CAMDEN COUNTY
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# BOARD
# OF
# COMMISSIONERS

**May 03, 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**
**May 03, 2021**
**7:00 PM**
**Historic Courtroom, Courthouse Complex**

**Welcome & Call to Order**

**Invocation & Pledge of Allegiance**

Pastor Marc O'Neal - Camden 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. New Personnel Introductions - Ken Bowman

B. Tourism Development Authority - Sarah Hill

C. Economic Improvement Council - Dr. Landon Mason

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

**Reconvene Board of Commissioners**

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

A. Tax Report - Lisa Anderson

B. Camden County Board of Elections - Purchase of Voting Equipment

C. Termination of COVID-19 State of Emergency - Ken Bowman

D. Avery Shores Rezoning Request - Amber Curling

**ITEM 6.** **Board Appointments** (For discussion and possible action)

A. Area Agency on Aging Regional Advisory Council

B. Tourism Development Authority

C. Parks & Recreation Advisory Board

**ITEM 7.** **Consent Agenda**

A. BOC Meeting Minutes - April 1, 2021

B. BOC Meeting Minutes - April 5, 2021

C. Budget Amendments

D. School Budget Amendments

E. Tax Collection Report

F. DMV Monthly Report

G. Refunds Over $100.00

H. Vehicle Refunds Over $100.00

I. Estimated Property Values

J. 2020-2021 Audit Contracts

K. JCPC Funding Plan / Certification

L. Visitor Center Funding Agreement

M. Proclamation - Older Americans Month

N. Set Public Hearing - Zoning Text Amendments 160D

O. Set Public Hearing - 2021-2025 Capital Improvement Program

P. Set Public Hearing - FY 2021-2022 Budget

**ITEM 8.** **County Manager's Report**

**ITEM 9.** **Commissioners' Reports**

**ITEM 10.** **Information, Reports & Minutes from Other Agencies**

A. Register of Deeds Report

B. Library Board Report

**ITEM 11.** **Other Matters** (For discussion and possible action)

**ITEM 12.** **Adjourn**

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# Board of Commissioners
# AGENDA ITEM SUMMARY SHEET

**Presentations**

**Item Number:** 4.A
**Meeting Date:** May 03, 2021

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

**Item Title** **New Personnel Introductions - Ken Bowman**

**Attachments:**

**Summary**:
Mr. Bowman will introduce two new employees:
Morgan Potts, Planning Director
Charles Jones, Public Works Manager

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# Board of Commissioners
# AGENDA ITEM SUMMARY SHEET

**Presentations**

**Item Number:** 4.B
**Meeting Date:** May 03, 2021

**Submitted By:** Sarah Hill,
Dismal Swamp Welcome Center
Prepared by: Karen Davis

**Item Title** **Tourism Development Authority - Sarah Hill**

**Attachments:** Camden TDA- NTTW 2021(PDF)

**Summary**:
Sarah Hill with the Tourism Development Authority will give a presentation on Travel & Tourism Week.

# National Travel & Tourism Week

CAMDEN COUNTY

Attachment: Camden TDA- NTTW 2021 (2984 : Tourism Development Authority - Sarah

NTTW

Powered by U.S. Travel Association

NATIONAL TRAVEL & TOURISM WEEK

MAY 2-8, 2021

National Travel and Tourism Week (NTTW) 2021 recognizes the POWER OF TRAVEL and the industry's role in bringing back our vibrant communities, restoring the U.S. economy, rebuilding our workforce and reconnecting America.

Attachment: Camden TDA- NTTW 2021 (2984 : Tourism Development Authority - Sarah

# Dismal Swamp State Park

Attachment: Camden TDA- NTTW 2021 (2984 : Tourism Development Authority - Sarah

# Visitation

| | 2019 | 2020 |
|---|---|---|
| Highway Visitation to Facility/Rest Area: | 595,842 | 559,816 |
| Dismal Swamp State Park Visitation: | 207,879 | 201,327 |
| Dismal Swamp Canal Boating: | 988 | 710 |
| (average 1,500) | | |

Attachment: Camden TDA- NTTW 2021 (2984 : Tourism Development Authority - Sarah

# NC Tourism Economic Facts

North Carolina remains the sixth most-visited state with 48 million people visiting in 2019. Tourism generated record visitor spending of $26.8 billion, or $73 million per day. This spending adds $5.92 million per day to state and local tax revenues. The tourism industry-supported employment topped 236,000 jobs to set another record for the state.

Attachment: Camden TDA- NTTW 2021 (2984 : Tourism Development Authority - Sarah

# #Power of Travel

Each NC household saves on average $551 in state and local taxes as a direct result of visitor spending in the state.

Attachment: Camden TDA- NTTW 2021 (2984 : Tourism Development Authority - Sarah

# Celebrating #NTTW21

- Press Release
- Social Media
- Spotlight Small Businesses & Attractions
- Connect with community & local/regional partners
- Promo cookie packs with tourism facts

#PowerofTravel

#VisitCamdenNC

Attachment: Camden TDA- NTTW 2021 (2984 : Tourism Development Authority - Sarah

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# Board of Commissioners
# AGENDA ITEM SUMMARY SHEET

**Presentations**

**Item Number:** 4.C
**Meeting Date:** May 03, 2021

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

**Item Title** **Economic Improvement Council - Dr. Landon Mason**

**Attachments:**

**Summary**:
Dr. Landon Mason from Economic Improvement Council will present the annual report.

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# Board of Commissioners
# AGENDA ITEM SUMMARY SHEET

**New Business**

**Item Number:** 5.A
**Meeting Date:** May 03, 2021

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

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

**Attachments:** Mar2021 monthly report (PDF)

**Summary**: March Monthly Report

**Recommendation: Review and approve**

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

## OUTSTANDING TAX DELINQUENCIES BY YEAR

| YEAR | REAL PROPERTY | PERSONAL PROPERTY |
|---|---|---|
| 2020 | 234,531.25 | 10,721.68 |
| 2019 | 86,178.79 | 4,010.64 |
| 2018 | 33,088.48 | 1,998.63 |
| 2017 | 22,147.98 | 2,031.89 |
| 2016 | 10,197.62 | 1,255.44 |
| 2015 | 7,011.20 | 697.90 |
| 2014 | 9,987.70 | 1,030.08 |
| 2013 | 6,751.73 | 4,697.01 |
| 2012 | 5,683.74 | 7,384.68 |
| 2011 | 4,572.09 | 6,259.34 |

Attachment: Mar2021 monthly report (2990 : Tax Report)

| | |
|---|---|
| TOTAL REAL PROPERTY TAX UNCOLLECTED | 420,150.58 |
| TOTAL PERSONAL PROPERTY UNCOLLECTED | 40,087.29 |
| TEN YEAR PERCENTAGE COLLECTION RATE | 99.40% |
| COLLECTION FOR 2021 vs. 2020 | 121,575.76 vs. 95,486.72 |

**LAST 3 YEARS PERCENTAGE COLLECTION RATE**

| | |
|---|---|
| 2020 | 96.90% |
| 2019 | 98.83% |
| 2018 | 99.53% |

## THIRTY LARGEST UNPAID ACCOUNTS

**SEE ATTACHMENT "A"**

## THIRTY OLDEST UNPAID ACCOUNTS

**SEE ATTACHMENT "B"**

Attachment: Mar2021 monthly report (2990 : Tax Report)

# EFFORTS AT COLLECTION IN THE LAST 30 DAYS

ENDING March 2021

## BY TAX ADMINISTRATOR

| | |
|---|---|
| 1,256 | NUMBER DELINQUENCY NOTICES SENT |
| 38 | FOLLOWUP REQUESTS FOR PAYMENT SENT |
| 3 | NUMBER OF WAGE GARNISHMENTS ISSUED |
| 2 | NUMBER OF BANK GARNISHMENTS ISSUED |
| 1 | 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: Mar2021 monthly report (2990 : Tax Report)

| Roll | Parcel Number | Unpaid Amount | YrsDlq | Taxpayer Name | City | Property Address |
|---|---|---|---|---|---|---|
| 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 | 02-8923-00-19-3774.0000 | 5,557.52 | 1 | NMJ PROPERTIES LLC | CAMDEN | 431 158 US W |
| R | 03-8899-00-16-2671.2425 | 5,515.38 | 1 | SPRING LOTUS LLC | SHILOH | 141 EDGEWATER DR |
| R | 02-8934-01-17-4778.0000 | 5,094.04 | 4 | LARRY G. LAMB SR | CAMDEN | 152 158 US W |
| R | 02-8943-01-06-9013.0000 | 4,918.64 | 2 | JEWEL H. DAVENPORT | CAMDEN | WINDY HEIGHTS DR |
| R | 02-8935-02-66-7093.0000 | 4,894.34 | 3 | B. F. ETHERIDGE HEIRS | CAMDEN | 158 US E |
| 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 | 3,954.27 | 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 | 03-8972-00-54-4332.0000 | 3,764.55 | 1 | GILBERT WAYNE OVERTON & | SHILOH | 1330 343 HWY S |
| R | 02-8934-01-29-4617.0000 | 3,626.50 | 2 | JAMES B. SEYMOUR ETAL | CAMDEN | 112 158 US W |
| R | 02-8944-00-99-1027.0000 | 3,592.32 | 3 | JOHNNIE MERCER HEIRS | CAMDEN | MCKIMMEY RD |
| R | 01-7999-00-62-3898.0000 | 3,520.40 | 2 | MICHAEL ASKEW | SOUTH MILLS | 257 A OLD SWAMP 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 |
| R | 03-9809-00-23-4988.0000 | 2,877.90 | 1 | WANDA H WELLS | SHILOH | 104 HIGH RD |
| R | 03-8962-00-67-1021.0000 | 2,835.96 | 4 | CECIL BARNARD HEIRS | SHILOH | WICKHAM RD |
| R | 02-8944-00-87-7021.0000 | 2,781.76 | 1 | MARK M. BRIGMAN SR & LISA L. | CAMDEN | 175 MCKIMMEY RD |
| R | 03-9809-00-24-8236.0000 | 2,683.75 | 2 | GENE W IRBY | SHILOH | 503 SAILBOAT RD |
| R | 01-7090-00-70-3221.0000 | 2,576.73 | 2 | LONZO FISHER GREGORY | SOUTH MILLS | 406 OLD SWAMP RD |



Attachment: Mar2021 monthly report (2990 : 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: Mar2021 monthly report (2990 : 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 | 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 | 0002924 | 219.96 | 1 | PAUL BEAUMONT | CAMDEN | 390 158 US W |
| P | 0001721 | 213.91 | 1 | CINDY MAYO | SOUTH MILLS | 106 BINGHAM RD |
| P | 0003779 | 213.91 | 1 | ALONZO DAILEY | CAMDEN | 390 CAMDEN CSWY |
| P | 0002442 | 200.37 | 4 | GERALD WHITE STALLS JR | SOUTH MILLS | 116 CHRISTOPHERS WAY |



Attachment: Mar2021 monthly report (2990 : 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 | 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 |
| P | 0002525 | 2 | 453.00 | JOSEPH VINCENT CARDYN | SHILOH | 260 ONE MILL RD |



Attachment: Mar2021 monthly report (2990 : Tax Report)

CAMDEN COUNTY
NORTH CAROLINA · USA
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# Board of Commissioners
# AGENDA ITEM SUMMARY SHEET

**New Business**

**Item Number:** 5.B
**Meeting Date:** May 03, 2021

**Submitted By:** Elaine Best, Board of Elections Director
Board of Elections
Prepared by: Karen Davis

**Item Title** **Camden County Board of Elections - Purchase of Voting Equipment**

**Attachments:** Board of Elections Voting Equipment Purchase (PDF)

**Summary**:
The Camden County Board of Elections is seeking to purchase new components of certified voting equipment. The BOE requests using HAVA Subgrant Funds in the amount of $30,742, Center for Tech and Civic Life Grant Funds in the amount of $921.06 with remaining funds coming from existing 2020-2021 fiscal year budget. The total purchase price is $33,169.00.
**Recommendation:**
Approval.

# CAMDEN COUNTY BOARD OF ELECTIONS

**PHYSICAL ADDRESS: 117 NC HWY 343 N** **MAILING ADDRESS: P.O. BOX 206 CAMDEN, NC 27921**

**PHONE: 252-338-5530 FACISIMILE: 252-338-1271 E-MAIL: ELECTIONS@CAMDENCOUNTYNC.GOV**

STATE OF NORTH CAROLINA
COUNTY OF CAMDEN

RESOLUTION TO RECOMMEND THE PURCHASE OF VOTING EQUIPMENT

WHEREAS, the Camden County Board of Elections has the authority and duty to recommend a voting system of a type, make and model approved and certified by the State Board of Elections for use in some or all voting places in the county at some or all elections in accordance with G.S. 163-165.9; and

WHEREAS, the Camden County Board of Elections has witnessed a demonstration, in the county or at a site designated by the State Board of Elections, of the type of voting system being recommended; and

WHEREAS, the Camden County Board of Elections has tested, in a simulated election, the proposed voting system in accordance with standards established by the State Board of Elections.

THEREFORE, BE IT RESOLVED that the Camden County Board of Elections herby recommends the following certified voting equipment to the Board of County Commissioners;

Voting System: ES & S Model DS200
Number of Units: 5
Vendor: Elections System and Software
Estimated Cost: $33, 169.00

William M. Sawyer
Chair, Camden County Board of Elections

4-20-21
Date

Attachment: Board of Elections Voting Equipment Purchase (2988 : Camden County Board of Elections - Purchase of Voting Equipment)

# Camden County, NC BOE
# Purchase Proposal Quote
# Submitted by Election Systems & Software

**Purchase Solution Includes:**

| Quantity | Item Description | Price |
|---|---|---|
| | **Tabulation Hardware** | |
| | Model DS200 Precinct Scanner: | |
| 5 | Model DS200 (Includes Scanner, Internal Backup Battery, Plastic Ballot Box with Steel Door and e-Bin, Paper Roll and One (1) Standard 4GB Memory Device) | $28,750.00 |
| 10 | Paper Roll (Additional) | $17.50 |
| 5 | Tote Bin | $1,125.00 |
| 2 | Standard 4GB Memory Device (Additional) | $210.00 |
| | **Software** | |
| 1 | ElectionWare Software - Base Package - Reporting Only (ERM) | No Charge Upgrade |
| 1 | Media Burn Capability | No Charge Upgrade |
| | **Election Services** | |
| 2 | Implementation Services (Does not include Coding, Voice Files or Ballots) | $3,400.00 |
| X | Equipment Operations Training | |
| X | Software Training | |
| X | Equipment Installation | $575.00 |
| X | 1 Year Hardware and Firmware Warranty | Included |
| | Shipping & Other | |
| X | Shipping and Handling | $575.00 |
| X | Customer Loyalty Discount and Trade-In Allowance. Equipment Being Traded-In by Customer Includes: 5-Model 100 Scanner 5-Model 100 Ballot Box | ($1,403.50) |
| | **Total Purchase Solution** | **$33,169.00** |

**Footnotes:**

1. This quote is an estimate and is subject to final review and approval by both ES&S and the Customer.
2. Rates valid for 60 days and thereafter may change.
3. Any applicable (City & State) sales taxes have not been included in pricing and are the responsibility of the customer.
4. The quantity of service days reflects a reasonable estimate for implementation and selected ongoing election services. Quantities may change depending on specific Customer needs.
5. Annual Software License, Maintenance and Support Services for the ElectionWare Software quoted above will be invoiced upon expiration of Customer's current Software License Maintenance and Support Services Agreement.
6. ES&S will coordinate and pay for the pickup and transportation of the trade-in equipment from Customer's site on a date to be mutually agreed upon by the parties. Customer is responsible for preparing, packaging and palletizing the trade-in equipment for shipment.



Attachment: Board of Elections Voting Equipment Purchase (2988 : Camden County Board of Elections - Purchase of Voting Equipment)

CAMDEN COUNTY
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# Board of Commissioners
# AGENDA ITEM SUMMARY SHEET

**New Business**

**Item Number:** 5.C
**Meeting Date:** May 03, 2021

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

**Item Title** **Termination of State of Emergency**

**Attachments:** Termination of SOE_COVID (DOCX)

**TERMINATION OF STATE OF EMERGENCY**
**CAMDEN COUNTY, NC**

**WHEREAS**, pursuant to General Statute 166A-19.22, a local State of Emergency can be implemented when a natural/man-made disaster or public health emergency is approaching or has affected an area to ensure resources, supplies, and personnel are easily accessible to aid in the emergency response during an event. Pursuant to General Statute 166A-19.31, a local State of Emergency can also include local restrictions and prohibitions to ensure the safety of the public; and

**WHEREAS**, the local State of Emergency was put into effect on March 17, 2020 without restrictions or prohibitions for the COVID-19 pandemic to aid in receiving supplies, additional personnel, and other resources necessary to assist with the Public Safety response to COVID-related emergencies in our area of responsibility; and

**WHEREAS**, with the introduction of the COVID vaccines in our jurisdictions in January 2021 through Albemarle Regional Health Services and a State-sponsored clinic at Elizabeth City State University along with the public's adherence to the State restrictions, we are able to move from a response phase to a recovery phase; and

**WHEREAS**, although our local State of Emergency for COVID-19 will be ending, the Executive Orders enacted by Governor Roy Cooper remain in effect and enforceable throughout the State of NC. Therefore, all residents will need to continue to follow the latest guidance and restrictions as set forth in the Executive Orders such as wearing masks/face coverings, social distancing, restrictions on mass gatherings, restrictions on occupancy for businesses, etc. Additional information on restrictions and updated Executive Orders can be obtained from the following:

https://www.nc.gov/covid-19/staying-ahead-curve#lifting-additional-restrictions

https://www.nc.gov/covid-19/covid-19-orders-directives

**NOW, THEREFORE,** we hereby terminate the above referenced declaration of a State of Emergency and all the restrictions and orders contained therein.

**THIS** declaration is effective at 8:00 AM on May 4, 2021.

**DECLARED** this the 3rd day of May 2021 by the Camden County Board of Commissioners.

ATTEST:

| | |
|---|---|
| Ross Munro, Vice-Chairman<br>Camden County Board of Commissioners | Karen M. Davis<br>Clerk to the Board of Commissioners |

Attachment: Termination of SOE_COVID (2989 : Termination of State of Emergency - COVID-19)

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# Board of Commissioners
# AGENDA ITEM SUMMARY SHEET

**New Business**

**Item Number:** 5.D
**Meeting Date:** May 03, 2021

**Submitted By:** Amber Curling,
Planning & Zoning
Prepared by: Karen Davis

**Item Title** **Avery Shores Rezoning Request**

**Attachments:**
20210503_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)
8_CAMA_LUP Amendment Resolution (DOC)
OrdinanceForAveryRezoning_2021_04_05 (DOCX)

Agenda summary, supporting documentation and Planning Board recommendation attached.

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

**Meeting Date:** May 3, 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 recommends 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.

A Public Hearing was held at the April 5, 2021 Regular Meeting of the Board of Commissioners. The Board voted 5-0 to table a decision until the May 3, 2021 Regular Meeting.

**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.

Attachment: 20210503_AgendaSummary_AveryRezoning (2997 : Avery Shores Rezoning Request - Amber Curling)

**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 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: 20210503_AgendaSummary_AveryRezoning (2997 : Avery Shores Rezoning Request - Amber Curling)

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# 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 (2997 : Avery Shores Rezoning Request - Amber Curling)

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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 (2997 : Avery Shores Rezoning Request - Amber Curling)

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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 (2997 : Avery Shores Rezoning Request - Amber Curling)

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**PROJECT LOCATION: Vicinity Map: Shiloh Township**

Attachment: 1_StaffReport_AverytRezoning (2997 : Avery Shores Rezoning Request - Amber Curling)

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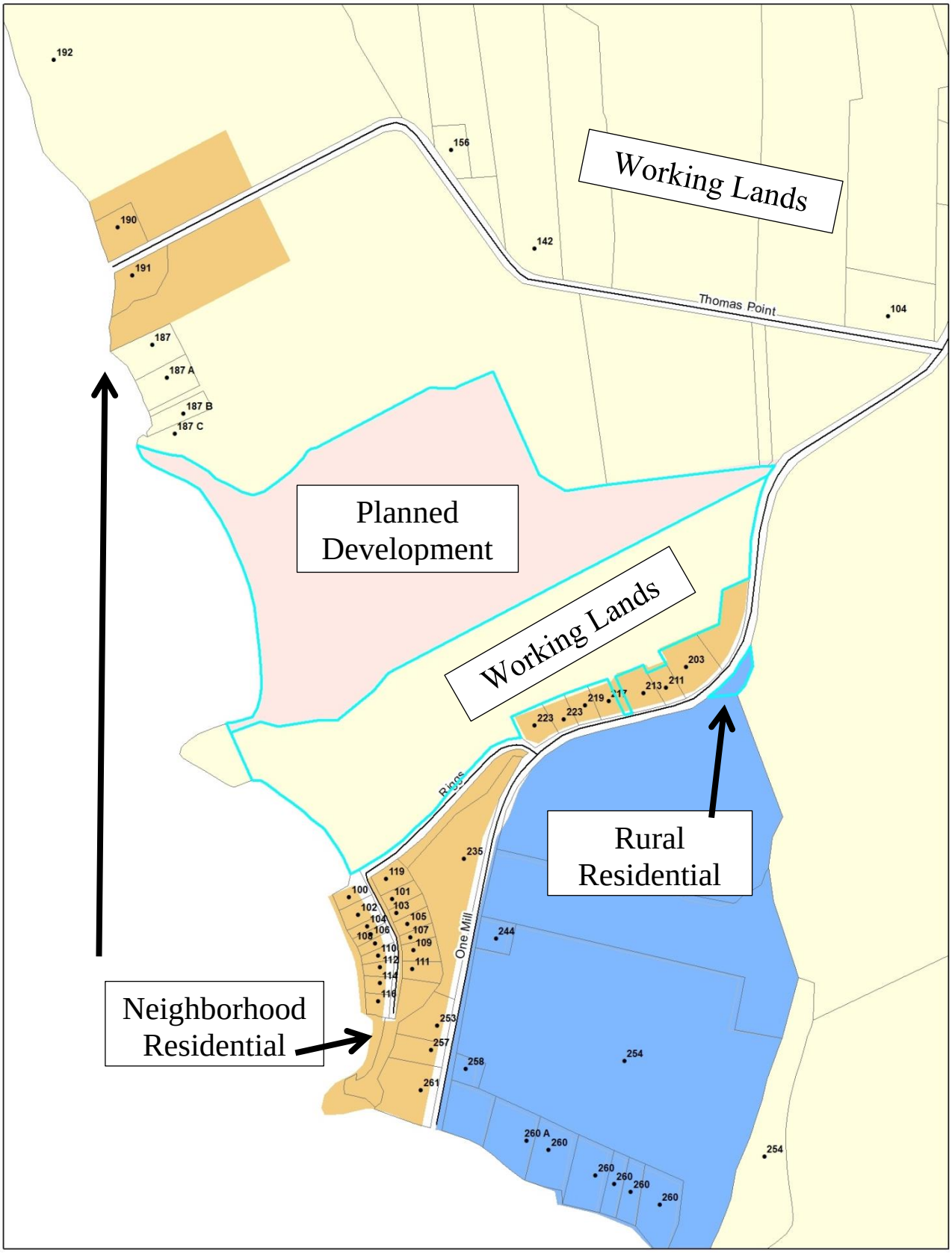
## Zoning Map:




Attachment: 1_StaffReport_AverytRezoning (2997 : Avery Shores Rezoning Request - Amber Curling)

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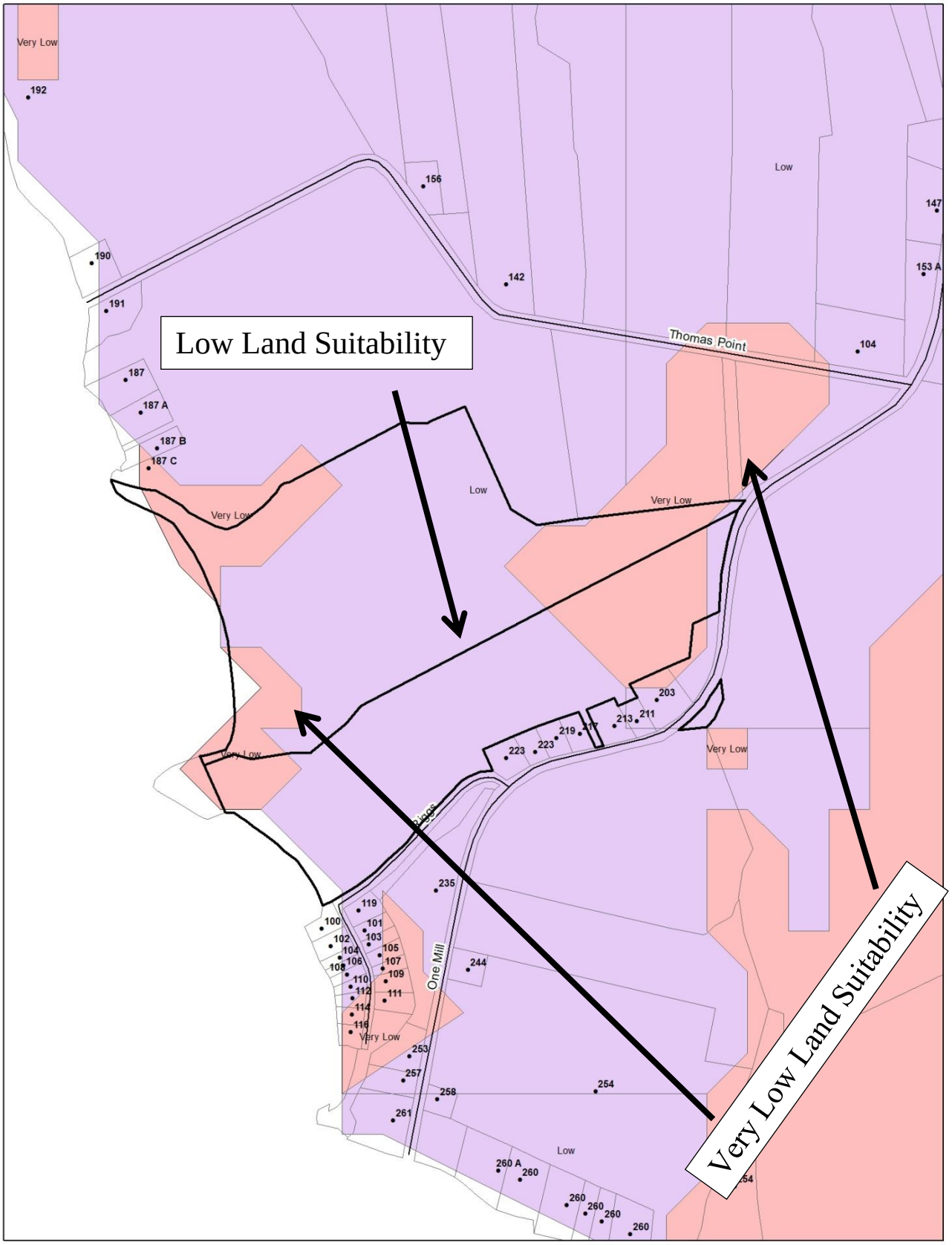
**CAMA Land Suitability:**




Attachment: 1_StaffReport_AverytRezoning (2997 : Avery Shores Rezoning Request - Amber Curling)

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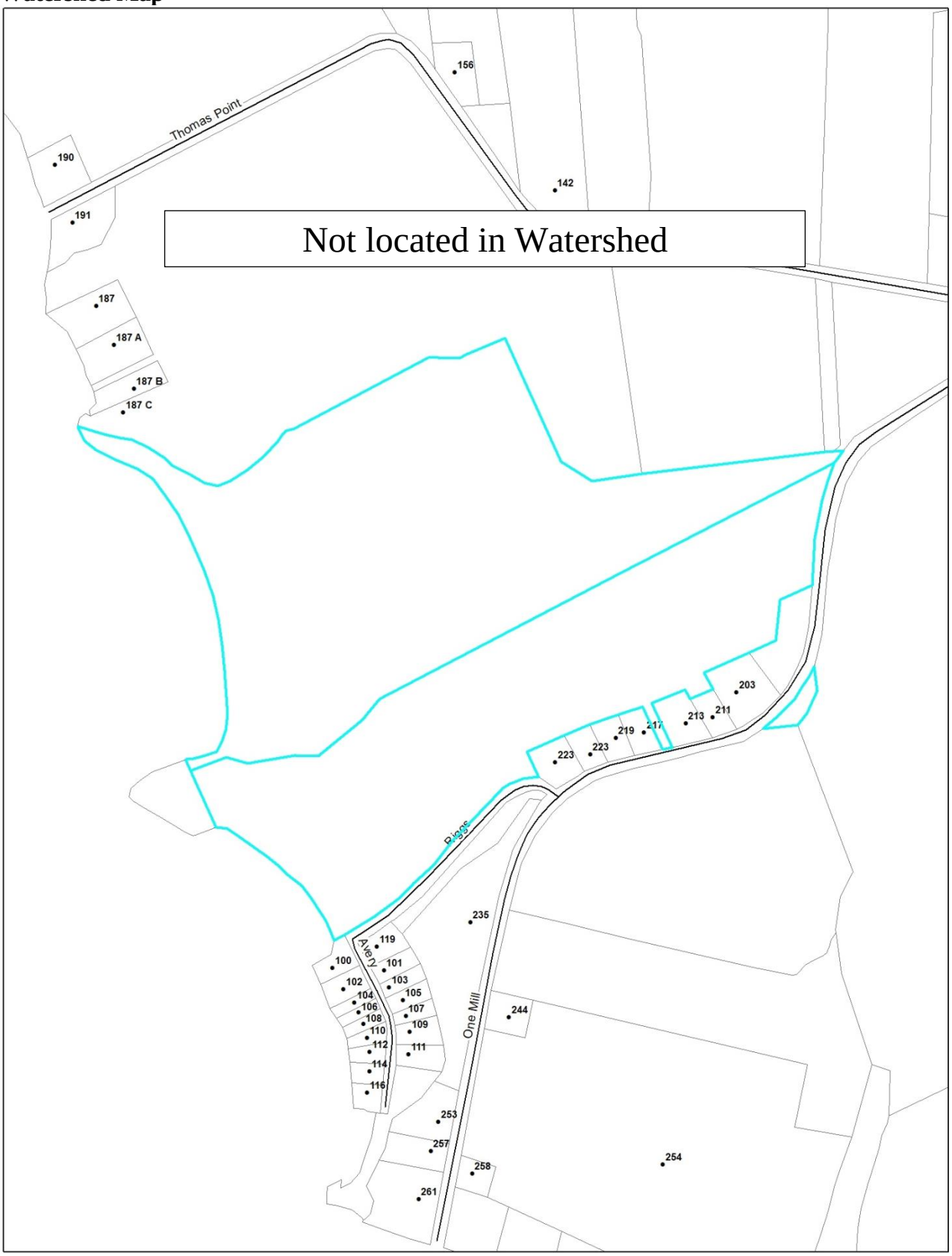
**Watershed Map**




Attachment: 1_StaffReport_AverytRezoning (2997 : Avery Shores Rezoning Request - Amber Curling)

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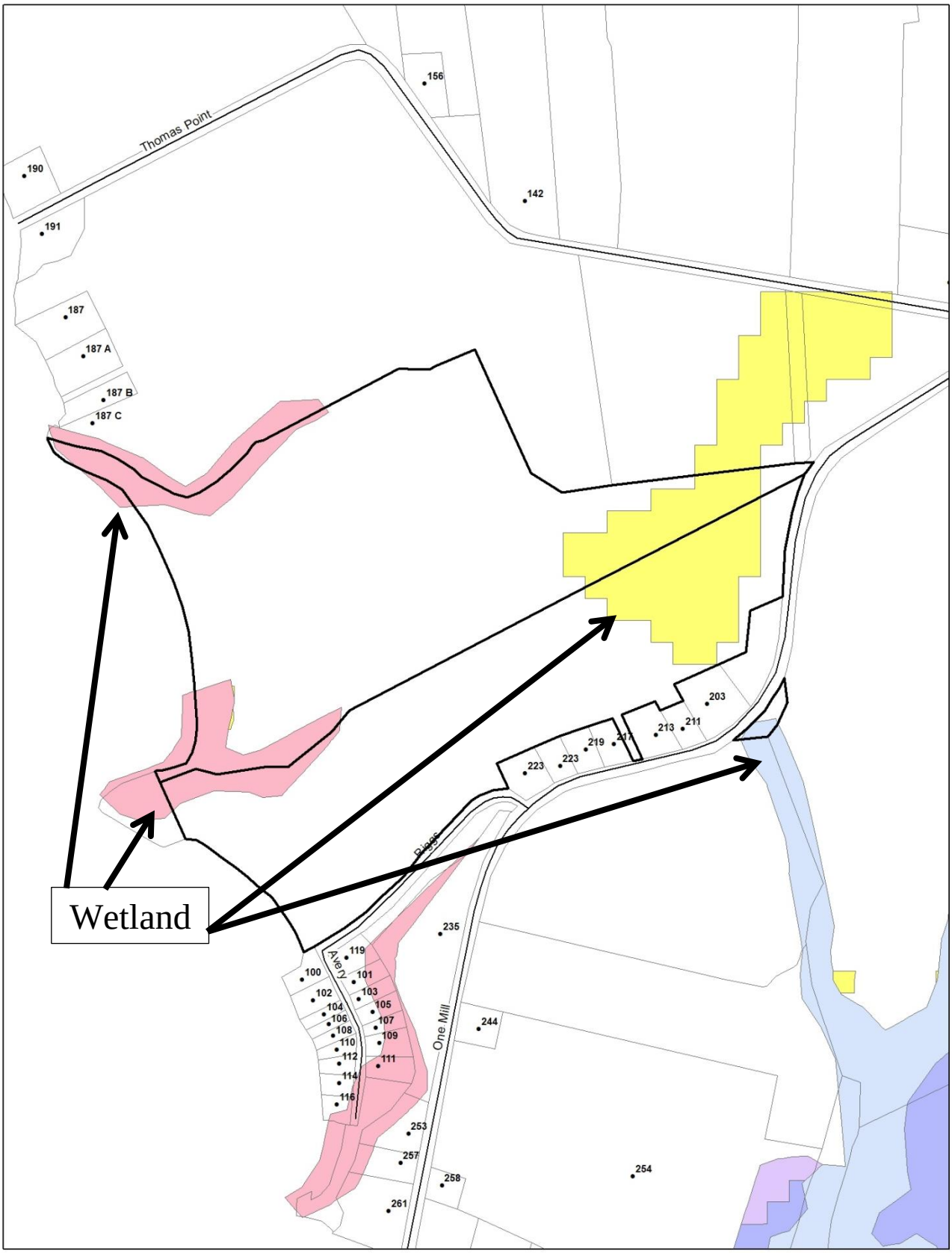
**Wetlands Map**




Attachment: 1_StaffReport_AverytRezoning (2997 : Avery Shores Rezoning Request - Amber Curling)

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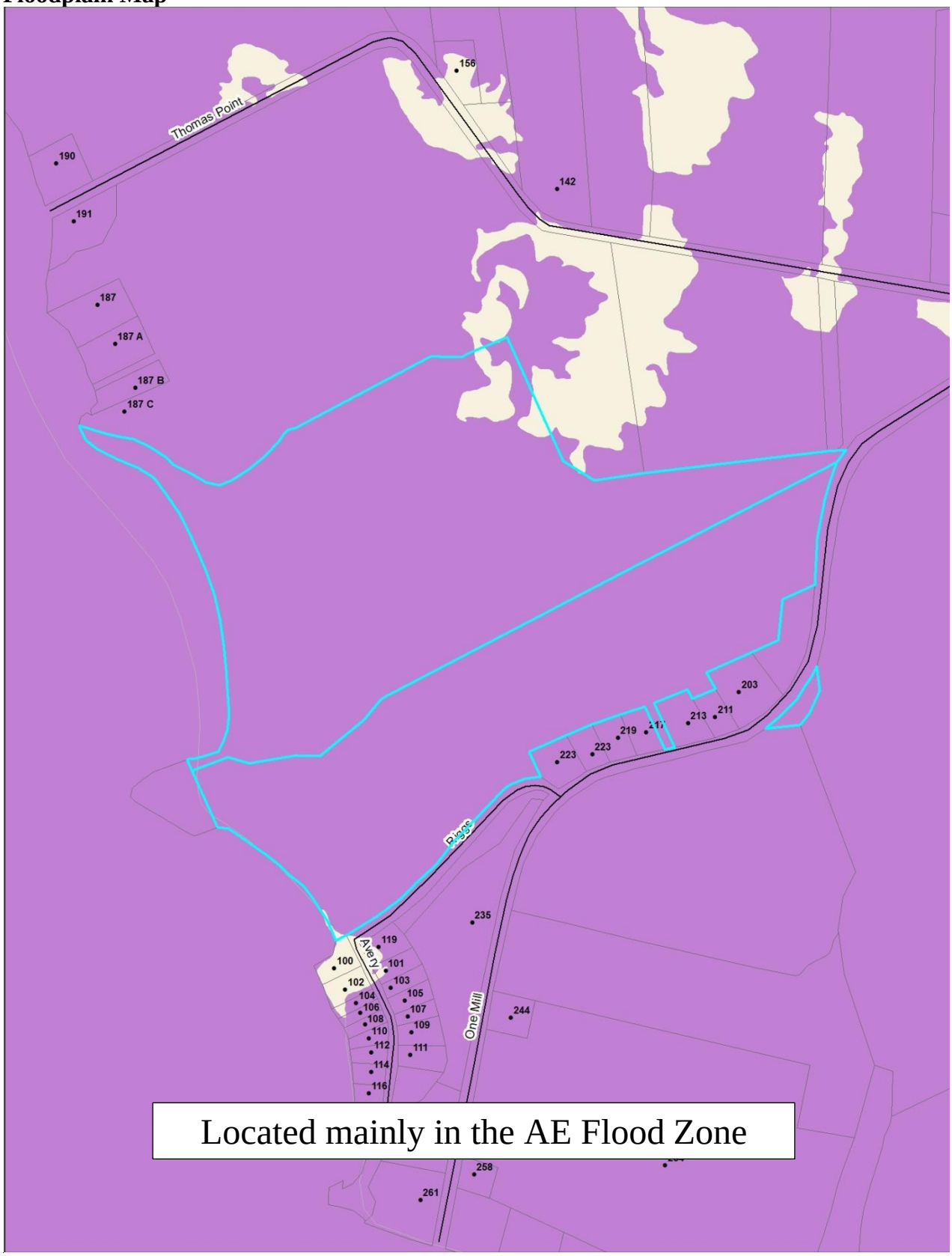
**Floodplain Map**




Attachment: 1_StaffReport_AverytRezoning (2997 : Avery Shores Rezoning Request - Amber Curling)

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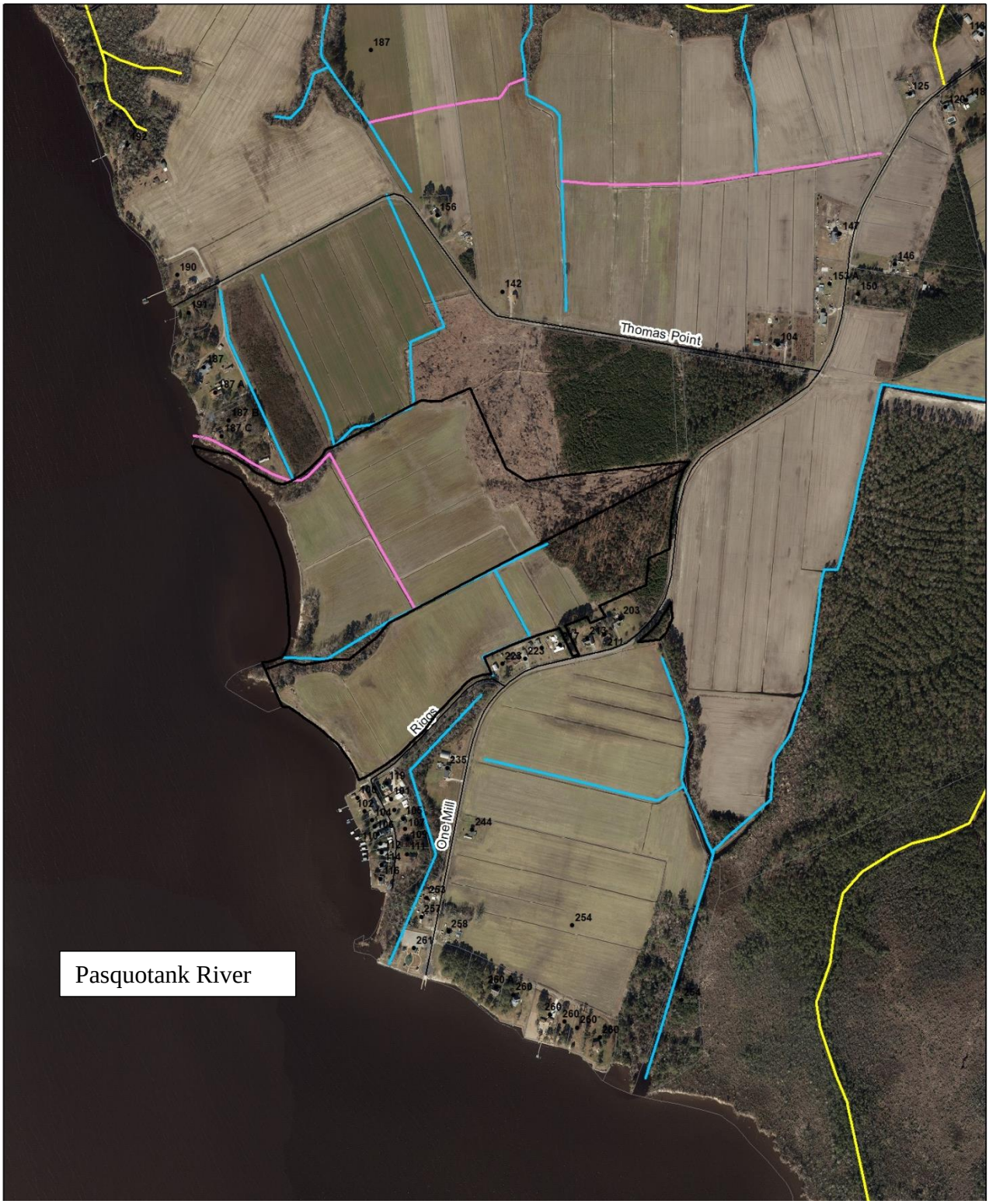
**ENVIRONMENTAL ASSESSMENT: Streams, Creeks, Major Ditches:**
**Distance & description of nearest outfall:** It appears the property drains to Pasquotank River.




Attachment: 1_StaffReport_AverytRezoning (2997 : Avery Shores Rezoning Request - Amber Curling)

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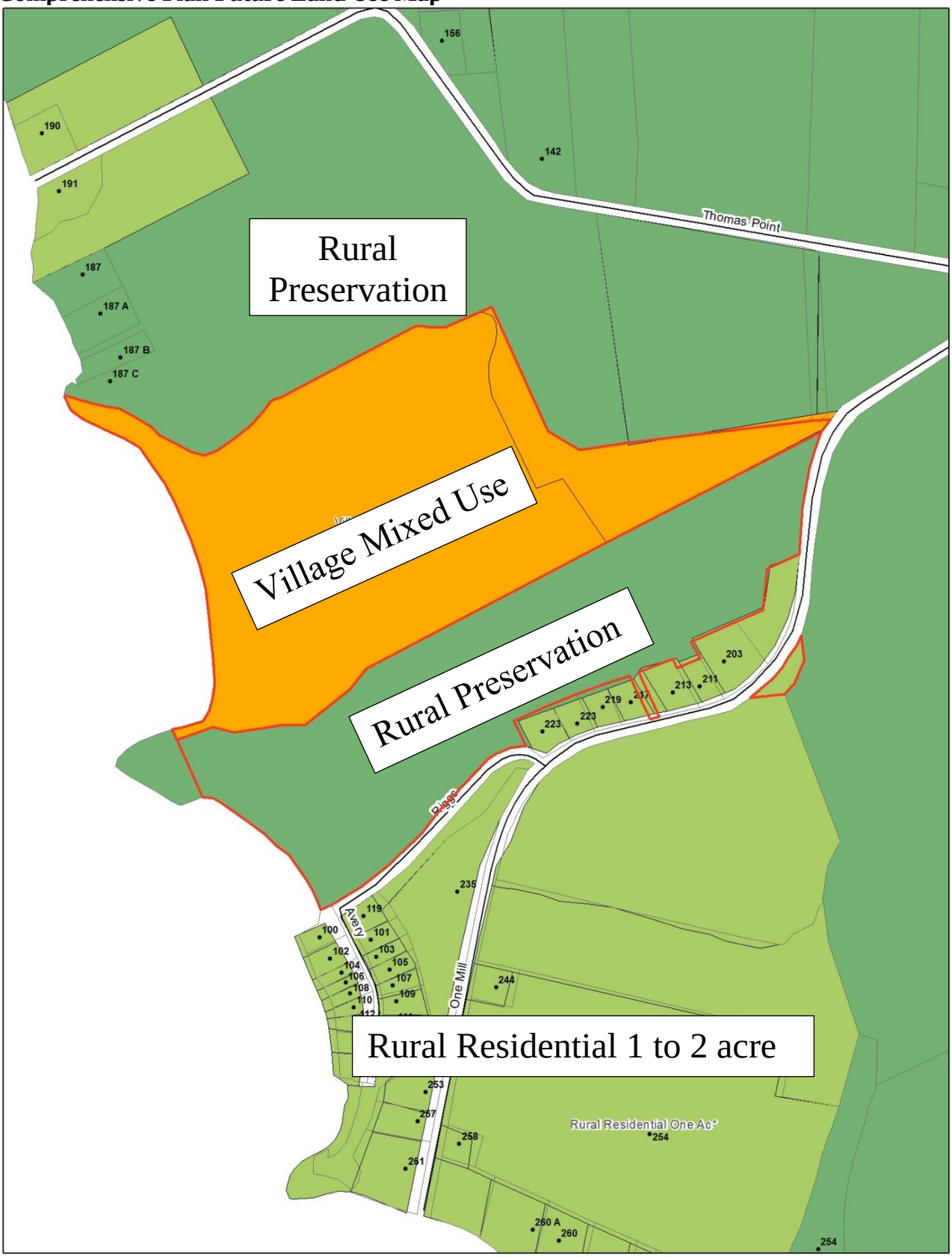
**Comprehensive Plan Future Land Use Map**




Attachment: 1_StaffReport_AverytRezoning (2997 : Avery Shores Rezoning Request - Amber Curling)

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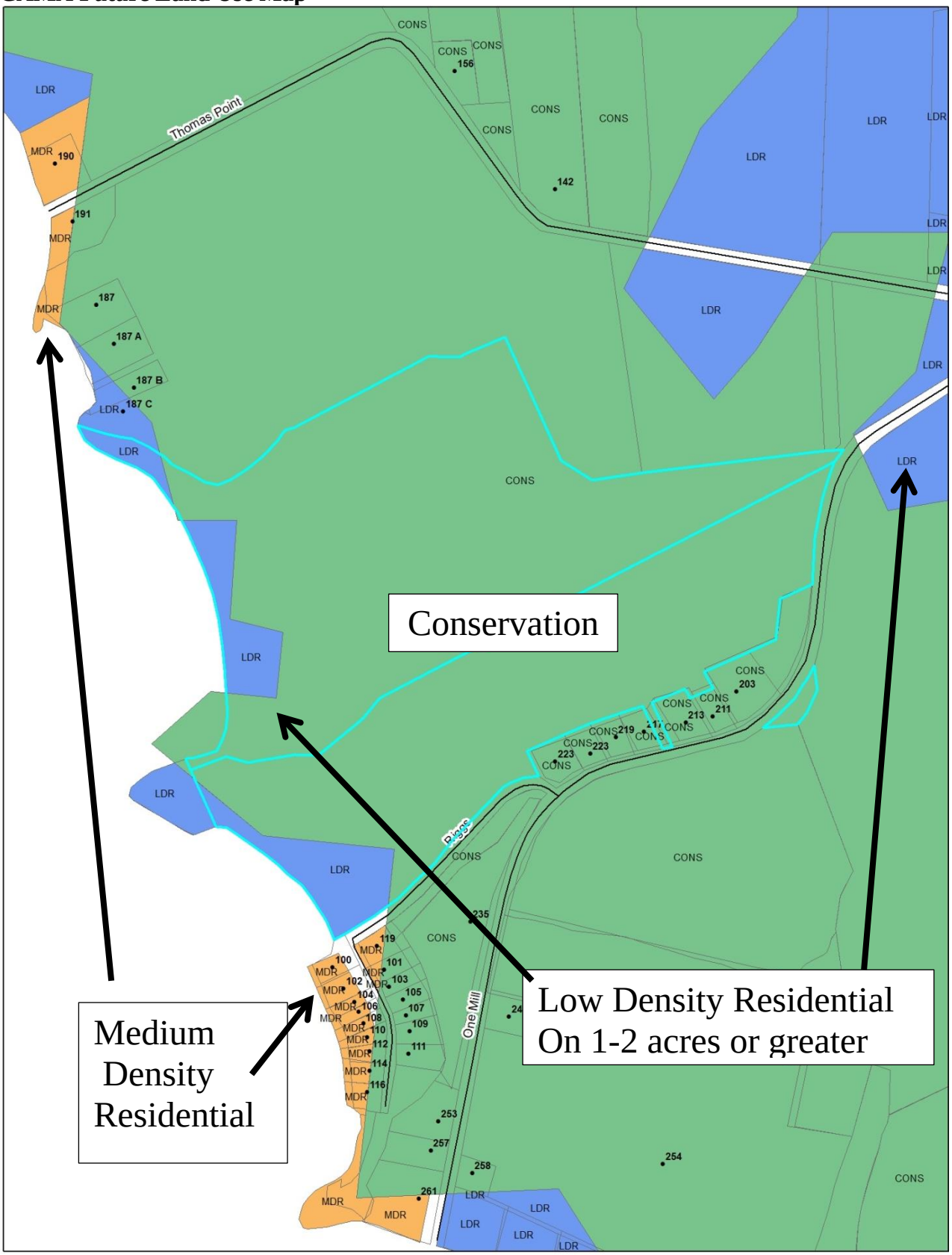
**CAMA Future Land Use Map**




Attachment: 1_StaffReport_AverytRezoning (2997 : Avery Shores Rezoning Request - Amber Curling)

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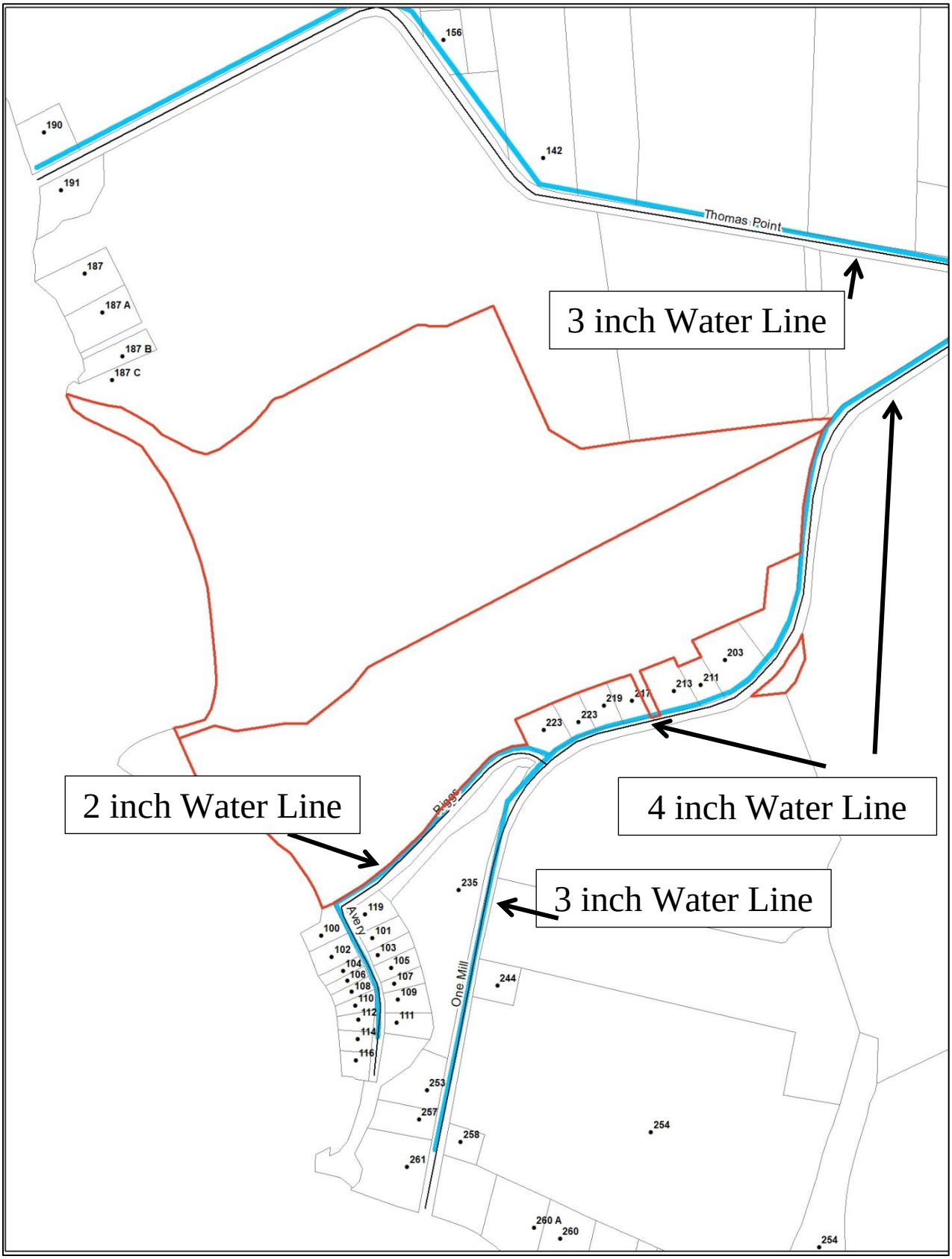
**Water is available**

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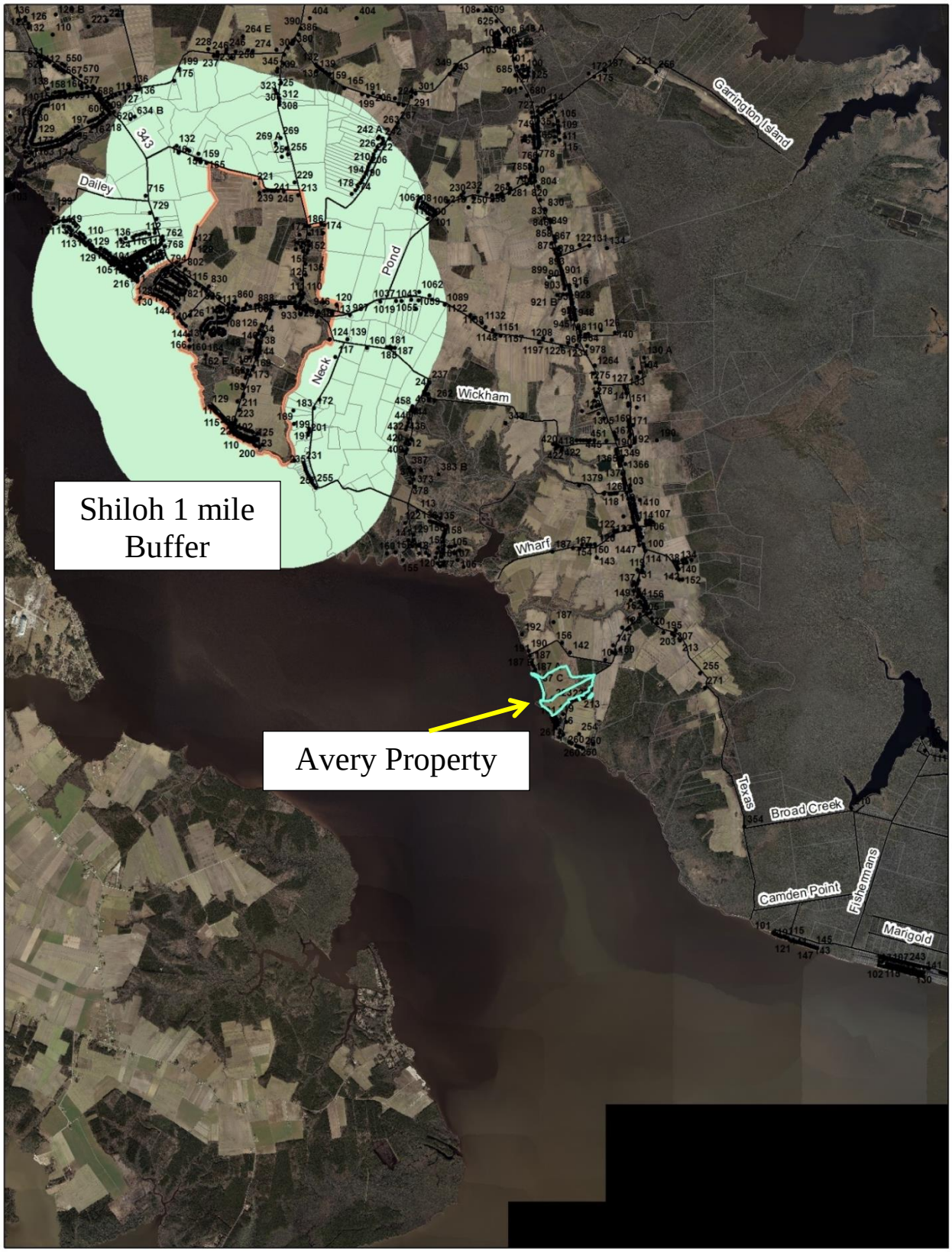


Attachment: 1_StaffReport_AverytRezoning (2997 : Avery Shores Rezoning Request - Amber Curling)

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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 (2997 : Avery Shores Rezoning Request - Amber Curling)

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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 (2997 : Avery Shores Rezoning Request - Amber Curling)

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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 (2997 : Avery Shores Rezoning Request - Amber Curling)

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# Zoning Map Amendment Application

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

## Contact Information

| APPLICANT | | PROPERTY OWNER | |
|---|---|---|---|
| Name: | Avery Family Rev. Trust | Name: | Same |
| Address: | 102 Avery Drive<br>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.

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 (2997 : Avery Shores Rezoning Request - Amber Curling)

# 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 (2997 : Avery Shores Rezoning Request - Amber Curling)

Attachment: 3_SitePlan (2997 : Avery Shores Rezoning Request - Amber Curling)

# 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 (2997 : Avery Shores Rezoning Request - Amber Curling)

**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 (2997 : Avery Shores Rezoning Request - Amber Curling)

**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 (2997 : Avery Shores Rezoning Request - Amber Curling)

**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 (2997 : Avery Shores Rezoning Request - Amber Curling)

# 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 (2997 : Avery Shores Rezoning Request - Amber Curling)

# Camden County, North Carolina
## Principal Use Table, District Comparison

| 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 (2997 : Avery Shores Rezoning Request - Amber Curling)

**Camden County, North Carolina**
**Principal Use Table, District Comparison**

| Use Class / Main Category / Category "P"=Permitted, "S"=Special Use Permit, Blank=Prohibited | WL | SR |
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| **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 (2997 : Avery Shores Rezoning Request - Amber Curling)

**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* | | |

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**Camden County, North Carolina**
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|---|---|---|
| **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 (2997 : Avery Shores Rezoning Request - Amber Curling)

# 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 (2997 : Avery Shores Rezoning Request - Amber Curling)

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 (2997 : Avery Shores Rezoning Request - Amber Curling)

# Parcel Proposed for Rezoning

Attachment: 5_NeighborhoodMeetingInformation (2997 : Avery Shores Rezoning Request - Amber Curling)

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 (2997 : Avery Shores Rezoning Request - Amber Curling)

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 (2997 : Avery Shores Rezoning Request - Amber Curling)

TIMMONS GROUP

YOUR VISION ACHIEVED THROUGH OURS.

**Timmons Group Sign-In Sheet**

Camden County Community Meeting

Avery Shores

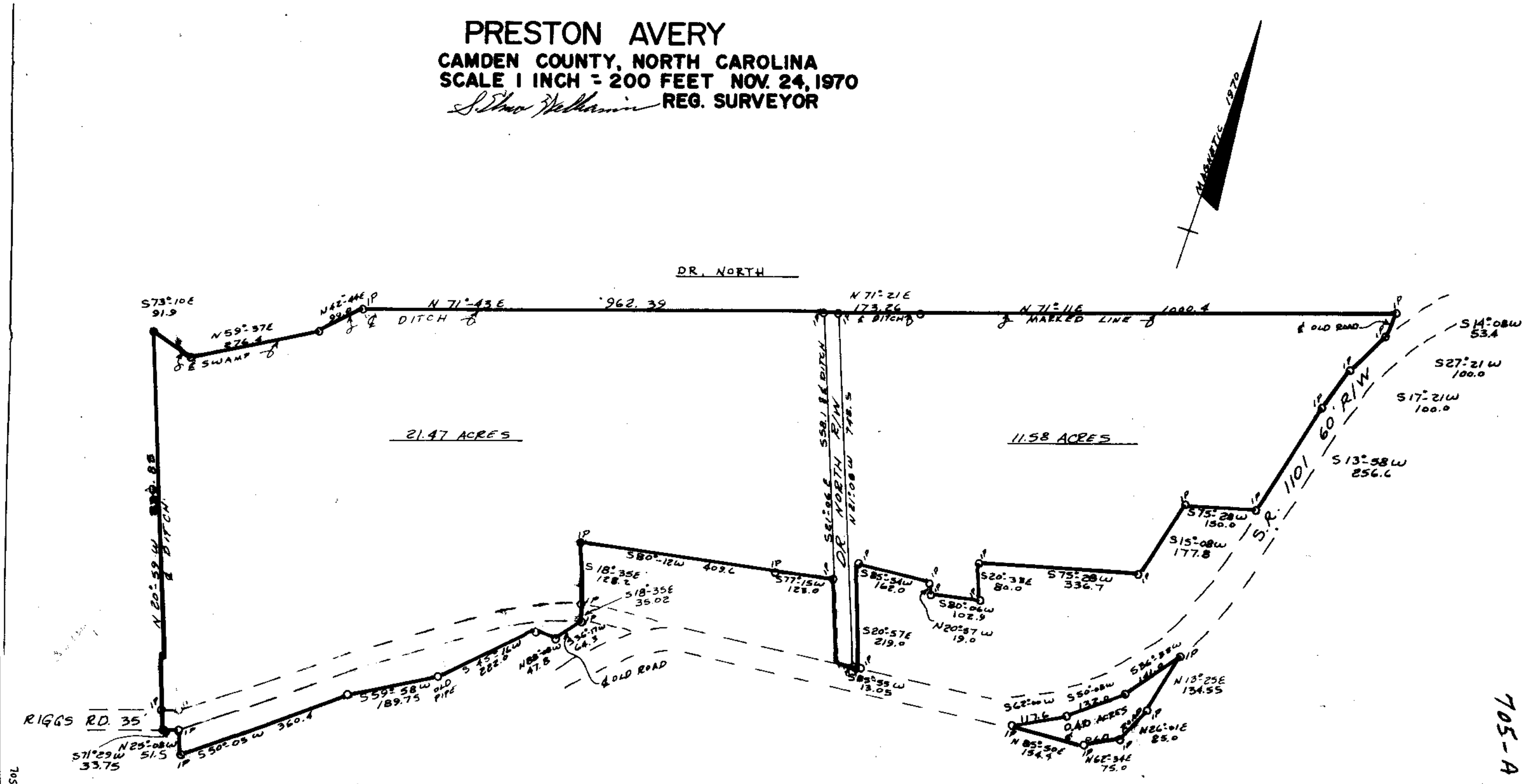
December 9, 2020

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 VALLICK, EAGLE, ID 83616<br>100 Avery Dr, Shiloh, NC |
| JASON Mizelle | 252-621-5028 | jason.mizelle@timmons.com | 1805 W. City Dr. Unit E<br>EC, NC 27909 |
| Bonnie Riggs | 252-339-4875 | rainbowchaser51@yahoo.com | 223 One Mill Rd<br>Shiloh, NC 27974 |
| Carnell 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**






Packet Pg. 66
S.D.g
Attachment: 6_Deed (2997 : Avery Shores Rezoning Request - Amber Curling)

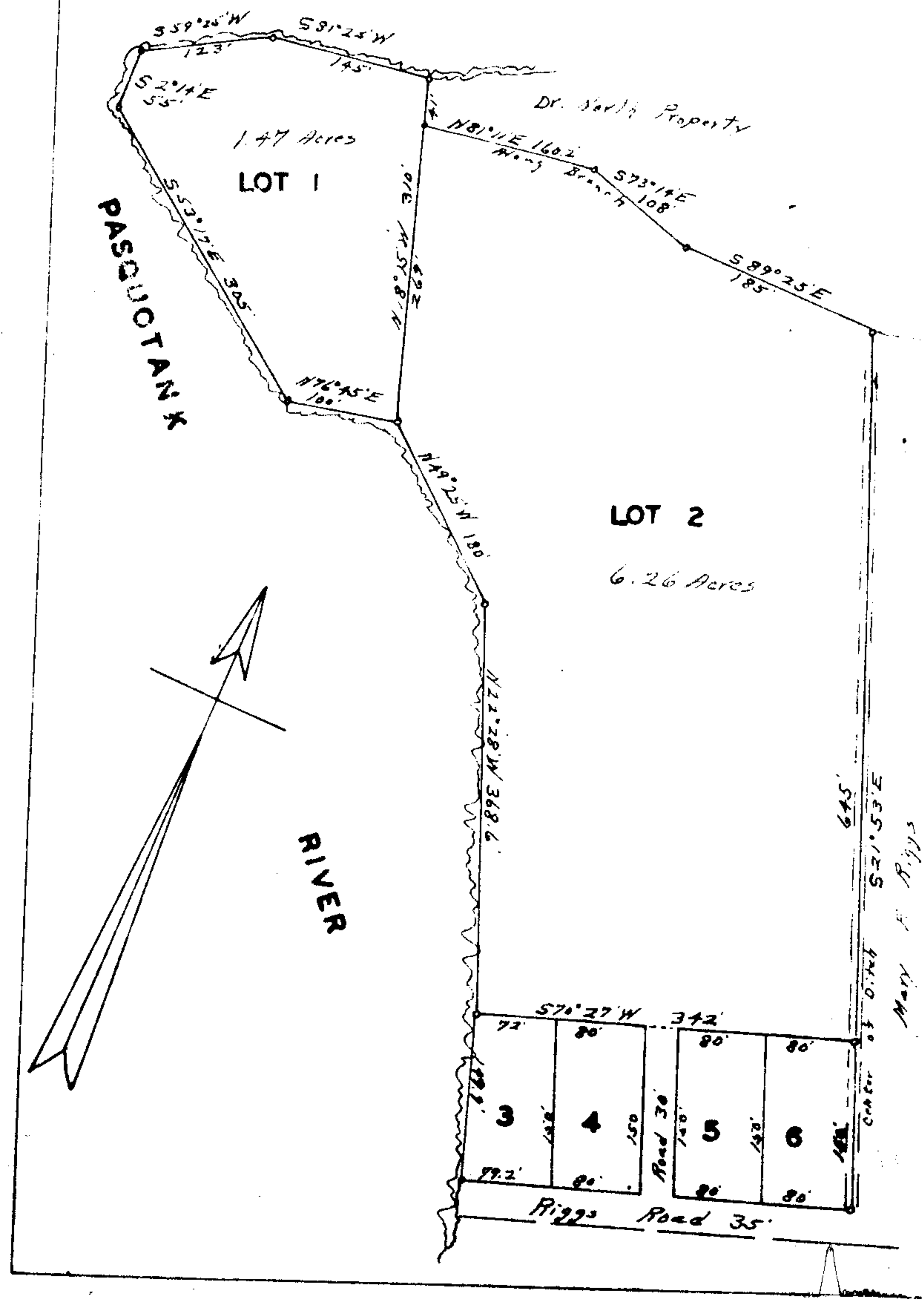
# MARY F. RIGGS

## CAMDEN COUNTY, NORTH CAROLINA

SCALE 1 INCH = 100 FEET DEC. 4, 1963

S. Elmo Williams REG. SURVEYOR

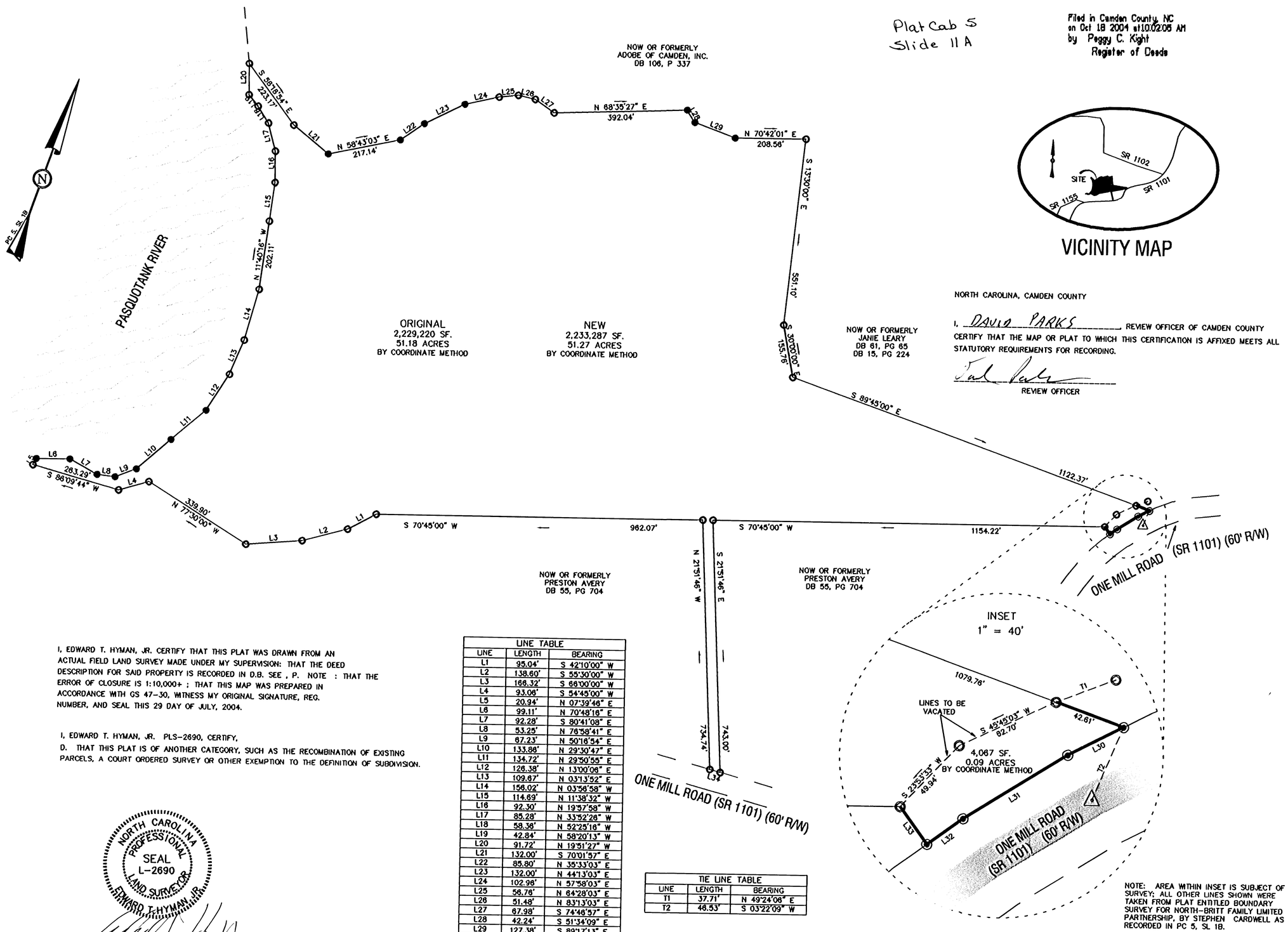
Camden NC Deed Bk 44 Easement Bk




Attachment: 6_Deed (2997 : Avery Shores Rezoning Request - Amber Curling)

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, Camden 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 |

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.

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.

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 | |

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

1

COPYRIGHT © 2003

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.

**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 3rd day of May 2021.

ATTEST:

| | |
|---|---|
| Ross Munro, Vice-Chairman | Karen M. Davis |
| Camden County Board of Commissioners | Clerk to the Board of Commissioners |

Attachment: 8_CAMA_LUP Amendment Resolution (2997 : Avery Shores Rezoning Request - Amber Curling)

**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-hundred ($100) dollars for each day the violation continues. If the offender fails to pay the penalty within ten (10) days after being cited for a violation, the penalty may be recovered by the county in a civil action in the nature of debt. A civil penalty may not be appealed to the Board of

Attachment: OrdinanceForAveryRezoning_2021_04_05 (2997 : Avery Shores Rezoning Request - Amber Curling)

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 3rd day of May 2021.

ATTEST:

| | |
|---|---|
| Ross Munro, Vice-Chairman<br>Camden County Board of Commissioners | Karen M. Davis<br>Clerk to the Board of Commissioners |

Attachment: OrdinanceForAveryRezoning_2021_04_05 (2997 : Avery Shores Rezoning Request - Amber Curling)

CAMDEN COUNTY
NORTH CAROLINA · USA
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# Board of Commissioners
# AGENDA ITEM SUMMARY SHEET

**Board Appointments**

**Item Number:** 6.A
**Meeting Date:** May 03, 2021

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

**Item Title** **Area Agency on Aging Regional Advisory Council**

**Attachments:** Gwen Wescott - Regional Advisory Council (PDF)

**Summary**:
It is the request of Albemarle Commission's Area Agency on Aging that Gwen Wescott be reappointed to the Regional Advisory Council for an additional term.

ALBEMARLE COMMISSION
REGION R COUNCIL OF GOVERNMENTS
Area Agency on Aging

CAMDEN
CHOWAN
CURRITUCK
DARE
GATES
HYDE
PASQUOTANK
PERQUIMANS
TYRRELL
WASHINGTON
COLUMBIA
CRESWELL
DUCK
EDENTON
ELIZABETH CITY
GATESVILLE
HERTFORD
KILL DEVIL HILLS
KITTY HAWK
MANTEO
NAGS HEAD
PLYMOUTH
ROPER
SOUTHERN SHORES
WINFALL

April 13, 2021

Ms. Karen Davis, Clerk to the Board
Camden County
PO Box 190
Camden, NC 27921

Dear Ms. Davis:

The Albemarle Commission Area Agency on Aging (AAA) is in need of one reappointment on our Regional Advisory Council (RAC). Ms. Gwen Wescott's term expires on May 31, 2021. Ms. Wescott has been a tremendous asset to this group and a great advocate for older adults in **Camden County**. She has continued to participate in the quarterly RAC meetings. I would like to recommend that this individual be reappointed by your Board.

The RAC meets quarterly to give direction and guidance to the AAA's efforts in serving the senior population in **Camden County**. The primary purpose of this council is to serve as advocates for older adults, their caregivers and their families living within the service area of the Albemarle Commission as specified by the Older American's Act. This group is primarily responsible for providing guidance and input in our 4-year area plan to serve older adults in Northeast North Carolina.

Appointment length to this council can vary based on the county preference, but should be no less than a two-year term.

Should you have any questions or concerns, please feel free to contact me at 252-426-8244. I thank you in advance for your assistance.

Most Sincerely,

Jasmine S. Wilson

Jasmine S. Wilson, Aging Program & Contracts Specialist
Albemarle Commission Area Agency on Aging

512 South Church Street
Hertford, NC 27944
www.albemarlecommission.org
P: 252.426.5753
F: 252.426.8482

Attachment: Gwen Wescott - Regional Advisory Council (2976 : Area Agency on Aging Regional Advisory Council)

CAMDEN COUNTY
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# Board of Commissioners
# AGENDA ITEM SUMMARY SHEET

**Board Appointments**

**Item Number:** 6.B
**Meeting Date:** May 03, 2021

**Submitted By:** Sarah Hill,
Dismal Swamp Welcome Center
Prepared by: Karen Davis

**Item Title** **Tourism Development Authority**

**Attachments:** TDA- Volunteer Form- Michele Barkhurst (PDF)

**Summary**:
It is the request of staff that Michele Barkhurst be appointed to the Tourism Development Authority.

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## Application for Citizen Service -Volunteer Form

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, 330 East HWY 158, and mail to: P.O. Box 190, Camden, North Carolina 27921 or e-mail info@camdencountync.gov.

Name: Michele Barkhurst

Mailing Address: 331 N 343 Camden, NC 27921

Township you live in: Camden

Telephone (home): 252-722-5478 (business): 252-340-0990

Email address: michele.barkhurst@gmail.com

Are you a registered voter? Yes No

Have you ever been convicted of a felony? Yes No

Please identify any talent, interest, skill, experience or educational preparation which might be helpful to a board or commission: Continuing education with business courses, currently owning & operating a business, military experience

Boards or Commissions upon which you are interested in serving:

Tourism Development Authority - TDA

As a member of a Board or Commission, you will be expected to attend at least 75% of the meetings. Please note the by-laws of some Boards and Commissions limit the number of terms served. This application is a notification of your interest to serve on a Board or Commission to be considered by the Board of Commissioners when a vacancy occurs. Thank you for your interest in Camden County Government.

Signature: _____ Date: Feb 15 2021

Attachment: TDA- Volunteer Form- Michele Barkhurst (2975 : Tourism Development Authority)

CAMDEN COUNTY
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# Board of Commissioners
# AGENDA ITEM SUMMARY SHEET

**Board Appointments**

**Item Number:** 6.C
**Meeting Date:** May 03, 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 Fatima Benson be reappointed to the Parks & Recreation Advisory Board for an additional term.

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# Board of Commissioners
# AGENDA ITEM SUMMARY SHEET

**Consent Agenda**

**Item Number:** 7.A
**Meeting Date:** May 03, 2021

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

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

**Attachments:** bocminutes_040121 (DOCX)

**Camden County Board of Commissioners**
**2021-2022 CIP / Budget Work Session**
**April 1, 2021; 1:00 PM**
**Camden County Public Library**

**MINUTES**

The Camden County Board of Commissioners held a budget work session on April 1, 2021 at 1:00 PM at the Camden County Public Library.

CALL TO ORDER
The meeting was called to order by Chairman Tom White at 1:00 PM. Additional Board members present: Vice Chairman Ross Munro, Commissioners Randy Krainiak, Clayton Riggs and Tiffney White.

PRESENTATIONS
The Board of Commissioners met with the following to discuss matters relating to the FY 2021-2022 Budget:

A. Pasquotank – Camden EMS – Jerry Newell & Jamar Whitaker
B. College of the Albemarle – Dr. Jack Bagwell
C. Camden County Sheriff's Office - Sheriff Kevin Jones
D. Camden County Public Works – David Credle

The following items were presented to the Board for discussion/direction; no official action was taken.

CAPITAL IMPROVEMENT PROJECTS (CIP) UPDATE

A. Approved / Funded
    1. Administration Complex (project underway - consensus to remove)
    2. Camden County High School (project underway - consensus to remove)
    3. Broadband Infrastructure (project underway – consensus to remove)
B. Recommended / Unfunded
    1. Waste Water Expansion US 158 East from Hardee's to Country Club Road (consensus to move to Approved / Funded)
    2. South Mills Waste Water Filtration Pond (consensus to remain as is)
C. Identified / Unfunded
    1. Raw Water Well (consensus to move to Approved / Funded)
    2. US 158 Sidewalk Extension (consensus to move to Recommended / Unfunded)
    3. South Mills Boat Ramp and Park (consensus to remain as is)
    4. South Mills Waste Water Expansion and Disposal (consensus to move to Recommended / Unfunded)

SCHOOL FUNDING

A. Budget Request – The Superintendent is currently working on this for presentation on April 29th.
B. School Current – 2020-2021
    1. County Appropriation - $2.6M
    2. Capital - $405k

REQUESTED IT SOFTWARE/HARDWARE UPDATES

A. Security Cameras and Monitor for Courthouse
B. Keyless Entry System for the DSS Building

INSURANCES, BENEFITS & PERSONNEL

A. Benefits
    1. Health Increase – 1% ($5K)
    2. Employee Retirement (>1.2%) / Law Enforcement Retirement (1.2%) – Approx. Increase $10K



DRAFT

Attachment: bocminutes_040121 (2970 : BOC Meeting Minutes - April 1, 2021)

B. COLA 2% - $70,549
   1. Currently Salary - $3,531,690
   2. With Increase - $3,600,171 (includes step increases for those eligible)
C. Property & Liability Increase – (>10%) – Approx. $9K
D. Worker's Comp (>5%) – Approx. $5K annual cost

ADDITIONAL EXPENDITURES (Discussion only – no action taken)

A. New High School
   1. Proposed Tax Increase for High School Debt Service - $.10
   2. Operational Costs - $0.01- $0.04
B. Vehicles / Positions Requests
   1. Sheriff – 4 New Positions / Cruisers
   2. Sheriff – P/T Position for Animal Control
   3. Senior Center – Request Used 2017 14-passenger Coach
   4. DSS – Request Used SUV or Passenger Van
C. Miscellaneous
   1. DSS – New office desks and chairs for staff
D. Select Annual Appropriations
   1. College of the Albemarle
   2. Emergency Medical Services
   3. Emergency Management (combined with Central Communications)
   4. Museum
   5. Forestry
   6. Albemarle Food Bank
   7. Food Pantry
   8. M.L. King, Jr. Day
   9. Hopeline
   10. Albemarle District Jail
   11. Albemarle United Way
   12. SPCA
   13. Albemarle Regional Health
   14. Inter-County Public Transportation Authority (ICPTA)
   15. Friends of the Dismal Swamp
   16. Hwy 17 / 64
   17. Albemarle Resource Conservation & Development Council (ARC&D)

REVENUES

A. 2021-2022 Projections – None to date
B. Fund Balances as of March 3, 2021
   1. Capital Reserve - $2,337,582
   2. Unassigned - $6,553,611

Review of Department Budgets

UPCOMING MEETINGS

- April 5, 2021; 7:00 PM – Regular Meeting
- April 29, 2021; 2:00 PM - Select Departments and Budget Review
- May 3, 2021; 7:00 PM – Regular Meeting
- May 13, 2021; 6:00 PM – Budget Review
- June 1, 2021; 7:00 PM – Regular Meeting / Public Hearing / Budget Adoption

DRAFT

Attachment: bocminutes_040121 (2970 : BOC Meeting Minutes - April 1, 2021)

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

Motion to adjourn.

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

Chairman White adjourned the work session at 4:56 PM.

ATTEST:

Tom White, Chairman
Camden County Board of Commissioners

Karen M. Davis
Clerk to the Board of Commissioners

DRAFT

Attachment: bocminutes_040121 (2970 : BOC Meeting Minutes - April 1, 2021)

CAMDEN COUNTY
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# Board of Commissioners
# AGENDA ITEM SUMMARY SHEET

**Consent Agenda**

**Item Number:** 7.B
**Meeting Date:** May 03, 2021

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

**Item Title** **BOC Meeting Minutes - April 5, 2021**

**Attachments:** bocminutes_040521 (DOCX)

**Camden County Board of Commissioners**
**April 5, 2021**
**7:00 PM – Regular Meeting**
**Historic Courtroom - Camden, North Carolina**

**MINUTES**

A Regular Meeting of the Camden County Board of Commissioners was held on April 5, 2021 in the Historic Courtroom, Camden, North Carolina.

**CALL TO ORDER**
The meeting was called to order by Chairman Tom White at 7:00 PM. Also Present: Vice Chairman Ross Munro, Commissioners Clayton Riggs, Randy Krainiak, Tiffney White; County Manager Ken Bowman, and Clerk to the Board Karen Davis.

**INVOCATION & PLEDGE OF ALLEGIANCE**
Pastor Bill Blake gave the invocation and the Board led in the Pledge of Allegiance.

**ITEM 1. PUBLIC COMMENTS**

The following addressed the Board with concerns in regard to the Camden Bears Youth Football League:

Britton Overton, longtime resident of Camden and Director of Transportation for Camden County Schools included the following in his remarks:

- His experience with the DHHS restrictions and recommendations in regard to COVID-19 due to his position.
- Disappointment with the Parks & Recreation Department in regard to the Camden Bears Youth Football League and the fact that the Parks & Recreation Advisory Board is unaware of the situation.
- Parks & Recreation Department web site has little to no information.
- No sports have been offered by the Parks & Recreation Department during COVID.
- No effort from the Parks & Recreation Department to overcome the challenges presented by COVID-19.
- Will follow up with an email to the Commissioners, County Manager and Tim White and will appreciate a response.

Jennifer White, Camden resident and parent, included the following in her remarks:

- Has dealt with the many challenges associated with COVID in her workplace, but it's time to move forward.
- The children should be given the opportunity to play football in Camden.

Christopher Sparks, South Mills Resident and parent, included the following in his remarks:

- It is hurtful that the team is not allowed to practice on the field and has to go elsewhere to practice.
- Requested support from the Commissioners for the team leaders and players.

Marcus White, Camden citizen and coach, included the following in his remarks:

- Encourages his children to take advantage of activities offered throughout the community.
- For those playing soccer, there are no questions concerning residence, practice times, location of games; not so with football.
- Referenced the Memorandum of Understanding between the Parks & Recreation Department and Board of Education. Mrs. White assists with the program and provided the information requested, including insurance and rosters. The League provided what was required in the MOU and still were not allowed to practice on the field.
- There are no instructions on how to apply for a Category 4 permit and Mr. White requested feedback on how to do so.

DRAFT

Attachment: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

Tiffany Cuevas, Camden citizen and parent, included the following in her remarks:

- The importance of the opportunity for the children to get outside and play sports due to video games and remote learning.
- The importance of the social and physical aspects of being involved in sports.

Commissioner Riggs questioned the Memorandum of Understanding and what had changed.

Mr. Overton explained that there were COVID issues in the fall that prevented the team from playing and that many of the guidelines and restrictions have changed. He was told by Parks & Recreation Director Tim White that the Camden Bears could not use the field because the Albemarle Youth League, which is who sanctions the area youth sports, was not having a Spring league. Only 2 organizations were able to put together teams – Pasquotank and Camden. Mr. Overton questioned why once the insurance issue was corrected the team was still not allowed to play. Other Tier III organizations are using the facilities that are outside of Camden and Pasquotank. He feels as though the football program was targeted in this situation.

Chairman Tom White stated that the matter will be reviewed.

Nicholas Rhodes, Camden resident and Director of the Camden Bears Youth Football League addressed the Board. It was his intent to start conditioning in the summer prior to the start of the season. After a conversation with Tim White, they began taking temperatures and wearing masks. Due to the Governor's mandate, conditioning practices were shut down. When the team began conditioning again they were shut down by the Parks & Recreation Department due to the players having contact. The team started again in February and was shut down again because of "contact" between the players. Proof of insurance and nonprofit status was provided and the league continued to be shut down. The League was given a field in Elizabeth City on which to practice and the League is now a part of the Hampton Football League in Virginia with no issues. The desire is for the league to have the opportunity to practice at their own facility here in Camden.

Felicia White, Camden resident and parent, has been helping Mr. Rhodes with the program. On March 9th, Mrs. White had a telephone conversation with Tim White in which Mr. White informed her that the League would no longer be able to use the facility as he was in the possession of a 27-second video, taken by a Camden County employee in the parking lot, that shows contact between the players. She stated that was not possible because she was present the entire practice. She requested to see the video and was refused. Her husband, a football coach, has instructed the players on drills that can be practiced safely. Camden County youth are now required to practice in Elizabeth City and should be allowed to play in their home county. In her observation, soccer games and practices are continuing with no masks or distancing.

## 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 Drone Program Application Request from the March 1st meeting to New Business as Item 6.E.

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

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

## ITEM 4. PRESENTATIONS

A. Camden Sheriff's Office - Brandon Blount announced the Firehouse Subs grant award to the Sheriff's Office of 10 new AED's. Every vehicle with the Sheriff's Office is now equipped with an AED. The Sheriff's Office also recently received a radar/message sign which it acquired through a contest sponsored by All Traffic Solutions at no expense to the County.



DRAFT

Attachment: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

B. Animal Ordinance Amendment Request – Ms. Cam Smart presented the following request to amend the 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

   ** 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

Attachment: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

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

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

Attachment: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

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.

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Attachment: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

**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.

***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.

Attachment: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

***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.

(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.

Attachment: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

(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

§ 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.

Attachment: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

(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.

(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.

Attachment: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

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: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

§ 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 cause an action to be brought against

Attachment: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

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)

Sheriff Kevin Jones addressed the Board concerning Ms. Smart's request. The Sheriff's Office has received several complaints in regard to this situation with documentation dating back to May 2020 and could go back farther than that; complaints of unsanitary and conditions for the animals which included inadequate water, inadequate shade and animal waste in the pen. The owner was contacted and warned that if conditions did not improve she would be charged. Living conditions have improved. Sheriff Jones made it clear that these are wolves, not dogs, and described their behavior as predatory. The behavior of the wolves and noise from their howling create a nuisance for the neighbors. He is in support of an amendment to the Animal Ordinance but it needs to be adapted for Camden County and enforceable by his Office.

Commissioner Munro questioned if the owner of the animals was present in the meeting. The owner was not present.

Alan & Peggy Coe of Edgewater Drive addressed the Board in support of the request to amend the Animal Ordinance. They support Ms. Smart's findings and request to amend the Animal Ordinance. They are concerned for their safety and that of their pet. They also mentioned that the owner is rarely on the property.

Mrs. Coe shared the following written comments from nearby residents who are also in support of amending the Animal Ordinance.

DRAFT

Attachment: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

Dave Zaldivar at 132 Edgewater is aware of the agenda item concerning the animal ordinance and wanted his comments shared with the commissioners. He is unable to attend the meeting to share his comments directly as he is out of state.

26 March 2021

To whom it may concern,

This letter is written to express my concern regarding the hybrid wolves that have been located just down Edgewater Drive in Camden Point. Having lived at my address (132 Edgewater Dr) for 20 years I have never been so afraid or concern not only for myself, but also my wife and my dog.

Regardless of what folks may feel and claim about these animals, my immediate fear is for the safety of my family. No one should have to experience fear of a simple action of walking a family pet. I am also dismayed by the disgusting odor which is emitted when the wind prevails on certain days.

I have spoken with Sheriff Jones, and the Animal Control officer team about my fears and health concerns. Unfortunately I was advised their hands were tied. I implore the Camden County officials of our Country to take whatever action is necessary to cease this action in my neighborhood. They are dangerous, unsanitary and have heightened my fear factor exponentially.

I am currently out of State until early September. You may contact me via cell (757) 977-7855, or my email address ( ) should additional information be needed. Thank you for your time on this matter.

Very Respectfully,

David Zaldivar

Hong Nguyen of 133 Edgewater is also aware of the agenda item concerning the animal ordinance. Her English is not fluent but she provided this letter to share with the commissioners.

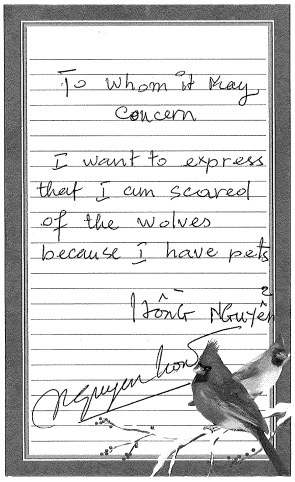
To whom it may concern

I want to express that I am scared of the wolves because I have pets.

Hong Nguyen

133 Edgewater Dr

Shiloh, NC 27974

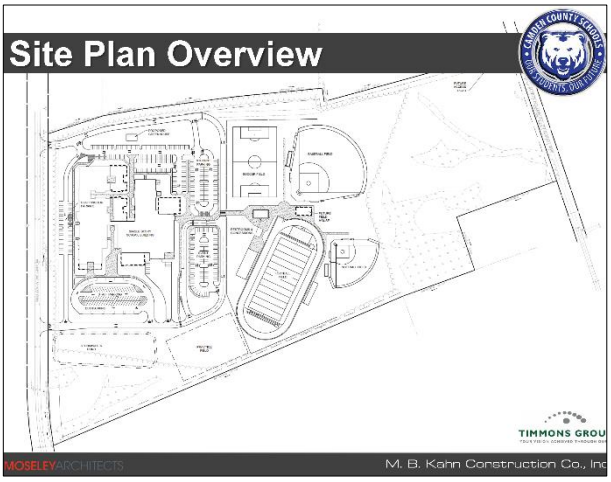



Commissioner Ross Munro complimented Ms. Smart on a well-prepared and delivered presentation. Commissioner Munro offered a motion to approve the amended ordinance. After a brief discussion, Commissioner Munro amended his motion. He also requested that the Sheriff enforce the Kennel laws in the meantime.

**Motion to direct the Staff to prepare an amended Animal Ordinance for consideration at the June 7, 2021 meeting.**

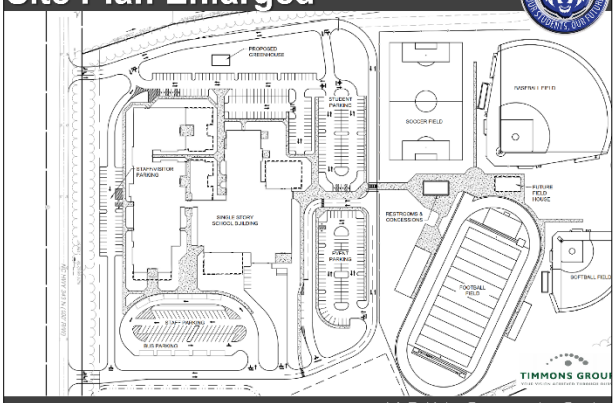
| | |
|---|---|
| **RESULT:** | **PASSED [5-0]** |
| **MOVER:** | Ross Munro |
| **AYES:** | Tom White, Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White |

C. New High School Progress Report – Rick Ott, M.B. Kahn



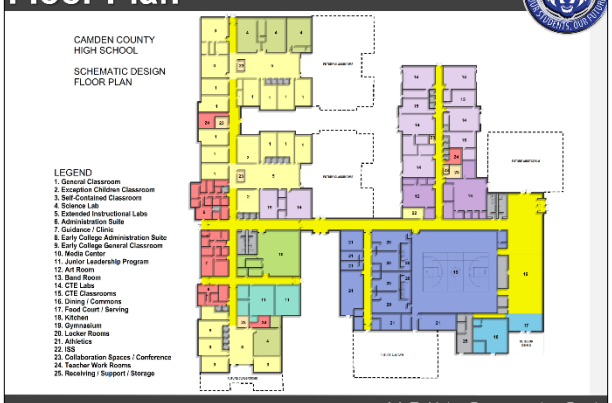

Attachment: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

## Site Plan Enlarged




MOSELEYARCHITECTS M. B. Kahn Construction Co., Inc

## Floor Plan




MOSELEYARCHITECTS M. B. Kahn Construction Co., Inc

## Approved Budget Detail

| | | | | |
|---|---|---|---|---|
| **Construction Cost** | | | $ | **40,482,876** |
| *Building Cost* | $ | *31,932,876* | | |
| *Site Development* | $ | *4,000,000* | | |
| *Athletics Allowance* | $ | *2,500,000* | | |
| *Add Alternate: Auxiliary Gymnasium* | $ | *2,050,000* | | |
| **Engineering/Architect Fees (Portion of Technical Fees)** | | | $ | **2,488,724** |
| **Other Costs / Fees** | | | $ | **587,700** |
| **Contingency** | | | $ | **778,100** |
| **Other** | | | $ | **950,000** |
| *Furnishings Allowance* | $ | *750,000* | | |
| *Technology Allowance* | $ | *200,000* | | |
| **TOTAL PROJECT COST** | | | $ | 45,287,400 |
| *Off-Site Improvements: (reimbursable by DOT)* | | | $ | *840,000* |

MOSELEYARCHITECTS M. B. Kahn Construction Co., Inc

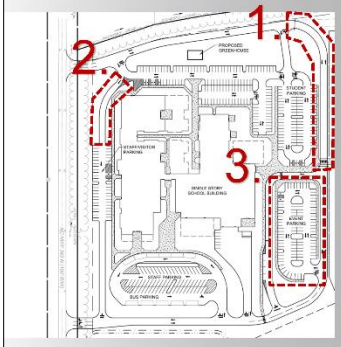
## Proposed Budget Overview

| Scope | Budgeted | Current Design | *Notes* |
|---|---|---|---|
| Building Size Base | 121,550 sf* | 122,660 sf<br>Over by 1,110 sf ; $277,500 | *No auxiliary gymnasium add/alt in current design* |
| Site Development Allowance | $4,000,000 | Over by approximately $675,000 | *Consider scope reductions* |
| Outdoor Athletics Allowance | $2,500,000<br>Football Stadium<br>Athletic Building**<br>Add $2,050,000 | Based on Prioritization:<br>1. Football Stadium (synthetic)<br>2. Athletic Building**<br>Add Alternates:<br>3. Baseball & Softball Fields<br>4. Soccer Field (natural)<br>5. Practice Field (natural)<br>6. Track | *Consider adding $2,050,000 to Outdoor Athletic Allowance in lieu of auxiliary gymnasium add/alt* |

**Does not include auxiliary gymnasium add alternate*
***Athletic building (3,250 sf) includes concessions, ticketing, restrooms, and storage.*

MOSELEYARCHITECTS M. B. Kahn Construction Co., Inc

## Scope Reductions (Site)




1. Remove portion of loop road ($95,000)
2. Remove portion of front road ($24,000)
3. Remove event parking (92 spaces)* ($170,000)

**Requires variance from Camden County Unified Development Ordinance*

MOSELEYARCHITECTS M. B. Kahn Construction Co., Inc

## Anticipated Project Timeline

| | | | |
|---|---|---|---|
| **DESIGN** | | | |
| Schematic Design Phase | November 2020 | – | April 2021 |
| Early Site Development Package | February 2021 | – | June 2021 |
| Design Development Phase | March 2021 | – | April/May 2021 |
| Construction Document Phase | May 2021 | – | August 2021 |
| **PROCUREMENT** | | | |
| Site Development | June 2021 | – | July 2021 |
| Building | November 2021 | – | December 2021 |
| **CONSTRUCTION** | | | |
| Groundbreaking Ceremony | May 2021 | | |
| Site Development | July 2021 | – | January 2022 |
| Building | December 2021 | – | September 2023 |
| Owner Move-In | Fall 2023 | | |

MOSELEYARCHITECTS M. B. Kahn Construction Co., Inc

Chairman Tom White confirmed that there should be no issues with seating students for lunches in the proposed cafeteria. Mr. Ott concurred that should not be an issue.

Commissioner Krainiak inquired concerning the size of the current school and the number of classrooms as compared to the number of classrooms that will be in the new school.

Attachment: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

Mr. Ott stated that the current school is less than 80,000 square feet. He did not have the answer concerning the number of classrooms.

Commissioner Krainiak expressed concern in regard to the amount of money this project will cost the taxpayers with the inclusion of operating costs.

Mr. Ott stated that the State of North Carolina covers instructional costs, while the County will be responsible for costs associated with custodial, maintenance, insurance, etc.

Commissioner Krainiak added that he would like to see the expected total amount of operating costs.

At the conclusion of Mr. Ott's presentation, Chairman Tom White recessed the meeting for a 10-minute break.

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

At 8:32 PM Chairman Tom White 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:** | Ross Munro |
| **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: February 2021*

| | Submitted Work Orders | Completed Work Orders | Percentage Completed | Status of Uncompleted Work Orders |
|---|---|---|---|---|
| Water/Distribution | 85 | 85 | 100% | 0 |
| Sewer/Collection | 2 | 2 | 100% | 0 |

Locates:

Water Line: 81

Sewer Line: 22

Water & Sewer, same ticket: 4

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 February: 13,244,900 gallons.

Daily average water usage for February: 473,032 gallons.

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

DRAFT

Attachment: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

**12-MONTH TOTALS**

| | | |
|---|---|---|
| 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 |
| January 2021 | 14,226,700 | 458,926 |
| February 2021 | 13,244,900 | 473,032 |
| March 2021 | | |
| April 2021 | | |
| May 2021 | | |
| June 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 | | | | | | | | | |
| 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 |
| Feb | 87 | 100% | 0% | 85 | 2 | 81 | 22 | 4 | 0 |

SMWA Daily Consumption 2021

| Date | January | February | March | April | May | June | July | August | September | October | November | December |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 153,300 | 136,100 | | | | | | | | | | |
| 2 | 133,536 | 137,700 | | | | | | | | | | |
| 3 | 153,700 | 136,000 | | | | | | | | | | |
| 4 | 135,700 | 138,400 | | | | | | | | | | |
| 5 | 127,100 | 133,000 | | | | | | | | | | |
| 6 | 146,500 | 152,200 | | | | | | | | | | |
| 7 | 140,200 | 161,000 | | | | | | | | | | |
| 8 | 125,400 | 138,500 | | | | | | | | | | |
| 9 | 148,300 | 124,500 | | | | | | | | | | |
| 10 | 167,900 | 146,700 | | | | | | | | | | |
| 11 | 152,500 | 133,900 | | | | | | | | | | |
| 12 | 161,800 | 116,700 | | | | | | | | | | |
| 13 | 118,500 | 150,200 | | | | | | | | | | |
| 14 | 134,600 | 135,400 | | | | | | | | | | |
| 15 | 127,300 | 167,800 | | | | | | | | | | |
| 16 | 151,700 | 130,500 | | | | | | | | | | |
| 17 | 159,300 | 146,400 | | | | | | | | | | |
| 18 | 151,800 | 114,200 | | | | | | | | | | |
| 19 | 128,400 | 140,900 | | | | | | | | | | |
| 20 | 136,400 | 138,900 | | | | | | | | | | |
| 21 | 149,000 | 175,800 | | | | | | | | | | |
| 22 | 123,200 | 150,800 | | | | | | | | | | |
| 23 | 139,200 | 132,600 | | | | | | | | | | |
| 24 | 167,900 | 144,800 | | | | | | | | | | |
| 25 | 142,300 | 114,900 | | | | | | | | | | |
| 26 | 144,300 | 137,900 | | | | | | | | | | |
| 27 | 125,900 | 140,800 | | | | | | | | | | |
| 28 | 137,700 | 170,900 | | | | | | | | | | |
| 29 | 150,200 | | | | | | | | | | | |
| 30 | 139,200 | | | | | | | | | | | |
| 31 | 164,800 | | | | | | | | | | | |
| Total | 4,437,636 | 3,947,500 | | | | | | | | | | |



Attachment: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

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

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

B. Micro Bar Screen Proposal – David Credle

The Courthouse Area WWTP was built with a standard bar screen with one-inch spacing at the headworks. This typical setup works well for most gravity collection systems. The ongoing issue we have is all our flow is delivered to the plant by grinder pumps. The grinder pumps cut everything into small particles that aren't intercepted by the bar screen. The small particles collect in the influent tank into a thick mat that covers the entire tank. The paper also works its way through the whole treatment process, clogging pipes and chemical feed lines.

The solution to this problem is a Micro Bar Screen. The micro screen has 2mm spacings to trap even the smallest particles and a scraper to keep the screen from being clogged. The scrapper brings the materials to the top of the bar screen to be collected in a trash can or dumpster as needed. The State requires plans and specifications for the installation of the new bar screen which is considered a minor permit modification. Timmons Group has agreed to complete the engineering work for the permit modification. The bar screen will fit into the existing tank we have for the standard bar screen and only requires a few anchor bolts. The bar screen comes with a control panel, and will need electrical power ran from the control panel to the breaker panel.

The cost estimate for this project is $100,000 with $41,000 coming from the current year's budget and $59,000 coming from next year's budget. The lead time for delivery of this equipment is 12-18 weeks.

**Motion to approve the purchase of the Micro Bar Screen as presented.**

| | |
|---|---|
| **RESULT:** | **PASSED [5-0]** |
| **MOVER:** | Ross Munro |
| **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:** | Tiffney White |
| **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. Camden Solar, LLC Amendment Request – Amber Curling

**Motion to open the Public Hearing for Camden Solar, LLC Amendment request.**

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

DRAFT

Attachment: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

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. Wayne Watson was present to represent Worley Group.

**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

**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**

- **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: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

Chairman Tom White called for public comments from those who are opposed to the requested amendment. There were none.

Wayne Watson, site manager for Worley Group addressed the Board. Mr. Watson explained that the amount of rainfall since October has placed construction schedule a month behind. The request to work on Sunday does not necessarily mean there will be crews on site every Sunday; only as needed. Most of the contractors that are working on the site are from Fayetteville and Charlotte. If Sundays are not available, the workers go home for the weekend. The construction is to be completed by early June and complete commissioning in late September or early October. There doesn't seem to be any negative impact to the community. At the neighborhood meeting no one spoke in opposition to the amendment.

**Motion to close the Public Hearing.**

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

**Motion to add the Amendment Request to the agenda.**

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

**Motion to approve the amendment to the hours of operation to include Sunday from dawn to dusk for Special Use Permit 2017-10-01.**

Commissioner Randy Krainiak stated that it is his opinion that historically within the Camden community, citizens have been able to enjoy peace and quiet on Sundays. If this amendment is approved, it will open the door for similar requests on future projects. The construction noise on Sundays could also interfere with church services taking place nearby.

| | |
|---|---|
| **RESULT:** | **FAILED [2-3]** |
| **MOVER:** | Tiffney White |
| **AYES:** | Tom White, Tiffney White |
| **NOES:** | Clayton Riggs, Randy Krainiak, Ross Munro |

B. Avery Shores Rezoning Request

**Motion to open the Public Hearing for Avery Shores rezoning request.**

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

Avery Family 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.

DRAFT

Attachment: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

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.

**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.

**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

## 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:** Shiloh 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.

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: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

**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.

**9. Does the request impact any CAMA Areas of Environmental Concern?**
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.

Mr. Steven Bradshaw, representing the applicant, addressed the Board and included the following information in his remarks:
Downgrading of the current Planned Unit Development 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. At the most, there will be one house per acre, which means there would be no more than 90 homes. Mr. Bradshaw pointed out that his residence is adjacent to the property. Preliminary testing indicates there should not be septic issues. The cost of the homes to be constructed is estimated at $400K-$450K as they will be on waterfront lots.

Chairman Tom White called for public comments.

Mr. Gary Overton of Shiloh spoke in opposition to the rezoning request. Mr. Overton's farm is adjacent to this property. His concerns included drainage issues, the potential for trespassing and liability issues, property tax impacts, increased noise, lack of infrastructure in the area, emergency services impacts, and potential encroachment of property rights.

**Motion to close the Public Hearing.**

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

**Motion to place Avery Shores Rezoning Request on May 3, 2021 agenda for consideration.**

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

DRAFT

Attachment: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

## ITEM 6. NEW BUSINESS

A. Tax Report – Ken Bowman

**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 |

| | |
|---|---|
| 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% |

**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: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

## 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 | 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 | 3,754.55 | 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 |

## 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 | 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 |

Attachment: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

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 | 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 KEBTER 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 |

**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. Board of Equalization and Review – Ken Bowman

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.

**Motion to convene the Board of Equalization and Review on May 3, 2021 and adjourn on June 7, 2021.**

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

C. Advertisement of Liens on Real Property – Ken Bowman

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.

**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 and motion to set the 2020 tax liens on Real Property advertising date of April 30, 2021.**

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

D. Finance Policies and Procedures – Ken Bowman

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. The document in its entirety is on file in the Camden County Finance Office.

DRAFT

Attachment: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

**Motion to approve the revised Camden County Finance Policy as presented.**

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

E. Drone Program Request

At the March 1, 2021 meeting, Chief Tommy Banks of the South Mills Volunteer Fire Department requested the approval of an application for implementation of a Drone Program. The decision of the Board was to gather additional information and place on the April 5, 2021 agenda for consideration.

**Motion to approve the request of the South Mills Volunteer Fire Department to submit an application for the Drone Program.**

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

## ITEM 7. BOARD APPOINTMENTS

A. Planning Board – Appointment of Dave Parks

**Motion to table Planning Board appointments for 60 days.**

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

B. Senior Advisory Board – Reappointments of Dorothy Drake, Patricia Delano and Edith Jennings

**Motion to approve the Senior Advisory appointments as presented.**

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

C. Parks & Recreation Advisory Board – Reappointment of Alex Leary

**Motion to reappoint Alex Leary to the Parks & Recreation Advisory Board.**

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

D. Senior Tarheel Legislature – Appointment of Lynne McLain

**Motion to appoint Lynne McLain as the Senior Tarheel Legislative Delegate for Camden County.**

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

DRAFT

Attachment: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

## 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

**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**

**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**

**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**

**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: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

E. 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 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 | 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 5th day of April 2021.

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

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 5th day of April 2021.

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

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 | Amount 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.

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 5th day of April 2021.

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

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 |
|---|---|---|---|
| 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.

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 5th day of April 2021.

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

Attachment: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

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 | Amount 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 5th day of April 20 21.

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

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 | Amount 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 5th day of April 20 21.

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

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 | Amount 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 5th day of April 20 21.

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

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 5th day of April 20 21.

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

Attachment: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

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 | Amount 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 5th day of April, 20 21.

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

COUNTY OF CAMDEN NORTH CAROLINA

F. Tax Collection Report

**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 Jordon. | | |
| | | | $2.01 Special Assessment credit for | | |
| | | | Fannie Williams RTAL 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: 4-7-21

DRAFT

Attachment: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

G. DMV Monthly Report

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 7th day of April 2021

Chairman, Camden County Board of Commissioners

Attest:

Clerk to the Board of Commissioners of Camden County

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

Tax Administrator of Camden County

H. Refunds Over $100

ACS Tax System
3/25/21 11:41:49

REFUNDS OVER $100.00
Refunds to be Issued by Finance Office

CAMDEN COUNTY

Page 1

| Refund$ | Remit To: | | Reference: | Drawer/Transaction Info: |
|---|---|---|---|---|
| 204.24 | FILARECKI,GARY D.<br>P. O. BOX 1654<br>ELIZABETH CITY | NC 279091654 | 2016 R 02-8935-02-77-4065.0000<br>VALUE CORRECTION R97393/2016 | 20210325 99 259563 |
| 213.12 | FILARECKI,GARY D.<br>P. O. BOX 1654<br>ELIZABETH CITY | NC 279091654 | 2017 R 02-8935-02-77-4065.0000<br>VALUE CORRECTION R104619/17 | 20210325 99 259564 |
| 222.00 | FILARECKI,GARY D.<br>P. O. BOX 1654<br>ELIZABETH CITY | NC 279091654 | 2018 R 02-8935-02-77-4065.0000<br>VALUE CORRECTION R111904/18 | 20210325 99 259565 |
| 222.00 | FILARECKI,GARY D.<br>P. O. BOX 1654<br>ELIZABETH CITY | NC 279091654 | 2019 R 02-8935-02-77-4065.0000<br>VALUE CORRECTION R119260/19 | 20210325 99 259566 |
| 222.00 | FILARECKI,GARY D.<br>P. O. BOX 1654<br>ELIZABETH CITY | NC 279091654 | 2020 R 02-8935-02-77-4065.0000<br>VALUE CORRECTION R126661/20 | 20210325 99 259567 |
| 1,083.36 | Total Refunds | | | |

***

Submitted by Lisa S. Anderson, Tax Administrator Camden County Date 3-25-2021

Approved by G. Tom White, Chairman Camden County Board of Commissioners Date 4-7-21

DRAFT

Attachment: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

I. Vehicle Refunds Over $100

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 Amount | Interest Change | Total Change |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| FOREHAND, CARLTON TERRY | FOREHAND, CARLTON TERRY | | 563 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 Refund | ($2.81) $210.68 |
| MCCRODDEN, CRAIG EDWARDS 2ND | MCCRODDEN, CRAIG EDWARDS 2ND | MCCRODDEN, ELIZABETH ELLIOTT | 119 VINEYARD DR | CAMDEN, NC 27921 | Adjustment >= $100 | 0043336750 | FFE6347 | AUTHORIZED | 140353966 | 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 Refund | ($3.71) $267.28 |
| MCCRODDEN, CRAIG EDWARDS 2ND | MCCRODDEN, CRAIG EDWARDS 2ND | MCCRODDEN, ELIZABETH ELLIOTT | 119 VINEYARD DR | CAMDEN, NC 27921 | Adjustment >= $100 | 0043336750 | FFE6347 | 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 Refund | ($3.09) $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 Refund | ($1.72) $129.00 |
| WORDEN, KEVIN EARL | WORDEN, KEVIN EARL | | 202 SMITH DR | CAMDEN, NC 27921 | Proration | 0058081911 | KO2668 | 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 Refund | ($1.63) $122.34 |

Submitted by Lisa S. Anderson Date 3-8-2021
Lisa S. Anderson, Tax Administrator Camden County

Approved by G. Tom White Date 4-7-21
G. Tom White, Chairman Camden County Board of Commissioners

J. Pickups, Releases & Refunds

| 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 |
| | | |

K. Surplus Property Requests

| Department | Item | Disposal Method | Suggested Value | Reason for Surplus |
|---|---|---|---|---|
| Public Works | 2000 Ford Taurus | GovDeals | $500 | Age, miles, poor condition |
| Parks & Recreation | Rowing Machine | GovDeals | $20 | Old, poor condition |
| Parks & Recreation | Aerobic Stepper | GovDeals | $20 | Old, not for commercial use |
| Parks & Recreation | Aerobic Rider | GovDeals | $20 | Old, not for commercial use |
| Parks & Recreation | Exercise Bike | GovDeals | $20 | Old |



Attachment: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

L. Proclamation – NC 811 Safe Digging Month

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

**Motion to approve the Consent Agenda as presented.**

| | |
|---|---|
| **RESULT:** | **PASSED [5-0]** |
| **MOVER:** | Ross Munro |
| **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:

- BOC Budget Work Session scheduled for April 1, 2021 was very productive. The next Work Session is scheduled for April 29th at 2:00 PM at the library.
- April is NC811 Safe Digging Month
- Next Board of Commissioners Meeting – May 3, 2021 at 7:00 PM
- Be safe and wear your mask.

## ITEM 10. COMMISSIONERS' REPORTS

Commissioner Clayton Riggs stated that the new fence at Mill Town Boat Ramp looks nice.

## ITEM 11. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

The following reports were submitted for information:

A. Register of Deeds Report

B. Library Report

## ITEM 12. OTHER MATTERS

None.

DRAFT

Attachment: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

**ITEM 13. ADJOURN**

There being no further matters for discussion Chairman Tom White adjourned the meeting at 9:21 PM.

ATTEST:

| | |
|---|---|
| Tom White, Chairman<br>Camden County Board of Commissioners | Karen M. Davis<br>Clerk to the Board of Commissioners |

DRAFT

Attachment: bocminutes_040521 (2972 : BOC Meeting Minutes - April 5, 2021)

CAMDEN COUNTY
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# Board of Commissioners
# AGENDA ITEM SUMMARY SHEET

**Consent Agenda**

**Item Number:** 7.C
**Meeting Date:** May 03, 2021

**Submitted By:** Stephanie Jackson, HR Director
Finance
Prepared by: Karen Davis

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

**Attachments:** Budget Amendments (PDF)

2020-21-BA028

# CAMDEN COUNTY BUDGET AMENDMENT

**BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021.**

**Section 1. To amend the General Fund as follows:**

| ACCT NUMBER | DESCRIPTION OF ACCT | AMOUNT INCREASE | AMOUNT DECREASE |
|---|---|---|---|
| **Expenses** | | | |
| 105000-502000 | Salaries | | $1,240.20 |
| 105000-503000 | Part-time Salaries | | $7,656.80 |
| 105000-574000 | Capital Outlay | $8,897.00 | |

**This Budget Amendment is made to move salary funds to capital outlay due to COVID monies paying for salaries and some maintenance needed on buildings.**

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

Balance in Contingency $40,000.00

**Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 3rd day of May, 2021.**

_____ _____

**Clerk to Board of Commissioners** **Chairman, Board of Commissioners**

Attachment: Budget Amendments (2993 : Budget Amendments)

2020-21-BA029

# CAMDEN COUNTY BUDGET AMENDMENT

**BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021.**

**Section 1. To amend the General Fund as follows:**

| ACCT NUMBER | DESCRIPTION OF ACCT | AMOUNT INCREASE | AMOUNT DECREASE |
|---|---|---|---|
| **Expenses** | | | |
| 307500-503000 | Part-time Salaries | | $6,000.00 |
| 307500-515000 | Maintenance – Buildings | $6,000.00 | |

**This Budget Amendment is made to move salary funds to building maintenance to do some needed maintenance and we have not used part-time salaries as expected.**

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

Balance in Contingency $40,000.00

**Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 3rd day of May, 2021.**

**Clerk to Board of Commissioners** **Chairman, Board of Commissioners**

Attachment: Budget Amendments (2993 : Budget Amendments)

2020-21-BA030

# CAMDEN COUNTY BUDGET AMENDMENT

**BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021.**

**Section 1. To amend the General Fund as follows:**

| ACCT NUMBER | DESCRIPTION OF ACCT | AMOUNT INCREASE | AMOUNT DECREASE |
|---|---|---|---|
| **Revenues** | | | |
| 10330510-402002 | Insurance Proceeds | $500 | |
| **Expenses** | | | |
| 105100-574102 | Body Armor Expense | $500 | |

**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 3rd day of May, 2021.**

**Clerk to Board of Commissioners** **Chairman, Board of Commissioners**

Attachment: Budget Amendments (2993 : Budget Amendments)

2020-21-BA031

# CAMDEN COUNTY BUDGET AMENDMENT

**BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021.**

**Section 1. To amend the General Fund as follows:**

| ACCT NUMBER | DESCRIPTION OF ACCT | AMOUNT INCREASE | AMOUNT DECREASE |
|---|---|---|---|
| **Revenues** | | | |
| 10330511-433500 | Miscellaneous | $154.00 | |
| **Expenses** | | | |
| 105110-533100 | Grant Expense | $154.00 | |

**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 3rd day of May, 2021.**

_____ _____

**Clerk to Board of Commissioners** **Chairman, Board of Commissioners**

Attachment: Budget Amendments (2993 : Budget Amendments)

CAMDEN COUNTY
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# Board of Commissioners
# AGENDA ITEM SUMMARY SHEET

**Consent Agenda**

**Item Number:** 7.D
**Meeting Date:** May 03, 2021

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

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

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

Budget Amendment

Camden County Schools Administrative Unit

Capital Outlay Fund

The Camden County Board of Education at a meeting on the 15th day of April, 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 |
| 6550 | Category III Projects | 24,228.00 | |

Explanation:

| | | |
|---|---|---|
| Total Appropriation in Current Budget | $ | 591,288.00 |
| Amount of Increase / (Decrease) of Above Amendment | | + 24,228.00 |
| Total Appropriation in Current Amended Budget .... | $ | 615,516.00 |

| | |
|---|---|
| Passed by majority vote of the Board of Education of Camden County Schools on the 15th day of April 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 in the minutes of said Board, this _____ day of _____ 2____. |
| Chairman, Board of Education | Chairman, Board of County Commissioners |
| Secretary, Board of Education | Clerk, Board of County Commissioners |

Attachment: School Budget Amendments (2987 : School Budget Amendments)

#5218



BUDGET AMENDMENT
April 15, 2021

4. Capital Outlay Fund

A. We must increase our budget for the funds received for the purchase of a yellow bus from an allotment from NCDPI. We request your approval of the following amendment.

| | |
|---|---|
| Category III Projects | |
| 6550.120.551 Purchase of School Bus | $ + 24,228.00 |
| Total – Category III Projects | $ + 24,228.00 |
| | ========== |
| 4.3400.120 Revenue – State Allocation Funds | $ - 24,228.00 |
| Total – Revenue | $ - 24,228.00 |
| | ========== |

Passed by majority vote of the Board of Education of Camden County on the 15th day of April, 2021.

Chairman, Board of Education

Secretary, Board of Education

Attachment: School Budget Amendments (2987 : School Budget Amendments)

Budget Amendment

Camden County Schools Administrative Unit

Federal Grant Fund

The Camden County Board of Education at a meeting on the 15th day of April 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 | 1,639.72 | |
| 5200 | Special Populations Services | | 3,756.00 |
| 8100 | Payments to Other Gov't Units | 38.28 | |

Explanation: Revenues increased for carryover funds

| | | |
|---|---|---|
| Total Appropriation in Current Budget | $ | 808,708.71 |
| Amount of **Increase**/Decrease of Above Amendment | - | 2,078.00 |
| Total Appropriation in Current Amended Budget .... | $ | 806,630.71 |

Passed by majority vote of the Board of Education of Camden County on the 15th day of April, 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 (2987 : School Budget Amendments)

BUDGET AMENDMENT
April 15, 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.

Career & Technical Education - Program
Project #21-017-150

| | | | |
|---|---|---|---|
| 3.5120.017.411 | Supplies & Materials | $ - | 1,676.21 |
| 3.5120.017.461 | Pur of Non-Cap Equipment | + | 3,315.93 |
| 3.8100.017.392 | Indirect Cost | + | 38.28 |
| Total – Career & Technical Edu - Program | | $ + | 1,678.00 |

B. We have received an allotment and need to decrease 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 | $ - | 611.65 |
| 3.5240.167.132 | Salary – Speech | - | 2,500.00 |
| 3.5240.167.211 | Emp. Soc. Sec. Costs | - | 191.25 |
| 3.5240.167.221 | Emp. Retirement Costs | - | 453.10 |
| Total – ESSERF – Exceptional Children | | $ - | 3,756.00 |

| | | | |
|---|---|---|---|
| 3.3600.017 | Revenue – Career & Technical Edu | $ - | 1,678.00 |
| 3.3600.167 | Revenue - ESSERF – Exceptional Children | + | 3,756.00 |

Passed by majority vote of the Board of Education of Camden County on the 15th day of April, 2021.

Chairman, Board of Education

Secretary, Board of Education

Attachment: School Budget Amendments (2987 : 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 15th day of April 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 | 4,218.00 | |
| 5200 | Special Instructional Programs | 9.62 | |
| 5300 | Alternative Programs | 14,176.00 | |
| 5400 | School Leadership Services | 6,708.48 | |
| 6500 | Operational Support Services | 9,006.47 | |
| 6700 | Accountability Services | 2,940.49 | |

Explanation:

| | |
|---|---|
| Total Appropriation in Current Budget | $ 16,138,754.52 |
| Amount of **Increase**/Decrease of Above Amendment | + 37,059.06 |
| Total Appropriation in Current Amended Budget .... | $ 16,175,813.58 |

Passed by majority vote of the Board of Education of Camden County on the 15th day of April 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 (2987 : School Budget Amendments)

BUDGET AMENDMENT
April 15, 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.

| Classroom Teachers | | | |
|---|---|---|---|
| 1.5110.001.121 Salary - Teacher | $ | + | 2,500.00 |
| 1.5110.001.211 Emp. Soc. Sec. Cost | | + | 192.00 |
| 1.5110.001.221 Emp. Retirement Cost | | + | 311.00 |
| Total – Classroom Teachers | $ | + | 3,003.00 |

B. 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 | $ | + | 1,100.00 |
| 1.5110.003.211 Emp. Soc. Sec. Cost | | + | 115.00 |
| Total – Non-Instructional Support | $ | + | 1,215.00 |

C. 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 | | | |
|---|---|---|---|
| 1.5210.009.188 Annual Leave Payout | $ | + | 7.43 |
| 1.5210.009.211 Emp. Soc. Sec. Costs | | + | .58 |
| 1.5210.009.221 Emp. Retirement Cost | | + | 1.61 |
| 1.5400.009.184 Longevity | | + | 793.69 |
| 1.5400.009.211 Emp. Soc. Sec. Costs | | + | 60.72 |
| 1.5400.009.221 Emp. Retirement Cost | | + | 172.07 |
| 1.6550.009.184 Longevity | | + | 1,415.36 |
| 1.6550.009.211 Emp. Soc. Sec. Costs | | + | 108.26 |
| 1.6550.009.221 Emp. Retirement Cost | | + | 306.85 |
| 1.6710.009.184 Longevity | | + | 2,273.63 |
| 1.6710.009.211 Emp. Soc. Sec. Cost | | + | 173.94 |
| 1.6710.009.221 Emp. Retirement Cost | | + | 492.92 |
| Total – Non-Contributory Benefits | $ | + | 5,807.06 |

Attachment: School Budget Amendments (2987 : School Budget Amendments)

BUDGET AMENDMENT
State Public School Fund
April 15, 2021, Page 2

D. We have received an allotment and must increase our budget to reflect the allotment. We request your approval of the following amendment.

Summer Reading Camps

| | | | |
|---|---|---|---|
| 1.5350.016.121 | Salary – Teacher | $ + | 7,500.00 |
| 1.5350.016.198 | Salary – Tutor | + | 3,000.00 |
| 1.5350.016.211 | Emp. Soc. Sec. Costs | + | 804.00 |
| 1.5350.016.221 | Emp. Retirement Cost | + | 1,790.00 |
| 1.5350.016.411 | Supplies & Materials | + | 1,082.00 |
| 1.5420.016.116 | Salary – Asst. Principal | + | 4,350.00 |
| 1.5420.016.211 | Emp. Soc. Sec. Costs | + | 333.00 |
| 1.5420.016.221 | Emp. Retirement Cost | + | 999.00 |
| 1.6550.056.171 | Salary – Bus Driver | + | 900.00 |
| 1.6550.056.211 | Emp. Soc. Sec. Costs | + | 69.00 |
| 1.6550.056.231 | Emp. Retirement Cost | + | 207.00 |
| Total – Summer Reading Camps | | $ + | 21,034.00 |

E. We have received an allotment revision and must increase our budget to reflect the allotment. We request your approval of the following amendment.

Transportation

| | | | |
|---|---|---|---|
| 1.6550.056.541 | Purchase of Equipment | $ + | 6,000.00 |
| Total – Transportation | | $ + | 6,000.00 |

F. We have received an allotment revision and must decrease our budget to reflect the allotment. We request your approval of the following amendment.

Textbook

| | | | |
|---|---|---|---|
| 1.5110.130.412.308 | Textbook | $ - | 4,062.00 |
| 1.5110.130.412.310 | Textbook | - | 11,798.00 |
| 1.5110.130.412.312 | Textbook | - | 9,894.00 |
| Total – Textbook | | $ - | 25,754.00 |

G. 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

| | | | |
|---|---|---|---|
| 1.5110.131.411.308 | Supplies & Materials | $ + | 4,062.00 |
| 1.5110.131.411.310 | Supplies & Materials | + | 11,798.00 |

Attachment: School Budget Amendments (2987 : School Budget Amendments)

BUDGET AMENDMENT
State Public School Fund
April 15, 2021, Page 3

| | | |
|---|---|---|
| 1.5110.131.418.312 Computer Software & Supplies | | + 9,894.00 |
| Total – Textbook & Digital Resources | $ | + 25,754.00 |
| 3100.000 Revenue – State Public School Fund | $ | - 37,059.06 |

Passed by majority vote of the Board of Education of Camden County on the 15th day of April, 2021.

Chairman, Board of Education

Secretary, Board of Education

Attachment: School Budget Amendments (2987 : School Budget Amendments)

CAMDEN COUNTY
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# Board of Commissioners
# AGENDA ITEM SUMMARY SHEET

**Consent Agenda**

**Item Number:** 7.E
**Meeting Date:** May 03, 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

MARCH 2021

RECEIVED APR 26

| Day | Amount | Amount | Name of Account | Deposits | Internet |
|---|---|---|---|---|---|
| | $ | $ | | $ | $ |
| 1 | 13,449.87 | | | 13,449.87 | |
| 2 | 5,699.70 | | | 5,699.70 | |
| 3 | 4,967.95 | | | 4,967.95 | |
| 4 | 3,154.35 | | | | 3,154.35 |
| | 3,094.14 | | | 3,094.14 | |
| 5 | 7,877.62 | | Refund - $0.40 | 7,877.62 | |
| 8 | 4,079.81 | | | 4,079.81 | |
| 9 | 3,650.82 | | Refund - $2.92 | | 3,650.82 |
| | 24,601.81 | | | 24,601.81 | |
| 10 | 5,915.06 | | | 5,915.06 | |
| | 5,052.32 | | Refund - $3.18 | | 5,052.32 |
| 11 | 11,241.53 | | | 11,241.53 | |
| 12 | 6,451.09 | | Refund - $0.30 | 6,451.09 | |
| 15 | 17,888.56 | | Refund - $42.81 | 17,888.56 | |
| 16 | 5,944.41 | | | 5,944.41 | |
| 17 | 1,228.63 | | | 1,228.63 | |
| 18 | 7,719.78 | | | 7,719.78 | |
| 19 | 16,414.64 | | Refund - $23.93 | | 16,414.64 |
| | 14,679.83 | | Refund - $30.93 | 14,679.83 | |
| 22 | 11,978.17 | | Refund - $8.89 | 11,978.17 | |
| | 1,690.64 | | PSN | | 1,690.64 |
| 23 | 106.04 | | DEBT-SETOFF | | 106.04 |
| | 15,995.27 | | | 15,995.27 | |
| 24 | 11,478.36 | | | 11,478.36 | |
| 25 | 2,423.44 | | Refund- $1,871.13 (99) & $0.63 (1) | 2,423.44 | |
| | 3,273.84 | | | | 3,273.84 |
| 26 | 5,203.01 | | | 5,203.01 | |
| 29 | 18,111.60 | | Refund - $69.50 | 18,111.60 | |
| 30 | 8,342.00 | | | 8,342.00 | |
| 31 | 7,236.46 | | Refund - $21.40 | 7,236.46 | |
| | 3,843.22 | | Refund - $13.41 | | 3,843.22 |
| | 112.77 | | | 112.77 | |
| | | | $22.50 PSN payment by K.Swinson on | - | |
| | | | 3/22/2021 should be to DMV- refunded. | | |
| | | | | | |
| | | | PSN payment by B.Jordan on 3/25/2021, | | |
| | | | $25.00 was applied to NSF fee. | | |
| | $ 252,906.74 | $ - | | $ 215,720.87 | 37,185.87 |
| Total Deposits | | | | | |
| and PSN | $ 252,906.74 | | | $ 252,906.74 | |
| | | | | | |
| | | PSN Check fees $18.00 - for info only, fees were paid to PSN | | | |
| | $ (2,089.43) | Refund | | | |
| | $ - | Over | | | |
| | $ - | Shortage | | | |
| | $ - | Adjustment | | | |
| Grand Total | $ 250,817.31 | | | | |

Submitted by Kim S. Anderson Date: 4-8-2021

Approved by: _____ Date: _____

Attachment: Tax Collection Report (2982 : Tax Collection Report)

CAMDEN COUNTY
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# Board of Commissioners
# AGENDA ITEM SUMMARY SHEET

<u>Consent Agenda</u>

**Item Number:** 7.F
**Meeting Date:** May 03, 2021

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

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

**Attachments:** DMV MONTHLY REPORT JUNE, 21 REN (PDF)

**Summary**: DMV Monthly Report June, 21 Renewals Due 7/15/21

**Recommendation: Review and Approve**

**STATE OF NORTH CAROLINA**

**COUNTY OF CAMDEN**

**TO:** The Tax Administrator of Camden County June Renewals Due 7/15/21

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 |
|---|---|---|---|
| 30,617.03 | 30,156.61 | 15960.76 | 76,734.40 |

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.

Rosa S. Anderson
Tax Administrator of Camden County

Attachment: DMV MONTHLY REPORT JUNE, 21 REN (2981 : DMV Monthly Report)

CAMDEN COUNTY
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# Board of Commissioners
# AGENDA ITEM SUMMARY SHEET

<u>Consent Agenda</u>

**Item Number:** 7.G
**Meeting Date:** May 03, 2021

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

**Item Title** **Refunds Over $100.00**

**Attachments:** MARCH, 2021 REFUNDS OVER $100.00 (PDF)

**Summary**: March, 2021 Refunds Over $100.00

**Recommendation: Review and Approve**

ACS Tax System
4/27/21 8:43:13

# REFUNDS OVER $100.00

Refunds to be Issued by Finance Office

CAMDEN COUNTY



| Refund$ | Remit To: | Reference: | Drawer/Transaction Info: |
|---|---|---|---|
| 764.04 | ESTATE OF LORENZO MERCER<br>109 ARBOR MEADOW DRIVE<br>SICKLERVILLE NJ 08081 | 2020 R 03-8962-00-54-5080.0000<br>OVERPAYMENT. ADJUSTMENT MADE. | 20210426 99 259895 |

764.04 Total Refunds

***

Submitted by Lisa S. Anderson Date 4-27-2021
Lisa S. Anderson, Tax Administrator Camden County

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

Attachment: MARCH, 2021 REFUNDS OVER $100.00 (2991 : Refunds Over $100.00)

CAMDEN COUNTY
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# Board of Commissioners
# AGENDA ITEM SUMMARY SHEET

<u>Consent Agenda</u>

**Item Number:** 7.H
**Meeting Date:** May 03, 2021

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

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

**Attachments:** MARCH, 2021 VTS REFUNDS OVER $100.00 (PDF)

**Summary**: March, 2021 Vehicle Refunds Over $100.00

**Recommendation: Review and Approve**

REFUNDS OVER $100.00

North Carolina Vehicle Tax System

## NCVTS Pending Refund report

MARCH, 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| JONES, KEITH MARCELLAS | JONES, KEITH MARCELLAS | | 272 MCPHERSON RD | SOUTH MILLS, NC 27976 | Proration | 0059460331 | JCR1333 | AUTHORIZED | 142482872 | Refund Generated due to proration on Bill #0059460331-2020- | Tag Surrender | 03/26/2021 | 3/29/2021 8:30:47 AM | 1843 | Tax | ($703.00) | $0.00 | ($703.0 |
| | | | | | | | | | | | | | | 1 | Tax | ($9.50) | $0.00 | ($9.5 |
| | | | | | | | | | | | | | | | | | Refund | $712. |

Submitted by Lisa S. Anderson Date 4-27-2021
Lisa S. Anderson, Tax Administrator Camden Couunty

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

Attachment: MARCH, 2021 VTS REFUNDS OVER $100.00 (2992 : Vehicle Refunds Over $100.00)

CAMDEN COUNTY
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# Board of Commissioners
# AGENDA ITEM SUMMARY SHEET

**Consent Agenda**

**Item Number:** 7.I
**Meeting Date:** May 03, 2021

**Submitted By:** Lisa Anderson, Tax Administrator
Taxes
Prepared by: Karen Davis

**Item Title** **Estimated Property Values**

**Attachments:** Estimated Property Values (PDF)

**TO:** CAMDEN COUNTY BOARD OF COMMISSIONERS

**THE FOLLOWING IS THE ESTIMATED PROPERTY VALUE OF CAMDEN COUNTY:**

| | Real | Personal | Vehicles | Total |
|---|---|---|---|---|
| **South Mills** | **385,076,477** | **15,008,520** | **40,919,757** | **441,004,754** |
| **Courthouse** | **377,290,822** | **22,198,611** | **40,138,283** | **439,627,716** |
| **Shiloh** | **238,600,989** | **11,110,921** | **24,112,174** | **273,824,084** |
| **Subtotal of County** | | | | **1,154,456,554** |
| **Estimated Utilities** | | | | **21,823,264** |
| **Total of County** | | | | **1,176,279,818** |

FROM Lisa S. Anderson 4-27-2021
LISA S. ANDERSON (TAX ADMINISTRATOR) DATE

TAX RATE COUNTY _____ FIRE _____ TOTAL= _____

| **Joyce Creek District** | Real | Personal | Vehicles | Total |
|---|---|---|---|---|
| | **233,826,707** | **7,637,801** | **27,887,602** | **269,352,110** |

JOYCE CREEK WATERSHED IMPROVEMENT TAX _____

_____
G. TOM WHITE, CHAIRMAN DATE

Attachment: Estimated Property Values (2994 : Estimated Property Values)

CAMDEN COUNTY
NORTH CAROLINA · USA
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# Board of Commissioners
# AGENDA ITEM SUMMARY SHEET

**Consent Agenda**

**Item Number:** 7.J
**Meeting Date:** May 03, 2021

**Submitted By:** Stephanie Jackson, HR Director
Finance
Prepared by: Karen Davis

**Item Title** **2020-2021 Audit Contracts**

**Attachments:** Audit Contract_CamdenCounty (PDF)
Audit Contract_TDA (PDF)

**Summary**:
Contracts with Thompson, Price, Scott, Adams & Company for County and TDA Audit Contracts for 2020-2021 Fiscal Year.
**Recommendation:**
Approval.

LGC-205 **CONTRACT TO AUDIT ACCOUNTS** Rev. 11/2020

| | |
|---|---|
| The | Governing Board |
| of | Primary Government Unit (or charter holder)<br>Camden County |
| and | Discretely Presented Component Unit (DPCU) (if applicable)<br>NA |

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

| | |
|---|---|
| and | Auditor Name<br>Thompson, Price, Scott, Adams, & Co., PA |
| | Auditor Address<br>4024 Oleander Dr., Suite 103, Wilmington, NC 28403 |

*Hereinafter referred to as Auditor*

| | | |
|---|---|---|
| for | Fiscal Year Ending<br>06/30/21 | Audit Report Due Date<br>10/31/21 |

*Must be within four months of FYE*

hereby agree as follows:

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

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

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



Attachment: Audit Contract_CamdenCounty (2986 : 2020-2021 Audit Contracts)

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

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

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

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

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

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

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit- related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.

9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.)[G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved 'with approval date shall be returned to

Attachment: Audit Contract_CamdenCounty (2986 : 2020-2021 Audit Contracts)

the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).

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

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

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

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

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



Attachment: Audit Contract_CamdenCounty (2986 : 2020-2021 Audit Contracts)

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

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

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 28 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

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

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

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

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

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

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

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

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



Attachment: Audit Contract_CamdenCounty (2986 : 2020-2021 Audit Contracts)

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

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;

b) the status of the prior year audit findings;

c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and

d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern.

Attachment: Audit Contract_CamdenCounty (2986 : 2020-2021 Audit Contracts)

30. Applicable to charter school contracts only: No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of the charter school shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions.

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

32. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit

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

34. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

Attachment: Audit Contract_CamdenCounty (2986 : 2020-2021 Audit Contracts)

## FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Governmental Auditing Standards,2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by: ☐Auditor ☐Governmental Unit ☐Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

| ***Name:*** | ***Title and Unit / Company:*** | ***Email Address:*** |
|---|---|---|
| | | |

**OR Not Applicable** ☐ *(Identification of SKE Individual not applicable for GAAS-only audit or audits with FYEs prior to June 30, 2020.)*

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the billings for the last annual audit of the unit submitted to the Secretary of the LGC. Should the 75% cap provided below conflict with the cap calculated by LGC Staff based on the billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

### PRIMARY GOVERNMENT FEES

| | |
|---|---|
| Primary Government Unit | Camden County |
| Audit Fee | $ 23500.00 |
| ***Additional Fees Not Included in Audit Fee:*** | |
| Fee per Major Program | $ |
| Writing Financial Statements | $ |
| All Other Non-Attest Services | $ |
| **75% Cap for Interim Invoice Approval** ***(not applicable to hospital contracts)*** | $ 17,625.00 |

### DPCU FEES (if applicable)

| | |
|---|---|
| Discretely Presented Component Unit | NA |
| Audit Fee | $ |
| ***Additional Fees Not Included in Audit Fee:*** | |
| Fee per Major Program | $ |
| Writing Financial Statements | $ |
| All Other Non-Attest Services | $ |
| **75% Cap for Interim Invoice Approval** ***(not applicable to hospital contracts)*** | $ |



Attachment: Audit Contract_CamdenCounty (2986 : 2020-2021 Audit Contracts)

## SIGNATURE PAGE

### AUDIT FIRM

| | |
|---|---|
| Audit Firm*<br>Thompson, Price, Scott, Adams, & Co., PA | |
| Authorized Firm Representative (typed or printed)*<br>Gregory S. Adams, CPA | Signature* |
| Date* | Email Address*<br>gadams@tpsacpas.com |

### GOVERNMENTAL UNIT

| | |
|---|---|
| Governmental Unit*<br>Camden County | |
| Date Primary Government Unit Governing Board Approved Audit Contract*<br>(G.S.159-34(a) or G.S.115C-447(a)) | |
| Mayor/Chairperson (typed or printed)*<br>G. Tom White Jr | Signature* |
| Date | Email Address<br>tomwhite@camdencountync.gov |

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

### GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

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

| | |
|---|---|
| Primary Governmental Unit Finance Officer* (typed or printed)<br>Stephanie Jackson, Finance Officer | Signature* |
| Date of Pre-Audit Certificate* | Email Address*<br>sjackson@camdencountync.gov |



Attachment: Audit Contract_CamdenCounty (2986 : 2020-2021 Audit Contracts)

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

### DISCRETELY PRESENTED COMPONENT UNIT

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

| | |
|---|---|
| Chair of Audit Committee (typed or printed, or "NA") | Signature |
| Date | Email Address |

### DPCU – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

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

| | |
|---|---|
| DPCU Finance Officer (typed or printed)* | Signature* |
| Date of Pre-Audit Certificate* | Email Address* |

Remember to print this form, and obtain all required signatures prior to submission.

PRINT



Attachment: Audit Contract_CamdenCounty (2986 : 2020-2021 Audit Contracts)

Attachment: Audit Contract_CamdenCounty (2986 : 2020-2021 Audit Contracts)

LGC-205 **CONTRACT TO AUDIT ACCOUNTS** Rev. 11/2020

The Governing Board

of Primary Government Unit (or charter holder)
Camden County Tourist Development Authority

and Discretely Presented Component Unit (DPCU) (if applicable)
NA

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

and Auditor Name
Thompson, Price, Scott, Adams, & Co., PA

Auditor Address
4024 Oleander Dr., Suite 103, Wilmington, NC 28403

*Hereinafter referred to as Auditor*

for

| Fiscal Year Ending | Audit Report Due Date |
|---|---|
| 06/30/21 | 10/31/21 |

*Must be within four months of FYE*

hereby agree as follows:

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

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

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



Attachment: Audit Contract_TDA (2986 : 2020-2021 Audit Contracts)

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

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

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards.* The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

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

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

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

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit- related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.

9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.)[G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved 'with approval date shall be returned to

Attachment: Audit Contract_TDA (2986 : 2020-2021 Audit Contracts)

the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).

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

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

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

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

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

Attachment: Audit Contract_TDA (2986 : 2020-2021 Audit Contracts)

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

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

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 28 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

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

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

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

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

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

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

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

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



Attachment: Audit Contract_TDA (2986 : 2020-2021 Audit Contracts)

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

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
b) the status of the prior year audit findings;
c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern.

Attachment: Audit Contract_TDA (2986 : 2020-2021 Audit Contracts)

30. Applicable to charter school contracts only: No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of the charter school shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions.

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

32. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit

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

34. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

Attachment: Audit Contract_TDA (2986 : 2020-2021 Audit Contracts)

LGC-205 CONTRACT TO AUDIT ACCOUNTS Rev. 11/2020

## FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Governmental Auditing Standards,2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by: ☐Auditor ☐Governmental Unit ☐Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

| ***Name:*** | ***Title and Unit / Company:*** | ***Email Address:*** |
|---|---|---|
| | | |

**OR Not Applicable** ☐ *(Identification of SKE Individual not applicable for GAAS-only audit or audits with FYEs prior to June 30, 2020.)*

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the billings for the last annual audit of the unit submitted to the Secretary of the LGC. Should the 75% cap provided below conflict with the cap calculated by LGC Staff based on the billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

### PRIMARY GOVERNMENT FEES

| | |
|---|---|
| Primary Government Unit | Camden County Tourist Development Authority |
| Audit Fee | $ 1800.00 |
| ***Additional Fees Not Included in Audit Fee:*** | |
| Fee per Major Program | $ |
| Writing Financial Statements | $ |
| All Other Non-Attest Services | $ |
| **75% Cap for Interim Invoice Approval** *(not applicable to hospital contracts)* | $ |

### DPCU FEES (if applicable)

| | |
|---|---|
| Discretely Presented Component Unit | NA |
| Audit Fee | $ |
| ***Additional Fees Not Included in Audit Fee:*** | |
| Fee per Major Program | $ |
| Writing Financial Statements | $ |
| All Other Non-Attest Services | $ |
| **75% Cap for Interim Invoice Approval** *(not applicable to hospital contracts)* | $ |



Attachment: Audit Contract_TDA (2986 : 2020-2021 Audit Contracts)

## SIGNATURE PAGE

### AUDIT FIRM

| | |
|---|---|
| Audit Firm*<br>Thompson, Price, Scott, Adams, & Co., PA | |
| Authorized Firm Representative (typed or printed)*<br>Gregory S. Adams, CPA | Signature* |
| Date* | Email Address*<br>gadams@tpsacpas.com |

### GOVERNMENTAL UNIT

| | |
|---|---|
| Governmental Unit*<br>Camden County Tourist Development Authority | |
| Date Primary Government Unit Governing Board Approved Audit Contract*<br>(G.S.159-34(a) or G.S.115C-447(a)) | |
| Mayor/Chairperson (typed or printed)*<br>Donna Stewart, Chairperson | Signature* |
| Date | Email Address<br>dstewart@camdencountync.gov |

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

### GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

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

| | |
|---|---|
| Primary Governmental Unit Finance Officer* (typed or printed)<br>Stephanie Jackson, Finance Officer | Signature* |
| Date of Pre-Audit Certificate* | Email Address*<br>sjackson@camdencountync.gov |



Attachment: Audit Contract_TDA (2986 : 2020-2021 Audit Contracts)

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

### DISCRETELY PRESENTED COMPONENT UNIT

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

| | |
|---|---|
| Chair of Audit Committee (typed or printed, or "NA") | Signature |
| Date | Email Address |

### DPCU – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

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

| | |
|---|---|
| DPCU Finance Officer (typed or printed)* | Signature* |
| Date of Pre-Audit Certificate* | Email Address* |

Remember to print this form, and obtain all required signatures prior to submission.

PRINT



Attachment: Audit Contract_TDA (2986 : 2020-2021 Audit Contracts)

Attachment: Audit Contract_TDA (2986 : 2020-2021 Audit Contracts)

CAMDEN COUNTY
NORTH CAROLINA · USA
*Boundless Opportunities.*

# Board of Commissioners
# AGENDA ITEM SUMMARY SHEET

**Consent Agenda**

**Item Number:** 7.K
**Meeting Date:** May 03, 2021

**Submitted By:** Stephanie Jackson, HR Director
Finance
Prepared by: Karen Davis

**Item Title** **JCPC Funding Plan / Certification**

**Attachments:** JCPC Funding Plan_Certification (PDF)

**Summary**:
Juvenile Crime Prevention Council is nearing 2021-2022 Certification. The program has transitioned to a 2-year funding agreement which will make the next renewal period 2023-2024.
**Recommendation:**
Approval.

# Camden County

## NC DPS - Community Programs - County Funding Plan

Available Funds: $ $64,812 Local Match: $ $26,136 Rate: 20%

**DPS JCPC funds must be committed with a Program Agreement submitted in NC Allies and electronically signed by authorized officials.**

| # | Program Provider | DPS-JCPC Funding | LOCAL FUNDING County Cash Match | Local Cash Match | Local In-Kind | OTHER State/ Federal | OTHER Funds | Total | % Non DPS-JCPC Program Revenue |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Camden Youth Services-CROWN Kids, Teen Court, Community Service, Camp Blue | $64,812 | $12,962 | | $13,174 | | | $90,948 | 29% |
| 2 | | | | | | | | $0 | 0% |
| 3 | | | | | | | | $0 | 0% |
| 4 | | | | | | | | $0 | 0% |
| 5 | | | | | | | | $0 | 0% |
| 6 | | | | | | | | $0 | 0% |
| 7 | | | | | | | | $0 | 0% |
| 8 | | | | | | | | $0 | 0% |
| 9 | | | | | | | | $0 | 0% |
| 10 | | | | | | | | $0 | 0% |
| 11 | | | | | | | | $0 | 0% |
| 12 | | | | | | | | $0 | 0% |
| 13 | | | | | | | | $0 | 0% |
| 14 | | | | | | | | $0 | 0% |
| 15 | | | | | | | | $0 | 0% |
| 16 | | | | | | | | $0 | 0% |
| 17 | | | | | | | | $0 | 0% |
| 18 | | | | | | | | $0 | 0% |
| | TOTALS: | $64,812 | $12,962 | $0 | $13,174 | $0 | $0 | $90,948 | 29% |

**The above plan was derived through a planning process by the Camden County Juvenile Crime Prevention Council and represents the County's Plan for use of these funds in FY 2021-2022.**

Amount of Unallocated Funds $0

Amount of funds reverted back to DPS

Discretionary Funds added

Chairperson, Juvenile Crime Prevention Council 3/15/21 (Date)

Chairperson, Board of County Commissioners or County Finance Officer (Date)

check type initial plan update final

-----DPS Use Only-----

Reviewed by _____ Area Consultant _____ Date

Reviewed by _____ Program Assistant _____ Date

Verified by _____ Designated State Office Staff _____ Date

ver 03/02/21

Attachment: JCPC Funding Plan_Certification (2977 : JCPC Funding Plan / Certification)

## SECTION VI: BUDGET NARRATIVE

| Camden County Youth Services | Fiscal Year | FY 21-22 |
|---|---|---|

| Item # | Justification | Expense | In Kind Expense |
|---|---|---|---|
| 120 | Salaries - Full Time Program Coordinator | $36,370 | |
| 180 | FICA/Medicare (Full-Time Program Coordinator) | $2,782 | |
| 180 | Worker's Compensation (Full-Time Program Coordinator) | $1,200 | |
| 180 | 401(K) - Full Time Program Coordinator | $2,000 | |
| 180 | Insurance (health insurance full time program coordinator @ $766 a month life insurance @ $15.50 a month.) | $9,372 | |
| 180 | Retirement | $4,161 | |
| 190 | Psychological Assessment (1 allowed at $600 as referred by court) contract attached | $600 | |
| 190 | Program Administration - County 4-H Agent or County Extension Director oversight at $25 hr x 248 hrs per yr | | $6,20 |
| 190 | Program Administration - County Finance Officer (5% salary) | | $3,56 |
| 190 | Teen Court Advisor stipend | $500 | |
| 190 | Summer Camp Assistant stipend | $2,000 | |
| 210 | Household and Office Space Cleaning @$30/month | | $36 |
| 220 | Snacks for teen court volunteer training, summer camps and full day workshops | $1,585 | |
| 230 | Educational Materials (curriculum, supplies for lessons, youth volunteer training materials) | $4,715 | |
| 250 | Fuel and maintenance for van | $1,200 | |
| 260 | Office Supplies for program support | $500 | |
| 310 | Travel for Program Coordinator | $500 | |
| 320 | Telephone and postage | | $5 |
| 370 | Advertising in Local Paper | $70 | |
| 390 | Other Services - Victim restitution | $600 | |
| 390 | Audit Expense prorated portion to the program | $200 | |
| 390 | 4-H Eastern Center Camp for 5 campers and 1 adult staff, 2 campers for older youth | $3,570 | |
| 390 | Training for program coordinator, teen court summit, and vocational training for teens | $4,500 | |
| 410 | Office Space at Camden Extension ($10/sq ft at 100sq ft.) | | $1,00 |
| 410 | Space ($10/square foot x 200 square feet) Camden Middle School | | $2,00 |
| 450 | Insurance - Liability, Activity, Vehicle | $1,349 | |
| | **TOTAL** | **$77,774** | **$13,17** |

Attachment: JCPC Funding Plan_Certification (2977 : JCPC Funding Plan / Certification)

| Job Title | Annual Expense Wages | Annual I Wages |
|---|---|---|
| Program Coordinator - full time | $36,370 | |
| **TOTAL** | **$36,370** | |

Attachment: JCPC Funding Plan_Certification (2977 : JCPC Funding Plan / Certification)

**SECTION VII** **Program:** Camden County Youth Services

**Fiscal Year:** FY 21-22 **Number of Months:** 12

| | Cash | In Kind | Total |
|---|---|---|---|
| **I. Personnel Services** | **$58,985** | **$9,764** | **$68,749** |
| 120 Salaries & Wages | $36,370 | | $36,370 |
| 180 Fringe Benefits | $19,515 | | $19,515 |
| 190 Professional Services* | $3,100 | $9,764 | $12,864 |
| *Contracts MUST be attached | | | |
| **II. Supplies & Materials** | **$8,000** | **$360** | **$8,360** |
| 210 Household & Cleaning | | $360 | $360 |
| 220 Food & Provisions | $1,585 | | $1,585 |
| 230 Education & Medical | $4,715 | | $4,715 |
| 240 Construction & Repair | | | $0 |
| 250 Vehicle Supplies & Materials | $1,200 | | $1,200 |
| 260 Office Supplies and Materials | $500 | | $500 |
| 280 Heating & Utility Supplies | | | $0 |
| 290 Other Supplies and Materials | | | $0 |
| **III. Current Obligations & Services** | **$9,440** | **$50** | **$9,490** |
| 310 Travel & Transportation | $500 | | $500 |
| 320 Communications | | $50 | $50 |
| 330 Utilities | | | $0 |
| 340 Printing & Binding | | | $0 |
| 350 Repairs & Maintenance | | | $0 |
| 370 Advertising | $70 | | $70 |
| 380 Data Processing | | | $0 |
| 390 Other Services | $8,870 | | $8,870 |
| **IV. Fixed Charges & Other Expenses** | **$1,349** | **$3,000** | **$4,349** |
| 410 Rental or Real Property | | $3,000 | $3,000 |
| 430 Equipment Rental | | | $0 |
| 440 Service and Maint. Contracts | | | $0 |
| 450 Insurance & Bonding | $1,349 | | $1,349 |
| 490 Other Fixed Charges | | | $0 |
| **V. Capital Outlay** | | | **$0** |
| **[This Section Requires Cash Match]** | | | |
| 510 Office Furniture & Equipment | | | $0 |
| 530 Educational Equipment | | | $0 |
| 540 Motor Vehicle | | | $0 |
| 550 Other Equipment | | | $0 |
| 580 Buildings, Structure & Improv. | | | $0 |
| **Total** | **$77,774** | **$13,174** | **$90,948** |

Attachment: JCPC Funding Plan_Certification (2977 : JCPC Funding Plan / Certification)

# Notes for the County Funding Plan form

This form will calculate and display the amount of unallocated funds in the county if any.
*NOTE: if a negative number appears on the Amount of Unallocated Funds line, it indicates over-allocation of DPS-JCPC funds and correction is required.

Cells with zero "0" values will always display blank even if a zero is typed into the cell.

Available Funds Line
*Enter the county allocation for the year.
*Verify that this amount is correct for the given county.
*Do not adjust this amount by adding discretionary funds or subtracting reverted funds.

Discretionary Funds Line
If Discretionary Funds are included in one or more program's revenues, indicate the total amount of these funds on the designated line in the lower left hand portion of the form. If there are no discretionary funds, leave that line blank.

Reverted Funds Line
If any DPS-JCPC funds are reverted back to DPS by one or more programs or JCPC administration, show the total amount of the reverted funds on the designated line in the lower left hand portion of the form. If no funds are reverted, leave that line blank.

Check Type Boxes
Please indicate at the lower left whether the funding allocation page is the initial one for the year, an update, or if it is the final one for the year.

Attachment: JCPC Funding Plan_Certification (2977 : JCPC Funding Plan / Certification)

# Juvenile Crime Prevention Council Certification

Fiscal Year: 2021-2022_____

| County: **Camden** | Date: **3/11/21** |
|---|---|
| G.S. 143B-853 allows for a 2-year funding cycle for programs that meet the requirements of the statute and have been awarded funds in a prior funding cycle. Indicate below if the JCPC plans to allow for a 1-year or 2-year funding cycle. **(Check 2-year if the JCPC has a mixture of 1-year and 2-year funding.)** | |
| 1-Year Funding: FY | 2-Year Funding: FY 21-22 and FY 22-23 |

## CERTIFICATION STANDARDS

### STANDARD #1 - Membership

A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners? Yes

B. Is the membership list attached? Yes

C. Are members appointed for two-year terms and are those terms staggered? Yes

D. Is membership reflective of social-economic and racial diversity of the community? Yes

E. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.S. §143B-846? No

If not, which positions are vacant and why?

No Juvenile Defense Attorney. Student slots to be filled in Sept. Seeking member of bus. community.

### STANDARD #2 - Organization

A. Does the JCPC have written Bylaws? Yes

B. Bylaws are ☐ attached or ☒ on file (Select one.)

C. Bylaws contain Conflict of Interest section per JCPC policy and procedure. Yes

D. Does the JCPC have written policies and procedures for funding and review? Yes

E. These policies and procedures ☐ attached or ☒ on file. (Select one.)

F. Does the JCPC have officers and are they elected annually? Yes

JCPC has: ☒ Chair; ☒ Vice-Chair; ☒ Secretary; ☐ Treasurer.

### STANDARD #3 - Meetings

A. JCPC meetings are considered open and public notice of meetings is provided. Yes

B. Is a quorum defined as the majority of membership and required to be present in order to conduct business at JCPC meetings? Yes

C. Does the JCPC meet six (6) times a year at a minimum? Yes

D. Are minutes taken at all official meetings? Yes

E. Are minutes distributed prior to or during subsequent meetings? Yes



Attachment: JCPC Funding Plan_Certification (2977 : JCPC Funding Plan / Certification)

## Juvenile Crime Prevention Council Certification (cont'd)

### STANDARD #4 - Planning

A. Does the JCPC conduct a minimum of biennial planning process which includes a needs assessment, monitoring of programs and funding allocation process? Yes

B. Is this Annual or Biennial Plan presented to the Board of County Commissioners and to DPS? Yes

C. Is the Funding Plan approved by the full council and submitted to Commissioners for their approval? Yes

### STANDARD #5 - Public Awareness

A. Does the JCPC communicate the availability of funds to all public and private non-profit agencies which serve children or their families and to other interested community members? (☒ RFP, distribution list, and article attached) Yes

B. Does the JCPC complete a minimum of biennial needs assessment and make that information available to agencies which serve children or their families, and to interested community members? Yes

### STANDARD #6 – No Overdue Tax Debt

A. As recipient of the county DPS JCPC allocation, does the County certify that it has no overdue tax debts, as defined by N.C.G.S. §105-243.1, at the Federal, State, or local level? Yes

Briefly outline the plan for correcting any areas of standards non-compliance.

Having complied with the Standards as documented herein, the Juvenile Crime Prevention Council may use up to $15,500 of its annual Juvenile Crime Prevention fund allocation to cover administrative and related costs of the council. Budget pages (sections VI and VII) printed from NCALLIES detailing the expenditure's must be attached to this certification.

The JCPC Certification **must be received by DPS by June 30th** **annually.**

### JCPC Administrative Funds
### SOURCES OF REVENUE

| | |
|---|---|
| **DPS JCPC** Only list requested funds for JCPC Administrative Budget. | $0.00 |
| **Local** | |
| **Other** | |
| **Total** | $0.00 |

JCPC Chairperson — Date 3/15/21

Chairman, Board of County Commissioners — Date



Attachment: JCPC Funding Plan_Certification (2977 : JCPC Funding Plan / Certification)

## Juvenile Crime Prevention Council Certification (cont'd)

DPS Designated Official Date

Attachment: JCPC Funding Plan_Certification (2977 : JCPC Funding Plan / Certification)

# Juvenile Crime Prevention Council Certification (cont'd)

Camden County FY 2021-2022

Instructions: N.C.G.S. § 143B-846 specifies suggested members be appointed by county commissioners to serve on local Juvenile Crime Prevention Councils. In certain categories, a designee may be appointed to serve. Please indicate the person appointed to serve in each category and his/her title. Indicate appointed members who are designees for named positions. Indicate race and gender for all appointments.

| Specified Members | Name | Title | Designee | Race | Gender |
|---|---|---|---|---|---|
| 1) School Superintendent or designee | Joe Ferrell | Superintendent | ☐ | w | m |
| 2) Chief of Police or designee | | | ☐ | | |
| 3) Local Sheriff or designee | Kevin Jones | Sheriff | ☐ | w | m |
| 4) District Attorney or designee | Holley Metzger | ADA | ☒ | w | f |
| 5) Chief Court Counselor or designee | Ed Hall | Chief | ☐ | b | m |
| 6) Director, Local Management Entity/Managed Care Organization (LME/MCO), or designee | Tracey Webser | SOC Coord | ☒ | b | f |
| 7) Director DSS or designee | Craig Patterson | Director | ☐ | w | m |
| 8) County Manager or designee | Ken Bowman | County Manager | ☐ | w | m |
| 9) Substance Abuse Professional | Tonja Johnson | Uplift | | b | f |
| 10) Member of Faith Community | Marc O'Neal | Minister | | w | m |
| 11) County Commissioner | Tom White | Commissioner | | w | m |
| 12) Two persons under the age of 21, or one person under the age of 21 and one member of the public representing the interests of families of at-risk juveniles | | | | | |
| | | | | | |
| 13) Juvenile Defense Attorney | n/a | | | | |
| 14) Chief District Judge or designee | Hon. Edgar Barnees | chief district court judge | ☐ | w | m |
| 15) Member of Business Community | | | | | |
| 16) Local Health Director or designee | Rebecca Cook | Triple P Coord | ☐ | w | f |
| 17) Rep. United Way/other non-profit | | | | | |
| 18) Representative/Parks and Rec. | Tim White/ Ben Carter | Director | | w | m |
| 19) County Commissioner appointee | Mike Reaves | CCHS AP | | w | m |
| 20) County Commissioner appointee | D. Egan | SRO | | w | m |
| 21) County Commissioner appointee | Pete Aitken | Court Counselor | | w | m |
| 22) County Commissioner appointee | Paul Pollock | Court Counselor | | w | m |
| 23) County Commissioner appointee | Austin Brown | Extension Director | | w | m |
| 24) County Commissioner appointee | Alvin Shaw | Camden Schools | | b | m |
| 25) County Commissioner appointee | Ina Lane | Student services | | w | f |

Form JCPC/OP 002 (a) Juvenile Crime Prevention Council Certification
Form structure last revised January 29, 2021
NC Department of Public Safety

Attachment: JCPC Funding Plan_Certification (2977 : JCPC Funding Plan / Certification)

## Juvenile Crime Prevention Council Certification (cont'd)

Attachment: JCPC Funding Plan_Certification (2977 : JCPC Funding Plan / Certification)

# Request for Proposals
# NCDPS JCPC Continuation Funding FY 2021-23

| Camden | $64,812 | January 28, 2021 |
|---|---|---|
| **County** | **Anticipated Annual Allocation** | **Date Advertised** |

**The Juvenile Crime Prevention Council having studied the needs of juveniles in the county hereby publishes this Request for Proposals.**
The North Carolina Department of Public Safety (NCDPS) anticipates annual funds in the above stated amount will be available for programs serving delinquent and at-risk youth beginning on or after July 1, **2021**. Local match rate for JCPC funds required: **20%.** *
**The Juvenile Crime Prevention Council may recommend certain programs for one or two-year funding awards dependent upon program performance, compliance with JCPC policy, and the availability of state JCPC allocation funds.*
**Based on identified needed programs and possible gaps in the service continuum, the following program types will be considered for funding:**

| | | |
|---|---|---|
| ☒ Mentoring Services | ☒ Restitution/Community Service | ☒ Sexual Offender Evaluation & Treatment |
| ☒ Parent/Family Skill Building | ☒ Teen Court | ☐ Group Home |
| ☒ Interpersonal Skill Building | ☒ Psychological Assessments | ☐ Temporary Shelter |
| ☒ Vocational Skills | ☒ Counseling | ☐ Runaway Shelter |
| ☒ Experiential Skills | ☐ Home Based Family Counseling | ☒ Specialized Foster Care |
| ☒ Tutoring/Academic Enhancement | ☐ Crisis Counseling | ☒ Temporary Foster Care |
| ☐ Mediation | ☒ Substance Abuse Prevention/Education | ☐ Juvenile Structured Day |

As a result of the Needs Assessment in the above-named county, programs that reduce risk, address the needs of juveniles, and increase protective factors will be considered for funding.

**Elevated Risk Factors for delinquency:**
**1) Prior Referrals to Court, Prior Adjudications**
**2) School Behavior Problems**
**3) Rejection by Peers, Substance Abuse**
**4) High Risk Offenders**
**5) Prior Assaults, Prior Runaways**
**6) Under 12 at 1st Complaint/Parental Supervision**

**Elevated Needs for adjudicated juveniles:**
**1) Rejected by Peers & Negative Peers**
**2) School Behavior Problems, Below Grade**
**3) Family Domestic Discord**
**4) Marginal Parenting Skills**
**5) Problem Sexual Behavior**
**6) Mental Health Need More Assessment**

**Protective Factors to address risk and needs:**
Pro-social peers; self-efficacy(high-level of social skills development); stable family; strong school motivation; opportunities for pro-social family involvement

**The web-based program application is available on line at the Department of Public Safety web-site: https://www.ncdps.gov/Index2.cfm?a=000003,002476,002483,002482,002514**

**Only local public agencies, 501-C-3 non-profit corporations and local housing authorities will be considered for funding. For additional information regarding the application process:**

| **Mike Reaves, JCPC Chairperson** | **252-338-0114** |
|---|---|
| JCPC Chairperson / or Designee | Telephone # |

***A grant writing workshop is scheduled for February 10th from 9:30am – noon. Interested applicants register by Monday, February 8th at 5pm by emailing denise.bond@ncdps.gov.***

**For information and other technical assistance:**

**TreNeice H. Townes**, Area Consultant at **252-312-6484 or 252-355-9013**.

**The deadline for receiving applications is March 1, 2021. (Email/Mail or deliver) to: Mike Reaves 103 US Hwy 158 W, Camden, NC 27921 or mreaves@camden.k12.nc.us**

Attachment: JCPC Funding Plan_Certification (2977 : JCPC Funding Plan / Certification)

THE DAILY ADVANCE, THURSDAY, FEBRUARY 4, 2021 B5

The Camden County Juvenile Crime Prevention Council is now accepting applications for grant funding or juvenile crime intervention/prevention programs. The deadline to submit an application is March 1 at noon. A mandatory grant writing workshop for new applicants will be held via Webex on Feb. 10 at 9:30 am. Register by emailing denise.bond@ncdps.gov by Feb. 8. Contact: TreNeice Townes at 252-312-6484.
378096: 02/04/21

Attachment: JCPC Funding Plan_Certification (2977 : JCPC Funding Plan / Certification)

Camden

Distribution List

1) Camden County Schools
2) Camden County Sheriff's Office
3) District Attorney
4) DPS – Court Services
5) County Manager
6) Department of Social Services
7) Trillium Listserv
8) Albemarle Regional Health Department
9) Camden County Library
10) Parks & Recreation
11) Albemarle Commission
12) Northeast Workforce Development Board
13) Cooperative Extension

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CAMDEN COUNTY
NORTH CAROLINA · USA
*Boundless Opportunities.*

# Board of Commissioners
# AGENDA ITEM SUMMARY SHEET

**Consent Agenda**

**Item Number:** 7.L
**Meeting Date:** May 03, 2021

**Submitted By:** Sarah Hill,
Dismal Swamp Welcome Center
Prepared by: Karen Davis

**Item Title** **Visitor Center Funding Agreement**

**Attachments:** Camden Co agreement9757 (PDF)

**Summary**:
The Dismal Swamp Visitor Center Funding Agreement outlines the responsibilities of the County and State based on the State-provided funding.
**Recommendation:**
Approval.

NORTH CAROLINA
CAMDEN COUNTY

**VISITOR CENTER FUNDING AGREEMENT**

DATE: 3/18/2021

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

WBS: 42931

AND

CAMDEN COUNTY VISITOR CENTER

THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department" and Camden County Visitor Center, hereinafter referred to as "County".

**W I T N E S S E T H:**

WHEREAS, the 2011-2012 General Assembly of the State of North Carolina passed legislation providing the Dismal Swamp Canal Visitor Center located on Route 17 in Camden County, certain funds for operating costs for the Center in the amount of $142,857; and,

WHEREAS, said funding shall be appropriated annually until such time as General Statutes 20-79.7(c)(2) and General Statutes 20-85(a1) is modified or deleted, or the General Assembly of the State of North Carolina changes or deletes funding for said Visitor Center; and,

WHEREAS, the Department has the responsibility for conveying and monitoring the funds appropriated by the General Assembly to the County for the operation of the Visitor Center subject to the conditions hereinafter set forth; and,

WHEREAS, administration of these funds shall be by a State chartered nonprofit organization or local government agency pursuant to Chapter 752; Senate Bill 44, Section 153(a), 1989 Session Laws;

NOW, THEREFORE, the parties hereto, each in consideration of the promises and undertakings of the other as herein provided, do hereby covenant and agree, each with the other, as follows:

Attachment: Camden Co agreement9757 (2995 : Visitor Center Funding Agreement)

1. OPERATION OF VISITOR CENTER

A. The County shall be responsible for the operation of the Visitor Center and the administration of these funds and be responsible for maintaining all records and documentation required by the Department's Fiscal Branch in accordance with the Department's regulations and OMB Circular A-102 for governmental entities.

B. The Visitor Center will be staffed and operated on a reasonable daily year round basis, not less than 6 days per week, eight hours per day, to include all holidays except Thanksgiving, Christmas Eve, Christmas Day, and New Year's Day.

C. The County will be responsible for cleanup and maintenance of the Visitor Center buildings, including all repairs to the interior building, systems and exterior doors, up to a maximum of $500 per item. Repairs in excess of $500 will be the responsibility of the Department. The Department shall be notified of such repairs prior to the repair being completed. Any permanent changes that the County might propose for the interior of the building shall be approved by the Division Engineer prior to completion of any work.

D. The County must have prior written approval from the Department before entering into any Operating Agreement with another party and such Agreement must include a full accounting of the cost of the Agreement and be subject to the same audit requirements as the County.

E. The Secretary of Transportation has reserved the annual sum of $142,857 from the Special Registration Plate Account (SRPA) to assist in operating costs for the Visitor Center in Camden County. Upon receipt and approval by the Department's Financial Management Division of an invoice and all other required documents, the Department will disburse the payment of that funding to the County in quarterly payments beginning July 1 annually. An amendment will be added should this amount change prior to the completion of this agreement.

F. The annual funding is expressly for the operating costs of the visitor center. Attached as Exhibit "A" is a list of purposes for which Visitor Center funds can and cannot be used. Any unused portion, whether from the County or any subcontracted Agreement, shall be reimbursed to the Department.

Attachment: Camden Co agreement9757 (2995 : Visitor Center Funding Agreement)

2. DISBURSEMENT OF FUNDS GUIDANCE

A. The County shall submit the following when requesting reimbursement:

I. An invoice, a completed Request for Payment Appropriation and DBE-IS form. All forms and examples referenced in this Agreement are attached.

II. A spread sheet showing Visitor Counts for the most recent calendar year, including a month-by-month visitor count and an explanation of how such data was collected.

III. The Visitor Center's annual budget and operating plan, including a list of all other funding sources for the visitor center, the number of employees and volunteers, the days and hours of operation, and a training schedule for employees/volunteers.

IV. Copies of any operating or maintenance Agreements entered into as a part of operating the visitor center.

V. A Copy of the General Ledger accounting for the previous year's expenditures in Excel format and only for the funding received from the Department. Other funding sources should not be mixed with Department funding or should be clearly labeled as such. This information does not have to be submitted on a yearly basis, but upon request by the Department.

B. Standards for allowability of labor and fringe benefit costs shall apply as set forth in Office of Management and Budget OMB A-87 (for governmental entities).

C. No additional funds will be paid to the County for any fiscal year for expenditures exceeding $142,857. If the audited approved expenditures for any fiscal year are less than $142,857, the County shall refund the difference to the Department within sixty (60) days of notification from the Department of monies due. The Department shall charge a late payment penalty and interest on any unpaid balance due, in accordance with G.S. 147-86.23.

3. REPORTING REQUIREMENTS AND RECORDS RETENTION

PROJECT RECORDS

The County and its agents shall maintain all books, documents, papers, accounting records, Project records and such other evidence as may be appropriate to substantiate costs incurred under this Agreement. Records should be kept in an electronic format and backed up in a secure location. Further, the County shall make such materials available at

Attachment: Camden Co agreement9757 (2995 : Visitor Center Funding Agreement)

its office and shall require its agent to make such materials available at its office at all reasonable times during the contract period, and for three (3) years from the date of payment of the final reimbursement by the Department, for inspection and audit by the Department's Financial Management Section.

4. PROCEDURES FOR GOVERNMENTAL ENTITY

The following audit procedures shall be adhered to if the County is a Governmental Entity:

A. The County is subject to the requirements of G.S. 159-34 and the applicable prescribed requirements of the Local Government Commission, Office of the State Treasurer.

B. If the County receives, uses, or expends state funds of $500,000 or more during its' fiscal year, it must have a single audit performed in accordance with OMB Circular A-133. It must be approved by the Local Government Commission, Office of State Treasurer.

C. The County shall furnish the Department with a copy of the independent audit report within nine (9) months following the end of the fiscal year. Failure to submit said requested documents may result in the withholding of the appropriated funds until such time as said documents are received and, in the opinion of the Department, are satisfactory.

5. PROCEDURES FOR NON-PROFIT ENTITY

The following audit procedures shall be adhered to if the County is a Non-Profit Entity:

The County shall comply with all applicable audit and reporting requirements of Title 9, Subchapter 2M of the North Carolina Administrative Code (including any subsequent amendments or additions to such requirements. This includes filing with the Department, no later than six (6) months after the end of your fiscal year the following forms:

- NGO 0001 State Grant Certification and Sworn Statement.
- NGO 0003 State Grants Compliance Reporting for 25K or more
- NGO 0004 Program Activities and Accomplishments
- NGO 0005 Schedule of Receipts and Expenditures

6. TIME FRAME

Subject to the provisions stated herein, the Agreement becomes effective the date of execution, or July 1, 2021 (whichever is later) and remains in effect until June 30, 2024, or until cancelled by either party as described herein.

Attachment: Camden Co agreement9757 (2995 : Visitor Center Funding Agreement)

This Agreement shall remain active with extensions possible for additional one-year periods, up to four (4) years extension through June 30, 2028. At the end of each one-year renewal period, upon written extension, this Agreement shall continue as written or as modified with the understanding that the Department and/or the County reserves the right to cancel this Agreement with a sixty (60) day written notice to the opposite party.

In the event either party to this Agreement should choose to withdraw from this Agreement, written notification must be given to the other entity sixty (60) days prior to withdrawal.

Notwithstanding the foregoing or any other provision of this Agreement, failure on the part of the County to comply with any of the provisions included in the Agreement or subsequently approved Supplemental Agreements will be grounds for the Department to immediately terminate its participation in this Agreement without the necessity of the sixty (60) day notice period described above.

7. OTHER PROVISIONS

REFERENCES

It will be the responsibility of the County to follow the current and/or most recent edition of references, websites, specifications, standards, guidelines, recommendations, regulations and/or General Statutes, as stated in this Agreement.

INDEMNIFICATION OF DEPARTMENT

The County agrees to indemnify and hold harmless the Department and the State of North Carolina, to the extent allowed by law, for any and all claim for payment, damages and/or liabilities of any nature, asserted against the Department in connection with this Project. The Department shall not be responsible for any damages or claims, which may be initiated by third parties.

DEBARMENT POLICY

It is the policy of the Department not to enter into any Agreement with parties that have been debarred by any government agency (Federal or State). By execution of this Agreement, the County certifies that neither it nor its agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Agency or Department and that it will not enter into Agreements with any entity that is debarred, suspended, proposed

Attachment: Camden Co agreement9757 (2995 : Visitor Center Funding Agreement)

for debarment, declared ineligible or voluntarily excluded from participation in this transaction.

AVAILABILITY OF FUNDS

All terms and conditions of this Agreement are dependent upon and subject to the allocation and appropriation of funds for the purpose set forth in the Agreement, and the Agreement shall automatically terminate if funds cease to be available.

USE OF POWELL BILL FUNDS

If the other party to this Agreement is a Municipality and fails for any reason to reimburse the Department in accordance with the provisions for payment hereinabove provided, NCGS 136-41.3 authorizes the Department to withhold so much of the Municipality's share of funds allocated to Municipality by NCGS 136-41.1, until such time as the Department has received payment in full.

If the other party to this Agreement is a Non-profit and fails for any reason to reimburse the Department in accordance with the provisions for payment herein above provided, the Department will reduce the amount of the next payment or payments as needed to cover the full repayment of funds.

TITLE VI

The other party to this Agreement shall comply with Title VI of the Civil Rights Act of 1964 (Title 49 CFR, Subtitle A, Part 21) and related nondiscrimination authorities. Title VI and related authorities prohibit discrimination on the basis of race, color, national origin, disability, gender, and age in all programs or activities of any recipient of Federal assistance.

GIFT BAN

By Executive Order 24, issued by Governor Perdue, and N.C. G.S.§ 133-32, it is unlawful for any vendor or contractor ( i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Environmental Quality, Health and Human Services, Information Technology, Military and Veterans Affairs, Natural and Cultural Resources, Public Safety, Revenue, Transportation, and the Office of the Governor).

Attachment: Camden Co agreement9757 (2995 : Visitor Center Funding Agreement)

AMENDMENTS

This Agreement may be amended only by written amendments duly executed by both parties.

EXECUTION OF AGREEMENT

A copy or facsimile copy of the signature of any party shall be deemed an original with each fully executed copy of the Agreement as binding as an original, and the parties agree that this Agreement can be executed in counterparts, as duplicate originals, with facsimile signatures sufficient to evidence an agreement to be bound by the terms of the Agreement.

ENTIRE AGREEMENT

This Agreement and any documents incorporated specifically by reference represent the entire Agreement between the parties and supersede all prior oral or written statements or Agreements. All documents incorporated by reference are available online for review by both parties.

Attachment: Camden Co agreement9757 (2995 : Visitor Center Funding Agreement)

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the County by authority duly given.

ATTEST: CAMDEN COUNTY

BY: _____ BY: _____

TITLE:_____ TITLE:_____

DATE: _____ DATE:_____

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

This Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.
BY:_____
(FINANCE OFFICER)

(SEAL)

Federal Tax Identification Number

_____

Remittance Address:

Camden County

_____

_____

DEPARTMENT OF TRANSPORTATION

BY: _____
(CHIEF ENGINEER)

DATE: _____

PRESENTED TO BOARD OF TRANSPORTATION ITEM O: _____





Attachment: Camden Co agreement9757 (2995 : Visitor Center Funding Agreement)

"EXHIBIT"A"

PURPOSES FOR WHICH VISITOR CENTER FUNDS CAN BE USED ARE:

1. Salaries for labor, supervision, and fringe benefits (not to include bonuses or meals) for employees operating and staffing the visitor center facility.
2. Payments to contractors, employment agencies and third parties for the operation and staffing of the Visitor Center.
3. Workers Compensation and Liability Insurance and insurance on the organizations' contents for the operation and staffing of the Visitor Center facility.
4. Office supplies and expenses such as postage fees, computers, internet, telephones, furniture, and audio-visual equipment used in the operation of the Visitor Center.
5. Visitor Center building lease or rental fees.
6. Utility services such as telephone, internet, water, sewer, gas/oil, electricity, and trash pickup for the Visitor Center.
7. Visitor Center building repairs, maintenance, janitorial and grounds maintenance services.
8. Visitor Center advertising and marketing literature, brochures, banners, signs, website development and operation.
9. Miscellaneous administrative costs (book keeping, internal and external audits, attorney fees) for the Visitor Center.
10. Travel expenses for Visitor Center operation and training, similar to DOC Welcome Center Hostess training.
11. Supplies for hosting meetings and promotional activities located at the Visitor Center (not to include meals or food and drink of any kind).
12. Banking Fees associated with checking account only for the Visitor Center. A prorated fee associated with a General Fund Checking account with Visitor Center funds is not eligible. Banking fees are only eligible if the checking account is established only for Visitor Center funds.
13. Payments to contractors for any of the above.

PURPOSES FOR WHICH VISITOR CENTER FUNDS CAN NOT BE USED ARE:

1. Expenditures for activities that are not directly related to the operation of the Visitor Center, and/or are not held on the Visitor Center property.
2. If items are questionable, a request for approval from the Department should be made prior to expenditure.

Attachment: Camden Co agreement9757 (2995 : Visitor Center Funding Agreement)

OSBM Form

REQUEST FOR PAYMENT OF APPROPRIATION(S) FROM NORTH CAROLINA GENERAL FUND

(SEE LETTER ENCLOSED)

20__ Allocation: $

Purpose:

Part A. TO BE COMPLETED BY ALL RECIPIENTS

1. Contact's Name: Telephone:
2. Contact's Position in Organization: _____
3. Federal Identification Number _____
4. Kind of Organization: Corporation ____ Trust ____ Partnership ____ Government ____ Unincorporated Association _____ Other _____
5. Match Required (Circle One): Yes/No On a _____ to _____ basis.

   If matching is required, is cash match in hand? Yes _____ No _____

   If the required match is not in hand, by what date and from what source does the organization expect to have the cash match?

6. Fiscal Year of Non-State Entity (e.g. year ending June 30, December 31, other) _____

==========

Part B. TO BE COMPLETED BY ALL NON-GOVERNMENTAL RECIPIENTS

1. Please enclose the following:

   a. Articles of Incorporation and by-laws, trust indenture, partnership agreement, etc.
   b. List of Board of Directors/Trustees.
   c. Policy addressing conflicts of interest.
   d. Sworn Statement of no overdue tax debts.

==========

Part C. TO BE COMPLETED BY ALL RECIPIENTS. FORM MUST BE NOTARIZED

_____

_____

Signature of individual making request

Notary Public (official seal)

_____

Date Notarized



Attachment: Camden Co agreement9757 (2995 : Visitor Center Funding Agreement)

Form DBE-IS

# State of North Carolina
# Department of Transportation
# Subcontractor Payment Information

Submit with Invoice To: Invoice Coordinator
North Carolina Department of Transportation
Division / Branch
Address
Raleigh, NC XXXXX-XXXX

Firm Invoice No. Reference _____
NCDOT PO / Contract Number _____
WBS No. (State Project No.) _____
Date of Invoice _____
Signed _____

| Invoice Line Item Reference | Payer Name | Payer Federal Tax Id | Subcontractor / Subconsultant/ Material Supplier Name | Subcontractor / Subconsultant / Material Supplier Federal Tax Id | Amount Paid To Subcontractor / Subconsultant / Material Supplier This Invoice | Date Paid To Subcontractor / Subconsultant / Material Supplier This Invoice |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

**Total Amount Paid to Subcontractor Firms** $ _____

**NOTE:** - These documents are scanned into our Fiscal program. Please do not highlight or shade the figures.

Rev. 10/06

Attachment: Camden Co agreement9757 (2995 : Visitor Center Funding Agreement)

**Entity's Letterhead**

**[Date (mmddyyyy)]**

To: State Agency Head and Chief Fiscal Officer
Office of the State Budget and Management

**Certification:**

We certify that the accompanying reports represent all financial activity related to the receipt, use, and expenditure of funds granted by the State of North Carolina to *[insert organization's name]* for the fiscal year ended _____ (mmddyyyy) and that the expenditures reported were for the purposes appropriated by the General Assembly or collected by the State of North Carolina and in compliance with the applicable laws, regulations, and terms and conditions of the grant documents.

The accompanying reports are presented on the cash basis of accounting and are supported by our financial records.

We understand that if it is found the expenditures reported were not used for the purpose(s) appropriated, that the grantor agency shall report such findings to the Attorney General, the Office of State Budget and Management, the Office of the State Auditor, and the Office of the State Controller. Any apparent violations of a criminal law or malfeasance, misfeasance, or nonfeasance in connection with the use of State funds shall be reported by the Office of State Budget and Management to the Attorney General and State Bureau of Investigation.

**Sworn Statement:**

[Name of the Treasurer] and [Name of Second Authorizing Official] being duly sworn, say that we are the Treasurer and [Title of the Second Authorizing Official], respectively, of [insert name of organization] of [City] in the State of [Name of State]; and that the foregoing certification is true, accurate and complete to the best of our knowledge and was made and subscribed by us. We also acknowledge and understand that any misuse of State funds will be reported to the appropriate authorities for further action.

_____
Treasurer

_____
[Title of Second Authorizing Official]

Sworn to and subscribed before me on the day of the date of said certification.

_____ My Commission Expires: _____
(Notary Signature and Seal)

If there are any questions, please contact the state agency that provided your grant.
jpitts@ncdot.gov
NCDOT Roadside Environmental Unit
919-707-2932

NGO 0001

**State Grants Compliance Reporting ≥ $25,000**



Attachment: Camden Co agreement9757 (2995 : Visitor Center Funding Agreement)

Each grantee receiving at least $25,000 should complete the basic information requested here relative to the organization, as well as the accounting for State funds received, used or expended, and a description of activities and accomplishments undertaken by the grantee with the State funds.

| **1. Organization:** | |
|---|---|
| Organization Name: | |
| Tax Identification #: | |
| Organization Fiscal Year End: (mmddyyyy) | |
| Mailing Address (street, city, state, zip code): | |
| Phone Number (area code + number): | |
| Fax Number (area code + number): | |
| Contact Person: | |
| Contact Person Title: | |
| E-Mail Address: | |

| **2. Preparer:** [PLEASE INDICATE WHO PREPARED THIS INFORMATION BY CHECKING] | | Employee | | CPA/Accountant |
|---|---|---|---|---|
| Name of Preparer: | | | | |
| Phone Number: | | | | |

| **3. Please provide a list of the Organization's Board Members.** [ADD ADDITIONAL PAGES, IF NEEDED] | |
|---|---|
| **Name of Board Member** | **Board Member Title** |
| | |
| | |
| | |
| | |
| | |

**G.S. 143-6.2 (repealed June 30, 2007), G.S. 143C-6-23 (effective July 1, 2007) and the North Carolina Administrative Code 09 NCAC 03M requires that every non-State entity that receives, uses, or expends any State funds shall use or expend the funds only for the purposes for which they were appropriated, and that the grantee must have a Conflict of Interest Policy. Please answer the following questions:**

Attachment: Camden Co agreement9757 (2995 : Visitor Center Funding Agreement)

| | | | | |
|---|---|---|---|---|
| **4.** What restrictions are placed upon the grant by the grant award document? If the grant award document does not identify specific restrictions, please identify the intended use of the grant funds as included in the award document. | | | | |
| Restrictions: | | | | |
| **5.** Does the organization have a Conflict of Interest policy? | | Yes | | no |
| **6.** Is the organization a for profit entity? | | Yes | | no |

**G.S. 143-6.2 (repealed June 30, 2007), G.S. 143C-6-23 (effective July 1, 2007) and the North Carolina Administrative Code 09 NCAC 03M requires that every non-State entity that receives, uses, or expends any State funds shall use or expend the funds only for the purposes for which they were appropriated, and if the grantee then subgrants or pass any or part of those funds to another organization, then the grantee must also pass on the reporting requirements to the subgrantee. Please answer the following questions:**

| | | | | |
|---|---|---|---|---|
| **7.** Did the organization subgrant or pass down any funds to another organization? | | Yes | | no |
| If yes, answer the following: | | | | |

| a. Name of Subgrantee | b. Program Name | c. Amount Subgranted |
|---|---|---|
| | | |
| | | |

| **8. Program Activities and Accomplishments:** |
|---|
| Recipient must complete and submit a separate Program Activities and Accomplishments Report, detailing the program name, the original goals of each program, and a brief narrative of program accomplishments for each funded program. This information is required of all recipients of state funding in an amount greater than or equal to $25,000. |

Attachment: Camden Co agreement9757 (2995 : Visitor Center Funding Agreement)

If there are any questions, please contact the state agency that provided your grant.

jpitts@ncdot.gov

NCDOT Roadside Environmental Unit

919-707-2932

NGO 0003

# Program Activities and Accomplishments Report

Each grantee receiving at least $25,000 should complete the basic information requested here relative to the organizatio and a description of activities and accomplishments undertaken by the grantee with the State funds.

| | |
|---|---|
| Grantee Name: | |
| Grantee Tax ID # | |
| Program Name: | |
| Project/Activity Title: | |
| Grantee's Fiscal Year End: (mmddyyyy) | |
| Date of This Report: | |
| Preparer of This Report: | |

In compliance with the requirements of G.S. 143-6.2, U*se of State Funds by Non-State Entities*, (repealed June 30, 2007) and G.S. 143C-6-23, *State grant funds: administration, oversight and reporting requirements*, (effective July 1, 2007), the following is a description of activities and accomplishments undertaken by our organization using the provided state funding.

Attachment: Camden Co agreement9757 (2995 : Visitor Center Funding Agreement)

1. **What were the original goals and expectations for the activity supported by this grant?**

2. **If applicable, how have those goals and expectations been revised or refined during the course of the project?**

3. **What has the activity accomplished with these grant funds? Please include specific information including facts and statistics to support conclusions and judgments about the activity's impact.**

4. **If the activity is a continuing one, briefly summarize future plans and funding prospects.**

Attachment: Camden Co agreement9757 (2995 : Visitor Center Funding Agreement)

If there are any questions, please contact the state agency that provided your grant.

jpitts@ncdot.gov

NCDOT Roadside Environmental Unit

919-707-2932

NGO 0004

# Schedule of Receipts and Expenditures
# (≥ $25,000 but < $500,000)

Each grantee receiving at least $25,000 should complete the basic information requested here relative to the organization, as well as the accounting for State funds received, used or expended.

| **9. Organization:** | |
|---|---|
| Organization Name: | |
| Tax Identification #: | |
| Organization Fiscal Year End: (mmddyyyy) | |
| Mailing Address (street, city, state, zip code): | |
| Phone Number (area code + number): | |
| Fax Number (area code + number): | |
| Contact Person: | |
| Contact Person Title: | |
| E-Mail Address: | |

| **a. Receipts** | | |
|---|---|---|
| **Funding State Agency** | **Grant Title** | **Total Receipts** |
| | | |

| **b. Expenditures** | |
|---|---|
| **Category** | **Dollar Amount** |
| Personnel | |
| Contracted Services | |
| **(a)Total Personnel/Contracted Srvcs Costs:** | |
| Office Supplies & Materials | |
| Service Related Supplies | |
| **(b)Total Supplies & Material Costs:** | |
| Travel | |
| Communications & Postage | |
| Utilities | |
| Printing & Binding | |
| Repair & Maintenance | |
| Meeting/Conference Expense | |
| Employee Training (no travel) | |
| Classified Advertising | |
| In-State Board Meeting Expenses | |
| **(c)Total Non-Fixed Operating Expense:** | |



Attachment: Camden Co agreement9757 (2995 : Visitor Center Funding Agreement)

| | |
|---|---|
| Office Rent (Land, Buildings, etc.) | |
| Furniture Rental | |
| Equipment Rental (Phones, Computers, etc.) | |
| Vehicle Rental | |
| Dues & Subscriptions | |
| Insurance & Bonding | |
| Books/Library Reference Materials | |
| Mortgage Principal, Interest and Bank Fees | |
| **(d)Total Fixed Charges & Other Expenses:** | |
| Buildings & Improvements | |
| Leasehold Improvements | |
| Furniture/Non-Computer Equip., $500+ per item | |
| Computer Equipment/Printers, $500+ per item | |
| Furniture/Equip., under $500 per item | |
| **(e)Total Property & Equipment Outlay:** | |
| Purchase of Services | |
| Contracts with Service Providers | |
| Stipends/Scholarships/Bonuses/Grants | |
| **(f)Total Services/Contracts:** | |
| Food | |
| Other (provide description here): _____ | |
| Other (provide description here): _____ | |
| Other (provide description here): _____ | |
| Other (provide description here): _____ | |
| **(g)Total Other Expenses:** | |
| **Total Expenditures (sum a through g)** | |

**Unexpended cash balance (do NOT use with reimbursement grants)**

| | |
|---|---|
| Beginning of the year cash balance | |
| End of the year cash balance | |

**NOTE:** If total receipts, expenditures, beginning or ending unexpended grant balance available for expenditures is $500,000 or more, an audit is required *by G.S. 143C-6-23.*

If there are any questions, please contact the state agency that provided your grant.

jpitts@ncdot.gov

NCDOT Roadside Environmental Unit

919-707-2932



Attachment: Camden Co agreement9757 (2995 : Visitor Center Funding Agreement)

NGO 0005

Attachment: Camden Co agreement9757 (2995 : Visitor Center Funding Agreement)

CAMDEN COUNTY
NORTH CAROLINA · USA
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# Board of Commissioners
# AGENDA ITEM SUMMARY SHEET

**Consent Agenda**

**Item Number:** 7.M
**Meeting Date:** May 03, 2021

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

**Item Title** **Proclamation - Older Americans Month**

**Attachments:** Proclamation_Older Americans Month (DOCX)

**Summary**:
It is the request of the Albemarle Commission's Area Agency on Aging that the Board of Commissioners adopt the attached Proclamation recognizing May 2021 as Older Americans Month in Camden County.
**Recommendation:**
Approval.

# Older Americans Month 2021

A PROCLAMATION

**Whereas,** Camden County includes a growing number of older Americans who have built resilience and strength over their lives through successes and difficulties; and

**Whereas,** Camden County benefits when people of all ages, abilities, and backgrounds are included and encouraged to share their successes and stories of resilience; and

**Whereas,** Camden County recognizes our need to nurture ourselves, reinforce our strength, and continue to thrive in times of both joy and difficulty; and

**Whereas,** Camden County can foster communities of strength by:

- creating opportunities to share stories and learn from each other;
- engaging older adults through education, recreation, and service; and
- encouraging people of all ages to celebrate connections and resilience.

**Now, therefore,** we the Camden County Board of Commissioners do hereby proclaim May 2021 to be Older Americans Month. We urge every resident to recognize older adults and the people who support them as essential contributors to the strength of our community.

Proclaimed this the 3rd day of May 2021.

ATTEST:

| | |
|---|---|
| Tom White, Chairman<br>Camden County Board of Commissioners | Karen M. Davis<br>Clerk to the Board of Commissioners |

OLDER AMERICANS MONTH

COMMUNITIES OF STRENGTH: MAY 2021

Attachment: Proclamation_Older Americans Month (2973 : Proclamation - Older Americans Month)

CAMDEN COUNTY
NORTH CAROLINA · USA
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# Board of Commissioners
# AGENDA ITEM SUMMARY SHEET

**Consent Agenda**

**Item Number:** 7.N
**Meeting Date:** May 03, 2021

**Submitted By:** Amber Curling,
Planning & Zoning
Prepared by: Karen Davis

**Item Title** **Set Public Hearing - Zoning Text Amendments 160D**

**Attachments:** AGENDA SUMMARY Chapter 160D changes BOC (DOCX)

Agenda summary and recommendation attached.

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

**Meeting Date:** May 3, 2021

**Attachments:** Ordinance 2021-05-01

**Submitted By:** Planning Department

**Item Title:** Zoning Text Amendments to comply with GS 160D

**Summary:**

The proposed ordinance presents several text changes to the Camden County Unified development Ordinance (UDO). The changes are 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.

**Recommendation:**

- Set Public Hearing for June 7, 2021.

Attachment: AGENDA SUMMARY Chapter 160D changes BOC (2996 : Set Public Hearing - Zoning Text Amendments 160D)

CAMDEN COUNTY
NORTH CAROLINA · USA
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# Board of Commissioners
# AGENDA ITEM SUMMARY SHEET

**Consent Agenda**

**Item Number:** 7.O
**Meeting Date:** May 03, 2021

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

**Item Title** **Set Public Hearing - 2021-2025 Capital Improvement Program**

**Attachments:**

**Summary**:
Set Public Hearing for Capital Improvement Program (CIP) for June 7, 2021.
**Recommendation:**
Set hearing date.

CAMDEN COUNTY
NORTH CAROLINA · USA
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# Board of Commissioners
# AGENDA ITEM SUMMARY SHEET

**Consent Agenda**

**Item Number:** 7.P
**Meeting Date:** May 03, 2021

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

**Item Title** **Set Public Hearing - FY 2021-2022 Budget**

**Attachments:**

**Summary**:
Set Public Hearing for FY 2021-2022 Budget as required by NCGS 159-12(b) for June 7, 2021.
**Recommendation:**
Set hearing date.

CAMDEN COUNTY
NORTH CAROLINA · USA
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# Board of Commissioners
# AGENDA ITEM SUMMARY SHEET

**Information, Reports & Minutes From Other Agencies**

**Item Number:** 10.A
**Meeting Date:** May 03, 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)

# Ledger Report Fee Distribution
TAMMIE KRAUSS, REGISTER OF DEEDS
Camden, NC
Date Range From Monday, March 01, 2021 to Wednesday, March 31, 2021

| Name | Amount |
|---|---|
| NC Children's Trust Fund | $35.00 |
| NC Domestic Violence Fund | $210.00 |
| State Revenue Stamp | $7,966.91 |
| County Revenue Stamp | $8,292.09 |
| Land Transfer Fee | $0.00 |
| Floodplain Map Fund | $0.00 |
| Supplemental Retirement | $128.81 |
| ROD Automation Fund | $762.56 |
| Dept Of Cultural Resources | $0.00 |
| Vital Records Fund | $0.00 |
| State General Fund | $0.00 |
| State Treasurer Amount | $1,010.60 |
| ROD General Fund | $6,439.03 |
| Total Distribution For Period | $24,845.00 |
| Cash Total | $702.80 |
| Check Total | $23,943.20 |
| Pay Account Total | $199.00 |
| ACH Total | $0.00 |
| Escrow Account Total | $0.00 |
| Overpayment Total | $0.00 |
| Total Deposit For Period | $24,845.00 |

*Report Generated at Thursday, April 1, 2021 8:02 AM*



Attachment: Register of Deeds Report (2971 : Register of Deeds Report)

Camden County Register of Deeds: Tammie Krauss
March 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 |
|---|---|---|---|---|---|---|---|---|---|
| 03/01/21 | $ 10.00 | $ 60.00 | $ 900.13 | $ 936.87 | $ 12.39 | $ 70.52 | $ 74.40 | $ 598.69 | $ 2,663.00 |
| 03/02/21 | $ - | $ - | $ 276.36 | $ 287.64 | $ 5.01 | $ 30.62 | $ 43.40 | $ 254.97 | $ 898.00 |
| 03/03/21 | $ 5.00 | $ 30.00 | | | $ 4.47 | $ 24.93 | $ 24.80 | $ 208.80 | $ 298.00 |
| 03/04/21 | $ - | | $ 556.64 | $ 579.36 | $ 2.13 | $ 12.02 | $ 24.80 | $ 103.05 | $ 1,278.00 |
| 03/05/21 | | | $ 49.00 | $ 51.00 | $ 3.63 | $ 21.15 | $ 37.20 | $ 180.02 | $ 342.00 |
| 03/08/21 | $ 5.00 | $ 30.00 | $ 220.50 | $ 229.50 | $ 7.62 | $ 44.37 | $ 37.20 | $ 383.81 | $ 958.00 |
| 03/09/21 | | | $ 690.90 | $ 719.10 | $ 6.27 | $ 38.80 | $ 49.60 | $ 323.33 | $ 1,828.00 |
| 03/10/21 | | | | | $ 4.89 | $ 29.35 | $ 43.40 | $ 248.56 | $ 326.20 |
| 03/11/21 | | | $ 387.10 | $ 402.90 | $ 3.76 | $ 22.65 | $ 31.00 | $ 193.59 | $ 1,041.00 |
| 03/12/21 | | | | | $ 3.27 | $ 20.54 | $ 24.80 | $ 169.39 | $ 218.00 |
| 03/15/21 | | | $ 440.02 | $ 457.98 | $ 3.88 | $ 22.14 | $ 43.40 | $ 188.98 | $ 1,156.40 |
| 03/16/21 | | | $ 372.40 | $ 387.60 | $ 5.86 | $ 34.45 | $ 55.80 | $ 294.49 | $ 1,150.60 |
| 03/17/21 | | | $ 200.90 | $ 209.10 | $ 6.30 | $ 40.13 | $ 43.40 | $ 330.17 | $ 830.00 |
| 03/18/21 | | | $ 318.50 | $ 331.50 | $ 5.54 | $ 33.45 | $ 49.60 | $ 280.41 | $ 1,019.00 |
| 03/19/21 | $ 5.00 | $ 30.00 | $ 381.71 | $ 397.29 | $ 7.73 | $ 45.01 | $ 43.40 | $ 383.86 | $ 1,294.00 |
| 03/22/21 | | | $ 317.52 | $ 330.48 | $ 9.15 | $ 57.40 | $ 68.20 | $ 475.25 | $ 1,258.00 |
| 03/23/21 | | | $ 490.00 | $ 510.00 | $ 5.12 | $ 31.29 | $ 43.40 | $ 260.99 | $ 1,340.80 |
| 03/24/21 | $ 5.00 | $ 30.00 | $ 333.20 | $ 346.80 | $ 7.78 | $ 45.77 | $ 49.60 | $ 380.85 | $ 1,199.00 |
| 03/25/21 | $ - | $ - | $ 114.17 | $ 118.83 | $ 7.88 | $ 46.95 | $ 68.20 | $ 401.97 | $ 758.00 |
| 03/26/21 | $ 5.00 | $ 30.00 | $ 27.44 | $ 28.56 | $ 2.69 | $ 12.28 | $ 18.60 | $ 110.43 | $ 235.00 |
| 03/29/21 | | | $ 1,260.28 | $ 1,311.72 | $ 5.79 | $ 34.50 | $ 55.80 | $ 289.91 | $ 2,958.00 |
| 03/30/21 | | | $ 630.14 | $ 655.86 | $ 5.70 | $ 34.54 | $ 49.60 | $ 290.16 | 1666.00 |
| 03/31/21 | | | | | $ 1.95 | $ 9.70 | $ 31.00 | $ 87.35 | 130.00 |
| | | | | | | | | | $ - |
| TOTAL | $ 35.00 | $ 210.00 | $ 7,966.91 | $ 8,292.09 | $ 128.81 | $ 762.56 | $ 1,010.60 | $ 6,439.03 | $ 24,845.00 |

Attachment: Register of Deeds Report (2971 : Register of Deeds Report)

CAMDEN COUNTY
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# Board of Commissioners
# AGENDA ITEM SUMMARY SHEET

**Information, Reports & Minutes From Other Agencies**

**Item Number:** 10.B
**Meeting Date:** May 03, 2021

**Submitted By:** Kim Perry,
Library
Prepared by: Kim Perry

**Item Title** **Library Board Report 3/2021**

**Attachments:** 21-03 (DOCX)

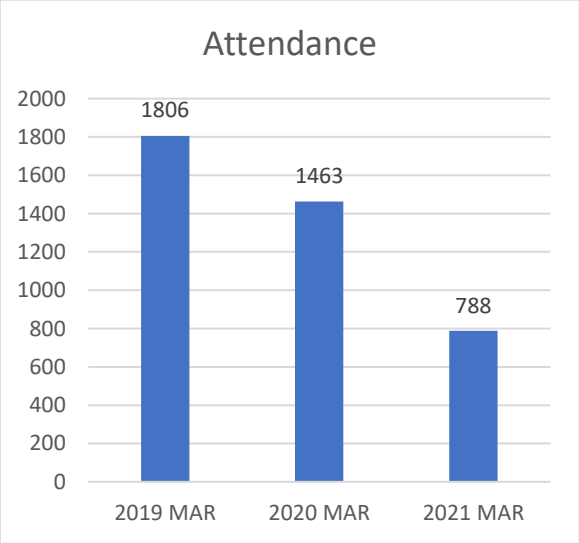
# Camden County Public Library

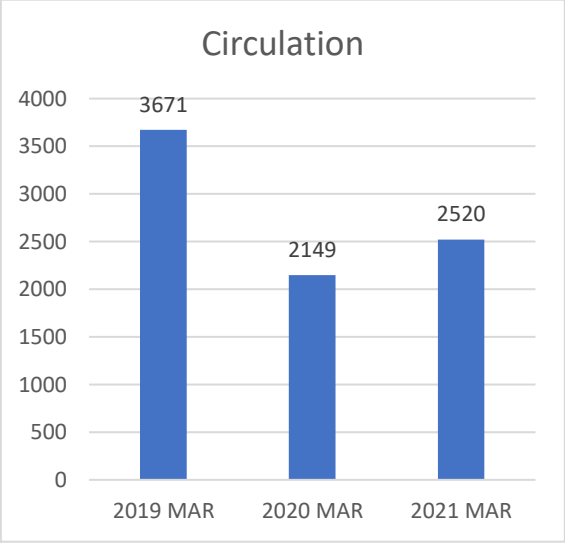
## MARCH 2021 Statistics

| | |
|---|---|
| Visitor Count | 788 |
| Materials Check Outs & Renewals | 2,520 |
| Computer/ Wireless Use | 101/235 |
| Questions Answered | 338 |
| Children's Programs/Attendance | 1/54 |
| Adult Programs/Attendance | 0/0 |
| Outreach Programs/Attendance | 0/0 |
| Meeting Room Usage/Attendance | 4/35 |
| Days/Hours Open | 24/192 |
| # Items in Collection | 19,505 |
| Library Card Holders | 2,675 |
| Curbside Pickups | 12 |

## Comparison by Year

### 2019-2021




Attachment: 21-03 (2985 : Library Board Report)