,689	7.6
North Carolina	9,535,721	10,273,419	737,698	7.7
Michigan	9,884,129	9,962,311	78,182	0.8

Source: U.S. Census Bureau, Population Estimates, 2017 Vintage.

Attachment: JEC NCCCC Power Point Presentation Original Docs_ (2399 : NC Complete Count

Population Change in North Carolina Counties, April 1, 2010 - July 1, 2017



State Growth = 7.8%

Counties by Population Change

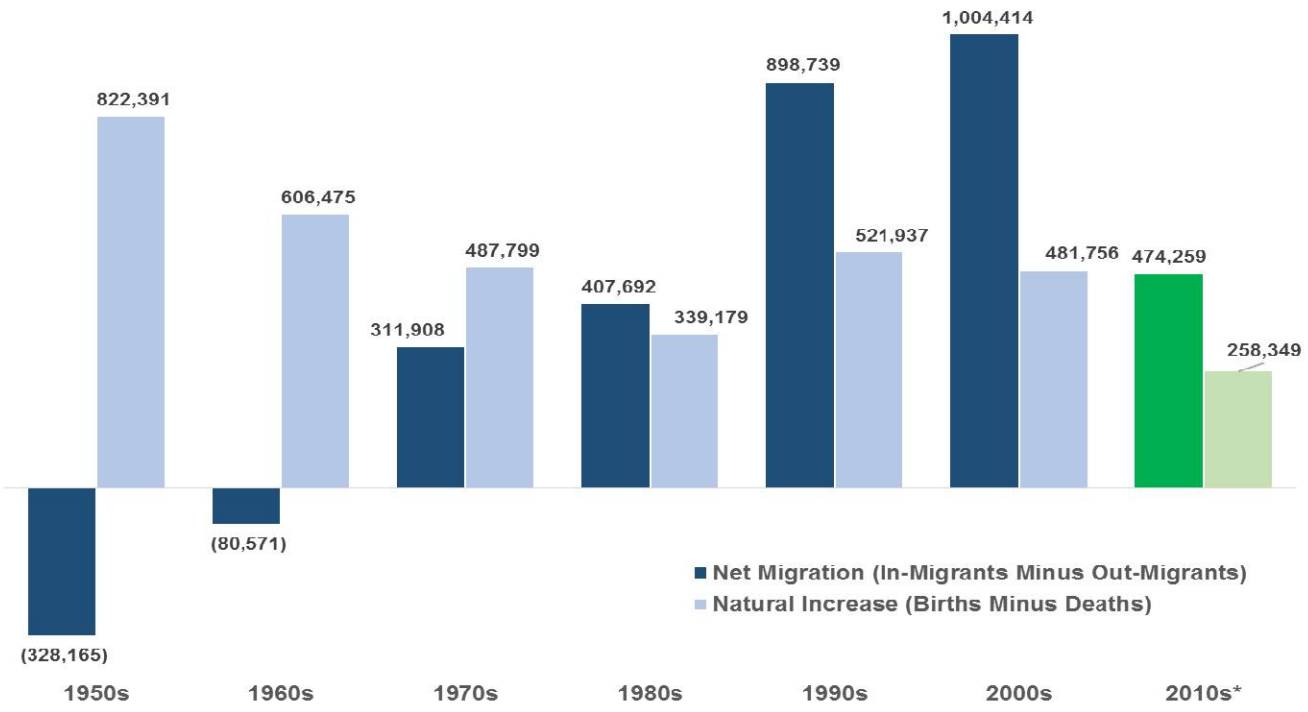
- Loss (33)
- 0.1 - 7.8% (42)
- 7.9 - 22.8% (25)

Source: North Carolina Office of State Budget & Management;
Demographic & Economic Analysis Branch, Certified Population Estimates, 2017 Vintage.

Attachment: JEC NCCCC Power Point Presentation Original Docs_ (2399 : NC Complete Count

Net Migration Influences Growth More than Natural Increase

Components of Population Change by Period, 1950 - 2017



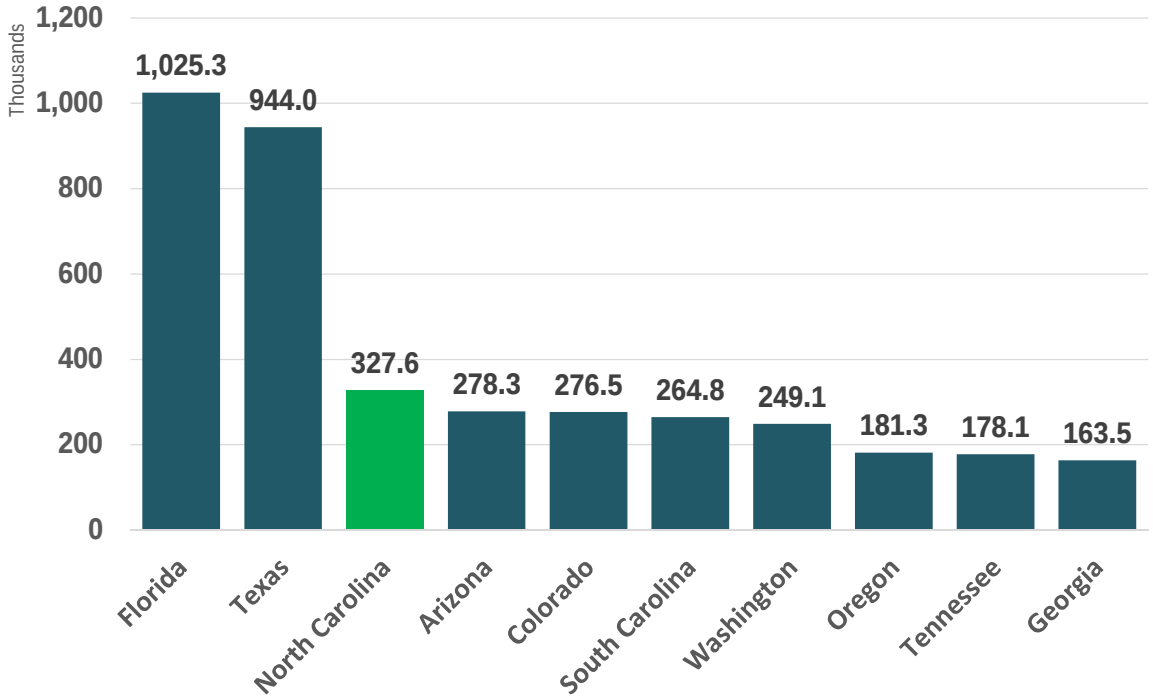
Source: US Census Bureau, State Population Estimates, Vintage 2017; Age-Specific Net Migration Estimates for US Counties, 1950-2010. Applied Population Laboratory, UW-Madison.

Attachment: JEC NCCCC Power Point Presentation Original Docs_ (2399 : NC Complete Count

Net Migration (cont'd)

Net Domestic Migration Larger Than All But Florida and Texas

Net Domestic Migration for the 10 States with the Largest Number of Net Domestic Migrants, April 2010 to July 2017

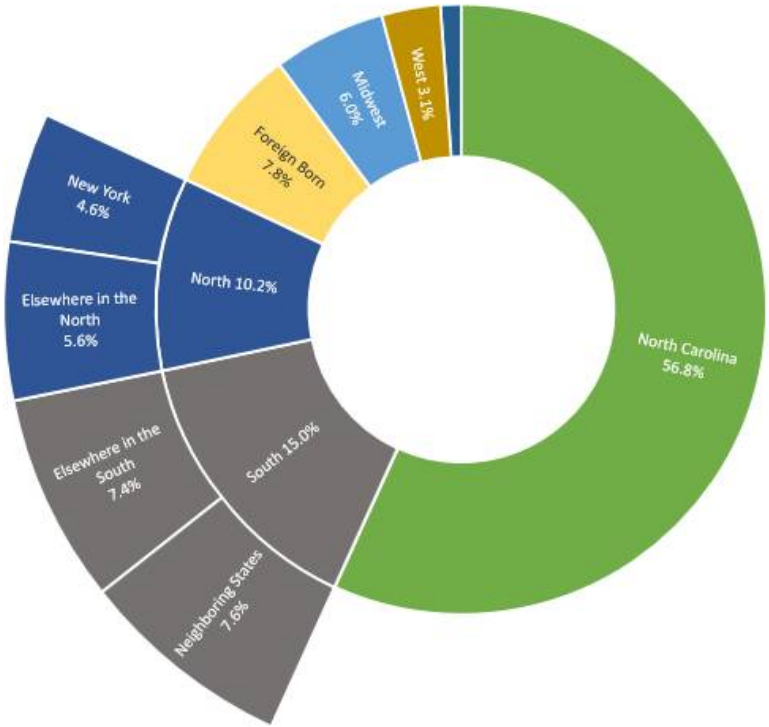


Source: U.S. Census Bureau, Population Estimates for States, Vintage 2017.

Attachment: JEC NCCCC Power Point Presentation Original Docs_ (2399 : NC Complete Count

Many North Carolinians Were Born Elsewhere

Percent of the North Carolina Population by Place of Birth

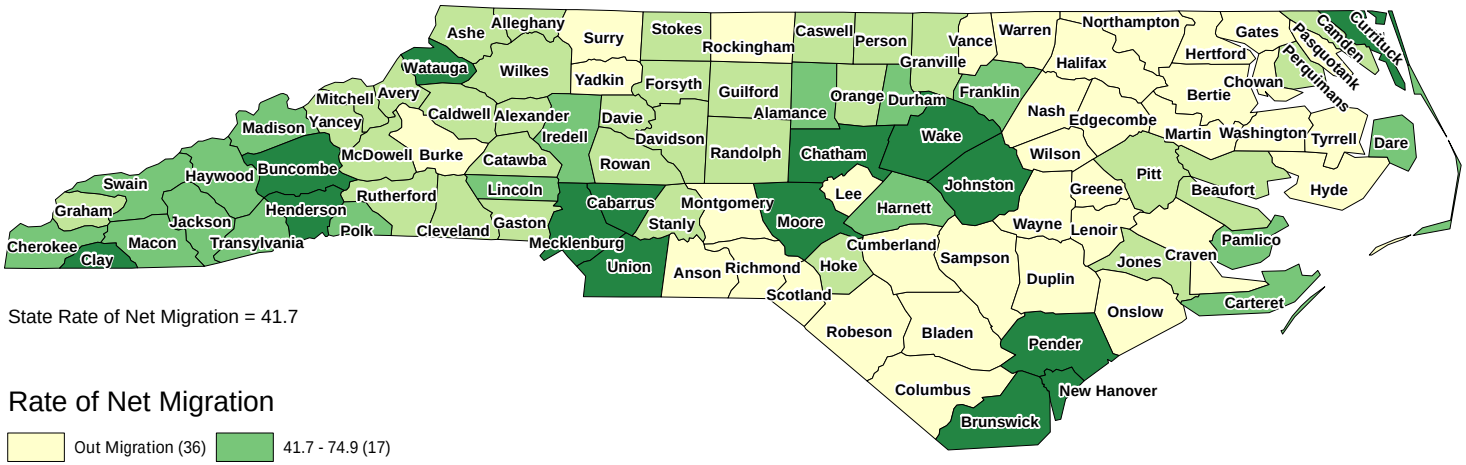


Source: U.S. Census Bureau, 1-Year 2016 American Community Survey

Attachment: JEC NCCCC Power Point Presentation Original Docs_ (2399 : NC Complete Count

Components of Change

Rate of Net Migration (per 1,000 Population) for North Carolina Counties, April 1, 2010 - July 1, 2016



State Rate of Net Migration = 41.7

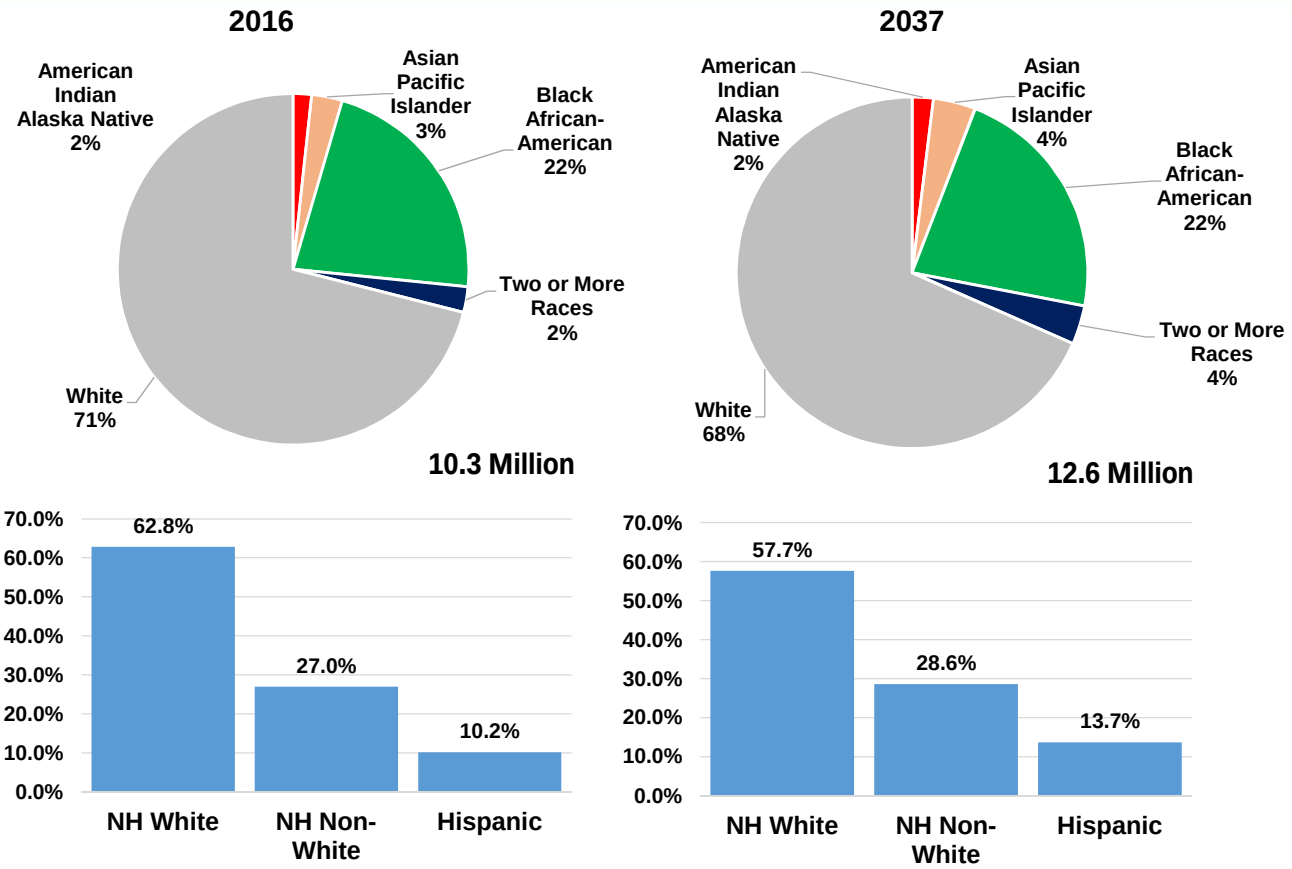
Rate of Net Migration

- Out Migration (36)
- 41.7 - 74.9 (17)
- < 41.7 (32)
- 75 or More (15)

Source: North Carolina Office of State Budget & Management; Demographic & Economic Analysis Branch, Certified Population Estimates, 2016 Vintage.

Attachment: JEC NCCCC Power Point Presentation Original Docs_ (2399 : NC Complete Count

Population by Race and Hispanic Origin, 2016 and 2037



Source: NC OSBM Population Estimates, Vintage 2016 and Population Projections, Vintage 2017.

Attachment: JEC NCCCC Power Point Presentation Original Docs_ (2399 : NC Complete Count

Immigrants in North Carolina

- 767,656 Foreign Born[1]
- 507,234 Non-Citizens[1]
- 350,000 Unauthorized Immigrants[2]
  - 8th Largest Unauthorized Population[2]
  - 60% from Mexico, 7% El Salvador, 6% Honduras[2]
  - 3.4% of North Carolina Population[2]
  - 43% of All Immigrants vs. 26% of U.S. Immigrants[2]
  - 5.0% of Labor Force vs. 5.0% U.S. Labor Force[2]
  - 8.7% of NC K-12 Students Have Unauthorized Parent(s)[2]
  - 41,000 (12%) Eligible for DACA (29,260 enrolled)[3]

Sources: [1]U.S. Census Bureau, 2012-2016 American Community Survey;
[2]"Overall Number of US Unauthorized Immigrants Hold Steady Since 2009" by Jeffrey S. Pasel and D'Vera Cohn, Pew Research Center, September 20, 2016 & [3]Institute on Taxation and Economic Policy, "State & Local Tax Contributions of Young Undocumented Immigrants" April 25, 2017

Attachment: JEC NCCCC Power Point Presentation Original Docs_ (2399 : NC Complete Count

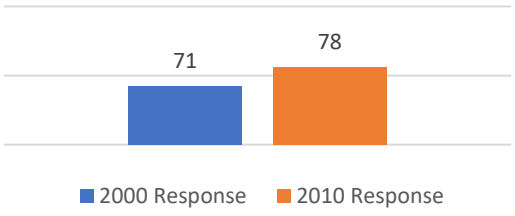
MAKE NC COUNT

CENSUS 2020

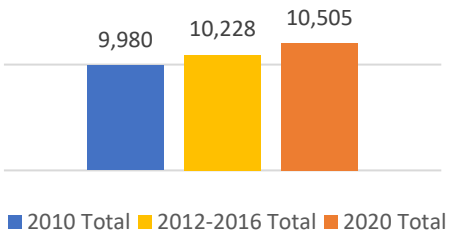
Camden County Counts

Total Population	10,228
Persons under 5 years (percent)	4.8
Persons 65 years and over (percent)	15.8
Median household income (in 2016 dollars)	60,714
Persons in poverty (percent)	10.4
High school graduate or higher (age 25+, percent)	83.2
Foreign-born persons (percent)	3.1

Mail-In Response Rate

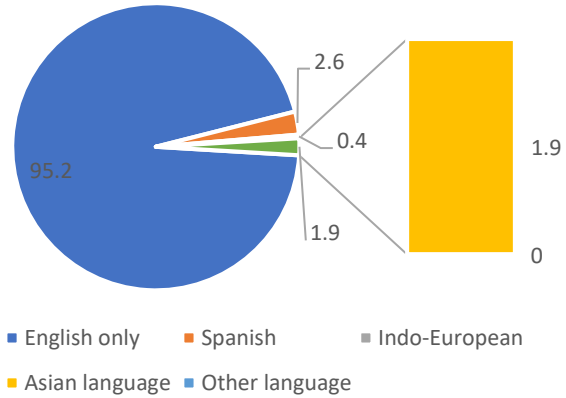


Total Population

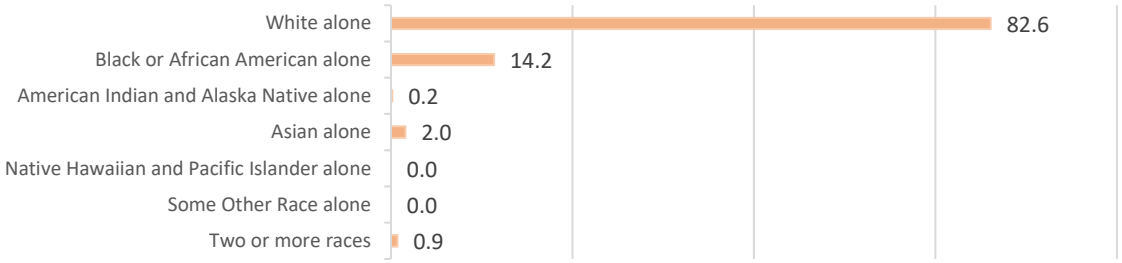


Language Spoken at Home

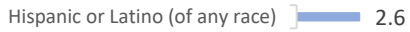
(Population 5 years and over)



2012-2016 Race as a Percent of the Total



2012-2016 Hispanic or Latino Origin



The US Census is required by the Constitution. The once a decade count determines how many representatives North Carolina will have in Congress and where state, county, town, and other local districts are drawn.

The Census is the largest and most reliable picture of our communities and is vital to planning for future services like schools, streets and utilities, hospitals and clinics, shopping and more.

Census data brings your tax dollars back to your community.
More than $1,623 per person in federal aid and $205 in state aid are distributed annually in North Carolina based on the census count. CHIP, Medicare and Medicaid, SNAP (Food Stamps), Head Start, Foster Care and National School Lunch Program grants, and Highway planning and construction grants (including the NC Powell Bill) rely on census information.

Attachment: CamdenCountyNCCCC (2399 : NC Complete Count Commission - James Cofield, Jr.)

CAMDENCOUNTY
new energy. new vision.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 4.C
Meeting Date: June 03, 2019

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

Item Title **U.S. Census Bureau - Bernadette Richards**

Attachments: US Census Presentation (PDF)

Summary:
Bernadette Richards will be making a presentation of behalf of the U.S. Census Bureau.

CAMDEN COUNTY

new energy. new vision.

United States Census 2020

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

Known for excellent schools and strong community spirit, Camden County is ...

Where Families Thrive!

Attachment: US Census Presentation (2420 : U.S. Census Bureau - Bernadette Richards)

2020 CENSUS
YOUR COMMUNITIES COUNT!

Atlanta Regional Office

Managing Census Operations in

AL, FL, GA, LA, MS, NC, SC

United States Census 2020

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

Attachment: US Census Presentation (2420 : U.S. Census Bureau - Bernadette Richards)

The goal of Census 2020 is to count everyone once, only once and in the right place.

EVERYONE COUNTS!

Attachment: US Census Presentation (2420 : U.S. Census Bureau - Bernadette Richards)

Change from 2000 to 2010

- State gaining 4 seats in the House
- State gaining 2 seats in the House
- State gaining 1 seat in the House
- No change
- State losing 1 seat in the House
- State losing 2 seats in the House

WA 10
OR 5
CA 53
NV 4
ID 2
MT 1
WY 1
UT 4
AZ 9
CO 7
NM 3
ND 1
SD 1
NE 3
KS 4
OK 5
TX 36
MN 8
IA 4
MO 8
AR 4
LA 6
WI 8
IL 18
MI 14
IN 9
OH 16
KY 6
TN 9
MS 4
AL 7
GA 14
FL 27
SC 7
NC 13
VA 11
WV 3
PA 18
NY 27
VT 1
NH 2
ME 2
MA 9
RI 2
CT 5
NJ 12
DE 1
MD 8

United States Census 2020

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

Attachment: US Census Presentation (2420 : U.S. Census Bureau - Bernadette Richards)

Impact to Your Community

Why We Ask You to Allocate Resources to the 2020 Census

- Political Representation
  - Census is constitutionally mandated for re-apportionment of Congress
  - Census results are used for Redistricting at national, state, and local levels.

- Money/Economic Impact
  - Over $675 Billion/year is distributed to state and local governments using Census numbers (Over $4 Trillion over the decade).

Attachment: US Census Presentation (2420 : U.S. Census Bureau - Bernadette Richards)

NC STATE RESPONSE RATES vs CAMDEN COUNTY RESPONSE RATES

STATE/COUNTY	2000	2010	2020 GOAL
NORTH CAROLINA	69%	76%	≥82
CAMDEN COUNTY	71%	78%	

United States Census 2020

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

Attachment: US Census Presentation (2420 : U.S. Census Bureau - Bernadette Richards)

The 2020 Census: A New Design for the 21st Century

2020 Census Design

Motivate People to Respond

Conduct a nation-wide communications and partnership campaign

Maximize outreach using traditional and new media

Target ads to specific audiences

Work with trusted sources to inspire participation.

TELEPHONE AND PAPER SELF-RESPONSE

NONRESPONSE FOLLOWUP

INTERNET SELF-RESPONSE

Count the Populatio

Collect data from all households, includ group and unique living arrangement

Make it easy for people to respond anytime, anywhere

Encourage people to use the new onlin response option

Use the most cost-effective strategy to contact and count nonrespondents

Knock on doors only when necessary

Streamline in-field census-taking

Establish Where to Count

Identify all addresses where people could live

IN-FIELD

IN-OFFICE

Conduct a 100% review and update of the nation's address list

Minimize field work with in-office updating

Use multiple data sources to identify areas with address changes

Release Census Resu s

Process and Provide Census Data

Deliver apportionment counts to the President by December 31, 2020

Release counts for redistricting by April 1, 2

Make it easier for the public to get data

United States Census 2020

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

Attachment: US Census Presentation (2420 : U.S. Census Bureau - Bernadette Richards)

Privacy and Confidentiality

- Under Title 13, U.S. Code, all Census Bureau employees swear a lifetime oath to protect respondent data. It is a felony for any Census Bureau employee to disclose any confidential census information during or after employment, and the penalty for wrongful disclosure is up to 5 years imprisonment and/or a fine of $250,000.

- We protect information by taking precautions in how we collect, analyze and disseminate information. The Census Bureau has strong program to protect information as they collect, process and store it in secure IT systems.

- The Census Bureau encrypts information, limits access, and actively monitors systems to make sure information stays secure.

Attachment: US Census Presentation (2420 : U.S. Census Bureau - Bernadette Richards)

Privacy and Confidentiality

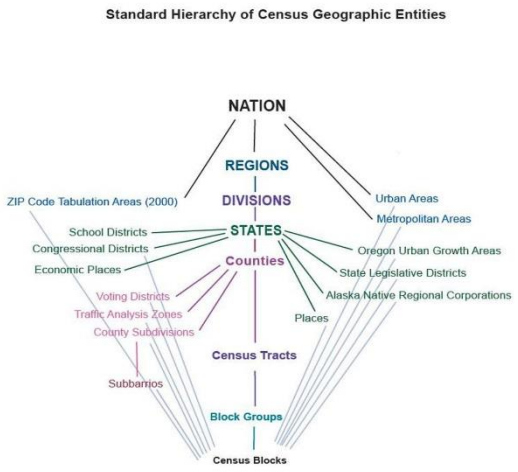
It is important to note that the Census Bureau:

- never asks for your full Social Security number;
- never asks for money or a donation;
- never sends requests on behalf of a political party;
- never requests PIN codes, passwords or similar access information for credit cards, banks or other financial accounts.

Census Bureau Collects a Wide Variety of Data Surveys

Demographics:
Age
Sex
Marital
Education
Housing
Health Ins and more

Business and
Industry Data
Import/Exports
Employment
Government Data

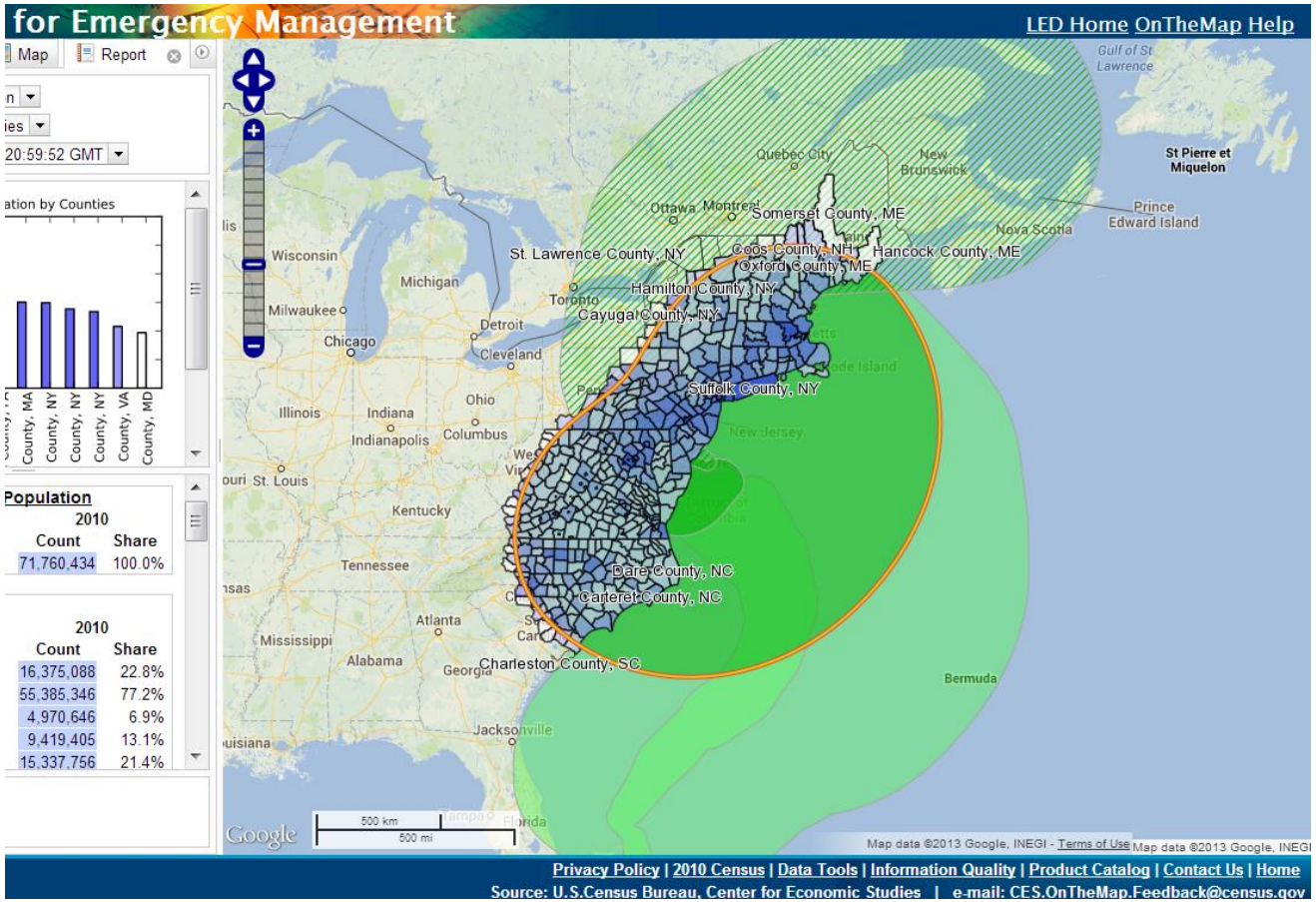


Data at a variety of
Geographic Levels:
National, State, County
City/Place
Tract
Block
Congressional Districts

Attachment: US Census Presentation (2420 : U.S. Census Bureau - Bernadette Richards)

Census Data Are Used In Many Ways

- Forecasting of future transportation needs
- Determining areas eligible for housing assistance and rehabilitation loans
- Assisting tribal, federal, state and local governments in planning, and implementing programs and services in:
  - Education
  - Healthcare
  - Transportation
  - Social Services
  - Emergency response



Attachment: US Census Presentation (2420 : U.S. Census Bureau - Bernadette Richards)

2020 Census New Initiatives

- Allowing people to respond anytime, anywhere, via **phone or internet**. Tests have shown internet self-response is the most cost effective and accurate way. Those that request a form can complete the Census using the form.

- The Census Bureau is eliminating paper and incorporating the use of handheld data collection devices.

The goal of the 2020 Census is to count everyone once, only once and in the right place.

Attachment: US Census Presentation (2420 : U.S. Census Bureau - Bernadette Richards)

Self Response

Panel	Cohort	Mailing 1 *Letter (Internet First) or Letter + Questionnaire (Internet Choice)*
Internet First	1	March 12, 2020
	2	March 13, 2020
	3	March 19, 2020
	4	March 20, 2020
Internet Choice	N/A	March 13, 2020

Target Populations

- Children 5yrs and under
- Veterans
- People with disabilities
- Homeless
- People living in rural America
- Low income and underserved
- Senior citizens
- Migrant farm workers
- Foreign Born - Immigrants
- Persons with limited English proficiency
- Renters

Attachment: US Census Presentation (2420 : U.S. Census Bureau - Bernadette Richards)

Overview of Complete Count Committees (CCCs)

- Ultimately, the success of the 2020 Census depends on everyone's participation. One way to ensure success is by forming a Complete Count Committee.

- State and local governments, businesses and community leaders form Complete Count Committees to encourage participation in their community. They develop an outreach plan tailored to the unique characteristics of their community. Then they work together to implement the plan.

- Their focus is to encourage individuals in their community to self respond online, on the phone or by mail (if they received a questionnaire by mail)

Attachment: US Census Presentation (2420 : U.S. Census Bureau - Bernadette Richards)

Local Government CCC's

Local government CCC's should include members with experience in the following areas:

- Government
- Education
- Media
- Minority Organizations
- Community organizations
- Workforce developments
- Faith-based institutions
- Businesses

Attachment: US Census Presentation (2420 : U.S. Census Bureau - Bernadette Richards)

Community-based CCC's

The Census Bureau encourages community leaders in hard-to-count areas to form CCC's and include trusted voices from the community.

Hard-to-count areas may, for example, have:

- Children 5yrs old and under
- Hidden or overcrowded housing
- Populations that speak little or no English
- Off-campus apartments
- New immigrant populations
- High poverty areas
- People displaced by natural disasters such as floods, fires, and hurricanes

Attachment: US Census Presentation (2420 : U.S. Census Bureau - Bernadette Richards)

Prepare for 2020 Census, Now!

- Host or join a Complete Count Committee and partner with other trusted voices and influential leaders in your area who are committed to increasing census participation. Allocate funding for this public education and outreach campaign.
- Raise awareness by including census information in speeches, newsletters, social media posts, podcasts, email blast, utility bills, bulletin boards, signs, bill boards, mailings, and add census links on web sites.
- Issue a proclamation announcing your CCC signaling the start of the public education and outreach campaign.
- U. S. Census Bureau will have a national education. marketing and advertising campaign.
- Help recruit census workers when jobs become available.

Attachment: US Census Presentation (2420 : U.S. Census Bureau - Bernadette Richards)

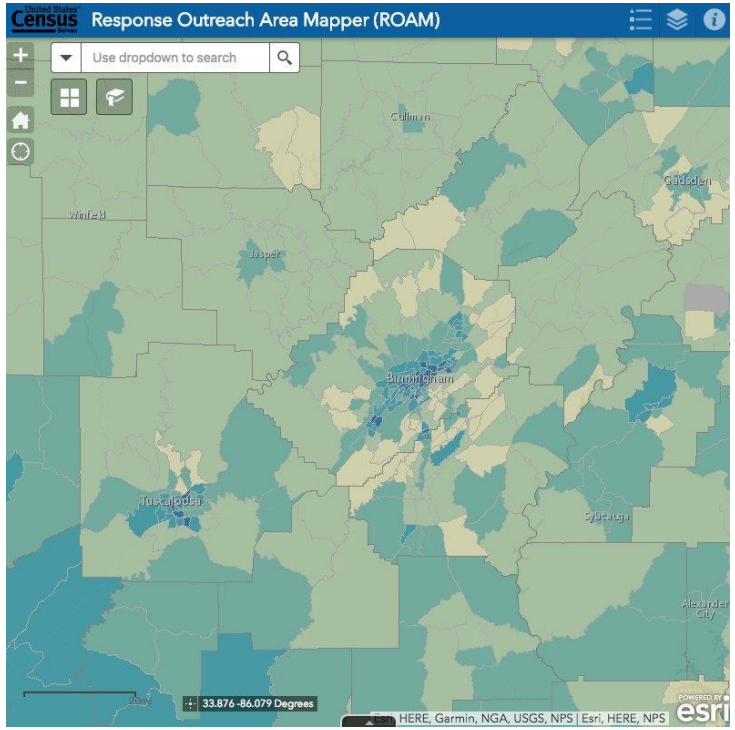
How the Census Bureau Will Support You?

- We will provide staff from our regional offices to work directly with each Complete Count Committee.
- We will provide information, assist you in forming committees and subcommittees, and participate in local events and activities.
- We will provide a guide for 2020 Census Complete Count Committees. In the meantime, you can refer to a Complete Count Committee guide and other information available online from the 2010 Census for historical reference. Keep a big change in mind though: we'll primarily ask people to respond to the 2020 Census online (not by mail).
- As the 2020 Census gets closer, the Census Bureau will also launch a robust communications campaign. We'll use advertisements, conduct outreach. You can leverage our efforts in your own community through your Complete Count Committee.

Attachment: US Census Presentation (2420 : U.S. Census Bureau - Bernadette Richards)

Explore the Response Outreach Area Mapper Web Application https://www.census.gov/roam

- The U.S. Census Bureau has released the Response Outreach Area Mapper (ROAM) web application.
- An interactive map to identify areas that typically have low response rates for censuses and surveys.
- Community planners and local officials can use the ROAM to plan, focus and allocate resources for the 2020 Census.
- Provides tract-level data.



Low Response Score by 2014 Census Trac

Predicted Mail Non-Response Rate (%)

- 30.0 to 57.8
- 25.0 to 29.9
- 20.0 to 24.9
- 16.0 to 19.9
- 0.0 to 15.9
- Not calculated

United States Census 2020

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census.gov

Attachment: US Census Presentation (2420 : U.S. Census Bureau - Bernadette Richards)

2020census.gov/jobs

1-855-JOB-2020

(1-855-562-2020)

Federal Relay Service: (800) 877-8339 TTY / ASCII

www.gsa.gov/fedrelay

The Federal Relay Service (FedRelay) provides telecommunications services to allow individuals who are deaf, hard of hearing, and/or have speech disabilities to conduct official business with and within the federal government.

The U.S. Census Bureau is an Equal Opportunity Employer.

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WHO DO WE NEED?

Administrative Manager (AM)

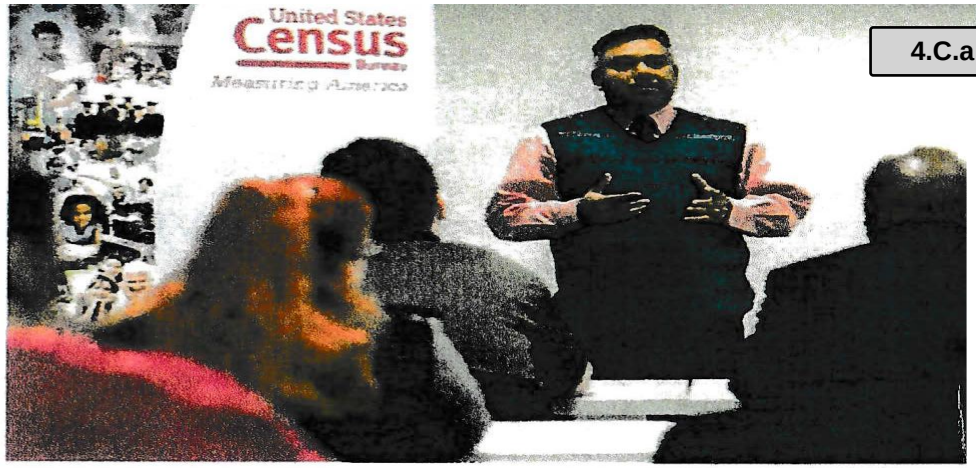
The AM is responsible for office administrative activities, including personnel and payroll operations for the assigned office. AMs are responsible for administrative support of all staff. Specifically, the AM is responsible for processing applications for thousands of applicants, managing applicant selection (telephone interviewing and making job offers), processing personnel actions for several hundred or more hires, and processing payroll for several hundred or more employees a week, at peak.

Area Census Office Manager (ACOM)

The ACOM leads a team of census managers assigned to the Area Census Office (ACO). ACOMs are responsible for ensuring that 2020 Census field and office operations are completed within budget, on schedule, and meet quality standards. The ACO management team will be responsible for recruiting office and field staff, managing personnel payroll activities, and technology functions. Additionally, the ACOM supervises and manages hundreds of field staff involved in updating address lists, conducting interviews, and performing other follow-up activities.

Census Field Manager (CFM)

The CFM manages various field data collection activities. Specifically, the CFM is responsible for training, supervising, and managing several hundred field staff involved in activities such as updating address lists and maps, conducting in-person interviews, and performing other follow-up activities. Additionally, the CFM will train, supervise, and manage office staff.



IT Manager (IT)

The IT Manager is responsible for managing technology used by hundreds of field staff and dozens of office staff. Specifically, the IT Manager is responsible for troubleshooting, evaluating, analyzing, and coordinating automation operations, supporting both office and field activities (including support of mobile devices used by field staff). Additionally, the IT Manager will train and supervise office staff to assist in the IT support function.

Recruiting Manager (RM)

The RM is responsible for ensuring that qualified applicants are recruited to fill field and office positions. The RM is responsible for the development of an ACO recruiting plan that will provide guidance to the office in the recruitment of thousands of applicants. The RM is also responsible for recruiting, training, and managing recruiting support staff, including dozens of field recruiting assistants and office support staff. The recruiting assistants will work at the grass roots level to get the word out about jobs.

United States Census 2020

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Economics and Stati
U.S. CENSUS BUREAU
census.gov

Apply Online Today!
census.gov/fieldjobs

Attachment: US Census Presentation (2420 : U.S. Census Bureau - Bernadette Richards)

Contact Information

Atlanta Partnership Staff – Field Division – North Carolina
atlanta.rcc.partnership@census.gov

Atlanta Geography 470-889-6550 atlanta.geography@census.gov

Bernadette L Richards, Partnership Specialist – 678.938.9159
bernadette.l.richards@2020census.gov

Attachment: US Census Presentation (2420 : U.S. Census Bureau - Bernadette Richards)

CAMDENCOUNTY
new energy. new vision.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Public Hearings

Item Number: 5.A
Meeting Date: June 03, 2019

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

Item Title **Ordinance 2019-03-01 - Rezoning Application for Keeter Barn, LLC**

Attachments:
Agenda Summary Sheet Ordinance 2019-03-01 Keeter Barn (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.

Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Item Number:

Meeting Date: **June 3, 2019**
Attachments: **Ordinance/Findings/Planning Board Recommendation**
Submitted By: **Planning Department**

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

VOTE:
T. White _____
C. Riggs _____
G. Meiggs _____
R. Krainiak _____
R. Munro _____
ABSENT _____
RECUSED _____

ITEM TITLE: 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 as in the requested zoning classification of Village Residential vice the existing zoning classification of Highway Residential.

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.

Attachment: Agenda Summary Sheet Ordinance 2019-03-01 Keeter Barn (2411 : Ordinance 2019-03-01 - Rezoning Application for Keeter Barn,

RECOMMENDATION:

1. Hold public hearing.
2. Amend Agenda for consideration.

If being considered for approval, request consider the following 2 motions:

Consistency Statement motion:

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. However, the requested change from HC to a more residential zoning is somewhat consistent with the Comprehensive Plan's recommendation for a residential use and it's vision statement regarding existing infrastructure.

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.

Motion: To approve Ordinance 2019-03-01/Rezoning Application (UDO 2019-03-04) , rezoning property from Highway Commercial (HC) to Village Residential (VR).

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 (2411 : Ordinance 2019-03-01 - Rezoning Application for Keeter Barn, LLC)

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.

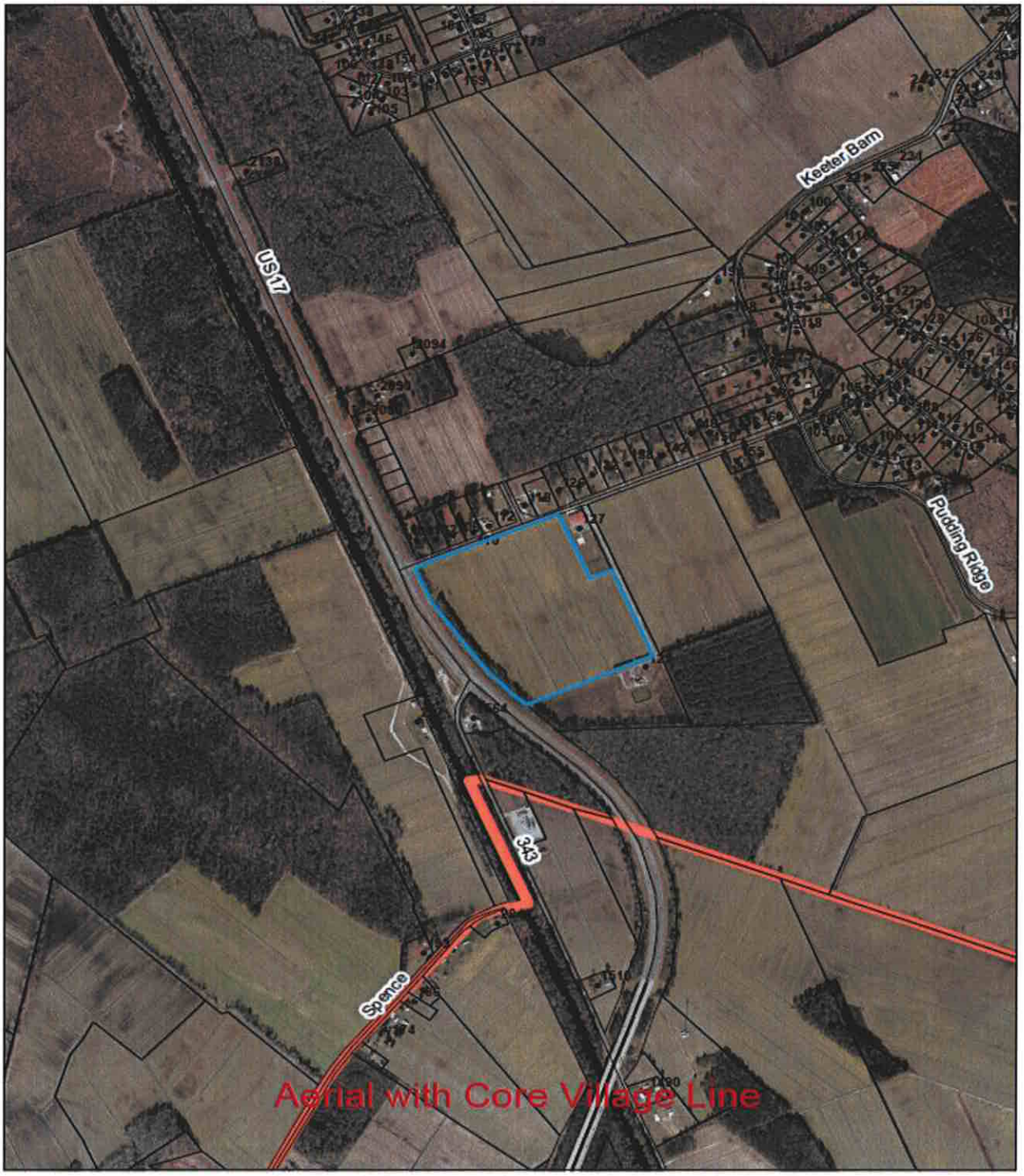
To: Village Residential (VR) – Article 151.3.5.6 (Purpose Statement)

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.

Attachment: Staff Report Findings (2411 : Ordinance 2019-03-01 - Rezoning Application for Keeter Barn, LLC)

PROJECT LOCATION:

Vicinity Map: South Mills Township



Attachment: Staff Report Findings (2411 : Ordinance 2019-03-01 - Rezoning Application for Keeter Barn, LLC)

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
Zoning	Rural Residential (RR)	Highway Commercial (HC)	Highway Commercial (HC)/ Rural Residential (RR)	Working Lands (WL)
Use & size	Housing	Sewer Treatment Plant	South Mills Fire Station/Farmland	U.S. 17/Dismal Swamp Canal

Proposed Use(s): Residential purposes.

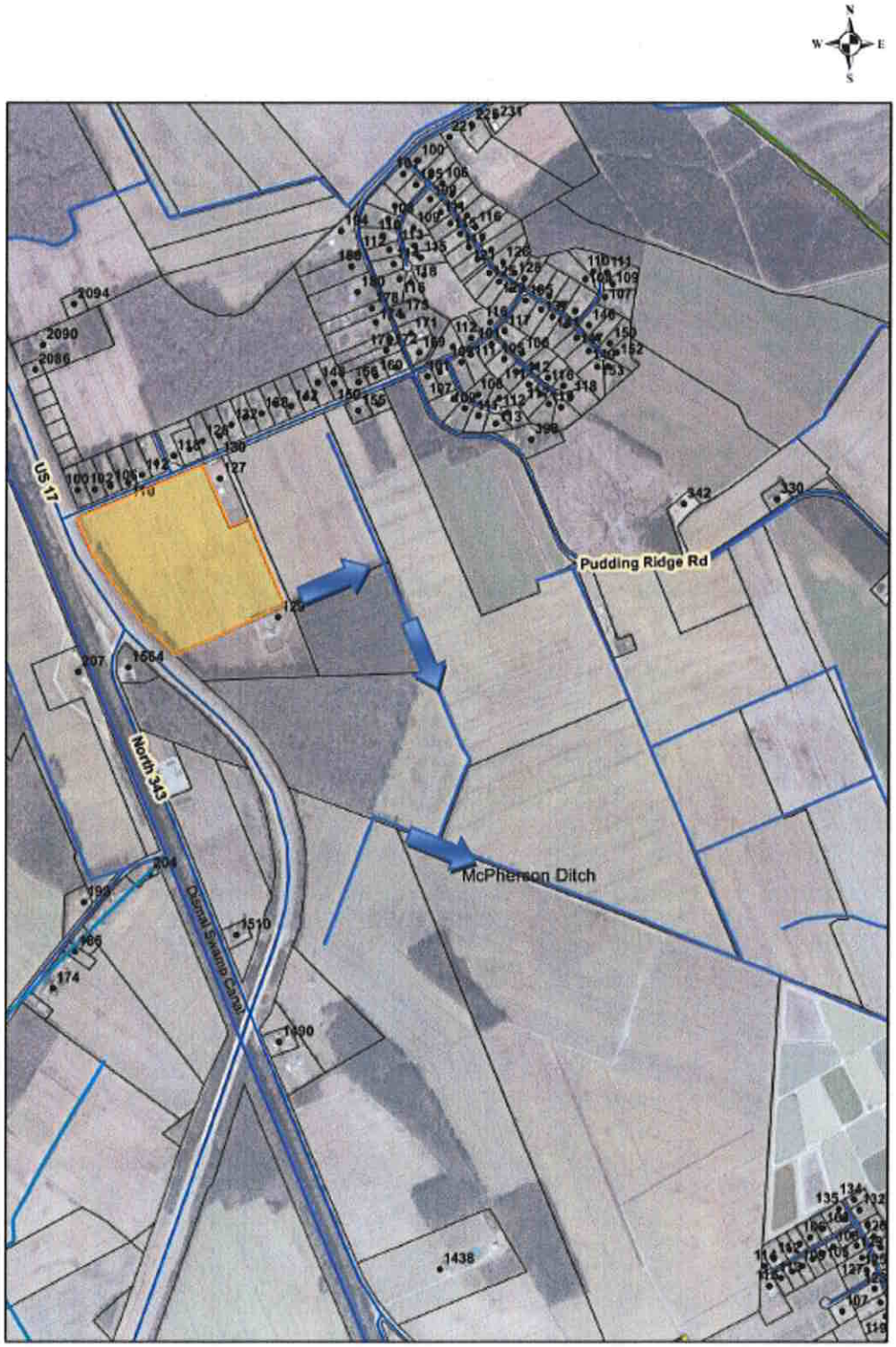
Description/History of property: Property is located just outside the Core Village of South Mills at the corner of U.S. 17 and Keeter Barn Road and is currently being farmed by current owner. Property was advertised for sale by previous owner under the current zoning of Highway Commercial (which was 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

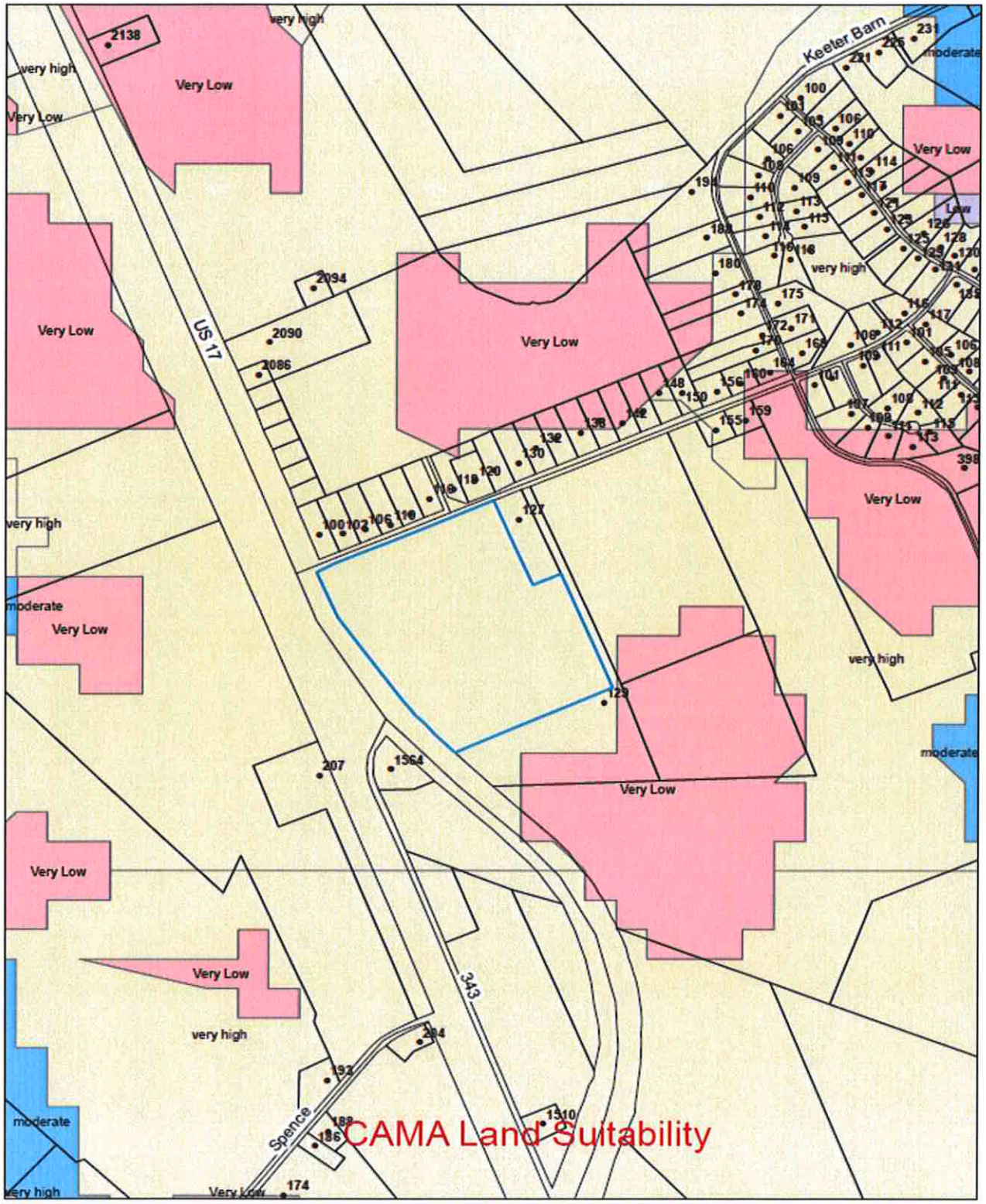
Streams, Creeks, Major Ditches:
Distance & description of nearest outfall:

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.

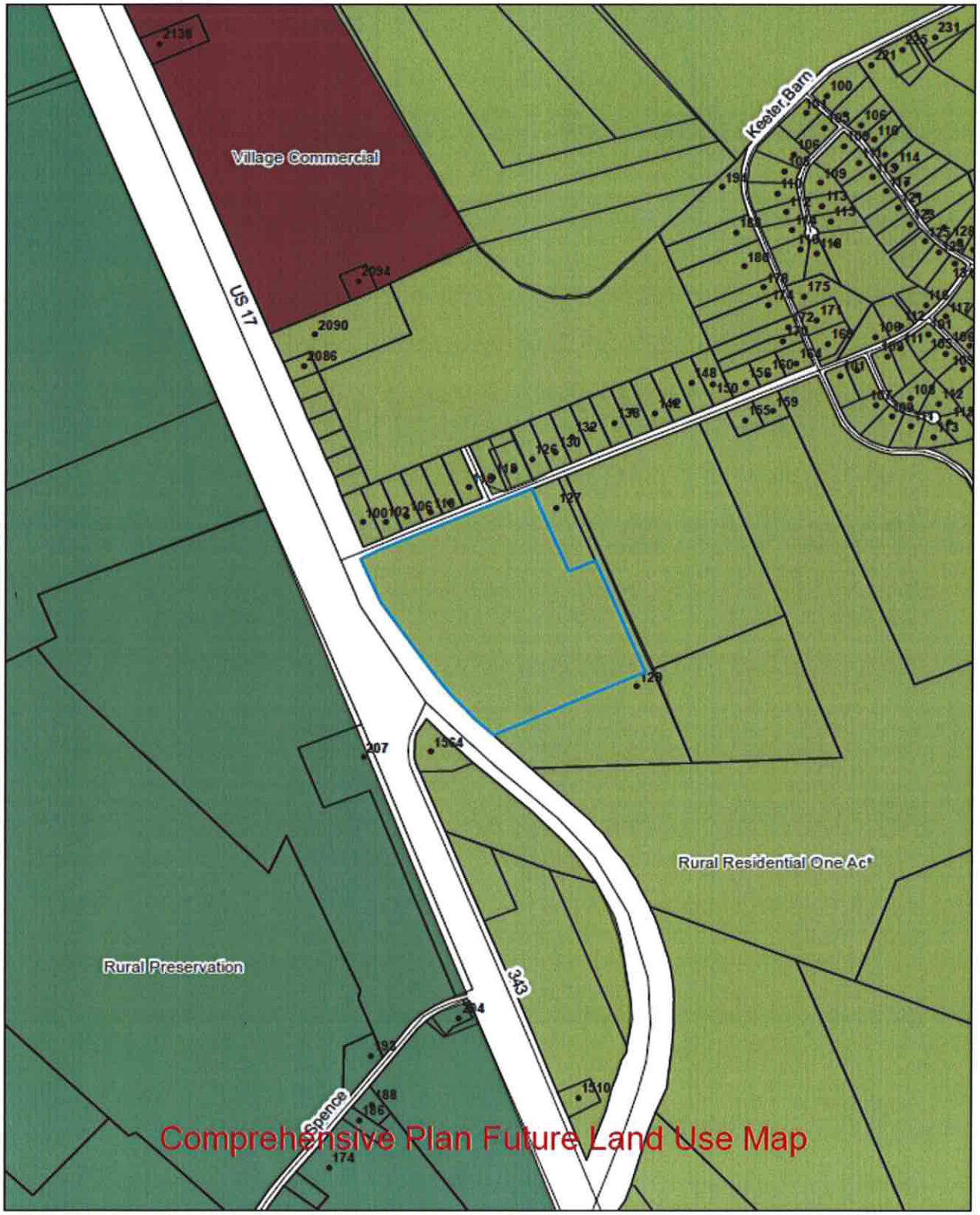
Attachment: Staff Report Findings (2411 : Ordinance 2019-03-01 - Rezoning Application for Keeter Barn, LLC)


N
W
E
S
US 17
North 343
Dismal Swamp Canal
Pudding Ridge Rd
McPherson Ditch

CAMA Land Suitability:

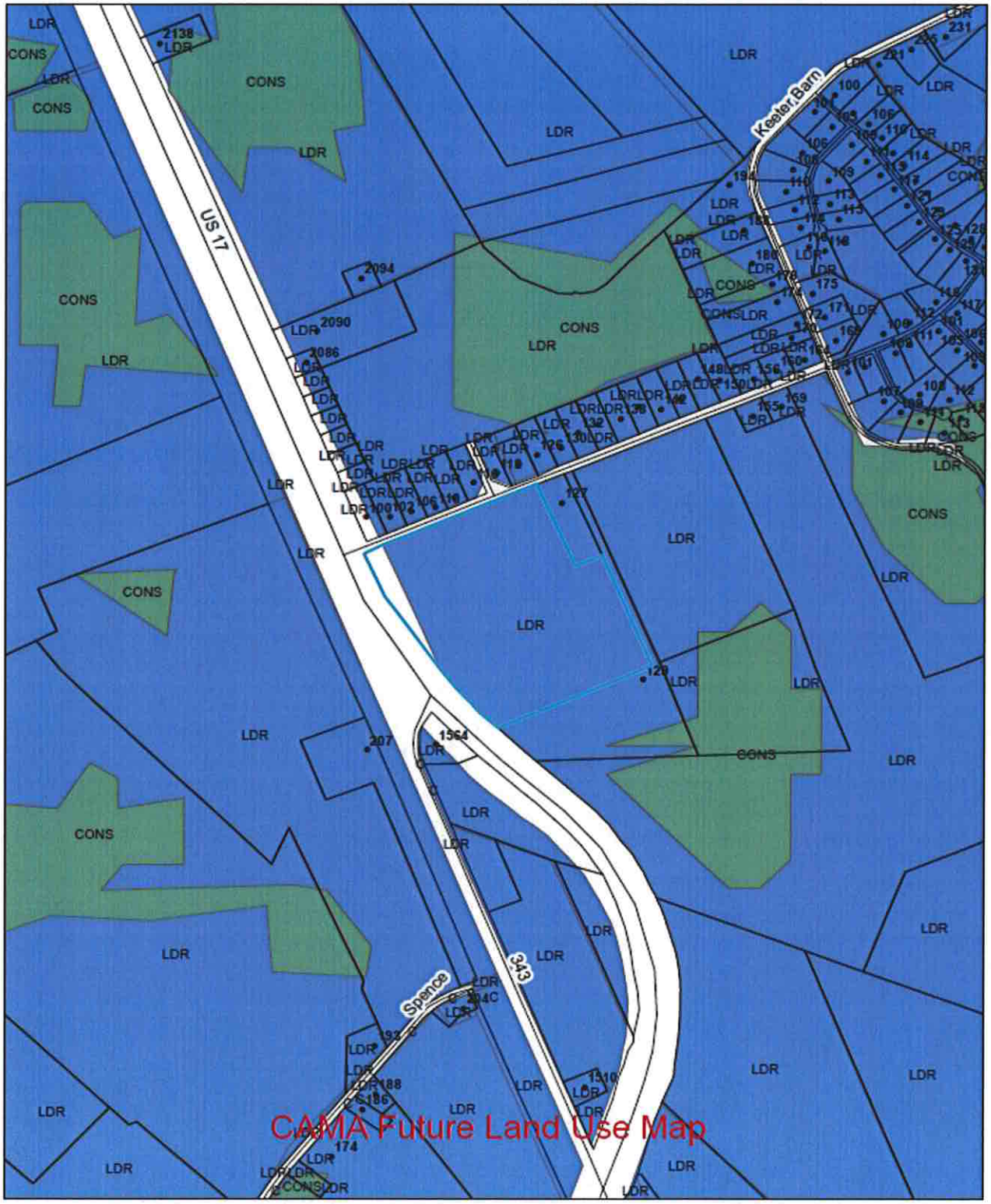


Comprehensive Plan Future Land Use Map

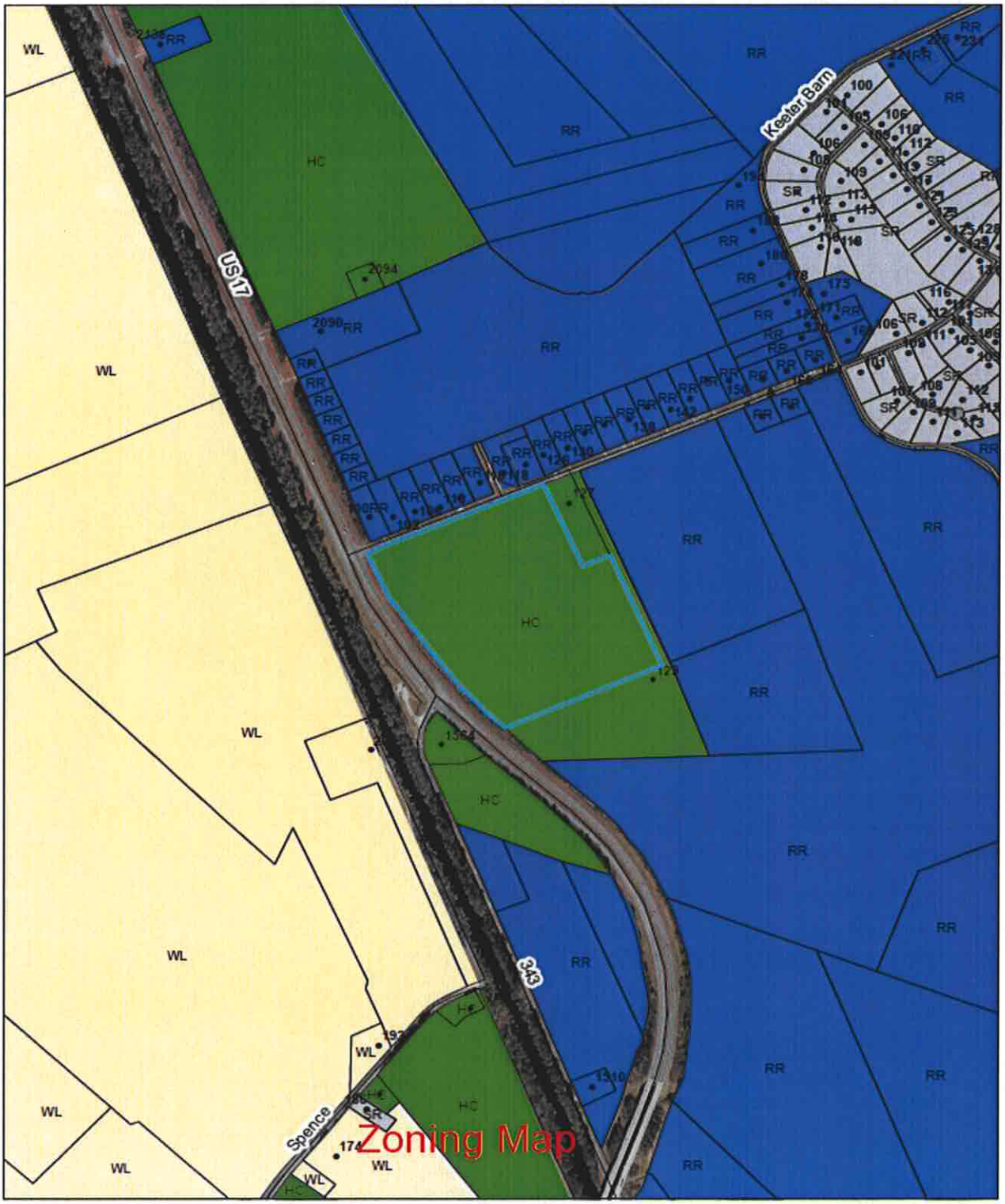


Attachment: Staff Report Findings (2411 : Ordinance 2019-03-01 - Rezoning Application for Keeter Barn, LLC)

CAMA Future Land Use Map



Zoning Map:



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:

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 (2411 : Ordinance 2019-03-01 - Rezoning Application for Keeter Barn, LLC)

Attachment: Staff Report Findings (2411 : Ordinance 2019-03-01 - Rezoning Application for Keeter Barn, LLC)

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:

Attachment: Staff Report Findings (2411 : Ordinance 2019-03-01 - Rezoning Application for Keeter Barn, LLC)

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 (2411 : Ordinance 2019-03-01 - Rezoning Application for Keeter Barn, LLC)

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:

	Personal Benefits/Impact	Community Benefits/Impact
With rezoning		
Without rezoning		

Attachment: Staff Report Findings (2411 : Ordinance 2019-03-01 - Rezoning Application for Keeter Barn, LLC)

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: Staff Report Findings (2411 : Ordinance 2019-03-01 - Rezoning Application for Keeter Barn, LLC)

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 (2411 : Ordinance 2019-03-01 - Rezoning Application for Keeter Barn, LLC)

Camden County
NEW ENERGY. NEW VISION.

Zoning Map Amendment Application

OFFICIAL USE ONLY:
UDO Number: 2019-~~02~~- 03-04
Date Filed: 3/4/19
Amount Paid: $970.00 1001 pd or 12
Received By: [illegible]

Contact Information

APPLICANT		PROPERTY OWNER	
Name:	Keeter Barn, LLC	Name:	Keeter Barn, LLC
Address:	205 N. Water Street	Address:	Same as applicant
	Elizabeth City, NC 27909		
Telephone:	(252) 340-0147 & 207-3433	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.

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.

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	✓
2	Zoning Designation	✓
3	All Existing Physical Features (structures, buildings, streets, roads, etc.)	✓
4	Location and Dimensions of Any Proposed Construction may be submitted.	N/A

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)	✓
3	Community Meeting Written Summary, If Applicable	✓
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 (2411 : Ordinance 2019-03-01 - Rezoning Application for Keeter Barn, LLC)

File an Annual Report/Amend an Annual Report • Upload a PDF Filing • Order a Document Online • Add Entity to My Email Notification List • View Filings • Print an Amended a Annual Report form • Print a Pre-Populated Annual eport form

Limited Liability Company

Legal Name
Keeter Barn, LLC

Information

SosId: 1781658
Status: Current-Active
Annual Report Status: Current
Citizenship: Domestic
Date Formed: 1/1/2019
Registered Agent: Williams, Chad

Addresses

Mailing	Principal Office	Reg Office	Reg Mailing
205 N. Water Street	205 N. Water Street	205 N. Water Street	205 N. Water Street
Elizabeth City, NC 27909	Elizabeth City, NC 27909	Elizabeth City, NC 27909	Elizabeth City, NC 27909

Company Officials

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

Member	Member
Alexander J Underhill	Chad Williams
205 N. Water Street	205 N. Water Street
Elizabeth City NC 27909	Elizabeth City NC 27909

CERTIFICATE OF ACCURACY

I PAUL J. TOTI, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE BY ME ; DEED DESCRIPTION FOUND IN D.B. 167, PG. 180; THAT BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS PLOTTED FROM INFORMATION FOUND IN D.B. SEE, PG. REF.; THAT THE GLOBAL POSITIONING SYSTEM (GPS) OBSERVATIONS WERE PERFORMED TO THE GEOSPATIAL POSITIONING ACCURACY STANDARDS, PART 2: STANDARDS FOR GEODETIC NETWORKS AT THE 2-CENTIMETERS ACCURACY CLASSIFICATION (95% CONFIDENCE) USING "RTN" ; THAT THIS PLAT MEETS THE REQUIREMENT OF G.S. 47-30 SECTION F-11-C.1 AS AMENDED;

I, PAUL J. TOTI PLS-3953, ALSO CERTIFY, THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL GNSS SURVEY MADE UNDER MY SUPERVISION AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE GNSS SURVEY:

1.) CLASS OF SURVEY: CLASS A
2.) POSITIONAL ACCURACY: 2-CENTIMETERS
3.) TYPE OF GPS FIELD PROCEDURE: "RTN"
4.) DATE OF SURVEY: DECEMBER 13, 2018
5.) DATUM / EPOCH: NC GRID - NAD '83 , EPOCH 2010
6.) PUBLISHED / FIXED CONTROL USE: "VRS"
7.) GEIOD MODEL: GEIOD 12B
8.) COMBINED FACTOR: 1.000099173
9.) UNITS: US SURVEY FEET

I, PAUL J. TOTI, 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 18 DAY OF DECEMBER 2018.

NORTH CAROLINA PROFESSIONAL SEAL L-3953 LAND SURVEYOR PAUL J. TOTI

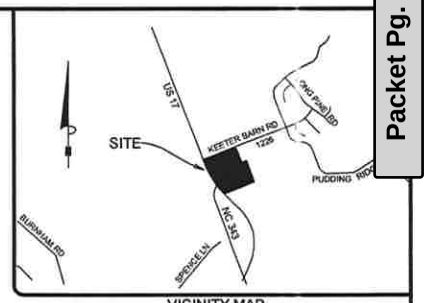
NORTH CAROLINA, CAMDEN COUNTY

I, DAVID PARKI REVIEW OFFICER OF CAMDEN COUNTY CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

1/11/19
REVIEW OFFICER

Doc Nbr 209437
Recorded: 01/16/2019 11:09:52 AM
Fee Amt: $21.00 Page 1 of 1

Camden County North Carolina
Tammie Krauss, Register of Deeds
BK 8 PG 159 - 159 (1)



VICINITY MAP
NOT TO SCALE

NOTES:

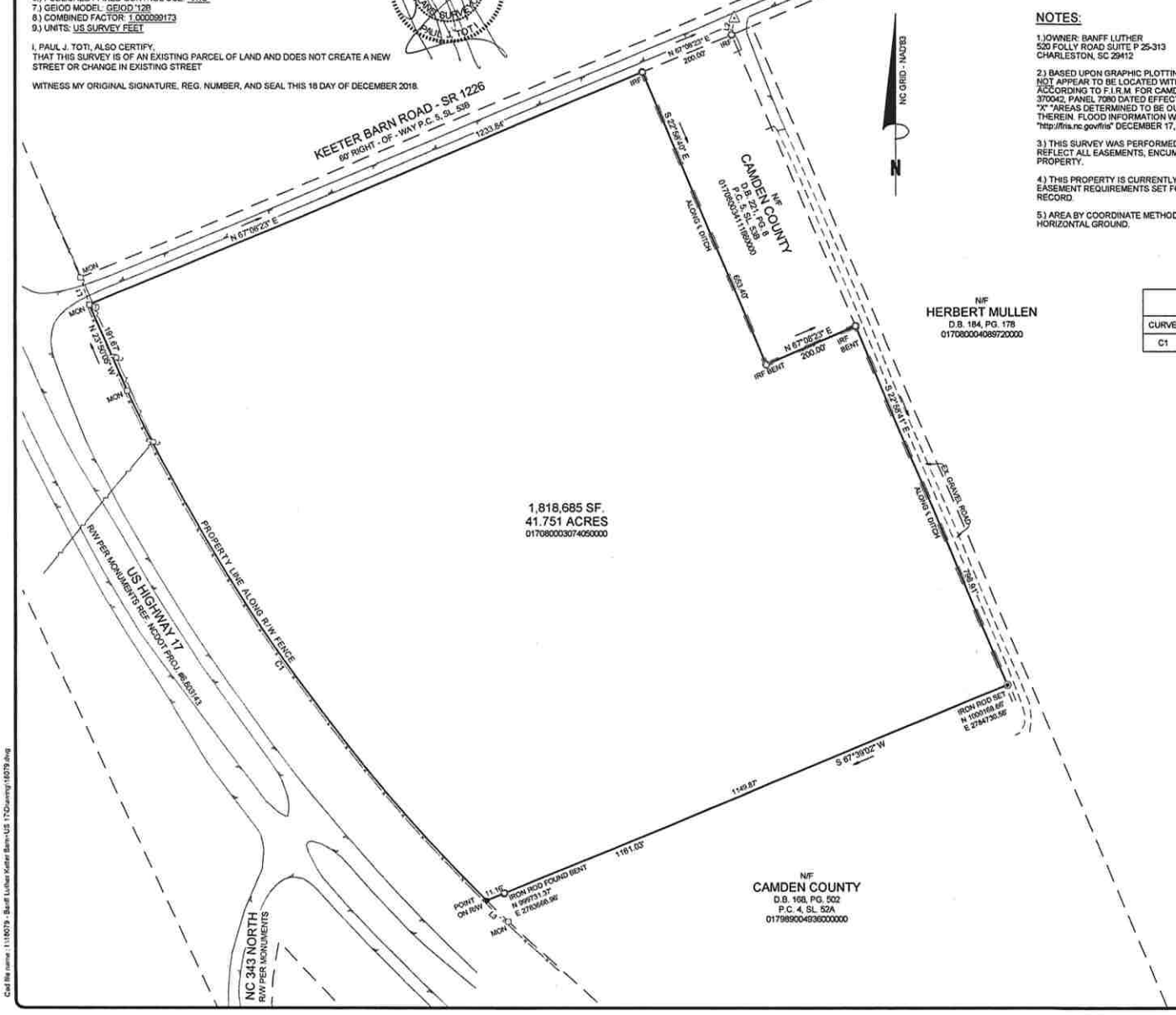
1.)OWNER: BANFF LUTHER
520 FOLLY ROAD SUITE P 25-313
CHARLESTON, SC 29412

2.) BASED UPON GRAPHIC PLOTTING ONLY, THE PROPERTY DELINEATED ON THIS PLAT DOES NOT APPEAR TO BE LOCATED WITHIN A FEMA IDENTIFIED SPECIAL FLOOD HAZARD AREA ACCORDING TO F.I.R.M. FOR CAMDEN COUNTY MAP NUMBER 3721708000K, COMMUNITY ID NO. 370042, PANEL 7080 DATED EFFECTIVE DECEMBER 21, 2018. THE PROPERTY LIES WITHIN ZONE "X" "AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOOD", AS DEFINED THEREIN. FLOOD INFORMATION WAS OBTAINED FROM THE FLOOD RISK INFORMATION SYSTEM "http://fris.nc.gov/fris" DECEMBER 17, 2018.

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 EASEMENT REQUIREMENTS SET FORTH BY CAMDEN COUNTY AND ANY COVENANTS OF RECORD.

5.) AREA BY COORDINATE METHOD, ALL COORDINATES SHOWN ARE GRID, ALL DISTANCES ARE HORIZONTAL GROUND.



CURVE TABLE						
CURVE	LENGTH	RADIUS	DELTA	TANGENT	CHORD	DIRECTION
C1	1286.38'	3635.72'	20°16'20"	649.98'	1279.68'	N 35° 09' 31" W

LINE TABLE		
LINE	LENGTH	DIRECTION
L1	59.46'	N 17° 57' 22" W
L2	34.51'	N 9° 49' 05" E
L3	62.13'	S 45° 47' 04" E

LEGEND

- SET MAG NAIL
- R/W MONUMENT (MON)
- IRON ROD FOUND (IRF)
- IRON ROD SET (IRS)
- CALCULATED POINT
- UTILITY POLE
- TELECOMMUNICATIONS PEDESTAL
- PROPERTY LINE
- PROPERTY EXTENSION
- OVERHEAD UTILITIES
- EXISTING DITCH LINE
- EDGE OF PAVEMENT
- R/W FENCE

150 0 150 300
GRAPHIC SCALE

PAUL J. TOTI
PROFESSIONAL LAND SURVEYING
P.O. BOX 1
MOYOCK, NORTH CAROLINA 27958
(252) 435-2000
C-2563

BOUNDARY SURVEY FOR BANFF F. LUTHER AND HOLLY A. LUTHER

SOUTH MILLS TOWNSHIP
CAMDEN COUNTY
NORTH CAROLINA

DRAWN BY:	RKC
CHECKED:	PJT
SCALE:	1"=150'
DRAWING #:	18079
DATE:	2018/12/18

SHEET NUMBER:
1 OF 1

Cad file name : I:\18079 - Banff Luther Keeter Barn-US 17-Drawing\18079.dwg

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

Neighborhood Meeting Summary:

The meeting began at 6:00 pm on 3/1/2019. Attendees: Alex Underhill (Owner), Chad Williams, (Owner), Dave Parks (Camden County Zoning Administrator), one firefighter, one waste water treatment employee, and Tommy Banks (Fire Chief). Mr. Banks had concerns about the proximity of residential dwellings to the helicopter pad behind the fire station. Catherine Baker (100 & 104 Keeter Barn Rd). Mrs. Baker had no opposition to the zoning request. She said that she would like to be able to connect to public sewer if the County would allow the subject tract to connect to public sewer. The meeting adjourned at 6:30 pm 3/1/2019.

Attachment: Staff Report Findings (2411 : Ordinance 2019-03-01 - Rezoning Application for Keeter Barn, LLC)

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 developement 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

Attachment: Staff Report Findings (2411 : Ordinance 2019-03-01 - Rezoning Application for Keeter Barn, LLC)

South Mills Volunteer Fire Department

127 Keeter Barn Road
PO Box 24
South Mills, NC 27976
(252) 771-2772

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 there 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.

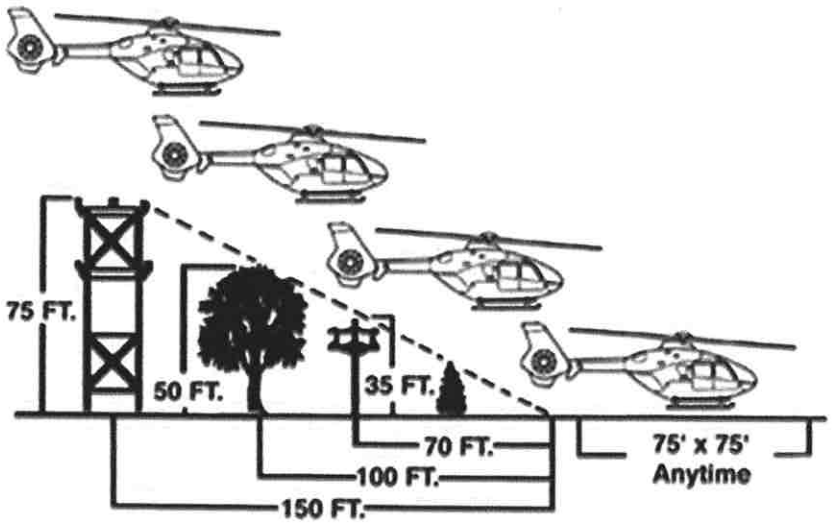
Fourth is the other county owned property which borders this property is the county's wastewater plant. While its operation is very unnoticeable there is still possibility of complaints from residents if allowed to build close to the plant.

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



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.

Attachment: Staff Report Findings (2411 : Ordinance 2019-03-01 - Rezoning Application for Keeter Barn, LLC)

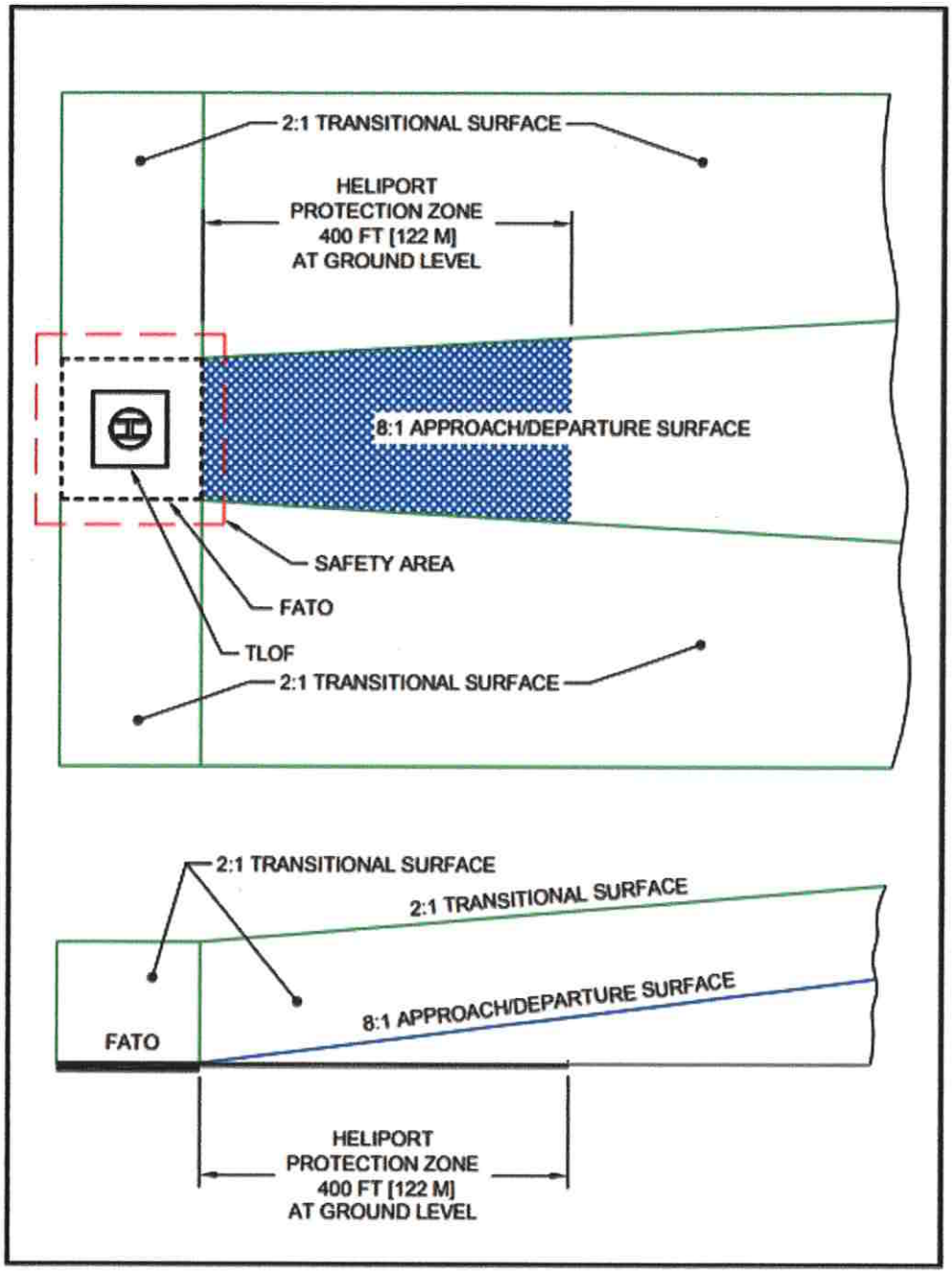


Figure 3–10. Heliport Protection Zone: Transport

Attachment: Staff Report Findings (2411 : Ordinance 2019-03-01 - Rezoning Application for Keeter Barn, LLC)

146
140
142
138
134
132
130
120
118
116
112
110
129
Keeter Barn
Inlet
- Nightingale Approch Zone
(400 ft. radius)
N
0
200
400
800 Feet

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 (2411 : Ordinance 2019-03-01 - Rezoning Application for Keeter Barn, LLC)

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 (2411 : Ordinance 2019-03-01 - Rezoning Application for Keeter Barn, LLC)

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 (2411 : Ordinance 2019-03-01 - Rezoning Application for Keeter Barn, LLC)

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.

Attachment: 2019-03-01 - Ordinance Amending the Official Zoning Map - Keeter Barn (2411 : Ordinance 2019-03-01 - Rezoning Application for

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 (2411 : Ordinance 2019-03-01 - Rezoning Application for

CAMDENCOUNTY
new energy. new vision.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Public Hearings

Item Number: 5.B
Meeting Date: June 03, 2019

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

Item Title **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.

Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

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

Item Number:

Meeting Date: **June 3, 2019**
Attachments: **Preliminary Plan/Staff Findings/TRC inputs**
Submitted By: **Planning Department**

ITEM TITLE: 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) **Hold public hearing.**
2) **Amend agenda for consideration.**

Attachment: Agenda Summary Sheet Sleepy Hollow Estates (2412 : 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:

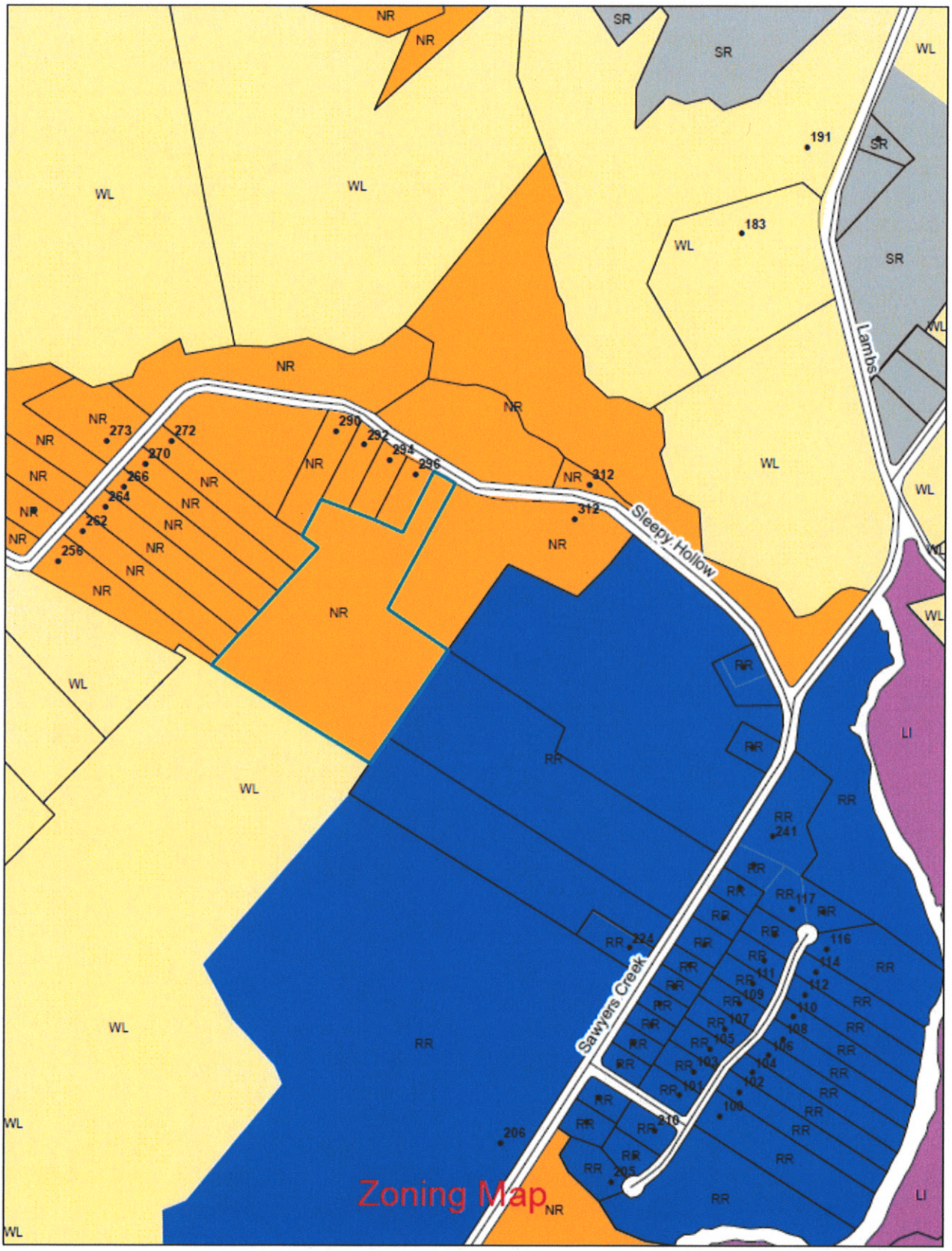
A. Land Use Application
B. Preliminary Plan - Revised
C. Agent for Applicant letter
D. Deed
E. Perc Tests from Albemarle Regional Health Services
F. TRC Inputs
G. Drainage Approval Memo – Greg Johnson
H. County Attorney Letter

PROJECT LOCATION:
Street Address: Off Sleepy Hollow Road Adjacent to address 312
Location Description: Courthouse Township

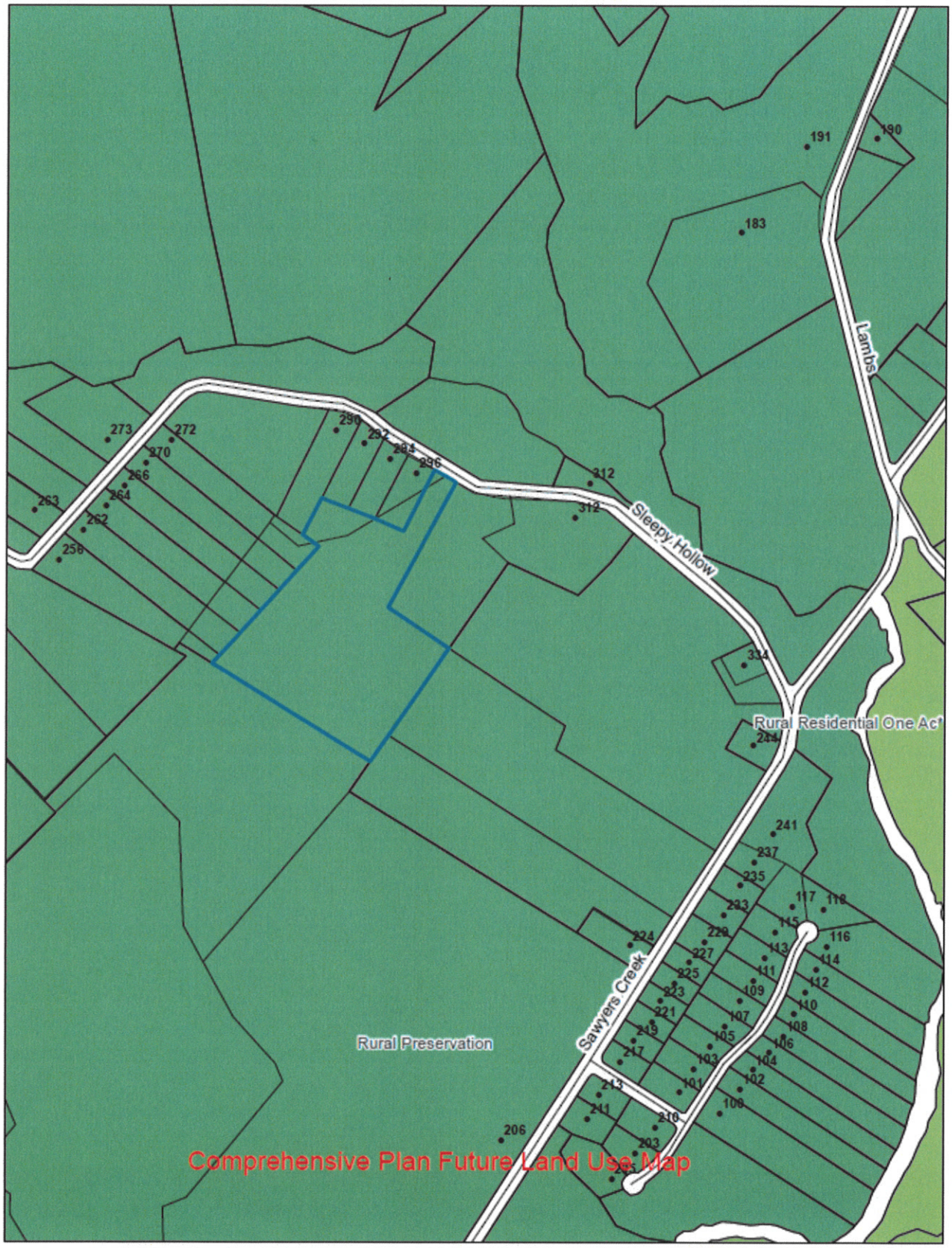
REQUEST: Preliminary Plan Phase II Sleepy Hollow Estates Major Subdivision – 10 lots - **Article 2.3.16 of the Unified Development Ordinance**.

Attachment: Staff Report Sleepy Hollow Estates (2412 : Preliminary Plan Phase II Sleepy Hollow Estates)

Vicinity Map:



Attachment: Staff Report Sleepy Hollow Estates (2412 : Preliminary Plan Phase II Sleepy Hollow Estates)


Comprehensive Plan Future Land Use Map
Rural Preservation
Rural Residential One Ac
Sleepy Hollow
Sawyers Creek
Lambs
191
190
183
273
272
270
266
264
263
262
256
290
287
284
296
312
212
334
244
241
237
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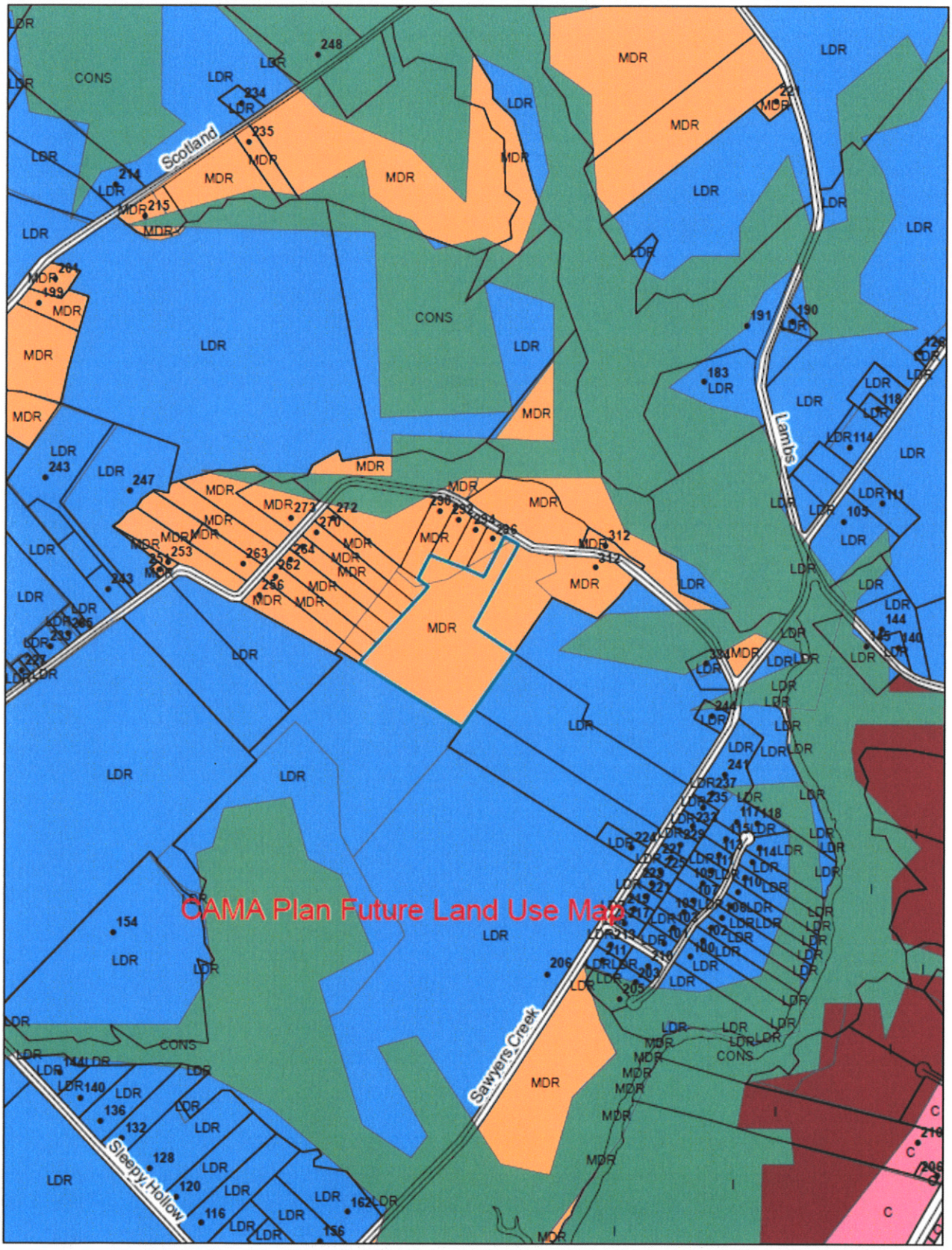
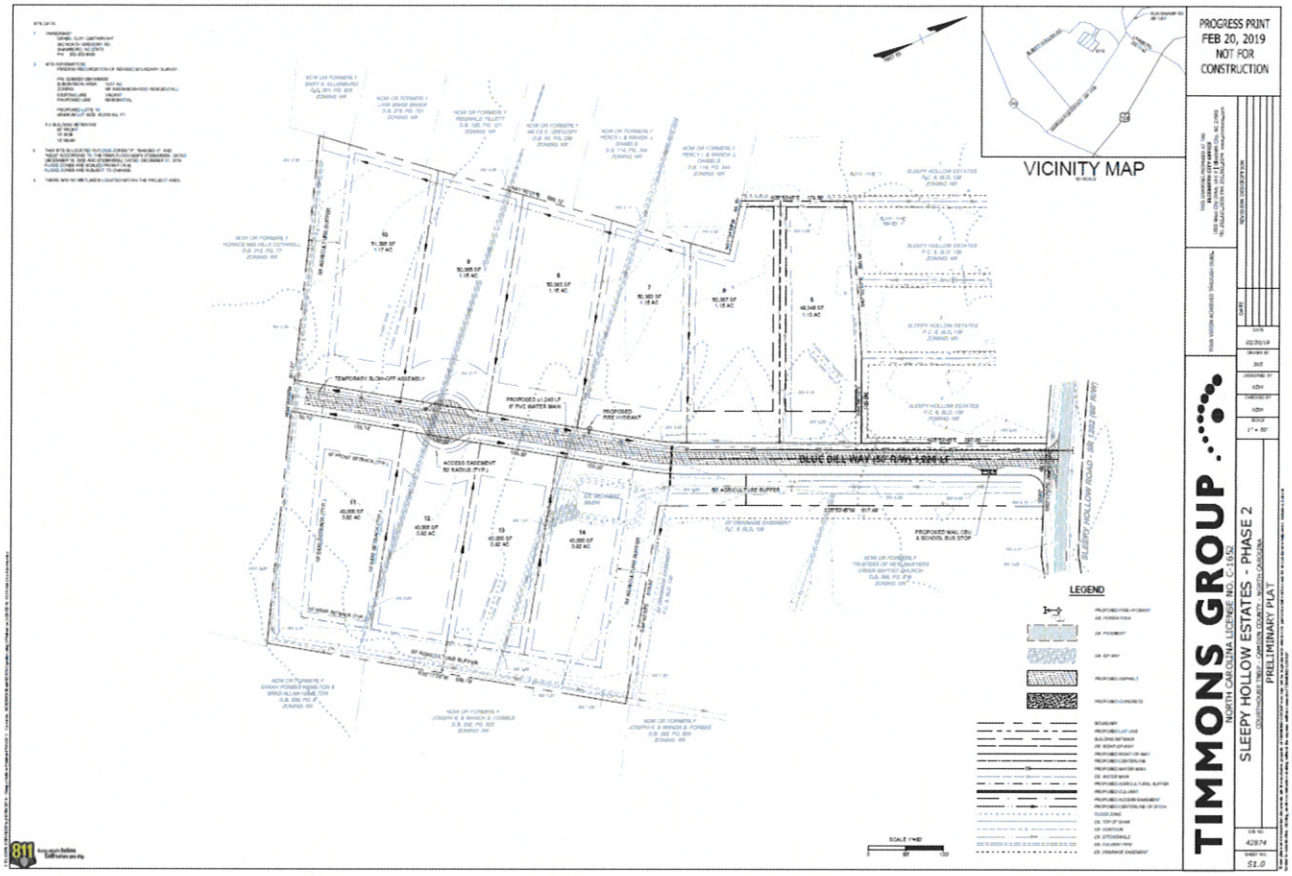


Attachment: Staff Report Sleepy Hollow Estates (2412 : Preliminary Plan Phase II Sleepy Hollow Estates)



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 (2412 : 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.

Attachment: Staff Report Sleepy Hollow Estates (2412 : Preliminary Plan Phase II Sleepy Hollow Estates)

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 (2412 : 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.

SITE DATA:

1. OWNERSHIP:
   DANIEL CLAY CARTWRIGHT
   382 NORTH GREGORY RD
   SHAWBORO, NC 27973
   PH: 252-202-6645

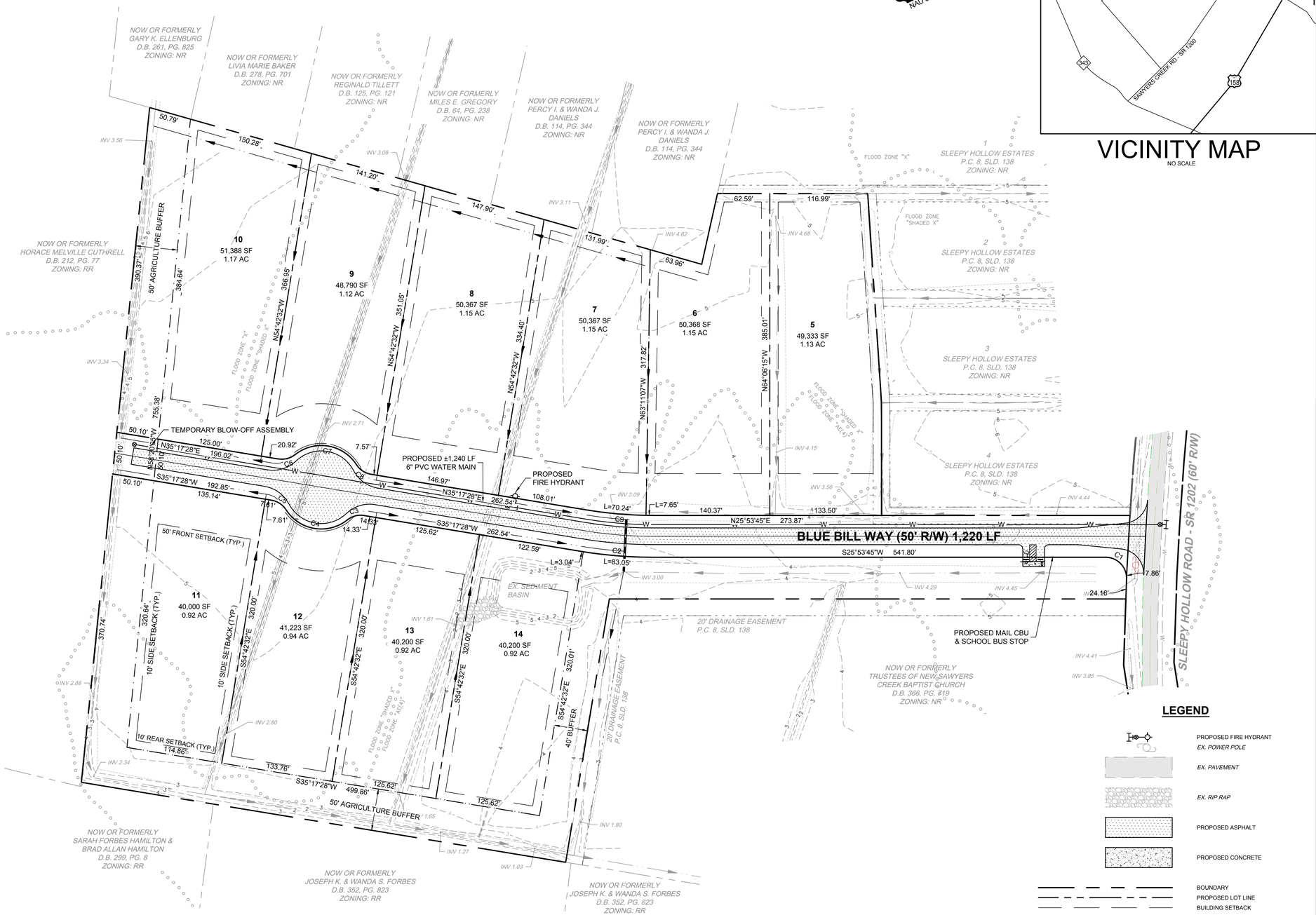
2. SITE INFORMATION:

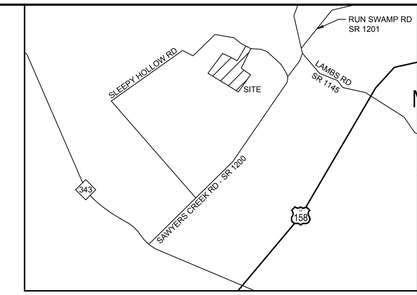
   PIN: 028935012881690000
   SUBDIVISION AREA: 14.57 AC
   ZONING: NR (NEIGHBORHOOD RESIDENTIAL)
   EXISTING USE: VACANT
   PROPOSED USE: RESIDENTIAL
   PC 8 PG 163
   PROPOSED LOTS: 10
   MINIMUM LOT SIZE: 40,000 SQ. FT.

   R 2 BUILDING SETBACKS:
   50' FRONT
   10' SIDE
   10' REAR

3. THIS SITE IS LOCATED IN FLOOD ZONES "X", "SHADED X", AND "AE(4)" ACCORDING TO THE FEMA FLOOD MAPS 3720892600K, DATED DECEMBER 16, 2005 AND 3720893500J, DATED DECEMBER 21, 2019. FLOOD ZONES ARE SCALED FROM F.I.R.M. FLOOD ZONES ARE SUBJECT TO CHANGE.

4. THERE ARE NO WETLANDS LOCATED WITHIN THE PROJECT AREA.





VICINITY MAP
NO SCALE

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

811 Know what's below. Call before you dig.

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 252.621.5030 FAX 252.562.6974 www.timmons.com

YOUR VISION ACHIEVED THROUGH OURS.

REVISION DESCRIPTION	DATE

DATE	02/20/19
DRAWN BY	JHS
DESIGNED BY	KDH
CHECKED BY	KDH
SCALE	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. 42874

SHEET NO. S1.0

These plans and associated documents are the exclusive property of TIMMONS GROUP and may not be reproduced in whole or in part and shall not be used for any purpose whatsoever, inclusive, but not limited to construction, bidding, and/or construction staking without the express written consent of TIMMONS GROUP.

Attachment: revised Sleepy Hollow PHASE 2 Prelim 20190423 (2412 : Preliminary Plan Phase II Sleepy Hollow Estates)

S:\109\42874 - Sleepy Hollow Estates-PHASE 2 - Camden, NC\DWG\Sheet\42874C-prelim.dwg | Plotted on 4/23/2019 9:45 AM | by Kim Hartley

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.

Camden County
NEW ENERGY. NEW VISION.

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:	Daniel C. Cartwright	Name:	Daniel C. Cartwright
Address:	382 N. Gregory Road Shawboro, NC 27973	Address:	Same as applicant
Telephone:	(252) 202-6645	Telephone:	
Email:	countryscapesclay@hotmail.com	Email:	

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: N/A

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 (2412 : 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 (2412 : 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

Attachment: Supporting documents Sleepy Hollow (2412 : Preliminary Plan Phase II Sleepy Hollow Estates)

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 BOWMAN
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):

Subdivision Name	Lots proposed	Primary	Intermediate	Middle	High School
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

P. O. Box 190 • 117 North 343 • Camden, NC, 27921 • Phone (252) 338-1919 • Fax (252) 333-1603
www.camdencountync.gov

Attachment: Supporting documents Sleepy Hollow (2412 : 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: [signature]

Attachment: Supporting documents Sleepy Hollow (2412 : 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*

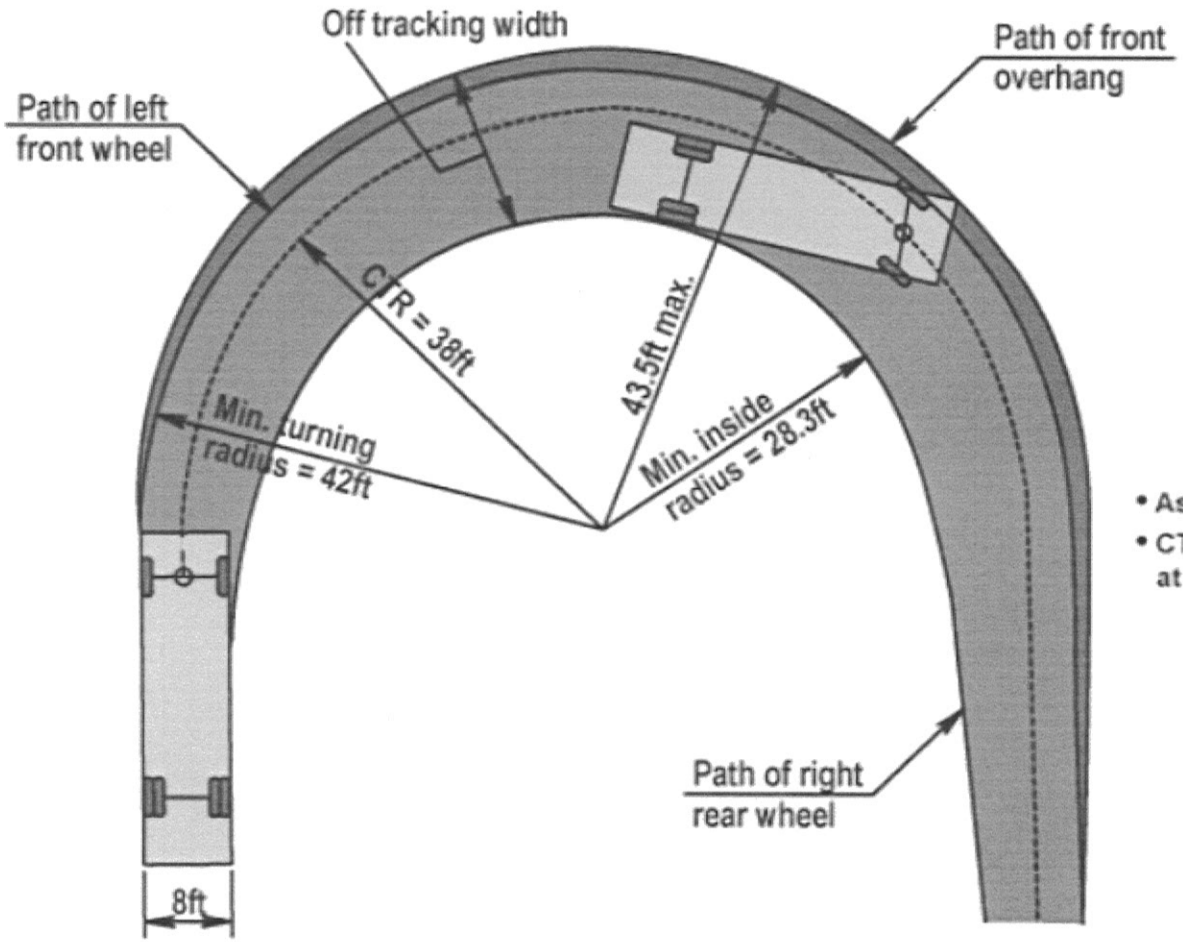
To: Dan Porter, Planning Director
From: Britton Overton, Director of Transportation BJO
Date: March 5, 2019
Re: School Bus Turning Radius in Subdivision Cul-de-sac
Technical Review Committee Meeting; Sleepy Hollow Estates
CC: David Parks, Camden Planning Department

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.

Attachment: Supporting documents Sleepy Hollow (2412 : Preliminary Plan Phase II Sleepy Hollow Estates)



- 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

Attachment: Supporting documents Sleepy Hollow (2412 : Preliminary Plan Phase II Sleepy Hollow Estates)

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LOOK AT OUR WEBSITE:
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

Attachment: Supporting documents Sleepy Hollow (2412 : Preliminary Plan Phase II Sleepy Hollow Estates)

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

Attachment: Supporting documents Sleepy Hollow (2412 : Preliminary Plan Phase II Sleepy Hollow Estates)

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

Attachment: Supporting documents Sleepy Hollow (2412 : Preliminary Plan Phase II Sleepy Hollow Estates)

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:

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	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:

Attendee Name	Title	Status	Arrived
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:

Attendee Name	Address	Purpose	Meeting Section
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

Attachment: Planning Board Minutes 03172019 (2412 : Preliminary Plan Phase II Sleepy Hollow Estates)

CONSIDERATION OF AGENDA

Motion to Approve Agenda as Presented

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Fletcher Harris, Board Member
SECONDER:	Ray Albertson, Board Member
AYES:	Leary, Harris, McCall, Albertson, Saunders
ABSENT:	Bradshaw

CONSIDERATION OF MINUTES - DECEMBER 19, 2018

Motion to Approve Minutes from December 19, 2018 As Written

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Cathleen M. Saunders, Board Member
SECONDER:	Ray Albertson, Board Member
AYES:	Leary, Harris, McCall, Albertson, Saunders
ABSENT:	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:

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:

Attachment: Planning Board Minutes 03172019 (2412 : Preliminary Plan Phase II Sleepy Hollow Estates)

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.

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**
Zoning	Rural Residential (RR)	Highway Commercial (HC)	Highway Commercial (HC) /Rural Residential (RR)	Working Lands (WL)
Use & Size	Housing	Sewer Treatment Plant	South Mills Fire Station / Farmland	US 17 / Dismal Swamp Canal

Attachment: Planning Board Minutes 03172019 (2412 : Preliminary Plan Phase II Sleepy Hollow Estates)

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.

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.

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.

Attachment: Planning Board Minutes 03172019 (2412 : Preliminary Plan Phase II Sleepy Hollow Estates)

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.

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.

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Fletcher Harris, Board Member
SECONDER:	Ray Albertson, Board Member
AYES:	Leary, Harris, McCall, Albertson, Saunders
ABSENT:	Bradshaw

Motion to Approve UDO 2019-03-04 Rezoning Keeter Barn LLC

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Cathleen M. Saunders, Board Member
SECONDER:	Ray Albertson, Board Member
AYES:	Leary, Harris, McCall, Albertson, Saunders
ABSENT:	Bradshaw

Attachment: Planning Board Minutes 03172019 (2412 : Preliminary Plan Phase II Sleepy Hollow Estates)

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

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Fletcher Harris, Board Member
SECONDER:	Ray Albertson, Board Member
AYES:	Leary, Harris, McCall, Albertson, Saunders
ABSENT:	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:

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

Attachment: Planning Board Minutes 03172019 (2412 : Preliminary Plan Phase II Sleepy Hollow Estates)

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.

Attachment: Planning Board Minutes 03172019 (2412 : Preliminary Plan Phase II Sleepy Hollow Estates)

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.

Attachment: Planning Board Minutes 03172019 (2412 : Preliminary Plan Phase II Sleepy Hollow Estates)

EXCEED PUBLIC FACILITIES:

Schools: *Yes.* 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: *No.* Approved.

Law Enforcement: *No.* Approved.

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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.

Mr. Porter paused going through the staff report about half way through and introduced Dave Klebitz with Bissell Professional Group, agent for the applicant, who spoke briefly.

Dave Klebitz, Bissell Professional Group, Kitty Hawk, NC

- This is for phase 2 of this development
- Will be completed in 3 sub phases, A, B, and C, as described in the Staff Report Mr. Porter just finished going over.
- Sewer will be septic tanks. All 42 lots perked.
- Water will be via public water.
- Stormwater / drainage will be handled via an expansion of existing ponds / canals
    - Showed pre and post development drainage maps
    - The 3 sub phases all drain to different locations
    - Subphase C drains to areas in phase 1
    - Tiny portion of subphase B located at corner of Perquimans Drive and Ditch Bank Road drains to Ditch Bank Road
- Roads will be to NCDOT Standards
- 1 cul-de-sac, turning radius for school busses will be about 48 feet.
- Mail will be in cluster mailboxes as per requirements of the Post Office. Location of cluster mailbox will be along the new entrance / extension of Perquimans Drive which is off of Ditch Bank Road, and will be behind Lot 60.
    - New entrance way was going to be in with phase 2B, but as the cluster mailbox needs to be located along this part of the road, the first couple hundred feet of the new roadway will be constructed with phase 2A.
- All TRC comments have been addressed

Attachment: Planning Board Minutes 03172019 (2412 : Preliminary Plan Phase II Sleepy Hollow Estates)

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

RESULT:	**PASSED [4 TO 0]**
MOVER:	Rick McCall, Board Member
SECONDER:	Ray Albertson, Board Member
AYES:	Leary, Harris, McCall, Albertson
RECUSED:	Saunders
ABSENT:	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.

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

Attachment: Planning Board Minutes 03172019 (2412 : Preliminary Plan Phase II Sleepy Hollow Estates)

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.

Attachment: Planning Board Minutes 03172019 (2412 : Preliminary Plan Phase II Sleepy Hollow Estates)

PLANS CONSISTENCY

CAMA Land Use Plan Policies & Objectives: *Consistent.* CAMA Future Land Use Maps has land designated as Medium Density Residential.

2035 Comprehensive Plan: *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.* Property abuts Sleepy Hollow Road (SR 1202) and internal road 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.

EXCEED PUBLIC FACILITIES:

Schools: *Yes.* Proposed development will generate 6 students (.67 per household X 9 lots). **High School over capacity:** 2018/2019 capacity: 570 Enrollment: 607 - Capacity does not include modular units for Camden Early College

Fire and rescue: *No.* Approved.

Law Enforcement: *No.* Approved.

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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.

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

Attachment: Planning Board Minutes 03172019 (2412 : Preliminary Plan Phase II Sleepy Hollow Estates)

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.

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.

Attachment: Planning Board Minutes 03172019 (2412 : Preliminary Plan Phase II Sleepy Hollow Estates)

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."

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.

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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.

Attachment: Planning Board Minutes 03172019 (2412 : Preliminary Plan Phase II Sleepy Hollow Estates)

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

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Fletcher Harris, Board Member
SECONDER:	Rick McCall, Board Member
AYES:	Leary, Harris, McCall, Albertson, Saunders
ABSENT:	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.

VII. ADJOURN

Motion to Adjourn

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Ray Albertson, Board Member
SECONDER:	Fletcher Harris, Board Member
AYES:	Leary, Harris, McCall, Albertson, Saunders
ABSENT:	Bradshaw

Meeting adjourned at 8:42 PM.

Chairman Calvin Leary
Camden County Planning Board

ATTEST:

Amy Barnett, Clerk
Camden County Planning Department

Attachment: Planning Board Minutes 03172019 (2412 : Preliminary Plan Phase II Sleepy Hollow Estates)

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 Pippen, 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

DRAFT
TEXCEPT

Attachment: Draft PB Minutes 04172019 (2412 : Preliminary Plan Phase II Sleepy Hollow Estates)

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

DRAFT EXCERPT

Attachment: Draft PB Minutes 04172019 (2412 : Preliminary Plan Phase II Sleepy Hollow Estates)

- 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.

DRAFT EXCERPT

Attachment: Draft PB Minutes 04172019 (2412 : Preliminary Plan Phase II Sleepy Hollow Estates)

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.

DRAFT TRANSCRIPT

Attachment: Draft PB Minutes 04172019 (2412 : Preliminary Plan Phase II Sleepy Hollow Estates)

Motion to Approve UDO 2019-02-18 Preliminary Plan Phase 2 Sleepy Hollow Estates

RESULT:	**PASSED [UNANIMOUS]**
MOVER:	Fletcher Harris, Board Member
SECONDER:	Rick McCall, Board Member
AYES:	Leary, Harris, McCall, Bradshaw, Saunders, Lilley
ABSENT:	Albertson

DRAFT EXCERPT

Attachment: Draft PB Minutes 04172019 (2412 : Preliminary Plan Phase II Sleepy Hollow Estates)

CAMDENCOUNTY
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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Public Hearings

Item Number: 5.C
Meeting Date: June 03, 2019

Submitted By: Sally Norfleet,
Finance
Prepared by: Karen Davis

Item Title **Proposed FY 19-20 Budget**

Attachments:
FY 19-20 Budget Message (PDF)
FY 19-20 Schedule of Changes Per BOC (PDF)
FY 19-20 Budget Ordinance (PDF)
FY 19-20 Schedule of Fees (PDF)

Summary:
The annual budget process requires a public hearing to allow opportunity for public input on the next fiscal year's budget. The attached documents include a synopsis of the changes discussed during the budget work sessions conducted in May, as well as a copy of the proposed Budget Ordinance for adoption. The County Fee Schedule is also included to be adopted with the budget ordinance.

Recommendation:
Upon completion of hearing, add the 19-20 Budget Ordinance to the agenda. Approve attached 19-20 Budget Ordinance along with Fee Schedule.

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FY 2019-2020 Budget Message

June 3, 2019

To: The Camden County Board of Commissioners
Tom White, Chairman
Clayton Riggs, Vice Chairman
Randy Krainiak, Commissioner
Garry Meiggs, Commissioner
Ross Munro, Commissioner

As Budget Officer, I submit to you this proposed annual operating budget for Camden County for Fiscal Year 2019-2020. This budget has been prepared in accordance with the provisions of General Statute 159-11, the Local Government Budget and Fiscal Control Act. Notice of this submission will be given to the news media and the public, and a public hearing will be scheduled at the Board of Commissioners monthly meeting on June 3rd at 7:00 P.M. A copy of the proposed budget will be placed on file with the Clerk to the Board and will be available for public inspection during normal business hours within 10 days prior to the June 3rd public hearing. A copy of this document is also available on Camden County's website. One of the critical purposes of this document is to encourage open dialogue, questions, and public deliberation as it relates to how citizen tax dollars can best be used to serve the community.

In addition, while developing the budget the following key activities were taken into consideration:

- Continue to minimize the financial impact of county operations on its citizens through mindful budgeting and frugal expenditures.
- Fund Capital goals as indicated in the Capital Improvement Plan.
- Maintain a reserve fund balance in accordance with the financial policies outlined and adopted in Resolution 2007-05-04.
- Continue to provide outstanding government services at all levels.

Attachment: FY 19-20 Budget Message (2416 : Proposed FY 19-20 Budget)

Revenues

The above goals for FY 2019-20 were balanced with expected revenues with the intent of minimizing the use of the General Fund Balance to support operating expenses. Revenues are generally related to expected economic growth within the County and the State. There are positive economic indicators including low unemployment and strong consumer confidence. Property Tax values appear to be above 1% expected growth minimizing the impact of reduced sales tax collections on total revenues for the FY 2019-20 budget.

Below is a listing of the major General Fund projected revenues.

Ad Valorem Tax	$7,315,277
Local Option Sales Tax (Art. 39)	$565,000
Vehicle Tax	$679,293
Franchise Tax	$729,000
Medicaid Hold Harmless	$450,000
Article 40 Tax	$295,000
Article 42 Tax	$182,000
Special Revenue Fund (CRF for Debt Payment)	$187,262
From School Reserve Fund (Debt Payments, Capital Outlay)	$982,806

Expenditures

With a few exceptions, county departments continued to hold the line on expenditures. However, non-departmental expenditures are increasing. Non-departmental contributions such as School Funding, Emergency Medical Services (EMS), Emergency Management and Health Services are major appropriations. Other increased appropriations include Forestry, Social Services, and Solid Waste / Recycling. These increases in annual expenditures continue to be higher than increases in annual revenues for FY 2019-20. Continuing to fund operational expenditures with fund balance will quickly have a detrimental effect on general fund balance.

The County's fund balance should be carefully invested within our county to foster economic growth and quality of life without burdening the taxpayers as available. While it is imperative to keep our responsible fiscal policies intact by supporting operational expenditures with operational revenues, we are in a position to use a portion of fund balances restricted for capital investment to address failing County buildings and critical infrastructure as well as community projects that are important to our citizens such as Community Parks and recreational projects. Funding Capital Improvement Plan projects is vital to the success of these goals.

Compared to the proposed FY 2018-19 General Fund budget of $12,566,599, the proposed FY2019-20 proposes $13,280,091 which represents an increase of $713,492.

Attachment: FY 19-20 Budget Message (2416 : Proposed FY 19-20 Budget)

The FY 2019-20 proposed general fund budget is balanced with $353,696 in fund balance to finance County operational expenses. The FY 2018-19 proposed general fund budget was balanced with $553,724 in fund balance to finance County operational expenses.

Departmental Appropriations

Below is a list of some of the major Departmental expenditures proposed for FY2019-2020.

Governing Body	$111,647
County Administration	$215,361
Elections	$144,888
Finance Department	$195,790
Personnel	$75,980
Tax Department	$487,926
Legal	$40,000
Register of Deeds	$246,992
Planning Department/Inspections	$523,476
Public Works/Building & Grounds	$549,487
Sheriff & SRO	$1,943,222
Extension	$174,540
Recreation	$277,010
Senior Center	$107,287
Solid Waste	$743,712
Non-Departmental	$229,700
Economic Development	$123,047
Capital Outlay/Debt Service	$1,089,189
Library	$196,347
JCPC	$66,510
Soil & Water Conservation	$74,213

Special Appropriations

In the FY 2019-20 proposed budget, Special Appropriations expenditures total $5,447,502 or 41 % of total General Fund expenses. The county is required by contract to commit the funds budgeted for EMS, Emergency Management and Forestry. The School System is anticipated to have a continuing ADM from FY2018-19 levels.

The list below highlights some of the major Special Appropriation proposed for FY2019-2020.

School Current Expense	$2,600,000
School Capital Outlay	$405.878
Pasquotank/Camden EMS	$545.872
Central Communications/Emergency Mgmt.	$353.000
College of the Albemarle	$40,000
Albemarle District Jail	$337,015

Attachment: FY 19-20 Budget Message (2416 : Proposed FY 19-20 Budget)

Department of Social Services	$336,487
CH & S Fire Commission	$261,568
South Mills Fire Commission	$161,882

Major Concerns

The County needs to remain focused on the area of economic development as a key to increasing revenues, expanding and diversifying the tax base, and making the wastewater system financially self-supporting. Significant progress has been made on the HWY 158 corridor and the planned expansion of the water and wastewater system.

Attention must remain focused on revenue generation from the land transfer tax which is the major funding mechanism for the County Capital Reserve Fund. Without a steady flow of sustainable revenue the County will not be able to take on new Capital Improvement Projects (CIP) or adequately fund the debt service obligations for already completed projects.

In addition, during FY 2018-19, the County contributed approximately $295,000 to the School District for capital improvements and $2,600,000 for operating expenses utilizing tax revenue and a significant contribution from fund balance. The proposed FY 2019-20 budget continues to provide $2,600,000 for current operating expenses and $405,878 to the Board of Education for capital needs.

Other Major Program Goals

Community Park Trust Fund

The Community Park Trust Fund (CPTF) FY 2019-20 budget includes funding for Park Maintenance Capital needs. The county will pursue grant funding for design/construction of future community parks once the land purchase of the identified location has been completed.

Capital Reserve Fund

The money for this fund comes from the $0.01 land transfer tax which is levied on all land sales. Due to outdated and failing County buildings, funds are included to continue planning for a County Office Building / Campus complex that would replace the current structures. These new buildings would combine the Administration, Tax, Planning, and Water/Sewer staff. In addition the Library and Community Center will be co-located on the campus.

School Capital Reserve Fund

The School Capital Reserve Fund is currently funded by restricted sales tax. During 2018-2019 the County committed to supporting the school system's need for a new High School by submitting a joint application for $15 million in grant funds. The grant request was only partially funded for $2.7 million requiring a $782,000 match. County Management is currently working

Attachment: FY 19-20 Budget Message (2416 : Proposed FY 19-20 Budget)

with school officials to proceed toward being shovel ready in the hopes of obtaining additional grant funds in the FY 2019-20 fiscal year. The cost of constructing a new school will require debt financing and consideration should be given to the best possible route to brining this project to fruition without undue burden on our taxpayers.

RECOMMENDATION

The total of recommended General Fund expenditures is $13,280,091.

The projected revenues total $12,926,395 for the General Fund at the present tax rate of $.75.

In order to balance the budget we can:

- Increase the tax rate 3.5 cents to make up the $353,696 (Not Recommended)
- Reduce general fund expenditures by $353,696 (Not Recommended)
- Use $353,696 from the County Reserve Fund Balance (Recommended)
- Implement an annual Solid Waste Fee of $75.00 per household (Recommended)
- Implement a 2% Cost of Living (COLA) for Full-time Employees (Recommended)

After receiving departmental requests, budget & finance worked to cut general fund requests requiring $909,021 in fund balance to $353,696. The only way to reduce expenditures further without reducing services is by removing the personnel requests (i.e. Part Time), cost of living increase, the limited capital improvements (i.e., updated desktop computers, park mower, Deputy vehicle) and the equipment requests (i.e. Sr. Center exercise equipment). The reality is that it is not practical to keep putting off capital expenditures and expect services to remain at current levels of efficiency.

Using funds from our unallocated General Fund Reserve to balance the budget is a practice that the county has tried to avoid in the past but has had to rely on in recent years. Paying for current operating expenses from a savings account meant for emergencies and strategic capital expenditures is not a good financial practice, and I would highly recommend against it.

FY 2019-20 Budget Summary

The Management Team brought me a conservative set of budget requests that allowed for the continuation of excellent services that have been provided in the past. This budget also provides for limited capital improvements and equipment that are necessary to continue services in a manner that is effective and safe. In addition the proposal of a Solid Waste fee is needed to help offset the rising cost of trash disposal and recycling. Finally, this budget provides for a plan this year while keeping in mind the challenges we face in future years. Challenges such as the construction of a new administration campus, a new school, broadband, and waste water sewer lines extensions are planned for in the next year and while funds for their construction are not specifically allocated we are still mindful of them while putting together this year's budget.

The strain on revenues and our desire to maintain our service level has made for very

Attachment: FY 19-20 Budget Message (2416 : Proposed FY 19-20 Budget)

conservative budgets during the last several years, and our Management Team has once again done a great job keeping expenses down to all but the necessary in order to provide for a responsible and balanced budget. Again, I want to emphasize to you that Camden County is in good financial condition overall. Our fund balance in the General Fund continues to be healthy.

I look forward to working with you to implement this budget and continue to serve the citizens of Camden County. As public officers, we have been given the task of protecting the rights, needs and desires of the constituents. The staff believes that this task has been achieved and respectfully submits to you the FY2019-20 Fiscal Year Budget.

Respectfully submitted,

Kenneth L. Bowman
Budget Officer/County Manager

CF: Finance Director

Attachment: FY 19-20 Budget Message (2416 : Proposed FY 19-20 Budget)

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FY 2019-2020 Budget

Schedule of Changes Per Budget Work Sessions

The Budget Officer's Proposed Budget has been accepted by Board of Commissioners with the following exceptions:

General Fund

Dept.	Item	Submitted	Change	Proposed	
104900	Budget for Cap Outlay - Vehicle	35,000	35,000	0	Decrease/BOC
105000	Budget for Cap Outlay	79,070	29,070	50,000	Decrease/BOC
105100	Budget for Uniforms	22,000	14,000	8,000	Decrease/BOC
105100	Budget for Cap Outlay - Vehicle	67,300	34,300	33,000	Decrease/BOC

Other Funds

Fund	Item	Submitted	Change	Proposed	
CRF/CIP	County Complex Planning	350,000	0	350,000	No Change

GF: General Fund
CPT: Community Park Trust
SCRF: School Capital Reserve
DSGS: Dismal Swamp Gift Shop
CIP: Capital Improvement Plan

Attachment: FY 19-20 Schedule of Changes Per BOC (2416 : Proposed FY 19-20 Budget)

Ordinance No. 2019-06-01
AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF CAMDEN COUNTY, NORTH CAROLINA, RELATING TO THE FY 2019 – 2020 BUDGET

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF CAMDEN COUNTY, NORTH CAROLINA:

ARTICLE I. BUDGET ORDINANCE

This Budget Ordinance per G.S. 159-13 hereby incorporates, in its entirety, this Budget for the County of Camden for FY 2019-2020, adopted by the Board of Commissioners on June 3, 2019. Said Ordinance may hereafter be referred to as the "Budget Ordinance". The levy of the county-wide Tax Rate(s) and Fees affecting any and all county managed Funds will accompany and be adopted simultaneously with this Budget Ordinance unless amended per G.S. 159-15.

ARTICLE II. GENERAL FUND

SECTION 1 – Appropriations: The following amounts are hereby appropriated in the General Fund for the operation of county government and its activities for the fiscal year beginning July 1, 2019 and ending June 30, 2020 in accordance with the Budget Ordinance and the chart of accounts heretofore established for this county.

Governing Body	$111,647
County Administration	215,361
Elections	144,888
Finance	195,790
Personnel	75,980
Tax Supervisor	487,926
Legals	40,000
Register of Deeds	246,992
Planning	305,103
Inspections	218,373
Economic Development Commission	123,047
Building & Grounds	434,443
Sheriff	1,792,522
School Resource Officer (SRO)	150,700
Jury Commission	96
Court Facilities	28,040
Public Works Administration	115,044
Fleet Vehicles	5,050
Traffic	3,060
Solid Waste	743,712
Public Health	125,547
Extension	174,540
County Public Library	196,347

Attachment: FY 19-20 Budget Ordinance (2416 : Proposed FY 19-20 Budget)

Parks & Recreation	277,010
DDJP (JCPC)	66,510
Senior Center	107,287
Post-Employment Benefits	14,472
Non-Departmental	229,700
Soil/Water Conservation	74,213
Capital Outlay/Debt Service	1,089,189
Special Appropriations:	
Albemarle Commission	7,251
EMS	545,872
Conservation/Forestry	61,173
RC&D	750
Central Communications	314,000
Emergency Management	39,000
S. Camden Water & Sewer	85,585
MLK Funding	300
Special Funding	500
CH&S Fire Commission Four Cents	261,568
South Mills Fire Commission Four Cents	161,882
Social Services	336,487
Schools – Contribution to Capital Reserve	405,878
Schools – Current Expense	2,600,000
Albemarle Hopeline	2,000
College of the Albemarle	40,000
Camden Food Pantry	2,000
Albemarle Food Bank	2,000
Camden Museum	1,000
Alb. Dist. Jail Operations	337,015
Rural Ready Grant Match	185,501
Dismal Swamp Visitor's Center	4,736
4-H Insurance	53,004
Contingency	40,000
TOTAL GENERAL FUND	**$13,280,091**

SECTION 2 – <u>Revenues</u>: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Ad Valorem and Vehicle Taxes:	
Budget Year	$7,994,570
Prior Years Summary	355,700
Penalties and Interest	50,000
House Bill 1779	100
Other Taxes and Licenses:	
State 1 cent Sales Tax	565,000
Local Sales Tax - Art. 40	295,000
Local Sales Tax - Art. 42	182,000

Attachment: FY 19-20 Budget Ordinance (2416 : Proposed FY 19-20 Budget)

Unrestricted Intergovernmental:

ABC Profits	36,000
Refuge Revenue Sharing	8,500
Beer and Wine Tax	45,000
Utilities Franchise Fees	690,000
Medicaid Hold Harmless	450,000

Restricted Intergovernmental:

State Grants – JJDP	51,907
Soil/Water Funds	3,600
Capital Reserve & Transfer Tax for Capital Debt Service	187,262
Court Facilities Fees	21,000
Alb. Comm. Nutrition Site	6,840
School Resource Officer	71,000
School Capital Reserve Fund for School Debt Service	982,806
Senior Center Grants	7,000
Senior Center State Grants	1,000
Health & Wellness Grant	2,350

Fees and Permits:

Register of Deeds Fees	150,500
Building Permits and Planning Fees	148,850
Land Use Fees	10,000
Leased Property	20,000
Tire Disposal Dist	14,000
White Goods Disposal Dist	4,500
Recyclables	6,000
Disposables Tax Distribution	5,000
Electronics Management	800
Solid Waste Fee	307,500
Cable Franchise Fee	39,000
Gun Permit Fees	15,000
Golf Cart Fees	200
Pet/Privilege Licenses	250
5 Cents Per Bottle Fees	3,600
Extension Fees	2,500
Library Fees	5,200
Recreation Fees	21,000
Senior Center Participation Fees	1,000

Sales and Services:

Jail Fees	3,000
Sheriff's Officer Fees	20,000
Sale of Fixed Assets	4,500
LESO Sheriff's Equipment Disposal	10,000
Fines & Forfeitures	60,000
911 Fees for GIS	3,900

Other:

Sheriff's Department Grants & Donations	3,200
Interest	46,000
Miscellaneous	14,260
Appropriated Fund Balance	353,696

Attachment: FY 19-20 Budget Ordinance (2416 : Proposed FY 19-20 Budget)

TOTAL GENERAL FUND **$13,280,091**

ARTICLE III. SOUTH CAMDEN WATER/SEWER DISTRICT FUND

The following amounts are hereby appropriated in the South Camden Water/Sewer District Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

R/O Plant Operation Expenses	466,778
Waste Water Operation Expenses	323,852
Distribution Expenses	435,128
Debt Service	682,087
	$1,907,845

It is estimated that the following revenues will be available in the South Camden Water/Sewer District Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Sale of Water	1,065,000
Sewer Fees	150,000
Connection Fees	55,000
Miscellaneous	45,125
Fund Balance Appropriated	303,567
Capital Reserve Fund	203,568
General Fund Contribution	85,585
	$1,907,845

ARTICLE IV. WATER/SEWER CAPITAL RESERVE FUND

The following amounts are hereby appropriated in the System Development Fee Capital Reserve Fund for the purpose of collecting funds from new construction projects which will have an impact on the infrastructure of Camden County and establishing Membrane Reserve for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Fund Balance Reserve	44,500
Membrane Reserve	20,250
	$64,750

It is estimated that the following revenues will be available in the System Development Fee Capital Reserve Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

System Development Fees	43,500
Membrane Reserve Contribution	20,250
Interest	1,000
	$64,750

Attachment: FY 19-20 Budget Ordinance (2416 : Proposed FY 19-20 Budget)

ARTICLE V. COURTHOUSE & SHILOH FIRE COMMISSION FUND

The following amounts are hereby appropriated in the Courthouse and Shiloh Fire Commission Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

General Expenses	219,846
Debt Service	117,614
	$337,460

It is estimated that the following revenues will be available in the Courthouse and Shiloh Fire Commission Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Fire Tax	65,392
4 Cent County Match	261,568
Leased Property	9,000
Interest Earnings	1,500
	$337,460

ARTICLE VI. SOUTH MILLS FIRE COMMISSION FUND

The following amounts are hereby appropriated in the South Mills Fire Commission Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

General Expenses	105,853
Debt Service	98,500
	$204,353

It is estimated that the following revenues will be available in the South Mills Fire Commission Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Fire Tax	40,471
4 Cent County Match	161,882
Interest	2,000
	$204,353

ARTICLE VII. SOCIAL SERVICES

The following amounts are hereby appropriated in the Social Services Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Public Assistance	176,838
Administrative Expenses	1,022,139
	$1,198,977

Attachment: FY 19-20 Budget Ordinance (2416 : Proposed FY 19-20 Budget)

It is estimated that the following revenues will be available in the Social Services Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

County Appropriations	336,487
State/Federal Funds	862,490
	$1,198,977

ARTICLE VIII. JOYCE CREEK DRAINAGE PROJECT FUND

The following amounts are hereby appropriated in the Joyce Creek Drainage Project Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Watershed Projects & Expenses	$45,085

It is estimated that the following revenues will be available in the Joyce Creek Drainage Project Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Watershed Improvement Fee	44,085
Miscellaneous	1,000
	$45,085

ARTICLE IX. REVALUATION RESERVE FUND

The following amounts are hereby appropriated in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Reserved for Revaluation Expenses	$255,000

It is estimated that the following revenues will be available in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Fund Balance Appropriated	253,000
Interest	2,000
	$255,000

ARTICLE X. CAPITAL RESERVE FUND

The following amounts are hereby appropriated in the Capital Reserve Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Debt Service	187,262
Capital Projects	404,500
USDA Debt Reserve	540,300
	$1,132,062

Attachment: FY 19-20 Budget Ordinance (2416 : Proposed FY 19-20 Budget)

It is estimated that the following revenues will be available in the Capital Reserve Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Land Transfer Tax Collections	490,000
Investment Earnings	20,000
County Contribution	325,000
Fund Balance Appropriated	297,062
	$1,132,062

ARTICLE XI. SCHOOL CAPITAL RESERVE FUND

The following amounts are hereby appropriated in the School Capital Reserve Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Debt Service	576,927
School Capital Outlay	405,878
Fund Reserves	1,195
Camden Plantation Funds for Capital Outlay	150,000
	$1,134,000

It is estimated that the following revenues will be available in the School Capital Reserve Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Local Option & Restricted Sales Tax	981,000
Investment Earnings	3,000
Camden Plantation	150,000
	$1,134,000

ARTICLE XII. DISMAL SWAMP VISITOR CENTER FUND

The following amounts are hereby appropriated in the Dismal Swamp Visitor Center Fund for the purpose of operating the Center with funds received from NCDOT for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Center Operating Expenses	$170,143

DOT Funds	142,857
Gift Shop Contribution	12,000
General Fund Contribution	4,736
Miscellaneous	50
Tourism Authority Contribution	10,500
	$170,143

The following amounts are hereby appropriated in the Dismal Swamp Gift Shop Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Attachment: FY 19-20 Budget Ordinance (2416 : Proposed FY 19-20 Budget)

Gift Shop Revenues $29,500

Gift Shop Expenses $29,500

ARTICLE XIII. FEREBEE COURTHOUSE TRUST FUND

For purposes of summary only, the following amounts are hereby appropriated in the Nancy M. & H. C. Ferebee, III Courthouse Trust for the restoration of the 1847 Camden County Courthouse for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Fund Reserves $1,530

Trust Fund Balance $1,530

ARTICLE XIV. COMMUNITY PARK TRUST FUND

The following amounts are hereby appropriated in the Community Park Trust Fund for the upkeep and maintenance of the Community Park, Senior Trail, Dismal Swamp Bike Trail, Shiloh Landing and One Mill Park for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Park Operations	46,850
Mill Town Pier	55,000
	$101,850

It is estimate that the following revenues will be available in the Community Park Trust Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

County Contribution	$20,000
NC Wildlife Contribution	20,000
Interest	1,000
Fund Balance Appropriated	60,850
	$101,850

ARTICLE XV. REGISTER OF DEEDS AUTOMATION ENHANCEMENT AND PRESERVATION FUND

The following amounts are hereby appropriated in the Register of Deeds Automation Enhancement and Preservation Fund for the purpose of funding for computer and imaging technology for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Technology $5,025

Attachment: FY 19-20 Budget Ordinance (2416 : Proposed FY 19-20 Budget)

Register of Deeds Technology Funds 5,000
Interest..... 25
$5,025

ARTICLE XVI. CODE ENFORCEMENT REVOLVING FUND

The following amounts are hereby appropriated in the Code Enforcement Revolving Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Demolition Expenses $29,600

Fee Collection 3,000
Fund Balance Appropriated 26,600
$29,600

ARTICLE XVII. STORMWATER MANAGEMENT UTILITY FUNDS

At the May 5, 2014 Board of Commissioners meeting Ordinance No. 2014-05-01 was approved. This Ordinance established the South Mills Watershed, the Sawyer's Creek Watershed, the North River Watershed and the Shiloh Watershed and the parcel fee rates relating to each watershed. Any changes to the fee schedule will be adopted simultaneously with this budget ordinance. The billing and collection will be in the same manner as property taxes.

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **South Mills Watershed Fund** (Fund 36) for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Watershed Expenses & Reserve $51,125

Estimated Revenue..... $51,125

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **Sawyer's Creek Watershed Fund** (Fund 37) for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Watershed Expenses & Reserve $20,050

Estimated Revenue..... $20,050

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **North River Watershed Fund** (Fund 38) for the fiscal year July 1, 2019 and ending June 30, 2020.

Watershed Expenses $18,050

Attachment: FY 19-20 Budget Ordinance (2416 : Proposed FY 19-20 Budget)

Estimated Interest & Fees Collected $18,050

The following estimated revenues will be available for funding the programs designed to protect and manage water quality and quantity in the **Shiloh Watershed Fund** (Fund 39) for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Watershed Expenses $20,050

Estimated Interest & Fees Collected $20,050

ARTICLE XVIII. TOURISM DEVELOPMENT AUTHORITY

The following amounts are hereby appropriated in the Tourism Development Authority budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

General Expenses	23,700
Dismal Swamp Visitor Center	10,500
	$34,200

Donations	1,000
Occupancy Tax Collections	26,000
Interest Earnings	600
Appropriated Fund Balance	6,600
	$34,200

ARTICLE XIX. TAX PENALTIES SCHOOL FUND

The following amounts are hereby appropriated in the Tax Penalties School Fund budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

School Current Expense $8,100

It is estimate that the following revenues will be available in the Tax Penalties School Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Tax Penalties	5,000
Interest on Investments	100
Fund Balance Appropriated	3,000
	$8,100

ARTICLE XX. EDC PROJECT FUND

The following amounts are hereby appropriated in the EDC Project Fund for the purpose of developing the ECO Industrial Park in South Mills for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Commerce Park Projects 1,069,594

Attachment: FY 19-20 Budget Ordinance (2416 : Proposed FY 19-20 Budget)

Economic Dev Incentive	40,000
	$1,109,594

County Contribution	185,501
NC Dept of Commerce – Grant	819,040
Interest earned	500
Fund Balance Appropriated	104,553
	$1,109,594

ARTICLE XXI. SCHOOL APPROPRIATIONS

SECTION 1 – The appropriations to the Board of Education, first, shall be made from any such funds which are dedicated to the use of the schools, and secondly, shall be made from the general county fund revenues to the extent necessary to meet the approved appropriation.

SECTION 2 – For purposes of summary only as the actual figures are contained in the Budget Ordinance, the total appropriation for Current Expense is $2,600,000 and for Capital Expense is $405,878.

SECTION 3 – Except as otherwise provided in this Budget Ordinance, this Budget Ordinance hereby incorporates by reference in its entirety the "PROPOSED BUDGET OF THE CAMDEN COUNTY BOARD OF EDUCATION FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 and ENDING JUNE 30, 2020" as presented to the Board of Commissioners, and all language in said Proposed Budget is incorporated into this Ordinance as if it were included within the body of this Ordinance. Said Proposed Budget may hereafter be referred to as the "School Budget". The county budget does not include any special appropriation for the supplement for teachers' salaries. This will have to be included in the school budget.

ARTICLE XXII. TAX LEVY

SECTION 1 – There is hereby levied at the rate of seventy cents (70 cents) per One Hundred Dollar ($100) valuation of property listed for taxes as of January 1, 2019, for the purpose of raising the revenue listed in the General Fund, Article II., Section 2, of this Ordinance.

SECTION 2 – There is hereby levied at the rate of four cents (4 cents) per One Hundred Dollar ($100) valuation of property listed for taxes as of January 1, 2019, for the purpose of raising the revenue listed in the General Fund, Article II., Section 2, of this Ordinance to equal the expenditures listed as CH&S Fire Commission Four Cents and South Mills Fire Commission Four Cents in the General Fund, Article II, Section 1, of this Ordinance.

SECTION 3 – The rate of tax as shown in Section 1 and 2 above is based upon a total valuation of property for the purpose of taxation of $1,114,394,052 and an estimated collection rate of ninety-seven percent (96.865%) for real property and ninety-eight percent (97.81%) for vehicles.

Attachment: FY 19-20 Budget Ordinance (2416 : Proposed FY 19-20 Budget)

SECTION 4 – There is hereby levied a tax at the rate of one cent (1 cent) per One Hundred Dollar ($100) valuation of property listed for the taxes as of January 1, 2019, located within the South Mills Fire Protection District for the purpose of raising the revenue listed in the South Mills Fire Commission Fund, Article V., of this Ordinance.

SECTION 5 – The rate of tax as shown in Section 4 above is based upon a total valuation of property for the purpose of taxation of $417,451,966 with an estimated collection rate of ninety-seven percent (96.865%) for real property and ninety-eight percent (97.810%) for vehicles.

SECTION 6 – There is hereby levied at the rate of one cent (1 cent) per One Hundred Dollar ($100) valuation of property listed for taxes as of January 1, 2019, located within the Courthouse-Shiloh Fire Protection District for the purpose of raising the revenue listed in the Courthouse-Shiloh Fire Commission Fund, Article IV, of the Ordinance.

SECTION 7 – The rate of tax as shown in Section 6 above is based upon a total valuation of property for the purpose of taxation of $674,516,619 and an estimated collection rate of ninety-seven percent (96.865%) for real property and ninety-eight percent (97.810%) for vehicles.

ARTICLE XXIII. OTHER PROVISIONS

SECTION 1 – The Camden County Budget Officer is hereby authorized to transfer appropriations within a fund as contained herein under the following conditions:

(a) He may transfer amounts between objects of expenditure within a department except salary amounts without limitations.

(b) He may transfer amounts up to $10,000 between departments of the same fund with an official report on such transfers at the next regular meeting of the Board of Commissioners.

(c) He may not transfer any amounts between funds or from any contingency appropriation within any fund.

(d) He will assign legal costs to departments based upon the legal issue involved.

(e) He is authorized to approve expenditures up to ten thousand dollars.

(f) He may approve acceptance and expenditure of emergency funding from state or federal sources (ie. LIEAP) up to $10,000 with an official report on such funding at the next regular meeting of the Board of Commissioners.

Attachment: FY 19-20 Budget Ordinance (2416 : Proposed FY 19-20 Budget)

SECTION 2 - The Budget Officer and Finance Officer are hereby directed to make any changes in the budget or fiscal practices that are required by the Local Government Budget and Fiscal Control Act.

(a) As provided by G.S. 159-25(b), the Board has authorized dual electronic signatures for each check or draft that is made on County funds. The signatures on the County accounts have been approved by the Board of Commissioners.

(b) All legal outstanding encumbrances at June 30, 2019 are hereby carried forward and re-appropriated as an amendment to the budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

(c) The Board authorizes one principal account as the central depository for funds received by the Finance Director. Other accounts authorized by the Board can be used for special purposes such as the enterprise fund and various trust accounts. Current accounting techniques shall be used to assure that all funds will be properly accounted for in the financial records of the County.

(d) Amendments to this Budget Ordinance and any accompanying fee schedule, taxes or appropriations are allowed as provided herein or by board approval in accordance with G.S. 159-15.

SECTION 3 - The Budget Officer and Finance Officer are hereby authorized to enter into contracts/agreements, within funds included in the Budget Ordinance or other actions authorized by the Board of Commissioners for the following purposes:

1. Lease of routine business equipment;

2. Consultant, professional, or maintenance service agreements;

3. Purchase of supplies, materials, or equipment where formal bids are not required by law;

4. Applications for and agreements for the acceptance of grant funds from Federal, State, public, private and non-profit organizations sources, and other funds from other government units, for services to be rendered which have been approved by the Board of Commissioners;

5. Construction and repair projects within the budget limits or as approved by the Board of Commissioners;

6. Liability, health, life, disability, casualty, property or other insurance or performance bonds;

7. Other administrative contracts which include agreements approved by the Board of Commissioners.

Attachment: FY 19-20 Budget Ordinance (2416 : Proposed FY 19-20 Budget)

All other contracts must be approved by the Board of Commissioners and signed by the Chairman of the Board. No other employees or officials may sign contracts on behalf of the County unless duly appointed to do so by the Board of Commissioners.

SECTION 4 - County funded agencies are required to submit an audit or other detailed financial reports to the County Finance Officer each year. Approved payments may be delayed pending receipt of financial information.

SECTION 5 -It is the policy of Camden County to not absorb any reduction in State or Federal grant funds. Any decrease shall be absorbed in the budget of the agency or department receiving funding by reducing personnel or department expenditures to stay within the County appropriations as approved.

SECTION 6 -Copies of this Budget Ordinance shall be furnished to the Clerk to the Board, the Budget Officer, Finance Director, and the Tax Administrator for direction in the carrying out of their duties.

A public hearing on this Budget Ordinance was held on June 3, 2019.

This Budget Ordinance was adopted on the 3rd day of June, 2019

CAMDEN COUNTY BOARD OF COMMISSIONERS

_____
George T. White, Chair

_____
Clayton D. Riggs, Vice-Chairman

ATTEST:

Karen Davis Clerk to the Board	Kenneth Bowman Budget Officer/County Manager

Attachment: FY 19-20 Budget Ordinance (2416 : Proposed FY 19-20 Budget)

CAMDEN COUNTY
new energy. new vision.

SCHEDULE OF FEES

FY 2019-2020

Schedule adopted with Budget Ordinance June 3, 2019

Attachment: FY 19-20 Schedule of Fees (2416 : Proposed FY 19-20 Budget)

CAMDEN COUNTY
Fee Schedule

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Attachment: FY 19-20 Schedule of Fees (2416 : Proposed FY 19-20 Budget)

CAMDEN COUNTY
BUILDING INSPECTIONS AND PLANNING DEPARTMENT
PERMIT FEE SCHEDULE

BUILDING PERMIT FEES

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

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

Base Fee Up to 20,000 Sq. Ft.	$0.25/Sq. Ft.	Each Sq. Ft. over 20,000	$0.15/Sq. Ft.
Minimum Fee	$100.00	State Fee	$10.00

ELECTRICAL

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

PLUMBING

Plumbing (New Installs)	$75.00	Plumbing (Repairs)	$75.00

MECHANICAL

Minimum Fee (New House Installs)	$100.00	Additional Units	$25.00
Repair/Service Change/Upgrade	$75.00	Same Size Change Out	$50.00

INSULATION

Minimum Fee	$75.00

NATURAL GAS and PROPANE **HOOKUP (RESIDENTIAL & COMMERCIAL STRUCTURES)** $50.00

MANUFACTURED HOMES

Singlewide: $250.00 Doublewide: $350.00 Triplewide: $400.00

ADDITIONS - Includes Service Systems

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

SWIMMING POOLS & SPAS

Inground (Includes Electric)	$150.00	Above Ground	$50.00
		Electric for Above Ground	$75.00

DETACHED GARAGES, STORAGE, AND UTILITY/ACCESSORY BUILDINGS

Minimum Fee/Under 400 Sq. Ft.	$75.00	Over 400 Sq. Ft.	$0.18/Sq. Ft.
Electric for Accessory Structures	$75.00		

Attachment: FY 19-20 Schedule of Fees (2416 : Proposed FY 19-20 Budget)

CARPORT / POLE BARN / POLE SHED (Not Enclosed - Open on at least 2 sides)

Minimum Fee	$75.00	Over 834 Sq. Ft.	$0.09/Sq. Ft.

SINGLE UTILITY INSPECTION

Trade Permit Minimum Fee $50.00

SIGNS

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

DEMOLITION (Fire, Safety, & EPA Regs)

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

ALTERATIONS / REPAIRS / IMPROVEMENTS

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

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

Farm Buildings are exempt UNLESS:

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

MOVING OF ANY BUILDING WITHIN OR INTO THE COUNTY

Minimum New Construction Fees

WIND ENERGY SYSTEMS

Turbines	$2,000 each
Reinspections	$100.00 each

SOLAR FARMS

Panels	$.50 per panel (minimum $250)

COMMERCIAL PERMIT PRICES (extras)

MECHANICAL:		**PLUMBING:**	
Walk-in Cooler	$40.00 ea.	Minimum Permit Fee	$75.00
Commercial Cooking Hood	$40.00 ea.	Per fixture, trap, or like devices	$5.00
HVAC Fire damper/smoke damper	$5.00 ea.	Per sprinkler head	$5.00

ELECTRICAL

Electric duct heater	$10.00 ea.
Temporary Service w/ Trailer	$100.00 ea.
0-100 Each Receptacle/Switch/Fixture	$75.00
Each additional opening	$0.10 ea.
Subpanel, transformer, generator	$20.00 ea.

Fuel dispensers, "freestanding" parking lot light poles, manufactured home pedestals $5.00 ea.

Exhaust fans/water heater/RAC/Spa/Motors and machinery not specified $5.00 ea.

COMMERCIAL PERMIT PRICES (extras - Continued)

Attachment: FY 19-20 Schedule of Fees (2416 : Proposed FY 19-20 Budget)

GAS

Minimum Permit Fee	$50.00
Per outlet	$5.00

NEGLIGENCE FEES

Inspection Negligence Fee (Applies To): $100.00

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

No Permit Negligence Fee (Applies To): $Varies

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

BUILDING PERMIT FEES DUE AT TIME OF ISSUANCE

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

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

LAND USE DEVELOPMENT FEES

LAND USE DEVELOPMENT FEES DUE AT TIME OF APPLICATION

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

Zoning Permit	$25.00	Temporary Use Permit	$100.00
		Variance	$500.00
Special Use Permit	$400.00	Ordinance Text Amendment	$500.00
Rezoning Fee			
Up to 10 Acres	$650.00		
Over 10 Acres	$650.00	Plus $10 Per Acre	
Interpretation Challenge / Appeal	$250.00 *		
Zoning/Floodplain Determination Letter	$25.00		
Subdivision Fee			
Major Subdivision			
Preliminary Plan Level	$50.00	Per Lot	
Construction Drawing	$50.00	Per Lot	
Final Plat Level	$50.00	Per Lot	
Minor Subdivision	$200.00	Per Lot	
Planned Development			
Master Plan	See Rezoning		
Preliminary Plan Level	$50.00	Per Lot	
Construction Drawing	$50.00	Per Lot	
Final Plat Level	$50.00	Per Lot	

Attachment: FY 19-20 Schedule of Fees (2416 : Proposed FY 19-20 Budget)

Commercial Site Plan Review

Major	$200.00
Minor	$100.00

Stormwater Review
Fees/Deposit

Major Commercial/Residential Subdivision ** (more than 5 acres)	$6,000.00
Minor Residential/Commercial Subdivision (3 or 4 lots)	$2,500.00
Minor Commercial Site Plan Review **	$3,700.00

LAND DISTURBING ACTIVITY

Fill Permit	$50.00

NOTES:

* Subject to refund in the case of a successful appeal if so ordered by the Board of Adjustment

** The County stormwater review deposit / fee will be set up as an escrow wherein the applicant recovers any deposits in excess of actual costs incurred, or replenishes the escrow if costs drop below $1000 prior to project approval.

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

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

CAMDEN COUNTY

GIS

Fee Schedule for Sale of GIS Related Data

Prints

Xerox Copy

Size	Black & White Price	Color Price
8 ½ X 11	$0.00	$1.00
8 ½ X 14	$0.00	$2.00
11 X 17	$1.00	$5.00

Plotter

Size	Black & White Price	Color Price
24 x 36	$10.00	$15.00
36 x 48	$10.00	$20.00

Camden County Street Maps: $1.00

Electronic Media

Data Files

Data Type	Price
CD	$5.00
GIS Parcel Layer	$150.00
Each additional layer	$25.00
Digital Orthophotography	$100.00

Customized GIS Work

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

Attachment: FY 19-20 Schedule of Fees (2416 : Proposed FY 19-20 Budget)

CAMDEN COUNTY

Code Enforcement

Fees for Abatement of Property by County

Grass Cutting $300/acre

Grass Cutting ..... $150/half acre

Debris Removal ..... $500 plus tipping fees

Car Removal ..... All Cost Incurred by County

Administrative Cost (*This will be added to each Abatement*) $75.00

Removal of Structure ..... All Cost Incurred by County**

*Fees are for Chapter 94 for Public Nuisances and Chapter 90 for Abandoned and Junk Motor Vehicles

**This Fee Schedule is only if the County abates the property. If a contractor is hired to perform any abatement then the cost will be the contracted price plus an Administrative fee.

***Payment for abatement is due 30 days after the date of the abatement. If the fees are not paid a Tax Lien will be applied to the property.

Attachment: FY 19-20 Schedule of Fees (2416 : Proposed FY 19-20 Budget)

CAMDEN COUNTY
Parks & Recreation
Fee Schedule

Recreation Youth Sports Registration Fees:

Youth Volleyball and Basketball $40.00
Maximum fee per household per season $70.00
Out of County additional registration fee..... $20.00

Recreation Youth Sports Sponsor Fee:

Team sponsor fee..... $200.00
(Fee pays for team Shirt and Individual Trophies)

Saturday Night Open Gym for Basketball

County residents $1.00
Out of County residents..... $3.00

Thursday Night Open Gym for Adult Volleyball

County residents $1.00
Out of County residents..... $3.00

Attachment: FY 19-20 Schedule of Fees (2416 : Proposed FY 19-20 Budget)

CAMDEN COUNTY
Register of Deeds
Fee Schedule

Deeds of Trust & Mortgages	$64 for 1st 35 pages, $4 for each additional page
Instruments in General Fee	$26 for 1st 15 pages, $4 for each additional page + $2.00 per party indexed above 20
Plats	$21 per plat
Right of way/ Hwy Plat	$21 for 1st page, $5 for each additional page
Multiple Instrument Fee	$10 additional fee
UCC Recording	$38 for 2 page document
UCC Recording	$45 for documents over 2 pages
Non Standard Doc Fee	$25
Certified Copy of Document	$5 for 1st page, $2 for each additional page
Certified Copy Vital Record	$10 each
Amended Birth & Death	$10 ROD & $15 NC Vital Record
Marriage License	$60
Delayed Marriage or Birth	$20 including 1 certified copy
Corrected Vital Record	$10
Legitimation	$10
Military Records	No Fee
Notary Oath	$10
Photocopy Plat (18 x 24)	$3 each
Photocopy legal or letter size	.20 each
Photocopy ledger size	.40 each

Attachment: FY 19-20 Schedule of Fees (2416 : Proposed FY 19-20 Budget)

CAMDEN COUNTY
Sheriff's Department
Fee Schedule

Office Fees

Carry Concealed Permit

New $90.00

Renew $75.00

Weapon Purchase Permit $5.00

Fingerprints $10.00

Civil Process Service

In-State $30.00

Out of State $50.00

Other

Out of County Mental Patient Transport $150.00

Diskette Copy of Photos $10.00

Dog/Cat Tag Fee

Annual $5.00

Lifetime $30.00

Kennel Fee $20.00

Attachment: FY 19-20 Schedule of Fees (2416 : Proposed FY 19-20 Budget)

CAMDEN COUNTY
SENIOR CENTER
Center Fee Schedule

1. The Camden County Board of Commissioners permits the use of the Camden Center after 5:00 p.m. Monday through Friday to governmental agencies and civic clubs and other clubs benefiting the county without charge provided the meeting or gathering is to conduct business pertaining to that agency or club.

2. Other non-profit agencies, clubs (civic clubs, dance clubs, bridge clubs), individuals and associations are permitted to use the Center after 5:00 p.m. Monday through Friday by paying the following fees:

   All Day.....$100.00
   Evenings Only.....50.00
   Use of the Kitchen *(additional)*.....50.00

3. For-profit firms, agencies, etc. are permitted to use the Center after 5:00 p.m. by paying the following fees A for-profit agency and/or firm would be Tupperware Products, Mary Kay Cosmetics, Bank of Currituck Weight-Watchers, etc. If an individual or group is attempting to make a profit from a service or item to be provided or sold at the Senior Center, it will be considered a for-profit situation.

   Maximum of 2 hours use $50.00
   Maximum of 4 hours use 65.00
   Maximum of 6 hours use 100.00
   Maximum of 8 hours use 120.00
   Use of the Kitchen.....50.00

4. Rental Fees will not include the use of the Senior Citizens Craft Room, Exercise Room or the office space in the Center.

5. Alcoholic beverages are not permitted in the Senior Center or elsewhere on County property.

6. No confetti or like material is allowed in the Center. No streamers or like objects are allowed to be hung from the ceiling of the Center. All trash and garbage must be removed by the user.

7. Individuals signing the Use Agreement form will be required to provide a deposit in the amount of $150 (made payable to Camden County) for the use of the Center and an additional $150 (made payable to Camden County) for the use of the kitchen when obtaining the key to the Center. Fees are to be waived for Volunteer Fire Departments, Social Services Dept., Cooperative Extension Service, Schools Homemakers' Club, Lions Club, Junior Women's Club, Ruritans and similar organizations as well as county employees.

8. Deposits will be returned when the key to the Senior center is returned, providing the facilities are left in the condition in which they were found when the user arrived and nothing has been damaged or left improperly cleaned and all furnishings and furniture have been returned to their original places.

9. Additional fees will be assessed for the following items and charged to any and all parties using the facility.

   Facility not left clean and orderly $50.00
   Key not returned the next business day.....$10.00 *per day*
   Key not returned within three business days.....*forfeit deposit*
   Damage of facility or contents* .....*forfeit deposit*
   **additional charges (legal and monetary) may apply depending on damage*

10. Special use considerations not addressed in this policy require County Manager approval.

Attachment: FY 19-20 Schedule of Fees (2416 : Proposed FY 19-20 Budget)

CAMDEN COUNTY
SENIOR CENTER
Trail Fee Schedule

1. For events not requiring the provision of any chairs or other equipment, the fee shall be one hundred dollars ($100.00) and such fee shall be in addition to any other fees required under this schedule.

2. For events requiring electricity, the fee shall be ten dollars ($10.00) per hour and such fee shall be in addition to any other fee required under this schedule.

*Fee is required prior to Trail use.

Policy for Trail use can be obtained through the Camden County Senior Center.

CAMDEN COUNTY
Tax Administration Office
Fee Schedule

Golf Cart Permits

Annual Fee $20.00

Late Listing Fee (for sticker) $50.00

Non-Compliance $150.00

BEER AND WINE FEES

(License period: May I through April 30 each year)

Every person engaged in the business of selling beer and wine in the following amount:

Beer at retail:

Off premises $5.00

On premises $25.00

Beer "on and off premises" $30.00

Wine at retail:

Off premises $25.00

On premises $25.00

Wine "on and off premises" $50.00

Beer and Wine:

Beer & Wine "off premises" $30.00

Beer & Wine "on premises" $50.00

Beer & Wine "on and off premises" $80.00

Attachment: FY 19-20 Schedule of Fees (2416 : Proposed FY 19-20 Budget)

CAMDEN COUNTY
South Camden Water & Sewer
Water Fee Schedule

WATER SERVICE FEES

MONTHLY BASE RATE:

Gallons	Cost
0-2,000	$25.00 per month

ADDITIONAL MONTHLY USAGE:

Gallons	Cost
2001-5000 gal.	$5.50 per 1,000 gal
5001-10,000	$6.20 per 1,000 gal
10,001-15,000	$6.90 per 1,000 gal
15,001-20,000	$7.60 per 1,000 gal
20,001 and up	$8.30 per 1,000 gal

Local Govt/Board of Education/Commercial Same as above
Bulk Water (except contracted sales) $6.91 per 1,000 gal
Fire Service (sprinkler systems) Base Rate per month

Deposits:

Rent deposit: $200
Fire Hydrant Meter: $300

Charges & Fees:

Open/reopen/transfer acct.	$20.00
Reread meter/our read correct	$15.00
Reread meter/our read incorrect:	No charge
Reconnection Fee:	$35.00 7am-3:15pm
(if not paid by 8am on disconnection day)	$60.00 3:16-5:00pm
Late payment penalty:	$10.00
Non-Sufficient Funds:	$25.00
Meter Tampering fee:	$200.00
Turn off/Turn off fee:	$15.00 *(per occurrence)*
Meter testing fee: if accurate	$15.00 *(No chg if more than 2.5% inaccurate)*
Bacteriological	$45.00

Water Connection Fees:

(includes $1,500 Tap Fee)

¾ inch	$4,000.00
1 inch	$5,667.00
2 inch	$14,833.00
3 inch	$28,167.00
4+ inch	*request rate table
6 inch fire svc	$4,000.00
Hwy Bore	$2,000.00

*County installs up to 2 inch lines. User hires Contractor if over 2 inches.

Attachment: FY 19-20 Schedule of Fees (2416 : Proposed FY 19-20 Budget)

CAMDEN COUNTY
South Camden Water & Sewer
Sewer Fee Schedule

SEWER SERVICE FEES
MONTHLY BASE RATE:
Residential* $29.00; 0 – 2,000 gallons
Commercial $40.00; 0 – 2,000 gallons

ADDITIONAL MONTHLY USAGE:

	RESIDENTIAL*	COMMERCIAL
2001-5000 gal.	$7.50 per 1,000 gal	$8.50 per 1,000 gal
5001-10,000	$8.20 per 1,000 gal	$9.20 per 1,000 gal
10,001-15,000	$8.90 per 1,000 gal	$9.90 per 1,000 gal
15,001-20,000	$9.60 per 1,000 gal	$10.60 per 1,000 gal
20,001 and up	$10.30 per 1,000 gal	$11.30 per 1,000 gal

*RESIDENTIAL: Includes Apartment & Townhouse Units

GOVERNMENTAL & SCHOOLS:
Will be charged 2 times Commercial Rate for Base Fee & Additional Usage

HIGH STRENGTH: $11.50 each additional 1,000 gallons
Day Care, Hospitals, Nursing Homes, Laundromats, Restaurants, Doctors, Dentists, Beauty Shops, Grocery Store, Convenient Store, Funeral Homes, Car Washes, Dry Cleaners

CONNECTION FEES
SEWER TAP FEE:
Low pressure main with ¾ inch water service: $8,300
Gravity 4" connection: $ 3,500

COMMERCIAL: Fees are based on water meter size
The cost of sewer connection with larger than ¾ inch water service will be the responsibility of the owner, with the possibility of capacity fee being paid over time of 3-5 yrs. with no interest.

SEWER CAPACITY FEE:
¾ inch $ 7,400
1 inch $12,333
2 inch $39,467
3 inch $78,933
4+ inch *request rate table

Attachment: FY 19-20 Schedule of Fees (2416 : Proposed FY 19-20 Budget)

ADDITIONAL FEES/FINES

Parts and Labor:

For changing service size, location, or repairs for damage to the districts property.

Parts:

Calculated at current price of materials due to the fluctuation of the market plus 20%.

Labor:

$35 per man per hour
$75 per hour for backhoe
$10 per foot for bores up 2"
Repairs requiring contracted labor will be charged at invoice cost.

Fines for Violation of Fats, Oil and Grease Control Ordinance				
Minor Violations				
Offense	**1st Offense**	**2nd Offense**	**3rd Offense**	**4th Offense & Up**
Failure to submit records	Warning	$100	$150	$500
Inspection hindrance	Warning	$100	$150	$500
Failure to maintain on-site records	Warning	$100	$150	$500
Failure to meet sample standards	Warning	$100	$150	$500
Moderate Violations				
Offense	**1st Offense**	**2nd Offense**	**3rd Offense**	**4th Offense & Up**
Failure to maintain interceptors in proper working order	$150	$300	$500	$1,000
Failure to clean out interceptor every 30 days	$150	$300	$500	$1,000
Major Violations				
Source of sewer blockage (minimum) $500 and not more than $10,000 plus cost of cleaning lines				
Source of sanitary sewer overflow(minimum) $1,000 plus cost of cleaning lines				
Falsification of records $1,000				
*updated August 2, 2010				

CAMDEN COUNTY
Public Records
Fee Schedule

Copy Fees:

Public Records (Black/White)

8 ½ x 11 and 8 ½ x 14 ..... $.15/page

With printed pictures ..... $.30/page

11 x 17 ..... $.35/page

Public Records (Color)

8 ½ x 11 with Pictures ..... $.50/page

*Counties are not required to create a public record that is not already in existence. However, the municipality may elect to create the record if it determines that the record will provide an ongoing benefit to the county and/or its citizens.

CAMDEN COUNTY
Public Library
Fee Schedule

Copy Fees:

8 ½ x 11 and 8 ½ x 14 (Black /White)..... $.10/page

8 ½ x 11 and 8 ½ x 14 (Color)..... $.25/page

11 x 17 (Black /White) ..... $.20/page

11 x 17 (Color)..... $.50/page

Incoming Fax ..... $.10/page

Inter Library Loan..... $2.50

Proctoring..... $10.00

Attachment: FY 19-20 Schedule of Fees (2416 : Proposed FY 19-20 Budget)

CAMDEN COUNTY
Stormwater/Watersheds
Maintenance Fee Schedule

Rate Structure

	$	1. FCPA
+	$	2. ERU
+	$	3. GA
=	$	***Total Fee/Parcel***

1. **FCPA – Fixed Cost Per Account =** Currently Estimated at .64 per Parcel

2. **ERU – Impervious Area Rate -Equivalent Residential Units Rate**
   **Average Impervious Area of a Single Family Residence = 4,500 sq. ft. = 1 ERU (Equivalent Residential Unit) which is approximately 1/10 of an acre.

3. **GA – Gross Acreage Rate in $/acre -** See Table Below

Rate Table

Watersheds	FCPA	ERU Rate	GA Rate	Total Fee
North River	$.64/Parcel	$10.00/ERU	$.25/Acre	$10.89
Sawyer's Creek	$.64/Parcel	$10.00/ERU	$.25/Acre	$10.89
Shiloh	$.64/Parcel	$10.00/ERU	$.25/Acre	$10.89
South Mills	$.64/Parcel	$12.80/ERU	$.32/Acre	$13.76

Per Single Family Home

**exemptions itemized in the stormwater ordinance.*

CAMDEN COUNTY
Approved Fee Schedule Certification

Continuing authority of commission

Nothing contained in the provisions of this schedule shall be construed to prevent the County Board of Commissioners from imposing, from time to time as it may see fit, such license taxes as are not specifically defined or included in this schedule, or from increasing or decreasing the amount of any fee when not in conflict with State or Federal law.

Same-False statements

Any person who willfully makes a false statement on any fee application shall be guilty of a misdemeanor.

The forgoing instrument was duly approved and adopted at a meeting of the Camden County Board of Commissioners, said meeting date June 3rd, 2019.

_____
George T. White, Chair
Camden County Board of Commissioners

ATTEST:

_____
Karen M. Davis
Clerk to the Board

CAMDENCOUNTY
new energy. new vision.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Public Hearings

Item Number: 5.D
Meeting Date: June 03, 2019

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

Item Title **Proposed FY 19-20 Capital Improvement Program**

Attachments: CIP 2019-2023 (PDF)

Recommendation:
Upon completion of public hearing, add the 2019-2023 Capital Improvement Program to the agenda. Approve attached 2019-2023 Capital Improvement Program.

CAMDENCOUNTY
new energy. new vision.

Capital Improvement Program (CIP) 2019-2023

Public Hearing
Monday June 3, 2019

Attachment: CIP 2019-2023 (2417 : Proposed FY 19-20 Capital Improvement Program)

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Attachment: CIP 2019-2023 (2417 : Proposed FY 19-20 Capital Improvement Program)

June 3, 2019

Camden County Board of Commissioners
Tom White, Chairman
Clayton Riggs, Vice Chairman
Garry Meiggs
Randy Krainiak
Ross Munro

Re: Fiscal Year 2019-2023 Recommended Capital Improvement Program (CIP)

Chairman White and Members of the Board:

The provision of adequate public infrastructure remains a top priority for the County. Being only the ninth year having a CIP process, the Board of Commissioners have undertaken significant thought, discussion and consideration to estimate critical facility needs and the costs therein for the County.

Financial policy specific to how the County governs the issues of debt, fees & user charges, fund balances, competitive employment, and the ad valorem tax rate are shown in the attached Resolution No. 2007-05-04. This Resolution puts in place measures to insure the financial strength of the County government as well as protecting the taxpayer. In addition, the Board of Commissioners created a Capital Reserve Fund as a mechanism with which to fund critical, non-school, county infrastructure projects.

A primary goal for the County is bringing new development and job creation to the Camden Commerce Park along U.S. 17. Further development along the HWY 158 and US 17 corridors will result in the generation of new tax revenues, lessening the County's reliance upon residential property taxes and creating new employment opportunities for our citizens.

With Camden County being a recipient of significant grant awards in furtherance of the Board of Commissioners capital improvement policy goals, key infrastructure projects are moving forward. In FY 16/17 the county was awarded approximately $1.58 million in grants from the U.S. Economic Development Administration and the Golden LEAF Foundation for the construction of the Courthouse Area Wastewater Treatment Plant. The design framework for this project included a high-rate infiltration waste water treatment plant capable of treating 50,000 GPD and expandable to 100,000 GPD. In March 2018 the County awarded a contract to Hatchell Concrete for construction of the wastewater treatment plant at a cost of $4.2M. This project is scheduled for completion in June 2019.

A significant project included in the 2018-2022 CIP is the engineering and design of a new Administration campus complex on the acquired site across from the Historic Courthouse. The ultimate goal of this project will be the centralization of County services into a "One Stop" method of service delivery which will allow our citizens to be served at a single County complex. Besides the immediate needs for administrative space, there is also significant interest for providing recreational and public meeting space which could house youth and adult programming. SOLEX Architects from Danville, VA was hired to design and provide conceptual renderings of the proposed campus site. This has been completed and the recommendation is to do a Request for Information (RFI) and a Request for Proposal (RFP) to determine the cost of the project. This is programed for the before the end of the second quarter of the fiscal year.

While the Board of Commissioners moved forward nine years ago with the acquisition of property for a potential high school site, it is not yet clear when this new facility will be needed. At the joint meeting between the Board of Commissioners and the School Board it was decided to hire MB Kahn to conduct a feasibility study to analyze the current and future needs. This study is scheduled to be completed between July-August timeframe. Though unfunded, a new high school construction project is included in the county's 2018-2022 CIP.

The future for Camden County is extremely bright as we continue working together to make the County a better community in which to live, work, and recreate. It will take all of our collective skills along with wise and thoughtful decisions to have the necessary vision to continue to advance the critical capital projects identified in this document.

Respectfully Submitted,

Kenneth L. Bowman
County Manager

Attachment: CIP 2019-2023 (2417 : Proposed FY 19-20 Capital Improvement Program)

Introduction

The Capital Improvements Program (CIP) is a community planning and fiscal management tool used to coordinate the location, timing and financing of capital improvements over a multi-year period — usually 4-6 years. Capital improvements refer to major, non-recurring physical expenditures such as land, buildings, public infrastructure and equipment. The Camden County CIP is a five-year plan that consists of capital projects for various departments/agencies of the county government. The CIP includes a description of proposed capital improvement projects ranked by priority, a year-by-year schedule of expected project funding, and an estimate of project costs and financing sources. The CIP is a working document and should be reviewed and updated annually to reflect changing community needs, priorities and funding opportunities.

Purposes of Capital Improvement Planning:

♦ Ensure the timely repair and replacement of aging infrastructure.
♦ Provide a level of certainty for residents, businesses and developers regarding the location and timing of public investments.
♦ Identify the most economical means of financing capital improvements.
♦ Provide an opportunity for public input in the budget and financing process.
♦ Eliminate unanticipated, poorly planned, or unnecessary capital expenditures.
♦ Eliminate sharp increases in tax rates, user fees and debt levels to cover unexpected capital improvements.
♦ Ensure that patterns of growth and development are consistent with the comprehensive plan.
♦ Balance desired public improvements with the community's financial resources

Planning Process

Preparation of the CIP and annual budget are closely linked. The first year of the CIP, known as the capital budget, outlines specific projects and appropriates funding for those projects. It is usually adopted in conjunction with the government's annual operating budget. Projects and financing sources outlined for subsequent years are not authorized until the annual budget for those years is legally adopted. The out years serve as a guide for future planning and are subject to further review and modification. Department heads submit to the County Manager information relating to items that will cost in excess of $300,000 in at least one year of the CIP planning period. The County Manager will review and study all items submitted by the department heads and prepare a recommended plan that is provided to the Board of Commissioners. After review by the Board, a public hearing is set to receive citizen input. When the plan is complete the Board of Commissioners will adopt it with a resolution with the intent to include the first year projects in the annual budget. By providing funding for strategic investments at a given time and location, the CIP helps ensure that development occurs consistent with a community's plans and vision.

Financial Policy

The following financial guidelines were adopted by the Board of Commissioners on June 4, 2007:

- Debt service should be equal to or less than 15% of General Fund expenditures.
- The county will strive to pay outstanding principal debt within 15-20 years.
- The county will strive to maintain its debt at no greater level than 2% of the assessed valuation of taxable property in the county.

Attachment: CIP 2019-2023 (2417 : Proposed FY 19-20 Capital Improvement Program)

- The county will strive to maintain an available fund balance equal to 25% of the General Fund budget at the end of each fiscal year which is substantially higher than the minimum recommended by the Local Government Commission.
- General Fund balances in excess of targeted levels may be transferred to the County's Special Capital Reserve Fund.

Adoption of these policies will further ensure the county's financial strength and future success in capital planning.

For the past eight years Camden County has embarked on a very conservative fiscal policy working to ensure growth in the fund balance and a stronger financial position for the county government. The total unreserved and undesignated general fund balance was $6.5 million at the end of FY19. The maintenance of a healthy fund balance must be continued so the County has the ability to arrange financing for large projects that have been identified.

Project Evaluation

Beginning in FY11 through today, project evaluation was done through interaction and discussion between the County Manager and the Commissioners as well as input from the Department Heads. As noted above the CIP is a working document and should be reviewed and updated annually to reflect changing community needs, priorities and funding opportunities.

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Project Evaluation Criteria

Sections	Questions Considered When Evaluating Projects
Department Ranking	➢ What is the departmental priority/ranking for project?
Legal Mandates/Safety	➢ Does the project enable the County to fulfill a new or existing state of federal mandate? ➢ Does the project eliminate an immediate safety hazard for County citizens or employees?
Demonstrated Need/Timing	➢ When does the project need to be completed? Is the project related to another priority project?

Attachment: CIP 2019-2023 (2417 : Proposed FY 19-20 Capital Improvement Program)

Impact on Operating & Maintenance Costs	➢ Will the project save the County future operating costs? ➢ Will the project improve operating efficiency? ➢ Will maintenance cost be reduced if the project were undertaken? ➢ Will the project generate additional operating revenue or will it generate additional expense?
Impact on Quality of Life	➢ Will the project improve the quality of life of the County's citizens?
Addresses a deficiency in provision of public services	➢ Is the County unable to provide basic services if the project is not completed? ➢ Are current services in the project area inadequate? ➢ Does the project improve County services?
Linkage to Board of Commissioners' **Vision Statement, other** **Long Range Plans, or Community** **Support**	➢ Does the project help to meet the priorities established by the Vision Statement/goals or other long-range plans? ➢ How will the project help further these priorities? ➢ Does the project have citizen or community support? ➢ Does the project service a special need of the community?
Funds/grants available from state, federal, and other sources	➢ Besides County general fund revenues, what funding sources are available to fund this project? ➢ Can fees or revenues other than taxes be raised to cover this project's cost?
Extent of secondary benefits	➢ Are there intangible benefits to completing the project? ➢ Are there benefits to the project that are not otherwise considered in the
Comments	➢ What comments do you have about the project that needs to be considered by the Board of Commissioners?

Attachment: CIP 2019-2023 (2417 : Proposed FY 19-20 Capital Improvement Program)

Revenue Sources & Debt Service

One of the most important factors of financing a major project is the county's ability to pay the debt service or the annual costs of the financing. There are several funding sources that will be used to fund projects in the CIP. These sources are dependent on the type of project and the financial impact on the taxpayers of the county:

1. **General Fund Revenues** - May be used to fund Pay As You Go capital projects with amounts under $300,000.
2. **General Obligation (GO) Bonds** - The County may issue General Obligation Bonds for larger projects such as schools. These bonds are legally binding and are a pledge of the county's full faith, credit and taxing power.
3. **Installment Financing Agreements** - In exchange for bank financing, County assets are used as security for private placement of debt. This type of funding can be used for any capital projects.
4. **Certificates of Participation (COP)** - Essentially a large installment financing agreement (banks are limited on how much they can lend). COPs are usually rated a step below a GO rating.
5. **State and Federal Revenues** - Projects may be financed through low interest federal loans from USDA Rural Development such as the completed Camden Intermediate School Project. Additionally several projects have been financed by the use of state and federal grants such as the Wastewater Treatment and Collection System.
6. **Private Contributions** - Private contributions from developers or adjoining landowners that will become a part of a larger project.

Note: There are some limited recurring revenues that are to be used for debt service purposes. Portions of the Article 40 and 42 Sales Taxes are restricted for the purpose of school-related debt service or school capital outlay. The county also receives funds from the state Public School Building Capital Fund (these funds are generated by the state corporate income taxes) that can be used for debt service; however the status of these funds is uncertain based on the unpredictability of the NC Education Lottery proceeds and other economics.

Attachment: CIP 2019-2023 (2417 : Proposed FY 19-20 Capital Improvement Program)

Revenue Sources:

- Restricted portions of Article 40 & 42 sales taxes
- Annual contributions to the Special Capital Reserve Fund per proposed policies
- Accumulated funds in the Special Capital Reserve Fund & School Capital Reserve Fund

Revenue Sources & Debt Service

Resources	Project Types	Advantages	Disadvantages
Pay As You Go	Assets with short useful lives, or where most of benefit is achieved early Assets for which matching local funds are required Assets that are not expensive to acquire and relative to the total Pay As You Go plan Projects can be phased with reasonable annual expenditures	Saves interest and other costs of issuance Preserves financial flexibility Protects borrowing capacity Enhances credit quality	Limits funding for capital needs Creates an uneven flow of expenditures
General Obligation Bonds	Assets with long useful lives Projects that are expensive to acquire or that exceed the capacity of the Pay As You Go plan	Permits governments to acquire assets as needed Levels out capital expenditures	Adds financial and administrative costs of procuring capital assets Limits flexibility by committing revenues for life of the bond issue Requires voter approval
Certificates of Participation	Projects that are expensive to acquire or that exceed the capacity of the Pay As You Go plan Used frequently for purchases of equipment, buildings and real property	Permits governments To acquire assets as needed No voter approval	Interest cost may be higher relative to issuing debt
Grants	Assets qualifying for grant assistance	Expands size of capital program with little or no cost to local taxpayers	Limited amount of unrestricted grants availability Added administrative or compliance costs
Private Contributions	Facilities adjacent to private properties	Lowers government capital and/or operating costs	Added staff time required to identify contributors and coordinate activities

Attachment: CIP 2019-2023 (2417 : Proposed FY 19-20 Capital Improvement Program)

Funding Method for County Capital Reserve Fund

Land Transfer Tax: The Land Transfer Tax is placed in a Capital Reserve fund to support projects in the Capital Improvement Plan and transfers from General Fund balance when it is in excess of targeted levels (Resolution No. 2007-0504).

It is projected that the Land Transfer tax will generate approximately $550,000 in FY 2018-2019. These funds are applied to approved capital projects and debt service. Currently $.01 of the county-wide ad valorem tax rate generates approximately $100,000 in taxes collected by Camden County.

School Capital Reserve Fund

The School Capital Reserve Fund will continue to be the primary means the county uses to fund school capital projects. Currently capital projects are funded by that portion of the Article 40 & 42 sales tax that is earmarked for school construction by the state. The county also may request funds through the State Public School Building Capital Fund. Lottery proceeds are annually appropriated to this Fund and reserved for School Capital projects. Articles 40 & 42 Sales Tax will generate approximately $375,000 annually that goes into the School Capital Reserve Fund.

Enterprise Fund

South Camden Water & Sewer District: The South Camden Water & Sewer District is an Enterprise Fund that provides water and sewer to residents of Camden County who live in the Courthouse and Shiloh Townships. Water service is available throughout the two townships and sewer service is available only in a smaller area that is along the US158/NC343 corridor. This fund has been in operation since 1996.

A Reverse Osmosis Water Treatment Plant was constructed and became operational in 2002 along the Pasquotank River in Camden Township near the central area of the county. This facility was built with partial funding from the NC Rural Center.

County Fire Districts

There are two fire districts in the county, the South Mills Fire District and the Courthouse-Shiloh Fire District. The South Mills Fire Department station is located on Keeter Barn Road near South Mills. The South Camden Fire Department has a fire station located on Sawyers Creek Road near the Courthouse with a second station located in the Shiloh Community along NC343 South. Residents in both districts currently pay a total of .05 tax (.01 fire tax plus a .04 general fund contribution). These revenues fund the operation and capital needs of the fire departments. The county has contracts with both volunteer fire departments detailing how the fire commissions will oversee the operation of the fire departments which includes special approval of all expenditures of $5,000 or more.

In consideration of the current revenue generated from property tax county-wide, it is expected that both districts will have adequate funds to provide for their operational needs and debt service for capital needs for the next five years.

Adoption of Unified County Government

Attachment: CIP 2019-2023 (2417 : Proposed FY 19-20 Capital Improvement Program)

In May of 2006 the voters of Camden County approved the adoption of Unified County Government. Effective July 1, 2006 the change was implemented granting Camden County both the powers of a county as well as those of municipal government (excluding the creation of a police department). This change in form of government restricts the creation of any other municipal governments within the county thus assuring citizens of only one layer of local government and one layer of taxation.

Utility Franchise Tax: A major benefit of the change in form of government is that it allows the County to receive a quarterly allocation of the Utility Franchise Taxes which are typically only received by municipalities. As the County grows and develops additional commercial tax base this allocation increases.

Capital Project Narrative Descriptions:

The Capital Project narratives are organized in the following categories:

A. **Approved/Funded** - Approved and Funded by vote of the Camden County Board of Commissioners;

B. **Recommended/Unfunded** - Recommended projects by the Camden County Manager but currently Unfunded; and

C. **Identified/Unfunded** - Projects that have been identified by Staff but currently not funded.

Capital Project Narratives:

A. Approved/Funded:

1. PUBLIC SERVICES COMPLEX / ADMINISTRATION CAMPUS

Estimated Cost: $11M

Priority Level: 1

Project Description: The construction of a Public Services complex that will serve the needs of county residents in a safe and efficient manner.

Project Definition and Justification

Define Problem: With the purchase of an interim County facility at 330 East Hwy 158, immediate overcrowding concerns at the Courthouse Complex have been addressed with the relocation of Administration, Finance, Economic Development, and Public Works to the new facility.

A "One Stop" approach to service delivery will be considered for the construction of a centralized County complex. Multipurpose conference/training rooms are to be used by all departments, county committees as well as by the community. This building will house the following departments: Manager's Office, Human Resources, Finance Office, Tax Administration, Utilities, Planning & Community Development Department, Extension Center, Parks & Recreation, Soil and Water Conservation, Senior Center, and the County Library.

Construction of the building to facilitate a drive-thru window to accommodate payments would be preferable for the county citizens. Finally, this building will be ADA compliant which will allow all the county citizens of Camden County to have access to its services.

Recommended Solution: Construction of a Public Services building on the acreage already purchased across the road from the Courthouse Complex. Demolition of existing structure and repaving of entire lot would provide additional parking which is greatly needed when court is in session and to accommodate Board of Elections and the Camden Heritage Museum.

Alternatives: Continue business in current structure.

Stage of Project: County purchased 7.69 acres across the road from the Courthouse Complex. A formal space-needs study was conducted by Wooten Company in March 2016. An architectural design firm and construction manager at risk has been hired to completed design work and pre-construction services.

Relation to Other Projects: County needs to confer with Camden County Schools as to the possible re-purposing of the Camden High School campus to accommodate elements of the county's programs such as Senior Center and Parks & Recreation.

Attachment: CIP 2019-2023 (2417 : Proposed FY 19-20 Capital Improvement Program)

Professional Design Work Detail: Funding for architectural design services is programmed for FY 2019-2020.

Operating Impact: Increased efficiency in daily operations and co-location of county offices.

B. Recommended/Unfunded:

1. BROADBAND

ESTIMATED COST: To Be Determined

Priority Level: 2

Project Description: Make available to residents and businesses currently not served by broadband affordable and reliable high-speed broadband options.

Project Definition and Justification

Define Problem: An independent study on what it will take to bring expanded broadband service to Camden County was presented to the Board of Commissioners in June 2018. The study took into consideration Camden County's challenge associated with broadband infrastructure. The study reflected, on a County wide basis, the significant need to upgrade and improve broadband connectivity for its citizens. Of particular note is the need to improve broadband access for the County's school age population in order to enhance the educational experience. Broadband infrastructure is necessary for access to information for education, healthcare, government, public safety, social services, employment opportunities, breaking news, and many other common needs. Equally important is that people have the basic skills and proficiency to use online technology in ways that can improve their quality of life. The study also recommends specific state and federal funding options available to the County in order to improve existing conditions.

Recommended Solution: The county Board of Commissioners approved a contract with Eastern Shore Communications to develop a feasibility study to determine the need for county-wide broadband. With the completed study, the County and Eastern Shore Communications, pursued Federal government programs under the purview of the United States Department of Agriculture. The joint effort resulted in the USDA granting Eastern Shore Communications $1.8M in order to implement a County wide broadband improvement program.

Alternatives: None

Stage of Project: Eastern Shore Communications is now finalizing an implementation plan that is expected to take about 18 months to complete. County representatives are working closely with Eastern Shore Communications to ensure the County's broadband interests are fulfilled. County staff has implemented monthly project status meetings with

Attachment: CIP 2019-2023 (2417 : Proposed FY 19-20 Capital Improvement Program)

the senior leadership of Eastern Shore Communications in order to provide timely updates to the County Board of Commissioners, the Camden County Economic Development Commission, the Camden County School Board as well as with County citizenry. County staff is also informing relevant State and Federal level entities of project status in order to enlist support as needed.

Relation to Other Projects: This project will require new as well as existing infrastructure bringing new equipment to the county's water towers and other high structures increasing broadband speed throughout the county. The priority for coverage will be the Commerce Park at the northern end of the county and expand into the southern end of the county with the addition of new infrastructure to carry the signal.

Description of Land Needs: Access to water towers and right of way will be needed for construction and to build a permanent building, approximately 12x15 feet to house equipment. At this time no land acquisition will be required.

Professional Design Work Detail: Eastern Shore Communications will provide the conceptual development, preliminary layout and environmental review with their feasibility study.

Operating Impact: This initiative will fill critical broadband infrastructure gaps and increase access and adoption across the county to businesses, residents, and organizations, particularly within our unserved and underserved communities.

2. SCHOOL CAPITAL IMPROVEMENTS-CAMDEN COUNTY SCHOOL

ESTIMATED COST: To Be Determined

Priority Level: 2

Project Description: Construction of new Camden County School facility to include site improvements and adequate athletic fields.

Project Definition and Justification

Define Problem: As the County's population grows, demand for a larger school facility will increase. The Adequate Public Facilities Ordinance (APFO) approved in 2008 requires that both the County and Board of Education perform long-range planning in order to meet the demand of increased student enrollment.

Recommended Solution: During a Board of Commissioners and School Board joint meeting in March 2019 it was decided to have a feasibility study completed by MB Kahn to determine the need for a new school. The study would look at projected student populations, design, addition/renovation, cost to upgrade versus new construction, design alternatives, existing building analysis, cost estimates, bond ratings, and the tax impact.

Funding was appropriated in FY 15/16 to clear proposed school/athletic campus site along HWY 343 North.

Attachment: CIP 2019-2023 (2417 : Proposed FY 19-20 Capital Improvement Program)

Alternatives: Construct new athletic fields and bleachers on the former Noblitt site and renovate existing high school campus (HWY 343/US 158) by constructing additional classroom space on the current athletic field.

Stage of Project: Approximately 60 acres of property was purchased by the county in 2008. In 2008 the Board of Education commissioned HBA Architects to draw a conceptual site plan and develop preliminary construction cost estimates. In 2016, the APFO Committee decided to re-examine space needs based upon more current and accurate enrollment projection data and have new plans and cost estimates developed. This task has not been accomplished as of May 1, 2017.

Relation to Other Projects: The MB Kahn study will take into consideration current and future county projects that may have an impact on development.

Professional Design Work Detail: None completed at this time. HBA Architects have completed conceptual site plan and preliminary construction cost estimates were provided in 2008. The cost estimates are over eleven years old and the prices have increased. The new study will take into consideration current construction estimates and design based on enrollment projections.

Operating Impact: Impact will be seen in Camden County Public Schools operating expenses due to the larger facility. Increases in utilities expenses may be reduced due to improved energy efficiency measures and design engineering of the facility.

3. SEWER SERVICE EXPANSION US 158 EAST FROM HARDEES TO COUNTRY CLUB AREA

Project Description: Extension of sewer lines to the Country Club Area including a 200-300 acre potential mixed-use development as well as available parcels along US 158.

Priority Level: 2

Define Problem: Sanitary sewer infrastructure is needed to support economic development and commercial/retail growth.

Recommended Solution: Extend existing sanitary sewer line. Estimated cost in excess of $1,200,000 to be funded by County contributions, grants and developers via cost sharing formula.

Alternatives: Commercial and Residential development would be adversely affected without the extension.

Stage of the Project: McGill Associates has prepared a feasibility study to include construction cost estimates. An estimate has been prepared by McGill Associates. Project material costs (i.e. pipe) increases as petroleum price increases. However the installation costs have decreased with the economy. The County applied for Golden

Attachment: CIP 2019-2023 (2417 : Proposed FY 19-20 Capital Improvement Program)

LEAF CBGI funding in January 2014 however the project was not funded in that grant cycle.

Relation to Other Projects: This project is required to attract and support new and existing businesses in Camden County. Wastewater service would help develop the area adjacent to Shell Station and residents in the Pine Street area have expressed interest in wastewater service due to failures with septic systems. The extension would also increase the pipe size of the existing force main from Lamb's Marina to the Courthouse Pump Station to support the additional flows.

Description of Land Needs: The sanitary sewer lines will run on the DOT right-of-ways. A small parcel of land will have to be purchased for a proposed lift station.

Professional Design Work Detail: None. Feasibility study completed October 2013.

Operating Impact: The operating impact will be minimal with the exception of normal wear and tear.

4. SOUTH MILLS WASTE WATER TREATMENT PLANT FILTRATION POND

Priority Level: 3

Project Description: Increase wastewater disposal capacity to prepare for increased flows from sanitary sewer expansions.

Define Problem: The increased wastewater flow as a result of increased residential and commercial development will require added wastewater disposal capacity.

Recommended Solution: Study the feasibility of higher rate infiltration ponds for wastewater disposal as opposed to the current spray field acreage located near the South Mills WWTP. The benefits include using less land area and lower operations and maintenance costs together with the ability to use this technology for adequate disposal during winter months

Alternatives: Continue to utilize the existing spray fields in South Mills Township.

Stage of the Project: Eastern Carolina Engineering will prepare a preliminary soils boring test analysis at the current WWTP spray fields site.

Professional Design Work Detail: None to date.

Operating Impact: The operating impact will be minimal with the exception of normal wear and tear.

C. Identified/Unfunded:

1. CONSTRUCTION OF ADDITIONAL RAW WATER WELLS

Attachment: CIP 2019-2023 (2417 : Proposed FY 19-20 Capital Improvement Program)

Estimated Cost: $ 500,000 each

Project Description:

Define Problem: Forecasted residential and commercial growth will require additional sources of fresh water.

Recommended Solution: In FY 2019-2020 install test wells and obtain engineering design plans and construction cost estimate. If the test well results are positive, construct additional well at one of the purchased sites, Seymour Drive or 343 South, in 2020-2021.

The water plant has a current capacity of .72 MGD and an average use of .324 MGD. The State allows 80% use of capacity before design work to increase capacity, which amounts to 576,000 GPD. Subtracting the average use of 324,000 GPD provides only 252,000 GPD for additional development use.

Alternatives: None

Stage of the Project: Engineering design was completed in FY15/16 utilizing the engineering services of Diehl and Phillips for the Seymour Well. Hopefully much of that design will work for the next well also. The raw water main to connect the new well to the water treatment plant will have to be designed.

Relation to Other Projects: This project is required to attract and support new and existing businesses in Camden County.

Description of Land Needs: Land has been purchased. In FY07-08, the county purchased five additional well sites in close proximity to existing water treatment plant.

Professional Design Work Detail: None

Operating Impact: Additional utilities and equipment maintenance costs.

2. US 158 SIDEWALK EXTENSION

Estimated Cost: $ 150,000

Attachment: CIP 2019-2023 (2417 : Proposed FY 19-20 Capital Improvement Program)

Project Description:

Define Problem: The development of the Courthouse Township as a commercial center around public uses such as Camden High School, the US Post Office, and future County community complex is leading to increasing commercial uses and pedestrian activity among the uses. It is important to accommodate the existing and future pedestrians with sidewalks to reduce conflicts with automobile traffic and to encourage walking.

Recommended Solution: Require private development to install sidewalks within developments and construct public sidewalks to develop an eventual sidewalk network within the core area. The first section of sidewalks has been constructed around the Town Center project and in front of the high school.
The proposed project is to extend the existing sidewalk in front of the high school approximately 1900 linear feet to the Camden Square shopping and restaurant center. A&E cost approximately $8,500 and is included in cost estimate.

Alternatives: None

Stage of the Project: As stated above some sidewalk exists in the area and the recently adopted UDO requires sidewalk in new development. Project will require engineering and construction.

Relation to Other Projects: This project is will enhance and support new and existing businesses in the Courthouse area.

Description of Land Needs: Project would be constructed in NCDOT ROW and require encroachment permits.

Professional Design Work Detail: None

Operating Impact: County would be responsible for maintenance of sidewalk and any surrounding landscaping.

Attachment: CIP 2019-2023 (2417 : Proposed FY 19-20 Capital Improvement Program)

Resolution No. 2007-05-04

A Resolution of the Camden County Board of Commissioners
Regarding Setting Financial Policies

Whereas, stability in fiscal affairs is a desirable objective, but a difficult goal for counties to attain because many factors some of which are the relationship of the various units of government, mandates, the changing economies and the limited authority of local government; and

Whereas, the Board of Commissioners is of the opinion that the statement of minimum standards of fiscal policy would help present and future boards and staff to adapt to the changes that occur and help them to attain a reasonable measure of fiscal stability;

Now, Therefore Be It Resolved, that the Camden County Board of Commissioners does hereby adopt the following financial policies:

Debt-

Debt service will not exceed 15% of general fund expenditures. In any year where debt service is less than or equal to 14% of general fund expenditures at least 1% of the operating budget may be transferred to capital reserve.

The county will strive to pay outstanding principle debt within 15-20 years.

The county will strive to maintain its debt at no greater level than 2% of the assessed valuation of taxable property in the county.

Fees & User Charges -

As part of the annual budget process the County shall review the fees and user charges. All changes to the schedule of fees must be approved by the Board of Commissioners.

The County should charge fees if allowable, when a specific group of beneficiaries can be identified, when it is feasible to charge the beneficiaries, and when there is no reason to subsidize the service wholly or in part. Fee levels should be set to recover the full costs of the services provided, unless it is deemed necessary to partially subsidize the services.

Factors to consider in deciding whether a subsidy is appropriate include the burden on property tax payers, the degree to which the service benefits a particular segment of the population, whether beneficiaries can pay the fee, and whether the service provides a broader benefit to the community.

Attachment: CIP 2019-2023 (2417 : Proposed FY 19-20 Capital Improvement Program)

Fund Balance -

The county will strive to maintain an available fund balance equal to 25% of the General Fund budget at the end of each fiscal year which is substantially higher than the minimum recommended by the Local Government Commission.

General Fund balances in excess of targeted levels may be transferred to the County's capital improvement plan.

Competitive Employment -

The county will strive to maintain competitive pay rates by making annual cost of living adjustments when economically feasible for the county based on the consumer price index.

Tax Rate -

In an effort to stabilize the county's tax rate, the Board of Commissioners will adopt a tax rate that considers the succeeding four years anticipated expenditures and will strive not to change the tax rate prior to the next revaluation.

The Board of Commissioners will seek to limit the growth of the annual operating budget to an amount that can be accommodated by growth in the tax base as well as other state and federal revenues, without a tax increase wherever possible.

The County will strive to annually review and develop revenue projections, expenditures, and the fund balance for the next five years.

Adopted this _4th_day of June, 2007.

Jeffrey Jennings, Chairman

Attest:

Ava Gurganus, Clerk to the Board

Attachment: CIP 2019-2023 (2417 : Proposed FY 19-20 Capital Improvement Program)

CAMDENCOUNTY
new energy. new vision.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.A
Meeting Date: June 03, 2019

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

Item Title **April Monthly Report**

Attachments: 20190528103618935.pdf (PDF)
April monthly report (PDF)

Summary: April Monthly Report

Recommendation: Review and approve

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

OUTSTANDING TAX DELINQUENCIES BY YEAR

YEAR	REAL PROPERTY	PERSONAL PROPERTY
2018	182,042.79	3,431.86
2017	58,137.51	3,637.45
2016	22,165.84	2,448.53
2015	12,582.51	1,157.09
2014	12,870.45	1,228.71
2013	9,024.41	4,959.98
2012	6,719.42	7,799.01
2011	4,828.75	6,473.95
2010	4,244.84	4,714.27
2009	3,978.27	4,524.03

Attachment: 201905281036189 35.pdf (2415 : April Monthly Report)

TOTAL REAL PROPERTY TAX UNCOLLECTED	316,594.79
TOTAL PERSONAL PROPERTY UNCOLLECTED	40,374.88
TEN YEAR PERCENTAGE COLLECTION RATE	99.51%
COLLECTION FOR 2019 vs. 2018	50,924.94 vs. 37,263.75

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2018	97.53%
2017	99.13%
2016	99.63%

THIRTY LARGEST UNPAID ACCOUNTS

SEE ATTACHMENT "A"

THIRTY OLDEST UNPAID ACCOUNTS

SEE ATTACHMENT "B"

Attachment: 20190528103618935.pdf (2415 : April Monthly Report)

EFFORTS AT COLLECTION IN THE LAST 30 DAYS

ENDING April **2019**

BY TAX ADMINISTRATOR

140 NUMBER DELINQUENCY NOTICES SENT

7 FOLLOWUP REQUESTS FOR PAYMENT SENT

2 NUMBER OF WAGE GARNISHMENTS ISSUED

13 NUMBER OF BANK GARNISHMENTS ISSUED

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

0 NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)

0 PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR

0 NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY

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

0 REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS

0 NUMBER OF JUDGMENTS FILED

Attachment: 201905281036189 35.pdf (2415 : April 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	03-8962-00-55-2255.0000	2,940.51	1	VERNON L. & EDITH W. SYLVESTER	SHILOH	453 NECK RD
R	03-9809-00-23-4988.0000	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	03-9809-00-23-8838.0000	2,470.25	1	WILLIAM DAVID BYRUM	SHILOH	112 HIGH RD
R	02-8945-00-41-2060.0000	2,452.86	1	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	02-8935-01-08-8786.0000	2,415.55	1	LINWOOD GREGORY	CAMDEN	253 SLEEPY HOLLOW RD
R	02-8945-00-53-1518.0000	2,403.06	1	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 MCMILLIAN HEIRS	SHILOH	172 NECK RD
R	03-8962-00-67-1021.0000	2,182.86	2	CECIL BARNARD HEIRS	SHILOH	WICKHAM RD
R	01-7080-00-62-1977.0000	2,062.78	9	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	01-7090-00-64-4058.0000	2,056.11	1	GODFREY RIDDICK	SOUTH MILLS	131 LILLY RD
R	03-8943-04-93-8214.0000	2,052.32	10	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	02-8934-01-18-8072.0000	2,042.88	1	ARNOLD AND THORNLEY, INC.	CAMDEN	146 158 US W
R	01-7988-00-91-0179.0001	2,028.10	10	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	03-8952-00-95-8737.0000	1,993.94	1	AUDREY TILLETT	SHILOH	171 NECK RD
R	01-7998-01-09-7155.0000	1,989.37	1	CORNELIUS P & GLORIA E PAXTON	SOUTH MILLS	1298 343 HWY N
R	02-8944-00-36-1417.0000	1,927.24	1	ROSA ALICE FEREBEE HEIRS	CAMDEN	165 IVY NECK RD

Attachment Road

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	
R	03-8952-00-95-8737.0000	10	1,993.94	AUDREY TILLETT	SHILOH	171 NECK RD
R	01-7999-00-32-3510.0000	10	1,827.31	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7999-00-12-8596.0000	10	1,760.33	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7989-04-60-1568.0000	10	1,000.71	EMMA BRITE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	01-7989-04-60-1954.0000	10	976.47	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	03-8962-00-50-0273.0000	10	900.00	DAISEY WILLIAMS BURNHAM	SHILOH	RAYMONS CREEK RD
R	01-7090-00-60-5052.0000	10	767.56	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	03-9809-00-24-6322.0000	10	627.21	DAVID B. KIRBY	SHILOH	499 SAILBOAT RD
R	02-8955-00-13-7846.0000	10	588.25	MARIE MERCER	CAMDEN	IVY NECK RD
R	02-8936-00-24-7426.0000	10	585.99	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	03-8980-00-61-1968.0000	10	281.80	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	01-7090-00-95-5262.0000	10	248.84	JOHN F. SAWYER HEIRS	SOUTH MILLS	OLD SWAMP RD
R	03-9809-00-45-1097.0000	10	202.10	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	03-8899-00-37-0046.0000	10	154.57	ELIZABETH LONG	SHILOH	HIBISCUS
R	03-9809-00-17-2462.0000	10	140.15	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD
R	03-8980-00-84-0931.0000	9	220.38	CARL TEUSCHER	SHILOH	218 BROAD CREEK RD
R	01-7998-01-08-6797.0000	8	4,175.50	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	03-8962-00-04-9097.0000	8	2,182.86	CECIL BARNARD HEIRS	SHILOH	NECK RD
R	03-8990-00-64-8379.0000	8	940.48	CHRISTOPHER FROST-JOHNSON	SHILOH	LITTLE CREEK RD
R	02-8935-01-07-0916.0000	8	710.94	ROSETTA MERCER INGRAM	CAMDEN	227 SLEEPY HOLLOW RD
R	03-8962-00-70-7529.0000	8	593.58	MARY SNOWDEN	SHILOH	WICKHAM RD
R	01-7989-04-90-0938.0000	8	541.44	DORIS EASON	SOUTH MILLS	1352 343 HWY N
R	03-8962-00-60-7648.0000	8	281.11	FRANK WRIGHT ETAL	SHILOH	WICKHAM RD
R	03-8965-00-37-4242.0000	7	1,751.87	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	03-8970-00-29-5521.0000	7	1,517.56	JONATHAN E PULLIN	SHILOH	107 AVERY DR

Attachment 6 Real

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	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 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	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	SOUTH MILLS	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

Attachment Personal

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	LESLIE ETHERIDGE 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	0001106	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	SOUTH MILLS	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	0002194	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

Attachment Personal

CAMDENCOUNTY
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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.B
Meeting Date: June 03, 2019

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

Item Title **South Mills VFD Fire Engine Request**

Attachments: SMVFD Request (DOCX)

See attached.

South Mills Volunteer Fire Department

127 Keeter Barn Road
PO Box 24
South Mills, NC 27976
(252) 771-2772

Dear County Commissioners,

Thank you in advance for your time and support. The South Mills Volunteer Fire Department is seeking your approval to purchase a new Fire Engine. In our current fleet we have three engines one tanker two brush trucks and one service truck. We have two engines that are 30years old but still in service. These trucks are custom Pierce pumpers. These will remain in service and are still in good shape for a 30year old truck. The purpose for this new Custom Pierce Heavy Duty Rescue Pumper is too ensure we have the means and reliability to answer all the calls well into the next few generations. We run different types of rescue calls than we did in years past. We need a truck that can carry the extra equipment needed to answer these calls. We will also take our current service truck out of the fleet as it is a 1982 truck which needs to be retired due to maintenance cost and NFPA compliance issues. This truck is a part of our plan to continue to serve our growing community in the best way possible. Below is our Finance plan that we are asking you to approve tonight. We will be purchasing this truck through HGAC Buy, which gives us Government pricing and this gives us the ability to group purchase. I am available to answer any questions that you may have. Thanks again for your support of our Department and our great volunteers.

Truck Price: $757,824.00
Down Payment From Fund Reserve: $250,000.00
Loan Amount: $507,824.00
Finance Rate: 3.84%
Term: 12yr
Annual Payment: $53,913.00

Sincerely,

Tommy Banks, Chief 252-202-1027

South Mills Volunteer Fire Department

5/21/2019

Attachment: SMVFD Request (2413 : South Mills VFD Fire Engine Request)

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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.C
Meeting Date: June 03, 2019

Submitted By: Sally Norfleet,
Finance
Prepared by: Karen Davis

Item Title **Resolution 2019-06-01: Salaries & Compensation for Various Boards and Commissions**

Attachments: Resolution 2019-06-01 (DOC)

Recommendation:
Approve and adopt resolution.

Resolution No. 2019-06-01

A RESOLUTION OF THE
CAMDEN COUNTY BOARD OF COMMISSIONERS
SALARIES AND COMPENSATION
FOR VARIOUS BOARDS AND COMMISSIONS
FISCAL YEAR 2019-2020

Whereas, the Camden County Board of Commissioners desires to provide reasonable compensation for service on various boards and commissions of the County;

Now, Therefore, Be It Resolved that the Camden County Board of Commissioners meeting this 3rd day of June 2019 in Camden Village, Camden County, North Carolina does hereby amend the following salaries and compensation for the stated boards and commissions for the period beginning July 1, 2019 and ending June 30, 2020,

Section 1: **BOARD OF COMMISSIONERS**

Chairman	$550.00 per month plus mileage.
Vice-chairman/ Board Member	$525.00 per month plus mileage.

1. The monthly "salary" of the Board members shall be considered as compensation for regularly scheduled meetings of the board per the annual Meeting Calendar. Same day attendance at meetings will not be eligible for reimbursement – i.e., a closed session in advance of a board meeting.

2. Board members attending Special Meetings and Budget Work Sessions will be compensated at a rate of $75 per meeting. Board members will be compensated up to $75 for attendance at other board meetings they have been appointed to and not already compensated for by those boards.

3. For purposes of reimbursement, eligible meetings would include those in which the board members serve and participate by virtue of their position and/or in representation of their position as a board member and/or are an invited "participant" by staff or agency/department and may include Association Ad Hoc Committee meetings, Ground Breakings and Ribbon Cuttings or any meeting at the request of the Board of Commissioners in the Commissioner's official capacity.

4. The following are not reimbursable expenses: Attendance to social occasions (banquets, meals (except as part of a participatory meeting), entertainment, sports, galas, fundraisers, clubs, etc.), or informal or telephonic conversations. Also alcoholic beverages, political contributions, tips greater than 18%, parking or traffic violations / fines, entertainment expenses such as tickets to sporting events or theaters, and in room movies. For any fundraisers the board decides to attend, the County will pay for the ticket if the Commissioner's agree that the event benefits Camden County residents and serves a public purpose, however, they will not receive meeting pay for attendance. (Must be non-partisan and non-profit.)

5. Attendance at Board appointed Board Meetings (i.e. Library, DSS, ADJ) will not be reimbursable to Commissioners who are not appointed to those boards unless they are requested to attend by the appointee who is unable to attend or at the request of the Board of Commissioners in the Commissioner's official capacity.

6. Commissioners shall receive a payment of $150.00 per day for any meeting or day for travel to/from meeting, lasting more than four (4) hours and out of the county (90 mile radius of the Courthouse).

7. Board members are required to submit in writing a payment request in the form of an expense report (via internal form) to the Finance Officer not later than the last business day of each month. The report will contain all expenses including compensation along with a description of the meeting, date, time and place.

8. Special meeting reimbursement requests that exceed seven (7) in a month will require Board approval.

Section 2: **BOARD OF ELECTIONS**

Chairman	Compensation - $50 for meeting with Board. $50 per day for Election Day, canvass day, and instruction day plus mileage.
Board Members	Compensation - $40 per meeting with Board. $40 per day on Election Day and canvass day plus mileage.
Chief Judge	Compensation - $40 per day for instruction day and canvass day plus mileage. $150.00 per day for Election Day plus mileage. $20 for pick-up day.
Judges	Compensation - $20 for instruction day. Election Day at $120.00 per day.
Assistants	Compensation - $20 for instruction day. Election Day at $100.00 per day.

Section 3: **PLANNING BOARD AND ZONING BOARD OF ADJUSTMENTS**
Compensation - $30.00 per meeting plus mileage.

Attachment: Resolution 2019-06-01 (2406 : Resolution 2019-06-01: Salaries & Compensation for Various Boards and Commissions)

Section 4: **SOCIAL SERVICES BOARD**

Chairman Compensation - $35.00 per meeting plus mileage.

Board Members Compensation - $30.00 per meeting plus mileage.

Section 5: **AGING ADVISORY COUNCIL**
Compensation - $30.00 per meeting, plus mileage and meal if required.

Section 6: **RECREATION BOARD**
Compensation - $30.00 per meeting, plus mileage.

Section 7: **JURY COMMISSION**
Compensation - $ 7.25 per hour for hours worked compiling jury list.

Section 8: **ECONOMIC DEVELOPMENT BOARD**
Compensation - $30.00 per meeting, plus mileage.

Section 9: **SENIOR CENTER BOARD**
Compensation - $30.00 per meeting, plus mileage-.

Section 10: **LIBRARY BOARD**
Compensation - $30.00 per meeting, plus mileage.

Section 11: **AGRICULTURAL ADVISORY BOARD & FIRE COMMISSIONS**
No Compensation

Section 12: **TRAVEL & MILEAGE REIMBURSEMENT**
All Boards and Commissions are subject to the approved Camden County Travel Policy. Mileage will be computed based on home of record and return. Mileage will be reimbursed at the rate established by the Federal Mileage Reimbursement Rate for travel as allowed in IRS Publication 15 for all compensable meetings. Any volunteer or non-paid meetings will not qualify for travel or mileage reimbursement without Board of Commissioners approval.

Adopted this the 3rd day of June 2019.

_____
George T. White, Chairman
Camden County Board of Commissioners

ATTEST:

_____
Karen M. Davis, NCCCC
Clerk to the Board of Commissioners

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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.D
Meeting Date: June 03, 2019

Submitted By: Charlie Bauman, Director
Economic Development
Prepared by: Karen Davis

Item Title **Resolution 2019-06-02: Chesapeake Regional Healthcare Building Reuse Project**

Attachments: Resolution 2019-06-02 (DOC)

Summary:
Chesapeake Regional Healthcare is making application for a grant through the N.C. Department of Commerce to assist in the interior build out of the Camden Primary Care Clinic at Town Center.

- The total grant amount requested is $50,000.00. Camden County's local incentive grant of $13,460.00 will serve as the local match as required.
- A formal site visit by N.C. Commerce representatives occurred on Friday, May 31st.
- Chesapeake Regional Healthcare has recently submitted materials to the County for a building permit.
- Estimated opening of the clinic is August 2019.

Recommendation:
Approve and adopt resolution.

Resolution 2019-06-02

A Resolution by the Camden County Board of Commissioners for the North Carolina Department of Commerce Building Reuse Program

"Chesapeake Regional Healthcare Building Reuse Project"

WHEREAS, The North Carolina General Assembly has authorized funds to stimulate economic development and job creation in distressed areas through constructing critical water and wastewater facilities, addressing technology needs, renovating vacant buildings, and implementing research and demonstration projects, and

WHEREAS, the County has need for and intends to assist in the renovation of a vacant building in a project described as the "Chesapeake Regional Healthcare Building Reuse Project"; and

WHEREAS, the County intends to request funding assistance from the North Carolina Department of Commerce from its Building Reuse Program for the project;

NOW THEREFORE BE IT RESOLVED, BY THE CAMDEN COUNTY BOARD OF COMMISSIONERS:

That the County is in full support of the application and the project, if funding is received, and

That the County will arrange for a local match of approximately $13,460 in the form of incentives to the company, and

That the County has substantially complied or will substantially comply with all State, and local laws, rules, regulations, and ordinances applicable to the project and to the grants pertaining thereto, and that Kenneth Bowman, County Manager, is authorized to execute any additional documents pertaining to the grant application as requested by the North Carolina Department of Commerce.

Adopted this the 3rd day of June 2019 in Camden, North Carolina.

_____
Tom White, Chairman
Camden County Board of Commissioners

ATTEST:

_____
Karen M. Davis, NCCCC
Clerk to the Board of Commissioners

Attachment: Resolution 2019-06-02 (2407 : Resolution 2019-06-02: Chesapeake Regional Healthcare Building Reuse Project)

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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 7.A
Meeting Date: June 03, 2019

Submitted By: Kim Perry,
Library
Prepared by: Karen Davis

Item Title **Library Board**

Attachments:

Summary:
It is the request of staff that Monique Chamblee, Anita Cuthrell and Nell Morrison be reappointed to the Library Board for an additional term.
Recommendation:
Approve reappointments.

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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 7.B
Meeting Date: June 03, 2019

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

Item Title **DSS Advisory Board**

Attachments: Monique Chamblee_DSS Board (PDF)

Summary:
Monique Chamblee has applied to serve on the Advisory Board for the Department of Social Services.
Recommendation:
Approve.

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Application for Citizen Service -Volunteer Form

If you are a citizen of Camden County and would like to serve on Camden County's Department of Social Services Advisory Board, please complete this application and return it to Nekia King: P.O. Box 70, Camden, North Carolina 27921 or e-mail nking@camdencountync.gov.

Name: Yvette Monique Chamblee

Mailing Address: 282 Lamb's Road

Township you live in: Camden

Telephone (home): 252-312-3979 (business): N/A

Email address: moniquechamblee@ymail.com

Are you a registered voter? (Yes) No

Have you ever been convicted of a felony? Yes (No)

Please identify any talent, interest, skill, experience or educational preparation which might be helpful to a board or commission: I have a Criminal Justice/Law Enforcement background and degree. I've assited persons who needed assistance from the Department of Social Services. I've worked with the court system and Court proceedings involving the Department of social service.

Boards or Commissions upon which you are interested in serving: I'm currently serving on the Camden County Library Board. I've been serving the Library Board since the Camden Library was established.

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

Signature: Yvette M. Chamblee Date: May 13, 2019

Attachment: Monique Chamblee_DSS Board (2405 : DSS Advisory Board)

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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.A
Meeting Date: June 03, 2019

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

Item Title **BOC Minutes - May 2, 2019**

Attachments: bocminutes_050219 (DOCX)

Camden County Board of Commissioners
May 2, 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 May 2, 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 and Randy Krainiak. Ross Munro joined the meeting at 6:10 PM.

Staff Present: County Manager Ken Bowman, Finance Officer Sally Norfleet and Clerk to the Board Karen Davis. County Attorney John Morrison was present for the Closed Session only.

Capital Improvement Program 2019-2023
County Manager Ken Bowman presented a general overview of the proposed budget and discussed the following Capital Improvement Program projects:

- Approved/Funded
  - Public Services Complex
  - Broadband
- Recommended/Unfunded
  - Camden High School – School Capital Improvements
  - US 158 Sewer Service Expansion – Country Club Area
- Identified/Unfunded
  - Filtration Pond-South Mills Water Treatment Plant
  - Construction of Additional Raw Water Wells
  - US 158 Sidewalk Extension

Schedule
The Board of Commissioners met with the following to discuss matters relating to the FY 2019-2020 Budget:

- Special Appropriations - Ken Bowman
  - College of the Albemarle President, Dr. Robert Wynegar, addressed the Board and presented an update with a request for continued funding.
- Tax Administration - Lisa Anderson
- Planning & Inspections - Dan Porter

Attachment: bocminutes_050219 (2419 : BOC Meeting Minutes - May 2, 2019)

- Buildings & Grounds and South Camden Water & Sewer – David Credle

At 3:45 PM Chairman White recessed the meeting until 4:00 PM.

Closed Session
At 4:00 PM, Chairman County Attorney John Morrison arrived and Vice Chairman Clayton Riggs offered a motion to go into Closed Session to consult with the Mr. Morrison in regard to possible litigation. The motion passed unanimously with four commissioners voting aye, no commissioner voting no and one commissioner absent.

At 4:45 PM, Commissioner Garry Meiggs offered a motion to come out of Closed Session. The motion passed unanimously with four commissioners voting aye, no commissioner voting no and one commissioner absent.

Chairman White recessed the meeting at 5:10 PM for a dinner break.

Schedule
Chairman White reconvened the meeting at 5:40 PM and continued with the following:

- Sheriff's Office / SRO – Kevin Jones
- Board of Education / School Capital Projects / Reserve – Dr. Joe Ferrell
- Other Budget Items – Ken Bowman
    - Solid Waste Fee
    - Cooperative Extension
    - Library Lease
    - Senior Center
    - Non-Departmental
    - Debt Service
    - Community Parks
    - DSS
    - Fee Schedule

After discussion, the following proposed budget changes were decided by consensus of the Board:

- Planning Vehicle Request – Not funded
- Medical Building – Reduce by $29,070
- Sheriff Uniform Request – Reduce by $14,000
- Sheriff Vehicle Request – Reduce by $34,300
- Solid Waste Fee – Set fee at $75.00
- Highway 17 Fund – Not funded
- NC Alliance – Not funded
- College of the Albemarle – Increase by $5,000

Attachment: bocminutes_050219 (2419 : BOC Meeting Minutes - May 2, 2019)

There being no further matters for discussion Chairman White entertained a motion to adjourn. Commissioner Garry Meiggs offered a motion to adjourn. The motion passed unanimously with four commissioners voting aye, no commissioner voting no and one commissioner absent.

Chairman White adjourned the meeting at 8:07 PM.

_____
Tom White, Chairman
Camden County Board of Commissioners

ATTEST:

_____
Karen M. Davis, NCCCC
Clerk to the Board of Commissioners

Attachment: bocminutes_050219 (2419 : BOC Meeting Minutes - May 2, 2019)

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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.B
Meeting Date: June 03, 2019

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

Item Title **BOC Meeting Minutes - May 6, 2019**

Attachments: bocminutes_050619 (DOCX)

Camden County Board of Commissioners

May 6, 2019
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 May 6, 2019 in the Historic Courtroom, Camden, North Carolina.

CALL TO ORDER

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

Staff Present: County Manager Ken Bowman, Clerk to the Board Karen Davis, Finance Officer Sally Norfleet, Planning Director Dan Porter, Public Works Director David Credle, Head Librarian Kim Perry, Social Services Director Craig Patterson.

INVOCATION & PLEDGE OF ALLEGIANCE

Rev. William Sawyer gave the invocation and led in the Pledge of Allegiance.

ITEM 1. PUBLIC COMMENTS

None.

ITEM 2. CONFLICT OF INTEREST DISCLOSURE STATEMENT

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

ITEM 3. CONSIDERATION OF AGENDA

Motion to approve the agenda as presented.

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

ITEM 4. PRESENTATIONS

1. U.S. Census Bureau – Doug Bell
    - Mr. Bell was not present for the meeting.

Attachment: bocminutes_050619 (2398 : BOC Meeting Minutes - May 6, 2019)

2. Camden County Public Schools – Dr. Joe Ferrell, along with Finance Officer Faye Perry and Operations Officer Larry Lawrence, presented the FY 2019-2020 Budget.
    - Capital Outlay Request - $586,000
    - ADM – End of 2nd month, 1857; End of 5th month, 1853. FY 2019-2020 allotment based on 1916.
    - To maintain current funding, $278,043 to be used from General Expense Fund, which will leave an Undesignated Fund Balance of $250,000.

3. Sheriff's Office Update – Sheriff Kevin Jones included the following in his presentation to the Board:
    - Command Structure Reorganization
    - Number of Events by Nature – 8047 Calls for Service (December 2018 – Present)
    - Training – 51 course enrollments, 890 hours of formal training (December 2018 – Present)
    - Updated Patrol Car Scheme
    - LESO Program Benefits

4. Employee Recognition
    a. Charles Sawyer & Thomas Sawyer – Received Grade 1 Biological Operator Certification in March 2019. (Public Works Department)
    b. Sarah Lane – Retired in March 2019. (Department of Social Services)
    c. Delores Stone – Retired in March 2019. (Dismal Swamp Visitor Center)
    d. Laura Jolley – New Senior Center Coordinator to begin on May 13, 2019.

South Camden Water & Sewer District Board of Directors

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

Public Comments – None

Consideration of the Agenda

Agenda

Camden County Board of Commissioners
SCWSD - Regular Meeting
May 06, 2019
7:00 PM
Historic Courtroom, Courthouse Complex

ITEM 1. **CALL TO ORDER**

ITEM 2. **PUBLIC COMMENTS**

It is requested that comments be limited to (2-3) minutes. The length and number of comments may be limited upon the Chairman's discretion due to scheduling and other issues.

ITEM 3. **CONSIDERATION OF THE AGENDA**

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

A. Monthly Update

ITEM 5. **ADJOURN**

Attachment: bocminutes_050619 (2398 : BOC Meeting Minutes - May 6, 2019)

Motion to approve the agenda as presented.

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

New Business

A. Monthly Report

Public Works Director David Credle presented the monthly report for March 2019 and the 12-month report.

South Camden Water & Sewer Board

Monthly Work Order Statistics Report

Period: March 2019

	Submitted Work Orders	*Completed Work Orders*	*Percentage Completed*	*Status of Uncompleted Work Orders*
Water/Distribution	*103*	*103*	*100%*	*0*
Sewer/Collection	*1*	*1*	*100%*	*0*

Locates:

Water Line: 153

Sewer Line: 8

Water & Sewer, same ticket: 4

Hydrant flow test: 27

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

Water treated at the water treatment plant in March: 9,192,330 gallons.

Daily average water usage for March: 296,527 gallons.

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

	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									
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
March	104	100%	0%	103	1	153	8	4	27

Attachment: bocminutes_050619 (2398 : BOC Meeting Minutes - May 6, 2019)

Motion to approve the monthly report as presented.

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

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

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

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

ITEM 5. PUBLIC HEARING

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

Motion to open the Public Hearing for Preliminary Plan Phase II North River Crossing Major Subdivision.

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

Planning Director Dan Porter introduced Dave Klebitz of Bissell Professional Group in Kitty Hawk, NC. Mr. Klebitz gave a brief overview of the North River Crossing Phase II project:

- Added total of 42 lots.
- To be developed in three sub-phases – 2A, 2B and 2C.
- 10 lots in the first phase, 10 lots in the second phase and 22 lots in the third phase.
- In accordance with the UDO all lots are greater than 40,000 square feet.
- Sewer will be on site. All 42 lots have been evaluated by the Health Department and determined to be provisionally suitable with modifications.
- Water services will be served by an extension of the existing county water system installed in Phase I.
- Stormwater management is an expansion of the existing stormwater system installed in Phase I.
- Roads are designed at NCDOT standards.

Mr. Porter presented the Staff Report as follows:

Attachment: bocminutes_050619 (2398 : BOC Meeting Minutes - May 6, 2019)

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: 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:

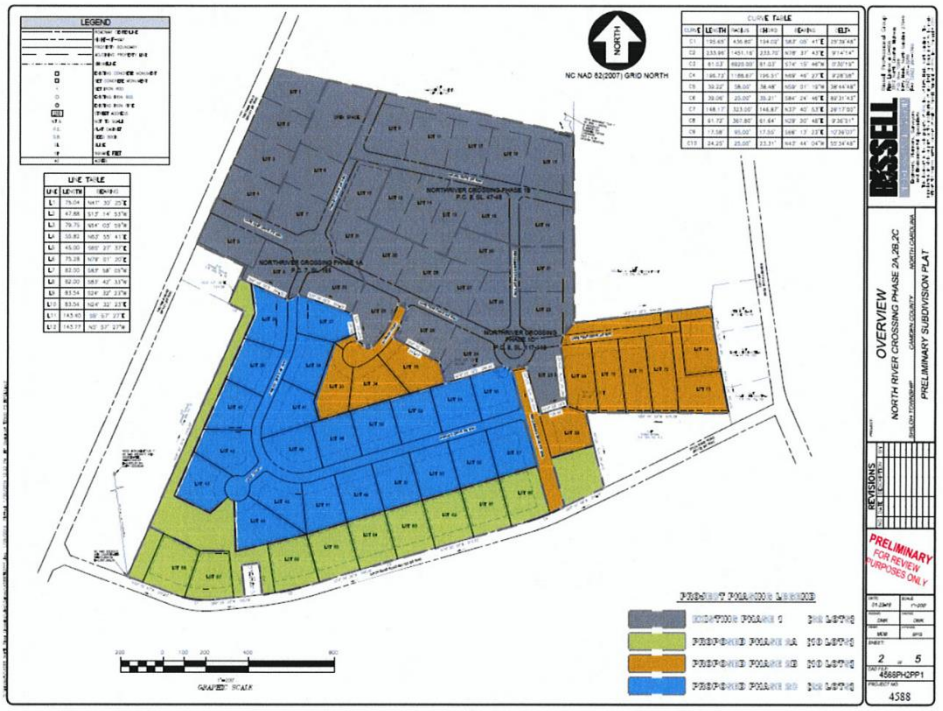
Street Address: Off Ditch Bank Road
Location Description: Shiloh Township

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: bocminutes_050619 (2398 : BOC Meeting Minutes - May 6, 2019)

Vicinity Map:

Attachment: bocminutes_050619 (2398 : BOC Meeting Minutes - May 6, 2019)



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.

Attachment: bocminutes_050619 (2398 : BOC Meeting Minutes - May 6, 2019)

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.

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.

Attachment: bocminutes_050619 (2398 : BOC Meeting Minutes - May 6, 2019)

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.

Attachment: bocminutes_050619 (2398 : BOC Meeting Minutes - May 6, 2019)

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** ☐

Yes ☐ ***No*** ☒

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.

Law Enforcement: Approved.

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.

Chairman Tom White called for Public Comments either in support of or in opposition to the project. There were no public comments.

MOTION TO CLOSE THE PUBLIC HEARING.

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

Attachment: bocminutes_050619 (2398 : BOC Meeting Minutes - May 6, 2019)

Motion to add Preliminary Plan Phase II North River Crossing Subdivision to New Business as Item 6.C.

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

ITEM 6. NEW BUSINESS

A. Monthly Tax Report – County Manager Ken Bowman presented the monthly tax report.

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

OUTSTANDING TAX DELINQUENCIES BY YEAR

YEAR	REAL PROPERTY	PERSONAL PROPERTY
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

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%

Attachment: bocminutes_050619 (2398 : BOC Meeting Minutes - May 6, 2019)

EFFORTS AT COLLECTION IN THE LAST 30 DAYS

ENDING March **2019**

BY TAX ADMINISTRATOR

59 NUMBER DELINQUENCY NOTICES SENT

21 FOLLOWUP REQUESTS FOR PAYMENT SENT

1 NUMBER OF WAGE GARNISHMENTS ISSUED

14 NUMBER OF BANK GARNISHMENTS ISSUED

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

0 NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)

0 PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR

0 NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY

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

0 REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS

0 NUMBER OF JUDGMENTS FILED

30 Largest 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	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	03-8962-00-55-2255.0000	2,981.08	1	VERNON L. & EDITH W. SYLVESTER	SHILOH	453 NECK RD
R	03-9809-00-23-4988.0000	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 R
R	03-8962-00-05-0472.0000	2,389.86	1	FRANK MCMILLIAN HEIRS	SHILOH	172 NECK RD
R	03-8962-00-67-1021.0000	2,182.86	2	CECIL BARNARD HEIRS	SHILOH	WICKHAM RD
R	02-8934-01-29-4776.5853	2,170.72	1	C. RUSSELL HASTINGS JR.	CAMDEN	110 158 US W
R	01-7999-00-78-4680.0000	2,167.21	3	BERTHA MARLENE GARRETT	SOUTH MILLS	379 OLD SWAMP RD
R	01-7080-00-49-5646.0000	2,091.93	1	JANICE L CALDWELL	SOUTH MILLS	199 CULPEPPER RD
R	01-7080-00-62-1977.0000	2,062.78	9	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	01-7090-00-64-4058.0000	2,056.11	1	GODFREY RIDDICK	SOUTH MILLS	131 LILLY RD
R	03-8943-04-93-8214.0000	2,052.32	10	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	02-8934-01-18-8072.0000	2,042.88	1	ARNOLD AND THORNLEY, INC.	CAMDEN	146 158 US W
R	01-7988-00-91-0179.0001	2,028.10	10	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	

Attachment: bocminutes_050619 (2398 : BOC Meeting Minutes - May 6, 2019)

30 Oldest Unpaid - Real

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	10	8,080.29	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	
R	03-8952-00-95-8737.0000	10	1,993.94	AUDREY TILLETT	SHILOH	171 NECK RD
R	01-7999-00-32-3510.0000	10	1,827.31	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7999-00-12-8596.0000	10	1,760.33	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7989-04-60-1568.0000	10	1,000.71	EMMA BRITE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	01-7989-04-60-1954.0000	10	976.47	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	03-8962-00-50-0273.0000	10	900.00	DAISEY WILLIAMS BURNHAM	SHILOH	RAYMONS CREEK RD
R	01-7090-00-60-5052.0000	10	767.56	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	03-9809-00-24-6322.0000	10	627.21	DAVID B. KIRBY	SHILOH	499 SAILBOAT RD
R	02-8955-00-13-7846.0000	10	588.25	MARIE MERCER	CAMDEN	IVY NECK RD
R	02-8936-00-24-7426.0000	10	585.99	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	03-8980-00-61-1968.0000	10	281.80	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	01-7090-00-95-5262.0000	10	248.84	JOHN F. SAWYER HEIRS	SOUTH MILLS	OLD SWAMP RD
R	03-9809-00-45-1097.0000	10	202.10	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	03-8899-00-37-0046.0000	10	154.57	ELIZABETH LONG	SHILOH	HIBISCUS
R	03-9809-00-17-2462.0000	10	140.15	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD
R	03-8980-00-84-0931.0000	9	220.38	CARL TEUSCHER	SHILOH	218 BROAD CREEK RD
R	01-7998-01-08-6797.0000	8	4,175.50	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	03-8962-00-04-9097.0000	8	2,182.86	CECIL BARNARD HEIRS	SHILOH	NECK RD
R	03-8990-00-64-8379.0000	8	940.48	CHRISTOPHER FROST-JOHNSON	SHILOH	LITTLE CREEK RD
R	02-8935-01-07-0916.0000	8	710.94	ROSETTA MERCER INGRAM	CAMDEN	227 SLEEPY HOLLOW R
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	WICKHAM RD
R	03-8965-00-37-4242.0000	7	1,751.87	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	03-8970-00-29-5521.0000	7	1,517.56	JONATHAN E PULLIN	SHILOH	107 AVERY DR

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	0001538	751.18	9	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001046	712.40	10	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	680.34	8	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0002194	661.94	4	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
P	0001072	587.82	10	PAM BUNDY	SHILOH	105 AARON DR
P	0001827	483.28	7	KAREN BUNDY	CAMDEN	431 158 US W
P	0001104	469.71	2	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	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 LOT 1
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	SOUTH MILLS	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

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
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	LESLIE ETHERIDGE 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	0001106	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	SOUTH MILLS	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	0002194	6	661.94	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD
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 LO
P	0000945	4	195.03	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW
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 ISL
P	0002921	3	120.68	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING L
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

Attachment: bocminutes_050619 (2398 : BOC Meeting Minutes - May 6, 2019)

Motion to approve the tax report as presented.

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

B. Resolution 2019-05-01 – County Manager Ken Bowman presented Resolution 2019-05-01.

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 BE IT 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 6th day of May, 2019.

Tom White, Chairman
Camden County Board of Commissioners

ATTEST:

Karen M. Davis
Clerk to the Board of Commissioners

Attachment: bocminutes_050619 (2398 : BOC Meeting Minutes - May 6, 2019)

Motion to adopt Resolution 2019-05-01 as presented.

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

C. Preliminary Plan Phase II North River Crossing Major Subdivision

Motion to approve Preliminary Plan Phase II North River Crossing Major Subdivision.

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

ITEM 7. BOARD APPOINTMENTS

1. Regional Advisory Council – Gwen Wescott (reappointment)
2. Albemarle Regional Library Board – Nona Smith (appointment)
3. Community Advisory Committee – Clarann Mansfield (reappointment)

Motion to approve the board appointments as presented.

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

ITEM 8. CONSENT AGENDA

The Consent Agenda was amended to add the Proclamation for Older Americans Month 2019 as item number 20.

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

Attachment: bocminutes_050619 (2398 : BOC Meeting Minutes - May 6, 2019)

5. Budget Amendments

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	AMOUNT DECREASE
Expenses			
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.

Karen M. Davis — **Clerk to Board of Commissioners**

Tom White — **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	AMOUNT DECREASE
Expenses			
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.

Karen M. Davis — **Clerk to Board of Commissioners**

Tom White — **Chairman, Board of Commissioners**

Attachment: bocminutes_050619 (2398 : BOC Meeting Minutes - May 6, 2019)

6. 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 11th 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

Passed by majority vote of the Board of Education of Camden County on the 11th day of April 2019.	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 6th day of May 2019
Chairman, Board of Education	Chairman, Board of County Commissioners
Secretary, Board of Education	Karen M. Davis Clerk, Board of County Commissioners

COUNTY OF CAMDEN NORTH CAROLINA UNITED GOVERNMENT JULY 1, 1980

Attachment: bocminutes_050619 (2398 : BOC Meeting Minutes - May 6, 2019)

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		+	1,168.00
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	$	+	436.66
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		+	569.00
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: bocminutes_050619 (2398 : BOC Meeting Minutes - May 6, 2019)

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	-	250.00
Total – Office of The Superintendent		$ +	12,182.00

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	+	201.00
Total – Office of The Principal		$ -	436.66

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	+	50.00

Attachment: bocminutes_050619 (2398 : BOC Meeting Minutes - May 6, 2019)

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 11th 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 11th 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	Amount 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 **Increase**/Decrease of Above Amendment	+	.00
Total Appropriation in Current Amended Budget	$	737,234.63

Passed by majority vote of the Board of Education of Camden County on the 11th 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 6th day of May 2019.

Chairman, Board of County Commissioners

Karen M. Davis
Clerk, Board of County Commissioners

Attachment: bocminutes_050619 (2398 : BOC Meeting Minutes - May 6, 2019)

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		-	783.66
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		+	443.00
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		-	270.00
Total – IDEA, Part B (611) Targeted Assistance		$	+	0.00

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

Chairman, Board of Education

Secretary, Board of Education

Attachment: bocminutes_050619 (2398 : BOC Meeting Minutes - May 6, 2019)

Budget Amendment

Camden County Schools Administrative Unit

State Public School Fund

The Camden County Board of Education at a meeting on the 11th day of Apriil 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	

Explanation:

Total Appropriation in Current Budget	$ 14,803,026.21
Amount of **Increase**/Decrease of Above Amendment	6,771.00
Total Appropriation in Current Amended Budget	$ 14,809,797.21

Passed by majority vote of the Board of Education of Camden County on the 11th 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 6th day of May 2019

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

Attachment: bocminutes_050619 (2398 : BOC Meeting Minutes - May 6, 2019)

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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		-	2,982.00
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		-	628.00
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

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Attachment: bocminutes_050619 (2398 : BOC Meeting Minutes - May 6, 2019)

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

6510.015.341	Telephone Communications		-	321.00
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		+	500.00
Total Small School Supplemental Funding		$	+	.00

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		-	4,492.00
Total Small School Supplemental Funding		$	+	.00

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		+	652.00
Total – Transportation of Pupils		$	+	6,000.00

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 11th day of April, 2019.

Chairman, Board of Education

Secretary, Board of Education

Attachment: bocminutes_050619 (2398 : BOC Meeting Minutes - May 6, 2019)

7. Tax Collection Report

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				

Submitted by: Lisa S. Anderson **Date:** 4-3-19

Approved by: Tom White **Date:** 5-7-19

Attachment: bocminutes_050619 (2398 : BOC Meeting Minutes - May 6, 2019)

8. DMV Monthly Report

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.

SOUTH MILLS	COURTHOUSE	SHILOH	TOTAL
21,960.66	24,594.47	13,405.61	59,960.74

Witness my hand and official seal this 7th day of May 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.

Lisa S. Anderson
Tax Administrator of Camden County

Attachment: bocminutes_050619 (2398 : BOC Meeting Minutes - May 6, 2019)

9. Refunds Over $100

ACS Tax System
4/02/19 9:04:33

REFUNDS OVER $100.00
Refunds to be Issued by Finance Office

CAMDEN COUNTY
Page 1

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			

***

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

Approved by G. Tom White Date 5-7-19
G. Tom White, Chairman Camden County Board of Commissioners

10. Vehicle Refunds Over $100

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	($297.85)	$0.00	($297.85)
															1	Tax	($4.02)	$0.00	($4.02)
																		Refund	$301.87
JONES, JACK CASWELL	JONES, JACK CASWELL		194 JOYS CREEK RD		SOUTH MILLS, NC 27976	Proration	0035683758	DDK1200	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)
																		Refund	$148.56

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

Approved by G. Tom White Date 5-7-19
G. Tom White, Chairman Camden County Board of Commissioners

Attachment: bocminutes_050619 (2398 : BOC Meeting Minutes - May 6, 2019)

11. Revised FY 2019-2020 Annual Budget & CIP Calendar

CAMDEN COUNTY FISCAL YEAR 2019-2020
ANNUAL BUDGET & CIP CALENDAR

DATE	PROCEDURE	ACTION BY
March 1	Budget Officer & Finance Officer meet to discuss this year's priorities	County Manager 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

Revised 4/10/19

Attachment: bocminutes_050619 (2398 : BOC Meeting Minutes - May 6, 2019)

CAMDEN COUNTY FISCAL YEAR 2019-2020
ANNUAL BUDGET & CIP CALENDAR

DATE	PROCEDURE	ACTION BY
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: bocminutes_050619 (2398 : BOC Meeting Minutes - May 6, 2019)

12. 2018-2019 Audit Contracts – On file in the Finance Office.

13. Estimated Property Values

TO: CAMDEN COUNTY BOARD OF COMMISSIONERS

THE FOLLOWING IS THE ESTIMATED PROPERTY VALUE OF CAMDEN COUNTY:

	Real	Personal	Vehicles	Total
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	Real	Personal	Vehicles	Total
	222,449,100	**5,105,673**	**24,302,472**	**251,857,245**

JOYCE CREEK WATERSHED IMPROVEMENT TAX _____

G. Tom White 5-7-19
G. TOM WHITE, CHAIRMAN DATE

Attachment: bocminutes_050619 (2398 : BOC Meeting Minutes - May 6, 2019)

14. DSVC Funding Extension

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

5-7-19
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: bocminutes_050619 (2398 : BOC Meeting Minutes - May 6, 2019)

326 15. HMGP Contract – Holland Consulting Planners, Inc.

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.

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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".

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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.

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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

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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.

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(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

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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

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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.

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IN WITNESS HEREOF, they have executed this agreement, this day and year first above written.

HOLLAND CONSULTING PLANNERS, INC.

T. Dale Holland, President

Witness

CAMDEN COUNTY, NC

Tom White, Chairman

County Clerk

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

Finance Officer

5/7/19

Date

(SEAL)

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Attachment "A"

Billing Rates

Holland Consulting Planners Inc.

Staff Position	Hourly Rate
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

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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.

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- 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.

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 Rezoning Application for Keeter Barn, LLC
19. Set Public Hearing – Preliminary Plan Phase II Sleepy Hollow Estates
20. Proclamation – Older Americans Month 2019

Motion to amend the agenda by adding the Proclamation and approve the Consent Agenda as amended.

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

ITEM 9. COUNTY MANAGER'S REPORT

County Manager Ken Bowman included the following in his report:

- Advisory Board and Committee Openings
- Next Meeting of the Board of Commissioners – June 3, 2019
- Draft Budget Available to Public – May 10, 2019
- County Assembly Day – May 8, 2019
- Memorial Day Ceremony – May 24, 2019; 10:00 AM
- County Offices Closed in Observance of Memorial Day – May 27, 2019

Attachment: bocminutes_050619 (2398 : BOC Meeting Minutes - May 6, 2019)

ITEM 10. COMMISSIONERS' REPORTS

Chairman Tom White reported on the success of the Paddle for the Border 2019 event and thanked everyone involved for their efforts.

ITEM 11. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

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

A. FY 18-19 YTD Finance Report

B. Register of Deeds Report

ITEM 12. OTHER MATTERS

None.

ITEM 13. ADJOURN

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

Motion to adjourn.

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

Chairman White adjourned the May 6, 2019 meeting of the Board of Commissioners at 7:50 PM.

Tom White, Chairman
Camden County Board of Commissioners

ATTEST:

Karen M. Davis, NCCCC
Clerk to the Board of Commissioners

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CAMDENCOUNTY
new energy. new vision.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.C
Meeting Date: June 03, 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

Capital Outlay Fund

The Camden County Board of Education at a meeting on the 9th day of May, 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	14,000.00	
6550	Category III Projects		21,193.10

Explanation:

Total Appropriation in Current Budget	$	942,992.81
Amount of Increase / (Decrease) of Above Amendment		- 7,193.10
Total Appropriation in Current Amended Budget	$	935,799.71

Passed by majority vote of the Board of Education of Camden County Schools on the 9th day of May 2019.	We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes in the minutes of said Board, this _____ day of _____ 2____.
Chairman, Board of Education	Chairman, Board of County Commissioners
Secretary, Board of Education	Clerk, Board of County Commissioners

Attachment: School Budget Amendments (2401 : School Budget Amendments)

BUDGET AMENDMENT
May 9, 2019

4. Capital Outlay Fund

A. We must adjust our budget to reflect a change in a budget code. We request your approval of the following amendment.

Category I Projects			
9111.077.529	Roofing Replacement	$ -	300.00
9115.077.529	Storage Building	+	300.00
9116.077.526	Architect Fees – CECHS Building	+	1,500.00
9141.077.529	Facility Use Survey	+	12,500.00
Total – Category I Projects		$ +	14,000.00
4910.997	Fund Balance Appropriatted	$ -	14,000.00
Category III Projects			
6550.120.551	Pur of School Buses	$ -	21,193.10
Total – Category III Projects		$ -	21,193.10
3400.120	Revenue – State Allocation	$ +	21,193.10

Passed by majority vote of the Board of Education of Camden County on the 9th day of May, 2019.

Chairman, Board of Education

Secretary, Board of Education

Attachment: School Budget Amendments (2401 : School Budget Amendments)

Budget Amendment

Camden County Schools Administrative Unit

Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 9th day of May, 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	150.00	
6400	Technology Support Services		150.00
6500	Operational Support Services	2,689.00	

Explanation:

Total Appropriation in Current Budget	$	497,195.35
Amount of Increase/Decrease of Above Amendment		2,689.00
Total Appropriation in Current Amended Budget	$	499,884.35

Passed by majority vote of the Board of Education of Camden County on the 9th day of May 2019.	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 Education	Chairman, Board of County Commissioners
Secretary, Board of Education	Clerk, Board of County Commissioners

Attachment: School Budget Amendments (2401 : School Budget Amendments)

BUDGET AMENDMENT
May 9, 2019

8. Other Local Current Expense Fund

A. We have reviewed this area of the budget and must increase the budget to reflect an increase in the revenue of the program. We request your approval of the following amendment.

Activity Bus				
6550.706.171	Driver Salary	$	+	3,200.00
6550.706.175	Transportation Personnel		+	25.00
6550.706.211	Emp Soc Sec Costs		+	250.00
6550.706.319	Other Professional/Tech Services		-	700.00
6550.706.326	Contracted Repair & Maintenance		-	140.00
6550.706.331	Contracted Transportation		+	4.00
6550.706.423	Gas/Diesel Fuel		+	50.00
Total – Activity Bus		$	+	2,689.00
4890.706	Revenue – Activity Bus	$	-	2,689.00

B. 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.

Computer Tech				
5110.905.462	Purchase of Comp Hdwe	$	+	150.00
6400.905.343	Telecommunication Services		-	850.00
6400.905.418	Comp Software & Supplies		+	700.00
Total – Computer Tech		$	+	.00

Passed by majority vote of the Board of Education of Camden County on the 9th day of May, 2019.

Chairman, Board of Education

Secretary, Board of Education

Attachment: School Budget Amendments (2401 : 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 9th day of May, 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	Amount Decrease
5100	Regular Instructional Programs	44.00	
5200	Special Instructional Programs		
5300	Alternative Instructional Prog		
5400	School Building Administration		
5800	Alternative Programs		24.00
6100	Regular Program Support		422.00
6200	Special Program Support	422.00	
6300	Alternative Prog. Support		
6400	Technology Support Services		
6500	Operational Support Services		
6800	Student-wide Support Serv.		
6900	Policy, Ldrshp, Services		20.00

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 9th day of May 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 (2401 : School Budget Amendments)

BUDGET AMENDMENT
May 9, 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

6510.802.341...40	Telephone	$	+	500.00
6530.802.321...40	Utilities – Electric		-	26,460.00
6540.802.173...40	Salary – Custodian		+	700.00
6540.802.211...40	Emp Soc Sec Costs		+	50.00
6540.802.231...40	Emp Hosp Ins Costs		+	90.00
6540.802.311...40	Contracted Services		+	16,120.00
6540.802.323...40	Utilities – Water		+	4,000.00
6540.802.411...40	Custodial Supplies		+	5,000.00
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 local budget. We request your approval of the following amendment.

Maintenance of Plant

6580.802.175...50	Salary – Mtce Supervisor	$	+	2,400.00
6580.802.176...50	Salary – Mtce Worker		-	2,400.00
6580.802.311...50	Contracted Services		-	4,200.00
6580.802.327...50	Rentals		+	650.00
6580.802.422...50	General Maintenance		+	3,000.00
6580.802.423...50	Gas/Diesel – Mtce Vehicles		+	500.00
6580.802.424...50	Oil		+	50.00
Total – Maintenance of Plant		$	-	.00

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

Board of Education

6910.860.192	Salary – BOE Members	$	+	1,829.00
Total – Board of Education		$	+	1,829.00

Attachment: School Budget Amendments (2401 : School Budget Amendments)

BUDGET AMENDMENT
Local Current Expense Fund
May 9, 2019, Page 2

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

Office of The Superintendent

6940.865.113	Salary – Director	$	-	4,251.00
6940.865.311	Contracted Services		+	2,022.00
6940.865.312	Workshop Expenses		+	67.00
6940.865.342	Postage		-	867.00
6940.865.422	Repair Parts – Co Car		+	800.00
6940.865.423	Gas/Diesel – Co Car		-	45.00
6940.865.424	Oil – Co Car		+	45.00
Total – Office of The Superintendent		$	-	2,229.00

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

Supplementary Pay

6110.911.181	Supplementary Pay	$	-	422.00
6200.911.181	Supplementary Pay		+	422.00
Total – Supplementary Pay		$	-	.00

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	$	+	103.00
5120.912.312	Workshop Expenses		-	59.00
5870.912.312	Workshop Expenses		-	24.00
6940.912.312	Workshop Expenses		+	380.00
Total – Staff Development		$	+	400.00

Attachment: School Budget Amendments (2401 : School Budget Amendments)

BUDGET AMENDMENT
Local Current Expense Fund
May 9, 2019, Page 3

Passed by majority vote of the Board of Education of Camden County on the 9th day of May, 2019.

Chairman, Board of Education

Secretary, Board of Education

Attachment: School Budget Amendments (2401 : School Budget Amendments)

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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.D
Meeting Date: June 03, 2019

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

Item Title **DMV Monthly Report**

Attachments: 20190503113500220.pdf (PDF)

Summary: DMV Monthly Report July, 19 Renewals Due 8/15/19

Recommendation: **Review and Approve**

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County July Renewals Due 08/15/19

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
24,080.34	24,071.31	16,283.98	64,435.63

Witness my hand and official seal this _____day of _____

_____
Chairman, Camden County Board of Commissioners

Attest:

_____
Clerk to the Board of Commissioners of Camden County

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

Tax Administrator of Camden County

Attachment: 20190503113500220.pdf (2397 : DMV Monthly Report)

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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consideration of Agenda

Item Number: 8.E
Meeting Date: June 03, 2019

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

Item Title **Vehicle Refunds Over $100.00**

Attachments: 20190502133714809.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

April, 19 Refunds Over $100.00

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
BARTEE, DENISE MCBRIDE	BARTEE, DENISE MCBRIDE		PO BOX 133	SHAWBORO, NC 27973	Proration	0041891993	CJ34452	AUTHORIZED	104070084	Refund Generated due to proration on Bill #0041891993-2018-2018-0000-00	Tag Surrender	04/08/2019	4/10/2019 11:11:07 AM	1843	Tax	($480.85)	$0.00	($480.85)
														3	Tax	($6.50)	$0.00	($6.50)
																	Refund	$487.35
DOWN RIVER FARMS INC	DOWN RIVER FARMS INC		1381 SOUTH HWY 343	SHILOH, NC 27974	Proration	0046760154	FMX3164	AUTHORIZED	104589694	Refund Generated due to proration on Bill #0046760154-2018-2018-0000-00	Tag Surrender	04/18/2019	4/22/2019 8:56:14 AM	1843	Tax	($150.59)	$0.00	($150.59)
														3	Tax	($2.03)	$0.00	($2.03)
																	Refund	$152.62

Submitted by Lisa S. Anderson Date 5-2-19
Lisa S. Anderson, Tax Administrator Camden County

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

Attachment: 20190502133714809.pdf (2396 : Vehicle Refunds Over $100.00)

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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.F
Meeting Date: June 03, 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

APRIL 2019

Day	Amount	Amount	Name of Account	Deposits	Internet
	$	$		$	$
1	$ 18,036.51			$ 18,036.51	
2	2,862.69		$1,915.68 - Refunds	2,862.69	
	329.36		$23.70 - Refund		329.36
3	7,235.94			7,235.94	
4	1,400.80			1,400.80	
5	4,334.74		$0.05 - Short	4,334.74	
8	2,107.40			2,107.40	
9	13,765.44			13,765.44	
10	733.54			733.54	
11	1,124.64			1,124.64	
12	8,695.47			8,695.47	
15	6,945.28			6,945.28	
16	10,127.62			10,127.62	
17	1,750.00			1,750.00	
18	2,327.29			2,327.29	
22	2,032.90			2,032.90	
23	1,658.56			1,658.56	
24	100.00			100.00	
25	3,363.26		$235.00 - Reffunds		3,363.26
	2,346.28			2,346.28	
26	3,288.31			3,288.31	
29	4,731.79			4,731.79	
30	8,475.88			8,475.88	
	3,080.00			3,080.00	
				-	
			Refund - $50.00 - Ronald P.Lewi	-	
			Refund -$185.00 - James Leary		
	$ 110,853.70	$ -		$ 107,161.08	$ 3,692.62
	$ 110,853.70			$ 110,853.70	
		PSN Checks - $ 6.00 - for info only, fees were paid to PSN			
	$ 2,174.38	Refund			
	$ -	Over			
	0.05	Shortage			
	$0.00	Adjustment			
	$ 108,679.37				

Submitted by: Lisa S. Anderson Date: 5-9-19

Approved by: _____ Date: _____

Attachment: Tax Collection Report (2409 : Tax Collection Report)

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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.G
Meeting Date: June 03, 2019

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

Item Title **Pickups, Releases & Refunds**

Attachments: Pickups, Releases & Refunds (PDF)

NAME	REASON	NO.
David Allen Temple	Roll back taxes $2,555.79	Pick-up/21322 R-101078-16 R-108344-17 R-115627-18
Denise McBride Bartee	Turned in plates, did not have 30 days. Full Refund $487.35	Pick-up/21324 41891993
Down Rver Farms, Inc.	Turned in plates $152.62	46760154

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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.H
Meeting Date: June 03, 2019

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

Item Title **Resolution 2019-06-03: Strengthening Critical Drainage & Water Quality Infrastructure**

Attachments: Resolution 2019-06-03 (DOC)

Summary:
From Mark Powell, Program & Project Management Consultant, Albemarle Resource Conservation & Development Council:

At its May 7th board meeting the Albemarle RC&D Council adopted the attached resolution for strengthening critical drainage and water quality infrastructure in Northeast NC. The resolution seeks to bring attention to regional drainage and water quality issues, and to work in partnership with our state legislators to bring much needed funds to NE NC. The ARC&D Council will send a copy of its resolution to each state senator and representative in the council's 10-county area.

The ARC&D Council is encouraging Boards of Commissioners, Soil and Water Conservation Districts, and other groups to adopt the resolution and send it to its state senators and representatives. The goal is to provide them with regional support for securing additional funds for NE NC.

In the council's 10-county area, Tyrrell and Gates Boards of Commissioners have adopted and sent on the resolution.

Please let me know if you have any questions about this regional effort to bring additional funds to NE NC for critical drainage and water quality infrastructure.

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Thank you in advance for your support.

Mark

Resolution 2019-06-03

A Resolution of the Camden County Board of Commissioners for Strengthening Critical Drainage and Water Quality Infrastructure

WHEREAS, the Camden County Board of Commissioners, which recognizes that more frequent and stronger storm events are causing longer periods of severe flooding and the subsequent degradation of water quality, AND that these problems are negatively impacting both urban and rural residents, businesses, and our regional economy, DESIRES to work with our legislators, local governments, businesses, Albemarle Resource Conservation and Development Council (ARC&D), Albemarle Commission (AC), Soil and Water Conservation Districts (SWCD), farmers, non-profit groups, universities, state and federal agencies and citizen scientists to strengthen critical drainage and water quality infrastructure in northeast North Carolina.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Camden County Board of Commissioners requests the State of North Carolina to increase financial assistance to the ten counties in northeast North Carolina around the Albemarle and Pamlico Sounds for the following activities, which will help strengthen critical drainage and water quality infrastructure in northeast NC.

1) We recognize that creeks, rivers and canals are critical for draining stormwater off our flat landscape. However, many of these systems become clogged with woody debris during storm events, both minor and major. We request matching funds for local governments to annually clear debris from creeks, rivers and canals. This will help strengthen critical drainage infrastructure and lessen the damage that can occur during major storms such as Matthew and Florence.

2) We recognize that swamp forests are a critical component of drainage infrastructure as they help mitigate floodwaters and improve water quality. We request funds to help provide financial incentives to owners of swamp forests to conserve a minimum 100-foot buffer along creeks and rivers, which is essential for protecting both drainage and water quality.

3) We recognize that the return of algal blooms to our waters after an absence of 30 to 35 years is a threat to fisheries, recreation, property values, and human health, and thus to our regional economy. We request funds to help identify the causes of, and solutions to, the algal blooms, specifically to proactively monitor water quality in creeks and rivers—where NCDEQ does not have monitoring stations—in order to identify the specific sources of nutrients and sediment entering our waterways. This work would be performed in collaboration with local governments, ARC&D, AC, SWCD, universities, and citizen scientists.

Adopted this the 3rd day of June 2019.

_____
Tom White, Chairman
Camden County Board of Commissioners

ATTEST:

_____
Karen M. Davis, NCCCC
Clerk to the Board of Commissioners

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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.A
Meeting Date: June 03, 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

FY 2018-2019

21-May-19

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	$47,445				$438,677	$585,00
Art. 40	$27,377	$25,180	$23,521	$24,986	$24,288	$25,169	$28,359	$16,629	$18,016				$213,525	$295,00
Art. 42	$16,796	$15,819	$14,376	$15,887	$14,924	$15,088	$17,495	$14,330	$15,431				$140,145	$185,00
Art. 44	$0	$446	$0	$0	$0	$0	$0	$0	$0				$446	$
Total	$97,233	$91,149	$82,112	$87,325	$86,523	$88,421	$100,624	$78,515	$80,892	$0	$0	$0	$792,794	
													Total Budgeted	$1,065,00

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	$13,752				$141,673	$181,00
Art. 42	$35,364	$29,786	$31,729	$30,568	$31,130	$34,176	$33,266	$28,200	$29,163				$283,383	$356,00
Total	$53,047	$44,679	$47,594	$45,851	$46,695	$51,265	$51,167	$41,844	$42,915	$0	$0	$0	$425,056	
													Total Budgeted	$537,00
TOTAL	**$150,280**	**$135,828**	**$129,706**	**$133,176**	**$133,219**	**$139,686**	**$151,791**	**$120,358**	**$123,807**	**$0**	**$0**	**$0**	**$1,217,850**	**$1,602,00**

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	$37,927				$341,345	$400,00
													Total Budgeted	$400,00
Grand	**$188,204**	**$173,752**	**$167,635**	**$171,105**	**$171,148**	**$177,613**	**$189,718**	**$158,286**	**$161,734**	**$0**	**$0**	**$0**	**$1,559,195**	**$2,002,00**
													78%	

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	$615,00
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	$295,00
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	$182,00
Art. 44	$15	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$15	$
Total	$94,407	$88,249	$76,689	$92,537	$86,460	$61,956	$107,835	$74,534	$64,493	$87,522	$83,318	$101,932	$1,019,931	
													Total Budgeted	$1,092,00

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	$185,00
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	$360,00
Total	$42,693	$45,429	$44,794	$45,314	$42,006	$47,934	$51,930	$38,760	$38,082	$49,100	$45,346	$49,935	$541,321	
													Total Budgeted	$545,00
TOTAL	**$137,100**	**$133,677**	**$121,483**	**$137,850**	**$128,466**	**$109,890**	**$159,764**	**$113,294**	**$102,574**	**$136,622**	**$128,664**	**$151,867**	**$1,561,252**	**$1,637,00**

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	$400,00
													Total Budgeted	$400,00
Grand	**$173,210**	**$169,788**	**$157,595**	**$173,961**	**$164,577**	**$146,008**	**$195,883**	**$149,412**	**$138,693**	**$172,741**	**$164,783**	**$187,985**	**$1,994,635**	**$2,037,00**
													98%	

Attachment: Sales Tax Collections (2410 : FY 18-19 YTD Finance Report)

Camden County, NC LIVE

FY 18-19 YEAR TO DATE REVENUES

FOR 2019 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
0010 GENERAL FUND							
4000 REVENUES	-3,845,877	-4,403,907.00	-1,986,730.31	-89,009.05	.00	-2,417,176.69	45.1%
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	-8,055,816.05	-74,439.24	.00	-86,381.95	98.9%
4800 REGISTER OF DEEDS	-150,500	-150,500.00	-151,228.05	.00	.00	728.05	100.5%
4900 PLANNING DEPARTMENT	-38,050	-38,050.00	-106,261.37	-40.00	.00	68,211.37	279.3%
4930 INSPECTIONS DEPARMENT	-135,000	-135,000.00	-175,502.02	-19,084.00	.00	40,502.02	130.0%
5100 SHERIFF	-70,100	-121,700.00	-77,755.13	-3,147.76	.00	-43,944.87	63.9%
5110 SCHOOL RESOURCE OFFICERS	-37,838	-37,838.00	-65,238.25	-5,930.75	.00	27,400.25	172.4%
5150 COURT FACILITIES	-21,000	-21,000.00	-18,732.51	-1,489.96	.00	-2,267.49	89.2%
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	-41,395.39	-8,227.96	.00	5,095.39	114.0%
6050 EXTENSION	-10,000	-10,000.00	-3,695.45	-393.00	.00	-6,304.55	37.0%
6110 LIBRARY	-4,900	-4,900.00	-5,803.75	-414.68	.00	903.75	118.4%
6120 RECREATION DEPARTMENT	-18,600	-18,600.00	-21,761.00	.00	.00	3,161.00	117.0%
6200 DDJP	-51,907	-51,907.00	-47,582.00	-4,325.00	.00	-4,325.00	91.7%
6210 SENIOR CENTER	-20,228	-20,228.00	-15,293.42	-2,208.96	.00	-4,934.58	75.6%
6700 SOIL & WATER CONSERVATION	-3,600	-26,916.00	-18,794.19	-7,328.41	.00	-8,121.81	69.8%
TOTAL GENERAL FUND	-12,594,409	-13,229,689.00	-10,795,582.38	-216,038.77	.00	-2,434,106.62	81.6%
0012 CODE ENFORCEMENT REVOLVING							
4900 PLANNING DEPARTMENT	-15,000	-15,000.00	-2,850.15	.00	.00	-12,149.85	19.0%
TOTAL CODE ENFORCEMENT REVOLVI	-15,000	-15,000.00	-2,850.15	.00	.00	-12,149.85	19.0%
0013 R/D AUTO ENHANCEMENT FUND							
4800 REGISTER OF DEEDS	-5,025	-5,025.00	-4,364.55	.00	.00	-660.45	86.9%
TOTAL R/D AUTO ENHANCEMENT FUN	-5,025	-5,025.00	-4,364.55	.00	.00	-660.45	86.9%
0014 COMMUNITY GRANT PROGRAMS							

Attachment: FY 18-19 YTD Revenues (2410 : FY 18-19 YTD Finance Report)

Camden County, NC LIVE

FY 18-19 YEAR TO DATE REVENUES

FOR 2019 11

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%
0015 TOURISM DEV AUTHORITY							
4000 REVENUES	-41,500	-41,500.00	-15,051.59	-731.49	.00	-26,448.41	36.3%
TOTAL TOURISM DEV AUTHORITY	-41,500	-41,500.00	-15,051.59	-731.49	.00	-26,448.41	36.3%
0023 WATER&SEWER RESERVE FUND							
7100 R/O PLANT OPERATIONS	-40,050	-40,050.00	.00	.00	.00	-40,050.00	.0%
7200 WATER DISTRIBUTION	-44,250	-44,250.00	-101,711.05	.00	.00	57,461.05	229.9%
7500 WASTE WATER OPERATIONS	-7,500	-7,500.00	.00	.00	.00	-7,500.00	.0%
TOTAL WATER&SEWER RESERVE FUND	-91,800	-91,800.00	-101,711.05	.00	.00	9,911.05	110.8%
0029 WATER & SEWER PROJECTS							
4000 REVENUES	-3,001,320	-3,001,320.00	.00	.00	.00	-3,001,320.00	.0%
6820 DEBT SERVICE	-203,651	-203,651.00	.00	.00	.00	-203,651.00	.0%
7500 WASTE WATER OPERATIONS	0	.00	-55,042.07	.00	.00	55,042.07	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	-1,298,986.07	.00	.00	-3,459,434.93	27.3%
0030 SO CAMDEN WATER/SEWER DIST							
0000 NULL	0	-3,363.00	.00	.00	.00	-3,363.00	.0%
7100 R/O PLANT OPERATIONS	-37,585	-37,585.00	.00	.00	.00	-37,585.00	.0%
7200 WATER DISTRIBUTION	-1,120,600	-1,174,480.00	-1,041,693.79	.00	.00	-132,786.21	88.7%
7500 WASTE WATER OPERATIONS	-443,316	-443,316.00	-131,068.66	-2,838.58	.00	-312,247.34	29.6%
TOTAL SO CAMDEN WATER/SEWER DI	-1,601,501	-1,658,744.00	-1,172,762.45	-2,838.58	.00	-485,981.55	70.7%
0032 DISMAL SWAMP GIFT SHOP							

Attachment: FY 18-19 YTD Revenues (2410 : FY 18-19 YTD Finance Report)

Camden County, NC LIVE

FY 18-19 YEAR TO DATE REVENUES

FOR 2019 11

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	-35,975.00	-30,210.64	.00	.00	-5,764.36	84.0%
TOTAL DISMAL SWAMP GIFT SHOP	-31,375	-35,975.00	-30,210.64	.00	.00	-5,764.36	84.0%
0036 SOUTH MILLS WATERSHED							
4720 DRAINAGE & WATERSHED PROTE	-51,125	-51,125.00	-23,036.80	.00	.00	-28,088.20	45.1%
TOTAL SOUTH MILLS WATERSHED	-51,125	-51,125.00	-23,036.80	.00	.00	-28,088.20	45.1%
0037 SAWYERS CREEK WATERSHED							
4720 DRAINAGE & WATERSHED PROTE	-20,050	-20,050.00	-18,608.61	.00	.00	-1,441.39	92.8%
TOTAL SAWYERS CREEK WATERSHED	-20,050	-20,050.00	-18,608.61	.00	.00	-1,441.39	92.8%
0038 NORTH RIVER WATERSHED							
4720 DRAINAGE & WATERSHED PROTE	-18,050	-18,050.00	-17,763.74	.00	.00	-286.26	98.4%
TOTAL NORTH RIVER WATERSHED	-18,050	-18,050.00	-17,763.74	.00	.00	-286.26	98.4%
0039 SHILOH WATERSHED							
4720 DRAINAGE & WATERSHED PROTE	-20,050	-20,050.00	-20,016.13	.00	.00	-33.87	99.8%
TOTAL SHILOH WATERSHED	-20,050	-20,050.00	-20,016.13	.00	.00	-33.87	99.8%
0040 CH & S FIRE COMMISSION							
5300 FIRE COMMISSION OPERATING	-327,276	-822,015.00	-945,260.49	-3,851.30	.00	123,245.49	115.0%
TOTAL CH & S FIRE COMMISSION	-327,276	-822,015.00	-945,260.49	-3,851.30	.00	123,245.49	115.0%
0041 SOUTH MILLS FIRE COMMISSION							

Attachment: FY 18-19 YTD Revenues (2410 : FY 18-19 YTD Finance Report)

Camden County, NC LIVE

FY 18-19 YEAR TO DATE REVENUES

FOR 2019 11

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	-207,307.46	-1,896.30	.00	-29,882.54	87.4%
TOTAL SOUTH MILLS FIRE COMMISS	-237,190	-237,190.00	-207,307.46	-1,896.30	.00	-29,882.54	87.4%
0050 SCHOOL FUND							
6900 SPECIAL APPROPRIATIONS	-8,100	-8,100.00	-5,985.36	.00	.00	-2,114.64	73.9%
TOTAL SCHOOL FUND	-8,100	-8,100.00	-5,985.36	.00	.00	-2,114.64	73.9%
0051 DSS TRUST FUND							
8000 PUBLIC ASSISTANCE	-30,664	-43,558.00	-26,114.76	-1,806.00	.00	-17,443.24	60.0%
TOTAL DSS TRUST FUND	-30,664	-43,558.00	-26,114.76	-1,806.00	.00	-17,443.24	60.0%
0052 SOCIAL SERVICES							
6100 DSS ADMINISTRATION	-1,364,836	-1,374,634.00	-688,149.43	-73,173.45	.00	-686,484.57	50.1%
TOTAL SOCIAL SERVICES	-1,364,836	-1,374,634.00	-688,149.43	-73,173.45	.00	-686,484.57	50.1%
0053 JOYCE CREEK DRAINAGE PROJECT							
7210 PROJECT OPERATIONS	-42,835	-42,835.00	-43,475.52	.00	.00	640.52	101.5%
TOTAL JOYCE CREEK DRAINAGE PRO	-42,835	-42,835.00	-43,475.52	.00	.00	640.52	101.5%
0055 ECONOMIC DEVELOPMENT PROJ FUND							
4940 ECONOMIC DEVELOPMENT COMM	-40,000	-40,000.00	-244.38	.00	.00	-39,755.62	.6%
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	-479,866.19	.00	.00	-1,667,133.81	22.4%

Attachment: FY 18-19 YTD Revenues (2410 : FY 18-19 YTD Finance Report)

Camden County, NC LIVE

FY 18-19 YEAR TO DATE REVENUES

FOR 2019 11

0056 FEREBEE COURTHOUSE TRUST	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
0056 FEREBEE COURTHOUSE TRUST							
5000 BUILDINGS AND GROUNDS	-1,530	-1,530.00	-27.33	.00	.00	-1,502.67	1.8%
TOTAL FEREBEE COURTHOUSE TRUST	-1,530	-1,530.00	-27.33	.00	.00	-1,502.67	1.8%
0060 DISMAL SWAMP VISITOR CENTER							
6000 DISMAL SWAMP VISITORS CENT	-161,882	-164,482.00	-142,942.54	.00	.00	-21,539.46	86.9%
TOTAL DISMAL SWAMP VISITOR CEN	-161,882	-164,482.00	-142,942.54	.00	.00	-21,539.46	86.9%
0065 COMMUNITY PARK TRUST FUND							
6130 PARK OPERATIONS	-79,778	-79,778.00	-1,402.64	.00	.00	-78,375.36	1.8%
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	-1,402.64	.00	.00	-98,375.36	1.4%
0070 REVALUATION RESERVE FUND							
4000 REVENUES	-255,000	-255,000.00	-2,900.20	.00	.00	-252,099.80	1.1%
TOTAL REVALUATION RESERVE FUND	-255,000	-255,000.00	-2,900.20	.00	.00	-252,099.80	1.1%
0071 UNRESTRICTED CAPITAL RESERVE							
6600 NON-DEPARTMENTAL	-1,243,825	-1,243,825.00	-532,484.82	.00	.00	-711,340.18	42.8%
TOTAL UNRESTRICTED CAPITAL RES	-1,243,825	-1,243,825.00	-532,484.82	.00	.00	-711,340.18	42.8%
0075 SCHOOL CAPITAL RESERVE							

Attachment: FY 18-19 YTD Revenues (2410 : FY 18-19 YTD Finance Report)

Camden County, NC LIVE

FY 18-19 YEAR TO DATE REVENUES

FOR 2019 11

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	-1,090,175.59	-79,182.89	.00	-32,824.41	97.1%
TOTAL SCHOOL CAPITAL RESERVE	-1,123,000	-1,123,000.00	-1,090,175.59	-79,182.89	.00	-32,824.41	97.1%
GRAND TOTAL	-24,164,222	-28,979,104.00	-17,667,036.49	-379,518.78	.00	-11,312,067.51	61.0%

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Attachment: FY 18-19 YTD Revenues (2410 : FY 18-19 YTD Finance Report)

Camden County, NC LIVE

FY 18-19 YEAR TO DATE EXPENSES

FOR 2019 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
0010 GENERAL FUND							
4100 GOVERNING BODY	111,647	111,647.00	74,184.90	5,633.83	.00	37,462.10	66.4%
4200 ADMINISTRATION	194,194	211,010.00	185,535.44	21,502.86	.00	25,474.56	87.9%
4300 ELECTIONS	123,168	131,952.00	112,742.34	14,191.32	.00	19,209.66	85.4%
4400 FINANCE	218,373	218,373.00	197,422.92	11,651.28	617.20	20,332.88	90.7%
4410 PERSONNEL DEPARTMENT	73,432	73,432.00	64,679.20	7,869.70	573.71	8,179.09	88.9%
4500 TAX DEPARTMENT	452,883	452,883.00	376,214.95	44,301.64	.00	76,668.05	83.1%
4700 LEGALS	60,000	45,184.00	26,175.00	.00	.00	19,009.00	57.9%
4800 REGISTER OF DEEDS	240,877	240,877.00	223,855.76	22,495.01	.00	17,021.24	92.9%
4900 PLANNING DEPARTMENT	279,291	294,891.00	247,444.45	29,566.27	820.00	46,626.55	84.2%
4930 INSPECTIONS DEPARMENT	175,983	207,476.00	166,266.86	26,842.34	748.05	40,461.09	80.5%
4940 ECONOMIC DEVELOPMENT COMM	124,288	124,288.00	97,080.74	11,845.77	.00	27,207.26	78.1%
5000 BUILDINGS AND GROUNDS	347,070	404,430.00	372,705.03	39,510.12	8,488.35	23,236.62	94.3%
5100 SHERIFF	1,702,046	1,753,646.00	1,420,638.24	161,360.79	12,370.86	320,636.90	81.7%
5110 SCHOOL RESOURCE OFFICERS	136,949	136,949.00	104,776.20	15,662.19	.00	32,172.80	76.5%
5150 COURT FACILITIES	27,529	27,529.00	25,740.69	778.07	.00	1,788.31	93.5%
5450 PUBLIC WORKS ADMINISTRATIO	118,745	118,745.00	91,375.19	10,562.19	1,063.00	26,306.81	77.8%
5460 FLEET VEHICLES	26,760	26,760.00	1,324.82	-25.16	.00	25,435.18	5.0%
5500 TRAFFIC	2,060	2,060.00	911.40	.00	1,088.00	60.60	97.1%
5800 SOLID WASTE	684,267	713,517.00	542,691.49	60,171.66	.00	170,825.51	76.1%
5900 PUBLIC HEALTH	120,683	123,931.00	114,538.65	10,032.30	1,300.00	8,092.35	93.5%
6050 EXTENSION	143,000	145,053.00	102,667.69	1,697.97	4,190.97	38,194.34	73.7%
6110 LIBRARY	201,460	201,460.00	167,747.35	19,438.50	3,100.42	30,612.23	84.8%
6120 RECREATION DEPARTMENT	264,666	264,666.00	234,040.21	23,579.02	.00	30,625.79	88.4%
6200 DDJP	62,288	62,288.00	38,195.17	7,181.78	14,058.92	10,033.91	83.9%
6210 SENIOR CENTER	153,173	154,408.00	103,218.12	5,576.54	1,870.49	49,319.39	68.1%
6500 POST EMPLOYMENT BENEFITS	33,552	33,552.00	26,096.00	6,524.00	.00	7,456.00	77.8%
6600 NON-DEPARTMENTAL	207,300	182,015.00	144,499.44	9,303.55	.00	37,515.56	79.4%
6700 SOIL & WATER CONSERVATION	68,883	68,883.00	59,503.65	6,086.19	.00	9,379.35	86.4%
6810 CAPITAL OUTLAY	325,000	325,000.00	750.00	.00	.00	324,250.00	.2%
6820 DEBT SERVICE	777,147	777,147.00	777,062.89	37,629.76	.00	84.11	100.0%
6900 SPECIAL APPROPRIATIONS	5,097,695	5,582,997.00	4,239,402.91	385,344.01	28,053.41	1,315,540.68	76.4%
9990 CONTINGENCY	40,000	12,640.00	.00	.00	.00	12,640.00	.0%
TOTAL GENERAL FUND	12,594,409	13,229,689.00	10,339,487.70	996,313.50	78,343.38	2,811,857.92	78.7%
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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0012 CODE ENFORCEMENT REVOLVING	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
TOTAL CODE ENFORCEMENT REVOLVI	15,000	15,000.00	230.00	.00	.00	14,770.00	1.5%
0013 R/D AUTO ENHANCEMENT FUND							
4800 REGISTER OF DEEDS	5,025	5,025.00	5,025.00	.00	.00	.00	100.0%
TOTAL R/D AUTO ENHANCEMENT FUN	5,025	5,025.00	5,025.00	.00	.00	.00	100.0%
0014 COMMUNITY GRANT PROGRAMS							
5025 FEMA HAZARD MITIGATION-PUR	0	1,143,585.00	1,180.38	134.88	.00	1,142,404.62	.1%
5026 FEMA HAZARD MITIGATION-CON	0	327,143.00	229.37	134.87	.00	326,913.63	.1%
TOTAL COMMUNITY GRANT PROGRAMS	0	1,470,728.00	1,409.75	269.75	.00	1,469,318.25	.1%
0015 TOURISM DEV AUTHORITY							
4200 ADMINISTRATION	41,500	41,500.00	16,220.86	1,033.04	2,795.00	22,484.14	45.8%
TOTAL TOURISM DEV AUTHORITY	41,500	41,500.00	16,220.86	1,033.04	2,795.00	22,484.14	45.8%
0023 WATER&SEWER RESERVE FUND							
7100 R/O PLANT OPERATIONS	40,050	40,050.00	.00	.00	.00	40,050.00	.0%
7200 WATER DISTRIBUTION	44,000	44,000.00	.00	.00	.00	44,000.00	.0%
7500 WASTE WATER OPERATIONS	7,750	7,750.00	.00	.00	.00	7,750.00	.0%
TOTAL WATER&SEWER RESERVE FUND	91,800	91,800.00	.00	.00	.00	91,800.00	.0%
0029 WATER & SEWER PROJECTS							
6820 DEBT SERVICE	203,651	203,651.00	.00	.00	.00	203,651.00	.0%
7600 CORE WASTE TREATMENT PROJ	4,554,770	4,554,770.00	2,534,933.70	501,350.26	.00	2,019,836.30	55.7%
TOTAL WATER & SEWER PROJECTS	4,758,421	4,758,421.00	2,534,933.70	501,350.26	.00	2,223,487.30	53.3%

Camden County, NC LIVE

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0030 SO CAMDEN WATER/SEWER DIST	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
0030 SO CAMDEN WATER/SEWER DIST							
6820 DEBT SERVICE	481,609	481,609.00	448,924.15	245,673.38	.00	32,684.85	93.2%
7100 R/O PLANT OPERATIONS	482,826	484,132.00	392,014.36	26,588.47	11,933.15	80,184.49	83.4%
7200 WATER DISTRIBUTION	397,401	453,166.00	405,026.96	30,438.09	.00	48,139.04	89.4%
7500 WASTE WATER OPERATIONS	239,665	239,837.00	169,379.95	20,430.33	9,170.80	61,286.25	74.4%
TOTAL SO CAMDEN WATER/SEWER DI	1,601,501	1,658,744.00	1,415,345.42	323,130.27	21,103.95	222,294.63	86.6%
0032 DISMAL SWAMP GIFT SHOP							
6000 DISMAL SWAMP VISITORS CENT	31,375	35,975.00	18,790.95	1,928.78	.00	17,184.05	52.2%
TOTAL DISMAL SWAMP GIFT SHOP	31,375	35,975.00	18,790.95	1,928.78	.00	17,184.05	52.2%
0036 SOUTH MILLS WATERSHED							
4720 DRAINAGE & WATERSHED PROTE	51,125	51,125.00	1,475.00	.00	.00	49,650.00	2.9%
TOTAL SOUTH MILLS WATERSHED	51,125	51,125.00	1,475.00	.00	.00	49,650.00	2.9%
0037 SAWYERS CREEK WATERSHED							
4720 DRAINAGE & WATERSHED PROTE	20,050	20,050.00	177.13	.00	.00	19,872.87	.9%
TOTAL SAWYERS CREEK WATERSHED	20,050	20,050.00	177.13	.00	.00	19,872.87	.9%
0038 NORTH RIVER WATERSHED							
4720 DRAINAGE & WATERSHED PROTE	18,050	18,050.00	.00	.00	.00	18,050.00	.0%
TOTAL NORTH RIVER WATERSHED	18,050	18,050.00	.00	.00	.00	18,050.00	.0%
0039 SHILOH WATERSHED							

Attachment: FY 18-19 YTD Expenditures (2410 : FY 18-19 YTD Finance Report)

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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%
0040 CH & S FIRE COMMISSION							
5300 FIRE COMMISSION OPERATING	327,276	822,015.00	667,534.32	49,831.68	.00	154,480.68	81.2%
TOTAL CH & S FIRE COMMISSION	327,276	822,015.00	667,534.32	49,831.68	.00	154,480.68	81.2%
0041 SOUTH MILLS FIRE COMMISSION							
5300 FIRE COMMISSION OPERATING	237,190	237,190.00	199,224.68	2,840.67	.00	37,965.32	84.0%
TOTAL SOUTH MILLS FIRE COMMISS	237,190	237,190.00	199,224.68	2,840.67	.00	37,965.32	84.0%
0050 SCHOOL FUND							
6900 SPECIAL APPROPRIATIONS	8,100	8,100.00	.00	.00	.00	8,100.00	.0%
TOTAL SCHOOL FUND	8,100	8,100.00	.00	.00	.00	8,100.00	.0%
0051 DSS TRUST FUND							
8000 PUBLIC ASSISTANCE	30,664	43,558.00	30,685.08	1,226.21	.00	12,872.92	70.4%
TOTAL DSS TRUST FUND	30,664	43,558.00	30,685.08	1,226.21	.00	12,872.92	70.4%
0052 SOCIAL SERVICES							
6100 DSS ADMINISTRATION	1,029,231	1,029,231.00	888,875.93	98,705.38	814.38	139,540.69	86.4%
8000 PUBLIC ASSISTANCE	335,605	345,403.00	132,057.31	4,059.30	.00	213,345.69	38.2%
TOTAL SOCIAL SERVICES	1,364,836	1,374,634.00	1,020,933.24	102,764.68	814.38	352,886.38	74.3%
0053 JOYCE CREEK DRAINAGE PROJECT							

Attachment: FY 18-19 YTD Expenditures (2410 : FY 18-19 YTD Finance Report)

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FOR 2019 11

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	6,573.14	107.65	.00	36,261.86	15.3%
TOTAL JOYCE CREEK DRAINAGE PRO	42,835	42,835.00	6,573.14	107.65	.00	36,261.86	15.3%
0055 ECONOMIC DEVELOPMENT PROJ FUND							
4940 ECONOMIC DEVELOPMENT COMM	40,000	40,000.00	.00	.00	.00	40,000.00	.0%
4945 COMMERCE PARK PROJECTS	0	2,107,000.00	1,038,006.27	600.00	.00	1,068,993.73	49.3%
TOTAL ECONOMIC DEVELOPMENT PRO	40,000	2,147,000.00	1,038,006.27	600.00	.00	1,108,993.73	48.3%
0056 FEREBEE COURTHOUSE TRUST							
5000 BUILDINGS AND GROUNDS	1,530	1,530.00	.00	.00	.00	1,530.00	.0%
TOTAL FEREBEE COURTHOUSE TRUST	1,530	1,530.00	.00	.00	.00	1,530.00	.0%
0060 DISMAL SWAMP VISITOR CENTER							
6000 DISMAL SWAMP VISITORS CENT	161,882	164,482.00	149,033.06	18,793.13	.00	15,448.94	90.6%
TOTAL DISMAL SWAMP VISITOR CEN	161,882	164,482.00	149,033.06	18,793.13	.00	15,448.94	90.6%
0065 COMMUNITY PARK TRUST FUND							
6130 PARK OPERATIONS	44,778	44,778.00	35,705.86	1,963.08	2,466.00	6,606.14	85.2%
6135 MILLTOWN BOAT RAMP & PIER	35,000	55,000.00	448.50	.00	.00	54,551.50	.8%
TOTAL COMMUNITY PARK TRUST FUN	79,778	99,778.00	36,154.36	1,963.08	2,466.00	61,157.64	38.7%
0070 REVALUATION RESERVE FUND							
4200 ADMINISTRATION	255,000	255,000.00	.00	.00	.00	255,000.00	.0%

Report generated: 05/28/2019 09:51
User: snorfleet
Program ID: glytdbud

Attachment: FY 18-19 YTD Expenditures (2410 : FY 18-19 YTD Finance Report)

Camden County, NC LIVE

FY 18-19 YEAR TO DATE EXPENSES

FOR 2019 11

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%
0071 UNRESTRICTED CAPITAL RESERVE							
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%
0075 SCHOOL CAPITAL RESERVE							
6820 DEBT SERVICE	1,123,000	1,123,000.00	.00	.00	.00	1,123,000.00	.0%
TOTAL SCHOOL CAPITAL RESERVE	1,123,000	1,123,000.00	.00	.00	.00	1,123,000.00	.0%
GRAND TOTAL	24,164,222	28,979,104.00	17,522,230.90	2,002,152.70	105,522.71	11,351,350.39	60.8%

** END OF REPORT - Generated by Sally Norfleet **

Attachment: FY 18-19 YTD Expenditures (2410 : FY 18-19 YTD Finance Report)

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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.B
Meeting Date: June 03, 2019

Submitted By: Tammie Krauss, Register of Deeds
Register of Deeds
Prepared by: Karen Davis

Item Title **Register of Deeds Report**

Attachments: Weekly Report (XLS)
Monthly Report (PDF)

Camden County Register of Deeds: Tammie Krauss
April 2019 Daily Deposit

DATE	NC CHILDRI TRUST	NC DOM. VIO. FUND	STATE REV. STAMPS	COUNTY REV. STAMPS	RETIREMEN	AUTO FUND	STATE TREASURY	ROD GENERAL	TOTAL
04/01/19	$ -	$ -	$ 563.50	$ 586.50	$ 6.18	$ 36.44	$ 62.00	$ 307.38	$ 1,562.00
04/02/19	$ 5.00	$ 30.00			$ 1.68	$ 6.29	$ 12.40	$ 56.63	$ 112.00
04/03/19	$ -	$ -	$ 263.62	$ 274.38	$ 3.56	$ 21.28	$ 31.00	$ 181.16	$ 775.00
04/04/19	$ -				$ 0.93	$ 4.87	$ 12.40	$ 43.80	$ 62.00
04/05/19	$ -	$ -	$ 172.48	$ 179.52	$ 2.83	$ 14.83	$ 37.20	$ 133.54	$ 540.40
04/08/19	$ -	$ -	$ 571.34	$ 594.66	$ 4.58	$ 27.35	$ 37.20	$ 235.87	$ 1,471.00
04/09/19	$ 5.00	$ 30.00	$ 191.10	$ 198.90	$ 4.78	$ 25.76	$ 31.00	$ 221.46	$ 708.00
04/10/19					$ 3.10	$ 18.49	$ 18.60	$ 166.41	$ 206.60
04/11/19			$ 308.70	$ 321.30	$ 4.82	$ 26.01	$ 62.00	$ 228.97	$ 951.80
04/12/19			$ 319.48	$ 332.52	$ 5.17	$ 32.34	$ 37.20	$ 270.29	$ 997.00
04/15/19	$ 5.00	$ 30.00	$ 705.11	$ 733.89	$ 9.47	$ 50.44	$ 93.00	$ 443.29	$ 2,070.20
04/16/19			$ 218.54	$ 227.46	$ 2.28	$ 13.01	$ 24.80	$ 111.91	$ 598.00
04/17/19					$ 1.49	$ 7.89	$ 18.60	$ 71.02	$ 99.00
04/18/19	$ 5.00	$ 30.00	$ 100.94	$ 105.06	$ 4.96	$ 27.04	$ 31.00	$ 233.00	$ 537.00
04/22/19	$ 5.00	$ 30.00			$ 4.65	$ 24.57	$ 24.80	$ 220.98	$ 310.00
04/23/19					$ 2.07	$ 12.87	$ 12.40	$ 110.66	$ 138.00
04/24/19	$ 10.00	$ 60.00			$ 5.25	$ 26.05	$ 24.80	$ 223.90	$ 350.00
04/25/19			$ 73.50	$ 76.50	$ 3.96	$ 24.46	$ 31.00	$ 204.58	$ 414.00
04/26/19			$ 245.98	$ 256.02	$ 3.40	$ 20.29	$ 31.00	$ 172.31	$ 729.00
04/29/19	$ 5.00	$ 30.00			$ 4.86	$ 26.24	$ 31.00	$ 225.70	$ 322.80
04/30/19			$ 620.83	$ 646.17	$ 6.39	$ 38.46	$ 55.80	$ 325.35	$ 1,693.00
									0.00
									0.00
									$ -
TOTAL	$ 40.00	$ 240.00	$ 4,355.12	$ 4,532.88	$ 86.41	$ 484.98	$ 719.20	$ 4,188.21	$ 14,646.80

Attachment: Weekly Report (2400 : Register of Deeds Report)

Ledger Report Fee Distribution

Camden, NC

Date Range From Monday, April 01, 2019 to Tuesday, April 30, 2019

Name	Amount
NC Children's Trust Fund	$40.00
NC Domestic Violence Fund	$240.00
State Revenue Stamp	$4,355.12
County Revenue Stamp	$4,532.88
Land Transfer Fee	$0.00
Floodplain Map Fund	$0.00
Supplemental Retirement	$86.41
ROD Automation Fund	$484.98
Dept Of Cultural Resources	$0.00
Vital Records Fund	$0.00
State General Fund	$0.00
State Treasurer Amount	$719.20
ROD General Fund	$4,188.21
Total Distribution For Period	$14,646.80
Cash Total	$772.20
Check Total	$13,874.60
Pay Account Total	$0.00
ACH Total	$0.00
Escrow Account Tota	$0.00
Overpayment Total	$0.00
Total Deposit For Period	$14,646.80

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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.C
Meeting Date: June 03, 2019

Submitted By: Kim Perry,
Library
Prepared by: Kim Perry

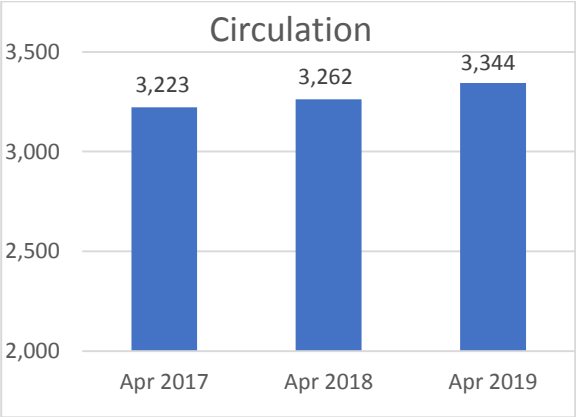
Item Title **Library Report 4/19**

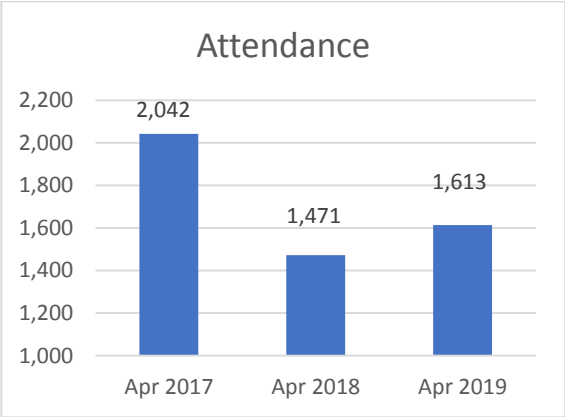
Attachments: 19_04 (DOCX)

Camden County Public Library
April 2019 Statistics

Visitor Count	1,613
Materials Check Outs & Renewals	3,344
Computer/ Wireless Use	689/481
Questions Answered	389
Juvenile Programs/Attendance	15/149
Teen/Tween Programs/Attendance	3/13
Adult Programs/Attendance	4/49
Outreach Programs/Attendance	6/135
Meeting Room Usage/Attendance	17/280
Days/Hours Open	22/197
# Items in Collection	18,029
Library Card Holders	3,547

Comparison by Year
2017-2019





Attachment: 19_04 (2403 : Library Report)