



CAMDENCOUNTY

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**BOARD
OF
COMMISSIONERS**

**August 05, 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
August 05, 2019
7:00 PM
Historic Courtroom, Courthouse Complex**

Call to Order

ITEM 6:00 PM Closed Session - Contract Negotiation

ITEM 7:00 PM Reconvene Board of Commissioners

Welcome, Invocation & Pledge of Allegiance

Rev. Boyce Porter - Geneva 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. Consideration of Agenda (For discussion and possible action)

ITEM 3. Conflict of Interest Disclosure Statement

ITEM 4. Presentations (For discussion and possible action)

A. Emergency Management - Christy Saunders

Recess to South Camden Water & Sewer District Board of Directors

Reconvene Board of Commissioners

ITEM 5. Public Hearings

A. Ordinance 2019-07-01 Rezoning Application Camden County - Dan Porter

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

- A. Tax Report - Lisa Anderson
- B. Travel Policy - Ken Bowman
- C. Revised Camden Code Chapter 150 Minimum Housing Code - Dan Porter

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

- A. Parks & Recreation Advisory Board

ITEM 8. Consent Agenda

- A. BOC Meeting Minutes - July 8, 2019
- B. BOC Meeting Minutes - July 9, 2019
- C. Budget Transfers
- D. Budget Amendments
- E. DMV Monthly Report
- F. Tax Collection Report
- G. Pickups, Releases & Refunds
- H. Surplus Property - Sheriff's Office
- I. Grant Application - Sheriff's Office
- J. Home & Community Care Block Grant for Older Adults
- K. The American Legion Dept. of North Carolina Request
- L. Annual Senior Nutrition Contract
- M. Set Public Hearing - Ordinance 2019-09-01 Rezoning Application

ITEM 9. County Manager's Report

ITEM 10. Commissioners' Reports

ITEM 11. Information, Reports & Minutes From Other Agencies

- A. FY 18-19 YTD Sales Tax Revenue Collection
- B. Register of Deeds Report
- C. Library Report
- D. NC Forest Service Annual Report

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

ITEM 13. Adjourn



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 4.A
Meeting Date: August 05, 2019
Submitted By: Karen Davis, Clerk to the Board
Administration
Prepared by: Karen Davis

Item Title **Emergency Management - Christy Saunders**

Attachments:

Summary:

Emergency Management Coordinator Christy Saunders will give a brief presentation on the *Know Your Zone* (Hurricane Evacuation Zones) information that will be soon released to the public.



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Public Hearings

Item Number: 5.A
Meeting Date: August 05, 2019

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

Item Title **Public Hearing - Ordinance 2019-07-01 Rezoning Application
 Camden County**

Attachments: Agenda Summary Sheet Ordinance 2019-07-01
 (DOC)
 Camden Rezoning Findings (DOCX)
 Camden County BOC letter_072319 (002) (PDF)
 Supporting Documents (PDF)
 2019-07-01 - Ordinance Amending the Official Zoning
 Map - Camden County
 (DOC)

See attached agenda summary and supporting documentation.

Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number:

Meeting Date: August 5, 2019
Attachments: Ordinance/Findings/Planning Board Recommendation
Submitted By: Planning Department

ITEM TITLE: Public hearing - Ordinance 2019-07-01;
Rezoning Application (UDO 2019-05-28)
for Camden County

SUMMARY:

Neighborhood meeting was held March 1, 2019 at the South Mills Fire Station (comments included in attached staff report).

Planning Board met on June 19, 2019 and after discussion with Staff, adjacent property owners, and the representative for the Naval Support Activity Hampton Roads who submitted a letter on concerns with proposed uses and their possible effects on the Relocatable Over the Horizon Radar (ROTHR) included in packet, Planning Board recommended approval of the rezoning on a 6-0 vote.

(1) Consistency Statement:

The requested zoning is consistent with Camden County’s Comprehensive Plan as it has property identified as Mixed-Use Employment which uses are permitted in the Highway Commercial Zoning District.

RECOMMENDATION:

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

If recommendation is for approval need the following two (2) motions:

Consistency Statement:

- The requested zoning is consistent with Camden County’s Comprehensive Plan as it has property identified as Mixed-Use Employment which uses are permitted in the Highway Commercial Zoning District.
- Motion to approve Ordinance 2019-07-01/Rezoning Application (UDO 2019-05-28).

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	_____

Attachment: Agenda Summary Sheet Ordinance 2019-07-01 (2455 : Public Hearing - Ordinance 2019-07-01 Rezoning Application Camden

STAFF REPORT

UDO 2019-05-28

Zoning Map Amendment

PROJECT INFORMATION

File Reference: UDO 2019-05-28
Project Name; N/A
PIN: 01-7071-00-67-6843

Applicant: Camden County

Address: 117 N. 343
Camden, NC
Phone: (252) 338-1919
Email:

Agent for Applicant:

Address:
Phone:
Email:

Current Owner of Record: Applicant

Meeting Dates:

5/29/2019 Neighborhood Meeting
6/19/2019 Planning Board

Application Received: 5/16/2019
By: David Parks, Permit Officer

Application Fee paid: N/A

Completeness of Application: Application is generally complete

Documents received upon filing of application or otherwise included:

- A. Rezoning Application
- B. GIS Aerial, existing zoning, Comprehensive Plan/CAMA Plan future land use maps, and CAMA Land Use Plan Suitability Maps
- C. Table of Permissible Use comparison.
- D. U.S. Highway 17 Corridor Plan
- E. Neighborhood meeting comments.
- F. Liaison Officer Navy Support Activity letter

REQUEST: Rezone approximately 260 acres from Working Lands (WL) to Highway Commercial (HC) on property located at the intersections of U.S. 17 and McPherson Road.

From: Working Lands (WL)

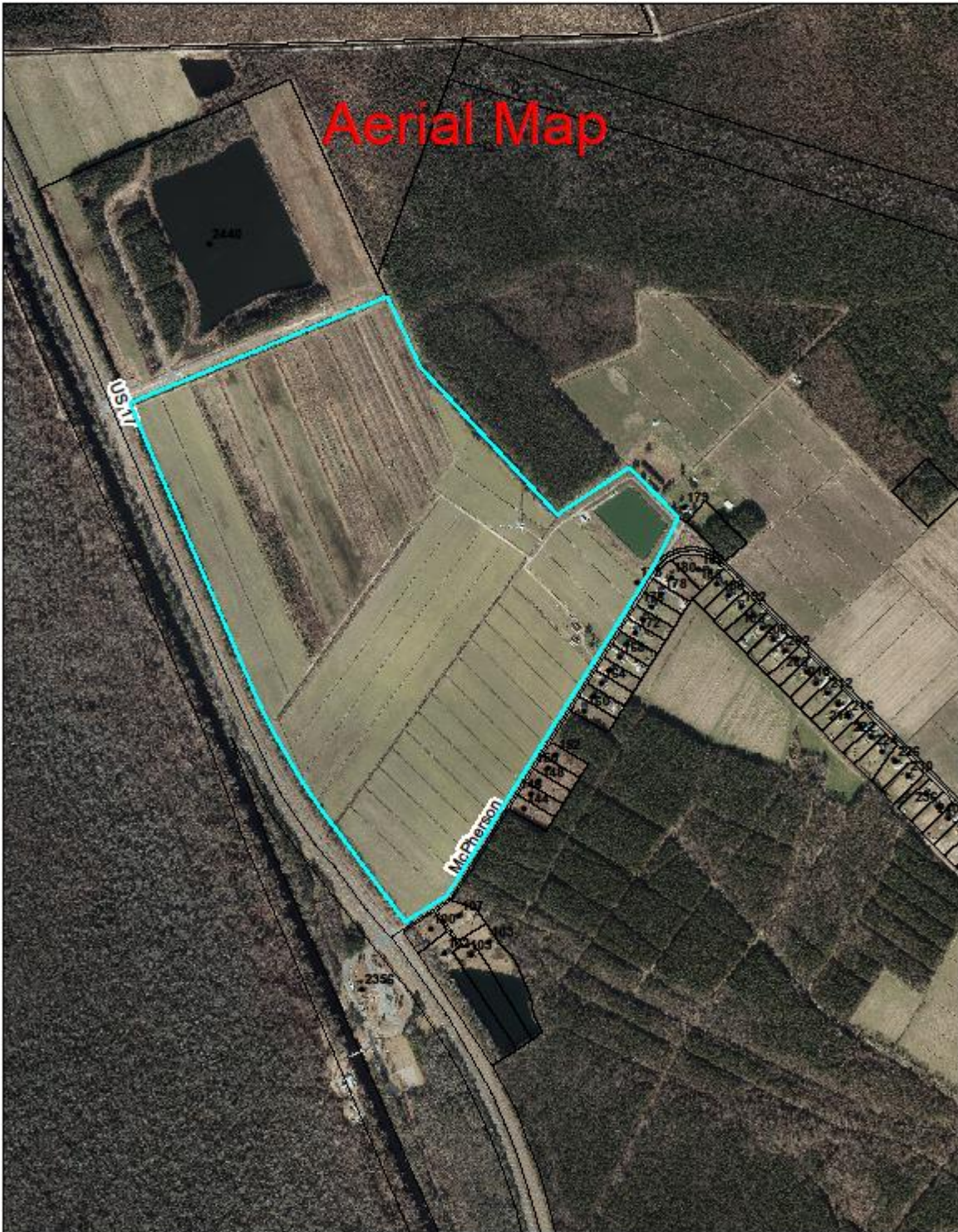
The Working Lands (WL) district is established to accommodate agriculture, agriculturally-related uses, and limited forms residential development at very low densities in rural portions of the County. The district is primarily intended to preserve and protect bona fide farms and resource lands for current or future agricultural use as well as to protect the rural character of the area. One of the primary tools for character protection is the requirement to configure residential subdivisions of more than five lots as conservation subdivisions. The conservation subdivision approach seeks to minimize the visibility of new residential development from adjacent roadways through proper placement and screening, and allows farmers to capture a portion of the land's development potential while continuing to farm. Conservation subdivisions allow a portion of a tract or site to be developed with single-family detached homes while the balance of the site is left as conservation or agricultural land. The district also accommodates a wide range of agricultural and agricultural-related uses like "agri-tourism" as well as service and support uses to the rural community, including day care, educational uses, public safety facilities, parks, and utility features.

To: Highway Commercial (HC)

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 – Development Standards.

PROJECT LOCATION:

Vicinity Map: South Mills Township



SITE DATA

Lot size: Approximately 260 acres.
Flood Zone: X
Zoning District(s): Working Lands
Existing Land Uses: Farmland/Sewer Plant Spray Field

Adjacent Zoning & Uses:

	North	South	East	West
Zoning	Planned Development (PD)	Rural Residential/Planned Unit Development (PUD)	Rural Residential (RR)	Working Lands (WL)
Use & size	Camden Commerce Park	Camden Plantation	Farmland	Dismal Swamp

Proposed Use(s): Commercial Uses.

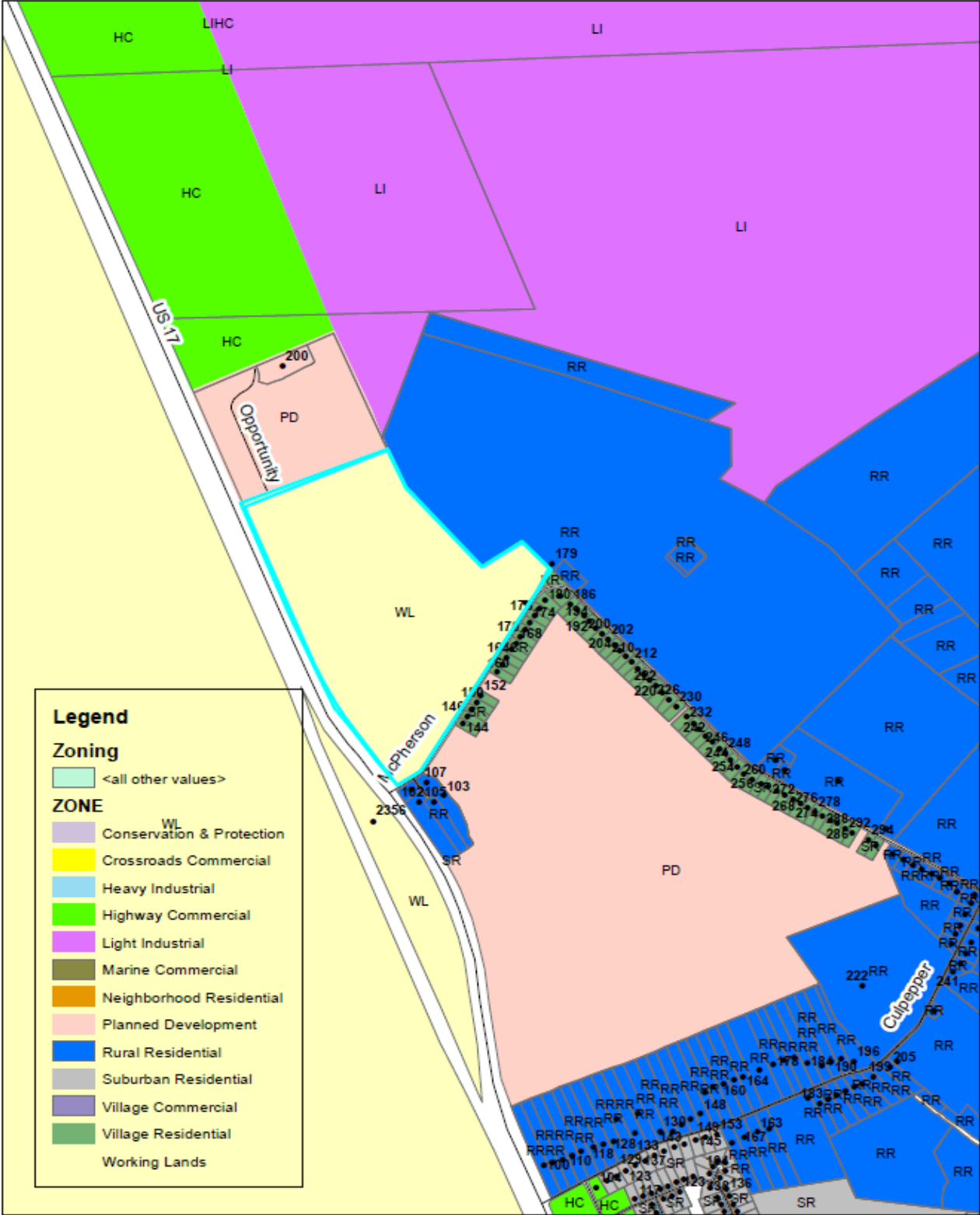
Description of property: Majority of property being farmed with the portion to the East being used as a Sewage Treatment Facility holding pond/spray field.

ENVIRONMENTAL ASSESSMENT

Streams, Creeks, Major Ditches: Property drains into the Dismal Swamp Canal.

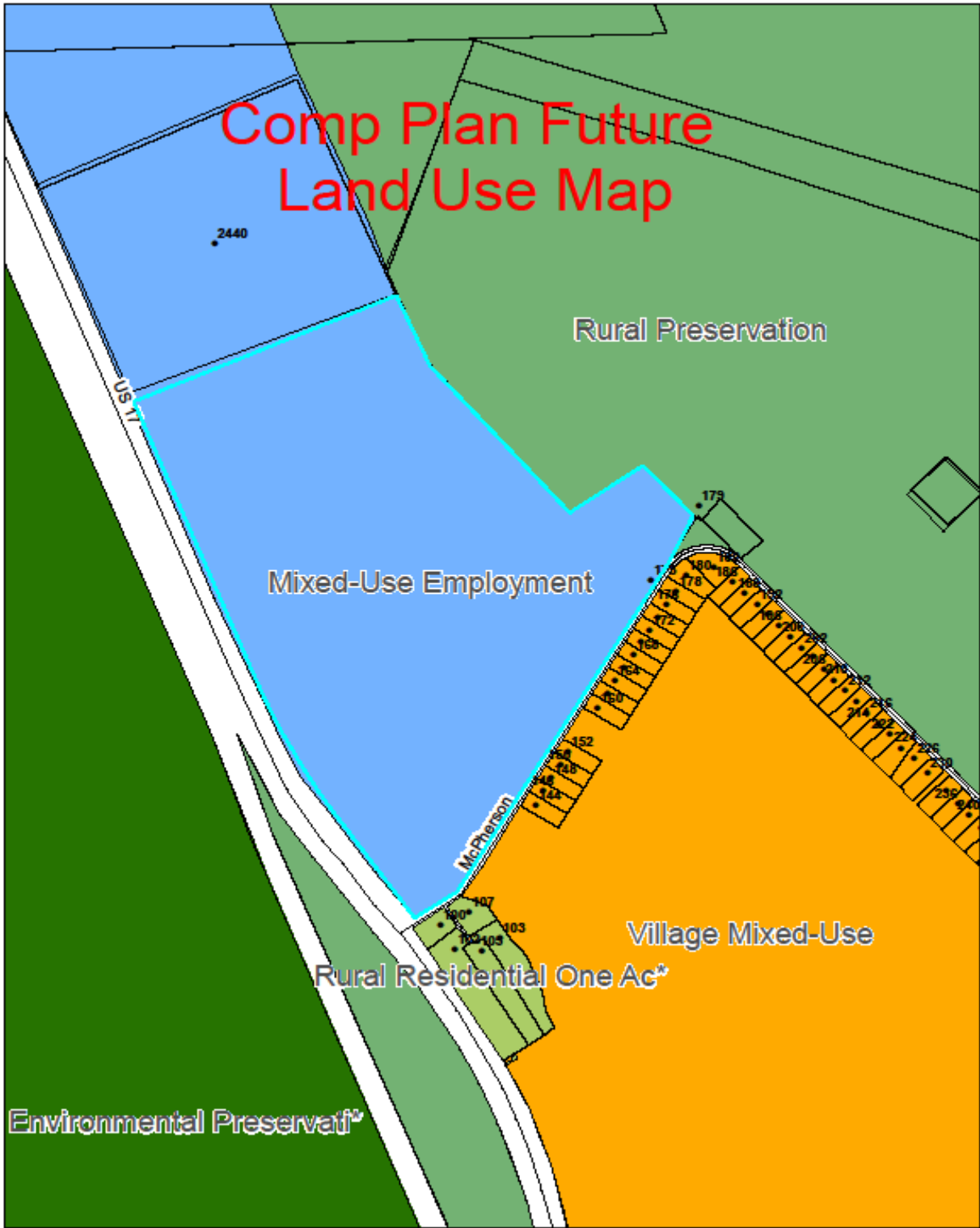
Distance & description of nearest outfall: Less than 1 mile.

Current Zoning:



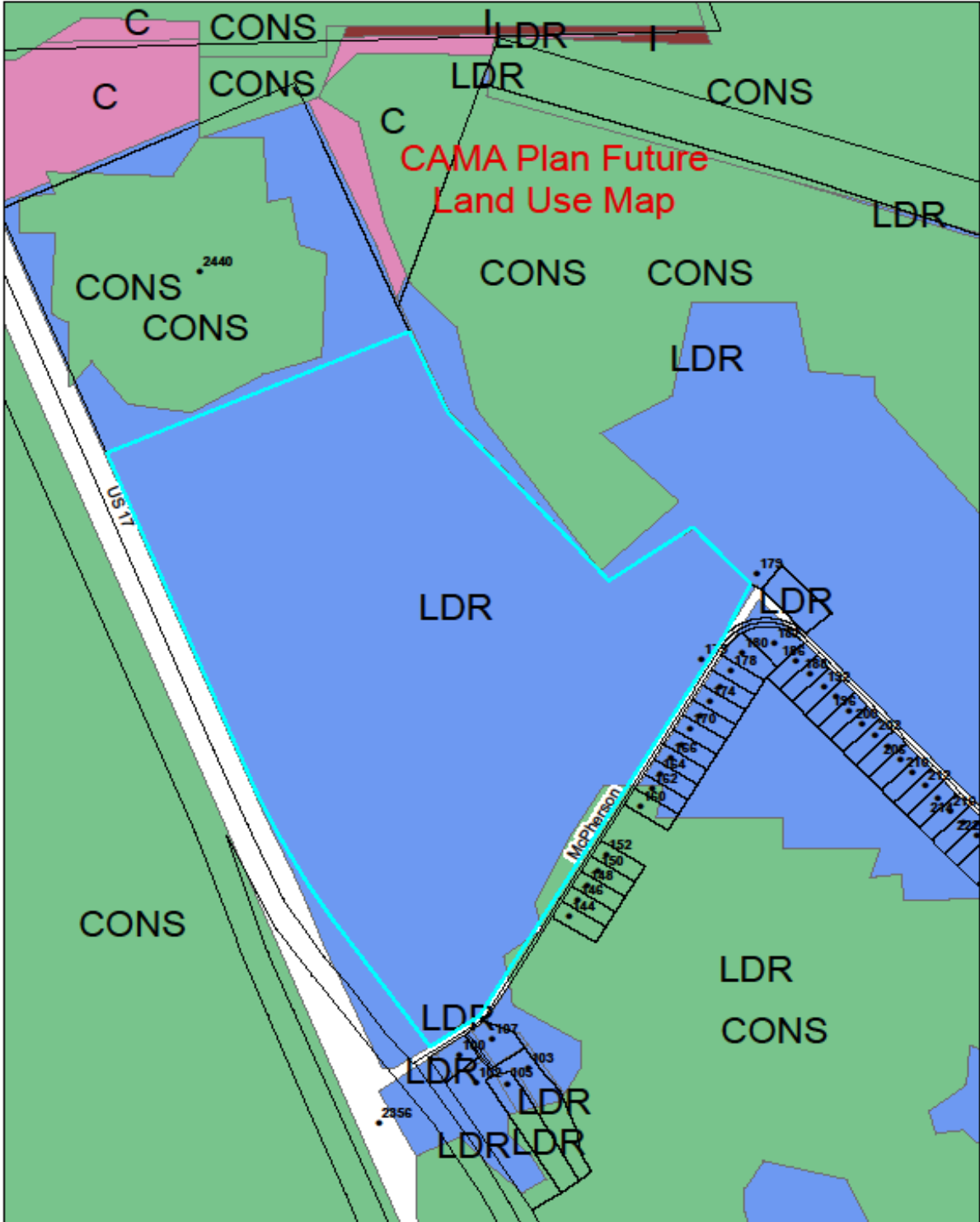
Attachment: Camden Rezoning Findings (2455 : Public Hearing - Ordinance 2019-07-01 Rezoning Application Camden County - Dan Porter)

Comprehensive Plan Future Land Use Map



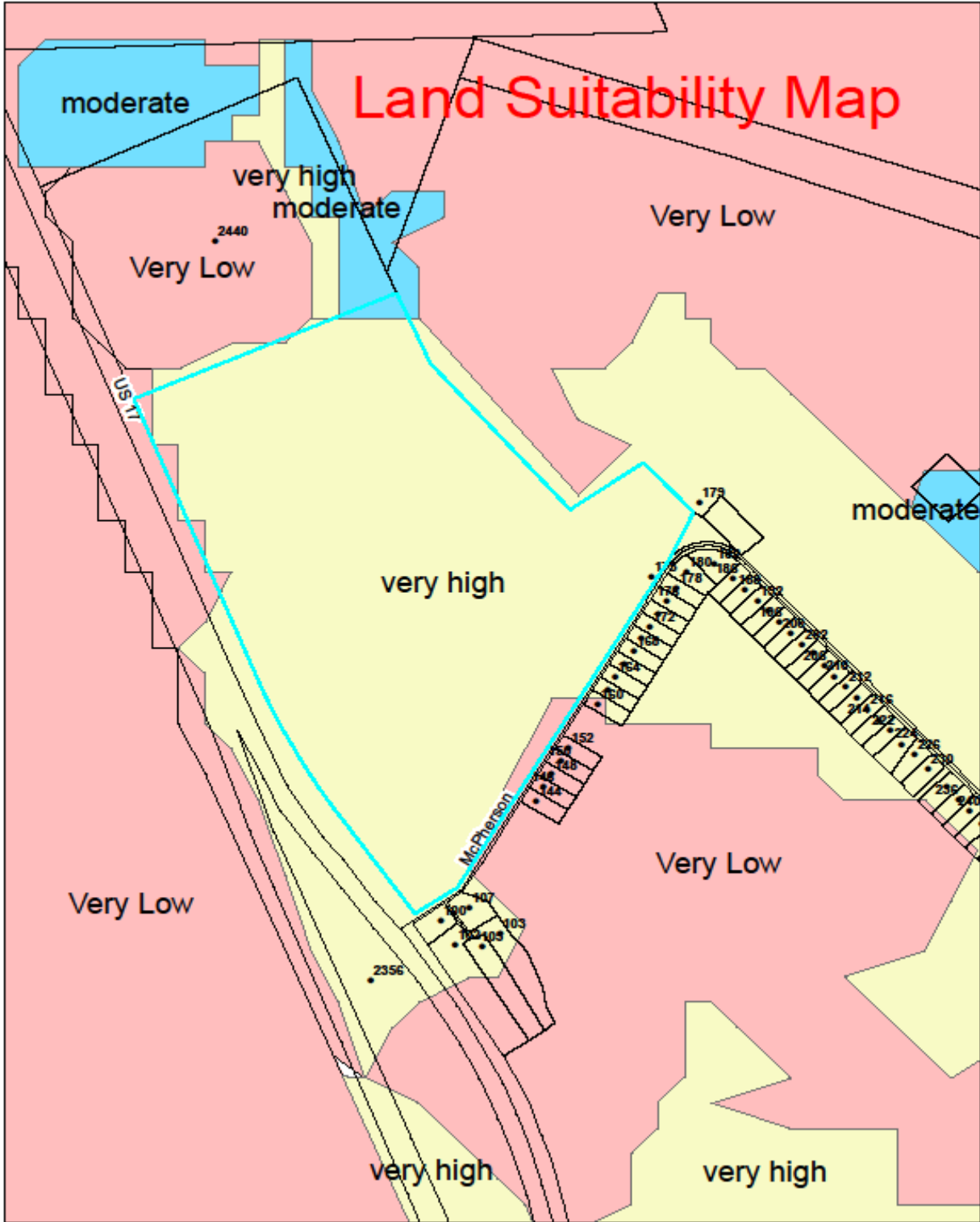
Attachment: Camden Rezoning Findings (2455 : Public Hearing - Ordinance 2019-07-01 Rezoning Application Camden County - Dan Porter)

CAMA Future Land Use Map



Attachment: Camden Rezoning Findings (2455 : Public Hearing - Ordinance 2019-07-01 Rezoning Application Camden County - Dan Porter)

CAMA Land Suitability Map:



Attachment: Camden Rezoning Findings (2455 : Public Hearing - Ordinance 2019-07-01 Rezoning Application Camden County - Dan Porter)

INFRASTRUCTURE & COMMUNITY FACILITIES

Water	Water lines are located adjacent to property along U.S. 17 and McPherson Road.
Sewer	Sewer runs along U.S. 17.
Fire District	South Mills Fire District off Keeter Barn located approximately 3 miles from property.
Schools	Proposed uses in requested zoning will not impact schools.
Traffic	Traffic impact analysis will be required upon development of property.

PLANS CONSISTENCY**CAMA Land Use Plan Policies & Objectives:**Consistent Inconsistent

The proposed zoning change is inconsistent with the CAMA Land Use Plan as Future Land Use Maps has it designated as Low Density Residential. Plan will need to be amended.

PLANS CONSISTENCY – cont.**2035 Comprehensive Plan**Consistent Inconsistent

Consistent with Comprehensive Plan (Adopted 2012) as Future Land Use Maps reflect land as Mixed Use Employment. To have Mixed Use Employment, water and sewer is preferred which both are adjacent to this parcel.

PLANS CONSISTENCY – cont.**Comprehensive Transportation Plan**Consistent Inconsistent

Property abuts U.S. 17 and McPherson Road. Property also does not have direct access to U.S 17.

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 welfare as proposed zoning change will encourage commercial development along a major corridor providing a needed tax base and employment opportunities.

Yes No **Is the entire range of permitted uses in the requested classification more appropriate than the range of uses in the existing classification?**

Reasoning: Requested uses are more appropriate due to the location of the property and infrastructure available (water & sewer). The eastern portion of the property serves as the County’s Sewage Treatment Plant affluent holding pond/Spray Fields.

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?**

Reasoning: The property abuts county owned Commercial Park directly to the north which is zoned as a Planned Development (PD)

Yes No **What extraordinary showing of public need or demand is met by this application?**

Reasoning: The need for commercial development, employment opportunities and tax base.

Yes No

Will the request, as proposed cause serious noise, odors, light, activity, or unusual disturbances?

Reasoning: Some uses could cause some noise, odors, light activity, or unusual disturbances. Buffering will be addressed at permit issuance for the use which should mitigate some of the issues.

Yes No

Does the request impact any CAMA Areas of Environmental Concern?

Reasoning: Property is outside any CAMA Areas of Environmental Concern. Property located outside the 100 year floodplain.

Yes No

Does the county need more land in the zoning class requested?

Reasoning: In appropriate areas where location of property and infrastructure (water and sewer) is available. Property abuts U.S. 17 and there is water and sewer available to the site.

Yes No

Is there other land in the county that would be more appropriate for the proposed uses?

Reasoning: The property along U.S. 17 and the future I87 corridor is one of the most appropriate and marketable properties in the County. The geographic location of the property to the Hampton Roads MSA enables prospective investment to capitalize upon synergistic business opportunities, interstate arterial routes, workforce compliment and the Port of Virginia. The property is also within the boundaries of Foreign Trade Zone #20 which offers significant value to entities engaged in global trade.

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

Schools – N/A

Fire and Rescue – Level of impact would be determined upon the type and size of the business attracted to the site.

Law Enforcement – Minimal impact.

Parks & Recreation – No impact

Traffic Circulation or Parking – Depends on type and size of business.

Other County Facilities – No.

Yes No **Is This A Small Scale “Spot” Rezoning Request Requiring Evaluation Of Community Benefits?**

If Yes (regarding small scale spot rezoning) – Applicants Reasoning:

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

STAFF COMMENTARY/RECOMMENDATION:

The original intended use of this parcel was for utilization of the County’s Waste Water Treatment Facility to spray the affluent from the plant on trees. Technology at the time required 1 acre of land to every 100 gallons of affluent. New technology and possible partnership with the development community has diminished the amount of land required for handling affluent. Staff feels that the current highest and best use of the property due to its location (abuts U.S. 17/Interstate 87) and availability of infrastructure (water/sewer) is commercial uses proposed under requested zoning (Highway Commercial).

Consistency Statement: The requested zoning is consistent with Camden County’s Comprehensive Plan as it has property identified as Mixed-Use Employment which uses are permitted in the Highway Commercial Zoning District.

Staff recommends approval of the rezoning as the uses in the proposed zoning classification are more appropriate than that of the existing zoning classification.

PLANNING BOARD RECOMMENDATION: At their June 19, 2019 meeting, Planning Board recommended approval on a 6-0 vote of the rezoning request from Working Lands (WL) to Highway Commercial (HC) as the proposed uses in the requested zoning classification are more appropriate than in the existing zoning classification.

Consistency Statement: The requested zoning is consistent with Camden County's Comprehensive Plan as it has property identified as Mixed-Use Employment which uses are permitted in the Highway Commercial Zoning District.



DEPARTMENT OF THE NAVY
 COMMANDING OFFICER
 NAVAL SUPPORT ACTIVITY HAMPTON ROADS
 7918 BLANDY ROAD, SUITE 100
 NORFOLK, VA 23551-2419

1000
 Ser N1/416
 23 Jul 19

Camden County Board of Commissioners
 P.O. Box 190
 330 East Why 158
 Camden, NC 27921

Dear Sir or Ma'am,

Regarding the scheduled UDO 2019-05-28 "McPherson Road/U.S. 17 Rezoning" item on your August 5, 2019 agenda, Naval Support Activity (NAVSUPPACT) Hampton Roads Northwest Annex (NWA) requests your consideration of language that ensures future consultation with NAVSUPPACT Hampton Roads NWA on potential development proposals of the approximately 260 acre parcel that could interfere with performance of the Relocatable Over the Horizon Radar (ROTHR).

Consistent with the December 2010 consideration of a 100-acre PUD rezoning (UDO 2010-10-04) of the adjacent property for industrial park development to the immediate north and Planning Board's subsequent 260-acre I-1 rezoning consideration (UDO 2018-02-02) of the same property, NAVSUPPACT Hampton Roads NWA reiterated its concern at the June 19, 2019 Planning Board meeting over potential harm to the ROTHR stemming from industrial development and potential electromagnetic interference (EMI)/radio frequency interference due to the site's proximity within five miles of the ROTHR. Similar to Camden County Planning Board action in 2010 which approved a restrictive covenant whereby the NAVSUPPACT Hampton Roads NWA would be consulted on a case by case basis, the Navy requests industrial use protection language which likewise calls for consultation for any business to be located on the newly rezoned site which utilizes arc welding, electrical distribution equipment, solar or wind energy generation, or any other business use that would create electromagnetic interference (EMI) or radio frequency interference. The addition of EMI results in a cumulative degradation on ROTHR performance, and the answer is specific for each case of a proposed industrial business. For example, one intermittent welding operation, given distance, may be acceptable, while one or more large operations of consistent welding might create a significant effect. Determining that exact number is not possible without analysis of the proposed industrial development. Overall, a

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

Any misuse or unauthorized disclosure may result in both civil and criminal penalties

Attachment: Camden County BOC letter_072319 (002) (2455 : Public Hearing - Ordinance 2019-07-01 Rezoning Application Camden County -

proposed business that engages in welding is likely to be problematic and would require analysis by the Navy.

We want to ensure a willingness to work with Camden County on a case by case basis, in the County's current consideration of rezoning this property from Working Lands to Highway Commercial to ensure development does not adversely impede the future mission and operational performance of the Navy's ROTH. With this consultation, subsequent analysis can assist with mitigating any effects a proposed business may have on the radar facility.

Sincerely,



J. P. KLINE
Captain, USN
Commanding Officer



Zoning Map Amendment Application

OFFICIAL USE ONLY:

UDO Number: 2019-5-28
 Date Filed: 5/16/19
 Amount Paid: N/A
 Received By: [Signature]

Contact Information

APPLICANT		PROPERTY OWNER	
Name:	<u>Camden County</u>	Name:	<u>Camden County</u>
Address:	<u>330 U.S. 158 East</u> <u>Camden, NC 27921</u>	Address:	<u>330 U.S. 158 East</u>
Telephone:	<u>(252) 338-1919</u>	Telephone:	<u></u>
Fax:	<u>(252) 333-1603</u>	Fax:	<u></u>
Email:	<u>cbauman@camdencountync.gov</u>	Email:	<u></u>
LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER:		<u>Same</u>	

Property Information

Physical Street Address: Not addressed

Location: Intersection of U.S. 17 and McPherson Road

Parcel ID Number(s): 01-7071-00-67-6843

Total Parcel(s) Acreage: Approximately 260 acres

Existing Land Use of Property: Agriculture and holding pond/spray fields for Sewer Plant affluent.

Request

Current Zoning of Property: Working Lands (WL) Proposed Zoning District: Highway Commercial (HC)

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

Metes and Bounds Description Provided: Yes No

Community Meeting, if applicable: Date Held: 5/29/19; Location: South Mills Fire Station

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

[Signature]
 Property Owner(s)/Applicant

17 May 19
 Date

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

Attachment: Supporting Documents (2455 : Public Hearing - Ordinance 2019-07-01 Rezoning Application Camden County - Dan Porter)

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: _____

Project Name: _____

Applicant/Property Owner: _____

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.	

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	
2	Application Fee (\$650 plus \$10 Per Acre Over 10 Acres)	
3	Community Meeting Written Summary, If Applicable	
4	Site Plan or Map	
5	Metes and Bounds Survey, If Applicable	
6	5 Copies of Plans or Maps	
7	5 Hard Copies of ALL Documents	
8	1 PDF Digital Copy of All Plans AND Documents (on CD, not email)	

Staff Use Only

Pre-Application Conference:

Held On: _____ Location: _____

Person(s) Present: _____

Comments: _____

Attachment: Supporting Documents (2455 : Public Hearing - Ordinance 2019-07-01 Rezoning Application Camden County - Dan Porter)

**Camden County, North Carolina
Principal Use Table, District Comparison
Conservation & Protection Vs. Working Lands**

Use Class / Main Category / Category	"P"=Permitted, "S"=Special Use Permit, Blank=Prohibited	WL	HC
Agricultural			
AGRICULTURE/HORTICULTURE			
<i>All Agriculture/ Horticulture Uses</i>		P	P
ANIMAL HUSBANDRY			
<i>Animal Husbandry Uses (excluding stockyards and slaughterhouses)</i>		P	
<i>Stockyard/Slaughterhouse</i>			
AGRICULTURAL SUPPORT			
<i>Agricultural Research Facility</i>		P	P
<i>Agri-Education/ Agri-Entertainment</i>		P	S
<i>Distribution Hub for Agriculture Products</i>		P	P
<i>Equestrian Facility</i>		P	S
<i>Farm Machinery Sales, Rental, or Service</i>		S	S
<i>Farmers Market</i>		P	P
<i>Roadside Market</i>		P	P
Residential			
HOUSEHOLD LIVING USES			
<i>Bungalow Court</i>			
<i>Duplex</i>			
<i>Live/Work Dwelling</i>		S	
<i>Manufactured Home</i>		P	
<i>Manufactured Home or Mobile Home Park</i>			
<i>Mobile Home</i>			
<i>Multi-Family</i>			S
<i>Pocket Neighborhood</i>			
<i>Quadraplex</i>			P
<i>Single-Family Attached</i>			S
<i>Single-Family Detached</i>		P	
<i>Triplex</i>			P
<i>Upper Story Residential</i>			P
GROUP LIVING			
<i>Dormitory</i>			S
<i>Family Care Home</i>		P	
<i>Group Home</i>		S	S
<i>Rooming House</i>		S	S

Attachment: Supporting Documents (2455 : Public Hearing - Ordinance 2019-07-01 Rezoning Application Camden County - Dan Porter)

**Camden County, North Carolina
Principal Use Table, District Comparison
Conservation & Protection Vs. Working Lands**

Use Class / Main Category / Category	"P"=Permitted, "S"=Special Use Permit, Blank=Prohibited	WL	HC
Institutional			
COMMUNITY SERVICES			
<i>Community Center</i>			P
<i>Cultural Facility</i>			S
<i>Library</i>			P
<i>Museum</i>			P
<i>Senior Center</i>			P
<i>Youth Club Facility</i>			P
DAY CARE			
<i>Adult Day Care Center</i>			P
<i>Child Care Center</i>		P	P
EDUCATIONAL FACILITIES			
<i>Major</i>			S
<i>Moderate</i>		S	P
<i>Minor</i>		P	P
GOVERNMENT FACILITIES			
<i>Government Office</i>		P	P
<i>Government Maintenance, Storage, or Distribution Facility</i>		S	P
HEALTH CARE FACILITIES			
<i>Drug or Alcohol Treatment Facility</i>			S
<i>Hospital</i>			S
<i>Medical Treatment Facility</i>		S	P
INSTITUTIONS			
<i>Assisted Living Facility</i>			S
<i>Club or Lodge</i>		S	P
<i>Halfway House</i>			S
<i>Nursing Home</i>			S
<i>Psychiatric Treatment Facility</i>			S
<i>Religious Institution</i>		S	P
PARKS AND OPEN AREAS			
<i>Cemetery</i>		S	S
<i>Community Garden</i>		P	
<i>Park, Public or Private</i>		P	P

Attachment: Supporting Documents (2455 : Public Hearing - Ordinance 2019-07-01 Rezoning Application Camden County - Dan Porter)

**Camden County, North Carolina
Principal Use Table, District Comparison
Conservation & Protection Vs. Working Lands**

Use Class / Main Category / Category	"P"=Permitted, "S"=Special Use Permit, Blank=Prohibited	WL	HC
PUBLIC SAFETY			
<i>Police, Fire, or EMS Facility</i>		S	P
<i>Correctional Facility</i>			
<i>Security Training Facility</i>			
TRANSPORTATION			
<i>Airport</i>		S	
<i>Helicopter Landing Facility</i>		S	S
<i>Passenger Terminal, Surface Transportation</i>			S
UTILITIES			
<i>Utility, Major</i>		P	P
<i>Utility, Minor</i>		P	P
Commercial			
ADULT AND SEXUALLY-ORIENTED BUSINESSES			
<i>All Adult and Sexually-Oriented Businesses</i>			
ANIMAL CARE			
<i>Major</i>		S	P
<i>Minor</i>		P	P
EATING ESTABLISHMENTS			
<i>Restaurant, Major</i>			P
<i>Restaurant, Minor</i>			P
<i>Bar, Nightclub, or Dance Hall</i>			S
OFFICES			
<i>Major</i>			S
<i>Minor</i>			P
PARKING, COMMERCIAL			
<i>All</i>			P
PERSONAL SERVICES			
<i>Major</i>			P
<i>Minor</i>			P
RECREATION/ENTERTAINMENT, INDOOR			
<i>Major</i>			P
<i>Minor</i>			P

Attachment: Supporting Documents (2455 : Public Hearing - Ordinance 2019-07-01 Rezoning Application Camden County - Dan Porter)

**Camden County, North Carolina
Principal Use Table, District Comparison
Conservation & Protection Vs. Working Lands**

Use Class / Main Category / Category	"P"=Permitted, "S"=Special Use Permit, Blank=Prohibited	WL	HC
RECREATION/ENTERTAINMENT, OUTDOOR			
<i>Major</i>		S	S
<i>Minor</i>		S	P
<i>Firing Range</i>		S	
<i>Water-Related Uses</i>		S	
RETAIL SALES			
<i>Flea Market</i>			S
<i>Grocery Store</i>			P
<i>Major</i>			P
<i>Minor</i>			P
STORAGE, COMMERCIAL			
<i>Major</i>			P
<i>Minor</i>			P
TELECOMMUNICATIONS			
<i>Antenna Collocation (on a Building)</i>			P
<i>Antenna Collocation (on a Tower)</i>		P	P
<i>Small Wireless Facility</i>		P	P
<i>Telecommunications Tower, Freestanding</i>		S	S
<i>Telecommunications Tower, Stealth</i>		P	P
VEHICLE ESTABLISHMENT			
<i>Major</i>			P
<i>Minor</i>			P
VISITOR ACCOMMODATIONS			
<i>Bed and Breakfast</i>		P	
<i>Campground</i>		S	S
<i>Hotel or Motel</i>			S
Industrial			
EXTRACTIVE INDUSTRY			
<i>All</i>		S	

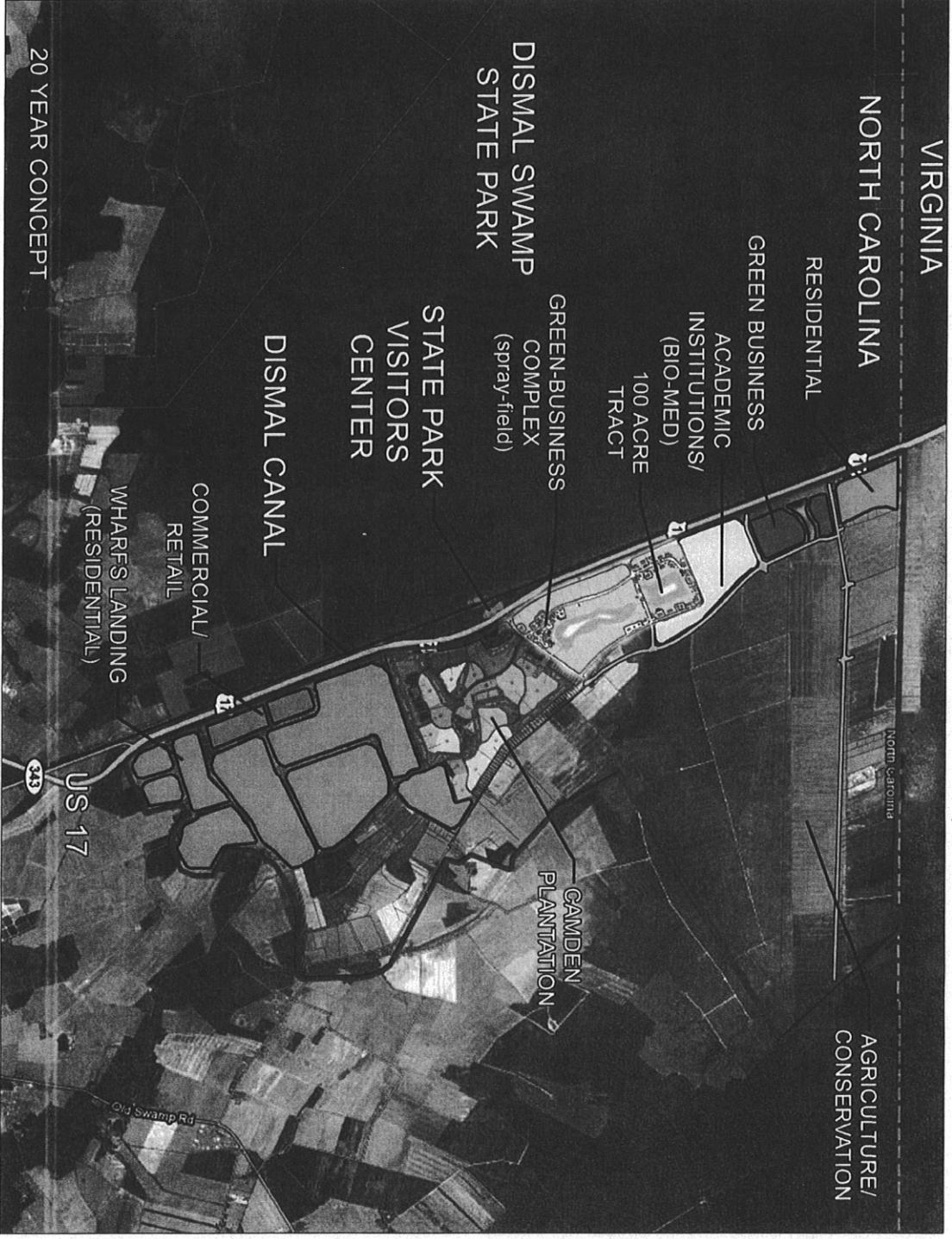
Attachment: Supporting Documents (2455 : Public Hearing - Ordinance 2019-07-01 Rezoning Application Camden County - Dan Porter)

**Camden County, North Carolina
Principal Use Table, District Comparison
Conservation & Protection Vs. Working Lands**

Use Class / Main Category / Category	"P"=Permitted, "S"=Special Use Permit, Blank=Prohibited		WL	HC
INDUSTRIAL SERVICES				
<i>Contractor Service</i>				P
<i>Crabshedding</i>				
<i>Fuel Oil or Bottled Gas Distributor</i>				
<i>General Industrial Service and Repair</i>				S
<i>Heavy Equipment Sales, Rental, or Service</i>				P
<i>Research and Development</i>				P
MANUFACTURING AND PRODUCTION				
<i>Manufacturing, Heavy</i>				
<i>Manufacturing, Light</i>				P
POWER GENERATION				
<i>Solar Array</i>			S	S
<i>Wind Energy Conversion Facility</i>			S	S
WAREHOUSE AND FREIGHT MOVEMENT				
<i>All</i>				P
WASTE-RELATED SERVICES				
<i>Incinerator</i>				
<i>Land Application of Sludge/Septage</i>				
<i>Landfill</i>				
<i>Public Convenience Center or Transfer Station</i>			S	P
<i>Recycling Center</i>			S	P
<i>Salvage or Junkyard</i>				
<i>Waste Composting Facility</i>			S	
WHOLESALE SALES				
<i>Major</i>				P
<i>Minor</i>				P

Attachment: Supporting Documents (2455 : Public Hearing - Ordinance 2019-07-01 Rezoning Application Camden County - Dan Porter)

What could development look like in 20 to 30 years?



**Neighborhood Meeting
County US 17 Rezoning**

May 30, 2019

Meeting started at 6:00 PM and ended at approximately 7:30 PM. In attendance were County Manager (Ken Bowman), Planning Director (Dan Porter), Permit Officer (Dave Parks), and 10 adjacent property owners.

Mr. Porter

Opened meeting stating that the County Manager Ken Bowman was representing the County as applicant in the rezoning of the county owned 250 acre tract adjacent to McPherson Rd. The neighborhood meeting is the very first step in the rezoning process and typically the applicant presents the proposal and the county staff is only present to address procedural questions. In this case the county is both the applicant and the reviewing staff.

Mr. Bowman

- Confirmed that those present understood the property proposed to be rezoned.
- Stated that County has had interest in both the Commerce Park north of this property and some prospects were interested in larger property.
- The US 17 corridor is attractive due to its proximity to Hampton Roads and also because water and sewer infrastructure is available.
- The possible development of the 3000 to 4000 acre Frank Williams's property in just north of the Virginia state line will also create spill over interest for this property.
- The county has made significant investment in the infrastructure including the \$1.1 million replacement of the sewer pond liner and obtaining a grant to upgrade the WWTP.
- County has received interest from one major prospect for using all the property for warehouses but the County is more interested in business that will create jobs and taxes.

Barry Lindsay 168 McPherson

- Concerned that the farmer and resident currently using the count property should not be forced to abandon the property without consideration of their long standing attachment and use of the property.
- Mr. Bowman assured that development of would not occur overnight and could be phased in a manner to minimize negative impacts.

Mr. Porter

- Explained the rezoning process including the timing of the current request and that rezoning only affected what uses could be placed on the property. Any development would require additional applications, reviews, public hearings, and approvals by planning board and the board of commissioners.

William Stafford – 102 Lake Drive had several questions and concerns:

- Have there been any formal or informal inquiries for purchasing the property
- What is the status of the I 87 project and how will it impact any development of the property and when and how will citizens be able to make comments about the project.
- The county has made several promises in the past about buffering the neighborhood from first the spray field, and next the mega landfill, and even Camden Plantation but no action to create a buffer has taken place.
- Even though the county promotes to be supportive of small business and fiber optic line runs along US 17, high speed internet is not available to his small business. Mr. Porter noted that that fiber is a private company trunk line conduit to Virginia. Mr. Bowman noted that the County was working with and helped a company obtain a \$1.8 million grant to provide wireless service throughout the county

At this point there was a long extended discussion about the proposed NCDOT I 87 project related to several issue:

- The preliminary Feasibility study has been completed and show only “concepts” of the roadway but NCDOT assures that it is not a final design.
- Camden opposes Currituck County’s efforts to route the road eastward through Camden to Moyock with a major large interchange that would take the county’s property along with several other parcels surrounding McPherson. Camden Commissioners have gained state legislators’ support in this opposition.
- The timing of I 87 is unknown at this time but NCDOT will continue to seek public input. However it is critical that the public take proactive efforts to keep track of the project. Best method is to track the NCDOT website related to Camden County. The County will post a link on the Camden website to assist.
- Funding for the project is also an unknown. The I 87 project sections have to compete in the State Transportation Improvement Program (STIP) that includes all projects of all modes of transportation throughout the Region and State. With very little dollars appropriated for rural eastern North Carolina most funding goes to higher priority local projects like Old Swamp Road, US 158 widening, NC 343 south improvement.
- Without more information about the project we can’t stop development and wait for answers If and when the project materializes there will no doubt be takings of property through eminent domain and negotiations with impacted future property owners.

William & Vickie Stafford, Ellen Harvey, and Mrs. Bell

- Concerned about disturbing the rural surroundings and particularly with the Welcome Center and Dismal Swamp State Park directly across the highway.
- If development is inevitable the county should make sure it is developed correctly with adequate buffers and design standards
- Mr. Porter explained that new UDO regulation has better buffering requirements and additional requirements can be considered as the property is developed in a case by case basis.

- Mr. Bowman mentioned that the County might consider planting some buffering in advance of future development.

William Stafford – 102 Lake Drive

- Concerned about stormwater impacts of this development and other future development, not so much on his property but particularly on downstream properties. It alone is a serious concern that makes him oppose the proposed rezoning,.
- Mr. Porter explained the County's stormwater plan requirements and how they exceeded the state and most other counties' requirements. Every project must prepare stormwater improvement plan that is carefully reviewed, and must certify that the improvements have been constructed according to plans.
- Mr. Bowman added that the county has been able to get the Army Corps of Engineers and NCDOT to consider reinstalling large culverts as they widen US 158 west of Morgan's Corner to help drainage from the Dismal Swamp which will help alleviate flooding in the South Mills village.

Loretta Whitehurst

- Although not present due to medical condition, she called and asked that meeting notes include her opposition to the rezoning. She and her family own considerable land in the surrounding area that has been farmed for generations and she opposes any new development that reduces the rural farming culture of the county.

Others in attendance:

David Rudiger
Amanda Jochens



DEPARTMENT OF THE NAVY
 COMMANDING OFFICER
 NAVAL SUPPORT ACTIVITY HAMPTON ROADS
 7918 BLANDY ROAD, SUITE 100
 NORFOLK, VA 23551-2419

1000
 Ser N1/357
 14 Jun 19

Camden County Planning Board
 P.O. Box 74
 117 North NC 343
 Camden, NC 27921

Dear Sir or Ma'am,

Regarding the scheduled UDO 2019-05-28 "McPherson Road/U.S. 17 Rezoning" item on your June 19, 2019 agenda, Naval Support Activity (NAVSUPACT) Hampton Roads Northwest Annex (NWA) requests your consideration of language that ensures future consultation with NAVSUPACT Hampton Roads NWA on potential development proposals of the approximately 260 acre parcel that could interfere with performance of the Relocatable Over the Horizon Radar (ROTHR).

Consistent with the December 2010 consideration of a 100-acre PUD rezoning (UDO 2010-10-04) of the adjacent property for industrial park development to the immediate north and Planning Board's subsequent 260-acre I-1 rezoning consideration (UDO 2018-02-02) of the same property, NAVSUPACT Hampton Roads NWA continues to reiterate its concern over potential harm to the ROTHR stemming from industrial development and potential electromagnetic interference (EMI)/radio frequency interference due to the site's proximity within five miles of the ROTHR. Similar to Camden County Planning Board action in 2010 which approved a restrictive covenant whereby the NAVSUPACT Hampton Roads NWA would be consulted on a case by case basis, the Navy requests the same unlimited industrial use protection language which likewise calls for consultation for any business to be located on the newly rezoned site which utilizes arc welding, solar or wind energy generation, or any other business use that would create EMI or radio frequency interference. EMI is a cumulative degradation on ROTHR performance, and the answer is specific for each case of a proposed industrial business. As stated previously for example, one intermittent welding operation, given distance, may be acceptable, while one or more large operations of consistent welding might create a significant effect. Determining that exact number is not possible without analysis of the proposed industrial development. Overall, a proposed business that engages in welding is likely to be problematic and would require analysis by the Navy.

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

Any misuse or unauthorized disclosure may result in both civil and criminal penalties

Attachment: Supporting Documents (2455 : Public Hearing - Ordinance 2019-07-01 Rezoning Application Camden County - Dan Porter)

We want to ensure a willingness to work with Camden County on a case by case basis, in the County's current consideration of rezoning this property from Working Lands to Highway Commercial to ensure development does not adversely impede the future mission and operational performance of the Navy's ROTH. With this consultation, subsequent analysis can assist with mitigating any effects a proposed business may have on the radar facility.

Sincerely,



J. P. KLINE
Captain, USN
Commanding Officer

Ordinance No. 2019-07-01**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 01-7071-00-67-6843 is hereby re-zoned from Working Lands (WL) to Highway Commercial (HC).

Article III. Penalty

1. Violations of the provision of this Ordinance or failure to comply with any of its Requirements, including violations of any conditions and safeguards established in connection with grants of variances or Special Use or Conditional Use Permits, shall constitute a misdemeanor, punishable by a fine of up to five-hundred (\$500) dollars or a maximum thirty (30) days imprisonment as provided in G. S. 14-4.
2. Any act constituting a violation of the provisions of this Ordinance or a failure to comply with any of its requirements, including violations of any conditions and safeguards established in connection with the grants of variances or Special Use or Conditional Use Permits, shall also subject the offender to a civil penalty of one-hundred (\$100) dollars for each day the violation continues. If the offender fails to pay the penalty within ten (10) days after being cited for a violation, the penalty may be recovered by the county in a civil action in the nature of debt. A civil penalty may not be appealed to the Board of Adjustment if the offender was sent a final notice of violation in accordance with Article 151.568 and did not take an appeal to the Board of Adjustment within the prescribed time.
3. This Ordinance may also be enforced by any appropriate equitable action.

- 4. Each day that any violation continues after notification by the administrator that such violation exists shall be considered a separate offense for purposes of the penalties and remedies specified in this section.
- 5. Any one, all or any combination of the foregoing penalties and remedies may be used to enforce this Ordinance.

Article IV. Severability

If any language in this Ordinance is found to be invalid by a court of competent jurisdiction or other entity having such legal authority, then only the specific language held to be invalid shall be affected and all other language shall be in full force and effect.

Article V. Effective Date

This Ordinance is effective upon adoption.

Adopted by the Board of Commissioners for the County of Camden this day of , 2019.

County of Camden

Tom White, Chairman
Camden County Board of Commissioners

ATTEST:

Karen Davis
Clerk to the Board

(SEAL)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.A
Meeting Date: August 05, 2019
Submitted By: Lisa Anderson, Tax Administrator
Taxes
Prepared by: Lisa Anderson

Item Title **June Monthly Report**

Attachments: 20190730105825878.pdf (PDF)

Summary: June Monthly Report

Recommendation: Review and approve

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

OUTSTANDING TAX DELINQUENCIES BY YEAR

<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>
2018	148,631.07	3,394.10
2017	50,249.47	3,616.79
2016	19,211.02	2,429.94
2015	12,299.82	1,157.09
2014	12,732.80	1,228.71
2013	8,861.64	4,870.37
2012	6,719.42	7,792.41
2011	4,828.75	6,447.23
2010	4,244.84	4,642.02
2009	3,978.27	4,513.59

Attachment: 20190730105825878.pdf (2469 : Tax Report - Lisa Anderson)

TOTAL REAL PROPERTY TAX UNCOLLECTED	271,757.10
TOTAL PERSONAL PROPERTY UNCOLLECTED	40,092.25
TEN YEAR PERCENTAGE COLLECTION RATE	99.57%
COLLECTION FOR 2019 vs. 2018	9,449.69 vs. 14,253.86

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2018	97.97%
2017	99.24%
2016	99.68%

THIRTY LARGEST UNPAID ACCOUNTS

SEE ATTACHMENT "A"

THIRTY OLDEST UNPAID ACCOUNTS

SEE ATTACHMENT "B"

Attachment: 20190730105825878.pdf (2469 : Tax Report - Lisa Anderson)

EFFORTS AT COLLECTION IN THE LAST 30 DAYS**ENDING June 2019****BY TAX ADMINISTRATOR**

44 NUMBER DELINQUENCY NOTICES SENT

9 FOLLOWUP REQUESTS FOR PAYMENT SENT

5 NUMBER OF WAGE GARNISHMENTS ISSUED

10 NUMBER OF BANK GARNISHMENTS ISSUED

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

0 NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)

0 PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF
TAX ADMINISTRATOR

0 NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO
COUNTY ATTORNEY

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

2 REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS

1 NUMBER OF JUDGMENTS FILED

Attachment "A"
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	6,768.61	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	01-7998-01-08-6797.0000	4,116.62	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	03-8899-00-16-2671.2425	3,669.39	1	SPRING LOTUS LLC	SHILOH	141 EDGEWATER DR
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	02-8934-01-18-8282.0000	2,746.15	1	BRIDGET CARTWRIGHT JOHNSON	CAMDEN	144 158 US W
R	03-9809-00-23-8838.0000	2,470.25	1	WILLIAM DAVID BYRUM	SHILOH	110 HIGH RD
R	02-8944-00-51-7111.0000	2,400.06	1	FLOYD & JUNE T. ETHERIDGE	CAMDEN	110 BILLETS BRIDGE RD
R	02-8945-00-41-2060.0000	2,360.41	1	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHHELL RD
R	02-8945-00-53-1518.0000	2,359.83	1	GARY D. & BETH A. LOYD	CAMDEN	115 LISTER DR
R	02-8935-01-08-8786.0000	2,333.19	1	LINWOOD GREGORY	CAMDEN	253 SLEEPY HOLLOW 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	03-9809-00-23-4988.0000	2,062.57	1	WANDA H WELLS	SHILOH	104 HIGH RD
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 TILLET	SHILOH	
R	01-7998-01-09-7155.0000	1,989.37	1	CORNELIUS P & GLORIA E PAXTON	SOUTH MILLS	
R	02-8944-00-36-1417.0000	1,927.24	1	ROSA ALICE FEREBEE HEIRS	CAMDEN	1298 343 HWY N
R	01-7090-00-70-3221.0000	1,861.12	1	LONZO FISHER GREGORY	CAMDEN	165 IVY NECK RD
R	03-8962-00-55-2255.0000	1,852.28	1	VERNON L. & EDITH W. SYLVESTER	SOUTH MILLS	406 OLD SWAMP RD
R	02-8944-00-99-1027.0000	1,841.50	1	JOHNNIE MERCER HEIRS	SHILOH	453 NECK RD
R	02-8934-03-31-9750.0000	1,835.75	1	CAROLYN MCDANIEL	CAMDEN	MCKIMMEY RD
R						195 COUNTRY CLUB RD

Delinquencies Top-30 Unpaid

07/30/19 10:16:21

Attachment "B"
Real

1

Roll	Parcel Number	YrsDltg	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	01-7989-00-45-2682.0000	10	4,392.64	SHAMARK 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 TILLET	SHILOH	171 NECK RD
R	01-7999-00-32-3510.0000	10	1,827.31	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7999-00-12-8526.0000	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 BRITTE 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	SHILOH	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	MARLE MERCER	CAMDEN	IVY NECK RD
R	02-8936-00-24-7426.0000	10	588.25	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	03-8980-00-61-1968.0000	10	585.99	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	01-7090-00-95-5262.0000	10	281.80	JOHN F. SAWYER HEIRS	SOUTH MILLS	OLD SWAMP RD
R	03-9809-00-45-1097.0000	10	248.84	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	03-8899-00-37-0046.0000	10	202.10	ELIZABETH LONG	SHILOH	HIBISCUS
R	03-9809-00-17-2462.0000	10	154.57	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD
R	03-8980-00-84-0931.0000	9	140.15	CARL TEUSCHER	SHILOH	LITTLE CREEK RD
R	01-7998-01-08-6797.0000	8	220.38	EDWARD E. HARRIS JR.	SOUTH MILLS	218 BROAD CREEK RD
R	03-8962-00-04-9097.0000	8	4,116.62	CECIL BARNARD HEIRS	SHILOH	NECK RD
R	03-8990-00-64-8379.0000	8	2,182.86	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	01-7091-00-64-6569.0000	7	1,190.03	CLARENCE D. TURNER JR.	SOUTH MILLS	STINGY LN

07/30/19 10:16:23

Delinquencies Top-30 Oldest

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	LAMES OF CAMDEN	CAMDEN	152 HWY 158 W
P	0000905	305.31	4	KEVIN & STACY ANDERSON	SHILOH	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	PONDEROSA RD
P	0002442	200.37	2	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0000945	195.03	4	RAMONA F. FAZEWELL	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

07/30/19 10:16:43

Delinquencies Top-30 Unpaid

1

Attachment #45
Personal

Attachment "8"
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	THLEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	10	580.34	LESLIE ETHERIDGE JR	CAMDEN	
P	0001072	10	587.82	PAM BUNDY	SHILOH	
P	0001693	10	261.90	ALLIANCE NISSAN	CAMDEN	105 AARON DR
P	0001106	10	248.38	JAMI ELIZABETH VANHORN	SOUTH MILLS	158 HWY W
P	0001673	10	177.05	THOMAS PHILLIP WINSLOW	CAMDEN	612 MAIN ST
P	0000248	10	128.38	ROBERT H. OWENS	CAMDEN	158 HWY W
P	0000316	10	115.56	JAMES P. JONES	CAMDEN	A STREET
P	0001827	9	483.28	KAREN BUNDY	CAMDEN	142 SANDHILLS RD
P	0001722	8	140.55	JANET LEARY	SOUTH MILLS	431 158 US W
P	0001639	8	123.29	CAREY FARMS, INCORPORATED	SOUTH MILLS	LINTON ROAD
P	0001230	7	411.11	JAMES NYE	SOUTH MILLS	202 SHARON CHURCH
P	0001681	7	366.10	STEVE WILLIAMS	CAMDEN	101 ROBIN CT W
P	0001694	7	288.99	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001952	7	238.91	SANDY BOTTOM MATERIALS, INC	CAMDEN	150 158 HWY W
P	0002194	6	661.94	MORGAN ROBERSON	SOUTH MILLS	319 PONDEROSA RD
P	0000772	6	288.86	COSEY BAKER	SHILOH	849 SANDY HOOK RD S
P	0000905	4	305.31	KEVIN & STACY ANDERSON	SHILOH	114 BINGHAM RD
P	0001638	4	259.82	ERIC JASON WOODARD	SOUTH MILLS	111 AARON DR
P	0000945	4	195.03	RAMONA F. TAZEWELL	CAMDEN	612 MAIN
P	0001476	3	1,043.30	MIKE TAYLOR	ELIZABETH CITY	SLEEPY HOLLOW RD
P	0000295	3	412.03	HENDERSON AUDIOMETRICS, INC.	CAMDEN	CAMDEN CAUSEWAY
P	0000466	3	314.96	LAMES OF CAMDEN	CAMDEN	330 158 HWY E
P	0000846	3	294.16	TOAN TRINH	CAMDEN	152 HWY 158 W
P	0000385	3	121.17	MARK SANDERS OVERMAN	SHILOH	229 SAILBOAT RD
P	0002921	3	120.68	CYNTHIA MAE BLAIN	SHAWBORO	116 GARRINGTON ISLAND
P	0000770	3	108.00	MARSHA GAIL BOGUES	SOUTH MILLS	122 DOCK LANDING LOOP
P	0002079	3	106.35	OCTAVIS BANKS III	CAMDEN	276 BELCROSS RD
P					SOUTH MILLS	262 OLD SWAMP RD

Delinquencies Top-30 Oldest

07/30/19 10:16:43



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.B
Meeting Date: August 05, 2019
Submitted By: Ken Bowman,
 Administration
 Prepared by: Karen Davis

Item Title **Travel Policy**

Attachments: Travel Policy 08-2019 (DOC)
 Travel Authorization 11-2017 (DOC)
 Travel Reimbursement Form 5-2018 (XLS)

Summary:

The current Travel Policy dated 11/21/16 is being updated with travel guidance pertaining to per diem rates, credit card usage, and mileage allowances for privately owned vehicles. The Travel Advance request form has been deleted. Guidance on who has the authority to approve travel has more clarity.

Recommendation:

Approve.



TRAVEL POLICY

- I. Purpose – The intent of this policy is to apply uniform provisions for reimbursement of necessary expenses of County employees or officials of the County who are required to travel within or outside the County boundaries in the performance of their duties and in the interest of County affairs. These policies are intended to apply to employees, board members, or other persons on official County business.
- II. Policy Administration - The respective department heads are responsible for the administration of the provisions of this policy. Department heads are authorized to approve travel reimbursements for the employees under their supervision except where otherwise stated. For the purposes of administering this policy, Board Members or other County delegates or officials will be considered “employees” and thereby reimbursed per this policy. **Expenses for family members will not be paid by the County and should be paid directly to the vendor by the traveling party. NO MEALS ARE TO BE CHARGED ON COUNTY CREDIT CARDS.**
- III. General Policy
 - A. Travel - Camden County recognizes that employees and officials are required to travel both within and outside the State of North Carolina for the purpose of representing the County at meetings and professional associations, as well as for training to enhance their skills regarding the performance of their various positions within the County Government.

It is inherently understood in this policy that an individual traveling on official County business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary, unjustified, or solely for the convenience or personal preference of the traveler in the performance of official County business are not acceptable under this standard, and travelers will be responsible for unauthorized costs and additional expenses incurred for personal preference or convenience.

Requests for travel approval should be submitted to the County Manager and Finance for pre-audit and approval 10 days prior to departure. Failure to have travel pre-approved may result in travel reimbursements being denied.

See Exhibit A at the end of the Policy for the Travel Request form.

- B. Subsistence allowance – The following schedule shall be used for reporting allowable subsistence expenses incurred while traveling on official county business.

<u>In State</u>		<u>Out-of-State</u>	
Breakfast	\$8.00	Breakfast	\$15.00
Lunch	\$15.00	Lunch	\$17.00
Dinner	<u>\$20.00</u>	Dinner	<u>\$23.00</u>
	\$43.00		\$55.00

No receipts are required. Employees will be reimbursed for the amounts listed above regardless

Attachment: Travel Policy 08-2019 (2467 : Travel Policy)

of actual expenses. The stated amount also includes all tips. *An exception to the above schedule will be applicable if the conference locations provide meals at a higher or lower amount than those in the schedule. See c. and d. below.*

a. Daily Travel (overnight)

Employees may receive allowances for meals for partial days or travel when the partial day is the day of departure or day of return. To be eligible, the employee must:

-Breakfast – depart duty station prior to 6:00 am

-Lunch – depart duty station prior to 10:00 am or return to duty station after 2:00 pm

-Dinner – return to duty station after 8:00 pm, *if stopping for dinner causes a return after 8:00 pm dinner will not be eligible. Example: If you stop in Williamston to eat at 6:30 for 30 minutes you will get back to your duty station at approximately 8:15. If you would not have stopped you would have made it back prior to 8:00 therefore dinner would not be reimbursable.*

b. Daily Travel (not overnight)

Normally, allowances shall not be paid to employees for lunches if travel does not involve an overnight stay. To be eligible for allowances for breakfast and dinner the employee must leave or return to their duty station in accordance with the schedule under overnight travel. Employees may be reimbursed for lunch when the employee's job requires his/her attendance at the meeting of a board, commission, committee or council in his official capacity and the meal is preplanned as part of the meeting. The normal reimbursement rates still apply.

c. Excess – No excess will be allowed for meals unless such costs are included in registration fees and/or there are predetermined charges for the meals.

d. Reduction – A reduction in the per diem schedule will occur when a conference location offers meals at a lower rate/cost than the County's schedule.

C. Mileage Allowance – Travel by privately owned vehicle when necessary and allowable will be reimbursed using the IRS reimbursement rate based on the shortest route of travel. The annual rate will be reported to staff and officials by the Finance Office annually.

D. Travel Reimbursement – The travel reimbursement form provided for the traveler should be turned in for reimbursement within 10 days of the employee's return. This form lists all mileage, private or public transportation, lodging, meals, registration, and other travel expenses which are reimbursable. Itemized receipts for lodging, registration, and private or public transportation are to be attached to and made a part of the reimbursement form. For taxis, airport shuttles, and buses, receipts may not be available or provided; therefore, attach, if possible. The reimbursement form must be approved by the department head and signed by the employee before being presented to the Finance Office for reimbursement.

See Exhibit B at the end of the Policy for the Travel Reimbursement form.

E. Transportation Cost of Employee – Payment of mileage allowance or actual cost of public transportation as applicable. If rental vehicles are used for both business and non-business purposes, reimbursement to the county for the non-business portion will apply.

IV. Authorized Travel Modes

- A. County-owned Vehicle – This method of transportation is to be used whenever a county vehicle is available. Exceptions to this requirement must be approved by the County Manager. The department head may authorize reimbursement to the employee for exact operation expenses in circumstances where direct credit charges cannot be made to the county such as gas or unforeseen immediate needs for maintenance and the vehicle card is unavailable. (Please notify Maintenance, the Department Head and the Finance Officer as soon as reasonable.)
- B. Private owned Vehicle – When no county vehicle is available, this mode may be used if specifically authorized by the appropriate department head and the County Manager. *The County will pay mileage using the IRS rate for the first 100 miles and .20 for every mile over 100 miles.*
- C. Transportation by Common Carrier – Reimbursement for air, rail, or bus fare is limited to business or coach fare, substantiated by a receipt. Quotes must be obtained from more than one (1) common carrier, if multiple carriers exist, and documentation that the lowest fare available was used must be submitted on the travel request form.
- D. Rental Vehicles – Reimbursement of rental vehicle expenses will not be authorized without prior approval by County Manager. If approved, the rented vehicle should be secured at the lowest practical cost.

V. Travel Destination

- A. Local Travel – County employees, who by the normal nature of their duties, are required to travel regularly within the county or district and are individually authorized by the appropriate department head, are eligible for reimbursement of transportation expense on a monthly basis.
- B. Travel Outside the County/District – Approved travel expenses outside the county for county purposes or purposes in the best interest of the county, such as training, conferences, professional meetings, etc., may be reimbursed to the limits of the policy for:
 1. Transportation cost
 2. Lodging
 3. Meals
 4. Registration costs
 5. Necessary incidental expenses (parking, tolls, etc.)
- C. Lodging – To receive reimbursement for lodging expenses, an itemized hotel bill must be attached to the reimbursement form. Hotel room rates are allowable up to the federal government rate. The County Manager must approve room rates when they exceed the allowable rate.
- D. Registration Cost – Registration costs should be paid directly by the County. When an employee personally pays a registration fee, a receipt for payment should be obtained and is preferable to a canceled check for reimbursement purposes. In addition, if the registration is paid for a class or exam and the employee has to retake the test/class due to non-compliance or failure, the employee is responsible solely for the payment (No reimbursement will be made). Additional registration costs for recreational and entertainment activities will not be paid by the County. Meal functions are not included

in this requirement, and are eligible for payment by the County in lieu of the meal reimbursement payment.

- E. Out-of-State Travel – Out-of-state travel begins when the employee leaves the State and remains in effect until the employee returns to the State. Out-of-state travel requests by employees and department heads must be approved by the County Manager.
- F. Credit Card – Employees and officials authorized to use a County credit card may elect to use them instead of reimbursement for lodging, registration, and public or private transportation; however, meals are still subject to the meal rates listed in Section III. C. of the Policy. All receipts for expenditures must be submitted to the Finance Office in order for the expenditures to be approved.
- G. Travel with Others - When two or more employees are traveling to the same destination, maximum use shall be made of special group travel discounts and joint use of the transportation including taxi cabs, County-owned, or privately owned vehicles. Travel with representatives of other government units is encouraged whenever possible for expense sharing.
- H. Commuting – No reimbursement shall be made for use of a personal vehicle in commuting from an individual’s home to his/her office.
- I. Other Costs - Reasonable parking fees, tolls, taxi charges, and expenses of a similar nature, when appropriate to the travel, are reimbursable upon submission of appropriate documentation of the same. The Finance Officer or County Manager shall approve or disapprove all other expense reimbursements not clearly defined in the Policy or those which have been questioned.

VI. Extraordinary Travel or Cost

In instances of travel not covered by this policy, or where the actual necessary costs exceed the maximum reimbursement allowed and the travel is in the best interest of the county, the County Manager may approve reimbursement of actual cost beyond the maximums stated herein.

VII. Travel Expenses not Addressed by this Policy

Any travel expenses falling outside the realm of this policy must be approved by the County Manager.

VIII. Travel Advances

Hotel accommodations may be paid directly to the hotel in advance by County credit card. The itemized receipt must be turned in with your travel reimbursement.

IX. Travel Procedure

- A. A Travel Request Form should be submitted to the Department Head for approval and forwarded to the Finance Department for pre-audit purposes. A Travel Advance Request should be included with this form if needed/requested.

- B. Upon return, the Travel Reimbursement form and supporting itemized receipts (includes, hotel and allowable incidentals) must be submitted to the Department Head for approval. After approval by the Department Head, the form should be forwarded to the Finance Department.
- C. The Finance Department will determine that the travel form and receipts have been properly approved, that they are mathematically correct, and that requested reimbursements agree to submitted receipts, when required, and are within the limits set by the Policy. If an error in the reimbursement request is found, the requesting party will be informed and the error will be corrected before payment is made.
- D. Trip Cancellation – When an employee cancels an approved trip and the County has paid airfare, registration and other related fees or issued a travel advance, a memo must be sent to the Finance Department explaining the cancellation. Non-refundable expenditures will be reviewed on a case by case basis by the County Manager.
- X. The following items are not reimbursable:
- (1) Any expense not supported by a receipt
 - (2) Meals included in registration/conference
 - (3) Travel to and from work place
 - (4) Souvenirs from the trip
 - (5) Items purchased to be used as door prizes or raffle items
 - (6) Non-employee/board member expense
 - (7) Alcoholic beverages
 - (8) Any traffic fines
 - (9) Entertainment expenses

This list is not all-inclusive. The Finance Officer or County Manager shall approve or disapprove all other expense reimbursements not clearly defined in the Policy or those which have been questioned.

Attachments:

Exhibit A, Travel Authorization Form
Exhibit B, Travel Reimbursement Form



TRAVEL AUTHORIZATION

FOR OUT OF DISTRICT TRAVEL

*** Please Fill Out Completely ***

Name: _____ Date of Request: _____

Reason for Travel: _____

Attach a copy of Conference/Meeting/Workshop/Training Information

Destination: _____

List dates of Travel: _____

Meeting Begins _____ am/pm on _____ and Ends at _____ am/pm on _____

Did the County/Supervisor Request that you attend? Yes No

Does this trip require overnight accommodations? Yes No Nights: _____

(Leave more than two hours before or return more than three hours after usual work schedule/multi-day event)

Approval To Travel

Supervisor: _____ Date: _____

County Manager: _____ Date: _____

Estimated Cost

Department Code: _____

Registration: _____ Cost: _____
510000

Travel: Mode: _____ Miles: _____ Cost: _____
514000 *(County/personal vehicle)* *(round trip)* *(total)*

Hotel: Number of Nights: _____ Rate Per Night: _____ Cost: _____
514000 *Attach copy of Hotel Information* *(incl taxes)*

Meals: Number of Meals: ____B ____L ____D Cost: _____
514000 *(total)*

Other Expected Costs: _____ Cost: _____
Code: _____ (specify) (total)

Total Estimated Cost of Travel: _____

EXPLANATION FOR REQUESTED EXCEPTIONS TO TRAVEL POLICY Supervisor Approval: _____

APPROVED DENIED COUNTY MANAGER SIGNATURE _____

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

Attachment: Travel Authorization 11-2017 (2467 : Travel Policy)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.C
Meeting Date: August 05, 2019

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

Item Title **Revised Camden Code Chapter 150 Minimum Housing Code
- Dan Porter**

Attachments: Agenda Summary Sheet Minimum Housing code
(DOCX)
Chapter 150 Code Final Revision (DOCX)

See attached agenda summary and supporting documentation.

Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

Meeting Date: August 5, 2019

Attachments: Camden Code Chapter 150

Submitted By: Planning Department

ITEM TITLE: Revised Camden Code Chapter 150 Minimum Housing code

SUMMARY:

The Planning Department and Building Inspections Division are recommending the attached revisions to the County’s Minimum Housing Code. Rather than submitting the existing code with complicated mark ups, we recommend replacing the entire chapter as presented.

In summary there are two types of changes being recommended.

Sections 150.03 through 150.18 prescribe the specific minimum standards for habitable housing. The existing Chapter 150 includes some specifics but primarily refers to citations in the state building codes. In order to make the ordinance more user friendly the revised chapter states the specific standards for each type of structural elements. The standards are verbatim from the State Building Code.

Sections 150.19 through 150.23 are revised to outline a clear procedure to prosecute violations in compliance with the General Statutes. The procedure outlines the specific notices and a hearing required and gives the building inspector authority to condemn and have non-compliant structures demolished, subject to appeal to the Board of Commissioners. If an appeal is not made within 10 days the inspector’s decision is final.

RECOMMENDATION:

Motion to approve replacing the existing Chapter 150 Building Regulations: Construction with the proposed Ordinance No. 2019-08-01.

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

Attachment: Agenda Summary Sheet Minimum Housing code (2471 : Revised Camden Code Chapter 150 Minimum Housing Code - Dan Porter)

Ordinance No. 2019-08-01

**An Ordinance
Amending the Camden County
Code of Ordinances**

Camden County, North Carolina

BE IT ORDAINED BY THE CAMDEN COUNTY BOARD OF COMMISSIONERS as follows:

Article I: Purpose

The purpose of this Ordinance is to amend Chapter 150 of the Camden County Code of Ordinances of Camden County, North Carolina, which was originally adopted by the County Commissioners on December 15, 1997, and subsequently amended and as otherwise incorporated into the Camden County Code. This code of ordinances hereby adopts the current North Carolina State Building Codes with Amendments and the current National Electrical Code with North Carolina Amendments as indicated by the North Carolina Department of Insurance (NCDOI) and listed on their website as current. This Ordinance also hereby adopts the current North Carolina General Statutes with Amendments.

Article II. Construction

Article III. Amend Chapter 150 as amended of the Camden County Code which shall read as follows:

CHAPTER 150: BUILDING REGULATIONS; CONSTRUCTION

<i>Section</i>	<i>Housing Code</i>
150.01	Findings; purpose
150.02	Definitions
150.03	Minimum standards of fitness for dwellings and dwelling units
150.04	Minimum standards for structural condition
150.05	Minimum standards for safe and sanitary maintenance
150.06	Minimum standards for control of insects, rodents and infestations
150.07	Minimum standards applicable to rooming houses; exceptions
150.08	Minimum standards for fire resistant
150.09	Minimum standards for light, ventilation and heating
150.10	Minimum standards for minimum room areas
150.11	Minimum standards for ceiling heights
150.12	Minimum standards for sanitation
150.13	Minimum standards form emergency escape and rescue

Camden County, NC Code of Ordinances

- 150.14 Minimum standards for means of egress
- 150.15 Minimum standards for guards and window fall protection
- 150.16 Minimum standards for smoke alarms
- 150.17 Minimum standards for carbon monoxide alarms
- 150.18 Minimum standards for swimming pools, spas and hot tubs
- 150.19 Responsibilities of owners and occupants
- 150.20 Duties and powers of Building Inspector
- 150.21 Inspections; duty of owners and occupants
- 150.22 Procedure for Violations
- 150.23 Penalty

HOUSING CODE

§ 150.01 FINDINGS; PURPOSE.

Pursuant to G.S. § 160A-441, it is hereby found and declared that there exist in the county dwellings which are unfit for human habitation due to dilapidation, defects increasing the hazards of fire, accidents and other calamities, lack of ventilation, light and sanitary facilities and due to other conditions rendering the dwellings unsafe or unsanitary and dangerous and detrimental to the health, safety and morals and otherwise inimical to the welfare of the residents of the county. It is further found by the County Board of Commissioners that there exist in the county abandoned structures which constitute a health and safety hazard as a result of the attraction of insects and rodents or which results in a condition creating a fire hazard or which bring about dangerous conditions constituting a threat to children or which bring about frequent use by vagrants as living quarters in the absence of sanitary facilities. In order to protect the health, safety and welfare of the residents of the county, as authorized by G.S. §§ 160A-360 et seq., it is the purpose of this subchapter to establish minimum standards of fitness for the initial and continued occupancy of all dwellings used for habitation and for the continued existence of abandoned structures as expressly authorized by G.S. § 160A-444.

The County shall abide by and enforce construction and renovation codes and standards, in accordance with the current North Carolina Building Codes with amendments and North Carolina adopted National Electric Code with NC Amendments as scheduled and identified by the NC Department of Insurance. Permits shall be issued pursuant to GS 153A-357. The County shall also abide by and enforce the current North Carolina General Statutes with Amendments.

§ 150.02 DEFINITIONS.

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning. Unless otherwise noted herein definitions shall conform to the North Carolina Building and Electrical Codes.

CELLAR. A portion of a building located partly or wholly underground, having an adequate access to light and air from windows located partly or wholly below the level of the adjoining ground.

DETERIORATED. A dwelling that is unfit for human habitation and can be repaired, altered or improved to comply with all of the minimum standards established by this subchapter, at a cost not in excess of 50% of its value, as determined by finding of the Inspector.

Camden County, NC Code of Ordinances

DWELLING. Any building which is wholly or partly used or intended to be used for living or sleeping by human occupants; provided that temporary housing as hereinafter defined shall not be regarded as a dwelling. The word **DWELLING**, wherever used herein, shall also be construed to mean any structure which has not been occupied by the owner or the owner's tenant for a period of 90 consecutive days.

DWELLING UNIT. Any room or group of rooms located within a dwelling and forming a single habitable unit with facilities which are used or intended to be used for living, sleeping, cooking and eating.

EXTERMINATION. The control and elimination of insects, rodents or other pests by eliminating their harborage places; by removing or making inaccessible materials that may serve as their food; by poisoning, spraying, fumigating, trapping or by any other recognized and legal pest elimination methods approved by the Inspector.

GARBAGE. The animal and vegetable waste resulting from the handling, preparation, cooking and consumption of food.

HABITABLE ROOM. Habitable rooms shall have a floor area of not less than 70 square feet. **Exception:** Kitchens.

Habitable rooms shall be not less than 7 feet in any horizontal dimension. **Exception:** Kitchens.

Height effect on room area. Portions of a room with a sloping ceiling measuring less than 5 feet or a furred ceiling measuring less than 7 feet from the finished floor to the finished ceiling shall not be considered as contributing to the minimum required habitable area for that room.

HABITABLE SPACE. Space in a building for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces and similar areas are not considered habitable spaces.

INFESTATION. The presence, within or around a dwelling, of any insects, rodents or other pests in a number as to constitute a menace to the health, safety or welfare of the occupant or to the public.

INSPECTOR. The Building Inspector of the county or any agent of the Inspector who is authorized by the Inspector.

MULTIPLE DWELLING. Any dwelling containing more than two dwelling units.

OCCUPANT. Any person over one year of age, living, sleeping, cooking or eating in, or having actual possession of a dwelling unit or rooming unit.

OPERATOR. Any person who has charge, care or control of a building, or part thereof, in which dwelling units or rooming units are let.

OWNER.

(1) Any person who, alone, jointly or severally with others:
 (a) Shall have title to any dwelling unit, with or without accompanying actual possession thereof; or
 (b) Shall have charge, care or control of any dwelling or dwelling unit as owner or agent of the owner or as executor, executrix, administrator, administratrix, trustee or guardian of the estate of the owner.

(2) Any person thus representing the actual owner shall be bound to comply with the provisions of this subchapter, and of rules and regulations adopted pursuant thereto, to the same extent as if he or she were the owner.

PUBLIC AUTHORITY. The County Department of Social Services, the County Building Inspector or any officer who is in charge of any department or branch of the

Camden County, NC Code of Ordinances

government of the county or the state relating to health, fire, building regulations or other activities concerning dwellings in the county.

ROOMING HOUSE. Any dwelling, or that part of any dwelling containing one or more rooming units, in which space is let by the owner or operator to three or more persons who are not husband and wife, son or daughter, mother or father or sister or brother of the owner or operator.

ROOMING UNIT. Any room or group of rooms forming a single habitable unit used or intended to be used for living and sleeping, but not for cooking or eating purposes.

RUBBISH. Combustible and noncombustible waste materials, except garbage and ashes, and the term shall include paper, rags, cartons, boxes, wood excelsior, rubber, leather, tree branches, yard trimmings, tin cans, metals, mineral matter, glass crockery and dust.

SUPPLIED. Paid for, furnished or provided by, or under the control of, the owner or operator.

TEMPORARY HOUSING. Any tent, trailer or other structure used for human shelter which is designed to be transportable and which is not attached to the ground, to another structure, or to any utilities system on the same premises for more than 30 consecutive days.

UNFIT FOR HUMAN HABITATION. Conditions that exist in a dwelling which violate or do not comply with one or more of the minimum standards of fitness or one or more of the requirements established by this subchapter.

§ 150.03 MINIMUM STANDARDS OF FITNESS FOR DWELLINGS AND DWELLING UNITS.

Every dwelling and dwelling unit used as human habitation or held out for use as a human habitation shall comply with all of the minimum standards of fitness for human habitation and all of the requirements of this subchapter. No person shall occupy, as owner-occupant, or let to another for occupancy or use as a human habitation, any dwelling or dwelling unit which does not comply with all of the minimum standards of fitness for human habitation and all of the requirements of this subchapter.

§ 150.04 MINIMUM STANDARDS FOR STRUCTURAL CONDITION.

(A) Walls or partitions or supporting members, sills, joists, rafters or other structural members shall not list, lean or buckle, and shall not be rotted, deteriorated or damaged, and shall not have holes or cracks which might admit rodents.

(B) Floors or roofs shall have adequate supporting members and strength to be reasonably safe for the purpose used.

(C) Foundations, foundation walls, piers or other foundation supports shall not be deteriorated or damaged.

(D) Steps, stairs, landings, porches or other parts or appurtenances shall be maintained in a condition that they will not fall or collapse.

(E) Adequate facilities, as defined by the North Carolina building codes, for egress in case of fire or panic shall be provided.

Camden County, NC Code of Ordinances

(F) Interior walls and ceilings of all rooms, closets and hallways shall be finished of suitable materials, which will, by use of reasonable household methods promote sanitation and cleanliness, and shall be maintained in a manner so as to enable the occupants to maintain reasonable privacy between various spaces.

(G) The roof, flashings, exterior walls, basement walls, floor and all doors and windows exposed to the weather shall be constructed and maintained so as to be weather and watertight.

(H) There shall be no chimneys or parts thereof which are defective, deteriorated or in danger of falling or in a condition or location as to constitute a fire hazard.

(I) There shall be no use of the ground for floors or wood floors on the ground.

§ 150.05 MINIMUM STANDARDS FOR SAFE AND SANITARY MAINTENANCE.

(A) (1) Every foundation wall, exterior wall and exterior roof shall be substantially weather-tight and rodent proof shall be kept in sound condition and good repair; shall be capable of affording privacy and shall be safe to use and capable of supporting the load which normal use may cause to be placed thereon. _ Annular spaces around pipes, electric cables, conduits

or other openings in the walls shall be protected against the passage of rodents by closing such opening with cement mortar, concrete masonry, silicone caulking or noncorrosive metal.

(2) Every exterior wall shall be protected with paint or other protective covering to prevent the entrance or penetration of moisture or the weather.

(B) Every floor, interior wall and ceiling shall be substantially rodent proof shall be kept in sound condition and good repair and shall be safe to use and capable of supporting the load which normal use may cause to be placed thereon.

(C) Every window, exterior door, basement or cellar door and hatchway shall be substantially weather-tight, watertight and rodent proof and shall be kept in sound working condition and good repair.

(D) Every inside and outside stair, porch and any appurtenance thereto shall be safe to use and capable of supporting the load that normal use may cause to be placed thereon and shall be kept in sound condition and good repair.

(E) Every bathroom floor surface and water closet compartment floor surface shall be constructed and maintained so as to be reasonably impervious to water and so as to permit the floor to be easily kept in a clean and sanitary condition.

(F) Every supplied facility, piece of equipment or utility which is required under this subchapter shall be so constructed or installed that it will function safely and effectively and shall be maintained in satisfactory working condition.

(G) Every yard shall be properly graded so as to obtain thorough drainage and so as to prevent the accumulation of stagnant water.

(H) Every dwelling unit shall be provided with adequate means of egress as required by the North Carolina Building Codes.

§ 150.06 MINIMUM STANDARDS FOR CONTROL OF INSECTS, RODENTS AND INFESTATIONS.

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(A) In every dwelling unit, for protection against mosquitoes, flies and other insects, every window or other device with openings to outdoor space, used or intended to be used for ventilation shall be supplied with screens installed.

(B) Every basement or cellar window used or intended to be used for ventilation and every other opening to a basement which might provide an entry for rodents shall be supplied with screens installed or other approved device as will effectively prevent their entrance.

(C) Every occupant of a dwelling containing a single dwelling unit shall be responsible for the extermination of any insects, rodents or other pests therein or on the premises; and every occupant of a dwelling unit in a dwelling containing more than one dwelling unit shall be responsible for the extermination whenever his or her dwelling unit is the only one infested. Whenever infestation is caused by failure of the owner to maintain a dwelling in a rodent proof or reasonable insect proof conditions, extermination shall be the responsibility of the owner. Whenever infestation exists in two or more dwelling units in a dwelling or in the shared or public parts of any dwelling containing two or more dwelling units, extermination shall be the responsibility of the owner.

§ 150.07 MINIMUM STANDARDS APPLICABLE TO ROOMING HOUSES; EXCEPTIONS.

All of the provisions of this subchapter and all of the minimum standards and requirements of this subchapter shall be applicable to rooming houses, and to every person who operates a rooming house or who occupies or lets to another for occupancy any rooming unit in any rooming house, except as provided in the following provisions.

(A) (1) At least one water closet, lavatory basin and bathtub or shower, properly connected to an approved water and sewer system and in good working condition, shall be supplied for each four rooms within a rooming house whenever the facilities are shared.

(2) All facilities shall be located within the residence building served and shall be directly accessible from a common hall or passageway and shall be not more than one story removed from any of the persons sharing the facilities. Every lavatory basin and bathtub or shower shall be supplied with hot and cold water at all times.

(3) The required facilities shall not be located in a cellar.

(B) Every room occupied for sleeping purposes by one occupant shall contain at least 70 square feet of floor area, and every room occupied for sleeping purposes by more than one occupant shall contain at least 50 square feet of floor area for each occupant 12 years of age and over and at least 35 square feet of floor area for each occupant under 12 years of age.

(C) The operator of every rooming house shall be responsible for the sanitary maintenance of all walls, floors, ceilings and for the sanitary maintenance of every other part of the rooming house and he or she shall be further responsible for the sanitary maintenance of the entire premises where the entire structure or building within which the rooming house is contained is leased or occupied by the operator.

(D) Every water closet, flush urinal, lavatory basin and bathtub and shower required by division (A) above shall be located within the rooming house and within a room or rooms which afford privacy and are separate from habitable rooms, and which are accessible from a common hall and without going outside the rooming house or through any other room therein.

§ 150.08 MINIMUM STANDARDS FOR FIRE RESISTANT CONSTRUCTION

(A) **Two-family dwellings.** *Dwelling units* in two-family dwellings shall be separated from each other by wall and floor assemblies having not less than a 1-hour fire-resistance rating where tested in accordance with ASTM E119 or UL 263. Fire-resistance-rated floor/ceiling and wall assemblies shall extend to and be tight against the *exterior wall*, and wall assemblies shall extend from the foundation to the underside of the roof sheathing.

Exceptions:

(1) A fire-resistance rating of 1/2 hour shall be permitted in buildings equipped throughout with an automatic sprinkler system installed in accordance with NFPA 13.

(2) Wall assemblies need not extend through *attic* spaces where the ceiling is protected by not less than 5/8-inch Type X gypsum board, an *attic* draft stop constructed as specified in the NC building code is provided above and along the wall assembly separating the *dwellings* and the structural framing supporting the ceiling is protected by not less than 1/2-inch gypsum board or equivalent.

(1) **Supporting construction.** Where floor assemblies are required to be fire-resistance rated by the NC building code the supporting construction of such assemblies shall have an equal or greater fire-resistance rating.

(2) **Dwelling unit rated penetrations.** Penetrations of wall or floor-ceiling assemblies required to be fire-resistance rated shall be rated and protected in accordance with the NC building code.

(3) **Through penetrations.** Through penetrations of fire-resistance-rated wall or floor assemblies shall comply with the NC building code.

Exception: Where the penetrating items are steel, ferrous or copper pipes, tubes or conduits, the annular space shall be protected as follows:

(1) In concrete or masonry wall or floor assemblies, concrete, grout or mortar shall be permitted where installed to the full thickness of the wall or floor assembly or the thickness required to maintain the fire-resistance rating, provided that both of the following are complied with:

(1.1) The nominal diameter of the penetrating item is not more than 6 inches

(1.2) The area of the opening through the wall does not exceed 144 square inches

(2) The material used to fill the annular space shall prevent the passage of flame and hot gases sufficient to ignite cotton waste where subjected to ASTM E119 or UL 263 time temperature fire conditions under a positive pressure differential of not less than 0.01 inch of water (3 Pa) at the location of the penetration for the time period equivalent to the fire-resistance rating of the construction penetrated.

(4) **Fire-resistance-rated assembly.** Penetrations shall be installed as tested in the *approved* fire resistance-rated assembly.

(5) **Penetration firestop system.** Penetrations shall be protected by an *approved* penetration firestop system installed as tested in accordance with ASTM E814 or UL 1479, with a positive pressure differential of not less than 0.01 inch of water (3 Pa) and shall have

a F rating of not less than the required fire-resistance rating of the wall or floor-ceiling assembly penetrated.

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(6) **Membrane penetrations.** Membrane penetrations shall comply this section. Where walls are required to have a fire-resistance rating, recessed fixtures shall be installed so that the required fire-resistance rating will not be reduced.

Exceptions:

(1) Membrane penetrations of not more than 2-hour fire-resistance-rated walls and partitions by steel electrical boxes that do not exceed 16 square inches in area provided that the aggregate area of the openings through the membrane does not exceed 100 square inches in any 100 square feet of wall area. The annular space between the wall membrane and the box shall not exceed 1/8 inch. Such boxes on opposite sides of the wall shall be separated by one of the following:

(1.1) By a horizontal distance of not less than 24 inches where the wall or partition is constructed with individual non communicating stud cavities.

(1.2) By a horizontal distance of not less than the depth of the wall cavity where the wall cavity is filled with cellulose loose-fill, rockwool or slag mineral wool insulation.

(1.3) By solid fire blocking in accordance with NC Building code.

(1.4) By protecting both boxes with *listed* putty pads.

(1.5) By other *listed* materials and methods.

(2) Membrane penetrations by *listed* electrical boxes of any materials provided that the boxes have been tested for use in fire-resistance-rated assemblies and are installed in accordance with the instructions included in the *listing*. The annular space between the wall membrane and the box shall not exceed 1/8 inch unless *listed* otherwise. Such boxes on opposite sides of the wall shall be separated by one of the following:

(2.1) By the horizontal distance specified in the *listing* of the electrical boxes.

(2.2) By solid fire blocking in accordance with the NC Building code.

(2.3) By protecting both boxes with *listed* putty pads.

(2.4) By other *listed* materials and methods.

(3) The annular space created by the penetration of a fire sprinkler provided that it is covered by a metal escutcheon plate.

(B) **Dwelling-garage opening and penetration protection.** Openings and penetrations through the walls or ceilings separating the *dwelling* from the garage shall be in accordance with the following:

(1) **Opening protection.** Openings from a private garage directly into a room used for sleeping purposes shall not be permitted. Other openings between the garage and residence shall be equipped with solid wood doors not less than 1-3/8 inches in thickness, solid or honeycomb core steel doors not less than 1-3/8 inches thick, or 20-minute fire-rated doors.

Exception: A disappearing/pull-down stairway to uninhabited attic space with minimum 3/8-inch (nominal) fire-retardant-treated structural panel is equivalent to the separation requirement from attics in the NC Building code

(2) **Duct penetration.** Ducts in the garage and ducts penetrating the walls or ceilings separating the *dwelling* from the garage shall be constructed of a minimum No. 26 gage sheet steel or other *approved* material and shall not have openings into the garage.

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(C) **Dwelling-garage fire separation.** The garage shall be separated as required in the following table. Openings in garage walls shall comply the NC Building code. The wall separation provisions of the table shall not apply to garage walls that are perpendicular to the adjacent *dwelling unit* wall.

Dwelling-Garage Separation

Separation	Material
From the residence and attics	Not less than 1/2-inch gypsum board or equivalent applied to the garage side
From habitable rooms above the garage (footnote a)	Not less than 5/8-inch Type X gypsum board or equivalent
Structure(s) supporting floor/ceiling assemblies used for separation required by this section	Not less than 1/2-inch gypsum board or equivalent
Garages located less than 3 feet from a dwelling unit on the same lot	Not less than 1/2-inch gypsum board or equivalent applied to the interior side of exterior walls that are within this area

Footnote a: For dwelling units constructed prior to the 2012 North Carolina Residential code edition, 1/2-inch or greater existing gypsum board on the bottom side of the garage ceiling shall be acceptable. Joints shall be taped.

(D) **Under-stair protection.** Enclosed accessible space under stairs shall have walls, under-stair surface and any soffits protected on the enclosed side with 1/2-inch gypsum board.

§ 150.09 MINIMUM STANDARDS FOR LIGHT, VENTILATION AND HEATING

(A) **Habitable rooms.** Habitable rooms shall have an aggregate glazing area of not less than 8 percent of the floor area of such rooms. Natural *ventilation* shall be through windows, skylights, doors, louvers or other *approved* openings to the outdoor air. Such openings shall be provided with ready access or shall otherwise be readily controllable by the building occupants. The openable area to the outdoors shall be not less than 4 percent of the floor area being ventilated.

Exceptions:

- (1) The glazed areas need not be openable where the opening is not required by the mechanical code and a whole-house mechanical *ventilation* system is installed
- (2) The glazed areas need not be installed in rooms where Exception 1 is satisfied and artificial light is provided that is capable of producing an average illumination of 6 foot-candles (65 lux) over the area of the room at a height of 30 inches above the floor level.
- (3) Use of sunroom and patio covers, shall be permitted for natural *ventilation* if in excess of 40 percent of the exterior sunroom walls are open, or are enclosed only by insect screening.

(B) **Adjoining rooms.** For the purpose of determining light and *ventilation* requirements, any room shall be considered to be a portion of an adjoining room where not less than one-half of the area of the common wall is open and unobstructed and provides an opening of not less than one-tenth of the floor area of the interior room and not less than 25 square feet.

Exception: Openings required for light or *ventilation* shall be permitted to open into a sunroom with thermal isolation or a patio cover, provided that there is an openable area

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between the adjoining room and the sunroom or patio cover of not less than one-tenth of the floor area of the interior room and not less than 20 square feet. The minimum openable area to the outdoors shall be based upon the total floor area being ventilated.

(C) Sunroom additions. Required glazed openings shall be permitted to open into sunroom *additions* or patio covers that abut a street, *yard* or court if in excess of 40 percent of the exterior sunroom walls are open, or are enclosed only by insect screening, and the ceiling height of the sunroom is not less than 7 feet.

(D) Bathrooms. Bathrooms, water closet compartments and other similar rooms shall be provided with aggregate glazing area in windows of not less than 3 square feet (0.3 m²), one half of which must be openable.

Exception: The glazed areas shall not be required where artificial light and a local exhaust system are provided. Exhaust air from the space shall be exhausted directly to the outdoors.

(E) Intake openings. Mechanical and gravity outdoor air intake openings shall be located not less than 10 from any hazardous or noxious contaminant, such as vents, chimneys, plumbing vents, streets, alleys, parking lots and loading docks. For the purpose of this section, the exhaust from *dwelling* unit toilet rooms, bathrooms and kitchens shall not be considered as hazardous or noxious.

Exception: The 10-foot separation is not required where the intake opening is located 3 feet or greater below the contaminant source.

(F) Outside opening protection. Air exhaust and intake openings that terminate outdoors shall be protected with corrosion-resistant screens, louvers or grilles having an opening size of not less than 1/4 inch and a maximum opening size of 1/2 inch in any dimension. Openings shall be protected against local weather conditions. Outdoor air exhaust and intake openings shall meet the provisions for *exterior wall* opening protectives in accordance with the NC Building code.

(G) Interior stairway illumination. Interior stairways shall be provided with an artificial light source to illuminate the landings and treads. The light source shall be capable of illuminating treads and landings to levels of not less than 1 foot-candle (11 lux) as measured at the center of treads and landings. There shall be a wall switch at each floor level to control the light source where the stairway has six or more risers.

Exception: A switch is not required where remote, central or automatic control of lighting is provided.

(H) Exterior stairway illumination. Exterior stairways shall be provided with an artificial light source located at the top landing of the stairway. Exterior stairways providing access to a *basement* from the outdoor *grade* level shall be provided with an artificial light source located at the bottom landing of the stairway.

(I) Required glazed openings. Required glazed openings shall open directly onto a street or public alley, or a *yard* or court located on the same *lot* as the building.

Exceptions:

(1) Required glazed openings that face into a roofed porch where the porch abuts a street, *yard* or court and the longer side of the porch is not less than 65 percent unobstructed and the ceiling height is not less than 7 feet.

(2) Eave projections shall not be considered as obstructing the clear open space of a *yard* or court.

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(3) Required glazed openings that face into the area under a deck, balcony, bay or floor cantilever where a clear vertical space not less than 36 inches in height is provided.

(J) **Required heating.** Every *dwelling unit* shall be provided with heating facilities capable of maintaining a room temperature of not less than 70°F at a point 3 feet above the floor and 2 feet from exterior walls in habitable rooms at the design temperature. The installation of one or more portable space heaters shall not be used to achieve compliance with this section. Winter design condition in Camden County 20 degrees F.

Exception: Unconditioned *sunrooms* that are thermally isolated from the dwelling.

(K) All fixtures, receptacles, equipment and wiring shall be maintained in a state of good repair, safe, capable of being used, and installed in accordance with the National Electric Code with North Carolina Amendments.

§ 150.10 MINIMUM STANDARDS FOR MINIMUM ROOM AREAS

(A) **Minimum area.** Habitable rooms shall have a floor area of not less than 70 square feet.

Exception: Kitchens.

(B) **Minimum dimensions.** Habitable rooms shall be not less than 7 feet in any horizontal dimension.

Exception: Kitchens.

(C) **Height effect on room area.** Portions of a room with a sloping ceiling measuring less than 5 feet or a furred ceiling measuring less than 7 feet from the finished floor to the finished ceiling shall not be considered as contributing to the minimum required habitable area for that room.

§ 150.11 MINIMUM STANDARDS FOR CEILING HEIGHT

(A) **Minimum height.** *Habitable space*, hallways and portions of *basements* containing these spaces shall have a ceiling height of not less than 7 feet. Bathrooms, toilet rooms and laundry rooms shall have a ceiling height of not less than 6 feet 8 inches.

Exceptions:

(1) For rooms with sloped ceilings, the required floor area of the room shall have a ceiling height of not less than 5 feet and not less than 50 percent of the required floor area shall have a ceiling height of not less than 7 feet.

(2) The ceiling height above bathroom and toilet room fixtures shall be such that the fixture is capable of being used for its intended purpose. A shower or tub equipped with a shower head shall have a ceiling height of not less than 6 feet 8 inches above an area of not less than 30 inches by 30 inches at the showerhead.

(3) Beams, girders, ducts or other obstructions in *habitable space* shall be permitted to project to within 6 feet 4 inches of the finished floor.

(B) **Basements.** Portions of *basements* that do not contain *habitable space* or hallways shall have a ceiling height of not less than 6 feet 8 inches.

Exception: At beams, girders, ducts or other obstructions, the ceiling height shall be not less than 6 feet 4 inches from the finished floor.

§ 150.12 MINIMUM STANDARDS FOR SANITATION

(A) **Toilet facilities.** Every *dwelling* unit shall be provided with a water closet, lavatory, and a bathtub or shower.

(B) **Kitchen.** Each *dwelling* unit shall be provided with a kitchen area and every kitchen area shall be provided with a sink.

(C) **Sewage disposal.** Plumbing fixtures shall be connected to a sanitary sewer or to an *approved* private sewage disposal system.

(D) **Water supply to fixtures.** Plumbing fixtures shall be connected to an *approved* water supply. Kitchen sinks, lavatories, bathtubs, showers, bidets, laundry tubs and washing machine outlets shall be provided with hot and cold water.

(E) **Bathtub and shower spaces.** Bathtub and shower floors and walls above bathtubs with installed shower heads and in shower compartments shall be finished with a nonabsorbent surface. Such wall surfaces shall extend to a height of not less than 6 feet above the floor.

§ 150.13 MINIMUM STANDARDS FOR EMERGENCY ESCAPE AND RESCUE OPENINGS

(A) **Emergency escape and rescue opening required.** *Basements, habitable attics* and every sleeping room shall have not less than one operable emergency escape and rescue opening. Where *basements* contain one or more sleeping rooms, an emergency escape and rescue opening shall be required in each sleeping room. Emergency escape and rescue openings shall open directly into a public way, or to a *yard* or court that opens to a public way.

Exception: Storm shelters and *basements* used only to house mechanical *equipment* not exceeding a total floor area of 200 square feet.

(B) **Operational constraints and opening control devices.** Emergency escape and rescue openings shall be operational from the inside of the room without the use of keys, tools or special knowledge. Window opening control devices complying with ASTM F2090 shall be permitted for use on windows serving as a required emergency escape and rescue opening.

(C) **Emergency escape and rescue openings.** Emergency escape and rescue openings shall have minimum dimensions as follows:

(1) **Minimum opening area.** Emergency and escape rescue openings shall have a minimum net clear openable area of 4 square feet. The minimum net clear opening height shall be 22 inches. The minimum net clear opening width shall be 20 inches. Emergency escape and rescue openings must have a minimum total glazing area of not less than 5 square feet in the case of a ground floor level window and not less than 5.7 square feet in the case of an upper story window.

(2) **Window sill height.** Where a window is provided as the emergency escape and rescue opening, it shall have a sill height of not more than 44 inches above the floor; where the sill height is below *grade*, it shall be provided with a window well.

(3) **Window wells.** The horizontal area of the window well shall be not less than 9 square feet, with a horizontal projection and width of not less than 36 inches. The area of the window well shall allow the emergency escape and rescue opening to be fully opened.

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Exception: The ladder or steps required as indicated below shall be permitted to encroach not more than 6 inches into the required dimensions of the window well.

(4) **Ladder and steps.** Window wells with a vertical depth greater than 44 inches shall be equipped with a permanently affixed ladder or steps usable with the window in the fully open position. Ladders or steps required by this section shall not be required to comply with other sections regarding ladders and steps. Ladders or rungs shall have an inside width of not less than 12 inches, shall project not less than 3 inches from the wall and shall be spaced not more than 18 inches on center vertically for the full height of the window well.

(5) **Emergency escape and rescue openings under decks and porches.** Emergency escape and rescue openings shall be permitted to be installed under decks and porches provided that the location of the deck allows the emergency escape and rescue openings to be fully opened and provides a path not less than 36 inches in height to a *yard* or court.

(6) **Replacement windows.** Replacement windows installed in buildings meeting the scope of this code shall be exempt from the maximum sill height requirements provided the replacement window meets the following conditions:

(a) The replacement window is the manufacturer's largest standard size window that will fit within the existing frame or existing rough opening. The replacement window is of the same operating style as the existing window or a style that provides for an equal or greater window opening area than the existing window.

(b) The replacement window is not part of a change of occupancy.

(D) **Emergency escape and rescue doors.** Where a door is provided as the required emergency escape and rescue opening, it shall be permitted to be a side-hinged door or a slider. Where the opening is below the adjacent ground elevation, it shall be provided with a bulkhead enclosure.

(1) **Minimum door opening size.** The minimum net clear height opening for any door that serves as an emergency and escape rescue opening shall be in accordance with opening sizes above.

(2) **Bulkhead enclosures.** Bulkhead enclosures shall provide direct access from the *basement*. The bulkhead enclosure shall provide the minimum net clear opening equal to the door in the fully open position.

(3) **Bars, grilles, covers and screens.** Bars, grilles, covers, screens or similar devices are permitted to be placed over emergency escape and rescue openings, bulkhead enclosures, or window wells that serve such openings, provided that the minimum net clear opening size is not reduced and such devices shall be releasable or removable from the inside without the use of a key, tool, special knowledge or force greater than that required for the normal operation of the escape and rescue opening.

(E) **Dwelling additions.** Where *dwelling additions* occur that contain sleeping rooms, an emergency escape and rescue opening shall be provided in each new sleeping room. Where *dwelling additions* occur that have *basements*, an emergency escape and rescue opening shall be provided in the new *basement*.

Exceptions:

(1) An emergency escape and rescue opening is not required in a new *basement* that contains a sleeping room with an emergency escape and rescue opening.

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(2) An emergency escape and rescue opening is not required in a new *basement* where there is an emergency escape and rescue opening in an existing *basement* that is accessible from the new *basement*.

(F) **Alterations or repairs of existing basements.** An emergency escape and rescue opening is not required where existing *basements* undergo alterations or repairs.

Exception: New sleeping rooms created in an existing *basement* shall be provided with emergency escape and rescue openings.

§ 150.14 MINIMUM STANDARDS FOR MEANS OF EGRESS

(A) **Means of egress.** All *dwellings* shall be provided with a means of egress as provided in this section. The means of egress shall provide a continuous and unobstructed path of vertical and horizontal egress travel from all portions of the *dwelling* to the exterior of the *dwelling* at the required exterior egress door without requiring travel through a garage.

(B) **Egress door.** Not less than one exterior egress door shall be provided for each *dwelling* unit. The egress door shall be side-hinged, and shall provide a clear width of not less than 32 inches where measured between the face of the door and the stop, with the door open 90 degrees. The clear height of the door opening shall be not less than 78 inches in height measured from the top of the threshold to the bottom of the stop. Other exterior doors shall not be required to comply with these minimum dimensions. Egress doors shall be readily openable from inside the *dwelling* without the use of a key or special knowledge or effort.

(C) **Floors and landings at exterior doors.** There shall be a landing or floor on each side of each exterior door. The width of each landing shall be not less than the door served. Every landing shall have a dimension of not less than 36 inches measured in the direction of travel. The slope at exterior landings shall not exceed 1/4 unit vertical in 12 units horizontal (2 percent).

Exception: Exterior balconies less than 60 square feet and only accessible from a door are permitted to have a landing less than 36 inches measured in the direction of travel.

(1) **Floor elevations at the required egress doors.** Landings or finished floors at the required egress door shall be not more than 1-1/2 inches lower than the top of the threshold.

Exception: The exterior landing or floor shall be not more than 8-1/4 inches below the top of the threshold provided the door does not swing over the landing or floor. Where exterior landings or floors serving the required egress door are not at *grade*, they shall be provided with access to *grade* by means of a ramp or a stairway.

(2) **Floor elevations for other exterior doors.** Doors other than the required egress door shall be provided with landings or floors not more than 8-1/4 inches below the top of the threshold.

Exception: A landing is not required where a stairway is located on the exterior side of the door, provided that the door does not swing over the stairway.

(3) **Storm and screen doors.** Storm and screen doors shall be permitted to swing over exterior stairs and landings.

(D) **Hallways.** The width of a hallway shall be not less than 3 feet measured from the finished surface of the walls.

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(1) **Interior egress doors.** All doors providing egress from habitable rooms shall have nominal dimensions of 2 feet 6 inches width by 6 feet 8 inches height. Interior egress doors shall be readily openable from the side from which egress is to be made without the use of a key or special knowledge or effort.

(E) **Stairways.**

(1) **Width.** Stairways shall be not less than 36 inches in clear width at all points above the permitted handrail height and below the required headroom height. Handrails shall not project more than 4-1/2 inches on either side of the stairway and the clear width of the stairway at and below the handrail height, including treads and landings, shall be not less than 31-1/2 inches where a handrail is installed on one side and 27 inches where handrails are provided on both sides.

Exceptions:

(1) The width of spiral stairways
 (2) Stairways not required for egress shall be permitted to be a minimum width of 26 inches.

(2) **Headroom.** The headroom in stairways shall be not less than 6 feet 8 inches measured vertically from the sloped line adjoining the tread nosing or from the floor surface of the landing or platform on that portion of the stairway.

Exceptions:

(1) Where the nosings of treads at the side of a flight extend under the edge of a floor opening through which the stair passes, the floor opening shall be allowed to project horizontally into the required headroom not more than 4-3/4 inches.

(2) The headroom for spiral stairways.

(3) **Vertical rise.** A flight of stairs shall not have a vertical rise larger than 147 inches between floor levels or landings.

(4) **Stair treads and risers.** Stair treads and risers shall meet the requirements of this section. For the purposes of this section, dimensions and dimensioned surfaces shall be exclusive of carpets, rugs or runners.

(a) **Risers.** The riser height shall be not more than 8-1/4 inches. The riser shall be measured vertically between leading edges of the adjacent treads. The greatest riser height within any flight of stairs shall not exceed the smallest by more than 3/8 inch. The top and bottom riser of interior stairs shall not exceed the smallest riser within that stair run by more than 3/4 inch. The height of the top and bottom riser of the interior stairs shall be measured from the permanent finished surface (carpet excluded). Where the bottom riser of an exterior stair adjoins an exterior walk, porch, driveway, patio, garage floor, or finish grade, the height of the riser may be less than the height of the adjacent risers.

(b) **Treads.** The minimum tread depth shall be not less than 9 inches. The tread depth shall be measured horizontally between the vertical planes of the foremost projection of adjacent treads and at a right angle to the tread's leading edge. The greatest tread depth within any flight of stairs shall not exceed the smallest by more than 3/8 inch.

(1) **Winder treads.** Winder treads shall have a tread depth of not less than 9 inches measured between the vertical planes of the foremost projection of adjacent treads at the intersections with the walkline. Winder treads shall have a tread depth of not less than 4 inches at any point within the clear width of the stair. Within any flight of stairs, the largest winder tread depth at the walkline shall not exceed the smallest winder tread by more than 3/8 inch.

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(c) **Nosings.** The radius of curvature at the nosing shall be not greater than 9/16 inch. A nosing projection not less than 3/4 inch and not more than 1-1/4 inches shall be provided on stairways with solid risers. The greatest nosing projection shall not exceed the smallest nosing projection by more than 3/8 inch between two stories, including the nosing at the level of floors and landings. Beveling of nosings shall not exceed 1/2 inch.

Exceptions:

(1) A nosing projection is not required where the tread depth is not less than 11 inches.

(2) The opening between adjacent treads is not limited on stairs with a total rise of 30 inches or less.

(d) **Exterior plastic composite stair treads.** Plastic composite exterior stair treads shall comply with the provisions of this section and the requirements of ASTM D7032.

(5) **Landings for stairways.** There shall be a floor or landing at the top and bottom of each stairway. A flight of stairs shall not have a vertical rise larger than 12 feet 3 inches between floor levels or landings. The width of each landing shall not be less than the width of the stairway served. Every landing shall have a minimum dimension of 36 inches (914 mm) measured in the direction of travel.

Exception: A floor or landing is not required at the top of an interior flight of stairs, including stairs in an enclosed garage, provided that a door does not swing over the stairs.

(6) **Stairway walking surface.** The walking surface of treads and landings of stairways shall be sloped not steeper than one unit vertical in 48 inches horizontal (2-percent slope).

(7) **Handrails.** Handrails shall be provided on not less than one side of each continuous run of treads or flight with four or more risers.

(a) **Height.** Handrail height, measured vertically from the sloped plane adjoining the tread nosing, or finish surface of ramp slope, shall be not less than 34 inches and not more than 38 inches.

Exceptions:

(1) The use of a volute, turnout or starting easing shall be allowed over the lowest tread.

(2) Where handrail fittings or bendings are used to provide continuous transition between flights, transitions at winder treads, the transition from handrail to *guard*, or used at the start of a flight, the handrail height at the fittings or bendings shall be permitted to exceed 38 inches.

(b) **Continuity.** Handrails for stairways shall be continuous for the full length of the flight, from a point directly above the top riser of the flight to a point directly above the lowest riser of the flight. Handrail ends shall be returned or shall terminate in newel posts or safety terminals. Handrails adjacent to a wall shall have a space of not less than 1-1/2 inches between the wall and the handrails.

Exceptions:

(1) Handrails shall be permitted to be interrupted by a newel post at the turn.

(2) The use of a volute, turnout, starting easing or starting newel shall be allowed over the lowest tread.

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(3) Two or more separate rails shall be considered continuous if the termination of the rails occurs within 6 inches of each other. If transitioning between a wall-mounted handrail and a guardrail/handrail, the wall-mounted rail shall return into the wall.

(c) **Grip-size.** Required handrails shall be of one of the following types or provide equivalent graspability:

(1) Type I. Handrails with a circular cross section shall have an outside diameter of not less than 1-1/4 inches and not greater than 2 inches. If the handrail is not circular, it shall have a perimeter dimension of not less than 4 inches and not greater than 6-1/4 inches with a cross section of dimension of not more than 2-1/4 inches. Edges shall have a radius of not less than 0.01 inch.

(2) Type II. Handrails with a perimeter greater than 6-1/4 inches shall have a graspable finger recess area on both sides of the profile. The finger recess shall begin within a distance of 3/4 inch measured vertically from the tallest portion of the profile and achieve a depth of not less than 5/16 inch within 7/8 inch below the widest portion of the profile. This required depth shall continue for not less than 3/8 inch to a level that is not less than 1-3/4 inches below the tallest portion of the profile. The width of the handrail above the recess shall be not less than 1-1/4 inches and not more than 2-3/4 inches. Edges shall have a radius of not less than 0.01 inch.

Exception: Exterior handrails (garages and areas exposed to the weather) shall not be more than 3-1/2 inches in cross-section dimension.

(d) **Exterior plastic composite handrails.** Plastic composite exterior handrails shall comply with the requirements of ASTM D7032.

(F) **Special Stairways**

(1) **Spiral stairways.** Spiral stairways are permitted, provided that the clear width at and below the handrail is not less than 26 inches and the walkline radius is not greater than 24-1/2 inches. Each tread shall have a depth of not less than 6-3/4 inches at the walkline. All treads shall be identical, and the rise shall be not more than 9-1/2 inches. Headroom shall be not less than 6 feet 6 inches.

(2) **Bulkhead enclosure stairways.** Stairways serving bulkhead enclosures, not part of the required building egress, providing access from the outside *grade* level to the *basement* shall be exempt from the requirements where the height from the *basement* finished floor level to *grade* adjacent to the stairway is not more than 8 feet and the *grade* level opening to the stairway is covered by a bulkhead enclosure with hinged doors or other *approved* means.

(3) **Bowed tread stairways.** Bowed tread stairways are permitted provided they are uniform in bowed tread depth along the entire width of the tread with not more than 3/8-inch variance from greatest to smallest tread in the stairway flight. At no point shall the tread be less than 9 inches with a nosing as above

(a) **Standard stairway application.** The bottom three treads in a standard straight run stairway application are permitted to bow provided that, at no point along the width of the tread, they are less than 9 inches and each bowed tread is uniform with other bowed treads with no more than 3/8 inch variance from greatest to least. Nosing is required.

(b) **Bowed tread circular stairways.** Bowed treads in a circular stairway are permitted provided they are uniform, as per winder treads measured at a point 12 inches from the side where the treads are narrower. At this walk line, bowed treads must be

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uniform with other circular stairway treads with the greatest tread not to exceed the smallest by more than 3/8 inch. Nosing is required.

(c) **Ships ladders.** Ships ladders shall not be used as an element of a means of egress. Ships ladders shall be permitted provided that a required means of egress stairway or ramp serves the same space at each adjoining level or where a means of egress is not required. The clear width at and below the handrails shall be not less than 20 inches.

(1) **Treads of ships ladders.** Treads shall have a depth of not less than 5 inches. The tread shall be projected such that the total of the tread depth plus the nosing projection is not less than 8-1/2 inches. The riser height shall be not more than 9-1/2 inches.

(2) **Handrails of ships ladders.** Handrails shall be provided on both sides of ships ladders. Handrail height shall be uniform, not less than 30 inches and not more than 34 inches.

(G) **Ramps.**

(1) **Maximum slope.** Ramps serving the egress door shall have a slope of not more than 1 unit vertical in 12 units horizontal (8.3-percent slope). All other ramps shall have a maximum slope of 1 unit vertical in 8 units horizontal (12.5 percent).

Exception: Where it is technically infeasible to comply because of site constraints, ramps shall have a slope of not more than 1 unit vertical in 8 units horizontal (12.5 percent).

(2) **Landings required.** There shall be a floor or landing at the top and bottom of each ramp, where doors open onto ramps, and where ramps change directions. The width of the landing perpendicular to the ramp slope shall be not less than 36 inches.

(3) **Handrails required.** Handrails shall be provided on not less than one side of ramps exceeding a slope of one unit vertical in 12 units horizontal (8.33-percent slope).

(a) **Height.** Handrail height, measured above the finished surface of the ramp slope, shall be not less than 34 inches and not more than 38 inches.

(b) **Continuity.** Handrails where required on ramps shall be continuous for the full length of the ramp. Handrail ends shall be returned or shall terminate in newel posts or safety terminals. Handrails adjacent to a wall shall have a space of not less than 1-1/2 inches between the wall and the handrails.

§ 150.15 MINIMUM STANDARDS FOR GUARDS AND WINDOW FALL PROTECTION

(A) **Guards.** *Guards* shall be provided as required.

(1) **Where required.** *Guards* shall be located along open-sided walking surfaces, including stairs, ramps and landings, that are located more than 30 inches measured vertically to the floor or *grade* below at any point within 36 inches horizontally to the edge of the open side. Insect screening shall not be considered as a *guard*.

(2) **Height.** Required *guards* at open-sided walking surfaces, including stairs, porches, balconies or landings, shall be not less than 36 inches in height as measured vertically above the adjacent walking surface or the line connecting the leading edges of the treads.

Exceptions:

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(1) *Guards* on the open sides of stairs shall have a height not less than 34 inches measured vertically from a line connecting the leading edges of the treads.

(2) Where the top of the *guard* serves as a handrail on the open sides of stairs, the top of the *guard* shall be not less than 34 inches and not more than 38 inches as measured vertically from a line connecting the leading edges of the treads.

(3) **Opening limitations.** Required *guards* shall not have openings from the walking surface to the required *guard* height that allow passage of a sphere 4 in diameter.

Exceptions:

(1) The triangular openings at the open side of stair, formed by the riser, tread and bottom rail of a *guard*, shall not allow passage of a sphere 6 inches in diameter.

(2) *Guards* on the open side of stairs shall not have openings that allow passage of a sphere 4-3/8 inches in diameter.

§ 150.16 MINIMUM STANDARDS FOR SMOKE ALARMS

(A) **General.** Smoke alarms shall comply with NFPA 72 and this section.

(B) **Listings.** Smoke alarms shall be *listed* in accordance with UL 217. Combination smoke and carbon monoxide alarms shall be *listed* in accordance with UL 217 and UL 2034.

(C) **Where required.** Smoke alarms shall be provided in accordance with this section.

(1) **New construction.** Smoke alarms shall be provided in *dwelling units*.

(2) **Alterations, repairs and additions.** Where *alterations, repairs* or *additions* requiring a building permit occur, or where one or more sleeping rooms are added or created in existing *dwelling*s, the individual *dwelling unit* shall be equipped with smoke alarms located as required for new *dwelling*s.

Exceptions:

(1) Work involving the exterior surfaces of *dwelling*s, such as the replacement of roofing or siding, the *addition* or replacement of windows or doors, or the addition of a porch or deck, are exempt from the requirements of this section.

(2) Installation, alteration or repairs of plumbing or mechanical systems are exempt from the requirements of this section.

(D) **Location.** Smoke alarms shall be installed in the following locations:

(1) In each sleeping room.

(2) Outside each separate sleeping area in the immediate vicinity of the bedrooms.

(3) On each additional *story* of the *dwelling*, including *basements* and *habitable attics* and not including crawl spaces and uninhabitable *attics*. In *dwelling*s or *dwelling units* with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full *story* below the upper level.

(4) Smoke alarms shall be installed not less than 3 feet horizontally from the door or opening of a bathroom that contains a bathtub or shower unless this would prevent placement of a smoke alarm required in another section.

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(E) **Installation near cooking appliances.** Smoke alarms shall not be installed in the following locations unless this would prevent placement of a smoke alarm in a location required in another section

(1) Ionization smoke alarms shall not be installed less than 20 feet horizontally from a permanently installed cooking *appliance*.

(2) Ionization smoke alarms with an alarm-silencing switch shall not be installed less than 10 feet horizontally from a permanently installed cooking *appliance*.

(3) Photoelectric smoke alarms shall not be installed less than 6 feet horizontally from a permanently installed cooking *appliance*.

(F) **Interconnection.** Where more than one smoke alarm is required to be installed within an individual dwelling unit, the alarm devices shall be interconnected in such a manner that the actuation of one alarm will activate all of the alarms in the individual *dwelling unit*. Physical interconnection of smoke alarms shall not be required where listed wireless alarms are installed and all alarms sound upon activation of one alarm.

Exception: Interconnection of smoke alarms in existing areas shall not be required where *alterations* or repairs do not result in removal of interior wall or ceiling finishes exposing the structure.

(G) **Combination alarms.** Combination smoke and carbon monoxide alarms shall be permitted to be used in lieu of smoke alarms.

(H) **Power source.** Smoke alarms shall receive their primary power from the building wiring where such wiring is served from a commercial source and, where primary power is interrupted, shall receive power from a battery. Wiring shall be permanent and without a disconnecting switch other than those required for overcurrent protection.

Exceptions:

1. Smoke alarms shall be permitted to be battery operated where installed in buildings without commercial power.

2. Smoke alarms installed in accordance with code section titled "Alterations, repairs and additions" shall be permitted to be battery powered.

(I) **Fire alarm systems.** Fire alarm systems shall be permitted to be used in lieu of smoke alarms and shall comply with this section.

(1) **General.** Fire alarm systems shall comply with the provisions of this code and the household fire warning *equipment* provisions of NFPA 72. Smoke detectors shall be *listed* in accordance with UL 268.

(2) **Location.** Smoke detectors shall be installed in the locations specified above.

(3) **Permanent fixture.** Where a household fire alarm system is installed, it shall become a permanent fixture of the occupancy, owned by the homeowner and carbon monoxide detectors shall be permitted to be installed in fire alarm systems in lieu of smoke detectors, provided that they are *listed* in accordance with UL 268 and UL 2075.

§ 150.17 MINIMUM STANDARDS FOR CARBON MONOXIDE ALARMS

(A) **Listings.** Carbon monoxide alarms shall be *listed* in accordance with UL 2034. Combination carbon monoxide and smoke alarms shall be *listed* in accordance with UL 2034 and UL 217.

(B) **Where required.** Carbon monoxide alarms shall be provided as follows:

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(1) **New construction.** For new construction, carbon monoxide alarms shall be provided in dwelling units where either or both of the following conditions exist.

(a) The *dwelling unit* contains a fuel-fired *appliance* or fireplace.

(b) The *dwelling unit* has an attached garage with an opening that communicates with the dwelling unit.

(2) **Alterations, repairs and additions.** Where *alterations*, repairs or *additions* requiring a building permit occur, or where one or more sleeping rooms are added or created in existing *dwelling units*, or where fuel-fired *appliances* or fireplaces are added or replaced, the individual *dwelling unit* shall be equipped with carbon monoxide alarms located as required for new *dwelling units*.

Exception: Work involving the exterior surfaces of *dwelling units*, such as the replacement of roofing or siding, or the addition or replacement of windows or doors, or the addition of a porch or deck, or the installation of a fuel-fired appliance that cannot introduce carbon monoxide to the interior of the dwelling, is exempt from the requirements of this section.

(3) **Location.** Carbon monoxide alarms in *dwelling units* shall be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms. Where a fuel-burning *appliance* is located within a bedroom or its attached bathroom, a carbon monoxide alarm shall be installed within the bedroom.

(C) **Combination alarms.** Combination carbon monoxide and smoke alarms shall be permitted to be used in lieu of carbon monoxide alarms.

(D) **Power source.** Carbon monoxide alarms shall receive their primary power from the building wiring where such wiring is served from a commercial source and, where primary power is interrupted, shall receive power from a battery. Wiring shall be permanent and without a disconnecting switch other than those required for overcurrent protection.

Exceptions:

(1) Carbon monoxide alarms shall be permitted to be battery operated where installed in buildings without commercial power.

(2) Carbon monoxide alarms installed in accordance with code section titled "Alterations, repairs and additions" shall be permitted to be battery powered.

(E) **Carbon monoxide detection systems.** Carbon monoxide detection systems shall be permitted to be used in lieu of carbon monoxide alarms as follows:

(1) **General.** Household carbon monoxide detection systems shall comply with NFPA 720. Carbon monoxide detectors shall be *listed* in accordance with UL 2075.

(2) **Location.** Carbon monoxide detectors shall be installed in the locations specified. These locations supersede the locations specified in NFPA 720.

(3) **Permanent fixture.** Where a household carbon monoxide detection system is installed, it shall become a permanent fixture of the occupancy and owned by the homeowner.

(4) **Combination detectors.** Combination carbon monoxide and smoke detectors shall be permitted to be installed in carbon monoxide detection systems in lieu of carbon monoxide detectors, provided that they are *listed* in accordance with UL 2075 and UL 268.

§ 150.18 MINIMUM STANDARDS FOR BARRIERS FOR SWIMMING POOLS, SPAS AND HOT TUBS

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(A) BARRIER REQUIREMENTS for swimming pools, spas, and hot tubs installed in or on the lot of a one or two family dwelling: The provisions herein shall control the design of barriers for residential swimming pools, spas and hot tubs. These design controls are intended to provide protection against potential drownings and near drownings by restricting access to swimming pools, spas and hot tubs.

(B) Outdoor swimming pool. An outdoor swimming pool, including an in-ground, above-ground or on-ground pool, hot tub or spa shall be surrounded by a barrier which shall comply with the following:

(1) The top of the barrier shall be at least 48 inches above *grade* measured on the side of the barrier which faces away from the swimming pool. The maximum vertical clearance between grade and the bottom of the barrier shall be 2 inches or 4 inches where concrete or fixed solid material is used measured on the side of the barrier which faces away from the swimming pool. Where the top of the pool structure is above grade, such as an aboveground pool, the barrier may be at ground level, such as the pool structure, or mounted on top of the pool structure. Where the barrier is mounted on top of the pool structure, the maximum vertical clearance between the top of the pool structure and the bottom of the barrier shall be 4 inches.

(2) Openings in the barrier shall not allow passage of a 4-inch-diameter sphere.

(3) Solid barriers that do not have openings, such as a masonry or stone wall, shall not contain indentations or protrusions except for normal construction tolerances and tooled masonry joints.

(4) Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 45 inches, the horizontal members shall be located on the swimming pool side of the fence. Spacing between vertical members shall not exceed 1-3/4 inches in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1-3/4 inches in width.

(5) Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is 45 inches or more, spacing between vertical members shall not exceed 4 inches. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1-3/4 inches in width.

(6) Maximum mesh size for chain link fences shall be a 2-1/4 inch square unless the fence has slats fastened at the top or the bottom that reduce the openings to not more than 1-3/4 inches.

(7) Where the barrier is composed of diagonal members such as a lattice fence, the maximum opening formed by the diagonal members shall not be more than 1-3/4 inches.

(8) Access gates shall comply with the requirements of the above, items 1 through 7, and shall be equipped to accommodate a locking device. Pedestrian access gates shall open outward away from the pool and shall be self-closing and have a self-latching device. Gates other than pedestrian access gates shall have a self-latching device. Where the release mechanism of the self-latching device is located less than 54 inches from the bottom of the gate, the release mechanism and openings shall comply with the following:

(8.1) The release mechanism shall be located on the pool side of the gate at least 3 inches below the top of the gate; and

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(8.2) The gate and barrier shall have no opening larger than 1/2 inch within 18 inches of the release mechanism.

(9) Where a wall of a *dwelling* serves as part of the barrier, one of the following conditions shall be met:

(9.1) The pool shall be equipped with a powered safety cover in compliance with ASTM F1346; or

(9.2) Doors with direct access to the pool through that wall shall be equipped with an alarm that produces an audible warning when the door and/or its screen, if present, are opened. The alarm shall be listed and labeled in accordance with UL 2017. The deactivation switch(es) shall be located at least 54 inches above the threshold of the door; or

(9.3) Other means of protection, such as self-closing doors with self-latching devices, which are approved by the governing body, shall be acceptable as long as the degree of protection afforded is not less than the protection afforded by Item 9.1 or 9.2 described above.

(10) Where an above-ground pool structure is used as a barrier or where the barrier is mounted on top of the pool structure, and the means of access is a ladder or steps:

(10.1) The ladder or steps shall be capable of being secured, locked or removed to prevent access; or

(10.2) The ladder or steps shall be surrounded by a barrier that meets the requirements of items 1 through 9 above. When the ladder or steps are secured, locked or removed, any opening created shall not allow the passage of a 4-inch-diameter sphere.

(C) **Indoor swimming pool.** Walls surrounding an indoor swimming pool shall comply with §150.18(B)(9) above with regards to walls serving as barriers.

(D) **Prohibited locations.** Barriers shall be located away from permanent structures, equipment or similar objects to prohibit them from being climbed upon to gain access.

(E) **Barrier exceptions.** Spas or hot tubs with a safety cover that complies with ASTM F1346 shall be exempt from the provisions of this section.

§ 150.19 RESPONSIBILITIES OF OWNERS AND OCCUPANTS.

(A) Every owner of a dwelling containing two or more dwelling units shall be responsible for maintaining in a clean and sanitary condition the shared or public areas of the dwelling and premises thereof.

(B) Every occupant of a dwelling or dwelling unit shall keep in a clean and sanitary condition that part of the dwelling, dwelling unit and premises thereof which he or she occupies and controls.

(C) Every occupant of a dwelling or dwelling unit shall dispose of all rubbish and garbage in a clean and sanitary manner by placing it in the supplied storage facilities. In all cases, the owner shall be responsible for the availability of rubbish and garbage storage facilities.

(D) Every occupant of a dwelling unit shall keep all supplied plumbing fixtures therein in a clean and sanitary condition and shall be responsible for the exercise of reasonable care in the proper use and operation of same.

(E) No occupant shall willfully destroy, deface or impair any of the facilities or equipment or any of the structure of a dwelling or dwelling unit.

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(Ord. passed 5-15-89) Penalty, see § 150.99

(F) Refer to GS 42 Article 5 regarding Landlord Tenant Residential Rental Agreements.

§ 150.20 DUTIES AND POWERS OF BUILDING INSPECTOR.

(A) The Building Inspector is hereby designated as the officer to enforce the provisions of this subchapter and to exercise the duties and powers herein prescribed. It shall be the duty of the Building Inspector:

(1) To investigate the dwelling conditions, and to inspect dwellings and dwelling units, located in the county, in order to determine which dwellings and dwelling units are unfit for human habitation and for the purpose of carrying out the objectives of this subchapter with respect to the dwellings and dwelling units;

(2) To take the action, together with other appropriate departments and agencies, public and private, as may be necessary to effect rehabilitation of housing which is deteriorated;

(3) To keep a record of the results of inspections made under this subchapter and an inventory of those dwellings that do not meet the minimum standards of fitness herein prescribed; and

(4) To perform the other duties as may be herein prescribed.

(B) The Building Inspector is authorized to exercise the powers as may be necessary or convenient to carry out and effectuate the purpose and provisions of this subchapter, including the following powers in addition to others herein granted:

(1) To investigate the dwelling conditions in the county;

(2) To administer oaths and affirmations, examine witnesses and receive evidence;

(3) To enter upon premises for the purpose of making examinations and inspections; provided, the entries shall be made in a manner as to cause the least possible inconvenience to the persons in possession; and

(4) To appoint and fix the duties of the officers, agents and employees as he or she deems necessary to carry out the purposes of this subchapter.

§ 150.21 INSPECTIONS; DUTY OF OWNERS AND OCCUPANTS.

For the purpose of making inspection, the Inspector is hereby authorized to enter, examine and survey, at all reasonable times, all dwelling units, accessory structures, rooming units and premises. The owner or occupant of every dwelling, dwelling unit or rooming unit, or the person in charge thereof, shall give the Inspector free access to the dwelling, dwelling unit or rooming unit, and its premises at all reasonable times for the purpose of the inspection, examination and survey. Every occupant of a dwelling unit shall give the owner thereof or his or her agent or employee access to any part of the dwelling or dwelling unit and its premises, at all reasonable times for the purpose of making the repairs or alterations as necessary to effect

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compliance with the provisions of this subchapter or with any lawful order issued pursuant to the provisions of this subchapter.

§ 150.22 PROCEDURE FOR VIOLATIONS

(A) If the Inspector declares a residential or nonresidential building or structure to be unsafe, the Inspector must affix a notice of the unsafe character of the structure to a conspicuous place on the exterior wall of the building. For purposes of this section, “unsafe” means dangerous to life because of liability to fire, bad conditions of walls, overloaded floors, defective construction, decay, unsafe wiring or heating system, inadequate means of egress, or other causes.

(B) If a person removes a notice that has been affixed to a building by a local inspector and that states the dangerous character of the building, he is guilty of a Class 1 misdemeanor.

(C) Immediately upon affixing the notice upon the structure, the Inspector shall send notice, in writing, by certified or registered mail, to the owner of and parties in interest to the structure, of the unsafe character of the structure and request the owner takes prompt corrective action to repair, alter and improve the dwelling.

(D) If the owner fails to take prompt corrective action within thirty (30) days, the Inspector shall by certified or registered mail to the last known address or by personal service give written notice:

(1) That the building or structure is in a condition that appears to meet one or more of the following conditions:

- (i) Constitutes a fire or safety hazard.
- (ii) Is dangerous to life, health, or other property.
- (iii) Is likely to cause or contribute to blight, disease, vagrancy, or danger to children.

(iv) Has a tendency to attract persons intent on criminal activities or other activities that would constitute a public nuisance.

(2) That a hearing will be held before the Inspector at a designated place and time, not later than 10 days after the date of notice, at which time the owner is entitled to be heard in person or by counsel and to present arguments and evidence pertaining to the matter; AND

(3) That following the hearing, the Inspector may issue any order to repair, close, vacate, or demolish the building that appears appropriate.

(E) If the name or whereabouts of the owner cannot after due diligence be discovered, the notice shall be considered properly and adequately served if a copy thereof is posted on the outside of the structure in question at least 10 days before the day of the hearing and a notice of the hearing is published at least once not later than one week before the hearing.

(F) If, at the hearing the Inspector finds that the building is in a condition that constitutes a fire or safety hazard or renders it dangerous to life, health, or other property, he/she shall issue a written order, stating his or her findings of fact to support the determination, and directing the owner of the building to remedy the defective conditions by repairing, closing, vacating, or demolishing the building or taking other necessary steps, within such period, not less than sixty (60) days, as the Inspector may prescribe; provided, that where the Inspector finds that

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there is imminent danger to life or other property, he/she may order that corrective action be taken in such lesser period as may be feasible.

(G) An owner may appeal the Inspector's order to the Board of Commissioners by giving written notice of appeal to the Inspector and Clerk to the Board of Commissioners within 10 days following the day the order is issued. In the absence of an appeal, the Inspector's order is final.

(H) The Board of Commissioners shall hear the appeal within a reasonable time. The Notice of Hearing shall be sent to the owner, in writing, by certified or registered mail, and posted on the outside of the structure in question. The hearing conducted shall be quasi-judicial. The Board of Commissioners may affirm, modify and affirm, or revoke the Inspector's Order.

(I) An owner may appeal the Board of Commissioner's order in Superior Court within 30 days following the day the order is issued and they will hear the matter on judicial review.

(J) If the owner fails to comply with the order from which no appeal has been taken, the county may initiate any appropriate action or proceeding to prevent, restrain, correct, or abate the violation or prevent occupancy of the building involved, including removing or demolishing the structure.

(K) The amounts incurred by the county in connection with the removal or demolition shall be a lien on the real property upon which the cost was incurred. The lien shall be filed, have the same priority, and be collected in the same manner as liens for special assessments as provided in Article 9 of Chapter 153A of the North Carolina General Statutes.

(L) If the building or structure is removed or demolished by the county, the county shall sell the usable materials of the building and any personal property, fixtures, or appurtenances found in or attached to the building. The county shall credit the proceeds of the sale against the cost of the removal or demolition. Any balance remaining from the sale shall be deposited with the clerk of superior court of the county where the property is located and shall be disbursed by the court to the person found to be entitled thereto by a final order or decree of the court.

(M) The amounts incurred by the county in connection with the removal or demolition shall also be a lien against any other real property owned by the owner of the building or structure and located within the county's jurisdictional limits, except for the owner's primary residence.

(N) Nothing in this section shall be construed to impair or limit the power of the county to define and declare nuisances and to cause their removal or abatement by summary proceedings or otherwise.

(O) This Section shall be interpreted to comply with the North Carolina General Statutes as it exists to apply to residential and nonresidential buildings and as may be hereinafter amended.

§ 150.23 PENALTY.

(A) Any person violating any provisions of this chapter for which no specific penalty is prescribed shall be subject to § 10.99.

(B) It shall be unlawful for the owner of any dwelling or dwelling unit to fail, neglect or refuse to repair, alter or improve the same, or to vacate and cease and remove or demolish the same, upon order of the Inspector duly made and served as herein provided, within the time specified in the order, and each day that any failure, neglect or refusal to comply with the order continues shall constitute a separate and distinct offense. It shall be unlawful for the owner of

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any dwelling or dwelling unit, with respect to which an order has been issued pursuant to § 150.22 to occupy or permit the occupancy of the same after the time prescribed in the order for its repair, alteration or improvement, or of its vacation and closing, and each day that the occupancy continues after the prescribed time shall constitute a separate and distinct offense. The violation of any provision of § 150.03 through § 150.22 shall constitute a penalty as provided by G.S. § 14-4.



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 7.A
Meeting Date: August 05, 2019
Submitted By: Tim White, Parks & Recreation Director
Parks & Recreation
Prepared by: Karen Davis

Item Title Parks and Recreation Advisory Board

Attachments:

Summary:

It is the request of staff that Karen Friend and Keith Ward be reappointed to the Parks & Recreation Advisory Board for an additional term.

Recommendation:

Approve reappointment.



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.A
Meeting Date: August 05, 2019

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

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

Attachments: bocminutes_070819 (DOCX)

Camden County Board of Commissioners
July 8, 2019
Regular Meeting – 7:00 PM
Historic Courtroom
Camden, North Carolina

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on July 8, 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.

INVOCATION & PLEDGE OF ALLEGIANCE

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

ITEM 1. PUBLIC COMMENTS

- Aaron Phippen of 262 Sleepy Hollow Road spoke in opposition to the Preliminary Plan for Phase II of Sleepy Hollow Estates. He expressed concerns in the areas of drainage, schools impact and public facilities.
- Wanda Daniels of 272 Sleepy Hollow Road spoke in opposition to the Preliminary Plan for Phase II of Sleepy Hollow Estates. She expressed concerns in regard to the placement of the boundary lines.
- Isaiah Morgan of 777 Highway 343 North expressed concerns in regard to unsanitary conditions in nearby rivers, ditches and highways as well as the narrow road width of the roads near the middle school.
- Kevin Lighty of 121 Long Pine Road in South Mills expressed concerns in regard to the drainage issues, flooding and standing water in the county.

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:	Ross Munro, Commissioner
AYES:	White, Krainiak, Meiggs, Riggs, Munro

ITEM 4. PRESENTATIONS

A. Area Agency on Aging Regional Advisory Council

Mrs. Gwen Wescott gave a report on the recent Regional Advisory Council meeting and included updates on the following in her report:

- Mom’s Meals
- Senior Games and Awards Event

Attachment: bocminutes_070819 (2459 : BOC Meeting Minutes - July 8, 2019)

- 50 • Opioid Awareness
- 51 • Senior Walk
- 52 • Next Meeting – August 19, 2019

53
54 B. Dismal Swamp Welcome Center

55
56 Sarah Hill, Dismal Swamp Welcome Center Assistant Director, introduced Don Bradford of the Gator Volksmarsch
57 Club – sponsors of the new course on the Dismal Swamp Canal Trail. Volksmarsch is a non-competitive walk event
58 where a participant follows a marked trail at his/her own pace, stopping at points for a “control stamp”, rest, and
59 refreshments. The Dismal Swamp Welcome Center will provide the registration information for participants of this
60 5K and 10K “walk”, the first in Camden County on the Dismal Swamp Canal Trail.

61
62 C. NC Cooperative Extension

63
64 Director Cameron Lowe gave the NC Cooperative Extension Annual Report. Key points in the report included
65 updates on the following:

- 66 • Extension Staff Recognition
- 67 • General Statistics
- 68 • Agriculture - Small Grains Expo
- 69 • Family & Consumer Sciences – Healthy Food Classes
- 70 • 4-H & Youth – Program Growth
- 71 • Facility Upgrade

72
73 Adriane Navolis, Camden’s representative for YouthVoices, addressed the board and shared the benefits she has
74 received from being involved in the various 4-H programs.

75
76 D. Employee Recognition

- 77 • Sarah Hill – Certificate of Achievement, Southeast Tourism Society Marketing College
- 78 • Deputy Scott Wentz – Lifesaving Award & Ribbon Bar
- 79 • Deputy Austin Browder – Lifesaving Award & Ribbon Bar
- 80 • Deputy Margaret Durham – Lifesaving Award
- 81 • Sergeant Scott Powers – Law Enforcement Commendation & Ribbon Bar
- 82 • Deputy Garrett Winslow – Letter of Commendation
- 83 • Trooper Aaron Miller – Letter of Commendation

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85
86 **South Camden Water & Sewer District Board of Directors**

87
88 Chairman White recessed the meeting of the Board of Commissioners and called to order the South Camden Water
89 & Sewer District Board of Directors Meeting.

90
91 Public Comments – None

92
93 Consideration of the Agenda

94

Agenda
Camden County Board of Commissioners
SCWSD - Regular Meeting
July 08, 2019 - 7:00 PM
Historic Courtroom, Courthouse Complex

- ITEM 1. CALL TO ORDER
- ITEM 2. PUBLIC COMMENTS
- ITEM 3. CONSIDERATION OF THE AGENDA
- ITEM 4. NEW BUSINESS
 - A. Monthly Update – David Credle
- ITEM 5. ADJOURN

95
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97

Motion to approve the agenda as presented.

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

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New Business

- A. Monthly Report – David Credle

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

	<i>Submitted Work Orders</i>	<i>Completed Work Orders</i>	<i>Percentage Completed</i>	<i>Status of Uncompleted Work Orders</i>
<i>Water/Distribution</i>	85	85	100%	0
<i>Sewer/Collection</i>	2	2	100%	0

Locates:

- Water Line: 126
- Sewer Line: 8
- Water & Sewer, same ticket: 12
- Hydrant flow test: 11

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

Water treated at the water treatment plant in May: 11,915,890 gallons.

Daily average water usage for May: 384,384 gallons.

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

109
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Attachment: bocminutes_070819 (2459 : BOC Meeting Minutes - July 8, 2019)

SOUTH CAMDEN WATER & SEWER BOARD									
MONTHLY WATER STATISTICS REPORT									
Date	Work Orders Submitted	Percentage Complete	Uncompleted	Water/Distribution	Sewer/Collection	Water Locates	Sewer Locates	Water/Sewer Locate	Hydrant Flow Test
2018									
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
April	106	100%	0%	104	2	99	10	44	13
May	87	100%	0%	85	2	126	8	12	11
June									

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Motion to approve the monthly report as presented.

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

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

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

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

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

ITEM 5. OLD BUSINESS

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A. Preliminary Plan Phase II Sleepy Hollow Estates

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The public hearing for Preliminary Plan Phase II Sleepy Hollow Estates was held on June 3, 2019. The decision of the Board was to place it on the July 8, 2019 meeting agenda for consideration. Supporting documents are included in the June 3, 2019 official minutes. Planning Director Dan Porter inquired if the Board had any questions concerning this matter. There were no questions or discussion.

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137

Motion to approve the Preliminary Plan for Phase II of Sleepy Hollow Estates.

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RESULT:	PASSED [4-1]
MOVER:	Clayton Riggs, Vice Chairman
AYES:	White, Meiggs, Riggs, Munro
NOES:	Krainiak

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Attachment: bocminutes_070819 (2459 : BOC Meeting Minutes - July 8, 2019)

146 B. Ordinance 2019-03-01 – Rezoning Application for Keeter Barn, LLC

147
148 The public hearing for Ordinance 2019-03-01 Rezoning Application for Keeter Barn, LLC was held on June 3,
149 2019. The decision of the Board was to place it on the July 8, 2019 meeting agenda for consideration. Supporting
150 documents are included in the June 3, 2019 official minutes. Planning Director Dan Porter inquired if the Board had
151 any questions concerning this matter. There were no questions or discussion.

152
153 **Motion to approve Ordinance 2019-03-01 Rezoning Application (UDO 2019-03-04) Rezoning Property from**
154 **Highway Commercial to Village Residential.**

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

158
159 **Motion that new development will be focused within targeted core areas to breathe new life into established**
160 **county villages and to efficiently use existing and planned infrastructure and public resources. New housing**
161 **choices will be made available to serve families, young professionals, and retirees. Rural areas will maintain**
162 **prominence in the county, and will continue to serve agricultural and forestry production and low density**
163 **residential development.**

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

167

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.

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- 3. This Ordinance may also be enforced by any appropriate equitable action.
- 4. Each day that any violation continues after notification by the administrator that such violation exists shall be considered a separate offense for purposes of the penalties and remedies specified in this section.
- 5. Any one, all or any combination of the foregoing penalties and remedies may be used to enforce this Ordinance.

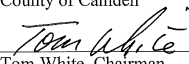
Article IV. Severability

If any language in this Ordinance is found to be invalid by a court of competent jurisdiction or other entity having such legal authority, then only the specific language held to be invalid shall be affected and all other language shall be in full force and effect.

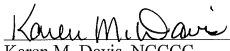
Article V. Effective Date

This Ordinance is effective upon adoption.

Adopted by the Board of Commissioners for the County of Camden this the 8th day of July, 2019.

County of Camden

 Tom White, Chairman
 Camden County Board of Commissioners

ATTEST:


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



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ITEM 6. NEW BUSINESS

A. Monthly Tax Report – Lisa Anderson

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

OUTSTANDING TAX DELINQUENCIES BY YEAR

<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>
2018	157,784.41	3,410.87
2017	54,572.14	3,627.37
2016	21,126.47	2,446.46
2015	12,299.82	1,157.09
2014	12,801.45	1,228.71
2013	8,907.97	4,945.51
2012	6,719.42	7,799.01
2011	4,828.75	6,468.43
2010	4,244.84	4,642.02
2009	3,978.27	4,513.59

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TOTAL REAL PROPERTY TAX UNCOLLECTED	287,263.54
TOTAL PERSONAL PROPERTY UNCOLLECTED	40,239.06
TEN YEAR PERCENTAGE COLLECTION RATE	99.55%
COLLECTION FOR 2019 vs. 2018	24,521.73 vs. 20,352.12

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2018	97.85%
2017	99.18%
2016	99.65%

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EFFORTS AT COLLECTION IN THE LAST 30 DAYS

**ENDING May 2019
BY TAX ADMINISTRATOR**

- 48 NUMBER DELINQUENCY NOTICES SENT
- 4 FOLLOWUP REQUESTS FOR PAYMENT SENT
- 2 NUMBER OF WAGE GARNISHMENTS ISSUED
- 13 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

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Attachment: bocminutes_070819 (2459 : BOC Meeting Minutes - July 8, 2019)

187 30 Largest Unpaid - Real

Table with 7 columns: Roll, Parcel Number, Unpaid Amount, YrsDlq, Taxpayer Name, City, Property Address. Lists 30 largest unpaid real estate taxes.

188
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30 Oldest Unpaid - Real

Table with 7 columns: Roll, Parcel Number, YrsDlq, Unpaid Amount, Taxpayer Name, City, Property Address. Lists 30 oldest unpaid real estate taxes.

193
194
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196

30 Largest Unpaid - Personal

Table with 7 columns: Roll, Parcel Number, Unpaid Amount, YrsDlq, Taxpayer Name, City, Property Address. Lists 30 largest unpaid personal taxes.

197
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Attachment: bocminutes_070819 (2459 : BOC Meeting Minutes - July 8, 2019)

200 30 Oldest Unpaid – Personal
201

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 RUTHERIDGE JR	CAMDEN	
P	0001072	10	587.82	PAW 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	442 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	289.99	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	COSEY 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	OCTAVIA RANKS III	SOUTH MILLS	262 OLD SWAMP RD

202
203
204 Motion to approve the tax report as presented.

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

208
209 B. Skills, Inc. Report / Request – Ken Bowman
210
211 County Manager Ken Bowman presented the following request from Skills, Inc.
212

SKILLS, INC. Community Rehabilitation Program serving you since 1982
 307 Commerce Drive
 Elizabeth City, NC 27909
 voice: 252-333-3755 skillsinc@embarqmail.com fax: 252-333-3754
 May 23, 2019

Tom White, Chairman
Camden County Board of Commissioners

Dear Mr. White:

Skills, Inc., your non-profit community rehabilitation program, has been serving your disabled population, employers, and purchasers of products and services for 37 years. We request consideration for funding for FY2019-20 for the amount of \$500; any contribution will be gratefully accepted.

Thirty-five clients have been placed in competitive employment from April 1, 2018 to March 31, 2019; Skills hired 16 (59%) of those for our various custodial contracts.

Not only do we place our clients in competitive employment in the community, as our business expands, we also provide them with job opportunities. We are the area's largest employer of the disabled. Skills is a much needed service available to your current residents as well as those thinking of moving into your community who need this program.

If you know of someone who could benefit from our services in your area, please contact us or a referring agency. You can also help support our mission by being advocates for your local disabled citizens by encouraging and promoting the hiring of this very capable population. Job matching and job coaching, which we do, is key to their success.

We appreciate your role in helping us to make a positive impact in this community. You and the Commissioners have a standing invitation to visit the CRP at any time. If you would like additional information or a presentation, please don't hesitate to call or contact us via e-mail.

Yours truly,

 Kirk DeVine, Executive Director
 cc: Commissioners; Mr. Ken Bowman, County Manager

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Attachment: bocminutes_070819 (2459 : BOC Meeting Minutes - July 8, 2019)

216 **Motion to approve Skills, Inc. Budget request in the amount of \$500.00.**

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

220
221 **C. Resolution 2019-07-01 Approving Financing Terms for Fire Truck Purchase**
222

Resolution 2019-07-01 Approving Financing Terms

WHEREAS: Camden County (the "County") has previously determined to undertake a project for the financing of a fire truck, (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

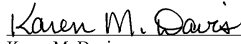
BE IT THEREFORE RESOLVED, as follows:

1. The County hereby determines to finance the Project through Community First National Bank. The amount financed shall not exceed \$507,824.00, the interest rate shall not exceed 3.65% and the financing term shall not exceed 10 years from closing.
2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the County are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.
3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by County officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.
4. The County shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The County hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).
5. The County intends that the adoption of this resolution will be a declaration of the County's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the Community First National Bank financing described above. The County intends that funds that have been advanced, or that may be advanced, from the County's general fund, or any other County fund related to the project, for project costs may be reimbursed from the financing proceeds.
6. The County intends that the adoption of this resolution will be a declaration of the County's official intent to approve a banking relationship with Community First National Bank for this financing, and deposit accounts as needed as determined by the County Finance Officer in compliance with statutes.
7. All prior actions of County officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this the 8th day of July, 2019.


 Tom White, Chairman
 Camden County Board of Commissioners



ATTEST:

 Karen M. Davis
 Clerk to the Board of Commissioners

223
224 **Motion to adopt Resolution 2019-07-01 Approving Financing Terms for Fire Truck Purchase.**
225

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

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Attachment: bocminutes_070819 (2459 : BOC Meeting Minutes - July 8, 2019)

231 **ITEM 7. BOARD APPOINTMENTS**

232
233 A. NCACC Voting Delegate

234
235 **Motion to appoint Tom White as the voting delegate for the NCACC Conference Business Session on August**
236 **24, 2019.**

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

240
241 **ITEM 8. CONSENT AGENDA**

- 242
243 A. BOC Meeting Minutes – May 23, 2019
244
245 B. BOC Meeting Minutes – June 3, 2019
246
247 C. Budget Amendments
248

2019-20-BA001
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, 2020.

Section 1. To amend the SMVFD Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenue			
41399530-439900	Fund Balance Appropriated	\$250,000	
Expenses			
415300-574103	Capital Outlay – Fire Truck	\$250,000	

This Budget Amendment is made to appropriate funds for the down payment of the Rescue Pumper.

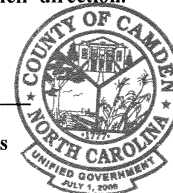
This will result in no change to the Contingency of the General Fund.

Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 8th day of July, 2019.

Karen M. Davis
Clerk to Board of Commissioners

Tom White
Chairman, Board of Commissioners



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Attachment: bocminutes_070819 (2459 : BOC Meeting Minutes - July 8, 2019)

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2019-20-BA002
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, 2020.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenue			
10399400-439900	Fund Balance Appropriated	\$3,000	
Expenses			
106200-545000	Contracted Services	\$3,000	

This Budget Amendment is made to appropriate funds for JCPC camp.

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

Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 8th day of July, 2019.

Karen M. Davis

Clerk to Board of Commissioners

Tom White

Chairman, Board of Commissioners



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Attachment: bocminutes_070819 (2459 : BOC Meeting Minutes - July 8, 2019)

2019-20-BA003
CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenue			
10399400-439900	Fund Balance Appropriated	\$569	
52330610-439710	General Fund Contribution	\$569	
Expenses			
106900-591200	Social Services	\$569	
526100-544150	Work Number	\$569	

This Budget Amendment is made to appropriate funds for Work Number – Food Stamp expenses.

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

Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 8th day of July, 2019.

Karen M. Davis
Clerk to Board of Commissioners

Tom White
Chairman, Board of Commissioners



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Attachment: bocminutes_070819 (2459 : BOC Meeting Minutes - July 8, 2019)

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D. School Budget Amendments

Budget Amendment

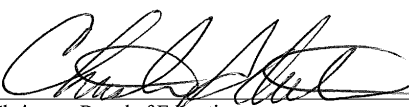
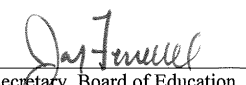

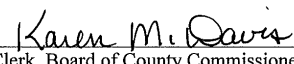
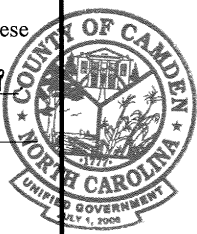
Camden County Schools Administrative Unit

Local Current Expense Fund

The Camden County Board of Education at a meeting on the 13th day of June, 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		3,308.00
5200	Special Instructional Programs		37,070.00
5300	Alternative Instructional Prog		1,588.00
5400	School Building Administration		973.00
5800	Alternative Programs		20,290.00
6100	Regular Program Support	3,634.00	
6200	Special Program Support	379.00	
6500	Operational Support Services	56,086.01	
6600	Financial Services		3,483.00
6800	Student-wide Support Serv.	11.00	
6900	Policy, Ldrshp, Services	10,698.00	
7100	Community Services		105.01
7200	Nutrition Services	9.00	
8100	Pmts to Other Gov't Units		4,000.00
Explanation:			
Total Appropriation in Current Budget		\$	2,932,416.00
Amount of Increase/Decrease of Above Amendment			.00
Total Appropriation in Current Amended Budget		\$	2,932,416.00

<p>Passed by majority vote of the Board of Education of Camden County on the 13th day of June 2019.</p>  <p>Chairman, Board of Education</p>  <p>Secretary, Board of Education</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 8th day of July 20 19</p>  <p>Chairman, Board of County Commissioners</p>  <p>Clerk, Board of County Commissioners</p> 
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Attachment: bocminutes_070819 (2459 : BOC Meeting Minutes - July 8, 2019)

BUDGET AMENDMENT
June 13, 2019

2. Local Current Expense Fund

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

<u>Payments to Charter Schools</u>		
8100.036.717	Payments to Charter Schools	\$ - <u>4,000.00</u>
Total – Payments to Charter Schools		\$ - 4,000.00

B. We have reviewed this are of the budget and must increase to cover the cost of salaries and benefits. We request your approval of the following amendment.

<u>Transportation of Pupils</u>		
6550.056.171	Salary – Bus Driver	\$ + 6,375.00
6550.056.211	Emp Soc Sec Costs	+ 410.00
6550.056.221	Emp Retirement Costs	+ <u>131.00</u>
Total – Transportation of Pupils		\$ + 6,916.00

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

<u>Operation of Plant</u>		
6510.802.341...40	Telephone	\$ + 2,110.00
6530.802.321...40	Utilities – Electric	+ 50,000.00
6530.802.322...40	Utilities – Natural Gas	- 2,400.00
6540.802.173...40	Salary – Custodian	+ 3,370.00
6540.802.211...40	Emp Soc Sec Costs	+ 250.00
6540.802.221...40	Emp Retirement Costs	- 500.00
6540.802.231...40	Emp Hosp Ins Costs	+ 78.00
6540.802.311...40	Contracted Services	- 63,407.00
6540.802.323...40	Utilities – Water	+ 9,600.00
6540.802.329...40	Waste Management	+ 7,250.00
6540.802.411...40	Custodial Supplies	+ <u>5,000.00</u>
Total – Operation of Plant		\$ + 11,351.00

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

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BUDGET AMENDMENT
 Local Current Expense Fund
 June 13, 2019, Page 2

<u>Maintenance of Plant</u>		
6580.802.175...50	Salary – Mtce Supervisor	\$ + 12,194.00
6580.802.176...50	Salary – Mtce Worker	+ 3,570.00
6580.802.184...50	Longevity Pay	+ 1,307.00
6580.802.211...50	Emp Soc Sec Costs	+ 925.00
6580.802.221...50	Emp Retirement Costs	+ 3,615.00
6580.802.311...50	Contracted Services	+ 5,219.00
6580.802.312...50	Workshop Expenses	- 20.00
6580.802.326...50	Cont Repair & Mtce – Equip	- 1,055.00
6580.802.327...50	Rentals	- 5.00
6580.802.353...50	License Fees	- 260.00
6580.802.361...50	Membership Dues & Fees	- 100.00
6580.802.391...50	Storm Water Fee	- 10.00
6580.802.411...50	Maintenance Supplies	- 8.00
6580.802.418...50	Comp Software & Supplies	- 50.00
6580.802.422...50	General Maintenance	+ 8,642.00
6580.802.423...50	Gas/Diesel – Mtce Vehicles	+ 510.00
6580.802.424...50	Oil	+ 26.00
6580.802.425...50	Tires & Tubes	+ 672.00
6580.802.461...50	Pur of Non-Cap Equipment	- 66.00
Total – Maintenance of Plant		\$ + 35,106.00

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

<u>Classroom Teacher</u>		
5110.841.121	Salary – Classroom Teacher	\$ - 15,537.00
5110.841.162	Substitute Pay	+ 103.00
5110.841.211	Emp Soc Sec Costs	- 1,212.00
5110.841.221	Emp Retirement Costs	- 3,048.00
5110.841.231	Emp Hosp Ins Costs	- 2,450.00
Total – Classroom Teacher		\$ - 22,144.00

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

<u>Classroom Support</u>		
5110.842.162	Substitute Pay	\$ - 3,000.00

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BUDGET AMENDMENT
Local Current Expense Fund
June 13, 2019, Page 3

5110.842.211	Emp Soc Sec Costs	-	2,000.00
5110.842.315	Reproduction Costs	-	8,600.00
5110.842.319	Other Prof & Tech Services	-	4,000.00
5210.842.162	Substitute Pay	-	977.00
5830.842.131	Salary – Guidance Counselor	-	15,000.00
5830.842.211	Emp Soc Sec Costs	-	1,140.00
5830.842.221	Emp Retirement Costs	-	2,800.00
5830.842.231	Emp Hosp Ins Costs	-	<u>2,300.00</u>
Total – Classroom Support		\$	- 39,817.00

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

Exceptional Children

5210.849.121	Salary – Teacher	\$	- 26,000.00
5210.849.142	Salary – Teacher Assistant	-	12,900.00
5210.849.374	Other Insurance & Judgements	-	<u>7,200.00</u>
Total – Exceptional Children		\$	- 46,100.00

H. 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	\$	+ 2,650.00
6910.860.211	Emp Soc Sec Costs	-	<u>700.00</u>
Total – Board of Education		\$	+ 1,950.00

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

Office of The Superintendent

6940.865.113	Salary – Director	\$	- 2,000.00
6940.865.211	Emp Soc Sec Costs	-	900.00
6940.865.221	Emp Retirement Costs	-	1,800.00
6940.865.231	Emp Hosp Ins Costs	+	607.00
6940.865.311	Contracted Services	+	5,000.00

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BUDGET AMENDMENT
Local Current Expense Fund
June 13, 2019, Page 4

6940.865.312	Workshop Expenses	+	50.00
6940.865.314	Printing & Binding	+	700.00
6940.865.315	Reproduction Costs	+	1,011.00
6940.865.319	Other Prof & Tech Services	+	2,700.00
6940.865.361	Membership Dues & Fees	+	280.00
6940.865.372	Vehicle Liability Insurance	+	362.00
6940.865.373	Building & Grounds Insurance	+	1,485.00
6940.865.375	Clerical Surety Bonds	-	150.00
6940.865.411	Supplies & Materials	+	800.00
6940.865.423	Gas/Diesel Fuel	+	250.00
6940.865.424	Oil – Co Car	+	<u>25.00</u>
Total – Office of The Superintendent		\$ +	8,420.00

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

<u>Personnel</u>			
6620.895.113	Salary – Director	\$ -	3,000.00
6620.895.211	Emp Soc Sec Costs	-	350.00
6620.895.221	Emp Retirement Costs	-	300.00
6620.895.311	Contracted Services	-	341.00
6620.895.312	Workshop Expenses	-	22.00
6620.895.319	Other Prof & Tech Services	+	1,638.00
6620.895.332	Travel	-	200.00
6620.895.399	Recruiting	-	350.00
6620.895.418	Comp Software & Supplies	-	<u>575.00</u>
Total – Personnel		\$ -	3,500.00

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

<u>Orientation/NBPTS/TOY/ILT</u>			
5110.896.162	Substitute Pay	\$ +	52.00
5110.896.163	Substitute Pay	-	52.00
5110.896.311	Contracted Services	-	500.00
5110.896.312	Workshop Expenses	-	1,600.00
5110.896.361	Membership Dues & Fees	-	1,200.00
5110.896.459	Other Food Purchases	-	<u>500.00</u>

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BUDGET AMENDMENT
 Local Current Expense Fund
 June 13, 2019, Page 5

Total – Orientation/NBPTS/TOY/ILT \$ - 3,800.00

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

<u>Additional Pay</u>			
5110.911.181	Supplementary Pay	\$ +	19,166.00
5110.911.211	Emp Soc Sec Costs	-	1,697.00
5110.911.221	Emp Retirement Costs	-	923.00
5120.911.181	Supplementary Pay	+	3,825.00
5120.911.211	Emp Soc Sec Costs	+	293.00
5120.911.221	Emp Retirement Costs	+	800.00
5132.911.181	Supplementary Pay	+	6,450.00
5132.911.211	Emp Soc Sec Costs	+	493.00
5132.911.221	Emp Retirement Costs	+	1,216.00
5133.911.181	Supplementary Pay	+	5,400.00
5133.911.211	Emp Soc Sec Costs	+	413.00
5133.911.221	Emp Retirement Costs	+	1,018.00
5134.911.181	Supplementary Pay	+	2,550.00
5134.911.211	Emp Soc Sec Costs	+	195.00
5134.911.221	Emp Retirement Costs	+	481.00
5210.911.181	Supplementary Pay	+	6,832.00
5210.911.211	Emp Soc Sec Costs	+	319.00
5210.911.221	Emp Retirement Costs	+	1,708.00
5240.911.181	Supplementary Pay	+	1,500.00
5240.911.211	Emp Soc Sec Costs	+	112.00
5240.911.221	Emp Retirement Costs	+	283.00
5260.911.181	Supplementary Pay	-	600.00
5260.911.211	Emp Soc Sec Costs	-	46.00
5260.911.221	Emp Retirement Costs	-	101.00
5310.911.181	Supplementary Pay	+	229.00
5310.911.211	Emp Soc Sec Costs	+	18.00
5310.911.221	Emp Retirement Costs	+	51.00
5330.911.181	Supplementary Pay	-	1,500.00
5330.911.211	Emp Soc Sec Costs	+	53.00
5330.911.221	Emp Retirement Costs	-	439.00
5400.911.211	Emp Soc Sec Costs	-	100.00
5400.911.221	Emp Retirement Costs	-	200.00
5410.911.181	Supplementary Pay	-	3,363.00
5410.911.211	Emp Soc Sec Costs	+	122.00
5410.911.221	Emp Retirement Costs	+	304.00

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Attachment: bocminutes_070819 (2459 : BOC Meeting Minutes - July 8, 2019)

BUDGET AMENDMENT
Local Current Expense Fund
June 13, 2019, Page 6

5420.911.181	Supplementary Pay	+	1,792.00
5420.911.211	Emp Soc Sec Costs	+	137.00
5420.911.221	Emp Retirement Costs	+	335.00
5810.911.181	Supplementary Pay	-	1,200.00
5810.911.211	Emp Soc Sec Costs	+	121.00
5810.911.221	Emp Retirement Costs	-	198.00
5830.911.181	Supplementary Pay	-	300.00
5830.911.211	Emp Soc Sec Costs	-	23.00
5830.911.221	Emp Retirement Costs	-	26.00
5840.911.181	Supplementary Pay	+	2,250.00
5840.911.211	Emp Soc Sec Costs	+	172.00
5840.911.221	Emp Retirement Costs	+	148.00
5860.911.221	Emp Retirement Costs	+	6.00
6110.911.181	Supplementary Pay	+	2,943.00
6110.911.211	Emp Soc Sec Costs	+	193.00
6110.911.221	Emp Retirement Costs	+	498.00
6200.911.181	Supplementary Pay	+	245.00
6200.911.211	Emp Soc Sec Costs	+	39.00
6200.911.221	Emp Retirement Costs	+	95.00
6540.911.181	Supplementary Pay	-	207.00
6550.911.211	Emp Soc Sec Costs	+	.01
6550.911.221	Emp Retirement Costs	+	9.00
6580.911.181	Supplementary Pay	+	2,375.00
6580.911.211	Emp Soc Sec Costs	+	88.00
6580.911.221	Emp Retirement Costs	+	448.00
6610.911.221	Emp Retirement Costs	+	11.00
6620.911.221	Emp Retirement Costs	+	6.00
6820.911.221	Emp Retirement Costs	+	11.00
7100.911.211	Emp Soc Sec Costs	-	105.01
7100.911.221	Emp Retirement Costs	+	6.00
7200.911.221	Emp Retirement Costs	+	9.00
Total – Additional Pay			\$ + 54,740.00

M. We have reviewed this area of the budget and must increase the budget to reflect the expenditure of funds for workshops and related expenses. We are transferring funds from another budgeted area to cover. We request your approval of the following amendment.

<u>Staff Development</u>			
5110.912.311	Contracted Services	\$ +	556.00
6940.912.312	Workshop Expenses	+	<u>322.00</u>

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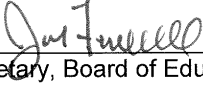
Attachment: bocminutes_070819 (2459 : BOC Meeting Minutes - July 8, 2019)

BUDGET AMENDMENT
Local Current Expense Fund
June 13, 2019, Page7

Total – Staff Development \$ + 878.00

Passed by majority vote of the Board of
Education of Camden County on the 13th
day of June, 2019.

Chairman, Board of Education



Secretary, Board of Education

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Budget Amendment


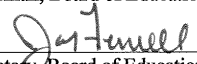
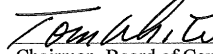
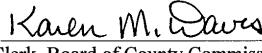
Camden County Schools Administrative Unit

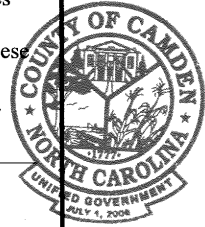
Capital Outlay Fund

The Camden County Board of Education at a meeting on the 27th day of June, 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		.00
Explanation:			
	Total Appropriation in Current Budget	\$	935,799.71
	Amount of Increase / (Decrease) of Above Amendment		+ .00
	Total Appropriation in Current Amended Budget	\$	935,799.71

<p>Passed by majority vote of the Board of Education of Camden County Schools on the 27th day of June 2019.</p> <p> Chairman, Board of Education</p> <p> Secretary, Board of Education</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes in the minutes of said Board, this <u>8th</u> day of <u>July</u> 2019.</p> <p> Chairman, Board of County Commissioners</p> <p> Clerk, Board of County Commissioners</p>
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Attachment: bocminutes_070819 (2459 : BOC Meeting Minutes - July 8, 2019)

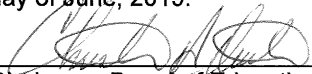
BUDGET AMENDMENT
June 27, 2019

4. Capital Outlay Fund

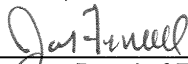
A. We must adjust our budget to reflect a change in a budget code. We request your approval of the following amendment.

<u>Category I Projects</u>		
9107.077.541	Window Replacement	\$ - 177.00
9112.077.529	Painting/Floor Covering	+ 533.00
9117.077.529	AC/Heating Unit Repairs	+ 5.00
9140.077.542	Pur of Computer Hdwe	- 361.00
Total – Category I Projects		\$ + .00

Passed by majority vote of the Board of Education of Camden County on the 27th day of June, 2019.



Chairman, Board of Education



Secretary, Board of Education

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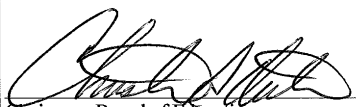
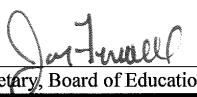
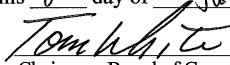
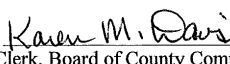
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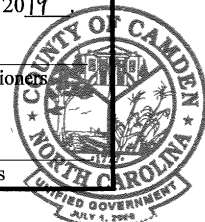
Budget Amendment
 Camden County Schools Administrative Unit
 Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 13th day of June, 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	6,700.00	
6500	Operational Support Services	8,200.00	
8100	Pmts to Other Gov't Units		6,700.00
Explanation:			
	Total Appropriation in Current Budget	\$ 499,884.35	
	Amount of Increase/Decrease of Above Amendment	8,200.00	
	Total Appropriation in Current Amended Budget	\$ 508,084.35	

<p>Passed by majority vote of the Board of Education of Camden County on the 13th day of June 2019.</p> <div style="text-align: center;">  Chairman, Board of Education </div> <div style="text-align: center;">  Secretary, Board of Education </div>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this <u>8th</u> day of <u>July</u> 20<u>19</u>.</p> <div style="text-align: center;">  Chairman, Board of County Commissioners </div> <div style="text-align: center;">  Clerk, Board of County Commissioners </div>
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Attachment: bocminutes_070819 (2459 : BOC Meeting Minutes - July 8, 2019)

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BUDGET AMENDMENT
June 13, 2019

8. Other Local Current Expense Fund

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

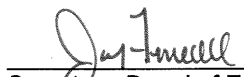
<u>Afterschool Care</u>		
7100.701.333	Field Trips	\$ + 1,000.00
7100.701.451	Day Care Snacks	+ 5,700.00
8100.701.392	Indirect Costs	- 6,700.00
<hr/>		
Total – Afterschool Care		\$ + .00

B. 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.

<u>Activity Bus</u>		
6550.706.171	Driver Salary	\$ + 6,000.00
6550.706.175	Transportation Personnel	+ 600.00
6550.706.211	Emp Soc Sec Costs	+ 500.00
6550.706.423	Gas/Diesel Fuel	+ 1,000.00
6550.706.425	Tires and Tubes	+ 100.00
<hr/>		
Total – Activity Bus		\$ + 8,200.00
4890.706	Revenue – Activity Bus	\$ - 8,200.00

Passed by majority vote of the Board of Education of Camden County on the 13th day of June, 2019.


Chairman, Board of Education


Secretary, Board of Education

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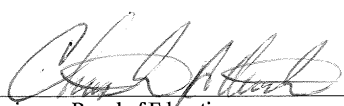
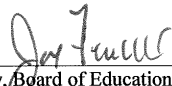


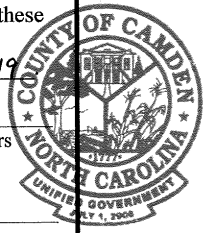
Attachment: bocminutes_070819 (2459 : BOC Meeting Minutes - July 8, 2019)

Budget Amendment
Camden County Schools Administrative Unit
Local Current Expense Fund

The Camden County Board of Education at a meeting on the 27th day of June, 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		33,772.98
5200	Special Instructional Programs		19,378.00
5300	Alternative Instructional Prog		1,289.00
5400	School Building Administration		1,077.00
5500	Co-Curricular Services	632.00	
5800	Alternative Programs		218.00
6100	Regular Program Support		
6200	Special Program Support	44.00	
6500	Operational Support Services		13,900.00
6600	Financial Services	458.00	
6800	Student-wide Support Serv.		
6900	Policy, Ldrshp, Services	2,073.00	
7100	Community Services		2,993.00
7200	Nutrition Services		
8100	Pmts to Other Gov't Units	84,753.32	
Explanation:			
	Total Appropriation in Current Budget	\$ 2,932,416.00	
	Amount of Increase/Decrease of		
	Above Amendment		15,332.34
	Total Appropriation in Current Amended		
	Budget	\$ 2,947,748.34	

<p>Passed by majority vote of the Board of Education of Camden County on the 27th day of June 2019.</p> <div style="text-align: center;">  _____ Chairman, Board of Education </div> <div style="text-align: center;">  _____ Secretary, Board of Education </div>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this <u>8th</u> day of <u>July</u>, 20<u>19</u>.</p> <div style="text-align: center;">  _____ Chairman, Board of County Commissioners </div> <div style="text-align: center;">  _____ Clerk, Board of County Commissioners </div> <div style="text-align: right;">  </div>
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Attachment: bocminutes_070819 (2459 : BOC Meeting Minutes - July 8, 2019)

BUDGET AMENDMENT
June 27, 2019

2. Local Current Expense Fund

A. We have reviewed this program and area and must increase to cover the actual cost of funds transferred to the charter schools. We request your approval of the following amendment.

<u>Payments to Charter Schools</u>			
8100.036.717	Payments to Charter Schools	\$	+ 2,993.00
Total – Payments to Charter Schools		\$	+ 2,993.00

B. We have reviewed this are of the budget and must transfer funds to cover expenses. We request your approval of the following amendment.

<u>Transportation of Pupils</u>			
6550.056.171	Salary – Bus Driver	\$	- 4,790.00
6550.056.211	Emp Soc Sec Costs		- 712.00
6550.056.221	Emp Retirement Costs		- 1,513.00
6550.056.312	Workshop Expenses		+ 1,201.00
6550.056.321	Energy Costs		- 756.00
6550.056.326	Contracted Repair & Mtce – Equipment		- 1,905.00
6550.056.411	Supplies & Materials		- 416.00
6550.056.422	Repair Parts		- 52.00
6550.056.423	Gas & Diesel		+ 8,943.00
Total – Transportation of Pupils		\$	+ .00

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

<u>Community Schools Program</u>			
7100.704.113	Salary – Community Schools Director	\$	- 2,484.00
7100.704.221	Emp Retirement Costs		- 320.00
7100.704.312	Workshop Expenses		- 37.00
7100.704.314	Printing & Binding		- 267.00
7100.704.332	Travel		- 250.00
7100.704.361	Membership Dues & Fees		- 100.00
7100.704.459	Other Food Purchases		+ 465.00
Total – Community Schools Program		\$	- 2,993.00

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Attachment: bocminutes_070819 (2459 : BOC Meeting Minutes - July 8, 2019)

BUDGET AMENDMENT
Local Current Expense Fund
June 27, 2019, Page 2

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

<u>Operation of Plant</u>		
6510.802.326...40	Cont Repair & Mtce Equip	\$ - 267.00
6510.802.341...40	Telephone	\$ - 326.00
6530.802.321...40	Utilities – Electric	- 14,289.00
6530.802.322...40	Utilities – Natural Gas	- 116.00
6540.802.173...40	Salary – Custodian	+ 323.00
6540.802.211...40	Emp Soc Sec Costs	+ 24.00
6540.802.221...40	Emp Retirement Costs	+ 42.00
6540.802.311...40	Contracted Services	- 137.00
6540.802.323...40	Utilities – Water	- 182.00
6540.802.329...40	Waste Management	+ 270.00
6540.802.411...40	Custodial Supplies	- 1,040.00
Total – Operation of Plant		\$ - 15,698.00

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

<u>Maintenance of Plant</u>		
6580.802.211...50	Emp Soc Sec Costs	\$ - 100.00
6580.802.221...50	Emp Retirement Costs	- 300.00
6580.802.311...50	Contracted Services	+ 2,600.00
6580.802.326...50	Cont Repair & Mtce – Equip	+ 92.00
6580.802.327...50	Rentals	- 495.00
6580.802.361...50	Membership Dues & Fees	+ 85.00
6580.802.422...50	General Maintenance	- 500.00
6580.802.423...50	Gas/Diesel – Mtce Vehicles	+ 409.00
6580.802.424...50	Oil	+ 7.00
Total – Maintenance of Plant		\$ + 1,798.00

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

<u>Classroom Teacher</u>		
5110.841.163	Substitute Pay	- 267.00

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Attachment: bocminutes_070819 (2459 : BOC Meeting Minutes - July 8, 2019)

BUDGET AMENDMENT
Local Current Expense Fund
June 27, 2019, Page 4

5210.849.231	Emp Hosp Ins Costs	-	3,800.00
5210.849.311	Contracted Services	+	688.00
5240.849.318	Contracted Speech Services	-	<u>632.00</u>
Total – Exceptional Children		\$ -	18,182.00

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

<u>Athletics</u>			
5500.850.181	Coaching Supplements	\$ -	3,074.00
5500.850.192	Athletic Director	+	6,279.00
5500.850.211	Emp Soc Sec Costs	+	192.00
5500.850.221	Emp Retirement Costs	-	2,914.00
5500.850.231	Emp Hosp Ins Costs	-	1,018.00
5500.850.311	Contracted Services	-	220.00
5500.850.331	Contracted Transportation	+	1,623.00
5500.850.422	Repair Parts – Athletic Equipment	-	78.00
5500.850.423	Gas – Athletic Equipment	-	143.00
5500.850.424	Oil – Athletic Equipment	-	<u>15.00</u>
Total – Athletics		\$ +	632.00

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

<u>Office of The Superintendent</u>			
6940.865.113	Salary – Director	\$ -	508.00
6940.865.211	Emp Soc Sec Costs	-	104.00
6940.865.221	Emp Retirement Costs	-	131.00
6940.865.231	Emp Hosp Ins Costs	-	33.00
6940.865.311	Contracted Services	+	2,000.00
6940.865.312	Workshop Expenses	+	1,300.00
6940.865.313	Advertising Fees	-	24.00
6940.865.314	Printing & Binding	-	9.00
6940.865.326	Repair & Mtce Equipment	+	203.00
6940.865.327	Rentals	+	462.00
6940.865.332	Travel	-	189.00
6940.865.342	Postage	-	1,082.00
6940.865.411	Supplies & Materials	-	54.00

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BUDGET AMENDMENT
Local Current Expense Fund
June 27, 2019, Page 5

6940.865.422	Repair Parts/Labor	+	157.00
6940.865.423	Gas/Diesel Fuel	+	106.00
6940.865.424	Oil – Co Car	+	19.00
6940.865.459	Other Food Purchases	-	<u>40.00</u>
Total – Office of The Superintendent		\$ +	2,073.00

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

<u>Office of the Principal</u>			
5400.870.342	Postage	\$ -	442.00
5400.870.411	Supplies & Materials	-	<u>444.00</u>
Total – Office of the Principal		\$ -	886.00

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

<u>Personnel</u>			
6620.895.113	Salary – Director	\$ +	456.00
6620.895.184	Longevity Pay	-	138.00
6620.895.211	Emp Soc Sec Costs	-	18.00
6620.895.221	Emp Retirement Costs	-	21.00
6620.895.311	Contracted Services	+	205.00
6620.895.411	Supplies & Materials	-	<u>26.00</u>
Total – Personnel		\$ +	458.00

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

<u>Additional Pay</u>			
5110.911.181	Supplementary Pay	\$ +	124.00
5110.911.221	Emp Retirement Costs	+	23.00
5410.911.211	Emp Soc Sec Costs	-	210.00
5410.911.221	Emp Retirement Costs	+	6.00
5410.911.231	Emp Hosp Ins Costs	+	13.00
6200.911.181	Supplementary Pay	+	44.00

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Attachment: bocminutes_070819 (2459 : BOC Meeting Minutes - July 8, 2019)

BUDGET AMENDMENT
Local Current Expense Fund
June 27, 2019, Page 6

6540.911.181	Supplementary Pay	+ 207.00
6540.911.221	Emp Retirement Costs	- <u>207.00</u>
Total – Additional Pay		\$ + .00

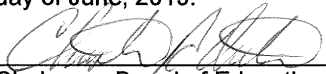
O. We have reviewed this area of the budget and must increase the budget to reflect the expenditure of funds for workshops and related expenses. We are transferring funds from another budgeted area to cover. We request your approval of the following amendment.

<u>Staff Development</u>		
5120.912.312	Workshop Expenses	\$ + 278.00
5870.912.312	Workshop Expenses	- <u>36.00</u>
Total – Staff Development		\$ + 242.00

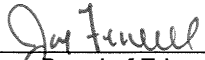
P. We have reviewed this area of the budget and must increase the budget to cover the Child Nutrition budget for decreased revenue and increased budget. We are transferring funds from another budgeted area to cover. We request your approval of the following amendment.

<u>Transfer to Child Nutrition</u>		
8100.990.715	Transfer to Child Nutrition	\$ + <u>81,760.32</u>
Total – Transfer to Child Nutrition		\$ + 81,760.32
4410.000	Revenue – Fines & Forfeitures	\$ - 11,497.26
4450.000	Revenue – Interest on Investments	\$ - 3,835.08

Passed by majority vote of the Board of Education of Camden County on the 27th day of June, 2019.



Chairman, Board of Education



Secretary, Board of Education

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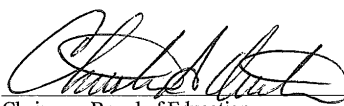
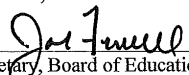
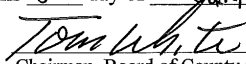
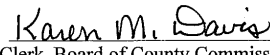
Attachment: bocminutes_070819 (2459 : BOC Meeting Minutes - July 8, 2019)

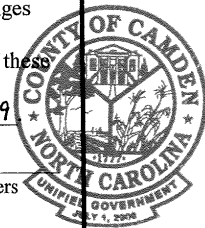
Budget Amendment
 Camden County Schools Administrative Unit
 Capital Outlay Fund

The Camden County Board of Education at a meeting on the 13th day of June, 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	
9100	Category I Projects	Increase	Decrease
		.00	
Explanation:			
	Total Appropriation in Current Budget	\$	935,799.71
	Amount of Increase / (Decrease) of Above Amendment	+	.00
	Total Appropriation in Current Amended Budget	\$	935,799.71

Passed by majority vote of the Board of Education of Camden County Schools on the 13 th day of June 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 in the minutes of said Board, this 8 th day of July 2019.  Chairman, Board of County Commissioners  Clerk, Board of County Commissioners
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Attachment: bocminutes_070819 (2459 : BOC Meeting Minutes - July 8, 2019)

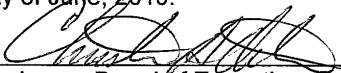
BUDGET AMENDMENT
June 13, 2019

4. Capital Outlay Fund

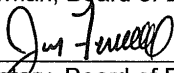
A. We must adjust our budget to reflect a change in a budget code. We request your approval of the following amendment.

<u>Category I Projects</u>		
9107.077.541	Window Replacement	\$ - 6,000.00
9117.077.529	AC/Heating Unit Repairs	+ 7,317.00
9117.077.541	Pur of AC/Heating Unit	- <u>1,317.00</u>
Total – Category I Projects		\$ + .00

Passed by majority vote of the Board of Education of Camden County on the 13th day of June, 2019.



Chairman, Board of Education



Secretary, Board of Education

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Attachment: bocminutes_070819 (2459 : BOC Meeting Minutes - July 8, 2019)

Budget Amendment

Camden County Schools Administrative Unit

Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 27th day of June, 2019 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2019.

Code Number	Description of Code	Amount	
		Increase	Decrease
6400	Technology Support Services	12,240.27	
6500	Operational Support Services	9,988.00	
7100	Community Support Services		13,599.00
8100	Pmts to Other Gov't Units		14,858.00
Explanation:			
Total Appropriation in Current Budget		\$	508,084.35
Amount of Increase/Decrease of			
Above Amendment			6,228.73
Total Appropriation in Current Amended Budget		\$	501,856.62

Passed by majority vote of the Board of Education of Camden County on the 27th day of June 2019.

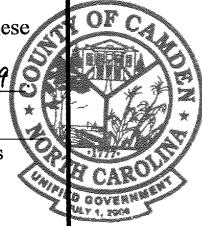
Charles P. White
 Chairman, Board of Education

Joe Furrill
 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 8th day of July 2019.

Tom White
 Chairman, Board of County Commissioners

Karen M. Davis
 Clerk, Board of County Commissioners



Attachment: bocminutes_070819 (2459 : BOC Meeting Minutes - July 8, 2019)

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BUDGET AMENDMENT
June 27, 2019

8. Other Local Current Expense Fund

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

<u>NC Arts Council</u>		
5110.422.311	Contracted Services	\$ - 792.00
5110.422.333	Field Trips	+ 792.00
Total – NC Arts Council		\$ + .00

B. We have reviewed this program and must decrease to make the revenues and budget match. We request your approval of the following amendment.

<u>Afterschool Care</u>		
7100.701.178	Salary – Day Care Worker	\$ - 8,426.00
7100.701.221	Emp Retirement Costs	- 2,099.00
7100.701.231	Emp Hosp Ins Costs	- 3,074.00
8100.701.392	Indirect Costs	- <u>14,858.00</u>
Total – Afterschool Care		\$ - 28,457.00
4210.701	Revenue – Afterschool Care	\$ + 28,457.00

C. 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.

<u>Activity Bus</u>		
6550.706.171	Driver Salary	\$ + 5,924.00
6550.706.175	Transportation Personnel	+ 801.00
6550.706.211	Emp Soc Sec Costs	+ 120.00
6550.706.331	Contracted Transportation	+ 143.00
6550.706.423	Gas/Diesel Fuel	+ <u>3,000.00</u>
Total – Activity Bus		\$ + 9,988.00
4890.706	Revenue – Activity Bus	\$ - 9,988.00

D. We have reviewed this area of the budget and must increase the budget to reflect an increase in the revenues for this fund. We request your approval of the following amendment.

<u>Computer Technology</u>		
6400.905.462	Pur of Non-Cap Comp Hdwe	\$ + <u>12,240.27</u>

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Attachment: bocminutes_070819 (2459 : BOC Meeting Minutes - July 8, 2019)

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F. DMV Monthly Report

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County August Renewals Due 09/15/19

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
28,295.69	28,818.67	20,107.34	77,221.70

Witness my hand and official seal this 10th day of July 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.

Risa S. Anderson
Tax Administrator of Camden County

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G. Pickups, Releases & Refunds

NAME	REASON	NO.
Simeon W. Williams	Roll Back Taxes \$265.37	Pick-up/21394 R-101299-16 R-108551-17 R-115827-18
William Lamar Bunton	Military Exempt - Refund \$169.35	Pick-up/21393 39850003
Tonya Hughes Harris	Foreclosure Fee - Judge fee and interest \$277.34	Pick-up/21390 R-107088-17
Tonya Hughes Harris	Foreclosure Fee - Judge interest \$21.34	Pick-up/21391 R-114377-18
Dale Keith Brandt	Turned in plates \$127.75	Pick-up/21359 36120226
Patrick Allen Tonker	Turned in plates \$100.10	Pick-up/21356 45842564
Whalon & Kathleen McCullen	Foreclosure Fee \$250.00	Pick-up/21354 R-114803-18
Alfred Raymond Wackonwicz, Jr.	Turned in plates \$268.40	Pick-up/23147 41532118
Anthony Pangelinan Manglona, Jr.	Turned in plates \$195.85	Pick-Up/21407 40991605
Dwayne Harris	Foreclosure Fee \$289.02	Pick-up/21402 R-114370-18
Barbara Davis Maver	Bill released from Currituck Cnty. for Camden Cnty \$264.55	Pick-up/21417 P-16102-18
Linwood Gregory	Foreclosure Fee \$238.50	Pick-up/21422 R-112060-18
Cornelius D. & Gloria Paxton	Foreclosure Fee \$223.00	Pick-up/21423 R-110415-18

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Attachment: bocminutes_070819 (2459 : BOC Meeting Minutes - July 8, 2019)

343 H. Vehicle Refunds over \$100 – May 2019

REFUNDS OVER \$100.00

North Carolina Vehicle Tax System

NCVTS Pending Refund report

MAY, 2019 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 Charge	Total Change		
BRANDT, DALE KEITH	BRANDT, DALE KEITH		143 CULPEPPER RD		SOUTH MILLS, NC 27976	Pronation	0038120228	ELA8472	AUTHORIZED	105595846	Refund Generated due to pronation on Bill #00309120228-2018-2018-0000-00	Tag Surrender	06/20/2019	6/21/2019 11:17:35 AM	1843	Tax	(\$126.00)	\$0.00	(\$126.00)		
																			Refund	\$127.75	
																				Refund	(\$1.70)
BUNTON, WILLIAM LAMAR	BUNTON, WILLIAM LAMAR		141 PIER LINDG		SOUTH MILLS, NC 27976	Adjustment >=\$100	0038950003	EF23216	AUTHORIZED	105672894	Refund Generated due to adjustment on Bill #0039850003-2018-2018-0000-00	Military	05/24/2019	5/31/2019 8:53:31 AM	1843	Tax	(\$167.09)	\$0.00	(\$167.09)		
																				Refund	(\$2.26)
																				Refund	\$169.35
TONKER, PATRICK ALLEN	TONKER, PATRICK ALLEN	TONKER, SANDRA RUTH	260A ONE MILL RD		SHILOH, NC 27874	Pronation	0045842564	P1390F	AUTHORIZED	105854824	Refund Generated due to pronation on Bill #0045842564-2018-2018-0000-00	Tag Surrender	05/10/2019	6/20/2019 1:01:18 PM	1843	Tax	(\$98.77)	\$0.00	(\$98.77)		
																				Refund	(\$1.33)
																				Refund	\$100.10
WACKOWICZ, ALFRED RAYMOND JR	WACKOWICZ, ALFRED RAYMOND JR		591 OLD SWAMP RD		SOUTH MILLS, NC 27976	Pronation	0041632118	PJD8807	AUTHORIZED	105621672	Refund Generated due to pronation on Bill #0041632118-2018-2018-0000-00	Tag Surrender	05/06/2019	6/20/2019 1:01:18 PM	1843	Tax	(\$264.83)	\$0.00	(\$264.83)		
																				Refund	(\$3.67)
																				Refund	\$268.40

Submitted by Lisa S. Anderson Date 6-5-19
 Lisa S. Anderson, Tax Administrator Camden County

Approved by G. Tom White Date 7-10-19
 G. Tom White, Chairman Camden County Board of Commissioners

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I. Vehicle Refunds over \$100 – June 2019

REFUNDS OVER \$100.00

North Carolina Vehicle Tax System

NCVTS Pending Refund report

JUNE, 2019 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 Charge	Total Change		
MANGLONA, ANTHONY PANGELINAN JR	MANGLONA, ANTHONY PANGELINAN JR	MANGLONA, ERICA ANN	1583 NC HIGHWAY 343 N		SOUTH MILLS, NC 27976	Pronation	0040991605	BF1680	AUTHORIZED	107626580	Refund Generated due to pronation on Bill #0040991605-2018-2018-0000-00	Tag Surrender	06/17/2019	6/20/2019 9:58:19 AM	1843	Tax	(\$193.24)	\$0.00	(\$193.24)		
																				Refund	(\$2.61)
																				Refund	\$195.85

Submitted by Lisa S. Anderson Date 7-2-19
 Lisa S. Anderson, Tax Administrator Camden County


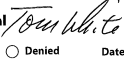
Approved by G. Tom White Date 7-10-19
 G. Tom White, Chairman Camden County Board of Commissioners

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Attachment: bocminutes_070819 (2459 : BOC Meeting Minutes - July 8, 2019)

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J. Surplus Property Request

Requested by:	David Credle	Item Description Lot consist of old motors, meters and flow control valves that were removed for the well upgrade project.
	<input checked="" type="radio"/> Sell <input type="radio"/> Dispose	
Department:	R/O Water Treatment Plant	
Item:	Old parts from well upgrade.	
Disposal Method:	Govdeals	
Suggested Value:	\$25	
Reason for surplus:	Not needed	
Manager Approval		
Disposal Method:		
Value:		
Comments:		
Board Approval		
<input checked="" type="radio"/> Approved <input type="radio"/> Denied Date:	7-8-19	
Comments:		
Final Disposition Date:		
Method:		
Amount:		
Purchased by:		

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K. Set Public hearing for Ordinance 2019-07-01 Amending the Official Zoning Map – August 5, 2019

Motion to approve the Consent Agenda as presented.

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

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ITEM 9. COUNTY MANAGER’S REPORT

County Manager Ken Bowman included the following in his report:

- Camden and Pasquotank Boards of Commissioners Joint Meeting – July 9, 2019; 6:30 PM to discuss Mission Critical EMS Study Presentation
- RFP Deadline – Milltown Boat Ramp is July 15, 2019 at 5:00 PM
- 112th NCACC Annual Conference – August 22-24, 2019 in Guilford County
- MB Kahn School Facility Study in-progress update – July 24, 2019; telephone conference
- Dismal Swamp Welcome Center 30th Birthday – In 2018 was noted in *USA Today* as one of the best rest areas in the nation.
- Next Board of Commissioners meeting – August 5, 2019

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ITEM 10. COMMISSIONERS’ REPORTS

None.

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Attachment: bocminutes_070819 (2459 : BOC Meeting Minutes - July 8, 2019)

397 **ITEM 11. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES**

398
399 The following items were provided to the commissioners for information purposes:

- 400 A. FY 18-19 YTD Sales Tax Collections
- 401 B. Library Report
- 402 C. Register of Deeds Report

403 **ITEM 12. OTHER MATTERS**

404
405
406 None.

407 **ITEM 13. ADJOURN**

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409
410 There being no further matters for discussion Chairman White called for a motion to adjourn.

411
412 **Motion to adjourn.**

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

416
417 Chairman White adjourned the July 8, 2019 meeting at 7:58 PM.

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421 _____
422 Tom White, Chairman
423 Camden County Board of Commissioners

424 ATTEST:

425
426 _____
427 Karen M. Davis, NCCCC
428 Clerk to the Board of Commissioners

Attachment: bocminutes_070819 (2459 : BOC Meeting Minutes - July 8, 2019)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.B
Meeting Date: August 05, 2019

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

Item Title **BOC Meeting Minutes - July 9, 2019**

Attachments: jointmeetingminutes_070919 (DOCX)

**Camden County Board of Commissioners
Pasquotank County Board of Commissioners
July 9, 2019; 6:30 PM
Public Safety Building
Elizabeth City, NC**

Call to Order

A joint meeting of the Camden County Board of Commissioners and Pasquotank County Board of Commissioners was called to order by the respective Chairmen on July 9, 2019 at 6:30 PM at the Public Safety Building in Elizabeth City, NC. The primary purpose of the meeting was to discuss the Pasquotank-Camden Emergency Medical Services Assessment and Strategic Plan.

Board Members Present

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

Pasquotank County Board of Commissioners: Chairman Jeff Dixon, Vice Chairman Lloyd Griffin, III, Commissioners Cecil Perry, Frankie Meads, Charles Jordan, Barry Overman and Sean Lavin.

Also present were County Managers Ken Bowman and Sparty Hammett, Clerks Karen Davis and Lynn Scott, EMS Director Jerry Newell and several EMS staff members.

Presentation

Mike Milas of Mission Critical Partners presented the overview, findings and recommendations of the assessment and included the following in his report:

- Mission Critical Partners – Culture and Purpose
- Study Participants – EMS Staff, 911 Staff, Pasquotank County Administration
- Overall Status
 - ♦ 110 staff
 - ♦ 4 stations
 - ♦ 12,000+ calls
 - ♦ \$5.2M annual budget
- Biggest Challenges – Facility and Staffing Needs
- Key Recommendations
 - ♦ Initiate plan to replace Stations 50 and 4
 - ♦ Consider a 24-hour day, 7 day week (24x7) staffing model for Station 14 to reduce response times in that portion of the service delivery area
 - ♦ Consider hiring an operations manager for oversight of day-to-day operations and supervisor mentoring
 - ♦ Consider becoming Commission on Accreditation of Ambulance Services (CAAS) accredited as a means of further enhancing service delivery
 - ♦ Consider a re-composition of the PCEMS board of directors to better align with call volume and funding

- ♦ Review PCEMS salaries and benefits to ensure competitiveness with surrounding agencies
- ♦ Consider changes to the financial collection agency and consider memberships to generate funds
- ♦ Accept credit cards as payment and do not charge a fee for use
- ♦ Renegotiate the contract with Camden County.

• Current Stations

	Staffed	Key Finding
Administration	M-F Days	Space limited
Station 50	24/7	Space limited
Station 4	24/7	Many deficiencies
Station 12	0900-2100	Facility Locations
Station 14	0700-1900	Best Facility

• Facilities Recommendations

Facility Location	Recommendation
Administration	Combine and expand with a new Station 50
Station 50	Replace with a new expanded facility
Station 4	Find new location for a suitable facility
Station 12	Address need to rebuild/relocate following the fire

• Recommended Next Step for Facility Enhancements

- ♦ Undertake detailed architectural design studies for each needed facility
- ♦ Cost is estimated at about 7% of the constructions costs
- ♦ ~\$210k for a replacement of Station 50
- ♦ ~\$63k for a replacement of Station 4
- ♦ Unit leveling could impact facility size and cost split

• Call Volume >10,000 calls in 2017

• Recommended Staffing Enhancements

- ♦ Transitioning to a 24/7 staffing model for Station 14 would:
 - Reduce and improve response times between 1900 hours and 0700 hours in the northern part of the service area
 - Take better advantage of a very good facility and location
 - Better align with benchmark study findings
 - +4 staff would cost ~\$200k/year
- ♦ Hiring and Operations Manager would:
 - Allow Deputy Chief to focus more on strategic issues
 - Allow the Operations Manager to focus on service delivery excellence and consistency

• Benchmark Study Findings

Factor	PCEMS	Halifax	Rowan
Population	50,641	55,000	138,000
Area (Square Miles)	599	731	524
Number of Stations	4	6	8
2017 Call Volume ¹	10,683	12,752	13,000
Annual Budget	\$4.5 million	\$5.8 million	\$4.25 million
Staffing	60 FT & 50 PT	66 FT & 30 PT	65 FT & 52 PT
Minimum Units on Duty	5-6	7	8
Salaries – EMT ²	\$33,000	\$30,000	\$30,000
Salaries – Paramedic ³	\$37,000	\$36,000	\$36,000
Schedule	Not all 24 x 7 Stations	All 24 x 7 Stations	All 24 x 7 Stations
Collections%	55-60	60-70	70

¹Call volume for PCEMS includes both emergency and non-emergency calls and transports. Call volume for Rowan County does not include non-emergency transports, which are provided by third-party entities. Halifax County did not provide a distinction.
²Entry level.
³Entry level.



Following a brief discussion, Chairmen White and Dixon adjourned their respective boards at 7:15 PM.

Tom White, Chairman
 Camden County Board of Commissioners

ATTEST:

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

Attachment: jointmeetingminutes_070919 (2460 : BOC Meeting Minutes - July 9, 2019)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.C
Meeting Date: August 05, 2019
Submitted By: Ken Bowman,
Administration
Prepared by: Karen Davis
Item Title **Budget Transfers**
Attachments: Budget Transfers (PDF)

Summary attached.

BOARD OF COMMISSIONERS

G. TOM WHITE
Chairman

CLAYTON D. RIGGS
Vice Chairman

GARRY W. MEIGGS
RANDY KRAINIAK
ROSS B. MUNRO

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KENNETH BOWMAN
County Manager

KAREN M. DAVIS
Clerk to the Board

JOHN S. MORRISON
County Attorney

OFFICIAL REPORT

TO: Board of Commissioners

FROM: Budget Officer

DATE: July 26, 2019

SUBJECT: Budget transfers

According to Article XXIII, Section 1(b) of the approved FY 2019-2020 Camden County Budget Ordinance, the Budget Officer 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.

Attached are such transfers to adjust appropriations for supervisor training.

Attachment: Budget Transfers (2466 : Budget Transfers)

LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	LINE DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC	JNL-DESC	ENTITY	AMEND			
2020	01	114	07/26/2019	LIA	BUA	LIA	1	1			
1	104940	514000			ECONOMIC DEVELOPMENT	COMM	TRAVEL	2,500.00	-1,000.00	1,500.00	
	0010.4940.0000.00	514000.						07/26/2019			
2	104410	510000			PERSONNEL DEPARTMENT		TRAINING	350.00	1,000.00	1,350.00	
	0010.4410.0000.00	510000.						07/26/2019			
** JOURNAL TOTAL											
0.00											

Camden County, NC LIVE
BUDGET AMENDMENT JOURNAL ENTRY PROOF

07/26/2019 13:16
snorfleet

CLERK: snorfleet

YEAR PER	JNL	REF 1	REF 2	REF 3	ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	JNL DESC	REF 3	LINE DESC				
2020 1	114				TRAVEL	5			1,000.00
BUA 104940-514000	07/26/2019	LIA			TRAINING	5		1,000.00	
BUA 104410-510000	07/26/2019	LIA							
					JOURNAL 2020/01/114	TOTAL		.00	.00

FUND	ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
						.00	.00
FUND TOTAL						.00	.00

** END OF REPORT - Generated by Sally Norfleet **



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.D
Meeting Date: August 05, 2019
Submitted By: Sally Norfleet,
Finance
Prepared by: Karen Davis
Item Title **Budget Amendments**
Attachments: Budget Amendments (PDF)

2019-20-BA004

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, 2020.

Section 1. To amend the Water & Sewer Project Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenue			
29399760-439900	Fund Balance Appropriated	\$1,173,603.85	
29330760-438120	Economic Dev Admin	\$ 145,349.81	
Expenses			
297600-500000	Contingency	\$ 206,000.00	
297600-545010	Demolition Expenses	\$ 58,260.00	
297600-574302	Site Development	\$ 927,290.12	
297600-574306	Sewer 343 Force Main	\$ 109,628.54	
297600-598303	Administration	\$ 17,775.00	

This Budget Amendment is made to appropriate funds for the WWTP Project that began last budget year. Transferred remaining balances to the FY20 budget.

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

Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 5th day of August, 2019.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

Attachment: Budget Amendments (2463 : Budget Amendments)

2019-20-BA005

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, 2020.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Expenses			
105000-502000	Salaries		\$25,776
105000-503000	Part Time Salaries	\$25,776	

This Budget Amendment is made to separate Full Time Salaries and Part Time Salaries.

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

Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 5th day of August, 2019.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

Attachment: Budget Amendments (2463 : Budget Amendments)

2019-20-BA006

CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.

Section 1. To amend the Community Grant Programs Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
14360525-402000	FEMA Grant – Federal	\$ 850,969	
14360525-402005	FEMA Grant – State	\$ 283,657	
14360526-402000	FEMA Grant – Federal	\$ 242,676	
14360526-402005	FEMA Grant – State	\$ 80,891	
Expenses			
145025-535010	Special Projects	\$1,057,902	
145025-598303	Administration	\$ 76,724	
145026-535010	Special Projects	\$ 274,246	
145026-598303	Administration	\$ 49,321	

This Budget Amendment is made to appropriate funds rolled over from last fiscal year for FEMA Hazard Mitigation Grant.

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

Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 5th day of August, 2019.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

Attachment: Budget Amendments (2463 : Budget Amendments)

2019-20-BA007

CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
10360621-434837	SHIIP Grant	\$ 2,201.37	
10360621-434900	MIPPA Grant	\$ 668.36	
Expenses			
106210-537500	SHIIP Grant	\$ 2,201.37	
106210-537510	MIPPA Expense	\$ 668.36	

This Budget Amendment is made to appropriate funds rolled over from last fiscal year for MIPPA and SHIIP Grants through the Senior Center.

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

Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 5th day of August, 2019.

Clerk to Board of Commissioners

Chairman, Board of Commissioners



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.E
Meeting Date: August 05, 2019
Submitted By: Teri Smith,
Taxes
Prepared by: Teri Smith

Item Title **DMV Monthly Report**

Attachments: 20190723083622825.pdf (PDF)

Summary: DMV Monthly Report October, 19 Renewals Due 11/15/19

Recommendation: Review and Approve

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County September Renewals Due 10/15/19

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
21,461.11	23,763.24	14,257.38	59,481.73

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.

Pa S. Anderson

Tax Administrator of Camden County

Attachment: 20190723083622825.pdf (2461 : DMV Monthly Report)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.F
Meeting Date: August 05, 2019
Submitted By: Lisa Anderson, Tax Administrator
Taxes
Prepared by: Karen Davis
Item Title **Tax Collection Report**
Attachments: Tax Collection Report (PDF)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.G
Meeting Date: August 05, 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.
Edward E. Harris, Jr.	Foreclosure Fee \$223.00	Pick-up/21448 R-109668-18
Edward E. Harris, Jr.	Release pick-up/21448 and add publication/judgment fees \$502.53	Pick-up/21462 R-109668-18
Eric Allen Baker	Refund - Military Exempt \$110.67	Pick-up/21451 30076796
Eric Allen Baker	Refund - Military Exempt \$124.82	Pick-up/21455 30076796
Curtis Joe Bryant	Refund - Military Exempt \$371.03	Pick-up/21472 49007964
Mary Katherine Gray	Refund- turned in plates \$364.43	Pick-up/21490 47412957

Attachment: Pickups, Releases & Refunds (2465 : Pickups, Releases & Refunds)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.H
Meeting Date: August 05, 2019
Submitted By: Kevin Jones,
Sheriff
Prepared by: Karen Davis
Item Title **Surplus Property - Sheriff's Office**
Attachments: Surplus Property (PDF)

Surplus Property Request

Requested by:

Sell **Dispose**

Department:

Item:

Disposal Method:

Suggested Value:

Reason for surplus:

Item Description

Manager Approval

Disposal Method:

Value:

Comments:

Board Approval

Approved/Denied:

Date:

Final Disposition Date:

Method:

Amount:

Purchased by:

Attachment: Surplus Property (2470 : Surplus Property - Sheriff's Office)

Surplus Property Request

Requested by: Sheriff J Kevin Jones

Sell Dispose

Department: Sheriff's Office LESO Property

Item: Two of two Zodiac Boat

Disposal Method: CovDeals

Suggested Value: \$500.00

Reason for surplus: Unuseable for our office

Item Description

Manager Approval

Disposal Method:

Value:

Comments:

Board Approval

Approved/Denied:

Date:

Final Disposition Date:

Method:

Amount:

Purchased by:

Attachment: Surplus Property (2470 : Surplus Property - Sheriff's Office)

Surplus Property Request

Requested by: Sheriff J Kevin Jones

Sell Dispose

Department: Sheriff's Office LESO Property

Item: Craft Boat with trailer

Disposal Method: CovDeals

Suggested Value: \$500.00

Reason for surplus: Unuseable for our office

Item Description

Manager Approval

Disposal Method:

Value:

Comments:

Board Approval

Approved/Denied:

Date:

Final Disposition Date:

Method:

Amount:

Purchased by:

Attachment: Surplus Property (2470 : Surplus Property - Sheriff's Office)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.I
Meeting Date: August 05, 2019

Submitted By: Kevin Jones,
Sheriff
Prepared by: Karen Davis

Item Title Grant Application - Sheriff's Office

Attachments: Sheriff's Office Grant (PDF)

See attached.

Camden County

P. O. Box 57

**Sheriff's Office**

117 North NC 343

Camden, North Carolina 27921

J. Kevin Jones, Sheriff

Voice: (252) 338-5046

Fax: (252) 335-4300

24 Hours: (252) 331-7445

To: Ken Bowman, County Manager
From: Brandon Blount, Sheriff's Office
Date: July 30, 2019
Re: Governor's Crime Commission Grant

On behalf of Sheriff J Kevin Jones I would like to inform you, and the Commissioners, of a Grant that our office has been given the opportunity to apply for. First I would like to apologize for the short notice; on July 1, 2019 we received an email for the Governor's Crime Commission of a grant of \$50,000.00 with a close date of July 31, 2019. I've applied for grant and we should hear by January 1, 2020 if our office has been awarded the grant. This is a no match grant and will be used to purchase equipment focused on school safety. If you have any question please contact me.

Sincerely,

A handwritten signature in black ink that reads "Brandon Blount". The signature is written in a cursive, flowing style.

Brandon Blount

Attachment: Sheriff's Office Grant (2473 : Grant Application - Sheriff's Office)



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.J
Meeting Date: August 05, 2019
Submitted By: Sally Norfleet,
 Finance
 Prepared by: Karen Davis

Item Title Home & Community Care Block Grant for Older Adults

Attachments: Home & Community Care Block Grant for Older
 Adults(PDF)

Summary:

Annual HCCB Grant administered through Albemarle Commission benefiting older adults in Camden; provides transportation, home health services and nutrition program.

Recommendation:

Review and approve.

July 1, 2019 through June 30, 2020

**Home and Community Care Block Grant for Older Adults
Agreement for the Provision of County-Based Aging Services**

This Agreement, entered into as of this 1st day of July, 2019, by and between the County of **Camden** (hereinafter referred to as the "County") and the Albemarle Commission Area Agency on Aging, (hereinafter referred to as the "Area Agency").

Witnesseth That:

WHEREAS, the Area Agency and the County agree to the terms and conditions for provision of aging services in connection with activities financed in part by Older Americans Act grant funds, provided to the Area Agency from the United States Department of Health and Human Services through the North Carolina Division of Aging and Adult Services (DAAS) and state appropriations made available to the Area Agency through the North Carolina Division of Aging and Adult Services, as set forth in a) this document, b) the County Funding Plan, as reviewed by the Area Agency and the Division of Aging and Adult Services, c) the Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, d) the Division of Aging and Adult Services Service Standards Manual, Volumes I through IV, and, e) the Division of Aging and Adult Services Community Service Providers Monitoring Guidelines.

NOW THEREFORE, in consideration of these premises, and mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

1. As provided in the Area Plan, community service providers specified by the County to encourage maximum collocation and coordination of services for older persons are as follows:

Albemarle Commission	Inter County Public Transportation Authority
Quality Home Staffing, Inc	Medical Services of America- DayBreak
- 1(a) The Community Service Provider(s), shall be those specified in the County Funding Plan on the Provider Services Summary format(s) (DAAS-732) for the period ending June 30 for the year stated above.
2. Availability of Funds. The terms set forth in this Agreement for payment are contingent upon the receipt of Home and Community Care Block Grant funding by the Area Agency.
3. Grant Administration. The grant administrator for the Area Agency shall be Laura Alvarico,

Attachment: Home & Community Care Block Grant for Older Adults (2472 : Home & Community Care Block Grant for Older Adults)

DAAS-735
(revised 2/16)

Area Agency Director. The grant administrator for the County shall be **Ken Bowman, County Manager**.

It is understood and agreed that the grant administrator for the County shall represent the County in the performance of this Agreement. The County shall notify the Area Agency in writing if the administrator changes during the grant period. Specific responsibilities of the grant administrator for the County are provided in paragraph seven (7) of this Agreement.

4. Services authorized through the County Funding Plan, as specified on the Provider Services Summary format(s) (DAAS-732) are to commence no later than July 1 of the state fiscal year and shall be undertaken and pursued in such sequence as to assure their expeditious completion. All services required hereunder shall be completed on or before the end of the Agreement period, June 30 of the state fiscal year.
5. Assignability and Contracting. The County shall not assign all or any portion of its interest in this Agreement. Any purchase of services with Home and Community Care Block Grant for Older Adults funding shall be carried out in accordance with the procurement and contracting policy of the community services provider or, where applicable, the Area Agency, which does not conflict with procurement and contracting requirements contained in 45 CFR Part 75, Subpart D-Post Federal Award Requirements, Procurement Standards. Federal funds shall not be awarded to any subrecipients who have been suspended or debarred by the Federal government. In addition, Federal funds may not be used to purchase goods or services costing over \$100,000 from a vendor that has been suspended or debarred from Federal grant programs.
6. Compensation and Payments to the County. The County shall be compensated for the work and services actually performed under this Agreement by payments to be made monthly by the Area Agency. Total reimbursement to the community service providers under this Agreement may not exceed the grand total of Block Grant funding, as specified on the Provider Services Summary format (DAAS-732).

(a) Interim Payments to the County

Upon receipt of a written request from the County, the Division of Aging and Adult Services, through the Area Agency, will provide the County Finance Officer with an interim payment equivalent to seventy percent (70%) of one-twelfth (1/12) of the County's Home and Community Care Block Grant allocation by the 22nd of each month.

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(b) Reimbursement of Service Costs

Reimbursement of service costs are carried out as provided in Section 3 of the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997.

(c) Role of the County Finance Director

The County Finance Director shall be responsible for disbursing Home and Community Care Block Grant Funding to Community Service Providers in accordance with procedures specified in the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Manual for Community Service Providers, revised February 17, 1997.

(d) Payment of Administration on Aging Nutrition Services Incentive Program (NSIP) Subsidy

NSIP subsidy for congregate and home delivered meals will be disbursed by the Division of Aging and Adult Services through the Area Agency to the County on a monthly basis, subject to the availability of funds as specified in Section 3 of the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Services Providers, revised February 17, 1997.

If through the US Department of Agriculture Area Agency on Aging Elections Project, the County elects to receive a portion of its USDA entitlement in the form of surplus commodity foods in lieu of cash, the Area Agency will notify the County in writing of its community valuation upon notification from the Division of Aging and Adult Services. The delivery of commodity and bonus foods is subject to availability. The County will not receive cash entitlement in lieu of commodities that are unavailable or undelivered during the Agreement period.

7. Reallocation of Funds and Budget Revisions. Any reallocation of Block Grant funding between counties shall be voluntary on the part of the County and shall be effective only for the period of the Agreement. The reallocation of Block Grant funds between counties will not affect the allocation of future funding to the County. If during the performance period of the Agreement, the Area Agency determines that a portion of the Block Grant will not be expended, the grant administrator for the County shall be notified in writing by the Area Agency and given the opportunity to make funds available for reallocation to other counties in the Planning and Service Area or elsewhere in the state.

The County may authorize community service providers to implement budget revisions which do not cause the County to fall below minimum budgeting requirements for access, in-home,

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congregate, and home delivered meals services, as specified in Division of Aging and Adult Services budget instructions issued to the County. If a budget revision will cause the County to fall below minimum budgeting requirements for any of the aforementioned services, as specified in Division of Aging and Adult Services budgeting instructions issued to the County, the grants administrator for the County shall obtain written approval for the revision from the Area Agency prior to implementation by the community service provider, so as to assure that regional minimum budgeting requirements for the aforementioned services will be met.

Unless community services providers have been given the capacity to enter data into the Aging Resources Management System (ARMS), Area Agencies on Aging are responsible for entering amended service data into the Division of Aging and Adult Services Management Information System, as specified in the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997.

8. Monitoring. This Agreement will be monitored to assure that services are being provided as stated in the Division of Aging and Adult Service Monitoring Policies and Procedures at <http://www.ncdhhs.gov/aging/monitor/mpolicy.htm> .

The monitoring of services provided under this Agreement shall be carried out by the Area Agency on Aging in accordance with its Assessment Plan and as specified in Administrative Letter 12-08. As of July 1, 2012, DAAS Program Compliance Representatives (PCRs) are no longer monitoring HCCBG services provided through county departments of social services.

Counties and community service providers will receive a written report of monitoring findings in accordance with procedures established in Section 308 of the AAA Policies and Procedures Manual (<http://www.ncdhhs.gov/aging/monitor/mpolicy.htm>). Any areas of non-compliance will be addressed in a written corrective action plan with the community service provider.

9. Disputes and Appeals. Any dispute concerning a question of fact arising under this Agreement shall be identified to the designated grants administrator for the Area Agency. In accordance with Lead Regional Organization (LRO) policy, a written decision shall be promptly furnished to the designated grants administrator for the County.

The decision of the LRO is final unless within twenty (20) days of receipt of such decision the Chairman of the Board of Commissioners furnishes a written request for appeal to the Director of the North Carolina Division of Aging and Adult Services, with a copy sent to the Area Agency. The request for appeal shall state the exact nature of the complaint. The Division of Aging and Adult Services will inform the Chairman of the Board of Commissioners of its appeal procedures and will inform the Area Agency that an appeal has been filed. Procedures thereafter will be determined by the appeals process of the Division of Aging and Adult Services. The state agency address is as follows:

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Director
North Carolina Division of Aging and Adult Services
2101 Mail Service Center
693 Palmer Drive
Raleigh, North Carolina 27699-2101

10. Termination for Cause. If through any cause, the County shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or the County has or shall violate any of the covenants, agreements, representations or stipulations of this Agreement, the Area Agency shall have the right to terminate this Agreement by giving the Chairman of the Board of Commissioners written notice of such termination no fewer than fifteen (15) days prior to the effective date of termination. In such event, all finished documents and other materials collected or produced under this Agreement shall at the option of the Area Agency, become its property. The County shall be entitled to receive just and equitable compensation for any work satisfactorily performed under this Agreement.
11. Audit. The County agrees to have an annual independent audit in accordance with North Carolina General Statutes, North Carolina Local Government Commission requirements, Division of Aging and Adult Services Program Audit Guide for Aging Services and Federal Office of Budget and Management (OMB) Uniform Guidance 2 CFR Part 200.

Community service providers, as specified in paragraph one (1), who are not units of local government or otherwise subject to the audit and other reporting requirements of the Local Government Commission are subject to audit and fiscal reporting requirements, as stated in NC General Statute 143C-6-22 and 23 and OMB Uniform Guidance CFR 2 Part 200, where applicable. Applicable community service providers must send a copy of their year-end financial statements, and any required audit, to the Area Agency on Aging. Home and Community Care Block Grant providers are not required to submit Activities and Accomplishments Reports. For-profit corporations are not subject to the requirements of OMB Uniform Guidance 2 CFR Part 200, but are subject to NC General Statute 143C-6-22 and 23 and Yellow Book audit requirements, where applicable. **Federal funds** may not be used to pay for a **Single or Yellow Book audit** unless it is a federal requirement. **State funds** will not be used to pay for a **Single or Yellow Book audit** if the provider receives less than \$500,000 in state funds. The Department of Health and Human Services will provide confirmation of federal and state expenditures at the close of the state fiscal year. Information on audit and fiscal reporting requirements can be found at <https://www.ncgrants.gov/NCGrants/PublicReportsRegulations.jsp>

The following provides a summary of reporting requirements under NCGS 143C-6-22 and 23 and OMB Uniform Guidance 2 CFR Part 200 based upon funding received and expended during the service provider's fiscal year.

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<u>Annual Expenditures</u>	<u>Report Required to AAA</u>	<u>Allowable Cost for Reporting</u>
<ul style="list-style-type: none"> Less than \$25,000 in State or Federal funds 	Certification form and State Grants Compliance Reporting <\$25,000 (item # 11, Activities and Accomplishments does <u>not</u> have to be completed) OR Audited Financial Statements in Compliance with GAO/GAS (i.e. Yellow Book)	N/A
<ul style="list-style-type: none"> Greater than \$25,000 and less than \$500,000 in State Funds or \$750,000 in Federal Funds 	Certification form and Schedule of Grantee Receipts >\$25,000 and Schedule of Receipts and Expenditures OR Audited Financial Statements in Compliance with GAO/GAS (i.e. Yellow Book)	N/A
<ul style="list-style-type: none"> \$500,000 + in State funds but Federal pass through in an amount less than \$750,000 	Audited Financial Statement in compliance with GAO/GAS (i.e. Yellow Book)	May use State funds, but <u>not</u> Federal Funds
<ul style="list-style-type: none"> \$500,000+ in State funds <u>and</u> \$750,000+ in Federal pass through funds 	Audited Financial Statement in compliance with OMB Uniform Guidance 2 CFR Part 200 (i.e. Single Audit)	May use State and Federal funds
<ul style="list-style-type: none"> Less than \$500,000 in State funds <u>and</u> \$750,000+ in Federal pass through funds 	Audited Financial Statement in compliance with OMB Uniform Guidance 2 CFR Part (i.e. Single Audit)	May use Federal funds, but <u>not</u> State funds.

12. Audit/Assessment Resolutions and Disallowed Cost. It is further understood that the community service providers are responsible to the Area Agency for clarifying any audit exceptions that may arise from any Area Agency assessment, county or community service

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provider single or financial audit, or audits conducted by the State or Federal Governments. In the event that the Area Agency or the Department of Health and Human Services disallows any expenditure made by the community service provider for any reason, the County shall promptly repay such funds to the Area Agency once any final appeal is exhausted in accordance with paragraph nine (9). The only exceptions are if the Area Agency on Aging is designated as a community service provider through the County Funding Plan or, if as a part of a procurement process, the Area Agency on Aging enters into a contractual agreement for service provision with a provider which is in addition to the required County Funding Plan formats. In these exceptions, the Area Agency is responsible for any disallowed costs. The County or Area Agency on Aging can recoup any required payback from the community service provider in the event that payback is due to a community service provider's failure to meet OMB Uniform Guidance CFR 2 Part 200, 45 CFR Part 1321 or state eligibility requirements as specified in policy.

13. Indemnity. The County agrees to indemnify and save harmless the Area Agency, its agents, and employees from and against any and all loss, cost, damages, expenses, and liability arising out of performance under this Agreement to the extent of errors or omissions of the County.
14. Equal Employment Opportunity and Americans With Disabilities Act Compliance. Both the County and community service providers, as identified in paragraph one (1), shall comply with all federal and state laws relating to equal employment opportunity and accommodation for disability.
15. Data to be Furnished to the County. All information which is existing, readily available to the Area Agency without cost and reasonably necessary, as determined by the Area Agency's staff, for the performance of this Agreement by the County shall be furnished to the County and community service providers without charge by the Area Agency. The Area Agency, its agents and employees, shall fully cooperate, with the County in the performance of the County's duties under this Agreement.
16. Rights in Documents, Materials and Data Produced. The County and community service providers agree that at the discretion of the Area Agency, all reports and other data prepared by or for it under the terms of this Agreement shall be delivered to, become and remain, the property of the Area Agency upon termination or completion of the work. Both the Area Agency and the County shall have the right to use same without restriction or limitation and without compensation to the other. For the purposes of this Agreement, "data" includes writings, sound recordings, or other graphic representations, and works of similar nature. No reports or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the County.

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17. Interest of the Board of Commissioners. The Board of Commissioners covenants that neither the Board of Commissioners nor its agents or employees presently has an interest, nor shall acquire an interest, direct or indirect, which conflicts in any manner or degree with the performance of its service hereunder, or which would prevent, or tend to prevent, the satisfactory performance of the service hereunder in an impartial and unbiased manner.
18. Interest of Members of the Area Agency, Lead Regional Organization, and Others. No officer, member or employee of the Area Agency or Lead Regional Organization, and no public official of any local government which is affected in any way by the Project, who exercises any function or responsibilities in the review or approval of the Project or any component part thereof, shall participate in any decisions relating to this Agreement which affects his personal interest or the interest of any corporation, partnership or association in which he is, directly or indirectly, interested; nor shall any such persons have any interest, direct or indirect, in this Agreement or the proceeds arising there from.
19. Officials not to Benefit. No member of or delegate to the Congress of the United States of America, resident Commissioner or employee of the United States Government, shall be entitled to any share or part of this Agreement or any benefits to arise here from.
20. Prohibition Against Use of Funds to Influence Legislation. No part of any funds under this Agreement shall be used to pay the salary or expenses of any employee or agent acting on behalf of the County to engage in any activity designed to influence legislation or appropriations pending before Congress.
21. Confidentiality and Security. Any client information received in connection with the performance of any function of a community service provider or its subcontractors under this Agreement shall be kept confidential. The community service provider acknowledges that in receiving, storing, processing, or otherwise handling any confidential information, the agency and any subcontractors will safeguard and not further disclose the information except as provided in this Agreement and accompanying documents.
22. Record Retention and Disposition. All state and local government agencies, nongovernmental entities, and their subrecipients, including applicable vendors, that administer programs funded by federal sources passed through the NC DHHS and its divisions and offices are expected to maintain compliance with the NC DHHS record retention and disposition schedule and any agency-specific program schedules developed jointly with the NC Department of Cultural Resources, Division of Archives and Records. Retention requirements apply to the community service providers funded under this Agreement to provide Home and Community Care Block Grant services. Information on retention requirements is posted at <http://www.ncdhhs.gov/control/retention/retention.htm> and updated semi-annually by the NC DHHS Controller's Office. By funding source and state fiscal year, this schedule lists the earliest date that grant records in any format may be destroyed. The Division of Archives and

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Records provides information about destroying confidential data and authorized methods of record destruction (paper and electronic) at <http://archives.ncdcr.gov/For-Government/Retention-Schedules/Authorized-Destruction>.

The NC DHHS record retention schedule is based on federal and state regulations and pertains to the retention of all financial and programmatic records, supporting documents, statistical records, and all other records supporting the expenditure of a federal grant award. Records legally required for ongoing official proceedings, such as outstanding litigation, claims, audits, or other official actions, must be maintained for the duration of that action, notwithstanding the instructions of the NC DHHS record retention and disposition schedule.

In addition to record retention requirements for records in any format, the long-term and/or permanent preservation of electronic records require additional commitment and active management by agencies. The community service provider will comply with all policies, standards, and best practices published by the Division of Aging and Adult Services regarding the creation and management of electronic records.

- 23. Applicable Law. This Agreement is executed and is to be performed in the State of North Carolina, and all questions of interpretation and construction shall be construed by the laws of such State.

In witness whereof, the Area Agency and the County have executed this Agreement as of the day first written above.

Camden County

Attest:

_____ By: _____
Chairman, Board of Commissioners

Area Agency

Attest:

_____ By: _____
Area Agency Director Executive Director,
Lead Regional Organization

Provision for payment of the monies to fall due under this Agreement within the current fiscal year have been made by appropriation duly authorized as required by the Local Government Budget and Fiscal Control Act.

BY: _____
FINANCE OFFICER, Lead Regional Organization

Attachment: Home & Community Care Block Grant for Older Adults (2472 : Home & Community Care Block Grant for Older Adults)



CAMDENCOUNTY

new energy. new vision.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.K
Meeting Date: August 05, 2019

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

Item Title **The American Legion Dept. of North Carolina Request**

Attachments: American Legion Request (PDF)

See attached.



American Legion Baseball
Tar Heel Boys State
High School Oratorical
Veterans' Service

THE AMERICAN LEGION
DEPARTMENT OF NORTH CAROLINA

4 North Blount Street • Suite 100 • P. O. Box 26657
Raleigh, North Carolina 27611-6657
(919) 832-7506 - (919) 832-6428 (fax)

www.nclegion.org



Scouting
Jr. ROTC
Student Trooper Program
Nursing Scholarship

22 July 2019

Dear County Chairman:

As Adjutant of The American Legion Department of North Carolina, and on behalf of our nearly 40,000 members, I wish to encourage you to honor the memory of the North Carolinians who served in the 30th Division (1917-1918). These soldiers played a critical role in hastening the end of World War I.

The American Legion supports this program of the North Carolina National Guard Museum Foundation which is worthy of your consideration. The Foundation is requesting each county donate \$1000 dollars, along with 8 ounces of county soil, to be placed in the base of each monument mentioned below.

The following website tells the story, a story that is not well known or appreciated in our State. Serving in France, a total of 85 of 100 North Carolina counties lost a soldier on 29 September 1918. The 30th Division, led by North Carolinians, broke the impregnable Hindenburg line. All 100 counties suffered casualties on this day. Please visit <https://ncww1monument.org/> for more information about the project.

No marker exists in France honoring the accomplishments of the North Carolinians. A replacement statute is needed on State Capitol grounds to correct the oversight of their remarkable achievement.

The North Carolina National Guard Museum Foundation (NCNGMF) has taken on the task of raising the funds to accomplish this and other tasks, including collecting World War I archives and mementos to be installed in the Guards new museum to be constructed in Raleigh.

Founded on the battlefields of France, The American Legion is celebrating 100 years of service to our nation (1919 - 2019). We strongly encourage your support of this noble effort of the NCNGF. Contributions and soil should be sent to:

Mr. Norman G. Dean
Treasurer, North Carolina National Guard Museum Foundation
60th Troop Command
1636 Gold Star Drive
Raleigh, NC 27607.

Thank you for your consideration.

Very Respectfully,

A handwritten signature in black ink that reads "Tierian Cash". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Tierian Cash
Captain, Chaplain Corps, United States Navy, Retired
Adjutant, The American Legion Department of North Carolina



Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.L
Meeting Date: August 05, 2019
Submitted By: Sally Norfleet,
Finance
Prepared by: Karen Davis

Item Title Annual Senior Nutrition Contract

Attachments: Annual Senior Nutrition Contract (PDF)

Summary:
Albemarle Commission Annual Senior Nutrition Contract
Recommendation:
Approve

**ALBEMARLE COMMISSION
SENIOR NUTRITION CONTRACT**

This Agreement entered into as of this first day of July, 2019 by and between **CAMDEN COUNTY** (hereinafter referred to as Contractor), and the **Albemarle Commission**, (hereinafter referred to as AC), with offices located at 512 South Church St., Hertford, North Carolina, WITNESSETH THAT;

WHEREAS, AC wishes to make available certain services to elderly residents within a service area hereafter described; and,

WHEREAS, the Contractor warrants that it is capable of providing the services hereafter described; and,

WHEREAS, the Contractor desires to assist AC in this endeavor;

NOW, THEREFORE, the parties hereto do agree as follows:

1. Employment of Contractor: AC hereby agrees to engage the Contractor to perform the services hereinafter set forth.
 2. Time of Performance: **The services of the Contractor are to commence on July 1, 2019, and shall be completed by June 30, 2020.**
 3. Scope and location of Services: The Contractor shall do, perform, and carry out in a satisfactory and proper manner, as determined by AC, the agreements and assurances required in the Request for Proposal and the services specified in No. 35—Special Conditions.
 4. Personnel: The Contractor represents that it has, or will secure at its own expenses, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of, or have any contractual relationship with AC. All personnel engaged in the work shall be fully qualified.
- It is understood and agreed that **LAURA JOLLEY** shall represent the Contractor as Project Manager in the performance of this Agreement. Any change in such Project Managers shall be subject to the written approval of AC.
5. Compensation: The Contractor and AC expressly understand and agree that in no event will the total compensation and reimbursement paid thereunder by the AC exceed the maximum of **Eight Thousand Two Hundred and Seventy Four Dollars and 12 Cents (\$8,274.12) for 999 hours (4 hrs per day) of Nutrition Service** and shall constitute full and complete compensation for the Contractor's services hereunder. (This is a part-time position)

6. Reimbursement Rate Per Unit of Service: Albemarle Commission will reimburse the Contractor **\$8.28** for each hour of Nutrition Service served to eligible clients, such units of service being defined in No. 35 – Special Conditions.
7. Reprogramming of Funds: It is understood and agreed that, in the event that the amount of funds received from the North Carolina Division of Aging is reduced, AC may in turn, decrease the total compensation and reimbursement to be paid hereunder and in accordance with Paragraph 14, changes in the Scope of Services.
8. Change of Reimbursement. At its sole discretion, AC may re-negotiate the reimbursement shown in Paragraph 6 of this Agreement. However, in no case will AC increase the overall amount shown in Paragraph 5.

The parties agree they will consider increasing the reimbursement rate only under two circumstances:

- a) Upon a showing by Contractor that actual costs have increased due to factors beyond Contractor's control (e.g., increases in gasoline costs, union settlement on wages, etc.); or
- b) Upon a showing by Contractor that actual costs have increased due to a sudden increase in client load (e.g., due to a disaster). In the event that the reimbursement rate is increased, the total units of service to be delivered will be correspondingly decreased.

The parties further agree that AC shall have the right to decrease the reimbursement rate under any circumstances which show that actual costs are less than projected; including, but not limited to, circumstances in which:

- a) Overall costs of providing service are shown to be less than forecast in the Contractor's original bid for this service; or
 - b) The Contractor fails to document the required cost-sharing, such that the AC reimbursement rate exceeds 100 percent of service costs. In the event The reimbursement rates are decreased, AC may, at its option, increase The total number of units of service to be delivered.
9. Method of Payment: After the first month, Contractor shall submit a monthly report to AC on the number of service units delivered and capital cost through the end of prior month for reimbursement.
 10. Documentation of Expenses: Contractor shall maintain full and complete documentation of all expenses associated with performing the scope of work under the contract. Expenses documentation shall include: time sheets for AC

clients; receipts for any supplies purchased for use on this contract; any applicable subcontract expenditures; and such other documentation necessary to substantiate overall costs of delivering the contracted service (including Contractor contribution as well as amounts reimbursed by AC).

11. Payment by Service Recipient: No individual receiving services under the terms of this Agreement shall be required to pay any part of the cost of the service. However, recipients shall be given the opportunity by the Contractor to make some contribution for the service in a manner approved by the AC.

Contractor shall post a notice in a conspicuous place, stating that no charge is Made for the service, but that contributions will be accepted. Contractor shall furnish envelopes to all clients for confidential contributions. Contractor shall offer a locked box in a convenient location for confidential deposit of envelopes.

12. Cost Sharing: Cost Sharing is any money received by Contractor as a direct result of contract activity. Contractor shall maintain daily records of activity, Contractor shall maintain daily records of activity. Program income shall be used in the same year it is received to provide additional services.

13. Monitoring, Auditing and Reporting: The Contractor agrees to submit to audit by AC, the State of North Carolina, or the federal government for a three year period following final payment under the terms of this Agreement. The Contractor agrees to permit monitoring by AC, its staff and appropriate representatives, and to comply with such reporting procedures as may be established by AC. The Contractor further agrees that all pertinent financial records shall be made available for copying upon request by AC, the state or federal government, or their agents.

It is understood and agreed that the report procedures established by AC may include, but not be limited to, the names and addresses of individuals receiving services under the terms of this contract, with the understanding that no personal information obtained from any individual will be disclosed by AC in a form which allows identification of the individual, without the written consent of the individual.

It is understood and agreed that the report procedures established by AC may also include actual costs incurred per unit of service including both AC costs and contractor contributions.

It is further understood that the agency is responsible to AC for clarifying any audit exceptions that may arise from AC independent audit, the Department of Human Resources audit, or any federally conducted audit. AC requires the Contractor to send a copy of their audit when received from the independent auditors. In addition, contractors are responsible for paying any governmental

funds that may be part of the audit exception.

14. Changes: AC may, from time to time, require changes in the Scope of Services to be performed. Such changes, including any increase or decrease in the amount of the Contractor's compensation which is mutually agreed upon between AC and the Contractor, shall be incorporated in written amendments to this Agreement.
15. Termination of Agreement for Cause: If through any cause the Contractor shall fail to fulfill in timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the covenants, agreements or stipulations of this Agreement, AC shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specifying the effective date thereof. The date of notice shall be at least five (5) days before the AC effective date of such termination.

In the event of termination, such data, studies, surveys, drawings, maps and reports prepared by the Contractor shall, at the option of AC, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. Client files of the agency, developed under this contract shall become the property of the AC upon completion and/or termination of this contract.

Notwithstanding the above, the Contractor shall not be relieved of liability to AC by virtue of any breach of the Agreement by the Contractor, and AC may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due AC from the Contractor is determined.

16. Cancellation for Convenience of AC: AC may cancel this Agreement at any time by giving written notice to the Contractor of such cancellation and specifying the effective date of such cancellation. If the Agreement is canceled by AC as provided herein, the Contractor will be paid for work satisfactorily completed.
17. Disputes: Any disputes which arise in the interpretation of this contract shall be resolved in the following manner:
 - a) The Contractor shall submit a letter to AC specifying the nature of the dispute asking for resolution of the dispute.
 - b) The Executive Director of the AC will meet with the Contractor to resolve the dispute. The Executive Director of the AC will document the resolution in a letter to the Project Manager.
 - c) If the Contractor is dissatisfied with the resolution of the dispute decided by the AC Executive Director, the Contractor may appeal the Executive Director's decision in writing to the AC Budget and Personnel Committee.

- d) The AC Budget and Personnel Committee will consider the appeal at its next scheduled meeting, which shall occur no less than 10 days following receipt of the written appeal request. The decision of the Budget and Personnel Committee is final.
18. Subcontracting: None of the work or service covered by this Agreement shall be subcontracted without the prior written approval of AC. All approved subcontracts must conform to the applicable requirements set forth in this Agreement and must attach and include by reference Appendix A - Scope of Services.
19. Compliance with Service Standards and Required Procedures: Contractor shall perform the services set forth in this Agreement in compliance with applicable standards and procedures specified in Appendix A – Scope of Services. Contractor further agrees to comply with applicable standards for this service which are, or may be, specified by the North Carolina Division of Aging, any other State of North Carolina agency, the Division of Aging Policy Manual, and the AC Policy Manual.
20. Service Priorities: Contractor shall give priority for service to those older people with the greatest social and economic need. Where the nature of the service allows, Contractor shall make special efforts to serve the moderately impaired, isolated and homebound elderly on a priority basis, as set out in the proposal and as indicated in the service standards established by the Division of Aging.
21. Equal Opportunity and Affirmative Action: In carrying out this contract, Contractor shall deny none of the benefits or services of the program to any eligible recipient on the grounds of age, sex, religion, race, color, handicap, or national origin.

The Contractor also agrees not to discriminate against any employee or applicant for employment because of age, race, color, religion, sex, handicap or national origin. The Contractor shall take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their age, race, color, religion, sex, handicap, or national origin. Such action shall include, but not be limited to: employment or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

The Contractor shall, in all solicitations or advertisements for employees placed by, or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, handicap, or national origin.

It is further agreed by the Parties that the Contractor shall take affirmative action to solicit subcontractors with or purchases from minority business enterprises as defined in the Public Works Employment Act of 1977, 42 U.S.C. 6705 (f) (2),

where such subcontracting or purchasing, if any, is or may be undertaken under the terms of this Agreement.

22. Confidentiality: Any reports, recipient information, data, or other materials given to, or prepared or assembled by the Contractor under this Agreement which AC requests to be kept confidential, shall not be made available to any individual or organization by the Contractor without prior written approval of AC.

23. Identification of Documents: All reports, maps, and other documents completed as part of this Agreement, other than documents exclusively for internal use within AC, shall carry the following statement on the front cover, or a title page containing the name of AC.

THE PREPARATION OF THIS (Report, Document, Etc.) WAS FINANCED IN PART THROUGH A FEDERAL GRANT BY THE NORTH CAROLINA DEPARTMENT OF HUMAN RESOURCES, DIVISION OF AGING, UNDER THE PROVISIONS OF TITLE III, OLDER AMERICANS ACT OF 1965, AS AMENDED.

24. Licenses and Permits: Contractor shall maintain all required licenses, permits, bonds, and insurance required for carrying out the services in Appendix A. the Contractor shall notify the AC immediately if any required licenses or other permits are canceled, suspended, or otherwise ineffective. Failure to maintain proper licenses permits, bonds and insurance shall be a basis for AC disallowing all or part of payments under this contract or for termination of this agreement for cause.

25. Insurance: Notwithstanding any other insurance requirements, Contractor shall, within ten (10) days of the effective date of this Agreement, provide AC with a certificate of insurance for public liability insurance in the minimum amount of One Hundred Thousand/Three Hundred Thousand Dollars (\$100,000/\$300,000). If Contractor uses a vehicle in fulfilling its duties under this Agreement, Contractor shall also provide evidence of automobile insurance in the minimum amount of Twenty-Five Thousand/Fifty Thousand Dollars (\$25,000/\$50,000 liability insurance and Fifty Thousand Dollars (\$50,000) property insurance. Failure to provide evidence of insurance shall be deemed an automatic violation of this Agreement and could therefore lead to termination of the Agreement by AC. The Contractor shall hold AC harmless for any damages to the person or property of any individual or organization as the result of the execution of the scope of service to be performed under this Agreement.

26. Conflict of Interest: The Contractor covenants that it presently has no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The Contractor further covenants that, in the performance of this Agreement, no person having any such interest shall be employed.

27. Interest of Members of AC and Others: No officer, member, or employee of AC and no member of its governing body, and no other public official of the governing body of the locality or localities in which the project is situated or being carried out who exercises any functions or responsibilities in the review or approval of this project, shall participate in any decision relating to this Agreement which affects his or her personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
28. Officials not to Benefit: No member of or delegate to Congress, or resident commissioner, shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom.
29. Assignability: The Contract shall not assign, sublet, or transfer all or any portion of its interest in this Agreement without the prior written approval of the Agency's Executive Director or his authorized agent.
30. Resources Development: The Contractor shall investigate other agencies and resources providing services to the elderly and shall coordinate its own services to minimize overlap and duplication.
31. Disaster Assistance: In the event that elderly individuals are endangered by the occurrence of a tornado, fire, flood, severe temperature extremes, or other disaster-related situation, the Contractor shall cooperate with requests for assistance from AC on behalf of the elderly individuals.
32. **Attendance at AC Meetings: The Contractor, upon request of AC, shall attend any committee or special meeting relating to the project, or staff development training.**
33. Participant Input: The Contractor shall, with the assistance of AC, develop a procedure for providing elderly service recipients with an opportunity to assess and evaluate the program. This assessment shall be performed on a regular basis.
34. Applicable Laws, Rules, and Regulations: This contract shall be deemed to have been executed and performed in the State of North Carolina, and all questions of interpretation and construction shall be construed by the laws of such State. In addition, Contractor shall be governed by all applicable Federal, State, and Local rules, regulations and policies.
35. Special Conditions:

Appendix A- CONGREGATE NUTRITION

Service Definition:

The provision of a meal in a group setting.

Unit of Service:

One hour –four hours daily.

Service Objective:

To promote the health and well being of older people through the provision of nutritious meals and opportunities for social and recreational services and access to other services.

Service Activities:

Prepare specific congregate meal site(s) at least 5 days per week for dining.

- Set up tables, chairs, place settings, and table condiments.
- Clean up after meals, washing non-disposable items and dispose of litter and garbage.
- Welcome participants to site.
- Station staff, both paid and volunteers, to keep attendance records and to encourage donations to program.

Food Service:

- Receive meals from caterer or central kitchen, take and record temperatures of all hot and cold food items.
- Prepare food service line for serving meals.
- Supervise portioning of food onto plate by donated and volunteer staff, take food temperatures again immediately before portioning.
- Provide assistance to participants who have difficulty walking or carrying trays.
- Review and maintain records on food quality and quantity.

Coordinate Services:

- Arrange transportation to site for participants.
- Recruit and train volunteers.
- Provide grocery shopping assistance and/or education at least 2 times per month.
- Provide for nutrition education at least 2 times per month.
- Provide for health and social service information at least once per month.
- Provide an exercise program one time per week.
- Provide activities daily.
- Outreach activities will be conducted to identify and attract health impaired, socially and/or economically need persons in need of nutrition services.

Preferred Target Groups: Persons who are health impaired, and who are in need of nutritional supports or those older persons whose independent living arrangements lack

proper facilities for meal preparation. Those persons who are ambulatory, but lack sufficient health and/or motivation to prepare meals regularly.

Locale of Service:

- At an approved public or private community facility with the following characteristics.
- Has been approved by the local health department.
- Has been inspected by the local fire department and meets all local and state fire codes.
- Has been approved in writing by the Area Agency on Aging prior to opening.
- Is in compliance with 504 Regulations.
- Is located near concentrations of preferred target group persons.
- Must have at least 12-14 square feet per person excluding halls, bathrooms, kitchen areas.
- Must be a facility where all eligible persons feel free to visit and will not offend their cultural and ethnic preferences.
- Must have adequate number of tables and chairs appropriate for older adults.
- Must have at least 2 exits which are unlocked during hours of operation.
- Must have adequate parking.
- Must have a safe and appropriate place to mount and dismount from vans or other group transportation vehicles.
- Must be heated during colder months to at least 72° F. while participants are present.
- There must be a “termination of services” policy on file for each participant.

Access to Services:

- Participants will be referred to service by self, friend, neighbor, or a community resource.

Delivery Characteristics:

- Meals shall be served at least 5 days per week at the site.
 - There shall be a feedback mechanism to obtain information on menu preference of participants, and other issues at site.
 - The approved menu shall be publicized one week in advance at the site and shall be identified as the Nutrition Program for the elderly menu and shall specify serving dates.
 - Each meal shall provide at least 1/3 of the current recommended daily dietary allowances Food and Nutrition boards of the National Research Council and shall meet the following meal pattern when plated for each participant.
- a) 2 ounces cooked edible portion of meat, fish, fowl, eggs; cooked dry beans or cheese may be used for a maximum of 4 times per month as substitute for one ounce of meat; textured vegetable protein may only be used as specified in the Division of Aging Manual.

- b) Two, one-half cup servings of vegetables, fruits, and full strength fruit/vegetable juices. There must be one cold source of Vitamin C which provides at least 1/3 RDA of Vitamin C daily.
- c) One serving enriched or whole grain bread, biscuits, rolls, muffins, sandwich buns, cornbread, other hot breads or enriched or whole grain cereals or cereal products such as rice, macaroni, dumplings, pancakes, and waffles.
- d) One teaspoon of butter or fortified margarine in a packaged chip.
- e) One, one-half cup serving of dessert which may be fruit, full strength fruit juice, pudding, gelatin, ice cream, ice milk, sherbet, cake, pie, cookies and similar foods.
- f) One-half pint of fortified whole, skim, or low-fat milk, buttermilk, yogurt, or cheese (3 ozs.).
- g) Fruit or juice used as a dessert may not be counted toward the two servings of vegetables and fruits.
- Contractor shall tell the participants about agency procedures for service, confidentiality, waiting lists, service priorities, complaint and grievance, and other matters germane to the participants' decision to accept service, and about his opportunity to make a voluntary contribution to the program.
 - Every effort shall be made to make the dining room and meals attractive.
 - A completed calendar of site activities and programs must be posted at the beginning of the month.
 - Emergency plans must be developed for each site for medical emergencies and to evacuate the site in case of fire or explosion.
 - The contractor shall provide adequate staff to operate the program including a paid contract manager and a paid site manager for the site.
 - The site manager may be paid from Title III funds for no more than 4 hours per day and shall be responsible for site operations.
 - Must be able to work well with older adults.
 - Must be able to keep accurate records.
 - Must be able to supervise volunteers.
 - The contractor must develop a plan to recruit, orient, train, and recognize volunteers.
 - Minimum orientation and training shall include:

Contract Manager: Administrative procedures, record keeping systems, reporting, food safety.

Site Managers: Site procedures, orientation and training for specific volunteer activities.

All Staff: First aid, cardio-pulmonary resuscitation, physiology of aging, fire/disaster evacuation, shall attend all training required for specific staff categories provided by the Division of Aging and/or Area Agency on Aging.

- All foods must be stored, prepared, held and served in a manner to preserve optimum flavor and appearance, while retaining nutrients and food value.
- Staff serving food must use hygienic techniques and practices in all handling of the food.
- Food temperatures must be maintained at safe levels (hot 140° +, cold 45°-) throughout all processes from storage through serving.
- Contractor must abide by food safety practices required in 10NCAC Section of .0400.

Prohibited Services:

- Cannot provide meals to residents of long-term care facilities, guests, handicapped persons under age 60, adult day care participants and paid staff under age 60 without reimbursement of the full cost of the meal.
- Except on emergency basis, nutrition site(s) may not be closed or combined on a temporary or permanent basis without prior written approval from the Area Agency on Aging.
- May not enter into contracts with profit making organizations without prior written approval from the Area Agency on Aging.

Administrative Requirements:

- Adequate records shall be maintained to document program activities and shall include:
 - participants' intake record
 - participants' attendance records
 - meals served records
 - menu served with substitutions, dates, and justification noted
 - meal receipt/delivery slips
 - program income record
 - employment records including affirmative action documentation
- Shall follow general recognized accounting procedures outlined in CRF Part 74 of all funds including participant contributions.
- All participants' records shall be treated as confidential.
- File all required reports on time.
- Train staff to make appropriate referrals.

Home-Delivered

In administering the Home-Delivered Meals Program, Contractor agrees to appoint or employ a person to do the following duties:

- 1) Recruit, maintain, schedule, and supervise volunteers to deliver meals.
- 2) Order, receive, and check meals received.
- 3) Keep daily records, which will include, but not be limited to:
 - a) Daily Nutrition Service Record
 - b) Required Temperature Reports
 - c) Volunteer Hours Reports
- 4) Receive requests for meals from potential clients.
- 5) Collect all project income per the Consumer Contributions Policy and Procedures.
- 6) Report all legitimate complaints to the Albemarle Commission's Home-Delivered Meals Coordinator.

The Albemarle Commission's Home Delivered Meals Coordinator/Volunteer Administrator will be responsible for:

- a) Supervising in the daily operation of home-delivered meals activities.
- b) Providing whatever assistance and support is necessary to recruit and maintain volunteers, i.e., making presentations to civic or community groups, etc., providing printed material, etc.
- c) Processing all requests for meals, determining eligibility, and making all placements to the program.
- d) Revising and updating delivery routes to reflect additions, deletions, or other changes.

IN WITNESS WHEREOF, AC and the Contractor have executed this Agreement as of the date first above written.

(Contractor)

Albemarle Commission

BY: _____
(Authorized Official)

BY: _____
(Executive Director)

DATE: _____

BY: _____
(Area Agency on Aging Director)

DATE: _____

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

(Commission's Finance Officer)

Attachment: Annual Senior Nutrition Contract (2453 : Annual Senior Nutrition Contract)



CAMDENCOUNTY

new energy. new vision.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.M
Meeting Date: August 05, 2019

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

Item Title **Set Public Hearing - Ordinance 2019-09-01 Rezoning Application**

Attachments: Agenda Summary Sheet Ordinance 2019-09-01 (DOC)
 Staff Report (PDF)
 Supporting Documents (PDF)
 2019-09-01 - Ordinance Amending the Official Zoning Map - Eric Wood (DOC)

See attached agenda summary and supporting documentation.

Camden County Board of Commissioners AGENDA ITEM SUMMARY SHEET

Item Number:

Meeting Date: August 5, 2019
Attachments: Ordinance/Findings/Planning Board Recommendation
Submitted By: Planning Department

ITEM TITLE: Set Public Hearing Ordinance 2019-09-01;
Rezoning Application (UDO 2019-06-23)
for Eric Wood

SUMMARY:

Eric Wood met with planning staff on rezoning of his property (approximately 15.64 acres) he purchased located adjacent to 204 and 208 County Club Road. Mr. Wood purchased the property as an investment for him and his family with the initial desire to cut out two one acre lots, build two houses on septic systems as sewer is not available at this time, and keep remainder of land as farmland. Current zoning of Rural Residential (RR) has a minimum lot size of two acres.

Neighborhood meeting was held July 11, 2019 in the upstairs Courtroom of the Historic Camden County Courthouse. (comments included in attached staff report).

Planning Board met on July 17, 2019 and after discussion with applicant, staff and input from adjacent owner Planning Board made the following motions:

- **Consistency Statement:** Motion made the requested zoning is consistent with the objective of the Comprehensive Plan as it encourages higher density development within the Core Village boundaries.

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.”

Motion passed: 5-0 Vote.

- Motion made to recommended approval of rezoning the 15.64 acre tract from Rural Residential (RR) to Village Residential (VR) as recommended by staff.

Motion passed: 5-0 vote.

RECOMMENDATION:

Set Pubic Hearing for September 9, 2019

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	_____

Attachment: Agenda Summary Sheet Ordinance 2019-09-01 (2456 : Set Public Hearing - Ordinance 2019-09-01 Rezoning Application)

STAFF REPORT

**UDO 2019-06-23
Zoning Map Amendment**

PROJECT INFORMATION

File Reference: UDO 2019-06-23
Project Name; N/A
PIN: 02-8934-04-52-4826

Applicant: Eric Wood
Address: 121 White Cedar Ln
Camden, NC
Phone: (252) 339-9855
Email:

Agent for Applicant:
Address:
Phone:
Email:

Current Owner of Record: Applicant

Meeting Dates:
7/11/2019
7/17/2019
**Neighborhood
Planning Board**

Application Received: 6/21/2019
By: Dan Porter, Planning Director

Application Fee paid: \$706.00 Check #1177

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
- E.** Zoning Comparison RR/MX and RR/VR

REQUEST: Rezone approximately 15.64 acres from Rural Residential (RR) to Mixed Use (MX) on property located adjacent to 204 and 208 Country Club Road in Courthouse Township.

From: Rural Residential (RR) – Article 151.3.5.3 (Purpose Statement)

The Rural Residential (RR) district is established to accommodate low density residential neighborhoods and supporting uses on lots near bona fide farms and agricultural areas in the rural portion of the County. The district is intended to accommodate residential development in ways that will not interfere with agricultural activity or negatively impact the rural character of the County. One of the primary tools for character protection is the requirement to configure residential subdivisions of more than five lots as

Attachment: Staff Report (2456 : Set Public Hearing - Ordinance 2019-09-01 Rezoning Application)

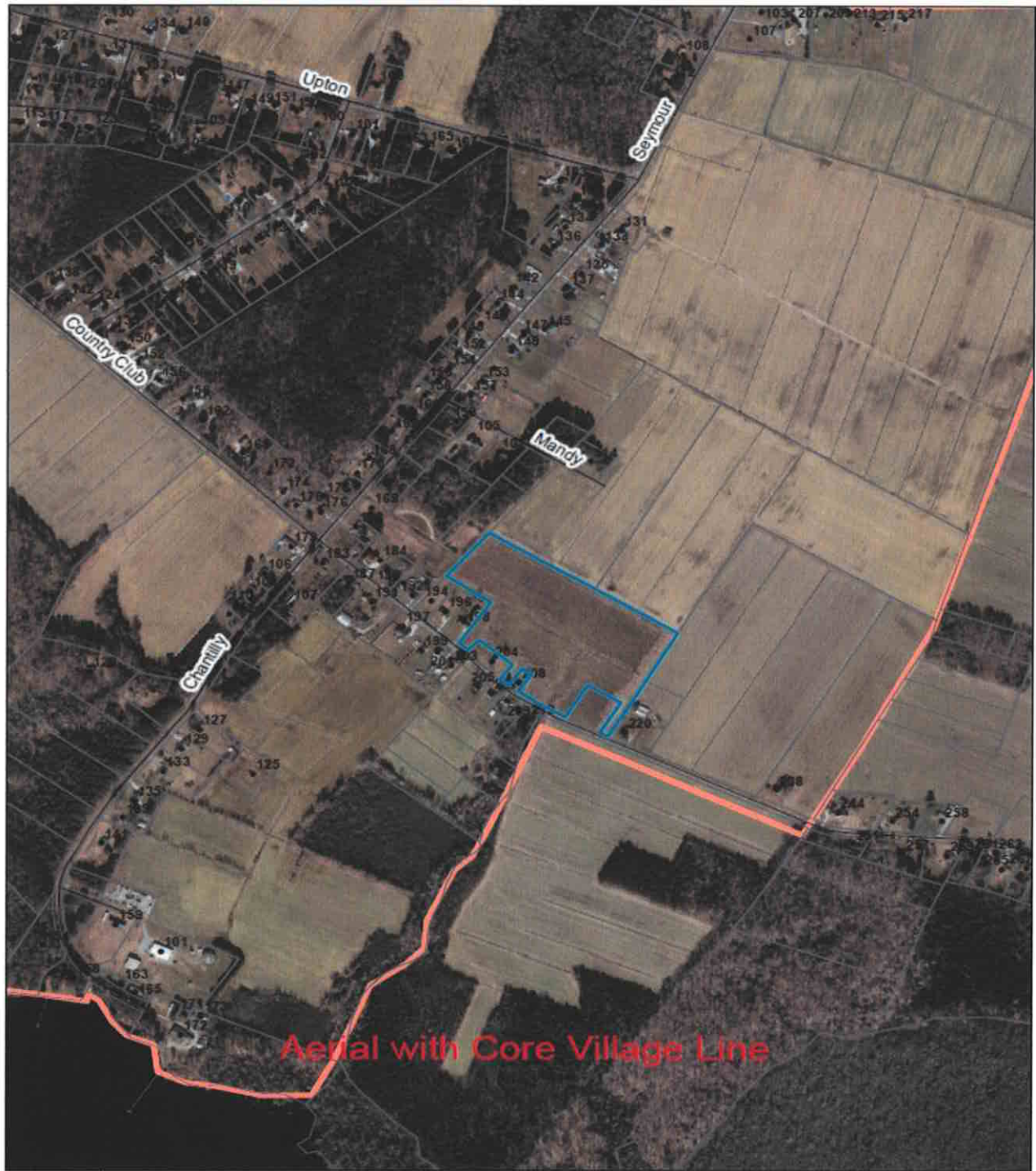
conservation subdivisions. The conservation subdivision approach seeks to minimize the visibility of new residential development from adjacent roadways through proper placement and screening. The district accommodates several differing agricultural uses and single-family detached homes. It also allows supporting uses like educational facilities, parks, public safety facilities, and utilities. District regulations discourage uses that interfere with the development of residential dwellings or that are detrimental to the rural nature of the district.

To: Mixed Use – Article 151.3.5.6 (Purpose Statement)

The Mixed Use district accommodates a diverse mix of uses on lands well served by public sewer and located within the core portions of the County’s designated village centers. The district is intended to foster functional neighborhoods where County residents and visitors can live, work, shop, and recreate without travelling large distances between differing uses. Buildings are built close to the sidewalk and one another and served by public gathering areas that create places for people to congregate and interact. Off-street parking and service areas are located to the sides and rears of buildings to help ensure a continuity of building facades along street edges and to avoid areas that are unsafe or undesirable for pedestrians. The district encourages a fine-grained network of streets and pedestrian ways that allow a wide freedom of movement and choices in transportation mode. Uses are located in close proximity to one another and rely on design techniques to maintain compatibility instead of large yards, deep setbacks, and suburban-style vegetative buffers. The district allows a wide variety of housing types to promote population density and to support nearby retail, dining, and entertainment establishments. The district discourages the establishment of single-use, monolithic, and automobile-oriented forms of development that require large areas of off-street parking, large floorplates, or that fail to cater to pedestrians.

PROJECT LOCATION:

Vicinity Map: South Mills Township



Attachment: Staff Report (2456 : Set Public Hearing - Ordinance 2019-09-01 Rezoning Application)

SITE DATA

Lot size: Approximately 15.64 acres.
Flood Zone: X
Zoning District(s): Rural Residential (RR)
Existing Land Uses: Farmland

Adjacent Zoning & Uses:

	North	South	East	West
Zoning	Rural Residential (RR)	Rural Residential (RR)	Rural Residential (RR)	Rural Residential (RR)/Neighborhood Residential (NR)
Use & size	Housing	Farmland	Farmland	Housing/Farmland

Proposed Use(s): Residential purposes.

Description/History of property: Property is located inside the Courthouse Core Village off Country Club road. Property was once in farm use until the passing of the owner and was sold to the current owner Mr. Wood.

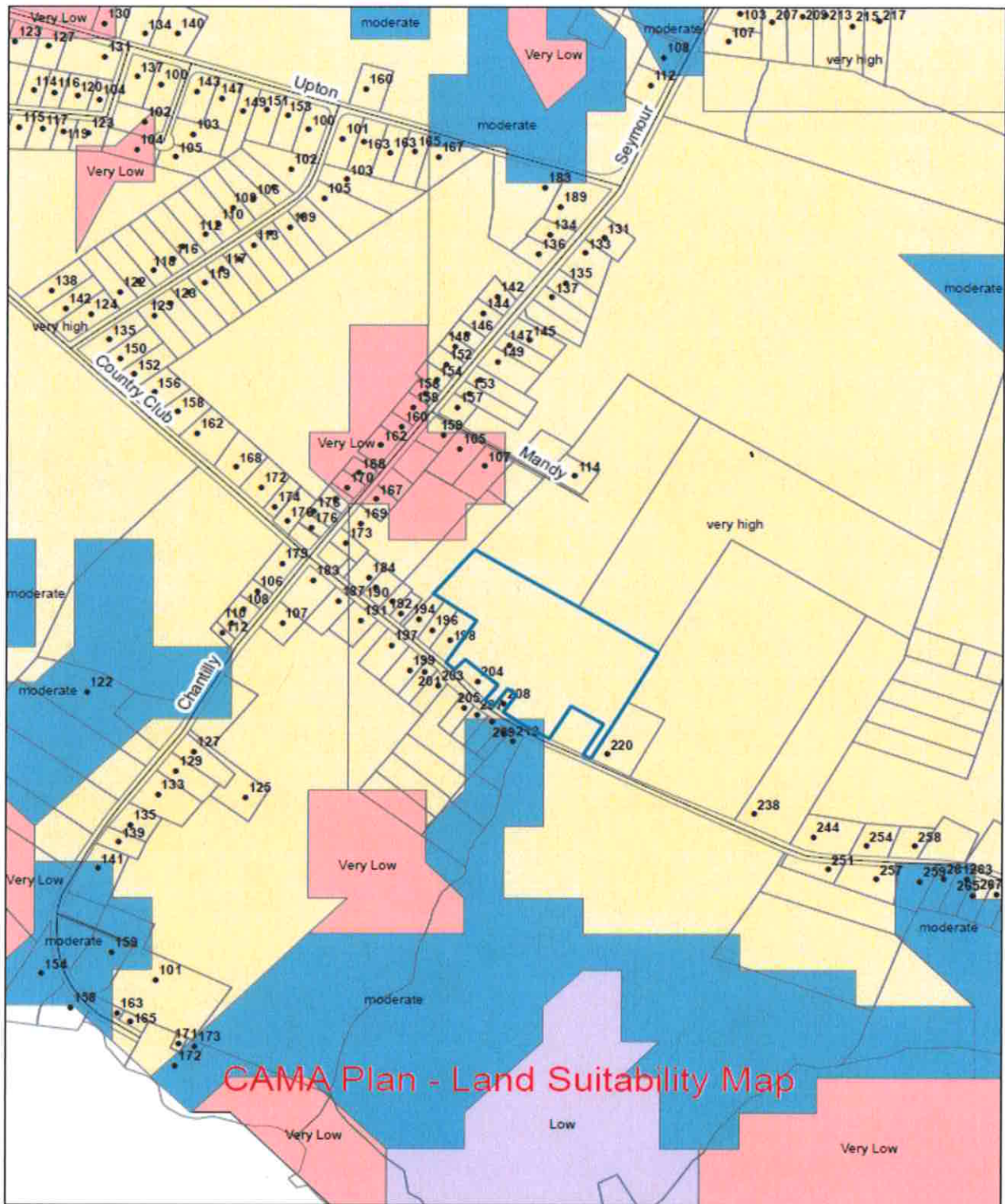
ENVIRONMENTAL ASSESSMENT

Streams, Creeks, Major Ditches:

Distance & description of nearest outfall: It appears the property drains to the west through a culvert under County Club Road and out to the Pasquotank River.

Attachment: Staff Report (2456 : Set Public Hearing - Ordinance 2019-09-01 Rezoning Application)

CAMA Land Suitability:



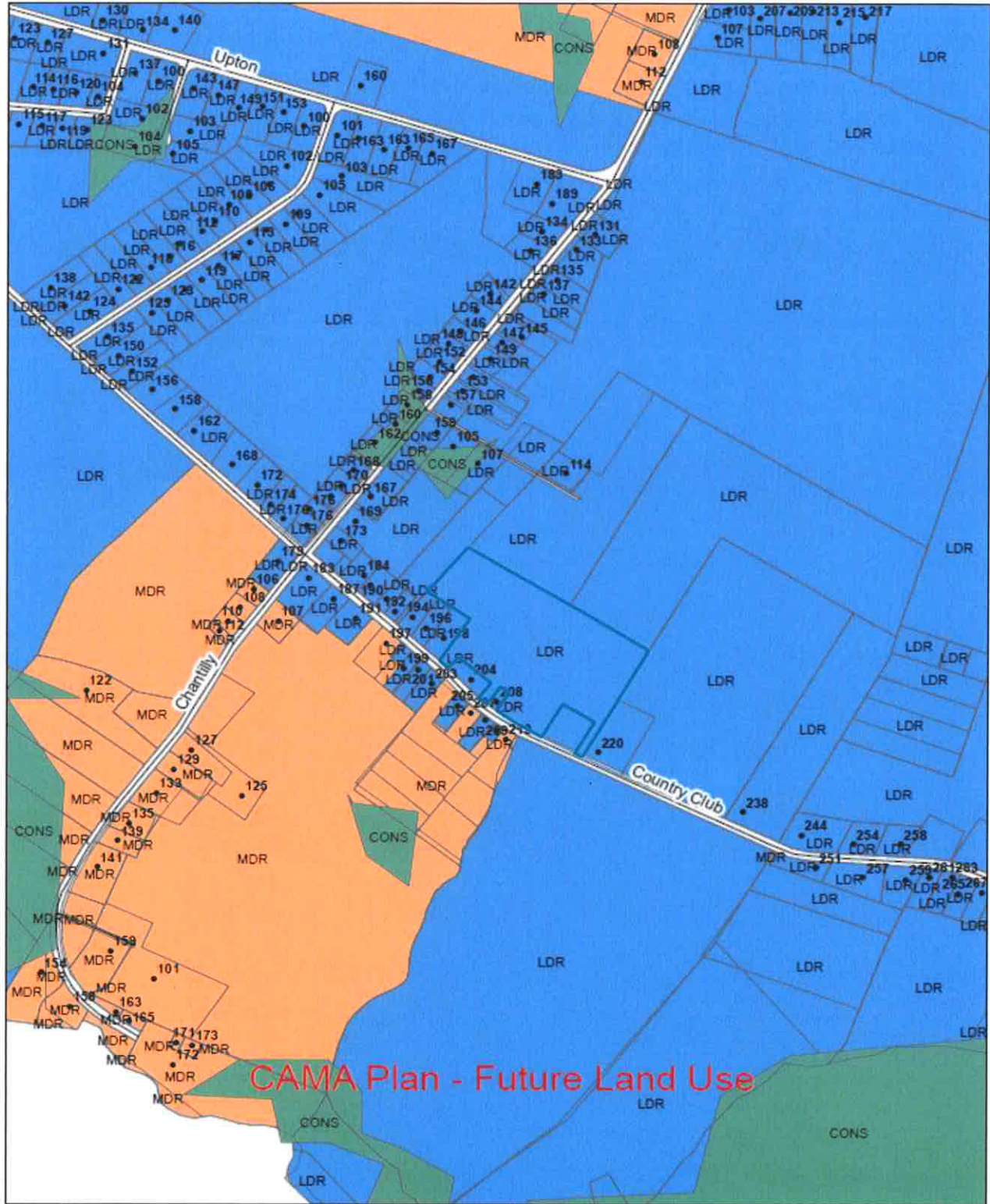
Attachment: Staff Report (2456 : Set Public Hearing - Ordinance 2019-09-01 Rezoning Application)

Comprehensive Plan Future Land Use Map



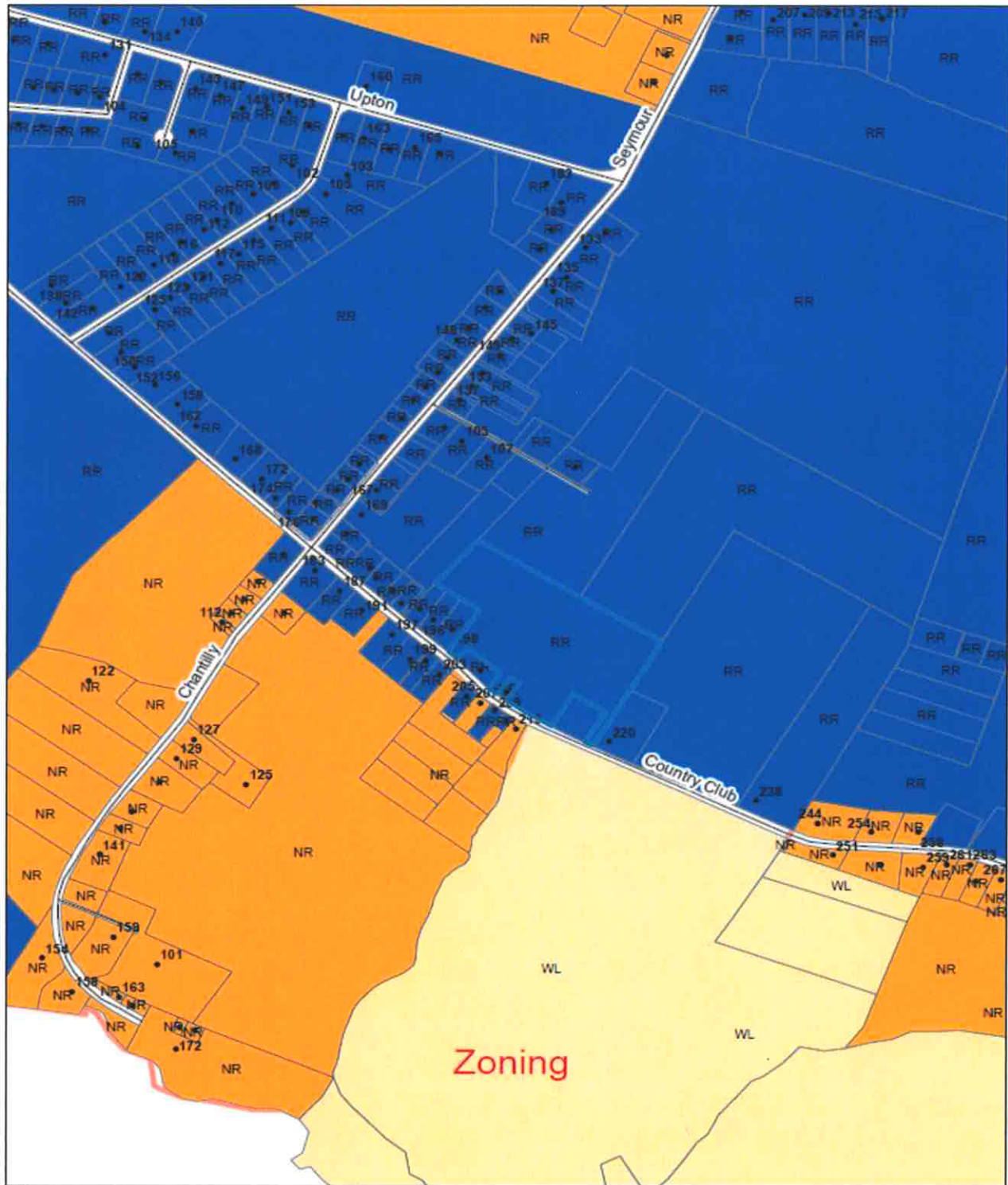
Attachment: Staff Report (2456 : Set Public Hearing - Ordinance 2019-09-01 Rezoning Application)

CAMA Future Land Use Map



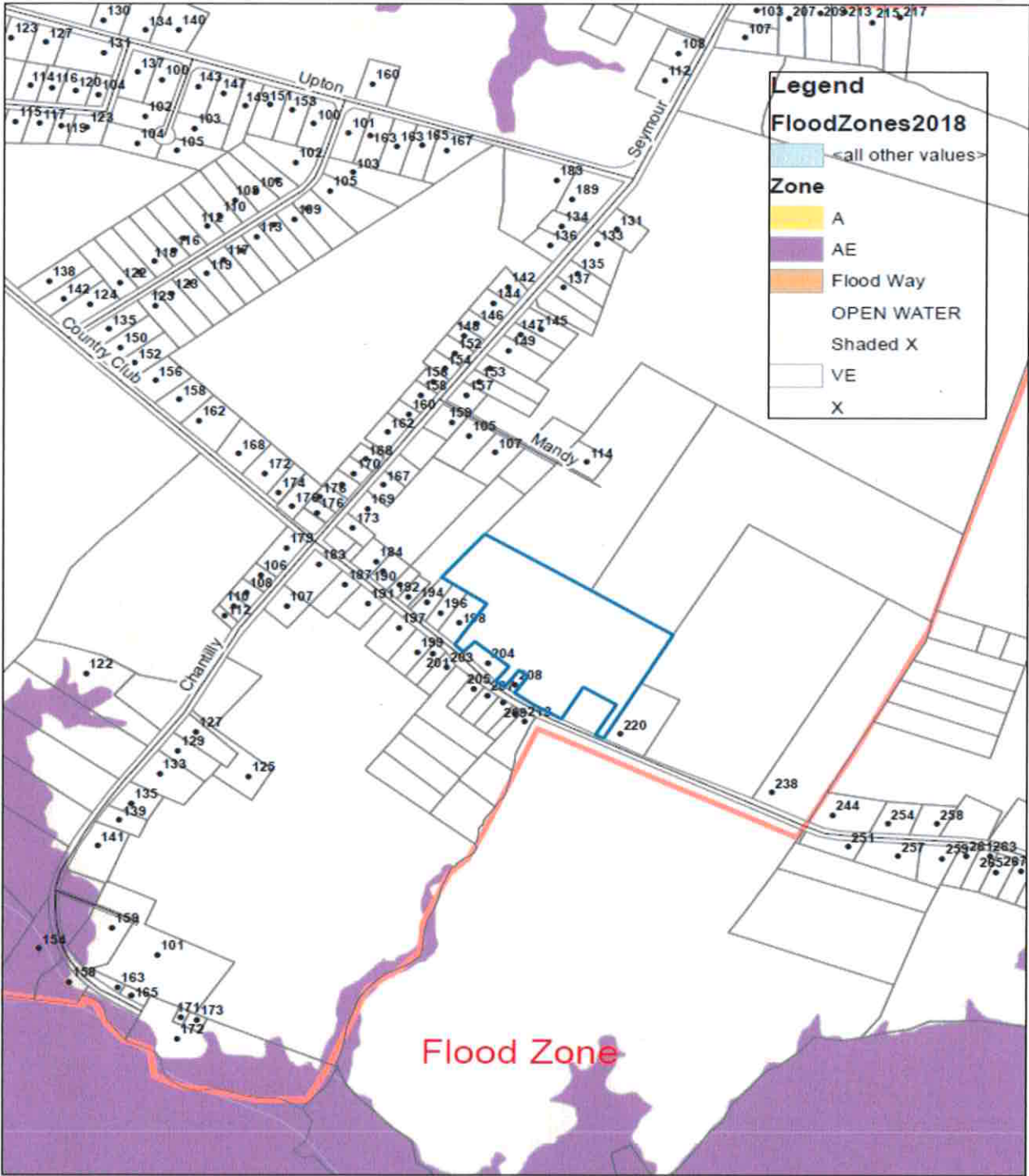
Attachment: Staff Report (2456 : Set Public Hearing - Ordinance 2019-09-01 Rezoning Application)

Zoning Map:



Attachment: Staff Report (2456 : Set Public Hearing - Ordinance 2019-09-01 Rezoning Application)

Floodplain Map



Attachment: Staff Report (2456 : Set Public Hearing - Ordinance 2019-09-01 Rezoning Application)

INFRASTRUCTURE & COMMUNITY FACILITIES

Water	Water lines are located adjacent to property along Country Club Road.
Sewer	Not available.
Fire District	South Camden Fire District.
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. .

2035 Comprehensive Plan

Consistent **Inconsistent**

The proposed zoning change is inconsistent with Comprehensive Plan (Adopted 2012) **Future Land Use Map as it shows the property to be Rural Residential**.

However the description of **Mixed Use** refers to providing higher density development on property located within the core portions of the county’s designated village centers with the availability of water/sewer. This property located within Courthouse Core Village.

Attachment: Staff Report (2456 : Set Public Hearing - Ordinance 2019-09-01 Rezoning Application)

Also the description states:

. It (*Mixed Use*) includes Camden Plantation, a proposed planned unit development north of Main Street in the South Mills core village area, development opportunities south of Country Club Road and south of US 158 in Courthouse/Camden,

Once sewer is available proposed zoning will allow for residential densities of up to lots on higher density of up 4.35 dwellings per acre a variety of housing types, and limited commercial uses.

The Comprehensive Plan also includes a zoning district **Village Residential** which allows for moderate density up to 4.35 dwellings per acre and a variety of housing types, without commercial uses. This type of district serves as a transition from village core and highway commercial to more rural areas.

PLANS CONSISTENCY – cont.

Comprehensive Transportation Plan

Consistent Inconsistent

Property abuts Country Club Road.

Other Plans officially adopted by the Board of Commissioners

N/A

Attachment: Staff Report (2456 : Set Public Hearing - Ordinance 2019-09-01 Rezoning Application)

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 higher density residential uses to support commercial uses nearby, with the availability of water and sewer. Sewer currently not available at this time. Based on location of property and surrounding uses, residential development on smaller lots

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.

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 (2456 : Set Public Hearing - Ordinance 2019-09-01 Rezoning Application)

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:** In the appropriate location.

Is there other land in the county that would be more appropriate for the proposed uses?

Yes No **Reasoning:** The Commercial uses permitted in the Mixed Use District are more apt to be located along the commercial area of U.S. 158 and portions of NC 343.

Attachment: Staff Report (2456 : Set Public Hearing - Ordinance 2019-09-01 Rezoning Application)

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		

STAFF COMMENTARY:

The applicant seeks to develop a small portion of the property in the near future and prepare to develop the remainder with higher density uses when sewer becomes available. The property is not currently served by sewer but one of the County's top CIP projects includes building sewer to the Country Club/ US 158 intersection. The requested zoning to **Mixed Use** is somewhat consistent the Comprehensive Plan as it relates to higher density and is within the Courthouse Village area; however the location may not be suited for commercial businesses since it is approximately 2 miles from the Courthouse Core and one mile from the US 158 commercial corridors.

The staff's opinion is that as the Courthouse Village area grows, plans should include providing sewer along Country Club Rd. to encourage moderate to higher density housing within the village. However this property is best suited to serve as a transition from the village core to more rural surroundings.

Attachment: Staff Report (2456 : Set Public Hearing - Ordinance 2019-09-01 Rezoning Application)

Consistency statement:

The requested zoning to **Mixed Use** is inconsistent with both the CAMA plan as is show the property as low density residential.

The requested zoning is inconsistent with the Comprehensive Plan Future Land Use Map but is consistent with the objective of encouraging higher density housing within the Courthouse Village boundaries.

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.”

Recommendation:

Planning Staff recommends Rezoning Application (UDO 2019-06-23) from Rural Residential (RR) to Mixed Use (MX) be modified and to rezone the property to Village Residential (VR)

Staff recommendation: Village Residential (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.

Planning Board recommendation:**Consistency Statement:**

The requested zoning is consistent with the objective of the Comprehensive Plan as it encourages higher density housing within the Courthouse Village boundaries.

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.”

Motion passed: 5-0 Vote.

Planning Board recommended approval of rezoning the 15.64 acre tract from Rural Residential (RR) to Village Residential (VR).

Motion passed: 5-0 vote.



Zoning Map Amendment Application

OFFICIAL USE ONLY:
 UDO Number: 2019-6-23
 Date Filed: 6-21-19
 Amount Paid: 706.00
 Received By: Dan Porter / RB

Contact Information

APPLICANT		PROPERTY OWNER	
Name:	<u>ERIC WOOD</u>	Name:	<u>SAME</u>
Address:	<u>121 WHITE CEDAR LN CAMDEN, NC 27921</u>	Address:	_____
Telephone:	<u>252-339-9855</u>	Telephone:	_____
Fax:	_____	Fax:	_____
Email:	<u>uscgwood@msn.com</u>	Email:	_____
LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: _____			

Property Information

Physical Street Address: NEAR 204 AND 208
 Location: COUNTRY CLUB RD
 Parcel ID Number(s): 028934045248260000
 Total Parcel(s) Acreage: 15.64
 Existing Land Use of Property: FARM

Request

Current Zoning of Property: RR Proposed Zoning District: ~~RR~~ MX
 Total Acreage for Rezoning: 15.64 Are you rezoning the entire parcel(s): Yes No
 Metes and Bounds Description Provided: Yes No
 Community Meeting, if applicable: Date Held: _____; Location: _____

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

Property Owner(s)/Applicant

6-21-19
 Date

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

Attachment: Supporting Documents (2456 : Set Public Hearing - Ordinance 2019-09-01 Rezoning Application)

Zoning Change Application Questions

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

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

ALLOWS FOR HIGHER DENSITY AND COMMERCIAL OPPORTUNITIES
WITHIN THE CORE VILLAGE

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

MIXED USE IS NEW, AND HAS NOT BEEN ALLOWED PREVIOUSLY,
WHICH WOULD ALLOW FUTURE GROWTH COMMERCIALY AND
RESIDENTIALLY

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

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

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



Doc No: 206379
Recorded: 12/31/2018 03:14:50 PM
Fee Amt: \$26.00 Page 1 of 3
Excise Tax: \$90.00
Camden County North Carolina
Tammie Krauss, Register of Deeds
BK 372 PG 749 - 751 (3)

NORTH CAROLINA SPECIAL WARRANTY DEED

Excise Tax: \$90.00

Parcel Identifier No. 02.8934.04.52.4826.0000 Verified by Camden County on the 31st day of December, 2018
By: 461-19 \$45,000.00 / \$450.00 Camden pd. Del. nc delinquent taxes 12-31-18

Mail/Box to: Trimpi & Nash, LLP, 200 North Water Street, Suite 2A, Elizabeth City, NC 27909

This instrument was prepared by: Thomas P. Nash, IV

Brief description for the Index: _____

THIS DEED made this 21st day of December, 2018, by and between

GRANTOR	GRANTEE
Robin K. Kutz, Successor Trustee of the Elwood C. Armstrong Living Trust dated June 6, 1995	Eric M. Wood and wife, Summer L. Wood
12610 Patrick Henry Drive, Suite D Newport News, VA 23602	121 White Cedar Lane Camden, NC 27921

Enter in appropriate block for each Grantor and Grantee: name, mailing address, and, if appropriate, character of entity, e.g. corporation or partnership.

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

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

SEE EXHIBIT "A" ATTACHED.

The property hereinabove described was acquired by Grantor by instrument recorded in Deed Book 112, Page 253.

This instrument prepared by: Thomas P. Nash, IV, a licensed North Carolina Attorney. Delinquent taxes, if any, are to be paid by the closing attorney to the county tax collector upon disbursement of closing proceeds.

All or a portion of the property herein conveyed _____ includes or X does not include the primary residence of a Grantor.

Attachment: Supporting Documents (2456 : Set Public Hearing - Ordinance 2019-09-01 Rezoning Application)

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor has done nothing to impair such title as Grantor received, and Grantor will warrant and defend the title against the lawful claims of all persons claiming by, under or through Grantor, other than the following exceptions:

Easements, restrictions and right-of-ways of record

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

The Elwood C. Armstrong Living Trust dated June 6, 1995

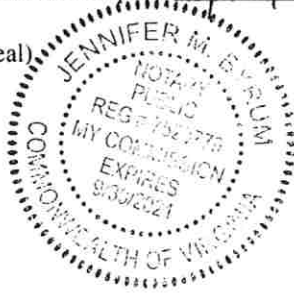
By: Robin Kutz, Successor Trustee (SEAL)
Robin K. Kutz Successor Trustee

State of Virginia - County or City of Newport News State of

I, the undersigned Notary Public of the County or City of Newport News and State aforesaid, certify that Robin K. Kutz, Successor Trustee of The Elwood C. Armstrong Living Trust dated June 6, 1995 personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed. Witness my hand and Notarial stamp or seal this 27th day of December, 2018.

My Commission Expires: 9/30/2021

(Affix Seal)



Jennifer M. Byrum
Notary Public
Notary's Printed or Typed Name

Attachment: Supporting Documents (2456 : Set Public Hearing - Ordinance 2019-09-01 Rezoning Application)

EXHIBIT "A"

Beginning at an iron pipe located on the Northeast right of way of State Road #1132, commonly known as Country Club Road, said point being located 977.3 feet from the centerline of State Road #1138, and said iron pipe being the Southeast corner of the now or formerly Doxie Cartwright property; thence along the now or formerly Doxie Cartwright property North 42° 15' 09" East 325.4 feet to an iron pipe, cornering; thence along the center of a ditch North 47° 23' 16" West 106.6 feet to an iron pipe; thence North 47° 30' 05" West 181.68 feet to an iron pipe, cornering; thence along the center of a ditch and lane North 51° 19' 01" East 342.34 feet to an iron pipe, cornering; thence along another ditch South 47° 41' 15" East 1,150.5 feet to an iron pipe, cornering; thence along the center of the ditch South 40° 56' 14" West 711.68 feet to an iron pipe located on the Northeast right of way of State Road #1132; thence along the Northeast right of way of State Road #1132 North 52° 32' 53" West 150.3 feet; North 51° 45' 54" West 96.14 feet to a point; North 50° 27' 38" West 100.69 feet; North 47° 46' 31" West 103.55 feet; North 44° 05' 05" West 103.47 feet; North 39° 52' 14" West 95.6 feet to an iron pipe, cornering, being the Southeast corner of the now or formerly Patricia Loper property; thence along the now or formerly Patricia Loper property North 51° 25' 26" East 113.73 feet to an iron pin, cornering; North 40° 47' West 238.76 feet to an iron pipe, cornering; thence South 54° 45' 14" West 100.0 feet to an iron pipe located on the Northeast right of way of State Road #1132; thence along the said right of way North 36° 49' 11" West 45.04 feet to an iron pipe, being the point and place of beginning, containing 16.64 acres according to that plat prepared by Henry Cuningham, Registered Surveyor, dated January 23, 24, 1996, recorded in Plat Cabinet 2, Slide 93-A in the Office of the Register of Deeds of Camden County.

LESS AND EXCEPT that portion of the above described property conveyed to Roger L. Ewell and Wilson S. Long by Deed dated April 30, 1998, recorded in Deed Book 123, Page 461, Camden County Registry, and more particularly described as follows:

Beginning at an iron pipe located on the north right of way of Country Club Road, said iron pipe being located 1302 feet south of the Chantilly Road; thence N 54 deg. 12' 00" E 108.71 feet to an iron pipe cornering; thence S 46 deg. 09' 23" E 65.34 feet to an iron pipe, cornering; thence S 39 deg. 09' 00" W 118.95 feet to an iron pipe on the north right of way of Country Club Road; thence along the right of way of Country Club Road, N 40 deg. 14' 20" W 43.62 feet to a point; thence N 38 deg. 19' 14" W 44.14 feet to an iron pipe being the point and place of beginning. This property is described and delineated on a plat prepared by Henry Cuningham dated September 15, 1997 which plat is incorporated herein by reference.

LESS AND EXCEPT that portion of the above described property conveyed to Camden County by Deed dated February 23, 2007, recorded in Deed Book 244, Page 799, Camden County Registry, and more particularly described as follows:

Beginning at a point situate on the North side of Country Club Road (SR 1132) which point is marked by an iron pipe located South 40° 21' 37" East a distance of 1,687.70 feet from a PK nail at the intersection of SR 1132 and SR 1138; and which point is on the line of division between the property conveyed herein and other property belonging to Elwood Armstrong of record in Deed Book 112, Page 253 of the Camden County Registry; thence, North 40° 56' 14" East a distance of 220.64 feet to a point; thence South 49° 03' 46" East a distance of 205.86 feet; thence, South 42° 51' 43" West a distance of 209.63 feet along an existing Field Path to a point situate on the North side of Country Club Road; thence, North 52° 32' 53" West a distance of 127.22 feet; thence North 51° 45' 54" West a distance of 96.14 feet back to the POINT AND PLACE OF BEGINNING.

This certain tract or parcel of land being described as "1.00 acre" situate in Courthouse Township, Camden County, which is more particularly described pursuant to a plat under date of January 19, 2007, entitled in part "Property being Conveyed By Elwood C. Armstrong to Camden County", prepared by S.L. Cardwell, Registered Land Surveyor, and which plat is duly of record in the public registry of Camden County in Plat Cabinet 6, Slide 23, which is incorporated herein by reference

ALBEMARLE REGIONAL HEALTH SERVICES

275547

Applicant:

WOOD, ERIC
121 WHITE CEDAR LANE
CAMDEN, NC 27921

Owner:

WOOD, ERIC
121 WHITE CEDAR LANE
CAMDEN, NC 27921

Site Location:

COUNTRY CLUB ROAD (1)
CAMDEN, NC 27921

GPD: 360 LTAR: 0.200 Classification: Unsuitable

If unsuitable, the site may be reclassified to provisionally suitable with the following modification(s):

- * Fill Area 120 ft. by 70 ft. with 12 in. of Sand
- * Groundwater Lowering Devices
- * Sand Backfill Trenches to a depth of 6 ft.

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
- * Submit a copy of deed or contract to purchase
- * Sign legal documents agreeing to the inspection and maintenance requirements of the Albemarle Regional Health Services Management Entity
- * Pay permit fee of \$225

Comments:

A pump will be necessary if plumbing stub out isn't high enough for gravity fall. A detailed site plan prepared by a NC Licensed Surveyor or NC Professional Engineer must be submitted and approved. The site plan shall include, but not limited to, home, lot dimensions, septic (600 linear feet) and repair area, filled area, adjacent neighbors wells (if applicable), ditching plan for surface water, driveway, decks, and all other desired amenities. HAVE SURVEYOR/ENGINEER DRAW MOCK SITE PLANS SHOWING HOME AND SEPTIC INCLUDING REPAIR AREA TO VERIFY PROPOSED 1 ACRE LOT SIZES ARE OF ADEQUATE SIZE. LOTS MAY NEED TO BE LARGER IN ORDER TO MEET ALL REQUIRED SETBACKS. THIS VERIFICATION SHOULD BE DONE PRIOR TO RECORDING LOTS.

EHS: 
Carver, Kevin

Date: 03/15/2019

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 (2456 : Set Public Hearing - Ordinance 2019-09-01 Rezoning Application)

ALBEMARLE REGIONAL HEALTH SERVICES

275548

Applicant:

WOOD, ERIC
121 WHITE CEDAR LANE
CAMDEN, NC 27921

Owner:

WOOD, ERIC
121 WHITE CEDAR LANE
CAMDEN, 27921

Site Location:

COUNTRY CLUB ROAD (2)
CAMDEN, NC 27921

GPD: 360	LTAR: 0.200	Classification: Unsuitable
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If unsuitable, the site may be reclassified to provisionally suitable with the following modification(s):

- * Fill Area 120 ft. by 70 ft. with 12 in. of Sand
- * Groundwater Lowering Devices
- * Sand Backfill Trenches to a depth of 6 ft.

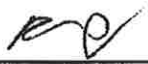
To obtain an Authorization to Construct:

- * Submit a plat or scale drawing of the lot, showing location and dimensions of all property lines, proposed structures and driveways
- * Submit a copy of deed or contract to purchase
- * Sign legal documents agreeing to the inspection and maintenance requirements of the Albemarle Regional Health Services Management Entity
- * Pay permit fee of \$225

Comments:

A pump will be necessary if plumbing stub out isn't high enough for gravity fall. A detailed site plan prepared by a NC Licensed Surveyor or NC Professional Engineer must be submitted and approved. The site plan shall include, but not limited to, home, lot dimensions, septic (600 linear feet) and repair area, filled area, adjacent neighbors wells (if applicable), ditching plan for surface water, driveway, decks, and all other desired amenities. HAVE SURVEYOR/ENGINEER DRAW MOCK SITE PLANS SHOWING HOME AND SEPTIC INCLUDING REPAIR AREA TO VERIFY PROPOSED 1 ACRE LOT SIZES ARE OF ADEQUATE SIZE. LOTS MAY NEED TO BE LARGER IN ORDER TO MEET ALL REQUIRED SETBACKS. THIS VERIFICATION SHOULD BE DONE PRIOR TO RECORDING LOTS.

EHS:


 Carver, Kevin
Date: 03/15/2019

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Gates (252) 357-1380 Pasquotank (252) 338-4490 Perquimans (252) 426-2100

ALBEMARLE REGIONAL HEALTH SERVICES

275549

Applicant:

WOOD, ERIC
121 WHITE CEDAR LANE
CAMDEN, NC 27921

Owner:

WOOD, ERIC
121 WHITE CEDAR LANE
CAMDEN, 27921

Site Location:

COUNTRY CLUB ROAD (3)
CAMDEN, NC 27921

GPD: 360 **LTAR:** 0.200 **Classification:** Unsuitable

If unsuitable, the site may be reclassified to provisionally suitable with the following modification(s):


- * Fill Area 120 ft. by 70 ft. with 12 in. of Sand
- * Groundwater Lowering Devices
- * Sand Backfill Trenches to a depth of 6 ft.

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
- * Submit a copy of deed or contract to purchase
- * Sign legal documents agreeing to the inspection and maintenance requirements of the Albemarle Regional Health Services Management Entity
- * Pay permit fee of \$225

Comments:

A pump will be necessary if plumbing stub out isn't high enough for gravity fall. A detailed site plan prepared by a NC Licensed Surveyor or NC Professional Engineer must be submitted and approved. The site plan shall include, but not limited to, home, lot dimensions, septic (600 linear feet) and repair area, filled area, adjacent neighbors wells (if applicable), ditching plan for surface water, driveway, decks, and all other desired amenities. HAVE SURVEYOR/ENGINEER DRAW MOCK SITE PLANS SHOWING HOME AND SEPTIC INCLUDING REPAIR AREA TO VERIFY PROPOSED 1 ACRE LOT SIZES ARE OF ADEQUATE SIZE. LOTS MAY NEED TO BE LARGER IN ORDER TO MEET ALL REQUIRED SETBACKS. THIS VERIFICATION SHOULD BE DONE PRIOR TO RECORDING LOTS.

EHS: 
Carver, Kevin

Date: 03/15/2019

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Gates (252) 357-1380 Pasquotank (252) 338-4490 Perquimans (252) 426-2100

Summary for Eric and Summer Wood’s Town Meeting in regards to rezoning of their property to Village/Residential use with in the Core Village.

The meeting was started at 6:00 pm with 15 community members, here in referred to as “Community” in attendance.

Community in Attendance	Address
David Seymour	114 Mandy Lane, Camden
William & Betty Dozier	209 Country Club Road, Camden
Joe Seymour Jr.	137 Seymour Drive, Camden
Doug Leary	157 Seymour Drive, Camden
Melissa Merritt	194 Country Club Road, Camden
Stephanie Schaad & Friend	208 Country Club Road, Camden
Wrae Collins	201 Whitehall Road, Camden
Peggy Gibson	107 Mandy Lane, Camden
Michael & Charlene Cartwright	198 Country Club Road, Camden
Joyce & Willie Dozier	211 Country Club Road, Camden
John Scott	204 Country Club Road, Camden

Mr. Wood wants to rezone the property to one acre lots. Mr. Wood explained to the Community that he wanted to be able to build a house on one-acre lot vs a two (2) acre lots. Mr. Wood explained that allowing him to re-zone it to less than the two (2) acre requirement, would allow him to preserve more of the currently farmed land, and sub-divide two (two) smaller tracts of land, approximately 1 acre each, based on what the health department will require for a septic system. In the future, if sewer were to become available it would allow for approximately four (4) homes per acre, and state he would like to preserve that as well. Currently his main intent is to subdivide two (2) lots at approximately 1 acre each, and build a home and sell it.

Currently with sewer unavailable, it is not possible to obtain the four (4) lots per acre, however it would allow for him to subdivide lots smaller than the current 2 acre minimum requirement, if rezoning it to Village/Residential were to be approved.

The Community was under the impression that Mr. Wood wanted to build a subdivision. The letter that was sent to the Community was a request for Mix Use Commercial/Residential. Mr. Wood explained that at the time the letters were sent to the Community, that Mix Use was the only plan at that time that could meet their needs. Mr. Wood also explained that once he spoke with the Planning Department that it would be best to request for Village/Residential Zoning. Mr. Parks explained the new rules for Village/Residential zoning that were established in February 2019.

Question and Concerns form the Community:

Mr. David Seymore -Who currently farms the land?

Mr. Wood explained that he plans to keep the land farmed by Stevenson Farms. Mr. Wood explained he want to cut out two (2) one-acre lots to build on to help pay for the property and for future investment.

Mr. David Seymore- Why are we here?

Attachment: Supporting Documents (2456 : Set Public Hearing - Ordinance 2019-09-01 Rezoning Application)

Mr. Wood explained that currently can build on his two acres without having the community meeting. Mr. Wood wants to preserve as much farm land as he could and he want the rezoning for one acre lots on his property.

Mr. David Seymore- Is there a county ordinance for Green Space on Mr. Wood property?

Mr. David Parks explained that there is a county ordinance for this, however Mr. Wood is not planning a subdivision and this does not apply. Mr. Wood reexplained that he is only wanted to build one house on one acre.

Mr. David Seymore- Where is the road going to go?

Mr. Seymore is under the impression that a large subdivision is going in to the property.

Mr. Leary- What are the current zoning rules in the area?

Mr. Parks explained that some lots in area are already zoned for one (1) acre lots, two (2) acre lots and some are zoned for 5 acres parcels. Mr. Parks explains the new rezoning rules for the Core Villages and how the new plan was developed to improved Camden.

Mr. Leary had concerned that Mr. Wood would allow low income houses or "Section 8" duplex type housing on the property. Mr. Parks explained that there are rules in place for this type of housing. Mr. Leary is also concerned that once the land is rezoned to allow the four (4) house per one (1) acres in the future if Mr. Wood sells the property.

Mrs. Wood stated that this would affect the Seymour property as well, they are also in the Core Village Zone. She stated again that they are asking for one (1) house on one-acre.

The Community stated concerns with the four (4) houses per one-acre lots. Mr. Parks explain this effect all property owners in the Core Village. All property owner in the Core Villages can ask for rezoning to Village/Residential and this is standard procedures to host a community meeting.

Mr. Parks explains that the Community is welcome to attend the Planning Board Meeting on July 17th at 7:00 pm where Mr. Wood's request for rezoning will be presented to board.

No other question or concerns at this time.

**Camden County, North Carolina
Principal Use Table, District Comparison
Conservation & Protection Vs. Working Lands**

8.M.c

Use Class / Main Category / Category "P"=Permitted, "S"=Special Use Permit, Blank=Prohibited RR MX

Agricultural

AGRICULTURE/HORTICULTURE		
<i>All Agriculture/ Horticulture Uses</i>	P	
ANIMAL HUSBANDRY		
<i>Animal Husbandry Uses (excluding stockyards and slaughterhouses)</i>		
<i>Stockyard/Slaughterhouse</i>		
AGRICULTURAL SUPPORT		
<i>Agricultural Research Facility</i>		
<i>Agri-Education/ Agri-Entertainment</i>	S	
<i>Distribution Hub for Agriculture Products</i>		
<i>Equestrian Facility</i>	S	
<i>Farm Machinery Sales, Rental, or Service</i>		
<i>Farmers Market</i>	S	P
<i>Roadside Market</i>		

Residential

HOUSEHOLD LIVING USES		
<i>Bungalow Court</i>		P
<i>Duplex</i>		P
<i>Live/Work Dwelling</i>		P
<i>Manufactured Home</i>		
<i>Manufactured Home or Mobile Home Park</i>		
<i>Mobile Home</i>	S	
<i>Multi-Family</i>		P
<i>Pocket Neighborhood</i>		P
<i>Quadraplex</i>		P
<i>Single-Family Attached</i>		P
<i>Single-Family Detached</i>	P	P
<i>Triplex</i>		P
<i>Upper Story Residential</i>		P
GROUP LIVING		
<i>Dormitory</i>		S
<i>Family Care Home</i>	P	P
<i>Group Home</i>	S	S
<i>Rooming House</i>		S

Attachment: Supporting Documents (2456 : Set Public Hearing - Ordinance 2019-09-01 Rezoning Application)

**Camden County, North Carolina
Principal Use Table, District Comparison
Conservation & Protection Vs. Working Lands**

Use Class / Main Category / Category	"P"=Permitted, "S"=Special Use Permit, Blank=Prohibited	RR	MX
PUBLIC SAFETY			
<i>Police, Fire, or EMS Facility</i>		S	P
<i>Correctional Facility</i>			
<i>Security Training Facility</i>			
TRANSPORTATION			
<i>Airport</i>			
<i>Helicopter Landing Facility</i>			
<i>Passenger Terminal, Surface Transportation</i>			P
UTILITIES			
<i>Utility, Major</i>		S	P
<i>Utility, Minor</i>		P	P
Commercial			
ADULT AND SEXUALLY-ORIENTED BUSINESSES			
<i>All Adult and Sexually-Oriented Businesses</i>			
ANIMAL CARE			
<i>Major</i>			
<i>Minor</i>			
EATING ESTABLISHMENTS			
<i>Restaurant, Major</i>			P
<i>Restaurant, Minor</i>			P
<i>Bar, Nightclub, or Dance Hall</i>			P
OFFICES			
<i>Major</i>			P
<i>Minor</i>			P
PARKING, COMMERCIAL			
<i>All</i>			P
PERSONAL SERVICES			
<i>Major</i>			P
<i>Minor</i>			P
RECREATION/ENTERTAINMENT, INDOOR			
<i>Major</i>			P
<i>Minor</i>			P

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**Camden County, North Carolina
Principal Use Table, District Comparison
Conservation & Protection Vs. Working Lands**

Use Class / Main Category / Category	"P"=Permitted, "S"=Special Use Permit, Blank=Prohibited	RR	MX
INDUSTRIAL SERVICES			
<i>Contractor Service</i>			
<i>Crabshedding</i>			
<i>Fuel Oil or Bottled Gas Distributor</i>			S
<i>General Industrial Service and Repair</i>			
<i>Heavy Equipment Sales, Rental, or Service</i>			
<i>Research and Development</i>			S
MANUFACTURING AND PRODUCTION			
<i>Manufacturing, Heavy</i>			
<i>Manufacturing, Light</i>			
POWER GENERATION			
<i>Solar Array</i>		S	
<i>Wind Energy Conversion Facility</i>			
WAREHOUSE AND FREIGHT MOVEMENT			
<i>All</i>			S
WASTE-RELATED SERVICES			
<i>Incinerator</i>			
<i>Land Application of Sludge/Septage</i>			
<i>Landfill</i>			
<i>Public Convenience Center or Transfer Station</i>			
<i>Recycling Center</i>			
<i>Salvage or Junkyard</i>			
<i>Waste Composting Facility</i>			
WHOLESALE SALES			
<i>Major</i>			
<i>Minor</i>			

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**Camden County, North Carolina
Principal Use Table, District Comparison
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Agricultural				
AGRICULTURE/HORTICULTURE				
<i>All Agriculture/ Horticulture Uses</i>	P			
ANIMAL HUSBANDRY				
<i>Animal Husbandry Uses (excluding stockyards and slaughterhouses)</i>				
<i>Stockyard/Slaughterhouse</i>				
AGRICULTURAL SUPPORT				
<i>Agricultural Research Facility</i>				
<i>Agri-Education/ Agri-Entertainment</i>	S			
<i>Distribution Hub for Agriculture Products</i>				
<i>Equestrian Facility</i>	S			
<i>Farm Machinery Sales, Rental, or Service</i>				
<i>Farmers Market</i>	S			
<i>Roadside Market</i>				
Residential				
HOUSEHOLD LIVING USES				
<i>Bungalow Court</i>			P	
<i>Duplex</i>			P	
<i>Live/Work Dwelling</i>			P	
<i>Manufactured Home</i>				
<i>Manufactured Home or Mobile Home Park</i>				
<i>Mobile Home</i>	S			
<i>Multi-Family</i>				
<i>Pocket Neighborhood</i>			P	
<i>Quadraplex</i>				
<i>Single-Family Attached</i>			S	
<i>Single-Family Detached</i>	P		P	
<i>Triplex</i>				
<i>Upper Story Residential</i>				
GROUP LIVING				
<i>Dormitory</i>				
<i>Family Care Home</i>	P		P	
<i>Group Home</i>	S			
<i>Rooming House</i>				

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Principal Use Table, District Comparison
Conservation & Protection Vs. Working Lands**

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PUBLIC SAFETY			
<i>Police, Fire, or EMS Facility</i>		S	S
<i>Correctional Facility</i>			
<i>Security Training Facility</i>			
TRANSPORTATION			
<i>Airport</i>			
<i>Helicopter Landing Facility</i>			
<i>Passenger Terminal, Surface Transportation</i>			
UTILITIES			
<i>Utility, Major</i>		S	S
<i>Utility, Minor</i>		P	P
Commercial			
ADULT AND SEXUALLY-ORIENTED BUSINESSES			
<i>All Adult and Sexually-Oriented Businesses</i>			
ANIMAL CARE			
<i>Major</i>			
<i>Minor</i>			
EATING ESTABLISHMENTS			
<i>Restaurant, Major</i>			
<i>Restaurant, Minor</i>			
<i>Bar, Nightclub, or Dance Hall</i>			
OFFICES			
<i>Major</i>			
<i>Minor</i>			
PARKING, COMMERCIAL			
<i>All</i>			
PERSONAL SERVICES			
<i>Major</i>			
<i>Minor</i>			
RECREATION/ENTERTAINMENT, INDOOR			
<i>Major</i>			
<i>Minor</i>			

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<i>Contractor Service</i>			
<i>Crabshedding</i>			
<i>Fuel Oil or Bottled Gas Distributor</i>			
<i>General Industrial Service and Repair</i>			
<i>Heavy Equipment Sales, Rental, or Service</i>			
<i>Research and Development</i>			
MANUFACTURING AND PRODUCTION			
<i>Manufacturing, Heavy</i>			
<i>Manufacturing, Light</i>			
POWER GENERATION			
<i>Solar Array</i>		S	S
<i>Wind Energy Conversion Facility</i>			
WAREHOUSE AND FREIGHT MOVEMENT			
<i>All</i>			
WASTE-RELATED SERVICES			
<i>Incinerator</i>			
<i>Land Application of Sludge/Septage</i>			
<i>Landfill</i>			
<i>Public Convenience Center or Transfer Station</i>			
<i>Recycling Center</i>			
<i>Salvage or Junkyard</i>			
<i>Waste Composting Facility</i>			
WHOLESALE SALES			
<i>Major</i>			
<i>Minor</i>			

Attachment: Supporting Documents (2456 : Set Public Hearing - Ordinance 2019-09-01 Rezoning Application)

Ordinance No. 2019-09-01

**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 02-8934-04-52-4826 is hereby re-zoned from Rural Residential (RR) to Village Residential (VR).

Article III. Penalty

1. Violations of the provision of this Ordinance or failure to comply with any of its Requirements, including violations of any conditions and safeguards established in connection with grants of variances or Special Use or Conditional Use Permits, shall constitute a misdemeanor, punishable by a fine of up to five-hundred (\$500) dollars or a maximum thirty (30) days imprisonment as provided in G. S. 14-4.
2. Any act constituting a violation of the provisions of this Ordinance or a failure to comply with any of its requirements, including violations of any conditions and safeguards established in connection with the grants of variances or Special Use or Conditional Use Permits, shall also subject the offender to a civil penalty of one-hundred (\$100) dollars for each day the violation continues. If the offender fails to pay the penalty within ten (10) days after being cited for a violation, the penalty may be recovered by the county in a civil action in the nature of debt. A civil penalty may not be appealed to the Board of Adjustment if the offender was sent a final notice of violation in accordance with Article 151.568 and did not take an appeal to the Board of Adjustment within the prescribed time.
3. This Ordinance may also be enforced by any appropriate equitable action.

- 4. Each day that any violation continues after notification by the administrator that such violation exists shall be considered a separate offense for purposes of the penalties and remedies specified in this section.
- 5. Any one, all or any combination of the foregoing penalties and remedies may be used to enforce this Ordinance.

Article IV. Severability

If any language in this Ordinance is found to be invalid by a court of competent jurisdiction or other entity having such legal authority, then only the specific language held to be invalid shall be affected and all other language shall be in full force and effect.

Article V. Effective Date

This Ordinance is effective upon adoption.

Adopted by the Board of Commissioners for the County of Camden this day of , 2019.

County of Camden

Tom White, Chairman
Camden County Board of Commissioners

ATTEST:

Karen Davis
Clerk to the Board

(SEAL)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.A
Meeting Date: August 05, 2019
Submitted By: Sally Norfleet,
Finance
Prepared by: Karen Davis
Item Title **FY 18-19 YTD Finance Report**
Attachments: Sales Tax Revenue Collection (PDF)

SALES TAX REVENUE COLLECTION REPORT

16-Jul-1

FY 2018-2019

SALES TAX REVENUE - GENERAL FUND

	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
Art. 39	\$53,060	\$49,705	\$44,215	\$46,452	\$47,311	\$48,164	\$54,770	\$47,556	\$47,445	\$66,624	\$56,837		\$562,138	\$585,000
Art. 40	\$27,377	\$25,180	\$23,521	\$24,986	\$24,288	\$25,169	\$28,444	\$23,344	\$24,284	\$32,038	\$28,099		\$286,731	\$295,000
Art. 42	\$16,796	\$15,819	\$14,376	\$15,887	\$14,924	\$15,088	\$17,495	\$14,330	\$15,431	\$19,800	\$17,193		\$177,139	\$185,000
Art. 44	\$0	\$446	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-\$1	-\$2		\$443	\$0
Total	\$97,233	\$91,149	\$82,112	\$87,325	\$86,523	\$88,421	\$100,710	\$85,230	\$87,160	\$118,460	\$102,126	\$0	\$1,026,450	\$1,065,000
													Total Budgeted	\$1,065,000

SALES TAX REVENUE- RESTRICTED SCHOOL CAPITAL RESERVE FUND

	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
Art. 40	\$17,682	\$14,893	\$15,865	\$15,284	\$15,565	\$17,088	\$17,900	\$13,644	\$13,752	\$18,303	\$17,088		\$177,064	\$181,000
Art. 42	\$35,364	\$29,786	\$31,729	\$30,568	\$31,130	\$34,176	\$35,801	\$27,288	\$27,504	\$36,606	\$34,177		\$354,128	\$356,000
Total	\$53,047	\$44,679	\$47,594	\$45,851	\$46,695	\$51,265	\$53,701	\$40,932	\$41,255	\$54,908	\$51,265	\$0	\$531,192	\$537,000
													Total Budgeted	\$537,000

TOTAL	\$150,280	\$135,828	\$129,706	\$133,176	\$133,219	\$139,686	\$154,411	\$126,161	\$128,416	\$173,369	\$153,391	\$0	\$1,557,642	\$1,602,000
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SALES TAX REVENUE- SC/ED RESTRICTED

	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
GS 105-524	\$37,924	\$37,924	\$37,929	\$37,929	\$37,929	\$37,927	\$37,927	\$37,927	\$37,927	\$37,927	\$37,927		\$417,200	\$400,000
Total													\$417,200	\$400,000
Grand	\$188,204	\$173,752	\$167,635	\$171,105	\$171,148	\$177,613	\$192,338	\$164,089	\$166,343	\$211,296	\$191,319	\$0	\$1,974,842	\$2,002,000

99%

FY 2017-2018

SALES TAX REVENUE - GENERAL FUND

	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
Art. 39	\$48,097	\$47,949	\$40,973	\$50,466	\$47,978	\$30,725	\$59,411	\$39,821	\$33,880	\$46,891	\$45,005	\$57,251	\$548,446	\$615,000
Art. 40	\$30,157	\$24,837	\$22,186	\$25,829	\$23,761	\$19,611	\$29,801	\$21,281	\$18,919	\$25,151	\$23,703	\$27,751	\$292,986	\$295,000
Art. 42	\$16,138	\$15,463	\$13,531	\$16,241	\$14,720	\$11,620	\$18,623	\$13,433	\$11,695	\$15,480	\$14,610	\$16,930	\$178,485	\$182,000
Art. 44	\$15	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15	\$0
Total	\$94,407	\$88,249	\$76,689	\$92,537	\$86,460	\$61,956	\$107,835	\$74,534	\$64,493	\$87,522	\$83,318	\$101,932	\$1,019,931	\$1,092,000
													Total Budgeted	\$1,092,000

SALES TAX REVENUE- RESTRICTED SCHOOL CAPITAL RESERVE FUND

	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
Art. 40	\$14,231	\$15,143	\$14,931	\$15,105	\$14,002	\$15,978	\$17,310	\$12,920	\$12,694	\$16,367	\$15,115	\$16,645	\$180,440	\$185,000
Art. 42	\$28,462	\$30,286	\$29,863	\$30,209	\$28,004	\$31,956	\$34,620	\$25,840	\$25,388	\$32,733	\$30,231	\$33,290	\$360,880	\$360,000
Total	\$42,693	\$45,429	\$44,794	\$45,314	\$42,006	\$47,934	\$51,930	\$38,760	\$38,082	\$49,100	\$45,346	\$49,935	\$541,321	\$545,000
													Total Budgeted	\$545,000

TOTAL	\$137,100	\$133,677	\$121,483	\$137,850	\$128,466	\$109,890	\$159,764	\$113,294	\$102,574	\$136,622	\$128,664	\$151,867	\$1,561,252	\$1,637,000
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SALES TAX REVENUE- SC/ED RESTRICTED

	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
GS 105-524	\$36,110	\$36,110	\$36,111	\$36,111	\$36,111	\$36,118	\$36,118	\$36,118	\$36,118	\$36,118	\$36,118	\$36,118	\$433,383	\$400,000
Total													\$433,383	\$400,000
Grand	\$173,210	\$169,788	\$157,595	\$173,961	\$164,577	\$146,008	\$195,883	\$149,412	\$138,693	\$172,741	\$164,783	\$187,985	\$1,994,635	\$2,037,000

98%

Attachment: Sales Tax Revenue Collection (2464 : FY 18-19 YTD Sales Tax Revenue Collection)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.B
Meeting Date: August 05, 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
February 2018 Daily Deposit

DATE	NC CHILDREN TRUST	NC DOM. VIO. FUND	STATE REV. STAMPS	COUNTY REV. STAMPS	RETIREMENT	AUTO FUND	STATE TREASURY	ROD GENERAL	TOTAL
06/03/19	\$ 5.00	\$ 30.00	\$ 260.68	\$ 271.32	\$ 6.27	\$ 33.64	\$ 55.80	\$ 287.29	\$ 950.00
06/04/19	\$ -	\$ -			\$ 0.54	\$ 2.93	\$ 6.20	\$ 26.33	\$ 36.00
06/05/19	\$ 5.00	\$ 30.00			\$ 1.20	\$ 4.39		\$ 39.41	\$ 80.00
06/06/19	\$ -		\$ 240.10	\$ 249.90	\$ 2.13	\$ 12.02	\$ 24.80	\$ 103.05	\$ 632.00
06/07/19	\$ 5.00	\$ 30.00	\$ 356.72	\$ 371.28	\$ 3.18	\$ 15.42	\$ 24.80	\$ 133.60	\$ 940.00
06/10/19	\$ -	\$ -			\$ 5.15	\$ 33.36	\$ 31.00	\$ 274.29	\$ 343.80
06/11/19					\$ 5.21	\$ 32.85	\$ 24.80	\$ 285.14	\$ 348.00
06/12/19			\$ 9,409.47	\$ 9,793.53	\$ 8.70	\$ 51.13	\$ 80.60	\$ 439.57	\$ 19,783.00
06/13/19			\$ 311.64	\$ 324.36	\$ 2.84	\$ 16.03	\$ 31.00	\$ 139.13	\$ 825.00
06/14/19			\$ 443.94	\$ 462.06	\$ 8.85	\$ 53.70	\$ 55.80	\$ 471.65	\$ 1,496.00
06/17/19			\$ 553.70	\$ 576.30	\$ 4.73	\$ 26.58	\$ 49.60	\$ 234.09	\$ 1,445.00
06/18/19					\$ 0.19	\$ 1.27		\$ 11.34	\$ 12.80
06/19/19					\$ 3.02	\$ 18.35	\$ 24.80	\$ 154.83	\$ 201.00
06/20/19			\$ 547.33	\$ 569.67	\$ 7.30	\$ 43.69	\$ 68.20	\$ 367.41	\$ 1,603.60
06/21/19			\$ 573.79	\$ 597.21	\$ 5.70	\$ 34.54	\$ 49.60	\$ 290.16	\$ 1,551.00
06/24/19			\$ 898.17	\$ 934.83	\$ 7.26	\$ 42.30	\$ 74.40	\$ 360.04	\$ 2,317.00
06/25/19					\$ 0.39	\$ 1.94	\$ 6.20	\$ 17.47	\$ 26.00
06/26/19			\$ 939.33	\$ 977.67	\$ 5.78	\$ 34.53	\$ 49.60	\$ 295.09	\$ 2,302.00
06/27/19	\$ 5.00	\$ 30.00	\$ 426.30	\$ 443.70	\$ 5.10	\$ 27.82	\$ 37.20	\$ 234.88	\$ 1,210.00
06/28/19			\$ 728.63	\$ 758.37	\$ 8.15	\$ 49.82	\$ 68.20	\$ 417.43	\$ 2,030.60
									\$ -
									0.00
									0.00
									\$ -
TOTAL	\$ 20.00	\$ 120.00	\$ 15,689.80	\$ 16,330.20	\$ 91.69	\$ 536.31	\$ 762.60	\$ 4,582.20	\$ 38,132.80

Attachment: Weekly Report (2458 : Register of Deeds Report)

Ledger Report Fee Distribution
TAMMIE KRAUSS, REGISTER OF DEEDS
Camden, NC

Date Range From Saturday, June 01, 2019 to Sunday, June 30, 2019

Name	Amount
NC Children's Trust Fund	\$20.00
NC Domestic Violence Fund	\$120.00
State Revenue Stamp	\$15,689.80
County Revenue Stamp	\$16,330.20
Land Transfer Fee	\$0.00
Floodplain Map Fund	\$0.00
Supplemental Retirement	\$91.69
ROD Automation Fund	\$536.31
Dept Of Cultural Resources	\$0.00
Vital Records Fund	\$0.00
State General Fund	\$0.00
State Treasurer Amount	\$762.60
ROD General Fund	\$4,582.20
Total Distribution For Period	\$38,132.80
Cash Total	\$514.00
Check Total	\$37,618.80
Pay Account Tota	\$0.00
ACH Total	\$0.00
Escrow Account Tota	\$0.00
Overpayment Total	\$0.00
Total Deposit For Period	\$38,132.80

Attachment: Monthly Report (2458 : Register of Deeds Report)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

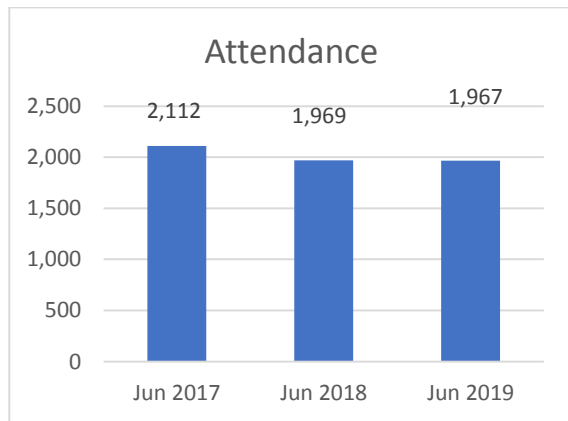
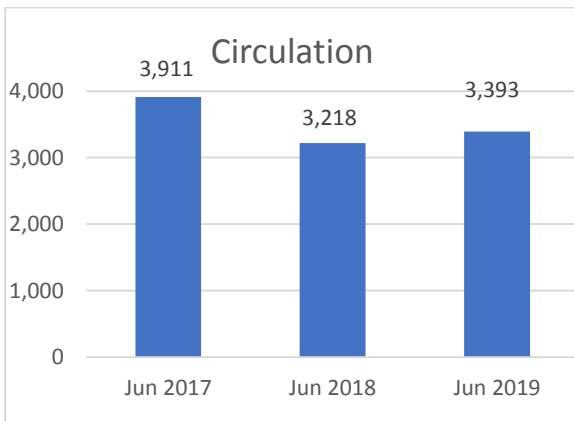
Item Number: 11.C
Meeting Date: August 05, 2019
Submitted By: Kim Perry,
Library
Prepared by: Kim Perry
Item Title **Library Report**
Attachments: 19-06 (DOCX)

Camden County Public Library June 2019 Statistics

Visitor Count	1,967
Materials Check Outs & Renewals	3,393 + NCKIDS
Computer/ Wireless Use	739/387
Questions Answered	368
Juvenile Programs/Attendance	9/143
Teen/Tween Programs/Attendance	1/6
Adult Programs/Attendance	1/10
Outreach Programs/Attendance	1/12
Meeting Room Usage/Attendance	11/105
Days/Hours Open	24/212
# Items in Collection	18,299
Library Card Holders	3,603

Attachment: 19-06 (2451 : Library Report)

Comparison by Year 2017-2019





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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.D
Meeting Date: August 05, 2019

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

Item Title NC Forest Service Annual Report

Attachments: NC Forest Service Annual Report (PDF)

NORTH CAROLINA FOREST SERVICE

ANNUAL REPORT

TO

CAMDEN COUNTY

COMMISSIONERS

FISCAL YEAR

2018 – 2019

PREPARED BY:

CAMDEN COUNTY RANGER

STEVE SUTTON

North Carolina Department of Agriculture & Consumer Services
N.C. Forest Service



Steven W. Troxler
Commissioner



Scott Bissette
Assistant Commissioner

July 12, 2019

Dear Camden County Commissioners and County Manager Ken Bowman:

This letter highlights the North Carolina Forest Service's annual accomplishments for Camden County in fiscal year July 2018 - June 2019. The NCFS is responsible for the protection and development of all private and state woodlands in the county per general statutes. Camden County's woodland area consists of 72,894 acres as listed in the 2015 NCSU Forestry Impacts of North Carolina survey. At this time, I would like to take the opportunity to inform you of our program areas and the accomplishments we made in each area.

Fire Control

We had an average amount of fire response calls for as wet as it was. We responded to 26 calls with 8 of those being wildfires and 3 warning tickets were written. Other calls were false alarms and legal or illegal control burns. We had 668 Burning Permits written by local agents and acquired by landowners online. We have 3 Volunteer Fire Departments in the county, which continue to be a tremendous asset to us in wildfire suppression. Their quick initial attack with us minimizes fire damage and keeps fires small. I continue to visit each department and offer them help on inter-agency policies and wildland fire training.

Forest Management

With help from our District office staff in Elizabeth City; we prepared 9 management plans for Camden landowners consisting of 410 acres. These plans help landowners meet financial and personal objectives for their timberland. These plans address timber resources, wildlife, aesthetics, water quality, soil protection, and/or recreation opportunities. Using information in their management plans, Camden landowners contracted with tree planters for a total of 137 acres of harvested woodland that was replanted. We are also responsible for conducting survival checks of last year planting projects and land measurement of all projects funded with state funds using global positioning system instruments. We also collected 53lbs. of seed for our State nursery in Goldsboro.

Water Quality Protection

We are also committed to randomly check on forestry logging operations. All forestry activities must adhere to Forest Practice Guidelines and Best Management Practices. These laws and regulations protect water quality and enable us to utilize forest resources in a sustainable manner. We conducted 18 inspections and re-inspections on loggers for 541 acres of forest harvesting activities in the county.

Information and Education

These programs are a vital part of our organization and they educate the public in forestry and the prevention of wildfires. We conducted or attended 20 programs on fire prevention at the following locations: Grandy Primary School, Camden Forest Landowner meeting, VFD meetings, Public Safety Meeting in Elizabeth City, GPS Fall Festival, Dismal Day at our State Park and the South Mills Christmas Parade.

Urban Assistance and Pest Control

We provide Camden citizens with advice and support on shade trees, windbreaks, and insect disease control. Urban assistance will continue to be a priority as the population increases and more land is developed. In an effort to protect urban and forested areas, each year we conduct aerial and ground surveys for forest pest outbreaks. We continually work with cooperative agencies; NCSU Extension office for shade tree assistance and the North Carolina Department of Agriculture to monitor forest pest movements. They continue to work the Slow the Spread Project to reduce the gypsy moth population.

Other Services

We are also involved in overall emergency response in Camden County, the State of North Carolina, and the Southeast Compact. We stand ready for natural disaster recovery efforts such as hurricanes, floods, tornadoes, and ice storms. My Assistant Ranger Jared Tardiff just took a promotion to Pasquotank Ranger last month and we are currently in the process of hiring a new assistant ranger.

Summary

I feel we had another good year in our program areas and appreciate the support of this board of commissioners and our other cooperators in helping us achieve this success. If you need any assistance or have any questions or concerns; please feel free to contact me at 336-4332.

Sincerely,

Steve Sutton
Camden County Ranger