CAMDEN COUNTY
NORTH CAROLINA · USA
Boundless Opportunities.

BOARD OF COMMISSIONERS

July 06, 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
July 06, 2021
7:00 PM
Historic Courtroom, Courthouse Complex

Call to Order

ITEM Closed Session - Personnel, Economic Development, Consultation with County Attorney

Reconvene Board of Commissioners

Invocation & Pledge of Allegiance

Rev. William Sawyer

ITEM 1. **Consideration of Agenda** (For discussion and possible action)

ITEM 2. **Conflict of Interest Disclosure Statement**

ITEM 3. **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 4. **Presentations** (For discussion and possible action)

A. Trillium Health Resources Annual Report - Bland Baker

Recess to South Camden Water & Sewer District Board of Directors

Reconvene Board of Commissioners

ITEM 5. **Public Hearings**

A. Ordinance 2021-07-01 Chapter 160D - Morgan Potts

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

A. Personnel Policy - Ken Bowman

B. Animal Control and Protection Ordinance - Ken Bowman

C. Success Academy Lease Agreement - Ken Bowman

D. Resolution 2021-07-01 Approving Financing Terms (Fire Truck) - Stephanie Jackson

E. Tax Report - Lisa Anderson

ITEM 7. **Consent Agenda**

A. BOC Meeting Minutes - June 7, 2021

B. School Budget Amendments

C. Tax Collection Report

D. DMV Monthly Report

E. Refunds Over $100

F. DMV Refunds Over $100.00

G. Pickups, Releases & Refunds

H. Home & Community Care Block Grant for Older Adults

I. Surplus Property Request - Sheriff

J. Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021)

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

ITEM 9. **Commissioners' Reports**

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

A. Register of Deeds Report

B. Library Report

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

ITEM 12. **Adjourn**

CAMDEN COUNTY
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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 4.A
Meeting Date: July 06, 2021

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

Item Title **Trillium Health Resources Annual Report - Bland Baker**

Attachments: 2020 Annual Report Camden County_Baker (PDF)

Summary:
Mr. Bland Baker will present the Trillium Health Resources Annual Report.

TRILLIUM HEALTH RESOURCES ANNUAL REPORT CAMDEN COUNTY

BLAND BAKER, B

NORTHERN REGIONAL DIRECTO

Transforming Lives

Trillium HEALTH RESOURCES

Attachment: 2020 Annual Report Camden County_Baker (3031 : Trillium Health Resources Annual

TRILLIUM UPDATE

Trillium's mission: Transforming lives and building community well-being through partnership and proven solutions.

- Who We Are
- Medicaid Transformation Changes
- Organizational changes- Call centers, Contracts, Care Management
- COVID-19 Response
- County Data

Attachment: 2020 Annual Report Camden County_Baker (3031 : Trillium Health Resources Annual

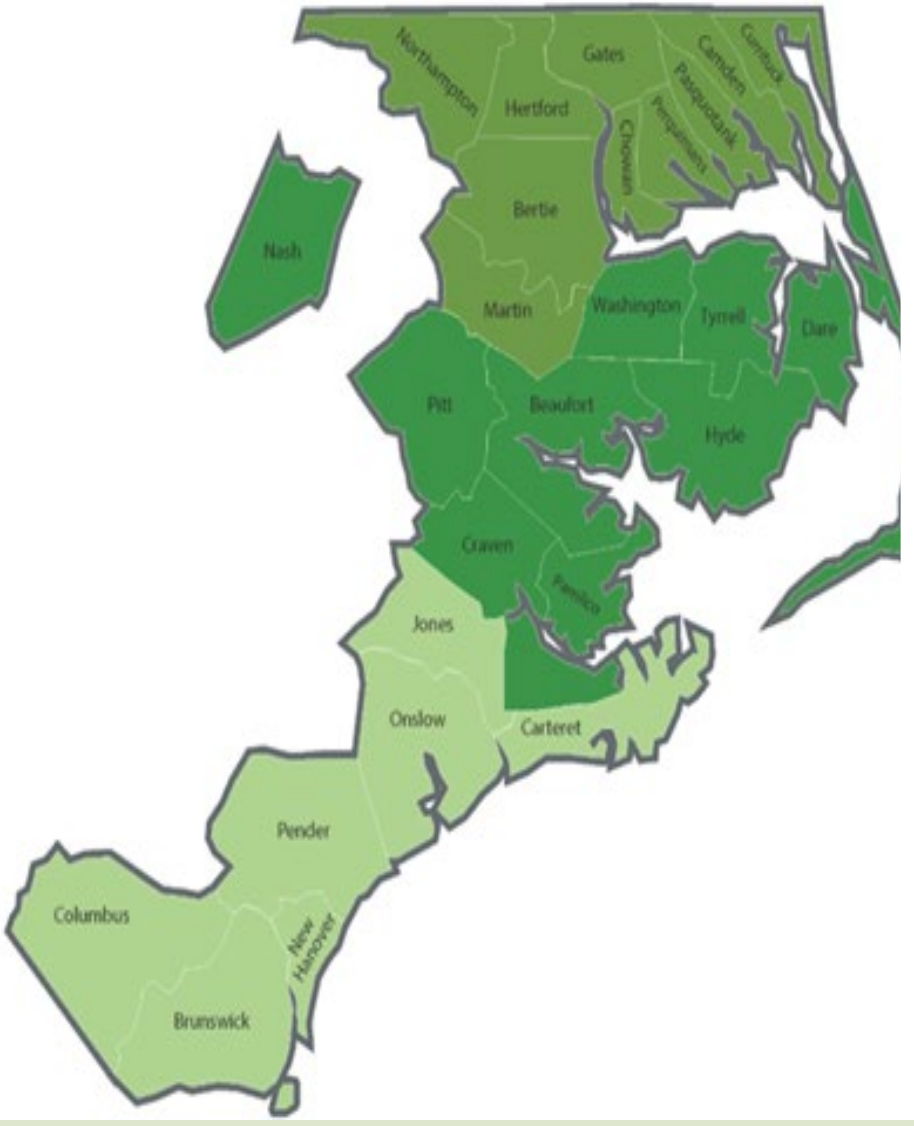
Who We Are - Numbers

- 26 Counties
- 1,469,101 total population
- 266,000 Medicaid Eligible
- Served 58,452 individuals from mild to severe mental health needs
  - 70% with MH needs
  - 20% with SUD
  - 10% with IDD
- Approximately 500 Providers
- $475,921,857.00 spent on services last year
- Smallest County- Tyrrell 3,665- Largest County -New Hanover 232,274
- Cover over 12,000 square miles

Attachment: 2020 Annual Report Camden County_Baker (3031 : Trillium Health Resources Annual

Trillium Map per Region

REGION	POPULATION	SQUARE MILES	# OF COUNTIES
Northern	201,969	3,511	10
Central	494,441	4,717	9
Southern	772,691	4,176	7



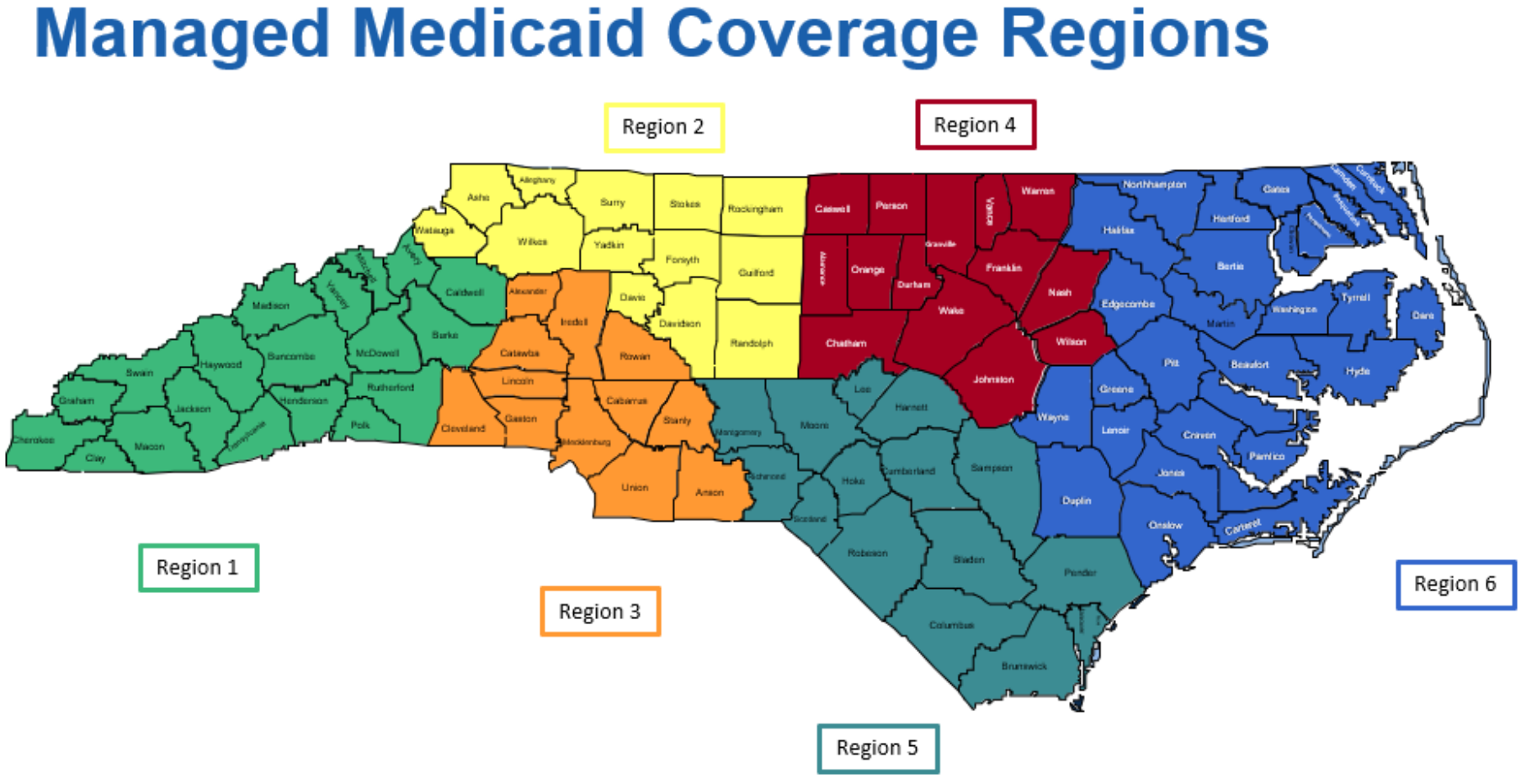
Attachment: 2020 Annual Report Camden County_Baker (3031 : Trillium Health Resources Annual

Medicaid Transformation- Standard Plans

- Standard Plan- 5 companies were awarded
  - Amerihealth Caritas NC Inc.
  - Blue Cross Blue Shield of NC
  - UnitedHealthcare of NC Inc.
  - WellCare of NC Inc.
  - Carolina Complete Health- covers regions 3, 4 and 5
    - These Plans will be managing the mild to moderate Medicaid behavioral health recipients

Attachment: 2020 Annual Report Camden County_Baker (3031 : Trillium Health Resources Annual

Map of Standard Plan Regions



Attachment: 2020 Annual Report Camden County_Baker (3031 : Trillium Health Resources Annual

Medicaid Transformation Standard Plans continued:

- Standard Plan Insurance Companies Timeline:
- March 15th through May 14th – Open Enrollment
- May 15th- Auto enrollment
- July 1st 2021- Standard Plans begin to serve Medicaid individuals with Low to Moderate needs

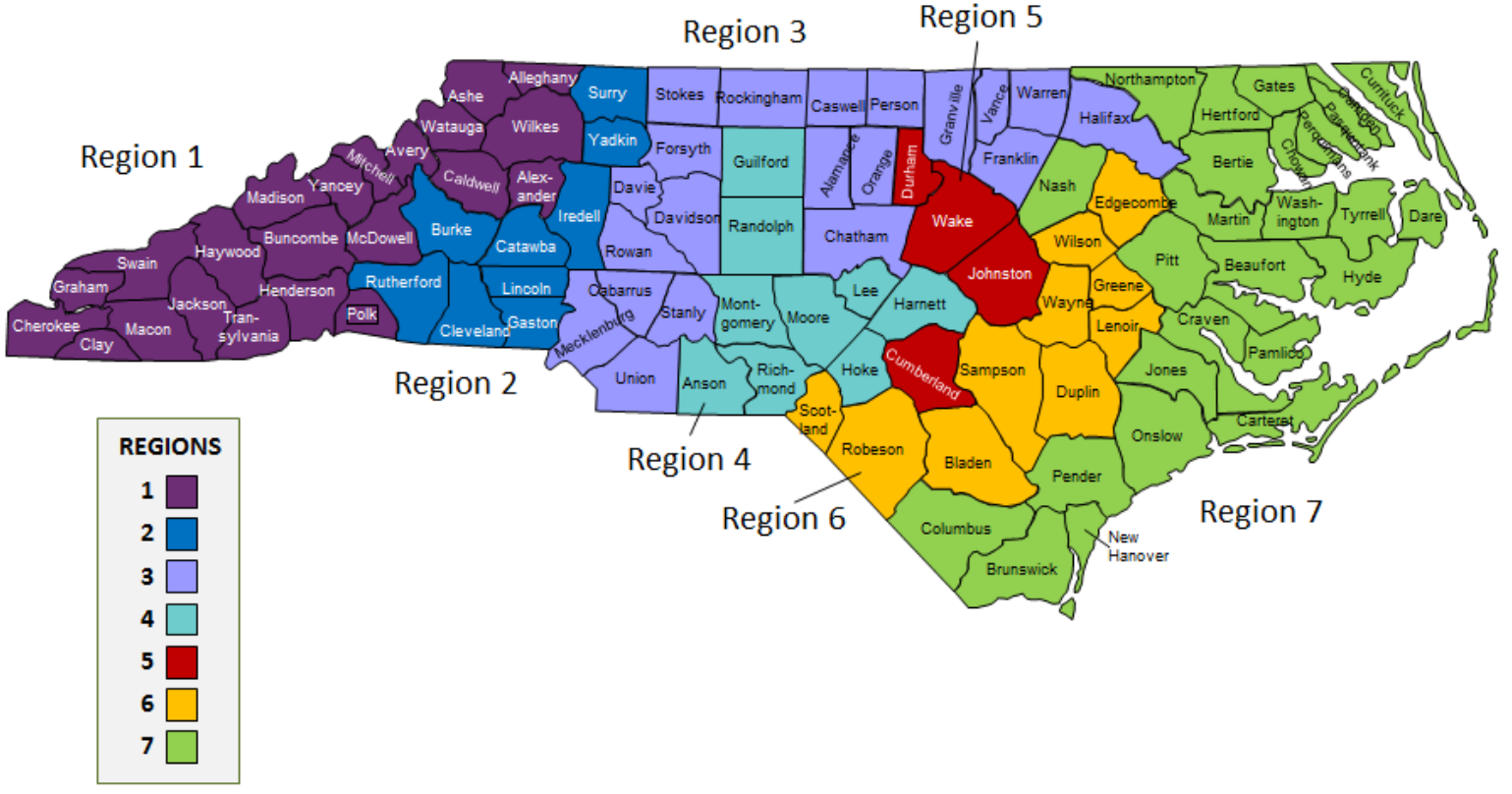
Attachment: 2020 Annual Report Camden County_Baker (3031 : Trillium Health Resources Annual

Medicaid Transformation Tailored Plan:

- 5-7 Managed Care Organizations- NCACC recommended the current LME/MCO map
- Managing the high risk/high cost individuals with mental health, developmental disabilities and substance use
- DHHS released the RFA on November 13th 2020
- Managing the whole person- both physical health and behavioral health

Attachment: 2020 Annual Report Camden County_Baker (3031 : Trillium Health Resources Annual

Behavioral Health I/DD Tailored Plan Regions



Attachment: 2020 Annual Report Camden County_Baker (3031 : Trillium Health Resources Annual

Medicaid Transformation Tailored Plan Continued

- Applications were due back to the state on Feb 2nd 2021 and we submitted ours on time
- DHHS will award the contracts on June 11th, 2021 to 5-7 MCO's
- We will have a readiness review late fall
- July 1st 2022- Begin the Tailored Plan the more Severe behavioral Health, Substance use and IDD population like we do today

Attachment: 2020 Annual Report Camden County_Baker (3031 : Trillium Health Resources Annual

What will it Look like

- Manage the whole person both Behavioral and Physical health
- Focus on the Social Determinants of Health-

1. 1. Transportation
2. 2. Housing
3. 3. Food Insecurities
4. 4. Employment
5. 5. Personal Safety

- Contract with every pharmacy in our 26 counties
- Contract with all primary care physicians that provide services to Medicaid consumers
- Provide Tailored Care Management

Attachment: 2020 Annual Report Camden County_Baker (3031 : Trillium Health Resources Annual

Organizational changes

Call Centers

- Pharmacy
- Provider
- Nurse
- Current Call Center

Contracts

- Pharmacy
- Primary Care Offices

Care Management

- Whole Person Care

Attachment: 2020 Annual Report Camden County_Baker (3031 : Trillium Health Resources Annual

Impact today

- Consumers will remain with the same services with their MCO
- We will still move forward with developing the infrastructure to serve the whole person
- Work towards contracting with pharmacies and primary care services

Attachment: 2020 Annual Report Camden County_Baker (3031 : Trillium Health Resources Annual

COVID - 19 IMPACT

- Setup a separate webpage for all of our information regarding COVID-19
- Some rate increases extended ranging from 5% - 30% to Network Providers
- Waiving Prior Authorizations
- Supplying COVID Kits to providers/consumers
- Respite for Children with IDD increased to 30 hours
- Telehealth continues to be provided when needed
- Food Delivery

Attachment: 2020 Annual Report Camden County_Baker (3031 : Trillium Health Resources Annual

COVID-19 Impact continued…

- Promoting Hope4NC
- Trillium continues remote status with office usage limited to 15% of allowed capacity
- Access to Care continues to be in operation 24 hours per day.
- https://www.trilliumhealthresources.org/news-events-training/coronavirus-information

Attachment: 2020 Annual Report Camden County_Baker (3031 : Trillium Health Resources Annual

Project Updates

- DSS Respite Homes
- 1200 Naloxone kits
- Hand Sanitizer stations at Playgrounds
- Racial Equity Projects- internal and external
- Safe Schools/Health Kids- online training on a variety of topics
- Crisis and Disaster Response Department

Attachment: 2020 Annual Report Camden County_Baker (3031 : Trillium Health Resources Annual

Consumers served in Camden County

Total Consumers served – 234

- Mental Health – 159
- Substance Use – 56
- I/DD – 31

Total is unduplicated, since a single individual may receive services in more than one category

Attachment: 2020 Annual Report Camden County_Baker (3031 : Trillium Health Resources Annual

QUESTIONS?

Transforming Lives

Trillium HEALTH RESOURCES

Attachment: 2020 Annual Report Camden County_Baker (3031 : Trillium Health Resources Annual

CAMDEN COUNTY
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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Public Hearings

Item Number: 5.A
Meeting Date: July 06, 2021

Submitted By: Morgan Potts,
Planning & Zoning
Prepared by: Karen Davis

Item Title **Ordinance 2021-07-01 Chapter 160D**

Attachments: AGENDA SUMMARY Chapter 160D changes BOC (DOCX)
Ordinance No 2021-07-01 MJP FINAL (DOCX)

Agenda summary, recommendation and supporting documentation attached.

Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: July 6, 2021

Attachments: Multiple Text Amendments

Submitted By: Planning Department

Item Title: Zoning Text Amendments to comply with GS 160D; reinstatement of "Transfer Plat"; Zoning Text Amendments to correct typographical errors

Summary:

The requested text amendment for "Vested Rights" and "Permit Choice" is necessary to comply with a new state law embodied in General Statute 160D. The Board of Commissioners initially heard and approved text amendments to 160D in March 2021; however, "Vested Rights" and "Permit Choice" were not incorporated. The county is required to include them in the UDO, per NCGS 160D.

At the March 2021 meeting, the "Transfer Plat" text was tabled, and has not been addressed since. We are seeking to reinstate the language, with no additional restrictions proposed. Language has been added to "Transfer Plat" that allows provisions for involuntary transfers (i.e. foreclosure, court order, or death of the property owner).

Lastly, Planning staff is seeking to correct simple typos found within the UDO. Staff is requesting approval of the requested text amendments within "Sign Standards in Commercial Districts" for clarity and consistency.

The Planning Board voted unanimously to recommend approval of all the requested text amendments.

Recommendation:

- **Motion**
  - **Approve Ordinance No. 2021-07-01 for the following reasons:**
    The proposed text amendments do not result from any events affecting land use and development patterns so it is neither consistent nor inconsistent with the Camden County Comprehensive Plan content.

    The proposed amendments are supportive of the Plan's purposes:
    - establish the legal foundation for zoning and subdivision changes
    - guide future land-use decisions
    - provide a legal foundation for future land-use related regulations

Attachment: AGENDA SUMMARY Chapter 160D changes BOC (3048 : Ordinance 2021-07-01 Chapter 160D)

Ordinance No. 2021-07-01

An Ordinance
Amending the Camden County
Code of Ordinances

Camden County, North Carolina

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

Article I: Purpose

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

Article II. Construction

A. **For the purposes of this Ordinance the Table in Article III relates strictly to changes in the General Statute citations from either 160A or 153A to the new General Statute 160D which combines the previous statutes. The table shows the page that the citation occurs, the citation deleted and the citation added.**
B. **For the purposes of re-establishing Section 2.3.24, "Transfer Plat", subsections "2: c. Application Submittal" and "E: Effect, 2".**
C. **For the purposes of correcting minor typographical errors and inconsistencies observed within Section 5.14 "Sign Standards in Commercial Districts", and the related visual representation in the UDO.**
D. **For purposes of this Ordinance, Article IV relates to substantive changes required by the new General Statute 160D in which underlined words (underline) shall be considered as additions to existing Ordinance language and strikethrough words (~~strikethrough~~) shall be considered deletions to existing language. New language of proposed ordinance shall be shown in italics (*italics*) and highlighted.**

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

(Continued on following pages)

Attachment: Ordinance No 2021-07-01 MJP FINAL (3048 : Ordinance 2021-07-01 Chapter 160D)

1.13. VESTED RIGHTS

1.13.6 PROCESS TO CLAIM VESTED RIGHT

A. A landowner seeking to claim a vested right shall submit information to substantiate their claim of vesting status along with an application for a determination in accordance with Section 2.3.27, Vested Rights Determination Procedure

B. Appeal of a decision on a determination application may be filed with the Board of Adjustment in accordance with Section 2.3.5, Appeal.

1.13.7 EFFECT OF A VESTED RIGHT

A. Development approvals that have an established vested right in accordance with Section 160D-108 of the North Carolina General Statutes and this section shall preclude any action by the County that would change, alter, impair, prevent, diminish, or otherwise delay the development or use of the property authorized by the development approval, except where a change in State or federal law occurs and has a retroactive effect on the development or use.

B. Except when subject to sub-section C below, amendments to this Ordinance shall not be applicable to any of the following development approvals after they are vested:

1. Building or uses of land for which a development permit application has been submitted and approved in accordance with this Ordinance and Section 160D-108 of the North Carolina General Statutes;

2. Subdivisions of land for which a subdivision application has been submitted and approved in accordance with this Ordinance and Section 160D-108 of the North Carolina General Statutes;

3. A site-specific vesting plan approved in accordance with this Ordinance and Section 160D-108.1 of the North Carolina General Statutes;

4. A multi-phase development approved in accordance with this Ordinance and Section 160D-108 of the North Carolina General Statutes; and

5. A vested right established by the terms of an approved development agreement in accordance with this Ordinance and Article 10 of Chapter 160D of the North Carolina General Statutes.

C. Amendments to this Ordinance shall apply to vested development approvals if:

1. A change to State or federal law occurs and has a retroactive effect on the development or use;

2. There is written consent to be subject to the amendment by the landowner;

3. The development approval expires; or

4. The development is not undertaken or completed in accordance with the approval.

1.13.8 DURATION

Vested rights shall commence upon approval of a development application and shall continue through the maximum duration periods established in this section.

A. BUILDING PERMITS

Attachment: Ordinance No 2021-07-01 MJP FINAL (3048 : Ordinance 2021-07-01 Chapter 160D)

The issuance of a building permit establishes a vested right to development for a period of six months, as long as the building permit complies with the terms and conditions of approval of that building permit.

B. DEVELOPMENT APPROVALS

Except for building permits, site-specific vesting plans, development agreements, and multi-phase developments, any development approval under this Ordinance shall be vested from changes in this Ordinance for a period of one year from the date of approval, provided the development subject to the approval complies with all applicable terms and conditions.

C. SITE SPECIFIC VESTING PLANS

1. Camden County shall provide for rights to be vested for a period at minimum two years but not to exceed five years where warranted in light of all relevant circumstances, including, but not limited to, the size and phasing of development, the level of investment, the need for the development, economic cycles, and market conditions or other considerations. These determinations are in the sound discretion of Camden County and shall be made following the process specified for the particular form of a site-specific vesting plan involved in accordance with subsection (C) of this section.

2. Site-specific vesting plans meeting the definition of a multi-phase development shall be vested in accordance with Section 1.13.7,D, Multi-Phase Developments.

D. MULTI-PHASE DEVELOPMENTS

1. A multi-phase development plan that occupies at least 25 acres of land area, is subject to a master plan that depicts the types and intensities of all uses as part of the approval, and includes more than one phase shall be considered as a multi-phase development plan that is granted a vested right to develop for a period of seven years from the date of approval of the first site plan associated with the development.

2. Vesting shall commence upon approval of the site plan for the first phase of the development.

3. The vested right shall remain in affect provided the development does not expire and provided it complies with all the applicable terms and conditions of the approval.

E. DEVELOPMENT AGREEMENTS

A development agreement shall be vested in accordance with the vesting term identified in the development agreement.

1.13.9 TERMINATION

A. Vested rights established in accordance with this Ordinance shall run with the land.

B. In no instance shall vesting status extend beyond the maximum duration for the type of development application approval identified in Section 1.13.8, Duration.

C. In no instance shall the vesting status of a development approval continue after the development approval expires or if the development approval is revoked for failure to comply with the terms of the approval or of this Ordinance.

D. In no instance shall the vesting status of a development approval continue after it is determined that the development approval was based upon intentional inaccurate information or material misrepresentations.

Attachment: Ordinance No 2021-07-01 MJP FINAL (3048 : Ordinance 2021-07-01 Chapter 160D)

E. In no instance shall vested rights continue if the Board of Commissioners finds, after a duly noticed public hearing, that natural or man-made hazards resulting from the development would result in a serious threat to public health, safety, or welfare if the development were to be continued or completed.

F. In the event of commenced but uncompleted work associated with a development approval, vested rights shall expire within 24 months of the discontinuance of work. This 24 month period shall not include the time associated with work stoppage resulting from an appeal or litigation.

1.13.10 LIMITATIONS

A. The establishment of a vested right does not preclude the County's application of overlay zoning district requirements or other development regulations that do not affect the type of land use, its density, or intensity.

B. A vested right shall not preclude the application of changes to building, fire, plumbing, electrical, or mechanical codes made after the development approval where a vested right was established.

2.3.27. ~~VESTED RIGHTS DETERMINATION~~ *PERMIT CHOICE AND VESTED RIGHTS*

A. Purpose and Intent

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

This section is intended to implement Section 160D-108 of the North Carolina General Statutes, and in this section.

B. Applicability

1. A vested right may be established, in accordance with Section ~~153A-344.1~~ ***160D-108*** of the North Carolina General Statutes, and this section.

~~2. A vested rights determination shall be limited to development included in a site specific development plan. For the purposes of this section, a site specific development plan may be one of the following development approvals~~

~~a. Special use permits;~~

~~b. Preliminary plats;~~

~~c. Planned developments; or~~

~~d. Major site plans for nonresidential development.~~

2. A vested rights determination shall be limited to the following:

a. A valid building permit

b. Site Specific Plans

c. Development Approvals

d. Multi-phase Developments

e. Development Agreements

Attachment: Ordinance No 2021-07-01 MJP FINAL (3048 : Ordinance 2021-07-01 Chapter 160D)

3. An application for a vested rights determination shall be processed concurrently or after the approval of a ~~special use permit, preliminary plat, planned development, or major site plan for nonresidential development.~~ ***valid building permit, site specific plan, development approval, multi-phase development or a development agreement.***

4. Nothing shall limit an applicant from filing an application for a vested rights determination on a particular development application after construction has commenced.

E. Permit Choice

1. If a development permit applicant submits a permit application for any type of development and a rule or ordinance is amended, including an amendment to any applicable land development regulation, between the time the development permit application was submitted and a development permit decision is made, the development permit applicant may choose which adopted version of the rule or ordinance will apply to the permit and use of the building, structure, or land indicated on the permit application.

2. If the development permit applicant chooses the version of the rule or ordinance applicable at the time of the permit application, the development permit applicant shall not be required to await the outcome of the amendment to the rule, map, or ordinance prior to acting on the development permit. If an applicable rule or ordinance is amended after the development permit is wrongfully denied or after an illegal condition is imposed, as determined in a proceeding challenging the permit denial or the condition imposed, the development permit applicant may choose which adopted version of the rule or ordinance will apply to the permit and use of the building, structure, or land indicated on the permit application.

3. Any provision of the development permit applicant's chosen version of the rule or ordinance that is determined to be illegal for any reason shall not be enforced upon the applicant without the written consent of the applicant.

~~C.~~ ***D.*** Vested Rights Determination Procedure

1. Pre-Application Conference

   a. Required (see Section 2.2.2, Pre-Application Conference).

2. Application Submittal

   a. Applicable (see Section 2.2.4, Application Submittal).

   b. Applications may be initiated by the landowner or any person who may submit an application in accordance with Section 2.2.4.A, Authority to File Applications.

3. Staff Review

   a. Applicable (see Section 2.2.5, Staff Review and Action).

   b. The UDO Administrator shall review the application, prepare a staff report, and provide a recommendation in accordance with Section 2.3.27. D, Vested Rights Determination Review Standards.

4. Public Notice

   a. Applicable (see Section 2.2.6, Public Notice).

5. Board of Commissioners Review and Decision

Attachment: Ordinance No 2021-07-01 MJP FINAL (3048 : Ordinance 2021-07-01 Chapter 160D)

a. Applicable (see Section 2.2.9, Action by Review Authority, and Section 2.2.7, Public Meetings and Hearings).

b. The Board of Commissioners, after the conclusion of a legislative public hearing, shall decide the application in accordance with Section 2.3.27.D, Vested Rights Determination Review Standards. c. The decision shall be one of the following: 1. Approval of the vested rights determination as proposed; 2. Approval of a revised vested rights determination; or 3. Denial of vested rights determination.

F. ***E.*** Vested Rights Determination Review Standards

A vested rights determination shall be approved if:

1. The vested rights determination is for an approved site-specific development plan;.
2. The development is valid and unexpired; and
3. 3. Any required variances have been obtained.

~~E.~~ ***F.*** Effect

1. A vested rights determination shall be approved prior to issuance of a building permit.

2. The establishment of a vested right shall not preclude the application of overlay zoning district provisions that impose additional requirements but do not affect the allowable type and intensity of use, or through ordinances that are general in nature and are applicable to all property subject to land use regulation by the County, including, but not limited to, building, fire, plumbing, electrical, and mechanical codes.

3. Notwithstanding any provision of this section, the establishment of a vested right under this section shall not preclude, change or impair the authority of the county to adopt and enforce development regulation provisions governing non-conforming situations or uses.

4. A vested right obtained under this section is not a personal right, but shall attach to and run with the applicable property. After approval of a vested right under this section, all successors to the original landowner shall be entitled to exercise such rights.

~~F.~~ ***G.*** Amendment

Amendment of vested rights determination may only be reviewed and considered in accordance with the procedures and standards established for its original approval.

~~F.~~ ***H.*** Expiration

1. A vested right determination shall expire and become null and void:

a. At the end of the applicable vesting period; or

b. If a building permit application for the development subject to the determination is not submitted within two years of the approval of the vested rights determination associated with a special use permit, preliminary plat, or major site plan, or five years of the approval of a vested rights determination associated with a planned development; or

c. Upon a finding by the Board of Commissioners after notice and an evidentiary hearing, that:

Attachment: Ordinance No 2021-07-01 MJP FINAL (3048 : Ordinance 2021-07-01 Chapter 160D)

i. Natural or man-made hazards on or in the immediate vicinity of the land, if uncorrected, would pose a serious threat to the public health, safety, and welfare if the project were to proceed as contemplated;

ii. The landowner or landowner's representative intentionally supplied inaccurate information or made material misrepresentations which affected the approval of the site specific development plan;

iii. The landowner failed to comply with any condition imposed upon the establishment of the site specific development plan or vested rights determination; or

d. Upon payment to the affected landowner of compensation for all costs, expenses, and other losses incurred by the landowner, including but not limited to, all fees paid in consideration of financing, and all architectural, planning, marketing, legal, and other consultant fees incurred after approval of the determination by the County, together with interest at the legal rate until paid. Compensation shall not include any diminution in the value of the land which is caused by such action; or

e. With the written consent of the affected landowner.

2. Upon enactment or promulgation of a State or federal law or regulation that precludes development as contemplated in the site-specific development plan, the Board of Commissioners may modify the affected provisions of the determination by ordinance, if after conducting a hearing, it finds the changed conditions created by the change in the State or federal law have a fundamental effect on the site specific development plan.

~~G.~~ ***I*** Appeal

1. Appeal of a decision on a planned development shall be subject to review by the District 1 Superior Court.

2. Petitions for review must be filed with the Clerk of Court within 30 days of the date the decision is filed in the office of the appropriate review authority and delivered by personal delivery, electronic mail, or first class mail to the applicant, landowner, and to any person who has submitted a written request for a copy, prior to the date the decision becomes effective.

(Continued on following page)

Attachment: Ordinance No 2021-07-01 MJP FINAL (3048 : Ordinance 2021-07-01 Chapter 160D)

2.3.24 TRANSFER PLAT

C. Transfer Plat Procedure

2. Application Submittal

c. Administrator shall review copy of proposed deed for a statement: DEED RESTRICTION Deed drawn up with the following restriction: "In accordance with Article 151.2.3.24 of the Camden County Unified Development Ordinance, property cannot be sold for a period of five (5) years or until the child's 18th birthday (whichever is greater) from date of recording."

E. Effect

~~2. In cases where a transfer plat is proposed to transfer lots from a grandparent to a grandchild, the grantor shall have owned the property for previous ten years unless inherited through testate or intestate succession.~~

2. Land subject to a transfer plat shall be titled under the immediate family member's name for a period of at least five years or until the immediate family member reaches the age of 18 (whichever is greater), with the exception of involuntary transfers via foreclosure, court order, or death of the immediate family member.

5.14.11. SIGN STANDARDS IN COMMERCIAL DISTRICTS

1.Pg. 5-68: Insert Header above second example.
RECOMMENDEDCORRECTION: Insert header with columns stating *"Type of Sign/Maximum Face Area/Maximum Height/Maximum Number of Signs Per Lot/Additional Standards".*

2.Pg. 5-68: Window Sign, Column 5: ~~"May be substituted for some or all of allowable wall sign area".~~
RECOMMENDED CORRECTION: Delete text in box.

3.Pg. 5-68: Table 0: Sign Standards in Commercial District: Example A, bottom:
RECOMMENDED CORRECTION: Correct example equation to state 50% for consistency; total should be *42.*

4.Pg. 5-69: "Table ~~0~~". **RECOMMENDED CORRECTION: Correct to Table *1.***

5.Pg. 5-69, "Projecting Sign, Column 5: "Additional Standards": "No portion of the sign may be located within three feet of the ***curb and gutter*** or street paving.
RECOMMENDED CORRECTION: Addition of curb and gutter.

6.Pg. 5-69: Bottom Footer: **RECOMMENDED CORRECTION: Remove; duplicate of header found on page 5-70.**

7.Pg. 5-70: "Table ~~0~~". **RECOMMENDED CORRECTION: Correct to Table *2.***

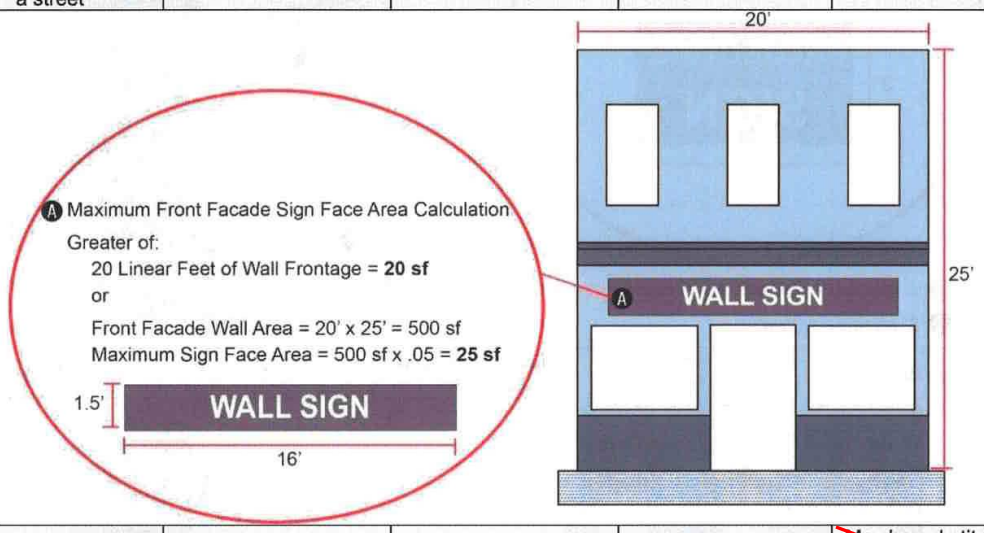
Attachment: Ordinance No 2021-07-01 MJP FINAL (3048 : Ordinance 2021-07-01 Chapter 160D)

5.14.11. SIGN STANDARDS IN COMMERCIAL DISTRICTS

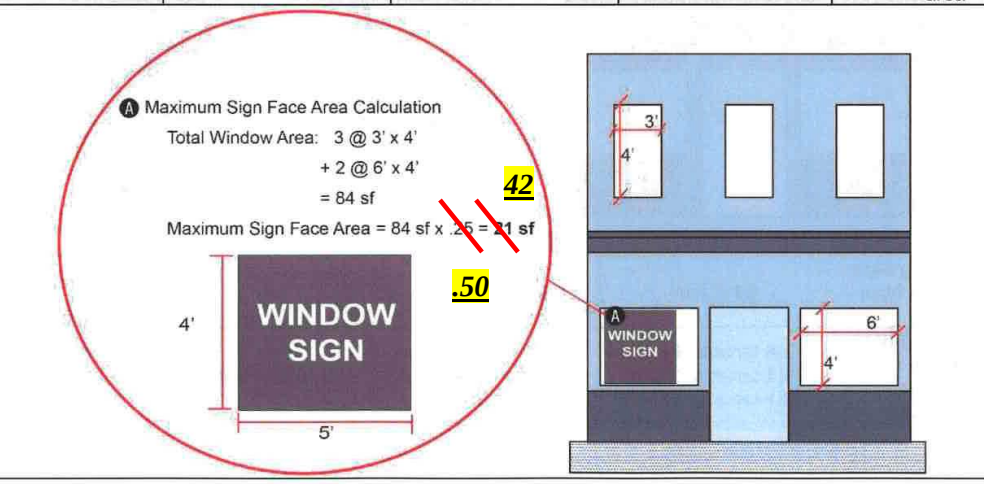
Signs on lots in the commercial districts other than the MX district shall comply with the requirements in Table 0: Sign Standards in Commercial Districts.

TABLE 0: SIGN STANDARDS IN COMMERCIAL DISTRICT

Type of Sign	Maximum Face Area [1] [2]	Maximum Height	Maximum Number of Signs Per Lot	Additional Standards [3]
Wall Sign on Front Façade	Greater of: 1.5 sf per linear foot of wall frontage, or 5% of wall area	Below the top of the roof, soffit, eave or parapet, whichever is highest	No limit	Wall signs shall not project more than 12 inches outwards from the wall
Wall Sign on Side or Rear Façade fronting a street	½ sf per liner foot of wall frontage			



Window Sign	50% of total window and glass door area	Top of ground floor window or door	No limit	~~May be substituted for some or all of allowable wall sign area~~



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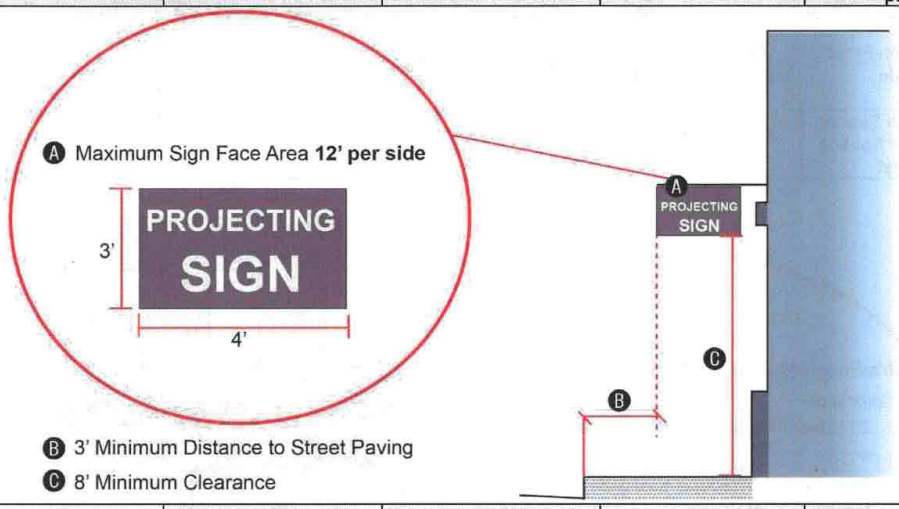
Attachment: Ordinance No 2021-07-01 MJP FINAL (3048 : Ordinance 2021-07-01 Chapter 160D)

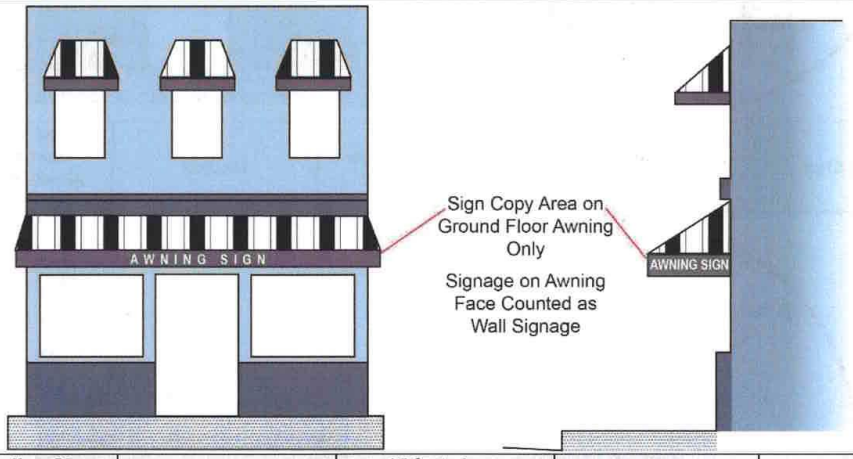
1

TABLE 5: SIGN STANDARDS IN COMMERCIAL DISTRICT

Type of Sign	Maximum Face Area [1] [2]	Maximum Height	Maximum Number of Signs Per Lot	Additional Standards [3]
Projecting Sign	12 sf per side	Below the roof, soffit, or parapet [4]	1	No portion of the sign may be located within three feet of the street paving



Awning Sign	In accordance with wall sign standards	Awnings on ground floor only	1	None



Freestanding Sign 10' or more from ROW	64 sf total	15 feet above adjacent roadway grade	1	Freestanding signs shall include a vertical skirt with a minimum width at least 25% of the width of the sign face width
Freestanding Sign 10' or more from ROW serving a multi-building use	2-6 tenants: 88 sf; 7-14 tenants: 112 sf; 15+ tenants: 136 sf	20 feet above adjacent roadway grade	1 per street frontage	

"No portion of sign may be located within three feet of the ***curb and gutte*** street paving"

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Attachment: Ordinance No 2021-07-01 MJP FINAL (3048 : Ordinance 2021-07-01 Chapter 160D)

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

New Business

Item Number: 6.A
Meeting Date: July 06, 2021

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

Item Title **Personnel Policy - Ken Bowman**

Attachments: Camden County Personnel Policy Final 1 July 2021 (DOCX)

Summary:
The Camden County Personnel Policy was last updated July 2, 2001 and was overdue to be reviewed and made current with existing Local, State and Federal guidelines. A number of modifications to the Finance Policy, 2021, Electronic Communications Policy in February, 2017 and the Travel Policy, August, 2019 have been made and where applicable have been incorporated into this rewrite. The last major modification was the Step and Grade Pay Plan which was approved by the Board of Commissioners and effective January 1, 2020.

Recommendation:
Staff is recommending adoption of the Camden Personnel Policy effective July 6, 2021.

PERSONNEL POLICY

For

CAMDEN COUNTY EMPLOYEES

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WELCOME CAMDEN COUNTY EMPLOYEES

The Camden County Board of County Commissioners welcomes you as an employee of Camden County Government and wishes you every success during your career with Camden County. Each employee individually contributes to the growth and success of Camden County Government and it is the hope of the Board of Commissioners that you take pride in working for Camden County.

The Camden County Board of Commissioners adopted the following:

INTEGRITY, TRUST, AND RESPECT

We believe in operating with integrity, trust and respect, both as individuals and as a County Government.
We conduct ourselves within the spirit and letter of the laws, regulations, agreements, and policies that govern us.
We are honest with one another and with our stakeholders, fully disclosing all appropriate information, and not just information which supports our point of view.
We have the courage to do what is right.

INNOVATION AND CREATIVITY

We believe in driving creativity in what we do, resulting in innovation and continuous improvement in our county government processes and operations.
We encourage everyone to think differently and bringing a vigorous challenge to everything we do.
We build and develop ideas through collaborative leadership and by fully utilizing the talents within our county.
We seek to make our process more efficient while maintaining a high level of quality.

ACCOUNTABILITY

Accepting responsibility for our job performances, actions, behavior and the resources entrusted to us.
Being accountable means fulfilling your obligations and carrying out your assigned tasks on time.
Living up to and carrying out the values we have adopted as a county.
Being honest and truthful with our interaction with employees, management, and the public, this will foster trust and integrity.

EQUAL OPPORTUNITY

Provide a work environment which is fair to all current and prospective employees through equal treatment in employee benefits, promotions, training, continuing education and daily responsibilities.
Exhibit the behavior of fairness to all employees and citizens.
Be open-minded and listen to others.
Be reasonable and unbiased.

Employees play a critical role in Camden County's strategic priorities and all employees are encouraged to always strive to achieve excellence. As an employee, you should realize that the future opportunities which may come available are dependent to a great extent on the manner in which you apply and conduct yourself in the performance of your job duties. Thank you for being a part of the Camden County Local Government Team!

Attachment: Camden County Personnel Policy Final 1 July 2021 (3050 : Personnel Policy - Ken Bowman)

POLICY DISCLAIMER

Camden County Board of Commissioners are making these Employee Personnel Policies available to provide important information about your employment with Camden County. Whether you are a new employee or have been a Camden County employee for many years, we believe you will find the information contained in the Employee Personnel Policies useful in understanding your responsibilities as a Camden County employee and in explaining the benefits available to you.

These Employee Personnel Policies provide the County with a framework to promote consistent human resource management practices and procedures throughout all County departments. We believe these policies promote a work environment that helps employees perform their duties to the best of their abilities. In this way, the Employee Personnel Policies positively contribute to the County's efforts to provide the most efficient and responsible service to the County's citizens.

Employees are responsible for becoming familiar and complying with the content of these policies. If you have questions about any of the policies and how they apply to you, you are encouraged to contact your supervisor or Human Resources for more information.

The Employee Personnel Policies do not constitute a guarantee or contract of employment and the County reserves the right to change, revoke, interpret, or add to any of these policies at any time at its sole discretion without prior notice. The County is an "at-will" employer and retains the right to terminate employment at any time and for any reason not prohibited by law. Employees subject to the North Carolina Human Resources Act are exempt from the at-will classification upon completion of their prescribed career status period.

The Employee Personnel Policies cannot cover every possible situation that may arise. There may be amendments to the Employee Personnel Policies over time. As policies are amended, employees will be notified of the changes. The most current version of the Employee Personnel Policies will also be posted on the County's Internet at www.camdencountync.gov on the Human Resources web page.

Attachment: Camden County Personnel Policy Final 1 July 2021 (3050 : Personnel Policy - Ken Bowman)

ARTICLE I. GENERAL PROVISIONS

Section 1. Purpose of the Policy

It is the purpose of this policy and the rules and regulations set forth to establish a fair and uniform system of personnel administration for all employees of the County under the supervision of the County Manager, elected officials, Elections Board, and Social Services Board. These aforementioned entities are the official appointing authorities covered by this personnel policy. State requirements will supersede these policies for positions subject to the State Personnel Act whenever there is a conflict. The policies are adopted pursuant to the State of North Carolina General Statutes 126 and 153A.

With the adoption of these Employee Personnel Policies, the Camden County Board of Commissioners are making a good faith effort to comply with all applicable state and federal laws and regulations. While adoption of these policies culminates a comprehensive review and update of the County's personnel policies, the Camden County Board of Commissioners recognizes that these policies are not a complete and exhaustive set of policies or procedures that govern employment with the County. The Camden County Board of Commissioners also recognize that periodic updates and revisions of these personnel policies will be necessary. Changes in personnel policies adopted by the Camden County Board of Commissioners will be communicated promptly to all employees.

Section 2. Coverage

All employees in the County's service are subject to these policies except as specified in this section.

Board of Commissioners and Elected Officials

The County Manager and County Attorney are at-will employees appointed by the Board of Commissioners.

Employees subject to the North Carolina Human Resources Act are subject to the Camden County Employee Personnel Policies except for policies pertaining to recruitment, classification, qualification, and disciplinary action, unless these policies have been deemed "substantially equivalent."

Members of advisory boards and commissions and special boards, task forces, and committees.

Employees of the Sheriff and Register of Deeds are subject to these personnel policies with the exception that they serve at the will of those elected officials. The Sheriff and Register of Deeds have the right to hire and terminate employees in their respective departments under the authority of N.C.G.S. 153A-103.

Employees of the Cooperative Extension Service are exempt from these policies except for those positions budgeted by Camden County.

Employees of the Board of Elections are subject to this policy as defined in the Memorandum of Understanding between the Camden County Board of Elections and the County of Camden except the County Board of Elections shall appoint and remove election clerks, assistant clerks, and other election employees under the authority of N.C.G.S. 163-33 (10). The Executive Secretary-Director of the State Board of Elections appoints the Director of Elections. The Executive Secretary-Director can render a decision to terminate the County Director of Elections following procedures set out in N.C.G.S. 163-35 (b).

Temporary employees, as designated by the Board of Commissioners, shall be subject to all Articles and sections except those where they are specifically listed as exempt.

Attachment: Camden County Personnel Policy Final 1 July 2021 (3050 : Personnel Policy - Ken Bowman)

Section 3. Employee Classifications

Full-time Employee: An employee who is filling a budgeted position with a salary grade on the Camden County payroll plan and who is regularly scheduled to work forty (40) hours per week as defined under the Fair Labor Standards Act or 2080 hours a year.

Part-time Employee: An employee, who is regularly scheduled less than forty (40) hours per week as defined under the Fair Labor Standards Act or less than 2080 hours a year and is filling a budgeted position that is assigned a salary grade within the budget. There are no County benefits associated with a part-time position unless the individual works twenty (20) or more hours per week except for Workers' Compensation, FICA and Unemployment Insurance. However, part-time employees can elect to participate in supplemental benefits at their own cost. Part-time employees are assigned a grade on the payroll plan. Part-time employees that work 30 hours or more a week are eligible for the county's contribution towards health insurance in accordance with the Affordable Care Act. Part-time employees budgeted to work 1,000 or more hours per calendar year will be eligible for retirement benefits with the Local Government Retirement System. Part-time employees who work at least 1250 hours in a year are provided Family Medical Leave Act (FMLA) leave if requested for a qualifying reason.

Probationary Employee: A person appointed to a budgeted position who has not yet completed the probationary period.

Permanent Full-time Employee: An employee subject to the North Carolina Human Resources Act, who has successfully completed the prescribed probationary period and has achieved career status. This employee is regularly scheduled to work forty (40) hours per week as defined under the Fair Labor Standards Act.

Permanent Part-time Employee: An employee subject to the North Carolina Human Resources Act, who has successfully completed the prescribed probationary period and is regularly, scheduled less than forty (40) hours per week as defined under the Fair Labor Standards Act.

Regular Employee: An employee who is not subject to the North Carolina Human Resources Act that has successfully completed the prescribed probationary period. All County positions are subject to budget review and approval each year by the County Board of Commissioners, and all employees' work and conduct must meet standards of performance and behavior. Therefore, reference to "regular" employees is not to be construed as a contract or right to perpetual funding or employment, and does not affect the "at-will" status of the employment relationship.

The following classifications are not eligible for benefits and no service credit shall be given for time worked until transferred/hired into a regular position that has been budgeted within the budget with an associated salary grade unless otherwise noted.

Temporary Employee: A person appointed to serve in a position less than 1,000 hours per calendar year or an employee serving on an as needed basis to fill in for other employees. Temporary employees do not have individual budgeted positions. Temporary employees are budgeted as a group with a lump sum dollar amount available for the employees appointed. Temporary employees are not approved to be used as a full time or a part time employee. Temporary employees can substitute for other employees or work as needed. Temporary employees may not be assigned a salary grade on the payroll plan. Temporary employees are not considered permanent employees and may not be put on a work schedule. Temporary employees are not guaranteed hours. Temporary employees do not earn leave and are not eligible for holiday pay. Temporary employees that meet the 1,000-hour threshold in a calendar year cannot work during the remainder of that calendar year. If

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the temporary employee is worked beyond the pay period, that they meet the 1,000-hour threshold the department head will be scheduled on the next Commissioners agenda to seek approval from the Board of Commissioners to establish a part-time position in their department.

Seasonal Employee: A temporary employee who works in a position which is seasonal in nature and does not work more than thirty-six (36) weeks in any calendar year and who is exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act.

Volunteer: A person who donates their time and energy without receiving financial or material gain. The individual would need to (1) work toward public service, religious, or humanitarian objectives; (2) not expect or receive compensation for services; and (3) not displace any status employees. Individuals cannot volunteer to do the same type of work that they perform as a part of their normal work duties.

Independent Contractor. A person contracted to provide a service that does not qualify as an employee. In accordance with the July 15, 2015 Department of Labor (DOL) guidance that defines "independent contractor," Camden County will consider the following six factors:

1) The extent to which the work performed is an integral part of the county's business.
2) The worker's opportunity for profit or loss depending on his managerial skill.
3) The extent of the relative investments of the county and the worker.
4) Whether the work performed requires special skills and initiative.
5) The permanency of the relationship.
6) The degree of control exercised or retained by the county.

An independent contractor does not have an individual budgeted position and would not be assigned a salary grade on the payroll plan. Independent Contractors do not earn leave and are not eligible for holiday pay or benefits. Independent Contractors also do not qualify for the Local Government Retirement System or county benefits.

Section 4. Merit Principles

All appointments and personnel actions shall be made on the basis of merit. All positions requiring the performance of the same duties and fulfillment of the same responsibilities shall be assigned to the same class and salary grade. No applicant for County employment or employee shall be deprived of employment opportunities or otherwise be adversely affected as an employee because of an individual's race, color, religion, sex, national origin, political affiliation, qualified disability, or age.

Section 5. Responsibilities of the County Board of Commissioners

Pursuant to North Carolina General Statutes, the Camden County Board of Commissioners are responsible for adopting personnel policies and managing them as necessary, adopting the classification and pay plan and amending the plan as necessary to maintain a plan that is fair and equitable, confirming appointments as required by law, and fulfilling other responsibilities that may be established by state statute. The Board of Commissioners shall establish office hours, workdays and holidays to be observed by the various offices, departments, boards, commissions and agencies of the County per N.C.G.S. 153A-94. The County Manager is designated to serve as Personnel Officer by the Board of Commissioners.

Attachment: Camden County Personnel Policy Final 1 July 2021 (3050 : Personnel Policy - Ken Bowman)

Section 6. Responsibilities of the County Manager

Pursuant to North Carolina General Statute 153A-82, the County Manager is the chief administrator of County Government and responsible to the Board of County Commissioners for the administration of all departments of county government under the board's general control. The County Manager is authorized (with the approval of the Board of Commissioners) to appoint, discipline, suspend, and remove all County employees, except the County Attorney and those elected by the people or employees whose appointment is otherwise provided for by law or those specifically exempt such as employees subject to the North Carolina Human Resources Act. For employees' subject to the North Carolina Human Resources Act, the respective Agency Director is authorized to appoint, discipline, suspend, and remove those covered employees. The County Manager shall make appointments, dismissals, and suspensions in accordance with N.C.G.S. 153A-82 and these employee personnel policies. Pursuant to N.C.G.S. 153A-92(c), the County Manager is responsible for preparing position classification and pay plans for submission to the Board of Commissioners and for administering the pay plan and any position classification plan in accordance with the general policies and directives adopted by the Board.

North Carolina General Statute 153A-82 further states:

a. The County Manager shall attend all meetings of the Board of Commissioners and recommend any measures that he considers expedient.

b. The County Manager shall see that the orders, ordinances, resolutions, and regulations of the Board of Commissioners are faithfully executed within the county.

c. The County Manager shall prepare and submit the annual budget and capital program to the Board of Commissioners.

d. The County Manager shall annually submit to the Board of Commissioners and make available to the public a complete report on the finances and administrative activities of the County as of the end of the fiscal year.

e. The County Manager shall make any other reports that the Board of Commissions may require concerning the operations of county officers, departments, boards, commissions and agencies.

f. The County Manager shall recommend rules and revisions of the personnel system to the County Board of Commissioners for consideration.

g. The County Manager shall recommend necessary revisions to the pay plan;

h. The County Manager shall appoint an employee to the role of Human Resources Director or serve in that role for the County.

i. He shall perform any other duties that may be required or authorized by the Board of Commissioners. (1927, c.91, ss. 6, 7; 1973, c. 822, s. 1.)

Section 7. Responsibilities of Elected Officials

Pursuant to North Carolina General Statute 153A-103, the Sheriff and the Register of Deeds have the exclusive authority to hire, discharge, and supervise the employees of their respective departments. These policies

Attachment: Camden County Personnel Policy Final 1 July 2021 (3050 : Personnel Policy - Ken Bowman)

apply to the employees of the Sheriff and Register of Deeds to the extent they do not conflict or usurp the authority granted under N.C.G.S. 153A-103.

Section 8. Responsibilities of the Human Resources Director

The County Manager may appoint a Human Resources Director who shall assist in the preparation and maintenance of the position classification plan and the compensation plan, and perform such other duties in connection with the County personnel program as the County Manager may require. If the County Manager does not appoint a Human Resources Director, the County Manager or such employee who is under his or her direction and supervision shall perform all of the following duties and responsibilities. The duties and responsibilities of the Human Resources Director or the County Manager as Personnel Officer shall include but not be limited to the following:

The responsibilities of the Human Resources Director are to make recommendations to the County Manager on the following:

- Apply, interpret, and carry out these employee personnel policies, and the policies adopted hereunder, as directed by the County Manager;
- recommend rules and revisions to the personnel system to the County Manager for consideration;
- recommend changes as necessary to maintain an up to date and accurate position classification plan;
- recommend necessary revisions to the pay plan;
- recommend which employees shall be subject to the overtime provisions of the Fair Labor and Standards Act (FLSA);
- Establish and maintain records relating to all persons in County employment or service;
- establish and maintain a list of authorized positions in the County service at the beginning of each budget year which identifies each authorized position, class title of position, salary range, any changes in class title and status, position number and other such data as may be desirable or useful;
- develop and administer such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the needs of the County;
- develop and coordinate training and educational programs for County employees;
- investigate periodically the operation and effect of the personnel provisions of this policy; and
- perform such other duties as may be assigned by the County Manager not inconsistent with this Policy.

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Section 9. Responsibilities of Department Heads

Camden County Department Heads shall be responsible for bringing to the attention of the County Manager and/or Human Resources Director (1) the need for new positions and (2) material changes in the nature of duties, responsibilities, working conditions, or other factors affecting the classifications of any existing positions.

The Department Head of each County department or Board shall be responsible to the County Manager for recommendations for the appointment, suspension, and removal of County officers or employees assigned to their departments. Department Heads are also expected to effectively and quickly manage personnel issues and harassment claims. The Department Head of each Countydepartment or Board shall be responsible to the County Manager that all employees are thoroughly familiar with the provisions of these employee personnel policies.

The Department of Social Services will process appointments, suspensions, and removal through the County Manager for budgetary review. Department Heads are responsible for establishing a list of "essential positions" and planning for alternate work arrangements for employees to continue County services in times of emergencies.

It is also expected that Department Heads act appropriately and professional at all times while working with employees and the citizens of Camden County.

Section 10. Application of Policies, Plan, Rules, and Regulations

This personnel policy and all rules and regulations adopted pursuant thereto shall be binding on all County employees. The County Manager, County Attorney, Elected Officials, Clerk to the Board of Commissioners, Tax Administrator, Finance Officer, appointed members of the County Board and Advisory Boards and Commissions will be exempted except in sections where specifically included. An employee violating any of the provisions of this policy shall be subject to appropriate disciplinary action, as well as prosecution under any civil or criminal laws which have been violated.

Section 11. Departmental Rules and Regulations

Due to the particular personnel and operational requirements of the various departments of the County, each department is authorized to establish supplemental rules and regulations applicable only to the personnel of that department. All such rules and regulations shall be subject to the approval of the County Manager or designee, and shall not in any way conflict with the provisions of this Policy, but shall be considered as a supplement to this Chapter.

The Sheriff and the Register of Deeds may utilize this Personnel Policy for use in his/her department at his/her discretion. If the Sheriff or Register of Deeds declines to utilize all or any part of this Personnel Policy for his/her department, then none of this Personnel Policy shall apply to that department and the County Commissioners shall not be bound by this Policy and shall not be required (except as required by the General Statutes) to provide any funding, assistance, staffing, or other resource to the Sheriff or Register of Deeds declining to abide by all or any part of this Personnel Policy.

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Section 12. Definitions

For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them by this section:

Adverse Action: An involuntary demotion, reduction in pay, suspension, reduction in force, or separation from employment.

Allocation: The approval of a position by the appropriate authority based upon the needs of the County.

Anniversary Date: The employee's most recent date of employment with the county service in a permanent position.

Appointing Authority: Any County board or official with the legal authority to make hiring decisions.

Authorized Absence: An employee absence approved by the County after proper notification (reason for absence and estimated length of absence).

Board of County Commissioners: The local government unit charged with the legislative affairs of the County.

Break in Service: Any separation from employment with the County whether by resignation, retirement, lay-off, disability, unauthorized absence or termination when the employee is subsequently re-employed by the County. An authorized leave without pay will not count as a break in service.

Classification: A position or group of positions having similar duties and responsibilities and requiring similar qualifications that can be properly designated by one title indicative of the group of positions having similar ranking groups of classification based on internal comparison and market surveys of relative duties and responsibilities.

Compensation Plan: A plan to compensate employees either annually or hourly, formulated and recommended by the County Manager, and approved by the Board of Commissioners.

Compensatory Overtime: Time earned at a rate of time and one-half by a non-exempt employee for hours worked in excess of 40 hours in a workweek or, in case of law enforcement, in excess of 84 hours in a 14-day period.

Compensatory Straight Time: Time for time earned by an exempt employee for hours worked in excess of 40 hours in a workweek.

Continuous Service: The length of employment with the County, from the first date of employment continuing until the employee's separation from employment by retirement, resignation or termination of employment.

Cost of Living Adjustment (COLA): An adjustment in pay that takes into consideration the impact of inflation on purchasing power.

Demotion: Movement of an employee from one job class to another within the County, where the pay grade for the new position is lower than that of the former position.

Downgrade: A change that results in a lower pay grade being assigned to the classification of a position based on changes in essential duties, responsibilities, reorganization, or market comparable positions.

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Exempt Employee: An employee specifically exempt from the overtime compensation provisions of the Fair Labor Standards Act (FLSA) as defined and limited by administrative rules and regulations; these employees generally have as their primary duty management, administration, or work of a professional nature.

FLSA: Fair Labor Standards Act is a federal statute defining minimum wage and overtime compensation, and classifying positions as exempt or non-exempt.

FMLA: The Federal Family Medical Leave Act of 1993, with amendments.

Full-time employee: An employee who is in a position for which an average work week equals at least 40 hours, and continuous employment of at least 12 months, is required by the County.

Full-time Equivalent (FTE): The number of hours worked per annum in relationship to a full-time position. The County uses 2,080 hours to calculate FTE.

Garnishment: A legal procedure in which a person's earnings are required by court order to be withheld by an employer for the payment of a debt such as child support. Title III of the Consumer Credit Protection Act (CCPA) prohibits an employer from discharging an employee whose earnings have been subject to garnishment for any one debt, regardless of the number of levies made or proceedings brought to collect it.

Hostile Work Environment: A work environment that both a reasonable person would find hostile or abusive and one that the particular person who is object of the harassment perceives to be hostile or abusive.

Immediate Family: Unless otherwise specified, immediate family means spouse, mother, father, guardian, children, sister, brother, grandparents, grandchildren, plus the various combinations of half, step, in-law and adopted relationships that can be derived from these named.

Merit Increase: An increase in pay as determined by the applicable compensation plan, based upon performance criteria and market salary comparisons.

Non-exempt Employee: An employee who is entitled to a rate of no less than minimum wage. An individual who is not exempt from the overtime provisions of the FLSA (Fair Labor Standards Act) and is therefore entitled to overtime pay for all hours worked beyond 40 in a workweek.

North Carolina Human Resources Act: North Carolina General Statute 126, which governs employees covered by North Carolina Human Resources Act policies. In the event that Camden County's Employee Personnel Policies conflict with North Carolina Human Resources Act policies for employees' subject to the North Carolina Human Resources Act, North Carolina Human Resources Act policies established under the North Carolina Human Resources Act will prevail.

Overtime: Work performed at the express authorization of the County in excess of forty (40) hours in a seven (7) day period as defined by the Fair Labor Standards Act.

Part-time employee: An employee who is in a position for which an average work week of at least 20 hours and less than 40 hours and continuous employment of at least 12 months is required by the County.

Pay Grade: A level within the compensation plan into which job classes with similar job evaluation factors are placed for compensation purposes. Pay grades have a minimum rate, and a maximum rate.

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Permanent position: A position authorized for the budget year for a full twelve months and budgeted for twenty or more hours per week. All County positions are subject to budget review and approval each year by the Board of Commissioners and all employees' work and conduct must meet County standards. Therefore, reference to "permanent " positions or employment should not be construed as a contract or right to perpetual funding or employment.

Probationary employee: An employee appointed to a full or part-time regular position who has not yet successfully completed the designated probationary period of six, nine or twelve months. Persons in trainee or work against appointments are a probationary employee for the full duration of their appointment in that status.

Promotion: Movement of an employee from one job class to another within the County, where the pay grade for the new position is higher than that of the former position.

Quid Pro Quo: Harassment that consists of unwelcome sexual advances, request for sexual favors, or other verbal, visual, written or physical conduct of a sexual nature when the employee is told or threatened be it expressed or implied that submission to the conduct will influence any personnel decision.

Reclassification: A change in a position from one class to another based on changes in job content such as essential duties, difficulty, required knowledge, skills, or abilities, responsibility of the work performed, reorganization, or market considerations.

Reduction in Force (RIF): The abolishment of or reduction of a position or some portion of a position based on needs of the organization, workload, and availability of funding.

Regular employee: An employee appointed to a full or part-time position who has successfully completed the designated probationary period.

Reorganization: Due to changes in the organizational needs of the department, the duties and responsibilities or technological requirements of a position may be reclassified, and a position may be abolished in full or in part, or created according to County policy.

Resignation: Voluntary separation of employment from the County initiated by the employee.

Reasonable Suspicion: The belief that an employee or applicant is probably using or has recently used drugs or alcohol in violation of the County's policy. This belief shall be based upon specific, objective facts and reasonable inferences.

Retaliation: Adverse treatment which occurs because of opposition to unlawful workplace harassment. The law forbids retaliation when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits and any other term or condition of employment. The county will follow the Equal Employment Opportunity Commission Enforcement Guidance on Retaliation and Related Issues when handling retaliation issues.

Salary Range: A minimum rate of pay to a maximum rate of pay assigned to a pay grade within the Compensation Plan.

Temporary employee. An employee appointed to a position for which either the average work week required by the County over the course of a year is less than 20 hours, or continuous employment required by the County is less than 12 months.

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Termination: An involuntary separation of an individual's employment initiated by the County.

Trainee: An employee designated as such, appointed to a position in any class for which the County Manager, Department Head, Director of Human Resources and Office of State Human Resources (OSHR) has authorized "trainee" appointments. An individual may not be appointed as a trainee if he/she possesses the acceptable training, education and experience for the regular class, and must be appointed to the regular class when he/she gains the acceptable training, education and experience.

Transfer: Movement of an employee from one job class to another within the County where the pay grade remains the same as the former position.

Unauthorized Absence: Any absence during a scheduled work period without authorization from the employee's supervisor or when an employee does not follow established policies and procedures for an absence.

Unlawful Workplace Harassment: Unwelcome and unsolicited speech or conduct based upon race, sex, creed, religion, national origin, age, color or disability that creates a hostile work environment or upon a quid pro quo.

Work-against Appointment: When qualified applicants are unavailable, and there is no training provision for the classification of the vacancy, the County may appoint an employee who does not meet the minimum requirements of the position, to a pay grade that is below the pay grade of the regular classification in a work-against appointment. A work-against appointment allows the employee to gain the qualifications needed for the regular job class through on-the-job experience. To advance to the pay grade of the regular job class, the appointee must meet the minimum education and experience requirements of the job class.

ARTICLE II. POSITION CLASSIFICATION PLAN

Section 1. Adoption of Classification Plan

The County will establish and maintain a Position Classification Plan. The County Board of Commissioners are responsible for adopting a classification plan that assigns each County position to a job class/grade based on the results of a job evaluation system and upon the recommendation of the County Manager. The classification plan shall include all classes/grades of positions in the County. For each position there shall be a written job description which will include the following:

A position summary which explains the general definition of work;

a. The qualification requirements including essential functions and responsibilities;
b. Position requirements such as the knowledge, skills, and abilities necessary for performance of the work;
c. A statement of the education, experience and training required, and desired (if different) for recruitment;
d. Specialized requirements such as licensures, certifications, or registrations; and
e. Physical requirements and working conditions in compliance with the Americans with Disabilities Act.

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Section 2. Allocation of Positions

The County Manager, in consultation with the appropriate Department Manager, shall approve the allocation of each position covered by the position classification plan to its appropriate grade/class. The Department of Social Services will process classifications through the County Manager within the parameters established by the Office of State Human Resources (OSHR).

Section 3. Maintenance of Classification Plan

The Human Resources Director, as directed by the County Manager, is responsible for maintaining the classification plan to ensure that it accurately reflects the duties performed by employees in the job classes/grades to which their positions are assigned. Department Heads are responsible for providing the Human Resources Director with documentation of substantive changes in the nature of duties, responsibilities, working conditions or other factors that could affect the classification of any existing position under their supervision.

When the Human Resources Director determines through job audit and/or job evaluation that substantial change has occurred in the nature or level of duties and responsibilities of an existing position, a recommendation is prepared for the County Manager to revise or reassign the existing position to the appropriate job class/grade within the existing classification plan, to amend the classification plan by establishing a new job class/grade to which the position may be assigned, or to take other action as needed.

Human Resources will maintain all official job descriptions for all County positions and class/grade assignment for all positions with the exception of positions subject to the North Carolina Human Resources Act. Positions subject to the North Carolina Human Resources Act are classified by the Office of State Human Resources (OSHR) or a delegated authority as authorized by the Office of State Human Resources (OSHR) and the official job descriptions and associated class/grade are maintained by the respective departments. Copies of job descriptions classified by the Office of State Human Resources (OSHR) should be forwarded to Human Resources. Human Resources will maintain a record of all budgeted and authorized positions.

Section 4. Classification of New Positions

The Human Resources Director, as directed by the County Manager, is responsible for reviewing and making recommendations to assign a new position to an existing job class/grade or to a newly created job class/grade.

The recommendation must consider documentation furnished by the Department Head outlining the duties, responsibilities, typical tasks, and qualifications proposed for the position and the results of a job audit and job evaluation to be conducted by the Human Resources Director or a designee. In cases of employees under the North Carolina Human Resources Act, the County will coordinate with the Office of the State Human Resources representative to ensure proper classification.

Section 5. Amendments of Position Classification Plan

Generally, the request for new positions and reclassifications will be reviewed annually during the budget cycle.

The Board of Commissioners shall approve amendments to the position classification plan by adding, changing, or deleting positions or classes of positions and salary grades based on internal analysis and market comparisons within the authorized budget allocation, based upon the County Manager's recommendations.

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Section 6. Administration

The Camden County Board of Commissioners authorizes the County Manager to implement the Position Classification Plan upon approval by the Board of Commissioners.

ARTICLE III. PERFORMANCE EVALUATION PROGRAM

Section 1. Objective

The primary objective of Camden County's performance appraisal program is to encourage a high level of employee performance and recognize County employees who exceed pre-established standards utilizing an objective evaluation system.

The performance evaluation system is designed to ensure that quality services are provided to the public and the County's customers in a cost-effective manner to motivate and develop employees to their full potential; to clarify roles and mutual expectations of supervisors and employees, to mutually establish goals for employees to ensure open and on-going communication between employees at all levels and to establish compensation levels based on individual employee performance. As such, the system will reward performance for those who exceed those standards or perform at an exceptional level in serving the citizens of Camden County. All classified positions of the County are governed by this program except elected officials, executive employees appointed by the County Board of Commissioners, employees of independent boards and commissions, competitive service employees, temporary and seasonal part-time employees.

Section 2. Authority

This procedure shall be approved by the County Commissioners of Camden County.

Section 3. Direction

The County Manager, under the direction of the Board of Commissioners of Camden County, is responsible for implementation of a performance evaluation system.

Section 4. Definitions

ANNUAL REVIEW PERIOD: The annual period of performance of an employee covered by these procedures will occur annually at the end of the calendar year.

PERFORMANCE INCREASE: An increase in salary based on an employee exceeding performance standards. Salary increases will be based on the approved Step and Grade pay plan established by the County.

PERFORMANCE FACTOR: A key job responsibility - linked to the County department's goals and or mission statement.

PERFORMANCE GOAL: A projected result - measured in terms of quality, quantity, and timeliness.

PROBATIONARY EMPLOYEE: An employee assigned to a permanent position (full-time) who has not completed an approved probationary period of employment with the County in that particular position. This period is six (6) months for all employees unless modified by the County Manager.

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REGULAR EMPLOYEE: Full-time employee who has successfully completed the probationary period in a permanent position.

SUPERVISOR: An employee having direct authority over the employee being evaluated, herein referred to as "Supervisor." The supervisor is designated as a Department Director, Departmental Supervisor, Executive/Administrative Official, or the County Manager.

Section 5. Policy

Employees' performance is formally evaluated annually for their current position. All employees in Camden County will be evaluated in conjunction with a schedule which coincides with preparation of the County's annual budget.

Employees who receive an overall rating of Below Average or Poor will be provided an opportunity to improve their performance, but shall be placed on probationary status in accordance with County policy and shall not progress forward on the Step and Grade scale until Average standards are met.

All employees covered by this policy are evaluated by comparing performance with established performance factors and defined performance levels in the current evaluation.

Section 6. Performance Factors

Employees in exempt and non-exempt positions are evaluated on the basis of standardized performance factors designed to measure significant dimensions of their positions as outlined in the County's adopted Performance and Management Evaluation System.

All performance factors are defined on the Performance Appraisal Form developed for each approved County job classification.

Section 7. Establishing Performance Goals

It is recommended that goals be established for employees in exempt and non-exempt positions. Employees develop their performance goals and discuss them with their supervisor to ensure conformity with department objectives and the County's goals for that particular office or department. For probationary employees, the employee's supervisor develops the employee's initial goals.

Section 8. Rating Employee's Performance

An employee's performance is rated on the degree to which the employee demonstrates behaviors described within each pre-established performance factor and, where applicable, on the basis of attainment of performance goals. For each performance factor, the rater selects the level, which most closely describes the employee's performance. The five (5) levels of performance used in ratings are:

Excellent : Employee far exceeds the established performance standard. In addition, the employee regularly makes positive contributions that demonstrates creativity and initiative. Employee has complete understanding of all the requirements of the position and how they relate to the goals of the organization, the mission of the department and the needs of other departments.

Above Average: Employee consistently performs above the established performance standard. and makes contributions that are above the established standards. Employee takes a leadership role in developing new ideas

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on how to improve the level of service and possesses the job knowledge, skills and abilities required to successfully complete all assigned tasks efficiently and effectively.

Average: Employee meets and maintains performance standards in accordance with the job duties at or near full proficiency. Employee's work is completed accurately and on time and the employee works well with associates and the public.

Below Average: Employee is not meeting some of the performance standards. Employee may need further training and counseling may be necessary. Employee may be lacking some of the knowledge, skills, and abilities required to perform some tasks to established standards.

Poor: Overall work is not meeting the performance standards established for this position. Corrective measures are necessary and employee will need additional training. Employee lacks the required knowledge, skills and abilities and is unable to perform the tasks required of the position.

Section 9. Frequency of Ratings

An employee's performance is formally evaluated at the end of the Annual Review Period with the following exceptions.

Probationary Ratings: A probationary employee's performance is evaluated prior to the completion of the approved probationary period. Probationary ratings are to be submitted to the County Manager, or his designee, no later than fifteen (15) calendar days prior to the close of the employee's probationary period. Should an employee's performance improve or deteriorate significantly any time prior to the close of a probationary period, the preliminary performance evaluation may be modified.

Extended Probationary Ratings: Should a probationary employee's overall performance be less than Meets Standards and the employee is not terminated, the reviewer may request, to the County Manager, or his designee, in writing, that the employee's probationary period be extended not to exceed ninety (90) additional days. The employee's performance should be evaluated and submitted to the County Manager, or his designee, prior to the completion of this extended probationary period.

Diminished Performance: If at any time during the review period an employee's performance diminishes and falls to Poor, the employee should be counseled to determine the cause and a specific corrective action plan should be developed. If improvement is not achieved within thirty (30) days, the employee's performance should be evaluated and the employee placed on probation, not to exceed ninety (90) days. If the employee's performance has not reached at least a Below Average overall rating, the employee will be terminated. Documentation to support this action must be attached by the evaluator. The employee may be terminated at any time during the probationary period.

Department Heads/Supervisors are responsible for ensuring all documents are forwarded to the County Manager, or his designee, according to the time requirements outlined in this policy.

Section 10. Administration of Performance Appraisal

Annual Fund Allocation Process

The County Manager, working with the County Commissioners, shall review the Step and Grade pay plan annually.

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Section 11. Employee Evaluation Administrative Process

The Human Resources Director will distribute annual performance appraisal forms to the Departments prior to the end of the calendar year to be completed and returned to Human Resources within 30 days.

Establishing Standards, Goals and Objectives

Employees will review the standardized performance factors established for their positions. Department Heads and Supervisors meet with employees to review the performance appraisal system, discuss job requirements and standards that are applicable to the position, and, if feasible, jointly establish goals and objectives for the coming year.

Employees and reviewers sign the performance appraisal form to signify this process was accomplished.

Monitoring Performance

To measure progress toward the accomplishment of established performance goals and the performance of job requirements, Department Heads and Supervisors should maintain accurate and specific documentation of employee performance.

Department Heads and Supervisors should provide feedback to their employees on a regular basis regarding performance.

Before the end of the Annual Review Period, the Human Resource Office will send reminders or will distribute evaluation forms and any other information and documents to facilitate the performance evaluation process.

ARTICLE IV. THE COMPENSATION PLAN

Section 1. Definition

The compensation plan includes the Salary Schedule and the Assignment of Classes to Salary Grades and Steps adopted by the Board of County Commissioners. Salary increases within the steps shall be based on criteria established by the County Manager and approved by the Board of County Commissioners.

The compensation plan is designed to establish and maintain a salary structure which attracts, motivates, recruits, and retains qualified employees and is competitive with the local labor market and recognizes and rewards individual employee performance through use of:

a. A formal job evaluation system;
b. A competitive compensation structure with salary increases based on cost of living and performance factors; and
c. A formal employee performance evaluation system.

The compensation plan will consist of salary grades with an established minimum and maximum rate. Position classifications/job titles will be placed in a salary grade based on the formal job evaluation ranking of the position classification/job title-description. Performance evaluation may be a component of the County's compensation programas well as the basis for employee development. Employees may receive step increases within their assigned salary grade based on the results of the individual employee performance evaluation score. The

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compensation plan will be reviewed and evaluated on an annual basis. Overall compensation (pay and benefits) may be limited by budgetary constraints and be structured accordingly.

Section 2. Administration and Maintenance

The County Manager shall be responsible for the administration and maintenance of the pay plan. All new hired employees covered by the pay plan shall start at step 1 or 2 established for the respective position classification, except for employees in trainee status or employees whose existing salaries are above the established maximum rate following transition to a new pay plan.

The pay plan is intended to provide equitable compensation for all positions, reflecting differences in the duties and responsibilities, the comparable rates of pay for positions in public employment in the area, changes in the cost of living, the financial conditions of the County, and other factors. To this end, from time to time the County Manager, assisted by the Human Resources Director, shall make comparative studies of all factors affecting the level of salary ranges and may make minor adjustments in the allocation of positions to salary grades. When major adjustments encompassing numerous positions are needed, or when a general adjustment is needed to the pay plan, the County Manager shall recommend such changes in salary ranges as appear to be warranted to the Board of Commissioners. The Board shall adopt the Salary Schedule and assignment of Job Classes to Salary Grades, including any minor adjustments made by the County Manager during the previous budget year, annually as part of the budget process.

The County Manager may approve in-range adjustments to employee salaries when necessary to accommodate inequities, special performance and achievements, or other issues.

Section 3. Starting Salaries

All persons employed in the approved position classification plan shall start in Step 1 or 2 for the classification in which they are employed; however, on the recommendation of the department head, with the approval of the County Manager, employee salaries may be approved above the Hiring Rate. Reasons for hiring above the Hiring Rate include exceptional education and experience qualifications of the applicant and a shortage of qualified applicants. Department Heads shall consider internal equity of other employees in the department when making a recommendation for employment above the Hiring Rate. Based on the decision of the Board of Commissioners, elected officials, i.e. the Sheriff and Register of Deeds, shall be paid upon initial election or appointment, at the entry rate of pay for the position. This will start at Step 1 of the assigned position with scheduled progression as long as the individual is re-elected to that position.

Section 4. Trainee Designation and Provisions

Applicants being considered for employment or County employees who do not meet all of the requirements for the position for which they are being considered may be hired, promoted, demoted, or transferred by the County Manager to a "trainee" status or under the State Personnel Act job classes as a "work against." In such cases, a plan for training and meeting the minimum qualification for the job classification, including a time schedule, must be prepared by the supervisor. An employee shall remain at the trainee or "work against" salary level until the Department Head certifies that the employee is qualified to assume full responsibilities of the position and the County Manager approves the certifications.

The Department Head shall review the progress of each employee in a trainee or "work against" status every six months or more frequently as necessary to determine when the employee is qualified to assume full responsibilities of the position. "Trainee" salaries may be one to three grades below the Hiring rate established for the position for

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which the person is being trained. Assignment three grades below is appropriate when the traineeship is expected to last two years. Assignment two grades below is appropriate for more than six months but less than two years. (Note: Positions subject to the State Personnel Act may be assigned no more than two grades below as for trainee purposes.) The actual assignment should be reviewed and approved by the Human Resources Director. A new employee designated as "trainee" or in a "work against" appointment shall be in a probationary status until requirements for the full job class are met.

If the training is not successfully completed as planned, the employee shall be transferred, demoted, or dismissed. If the training is successfully completed, the employee shall be paid at least at the Hiring rate established for the job class.

Section 5. Probationary Pay Increases

Upon successful completion of the probationary period, employees who meet standards on their annual performance evaluation, and are not currently on a performance improvement plan are eligible to move to the next step in their current grade on their anniversary date of hire, promotion, transfer or demotion. This applies only to those who have been hired in Step 1-3 of that Grade level.

Section 6. Promotions

When an employee is promoted to a position with a higher salary grade, the employee's salary shall be advanced to the minimum step (step 2) of the new grade, or the next step in the grade closest to the current salary if employee is making more than step 2.

Section 7. Performance (Merit) Pay Bonus

If the County implements a performance pay system, employees who are at the maximum of the salary range for their position classification may be eligible for a performance (merit) bonus at their regular performance evaluation time. Performance (merit) bonuses shall be awarded based upon the performance of the employee as described in the performance evaluation and shall be the same percentage of annual salary as employees within the salary range with the same performance level. Performance (merit) bonuses do not become part of base pay and shall be awarded in a lump sum payment. Employees above the maximum of the range, Step 10, are not eligible for this increase.

Section 8. Salary Adjustments

The County Manager shall be responsible for approving and implementing all salary adjustments. Employees shall be advised of all salary adjustments by the County Manager, their Department Head or their Supervisor.

Salary adjustments approved after the first day of the pay period shall become effective at the beginning of the next pay period.

Section 9. Salary Effect of Promotions, Merit-Based Increase, Demotions, Transfers, and Reclassifications

Promotions: When an employee is promoted to a position with a higher salary grade, the employee's salary shall be advanced to the hiring rate (step 2) of the new grade, or the next step in the promotional grade closest to current salary if employee is making more than step 2; however, the new salary may not exceed the maximum rate of the

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new salary range. The purpose of the promotional pay increase is to recognize and compensate the employee for assuming increased responsibility. The amount of the salary adjustment should be based on:

a. the employee's related education, training, and experience;

b. the nature and magnitude of the change in jobs;

c. budget availability;

d. consistency with similar situations in the past;

e. internal equity within the work unit; and

f. other relevant issues.

Cost of living (or market adjustment), probationary increases for a previous job, and other in-range increases cannot take the place of a promotional increase.

Merit-Based Increase: Merit based increases are awarded by the County Manager and based on an individual employee's performance evaluation rating. Merit-based increases are effective on the date determined by the County Manager.

Demotions: When an employee is demoted to a position for which qualified, the salary shall be set at the rate in the lower pay range which provides a salary commensurate with the employees' qualifications to perform the job when the demotion is not the result of discipline. If the current salary is within the new range, the employee's salary may be retained at the previous rate, if appropriate, as determined by the County Manager. Consideration should be given to whether the employee is receiving the same pay for decreased workload or responsibility level and action should be appropriate to this consideration along with internal equity consideration of the pay rate of other employees in the same classification. If the demotion is the result of disciplinary action, the salary shall be decreased 5%, but may be no greater than the maximum of the new range.

Transfers: The salary of an employee reassigned to a position in the same class or to a position in a different class within the same salary grade shall not be changed by the reassignment.

Reclassifications: An employee whose position is reclassified to a class having a higher salary range shall receive an increase to the Minimum Rate (or step 2) of the new pay range, whichever is higher. If the position is reclassified to a lower pay range, the employee's salary shall remain the same. If the employee's salary is above the maximum established for the new range, the salary of that employee shall be maintained at the current level until the range is increased above the employee's salary.

Section 10. Transition to a New Salary Plan

The following principles shall govern the transition to a new salary plan:

1) No employee shall receive a salary reduction as a result of the transition to a new salary plan.

2) All employees being paid at a rate lower than the Minimum rate established for their respective classes shall have their salaries raised to the new Minimum for their classes. The only exception will be those employees in probationary status and currently being paid at the Hiring Rate (step1),

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a trainee rate, or in a "work against" status. These employees will remain in their same relative pay status in the new salary grade assigned.

3) All employees being paid at a rate above the Minimum and below the Maximum are considered as being paid at a competitive rate for the job class and may receive any approved salary plan implementation increases as authorized by the Board of Commissioners.

4) All employees being paid at a rate above the Maximum rate established for their respective classes shall be maintained at that salary level with no increase in base pay until such time as the employees' salary range is increased above the employees' current salary.

Eligibility

All budgeted full-time and part-time employees that work 20 hours or more per week are eligible once they complete their probationary periods as a new employee. In addition, the employee must be in good standing, no current corrective action or performance improvement plan or no current or pending disciplinary action. An employee demoted as disciplinary action is not eligible. The employee must have a current performance evaluation on file with a rating of at least "Average" for the position.

Section 11. Salary Progression

Incremental Career Advancement Steps – Incremental steps begin on anniversary of 1 year of employment with the county and after the probationary period is completed. Increases at 2.5% are based on one-year increments/anniversaries; provided all other eligibility requirements are met, until reaching step 4 of any grade. After reaching step 4, the waiting period until the next step will be either 24 or 36 months.

Progression beyond the maximum of the salary range is not allowed.

The feasibility of this policy is related to budgetary allowances and subject to the annual availability of funds. The Board of Commissioners may rescind this policy at any time during the annual budget process.

Progression of steps:

- Step 2 to Step 3 = 12 months
- Step 3 to Step 4 = 12 months
- Step 4 to Step 5 = 24 months
- Step 5 to Step 6 = 24 months
- Step 6 to Step 7 = 24 months
- Step 7 to Sept 8 =36 months
- Step 8 to Step 9 = 36 months
- Step 9 to Step 10 = 36 months

Section 12. Effective Date of Salary Changes

Salary changes approved after the first working day of a pay period shall become effective at the beginning of the next pay period, or at such specific date as may be provided by procedures approved by the County Manager.

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Section 13. Rate/Step of Pay upon Hire

Employees shall be hired at the minimum rate/step of the salary grade assigned to their position classification/job title. Appointments above the minimum rate of the salary grade may be made subject to the approval of the County Manager, when deemed necessary to serve the best interests of the County. This will be based on such factors as qualifications or prior experience of the applicant and a shortage of qualified applicants available at the minimum rate.

Section 14. Overtime Pay Provisions

Employees of the County can be requested and may be required to work overtime hours as necessary by the needs of the County and determined by the supervisor. Overtime work requires the prior approval of the employee's department head or supervisor.

All overtime and compensatory time must be authorized in advance by the employee's Department Head or a supervisor who has been designated by the Department Head to make such decisions. The County has the right to adjust work schedules to stay within the budget constraints. Accumulated compensatory time shall not be converted to any other form of paid leave or donated shared leave.

To the extent that local government jurisdictions are so required, the County will comply with the Fair Labor Standards Act (FLSA). The County Manager shall determine which jobs are "Non-Exempt" and are therefore subject to the Act in areas such as hours of work and work periods, rates of overtime compensation, and other provisions.

Nonexempt employees will be paid at a straight time rate for hours up to the FLSA established limit for their position (usually 40 hours in a 7-day period or alternative FLSA approved full time schedule).

Employees in law enforcement job classes may earn overtime based on a 28-day time period. Hours worked beyond the FLSA established limit will be compensated in time or pay at the appropriate overtime rate.

In determining eligibility for overtime in a work period, **only hours actually worked shall be considered;** in no event will vacation, sick leave, administrative leave, unpaid meal breaks or holidays be included in the computation of hours worked for FLSA purposes.

Whenever practicable, departments will schedule time off on an hour-for-hour basis within the applicable work period for nonexempt employees, instead of paying overtime. When time off within the work period cannot be granted, overtime worked will be given in the form of compensatory time off or paid in accordance with the FLSA.

Compensatory time off may be granted whenever feasible and determined by the County Manager, based on recommendations from the Department Head. Accumulation of more than forty hours of compensatory time is discouraged and must have the approval of the County Manager. **Nonexempt and Exempt employees separating from employment shall not be paid for their compensatory time balances.**

In emergency situations, where employees are required to work long and continuous hours, the County Manager may approve compensation at time and one half (1 ½) for those hours worked and/or grant time off with pay for rest and recuperation to ensure safe working conditions.

Employees in positions determined to be "exempt" from the FLSA (as Executive, Administrative, or Professional staff) will not receive pay for hours worked in excess of their normal work periods. These employees may be

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granted compensatory leave by their supervisor where the convenience of the department allows and in accordance with procedures established by the County Manager. Exempt employees are eligible to receive compensatory time at the rate of one hour for one hour when working in excess of forty (40) hours in a workweek. **Compensatory time off is not an entitlement or a right the exempt employee may demand, but a privilege granted by the County in recognition for service rendered.** Such compensatory time is not guaranteed to be taken and ends without compensation upon separation from the organization.

Section 15. On-Call and Call-Back Compensation

The County provides compensation for employees who are required to be available for after hour on-call coverage. Compensation for time spent while on-call and for time spent when actually called back to work shall be determined according to the following:

1) On-call (standby) time consists of scheduled non-work hours in excess of the standard work period when an employee is required to be available to be called back to work on a regularly scheduled or emergency basis. Call-back time consists of actual time spent when called back to work to handle a scheduled or emergency situation. An employee is required by FLSA to be paid for on-call time if he or she must remain near an established telephone or otherwise substantially restrict personal activities in order to be ready to respond when called. The County chooses to compensate employees at a rate less than regular pay for the inconvenience of on-call pay when a pager is used and time is not substantially restricted.

2) On-call standby schedules must be approved by the Department Head, but are limited to funds available budgeted for this purpose. The Human Resources Office shall maintain a list of employees who are approved for on-call compensation arrangements.

3) Non-exempt employees will be guaranteed a minimum payment of two hours of wages for being called back to work outside of normal working hours when not on stand-by. "Call-back" provisions do not apply to previously scheduled overtime work (scheduled one or more days in advance).

4) Non-exempt employees required to be on "stand-by" duty will be paid for five hours of work for each week (approximately 128 hours, excluding work time) of stand-by time they serve. Stand-by compensation for less than one full week shall be determined by the ratio of .04 hours of pay per one hour of stand-by time. Hours actually worked while on stand-by are calculated beginning when the employee reports to the work site and are added to the regular total of hours worked for the week.

Section 16. Payroll Schedule and Deductions

Deductions shall be made from each employee's salary, as required by law. Additional deductions may be made upon the request of the employee on determination by the County Manager as to capability of payroll equipment and appropriateness of the deduction. Deductions which are required by law shall include:

a. Federal Income Tax
b. State Income Tax
c. Social Security/Medicare (FICA)
d. North Carolina Local Government Employees Retirement System (where applicable)
e. Garnishments

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Section 17. Hourly Rate of Pay for full-time, part- time and Temporary Employees and for Work Weeks with Varying Hours

Employees working in a part-time or temporary capacity with the same duties as full-time employees will work at a rate in the same salary range as the full-time employees. The hourly rate for employees working other than 40 hours per week, such as employees working 37.5 hours per week and law enforcement officers working an average 42 hours per week, will be determined by dividing the average number of hours scheduled per year into the annual salary established for the position. The County Manager shall review the compensation of part-time and temporary employees without regular status annually in the budget process, and make recommendations to be considered for approval by the Board of Commissioners.

Section 18. Travel Expenses. – See Finance Policy on Travel

Section 19. Salary Increases Due to Completion of Required Certifications

Employees may be required to obtain or maintain licenses, certifications or registrations as required by law, rule regulation, occupation boards or the duties of their position. Upon successful completion of these certifications, all utility workers and building inspectors will be awarded a one-time, lump sum 2% payment (**limited to one payment per fiscal year**). Employees who fail to obtain or maintain any license, certification or registration required by law, rules, or provision as required by the duties of the position may result in disciplinary action up to and including termination.

Section 20. Cost of Living Increases (COLA)

Cost of Living increases are reviewed / approved / modified by the Board of Commissioners during the annual budget cycle.

ARTICLE V. RECRUITMENT AND EMPLOYMENT

Section 1. Equal Employment Opportunity Policy

Camden County is an equal opportunity employer. It is the policy of the county to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, age, sex, religion, color, national origin, sexual orientation, biological sex (as shown on a birth certificate), gender identity, citizenship, marital status, veteran's status, disability, handicap, genetic information or any other personal characteristic protected by law. Camden County will conform to the spirit as well as the letter of all applicable laws and regulations. Camden County will take action to employ, advance in employment and treat qualified veterans and disabled veterans without discrimination in all employment practices.

The policy of equal employment opportunity and anti-discrimination applies to all aspects of the relationship between Camden County and its employees, including but not limited to recruitment, employment, promotion, transfer, training, working conditions, wages and salary administration, employee benefits and application of policies. The policies and principles of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with Camden County.

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Department heads and supervisors are responsible for implementing equal employment practices within each department. The Human Resources Department is responsible for the county's overall compliance, and shall maintain personnel records in compliance with applicable laws and regulations.

County practices that support this policy include the County displaying posters regarding equal employment opportunity in areas highly visible to employees, all advertising for job applicants includes the statement "An Equal Opportunity Employer" and Human Resources will post all required job openings with the appropriate state agency.

Camden County forbids retaliation against any individual who files a charge of discrimination, reports harassment, or who assists, testifies or participates in an equal employment proceeding. Employees are required to report to a member of management or the Human Resources Director any apparent discrimination or harassment. The report should be made within forty-eight hours of the incident. The Human Resources Director will promptly notify the County Manager of all incidents or reports of discrimination or harassment.

Violations of this policy, regardless of whether or not an actual law has been violated, will not be tolerated. The County will promptly and thoroughly investigate every issue that is brought to its attention in this area and will take appropriate disciplinary action, up to and including termination of employment.

Section 2. Implementation of Equal Employment Opportunity Policy

All personnel responsible for recruitment and employment will continue to review regularly the implementation of this policy and relevant practices to assure that equal employment opportunity based on reasonable, job-related job requirements is being actively observed to the end that no employee or applicant for employment shall suffer discrimination because of race, color, religion, sex, national origin, political affiliation, qualified disability, marital status, or age.

Notices with regard to equal employment matters shall be posted in conspicuous places on County premises in places where notices are customarily posted.

Section 3. "At-Will" Employment

Employment with Camden County is "at will" and can be terminated with or without cause, with or without notice, at any time, at the option of either the County or the employee, except as otherwise provided by law.

Camden County Government retains sole discretion to exercise all managerial functions, including the right:

1) To dismiss, assign, supervise, and discipline employees;
2) To determine and change starting times, quitting times and shifts;
3) To transfer employees within departments or into departments;
4) To determine and change the size and qualifications of the work-force;
5) To determine and change methods by which its operations are to be carried out;
6) To determine and change the nature, location, services rendered, and continued operation of the business; and
7) To assign duties to employees in accordance with Camden County's needs and requirements.

Nothing in this personnel policy should be considered as altering the employment-at-will relationship or as creating an express or implied contract or promise concerning the policies that Camden County has

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implemented or will implement in the future. Accordingly, Camden County retains the right to establish, change, and delete its policies, practices, rules and regulations "at will" and as needed.

An exception to this policy is a written employment agreement approved at the discretion of the County Manager and/or Board of Commissioners, whichever is applicable. Employees subject to the State Human Resources Act are exempt from the "at will" classification upon completion of their prescribed probationary period.

Camden County has complete discretion to terminate employees for reasons not stated in the Camden County Personnel Policies.

Section 4. Recruitment, Selection and Appointment

Recruitment Sources. Recruitment and selection practices are conducted solely on the basis of job-relevant qualifications, ability, merit, and competence without regard to race, religion, color, creed, national origin, sex, age, political affiliation, handicapping condition or any other protected category under local, state, or federal law.

When a position becomes vacant, and prior to the posting or advertisement of any position, the Department Head must prepare and submit a request to fill the position to the Human Resources Director or County Manager. The request to advertise the position must explain the continuing need for this position and suggest any revisions to the position that should be made prior to posting or advertisement of the position. A position will not be posted or advertised if it has not been previously budgeted and authorized by the Board of Commissioners.

When position vacancies occur, the Human Resources Director shall publicize these opportunities for employment, including applicable salary information and employment qualifications. All advertisements for employment must include an assurance that the County is an equal opportunity employer and will comply with federal and state statutes regarding discrimination in employment matters. Information on job openings and hiring practices will be published in local and/or other media as necessary to inform the community and create a quality and diverse pool of applicants.

In addition, notice of vacancies shall be posted at designated conspicuous sites within departments. Individuals shall be recruited from a geographic area as wide as necessary and for a period of time sufficient to ensure that well-qualified applicants are obtained for County service. The North Carolina Employment Security Commission shall normally be used as a recruitment source. In rare situations because of emergency conditions, high turnover, etc., the County may hire or promote without advertising jobs, upon approval of the County Manager.

Job Advertisements. The goal of this policy is to ensure that all employees are made aware of and have the opportunity to apply for open positions either before or concurrent with the County's consideration of external candidates for employment. While it is Camden County's philosophy to promote from within whenever possible, there are business conditions that could cause a position to be filled without posting, or to post the position while simultaneously recruiting from the outside. The business conditions that could cause a decision to bypass posting, or to post the position while simultaneously recruiting from the outside, include, but are not limited to: organizational restructuring; position requirements that include skills, education, and/or experience that are not known to match any existing employee; critical operational needs; etc. In addition to these business conditions, managers may request an exception when they have candidates within the same department or

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division who are qualified and/or already trained for the position. The decision to fill the position without posting requires the recommendation of the Director of Human Resources, and the approval of the County Manager.

County agencies covered by North Carolina Human Resources Act (Social Services Department) must advertise all vacant positions in accordance with North Carolina General Statute 96-29 and 126-7.1 and the Administrative Code provisions are 25 NCAC 1H.0631 and 25 NCAC1.1902. If the county agency covered by the North Carolina Human Resources Act is reallocating or reclassifying the position held by a current employee and there has existed no vacancy into which the employee is moving, no posting or advertising is required. If the agency is filling a vacancy from within, considering only current employees of the agency, notice must be posted but no outside advertising is required. If the agency is open to considering applicants from outside its own workforce, then it must advertise the vacancy with the Office of State Human Resources (OSHR) and with the Division of Employment Security.

All regular part-time and full-time newly hired employees or recently transferred/promoted/demoted current employees with six or more months of continuous county service in their positions, and who have a satisfactory performance and attendance record, are eligible to apply for posted openings. All temporary/substitute employees with satisfactory performance are eligible to apply for posted openings. The Agency Director (Department of Social Services), Elected Officials such as the Sheriff and Register of Deeds and/or County Manager may make exceptions to this rule if it's beneficial to the Agency or Department.

It's will be the county's practice to post vacant positions for at least seven (7) business days, during which time applications may be submitted to Human Resources.

Each job posting will contain the job title, department, a complete job description which includes: a concise summary of principal duties, responsibilities and requirements of the job, and minimum qualifications of the candidates for the job, grade and salary range.

Employment advertisements shall contain assurances of equal employment opportunity and shall comply with Federal and State statutes.

Application for Employment. All persons expressing interest in employment with the County shall be given the opportunity to file an application for employment for positions which are currently being recruited.

All qualified persons expressing interest in a County position, including current employees, will be given the opportunity to file an application for employment when the County is advertising to fill such positions. All applicants for a position must complete and sign the County's official application form for each position for which they are applying. An applicant must complete an individual application for each position which he/she wishes to apply. All applications will only be accepted at the County Human Resources Office.

Applicants may be required to submit certificates from educational and training institutions, proof of licensure, and other documentation requested by the County which provides reasonable proof of any statement made on the application. Any false statements within the application or omissions of relevant work experience or criminal history may be cause for rejection of the application or disciplinary action up to and including dismissal.

Application Reserve File. Applications will be maintained in a reserve file for a period of two (2) years, in accordance with the State of North Carolina Department of Cultural Resources Retention Schedule. To the extent that it is practical, reference to these files shall be made periodically in connection with the county's employment requirement to ensure that equal consideration is given to all applicants.

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Qualification Standards. The minimum qualification standards for applicants seeking County employment and for current County employees seeking a promotion or transfer must be consistent with the established job class requirements and with any specialized requirements for specific positions. Minimum qualification standards include the specified education, experience, physical capabilities, and other knowledge, skills, and abilities defined for the job class as established by the department head in consultation with the Human Resources Director.

The minimum qualification standards for positions subject to the North Carolina Human Resources Act will be determined by the Office of State Human Resources (OSHR). Applicants who do not meet the minimum education and experience requirements may be hired as "trainees" or in a "work against" status when there is an absence of qualified applicants from which to select if approved or delegated authority as authorized by the Office of State Human Resources.

Selection. The County will select the best qualified person for each available position from among the applicants who meet the minimum qualifications established for the position. Evaluation of qualifications is based upon job-related criteria and without regard to race, religion, color, creed, national origin, sex, age, political affiliation, stereotypes, disability or any other protected category under local, state, or federal law. It is the responsibility of the Human Resources Director to manage the selection process to ensure compliance with state and federal laws and consistent with the County's employment practices.

Selection procedures used to determine the qualifications of applicants for any position may include but are not limited to an evaluation of the employment application and other submitted materials; structured interviews; reference checks; driver's license checks; academic verifications; criminal background and credit checks; and controlled substance testing. Department Heads must reasonably document hiring decisions to verify the basis for selection. Such documentation will include as a minimum, a structured interview format, which ensures all candidates are asked identical questions and that the answers to those questions are evaluated in an objective, fair and good faith manner which provides a fair and equal opportunity to all candidates.

The Department Head, County Manager or Human Resources Director or their designees will notify the applicant deemed most qualified of selection and offer employment. The documentation of the interview procedures, offer and acceptance shall be forwarded to Human Resources where it shall be placed in the employee's personnel file.

Background Checks.

Camden County Government believes that hiring qualified individuals to fill positions contributes to the overall strategic success of the County. Background checks serve as an important part of the selection process. Background checks help the County obtain additional applicant related information that helps determine the applicant's overall employability, ensuring the protection of the current people, property, and information of the organization.

This process is conducted to verify the accuracy of the information provided by the applicant. Human Resources will ensure that all background checks are held in compliance with all federal and state statutes, such as the Fair Credit Reporting Act.

Camden County Human Resources may also use the internet to conduct supplementary background checks on job applicants after a conditional offer of employment has been made to review social media sites such as Facebook, Twitter, Snapchat, LinkedIn, etc. Camden County Human Resources can make inquiries regarding

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criminal records during the pre-employment stage; however, as partof Title VII of the Civil Rights Act of 1964, this information cannot be used as a basis for denying employment, unless it is determined to be due to job-related issues, false information provided on job application or business necessity.

If the results of the background check are negative, the County must inform the applicant that it plans on taking adverse action.

Camden County is allowed by federal law to reject an applicant who refuses to undergo a background check.

Pre-Employment Drug Testing

Prospective employees will be notified through a contingent offer that they are subject to drug and/or alcohol testing. All drug testing must be coordinated through Human Resources and will be administered by the County's chosen medical provider. Human Resources will schedule pre-employment testing to be conducted by the County's medical provider within five (5) business days from the date of the offer letter. A confirmed positive test will result in the rescission of the job offer to the applicant.

E-Verify and Employment Eligibility

The County complies with the Immigration Reform and Control Act of 1986. All County employees shall be citizens of the United States, or shall be authorized to work in the United States and will be required to submit appropriate documentation of alien employment eligibility pursuant to Title VIII, U.S.C. 1324 et seq. The minimum employment age for employees is eighteen (18) years of age. Law Enforcement Officers must be a minimum of twenty-one (21) years of age.

In accordance with the Immigration Reform and Control Act of 1986 (IRCA), the County must verify and document employment eligibility for each employee using the federal Employment Eligibility Verification (I-9) form. The I-9 form lists documents needed to prove/establish identity and employment authorization and each document used by the employee to substantiate employment eligibility must be inspected for authenticity by the authorized County representative who must also sign the I-9 form. The employment verification process must be completed in person within three business days of the employee's hire date. The IRCA does not apply to employees hired prior to November 7, 1986, who have been continuously employed since that date.

Effective October 1, 2011, all new employees not only complete the I-9 form but must also be cleared by the Department of Homeland Security (DHS) and the Social Security Administration (SSA) as being eligible to work in the United States using the online E-Verify Program. The information provided by the new employee from the completed I-9 form and their social security number is input by Human Resources into the secure E-Verify system which will respond within seconds whether the person is cleared to work or if they have issues that must be cleared up with either the SSA or DHS. Due to the photograph matching tool, the E-Verify Program also requires that one of the documents used to substantiate employment eligibility must contain a photograph of the employee. Each new employee selected for employment with the County must provide Human Resources with a Social Security Card and a current Driver's License.

The Human Resources Department is responsible for managing the employment verification process for all staff.

Appointment. Before any commitment is made to an applicant either internal or external, the Appointing Authority shall make recommendations to the Human Resources Director including the position to be filled, the salary to be paid, and the reasons for selecting the candidate over other candidates. The Human Resources Director and

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Department Head shall recommend approval of appointments and the starting salary for all applicants to the Appointing Authority. All employment offers should be confirmed in writing. The Personnel Action Form, the original application for employment, a copy of the employment offer letter, and any additional supporting documents pertaining to the selected candidate should be submitted to the County Manager's office prior to the beginning date of employment. The documents will become part of the new employees personnel file.

Changes in Employment Status

Section 5. Probationary Period

A newly hired employee appointed to a regular position shall serve a probationary period. All newly hired employees and department heads shall serve a six-month probationary period. Employees in trainee or "work against" appointments will have specific time frames established for their probationary period.

During the probationary period, supervisors shall monitor an employee's performance and communicate with the employee concerning performance progress. Before the end of the probationary period, the supervisor shall determine whether or not the employee is performing satisfactory work and meeting job expectations. The employee's progress (accomplishments, strengths, and areas for improvement) will be discussed with the employee and a summary of this discussion should be documented in the employee's personnel file. The supervisor shall recommend in writing whether the probationary period should be completed, extended, or the employee transferred, demoted, or dismissed. Probationary periods may be extended for a maximum of three additional months. Therefore, the maximum probationary period for County employees is nine months.

Disciplinary action, including demotion and dismissal, may be taken at any time during the probationary period of a new hire without following the steps outlined in this Policy. (Section Approved June 25, 2021)

Section 6. Promotion

Promotion is the movement of an employee from one position to a vacant position in a class assigned to a higher salary range. It is the County's policy to create career opportunities for its employees whenever possible. Therefore, when a current employee applying for a vacant position is the best suited of all applicants, that applicant shall be promoted to that position. The County will balance three goals in the employment process: 1) the benefits to employees and the organization of promotion from within; 2) providing equal employment opportunity and a diversified workforce to the community; and 3) obtaining the best possible employee who will provide the most productivity in that position. Candidates for promotion shall be chosen on the basis of their qualifications and their quality of work. Candidates shall apply for promotions using the same application process as external candidates.

Section 7. Demotion

Demotion is the movement of an employee from one position to a position in a class assigned to a lower salary range. Demotions may be voluntary or involuntary. An employee whose work or conduct in the current position is unsatisfactory may be involuntarily demoted provided that the employee shows promise of becoming a satisfactory employee in the lower position. Such demotion shall follow the disciplinary procedures outlined in this chapter. Demoted employees may appeal this decision based on the Grievance Process outlined in this Personnel Policy.

An employee may request a voluntary demotion when a vacant position is available. Employees may request voluntary demotions in order to accept a position with less complex duties and reduced responsibilities, to change

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career paths, or for other reasons. A voluntary demotion is not a disciplinary action and is made without using the above-reference disciplinary procedures.

Section 8. Transfer

Transfer is the movement of an employee from one position to a position in a class in the same salary range. If a vacancy occurs and an employee in another department is eligible for a transfer, the employee shall apply for the transfer using the usual application process. The Department Head wishing to transfer an employee to a different department or classification shall make a recommendation to the County Manager. Any employee transferred without requesting the action may appeal the action in accordance with the grievance procedure outlined in this policy.

ARTICLE VI. CONDITIONS OF EMPLOYMENT

Section 1. Work Schedule

The County Manager shall establish standard hours of operation for County departments. The County Manager is also authorized to adjust standard hours of operation and department work schedules as needed to meet services and operational needs. For positions subject to the North Carolina Human Resources Act, the Agency Director is authorized to establish standard hours of operation and to adjust the standard hours of operation and department work schedules as needed to meet services and operational needs for their respective agency. No County office shall be closed at any time without the prior knowledge and approval of the County Manager.

The Sheriff and Register of Deeds shall be exempt from the provisions of this Section, except that they may not work any employee more than allowed under the terms and conditions of the salaries and benefits provided for under the County budget ordinance.

Modified or Flexible Work Schedules

The employees of Camden County are the primary resource for achieving its mission and objectives. For many employees, flexible work schedules support a healthy work-life balance and improve employee morale. This policy has been developed to allow departments to offer flexibility to better meet the needs of the citizens of Camden County while accommodating an ever-changing environment and diverse workforce.

Camden County may attempt to accommodate an employee's request for a flexible or modified work schedule as long as the accommodation does not negatively impact service delivery.

Full time employees who have completed at least twelve (12) months of continuous full-time employment are eligible to request a flexible or modified work schedule. Employees who have been subject to disciplinary action during the previous 90 days may not be eligible to participate in the flexible or modified work schedule program.

Department Heads have the option to decide how and whether to implement a flexible or modified work schedule program to meet the needs of their customers and functions of their department. An evaluation of the employee's proposed work schedule will be assessed to determine if the employee is able to fully meet job responsibilities and performance expectations, the level of employee interaction with members of the public and other employees, and has the employee demonstrated responsibility and dependability. Camden County supports flexibility for

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departments and employees with the understanding that effective and efficient service delivery for citizens is paramount.

The minimum operating days and hours of Camden County Government are Monday through Friday, 8:00 AM to 5:00 PM. Most county employees are required to work the core hours of 8:00 AM to 5:00 PM and the earliest time employees may arrive is 7:00 AM and the latest time they may leave is 6:00 PM unless defined differently by the Department Head and approved by the County Manager. Those county departments that operate 24 hours daily may schedule appropriately to best meet the needs of those they serve.

The County Manager, or the Agency Director for positions subject to the North Carolina Human Resources Act, has the final authority to approve permanent flexible or modified work schedules. Once the modification is approved, it is the Department Head's responsibility to inform Human Resources in writing of such changes.

Teleworking/Telecommuting

Teleworking: Any form of substitution of information technologies (such as telecommunications and/or computers) for normal work-related travel; moving the work to the workers instead of moving the workers to work.

Telecommuting: Periodic work out of the principal office, one or more days per week, either at home, a client's site, or in a telework center; the partial or total substitution of information technologies for the commute to work. The emphasis here is on reduction or elimination of the daily commute to and from the workplace. Telecommuting is a form of teleworking.

In reality, the two terms mean the same thing in today's workplace and can be used interchangeably: They are both terms for the practice of working from home or off-site, making use of the internet, email, chat, and phone to perform duties that once were carried out only in an office environment. The term "remote workers" has come to mean the same thing. Teleworking/Telecommuting must be approved by the County Manager and the Board of County Commissioners.

Section 2. Expectation of Ethical Conduct

The proper operation of County government requires that public officials and employees be independent, impartial, and responsible to the people; that governmental decisions and policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government.

To ensure orderly operation and to provide the best possible work environment, the County expects employees to follow the conduct standards, which are designed to protect the interests and safety of all employees and the County. In all matters and at all times, County employees shall observe the highest standards of ethical conduct and professional behavior while fulfilling their job duties and responsibilities both within the County government and within the general public.

Report of Personnel Changes

The County attempts to maintain complete and accurate personnel information on employees. Employees must immediately notify Human Resources when a change in any of the following occurs:

1) Name (through marriage or otherwise)
2) Address

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3) Marital Status
4) Beneficiaries for life insurance and retirement
5) Telephone number
6) Emergency contact
7) Direct Deposit

Section 3. Political Activity

Each employee has a civic responsibility to support good government by every available means and in every appropriate manner. Each employee may join or affiliate with civic organizations of a partisan or political nature, may attend political meetings, may advocate and support the principles or policies of civic or political organizations in accordance with the Constitution and Laws of the State of North Carolina and in accordance with the Constitution and laws of the United States. However, no employee shall:

a. Engage in any political or partisan activity while on duty; or

b. Use official authority of influence for the purpose of interfering with or affecting the result of a nomination or an election for office; or

c. Be required as a duty of employment or as condition for employment, promotion or tenure of office to contribute funds for political or partisan purposes; or

d. Coerce, solicit or compel contributions from another employee of the County for political or partisan purposes; or

e. Use any supplies or equipment of the County for political or partisan purposes; or

f. Publicly post support for a candidate in their office or on their attire while on the job or at the work site; or

g. Be a candidate for nomination or election to the office of Camden County Commissioner; or

h. Identifying yourself as a county employee and/or implying that your statements are related to your employment or the County is prohibited. Also identifying yourself as a County employee and posting on social media political campaign comments using offensive materials that are defamatory or using disparaging language.

Any violation of this section shall be deemed improper conduct and shall subject the employee to disciplinary action under this policy.

Section 4. Conflict of Interest

The credibility of local government rests heavily upon the confidence which citizens have in public officials and employees to render fair and impartial services to all citizens without regard to personal interest and/or political influence. Thus, County officials and employees must scrupulously avoid any activity which may suggest a conflict of interest between their private interests and County responsibilities. Elected officials and employees of the County, or their family members, shall not engage or have financial interest in any business or other activity which could reasonably lead to a conflict of interest with the official's or employee's primary County responsibilities.

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Examples of activities which are not in accordance with this policy include, but are not limited to, the following:

a. Activities which require the official or employee to interpret County laws, codes, ordinances, or regulations when such activity involves matters with which the official or employee has business and/or family ties.

b. Using an official's or employee's authority, influence, or County position for the purpose of private or personal financial gain.

c. The use of County time, facilities, equipment or supplies for the purpose of private or financial gain.

d. Entering into a business transaction when it involves using confidential information gained in the course of employment.

e. Accepting other employment or public office where it will affect the official's or employee's independence of judgment or require the use of confidential information gained as a result of County duties.

f. Accepting rebates or procuring any financial gain through the bidding process or employment of outside personnel.

g. No employee or official shall use or disclose information gained in the course of employment or by reason of position for purposes of advancing a financial or personal interest, for purposes of advancing a business entity which there is an ownership interest, for purposes of advancing a financial or personal interest of a household member or a family member, or for purposes of advancing any other private or political interest to the detriment of the County.

h. No employee or official shall disclose confidential or privileged information concerning personnel matters, property, contract negotiations, litigation related matters, or other affairs of the County that are afforded protection under state law.

i. No elected official shall require, either directly or indirectly, any employees of the County to campaign on his/her behalf as a condition of employment.

j. No employees shall use County time or resources in promoting or advocating the election of any individual.

Any official or employee engaging in any activity involving either an actual or potential conflict of interest or having knowledge of such activity by another official or employee is encouraged to promptly report the activity to the County Manager, or if such activity be by the County Manager, to Chairman of the Board of Commissioners. The County Manager or Chairman of the Board of Commissioners shall investigate the matter and make a determination as to whether or not an actual or potential conflict exists. If the County Manager or Board Chair determines a conflict exists, it shall be presumed that the continuation of the practice would be injurious to the effectiveness of the official or employee in carrying out his/her duties and responsibilities. In such cases the official or employee shall immediately terminate the conflicting activity or be subject to termination of employment or removal from office.

For the purposes of this policy, the term official shall include all elected and appointed officials of the county including, but not limited to, the County Board of Commissioners, other elected officials, and members of boards

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and commissions. Employee shall include any individual employed by the County on a full or part-time basis. Any County employee having knowledge of or a reason to know of a potential personal interest, or upon the discovery of a potential personal interest, has an affirmative duty to disclose such personal interest to the County Manager. Any attempts by any person, firm or corporation to influence the decision of a County employee with regard to County business must be reported to the County Manager. Nothing in this policy is intended to violate, supersede, or conflict with any applicable state or federal laws regarding conflicts of interest in public employment or disclosure requirements.

Section 5. Outside Employment

The County does not prohibit employees from engaging in outside employment. However, the work of the County shall have precedence over other occupational interests of employees. No officers or employees of the County shall engage in any additional business or job that would involve their receiving funds from Camden County. The County will not change work hours to facilitate the scheduling of outside employment. **All outside employment for salaries, wages, or commission and all self-employment must be reported in advance to the employee's supervisor, who in turn will report it to the County Manager.** The County Manager will review such employment for possible conflict of interest and then approve or disapprove the secondary employment. Documentation of the approval of outside employment will be placed in the employee's personnel file.

Examples of conflicts of interest in outside employment include but are not limited to:

a. employment with organizations or in capacities that are regulated by the employee or employee's department; or

b. employment with organizations or in capacities that negatively impact the employee's perceived integrity, neutrality, or reputation related to performance of the employee's County duties.

Employees of the County Sheriff's Office may not work for any organization or private business while in uniform or in a capacity as a law enforcement officer without prior written approval of the Sheriff.

Failure to report outside secondary employment or conflicting outside secondary employment will be grounds for disciplinary action up to and including dismissal.

Section 6. Dual Employment

A full or part-time employee of the County may simultaneously hold another position with the County if the temporary position is in a different department or agency and substantially different capacity and occupational area from that of the full or part-time position. The work must also be performed on an occasional or sporadic basis. Any other situation requires weighted average pay scales and/or overtime pay. However, the work of the full or part-time position shall take precedence over the temporary position, and such work will not count toward the calculation of overtime for pay or time off.

Section 7. Employment of Relatives

Camden County is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives.

Due to the potential for perceived or actual conflicts, such as favoritism or personal conflicts fromoutside the work environment which can be carried into the daily working relationship, the following restrictions apply to the

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hiring of relatives. Relatives of persons currently employed may be hired only if they will not be working directly for or supervising a relative or will not occupy a position in the same line of authority where employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include but are not limited to hiring, retention, transfer, promotion, wages and leave requests.

This policy applies to all current and potential employees.

Family member is defined as one of the following: relationships by blood – parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, first cousin; and relationships by marriage – husband, wife (as defined by state law), step-parent, stepchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece, spouse/partner of any of the above and cohabitating couples/significant others.

Pursuant to G.S. 153A-103, the Board of Commissioners may approve the appointment by the Sheriff or Register of Deeds of a relative by (a) blood, (b) marriage, (c) nearer kinship than first cousin, or a person who has been convicted of a crime involving moral turpitude if the Commissioners make a written finding of fact that such employment was requested by the Sheriff or Register of Deeds and the reasons set forth by the Sheriff or Register of Deeds that he/she feels that employing this person would be in the best interests of the County and should not follow the hiring policies set forth in this Policy.

Section 8. Discrimination and Harassment

Camden County strives to create and maintain a work environment in which people are treated with dignity, decency and respect. Employees should be able to work and learn in a safe, yet stimulating atmosphere and with the absence of intimidation, oppression and exploitation. Camden County will not tolerate unlawful discrimination or harassment of any kind. Camden County has a zero-tolerance policy for discrimination or harassment. Through enforcement of this policy and by education of employees, Camden County will seek to prevent, correct and discipline behavior that violates this policy.

All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based upon the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension or termination of employment.

All employees, including appointed officials, elected officials, full-time employees, part-time employees, temporary employees, and seasonal employees are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related settings outside the workplace, such as during business trips, business meetings and business-related social events.

Harassment

Harassment on the basis of race, color, religion, gender, national origin, age or disability constitutes discrimination. The County opposes harassment by supervisors and co-workers in any form. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, gender, national origin, age, or disability, or that of his or her relatives, friends, or associates.

Sexual harassment in any form is prohibited under this policy. Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, that is personally

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offensive, and that lowers morale and therefore interferes with work effectiveness. Sexual harassment may take different forms.

Sexual harassment is a form of discrimination and is unlawful under Title VII of the Civil Rights Act of 1964 and in accordance with the August 15, 2016 Department of Labor's Office of Federal Contract Compliance Programs Final Rule of Sex Discrimination Guidelines (§ 60-20.8). (Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee who believes that he or she may have a complaint of harassment may follow the Grievance Procedure described in this Policy or may file the complaint directly with the County Manager, Human Resources Director, or any department head who will advise the Human Resources Director of the complaint. The Human Resources Director will ensure that an investigation is conducted into any allegation of harassment and advise the employee and appropriate management officials of the outcome of the investigation.

Employees witnessing harassment shall also report such conduct to an appropriate County official.

Section 9. Use of County Time, Equipment, Supplies, and Vehicles

County supplies and equipment are to be used exclusively for the County's business. During working hours, an employee shall only conduct County business. Use of County time, supplies, or equipment for personal or other purposes not related to the employee's County duties and responsibilities is prohibited and subjects the employee to disciplinary action, up to and including dismissal.

Section 10. Acceptance of Gifts and Favors

All County employees are strictly prohibited from directly or indirectly soliciting or receiving any gift, reward, promise of reward, or anything of value whether in the form of services, loan, travel, entertainment, hospitality, thing or promise or any other form where the circumstances indicate it is in exchange of, or in consideration for, some action to be taken or not taken in the performance of the employee's duties. Legitimate political contributions to elected officials shall not be considered as gifts. No County employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

This policy is not intended to prohibit customary gifts or favors in circumstances where it is clear that the relationship rather than the official business of the individual concerned is the motivating factor for the gift or favor.

Violation of this policy shall be reported to the County Manager. Any County employee who violates this policy is subject to disciplinary action up to and including dismissal.

Section 11. Safety

Safety is the responsibility of both the County and employees. It is the policy of the County to establish a safe work environment for employees. The County shall establish a safety program including policies and procedures regarding safety practices and precautions and training in safety methods. Department Heads and supervisors are responsible for insuring the safe work procedures of all employees and providing necessary safety training programs. Employees shall follow the safety policies and procedures and attend safety training programs.

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Employees who violate such policies and procedures shall be subject to disciplinary action up to and including dismissal.

Occupational Safety and Health Act (OSHA).

It is the policy of the County to comply in all respects with the 1970 Occupational Safety and Health Act (OSHA) and all amendments thereof. The County Manager shall establish or approve policies and procedures relative to compliance with OSHA. Camden County is committed to making reasonable efforts to provide a safe and healthy working environment for all employees.

Camden County's policy is to ensure that every reasonable precaution is taken to prevent the incidence of accidents, injuries, and illnesses for all employees. Camden County requires all jobs or tasks to be performed in the safest way possible. All County employees are expected adhere to this policy, are expected to follow safe working procedures and are expected to use good common safety sense when at work. The County will conduct and document both formal and informal safety training for all employees. The County will also pursue a vigorous safety inspection effort involving all County facilities, vehicles and work procedures to identify and correct all hazardous conditions and practices. Department Heads will establish personal protective equipment guidelines for all employees, furnish the equipment, and require its use by applicable employees.

The **Safety Committee** is charged with, and all County employees are responsible for, promoting accident prevention by actively supporting the Safety Policy and observing the safety regulations. The Safety Committee will create and maintain a high level of interest and awareness of safety among all employees. The Safety Committee will also assist in the development of safety policies and procedures for the County Safety Manual. The Camden County Safety Manual has been prepared and adopted as the County's safety guidelines and all employees are expected to comply with this policy and its procedures.

The **County Safety Officer** will ensure that all Federal, State and Local laws, regulations, codes and ordinances are followed and develop accident prevention methods, procedures and programs. The Safety Officer will conduct investigations of accidents and hazardous conditions and make recommendations for corrective actions. The Safety Officer in coordination with Department Heads will conduct inspections of all county facilities and assist in the coordination of safety training. The Safety Officer will assist in the maintenance of records and reports concerning county safety issues and maintain and/or update the County safety policies and procedures.

Accident Reporting. Employees must report unsafe conditions or practices to their supervisor immediately. If a work-related accident, injury, or illness occurs, employees must report it to their supervisor immediately. A written statement of any accident must be prepared by the Department Head and forwarded to Human Resources within seventy-two (72) hours. A copy of the report will be provided to the Safety Officer. The County Safety Officer will actively investigate and review all accidents involving County employees and property to determine the cause of the incident and to outline preventive measures. If the employee requires medical attention as a result of a work-related accident, injury, or illness, they are required to follow the procedures set forth in the Workers' Compensation policy. Camden County has adopted a proactive return to work policy that requires all employees in a modified or restricted duty status to return to work and perform their duties consistent with their physical restriction(s) set by their treating physician. If an employee has any questions regarding the accident reporting procedures, they are encouraged to contact their supervisor or the Human Resources Director.

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Working safely is a condition of employment; therefore, safety is tied to job performance. If it is determined that a county employee has willfully or negligently ignored or violated a Federal, State, County or departmental safety policy, or has been injured, caused injury orhas an at fault accident due to an unsafe act, disciplinary action may be applied up to and including dismissal based on the severity of the action.

Additional detailed procedures regarding safety, worker's compensation, injury, and infection control may be established by the County Manager.

Section 12. Immigration Law Requirements

All employees are required to furnish proof of citizenship or other required documents indicating a legal right to work in the United States. Copies of the completed I-9 form shall be a permanent part of their personnel file.

Section 13. Substance Abuse

The County is firmly committed to maintaining a drug and alcohol-free work environment in order to insure the safety and welfare of the general public and all County employees and to insure an efficient and effective work force. The County also seeks to aid employees experiencing substance abuse problems by offering rehabilitation opportunities.

The County will adhere to the Drug & Alcohol Testing Policy approved 1/3/2012.

Section 14. Use of Tobacco Products

Except as otherwise provided by law, no employee may smoke or otherwise use tobacco products in any county owned, leased, rented, occupied, or otherwise controlled building, facility, property, equipment or vehicle. The County Manager shall designate suitable areas outside of county buildings for smoking or use of tobacco products.

The use of e-cigarettes is also prohibited under this policy where smoking and the use of tobacco products are prohibited. E-cigarettes means any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor or nicotine or any other substances, and the use or inhalation of which simulates smoking. The term shall include any suchdevice, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor. Violation of this policy represents grounds for dismissal.

Section 15. Pre-employment

Applicants being considered for hire must pass a drug test and complete a criminal/driving record history check before beginning work or receiving an offer of employment. Refusal to submit to testing or completing a criminal/driving record history check will result in disqualification of further employment consideration.

Section 16. Dress Code

Employees of Camden County create an image to the community, visitors and citizens and are expected to come to work well-groomed and dressed in the professional manner appropriate to the activities of their position.

It is impossible and undesirable to define an absolute code for dress and fragrances. Some basic essentials of appropriate dress include employees and their clothing are required to be neat and clean.

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Employees required to wear a uniform must be in complete uniform at all times while on duty as directed by the Department head. The Department head shall outline the condition of the uniform expected of the employees within that department, but uniforms should, at a minimum, be clean, pressed and not bearing holes, tears, or significant fraying or discoloration.

The wearing of shorts, t-shirts, and tank tops is prohibited. Employees whose job duties include frequent outside activity may wear shorts if approved by the Department head. Shorts must be no shorter than two inches above the knee and must be hemmed. Work jeans and bareback dresses are not appropriate for employees regularly assigned to work in County office buildings or facilities. Extreme forms of dress or grooming are prohibited.

Beards, sideburns and moustaches should be neatly trimmed and not excessively long. The Department head may adopt regulations that prohibit any long head, or facial hair constituting a safety or occupational hazard.

If, in the opinion of the Department or supervisor, the employee's appearance or personal hygiene is in violation of this Section, the Department head may require the employee to alter his/her appearance to come into compliance with this Section and the Department head may provide that any time away from the job to come into compliance with this Section shall be taken as vacation leave.

Section 17. Use of Technology Resources

Technology resources belonging to the County including, but not limited to pagers, radios, towers, Internet service, all computer equipment and software, email, and any network resources are owned by the County and are in place to enable the County to provide services in a timely and efficient manner. This is the primary function of these resources and any activity that interferes or is contrary to this purpose is prohibited. Any violation of the Technology Resource Policy as approved by the County Manager represents grounds for dismissal.

Section 18. Driver's License

Any employee performing work that requires the operation of a County vehicle must hold a valid driver's license as a condition of continued employment with the County. In those cases where an employee's driver's license is expired, suspended or revoked, the employee shall immediately notify his/her Department head of such expiration, suspension or revocation. If an employee fails to immediately notify his/her Department head, then the employee is subject to disciplinary action.

Any judicial or administrative proceeding that results in a revocation, suspension or limitation of an employee's driver's license shall be cause for immediate termination, provided that the County Manager may consider and approve a demotion or transfer to another position within the County that does not require the operation of a motor vehicle in conducting County business. However, the County manager is not required to make such a demotion or transfer and shall retain the authority to terminate the employee or take any lesser disciplinary action. Operation of a motor vehicle that results in a judicial or administrative proceeding involving the revocation, suspension or limitation of an employee's driver's license shall immediately suspend that employee's right to operate a motor vehicle in the conduct of County business.

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ARTICLE VII. EMPLOYEE BENEFITS

Section 1. Eligibility

All part-time and full-time employees of the County are eligible for employee benefits as provided for in this Article which are subject to change at the County's discretion. Temporary employees are eligible only for workers' compensation and social security. Sheriff and Register of Deeds will be subject to this article.

Section 2. Group Health and Hospitalization Insurance

The County provides group health and hospitalization insurance programs for full-time employees.

Employees who are scheduled to work 40 hours or more per week on a continuous year-round basis may, if they so desire, purchase available group health and hospitalization insurance through the County for themselves or for themselves and qualified dependents. Subject to funds available, the County shall pay the employee share of group health and hospitalization insurance for full-time employees. Information concerning cost and benefits shall be available to all employees from the Human Resources Office.

Employees are eligible to receive health benefits after completing 30 days of employment. Benefits will then begin the following month.

If an employee resigns or is terminated, the health insurance will terminate at the end of the month of the resignation or termination.

Employees who were hired prior to January 7, 2013 and retire with twenty or more years of service with Camden County may receive paid health insurance from the County until age 65. When the employee begins coverage under Medicare or reaches the age of 65, County-provided health and hospitalization insurance shall cease. The retired employee will contact Human Resources advising them of their 65th birthday.

Employees who are hired on or after January 8, 2013 will receive no health or dental insurance paid by the County upon retirement, but will be eligible to receive COBRA.

Section 3. Group Life Insurance

The County provides paid life insurance to its employees. Information on costs, coverage, and benefits are available from the Human Resources Director.

Section 4. Other Optional Group Insurance Plans

The County may make other group insurance plans available to employees upon authorization of the County Manager or County Commissioners.

Section 5. Retirement

Each employee who is expected to work for the County more than 1,000 hours annually shall join the North Carolina Local Governmental Employees' Retirement System when eligible as a condition of employment.

Employees contribute, through payroll deduction, six percent (6%) of their gross salary or at a rate to be determined by the North Carolina Local Governmental Employee's Retirement System. The County contributes an actuarially determined percentage of the gross payroll each month to the system.

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Provisions of this system are further outlined in the North Carolina Local Government Employees' Retirement System handbook available from the Human Resource Office.

Section 6. Supplemental Retirement Benefits 401(k)

The County allows employees to defer a portion of their income before taxes into a 401-K tax deferment plan.

The County provides contributions of 5% to a 401-K plan for certified law enforcement personnel as required by the state, and an amount to be determined by the County Commissioners to full-time employees and to part-time employees who work at least 1,000 hours per year.

The County also pays a monthly separation allowance to retired law enforcement officers as required by General Statues.

Section 7. Social Security

The County, to the extent of its lawful authority and power, has extended Social Security benefits for its eligible employees and eligible groups and classes of such employees.

Section 8. Workers' Compensation

The purpose of this policy is to provide medical benefits, disability compensation and a smooth transition back to a regular work status for employees who sustain compensable injuries or illnesses, which arise out of or are found to be within the course and scope of their employment, in accordance with the North Carolina Workers' Compensation Act.

All employees of the County (full-time, part-time, and temporary) are covered by the North Carolina Workers' Compensation Act and are entitled to medical attention and appropriate weekly indemnity for injuries or illnesses, which arise out of or are found to be within the course and scope of their employment. Employees on official business outside the County will be covered by Workers' Compensation insurance in accordance with the North Carolina Workers' Compensation Act. Loss time is when a work-related injury or illness results in absence from work. Loss time due to a work-related injury or illness will not be credited towards completion of an employee's probationary period.

Responsibility for claiming compensation under the Workers' Compensation Act is on the injured employee and the supervisor and such claims must be filed by the employee with the North Carolina Industrial Commission within two years from date of injury. The Human Resources Director or designee will coordinate the filing of such claims.

Section 9. Unemployment Compensation

County employees are covered by unemployment insurance. County employees who are terminated due to a reduction in force or released from County service may apply for benefits through the local Employment Security Commission office, where a determination of eligibility will be made.

Section 10. Tuition Assistance Program

Full-time employees who have completed initial probation may apply for tuition reimbursement for courses taken on their own time, which will improve their skills for their current job or prepare them for promotional opportunities within the County service. Tuition, registration, fees, laboratory fees, and student fees are eligible expenses. Employees may be reimbursed eligible expenses up to a total of five hundred dollars ($500) per fiscal year subject

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to availability of funds budgeted for this purpose in the current fiscal year. Satisfactory completion of the courses will be required for reimbursement. Requests for tuition assistance shall be submitted to the Human Resources Office prior to course registration and are subject to the review and approval of Department Head and County Manager, subject to availability of funds.

Section 11. Credit Union

Membership in the Local Government Employees' Credit Union is open to all County employees for various loan services, checking, and savings accounts. Membership in the State Employees' Credit Union is open to all employees under the State Personnel Act and their family members for various loan services, checking, and savings accounts.

ARTICLE VIII. HOLIDAYS AND LEAVES OF ABSENCE

Section 1. Policy

The policy of the County is to provide vacation leave, sick leave, and holiday leave to all full-time and part-time employees in a regular position with County.

Leave balances should accrue with each payroll at a pro-rated amount when employees work or are on a paid leave status. Leave balances should be printed on payroll checks or provided to employees with each paycheck, including net accrued sick leave, vacation, holiday leave, and compensatory leave.

Section 2. Holidays

The County provides twelve paid holidays per year. The policy of the County is to follow the holiday schedule as published by the State of North Carolina each year. The schedule for the calendar year will be published by December 1st of the previous calendar year for distribution to County employees. The Board of County Commissioners may adjust the holiday schedule as deemed necessary.

An employee must work, use vacation, sick or compensatory leave the day before and the day after in order to receive holiday pay with the exception of law enforcement.

The number of holiday hours earned by employees shall be determined in accordance with the formula set forth in Section 15 of this article but not to exceed 8 hours of holiday pay for employees and 8.4 hours for law enforcement officers.

Departments which have staff working during holidays may designate which days of the week are to be observed using the actual legal holidays when appropriate.

Section 3. Holidays: Effect on Other Types of Leave

Regular holidays which occur during a vacation, sick or other leave period of any employee shall not be considered as vacation, sick, or other leave.

Section 4. Holidays: Compensation When Work is Required

Essential regular full-time public works employees required to perform work on regularly scheduled holidays will be paid eight (8) hours of holiday pay on top of their base pay for hours actually worked on a holiday and essential

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regular full-time law enforcement officers will be paid eight point four (8.4) hours of holiday pay on top of their base pay.

Section 5. Vacation Leave

Vacation leave is a benefit granted by the Board of County Commissioners to eligible employees. Vacation leave is earned by regular, permanent, probationary, full-time and part-time employees that work twenty (20) hours or more per week each pay period based on years of service to the County.

Vacation leave may be used for rest and relaxation, school appointments, medical appointments, and other personal needs. Any compensatory time earned by nonexempt employees must be used prior to using vacation time.

Section 6. Vacation Leave: Use by Probationary Employees

Employees serving a probationary period following initial employment may accumulate vacation leave but shall not be permitted to take vacation leave during the probationary period, with the exception of leave without pay approved during interview process. Employees shall be allowed to take accumulated vacation leave after six months of service.

Section 7. Vacation Leave: Accrual Rate

Each full and part-time employee of the County shall earn vacation at the following schedule, prorated by the regular number of hours in the workweek:

Years of Service	Hours Granted Each Month	Hours Granted Each Year	Days Granted Each Year
Less than 2 years	7 hrs. 50 min.	94	11 3/4
2 but less than 5 years	9 hrs. 10 min.	110	13 3/4
5 but less than 10 years	11 hrs. 10 min.	134	16 3/4
10 but less than 15 years	13 hrs. 10 min.	158	19 3/4
15 but less than 20 years	15 hrs. 10 min.	182	22 3/4
20 years or more	17 hrs. 10 min.	206	25 3/4

Section 8. Vacation Leave: Maximum Accumulation

Vacation leave may be accumulated without any applicable maximum until December 31st of each year. Effective the last payroll in the calendar year, any employee with more than 30 days (240 hours) of accumulated leave shall have the excess accumulation removed so that only 30 days (240 hours) are carried forward to January 1st of the next calendar year. Any excess vacation leave as of December 31st will be transferred to an employee's sick leave account.

Because the number of hours in an employee's work week vary, the number of hours in 30 days varies. **See Section 15 of this Article for formula to calculate the number of hours in 30 days.**

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Employees are cautioned not to retain excess accumulated vacation leave until late in the year. Because of the necessity to keep all functions in operation, large numbers of employees cannot be granted vacation leave at any one time. If an employee has excess leave accumulation during the latter part of the year and is unable to take such leave because of staffing demands, the employee shall receive no special consideration either in having vacation leave scheduled or in receiving any exception to the maximum accumulation.

Section 9. Vacation Leave: Manner of Taking

Earned vacation leave may be taken when requested 24 hours in advance at those times designated by the Department Head which will least obstruct normal operations of the County. Under Emergency Circumstances a Department Head at his/her discretion may authorize leave requests without 24-hour notice. Department heads are responsible for ensuring that approved vacation leave does not hinder the effectiveness of service delivery. Vacation leave may be taken in quarter hour units. Vacation may be used as sick leave when sick leave has been exhausted and must be used in the same manner as accrued sick leave.

Section 10. Vacation Leave: Payment upon Separation

An employee who has successfully completed the probationary period will normally be paid for accumulated annual leave upon separation subject to the 30-day maximum, provided notice is given to the supervisor at least two weeks in advance of the effective date of resignation. Any employee failing to give the notice required by this section shall forfeit payment for accumulated leave. The notice requirement may be waived by the County Manager when deemed to be in the best interest of the County.

Employees who are involuntarily separated shall receive payment for accumulated annual leave subject to the 30-day maximum.

Section 11. Vacation Leave: Payment upon Death

The estate of an employee who dies while employed by the County shall be entitled to payment of all the accumulated vacation leave credited to the employee's account not to exceed the maximums established in Section 8 of this Article.

Section 12. Sick Leave

Sick leave with pay is not a right which an employee may demand, but a privilege granted by the Board of County Commissioners to regular, permanent, probationary employees.

Sick leave may be granted to an employee absent from work for any of the following reasons: sickness, bodily injury, required physical or dental examinations or treatment, or exposure to a contagious disease, when continuing work might jeopardize the health of others.

Sick leave may be used when an employee must care for a member of his or her immediate family who is ill, but may not be used to care for healthy children when the regular care giver is sick.

Sick leave may also be used for death in the employee's immediate family, but may not exceed three days for any one occurrence, except by special permission of the Department or County Manager.

Sick leave may also be used to supplement Workers' Compensation Disability Leave during the waiting period before Workers' Compensation benefits begin.

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"Immediate family" shall be defined as spouse, parent, guardian, children, sister, brother, grandparents, grandchildren plus the various combinations of half, step, in-law, and adopted relationships that can be derived from those named.

Notification of the desire to take sick leave should be submitted to the employee's supervisor prior to the leave or not later than two hours (2) prior to the beginning of the scheduled workday or shift. If an emergency prevents the employee from notifying their supervisor within the allowable time, the employee is expected to call as soon as practical during the work day or shift. The employee is required to speak with the Supervisor unless an emergency (example: employee unconscious) prevents the employee from physically speaking to the Supervisor. Employees are required to keep their supervisor informed of their condition and anticipated return to work. Failure to do so appropriately may result in disciplinary action.

In order to facilitate the recruitment of qualified persons with appropriate public sector experience, the County Manager may authorize the carry-over of all or a portion of the unused sick leave that has been certified as accumulated during employment with a past state or local government employer.

Section 13. Sick Leave: Accrual Rate and Accumulation

Sick leave shall accrue at a rate of one day per month of service or twelve days per year. Sick leave for full-time and part-time employees working other than the basic work schedule shall be prorated as described in this Article. Sick leave will be cumulative for an indefinite period of time and may be converted upon retirement for service credit consistent with the provisions of the North Carolina Local Government Employees' Retirement System.

All sick leave accumulated by an employee shall end and terminate without compensation when the employee resigns or is separated from the County, except as stated for employees retiring or terminated due to reduction in force.

Section 14. Sick Leave: Medical Certification

The employee's supervisor or Department Head may require a physician's certificate stating the nature of the employee or immediate family member's illness and the employee's capacity to resume duties, for each occasion on which an employee uses sick leave in excess of three (3) days or less than three (3) days if the supervisor observes a "pattern of absenteeism or abuse of sick leave privileges." The employee may be required to submit to such medical examination or inquiry as the Department Head deems desirable. Any restrictions of duty must be prescribed in detail by the employee's physician and submitted on the treating physician's letterhead. The Department Head shall be responsible for the application of this provision to the end that:

1) Employees shall not be on duty when they might endanger their health or the health of other employees; and

2) There will be no abuse of leave privileges.

When an employee goes on sick leave he/she must notify his/her Department Head or supervisor immediately. Notification should be within 30 minutes prior to the beginning of the scheduled work day. Failure to do so may result in denial of such leave pay. The employee should also let the supervisor know when he/she expects to return to work.

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An employee who is on sick leave for a period of three days or longer shall be required to provide a note from a medical doctor. Supervisors and Department Heads will submit all physician certificates and other medical data pertaining to an employee to Human Resources for their medical files.

Claiming sick leave under false pretense to obtain a day off with pay shall subject the employee to disciplinary action.

Sick Leave – Retirement Credit for Accumulated Sick Leave

One (1) month of retirement credit is allowed for each twenty (20) days accrued in an employee's sick leave account at time of retirement to employees who are members of the North Carolina Local Governmental Employees Retirement System. Sick leave shall accumulate with no maximum accumulation, and may be used as credit for service under the North Carolina Local Governmental Employees Retirement System, in accordance with all rules and regulations.

Reinstatement and Transfer of Sick Leave

Employees hired by the County, whose immediate past employer within the last six (6) months was the State of North Carolina, any of its political subdivisions, any local government entity or authority, or municipality in North Carolina, may transfer to the County any unused sick leave, provided the employee has not requested, or is receiving, retirement benefits from the North Carolina Retirement System. The employee must request this transfer within ninety (90) days of the beginning of employment with Camden County, and it is the responsibility of the employee to provide bona-fide documentation of the amount of unused sick leave from the immediate past employer and the dates of employment with the other agency. Upon verification of the unused sick leave by Human Resources, the employee will be credited with the transferred sick leave. Transferred sick leave can be used in the same manner as sick leave earned in the scope of employment with Camden County.

A former employee who is re-employed by the County within one (1) year from the date of separation shall be credited with the balance of sick leave at the time of separation, except when the employee retired under the North Carolina Retirement System and the sick leave was credited towards service time for the purposes of retirement.

Section 15. Leave Pro-Rated

Holiday, annual, and sick leave earned by full-time and part-time employees with fewer or more hours than the basic work week shall be determined by the following formula:

1) The number of hours worked by such employees shall be divided by the number of hours in the basic work week (usually 40 hours).

2) The proportion obtained in step 1 shall be multiplied by the number of hours of leave earned annually by employees working the basic work week.

3) The number of hours in step 2 divided by 12 shall be the number of hours of leave earned monthly by the employees concerned.

Section 16. Leave Without Pay

A full or part-time employee may be granted a leave of absence without pay for a period of up to six months by the County Manager. The leave shall be used for reasons of personal disability after both sick leave and desired

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amount of annual leave have been exhausted, sickness or disability of immediate family members, continuation of education, special work that will permit the County to benefit by the experience gained or the work performed, or for other reasons deemed justified by the County Manager.

The employee shall apply in writing to the Department Head for leave. The employee is obligated to return to duty within or at the end of the time determined appropriate by the County Manager. Upon returning to duty after being on leave without pay, the employee shall be entitled to return to the same position held at the time leave was granted or to one of like classification, seniority, and pay. If the employee decides not to return to work, the Department Head shall be notified immediately. Failure to report at the expiration of a leave of absence, unless an extension has been requested, shall be considered a resignation. New hired employees are eligible to use leave without pay if approved during the interview process.

Section 17. Family Medical Leave

The County will grant up to 12 weeks of family and medical leave during any 12-month period beginning on the date leave is first used to eligible employees in accordance with the Family and Medical Leave Act of 1993 (FMLA). Eligible employees must have regular status and must have been employed at least twelve months and worked at least 1,250 hours during the previous twelve months. The leave may be paid (coordinated with the County's Vacation and Sick Leave policies), unpaid, or a combination of paid and unpaid. Additional time away from the job beyond the 12-week period may be approved in accordance with the County's Leave Without Pay policy. Employees may be required to exhaust eligible paid leave before going on a leave without pay status.

FMLA leave may be taken for the following reasons:

1) to care for the employee's child after birth or placement for adoption or foster care;

2) to care for the employee's spouse, child or parent who has a serious health condition; or

3) for a serious health condition that makes the employee unable to perform the employee's job.

4) for qualifying military exigencies arising from the fact the employee's spouse, son, daughter or parent is on active duty or has been notified of an impending call to active duty as a member of the Armed Forces including the National Guard or Reserves in support of a contingency operation as defined in Section 101 (a) (13) of Title 10, United States Code.

A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that requires inpatient care at a hospital, hospice, or residential medical care facility, or a condition which requires continuing care by a licensed health care provider. This policy covers illness of a serious and long-term nature resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition which results in a period of incapacity for more than three days would be considered a serious health condition.

If a husband and wife both work for the County and each wish to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (not parent in-law) with a serious health condition, the husband and wife together may only take a total of 12 weeks leave under FMLA.

An employee taking leave for the birth of a child may use paid sick leave for the period of actual disability, based on medical certification. The employee may then use paid vacation for the remainder of the 12-week period.

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The request for the use of leave must be made in writing by the employee and approved by the department head or County Manager. The County may also designate qualified leave as FMLA Leave by notifying the employee of such action.

An employee who takes leave under this policy will return to the same job or a job with equivalent status, pay, benefits, and other employment terms. The position will be the same or one which entails substantially equivalent skill, effort, responsibility, and authority.

In order to qualify for leave under this law, the County requires medical certification. This statement from the employee's or the family member's physician should include the date when the condition began, its expected duration, diagnosis, and brief statement of treatment. For the employee's own health condition, it should state that the employee is unable to perform the essential functions of his/her position. For a seriously ill family member, the certification must include a statement that the patient requires assistance and the employee's presence would be beneficial or desirable.

This certification should be furnished at least 30 days prior to the needed leave unless the employee's or family member's condition is a sudden one. The certification should be furnished as soon as possible (no longer than 15 days from the date of the employee's request). The certification and request must be made to the department head and filed with the Human Resources Director.

The employee is expected to return to work at the end of the time frame stated in the medical certification, unless he/she has requested additional time in writing under the County's Leave without Pay policy. If an employee is out due to a personal illness, a return to work note is necessary.

If the employee fails to return from FMLA leave at the end of the twelve (12) week period, the non-return will be deemed a voluntary resignation without notice.

Intermittent or Reduced Leave

If an employee qualifies, an employee may take intermittent or reduced schedule leave for his/her own serious health condition or to care for a spouse, parent, son or daughter with a serious health condition. Intermittent or reduced leave may also be taken to care for a covered service member with a serious injury or illness, or for a qualifying military exigency arising out of the active duty status or call to active duty of a covered service member. When the leave is for adoption, foster care or the birth of a child, the employee may take leave intermittently or on a reduced work schedule only with the joint approval of the employee and the Department Head, subject to approval by the Human Resources Director and County Manager. The employee must also make a reasonable effort to schedule treatments so as to not unduly disrupt county operations.

Section 18. Family Medical Leave and Leave without Pay: Retention and Continuation of Benefits

When an employee is on leave under FMLA, the County will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. If an employee chooses not to return to work for reasons other than a continued serious health condition, the County will require the reimbursement of the amount paid for the employee's health insurance premiums during the FMLA leave period.

Other insurance and payroll deductions are the responsibility of the employee and the employee must make those payments for continued coverage of that benefit.

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An employee shall retain all unused vacation and sick leave while on Leave Without Pay. An employee ceases to earn leave credits on the date leave without pay begins. The employee may continue to be eligible for benefits under the County's Group insurance plans at his or her own expense, subject to any regulation adopted by the County Commissioners and the regulations of the insurance carrier.

Release to Return to Work

Under most circumstances, employees who return to work immediately after the expiration of FMLA leave and who do not exceed the amount of leave permitted under FMLA will be reinstated to either the same or equivalent job with equivalent pay and benefits. A physician's release (a fitness-for-duty certification) is required for the employee to return from leave, if the leave was for the employee's own serious health condition. Failure to provide a medical certificate of fitness for duty may result in a denial of job reinstatement until medical certificate release is provided.

An employee returning from FMLA leave may be denied reinstatement altogether under the following circumstances:

The employee is unable to perform the essential functions of the job with or without a reasonable accommodation for a qualifying disability under the ADA;

The employee failed to return to work upon the expiration of approved leave without requesting a leave extension supported by documentation substantiating the need;

The position is a highly compensated position that is essential to County operations;

The employee's leave was obtained by fraud or deliberate misrepresentation.

Section 19. Workers' Compensation Leave

An employee absent from duty because of sickness or disability covered by the North Carolina Workers' Compensation Act may elect to use accrued sick leave or vacation during the first waiting period. If the injury results in additional time away from work, the employee will be placed on worker's compensation leave and receive the worker's compensation weekly after the required waiting period. The employee may elect to take sick or vacation during the required waiting period, or may elect to go on worker's compensation leave with no pay for the required waiting period. Once an employee begins receiving worker's compensation pay, the employee will not be allowed to receive pay for vacation or sick leave in addition to worker's compensation payments. Life insurance and health benefits already provided by Camden County to an employee will continue to be provided during the period of worker's compensation leave. Upon reinstatement, an employee's salary will be computed on the basis of the last salary earned plus any increment or other salary increase to which the employee would have been entitled during the disability covered by worker's compensation.

Section 20. Military Leave

Regular employees who are members of an Armed Forces Reserve organization or National Guard shall be granted ten workdays per year for military leave without pay. On rare occasions due to annual training being scheduled on a federal fiscal year basis, an employee may be required to attend two periods of training in one calendar year. For this purpose only, an employee shall be granted an additional ten days of military leave during the same calendar year. If the compensation received while on military leave is less than the salary that would have been earned during this same period as a County employee, the employee shall receive partial compensation equal

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to the difference in the base salary earned during this same period as a County employee. The effect will be to maintain the employee's salary at the normal level during this period. If such duty is required beyond these ten workdays, the employee shall be eligible to take accumulated vacation leave or be placed in a leave without pay status, and the provisions of that leave shall apply. While taking military leave without pay or with partial pay, the employee's leave credits and other benefits shall continue to accrue as if the employee physically remained with the County during this period. Employees who are eligible for military leave have all job rights specified by the Vietnam Veterans Readjustment Act, including members of the National Guard or a reserve unit. Employees who volunteer for additional duty may use vacation, compensatory time or leave without pay. If there is a compensatory balance, it should be used first for nonexempt employees.

Section 21. Reinstatement Following Military Service

An employee called to extended active duty with the United States military forces, who does not volunteer for service beyond the period for which called, shall be reinstated with full benefits provided the employee:

1) Applies for reinstatement within ninety days after the release from military service; and

2) Is able to perform the duties of the former position or similar position; or

3) Is unable to perform the duties of the former position or a similar position due to disability sustained as a result of military service, but is able to perform the duties of another position in the service of the County. In this case the employee shall be employed in such other position as will provide the nearest approximation of the seniority, status, and pay which the employee otherwise would have been provided, if available.

Section 22. Civil Leave

After an employee provides his/her Department Head with a copy of their juror summons, civil leave will be granted to regular employees who are summoned to attend court as a juror or witness, except when involved in personal litigation.

A County employee called for jury duty or as a court witness for the federal or state governments, or a subdivision thereof, shall receive leave with pay for such duty during the required absence without charge to accumulated leave. The employee may keep fees and travel allowances received for jury or witness duty in addition to regular compensation; except, that employees must turn over to the County any witness fees awarded by that court for court appearances in connection with official duties. Employees must turn over to the County any travel allowance awarded by that court for court appearances when traveling in a county vehicle or transportation wholly or partially provided at county expense. While on civil leave, benefits and leave shall accrue as though on regular duty.

With the discretionary approval of their respective Department Head or direct supervisor, volunteers involved in fire or rescue organizations may be allowed to take appropriate time to respond to emergency calls, but shall return to work as quickly as possible. Use of County vehicles is prohibited in responding to such calls unless circumstances surrounding the response would make it reasonable to do so. **All** Volunteer Fire/Rescue Civil Leave responses should be thoroughly documented on a Camden County Civil Leave Form. One copy should be submitted to the individual's Department Head and one copy should be submitted to the Safety Committee within 24 hours of the Civil Leave."

All instances of Civil Leave as defined in Subsections A and B should be accurately annotated as such on individual time sheets.

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Section 23. Parental School Leave

A County employee who is a parent, guardian, or person standing in loco parentis (in place of the parent) may take up to four hours of unpaid leave annually to involve him or herself in school activities of his or her child(ren). This leave is subject to the three following conditions:

1) The leave must be taken at a time mutually agreed upon by the employee and the County;

2) The County may require the employee to request the leave in writing at least 48 hours prior to the time of the desired leave; and

3) The County may require written verification from the child's school that the employee was involved at the school during the leave time.

Paid leave (vacation time) taken by an employee to attend to school activities of his or her child shall count toward the fulfillment of this provision by the County.

Section 24. Adverse Weather Conditions

County offices and departments shall remain open for the full scheduled work day unless authorization for early closing or other deviation is received from the County Manager or his designate. Employees scheduled to work during an authorized official closing will be given full credit for all their work hours scheduled but missed during the period covered by the authorized official closing or other deviation.

Employees who leave work before an official early closing time, as well as those employees who report to work late or who do not report to work at all, will be required to use earned vacation for this unauthorized missed time. Also, any employee who has leave time approved prior to the issuance of an authorized early closing or other deviation will be required to honor the approved leave time.

The County Manager or his designate may authorize the closing or deviation for all or part of the County offices. Any closing or deviation shall be applicable uniformly to all County offices unless otherwise specified in the announcement from the County Manager or his designate. The County Manager or his designate may authorize closings or deviations different for one office or department than for other offices or departments. Depending on the nature of the adverse weather, the County Manager may designate certain County employee's essential and request that they report to work as directed. Those employees will be issued compensatory time at a rate of hour for hour. Modified work schedules do not apply to public safety employees, i.e. Sheriff's Department.

Section 25. Shared Leave – Voluntary Shared Leave

A. Purpose

There are occurrences brought about by serious and prolonged medical conditions that cause employees to exhaust all available leave, and therefore, be placed on leave without pay. Such employees forced to go on leave without pay could be without income during one of the most critical points in their lives. It is recognized that fellow employees may wish to voluntarily donate some of their accumulated vacation leave so as to provide assistance to other Camden County employees. This program intends to provide an opportunity for employees to assist another affected by a medical condition that requires absence from work for a prolonged period of time resulting in possible loss of income due to lack of accumulated leave.

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B. Policy

In cases of a prolonged medical condition, an employee may apply or be nominated to become a recipient of leave transferred from the vacation leave accounts of unrelated employees working for Camden County or from the sick or vacation account of an immediate family member who works for Camden County. For purposes of this program, medical condition means the medical condition of an employee or their spouse, parents, children or other dependents, including step and in-law relationships that is likely to require an employee's absence from duty for a prolonged period, generally considered to be at least twenty (20) consecutive workdays. If an employee has had previous random absences for the same condition that has caused excessive absences, or if the employee has had a previous, but different, prolonged medical condition within the last twelve months, the County may make an exception to the 20-day period.

C. General Guidelines

1) Establishment of a leave "bank" for use by unnamed employees is expressly prohibited. Leave must be donated on a one-to-one personal basis.

2) This Policy does not apply to employees on worker's compensation leave.

3) Individual leave records are confidential and only individual employees may reveal their donation or receipt of leave. The employee donating leave must sign a release form and cannot receive remuneration for leave donated. All donations must be done on a voluntary basis. Solicitation on the part of Department Heads or supervisors is prohibited. No employee shall directly or indirectly intimidate, threaten or coerce any other employee for the purpose of interfering with any right an employee may have in donating, receiving or using annual leave under this program. Such action by any employee will result in disciplinary action up to an including dismissal on the basis of personal conduct.

4) The Privacy Act makes medical information confidential; therefore, prior to making the employee's status public for the purpose of receiving shared leave, the employee must sign a release to allow the status to be known.

5) A committee composed of Human Resources, the Department Head of the recipient employee, and one other randomly selected Department Head will make the final decision concerning eligibility to participate in the program. Participation in this program shall be based on the applicant's and donor's past compliance with leave rules.

D. Eligibility Application

1) Applicant must be a regular, full or part-time employee who has completed his/her applicable introductory period.

2) At the time of the request, applicant must have exhausted all sick, annual and compensatory leave; all leave balances must be zero.

3) Application should include name, social security number, department name, position title and a doctor's statement describing the medical condition and estimated length of time needed to participate in the program.

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4) Applicant shall apply to the Department Head who shall forward the application to Human Resources. After randomly selecting a third member for the review committee, the three-member committee will meet to review the merits of the request as well as the employee's past leave history and will make a decision concerning the applicant's eligibility to participate in the program. An employee may not file a grievance nor an employee appeal if his/her request to receive or to donate leave is denied.

E. Recipient Guidelines

1) Participation in this program is limited to 1,040 hours (prorated if part-time), either continuously or, if for the same condition, on a recurring basis. The County Manager may, however, grant employee continuation in the program, month by month, for a maximum of 2,080 hours if the employee would otherwise have been granted leave without pay.

2) Subject to the maximum of 1,040 hours, the number of hours leave an employee can receive is limited to the projected recovery or treatment period. All donated leave will be credited to the recipient's sick leave account.

3) At the expiration of the medical condition any unused leave in the recipient's donated leave account shall be treated as follows:

   a. The recipient's sick leave account balance shall be limited to a total of forty (40) hours.

   b. Any additional unused donated leave will be returned to the donor(s) on a pro rata basis and credited to the leave account from which it was donated.

4) If a recipient separates due to resignation, death or retirement from Camden County, his/her participation in the program will end. Donated leave shall be returned to the donor(s) on a pro rata basis.

F. **Donor Guidelines**

1) A non-family member donor may contribute only vacation leave to another employee.

2) A family member who is a County employee may contribute vacation or sick leave to another immediate family member who is a County employee. Immediate family is defined as spouse, parents, children, brother, sister, grandparents and grandchildren, great grandparents and great grandchildren. Also included are the step, half and in-law relationships.

3) The minimum amount to be donated is four (4) hours.

4) An employee family member donating sick leave to a qualified family member under this program may donate up to a maximum of 1,040 hours but may not reduce their own sick leave balance below forty (40) hours.

5) The maximum amount of vacation leave allowed to be donated by one individual can be no more than the amount he/she could earn in one year; however, the amount donated may not reduce the donor's vacation leave balance below one-half of the amount he/she could earn in one year.

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6) All donations must be in writing and must be signed by the donating employee. The employee receiving the leave must be named and the amount and type of leave donated must be specified.

7) Once a donation is made it cannot be retracted by the donor.

ARTICLE IX. SEPARATION AND REINSTATEMENT

Section 1. Types of Separations

All separations of employees from positions in the service of the County shall be designated as one of the following types and shall be accomplished in the manner indicated: Resignation, reduction in force, disability, voluntary retirement, dismissal, or death.

Section 2. Resignation

An employee may resign by submitting the reasons for resignation and the effective date in writing to the immediate supervisor as far in advance as possible. In all instances, the minimum notice requirement is two weeks. Failure to provide minimum notice shall result in forfeit of payment for accumulated annual leave unless the notice is waived upon recommendation of the Department Head, Human Resource Director and approval by the County Manager.

Once notice has been given, employees are not eligible for leave unless approved by the Department Head. Any sick leave requested must be substantiated by a doctor's note. The separating employee shall contact Human Resources as soon as notice is given to schedule an exit interview and discuss benefit closures.

Three consecutive days of absence without contacting the immediate supervisor or Department Head is considered to be a voluntary resignation.

Sick leave will only be approved during the final two weeks of a notice with a physician's certification of comparable documentation.

Section 3. Reduction in Force.

In the event that a reduction in force becomes necessary, consideration shall be given to the quality of each employee's performance, organizational needs, and seniority in determining those employees to be retained. Employees who are separated because of a reduction in force shall be given at least two weeks' notice of the anticipated action. No regular employee shall be separated while there are temporary, emergency or probationary employees serving in the same class in the department, unless the regular employee is not willing to transfer to the position held by the temporary or probationary employee.

Section 4. Disability

An employee who cannot perform the required duties because of a physical or mental impairment may be separated for disability. Action may be initiated by the employee or the County. In all cases, such action must be accompanied by medical evidence acceptable to the Department Head, Human Resource Director and County Manager. The County may require an examination, at the County's expense, performed by a physician of the County's choice.

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Section 5. Voluntary Retirement

An employee who meets the conditions set forth under the provision of the North Carolina Local Government Employee's Retirement System may elect to retire and receive all benefits earned under the retirement plan.

Section 6. Death

Separation shall be effective as of the date of death. All compensation due shall be paid to the estate of the employee.

Section 7. Dismissal

An employee may be dismissed in accordance with the provisions and procedures of Article X. Employees who are involuntarily terminated will be paid through their termination date.

Section 8. Reinstatement

An employee who is separated because of reduction in force may be reinstated within one year of the date of separation, upon recommendation of the supervisor and approval of the Human Resource Director and the County Manager. An employee who is reinstated in this manner shall be re-credited with his or her previously accrued sick leave.

Section 9. Rehiring

An employee who resigns while in good standing may be rehired with the approval of the appointing authority, and shall be regarded as a new employee, subject to all of the provisions of rules and regulations of this Chapter. However, the employee shall be credited with his or her previously accrued sick leave if he or she is rehired within five years. An employee in good standing who is separated due to a reduction in force shall be given the first opportunity to be rehired in the same or a similar position.

ARTICLE X. UNSATISFACTORY JOB PERFORMANCE AND DETRIMENTAL PERSONAL CONDUCT

Section 1. Disciplinary Action for Unsatisfactory Job Performance

A regular employee may be placed on disciplinary suspension (without pay), demoted, or dismissed for unsatisfactory job performance, if after following the procedure outlined below, the employee's job performance is still deemed to be unsatisfactory. All cases of disciplinary suspension, demotion, or dismissal must be approved by the Human Resource Director and the County Manager or hiring authority prior to giving final notice to the employee.

Section 2. Unsatisfactory Job Performance Defined

Unsatisfactory job performance includes any aspects of the employee's job which are not performed as required to meet the standards set by the supervisor. Examples of unsatisfactory job performance include, but are not limited to, the following:

1) Demonstrated inefficiency, negligence, or incompetence in the performance of duties;

2) Careless, negligent or improper use of County property or equipment;

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3) Discourteous treatment of the public or other employees;

4) Absence without approved leave;

5) Repeated improper use of leave privileges;

6) Habitual pattern of failure to report for duty at the assigned time and place;

7) Failure to complete work within time frames established in work plan or work standards; or

8) Failure to meet work standards over a period of time.

9) Failure to maintain credentials and certifications required for a position.

Section 3. Communication and Warning Procedures Preceding Disciplinary Action for Unsatisfactory Job Performance

When an employee's job performance is unsatisfactory, or when incidents or inappropriate actions warrant, the supervisor should meet with the employee as soon as possible to discuss specific performance problems. A brief summary of performance-based issues should be noted in the employee's file with a written warning from the supervisor before disciplinary action resulting in dismissal is taken by the County Manager or appointing authority. A copy of all warnings should be sent to the Human Resources Office to be included in the employee's personnel file and the disciplinary warning issued will become part of the employee's personnel file and will remain active for twelve (12) months unless extended in writing or unless a second warning occurs during the twelve (12) month timeframe. In each case, the supervisor should record the dates of discussions with the employee, the performance deficiencies discussed, the corrective actions recommended, and the time limits set. If the employee's performance continues to be unsatisfactory, then the supervisor should use the following disciplinary steps:

1) A final written warning from the supervisor serving notice upon the employee that corrected performance must take place immediately in order to avoid suspension, demotion, or dismissal.

2) If performance does not improve, a written recommendation should be sent to the Department Head, Human Resource Director, and County Manager or Hiring Authority for disciplinary action such as suspension, demotion, or dismissal.

Suspensions should not normally exceed three days for nonexempt employees. For exempt employees, suspensions should normally be for one week to retain the exempt status of the employee.

Section 4. Disciplinary Action for Detrimental Personal Conduct

With the approval of the Department Head, Human Resource Director, and County Manager or Hiring Authority, an employee may be placed on disciplinary suspension (without pay), demoted, or dismissed without prior warning for causes relating to personal conduct detrimental to County service in order to 1) avoid undue disruption of work; 2) to protect the safety of persons or property; or 3) for other serious reasons. Disciplinary suspension should not normally exceed three days for nonexempt employees and should be one full week for exempt employees as prescribed by the FLSA.

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Section 5. Detrimental Personal Conduct Defined

Detrimental personal conduct includes behavior of such a serious detrimental nature that the functioning of the County may be or has been impaired; the safety of persons or property may be or have been threatened; or the laws of the government may be or have been violated. Examples of detrimental personal conduct include, but are not limited to, the following:

1) Fraud or theft;

2) Commission of a felony or the entry of a plea of nolo contendere thereto;

3) Falsification of records for personal profit, to grant special privileges, or to obtain employment;

4) Willful misuse or gross negligence in the handling of County funds;

5) Willful or wanton damage or destruction to property;

6) Willful or wanton acts that endanger the lives and property of others;

7) Possession of unauthorized firearms or other lethal weapons on the job;

8) Brutality in the performance of duties;

9) Reporting to work under the influence of alcohol or drugs or partaking of such while on duty. Prescribed medication may be taken within the limits set by a physician as long as medically necessary;

10) Engaging in incompatible employment or servicing a conflicting interest;

11) Request or acceptance of gifts in exchange for favors or influence;

12) Engaging in political activity prohibited by this policy; or

13) Stated refusal to perform assigned duties or flagrant violation of work rules and regulations.

Section 6. Pre-Dismissal Conference.

Before dismissal action is taken, whether for failure in personal conduct or failure in performance of duties, the County Manager or Hiring authority, the Human Resource Director or a Department Head will conduct a pre-dismissal conference. At this conference, the employee may present any response to the proposed dismissal to the County Manager or Hiring Authority, Human Resource Director or Department Head. The County Manager or Hiring Authority, Human Resource Director or Department Head will consider the employee's response, if any, to the proposed dismissal, and will, within three working days following the pre-dismissal conference, notify the employee in writing of the final decision. If the employee is dismissed, the notice shall contain a statement of the reasons for the action and the employee's appeal rights under the County's grievance procedure.

Section 7. Non-Disciplinary Suspension

During the investigation, hearing, or trial of an employee on any criminal charge, or during an investigation related to alleged detrimental personal conduct, or during the course of any civil action involving an employee, when suspension would, in the opinion of the supervisor, be in the best interest of the County, the Department Head, with

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the approval of the Human Resource Director and the County Manager or Hiring Authority, may suspend the employee for the duration of the proceedings as a non-disciplinary action. In such cases, the County may:

1) Temporarily relieve the employee of all duties and responsibilities and place the employee on paid or unpaid leave for the duration of the suspension, or

2) Assign the employee new duties and responsibilities and allow the employee to receive such compensation as is in keeping with the new duties and responsibilities.

If the employee is reinstated following the suspension, such employee shall not lose any benefits to which otherwise employee would have been entitled had the suspension not occurred. If the employee is terminated following suspension, the employee shall not be eligible for any pay from the date of suspension; provided, however, all other benefits with the exception of accrued annual leave and sick leave shall be maintained during the period of suspension.

ARTICLE XI. GRIEVANCE PROCEDURE AND ADVERSE ACTION APPEAL

Section 1. Policy

It is the policy of the County to provide a just and prompt procedure for the presentation, consideration, and disposition of employee grievances. The purpose of this article is to outline the procedure and to assure all employees that a response to their complaints and grievances will be prompt and fair.

Employees utilizing the grievance procedure shall not be subjected to retaliation or any form of harassment from supervisors or employees for exercising their rights under the grievance procedure. Supervisors or other employees who violate this policy shall be subject to disciplinary action up to and including dismissal.

Section 2. Grievance Defined

A grievance is a written complaint or dispute concerning the interpretation or application of County policies, procedures, or practices affecting County working conditions. A grievance may involve alleged safety or health hazards; unsatisfactory physical facilities, surroundings, materials or equipment; unfair or discriminatory supervisory or disciplinary practices, misapplication of department work rules, or any other grievance relating to conditions of employment.

Section 3. Purposes of the Grievance Procedure

The purposes of the grievance procedure include, but are not limited to:

1) Providing employees with a procedure by which their complaints can be considered promptly, fairly, and without reprisal;

2) Encouraging employees to express themselves about the conditions of work which affect them as employees;

3) Promoting better understanding of policies, practices, and procedures which affect employees;

4) Increasing employees' confidence that personnel actions taken are in accordance with established, fair, and uniform policies and procedures; and

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5) Increasing the sense of responsibility exercised by supervisors in dealing with their employees.

6) Encouraging conflicts to be resolved between employees and supervisors who must maintain an effective future working relationship, and therefore, encouraging conflicts to be resolved at the lowest level possible in the chain of command; and

7) Creating a work environment free of continuing conflicts, disagreements, and negative feelings about the County or its leaders, thus freeing up employee motivation, productivity, and creativity.

Section 4. Procedure

Unless specifically provided for in another part of the personnel policies, this grievance procedure will be used for any complaints or disputes arising from these policies. When an employee has a claim or complaint concerning employment with the County, the successive steps described below are to be taken toward resolution of the matter. For employees of the Sheriff's Department or Register of Deeds Office, there shall be no appeal beyond the decision of the Sheriff or Register of Deeds.

The number of days indicated at each step of the grievance procedure should be considered as the maximum number of working days allowed for presentation of and response to the grievance at that level. However, when mutually agreed upon, time limits given below may be extended by those concerned. Failure on the part of the employee to satisfy the time limitations provided in this Article shall cause the grievance to be denied or dismissed.

Employees who use this procedure will be free from discrimination, coercion, restraint or reprisal. Employees may file grievances or appeal decisions using the procedures listed below. Employees shall be allowed a one (1) hour paid absence from regular duties for preparing a grievance. An employee shall have the right of legal counsel at the employee's expense. Advisory services pertaining to procedures and regulations are available from the Human Resources Director and may be used by the employee, the supervisor or Department Head to settle grievances and complaints at any level.

In order that all employees may be able to obtain further consideration of their problems, it is essential that two-way communication occur, and the supervisor shall make every effort to resolve the problem or correct the misunderstanding prior to the grievance procedure being initiated.

Informal Resolution. Prior to the submission of a formal grievance, the employee and supervisor should meet to discuss the problem and seek to resolve it informally. Either the employee or the supervisor may involve the Human Resources Office as a resource to help resolve the grievance. Mediation may be used at any step in the process and is encouraged. Mediation is the neutral facilitation of the conflict between or among parties where the facilitator helps the parties find a mutually agreeable outcome.

Step 1. If no resolution to the grievance is reached informally, the employee who wishes to pursue a grievance shall present the grievance to the supervisor in writing. The written grievance must be received by the supervisor within fifteen calendar days of the event or within fifteen calendar days of learning of the event or condition. The supervisor shall respond to the grievance within five calendar days after receipt of the grievance. The supervisor should, and is encouraged to, consult with any employee of the County in order to reach a correct, impartial, fair and equitable determination or decision concerning the grievance. Any employee consulted by the supervisor is required to cooperate to the fullest extent possible.

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The response from each supervisory level for each step in the formal grievance process shall be in writing and signed and dated by the supervisor. In addition, the employee shall sign a copy to acknowledge receipt thereof. The responder at each step shall send copies of the grievance and response to the Human Resources Director.

Step 2. If the grievance is not resolved to the satisfaction of the employee by the supervisor, the employee may appeal, in writing, to the Department Head within five calendar days after receipt of the response from Step 1. The Department Head shall respond to the appeal, stating the determination of decision within five calendar days after receipt of the appeal.

Step 3. (For general County employees only) If the grievance is not resolved to the satisfaction of the employee by the Department Head, the employee may appeal, in writing, to the County Manager within five calendar days after receipt of the response from Step 2. The County Manager shall address the appeal, and in the Manager's discretion, may meet with the employee to discuss the grievance, but in any event shall make a decision on the grievance within ten calendar days of the appeal.

(For employees only in the Social Services Department) If the grievance is not resolved to the satisfaction of the employee by the Department Head, the employee may appeal the decision to the North Carolina Office of Administrative Hearings (OAH) within thirty calendar days of the receipt of the Department Head's decision. The findings of the OAH will be forwarded to the State Personnel Commission. The decision of the State Personnel Commission shall be advisory only and the Department Head shall have the final decision. Discrimination cases may be appealed directly to the OAH.

Step 4. If the grievance is not resolved to their satisfaction, the employee may appeal in writing, to Human Resources requesting their grievance to be referred to the Board of Commissioners. This process should be utilized especially in cases where the employee's grievance concerns actions or alleged actions of the County Manager. The appeal shall be heard at the next regularly scheduled meeting of the Board of Commissioners if practical, but in no event more than 15 days after notice of appeal is received by Human Resources. In such cases the Special Grievance Committee's report shall be final.

Special Note: The Sheriff and Register of Deeds, as Elected Officials shall carry out the responsibilities above assigned to the County Manager in their respective departments. Further, any such decision by the Sheriff or Register of Deeds shall be final and employees of those departments shall have no further administrative remedy.

Once the employee has exhausted all administrative remedies contained herein, the employee may utilize the North Carolina General Court of Justice to such extent is allowed by law.

Section 5. Role of the Human Resources Director

Throughout the grievance procedure, the roles of the Human Resources Director shall be as follows:

1) To advise parties (including employee, supervisors, and County Manager) of their rights and responsibilities under this policy, including interpreting the grievance and other policies for consistency of application;

2) To be a clearinghouse for information and decisions in the matter including maintaining files of all grievance documents.

3) To give notices to parties concerning timetables of the process, etc.;

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4) To assist employees and supervisors in drafting statements; and

5) To facilitate the resolution of conflicts in the procedures or of the grievance at any step in the process; and

6) To help locate mediation or other resources as needed.

The Human Resources Director shall also determine whether or not additional time shall be allowed to either side in unusual circumstances if the parties cannot agree upon extensions when needed or indicated.

Section 6. Grievance and Adverse Action Appeal Procedure for Discrimination

When an employee, former employee, or applicant believes that any employment action discriminates illegally (i.e. is based on age, sex, race, color, national origin, religion, creed, political affiliation, or disability) he or she has the right to appeal such action using the grievance procedure outlined in this policy. While such persons are encouraged to use the grievance procedure, they shall have the right to appeal directly to the Human Resource Director and the County Manager. An employee or applicant should appeal an alleged act of discrimination within thirty calendar days of the alleged discriminatory action, but may appeal for up to six months following the action.

ARTICLE XII. PERSONNEL RECORDS AND REPORTS

Section 1. Public Information

In compliance with GS 153A-98, the following information with respect to each County employee is a matter of public record: name; age; date of original employment or appointment to the service; current position title; current salary; date and amount of the most recent increase or decrease in salary; date of the most recent promotion, demotion, transfer, suspension, separation, or other change in position classification; and the office to which the employee is currently assigned. Any person may have access to this information for the purpose of inspection, examination, and copying, during regular business hours, subject only to such rules and regulations for the safekeeping of public records as the County may adopt. The Human Resource Director, or his/her designate, shall be the sole employee who shall receive requests under this Section and who shall provide any information as required.

The person requesting information under this Section shall make such request in writing to the Human Resource Director and shall provide his name and the purpose for such request. The Human Resource Director shall provide that information to the employee about whom the request is made along with one copy of any document given the person making the request.

Section 2. Access to Confidential Records

All information contained in a County employee's personnel file, other than the information mentioned above is confidential and shall be open to inspection only in the following instances:

1) The employee or his/her duly authorized agent may examine all portions of his/her personnel file except letters of reference solicited prior to employment, and information concerning a medical disability, mental or physical, that a prudent physician would not divulge to the patient.

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2) A licensed physician designated in writing by the employee may examine the employee's medical record.

3) A County employee having supervisory authority over the employee may examine all material in the employee's personnel file.

4) By order of a court of competent jurisdiction, any person may examine all material in the employee's personnel file.

5) An official of an agency of the State or Federal Government, or any political subdivision of the State, may inspect any portion of a personnel file when such inspection is deemed by the County Manager to be necessary and essential to the pursuit of a proper function of the inspecting agency, but no information shall be divulged for the purpose of assisting in a criminal prosecution of the employee, or for the purpose of assisting in an investigation of the employee's tax liability. However, the official having custody of the personnel records may release the name, address, and telephone number from a personnel file for the purpose of assisting in a criminal investigation.

6) An employee may sign a written release to be placed in his/her personnel file that permits the record custodian to provide, either in person, by telephone, or by mail, information specified in the release to prospective employers, educational institutions, or other persons specified in the release.

7) The County Manager, with the concurrence of the County Board, may inform any person of the employment, non-employment, promotion, demotion, suspension or other disciplinary action, reinstatement, transfer, or termination of a County employee, and the reasons for that action. Before releasing that information, the County Manager shall determine that the release is essential to maintaining the level and quality of County services. The written determination shall be retained in the County Manager's office, is a record for public inspection, and shall become a part of the employee's personnel file.

The County Board shall establish procedures for all personnel files containing information other than the public information mentioned above whereby an employee who objects to material may seek to have the material removed from the file or may place in the file a statement relating to the material.

Section 3. Personnel Actions

The Human Resources Director, with the approval of the County Manager, will prescribe necessary forms and reports for all personnel actions and will retain records necessary for the proper administration of the personnel system. The official personnel files are those which are maintained by the Human Resources Office. These files shall contain documents such as employment applications and related materials, records of personnel actions, documentation of employee warnings, disciplinary actions, performance evaluations, retirement and insurance records, letters of recommendation, and other personnel-related documents.

Any documents not contained in these files or maintained as designated by the Human Resources Director are not an official part of the personnel file.

Section 4. Records of Former Employees

The provisions for access to records apply to former employees as they apply to present employees.

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Section 5. Remedies of Employees Objecting to Material in File

An employee who objects to material in his/her file may place a statement in the file relating to the material considered to be inaccurate or misleading. The employee may seek removal of such material in accordance with established grievance procedures.

Section 6. Penalties for Permitting Access to Confidential Records

Section 153A-98 of the General Statues provides that any public official or employee who knowingly and willfully permits any person to have access to any confidential information contained in an employee personnel file, except as expressly authorized by the designated custodian, is guilty of a misdemeanor and upon conviction shall be fined in an amount consistent with the General Statutes.

Section 7. Examining and/or Copying Confidential Material without Authorization

Section 153A-98 of the General Statutes of North Carolina provides that any person, not specifically authorized to have access to a personnel file designated as confidential, who shall knowingly and willfully examine in its official filing place, remove or copy any portion of a confidential personnel file shall be guilty of a misdemeanor and upon conviction shall be fined consistent with the General Statutes.

Section 8. Destruction of Records Regulated

No public official may destroy, sell, loan, or otherwise dispose of any public record, except in accordance with GS 121.5 (b), without the consent of the State Department of Cultural Resources. Whoever unlawfully removes a public record from the office where it is usually kept, or whoever, alters, defaces, mutilates or destroys it will be guilty of a misdemeanor and upon conviction will be fined in an amount provided in Chapter 132.3 of the General Statutes.

ARTICLE XIII. IMPLEMENTATION OF POLICIES

Section 1. Conflicting Policies Repealed

All policies, ordinances, or resolutions that conflict with the provisions of these policies are hereby repealed.

Section 2. Separability

If any provision of these policies or any rule, regulation, or order thereunder of the application of such provision to any person or circumstances is held invalid, the remainder of these policies and the application of such remaining provisions of these policies of such rules, regulations, or orders to persons or circumstances other than those held invalid will not be affected thereby.

Section 3. Effective Date

These policies shall become effective on the date approved by the Board of Commissioners.

Section 4. Administrative Modifications to Comply with Federal or State Changes in Labor and Employment Laws and Regulations

The County Manager may amend provisions of the Camden County Employee Personnel Policies manual where Modification is necessary to remain in compliance with federal or state laws and regulations. All other modifications Shall be made by resolution of the Camden County Board of Commissioners.

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Electronic Communications Policy

BY VIRTUE OF THIS POLICY, ALL SYSTEM USERS ACKNOWLEDGE THE PUBLIC NATURE OF ELECTRONIC COMMUNICATIONS AND UNDERSTAND THAT THE COUNTY HAS THE RIGHT TO INSPECT AND REVIEW SUCH COMMUNICATIONS.

Section 1. Purpose

This policy covers the use of all technology resources belonging to the County of Camden. It includes, but is not limited to pagers, radios, all computer systems of any size and function and their attached peripherals, phones, cellular phones, faxes, voice mail systems. E-mail systems, network resources and Internet resources (Communications Systems). The County provides technology resources to enable County employees to provide timely and efficient services. This is the primary function of these resources and any activity or action that interferes with this purpose is prohibited. Failure to adhere to this policy places the County and the individual at risk for legal and financial liabilities, potential embarrassment and other consequences.

Section 2. Administration

Each Department Head shall become thoroughly familiar with the requirements set forth in this policy and to administer this policy consistently within the department and with other departments. The Department Head shall explain this policy within that department and see that it is fully implemented. It is the Department Head's responsibility to ensure their department's users abide by the requirements and guidelines set forth in this and any related documents. Department Heads and Systems Administrator (Finance Director or his designee) has the authority to inspect the contents of any equipment, files, or mail in the normal course of their supervisory responsibilities. Reasons for review include, but are not limited to investigation of network slowdown; system hardware or software problems including software license compliance, general system failure, litigation or potential litigation; reasonable suspicion of a crime or violation of policy; or a need to perform work or provide a service when an employee is not available. All communication system users acknowledge their consent that the County may, at its discretion, inspect, use or disclose any electronic communications and/or data without further notice for any legitimate business, legal or discretionary purpose. The County may utilize monitoring software to administer this policy.

Section 3. Public Nature of Electronic Communication

Electronic communication is a public record like any other public document. Users must understand that any communications created, received or backed up on the County system may be construed to be public documents and thus may be subject to legal requests for public disclosure. This includes communications that users might think of incorrectly, as personal and private. Electronic communications may he searched for evidence in any legal proceeding.

Section 4. E-mail/Internet

Use of the Communications Systems by employees for personal use must be restricted to occasional use that does not interfere with the conduct of County business. Personal use should be limited to personal time (breaks after hours) and personal use of the Internet and e-mail on County time must he kept to a minimum. Supervisors are expected to monitor the extent of personal use of these assets during regular working hours.

Any business or personal use of the Internet or e-mail by a County employee shall clearly and accurately identify the employee. Anonymous or pseudonymous use is prohibited.

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E-mail is considered an official form of communication between departments and between employees. Computer users are required to check for the receipt of e-mail messages each working day.

The following uses of the County's Communications Systems are strictly prohibited:

a. Use of the Communications Systems to send chain letters.
b. Use of the Communications Systems to knowingly send copies of documents in violation of copyright laws.
c. Use of the Communications Systems to compromise the integrity of the County and its business in any way.
d. Use of the Communications Systems to send messages containing offensive, abusive, discriminatory, threatening, harassing, or other language inappropriate for the operation of the County.
e. Use of the Communications Systems to send messages that violate any policy of the County including the County's Policy Against Harassment, such messages include, but are not limited to, messages that contain sexual implications, racial slurs, or other comment that offensively addresses someone's age, gender, sexual orientation, religious or political beliefs, national origin or disability.
f. Use of the Communications Systems for the advertisement of personal business.
g. Intentionally viewing, downloading and/or transmitting materials (other than that required for police business) that involve the use of obscene language, images, jokes, sexually explicit materials or messages that abuse or belittle any person, group or classification of individuals is strictly prohibited.
h. Use of the Communication System to distribute personnel information unless it is an authorized Human Resource function that includes but is not limited to salary, performance reviews, complaints, grievances, misconduct, disciplinary information, medical records or related information.
i. Installation of software without prior authorization from the Systems Administrator.
j. Employees shall not permit unauthorized persons to use the County's Electronic Communication System
k. Use of the Internet to purchase equipment or supplies with the submission of a County credit card number is strictly prohibited. Purchases made by purchase orders must have prior approval by Department Head.
l. Installation of Software by third-party software vendors unless authorized by the Systems Administrator.

Section 5. Security

All electronic communications are the property of the County, are subject to monitoring and therefore not considered private. The County will disclose any electronic mail message as required by appropriate law or regulation. The County shall promptly access electronic communication data:

When a user leaves the employ of the County for any reason. User's mail will be accessed for the purpose of saving those messages that pertain to County business, these files may be subject to transfer to another user if necessary to conduct County business. The employee's County e-mail service will be discontinued.

When necessary to investigate a possible violation of a County policy or a breach of the security of the Communications Systems.

In the event there is reasonable suspicion a user has committed or is committing any crime.

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Section 6. Telephones

The telephone system is intended primarily to accomplish the work of the County. Providing services to internal and external customers is always the first priority. Personal use should be limited in accordance with the provisions of Internet and e-mail use.

The County will deem personal use excessive if it prevents the employee from handling customer inquiries, complaints and requests for service in a timely manner or if it interferes with employees accomplishing their job responsibilities. All personal toll calls are to be reimbursed to the County.

Section 7. Printers, Copiers, and Faxes

Photocopy machines, printers and fax machines shall be used for the transaction of County business. Any personal use must he pre-approved by the Department Head. Unauthorized copying of copyrighted material is strictly prohibited.

Section 8. Violations

It is the user's responsibility to read and abide by topics set forth in this document. If any employee violates any of the provisions of this policy, or a supervisor or department head who knowingly permits a violation of this policy, the employee, supervisor or Department Head will be subject to disciplinary action up to and including dismissal, as provided in the Personnel Policy.

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Drug and Alcohol Testing Policy

Alcohol/Substance Abuse: Consists of any use of illegal drugs or controlled prescription drugs obtained unlawfully; or excessive use of lawfully obtained prescription drugs or over-the-counter drugs or alcohol when such use substantially impairs job performance, alters work behavior, and/or creates a risk to the health and/or safety of the employee or others.

Section 1. Purpose and Scope of Policy

A. The purpose of this policy is to maintain a drug- and alcohol-free workplace and to provide procedures for conducting screenings of job applicants and employees for the use of illegal drugs and the improper use of prescription drugs.

B. Employees with substance-abuse problems are encouraged to voluntarily seek help from the employee assistance program. However, employees who fail drug or alcohol tests may be disciplined, up to and including termination.

C. All testing will be conducted in a manner that will protect the rights of employees and applicants subject to testing. Therefore, the County of Camden will take all necessary steps to safeguard the dignity and self-esteem of those being tested, and will ensure adherence to all procedures pertaining to the implementation of this Policy. The County of Camden will adhere strictly to all standards of confidentiality and assure all employees that testing records and results will be released only to those authorized to receive such information.

D. Participation in a counseling, treatment, or rehabilitation program for drug and/or alcohol use or abuse will not be grounds for discharge provided the employee voluntarily enters such a program prior to being identified as a drug user/abuser or alcohol abuser by means such as tests, and before the employee becomes suspected under circumstances satisfactory to the County of Camden of being a drug user/abuser or alcohol abuser.

E. This policy shall not apply to applicants and appointees to county boards and commissions, elected officers, i.e. the Sheriff, Register of Deeds, and Clerk of Court or their employees. It shall apply to appointed officers such as the County Manager, County Attorney, Tax Administrator, Finance Officer, and Clerk to the Board.

Section 2. Drug and Alcohol Tests Required by the United States Department of Transportation

This section covers all employees who must hold a commercial driver's license as a job requirement and all employees who perform other safety-sensitive functions as defined by the U.S. Department of Transportation (DOT) regulations.

Drug Testing. All individuals who receive a conditional offer of employment with the County ("offerees") will be required to successfully complete a test for illegal drugs before they will be allowed to start work. This applies to any individual who may be required to drive on any occasion for work-related duties. Current employees of the County

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may be subject to drug tests on a random basis, and to drug or alcohol tests for reasonable cause, and/or post-accident, as specified below.

Confidentiality. All information involving medical examination, drug or alcohol test results, or rehabilitation and treatment of an individual employee or offeree, shall be treated as confidential medical information and maintained in a separate medical file. No data concerning this information or participation in any rehabilitation program will be made part of the employee's personnel file. Such information concerning the employee may be disclosed only to those with a legitimate need to know the information. It will not be provided to any other party without the written consent of the employee except pursuant to legal procedure or process.

Follow-up. Once allowed to return to duty, an employee who has been determined by the evaluating substance abuse professional to be in need of assistance in resolving problems associated with misuse of drugs and/or alcohol must submit to a minimum of six follow-up tests within the first twelve months following rehabilitation. Follow-up testing may be extended for up to sixty months following return to duty as prescribed by the evaluating substance abuse professional.

Legal Drugs. If an employee is taking legal medications (either prescription or over-the-counter) that may affect his or her ability to perform the job safely, the employee must disclose this information to the Director of Human Resources, so that the County can determine what action to take. Appropriate actions may include reasonable accommodation, temporary transfer to another position (if available and appropriate), permanent transfer to another position (if available and appropriate, and if the employee expects to be on the medication indefinitely), or sick/medical leave until the employee is no longer taking the medication. The Director of Human Resources may require documentation of the prescription or over-the-counter purchase, information about the effects of the drug, and information from the employee's health care provider about the effect of the medication on the individual employee and possible job-related accommodations. Failure to disclose a legal medication that may affect safe performance of the job can result in disciplinary action, up to and including termination of employment.

Pre-placement. Before a covered employee initially performs safety-sensitive functions for the County of Camden, he or she must undergo testing for drugs. Covered applicants for employment or current covered employees transferring into position that requires testing must pass a pre-placement drug test.

Post-Accident. Post-accident testing must be conducted on any driver or any other safety-sensitive employee not in the vehicle (e.g., maintenance personnel) whose performance could have contributed to the accident. A determination whether to test covered employees who were not in the vehicle but who may have contributed to the accident will be made based on the best information available at the time of the decision. The Federal Highway Administration mandates that tests must be conducted in the event of a fatality or if the driver receives a citation under state or local law for a moving traffic violation arising from the accident. Federal Transit Administration mandates testing in the event of a fatality or in the event that a driver receives a citation and an individual suffers a bodily injury an immediately receives medical treatment away from the accident scene or if one of the vehicles in the accident is disabled to the extent that it must be towed.

Reasonable Cause. Any employee who appears to be under the influence of drugs or alcohol may be required to submit to drug or alcohol screening. Employees who are involved in an accident will also be required to submit to drug or alcohol screening if the County Director of Human Resources, in consultation with the employee's Department Manager and relevant safety management, determines that there is reason to believe that the employee's acts or omissions may have contributed to the accident. Some of the objective criteria that will trigger a post-accident test include: fatalities; injuries that require anyone to be removed from the scene for medical care;

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damage to vehicles or property above a specified monetary amount (the respective deductible). The post-accident test must be conducted within twelve hours of the accident.

Reasonable Suspicion. A test will be conducted when there is reason to believe that the employee has used a prohibited drug or has misused alcohol as defined in this Policy. Reasonable-suspicion testing is authorized only if the required observations are made by a trained supervisor or official of the locality where the covered employee is on duty.

Refusal to Test. Any unjustified refusal to undergo substance abuse testing as requested by the County is considered dishonesty or insubordination, and will result in immediate withdrawal of an offer of employment (if the individual is an offeree) or immediate discharge (if the individual is a current employee), without the opportunity to attempt rehabilitation. An adulteration includes, but is not limited to, substitution of another person's urine or blood for that of the individual being tested, excessive "diluteness" of a urine sample without a proper medical excuse, or any other deliberate action that could have the effect of preventing an accurate test. A "refusal to test" includes adulteration as well as simply failing to appear for the scheduled testing, unduly delaying the testing, or failing to provide a urine or blood sample, without a legitimate excuse.

Return to Duty. An employee who has a positive breath alcohol test of 0.04 or greater will not be allowed to return to duty in the performance of a safety-sensitive function until he or she has been evaluated by a substance abuse professional and until he or she tests negative-less than 0.02-on a return-to-duty alcohol test.

Section 3. Drug and Alcohol Abuse and Testing Policy for all Employees

The unlawful manufacture, distribution, dispensation, possession, purchase, or use of drugs by employees is prohibited and constitutes grounds for immediate termination.

The manufacture, distribution, dispensation, possession, storage, purchase or use of alcohol by employees while at the workplace is prohibited and constitutes grounds for immediate termination.

Employees who are terminated as a result of a violation of this Policy shall be referred to the employee assistance program for evaluation and further counseling or treatment by a substance abuse professional.

An employee who tests positive for alcohol and is not terminated will receive a five-day suspension without pay, one hundred-eighty-day performance probation, and a mandatory referral to a substance abuse professional. The employee shall be evaluated by the substance abuse professional and follow any rehabilitation program prescribed. The employee shall be subject to all other return to subject to all other return-to-work provisions as outlined in this Policy. Refusal to comply with the rehabilitation program prescribed by the substance abuse professional will result in termination. However, before proceeding with disciplinary action, the employee's department head must assure that the facts of the case are reviewed by the human resources department. A second such occurrence of a positive alcohol test within five years of the first occurrence will result in termination.

No safety-sensitive employee shall use alcohol within twelve hours before going on duty or operating, or having physical control of, a commercial motor vehicle or transit service vehicle.

No employee shall report for duty or remain on duty in a safety-sensitive function while having an alcohol concentration or 0.04 or greater. An employee reports to work and whose breath alcohol test indicates a 0.04 or greater level of alcohol in the employee's system shall be considered to have a positive alcohol test and shall be disciplined as outlined in this Policy.

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When there is reasonable suspicion (see Section 8, Definitions) that an employee on duty has alcohol or drugs in his or her system, the employee will be tested. If the employee tests positive and management concludes that alcohol or drug consumption occurred on the job, the employee will be terminated. If the employee tests positive and department management concludes that alcohol or drug consumption occurred while not on the job, the employee shall receive appropriated discipline as outlined in this Policy.

A reasonable-suspicion or post-accident alcohol test shall be administered no later than eight hours following the determination of reasonable suspicion or following the accident. If the test is not administered within two hours, the supervisor must document the reason(s) the alcohol test was not promptly administered. If the alcohol test is not administered within eight hours following the determination of reasonable suspicion or following the accident, the supervisor shall cease attempts to administer the test and must document the reason(s) for not administering the test. In the event an alcohol test is not conducted with the eight-hour time frame, the following should occur:

No employee shall be allowed to remain on duty until an alcohol test is administered and the employee's alcohol concentration measures less than 0.02, or

Twenty-four hours have elapsed following the determination of reasonable suspicion. No employee may refuse to submit to an alcohol test as required by the regulations.

A written record shall be made of the observations leading to a reasonable suspicion drug or alcohol

test and signed by the supervisor or departmental designee who made the observations within twenty-four hours of the observed behavior or before the results of the controlled substances test are released, whichever is earlier.

A post-accident drug test shall be administered within thirty-two hours following the accident. If the

Drug test is not administered within thirty-two hours, the supervisor shall cease attempts to administer a drug test and must document the reason(s) for not administering the test. No employee may refuse to submit to a drug test required by the regulations. No safety-sensitive employee involved in an accident that requires an alcohol test shall consume any alcohol for eight hours following the accident or until a post-accident alcohol test is performed, whichever comes first.

An employee who is tested (exclusive of the return-to-duty test) and found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform or continue to perform his or her job functions until the start of the employee's next regularly scheduled duty period, but not less than twenty-four hours following administration of the test. The employee shall be removed from duty without pay for this twenty-four-hour period and shall receive a notation in his or her performance appraisal about the requirement of reporting to work without the presence of alcohol in his or her system.

Employees assigned to positions that are determined to be safety sensitive will be randomly tested for alcohol

and drugs. Selected employees will be transported to the designated testing location. Random testing for drugs and alcohol shall be conducted at the rate mandated by DOT or county policy.

A drug and alcohol test will be included as part of the promotion/demotion/transfer/selection process for

employees determined to be final candidates for positions requiring a commercial driver's license for positions requiring a physical examination and for positions that are safety sensitive.

An employee who tests positive for alcohol must submit to a return-to-duty breath alcohol test before resuming

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the performance of safety-sensitive functions following a disciplinary suspension. The return-to-duty alcohol test must indicate an alcohol concentration of less than 0.02. A return-to-duty breath alcohol test result of 0.04 or greater will considered as the second positive alcohol test within a five-year period and will result in termination.

An employee who refuses to submit to, or fails to follow through with, a drug or alcohol test when testing is

required by this Policy will be terminated. However, before proceeding with disciplinary action, the employee's department head must assure that the facts of the case are reviewed by the human resources department.

If an employee alleges that, because of medical reasons, he or she is unable to provide a sufficient amount of breath to permit a valid breath test, the breath alcohol technician shall instruct the employee a second time to attempt to provide an adequate amount of breath. If the employee continues to allege an inability to provide an adequate amount of breath for the test, the department shall be notified that the employee has refused to be tested. The employee will be directed to obtain, as soon as practicable after the attempted provision of breath, an evaluation from a licensed physician acceptable to the County of Camden addressing the employee's medical ability to provide the adequate amount of breath. If there is not a medical reason acceptable to management for the employee's inability to provide the breath, the employee will be considered to have refused to submit to the alcohol test and will disciplined according to the guidelines established by this Policy.

An employee who does not pass the drug or alcohol test and is terminated will not be considered for re-employment for a two-year period following the date of the test and then will be considered only when (a) he or she provides documentary proof of successful completion of a drug and/or alcohol abuse treatment or rehabilitation program and (b) he or she passes a pre-placement drug and/or alcohol test.

An employee shall inform his or her supervisor if, prior to beginning work or while he or she is on duty, that he or she has used or intends to use any prescription drug, over-the-counter drugs, or other substance that might impair his or her ability to satisfactorily perform duties. Employees are responsible for a thorough understanding of the effects and potential side effects of medications or other chemical substances taken. Failure to notify the supervisor under these circumstances may result in disciplinary action up to and including termination depending on the severity of the resulting incident. The human resources department will be consulted prior to such discipline being imposed.

S. The medical review officer will review the findings of a drug test with the employee before a final determination is made that the employee did not pass the drug test. The purpose of this review is to ensure that the findings of a positive test are not based on factors other than the use of the drug for which the positive result is found.

T. Employees returning to the workforce following completion of a drug and/or alcohol rehabilitation program will be tested on an unannounced and periodic basis for drugs and/or alcohol during the sixty months following their return to work. Those employees covered by DOT guidelines must submit to a minimum for six follow-up tests within the first twelve months following rehabilitation. A follow-up breath alcohol test result of 0.04 or greater will result in termination. A follow-up breath alcohol test result of 0.02-0.039 will result in a five-day suspension without pay. A second such occurrence of a follow-up breath alcohol test result of 0.02-0.039 within the prescribed sixty-month period will result in termination.

U. If an employee is convicted of a violation of a criminal drug statute and such violation occurred while the

employee was on duty; the employee must notify his or her department head of the conviction within five days after such conviction. (NOTE: This is a requirement of the Drug-Free Workplace Act.) Failure to comply with this requirement will result in termination.

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Section 4. Applicant Testing

Applicants determined to be final candidates for commercial driver's license positions will be required to submit to a drug screening. The drug screen shall be performed within forty-eight hours from the time the conditional job offer is made.

Applicants determined to be final candidates for positions requiring a commercial driver's license or positions designated as safety-sensitive by DOT guidelines will also be required to submit to an alcohol screening. The applicant must have a breath alcohol test result of less than 0.04 to be considered for employment.

Applicants for temporary positions requiring a commercial driver's license, or positions designated as safety-sensitive by DOT guidelines, will be required to submit to a drug and alcohol screening.

It is strongly recommended that applicants for temporary positions designated as safety sensitive be required to submit to a drug screen.

Candidates for other temporary positions should be required to submit to a drug screen if the department determines that the nature of the job and the length of the assignment justifies a test.

An applicant will have four hours to provide an acceptable urine specimen. An applicant who refuses to submit to, or fails to follow through with, the drug test as required, will not be considered for employment for a two-year period.

An applicant who does not pass the drug test as required will not be considered for employment for a two-year period following the date of the test and then will be considered only when (1) such applicant provides documentary proof that he or she has successfully completed a drug and/or alcohol abuse or rehabilitation program and (2) such applicant passes a pre-placement drug and/or alcohol test.

Any applicant covered by the provisions of the DOT alcohol-and drug-testing guidelines whose breath alcohol test result indicates an alcohol concentration of 0.02-0.039 will not be considered for employment for a two-year period following administration of the test.

Applicants having completed a drug or alcohol rehabilitation program within two years prior to their employment with the County of Camden will be required to certify that they have successfully completed the program before they can be hired. If hired, these employees will be tested on an unannounced and periodic basis for drugs and/or alcohol during the sixty months following their hire.

Section 5. Compliance with Law

Information regarding the testing and referral of employees and applicants under this Policy will be treated as confidential in accordance with the requirements of North Carolina law governing the privacy of employee personnel records.

Searches and seizures are to be conducted in a legal manner. The County of Camden reserves the right to conduct searches or inspections of property assigned to an employee whenever a department head or his or her designee determines that the search is reasonable under all the circumstances.

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Section 6. Supervisory Responsibilities

Every supervisor shall:

Consistently apply this Policy to all employees under his or her supervision. A supervisor who fails to apply this Policy when he or she believes, or reasonably should believe, that an employee under his or her supervision has committed a violation will be disciplined.

Initiate the process for having an employee drug or alcohol tested if there is reasonable suspicion that an employee under his or her supervision, when such employee is on duty, has an illegal drug or alcohol in his or her system or is using any legal drug in a manner other than it was intended.

Ensure that employees he or she supervises are aware of the requirements and consequences of this Policy.

Follow the procedure established by the department head for assuring that an employee who is to be tested for alcohol or other drugs is transported to the designated test site, and that those employees for whom there is reasonable suspicion of substance abuse or who have had a breath alcohol test result of 0.02 or greater are transported home-either by personal family/friends or by arranged transportation.

Section 7. Employee Responsibilities

Every employee shall:

Abide by this Policy as a condition of employment.

Comply with all applicable laws regulating the manufacture, distribution, dispensation, use or possession or illegal drugs, alcohol, or prescription drugs.

Assure that his or her ability to perform his or her job duties is not negatively affected due to use of a drug or alcohol when scheduled to report to work or when on “on call” status. Should any employee be requested to report to work for a safety-sensitive job earlier than his or her normal or previously assigned time, it is the employee’s responsibility to advise his or her supervisor of an inability to perform his or her job duties or that he or she has consumed alcohol within the last four hours prior to reporting for duty. If the employee had received prior notice that he or she might be called back into work, the employee shall be considered AWOL if he or she is unable to report to duty. An employee may be subject to other disciplinary action due to inability to report for duty.

Submit immediately to a drug or alcohol test when requested by his or her supervisor.

Notify his or her department head, if convicted of a violation of a criminal drug statute and such violation occurred while the employee was on duty, within five days after such conviction, as required by the Drug-Free Workplace Act.

Section 8. Definitions

Accident means an occurrence involving a commercial motor vehicle operating on a public road that results in a fatality; bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or one or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle(s) to be transported away from eh scene by a tow truck or other vehicle.

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Alcohol test means a test for the presence of alcohol in the body as determined through the use of a breath alcohol test, evidential breathalyzer test, or blood screening.

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with responsibility to determine violations of federal or state criminal drug statutes.

Criminal drug statute means a criminal statute relating to the manufacture, distribution, dispensation, use or possession of any drug.

Drug means a controlled substance as listed in Schedules I through V of Section 202 of the Controlled Substances Act (21 USC 812) or Chapter 90, Section 87(5) of the North Carolina General Statutes or a metabolite thereof.

Drug test and drug screening means a test, including providing the necessary sample of body fluid by the employee to be tested, for the presence of any of the following drugs or drug metabolites in the urine or blood of an employee.

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cannabinoids
- Cocaine
- Methaqualone
- Opiates
- Phencyclidine
- Propoxyphene

Other drugs that may be determined to reduce work efficiency

Medical Review Officer is a North Carolina-licensed physician with specific training in the area of substance abuse. The medical review officer not only has knowledge of substance-abuse disorders, but also has been trained to interpret and evaluate laboratory test results in conjunction with an employee's medical history. The medical review officer verifies a positive drug test result by reviewing a laboratory report and an employee's unique medical history to determine whether the result was caused by the use of prohibited drugs or by an employee's medical condition.

On call means being subject to a call to report immediately to work for the County of Camden.

On duty means when an employee is at the workplace, performing job duties, on call, or during any other period of time for which he or she is entitled to receive pay from the County of Camden.

Other substance means any substance that has the potential to impair appreciably the mental or physical function or a person who does not have an unusual or extraordinary reaction to such substance.

Positive, with respect to the results of a drug test, means a laboratory finding of the presence of a drug or a drug metabolite in the urine or blood of an employee at the levels identified by the Substance Abuse and Mental Health Services Administration (SAMHSA), or for drugs not subject to SAMHSA guidelines, at the levels identified by the County of Camden; all positive tests will be confirmed using a different technology than was used for the first test, such as the gas chromatography/mass spectrometry (GC/MS) process.

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Positive, with respect to the results of an alcohol test, means the presence of alcohol in the employee's system at the 0.04 level or greater.

Negative, with respect to the result of a drug test, means a test result that does not show the presence of drugs at a level specified to be a positive test.

Negative, with respect to the results of an alcohol test, means a test that indicates a breath alcohol concentration of less than 0.02.

Qualified negative, with respect to the results of a drug test, means a test in which the lab result is consistent with legal drug use.

Canceled, with respect to the results of a drug test, means a test result in which the medical review officer finds insufficient information or inconsistent procedures with which to make a determination.

Random testing is testing conducted on an employee assigned to a safety-sensitive position and is chosen by a method that provides an equal probability that any employee from a group of employees will be selected.

Reasonable suspicion exists when a supervisor, who has received the required training in detecting the signs and symptoms of probable drug and/or alcohol use, can substantiate specific contemporaneous, articulable observations concerning appearance, behavior, speech, or body odor or other physical indicators or probable drug or alcohol use. By way of example and not limitation, any one or a combination of the following may constitute reasonable suspicion:

- Slurred speech
- The odor of marijuana or alcohol about the person
- Inability to walk a straight line
- An accident resulting in damage to property or personal injury
- Physical altercation
- Verbal altercation

Behavior that is so unusual that it warrants summoning a supervisor or anyone else in authority (i.e. confusion, disorientation, lack of coordination, marked personality changes, irrational behavior)

Possession of drugs

Verifiable information obtained from other employees based on their observations

Arrests, citations, and deferred prosecutions associated with drugs or alcohol

Unannounced follow-up testing is testing conducted on an employee on a periodic, unannounced basis, following his or her return to work from an approved drug or alcohol rehabilitation program.

Pre-placement testing is testing conducted on a current county employee prior to his or her being promoted, transferred, or demoted into a safety-sensitive position.

Safety-sensitive position means:

A position will be designated safety sensitive only where the County of Camden has a compelling need, on the basis of safety concerns, to ascertain on-the-job impairment on the part of employees who hold the position. Such a

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compelling need may arise where the duties of a position create, or are accompanied by such a great risk of injury to other persons or to property of such magnitude that even a momentary lapse of attention, judgment, or dexterity could have disastrous consequences.

Examples of these positions include:

Positions (full or part time) requiring the use of weapons (or potential use of weapons) or the operation of vehicles, machinery, or equipment as a primary task (does not include routine office equipment).

Positions requiring the handling of hazardous materials, the mishandling of which may place the employee, fellow employees, or the general public at risk of serious injury, or the nature of which would create a security risk in the workplace.

Positions including but not limited to Public Works employees and county employees who routinely drive county vehicles or other activities which involve either public safety or safety concerns for others.

Other positions as determined on a case-by-case basis.

The following includes activities defined as safety sensitive by the Federal Highway Administration or Federal Transit Administration portions or the DOT guidelines:

- Driving.
- Inspecting, servicing, or conditioning any commercial motor vehicle.
- Waiting to be dispatched at a carrier or shipper plant, terminal, facility, or other public property.
- Performing all other functions in or upon any commercial motor vehicle except resting in a sleeper birth.
- Loading or unloading a vehicle, supervising or assisting in the loading or unloading of a vehicle, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or giving or receiving receipts for shipments being loaded or unloaded.
- Performing driver requirements relating to accidents.
- Repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.
- Operating a revenue service vehicle, including when not in revenue service.
- Operating a nonrevenue service vehicle when required to be operated by a holder of a commercial driver's license.
- Controlling dispatch or movement of a revenue service vehicle.
- Maintaining a revenue service vehicle or equipment used in revenue service.
- Carrying a firearm for security reasons.

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Determination as to which positions are safety sensitive will be based on DOT guidelines or the recommendation of the department head and approval by the personnel department.

Supervisor, in general, means any employee who has the authority to direct the job activities of one or more other employees. With respect to a particular employee, the term means such employee's immediate supervisor and all persons having indirect supervisory authority over such employee.

Pass a drug test means that the result of a drug test is negative. The test either

Showed no evidence or insufficient evidence of a prohibited drug or drug metabolite, or

Showed evidence of a prohibited drug or drug metabolite but there was a legitimate medical explanation for the result as determined by a certified medical review officer.

Pass an alcohol test is a negative alcohol test. The test showed no evidence or insufficient evidence of a prohibited level of alcohol.

Workplace means the location or facility where an employee may be expected to perform any task related to the requirements of his or her job. This includes break rooms and restrooms, outdoor worksites, the County of Camden's vehicles or personal vehicles (while personal vehicle is being used for the County of Camden business), computer work stations, conference rooms, hallways, private offices, open/partitioned work areas, public contact/customer service/medical services areas, and parking lots.

Substance abuse professional means a licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addition counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of both drug- and alcohol- related disorders.

Commercial motor vehicle means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle

Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or

Has a gross vehicle weight rating of 26,001 or more pounds; or

Is designed to transport 16 or more passengers, including the driver; or

Is of any size and is used in the transportation of materials found to be hazardous for the purpose of the Hazardous Materials Transportation Act and that requires the motor vehicle to be placarded under the Hazardous Materials Regulations.

Confirmation test for alcohol means a second test, following s screening test with a result of 0.02 or greater, that provides quantitative data of alcohol concentration. Confirmation test for controlled substances means a second analytical procedure to identify the presence of a specific drug or metabolite that is independent of the screen test and that uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy. Gas chromatography/mass spectrometry (GM/MS) is the only authorized confirmation method for the five SAMHSA drugs.

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Refuse to submit means that an employee (1) fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing. (3) refuses to sign the breath alcohol confirmation test certification, or (4) engages in conduct that clearly obstructs the testing process. An employee subject to the post-accident before a required test is administered or fails to remain readily available for testing may be deemed to have refused to submit to testing.

Use of County Owned Vehicles or Motorized Equipment Policy

Section 1. Background and Purpose

It is the policy of Camden County to provide employee access to county-owned vehicles. This policy works in conjunction with the Camden County Personnel Policy, Article VI. Conditions of Employment, Section 8. Use of County Time, Equipment, Supplies and Vehicles as found on the county's website at: www.camdencountync.gov on the Human Resources page.

It is the policy of Camden County to utilize the county vehicles to provide safe transportation and decrease costs and expenses related to travel for county purposes. Employees authorized to operate County vehicles or motorized equipment must use these strictly for County business. County vehicles or motorized equipment must be kept on the county's grounds or in its facilities when not in use. Exceptions to this policy will be those vehicles used by county employees that are regularly subject to be called to duty when off duty at their permanent residence. Priority for vehicle usage will be out of town workshops and local meetings, in respective order. If any employee chooses not to use a county vehicle when it is available, travel will not be reimbursed unless prior authorization from the County Manager.

This policy establishes a clear directive on when vehicles are to be utilized by staff and the procedure which will be used in this process.

Section 2. Scope

This policy covers all county employees, whether or not they are probationary, permanent, or temporary employees of the county.

Section 3. Policy

This policy and procedure shall be followed for all county owned vehicles.

County vehicles are not personal vehicles and are not for personal use. County vehicles should be viewed as belonging to the citizens of Camden County and are assigned solely for purposes consistent with providing services to those citizens.

Section 4. Assignment of County Vehicles

The assignment of County vehicles to employees is based upon job description. Department Heads who have County vehicles available for this purpose may assign such vehicles in a manner consistent with departmental workload and employee function.

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Sheriff Staff

Sheriff staff shall be assigned individual vehicles to be used for county travel throughout the day as deemed necessary for the purpose of fulfilling their job duties. Because these positions require twenty-four (24) hour coverage, staff is allowed to drive their vehicles home at night in case of emergency situations. Use of these vehicles is addressed by their operating procedure (Policy # 2.10).

Public Works Staff

Public Works staff shall be assigned vehicles to be used for county travel throughout the day as deemed necessary for the purpose of fulfilling their job duties. Vehicles will remain in the parking lot at the end of the day unless the employee is required to attend overnight or out of town meetings with the exception of the Public Works Manager.

Building Inspections Staff

Building Inspections staff shall be assigned vehicles to be used for county travel throughout the day as deemed necessary for the purpose of fulfilling their job duties. Vehicles will remain in the parking lot at the end of the day unless the employee is required to attend overnight or out of town meetings.

Soil and Water Staff

Soil and Water Staff shall be assigned vehicles to be used for county travel throughout the day as deemed necessary for the purpose of fulfilling their job duties. Vehicles will remain in the parking lot at the end of the day unless the employee is required to attend overnight or out of town meetings.

Social Services Staff

Social Services Staff shall be assigned vehicles to be used for county travel throughout the day as deemed necessary for the purpose of fulfilling their job duties. Vehicles will remain in the parking lot at the end of the day unless the employee is required to attend overnight or out of town meetings.

Senior Center Staff

Senior Center Staff shall be assigned vehicles to be used for county travel throughout the day as deemed necessary for the purpose of fulfilling their job duties. Vehicles will remain in the parking lot at the end of the day unless the employee is required to attend overnight or out of town meetings.

General Staff

All other staff have access to a pool of vehicles for incidental travel and for meetings and trainings as well as overnight travel. These vehicles must be reserved and signed out for use.

Section 5. Procedure for Procuring Use of Pool Vehicles

Vehicle usage will be scheduled as far in advance as possible. Scheduling will include approximate time of occupancy.

All pool vehicles will be signed out through the Permit Planning Clerk located in the Planning Department. A requesting party may ask for special consideration to use his/her personal vehicle for travel for long distance travel and be reimbursed if approved by the County Manager.

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A clip board with the mileage log is kept for each vehicle and must be maintained in the vehicle when in use. The clip board, along with the key & gas card for the vehicle, shall be returned to the Permit Planning Clerk in the Planning Department at the end of each use. Beginning and ending mileage along with purpose shall be documented. Employee will be responsible for returning the clip board, key & gas card at the end of the trip.

A notation must be made on the log regarding the program that should be charged for the travel being provided.

Smoking is not permitted in County vehicles.

All trash must be removed from the vehicle after usage.

Texting while driving is prohibited. Employees should wait until they are in a safe place to pull off of the road to text. Utilize best professional judgment when making or receiving calls.

It is the responsibility of the employee using the vehicle to check the fuel level at the end of their usage. If the fuel registers less than ¾ full per tank, employee will be responsible for securing fuel for the vehicle.

Using the fuel card for personal use will result in disciplinary action leading up to or including termination.

Please inform the Maintenance Department if vehicle needs servicing (i.e. oil change, inspection, tires) and let them also know if the vehicle needs washing and vacuuming.

Situations may occur in which the County Manager or his/her designee assigns a vehicle to someone other than an employee who had previously requested a vehicle. This will be done on a case by case situation.

Section 6. Maintenance and Upkeep of Vehicles

Maintenance department keeps a maintenance log for all General and Senior Center Vehicles. Each vehicle has reminder dates on the dash that show when the vehicle is due an oil change or inspection. Assigned vehicles to individuals in a department are responsible for maintaining their own maintenance logs and maintenance on the vehicles.

If a pool vehicle has other issues that may appear, the driver of the pool vehicle must personally contact the Maintenance Department regarding the issue that needs to be addressed. They are also to place a note on the individual travel log assigned to the vehicle for record keeping.

Section 7. Fuel Maintenance

It is the responsibility of each driver to make sure the fuel gauge is checked after use of the vehicle. If the vehicle fuel gauge registers at ¾ tank or below, the driver is responsible for making sure the vehicle is filled up, using the fuel card issued to that car.

Section 8. Authorization to Drive & Driving Record

All employees will have a Motor Vehicle Background Check completed prior to employment.

Employees who operate county vehicles must have a valid motor vehicle license issued by the state of their current residence and be considered an insurable risk by the county's automobile liability insurance carrier.

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On at least an annual basis, the county will request a copy of all employees' driver's license and may obtain from the Department of Motor Vehicles, or authorized vendor for DMV records, the driving record of every driver of county vehicles to determine his/her ability to drive safely.

Employees driving county vehicles shall obey all applicable traffic and parking regulations, ordinances, and laws.

Employees who incur parking or other fines in county vehicles will generally be personally responsible for payment of such fines unless the payment of such fines by the county is approved by the County Manager.

Employees who are issued citations for any offense while using a county vehicle must notify their supervisor and the Department Head immediately when practicable, but in no case later than 24 hours or the start of the next business day, whichever is later. Failure to provide such notice will be grounds for disciplinary action.

An employee who is assigned a county vehicle and who is arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of the motor vehicle license, whether in his or her personal vehicle or in a county vehicle, must notify his or her supervisor and Department Head immediately when practicable; but in no case later than 24 hours or the start of the next business day, whichever is later. Failure to provide such notice will be grounds for disciplinary action.

Any motor vehicle accident while operating a county vehicle must be reported to your Supervisor and the Human Resources office immediately when practicable, but in no case later than 24 hours or the start of the next business day, whichever, is later.

All accidents can be reviewed by the Safety Committee (recommendations submitted to the County Manager). Such review may result in a recommendation to the department head for disciplinary action of the employee, if such accident was a result of a violation of the county's safety policy.

A violation of an applicable traffic parking regulation, ordinance, and law may be grounds for loss of County vehicle privileges.

For employees whose job responsibilities require that they possess an active, valid driver's license, a suspension or revocation of the motor vehicle license may result in termination from employment.

Section 9. General Rules Defining Appropriate Use of County Owned Vehicles

Except as otherwise noted, use of county-owned vehicles is restricted to official county business. Official county business is defined as travel to and from any function, event or location that is visited as part of the employee's official duties.

The county vehicle may be used during non-duty hours on overnight assignments away from the employee's workplace or residence when other forms of transportation are not available. Use is limited to the immediate vicinity of the assignment area with department approval.

The employee may use the county vehicle for necessary personal business when the following conditions exist:

The employee is in route between locations visited for official county business or when in route between home and the workplace; and;

The use is "de minimus" in time and value. Personal use is bound to the limits of reasonableness and to public responsibility.

Attachment: Camden County Personnel Policy Final 1 July 2021 (3050 : Personnel Policy - Ken Bowman)

County vehicles should be driven over the most economically, direct route considering exceptions due to safety needs, road conditions and traffic considerations.

Section 10. General Rules Governing Use of County Owned Vehicles

County vehicles should be driven only by County employees. However, nonemployees may drive County vehicles, under the direct approval of the County Manager.

Passengers in County vehicles must be county employees or others whose presence is justified by official county business (non-county employees must fill out a form in order to be in the vehicle). No hitchhikers may be passengers in any county vehicle. Any special circumstances requiring deviation from this policy must be requested by written justification and receive advance written authority from the County Manager.

All areas of county-owned vehicles, inside and out, are open to inspection at all times by County Authority, including the employee's supervisor, Department Head, the Human Resources Director, the County Manager or a designee of the County Manager. Random inspections shall be conducted by these authorized personnel who may also be assisted by Law Enforcement. No expectation of privacy exists except for items expressly permitted.

Vehicles should contain only those items designed for use with the vehicle, items installed by the county or items assigned by the county for transportation on the vehicle. Personal items in county vehicles shall be prohibited except for items of clothing, items of general purpose used such as purses, wallets, cell phones, and office related items. County is not responsible for the loss of personal items employee had with them while operating a county vehicle.

Vehicles shall not contain items such as weapons; alcohol for consumption, non-prescribed drugs, obscene materials and other items whose possession would be deemed "Gross Personal Misconduct."

Employees are expected to keep County vehicles clean, and to report any malfunction or damage to Maintenance immediately.

Employees who are assigned vehicles for commuting purposes are expected to park such vehicles in safe locations.

Seatbelts, shoulder harnesses and other appropriate restraint systems must be used by both the driver and passengers of County vehicles. Failure to do so constitutes a misuse of a County vehicle.

Employees may not operate County vehicles under the influence of alcohol, illegal drugs, or prescription drugs or other medications, such as over the counter medications that may interfere with effective and safe operation.

No employee may use a County vehicle for out of state use without advanced approval of the Department Head and the County Manager.

Employees shall not alter or change any operational aspect of a County vehicle. Any such alterations or changes must be approved by the Department Head.

Animals may not be transported in a County vehicle, with the exception of service animals accompanying official passengers or animals transported by Animal Control personnel and canines to assist Law Enforcement (i.e. drug dogs, etc.). Exceptions may be made for the safety of the animal or the general public.

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County vehicles may be equipped with a GPS monitoring device. This device provides data on the physical location of the vehicle as a function of time. Any employee who tampers with the device, who attempts to prevent the device from functioning properly, or who attempts to affect the accuracy of the information collected, will be subject to disciplinary action, up to and including termination. The employee responsible for the County vehicle is equally accountable for preventing others from tampering with the device.

Section 11. Misuse of County Vehicles and Policy Violations

Failure to comply with any and all provisions of this policy, as specified above, or misuse of a vehicle may result in:

Denial to the employee for further use of vehicles;

Reimbursement by the employee to the County for any resultant damage or cost; and/or

Disciplinary action, up to and including termination.

Section 12. Special Circumstances

This policy is intended to provide a basic framework governing the use of County vehicles, and as such, cannot contain procedures governing every situation that might arise. Employees seeking clarification of or an exemption from the provisions of this policy should contact Human Resources who will provide such clarification and with County Manager approval may authorize exceptions to the policy under mitigating circumstances.

Additional clarification may be procured through the office of the County Manager and/or the County Attorney.

Forms: Certain forms may be used to track the use of vehicles.

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Approved this the 6th day of July, 2021.

_____
Ross Munro, Vice Chairman
Camden County Board of Commissioners

ATTEST:

_____
Karen M. Davis
Clerk to the Board of Commissioners

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CAMDEN COUNTY
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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.B
Meeting Date: July 06, 2021

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

Item Title **Animal Control and Protection Ordinance - Ken Bowman**

Attachments: Animal Ordinance FINAL for BoC Agenda1Jul21 (DOCX)

Summary:
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 first 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. That revision was introduced at the June 7, 2021 meeting but could not be considered due to the absence of a commissioner. 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:
Staff recommends adoption.

CAMDEN COUNTY NORTH CAROLINA ANIMAL CONTROL & PROTECTION ORDINANCE

CHAPTER 93: Animal Control and Protection Ordinance

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 means the following:

a. Failing to provide an animal with adequate food and adequate water;

b. Molesting, harassing, injuring, setting on fire or sexually assaulting any animal in a manner causing physical pain, suffering, or death to the animal;

c. Failing to provide adequate medical attention for any sick, diseased, or injured animal in order to prevent physical pain, suffering, disability, or death to the animal;

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, for an animal; and/or

f. Conveying or confining any type of animal in a motor vehicle, wagon, or trailer, or in the bed of a truck in such a way as to cause physical pain, suffering, disability, or death to the animal.

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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 in each animal, which is served in a sanitized receptacle, dish or container.

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 comfo11ably, 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, safe repair, waterproof and are stable for the animal.

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

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

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

Animal Control Officer means a county employee and staff member of the Camden County Animal Control Department authorized to enforce this Ordinance and all 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 providing care of 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 that the animal has, at least once previously, received a USDA-licensed rabies vaccination. If it was a single vaccination, the animal was 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 and not under restraint of a competent person or any animal previously determined to be dangerous or potentially dangerous that is not under restraint or confined to a secure enclosure while on the property of its owner.

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This definition shall exclude a dog being used by a law enforcement officer to carry out the law enforcement officer's official duties;

a. dog being used in a lawful hunt

b. 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 of the common areas (including without limitation, walks, drives, recreation and open space area, etc.) within any subdivision or multifamily residential development.

Attack means to approach in a terrorizing or threatening manner without teasing, molesting, provoking, beating, torturing or otherwise being harmed.

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

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

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

Cat means any and all domestic felines.

Confinement means to secure within a building or similar adequate shelter, so that the animal cannot escape without human assistance.

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

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

Dangerous Dog and / or *Potentially Dangerous Dog* means:

a. Without provocation has killed or inflicted severe injury on a person; or

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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 that is 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 that is determined by the Animal Control Officer to be potentially dangerous because the dog has engaged in one or more following behaviors;

1. Inflicted a bite on a person that resulted in broken bones or disfiguring lacerations or required 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 a law enforcement officer to carry out the 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 who, at the time of the injury, was 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 that is fit for the human environment.

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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 reasonable 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".

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 that disturbs the rights and privileges common to the public or enjoyment of private property, damages real or personal property, threatens the safety of a member of the general public or the general health and welfare of the general public. Actions defined as a nuisance include but are not limited to:

a. An animal that is at large.

b. An animal that causes damage or soils the real or personal property of another.

c. Failing to confine a female dog or cat while in estrus in a building or secure enclosure in such a manner that she cannot come into contact with another dog or cat or create a nuisance by attracting other animals. However, this subsection shall not be construed to prohibit the intentional breeding of animals within an enclosed, concealed area on the premises of the owner of an animal which is being bred.

d. An animal that chases, snaps at, or otherwise molests persons or other animals.

e. An animal allowed to loiter on public or private places.

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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 as 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 that has 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, no 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 that 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, which allows the control of an animal.

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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 the enclosure, 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 give up entirely, to relinquish all ownership rights of an animal.

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

Wild Animal means any animal that is not domesticated. By way of an example: An animal that would ordinarily be confined to a zoo; one that would ordinarily be found in the wilderness of this or any other country; one that is a species of animal not indigenous to the United States or to North America; or one that otherwise is likely to cause a reasonable person to be fearful of significant destruction of property or of bodily harm.

Wild or Exotic Animals shall mean any non-human primate, raccoon, skunk, wolf, wolf-canine hybrid, squirrel, fox, leopard, tiger, lion, panther, ratite, venomous reptile, non-venomous apodal reptile eight feet or longer in length or non-venomous quadrupedal reptile five feet or longer in length which can normally be found in the wild state or any other member of the crocodilian family, including but not limited to alligators, crocodiles, caimans, and gavials. Ferrets, birds which are normally purchased through a pet store (with the exception of ratites), non-venomous apodal reptiles less than eight feet in length, non venomous quadrupedal reptiles less than five feet in length. Domestic rabbits and domestic rodents which have been bred in captivity and which have never known the wild shall be excluded from this definition.

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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. The 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. Provided, however, nothing in this ordinance shall relieve any citizen or resident of Camden County from fully complying with all applicable State and Federal laws and regulations which may be more restrictive.

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 in 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 shall 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:

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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

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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, of order of abatement issuing from a court of competent jurisdiction pursuant to G.S. § 153A-l 23(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 privilege of keeping a dog or cat within the county.

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

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

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

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

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

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

    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

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privilege of keeping and having a dog or cat. The animal control officer is authorized to cause a complaint to be filed against any person violating any of the provisions of this section and to cause an action to be brought against any person failing to pay any license fee required by the provisions of this section for the recovery of the license fee. The action shall be cumulative and shall not be deemed as a bar or waiver of the right to institute any other civil or criminal proceeding for a violation of this section.

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 show or other exhibition and entered for and kept at the show 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, as amended, for the enforcement of state laws 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.

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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 that the dog or cat is apparently free from and has not been exposed to rabies and that the dog or cat is current on the 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 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 that 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

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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 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 § l 9A-45 through § l 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.

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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 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;

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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 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 permit 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, certified 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 that a complaint has been received and shall cause the situation complained upon to be investigated and a written report to be prepared.

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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 to shall display at least one plainly visible sign posted upon each side of the secure enclosure warning that 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.

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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.

g. Any animal that is impounded which is badly wounded, diseased, or which is sick or diseased or poses a health threat to other animals in the animal shelter (not a rabies suspect) and has no identification shall be destroyed immediately in a humane manner. If the animal has identification, the staff of the animal shelter shall attempt to notify the owner before disposing of the animal, but if the owner cannot be reached readily, and 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 that the dog falls within the definitions set forth in this ordinance. 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 that the dog has acted in a manner that is defined as a Dangerous Dog or Potentially Dangerous Dog.

2. Authenticated dog bite reports filed with the Animal Control Department;

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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 within 21 calendar days of the declaration or final decision of the Appeals Board, by providing;

1. Such dog shall be kept, secured and restrained while on the real property of the person owning, keeping or harboring it only in the following 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

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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 that the insurer shall immediately notify the Animal Control Department of any changes in the insurance coverage or policy.

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

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4. A functional and registered microchip implanted into the dog declared as Dangerous or Potentially Dangerous, the current and active microchip registration number filed 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 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 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.

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Article VIII. – Wild and Exotic Animals.

It shall be unlawful for any person to keep or permit to be kept upon his or her premises within the County limits any wild or exotic animal or any venomous animal as a pet or for exhibition purposes, whether gratuitously or for a fee, without a permit from the Animal Control Department. This section shall not apply to zoological parks, circuses, performing animal exhibitions, veterinary clinics, medical or educational facilities which are properly licensed by the federal government and/or the North Carolina animal services. In no case, however, shall any such wild, exotic, and/or venomous animal(s) be exhibited, displayed, or kept in such a manner as to permit the animal(s) to escape, run at large, or otherwise come in direct physical contact with any person unless under the direct care and control of the owner, caretaker, or handler.

The owner of a wild or exotic animal or venomous animal shall apply to the Animal Control Department, within ten working days of acquisition of said animal or within ten working days of becoming a new resident of the County or within ten working days of changing address within the County limits, for a permit authorizing the keeping of said animals within the County limits. Each application for a wild, exotic and/or venomous animal permit shall be by affidavit providing the following:

The name and street address of each owner/custodian;

The location of the animal's enclosure;

The common and scientific name of the animal;

The date of acquisition of the animal;

The source of acquisition of the animal;

The sex, age, height and/or length of the animal;

Any identifying marks or numbers unique to the animal;

A recent picture of the animal;

A statement of understanding initialed by the owner(s)/custodian(s) concerning human exposures in relation to the current state and local laws involving rabies control;

The current telephone number and street address of the owner(s)/custodian(s) if the animal enclosure location differs from the residence of that of the residence of the owner(s)/custodian(s); and

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At least one emergency telephone number where the owner(s)/custodian(s) can be contacted in case of an emergency.

In no case shall any permit be granted to any individual previously convicted of any of the following:

Owning a nuisance, vicious or dangerous animal;

Cruelty to animals;

Failure to provide for an animal any of the requirements in the ordinance.

Any felony involving possession, care, use, or treatment of an animal.

Conviction of a felony of violence within the last 10 years including assault, manslaughter and murder in any degree.

The permit may be revoked by the Animal Services Unit for any one of the following reasons:

The permit shall not be transferable and shall be valid for one calendar year from the date of issuance and subject to annual renewal. One permit per address will be required within the County limits. On the permit shall be listed each animal held within the County limits as identified above.

Any person who currently possesses within the County limits a wild, exotic, and/or venomous animal in contravention of this section shall comply within 60 days from the date of the adoption of this section or shall dispose of the animal by removal from the County, by surrendering or selling the animal to a zoological park, or, with the permission of the Animal Control Officer, by releasing the animal to the Animal Control Department. It shall be unlawful to release any wild, exotic and/or venomous animal into the wild.

The fee to cover the cost of the initial permit including renewals shall be included in the Schedule of Fees upon adoption of the annual budget. Each permit shall be in effect for the calendar year in which it was purchased. An additional fee will be collected for annual permit renewal, adding of additional animals to an existing permit, or duplication of an existing permit.

It shall be unlawful for any person to furnish false information for the purpose of obtaining a permit. Any permit obtained under fraudulent pretenses shall be null and void with any animals named thereon subject to impoundment by the Animal Control Department pending a determination by a court of competent jurisdiction as to the appropriate disposition of any animals subject to the permit.

Attachment: Animal Ordinance FINAL for BoC Agenda1Jul21 (3049 : Animal Control and Protection Ordinance - Ken Bowman)

This Ordinance is effective upon adoption.

Adopted by the Board of Commissioners for the County of Camden this 6th day of July, 2021.

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

Karen M. Davis
Clerk to the Board

Attachment: Animal Ordinance FINAL for BoC Agenda1Jul21 (3049 : Animal Control and Protection Ordinance - Ken Bowman)

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

New Business

Item Number: 6.C
Meeting Date: July 06, 2021

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

Item Title **Success Academy Lease Agreement - Ken Bowman**

Attachments: Agenda Summary_Success Academy (DOCX)
Success Academy for 3's and 4's - signed (PDF)
Contract Addendum 22June21 Success Academy (DOCX)

Agenda summary, recommendation and supporting documentation attached.

Success Academy for 3's and 4's

Summary:

This TRIPLE-NET LEASE AGREEMENT was made and entered into on the 1st day of July 2018 by, and between, County of Camden and Success Academy for 3's and 4's whose address is 151 Gumberry Road Camden, NC 27921.

The term of this Lease shall be Five (5) Years, beginning on July 1st, 2018 and ending June 30th, 2023 with an option for renewal.

The Landlord agreed to waive the rental fee for Twenty-Four Months (24 months) commencing on July 1, 2018 through June 30th, 2020. In lieu of rent Tenant repaired and up-fitted the interior of the building based on the estimated repairs received from local contractors. At the conclusion of the Twenty-Four-month period commencing on July 1, 2020 the Tenant shall pay to the Landlord or its Agent without demand, an annual Lease Year Base of $1,000.00 per month for Twelve months. At the end of year Three (June 30, 2021) Landlord and Tenant will re-negotiate the monthly rental amount.

Recommendation:

After renegotiation of the current rental fee by Staff and the Tenant, Staff is recommending increasing the monthly rental fee for year 4 to $1500.00 per month for the next twelve months beginning July 1st, 2021 through June 30th, 2022. For year 5 beginning July 1st, 2022 the rental fee will increase to $1875.00 for the remaining twelve months ending June 30th, 2023. At the end of year 5 the current lease will need to be renegotiated. Per the current lease agreement, the Landlord grants to the Tenant the option to renew this Lease for additional Terms ("Option Term") on the same covenants and conditions as are herein contained, except as modified by this provision and agreement.

Attachment: Agenda Summary_Success Academy (3032 : Success Academy Lease Agreement - Ken Bowman)

NORTH CAROLINA
CAMDEN COUNTY

THIS TRIPLE-NET LEASE AGREEMENT, made and entered into on this the 1st day of, July, 2018, by and between, County of Camden, whose address is P.O. Box 190 Camden, NC and/or their assigns or successors, hereinafter referred to as "Landlord", and Success Academy for 3's and 4's whose address is 151 Gumberry Road Camden, NC 27921 referred to as "Tenant".

Section 1. Premises: Landlord hereby leases to the Tenant and Tenant hereby leases from the Landlord, upon terms and conditions hereinafter set forth, that certain building situated at 151 Gumberry Road Camden, NC 27921, North Carolina.

Section 2. Term: The term of this Lease shall be Five (5) Years, beginning on July 1st, 2018 and ending June 30th, 2023, unless terminated earlier as herein provided, or unless renewed as herein provided. The first Lease Year Anniversary shall be the date **twelve** (12) calendar months after the first day of the first full month of the Term hereof and successive Lease Year Anniversaries shall be the date twelve (12) calendar months from the previous Lease Year; Anniversary.

Section 3. Option to Renewal: Landlord grants to Tenant the option to renew this Lease for additional Terms ("Option Term") on the same covenants and conditions as are herein contained, except as modified by this provision and agreement.

a. **Exercise of the Option:** The option shall be exercised in writing delivered to Landlord by Tenant at least sixty (60) days prior to the expiration of the Term of this Lease.

b. **Effect of Failure to Exercise Option:** In the event Tenant shall fail to give Landlord written notice of its election to exercise its Option to renew this lease at least sixty (60) days prior to the expiration of the Term of this Lease, such option shall thereafter be and become null and void and of no further force and effect.

Section 4. Rental: Landlord has agreed to waive the rental fee for Twenty-Four Months (24 months) commencing on July 1, 2018 through June 30th, 2020. In lieu of rent Tenant will repair and up-fit interior of building based on the estimated repairs received from local contractors. At the conclusion of the Twenty Four month period commencing on July 1, 2020 the Tenant shall pay to the Landlord or its Agent without demand, an annual Lease Year Base of $1,000.00 per month for Twelve months. At the end of year Three (June 30, 2021) Landlord and Tenant will re-negotiate the monthly rental amount.

Tenant is individually responsible for county water and trash removal.
Rental for any period during the term hereof which is less than one month shall be the pro-rated portion of the monthly rental due.

Attachment: Success Academy for 3's and 4's - signed (3032 : Success Academy Lease Agreement - Ken Bowman)

On each Lease Year Anniversary the annual rental payable hereunder (and accordingly the monthly installments) shall be adjusted:

X by any change in the Consumer Price Index, Urban Wage Earners and Clerical Workers, All Cities (CPI-W, 1982-1984=100) ("Index") by multiplying the then effective annual rental by the value of said Index for the month two months prior to the Lease Year Anniversary and dividing the product by the value of said Index for the month two months prior to the previous Lease Year Anniversary (in the instance of the first Lease Year Anniversary the value of the Index for the month two months prior to the first full month of the term hereof). In the event the Index ceases to be published there shall be substituted for the Index the measure published by the US Department of Labor which most nearly approximates the Index;

X the annual Lease Year Base rental payable hereunder (and accordingly the monthly installments) shall be increased as follows during the duration of the lease term.
To Be Determined at the end of the Third Year. The rental rate, if adjusted, will be for the Fourth and Fifth years of this Agreement.

X if this box is checked, Tenant shall pay all rent to Landlord's Agent at the following address: 330 East Hwy 158, Camden, NC 27921

Section 5. Late Charges: If Landlord fails to receive any rent payment within five (5) days after it becomes due, Tenant shall pay Landlord, as additional rental, a late charge equal to five percent (5%) of the overdue amount or $100 whichever is greater, plus any actual bank fees incurred for returned or dishonored checks. The parties agree that such a late charge represents a fair and reasonable estimate of the cost Landlord will incur by reason of such late payment.

Section 6. Security Deposit: If any of the rents or other charges or sums payable by Tenant shall be over-due and unpaid or should payments be made on behalf of the Tenant, or should Tenant fail to perform any of the terms of this Lease, then Landlord or its Agent may, at its option, appropriate and apply the Security Deposit, or so much thereof as may be necessary, to compensate toward the payment of the rents, chargers or other sums due from Tenant, or towards any loss, damage of expense sustained by Landlord resulting from such default on the part of the Tenant; and in such event Tenant shall upon demand restore the Security Deposit to the original sum deposited. In the event Tenant furnishes Landlord with proof that all utility bills have been paid through the date of Lease termination, and performs all of Tenant's other obligations under this Lease, the Security Deposit shall be returned in full to Tenant with thirty (30) days after the date of the expiration or sooner termination of the term of this Lease and the surrender of the Premises by Tenant in compliance with the provisions of this Lease. **The Security Deposit may be placed in an interest bearing account and any interest thereon shall be the property of the party holding the same.**

Section 7. Rent Adjustment: The Landlord reserves the right to increase the rental by an amount equaling the total increase in ad valorem taxes, hazard/general liability insurance premium and common area expenses, over the amounts in effect at the commencement date of this Lease Agreement. Said increase shall be divided by twelve (12) months, divided proportionately, and the result added to the monthly rent called for herein, beginning on the first month following notification of such increase.

Attachment: Success Academy for 3's and 4's - signed (3032 : Success Academy Lease Agreement - Ken Bowman)

Section 8. Utilities: The Tenant shall pay all charges for utilities, including but not limited to water, gas, electricity, light, heat, power and telephone or other communication service used, rendered or supplied upon or in connection with the leased property, and shall indemnify the Landlord against any liability or damages on such account. The Landlord shall not be liable for any failure of water supply, or electric, or any service by any utility, or injury to person or damage to property resulting from steam, gas, electricity, water, rain or snow which may flow or leak from any part of the leased property or from any pipes, appliances or plumbing works. Responsibility to pay for a utility service shall include all metering, hook-up fees or other miscellaneous charges associated with the installation and maintenance of such utility in said party's name.

Section 9. Common Area Expenses; Rules & Regulations: If the Premises are part of a larger building or group of buildings, Tenant shall pay as additional rental monthly, in advance, its proportionate share of common area maintenance expenses; common area electric, grounds maintenance and water expense (if not metered separately).

Section 10. Landlord Repairs: Landlord agrees to keep in good repair the roof, foundation, and exterior walls of the Premises (exclusive of all glass and exclusive of all exterior doors) and underground utility and sewer pipes outside the exterior walls of the building, except repairs rendered necessary by the negligence or intentional wrongful act of Tenant, its agents, employees or invitees. Tenant accepts the Premises in their present condition and as suited for the uses intended by Tenant.

Section 11. Tenant Repairs: Tenant shall, throughout the initial term of this Lease, and any extension or renewal thereof, at its expense, maintain in good order and repair the Premises, including the building, plumbing, electrical, heating and air conditioning equipment (including but not limited to replacement of parts, compressors, air handling units and heating units) and other improvements located thereon, except those repairs expressly required to be made by Landlord hereunder. Tenant is responsible for all expenses to eliminate clogged drains, maintain and pump septic tank if it becomes necessary or is required by the Health Department at interim inspections. Tenant shall at all times keep all exterior entrances, all glass and show window moldings, all partitions, doors, fixtures, equipment, lighting, plumbing and other appurtenances thereto in good order, condition and repair, including replacement when necessary and reasonable periodic painting of the interior of the Leased Premises. Tenant shall be responsible for ensuring the sidewalk in front of the Leased Premises and any doorways, front or rear, are kept free of debris, snow or ice. Unless the grounds are common area of a building(s) larger than the Premises, Tenant further agrees to care for the grounds around the building, including paving, the mowing of grass, care of shrubs and general landscaping. Tenant agrees to return the Premises to Landlord at the expiration or prior termination of this lease, in as good condition and repair as when first received, natural wear and tear, damage by storm, fire, lightning, earthquake or other casualty alone excepted. Tenant, Tenant's employees, agents, contractors or subcontractors shall take no action which may void any manufacturers or installers warranty with relation to the Premises. Tenant shall indemnify and hold Landlord harmless from any liability, claim, demand or cause of action arising on account of Tenant's breach of the provisions of this paragraph. All improvements made by Tenant, as mentioned in Section 4 above, will be submitted within 6 months of commencement of this lease to Landlord in a memorandum outlining type of improvements and cost of each.

Section 12. Alterations: Tenant shall not make any alterations, additions, or improvements to the Premises without Landlord's prior written consent. Tenant shall promptly remove any alterations, additions, or improvements constructed in violation of this Paragraph upon

Attachment: Success Academy for 3's and 4's - signed (3032 : Success Academy Lease Agreement - Ken Bowman)

Landlord's written request. All approved alterations, additions, improvements will be accomplished in a good workmanlike manner, in conformity with all applicable laws and regulations, and by a contractor approved by Landlord, free of any liens or encumbrances. Landlord may require Tenant to remove any alterations, additions, or improvements (whether or not made with Landlord's consent) at the termination of the Lease and to restore the Premises to its prior condition, all at Tenant's expense. All alterations, additions and improvements which Landlord has not required Tenant to remove shall become Landlord's property and shall be surrendered to Landlord upon the termination of this Lease, except that Tenant may remove any of Tenant's machinery or equipment which can be removed without material damage to the Premises, so long as Tenant is in compliance with Lease and not in default hereunder. Tenant shall repair, at Tenant's expense, any damage to the Premises caused by the removal of any such machinery or equipment.

Section 13. Removal of Fixtures: Tenant may (if not in default hereunder) prior to the expiration of this Lease, or any extension or renewal thereof, remove all fixtures and equipment which it has placed in the Premises, provided Tenant repairs all damage to the Premises caused by such removal.

Section 14. Events of Default: The happening of any one or more of the following events during the term of this Lease, or any renewal or extension thereof, shall constitute a breach of this Lease on the part of the Tenant: (a) Tenant fails to pay the rental as provided for herein; (b) Tenant abandons or vacates the Premises; (c) Tenant fails to comply with or abide by and perform any other obligation imposed upon Tenant under this Lease; (d) Tenant is adjudicated bankrupt; (e) A permanent receiver is appointed for Tenant's property and such receiver is not removed within sixty (60) days after written notice from Landlord to Tenant to obtain such removal; (f) Tenant, either voluntarily or involuntarily, takes advantage of any debt or relief proceedings under any present or future law, whereby the rent or any part thereof is, or is proposed to be reduced or payment thereof deferred; (g) Tenant makes an assignment for benefit of creditors; or (h) Tenant's effects are levied upon or attached under process against Tenant, which is not satisfied or dissolved within thirty (30) days after written notice from Landlord to Tenant to obtain satisfaction thereof.

Section 15. Remedies Upon Default. Upon the occurrence of Event of Default, Landlord may pursue any one or more of the following remedies separately or concurrently, without prejudice to any other remedy herein provided or provided by law: (a) if the Event of Default involves nonpayment of rental and Tenant fails to cure such default within five (5) days after receipt of written notice thereof from Landlord, or if the Event of Default involves a default in performing any of the terms or provisions of the Lease other than payment of rental and Tenant fails to cure such default within fifteen (15) days after receipt of written notice of default from Landlord, Landlord may terminate this Lease by giving written notice to Tenant and upon such termination shall be entitled to recover from Tenant damages as may be permitted under applicable law; or (b) if the Event of Default involves any matter other than those set forth in item (a) of this paragraph, Landlord may terminate this Lease by giving written notice to Tenant and, upon such termination, shall be entitled to recover from the Tenant damages in an amount equal to all rental which is due and all rental which would otherwise have become due throughout the remaining term of this Lease, or any renewal or extension thereof (as if this Lease had not been terminated); or (c) upon any Event of Default, Landlord, as Tenant's agent, without advertisement and by private negotiations and for any term Landlord deems proper, with Tenant being liable to Landlord for the deficiency, if any, between Tenant's rent hereunder and the price obtained by Landlord on reletting, provided however, that Landlord shall not be considered to be under any duty by reason of this provision to take any action to mitigate damages by reason of

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Tenants default. In the event Landlord hires an attorney to enforce its rights upon default, Tenant shall in addition be liable for reasonable attorney's fees and all costs of collection.

Section 16. Condemnation: If the Leased Premises, or any part thereof, is taken by eminent domain, the Lease shall expire on the date when the Leased Premises shall be so taken, and the rent shall be apportioned as of that date. No part of any award shall belong to the Tenant.

Section 17. Indemnification: Except for claims arising out of acts caused by the affirmative negligence of the Landlord or its representatives, the Tenant shall indemnify and defend the Landlord and the Leased Premises, at the Tenant's expense, against all claims, expenses, and liabilities arising from (a) the management of any occurrence on or about the leased premises or any adjoining street or roadway; (b) any default by the Tenant hereunder, (c) any act of negligence by the Tenant or its agents, contractors, employees or licensees.

Section 18. Fire or Other Casualty Losses: If the Premises are totally destroyed by storm, fire, lightning, earthquake or other casualty, without the fault of the Tenant, this Lease shall terminate as of the date of such destruction and rental shall be accounted for as between Landlord and Tenant as of that date. If the premises are damaged but not wholly destroyed by any such casualties, without the fault of the Tenant, rental shall abate in such proportion as effective use of the Premises has been affected and Landlord shall restore Premises to substantially the same condition as before damage as speedily as is practicable, whereupon full rental shall recommence.

Section 19. Insurance: The landlord shall keep the building containing the leased property insured against loss or damage by fire with extended coverage endorsement in an amount not less than eighty percent (80%) of the full insurable value as determined from year to year. The Tenant shall keep the leased property insured with a tenant owners policy for business personal property and betterments throughout the term of this Lease against claims for personal injury and property damage, under a policy of general public liability insurance, with such limits as may reasonably be requested by the Landlord from time to time, but not less than $1,000,000 per occurrence and $2,000,000 general aggregate as a combined single limit or $1,000,000 bodily injury and $1,000,000 property damage as a split limit, which insurance shall contain a special endorsement recognizing and insuring any liability accruing to Tenant and naming Landlord as additional insured. *Tenant shall provide evidence of such insurance to Landlord prior to the commencement of the term of this Lease, and provide annually an updated certificate of insurance to Landlord.* Tenant must maintain insurance policy without lapse to remain in compliance with Lease. Tenant agrees to and hereby does indemnify and save Landlord harmless against all claims for damages to persons or property by reason of Tenant's use or occupancy of the Premises.

Section 20. Tax and Insurance Escalation: Tenant shall pay upon demand as additional rental during the term of this Lease, and any extensions or renewal thereof;

☐ The amount by which all taxes on the Premises for each tax year exceed all taxes on the Premises for the tax year _____ or

☐ All taxes on the Premises for each tax year.

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In the event the Premises are less than the entire property assessed for such taxes for any such tax year, then the tax for any such year applicable to the Premises shall be determined by proration on the basis that the rentable floor area of the Premises bears to the rentable floor area of the entire property assessed. If the final year of the Lease term fails to coincide with the tax year, then any excess for the tax year during which the term ends shall be reduced by the pro rata part of such tax year beyond the Lease term. If such taxes for the year in which the Lease terminates are not ascertainable before payment of the last month's rental, then the amount of such taxes assessed against the property for the previous tax year shall be used as a basis for determining the pro rata share, if any, to be paid by Tenant for that portion of the last lease year.

Tenant shall further pay upon demand as additional rental during the term of this Lease, and any extension or renewal thereof:

☐ the excess cost of fire and extended coverage insurance including any and all public liability insurance on the building over the cost of the first year of the Lease term for each subsequent year during the term of this Lease; or

☐ all fire and hazard, and extended coverage insurance including any and all public liability insurance on the building.

Section 21. Tenant's Employment Responsibilities: The Tenant shall be responsible for and save the Landlord harmless from all wages, salaries, or other benefits due Tenant's employees. Tenant shall also be solely responsible for the acquisition and payment of any goods and/or services used or performed by the Tenant in the conduct of its business.

Section 22. Use of Premises: The Premises shall be used for Child Care Programs purposes only and no other. The Premises shall not be used for any illegal purposes, nor in any manner to create any nuisance or trespass, nor in any manner to vitiate the insurance or increase the rate of insurance on the Premises. In the event Tenant's use of the Premises results in an increase in the rate of insurance on the Premises, Tenant shall pay to Landlord, upon demand and as additional rental, the amount of any such increase.

Section 23. Hazardous Waste: Tenant specifically agrees that, except for such limited quantities of office materials and supplies of such type and in such quantities as are customarily used in Tenant's normal business operations (which shall be used only in accordance with applicable law and any manufacturers or suppliers guidelines), Tenant shall not engage or permit at any time, any operations or activities upon, or any use or occupancy of the Premises, or any portion thereof, for the purpose of or in any way involving the handling, manufacturing, treatment, storage, use, transportation, spillage, leakage, dumping, discharge or disposal (whether legal or illegal, accidental, or intentional) of any hazardous substances, materials or wastes, or any wastes regulated under any local, state or federal law.

Tenant shall, during the Term, remain in full compliance with all applicable laws governing its use and occupancy of the Premises, including, without limitation, the handling, manufacturing, treatment, storage, disposal, discharge, use, and transportation of hazardous substances, materials or wastes, and any wastes regulated under any local, state or federal law. Tenant will remain in full compliance with the terms and conditions of all permits and licenses issued to it by any governmental authority on account of any or all of its activities on the Premises.

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Section 24. Environmental Laws. (a) Tenant shall not bring onto the Premises any Hazardous Materials (as defined below) without the prior written approval by Landlord. Any approval must be preceded by submission to Landlord of appropriate Material Safety Data Sheets (MSD Sheets). In the event of approval by Landlord, Tenant covenants that it will (1) comply with all requirements of any constituted public authority and all federal, state, and local codes, statutes, ordinances, rules and regulations, and laws, whether now in force or hereafter adopted relating to Tenant's use of the Premises, or relating to the storage, use, disposal, processing, distribution, shipping or sales of any hazardous, flammable, toxic, or dangerous materials, waste or substance, the presence of which is regulated by a federal, state, or local law, ruling, rule or regulation (hereafter collectively referred to as "Hazardous Materials"; (2) comply with any reasonable recommendations by the insurance carrier of either Landlord or Tenant relating to the use by Tenant on the Premises of such Hazardous Materials; (3) refrain from unlawfully disposing of or allowing the disposal of any Hazardous Materials upon, within, about or under the Premises; and (4) remove all Hazardous Materials from the Premises, either after their use by Tenant or upon the expiration or earlier termination of this Lease, in compliance with all applicable laws.

(b) Tenant shall be responsible for obtaining all necessary permits in connection with its use, storage and disposal of Hazardous Materials, and shall develop and maintain, and where necessary file with the appropriate authorities, all reports, receipts, manifests, filings, lists and invoices covering those Hazardous Materials and Tenant shall provide Landlord with copies of all such items upon request. Tenant shall provide within five (5) days after receipt thereof, copies of all notices, orders, claims or other correspondence from any federal, state or local government or agency alleging any violation of any environmental law or regulation by Tenant, or related in any manner to Hazardous Materials. In addition, Tenant shall provide Landlord with copies of all responses to such correspondence at the time of the response.

(c) Tenant hereby indemnifies and holds harmless Landlord, its successors and assigns from and against any and all losses, liabilities, damages, injuries, penalties, fines, costs, expenses and claims of any and every kind whatsoever (including attorney's fees and costs, expenses or claims asserted or arising under the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, from time to time, and regulations promulgated thereunder, any so-called state or local "Superfund" of "Superlien" law, or any other federal, state or local statute, law or ordinance, code, rule, regulation, order or decree regulating, relating to, or imposing liability or standards of conduct concerning any Hazardous Materials) paid, incurred or suffered by, or asserted against, Landlord as a result of any claim, demand or judicial or administrative action by any person or entity (including governmental or private entities) for, with respect to, or as a direct or indirect result of, the presence on or under or the escape, seepage, leakage, spillage, discharge, emission or release from the Premises of any Hazardous Materials caused by Tenant or Tenant's agents, employees, invitees or successors in interest. This indemnity shall also apply to any release of Hazardous Materials caused by a fire or other casualty to the premises if such Hazardous Materials were stored on the Premises by Tenant, it agents, employees, invitees or successors in interest.

(d) If Tenant fails to comply with the Covenants to be performed hereunder with respect to Hazardous Materials, or if an environment protection lien is filed against the premises as a result of the actions of Tenant, its agents, employees or invitees, then the occurrence of any such events shall be considered a defaulthereunder.

Attachment: Success Academy for 3's and 4's - signed (3032 : Success Academy Lease Agreement - Ken Bowman)

(e) Tenant will give Landlord prompt notice of any release of Hazardous Materials, reportable or non-reportable, to federal, state, or local authorities, of any fire, or any damage occurring on or to the Premises.

(f) Tenant will use and occupy the Premises and conduct its business in such a manner that the Premises are neat, clean and orderly at all times with all chemicals or Hazardous Materials marked for easy identification and stored according to all codes as outlined above.

(g) The warranties and indemnities contained in this Paragraph shall survive the termination of this Lease.

Section 25. Assignment and Subletting: Tenant shall not, without the prior written consent of Landlord, assign this Lease or any interest hereunder, or sublet the Premises or any part thereof, or permit the use of the Premises by any party other than the Tenant. Consent to any assignment or sublease shall not impair this provision and all later assignments or subleases shall be made likewise only on the prior written consent of the Landlord. The Assignee of Tenant, at option of Landlord, shall become directly liable to Landlord for all obligations of Tenant hereunder, but no sublease or assignment by Tenant shall relieve Tenant of any liability hereunder.

Section 26. Surrender: Upon the termination of this Lease, including any extension thereof, the Tenant shall surrender the above described premises to the Landlord in as good condition as the premises were in at the time of the initial occupancy thereof, reasonable use and wear and tear by the elements, or fire or other catastrophes not the fault of the Tenant, excepted.

Section 27. Landlord's Entry of Premises: Landlord may advertise the Premises "For Rent" or "For Sale" before the termination of this Lease. Landlord may enter the Premises at reasonable hours to exhibit same to prospective purchasers or tenants and to make repairs required of Landlord under the terms hereof or to make repairs to Landlord's adjoining property, if any.

Section 28. Effect of Termination of Lease. No termination of this Lease prior to the normal ending thereof, by lapse of time or otherwise, shall effect Landlord's right to collect rent for the period prior to termination thereof.

Section 29. Mortgagee's Rights. Tenant's rights shall be subject to any bona fide mortgage, deed of trust or other security interest which is now or may hereafter be placed upon the Premises by Landlord. Tenant shall, if requested by Landlord, execute a separate agreement reflecting such subordination, and shall be obligated to execute such documentation as may facilitate Landlord's sale or refinancing of the Premises, including, but not limited to, estoppel certificates, subordination or attornment agreements.

Section 30. Quiet Enjoyment. So long as Tenant observes and performs the covenants and agreements contained herein, it shall at all times during the Lease term peacefully and quietly have and enjoy possession of the Premises, but always subject to the terms hereof. Provided, however, that in the event Landlord shall sell or otherwise transfer its interest in the Premises, Tenant agrees to attorn to any new owner or interest holder and shall, if requested by Landlord, execute a separate agreement reflecting such attornment, provided that said agreement requires the new owner or interest holder to recognize its obligations and Tenant's rights hereunder.

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Section 31. Holding Over. If Tenant remains in possession of the Premises after expiration of the term hereof, with Landlord's acquiescence and without any express agreement of the parties, Tenant shall be a tenant at will at the rental rate which is in effect at the end of the Lease and there shall be no renewal of this Lease by operation of law. If Tenant remains in possession of the Premises after expiration of the term hereof without Landlords acquiescence, Tenant shall be a tenant at sufferance and commencing on the date following the date of such expiration, the monthly rental payable under Paragraph 4 above shall for each month, or fraction thereof during which Tenant so remains in possession of the premises, be twice the monthly rental otherwise payable under Paragraph 4 above.

Section 32. Abandonment. Tenant shall not abandon the Premises at any time during the Lease term. If Tenant shall abandon the Premises or be dispossessed by process of law, any Personal Property belonging to Tenant and left on the Premises shall, at the option of Landlord, be deemed abandoned, and available to Landlord to use or sell to offset any rent due or any expenses incurred by removing same and restoring the Premises.

Section 33. Attorney's Fees: In the event that any action or proceeding is brought to enforce any term, covenant or condition of this Lease on the part of Landlord or Tenant, the prevailing party in such litigation shall be entitled to recover reasonable attorney's fees and costs.

Section 34. Rights Cumulative. All rights, powers and privileges conferred hereunder upon parties hereto shall be cumulative and not restricted of those given by law.

Section 35. Waiver of Rights. No failure of Landlord to exercise any power given Landlord hereunder or to insist upon strict compliance by Tenant of its obligations hereunder and no custom or practice of the parties at variance with the terms hereof shall constitute a waiver of Landlord's right to demand exact compliance with the terms hereof.

Section 36, Time of Essence. Time is of the essence in this Lease.

Section 37. Applicable Law: This Agreement shall be construed and interpreted under the laws of the State of North Carolina.

Section 38. Successors and Assigns: This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, successors and assigns.

Section 39. Counterparts: This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute but one and the same instrument.

Section 40. Headings: The headings, subheadings, and captions in this Agreement and in any exhibit hereto are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.

Section 41. Definitions. "Landlord" as used in this Lease shall include the undersigned, its heirs, representatives, assigns and successors in title to the Premises. "Agent" as used in this Lease shall mean the party designated as same, its heirs, representatives, assigns and successors. "Tenant" shall include the undersigned and its heirs, representatives, assigns and successors, and if this Lease shall be validly assigned or sublet, shall include also Tenant's assignees or sublessees as to the Premises covered by such assignment or sublease. "Landlord", "Tenant",

Attachment: Success Academy for 3's and 4's - signed (3032 : Success Academy Lease Agreement - Ken Bowman)

and "Agent" include male and female, singular and plural, corporation, partnership or individual, as may fit the particular parties.

Section 42. Notices: All notices required or permitted under this Lease shall be in writing and shall be personally delivered or sent by U.S. certified mail, return receipt requested, postage prepaid. Notices to Tenant shall be delivered or sent to the address shown at the beginning of this Lease, except that upon Tenant taking possession of the Premises, then the Premises shall be Tenant's new address for such purposes. Notices to Landlord shall be delivered or sent to the address shown at the beginning of this Lease and notices to Agent, if any, shall be delivered or sent to the address set forth in Paragraph 4 hereof.

All notices shall be effective upon delivery. Any party may change its notice address upon written notice to the other parties, given as provided herein.

Section 43. Entire Agreement: This Agreement contains the entire agreement between the parties hereto with respect to the subject matter hereof and supersedes all negotiations, prior discussions, agreements, arrangements and understandings, written or oral, relating to the subject matter hereof.

Section 44. Authorized Lease Execution: Each individual executing this Lease as director, officer, partner, member, or agent of a corporation, limited liability company, or partnership represents and warrants that he is duly authorized to execute and deliver this Lease on behalf of such corporation, limited liability company, or partnership.

Section 45. Transfer of Landlord's Interest: In the event of the sale, assignment or transfer by Landlord or its interest in the Premises or in this Lease (other than a collateral assignment to secure a debt of Landlord) to a successor in interest who expressly assumes the obligations of Landlord under this Lease, Landlord shall thereupon be released and discharged from all its covenants and obligations under this Lease, except those obligations that have accrued prior to such sale, assignment or transfer; and Tenant agrees to look solely to the successor in interest of Landlord for the performance of those covenants accruing after such sale, assignment or transfer. Landlord's assignment of this Lease, or of any or all of its rights in this Lease, shall not affect Tenant's obligations hereunder, and Tenant shall attorn and look to the assignee as Landlord, provided Tenant has first received written notice of the assignment of Landlord's interest.

Section 46. Amendments: This Agreement may not be amended except by written instrument duly executed by or on behalf of all of the parties hereto.

Section 47. Memorandum of Lease: Upon request by either Landlord or Tenant, the parties hereto shall execute a short form (Memorandum of Lease) in recordable form, setting forth such provisions hereof (other than the amount of Base Monthly Rent and other sums due) as either party may wish to incorporate. The cost of recording such Memorandum of Lease shall be borne by the party requesting execution of same.

Section 48. Signage: Except as may be specifically set forth in the Lease, Tenant may not install, inscribe, paint or affix any awning, shade, sign, advertisement or notice on or to any part of the outside of the Premises without the express written consent of the Landlord. No items of any type shall be allowed on the sidewalk area without the prior written consent of Landlord. For aesthetic purposes, all signs will be approved by the Landlord and installed at Tenant's sole expense. Any and all signs placed on the Premises by Tenant shall be maintained in compliance with governmental rules and regulations governing such signs and Tenant shall be responsible to

Attachment: Success Academy for 3's and 4's - signed (3032 : Success Academy Lease Agreement - Ken Bowman)

Landlord for any damage caused by installation, use or maintenance of said signs, and all damage incident to removal thereof.

Additional Conditions:

_____

_____

_____

THIS DOCUMENT IS A LEGAL DOCUMENT. EXECUTION OF THIS DOCUMENT HAS LEGAL CONSEQUENCES THAT COULD BE ENFORCEABLE IN A COURT OF LAW. NO REPRESENTATIONS ARE MADE CONCERNING THE LEGAL SUFFICIENCY, LEGAL EFFECT OR TAX CONSEQUENCES OF THIS DOCUMENT **OR** THE TRANSACTION TO WHICH IT RELATES AND RECOMMENDS THAT YOU CONSULT YOUR ATTORNEY.

IN WITNESS WHEREOF, this Lease Agreement has been executed by each party hereto, in duplicate originals, on the date and year first above written.

LANDLORD

Clayton D. Riggs

TENANT

WITNESS

Karen M. Davis

DATE

7/3/18

Attachment: Success Academy for 3's and 4's - signed (3032 : Success Academy Lease Agreement - Ken Bowman)

ADDENDUM

This supplemental agreement hereby dated ___/___/ 2021 is an alteration of the written Lease Agreement between the following two parties:

Legal Entity: Tenant
Success Academy for 3's and 4's
151 Gumberry Road Camden, NC 27921

AND

Second Legal Entity: Landlord
Camden County
330 East Highway 158, Camden, NC 27921

Both above listed legal entities have previously agreed in the original Lease Agreement to have the ability to make alterations to the original agreement if both parties agree to the new terms.

Original Lease
The term of this Lease shall be Five (5) Years, beginning on July 1st, 2018 and ending June 30th, 2023 with an option for renewal.

The Landlord agreed to waive the rental fee for Twenty-Four Months (24 months) commencing on July 1, 2018 through June 30th, 2020. In lieu of rent Tenant repaired and up-fitted the interior of the building based on the estimated repairs received from local contractors. At the conclusion of the Twenty-Four-month period commencing on July 1, 2020 the Tenant shall pay to the Landlord or its Agent without demand, an annual Lease Year Base of $1,000.00 per month for Twelve months. At the end of year Three (June 30, 2021) Landlord and Tenant will re-negotiate the monthly rental amount.

New Terms
After re-negotiation of the current rental fee by Staff and the Tenant, the monthly rental fee for year four will increase to $1500.00 per month for the next twelve months beginning July 1st, 2021 through June 30th, 2022. For year five beginning July 1st, 2022 the rental fee will increase to $1875.00 for the remaining twelve months ending June 30th, 2023. At the end of year five the current lease may be re-negotiated. Per the current lease agreement, the Landlord grants to the Tenant the option to renew this Lease for additional Terms ("Option Term") on the same covenants and conditions as are herein contained, except as modified by this provision and agreement.

Attachment: Contract Addendum 22June21 Success Academy (3032 : Success Academy Lease Agreement - Ken Bowman)

ADDENDUM

We hereby agree to the new terms as set forth in this addendum letter to the Lease Agreement as referenced above.

ENTERED into this the _____day of_____, 2021_,

Success Academy for 3's and 4's **Attest**

By:_____ _____

Chairman, Board of Trustees Secretary

[Seal]

Camden County **Attest**

By:_____ _____

Chairman, Board of Commissioners 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

Attachment: Contract Addendum 22June21 Success Academy (3032 : Success Academy Lease Agreement - Ken Bowman)

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

New Business

Item Number: 6.D
Meeting Date: July 06, 2021

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

Item Title **Resolution 2021-07-01 Approving Financing Terms (Fire Truck)**

Attachments: Resolution 2021-07-01 Approving Financing Terms S.Mills VFD Fire Truck (DOCX)

Summary:
It is the intention of the South Mills Fire Department to refinance the fire truck with Atlantic Union Bank. The interest rate is being reduced to save money over the next 9 years. The attached Resolution is needed to approve the refinancing of the truck.

Recommendation:
Adoption of Resolution.

Attachment: Resolution 2021-07-01 Approving Financing Terms S.Mills VFD Fire Truck (3046 : Resolution 2021-07-01 Approving Financing

Resolution 2021-07- 01 Approving Financing Terms

WHEREAS: Camden County (the "County") has previously determined to undertake the financing of a fire truck, (the "Original Financing"), and the Finance Officer has now presented a proposal for the refinancing of the Original Financing (the "Refinancing").

BE IT THEREFORE RESOLVED, as follows:

1. The County hereby determines to carry out the Refinancing with Atlantic Union Bank. The amount refinanced shall not exceed $466,000, the interest rate shall not exceed 2.65% and the financing term shall not exceed 9 years from closing.

2. All financing contracts and all related documents for the closing of the Refinancing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the County are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the Refinancing as contemplated by the proposal and this resolution.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by County officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The County shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The County hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The County intends that the adoption of this resolution will be a declaration of the County's official intent to approve a banking relationship with Atlantic Union Bank for this financing, and deposit accounts as needed as determined by the County Finance Officer in compliance with statutes.

6. All prior actions of County officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this the 6th day of July, 2021.

_____
Ross Munro, Vice Chairman
Camden County Board of Commissioners

ATTEST:

_____
Karen M. Davis
Clerk to the Board of Commissioners

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

New Business

Item Number: 6.E
Meeting Date: July 06, 2021

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

Item Title **May Monthly Reporrt**

Attachments: Tax Report (PDF)

Summary: May Monthly Report

Recommendation: Review and approve

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

OUTSTANDING TAX DELINQUENCIES BY YEAR

YEAR	REAL PROPERTY	PERSONAL PROPERTY
2020	159,145.59	9,577.93
2019	69,269.51	3,755.65
2018	30,752.57	1,928.05
2017	21,174.99	1,959.72
2016	9,196.69	1,253.37
2015	6,791.79	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: Tax Report (3040 : Tax Report)

TOTAL REAL PROPERTY TAX UNCOLLECTED	323,202.68
TOTAL PERSONAL PROPERTY UNCOLLECTED	38,538.60
TEN YEAR PERCENTAGE COLLECTION RATE	99.53%
COLLECTION FOR 2021 vs. 2020	18,342.69 vs. 37,690.05

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2020	97.87%
2019	99.05%
2018	99.57%

THIRTY LARGEST UNPAID ACCOUNTS

SEE ATTACHMENT "A"

THIRTY OLDEST UNPAID ACCOUNTS

SEE ATTACHMENT "B"

Attachment: Tax Report (3040 : Tax Report)

EFFORTS AT COLLECTION IN THE LAST 30 DAYS

ENDING May **2021**

BY TAX ADMINISTRATOR

46 NUMBER DELINQUENCY NOTICES SENT

18 FOLLOWUP REQUESTS FOR PAYMENT SENT

2 NUMBER OF WAGE GARNISHMENTS ISSUED

3 NUMBER OF BANK GARNISHMENTS ISSUED

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

0 NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)

0 PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR

0 NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY

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

0 REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS

0 NUMBER OF JUDGMENTS FILED

Attachment: Tax Report (3040 : Tax Report)

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	01-8929-00-34-2503.0000	7,166.08	2	STONEBRIAR COMMERCIAL FINANCE	SOUTH MILLS	
R	02-8944-00-75-7172.0000	7,048.48	1	KIM SAWYER	CAMDEN	110 MILL DAM RD N
R	01-7989-00-01-1714.0000	6,743.01	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8943-01-17-4388.0000	5,818.24	2	THOMAS REESE	CAMDEN	301 JAPONICA DR
R	02-8923-00-19-3774.0000	5,557.52	1	NMJ PROPERTIES LLC	CAMDEN	431 158 US W
R	02-8934-01-17-4778.0000	5,094.04	4	LARRY G. LAMB SR	CAMDEN	152 158 US W
R	03-8899-00-16-2671.2425	5,078.56	1	SPRING LOTUS LLC	SHILOH	141 EDGEWATER DR
R	02-8935-02-66-7093.0000	4,894.34	3	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	03-8971-00-23-2253.0000	4,662.42	2	ABODE OF CAMDEN, INC.	SHILOH	187 C THOMAS POINT RD
R	03-8953-04-80-5726.0000	4,492.81	1	CHESAPEAKE ASSOCIATES LIMITED	SHILOH	917 343 HWY S
R	02-8934-01-18-8072.0000	4,426.60	2	ARNOLD AND THORNLEY, INC.	CAMDEN	146 158 US W
R	02-8945-00-41-2060.0000	3,954.27	2	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	02-8934-01-29-4776.5853	3,941.82	1	HASTINGS REVOCABLE TRUST	CAMDEN	110 158 US W
R	02-8944-00-36-1417.0000	3,880.77	2	ROSA ALICE FEREBEE HEIRS	CAMDEN	165 IVY NECK RD
R	03-8972-00-54-4332.0000	3,764.55	1	GILBERT WAYNE OVERTON &	SHILOH	1330 343 HWY S
R	02-8934-01-29-4617.0000	3,626.50	2	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W
R	02-8944-00-99-1027.0000	3,592.32	3	JOHNNIE MERCER HEIRS	CAMDEN	MCKIMMEY RD
R	01-7999-00-62-3898.0000	3,520.40	2	MICHAEL ASKEW	SOUTH MILLS	257 A OLD SWAMP RD
R	03-8962-00-05-0472.0000	3,379.79	2	FRANK MCMILLIAN HEIRS	SHILOH	172 NECK RD
R	03-8899-00-45-2682.0000	3,287.34	10	SEAMARK INC.	SHILOH	HOLLY RD
R	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
R	03-8973-00-53-0748.0000	2,359.26	2	MORRIS L. KIGHT III	SHILOH	134 D STANLEY LN

Attachment: Tax Report (3040 : Tax Report)

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

Attachment: Tax Report (3040 : Tax Report)

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001709	1,654.12	4	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0000295	1,126.07	2	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0001104	901.36	4	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0003780	847.11	1	JAY ISBELL	CAMDEN	390 CAMDEN CSY
P	0000297	683.61	4	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0000132	680.26	1	DAVID DUNAVANT JR.	CAMDEN	158 HWY E
P	0001046	633.87	9	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	549.09	10	PAM BUNDY	SHILOH	105 AARON DR
P	0000738	526.42	10	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001538	495.97	10	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001681	458.48	9	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0002525	453.00	2	JOSEPH VINCENT CARDYN	SHILOH	260 ONE MILL RD
P	0002194	422.00	3	AARON MICHAEL WHITE	SHILOH	849 SANDY HOOK RD S
P	0001230	411.11	9	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001827	365.28	9	KAREN BUNDY	CAMDEN	431 158 US W
P	0003725	331.43	1	DAKOTA FINANCIAL LLC	CAMDEN	
P	0000846	327.19	1	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0003017	313.72	1	MARK STANLEY MICHALSKI	SOUTH MILLS	138 CAROLINA RD
P	0001694	288.99	9	THOMAS B.THOMAS HEIRS	CAMDEN	150 158 HWY W
P	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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Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001709	10	1,654.12	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0001046	10	633.87	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	10	549.09	PAM BUNDY	SHILOH	105 AARON DR
P	0000738	10	526.42	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001538	10	495.97	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001827	10	365.28	KAREN BUNDY	CAMDEN	431 158 US W
P	0001106	10	236.76	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001639	10	123.29	CAREY FARMS, INCORPORATED	SOUTH MILLS	202 SHARON CHURCH
P	0001681	9	458.48	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001230	9	411.11	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001694	9	288.99	THOMAS B.THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001952	9	238.91	SANDY BOTTOM MATERIALS,INC	SOUTH MILLS	319 PONDEROSA RD
P	0000295	5	1,126.07	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000385	5	121.17	MARK SANDERS OVERMAN	SHAWBORO	116 GARRINGTON ISLAND
P	0002921	5	120.68	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0000770	5	108.00	MARSHA GAIL BOGUES	CAMDEN	276 BELCROSS RD
P	0001104	4	901.36	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0000297	4	683.61	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0001976	4	270.21	ANA ALICIA MARTINEZ LOPEZ	SHILOH	110 AARON DR
P	0002442	4	200.37	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0000945	4	191.35	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0002468	4	139.53	WANDA HERNANDEZ WELLS	SHILOH	104 HIGH RD
P	0001150	4	136.45	WILLIAM MICHAEL STONE	CAMDEN	130 MILL DAM RD S
P	0002968	4	128.00	MICHAEL WILLIAM MAINELLO	SOUTH MILLS	237 KEETER BARN RD
P	0001689	4	125.28	MICHAEL WAYNE MYERS	SOUTH MILLS	107 ROBIN DR
P	0002194	3	422.00	AARON MICHAEL WHITE	SHILOH	849 SANDY HOOK RD S
P	0000846	3	327.19	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0002902	3	162.96	STEPHANIE AUSMAN	SHILOH	204 POND RD
P	0001512	3	120.11	JOHN WESLEY BURGESS,JR.	CAMDEN	431 158 USY W
P	0002525	2	453.00	JOSEPH VINCENT CARDYN	SHILOH	260 ONE MILL RD

Attachment: Tax Report (3040 : Tax Report)

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.A
Meeting Date: July 06, 2021

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

Item Title **BOC Meeting Minutes - June 7, 2021**

Attachments: bocminutes_060721 (DOCX)

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

MINUTES

A Regular Meeting of the Camden County Board of Commissioners was held on June 7, 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 Tommy Berry gave the invocation and the Board led in the Pledge of Allegiance.

ITEM 1. PUBLIC COMMENTS

Clarence Jennings of S. Trotman Road addressed the Board. Mr. Jennings expressed concern over recent technical issues with the Camden Causeway Bridge. He requested that the Board of Commissioners make a request to the State in regard to this matter.

Jamie Borros of Chesapeake, Virginia addressed the Board. Ms. Borros stated that the issue of the hybrid wolves brought before the Board at a previous meeting was because of the nature of her relationship with the neighbor. She stated that the neighbor's dogs were aggressive and that she had approached the neighbor. At that point the calls to Animal Control began concerning her wolf-hybrid dogs. Ms. Borros explained that her dogs have never acted aggressively toward anyone. She was made aware of the issue being brought to the Board via the newspaper article. She has since moved and her current neighbor has no issue with her dogs. It is Ms. Borros' request that she be given the opportunity to submit additional information before any action is taken on the revised Animal Ordinance. She also invited County Officials to visit her property to see the dogs firsthand.

County Attorney John Morrison commented that as is currently written, the Ordinance refers to the wolf-hybrids as Exotic Animals, which cannot currently be kept in the County.

Vice-Chairman Ross Munro stated that the Animal Ordinance was on the agenda for introduction only and would not be considered until the next meeting.

Katie McLure of Smith Corner Road addressed the Board. Ms. McLure stated that she would like to provide additional information to concur with the comments presented by Ms. Borros before a decision on the Ordinance is made.

After a brief discussion in regard to the Camden Causeway Bridge issue, County Attorney John Morrison volunteered to write a letter to the State on the County's behalf.

ITEM 2. CONFLICT OF INTEREST DISCLOSURE STATEMENT

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

ITEM 3. CONSIDERATION OF AGENDA

Motion to approve the agenda as presented.

DRAFT

Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)

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

ITEM 4. PRESENTATIONS

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

The Camden County High School Softball Team was recognized for the team's achievement as the 2021 NCHSAA Class 1A State Champions. The team was presented a plaque by the Board of Commissioners and players received individual certificates from the Office of Senator Bob Steinburg.

B. Camden TDA Student Photo Contest – Sarah Hill

Sarah Hill presented the results of the Camden Tourism Development Authority Student Photo Contest. The winners were recognized with certificates and ribbons.

2021 Camden TDA
Student Photo Contest
Blue Ribbon Winners
Sponsored by TowneBank

Landscapes or Waterscapes:

1st Place: Elizabeth Fields (12th Grade) ~ "On the Fence"

Wildlife:

1st Place: Alaina Chipman (11th Grade) ~ "Bark, Bark"

Architecture:

1st Place: Nadia Bean (10th Grade) ~ "Bruins Dugout"

People:

1st Place: Madison Perry (10th Grade)

Wildcard:

1st Place: Khuyen Nguyen (11th Grade) ~ "Rake and Barrel Rust"

County Manager Award:

1st Place: Khuyen Nguyen (Wildcard)

Commissioners Award:

1st Place: Alaina Chipman (Wildlife)

ITEM 5. PUBLIC HEARINGS

A. Proposed 2021-2022 Budget – Ken Bowman

Motion to open the Public Hearing for the Proposed FY 2021-2022 Budget.

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

Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)

County Manager presented the 2021-2022 Budget Message and Proposed Budget.

CAMDEN COUNTY
NORTH CAROLINA - USA
Boundless Opportunities.

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

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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

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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

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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.

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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

CAMDEN COUNTY
Rooted in Opportunity

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

Dept.	Item	Submitted	Change	Proposed	
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

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

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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 – DJDP	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**

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	682,087
	$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	178,883
	$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	$2,250
Membrane Reserve	20,250
	$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	7,750
	$72,500

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	100,000
	$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	1,000
	$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	114,767
	$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	500
	$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	1,105,312
	$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.

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County Appropriations 398,643
State/Federal Funds 879,060
$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

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 1,000
$45,085

ARTICLE IX. REVALUATION RESERVE FUND

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

Reserved for Revaluation Expenses $2,000

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 2,000
$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 540,300.00
$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

Investment Earnings 5,000.00
County Contribution 325,000.00
Fund Balance Appropriated 370,931.21
$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 150,000
$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 150,000
$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 0
$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

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 94,350
$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 500
$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 6,000
$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 26,600
$29,600

ARTICLE XVII. STORMWATER MANAGEMENT UTILITY FUNDS

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

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

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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	1,000
	$32,255

Donations	1,000
Occupancy Tax Collections	15,000
Interest Earnings	600
Appropriated Fund Balance	15,655
	$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

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	3,000
	$8,100

ARTICLE XX. EDC PROJECT FUND

The following amounts are hereby appropriated in the EDC Project Fund for the purpose of developing the 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	40,000.00
	$973,304.66

County Contribution	273,436.90
NC Dept of Commerce – Grant	699,867.76
	$973,304.66

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. LEAP) 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.

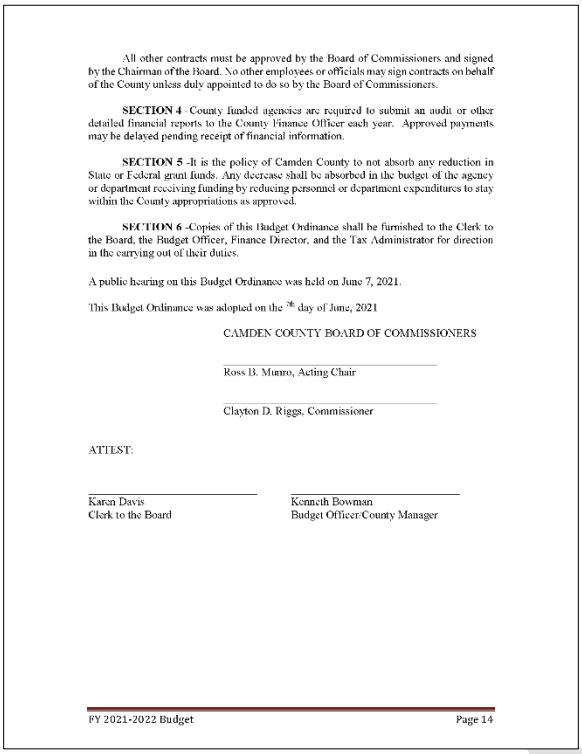
(c) The Board authorizes one principal account as the central depository for funds received by the Finance Director. Other accounts authorized by the Board can be used for special purposes such as the enterprise fund and various trust accounts. Current accounting techniques shall be used to assure that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

Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)



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

FY 2021-2022 Budget Page 14

Commissioner Clayton Riggs stated that while doing research on the number of new homes that are currently being built in addition to the lots currently approved in Camden County, he discovered that there will be 300 new homes before the end of July. 201 homes have already been completed and 78 lots have been approved for construction or are already being constructed. **Commissioner Riggs requested that the Board reconsider the Sheriff's request to add two new deputies to the budget.** Safety is important to the citizens of Camden County, in particular the elderly. The proposed budget allots one full-time deputy and one part-time deputy.

Commissioner Krainiak stated that no commissioner would wish to sacrifice safety for the residents but taxes cannot continue to be raised to meet financial obligations. It is his opinion that the Board follow the recommendation of the Budget Officer to stay within the proposed budget.

Vice-Chairman Munro stated that while although he supports the Sheriff's Office 100%, every deputy added is an additional $100,000. To balance the budget would require an additional tax increase or the necessary monies to be taken out of fund balance. It is his recommendation that the 1 full-time position and 1 part-time position be added this year and to look at possibly doing more next year.

Commissioner Tiffney White recommended the consideration of 1 full-time position and 1 part-time position for this year and to look at the budget at midterm for reconsideration.

Vice-Chairman Munro called for a vote on Commissioner Riggs' recommendation to increase the allotment to the Sheriff's Office to two full-time deputies.

RESULT:	**FAILED [1-3]**
MOVER:	Clayton Riggs
AYES:	Clayton Riggs
NOES:	Tiffney White, Ross Munro, Randy Krainiak
ABSENT:	Tom White

DRAFT

Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)

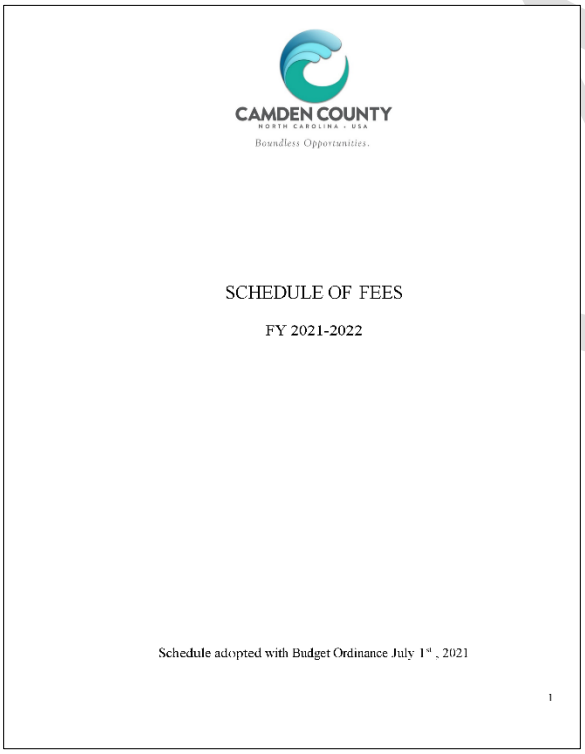
Vice-Chairman Munro recommended the following change to the proposed budget: Modify the request for designating $20K from the Capital Projects for the Cost of Living Allowance (COLA) request from the Superintendent. Instead of asking the School Board to allocate the funds from the Capital Improvements, he requested the Board to consider appropriating an additional $20K as requested from the Superintendent for a COLA to the non-certified staff. The Capital Reserve would remain at the 2020-2021 level of $405,878. It was his understanding this would be a 3% increase and would be effective after July 1st and that these staff members have not received a COLA in over 10 years. Vice-Chairman Munro further stated that these employees are a valued asset of the County and are very deserving of this increase in pay.

Commissioner Randy Krainiak wholeheartedly expressed his support of this recommendation.

Vice-Chairman Munro called for a vote on his recommendation to increase the school budget in the amount of $20,000 for a COLA for the non-certified staff.

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

Mr. Bowman also presented the Schedule of Fees for consideration. At the request of the Planning Department, the fee for GIS maps was removed in that the maps are outdated. In addition, the Senior Trail rental fees were removed. No other changes were made.



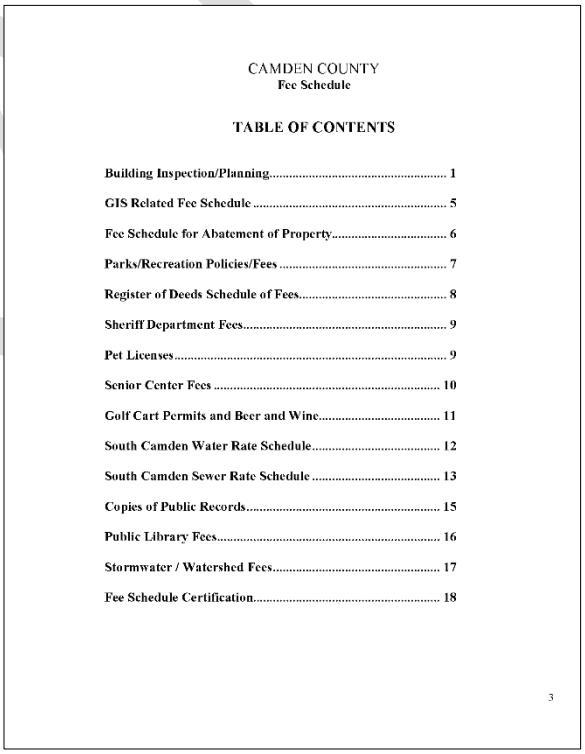
CAMDEN COUNTY
NORTH CAROLINA . USA
Boundless Opportunities.

SCHEDULE OF FEES

FY 2021-2022

Schedule adopted with Budget Ordinance July 1st , 2021

1



CAMDEN COUNTY
Fee Schedule

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Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)

CAMDEN COUNTY
BUILDING INSPECTIONS AND PLANNING DEPARTMENT
PERMIT FEE SCHEDULE

BUILDING PERMIT FEES

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

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

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

ELECTRICAL

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

PLUMBING

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

MECHANICAL

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

INSULATION

Minimum Fee	$75.00

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

MANUFACTURED HOMES

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

ADDITIONS - Includes Service Systems

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

SWIMMING POOLS & SPAS

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

DETACHED GARAGES, STORAGE, AND UTILITY/ACCESSORY BUILDINGS

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

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

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

SINGLE UTILITY INSPECTION

Trade Permit Minimum Fee	$50.00

SIGNS

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

DEMOLITION (Fire, Safety, & EPA Regs)

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

ALTERATIONS / REPAIRS / IMPROVEMENTS

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

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

Farm Buildings are exempt UNLESS:

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

MOVING OF ANY BUILDING WITHIN OR INTO THE COUNTY

Minimum New Construction Fees

WIND ENERGY SYSTEMS

Turbines	$2,000 each
Reinspections	$100.00 each

SOLAR FARMS

Panels	$.50 per panel (minimum $250)

COMMERCIAL PERMIT PRICES (extras)

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

ELECTRICAL

Electric duct heater	$10.00 ea.
Temporary Service w/ Trailer	$100.00 ea.
0-100 Each Receptacle/Switch/Fixture	$75.00
Each additional opening	$0.10 ea.
Subpanel, transformer, generator	$20.00 ea.
Fuel dispensers, "freestanding" parking lot light poles, manufactured home pedestals	$5.00 ea.
Exhaust fans/water heater/RAC/Spa/Motors and machinery not specified	$5.00 ea.

COMMERCIAL PERMIT PRICES (extras - Continued)

GAS

Minimum Permit Fee	$50.00
Per outlet	$5.00

NEGLIGENCE FEES

Inspection Negligence Fee (Applies To): $100.00

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

No Permit Negligence Fee (Applies To): $Varies

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

BUILDING PERMIT FEES DUE AT TIME OF ISSUANCE

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

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

LAND USE DEVELOPMENT FEES 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

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

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

Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)

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.

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CAMDEN COUNTY

Code Enforcement

Fees for Abatement of Property by County

Grass Cutting $300/acre

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

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

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

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

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

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

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

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

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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

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CAMDEN COUNTY
Register of Deeds
Fee Schedule

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

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Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)

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

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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 *(additional)* ..... 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 *per day*/$25 for Lost Key
   Key not returned within three business days ..... *forfeit deposit*
   Damage of facility or contents* ..... *forfeit deposit*
   **additional charges (legal and monetary) may apply depending on damage*

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

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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

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CAMDEN COUNTY
South Camden Water & Sewer
Water Fee Schedule

WATER SERVICE FEES

MONTHLY BASE RATE:

Gallons	Cost
0-2,000	$25.00 per month

ADDITIONAL MONTHLY USAGE:

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

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

Deposits:
Rent deposit: $200
Fire Hydrant Meter: $300

Charges & Fees:

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

Water Connection Fees:
(includes $1,500 Cap 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

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Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)

CAMDEN COUNTY
South Camden Water & Sewer
Sewer Fee Schedule

SEWER SERVICE FEES

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

ADDITIONAL MONTHLY USAGE:

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

*RESIDENTIAL: Includes Apartment & Townhouse Units

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

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

CONNECTION FEES

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

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

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

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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				

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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.

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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

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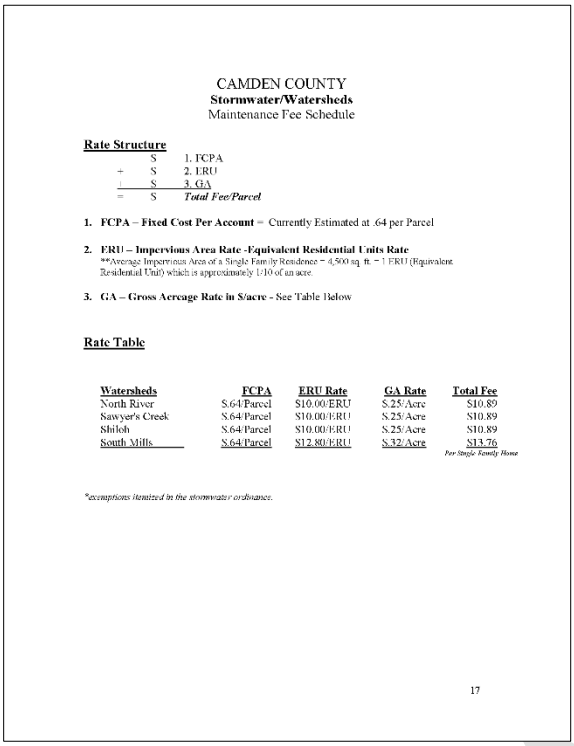
Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)



CAMDEN COUNTY
Stormwater/Watersheds
Maintenance Fee Schedule

Rate Structure

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

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

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

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

Rate Table

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

*exemptions itemized in the stormwater ordinance.

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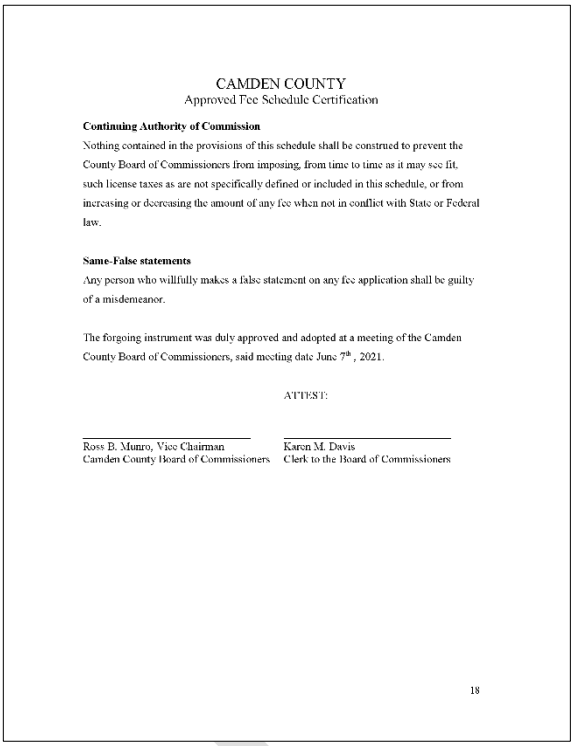

CAMDEN COUNTY
Approved Fee Schedule Certification

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

Karon M. Davis
Clerk to the Board of Commissioners

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Vice-Chairman Munro opened the floor for public comments in regard to the proposed budget.

Nancy Farmer of South Mills addressed the Board. Ms. Farmer's concerns included the following:

- Tax Increase – The original tax increase of $.10 has increased to $.13.
- Dr. Landon Mason stated at the previous meeting that 11.2% of Camden's citizens are living at or below the poverty level. Others are struggling as well.
- The County is borrowing $33 million for a new school – can we really afford it? Due to the rising costs of building materials plans may continue to be cut. According to the newspaper, when the Middle School moves to the High School they will need more space.
- It appears with the continued growth in the County, the schools will be out of space again in a few years.
- The cost of the proposed new Library and Administrative Complex.
- The 2023 property revaluation which will increase the costs to the citizens, in particular those in South Mills.
- What is the plan for the future?

Clarence Jennings of S. Trotman Road addressed the Board. Mr. Jennings' concerns included the following:

- $.13 tax increase is a major concern.
- The need for a new High School has not been proven by the school system.
- The Bond Referendum did not specify when construction on the new school had to begin. Due to the uncertainty of the future and the high costs of materials, more thought should be given to how monies are being spent.
- All new construction should be placed on hold.
- School space issues can be addressed without a new school at this time.
- The proposed budget seems more liberal than conservative and Republican commissioners should change their party affiliations to Democrat.

Melissa Linton of South Mills emailed the following comments to be read by the Clerk:

DRAFT

Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)

This letter is concerning the proposed budget and tax increases. I'm asking each of you to consider the hardships you all are causing the citizens of this county. Property tax rates are already high enough and I seem to recall you saying they wouldn't increase more than 10 cent, probably less. Now it seems you are saying 13 cent and possibly higher. Do any of you realize what this increase does for people with fixed incomes, single mothers and other working families just trying to survive amid all of the rising costs? These rates are unacceptable. My suggestion is that you rework your budgets and lower spending, lower the costs of your building projects, and stop putting the burden of your spending on our backs.

Motion to close the Public Hearing.

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

Motion to table the consideration of the budget to address points discussed during the Public Hearing.

RESULT:	**FAILED [1-3]**
MOVER:	Clayton Riggs
AYES:	Clayton Riggs
NOES:	Ross Munro, Tiffney White, Randy Krainiak
ABSENT:	Tom White

Motion to add the Proposed 2021-2022 Budget to the agenda.

RESULT:	**PASSED [3-1]**
MOVER:	Tiffney White
AYES:	Ross Munro, Randy Krainiak, Tiffney White
NOES:	Clayton Riggs
ABSENT:	Tom White

Motion to approve the 2021-2022 Budget as amended along with the Schedule of Fees.

RESULT:	**PASSED [3-1]**
MOVER:	Randy Krainiak
AYES:	Ross Munro, Randy Krainiak, Tiffney White
NOES:	Clayton Riggs
ABSENT:	Tom White

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

Motion to open the Public Hearing for the Proposed 2021-2025 Capital Improvement Program.

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

County Manager Ken Bowman presented the 2021-2025 Capital Improvement Program.

Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)

CAMDEN COUNTY
NORTH CAROLINA • USA
Boundless Opportunities.

Capital Improvement Program (CIP) 2021-2025

Public Hearing
Monday June 7, 2021

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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 11WY 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

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

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

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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

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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

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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.

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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.

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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 appositive 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.

Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)

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.

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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.

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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.

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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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Vice-Chairman opened the floor for public comments. There were none.

Motion to close the public hearing.

Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)

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

Motion to add the proposed 2021-2025 Capital Improvement Program to the agenda.

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

Motion to approve the Proposed 2021-2025 Capital Improvement Program as presented.

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

C. Camden County Library Financing – Ken Bowman

The Board of Commissioners held 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 was a need to increase the financing to cover those costs.

Vice-Chairman Munro stated the following: *This is the hour and day of a duly noticed and published public hearing on a proposed installment agreement to be entered into by the County of Camden, North Carolina pursuant to Section 160A-20 of the General Statues 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 Board of Commissioners will open the Public Hearing and will hear anyone who might wish to be heard on the advisability of the proposed Project or financing as described.*

Motion to open the Public Hearing for Camden County Library Financing.

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

County Manager Ken Bowman presented the following Library Financing Resolutions.

DRAFT

Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)

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 Clayton Riggs, Randy Krainiak and Tiffney White

Absent: Commissioner Tom White

Also Present: County Manager Ken Bowman, County Attorney John Morrison, Clerk to the Board Karen Davis, Finance Officer Stephanie Jackson

* * * * * *

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

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 Clayton Riggs, the foregoing resolution was adopted by the following vote:

Ayes: Ross Munro, Clayton Riggs, Randy Krainiak

Noes: Tiffney White

Ross Munro 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.

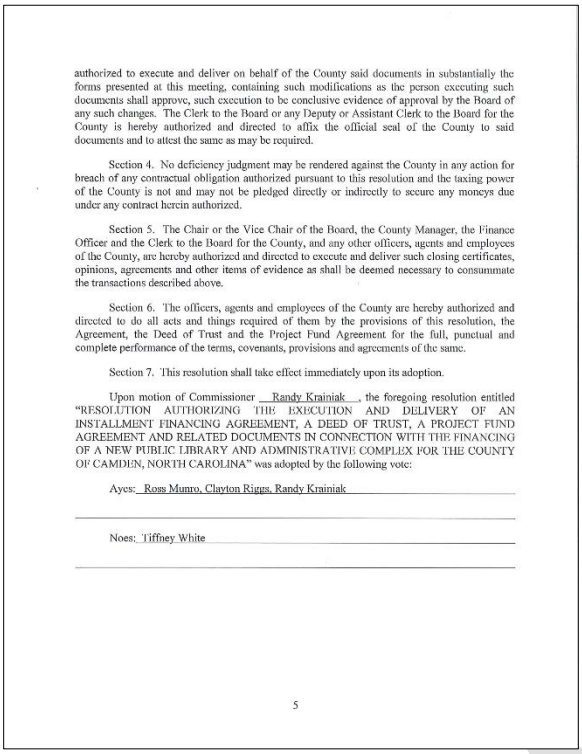
(d) In order to provide for the deposit and investment of amounts advanced by the Lender to the County pending disbursement thereof to pay costs of the Project and related financing expenses, the County will execute and deliver a Project Fund Agreement, to be dated the date of delivery thereof (the "Project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

Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)



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 Randy Krainiak, 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: Ross Munro, Clayton Riggs, Randy Krainiak

Noes: Tiffney White

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* * * * * *

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.

Karen M. Davis
Clerk to the Board of Commissioners

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Commissioner Riggs confirmed that if the Resolutions are adopted, it doesn't mean the money must be spent immediately – it means that funds up to the approved amount will be available when needed.

Mr. Bowman clarified that invoices for work currently being done are being paid from the Capital Projects fund. Upon approval by the Local Government Commission, the funds will be released to the County on July 15th. The first payment is due December 1, 2021. The Guaranteed Maximum Price has been set per the Resolution.

Vice-Chairman Munro opened the floor for public comments.

Nancy Farmer of South Mills, NC spoke in opposition to the Library Financing Resolutions. She expressed concern in regard to the upcoming tax increase that will be implemented to finance the new school. Ms. Farmer suggested that the plan to build a new library be cancelled and that an existing building be found to house the library. She is concerned that the financial burden is too great for the citizens of the county, especially those that plan to make Camden their permanent home.

Motion to close the public hearing.

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

Motion to add the Library Financing Resolutions to the agenda as presented.

Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)

RESULT:	**PASSED [3-1]**
MOVER:	Randy Krainiak
AYES:	Ross Munro, Clayton Riggs, Randy Krainiak
NOES:	Tiffney White
ABSENT:	Tom White

Vice Chairman Munro stated the following: *The Board of Commissioners will now consider the 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 – a copy of which has previously been distributed to each Commissioner.*

Motion to adopt the 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.

RESULT:	**PASSED [3-1]**
MOVER:	Clayton Riggs
AYES:	Ross Munro, Clayton Riggs, Randy Krainiak
NOES:	Tiffney White
ABSENT:	Tom White

Vice-Chairman Munro stated the following: *The Board of Commissioners will now consider the 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 – a copy of which has previously been distributed to each Commissioner.*

Motion to adopt the 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.

RESULT:	**PASSED [3-1]**
MOVER:	Randy Krainiak
AYES:	Ross Munro, Clayton Riggs, Randy Krainiak
NOES:	Tiffney White
ABSENT:	Tom White

ITEM 6. NEW BUSINESS

A. Tax Report – Lisa Anderson

DRAFT

Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)

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

OUTSTANDING TAX DELINQUENCIES BY YEAR

YEAR	REAL PROPERTY	PERSONAL PROPERTY
2020	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

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%

EFFORTS AT COLLECTION IN THE LAST 30 DAYS

ENDING April 2021

BY TAX ADMINISTRATOR

71	NUMBER DELINQUENCY NOTICES SENT
46	FOLLOWUP REQUESTS FOR PAYMENT SENT
4	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

DRAFT

Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)

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	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

30 Oldest Unpaid – Real

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	10	6,743.01	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8899-00-45-2682.0000	10	3,287.34	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8962-00-04-9097.0000	10	2,835.96	CECIL BARNARD HEIRS	SHILOH	NECK RD
R	03-8952-00-95-8737.0000	10	2,070.66	AUDREY TILLETT	SHILOH	171 NECK RD
R	03-8943-04-93-8214.0000	10	1,923.24	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7999-00-32-3510.0000	10	1,886.17	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7999-00-12-8596.0000	10	1,814.77	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7080-00-62-1977.0000	10	1,595.95	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	03-8990-00-64-8379.0000	10	1,236.66	CHRISTOPHER FROST-JOHNSON	SHILOH	LITTLE CREEK RD
R	02-8935-01-07-0916.0000	10	982.92	ROSETTA MERCER INGRAM	CAMDEN	227 SLEEPY HOLLOW RD
R	01-7989-04-60-1568.0000	10	889.29	EMMA BRITE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	01-7989-04-60-1954.0000	10	867.85	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	01-7090-00-60-5052.0000	10	788.26	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	02-8936-00-24-7426.0000	10	755.07	BERNICE FUGH	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	149.59	ELIZABETH LONG	SHILOH	HIBISCUS RD
R	03-9809-00-17-2462.0000	10	137.29	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD
R	03-8965-00-37-4242.0000	9	2,446.21	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	01-7988-00-91-0179.0001	9	1,831.18	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	01-7091-00-64-6569.0000	9	1,581.21	CLARENCE D. TURNER JR.	SOUTH MILLS	STINGY LN
R	03-8899-00-36-1568.0000	9	429.66	PETER BUTSAVAGE	SHILOH	HIBISCUS RD
R	03-8962-00-55-5300.0000	9	427.31	OCTAVIA COPELAND HEIRS	SHILOH	457 NECK RD
R	03-9809-00-66-0120.0000	9	286.40	RANDELL CRIDER	SHILOH	SAILBOAT RD
R	03-9809-00-54-8280.0000	9	264.96	RODNEY STEVEN SPIVEY &	SHILOH	SAILBOAT RD

30 Largest Unpaid – Personal

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001709	1,654.12	4	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0000295	1,126.07	2	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0001104	901.36	4	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0003780	847.11	1	JAY ISBELL	CAMDEN	390 CAMDEN CSY
P	0000297	683.61	4	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0000132	680.26	1	DAVID DUNAVANT JR.	CAMDEN	158 HWY E
P	0001046	633.87	9	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	549.09	10	PAM BUNDY	SHILOH	105 AARON DR
P	0000738	526.42	10	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001538	495.97	10	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001681	458.48	9	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0002525	453.00	2	JOSEPH VINCENT CARDYN	SHILOH	260 ONE MILL RD
P	0002194	422.00	3	AARON MICHAEL WHITE	SHILOH	849 SANDY HOOK RD S
P	0001230	411.11	9	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001827	365.28	9	KAREN BUNDY	CAMDEN	431 158 US W
P	0003725	331.43	1	DAKOTA FINANCIAL LLC	CAMDEN	
P	0000846	327.19	1	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0003017	313.72	1	MARK STANLEY MICHALSKI	SOUTH MILLS	138 CAROLINA RD
P	0001694	288.99	9	THOMAS B.THOMAS HEIRS	CAMDEN	150 158 HWY W
P	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

Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)

30 Oldest Unpaid – Personal

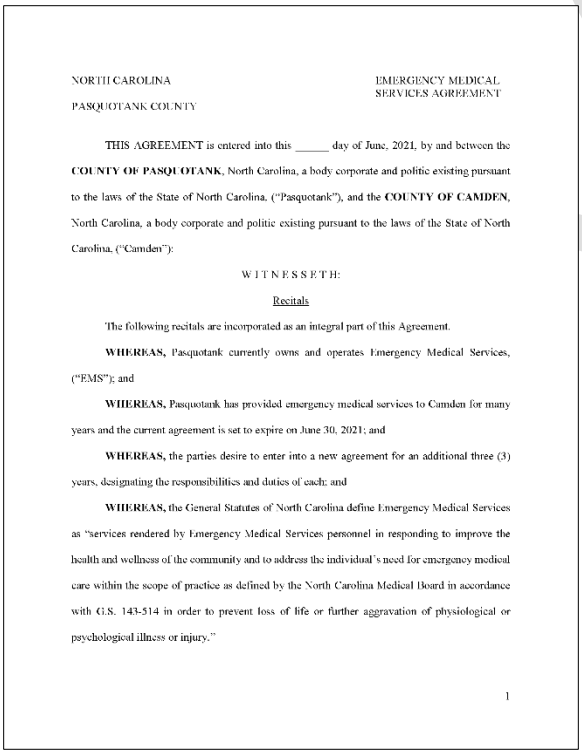
Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001709	10	1,654.12	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0001046	10	633.87	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	10	549.09	PAM BUNDY	SHILOH	105 AARON DR
P	0000738	10	526.42	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001538	10	495.97	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001827	10	365.28	KAREN BUNDY	CAMDEN	431 158 US W
P	0001106	10	236.76	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001639	10	123.29	CAREY FARMS, INCORPORATED	SOUTH MILLS	202 SHARON CHURCH
P	0001681	9	458.48	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001230	9	411.11	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001694	9	288.99	THOMAS B.THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001952	9	238.91	SANDY BOTTOM MATERIALS,INC	SOUTH MILLS	319 PONDEROSA RD
P	0000295	5	1,126.07	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000385	5	121.17	MARK SANDERS OVERMAN	SHAWBORO	116 GARRINGTON ISLAND
P	0002921	5	120.68	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0000770	5	108.00	MARSHA GAIL BOGUES	CAMDEN	276 BELCROSS RD
P	0001104	4	901.36	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0000297	4	683.61	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0001976	4	270.21	ANA ALICIA MARTINEZ LOPEZ	SHILOH	110 AARON DR
P	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

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. Emergency Medical Services Agreement – Ken Bowman

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 the following 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.

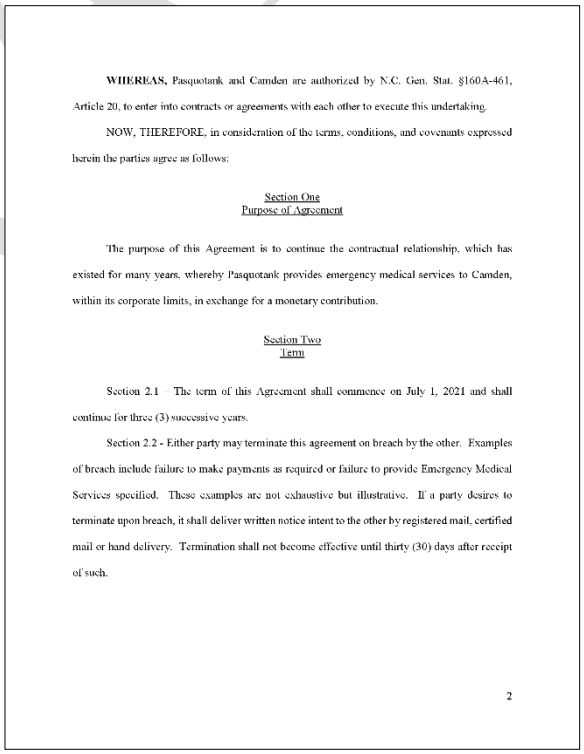
WHEREAS, Pasquotank currently owns and operates Emergency Medical Services, ("EMS"); and

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."

1



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.

2

Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)

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 $648,645for 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

Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)

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:

PASQUOTANK COUNTY

Lloyd Griffin, Chairman
Board of Commissioners
Date & Time:

ATTEST:

Lynn B. Scott
Clerk to the Board

(SEAL)

ATTACHMENT A

Pasquotank – Camden Emergency Medical Service

ISSUED: 07/01/2015 REVISED: 08/15/2015 03/04/2018	SUBJECT: MODIFIED SYSTEM STATUS MANAGEMENT	APPROVED BY: Director

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)

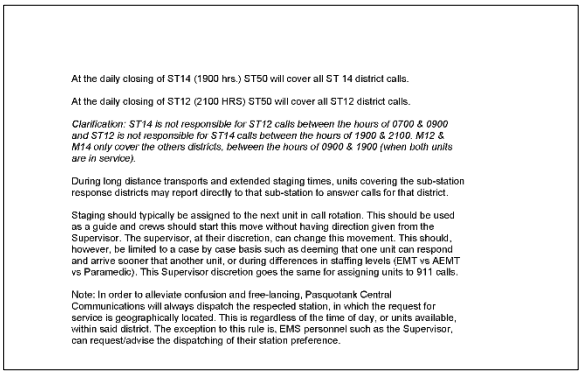
Station 12 medic unit out
- 1st line move – Any available ST50 medic unit moves to Hwy 343/Hwy 158 intersection at Camden Duck Thru
  (Preferred 1st ST50 unit in call rotation assigned to move)

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: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)



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.

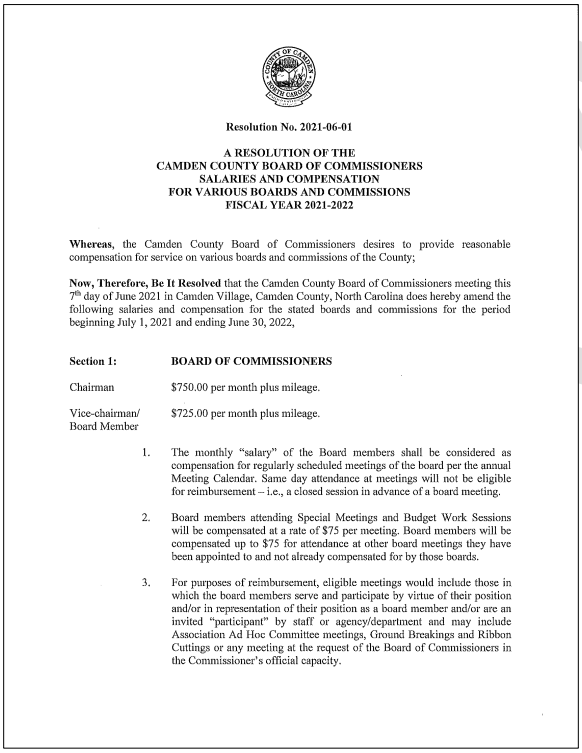
Staging should typically be assigned to the next unit in call rotation. This should be used as a guide and crews should start this move without having direction given from the Supervisor. The supervisor, at their discretion, can change this movement. This should, however, be limited to a case by case basis such as deeming that one unit can respond and arrive sooner that 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.

Motion to approve the Emergency Medical Services Agreement as presented.

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

C. Resolution 2021-06-01: Salaries & Compensation for Various Boards and Commissions – Ken Bowman



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.

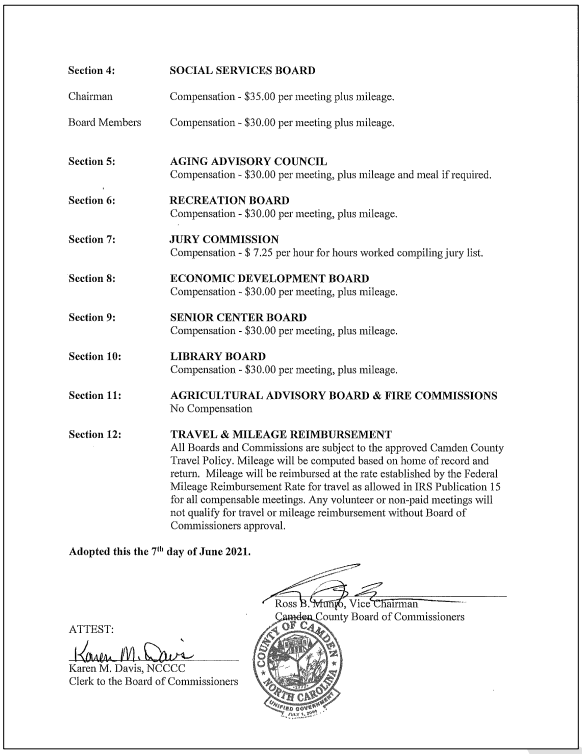
Chief Judge — Compensation - $40 per day for instruction day and canvass day plus mileage. $150.00 per day for Election Day plus mileage. $20 for pick-up day.

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.

Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)



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

Motion to approve Resolution 2021-06-01: Salaries & Compensation for Various Boards as presented.

RESULT:	**PASSED [3-1]**
MOVER:	Randy Krainiak
AYES:	Ross Munro, Clayton Riggs, Randy Krainiak
NOES:	Tiffney White
ABSENT:	Tom White

D. Animal Control & Protection Ordinance – Ken Bowman

The current Animal Ordinance for Camden County, NC was adopted in 2001. This item was brought to the Board's attention during the April 2021 meeting by Ms. Cam Smart. Ms. Smart made a 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. This document has been updated along with reviews and comments provided by citizens, the Sheriff's Office, county staff, and the county attorney.

Due to the absence of a Commissioner, the revised Animal Control & Protection Ordinance was 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.

DRAFT

Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)

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, heating, 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.

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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.

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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, of order of abatement issuing from a court of competent jurisdiction pursuant to G.S. § 153A-l 23(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 hall 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.

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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 §19A-45 through §19A-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.

Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)

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.

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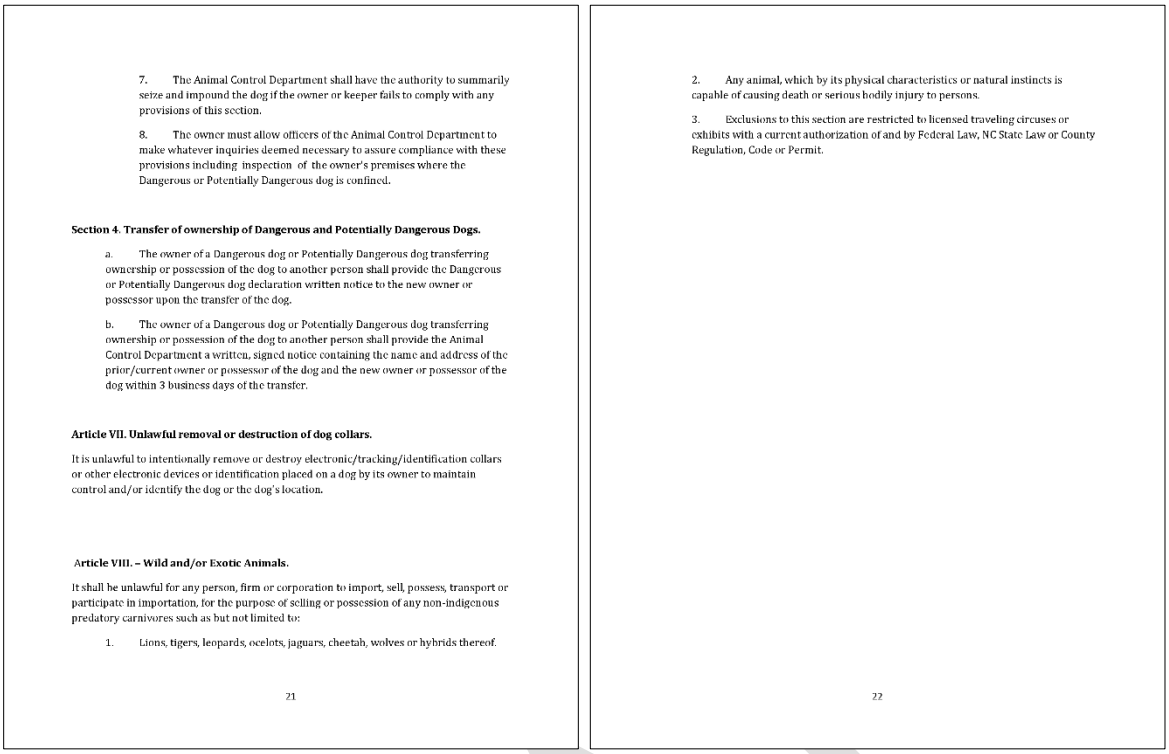

7. The Animal Control Department shall have the authority to summarily seize and impound the dog if the owner or keeper fails to comply with any provisions of this section.

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.

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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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Motion to place the Animal Control & Protection Ordinance on the July 6th agenda for consideration.

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

Cam Smart requested to address the Board. Ms. Smart thanked the Commissioners and staff for the work that had gone into the rewrite of the Animal Ordinance. She also wanted to speak to comments that were made at the beginning of the meeting in regard to the proposed Ordinance. Ms. Smart explained that her request to have the Animal Ordinance amended was not only because of her neighbor, but for the safety of the citizens wherever the wolf-hybrids happen to reside.

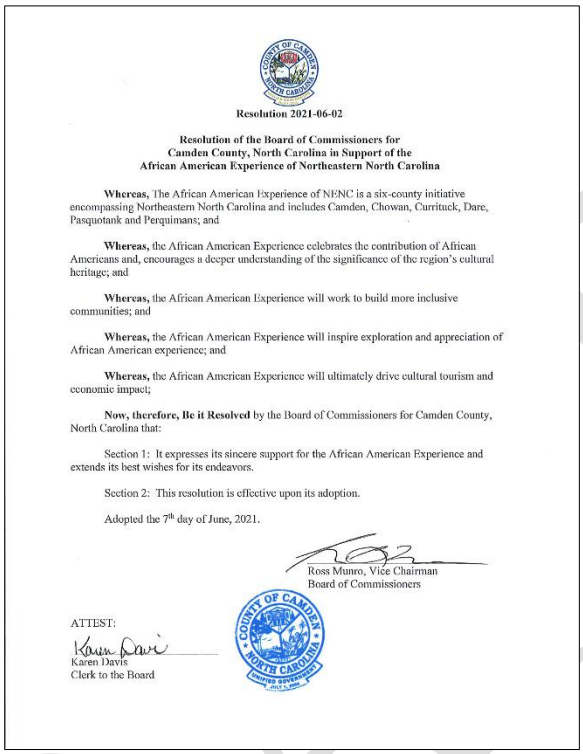
E. Resolution 2021-06-02: In Support of the African American Experience of Northeastern North Carolina

TDA Chair and Dismal Swamp Welcome Center Director Sarah Hill included the following in her presentations in regard to the African American Experience of Northeastern North Carolina:

- A digital African American Heritage & History Trail
- Mission: To inspire exploration and appreciation for the African American Experience of NENC and ultimately drive cultural tourism and economic impact.
- Vision: The African American Experience of NENC celebrates the contributions of African Americans and encourages a deeper understanding of the significance of the region's cultural heritage in order to build more inclusive communities.
- 6-County Initiative: Currituck, Dare, Camden, Perquimans, Chowan, Pasquotank
- Tourism Initiated, Tourism Funded, Tourism Facilitated
- Each of the six counties have significant sites important to the African American community and to the history of the counties.

Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)

- 2-4 Advisory Board representatives from each county who have significant historical or cultural knowledge of the AAENENC region.
- Digital Advertising Campaign – Launch Date: June 19, 2021 (Juneteenth)



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

Motion to adopt Resolution 2021-06-02 in Support of the African American Experience of Northeastern North Carolina.

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

South Camden Water & Sewer District Board of Directors

Vice-Chairman Ross Munro recessed the Board of Commissioners and called to order the South Camden Water & Sewer District Board of Directors Meeting.

Public Comments – None

Consideration of the Agenda

Motion to approve the agenda as presented.

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

Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)

New Business

A. Monthly Report – Chuck Jones

South Camden Water & Sewer Board

Monthly Work Order Statistics Report

Period: April 2021

	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water/Distribution	65	65	100%	0
Sewer/Collection	0	0	100%	0

New Services installed: 5

Locates:

Water Line: 92

Sewer Line: 28

Water & Sewer, same ticket: 19

Hydrant flow test: 0

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

Water treated at the water treatment plant in April: 14 481 270

Daily average water usage for April: 0.483

Current treatment capacity at the water treatment plant: 720 000

2021 High Service Pump Flows

Month	Monthly Total	Average Daily Use
January 2021	14,226,700	.458,926
February 2021	13,244,900	.473,032
March 2021	15,859,340	.511,592
April 2021	14,481,270	.482,709
May 2021		.
June 2021		.
July 2021		.
August 2021		.
September 2021		.
October 2021		.
November 2021		.
December 2021		.
Yearly Totals		.

	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										
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
April	65	100%	0%	65	0	92	28	19	0	5

Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)

SMWA Daily Consumption 2021

Date	January	February	March	April	May	June	July	August	September	October	November	December
1	153,300	136,100	132,200	124,000								
2	133,536	137,700	156,400	133,300								
3	153,700	136,000	147,000	154,000								
4	135,700	138,400	146,200	175,800								
5	127,100	133,000	124,600	149,700								
6	146,500	152,200	149,900	150,800								
7	140,200	161,000	194,600	169,000								
8	125,400	138,500	132,600	159,600								
9	148,300	124,500	153,700	135,100								
10	167,900	146,700	139,500	172,400								
11	152,500	133,900	137,900	195,300								
12	161,800	116,700	123,900	162,200								
13	118,500	150,200	164,800	144,200								
14	134,600	135,400	172,500	151,200								
15	127,300	167,800	137,700	141,300								
16	151,700	130,500	120,100	134,300								
17	159,300	146,400	141,500	181,600								
18	151,800	114,200	130,900	186,700								
19	128,400	140,900	130,600	146,200								
20	136,400	138,900	141,500	153,800								
21	149,000	175,800	171,800	134,800								
22	123,200	150,800	132,000	146,800								
23	139,200	132,600	148,400	138,900								
24	167,900	144,800	138,400	166,900								
25	142,300	114,900	177,100	180,600								
26	144,300	137,900	131,900	149,200								
27	125,900	140,800	158,700	194,300								
28	137,700	170,900	178,900	176,600								
29	150,200		143,700	178,200								
30	139,200		138,400	179,300								
31	164,800		151,300									
Total	4,437,636	3,947,500	4,548,700	4,766,100								

Commissioner Riggs reiterated the importance of staying on schedule with the fire hydrant flow tests.

Motion to approve the monthly report as presented.

RESULT:	**PASSED [4-0]**
MOVER:	Clayton Riggs
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 7. BOARD APPOINTMENTS

A. Juvenile Crime Prevention Council – Appointment of Eva Anderson

Motion to appoint Eva Anderson to the Juvenile Crime Prevention Council.

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

Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)

B. Area Agency on Aging Regional Advisory Council – Appointment of Laura Jolley

Motion to appoint Senior Center Coordinator Laura Jolley to the Area Agency on Aging Regional Advisory Council.

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

C. COA Board of Trustees – Appointment of Clayton Riggs

Motion to appoint Clayton Riggs to the College of the Albemarle Board of Trustees.

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

D. NCACC Conference Delegate

Motion to appoint Ross Munro as the Voting Delegate for the NCACC Conference Business Session.

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

Motion to appoint Clayton Riggs as the Alternate Delegate for the NCACC Conference Business Session.

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

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

DRAFT

Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)

D. Budget Amendments

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	AMOUNT 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.

Karen M. Davis
Clerk to Board of Commissioners

Vice Chairman, Board of Commissioners

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	AMOUNT 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.

Karen M. Davis
Clerk to Board of Commissioners

Vice 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	AMOUNT 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.

Karen M. Davis
Clerk to Board of Commissioners

Vice 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	AMOUNT 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.

Karen M. Davis
Clerk to Board of Commissioners

Vice Chairman, Board of Commissioners

Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)

E. School Budget Amendments

Budget Amendment

Camden County Schools Administrative Unit

State Public School Fund

The Camden County Board of Education at a meeting on the 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	Amount 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

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 7th day of June 2021

Vice Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

Budget Amendment

Camden County Schools Administrative Unit

Local Current Expense Fund

The Camden County Board of Education at a meeting on the 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	Amount Decrease
6600	Financial & Human Resources	5,100.00	
6800	System-Wide Pupil Support		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

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 7th day of June 2021

Vice Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

Budget Amendment

Camden County Schools Administrative Unit

Federal Grant Fund

The Camden County Board of Education at a meeting on the 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	Amount 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

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 7th day of June 2021

Vice Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

Budget Amendment

Camden County Schools Administrative Unit

Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 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	Amount 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 7th day of June 2021

Vice Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)

F. Tax Collection Report

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				

Submitted by: Rita S. Anderson Date: 5-17-2021

Approved by: [signature] Date: 08-JUNE-2021

G. DMV Report

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 8th day of June 2021

[signature]
Vice-Chairman, Camden County Board of Commissioners

Attest:

Karen M. Davis
Clerk to the Board of Commissioners of Camden County

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

Rita S. Anderson
Tax Administrator of Camden County

DRAFT

Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)

H. Vehicle Refunds Over $100

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	$215.88

Submitted by Lisa S. Anderson Date 5-17-2021
Lisa S. Anderson, Tax Administrator Camden County

Approved by Date 08 JUNE 2021
~~C. Tom White, Chairman~~ Camden County Board of Commissioners
Ross Munro, Vice Chairman

I. Pickups, Releases & Refunds

NAME	REASON	NO.
Bryan A. Beck	Code Enforcement on wrong parcel - Release	Pick-up/21672
	$250.00	R-123753-2020
Melvin Clyde Cutrell	Turned in plates - Refund	Pick-up/21678
	$119.81	34143997
Kevin Dean Golliff	Turned in plates - Refund	Pick-up/21679
	$215.88	58272428
Kevin Allan Everett	Turned in plates - Refund	Pick-up/21685
	$232.82	52056962
Donald Ray James	Turned in plates - Refund	Pick-up/21688
	$111.59	51432629
Donald Ray James	Turned in plates - Refund	Pick-up/21689
	$103.30	57518258
Jaclyn Jaye Patterson	Military - Refund	Pick-up/21693
	$204.58	48716607
Jaclyn Jaye Patterson	Military - Refund	Pick-up/21697
	$184.05	48716607
Jason Raleigh Patterson	Military - Refund	Pick-up/21700
	$127.49	52840068
Jason Raleigh Patterson	Military - Refund	Pick-up/21701
	$115.52	58577422

J. Set Public Hearing for July 6, 2021 – Zoning Text Amendments 160D

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

Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)

ITEM 9. COUNTY MANAGER'S REPORT

County Manager Ken Bowman included the following in his report:

- Elizabeth City Chamber Annual Meeting/Dinner – June 17th, 6 PM at The Carolina Center
- Camden County Elder Abuse Prevention Walk/Luncheon – June 15th, 10 AM at Camden Community Park
- Camden County won a 2021 Bronze Telly Award for the video "*Wide Open Spaces*" in the Online Commercials category. Congratulations to Sarah Hill, Tourism Director, and everyone involved in the production of the video.
- Thank you to the Camden Women's Club for their clean-up efforts. Since 2018 they have picked up over 1600 pounds of litter.
- Camden Heritage Festival – October 9th; volunteers needed.
- Next Board of Commissioners Meeting – July 6, 2021

ITEM 10. COMMISSIONERS' REPORTS

- Commissioner Krainiak
  - Churches are needed to set up and run games for the Camden Heritage Festival
  - Vessel Naming Ceremony in Honor of Robert Peek – June 9th; 1:00 PM
- Commissioner Riggs – Attended a meeting recently in regard to the planned I-87. The Infrastructure Act could potentially assist in moving the project forward.

ITEM 11. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

Included for informational purposes:

A. Register of Deeds Report

B. Library Report

ITEM 12. OTHER MATTERS

A. Opioid Litigation Update – County Attorney John Morrison gave an update on the Opioid litigation. Mr. Morrison explained that that there are two competing settlements underway at this time – one from the North Carolina Attorney General and one from the private litigation attorney. It is his opinion that because of Camden County's size and low number of opioid deaths, receipts will be so modest that it is a moot point. No action is required by the Board at this time.

ITEM 13. ADJOURN

There being no further matters for discussion, Vice-Chairman Munro called for a motion to adjourn.

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

The Board of Commissioners meeting adjourned at 9:10 PM.

Board of Equalization and Review

Vice-Chairman Munro called to the order the Board of Equalization and Review.

DRAFT

Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)

There being no cases to come before the Board, Vice-Chairman Munro called for a motion to adjourn.

Motion to adjourn the Board of Equalization and Review.

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

Vice-Chairman Munro adjourned the Board of Equalization and Review at 9:11 PM.

ATTEST:

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

Karen M. Davis
Clerk to the Board of Commissioners

DRAFT

Attachment: bocminutes_060721 (3035 : BOC Meeting Minutes - June 7, 2021)

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.B
Meeting Date: July 06, 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 29th day of June 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	85,696.82	
5200	Special Population Services	10,921.15	
6500	Operational Support Services	118.23	

Explanation:

Total Appropriation in Current Budget	$ 16,191,285.08
Amount of **Increase**/Decrease of Above Amendment	+ 96,736.20
Total Appropriation in Current Amended Budget	$ 16,288,021.28

Passed by majority vote of the Board of Education of Camden County on the 29th day of June 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 (3047 : School Budget Amendments)

#5324

BUDGET AMENDMENT
June 29, 2021

1. State Public School Fund

A. We have reviewed this area of the budget and find that we must increase our budget to cover the benefits that will be covered at the end of the year by NCDPI that are paid during the year to employees. We request your approval of the following amendment.

Non-Contributory Benefits		
1.5110.009.188 Annual Leave Payout	$ +	50,898.27
1.5110.009.211 Emp. Soc. Sec. Costs	+	3,889.86
1.5110.009.221 Emp. Retirement Costs	+	8,990.90
1.5210.009.188 Annual Leave Payout	+	8,444.40
1.5210.009.211 Emp. Soc. Sec. Costs	+	646.00
1.5210.009.221 Emp. Retirement Costs	+	1,830.75
1.6550.009.188 Annual Leave Payout	+	91.41
1.6550.009.211 Emp. Soc. Sec. Costs	+	7.00
1.6550.009.221 Emp. Retirement Costs	+	19.82
Total – Non-Contributory Benefits	$ +	74,818.41

B. We have reviewed this area of the budget and find that we must increase our budget to cover the benefits that will be covered at the end of the year by NCDPI that are paid during the year to employees. We request your approval of the following amendment.

Career & Technical EDU - Months		
1.5120.013.121 Salary - Teacher	$ +	6,037.17
1.5120.013.211 Emp. Soc. Sec. Costs	+	751.75
1.5120.013.221 Emp. Retirement Costs	+	3,031.87
Total – Career & Technical EDU - Months	$ +	9,820.79

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

Textbooks		
1.5110.130.412.304 Textbooks	$ +	7,429.00
1.5110.130.412 Textbooks	+	12,097.00
Total – Textbooks	$ +	19,526.00

Attachment: School Budget Amendments (3047 : School Budget Amendments)

BUDGET AMENDMENT
State Public School Fund
June 29, 2021, Page 2

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

Textbook and Digital Resources		
1.5110.131.411.304 Supplies & Materials	$	- 7,429.00
Total – Textbooks	$	- 7,429.00
3100.000 Revenue – State Public School Fund	$	- 96,736.20

Passed by majority vote of the Board of Education of Camden County on the 29th day of June, 2021.

Chairman, Board of Education

Secretary, Board of Education

Attachment: School Budget Amendments (3047 : 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 29th day of June, 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	11,389.98	
5200	Special Population Services	1,519.48	
5300	Alternative Programs & Services	2.00	
6500	Operational Support Services	2,096.09	
6800	System-wide Pupil Support		27,901.18
6900	Policy, Leadership and Public	12,893.63	

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

Passed by majority vote of the Board of Education of Camden County on the 29th day of June 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 (3047 : School Budget Amendments)

BUDGET AMENDMENT
June 29, 2021

2. Local Current Expense Fund

A. We have reviewed the allotment and must transfer money in to cover expenses. We request your approval of the following amendment.

Classroom Support			
2.5210.841.121 Salary - Teacher	$	+	1,151.59
2.5210.841.211 Emp. Soc. Sec. Costs		+	94.09
2.5210.841.221 Emp. Retirement Costs		+	268.36
2.5210.841.231 Emp. Hosp. Ins. Costs		+	5.44
Total – Classroom Support	$	+	1,519.48

B. We have reviewed the allotment and must transfer money in to cover expenses. We request your approval of the following amendment.

Office of the Superintendent			
2.6940.865.113 Salary – Dir. of Elem/Sec Ed	$	+	12,893.63
Total – Office of the Superintendent	$	+	12,893.63

C. We have reviewed the allotment and must transfer money in to cover expenses. We request your approval of the following amendment.

Auxiliary Services			
2.6580.885.184 Longevity Pay	$	+	1,100.76
2.6580.885.221 Emp. Retirement Costs		+	995.33
Total – Auxiliary Services	$	+	2,096.09

D. 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	$	-	27,901.18
Total – Data Processing	$	-	27,901.18

E. We have reviewed the allotment and must transfer money in to cover expenses. We request your approval of the following amendment.

Additional Pay			
2.5110.911.181 Supplementary Pay	$	+	11,389.98

Attachment: School Budget Amendments (3047 : School Budget Amendments)

BUDGET AMENDMENT
Local Current Expense Fund
June 29, 2021, Page 2

2.5330.911.181 Supplementary Pay	+	2.00
Total – Additional Pay	$ +	11,391.98

Passed by majority vote of the Board of Education of Camden County on the 29th day of June, 2021.

Chairman, Board of Education

Secretary, Board of Education

Attachment: School Budget Amendments (3047 : School Budget Amendments)

Budget Amendment

Camden County Schools Administrative Unit

Federal Grant Fund

The Camden County Board of Education at a meeting on the 29th day of June 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	Increase	Decrease
5100	Regular Instruction Services		81.25
5200	Special Population Services	39,991.05	
5300	Alternative Programs & Services		1,553.90
6500	Operational Support Services	1,745.45	
8100	Payments to Other Govt Units	197.05	

Explanation: Revenues increased for carryover funds

Total Appropriation in Current Budget	$	2,431,782.71
Amount of **Increase**/Decrease of Above Amendment	+	40,298.40
Total Appropriation in Current Amended Budget	$	2,472,081.11

Passed by majority vote of the Board of Education of Camden County on the 29th day of June, 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 (3047 : School Budget Amendments)

BUDGET AMENDMENT
June 29, 2021

3. Federal Grant Fund

A. We have reviewed the allotment and need to transfer funds within the budget. We request your approval of the following amendment.

Career & Technical EDU - Program Project #21-017-150			
3.5120.017.181 Supplement Pay	$	+	1,000.00
3.5120.017.211 Emp. Soc. Sec. Costs		+	76.52
3.5120.017.221 Emp. Retirement Costs		+	216.80
3.5120.017.411 Supplies & Materials		-	256.04
3.5120.017.418 Computer Software & Supplies		-	1,119.20
3.8100.017.392 Indirect Costs		+	81.92
Total – Career & Technical EDU - Program	$	+	0.00

B. We have received an allotment revision and need to increase funds within the budget. We request your approval of the following amendment.

IDEA - Preschool Project #21-049-150			
3.5230.049.411 Supplies & Materials	$	+	3,000.00
3.6550.049.331 Contracted Pupil Transportation		+	1,417.82
3.5230.049.541 Purchase of Equipment		+	5,000.00
3.8100.049.392 Indirect Costs		+	108.13
Total – IDEA - Preschool	$	+	9,525.95

C. We have reviewed the 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			
3.5330.050.198.310 Salary – After School Tutor	$	+	1,130.67
3.5330.050.211.310 Emp. Soc. Sec. Costs		+	86.50
3.5330.050.221.310 Emp. Retirement Costs		+	245.14
3.5330.050.221.308 Emp. Retirement Costs		+	463.19
3.5330.050.231.310 Emp. Hosp. Ins. Costs		+	212.94
3.5330.050.312.310 Workshop Expenses		-	6,000.00
3.5330.050.411.310 Supplies & Materials		-	932.87
3.5330.050.462.310 Pur of Non-Cap Comp Hdwe		+	937.63

Attachment: School Budget Amendments (3047 : School Budget Amendments)

3.5330.050.462.308 Pur of Non-Cap Comp Hdwe		+ 769.25
3.5330.050.418.310 Computer Software & Supplies		+ 4,320.00
Total – IASA Title I – Basic Programs	$	+ 1,232.45

D. We have reviewed the allotment and need to transfer funds within the budget. We request your approval of the following amendment.

IDEA VI-B Handicapped		
Project #21-060-150		
3.5210.060.221Emp. Retirement Costs	$	+ 600.00
3.5210.060.231 Emp. Hosp. Ins. Costs		- 600.00
Total – IDEA VI-B Handicapped	$	+ 0.00

E. We have received an allotment revision and need to increase funds within the budget. We request your approval of the following amendment.

Children with Special Needs – Risk Pool		
Project #21-114-150		
3.5210.114.142 Salary – Teacher Asst.	$	+ 20,324.36
3.5210.114.211 Emp. Soc. Sec. Costs		+ 1,406.29
3.5210.114.221 Emp. Retirement Costs		+ 4,235.68
3.5210.114.231 Emp. Hosp. Ins. Costs		+ 4,136.67
Total – Children with Special Needs – Risk Pool	$	+ 30,103.00

F. We have received an allotment revision and need to increase funds within the budget. We request your approval of the following amendment.

IDEA VI-B Special Needs Targeted		
Project #21-118-150		
3.5240.118.361 License Renewal	$	+ 37.00
Total – IDEA VI-B Special Needs Targeted	$	+ 37.00

Attachment: School Budget Amendments (3047 : School Budget Amendments)

BUDGET AMENDMENT
Federal Grant Fund
June 29, 2021, Page 3

G. We have received an allotment revision and need to decrease funds within the budget. We request your approval of the following amendment.

Cares Act 2020			
Project #21-163-150			
3.5120.163.462 Pur of Non-Cap Comp Hdwe	$	+	.67
3.6540.163.311 Contracted Services		-	607.67
3.8100.163.392 Indirect Costs		+	7.00
Total – Cares Act 2020	$	-	600.00

H. We have reviewed the allotment and need to transfer funds within the budget. We request your approval of the following amendment.

CARES Act – ESSERF Exceptional Children Grant			
Project #21-167-150			
3.5240.167.132 Salary – Speech	$	+	1,500.00
3.5240.167.211 Emp. Soc. Sec. Costs		+	114.75
3.5240.167.221 Emp. Retirement Costs		+	236.30
3.5350.167.221 Emp. Retirement Costs		-	2,786.35
3.6550.167.331 Contracted Services		+	935.30
Total – CARES Act – ESSERF Exp. Children	$	+	0.00

3.3600.049	Revenue – IASA – Preschool	-	9,525.95
3.3600.050	Revenue – IASA – Title I	-	1,232.45
3.3600.114	Revenue – Children w/ Special Needs	-	30,103.00
3.3600.118	Revenue – IDEA VI-B Special Needs	-	37.00
3.3600.163	Revenue – CARES Act 2020	+	600.00

Attachment: School Budget Amendments (3047 : School Budget Amendments)

BUDGET AMENDMENT
Federal Grant Fund
June 29, 2021, Page 4

Passed by majority vote of the Board of Education of Camden County on the 29th day of June, 2021.

Chairman, Board of Education

Secretary, Board of Education

Attachment: School Budget Amendments (3047 : School Budget Amendments)

Budget Amendment

Camden County Schools Administrative Unit

Federal Grant Fund

The Camden County Board of Education at a meeting on the 29th day of June 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
5200	Special Population Services	3,525.44	
8100	Payments to Other Govt Units	1,658.56	

Explanation: Revenues increased for carryover funds

Total Appropriation in Current Budget	$	2,472,081.11
Amount of **Increase**/Decrease of Above Amendment	+	5,184.00
Total Appropriation in Current Amended Budget	$	2,477,265.11

Passed by majority vote of the Board of Education of Camden County on the 29th day of June, 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 (3047 : School Budget Amendments)

BUDGET AMENDMENT
June 29, 2021

3. Federal Grant Fund

A. We have received an allotment revision and need to increase funds within the budget. We request your approval of the following amendment.

IDEA VI-B Handicapped			
Project #21-060-150			
3.5210.060.163 Substitute Pay	$	+	3,275.00
3.5210.060.211 Emp. Soc. Sec. Costs		+	514.20
3.5210.060.221 Emp. Retirement Costs		-	263.76
3.8100.060.392 Indirect Costs		+	1,658.56
Total – IDEA VI-B Handicapped	$	+	5,184.00
3.3600.060 Revenue – IASA – VI-B Handicapped		-	5,184.00

Passed by majority vote of the Board of Education of Camden County on the 29th day of June, 2021.

Chairman, Board of Education

Secretary, Board of Education

Attachment: School Budget Amendments (3047 : School Budget Amendments)

Budget Amendment

Camden County Schools Administrative Unit

Capital Outlay Fund

The Camden County Board of Education at a meeting on the 29th day of June, 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
9111	Roofing Replacement		125.23
9150	Architect Fees – CO Addition	125.23	

Explanation:

Total Appropriation in Current Budget	$	615,516.00
Amount of Increase / (Decrease) of Above Amendment	+	0.00
Total Appropriation in Current Amended Budget	$	615,516.00

Passed by majority vote of the Board of Education of Camden County Schools on the 29th day of June 2021.	We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes in the minutes of said Board, this _____ day of _____ 2____.
Chairman, Board of Education	Chairman, Board of County Commissioners
Secretary, Board of Education	Clerk, Board of County Commissioners

Attachment: School Budget Amendments (3047 : School Budget Amendments)

BUDGET AMENDMENT
June 29, 2021

4. Capital Outlay Fund

A. We have reviewed the allotment and must transfer money to cover expenses. We request your approval of the following amendment.

Category I Projects			
9150.079.526	Architect Fees – CO Addition	$ +	125.23
9111.076.529	Roofing Replacement	-	125.23
Total – Category I Projects		$ +	0.00

Passed by majority vote of the Board of Education of Camden County on the 29th day of June, 2021.

Chairman, Board of Education

Secretary, Board of Education

Attachment: School Budget Amendments (3047 : School Budget Amendments)

Budget Amendment

Camden County Schools Administrative Unit

Child Nutrition Fund

The Camden County Board of Education at a meeting on the 29th day of June 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
7200	Child Nutrition Services		

Explanation:

Total Appropriation in Current Budget	$	648,502.00
Amount of Increase/(Decrease) of Above Amendment		(33,904.84)
Total Appropriation in Current Amended Budget		614,597.16

Passed by majority vote of the Board of Education of Camden County Schools on the 29th day of June 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 in the minutes of said Board, this _____ day of _____ 20____.

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

Attachment: School Budget Amendments (3047 : School Budget Amendments)

BUDGET AMENDMENT
June 29, 2021

5. Child Nutrition Fund

A. We have reviewed our budget and find that we must transfer funds to cover expenses within the program and adjust revenue to do the same. We request your approval of the following amendment.

Child Nutrition			
7200.035.174	Salary – CN Managers	$ -	1,574.60
7200.035.199	Overtime Pay	-	1,308.44
7200.035.211	Emp Soc Sec Costs	-	5,691.32
7200.035.231	Emp Hosp Ins Costs	-	8,410.09
7200.035.232	Emp Worker's Comp Insurance	-	200.00
7200.035.233	Unemployment Insurance Costs	-	200.00
7200.035.311	Contracted Services	-	1,032.50
7200.035.312	Workshop Expenses	-	1,000.00
7200.035.314	Printing & Binding	-	300.00
7200.035.326	Cont Repair & Mtce	-	400.00
7200.035.332	Travel	-	850.00
7200.035.341	Telephone	-	200.00
7200.035.342	Postage	-	25.00
7200.035.451	Food Purchased	-	3,938.69
7200.035.461	Pur of Non-Cap Equipment	-	700.00
7200.035.571	Depreciation	-	8,074.20
Total – Child Nutrition		$ -	33,904.84

3811.035	USDA Grants	$	+334,103.00
3814.035	USDA Grants – Summer Feed		- 480,000.00
3815.035	USDA Grants – Commodities Used		- 70,000.00
4311.035	Sales – Breakfast Full Pay		+ 17,000.00
4312.035	Sales – Breakfast Reduced		+ 1,100.00
4314.035	Sales – Lunch Full Pay		+140,000.00
4315.035	Sales – Lunch Reduced		+ 6,600.00
4318.035	Sales - Supplemental		+ 54,079.60
4324.035	Catered Supplements		+ 18,770.00
4450.035	Interest		- 800.00
4921.035	Transfer from State Public School Fund		- 16,947.76
4922.035	Transfer from Local Current Expense		+ 30,000.00
Total – Revenue Child Nutrition		$	+ 33,904.84

Attachment: School Budget Amendments (3047 : School Budget Amendments)

BUDGET AMENDMENT
Child Nutrition Fund
June 29, 2021, Page 2

Passed by majority vote of the Board of Education of Camden County on the 29th day of June, 2021.

Chairman, Board of Education

Secretary, Board of Education

Attachment: School Budget Amendments (3047 : School Budget Amendments)

Budget Amendment

Camden County Schools Administrative Unit

Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 29th day of June, 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
6400	Technology Support Services	134.77	
6500	Operational Support Services		134.77

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 29th day of June, 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 (3047 : School Budget Amendments)

BUDGET AMENDMENT
June 29, 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.

Operation of Activity Bus		
8.6550.706.171 Salary - Drivers	$ -	134.77
Total – Operation of Activity Bus	$ -	134.77

B. We have reviewed this area of the budget and must transfer funds in this budget. We request your approval of the following amendment.

Technology		
8.6400.905.343 Telecommunications	$ +	134.77
Total – Technology	$ +	134.77

Passed by majority vote of the Board of Education of Camden County on the 29th day of June, 2021.

Chairman, Board of Education

Secretary, Board of Education

Attachment: School Budget Amendments (3047 : School Budget Amendments)

Budget Amendment

Camden County Schools Administrative Unit

State Public School Fund

The Camden County Board of Education at a meeting on the 10th day of June 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		2,561.89
6500	Operational Support Services	5,586.47	

Explanation:

Total Appropriation in Current Budget	$ 16,188,260.50
Amount of **Increase**/Decrease of Above Amendment	+ 3,024.58
Total Appropriation in Current Amended Budget	$ 16,191,285.08

Passed by majority vote of the Board of Education of Camden County on the 10th day of June 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 (3047 : School Budget Amendments)

BUDGET AMENDMENT
June 10, 2021

1. State Public School Fund

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

Non-Instructional Support			
1.5110.003.162 Substitute Pay	$	+	1,496.00
Total – Non-Instructional Support	$	+	1,496.00

B. We have reviewed this area of the budget and find that we must decrease our budget to cover the benefits that will be covered at the end of the year by NCDPI that are paid during the year to employees. We request your approval of the following amendment.

Non-Contributory Benefits			
1.5110.009.211 Emp. Soc. Sec. Costs	$	-	171.14
1.5110.009.221 Emp. Retirement Costs		-	2,792.63
1.5110.009.231 Emp. Hosp. Ins. Costs		-	1,094.12
1.6540.009.188 Annual Leave Payout		+	2,052.95
1.6540.009.211 Emp. Soc. Sec. Costs		+	157.06
1.6540.009.221 Emp. Retirement Costs		+	445.08
1.6550.009.184 Longevity Pay		+	625.06
1.6550.009.211 Emp. Soc. Sec. Costs		+	47.81
1.6550.009.221 Emp. Retirement Cost		+	135.51
Total – Non-Contributory Benefits	$	-	594.42

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

Transportation			
1.6550.056.423 Gas/Diesel Fuel	$	+	2,123.00
Total – Transportation	$	+	2,123.00
3100.000 Revenue – State Public School Fund	$	-	3,024.58

Attachment: School Budget Amendments (3047 : School Budget Amendments)

BUDGET AMENDMENT
State Public School Fund
June 10, 2021, Page 2

Passed by majority vote of the Board of Education of Camden County on the 10th day of June, 2021.

Chairman, Board of Education

Secretary, Board of Education

Attachment: School Budget Amendments (3047 : School Budget Amendments)

Budget Amendment

Camden County Schools Administrative Unit

Federal Grant Fund

The Camden County Board of Education at a meeting on the 10th day of June 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 Instruction Services	847,047.50	
5200	Special Population Services	69,912.95	
5400	School Leadership Services	72,515.22	
5800	School-Based Support Services	75,674.60	
6400	Technology Support Services	15,000.00	
6500	Operational Support Services	515,977.71	
8100	Payments to Other Govt Units	28,811.02	

Explanation: Revenues increased for carryover funds

Total Appropriation in Current Budget	$	806,843.71
Amount of **Increase**/Decrease of Above Amendment	+	1,624,939.00
Total Appropriation in Current Amended Budget	$	2,431,782.71

Passed by majority vote of the Board of Education of Camden County on the 10th day of June, 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 (3047 : School Budget Amendments)

BUDGET AMENDMENT
June 10, 2021

3. Federal Grant Fund

A. We have received an allotment revision and need to increase funds within the budget. We request your approval of the following amendment.

IASA Title I – Basic Programs		
Project #21-050-150		
3.8100.050.392 Indirect Costs	$	+ 246.00
Total – IASA Title I – Basic Programs	$	+ 246.00

B. We have received an allotment revision and need to increase funds within the budget. We request your approval of the following amendment.

Supportive Effective Instruction		
Project #21-103-150		
3.8100.103.392 Indirect Costs	$	+ 165.00
Total – Supportive Effective Instruction	$	+ 165.00

C. We have received an allotment revision and need to increase funds within the budget. We request your approval of the following amendment.

Cares Act 2020		
Project #21-163150		
3.6540.163.311 Contracted Services	$	+ 600.00
Total – Cares Act 2020	$	+ 600.00

D. We have received an allotment and need to increase funds within the budget. We request your approval of the following amendment.

ESSER II		
Project #21-171-150		
3.5110.171.126 Salary – Teacher Ext Contract	$	+120,000.00
3.5110.171.142 Salary – Teacher Asst.		+ 27,000.00
3.5110.171.180 Bonus Pay		+ 36,000.00
3.5110.171.211 Emp. Soc. Sec. Costs		+ 13,999.50
3.5210.171.126 Salary – Teacher Ext Contract		+ 18,900.00
3.5210.171.180 Bonus Pay		+ 3,600.00
3.5210.171.211 Emp. Soc. Sec. Costs		+ 1,721.25

Attachment: School Budget Amendments (3047 : School Budget Amendments)

3.5420.171.116 School Leadership Salary		+ 24,000.00
3.5420.171.180 Bonus Pay		+ 4,800.00
3.5420.171.211 Emp. Soc. Sec. Costs		+ 2,203.20
3.5830.171.126 Guidance Services Salary		+ 8,000.00
3.5830.171.181 Supplementary Pay		+ 2,400.00
3.5830.171.211 Emp. Soc. Sec. Costs		+ 612.00
3.5840.171.131 Health Services – Salary		+ 8,000.00
3.5840.171.181 Supplementary Pay		+ 2,400.00
3.5840.171.211 Emp. Soc. Sec. Costs		+ 795.60
3.6400.171.462 Pur of Non-Cap Computer Hdwe		+ 15,000.00
3.6540.171.311 Contracted Services		+190,627.21
3.6550.171.171 Salary – Bus Drivers		+ 4,000.00
3.6550.171.180 Bonus Pay		+ 4,800.00
3.6550.171.211 Emp. Soc. Sec. Costs		+ 673.20
3.8100.171.392 Indirect Costs		+ 8,450.04
Total – ESSER II	$	+497,982.00

E. We have received an allotment and need to increase funds within the budget. We request your approval of the following amendment.

ESSER II – Competency Based Assessment		
Project #21-178-150		
3.5860.178.418 Computer Software & Supplies	$	+ 10,407.00
Total – ESSER II – Competency Based Assessment	$	+ 10,407.00

F. We have received an allotment and need to increase funds within the budget. We request your approval of the following amendment.

ESSER III		
Project #21-181-150		
3.5110.181.126 Salary – Teacher Ext Contract	$	+378,000.00
3.5110.181.142 Salary – Teacher Asst.		+ 54,000.00
3.5110.181.211 Emp. Soc. Sec. Costs		+ 33,048.00
3.5110.181.311 Contracted Services		+ 75,000.00
3.5110.181.411 Supplies & Materials		+ 10,000.00
3.5110.181.418 Comp Software & Supplies		+ 50,000.00
3.5110.181.462 Pur of Non-Cap Computer Hdwe		+ 50,000.00
3.5210.181.126 Salary – Teacher Ext Contract		+ 37,800.00
3.5210.181.211 Emp. Soc. Sec. Costs		+ 2,891.70
3.5210.181.311 Contracted Services		+ 2,500.00

Attachment: School Budget Amendments (3047 : School Budget Amendments)

BUDGET AMENDMENT
Federal Grant Fund
June 10, 2021, Page 3

3.5240.181.311 Contracted Services	+	2,500.00
3.5420.181.116 School Leadership Salary	+	38,562.00
3.5420.181.211 Emp. Soc. Sec. Costs	+	2,950.02
3.5830.181.126 Guidance Services Salary	+	24,000.00
3.5830.181.211 Emp. Soc. Sec. Costs	+	1,836.00
3.5840.181.131 Health Services – Salary	+	16,000.00
3.5840.181.211 Emp. Soc. Sec. Costs	+	1,224.00
3.6540.181.311 Contracted Services	+	309,894.80
3.6550.181.171 Salary – Bus Drivers	+	5,000.00
3.6550.181.211 Emp. Soc. Sec. Costs	+	382.50
3.8100.181.392 Indirect Costs	+	19,949.98
Total – ESSER III	$+	1,115,539.00

3.3600.050	Revenue – IASA – Title I	-	246.00
3.3600.103	Revenue – Supportive Effective	-	165.00
3.3600.163	Revenue – Cares Act 2020	-	600.00
3.3600.171	Revenue – ESSER II	-	497,982.00
3.3600.178	Revenue – ESSER II – Comp. Based	-	10,407.00
3.3600.181	Revenue – ESSER III	-	1,115,539.00

Passed by majority vote of the Board of Education of Camden County on the 10th day of June, 2021.

Chairman, Board of Education

Secretary, Board of Education

Attachment: School Budget Amendments (3047 : School Budget Amendments)

Budget Amendment

Camden County Schools Administrative Unit

Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 10th day of June, 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		1,000.00
6900	Policy, Leadership & Public	1,000.00	

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 10th day of June, 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 (3047 : School Budget Amendments)

BUDGET AMENDMENT
June 10, 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.

Operation of Activity Bus		
8.6550.706.171 Salary - Drivers	$	- 1,000.00
Total – Operation of Activity Bus	$	- 1,000.00

B. We have reviewed this area of the budget and must transfer funds in this budget. We request your approval of the following amendment.

Technology		
8.6940.905.418 Computer Software & Supplies	$	+ 1,000.00
Total – Technology	$	+ 1,000.00

Passed by majority vote of the Board of Education of Camden County on the 10th day of June, 2021.

Chairman, Board of Education

Secretary, Board of Education

Attachment: School Budget Amendments (3047 : School Budget Amendments)

CAMDEN COUNTY
NORTH CAROLINA · USA
Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.C
Meeting Date: July 06, 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

MAY 2021

Day	Amount	Amount	Name of Account	Deposits	Internet
	$	$		$	$
3	861.69			861.69	
4	292.29		DEBT SET-OFF - Refund - $50.54		292.29
	9,510.62		Refund - $0.37	9,510.62	
5	4,530.00			4,530.00	
6	100.00			100.00	
7	7,434.52			7,434.52	
10	803.01		Refund - $0.43	803.01	
11	140.35			140.35	
12	925.78			925.78	
13	5,431.99			5,431.99	
14	3,020.91		Refund - $8.47	3,020.91	
17	9,729.52			9,729.52	
18	56.71		DEBT SET-OFF - Refund - $51.54		56.71
	6,350.00			6,350.00	
19	5,442.30			5,442.30	
	134.16			134.16	
20	6,834.84			6,834.84	
21	7,293.38			7,293.38	
	3,921.95		PSN		3,921.95
24	1,035.33			1,035.33	
25	150.00			150.00	
26	8,965.00			8,965.00	
27	6,053.26			6,053.26	
	4,550.35			4,550.35	
28	830.42		PSN		830.42
	13,813.20			13,813.20	
				-	
				-	
			$37.19 PSN payment by S.Garcia on	-	
			5/9/2021 should be to Georgia State	-	
			for refund.	-	
				-	
				-	
			$100.50 PSN payment by N.Knowles on	-	
			5/17/2021 should be to DMV- refunded	-	
				-	
	$ 108,211.58	$ -		$ 103,110.21	5,101.37
Total Deposits					
and PSN	$ 108,211.58			$ 108,211.58	
		PSN Check fees $1.00 - for info only, fees were paid to PSN			
	$ (249.04)	Refund			
	$ -	Over			
	$ -	Shortage			
	$ -	Adjustment			
Grand Total	$ 107,962.54				

Submitted by Lisa S. Adkison Date: 6-24-2021

Approved by: _____ Date: _____

Attachment: Tax Collection Report (3041 : Tax Collection Report)

CAMDEN COUNTY
NORTH CAROLINA · USA
Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.D
Meeting Date: July 06, 2021

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

Item Title **DMV Monthly Report**

Attachments: DMV Monthly Report Aug 2021 (PDF)

Summary: DMV Monthly Report August, 2021 Renewals Due 9/15/21

Recommendation: Review and Approve

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County August Renewals Due 9/15/21

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
34,465.41	33,368.57	22,374.05	90,208.03

Witness my hand and official seal this _____day of _____

_____
Chairman, Camden County Board of Commissioners

Attest:

_____
Clerk to the Board of Commissioners of Camden County

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

Lisa S. Anderson
Tax Administrator of Camden County

Attachment: DMV Monthly Report Aug 2021 (3033 : DMV Monthly Report)

CAMDEN COUNTY
NORTH CAROLINA · USA
Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.E
Meeting Date: July 06, 2021

Submitted By: Teri Smith,
Taxes
Prepared by: Karen Davis

Item Title **Refunds Over $100**

Attachments: Refunds Over $100 (PDF)

ACS Tax System
6/25/21 10:47:21

REFUNDS OVER $100.00

Refunds to be Issued by Finance Office

CAMDEN COUNTY

Refund$	Remit To:	Reference:	Drawer/Transaction Info:
199.51	CARDYN,JOSEPH VINCENT 481 CAPTAIN CIR DESTIN FL 32541	2017 P 0002525 P14843/2017 VALUE CHANGE	20210625 99 260267
117.31	M & M ASSOCIATES LIMITED 3200 PACIFIC AVE, STE 101 VIRGINIA BEACH VA 23451	2013 R 01-7997-00-83-3321.0001 R69799/13 VALUE CHANGE	20210625 99 260271
316.82	Total Refunds		***

Submitted by Lisa S. Anderson Date 6-28-2021
Lisa S. Anderson, Tax Administrator Camden County

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

Attachment: Refunds Over $100 (3042 : Refunds Over $100)

CAMDEN COUNTY
NORTH CAROLINA · USA
Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.F
Meeting Date: July 06, 2021

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

Item Title **DMV Refunds Over $100.00**

Attachments: May, 21 Vehicle Refunds Over $100.00 (PDF)

Summary: Vehicle Refunds Over $100.00 for May, 2021

Recommendation: Review and Approve

REFUNDS OVER $100.00

North Carolina Vehicle Tax System

NCVTS Pending Refund report

MAY 21 REFUNDS OVER $100.00

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
CUTRELL, MELVIN CLYDE	CUTRELL, MELVIN CLYDE		130 MILLTOWN RD	SHILOH, NC 27974	Proration	0034143997	JAA5668	AUTHORIZED	145618906	Refund Generated due to proration on Bill #0034143997-2020-2020-0000-00	Tag Surrender	05/17/2021	5/19/2021 8:49:31 AM	1843	Tax	($118.21)	$0.00	($118.21)
														3	Tax	($1.60)	$0.00	($1.60)
																	Refund	$119.81
EVERETT, KEVIN ALLAN	EVERETT, KEVIN ALLAN	EVERETT, AMBER LEWIS	108 ATKINSON CT	SOUTH MILLS, NC 27976	Proration	0052056962	HET4956	AUTHORIZED	145618976	Refund Generated due to proration on Bill #0052056962-2020-2020-0000-00	Tag Surrender	05/17/2021	5/19/2021 8:49:32 AM	1843	Tax	($229.72)	$0.00	($229.72)
														1	Tax	($3.10)	$0.00	($3.10)
																	Refund	$232.82
JAMES, DONALD RAY	JAMES, DONALD RAY		119 MARLAS WAY	CAMDEN, NC 27921	Proration	0057518258	HJE4306	AUTHORIZED	145619006	Refund Generated due to proration on Bill #0057518258-2020-2020-0000-00	Tag Surrender	05/17/2021	5/19/2021 8:49:32 AM	1843	Tax	($101.92)	$0.00	($101.92)
														3	Tax	($1.38)	$0.00	($1.38)
																	Refund	$103.30
JAMES, DONALD RAY	JAMES, DONALD RAY		119 MARLAS WAY	CAMDEN, NC 27921	Proration	0051432629	HFW2635	AUTHORIZED	145619002	Refund Generated due to proration on Bill #0051432629-2020-2020-0000-00	Tag Surrender	05/17/2021	5/19/2021 8:49:32 AM	1843	Tax	($110.11)	$0.00	($110.11)
														3	Tax	($1.48)	$0.00	($1.48)
																	Refund	$111.59
KENDRICK, ELI CHRISTOPHER	KENDRICK, ELI CHRISTOPHER		117 BLACK BEAR WAY	SOUTH MILLS, NC 27976	Adjustment >= $100	0058315406	HMV5911	AUTHORIZED	145057758	Refund Generated due to adjustment on Bill #0058315406-2020-2020-0000-00	Military	05/05/2021	5/11/2021 4:05:38 PM	1843	Tax	($116.85)	$0.00	($116.85)
														1	Tax	($1.58)	$0.00	($1.58)
																	Refund	$118.43
KENDRICK, ELI CHRISTOPHER	KENDRICK, ELI CHRISTOPHER		117 BLACK BEAR WAY	SOUTH MILLS, NC 27976	Adjustment >= $100	0058641143	HKB4427	AUTHORIZED	145057760	Refund Generated due to adjustment on Bill #0058641143-2020-2020-0000-00	Military	05/05/2021	5/11/2021 4:05:38 PM	1843	Tax	($399.38)	$0.00	($399.38)
														1	Tax	($5.40)	$0.00	($5.40)
																	Refund	$404.78
PATTERSON, JACLYN JAYE	PATTERSON, JACLYN JAYE	PATTERSON, JASON RALEIGH	118 WAYLAND CT	SOUTH MILLS, NC 27976	Adjustment >= $100	0048716607	HCD8671	AUTHORIZED	145619202	Refund Generated due to adjustment on Bill #0048716607-2018-2018-0000-00	Military	05/17/2021	5/19/2021 8:49:48 AM	1843	Tax	($201.85)	$0.00	($201.85)
														1	Tax	($2.73)	$0.00	($2.73)
																	Refund	$204.58
PATTERSON, JACLYN JAYE	PATTERSON, JACLYN JAYE	PATTERSON, JASON RALEIGH	118 WAYLAND CT	SOUTH MILLS, NC 27976	Adjustment >= $100	0048716607	HCD8671	AUTHORIZED	145619210	Refund Generated due to adjustment on Bill #0048716607-2019-2019-0000-00	Military	05/17/2021	5/19/2021 8:49:48 AM	1843	Tax	($181.60)	$0.00	($181.60)
														1	Tax	($2.45)	$0.00	($2.45)
																	Refund	$184.05
PATTERSON, JASON RALEIGH	PATTERSON, JASON RALEIGH	PATTERSON, JACLYN JAYE	118 WAYLAND CT	SOUTH MILLS, NC 27976	Adjustment >= $100	0052840068	HHY9511	AUTHORIZED	145619216	Refund Generated due to adjustment on Bill #0052840068-2019-2019-0000-00	Military	05/17/2021	5/19/2021 8:49:48 AM	1843	Tax	($125.79)	$0.00	($125.79)
														1	Tax	($1.70)	$0.00	($1.70)
																	Refund	$127.49
PATTERSON, JASON RALEIGH	PATTERSON, JASON RALEIGH	PATTERSON, JACLYN JAYE	118 WAYLAND CT	SOUTH MILLS, NC 27976	Adjustment >= $100	0058577422	HHY9511	AUTHORIZED	145528528	Refund Generated due to adjustment on Bill #0058577422-2020-2020-0000-00	Military	05/14/2021	5/17/2021 11:35:42 AM	1843	Tax	($113.96)	$0.00	($113.96)
														1	Tax	($1.54)	$0.00	($1.54)
																	Refund	$115.50

Submitted by Lisa S. Anderson Date 6-21-2021

Lisa S. Anderson, Tax Administrator Camden County

Approved by _____ Date _____

G. Tom White, Chairman Camden County Board of Commissioners

Attachment: May, 21 Vehicle Refunds Over $100.00 (3034 : DMV Refunds Over $100.00)

CAMDEN COUNTY
NORTH CAROLINA · USA
Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.G
Meeting Date: July 06, 2021

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

Item Title **Pickups, Releases & Refunds**

Attachments: Pickups, Releases & Refunds (PDF)

NAME	REASON	NO.
Camden Crossing POA	Code Enforcement - grass cutting	Pick-up/21712
	$300.00	R-126307-2020
Glenn A. Carey, Jr.	Rollback taxes	Pick-up/21740
	$1,040.57	R-109568/2018
		R-116898-2019
		R-124269-2020
Christopher Dale Martin	Turned in plates - Refund	Pick-up/21748
	$105.09	45886366
Denise McBride Bartee	Turned in plates - Refund	Pick-up/21751
	$266.43	58301993
Trey Michael Parrish	Turned in plates - Refund	Pick-up/21753
	$202.39	60673245
Brenda Dixon Sellers	Turned in plates - Refund	Pick-up/21754
	$118.69	41905182
Wendy Denice Gall	Turned in plates - Refund	Pick-up/21758
	$309.46	6133962

Attachment: Pickups, Releases & Refunds (3045 : Pickups, Releases & Refunds)

CAMDEN COUNTY
NORTH CAROLINA · USA
Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.H
Meeting Date: July 06, 2021

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

Item Title **Home & Community Care Block Grant for Older Adults**

Attachments: Home & Community Care Block Grant for Older Adults(PDF)

Summary:
Annual HCCB Grant administered through Albemarle Commission benefiting older adults in Camden; provides transportation, home health services and nutrition programs.
Recommendation:
Approval.

DAAS-735
(updated 6-11-21)

July 1, 2021 through June 30, 2022

Home and Community Care Block Grant for Older Adults
Agreement for the Provision of County-Based Aging Services

This Agreement, entered into as of this **1st** day of **July, 2021**, by and between the **County of Camden** (hereinafter referred to as the "County") and the **Albemarle Commission Area Agency on Aging**, (hereinafter referred to as the "Area Agency").

Witnesseth That:

WHEREAS, the Area Agency and the County agree to the terms and conditions for provision of aging services in connection with activities financed in part by Older Americans Act grant funds, provided to the Area Agency from the United States Department of Health and Human Services through the North Carolina Division of Aging and Adult Services (DAAS) and state appropriations made available to the Area Agency through the North Carolina Division of Aging and Adult Services, as set forth in a) this document, b) the County Funding Plan, as reviewed by the Area Agency and the Division of Aging and Adult Services, c) the Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, d) the Division of Aging and Adult Services Service Standards, and, e) the Division of Aging and Adult Services Community Service Providers Monitoring Guidelines.

NOW THEREFORE, in consideration of these premises, and mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

1. As provided in the Area Plan, community service providers specified by the County to encourage maximum collocation and coordination of services for older persons are as follows:

   Albemarle Commission **Inter County Public Transportation Authority**

   Quality Home Staffing, Inc.

   The Community Service Provider(s), shall be those specified in the County Funding Plan on the Provider Services Summary format(s) (DAAS-732) for the period ending June 30 for the year stated above.

2. Availability of Funds. The terms set forth in this Agreement for payment are contingent upon the receipt of Home and Community Care Block Grant funding by the Area Agency.

3. Grant Administration.
   The grant administrator for the Area Agency shall be: **Laura Alvarico, Albemarle Commission Area Agency on Aging Director**

   The grant administrator for the County shall be: **Ken Bowman, County Manager**

Attachment: Home & Community Care Block Grant for Older Adults (3051 : Home & Community Care Block Grant for Older Adults)

It is understood and agreed that the grant administrator for the County shall represent the County in the performance of this Agreement. The County shall notify the Area Agency in writing if the administrator changes during the grant period. Specific responsibilities of the grant administrator for the County are provided in paragraph seven (7) of this Agreement.

4. Services authorized through the County Funding Plan, as specified on the Provider Services Summary format(s) (DAAS-732) are to commence no later than July 1 of the state fiscal year and shall be undertaken and pursued in such sequence as to assure their expeditious completion. All services required hereunder shall be completed on or before the end of the Agreement period, June 30 of the state fiscal year.

5. Assignability and Contracting. The County shall not assign all or any portion of its interest in this Agreement. Any purchase of services with Home and Community Care Block Grant for Older Adults funding shall be carried out in accordance with the procurement and contracting policy of the community services provider or, where applicable, the Area Agency, which does not conflict with procurement and contracting requirements contained in 45 CFR Part 75, Subpart D-Post Federal Award Requirements, Procurement Standards. Federal funds shall not be awarded to any subrecipients who have been suspended or debarred by the Federal government. In addition, Federal funds may not be used to purchase goods or services costing over $100,000 from a vendor that has been suspended or debarred from Federal grant programs.

6. Compensation and Payments to the County. The County shall be compensated for the work and services actually performed under this Agreement by payments to be made monthly by the Area Agency. Total reimbursement to the community service providers under this Agreement may not exceed the grand total of Block Grant funding, as specified on the Provider Services Summary format (DAAS-732).

   a. Interim Payments to the County

      Upon receipt of a written request from the County, the Division of Aging and Adult Services, through the Area Agency, will provide the County Finance Officer with an interim payment equivalent to seventy percent (70%) of one-twelfth (1/12) of the County's Home and Community Care Block Grant allocation by the 22nd of each month.

Attachment: Home & Community Care Block Grant for Older Adults (3051 : Home & Community Care Block Grant for Older Adults)

b. Reimbursement of Service Costs

Reimbursement of service costs are carried out as provided in Section 3 of the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997.

c. Role of the County Finance Director

The County Finance Director shall be responsible for disbursing Home and Community Care Block Grant Funding to Community Service Providers in accordance with procedures specified in the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Manual for Community Service Providers, revised February 17, 1997.

d. Payment of Administration on Aging Nutrition Services Incentive Program (NSIP) Subsidy

NSIP subsidy for congregate and home delivered meals will be disbursed by the Division of Aging and Adult Services through the Area Agency to the County on a monthly basis, subject to the availability of funds as specified in Section 3 of the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Services Providers.

If through the U.S. Department of Agriculture Area Agency on Aging Elections Project, the County elects to receive a portion of its USDA entitlement in the form of surplus commodity foods in lieu of cash, the Area Agency will notify the County in writing of its community valuation upon notification from the Division of Aging and Adult Services. The delivery of commodity and bonus foods is subject to availability. The County will not receive cash entitlement in lieu of commodities that are unavailable or undelivered during the Agreement period.

7. Reallocation of Funds and Budget Revisions. Any reallocation of Block Grant funding between counties shall be voluntary on the part of the County and shall be effective only for the period of the Agreement. The reallocation of Block Grant funds between counties will not affect the allocation of future funding to the County. If during the performance period of the Agreement, the Area Agency determines that a portion of the Block Grant will not be expended, the grant administrator for the County shall be notified in writing by the Area Agency and given the opportunity to make funds available for reallocation to other counties in the Planning and Service Area or elsewhere in the state.

The County may authorize community service providers to implement budget revisions which do not cause the County to fall below minimum budgeting requirements for access, in-home, congregate, and home delivered meals services, as specified in Division of Aging and Adult Services budget instructions issued to the County. If a budget revision will cause the County to fall below minimum budgeting requirements for any of the aforementioned services, as specified in Division of Aging and Adult Services budgeting instructions issued to the County, the grants administrator for the County shall obtain written approval for the revision from the

Attachment: Home & Community Care Block Grant for Older Adults (3051 : Home & Community Care Block Grant for Older Adults)

Area Agency prior to implementation by the community service provider, so as to assure that regional minimum budgeting requirements for the aforementioned services will be met.

Unless community services providers have been given the capacity to enter data into the Aging Resources Management System (ARMS), Area Agencies on Aging are responsible for entering amended service data into the Division of Aging and Adult Services Management Information System, as specified in the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers.

8. Monitoring. This Agreement will be monitored to assure that services are being provided as stated in the Division of Aging and Adult Service Monitoring Policies and Procedures at http://www.ncdhhs.gov/aging/monitor/mpolicy.htm.

The monitoring of services provided under this Agreement shall be carried out by the Area Agency on Aging in accordance with its Assessment Plan and as specified in Sec. 308 of the AAA Policies and Procedures Manual. Counties and community service providers will receive a written report of monitoring findings in accordance with procedures established in Section 308.4. Any areas of non-compliance will be addressed in a written corrective action plan with the community service provider.

9. Disputes and Appeals. Any dispute concerning a question of fact arising under this Agreement shall be identified to the designated grants administrator for the Area Agency. In accordance with Lead Regional Organization (LRO) policy, a written decision shall be promptly furnished to the designated grants administrator for the County.

The decision of the LRO is final unless within twenty (20) days of receipt of such decision the Chairman of the Board of Commissioners furnishes a written request for appeal to the Director of the North Carolina Division of Aging and Adult Services, with a copy sent to the Area Agency. The request for appeal shall state the exact nature of the complaint. The Division of Aging and Adult Services will inform the Chairman of the Board of Commissioners of its appeal procedures and will inform the Area Agency that an appeal has been filed. Procedures thereafter will be determined by the appeals process of the Division of Aging and Adult Services. The state agency address is as follows:

Director
North Carolina Division of Aging and Adult Services
693 Palmer Drive
2101 Mail Service Center
Raleigh, North Carolina 27699-2101

10. Termination for Cause. If through any cause, the County shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or the County has or shall violate any of the covenants, agreements, representations or stipulations of this Agreement, the Area Agency shall have the right to terminate this Agreement by giving the Chairman of the Board of Commissioners written notice of such termination no fewer than fifteen (15) days prior to the

Attachment: Home & Community Care Block Grant for Older Adults (3051 : Home & Community Care Block Grant for Older Adults)

effective date of termination. In such event, all finished documents and other materials collected or produced under this Agreement shall at the option of the Area Agency, become its property. The County shall be entitled to receive just and equitable compensation for any work satisfactorily performed under this Agreement.

11. Audit. The County agrees to have an annual independent audit in accordance with North Carolina General Statutes, North Carolina Local Government Commission requirements, Division of Aging and Adult Services Program Audit Guide for Aging Services and Federal Office of Budget and Management (OMB) Uniform Guidance 2 CFR Part 200.

Community service providers, as specified in paragraph one (1), who are not units of local government or otherwise subject to the audit and other reporting requirements of the Local Government Commission are subject to audit and fiscal reporting requirements, as stated in NC General Statute 143C-6-22 and 23 and OMB Uniform Guidance CFR 2 Part 200, where applicable. Applicable community service providers must send a copy of their year-end financial statements, and any required audit, to the Area Agency on Aging. Home and Community Care Block Grant providers are not required to submit Activities and Accomplishments Reports. For-profit corporations are not subject to the requirements of OMB Uniform Guidance 2 CFR Part 200, but are subject to NC General Statute 143C-6-22 and 23 and Yellow Book audit requirements, where applicable.

Federal funds may not be used to pay for a **Single or Yellow Book audit** unless it is a federal requirement. **State funds** will not be used to pay for a **Single or Yellow Book** audit if the provider receives less than $500,000 in state funds. The Department of Health and Human Services will provide confirmation of federal and state expenditures at the close of the state fiscal year. Information on audit and fiscal reporting requirements in accordance with Administrative Code 09 NCAC 03M can be found at https://www.osbm.nc.gov/stewardship-services/grants/grant-recipients

The following chart provides a summary of reporting requirements under NCGS 143C-6-22 and 23 and OMB Uniform Guidance 2 CFR Part 200 based upon funding received and expended during the service provider's fiscal year.

Annual Expenditures	Report Required to AAA	Allowable cost for reporting
• Less than $25,000 in state or federal funds	Certification form and State Grants Compliance Reporting <$25,000 (Item #11, Activities and Accomplishments) does not have to be completed) OR Audited Financial Statements in compliance with GAO/GAS (i.e., Yellow Book).	N.A.

Attachment: Home & Community Care Block Grant for Older Adults (3051 : Home & Community Care Block Grant for Older Adults)

Annual Expenditures	Report Required to AAA	Allowable cost for reporting
• Greater than $25,000 and less than $500,000 in state funds or $750,000 in federal funds.	Certification form and Schedule of Grantee Receipts >$25,000 and Schedule of Receipts and Expenditures OR Audited Financial Statements in compliance with GAO/GAS (i.e., Yellow Book)	N.A.
• $500,000+ in state funds but federal pass through in an amount less than $750,000.	Audited Financial Statement in compliance with GAO/GAS (i.e., Yellow Book)	May use state funds, but not federal funds.
• $500,000+ in state funds and $750,000+ in federal pass through funds.	Audited Financial Statement in compliance with OMB Uniform Guidance 2 CFR Part 200 (i.e., Single Audit)	May use state and federal funds.
• Less than $500,000 in state funds and $750,000+ in federal pass through funds	Audited Financial Statement in compliance with OMB Uniform Guidance 2 CFR Part 200 (i.e., Single Audit)	May use federal funds, but not state funds.

12. Audit/Assessment Resolutions and Disallowed Cost. It is further understood that the community service providers are responsible to the Area Agency for clarifying any audit exceptions that may arise from any Area Agency assessment, county or community service provider single or financial audit, or audits conducted by the State or Federal Governments. In the event that the Area Agency or the Department of Health and Human Services disallows any expenditure made by the community service provider for any reason, the County shall promptly repay such funds to the Area Agency once any final appeal is exhausted in accordance with paragraph nine (9).

The only exceptions are if the Area Agency on Aging is designated as a community service provider through the County Funding Plan or, if as a part of a procurement process, the Area Agency on Aging enters into a contractual agreement for service provision with a provider which is in addition to the required County Funding Plan formats. In these exceptions, the Area Agency is responsible for any disallowed costs. The County or Area Agency on Aging can recoup any required payback from the community service provider in the event that payback is due to a community service provider's failure to meet OMB Uniform Guidance CFR 2 Part 200, 45 CFR Part 1321 or state eligibility requirements as specified in policy.

13. Indemnity. The County agrees to indemnify and save harmless the Area Agency, its agents, and employees from and against any and all loss, cost, damages, expenses, and liability arising out of performance under this Agreement to the extent of errors or omissions of the County.

Attachment: Home & Community Care Block Grant for Older Adults (3051 : Home & Community Care Block Grant for Older Adults)

14. Equal Employment Opportunity and Americans With Disabilities Act Compliance. Both the County and community service providers, as identified in paragraph one (1), shall comply with all federal and state laws relating to equal employment opportunity and accommodation for disability.

15. Data to be Furnished to the County. All information which is existing, readily available to the Area Agency without cost and reasonably necessary, as determined by the Area Agency's staff, for the performance of this Agreement by the County shall be furnished to the County and community service providers without charge by the Area Agency. The Area Agency, its agents and employees, shall fully cooperate with the County in the performance of the County's duties under this Agreement.

16. Rights in Documents, Materials and Data Produced. The County and community service providers agree that at the discretion of the Area Agency, all reports and other data prepared by or for it under the terms of this Agreement shall be delivered to, become and remain, the property of the Area Agency upon termination or completion of the work. Both the Area Agency and the County shall have the right to use same without restriction or limitation and without compensation to the other. For the purposes of this Agreement, "data" includes writings, sound recordings, or other graphic representations, and works of similar nature. No reports or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the County.

17. Interest of the Board of Commissioners. The Board of Commissioners covenants that neither the Board of Commissioners nor its agents or employees presently has an interest, nor shall acquire an interest, direct or indirect, which conflicts in any manner or degree with the performance of its service hereunder, or which would prevent, or tend to prevent, the satisfactory performance of the service hereunder in an impartial and unbiased manner.

18. Interest of Members of the Area Agency, Lead Regional Organization, and Others. No officer, member or employee of the Area Agency or Lead Regional Organization, and no public official of any local government which is affected in any way by the Project, who exercises any function or responsibilities in the review or approval of the Project or any component part thereof, shall participate in any decisions relating to this Agreement which affects his personal interest or the interest of any corporation, partnership or association in which he is, directly or indirectly, interested; nor shall any such persons have any interest, direct or indirect, in this Agreement or the proceeds arising there from.

19. Officials not to Benefit. No member of or delegate to the Congress of the United States of America, resident Commissioner or employee of the United States Government, shall be entitled to any share or part of this Agreement or any benefits to arise here from.

20. Prohibition Against Use of Funds to Influence Legislation. No part of any funds under this Agreement shall be used to pay the salary or expenses of any employee or agent acting on

Attachment: Home & Community Care Block Grant for Older Adults (3051 : Home & Community Care Block Grant for Older Adults)

behalf of the County to engage in any activity designed to influence legislation or appropriations pending before Congress.

21. Confidentiality and Security. Any client information received in connection with the performance of any function of a community service provider or its subcontractors under this Agreement shall be kept confidential. The community service provider acknowledges that in receiving, storing, processing, or otherwise handling any confidential information, the agency and any subcontractors will safeguard and not further disclose the information except as provided in this Agreement and accompanying documents.

22. Record Retention and Disposition. All state and local government agencies, nongovernmental entities, and their subrecipients, including applicable vendors, that administer programs funded by federal sources passed through the NC DHHS and its divisions and offices are expected to maintain compliance with the NC DHHS record retention and disposition schedule (https://www.ncdhhs.gov/about/administrative-offices/office-controller/records-retention). In addition, the NC Department of Natural and Cultural Resources has developed a General Records Schedule for Local Government Agencies as well as individual retention and disposition schedules for local government agencies like county social service agencies and local health departments. Those schedules are posted at https://archives.ncdcr.gov/government/local.

Retention requirements apply to the community service providers funded under this Agreement to provide Home and Community Care Block Grant services. By funding source and state fiscal year, the NC DHHS record retention schedule lists the earliest date that grant records in any format may be destroyed. The State Archives provides information about destroying confidential data and authorized methods of record destruction (paper and electronic) at https://archives.ncdcr.gov/government/government-faq#how-can-i-destroy-records?

The NC DHHS record retention schedule is based on federal and state regulations and pertains to the retention of all financial and programmatic records, supporting documents, statistical records, and all other records supporting the expenditure of a federal grant award. Records legally required for ongoing official proceedings, such as outstanding litigation, claims, audits, or other official actions, must be maintained for the duration of that action, notwithstanding the instructions of the NC DHHS record retention and disposition schedule.

In addition to record retention requirements for records in any format, the long-term and/or permanent preservation of electronic records require additional commitment and active management by agencies. The community service provider will comply with all policies, standards, and best practices published by the Division of Aging and Adult Services regarding the creation and management of electronic records.

Attachment: Home & Community Care Block Grant for Older Adults (3051 : Home & Community Care Block Grant for Older Adults)

23. Applicable Law. This Agreement is executed and is to be performed in the State of North Carolina, and all questions of interpretation and construction shall be construed by the laws of such State.

In witness whereof, the Area Agency and the County have executed this Agreement as of the day first written above.

Camden County

Attest:

_____ By: _____
Chairman, Board of Commissioners

Area Agency

Attest: _____ By: _____
Area Agency Director — Executive Director, Lead Regional Organization

Provision for payment of the monies to fall due under this Agreement within the current fiscal year have been made by appropriation duly authorized as required by the Local Government Budget and Fiscal Control Act.

By: Jeri Hanaen
FINANCE OFFICER, Lead Regional Organization

Attachment: Home & Community Care Block Grant for Older Adults (3051 : Home & Community Care Block Grant for Older Adults)

DAAS-731 (Rev. 2/16)

Home and Community Care Block Grant for Older Adults

County Funding Plan

County Services Summary

County Camden

July 1, 2021 through June 30, 2022

	A				B	C	D	E	F	G	H	I
	Block Grant Funding											
Services	Access	In-Home	Other	Total	Required Local Match	Net Service Cost	NSIP Subsidy	Total Funding	Projected HCCBG Units	Projected Reimbursement Rate	Projected HCCBG Clients	Projected Total Units
In- Home Level I		1800		\\\\\\\\\\	200	2000		2000	105	19	1	105
In- Home Level II		35767		\\\\\\\\\\	3974	39741		39741	2091	19	6	2091
In- Home Level III		3960		\\\\\\\\\\	440	4400		4400	231	19	1	231
Trans. General	21752			\\\\\\\\\\	2417	24169		24169	1589	15.21	31	1589
Congregate Meals			20142	\\\\\\\\\\	2238	22380	2387	24767	2984	7.5	51	2984
Home Del. Meals		16809		\\\\\\\\\\	1868	18677	1811	20488	2264	8.25	12	2264
				\\\\\\\\\\	0	0		0				
				\\\\\\\\\\	0	0		0				
				\\\\\\\\\\	0	0		0				
				\\\\\\\\\\	0	0		0				
				\\\\\\\\\\	0	0		0				
				\\\\\\\\\\	0	0		0				
				\\\\\\\\\\	0	0		0				
				\\\\\\\\\\	0	0		0				
Total	21752	58336	20142	100230	11137	111367	4198	115565	9264	\\\\\\\\\\\\	102	9264

Signature, Chairman, Board of Commissioners Date

Attachment: Home & Community Care Block Grant for Older Adults (3051 : Home & Community Care

Home and Community Care Block Grant for Older Adults

Quality Home Staffing, Inc.

PO Box 490

Windsor, NC 27983

County Funding Plan

Provider Services Summary

DAAS-732

County: CAMDEN

Budget Period: July 2021 through June 2022

Revision #: **Date:**

Services	Serv. Delivery (Check One) Direct	Purchase	A Block Grant Funding Access	In-Home	Other	Total	B Required Local Match	C Net Service Cost	D NSIP Subsidy	E Total Funding	F Projected HCCBG Units	G Projected Reimburse Rate*	H Projected HCCBG Clients	I Projected Total Units
In-Home Aide-Level I - Home Manage	X		$ -	$ 1,800	$ -	$ 1,800	$ 200	$ 2,000	$ -	$ 2,000	105	$ 19.0476	1	105
In-Home Aide-Level II - Personal Care	X		$ -	$ 35,767	$ -	$ 35,767	$ 3,974	$ 39,741	$ -	$ 39,741	2,091	$ 19.0057	6	2,091
In-Home Aide-Level III - Personal Care	X		$ -	$ 3,960	$ -	$ 3,960	$ 440	$ 4,400	$ -	$ 4,400	231	$ 19.0476	1	231
			$ -	$ -	$ -		$ -	$ -	$ -	$ -	-	$ -		-
			$ -	$ -	$ -		$ -	$ -	$ -	$ -	-	$ -		-
			$ -	$ -	$ -		$ -	$ -	$ -	$ -	-	$ -		-
			$ -	$ -	$ -		$ -	$ -	$ -	$ -	-	$ -		-
			$ -	$ -	$ -		$ -	$ -	$ -	$ -	-	$ -		-
			$ -	$ -	$ -		$ -	$ -	$ -	$ -	-	$ -		-
			$ -	$ -	$ -		$ -	$ -	$ -	$ -	-	$ -		-
			$ -	$ -	$ -		$ -	$ -	$ -	$ -	-	$ -		-
			$ -	$ -	$ -		$ -	$ -	$ -	$ -	-	$ -		-
			$ -	$ -	$ -		$ -	$ -	$ -	$ -	-	$ -		-
Total			$ -	$ 41,527	$ -	$ 41,527	$ 4,614	$ 46,141	$ -	$ 46,141	2,427		8	2,427

***Adult Day Care & Adult Day Health Care Proj. Service Cost/Rate**

	ADC	ADHC
Daily Care	$33.07	$ 40.00
Administrative		
Proj. Reimbursement Rate	$33.07	$ 40.00
Administrative %	0.00%	0.00%

Certification of required minimum local match availability. Required local match will be expended simultaneously with Block Grant Funding.

Nena Reeves, Director 6/16/2021

Authorized Signature, Title — Date

Community Service Provider

Signature, County Finance Officer — Date

Signature, Chairman, Board of Commissioners — Date

Attachment: Home & Community Care Block Grant for Older Adults (3051 : Home & Community Care

Home and Community Care Block Grant for Older Adults

Albemarle Regional Health Services- ICPTA

711 Roanoke Ave

Elizabeth City, NC 27909

County Funding Plan

Provider Services Summary

DAAS-732

County: CAMDEN

Budget Period: July 2021 through June 2022

Revision #: **Date:**

Services	Serv. Delivery (Check One) Direct	Purchase	A Block Grant Funding: Access	In-Home	Other	Total	B Required Local Match	C Net Service Cost	D NSIP Subsidy	E Total Funding	F Projected HCCBG Units	G Projected Reimburse Rate*	H Projected HCCBG Clients	I Projected Total Units
Transportation (General)			$ 21,752	$ -	$ -	$ 21,752	$ 2,417	$ 24,169	$ -	$ 24,169	1,589	$ 15.2102	31	1,589
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
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0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
Total			$ 21,752	$ -	$ -	$ 21,752	$ 2,417	$ 24,169	$ -	$ 24,169	1,589		31	1,589

***Adult Day Care & Adult Day Health Care Proj. Service Cost/Rate**

	ADC	ADHC
Daily Care	$33.07	$ 40.00
Administrative		
Proj. Reimbursement Rate	$33.07	$ 40.00
Administrative %	0.00%	0.00%

Certification of required minimum local match availability. Required local match will be expended simultaneously with Block Grant Funding.

Health Director 6-2-21

Authorized Signature, Title — Date

Community Service Provider

Signature, County Finance Officer — Date

Signature, Chairman, Board of Commissioners — Date

Attachment: Home & Community Care Block Grant for Older Adults (3051 : Home & Community Care

Home and Community Care Block Grant for Older Adults

Albemarle Commission

512 South Church Street

Hertford, NC 27944

County Funding Plan

Provider Services Summary

DAAS-732

County: CAMDEN

Budget Period: July 2021 through June 202

Revision #: **Date:**

Services	Serv. Delivery (Check One) Direct	Purchase	A Block Grant Funding: Access	In-Home	Other	Total	B Required Local Match	C Net Service Cost	D NSIP Subsidy	E Total Funding	F Projected HCCBG Units	G Projected Reimburse Rate*	H Projected HCCBG Clients	I Projecte Total Un
Congregate Nutrition			$ -	$ -	$ 20,142	$ 20,142	$ 2,238	$ 22,380	$ 2,387	$ 24,767	2,984	$ 7.5000	51	2,9
Home Delivered Meals			$ -	$ 16,809	$ -	$ 16,809	$ 1,868	$ 18,677	$ 1,811	$ 20,488	2,264	$ 8.2496	12	2,2
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
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0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
0			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	-	$ -		-
Total			$ -	$ 16,809	$ 20,142	$ 36,951	$ 4,106	$ 41,057	$ 4,198	$ 45,255	5,248		63	5,2

***Adult Day Care & Adult Day Health Care Proj. Service Cost/Rate**

	ADC	ADHC
Daily Care	$33.07	$ 40.00
Administrative		
Proj. Reimbursement Rate	$33.07	$ 40.00
Administrative %	0.00%	0.00%

Certification of required minimum local match availability. Required local match will be expended simultaneously with Block Grant Funding.

Signature, County Finance Officer Date

Authorized Signature, Title Date

Community Service Provider

Signature, Chairman, Board of Commissioners Date

Attachment: Home & Community Care Block Grant for Older Adults (3051 : Home & Community Care

CAMDEN COUNTY
NORTH CAROLINA · USA
Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.I
Meeting Date: July 06, 2021

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

Item Title **Surplus Property Requests**

Attachments: Surplus Property - Sheriff (PDF)

CAMDEN COUNTY
NORTH CAROLINA · USA
Boundless Opportunities.

Surplus Property Request

Requested by: Brandon Blount

XX Sell ◯ Dispose

Department: Sheriff's Office LESO Program

Item: 1998 Chevy/2500

Disposal Method: GovDeals

Suggested Value: $5,000.00

Reason for surplus: Cost of repairs

Item Description

Manager Approval

Disposal Method: Gov. Deals

Value: $1500.—

Comments:

Board Approval

◯ Approved ◯ Denied Date:

Comments:

Final Disposition Date:

Method:

Amount:

Purchased by:

Attachment: Surplus Property - Sheriff (3044 : Surplus Property Request - Sheriff)

CAMDEN COUNTY
NORTH CAROLINA / USA
Boundless Opportunities.

Surplus Property Request

Requested by: Brandon Blount

XX Sell ◯ Dispose

Department: Sheriff's Office LESO Program

Item: Miscellaneous

Disposal Method: GovDeals

Suggested Value: $5.00 - $500.00

Reason for surplus: Do not use

Item Description

Manager Approval

Disposal Method: Gov. Deals

Value:

Comments:

Board Approval

◯ Approved ◯ Denied Date:

Comments:

Final Disposition Date:

Method:

Amount:

Purchased by:

Attachment: Surplus Property - Sheriff (3044 : Surplus Property Request - Sheriff)

CAMDEN COUNTY
NORTH CAROLINA • USA
Boundless Opportunities.

Surplus Property Request

Requested by:	Brandon Blount
	☒ Dispose
Department:	Sheriff's Office LESO Program
Item:	AED
Disposal Method:	GovDeals
Suggested Value:	$0.00
Reason for surplus:	Old out of date

Item Description

Unable to sell for legal reasons, request approval to be recycled

Manager Approval

Disposal Method:	~~GovDeals~~ Disposal
Value:	
Comments:	

Board Approval

○ Approved ○ Denied Date:

Comments:

Final Disposition Date:

Method:	
Amount:	
Purchased by:	

Attachment: Surplus Property - Sheriff (3044 : Surplus Property Request - Sheriff)

CAMDEN COUNTY
NORTH CAROLINA · USA
Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 7.J
Meeting Date: July 06, 2021

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

Item Title **Keeter Barn LLC Zoning Map Amendment - Set Public Hearing for August 2, 2021**

Attachments:
20210706_AgendaSummary_KeeterBarnLLCRezoningPublicHearing (DOCX)
KeeterBarnLandingLLCRezoningPHStaffReport (DOCX)
Application (PDF)
SitePlan_Bk8_Pg159 (PDF)
ZoningComparisonVR_SR (PDF)
NeighborhoodMeetingSummary (PDF)
AuthorizeConsentLetter (PDF)
Receipt (PDF)
DEED (PDF)

Agenda summary and supporting documentation attached.

Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: July 6, 2021

Attachments: Keeter Barn LLC Staff Findings

Submitted By: Planning Department

Item Title: Request for Zoning Map Amendment from Keeter Barn LLC

Summary:

Keeter Barn LLC has requested a map amendment for approximately 41.75 acres from Village Residential (VR) to Suburban Residential (SR). The property is located in South Mills on the south east corner of Keeter Barn Road and US Hwy 17.

The neighborhood meeting was held on May 5, 2021. On June 23, 2021, the Planning Board recommended approval of the rezoning request with a 4-0 vote.

The proposed zoning change is consistent with the CAMA Future Land Use Map. The CAMA Future Land Use Maps has the property identified as Low Density Residential on 1 acre or greater.

The proposed zoning change is consistent with the County's Comprehensive Future Land Use Map which shows the Parcel as Rural Residential.

Recommendation:

Motion to set Public Hearing for August 2, 2021

Attachment: 20210706_AgendaSummary_KeeterBarnLLCRezoningPublicHearing (3039 : Keeter Barn LLC Rezoning - Set Public Hearing

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STAFF REPORT

UDO 2021-05-033
Zoning Map Amendment
For Keeter Barn Landing LLC.

PROJECT INFORMATION

File Reference: 2021-05-033
Project Name: Keeter Barn Landing LLC. Rezoning
PIN: 01-7080-00-30-7405-0000

Applicant: Keeter Barn Landing, LLC.
Address: 1545 North Road Street
Elizabeth city, NC 27909

Phone: 252-207-5027
Email: sales@sicarioproperties.com

Agent for Applicant: Same as Owner
Address:

Phone:
Fax:
Email:

Current Owner of Record:
Keeter Barn Landing LLC

Meeting Dates:
May 5, 2021 **Neighborhood Meeting**
June 23, 2021 **Planning Board Meeting**

Application Received: 5/25/2021
By: Amber Curling, Planning

Application Fee paid: $970.00 Ck#: 10006

Completeness of Application: Application is generally complete

Documents received upon filing of application or otherwise included: (All Documents in Pkg)
A. Rezoning Application
B. Consent Letter
C. Site Plan
D. Deed
E. GIS Aerial, Current zoning, Comprehensive Plan Future Land Use and CAMA Land Use Plan Suitability Maps
F. Neighborhood Meeting Comments
G. Zoning Comparison VR & SR

REQUEST: Keeter Barn Landing, LLC is requesting a Zoning Map Amendment from Village Residential Zoning District to Suburban Residential Zoning District.

Attachment: KeeterBarnLandingLLCRezoningPHStaffReport (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

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Proposed Use(s) – The proposed use is to develop into a subdivision. However, any use permitted for Suburban Residential in the UDO and Article 151.4.3.10 Principle Use Table will be allowed.

Description/History of property: The property is located in South Mills on the south east corner of Keeter Barn Road and US Hwy 17. The parcel ID number for the approximately 41.75 acres is 01-7080-00-30-7405-0000. The property is being used as farmland in the South Mills Township. The property was previously rezoned from Highway Commercial to Village Residential with UDO 2019-03-04 and Ordinance 2019-03-01. This application is to request rezoning of the property from the Village Residential Zoning District to Suburban Residential Zoning District.

Zoning Map Amendment from the Village Residential Zoning District:

Village Residential (VR) Purpose Statement (Article 151.3.5.6)

The Village Residential (VR) district is established to accommodate a wide range of residential and institutional use types at modest densities on lots within and adjacent to designated village centers. The district allows duplexes, live/work units, single-family attached, and single-family detached dwellings, but does not allow mobile homes, manufactured homes, or conservation subdivisions. As a means of creating compact, functional neighborhoods, the district also allows a wide variety of institutional uses, including community centers, day care, schools, assisted living, religious institutions, parks, and utilities. Lots served by public sewer may have reduced minimum lot sizes and building height is measured from the base flood elevation. District regulations are intended to support the County's investment in infrastructure by encouraging the development of compact, vibrant neighborhoods with a variety of house sizes and types that are located in close proximity to complementary institutional uses. Low density development comprised of uniform building types or styles is discouraged.

Zoning Map Amendment to Suburban Residential Zoning District:

Suburban Residential (SR) Purpose Statement (Article 151.3.5.5)

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

Attachment: KeeterBarnLandingLLCRezoningPHStaffReport (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

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SITE DATA

Size of Lot: Approximately 41.75 acres
Flood Zone: **X**
Zoning District(s): Village Residential
Existing Land Uses: Farmland

Adjacent Zoning & Uses:

	North	**South**	**East**	**West**
Zoning	Rural Residential	Highway Commercial (HC)	Highway Commercial (HC)	NA
Use	Residential Lots	Residential Lots, Woods, Farmland	South Mills Fire Station	US 17 Highway

INFRASTRUCTURE & COMMUNITY FACILITIES
Water: Water lines are located adjacent to property
Sewer: Sewer lines are located adjacent to property
Fire District: **S**outh Mills Fire District.
Schools: Proposed zoning will have an impact on Schools.
Traffic: Proposed zoning will have impact on Traffic. A Traffic Impact Analysis

A Development Impact Analysis is required at preliminary plat development stage which includes:

- Physical Analysis
- Housing market Analysis
- Water & Sewer Impact Analysis
- Fiscal Analysis
- Traffic Analysis

Comprehensive Transportation Plan

Consistent ☒ **Inconsistent ☐**

Property abuts Keeter Barn Road and US Hwy 17

Other Plans officially adopted by the Board of Commissioners

NA

Attachment: KeeterBarnLandingLLCRezoningPHStaffReport (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

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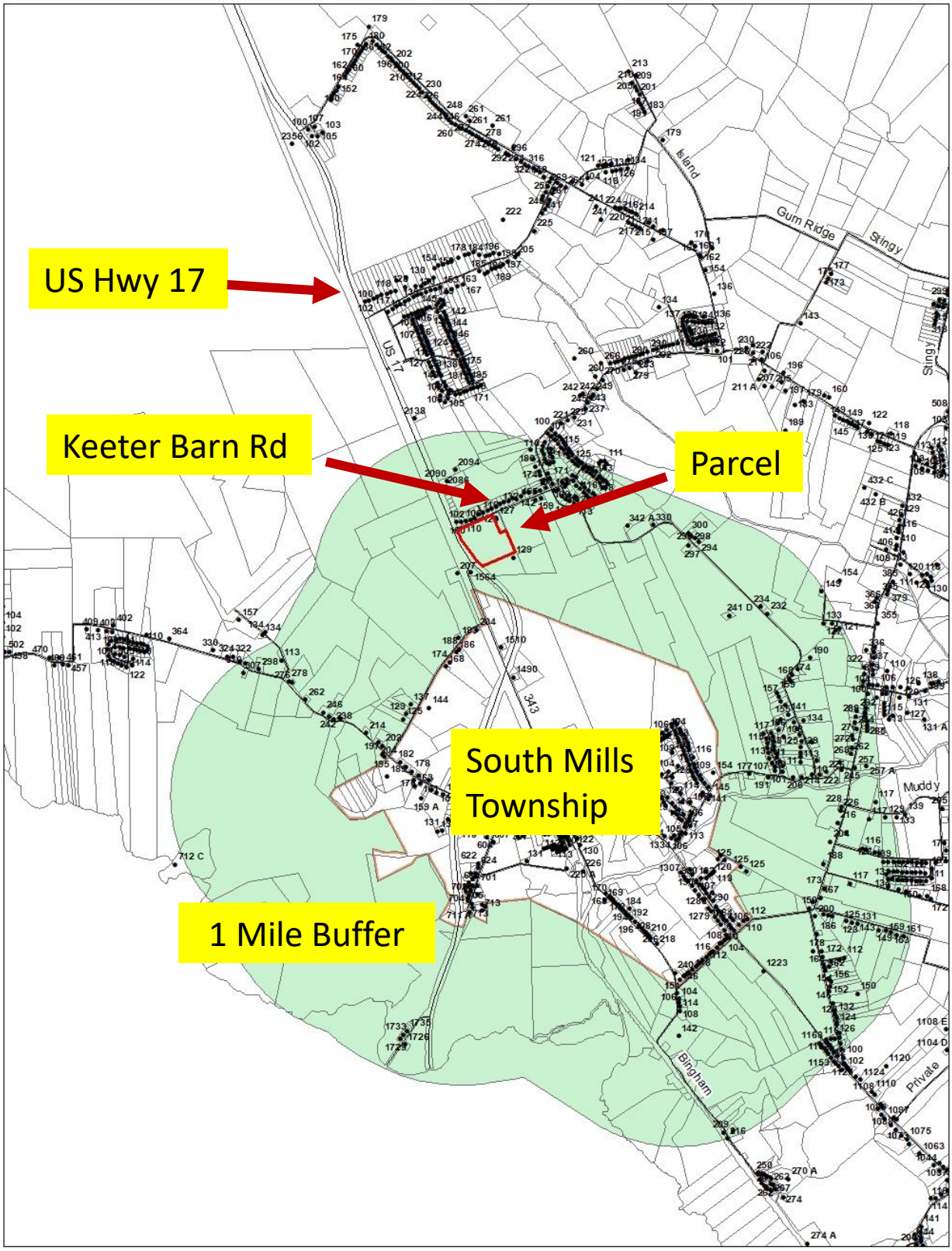
Vicinity Map:



Attachment: KeeterBarnLandingLLCRezoningPHStaffReport (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

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Zoning Map:

Attachment: KeeterBarnLandingLLCRezoningPHStaffReport (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

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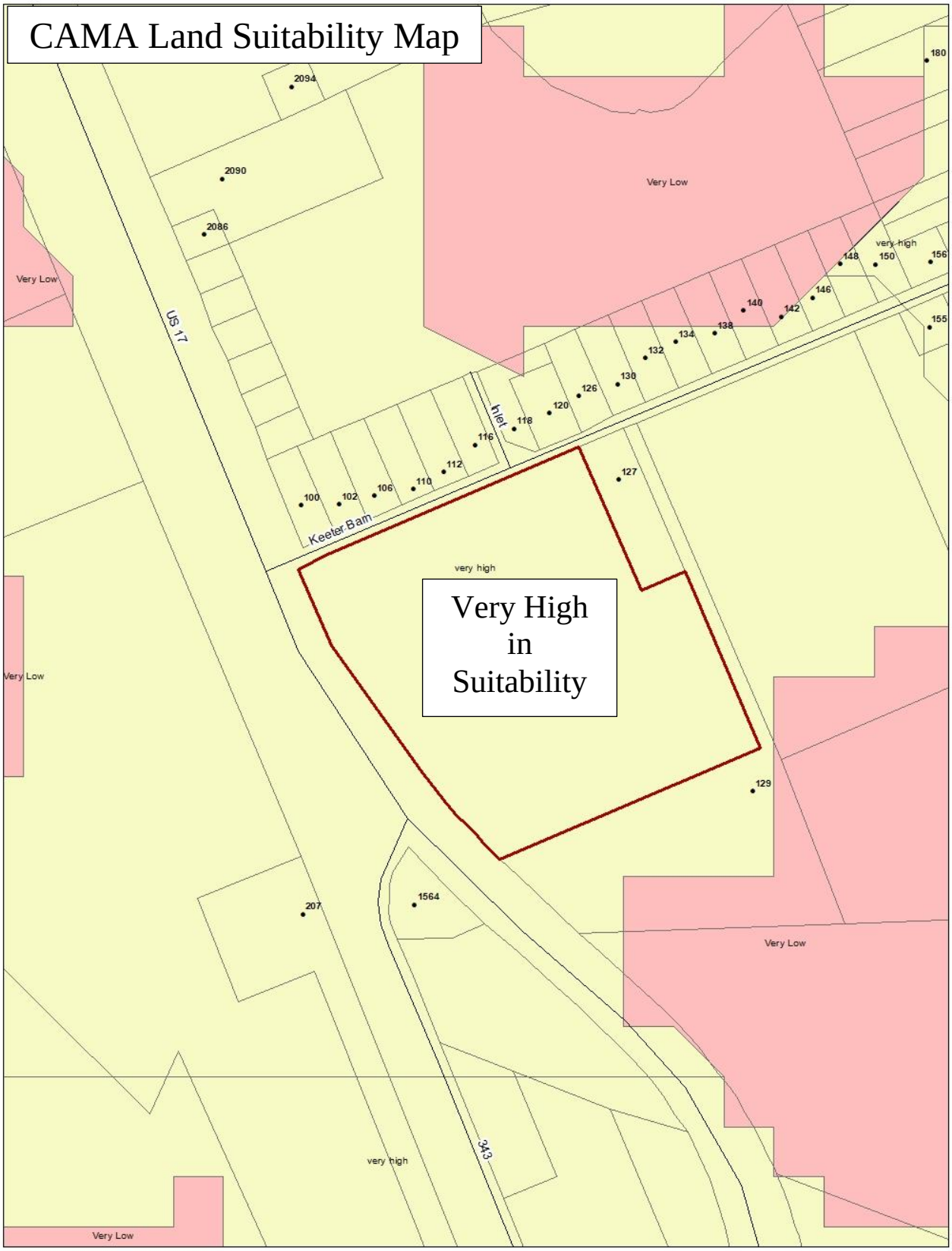

Attachment: KeeterBarnLandingLLCRezoningPHStaffReport (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

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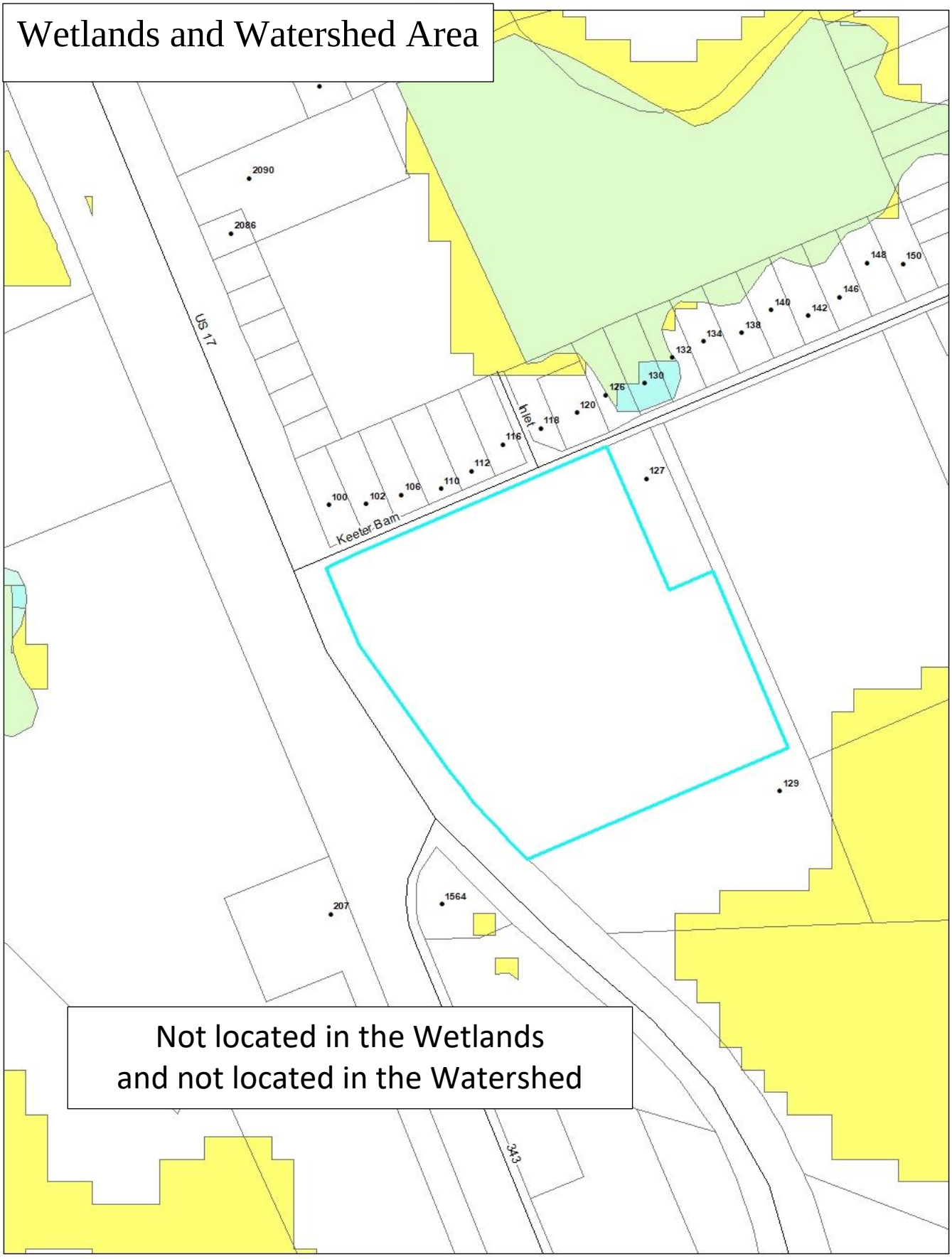

Attachment: KeeterBarnLandingLLCRezoningPHStaffReport (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

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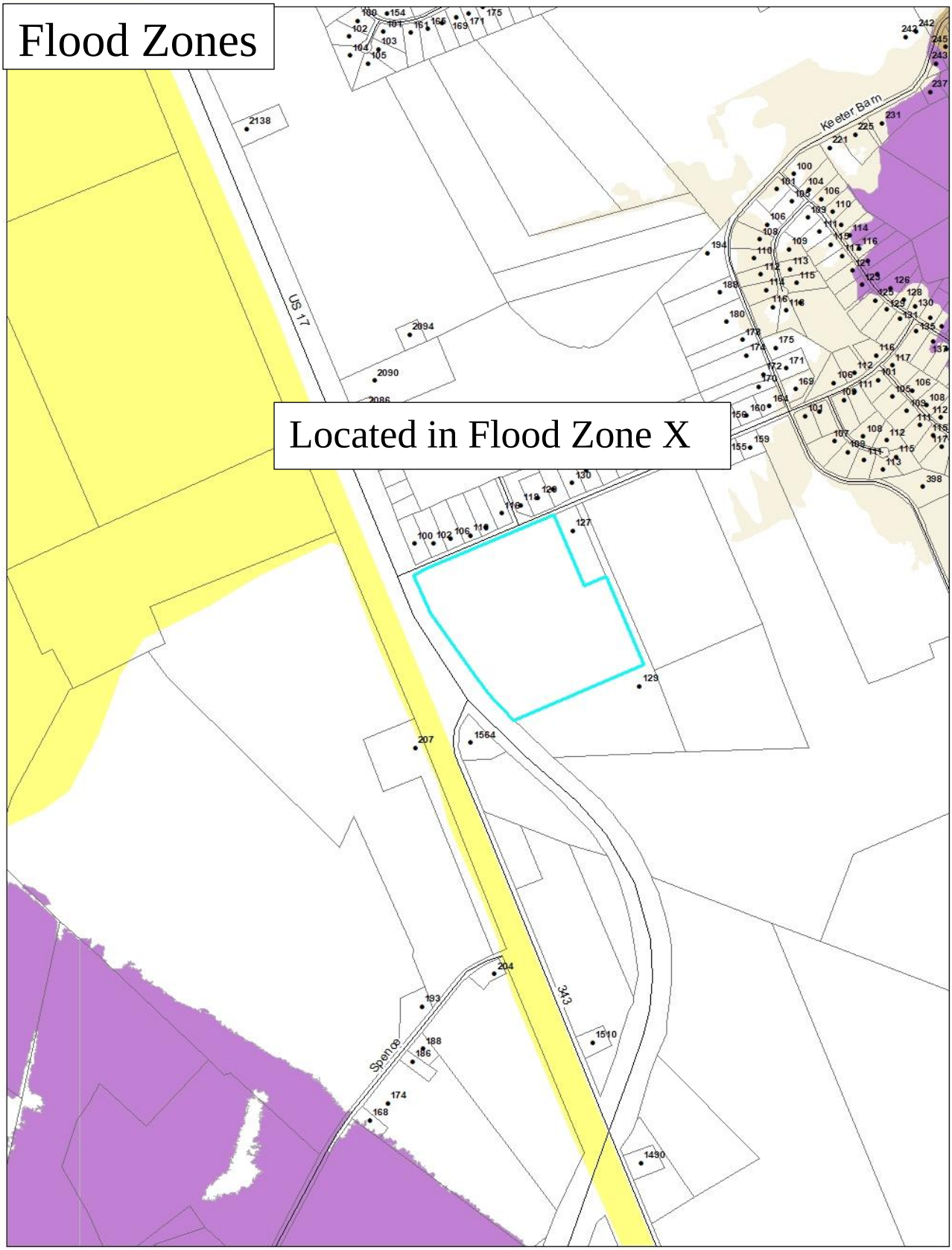
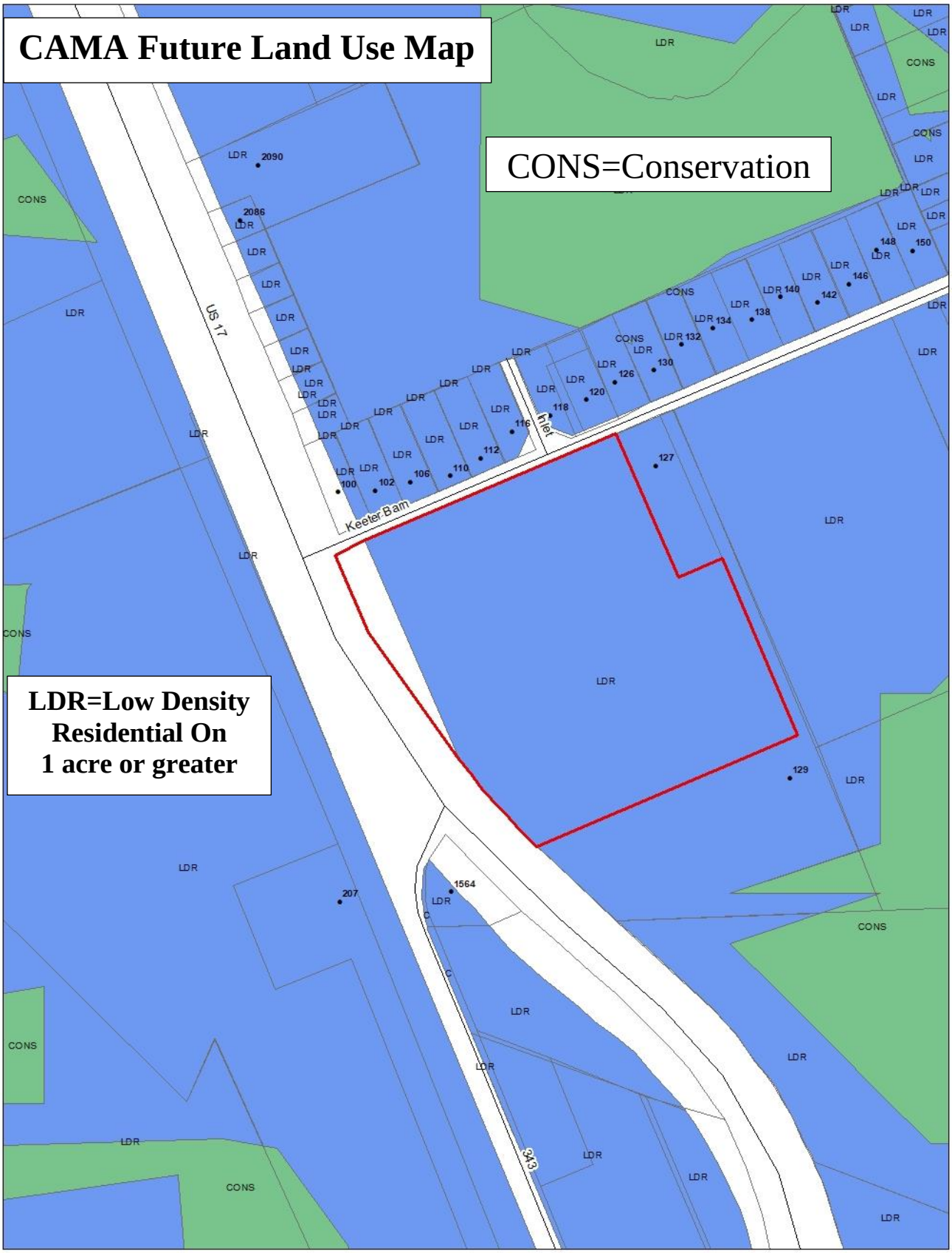
Flood Zones



Attachment: KeeterBarnLandingLLCRezoningPHStaffReport (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

Attachment: KeeterBarnLandingLLCRezoningPHStaffReport (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

CAMA Future Land Use Map



Attachment: KeeterBarnLandingLLCRezoningPHStaffReport (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

Attachment: KeeterBarnLandingLLCRezoningPHStaffReport (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

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South Mills Water and Camden County Sewer borders the property

Attachment: KeeterBarnLandingLLCRezoningPHStaffReport (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

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Aerial Map

Attachment: KeeterBarnLandingLLCRezoningPHStaffReport (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

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Goal when Reviewing of Zoning Regulations in accordance with the Camden County Land Use Plans is to make sure the project is designed to:

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

SPECIFIC CAMA LAND USE QUESTIONS PLANNING BOARD CONSIDER:

1. Does Camden County need more land in the zoning class requested?
In Camden County 0.63% is zoned Village Residential and 1.79% is zoned Suburban Residential. In the South Mills Township 0.35% is zoned Village Residential and 2.05% is zoned Suburban Residential.

2. Is there other land in the county that would be more appropriate for the proposed uses?
Suburban Residential would work well in many areas.

3. Is the entire range of permitted uses in the requested classification more appropriate than the range of uses in the existing classification?
CAMA Future Land Use Map identifies the property as Low Density Residential

4. Will the request have serious impact on traffic circulation, parking space, sewer and water services, other utilities?
The proposed rezoning uses will not impact any public facilities more than current the zoning. The Preliminary Plat Application will require a Development Impact Statement. The Development Impact Statement is determined by the Physical Analysis, Housing Market Analysis Water Analysis, Sewer Analysis, Fiscal Analysis and Traffic Analysis.

5. Will the request have an impact on other county services, including police protection, fire protection or the school system?
The proposed rezoning uses will not impact any services more than current the zoning. The proposed zoning uses will have an impact on all public services. The specific service and to what extent the impact will be projected during the development approval process of the property, using recommendations from the Technical Review Committee.

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

Attachment: KeeterBarnLandingLLCRezoningPHStaffReport (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

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

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

9. Does the request impact any CAMA Areas of Environmental Concern?
No, the parcel of property in question does not include any areas of environmental concern.

Summary and Recommendations

CONSISTENCY with PLANS and MAPS

2035 Comprehensive Plan

Consistent ☒ **Inconsistent ☐**

The 2035 County's Comprehensive Future Land Use Map, adopted in 2012 by the Camden County Board of Commissioners, shows the property as identified as One to Two Acre Rural Residential. The Comprehensive Plan Rural Residential areas are intended to serve as a buffer between rural preservation areas and more intense development.

CAMA Land Use Plan Policies & Objectives:

Consistent ☒ **Inconsistent ☐**

The proposed zoning change is consistent with the CAMA Land Use Plan, adopted by the Camden County Board of Commissioners on April 4, 2005. The CAMA Future Land Use Maps has the property identified as Low Density Residential.

Planning Staff Recommendation:

Planning Staff agrees with the Planning Board Recommendation for Approval of the zoning map amendment application (UDO 2021- 05-33) of the Keeter Barn Landing LLC parcel on Keeter Barn Rd and US Hwy 17 from Village Residential to Suburban Residential.

Attachment: KeeterBarnLandingLLCRezoningPHStaffReport (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

CAMDEN COUNTY
NORTH CAROLINA • USA
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Zoning Map Amendment Application

OFFICIAL USE ONLY:
UDO Number: 2021-05-033
Date Filed: 05/25/2021
Amount Paid: $970.00
Received By: AYC

Contact Information

Check # 10006

APPLICANT		PROPERTY OWNER	
Name:	Keeter Barn Landing, LLC	Name:	Same
Address:	1545 North Road Street Elizabeth City, NC 27909	Address:	
Telephone:	252-4207-5027	Telephone:	
Fax:		Fax:	
Email:	sales@sicarioproperties.com	Email:	

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: Owner

Property Information

Physical Street Address: Keeter Barn Road, South Mills, NC
Location: 41.75 acres east of the intersection of U.S. Hwy. 17
Parcel ID Number(s): 017080003074050000
Total Parcel(s) Acreage: 41.75 Acres
Existing Land Use of Property: Agriculture

Request

Current Zoning of Property: VR Proposed Zoning District: SR
Total Acreage for Rezoning: 41.75 Are you rezoning the entire parcel(s): ■ Yes ☐ No
Metes and Bounds Description Provided: ■ Yes ☐ No
Community Meeting, if applicable: Date Held: 5-5-2021 ; Location: Camden Co. Courthouse

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

Property Owner(s)/Applicant

5/7/21
Date

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

Attachment: Application (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

Zoning Change Application Questions

The UDO requires the Board to consider principal issues when considering an application for a zoning change. Please respond to each issue in the space provided below or on a separate sheet.

(A) How will the proposed zoning change enhance the public health, safety, or welfare?

Rezoning of the property from Village Residential to Suburban Residential will greatly reduce the allowable residential density and reduce the potential uses of the property in a manner that will reduce potential impacts on traffic and the amount of infrastructure needs/users of the South Mills water system and reduce the potential number of residences to be served by Fire, EMS & Sheriff Dpt.

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

In keeping with the Suburban Residential zone's Purpose Statement, primary placement of such neighborhoods is to be along areas such as primary roads, shoreline area and bordering on rural areas. The parcel proposed for rezoning sits just outside of the Core Village in an area that is rural and abuts a major highway in U.S. Highway 17.

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

(1) Is this an expansion of an adjacent zoning district of the same classification?

(2) What extraordinary showing of public need or demand is met by this application?

Attachment: Application (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

CERTIFICATE OF ACCURACY

I PAUL J. TOTI, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE BY ME : DEED DESCRIPTION FOUND IN D.B. 167, PG. 190; THAT BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS PLOTTED FROM INFORMATION FOUND IN D.B. SEE, PG. REF.; THAT THE GLOBAL POSITIONING SYSTEM (GPS) OBSERVATIONS WERE PERFORMED TO THE GEOSPATIAL POSITIONING ACCURACY STANDARDS, PART 2: STANDARDS FOR GEODETIC NETWORKS AT THE 2-CENTIMETERS ACCURACY CLASSIFICATION (95% CONFIDENCE) USING "RTN" ; THAT THIS PLAT MEETS THE REQUIREMENT OF G.S. 47-30 SECTION F-11-C.1 AS AMENDED;

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

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

I, PAUL J. TOTI, ALSO CERTIFY,
THAT THIS SURVEY IS OF AN EXISTING PARCEL OF LAND AND DOES NOT CREATE A NEW STREET OR CHANGE IN EXISTING STREET

WITNESS MY ORIGINAL SIGNATURE, REG. NUMBER, AND SEAL THIS 18 DAY OF DECEMBER 2018.

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

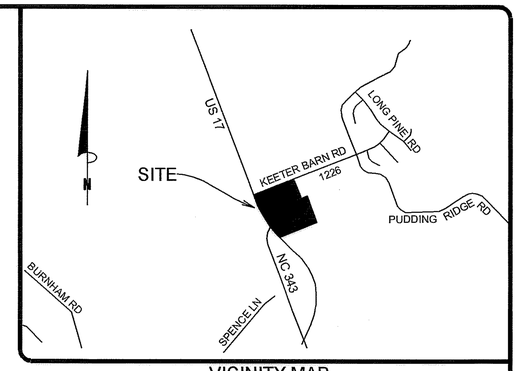
NORTH CAROLINA, CAMDEN COUNTY

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

11/11/19
REVIEW OFFICER

Doc No: 206437
Recorded: 01/16/2019 11:09:52 AM
Fee Amt: $21.00 Page 1 of 1

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



VICINITY MAP
NOT TO SCALE

NOTES:

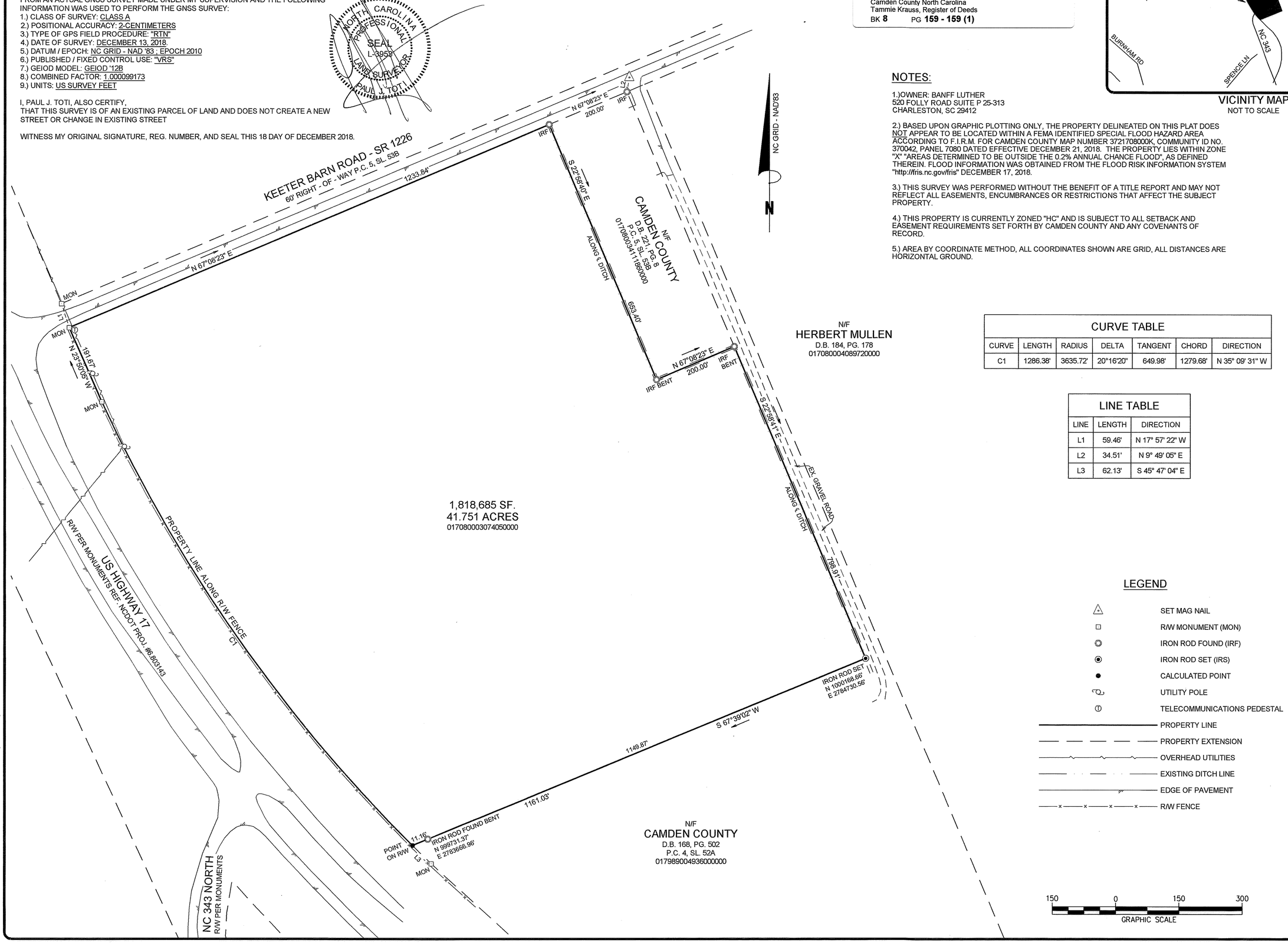
1.)OWNER: BANFF LUTHER
520 FOLLY ROAD SUITE P 25-313
CHARLESTON, SC 29412

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

3.) THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT AND MAY NOT REFLECT ALL EASEMENTS, ENCUMBRANCES OR RESTRICTIONS THAT AFFECT THE SUBJECT PROPERTY.

4.) THIS PROPERTY IS CURRENTLY ZONED "HC" AND IS SUBJECT TO ALL SETBACK AND EASEMENT REQUIREMENTS SET FORTH BY CAMDEN COUNTY AND ANY COVENANTS OF RECORD.

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



N/F
HERBERT MULLEN
D.B. 184, PG. 178
017080004089720000

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

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

LEGEND

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

150 0 150 300
GRAPHIC SCALE

PAUL J. TOTI LAND SURVEYING C3352
131 MAIN ST. GATESVILLE, NC 27938
PHONE: (252) 357-1581

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

SOUTH MILLS TOWNSHIP
CAMDEN COUNTY
NORTH CAROLINA

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

SHEET NUMBER:
1 OF 1

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

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

Use Class / Main Category / Category "P"=Permitted, "S"=Special Use Permit, Blank=Prohibited	VR	SR
Agricultural		
AGRICULTURE/HORTICULTURE		
The Agriculture/Horticulture Use Category is characterized by general agricultural activities taking place on lands that are not bona fide farms in as identified in Section 1.5.4, Exemptions. The range of uses includes the cultivation and production of orchard, garden, or nursery crops on a small or large scale, the production of field grown crops, specialty crops, flowers, fruit, grapes, market gardening, nursery stock, nuts, ornamental plants, sod, vegetables, and similar horticultural uses. The use category also includes agronomy, biotechnical agriculture (including education parks for biotechnical agriculture or a demonstration farm), and similar uses, but does not include the keeping of livestock or other animal husbandry uses. Accessory uses may include offices, storage areas, and repair facilities related to agriculture uses.		
All Agriculture/ Horticulture Uses *See use category definition.*		P
ANIMAL HUSBANDRY		
The Animal Husbandry Use Category is characterized by the commercial and non-commercial propagation, rearing, exercising, feeding, milking, housing, controlling, handling, or general care of living animals. Examples of Animal Husbandry Use Types include the raising and production of cattle (beef and dairy), pigs, mules, ducks, horses, goats, poultry, sheep, and similar livestock or domesticated animals. Animal husbandry also includes commercial apiaries, aquaculture, and fisheries. Breeding and rearing of animals typically thought of as household pets (e.g., dogs, cats, small rodents, etc.) is not animal husbandry.		
Animal Husbandry Uses (excluding stockyards and slaughterhouses) *See use category definition.*		
Stockyard/Slaughterhouse *A site where livestock is stored and butchered for food or products.*		
AGRICULTURAL SUPPORT		
The Agricultural Support Use Category includes use types that provide support and services to uses directly engaged in agricultural, horticultural, and animal husbandry activities. Agricultural support uses are related to agricultural activities, but may not be proximate to or directly involved with agricultural production.		
Agricultural Research Facility *A facility for the investigation, testing, and demonstration of agricultural products and processes, including biotechnical agriculture, veterinary, soil, plant, and animal sciences.*		
Agri-Education/ Agri-Entertainment *Agri-education facilities are used for the investigation, testing, or demonstration of, or for training or educating persons in, products and processes related to agriculture, horticulture, or animal husbandry, including biotechnical agriculture, veterinary, soil, plant, and animal sciences. Agri-entertainment events and activities allow for recreation, entertainment and tourism in conjunction with an agricultural use. Examples include wineries, petting zoos, hay rides, and corn mazes.*		
Distribution Hub for Agriculture Products *A commercial establishment where farmers can deliver agricultural products for pick-up by wholesalers or firms involved in processing of agricultural products, but not delivery directly to consumers.*		
Equestrian Facility *A facility associated with the keeping of horses or ponies as domesticated animals or pets. Such uses include stalls, feeding areas, paddocks, haylofts, corrals, and other similar outdoor exercise/instruction/performance areas.*		S
Farm Machinery Sales, Rental, or Service *An establishment engaged in the sale, rental, and/or service of equipment normally or routinely used on farms and in gardens, and related parts, tools and accessories, but not non-farm equipment or materials.*		

Attachment: ZoningComparisonVR_SR (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

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Farmers Market *A use which includes the sale of horticulture or agriculture products, including nursery stock, perennial, annuals, bulbs, mulch, compost, dried flowers, Christmas trees and greens, fresh produce, honey, cider, and similar agriculture products by more than one vendor. The use may or may not include a permanent building.*		
Roadside Market *A permanent retail establishment engaged in the retail sale or resale of agricultural products and seafood produced on site or in adjacent waters.*		
Residential		
HOUSEHOLD LIVING USES **Household living includes use types that provide for the residential occupancy of a dwelling unit by a household. Tenancy is arranged on a month-to-month or longer basis. Accessory uses commonly associated with household living are recreational activities, raising of pets, hobbies, and parking of the occupants' vehicles.**		
Bungalow Court *A series of between two and 12 single-family detached homes configured as a cohesive development that incorporates smaller lot sizes, reduced setbacks, shared access-ways, and where each home complies with the residential design guidelines in this Ordinance.*	P	
Duplex *A single structure comprised of two dwelling units that share common vertical walls or horizontal floors/ceilings. The dwelling units may be on their own lots or on a single lot.*	P	
Live/Work Dwelling *A structure or portion of a structure combining a dwelling unit with an integrated nonresidential ground-level workspace typically used by one or more residents of the dwelling.*	P	
Manufactured Home - Const After 6-15-1976 *A dwelling on its own lot constructed after June 15, 1976 that is composed of one or more components, each of which was substantially assembled in a manufacturing plant and designed to be transported on its own chassis. It bears a valid seal indicating conformance with the construction standards promulgated by the US Department of Housing and Urban Development that were in effect at the time of its construction.*		
Manufactured Home or Mobile Home Park *A site where two or more manufactured or mobile homes are located on individual leaseholds or other divisions of land under common ownership. The park may include additional accessory uses such as recreation facilities, shared laundry facilities, storage, and parking.*		
Mobile Home - Const Prior to 6-15-1976 *A factory-built dwelling on its own lot constructed prior to June 15, 1976, to State code standards, not those adopted by the US Department of Housing and Development on June 15, 1976.*		
Multi-Family *A dwelling comprised of five or more dwelling units that share common vertical walls or horizontal floors/ceilings (or both) that are not on individual lots. Examples include apartments and condominiums.*		
Pocket Neighborhood *A cohesive development of at least four but no more than 12 single-family detached dwellings, each on their own lot, located around a common open space and served by either on-street, on-site, or shared off-street parking. Each home fronts the common open space, and is configured with a front porch and windows on the front facade.*	P	
Quadraplex *A single structure comprised of four individual dwelling units that share common vertical walls or horizontal floors/ceilings located on a single lot.*		

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Single-Family Attached *A dwelling unit that is physically attached to one or more dwelling units, each on its own lot. Individual lots may or may not be surrounded by a larger tract that incorporates shared parking, recreation feature, or access. The larger tract may or may not be owned in common by the landowners of individual lots. Examples include townhouses, patio homes, and row houses.*	S	
Single-Family Detached *A dwelling containing one dwelling unit that is occupied by one family and that is not physically attached to any other principal structure on an individual lot. This term includes modular homes. For regulatory purposes, this term does not include manufactured dwellings, recreational vehicles, or other forms of temporary or portable housing.*	P	P
Triplex *A single structure comprised of three dwelling units that share common vertical walls or horizontal floors/ceilings located on a single lot.*		
Upper Story Residential *A dwelling unit located on a floor above a nonresidential use.*		
GROUP LIVING **Group Living includes use types that provide for the residential occupancy of a building by a group. The occupancy of the building may be larger than found in Household Living. Tenancy is arranged on a monthly or longer basis. Generally, group living development has a common eating area for residents. The residents may receive care, training, or treatment. Accessory uses may include recreational facilities, dining facilities, and parking of vehicles for occupants and staff.**		
Dormitory *A residential facility established directly or indirectly in association with a college, business college, trade school, or university for the purpose of housing students registered and attending the institution. Typically, it includes bedrooms with shared bathrooms and other shared living spaces. A private dormitory may contain food preparation and eating facilities primarily for the use of its occupants.*		
Family Care Home *A home for six or fewer persons that provides room and board, personal care, and habilitation services in a family environment for the residents, who have a temporary or permanent physical, emotional, or mental disability (including, but not limited to, mental retardation, cerebral palsy, epilepsy, autism, hearing and sight impairments, emotional disturbances, and orthopedic impairments, but not including mentally ill persons who are dangerous to others as defined in North Carolina General Statutes Section 122C-3(11)b.)*	P	P
Group Home *A home for seven or more persons that provides room and board, personal care, and habilitation services for the residents, who have a temporary or permanent physical, emotional, or mental disability.*		
Rooming House *A dwelling that provides rental accommodations to tenants in up to five individual rooms for periods of one week or longer. The dwelling is accessed by a shared entry with a common kitchen. Meals may be provided to the tenants.*		

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Camden County, North Carolina
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Institutional		
COMMUNITY SERVICES		
The Community Services Use Category includes use types of a public, charitable, non-profit, or for-profit nature that provide a local service to people of the community. Generally, such uses provide ongoing continued service on-site or have employees at the site on a regular basis. Community centers or facilities that have membership provisions that are open to the general public (for instance, any senior citizen could join a senior center) are included in the Community Services Use Category. The use type may provide special counseling, education, or training of a public, nonprofit, or charitable nature. Accessory uses may include offices, meeting, food preparation, parking, health, and therapy areas; and athletic facilities. Parks are not considered Community Services; they are classified as Parks and Open Areas.		
Community Center *A public building to be used as a place of meeting, recreation, or social activity and not operated for profit.*	S	
Cultural Facility *Establishments such as zoological gardens, conservatories, planetariums, or other similar uses of an historic, educational, or cultural interest, which are not operated for profit.*	S	
Library *A public facility for the use, but not sale, of literary, historical, scientific, musical, artistic, or other reference materials.*		
Museum *A building serving as a repository for a collection of natural, scientific, historical, or literary curiosities or works of art, and arranged, intended, and designed to be used by members of the public for viewing, with or without an admission charge, and which may include as an accessory use the limited retail sale of goods, services, or products such as prepared food to the public.*		
Senior Center *A facility typically for use by citizens of 62 years of age, or older, dedicated to the provision of services, activities, or facilitation of interaction between older citizens and the community at large. Such centers may be publicly or privately-owned, but are not operated for a profit.*	P	
Youth Club Facility *A boys' club, a girls' club, or any other non-profit facility that is not a school but which provides entertainment, recreation, crafts, tutorials or other quality of life enhancements for minors.*	S	
DAY CARE		
The Day Care Use Category is characterized by use types that provide care, protection, and supervision for children or adults on a regular basis away from their primary residence, and typically for less than 24 hours per day. Care can be provided during daytime or nighttime hours. Accessory uses include offices, food preparation, recreation areas, and parking. The Day Care Use Category does not include incidental child care within a primary residence, drop-in or short term day care provided in connection with employment or shopping center, recreational facility, religious institution, hotel, or other principal use, where children are temporarily cared for while parents or guardians are employed part-time or temporarily occupied on the premises or in the immediate vicinity.		
Adult Day Care Center *A program operated in a structure other than a single-family dwelling that provides group care and supervision on a less than 24-hour basis, and in a place other than their usual place of abode, to adults 18 years or older who may be physically or mentally disabled, and which is certified or approved to operate by the State of North Carolina.*	S	

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Child Care Center *A commercial or non-profit use licensed by the State where, at any one time, three or more children under the age of 13 receive child care in a building other than a residence on a regular basis from persons other than their guardians, full-time custodians, or persons related to them by blood, marriage, or adoption. Such uses may also involve the provision of educational services in preparation for elementary school. This definition does not include incidental child care, cooperative arrangements among parents, or drop-in or short-term child care provided while parents work part-time or participate in other activities on the premises.*	P	
EDUCATIONAL FACILITIES **The Educational Facilities Use Category includes use types such as public and private schools at the elementary, middle, or high school level that provide state-mandated basic education or a comparable equivalent. This use category also includes colleges, universities, and other institutions of higher learning such as vocational or trade schools that offer courses of general or specialized study leading to a degree or certification. Accessory uses at schools include offices, play areas, cafeterias, recreational and sport facilities, auditoriums, and before- or after-school day care. Accessory uses at colleges or universities include offices, dormitories, food service, laboratories, health and sports facilities, theaters, meeting areas, athletic fields, parking, maintenance facilities, and supporting commercial.**		
Major *A public or private institution for post-secondary education operating in buildings owned or leased by the institution and engaged in classroom instruction, residential units, administrative offices, and other functions which further the educational mission of the institution.*		
Moderate *An educational institution that provides secondary education such as a high school or a middle school. Accessory uses may include offices, play areas, cafeterias, sports facilities, and bus parking areas.*	S	
Minor *An educational institution that provides elementary education such as an elementary or nursery school as well as a small-scale secondary education facility limited to 75 students or less. Accessory uses may include offices, play areas, cafeterias, sports facilities, and bus parking areas.*	P	S
GOVERNMENT FACILITIES **The Government Facilities Use Category includes use types that provide for the general operations and functions of local, state, or federal governments. Accessory uses include maintenance, storage (indoor and outdoor), fueling facilities, satellite offices, and parking areas.**		
Government Office *An office of a governmental agency that provides administrative and/or direct services to the public, such as, but not limited to, employment offices, public assistance offices, or motor vehicle licensing and registration services.*		
Government Maintenance, Storage, or Distribution Facility *A facility housing government shops, maintenance and repair centers, equipment, and outdoor storage yards.*		
HEALTH CARE FACILITIES **The Health Care Facilities Use Category includes use types that provide medical or surgical care and treatment to patients as well as laboratory services. Hospitals and medical treatment facilities offer overnight care, as well as outpatient care. Accessory uses include offices, laboratories, teaching facilities, meeting areas, cafeterias, parking, maintenance facilities, housing for staff or trainees, and limited accommodations for family members. The Health Care Facilities Use Category does not include: Uses that involve provision of residential care for the elderly or disabled, which are classified as Institutions; or Uses that provide exclusive care and planned treatment or training for psychiatric, alcohol, or drug problems, where patients are residents and participants in a program, which are considered Institutions.**		

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Drug or Alcohol Treatment Facility *Inpatient facility which provides care for persons with drug and/or alcohol dependency problems and which may include outpatient follow-up care to the facility's patients.*		
Hospital *An institution specializing in giving clinical, temporary, and emergency services of a medical or surgical nature to human patients and injured persons, that is licensed by state law to provide facilities and services in surgery, obstetrics, or general medical practice. Such institutions may include in-patient medical or surgical care for the sick or injured and related facilities such as laboratories, out-patient departments, training facilities, central services facilities, and staff offices that are an integral part of the facilities.*		
Medical Treatment Facility *A small-scale facility which may or may not be located in a converted dwelling or residence where patients are admitted for examination and treatment by one or more physicians, dentists or psychologists. Patients may or may not receive care or lodging overnight. Such facilities may include sleeping rooms for care workers and members of patient's families.*	S	
INSTITUTIONS **The Institutions Use Category includes use types that provide a variety of facilities, including buildings that provide meeting areas for religious activities, civic or fraternal club activities, housing and care for the elderly, and housing related to treatment programs or post-incarceration. Accessory uses include school facilities, limited medical treatment facilities, kitchens/cafeterias, recreation areas, offices, meeting rooms, parking, and staff residences.**		
Assisted Living Facility *A building, section or distinct part of a building, private home, boarding home, home for the aged, or other residential facility, whether operated for profit or not, which undertakes through its ownership or management to provide housing, meals, health care assistance, and one or more personal services for a period exceeding 24 hours to one or more adults who are not relatives of the owner or proprietor. Accessory uses may include dining rooms and infirmary facilities for intermediate or skilled nursing care solely for the use of the occupants residing in the principal facility.*	S	
Club or Lodge *A building and related facilities owned and operated by a corporation, association, or group of individuals established for fraternal, social, educational, recreational, or cultural enrichment of its members and primarily not for profit, and whose members meet certain prescribed qualifications for membership and pay dues.*	S	
Halfway House *A licensed home for not more than nine juveniles or adult persons on release from more restrictive custodial confinement or initially placed in lieu of such more restrictive custodial confinement, wherein supervision, rehabilitation, and counseling is provided to assist residents back into society, enabling them to live independently.*		
Nursing Home *Any facility or any identifiable component of any facility in which the primary function is the provision, on a continuing basis, of nursing services and health-related services for the treatment and inpatient care of two or more non-related individuals, including facilities known by varying nomenclature or designation such as rest homes, convalescent homes, skilled care facilities, intermediate care facilities, extended care facilities and infirmaries. This does not include the home or residence of any individual who cares for or maintains only persons related to him or her by blood or marriage.*		
Psychiatric Treatment Facility *Inpatient facility which provides care for persons with psychiatric problems and which may include outpatient follow-up care to the facility's patients.*		

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Religious Institution *A structure or place in which worship, ceremonies, rituals, and education are held, together with its accessory buildings and uses (including buildings used for educational and recreational activities), operated, maintained, and controlled under the direction of a religious group. Religious institutions include churches, mosques, synagogues, and temples. Accessory uses may include school facilities, parking, caretaker's housing, pastor's housing, and group living facilities such as convents.*	S	
PARKS AND OPEN AREAS **The Parks and Open Areas Use Category includes use types that focus on open space areas largely devoted to vegetative landscaping or outdoor recreation and that tend to have few structures. Accessory uses may include club houses, restrooms, recreational structures, statuary, fountains, maintenance facilities, concessions, parking, and columbaria and mausoleums (as accessory to cemeteries). The Parks and Open Areas Use Category does not include private golf courses; they are classified as Recreation/Entertainment, Outdoor.**		
Cemetery *Institutional or for profit uses intended for the burial of the dead and dedicated for cemetery purposes. This use type may include a mausoleum or columbarium (a structure or vault lined with recesses for cinerary urns), but does not include a crematory or a private cemetery.*	S	S
Community Garden *A private or public facility for cultivation of fruits, flowers, vegetables, or ornamental plants by more than one person.*	P	P
Park, Public or Private *Land used for recreation, exercise, sports, education, rehabilitation, or similar activities, or a land area intended to enhance the enjoyment of natural features or natural beauty, specifically excluding commercially operated amusement parks.*	P	S
PUBLIC SAFETY **The Public Safety Use Category is characterized by use types that provide public safety services to the general public.**		
Police, Fire, or EMS Facility *A facility for the provision of local rapid response emergency services such as firefighting and mobile medical emergency services, including areas for the storage and maintenance of emergency vehicles, and equipment and facilities for the housing and feeding of emergency personnel while on duty.*	S	S
Correctional Facility *A facility for persons serving a sentence after being found guilty of a criminal offense. Such uses may include cafeterias, housing for facility staff, outdoor storage and maintenance areas, recreational areas, agricultural facilities, and facilities for the production of goods or materials produced for sale.*		
Security Training Facility *A facility located on at least 3,500 contiguous acres which provides the following services; explosives training, driver training (including vehicle maintenance facility to support driver training activities), training operations utilizing fixed and rotary wing aircraft (including parachute operations and training, airstrip and supporting aviation structures, and parachute landing zones), towers that are 100' tall or less that are used in connection with security training, dining facilities, commercial retail and lodging areas, and office, clerical, research and services related to security training operations and services.*		
TRANSPORTATION **The Transportation Use Category includes use types that provide for the landing and takeoff of airplanes and helicopters, including loading and unloading areas. This use category also includes passenger terminals for surface transportation. Accessory uses include freight handling areas, concessions, offices, parking, maintenance, and fueling facilities. Transit route facilities such as bus stops, bus shelters, and park-and-ride facilities are classified as Utilities.**		
Airport *Any area of land or water designed and set aside for the landing and take-off of aircraft, including all necessary facilities for the housing and maintenance of aircraft.*		

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Helicopter Landing Facility *An area, either on ground level or elevated on a structure, licensed or approved for the landing and takeoff of helicopters and which may include auxiliary facilities such as parking, waiting room, fueling, and maintenance equipment.*		
Passenger Terminal, Surface Transportation *A facility that receives and discharges passengers and at which facilities and equipment required for their operation are provided. Examples include terminals for bus, trolley, taxi, railroad, shuttle van, or other similar vehicular services.*		
UTILITIES **The Utilities Use Category includes both major utilities, which are infrastructure services that provide regional or community-wide service, and minor utilities, which are infrastructure services that need to be located in or near the neighborhood or use type where the service is provided. Wireless telecommunications towers also are a type of utility. Services may be publicly or privately provided. Accessory uses may include parking and control, offices, monitoring, storage areas, or data transmission equipment. Landfills, recycling and salvage centers, and waste composing uses are considered Waste-Related Services.**		
Utility, Major *Infrastructure services providing regional or community-wide service that normally entail the construction of new buildings or structures such as water towers, waste treatment plants, potable water treatment plants, solid waste facilities, wind energy conversion systems, and electrical substations.*	S	S
Utility, Minor *Infrastructure services that need to be located in or near the neighborhood or use type where the service is provided. Examples of Minor Utilities include water and sewage pump stations, storm water retention and detention facilities, telephone exchanges, and surface transportation uses such as park-and-ride facilities.*	P	P
Commercial		
ADULT AND SEXUALLY-ORIENTED BUSINESSES **(See Chapter 154 of the Camden County Code of Ordinances for definitions).**		
All Adult and Sexually-Oriented Businesses *(See Chapter 154 of the Camden County Code of Ordinances for definitions.)*		
ANIMAL CARE **The Animal Sales, Services, and Care Use Category is characterized by uses related to the provision of medical services and treatment to animals, including veterinary services, animal hospitals and the boarding of animals related to the provision of these services. Examples include animal shelters, animal grooming, kennels (outdoor and indoor), animal hospitals, and veterinary clinics.**		
Major *Animal care uses that include outdoor kennels, runs, or exercise areas.*		
Minor *Animal care uses that do not include outdoor kennels, runs, or exercise areas.*		
EATING ESTABLISHMENTS **The Eating Establishments Use Category includes use types that prepare and sell food and beverages for immediate or direct on- or off-premise consumption. Accessory uses may include bars or cocktail lounges associated with the establishment, decks and patios for outdoor seating, drive-through facilities, facilities for live entertainment or dancing, customer and employee parking areas, and valet parking facilities.**		
Restaurant, Major *An eating establishment that sells alcohol for on-site consumption or includes a drive-through.*		

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Restaurant, Minor *An eating establishment that does not sell alcohol or includes a drive-through.*		
Bar, Nightclub, or Dance Hall *An establishment primarily devoted to the sale of alcoholic beverages for on-site consumption, where the sale of food is incidental. Activities may include dancing or other forms of entertainment (including live performances that are not considered adult entertainment uses) such as billiard tables, darts, and karaoke.*		
OFFICES **The Office Use Category includes use types that provide for activities that are conducted in an office setting and generally focus on business, professional, or financial services. Accessory uses may include cafeterias, day care facilities, recreational or fitness facilities, parking, supporting commercial, or other amenities primarily for the use of employees in the business or building. Example use types include business and sales offices (such as lenders, banks, brokerage houses, tax preparers, and real estate agents), and professional services (such as doctors, lawyers, accountants, engineers, or architects).**		
Major *An office use of 3,000 square feet of floor area or more, or where clients or patrons regularly receive services on-site.*		
Minor *An office use of less than 3,000 square feet of floor area or where clients or patrons do not receive services on-site.*		
PARKING, COMMERCIAL **The Commercial Parking Use Category includes use types that provide free-standing parking lots and structures that are not accessory to a specific principal use. A fee may or may not be charged. A parking facility that provides both accessory parking for a specific principal use and regular fee parking for people not connected to the principal use is also classified as Commercial Parking. Accessory uses may include small shelters for parking attendants.**		
All *See use category definition.*		
PERSONAL SERVICES **An establishment meeting frequent or recurrent service needs of a personal nature, including the repair of small personal items such as shoes, watches, jewelry, and clothing. Examples include laundromats, massage therapy and day spas, laundry and dry-cleaning pick-up and drop-off establishments, banks, savings and loans, credit unions, photography studios, funeral homes and crematoriums, mailing or packaging services, photocopy services, screen printer, barber/beauty shops, and tanning and nail salons.**		
Major *A personal services establishment with 1,500 square feet of floor area or more.*		
Minor *A personal services establishment with less than 1,500 square feet of floor area.*		
RECREATION/ENTERTAINMENT, INDOOR **The Indoor Recreation/Entertainment Use Category includes use types that are privately owned and provide recreation or entertainment activities in an enclosed structure or structures. Accessory uses may include offices, concessions, snack bars, parking, and maintenance facilities. Example use types include country clubs, indoor commercial recreation uses (including bowling alleys, game rooms, dancehalls, and skating rinks), and theaters (including cinemas, screening rooms, and stages).**		
Major *Indoor recreation/entertainment uses with 2,500 square feet of floor area or more, or where the use is expected to generate more than 200 vehicle trips per day according to the Institute of Transportation Engineer's most recent trip generation rate manual.*		

Attachment: ZoningComparisonVR_SR (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

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

Use Class / Main Category / Category "P"=Permitted, "S"=Special Use Permit, Blank=Prohibited	VR	SR
Minor *Indoor recreation/entertainment uses with less than 2,500 square feet of floor area, or where the use is expected to generate less than 200 vehicle trips per day according to the Institute of Transportation Engineer's most recent trip generation rate manual.*		
RECREATION/ENTERTAINMENT, OUTDOOR **The Outdoor Recreation/Entertainment Use Category includes use types that are large, generally commercial, and provide continuous recreation or entertainment-oriented activities that primarily take place outdoors. They may take place in a number of structures that are arranged together in an outdoor setting. Accessory uses may include concessions, parking, and maintenance facilities. Example use types include privately-owned arenas, amphitheaters, or stadiums, outdoor commercial recreation uses (including private golf driving ranges and privately-owned miniature golf facilities; go-cart racing; race tracks; drive-in movie theaters; privately-owned outdoor commercial tourist attractions; and privately-owned active sports facilities such as ball fields, courts, and archery ranges), athletic facilities, private golf courses, and outdoor swimming pools (private).**		
Major *Outdoor recreation/entertainment uses that involve the operation of machinery by patrons or that have the potential to generate significant amounts of noise while in operation.*		
Minor *Outdoor recreation/entertainment uses do not involve the operation of machinery by patrons or that do not have the potential to generate significant amounts of noise while in operation. Uses engaged in the discharge of firearms are firing ranges.*		
Firing Range *A commercial establishment configured for the purpose of shooting at targets by rifles, pistols, shot guns, or archery. Firing ranges do not include uses with hunting leases or involved in the operation of air rifles (e.g., paintball establishments). Accessory uses include a club house, ammunition sales, and repair services.*		
Water-Related Uses *Commercial establishments engaged in providing access to waterways for persons and equipment for the purposes of leisure pursuits. Water-related uses also include marinas. Boat slips and boat ramps that are publically owned are Recreation and Open Area uses.*		
RETAIL SALES **The Retail Sales Use Category includes use types involved in the sale, lease, or rent of new or used products to the general public. They may also provide personal services or entertainment, or provide product repair or services for consumer and business goods. Accessory uses may include offices, storage of goods, manufacture or repackaging of goods for on-site sale, concessions, ATM machines, outdoor display/sales areas, gasoline sales, and parking. Use types within this use category have been categorized based on their intensity, scale, and function.**		
Flea Market *A market held in an open area or structure where individual sellers offer goods for sale to the public. Such sellers may set up temporary stalls or tables for the sale of their products. Such sales may involve new and/or used items and may include the sale of fruits, vegetables, and other edible items. A farmer's market, where food items predominate, is different than a flea market. This also differs from a garage sale or yard sale that is conducted on a residentially developed lot by members of a household, or civic groups selling primarily donated items.*		
Grocery Store *An establishment for the retail sale of fresh or prepared foods for consumption primarily off-premises. Accessory uses include the sales of prepared food for on-site consumption, sale of seasonal items (like Christmas trees), and drive-up grocery loading services.*		
Major *Retail uses with 1,000 square feet of floor area or more, or where the use is expected to generate more than 100 vehicle trips per day according to the Institute of Transportation Engineer's most recent trip generation rate manual.*		

Attachment: ZoningComparisonVR_SR (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

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Minor *Retail uses with less than 1,000 square feet of floor area or more, or where the use is expected to generate no more than 100 vehicle trips per day according to the Institute of Transportation Engineer's most recent trip generation rate manual.*		
STORAGE, COMMERCIAL **A storage building or buildings that are divided into sections or compartments for the storage of business or personal items on a temporary or long-term basis.**		
Major *Commercial storage establishment that allows storage of goods, materials, or personal property indoors and outdoors.*		
Minor *Commercial storage establishment that allows storage of goods, materials, or personal property indoors only.*		
TELECOMMUNICATIONS **The Telecommunications Use Category involves use types engaged in the provision of wireless communications services, including transmission, reception, or broadcasting. Example uses include wireless telecommunication facilities, antennas (including dish antennas), radio and television broadcasting studios and equipment, and similar uses. Accessory uses include offices, repair areas, employee parking, equipment storage, and mobile broadcasting equipment.**		
Antenna Collocation (on a Building) *The placement of wireless telecommunications antenna(s) and associated equipment on or in a building other than a single-family attached or detached structure. This includes the placement of equipment on water tanks or other similar structures, but not on an existing telecommunication tower or electrical transmission tower.*	P	
Antenna Collocation (on a Tower) *The placement of wireless telecommunications antenna(s) and associated equipment on an existing telecommunications tower or electrical transmission tower. This use type includes "eligible facilities" as identified in the North Carolina General Statutes.*	P	
Small Wireless Facility *The placement of antenna(s) and equipment of a specified maximum size on existing electrical poles, telephone poles, traffic signal mast arms, or other similar vertical projections within rights-of-way or outside rights-of-way on land within a nonresidential zoning district.*	P	
Telecommunications Tower, Freestanding *A structure erected on the ground and used primarily for the support of antennas for wireless telephone, and similar communication purposes and utilized by commercial, governmental, or other public or quasi-public users. The term includes microwave towers, common-carrier towers, cellular telephone towers, alternative tower structures, and the like. The term does not include private home use of satellite dishes and television antennas, or amateur radio operators as licensed by the FCC.*		
Telecommunications Tower, Stealth *A freestanding telecommunications tower that is configured to fully conceal wireless telecommunications equipment and appear as a tree, flag pole, clock tower, or other vertical projection. Stealth telecommunication towers are not considered as freestanding telecommunication towers for the sake of collocation or accommodation of small wireless facilities.*	P	P
VEHICLE ESTABLISHMENT **The Vehicle Establishment Use Category includes use types involving the direct sale; rental; storage; and servicing of automobiles, trucks, motorcycles, recreational vehicles, and other consumer motor vehicles intended to transport persons or goods over land, whether for recreation, commerce, or personal transport. Accessory uses may include offices, sales of parts, maintenance facilities, parking, outdoor display, and vehicle storage.**		

Attachment: ZoningComparisonVR_SR (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

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Major *Establishments engaged in vehicle sales, rental, storage, towing, and major repair such as transmission, engine repair, bodywork, and repainting.*		
Minor *Establishments that are primarily engaged in washing cars, tire sales, minor repair such as diagnostic work, lubricating, wheel alignment and inspections, but no vehicle sales or rental.*		
VISITOR ACCOMMODATIONS **The Visitor Accommodations Use Category includes use types that provide lodging units or space for short-term stays of less than 30 days for rent, lease, or interval occupancy. Accessory uses may include pools and other recreational facilities, limited storage, restaurants, bars, supporting commercial, meeting facilities, offices, and parking.**		
Bed and Breakfast *A private residence, typically a single-family detached structure engaged in the renting of one or more rooms on a daily basis to tourists, vacationers, or business people where the provision of meals is limited to guests only.*	S	
Campground *Any area, place, parcel or tract of land on which two or more campsites are occupied or intended for occupancy or facilities established or maintained, wholly or in part, for the accommodation of camping units for periods of overnight or longer, whether the use of campsites and facilities is granted gratuitously, or by rental fee, lease or conditional sale, or by covenants, restrictions and easements. Campground includes but not limited to, a travel camp, recreational camp, family campground, camping resort, recreational vehicles park and camping community. A campground does not include a summer camp, migrant labor camp or park for manufactured homes, or a construction camp, or storage area for unoccupied camping units.*		
Hotel or Motel *A building or group of buildings in which sleeping accommodations are offered to the public and intended for temporary occupancy on an overnight or short term basis. Accessory uses may include restaurants, bars, offices, and onsite recreational facilities. Some rooms may include in-room kitchen, dining, and laundry facilities.*		
Industrial		
EXTRACTIVE INDUSTRY **The Extractive Industry Use Category includes use types involving the extraction, removal, or basic processing of minerals, liquids, gases, or other natural resources (including gravel, sand, clay, or topsoil). Such uses also include quarrying, well operation, mining, or other procedures typically done at an extraction site. Accessory uses include offices, limited wholesale sales, security or caretakers quarters, outdoor storage, and maintenance facilities.**		
All *See use category definition.*		
INDUSTRIAL SERVICES **The Industrial Services Use Category includes use types involving the repair or servicing of industrial, business, or consumer machinery equipment, products, or by-products. Firms that service consumer goods do so by mainly providing centralized services for separate retail outlets. Contractors and building maintenance services and similar uses perform services off-site. Few customers, especially the general public, come to the site. Accessory activities may include limited retail or wholesale sales, offices, parking, warehousing, and outdoor storage. Contractors and others who perform services off-site are included in the Offices Use Category if equipment and materials are not stored outside and no fabrication, services, or similar work is carried on at the site.**		
Contractor Service *Offices for building, heating, plumbing, or electrical contractors, and related storage facilities.*		

Attachment: ZoningComparisonVR_SR (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

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Crabshedding *An operation in the crab harvesting industry that involves the controlled shedding or molting of blue crabs to produce the more commercially valuable soft-shelled form. Soft crab shedding systems are designed to put near-molt crabs in a controlled environment, so they can efficiently be harvested during the period that the shell is soft. Accessory uses include indoor or outdoor storage of crab pots.*		
Fuel Oil or Bottled Gas Distributor *An establishment that distributes fuel oil or bottled gases such as propone or liquid petroleum for compensation.*		
General Industrial Service and Repair *Establishments engaged in the repair or servicing of agriculture, industrial, business, or consumer machinery, equipment, products, or by-products. Firms that provide these services do so by mainly providing centralized services for separate retail outlets. Contractors and building maintenance services and similar uses perform services off-site. Few customers, especially the general public, come to the site. Accessory activities may include retail sales, offices, parking, and storage.*		
Heavy Equipment Sales, Rental, or Service *An establishment engaged in the display, sale, leasing, servicing, or rental of heavy equipment of 12,000 or more pounds gross vehicular weight (GVW). The use may also consist of a vehicle or series of vehicle that service or repair heavy equipment on-site.*		
Research and Development *A business that engages in research, or research and development, of innovative ideas in technology-intensive fields. Examples include research and development of computer software, information systems, communication systems, transportation, geographic information systems, multi-media and video technology. Development and construction of prototypes may be associated with this use.*		
MANUFACTURING AND PRODUCTION **The Manufacturing and Production Use Category includes use types involved in the manufacturing, processing, fabrication, packaging, or assembly of goods. Products may be finished or semi-finished and are generally made for the wholesale market, for transfer to other plants, or to order for firms or consumers. The use category also includes custom industries (establishments primarily engaged in the on-site production of goods by use of hand tools and small scale equipment). Goods are generally not displayed or sold on site, but if so, such sales are a subordinate part of total sales. Relatively few customers come to the manufacturing site. Accessory uses may include retail or wholesale sales, offices, cafeterias, parking, employee recreational facilities, warehouses, storage yards, repair facilities, truck fleets, fueling facilities, security and caretaker's quarters. Manufacturing of goods to be sold primarily on-site and to the general public is classified as Retail Sales if the manufacturing area does not exceed 35 percent of the development's gross floor area.**		
Manufacturing, Heavy *The manufacture or compounding process of raw materials. These activities may involve outdoor operations as part of their manufacturing process.*		
Manufacturing, Light *The mechanical transformation of predominantly previously prepared materials into new products, including assembly of component parts and the creation of products for sale to wholesale or retail markets or directly to consumers. Such uses are wholly confined within an enclosed building, do not include processing of hazardous gases and chemicals, and do not emit noxious noise, smoke, vapors, fumes, dust, glare, odor, or vibration.*		
POWER GENERATION **The Power Generation Use Category includes use types, whether institutional in nature or for profit, engaged in the production and short term storage of electrical power for use by other forms of development in different locations. Accessory uses include offices, equipment buildings, maintenance and repair facilities, and fencing or other security measures.**		

Attachment: ZoningComparisonVR_SR (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

Camden County, North Carolina
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Solar Array *Two or more solar collectors or photovoltaic panels configured as a principal use and intended to capture energy from sunlight, convert it to electricity, and save or deliver the electricity for off-site use.*	S	S
Wind Energy Conversion Facility *A utility comprised of one or more towers each including a turbine with a series of two or more blades that produce energy when driven by the wind.*		
WAREHOUSE AND FREIGHT MOVEMENT **The Warehouse and Freight Movement Use Category includes use types involving the storage or movement of goods for themselves or other firms or businesses. Goods are generally delivered to other firms or the final consumer, except for some will-call pickups. There is little on-site sales activity with the customer present. Accessory uses include offices, truck fleet parking, outdoor storage, and maintenance areas. Use types that involve the transfer or storage of solid or liquid wastes are classified as Waste-Related Services.**		
All *See use category definition.*		
WASTE-RELATED SERVICES **The Waste-Related Services Use Category includes use types that receive solid or liquid wastes from others for disposal on the site or for transfer to another location, uses that collect sanitary wastes, or uses that manufacture or produce goods or energy from the composting of organic material or processing of scrap or waste material. This use category also includes use types that receive wastes from others. Accessory uses may include offices, outdoor storage, recycling of materials, and repackaging and trans-shipment of by-products. The Waste-Related Services Use Category does not include wastewater treatment plants and potable water treatment plants; these are classified as Utilities.**		
Incinerator *A facility that burns refuse at high temperatures to reduce the volume of waste.*		
Land Application of Sludge/Septage *The deposition of industrial processes or treated waste on land intended expressly for that purpose.*		
Landfill *An area of land or an excavation used for disposal of solid waste.*		
Public Convenience Center or Transfer Station *A publicly-owned and operated facility for the purposes of collection of trash and waste for relocation to a sorting facility or permanent long term storage location.*		
Recycling Center *A facility engaged solely in the storage, processing, resale, or reuse of recyclable and recovered materials.*		
Salvage or Junkyard *An establishment where junk, waste, discarded, salvaged, or similar materials such as old metals, wood, slush, lumber, glass, paper, rags, cloth, bagging, cordage, barrels, containers, and the like, are brought, sold, exchanged, baled, packed, disassembled, stored, or handled, including used lumber and building material yards, house-wrecking yards, heavy equipment wrecking yards, and yards or places where salvaged house wrecking or structural steel materials are stored, handled, and sold.*		
Waste Composting Facility *Uses where organic solid wastes are composted using composting technology. Accessory uses may include offices and repackaging and transshipment of by-products.*		

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Camden County, North Carolina
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WHOLESALE SALES		
The Wholesale Sales Use Category includes use types involving the sale, lease, or rent of products primarily intended for industrial, institutional, or commercial businesses. The uses emphasize on-site sales or taking of orders and often include display areas. Businesses may or may not be open to the general public, but sales to the general public are limited. Products may be picked up on-site or delivered to the customer. Accessory uses may include offices, product repair, warehouses, minor fabrication services, outdoor storage, and repackaging of goods.		
Major *A wholesale use located in a building of more than 7,000 square feet of gross floor area, or that includes outdoor storage.*		
Minor *A wholesale use located in a building of 7,000 square feet of gross floor area or less that does not include outdoor storage.*		

Attachment: ZoningComparisonVR_SR (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

TIMMONS GROUP

1805 West City Drive
Unit E
Elizabeth City, NC 27909

P 252.621.5030
F 252.562.6974
www.timmons.com

April 20, 2021

RE: Proposed Rezoning

To Whom It May Concern:

You are receiving this notice because you own property near a parcel of land proposed for rezoning. The proposed rezoning will result in the parcel being rezoned from Village Residential to Suburban Residential.

A community meeting has been scheduled for Wednesday, May 5, 2021 at 6:00 pm in the upstairs courtroom of the Historic Camden County Courthouse. At the meeting, the project will be presented to the community and you will have an opportunity to provide comments to the applicant and Camden County.

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

Sincerely,

Jason Mizelle, PLS

Attachment: NeighborhoodMeetingSummary (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

Parcel Proposed for Rezoning

Attachment: NeighborhoodMeetingSummary (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

HALE CATHERINE L
116 KEETER BARN ROAD
SOUTH MILLS NC 27976

BAKER JOHN LEE
100 KEETER BARN RD
SOUTH MILLS NC 27976 9527

MOSS CHARLES SR. &
ROSEBUD
110 KEETER BARN ROAD
SOUTH MILLS NC 27976

HAGLER GLENDA
112 KEETER BARN RD.
SOUTH MILLS NC 27976

CAMPBELL CHARLES
106 KEETER BARN RD
SOUTH MILLS NC 27976

MORRELL JOSEPH H JR
2413 MEIGGS ROAD
CHESAPEAKE VA 23323

NULL KENNETH R
130 KEETER BARN ROAD
SOUTH MILLS NC 27976

WILLIAMS WILLIAM F JR
225 CULPEPPER ROAD
SOUTH MILLS NC 27976

GUAJARDO GREGORY
102 KEETER BARN ROAD
SOUTH MILLS NC 27976

MCPHERSON C.L. HEIRS
P.O. BOX 86
SHILOH NC 27974

MULLEN H.T.
101 E ELIZABETH STREET
ELIZABETH CITY NC 27909

MULLEN HERBERT TAYLOR
101 E ELIZABETH STREET
ELIZABETH CITY NC 27909

STAFFORD KATHLEEN A.
104 GADWELL DR
CURRITUCK NC 27929

CAMDEN COUNTY
P.O. BOX 190
CAMDEN NC 27921

KEETER BARN LANDING LLC
1545 NORTH ROAD STREET
ELIZABETH CITY NC 27909

Attachment: NeighborhoodMeetingSummary (3039 : Keeter Barn LLC Rezoning - Set Public Hearing

TIMMONS GROUP

1805 West City Drive
Unit E
Elizabeth City, NC 27909

P 252.621.5030
F 252.562.6974
www.timmons.com

COMMUNITY MEETING REPORT FOR KEETER BARN LANDING

Project: Rezoning 41.75-Acres on Keeter Barn Road
Facilitator: Jason Mizelle – Timmons Group
Date & Time: May 5, 2021 @ 6:00 PM
Location: Historic Camden Court House

In preparation for the Community Meeting, sixteen notices were mailed out notifying the adjoining property owners & the County Staff about the meeting. No Camden residents or County Staff attended. In attendance was Jason Mizelle of Timmons Group and Joey Coppersmith of Keeter Barn Landing (applicant). We waited until 7pm to make sure no one came in late. Since no residents attended, there was no presentation.

We did receive one phone call prior to the meeting on Monday, April 26th from Mr. Jerry Hagler of 112 Keeter Barn Road. Mr. Hagler inquired about what the rezoning was for. I relayed to him that that the purpose was to "down-zone" the property to a less dense, more applicable zoning that would promote a conservation subdivision. Mr. Hagler expressed his desire to see something commercially oriented on the property, but also relayed concerns over traffic. I let hm know that the proposed rezoning would not enable commercial development, but it would greatly lessen the potential traffic impact that either a commercial business or a larger, more dense subdivision might create. We briefly discussed drainage within the Keeter Barn Road area and what we had observed during the November 12th storm event (10yr event) and how that played a role in our determination to seek a rezoning. Mr. Hagler had no further questions.

No other inquiries were made from residents by phone or email.

Respectfully submitted,

Jason A. Mizelle, PLS
Timmons Group

Cc Camden County Planning

Attachment: NeighborhoodMeetingSummary (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

TIMMONS GROUP

YOUR VISION ACHIEVED THROUGH OURS.

Timmons Group Sign-In Sheet

Camden County Community Meeting

Keeter Barn Landing Subdivision

May 5, 2021

6: 00PM

Name (Printed)	Phone Number	Email	Address
Jason Mizelle (TIMMONS GROUP)	252-621-5028	jason.mizelle@timmons.com	1805 W. City Dr., UNIT E, ELIZ. CITY
Joey Coppersmith (Keeter Barn Indy)	252-207-5027	sales@sicarioproperties.com	P.O. Box 176, Moyock, NC 27958

Keeter Barn Landing LLC

PO Box 176
Moyock NC 27958

To Whom it may concern,

June 4, 2021

Please accept this letter as authorization for Jason Mizelle to act as an authorized representative concerning any action on planning for Keeter Barn Landing before the Camden County Planning Board, Camden County Planning Dept and The Camden County Board of Commissioners.

Thank you in advance for your attention to this matter.

Kind Regards,

Joseph Coppersmith
Managing Member
Keeter Barn Landing LLC

Notice by email:
Jason Mizelle
Amber Curling

Attachment: AuthorizeConsentLetter (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

KEETER BARN LANDING LLC
Post Office Box 176
Moyock NC 27958

TOWNEBANK
250 Caratoke Highway
Moyock, Nc 27958
68-894/514

100

5/26/2021

PAY TO THE ORDER OF Camden County $ **970.00

Nine Hundred Seventy and 00/100********** DOLLARS

Camden County

MEMO

AUTHORIZED SIGNATURE

Security features. Details on back.

⑈010006⑈ ⑆051408949⑆022126240 7⑈

Attachment: Receipt (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

Doc No: 209774
Recorded: 08/03/2020 04:19:56 PM
Fee Amt: $26.00 Page 1 of 5
Excise Tax: $1,260.00
Camden County North Carolina
Tammie Krauss, Register of Deeds
BK 394 PG 462 - 466 (5)

Space Above This Line For Recording Data

NORTH CAROLINA GENERAL WARRANTY DEED

334-21 8-3-2020
$630,000.00/$6,300.00

Prepared by W. Brock Mitchell, Attorney
Return to Hornthal, Riley, Ellis & Maland, LLP
HREM File No. 32118-1.WBM

Excise Tax: $1,260.00
Transfer Tax: $6,300.00

Tax Parcel: ***01-7080-00-30-7405***

State of North Carolina, County of Camden

THIS GENERAL WARRANTY DEED made this 31st day of July, 2020, by and between **Keeter Barn, LLC, a North Carolina limited liability company**, whose mailing address is 205 North Water Street, Elizabeth City, North Carolina 27909 (hereinafter referred to as "Grantor"), and **Keeter Barn Landing, LLC, a North Carolina limited liability company** whose mailing address is 1545 North Road Street, Elizabeth City, North Carolina 27909 (hereinafter referred to as "Grantee"):

W I T N E S S E T H :

That the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has given, granted, bargained, sold, and conveyed, and by these presents does hereby give, grant, bargain, sell, and convey unto said Grantee, Grantee's successors and assigns, all of that certain piece, parcel, or tract of land situate, lying and being in South Mills Township, Camden County, State of North Carolina, and being more particularly described as follows:

See Exhibit A attached hereto.

Per N.C.G.S. §105-317.2, the property does not include the primary residence of Grantor.

Attachment: DEED (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

TO HAVE AND TO HOLD the above described lands and premises, together with all appurtenances thereunto belonging, or in any way appertaining, unto the Grantee, Grantee's successors and assigns forever.

AND GRANTOR COVENANTS to and with Grantee, Grantee's heirs, successors, administrators, and assigns, that Grantor is lawfully seized in fee simple of the Property, and has full right and power to convey the same to Grantee in fee simple; that the Property is free from any and all encumbrances, except as set forth herein; and Grantor will warrant and defend the title against the lawful claims of all persons whomsoever, with the exception of the following:

Ad valorem taxes for the current year (prorated through the date of Settlement); utility easements; and unviolated covenants, conditions or restrictions that do not materially affect the value of the Property.

IN WITNESS WHEREOF, the Grantor has duly executed and sealed this document, this the day and year first above written.

[REMAINDER OF PAGE INTENTIONALLY BLANK – SIGNATURE(S) ON FOLLOWING PAGE(S)]

Attachment: DEED (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

Keeter Barn, LLC, a North Carolina limited liability company

By: _____
Chad Williams, Member/Manager

State of North Carolina, County of Pasquotank

I certify that the following person personally appeared before me this day, acknowledging to me that he voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated:

Chad Williams, a Member/Manager of Keeter Barn, LLC, a North Carolina limited liability company

Date: July 31, 2020.

W. BROCK MITCHELL NOTARY PUBLIC CHOWAN COUNTY, N.C.

Notary seal or stamp must appear within this box.

_____
Notary Public
Type or Print Name: W. Brock Mitchell

My Commission Expires: October 23, 2022

Attachment: DEED (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

Keeter Barn, LLC, a North Carolina limited liability company

By:_____
Alexander Underhill, Member/Manager

State of North Carolina, County of Pasquotank

I certify that the following person personally appeared before me this day, acknowledging to me that he voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated:

Alexander Underhill, a Member/Manager of Keeter Barn, LLC, a North Carolina limited liability company

Date: July 31, 2020.

W. BROCK MITCHELL NOTARY PUBLIC CHOWAN COUNTY, N.C.

Notary seal or stamp must appear within this box.

_____
Notary Public
Type or Print Name: W. Brock Mitchell

My Commission Expires: October 23, 2022

Attachment: DEED (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

EXHIBIT A

BEGINNING AT A POINT marked by a found iron rod set in the southern right of way margin of Keeter Barn Road (S.R. 1226 – 60' R/W [referencing Plat Cabinet 5, Slide 53B, of the Camden County Public Registry]), which found iron rod marks the northwest corner of that property, now or formerly, owned by Camden County (referencing Deed Book 221, Page 8, and Plat Cabinet 5, Slide 53B, of the Camden County Public Registry – PIN: 017080034111860000); thence from said found iron rod and **POINT OF BEGINNING** and running away from Keeter Barn Road along the center of a ditch South 22° 58' 40" East 653.40 feet to a found iron rod (bent), which found iron rod (bent) marks the southwest corner of that property, now or formerly, owned by Camden County (referencing Deed Book 221, Page 8, and Plat Cabinet 5, Slide 53B, of the Camden County Public Registry – PIN: 017080034111860000); thence cornering and running away from the center of said ditch and along the center of another ditch North 67° 08' 23' East 200.00 feet to a found iron rod (bent); thence cornering and running away from the center of said ditch and along the center of another ditch South 22° 58' 41" East 798.91 feet to a set iron rod (N: 1000168.66'; and E: 2784730.56'); thence cornering and running away from the center of said ditch South 67° 39' 02" West 1,149.87 feet to a found iron rod (bent) (N: 999731.37'; and E: 2783668.96'); thence running South 67° 39' 02" West 11.16 feet to a calculated point set in the eastern right of way margin of U.S. Highway 17 (R/W Per Monuments Ref. NCDOT Proj. #6.803143), which calculated point marks the northwest corner of that property, now or formerly, owned by Camden County (referencing Deed Book 168, Page 502, and Plat Cabinet 4, Slide 51A, of the Camden County Public Registry – PIN: 017989004936000000); thence cornering and running along the following courses and distances: running north-northwest along a curve (Curve Data: Radius is 3,635.72'; Delta is 20° 16' 20"; Tangent is 649.98'; Chord is 1,279.68'; and Direction is North 35° 09' 31" West) a distance of 1,286.38 feet to a R/W Monument; thence running North 23° 50" 05' West 191.67 feet to a R/W Monument, which R/W Monument marks the point of intersection of the eastern right of way margin of U.S. Highway 17 (R/W Per Monuments Ref. NCDOT Proj. #6.803143) with the southern right of way margin of Keeter Barn Road (S.R. 1226 – 60' R/W [referencing Plat Cabinet 5, Slide 53B, of the Camden County Public Registry]); thence cornering and running along the southern right of way margin of Keeter Barn Road (S.R. 1226 – 60' R/W [referencing Plat Cabinet 5, Slide 53B, of the Camden County Public Registry]) North 67° 08' 23" East 1,233.84 feet to the found iron and **POINT OF BEGINNING**, containing 41.751 acres, and being more particularly described and delineated on that plat entitled in part, "Boundary Survey For Banff F. Luther and Holly A. Luther," dated December 18, 2018, prepared by Paul J. Toti, Professional Land Surveyor, which plat is recorded in Plat Cabinet 8, Slide 159, of the Camden County Public Registry, and which plat is incorporated herein by reference.

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Attachment: DEED (3039 : Keeter Barn LLC Rezoning - Set Public Hearing (August 2, 2021))

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

Information, Reports & Minutes From Other Agencies

Item Number: 10.A
Meeting Date: July 06, 2021

Submitted By: Tammie Krauss, Register of Deeds
Register of Deeds
Prepared by: Karen Davis

Item Title **Register of Deeds Report**

Attachments: Register of Deeds Report (PDF)

Ledger Report Fee Distribution
TAMMIE KRAUSS, REGISTER OF DEEDS
Camden, NC
Date Range From Saturday, May 01, 2021 to Monday, May 31, 2021

Name	Amount
NC Children's Trust Fund	$60.00
NC Domestic Violence Fund	$360.00
State Revenue Stamp	$7,423.01
County Revenue Stamp	$7,725.99
Land Transfer Fee	$0.00
Floodplain Map Fund	$0.00
Supplemental Retirement	$109.98
ROD Automation Fund	$632.49
Dept Of Cultural Resources	$0.00
Vital Records Fund	$0.00
State General Fund	$0.00
State Treasurer Amount	$818.40
ROD General Fund	$5,349.53
Total Distribution For Period	$22,479.40
Cash Total	$934.00
Check Total	$21,139.40
Pay Account Total	$406.00
ACH Total	$0.00
Escrow Account Total	$0.00
Overpayment Total	$0.00
Total Deposit For Period	$22,479.40

Attachment: Register of Deeds Report (3036 : Register of Deeds Report)

Camden County Register of Deeds: Tammie Krauss
May 2021 Daily Deposit

DATE	NC CHILDRI TRUST	NC DOM. VIO. FUND	STATE REV. STAMPS	COUNTY REV. STAMPS	RETIREMEN	AUTO FUND	STATE TREASURY	ROD GENERAL	TOTAL
05/03/21	$ 5.00	$ 30.00	$ 49.00	$ 51.00	$ 2.96	$ 14.57	$ 18.60	$ 125.87	$ 297.00
05/04/21	$ -	$ -	$ 801.15	$ 833.85	$ 4.44	$ 26.36	$ 43.40	$ 221.80	$ 1,931.00
05/05/21	$ -	$ -	$ 419.44	$ 436.56	$ 7.20	$ 43.67	$ 62.00	$ 367.13	$ 1,336.00
05/06/21	$ -		$ 254.80	$ 265.20	$ 3.00	$ 18.26	$ 24.80	$ 153.94	$ 720.00
05/07/21			$ 382.20	$ 397.80	$ 2.77	$ 17.36	$ 18.60	$ 145.87	$ 964.60
05/10/21	$ 15.00	$ 90.00			$ 6.35	$ 30.22	$ 24.80	$ 256.43	$ 422.80
05/11/21					$ 4.38	$ 27.73	$ 31.00	$ 228.89	$ 292.00
05/12/21			$ 318.50	$ 331.50	$ 5.65	$ 34.84	$ 43.40	$ 292.91	$ 1,026.80
05/13/21					$ 3.32	$ 20.34	$ 24.80	$ 172.54	$ 221.00
05/14/21			$ 921.20	$ 958.80	$ 5.78	$ 33.27	$ 62.00	$ 283.95	$ 2,265.00
05/17/21	$ 5.00	$ 30.00	$ 622.30	$ 647.70	$ 6.78	$ 39.27	$ 43.40	$ 327.55	$ 1,722.00
05/18/21	$ 5.00	$ 30.00	$ 294.00	$ 306.00	$ 7.47	$ 43.96	$ 37.20	$ 374.37	$ 1,098.00
05/19/21					$ 1.71	$ 8.75	$ 24.80	$ 78.74	$ 114.00
05/20/21	$ 5.00	$ 30.00	$ 295.47	$ 307.53	$ 4.80	$ 26.00	$ 31.00	$ 223.40	$ 923.20
05/21/21	$ 5.00	$ 30.00	$ 638.47	$ 664.53	$ 7.32	$ 42.20	$ 49.60	$ 353.88	$ 1,791.00
05/24/21					$ 3.47	$ 21.45	$ 18.60	$ 187.48	$ 231.00
05/25/21	$ 5.00	$ 30.00	$ 707.07	$ 735.93	$ 5.73	$ 30.71	$ 49.60	$ 260.96	$ 1,825.00
05/26/21	$ 5.00	$ 30.00	$ 157.29	$ 163.71	$ 8.70	$ 51.67	$ 55.80	$ 428.83	$ 901.00
05/27/21	$ 10.00	$ 60.00	$ 754.60	$ 785.40	$ 11.04	$ 58.15	$ 99.20	$ 497.61	$ 2,276.00
05/28/21			$ 807.52	$ 840.48	$ 7.11	$ 43.71	$ 55.80	$ 367.38	$ 2,122.00
									$ -
									0.00
									0.00
									$ -
TOTAL	$ 60.00	$ 360.00	$ 7,423.01	$ 7,725.99	$ 109.98	$ 632.49	$ 818.40	$ 5,349.53	$ 22,479.40

Attachment: Register of Deeds Report (3036 : Register of Deeds Report)

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number:	10.B
Meeting Date:	July 06, 2021
Submitted By:	Kim Perry, Library Prepared by: Kim Perry
Item Title	**Library Report 5/2021**
Attachments:	21-05 (DOCX)

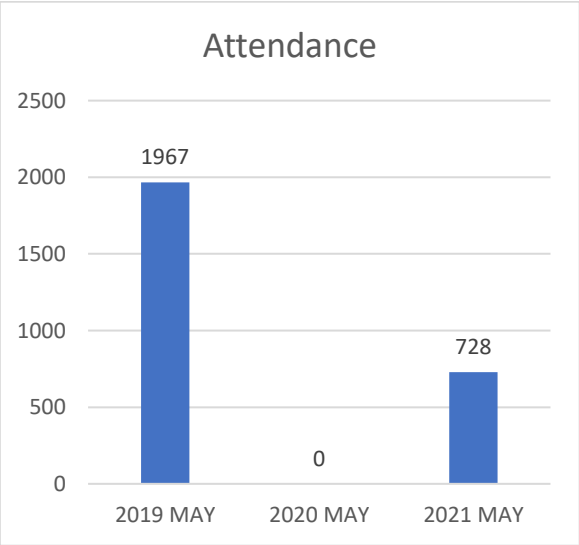
Camden County Public Library

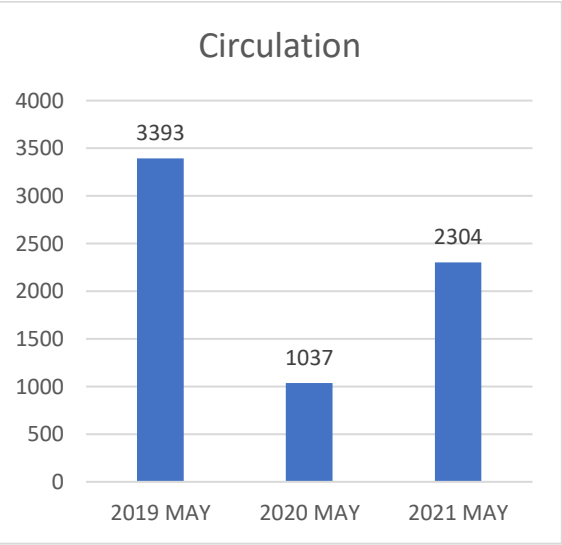
MAY 2021 Statistics

Visitor Count	728
Materials Check Outs & Renewals	2304
Computer/ Wireless Use	125/240
Questions Answered	322
Children's Programs/Attendance	1/34
Adult Programs/Attendance	0/0
Outreach Programs/Attendance	0/0
Meeting Room Usage/Attendance	7/45
Days/Hours Open	20/160
# Items in Collection	19,646
Library Card Holders	2,713
Curbside Pickups	2

Comparison by Year

2019-2021





Attachment: 21-05 (3043 : Library Report)