CAMDEN COUNTY
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BOARD
OF
COMMISSIONERS

April 05, 2021
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
April 05, 2021
7:00 PM
Historic Courtroom, Courthouse Complex

Welcome & Call to Order

Invocation & Pledge of Allegiance

Pastor Bill Blake - McBride United Methodist Church

ITEM 1. Public Comments

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

ITEM 2. Conflict of Interest Disclosure Statement

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

ITEM 4. Presentations (For discussion and possible action)

A. Camden Sheriff's Office - Brandon Blount

B. Animal Ordinance Amendment Request - Cam Smart

C. New High School Progress Report - Rick Ott

Recess to South Camden Water & Sewer District Board of Directors

Reconvene Board of Commissioners

ITEM 5. Public Hearings

A. Camden Solar, LLC Amendment Request - Amber Curling

B. Avery Shores Rezoning Request - Amber Curling

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

A. Tax Report - Ken Bowman

B. Board of Equalization and Review - Ken Bowman

C. Advertisement of Liens on Real Property

D. Finance Policies & Procedures - Ken Bowman

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

A. Planning Board

B. Senior Advisory Board

C. Parks & Recreation Advisory Board

D. Senior Tarheel Legislature

ITEM 8. **Consent Agenda**

A. BOC Meeting Minutes - March 1, 2021

B. BOC Meeting Minutes - March 3, 2021

C. Closed Session Minutes

D. Budget Amendments

E. School Budget Amendments

F. Tax Collection Report

G. DMV Monthly Report

H. Refunds Over $100.00

I. Vehicle Refunds Over $100.00

J. Pickups, Releases & Refunds

K. Surplus Property Requests

L. Proclamation - NC 811 Safe Digging Month

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

ITEM 10. **Commissioners' Reports**

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

A. Register of Deeds Report

B. Library 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: April 05, 2021

Submitted By: Kevin Jones,
Sheriff
Prepared by: Karen Davis

Item Title **Camden Sheriff's Office - Brandon Blount**

Attachments:

Summary:
Brandon Blount will announce recent grants awarded to the Sheriff's Office.

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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 4.B
Meeting Date: April 05, 2021

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

Item Title **Animal Ordinance Amendment Request - Cam Smart**

Attachments: Board of Commissioners (DOCX)

Summary:
Ms. Cam Smart will present a request for an amendment to the Camden County Animal Ordinance.

Change Camden County Animal Ordinance for public safety

by providing a distinction between domestic dogs and wolf-hybrids

Overview: Within the current ordinance, Camden County does not make a distinction between domestic dogs and wolf-hybrids. This is dangerous to the citizens and visitors of the County as the current ordinance allows domestic dogs an unleashed freedom. At least twenty-seven counties, including Guilford (cited in Attachment A), have adopted additional language within their ordinance to define and prohibit inherently dangerous animals. At least twenty counties, including Forsyth (cited in Attachment A), have also incorporated language for wild and/or exotic animals.

Supporting Facts:

1. **Wolf-Hybrids are Inherently Dangerous**

   Wolf-Hybrids grow up to be wolves, not dogs. National Wildlife Federation

   "Finally, there is the concern that including wolf and wolf-crosses in the definition of dog sends a misleading message that wolves and wolf-dog crosses are safe as house pets, when, in actuality, such animals can be highly unpredictable and can have dangerous, instinctive wild behaviors." American Veterinary Medical Association

   "The offspring of wild animals crossbred to domestic dogs and cats (wild animal hybrids) are considered wild animals by the National Association of State and Public Health Veterinarians (NASPHV) and the Council of State and Territorial Epidemiologists." CDC

   "It's clear from all statistics that wolf-dog hybrids present a severely heightened risk for infants and young children." Alexandra Semyonova, animal behaviorist, an analytical paper

   Summary, Section 1: Wolf-Hybrids are wild animals that present our worst fear - A predator that is not afraid of humans.

2. **Spread of Rabies**

   There is no rabies vaccine for wolf-hybrids. CDC, AMVA

   The USDA withdraws proposal for wolf-hybrid rabies vaccine, creates distinction between domestic dog and wolf-hybrid. Federal Register

   > Rabies is a virus. Though a bite is most common, it is the wet saliva that contains the virus. It can be spread through contact of wet saliva to the eyes, nose, mouth and, within closer proximity, by aerosol spray. CDC
   >
   > Human-to-human transmission through bites or saliva is theoretically possible but has never been confirmed.** The same applies for transmission to humans via consumption of raw meat or milk of infected animals. WHO

Attachment: Board of Commissioners (2959 : Animal Ordinance Amendment Request - Cam Smart)

** The incubation period for rabies is typically 2–3 months but may vary from 1 week to 1 year (WHO), allowing the virus to spread asymptomatically. Mammals may have the rabies virus in their saliva and may be able to transmit it for a short period of time before clinical signs appear. Commonwealth of Pennsylvania

Rabies is a viral RNA CDC, just like Covid.

Rabies virus survives death of animal. Science Direct

> "Because the hunter dressed the deer with scratches on his hands game officials said, he inadvertently provided an entry point for the virus." Pennsylvania Game Commission article

Summary, Section 2: Rabies can be transmitted asymptomatically and is fatal. With no vaccination for the wolf-hybrid, Camden County's rural nature provides quick, ample opportunity for the spread of rabies.

3. Imminent Threat, case in point

Leaseholder at 141 Edgewater Dr, Shiloh has caged up to seven wolves or wolf-hybrids, along with domestic dogs on the property. The leaseholder has no license to breed, kennel, or sell wolves or wolf-hybrids, and is not a resident of the County.

Leaseholder operates a non-profit organization within the boundaries of Camden County with non-resident address:

IRS list of registered charities as of March 2021: Zooography, EIN 81-1383726. IRS Bulk Download, Pub.78

Zooography, EIN 81-1383726, registered with principal officer with Virginia address: IRS Organization Search Tool

Coast to Coast LLC, entity no. 1142483, registered by leaseholder using Virginia address in December 2020. VA State Corporation Commission

Leaseholder professes non-profit licensed by USDA and state. Zooography on Facebook

List of USDA License Holders.

List of NCDA License Holders.

NC requires license for shelters. https://www.ncagr.gov/vet/aws/license.htm

NC Definition of shelter includes non-profit organizations. https://www.ncleg.gov/EnactedLegislation/Statutes/HTML/BySection/Chapter_19A/GS_19A-23.html

Attachment: Board of Commissioners (2959 : Animal Ordinance Amendment Request - Cam Smart)

NC requires, minimally, once daily feeding, twice daily cleaning, shelter, and an exercise area suitable to animal size, *along with second perimeter*. Subchapter J, North Carolina Administrative Code.

Protection from Wolf-Hybrids

Inadequate fencing and gates exist at 141 Edgewater and do not meet minimum standards for safety of humans. Mission: Wolf

Concrete should extend two feet into the ground. Wolf-dog recommendations, Gray Wolf Conservation

All entrances and exits must have double gates. Wolf-dog recommendations, Gray Wolf Conservation

An absentee caretaker does not have an emergency plan.

Danger to Citizenry will Increase

Leaseholder has kept more than 100 animals, including exotics, cited for violating ordinance in Virginia. The Virginia Pilot

Leaseholder has kept more than 200 animals, rains destroyed enclosure. 13News

Leaseholder is actively breeding wolf-hybrids in Camden County.

Complaints

Local authorities have received numerous visits, phone calls, and documented complaints for animal welfare, noise levels, the rank smell from unsanitary conditions, and fear for family and pet safety. Previous locations of Leaseholder have also incurred complaints from neighbors citing safety and animal waste as concerns.

Summary, Section 3. The leaseholder absorbs County resources and is knowingly in violation of state and local laws, disregards best practices, resides outside of Camden County and, through these non-resident, non-compliant, unregulated actions put Camden County citizens directly in the line of danger and increased risk for rabies, attacks, and other inherently dangerous animal events.

Conclusion: For the safety of our residents, visitors, and pets, make a distinction between domestic dogs and wolf-hybrids. Adopt the proposed changes to Camden County Animal Ordinance based on precedent established by other County Commissioners within North Carolina. Please see Attachment A.

Attachment: Board of Commissioners (2959 : Animal Ordinance Amendment Request - Cam Smart)

Attachment A

Requested Modifications to Camden County Animal Ordinance

(see color-highlighted inserts)

§ 93.01 DUTIES OF ANIMAL CONTROL OFFICER.

The Animal Control Officer shall be charged with the responsibility of the following:

(A) Enforcing in the county all state or county laws, ordinances, and resolutions, relating to animals or to the care, custody, and control of animals;

(B) Cooperating with the Health Director and assisting in the enforcement of the laws of North Carolina with regard to animals and especially with regard to dogs and cats and the confinement or leashing of vicious and destructive animals;

(C) Making such canvases of the county as he or she deems necessary to ascertain that all animals are duly and properly listed for tax purposes; and

(D) Operating pursuant to the policies of the Board of County Commissioners of the county.

(Ord. 2001-6-1, passed 6-4-01)

§ 93.02 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ANIMAL CONTROL FACILITY or ***ANIMAL SHELTER.*** The animal shelter in Elizabeth City now or formerly operated by the Society for the Prevention of Cruelty to Animals of Northeastern North Carolina or any other facility so designated in writing by the County Board of Commissioners.

ANIMAL CONTROL OFFICER. The Sheriff of Camden County and any deputy of the Sheriffs of Camden County.

ANIMALS WHICH ARE A PUBLIC NUISANCE. Any animal that unreasonably annoys humans, endangers the life or health of persons or other animals, or substantially interferes with the rights of citizens, other than their owners, to enjoyment of life or property. The terms ***ANIMALS WHICH ARE A PUBLIC NUISANCE*** or ***PUBLIC NUISANCE ANIMAL*** shall include, but not be limited to:

(1) Any animal that damages any property other than that of its owner.

(2) Any animal that makes disturbing noises, including but not limited to, continued and repeated howling, barking, whining, or other utterances causing unreasonable annoyance, disturbance, or discomfort to reasonable persons of ordinary sensibilities in close proximity to the premises where the animal is kept or harbored.

(3) Any animal in heat that is not confined so as to prevent attraction or contact with other animals as more particularly set forth in G.S. § 67-2.

(4) Any animal, whether or not on the property of its owner, that without provocation, molests, attacks or otherwise interferes with the freedom of movement of persons in a public right-of-way.

(5) Any animal that chases motor vehicles in a public right-of-way.

(6) Any animal that attacks domestic animals.

CAMDEN COUNTY HEALTH DEPARTMENT. The Camden County Health Department shall be Albemarle Regional Health Services or other health department so designated in writing by the Camden County Board of Commissioners.

Attachment: Board of Commissioners (2959 : Animal Ordinance Amendment Request - Cam Smart)

OWNER. Any person, group of persons, firm, partnership or corporation owning, keeping, having charge of, sheltering, feeding, harboring or taking care of any animal. The ***OWNER*** is responsible for the care, actions, and behavior of vicious and/or destructive animals.

STRAY ANIMALS. Any animal that is wandering at large or lost; not under the immediate control of its owner; appears to be wandering at large; or is not immediately claimed by any person.

VICIOUS ANIMAL.

(1) Any animal that has made an unprovoked attack on any human whether it be by biting or otherwise; or in any manner caused abrasions or cuts of the skin on a human; or

(2) One who habitually or repeatedly attacks humans or farm stock, or other animals.

(Ord. 2001-6-1, passed 6-4-01; Am. Ord. 2009-07-03, passed 6-6-09; Am. Ord. 2009-09-01, passed 9-8-09)

Insert two definitions (definitions excerpted from Guilford County NC Animal Ordinance)

INHERENTLY DANGEROUS MAMMAL. Any live member of the canidae, felidae or ursidae families, including hybrids thereof, which, due to their inherent nature, may be considered dangerous to humans and which include:

(1) Canidae, including any member of the dog (canid) family not customarily domesticated by man, or any hybrids thereof, including wolf hybrids which are a cross between a wolf and a domestic dog, but not including domestic dogs (Canis Familiaris).

(2) Felidae, including any member of the cat family weighing over 15 pounds not customarily domesticated by man, or any hybrids thereof, but not including domestic cats (Felis catus).

(3) Ursidae, including any member of the bear family, or any hybrids thereof.

EXOTIC OR WILD ANIMAL. An animal that would ordinarily be confined to a zoo; one that would ordinarily be found in the wilderness of this or any other country; one that is a species of animal not indigenous to the United States or to North America; or one that otherwise is likely to cause a reasonable person to be fearful of significant destruction of property or of bodily harm, and the latter includes, but is not limited to, monkeys, raccoons, squirrels, venomous reptiles and other such animals. Such animals are further defined as being those mammals or non-venomous reptiles weighing over 20 pounds at maturity, which are known at law as free nature. Exotic or wild animals specifically do not include animals of a species customarily used in the state as ordinary household pets, animals of a species customarily used in the state as domestic farm animals, fish confined in an aquarium other than piranha, birds, or insects.

§ 93.03 KEEPING FOUND ANIMALS.

It shall be unlawful for any person in the county to harbor, feed, keep in possession by confinement, or otherwise, any animal that does not belong to him or her, without the permission of the owner unless he or she has, within 24 hours from the time the animal came into his or her possession, notified the animal control officer.

(Ord. 2001-6-1, passed 6-4-01) Penalty, see § 93.99

§ 93.04 ANIMALS REQUIRING SPECIAL TAGS.

Attachment: Board of Commissioners (2959 : Animal Ordinance Amendment Request - Cam Smart)

(A) When any animal has on any occasion been a vicious animal or an animal that is a public nuisance, as defined herein, the owner of the animal shall at all times and in all places, when not directly injurious to the health of the animal, have the animal tagged with a special tag provided by the animal control officer that denotes that the animal is or has been a vicious animal or a public nuisance.

(B) The special tagging may only be removed by the owner and after written authorization by the animal control officer.

(Ord. 2001-6-1, passed 6-4-01)

§ 93.05 RABIES VACCINATION AND CONTROL.

(A) Every animal which has bitten anyone or which shows symptoms of rabies shall be confined and the facts immediately shall be properly reported to the Animal Control Officer by its owner or person having the animal in charge, and thereupon shall be securely quarantined at the direction of the animal control officer for a period of ten days and shall not be released from the quarantine, except by written permission of the animal control officer.

(B) The biting animal and its records of vaccination and registration shall be inspected by the animal control officer who will then observe the following policy.

(1) A properly vaccinated and registered animal may be confined on the owner's premises; provided, however, that an animal control officer determines that the owner has an adequate means of confinement upon his or her own premises and the animal is subject to observation by the officer at any time during the ten-day period.

(2) (a) An animal not properly vaccinated or registered, belonging to an owner, shall immediately be confined in a veterinary hospital or the county animal shelter, in which case the expense shall be borne by the owner for the ten days of confinement.

(b) The animal shall not be vaccinated during confinement.

(3) A stray animal shall immediately be confined in the county animal shelter or other facility as designated by the animal control officer for a ten-day period.

(a) Except as provided above, when any animal has bitten a human, it shall be unlawful for the owner of the animal to refuse an investigation by the animal control officer; and the animal control officer shall have the authority to place the animal in supervised quarantine at a place or places of his or her choosing. If rabies does not develop within ten days, the animal may be reclaimed upon full payment to the quarantine facility for the care, feeding or other expenses incurred on behalf of the animal. All reclaim fees charged by the quarantine facility shall be the normal fees charged by the quarantine facility for services rendered. Prior to reclaiming the animal, the owner must have the animal properly vaccinated and, for any dog or cat, shall apply for and pay any license taxes.

(b) If an animal dies while under observation for rabies, then the head of the animal shall be submitted to the County Health Department for shipment to the State Laboratory of Hygiene for diagnosis.

(c) It shall be unlawful for any person to kill or release any animal under observation for rabies, any animal suspected of having been exposed to rabies or any animal biting a human, or to remove the animal from the quarantine facility without written permission from the animal control officer.

(d) The carcass of any dead animal exposed to rabies shall be surrendered to the animal control officer. The head of the animal shall be submitted to the County Health Department for shipment to State Laboratory of Hygiene for diagnosis.

(e) It shall be unlawful for any person to fail or refuse to surrender any animal for quarantine or destruction as required herein when demand therefore is made orally or in writing by the animal control officer.

(Ord. 2001-6-1, passed 6-4-01) Penalty, see § 93.99

Attachment: Board of Commissioners (2959 : Animal Ordinance Amendment Request - Cam Smart)

§ 93.06 VICIOUS ANIMALS.

(A) It shall be unlawful for any person to permit his or her animal to run at large if the animal is vicious or has, in the past, been vicious. In such cases, the owner of the animal, or person harboring the animal shall not permit the animal to leave the premises on which it is kept unless it is on a leash.

(B) In the event of injuries caused by the vicious animal, the animal's owner shall be liable.

(Ord. 2001-6-1, passed 6-4-01) Penalty, see § 93.99

Insert prohibition of Inherently Dangerous Mammals and Wild or Exotic Animals (Prohibition excerpted from Forsyth County NC Animal Ordinance, with nonsubstantive modification for Camden County)

INHERENTLY DANGEROUS MAMMALS AND WILD OR EXOTIC ANIMALS

Possession of inherently dangerous mammals and wild or exotic animals is prohibited.

(A) Unlawful conduct. It shall be unlawful for any person or business entity to possess, harbor or have under their services within the county an inherently dangerous mammal or wild or exotic animal.

(B) Exemptions from article. Provided that each such animal is maintained in a secure enclosure so constructed and maintained to prevent the animal's escape, this article shall not apply to:

(1) Lawfully operated carnivals and circuses.

(2) Lawfully operated pet shops.

(3) Persons temporarily and lawfully transporting such animals through Camden County, provided that such transit time shall not be more than twenty-four (24) hours.

(4) Scientific research laboratories.

(5) Veterinary clinics in possession of such animals for medical treatment or rehabilitation purposes.

(6) Wildlife rehabilitators with proper permits.

(7) GFAS (Global Federation of Animal Sanctuaries) or AZA (Association of Zoos and & Aquariums) accredited or USDA/AWA licensed Zoos.

(C) Impoundment and disposition of animals.

(1) Any inherently dangerous mammal or wild or exotic animal which is kept by any person in contravention of this article may be taken up and impounded by the animal services department, without the necessity of a written order or a court order, for the protection of the public or the health of the animal.

(2) If the animal cannot be taken up safely by the animal services department or if proper and safe housing cannot be found for the animal, the department may immediately destroy the animal.

§ 93.07 ANIMALS AS PUBLIC NUISANCES.

(A) It shall be unlawful for any person to permit his or her animal to run at large if the animal has been a public nuisance animal. In such cases, the owner must keep the animal on his or her property at all times unless the animal is under the control of a competent person.

Attachment: Board of Commissioners (2959 : Animal Ordinance Amendment Request - Cam Smart)

(B) It shall be unlawful for any person to keep any animal on any property located within the county when the keeping of the animal constitutes a public nuisance or menace to public health or safety.
(Ord. 2001-6-1, passed 6-4-01) Penalty, see § 93.99

§ 93.08 INJURING ANIMALS; NOTICE REQUIRED.
It shall be unlawful for any person injuring a domestic animal by running over or into the same or coming into contact with the same, with automobile, motorcycle, bicycle or other vehicle, to fail to make a reasonable effort to promptly notify the owner of the injured animal.
(Ord. 2001-6-1, passed 6-4-01) Penalty, see § 93.99

§ 93.09 IMPOUNDING ANIMALS; REDEMPTION MATERIAL.
(A) Any animal which appears to be lost or strayed shall be confined in the animal shelter in a humane manner for a period of not less than five days for redemption by the owner.
(1) If an impounded animal is not redeemed by the owner within the period, it may be offered for sale to any responsible adult who is willing to comply with these animal control laws and sold to the person first after paying for it as hereinafter provided. If any animal is purchased by any person, that person shall not thereafter sell the animal purchased from the animal shelter for a period of six months. Animals not redeemed within five days after being taken into custody may be sold or destroyed in a humane manner by the animal shelter staff. Selling prices for these animals will be preset by the operator of the animal shelter and will be posted in the office of the shelter.
(2) Immediately upon impounding an animal, the animal control officer shall make reasonable effort to notify the owner and inform the owner of the conditions whereby the animal may be redeemed.
(3) Animals impounded which have been bitten by a rabid animal or appear to be suffering from rabies shall not be redeemed or sold, but shall be dealt with as provided hereinabove.
(4) Any animal that is impounded which is badly wounded, diseased, or which is sick or diseased or poses a health threat to other animals in the animal shelter (not a rabies suspect) and has no identification shall be destroyed immediately in a humane manner. If the animal has identification, the staff of the animal shelter shall attempt to notify the owner before disposing of the animal, but if the owner cannot be reached readily, and so if the animal is suffering or poses a health threat to other animals in the shelter, the staff of the animal shelter may destroy the animal at its discretion in a humane manner.
(5) The animal control officer or the animal shelter staff may destroy any vicious animal or one that is a public nuisance when it poses a threat to the personal safety of any person.
(B) When any animal has been impounded at the animal shelter, notice hereof shall be given to the owner. The owner shall be entitled to resume possession of his or her animal, except as already provided for certain animals, upon compliance with the provisions of this chapter and the payment of shelter fees incurred. The redemption fees shall be those normally charged by the animal shelter for care, feeding and other services rendered. No dog or cat may be released unless an application has been submitted and the license tax paid.
(Ord. 2001-6-1, passed 6-4-01)

§ 93.10 ABANDONMENT OF ANIMALS.
It shall be a violation of this chapter for any person to abandon any animal in the county.
(Ord. 2001-6-1, passed 6-4-01) Penalty, see § 93.99

Attachment: Board of Commissioners (2959 : Animal Ordinance Amendment Request - Cam Smart)

§ 93.11 EXEMPTIONS.

Hospitals, clinics and other premises operated by licensed veterinarians for the care and treatment of animals are exempt from the provision of this chapter.

(Ord. 2001-6-1, passed 6-4-01)

§ 93.12 LICENSING OF CATS AND DOGS; FEE.

(A) (1) There is hereby imposed on a person owning or keeping up to two dogs or four cats a license fee as listed in the Camden County Fee Schedule, on each dog or cat six months of age or older for the privilege of keeping a dog or cat within the county.

(2) For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

KENNEL. Any premises wherein a person owns, boards or keeps three or more dogs or five or more cats.

PERSON. Associations, firms, partnerships and bodies politic and corporate, as well as to individuals.

(3) There is hereby imposed on a person owning or keeping a kennel an annual license fee as listed in the Camden County Fee Schedule, on the kennel for the privilege of keeping a kennel within the county.

(B) (1) Every person owning or keeping up to two dogs or four cats shall apply to the Sheriff of Camden County for a license for the privilege of keeping a dog or cat six months of age or older within the county or within 30 days after the dog or cat is first kept within the county, whichever comes first. The applicant shall be required to give the name and street address of the person owning or keeping the dog or cat and the name, breed or description, color, age and sex of the dog or cat. The applicant for a license shall be made in writing by the applicant at the Sheriff's Office.

(2) Every person owning or keeping a kennel, as defined by this section, shall apply annually on or before December 31 to the Sheriff's Office for a license for the privilege of keeping a kennel within the county or within 30 days after a kennel is first kept within the county, and the applicant shall be required to give the name and street address of the person owning or keeping the kennel. The application for the license shall be made in writing by the applicant at the Sheriff's Office.

(C) The license fee shall be paid at the same time as the application for license is made and the license fee receipt shall constitute the license.

(D) (1) All dogs and cats kept within the county and on which a license fee is due pursuant hereto shall display a permanent license tag on the dog or cat. The license tag shall be obtained from the Sheriff's Office and the license tag shall continue to be used from year to year. Lost or worn license tags shall be replaced by the owner or person keeping a dog or cat by applying for a license and paying the license fee as provided by this section.

(2) The owner or keeper of dogs or cats owned, boarded or kept within a kennel and which dogs or cats are not licensed and displaying a permanent license tag, as provided by this section, shall cause the dogs or cats to either:

(a) Display a permanent license tag on which shall appear the number assigned the kennel at the time payment of the license fee is made; or

(b) Display on a collar worn by the dog or cat the name and phone number of the current owner.

(E) The amount of any license fee imposed by this section shall be deemed a debt to the county. Any person owning, having or keeping any dog or cat in the county on or after November 1, 2001, without having obtained a license so to do shall be liable to an action in the name of the county in any court of competent jurisdiction for the amount of any license fee imposed by and required by this section to be paid for the privilege of keeping and having a dog or cat. The animal control officer is authorized to cause a complaint to be filed against any person violating any of the provisions of this section and to

Attachment: Board of Commissioners (2959 : Animal Ordinance Amendment Request - Cam Smart)

cause an action to be brought against any person failing to pay any license fee required by the provisions of this section for the recovery of the license fee. The action shall be cumulative and shall not be deemed as a bar or waiver of the right to institute any other civil or criminal proceeding for a violation of this section.

(F) The provisions of this section requiring dogs and cats to be licensed shall not apply to those dogs or cats owned by or in the charge or care of persons who are nonresidents of the county or temporarily within the county for a period not exceeding 30 days, nor to dogs or cats temporarily brought into the county for the exclusive purpose of entering the dogs or cats in a show or other exhibition and entered for and kept at the show or exhibition, nor to dogs used as lead dogs for blind persons.

(Ord. 2001-6-2, passed 6-4-01; Am. Ord. 2009-07-03, passed 6-6-09; Am. Ord. 2009-09-01, passed 9-8-09) Penalty, see § 93.99

§ 93.99 PENALTY.

Any person who violates any provision of this chapter shall be fined not more than $500 or imprisoned for not more than 30 days.

(Ord. 2001-6-1, passed 6-4-01)

Attachment: Board of Commissioners (2959 : Animal Ordinance Amendment Request - Cam Smart)

CAMDEN COUNTY
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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 4.C
Meeting Date: April 05, 2021

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

Item Title **New High School Progress Report - Rick Ott, MB Kahn**

Attachments:

Summary:
Rick Ott of MB Kahn will present a progress report on the new High School.

CAMDEN COUNTY
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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Public Hearings

Item Number: 5.A
Meeting Date: April 05, 2021

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

Item Title **Camden Solar, LLC - Amendment Request**

Attachments:
1_CamdenSolarFarm_SummaryPublicHearing (DOCX)
1_StafReport__CamdenSolarFarmAmendSUP (PDF)
2_Application (PDF)
3_Affadavitt (PDF)
4_NeighborhoodMeeting _23Feb21 (PDF)
5_OrderForSUP2017-10-01CamdenSolar (PDF)

Agenda summary and supporting documentation attached.

Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: April 5, 2021

Attachments: Staff Report, Application, Affidavit, Camden Solar LLC Special Use Permit Order (2017-10-01), Neighborhood Meeting Summary

Submitted By: Planning Department

Item Title: An Application to Request an Amendment (UDO 2021-02-03) to the Days of Operation of Special Use Permit (UDO 2017-10-01) from Camden Solar LLC.

Summary:

The Special Use Permit (UDO 2017-10-01) for Camden Solar was approved by the Board of Commissioners on January 8, 2017. An Amendment was approved for a one-year extension of Special Use Permit (UDO 2017-10-01) for Camden Solar, LLC to expire January 8, 2021. A building Permit for Construction of the Solar Panels and Equipment was issued on October 15, 2020. Worley, the construction contractor for Camden Solar LLC, is requesting an Amendment to the Special Use Permit Condition Number 7, which states the Hours of Operation during the construction phase shall be from Monday-Saturday, dawn to dusk. The Amendment is requesting to extend the days of operation to include Sundays.

Recommendation:

Choice #1 - Motion to Approve:

Motion to approve the amendment to the Hours of Operation to include Sunday from Dawn to Dusk for Special Use Permit 2017-10-01.

Choice #2 - Motion to Approve with Conditions:

Motion to Approve the amendment the Hours of Operation to include Sunday from Dawn to Dusk on for Special Use Permit 2017-10-01 with the condition of on-site work only.

Choice #3 - Motion to Deny:

Motion to Deny the amendment to the Hours of Operation to include Sunday from Dawn to Dusk for Special Use Permit 2017-10-01.

Attachment: 1_CamdenSolarFarm_SummaryPublicHearing (2952 : Camden Solar, LLC Amendment Request)

`

STAFF REPORT

UDO 2021-02-03
Amendment to Special Use Permit (UDO 2017-10-01)

PROJECT INFORMATION

File Reference: UDO 2021-02-03
Project Name: Camden Solar
PIN: 02-8944-00-02-2843
02-8944-00-12-6886

Applicant: Camden Solar LLC
Address: 2035 Sunset Lake Rd
Newark, DE 19702
Phone: 303-202-3600
Email: NA

Agent for Applicant: Worley Group Inc.
Address: 2675 Morgantown Rd
Reading, PA 19607
Phone: 252-381-0114
Fax: NA
Email: NA

Current Owner of Record: James L. Cartwright, Douglas Cartwright and Martha Jackson

Meeting Dates:
02/23/2021 at 6pm **Neighborhood Meeting**

Application Received: 02/18/2021
By: Amber Curling, Planning

Application Fee paid: $400.00

Completeness of Application: Application is generally complete

Documents included with Report
A. Application to Amend Special Use Permit
B. Consent Affidavit
C. Summary of Neighborhood Meeting
D. Recorded Order UDO#2017-10-01Camden Solar LLC Special Use Permit

---

REQUEST: An Amendment to the Days of Operation, which is Condition number 7, for the Camden Solar LLC Special Use Permit (SUP) (UDO 2017-10-01) to include work on Sunday from dawn to dusk.

Notification Information in UDO Public Notice Requirements:
1. Published Notice advertised 3/19/2021 and 3/26/2021
2. Posted Notice on site 3/18/2021
3. Mailed Notice were sent 3/18/2021

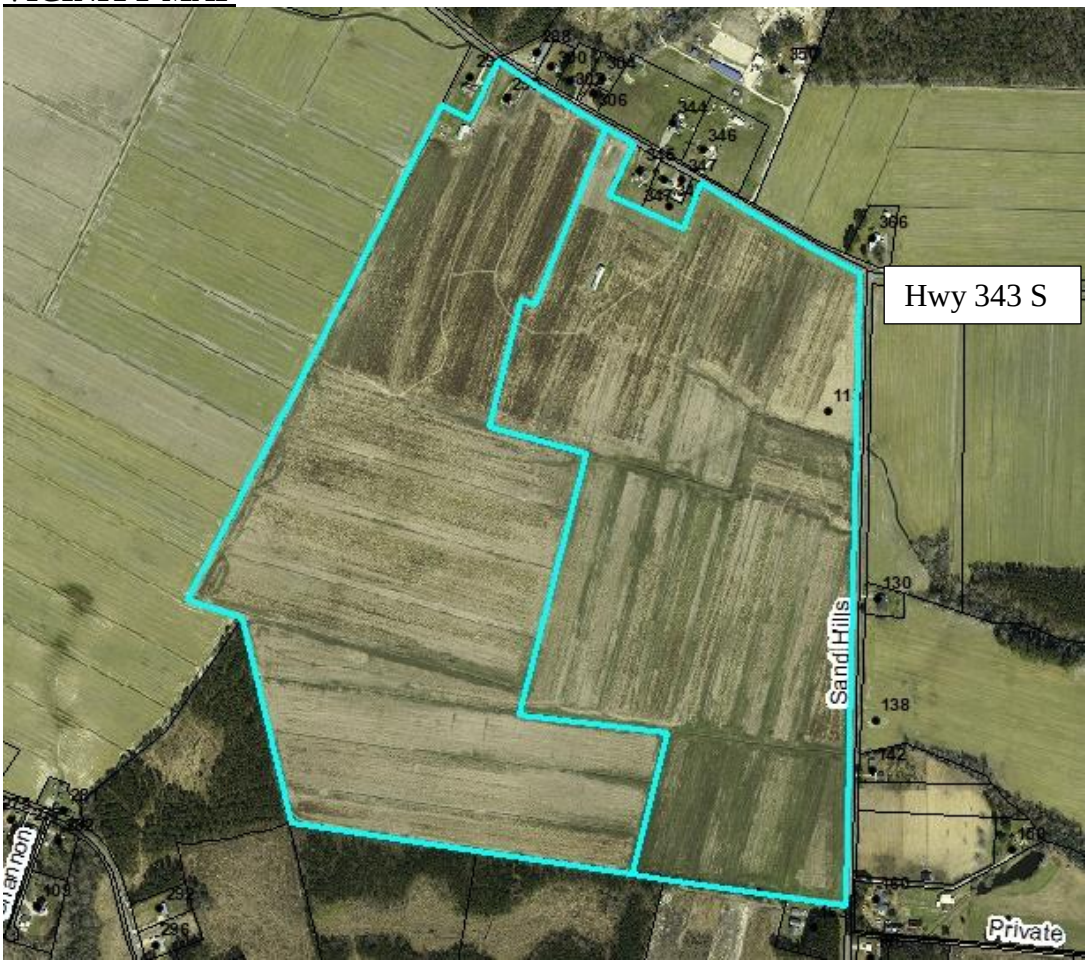
Attachment: 1_StafReport__CamdenSolarFarmAmendSUP (2952 : Camden Solar, LLC Amendment Request)

`

Description/History of property: The 215-acre parcels are located off Hwy 343 south and Sand Hills Rd. The Special Use Permit (UDO 2017-10-01) for Camden Solar was approved by the Board of Commissioners on January 8, 2017. An Amendment was approved for a one-year extension of Special Use Permit (UDO 2017-10-01) for Camden Solar, LLC to expire January 8, 2021. A building Permit for Construction of the Solar Panels and Equipment was issued on October 15, 2020. Worley, the construction contractor for Camden Solar LLC, is requesting an Amendment to the Special Use Permit Condition Number 7, which states the Hours of Operation during the construction phase shall be from Monday-Saturday, dawn to dusk (UDO 2021-02-03). The Amendment is requesting to extend the days of operation to include Sundays**.**

- **SITE DATA**
-
- **Size of Lots**: Approximately 113 and 102 acres for an approximate total of 215 acres
- **Flood Zone:** Majority of property X and Shaded X
- **Zoning District(s):** Rural Residential (RR)
- **Existing Land Uses**: Previously Farmland in process of completing Solar Farm

- **VICINITY MAP**



Attachment: 1_StafReport__CamdenSolarFarmAmendSUP (2952 : Camden Solar, LLC Amendment Request)

`

- **SPECIAL USE REVIEW CONSIDERATIONS:**
-
- 1. Will the requested AMENDMENT to the SPECIAL USE PERMIT endanger the public health or safety?
- Yes ☐ No ☒
-
- 2Will the requested AMENDMENT to the SPECIAL USE PERMIT affects the compliance to required standards, conditions and specifications of the Unified Development Ordinance, including the Use Regulations?
- Yes ☐ No ☒
-
- 3.–Will the requested AMENDMENT to the SPECIAL USE PERMIT substantially injure the value of the abutting land?
- Yes ☐ No ☒
-
- 4 Will the requested AMENDMENT to the SPECIAL USE PERMIT affect the harmony of the area?
- Yes ☐ No ☒
-
- 5. Will the requested AMENDMENT to the SPECIAL USE PERMIT affect the conformity with the County's adopted policy guidance?
- Yes ☐ No ☒
-
- 6. Will the requested AMENDMENT to the SPECIAL USE PERMIT affect the County's ability to provide adequate public facilities?
- **Yes ☐ No ☒**
-
- **Reasoning: There is no evidence any of the above considerations will be affected by this requested amendment to the special use permit.**
-
-
- ## Recommendations
-
- **The staff recommendation is to approve the request for an amendment to the special use permit days of operation to include Sunday due to the fact the review considerations concluded no negative impacts are present.**

Attachment: 1_StafReport__CamdenSolarFarmAmendSUP (2952 : Camden Solar, LLC Amendment Request)

CAMDEN COUNTY
NORTH CAROLINA • USA
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Land Use / Special Use Permit Application

AMENDMENT

OFFICIAL USE ONLY:

UDO Number: 2021-02-03 Zoning Dist.: RR
Date Filed: 2-19-2021 Flood Zone: X
Amount Paid: $400.00 Watershed (Y/N): N
Stormwater Fee: NA Taxes Pd (Y/N) Y
Received By: [illegible] LLC current: Y

Contact Information

[ ] PROPERTY OWNER [X] APPLICANT [X] AGENT

Name:	Camden Solar, LLC	Name:	Worley Group Inc.
Address:	2035 Sunset Lake Rd Newark, DE 19702	Address:	2675 Morgantown Rd Reading, PA 19607
Telephone:	(303) 202-3600	Telephone:	(252) 381-0114
Email:		Email:	

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: Agent
DOCUMENTATION OF PROPERTY OWNER GIVING CONSENT TO APPLICANT (Y/N/NA): Yes

Project/Property Information

Project Name: Camden Solar, LLC SUP UDO 2017-10-01 Amendment to SUP
Physical Street Address/Location 113 Sand Hills Road, Camden, NC 27921
Parcel ID Number(s): 02-8944-00-02-2843, 02-8944-00-12-6886
Total Number of Land Parcel(s): 2 Total Parcel(s) Acreage: 215 Acres
Deed Book / Page Number and/or Plat Cabinet / Slide Number:
Existing Land Use of Property Farmland
Proposed Special Use 20MW AC Solar Facility

Reply if any of the following are Required

Is Major Site Plan Needed? Yes Are Building Permits Needed? Yes
Perc Test (Y,N,NA): NA Water Connection Approval (Y,N,NA): No
Sewer Connection Approval: No Erosion and Sediment Control Permit from the State Yes
Wetlands Delineation NA Storm Water Management Permit from the State Yes

Meeting

Date Community Meeting Held (Y,N,NA): 23-Feb-21 Meeting Location: Historic Courthouse

Attachment: 2_Application (2952 : Camden Solar, LLC Amendment Request)

Purpose of the Special Use Permit and Project Narrative (*attach separate sheet if needed*):
The project area has experienced a significant amount of inclement weather and precipitation, which has severely impacted construction schedule and progress to date. In an effort to complete this project on schedule, we are seeking to extend the days of operation to include Sundays.

The applicant shall provide a response to each of the following. Staff shall prepare specific findings of fact based on the evidence submitted. Said findings shall be submitted to Board of Commissioners for their consideration.

A. Will the Special Use endanger the public health or safety at the proposed location? No

B. Are there any requirements, standards, conditions, and/or specifications of the Unified Development Ordinance, including article 151.4 Use Regulations that the Special Use DOES NOT comply with? No

C. Will the Special Use substantially injure the value of adjoining or abutting lands? No

D. Will the Special Use be in harmony with the area in which it is to be located? Yes

E. Will the Special Use be in conformity with the Land Use Plan or other officially adopted plan(s)? Yes

F. Will the Special Use exceed the county's ability to provide adequate public facilities, including, but not limited to: schools, fire and rescue, law enforcement, and other county facilities? (Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.) No

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 during reasonable business hours for purposes of determining zoning compliance. All information submitted and required as part of this application process shall become public record.

cn=J. Wayne Watson, c=US, o=Worley, ou=Services, US East, email=wayne.watson@worley.com 2021.02.19 13:43:20 -05'00'

19 Feb 2021

Property Owner(s)/Applicant* Date

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

11/18/2020

Attachment: 2_Application (2952 : Camden Solar, LLC Amendment Request)

BayWa r.e.

February 19, 2021

Amber Curling, Planner
Camden County
PO Box 74
117 NC Hwy 343 North
Camden, NC 27921

Re: Camden Solar LLC Special Use Permit (UDO 2017-10-01)

Dear Amber,

This letter shall serve to provide Worley Group Inc. with BayWa r.e.'s permission on behalf of Camden Solar LLC to allow Worley Group Inc. to amend the Special Use Permit (SUP). The purpose of the amendment is to allow for extended construction hours.

Please do not hesitate to reach out should you have any questions.

It has been a pleasure working with you Amber and thank you for your assistance.

Sincerely,

Whitney Rubin, Development Manager
510-516-6964

By: William Gulley
Camden Solar LLC
William Gulley
Title: Authorized Representative

CC: Drew Johnson
Reggie Poplus
James Cox
Sophia Kovachi
Dan Porter

BayWa r.e. Solar Projects LLC | 18575 Jamboree Road, Suite 850 | Irvine, CA 92612 | Phone: +1 949 398 3915
solarprojectsus@baywa-re.com | www.baywa-re.us |

Attachment: 3_Affadavitt (2952 : Camden Solar, LLC Amendment Request)

Camden Solar approval for Worley to amend SUP

Final Audit Report 2021-02-22

Created:	2021-02-22
By:	Jamaal Knight (jamaal.knight@baywa-re.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAm-Jcxsham4IxLteyafCSmV2bgbReGcAV

"Camden Solar approval for Worley to amend SUP" History

Document created by Jamaal Knight (jamaal.knight@baywa-re.com)
2021-02-22 - 4:59:03 PM GMT- IP address: 68.5.149.210

Document emailed to Bill Gulley (bill.gulley@baywa-re.com) for signature
2021-02-22 - 4:59:16 PM GMT

Email viewed by Bill Gulley (bill.gulley@baywa-re.com)
2021-02-22 - 5:43:44 PM GMT- IP address: 104.178.239.206

Document e-signed by Bill Gulley (bill.gulley@baywa-re.com)
Signature Date: 2021-02-22 - 5:54:31 PM GMT - Time Source: server- IP address: 104.178.239.206

Agreement completed.
2021-02-22 - 5:54:31 PM GMT

Adobe Sign

Camden County Neighborhood Meeting

Date: 23 February 2021
Time: 6:00 pm
Location: Camden County Historic Courthouse

Attendance:

Eight people attended the Neighborhood Meeting. (See attached attendance sheet)

- 5 project personnel
- 1 county representative
- 2 landowners

Purpose:

Discuss amendment to the Camden Solar Special Use Permit to extend the construction days of operation to include Sundays.

Discussion Summary:

- The project area has received an unprecedented amount of rainfall which has severely impacted the construction progress.
- The project team is requesting to work Sundays for a limited amount of time, as needed.
- The project team answered several questions about project landscaping buffer.
- Both landowners who attended (Doug Cartwright and Anne Cartwright) provided support for our request.
- County representative (Amber Curling) reviewed amendment path forward.

Attachment: 4_NeighborhoodMeeting _23Feb21 (2952 : Camden Solar, LLC Amendment Request)

MEETING SIGN-IN SHEET

Project:	Camden Solar Project	**Meeting Date:**	23 February 2021
Facilitator:	Site Team	**Place/Room:**	Historic Camden Courthouse

Name	Title	Phone	E-Mail
Amber Curling	Planner	252 339 1919	acurling@camdencountyga.gov
Nathan Williams	Construction	252 801-7452	Nathan.N.Williams@baywa.com
Trey Wills	EPC Contractor	704 904 9097	Trey.Wills@worley.com
Reggie Poplin	BayWA	(949)372-6887	Reggie.Poplin@baywa-re.com
Douglas Cartwright	Land owner	335-2027	
WAYNE WATSON	WORLEY	618.553.7397	WAYNE.WATSON@WORLEY.COM
Sophia Kovachi	Worley	770-313-6478	Sophia.Kovachi@worley.com
Ann Cartwright			

Attachment: 4_NeighborhoodMeeting _23Feb21 (2952 : Camden Solar, LLC Amendment Request)

Doc No: 204563
Recorded: 01/10/2018 04:43:46 PM
Fee Amt: $26.00 Page 1 of 6

Camden County North Carolina
Tammie Krauss, Register of Deeds
BK 362 PG 765 - 770 (6)

Filed: _____

AN ORDER GRANTING A SPECIAL USE PERMIT BY THE BOARD OF COMMISSIONERS CAMDEN, NORTH CAROLINA

UDO 2017-10-01

The Board of Commissioners for County of Camden, North Carolina, having held a public hearing on Monday, January 8, 2018 to consider an application for a Special Use Permit by Camden Solar LLC and having heard all of the evidence presented at the hearing makes the following FINDINGS OF FACT and draws the following CONCLUSIONS:

It is the Board's CONCLUSION that the Special Use Permit be issued subject to certain conditions listed below.

This CONCLUSION is based upon the following FINDINGS OF FACT:

PROJECT INFORMATION

File Reference: UDO 2017-10-01
Project Name; Camden Solar, LLC
PIN: 02-8944-00-02-2843
02-8944-00-12-6886
Applicant: CAMDEN SOLAR, LLC
Address: 2035 Sunset Lake Rd
Newark, DE 19702
Phone: (303) 202-3600
Email:

Agent for Applicant: Jared Schoch, Heath McLaughlin, Mark Pearson

Phone:
Email:

Current Owner of Record: James L. Cartwright, Douglas Cartwright, and Martha Jackson

Meeting Dates: Planning Board – 11/15/17

Application Received: 10/2/17
By: David Parks, Permit Officer

Application Fee paid: $400

Completeness of Application: Application is generally complete

Documents received upon filing of application or otherwise included:

A. Land Use/Development Application
B. Camden Solar Site Plan
C. Project Summary Letter
D. Documentation of all requirements from NC State Utilities Commission
E. Technical Review comments
F. Drainage Plan (approved by County Engineer)

Attachment: 5_OrderForSUP2017-10-01CamdenSolar (2952 : Camden Solar, LLC Amendment Request)

REQUEST: Construction of a 20 MW AC Solar Facility. Camden County Code Article 151.334 Table of Permissible Uses (Use # 17.400); Specific Standards – Article 151.347(V).

Vicinity Map:

Attachment: 5_OrderForSUP2017-10-01CamdenSolar (2952 : Camden Solar, LLC Amendment Request)

PROJECT LOCATION:

Street Address: Two parcels at South Highway 343 and Sand Hills Road
Location Description: Courthouse Township

SITE DATA

Lot size: Two parcels - approximately 215 acres in size
Flood Zone: X/AE
Zoning District(s): Basic Residential (R3-2)
Existing Land Uses: Farmland

Adjacent Zoning & Uses:

	North	South	East	West
Zoning	R3-2	R3-2	GUD	R3-2
Use & size	Farmland	Farmland – Some Residential	Farmland – Some Residential	Woodland - One residential

Proposed Use(s): 20MW AC Solar Facility

Description of property:

Property is active farmland

ENVIRONMENTAL ASSESSMENT

Streams, Creeks, Major Ditches: Mill Dam Creek to the South.

Distance & description of nearest outfall: ½ mile to Mill Dam Creek

INFRASTRUCTURE

10" water line along 343 and a 4" line on Sand Hills Road.

Traffic: During construction phase there will be increased traffic along Highway 343 and Sand Hills.

1. **Utilities:**
   A. **Does the application include a letter or certificate from the District Health Department regarding septic tanks?** Applicant requesting use of portable toilet during construction phase.
   B. **Does the applicant propose the use of public sewage systems?** No
   C. **Does the applicant propose the use of public water systems?** No.
   D. **Distance from existing public water supply system:** Adjacent to property on Highway 343 and Sand Hills Road.
   E. **Is the area within a five-year proposal for the provision of public water?** Existing

Attachment: 5_OrderForSUP2017-10-01CamdenSolar (2952 : Camden Solar, LLC Amendment Request)

F. **Is the area within a five-year proposal for the provision of public sewage?** No

2. **Landscaping**

A. **Is any buffer required?** Yes. Indicated on site plan.
B. **Is any landscaping described in application**: Yes. Indicated on site plan

3. **Findings Regarding Additional Requirements:**

Yes ☐ **No** ☒

Endangering the public health and safety?

Staffs opinion is that application does not appear to endanger the public health and safety.

Yes ☐ **No** ☒

Injure the value of adjoining or abutting property.

Without any evidence to the contrary - staffs opinion is that application does not appear to injure the value of adjoining or abutting property.

Yes ☒ **No** ☒

Harmony with the area in which it is located.

Property zoned for proposed use. Comprehensive Plan Future Land Use Map has property identified as Rural Residential.

EXCEED PUBLIC FACILITIES:

Yes ☐ **No** ☒

Schools: Proposed development will not impact schools.

Yes ☐ **No** ☒

Fire and rescue: Request training after completed.

Yes ☐ No ☒

Law Enforcement: Request training after completed.

Attachment: 5_OrderForSUP2017-10-01CamdenSolar (2952 : Camden Solar, LLC Amendment Request)

At their January 8, 2018 Board of Commissioners meeting, Board approved on a 5-0 vote the Special Use Permit for Camden Solar, LLC with the following conditions:

1. The applicant must strictly abide by all requirements of the Unified Development Ordinance of Camden County, North Carolina, and must also strictly comply with all other local, state, and federal ordinances, laws, rules and regulations as one or more ordinances, laws, rules and regulations may apply to this development.
2. The applicant shall complete the development strictly in accordance with the approved plans contained in the file titled UDO 2017-10-01.
3. There shall be no land disturbing activity until County receives approved DENR E & S Control Plan and Stormwater Permit.
4. Applicant shall provide Camden County Planning Office proof of the continuous operation annually (no later than January 30th) or upon request of the county which shall not be unreasonable in the form a letter from the facility owner stating the facility has been operational during the previous year.
5. Upon completion of the installation of the solar farm, Camden Solar LLC shall provide training to Fire Marshall, South Camden Volunteer Fire Department and Sheriff's Office personnel as to the potential risks involved in case of an emergency inside the facility.
6. Applicant shall provide the Sheriff's Office with a key or combination to the entrance into the facility in case of an emergency. Sheriff's office shall contact owner prior to entry to ensure all power has been secured.
7. Hours of operations during construction phase shall be Monday – Saturday, dawn to dusk.
8. Hours of operations shall be posted at the entrance to the facility during the construction phase.
9. Developer shall install a 50" natural vegetative buffer extending the length of the property line that abuts the Solar Facility belonging to Rodney Meads.
10. There shall be no parking of vehicles along public ROWs of South 343 and Sand Hills Road.
11. If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this approval in its entirety shall be void and have no effect.

IN WITNESS WHEREOF, the County has caused this Special Use Permit to be issued in its name, and the undersigned, being all of the property owners/applicants of the property above described, do hereby accept this Special Use Permit together with all its conditions as binding on them, their successors and their assigns in interest.

I, Heath McLaughlin of Camden Solar LLC, applicant/agent/property owner of the above-identified property do hereby acknowledge receipt of this Order authorizing the issuance of a Special Use Permit. The undersigned owner/applicant does further acknowledge that no work shall be done pursuant to the Special Use Permit except in accordance with all of its conditions and requirements and that all restrictions shall be binding upon them, their assigns, and their successors in interest.

Heath McLaughlin Member

Name/Title

Attachment: 5_OrderForSUP2017-10-01CamdenSolar (2952 : Camden Solar, LLC Amendment Request)

NORTH CAROLINA

I, Danielle Felton, a Notary Public in and for said state and county, do hereby certify that, Heath McLaughlin Applicant/Property Owner, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

WITNESS my hand and notarial seal the 10th day of January, 2018.

Danielle Felton
Notary Public

Danielle Felton
Notary Public
Pasquotank County, NC
My Commission Expires June 21, 2022

My commission expires:
06·21·2022

COUNTY OF Camden

ATTEST:

I, David Parks, Permit Officer, Camden County, do hereby acknowledge the issuance of this Order authorizing the Special Use Permit for Sandy Solar LLC. The applicant does further acknowledge that no work may be done pursuant to the Special Use Permit except in accordance with all of its conditions and requirements and that all restrictions shall be binding upon them, their assigns and their successors in interest.

David Parks, Permit Officer

NORTH CAROLINA
CAMDEN COUNTY

I, Danielle Felton, a Notary Public in and for said state and county, do hereby certify that David Parks, Permit Officer, Camden County, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

WITNESS my hand and notarial seal this 10th day of January, 2018.

Danielle Felton
Notary Public

Danielle Felton
Notary Public
Pasquotank County, NC
My Commission Expires June 21, 2022

My commission expires:
06·21·2022

COUNTY OF Camden

Attachment: 5_OrderForSUP2017-10-01CamdenSolar (2952 : Camden Solar, LLC Amendment Request)

CAMDEN COUNTY
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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Public Hearings

Item Number: 5.B
Meeting Date: April 05, 2021

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

Item Title **Avery Shores Rezoning Request**

Attachments:
1_AgendaSummary_AveryRezoning (DOCX)
1_StaffReport_AverytRezoning (PDF)
2_ZoningMapAmendmentApplication (PDF)
3_SitePlan (PDF)
4_Zoning Comparision PD & WL to SR (PDF)
5_NeighborhoodMeetingInformation (PDF)
6_Deed (PDF)
7_OrdinanceForAveryRezoning (PDF)
8_CAMA_LUP Amendment Resolution (DOC)

Agenda summary, Planning Board recommendation and supporting documentation attached.

Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: April 5, 2021

Attachments: Avery Shores Rezoning Staff Findings, Application, Site Plan, Zoning Comparison, Neighborhood Meeting Summary, Deed, Resolution to amend CAMA Land Use Map

Submitted By: Planning Department

Item Title: Application for Zoning Map Amendment from Avery Family Rev. Trust

Summary:

Avery Family Rev. Trust has requested a map amendment for approximately 52 acres from Planned Development (PD) and 37 acres from Working Lands to Suburban Residential (SR). Both parcels are located off One Mill Rd and Riggs Rd in the Shiloh Township.

The neighborhood meeting was held on December 9, 2020. On January 20, 2021, the Planning Board recommended approval of the rezoning request with a 6-0 vote.

The proposed zoning change is inconsistent with the CAMA Future Land Use Map. The CAMA Future Land Use Maps has the majority of property identified as Conservation.

The proposed zoning change is consistent with the County's Comprehensive Future Land Use Map which shows the current Planned Development Zoning Parcel to be Village Mixed Use.

Recommendations:

Motion to approve Consistency Statement:

The requested zoning change is consistent with Comprehensive Future Land Use Maps that reflect allowing higher density residential development in targeted areas of the County. The requested zoning change is inconsistent with the CAMA Future Land Use Plan which identifies the majority of the property as Conservation.

If rezoning is approved CAMA requires an approval of a Resolution to the CAMA Future Land Use Map.

Motion to approve:

Motion to approve the Ordinance 2021-03-01/Rezoning Application (UDO 2020-12-14) for the two parcels of property, approximately 52 acres and 37 acres from Planned Development (PD), Working Lands (WL) and a Rural Residential (RR); to Suburban Residential (SR); and to approve the resolution amending CAMA Future Land Use Map.

Reasonableness Statement for approval:

The requested rezoning is consistent with 2035 Comprehensive Future Land Use Plan and is supported in the 2005 CAMA Land Use Plan policy: "P.3 - Camden County supports the frequency of shoreline access as defined by 15A NCAC 7M, Section .0300, Shorefront Access

Attachment: 1_AgendaSummary_AveryRezoning (2953 : Avery Shores Rezoning Request)

Policies. However, emphasis will be placed on providing access to the Great Dismal Swamp and the Shiloh Township area."

Motion for denial:

Motion to deny the Ordinance 2021-03-01/Rezoning Application (UDO 2020-12-14) for the two parcels of property, approximately 52 acres and 37 acres from Planned Development (PD), Working Lands (WL) and a Rural Residential (RR) to Suburban Residential (SR).

Reasonableness Statement for denial:

The requested zoning change is inconsistent with the CAMA Future Land Use Plan which identifies the majority of the property as Conservation.

Attachment: 1_AgendaSummary_AveryRezoning (2953 : Avery Shores Rezoning Request)

`

STAFF REPORT

UDO 2020-12-14
Zoning Map Amendment for Avery Property

PROJECT INFORMATION

File Reference: UDO 2020-12-14
Project Name: Avery Shores
PIN: 03-8971-00-21-2552
03-8971-00-30-0834

Applicant: Avery Family Rev. Trust
Address: 102 Avery Dr
Shiloh, NC 27974
Phone: 252-455-1028
Email: sbrad11@gmail.com

Agent for Applicant: Self
Address:
Phone:
Fax:
Email:

Current Owner of Record: Applicant

Meeting Dates:
12/9/2020 **Neighborhood Meeting**
1/20/2021 **Planning Board Meeting**

Application Received: 12/10/2020
By: Amber Curling, Planning

Application Fee paid: $1440.00 Ck# 1

Completeness of Application: Application is generally complete

Documents received upon filing of application or otherwise included:
A. Rezoning Application
B. Site Plan
C. GIS Aerial, Current zoning, Comprehensive Plan Future Land Use and CAMA Land Use Plan Suitability Maps
D. Zoning Comparison PD & WL to SR
E. Neighborhood Meeting Comments
F. Deed

REQUEST: Zoning Map Amendment from Planned Development, Working Lands, and Rural Residential to Suburban Residential.

Rezone two parcels; first parcel 03-8971-00-30-0834-0000 of approximately 52 acres from Planned Development (PD) and second parcel 03-8971-00-21-2552-0000 of approximately 37 acres from Working Lands (WL) and a Rural Residential fragment (RR) to Suburban Residential (SR). All parcels are located off One Mill Rd and Riggs Rd in the Shiloh Township.

Attachment: 1_StaffReport_AverytRezoning (2953 : Avery Shores Rezoning Request)

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Rezoning from the following Zoning District:
Planned Development (PD) Purpose Statement (Article 151.3.6.3)
The Planned Development (PD) district is established and intended to encourage innovative land planning and site design concepts that support a high quality of life and achieve a high quality of development, environmental sensitivity, energy efficiency, and other County goals and objectives by:

- Reducing or diminishing inflexibility or uniform design that sometimes results from the strict application of zoning and development standards designed primarily for individual lots;
- Allowing greater freedom in selecting the means of providing access, open space, and design amenities;
- Allowing greater freedom in providing a well-integrated mix of residential and nonresidential land uses in the same development, including a mix of housing types, lot sizes, and densities;
- Providing for efficient use of land resulting in smaller networks of utilities and streets and thereby lowering development and housing costs; and
- Promoting quality design and environmentally sensitive development that respects surrounding established land use character and respects and takes advantage of a site's natural and man-made features, such as trees, estuaries, shorelines, special flood hazard area, and historic features.

Working Lands (WL) Purpose Statement Article 151.3.5.2)
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.

Rezoning to the following Zoning District:
Suburban Residential (SR) Purpose Statement (Article 151.3.5.5)
The Suburban Residential (SR) district is the County's primary district for suburban residential neighborhoods located along primary roadways, shoreline areas, and in locations bordering rural areas. The district has a one-acre minimum lot area requirement, which is the basic threshold size for lots with on-site wastewater systems. Use of the conservation subdivision configuration is optional for residential subdivisions. While the district allows single-family detached homes, mobile homes on individual lots are prohibited. Nonconforming mobile homes may remain but may not be expanded or replaced with another mobile home. The district accommodates equestrian uses, utilities, as well as various neighborhood-supporting institutional uses such as parks, schools, and public safety facilities. District regulations discourage uses that interfere with the development of residential neighborhoods or that are detrimental to the suburban nature of the district

Attachment: 1_StaffReport_AverytRezoning (2953 : Avery Shores Rezoning Request)

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SITE DATA

Size of Lots: Approximately 52 and 37 acres for an approximate total of 89 acres
Flood Zone: **AE**
Zoning District(s): Planned Development (PD), Working Lands (WL) and Rural Residential (RR)
Existing Land Uses: Farmland

Adjacent Zoning & Uses:

	North	**South**	**East**	**West**
Zoning	Working Lands (WL)	Neighborhood Residential (NR)	Working Lands (WL)	Pasquotank River
Use & size	Wetlands & Farmland	Residential Lots, Woods, Farmland	Residential Lots, Wetlands & Farmland	NA

Proposed Use(s) – The proposed use is to develop 61waterfront lots, creating the Conservation Subdivide of Avery Shores.

Description/History of property: The vacant property is located in southern portion of Shiloh off Riggs Road and One Mill Road. Majority of the property has been used as farmland; the remaining is wetlands and woods.

INFRASTRUCTURE & COMMUNITY FACILITIES

Water: Water lines are located adjacent to property along One Mill Road and Riggs Road

Sewer: Not available.

Fire District: **S**hiloh Fire District.

Schools: Proposed zoning will have an impact on Schools.

Traffic: Proposed zoning will have impact on Traffic. A Traffic Impact Analysis required at development stage.

Attachment: 1_StaffReport_AverytRezoning (2953 : Avery Shores Rezoning Request)

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PROJECT LOCATION: Vicinity Map: Shiloh Township

Attachment: 1_StaffReport_AverytRezoning (2953 : Avery Shores Rezoning Request)

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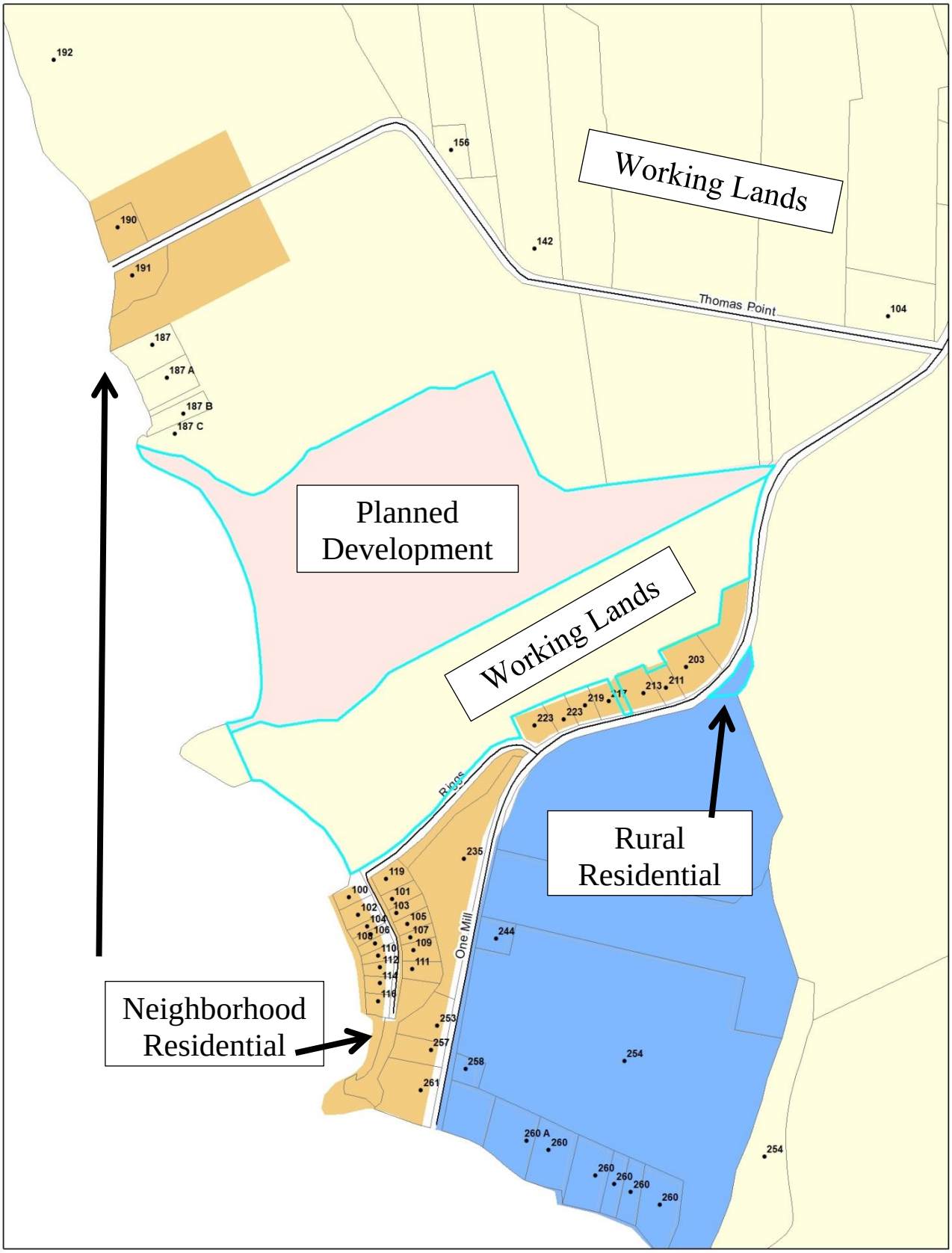
Zoning Map:



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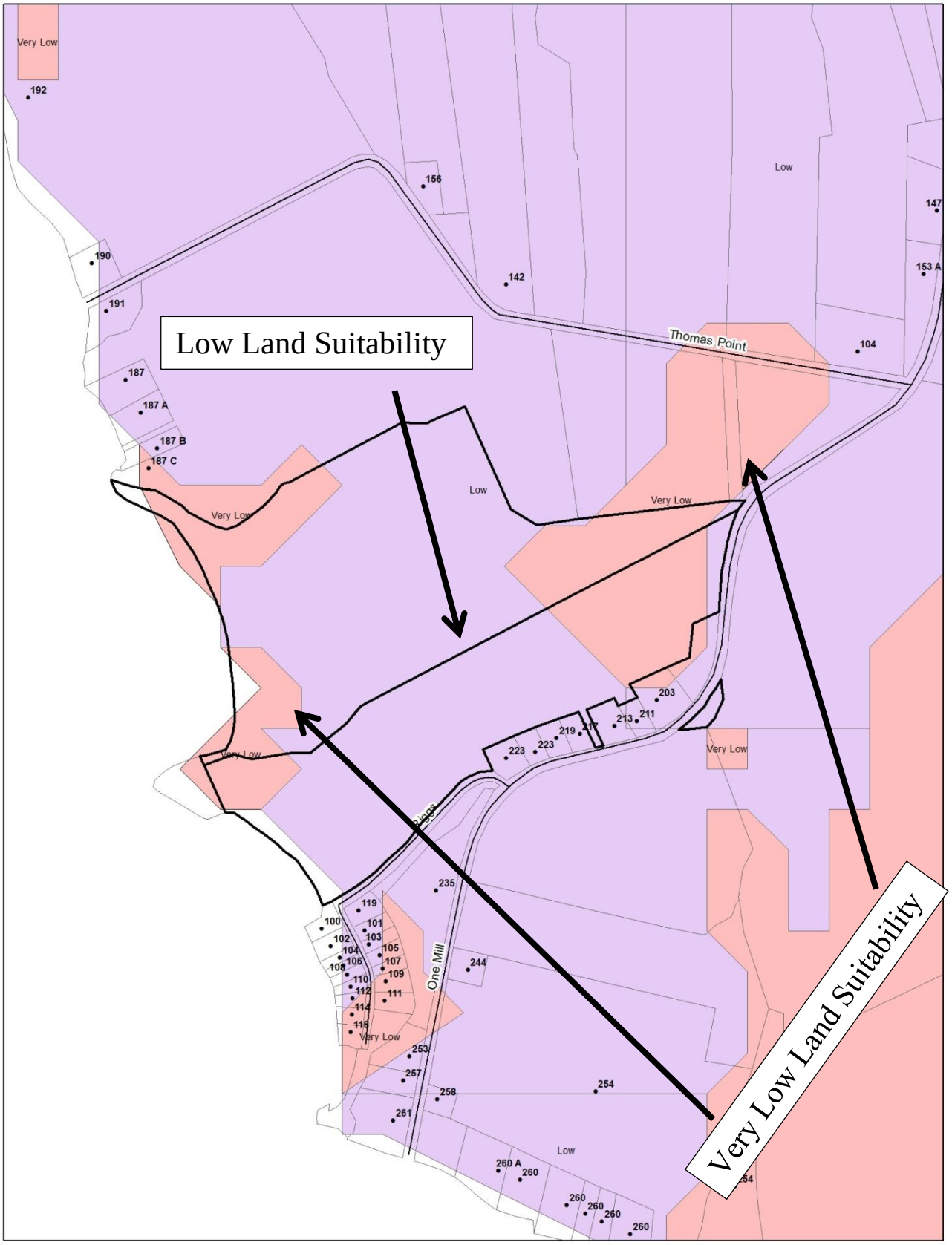
CAMA Land Suitability:



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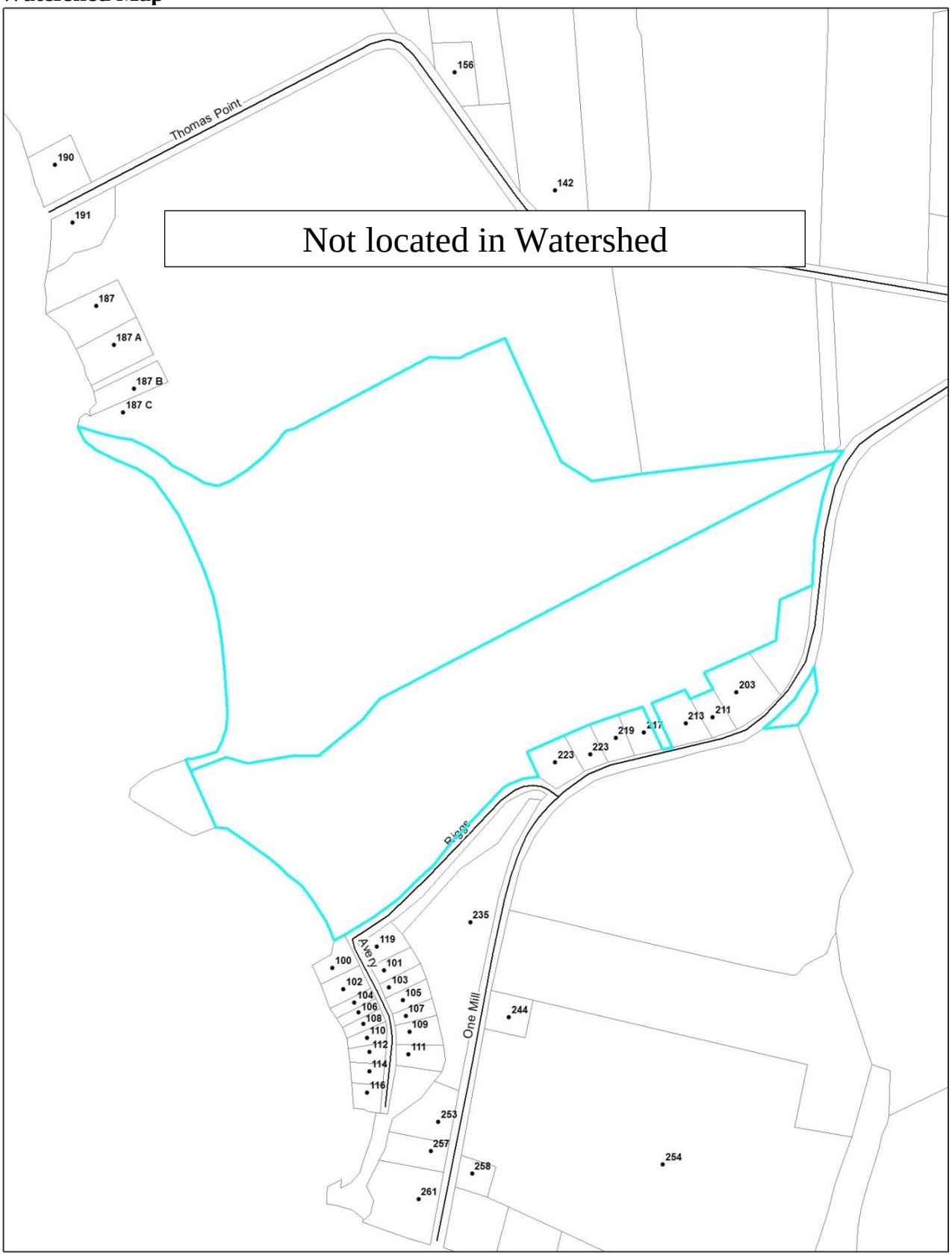
Watershed Map



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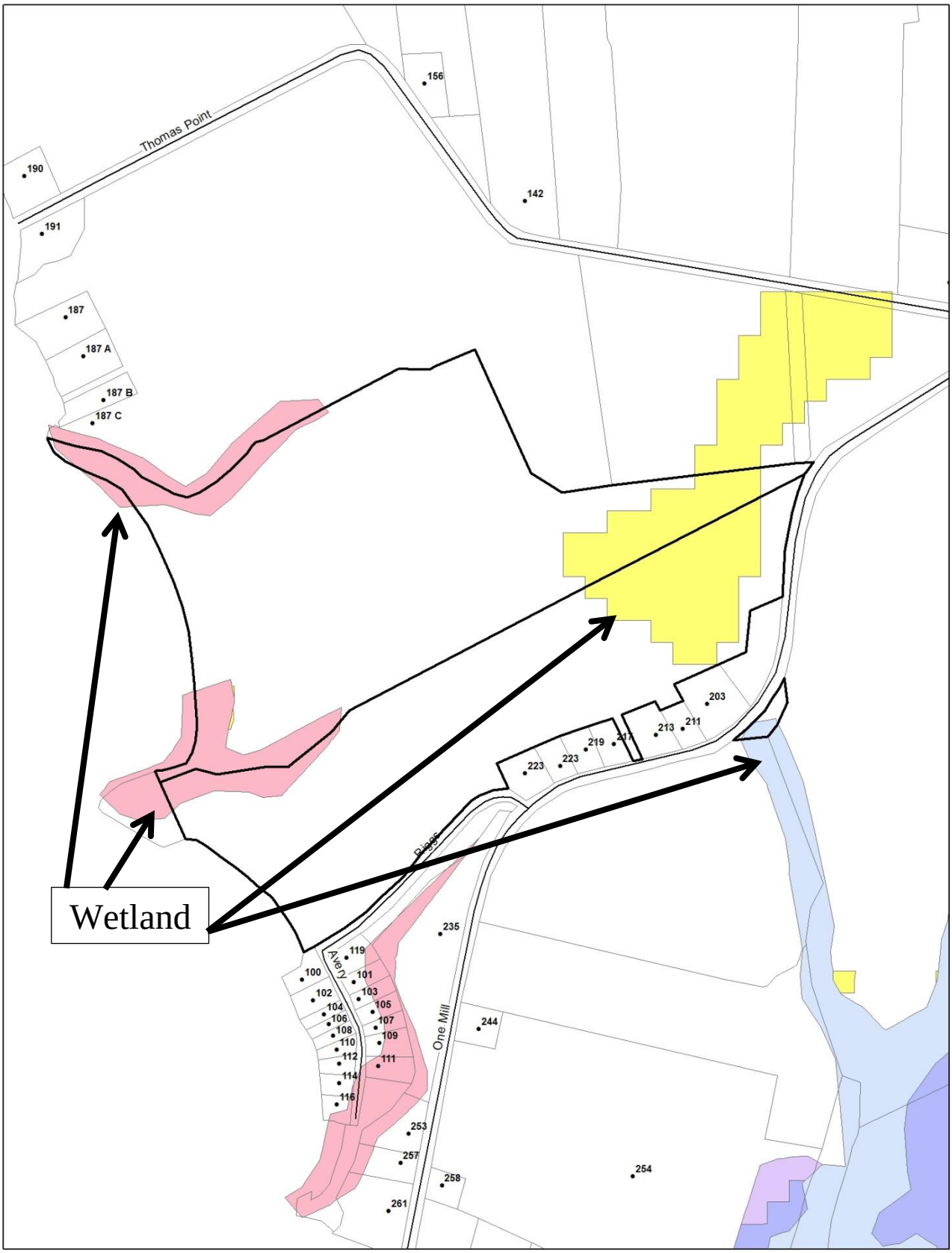
Wetlands Map



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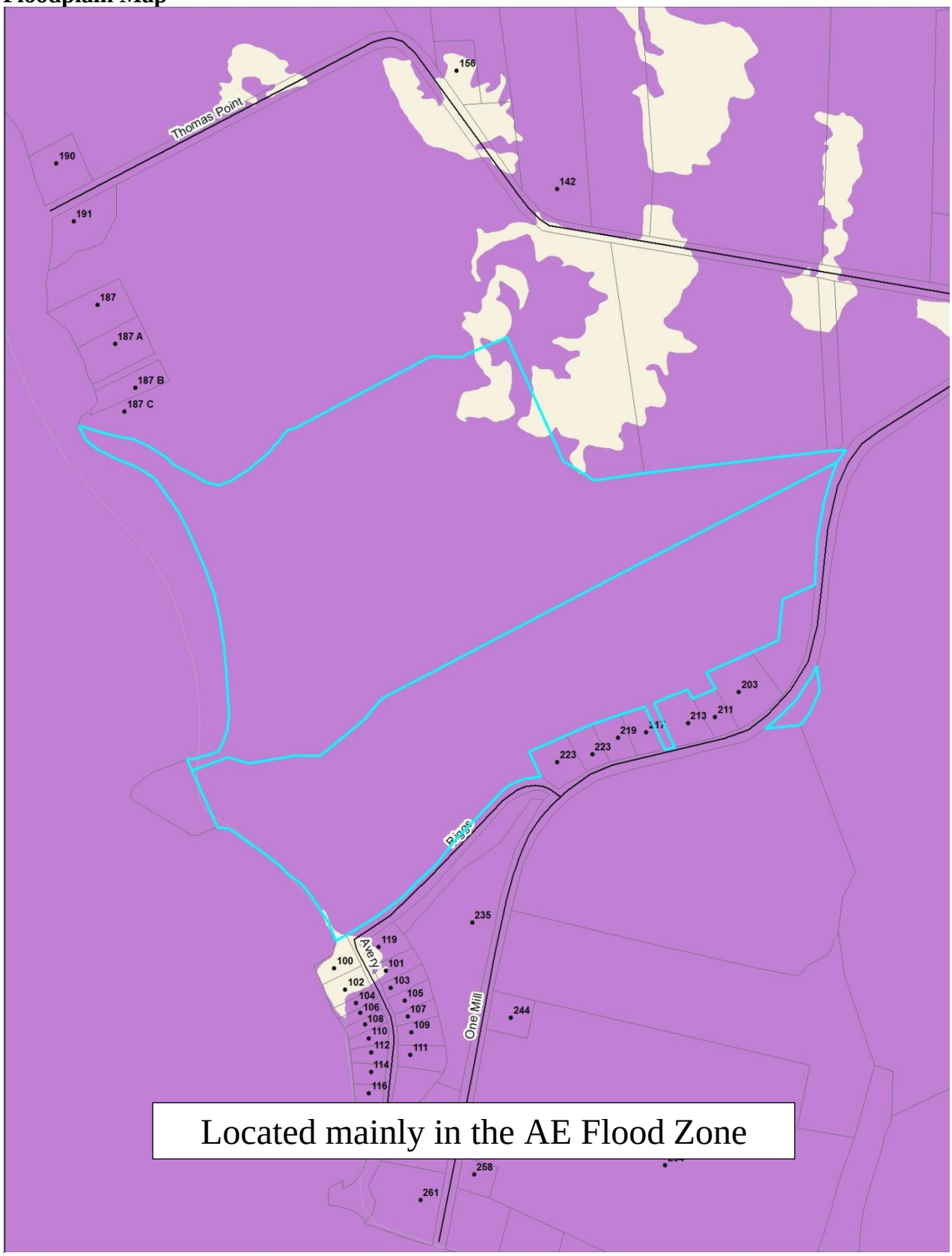
Floodplain Map



Attachment: 1_StaffReport_AverytRezoning (2953 : Avery Shores Rezoning Request)

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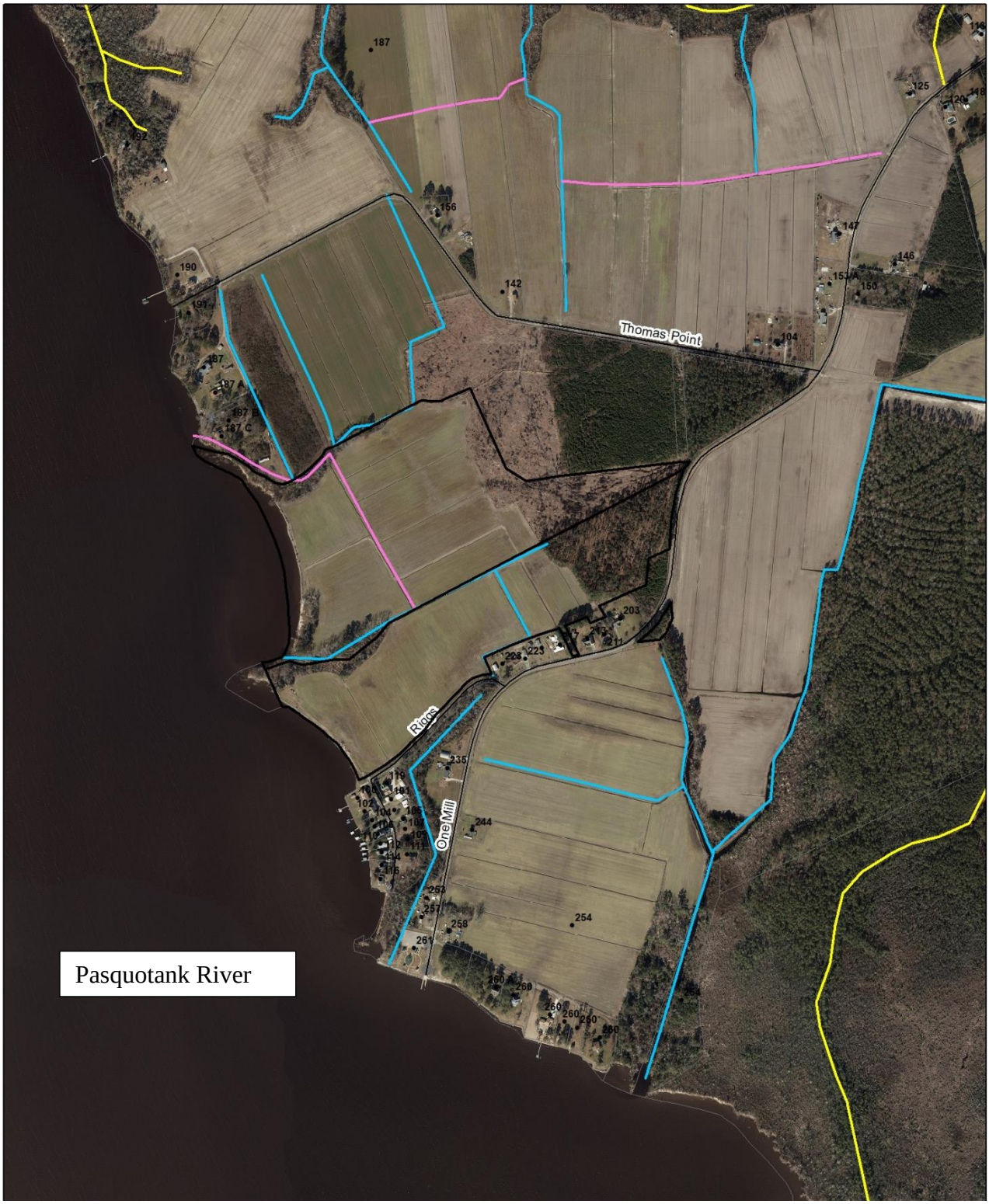
ENVIRONMENTAL ASSESSMENT: Streams, Creeks, Major Ditches:
Distance & description of nearest outfall: It appears the property drains to Pasquotank River.



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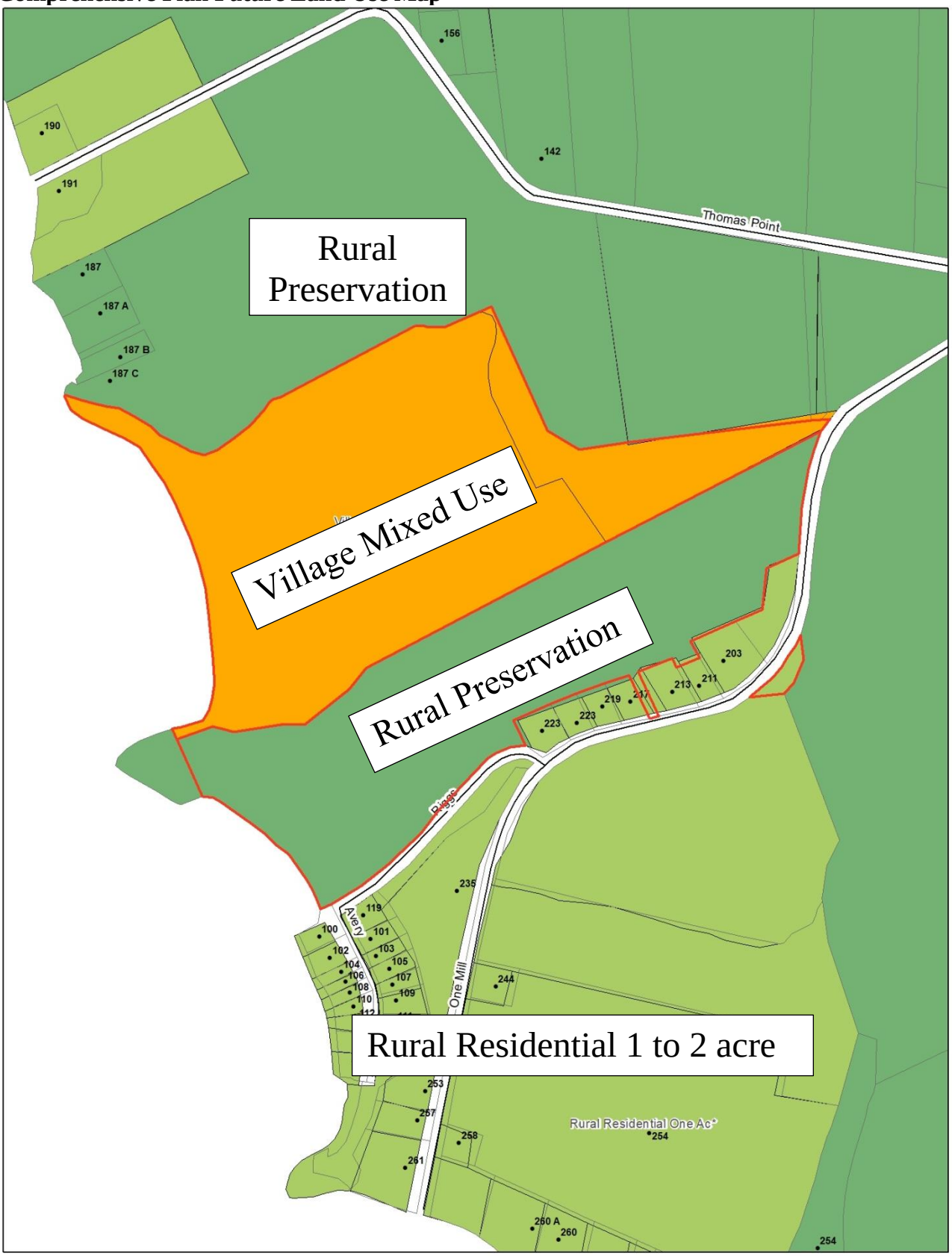
Comprehensive Plan Future Land Use Map



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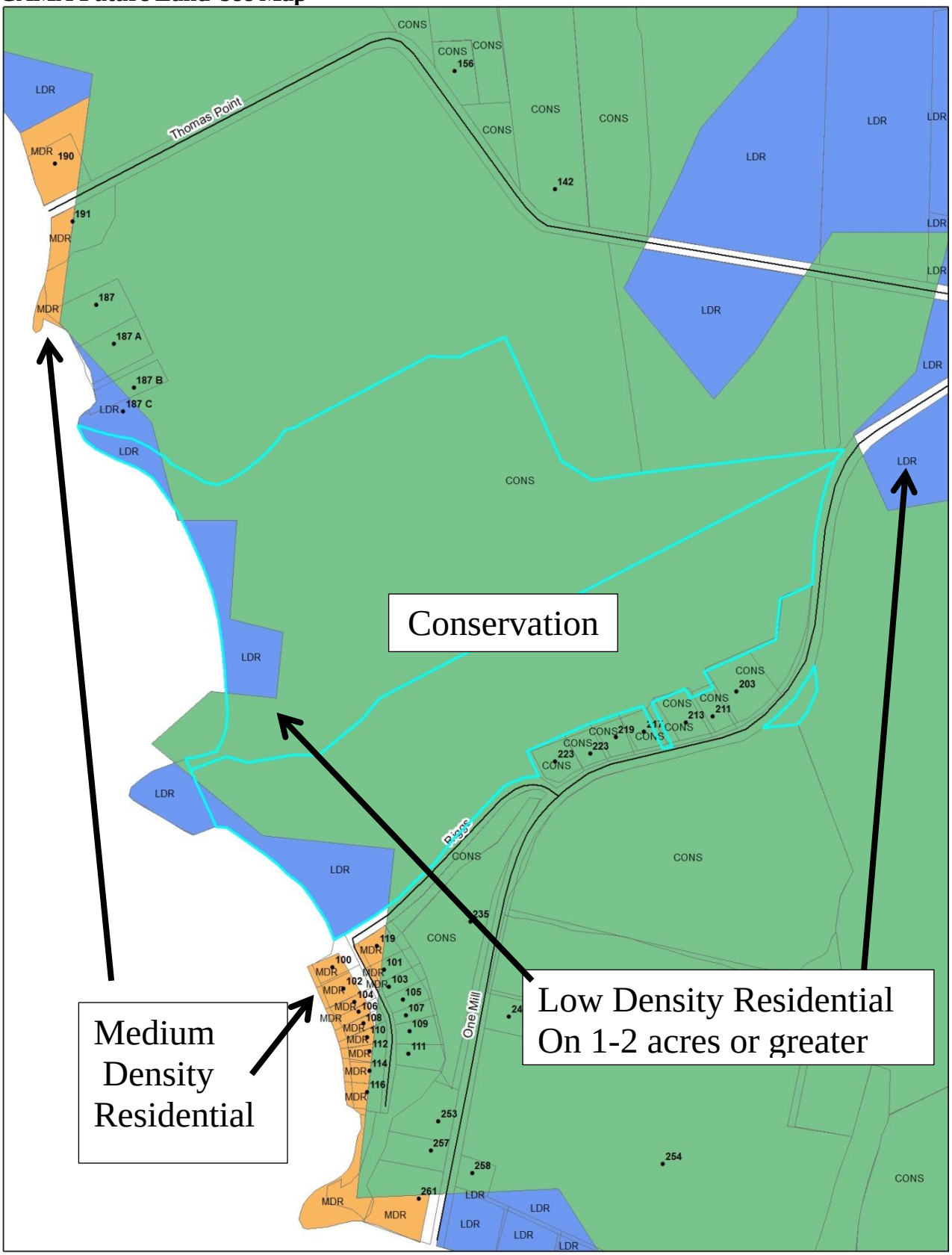
CAMA Future Land Use Map



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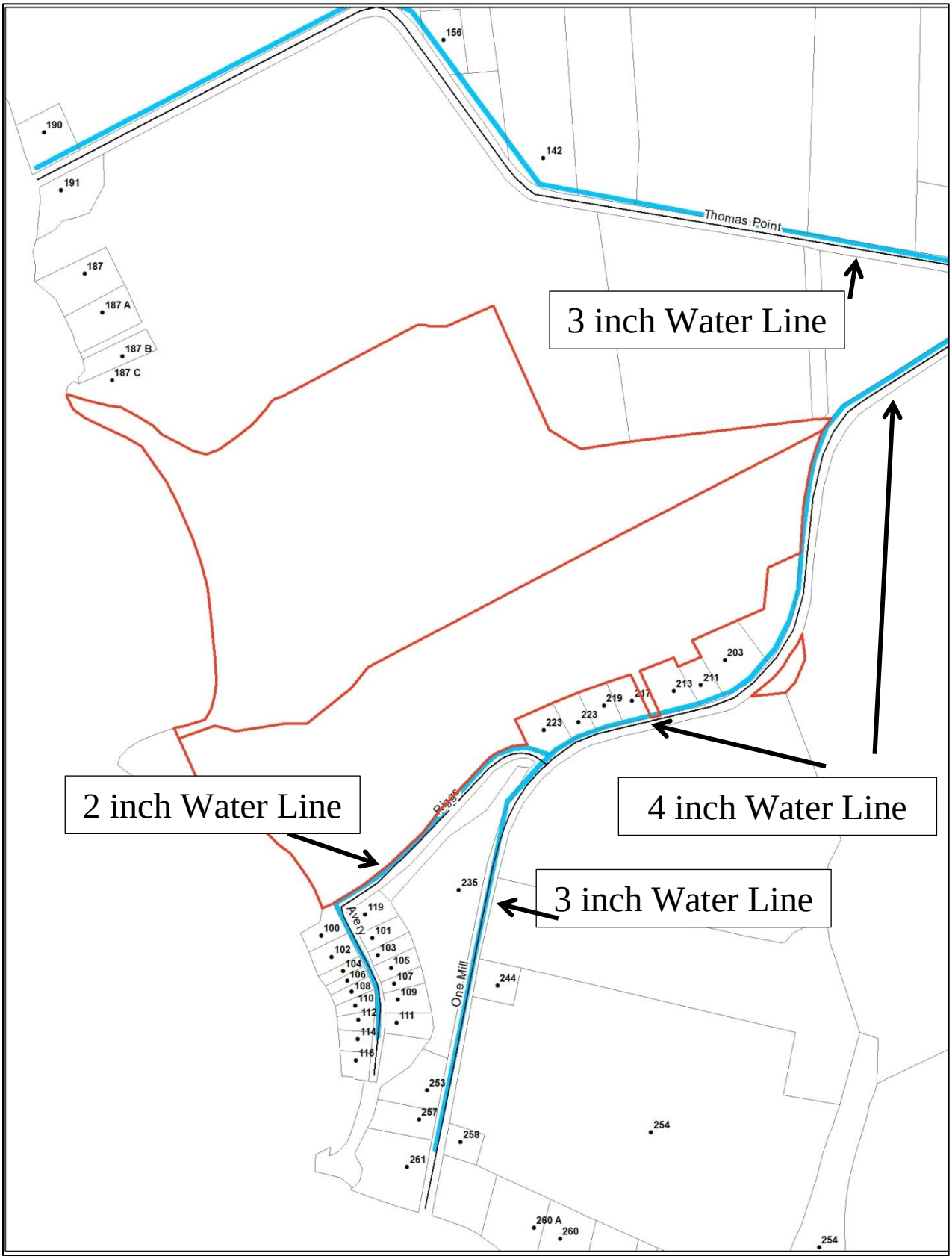
Water is available



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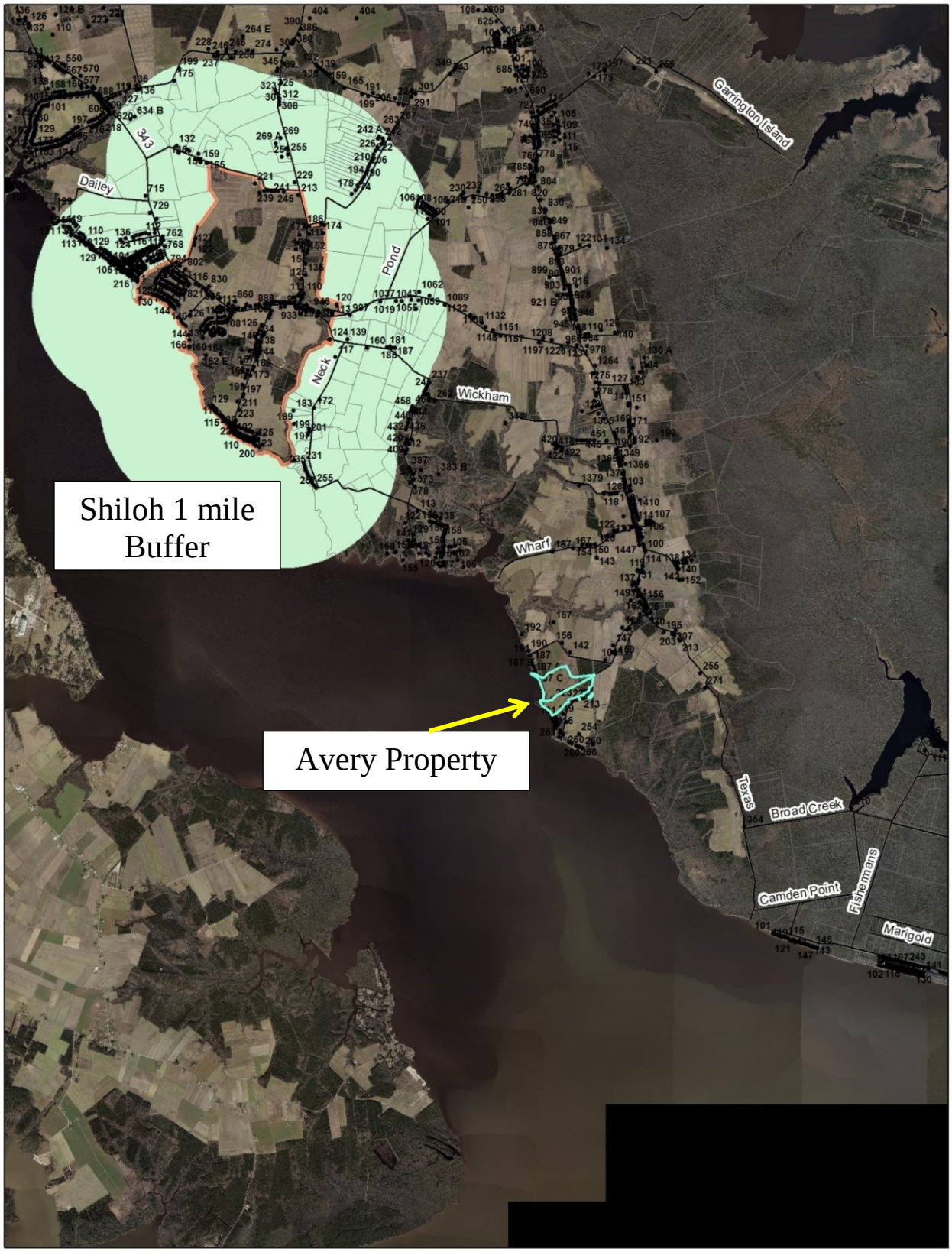

Attachment: 1_StaffReport_AverytRezoning (2953 : Avery Shores Rezoning Request)

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The goal when reviewing a project for Zoning Regulations in accordance with the Camden County Land Use Plans is to make sure the project is designed to:

- to lessen congestion in the streets;
- to secure safety from fire, panic, and other dangers;
- to promote health and the general welfare;
- to provide adequate light and air;
- to prevent the overcrowding of land;
- to avoid undue concentration of population; and
- to facilitate the adequate provision of transportation, water, sewage, schools parks and other public requirements

Summary

CONSISTENCY with PLANS and MAPS

2035 Comprehensive Plan

Consistent ☒ **Inconsistent ☐**

The County's Comprehensive Future Land Use Map (Adopted 2012) shows the current Planned Development Zoning Parcel to be Village Mixed Use. Village Mixed use areas include moderate to higher density mixed use including residential, commercial, and recreational uses. The Working Lands are shown on the Future Land Use map as Rural Preservation. Rural Preservation promotes the continued use of working lands and protection of environmentally sensitive lands from more intense development.

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 CAMA Future Land Use Maps has the majority of property identified as Conservation. Small areas on the water are identified as Low Density Residential. Conservation is designated to provide for effective long term management of significant limited or irreplaceable areas.

Comprehensive Transportation Plan

The Camden County Comprehensive Transportation Plan does not identify any roads as needing improvement or recommended for improvement south of Wharf Rd on Hwy 343 south.

-**Other Plans officially adopted by the Board of Commissioners**

N/A

Attachment: 1_StaffReport_AverytRezoning (2953 : Avery Shores Rezoning Request)

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SPECIFIC CAMA LAND USE QUESTIONS TO CONSIDER:

1. Does Camden County need more land in the zoning class requested?
In Camden County 0.63% is zoned as Planned Development, 72.95% is zoned as Working Lands and 1.79% of the property is zoned as Suburban Residential.

2. Is there other land in the county that would be more appropriate for the proposed uses?
There is very limited waterfront property left to be developed.

3. Is the entire range of permitted uses in the requested classification more appropriate than the range of uses in the existing classification?
The range of uses between Planned Development, Working Lands and Suburban Residential are similar. Planned Development may allow for commercial development not allowed in other two districts and the proposed density is established upon approval of Masterplan. Suburban Residential allows for higher density than Working Lands. The Zoning Comparison, included in the package, identifies specific uses for each zoning district.

4. Will the request have serious impact on traffic circulation, parking space, sewer and water services, other utilities?
The proposed zoning uses will have an impact on all public facilities. The Preliminary Plat Application will require a Development Impact Statement. The Development Impact Statement is determined by the Physical Analysis, Housing Market Analysis Water Analysis, Sewer Analysis, Fiscal Analysis and Traffic Analysis.

5. Will the request have an impact on other county services, including police protection, fire protection or the school system?
The proposed zoning uses will have an impact on all public services. The specific service and to what extent the impact will be projected during the development approval process of the property, using recommendations from the Technical Review Committee.

6. Is there a good possibility that the request, as proposed, will result, as proposed, will result in lessening the enjoyment or use of adjacent properties?
All permitted uses in the requested zoning classification should not lessen the enjoyment or use of any adjacent properties.

7. Will the request, as proposed cause serious noise, odors, light, activity, or unusual disturbances?
All uses permitted in the requested zoning classification should not cause any serious noise, odors, light activity, or unusual disturbances.

8. Does the request raise serious legal questions such as spot zoning, hardship, violation of precedents, or need for this type of use?
The request does not raise serious legal questions.

Attachment: 1_StaffReport_AverytRezoning (2953 : Avery Shores Rezoning Request)

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9. <u>Does the request impact any CAMA Areas of Environmental Concern?</u>
Yes the proposed development includes areas of environmental concern. Concerns are flood zone AE, wetlands, and the waterfront. The development process will include the required documentation for Federal, State and County; (CAMA permit, NCDEQ Erosion & Sediment Control permit, NCDEQ Stormwater permit, Approved County drainage plan, and any other appropriate approvals.)

Recommendations:

Planning Staff recommends approval of the Rezoning Application (UDO 2020- 12-14) of the Avery parcels on One Mill Rd and Riggs Road from Planned Development, Working Lands, and Rural Residential to Suburban Residential. This recommendation is based on the 2035 Comprehensive Plan which identifies: (1) 52 acres as Village Mixed Use with an appropriate specific use as moderate and higher density residential uses (up to 14 dwellings units per acre); (2) 37 acres as Rural Preservation with appropriate uses of farms and forestry sites.

Attachment: 1_StaffReport_AverytRezoning (2953 : Avery Shores Rezoning Request)

CAMDEN COUNTY
NORTH CAROLINA • USA
Boundless Opportunities

Zoning Map Amendment Application

OFFICIAL USE ONLY:
UDO Number: 2020-12-14
Date Filed: 12/11/2020
Amount Paid: $1440 ck#1
Received By: [illegible]

Contact Information

APPLICANT		PROPERTY OWNER	
Name:	Avery Family Rev. Trust	Name:	Same
Address:	102 Avery Drive Shiloh, NC 27974	Address:	
Telephone:	252-455-1028	Telephone:	
Fax:		Fax:	
Email:	sbrad11@gmail.com	Email:	

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: Owner

Property Information

Physical Street Address: 0 One Mill Road, Shiloh, NC
Location: (2) Parcels totalling +/- 88.8 Acres north of Riggs Road
Parcel ID Number(s): 038971002125520000; 038971003008340000
Total Parcel(s) Acreage: +/- 88.8 Acres
Existing Land Use of Property: Agriculture

Request

Current Zoning of Property: PUD & WL & RR Proposed Zoning District: SR
Total Acreage for Rezoning: 88.8 Are you rezoning the entire parcel(s): ■ Yes ☐ No
Metes and Bounds Description Provided: ■ Yes ☐ No
Community Meeting, if applicable: Date Held: 12-9-2020; Location: Camden Co. Courthouse

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

12-10-20
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: 2_ZoningMapAmendmentApplication (2953 : Avery Shores Rezoning Request)

Zoning Change Application Questions

The UDO requires the Board to consider 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?

Down grading of the current PUD zoning for the northern parcel to Suburban Residential will greatly reduce the amount of residential density while the rezoning of the southern parcel from Working Lands to Suburban Residential, will provide continuity with the adjacent residential pockets along One Mill Road and Avery Drive. The combination of reduced density, potential for conservation areas and the development of shoreline property, will contribute to a lower impact development with less demand on infrastructure while highlighting higher valued property.

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

In keeping with the Suburban Residential zone's Purpose Statement, primary placement of such neighborhoods is to be along areas such as primary roads, shoreline area and bordering on rural areas. The parcels proposed for rezoning have over 2,000 linear feet of shoreline combined on the Pasquotank River, much of which can be developed.

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

(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?

Attachment: 2_ZoningMapAmendmentApplication (2953 : Avery Shores Rezoning Request)

Attachment: 3_SitePlan (2953 : Avery Shores Rezoning Request)

Camden County, North Carolina
Principal Use Table, District Comparison

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

Attachment: 4_Zoning Comparision PD & WL to SR (2953 : Avery Shores Rezoning Request)

Camden County, North Carolina
Principal Use Table, District Comparison

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

Attachment: 4_Zoning Comparision PD & WL to SR (2953 : Avery Shores Rezoning Request)

Camden County, North Carolina
Principal Use Table, District Comparison

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

Attachment: 4_Zoning Comparision PD & WL to SR (2953 : Avery Shores Rezoning Request)

Camden County, North Carolina
Principal Use Table, District Comparison

Use Class / Main Category / Category "P"=Permitted, "S"=Special Use Permit, Blank=Prohibited	PD	SR
RECREATION/ENTERTAINMENT, OUTDOOR		
Major	A	
Minor	A	
Firing Range		
Water-Related Uses	A	
RETAIL SALES		
Flea Market	A	
Grocery Store	A	
Major	A	
Minor	A	
STORAGE, COMMERCIAL		
Major	A	
Minor	A	
TELECOMMUNICATIONS		
Antenna Collocation (on a Building)	A	
Antenna Collocation (on a Tower)	A	
Small Wireless Facility	A	
Telecommunications Tower, Freestanding	A	
Telecommunications Tower, Stealth	A	P
VEHICLE ESTABLISHMENT		
Major	A	
Minor	A	
VISITOR ACCOMMODATIONS		
Bed and Breakfast	A	
Campground	A	
Hotel or Motel	A	
Industrial		
EXTRACTIVE INDUSTRY		
All		
INDUSTRIAL SERVICES		
Contractor Service	A	
Crabshedding		
Fuel Oil or Bottled Gas Distributor		
General Industrial Service and Repair	A	
Heavy Equipment Sales, Rental, or Service	A	
Research and Development	A	

Attachment: 4_Zoning Comparision PD & WL to SR (2953 : Avery Shores Rezoning Request)

Camden County, North Carolina
Principal Use Table, District Comparison

Use Class / Main Category / Category "P"=Permitted, "S"=Special Use Permit, Blank=Prohibited	PD	SR
MANUFACTURING AND PRODUCTION		
Manufacturing, Heavy	A	
Manufacturing, Light	A	
POWER GENERATION		
Solar Array	A	S
Wind Energy Conversion Facility	A	
WAREHOUSE AND FREIGHT MOVEMENT		
All	A	
WASTE-RELATED SERVICES		
Incinerator		
Land Application of Sludge/Septage		
Landfill		
Public Convenience Center or Transfer Station		
Recycling Center	A	
Salvage or Junkyard		
Waste Composting Facility		
WHOLESALE SALES		
Major	A	
Minor	A	

Attachment: 4_Zoning Comparision PD & WL to SR (2953 : Avery Shores Rezoning Request)

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

Attachment: 4_Zoning Comparision PD & WL to SR (2953 : Avery Shores Rezoning Request)

Camden County, North Carolina
Principal Use Table, District Comparison

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

Attachment: 4_Zoning Comparision PD & WL to SR (2953 : Avery Shores Rezoning Request)

Camden County, North Carolina
Principal Use Table, District Comparison

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

Attachment: 4_Zoning Comparision PD & WL to SR (2953 : Avery Shores Rezoning Request)

Camden County, North Carolina
Principal Use Table, District Comparison

Use Class / Main Category / Category "P"=Permitted, "S"=Special Use Permit, Blank=Prohibited	WL	SR
RECREATION/ENTERTAINMENT, OUTDOOR		
Major	S	
Minor	S	
Firing Range	S	
Water-Related Uses	S	
RETAIL SALES		
Flea Market		
Grocery Store		
Major		
Minor		
STORAGE, COMMERCIAL		
Major		
Minor		
TELECOMMUNICATIONS		
Antenna Collocation (on a Building)		
Antenna Collocation (on a Tower)	P	
Small Wireless Facility	P	
Telecommunications Tower, Freestanding	S	
Telecommunications Tower, Stealth	P	P
VEHICLE ESTABLISHMENT		
Major		
Minor		
VISITOR ACCOMMODATIONS		
Bed and Breakfast	P	
Campground	S	
Hotel or Motel		
Industrial		
EXTRACTIVE INDUSTRY		
All	S	
INDUSTRIAL SERVICES		
Contractor Service		
Crabshedding		
Fuel Oil or Bottled Gas Distributor		
General Industrial Service and Repair		
Heavy Equipment Sales, Rental, or Service		
Research and Development		

Attachment: 4_Zoning Comparision PD & WL to SR (2953 : Avery Shores Rezoning Request)

Camden County, North Carolina
Principal Use Table, District Comparison

Use Class / Main Category / Category "P"=Permitted, "S"=Special Use Permit, Blank=Prohibited	WL	SR
MANUFACTURING AND PRODUCTION		
Manufacturing, Heavy		
Manufacturing, Light		
POWER GENERATION		
Solar Array	S	S
Wind Energy Conversion Facility	S	
WAREHOUSE AND FREIGHT MOVEMENT		
All		
WASTE-RELATED SERVICES		
Incinerator		
Land Application of Sludge/Septage		
Landfill		
Public Convenience Center or Transfer Station	S	
Recycling Center	S	
Salvage or Junkyard		
Waste Composting Facility	S	
WHOLESALE SALES		
Major		
Minor		

Attachment: 4_Zoning Comparision PD & WL to SR (2953 : Avery Shores Rezoning Request)

TIMMONS GROUP

1805 West City Drive
Unit E
Elizabeth City, NC 27909

P 252.621.5030
F 252.562.6974
www.timmons.com

November 23, 2020

RE: Proposed Rezoning

To Whom It May Concern:

You are receiving this notice because you own property near a parcel of land proposed for rezoning. The proposed rezoning will result in one parcel being rezoned from Planned Development and another parcel from Working Lands to both being rezoned to Suburban Residential.

A community meeting has been scheduled for Wednesday, December 9, 2020 at 6:00 pm in the upstairs courtroom of the Historic Camden County Courthouse. At the meeting, the project will be presented to the community and you will have an opportunity to provide comments to the applicant and Camden County.

If you are unable to attend the meeting or would like to discuss the project prior to the meeting, please feel free to contact me at the phone number above.

Sincerely,

Jason Mizelle, PLS

Attachment: 5_NeighborhoodMeetingInformation (2953 : Avery Shores Rezoning Request)

Parcel Proposed for Rezoning

Attachment: 5_NeighborhoodMeetingInformation (2953 : Avery Shores Rezoning Request)

ABODE OF CAMDEN, INC
187 THOMAS POINT ROAD
SHILOH, NC 27974

AKBJ, LLC
1381 S HWY 343
SHILOH, NC 27974

MARSHALL BURGESS
1051 CHESWICK ROAD
RICHMOND VA 23235

JOHN & BRENDA COCHRAN
187 A THOMAS POINT ROAD
SHILOH, NC 27974

LINDA & ROBERT DENNY
217 ONE MILL ROAD
SHILOH, NC 27974

DEMPSEY FORBES
235 ONE MILL ROAD
SHILOH, NC 27974

REGGIE FORBES
213 ONE MILL ROAD
SHILOH, NC 27974

WILLARD FORBES
C/O THELMA FORBES
2012 STERLING POINT DRIVE
PORTSMOUTH VA 23703

PATRICIA & JAMES HUMBLET
106 AVERY DRIVE
SHILOH, NC 27974

SAMUEL LEARY, JR
1151 WHITBURN TERRACE
CHESAPEAKE VA 23322

MELISSA MACKAY &
GREGORY GRANLUND
119 RIGGS ROAD
SHILOH, NC 27974

BONNIE RIGGS
223 ONE MILL ROAD
SHILOH, NC 27974

DWIGHT RIGGS &
NANCY SWAIN
700 ELDERBERRY COURT
CHESAPEAKE VA 23320

WILLIAM C. SARGENT JR
2213 TULLS COVE RD
WINTERVILLE, NC 28590

WILLIAM M. SARGENT
203 ONE MILL ROAD
SHILOH, NC 27974 6227

NICHOLAS & CRYSTAL WILLIAMS
211 ONE MILL ROAD
SHILOH, NC 27974

C/O AMBER CURLING
CAMDEN COUNTY PLANNING DEPARTMENT
PO BOX 74
CAMDEN, NC 27921

STEVEN BRADSHAW
102 AVERY DRIVE
SHILOH, NC 27974

Attachment: 5_NeighborhoodMeetingInformation (2953 : Avery Shores Rezoning Request)

TIMMONS GROUP

1805 West City Drive
Unit E
Elizabeth City, NC 27909

P 252.621.5030
F 252.562.6974
www.timmons.com

COMMUNITY MEETING REPORT FOR AVERY FAMILY TURST

Project: Rezoning 88.8-Acres on Riggs Road
Facilitator: Jason Mizelle – Timmons Group
Date & Time: December 9, 2020 @ 6:00 PM
Location: Historic Camden Court House

In preparation for the Community Meeting, eighteen notices were mailed out notifying the adjoining property owners & the County Staff about the meeting. Five Camden residents attended, most of whom resided along the One Mill Road side of the project. Also, in attendance were Amber Curling of the Camden County Planning Department, Steve Bradshaw & Preston Avery (applicants) as well as Jason Mizelle of Timmons Group.

I opened the meeting with an explanation of the rezoning process and what specifically the applicants were looking to do with the property, if approved. Having the meeting early in the review process gives the developer and the design professionals time to analyze comments, address concerns and possibly make changes. I explained that we were at the very beginning of the process and there was a long way to go in order to see a project like this to fruition.

Steve Bradshaw, one of the applicants, then reviewed in detail the thought process behind the type of development being sought and why the change from the PUD & Working Lands designations to Suburban Residential was more befitting of the property and its proximity to the water.

Much of the question and answers with those in attendance centered around the timing of the project and when construction might commence. It was relayed that the project would likely not start construction for a year and even then it would be phased construction.

Other items discussed were in relation to some of the current property use encroachments of the residences along One Mill Road and that it was the applicants desire to convey that portion of the parcel that would make up the area in use, so as to have those residents not have to relocate or modify any improvements made. It was explained that the sliver of land in question was not being included in our project limits or calculations.

Mr. Bradshaw reviewed the concept plan in further detail to highlight the areas adjacent to the residents in attendance parcels and to discuss the hopes that the inclusion of canal connections to the river would aid in some of the drainage woes that were currently occurring in that area.

The meeting was concluded at 7:00 pm as there were no further questions or discussion.

Respectfully submitted,

Jason A. Mizelle, PLS
Timmons Group

Cc Camden County Planning

Attachment: 5_NeighborhoodMeetingInformation (2953 : Avery Shores Rezoning Request)

TIMMONS GROUP

YOUR VISION ACHIEVED THROUGH OURS.

Timmons Group Sign-In Sheet

Camden County Community Meeting

Avery Shores

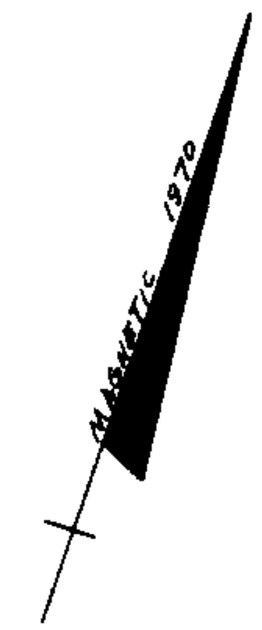
December 9, 2020

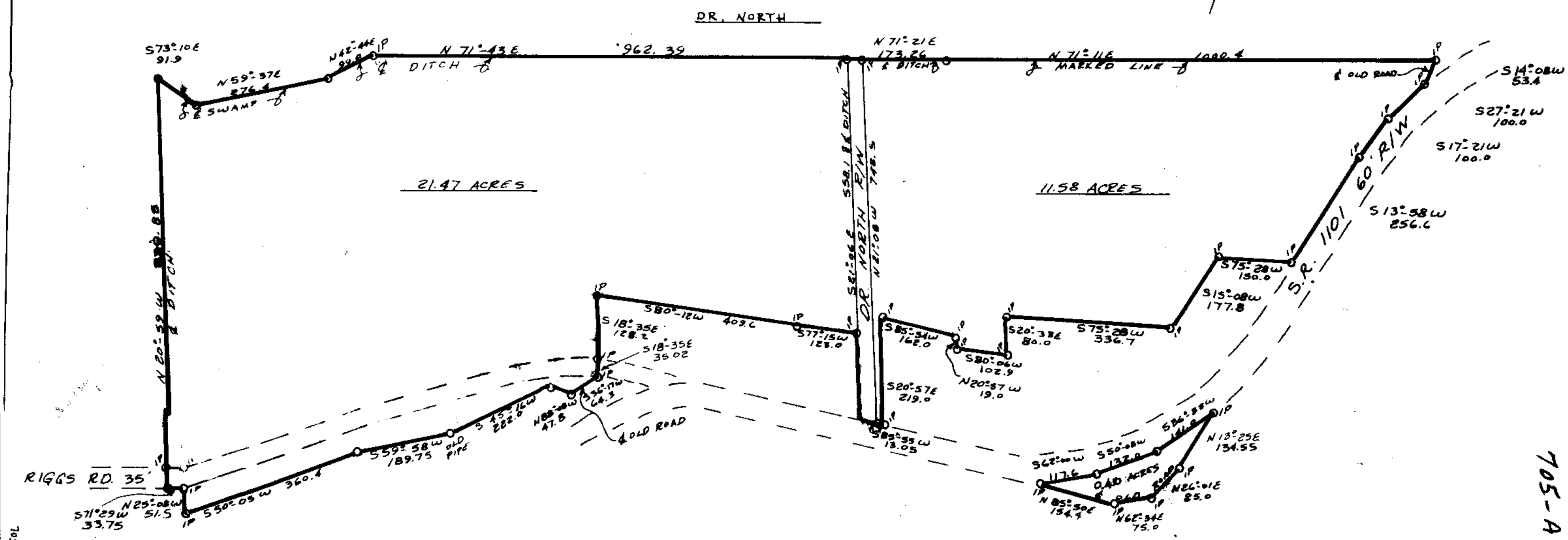
6: 00PM

Name (Printed)	Phone Number	Email	Address
Amber Y Curling	252 3301919	acurling@camdencountync.gov	Planning Dept
Crystal + Nicholas Williams	252-339-5629	coodrop3@gmail.com	211 One Mill Road Shiloh NC
Steven Bradshaw	252-455-1028	sbrad11@gmail.com	102 Avery Drive.
DWIGHT RIGGS	757 · 678 · 3636	driggs9496@aol.com	700 ELDERBERRY COURT. CHESAPEAKE, VA. 23320.
Preston Avery	208 841-8459	preston208@msn.com	250 Vallicki, Eagle, ID 83616 100 Avery Dr, Shiloh, NC
JASON Mizelle	252-621-5028	jason.mizelle@timmons.com	1805 W. City Dr. Unit E EC, NC 27909
Bonnie Riggs	252-339-4875	rainbowchaser51@yahoo.com	223 One Mill Rd Shiloh, NC 27974
Carroll Sangent	336 4757		219 One Mill Rd Shiloh N.C. 27974

PRESTON AVERY

CAMDEN COUNTY, NORTH CAROLINA
SCALE 1 INCH = 200 FEET NOV. 24, 1970
S. Theo Walkamin **REG. SURVEYOR**





705-A

Packet Pg. 73
S.B.g
Attachment: 6_Deed (2953 : Avery Shores Rezoning Request)

MARY F. RIGGS

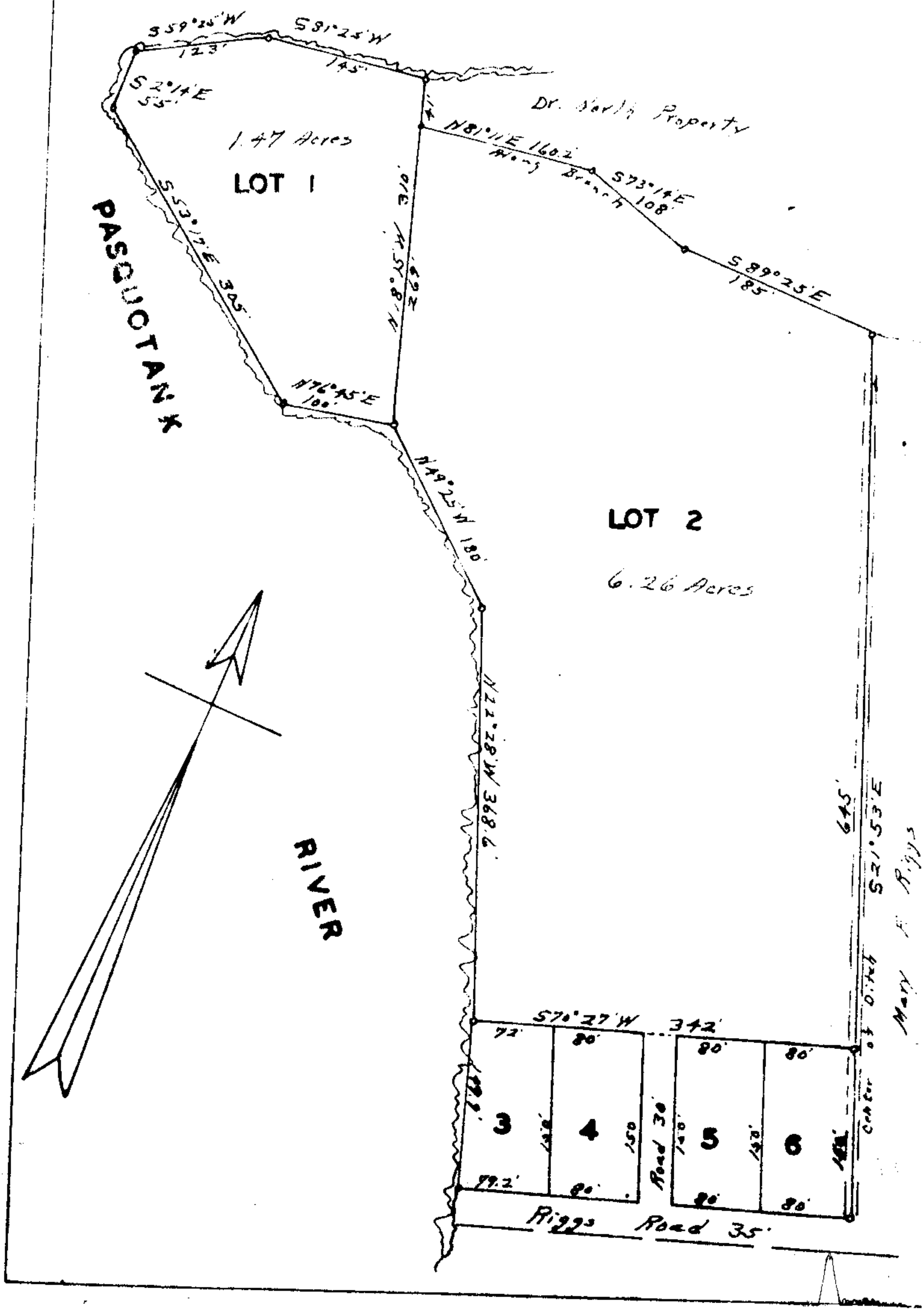
CAMDEN COUNTY, NORTH CAROLINA

SCALE 1 INCH = 100 FEET DEC. 4, 1963

S. Elmo Williams REG. SURVEYOR

[redacted]

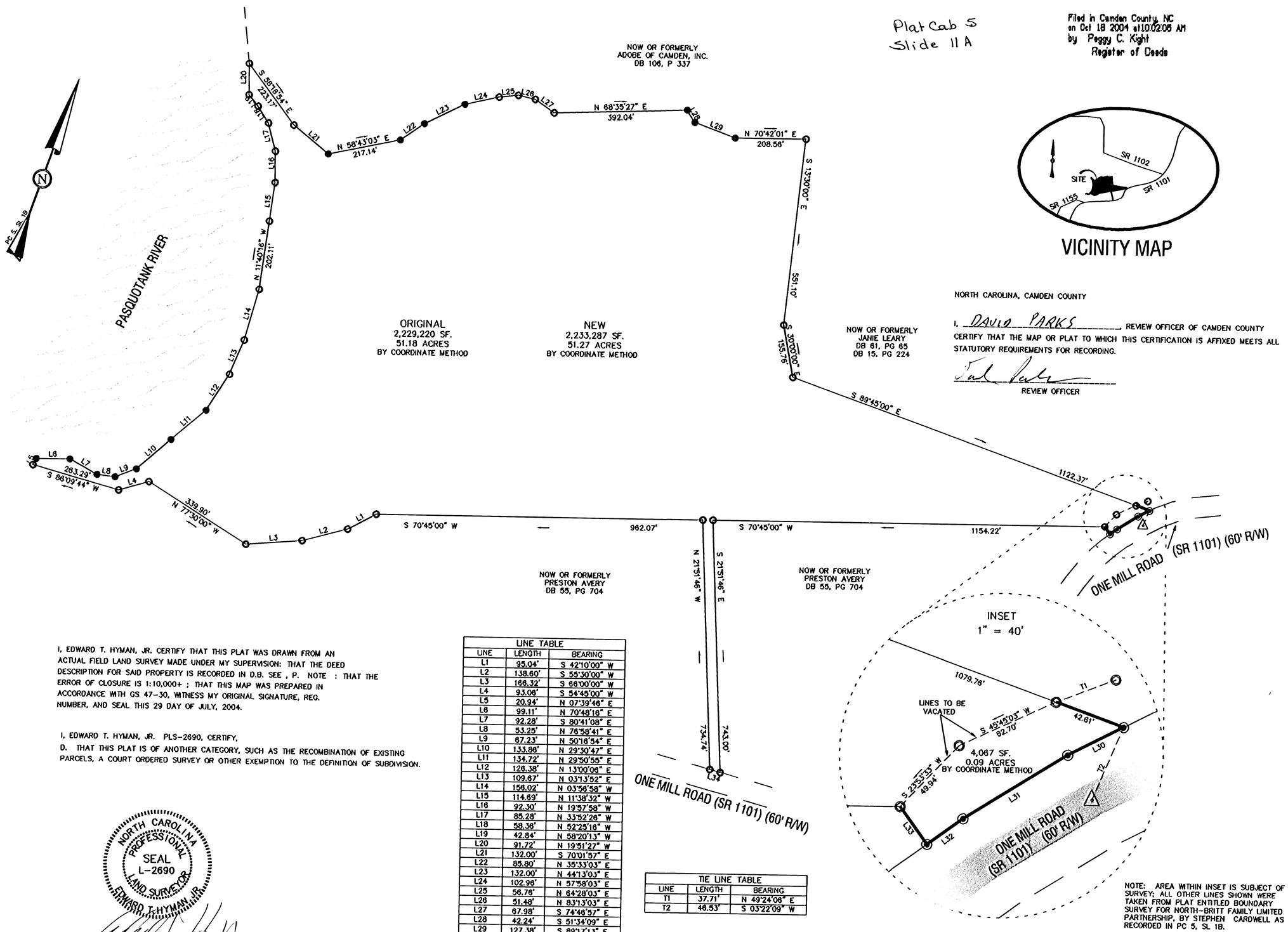
Camden NC Deed Bk 44 Easement Bk [redacted]



Attachment: 6_Deed (2953 : Avery Shores Rezoning Request)

Plat Cab 5
Slide 11 A

Filed in Camden County, NC
on Oct 18 2004 at 10:02:05 AM
by Peggy C. Kight
Register of Deeds



VICINITY MAP

NORTH CAROLINA, CAMDEN COUNTY

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

REVIEW OFFICER

I, EDWARD T. HYMAN, JR. CERTIFY THAT THIS PLAT WAS DRAWN FROM AN ACTUAL FIELD LAND SURVEY MADE UNDER MY SUPERVISION: THAT THE DEED DESCRIPTION FOR SAID PROPERTY IS RECORDED IN D.B. SEE , P. NOTE : THAT THE ERROR OF CLOSURE IS 1:10,000+ ; THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH GS 47-30, WITNESS MY ORIGINAL SIGNATURE, REG. NUMBER, AND SEAL THIS 29 DAY OF JULY, 2004.

I, EDWARD T. HYMAN, JR. PLS-2690, CERTIFY,
D. THAT THIS PLAT IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT ORDERED SURVEY OR OTHER EXEMPTION TO THE DEFINITION OF SUBDIVISION.

NORTH CAROLINA PROFESSIONAL SEAL L-2690 LAND SURVEYOR EDWARD T. HYMAN, JR.

EDWARD T. HYMAN, JR.
P.L.S. L-2690

Filed and recorded in the Office of Register of Deeds
Camden County, Carrollton NC at 10:02 o'clock A M
on the 18 day of October 2004 In Plat
Cabinet 5 Slide 11 A
Peggy C. Kight
Peggy C. Kight, Register of Deeds

LINE TABLE		
LINE	LENGTH	BEARING
L1	95.04'	S 42°10'00" W
L2	138.60'	S 55°30'00" W
L3	166.32'	S 66°00'00" W
L4	93.06'	S 54°45'00" W
L5	20.94'	N 07°39'46" E
L6	99.11'	N 70°48'16" E
L7	92.28'	S 80°41'08" E
L8	53.25'	N 76°58'41" E
L9	67.23'	N 50°16'54" E
L10	133.88'	N 29°30'47" E
L11	134.72'	N 29°50'55" E
L12	126.38'	N 13°00'06" E
L13	109.67'	N 03°13'52" E
L14	156.02'	N 03°56'58" W
L15	114.69'	N 11°38'32" W
L16	92.30'	N 19°57'58" W
L17	85.28'	N 33°52'26" W
L18	58.36'	N 52°25'16" W
L19	42.84'	N 58°20'13" W
L20	91.72'	N 19°51'27" W
L21	132.00'	S 70°01'57" E
L22	85.80'	N 35°33'03" E
L23	132.00'	N 44°13'03" E
L24	102.96'	N 57°58'03" E
L25	56.76'	N 64°28'03" E
L26	51.48'	N 83°13'03" E
L27	67.98'	S 74°46'57" E
L28	42.24'	S 51°34'09" E
L29	127.38'	S 89°17'13" E
L30	36.79'	S 43°31'38" W
L31	72.26'	S 38°41'48" W
L32	26.16'	S 34°29'39" W
L33	27.20'	N 55°30'21" W
L34	31.51'	S 85°55'15" W

TIE LINE TABLE		
LINE	LENGTH	BEARING
T1	37.71'	N 49°24'06" E
T2	46.53'	S 03°22'09" W

NOTES:

1. THIS PROPERTY IS LOCATED IN FLOOD ZONE A3(7) ACCORDING TO FIRM MAP PANEL # 370042 0260 B, DATED DECEMBER 4, 1985.
2. REFERENCE MAP RECORDED IN PC 5,SL 1B.

NOTE: AREA WITHIN INSET IS SUBJECT OF SURVEY; ALL OTHER LINES SHOWN WERE TAKEN FROM PLAT ENTITLED BOUNDARY SURVEY FOR NORTH-BRITT FAMILY LIMITED PARTNERSHIP, BY STEPHEN CARDWELL AS RECORDED IN PC 5, SL 1B.

LEGEND

- EXISTING PK NAIL
- SET IRON REBAR
- BOUNDARY LINE
- RIGHT OF WAY LINE
- PROPERTY EXTENSION

GRAPHIC SCALE

200 0 100 200 400

(IN FEET)
1 inch = 200 ft.

Hyman & Robey, PC
Land Surveyors & Consulting Engineers
150 A US HWY 158 E
Camden, North Carolina 27921
(252) 338-2913 (252) 335-1888

DATE: 07/28/2004	DRAWN: RWJ
CHECKED: ETH	APPROVED: ETH
SCALE: 1" = 200'	PROJECT # 040456
DRAWING #	040456
SHEET #	1 OF 1

COPYRIGHT © 2003

RECOMBINATION SURVEY
OF PARCEL AS RECORDED IN PC 5, SL 1B FOR
RICKY EDWARDS
SHILOH TOWNSHIP
CAMDEN COUNTY
NORTH CAROLINA

1

S:\Hyman & Robey 04\040456 - Edwards, Ricky\dwg\040456.dwg, 8/23/2004 4:53:38 PM, 1:200, RWJ

NORTH CAROLINA

CAMDEN COUNTY

THIS DEED, made this the 28th day of January, 1971, by Mary Florence Riggs, (Widow of Jason Riggs, Sr.) Unmarried, Grantor, to Preston Avery, Grantee;

W I T N E S S E T H :

That the Grantor in consideration of Ten Dollars and other valuable considerations to her paid by the Grantee, the receipt of which is hereby acknowledged, has bargained and sold, and by these presents does bargain, sell and convey unto the Grantee, his heirs and assigns, those certain tracts or parcels of land in Shiloh Township, Camden County, North Carolina, described as follows:

FIRST TRACT: Beginning at an iron pipe situated on the North side of the Riggs Road in the center of the ditch which divides the lands described herein from other lands owned by Preston Avery; thence North 20° 59' West 830.85 feet down the center of said ditch; thence binding the lands of Dr. E. H. North: South 73° 10' East 91.9 feet, North 59° 37' East 276.4 feet, North 42° 44' East 99 feet to an iron pipe, thence North 71° 43' East 962.39 feet along the center of a ditch and out of the ditch to an iron pipe situated in the Western boundary of the Dr. North right of way; thence South 21° 6' East 558.1 feet along the center of a ditch beside the Dr. North right of way to an iron pipe; thence South 77° 15' West 119 feet to an iron pipe; thence South 80° 12' West 409.6 feet to an iron pipe; thence South 18° 35' East 128.2 feet to an iron pipe in the Northern boundary of the Riggs Road; thence South 18° 35' East 35.02 feet to an iron pipe in the Southern boundary of Riggs Road; thence South 36° 17' West 64.3 feet; thence North 88° 8' West 47.8 feet; thence South 45° 16' West 222 feet to an old pipe; thence South 59° 58' West 189.75 feet; thence South 50° 5' West 360.4 feet to an iron pipe; thence North 25° 8' West 51.5 feet to an iron pipe in the Riggs Road; thence South 71° 29' West 33.75 feet along the Riggs Road; thence North 20° 59' West 35 feet crossing the Riggs Road to an iron pipe situated in the Northern boundary of Riggs Road, being the point of beginning, and being 21.47 acres.

SECOND TRACT: Beginning at an iron pipe situated in the Northern boundary of State Road 1101 which pipe is 13.05 feet North 85° 55' East from the Dr. North right of way as delineated on the plat hereinafter referred to; thence South 85° 55' West 13.05 feet binding State Road 1101 to the Dr. North right of way; thence North 21° 6' West 742.5 feet binding the Dr. North right of way to an iron pipe; thence binding the lands of Dr. E. H. North: North 71° 21' East 173.26 feet, North 71° 11' East 1000.4 feet along a marked line to an iron pipe; thence South 14° 8' West 53.4 feet to an iron pipe situated in the Western boundary of State Road 1101; thence binding State Road 1101 South 27° 21' West 100 feet to an iron pipe, South 17° 21' West 100 feet to an iron pipe, South 13° 58' West 256.6 feet to an iron pipe; thence

Stamps $20.00

E. RAY ETHERIDGE
ATTORNEY AT LAW
ELIZABETH CITY, N. C.

Ordinance No. 2021-03-01

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 revised February 4, 2019 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 revised February 4, 2019 and subsequently amended, is hereby amended as follows:

> The parcels of property currently shown in the Camden County Tax Assessor's Office as PIN 03-8971-00-30-0834-0000 of approximately 52 acres from Planned Development (PD) and 03-8971-00-21-2552-0000, of approximately 37 acres from Working Lands (WL) and a Rural Residential (RR) to Suburban Residential (SR).

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-

Attachment: 7_OrdinanceForAveryRezoning (2953 : Avery Shores Rezoning Request)

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

Attachment: 7_OrdinanceForAveryRezoning (2953 : Avery Shores Rezoning Request)

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 5th day of April, 2021.

_____

Tom White, Chairman
Camden County Board of Commissioners

ATTEST:

Karen M. Davis
Clerk to the Board of Commissioners

Attachment: 7_OrdinanceForAveryRezoning (2953 : Avery Shores Rezoning Request)

RESOLUTION 2021-04-01

AUTHORIZING AN AMENDMENT TO THE COASTAL AREA MANAGEMENT AGENCY CORE LAND USE PLAN

WHEREAS, the County desires to amend its 2005 CAMA Core Land Use Plan, specifically the Future Land Use Map, to designate approximately 82 acres of the Future Land Use Map from Conservation, to 82 acres to Low Density Residential to accommodate a rezoning request from Planned Development (PD), Working Lands (WL) and Rural Residential (RR) to Suburban Residential (SR) for development of a waterfront residential development; (Exhibit 1) and

WHEREAS, on January 21, 2021 the Planning Board unanimously recommended rezoning and related adoption of the draft amendment to the CAMA Core Land Use Plan; and

WHEREAS, the County conducted a duly advertised public hearing on the draft amendment to the CAMA Core Land Use Plan at the Regular Meeting of the Board of Commissioners on April 5, 2021; and

WHEREAS, the amendment to the Future Land Use Map has been evaluated for its consistency with other existing policies and no internal inconsistencies exist; and

WHEREAS, the amendment is consistent with the currently approved North Carolina Coastal Management Program and the rules of the Coastal Resources Commission; and

WHEREAS, a review of the Implementation Policies indicates that this project and request is consistent with 25 of the Land Use Policies – specifically Policy 3 "Camden County supports the frequency of shoreline access as defined by 15A NCAC 7M, Section .0300, Shorefront Access Policies. However, emphasis will be placed on providing access to the Great Dismal Swamp and the Shiloh Township area."; and

WHEREAS, the amendment does not violate any state or federal laws.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of Camden County, North Carolina, has adopted the draft CAMA Core Land Use Plan amendment to amend its 2005 CAMA Core Land Use Plan, specifically the Future Land Use Map, to designate approximately 82 acres of the Future Land Use Map from Conservation to Low Density Residential; and

BE IT FURTHER RESOLVED that the County Manager of Camden County is hereby authorized to submit the adopted CAMA Core Land Use Plan amendment to the State for certification as described above.

Adopted this 5th day of April 2021.

ATTEST:

Tom White, Chairman	Karen M. Davis
Camden County Board of Commissioners	Clerk to the Board of Commissioners

Attachment: 8_CAMA_LUP Amendment Resolution (2953 : Avery Shores Rezoning Request)

CAMDEN COUNTY
NORTH CAROLINA · USA
Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.A
Meeting Date: April 05, 2021

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

Item Title **February Monthly Report**

Attachments: Feb. 2021 monthly report (PDF)

Summary: February Monthly Report

Recommendation: Review and approve

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

OUTSTANDING TAX DELINQUENCIES BY YEAR

YEAR	REAL PROPERTY	PERSONAL PROPERTY
2020	352,021.61	15,277.33
2019	104,908.62	4,410.72
2018	35,902.60	2,054.29
2017	22,461.81	2,079.39
2016	10,461.91	1,255.44
2015	7,363.89	697.90
2014	10,277.19	1,030.08
2013	6,751.73	4,697.01
2012	5,683.74	7,467.73
2011	4,572.09	6,282.19

Attachment: Feb. 2021 monthly report (2956 : Tax Report)

TOTAL REAL PROPERTY TAX UNCOLLECTED	560,405.19
TOTAL PERSONAL PROPERTY UNCOLLECTED	45,252.08
TEN YEAR PERCENTAGE COLLECTION RATE	99.21%
COLLECTION FOR 2021 vs. 2020	60,056.51 vs. 74,019.68

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2020	95.36%
2019	98.58%
2018	99.50%

THIRTY LARGEST UNPAID ACCOUNTS

SEE ATTACHMENT "A"

THIRTY OLDEST UNPAID ACCOUNTS

SEE ATTACHMENT "B"

Attachment: Feb. 2021 monthly report (2956 : Tax Report)

EFFORTS AT COLLECTION IN THE LAST 30 DAYS

ENDING February **2021**

BY TAX ADMINISTRATOR

16 NUMBER DELINQUENCY NOTICES SENT

14 FOLLOWUP REQUESTS FOR PAYMENT SENT

0 NUMBER OF WAGE GARNISHMENTS ISSUED

0 NUMBER OF BANK GARNISHMENTS ISSUED

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

0 NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)

0 PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR

0 NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY

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

0 REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS

0 NUMBER OF JUDGMENTS FILED

Attachment: Feb. 2021 monthly report (2956 : Tax Report)

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	02-8934-01-17-4778.0000	16,713.03	1	LARRY G. LAMB SR	CAMDEN	152 158 US W
R	02-8934-01-18-6001.0000	9,498.14	1	LINDA SUE LAMB HINTON	CAMDEN	150 158 US W
R	01-8929-00-34-2503.0000	7,166.08	2	STONEBRIAR COMMERCIAL FINANCE	SOUTH MILLS	
R	02-8944-00-75-7172.0000	7,048.48	1	KIM SAWYER	CAMDEN	110 MILL DAM RD N
R	01-7989-00-01-1714.0000	6,743.01	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8943-01-17-4388.0000	5,818.24	2	THOMAS REESE	CAMDEN	301 JAPONICA DR
R	03-8899-00-16-2671.2425	5,816.28	2	SPRING LOTUS LLC	SHILOH	141 EDGEWATER DR
R	02-8923-00-19-3774.0000	5,557.52	1	NMJ PROPERTIES LLC	CAMDEN	431 158 US W
R	02-8935-02-66-7093.0000	5,299.06	3	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	02-8943-01-06-9013.0000	4,918.64	2	JEWEL H. DAVENPORT	CAMDEN	WINDY HEIGHTS DR
R	03-8971-00-23-2253.0000	4,662.42	2	ABODE OF CAMDEN, INC.	SHILOH	187 C THOMAS POINT RD
R	03-8953-04-80-5726.0000	4,492.81	1	CHESAPEAKE ASSOCIATES LIMITED	SHILOH	917 343 HWY S
R	02-8934-01-18-8072.0000	4,426.60	2	ARNOLD AND THORNLEY, INC.	CAMDEN	146 158 US W
R	02-8945-00-41-2060.0000	3,985.79	2	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	02-8934-01-29-4776.5853	3,941.82	1	HASTINGS REVOCABLE TRUST	CAMDEN	110 158 US W
R	02-8944-00-36-1417.0000	3,880.77	2	ROSA ALICE FEREBEE HEIRS	CAMDEN	165 IVY NECK RD
R	02-8934-01-29-4617.0000	3,840.03	2	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W
R	03-8972-00-54-4332.0000	3,764.55	1	GILBERT WAYNE OVERTON &	SHILOH	1330 343 HWY S
R	03-8973-00-22-3033.0000	3,626.00	1	TAYLOR LEIGH PROPERTIES LLC	SHILOH	899 SANDY HOOK RD
R	02-8944-00-99-1027.0000	3,592.32	3	JOHNNIE MERCER HEIRS	CAMDEN	MCKIMMEY RD
R	01-7999-00-62-3898.0000	3,591.92	2	MICHAEL ASKEW	SOUTH MILLS	257 A OLD SWAMP RD
R	02-8944-00-87-7021.0000	3,501.19	1	MARK M. BRIGMAN SR & LISA L.	CAMDEN	175 MCKIMMEY RD
R	02-8943-00-58-1762.0000	3,500.04	1	WILLIAM HENRY JARVIS III	CAMDEN	104 CRAVEN RIVER CT
R	03-8953-00-89-0192.0000	3,383.51	1	TANYA W BARCLIFT	SHILOH	269 TROTMAN RD
R	03-8962-00-05-0472.0000	3,379.79	2	FRANK MCMILLIAN HEIRS	SHILOH	172 NECK RD
R	03-8899-00-45-2682.0000	3,287.34	10	SEAMARK INC.	SHILOH	HOLLY RD
R	02-8935-01-08-8786.0000	3,251.72	2	LINWOOD GREGORY	CAMDEN	253 SLEEPY HOLLOW RD
R	03-8953-03-12-3791.0000	3,226.94	2	KIMBERLEE SAWYER	SHILOH	113 GLEN DR
R	03-8943-02-75-4196.0000	3,214.14	3	SHERRILL M PRICE JR	SHILOH	115 COOKS LANDING RD
R	02-8916-00-39-5170.0000	2,969.22	2	DONALD RAY JONES	CAMDEN	670 343 HWY N

Attachment: Feb. 2021 monthly report (2956 : Tax Report)

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	10	6,743.01	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8899-00-45-2682.0000	10	3,287.34	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8962-00-04-9097.0000	10	2,835.96	CECIL BARNARD HEIRS	SHILOH	NECK RD
R	03-8952-00-95-8737.0000	10	2,070.66	AUDREY TILLETT	SHILOH	171 NECK RD
R	03-8943-04-93-8214.0000	10	1,923.24	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7999-00-32-3510.0000	10	1,886.17	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7999-00-12-8596.0000	10	1,814.77	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7080-00-62-1977.0000	10	1,595.95	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	03-8990-00-64-8379.0000	10	1,236.66	CHRISTOPHER FROST-JOHNSON	SHILOH	LITTLE CREEK RD
R	02-8935-01-07-0916.0000	10	982.92	ROSETTA MERCER INGRAM	CAMDEN	227 SLEEPY HOLLOW RD
R	01-7989-04-60-1568.0000	10	889.29	EMMA BRITE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	01-7989-04-60-1954.0000	10	867.85	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	01-7090-00-60-5052.0000	10	788.26	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	02-8936-00-24-7426.0000	10	755.07	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	01-7989-04-90-0938.0000	10	711.58	DORIS EASON	SOUTH MILLS	1352 343 HWY N
R	03-9809-00-24-6322.0000	10	645.45	DAVID B. KIRBY	SHILOH	499 SAILBOAT RD
R	02-8955-00-13-7846.0000	10	579.39	MARIE MERCER	CAMDEN	IVY NECK RD
R	03-8980-00-61-1968.0000	10	346.06	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	03-8962-00-60-7648.0000	10	281.11	FRANK WRIGHT ETAL	SHILOH	WICKHAM RD
R	03-8980-00-84-0931.0000	10	277.92	CARL TEUSCHER	SHILOH	218 BROAD CREEK RD
R	03-9809-00-45-1097.0000	10	200.75	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	03-8899-00-37-0046.0000	10	149.69	ELIZABETH LONG	SHILOH	HIBISCUS RD
R	03-9809-00-17-2462.0000	10	137.29	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD
R	03-8965-00-37-4242.0000	9	2,446.21	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	01-7988-00-91-0179.0001	9	1,831.18	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	01-7091-00-64-6569.0000	9	1,581.21	CLARENCE D. TURNER JR.	SOUTH MILLS	STINGY LN
R	03-8899-00-36-1568.0000	9	429.66	PETER BUTSAVAGE	SHILOH	HIBISCUS RD
R	03-8962-00-55-5300.0000	9	427.31	OCTAVIA COPELAND HEIRS	SHILOH	457 NECK RD
R	03-9809-00-66-0120.0000	9	286.40	RANDELL CRIDER	SHILOH	SAILBOAT RD
R	03-9809-00-54-8280.0000	9	264.96	RODNEY STEVEN SPIVEY &	SHILOH	SAILBOAT RD

Attachment: Feb. 2021 monthly report (2956 : Tax Report)

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001709	1,654.12	4	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0000295	1,126.07	2	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0001104	901.36	4	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0003780	847.11	1	JAY ISBELL	CAMDEN	390 CAMDEN CSY
P	0000297	683.61	4	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0000132	680.26	1	DAVID DUNAVANT JR.	CAMDEN	158 HWY E
P	0001046	633.87	9	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	549.09	10	PAM BUNDY	SHILOH	105 AARON DR
P	0000738	526.42	10	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001538	495.97	10	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001681	458.48	9	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0002525	453.00	2	JOSEPH VINCENT CARDYN	SHILOH	260 ONE MILL RD
P	0002194	422.00	3	AARON MICHAEL WHITE	SHILOH	849 SANDY HOOK RD S
P	0001230	411.11	9	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001827	365.28	9	KAREN BUNDY	CAMDEN	431 158 US W
P	0003725	331.43	1	DAKOTA FINANCIAL LLC	CAMDEN	
P	0000846	327.19	1	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0003017	313.72	1	MARK STANLEY MICHALSKI	SOUTH MILLS	138 CAROLINA RD
P	0001694	288.99	9	THOMAS B.THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0003399	287.32	1	JAIME ARMANDO ARIZAGA	SOUTH MILLS	182 CULPEPPER RD
P	0001976	270.21	3	ANA ALICIA MARTINEZ LOPEZ	SHILOH	110 AARON DR
P	0003722	270.00	1	LRM LEASING CO INC	CAMDEN	197 HERMAN ARNOLD RD
P	0001408	254.78	3	SHELLY MARIE AMMON	SOUTH MILLS	612 MAIN STREET
P	0003405	239.23	2	JOHN R BARKER	SHILOH	108 SASSAFRAS LN
P	0001952	238.91	9	SANDY BOTTOM MATERIALS,INC	SOUTH MILLS	319 PONDEROSA RD
P	0001106	236.76	10	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0003559	232.14	2	BENNY FARRELL TUCKER	ELIZABETH CITY	152 158 US W
P	0003512	231.39	1	WILLIAM ANTHONY POPE JR	CAMDEN	214 SMITH DR
P	0002924	219.96	1	PAUL BEAUMONT	CAMDEN	390 158 US W
P	0001721	213.91	1	CINDY MAYO	SOUTH MILLS	106 BINGHAM RD

Personal

Attachment: Feb. 2021 monthly report (2956 : Tax Report)

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001709	10	1,654.12	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0001046	10	633.87	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	10	549.09	PAM BUNDY	SHILOH	105 AARON DR
P	0000738	10	526.42	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001538	10	495.97	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001827	10	365.28	KAREN BUNDY	CAMDEN	431 158 US W
P	0001106	10	236.76	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001639	10	123.29	CAREY FARMS, INCORPORATED	SOUTH MILLS	202 SHARON CHURCH
P	0001681	9	458.48	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001230	9	411.11	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001694	9	288.99	THOMAS B.THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001952	9	238.91	SANDY BOTTOM MATERIALS,INC	SOUTH MILLS	319 PONDEROSA RD
P	0000295	5	1,126.07	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000385	5	121.17	MARK SANDERS OVERMAN	SHAWBORO	116 GARRINGTON ISLAND
P	0002921	5	120.68	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0000770	5	108.00	MARSHA GAIL BOGUES	CAMDEN	276 BELCROSS RD
P	0001104	4	901.36	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0000297	4	683.61	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0001976	4	270.21	ANA ALICIA MARTINEZ LOPEZ	SHILOH	110 AARON DR
P	0001408	4	254.78	SHELLY MARIE AMMON	SOUTH MILLS	612 MAIN STREET
P	0002442	4	200.37	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0000945	4	191.35	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0002468	4	139.53	WANDA HERNANDEZ WELLS	SHILOH	104 HIGH RD
P	0001150	4	136.45	WILLIAM MICHAEL STONE	CAMDEN	130 MILL DAM RD S
P	0002968	4	128.00	MICHAEL WILLIAM MAINELLO	SOUTH MILLS	237 KEETER BARN RD
P	0001689	4	125.28	MICHAEL WAYNE MYERS	SOUTH MILLS	107 ROBIN DR
P	0002194	3	422.00	AARON MICHAEL WHITE	SHILOH	849 SANDY HOOK RD S
P	0000846	3	327.19	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0002902	3	162.96	STEPHANIE AUSMAN	SHILOH	204 POND RD
P	0001512	3	120.11	JOHN WESLEY BURGESS,JR.	CAMDEN	431 158 USY W

Personal

Attachment: Feb. 2021 monthly report (2956 : Tax Report)

CAMDEN COUNTY
NORTH CAROLINA · USA
Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.B
Meeting Date: April 05, 2021

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

Item Title **Board of Equalization and Review Board**

Attachments:

Summary: Pursuant to G.S. 105-322(c), the hearing dates for the 2021 Board of Equalization and Review need to be set in order to advertise the appropriate time.

Recommendation: Convene-May 3, 2021
Adjourn-June 7, 2021

CAMDEN COUNTY
NORTH CAROLINA · USA
Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.C
Meeting Date: April 05, 2021

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

Item Title **Advertisement of Liens on Real Property**

Attachments: Lien ad for meeting 2020 (PDF)

Summary: Pursuant to G. S. 105-369(a), the Tax Administrator must report to the County Commissioners the total amount of unpaid taxes for the current fiscal year that are liens on real property.

Pursuant to G. S. 105-369(c), the County Commissioners need to set the date for advertising the tax lien for real property.

Recommendation:
1. Motion to accept the attached report from the Tax Administrator that, as of March 25, 2021 the total amount of unpaid taxes for the current fiscal year that are liens on Real Property is $271,126.93 and that this figure shall change over time with collections and releases.

2. Motion to set the 2020 tax liens on Real Property advertising date of April 30, 2021.

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ACS Tax System                                    CAMDEN COUNTY
03/25/2021  13:02:36      Update Lien Fee                TC330U        COVERPAGE

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*                    * * *  L  I  E  N     A  D     * * *                    *
*                    * * *  L  I  E  N     A  D     * * *                    *
*                    * * *  L  I  E  N     A  D     * * *                    *
*                    * * *  L  I  E  N     A  D     * * *                    *
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Report Selection:


               Update Lien Fee if Delinquent

     Update Parcels for year................     2020
     If Delinquent Amount is Not Less Than..     1.00
     Calculate Interest To Date.............
     Run Option............................ 1
       1.  Edit List Only
       2.  Edit List and Update Lien Fee


Run Instructions:
  Jobq Banner   Copies Form Printer Hold Space  LPI  Lines CPI
    L  LIEN AD    01           P9    Y     S     6    066   10
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Attachment: Lien ad for meeting 2020 (2962 : Advertisement of Liens on Real Property)

ACS Tax System
03/25/2021 13:02:37

Update Lien Fee

CAMDEN COUNTY
TC330U

Parcel#	Taxbill#	Owner	Legal-Desc	Principal Tax
03-8972-00-36-9698.0000	128328	ABODE OF CAMDEN INC.		149.81
03-8971-00-23-2253.0000	128330	ABODE OF CAMDEN, INC.		1,857.23
03-8972-00-53-8746.0000	128331	ABODE OF CAMDEN, INC.		207.93
03-8972-00-54-8028.0000	128332	ABODE OF CAMDEN, INC.		72.55
03-8972-00-63-0431.0000	128333	ABODE OF CAMDEN, INC.		207.93
03-8972-00-63-2818.0000	128334	ABODE OF CAMDEN, INC.		207.91
03-8972-00-64-2120.0000	128335	ABODE OF CAMDEN, INC.		251.64
03-8990-00-17-3935.0000	128344	KARL L ADCOCK	MINORCA	559.47
01-8907-00-07-7637.0000	123615	GEORGE LEE ALLEN	NASH	223.32
01-7998-01-17-7758.0000	123624	SALLIE S. AMES LE	PROP. TO LOIS THORNTON & CECIL	432.30
02-8934-01-18-8072.0000	125982	ARNOLD AND THORNLEY, INC.	VILLAGE CARPET	963.75
02-8934-01-18-8072.1000	125983	ARNOLD AND THORNLEY, INC.	LEASEHOLD	228.11
03-8889-00-96-8787.0000	128395	LESLIE ASFARI	CAMDEN POINT SHORES	1,659.85
01-7999-00-62-3898.0000	123649	MICHAEL ASKEW		1,023.27
02-8923-00-69-0496.0000	127007	BACKWOODS LAND LLC		7.89
02-8924-00-70-2284.0000	127008	BACKWOODS LAND LLC		7.87
02-8924-00-80-2958.0000	127009	BACKWOODS LAND LLC		6.27
02-8924-00-91-1575.0000	127010	BACKWOODS LAND LLC		6.21
01-7090-00-73-1804.0000	123695	GERARD D BAHAMONDE JR		2,200.14
02-8943-01-17-3472.0000	127648	BANK OF AMERICA NA	WHITEHALL SHORES	1,309.41
01-7979-00-94-6193.0000	123723	HERSEY LYN BARBER		973.06
03-8953-00-89-0192.0000	128433	TANYA W BARCLIFT		3,383.51
01-7999-00-32-3510.0000	123726	LEAH BARCO	MULLEN LOT 1	224.36
03-8962-00-04-9097.0000	128443	CECIL BARNARD HEIRS	BARCO 2	156.47
03-8962-00-67-1021.0000	128444	CECIL BARNARD HEIRS	BARCO	170.08
03-8973-00-33-5899.0000	128445	DOUGLAS BARNARD		762.38
02-8944-00-14-1898.0000	126024	RUBY B. BARNES (PARKER)		275.94
03-8963-00-39-2431.0000	128462	IRIS J. BARTLETT		1,074.42
03-8963-00-70-9455.0000	128471	JESSIE BASNIGHT		1,063.12
01-7998-01-16-3991.0000	123743	ERNEST A. BASS III	ALSO LOT 16	754.78
02-8944-00-49-1932.0000	126045	NANCY AND CHARLIE BAUM LE	NANCY & CHARLIE BAUM RESERVED	382.44
01-7979-00-13-4667.0000	123751	SUSAN CHARLENE BEARD ET AL	HEIRS: SUSAN CHARLENE BEARD,	1,355.40
01-7979-00-18-4277.0000	123752	SUSAN CHARLENE BEARD ET AL	HEIRS: SUSAN CHARLENE BEARD,	549.04
01-7999-03-34-6680.0000	123753	BRYAN A BECK	PRIVATE ACCESS SUBDIVISION	250.00
02-8935-04-63-0820.0000	126066	BELCROSS PROPERTIES, LLC	MINI-STORAGE	1,351.03
03-0000-00-00-9999.9999	128481	E.C. BELL HEIRS		18.90
02-8935-02-77-9328.0000	126078	BELLE OF CAMDEN INC	REMAINING PORTION OF LOT 22	1,485.37
01-7979-00-56-6017.0000	123767	BENJAMIN WILSON BENTON JR.		1,687.46
02-8945-00-42-4213.0000	126105	JANET L BIELECKI		195.50
03-9809-00-14-1463.0000	128514	CHARLES BLACK	RIVERA PARK	110.06
03-8965-00-44-3855.0000	128516	OTTIS K. BLACK JR.	FORBES HOME PLACE	100.48
02-8945-00-66-3442.0000	126124	DESEAN L BOGUES SR		225.89
02-8945-00-74-4558.0000	126128	JAMES BOGUES SR.		126.14
02-8945-00-98-2525.0000	126129	JAMES BOGUES SR.		160.32
02-8955-00-04-7556.0000	126130	JAMES BOGUES SR.		18.47
02-8945-00-75-6450.0000	126135	MARILYN BOGUES		126.13
02-8945-00-88-9097.0000	126136	MARILYN BOGUES		135.85
02-8955-00-04-5387.0000	126137	MARILYN BOGUES		18.44
01-7080-00-98-2747.0000	123803	JEREMY D. BOHN		2.30
02-8936-00-25-7676.0000	126154	JOHN BONDS ET AL	04E24-JOHN 1/3, ARLENE 1/3 AND	274.47
03-8963-00-49-2974.0000	128555	R.VERNON BRAY, JR.	MORRISETT	611.63
03-8971-00-65-2545.0000	128559	JAMES L. BRIGMAN	WRIGHT	367.38
02-8944-00-87-7021.0000	126207	MARK M. BRIGMAN SR & LISA L.	PORTION OF LOT 5	3,501.19

Attachment: Lien ad for meeting 2020 (2962 : Advertisement of Liens on Real Property)

Parcel#	Taxbill#	Owner	Legal-Desc	Principal Tax
01-7989-04-60-1568.0000	123840	EMMA BRITE HEIRS		82.05
01-7988-00-13-0528.0000	123842	LENIAL M. BRITE	WILLIAMS	87.38
02-8935-02-66-5524.0000	126220	AMY UMPHLETT BROOKS		70.87
02-8955-00-08-6470.0000	126221	KARLA E. BROOKS		1,073.16
02-8927-00-51-8089.0000	126222	SHIRLEY STATEN BROOKS	BUTTS	173.88
02-8927-00-94-8244.0000	126223	SHIRLEY STATEN BROOKS		64.24
03-8899-00-16-6880.0000	128568	YAEL ELAINE BROSCH	1/2 UNDIVIDED INTERES	35.84
03-8965-00-23-7570.0000	128573	JEREMIAH C. BROTHERS JR.		3.82
01-7988-00-91-0179.0001	123854	THOMAS L. BROTHERS HEIRS	0000 SARAH MURRAY	209.52
02-8936-00-48-6353.0000	126241	MARGARET OVERTON BROWN		716.67
03-8973-00-21-4314.0000	128592	BEN F. BURGESS		446.29
03-8962-00-09-6661.0000	128593	BEN FORBES BURGESS		225.46
03-8953-04-50-6925.0000	128595	CHRISTINA HILBERT BURGESS		576.66
03-8899-00-36-1568.0000	128613	PETER BUTSAVAGE	HONEY SUCKLE	29.14
02-8955-00-61-8816.0000	126264	BUTTS FARMS INC		144.18
02-8955-00-70-3278.0000	126265	BUTTS FARMS INC		129.33
02-8955-00-71-9130.0000	126266	BUTTS FARMS INC		119.44
02-8955-00-82-0834.0000	126267	BUTTS FARMS INC		11.81
02-8955-00-82-2401.0000	126268	BUTTS FARMS INC		24.60
02-8934-03-43-0085.0000	126269	CARLTON BUTTS		86.75
02-8927-00-72-7845.0000	126273	GEORGE SWENDELL BUTTS	ALSO LOTS 15 & 16	266.03
02-8934-03-31-9750.1000	126275	GEORGE SWENDELL BUTTS	THESE OUTBUILDINGS ARE ON	383.01
02-8934-03-43-4087.0000	126276	GEORGE SWENDELL BUTTS		300.17
02-8954-00-68-5406.0000	126277	GEORGE SWENDELL BUTTS		70.20
02-8954-00-78-7701.0000	126278	GEORGE SWENDELL BUTTS		757.30
02-8954-00-79-0775.0000	126279	GEORGE SWENDELL BUTTS		503.01
02-8954-00-88-3091.0000	126280	GEORGE SWENDELL BUTTS		213.68
02-8955-00-61-5676.0000	126281	GEORGE SWENDELL BUTTS		702.79
02-8927-00-83-4439.0000	126282	JOHN BUTTS III		530.61
02-8934-03-43-3133.0000	126283	JOHNNIE BUTTS IV		409.36
03-8990-00-25-6293.0000	128621	C N C ASSOCIATES	CAMDEN POINT SHORES	181.45
01-7080-00-49-5646.0000	123906	JANICE L CALDWELL	HURDLE & WEBB	551.12
01-7080-00-49-6793.0000	123907	JANICE L CALDWELL	HURDLE & WEBB	401.24
01-7081-00-91-3767.0000	123941	CRAIG S. CAREY	SAWYER/SHARON CHURCH ROAD	1,400.89
03-8899-00-45-7551.0000	128650	CAROL WEBB DARDEN REVOCABLE TR	FISHERMAN'S VILLAGE	303.31
03-8899-00-55-0406.0000	128651	CAROL WEBB DARDEN REVOCABLE TR	FISHERMANS VILLAGE	57.40
03-8899-00-55-1404.0000	128652	CAROL WEBB DARDEN REVOCABLE TR	FISHERMAN'S VILLAGE	78.39
03-9900-00-00-8208.0000	128653	CAROL WEBB DARDEN REVOCABLE TR	BROAD CREEK CLUB	213.22
03-8971-00-66-3133.0000	128656	JANELLE ROBERTS CARTER		791.17
02-8926-00-45-4695.0000	126344	WILLIAM CARTWRIGHT		329.92
02-8926-00-45-2607.0000	126345	WILLIE Q. CARTWRIGHT, JR.		408.60
03-8953-04-81-9832.0000	128670	MAIDIA S. CECIL HEIRS	SWINDELL	799.60
02-8936-00-23-4750.0000	126359	AARON DARNELL CHAMBLEE ET AL	HEIRS: AARON DARNELL,JOYCE,	166.32
02-8936-00-25-5616.0000	126360	AARON DARNELL CHAMBLEE ET AL	HEIRS: AARON DARNELL, JOYCE,	152.67
02-8936-00-25-7407.0000	126361	AARON DARNELL CHAMBLEE ET AL	ALSO 15-19;HEIRS:AARON DARNELL	76.78
03-8971-00-86-7714.0000	128684	GLENNA CHAPPELL		451.80
03-8953-04-80-5726.0000	129039	CHESAPEAKE ASSOCIATES LIMITED		4,492.81
03-8972-00-53-4429.0000	128690	CHRIST SANCTIFIED HOLY CHURCH		344.64
01-7072-00-50-0728.0000	123994	COASTAL CUSTOM HOMES LLC	CAMDEN COMMERCE PARK	772.39
03-8980-00-84-6726.0000	128706	OTIS COCKRILL		8.13
01-7081-00-52-3484.0000	124004	WILLIAM K. COLONNA		354.03
01-7081-00-52-7312.0000	124005	WILLIAM K. COLONNA		882.26
03-8972-00-23-3342.0000	129658	LAUREN ELISSA COOPER		591.10

Attachment: Lien ad for meeting 2020 (2962 : Advertisement of Liens on Real Property)

Parcel#	Taxbill#	Owner	Legal-Desc	Principal Tax
02-8936-00-25-8274.0000	126407	MICHAEL COOPER		215.66
01-7998-01-06-5221.0000	124023	FLAVIA E. CORBITT JR.		909.17
02-8944-00-89-9502.0000	126419	CARDWELL COWELL JR.		440.00
02-8944-00-99-6389.0000	126423	MICHAEL DERRICK COWELL		687.18
02-8936-00-24-7074.0000	126427	WINFORD COWELL JR.		242.43
02-8943-01-47-1120.0000	126438	EMILY FORBES CRAIN	TREASURE POINT	241.07
03-8964-00-94-5531.0000	128741	SHERRY A CRANDELL	SANDY HOOK CROSSING	1,920.01
03-9809-00-33-4725.0000	128742	DENNIS CREASY	THE POINT	52.59
01-7997-00-29-9328.0000	124039	GARY A. CREASY JR.	SOUTH MILLS SHORES	850.83
01-7998-01-08-9951.0000	124043	KIM CREECY		175.27
01-7998-01-09-9025.0000	124044	KIM CREECY	OVERTON	467.85
03-9809-00-66-0120.0000	128752	TRAVIS DONOVAN CRIDER	THE POINT, CAMDEN POINT SHORES	62.62
02-8935-03-40-3531.0000	126470	EVERETT ASHLEY DAVENPORT JR		518.53
02-8935-03-40-3652.0000	126471	EVERETT ASHLEY DAVENPORT JR		151.36
02-8935-03-40-3652.1000	126472	HOWARD DAVENPORT	LEASEHOLD	77.04
02-8943-01-06-0854.0000	126473	JEWEL H. DAVENPORT	WHITEHALL SHORES	15.87
02-8943-01-06-1804.0000	126474	JEWEL H. DAVENPORT	WHITEHALL SHORES	15.86
02-8943-01-06-1855.0000	126475	JEWEL H. DAVENPORT	WHITEHALL SHORES	15.86
02-8943-01-06-2805.0000	126476	JEWEL H. DAVENPORT	WHITEHALL SHORES	15.87
02-8943-01-06-2855.0000	126477	JEWEL H. DAVENPORT	WHITEHALL SHORES	15.86
02-8943-01-06-3805.0000	126478	JEWEL H. DAVENPORT	WHITEHALL SHORES	15.87
02-8943-01-06-3855.0000	126479	JEWEL H. DAVENPORT	WHITEHALL SHORES	15.86
02-8943-01-06-4805.0000	126480	JEWEL H. DAVENPORT	WHITEHALL SHORES	15.87
02-8943-01-06-4855.0000	126481	JEWEL H. DAVENPORT	WHITEHALL SHORES	15.86
02-8943-01-06-9013.0000	126482	JEWEL H. DAVENPORT	WHITEHALL SHORES	1,006.20
02-8943-01-06-9085.0000	126483	JEWEL H. DAVENPORT	WHITEHALL SHORES	644.20
02-8943-01-08-8432.0000	126484	JEWEL H. DAVENPORT		666.14
03-8971-00-66-2590.0000	128782	IRVIN E. DEAN	RESERVE A LE THEN TO WILLIAM	31.06
02-8935-02-76-3219.0000	126504	ROY A DEAN		25.72
02-8923-00-09-5774.0001	130667	DEBORAH COX WOOD REVOCABLE TRT	CITY ADDRESS: 1 CAMDEN CSWY	1,037.80
02-8924-00-61-4600.0000	126508	MARGARET DECKER HEIRS		9.01
02-8937-00-50-0274.0000	126518	DIAMOND SOLID INVESTMENTS LLC		108.46
03-8980-00-60-3198.0000	128800	ROMEO DISMAYA	VICTORY GARDENS	14.93
03-8971-00-65-8424.0000	128802	JOYCE DIXON		274.39
02-8945-00-67-3935.0000	126521	RONALD P. DODSON		655.28
02-8945-00-67-6899.0000	126522	RONALD P. DODSON		319.10
02-8945-00-53-2350.0000	126531	CARTER C DOZIER	HERBERT MERCER	426.59
02-8936-00-23-2667.0000	126533	VIVIAN F. DOZIER		249.33
02-8935-04-64-4379.0000	126552	DAVID DUNAVANT JR.		1,709.53
03-8963-00-86-1316.0000	128823	WILLIAM DUNAVANT JR.		1,651.76
02-8935-04-64-3276.0000	126553	WILLIAM D. DUNAVANT, JR.	FERT. PLANT	1,208.48
03-8952-02-55-2068.0000	128824	WILLIAM DAVID DUNAVANT JR	TEXACO SHORES	1,705.50
03-8952-04-63-3935.0000	128825	WILLIAM DAVID DUNAVANT, JR.		799.24
01-7989-04-90-0938.0000	124126	DORIS EASON		87.83
01-8907-00-34-2520.0000	124129	JONATHAN & SHERRY EASON		217.10
01-8907-00-34-3335.0000	124130	JONATHAN & SHERRY EASON		505.49
01-7081-00-81-2862.0000	124136	WILLIE A. EASON SR.	CREEKMORE	272.98
03-8899-00-55-2698.0000	128842	RONALD E EDWARDS	ALSO LOT 54	1,024.73
03-8899-00-55-3932.0000	128843	RONALD E EDWARDS	FISHERMAN'S VILLAGE	191.13
03-8899-00-56-3172.0000	128844	RONALD E EDWARDS	FISHERMANS VILLAGE	191.03
03-8899-00-56-3291.0000	128845	RONALD E EDWARDS	FISHERMANS VILLAGE	191.04
03-8899-00-56-4320.0000	128846	RONALD E EDWARDS	FISHERMAN'S VILLAGE	191.04
03-8899-00-56-4430.0000	128847	RONALD E EDWARDS		212.20

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Parcel#	Taxbill#	Owner	Legal-Desc	Principal Tax
03-8973-00-24-4103.0000	128857	SHEILA RIGGS EDWARDS		478.08
03-8973-00-24-4223.0000	128858	SHEILA RIGGS EDWARDS		330.10
03-8973-00-30-0618.0000	128859	SHEILA RIGGS EDWARDS	FOSTER	806.48
02-8934-01-16-5511.0000	126575	KAYLA LYNN ELLER		618.79
02-8935-02-66-7093.0000	126589	B. F. ETHERIDGE HEIRS		808.33
02-8935-02-75-1959.0000	126590	B. F. ETHERIDGE HEIRS		203.46
02-8945-00-41-2060.0000	126592	LASELLE ETHERIDGE SR. HEIRS	ALSO 166 BUSHELL RD	709.43
01-7989-04-50-7223.0000	124163	LAURA ETHERIDGE ETAL LE	LE TO LAURA ETHERIDGE,ERNEST	362.87
03-8954-00-97-9503.0000	128881	ANNIE EVANS HEIRS		745.65
01-8907-00-22-1548.0000	124164	EDWARD S. EVANS, ETUX		804.78
01-7997-00-36-9112.0000	124165	EDWARDS S. EVANS		833.19
02-8946-00-81-1428.0000	126607	EDWARDS S. EVANS		64.00
03-8961-00-69-3519.0000	128886	MARIETTA EVANS		640.20
01-7989-04-91-4923.0000	124178	ANDREW FEREBEE		289.85
01-7989-04-90-6715.0000	124180	ANDREW FEREBEE HEIRS		92.15
02-8954-00-43-8538.0000	126630	BILLY ROSS FEREBEE		1,143.66
02-8944-00-36-1417.0000	126658	ROSA ALICE FEREBEE HEIRS	SEYMOUR	63.89
02-8937-00-41-9024.0000	126659	TONIA BANKS FEREBEE		1,128.81
03-8965-00-37-4242.0000	128917	DORA EVANS FORBES		228.26
03-8965-00-37-9112.0000	128918	DORA EVANS FORBES	HOUSE & LOT	118.91
03-8953-04-94-3082.0000	128919	FRANCES FORBES		457.25
02-8935-03-30-3126.0000	126678	GLENN ALLAN FORBES ET AL		550.10
03-8954-00-97-9233.0000	128929	ISAAC CROSBY FORBES		302.33
03-8973-00-18-4582.0000	128931	JEREMY WILLIAM FORBES		606.15
03-8973-00-23-5745.0000	128951	STEPHEN CLAYTON FORBES LE	LIFE ESTATE THEN TO STEPHEN	767.99
03-8973-00-23-5810.0000	128952	STEPHEN CLAYTON FORBES LE	STEPHEN CLAYTON FORBES LE THEN	184.74
03-8990-00-64-8379.0000	128986	CHRISTOPHER FROST-JOHNSON	BROAD CREEK CLUB	148.09
03-8953-03-44-0320.0000	128990	FREDERICK MILTON GALLOP		330.68
03-8962-00-45-9335.0000	128992	JAMES E. GALLOP ETAL		26.32
02-8916-00-94-8392.0000	126741	GEORGE'S OF CAMDEN, INC.		2,304.27
03-8972-00-60-1556.0000	129032	RENEE GILLIKIN	AFTER LE TO RENEE GILLIKIN	901.16
01-7989-04-51-3183.0000	124272	LUTHER GLOVER	SPENCER AVENUE	195.45
01-7997-00-66-7449.0000	124276	R. J. GONDER	TURNER CUT	257.74
01-7090-00-71-2565.0000	124279	HENRY GORDON SR. HEIRS	MCCOY	276.65
03-8954-00-81-2243.0000	129047	SHALONDA POOLE GORDON		368.18
03-8980-00-84-7741.0000	129054	MARY E. GRAY	ALSO LOT 15	11.46
02-8935-01-08-8786.0000	126800	LINWOOD GREGORY		671.44
01-7090-00-70-3221.0000	124305	LONZO FISHER GREGORY		1,199.48
01-7989-04-60-0628.0000	124311	JAMES GLEN GRIFFIN		72.50
01-7989-04-60-1711.0000	124312	JAMES GLEN GRIFFIN	LOY	452.71
01-7989-04-60-3728.0000	124313	JAMES R. & SHIRLEY GRIFFIN		361.21
01-7090-00-60-5052.0000	124314	JOE GRIFFIN HEIRS	WHITE	93.09
01-7999-00-68-6558.0000	124315	JOHN E GRIFFIN HEIRS		370.90
03-8962-00-56-7217.0000	129121	TROY GRIFFIN		619.21
03-8899-00-26-9764.0000	129089	SHERYL BARBARA GROVES	HONEYSUCKLE	17.72
01-7998-00-53-8764.0000	124330	ERNESTO III & CLARISSA GUERRA		222.87
03-8965-00-36-4856.0000	129091	JEFFREY NEAL GURGANUS		653.19
02-8944-00-55-6365.0000	126824	THOMAS W GWYNN	CREEK SIDE	402.06
03-8943-04-93-3222.0000	129098	MELINDA MILLER HAINES		913.54
02-8944-00-90-6944.0000	126829	GEORGE R. HALL II		926.42
01-7997-00-29-3933.0000	124348	ROBERT M. HAMMOND		5.17
01-8000-00-29-4327.0000	124349	BENNY B HAMPTON JR	CHRISTOPHERS ACRES	6.81
02-8946-00-60-5554.0000	126860	KENNETH A. & JANET M. HARRELL	BELLWOOD	1,007.71

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Parcel#	Taxbill#	Owner	Legal-Desc	Principal Tax
02-8936-00-24-8803.0000	126875	CONNIE HARRIS		211.56
02-8945-00-53-6966.0000	126876	CONNIE HARRIS		175.57
02-8945-00-53-7983.0000	126877	CONNIE HARRIS		1,394.44
03-8971-00-54-7373.0000	129115	DWAYNE HARRIS	BURGESS	997.30
02-8936-00-25-9511.0000	126878	EDWARD O. HARRIS		49.04
02-8936-00-25-9587.0000	126879	EDWARD O. HARRIS		464.04
03-8971-00-53-7463.0000	129116	JOSHUA KADE HARRIS		202.74
03-8973-00-22-5558.0000	129128	LOLA BECKHAM HARRISON		351.49
02-8934-01-29-4776.5853	126912	HASTINGS REVOCABLE TRUST	108 WEST 158 US	2,234.11
02-8935-02-88-7841.0000	126913	HASTINGS REVOCABLE TRUST		1,707.71
03-8971-00-75-2067.0000	129148	PATRICIA PIERCE HEATH	GOOSE CREEK	336.42
01-8916-00-09-8882.0000	124402	ALVIN ALONZIO HESS JR		1,095.22
01-7090-00-95-4019.0001	124410	MARK DAN HEWITT	1/2 UND INT	130.96
03-8965-00-44-3670.0000	129159	CLOAH J. HIGGINBOTHAM		454.71
03-8965-00-44-4401.0000	129160	CLOAH J. HIGGINBOTHAM		398.45
01-7090-00-43-8225.0000	124417	HILBERT FAMILY IRREVOC TRUST		347.97
02-8934-01-17-5367.0000	126953	LINDA SUE LAMB HINTON		214.68
02-8934-01-18-6001.0000	126954	LINDA SUE LAMB HINTON	HOME & MOBILE HOME PARK	4,777.28
02-8944-00-90-0022.0000	127412	HOLLY HENDERSON METZEROTT	DANSON'S GRANT	469.12
03-8962-00-49-4409.0000	129174	WARREN HOOVER		16.35
02-8923-00-09-5774.0006	130676	HOWARD K. HOUTZ JR.	HARBOR PLACE UNIT	1,112.53
02-8943-01-27-6302.0000	126978	TABATHA LYNN HUACUZ		72.31
02-8943-01-36-0958.0000	126979	TABATHA LYNN HUACUZ		1,123.15
02-8935-02-75-1959.1000	126986	DORIS HUGHES	LEASEHOLD	605.19
03-8899-00-36-1699.0000	129204	RICHARD HUNEYCUTT	HONEYSUCKLE	25.15
03-8980-00-24-0191.0000	129219	I CRAB INC.		588.21
02-8945-00-64-4724.0000	126524	WILLIAM DREW IANNATTI		152.44
02-8935-01-07-0916.0000	126995	ROSETTA MERCER INGRAM	JUDITH MERCER ESTATE FILE 99E-	135.99
03-8965-00-12-6269.0000	129238	JILL DANA INSCORE		1,280.85
03-9809-00-24-8236.0000	129239	GENE W IRBY	FAIRHAVEN	1,090.65
01-7988-01-38-1944.0000	124506	JOSEPH B JACKSON JR		338.78
01-7969-00-96-0916.1000	124508	JOSEPH BAKER JACKSON JR	LEASEHOLD	788.31
03-8963-00-96-3408.0000	129256	JANET J. SHORE REVOC. TRUST		4.78
02-8943-00-58-1762.0000	127016	WILLIAM HENRY JARVIS III	DANSON'S GRANT	3,234.29
02-8943-00-58-3859.0000	127017	WILLIAM HENRY JARVIS III	DANSON'S GRANT	265.75
02-8923-00-19-3774.0010	130677	JENSEN MARINE ENTERPRISES	PELICAN MARINA	171.29
02-8923-00-19-3774.0021	130678	JENSEN MARINE ENTERPRISES	PELICAN MARINA	171.29
02-8923-00-19-3774.0038	130679	JENSEN MARINE ENTERPRISES	PELICAN MARINA	171.29
02-8934-04-72-0416.0000	127036	PAULINE JETTE		797.00
02-8934-01-18-8282.0000	127043	BRIDGET CARTWRIGHT JOHNSON		1,854.97
01-7979-00-64-6997.0000	124543	TOM JOHNSON		373.63
03-8953-04-70-6605.0000	128854	DONALD LEE JONES JR		855.84
02-8916-00-39-5170.0000	127058	DONALD RAY JONES		1,014.74
03-8953-03-31-8879.0000	129298	JASON B JONES		1,524.06
01-7989-00-03-0258.0000	124565	MARLENE JONES ET AL	MCPHERSON ALSO 195A	625.92
01-7999-00-89-7418.0000	124566	MARY STILES JONES LE	REMAINDER INTEREST TO DWAYNE	439.98
03-8943-04-93-8214.0000	129306	L. P. JORDAN HEIRS		196.53
03-8889-00-88-4188.0000	129314	LELAND KANE	SNAPDRAGON	14.47
03-8971-00-38-9516.0000	129320	BENNETT RAY KEEL SR.		264.21
03-8973-00-19-1323.0000	129332	BRIAN K KIGHT	RIGGS	398.50
03-8973-00-44-9086.0000	129345	MORRIS L. KIGHT III	KIGHT	230.33
03-8973-00-53-0748.0000	129346	MORRIS L. KIGHT III		949.30
03-8899-00-55-5873.0000	129358	PAUL H. KING	RIVIERA PARK	125.26

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Parcel#	Taxbill#	Owner	Legal-Desc	Principal Tax
03-9809-00-24-6322.0000	129363	DAVID B. KIRBY	SAN MARCO	76.44
02-8954-00-55-1355.0000	127137	KARL W KRAUSS SR LE		77.74
02-8954-00-66-6396.0000	127139	KARL W KRAUSS SR LE		77.75
02-8954-00-76-2365.0000	127140	KARL W KRAUSS SR LE		77.80
02-8954-00-63-8828.0000	127141	KARL WILLIAMS KRAUSS		483.06
03-8899-00-86-0286.0000	129375	NANCY CLARSON KRUSE	HUNTERS PARK CAMDEN POINT SHOR	96.07
03-8899-00-86-7847.0000	129376	NANCY CLARSON KRUSE	HUNTERS PARK CAMDEN PT SHORES	39.19
02-8945-00-34-5956.0000	127159	CALVIN R. LAMB	PRITCHARD	1,840.85
02-8934-01-17-4778.1000	127162	LARRY LAMB	LEASEHOLD	64.73
02-8934-01-17-4778.0000	127163	LARRY G. LAMB SR	STORE & MARINA	10,032.22
02-8934-01-26-6462.0000	127164	LARRY G. LAMB SR	KRAMER ACRES	1,586.77
02-8954-00-97-5888.0000	127165	RUSSELLETTE LAVERNE LAMB HEIRS		449.78
01-7979-00-85-5716.0000	124638	MARGARET HELEN LARABEE LANE	HOME	737.05
02-8934-04-53-4599.0000	127205	WILLIAM DOUGLAS LEARY III		193.37
01-7080-00-75-1110.0000	124672	GEORGE ALLEN LEE	TRIANGLE LOT	248.29
01-7080-00-75-5223.0000	124673	GEORGE ALLEN LEE		701.01
02-8923-00-19-3774.0019	130684	SCOTT J. LEONARD	PELICAN MARINA	171.29
02-8934-04-81-2357.0000	127224	CAROLYN A. LILLY		128.13
03-9809-00-85-9573.0000	129379	JEFFREY D LITTLE	THE POINT CAMDEN POINT SHORES	1.11
03-8971-00-38-7537.0000	129485	WILLIAM LIVERMAN	GILBERT	1,202.33
03-8952-00-82-7695.0000	129487	ELLA LLOYD		300.82
03-8899-00-37-0046.0000	129488	ELIZABETH LONG	CAMDEN POINT SHORES	16.16
03-8899-00-65-7681.0000	128832	NIKOLAOS LOUVROS	RIVIERA PARK	118.80
02-8945-00-53-1518.0000	127249	GARY D. & BETH A. LOYD		1,290.39
01-7090-00-82-5970.0000	124733	MAINSTAY CONSTRUCTION,INC	TAR CORNER VILLAGE	83.73
01-7090-00-83-0122.0000	124734	MAINSTAY CONSTRUCTION,INC	TAR CORNER VILLAGE	38.51
01-7090-00-83-1303.0000	124735	MAINSTAY CONSTRUCTION,INC		259.56
01-7090-00-92-5561.0000	124736	MAINSTAY CONSTRUCTION,INC	TAR CORNER VILLAGE	351.31
03-8953-03-03-5096.0000	129516	ROBERT & MARGARET MANRIQUEZ		327.72
01-7081-00-85-8339.0000	124751	GLENNA WHITEHURST MARKHAM		641.82
03-8965-00-42-9214.0000	129539	JANICE FERRELL MASON		549.72
03-8953-03-21-9327.0000	129543	WILLIAM C. & AURINE J. MASON	BARTLETT'S LANDING	1,808.01
02-8955-00-07-5999.0000	127293	ROBERT F. & LYNN L. MASSIELLO	ROBERT F. & LYN MASSIELLO HAVE	623.25
01-7998-01-09-1389.0000	124775	NANCY H. MCALLISTER, ETAL	HARRIS LOT- ETAL=NANCY,JUNE,	557.24
01-8908-00-51-3864.0000	124784	CHARLES E. & SHEILA E. MCCOY		918.44
01-7989-04-71-1712.0000	124791	GARY VAN MCCOY		899.58
02-8945-00-64-0431.0000	127305	MICHAEL MCCOY		871.59
01-7998-00-56-2041.0000	124810	RAYMOND E. MCCOY & AUDREY A.		5.51
02-8934-03-31-9750.0000	127311	CAROLYN MCDANIEL		489.65
02-8934-03-32-7553.0000	127312	CAROLYN MCDANIEL		307.94
02-8934-03-43-2243.0000	127313	CAROLYN MCDANIEL	ASKEW	432.88
02-8936-00-21-4428.0000	127314	CAROLYN MCDANIEL		150.68
02-8934-03-32-7553.1000	127315	RAYMOND MCDANIEL	LEASEHOLD	683.27
03-8962-00-05-0472.0000	129578	FRANK MCMILLIAN HEIRS	STEVENS	1,044.60
01-7999-03-01-1479.0000	124841	EMANUEL MCPHERSON		1,487.89
01-8000-00-29-4294.0000	124867	WILLIAM J MCWILLIAMS	CHRISTOPHER'S ARCES	1,921.50
01-7071-00-83-2804.0000	124873	DURWARD MEDLIN III		2,242.80
01-7989-04-51-1438.0000	124877	JASON W MEEKS		202.68
02-8937-00-10-8802.0000	127380	STANLEY MEIGGS		194.71
02-8937-00-33-3251.0000	127381	STANLEY MEIGGS	BLOUNT	165.48
02-8944-00-88-2672.0000	127393	JOHNNIE MERCER HEIRS	NOT OWNED BY JOHNNIE MERCER	18.31
02-8944-00-98-6938.0000	127394	JOHNNIE MERCER HEIRS	RESIDUAL ACRES AS PER	292.82
02-8944-00-99-1027.0000	127395	JOHNNIE MERCER HEIRS	RESIDUAL ACRES AS PER	328.14

Attachment: Lien ad for meeting 2020 (2962 : Advertisement of Liens on Real Property)

ACS Tax System
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Update Lien Fee

CAMDEN COUNTY
TC330U

Parcel#	Taxbill#	Owner	Legal-Desc	Principal Tax
02-8954-00-19-5386.0000	127396	JOHNNIE MERCER HEIRS		236.14
02-8945-00-43-7440.0000	127397	LARRY & ANNIE MERCER		207.42
02-8945-00-91-2245.0000	127398	LARRY & ANNIE MERCER		462.63
03-8962-00-54-5080.0000	129596	LORENZO MERCER	MORRISETTE TRACT	5.78
02-8955-00-13-7846.0000	127402	MARIE MERCER		64.30
01-7989-00-01-1714.0000	124909	CHARLES MILLER HEIRS		538.02
03-8963-00-46-8143.0000	129616	CHARLES L MILLER JR	SANDERLIN	658.70
01-7999-00-12-8596.0000	124929	MOSES MITCHELL HEIRS	MCBRIDE CHURCH	215.49
03-8889-00-38-7603.0000	129621	RONALD MITCHELL	SEABREEZE	1,456.95
02-8923-00-19-3774.0020	130692	JOSEPH MIXON	PELICAN MARINA	171.29
02-8937-00-50-2005.0000	127432	BRENDA MOORE		1,086.28
03-8961-00-68-3593.0000	129626	EDWARD LANE MOORE	RAYMONS CREEK	1,288.37
01-7989-04-51-0830.0000	124946	JUDY WESTON MOORE	MCBRIDE	503.73
02-8945-00-80-7505.0000	127386	BERNICE MOOREHEAD ET AL		462.59
02-8955-00-13-8821.0000	127387	BERNICE MOOREHEAD ET AL		64.28
01-7989-00-03-2301.0000	124962	ANTHONY D MORRIS		620.89
01-7988-00-97-1321.0000	124971	SHIRLEY L MOSS	RICHARD J MOSS DIED 3/4/06 PER	329.16
03-8990-00-18-6042.0000	129645	LARRY MOTLEY	PORTOFINO	878.46
02-8934-04-81-2051.0000	127462	ORETHIA MULLEN		643.45
01-7989-04-60-1101.0000	124996	CAROLYN JAMES MUNDEN	BLOODFIELD-CAROLYN DECEASED &	251.64
02-8955-00-26-8515.0000	127473	KIMBERLY S. MUTTA	KIMBERLY MUTTA & PEGGY BEDLOW	180.92
02-8955-00-26-9871.0000	127474	KIMBERLY S. MUTTA	KIMBERLY MUTTA & BRANDY BEDLOW	180.92
03-8899-00-16-8761.0000	129653	MYATT RESTORATIONS LLC	EDGEWATER	90.78
01-8907-00-17-6445.0000	125019	SAMUEL NASH III		257.06
03-8962-00-09-7045.0000	129696	ANNIE NEWBY		447.42
03-8973-00-22-4894.0000	128819	WILLIAM ANDREW NEWELL	TILLETT	687.21
03-8899-00-07-1174.0000	129703	KHANH DUC NGUYEN	EDGEWATER	846.25
03-8963-00-00-8453.0000	129704	CHARLENE S. NICHOLSON		702.12
02-8923-00-19-3774.0000	130693	NMJ PROPERTIES LLC	CITY ADDRESS: 43 CAMDEN CSWY	1,737.98
02-8923-00-19-3774.0007	130694	NMJ PROPERTIES LLC	CITY ADD: 43 CAMDEN CSWY #7	171.29
02-8923-00-19-3774.0008	130695	NMJ PROPERTIES LLC	PELICAN MARINA	171.29
02-8923-00-19-3774.0009	130696	NMJ PROPERTIES LLC	PELICAN MARINA	171.29
02-8923-00-19-3774.0012	130697	NMJ PROPERTIES LLC	PELICAN MARINA	171.29
02-8923-00-19-3774.0018	130698	NMJ PROPERTIES LLC	PELICAN MARINA	171.29
02-8923-00-19-3774.0023	130699	NMJ PROPERTIES LLC	PELICAN MARINA	141.69
02-8923-00-19-3774.0027	130700	NMJ PROPERTIES LLC	PELICAN MARINA	149.09
02-8923-00-19-3774.0028	130701	NMJ PROPERTIES LLC	PELICAN MARINA	149.09
02-8923-00-19-3774.0029	130702	NMJ PROPERTIES LLC	PELICAN MARINA	149.09
02-8923-00-19-3774.0030	130703	NMJ PROPERTIES LLC	PELICAN MARINA	149.09
02-8923-00-19-3774.0037	130704	NMJ PROPERTIES LLC	PELICAN MARINA	171.29
02-8923-00-19-3774.0040	130705	NMJ PROPERTIES LLC	PELICAN MARINA	237.89
02-8923-00-19-3774.0041	130706	NMJ PROPERTIES LLC	PELICAN MARINA	237.89
02-8923-00-19-3774.0042	130707	NMJ PROPERTIES LLC	PELICAN MARINA	237.89
02-8923-00-19-3774.0043	130708	NMJ PROPERTIES LLC	PELICAN MARINA	237.89
02-8923-00-19-3774.0044	130709	NMJ PROPERTIES LLC	PELICAN MARINA	237.89
02-8923-00-19-3774.0045	130710	NMJ PROPERTIES LLC	PELICAN MARINA	237.89
02-8923-00-19-3774.0047	130711	NMJ PROPERTIES LLC	PELICAN MARINA	171.29
02-8923-00-19-3774.0048	130712	NMJ PROPERTIES LLC	PELICAN MARINA	171.29
02-8923-00-19-3774.0050	130713	NMJ PROPERTIES LLC	PELICAN MARINA	171.29
02-8923-00-19-6748.0000	130714	NMJ PROPERTIES LLC		112.54
02-8926-00-13-6839.0000	127507	NORTHEASTERN COMMUNITY		156.59
01-7997-00-75-5841.0000	125067	WILLIAM E. NOTTINGHAM	MARANATHA ISLAND	1,803.19
01-7997-00-75-7791.0000	125068	WILLIAM E. NOTTINGHAM	MARANATHA ISLAND	548.98

Attachment: Lien ad for meeting 2020 (2962 : Advertisement of Liens on Real Property)

Parcel#	Taxbill#	Owner	Legal-Desc	Principal Tax
02-8934-03-31-2736.0000	127520	TIMOTHY NULL		516.34
03-9809-00-45-1097.0000	129715	MICHAEL OBER		22.43
01-7080-00-55-5061.0000	125104	ORANGE PUMPKIN LLC	ALSO 244 KEETER BARN RD	1,471.57
03-8972-00-41-9485.0000	129728	BRITTON OVERTON		361.01
03-8971-00-69-4490.0000	129742	GILBERT WAYNE OVERTON &	1/2 UNDIVIDED INTEREST	120.39
03-8972-00-53-3618.0000	129744	GILBERT WAYNE OVERTON &	1/2 UNDIVIDED INTEREST	141.38
03-8972-00-53-4986.0000	129745	GILBERT WAYNE OVERTON &	1/2 UNDIVIDED INTEREST	6.73
03-8972-00-54-4332.0000	129746	GILBERT WAYNE OVERTON &	1/2 UNDIVIDED INTEREST	932.32
03-8972-00-55-6038.0000	129747	GILBERT WAYNE OVERTON &	STANLEY	131.63
03-8972-00-55-7942.0000	129748	GILBERT WAYNE OVERTON &	ROY FORBES	79.42
03-8972-00-56-5458.0000	129749	GILBERT WAYNE OVERTON &	1/2 UNDIVIDED INTEREST	41.20
03-8972-00-64-0538.0000	129750	GILBERT WAYNE OVERTON &		675.84
03-8972-00-64-0730.0000	129751	GILBERT WAYNE OVERTON &		596.54
03-8972-00-64-0822.0000	129752	GILBERT WAYNE OVERTON &		326.64
03-8972-00-64-0923.0000	129753	GILBERT WAYNE OVERTON &		326.64
03-8972-00-71-0033.0000	129754	GILBERT WAYNE OVERTON &	1/2 UNDIVIDED INTEREST	9.31
03-8972-00-76-7268.0000	129755	GILBERT WAYNE OVERTON &	1/2 UNDIVIDED INTEREST	303.71
03-8982-00-17-3167.0000	129756	GILBERT WAYNE OVERTON &	1/2 UNDIVIDED INTEREST	72.80
02-8935-02-65-9762.0000	127537	CLARENCE OWENS		23.49
03-9809-00-16-9386.0000	129764	ANTHONY JOHN PADGETT	HUSBAND DECEASED	47.56
03-8964-00-85-4963.0000	129766	DEANNA PALMER		1,171.08
01-7081-00-82-5916.0000	125123	WILLIAM T PARTAIN JR		6.36
03-8953-04-50-4625.0000	129777	RICHARD J. & DOROTHY A. PERE	MAGNOLIA MANOR	41.11
03-8972-00-35-9613.0000	129788	MICHAEL D. & HELEN M. PERRY	MARY HELEN	322.59
03-8899-00-45-4950.0000	129793	PETER J CARPENICK FAMILY TRUST	FISHERMAN'S VILLAGE	197.15
03-8963-00-10-1500.0000	129801	KENNETH & PEGGY S. PIERCE		805.92
03-8953-03-31-1615.0000	129806	MITCHELL PAUL PIPKIN	BARTLETT'S LANDING	311.37
01-7998-00-53-0442.0000	125174	WILLIAM ANTHONY POPE, JR.	JOINT TENANTS WITH RIGHT OF	493.58
02-8943-01-29-4931.0000	127607	JATORI POWELL-CARR		921.19
03-8943-02-75-4196.0000	129827	SHERRILL M PRICE JR	COOK'S LANDING	1,071.38
01-7998-00-03-9565.0000	125205	DAVID PRITCHARD JR.	SWAMP	24.96
02-8936-00-24-7426.0000	127624	BERNICE PUGH		146.99
02-8916-00-87-8514.0000	127627	JAMIE T. PYLE		451.11
02-8916-00-87-7299.0000	127628	JAMIE TEACHEY PYLE		279.71
03-9809-00-04-2698.0000	129845	CAROL RAGAN	RIVIERA PARK	107.83
02-8944-00-54-8929.0000	127643	RYAN J REESE	CREEK SIDE	435.18
02-8943-01-17-4388.0000	127645	THOMAS REESE	WHITEHALL SHORES	2,909.12
01-8907-00-26-6796.0000	125244	HARRY REEVES,SR & FAYE		1,112.97
03-8962-00-49-2594.0000	129876	CHRISTINA MICHELLE RICHARDSON		15.36
03-8962-00-38-9683.0000	129880	SANDRA G RICHARDSON		343.03
03-8962-00-49-1075.0000	129881	SHELIA JANE RICHARDSON		346.62
01-7989-04-60-1954.0000	125259	CHRISTINE RIDDICK		80.09
01-7090-00-64-4058.0000	125260	GODFREY RIDDICK		516.30
01-7090-00-64-6040.0000	125261	LINTON RIDDICK		1,465.39
01-7998-01-06-7374.0000	125276	JASON M & JUNE E RIGGS		933.62
03-9809-00-17-2462.0000	129923	TODD ALLEN RIGGS	HUNTER'S PARK	15.10
03-8889-00-48-7259.0000	130067	ROBERT AND JANETTE TEMPLETON	SEABREEZE	708.87
01-7989-04-60-2267.0000	125308	MOSES RODGERSON		363.95
01-7989-04-80-5714.0000	125311	DANIELLE ROCHELLE ROHDE	WEBB	11.81
01-7989-04-80-5998.0000	125312	DANIELLE ROCHELLE ROHDE		248.37
01-7080-00-53-1141.0000	125317	EDWARD A ROSA SR		752.61
03-8889-00-96-6882.0000	130086	ROSENBLOOM LIVING TRUST	EDGEWATER	68.21
03-8899-00-75-0584.0000	130088	NORMA MIRIAM NESTOR ROSS ET AL	HEIRS: NORMA ROSS, MICHAEL,	120.43

Attachment: Lien ad for meeting 2020 (2962 : Advertisement of Liens on Real Property)

Parcel#	Taxbill#	Owner	Legal-Desc	Principal Tax
02-8945-00-54-1099.0000	127723	GERTIE LEE & JONOLA T ROUNTREE		733.91
01-8917-00-10-8034.0000	125351	WANDA SANDERS		1,153.68
01-8917-00-10-8965.0000	125352	WANDA SANDERS		81.68
01-7090-00-95-5262.0000	125396	JOHN F. SAWYER HEIRS		34.04
02-8944-00-75-7172.0000	127807	KIM SAWYER		3,671.55
03-8953-03-12-3791.0000	130157	KIMBERLEE SAWYER	ALSO LOT 76	1,613.47
01-8907-00-16-8511.0000	125403	OLA JEAN SAWYER LE	REMAINDER INTEREST TO DONALD	939.64
03-8953-00-38-5803.0000	130167	ROLAND ROGER SAWYER	ELTON & JUDY SAWYER CONVEYED	576.45
03-8943-04-92-6951.0000	130168	S. F. SAWYER		495.66
01-7998-01-18-6050.0000	125413	TOM L. & PATRICIA SAWYER		209.66
03-8899-00-45-2682.0000	130187	SEAMARK INC.	CAMDEN POINT SHORES	185.14
01-7080-00-52-4343.0000	125444	JUDY FAYE SENTERS		193.24
01-7080-00-52-4413.0000	125445	JUDY FAYE SENTERS		96.62
03-8963-00-39-9364.0000	130193	RUDOLPH C. & REGINA M. SEYMORE	FEREBEE	478.77
02-8934-01-29-4617.0000	127862	JAMES B. SEYMOUR ETAL	ETAL=CHARLES B. SEYMOUR, JOAN	916.79
02-8954-00-97-4350.0000	127871	GEORGE SHAW HEIRS		68.15
01-7969-00-64-7728.0000	125454	MILTON SHOFFEITT	SHOFFIET TRACT	501.58
02-8955-00-13-0662.0000	127884	THERESA WILLIAMS SIMMONS		612.64
02-8935-02-75-0867.0000	127890	ED SIVELLIS HEIRS		286.16
01-7998-00-02-0294.0000	125482	ALMA & CHARLIE SMITH		2.57
01-7988-01-38-0912.0000	125495	LINDA W SMITH LE	LINDA W SMITH RESERVED LE	389.27
02-8936-00-31-1701.0001	127909	PAMELA SMITH	1/23/2019 THIS PARCEL IS THE	11.25
02-8936-00-32-9326.0001	127910	PAMELA SMITH	1/23/2019 CORRECTION PER PLAT	85.18
03-8962-00-70-7529.0000	130244	MARY SNOWDEN		81.00
02-8936-00-69-4985.0000	127935	JAMES R. & EMMA SPENCE		594.60
03-8963-00-49-0783.0000	130256	ODESSA M. SPENCE		107.63
01-7979-00-66-8603.0000	125543	MELINDA SUE SPENCER	RIDDICK	366.24
01-7979-00-66-9260.0000	125544	MELINDA SUE SPENCER	RIDDICK	116.55
03-9809-00-54-8280.0000	130262	RODNEY STEVEN SPIVEY &		33.30
03-8899-00-16-2671.2425	130264	SPRING LOTUS LLC	EDGEWATER	2,845.65
01-7080-00-31-8670.0000	125556	KATHLEEN A. STAFFORD	CAMDEN WOODS	253.54
01-7080-00-91-3004.0000	125560	WILLIAM L. STALLINGS JR.		1,393.09
03-8972-00-66-5668.0000	129114	ABNER W STAPLES	TERESA HARRIS DIED 11/23/19	129.22
03-8961-00-69-5366.0000	130344	ANGELITA STEELE		7.50
03-9809-00-84-7550.0000	130370	ROBERT STEWART	THE POINT	19.24
03-9809-00-93-0678.0000	130371	ROBERT STEWART	THE POINT	14.48
03-9809-00-94-2345.0000	130372	ROBERT STEWART	THE POINT	17.05
03-8972-00-34-4293.0000	130373	NANETTE K. STICKLES	WICKHAM DOWNS	1,023.03
01-7999-00-89-3197.0000	125574	TALLIE STILES JR.		443.27
02-8935-01-08-9626.0000	127984	RODNEY WAYNE STOKLEY		127.67
03-8899-00-07-5054.0000	130381	BUELL & TAMMY STUART	EDGEWATER	308.64
03-8899-00-07-4057.0000	130382	BUELL WATSON STUART		585.60
03-8972-00-51-3157.0000	130388	ROBERT & BRIDGET SWAIN		16.03
03-8971-00-47-4971.0000	130392	TERESA R SWINSON LE	REMAINDER INTEREST TO JOEY S	1,046.91
03-8962-00-55-2255.0000	130395	VERNON L. & EDITH W. SYLVESTER		1,475.41
02-8955-00-07-5604.0000	128038	WINZOLA TAYLOR		124.69
02-8935-01-08-3259.0000	128039	RAMONA & MICHAEL TAZEWELL	UPTON TRACT	268.14
03-8980-00-84-0931.0000	130408	CARL TEUSCHER	DOGWOOD	8.12
03-8980-00-84-1828.0000	130409	CARL TEUSCHER	DOGWOOD	8.13
03-8980-00-84-2825.0000	130410	CARL TEUSCHER	DOGWOOD	8.12
03-8980-00-84-4800.0000	130411	CARL TEUSCHER	DOGWOOD	8.11
03-8972-00-23-4364.0000	130418	AMY M THATCH		38.04
03-9819-00-13-1977.0000	130422	DOROTHY THOMAS C/O SUE T URBAN	THE POINT	42.03

Attachment: Lien ad for meeting 2020 (2962 : Advertisement of Liens on Real Property)

Parcel#	Taxbill#	Owner	Legal-Desc	Principal Tax
01-7989-04-50-7296.0000	125669	HERBERT TILLERY		49.12
03-8952-00-95-8737.0000	130434	AUDREY TILLETT		248.36
02-8936-00-24-7775.0000	128072	INEZ TILLETT ETAL		681.34
03-8953-04-50-4377.0000	130436	ALONA AND SOLOMIYA TIVONYUK	MAGNOLIA MANOR;OKSANA TIVONYUK	338.39
01-8000-00-47-1728.0000	125678	EDWARD L. TORBORG	BUCK ISLAND	54.12
02-8936-00-00-8926.0000	128083	BRIDGID D & JUNIOUS O TRAFTON		551.47
02-8936-00-01-1366.0000	128092	JUNIOUS ONEAL TRAFTON		173.70
01-7989-04-60-0149.0000	125688	CHARLES TURNER		483.09
01-7091-00-64-6569.0000	125690	CLARENCE D. TURNER JR.		195.59
01-7999-03-01-5492.0000	125693	JAMES N. TURNER		509.62
01-7999-00-95-3587.0000	125695	WALTER TURNER HEIRS	SWAMP	290.07
02-8934-01-07-7514.0000	128120	ANGELA TYLER	REMAINDER INT TO ANGELA TYLER	1,135.10
03-8963-00-40-4522.0000	130458	CASSANDRA ANN UNDLIN		9.00
01-7999-00-89-9494.0000	125731	GERALDINE WALKER (GRANT)		971.54
02-8926-00-12-3433.0000	127755	JAMES MICHAEL WALKER		432.15
01-7998-00-54-8828.0000	125735	LARRY WALKER ETAL	BATTLEGROUND	391.07
01-7998-00-55-3092.0000	125736	LEMUEL WALKER JR.		656.61
01-7999-00-68-6442.0000	125739	NELLIE WALKER	PEARCEVILLE	844.90
01-7080-00-64-8324.0000	125743	TERESA L WALLER	STEWART	770.81
03-8889-00-68-0539.0000	130493	LEWIS P. WASKEY, IV	MIDLANDS	40.34
02-8926-00-79-5385.0000	128180	CLARENCE & CHERYL WEAVER		1,286.21
01-7988-00-88-1334.0000	125761	JOHN WEAVER JR.		229.35
03-8899-00-36-2719.0000	130506	LARRY WELDON	HONEYSUCKLE	25.16
03-8899-00-36-2940.0000	130507	LARRY WELDON	HONEYSUCKLE	25.15
03-8899-00-36-4664.0000	130508	LARRY WELDON	HONEYSUCKLE	16.62
03-8899-00-36-4784.0000	130509	LARRY WELDON	HONEYSUCKLE	16.61
03-8899-00-36-5814.0000	130510	LARRY WELDON	HONEYSUCKLE	16.62
03-8899-00-36-5943.0000	130511	LARRY WELDON	HONEYSUCKLE	16.61
03-8899-00-37-3258.0000	130512	LARRY WELDON	HONEYSUCKLE	23.16
03-8899-00-37-5072.0000	130513	LARRY WELDON	HONEYSUCKLE	16.62
03-8899-00-37-5192.0000	130514	LARRY WELDON	HONEYSUCKLE	16.62
03-9809-00-23-4988.0000	130516	WANDA H WELLS	ALSO LOT 14 SAN MARCO	1,531.50
03-9809-00-23-6923.0000	130517	WANDA H WELLS	SAN MARCO	39.69
03-8953-00-93-8204.0000	130532	ARISTOTELES AARON ATLAS WHALEN		134.02
01-7080-00-16-3679.0000	125783	WHARFS LANDING PROPERTY OWNERS	POND	2.33
01-7080-00-16-7195.0000	125784	WHARFS LANDING PROPERTY OWNERS	WHARF'S LANDING-OPEN SPACE	4.57
01-7080-00-26-6184.0000	125785	WHARFS LANDING PROPERTY OWNERS	WHARF'S LANDING-OPEN SPACE	5.45
01-7080-00-27-1520.0000	125786	WHARFS LANDING PROPERTY OWNERS	WHARFS LANDING-OPEN SPACE	8.37
02-8944-00-68-1763.0000	128198	APRIL M WHITE		1,537.65
02-8936-00-25-8405.0000	128210	LETITIA D. BOGUES WHITE		249.05
02-8946-00-27-1245.0000	128212	MOLLIE GREGORY WHITE		452.99
03-8953-03-04-8453.0000	130548	SARA ELIZABETH WHITE		927.74
02-8945-00-58-2869.0000	128224	ROBERT EUGENE WHITLEY		828.58
01-7090-00-27-5624.0000	125832	ANGELA LEIGH WILLIAMS ET AL	HEIRS: ANGELA LEIGH WILLIAMS,	404.04
02-8955-00-03-8834.0000	128232	ANNIE REBECCA WILLIAMS ETAL		76.70
02-8926-00-31-2196.0000	128236	DONALD E WILLIAMS JR		610.84
02-8955-00-03-9974.0000	128247	ODESSA S WILLIAMS HEIRS		998.71
03-8980-00-61-1968.0000	130616	WILLIAMSBURG VACATION	1/2 INTEREST	49.60
03-8972-00-40-3972.0000	130619	BERTA A WILSON HEIRS	JARVIS WILSON JR DIED 11/9/15	2.60
02-8926-00-79-2502.0000	128264	JOHNNIE WILSON		147.12
01-7989-04-61-5760.0000	125878	SARAH L. WILSON		146.29
01-7989-04-51-1623.0000	123933	SHERRE SAHARA WILSON		604.75
01-7979-00-23-2391.0000	125881	JAY G WINSLOW	RESIDUAL	2,036.86

Attachment: Lien ad for meeting 2020 (2962 : Advertisement of Liens on Real Property)

ACS Tax System
03/25/2021 13:02:37

Update Lien Fee

CAMDEN COUNTY
TC330U

Parcel#	Taxbill#	Owner	Legal-Desc	Principal Tax
03-8990-00-54-4192.0000	130643	WILLIAM B. YATES	MIDLANDS	15.85
03-8990-00-63-6042.0000	130644	WILLIAM B. YATES	MIDLANDS	15.75
03-9809-00-53-4358.0000	130645	WILLIAM G. YATES	THE POINT	53.68
02-8924-00-50-3437.0000	128308	CAROL YEAGER, MARY ANN BECKETT		6.35
01-7988-01-39-1006.0000	124122	LYNDA CAROL YODER	WILLIAM JONES PLACE	656.60
** GRAND TOTALS **				271,126.93

535 Parcels updated with Lien Fee

Attachment: Lien ad for meeting 2020 (2962 : Advertisement of Liens on Real Property)

CAMDEN COUNTY
NORTH CAROLINA · USA
Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.D
Meeting Date: April 05, 2021

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

Item Title **Finance Policies & Procedures - Ken Bowman**

Attachments: FinancePoliciesProcedures FINAL Updated 033031 Bowman approved (PDF)
Financial Policies Resolution 2007-05-04 (PDF)
Petty Cash Resolution 5-1-2017 (PDF)
Travel Policy approved 09-2019 (PDF)
CAMDEN COUNTY PURCHASING CARD AGREEMENT.docx (PDF)

Summary:
The Camden County Financial Policy was reviewed and updated based on numerous changes in state law and local administrative operating procedures. This policy assessment and rewrite was a cover-to-cover review conducted totally by in-house staff.

Recommendation:
Approval.

CAMDEN COUNTY

FINANCIAL POLICIES
AND
PROCEDURES MANUAL

Attachment: FinancePoliciesProcedures FINAL Updated 033031 Bowman approved (2969 : Finance Policies & Procedures - Ken Bowman)

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Section 1 Introduction

1-1 Finance Office

1-1.01 Introduction

The Finance Office is responsible for establishing and maintaining the financial activity of the County in compliance with generally accepted accounting principles and state law. The duties of the office are to establish and maintain the accounting records, disburse moneys, make financial reports, manage the receipt and deposit of moneys, manage the county's debt service obligation, supervise investments and perform any other assigned duties. Additionally, the department assists in preparing the annual budget for the County.

1-1.02 Authority

The Chairman and the Board of County Commissioners are responsible for legislation, policy formulation, and overall direction setting of the government. This includes the approval of financial policies which establish and direct the operations of Camden County. The County Manager is responsible for carrying out the policy directives of the Board of Commissioners and managing the day-to-day operations of the county departments.

Camden County Board of Commissioners adopted a Financial Policy Resolution (2007-05-04).

1-1.03 Major activities of the Finance Office include

Preparation of the Comprehensive Annual Financial Report in accordance with generally accepted reporting standards and coordination of the annual audit by independent certified public accountants;

Provision of centralized accounting services for all county departments consisting of debt management, accounts payable, payroll preparation and administration, and the recording of all financial activity in accordance with federal and state agencies and generally accepted accounting principles;

Forecasting of cash needs and investment of idle funds to maximize earnings while focusing on the objectives of safety, liquidity and yield; and,

Preparation and daily administration of the annual operating budget for the County under the conditions of the Local Government Budget and Fiscal Control Act.

1-2 Overview

1-2.01 Purpose

The intent of this policy is to provide Camden County departments, agencies, officials and employees with a guideline for payment and reimbursement of expenditures pertaining to official county business.

1-2.02 Applicability

All employees and officials of the County are subject to this policy. The effective date of this policy is April 1, 2021 and supersedes all previous versions.

1-2.03 Employee and Officials Responsibility

County department heads and their delegate(s), officials, or other appointed boards may approve expenditures incurred by their department or agency rendering services to the taxpayers of the County. Under no circumstances may duplicate reimbursement be made for that portion of a department's, agencies or employee expenses paid or reimbursed from a non-County source. The county will not reimburse any expenses that are personal in nature as a result of combining County business or travel with personal business or travel.

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An employee or official is expected to exercise the same care in incurring expenses that a prudent person would exercise if purchasing for personal use and using personal funds. Employees and officials will be held personally responsible for unauthorized costs and additional expenses incurred for personal preference or convenience.

1-2.04 Penalties

Violations of this policy can result in disciplinary action up to and including dismissal. GS 159-181 states that any county employee or official of a local government who submits a written claim for funds that he/she knows to be false is guilty of a misdemeanor.

1-3 Definitions

Agency: Any County agency, department, commission, board, or other organization operating from funds deposited with the County.

Authorizing Party: An individual authorized by this policy or by a department head to approve or disapprove requests for invoice payment, purchase orders, travel advances, travel reimbursements, etc.

Budget: The adopted plan for raising and spending money for specified programs, functions, activities or objects for the current fiscal year as adopted or amended by the County Commissioners.

Check: A negotiable instrument drawn against deposited funds, to pay a specified amount of money to the payee.

Check Cycle: The County processes checks on a weekly basis, dispersing the checks on Friday.

Check Request Form: See Payment Request form.

Common Carrier: Commercially scheduled airplane rail, bus, or taxi.

Commuting: Travel from home to work or from work to home.

Conference: Formal gathering to conduct business and exchange information for which registration fees may be paid.

County: Camden County

County Employee: Any employee, temporary or regular, who is paid through the County payroll system.

County Funds: Any funds deposited with the County, whether derived from appropriations or agency receipts.

Credit Card: See Procurement Card.

Department Head: Any person who oversees and is responsible for the entire operation of a department. The department head may delegate the duties in this policy to other responsible persons. See Authorizing Party.

Duty Station: The job location at which the employee spends the majority of his or her working hours or the point at which the majority of travel begins.

Employee: See County Employee.

Excess Expenses/Costs: Any expenditure/cost that exceeds the limitations set forth in this policy.

Expenditures: Money (Funds) spent (disbursed) in the payment of an obligation of the County.

Holidays: Days that Board of Commissioners designated as holidays with pay for employees and officers of the county working the basic work week.

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Incidentals: Fees and tips given to porters, baggage carriers, bellhops and hotel staff.

Meeting: Informal gathering to conduct business and exchange information for which registration fees may or may not be paid.

Non-County Employees: A person or persons whose compensation is paid from a general expenditure account rather than through a payroll system generated check.

Officials: People holding positions of appointment or election with the County, including members of boards, commissions and elected officials.

Other Expenses: Refers to a line item where expenses not otherwise categorized should be recorded.

Out of State Travel: Travel outside the boundaries of the State of North Carolina. Requires County Manager approval.

Personal Vehicle Mileage: The use of personal vehicle by an employee or official where a County vehicle is unavailable for use while in official travel.

Petty Cash: A small amount of cash kept by the department to be used to cover small everyday expenses.

Procurement Card: A credit card provided by the county used for purchase of goods and materials required by the County and authorized travel expenditures.

Prospective Employee: An individual who has applied for a position with the county.

Request for Payment Form: A form for requesting payment or reimbursement.

Submittal Deadlines: Requests for payment or reimbursement Due Date. Any request for payment or Reimbursements after this time and day will be paid the following check cycle.

Subsistence: Cost of lodging and meals while the official or employee is engaged in official travel.

Transportation Expenses: Includes personal automobile, taxi, bus, train, airplane, motor pool charges, auto rentals, tolls and parking fees.

Travel: All activities involving expenses for transportation, subsistence, and registration, which are authorized to be paid from County funds or which involve County vehicles for transportation for in/out of County travel.

Travel Period: The time spent away from the duty station on County business.

Vendor(s): A business or individual that provides a service or product.

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Section 2 Accounts Payable

2-1 General

The County operates using the principle of budget allocations to individual departments. Department heads are responsible for expenditures of this allocation. All County expenditures should conform to all applicable State and Federal laws and regulations as well as reflect prudent management practices.

All County expenditures must be reasonable and necessary for carrying out the programs and activities of the County.

2-2 Funding Source

No contract or agreement requiring the payment of moneys, nor any requisition or purchase order for supplies, materials, equipment or services may be made unless an appropriation appears in the budget. It is the responsibility of the department to verify that funds are available before submitting a purchase requisition. When a question arises about the proper form or documentation required by Accounts Payable, contact the Finance Office for assistance.

2-3 Normal Processing of Checks

The County prepares checks on a weekly basis. Invoices are due in the Finance Office no later than Tuesday at 12:00 Noon for weekly processing with the check available for distribution on the following Friday. The Finance Office encourages invoices be submitted regularly during the week instead of held until Tuesday.

Failure to submit the proper documentation (an invoice with PO # if applies), incorrect coding or insufficient paperwork will delay check issuance. If you email an invoice over, do not send an additional paper copy. Approval by a department head or their designee is required for any invoice payment.

2-4 Holiday Processing of Checks

When a holiday occurs, an email will be sent stating when invoices are due or if no checks will be written for that week. As the end of the fiscal year approaches, departments need to pay very close attention to account balances.

2-5 Normal Disbursement of Checks

Vendor checks are mailed each Friday. Vendors should be discouraged from calling the Finance Office to request early disbursements. Early disbursements will only be approved for emergency situations.

2-6 Lost or missing Vendor Checks

When a vendor has not received their check within a reasonable time frame, the funding department should call the Finance Office who will contact the bank to find out the status of the check. If the check is lost, a stop payment will be placed on the original check and a new check prepared during the next issuance of checks.

2-7 Travel Reimbursement

Local travel expenses will be reimbursed a maximum of once each month and should be submitted on a Travel Report accompanied by appropriate approvals and supporting documentation. Special consideration for reimbursement in the next check write will be given to employees incurring substantial out-of-pocket expenditures that create hardships.

Please see Section 7 the Camden County Travel Policy for a more detailed explanation.

The County should pay registration fees directly to the vendor. If there is an unforeseen deadline and with the

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approval of the Finance Officer or Deputy Finance Officer, the employee can pay the vendor directly and submit the canceled check, or credit card slip and appropriate documentation on the regular Travel Report. The Department should provide a procurement card for all out-county travel.

2-8 Petty Cash

A Petty Cash Fund is established in the Tax Department, with receipt or documentation and department head approval, funds up to $20 can be reimbursed.

2-9 To Submit an Invoice for Payment

Invoices submitted to the Finance Office for payment must be accompanied by either a completed Purchase Order, or Request for Payment Form, or imprinted with the Request for Payment Stamp (I hereby certify that the attached receipt for goods and services have been received and are in good order except otherwise stated). If a Purchase Order is attached, please place the invoice on top of the Purchase order so the invoice can be easily identified.

2-10 W9/1099 Information

When purchasing from a new vendor you should always require a completed W-9 to obtain the vendor's name, address and the taxpayer identification number. The vendor will be required to complete a W-9 form and return to you. Email this information to the Finance Office and a vendor number will be assigned. Vendors not returning a W-9 are subject to withholding on payments.

1099's are information returns similar to form W-2 that are sent to vendors annually and are required as follows:

- Payments totaling more than $600.00 annually
- Payments for: Rent, Non-Employee Compensation, Medical payments
- 1099s are not required for corporations, local governments, non-profits, etc.

2-11 Requisitions, Purchase Orders & Credit Card Purchasing

2.11.1 Requisitions

GS 159-28 states: "No obligation may be incurred in a program, function or activity accounted for in a fund included in the budget ordinance unless the budget ordinance includes an appropriation authorizing the obligation and an unencumbered balance remains in the appropriation sufficient to pay in the current fiscal year the sums obligated by the transaction." Also, "Disbursements - When a bill, invoice, or other claim against a local government or public authority is presented, the finance officer shall either approve or disapprove the necessary disbursement. A bill, invoice, or other claim may not be paid unless it has been approved by the finance officer or, under subsection(c) of this section, by the governing board."

Based on the above statute the procedures set up in Camden County require all purchases over $500.00 must first obtain a purchase order to ensure the above items are satisfied. By obtaining a purchase order and submitting a requisition for approval, the funds are encumbered for this purchase and it ensures the obligation will be met. Any purchase made over $500.00 without a purchase order is under no obligation of the County unless the Finance Officer or Governing Board approves.

The following are items to remember when entering a requisition on the System:

- Requisitions must be completed prior to purchase. Requisitions are converted to purchase orders weekly.
- Everything typed on the requisition follows through on the purchase order, invoice entry, check stub, and check register.

- Vendor numbers are required to be created prior to this process. If it is a new vendor, be sure get the Finance office a W9 in order for new vendors to be set up. Purchase Orders cannot be converted until the new vendor has been activated.

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The requisition must be released after it is finalized.

If a requisition is started and you decide not to use it, it needs to be deleted. If it isn't deleted it will show up on your inquiry in the requisition amount and those funds will not be available.

Ensure bidding laws for purchases of apparatus, supplies, materials and equipment are met.

Office supplies are purchased by each department but must be coordinated with the Finance office to obtain the best possible price.

Purchases in excess of the budgeted appropriation are not allowed. A pre-audit by the Finance Officer is required for all expenditures. Any employee or County official causing the payment or obligation of public funds before it has been appropriated will become personally liable for the expenditure and could lead to immediate dismissal.

2-11.2 Purchases

A purchase order is created from requisitions, numbered and printed in the Finance Office and returned to the Department Head. The total amount of the purchase order is encumbered to the object line of the department's budget. When the Department head receives the approved copy of the Purchase Order he/she may either make the purchase or forward a copy of the purchase order to the vendor. When the merchandise is received, please notify the Finance Office with an email, signed invoice or noting the date received and signing the Purchase order approving payment. If the invoice for the purchase goes to your department please forward to the Finance Office. Also, make sure your Purchase Order number is written on the invoice.

Invoices for purchases under $500: Sign the invoice if you received the merchandise and write the correct line-item code on the invoice or receipt. If reimbursement is required be sure to state on the invoice or receipt to whom the check should be written. If the receipt is less than 8.5x11 please tape it to a blank sheet of paper and state why the purchase was made. Department Head signature is required for payment.

2-11.3 Credit Card Purchases

Electronic Procurement (Credit) Cards (VISA, Lowes, etc.) and Gas Cards are issued on an as needed basis and coordinated by the Finance Office. The Board adopted Electronic Payments Resolution 2018-04-05 that authorizes paying for purchases using electronic form of payment. All purchasing procedures apply to credit cards. All employees must sign a use agreement outlining additional procedural requirements. (See Attached Form)

2-12 Policy on Unusual Purchases

Questions concerning purchases that do not fall under usual policies or for items not listed in the Chart of Accounts should be referred to the Finance Office for guidance unless covered by one of the following illustrations.

2-13 Floral Policy

Flowers may be purchased for the illness of a Commissioner, death of a Commissioner, death of a county employee, or death of the spouse or child of either will be paid or reimbursed by the County.

Flowers purchased for any other reason will not be paid and or reimbursed.

2-14 Luncheons/Gifts for County Employees

Camden County does not authorize the purchase of gift cards for any reason. Any exceptions to this policy must be approved by the County Manager. The procedure would include notification to the Finance Officer of the intent to purchase the gift card and County Manager approval should accompany the receipt when submitted to finance for payment of the invoice. Department Heads who wish to conduct reward programs for staff or other county

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offerings may request donations from vendors of gift cards for their business (with notification to the County Manager of this intent) but may not request monetary donations or cash gift cards without County Manager approval. Cash donations must follow the cash receipts policy.

2-15 Unclaimed Property & Escheat Procedures

In accordance with NC General Statute 116.B all checks written by Camden County and any unclaimed property will be properly escheated to the NC State Treasurer according to their policy and procedures.

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Section 3 Cash Receipts & Accounts Receivable

3-1 General

The Finance Office serves as a depository for cash receipts collected by other departments and also makes deposits for several County departments. The Cash Receipts and Accounts Receivable section is responsible for the crediting of receipts to proper revenue codes.

3-2 Deposits

State law requires that a deposit be made daily. Departments with collections can maintain compliance with applicable state law by making deposits or by bringing their deposit to the Finance Office, no later than noon, for inclusion with the Office's daily deposit.

The deposit from the Finance Office is made daily at 2 pm; any deposit received after that time will be deposited the next business day. Departments that make their own deposit should forward the validated deposit slip to the Finance Office as soon as possible for credit to the appropriate revenue line item.

See below department instructions:

EACH DEPARTMENT IS RESPONSIBLE FOR SEPARATION OF DUTIES BETWEEN THOSE WHO DEPOSIT & POST PAYMENTS AND THE PERSON RESPONSIBLE TO OPEN MAIL.

Finance Office:
Revenues received from other departments (Parks & Recreation, Senior Center, Planning, Inspections, Elections and Extension) are received and deposited daily. Mail is received and opened by Human Resources or the Finance Officer, checks are stamped "For Deposit Only" and deposit is made at end of day.

Register of Deeds:
As cash or checks are collected a duplicate cash register receipt is generated. Customer gets one and one is kept on file. Checks are stamped with "For Deposit Only" at time of receipt. The transaction, date, etc. is printed on the receipt. Collections are also recorded in a receipt log as well. When receipts amount to $250 a deposit is made and the duplicate deposit slip is turned into the Finance Office. A report is turned in to the Finance Office at the end of the month with a breakdown of the revenues. There is a $100 change fund.

Sheriff:
Duplicate deposit slips are turned into the Finance Office daily. Checks are marked "For Deposit Only" as received.

Senior Center:
When fees are received they are turned into the Finance Office daily. If cash is paid, a receipt is hand written, if by check, the check is their receipt.

Parks and Recreation:
Monies are received when they do a registration for participation. Receipts are hand written and the funds are turned into the Finance Office by the end of the day.

Social Services:
Duplicate deposit slips are turned into the Finance Office daily. Checks are marked "For Deposit Only" as received.

Extension:
When funds are received they are receipted by that department and turned into the Finance Office by the end of the day.

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Library:
As fees are collected they are receipted and turned into the Finance Office weekly or by the end of the day if the amount collected exceeds $250. There is a $50 change fund.

Planning and Inspections:
As fees are collected they are receipted and turned into the Finance Office by the end of the day.

Dismal Swamp Visitors Center Gift Shop:
Revenues are receipted by cash register receipt, checks marked “For Deposit Only” and deposits are made in accordance with the “Cash” Receipts Policy. Duplicate deposit receipts are turned into the Finance Office along with a breakdown report of sales and sales tax collected at the end of the month. There is an $80 change fund.

Elections:
When fees are collected, a receipt is written to the customer, and the funds are turned into the Finance Office by the end of the day.

***Tax Department*:**
Duplicate deposit slips are turned into the Finance Office daily. There is a $300 petty cash fund which is reimbursed as needed. Checks are marked “For Deposit Only” as received.

South Camden Water & Sewer District:
Duplicate deposit slips are turned into the Finance Office daily. Checks are marked “For Deposit Only” as received.

3-3 Safeguarding of Assets

Every department should properly secure cash, checks and other funds until the daily deposit is made.

3-4 Endorsement

Checks to be deposited should be endorsed immediately with the bank deposit stamp to ensure safekeeping.

3-5 Returned Checks

All returned checks are sent to the Finance Office.

Collection is the responsibility of the department, which accepted the check. Each department should make a concentrated collection effort so that returned checks can be cleared from the system.

All returned checks should be charged a $35.00 return check fee.

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Section 4 Budget

4-1 General

The Local Government Budget and Fiscal control Act requires that the Counties' budget be balanced and funds be budgeted prior to expenditure. It is necessary for department heads to plan departmental programs and control the accounts in a manner that ensures current budgets represent at all times their financial plans for the various programs.

The County's fiscal year is July 1 to June 30.

4-2 Annual Budget Adoption Process

Distribution of budget binders to department heads in March begins the annual budget process. Budget requests are due back in the Finance Office per the budget calendar. The budget team will meet with each department head per the budget calendar to review and refine budget requests.

A recommended budget is presented to the Board of Commissioners in May with adoption typically the first Monday in June. If a budget is not adopted by the beginning of the new fiscal year, an interim budget is enacted until a final permanent budget can be passed. Specific due dates during the budget process will be included in the budget binder each year.

4-3 Departmental Requests

During the budget process, departments are provided with a projected salary cost worksheet to help calculate salaries and fringe benefits. The worksheet is a guide. Errors or changes are indicated on the worksheet, which are used to update salary line items.

Additional information is required for any request for new personnel or capital item expenditures. Requests for capital outlay should specifically identify items to be purchased. Budgets submitted without justification for these items will be returned. Requests for additional personnel must have a narrative that explains the positions requested and justification for the need.

Department heads need to use the chart of accounts (Found in the budget binder or on a YTD Budget Report), which lists object codes to help properly classify expenditures for the coming year. It is important to determine the proper classification because expenditures will not be charged to incorrect object codes at time of payment because of improper budgeting.

Capital Expenditures in excess of $300,000 are included in the Five-Year Capital Improvement Plan (CIP). Expenditures between $50,000 and $300,000 can be included at the discretion of the Budget Officer.

4-4 Payroll Budget Monitoring and Adjustments

Department heads are responsible for salary amounts included in their budgets. Department heads need to keep track of the payroll line item throughout the year to ensure that the accounts do not come up short at year-end. Changes in personnel, overtime pay, etc. can alter salary amounts to the point where actual expenditures exceed budget allowances.

4-5 Budget Change Request

During the fiscal year changes may be made to your budget with additional funds received or emergency purchases that deplete a line item. When a department needs to make a budget amendment/transfer, a Budget Request Form needs to be completed and sent to the Finance Officer for review.

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The Finance Officer has the authority to make transfer funds between expense lines. Enter the budget transfer into the Finance software. Upon receipt of a Budget Request Form, the Finance Officer will do one of the following:

Approve the request, send an email back to the department approving request.

Review the request, sign as being reviewed, and send it back to the department with the following action indicated:

1. The Finance Officer will submit the request to the Clerk to the Board to be placed on the next Agenda.

Deny the request because it is inappropriate. It will be sent back to the department to either be corrected or dropped.

The Finance Officer must review all budget changes submitted to the Board. All budget changes requiring board action must be submitted to the Finance Officer as soon as possible, but no later than one day prior to the agenda calendar as received from the Clerk to the Board to ensure sufficient time to review and modify if necessary.

The Board of Commissioners, by Law, must approve all amendments that increase or decrease the budget. The Board also must approve certain changes to the capital outlay purchases.

4-6 To Complete the Budget Change Request Form

Department: The department making the request.
Date: The date the request is being made.

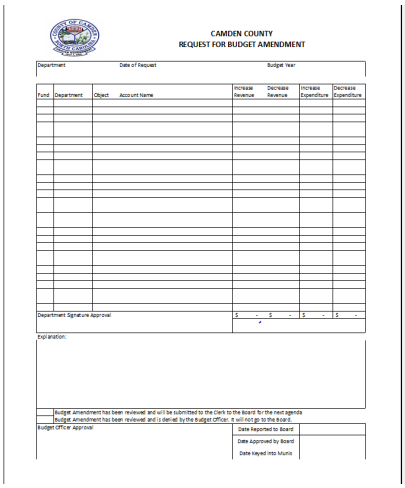
Object: Object Code from your Departmental budget

Account Name: the name of the account within your budget

Increase/Decrease: The amount of the request being made. The budget has to remain balanced meaning revenues must equal expenditures. Therefore, you can increase revenue, decrease revenue, increase expenditure, or decrease expenditure, but the budget must remain balanced.

Explanation: The department needs to give a detailed explanation in this area to justify the requested transfer/amendment. This area must be filled in with a justification for the request to be considered.

Department Head Approval: The department head must sign the Budget Change Request form to be processed.



CAMDEN COUNTY
REQUEST FOR BUDGET AMENDMENT

Department	Date of Request	Budget Year

Fund	Department	Object	Account Name	Increase Revenue	Decrease Revenue	Increase Expenditure	Decrease Expenditure

Section 5 Capital Assets

5-1 Control

Capital asset acquisitions, transfers and dispositions must have proper control procedures in order to provide internal control of capital equipment and to assist in financial reporting. A capitalized fixed asset is tangible property (i.e. land, building, equipment) with a cost of $2,500 or greater and a useful life of more than one year.

The Board of Commissioners must approve all capital outlay purchases in the annual budget. The department must provide a detail list of all capital outlay items requested in the budget during the budget process. After budget approval, the list of purchases is detailed on the Fixed Asset List.

This form is returned to departments at the completion of the budget process. A copy is filed with the Finance Office for cross-reference against all capital outlay requisitions. Only items appearing on the Finance copy of the Capital Requests list will be approved for acquisition. Changes in the capital outlay account during the year may need approval by the Board at the monthly meeting and added to that department's Capital Request List. Consult with the County Manager and Finance Officer to determine if board action is required.

Refer to Section 4.3 of this manual for detailed guidance regarding amendments to Capital Outlay Budgets subsequent to budget adoption.

5-2 Records

For asset acquisitions over $2,500, The Finance office will provide the department with an asset number tag to be placed on the property in an easily identifiable place. The Finance office maintains a detailed listing of each capital asset item.

On an annual basis, the Finance office will provide each department a report listing all assets assigned to respective departments detailing any acquisitions, disposals and transfers during the year. Discrepancies in the report should be noted and the department should contact the Finance office to correct the discrepancies. The department should retain this report for future reference.

Each department will be responsible for locating assets, recorded as assigned to that department by using the attached number tag whenever requested by Finance or the County external auditors.

5-2.1 Controlled Fixed Asset Policy

Controlled Fixed Assets are assets costing less than $2,499.99, have a useful life of one year or more and have a heightened risk of theft due to being easily transportable, readily marketable or easily diverted to personal use. Assets costing below $2,500.00 are expensed; they are not capitalized nor depreciated for financial reporting purposes. Assets costing from $500 to $2,499.99 are recorded for control purposes only. In addition, certain other listed assets costing less than $500, such as weapons, computer equipment, electronic equipment, audio/visual systems, power tools and lawn maintenance equipment are recorded for control purposes only. These assets are classified as controlled assets and are required to be listed with a Camden County tag on the asset management spreadsheet provided by the Finance Office.

Disposition of Controlled Fixed Assets must follow Finance Policy and Procedures Section 5-3-Disposition of Assets.

Department Heads are responsible for the accountability, control and safekeeping of controlled fixed assets and are responsible to maintain the asset management spreadsheet at all times. Department Heads may delegate duties to individuals within the department that manage purchasing or invoice processing for the department; however, ultimate responsibility resides with the Department Head. Finance must be notified of and approve of any delegation of duties. Failure to maintain accountability, control and safekeeping of controlled assets may result in disciplinary action up to and including dismissal from employment with Camden County.

Attachment: FinancePoliciesProcedures FINAL Updated 033031 Bowman approved (2969 : Finance Policies & Procedures - Ken Bowman)

Randomly, and at least once a year, the Finance office will select from each department a sample of controlled assets from the asset management spreadsheet to visually inspect. Finance will perform this test more often if deemed necessary to ensure that procedures are being performed accurately and to verify the reliability and completeness of the controlled fixed asset list. In addition, Finance will randomly select items that are deemed controlled assets from the invoice payment process to ensure item(s) are accurately and timely entered into the asset management system.

Finance will address any discrepancies or deficiencies in the process with the Department Head and will submit to the County Manager a complete report of the test performed. Finance will highlight in the report any discrepancies or deficiencies found and corrective actions being taken to improve the departmental process.

5-3 Disposition

5-3.1 Surplus Property

Fixed assets become surplus property when the County no longer needs them. Property can be reclassified to surplus by notifying the Finance office in writing of the change in usage. Finance should be notified by completing the surplus disposition form prior to obtain Board approval prior to disposing or transferring the asset. Before submitting for board approval, a memo must be circulated of the surplus property to see if someone in another department needs. Finance will be responsible for recording all disposals / transfers in the fixed asset system.

5-3.2 Lost/Stolen Property

Any asset that is missing or has been stolen should be reported in writing to the Department Head and the Finance Office as soon as possible. The description, serial number, fixed asset number and other information about the lost item should be included in the report. Finance will determine the proper cause of action and will notify the County insurance carrier and any outside authorities as deemed appropriate. Unrecovered assets will be removed from the asset records.

5-3.3 Interdepartmental Transfers

Interdepartmental transfers of assets must be reported to the Finance office in writing giving as much detail as possible about the asset.

5-3.4 Transfers to Enterprise

Transfers to and from the Enterprises Funds are recorded as sales.

Attachment: FinancePoliciesProcedures FINAL Updated 033031 Bowman approved (2969 : Finance Policies & Procedures - Ken Bowman)

Section 6 Payroll

6-1 General

The Finance Office is responsible for the processing of all payrolls and for rendering timely and accurate payroll payments to all employees. The Finance Office is also responsible for the preparation of necessary reports and remittance of withheld deductions to governmental agencies and private companies as well as maintenance of all records required by state and federal agencies and the County.

6-2 Pay Day

Paydays are bi-weekly (every other Friday) – twenty-six pay periods a year. Department supervisors distribute direct deposit slips.

6-3 Pay Period

The County accrues payroll on a bi-weekly basis with disbursement the following Friday (i.e. an employee will work two consecutive 40-hour weeks and will be paid for the total 80 hours on the Friday following the end of the pay period). Weekly pay periods are recorded from Tuesday 12:00 am through Monday at 12:00 midnight.

6-4 Overtime

Periodically, overtime may be required of employees and is a condition of employment by the County. Supervisors / Department Heads, with permission from the County Manager, are responsible for authorizing any overtime and notifying employees as far in advance as possible.

6-5 Time Reporting

All employees will be responsible for preparing and signing a Time Sheet for each pay period. The time sheet is formatted for a bi-weekly basis and should be used to record hours worked, paid time off, and holidays. (Exception: Law enforcement timesheets are on a monthly sheet). Time sheets are to be completed at the end of each pay period, approved, and retained by each employee's supervisor after submission to the Human Resources Department for the preparation of payroll.

Prior to taking time off, employees are responsible for completing and submitting their time sheet to their supervisor. If an employee is absent on a time sheet due date (i.e. illness, injury, etc.), the employee's supervisor should complete and submit a time sheet. Once the employee has returned to work, the Payroll section should be notified of corrections.

6-6 Direct Deposits

Concurrent with the completion of all necessary payroll tax withholding forms, new County employees must sign-up with Human Resources for direct deposit of paychecks. The County's direct deposit is honored by all local savings and banking institutions. A minimum of two pay periods is required for the direct deposit election to become effective. During the interim period, employees will receive a paycheck on Friday.

Any change in the employee's banking status (i.e. change of account number or bank) should be reported to Human Resources immediately to ensure accurate and timely processing of payroll deposits.

6-7 Payroll Deductions

The County is required by law to deduct applicable federal and state withholdings and Social Security payroll taxes, employee retirement contributions, and wage garnishments. All permanent employees of the County must join the North Carolina Local Government Employees' Retirement System.

Attachment: FinancePoliciesProcedures FINAL Updated 033031 Bowman approved (2969 : Finance Policies & Procedures - Ken Bowman)

Employee contributions to this plan are six percent of gross salary. The county's matching contribution is determined annually by actuarial valuation. Voluntary deductions may include group health insurance premiums, credit union savings, United Way pledges, or contributions to a 401(K) plan.

6-8 Pay Adjustments

It is the responsibility of the employee to review their paycheck/paystub and to immediately report any discrepancies. If an employee notices an error in their paycheck, they should review the matter with their supervisor. Changes in an employee's federal or state payroll tax withholding should be done by filing a new W-4 form with Human Resources.

6-9 Gifts, Prizes, and Awards

IRS regulations explain, except for limited exclusions, prizes or awards given to employees are a taxable benefit. Cash or cash equivalent awards (such as gift cards and gift certificates) are always a taxable benefit. The value of the award or prize given is taxable to an employee as wages, included on Form W-2, and subject to federal and state income tax withholding, social security, and Medicare.

Any gift cards or prizes (i.e. sporting event tickets) awarded or given to an employee are to be reported to payroll so the appropriate taxes can be withheld. This includes gift cards given out for the wellness activities or given to employee(s) by individual departments (i.e. for employee of the month). This rule does not include award and prizes such as water bottles, umbrellas, etc. that have been pre-printed for specific programs or activities.

6-10 Garnishments

By law, the county is required to honor legal garnishments of employee's wages. The employee will be notified of any garnishment received by the County.

6-11 Lost Paychecks

Employees should report any lost or missing payroll check to Human Resources immediately so that a stop payment order may be initiated.

6-12 Final Paychecks

The final paycheck for a resigning/terminated employee will be made available on the regularly scheduled payday for the time accrued. Accrued vacation that is due to the employee in accordance with all personnel policies will be included in the final paycheck.

6-13 Payroll Reports

Payroll Leave Report includes the employee name, date hired, leave classification, current hours, type of leave (vacation or sick), beginning balance for leave, leave accrued and taken for the pay period, ending balance and leave taken year-to-date. Supervisors or department heads should review the printouts sent from Human Resources and report any discrepancies to the Human Resources Department.

6-14 Verification of Employment

Requests for employment verification should be directed in writing to the Human Resources Department. The Human Resources Department will only confirm current income, salary history and date of employment. The Human Resources Department will not respond to any question that requires a subjective answer.

Attachment: FinancePoliciesProcedures FINAL Updated 033031 Bowman approved (2969 : Finance Policies & Procedures - Ken Bowman)

Section 7 Additional Policies

These are additional policies that employees and officials are expected to follow. Please click the link to navigate to the respective policy.

7-1 Resolution of the Camden County Board of Commissioners Regarding Setting Financial Policies

7-2 Resolution to Establish Petty Cash Funds

7-3 Camden County Travel Policy

7-4 Credit Card Purchasing Agreement

Attachment: FinancePoliciesProcedures FINAL Updated 033031 Bowman approved (2969 : Finance Policies & Procedures - Ken Bowman)

Resolution No. 2007-05-04

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

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

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

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

Debt-

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

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

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

Fees & User Charges -

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

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

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

Fund Balance -

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

Attachment: Financial Policies Resolution 2007-05-04 (2969 : Finance Policies & Procedures - Ken Bowman)

Government Commission.

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

Competitive Employment -

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

Tax Rate -

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

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

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

Adopted this _4th_day of June, 2007.

Jeffrey Jennings, Chairman

Attest:

Ava Gurganus, Clerk to the Board

Attachment: Financial Policies Resolution 2007-05-04 (2969 : Finance Policies & Procedures - Ken Bowman)

BOARD OF COMMISSIONERS

CLAYTON D. RIGGS
Chairman

TOM WHITE
Vice Chairman

GARRY W. MEIGGS
RANDY KRAINIAK
ROSS MUNRO

Camden County
NEW ENERGY. NEW VISION.

MICHAEL BRILLHART
County Manager

AMY BARNETT
Asst Clerk to the Board

JOHN S. MORRISON
County Attorney

Resolution Number 2017-04-03

A RESOLUTION TO ESTABLISH PETTY CASH FUNDS

THAT WHEREAS, with the most recent amendment to NCGS 159-28, the legislature authorized the use of cash as an appropriate means of satisfying the County's obligations, only if the Board adopts a resolution authorizing this use.

WHEREAS, finance department has agreed that this improvement would be beneficial to the County for use when purchasing small dollar amounts; and

WHEREAS, those procedures are to be set up for expenditures of twenty dollars ($20) or less (including sales tax);

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners, Camden County, North Carolina in session assembled this 3rd day of April, 2017 as follows:

- Petty cash must only be used when the expenditure is clearly for a public purpose and the funds must have been appropriated.
- Those expenditures where an employee spends $20 or less can be reimbursed for those funds by the use of petty cash which is located in the Tax Department as part of the change fund.
- Petty cash expenditures cannot be used for purchases that exceed the $20 limit without the prior approval of the Finance Officer.

This resolution shall be effective April 3, 2017.

Passed and adopted this 3rd day of April, 2017.

COUNTY OF CAMDEN
NORTH CAROLINA

Clayton D Riggs

Clayton D. Riggs, Chairman
Camden County Board of Commissioners

ATTEST:

(SEAL)

Amy W. Barnett

Amy D. Barnett
Assistant Clerk to the Board

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

Attachment: Petty Cash Resolution 5-1-2017 (2969 : Finance Policies & Procedures - Ken Bowman)

CAMDEN COUNTY
NORTH CAROLINA • USA
Boundless Opportunities.

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.

In State		Out-of-State	
Breakfast	$8.00	Breakfast	$15.00
Lunch	$15.00	Lunch	$17.00
Dinner	$20.00	Dinner	$23.00
	$43.00		$55.00

Approved by BOC on September 9, 2019

Attachment: Travel Policy approved 09-2019 (2969 : Finance Policies & Procedures - Ken Bowman)

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

Attachment: Travel Policy approved 09-2019 (2969 : Finance Policies & Procedures - Ken Bowman)

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

Attachment: Travel Policy approved 09-2019 (2969 : Finance Policies & Procedures - Ken Bowman)

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.

Attachment: Travel Policy approved 09-2019 (2969 : Finance Policies & Procedures - Ken Bowman)

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

Attachment: Travel Policy approved 09-2019 (2969 : Finance Policies & Procedures - Ken Bowman)

CAMDEN COUNTY PURCHASING CARD
NEW CARDHOLDER ENROLLMENT FORM

(Card holder Applicant Complete Sections I and IV, Department Manager Complete Sections II and III)

I. EMPLOYEE/CARDHOLDER INFORMATION:

Name: _____ Department: _____

II. BANK OF AMERICA CARD LIMITS (IF APPLICABLE): PLEASE CHOOSE ONE LEVEL:

		MONTHLY
Level 1	_____	$1,000
Level 2	_____	$2,000
Level 3	_____	$3,000

III. APPROVAL:

Department Head: _____

IV. CARDHOLDER'S AGREEMENT

- I understand that I am being entrusted with access to the County's Purchasing Card Program to make financial commitments on behalf of the County and will restrict my purchases to approved County activities.
- I understand that the PO threshold is $200 and if a respective purchase requires a PO, then I am to obtain & prepare a PO requisition prior to making a purchase or placing an order.
- **I understand that it is my responsibility to ensure that funds remain available in the annual budget for any purchase I make with my county issued credit card (Bank of America VISA, Lowes Card, etc.) Initial _____**(Department Heads are responsible for ensuring sufficient funds remain for Gas Card Expenditures)
- **I understand that under no circumstances will I use the County's Purchasing Card Program to make personal purchases for myself or for others. Any such purchases made with my card will be considered to be made by me and my responsibility. Initial _____**
- I will not permit another person to use the County Purchasing Card issued to me. Any such purchases made with my card will be considered to be made by me and my responsibility.
- I will be responsible for the safekeeping of the Purchasing Card issued to me and, if lost or stolen, I will report its loss immediately to Bank of America 800-673-1044 for VISA cards, my Supervisor, **and** Finance.
- I understand that my personal credit will not be affected by any use of the County Purchasing Card.
- I will follow the established procedures for using the County's Purchasing Card Program. Failure to do so may either result in revocation of my use privileges or other disciplinary actions by Camden County.
- I agree that, if I have been issued a purchasing card in connection with the County's Purchasing Card Program, I will return the purchasing card to the County upon termination of my Purchasing Card privileges.
- I agree that should I violate the terms of the Agreement and use the County's Purchasing Card Program for personal use or gain that I will reimburse the County for all incurred charges and any fees (including attorney's fees and expenses) related to the collection of these charges.
- The use of the County Purchasing Card to procure goods and services for other than the official use of the County is fraudulent use. An employee guilty of fraudulent use will be dismissed for detrimental personal conduct and will be subject to legal action.

I have read, understand and agree to the conditions above:

Sign: _____

Date: _____

V. CARD RECEIPT DOCUMENTATION:

Card Account Number: _____

Date Issued to Cardholder: _____

Cardholder's Signature: _____

Attachment: CAMDEN COUNTY PURCHASING CARD AGREEMENT.docx (2969 : Finance Policies & Procedures - Ken Bowman)

CAMDEN COUNTY
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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 7.A
Meeting Date: April 05, 2021

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

Item Title **Planning Board**

Attachments: Dave Parks_Planning (PDF)

Summary:
A seat from the Courthouse Township on the Planning Board was recently vacated by the resignation of Cathleen Saunders. It is the recommendation of staff that Dave Parks be appointed to fulfill Ms. Saunders' term, set to expire June 2023.
Recommendation:
Approval.

RECEIVED JUL 27 2020

CAMDEN COUNTY

Application for Citizen Service

If you are a citizen of Camden County and would like to serve on one of the County's boards or commissions, please complete this application and return it to the County Manager's Office in person at 330 East HWY 158, or by mail to: P.O. Box 190, Camden, North Carolina 27921 or e-mail info@camdencountync.gov.

David Parks
Name

384 Country Club Rd
Mailing Address:

Courthouse
Township:

Home Telephone

(252) 312-7195
Cell Phone

ctacparks@hotmail.com
Email address:

Are you a registered voter? ☒ Yes ☐ No

Have you ever been convicted of a felony? ☐ Yes ☒ No

Please identify any talent, interest, skill, experience or educational preparation which might be helpful to a board or commission:
18 years as the County's Permit officer & Flood Plain Administrator.

Boards upon which you are interested in serving: Planning Board

If you are serving in Camden County and an emergency arises, whom should we contact:

Carry Parks
Name

Wife
Relationship

Telephone (home)

(252) 562-5911
Mobile

Your signature verifies that all information in this volunteer application is true to the best of your ability and you permit Camden County to follow up on any information given.

Signature: [signature] Date: 7/24/2020

This application is a notification of your interest to serve in Camden County.
Thank you for your interest in volunteering in Camden County Government.

Attachment: Dave Parks_Planning (2941 : Planning Board)

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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 7.B
Meeting Date: April 05, 2021

Submitted By: Tim White, Parks & Recreation Director
Senior Center
Prepared by: Karen Davis

Item Title **Senior Advisory Board**

Attachments:

Summary:
It is the request of staff that Dorothy Drake, Patricia Delano and Edith Jennings be reappointed to the Senior Advisory Board.
Recommendation:
Approval.

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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 7.C
Meeting Date: April 05, 2021

Submitted By: Tim White, Parks & Recreation Director
Parks & Recreation
Prepared by: Karen Davis

Item Title **Parks & Recreation Advisory Board**

Attachments:

Summary:
It is the request of staff that Alex Leary be reappointed to the Parks & Recreation Advisory Board for an additional term.
Recommendation:
Approval.

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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 7.D
Meeting Date: April 05, 2021

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

Item Title **Senior Tar Heel Legislature**

Attachments:

Summary:
Based on the nomination from Senior Center Coordinator Laura Jolley, it is the request of the Area Agency on Aging that Lynne McLain be appointed as the Senior Tarheel Legislative delegate for Camden County.
Recommendation:
Approval.

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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.A
Meeting Date: April 05, 2021

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

Item Title **BOC Meeting Minutes - March 1, 2021**

Attachments: bocminutes_030121 (DOCX)

Camden County Board of Commissioners
March 1, 2021
6:00 PM – Closed Session
7:00 PM – Regular Meeting
Historic Courtroom - Camden, North Carolina

MINUTES

A Regular Meeting of the Camden County Board of Commissioners was held on March 1, 2021 in the Historic Courtroom, Camden, North Carolina.

CALL TO ORDER
The meeting was called to order by Chairman Tom White at 6:00 PM. Also Present: Vice Chairman Ross Munro, Commissioners Clayton Riggs, Randy Krainiak, Tiffney White; County Manager Ken Bowman, and Clerk to the Board Karen Davis.

CLOSED SESSION

Motion to go into Closed Session for the purpose of a Safety Briefing pursuant to NCGS 143-318.11(a)(9).

RESULT:	**PASSED [5-0]**
MOVER:	Randy Krainiak
AYES:	Tom White, Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White

Motion to come out of Closed Session.

RESULT:	**PASSED [5-0]**
MOVER:	Clayton Riggs
AYES:	Tom White, Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White

The Board came out of Closed Session at 6:22 PM and Chairman Tom White recessed the meeting until 7:00 PM.

At 7:00 PM Chairman Tom White reconvened the meeting of the Board of Commissioners and welcomed those in attendance.

INVOCATION & PLEDGE OF ALLEGIANCE
Pastor Kevin Buzzard gave the invocation and the Board led in the Pledge of Allegiance.

ITEM 1. PUBLIC COMMENTS
Mary Lou Jones of Kill Devil Hills, NC addressed the Board and spoke in opposition to the $75 Solid Waste Fee. Mrs. Jones is a property owner in Camden. In November of 2020 Mrs. Jones spoke with the County Manager in regard to the fee. It was her understanding that she would hear back from the County Manager for more information but did not. Mrs. Jones suggested the fee be placed on the water bill and requested that the Board refund the $75 that she paid as part of her tax bill.

ITEM 2. CONFLICT OF INTEREST DISCLOSURE STATEMENT
Clerk to the Board Karen Davis read the Conflict of Interest Disclosure Statement.

ITEM 3. CONSIDERATION OF THE AGENDA
The agenda was amended to add the Construction and Acquisition Agreement between Camden County and the Board of Education to New Business as Item 6.C. and to add Resolution 2021-03-01 to the Consent Agenda as Item 8.K.

Motion to approve the agenda as amended.

Attachment: bocminutes_030121 (2940 : BOC Meeting Minutes - March 1, 2021)

RESULT:	**PASSED [5-0]**
MOVER:	Ross Munro
AYES:	Tom White, Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White

ITEM 4. PRESENTATIONS

A. Special Recognition - Retiring Planning Director Dan Porter was recognized by County Manager Ken Bowman and the Board of Commissioners for 17 years of service to Camden County.

B. FY 2019-2020 Audit Presentation – Greg Adams with Thompson, Price, Scott & Adams presented the FY 2019-2020 audit, which is available for public inspection at the Camden County Finance Office.

C. Albemarle Commission – Executive Director Michael Ervin and Special Projects Administrator Sharon Smith introduced themselves to the Board. They reminded the Board of services that are provided through Albemarle Commission and made themselves available to assist the County in any way possible.

D. Fire Department Drone Program – South Mills Volunteer Fire Department Chief Tommy Banks addressed the Board in regard to the Fire Department Drone Program. It is his request that the County allow the Fire Department to submit an application to operate a drone program.

It was decided by consensus to gather additional information and place the Drone Program on the April 5, 2021 meeting agenda for consideration by the Board.

South Camden Water & Sewer District Board of Directors

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

Public Comments – None

Consideration of the Agenda

Motion to approve the agenda as presented.

RESULT:	**PASSED [5-0]**
MOVER:	Clayton Riggs
AYES:	Tom White, Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White

New Business

A. Monthly Report – David Credle

South Camden Water & Sewer Board

Monthly Work Order Statistics Report

Period: January 2021

	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water/Distribution	101	101	100%	0
Sewer/Collection	1	1	100%	0

Locates:

Water Line: 85

Sewer Line: 2

Water & Sewer, same ticket: 20

Hydrant flow test: 0

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

Water treated at the water treatment plant in January: 14,226,700 gallons

Daily average water usage for January: 458,923 gallons.

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

Attachment: bocminutes_030121 (2940 : BOC Meeting Minutes - March 1, 2021)

	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
2020									
Jan	111	100%	0%	110	1	47	8	9	0
Feb	48	100%	0%	47	1	92	6	0	0
March	41	100%	0%	39	2	51	18	4	0
April	51	100%	0%	49	2	89	8	17	0
May	48	100%	0%	46	2	88	15	2	0 flow/15 (painted)
June	71	100%	0%	69	2	55	7	1	0 flow/21(painted)
July	86	100%	0%	82	4	69	6	2	0
August	72	100%	0%	71	1	64	8	1	0 flow/4(painted)
Sept	86	100%	0%	84	2	90	15	0	0 flow/5(painted)
Oct	99	100%	0%	99	0	65	4	3	0 flow/41 painted
Nov	53	100%	0%	53	0	51	2	1	0
Dec	59	100%	0%	57	2	77	6	3	0
2021									
Jan	102	100%	0%	101	1	85	2	20	0

January 2021	14,226,700	.458,926

January 2020	14,072,980	.453,967
February 2020	13,742,380	.473,875
March 2020	14,495,850	.467,608
April 2020	14,312,590	.477,086
May 2020	15,459,300	.498,687
June 2020	15,584,070	.519,469
July 2020	17,730,910	.571,965
August 2020	15,381,597	.496,181
September 2020	15,450,620	.515,021
October 2020	15,042,687	.485,248
November 2020	14,064,180	.468,806
December 2020	14,015,770	.452,122

Motion to approve the monthly report as presented.

RESULT:	**PASSED [5-0]**
MOVER:	Randy Krainiak
AYES:	Tom White, Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White

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

RESULT:	**PASSED [5-0]**
MOVER:	Randy Krainiak
AYES:	Tom White, Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White

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

ITEM 5. PUBLIC HEARINGS

A. Zoning Text Amendments to Comply with NCGS 160D

Motion to open the public hearing for Ordinance 2021-02-01 Zoning Text Amendments to comply with changes to NCGS 160D.

Attachment: bocminutes_030121 (2940 : BOC Meeting Minutes - March 1, 2021)

RESULT:	**PASSED [5-0]**
MOVER:	Clayton Riggs
AYES:	Tom White, Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White

Planning Director Dan Porter presented Ordinance 2021-02-01 which outlines the changes necessary to comply with a new state law embodied in General Statute 160D.

Chapter 160D is a new chapter in the General Statutes that consolidates the land use regulations found in GS 153A (for counties) and Chapter 160A (for municipalities), reorganizes the regulations, and incorporates into law the many court decisions handed down over the years since the initial laws were written. The deadline for cities and counties to make the necessary changes to comply with the new law is July 1, 2021.

The new chapter is the result of over 4 years of drafting and submitting to the legislature by the NC Bar Association, NC Homebuilders Association, UNC School of Government, the NC Chapter of the America Planning Association, and reviewed by planners and lawyers from around the state.

Staff has arranged the text changes in two groups. The first group simply replaces UDO general statute citation references to Chapters 153A and 160A to the correct Chapter 160D sections. The second group is substantive text changes that either replace old language, or adds new language/requirements which generally codify decisions of the court system.

The Planning Board voted unanimously to recommend approval.

Ordinance No. 2020-xx-xx

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 151 of the Camden County Code of Ordinances of Camden County, North Carolina, which was originally adopted by the County Commissioners on January 1, 1998, and subsequently revised February 4, 2019 and subsequently amended, and as otherwise incorporated into the Camden County Code.

Article II. Construction

A. For the purposes of this Ordinance the Table in Article III relates strictly to changes in the General Statute citations from either 160A or 153A to the new General Statute 160D which combines the previous statutes. The table shows the page that the citation occurs, the citation deleted and the citation added.
B. For purposes of this Ordinance, Article IV relates to substantive changes required by the new General Statute 160D in which underlined words (underline) shall be considered as additions to existing Ordinance language and strikethrough words (~~strikethrough~~) shall be considered deletions to existing language. New language of proposed ordinance shall be shown in italics (*italics*) and underlined.

Article III. Amend Chapter 151 as amended of the Camden County Code as follows:

Page	From (Deletion)	To (addition)
1-4	~~Chapter 153A, Article 18 (Planning and Regulation of Development~~	Chapter 160 D (Local Planning and Development Regulation);
	~~160D~~	160D
	~~153A~~	160D
1-5	~~153A-340~~	160D-903
1-6	~~160A and 153A -340~~	160D605
	~~160A-383~~	160D-701
1-12	~~153A-344~~	160D-108
2-9	~~Section 153A-323, as well as Sections 160A-364, 160A-384, and 160A-388~~	160D-601,602
2-20	~~160A-393~~	160D-1402

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2-21	~~153A-357~~	160D-1110
2-22	~~153A-374 or 160A-434~~	160D1114
2-24	~~153A-374 or 160A-434~~	160D1114
2-25	~~153A-349.1 through 153A-349.13 and 160A-400~~	160D-Article 10
2-26	~~153A-349 through 349.13~~	160D – Article 10
	~~153A-344.1(e~~	160D-1007
2-29	~~153A-395~~	160D-802
	~~153A-335~~	160D-802
2-53	~~160A-393~~	160D-1403
2-56	~~160A-393~~	160D-1402
2-66	~~160A-393~~	160D-1402
2-67	~~153A-344 or 160A-385~~	160D-108
4-39	~~160A-400.51~~	160D-935
4-40	~~160A-400.51~~	160D Article 9 Part 3
6-8	~~153A-331~~	160D-804
	~~153A-331~~	160D-804
6-9	~~153A-331~~	160D-804
	~~160A-422 & 153A-362~~	160D-403
	~~160A-175 &153A374~~	160D-106
10-23 Bona Fide farm	~~153A-340~~	160D-903
10-24	~~160A-400.5~~	160D Article 9 part 3
10-25	~~160A-400.5~~	160D Article 9 part 3
	~~153A~~	160D
10-27	~~160A-400.51~~	160D Article 9 part 3
10-28	~~153A-344.1 & 160A-358.1~~	160D-1110
	~~153A-344.1 & 160A-358.~~	160D-1110
10-34	~~160A~~	160D
10-39	~~160A-385~~	160D-108
	~~160A-400.51~~	160D Article 9 part 3
10-43	~~160A-400.51~~	160D Article 9 part 3
	~~160A-400.51~~	160D Article 9 part 3
10-44	~~153A-471~~	160D
10-45	~~160A-385~~	160D-108
11-6	~~153A-323;160A-361;160A-387~~	160D-301
11-8	~~153A-340.h~~	160D-107
	~~153A-345.1; 160A-388~~	160D-302
11-10	~~153A-345.1; 160A-388~~	160D-406

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Article IV Amend Chapter 151 as amended of the Camden County Code which shall read as follows

1.5.2 NO DEVELOPMENT UNTIL COMPLIANCE WITH THIS ORDINANCE

E. No Improvement to Subdivided Land

Improvements to subdivided land shall not be undertaken until approval of a preliminary plat for all or the active phase of a major subdivision ~~or a minor subdivision approval for all or the active phase of a minor subdivision.~~

2.2.7 PUBLIC MEETINGS AND HEARINGS

C.

~~3. **Conflicts of Interest**~~

~~A review authority member shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to: a member having a fixed opinion prior to hearing the matter that is not susceptible to change; undisclosed ex parte communications; a close familial, business, or other associational relationship with an affected person; or a financial interest in the outcome of the matter. If an objection is raised to a member's participation and that member does not recuse himself or herself, the remaining members shall, by majority vote, rule on the objection~~

2.3.8 DEVELOPMENT AGREEMENTS

A. Purpose and Intent
B. Applicability
C. Development Agreement Procedure
1. Pre-Application Conference
Applicable (see Section 2.2.2, Pre-Application Conference).

2. Application Submittal
a. Applicable (see Section 2.2.4, Application Submittal).
b. ***The development agreement may, by ordinance, be incorporated, in whole or in part, into any development regulation adopted by the local government. A development agreement may be considered concurrently with a zoning map or text amendment affecting the property and development subject to the development agreement; a sketch plan or preliminary plat***

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required under a subdivision regulation; or a site plan or other development approval required under a zoning regulation
~~Applications for a development agreement shall be approved prior to review of any applications for development that will be subject to the development agreement.~~

2.3.9 EXEMPT SUBDIVISION

C. Subdivision Exemption Review Procedure

2. Application Submittal

a. Applicable (see Section 2.2.4, Application Submittal).
b. An application for exempt subdivision determination may be filed by the UDO Administrator, the Planning Board, the BOC, a landowner, or a contract purchaser.
~~c. Except for subdivisions where all lots shall be served by a central wastewater system, applications for an subdivision exemption shall include an evaluation from Albemarle Regional Health Services indicating that an on-site wastewater system may be used on each lot included in the subdivision.~~

2.3.15 INTERPRETATION

G. Appeal

Appeal of a decision ~~on a floodplain development permit~~ ***of an administrative interpretation*** shall be reviewed and decided by the BOA in the nature of certiorari and in accordance with Section 2.3.5, Appeal.

1. ***Any person who has standing under G.S. 160D 405 or the local government may appeal an administrative decision to the Board of Adjustment.***
2. ***An appeal is taken by filing a notice of appeal with the UDO Administrator within 30 days of receipt of the written interpretation.***

2.3.20 PRELIMINARY PLAT

D. Preliminary Plat Review Standards

1. An application for a preliminary plat shall be approved, provided:
a. The preliminary plat is prepared ~~and sealed~~ by a licensed professional land surveyor, registered professional landscape architect, or licensed professional engineer;
b. The preliminary plat complies with the applicable standards in Section 47-30 of the North Carolina General Statutes;
c. The preliminary plat includes all required certifications ***(unsigned)***;

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2.3.24 TRANSFER PLAT

C. Transfer Plat Procedure

2. Application Submittal

a.
b.
c. ***Application shall be accompanied by a deed with the following DEED RESTRICTION: "In accordance with Article 151.2.3.24 of the Camden County Unified Development Ordinance, property cannot be sold for a period of five (5) years or until the child's 18th birthday (whichever is greater) from date of recording unless lots are subject to an involuntary transfer, such as by foreclosure, death, judicial sale, condemnation or bankruptcy"***

2.3.25 UDO TEXT AMENDMENT

C. Text Amendment Procedure

1.
2.
3.
4. Review by Planning Board

a. Applicable (see Section 2.2.8, Review by Planning Board and Section 2.2.7, Public Meetings and Hearings).
b. The Planning Board, following review during a public meeting, shall make a recommendation on an application in accordance with Section 2.3.25.D, Text Amendment Review Standards.
c. ~~The Planning Board shall comment on whether or not the text amendment is consistent with the County's adopted policy guidance~~ ***The written recommendation to the governing board shall address plan consistency with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable, and other matters as deemed appropriate by the planning board.***

5.
6. Review and Decision by Board of Commissioners

a. Applicable (see Section 2.2.9, Action by Review Authority, and Section 2.2.7, Public Meetings and Hearings).
b. The Board of Commissioners, after the conclusion of a legislative public hearing, shall decide the application in accordance with Section 2.3.25.D, Text Amendment Review Standards.
c. The decision shall be one of the following:
1. Adoption of the text amendment as proposed;
2. Adoption of a revised text amendment;
3. Denial of the text amendment; or

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4. Remand of the text amendment application to the Planning Board for further consideration.

~~d. In making its decision, the Board of Commissioners shall adopt a written statement including each of the following:~~
~~1. Whether the text amendment application is approved, denied, or remanded; and~~
~~2. The degree to which the text amendment application is or is not consistent with the County's adopted policy guidance; and~~
~~3. The ways in which the text amendment application is or is not consistent with the County's adopted policy guidance; and~~
~~4. Whether approval of the text amendment application also amends or does not amend the County's adopted policy guidance; and~~
~~5. If the adopted policy guidance is amended as part of the application approval, a description of the change in conditions to meet the development needs of the County that were taken into account as part of the approval; and~~
~~6. An explanation of why the action taken by the Board of Commissioners is reasonable; and~~
~~7. An explanation of why the action taken by the Board of Commissioners is in the public interest.~~

d. Plan Consistency.
In making its decision, the Board of Commissioners shall approve a brief written statement describing whether its action is consistent or inconsistent with an adopted comprehensive plan. If the amendment is adopted and the action was deemed inconsistent with the adopted plan, the zoning amendment shall have the effect of also amending any future land use map in the approved plan and no additional request or application for a plan amendment shall be required.

e. In cases where the BOC determines that adopted policy guidance is modified in accordance with the approval of a UDO text amendment, the County shall transmit the revised policy guidance to the NC Division of Coastal Management for re-certification.

f. Statement of reasonableness.
When adopting or rejecting any petition for an amendment, the Board of Commissioners shall approve a brief statement explaining the reasonableness of the proposed amendment. The statement may consider, among other factors:

1. ***Size, physical conditions and other attributes of the area proposed to be rezoned;***
2. ***The benefits and detriments to the landowners, the neighbors , and the surrounding community;***
3. ***The relationship between the current actual and permissible development, and the development permissible under the proposed amendment;***
4. ***Why the action taken is in the public interest; and***

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Attachment: bocminutes_030121 (2940 : BOC Meeting Minutes - March 1, 2021)

5. Any changed conditions warranting the amendment.

2.3.27. VESTED RIGHTS DETERMINATION

A. Purpose and Intent

The purpose for the vested rights determination procedure section is to establish a clear procedure for an applicant to request vesting or protection from changes in this Ordinance that take place after approval of the application but prior to completion of an approved site-specific development plan in accordance with State law.

B. Applicability

1. A vested right may be established, in accordance with Section 160D-108 of the North Carolina General Statutes, and this section.
2.
3.
4.
5. ***Permit Choice***
   - ***a. If a permit applicant submits a permit for any type of development, an application made in accordance with local regulation is submitted for a development approval required pursuant to this Chapter and a rule or ordinance development regulation changes between the time the permit application was submitted and a permit decision is made, the permit applicant may choose which version of the rule or ordinance development regulation will apply to the permit application.***
   - ***b. If the development permit applicant chooses the version of the rule or ordinance applicable at the time of the permit application, the development permit applicant shall not be required to await the outcome of the amendment to the rule, map, or ordinance prior to acting on the development permit.***
   - ***c. This section applies to all development permit approvals issued by the State and by local governments. The duration of vested rights created by development approvals are as set forth in subsection (d) of North Carolina General Statute 160D-108.***

E. Effect

1. A vested rights determination shall be approved prior to issuance of a building permit.
2. The establishment of a vested right shall not preclude the application of overlay zoning district provisions that impose additional requirements but do not affect the allowable type and intensity of use, or through ordinances that are general in nature and are applicable to all property subject to land use regulation by the County, including, but not limited to, building, fire, plumbing, electrical, and mechanical codes.
3. ***Notwithstanding any provision of this section, the establishment of a vested right under this section shall not preclude, change or impair the authority of the county to adopt and enforce development regulation provisions governing non-conforming situations or uses.***
4. ***A vested right obtained under this section is not a personal right, but shall attach to and run with the applicable property. After approval of a vested right under this section, all successors to the original landowner shall be entitled to exercise such rights.***

F. Expiration

1. A vested right determination shall expire and become null and void:
   a)
   b)
   c) Upon a finding by the Board of Commissioners after notice and ~~a public hearing~~ ***an evidentiary hearing,*** that:

2.3.30. ZONING MAP AMENDMENT

A.

B. Zoning Map Amendment Procedure

6. Review by Planning Board

a. Applicable (see Section 2.2.8. Review by Planning Board. and Section 2.2.7. Public Meetings and Hearings).
b. The Planning Board, following review during a public meeting, shall make a recommendation on an application in accordance with Section 2.3.30.C. Zoning Map Amendment Review Standards.
c. ***The written recommendation to the governing board shall address plan consistency with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable, and other matters as deemed appropriate by the planning board***

7. Board of Commissioners review and Decision

a.
b.
c.
~~d. In making its decision, the Board of Commissioners shall adopt written statement including each of the following:~~
~~1. Whether the zoning map amendment application is approved, denied, or remanded; and~~
~~2. The degree to which the zoning map amendment is or is not consistent with the County's adopted policy guidance; and~~
~~3. The ways in which the zoning map amendment is or is not consistent with the County's adopted policy guidance; and~~
~~4. Whether approval of the zoning map amendment amends or does not amend the County's adopted policy guidance; and~~
~~5. If the adopted policy guidance is amended as part of the application approval, a description of the change in conditions to meet the development needs of the County that were taken into account as part of the approval; and~~
~~6. An explanation of why the action taken by the Board of Commissioners is reasonable; and~~
~~7. An explanation of why the action taken by the Board of Commissioners is in the public interest~~

d. Whether approval of the zoning map amendment amends or does not amend the County's adopted policy guidance; and If the amendment is adopted and the action was deemed inconsistent with the adopted plan, the zoning amendment shall have the effect of also amending any future land use map in the approved plan and no additional request or application for a plan amendment shall be required.

e. Statement of reasonableness

When adopting or rejecting any petition for an amendment, the Board of Commissioners shall approve a brief statement explaining the reasonableness of the proposed amendment. The statement may consider, among other factors:

1. ***Size, physical conditions and other attributes of the area proposed to be rezoned;***
2. ***The benefits and detriments to the landowners, the neighbors , and the surrounding community;***
3. ***The relationship between the current actual and permissible development; and the development permissible under the proposed amendment;***
4. ***Why the action taken is in the public interest; and***
5. ***Any changed conditions warranting the amendment.***

f. In cases where the BOC determines that adopted ***CAMA*** policy guidance is modified in accordance with the approval of a ~~planned~~ development application, the County shall transmit the revised policy guidance to the NC Division of Coastal Management for re-certification.

9.8.5. REVOCATION OF PERMITS

A. The County may, in its sole discretion, initiate a process to revoke a prior development approval or permit in response to a violation of this Ordinance.

B. The County shall follow the same development review and approval process required for issuance of the development approval, including any required notice or hearing, in the review and approval of any revocation of that approval

~~B.~~ ***C.*** The UDO Administrator or the Building Inspector, as appropriate, may initiate the revocation process by notifying the permit holder in writing, at least ten days prior to the commencement of revocation proceedings, stating the reason for the proposed revocation.

~~C.~~ ***D.*** Permits or certificates may be revoked, in accordance with Section 160D-1115 of the North Carolina General Statutes, for any of the following:

1. Any substantial departure from the approved application, plans, or specifications;
2. Refusal or failure to comply with the requirements of State or local laws; or
3. For making false statements or misrepresentations in securing the permit, certificate, or approval.

~~D.~~ ***E.*** Any permit or certificate mistakenly issued in violation of an applicable State or County law may also be revoked by the appropriate authority.

TABLE 10.3: DEFINITIONS

ABUTTING LAND

For the purpose of public notice, abutting land is the condition of two parcels of land having a common property line or boundary, including cases where two or more parcels of land adjoin at a corner~~, but not~~ including cases where parcels of land are separated by a street or alley.

SUBDIVISION

As used in this ordinance means all divisions of a tract or parcel of land into two or more lots, building sites or other divisions for the purpose of sale or building development (whether immediate or future) and shall include all divisions of land involving the dedication of a new street or a change in existing streets; but the following shall not be included within this definition provided, however, that any subdivision document or plat to be recorded pursuant to such exclusions shall have the notation of "No Approval Required" and the signature of the UDO Administrator or his designated agent before filing in the office of the Camden County Register of Deeds.

A "Subdivision" shall not include the following:

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1. The combination or recombination of portions of previously platted lots where the total number of lots is not increased and the resultant lots are equal to or exceed the standards of the County as shown in this Ordinance.
2. The division of land into parcels greater than ten acres where no street right-of-way dedication is involved.
3. The public acquisition by purchase of strips of land for the widening or opening of streets.
4. The division of a tract in single ownership whose entire area is no greater than two acres into not more than three lots, where no street right-of-way or easement dedication is involved and where the resultant lots equal or exceed the standards set forth in this Ordinance
5. ***The division of land into parcels in accordance with the terms of a probated will or in accordance with intestate succession under Chapter 29 of the North Carolina General Statutes***.

11.5. PLANNING BOARD

11.5.3. RULES OF PROCEDURE

A.

B.

C. Oath of Office

All members appointed to boards under this Article shall, before entering their duties, qualify by taking an oath of office as required by GS 160D-309.

11.6. BOARD OF COMMISSIONERS

~~11.6.2 CONFLICT OF INTEREST~~

~~1. A Board member shall not participate in or vote on any matter that has a direct, substantial, and readily identifiable financial impact on them or an immediate family member.~~

~~2. If an objection is raised to a member's participation and that member does not recuse himself or herself, then the remaining members shall by majority vote rule on the objection.~~

11.8. CONFLICT OF INTREST

A. Governing board. A governing board member shall not vote on legislative decisions regarding a development regulation adopted pursuant to this Chapter where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. A governing board member shall not vote on any zoning

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amendment if the landowner of the property subject to a rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship.

B. Appointed boards. Members of appointed boards shall not vote on advisory or legislative decisions regarding a development regulation adopted pursuant to this Chapter where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. An appointed board member shall not vote on any zoning amendment if the landowner of the property subject to a rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational relationship.

C. Administrative staff. No staff member shall make a final decision on an administrative decision required by this Chapter if the outcome of that decision would have a direct, substantial, and readily identifiable financial impact on the staff member or if the applicant or other person subject to that decision is a person with whom the staff member has a close familial, business, or other associational relationship.

1. If a staff member has a conflict of interest under this section, the decision shall be assigned to the supervisor of the staff person or such other staff person as may be designated by the development regulation or other ordinance.

2. No staff member shall be financially interested or employed by a business that is financially interested in a development subject to regulation under this Chapter unless the staff member is the owner of the land or building involved.

3. No staff member or other individual or an employee of a company contracting with a local government to provide staff support shall engage in any work that is inconsistent with his or her duties or with the interest of the local government, as determined by the local government.

D. Quasi-judicial decisions. A member of any board exercising quasi-judicial functions pursuant to this Chapter shall not participate in or vote on any quasi-judicial matter in a manner that would violate affected persons' constitutional rights to an impartial decision maker. Impermissible violations of due process include, but are not limited to, a member having a fixed opinion prior to hearing the matter that is not susceptible to change, undisclosed ex parte communications, a close familial, business, or other associational relationship with an affected person, or a financial interest in the outcome of the matter.

E. Resolution of Objection. If an objection is raised to a board member's participation at or prior to the hearing or vote on that matter and that member does not recuse himself or herself, the remaining members of the board shall by majority vote rule on the objection.

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F. Familial relationship. For purposes of this section, a close familial relationship means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships.

Adopted by the Board of Commissioners for the County of Camden this

_____ day of _____ 2021.

County of Camden

_____
Tom White, Chairman
Board of Commissioners

ATTEST:

[Seal]

_____
Karen Davis
Clerk to the Board

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The following addition to Section 2.3.24 TRANSFER PLAT was distributed to the Board:

d. *The above deed restriction provision shall be retroactive to the original date of the Unified Development Ordinance rewrite approved on February 4, 2019.*

Chairman Tom White called opened the floor for public comments.

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Suzanne Berry commented that the slides on the screen did not change and the speaker's back was to the audience during the hearing presentation. She added that there were no informational handouts.

Motion to close the public hearing.

RESULT:	**PASSED [5-0]**
MOVER:	Randy Krainiak
AYES:	Tom White, Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White

Motion to add Ordinance 2021-02-01 to the agenda.

RESULT:	**PASSED [5-0]**
MOVER:	Clayton Riggs
AYES:	Tom White, Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White

Motion to approve Ordinance 2021-02-01 <u>with the exception of Section 2.3.24 (Transfer Plat)</u> for the following reasons:

- **The proposed text amendments do not result from any events affecting land use and development patterns so it is neither consistent nor inconsistent with plan content; merely a legislative mandate to remain valid in the County's exercise of authority to set such standards and specifications.**
- **The proposed amendments are supportive of the Plan's purposes:**
  - **Establish the legal foundation for zoning and subdivision changes**
  - **Guide future land-use decisions**
  - **Provide a legal foundation for future land-use related regulations**

RESULT:	**PASSED [5-0]**
MOVER:	Randy Krainiak
AYES:	Tom White, Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White

Motion to lift the restriction in Section 2.3.24 (Transfer Plat) of Ordinance 2021-02-01 for further investigation.

RESULT:	**PASSED [5-0]**
MOVER:	Clayton Riggs
AYES:	Tom White, Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White

ITEM 6. NEW BUSINESS

A. Tax Report – Lisa Anderson

Attachment: bocminutes_030121 (2940 : BOC Meeting Minutes - March 1, 2021)

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

OUTSTANDING TAX DELINQUENCIES BY YEAR

YEAR	REAL PROPERTY	PERSONAL PROPERTY
2020	410,013.35	17,215.91
2019	109,381.89	4,491.02
2018	36,315.12	2,054.29
2017	22,565.97	2,217.15
2016	10,461.91	1,272.35
2015	7,363.89	697.90
2014	10,277.19	1,030.08
2013	6,751.73	4,697.01
2012	5,683.74	7,467.73
2011	4,572.09	6,282.19

TOTAL REAL PROPERTY TAX UNCOLLECTED	623,386.88
TOTAL PERSONAL PROPERTY UNCOLLECTED	47,425.63
TEN YEAR PERCENTAGE COLLECTION RATE	99.13%
COLLECTION FOR 2021 vs. 2020	881,506.69 vs. 1,324,483.59

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2020	94.61%
2019	98.52%
2018	99.49%

EFFORTS AT COLLECTION IN THE LAST 30 DAYS
ENDING Janurary **2021**
BY TAX ADMINISTRATOR

17	NUMBER DELINQUENCY NOTICES SENT
20	FOLLOWUP REQUESTS FOR PAYMENT SENT
0	NUMBER OF WAGE GARNISHMENTS ISSUED
0	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)
0	REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS
0	NUMBER OF JUDGMENTS FILED

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30 Largest Unpaid – Real

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	02-8934-01-17-4778.0000	16,713.03	1	LARRY G. LAMB SR	CAMDEN	152 158 US W
R	02-8934-01-18-6001.0000	9,498.14	1	LINDA SUE LAMB HINTON	CAMDEN	150 158 US W
R	01-8929-00-34-2503.0000	7,166.08	2	STONEBRIAR COMMERCIAL FINANCE	SOUTH MILLS	
R	02-8944-00-75-7172.0000	7,048.48	1	KIM SAWYER	CAMDEN	110 MILL DAM RD N
R	01-7989-00-01-1714.0000	6,743.01	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8899-00-16-2671.2425	6,021.90	2	SPRING LOTUS LLC	SHILOH	141 EDGEWATER DR
R	02-8943-01-17-4388.0000	5,818.24	2	THOMAS REESE	CAMDEN	301 JAPONICA DR
R	02-8944-00-36-1417.0000	5,706.52	2	ROSA ALICE PEREBEE HEIRS	CAMDEN	165 IVY NECK RD
R	02-8923-00-19-3774.0000	5,557.52	1	NMJ PROPERTIES LLC	CAMDEN	431 158 US W
R	03-8953-04-70-6605.0000	5,385.67	1	SHEILA RIGGS EDWARDS	SHILOH	901 343 HWY S
R	02-8935-02-66-7093.0000	5,299.06	3	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	02-8943-01-06-9013.0000	4,918.64	2	JEWEL H. DAVENPORT	CAMDEN	WINDY HEIGHTS DR
R	03-8971-00-23-2253.0000	4,662.42	2	ABODE OF CAMDEN, INC.	SHILOH	187 C THOMAS POINT RD
R	03-8953-04-80-5726.0000	4,492.81	1	GLANDON FOREST EQUITY LLC	SHILOH	917 343 HWY S
R	02-8934-01-18-8072.0000	4,426.60	2	ARNOLD AND THORNLEY, INC.	CAMDEN	146 158 US W
R	02-8944-00-87-7021.0000	4,372.87	1	MARK M. BRIGMAN SR & LISA L.	CAMDEN	175 MCKIMMEY RD
R	01-7081-00-52-7312.0000	4,246.47	2	WILLIAM K. COLONNA	SOUTH MILLS	256 CULPEPPER RD
R	02-8945-00-41-2060.0000	3,985.79	2	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	02-8934-01-29-4776.5853	3,941.82	1	HASTINGS REVOCABLE TRUST	CAMDEN	110 158 US W
R	02-8934-01-29-4617.0000	3,840.03	2	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W
R	03-8972-00-54-4332.0000	3,764.55	1	GILBERT WAYNE OVERTON &	SHILOH	1330 343 HWY S
R	03-8973-00-22-3033.0000	3,626.00	1	TAYLOR LEIGH PROPERTIES LLC	SHILOH	899 SANDY HOOK RD
R	02-8935-01-08-8786.0000	3,611.54	2	LINWOOD GREGORY	CAMDEN	253 SLEEPY HOLLOW RD
R	02-8944-00-99-1027.0000	3,592.32	3	JOHNNIE MERCER HEIRS	CAMDEN	MCKIMMEY RD
R	01-7999-00-62-3898.0000	3,591.92	2	MICHAEL ASKEW	SOUTH MILLS	257 A OLD SWAMP RD
R	02-8934-01-18-8282.0000	3,546.73	1	BRIDGET CARTWRIGHT JOHNSON	CAMDEN	144 158 US W
R	02-8943-00-58-1762.0000	3,500.04	1	WILLIAM HENRY JARVIS III	CAMDEN	104 CRAVEN RIVER CT
R	03-8953-00-89-0192.0000	3,383.51	1	TANYA W BARCLIFT	SHILOH	269 TROTMAN RD
R	03-8962-00-05-0472.0000	3,379.79	2	FRANK MCMILLIAN HEIRS	SHILOH	172 NECK RD
R	02-8943-00-59-2689.0000	3,330.78	1	REBECCA PHELPS	CAMDEN	140 BILLETS BRIDGE RD

30 Oldest Unpaid – Real

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	10	6,743.01	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8899-00-45-2682.0000	10	3,287.34	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8962-00-04-9097.0000	10	2,835.96	CECIL BARNARD HEIRS	SHILOH	NECK RD
R	03-8952-00-95-8737.0000	10	2,070.66	AUDREY TILLETT	SHILOH	171 NECK RD
R	03-8943-04-93-8214.0000	10	1,923.24	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7999-00-32-3510.0000	10	1,886.17	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7999-00-12-8596.0000	10	1,814.77	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7080-00-62-1977.0000	10	1,595.95	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	03-8990-00-64-8379.0000	10	1,236.66	CHRISTOPHER FROST-JOHNSON	SHILOH	LITTLE CREEK RD
R	02-8935-01-07-0916.0000	10	982.92	ROSETTA MERCER INGRAM	CAMDEN	227 SLEEPY HOLLOW RD
R	01-7989-04-60-1568.0000	10	889.29	EMMA BRITE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	01-7989-04-60-1954.0000	10	867.85	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	01-7090-00-60-5052.0000	10	788.26	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	02-8936-00-24-7426.0000	10	755.07	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	01-7989-04-90-0938.0000	10	711.58	DORIS EASON	SOUTH MILLS	1352 343 HWY N
R	03-9809-00-24-6322.0000	10	645.45	DAVID B. KIRBY	SHILOH	499 SAILBOAT RD
R	02-8955-00-13-7846.0000	10	579.39	MARIE MERCER	CAMDEN	IVY NECK RD
R	03-8980-00-61-1968.0000	10	346.06	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	03-8962-00-60-7648.0000	10	281.11	FRANK WRIGHT ETAL	SHILOH	WICKHAM RD
R	03-8980-00-84-0931.0000	10	277.92	CARL TEUSCHER	SHILOH	218 BROAD CREEK RD
R	03-9809-00-45-1097.0000	10	200.75	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	03-8899-00-37-0046.0000	10	149.69	ELIZABETH LONG	SHILOH	HIBISCUS RD
R	03-9809-00-17-2462.0000	10	137.29	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD
R	03-8965-00-37-4242.0000	9	2,446.21	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	01-7988-00-91-0179.0001	9	1,831.18	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	01-7091-00-64-6569.0000	9	1,581.21	CLARENCE D. TURNER JR.	SOUTH MILLS	STINGY LN
R	03-8899-00-36-1568.0000	9	429.66	PETER BUTSAVAGE	SHILOH	HIBISCUS RD
R	03-8962-00-55-5300.0000	9	427.31	OCTAVIA COPELAND HEIRS	SHILOH	457 NECK RD
R	03-9809-00-66-0120.0000	9	286.40	RANDELL CRIDER	SHILOH	SAILBOAT RD
R	03-9809-00-54-8280.0000	9	264.96	RODNEY STEVEN SPIVEY &	SHILOH	SAILBOAT RD

30 Largest Unpaid – Personal

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001709	1,654.12	4	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0000295	1,126.07	2	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0001104	901.36	4	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0003780	847.11	1	JAY ISBELL	CAMDEN	390 CAMDEN CSY
P	0000659	811.51	1	RICKY'S WELDING, INC.	SHILOH	864 SANDY HOOK RD
P	0000297	683.61	4	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0000132	680.26	1	DAVID DUNAVANT JR.	CAMDEN	158 HWY E
P	0001046	633.87	9	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	549.09	10	PAM BUNDY	SHILOH	105 AARON DR
P	0000738	526.42	10	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001538	495.97	10	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001681	458.48	9	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0002525	453.00	2	JOSEPH VINCENT CARDYN	SHILOH	260 ONE MILL RD
P	0002194	422.00	3	AARON MICHAEL WHITE	SHILOH	849 SANDY HOOK RD S
P	0001230	411.11	9	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001827	365.28	9	KAREN BUNDY	CAMDEN	431 158 US W
P	0003721	337.50	1	JIMMY'S TRUCKING & HAULING LLC	CAMDEN	127 TRAFTON RD
P	0003697	333.94	1	KEVIN ALBERT KUKLEWSKI	SHILOH	130 LAUREN LN
P	0003725	331.43	1	DAKOTA FINANCIAL LLC	CAMDEN	
P	0000846	327.19	1	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0003017	313.72	1	MARK STANLEY MICHALSKI	SOUTH MILLS	138 CAROLINA RD
P	0001694	288.99	9	THOMAS B.THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0003399	287.32	1	JAIME ARMANDO ARIZAGA	SOUTH MILLS	182 CULPEPPER RD
P	0001976	270.21	3	ANA ALICIA MARTINEZ LOPEZ	SHILOH	110 AARON DR
P	0003722	270.00	1	LRM LEASING CO INC	CAMDEN	197 HERMAN ARNOLD RD
P	0001408	254.78	3	SHELLY MARIE AMMON	SOUTH MILLS	612 MAIN STREET
P	0003405	239.23	2	JOHN R BARKER	SHILOH	108 SASSAFRAS LN
P	0001952	238.91	9	SANDY BOTTOM MATERIALS,INC	SOUTH MILLS	319 PONDEROSA RD
P	0001106	236.76	10	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0003559	232.14	2	BENNY FARRELL TUCKER	ELIZABETH CITY	152 158 US W

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30 Oldest Unpaid – Personal

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001709	10	1,654.12	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0001046	10	633.87	THLEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	10	549.09	PAM BUNDY	SHILOH	105 AARON DR
P	0000738	10	526.42	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001538	10	495.97	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001827	10	365.28	KAREN BUNDY	CAMDEN	431 158 US W
P	0001106	10	236.76	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001639	10	123.29	CAREY FARMS, INCORPORATED	SOUTH MILLS	202 SHARON CHURCH
P	0001681	9	458.48	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001230	9	411.11	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001694	9	288.99	THOMAS B.THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001952	9	238.91	SANDY BOTTOM MATERIALS,INC	SOUTH MILLS	319 PONDEROSA RD
P	0000295	5	1,126.07	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000770	5	130.50	MARSHA GAIL BOGUES	CAMDEN	276 BELCROSS RD
P	0000385	5	121.17	MARK SANDERS OVERMAN	SHAWBORO	116 GARRINGTON ISLAND
P	0002921	5	120.68	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0001104	4	901.36	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0000297	4	683.61	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0001976	4	270.21	ANA ALICIA MARTINEZ LOPEZ	SHILOH	110 AARON DR
P	0001408	4	254.78	SHELLY MARIE AMMON	SOUTH MILLS	612 MAIN STREET
P	0002442	4	200.37	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0000945	4	191.35	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0002468	4	139.53	WANDA HERNANDEZ WELLS	SHILOH	104 HIGH RD
P	0001150	4	136.45	WILLIAM MICHAEL STONE	CAMDEN	130 MILL DAM RD S
P	0002968	4	128.00	MICHAEL WILLIAM MAINELLO	SOUTH MILLS	237 KEETER BARN RD
P	0001689	4	125.28	MICHAEL WAYNE MYERS	SOUTH MILLS	107 ROBIN DR
P	0002406	4	121.10	ROBERT WILSON OVERTON JR	CAMDEN	206 JAPONICA DR
P	0002194	3	422.00	AARON MICHAEL WHITE	SHILOH	849 SANDY HOOK RD S
P	0000846	3	327.19	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0002902	3	162.96	STEPHANIE AUSMAN	SHILOH	204 POND RD

Motion to approve the tax report as presented.

RESULT:	**PASSED [5-0]**
MOVER:	Clayton Riggs
AYES:	Tom White, Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White

B. Zoning Administrator Appointment

The County Planning Director/Zoning Administrator will be on leave for the month of April and retiring on May 1, 2021. In order to ensure continuity of Planning Department review and approval processes it is important to designate a new Zoning Administrator.

Amber Curling is currently classified as Planner I and has been assisting with increasing independence land use applications processed through the office. She has also completed 3 intensive 2-week courses in zoning, subdivision, and other land use laws of North Carolina and has passed the exam to become a North Carolina Certified Zoning Official.

It is the recommendation of staff that Amber Curling be appointed as Zoning Administrator for Camden County.

Motion to appoint Amber Curling as Zoning Administrator for Camden County.

RESULT:	**PASSED [5-0]**
MOVER:	Clayton Riggs
AYES:	Tom White, Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White

C. Construction and Acquisition Agreement Between Camden County and Board of Education – Ken Bowman

Attachment: bocminutes_030121 (2940 : BOC Meeting Minutes - March 1, 2021)

MEMORANDUM OF UNDERSTANDING

CONSTRUCTION AND ACQUISITION AGREEMENT

This CONSTRUCTION AND ACQUISITION AGREEMENT, dated as of March 1, 2021 (the "Agreement"), between the COUNTY OF CAMDEN, NORTH CAROLINA, a body politic and corporate and a political subdivision existing under the laws of the State of North Carolina (the "County") and THE CAMDEN COUNTY BOARD OF EDUCATION, a body politic and corporate existing under the laws of the State of NorthCarolina (the "Board of Education");

WITNESSETH:

WHEREAS, the County is a body politic and corporate and a political subdivision existing under the laws of the State of North Carolina vested with the powers and authority conferred upon counties by the laws of the State of North Carolina, acting through its Board of Commissioners;

WHEREAS, the Board of Education is a body politic and corporate and a political subdivision existing under the laws of the State of North Carolina and is the governing board of Camden County Schools Administrative Unit of the public school system of the State of North Carolina, vested with the powers and authority conferred upon boards of education by the laws of the State of North Carolina, including general control and supervisionof all matters pertaining to the public schools within its administrative unit in the County;

WHEREAS, pursuant to Section 153A-158.1, as amended, of the General Statutes of North Carolina, as the same applies to the County, the County may acquire by any lawful method the fee or any lesser interest in real or personal property for use by the Board of Education;

WHEREAS, the County has previously obtained a certain parcel of real property (the "School Land") as more fully described in Schedule A to the Lease (hereinafter defined) for the purpose of renovating and improving such property to be used as a new High School (the "Project") for the use of the Board of Education pursuant to the terms of the Lease;

WHEREAS, the County has arranged to finance the costs of the Project through the issuance of general obligation bonds and general obligation bond anticipation notes to be issued pursuant to the bond order in an amount not to exceed $33,000,000 approved by the voters of the County on November 3, 2020 (collectively, the "School Bonds");

WHEREAS, the County, as lessor, and the Board of Education, as lessee, shall enter into a Lease Agreement, (the "Lease"), pursuant to which the County will agree to lease the School Land and all buildings, improvements and fixtures located and to be located thereon to the Board of Education;

WHEREAS, pursuant to Section 153A-158.1, as amended, of the General Statutes of North Carolina, as the same applies to the County, the Board of Education may enter into contracts and agreements for the erection and repair of school buildings owned in fee simple by the County; and

WHEREAS, the County desires for the Board of Education to oversee the Project, and the Board of Education is willing to undertake such obligation;

NOW THEREFORE, in consideration of the premises and of the mutual agreements and covenants contained herein and for other valuable consideration, the parties hereto do hereby agree as follows:

Section 1. Supervision of the Project by the Board of Education. The County and the Board of Education hereby agree and covenant that the Board of Education shall have supervisory power ("Supervisory Power"), subject to the consent provision as set forth in Section3 hereof, in connection with the Project. The Board of Education shall use its best efforts to cause the acquisition, construction, renovation and equipping of the Project in accordance with the plans for the project and any applicable requirements of governmental authorities and law.

Section 2. Covenants as to the Completion of the Project. In consideration of the grant ofSupervisory Power by the County to the Board of Education pursuant to Section 1 hereof, the County and the Board of Education hereby agree as follows in connection with the acquisition, construction, renovation and equipping of the Project by the Board of Education:

(a) The Board of Education shall comply with the provisions of law, including allapplicable laws relating to the procurement of construction and equipment through competitive bidding, and enter into one or more contracts or purchase orders providing for the acquisition, construction, renovation and equipping of the Project. The Board of Education shall obtain all orders, permits or similar governmental approvals necessary for the construction and operationof the Project. The Board of Education shall cause the acquisition, construction, renovation and equipping of the Project to be carried on expeditiously in accordance with the plans and specifications therefor, all applicable ordinances and statutes, and in accordance with the requirements of all regularly constituted authorities having jurisdiction over same. The Board of Education shall cause the Project to be located entirely on the School Land and will ensure that (a) the Project does not encroach upon nor overhang any easement or right of way and (b) the Project, when erected, will be wholly within the building restriction lines, however established, and will not violate applicable use or other restrictions contained in prior conveyances or applicable protective covenants or restrictions.

(b) The County and its representatives and agents shall have the right to enter upon and inspect the School Land and the Project from time to time,during and after construction, and the Board of Education agrees to cause any contractor or subcontractor to cooperate with the County and its representatives and agents during such inspections.

(c) Payment or reimbursement of the Project costs shall be made from the proceeds of theSchool Bonds for such purpose in accordance with the Reimbursement Resolution related to the School Bonds adopted by the County Board of Commissioners and any other financing documents entered into by the County in connection with the sale and issuance of the School Bonds (the "Financing Documents"). The Board of Education shall submit requests to the County for payment of costs of the Project, and the Board of Education covenants that it will not submit any such requests for any costs other than Project costs. The proceeds of the School Bonds shall be used solely by the Board of Education for the purpose of payment of the Project costs. The Board of Education and the County shall make appropriate arrangements to ensure that such funds are applied only for such purpose. The Board of Education shall comply with any provisions of the Financing Documents relating to construction, renovation and equipping of the Project.

(d) The Board of Education shall cause the acquisition,construction, renovation and equipping of the Project to be completed. In the event that (i)the amount of proceeds of the School Bonds provided for the Project, together with the $12.3M grant which has been previously obtained by the County to complete the Project as mutually agreed to by the County and the Board of Education, is not sufficient to complete the Project and (ii) the County chooses to cause the Board of Education to revise the plans and specifications for the Project to the end that the Project will have a cost not in excess of such amount, then the Board of Education agrees to revise the plans and specifications for the Project to the end that such alternative project having a cost not in excess of such amount.

Section 3. Consent of the County. The County hereby recognizes and covenants that the Board of Education shall have the right to make any changes in the description of the Project or of any component or components thereof subject to the prior written, dated, consent of the County, executed by an authorized county official; provided, however, that any such change shall not alter the purpose of the Project as a public-school building.

Section 4. Construction Conferences. The Board of Education hereby agrees that it will, upon the request of the County Manager of the County, provide to the County Manager or his designee timely notice of all conferences with representatives of the architects, contractors and vendors with respect to the acquisition, construction, renovation, progress updates and equipping of the Project and that the County Manager or his designee shall have the right to attend all such conferences.

Section 5. Board of Education's Right to Enforce Agreements. The Board of Education shall have the right to enforce in its own name or in the name of the County such purchase ordersor construction agreements at law or in equity; provided, however, that the assignment by the County shall not prevent the County from asserting said rights and powers in its own behalf.

Section 6. Acceptance. The Board of Education, for one dollar ($1.00) and other good and valuable consideration in hand received, does hereby accept the foregoing appointment of Supervisory Power over the acquisition, construction, renovation and equipping of the Project as described in Section 1 hereof and does hereby accept the foregoing delegation of duties as described in Section 2 hereof.

Section 7. Board of Education Not an Agent of the County. The Board of Education in carrying out its duties under this Agreement is acting as an independent contractor and is not an agent of the County in connection with this Agreement or in connection with any other agreement between the Board of Education and the County, express or implied.

Section 8. Disclaimers of the County. The Board of Education acknowledges and agrees that the design of the Project has not been made by the County, that the County has not supplied any plans or specifications with respect thereto and that the County (a) is not a manufacturer of, or a dealer in, any of the component parts of the Project or similar projects, (b) has not made any recommendation, given any advice or taken any other action with respect to (i) the choice of any supplier, vendor or designer of, or any other contractor with respect to, the Project or any component part thereof or any property or rights relating thereto, or (ii) any action taken or to be taken with respect to the Project or any component part thereof or any property or rights relating thereto at any stage of the acquisition, construction, renovation and equipping thereof, (c) has notat any time had physical possession of the Project or any component part thereof or made any inspection thereof or any property or rights relating thereto, and (d) has not made any warrantyor other representation, express or implied, that the Project or any component part thereof or any property or rights relating thereto (i) will not result in or cause injury or damage to persons or property, (ii) has been or will be properly designed, renovated or constructed or will accomplish the results which the Board of Education intends therefor, or (iii) is safe in any manner orrespect.

The County makes no express or implied warranty or representation of any kind whatsoever with respect to the Project or any component part thereof to the Board of Educationor any other circumstance whatsoever with respect thereto, including, but not limited to, any warranty or representation with respect to the merchantability or the fitness or suitability thereof for any purpose, the design or condition thereof the safety, workmanship, quality or capacity thereof; compliance thereof with the requirements of any law, rule, specification or agreement pertaining thereto; any latent defect; the ability thereof to perform any function; that theproceeds of the School Bonds will be sufficient (together with the $12.3M grant to pay the costs of the Project; or any other characteristic of the Project; it being agreed that all risks relating to the Project, the completion thereof or the transactions contemplated hereby or by the FinancingDocuments are to be borne by the Board of Education, and the benefits of any and all implied warranties and representations of the County are hereby waived by the Board of Education.

Section 9. Agreement to Survive Termination of Lease. Notwithstanding anything to the contrary contained herein, the Supervisory Power granted to the Board of Education by the County hereunder shall, in the event that the Project is not fully completed prior to the termination of the Lease, survive the termination of the Lease.

Section 10. Indemnification. To the extent permitted by law, the Board of Education shall indemnify and save the County harmless against and from all claims by or on behalf of any person, firm, corporation or other legal entity arising from the acquisition, construction, renovation and equipping of the Project; provided, however, that the Board of Education shallnot be obligated to pay the principal or interest on the School Bonds or to indemnify (a) for any third-party claims asserted against any such party relating to the payment of principal and interest on the School Bonds or (b) the County for any liability arising from any act of negligence or willful misconduct on the part of the County or any of its agents, officers or employees. The Board of Education shall be notified promptly by the County of any action or proceeding brought in connection with any such claims arising from theacquisition, construction, renovation and equipping of the Project.

As between the Board of Education and the County, the covenant of the Board of Education in this Section, except to the extent permitted by law, is unconditional and absolute.As between the Board of Education and any third-party, the Board of Education, to the extent permitted by law, hereby reserves the right and defense of sovereign immunity.

Section 11. Amendments and Further Instruments. The County and the Board of Education may, from time to time, execute and deliver such amendments to this Agreement and such further instruments as may be required or desired for carrying out the expressed intention of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed and attested this Agreement by their duly authorized representatives as of the day and year first written above.

COUNTY OF CAMDEN, NORTH CAROLINA

By:_____
Chairman
CAMDEN COUNTY BOARD OF COMMISSIONERS

By:_____
Chairman
CAMDEN COUNTY BOARD OF EDUCATION

Motion to approve the Construction and Acquisition Agreement between Camden County and the Camden County Board of Education as presented.

RESULT:	**PASSED [5-0]**
MOVER:	Ross Munro
AYES:	Tom White, Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White

Attachment: bocminutes_030121 (2940 : BOC Meeting Minutes - March 1, 2021)

ITEM 7. BOARD APPOINTMENTS

A. Camden Economic Development Commission

Motion to reappoint Jeff Jennings to the Camden Economic Development Commission for an additional term.

RESULT:	**PASSED [5-0]**
MOVER:	Clayton Riggs
AYES:	Tom White, Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White

B. Library Board of Trustees

Motion to appoint Ginny Kuklewski to the Library Board of Trustees.

RESULT:	**PASSED [5-0]**
MOVER:	Tiffney White
AYES:	Tom White, Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White

ITEM 8. CONSENT AGENDA

A. BOC Meeting Minutes – February 1, 2021

B. Budget Amendments

2020-21-BA020
CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT INCREASE	AMOUNT DECREASE
Revenues			
10330621-434898	Grant Revenues	$2,127.00	
Expenses			
106210-533000	Supplies	$2,127.00	

This Budget Amendment is made to appropriate additional monies through expenses that the Senior Center received through grant funding opportunities.

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 1th day of March, 2021.

Clerk to Board of Commissioners **Chairman, Board of Commissioners**

2020-21-BA021
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, 2021.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT INCREASE	AMOUNT DECREASE
Revenues			
10330510-402003	LESO Disposal Revenues	$886.82	
Expenses			
105100-557003	LESO Expense	$886.82	

This Budget Amendment is made to appropriate additional monies through expenses that the Sheriff's Department received through selling some LESO equipment.

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 1th day of March, 2021.

Clerk to Board of Commissioners **Chairman, Board of Commissioners**

Attachment: bocminutes_030121 (2940 : BOC Meeting Minutes - March 1, 2021)

2020-21-BA022
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, 2021.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT INCREASE	AMOUNT DECREASE
Revenues			
103930510-433500	Miscellaneous Revenues	$13,500	
Expenses			
105100-566000	Capital Outlay - Inventory	$13,500	

This Budget Amendment is made to appropriate additional monies through expenses that the Sheriff's Department received through a grant for new AED's.

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 1th day of March, 2021.

Karen M. Davis — **Clerk to Board of Commissioners**

Tom White — **Chairman, Board of Commissioners**

2020-21-BA023
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, 2021.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT INCREASE	AMOUNT DECREASE
Revenues			
10330430-434898	Grant Revenues	$12,322.22	
Expenses			
104300-512000	Printing	$ 9,458.33	
104300-532000	Office Supplies	$ 2,863.89	

This Budget Amendment is made to appropriate additional monies through expenses that the Election's Department received through a Grant Funds.

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 1th day of March, 2021.

Karen M. Davis — **Clerk to Board of Commissioners**

Tom White — **Chairman, Board of Commissioners**

C. Tax Collection Report

Tax Collection Report
JANUARY 2021

Day	Amount	Amount	Name of Account	Deposits	Internet
	$	$		$	$
4	9,724.85				9,724.85
	137,554.43		Refund - $1,406.17	137,554.43	
	92,482.14			92,482.14	
5	28,443.46		Refund - $2.80		28,443.46
	117,061.63		Refund- $0.02	117,061.63	
6	20,038.36		Refund - $159.97	20,038.36	
	8,998.48			8,998.48	
7	38,062.52		Refund - $31.20	38,062.52	
8	24,550.72			24,550.72	
11	22,936.61			22,936.61	
12	13,833.44			13,833.44	
13	7,014.50			7,014.50	
14	9,169.72			9,169.72	
15	16,667.39			16,667.39	
19	14,809.23			14,809.23	
	217,004.68		Refund - $8,018.50	217,004.68	
20	153,910.00		Refund - $7,028.35	153,910.00	
	6,627.57			6,627.57	
21	12,473.60		Refund - $2.00	12,473.60	
22	6,047.14			6,047.14	
25	11,702.64		Refund - $17.80		11,702.64
	3,941.23			3,941.23	
26	3,207.77			3,207.77	
27	3,040.10		Refund - $0.73	3,040.10	
28	20.00			20.00	
29	20,909.99		Refund - $3.03	20,909.99	
	3,629.20			3,629.20	
	4,501.29		Refund - $2.94		4,501.29
			Gerhard H. Wenner's payment of		
			$60.00 already paid for refund.		
	$1,008,362.69	$ -		$ 953,990.45	54,372.24
Total Deposits					
and PSN	$1,008,362.69			$1,008,362.69	
		PSN Check fees - $ 24.00 - for info only, fees were paid to PSN			
	$ (16,733.51)	Refund			
	$ -	Over			
	$ -	Shortage			
Grand Total	$ -	Adjustment			
	$ 991,629.18				

Submitted by: Lisa S. Anderson **Date:** 2-11-2021

Approved by: Tom White **Date:** 3-1-21

Attachment: bocminutes_030121 (2940 : BOC Meeting Minutes - March 1, 2021)

D. DMV Monthly Report

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County April Renewals Due 5/15/21

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of the Tax Administrator and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon personal property of the respective taxpayers in the County of Camden, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell personal property of such taxpayers for and on account thereof, in accordance with the law.

SOUTH MILLS	COURTHOUSE	SHILOH	TOTAL
26,790.20	25,097.80	16,834.81	68722.81

Witness my hand and official seal this 1st day of March 2021

Tom White
Chairman, Camden County Board of Commissioners

Attest:

Karen M. Davis
Clerk to the Board of Commissioners of Camden County

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

Lisa S. Anderson
Tax Administrator of Camden County

E. Refunds Over $100

ACS Tax System
2/23/21 10:21:05

REFUNDS OVER $100.00
Refunds to be Issued by Finance Office

CAMDEN COUNTY
Page 1

Refund$	Remit To:		Reference:	Drawer/Transaction Info:
256.48	BROWN,SHIRLEY DUDLEY 1420 LOUIS DRIVE CHESAPEAKE	VA 23320	2020 R 01-7998-00-50-3860.0000 overpayment 2020 real estate	20210208 1 258941
261.40	DEROY,JULIA E. 145 MILLTOWN ROAD SHILOH	NC 27974	2020 R 03-8952-02-78-2558.0000 VALUE ADJUSTMENT PER BOB	20210223 99 259049
517.88	Total Refunds			***

Submitted by Lisa S. Anderson Date 2-23-2021
Lisa S. Anderson, Tax Administrator Camden County

Approved by G. Tom White Date 3-1-21
G. Tom White, Chairman Camden County BOard of Commissioners

Attachment: bocminutes_030121 (2940 : BOC Meeting Minutes - March 1, 2021)

F. Vehicle Refunds Over $100

REFUNDS OVER $100.00

North Carolina Vehicle Tax System

NCVTS Pending Refund report

JAN, 21 REFUNDS OVER $100.00

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
BAYES, WILLIAM CLAYTON	BAYES, WILLIAM CLAYTON		227 POWHATAN TRL	EDENTON, NC 27932	Adjustment >= $100	0058697924	PDX2931	AUTHORIZED	138978474	Refund Generated due to adjustment on Bill #0058697924-2020-2020-0000-00	Military	01/25/2021	1/26/2021 8:08:54 AM	1843	Tax	($114.03)	$0.00	($114.03)
														3	Tax	($1.54)	$0.00	($1.54)
																	Refund	$115.57
DOWD, NAREERAT	DOWD, NAREERAT		173 RAYMONS CREEK RD	SHILOH, NC 27974	Adjustment >= $100	0057431729	TDS2100	AUTHORIZED	138194286	Refund Generated due to adjustment on Bill #0057431729-2020-2020-0000-00	Military	01/08/2021	1/14/2021 1:03:21 PM	1843	Tax	($103.60)	$0.00	($103.60)
														3	Tax	($1.40)	$0.00	($1.40)
																	Refund	$105.00
JONES, KEITH MARCELLAS	JONES, KEITH MARCELLAS		272 MCPHERSON RD	SOUTH MILLS, NC 27976	Proration	0057362989	HBW7310	AUTHORIZED	138976636	Refund Generated due to proration on Bill #0057362989-2020-2020-0000-00	Tag Surrender	01/25/2021	1/26/2021 8:09:04 AM	1843	Tax	($229.18)	$0.00	($229.18)
														1	Tax	($3.10)	$0.00	($3.10)
																	Refund	$232.28
SMITH, TROY AUSTIN	SMITH, TROY AUSTIN		107 SHORE DR	SHILOH, NC 27974	Proration	0057992099	KFB948	AUTHORIZED	136001310	Refund Generated due to proration on Bill #0057992099-2020-2020-0000-00	Tag Surrender	01/05/2021	1/7/2021 10:17:17 AM	1843	Tax	($149.64)	$0.00	($149.64)
														3	Tax	($2.03)	$0.00	($2.03)
																	Refund	$151.67
WARD, STANLEY EARL	WARD, STANLEY EARL	WARD, SUZETTE CLOW	PO BOX 7	SOUTH MILLS, NC 27976	Proration	0057208360	ZWD5495	AUTHORIZED	138976118	Refund Generated due to proration on Bill #0057208360-2020-2020-0000-00	Tag Surrender	01/25/2021	1/26/2021 8:09:04 AM	1843	Tax	($165.07)	$0.00	($165.07)
														2	Tax	($2.23)	$0.00	($2.23)
																	Refund	$167.30

Submitted by Lisa S. Anderson Date 2-23-2021
Lisa S. Anderson, Tax Administrator Camden County

Approved by G. Tom White Date 3-1-21
G. Tom White, Chairman Camden County Board of Commissioners

G. Pickups, Releases & Refunds

NAME	REASON	NO.
Christine A. Kenney	Code Enforcement- Pick-up	Pick-up/21537
	$250.00	R-127093-2020
Hilbert Family Irrevocable Trust	Code Enforcement - Pick-up	Pick-up/21538
	$225.00	R-126939-2020
Michael Carey Riggs	Roll back taxes - Lot 4 - Pick-up	Pick-up/215333
	$676.88	R-115148-2018
		R-122520-2019
		R-129918-2020
Craig Edward McCrodden	Military Exempt - Refund	Pick-up/21545
	$231.60	43336750
Craig Edward McCrodden	Military Exempt - Refund	Pick-up/21546
	$267.28	43336750
John Edward Rountree	Turned in plates - Refund	Pick-up/21551
	$129.00	58337809

H. Surplus Property

Department	Item	Disposal Method	Suggested Value	Reason for Surplus
Planning	Large Format Scanner	GovDeals	$50	Old/Unclear Print

Attachment: bocminutes_030121 (2940 : BOC Meeting Minutes - March 1, 2021)

I. Set Public Hearing for April 5, 2021 – Camden Solar, LLC

J. Set Public Hearing for April 5, 2021– Avery Shores Rezoning

K. Resolution 2021-03-01

Resolution 2021-03-01

Resolution Supporting the Proposed Changes to the Current Draft of HB 61 Which Seeks to Establish Recurring Funds for Communicable Disease Control for Local Health Departments

WHEREAS, in the last ten years, cases of communicable diseases have increased over two hundred percent (200%); and

WHEREAS, State funding to support communicable disease efforts has remained stagnant, thereby creating pressures on local governments to meet these demands; and

WHEREAS, in the 2017-2018 fiscal year, general communicable disease control cost twenty million six hundred thousand dollars ($20,600,000), and State funding provided less than five percent (5%) of that cost, or approximately eight hundred sixty-seven thousand dollars ($867,000), leaving the remaining nineteen million eight hundred thousand dollars ($19,800,000) to be borne by local governments; and

WHEREAS, State law requires local health departments to implement control measures to prevent the spread of all reportable communicable diseases or communicable conditions and any other communicable disease or communicable condition that represents a significant threat to the public health; and

WHEREAS, in addition to COVID-19, North Carolina's local health departments are required to report and respond to over eighty other communicable diseases each year; and

WHEREAS, North Carolina's public health system needs new, recurring funding to address the challenges posed by COVID-19, including vaccine distribution, while also protecting North Carolina's public health and its economy in the long term;

THEREFORE BE IT RESOLVED, the Camden County Board of Commissioners requests the indicated changes to the following excerpt from HB 61:

SECTION 1. It is the intent of the General Assembly to protect the public health by providing additional State funds to address increased demands associated with communicable and emerging infectious diseases. To that end, there is appropriated from the General Fund ~~to the Department of Health and Human Services, Division of Public Health,~~ directly to the Local Health Departments the sum of thirty-six million dollars ($36,000,000) in recurring funds for the 2021-2022 fiscal year and the sum of thirty-six million dollars ($36,000,000) in recurring funds for the 2022-2023 fiscal year to be allocated ~~to local health departments~~ to expand local infrastructure for activities associated with the surveillance, detection, control, and prevention of communicable diseases. In allocating these funds to local health departments under this section, for each year of the 2021-2023 fiscal biennium, the ~~Division of Public Health shall divide~~ eighteen million dollars ($18,000,000) shall be divided equally among the local health departments for each county they serve. ~~The Division of Public Health shall allocate~~ The remaining eighteen million dollars ($18,000,000) ~~to~~ shall be divided among local health departments based upon the percentage of the State population served by each of the local health departments. Local health departments shall use all funds allocated under this section to supplement and not supplant existing funds for the surveillance, detection, control, and prevention of communicable diseases.

Adopted this 1st day of March, 2021.

Tom White, Chairman
Camden County Board of Commissioners

ATTEST:
Karen M. Davis
Clerk to the Board of Commissioners

Motion to approve the Consent Agenda as presented.

RESULT:	**PASSED [5-0]**
MOVER:	Clayton Riggs
AYES:	Tom White, Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White

ITEM 9. COUNTY MANAGER'S REPORT

County Manager Ken Bowman included the following in his report:

- Albemarle Regional Jail to begin trash pickups along roadways next week. Let the County Manager know if you have a roadside that needs attention.
- BOC Retreat – March 3, 2021; 9 AM at the Fairfield Inn in Elizabeth City
- BOC Budget Work Session – April 1, 2021; 1:00 PM at the Camden Public Library
- ARHS will host the next vaccination clinic in Camden on Wednesday, March 3, 2021 at the Camden Intermediate School; 9:00 – 11:30 AM and 1:00 PM – 4:30 PM; 1st and 2nd dose clinic. Clients for the 2nd dose will be notified either by ARHS or the emergency notification system. For questions refer to the ARHS website or call the hotline at 1-833-640-7468.
- Next BOC Meeting – April 5, 2021.

Attachment: bocminutes_030121 (2940 : BOC Meeting Minutes - March 1, 2021)

- NCDOT will be conducting a traffic study on 343 near Taylor's Oak Lane and Bartlett's Landing due to a number of car accidents in that area.
- Statewide Tornado Drill – March 10, 2021 at 9:30 AM.
- Zoning Administrator Amber Curling completed the Plat Review Course and Zoning Official Certification Examination. Congratulations, Amber!
- Updated Camden County COVID statistics – 585 lab-confirmed cases; 16 active cases, 564 recovered, 5 deaths.
- Condolences to Former Camden County Sheriff Tony Perry on the passing of his wife, Linda. Mrs. Perry was a former employee of the Department of Social Services and made many outstanding contributions to the community.

ITEM 10. COMMISSIONERS' REPORTS

None.

ITEM 11. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

The following reports were submitted for information:

A. Albemarle Commission Area Agency on Aging – RAC Report Submitted by Mrs. Gwen Wescott

B. Register of Deeds Report

C. Library Report

ITEM 12. OTHER MATTERS

None.

ITEM 13. ADJOURN

There being no further matters for discussion, Chairman Tom White adjourned the meeting at 8:32 PM.

ATTEST:

Tom White, Chairman Camden County Board of Commissioners	Karen M. Davis Clerk to the Board of Commissioners

Attachment: bocminutes_030121 (2940 : BOC Meeting Minutes - March 1, 2021)

CAMDEN COUNTY
NORTH CAROLINA · USA
Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.B
Meeting Date: April 05, 2021

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

Item Title **BOC Meeting Minutes - March 3, 2021**

Attachments: bocminutes_030321 (DOCX)

Camden County Board of Commissioners
Annual Retreat
March 3, 2021; 9:00 AM
Fairfield Inn - Elizabeth City, NC

The Camden County Board of Commissioners held its annual retreat on March 3, 2021 at the Fairfield Inn in Elizabeth City, North Carolina.

Present: Chairman Tom White, Vice Chairman Ross Munro, Commissioners Clayton Riggs, Randy Krainiak, and Tiffney White.

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

Chairman Tom White called the meeting to order at 9:00 AM.

A motion to approve the agenda was offered by Vice Chairman Munro. The motion passed unanimously with all members voting aye.

The Board received information updates on the following from County Manager Ken Bowman:

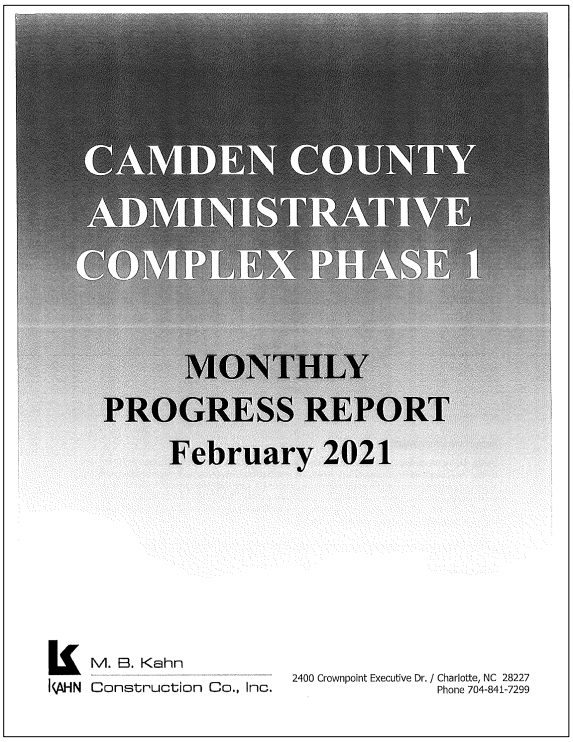
Project Updates/Information

- 2021-2022 Budget Highlights
  - Strive to maintain the same department budget projections that were adopted in 2020-2021.
  - Tax Increase
    - $.10 increase for new school debt service
    - $.03-.04 for operational costs
  - COLA 1-2% for staff
  - Capital Projects
  - Possible Adjustments: Employee healthcare (1-2% increase); dental (4% increase); life insurance (no change); Increase to retirement system (1-2% increase); general liability insurance (March 10th earliest to get numbers)
  - Continue to provide outstanding government services at all levels.
  - Continue to minimize the financial impact of county operations on its citizens through mindful budgeting and frugal expenditures.
  - Fund Capital goals as indicated in the Capital Improvement Plan.
  - Maintain a reserve fund balance in accordance with the financial policies outlined and adopted in Resolution 2007-05-04.
  - Current General Fund Budget FY 2020-2021 - $13,422,913.
- Lease – Emergency Medical Services
  - To be reviewed / updated this year.
- Lease – Success Academy (former NCDC Building)
  - To be reviewed / updated this year.
- Capital Projects (Draft)
  - Approved / Funded
    - Administration/Public Services Complex Campus
    - Camden County High School
    - Broadband Infrastructure
  - Recommended / Unfunded
    - South Mills Wastewater Filtration Pond
    - Wastewater Expansion US 158 East from Hardee's to Country Club Road
  - Identified / Unfunded
    - New raw water well
    - US 158 Sidewalk Extension
    - South Mills Boat Ramp and Park

Attachment: bocminutes_030321 (2946 : BOC Meeting Minutes - March 3, 2021)

- South Mills Wastewater Expansion and Disposal

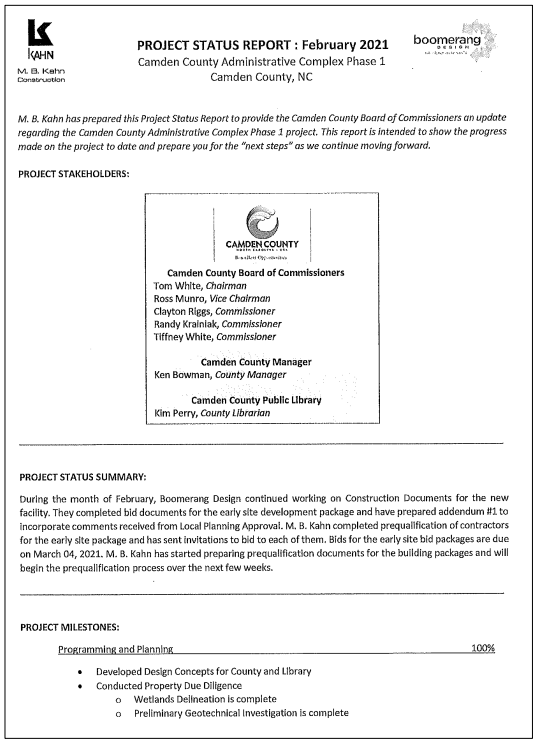
- Unified Development Ordinance
  - Chapter 160D is a new chapter in the General Statues that consolidates land use regulations found in GS 153A for counties and incorporates into law the decisions handed down over the years since the initial laws were written.
  - The new chapter is the result of over 4 years of drafting and submitting to the legislature by the NC Bar Association, NC Homebuilders Association, UNC School of Government, the NC Chapter of the America Planning Association, and reviewed by planners and lawyers from around the state.
  - The changes are necessary to comply with a new state law embodied in General Statute 160D.
  - Staff has arranged the text changes in two groups. The first group simply replaces UDO General Statute citation references to Chapters 153A and 160A to the correct Chapter 160D sections. The second group is substantive text changes that either replace old language, or adds new language/requirements which generally codify decisions of the court system.
  - The deadline for cities and counties to make the necessary changes to comply with the new law is July 1, 2021.
  - Recommend a mini-workshop hosted by the Planning Department to discuss further changes / modifications to the current UDO.
- County Administration Complex – Library



CAMDEN COUNTY ADMINISTRATIVE COMPLEX PHASE 1

MONTHLY PROGRESS REPORT
February 2021

M. B. Kahn
KAHN Construction Co., Inc.
2400 Crownpoint Executive Dr. / Charlotte, NC 28227
Phone 704-841-7299



KAHN
M. B. Kahn Construction

PROJECT STATUS REPORT : February 2021
Camden County Administrative Complex Phase 1
Camden County, NC

boomerang

M. B. Kahn has prepared this Project Status Report to provide the Camden County Board of Commissioners an update regarding the Camden County Administrative Complex Phase 1 project. This report is intended to show the progress made on the project to date and prepare you for the "next steps" as we continue moving forward.

PROJECT STAKEHOLDERS:

CAMDEN COUNTY

Camden County Board of Commissioners
Tom White, *Chairman*
Ross Munro, *Vice Chairman*
Clayton Riggs, *Commissioner*
Randy Krainiak, *Commissioner*
Tiffney White, *Commissioner*

Camden County Manager
Ken Bowman, *County Manager*

Camden County Public Library
Kim Perry, *County Librarian*

PROJECT STATUS SUMMARY:

During the month of February, Boomerang Design continued working on Construction Documents for the new facility. They completed bid documents for the early site development package and have prepared addendum #1 to incorporate comments received from Local Planning Approval. M. B. Kahn completed prequalification of contractors for the early site package and has sent invitations to bid to each of them. Bids for the early site bid packages are due on March 04, 2021. M. B. Kahn has started preparing prequalification documents for the building packages and will begin the prequalification process over the next few weeks.

PROJECT MILESTONES:

Programming and Planning 100%

- Developed Design Concepts for County and Library
- Conducted Property Due Diligence
  - Wetlands Delineation is complete
  - Preliminary Geotechnical Investigation is complete

Attachment: bocminutes_030321 (2946 : BOC Meeting Minutes - March 3, 2021)

M. B. Kahn Construction

PROJECT STATUS REPORT : February 2021
Camden County Administrative Complex Phase 1
Camden County, NC

boomerang DESIGN

Design Phase — 90%
- Schematic Design — 100%
- Design Development — 100%
- Early Site Development Design — 99%
  - Pending: NCDOT Permit
- Construction Documents — 75%

Procurement — 37%
- Early Site Package Procurement — 75%
  - Prequalification of contractors is complete
    - Public advertisement in three newspapers
    - Advertised on County's website
    - Directly reached out to local contractors
    - Conducted a virtual Informational Pre-Bid Session on 01/28/2021
  - Bid date is 03/04/2021
    - Bid invitations have been sent to all prequalified contractors
- Building Package Procurement — 10%
  - Developing list of potential bidders
  - Developing prequalification documents in preparation for prequalification of bidders

Early Site Development Construction Phase — 0%
- Groundbreaking was held on October 05, 2020
- Not started.

Building Construction Phase — 0%
- Not started.

NEXT STEPS:
- Complete bid of early site package and prepare GMP
- Begin prequalification of contractors for building package
- Complete building package bid documents and submit for Owner approval

M. B. Kahn Construction

PROJECT STATUS REPORT : February 2021
Camden County Administrative Complex Phase 1
Camden County, NC

boomerang DESIGN

PROJECT PHOTOS:

Early Site Package Prequalification Advertisement:

NOTICE TO CONTRACTORS:

BIDDER PREQUALIFICATION REQUEST: M. B. Kahn Construction Co., Inc. has been selected as the Construction Manager @ Risk by Camden County, NC and is seeking to prequalify construction trade and specialty contractors to submit bids for furnishing labor, materials, equipment and tools for the Camden County Administrative Complex Phase 1 project in Camden, NC.

PROJECT DESCRIPTION: This project consists of the new construction of an 31,962sf facility which will include a library, community room, board room, and associated spaces. It will be constructed on an approximately 8 acre site, located at 318 343 HWY N, Camden, NC 27921. The initial bid packages will include only the site development scope. Bid packages for the building will be released at a later date.

BID PACKAGES:
- BP31A - Selective Site Demolition, Earthwork, Storm Drainage, & Erosion Control
- BP32A - Asphalt Paving & Concrete Paving
- BP32B - Fences & Gates
- BP32C - Landscaping & Hardscaping
- BP33A - Site Utilities (Water & Sanitary Sewer)

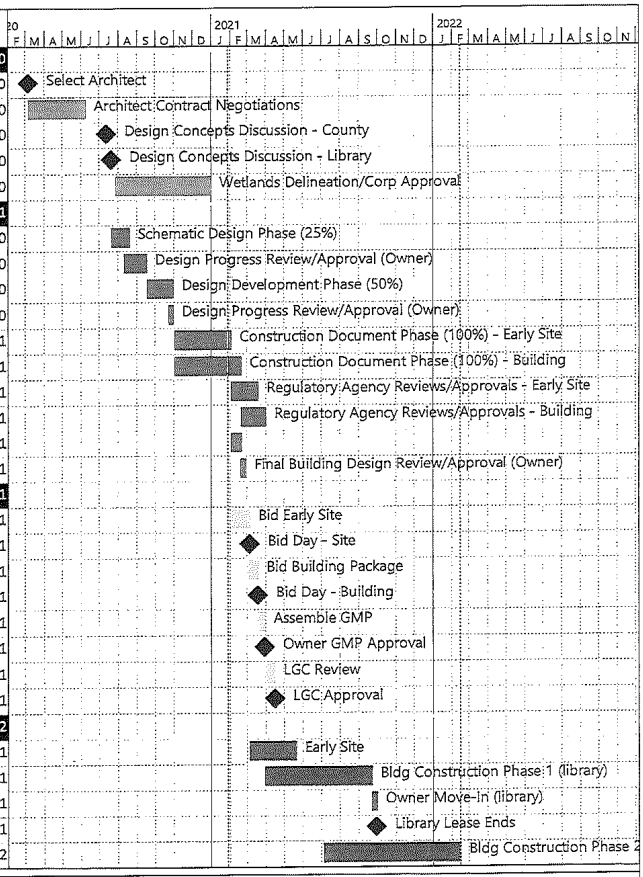
Additional Packages may be added and/or deleted at the discretion of the Construction Manager. Historically underutilized business participation is encouraged. Prequalification forms can be obtained from our sharefile website via the following link: https://mbkahn.sharefile.com/d-s47eb12c7837e4f6ca7343938ac2f65b2e or by contacting Maggie Ottmar. Interested contractors should submit their completed prequalification submittals electronically, by noon on Friday, February 05, 2021, to Maggie Ottmar at mottmar@mbkahn.com. Please note: Plans will not be issued to any contractor until their prequalification form is submitted and approved by M. B. Kahn Construction Co., Inc. Target bid date: February 2021.

INFORMATIONAL PRE-BID SESSION: A non-mandatory, virtual, informational Pre-Bid Session will be held on Thursday, January 28, 2021 at 10:00am.
Video Conferencing Link: https://meet.google.com/dzc-jhp-nrm
Call-in Number: (US) +1 617-675-4444 PIN: 161 223 522 110#
All interested contractors are encouraged to attend.

ATTACHMENT:

1. Management Schedule

Task Name	Duration	Start	Finish
1 - PRELIMINARY PHASE	**212 days**	**Fri 3/6/20**	**Thu 12/31/20**
Select Architect	0 days	Fri 3/6/20	Fri 3/6/20
Architect Contract Negotiations	67 days	Fri 3/6/20	Mon 6/8/20
Design Concepts Discussion - County	0 days	Mon 7/13/20	Mon 7/13/20
Design Concepts Discussion - Library	0 days	Tue 7/21/20	Tue 7/21/20
Wetlands Delineation/Corp Approval	110 days	Tue 7/28/20	Thu 12/31/20
2 - DESIGN PHASE	**178 days**	**Tue 7/21/20**	**Wed 3/31/21**
Schematic Design Phase (25%)	22 days	Tue 7/21/20	Wed 8/19/20
Design Progress Review/Approval (Owner)	27 days	Tue 8/11/20	Wed 9/16/20
Design Development Phase (50%)	32 days	Thu 9/17/20	Fri 10/30/20
Design Progress Review/Approval (Owner)	6 days	Fri 10/23/20	Fri 10/30/20
Construction Document Phase (100%) - Early Site	63 days	Mon 11/2/20	Tue 2/2/21
Construction Document Phase (100%) - Building	75 days	Mon 11/2/20	Thu 2/18/21
Regulatory Agency Reviews/Approvals - Early Site	32 days	Wed 2/3/21	Thu 3/18/21
Regulatory Agency Reviews/Approvals - Building	29 days	Fri 2/19/21	Wed 3/31/21
Final Site Design Review/Approval (Owner)	13 days	Wed 2/3/21	Fri 2/19/21
Final Building Design Review/Approval (Owner)	7 days	Thu 2/18/21	Fri 2/26/21
3 - PROCUREMENT PHASE	**50 days**	**Fri 2/5/21**	**Thu 4/15/21**
Bid Early Site	20 days	Fri 2/5/21	Thu 3/4/21
Bid Day - Site	0 days	Thu 3/4/21	Thu 3/4/21
Bid Building Package	14 days	Mon 3/1/21	Thu 3/18/21
Bid Day - Building	0 days	Thu 3/18/21	Thu 3/18/21
Assemble GMP	7 days	Fri 3/19/21	Mon 3/29/21
Owner GMP Approval	0 days	Mon 3/29/21	Mon 3/29/21
LGC Review	13 days	Tue 3/30/21	Thu 4/15/21
LGC Approval	0 days	Thu 4/15/21	Thu 4/15/21
4 - CONSTRUCTION PHASE	**245 days**	**Fri 3/5/21**	**Mon 2/14/22**
Early Site	55 days	Fri 3/5/21	Thu 5/20/21
Bldg Construction Phase 1 (library)	124 days	Tue 3/30/21	Tue 9/21/21
Owner Move-In (library)	7 days	Wed 9/22/21	Thu 9/30/21
Library Lease Ends	0 days	Thu 9/30/21	Thu 9/30/21
Bldg Construction Phase 2 (community/board room)	160 days	Mon 7/5/21	Mon 2/14/22



M. B. Kahn
KAHN Construction Co., Inc.

MANAGEMENT SCHEDULE
Public Services Complex
Camden County, NC

Thu 1/28/21

Attachment: bocminutes_030321 (2946 : BOC Meeting Minutes - March 3, 2021)

- New High School

KAHN
M. B. Kahn Construction

NEW CAMDEN COUNTY HIGH SCHOOL
Project Update

During the month of February, the Design-Build team, M. B. Kahn and Moseley Architects:

- Continued schematic design, including updating the design to incorporate input from the faculty and staff gathered during meetings held in December and January
- Conducted multiple meetings with District leadership to review floor plan and site plan options
- Continued monitoring construction costs and updating estimates updated to reflect current market conditions
- Began preparing a formal schematic estimate for review
- Began finalizing the project website that the community will be able to access for updates throughout the project

Over the next 30 days, the team anticipates:

- Submitting a completed schematic design to project stakeholders (Anticipated March 11th)
- Submitting a schematic estimate to the project stakeholders (Anticipated March 11th)
- Meet with NC DOT for Site Design review and approval
- Moving forward with the design on an early site development package
- Sharing a live project website with community members (Anticipated March 5th)

3/2/2021

- Broadband
  - Fiber is being placed along Rt 343 from Shipyard Road to the water tower.
  - The enclosure and generator are in place at the water tower.
  - Antennas are installed on the water tower. Service will extend approximately 5 miles around the tower.
  - Fiber is being placed from the water tower north to the Commerce Park traveling along Old Swamp Road.
  - Microelectronics Center of North Carolina (MCNC) to connect in Elizabeth City.
  - By mid-March the water tower should be activated.
- South Mills Water Association
  - The current agreement provides up to the 150k gallons of water per day.
  - Since the beginning of January 2020 SMWA is using about 150,000 gallons of water per day.
  - The current rate is $6.17 / 1000 gallons and is in place for two years starting July 10, 2019.
  - The BOC sets the rates in Camden County. The rate is set to cover the cost of operation and debt service.
- South Mills Landing
  - On February 15th the Order approving the preliminary plat and the Development Agreement were fully executed and recorded on Thursday, February 18th.

Attachment: bocminutes_030321 (2946 : BOC Meeting Minutes - March 3, 2021)

- Annual Development Schedule spreadsheet shows the number of houses at each stage of final plat, construction drawings, and occupancy. It also shows fees to the county for water and sewer connections.
- SML has received an extension of their allotment of water connections from SMWA for the first phase of 129 houses. The engineer has contracted with Timmons Group to study the SMWA waterlines impacting their development to determine what, if any, improvements are needed; similar to the study that Timmons did for Camden Plantation.
- The preliminary plat has been approved by the BOC and the engineer is working on the construction drawings and the stormwater plan.

- Camden Plantation
  - Boyd Homes – Ken Merner and David Rudiger
  - 1700 Homes – may be reduced based on wetlands mitigation
  - Golf Course
  - Commercial Shopping
  - Land Sale Agreement for 13.25 acres at $10k per acre
  - Public water is provided by SMWA. Seller agrees to provide water to SMWA and SMWA agrees to purchase at a reasonable rate and then sell to Buyer.
  - A Reverter Clause is in place by the Seller to prohibit the Buyer from selling the property to another individual or entity within 3 years for profit of the Buyer.
  - Master Plan Amendment has been approved.
  - All state permits have been approved to begin Phase 1A.
  - Water plans have been submitted for State approval.
  - Phase 1A approval consists of US 17 entrance / 109 homes / clubhouse / golf course grading
  - Construction start pending approval of water system plans by SMWA
  - Water system will require pressure testing to determine if fire hydrants can be supported or if alternate fire suppression improvements are needed.
- Camden Commerce Park Upgrades
  - Albemarle Electric Work – Completed along with street lights in place
  - 3-Phase Power has been installed along Opportunity Drive
  - The new entrance into Mangum Property is complete with drainage pipes and a 300-foot gravel road into the property.
  - Southeastern Equipment purchased Lot 3 (16+ acres)
  - Road extensions along Opportunity Drive to Fink property and to Southeastern Equipment
  - The dirt berm has been leveled and property seeded.

There being no further matters for discussion, Chairman Tom White adjourned the retreat at 12:36 PM.

ATTEST:

Tom White, Chairman Camden County Board of Commissioners	Karen M. Davis Clerk to the Board of Commissioners

Attachment: bocminutes_030321 (2946 : BOC Meeting Minutes - March 3, 2021)

CAMDEN COUNTY
NORTH CAROLINA · USA
Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.C
Meeting Date: April 05, 2021

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

Item Title **Closed Session Minutes**

Attachments:

Summary:
Consideration of Closed Session Minutes, copies of which were previously distributed.
Recommendation:
Approval.

CAMDEN COUNTY
NORTH CAROLINA · USA
Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.D
Meeting Date: April 05, 2021

Submitted By: Stephanie Jackson, HR Director
Finance
Prepared by: Karen Davis

Item Title **Budget Amendments**

Attachments: Budget Amendments (PDF)

2020-21-BA024

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, 2021.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT INCREASE	AMOUNT DECREASE
Revenues			
10390510-433500	Miscellaneous Revenues	$47.41	
Expenses			
105100-557000	Miscellaneous Expense	$47.41	

This Budget Amendment is made to appropriate additional monies through expenses that the Sheriff's Department received through a Grant Funds.

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 April, 2021.

Clerk to Board of Commissioners **Chairman, Board of Commissioners**

Attachment: Budget Amendments (2965 : Budget Amendments)

2020-21-BA025

CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT INCREASE	AMOUNT DECREASE
Revenues			
10390510-433500	Miscellaneous Revenues	$8.97	
Expenses			
105100-557000	Miscellaneous Expense	$8.97	

This Budget Amendment is made to appropriate additional monies through expenses that the Sheriff's Department received through a Grant Funds.

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 April, 2021.

Clerk to Board of Commissioners **Chairman, Board of Commissioners**

Attachment: Budget Amendments (2965 : Budget Amendments)

2020-21-BA026

CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT INCREASE	AMOUNT DECREASE
Revenues			
15360400-434873	Tourism Grant	$10,000	
Expenses			
154200-533100	Grant Expense	$10,000	

This Budget Amendment is made to appropriate additional monies through expenses that the Visitor Center received through some Tourism Grant Funds.

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 April, 2021.

Clerk to Board of Commissioners **Chairman, Board of Commissioners**

Attachment: Budget Amendments (2965 : Budget Amendments)

2020-21-BA027

CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT INCREASE	AMOUNT DECREASE
Revenues			
10330511-433500	Miscellaneous Revenue	$813.12	
Expenses			
105110-533100	Grant Purchases Expense	$813.12	

This Budget Amendment is made to appropriate additional monies through expenses that the Sheriff's Department received through Grant Funds.

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 April, 2021.

Clerk to Board of Commissioners **Chairman, Board of Commissioners**

Attachment: Budget Amendments (2965 : Budget Amendments)

CAMDEN COUNTY
NORTH CAROLINA · USA
Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

<u>Consent Agenda</u>

Item Number: 8.E
Meeting Date: April 05, 2021

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

Item Title **School Budget Amendments**

Attachments: School Budget Amendments_Feb21 (PDF)
School Budget Amendments_March21 (PDF)

Budget Amendment

Camden County Schools Administrative Unit

State Public School Fund

The Camden County Board of Education at a meeting on the 11th day of February 2021 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2021.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs	67,232.96	
5200	Special Instructional Programs	8,999.54	
5300	Alternative Programs		8,208.82
5800	School Based Support Services	61,779.60	
6500	Operational Support Services	497.75	
6600	Financial & Human Resources	2,647.63	
6800	System-Wide Pupil Support	984.29	
6900	Policy, Leadership	246.08	

Explanation:

Total Appropriation in Current Budget	$ 15,998,643.87
Amount of **Increase**/Decrease of Above Amendment	+ 134,179.03
Total Appropriation in Current Amended Budget	$ 16,132,822.90

Passed by majority vote of the Board of Education of Camden County on the 11th day of February 2021.

Chairman, Board of Education

Secretary, Board of Education

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

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

Attachment: School Budget Amendments_Feb21 (2942 : School Budget Amendments)

BUDGET AMENDMENT
February 11, 2021

1. State Public School Fund

A. We have reviewed this area of the budget and find that we must increase our budget to cover the benefits that will be covered at the end of the year by NCDPI that are paid during the year to employees. We request your approval of the following amendment.

Non-Contributory Benefits			
1.5110.009.184	Longevity	$ +	2,323.64
1.5110.009.186	Long Term Disability	+	13,375.02
1.5110.009.189	Short Term Disability	+	2,229.17
1.5110.009.211	Emp. Soc. Sec. Costs	+	1,371.48
1.5110.009.221	Emp. Retirement Costs	+	3,886.75
1.5110.009.231	Emp. Hosp. Ins. Costs	+	1,094.12
1.5210.009.184	Longevity	+	549.30
1.5210.009.211	Emp. Soc. Sec. Costs	+	42.02
1.5210.009.221	Emp. Retirement Costs	+	119.09
1.5310.009.188	Annual Leave Payout	+	159.74
1.5310.009.211	Emp. Soc. Sec. Costs	+	12.23
1.5310.009.221	Emp. Retirement Costs	+	34.63
1.6550.009.184	Longevity	+	384.87
1.6550.009.211	Emp. Soc. Sec. Costs	+	29.44
1.6550.009.221	Emp. Retirement Costs	+	83.44
1.6610.009.184	Longevity	+	2,047.19
1.6610.009.211	Emp. Soc. Sec. Costs	+	156.61
1.6610.009.221	Emp. Retirement Costs	+	443.83
1.6820.009.184	Longevity	+	761.08
1.6820.009.211	Emp. Soc. Sec. Costs	+	58.21
1.6820.009.221	Emp. Retirement Costs	+	165.00
1.6940.009.184	Longevity	+	190.27
1.6940.009.211	Emp. Soc. Sec. Costs	+	14.56
1.6940.009.221	Emp. Retirement Costs	+	41.25
Total – Non-Contributory Benefits		$ +	29,572.94

B. We have received an allotment revision and must decrease our budget to reflect the allotment. We request your approval of the following amendment.

Children with Special Needs			
1.5350.032.133	Salary – School Psychologist	$ -	7,102.00
1.5350.032.211	Emp. Soc. Sec. Costs	-	544.00
1.5350.032.221	Emp. Retirement Costs	-	1,523.00

Attachment: School Budget Amendments_Feb21 (2942 : School Budget Amendments)

BUDGET AMENDMENT
State Public School Fund
February 11, 2021, Page 2

1.5840.032.311 Contracted Services		- 9,031.00
Total – Children with Special Needs	$	- 18,200.00

C. We have received an allotment revision and must increase our budget to reflect the allotment. We request your approval of the following amendment.

School Resource Officer		
1.5850.039.311 Contracted Services	$	+ 66,666.00
Total – School Resource Officer	$	+ 66,666.00

D. We have reviewed this area of the budget and find that we must increase our budget to cover the benefits that will be covered at the end of the year by NCDPI that are paid during the year to employees. We request your approval of the following amendment.

Compensation Bonus		
1.5110.045.180 Bonus Pay	$	+ 29,050.00
1.5110.045.211 Emp. Soc. Sec. Costs		+ 2,222.65
1.5120.045.180 Bonus Pay		+ 4,900.00
1.5120.045.211 Emp. Soc. Sec. Costs		+ 374.94
1.5132.045.180 Bonus Pay		+ 2,476.92
1.5132.045.211 Emp. Soc. Sec. Costs		+ 160.50
1.5133.045.180 Bonus Pay		+ 2,450.00
1.5133.045.211 Emp. Soc. Sec. Costs		+ 187.43
1.5134.045.180 Bonus Pay		+ 1,050.00
1.5134.045.211 Emp. Soc. Sec. Costs		+ 80.34
1.5210.045.180 Bonus Pay		+ 6,300.00
1.5210.045.211 Emp. Soc. Sec. Costs		+ 482.01
1.5240.045.180 Bonus Pay		+ 1,050.00
1.5240.045.211 Emp. Soc. Sec. Costs		+ 80.33
1.5260.045.180 Bonus Pay		+ 350.00
1.5260.045.211 Emp. Soc. Sec. Costs		+ 26.79
1.5310.045.180 Bonus Pay		+ 350.00
1.5310.045.211 Emp. Soc. Sec. Costs		+ 26.78
1.5320.045.180 Bonus Pay		+ 350.00
1.5320.045.211 Emp. Soc. Sec. Costs		+ 26.80
1.5810.045.180 Bonus Pay		+ 1,050.00
1.5810.045.211 Emp. Soc. Sec. Costs		+ 80.35
1.5830.045.180 Bonus Pay		+ 1,400.00
1.5830.045.211 Emp. Soc. Sec. Costs		+ 107.13

Attachment: School Budget Amendments_Feb21 (2942 : School Budget Amendments)

BUDGET AMENDMENT
State Public School Fund
February 11, 2021, Page 3

1.5840.045.180 Bonus Pay	+	1,400.00
1.5840.045.211 Emp. Soc. Sec. Costs	+	107.12
Total – Compensation Bonus	$	+ 56,140.09
3100.000 Revenue – State Public School Fund	$	- 134,179.03

Passed by majority vote of the Board of Education of Camden County on the 11th day of February, 2021.

Chairman, Board of Education

Secretary, Board of Education

Attachment: School Budget Amendments_Feb21 (2942 : School Budget Amendments)

Budget Amendment

Camden County Schools Administrative Unit

Local Current Expense Fund

The Camden County Board of Education at a meeting on the 11th day of February, 2021 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2021.

Code Number	Description of Code	Amount Increase	Amount Decrease
5100	Regular Instructional Programs	31,740.00	
5200	Special Instructional Programs		26,340.00
5800	School Based Support Services		14,700.00
8100	Payments to Other Gov't Units	45,700.00	

Explanation:

Total Appropriation in Current Budget	$ 2,743,796.00
Amount of Increase/Decrease of Above Amendment	+ 36,400.00
Total Appropriation in Current Amended Budget	$ 2,780,196.00

Passed by majority vote of the Board of Education of Camden County on the 11th day of February 2021.

Chairman, Board of Education

Secretary, Board of Education

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

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

Attachment: School Budget Amendments_Feb21 (2942 : School Budget Amendments)

BUDGET AMENDMENT
February 11, 2021

2. Local Current Expense Fund

A. We have reviewed the allotment and must transfer money in to cover expenses. We request your approval of the following amendment.

Charter School Funding		
2.8100.036.717 Payment to Charter School	$	+ 45,700.00
Total – Charter School Funding	$	+ 45,700.00

B. We have received additional money from Camden County and must increase this area of the budget. We request your approval of the following amendment.

Classroom Support		
2.5110.842.135 Salary – Admin Intern	$	+ 22,900.00
2.5110.842.211 Emp. Soc. Sec. Cost		+ 1,750.00
2.5110.842.221 Emp. Retirement Cost		+ 5,000.00
2.5110.842.231 Emp. Hosp. Ins. Cost		+ 2,090.00
2.5830.842.131 Salary – Guidance Counselor		- 10,000.00
2.5830.842.211 Emp. Soc. Sec. Cost		- 1,300.00
2.5830.842.221 Emp. Retirement Cost		- 2,100.00
2.5830.842.231 Emp. Hosp. Ins. Cost		- 1,300.00
Total – Classroom Support	$	+ 17,040.00

C. We have received additional money from Camden County and must decrease this area of the budget to help cover Charter School Funding. We request your approval of the following amendment.

Children with Special Needs		
2.5210.849.121 Salary - Teacher	$	- 26,340.00
Total – Children with Special Needs	$	- 26,340.00

2.4410 Revenue – Fines & Forfeitures	$	+ 14,000.00
2.4450 Revenue – Interest on Investments		+ 2,000.00
2.4490 Revenue – Misc. Revenue		- 2,000.00
2.4490.842....02 Revenue – ECU Pirate Leadership		- 50,400.00
Total – Revenue		- 36,400.00

Attachment: School Budget Amendments_Feb21 (2942 : School Budget Amendments)

BUDGET AMENDMENT
Local Current Expense Fund
February 11, 2021, Page 2

Passed by majority vote of the Board of Education of Camden County on the 11th day of February, 2021.

Chairman, Board of Education

Secretary, Board of Education

Attachment: School Budget Amendments_Feb21 (2942 : School Budget Amendments)

Budget Amendment

Camden County Schools Administrative Unit

Federal Grant Fund

The Camden County Board of Education at a meeting on the 11th day of February 2021 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2021.

Code Number	Description of Code	Amount	
		Increase	Decrease
5300	Alternative Programs & Services		
5800	School Based Support Services	17,488.00	

Explanation: Revenues increased for carryover funds

Total Appropriation in Current Budget	$	765,670.07
Amount of **Increase**/Decrease of Above Amendment	+	17,488.00
Total Appropriation in Current Amended Budget	$	783,158.07

Passed by majority vote of the Board of Education of Camden County on the 11th day of February, 2021.	We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this _____ day of _____ 20____.
Chairman, Board of Education	Chairman, Board of County Commissioners
Secretary, Board of Education	Clerk, Board of County Commissioners

Attachment: School Budget Amendments_Feb21 (2942 : School Budget Amendments)

BUDGET AMENDMENT
February 11, 2021

3. Federal Grant Fund

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

ESEA – Title I
Project #21-050-150

3.5330.050.121 Salary - Teacher	$	+ 30,499.98
3.5330.050.181 Supplementary Pay		+ 900.00
3.5330.050.211 Emp. Soc. Sec. Costs		+ 2,402.10
3.5330.050.221 Emp. Retirement Costs		+ 6,236.04
3.5330.050.231 Emp. Hosp. Ins. Costs		+ 3,174.48
3.5330.050.411 Supplies & Materials		- 52,337.60
3.5330.050.418 Computer Software & Supplies		+ 1,300.00
3.5330.050.461 Pur of Non-Cap Equipment		+ 3,600.00
3.5330.050.462 Pur of Non-Cap Computer Hdwe		+ 4,225.00
Total – ESEA – Title I	$	+ 0.00
		==========
3.3600.050 Revenue – ESEA – Title I	$	- 0.00
		==========

B. We have received an allotment revision and reviewed this area of the budget and find that we must increase funds within the budget. We request your approval of the following amendment.

CARES Act – Digital Curriculum
Project #21-165-150

3.5860.165.411 Supplies & Materials	$	+ 13,318.00
Total – CARES Act Digital Curriculum	$	+ 13,318.00
		==========
3.3600.165 Revenue – CARES Act Digital Curr	$	- 13,318.00
		==========

C. We have received an allotment revision and reviewed this area of the budget and find that we must increase funds within the budget. We request your approval of the following amendment.

CARES Act – Learning Management
Project #21-166-150

3.5860.166.418 Computer Software & Supplies	$	+ 4,170.00

Attachment: School Budget Amendments_Feb21 (2942 : School Budget Amendments)

BUDGET AMENDMENT
Federal Grant Funds
February 11, 2021, Page 2

Total – Supportive Effective Instruction	$	+	4,170.00
			==========
3.3600.166 Revenue – CARES Act Learning Mgmt	$	-	4,170.00
			==========

Passed by majority vote of the Board of Education of Camden County on the 11th day of February, 2021.

Chairman, Board of Education

Secretary, Board of Education

Attachment: School Budget Amendments_Feb21 (2942 : School Budget Amendments)

Budget Amendment

Camden County Schools Administrative Unit

Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 11th day of February, 2021 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2021.

Code Number	Description of Code	Amount	
		Increase	Decrease
5300	Alternative Programs		30,779.52
7100	Regular Community Services		169,273.29

Explanation:

Total Appropriation in Current Budget	$	483,094.00
Amount of Increase/Decrease of Above Amendment		- 200,052.81
Total Appropriation in Current Amended Budget	$	283,041.19

Passed by majority vote of the Board of Education of Camden County on the 11th day of February 2021.	We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this _____ day of _____ 20____.
Chairman, Board of Education	Chairman, Board of County Commissioners
Secretary, Board of Education	Clerk, Board of County Commissioners

Attachment: School Budget Amendments_Feb21 (2942 : School Budget Amendments)

BUDGET AMENDMENT
February 11, 2021

8. Other Local Current Expense Fund

A. We have reviewed this area of the budget and must decrease funds to reflect decreased revenues. We request your approval of the following amendment.

Medicaid Direct Service		
8.5320.306.131	Salary – Social Worker	$ - 22,500.00
8.5320.306.211	Emp. Soc. Sec. Cost	- 1,836.60
8.5320.306.221	Emp. Retirement Cost	- 4,332.00
8.5320.306.231	Emp. Hosp. Ins. Cost	- 2,110.92
Total – Medicaid Direct Service		$ - 30,779.52

B. We have reviewed this area of the budget and must decrease funds to reflect decreased revenues. We request your approval of the following amendment.

After School Day Care Program		
8.7100.701.178	Salary – Day Care Workers	$ - 123,194.00
8.7100.701.184	Longevity Pay	- 1,153.00
8.7100.701.199	Overtime Pay	- 600.00
8.7100.701.211	Emp. Soc. Sec. Cost	- 9,475.74
8.7100.701.221	Emp. Retirement Cost	- 10,451.00
8.7100.701.231	Emp. Hosp. Ins. Cost	- 5,816.64
8.7100.701.311	Contracted Services	- 300.00
8.7100.701.312	Workshop Expenses	- 150.00
8.7100.701.333	Field Trip Expenses	- 5,646.98
8.7100.701.341	Telephone Service	- 274.03
8.7100.701.411	Supplies & Materials	- 3,000.00
8.7100.701.451	Purchase of Snacks	- 3,211.90
8.8100.701.392	Indirect Cost	- 6,000.00
Total – After School Day Care Program		$ - 169,273.29

8.4210.701	Tuition & Fees Day Care	+187,432.00
8.4880	Indirect Cost	+ 12,620.81
Total Revenue		+200,052.81

Attachment: School Budget Amendments_Feb21 (2942 : School Budget Amendments)

BUDGET AMENDMENT
Other Local Current Expense Fund
February 11, 2021, Page 2

Passed by majority vote of the Board of Education of Camden County on the 11th day of February, 2021.

Chairman, Board of Education

Secretary, Board of Education

Attachment: School Budget Amendments_Feb21 (2942 : School Budget Amendments)

Budget Amendment

Camden County Schools Administrative Unit

State Public School Fund

The Camden County Board of Education at a meeting on the 11th day of March 2021 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2021.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs	1,366.00	
5200	Special Instructional Programs	424.72	
5400	School Leadership Services	2,311.79	
6500	Operational Support Services	1,829.11	

Explanation:

Total Appropriation in Current Budget	$ 16,132,822.90
Amount of **Increase**/Decrease of Above Amendment	+ 5,931.62
Total Appropriation in Current Amended Budget	$ 16,138,754.52

Passed by majority vote of the Board of Education of Camden County on the 11th day of March 2021.

Chairman, Board of Education

Secretary, Board of Education

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

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

Attachment: School Budget Amendments_March21 (2942 : School Budget Amendments)

BUDGET AMENDMENT
March 11, 2021

1. State Public School Fund

A. We have received an allotment revision and must increase our budget to reflect the allotment. We request your approval of the following amendment.

Non-Instructional Support			
1.5110.003.162 Substitute Pay	$	+	809.22
1.5110.003.211 Emp. Soc. Sec. Cost		+	250.00
1.5110.003.221 Emp. Retirement Cost		+	100.00
1.5810.003.162 Substitute Pay		+	203.00
1.5810.003.211 Emp. Soc. Sec. Cost		+	3.78
Total – Non-Instructional Support	$	+	1,366.00

B. We have reviewed this area of the budget and find that we must increase our budget to cover the benefits that will be covered at the end of the year by NCDPI that are paid during the year to employees. We request your approval of the following amendment.

Non-Contributory Benefits			
1.5210.009.184 Longevity	$	+	328.40
1.5210.009.211 Emp. Soc. Sec. Costs		+	25.12
1.5210.009.221 Emp. Retirement Costs		+	71.20
1.5400.009.184 Longevity		+	1,787.51
1.5400.009.211 Emp. Soc. Sec. Costs		+	136.75
1.5400.009.221 Emp. Retirement Costs		+	387.53
1.6540.009.184 Longevity		+	1,414.30
1.6540.009.211 Emp. Soc. Sec. Costs		+	108.19
1.6540.009.221 Emp. Retirement Costs		+	306.62
Total – Non-Contributory Benefits	$	+	4,565.62

C. We have received an allotment revision and must decrease our budget to reflect the allotment. We request your approval of the following amendment.

Career & Technical Education - Months			
1.5120.013.121 Salary – Teacher	$	-	20,000.00
1.5120.013.211 Emp. Soc. Sec. Costs		-	1,530.00
1.5120.013.221 Emp. Retirement Costs		-	4,336.00
1.5120.013.231 Emp. Hosp. Ins. Costs		-	3,930.00
Total – Career & Technical Education - Months	$	-	29,796.00

Attachment: School Budget Amendments_March21 (2942 : School Budget Amendments)

BUDGET AMENDMENT
State Public School Fund
March 11, 2021, Page 2

D. We have received an allotment revision and must increase our budget to reflect the allotment. We request your approval of the following amendment.

Career & Technical Education - Program		
1.5120.014.411 Supplies & Materials	$	+ 10,000.00
1.5120.014.418 Computer Software & Supplies		+ 10,000.00
1.5120.014.462 Pur of Non-Cap Comp Hdwe		+ 9,796.00
Total – Career & Technical Education - Program	$	+ 29,796.00

E. We have received an allotment revision and must decrease our budget to reflect the allotment. We request your approval of the following amendment.

Textbook		
1.5110.130.412.350 Textbook	$	- 5,712.00
Total – Textbook	$	- 5,712.00

F. We have received an allotment revision and must increase our budget to reflect the allotment. We request your approval of the following amendment.

Textbook & Digital Resources		
1.5110.131.413.350 Other Textbook	$	+ 5,712.00
Total – Textbook & Digital Resources	$	+ 5,712.00

3100.000 Revenue – State Public School Fund	$	- 5,931.62

Attachment: School Budget Amendments_March21 (2942 : School Budget Amendments)

BUDGET AMENDMENT
State Public School Fund
March 11, 2021, Page 3

Passed by majority vote of the Board of Education of Camden County on the 11th day of March, 2021.

Chairman, Board of Education

Secretary, Board of Education

Attachment: School Budget Amendments_March21 (2942 : School Budget Amendments)

Budget Amendment

Camden County Schools Administrative Unit

Local Current Expense Fund

The Camden County Board of Education at a meeting on the 11th day of March, 2021 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2021.

Code Number	Description of Code	Amount	
		Increase	Decrease
5400	School Leadership Services	5,760.00	
5800	School Based Support Services		5,620.00
6900	Policy, Leadership Services	10,000.00	

Explanation:

Total Appropriation in Current Budget	$	2,780,196.00
Amount of Increase/Decrease of Above Amendment	+	10,140.00
Total Appropriation in Current Amended Budget	$	2,790,336.00

Passed by majority vote of the Board of Education of Camden County on the 11th day of March 2021.

Chairman, Board of Education

Secretary, Board of Education

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

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

Attachment: School Budget Amendments_March21 (2942 : School Budget Amendments)

BUDGET AMENDMENT
March 11, 2021

2. Local Current Expense Fund

A. We have reviewed the allotment and must transfer money in to cover expenses. We request your approval of the following amendment.

Classroom Support		
2.5110.841.231 Emp. Hosp. Ins. Costs	$	+ 2,609.80
Total – Classroom Support	$	+ 2,609.80

B. We have reviewed the allotment and must transfer money out to cover expenses. We request your approval of the following amendment.

Classroom Support		
2.5110.842.231 Emp. Hosp. Ins. Costs	$	- 2,609.80
Total – Classroom Support	$	- 2,609.80

C. We have received a donation for supplies as well as need to transfer some money out to cover expenses. We request your approval of the following amendment.

Student Services – School Health		
2.5840.855.411 Supplies & Materials	$	+ 140.00
2.5840.855.131 Salary – Nurse		- 5,760.00
Total – Student Services – School Health	$	- 5,620.00

D. We have received a grant from Duke Energy. We request your approval of the following amendment.

Office of the Superintendent		
2.6940.865.459 Other Food Purchases	$	+ 10,000.00
Total – Office of the Superintendent	$	+ 10,000.00

E. We have reviewed the allotment and must transfer money in to cover expenses. We request your approval of the following amendment.

Office of the Principal		
2.5400.870.312 Workshop Expenses	$	+ 5,760.00
Total – Office of the Principal	$	+ 5,760.00

Attachment: School Budget Amendments_March21 (2942 : School Budget Amendments)

BUDGET AMENDMENT
Local Current Expense Fund
March 11, 2021, Page 2

2.4490 Revenue – Misc. Revenue	-	10,140.00
Total – Revenue	-	10,140.00

Passed by majority vote of the Board of Education of Camden County on the 11th day of March, 2021.

Chairman, Board of Education

Secretary, Board of Education

Attachment: School Budget Amendments_March21 (2942 : School Budget Amendments)

Budget Amendment

Camden County Schools Administrative Unit

Federal Grant Fund

The Camden County Board of Education at a meeting on the 11th day of March 2021 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2021.

Code Number	Description of Code	Amount	
		Increase	Decrease
5800	School Based Support Services	341.00	

Explanation: Revenues increased for carryover funds

Total Appropriation in Current Budget	$	783,158.07
Amount of **Increase**/Decrease of Above Amendment	+	341.00
Total Appropriation in Current Amended Budget	$	783,499.07

Passed by majority vote of the Board of Education of Camden County on the 11th day of March, 2021.

Chairman, Board of Education

Secretary, Board of Education

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

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

Attachment: School Budget Amendments_March21 (2942 : School Budget Amendments)

BUDGET AMENDMENT
March 11, 2021

3. Federal Grant Fund

A. We have received an allotment revision and reviewed this area of the budget and find that we must increase funds within the budget. We request your approval of the following amendment.

CARES Act – Digital Curriculum		
Project #21-165-150		
3.5860.165.411 Supplies & Materials	$	+ 341.00
Total – CARES Act Digital Curriculum	$	+ 341.00
		==========
3.3600.165 Revenue – CARES Act Digital Curr	$	- 341.00
		==========

Passed by majority vote of the Board of Education of Camden County on the 11th day of March, 2021.

Chairman, Board of Education

Secretary, Board of Education

Attachment: School Budget Amendments_March21 (2942 : School Budget Amendments)

Budget Amendment

Camden County Schools Administrative Unit

Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 11th day of February, 2021 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2021.

Code Number	Description of Code	Amount Increase	Amount Decrease
6400	Technology Support Services	3,360.29	
6500	Operational Support Services		3,378.84
7100	Regular Community Services	18.55	

Explanation:

Total Appropriation in Current Budget	$	283,041.19
Amount of Increase/Decrease of Above Amendment	+	0.00
Total Appropriation in Current Amended Budget	$	283,041.19

Passed by majority vote of the Board of Education of Camden County on the 11th day of March 2021.

Chairman, Board of Education

Secretary, Board of Education

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

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

Attachment: School Budget Amendments_March21 (2942 : School Budget Amendments)

BUDGET AMENDMENT
March 11, 2021

8. Other Local Current Expense Fund

A. We have reviewed this area of the budget and must increase to cover telephone expense. We request your approval of the following amendment.

After School Day Care Program			
8.7100.701.341 Telephone Service	$	+	18.55
Total – After School Day Care Program	$	+	18.55

B. We have reviewed this area of the budget and must transfer funds out to meet other needs. We request your approval of the following amendment.

Operation of Activity Bus			
8.6550.706.423 Gas/Diesel Fuel	$	-	3,378.84
Total – Operation of Activity Bus	$	-	3,378.84

C. We have reviewed this area of the budget and must increase this budget. We request your approval of the following amendment.

Technology			
8.6400.905.418 Computer Software & Supplies	$	+	3,360.29
Total – Technology	$	+	3,360.29

Passed by majority vote of the Board of Education of Camden County on the 11th day of March, 2021.

Chairman, Board of Education

Secretary, Board of Education

Attachment: School Budget Amendments_March21 (2942 : School Budget Amendments)

Budget Amendment

Camden County Schools Administrative Unit

Federal Grant Fund

The Camden County Board of Education at a meeting on the 11th day of March 2021 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2021.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Services	1,359.23	
5200	Special Populations Services	3,939.85	
5300	Alternative Programs	17,364.35	
5800	School Based Support Services	3.98	
6500	Operational Support Services		27,220.17
7200	Nutrition Services	29,422.04	
8100	Payments to Other Gov't Units	217.56	
8200	Unbudgeted Funds	122.80	

Explanation: Revenues increased for carryover funds

Total Appropriation in Current Budget	$	783,499.07
Amount of **Increase**/Decrease of Above Amendment	+	25,209.64
Total Appropriation in Current Amended Budget	$	808,708.71

Passed by majority vote of the Board of Education of Camden County on the 11th day of March, 2021.

Chairman, Board of Education

Secretary, Board of Education

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

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

Attachment: School Budget Amendments_March21 (2942 : School Budget Amendments)

BUDGET AMENDMENT
March 11, 2021

3. Federal Grant Fund

A. We have reviewed this area of the budget and find that we must increase funds within the budget. We request your approval of the following amendment.

Title I – Basic Programs
Project #21-050-150

3.8100.050.392 Indirect Cost	$	+	184.42
3.6550.050.331 Contracted Transportation		+	2,820.44
3.5330.050.312 Workshop Expenses		+	5,078.00
Total – Title I – Basic Programs	$	+	8,082.86

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

IDEA VI-B Handicapped
Project #21-060-150

3.5210.060.121 Salary - Teacher	$	+	.04
3.5210.060.221 Emp. Retirement Costs		+	637.86
3.5210.060.231 Emp. Hosp. Ins. Costs		-	634.90
3.5210.060.163 Substitute Pay		-	3.00
Total – IDEA VI-B Handicapped	$	+	0.00

C. We have reviewed this area of the budget and find that we must increase funds within the budget. We request your approval of the following amendment.

Supportive Effective Instruction
Project #21-103-150

3.5110.103.418 Computer Software & Supplies	$	+	2,079.00
3.5110.103.312 Workshop Expenses		-	2,079.00
3.5870.103.312 Workshop Expenses		+	3.98
Total – Supportive Effective Instruction	$	+	3.98

D. We have reviewed this area of the budget and find that we must increase funds within the budget. We request your approval of the following amendment.

IDEA VI-B Special Needs
Project #21-118-150

3.8200.118.399 Unbudgeted Funds	$	+	122.80

Attachment: School Budget Amendments_March21 (2942 : School Budget Amendments)

BUDGET AMENDMENT
Federal Grant Funds
March 11, 2021, Page 2

Total – IDEA VI-B Special Needs	$	+	122.80
			==========

E. We have reviewed this area of the budget and find that we must transfer funds within the budget. We request your approval of the following amendment.

CARES Act 2020
Project #21-163-150

3.5120.163.462 Pur of Non-Cap Comp Hdwe	$	+	1,085.65
3.5210.163.411 Supplies & Materials		+	59.95
3.7200.163.541 Purchase of Equipment		+	29,422.04
3.8100.163.392 Indirect Cost		+	33.14
3.5110.163.411 Supplies & Materials		+	273.58
3.6540.163.311 Contracted Services		-	30,874.36
Total – CARES Act 2020	$	+	0.00
			==========

F. We have received an allotment and need to increase funds within the budget. We request your approval of the following amendment.

ESSERF – Exceptional Children
Project #21-167-150

3.5210.167.311 Contracted Services	$	+	1,586.60
3.5210.167.411 Supplies & Materials		+	1,000.00
3.5240.167.132 Salary – Speech		+	1,000.00
3.5240.167.211 Emp. Soc. Sec. Costs		+	76.50
3.5240.167.221 Emp. Retirement Costs		+	216.80
3.5350.167.121 Salary – Teacher		+	9,500.00
3.5350.167.211 Emp. Soc. Sec. Costs		+	726.75
3.5350.167.221 Emp. Retirement Costs		+	2,059.60
3.6550.167.331 Contracted Transportation		+	833.75
Total – ESSERF – Exceptional Children	$	+	17,000.00
			==========

3.3600.050	Revenue – Title I – Basic Programs	$	-	8,082.86
3.3600.103	Revenue – Supportive Effective Ins.		-	3.98
3.3600.118	Revenue – IDEA VI-B Special Needs		-	122.80
3.3600.167	Revenue - ESSERF – Exceptional Children		-	17,000.00
				==========

Attachment: School Budget Amendments_March21 (2942 : School Budget Amendments)

BUDGET AMENDMENT
Federal Grant Funds
March 11, 2021, Page 3

Passed by majority vote of the Board of Education of Camden County on the 11th day of March, 2021.

Chairman, Board of Education

Secretary, Board of Education

Attachment: School Budget Amendments_March21 (2942 : School Budget Amendments)

CAMDEN COUNTY
NORTH CAROLINA · USA
Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.F
Meeting Date: April 05, 2021

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

Item Title **Tax Collection Report**

Attachments: Tax Collection Report (PDF)

Tax Collection Report

FEBRUARY 2021

Day	Amount	Amount	Name of Account	Deposits	Internet
	$	$		$	$
					-
1	10,104.99		Refund - $3.75	10,104.99	
2	6,066.40			6,066.40	
3	835.00			835.00	
4	4,259.00			4,259.00	
5	12,191.68		Refund - $4.44	12,191.68	
8	5,636.01		Refund - $256.48	5,636.01	
9	5,117.87			5,117.87	
10	207.47			207.47	
11	715.38			715.38	
12	8,182.26			8,182.26	
15	3,942.92			3,942.92	
16	3,477.53		Refund - $70.67	3,477.53	
17	16,239.33			16,239.33	
18	5,296.21		Refund - $1.24		5,296.21
	5,853.63			5,853.63	
19	9,000.49		Refund- $0.78	9,000.49	
22	7,410.14			7,410.14	
23	4,944.00		Refund - $261.40	4,944.00	
24	10,314.03		Refund - $0.44	10,314.03	
25	12,102.93			12,102.93	
26	20,887.73		Refund - $5.70	20,887.73	
	5,187.07				5,187.07
	365.57			365.57	
			Note: PSN payment in the amount		
			of $32.46 received on 2/17/2021 was		
			applied to Non Sufficent Fund for		
			$25.00 and $7.46 to tax for Returned		
			Check by Brandi Jordan.		
			$2.01 Special Assessment credit for		
			Fannie Williams ETAL for year 2020		
	$ 158,337.64	$ -		$ 147,854.36	10,483.28
Total Deposits					
and PSN	$ 158,337.64			$ 158,337.64	
		PSN Check fees $ 6.00 - for info only, fees were paid to PSN			
	$ (604.90)	Refund			
	$ -	Over			
	$ -	Shortage			
	$ (2.01)	Adjustment			
Grand Total	$ 157,730.73				

Submitted by Lisa S. Anderson Date: 3-3-2021

Approved by: _____ Date: _____

Attachment: Tax Collection Report (2950 : Tax Collection Report)

CAMDEN COUNTY
NORTH CAROLINA · USA
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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

<u>Consent Agenda</u>

Item Number: 8.G
Meeting Date: April 05, 2021

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

Item Title **DMV Monthly Report**

Attachments: DMV Monthly Report May, 21 (PDF)

Summary: DMV Monthly Report May, 21 Renewals Due 6/15/2021

Recommendation: Review and Approve

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County May Renewals Due 6/15/21

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of the Tax Administrator and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon personal property of the respective taxpayers in the County of Camden, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell personal property of such taxpayers for and on account thereof, in accordance with the law.

SOUTH MILLS	COURTHOUSE	SHILOH	TOTAL
26,198.05	25,465.43	13,582.73	65,246.21

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.

Lisa S. Anderson
Tax Administrator of Camden County

Attachment: DMV Monthly Report May, 21 (2955 : DMV Monthly Report)

CAMDEN COUNTY
NORTH CAROLINA · USA
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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

<u>Consent Agenda</u>

Item Number: 8.H
Meeting Date: April 05, 2021

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

Item Title **Refunds Over $100.00**

Attachments: REFUNDS OVER $100.00, FEB, 2021 (PDF)

Summary: Refunds Over $100.00, Feb 2021

Recommendation: Review and Approve

REFUNDS OVER $100.00

Refunds to be Issued by Finance Office

Refund$	Remit To:	Reference:	Drawer/Transaction Info:
204.24	FILARECKI,GARY D. P. O. BOX 1654 ELIZABETH CITY NC 279091654	2016 R 02-8935-02-77-4065.0000 VALUE CORRECTION R97393/2016	20210325 99 259563
213.12	FILARECKI,GARY D. P. O. BOX 1654 ELIZABETH CITY NC 279091654	2017 R 02-8935-02-77-4065.0000 VALUE CORRECTION R104619/17	20210325 99 259564
222.00	FILARECKI,GARY D. P. O. BOX 1654 ELIZABETH CITY NC 279091654	2018 R 02-8935-02-77-4065.0000 VALUE CORRECTION R111904/18	20210325 99 259565
222.00	FILARECKI,GARY D. P. O. BOX 1654 ELIZABETH CITY NC 279091654	2019 R 02-8935-02-77-4065.0000 VALUE CORRECTION R119260/19	20210325 99 259566
222.00	FILARECKI,GARY D. P. O. BOX 1654 ELIZABETH CITY NC 279091654	2020 R 02-8935-02-77-4065.0000 VALUE CORRECTION R126661/20	20210325 99 259567
1,083.36	Total Refunds		

***

Submitted by Lisa S. Anderson Date 3-25-2021
Lisa S. Anderson, Tax Administrator Camden County

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

CAMDEN COUNTY
NORTH CAROLINA · USA
Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

<u>Consent Agenda</u>

Item Number: 8.I
Meeting Date: April 05, 2021

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

Item Title **Vehicle Refunds Over $100.00**

Attachments: VEHICLE REFUNDS OVER $100.00 FEB, 21 (PDF)

Summary: Vehicle Refunds Over $100.00 for Feb., 2021

Recommendation: Review and Approve

REFUNDS OVER $100.00

North Carolina Vehicle Tax System

NCVTS Pending Refund report

FEB, 21 REFUNDS UNDER $100.00

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
FOREHAND, CARLTON TERRY	FOREHAND, CARLTON TERRY		583 N TROTMAN RD	CAMDEN, NC 27921	Proration	0041514145	FCR9753	AUTHORIZED	140788014	Refund Generated due to proration on Bill #0041514145-2020-2020-0000-00	Tag Surrender	02/26/2021	3/1/2021 8:38:11 AM	1843	Tax	($207.87)	$0.00	($207.87)
														2	Tax	($2.81)	$0.00	($2.81)
																	Refund	$210.68
MCCRODDEN, CRAIG EDWARDS 2ND	MCCRODDEN, CRAIG EDWARDS 2ND	MCCRODDEN, ELIZABETH ELLIOTT	119 VINEYARD DR	CAMDEN, NC 27921	Adjustment >= $100	0043336750	FFE8347	AUTHORIZED	140353965	Refund Generated due to adjustment on Bill #0043336750-2017-2017-0000-00	Military	02/19/2021	2/22/2021 9:15:11 AM	1843	Tax	($263.57)	$0.00	($263.57)
														2	Tax	($3.71)	$0.00	($3.71)
																	Refund	$267.28
MCCRODDEN, CRAIG EDWARDS 2ND	MCCRODDEN, CRAIG EDWARDS 2ND	MCCRODDEN, ELIZABETH ELLIOTT	119 VINEYARD DR	CAMDEN, NC 27921	Adjustment >= $100	0043336750	FFE8347	AUTHORIZED	140353964	Refund Generated due to adjustment on Bill #0043336750-2018-2018-0000-00	Military	02/19/2021	2/22/2021 9:15:11 AM	1843	Tax	($228.51)	$0.00	($228.51)
														2	Tax	($3.09)	$0.00	($3.09)
																	Refund	$231.60
ROUNTREE, JOHN EDWARD	ROUNTREE, JOHN EDWARD		284 LAMBS RD	CAMDEN, NC 27921	Proration	0058337809	HLF7880	AUTHORIZED	140353998	Refund Generated due to proration on Bill #0058337809-2020-2020-0000-00	Tag Surrender	02/19/2021	2/22/2021 9:14:57 AM	1843	Tax	($127.28)	$0.00	($127.28)
														2	Tax	($1.72)	$0.00	($1.72)
																	Refund	$129.00
WORDEN, KEVIN EARL	WORDEN, KEVIN EARL		202 SMITH DR	CAMDEN, NC 27921	Proration	0058081911	KD2568	AUTHORIZED	139991638	Refund Generated due to proration on Bill #0058081911-2020-2020-0000-00	Tag Surrender	02/11/2021	2/16/2021 8:40:55 AM	1843	Tax	($120.71)	$0.00	($120.71)
														2	Tax	($1.63)	$0.00	($1.63)
																	Refund	$122.34

Submitted by Lisa S. Anderson Date 3-8-2021
Lisa S. Anderson, Tax Administrator Camden County

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

CAMDEN COUNTY
NORTH CAROLINA · USA
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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.J
Meeting Date: April 05, 2021

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

Item Title **Pickups, Releases & Refunds**

Attachments: Pickkups, Releases & Refunds (PDF)

NAME	REASON	NO.
Carlton Terry Forehand	Turned in plates - Refund	Pick-up/21567
	$210.68	41514145
Gary D. Filarecki	Value correction - Refund	Pick-up/21588
	$204.24	R-97393-2016
Gary D. Filarecki	Value correction - Refund	Pick-up/21587
	$213.12	R-104619-2017
Gary D. Filarecki	Value correction - Refund	Pick-up/21586
	$222.00	R-111904-2018
Gary D. Filarecki	Value correction - Refund	Pick-up/21585
	$$222.00	R-119260-2019
Gary D. Filarecki	Value correction - Refund	Pick-up/21584
	$$222.00	R-126661-2020

CAMDEN COUNTY
NORTH CAROLINA · USA
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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.K
Meeting Date: April 05, 2021

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

Item Title **Surplus Property**

Attachments: Surplus_Public Works (PDF)
Surplus_ParksandRec (PDF)

CAMDEN COUNTY
NORTH CAROLINA • USA
Boundless Opportunities.

Surplus Property Request

Requested by: David Credle

◯ Sell ◯ Dispose

Department: Public Works

Item: 2000 Ford Taurus

Disposal Method: GovDeals

Suggested Value: $500

Reason for surplus: Vehicle age, miles and poor condition

Item Description

2000 Ford Taurus

3.0L engine

Automatic transmission

135,787 miles

Engine runs rough

Front end and brakes are worn out

Manager Approval

Disposal Method: GovDeals

Value: $500.—

Comments:

Board Approval

◯ Approved ◯ Denied **Date:**

Comments:

Final Disposition Date:

Method:

Amount:

Purchased by:

Attachment: Surplus_Public Works (2960 : Surplus Property Requests)

CAMDEN COUNTY
NORTH CAROLINA • USA
Boundless Opportunities.

Surplus Property Request

Requested by: Timothy White

◯ Sell ◯ Dispose

Department: Parks & Recreation

Item: Rowing Machine

Disposal Method: Gov Deals

Suggested Value: $50.00

Reason for surplus: Old, deteriorated

Item Description

Rowing Machine

Manager Approval

Disposal Method: Gov Deals

Value: $20.—

Comments:

Board Approval

◯ Approved ◯ Denied **Date:**

Comments:

Final Disposition Date:

Method:

Amount:

Purchased by:

Attachment: Surplus_ParksandRec (2960 : Surplus Property Requests)

CAMDEN COUNTY
NORTH CAROLINA • USA
Boundless Opportunities.

Surplus Property Request

Requested by: Timothy White

◯ Sell ◯ Dispose

Department: Parks & Recreation

Item: Aerobic Stepper

Disposal Method: Gov Deals

Suggested Value: $150.00

Reason for surplus: Old, not for commercial use

Manager Approval

Disposal Method: Gov Deals

Value: $20.—

Comments:

Board Approval

◯ Approved ◯ Denied Date:

Comments:

Final Disposition Date:

Method:

Amount:

Purchased by:

Item Description

Aerobic Stepper

Attachment: Surplus_ParksandRec (2960 : Surplus Property Requests)

CAMDEN COUNTY
NORTH CAROLINA • USA
Boundless Opportunities.

Surplus Property Request

Requested by: Timothy White

◯ Sell ◯ Dispose

Department: Parks & Recreation

Item: Aerobic Rider

Disposal Method: Gov Deals

Suggested Value: $50.00

Reason for surplus: Old, not for commercial use

Manager Approval

Disposal Method: GovDeals

Value: $20.—

Comments:

Board Approval

◯ Approved ◯ Denied **Date:**

Comments:

Final Disposition Date:

Method:

Amount:

Purchased by:

Item Description

Aerobic Rider

Attachment: Surplus_ParksandRec (2960 : Surplus Property Requests)

CAMDEN COUNTY
NORTH CAROLINA • USA
Boundless Opportunities.

Surplus Property Request

Requested by: Timothy White

◯ Sell ◯ Dispose

Department: Parks & Recreation

Item: Exercise Bike

Disposal Method: Gov Deals

Suggested Value: $150.00

Reason for surplus: Old

Item Description

Exercise Bike

Manager Approval

Disposal Method: Gov Deals

Value: $20.

Comments:

Board Approval

◯ Approved ◯ Denied **Date:**

Comments:

Final Disposition Date:

Method:

Amount:

Purchased by:

Attachment: Surplus_ParksandRec (2960 : Surplus Property Requests)

CAMDEN COUNTY
NORTH CAROLINA · USA
Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.L
Meeting Date: April 05, 2021

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

Item Title **Proclamation - NC 811 Safe Digging Month**

Attachments: Proclamation - 2021 (DOCX)

Summary:
The North Carolina One Call System (NC811), a utility notification and education center that celebrates its 43rd year of service to the citizens of North Carolina, is a vital part of preventing damages and injuries when excavating. This vital notification service started in 1978 reaching 2.1 million locate requests from excavators to homeowners in 2020. North Carolina law requires that anyone engaging in demolition or excavation activities contact NC811 at least three days prior to beginning the work by calling or clicking 811.

It is the request of North Carolina 811 that the Camden County Board of Commissioners adopt the attached proclamation designating the month of April as North Carolina 811 Safe Digging Month.

Recommendation:
Adopt proclamation.

Proclamation

Camden County designating the month of April 2021 as "North Carolina 811 Safe Digging Month."

WHEREAS, as utility owners, excavators, designers, and homeowners work to keep pace with North Carolina's economic development, it is important to minimize damages to underground utility lines, danger to workers and the general public, environmental impact, and loss of utility services to the citizens of North Carolina; and

WHEREAS, North Carolina 811, a utility service notification center and leader in education celebrates its 43rd year of continuous service to the State, is key to preventing injuries and damages when excavating; and

WHEREAS, this unique service provides easy, one-call notification about construction and excavation projects that may endanger workers and jeopardize utility lines while promoting workplace and public safety, reducing underground utility damage, minimizing utility service interruptions and protecting the environment; and

WHEREAS, this vital service, which began in 1978 serves the citizens of North Carolina from the mountains to the coast, educates stakeholders about the need for excavation safety whether the project is as small as planting a tree to designing and beginning construction on a new interstate; and

WHEREAS, in 2020, the North Carolina one call system received 2.1 million notification requests and transmitted over 12.2 million requests, providing protection to utility companies infrastructure, their employees, excavators, and customers;

NOW, THEREFORE, BE IT RESOLVED, That Camden County has designated the month of April 2021 as "North Carolina 811 Safe Digging Month" to encourage all excavators and homeowners of Camden County to contact 8-1-1 either by dialing 8-1-1 or contacting NC811 via the webpage of NC811.org at least three working days prior to digging in order to "Know What's Below," avoid injury, protect the environment, prevent millions of dollars in damages and to remind excavators that three working days' notice is the law, for safe digging is no accident, and that more information may be obtained by visiting www.nc811.org.

Proclaimed this the 5th day of April, 2021.

ATTEST:

Tom White, Chairman Camden County Board of Commissioners	Karen M. Davis Clerk to the Board of Commissioners

Attachment: Proclamation - 2021 (2951 : Proclamation - NC 811 Safe Digging Month)

CAMDEN COUNTY
NORTH CAROLINA · USA
Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.A
Meeting Date: April 05, 2021

Submitted By: Tammie Krauss, Register of Deeds
Register of Deeds
Prepared by: Karen Davis

Item Title **Register of Deeds Report**

Attachments: Register of Deeds Report (PDF)

Camden County Register of Deeds: Tammie Krauss
February 2021 Daily Deposit

DATE	NC CHILDRI TRUST	NC DOM. VIO. FUND	STATE REV. STAMPS	COUNTY REV. STAMPS	RETIREMEN	AUTO FUND	STATE TREASURY	ROD GENERAL	TOTAL
02/01/21	$ -	$ -	$ 68.60	$ 71.40	$ 6.60	$ 40.34	$ 55.80	$ 337.26	$ 580.00
02/02/21	$ -	$ -	$ 245.49	$ 255.51	$ 3.86	$ 22.62	$ 37.20	$ 193.32	$ 758.00
02/03/21	$ 5.00	$ 30.00			$ 4.59	$ 25.82	$ 18.60	$ 221.99	$ 306.00
02/04/21	$ -				$ 2.85	$ 17.27	$ 24.80	$ 145.08	$ 190.00
02/05/21			$ 509.60	$ 530.40	$ 7.26	$ 42.30	$ 74.40	$ 360.04	$ 1,524.00
02/08/21	$ 5.00	$ 30.00	$ 274.40	$ 285.60	$ 8.82	$ 50.69	$ 68.20	$ 425.29	$ 1,148.00
02/09/21	$ 10.00	$ 60.00	$ 31.85	$ 33.15	$ 4.65	$ 22.71	$ 18.60	$ 194.04	$ 375.00
02/10/21			$ 3.92	$ 4.08	$ 5.40	$ 32.56	$ 49.60	$ 272.44	$ 368.00
02/11/21			$ 521.85	$ 543.15	$ 5.82	$ 34.13	$ 55.80	$ 291.65	$ 1,452.40
02/12/21					$ 5.10	$ 28.95	$ 55.80	$ 250.15	$ 340.00
02/15/21					$ 1.93	$ 11.36	$ 18.60	$ 97.11	$ 129.00
02/16/21			$ 1,463.63	$ 1,523.37	$ 9.23	$ 56.13	$ 80.60	$ 469.04	$ 3,602.00
02/17/21			$ 209.72	$ 218.28	$ 6.36	$ 38.86	$ 49.60	$ 329.18	$ 852.00
02/18/21			$ 644.35	$ 670.65	$ 7.47	$ 43.61	$ 74.40	$ 371.92	$ 1,812.40
02/19/21			$ 726.67	$ 756.33	$ 6.64	$ 42.09	$ 31.00	$ 362.67	$ 1,925.40
02/22/21			$ 478.24	$ 497.76	$ 10.68	$ 65.15	$ 86.80	$ 550.17	$ 1,688.80
02/23/21			$ 776.65	$ 808.35	$ 6.86	$ 43.16	$ 49.60	$ 357.38	$ 2,042.00
02/24/21			$ 720.30	$ 749.70	$ 6.57	$ 38.96	$ 62.00	$ 330.07	$ 1,907.60
02/25/21					$ 2.46	$ 15.33	$ 18.60	$ 127.61	$ 164.00
02/26/21			$ 1,312.71	$ 1,366.29	$ 12.77	$ 78.26	$ 86.80	$ 673.37	$ 3,530.20
									$ -
									0.00
									0.00
									$ -
TOTAL	$ 20.00	$ 120.00	$ 7,987.98	$ 8,314.02	$ 125.92	$ 750.30	$ 1,016.80	$ 6,359.78	$ 24,694.80

Attachment: Register of Deeds Report (2943 : Register of Deeds Report)

Ledger Report Fee Distribution
TAMMIE KRAUSS, REGISTER OF DEEDS
Camden, NC
Date Range From Monday, February 01, 2021 to Sunday, February 28, 2021

Name	Amount
NC Children's Trust Fund	$20.00
NC Domestic Violence Fund	$120.00
State Revenue Stamp	$7,987.98
County Revenue Stamp	$8,314.02
Land Transfer Fee	$0.00
Floodplain Map Fund	$0.00
Supplemental Retirement	$125.92
ROD Automation Fund	$750.30
Dept Of Cultural Resources	$0.00
Vital Records Fund	$0.00
State General Fund	$0.00
State Treasurer Amount	$1,016.80
ROD General Fund	$6,359.78
Total Distribution For Period	$24,694.80
Cash Total	$504.56
Check Total	$24,069.04
Pay Account Total	$121.20
ACH Total	$0.00
Escrow Account Total	$0.00
Overpayment Total	$0.00
Total Deposit For Period	$24,694.80

Report Generated at Monday, March 1, 2021 8:08 AM

Attachment: Register of Deeds Report (2943 : Register of Deeds Report)

CAMDEN COUNTY
NORTH CAROLINA · USA
Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.B
Meeting Date: April 05, 2021

Submitted By: Kim Perry,
Library
Prepared by: Kim Perry

Item Title **Library Report**

Attachments: 21-02 (DOCX)

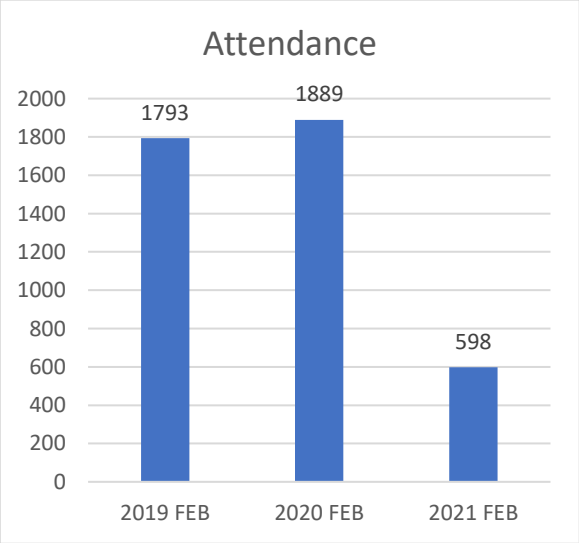
Camden County Public Library

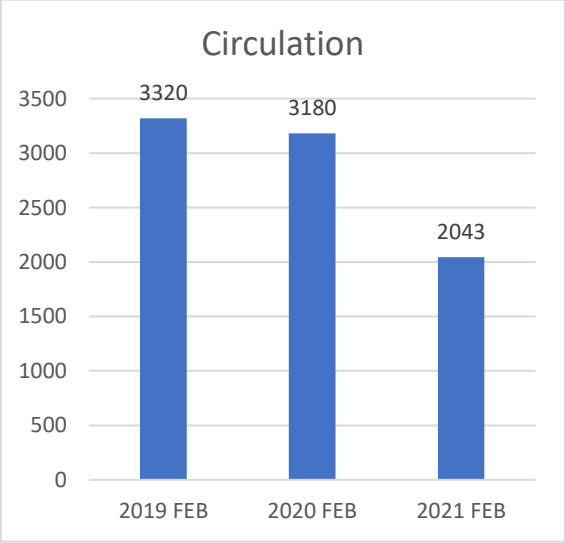
FEBRUARY 2021 Statistics

Visitor Count	598
Materials Check Outs & Renewals	2,043
Computer/ Wireless Use	44/206
Questions Answered	262
Children's Programs/Attendance	0/0
Adult Programs/Attendance	0/0
Outreach Programs/Attendance	1/0
Meeting Room Usage/Attendance	8/67
Days/Hours Open	18/144
# Items in Collection	19,393
Library Card Holders	2,669
Curbside Pickups	20

Comparison by Year

2019-2021





Attachment: 21-02 (2966 : Library Report)