



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

BOARD OF COMMISSIONERS

**June 07, 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
June 07, 2021
7:00 PM
Historic Courtroom, Courthouse Complex**

Welcome & Call to Order

Invocation & Pledge of Allegiance

Pastor Tommy Berry - Shiloh Baptist Church

ITEM 1. Public Comments

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

ITEM 2. Conflict of Interest Disclosure Statement

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

ITEM 4. Presentations (For discussion and possible action)

A. Presentation to Camden County High School Softball Team - Ken Bowman

B. Camden TDA Student Photo Contest - Sarah Hill

ITEM 5. Public Hearings

A. Proposed 2021-2022 Budget - Ken Bowman

B. Proposed 2021-2025 Capital Improvement Program - Ken Bowman

C. Camden County Library Financing - Ken Bowman

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

- A. Tax Report - Lisa Anderson
- B. Emergency Medical Services Agreement - Ken Bowman
- C. Resolution 2021-06-01: Salaries & Compensation for Various Boards and Commissions - Ken Bowman
- D. Animal Control & Protection Ordinance - Ken Bowman
- E. Resolution 2021-06-02: in Support of the African American Experience of Northeastern NC - Sarah Hill

Recess to South Camden Water & Sewer District Board of Directors

Reconvene Board of Commissioners

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

- A. Juvenile Crime Prevention Council
- B. Area Agency on Aging Regional Advisory Council
- C. COA Board of Trustees
- D. NCACC Conference Delegate

ITEM 8. Consent Agenda

- A. BOC Meeting Minutes - April 29, 2021
- B. BOC Meeting Minutes - May 3, 2021
- C. BOC Meeting Minutes - May 13, 2021
- D. Budget Amendments
- E. School Budget Amendments
- F. Tax Collection Report
- G. DMV Monthly Report
- H. Vehicle Refunds Over \$100.00
- I. Pickups, Releases & Refunds
- J. Set Public Hearing - Zoning Text Amendments 160D

ITEM 9. County Manager's Report

ITEM 10. Commissioners' Reports

ITEM 11. Information, Reports & Minutes from Other Agencies

A. Register of Deeds Report

B. Library Report

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

A. Opioid Litigation Update - John Morrison

ITEM 13. Adjourn

Reconvene Board of Equalization and Review

ITEM Adjourn Board of Equalization and Review



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**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Presentations

Item Number: 4.A
Meeting Date: June 07, 2021

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

Item Title Presentation to Camden County High School Softball Team

Attachments:

Summary:

The Board will make a presentation to the Camden County High School Softball Team in recognition of the team's achievement as the 2021 NCHSAA Class 1A State Champions.



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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 4.B
Meeting Date: June 07, 2021

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

Item Title Camden TDA Student Photo Contest

Attachments:

Summary:
Sarah Hill will present the results of the Camden Tourism Development Authority Student Photo Contest.



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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Public Hearings

Item Number: 5.A
Meeting Date: June 07, 2021
Submitted By: Ken Bowman,
Administration
Prepared by: Karen Davis

Item Title **Proposed 2021-2022 Budget**

Attachments: BudgetMessageFinal (PDF)
21-22 schedule of board adjustments (DOCX)
21-22 BUDGET ORDINANCE- Final For Board Packet
052421 (DOCX)
Schedule of Fees 21-22 FINAL13May21 (DOCX)

Summary:

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

Recommendation:

Upon completion of the public hearing, add the FY 2021-2022 Budget Ordinance to the agenda. Approve attached FY 2021-2022 Budget Ordinance along with the Schedule of Fees.



FY 2021-2022 Budget Message

May 21, 2021

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

Pursuant to my responsibility as County Manager and Budget Officer I respectfully submit for your consideration the Camden County Fiscal Year 2021-22 Annual Budget scheduled to begin on July 1, 2021 and end on June 30, 2022. This budget represents the combined efforts of County Staff to set a financial course of action to serve our supporting public while implementing the directions and desires of the Governing Body. The goal is to meet the County's basic needs in core operations and address as many capital improvements as financially feasible. One of the critical purposes of this document is to encourage open dialogue, questions, and public deliberation as it relates to how citizen tax dollars can best be used to serve the community. This budget has been prepared in accordance with the provisions of General Statute 159-11, the Local Government Budget and Fiscal Control Act.

As required, all funds within the budget are balanced along with all anticipated revenue and expenditure estimates being identified for Fiscal Year 2021-22. Notice of this submission will be given to the news media and the public, and a public hearing will be scheduled at the County's called meeting on June 7, 2021 at 7:00 p.m.

It appears we are finally coming out of the yearlong pandemic and will finally see some sense of normalcy. We were not immune to the economic downturn and we are just now starting to see the impacts on revenue declines and the impacts the pandemic may have on decreased property tax collections, slowing sales taxes, or reduced collections of various permit and service fees.

The County has been experiencing growth before and during the COVID-19 Pandemic. Camden was experiencing significant residential growth and there are other projects that continued to move forward in the Commerce Park. The pandemic impacted these projects to some degree but did not stop them from moving forward. Staff continues to work to assist those projects still occurring now or within the post-pandemic months. Furthermore, some new projects at the commercial and residential levels have surfaced during the pandemic. By most accounts staff believes much of this

is related to the desire of investors to capitalize on decreased interest rates and costs during the pandemic.

The population of Camden County is continuing to grow as reflected by the current census. This is a result of many positive factors our County possesses such as the availability of land, quality schools, low crime rate, and a relatively low tax rate. All of these and many more are key factors for attracting many young families with children to both new residential construction and resale of existing homes. This is reflected by home values within the region seeing significant increases based on the availability of new and existing homes. Next year the County will undergo a re-valuation which will provide everyone with a better idea of how the market will adjust to the current trends. At this time the real estate market is better than it has been for many years with houses selling quickly at or above asking prices. How long this continues is still to be determined.

I would like to point out a couple of significant items of interest. Throughout the entire year, although there were reduced opportunities to visit in person, there were no reductions in service. All departments continued to adapt their operations to the changing environment while continuing to perform their daily functions and provide quality service to all Camden citizens. Second, the leadership never considered reducing staff. Every staff member of Camden County is extremely valuable and a great asset to the county. They adjusted quickly to the “new normal” without hesitation while continuing to meet the needs of the community.

As I pointed out last year, the full financial impacts of the pandemic have yet to be felt, since revenue is always a few months behind. There may be some lost revenues but it is difficult to project how much at this time. In the meantime, all budgeted capital expenditures have been frozen as of May 21st save for those funded through grants.

A copy of the proposed budget will be placed on file with the Clerk to the Board and will be available for public inspection during normal business hours within 10 days prior to the June 7th public hearing. A copy of this document is also available on Camden County’s website. As is traditional, a copy will also be placed in the Camden County Public Library to facilitate its examination by our citizens and stakeholders.

While developing the budget the following key activities were taken into consideration:

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

Revenues

The above goals for FY2021-22 were balanced with expected revenues with the intent of minimizing the use of the General Fund Balance to support operating expenses. Revenues are

generally related to expected economic growth within the County and the State. There are positive economic indicators including low unemployment and strong consumer confidence. Property Tax values appear to be above 1% expected growth minimizing the impact of reduced sales tax collections on total revenues for the FY2021-22 budget.

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

Ad Valorem Tax	\$7,562,684
Local Option Sales Tax (Art. 39)	\$600,000
Vehicle Tax	\$749,775
Franchise Tax	\$700,000
Medicaid Hold Harmless	\$475,000
Article 40 Tax	\$335,000
Article 42 Tax	\$200,000
Special Revenue Fund (CRF for Debt Payment)	\$187,262
From School Reserve Fund (Debt Payments, Capital Outlay)	\$982,806
Solid Waste Fee	\$300,000

Expenditures

With a few exceptions, county departments continued to hold the line on expenditures. However, non-departmental expenditures are increasing. Non-departmental contributions such as School Funding, Emergency Medical Services (EMS), Emergency Management and Health Services are major appropriations. Other increased appropriations include Forestry, Social Services, and Solid Waste / Recycling. These increases in annual expenditures continue to be higher than increases in annual revenues for FY 2021-22. Continuing to fund operational expenditures with fund balance will quickly have a detrimental effect on general fund balance.

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

Compared to the FY 2020-21 General Fund budget of \$13,568,068, the proposed FY2021-22 proposes \$14,041,485 which represents an increase of \$473,417.

The FY2021-22 proposed general fund budget is balanced with \$420,796 in fund balance to finance County operational expenses. The FY2020-21 proposed general fund budget was balanced with \$330,975.80 in fund balance to finance County operational expenses.

Departmental Appropriations

Below is a list of some of the major Departmental expenditures proposed for FY2021-22.

Governing Body	\$102,117
County Administration	\$261,629

Elections	\$142,463
Finance Department	\$243,501
Personnel	\$75,875
Tax Department	\$496,249
Legal	\$40,000
Register of Deeds	\$258,145
Planning Department/Inspections	\$585,780
Public Works/Building & Grounds	\$586,039
Sheriff & SRO	\$2,147,339
Extension	\$175,693
Recreation	\$300,948
Senior Center	\$180,775
Solid Waste	\$743,715
Non-Departmental	\$234,193
Economic Development	\$144,702
Capital Outlay/Debt Service	\$1,089,189
Library	\$253,118
JCPC	\$83,538
Soil & Water Conservation	\$81,458

Special Appropriations

In the FY2021-2022 proposed budget, Special Appropriations expenditures total \$5,554,354 or 40% of total General Fund expenses. The county is required by contract to commit the funds budgeted for Emergency Medical Services, Emergency Management and Forestry. The list below highlights some of the major Special Appropriations proposed for FY2021-22.

School Current Expense	\$2,600,000
School Capital Outlay	\$405,878
Pasquotank/Camden EMS	\$613,376
Central Communications/Emergency Mgmt.	\$303,587
College of the Albemarle	\$40,000
Albemarle District Jail	\$288,148
Department of Social Services	\$398,643
CH & S Fire Commission	\$285,381
South Mills Fire Commission	\$176,402

General Fund

The Fiscal Year 2021-2022 proposed budget has the General Fund's tax rate of \$0.75/\$100 of valuation to increase to \$0.88/\$100 of valuation. The additional thirteen-cent (13 cent) increase is broken out as follows: ten cents (10 cents) shall be applied to the additional debt service incurred for the financing of \$33M over 30 years for the new high school; the additional three cents (3 cents) is appropriated for added operational costs for the new high school. The new high school was approved by referendum during the 2020 election cycle.

As mentioned earlier, projections on revenues this year have been especially difficult due to the pandemic. We have taken a practical approach of reducing these revenues from the proposed budget out of caution. We have also not taken any steps to reduce revenues to the point requiring furloughs or reduction in services with accompanying reductions in force.

Major Concerns

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

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

In addition, during FY 2020-21, the County contributed approximately \$405,878 to the School District for capital improvements and \$2,600,000 for operating expenses utilizing tax revenue and a significant contribution from fund balance. The proposed FY 2021-22 budget continues to provide \$2,600,000 for current operating expenses and \$405,878 to the Board of Education. However, the Board of Commissioners is recommending approximately \$20,000 of this total be designated to a 3% pay increase for the non-certified employees of the school division.

Other Program Goals

Community Park Trust Fund

The Community Park Trust Fund (CPTF) FY2021-22 budget includes funding for Park Maintenance Capital needs. The county will pursue grant funding for design/construction of future community parks once the land purchase of the identified location has been completed.

Capital Reserve Fund

The revenue for this fund comes from the \$0.01 land transfer tax which is levied on all land sales. Due to outdated and failing infrastructure within County buildings, funds are included to continue planning for a County Office Building / Campus complex that would replace the current structures. These new buildings will combine the Administration, Tax, Planning, and Water/Sewer departments. At this time the County has decided to build the Campus in Two Phases starting with designing and constructing the Library, which will include a Community Activities Room with seating for approximately 100 people, and a Board Room for Commissioners and other boards to meet. Site and infrastructure work has already started on the property. The location for the Administration Campus is across the street from the historic courthouse.

School Capital Reserve Fund

The School Capital Reserve Fund is currently funded by restricted sales tax. During 2018-2019 the County committed to supporting the school system's need for a new High School by submitting a joint application for \$15 million in grant funds. The total grant awarded is for \$12.3 million requiring a \$2.7 million match from the County. The citizens voted during the November 2020 election cycle to approve a bond referendum for borrowing up to \$33 million from the USDA to fund the construction of the new high school.

RECOMMENDATION

The total of recommended General Fund expenditures is \$14,041,485.

The projected revenues total \$13,620,689 for the General Fund at the present tax rate of \$.75.

After receiving departmental requests, budget & finance, the FY2021-22 proposed general fund budget is balanced with \$420,796 in fund balance to finance County operational expenses. The FY2020-21 proposed general fund budget was balanced with \$330,975.80 in fund balance to finance County operational expenses. The only way to reduce expenditures further without reducing services is by removing / reducing staff personnel, 2% Cost of Living increase, and the limited Capital Improvements. It should be noted that a number of IT upgrades and improved efficiencies were realized during the current FY thanks to the receipt of CAREs funds from the Federal Government. This influx of funds helped to offset the necessary requirement to purchase hardware using the County general funds.

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


FY 2021-22 Budget Summary

The Management Team brought me a conservative set of budget requests that allowed for the continuation of excellent services. This budget also provides for limited capital improvements and equipment necessary to continue services in a manner that is efficient and safe. Finally, this budget provides for a plan this year while keeping in mind the challenges we face in future years. Challenges such as the construction of a new administration campus, a new high school, expanding broadband, a new fresh water well, increased manning in the Sheriff's Office, and waste water sewer lines extensions. Although some of these plans do not have a specific funding source we are still mindful of them while putting together this year's budget.

The strain on revenues and our desire to maintain the current service level has made for very conservative budgets during the last four years. Based on your guidance, the Management Team has once again done a terrific job keeping expenses as low as possible in order to provide for a responsible and balanced budget. Again, I want to emphasize that Camden County is in good financial condition. Our fund balance in the General Fund continues to remain healthy even during these very turbulent times.

I look forward to working with you to implement this budget and continue to serve the citizens of Camden County. As public officers, we have been given the task of protecting the rights, needs and desires of the constituents. The staff believes this task has been achieved and respectfully submits to you the FY2021-22 Budget.

Respectfully submitted,


KENNETH L. BOWMAN
Budget Officer/County Manager



FY 2021-2022 Budget

Schedule of Changes Per Budget Work Sessions

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

General Fund

<u>Dept.</u>	<u>Item</u>	<u>Submitted</u>	<u>Change</u>	<u>Proposed</u>	
106900	Budget for Pasquotank/Camden EMS	579,121	34,255	613,376	Increase/BOC
	Budget for ML King	800	800	0	Decrease/BOC
	Budget for Hopeline	3,000	500	2,500	Decrease/BOC
	Budget for COA	45,000	5,000	40,000	Decrease/BOC
	Budget for Food Pantry	2,000	500	2,500	Increase/BOC
	Budget for Albemarle Food Bank	2,500	500	2,000	Decrease/BOC

Attachment: 21-22 schedule of board adjustments (3003 : Proposed 2021-2022 Budget)

**Ordinance No. 2021-06-01
AN ORDINANCE OF
THE BOARD OF COUNTY COMMISSIONERS OF
CAMDEN COUNTY, NORTH CAROLINA,
RELATING TO THE FY 2021 – 2022 BUDGET**

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

ARTICLE I. BUDGET ORDINANCE

This Budget Ordinance per G.S. 159-13 hereby incorporates, in its entirety, this Budget for the County of Camden for FY 2021-2022, adopted by the Board of Commissioners on June 7, 2021. Said Ordinance may hereafter be referred to as the “Budget Ordinance”. The levy of the county-wide Tax Rate(s) and Fees affecting any and all county managed Funds will accompany and be adopted simultaneously with this Budget Ordinance unless amended per G.S. 159-15.

ARTICLE II. GENERAL FUND

SECTION 1 – Appropriations: The following amounts are hereby appropriated in the General Fund for the operation of county government and its activities for the fiscal year beginning July 1, 2021 and ending June 30, 2022 in accordance with the Budget Ordinance and the chart of accounts heretofore established for this county.

Governing Body.....	\$102,117
County Administration.....	261,629
Elections.....	142,463
Finance.....	243,501
Personnel.....	75,875
Tax Supervisor.....	496,249
Legals.....	40,000
Register of Deeds.....	258,145
Planning.....	359,657
Inspections.....	226,123
Economic Development Commission.....	144,702
Building & Grounds.....	436,144
Sheriff.....	1,946,184
School Resource Officer (SRO).....	201,155
Jury Commission.....	96
Court Facilities.....	64,640
Public Works Administration.....	149,895
Fleet Vehicles.....	7,050
Traffic.....	3,060
Solid Waste.....	748,715
Public Health.....	128,147
Extension.....	175,693
County Public Library.....	253,118
Parks & Recreation.....	300,948

Attachment: 21-22 BUDGET ORDINANCE- Final For Board Packet 052421 (3003 : Proposed 2021-2022 Budget)

DDJP (JCPC)	83,538
Senior Center	180,775
Post-Employment Benefits	12,672
Non-Departmental.....	234,193
Soil/Water Conservation.....	81,458
Capital Outlay/Debt Service	1,089,189
Special Appropriations:	
Albemarle Commission	7,391
EMS	613,376
Conservation/Forestry.....	65,480
RC&D	750
Central Communications	303,587
Emergency Management	26,431
S. Camden Water & Sewer	178,883
Special Funding	1,000
CH&S Fire Commission Four Cents	285,381
South Mills Fire Commission Four Cents	176,402
Social Services	398,643
Schools – Contribution for Non-Certified Employees.....	20,000
Schools – Contribution to Capital Reserve.....	385,878
Schools – Current Expense	2,600,000
Albemarle Hopeline	2,500
College of the Albemarle	40,000
Camden Food Pantry.....	2,500
Albemarle Food Bank.....	2,000
Camden Museum	1,000
Alb. Dist. Jail Operations.....	288,148
Rural Ready Grant Match	100,000
4-H Insurance.....	53,004
Contingency	40,000

TOTAL GENERAL FUND **\$14,041,485**

SECTION 2 – Revenues: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Ad Valorem and Vehicle Taxes:	
Budget Year	\$8,312,459
Prior Years Summary.....	547,700
Penalties and Interest	50,000
House Bill 1779	100
Other Taxes and Licenses:	
State 1 cent Sales Tax	600,000
Local Sales Tax - Art. 40	335,000
Local Sales Tax - Art. 42	200,000
Unrestricted Intergovernmental:	
ABC Profits.....	36,000

Refuge Revenue Sharing.....	8,500
Beer and Wine Tax	44,000
Utilities Franchise Fees.....	700,000
Medicaid Hold Harmless	475,000
Restricted Intergovernmental:	
State Grants – JJDP.....	64,812
Soil/Water Funds	25,000
Capital Reserve & Transfer Tax for Capital Debt Service	187,262
Court Facilities Fees	20,000
Alb. Comm. Nutrition Site.....	6,000
School Resource Officer	80,000
School Capital Reserve Fund for School Debt Service	982,506
Senior Center Grants.....	6,500
Senior Center State Grants.....	0
Health & Wellness Grant	0
Fees and Permits:	
Register of Deeds Fees.....	181,000
Building Permits and Planning Fees	129,000
Land Use Fees.....	10,000
Leased Property	25,000
Tire Disposal Dist	14,000
White Goods Disposal Dist.....	3,500
Recyclables	10,000
Disposables Tax Distribution.....	5,000
Electronics Management.....	800
Solid Waste Fee	300,000
Cable Franchise Fee.....	39,000
Gun Permit Fees.....	28,500
Golf Cart Fees	200
Pet/Privilege Licenses	250
5 Cents Per Bottle Fees	4,200
Extension Fees	3,100
Library Fees	2,600
Recreation Fees.....	13,000
Senior Center Participation Fees.....	2,000
Sales and Services:	
Jail Fees.....	2,000
Sheriff’s Officer Fees.....	15,000
Sale of Fixed Assets.....	500
LESO Sheriff’s Equipment Disposal	10,000
Fines & Forfeitures	50,000
911 Fees for GIS	3,900
Other:	
Sheriff’s Department Grants & Donations	1,500
Interest.....	30,000
Miscellaneous	13,000
Appropriated Fund Balance	420,796

TOTAL GENERAL FUND **\$14,041,485**

Attachment: 21-22 BUDGET ORDINANCE- Final For Board Packet 052421 (3003 : Proposed 2021-2022 Budget)

ARTICLE III. SOUTH CAMDEN WATER/SEWER DISTRICT FUND

The following amounts are hereby appropriated in the South Camden Water/Sewer District Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

R/O Plant Operation Expenses.....	468,810
Waste Water Operation Expenses.....	402,321
Distribution Expenses	395,850
Debt Service.....	<u>682,087</u>
	\$1,949,068

It is estimated that the following revenues will be available in the South Camden Water/Sewer District Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Sale of Water.....	1,070,000
Sewer Fees	100,000
Connection Fees.....	55,000
Miscellaneous	38,050
Fund Balance Appropriated	100,000
Capital Reserve Fund.....	407,135
General Fund Contribution	<u>178,883</u>
	\$1,949,068

ARTICLE IV. WATER/SEWER CAPITAL RESERVE FUND

The following amounts are hereby appropriated in the System Development Fee Capital Reserve Fund for the purpose of collecting funds from new construction projects which will have an impact on the infrastructure of Camden County and establishing Membrane Reserve for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Fund Balance Reserve.....	52,250
Membrane Reserve	<u>20,250</u>
	\$72,500

It is estimated that the following revenues will be available in the System Development Fee Capital Reserve Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

System Development Fees	43,500
Membrane Reserve Contribution.....	20,250
Interest.....	1,000
R/O Upgrade.....	<u>7,750</u>
	\$72,500

Attachment: 21-22 BUDGET ORDINANCE- Final For Board Packet 052421 (3003 : Proposed 2021-2022 Budget)

ARTICLE V. COURTHOUSE & SHILOH FIRE COMMISSION FUND

The following amounts are hereby appropriated in the Courthouse and Shiloh Fire Commission Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

General Expenses.....	250,488
Debt Service.....	<u>100,000</u>
	\$350,488

It is estimated that the following revenues will be available in the Courthouse and Shiloh Fire Commission Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Fire Tax.....	68,097
4 Cent County Match.....	272,391
Leased Property	9,000
Interest Earnings	<u>1,000</u>
	\$350,488

ARTICLE VI. SOUTH MILLS FIRE COMMISSION FUND

The following amounts are hereby appropriated in the South Mills Fire Commission Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

General Expenses.....	115,233
Debt Service.....	<u>114,767</u>
	\$230,000

It is estimated that the following revenues will be available in the South Mills Fire Commission Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Fire Tax.....	42,094
4 Cent County Match.....	168,378
Fund Balance.....	19,028
Interest.....	<u>500</u>
	\$230,000

ARTICLE VII. SOCIAL SERVICES

The following amounts are hereby appropriated in the Social Services Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Public Assistance	172,391
Administrative Expenses	<u>1,105,312</u>
	\$1,277,703

It is estimated that the following revenues will be available in the Social Services Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Attachment: 21-22 BUDGET ORDINANCE- Final For Board Packet 052421 (3003 : Proposed 2021-2022 Budget)

County Appropriations.....	398,643
State/Federal Funds.....	<u>879,060</u>
	\$1,277,703

ARTICLE VIII. JOYCE CREEK DRAINAGE PROJECT FUND

The following amounts are hereby appropriated in the Joyce Creek Drainage Project Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Watershed Projects & Expenses	\$45,085
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It is estimated that the following revenues will be available in the Joyce Creek Drainage Project Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Watershed Improvement Fee	44,085
Miscellaneous	<u>1,000</u>
	\$45,085

ARTICLE IX. REVALUATION RESERVE FUND

The following amounts are hereby appropriated in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Reserved for Revaluation Expenses.....	\$2,000
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It is estimated that the following revenues will be available in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Fund Balance Appropriated	0
Interest.....	<u>2,000</u>
	\$2,000

ARTICLE X. CAPITAL RESERVE FUND

The following amounts are hereby appropriated in the Capital Reserve Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Debt Service.....	187,262.00
Capital Projects.....	523,369.21
USDA Debt Reserve.....	<u>540,300.00</u>
	\$1,250,931.21

It is estimated that the following revenues will be available in the Capital Reserve Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Land Transfer Tax Collections	550,000.00
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Attachment: 21-22 BUDGET ORDINANCE- Final For Board Packet 052421 (3003 : Proposed 2021-2022 Budget)

Investment Earnings.....	5,000.00
County Contribution	325,000.00
Fund Balance Appropriated	<u>370,931.21</u>
	\$1,250,931.21

ARTICLE XI. SCHOOL CAPITAL RESERVE FUND

The following amounts are hereby appropriated in the School Capital Reserve Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Debt Service.....	576,927
Fund Reserves.....	451,073
Camden Plantation Funds for Capital Outlay	<u>150,000</u>
	\$1,178,000

It is estimated that the following revenues will be available in the School Capital Reserve Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Local Option & Restricted Sales Tax	1,025,000
Investment Earnings.....	3,000
Camden Plantation	<u>150,000</u>
	\$1,178,000

ARTICLE XII. DISMAL SWAMP VISITOR CENTER FUND

The following amounts are hereby appropriated in the Dismal Swamp Visitor Center Fund for the purpose of operating the Center with funds received from NCDOT for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Center Operating Expenses.....	\$154,407
DOT Funds.....	142,857
Gift Shop Contribution	10,500
General Fund Contribution	1,000
Miscellaneous	50
Tourism Authority Contribution	<u>0</u>
	\$154,407

The following amounts are hereby appropriated in the Dismal Swamp Gift Shop Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Gift Shop Revenues	\$29,500
Gift Shop Expenses.....	\$29,500

Attachment: 21-22 BUDGET ORDINANCE- Final For Board Packet 052421 (3003 : Proposed 2021-2022 Budget)

ARTICLE XIII. FEREBEE COURTHOUSE TRUST FUND

For purposes of summary only, the following amounts are hereby appropriated in the Nancy M. & H. C. Ferebee, III Courthouse Trust for the restoration of the 1847 Camden County Courthouse for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Fund Reserves	\$1,530
Trust Fund Balance	\$1,530

ARTICLE XIV. COMMUNITY PARK TRUST FUND

The following amounts are hereby appropriated in the Community Park Trust Fund for the upkeep and maintenance of the Community Park, Senior Trail, Dismal Swamp Bike Trail, Shiloh Landing and One Mill Park for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Park Operations.....	<u>94,350</u>
	\$94,350

It is estimated that the following revenues will be available in the Community Park Trust Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

County Contribution	\$93,850
Interest.....	<u>500</u>
	\$94,350

ARTICLE XV. REGISTER OF DEEDS AUTOMATION ENHANCEMENT AND PRESERVATION FUND

The following amounts are hereby appropriated in the Register of Deeds Automation Enhancement and Preservation Fund for the purpose of funding for computer and imaging technology for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Technology	\$11,600
Register of Deeds Technology Funds	5,590
Interest.....	10
Fund Balance.....	<u>6,000</u>
	\$11,600

ARTICLE XVI. CODE ENFORCEMENT REVOLVING FUND

The following amounts are hereby appropriated in the Code Enforcement Revolving Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Demolition Expenses	\$29,600
Fee Collection	3,000
Fund Balance Appropriated	<u>26,600</u>
	\$29,600

ARTICLE XVII. STORMWATER MANAGEMENT UTILITY FUNDS

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

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **South Mills Watershed Fund** (Fund 36) for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Watershed Expenses & Reserve	\$51,125
Estimated Revenue.....	\$51,125

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **Sawyer’s Creek Watershed Fund** (Fund 37) for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Watershed Expenses & Reserve	\$20,050
Estimated Revenue.....	\$20,050

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **North River Watershed Fund** (Fund 38) for the fiscal year July 1, 2021 and ending June 30, 2022.

Watershed Expenses	\$18,050
Estimated Interest & Fees Collected.....	\$18,050

The following estimated revenues will be available for funding the programs designed to protect and manage water quality and quantity in the **Shiloh Watershed Fund** (Fund 39) for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Watershed Expenses	\$20,050
Estimated Interest & Fees Collected.....	\$20,050

Attachment: 21-22 BUDGET ORDINANCE- Final For Board Packet 052421 (3003 : Proposed 2021-2022 Budget)

ARTICLE XVIII. TOURISM DEVELOPMENT AUTHORITY

The following amounts are hereby appropriated in the Tourism Development Authority budget for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

General Expenses.....	31,255
Dismal Swamp Visitor Center	<u>1,000</u>
	\$32,255
Donations	1,000
Occupancy Tax Collections	15,000
Interest Earnings	600
Appropriated Fund Balance	<u>15,655</u>
	\$32,255

ARTICLE XIX. TAX PENALTIES SCHOOL FUND

The following amounts are hereby appropriated in the Tax Penalties School Fund budget for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

School Current Expense.....	\$8,100
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It is estimate that the following revenues will be available in the Tax Penalties School Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Tax Penalties.....	5,000
Interest on Investments	100
Fund Balance Appropriated	<u>3,000</u>
	\$8,100

ARTICLE XX. EDC PROJECT FUND

The following amounts are hereby appropriated in the EDC Project Fund for the purpose of developing the Camden Commerce Park in South Mills for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Commerce Park Projects.....	933,304.66
Economic Dev Incentive.....	<u>40,000.00</u>
	\$973,304.66
County Contribution	273,436.90
NC Dept of Commerce – Grant	<u>699,867.76</u>
	\$973,304.66

Attachment: 21-22 BUDGET ORDINANCE- Final For Board Packet 052421 (3003 : Proposed 2021-2022 Budget)

ARTICLE XXI. SCHOOL APPROPRIATIONS

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

SECTION 2 – For purposes of summary only as the actual figures are contained in the Budget Ordinance, the total appropriation for Current Expense is \$2,600,000 and for Capital Expense is \$385,878.

SECTION 3 – Except as otherwise provided in this Budget Ordinance, this Budget Ordinance hereby incorporates by reference in its entirety the “PROPOSED BUDGET OF THE CAMDEN COUNTY BOARD OF EDUCATION FOR THE FISCAL YEAR BEGINNING JULY 1, 2021 and ENDING JUNE 30, 2022” as presented to the Board of Commissioners, and all language in said Proposed Budget is incorporated into this Ordinance as if it were included within the body of this Ordinance. Said Proposed Budget may hereafter be referred to as the “School Budget”. The county budget does not include any special appropriation for the supplement for teachers’ salaries. This will have to be included in the school budget.

SECTION 4 – The amount of twenty thousand dollars (\$20,000) is hereby appropriated for funding a one-time Cost of Living increase for non-certified employees that the School Superintendent requested for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

ARTICLE XXII. TAX LEVY

SECTION 1 – There is hereby levied at the rate of eighty-three cents (83 cents) per One Hundred Dollar (\$100) valuation of property listed for taxes as of January 1, 2021, for the purpose of raising the revenue listed in the General Fund, Article II., Section 2, of this Ordinance.

The additional thirteen cent (13 cent) increase is broken out as follows: ten cents (10 cents) shall be applied to the additional debt service incurred for the financing of \$33M over 30 years; the additional three cent (3 cent) is appropriated for added operational costs for the new high school. The new high school was approved by referendum during the 2020 election cycle.

SECTION 2 – There is hereby levied at the rate of four cents (4 cents) per One Hundred Dollar (\$100) valuation of property listed for taxes as of January 1, 2021, for the purpose of raising the revenue listed in the General Fund, Article II., Section 2, of this Ordinance to equal the expenditures listed as CH&S Fire Commission Four Cents and South Mills Fire Commission Four Cents in the General Fund, Article II, Section 1, of this Ordinance.

SECTION 3 – The rate of tax as shown in Section 1 and 2 above is based upon a total valuation of property for the purpose of taxation of \$1,146,604,941 and an estimated collection rate of ninety-five percent (95.970%) for real property and ninety-six percent (96.534%) for vehicles.

SECTION 4 – There is hereby levied a tax at the rate of one cent (1 cent) per One Hundred Dollar (\$100) valuation of property listed for the taxes as of January 1, 2021, located within the South Mills Fire Protection District for the purpose of raising the revenue listed in the South Mills Fire Commission Fund, Article V., of this Ordinance.

SECTION 5 – The rate of tax as shown in Section 4 above is based upon a total valuation of property for the purpose of taxation of \$432,410,011 with an estimated collection rate of ninety-five percent (95.970%) for real property and ninety-six percent (96.534%) for vehicles.

SECTION 6 – There is hereby levied at the rate of one cent (1 cent) per One Hundred Dollar (\$100) valuation of property listed for taxes as of January 1, 2021, located within the Courthouse-Shiloh Fire Protection District for the purpose of raising the revenue listed in the Courthouse-Shiloh Fire Commission Fund, Article IV, of the Ordinance.

SECTION 7 – The rate of tax as shown in Section 6 above is based upon a total valuation of property for the purpose of taxation of \$691,769,463 and an estimated collection rate of ninety-five percent (95.970%) for real property and ninety-six percent (96.534%) for vehicles.

ARTICLE XXIII. OTHER PROVISIONS

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

- (a) They may transfer amounts between objects of expenditure within a department except salary amounts without limitations.
- (b) They may transfer amounts up to ten thousand dollars (\$10,000.00) between departments of the same fund with an official report on such transfers at the next regular meeting of the Board of Commissioners.
- (c) They may not transfer any amounts between funds or from any contingency appropriation within any fund.
- (d) They will assign legal costs to departments based upon the legal issue involved.
- (e) They are authorized to approve expenditures up to ten thousand dollars (\$10,000.00).
- (f) They may approve acceptance and expenditure of emergency funding from state or federal sources (i.e. LIEAP) up to ten thousand dollars (\$10,000.00) with an official report on such funding at the next regular meeting of the Board of Commissioners.

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

- (a) As provided by G.S. 159-25(b), the Board has authorized dual electronic signatures for each check or draft that is made on County funds. The signatures on the County accounts have been approved by the Board of Commissioners.
- (b) All legal outstanding encumbrances at June 30, 2021 are hereby carried forward and re-appropriated as an amendment to the budget for the fiscal year beginning July 1, 2021 and ending June 30, 2022.
- (c) The Board authorizes one principal account as the central depository for funds received by the Finance Director. Other accounts authorized by the Board can be used for special purposes such as the enterprise fund and various trust accounts. Current accounting techniques shall be used to assure that all funds will be properly accounted for in the financial records of the County.
- (d) Amendments to this Budget Ordinance and any accompanying fee schedule, taxes or appropriations are allowed as provided herein or by board approval in accordance with G.S. 159-15.

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

1. Lease of routine business equipment;
2. Consultant, professional, or maintenance service agreements;
3. Purchase of supplies, materials, or equipment where formal bids are not required by law;
4. Applications for and agreements for the acceptance of grant funds from Federal, State, public, private and non-profit organizations sources, and other funds from other government units, for services to be rendered which have been approved by the Board of Commissioners;
5. Construction and repair projects within the budget limits or as approved by the Board of Commissioners;
6. Liability, health, life, disability, casualty, property or other insurance or performance bonds;
7. Other administrative contracts which include agreements approved by the Board of Commissioners.

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

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

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

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

A public hearing on this Budget Ordinance was held on June 7, 2021.

This Budget Ordinance was adopted on the 7th day of June, 2021

CAMDEN COUNTY BOARD OF COMMISSIONERS

Ross B. Munro, Acting Chair

Clayton D. Riggs, Commissioner

ATTEST:

Karen Davis
Clerk to the Board

Kenneth Bowman
Budget Officer/County Manager

Attachment: 21-22 BUDGET ORDINANCE- Final For Board Packet 052421 (3003 : Proposed 2021-2022 Budget)



SCHEDULE OF FEES

FY 2021-2022

Attachment: Schedule of Fees 21-22 FINAL 13May21 (3003 : Proposed 2021-2022 Budget)

Schedule adopted with Budget Ordinance July 1st , 2021

CAMDEN COUNTY
Fee Schedule

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Attachment: Schedule of Fees 21-22 FINAL13May21 (3003 : Proposed 2021-2022 Budget)

**CAMDEN COUNTY
BUILDING INSPECTIONS AND PLANNING DEPARTMENT
PERMIT FEE SCHEDULE**

BUILDING PERMIT FEES

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

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

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

ELECTRICAL

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

PLUMBING

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

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

INSULATION

Minimum Fee	\$75.00
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NATURAL GAS and PROPANE HOOKUP (RESIDENTIAL & COMMERCIAL STRUCTURES) \$50.00

MANUFACTURED HOMES

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

ADDITIONS - Includes Service Systems

Up to 400 Square Feet	\$150.00	Over 400 Square Feet	\$0.37/Sq. Ft.
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SWIMMING POOLS & SPAS

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

DETACHED GARAGES, STORAGE, AND UTILITY/ACCESSORY BUILDINGS

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

Attachment: Schedule of Fees 21-22 FINAL 13May21 (3003 : Proposed 2021-2022 Budget)

CARPORT / POLE BARN / POLE SHED (Not Enclosed - Open on at least 2 sides)
 Minimum Fee \$75.00 Over 834 Sq. Ft. \$0.09/Sq. Ft.

SINGLE UTILITY INSPECTION
 Trade Permit Minimum Fee \$50.00

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

DEMOLITION (Fire, Safety, & EPA Regs)
 Pre-inspection required for safety and hazardous materials and referral to proper channels if found. \$75.00

ALTERATIONS / REPAIRS / IMPROVEMENTS
 Up to \$5000 Gross Retail Price \$75.00
 Over \$5000 Gross Retail 50% Additions Fees

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

- Farm Buildings are exempt UNLESS:
- Any electrical installation is performed
 - Any portion of building is used for sleeping quarters
 - Building is used for business rather than personal use of farmer and immediate family

MOVING OF ANY BUILDING WITHIN OR INTO THE COUNTY
 Minimum New Construction Fees

WIND ENERGY SYSTEMS
 Turbines \$2,000 each
 Reinspections \$100.00 each

SOLAR FARMS
 Panels \$.50 per panel (minimum \$250)

COMMERCIAL PERMIT PRICES (extras)

MECHANICAL:		PLUMBING:	
Walk-in Cooler	\$40.00 ea.	Minimum Permit Fee	\$75.00
Commercial Cooking Hood	\$40.00 ea.	Per fixture, trap, or like devices	\$5.00
HVAC Fire damper/smoke damper	\$5.00 ea.	Per sprinkler head	\$5.00
ELECTRICAL			
Electric duct heater			\$10.00 ea.
Temporary Service w/ Trailer			\$100.00 ea.
0-100 Each Receptacle/Switch/Fixture			\$75.00
Each additional opening			\$0.10 ea.
Subpanel, transformer, generator			\$20.00 ea.
Fuel dispensers, "freestanding" parking lot light poles, manufactured home pedestals			\$5.00 ea.
Exhaust fans/water heater/RAC/Spa/Motors and machinery not specified			\$5.00 ea.

Attachment: Schedule of Fees 21-22 FINAL 13May21 (3003 : Proposed 2021-2022 Budget)

COMMERCIAL PERMIT PRICES (extras - Continued)

GAS

Minimum Permit Fee	\$50.00
Per outlet	\$5.00

NEGLIGENCE FEES

Inspection Negligence Fee (Applies To):	\$100.00
<ul style="list-style-type: none"> • Inspections called for but not ready • Skipping any applicable mandatory inspection • Re-Inspections called for without first correcting discrepancies noted by inspector • Wrong sub-contractor other than on Trade Affidavit 	
No Permit Negligence Fee (Applies To):	\$Varies
<ul style="list-style-type: none"> • Building or Trade Related Activities performed without first obtaining and paying for a building permit. Shall result in overall doubling of permit fee. 	

BUILDING PERMIT FEES DUE AT TIME OF ISSUANCE

- All Building Permit fees must be paid in full at time of permit issuance.
- Applicants will be notified within 3-5 days after building permit application has been processed, reviewed, and approved. At that time permit fees are due.
 - No building permit will be issued without payment of permit fees due.

LAND USE DEVELOPMENT FEES DUE AT TIME OF APPLICATION

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

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

Attachment: Schedule of Fees 21-22 FINAL 13May21 (3003 : Proposed 2021-2022 Budget)

Commercial Site Plan Review		
Major		\$200.00
Minor		\$100.00

Stormwater Review Fee/Deposit

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

LAND DISTURBING ACTIVITY

Fill Permit		\$50.00
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NOTES:

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

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

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

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

CAMDEN COUNTY
GIS
Fee Schedule for Sale of GIS Related Data

Prints

Xerox Copy

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

Plotter

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

Electronic Media

Data Files

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

Customized GIS Work

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

CAMDEN COUNTY

Code Enforcement

Fees for Abatement of Property by County

Grass Cutting	\$300/acre
Grass Cutting	\$150/half acre
Debris Removal	\$500 plus tipping fees
Car Removal	All Cost Incurred by County
Administrative Cost <i>(This will be added to each Abatement)</i>	\$75.00
Removal of Structure	All Cost Incurred by County**

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

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

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

Attachment: Schedule of Fees 21-22 FINAL13May21 (3003 : Proposed 2021-2022 Budget)

CAMDEN COUNTY
Parks & Recreation
Fee Schedule

Recreation Youth Sports Registration Fees:

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

Recreation Youth Sports Sponsor Fee:

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

Saturday Night Open Gym for Basketball

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

Thursday Night Open Gym for Adult Volleyball

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

Attachment: Schedule of Fees 21-22 FINAL13May21 (3003 : Proposed 2021-2022 Budget)

CAMDEN COUNTY
Register of Deeds
Fee Schedule

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

CAMDEN COUNTY
Sheriff's Department
Fee Schedule

Office Fees

Carry Concealed Permit

New	\$90.00
Renew.....	\$75.00
Weapon Purchase Permit	\$5.00
Fingerprints	\$10.00

Civil Process Service

In-State	\$30.00
Out of State	\$50.00

Other

Out of County Mental Patient Transport	\$150.00
Diskette Copy of Photos	\$10.00

Dog/Cat Tag Fee

Annual	\$5.00
Lifetime	\$30.00
Kennel Fee.....	\$20.00

Attachment: Schedule of Fees 21-22 FINAL13May21 (3003 : Proposed 2021-2022 Budget)

CAMDEN COUNTY SENIOR CENTER Center Fee Schedule

1. The Camden County Board of Commissioners permits the use of the Camden Center after 5:00 p.m. Monday through Friday to governmental agencies and civic clubs and other clubs benefiting the county without charge provided the meeting or gathering is to conduct business pertaining to that agency or club.
2. Other non-profit agencies, clubs (civic clubs, dance clubs, bridge clubs), individuals and associations are permitted to use the Center after 5:00 p.m. Monday through Friday by paying the following fees:

Maximum of 2 hours use	\$25.00
Maximum of 4 hours use	35.00
Maximum of 6 hours use	40.00
Maximum of 8 hours use	60.00
Use of the Kitchen (<i>additional</i>)	N/A

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

Maximum of 2 hours use	\$50.00
Maximum of 4 hours use	75.00
Maximum of 6 hours use	100.00
Maximum of 8 hours use	120.00
Use of the Kitchen	50.00

4. Rental Fees will not include the use of the Senior Citizens Craft Room, Exercise Room or the office space in the Center.
5. Alcoholic beverages are not permitted in the Senior Center or elsewhere on County property.
6. No confetti or like material is allowed in the Center. No streamers or like objects are allowed to be hung from the ceiling of the Center. All trash and garbage must be removed by the user.
7. Individuals signing the Use Agreement form will be required to provide a deposit in the amount of \$150 (made payable to Camden County) for the use of the Center and an additional \$150 (made payable to Camden County) for the use of the kitchen when obtaining the key to the Center. Fees are to be waived for Volunteer Fire Departments, Social Services Dept., Cooperative Extension Service, Schools, Homemakers' Club, Lions Club, Junior Women's Club, Ruritans and similar organizations as well as county employees.
8. Deposits will be returned when the key to the Senior center is returned, providing the facilities are left in the condition in which they were found when the user arrived and nothing has been damaged or left improperly cleaned and all furnishings and furniture have been returned to their original places.
9. Additional fees will be assessed for the following items and charged to any and all parties using the facility

Facility not left clean and orderly	\$50.00
Key not returned the next business day	\$10.00 <i>per day</i> /\$25 for Lost Key
Key not returned within three business days	<i>forfeit deposit</i>
Damage of facility or contents*	<i>forfeit deposit</i>
<i>*additional charges (legal and monetary) may apply depending on damage</i>	
10. Special use considerations not addressed in this policy require County Manager approval.

Attachment: Schedule of Fees 21-22 FINAL 13May21 (3003 : Proposed 2021-2022 Budget)

CAMDEN COUNTY
Tax Administration Office
Fee Schedule

Golf Cart Permits

Annual Fee	\$20.00
Late Listing Fee (for sticker)	\$50.00
Non-Compliance	\$150.00

BEER AND WINE FEES

(License period: May 1 through April 30 each year)

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

Beer at retail:

Off premises	\$5.00
On premises	\$25.00
Beer "on and off premises"	\$30.00

Wine at retail:

Off premises	\$25.00
On premises	\$25.00
Wine "on and off premises"	\$50.00

Beer and Wine:

Beer & Wine "off premises"	\$30.00
Beer & Wine "on premises"	\$50.00
Beer & Wine "on and off premises"	\$80.00

Attachment: Schedule of Fees 21-22 FINAL13May21 (3003 : Proposed 2021-2022 Budget)

CAMDEN COUNTY South Camden Water & Sewer Water Fee Schedule

WATER SERVICE FEES

MONTHLY BASE RATE:

<u>Gallons</u>	<u>Cost</u>
0-2,000	\$25.00 per month

ADDITIONAL MONTHLY USAGE:

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

Local Govt/Board of Education/Commercial Same as above

Bulk Water (except contracted sales) \$6.91 per 1,000 gal

Fire Service (sprinkler systems) Base Rate per month

Deposits:

Rent deposit: \$200

Fire Hydrant Meter: \$300

Charges & Fees:

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

Water Connection Fees:

(includes \$1,500 Tap Fee)

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

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

Attachment: Schedule of Fees 21-22 FINAL13May21 (3003 : Proposed 2021-2022 Budget)

CAMDEN COUNTY
South Camden Water & Sewer
Sewer Fee Schedule

SEWER SERVICE FEES

MONTHLY BASE RATE:

Residential* \$29.00; 0 – 2,000 gallons
Commercial \$40.00; 0 – 2,000 gallons

ADDITIONAL MONTHLY USAGE:

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

*RESIDENTIAL: Includes Apartment & Townhouse Units

GOVERNMENTAL & SCHOOLS:

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

HIGH STRENGTH: \$11.50 each additional 1,000 gallons

Day Care, Hospitals, Nursing Homes, Laundromats, Restaurants, Doctors, Dentists, Beauty Shops, Grocery Store, Convenient Store, Funeral Homes, Car Washes, Dry Cleaners

CONNECTION FEES

SEWER TAP FEE:

Low pressure main with ¾ inch water service: \$8,300
Gravity 4" connection: \$ 3,500

COMMERCIAL: Fees are based on water meter size

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

SEWER CAPACITY FEE:

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

Attachment: Schedule of Fees 21-22 FINAL13May21 (3003 : Proposed 2021-2022 Budget)

ADDITIONAL FEES/FINES

Parts and Labor:

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

Parts:

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

Labor:

\$35 per man per hour

\$75 per hour for backhoe

\$10 per foot for bores up 2”

Repairs requiring contracted labor will be charged at invoice cost.

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

Attachment: Schedule of Fees 21-22 FINAL13May21 (3003 : Proposed 2021-2022 Budget)

CAMDEN COUNTY
Public Records
Fee Schedule

Copy Fees:

Public Records (Black/White)

8 ½ x 11 and 8 ½ x 14..... \$.15/page

With printed pictures \$.30/page

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

Public Records (Color)

8 ½ x 11 with Pictures \$.50/page

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

Attachment: Schedule of Fees 21-22 FINAL13May21 (3003 : Proposed 2021-2022 Budget)

CAMDEN COUNTY
Public Library
Fee Schedule

Copy Fees:

8 ½ x 11 and 8 ½ x 14 (Black /White).....	\$.10/page
8 ½ x 11 and 8 ½ x 14 (Color).....	\$.25/page
11 x 17 (Black /White).....	\$.20/page
11 x 17 (Color).....	\$.50/page
Incoming Fax	\$.10/page
Outgoing Fax.....\$1.00 up to 10 pages, add'l \$.10/page over 10 (local & toll free)	
Outgoing Fax.....\$1.25 up to 10 pages, add'l \$.10/page over 10 (long distance)	
Inter Library Loan.....	\$3.50
Proctoring.....	No Charge

Attachment: Schedule of Fees 21-22 FINAL13May21 (3003 : Proposed 2021-2022 Budget)

CAMDEN COUNTY Stormwater/Watersheds Maintenance Fee Schedule

Rate Structure

	\$	1. FCPA
+	\$	2. ERU
+	\$	3. GA
=	\$	<i>Total Fee/Parcel</i>

1. **FCPA – Fixed Cost Per Account** = Currently Estimated at .64 per Parcel
2. **ERU – Impervious Area Rate -Equivalent Residential Units Rate**
 **Average Impervious Area of a Single Family Residence = 4,500 sq. ft. = 1 ERU (Equivalent Residential Unit) which is approximately 1/10 of an acre.
3. **GA – Gross Acreage Rate in \$/acre** - See Table Below

Rate Table

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

Per Single Family Home

**exemptions itemized in the stormwater ordinance.*

Attachment: Schedule of Fees 21-22 FINAL13May21 (3003 : Proposed 2021-2022 Budget)

CAMDEN COUNTY Approved Fee Schedule Certification

Continuing Authority of Commission

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

Same-False statements

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

The forgoing instrument was duly approved and adopted at a meeting of the Camden County Board of Commissioners, said meeting date June 7th , 2021.

ATTEST:

Ross B. Munro, Vice Chairman
Camden County Board of Commissioners

Karen M. Davis
Clerk to the Board of Commissioners

Attachment: Schedule of Fees 21-22 FINAL13May21 (3003 : Proposed 2021-2022 Budget)



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Public Hearings

Item Number: 5.B

Meeting Date: June 07, 2021

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

Item Title **Proposed 2021-2025 Capital Improvement Program**

Attachments: CIP21-25_Final_Signed (PDF)

Summary:

Upon completion of Public Hearing, add the 2021-2025 Capital Improvement Program to the agenda for consideration.

Recommendation:

Approval.



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

Capital Improvement Program (CIP) 2021-2025

Public Hearing
Monday June 7, 2021

Attachment: CIP21-25_Final_Signed (3004 : Proposed 2021-2025 Capital Improvement Program)

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June 7, 2021

Camden County Board of Commissioners

Tom White, Chairman
 Ross Munro, Vice Chairman
 Clayton Riggs
 Randy Krainiak
 Tiffney White

Re: Fiscal Year 2021-2025 Recommended Capital Improvement Program (CIP)

Chairman White and Members of the Board:

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

Financial policy specific to how the County governs the issues of debt, fees & user charges, fund balances, competitive employment, and the ad valorem tax rate are shown in the attached Resolution No. 2007-06-04. This Resolution puts in place measures to ensure the financial strength of the County government as well as protecting the taxpayer. In addition, the Board of Commissioners created a Capital Reserve Fund as a mechanism with which to fund critical, non-school, county infrastructure projects.

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

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

A significant project included in the 2018-2022 CIP is the engineering and design of a new Administration Campus Complex on the acquired site across from the Historic Courthouse. The proposed administration building was discussed by the Board of Commissioners and approved during the November 2016 board meeting. Since that decision the BoC decided to approach this project in Two Phases. The First phase is the Library and all the infrastructure necessary to support the second phase. That started in May 2021. The second phase will start when the BoC decides to relocate the existing departments from the current buildings.

Phase 1. The Library. The current building housing the library is being leased and the lease will expire in September 2021. The owner has already stated they will not renew the lease when it expires. When the new library is complete the funds used for leasing the current building will be applied to the loan payment for the complex. Boomerang Design, Raleigh, NC is the lead architect for designing the Library and MB Kahn is the Manager at Risk. The library is a tremendous asset for the citizens and children of Camden County.

Phase 2. The Administration / Multi-Purpose Buildings. When completed the Administration Building will house the Planning Department, Water Department, Tax Department, Human Resources, Finance, Economic Development, The Clerk to the Board, and the County Manager. This building will also have much needed conference rooms and a board room for the Board of Commissioners.

The Multi-Purpose building. This building will house the Parks and Recreation Department and the Senior Center. The building will have a space large enough to accommodate basketball, volleyball, bleachers, civic meeting rooms, staff offices, and a raised stage for conferences and special events. The Senior Center will have a large meeting room for activities, exercise room, staff offices, and a shared kitchen for daily meal preparations and catering events. It is anticipated this building could receive the most use of the 3 buildings and will become a hub of activity for many events.

Once the current Senior Center space is vacated it will be available for the Sheriff's Office to occupy. The Sheriff's Office is operating at maximum capacity and is in dire need of a space that can be converted to areas where evidence and special equipment can be secured as well as a holding area. When all departments have re-located to the administration building, the Sheriff's Office will occupy the existing building and have access to the existing parking area compound. Once complete this will become a secure area.

During the 2020 election in November the citizens had the opportunity to vote as to whether they supported building a new high school. The question was placed as a referendum on the ballot and the citizens voted overwhelming support moving forward with a new high school. MB Kahn was selected to conduct a feasibility study to analyze the current and future needs. The study was completed and MB Kahn was hired as the Manager at Risk for the project. Mosely Architects was also selected as the architect for project design. A ground-breaking ceremony was held in May 2021 with a projected completion date of September 2023.

As the COVID 19 pandemic starts to subside the consequences are starting to be felt in the economy. The fact that prices for so many items are rising and seem likely to do so for at least the next several months. There are widespread shortages of raw materials and parts that are magnifying costs. Builders can't find enough lumber to build new homes. Manufacturers are anxious for more steel, copper, and other commodities. Supply bottlenecks have occurred

because companies were caught off guard by the speed of the economic recovery from the pandemic, with most consumers flush with cash, after multiple stimulus checks, and spending freely. With everyone now ramping up at once, manufacturers, shipping firms, miners and agricultural companies can't keep up. Most economists agree the economy is taking a major hit and will not rebound quickly. That being said, I'm an optimist, and truly believe the future for Camden County is very positive as we continue working together to make the County a better place for everyone.

It will take all of our collective skills along with wise and thoughtful decisions to have the vision to continue to advance the critical capital projects identified in this document.

Respectfully Submitted,



Kenneth L. Bowman
County Manager

Introduction

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

Purposes of Capital Improvement Planning:

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

Planning Process

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

Financial Policy

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

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

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

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

For the past eleven years Camden County has embarked on a very conservative fiscal policy working to ensure growth in the fund balance and a stronger financial position for the county government. The total unreserved and undesignated general fund balance was \$6.5 million at the end of FY2020-21. The maintenance of a healthy fund balance must be continued so the County has the ability to arrange financing for large projects that have been identified.

Project Evaluation

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

Project Evaluation Criteria

Sections	Questions Considered When Evaluating Projects
Department Ranking	<ul style="list-style-type: none"> ➤ What is the departmental priority/ranking for project?
Legal Mandates/Safety	<ul style="list-style-type: none"> ➤ Does the project enable the County to fulfill a new or existing state of federal mandate? ➤ Does the project eliminate an immediate safety hazard for County citizens or employees?
Demonstrated Need/Timing	<ul style="list-style-type: none"> ➤ When does the project need to be completed? Is the project related to another priority project?

Impact on Operating & Maintenance Costs	<ul style="list-style-type: none"> ➤ Will the project save the County future operating costs? ➤ Will the project improve operating efficiency? ➤ Will maintenance cost be reduced if the project were undertaken? ➤ Will the project generate additional operating revenue or will it generate additional expense?
Impact on Quality of Life	<ul style="list-style-type: none"> ➤ Will the project improve the quality of life of the County's citizens?
Addresses a deficiency in provision of public services	<ul style="list-style-type: none"> ➤ Is the County unable to provide basic services if the project is not completed? ➤ Are current services in the project area inadequate? ➤ Does the project improve County services?
Linkage to Board of Commissioners' Vision Statement, other Long Range Plans, or Community Support	<ul style="list-style-type: none"> ➤ Does the project help to meet the priorities established by the Vision Statement/goals or other long-range plans? ➤ How will the project help further these priorities? ➤ Does the project have citizen or community support? ➤ Does the project service a special need of the community?
Funds/grants available from state, federal, and other sources	<ul style="list-style-type: none"> ➤ Besides County general fund revenues, what funding sources are available to fund this project? ➤ Can fees or revenues other than taxes be raised to cover this project's cost?
Extent of secondary benefits	<ul style="list-style-type: none"> ➤ Are there intangible benefits to completing the project? ➤ Are there benefits to the project that are not otherwise considered in the evaluation?
Comments	<ul style="list-style-type: none"> ➤ What comments do you have about the project that needs to be considered by the Board of Commissioners?

Revenue Sources & Debt Service

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

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

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

Revenue Sources:

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

Revenue Sources & Debt Service

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

Funding Method for County Capital Reserve Fund

Land Transfer Tax: The Land Transfer Tax is placed in a Capital Reserve fund to support projects in the Capital Improvement Plan and transfers from General Fund balance when it is in excess of targeted levels (Resolution No. 2007-06-04).

It is projected that the Land Transfer tax will generate approximately \$550,000 in FY 2020-2021. These funds are applied to approved capital projects and debt service. Currently \$.01 of the county-wide ad valorem tax rate generates approximately \$103,000 in taxes collected by Camden County.

School Capital Reserve Fund

The School Capital Reserve Fund will continue to be the primary means the county uses to fund school capital projects. Currently capital projects are funded by that portion of the Article 40 & 42 sales tax that is earmarked for school construction by the state. The county also may request funds through the State Public School Building Capital Fund. Lottery proceeds are annually appropriated to this Fund and reserved for School Capital projects. Articles 40 & 42 Sales Tax will generate approximately \$550,000 annually that goes into the School Capital Reserve Fund. It needs to be noted that falling tax revenue is going to be a problem for Camden County due to the COVID-19 virus. Sales taxes on retail, restaurants and hotel rooms are all taking a hit, as is the state's income tax. From a finance perspective it is this unknown that local leaders need to be very cautious with moving forward with increasing debt.

Enterprise Fund

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

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

County Fire Districts

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

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

Adoption of Unified County Government

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

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

Capital Project Narrative Descriptions:

The Capital Project narratives are organized in the following categories:

- A. **Approved/Funded** - Approved and Funded by vote of the Camden County Board of Commissioners;
- B. **Recommended/Unfunded** - Recommended projects by the Camden County Manager but currently Unfunded; and
- C. **Identified/Unfunded** - Projects that have been identified by Staff but currently not funded.

Capital Project Narratives

A. Approved/Funded:

1. Construction of Raw Water Well

Project Description:

Priority Level: 1

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

Recommended Solution: In FY 2019-2020 install test wells and obtain engineering design plans and construction cost estimate. The test well results for two wells are good so it is anticipated the construction of a new well will start either on the site on Seymour Drive or 343 South, in 2021-2022.

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

Alternatives: None

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

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

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

Professional Design Work Detail: None

Operating Impact: Additional utilities and equipment maintenance costs.

2. Waste Water Expansion - US 158 East from Hardees to Country Club Road

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

Priority Level: 1

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

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

Alternatives: Commercial and Residential development is adversely affected without the sewer line extension.

Stage of the Project: McGill Associates has prepared a feasibility study to include construction cost estimates. An estimate has been prepared by McGill Associates. Project material costs and petroleum price are increasing adding to the cost estimates already received.

Relation to Other Projects: This project is required to attract and support new and existing businesses such as Towne Bank in Camden County. Wastewater service would have apposite impact with developing the area adjacent to Shell Station. Also, residents along the Pine Street area have expressed a strong interest in wastewater service due to a variety of system failures. The extension would also increase the line size of the existing force main from Lamb’s Marina to the Courthouse Pump Station to support the additional flows.

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

Professional Design Work Detail: None. Feasibility study completed October 2013, however, the engineering design will need to be updated.

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

Cost to Hookup: The cost to each property owner has not been determined at this time due to increases in materials and labor. Once the sewer line has been installed and owners are notified the line is operational they will be required to connect within a reasonable amount of time (to be determined by the County).

B. Recommended/Unfunded:

1. South Mills Waste Water Expansion and Disposal (Plant)

Priority Level: 2

Project Description: The South Mills Wastewater Treatment Plant will need additional treatment capacity and disposal to handle the increased flow demands from the residential developments that are currently proposed. A PER was conducted to evaluate the options for increased wastewater treatment capacity and the cost for each. The cost to add 100,000 GPD of capacity to the existing treatment plant and disposal was approximately \$9M. This expansion would handle the first two building phases in the residential development and provide information on how much additional treatment capacity is needed.

Define Problem: Current Treatment Plant has approximately 10,000 GPD of treatment

capacity left and two large residential subdivisions are under development.

Recommend Solution: Construct additional capacity at the existing wastewater treatment plant.

Alternatives: Build a new wastewater treatment plant, or require developer to build a wastewater treatment plant to handle wastewater flow produced by new development.

Stage of the Project: A P.E.R. was completed to determine the most cost-effective alternatives for increased wastewater treatment capacity.

Professional Design Work Detail: None to date.

Operating Impact: The operating impact would be minimal.

2. South Mills Waste Water Treatment Plant (High Rate Filtration Pond)

Priority Level: 2

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

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

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

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

Stage of the Project: Eastern Carolina Engineering has prepared a preliminary soils boring test analysis at the current WWTP spray fields site. The testing shows the soils at the spray field site would support the high rate disposal system.

Professional Design Work Detail: None to date.

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

3. Phase II Public Services Complex

Priority Level: 2

Project Description: Construction of a Public Services Complex that will serve the needs of county residents in a safe and efficient manner. This project will be built in

2 phases. The Library (1st Phase) is currently under construction with a completion date of December 2021. The 2nd Phase consists of the construction of the Administration Building and the Civic Center / Senior Center.

Project Definition and Justification

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

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

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

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

Alternatives: Continue business in current structure.

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

Relation to Other Projects: Completion of this project will free up space currently occupied by the Senior Center for use by the Sheriff's Office. It will also allow for the demolition of the space that is currently occupied by the Planning Department, Water and Sewer, and Tax Administration. The building itself is old and run-down beyond full recovery due to the materials themselves (wood structural members) and are decaying from mold or rot. This space has outlived its practicality and is not conducive to a safe work environment.

Professional Design Work Detail: The architectural design services for the Library (Phase I) is programmed for FY 2021-2022. Boomerang Design, Raleigh, NC has been selected as the design firm and MB Kahn is the Manager at Risk. Target date for completion of the Library is December 2021. Design services will be determined when the decision is made to move forward with Phase II.

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

4. US 158 Sidewalk Extension

Project Description:

Priority Level: 2

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

Recommended Solution: Require private development to install sidewalks within developments and construct public sidewalks to develop an eventual sidewalk network within the core area. The first section of sidewalks has been constructed around the Town Center project and in front of the high school.

The proposed project is to extend the existing sidewalk in front of the high school approximately 1900 linear feet to the Camden Square shopping and restaurant center. A&E cost approximately \$8,500 and is included in cost estimate.

Alternatives: None

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

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

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

Professional Design Work Detail: None

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

C. Identified/Unfunded:

1. South Mills Boat Ramp and Park

Priority Level: 3

Project Description: Obtain property and construct a small Community Park in the South Mills Township area.

Project Definition and Justification

Define Problem: As the County's population grows, demand for recreation space and activities will increase. Parks are an integral element of strong communities and promote healthy living activities, especially when located in or in close proximity to residential areas. Currently all county park facilities are located in the courthouse township at Grandy Elementary School. The distance from South Mills to the one central community park is an obstacle to pursuing both organizational and independent recreation, and the existing community park has little if any room for expansion of park or parking areas.

Recommended Solution: Purchase 10 to 20 acres for construction of a community park with both active and passive recreation areas including baseball/soccer fields, playground equipment, and picnic shelter. Limited funding may be generated from requiring fees in lieu of land dedications for new residential subdivisions. As part of this process, the County is pursuing the construction of a boat ramp and parking area on a 5-acre tract at Turner's Cut and Union Camp Road.

Alternatives: N/A

Stage of Project: Researching available land and opportunities

Relation to Other Projects: Allows expansion of outdoor recreational offerings.

Professional Design Work Detail: None started at this time. Will need a general park design to identify land requirements, prior to locating alternative sites possibilities.

Operating Impact: The project will increase Parks and Recreation operations and maintenance budget.

Resolution No. 2007-06-04

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

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

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

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

Debt-

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

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

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

Fees & User Charges -

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

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

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

Fund Balance -

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

General Fund balances in excess of targeted levels may be transferred to the County's Capital Improvement Plan (CIP).

Competitive Employment -

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

Tax Rate -

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

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

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

Adopted this 4th day of June, 2007

Jeffrey Jennings, Chairman

Attest:

Ava Gurganus, Clerk to the Board



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Public Hearings

Item Number: 5.C
Meeting Date: June 07, 2021

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

Item Title **Camden County Library Financing - Ken Bowman**

Attachments: PH_Prelim. Resolution_Approving Resolution (June 7)-Camden 2021 IFA (DOC)

Summary:

The Board of Commissioners will hold a Public Hearing in connection with a proposed installment financing agreement to finance the acquisition, construction and equipping of a new Public Library and Administrative Complex for the County of Camden, North Carolina. Based on the significant increases in materials and construction costs over the past 12 months, there is a need to increase the financing to cover those costs.

Recommendation:

Hold Public Hearing and consider both the Preliminary Findings Resolution and Approving Resolution as required by the Local Government Commission.

The Board of Commissioners for the County of Camden, North Carolina met in a regular meeting at the Upstairs Historic Courtroom located at 117 North 343 in Camden, North Carolina, at 7:00 p.m. on June 7, 2021.

Present: Vice Chair Ross Munro, presiding, and Commissioners

Absent: Commissioners

Also Present: _____

* * * * *

The Chair announced that this was the hour and day of the public hearing on a proposed installment financing agreement to be entered into by the County of Camden, North Carolina (the “County”) pursuant to Section 160A-20 of the General Statutes of North Carolina in an amount not to exceed \$4,650,000 for the purpose of providing funds, together with any other available funds, to pay the costs of acquiring, constructing and equipping a new public library complex for the County (the “Project”). To secure its obligations under the Agreement, the County will grant a lien on all or a portion of the site of the Project, together with any improvements or fixtures located or to be located thereon.

The Chair acknowledged due publication of a notice of public hearing in a newspaper with general circulation in said County as required by Section 160A-20 of the General Statutes of North Carolina and directed the Clerk to the Board of Commissioners to attach the affidavit showing publication in said newspaper on a date at least ten (10) days prior to the date hereof as Exhibit A hereto.

The Chair then announced that the Board of Commissioners would immediately hear anyone who might wish to be heard on the advisability of the proposed Project or financing as described above.

A list of any persons making comments and a summary of such comments are attached as Exhibit B hereto.

All statements and comments were duly considered by the Board of Commissioners.

Thereupon, Commissioner _____ introduced the following resolution the title of which was read and a copy of which had been distributed to each Commissioner:

Attachment: PH_Prelim. Resolution_Approving Resolution (June 7)-Camden 2021 IFA (3007 : Camden County Library Financing - Ken Bowman)

RESOLUTION MAKING CERTAIN FINDINGS AND DETERMINATIONS REGARDING THE FINANCING OF A NEW PUBLIC LIBRARY AND ADMINISTRATIVE COMPLEX FOR THE COUNTY OF CAMDEN, NORTH CAROLINA PURSUANT TO AN INSTALLMENT FINANCING AGREEMENT AND REQUESTING THE LOCAL GOVERNMENT COMMISSION TO APPROVE THE FINANCING ARRANGEMENT

BE IT RESOLVED by the Board of Commissioners (the “Board”) for the County of Camden, North Carolina (the “County”) as follows:

Section 1. The Board does hereby find and determine as follows:

(a) The Board has determined to proceed with the acquisition, construction and equipping of a new public library complex for the County (the “Project”).

(b) After a public hearing and due consideration, the County has determined to consider entering into an installment financing agreement (the “Agreement”) in the aggregate principal amount not to exceed \$4,650,000 for the purpose of financing the cost of the Project and the fees and expenses associated with the Agreement.

(c) The County will enter into the Agreement with Truist Bank (the “Lender”), pursuant to which the Lender will advance to the County amounts sufficient to pay the costs of financing the Project, and the County will repay the advancement in installments (the “Installment Payments”).

(d) In order to secure the Installment Payments, the County will grant a lien on all or a portion of the site of the Project, together with any improvements or fixtures located or to be located thereon.

(e) It is in the best interest of the County to enter into the Agreement in that such transaction will result in providing financing for such Project in an efficient and cost effective manner.

(f) Entering into the Agreement is preferable to a general obligation bond and revenue bond issue in that (i) the County does not have the constitutional authority to issue non-voted general obligation bonds pursuant to Article V, Section 4 of the North Carolina Constitution because the County has not retired a sufficient amount of debt in the preceding fiscal year to issue a sufficient amount of general obligation bonds for the Project without an election; (ii) the nature of the financing does not allow for the issuance of revenue bonds; (iii) the cost of the Project exceeds the amount to be prudently provided from currently available appropriations and unappropriated fund balances; (iv) the circumstances existing require that funds be available to commence construction of the Project as soon as practicable and the time required for holding an election for the issuance of voted general obligation bonds pursuant to Article V, Section 4 of the North Carolina Constitution and the Local Government Bond Act will delay the commencement of construction of the Project by several months; and (v) there can be no assurances that the

Project will be approved by the voters and the necessity of such Project dictates that the Project be financed by a method that assures that such Project will be constructed in an expedient manner.

(g) It has been determined by the Board that the cost of financing the Project through an installment financing agreement is reasonably comparable to the costs of issuing general obligation bonds or other available methods of financing and is acceptable to the Board.

(h) Counsel to the County will render an opinion to the effect that the proposed undertaking as described above is authorized by law and is a purpose for which public funds may be expended pursuant to the Constitution and laws of the State of North Carolina.

(i) The debt management policies of the County have been carried out in strict compliance with law, and the County is not in default under any obligation for repayment of borrowed money.

(j) Any increase in taxes necessary to meet the sums to fall due with respect to the Agreement will not be excessive.

Section 2. The Board hereby authorizes, ratifies and approves the filing of an application with the Local Government Commission for approval of the Agreement and requests the Local Government Commission to approve of the Agreement and the proposed financing in connection therewith.

Section 3. This resolution shall take effect immediately upon its adoption.

Upon motion of Commissioner _____, the foregoing resolution was adopted by the following vote:

Ayes: _____

Noes: _____

_____ introduced the following resolution, the title of which was read and a copy of which had been distributed to each Commissioner:

RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF AN INSTALLMENT FINANCING AGREEMENT, A DEED OF TRUST, A PROJECT FUND AGREEMENT AND RELATED DOCUMENTS IN CONNECTION WITH THE FINANCING OF A NEW PUBLIC LIBRARY AND ADMINISTRATIVE COMPLEX FOR THE COUNTY OF CAMDEN, NORTH CAROLINA

BE IT RESOLVED by the Board of Commissioners (the “Board”) for the County of Camden, North Carolina (the “County”) as follows:

Section 1. The Board does hereby find and determine as follows:

(a) There exists in the County a need to finance the costs of acquiring, constructing and equipping a new public library complex for the County (the “Project”).

(b) After a public hearing and due consideration, the Board has determined that the most efficient manner of financing the Project will be through entering into an Installment Financing Agreement, to be dated as of the date of delivery thereof (the “Agreement”), with Truist Bank (the “Lender”) pursuant to Section 160A-20 of the General Statutes of North Carolina, as amended. Pursuant to the Agreement, the Lender will advance moneys to the County in an amount sufficient to pay the costs of the Project and the financing costs relating thereto, and the County will repay the advancement in installments, with interest (the “Installment Payments”).

(c) In order to secure its obligations under the Agreement, the County will execute and deliver a Deed of Trust, to be dated as of the date of delivery thereof (the “Deed of Trust”), granting a lien on all or a portion of the Project, together with all improvements and fixtures located or to be located thereon.

(d) In order to provide for the deposit and investment of amounts advanced by the Lender to the County pending disbursement thereof to pay costs of the Project and related financing expenses, the County will execute and deliver a Project Fund Agreement, to be dated the date of delivery thereof (the “Project Fund Agreement”), between the County and the Lender.

(e) There has been presented to the Board at this meeting drafts of the Agreement, the Deed of Trust and the Project Fund Agreement.

Section 2. In order to provide for the financing of the Project, the County is hereby authorized to enter into the Agreement and receive an advancement pursuant thereto in a principal amount not to exceed \$4,650,000. The County shall repay the advancement in installments due in the amounts and at the times set forth in the Agreement. The payments of the installment payments shall be designated as principal and interest as provided in the Agreement. The interest rate payable under the Agreement shall be 2.25% per annum (subject to adjustment as provided in the Agreement) and the final maturity shall not exceed June 1, 2036.

Section 3. The Board hereby approves the Agreement, the Deed of Trust and the Project Fund Agreement in substantially the forms presented at this meeting. The Chair or the Vice Chair of the Board, the County Manager and the Finance Officer of the County are each hereby

authorized to execute and deliver on behalf of the County said documents in substantially the forms presented at this meeting, containing such modifications as the person executing such documents shall approve, such execution to be conclusive evidence of approval by the Board of any such changes. The Clerk to the Board or any Deputy or Assistant Clerk to the Board for the County is hereby authorized and directed to affix the official seal of the County to said documents and to attest the same as may be required.

Section 4. No deficiency judgment may be rendered against the County in any action for breach of any contractual obligation authorized pursuant to this resolution and the taxing power of the County is not and may not be pledged directly or indirectly to secure any moneys due under any contract herein authorized.

Section 5. The Chair or the Vice Chair of the Board, the County Manager, the Finance Officer and the Clerk to the Board for the County, and any other officers, agents and employees of the County, are hereby authorized and directed to execute and deliver such closing certificates, opinions, agreements and other items of evidence as shall be deemed necessary to consummate the transactions described above.

Section 6. The officers, agents and employees of the County are hereby authorized and directed to do all acts and things required of them by the provisions of this resolution, the Agreement, the Deed of Trust and the Project Fund Agreement for the full, punctual and complete performance of the terms, covenants, provisions and agreements of the same.

Section 7. This resolution shall take effect immediately upon its adoption.

Upon motion of Commissioner _____, the foregoing resolution entitled "RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF AN INSTALLMENT FINANCING AGREEMENT, A DEED OF TRUST, A PROJECT FUND AGREEMENT AND RELATED DOCUMENTS IN CONNECTION WITH THE FINANCING OF A NEW PUBLIC LIBRARY AND ADMINISTRATIVE COMPLEX FOR THE COUNTY OF CAMDEN, NORTH CAROLINA" was adopted by the following vote:

Ayes: _____

Noes: _____

* * * * *

I, Karen M. Davis, Clerk to the Board of Commissioners for the County of Camden, North Carolina, DO HEREBY CERTIFY that the foregoing is a true copy of such much of the proceedings of said Board of Commissioners for said County at a regular meeting held on June 7, 2021, as it relates in any way to the holding of a public hearing and the adoption of the foregoing resolutions relating to an installment financing by said County and that said proceedings are recorded in the minutes of said Board of Commissioners.

I DO HEREBY FURTHER CERTIFY that proper notice of such regular meeting was given as required by North Carolina law.

WITNESS my hand and official seal of said County this 7th day of June, 2021.

[SEAL]

Clerk to the Board of Commissioners

Attachment: PH_Prelim. Resolution Approving Resolution (June 7)-Camden 2021 IFA (3007 : Camden County Library Financing - Ken Bowman)

EXHIBIT A

[Attach publisher's affidavit evidencing publication of Notice of Public Hearing]

EXHIBIT B

[A list of any persons making comments and a summary of such comments to be attached. If no comments are made, please insert “None”.]



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.A
Meeting Date: June 07, 2021

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

Item Title **April Monthly Report**

Attachments: april2021monthlyreport (PDF)

Summary: April Monthly Report

Recommendation: Review and approve

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

OUTSTANDING TAX DELINQUENCIES BY YEAR

<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>
2020	177,082.24	9,984.47
2019	74,220.24	3,854.95
2018	31,325.42	1,928.05
2017	21,338.29	1,959.72
2016	9,484.25	1,253.37
2015	6,977.81	695.83
2014	9,893.85	1,030.08
2013	6,721.86	4,694.65
2012	5,683.74	7,383.98
2011	4,572.09	6,259.34

Attachment: april2021monthlyreport (3023 : Tax Report - Lisa Anderson)

TOTAL REAL PROPERTY TAX UNCOLLECTED	347,299.79
TOTAL PERSONAL PROPERTY UNCOLLECTED	39,044.44
TEN YEAR PERCENTAGE COLLECTION RATE	99.49%
COLLECTION FOR 2021 vs. 2020	57,411.01 vs. 76,621.21

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2020	97.64%
2019	98.99%
2018	99.56%

THIRTY LARGEST UNPAID ACCOUNTS

SEE ATTACHMENT "A"

THIRTY OLDEST UNPAID ACCOUNTS

SEE ATTACHMENT "B"

Attachment: april2021monthlyreport (3023 : Tax Report - Lisa Anderson)

EFFORTS AT COLLECTION IN THE LAST 30 DAYSENDING April 2021**BY TAX ADMINISTRATOR**71 NUMBER DELINQUENCY NOTICES SENT46 FOLLOWUP REQUESTS FOR PAYMENT SENT4 NUMBER OF WAGE GARNISHMENTS ISSUED2 NUMBER OF BANK GARNISHMENTS ISSUED1 NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR
TO DELINQUENT TAXPAYER0 NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)0 PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF
TAX ADMINISTRATOR0 NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO
COUNTY ATTORNEY0 NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR
COLLECTION (I.D. AND STATUS)0 REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS0 NUMBER OF JUDGMENTS FILED

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	5,296.25	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	02-8935-02-66-7093.0000	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	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	02-8935-01-08-8786.0000	2,768.57	2	LINWOOD GREGORY	CAMDEN	253 SLEEPY HOLLOW 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
R	02-8934-03-31-9750.0000	2,458.30	1	CAROLYN MCDANIEL	CAMDEN	195 COUNTRY CLUB RD
R	03-8965-00-37-4242.0000	2,446.21	3	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD

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Delinquencies Top-30 Unpaid

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Attachment: april2021monthlyreport (3023 : Tax Report - Lisa Anderson)

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 TILLET	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

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Delinquencies Top-30 Oldest

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Attachment: april2021monthlyreport (3023 : Tax Report - Lisa Anderson)

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	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
P	0003501	197.13	2	DIANE L. NOBLE	CAMDEN	152 158 US W

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Delinquencies Top-30 Unpaid

Attachment: april2021monthlyreport (3023 : Tax Report - Lisa Anderson)

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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

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Delinquencies Top-30 Oldest

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Personnel

Attachment: april2021monthlyreport (3023 : Tax Report - Lisa Anderson)



CAMDEN COUNTY
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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.B
Meeting Date: June 07, 2021

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

Item Title **Emergency Medical Services Agreement**

Attachments: Camden 2022-24 EMS Contract 20210414 w edits kb
(DOCX)

Summary:

The current agreement between the County of Pasquotank and the County of Camden is set to expire on June 30, 2021. The Board will consider entering into a new agreement for an additional three years.

NORTH CAROLINA
PASQUOTANK COUNTY

EMERGENCY MEDICAL
SERVICES AGREEMENT

THIS AGREEMENT is entered into this _____ day of June, 2021, by and between the **COUNTY OF PASQUOTANK**, North Carolina, a body corporate and politic existing pursuant to the laws of the State of North Carolina, (“Pasquotank”), and the **COUNTY OF CAMDEN**, North Carolina, a body corporate and politic existing pursuant to the laws of the State of North Carolina, (“Camden”):

W I T N E S S E T H:

Recitals

The following recitals are incorporated as an integral part of this Agreement.

WHEREAS, Pasquotank currently owns and operates Emergency Medical Services, (“EMS”); and

WHEREAS, Pasquotank has provided emergency medical services to Camden for many years and the current agreement is set to expire on June 30, 2021; and

WHEREAS, the parties desire to enter into a new agreement for an additional three (3) years, designating the responsibilities and duties of each; and

WHEREAS, the General Statutes of North Carolina define Emergency Medical Services as “services rendered by Emergency Medical Services personnel in responding to improve the health and wellness of the community and to address the individual’s need for emergency medical care within the scope of practice as defined by the North Carolina Medical Board in accordance with G.S. 143-514 in order to prevent loss of life or further aggravation of physiological or psychological illness or injury.”

WHEREAS, Pasquotank and Camden are authorized by N.C. Gen. Stat. §160A-461, Article 20, to enter into contracts or agreements with each other to execute this undertaking.

NOW, THEREFORE, in consideration of the terms, conditions, and covenants expressed herein the parties agree as follows:

Section One
Purpose of Agreement

The purpose of this Agreement is to continue the contractual relationship, which has existed for many years, whereby Pasquotank provides emergency medical services to Camden, within its corporate limits, in exchange for a monetary contribution.

Section Two
Term

Section 2.1 – The term of this Agreement shall commence on July 1, 2021 and shall continue for three (3) successive years.

Section 2.2 - Either party may terminate this agreement on breach by the other. Examples of breach include failure to make payments as required or failure to provide Emergency Medical Services specified. These examples are not exhaustive but illustrative. If a party desires to terminate upon breach, it shall deliver written notice intent to the other by registered mail, certified mail or hand delivery. Termination shall not become effective until thirty (30) days after receipt of such.

Section Three
Responsibilities of Parties

Section 3.1 – Responsibilities of Pasquotank: Pasquotank shall supply 24 hour Emergency Medical Services to Camden within its territorial limits for the term of this Agreement by providing a two (2) man crew and equipped ambulances for twelve (12) hours per day (7 days a week) based out of the South Camden Volunteer Fire Department Station (Station 12) and South Mills Volunteer Fire Department Station (Station 14). Based upon peak call demand as determined by Pasquotank-Camden EMS, EMS crews will be based out of the South Camden VFD (Station 12) and South Mills VFD (Station 14) twelve hours per day, seven days per week. Twelve hour shifts shall be subject to change upon review of call demand data and recommendation of the Pasquotank-Camden Emergency Services Board.

All calls dispatched in Camden when the two contracted ambulances are not available within the established districts during the outlined times of this contract will be answered by Pasquotank County based ambulances from the nearest possible location. Pasquotank shall, however, continually provide emergency medical services to Camden twenty-four (24) hours per day. Units located at Stations 12 and 14 during the assigned 12-hour period will participate in System Status Management which allows for repositioning of ambulances to provide for the best coverages possible. This may require ambulances located in Camden County to move to geographical locations other than the physical fire department from which it is based. Dependent upon call volume, a Camden-based ambulance may respond to Pasquotank County in order to appropriately provide system-wide coverage during the designated staffed hours of this contract. In return, a Pasquotank-based ambulance may respond to Camden County in order to

appropriately provide system-wide coverage during the designated staffed hours of this contract. A copy of the PCEMS System Status Management Plan can be found in Attachment A.

Section 3.2 – Responsibilities of Camden: Camden shall pay the sum of \$613,376 for the period of July 1, 2021 to June 30, 2022 (fiscal year 2021-2022) and the sum of \$630,750 for the period beginning July 1, 2022 to June 30, 2023 (fiscal year 2022-2023), and the sum of \$648,645 for the period beginning July 1, 2023 to June 30, 2024 (fiscal year 2023-2024). Included within the above amounts is an additional \$34,255 per year to cover the Community Paramedicine Services. These services may include mass vaccination clinic assistance, patient visits, and discharge prevention coordination. Additionally, Camden shall furnish an appropriate, secure facility for the two (2) ambulances to be housed on a 24-hour basis within Camden County as long as there are EMS personnel on duty or are on stand-by. Camden will also furnish telephone and internet access at its expense. Further, Camden agrees to regularly maintain the buildings to ensure they are inhabitable by EMS crews on a daily basis. Pasquotank will be responsible for damage to Camden’s facilities resulting from gross negligence or intentional acts as determined by the Fire Chief, EMS Chief, and the County Managers.

Section Four Property

There will be no joint ownership of real or personal property pursuant to this Agreement, except as may be established by an amendment pursuant to Section 5.

Section Five
Amendment

This Agreement may not be modified or amended except by subsequent written modification approved and authorized by the governing bodies of each party and signed by authorized representative of both parties.

Section Six
EMS Board

The Pasquotank-Camden Emergency Medical Service Board is hereby created, comprised of:

- 2 – Pasquotank County Board of Commissioners designees
- 2 – Camden County Board of Commissioners designees
- 1 – Medical Director
- 1 – Rescue Squad Chief
- 1 – Rescue Squad President
- 1 – Hospital Liaison
- 1 – Hospital Administrator

Each member shall have one vote. The Pasquotank and Camden County Managers shall serve as ex-officio, non-voting members. This Board (EMS Board) shall serve in an advisory capacity to the Pasquotank County Board of Commissioners regarding operation of the Emergency Medical Service Department. Any personnel matter involving an employee(s) of Emergency Medical Services shall be administered by Pasquotank County pursuant to its Personnel Policy.

Section Seven
Severability

If any provisions of this Agreement are held, for any reason, to be unconstitutional, unenforceable, invalid, or illegal in any respect, such decisions shall not affect or impair any of the remaining provisions and the parties shall, to the extent they deem necessary and appropriate, take such actions to correct the unconstitutional, unenforceable, invalid, or illegal provision. It is the intent of the parties this Agreement would have been approved and executed had such unconstitutional, unenforceable, invalid or illegal provision been excluded.

Section Eight
Entire Agreement

This instrument contains the entire Agreement between the parties, and no statement, oral or written, made by either party or agent of either party that is not contained in this written Agreement shall be valid or binding.

Section Nine
Remedies

This Agreement is enforceable by all remedies available in law or equity. Failure or delay to exercise any right, remedy, privilege hereunder shall not operate as a waiver of such.

Section Ten
Duplicate Originals

This Agreement shall be executed by the parties in duplicate originals, each of which, when executed, shall constitute this same Agreement.

Section Eleven
Governing Law

This Agreement shall be governed in accordance with the law of the State of North Carolina.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first above written, the Agreement having been approved by the respective governing bodies of both Pasquotank and Camden.

CAMDEN COUNTY

Ross B. Munro, Vice Chairman
Board of Commissioners
Date & Time:_____

ATTEST:

Clerk to the Board

(SEAL)

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

Camden County Finance Officer
Date & Time:_____

Attachment: Camden 2022-24 EMS Contract 20210414 w edits kb (3026 : Emergency Medical Services Agreement)

PASQUOTANK COUNTY

Lloyd Griffin, Chairman
Board of Commissioners
Date & Time:_____

ATTEST:

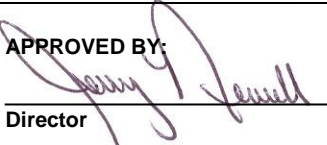
Lynn B. Scott
Clerk to the Board

(SEAL)

Attachment: Camden 2022-24 EMS Contract 20210414 w edits kb (3026 : Emergency Medical Services Agreement)

ATTACHMENT A

Pasquotank – Camden Emergency Medical Service

<p>ISSUED: 07/01/2015</p> <p>REVISED: 08/15/2015 03/04/2018</p>	<p>SUBJECT:</p> <p>MODIFIED SYSTEM STATUS MANAGEMENT</p>	<p>APPROVED BY:</p>  <p>Director</p>
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To maintain optimal EMS coverage and attempt to reduce overall response times to all areas in the Pasquotank-Camden EMS response districts.

The following will assist with optimal ambulance response times from 0800 – 2000, 7 days a week. The following modified design will be used to move medic ambulance units based on current call volume:

All Station 50 medic units out on calls

- 1st line move - ST4 medic unit moves to Body Rd/Halstead Blvd at Handee Hugos (Covers next In-city response (south of Knobbs Creek Bridge) and all calls in the ST4 primary response district)
- 1st line move - ST14 medic unit moves to Morgan’s Corner intersection at Duck Thru (Covers any response on the northside of the city (north of Knobbs Creek Bridge) and all calls in the ST14 primary response district. This ambulance can rapidly respond to calls N/S/E/W of the intersection)
- 2nd line move - ST12 medic unit moves to Hwy 343/Hwy 158 intersection at Camden Duck Thru (This moves occurs only if either 1st line is assigned to a call, crew will move and be in vehicle for rapid response N/S/E/W of intersection)

Station 4 medic unit out on calls

- 1st line move – Any available ST50 medic unit moves to Body Rd/Halstead Blvd at Handee Hugos (Preferred 1st ST50 unit in call rotation assigned to move)

Station 12 medic unit out

- 1st line move – Any available ST50 medic unit moves to Hwy 343/Hwy 158 intersection at Camden Duck Thru (Preferred 1st ST50 unit in call rotation assigned to move)

Station 14 medic unit out

- 1st line move – Any available ST50 medic unit moves to Morgan’s Corner intersection at Duck Thru (Preferred 1st ST50 unit in call rotation assigned to move)

Only 2 ambulances left to answer calls

- 1 ambulance stages at ST50 (Covers all of Pasquotank County and north of South Mills)
- 1 ambulance stages at Camden Duck Thru (Covers all of Camden County and south of South Mills)

Only 1 ambulance left to answer calls

Ambulance stages at ST50 and covers all calls

Attachment: Camden 2022-24 EMS Contract 20210414 w edits kb (3026 : Emergency Medical Services Agreement)

At the daily closing of ST14 (1900 hrs.) ST50 will cover all ST 14 district calls.

At the daily closing of ST12 (2100 HRS) ST50 will cover all ST12 district calls.

Clarification: ST14 is not responsible for ST12 calls between the hours of 0700 & 0900 and ST12 is not responsible for ST14 calls between the hours of 1900 & 2100. M12 & M14 only cover the others districts, between the hours of 0900 & 1900 (when both units are in service).

During long distance transports and extended staging times, units covering the sub-station response districts may report directly to that sub-station to answer calls for that district.

Staging should typically be assigned to the next unit in call rotation. This should be used as a guide and crews should start this move without having direction given from the Supervisor. The supervisor, at their discretion, can change this movement. This should, however, be limited to a case by case basis such as deeming that one unit can respond and arrive sooner than another unit, or during differences in staffing levels (EMT vs AEMT vs Paramedic). This Supervisor discretion goes the same for assigning units to 911 calls.

Note: In order to alleviate confusion and free-lancing, Pasquotank Central Communications will always dispatch the respected station, in which the request for service is geographically located. This is regardless of the time of day, or units available, within said district. The exception to this rule is, EMS personnel such as the Supervisor, can request/advise the dispatching of their station preference.



CAMDEN COUNTY
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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.C

Meeting Date: June 07, 2021

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

Item Title **Resolution 2021-0601: Salaries & Compensation for Various
Boards and Commissions**

Attachments: Resolution 2021-06-01 Salaries and Compensation
2021-22 (DOC)

Recommendation:
Approve and adopt resolution.



Resolution No. 2021-06-01

**A RESOLUTION OF THE
CAMDEN COUNTY BOARD OF COMMISSIONERS
SALARIES AND COMPENSATION
FOR VARIOUS BOARDS AND COMMISSIONS
FISCAL YEAR 2021-2022**

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

Now, Therefore, Be It Resolved that the Camden County Board of Commissioners meeting this 7th day of June 2021 in Camden Village, Camden County, North Carolina does hereby amend the following salaries and compensation for the stated boards and commissions for the period beginning July 1, 2021 and ending June 30, 2022,

Section 1: BOARD OF COMMISSIONERS

Chairman \$750.00 per month plus mileage.

Vice-chairman/
Board Member \$725.00 per month plus mileage.

1. The monthly “salary” of the Board members shall be considered as compensation for regularly scheduled meetings of the board per the annual Meeting Calendar. Same day attendance at meetings will not be eligible for reimbursement – i.e., a closed session in advance of a board meeting.
2. Board members attending Special Meetings and Budget Work Sessions will be compensated at a rate of \$75 per meeting. Board members will be compensated up to \$75 for attendance at other board meetings they have been appointed to and not already compensated for by those boards.
3. For purposes of reimbursement, eligible meetings would include those in which the board members serve and participate by virtue of their position and/or in representation of their position as a board member and/or are an invited “participant” by staff or agency/department and may include Association Ad Hoc Committee meetings, Ground Breakings and Ribbon Cuttings or any meeting at the request of the Board of Commissioners in the Commissioner’s official capacity.

4. The following are not reimbursable expenses: Attendance to social occasions (banquets, meals (except as part of a participatory meeting), entertainment, sports, galas, fundraisers, clubs, etc.), or informal or telephonic conversations. Also alcoholic beverages, political contributions, tips greater than 18%, parking or traffic violations / fines, entertainment expenses such as tickets to sporting events or theaters, and in room movies. For any fundraisers the board decides to attend, the County will pay for the ticket if the Commissioner’s agree that the event benefits Camden County residents and serves a public purpose, however, they will not receive meeting pay for attendance. (Must be non-partisan and non-profit.)
5. Attendance at Board appointed Board Meetings (i.e. Library, DSS, ADJ) will not be reimbursable to Commissioners who are not appointed to those boards unless they are requested to attend by the appointee who is unable to attend or at the request of the Board of Commissioners in the Commissioner’s official capacity.
6. Commissioners shall receive a payment of \$150.00 per day for any meeting or day for travel to/from meeting, lasting more than four (4) hours and out of the county (90 mile radius of the Courthouse).
7. Board members are required to submit in writing a payment request in the form of an expense report (via internal form) to the Finance Officer not later than the last business day of each month. The report will contain all expenses including compensation along with a description of the meeting, date, time and place.
8. Special meeting reimbursement requests that exceed seven (7) in a month will require Board approval.

Section 2: BOARD OF ELECTIONS

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

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

Section 4: SOCIAL SERVICES BOARD

Chairman Compensation - \$35.00 per meeting plus mileage.

Board Members Compensation - \$30.00 per meeting plus mileage.

Section 5: AGING ADVISORY COUNCIL

Compensation - \$30.00 per meeting, plus mileage and meal if required.

Section 6: RECREATION BOARD

Compensation - \$30.00 per meeting, plus mileage.

Section 7: JURY COMMISSION

Compensation - \$ 7.25 per hour for hours worked compiling jury list.

Section 8: ECONOMIC DEVELOPMENT BOARD

Compensation - \$30.00 per meeting, plus mileage.

Section 9: SENIOR CENTER BOARD

Compensation - \$30.00 per meeting, plus mileage.

Section 10: LIBRARY BOARD

Compensation - \$30.00 per meeting, plus mileage.

Section 11: AGRICULTURAL ADVISORY BOARD & FIRE COMMISSIONS

No Compensation

Section 12: TRAVEL & MILEAGE REIMBURSEMENT

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

Adopted this the 7th day of June 2021.

Ross B. Munro, Vice Chairman
Camden County Board of Commissioners

ATTEST:

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

Attachment: Resolution 2021-06-01 Salaries and Compensation 2021-22 (3005 : Resolution 2021-06-01 : Salaries & Compensation for Various



CAMDEN COUNTY
NORTH CAROLINA • USA

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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.D
Meeting Date: June 07, 2021

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

Item Title **Animal Ordinance**

Attachments: Animal Ordinance DRAFT REVISED 6 1 2021
(DOCX)

Summary:

As you are aware the current Animal Ordinance for Camden County, NC was adopted in 2001 so to say the least it was overdue for review.

The Animal Control & Protection Ordinance was brought to your attention during the April 2021 board meeting when Ms Cam Smart made her presentation to the board with concerns over the situation with the hybrid wolves being located next to her property in Camden Point. (Since that time the animals have been re-located to 159 Smith Corner Road on approximately 10 acres). After a review of the current ordinance by staff it was determined that a complete rewrite was necessary in order to bring this document in line with current regulations and statutes. The document you have in front of you tonight has been updated along with reviews and comments provided by Citizens, the Sheriff's Office, County Staff, and County Attorney.

Recommendation:

Due to the absence of a Commissioner, the revised Animal Control & Protection Ordinance will be introduced for review and discussion only. By statute the full board would need to be seated to vote on this ordinance at the first presentation, however, the board may consider taking action at the July 6, 2021 Regular Meeting as long as there is a majority of board members.

CAMDEN COUNTY NORTH CAROLINA
ANIMAL CONTROL & PROTECTION ORDINANCE
Revised June 2021

CHAPTER 93: Animal Control and Protection Ordinance Revised June 7, 2021

ARTICLE 1. GENERAL

Section 1. Definitions.

For the purpose of this Ordinance, the following definitions shall apply unless the context indicates or requires a different meaning:

Abandon means to intentionally, knowingly, recklessly, unjustifiably or negligently leave an animal at a location without providing for the animal's care.

Abuse and Neglect of an animal means the following:

- a. Failing to provide an animal with adequate food and water;
- b. Molesting, harassing, injuring, setting on fire or sexually assaulting any animal in a manner causing physical pain, suffering, or death;
- c. Failing to provide appropriate medical attention for any sick, diseased, or injured animal to prevent physical pain, suffering, disability, or death;
- d. Keeping any animal under condition which causes, or could cause, physical pain, suffering, disability, or death to the animal or which increases the probability of the transmission of disease;
- e. Failing to provide adequate shelter, as defined herein; and/or
- f. Conveying or confining any type of animal in a motor vehicle, wagon, or trailer, including the bed of a truck in such manner as to cause physical pain, suffering, disability, or death.

Adequate Food means the provision at suitable intervals, not to exceed 24 hours, of a quantity of wholesome foodstuff suitable for the species and age, sufficient to maintain a reasonable level of nutrition, which is served in a sanitized receptacle.

Adequate Shelter means an enclosure having at least three solid sides, a roof, and a solid floor raised above the ground with sufficient room for the animal to move about freely and lie down comfortably which is structurally sound, water and wind resistant, maintained in good repair and constructed in a manner to provide shade from the direct rays of the sun, adequate ventilation and light. Barrel style enclosures are considered adequate provided they are kept in good repair, are waterproof and stable.

Adequate Water means a constant access to a supply of clean, fresh, potable water provided in a sanitary manner at suitable intervals for the species and not to exceed 24-hours

Adoptable Animal means an animal that, in the opinion of the Animal Control Director, is physically well, spayed or neutered, exhibits behaviors of socialization and compatibility for residing with humans and does not pose an undue risk of injury to people or other animals and which animal is considered desirable for companionship.

Animal means any live, vertebrate or invertebrate creature specifically including but not limited to: dogs, cats, farm animals, birds, fish, livestock, and reptiles.

Animal Control Officer means a staff member of the Camden County Animal Control Department authorized to enforce this Ordinance and state laws.

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, for the purpose of impounding and caring for animals found running at large or otherwise subject to impoundment in accordance with this ordinance or state laws.

Appropriate Documentation means a rabies certificate or official veterinary record validating the animal has, at least once previously, received a USDA-licensed rabies vaccination. If it was a single vaccination, then the animal must have been vaccinated at least 28 days prior to the exposure date.

At Large means any animal found off of the “real property” of its owner or keeper, not under restraint of a competent person or any animal previously determined to be dangerous or potentially dangerous not under restraint or confined to a secure enclosure while on the property of its owner.

This definition shall exclude:

- a. a dog being used by a law enforcement officer to carry out the law enforcement officer's official duties;
- b. dog being used in a lawful hunt
- c. dog working as a herding dog, or predator control dog on the property of, or under the control of, its owner or keeper.

For purposes of this definition, the term "real property" shall include any property owned or occupied by the owner of such animal, but shall not include any common areas (including without limitation, walks, drives, recreation and open space area, etc.) within any subdivision or multifamily residential development.

Attack means an animal approach which is terrorizing or threatening in manner to a reasonable person which approach was not provoked by human teasing, molestation, beating, torturing, or other harm.

Bite means skin has been penetrated by an animal's teeth or an animal seizing flesh with its teeth or jaws. This also includes scratches.

Business Day means any day of Camden County conducts routine business and the animal control facility is open to the public.

Camden County Health Department. Currently, Albemarle Regional Health Services or any other health department so designated in writing by the Camden County Board of Commissioners.

Cat means any and all domestic felines.

Confinement means to secure within a building or similar adequate shelter to prohibit animal escape unless human assistance is rendered.

Control means the power to direct, manage, oversee and/or restrict the physical action of an animal.

Cruelty and Cruel Treatment means every act of commission, omission, or neglect whereby unjustifiable pain, suffering or death is caused or permitted, or attempted to be caused or permitted against animals. Likewise include are acts or attempted acts of provocation, molesting, baiting or trapping of animals unlawfully, or any acts prohibited by State law or this ordinance.

Dangerous Dog nine:

- a. That without provocation has killed or inflicted severe injury on a person; or

- b. Any dog owned or harbored primarily or in part for the purpose of dog fighting, or any dog trained for dog fighting; or
- c. Any dog determined by the Animal Control Officer as a Potentially Dangerous Dog because the dog has engaged in previous behaviors defined as a potentially dangerous dog.

Potentially Dangerous Dog means:

- a. A dog determined by the Animal Control Officer to be potentially dangerous because it has engaged in one or more following behaviors;
 - 1. Inflicted a bite on a person resulting in broken bones, disfiguring lacerations requiring cosmetic surgery or hospitalization; or
 - 2. Killed or inflicted severe injury upon a domestic animal when not on the owner's real property; or
 - 3. Approached a person when not on the owner's property in a vicious or terrorizing manner in an apparent attitude of attack.
- b. Exclusions to the definition of Potentially Dangerous Dog are restricted to:
 - 1. A dog being used by law enforcement to carry out a law enforcement officer's official duties; or
 - 2. A dog being used in a lawful hunt; or
 - 3. A dog where the injury or damage inflicted by the dog was sustained by a domestic animal while the dog was working as a hunting dog, herding dog, or predator control dog on the property of, or under the control of, its owner or keeper, and the damage or injury was to a species or type of domestic animal appropriate to the work of the dog; or
 - 4. A dog, where the injury inflicted by the dog, was sustained by a person committing a willful trespass or other tort, was tormenting, abusing, or assaulting the dog, had tormented, abused, or assaulted the dog, or was committing or attempting to commit a crime.

Dog means any and all domestic canines.

Domestic Animal means any dog, cat, ferret that has been made tame by socialization and is fit for the human environment.

Exotic Animal means any non-indigenous, predatory carnivores including, but not limited to, lions, tigers, leopards, ocelots, jaguars, cheetah, wolves or hybrids thereof. Exclusions to the definition of Exotic animal are restricted to permitted traveling circuses or exhibits with the current authorization of an applicable federal, State, County law or permit.

Exposed to Rabies means any person or animal that has been bitten by, or otherwise come into contact with the saliva or nervous tissue of a proven rabid animal, or any animal reasonably known or suspected to have been infected with rabies that is not available for laboratory diagnosis.

Feral means a domestic animal which is not socialized.

Ferret means a domestic mammal of the genus, species, and subspecies *Mustela Putorius Furo*.

Health Director means the department head of the Camden County Health Department.

Impoundment means possession or seizure of an animal by the Camden County Animal Control Officer.

In Estrus means a female animal in what is commonly termed, "in heat", or "in season" and therefore strongly attracting male animal sexual attention.

Keeper means a person having custody of an animal or who keeps or harbors an animal or who knowingly permits an animal to remain on or about any premises occupied or controlled by such person.

Kennel means any premises wherein a person owns, boards or keeps three or more dogs or five or more cats.

Nuisance means any act of an animal or its owner, which disturbs the rights and privileges common to the public, or private enjoyment of property, or causes damage to real or personal property, threatens the safety or welfare of a member of the public. Actions defined as a nuisance include, but are not limited to:

- a. An animal at large.
- b. An animal that causes damage or soils the real or personal property of a non-owner individual.
- c. Failing to confine a female dog or cat while in estrus in a building or secure enclosure prohibiting her contact with another dog or cat, or otherwise creating a nuisance by attraction. However, this subsection shall not be

construed to prohibit intentional breeding of animals within an enclosed, concealed area on the premises of the animal owner.

- d. An animal that unlawfully chases, snaps at, or otherwise molests persons or other animals.
- e. An animal allowed, either intentionally or negligently, to loiter on public or private places or otherwise.
- f. An animal that is diseased or unsafe to the health of the public unless under the care of a licensed veterinarian or a person designated by the Health Director.

The barking of dogs, regardless of the manner or repetition of the barking, is specifically excluded as a nuisance under the purview of this section.

Owner means any person, legal entity, firm, partnership or corporation owning, keeping, having charge of or owns a possessory right in an animal.

Owner's Observation means under the owner's strict supervision and control (leash walk, fenced yard, no travel or boarding unless approved by the local department of health, including outings at parks, etc.).

There should be no contact with animals or people other than the caretaker(s) until the local health director has released the animal from the 45-day observation period.

Owner's Real Property means any real property owned or leased by the owner of an animal but does not include any public right-of-way or a common area of a condominium, apartment complex, or townhouse development.

Person means any individual, family, group of individuals, corporation, partnership, organization or institution recognized by law as a person.

Provocation means any act towards an animal that a reasonable person would expect to irritate or enrage such an animal to the extent the animal would be likely to bite or attack, including, but not limited to: teasing, harassing, beating, torturing, injuring, or intentionally causing pain to an animal. Provocation does not include any actions on the part of an individual that pertain to reasonable efforts of self-defense or defense of others.

Rabies Vector means any species commonly recognized to be a carrier of rabies, such as, but not limited to: dogs, cats, raccoons, foxes, skunks, coyote and bats.

Rabies means the acute viral disease of the central nervous system that affects humans and other mammals, also known as hydrophobia.

Rabies Vaccine means an animal rabies vaccine licensed by the United States Department of Agriculture and approved for use in this State by the Commission for Public Health.

Restraint means to limit the movement of an animal by means of a chain, leash, fence or other physical or electronic device of sufficient strength to allow control of an animal.

Secure Enclosure, unless otherwise specifically defined herein, means an enclosure from which an animal cannot escape by means of digging under, going through or jumping over, or otherwise becoming free unless freed by the owner.

Serologic Monitoring means blood testing for an animal that has been exposed to rabies when the owner is not able to provide documentation of a past rabies vaccine. It is a method for evaluating an animal's immune response as evidence of prior rabies vaccination.

Stray or Lost means any animal found within the county wandering at large which does not have an owner and does not bear evidence of identification of any owner, or any animal whose owner, if determinable, has failed to attach a valid rabies tag or identification tag for the animal.

Security Dog means any dog used, kept or maintained by its owner or keeper for the purpose of protecting any person or property.

Severe Injury means any physical injury that results in broken bones or disfiguring lacerations or requires reconstructive surgery or hospitalization.

Surrender means to relinquish all ownership rights in an animal.

Vaccination means the administration of rabies vaccine by a licensed veterinarian or a certified rabies vaccinator.

Wild Animal means any animal not domesticated. A hybrid of any animal, regardless of genetic percentages, shall be deemed a wild animal. Wild animals include: an animal that would ordinarily be confined to a zoo; normally in the wilderness of this or any other country, a species of animal not indigenous to the United States or North America; or is likely to cause a reasonable person to be fearful of significant destruction of property or of bodily harm by virtue of the appearance or conduct of the animal.

Section 2. Authority and Responsibility

This Ordinance is adopted pursuant to the authority vested in Camden County by the General Statutes of North Carolina and other applicable laws. This purpose of this Ordinance is to protect the health, safety, and welfare of Camden County residents and the

animals residing within the County and to regulate and control the conduct, keeping, and care of those animals.

Section 3. Effective Date

This Ordinance is effective upon adoption by the Camden County Board of Commissioners.

Section 4. Severability

If any section, sentence, clause, or phrase of this Ordinance is, for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

Section 5. Relation to Hunting Laws

Nothing contained in this ordinance shall be applied to conflict with the laws of the State of North Carolina regulating, restricting, authorizing or otherwise affecting dogs while used in hunting, but this exception applies only while the dogs are in the presence of the owner, keeper, or competent person, and are actually and lawfully being used for hunting or training for hunting and in compliance with applicable statutes, regulations or ordinances. This ordinance shall be read and enforced consistently with any such law.

Section 6. Animal Control Department

- a. Authority is hereby granted to the Camden County Sheriff's Office to enforce this ordinance. This ordinance may be enforced by all nonsworn animal control officers as well as by sworn law enforcement officers utilizing the additional rights, powers and immunities granted to sworn officers.
- b. Authority is hereby granted to the Camden County Sheriff's Office to establish and maintain an animal control program, to employ animal control officers and such other employee(s) as shall be determined necessary by the County, and to appoint and compensate animal control officers and such other employees in accordance with policies of the County of Camden.
- c. The Animal Control Officer shall:
 1. Have the responsibility along with law enforcement agencies, and where applicable with animal cruelty investigators, to enforce all laws of the state and all ordinances of the county pertaining to animals and shall cooperate with all law enforcement officers within the county in fulfilling this duty.

2. Enforce and carry out all laws of the state and all county ordinances pertaining to animals and rabies control in cooperation with the Health Director, except as herein provided.
 3. Be responsible for the seizure and arranging for the impoundment, where deemed necessary, of any animal in the county involved in a violation of this ordinance or any other county ordinance or state law.
 4. Make such investigations or inquiries as necessary for the purpose of ascertaining compliance with this ordinance or applicable state statute.
 5. Be empowered to issue civil penalties or notices of violation of this ordinance in such form as the Animal Control Officer may prescribe.
 6. Be empowered to enter upon private property to investigate violations of this ordinance and/or of state law and to seize and impound animals pursuant to this ordinance or by an order of a court in competent jurisdiction of this state.
- d. The Animal Control Officer shall keep, or cause to be kept, accurate and detailed records of:
1. Seizure, impoundment and disposition of all animals coming into the custody of the animal control program in compliance with the regulations enacted pursuant to the NC Animal Welfare Act.
 2. Animal bites to humans, rabies control investigations, ordinance and other violations and complaints, and their investigation.
 3. All monies belonging to the county, including but not limited to fees, penalties and donations.
 4. Any other matters deemed necessary by the Animal Control Officer.

Section 7. Ordinance Enforcement.

- a. It shall be unlawful for any person to interfere with, hinder or molest an employee of the Animal Control Department while in the performance of any duty as set out in this ordinance or to tamper or remove animal control equipment. It shall also be unlawful for any person to seek to release, attempt to release, or to release any animal in the custody of the Animal Control Department, except as otherwise specifically provided in this ordinance.

b. This ordinance shall be enforced by imposing the specific sanctions, penalties, fines and remedies described herein, by seeking injunctive relief, orders of abatement and any other means prescribed by statute or common law.

c. Enforcement of this ordinance may be by any appropriate equitable remedy, penalty, injunction, or order of abatement issuing from a court of competent jurisdiction pursuant to G.S. § 153A-123(d) and (e), or any other applicable law.

d. The Animal Control Officer or any other person duly authorized by the County may commence legal action on behalf of the County to take necessary legal steps to collect any amount for outstanding costs, fees or penalties assessed pursuant to this ordinance.

Section 8. Sanctions, penalties, fines, remedies.

a. Notwithstanding any civil penalties outlined in this ordinance, the violation of any provision of this ordinance shall be a Class 3 misdemeanor and any person convicted of such violation shall be punishable as provided in G.S. 14-4 and G.S. 153A-123 and may be subject to a fine of not more than \$500.00 or imprisonment. Such violation may be punishable by any other applicable law. Each day's violation of this ordinance is a separate offense. Payment of a fine imposed in criminal proceedings pursuant to this ordinance does not relieve a person of his liability for registration, fees, or civil penalties imposed under or pursuant to this ordinance.

b. The Animal Control Officer may cause issuance to an owner or keeper or a person in violation of this ordinance or applicable state law, warnings, notices, civil penalties giving notice of violation(s). Any such penalty issued shall impose upon the owner a civil penalty as listed in the county fee schedule. Penalties shall increase for each subsequent offense.

c. Unless otherwise specified in this ordinance, all notices or civil penalties required by this ordinance to be sent or delivered shall be made by personal service; by first class or certified mail; or by affixing the notice to the last known residence.

Section 9. Licensing of Cats and Dogs: Fee

- a. 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 ownership of a dog or cat within the county.
- b. There is hereby imposed on a person owning or keeping a kennel within the County an annual license fee as listed in the Camden County Fee Schedule.
- c. Every person owning or keeping up to two dogs or four cats shall apply to the Sheriff's Office for a license to keep 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.

- d. Every person owning or keeping a kennel shall apply annually on or before December 31 to the Sheriff's Office for a license to operate a kennel within the county or within 30 days after a kennel is first kept within the county. 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.
- e. The license fee shall be paid upon application. The license fee receipt shall constitute the license.
- f. All dogs and cats kept within the county requiring licensure shall display a permanent license tag. The tag shall be obtained from the Sheriff's Office and 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 application and payment of the fee as provided herein.
- g. The owner or keeper of dogs or cats owned, boarded or kept within a kennel and which dogs or cats are not licensed nor displaying a permanent license tag, as required, shall cause the dogs or cats to either:
 - i. 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
 - ii. Display on a collar worn by the dog or cat the name and phone number of the current owner.
- h. 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 July 1, 2021, 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 keeping 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 any person failing to pay any license fee here required for the recovery of the same. 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.
- i. 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 lawful show, competition, or other exhibition when entered into and kept at the show, competition, or exhibition, nor to dogs used as lead dogs for blind persons.

ARTICLE II. RABIES CONTROL

Section 1. Compliance with state law; article as supplement to state law.

It is the purpose of this article to supplement state laws now and as amended, as amended, for the enforcement of such relating to rabies control, including but not limited to:

- a. It shall be unlawful for any animal owner/keeper or other person to fail to comply with the state laws or this ordinance relating to the control of rabies.
- b. It shall be unlawful for any person to fail or refuse to surrender any animal for quarantine or destruction as required.
- c. Animal Control Officers are authorized to canvass the county to determine if there are any dogs or cats not wearing the required rabies vaccination tag.

Section 2. Vaccination of dogs, cats, and ferrets.

- a. The owner or keeper of every dog, cat and ferret four months of age or older shall maintain current rabies vaccination for each animal.
- b. All dogs and cats shall wear a valid rabies tag.
- c. It shall be unlawful for any person to use, for any animal, a rabies vaccination tag issued for another animal.

Section 3. Vaccination and confinement of animals brought into the State

- a. A dog or cat brought into the State shall immediately be securely confined and shall be vaccinated against rabies within one week after entry and shall remain confined for two weeks after rabies vaccination.
- b. Exceptions to this section are restricted to a dog or cat brought into the State accompanied by a certificate issued by a licensed veterinarian showing the dog or cat is apparently free from, and has not been exposed to, rabies and the dog or cat is current on rabies vaccine.

Section 4. Animal Bites-Quarantine

- a. Animal bites to humans shall be reported immediately to the Animal Control Officer and/or the Health Director.
- b. Every owned dog, cat or ferret which has bitten any person shall be immediately impounded at the designated animal shelter, confined at a veterinary facility or other facility approved by the Health Director. Time of impoundment shall be determined by the veterinary facility or Health Director.
- c. Every dog, cat or ferret which has bitten any person whose ownership is unknown shall be immediately impounded for a minimum of 3 business days. If the animal owner has not been identified within 3 business days, the animal may be euthanized and sent for rabies testing.
- d. The Health Director may authorize a dog trained and used by a law enforcement agency to be released from confinement/impoundment to perform official duties upon submission of proof to the Animal Control Department the dog is currently vaccinated against rabies in compliance with State law.
- e. The owner/keeper of a dog, cat or ferret confined or impounded shall be responsible for all fees and penalties imposed as a result of such confinement or impoundment.

Section 5. Destruction or confinement of dogs and cats exposed to rabid animals

- a. Dogs or cats that have been bitten or otherwise have been exposed to a rabid or potentially rabid animal **who have been vaccinated** against rabies at least 28 days prior to the bite or exposure and have appropriate documentation, shall receive immediate veterinary care with a rabies booster dose within 96 hours of the exposure and placed under owner observation for 45 days. Owners or keepers shall allow animal control officers to enter during reasonable hours to inspect the animal.
- b. Dogs and cats that have been bitten or otherwise have been exposed to a rabid or potentially rabid animal **who are overdue for a rabies vaccination** but have appropriate documentation of prior rabies vaccination shall receive immediate veterinary care with a rabies booster dose within 96 hours of exposure and placed under owner observation for 45 days.
- c. Dogs and cats that have been bitten or otherwise have been exposed to a rabid or potentially rabid animal **that are overdue for a rabies vaccination with no documentation** of a prior rabies vaccination shall be euthanized or receive immediate veterinary care with a rabies vaccination given within 96 hours of the

exposure and immediately impounded and confined at a veterinary facility for a period of 4 months. Dogs and cats may also undergo prospective serologic monitoring after receiving immediate veterinary care and a rabies vaccination. If there is satisfactory evidence of prior vaccination the animal will be placed under owner observation for 45 days allowing animal control officers to enter during reasonable hours to inspect the animal. If no evidence of prior vaccination the animal will be treated as unvaccinated and will be euthanized or confined to a veterinary facility for a period of 4 months.

d. If the rabies booster is delayed, the local health director may consider increasing the observation period (case-by-case) or quarantine period (from 4 to 6 months), considering the severity of the exposure, length in delay in vaccination, current health status, and number of prior rabies vaccines and lapses.

ARTICLE III. - ANIMAL CRUELTY

Section 1. Compliance with state law; article as supplement to state law.

It is the purpose of this article to supplement state laws, as amended, relating to animals.

The Animal Control Officer shall serve as the Animal Cruelty Investigator and is empowered with the duties and powers described by § 1 9A-45 through § 1 9A-49.

Section 2. Prohibited acts.

- a. It shall be unlawful for any animal owner/keeper or other person to fail to comply with the state laws relating to the control, care and custody of animals.
- b. It shall be unlawful for any person to abuse, molest, maim, disfigure, torture, torment, deprive of necessary sustenance, adequate food, water and shelter, to cruelly beat, mutilate or kill, wound, injure, poison, abandon or subject to conditions detrimental to its health or general welfare any animal, or to cause or procure such action.
- c. The words "torture" and "torment" shall be held to include every act, omission or neglect whereby unjustifiable physical pain, suffering or death is caused or permitted; but such terms shall not be construed to prohibit lawful shooting of birds, deer and other game for human food; not to prohibit an animal's owner, a veterinarian, the Health Director or the Animal Control Department from destroying dangerous or injured animals in a humane manner.

d. It shall be unlawful for any person knowing and intentionally to harbor, feed, keep in possession by confinement or otherwise, any animal which does not belong to him, without the permission of the owner, unless he has within 72 hours from the time such animal came into his possession, notified the Animal Control Department.

e. It shall be unlawful for any person to confine an animal in a vehicle under conditions that are likely to cause suffering, injury, or death to the animal due to heat, cold, lack of adequate ventilation, or under other endangering conditions.

f. It shall be unlawful for any owner or keeper to abandon or forsake any animal within the County.

g. 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.

Section 3. Manner of keeping and treating animals generally

Owners and keepers of dogs, cats, and other animals shall provide adequate food, shelter, and medical attention to such animals, including, but not limited to, the following:

1. Sufficient wholesome food that is nutritious for the species;
2. Fresh, potable drinking water;
3. Medical attention to relieve such animal from suffering;
4. When sunlight is likely to cause overheating and discomfort, sufficient shade shall be provided to allow all dogs and cats kept outdoors to protect themselves from the direct rays of the sun;
5. Shelter shall be provided to allow the animal to remain dry and protected from the elements. Such shelter shall be fully enclosed on three (3) sides, roofed, and have a solid floor. The entrance to the shelter shall be flexible to allow the animal's entry and exit, and sturdy enough to block entry of wind and rain. The shelter shall be small enough to retain the animal's body heat and large enough to allow the animal to stand and turn completely. The enclosure shall be structurally sound in good repair. Under this section, shelters whose wire, grid or slat floors, permit the animals' feet to pass through the openings, sag under the animals' weight, or otherwise do not prevent the animal's feet or toes from injury are not adequate shelters;

6. A suitable method shall be provided to rapidly eliminate excess water;
7. The following arrangements DO NOT constitute adequate shelter and protection during extreme or inclement weather condition:
 - i. Underneath exterior steps, stoops or similar structures
 - ii. Inside of vehicles
 - iii. Inside cardboard boxes,
 - iv. Inside buildings or rooms within buildings, without proper air circulation, and
 - v. Crates used for transportation.

ARTICLE IV. ANIMAL NUISANCE

Section 1. Animal creating a nuisance.

- a. It shall be unlawful for a person, owner or keeper to permit or cause an animal to create or maintain a nuisance.
- b. Upon receipt of a written, creditable complaint alleging that any person, owner or keeper is creating or maintaining a nuisance, the Animal Control Officer shall cause the owner or keeper of the animal in question to be notified a complaint has been received and shall cause the situation investigated and a written report prepared.
- c. When an animal control officer or law enforcement officer observes a violation of this section, a written report shall be prepared; the person, owner or keeper shall be provided written notification of such violation and be given 48 hours to abate the nuisance.
- d. If, after 48 hours as is designated in an abatement order, the nuisance is not abated, the owner or keeper may be issued a civil penalty or other appropriate legal remedy.

Section 2. Control of Security Dogs.

- a. Security dogs are subject to all provisions of this ordinance.

- b. All persons owning or keeping a Security Dog shall register such dog(s) with the Animal Control Department within 15 days providing such information as the Animal Control Department requires.
- c. The premises in which a Security Dog is kept or allowed access shall display at least one plainly visible sign posted upon each side of the secure enclosure warning a Dangerous or Potentially Dangerous Dog is on the premises. Such signage shall be no smaller than one foot by two feet or two square feet in area and said sign shall read: "Warning! Dangerous Dog on Premises" in letters and height legible to a person of ordinary vision from 20 feet. In addition, the owner or keeper shall post at least one plainly visible sign displayed upon each side of the premises in which a Security Dog is kept or allowed access to no smaller than one foot by two feet or two square feet in area with a graphic representation of an appropriate animal such that the dangerousness of the animal is communicated to those who cannot read, including young children.

ARTICLE V. IMPOUNDMENT OF ANIMALS

Section 1. Impoundment

- a. Animal Control is hereby granted the authority to seize and impound animals in violation of this ordinance, stray animals and animals surrendered by the owner.
- b. The duration of impoundment of animals shall not be less than five (5) business days. During the impoundment period Animal Control shall make a reasonable effort to locate the owner of the animal.
- c. A surrendered animal shall become property of Camden County at the time of impoundment.
- d. A domestic animal impounded under this Ordinance may be reclaimed by its owner or keeper according to the procedures of the animal shelter.
- e. Animals not reclaimed within five (5) business days are considered surrendered or abandoned and become the property of the Animal Control Department and disposed of according to animal shelter procedures.
- f. Notwithstanding any other provision of this Ordinance, an animal that has or is endangering a human or domesticated animal and cannot be seized by reasonable and normal means, may be tranquilized or be humanely destroyed in the field by the Animal Control Officer or Law Enforcement Officer.

g. Any animal that is impounded which is badly wounded, diseased, or which sickness or disease 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 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.

ARTICLE VI. - DANGEROUS AND POTENTIALLY DANGEROUS DOGS

Section 1. Compliance with state law; article as supplement to state law.

It is the purpose of this Ordinance to supplement state laws for the enforcement of state laws relating to Dangerous dogs and Potentially Dangerous dogs.

Section 2. Declaration of Dangerous or Potentially Dangerous Dog

- a. The Animal Control Officer may find and declare a Dog Dangerous or Potentially Dangerous if probable cause is found to believe the dog falls within the definitions set forth. The finding must be based upon one or more of the following:
1. The written and signed complaint of a citizen, who is willing to testify the dog has acted in a manner that is defined as a Dangerous Dog or Potentially Dangerous Dog.
 2. An authenticated dog bite report is filed with the Animal Control Department;
 3. Actions of the dog witnessed and reported upon by any Animal Control Officer or Law Enforcement Officer;
 4. The declaration by a judicial authority or another animal control authority pursuant to G.S. § 67.1
 5. Other credible evidence.
- b. The declaration notice of a Dangerous Dog or Potentially Dangerous Dog shall be in writing and shall be served on the owner in person, or by certified mail, to the owner's last known address.
- c. The declaration shall state:

1. A description of the dog;
2. The name and address of the owner of the dog, if known;
3. The whereabouts of the dog if it is not in the custody of the owner;
4. The facts upon which the declaration is based;
5. The restrictions placed on the dog as a result of the declaration;
6. Penalty for violation of this Article, state law or other, applicable laws, including the possibility of destruction of the dog.

Section 3. Protection from Dangerous and Potentially Dangerous Dogs.

- a. The owner of a dog declared dangerous or potentially dangerous shall immediately confine the dog as provided in this Section and for 21 calendar days of the declaration or final decision of the Appeals Board, by adhering to the following:
 1. Such dog shall be kept, secured and restrained while on the real property of the person owning, keeping or harboring it by these exclusive means only ways:
 - i. In a building with doors, windows, and other exits securely fastened shut under the supervision and control of a responsible adult person capable of such supervision and control.
 - ii. Securely kept in a locked enclosure which has secure side, top and bottom and is constructed out of materials and in a manner that will preclude escape by the dog and prevent entry by small children. An underground electric fence is not a sufficient method of enclosure.
 - iii. It shall be unlawful for the owner or keeper of a Dangerous dog or Potentially Dangerous dog to permit the dog to be outside the enclosure/confinement unless the dog is muzzled and restrained by a substantial chain or leash not more than (9) feet in length and under physical restraint of a competent and responsible person, at least eighteen (18) years of age. The muzzle shall be made in a manner that will not cause injury to the dog or interfere with its vision or respiration but shall prevent it from biting any person or animal.
 - iv. Notwithstanding the foregoing, a dangerous dog shall not be left unattended on the owner' s real property unless the dog is

confined indoors, in a securely enclosed and locked pen, or in a locked enclosure which has secure sides, top and bottom and is constructed out of material and in a manner, which will preclude escape by the dog and prevent entry by small children.

v. At least one plainly visible sign posted upon each side of the secure enclosure warning that a dangerous dog is on the premises. Such signage shall be no smaller than one foot by two feet or two square feet in area and said sign shall read: " Warning! Dangerous Dog on Premises" in letters and height legible to a person of ordinary vision from 20 feet. In addition, the owner shall post at least one plainly visible sign displayed upon each side of the secure enclosure no smaller than one foot by two feet or two square feet in area with graphic representation of an appropriate animal such that the dangerousness of the animal is communicated to those who cannot read, including young children.

2. Evidence of a current policy of liability insurance, held in the name of the Dangerous or Potentially Dangerous dog owner/keeper in the amount of at least one hundred thousand dollars (\$100,000.00) at the owner' s expense for the benefit of any person who suffers damages, injury, or death caused by a Dangerous or Potentially Dangerous dog for as long as the dog remains in the County and mandates the insurer shall immediately notify the Animal Control Department of any changes in the insurance coverage or policy termination.

3. At least one (1) photograph, acceptable to the Animal Control Department, of the dog declared as Dangerous or Potentially Dangerous.

4. A functional and registered microchip implanted into the dog declared as Dangerous or Potentially Dangerous, the current and active microchip registration number must be filed promptly with the Animal Control Department.

5. The owner or keeper shall have the duty to immediately notify the Animal Control Department and Sheriff s Office if the dog escapes or is otherwise not in confinement.

6. The owner or keeper shall be strictly liable in civil damages for any injuries or property damage caused or inflicted by the Dangerous or Potentially Dangerous dog.

7. The Animal Control Department shall have the authority to summarily seize and impound the dog if the owner or keeper fails to comply with any provisions of this section.

8. The owner must allow officers of the Animal Control Department to make whatever inquiries deemed necessary to assure compliance with these provisions including inspection of the owner's premises where the Dangerous or Potentially Dangerous dog is confined.

Section 4. Transfer of ownership of Dangerous and Potentially Dangerous Dogs.

a. The owner of a Dangerous dog or Potentially Dangerous dog transferring ownership or possession of the dog to another person shall provide the Dangerous or Potentially Dangerous dog declaration written notice to the new owner or possessor upon the transfer of the dog.

b. The owner of a Dangerous dog or Potentially Dangerous dog transferring ownership or possession of the dog to another person shall provide the Animal Control Department a written, signed notice containing the name and address of the prior/current owner or possessor of the dog and the new owner or possessor of the dog within 3 business days of the transfer.

Article VII. Unlawful removal or destruction of dog collars.

It is unlawful to intentionally remove or destroy electronic/tracking/identification collars or other electronic devices or identification placed on a dog by its owner to maintain control and/or identify the dog or the dog's location.

Article VIII. - Wild and/or Exotic Animals.

It shall be unlawful for any person, firm or corporation to import, sell, possess, transport or participate in importation, for the purpose of selling or possession of any non-indigenous predatory carnivores such as but not limited to:

1. Lions, tigers, leopards, ocelots, jaguars, cheetah, wolves or hybrids thereof.

2. Any animal, which by its physical characteristics or natural instincts is capable of causing death or serious bodily injury to persons.
3. Exclusions to this section are restricted to licensed traveling circuses or exhibits with a current authorization of and by Federal Law, NC State Law or County Regulation, Code or Permit.



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**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

New Business

Item Number: 6.E
Meeting Date: June 07, 2021

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

Item Title **Resolution 2021-06-02: in Support of the African American Experience of Northeastern NC**

Attachments: Resolution 2021-06-02 AAE (DOCX)

Summary:
 Tourism officials from five area counties, including Camden, will kick off a marketing campaign in June with the goal of raising awareness of northeastern North Carolina's African-American historical sites as described in the attached Resolution.

Recommendation:
 Adoption of Resolution.



Resolution 2021-06-02

Resolution of the Board of Commissioners for Camden County, North Carolina in Support of the African American Experience of Northeastern North Carolina

Whereas, The African American Experience of NENC is a six-county initiative encompassing Northeastern North Carolina and includes Camden, Chowan, Currituck, Dare, Pasquotank and Perquimans; and

Whereas, the African American Experience celebrates the contribution of African Americans and, encourages a deeper understanding of the significance of the region's cultural heritage; and

Whereas, the African American Experience will work to build more inclusive communities; and

Whereas, the African American Experience will inspire exploration and appreciation of African American experience; and

Whereas, the African American Experience will ultimately drive cultural tourism and economic impact;

Now, therefore, Be it Resolved by the Board of Commissioners for Camden County, North Carolina that:

Section 1: It expresses its sincere support for the African American Experience and extends its best wishes for its endeavors.

Section 2: This resolution is effective upon its adoption.

Adopted the 7th day of June, 2021.

Ross Munro, Vice Chairman
Board of Commissioners

ATTEST:

Karen Davis
Clerk to the Board



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**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Board Appointments

Item Number: 7.A
Meeting Date: June 07, 2021

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

Item Title **Juvenile Crime Prevention Council**

Attachments: Eva Anderson_JCPC (PDF)

Summary:

It is the request of staff that Eva Anderson be appointed to the Juvenile Crime Prevention Council.

Recommendation:

Approval.



Application for Citizen Service

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

Name: Eva Anderson

Mailing Address: 209 Run Swamp Rd

Township: CAMDEN

Home Telephone: Courthouse Cell Phone: (252) 331-9211

Email address: eva.anderson@ncdps.gov

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:

Juvenile Court Counselor Supervisor

Boards upon which you are interested in serving:

Camden Co. JCPC

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

Name: Dennis Anderson Relationship: Spouse

Telephone (home): (252) 337-7686 Mobile: _____

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

Signature: Eva Anderson Date: 5-19-2021

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



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**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Board Appointments

Item Number: 7.B
Meeting Date: June 07, 2021
Submitted By: Ken Bowman,
Administration
Prepared by: Karen Davis

Item Title Area Agency on Aging Regional Advisory Council

Attachments:

Summary:

The Board will consider an appointment to the Area Agency on Aging Regional Advisory Council.



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**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Board Appointments

Item Number: 7.C
Meeting Date: June 07, 2021
Submitted By: Ken Bowman,
Administration
Prepared by: Karen Davis

Item Title COA Board of Trustees

Attachments:

Summary:

The Board of Commissioners will consider an appointment to the COA Board of Trustees to fill the seat that will be vacated by Dr. Roger Lambertson on June 30, 2021.



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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 7.D
Meeting Date: June 07, 2021

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

Item Title NCACC Conference Delegate

Attachments: Voting delegate form 2021 (DOC)

Summary:

The NCACC 114th Annual Conference Business Session will be held in New Hanover County on Saturday, August 14, at 12:45 p.m. Each county will be entitled to one vote on items that come before the membership, including the election of the NCACC Second Vice President. In order to facilitate the voting process, each county is to designate one voting delegate (*and also may assign one alternate voting delegate*).

Recommendation:

Appoint a voting delegate and an alternate for the NCACC Annual Conference Business Session.



Designation of Voting Delegate to NCACC Annual Conference

I, _____, hereby certify that I am the duly designated voting delegate for _____ County at the 114th Annual Conference of the North Carolina Association of County Commissioners to be held during the Annual Business Session on August 14, 2021, at 12:45 p.m. in New Hanover County.

Voting Delegate Name: _____

Title: _____

In the event the designated voting delegate is unable to attend, _____ has been selected as _____ County's alternate voting delegate.

Alternate Voting Delegate Name: _____

Title: _____

Article VI, Section 2 of our Constitution provides:

“On all questions, including the election of officers, each county represented shall be entitled to one vote, which shall be the majority expression of the delegates of that county. The vote of any county in good standing may be cast by any one of its county commissioners who is present at the time the vote is taken; provided, if no commissioner be present, such vote may be cast by another county official, elected or appointed, who holds elective office or an appointed position in the county whose vote is being cast and who is formally designated by the board of county commissioners. These provisions shall likewise govern district meetings of the Association. A county in good standing is defined as one which has paid the current year's dues.”

Please return this form to Alisa Cobb via email by **Monday, August 9, 2021** close of business:

Email: alisa.cobb@ncacc.org

Attachment: Voting delegate form 2021 (3025 : NCACC Conference Delegate)



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**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Consent Agenda

Item Number: 8.A
Meeting Date: June 07, 2021
Submitted By: Karen Davis, Clerk to the Board
Board of Commissioners
Prepared by: Karen Davis
Item Title **BOC Meeting Minutes - April 29, 2021**
Attachments: bocminutes_042921 (DOCX)

**Camden County Board of Commissioners
2021-2022 Budget/Finance/CIP Work Session
April 29, 2021; 2:00 PM
Camden County Public Library**

MINUTES

The Camden County Board of Commissioners held a budget work session on April 29, 2021 at 2:00 PM in the Camden County Public Library.

CALL TO ORDER

The meeting was called to order by Commissioner Clayton Riggs at 2:00 PM. Also Present: Commissioners Randy Krainiak and Tiffany White. Absent: Chairman Tom White and Vice-Chairman Ross Munro.

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

SCHEDULE

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

- Tax Administration – Lisa Anderson
- Board of Education / School Capital Projects

Dr. Ferrell included the following in his presentation:

<p align="center">Priorities</p> <p>1 = Implementation of Strategic Plan 2 = Transparency 3 = Fiscal Responsibility 4 = Increasing Supply Budgets 5 = Understanding Limits 6 = Prioritizing 7 = Ownership (It Is Our Budget)</p>	<p align="center">Five Years of Operating</p> <table border="1"> <thead> <tr> <th>Fiscal Year</th> <th>Total Budget</th> <th>County</th> <th>Capital</th> </tr> </thead> <tbody> <tr> <td>2016-2017</td> <td>\$17.8M</td> <td>\$2.3M</td> <td>\$298,758</td> </tr> <tr> <td>2017-2018</td> <td>\$18.2M</td> <td>\$2.6M</td> <td>\$295,000</td> </tr> <tr> <td>2018-2019</td> <td>\$19.4M</td> <td>\$2.6M</td> <td>\$295,000</td> </tr> <tr> <td>2019-2020</td> <td>\$19.5M</td> <td>\$2.6M</td> <td>\$405,878</td> </tr> <tr> <td>2020-2021</td> <td>\$19.7M</td> <td>\$2.6M</td> <td>\$405,878</td> </tr> </tbody> </table>	Fiscal Year	Total Budget	County	Capital	2016-2017	\$17.8M	\$2.3M	\$298,758	2017-2018	\$18.2M	\$2.6M	\$295,000	2018-2019	\$19.4M	\$2.6M	\$295,000	2019-2020	\$19.5M	\$2.6M	\$405,878	2020-2021	\$19.7M	\$2.6M	\$405,878
Fiscal Year	Total Budget	County	Capital																						
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<p align="center">Funding Losses</p> <p>Tier I (2019) to Tier II (2020) to Tier III (2021) Cooperative Innovative High Schools Funding \$275,000 for Tier I \$200,000 for Tier II (\$75,000 loss) \$180,000 for Tier III (\$20,000 loss)</p> <p>Three Year Total Loss = \$95,000</p> <p>Teacher Allotment = 2 due to decline in ADM (1,885 to 1,827) = \$138,000</p> <p>Other Losses due to ADM= \$50,000</p> <p>Total Losses = \$283,000</p>	<p align="center">Increased Expenses</p> <p>Retirement and Charter School Payments</p> <table border="1"> <thead> <tr> <th></th> <th>2019-2020</th> <th>2020-2021</th> <th>2021-2022</th> </tr> </thead> <tbody> <tr> <td>Retirement</td> <td>19.7%</td> <td>21.68%</td> <td>22.95%</td> </tr> <tr> <td>Charter School</td> <td>\$36,000</td> <td>\$50,000</td> <td>\$95,000</td> </tr> </tbody> </table> <p>Total Increases = \$158,000</p>		2019-2020	2020-2021	2021-2022	Retirement	19.7%	21.68%	22.95%	Charter School	\$36,000	\$50,000	\$95,000												
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<p align="center">School & Central Office Requests 2021 - 2022</p> <p>Total Staffing Requests = \$606,626</p> <p>Other Requests (besides staffing) = \$100,000</p> <p>Total Requests = \$706,626</p>	<p align="center">Summary</p> <p>\$158,000 in increases (retirement and charter school payments)</p> <p>\$283,000 in funding reductions (ADM decline and CIHS funding)</p> <p>\$441,000 Total</p> <p>\$706,626 in staffing and other requests</p> <p>\$1,147,262 Total</p>																								

Attachment: bocminutes_042921 (3000 : BOC Meeting Minutes - April 29, 2021)

Fund Balance

We are allowed to have \$250,000 by your guidance

We have dipped below that the last two years to balance budget = \$169,607 as of June 30, 2020

Goal is to get this back to \$250,000

No Fund Balance allocated to the 2021 - 2022 budget at this time

Elementary and Secondary School Emergency Relief - (ESSER) Funding

ESSER 1 = \$127,156 (plus \$50,000 from County)

ESSER 2 = \$498,797

ESSER 3 = \$1,115,539 (20% set aside for addressing learning loss...\$223,108)

***ESSER funding is allocated on Free and Reduced Lunch status and Camden has consistently received the lowest amount in the state. (17% FRL currently)

*** Thank you for \$50,000 from County CARES funding!!

2021 - 2022 Budget Request

\$19,639,263 = Total Budget

\$3,057,538 = Request from County Government
 (+ \$457,538 over the \$2.6 million given 2020-2021)

***Reductions and increases not covered by other State funding (\$374,188)

***3% COLA for non-certified employees (\$20,000)

***CTE College and Career Ready Lab (\$63,350)

Capital = \$530,610 (\$124,732 over the \$405,878 given 2020-2021)

- Library Financing – First Tryon

A brief discussion took place in regard to Library Financing options. This item will be on the May 3, 2021 Board of Commissioners meeting agenda for consideration.

Camden County, NC
 2021 Installment Financing Agreement (Public Library Project)
 Estimated Debt Service

15-Year Financing				20-Year Financing			
Fiscal Year	Principal	Interest	Total	Fiscal Year	Principal	Interest	Total
2022	240,000	89,505	329,505	2022	180,000	96,525	276,525
2023	240,000	85,680	325,680	2023	180,000	94,050	274,050
2024	240,000	79,960	319,960	2024	180,000	89,100	269,100
2025	240,000	73,840	313,840	2025	180,000	84,150	264,150
2026	240,000	67,320	307,320	2026	180,000	79,200	259,200
2027	240,000	61,200	301,200	2027	180,000	74,250	254,250
2028	240,000	55,080	295,080	2028	180,000	69,300	249,300
2029	240,000	48,960	288,960	2029	180,000	64,350	244,350
2030	240,000	42,840	282,840	2030	180,000	59,400	239,400
2031	240,000	36,720	276,720	2031	180,000	54,450	234,450
2032	240,000	30,600	270,600	2032	180,000	49,500	229,500
2033	240,000	24,480	264,480	2033	180,000	44,550	224,550
2034	240,000	18,360	258,360	2034	180,000	39,600	219,600
2035	240,000	12,240	252,240	2035	180,000	34,650	214,650
2036	240,000	6,120	246,120	2036	180,000	29,700	209,700
2037	-	-	-	2037	180,000	24,750	204,750
2038	-	-	-	2038	180,000	19,800	199,800
2039	-	-	-	2039	180,000	14,850	194,850
2040	-	-	-	2040	180,000	9,900	189,900
2041	-	-	-	2041	180,000	4,950	184,950
Total	3,600,000	732,105	4,332,105	Total	3,600,000	1,037,025	4,637,025

Note: Assumes a 2.55% interest rate. Preliminary and subject to change

Note: Assumes a 2.75% interest rate. Preliminary and subject to change

- Success Academy – Jenna Caldwell from Albemarle Alliance for Children and Families and Tabitha Simpson from Success Academy gave the Board an update on current programming.

CAPITAL IMPROVEMENT PROGRAM

County Manager Ken Bowman presented an overview of the proposed Capital Improvement Program projects:

- A. Approved / Funded
 1. Wastewater Expansion US 158 East from Hardee’s to Country Club Road
 2. New Raw Water Well
- B. Recommended / Unfunded

Attachment: bocminutes_042921 (3000 : BOC Meeting Minutes - April 29, 2021)

1. South Mills Wastewater Filtration Pond
 2. US 158 Sidewalk Extension
 3. South Mills Wastewater Expansion and Disposal
- C. Identified / Unfunded
1. South Mills Boat Ramp and Park

Working and In Process

1. Library / Administration / Public Services Complex Campus
2. Camden County High School
3. Broadband Infrastructure

PROPOSED TAX INCREASE FOR THE NEW HIGH SCHOOL

- Proposed Increase for Debt Service - \$0.10
- Proposed Increase for Operational Costs - \$0.01-\$0.04

ADDITIONAL EXPENDITURES – Vehicles / Positions / Equipment

- Sheriff – 2 New Positions / Cruisers
- Sheriff – Part-time position for Animal Control
- Senior Center – Requests used 2017 14-passenger coach (\$15K in Capital Outlay already)
- DSS – Requests used SUV or Passenger Van
- Planning Department (Inspections) – 1 position and vehicle
- Security Cameras and Monitors for Courthouse

INSURANCE / BENEFITS / PERSONNEL

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

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. SPCA
12. Albemarle Regional Health
13. Inter-County Public Transportation Authority (ICPTA)
14. Friends of the Dismal Swamp
15. Albemarle Resource Conservation & Development Council (ARC&D)

Review of Department Budgets

There being no further matters for discussion Commissioner Riggs called for a motion to adjourn.

RESULT:	PASSED [3-0]
MOVER:	Randy Krainiak
AYES:	Clayton Riggs, Randy Krainiak, Tiffney White

Commissioner Riggs adjourned the work session at 5:48 PM.

ATTEST:

Clayton Riggs, Commissioner
Camden County Board of Commissioners

Karen M. Davis
Clerk to the Board of Commissioners

Attachment: bocminutes_042921 (3000 : BOC Meeting Minutes - April 29, 2021)



CAMDEN COUNTY

NORTH CAROLINA • USA

Boundless Opportunities.

Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number:	8.B
Meeting Date:	June 07, 2021
Submitted By:	Karen Davis, Clerk to the Board Board of Commissioners Prepared by: Karen Davis
Item Title	BOC Meeting Minutes - May 3, 2021
Attachments:	bocminutes_050321 (DOCX)

Camden County Board of Commissioners
Regular Meeting
May 3, 2021; 7:00 PM
Historic Courtroom - Camden, North Carolina

MINUTES

A Regular Meeting of the Camden County Board of Commissioners was held on May 3, 2021 in the Historic Courtroom, Camden, North Carolina.

CALL TO ORDER

The meeting was called to order by Vice-Chairman Ross Munro at 7:00 PM. Also Present: Commissioners Clayton Riggs, Randy Krainiak, Tiffney White. Absent: Chairman Tom White.

INVOCATION & PLEDGE OF ALLEGIANCE

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

ITEM 1. PUBLIC COMMENTS

Jim Suda of Bartlett's Landing addressed the Board and spoke in opposition to construction of the new High School as currently proposed. Mr. Suda believes the citizens were preoccupied with the Coronavirus during the election when the Bond Referendum was on the ballot. It is his opinion that an addition be added to the current high school and pause the construction of the new high school thereby pausing the proposed tax rate increase.

Michael Lawrence of Juniper Drive addressed the Board and spoke in support of the proposed New High School. Mr. Lawrence referenced an email that was sent to citizens by Vice-Chairman Munro encouraging them to attend the meeting and express their opinions. He disagreed with previous remarks made by Commissioners Randy Krainiak and Clayton Riggs that an addition to the current High School be considered instead of building a new school. Mr. Lawrence questioned what the plan would be if the school is not built now.

ITEM 2. CONFLICT OF INTEREST DISCLOSURE STATEMENT

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

Special Statement by Sheriff Kevin Jones

Sheriff Kevin Jones gave an update on activities of the Camden Sheriff's Office as a result of the recent officer-involved shooting in Elizabeth City. Sheriff Jones praised the leaders of the community and demonstrations in that to this point they had remained peaceful. Camden deputies have been placed near the bridge on US 158 leading into Elizabeth City both day and night. The number of bridge blockages have decreased in recent days. This activity has put a strain the Sheriff's Office. Sheriff Jones stated he had requested and received assistance from outside agencies for placement of officers near the bridge.

ITEM 3. CONSIDERATION OF THE AGENDA

Motion to approve the agenda as presented.

RESULT:	PASSED [4-0]
MOVER:	Clayton Riggs
AYES:	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
ABSENT:	Tom White

ITEM 4. PRESENTATIONS

- A. New Personnel Introductions - County Manager Ken Bowman introduced two new personnel:
 - Morgan Potts – Planning Director
 - Charles Jones – Public Works Manager
- B. Tourism Development Authority – Sarah Hill, Chair of the TDA and Director of the Dismal Swamp Welcome Center gave a brief presentation on National Travel & Tourism Week.
- C. Economic Improvement Council – Dr. Landon Mason presented the annual update from the Economic Improvement Council.

South Camden Water & Sewer District Board of Directors

Vice-Chairman Ross Munro 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 [4-0]
MOVER: Clayton Riggs
AYES: Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
ABSENT: Tom White

New Business

- A. Monthly Report – Ken Bowman

*South Camden Water & Sewer Board
 Monthly Work Order Statistics Report
 Period: March 2021*

	<i>Submitted Work Orders</i>	<i>Completed Work Orders</i>	<i>Percentage Completed</i>	<i>Status of Uncompleted Work Orders</i>
<i>Water/Distribution</i>	85	85	100%	0
<i>Sewer/Collection</i>	1	1	100%	0

New Services installed: 1
 Locates:
 Water Line: 97
 Sewer Line: 45
 Water & Sewer, same ticket: 10
 Hydrant flow test:
 Public Works Director Notes/Comments: Ten work orders have been reviewed for accuracy.
 Water treated at the water treatment plant in March: 15,859,340 gallons
 Daily average water usage for March: 511,593 gallons
 Current treatment capacity at the water treatment plant: 720,000 gallons per day.

Attachment: bocminutes_050321 (3019 : BOC Meeting Minutes - May 3, 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	New Svc Installed
2020										
March	41	100%	0%	39	2	51	18	4	0	3
April	51	100%	0%	49	2	89	8	17	0	1
May	48	100%	0%	46	2	88	15	2	0 flow/15 (painted)	3
June	71	100%	0%	69	2	55	7	1	0 flow/21 (painted)	2
July	86	100%	0%	82	4	69	6	2	0	2
August	72	100%	0%	71	1	64	8	1	0 flow/4 (painted)	2
Sept	86	100%	0%	84	2	90	15	0	0 flow/5 (painted)	3
Oct	99	100%	0%	99	0	65	4	3	0 flow/41 (painted)	1
Nov	53	100%	0%	53	0	51	2	1	0	2
Dec	59	100%	0%	57	2	77	6	3	0	1
2021										
Jan	102	100%	0%	101	1	85	2	20	0	1
Feb	87	100%	0%	85	2	81	22	4	0	3
March	86	100%	0%	85	1	97	45	10	0	1

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	15,859,340	.511,592

SMWA Daily Consumption 2021

Date	January	February	March	April	May	June	July	August	September	October	November	December
1	153,300	136,100	132,200									
2	133,536	137,700	156,400									
3	153,700	136,000	147,000									
4	135,700	138,400	146,200									
5	127,100	133,000	124,600									
6	146,500	152,200	149,900									
7	140,200	161,000	194,600									
8	125,400	138,500	132,600									
9	148,300	124,500	153,700									
10	167,900	146,700	139,500									
11	152,500	133,900	137,900									
12	161,800	116,700	123,900									
13	118,500	150,200	164,800									
14	134,600	135,400	172,500									
15	127,300	167,800	137,700									
16	151,700	130,500	120,100									
17	159,300	146,400	141,500									
18	151,800	114,200	130,900									
19	128,400	140,900	130,600									
20	136,400	138,900	141,500									
21	149,000	175,800	171,800									
22	123,200	150,800	132,000									
23	139,200	132,600	148,400									
24	167,900	144,800	138,400									
25	142,300	114,900	177,100									
26	144,300	137,900	131,900									
27	125,900	140,800	158,700									
28	137,700	170,900	178,900									
29	150,200		143,700									
30	139,200		138,400									
31	164,800		151,300									
Total	4,437,636	3,947,500	4,548,700									

Attachment: bocminutes_050321 (3019 : BOC Meeting Minutes - May 3, 2021)

Motion to approve the monthly report as presented.

RESULT:	PASSED [4-0]
MOVER:	Randy Krainiak
AYES:	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
ABSENT:	Tom White

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

RESULT:	PASSED [4-0]
MOVER:	Tiffney White
AYES:	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
ABSENT:	Tom White

Vice-Chairman Munro adjourned the South Camden Water & Sewer Board of Directors and reconvened the Board of Commissioners.

ITEM 5. NEW BUSINESS

A. Tax Report – Lisa Anderson

<u>MONTHLY REPORT OF THE TAX ADMINISTRATOR TO THE CAMDEN COUNTY BOARD OF COMMISSIONERS</u>		
<u>OUTSTANDING TAX DELINQUENCIES BY YEAR</u>		
<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>
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: bocminutes_050321 (3019 : BOC Meeting Minutes - May 3, 2021)

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
<u>LAST 3 YEARS PERCENTAGE COLLECTION RATE</u>	
2020	96.90%
2019	98.83%
2018	99.53%

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

30 Largest Unpaid – Real

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	
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	431 156 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	4,452.81	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	02-8944-00-36-1437.0000	3,890.77	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	01-7989-00-62-3898.0000	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	02-8935-01-08-8796.0000	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 IREY	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: bocminutes_050321 (3019 : BOC Meeting Minutes - May 3, 2021)

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	03-8939-00-45-2682.0000	10	3,287.34	SEANARK INC	SHILOH	HOLLY RD
R	03-8962-00-04-8097.0000	10	2,835.96	CECIL BARNARD HEIRS	SHILOH	NECK RD
R	03-8952-00-95-8737.0000	10	2,070.66	AUDREY TILLET	SHILOH	171 NECK RD
R	03-8943-04-93-8214.0000	10	1,323.24	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	1,236.48	CHRISTOPHER FROST-JOHNSON	SHILOH	LITTLE CREEK RD
R	02-8936-00-24-7426.0000	10	982.32	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 GIFFIN HEIRS	CAMDEN	117 GRIFFIN RD
R	01-7989-04-60-1954.0000	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	02-8935-00-13-7846.0000	10	579.39	MARIE MERCER	CAMDEN	IVY NECK RD
R	03-8980-00-61-1958.0000	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	03-8899-00-37-0046.0000	10	200.75	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	03-9809-00-17-2462.0000	9	137.29	TODD ALLEN RIGGS	SHILOH	HIBISCUS RD
R	03-8965-00-37-4242.0000	9	2,446.21	DORA EVANS FORBES	SHILOH	LITTLE CREEK RD
R	01-7998-00-91-0179.0001	9	1,831.18	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	352 SANDY HOOK RD
R	01-7091-00-64-8569.0000	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	03-8962-00-59-5300.0000	9	427.31	OCTAVIA COPELAND HEIRS	SHILOH	457 NECK RD
R	03-8905-00-54-8280.0000	9	264.96	RANDELL CRIDER RODNEY STEVEN SPIVEY &	SHILOH	SAILBOAT RD 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	0001194	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	9	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	3	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001807	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	0003399	288.99	9	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0003399	287.32	1	JAIMIE ARMANDO ARIZAGA	SOUTH MILLS	182 CULPEPPER RD
P	0001976	270.21	3	ANA ALICIA MARTINEZ LOPEZ	SHILOH	110 MAIN ST
P	0003732	246.40	2	JOHN R BARKER	SHILOH	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 CSY
P	0002442	200.37	4	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY

30 Oldest Unpaid – Personal

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001709	1,654.12	10	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0001046	633.87	10	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	549.09	10	PAM BUNDY	SHILOH	105 AARON DR
P	0001538	495.97	10	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001538	495.97	10	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001827	365.28	10	KAREN BUNDY	CAMDEN	431 158 US W
P	0001106	236.76	10	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001639	123.29	10	CAREY FARMS, INCORPORATED	SOUTH MILLS	202 SHARON CHURCH
P	0001681	9	458.48	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001230	411.11	9	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001694	288.99	9	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0000295	238.91	9	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0000385	121.17	5	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0002921	120.61	5	MARK SANDERS OVERMAN	SEABORO	116 GARLINGTON ISLAND
P	0000770	108.00	5	CYNTHIA WAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0001104	901.36	4	MARSHA GAIL BOGUES	CAMDEN	276 BELCROSS RD
P	0000297	683.61	4	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0001976	270.21	4	ADAM D. & TRACY J.W. JONES	SHILOH	133 WALSTON LN
P	0002442	200.37	4	GERALD WHITE STALLS JR	SHILOH	110 AARON DR
P	0000945	191.35	4	RAMONA F. TAZEWELL	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0002468	139.53	4	WANDA HERNANDEZ WELLS	CAMDEN	239 SLEEPY HOLLOW RD
P	0001150	136.45	4	WILLIAM MICHAEL STONE	SHILOH	104 HIGH RD
P	0002968	128.00	4	MICHAEL WILLIAM MAINELLO	CAMDEN	130 MILL DAM RD S
P	0001689	125.28	4	MICHAEL WAYNE MYERS	SOUTH MILLS	237 KEETER BARN RD
P	0002194	422.00	3	AARON MICHAEL WHITE	SOUTH MILLS	107 ROBIN DR
P	0000846	327.19	3	TOAN TRINH	SHILOH	849 SANDY HOOK RD S
P	0002902	162.96	3	STEPHANIE AUSMAN	SHILOH	229 SAILBOAT RD
P	0001512	120.11	3	JOHN WESLEY BURGESS, JR.	SHILOH	204 POND RD
P	0002525	453.00	2	JOSEPH VINCENT CARDYN	CAMDEN	431 158 US W

Motion to approve the Tax Report as presented.

RESULT:	PASSED [4-0]
MOVER:	Clayton Riggs
AYES:	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
ABSENT:	Tom White

B. Camden County Board of Elections Purchase of Voting Equipment – Elaine Best

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. The Board of Elections adopted the attached Resolution to recommend the purchase of the voting equipment.

CAMDEN COUNTY BOARD OF ELECTIONS

PHYSICAL ADDRESS: 117 NC HWY 343 N MAILING ADDRESS: P.O. BOX 206 CAMDEN, NC 27921
 PHONE: 252-339-5530 FACSIMILE: 252-339-1271 E-MAIL: ELECTION@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 hereby 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. Davis
 Chair, Camden County Board of Elections

4-20-21
 Date

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

Quantity	Item Description	Price
Purchase Solution Includes:		
	Tabulature Hardware	
5	Model DS200 Precast Scanner	
5	Model DS200 Precast Scanner Internal Rolling Storage, Plastic Ballot Box with Drive Door and a Ball Paper Roll and	\$102,700.00
10	One (1) Standard 400 Memory Service	\$2,500
5	Printer Roll (5461000)	\$1,250.00
5	Tray Roll	\$1,250.00
2	Standard 400 Memory Service (4661000)	\$2,500
Software		
1	ElectoralWare Software - Base Package - Reporting Only (BRO)	No Charge/Upgrade
1	Web Ballot Capability	No Charge/Upgrade
Election Services		
2	Implementation Services (Does not include Coding, Voice Files or Rollins)	\$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	\$175.00
X	Customer Loyalty Discount and Trade-In Allowance, Equipment Being Traded-In by Customer Includes:	
	1 Model: 100 Scanner	(\$1,000.00)
	1 Model: 100 Ballot Box	
	Total Purchase Solution	\$33,169.00

Footnote:

- This quote is an estimate and is subject to final review and approval by both BS&E and the Customer.
- Prices valid for 30 days and therefore may change.
- Any applicable City & State sales taxes will be included in pricing and are the responsibility of the customer.
- The quantity of service days reflects a reasonable estimate for implementation and related testing/acceptance services. Quantity may change depending on specific Customer needs.
- Annual Software Licenses, Maintenance and Support Services for the ElectionWare Software quoted above will be provided upon expiration of Customer's current Software License Maintenance and Support Services Agreement.
- BS&E will coordinate and pay for the shipping 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.

Motion to approve the purchase of the voting equipment as presented.

RESULT: PASSED [4-0]
MOVER: Tiffney White
AYES: Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
ABSENT: Tom White

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


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-19.21, 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 3rd day of May 2021 by the Camden County Board of Commissioners.

Ross B. Munro
 Ross B. Munro, Vice-Chairman
 Camden County Board of Commissioners

ATTEST:
Karen M. Davis
 Karen M. Davis
 Clerk to the Board of Commissioners



Attachment: bocminutes_050321 (3019 : BOC Meeting Minutes - May 3, 2021)

Motion to adopt the Termination of COVID-19 State of Emergency.

RESULT:	PASSED [4-0]
MOVER:	Tiffney White
AYES:	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
ABSENT:	Tom White

D. Avery Shores Rezoning Request – Amber Curling

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

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

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

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


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.

The Board did not hear comments as the Public Hearing had already taken place at the April 5, 2021 meeting. However, Vice-Chairman Munro inquired if anyone was present who opposed the rezoning and there was no one present.

Motion to approve the Ordinance 2021-03-01/Rezoning Application for the two parcels of property, approximately 52 acres and 37 acres from Planned Development, Working Lands and Rural Residential to Suburban Residential and to adopt the resolution amending CAMA Future Land Use Map.

RESULT:	PASSED [4-0]
MOVER:	Clayton Riggs
AYES:	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
ABSENT:	Tom White

Attachment: bocminutes_050321 (3019 : BOC Meeting Minutes - May 3, 2021)


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

- 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.
- Any act constituting a violation of the provisions of this Ordinance or a failure to comply with any of its requirements, including violations of any conditions and safeguards established in connection with the grants of variances or Special Use or Conditional Use Permits, shall also subject the offender to a civil penalty of one-hundred (\$100) dollars for each day the violation continues. If the offender fails to pay the penalty within ten (10) days after being cited for a violation, the penalty may be recovered by the county in a civil action in the nature of debt. A civil penalty may not be appealed to the Board of

Adjustment if the offender was sent a final notice of violation in accordance with Article 151.568 and did not take an appeal to the Board of Adjustment within the prescribed time.

- This Ordinance may also be enforced by any appropriate equitable action.
- 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.
- Any one, all or any combination of the foregoing penalties and remedies may be used to enforce this Ordinance.

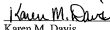
Article IV. Severability


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:

Karen M. Davis
Clerk to the Board of Commissioners




Ross B. Mumb, Vice-Chairman
Camden County Board of Commissioners


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:

Karen M. Davis
Clerk to the Board of Commissioners




Ross B. Mumb, Vice-Chairman
Camden County Board of Commissioners

Motion that 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.

Attachment: bocminutes_050321 (3019 : BOC Meeting Minutes - May 3, 2021)

RESULT: PASSED [4-0]
MOVER: Randy Krainiak
AYES: Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
ABSENT: Tom White

ITEM 6. BOARD APPOINTMENTS

- A. Area Agency on Aging Regional Advisory Council – Reappointment of Gwen Wescott
- B. Tourism Development Authority – Appointment of Michele Barkhurst
- C. Parks & Recreation Advisory Board – Reappointment of Fatima Benson

Motion to approve the board appointments as presented.

RESULT: PASSED [4-0]
MOVER: Clayton Riggs
AYES: Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
ABSENT: Tom White

ITEM 7. CONSENT AGENDA

- A. BOC Meeting Minutes – April 1, 2021
- B. BOC Meeting Minutes – April 5, 2021
- C. Budget Amendments

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	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.

Karen M. Davis
Clerk to Board of Commissioners

[Signature]
Chairman, Board of Commissioners



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	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.

Karen M. Davis
Clerk to Board of Commissioners

[Signature]
Chairman, Board of Commissioners



Attachment: bocminutes_050321 (3019 : BOC Meeting Minutes - May 3, 2021)

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	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.

Karen M. Davis
Clerk to Board of Commissioners

[Signature]
Chairman, Board of Commissioners



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	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.

Karen M. Davis
Clerk to Board of Commissioners

[Signature]
Chairman, Board of Commissioners



D. School Budget Amendments

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.

[Signature]
Chairman, Board of Education

[Signature]
Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes in the minutes of said Board, this 3rd day of May, 2021.

Karen M. Davis
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 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

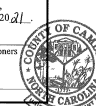
Passed by majority vote of the Board of Education of Camden County on the 15th day of April, 2021.

[Signature]
Chairman, Board of Education

[Signature]
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 3rd day of May, 2021.

Karen M. Davis
Clerk, Board of County Commissioners



Attachment: bocminutes_050321 (3019 : BOC Meeting Minutes - May 3, 2021)

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	Decrease
5100	Regular Instructional Programs	4,218.00	
5200	Special Instructional Programs	9.62	
5300	Alternative Programs	14,176.00	
5400	School Leadership Services	6,708.08	
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.


[Signature]
Chairman, Board of Education

[Signature]
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 3rd day of May 2021.

[Signature]
Chairman, Board of County Commissioners

[Signature]
Clerk, Board of County Commissioners



E. Tax Collection Report

Tax Collection Report
MARCH 2021

RECEIVED APR 26 2021

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
5	3,094.14			3,094.14	
5	7,877.62	Refund - 50.40		7,877.62	
8	4,079.81			4,079.81	
9	3,650.82	Refund - 52.92			3,650.82
	24,601.81			24,601.81	
10	5,915.06			5,915.06	
	5,952.32	Refund - 33.18			5,952.32
11	11,241.53			11,241.53	
12	6,451.09	Refund - 58.30		6,451.09	
15	17,888.56	Refund - 542.81		17,888.56	
16	5,944.41			5,944.41	
17	1,238.63			1,238.63	
18	7,719.78			7,719.78	
19	16,414.64	Refund - 523.93			16,414.64
	14,679.83	Refund - 530.93		14,679.83	
22	11,978.17	Refund - 58.89		11,978.17	
	1,690.64	PSN			1,690.64
23	106.04	DEBIT-SETOFF			106.04
	15,995.27			15,995.27	
24	11,478.36			11,478.36	
25	2,423.44	Refund- 51,871.11 (95) & 50.63 (1)			2,423.44
	3,273.84				3,273.84
26	5,203.01			5,203.01	
29	18,111.60	Refund - 505.99		18,111.60	
30	8,542.00			8,542.00	
31	7,236.46	Refund - 521.40		7,236.46	
	3,843.22	Refund - 513.41			3,843.22
	112.77			112.77	
		\$23.00 PSN payment by K. Williams on 3/22/2021 should be to BMSV - refunded.			
		PSN payment by B. Jordan on 3/26/2021, \$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	
	\$ (2,089.43)	Refund			
	\$ -	Over			
	\$ -	Shortage			
	\$ -	Adjustment			
Grand Total	\$ 250,817.31				

Submitted by: *[Signature]* Date: 4-8-2021
Approved by: *[Signature]* Date: 5-5-21

Attachment: bocminutes_050321 (3019 : BOC Meeting Minutes - May 3, 2021)


F. DMV Monthly Report

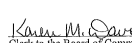
STATE OF NORTH CAROLINA
 COUNTY OF CAMDEN
 TO: The Tax Administrator of Camden County June Renewals Due 7/15/21


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 30,617.03	COURTHOUSE 30,156.61	SHILOH 15960.76	TOTAL 76,734.40
--------------------------	-------------------------	--------------------	--------------------


Witness my hand and official seal this 5th day of May 2021


 Vice-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

G. Refunds Over \$100

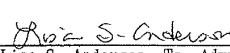
ACS Tax System
 4/27/21 8:43:13


REFUNDS OVER \$100.00
 Refunds to be Issued by Finance Office

CAMDEN COUNTY Page 1

Refunds 764.04	Remit To: ESTATE OF LORENZO MERCER 109 ARBOR MEADOW DRIVE SICKLERVILLE NJ 08081	Reference: 2020 R 03-8962-00-54-5080.0000 OVERPAYMENT. ADJUSTMENT MADE.	Drawer/Transaction Info: 20210426 99 259895
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764.04 Total Refunds ***

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

Approved by 
 Ross B. Munro, Vice-Chairman Camden County Board of Commissioners Date 5-5-21

H. Vehicle Refunds Over \$100

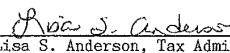
REFUNDS OVER \$100.00


North Carolina Vehicle Tax System

NCVTS Pending Refund report

MARCH 31 REFUNDS OVER \$100.00

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest	Total					
JONES, KEITH MARCELLAS	JONES, KEITH MARCELLAS		272 MCPHERSON RD	SOUTH MILLS, NC 27176	Proration	0059460331	JCR1333	AUTHORIZED	142462872	Refund Generated due to proration on Bill	199	03/28/2021	3/29/2021 8:30:47 AM	1043	Tax	(\$753.00)	\$0.00	(\$753.00)					
																		(\$8.60)	\$0.00	(\$8.60)			
																				Refund	\$712.50		

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

Approved by 
 Ross B. Munro, Vice-Chairman Camden County Board of Commissioners Date 5-5-21

I. Estimated Property Values

TO: CAMDEN COUNTY BOARD OF COMMISSIONERS
 THE FOLLOWING IS THE ESTIMATED PROPERTY VALUE OF CAMDEN COUNTY:

	Real	Personal	Vehicles	Total
South Mills	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 _____

Ross B. Munro 5-5-21
 Ross B. Munro Vice-Chairman DATE

J. 2020-2021 Audit Contracts – On file in the Finance Office.

K. JCPC Funding Plan / Certification

Camden County							
NC DPS - Community Programs - County Funding Plan							
Available Funds: \$		\$64,812	Local Match: \$		\$25,136	Rate: 20%	
80% JCPC funds must be combined with a Program Agreement submitted to NC DHS and electronically signed by authorized officials.							
Program Provider	DPS/JCPC Funding	LOCAL FUNDING: County/Clark Share	LOCAL IN-KIND: Local In-Kind	OTHER: State/Federal	OTHER: Funds	Total	% to 20% program funding
Camden Youth Services (00000)Kids, Teen Court, Community Services, Court Site	\$64,812	\$12,882	\$13,114			\$90,812	28%
	\$0	\$0	\$0	\$0	\$0	\$0	0%
	\$0	\$0	\$0	\$0	\$0	\$0	0%
	\$0	\$0	\$0	\$0	\$0	\$0	0%
	\$0	\$0	\$0	\$0	\$0	\$0	0%
	\$0	\$0	\$0	\$0	\$0	\$0	0%
	\$0	\$0	\$0	\$0	\$0	\$0	0%
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	\$0	\$0	\$0	\$0	\$0	\$0	0%
	\$0	\$0	\$0	\$0	\$0	\$0	0%
	\$0	\$0	\$0	\$0	\$0	\$0	0%
	\$0	\$0	\$0	\$0	\$0	\$0	0%
	\$0	\$0	\$0	\$0	\$0	\$0	0%
	\$0	\$0	\$0	\$0	\$0	\$0	0%
TOTALS:	\$64,812	\$12,882	\$0	\$13,114	\$0	\$90,812	28%

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: _____

which have initiation section that _____

Reviewed by: _____ Date: 3/15/21

Verified by: _____ Date: _____

Program Manager: _____ Date: 3/10/2021

Designed Data Entry Girl: _____

SECTION VI: BUDGET NARRATIVE			
Item #	Camden County Youth Services	Fiscal Year	
		Expense	YF 21-22
	Justification	In Kind	Expense
120	Salaries - Full Time Program Coordinator		\$36,370
160	FICA/Medicare (Full-Time Program Coordinator)		\$2,782
160	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		\$6,200
190	Program Administration - County Finance Officer (5% salary)		\$3,564
190	Teen Court Advisor stipend		\$500
190	Summer Camp Assistant stipend		\$2,000
210	Household and Office Space Cleaning @ \$30/month		\$360
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		\$600
310	Travel for Program Coordinator		\$500
320	Telephone and postage		\$50
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.)		\$1,000
410	Space (\$10/square foot x 200 square feet) Camden Middle School		\$2,000
450	Insurance - Liability, Activity, Vehicle		\$1,349
TOTAL		\$77,774	\$13,174

Form JCPC/PA 001 JCPC Program Agreement
 Form structure last revised 12/31/2012
 Department of Public Safety

Job Title	Annual Expense Wages	Annual In Kind Wages
Program Coordinator - full time	\$36,370	
TOTAL	\$36,370	

Attachment: bocminutes_050321 (3019 : BOC Meeting Minutes - May 3, 2021)

SECTION VII Program: Camden County Youth Services		Fiscal Year: FY 21-22		Number of Months: 12	
	Cash	In Kind	Total		
I. Personnel Services	\$59,985	\$9,764	\$69,749		
120 Salaries & Wages	\$36,373		\$36,373		
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					
250 Vehicle Supplies & Materials	\$1,200		\$1,200		
260 Office Supplies and Materials	\$500		\$500		
280 Heating & Utility Supplies					
290 Other Supplies and Materials					
III. Current Obligations & Services	\$9,440	\$50	\$9,490		
310 Travel & Transportation	\$500		\$500		
320 Communications		\$50	\$50		
330 Utilities					
340 Printing & Binding					
350 Repairs & Maintenance					
370 Advertising	\$70		\$70		
380 Data Processing					
390 Other Services	\$8,870		\$8,870		
IV. Fixed Charges & Other Expenses	\$1,349	\$3,000	\$4,349		
410 Rental of Real Property		\$3,000	\$3,000		
430 Equipment Rental					
440 Service and Maint. Contracts					
450 Insurance & Bonding	\$1,349		\$1,349		
490 Other Fixed Charges					
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		

Form JCPCPA 001 JCPC Program Agreement
Form structure last revised 12/31/2012
Department of Public Safety

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.

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 No

B. Is the membership list attached? Yes No

C. Are members appointed for two-year terms and are those terms staggered? Yes No

D. Is membership reflective of social-economic and racial diversity of the community? Yes No

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

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

C. Bylaws contain Conflict of Interest section per JCPC policy and procedure. Yes No

D. Does the JCPC have written policies and procedures for funding and review? Yes No

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

F. Does the JCPC have officers and are they elected annually? Yes No

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

STANDARD #3 - Meetings

A. JCPC meetings are considered open and public notice of meetings is provided. Yes No

B. Is a quorum defined as the majority of membership and required to be present in order to conduct business at JCPC meetings? Yes No

C. Does the JCPC meet six (6) times a year at a minimum? Yes No

D. Are minutes taken at all official meetings? Yes No

E. Are minutes distributed prior to or during subsequent meetings? Yes No

Form JCPCOP 002 (a) Juvenile Crime Prevention Council Certification
Form structure last revised January 29, 2021
NC Department of Public Safety Page 1 of 5

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 No

B. Is this Annual or Biennial Plan presented to the Board of County Commissioners and to DPS? Yes No

C. Is the Funding Plan approved by the full council and submitted to Commissioners for their approval? Yes No

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? Yes No

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 No

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 No

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: [Signature] Date: 3/15/21

Vice-Chairman, Board of County Commissioners: [Signature] Date: 5/15/21

Form JCPCOP 002 (a) Juvenile Crime Prevention Council Certification
Form structure last revised January 29, 2021
NC Department of Public Safety Page 2 of 5

Attachment: bocminutes_050321 (3019 : BOC Meeting Minutes - May 3, 2021)

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	<input type="checkbox"/>	w	m	
2) Chief of Police or designee			<input type="checkbox"/>			
3) Local Sheriff or designee	Kevin Jones	Sheriff	<input type="checkbox"/>	w	m	
4) District Attorney or designee	Holley Metzger	ADA	<input checked="" type="checkbox"/>	w	f	
5) Chief Court Counselor or designee	Ed Hall	Chief	<input type="checkbox"/>	b	m	
6) Director, Local Management Entity/Managed Care Organization (LME/MCO) or designee	Tracey Webser	SOC Coord	<input checked="" type="checkbox"/>	b	f	
7) Director DSS or designee	Craig Patterson	Director	<input type="checkbox"/>	w	m	
8) County Manager or designee	Ken Bowman	County Manager	<input type="checkbox"/>	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 Barreese	chief district court judge	<input type="checkbox"/>	w	m	
15) Member of Business Community						
16) Local Health Director or designee	Rebecca Cook	Triple P Coord	<input type="checkbox"/>	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	Ima Lane	Student services		w	f	

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

Page 4 of 5

Request for Proposals
NCDPS JCPC Continuation Funding FY 2021-23

Camden County	\$64,812	January 28, 2021
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 [link for JCPC Jobs 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:

<input checked="" type="checkbox"/> Mentoring Services	<input checked="" type="checkbox"/> Restitution/Community Service	<input checked="" type="checkbox"/> Sexual Offender Evaluation & Treatment
<input checked="" type="checkbox"/> Parent/Family Skill Building	<input type="checkbox"/> Teen Court	<input type="checkbox"/> Group Home
<input checked="" type="checkbox"/> Interpersonal Skill Building	<input checked="" type="checkbox"/> Psychological Assessments	<input type="checkbox"/> Temporary Shelter
<input checked="" type="checkbox"/> Vocational Skills	<input checked="" type="checkbox"/> Counseling	<input type="checkbox"/> Runaway Shelter
<input checked="" type="checkbox"/> Experiential Skills	<input type="checkbox"/> Home Based Family Counseling	<input checked="" type="checkbox"/> Specialized Foster Care
<input type="checkbox"/> Tutoring/Academic Enhancement	<input type="checkbox"/> Crisis Counseling	<input checked="" type="checkbox"/> Temporary Foster Care
<input type="checkbox"/> Mediation	<input checked="" type="checkbox"/> Substance Abuse Prevention/Education	<input type="checkbox"/> 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	1) Rejected by Peers & Negative Peers
2) School Behavior Problems	2) School Behavior Problems, Below Grade
3) Rejection by Peers, Substance Abuse	3) Family Domestic Discord
4) High Risk Offenders	4) Marginal Parenting Skills
5) Prior Assaults, Prior Runaways	5) Problem Sexual Behavior
6) Under 12 at 1 st Complaint/Parental Supervision	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.

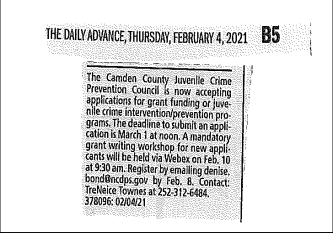
The web-based program application is available on line at the Department of Public Safety web-site: <https://www.ncdps.gov/index2.cfm?i=000003.002476.002483.002482.002514>

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
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 193 US Hwy 168 W, Camden, NC 27821 or mreaves@camden.k12.nc.us

- 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



L. Visitor Center Funding Agreement – On file in the Finance Office.

Attachment: bocminutes_050321 (3019 : BOC Meeting Minutes - May 3, 2021)

M. Proclamation – Older Americans Month


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.


 Ross B. Munro, Vice-Chairman
 Camden County Board of Commissioners

ATTEST:

 Karen M. Davis
 Clerk to the Board of Commissioners



 COMMUNITIES OF STRENGTH: MAY 2021

- N. Set Public Hearing June 7, 2021– Zoning Text Amendments
- O. Set Public Hearing June 7, 2021 – 2021-2025 Capital Improvement Program
- P. Set Public Hearing June 7, 2021 – FY 2021-2022 Budget

Motion to approve the Consent Agenda as presented.

RESULT:	PASSED [4-0]
MOVER:	Tiffney White
AYES:	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
ABSENT:	Tom White

ITEM 8. COUNTY MANAGER’S REPORT

County Manager Ken Bowman included the following in his report:

- The Board of Commissioners Work Session on April 29th was very productive and included a presentation from Dr. Ferrell, Superintendent of the Camden County Schools. Next Work Session scheduled for May 13th, 4:00 PM at the Library.
- On this agenda the Board set the Public Hearings for the Capital Improvement Program and Budget Ordinance for June 7, 2021 at the Board of Commissioners Regular Meeting.
- Groundbreaking for the new High School is scheduled for May 12th, 3:30 at the site on Highway 343 North.
- Body Kinect Wellness Center will have a ribbon cutting and *Business After Hours* at the new Camden location across from Towne Bank on Wednesday, May 12th from 5:00-7:00 PM.
- On this agenda the Board adopted a Proclamation in Recognition of Older Americans Month May 2021.
- Appreciation to the Sheriff’s Office for their efforts in assisting with the situation in Elizabeth City / Pasquotank County.
- Next Board of Commissioners Meeting – June 7, 2021; 7:00 PM.
- COVID 19 Update

ITEM 9. COMMISSIONERS' REPORTS

None.

ITEM 10. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

Included for informational purposes:

- A. Register of Deeds Report
- B. Library Report

ITEM 11. OTHER MATTERS

- A. Installment Financing for the Construction of the New Library – Ken Bowman

Mr. Bowman presented the Installment Financing Summary of Bids Received for the Construction of the new Library.

Camden County, NC
2021 Installment Financing
Summary of Bids Received
May 3, 2021

Bank	Term	Rate	Total D/S ¹	Max Ann. D/S ¹	Prepayment	Up Front Fees	Additional Terms
Truist	15 Years	2.2500%	\$4,252,444	\$320,107	In whole at any time at 101% OR In whole after the first half of the term at 100%	\$5,900	Proceeds will be deposited into an account held by Truist at closing pending disbursement Annual audited financial statements within 270 days of fiscal year end Requires no material adverse change in the County's financial condition prior to closing Subject to taxable gross up provisions No survey or title Insurance required. Truist shall require flood insurance, if applicable
	20 Years	2.7900%	\$4,658,691	\$279,092			
Sterling National Banks	15 Years	2.3500%	\$4,274,685	\$322,485	In whole or in part on any payment date at 101% in years 6-9 and @ 100% thereafter.	\$0	Must be accepted by May 12th Loan proceeds shall be funded into a Sterling National Bank escrow account pending disbursement Requires insurance satisfactory to Sterling National Bank Subject to final credit approval
	20 Years	2.5300%	\$4,554,063	\$268,803			

¹ Assumes a \$3.6 million par amount plus bank fees (if any).

Camden County, NC
2021 Installment Financing
Debt Service Schedules

Fiscal Year	Truist 15 Year (2.25%)			Sterling 20 Year (2.53%)		
	Principal	Interest	Debt Service	Principal	Interest	Debt Service
2022	241,000	79,107	320,107	180,000	88,803	268,803
2023	241,000	75,713	316,713	180,000	86,526	266,526
2024	241,000	70,290	311,290	180,000	81,972	261,972
2025	241,000	64,868	305,868	180,000	77,418	257,418
2026	241,000	59,445	300,445	180,000	72,864	252,864
2027	241,000	54,023	295,023	180,000	68,310	248,310
2028	240,000	48,600	288,600	180,000	63,756	243,756
2029	240,000	43,200	283,200	180,000	59,202	239,202
2030	240,000	37,800	277,800	180,000	54,648	234,648
2031	240,000	32,400	272,400	180,000	50,094	230,094
2032	240,000	27,000	267,000	180,000	45,540	225,540
2033	240,000	21,600	261,600	180,000	40,986	220,986
2034	240,000	16,200	256,200	180,000	36,432	216,432
2035	240,000	10,800	250,800	180,000	31,878	211,878
2036	240,000	5,400	245,400	180,000	27,324	207,324
2037	-	-	-	180,000	22,770	202,770
2038	-	-	-	180,000	18,216	198,216
2039	-	-	-	180,000	13,662	193,662
2040	-	-	-	180,000	9,108	189,108
2041	-	-	-	180,000	4,554	184,554
Total	3,606,000	646,444	4,252,444	3,600,000	954,063	4,554,063

Attachment: bocminutes_050321 (3019 : BOC Meeting Minutes - May 3, 2021)

Motion to proceed with the 15-year term with Truist Bank.

RESULT:	PASSED [4-0]
MOVER:	Randy Krainiak
AYES:	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
ABSENT:	Tom White

ITEM 12. ADJOURN

There being no further matters for discussion, Vice-Chairman called for a motion to adjourn.

Motion to adjourn.

RESULT:	PASSED [4-0]
MOVER:	Tiffney White
AYES:	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
ABSENT:	Tom White

Millicent Harrington of NC Hwy 343 North, requested to offer a public comment. Mrs. Harrington was unaware that public comment had taken place at the beginning of the meeting. Upon recognition by Vice-Chairman Munro, she addressed the Board to speak in favor of the new High School project. She requested that the project not be delayed due to the Bond Referendum having passed at 73% as well as the availability of the grant.

Commissioner Riggs clarified that the grant funds would not be lost. Commissioner Riggs further stated that the newspaper reported him as saying that the school would not be built, which was incorrect.

Vice-Chairman Munro adjourned the meeting at 8:18 PM.

ATTEST:

Ross B. Munro, Vice- Chairman
Camden County Board of Commissioners

Karen M. Davis
Clerk to the Board of Commissioners



CAMDEN COUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.C
Meeting Date: June 07, 2021

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

Item Title **BOC Meeting Minutes - May 13, 2021**

Attachments: bocminutes_051321 (DOCX)

Camden County Board of Commissioners
May 13, 2021 – 4:00 PM
2021-2022 Budget / Finance / CIP Work Session
Camden Public Library

MINUTES

The Camden County Board of Commissioners held a budget work session on May 13, 2021 at 4:00 PM in the Camden County Public Library.

Call to Order

The meeting was called to order by Vice-Chairman Ross Munro at 4:00 PM. Additional Board members present: Commissioners Clayton Riggs, Randy Krainiak and Tiffney White. Absent: Tom White

Staff Present: County Manager Ken Bowman, Finance Officer Stephanie Jackson, Clerk to the Board Karen Davis.

Library Bids – Rick Ott

Rick Ott of M.B. Kahn presented the following Bid Results Analysis for the new Library construction.

M. B. Kahn *Since 1927*
Construction Co., Inc.

Camden County Administrative Complex Bid Results Analysis May 13, 2021			
	Revised Budget	Bids received 05.11.21 *	MBK GMP Proposal
Site	\$ 971,404.00	\$ 962,161.00	\$ 962,161.00
Building	\$ 2,825,799.00	\$ 3,566,145.00	\$ 3,506,145.00
Construction subtotal	\$ 3,797,203.00	\$ 4,528,306.00	\$ 4,468,306.00
Non-Construction Costs **	\$ 493,072.00	\$ 522,072.00	\$ 522,072.00
Total Project Budget/Cost	\$ 4,290,275.00	\$ 5,050,378.00	\$ 4,990,378.00
Delta from revised		\$ (760,103.00)	\$ (700,103.00)
%		-17.72%	-16.32%

Owner (Camden County) receives 100% of the savings

* M. B. Kahn recommends declaring all bids "non-responsive" due to all bids exceeding the available funds.

** \$522,072 includes \$29,000 redesign change order to Boomerang

M. B. Kahn's proposed GMP (Guaranteed Maximum Price) is \$4,468,306.00 which includes the previously-approved early site package in the amount of \$962,161.00.

Upon approval of the GMP proposal, M. B. Kahn will enter into negotiations/solicit additional bids to lower the cost of the project.

100% of all savings go to Camden County upon completion of the project.

THE SAME COMMITMENT & QUALITY FOR OVER 90 YEARS.
Post Office Box 1179 | Columbia, SC 29202 | 803.736.2950 | www.mbkahn.com
NC #1435 | FL HCCGC064891 (licenses listed per state law)

Motion to reject the submitted bids.

RESULT:	PASSED [4-0]
MOVER:	Clayton Riggs
AYES:	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
ABSENT:	Tom White

Mr. Ott added that in regard to the new High School, the project is currently in the Design Development Phase.

FY 2021-2022 Proposed Budget Review

The following items in relation to the proposed budget were reviewed in draft form:

Attachment: bocminutes_051321 (3020 : BOC Meeting Minutes - May 13, 2021)

- Revenues
- Appropriations – General, School and Special Appropriations
- Tax Levy – Proposed Tax Increase for the New High School
 - Proposed Increase for Debt Service - \$0.10
 - Proposed Increase for Operational Costs - \$0.03
- Schedule of Fees
- Salaries and Compensation for Various Boards and Commissions
- School Requests
 - \$3,057,538
 - Capital - \$530,610
- Sheriff’s Office Requests
 - 2 New Positions / Cruisers
 - Part-time position for Animal Control
- Success Academy
- EMS CCCP Addition

Capital Improvement Program (CIP)

County Manager Ken Bowman presented a review of the proposed Capital Improvement Program projects:

- A. Approved / Funded
 - 1. Construction of Raw Water Well
 - 2. Wastewater Expansion US 158 East from Hardee’s to Country Club Road
- B. Recommended / Unfunded
 - 1. South Mills Wastewater Expansion and Disposal (Plant)
 - 2. South Mills Wastewater Treatment (High Rate Filtration Pond)
 - 3. Phase II of Public Services Complex
 - 4. US 158 Sidewalk Extension
- C. Identified / Unfunded
 - 1. South Mills Boat Ramp and Park

First Tryon Advisors

David Cheatwood will provide updated installment financing information based on the revised construction costs.

Adjourn

There being no further matters for discussion Vice Chairman Munro adjourned the meeting at 7:05 PM

ATTEST:

Ross B. Munro, Vice- Chairman
Camden County Board of Commissioners

Karen M. Davis
Clerk to the Board of Commissioners

Attachment: bocminutes_051321 (3020 : BOC Meeting Minutes - May 13, 2021)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.D
Meeting Date: June 07, 2021
Submitted By: Stephanie Jackson, HR Director
 Finance
 Prepared by: Karen Davis

Item Title **Budget Amendments**

Attachments: 20-21 BA 032 Senior Center Grant Funds (DOC)
 20-21 BA 033 JCPC Salary Change (DOC)
 20-21 BA 034 Library Grant Funds (DOC)
 20-21 BA 035 Elections Grant Funds (DOC)

2020-21-BA032
CAMDEN COUNTY BUDGET AMENDMENT

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

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
10360621-434837	SHIIP Grant	\$ 867	
10360621-434900	MIPPA Grant	2,157	
Expenses			
106210-537500	SHIIP Grant	\$ 867	
106210-537510	MIPPA Grant	2,157	

This Budget Amendment is made to appropriate additional monies through expenses that the Senior Center 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 7th day of June, 2021.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

Attachment: 20-21 BA 032 Senior Center Grant Funds (3016 : Budget Amendments)

2020-21-BA033
CAMDEN COUNTY BUDGET AMENDMENT

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

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
Expenses			
106200-503000	PT Salary		\$2000
106200-505000	FICA		155
106200-574000	Capital Outlay	\$2155	

This Budget Amendment is made to move salaries and FICA that was not used due to COVID and re-appropriate monies through expenses to Capital Outlay for needed items.

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 7th day of June, 2021.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

2020-21-BA034
CAMDEN COUNTY BUDGET AMENDMENT

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

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
10340611-433500	Miscellaneous	\$7868	
Expenses			
106110-545000	Contracted Services	\$7868	

This Budget Amendment is made to appropriate funds from Grant proceeds to Contracted Services through a Grant that was received by the Library.

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 7th day of June, 2021.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

2020-21-BA035
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	DECREASE
Revenues			
10330430-434898	Grant Revenues	\$1540.05	
Expenses			
104300-532000	Office Supplies	\$1540.05	

This Budget Amendment is made to appropriate funds from Grant proceeds to Office Supplies through a Grant that was received by the Elections Department.

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 7th day of June, 2021.

 Clerk to Board of Commissioners

 Chairman, Board of Commissioners



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number:	8.E
Meeting Date:	June 07, 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

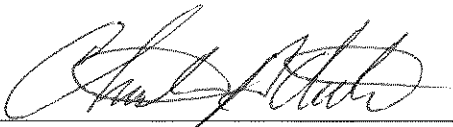
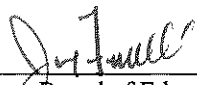
Camden County Schools Administrative Unit

State Public School Fund

The Camden County Board of Education at a meeting on the 13th day of May 2021 passed the following resolution:

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2021.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs	134.00	
5300	Alternative Programs	10,241.00	
5400	School Leadership Services	2,071.92	
Explanation:			
Total Appropriation in Current Budget		\$	16,175,813.58
Amount of Increase/Decrease of Above Amendment		+	12,446.92
Total Appropriation in Current Amended Budget		\$	16,188,260.50

<p>Passed by majority vote of the Board of Education of Camden County on the 13th day of May 2021.</p>  <p>_____ Chairman, Board of Education</p>  <p>_____ Secretary, Board of Education</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20__.</p> <p>_____ Chairman, Board of County Commissioners</p> <p>_____ Clerk, Board of County Commissioners</p>
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Attachment: School Budget Amendments (3013 : School Budget Amendments)

BUDGET AMENDMENT
May 13, 2021

1. State Public School Fund

A. We have reviewed this area of the budget and find that we must increase our budget to cover the benefits that will be covered at the end of the year by NCDPI that are paid during the year to employees. We request your approval of the following amendment.

Non-Contributory Benefits

1.5400.009.184 Longevity	\$ + 1,602.03
1.5400.009.211 Emp. Soc. Sec. Costs	+ 122.57
1.5400.009.221 Emp. Retirement Cost	+ <u>347.32</u>

Total – Non-Contributory Benefits \$ + 2,071.92

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

Career & Technical Edu - Months

1.5120.013.121 Salary - Teacher	\$ - 15,000.00
1.5120.013.211 Emp. Soc. Sec. Costs	- 1,147.00
1.5120.013.221 Emp. Retirement Costs	- <u>1,548.00</u>

Total – Career & Technical Edu - Months \$ - 17,695.00

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

Career & Technical Edu - Program

1.5120.014.461 Pur of Non-Cap Equipment	\$ + 2,608.89
1.5120.014.462 Pur of Non-Cap Comp Hdwe	+ 11,861.11
1.5830.014.418 Computer Software & Supplies	+ <u>3,225.00</u>

Total – Career & Technical Edu - Program \$ + 17,695.00

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

1.5350.016.411 Supplies & Materials	\$ + <u>10,241.00</u>
-------------------------------------	-----------------------

Total – Summer Reading Camps \$ + 10,241.00

Attachment: School Budget Amendments (3013 : School Budget Amendments)

BUDGET AMENDMENT
State Public School Fund
May 13, 2021, Page 2

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

<u>Early Grade Reading Proficiency</u>		
1.5110.085.418 Computer Software & Supplies	\$ +	<u>134.00</u>
Total – Early Grade Reading Proficiency	\$ +	134.00

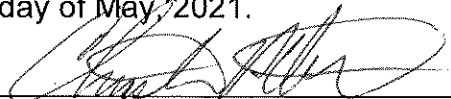
F. We have received an allotment revision and must decrease our budget to reflect the allotment. We request your approval of the following amendment.

<u>Textbook</u>		
1.5110.130.412.308 Textbook	\$ -	6,414.00
1.5110.130.412.304 Textbook		<u>- 15,198.00</u>
Total – Textbook	\$ -	21,612.00

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

<u>Textbook & Digital Resources</u>		
1.5110.131.411.308 Supplies & Materials	\$ +	6,414.00
1.5110.131.411.304 Supplies & Materials		<u>+ 15,198.00</u>
Total – Textbook & Digital Resources	\$ +	21,612.00
3100.000 Revenue – State Public School Fund	\$ -	12,446.92

Passed by majority vote of the Board of Education of Camden County on the 13th day of May, 2021.



Chairman, Board of Education



Secretary, Board of Education

Attachment: School Budget Amendments (3013 : School Budget Amendments)

Budget Amendment



Camden County Schools Administrative Unit

Local Current Expense Fund

The Camden County Board of Education at a meeting on the 13th day of May, 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
6600	Financial & Human Resources System-Wide Pupil Support	5,100.00	
6800			5,100.00
Explanation:			
	Total Appropriation in Current Budget	\$	2,790,336.00
	Amount of Increase/Decrease of Above Amendment	+	0.00
	Total Appropriation in Current Amended Budget	\$	2,790,336.00

<p>Passed by majority vote of the Board of Education of Camden County on the 13th day of May 2021.</p> <div style="text-align: center;">  _____ Chairman, Board of Education </div> <div style="text-align: center;">  _____ Secretary, Board of Education </div>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20__.</p> <div style="text-align: center;"> _____ Chairman, Board of County Commissioners </div> <div style="text-align: center;"> _____ Clerk, Board of County Commissioners </div>
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Attachment: School Budget Amendments (3013 : School Budget Amendments)

BUDGET AMENDMENT
May 13, 2021

2. Local Current Expense Fund

A. We have reviewed the allotment and must transfer money in to cover expenses. We request your approval of the following amendment.

Personnel

2.6620.895.312 Workshop Expenses	\$ + 100.00
2.6620.895.319 Other Technical & Prof	+ <u>5,000.00</u>

Total – Personnel \$ + 5,100.00

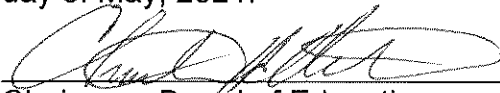
B. We have reviewed the allotment and must transfer money out to cover expenses. We request your approval of the following amendment.

Data Processing


2.6820.900.113 Salary - Director	\$ - <u>5,100.00</u>
----------------------------------	----------------------

Total – Data Processing \$ - 5,100.00

Passed by majority vote of the Board of Education of Camden County on the 13th day of May, 2021.



Chairman, Board of Education



Secretary, Board of Education

Attachment: School Budget Amendments (3013 : School Budget Amendments)

Budget Amendment



Camden County Schools Administrative Unit

Federal Grant Fund

The Camden County Board of Education at a meeting on the 13th day of May 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
6500	Operational Support Services	213.00	
Explanation: Revenues increased for carryover funds			
	Total Appropriation in Current Budget	\$	806,630.71
	Amount of Increase/Decrease of		
	Above Amendment	+	213.00
	Total Appropriation in Current Amended		
	Budget	\$	806,843.71

<p>Passed by majority vote of the Board of Education of Camden County on the 13th day of May, 2021.</p>  <p>_____ Chairman, Board of Education</p>  <p>_____ Secretary, Board of Education</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20__.</p> <p>_____ Chairman, Board of County Commissioners</p> <p>_____ Clerk, Board of County Commissioners</p>
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Attachment: School Budget Amendments (3013 : School Budget Amendments)

BUDGET AMENDMENT
May 13, 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	\$ +	264.09
3.5120.017.351 CTE Tuition Fees	-	3,000.00
3.5120.017.418 Computer Software & Supplies	-	2,860.35
3.5120.017.461 Pur of Non-Cap Equipment	+	<u>5,596.26</u>

Total – Career & Technical Edu - Program	\$ +	0.00
		=====

B. We have received an allotment and need to increase funds within the budget. We request your approval of the following amendment.

IDEA - Preschool

Project #21-049-150

3.6550.049.331 Contracted Transportation	\$ +	<u>213.00</u>
--	------	---------------

Total – IDEA - Preschool	\$ +	213.00
		=====

C. We have reviewed this allotment and need to transfer funds within the budget. We request your approval of the following amendment.

IASA Title I – Basic Programs

Project #21-050-150

3.5330.050.231.308 Emp. Hosp. Ins. Costs	\$ +	2,000.00
3.5330.050.312.310 Workshop Expenses	+	6,000.00
3.5330.050.461.308 Pur of Non-Cap Equipment	+	1,059.10
3.5330.050.462.310 Pur of Non-Cap Comp Hdwe	+	9,970.03
3.5330.050.411.308 Supplies & Materials	-	3,059.10
3.5330.050.411.310 Supplies & Materials	-	<u>15,970.03</u>

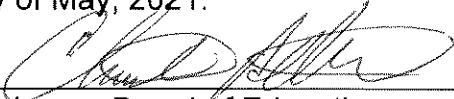
Total – IASA Title I – Basic Programs	\$ +	0.00
		=====

3.3600.049 Revenue – IDEA - Preschool	-	213.00
		=====

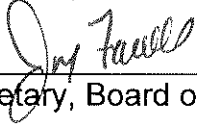
Attachment: School Budget Amendments (3013 : School Budget Amendments)

BUDGET AMENDMENT
Federal Grant Fund
May 13, 2021, Page 2

Passed by majority vote of the Board of Education of Camden County on the 13th day of May, 2021.



Chairman, Board of Education



Secretary, Board of Education

Budget Amendment

Camden County Schools Administrative Unit

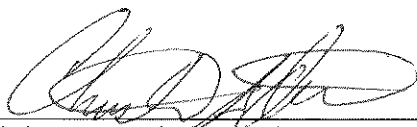
Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 13th day of May, 2021 passed the following resolution.

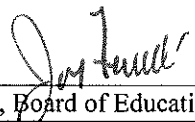
Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2021.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Services		1,349.00
6400	Technology Support Services	1,349.00	
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 13th day of May, 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 (3013 : School Budget Amendments)

BUDGET AMENDMENT
May 13, 2021

8. Other Local Current Expense Fund

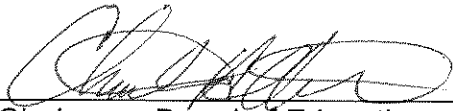
A. We have reviewed this area of the budget and must transfer funds out to meet other needs. We request your approval of the following amendment.

<u>Driver's Ed</u>		
8.5110.812.311	Contracted Services	\$ - <u>1,472.20</u>
Total – Driver's Ed		\$ - 1,472.20


B. We have reviewed this area of the budget and must transfer funds in this budget. We request your approval of the following amendment.

<u>Technology</u>		
8.6400.905.418	Computer Software & Supplies	\$ + 1,349.00
8.5110.905.418	Computer Software & Supplies	\$ + 50.00
8.5110.905.462	Pur of Non-Cap Comp Hdwe	\$ + <u>73.20</u>
Total – Technology		\$ + 1,472.20

Passed by majority vote of the Board of Education of Camden County on the 13th day of May, 2021.



Chairman, Board of Education



Secretary, Board of Education

Attachment: School Budget Amendments (3013 : School Budget Amendments)



CAMDEN COUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.F
Meeting Date: June 07, 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

APRIL 2021

Day	Amount	Amount	Name of Account	Deposits	Internet
	\$	\$		\$	\$
1	7,700.11			7,700.11	
5	8,059.41			8,059.41	
6	139.00		DEBT SET-OFF		139.00
	25,876.99			25,876.99	
7	12,063.31			12,063.31	
8	946.87			946.87	
	5,809.16		PSN		5,809.16
9	10,435.63		Refund - \$0.92	10,435.63	
12	4,187.84		Refund - \$0.02	4,187.84	
13	35.58			35.58	
14	2,310.72		Refund - \$1.04	2,310.72	
15	1,613.64			1,613.64	
16	21,848.37			21,848.37	
19	3,675.07			3,675.07	
20	106.04		DEBT SET-OFF - Refund - \$13.24		106.04
	5,123.64			5,123.64	
21	2,723.43			2,723.43	
22	5,991.13		Refund - \$0.42	5,991.13	
23	4,790.00			4,790.00	
26	18,770.41		Refund - \$764.04	18,770.41	
27	12,512.42		PSN - Refund - \$0.94		12,512.42
	3,865.71			3,865.71	
28	1,424.78			1,424.78	
	5,831.12		PSN - Refund - \$14.85		5,831.12
29	2,382.01			2,382.01	
30	8,115.40			8,115.40	
	80.00			80.00	
				-	
				-	
				-	
				-	
				-	
				-	
	\$ 176,417.79	\$ -		\$ 152,020.05	24,397.74
Total Deposits and PSN	\$ 176,417.79			\$ 176,417.79	
			PSN Check fees - \$8.00 - for info only, fees were paid to PSN		
	\$ (795.47)	Refund			
	\$ -	Over			
	\$ -	Shortage			
Grand Total	\$ -	Adjustment			
	\$ 175,622.32				

Attachment: Tax Collection Report (3014 : Tax Collection Report)

Submitted by: *Risa S. Anderson*

Date: *5-17-2021*

Approved by: _____

Date: _____



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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.G
Meeting Date: June 07, 2021

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

Item Title **DMV Monthly Report**

Attachments: DMV Monthly Report July, 21 Renewals (PDF)

Summary: DMV Monthly Report July, 21 Renewals due 8/15/21

Recommendation: Review and Approve

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County July Renewals Due 8/15/21

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
29,077.55	27,245.99	18,525.13	74,848.67

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.

Risa S. Anderson

Tax Administrator of Camden County

Attachment: DMV Monthly Report July, 21 Renewals (3001 : DMV Monthly Report)



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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.H
Meeting Date: June 07, 2021

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

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

Attachments: April, 21 Refunds Over \$100.00 (PDF)

Summary: Vehicle Refunds Over \$100.00 for April, 2021

Recommendation: Review and Approve

REFUNDS OVER \$100.00

North Carolina Vehicle Tax System



NCVTS Pending Refund report

APRIL 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
GOLLIFF, KEVIN DEAN	GOLLIFF, KEVIN DEAN		154 NC HIGHWAY 34 N	CAMDEN, NC 27921	Proration	0058272428	HFX1656	AUTHORIZED	144742252	Refund Generated due to proration on Bill #0058272428-2020-2020-0000-00	Tag Surrender	04/30/2021	5/11/2021 4:05:22 PM	1843	Tax	(\$213.00)	\$0.00	(\$213.00)
														2	Tax	(\$2.88)	\$0.00	(\$2.88)
																	Refund	\$213.00

Submitted by Lisa S. Anderson Date 5-17-2021
Lisa S. Anderson, Tax Administrator Camden County

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

Attachment: April, 21 Refunds Over \$100.00 (3002 : Vehicle Refunds Over \$100.00)



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**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Consent Agenda

Item Number:	8.I
Meeting Date:	June 07, 2021
Submitted By:	Lisa Anderson, Tax Administrator Taxes Prepared by: Karen Davis
Item Title	Pickups, Releases & Refunds
Attachments:	Pickups, Releases & Refunds (PDF)



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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Public Hearings

Item Number: 8J
Meeting Date: June 07, 2021
Submitted By: Morgan Potts,
 Planning & Zoning
 Prepared by: Karen Davis

Item Title **Set Public Hearing - Zoning Text Amendments 160D**

Attachments:

Summary:

The General Legislature has extended the deadline of 160D adoption to August 1, 2021, as a result of COVID related shutdowns. This will allow for additional review time of the “Vested Rights”, “Transfer Plat”, “Permit Choice” language, and all cross-references pertaining to 160D. The Planning Board will review the proposed text amendment to the UDO at their regular June 16th meeting, and it will be duly advertised on 6/18 & 6/25.

Recommendation:

Set Public Hearing for July 6, 2021.



**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Information, Reports & Minutes From Other Agencies

Item Number: 11.A
Meeting Date: June 07, 2021

Submitted By: Tammie Krauss, Register of Deeds
Register of Deeds
Prepared by: Karen Davis

Item Title **Register of Deeds Report**

Attachments: Register of Deeds Report (PDF)

Camden County Register of Deeds: Tammie Krauss
 April 2021 Daily Deposit

DATE	NC CHILDREN TRUST	NC DOM. VIO. FUND	STATE REV. STAMPS	COUNTY REV. STAMPS	RETIREMEN	AUTO FUND	STATE TREASURY	ROD GENERAL	TOTAL
04/01/21	\$ 5.00	\$ 30.00	\$ 637.49	\$ 663.51	\$ 8.64	\$ 46.61	\$ 86.80	\$ 398.95	\$ 1,877.00
04/05/21	\$ 5.00	\$ 30.00	\$ 144.06	\$ 149.94	\$ 10.99	\$ 64.31	\$ 68.20	\$ 553.10	\$ 1,025.60
04/06/21	\$ -	\$ -	\$ 2,048.20	\$ 2,131.80	\$ 9.69	\$ 59.18	\$ 80.60	\$ 496.53	\$ 4,826.00
04/07/21	\$ -		\$ 584.57	\$ 608.43	\$ 3.66	\$ 22.48	\$ 31.00	\$ 186.86	\$ 1,437.00
04/08/21	\$ 5.00	\$ 30.00	\$ 560.56	\$ 583.44	\$ 6.19	\$ 34.83	\$ 43.40	\$ 292.78	\$ 1,556.20
04/09/21	\$ -	\$ -	\$ 414.05	\$ 430.95	\$ 6.86	\$ 43.16	\$ 49.60	\$ 357.38	\$ 1,302.00
04/12/21	\$ 5.00	\$ 30.00			\$ 3.25	\$ 17.05	\$ 18.60	\$ 143.10	\$ 217.00
04/13/21	\$ 10.00	\$ 60.00			\$ 1.95	\$ 5.81		\$ 52.24	\$ 130.00
04/14/21	\$ 10.00	\$ 60.00			\$ 5.46	\$ 27.30	\$ 31.00	\$ 230.24	\$ 364.00
04/15/21			\$ 776.65	\$ 808.35	\$ 8.02	\$ 48.96	\$ 68.20	\$ 409.62	\$ 2,119.80
04/16/21			\$ 1,107.89	\$ 1,153.11	\$ 7.67	\$ 44.34	\$ 80.60	\$ 378.39	\$ 2,772.00
04/19/21					\$ 9.62	\$ 61.91	\$ 24.80	\$ 544.67	\$ 641.00
04/20/21	\$ 5.00	\$ 30.00	\$ 355.74	\$ 370.26	\$ 6.23	\$ 35.10	\$ 43.40	\$ 295.27	\$ 1,141.00
04/21/21	\$ 5.00	\$ 30.00	\$ 265.58	\$ 276.42	\$ 7.91	\$ 45.44	\$ 55.80	\$ 383.05	\$ 1,069.20
04/22/21			\$ 582.12	\$ 605.88	\$ 5.88	\$ 36.86	\$ 43.40	\$ 305.86	\$ 1,580.00
04/23/21	\$ 5.00	\$ 30.00	\$ 392.00	\$ 408.00	\$ 5.88	\$ 31.70	\$ 49.60	\$ 269.82	\$ 1,192.00
04/26/21					\$ 1.78	\$ 10.38	\$ 18.60	\$ 88.24	\$ 119.00
04/27/21	\$ 5.00	\$ 30.00	\$ 311.64	\$ 324.36	\$ 3.99	\$ 20.63	\$ 31.00	\$ 175.38	\$ 902.00
04/28/21					\$ 3.51	\$ 22.70	\$ 18.60	\$ 188.59	\$ 233.40
04/29/21	\$ 5.00	\$ 30.00	\$ 372.40	\$ 387.60	\$ 6.58	\$ 37.46	\$ 43.40	\$ 316.56	\$ 1,199.00
04/30/21	\$ 5.00	\$ 30.00	\$ 436.59	\$ 454.41	\$ 4.71	\$ 25.88	\$ 31.00	\$ 217.41	\$ 1,205.00
									0.00
									0.00
									\$ -
TOTAL	\$ 70.00	\$ 420.00	\$ 8,989.54	\$ 9,356.46	\$ 128.47	\$ 742.09	\$ 917.60	\$ 6,284.04	\$ 26,908.20

Attachment: Register of Deeds Report (2019 - Register of Deeds Report)

Ledger Report Fee Distribution
TAMMIE KRAUSS, REGISTER OF DEEDS
Camden, NC

Date Range From Thursday, April 01, 2021 to Friday, April 30, 2021

Name	Amount
NC Children's Trust Fund	\$70.00
NC Domestic Violence Fund	\$420.00
State Revenue Stamp	\$8,989.54
County Revenue Stamp	\$9,356.46
Land Transfer Fee	\$0.00
Floodplain Map Fund	\$0.00
Supplemental Retirement	\$128.47
ROD Automation Fund	\$742.09
Dept Of Cultural Resources	\$0.00
Vital Records Fund	\$0.00
State General Fund	\$0.00
State Treasurer Amount	\$917.60
ROD General Fund	\$6,284.04
Total Distribution For Period	\$26,908.20
Cash Total	\$832.60
Check Total	\$25,679.60
Pay Account Total	\$396.00
ACH Total	\$0.00
Escrow Account Total	\$0.00
Overpayment Total	\$0.00
Total Deposit For Period	\$26,908.20



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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.B
Meeting Date: June 07, 2021

Submitted By: Kim Perry,
Library
Prepared by: Kim Perry

Item Title **Library Report 4/2021**

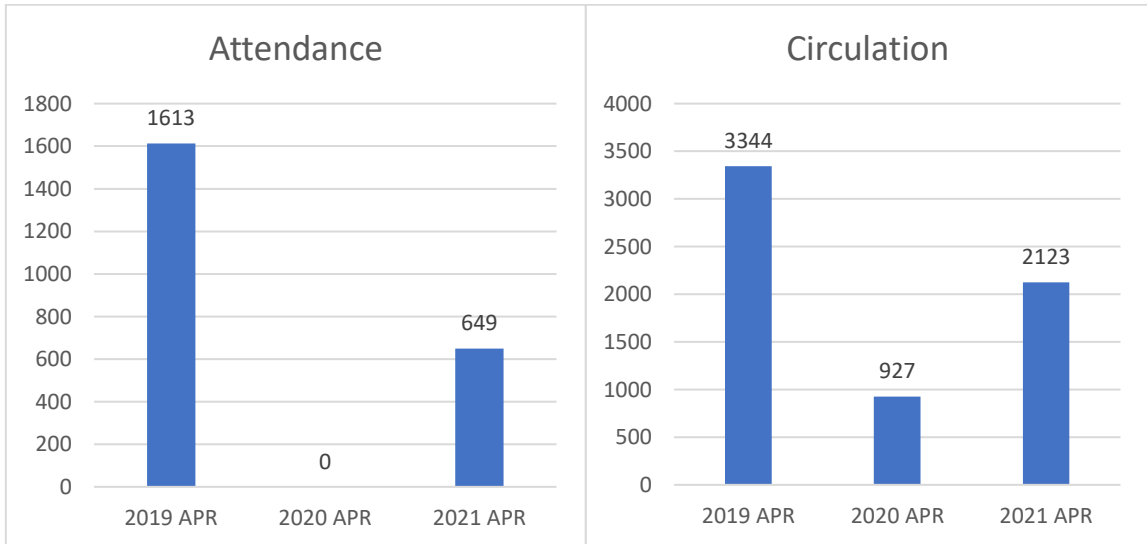
Attachments: 21-04 (DOCX)

Camden County Public Library

APRIL 2021 Statistics

Visitor Count	649
Materials Check Outs & Renewals	2,123
Computer/ Wireless Use	82/149
Questions Answered	203
Children’s Programs/Attendance	1/24
Adult Programs/Attendance	0/0
Outreach Programs/Attendance	0/0
Meeting Room Usage/Attendance	8/76
Days/Hours Open	20/160
# Items in Collection	19,547
Library Card Holders	2,685
Curbside Pickups	8

Comparison by Year 2019-2021



Attachment: 21-04 (3024 : Library Report)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Other Matters

Item Number: 12.A
Meeting Date: June 07, 2021
Submitted By: Ken Bowman,
Administration
Prepared by: Karen Davis

Item Title **Opioid Litigation - John Morrison**

Attachments:

Summary:

County Attorney John Morrison will give an update on the Opioid litigation.