CAMDEN COUNTY
NORTH CAROLINA • USA
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BOARD
OF
COMMISSIONERS

March 07, 2022
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. 311.

Please silence cell phones.

Agenda

Camden County Board of Commissioners
BOC - Regular Meeting
March 07, 2022
7:00 PM
Historic Courtroom, Courthouse Complex

Welcome & Call to Order

Invocation & Pledge of Allegiance

Pastor Bill Blake, McBride United Methodist Church

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. Eastern Shore Communications

Recess to South Camden Water & Sewer District Board of Directors

Reconvene Board of Commissioners

ITEM 5. **Public Hearings**

A. BTL Fiber, LLC - Ken Bowman

B. Southeastern Equipment Corporation - Ken Bowman

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

A. Tax Report - Lisa Anderson

B. Grant Project Ordinance for American Rescue Act Plan - Ken Bowman

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

A. Potentially Dangerous Dog Appeals Board

B. Library Board of Trustees

C. Board of Adjustment

ITEM 8. **Consent Agenda**

A. BOC Meeting Minutes - February 7, 2022

B. Budget Amendments

C. School Budget Amendment

D. Tax Collection Report

E. DMV Monthly Report

F. Refunds Over $100.00

G. Vehicle Refunds Over $100.00

H. Pickups, Releases & Refunds

I. Surplus Property - Library

J. YoungWilliams Contract Renewal - Child Support Enforcement

K. Set Public Hearing - Preliminary Plan, Keeter Barn Landing

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

ITEM 10. **Commissioners' Reports**

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

A. Register of Deeds Report

B. Library Report

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

ITEM 13. **Adjourn**

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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 4.A
Meeting Date: March 07, 2022

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

Item Title **Eastern Shore Communications**

Attachments:

Summary:
A representative from Eastern Shore Communications will be present to give an update on Broadband.

CAMDEN COUNTY
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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Public Hearings

Item Number: 5.A
Meeting Date: March 07, 2022

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

Item Title **BTL Fiber, LLC**

Attachments: AgendaSummary_BTL Fiber_030722 (DOCX)

Agenda summary and recommendation attached.

Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Date: March 7, 2022

Item Title: Set Public Hearing – BTL Fiber, LLC

SUMMARY:

BTL Fiber, LLC is interested in purchasing up to 2 acres of land in the Camden Commerce Park at the rate of $25,000/acre and invest One and One Half Million Dollars ($1,500,000.00) to construct its regional HQ containing an office for up to 8 employees, a workshop for vehicle and machine maintenance and a fenced-in storage area for inventory, consisting of Fiber Spools, Vaults, Conduit and other products required for the installation and maintenance of a fiber optic network as currently is being constructed in Camden County.

The Company contemplates an investment in Camden County in land, buildings, and equipment of $1.5M within eighteen (18) months of the acquisition of the Site, and further contemplates an average annual compensation, excluding benefits, of at least $35,000.00, and proposes to maintain such investment and number of jobs for at least five (5) years.

Pictured: Camden Business Park with proposed lot shaded white.
The Proposed office would be wood frame, elevated approximately three feet from the surface. It would be approximately 40' by 30' with a flat roof. The workshop would be metal construct (50x100x30) located right up against the office, with two large doors (15x20) and a loading dock. The fenced in area would be graded, topped with sand and a layer of compacting gravel or crushed concrete. If approved, clearing and construction can start within 90 days. Proper drawings will of course be ready before applying for building permits.

Recommendation: Approval.

Attachment: AgendaSummary_BTL Fiber_030722 (3229 : BTL Fiber, LLC)

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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Public Hearings

Item Number: 5.B
Meeting Date: March 07, 2022

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

Item Title **Southeastern Equipment Corporation**

Attachments: AgendaSummary_SoutheasternEquipment 030722 (DOCX)
2000 Eco Park Blvd Entrance Offer (PDF)
EcoParkProposed Updated2-1-22 (PDF)

Agenda summary, supporting documentation and recommendation attached.

Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Date: March 7, 2022

Item Title: Public Hearing – Southeastern Equipment Corporation

SUMMARY:

Southeastern Equipment Corporation (SEC) is interested in purchasing land, approximately 3-4 acres adjacent to the lake side of Eco Park Blvd and closest to their property. They are proposing to use the property to display equipment, advertise, and allow for overflow parking during sales events. Although this is not a buildable lot a small building may be placed on the property.

Attached is a diagram outlining the property location within the Commerce Park. Although the property shows approximately 6.6 acres, of that approximately 2.5 acres consists of wetlands and buffers.

Also attached is a drawing with a proposed parking lot, entrance and gazebos within the Community Park area for future development by the County.

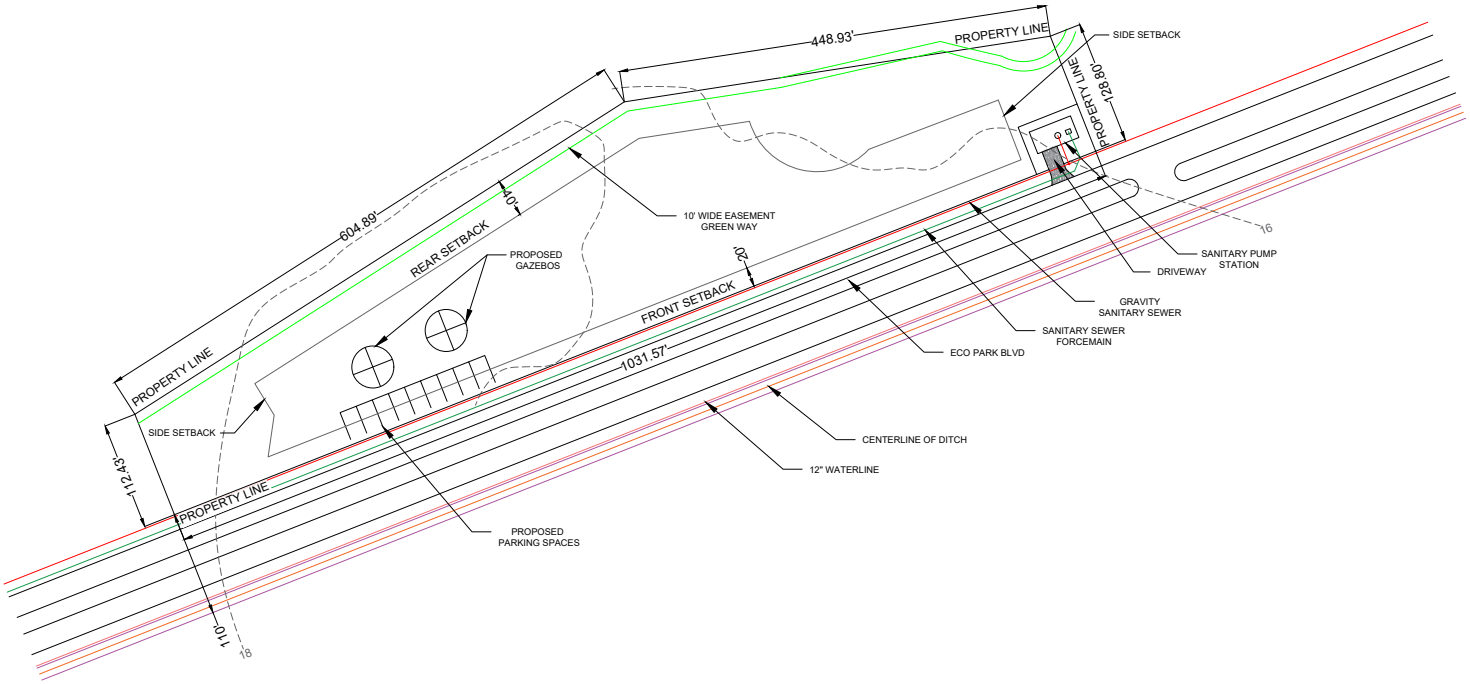
Southeastern Equipment is proposing to pay $14K per acre for the property.

RECOMMENDATION:

Survey the property so each party can see where the property lines are drawn. Once the size of the parcel is determined execute a sales agreement for the property.

Recommend Approval

Attachment: AgendaSummary_SoutheasternEquipment 030722 (3233 : Southeastern Equipment Corporation)



BAR SCALE 1"=200'

0 200 400

NOTES:

ADDRESS:
2000 ECO PARK BLVD
NORTH CAROLINA 27976

SITE PLAN

PARCEL ID: 017071006989
0000

LOT AREA: 4.31 ACRES

PLOT SIZE: 8.5" X 11"

DRAWING DATE: 01/08/202

DRAWING SCALE: 1"=200'

N

Attachment: 2000 Eco Park Blvd Entrance Offer (3233 : Southeastern Equipment Corporation)

US 17 X McPherson

0 550 1,100 2,200 Feet

Attachment: EcoParkProposed Updated2-1-22 (3233 : Southeastern Equipment Corporation)

CAMDEN COUNTY
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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.A
Meeting Date: March 07, 2022

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

Item Title **Tax Report - Lisa Anderson**

Attachments: Tax Report (PDF)

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

OUTSTANDING TAX DELINQUENCIES BY YEAR

YEAR	REAL PROPERTY	PERSONAL PROPERTY
2021	461,636.37	85,610.60
2020	81,246.96	5,841.89
2019	40,179.32	2,980.74
2018	24,344.98	1,646.20
2017	13,781.02	1,903.13
2016	8,280.90	1,238.54
2015	6,791.79	697.90
2014	9,711.89	1,030.08
2013	6,737.60	4,694.65
2012	5,683.74	7,311.38

Attachment: Tax Report (3240 : Tax Report)

TOTAL REAL PROPERTY TAX UNCOLLECTED	658,394.57
TOTAL PERSONAL PROPERTY UNCOLLECTED	112,955.11
TEN YEAR PERCENTAGE COLLECTION RATE	99.13%
COLLECTION FOR 2022 vs. 2021	1,074,161.69 VS. 881,506.69

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2021	94.27%
2020	98.90%
2019	99.44%

THIRTY LARGEST UNPAID ACCOUNTS

SEE ATTACHMENT "A"

THIRTY OLDEST UNPAID ACCOUNTS

SEE ATTACHMENT "B"

Attachment: Tax Report (3240 : Tax Report)

EFFORTS AT COLLECTION IN THE LAST 30 DAYS

ENDING January **2022**

BY TAX ADMINISTRATOR

44 NUMBER DELINQUENCY NOTICES SENT

31 FOLLOWUP REQUESTS FOR PAYMENT SENT

3 NUMBER OF WAGE GARNISHMENTS ISSUED

4 NUMBER OF BANK GARNISHMENTS ISSUED

21 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 (3240 : Tax Report)

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	02-8923-00-19-3774.0000	12,086.44	1	NMJ PROPERTIES LLC	CAMDEN	431 158 US W
R	02-8934-01-17-4778.0000	10,800.67	1	LARRY G. LAMB SR	CAMDEN	152 158 US W
R	02-8944-00-02-2843.0000	10,029.89	1	JAMES L. CARTWRIGHT	CAMDEN	299 343 HWY S
R	02-8943-01-17-4388.0000	9,216.72	1	THOMAS REESE	CAMDEN	301 JAPONICA DR
R	01-8929-00-34-2503.0000	8,338.03	1	STONEBRIAR COMMERCIAL FINANCE	SOUTH MILLS	
R	02-8943-01-06-9013.0000	7,798.95	1	JEWEL H. DAVENPORT	CAMDEN	WINDY HEIGHTS DR
R	01-7989-00-01-1714.0000	6,166.42	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8944-00-36-1417.0000	6,082.32	1	ROSA ALICE FEREBEE HEIRS	CAMDEN	165 IVY NECK RD
R	03-8971-00-23-2253.0000	6,036.09	1	ABODE OF CAMDEN, INC.	SHILOH	187 C THOMAS POINT RD
R	02-8934-01-18-8072.0000	5,795.45	1	ARNOLD AND THORNLEY, INC.	CAMDEN	146 158 US W
R	02-8935-02-66-7093.0000	5,741.00	1	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	01-7979-00-61-7358.0000	4,906.97	1	BERT LLC	SOUTH MILLS	HORSESHOE RD
R	01-7999-00-62-3898.0000	4,705.66	1	MICHAEL ASKEW	SOUTH MILLS	257 A OLD SWAMP RD
R	02-8934-01-29-4617.0000	4,687.31	1	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W
R	02-8945-00-41-2060.0000	4,679.72	1	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	03-8962-00-05-0472.0000	4,590.46	1	FRANK MCMILLIAN HEIRS	SHILOH	172 NECK RD
R	03-8973-00-30-0618.0000	4,537.01	1	SHEILA RIGGS EDWARDS	SHILOH	937 SANDY HOOK RD
R	03-8943-02-75-4196.0000	4,471.07	1	SHERRILL M PRICE JR	SHILOH	115 COOKS LANDING RD
R	03-8899-00-55-2698.0000	4,415.74	1	RONALD E EDWARDS	SHILOH	116 MISTLETOE LN
R	03-8972-00-54-4332.0000	4,328.17	1	GILBERT WAYNE OVERTON &	SHILOH	1330 343 HWY S
R	02-8944-00-75-7172.0000	4,305.63	1	KIM SAWYER	CAMDEN	110 MILL DAM RD N
R	02-8916-00-39-5170.0000	4,144.46	1	DONALD RAY JONES	CAMDEN	670 343 HWY N
R	01-7979-00-13-4667.0000	4,119.24	1	SUSAN CHARLENE BEARD ET AL	SOUTH MILLS	409 HORSESHOE RD
R	03-8973-00-22-3033.0000	3,975.77	1	TAYLOR LEIGH PROPERTIES LLC	SHILOH	899 SANDY HOOK RD
R	03-8953-00-89-0192.0000	3,954.89	1	TANYA W BARCLIFT	SHILOH	269 TROTMAN RD
R	03-9809-00-24-8236.0000	3,948.55	1	GENE W IRBY	SHILOH	503 SAILBOAT RD
R	03-8973-00-53-0748.0000	3,727.87	1	MORRIS L. KIGHT III	SHILOH	142 STANLEY LN
R	02-8944-00-87-7021.0000	3,674.76	1	MARK M. BRIGMAN SR & LISA L.	CAMDEN	175 MCKIMMEY RD
R	02-8954-00-43-8538.0000	3,614.32	1	BILLY ROSS FEREBEE	CAMDEN	237 PALMER RD
R	02-8944-00-51-7111.0000	3,580.19	1	FLOYD & JUNE T. ETHERIDGE	CAMDEN	110 BILLETS BRIDGE RD

Recd

Attachment: Tax Report (3240 : Tax Report)

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	10	6,166.42	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8962-00-04-9097.0000	10	2,912.38	CECIL BARNARD HEIRS	SHILOH	NECK RD
R	03-8965-00-37-4242.0000	10	2,853.28	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	03-8899-00-45-2682.0000	10	2,766.66	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8952-00-95-8737.0000	10	2,151.92	AUDREY TILLETT	SHILOH	171 NECK RD
R	01-7988-00-91-0179.0001	10	2,077.02	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	01-7999-00-32-3510.0000	10	1,954.13	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	03-8943-04-93-8214.0000	10	1,892.64	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7999-00-12-8596.0000	10	1,879.21	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7091-00-64-6569.0000	10	1,809.51	CLARENCE D. TURNER JR.	SOUTH MILLS	STINGY LN
R	03-8990-00-64-8379.0000	10	1,283.76	CHRISTOPHER FROST-JOHNSON	SHILOH	LITTLE CREEK RD
R	01-7080-00-62-1977.0000	10	1,157.52	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	02-8936-00-24-7426.0000	10	851.94	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	01-7989-04-60-1568.0000	10	847.68	EMMA BRITE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	01-7989-04-60-1954.0000	10	827.30	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	01-7090-00-60-5052.0000	10	814.52	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	01-7989-04-90-0938.0000	10	765.22	DORIS EASON	SOUTH MILLS	1352 343 HWY N
R	03-9809-00-24-6322.0000	10	667.69	DAVID B. KIRBY	SHILOH	499 SAILBOAT RD
R	02-8955-00-13-7846.0000	10	585.88	MARIE MERCER	CAMDEN	IVY NECK RD
R	03-8899-00-36-1568.0000	10	463.73	PETER BUTSAVAGE	SHILOH	HIBISCUS RD
R	03-8962-00-55-5300.0000	10	427.31	OCTAVIA COPELAND HEIRS	SHILOH	457 NECK RD
R	03-8980-00-61-1968.0000	10	381.59	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	03-9809-00-54-8280.0000	10	303.70	RODNEY STEVEN SPIVEY &	SHILOH	SAILBOAT RD
R	01-7090-00-95-5262.0000	10	297.16	JOHN F. SAWYER HEIRS	SOUTH MILLS	OLD SWAMP RD
R	03-9809-00-66-0120.0000	10	286.40	RANDELL CRIDER	SHILOH	SAILBOAT RD
R	03-8980-00-84-0931.0000	10	285.84	CARL TEUSCHER	SHILOH	218 BROAD CREEK RD
R	02-8936-00-25-7407.0000	10	220.95	CHARLIE RUDOLPH CHAMBLEE	CAMDEN	BOURBON ST
R	03-9809-00-45-1097.0000	10	203.59	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	03-8962-00-60-7648.0000	10	189.72	FRANK WRIGHT ETAL	SHILOH	WICKHAM RD
R	03-8899-00-37-0046.0000	10	149.93	ELIZABETH LONG	SHILOH	HIBISCUS RD

Real

Attachment: Tax Report (3240 : Tax Report)

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001089	19,055.87	1	EASTERN CAROLINA CONST, INC.	CAMDEN	150 A 158 HWY E
P	0002954	15,524.98	1	SHILOH HWY 1108 SOLAR,LLC	SHILOH	956 SANDY HOOK RD
P	0002953	14,758.93	1	SANDY SOLAR, LLC	SHILOH	466 SANDY HOOK RD
P	0000386	14,264.60	1	MEDIACOM	SHILOH	
P	0000295	1,456.26	3	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0001709	1,207.54	5	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0001104	1,148.60	1	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0002941	1,083.89	1	BARKER'S TRUCKING, INC	SHILOH	108 SASSAFRAS LN
P	0002808	1,049.13	1	NORTH POINTE HAULING INC	SOUTH MILLS	103 NORTH POINTE RD
P	0000659	968.85	1	RICKY'S WELDING, INC.	SHILOH	864 SANDY HOOK RD
P	0003017	637.01	1	MARK STANLEY MICHALSKI	SOUTH MILLS	138 CAROLINA RD
P	0002194	577.25	1	AARON MICHAEL WHITE	SHILOH	849 SANDY HOOK RD
P	0001046	562.79	10	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	534.66	10	PAM BUNDY	SHILOH	105 AARON DR
P	0000297	522.02	1	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0001681	504.70	10	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001721	457.37	1	CINDY MAYO	SOUTH MILLS	106 BINGHAM RD
P	0002182	449.91	1	ACADEMI TRAINING CENTER LLC	MOYOCK	850 PUDDIN RIDGE RD
P	0001230	411.11	10	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0003721	396.00	1	JIMMY'S TRUCKING & HAULING LLC	CAMDEN	127 TRAFTON RD
P	0003099	392.76	1	AARON M BROWN	SHILOH	108 CHERRY BLOSSOM WAY
P	0003192	382.04	1	ROBERT JESSE-ALDERMAN HUDGINS	CAMDEN	409 343 HWY N
P	0003559	365.94	1	BENNY FARRELL TUCKER	ELIZABETH CITY	152 158 US W
P	0003405	355.61	3	JOHN R BARKER	SHILOH	108 SASSAFRAS LN
P	0001976	344.40	1	ANA ALICIA MARTINEZ LOPEZ	SHILOH	110 AARON DR
P	0003897	340.58	1	WILLIAM A LEWIN II	CAMDEN	112 BILLETTS BRIDGE RD
P	0001538	311.90	10	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0003501	310.39	1	DIANE L. NOBLE	CAMDEN	152 158 US W
P	0000738	307.42	10	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0003513	282.06	1	JULIE PORTER	CAMDEN	431 158 US W

Personal

Attachment: Tax Report (3240 : Tax Report)

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001709	10	1,207.54	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0001046	10	562.79	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	10	534.66	PAM BUNDY	SHILOH	105 AARON DR
P	0001681	10	504.70	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001230	10	411.11	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001538	10	311.90	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0000738	10	307.42	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001694	10	241.65	THOMAS B.THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001952	10	238.91	SANDY BOTTOM MATERIALS,INC	SOUTH MILLS	319 PONDEROSA RD
P	0001106	10	203.87	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001827	10	148.15	KAREN BUNDY	CAMDEN	431 158 US W
P	0000295	6	1,456.26	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000770	6	134.40	MARSHA GAIL BOGUES	CAMDEN	276 BELCROSS RD
P	0000385	6	121.17	MARK SANDERS OVERMAN	SHAWBORO	116 GARRINGTON ISLAND
P	0002921	6	120.68	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0001104	5	1,148.60	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0001976	5	344.40	ANA ALICIA MARTINEZ LOPEZ	SHILOH	110 AARON DR
P	0000945	5	243.90	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0002442	5	200.37	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0002468	5	178.15	WANDA HERNANDEZ WELLS	SHILOH	104 HIGH RD
P	0002968	5	165.22	MICHAEL WILLIAM MAINELLO	SOUTH MILLS	237 KEETER BARN RD
P	0001150	5	136.45	WILLIAM MICHAEL STONE	CAMDEN	130 MILL DAM RD S
P	0001689	5	125.28	MICHAEL WAYNE MYERS	SOUTH MILLS	107 ROBIN DR
P	0002194	4	577.25	AARON MICHAEL WHITE	SHILOH	849 SANDY HOOK RD S
P	0002902	4	222.92	STEPHANIE AUSMAN	SHILOH	204 POND RD
P	0001512	4	167.69	JOHN WESLEY BURGESS,JR.	CAMDEN	431 158 USY W
P	0000297	3	522.02	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0003559	3	365.94	BENNY FARRELL TUCKER	ELIZABETH CITY	152 158 US W
P	0003405	3	355.61	JOHN R BARKER	SHILOH	108 SASSAFRAS LN
P	0003501	3	310.39	DIANE L. NOBLE	CAMDEN	152 158 US W

Personal

Attachment: Tax Report (3240 : Tax Report)

CAMDEN COUNTY
NORTH CAROLINA · USA
Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.B
Meeting Date: March 07, 2022

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

Item Title **Grant Project Ordinance for American Rescue Act Plan**

Attachments: Project Ordinance (DOCX)

Summary:
The Board will consider the attached Grant Project Ordinance for the American Rescue Act of 2021. The Ordinance is used to establish a budget for Water & Sewer Infrastructure & Expansion. To date, half of the funds, $1,055,393.50, have been received with the remaining funds to be received next year. The amounts appropriated in the Ordinance are based on discussions with County Manager Ken Bowman and Public Works Manager Charles Jones.
Recommendation:
Adoption of the Ordinance.

Grant Project Ordinance for the County of Camden American Rescue Act of 2021: Coronavirus State and Local Fiscal Recovery Funds

BE IT ORDAINED by the Board of Commissioners of the County of Camden, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1: This ordinance is to establish a budget for a project to be funded by the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (CSLFRF). The County of Camden has received the first tranche in the amount of $1,055,393.50 of CSLFRF funds. The total allocation is $2,110,787, with the remainder to be distributed to the county within 12 months. These funds may be used for the following categories of expenditures, to the extent authorized by state law.

1. Invest in water and sewer infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure.

Section 2: The following amounts are appropriated for the project and authorized for expenditure:

Project Description	Cost Object	Appropriation of CSLFRF Funds	Appropriation of Other Monies (Specify revenue source)
Extension of Wastewater Line	Contract	$500,000	$0
Water Infrastructure Expansion	Contract	$1,400,000	$0
Unassigned		$210,787	$0
Total		**$2,110,787**	**$0**

Section 3: The following revenues are anticipated to be available to complete the project:

CSLFRF Funds:	$2,110,787
General Fund Transfer:	$0
Total:	**$2,110,787**

Section 4: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements.

Section 5: The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

Section 6: Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk of the Board of Commissioners.

Section 7: This grant project ordinance expires on December 31, 2026, or when all the CSLFRF funds have been obligated and expended by the county, whichever occurs first.

Adopt
ed this, the 7th day of March 2022.

ATTEST:

Ross B. Munro, Chairman
Camden County Board of Commissioners

Karen M. Davis
Clerk to the Board of Commissioners

Attachment: Project Ordinance (3224 : Grant Project Ordinance for American Rescue Act Plan)

CAMDEN COUNTY
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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 7.A
Meeting Date: March 07, 2022

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

Item Title **Potentially Dangerous Dog Appeals Board**

Attachments: Ashley Cornier_DangerousDogAppeals (PDF)

Summary:
It is the request of Sheriff Jones that Ashley Cornier be appointed to the Potentially Dangerous Dog Appeals Board.
Recommendation:
Approval.

CAMDEN COUNTY
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Volunteer Application

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

Name: Ashley Cornier

Mailing Address: 109 Generals Way

Township: South Mills

Home Telephone: 757-362-4609 Cell Phone

Email address: Cornier983@gmail.com

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

Please identify any talent, interest, skill, experience or educational preparation:
Hundreds of volunteer hours in animal shelters and rescues. Organization is a strong skill set that I possess.

Departments/Areas upon which you are interested in serving:
Dangerous/Vicious Dog Appellate Board.

If you are volunteering for Camden County and an emergency arises, whom should we contact:

Name: Miguel Cornier Relationship: Husband

Telephone (home): 757-362-4415 Mobile

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

Signature: _____ Date: 11 FEB 2022

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

Attachment: Ashley Cornier_DangerousDogAppeals (3227 : Potentially Dangerous Dog Appeals Board)

CAMDEN COUNTY
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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 7.B
Meeting Date: March 07, 2022

Submitted By: Kim Perry,
Library
Prepared by: Karen Davis

Item Title **Library Board of Trustees**

Attachments:

Summary:
It is the recommendation of staff that Andrew Howle be reappointed to the Library Board for an additional term.
Recommendation:
Approval.

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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 7.C
Meeting Date: March 07, 2022

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

Item Title **Board of Adjustment**

Attachments:

Summary:
It is the request of Planning Staff that the following Planning Board members be appointed to the Board of Adjustment, as allowed per General Statute 153A-345(a):
~ Marshall Lee Powell III
~ Steve Bradshaw
~ David Parks
~ Nathan Lilley
Recommendation:
Approval.

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

Consent Agenda

Item Number: 8.A
Meeting Date: March 07, 2022

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

Item Title **BOC Meeting Minutes - February 7, 2022**

Attachments: bocminutes_020722 (DOCX)

Camden County Board of Commissioners
February 7, 2022
5:00 PM – Work Session
5:30 PM - Closed Session
7:00 PM – Regular Meeting
Historic Courtroom - Camden, North Carolina

MINUTES

A Regular Meeting of the Camden County Board of Commissioners was held on February 7, 2022 in the Historic Courtroom, Camden, North Carolina.

CALL TO ORDER

The meeting was called to order by Chairman Ross Munro at 5:00 PM. Also Present: Vice-Chair Tiffney White, Commissioners Tom White and Randy Krainiak. Commissioner Clayton Riggs joined at 5:30 PM for the Closed Session and Regular Meeting.

WORK SESSION

The Board of Commissioners were given a tour of the new library under construction.

CLOSED SESSION

Motion to go into Closed Session to discuss economic development.

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

Motion to recess out of Closed Session.

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

The Chairman recessed the Board at 6:30 PM and reconvened the Regular Meeting at 7:00 PM.

INVOCATION & PLEDGE OF ALLEGIANCE

Pastor Kevin Buzzard gave the invocation and the Board led in the Pledge of Allegiance.

ITEM 1. CONSIDERATION OF AGENDA

Motion to approve the agenda as presented.

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

ITEM 2. CONFLICT OF INTEREST DISCLOSURE STATEMENT

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

ITEM 3. PUBLIC COMMENTS

None.

Attachment: bocminutes_020722 (3223 : BOC Meeting Minutes - February 7, 2022)

ITEM 4. PRESENTATIONS

A. Library Construction Update – Bill Cram with MB Kahn Construction gave a brief update on the construction of the new library. Possible final completion in mid-April.

B. Department of Social Services – Director Craig Patterson presented the following Corrective Action Plan in response to the findings from the FY 2020-2021 audit.

Camden County Department of Social Services
P.O. Box 70, Camden, NC 27921

Craig D. Patterson, Director — Telephone: 252-331-4787, Fax: 252-333-1009 — Ms. Tammie McCoy, DSS Board Chair

Camden DSS Medicaid Corrective Action Plan for FY 2021

This corrective action plan will address the recent findings from the Single County Audit for FY 2021.

Corrective Action Plan

General

I. The Agency will continue to implement the Documentation Policy that has been developed in response to the 2020 audit. This will include all policies and procedures related to Adult Medicaid applications and determination of eligibility. This policy will include but not limited to the following:
- a. General Adult Medicaid Policies and Procedures;
- b. The Application Process;
- c. Document Management
- d. Case Records
- e. The Importance of Accuracy and Completeness of Record Keeping

II. All Adult Medicaid staff will participate in a training specific to address the findings listed above, including but not limited to training regarding:
- a. Gathering and keying data to produce accurate records;
- b. The requirements of a complete case record;
- c. Verification of resources;
- d. Accuracy of calculations;
- e. Thoroughness of record keeping and case management;

III. Quarterly meetings and as needed trainings will be conducted by the IMC Supervisor with the assistance of Camden OST.
- a. Training logs will be maintained in order to document that workers have participated in the above mentioned trainings. (see attached document)
- b. New policies for Adult Medicaid will be reviewed with staff at the Quarterly Unit meeting &/or in a timely manner in order for the staff to incorporate any changes in practice.
- c. All staff are currently enrolled to receive all state Terminal Messages and NC FAST communications;
- d. All staff will be required to review Terminal Messages and NC FAST messages.
- e. Camden DSS will request a random review of eligible Adult Medicaid cases by the DHHS OST, as needed if there are suspected errors identified.
- f. Persons Involved in the Training and Review Process will include but not be limited to:
  - i. The Agency Director;
  - ii. The Income Maintenance Supervisor;
  - iii. The Income Maintenance Lead Worker;
  - iv. The Camden County Finance Officer;
  - v. The Camden County OST and/or other North Carolina DHHS persons;
  - vi. NC FAST Staff and Help Desk as needed.

IV. An internal review process will continue in January 2022, by both the agency Director and Income Maintenance Supervisor. This will include but not limited to:
- a. Reviews of a minimum of 5 eligible Adult Medicaid cases to ensure compliance with accurate record keeping;
- b. Reviews of a minimum of 5 eligible Adult Medicaid cases regarding the accuracy of calculations regarding assets/resources and that these calculations agree with NC FAST;
- c. Reviews of a minimum of 5 Medicaid applications to ensure that eligibility determinations were correctly made;
- d. These reviews will be conducted until such time as the errors are reduced significantly or eliminated.

V. Continued Non-Compliance Issues:
- a. Camden County DSS will take the appropriate steps to ensure that all records are accurate and complete;
- b. Staff will be informed of the new requirements for training and review as soon as this corrective action plan is approved;
- c. Staff that continue to show errors in any of the processes of determining eligibility will have their performance documented by their supervisor;
- d. Continued non-compliance will be grounds for disciplinary action up to and including termination.

Specific Corrective Action

These corrective actions will address the specific technical errors that were cited in the 2021 audit.

I. There were five errors discovered during our procedures that inaccurate information was entered.
- a. Files shall be reviewed internally to ensure proper documentation is in place for eligibility.
- b. Workers shall be retrained on what files should contain and the importance of complete and accurate record keeping.
- c. Workers will ensure that all files include online verifications, documented resources of income and those amounts agree to information in NC FAST.

II. There were twenty five (25) technical errors discovered during our procedures that resources in the county documentation and those same resources contained in NC FAST were not the same amounts or files containing resources were not properly documented to be considered countable or non-countable.
- a. All workers will ensure that their input of data, specifically regarding resources and income, is keyed with accuracy and thoroughness.
- b. Workers will meet on a quarterly basis to review policy revisions and to discuss the importance of complete and accurate record keeping.
- c. Workers will be retrained as needed, in the areas of concern, in order to reduce these errors.
- d. Workers will ensure that the paper budget that is prepared is accurate and agrees with the NC Fast determination.
- e. The Supervisor and Lead Worker will review this specific item when 2nd partying cases.

III. There were thirty one (31) errors discovered during our procedures that resources in the county documentation and those same resources contained in NC FAST were not the same amounts or files containing resources were not properly documented to be considered countable or non-countable. The errors were as follows: Nine (9) cases did not have accurate resource calculations, Eight (8) cases did not have accurate budget calculations, Thirteen (13) cases had a failure to complete at least one compliance component, One (1) case contained input errors.
- a. Workers will ensure that proper documentation exists in the case record to support the eligibility decision.
- b. Workers shall be retrained in the areas that are of concern in order to reduce or eliminate errors, specifically repeat errors from previous audits.
- c. Workers will ensure that all files include online verifications, documented resources of income and that those numbers match.
- d. Upon receipt of additional information, workers will update NC Fast appropriately and accurately.
- e. The Supervisor and Lead Worker will review this specific item when 2nd partying cases.

V. All workers will ensure that timely referrals are made to other agencies as needed.
- a. This includes specifically Child Support Enforcement.
- b. Workers will consider other referrals to other social service agencies in order to serve the client in a complete and holistic manner.
  - i. These include but not limited to:
    1. LIEAP
    2. CRISIS (CIP)
    3. EIC (Housing)
    4. Community Cares Collaborative

Summary

The agency will be concentrating on the accuracy and thoroughness of the data that is keyed into the NC Fast system. We are currently training a new Adult Medicaid IMC and will endeavor to train her to be able to meet the compliances for the Medicaid programs. It is the hope and plan of the agency to reduce the number of errors related to eligibility and technical issues.

Submitted by: **Date: November 29th, 2021**

Craig Patterson
Camden County DSS Director

Attachment: bocminutes_020722 (3223 : BOC Meeting Minutes - February 7, 2022)

South Camden Water & Sewer District Board of Directors

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

New Business

A. Monthly Report – Chuck Jones

South Camden Water & Sewer Board

Monthly Work Order Statistics Report

Period: December 2021

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

New Services installed:

Locates:

Water Line: 43

Sewer Line: 8

Water & Sewer, same ticket: 7

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 December: 14 090 580 gallons

Daily average water usage for October: 454 535 gallons

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	17,653,210	.569,458
June 2021	15,598,180	.519,939
July 2021	16,617,070	.536,035
August 2021	15,478,230	.499,298
September 2021	14,961,560	.498,719
October 2021	14,853,650	.479,150
November 2021	13,855,420	.461,847
December 2021	14,090,580	.454,535
Yearly Totals	180,920,110	.495,672

Attachment: bocminutes_020722 (3223 : BOC Meeting Minutes - February 7, 2022)

2021 SMWA USAGE

Date	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	153,300	136,100	132,200	124,000	219,600	147,400	204,100	170,100	121300	143800	142200	141300
2	133,536	137,700	156,400	133,300	230,700	138,700	158,700	127,900	157300	164700	155500	152100
3	153,700	136,000	147,000	154,000	185,100	144,100	221,400	297,600	139300	186300	118900	151867
4	135,700	138,400	146,200	175,800	164,900	133,200	183,200	107,200	179300	192300	136100	151867
5	127,100	133,000	124,600	149,700	172,300	161,300	221,300	170,700	173200	162000	147633	151867
6	146,500	152,200	149,900	150,800	142,800	203,100	176,600	94,100	208100	134400	147634	140900
7	140,200	161,000	194,600	169,000	136,600	171,600	160,200	146,000	161100	144300	147633	134000
8	125,400	138,500	132,600	159,600	165,900	152,500	138,000	165,400	146100	150800	170900	136700
9	148,300	124,500	153,700	135,100	175,500	138,700	138,100	150,900	138000	150800	120500	140100
10	167,900	146,700	139,500	172,400	205,700	161,900	170,300	164,300	133500	150800	112100	153067
11	152,500	133,900	137,900	195,300	148,700	136,200	159,600	139,000	178200	173000	155700	153067
12	161,800	116,700	123,900	162,200	161,200	132,300	178,500	151,400	182300	163400	149500	153066
13	118,500	150,200	164,800	144,200	154,000	195,100	158,400	162,400	153400	121500	149500	138300
14	134,600	135,400	172,500	151,200	122,700	172,500	163,300	186,800	153300	136200	149500	94700
15	127,300	167,800	137,700	141,300	212,100	165,600	169,700	165,700	135500	150333	144700	211700
16	151,700	130,500	120,100	134,300	236,000	155,900	146,700	132,900	142600	150333	130600	137300
17	159,300	146,400	141,500	181,600	183,700	184,600	212,700	177,100	153800	150334	132800	153933
18	151,800	114,200	130,900	186,700	201,300	208,700	141,900	119,400	172300	136500	194000	153933
19	128,400	140,900	130,600	146,200	200,300	224,200	139,300	155,800	196100	206600	151733	153933
20	136,400	138,900	141,500	153,800	197,300	174,000	157,900	138,200	139000	154500	151734	144900
21	149,000	175,800	171,800	134,800	186,900	173,600	166,700	154,400	168400	138200	151733	143800
22	123,200	150,800	132,000	146,800	237,200	130,400	141,600	172,900	129800	154900	125000	136800
23	139,200	132,600	148,400	138,900	279,600	140,800	184,100	158,200	141200	154900	152700	154200
24	167,900	144,800	138,400	166,900	189,700	182,500	146,700	163,300	106200	154900	126100	154466
25	142,300	114,900	177,100	180,600	183,500	155,600	200,200	140,800	187700	146400	178500	154467
26	144,300	137,900	131,900	149,200	234,600	173,000	161,000	143,000	189800	141100	141767	154467
27	125,900	140,800	158,700	194,300	214,300	176,800	151,000	162,900	142800	141500	141767	155900
28	137,700	170,900	178,900	176,600	175,900	180,800	139,200	174,600	162400	127900	141766	132600
29	150,200		143,700	178,200	159,700	158,400	137,000	187,300	132600	145333	149100	142900
30	139,200		138,400	179,300	156,900	191,400	148,700	148,900	160900	145333	132300	137300
31	164,800		151,300		222,200		170,300	152,500		145334		141000

TOTAL	4,437,636	3,947,500	4,548,700	4,766,100	5,856,900	4,964,900	5,146,400	4,881,700	4,685,500	4,718,700	4,349,600	4,556,500
Average	143,150	140,982	146,732	158,870	188,932	165,497	166,013	157,474	156,183	152,216	144,987	146,984
Maximum	167,900	175,800	194,600	195,300	279,600	224,200	221,400	297,600	208,100	206,600	194,000	211,700

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										
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
May	88	100%	0%	88	0	90	8	17	0	2
June	101	100%	0%	96	5	63	17	12	0	2
July	87	100%	0%	85	2	83	14	7	0	0
August	89	100%	0%	88	1	105	19	1	0	2
Sept	120	100%	0%	119	1	77	15	0	0	3
Oct	95	100%	0%	93	0	64	15	2	0	0
Nov	72	100%	0%	72	0	37	0	2	0	2
Dec	86	100%	0%	85	1	43	8	7	0	0

Motion to approve the monthly report as presented.

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

Adjourn

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

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

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

Attachment: bocminutes_020722 (3223 : BOC Meeting Minutes - February 7, 2022)

ITEM 5. NEW BUSINESS

A. Development Agreement Extension Request – Amber Curling

South Mills Landing, LLC is the owner of 3 tracts of land as follows: The North Tract consisting of 124.83 acres located off of Horseshoe Road, the South Tract consisting of 60.1 acres located off of Main Street, and an undeveloped tract adjacent to the South Tract consisting of 48.75 acres, referred to as the Environment Tract. The North and South Tracts were rezoned to PUD (Planned Unit Development) in 2004, now Planned Development (PD) under the current UDO. A Concept Plan for a Planned Development of 581 units was reviewed and approved administratively in 2019, and a Master Plan was submitted in January, 2020 for a 580 unit Planned Development, which is in substantiated conformance with the approved Concept Plan. A Preliminary Plat for the 580 units, now revised to 567 units, approximately 5 acres of commercial development, and clubhouse facilities has now also been submitted.

Mark Bissell, representative for South Mills Landing LLC, requested one-year extension of the schedule shown in Exhibit D of the Development Agreement between South Mills Landing, LLC and Camden County. This Development Agreement may be amended or canceled by mutual consent of the County and SML. and their successors or assigns. Minor amendments will be processed administratively. No amendment to this Development Agreement shall be effective unless such amendment is reduced to a written agreement signed by both parties.

Staff recommends approval.

BISSELL PROFESSIONAL GROUP
The Coastal Experts

January 17, 2022

Ms. Amber Curling, Director
Planning & Community Development Department
P.O. Box 74
Camden, NC 27921

Re: Extension of South Mills Landing Development Agreement

Dear Amber,

To follow up on our conversation from Friday, I am writing to request a one-year extension of the schedule outlined in Exhibit D to the Development Agreement between South Mills Landing, LLC and Camden County. As discussed, the development construction and approval process has fallen far behind the anticipated schedule, in large part due to the lack of availability of materials to complete the work.

Paragraph 16 of the Development Agreement anticipated that the development schedule could be influenced by changing market conditions, and conditions have certainly changed, as Covid-19 has impacted the supply chain to a level that has dramatically affected the developer's ability to obtain the materials necessary to construct the development according to the original schedule.

Paragraph 20.2 of the Agreement indicates that this Development Agreement may be amended by mutual consent and that minor amendments will be processed administratively. While the agreement itself does not define minor versus major amendments, the Camden Unified Development Ordinance defines minor changes as changes that (a) have no discernible impact on neighboring properties, the general public or those intended to occupy or use the proposed development, (b) will result in equal or better compliance with this ordinance or conditions of approval, or (c) address technical considerations that could not reasonably be anticipated at the time of the approval.

The condition outlined in part (c) appears to support the request being a minor change, as this delay could not have been anticipated. The change also should have no discernible impact on neighboring properties or the general public.

Major changes are defined in the UDO as changes that materially affect the configuration of the development, and it does not appear that this change would rise to the level of a major amendment under that provision of the UDO.

While we understand that the County Commissioners will need to agree to the modification, it does not appear that a public hearing would be required in order to amend the agreement in this manner.

P.O. Box 1068 • 3512 N. Croatan Hwy. • Kitty Hawk, NC 27949
252-261-3266 • Fax: 252-261-1760 • E-mail:bpg@bissellprofessionalgroup.com

Thank you for your consideration; we are hopeful that this amendment could be reviewed at the February 7th County Commissioners' meeting, and we are available to discuss this request in more detail as may be needed.

Sincerely yours,
Bissell Professional Group

Mark S Bissell, P.E.

cc: South Mills Landing, LLC

Attachment: bocminutes_020722 (3223 : BOC Meeting Minutes - February 7, 2022)

One yr ext. would change

EXHIBIT D

DEVELOPMENT SCHEDULE - Fiscal Years (Updated 1/14/2021)

	2020/21	Phase	2021/22	Phase	2022/23	Phase	2023/24	Phase	2024/25	Phase	2025/26	Phase	2026/27	Phase	Total
							2021/2022		2022/2023		2023/2024		2024/2025		
Construction Plan Approval	116	1			178	2	233	3&4			40	5			567
Final Plat Recorded			116	1	178	2	134	3	99	4	40	5			567
Houses Completed per year					11		203		180		130		43		567

Fee Breakdown 25/25/50

Cumulative Sewer Fees ($1,000)		$ 215		$ 429		$ 1,167		$ 3,308		$ 4,787		$ 5,871		$ 6,180						
Construction Plan Approval	214600		0		329300		431050		0		74000		0							
Final Plat Recorded	0		214600		329300		247900		183150		74000		0							
Houses Completed per year	$ -		$ -		$ 79,200		$ 1,461,600		$ 1,296,000		$ 936,000		$ 309,600							
Annual Cost	$ 214,600	$ 214,600	$ 214,600	$ 429,200	$ 737,800	$ 1,167,000	$ 2,140,550	$ 3,307,550	$ 1,479,150	$ 4,786,700	$ 1,084,000	$ 5,870,700	$ 309,600	$ 6,180,300						
Cumulative Water Fees to County ($1000s)				$ 290		$ 735		$ 1,317		$ 1,317		$ 1,417		$ 1,417						
Annual Cost	$ -		$ 290,000	$ 290,000	$ 445,000	$ 735,000	$ 335,000	$ 1,070,000	$ 247,500	$ 1,317,500	$ 100,000	$ 1,417,500	$ -	$ 1,417,500						

Residential Development

PHASE	AREA	OPEN SPACE (AC)	UNITS	DEV. INTENSITY	EST RECORDING (D.U./A.C. YEAR)	OTHER IMPROVEMENTS
1	42.5	13.9	116	2.73	2022	Entrance, Roundabout, Portion of Multi-use Path, Mail Kiosk; Drainage outlet
2	45.1	17.2	178	4.18	2023	Clubhouse; Pedestrian Connectivity
3	40.5	13.7	134	3.42	2024	Additional Mail Kiosk, Canoe Launch; Continue M.U.P
4	42.5	15.7	99	2.33	2025	Dog Park
5	14.3	4.1	40	2.78	2026	
TOTAL	185	64.6	567	3.06		

Commercial Development

PHASE	AREA (Ac.)	OPEN SPACE (Ac.)	COMM. S.F.	MAXIMUM	CC EST. CONST. YEAR
A	1	0.2 +/-	7000 +/-	0.4	2024
B	1.25	0.2 +/-	7000 +/-	0.4	2025
c	1	0.1 +/-	7000 +/-	0.4	2027
D	1.25	0.1+/-	7000 +/-	0.4	2029
E	1	0.2 +/-	7000 +/-	0.4	2031

ORDINANCE NO. 2022-02-01

ADDENDUM to Exhibit D of the South Mills Landing Development Agreement

Camden County, North Carolina

This is an amendment to the Development Agreement for the South Mills Landing Subdivision made on February 15, 2021. between the following two parties:

Legal Entity:

South Mills Landing LLC, (SML) a North Carolina LLC

AND

County of Camden, a North Carolina County

Both above listed legal entities have agreed in the original Development Agreement to have the ability to modify the development schedule if both parties agree to the new terms.

Original Development Agreement

Exhibit D of the Development Agreement is a timeline of the phasing for the South Mills Landing Subdivision Planned Development which was adopted by the Camden County Board of Commissioners under Ordinance No. 2020-09-01 on November 2, 2020.

The schedule in 2020/2021 is the construction plan approval of 116 lots. The schedule in 2021/2022 is the final plat recordation of 116 lots. The schedule in 2022/2023 is the construction plan approval of 178 lots, the final plat recordation of 178 lots and the completion of 11 houses. The schedule in 2023/2024 is the construction plan approval of 230 lots, final plat recordation of 134 lots and the completion of 203 houses. The schedule in 2024/2025 is the final plat recordation of 99 lots and the completion of 180 houses. The schedule in 2025/2026 is the construction plan approval of 40 lots, the final plat recordation of 40 lots and the completion of 130 houses. The schedule shows in 2026/2027 is the completion of 43 houses.

Amendment to Schedule of Exhibit D

The original Exhibit D document is hereby altered in the following ways:

The schedule in 2021/2022 is the construction plan approval for 116 lots. The schedule in 2022/2023 is the final plat recordation of 116 lots. The schedule in 2023/2024 is the construction plan approval for 178 lots, the final plat recordation of 178 lots and the completion of 11 houses. The schedule in 2024/2025 is the construction plan approval of 230 lots, the final plat recordation of 134 lots and the completion of 203 houses. The schedule in 2025/2026 is the final plat recordation of 99 lots and the completion of 180 houses. The schedule in 2026/2027 is the construction plan approval of 40 lots, the final plat recordation of 40 lots and the completion of 130 houses. The schedule in 2027/2028 is completion of 43 houses.

Adopted by the Board of Commissioners for the County of Camden this 7th day of February, 2022.

County of Camden

Ross B. Munro, Chairman
Board of Commissioners

ATTEST:

Karen Davis
Clerk to the Board

Motion to approve the one-year extension request of South Mills Landing, LLC and authorize the chairman to sign the agreement addendum.

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

B. Needs-Based Public School Capital Fund Grant Application – Ken Bowman

The construction of a new high school has been determined a critical need in Camden County. This is a difficult financial burden for a small, rural county which depends on property taxes as the primary revenue source. In order to keep this project moving forward, the Board of Education had to reduce the project scope to stay within the proposed tax rate increase. Reductions have made the project a financial reality but at the same time brought the

Attachment: bocminutes_020722 (3223 : BOC Meeting Minutes - February 7, 2022)

project to the point that further reductions will not only reduce space but will reduce functionality. To date, reductions have removed an auxiliary gymnasium/emergency shelter, a media production center, and auditorium.

The opportunity to apply for additional grant funding has given Camden County increased optimism in recovering those areas of the school that were deleted in the earlier phase. Since this is a new high school, Camden County is applying for the maximum grant allowed up to $50M. Although this is a significant increase from the earlier grant, there are a number of criteria on which Camden County will be evaluated to determine the exact amount it will receive.

The grant award will be used to build a new high school facility which will house both Camden County High School (CCHS) and Camden Early College High School (CECHS). The new facility will be constructed on acreage owned by Camden County government. Facility floor plans have been developed and approved by the Camden County Board of Education and the NC Department of Public Instruction.

Local matching funds will be determined after the NC Department of Public Instruction has evaluated the application and notified Camden County as to the grant amount. Upon receiving the Needs Based Public School Capital Fund grant, the County will enter into an agreement with the Department of Public Instruction detailing the use of the funds, in accordance with GS 115C-546.12.

The deadline to submit the grant application is March 15, 2022; award announcements around April 12, 2022. The total amount available to award for the State of North Carolina is $395,000.000. The grant will include the current awarded amount of approximately $12 million – not in addition.

Commissioner Clayton Riggs clarified that any grants received will not change the current tax rate structure, but may prevent future tax increases to cover the costs associated with the new school – depending on the final constructions costs, payments, overhead and other factors.

Motion to approve the Needs-Based Public School Capital Fund Grant Application.

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

C. Tax Report – Lisa Anderson

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

OUTSTANDING TAX DELINQUENCIES BY YEAR

YEAR	REAL PROPERTY	PERSONAL PROPERTY
2020	85,249.63	6,044.07
2019	42,758.10	2,980.74
2018	24,363.66	1,646.20
2017	18,799.72	1,903.13
2016	8,280.90	1,238.54
2015	6,791.79	697.90
2014	9,771.71	1,030.08
2013	6,780.63	4,694.65
2012	5,683.74	7,311.38
2011	4,565.86	6,229.26

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TOTAL REAL PROPERTY TAX UNCOLLECTED	213,045.74
TOTAL PERSONAL PROPERTY UNCOLLECTED	33,775.95
TEN YEAR PERCENTAGE COLLECTION RATE	99.67%
COLLECTION FOR 2021 vs. 2020	14,132.77 vs. 11,218.57

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2020	98.85%
2019	99.41%
2018	99.66%

EFFORTS AT COLLECTION IN THE LAST 30 DAYS
ENDING December 2021
BY TAX ADMINISTRATOR

215 NUMBER DELINQUENCY NOTICES SENT

15 FOLLOWUP REQUESTS FOR PAYMENT SENT

4 NUMBER OF WAGE GARNISHMENTS ISSUED

3 NUMBER OF BANK GARNISHMENTS ISSUED

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

0 NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)

0 PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR

0 NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY

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

0 REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS

0 NUMBER OF JUDGMENTS FILED

30 Largest Unpaid – Real

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	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	02-8943-01-06-9013.0000	4,918.64	2	JEWEL H. DAVENPORT	CAMDEN	WINDY HEIGHTS DR
R	02-8935-02-66-7093.0000	4,792.77	3	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	02-8934-01-18-8072.0000	4,426.60	2	ARNOLD AND THORNLEY, INC.	CAMDEN	146 158 US W
R	02-8944-00-36-1417.0000	3,880.77	2	ROSA ALICE FEREBEE HEIRS	CAMDEN	165 IVY NECK RD
R	02-8945-00-41-2060.0000	3,862.30	2	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	02-8934-01-29-4617.0000	3,626.50	2	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W
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	03-8962-00-67-1021.0000	2,835.96	4	CECIL BARNARD HEIRS	SHILOH	WICKHAM RD
R	03-8971-00-23-2253.0000	2,764.79	1	ABODE OF CAMDEN, INC.	SHILOH	187 C THOMAS POINT RD
R	03-9809-00-24-8236.0000	2,683.75	2	GENE W IRBY	SHILOH	503 SAILBOAT 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
R	02-8934-04-72-0416.0000	2,316.00	2	PAULINE JETTE	CAMDEN	238 COUNTRY CLUB RD
R	02-8936-00-23-4750.0000	2,306.33	3	AARON DARNELL CHAMBLEE ET AL	CAMDEN	LAMBS RD
R	02-8954-00-43-8538.0000	2,287.32	2	BILLY ROSS FEREBEE	CAMDEN	237 PALMER RD
R	02-8934-01-29-4776.5853	2,234.11	1	HASTINGS REVOCABLE TRUST	CAMDEN	110 158 US W
R	03-8952-00-95-8737.0000	2,070.66	3	AUDREY TILLETT	SHILOH	171 NECK RD
R	03-8990-00-17-3935.0000	2,068.94	2	KARL L ADCOCK	SHILOH	100 CATALAN DR
R	01-8907-00-08-4393.0000	2,047.13	3	CARLTON WOOLARD	SOUTH MILLS	1010 343 HWY N
R	03-8899-00-55-2698.0000	2,001.17	1	RONALD E EDWARDS	SHILOH	116 MISTLETOE LN
R	02-8934-03-31-9750.0000	1,971.29	1	CAROLYN MCDANIEL	CAMDEN	195 COUNTRY CLUB RD
R	02-8935-02-75-0867.0000	1,951.05	7	ED SIVELLIS HEIRS	CAMDEN	158 US W

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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	01-7090-00-50-5052.0000	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	705.35	DORIS EASON	SOUTH MILLS	1352 343 HWY N
R	03-9809-00-24-6322.0000	10	645.45	DAVID B. KIRBY	SHILOH	499 SAILBOAT RD
R	02-8955-00-13-7846.0000	10	579.39	MARIE MERCER	CAMDEN	IVY NECK RD
R	03-8980-00-61-1968.0000	10	346.06	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	03-8962-00-60-7648.0000	10	281.11	FRANK WRIGHT ETAL	SHILOH	WICKHAM RD
R	03-8980-00-84-0931.0000	10	277.92	CARL TEUSCHER	SHILOH	218 BROAD CREEK RD
R	03-9809-00-45-1097.0000	10	200.75	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	03-8899-00-37-0046.0000	10	149.69	ELIZABETH LONG	SHILOH	HIBISCUS RD
R	03-9809-00-17-2462.0000	10	137.29	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD
R	03-8965-00-37-4242.0000	9	2,446.21	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	01-7988-00-91-0179.0001	9	1,831.18	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	01-7091-00-64-6569.0000	9	1,581.21	CLARENCE D. TURNER JR.	SOUTH MILLS	STINGY LN
R	03-8899-00-36-1568.0000	9	429.66	PETER BUTSAVAGE	SHILOH	HIBISCUS RD
R	03-8962-00-55-5300.0000	9	427.31	OCTAVIA COPELAND HEIRS	SHILOH	457 NECK RD
R	03-9809-00-66-0120.0000	9	286.40	RANDELL CRIDER	SHILOH	SAILBOAT RD
R	03-9809-00-54-8280.0000	9	264.96	RODNEY STEVEN SPIVEY &	SHILOH	SAILBOAT RD

30 Largest Unpaid – Personal

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001709	1,475.92	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	0001046	572.79	9	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	549.09	10	PAM BUNDY	SHILOH	105 AARON DR
P	0000738	472.66	10	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001681	458.48	9	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0002194	422.00	3	AARON MICHAEL WHITE	SHILOH	849 SANDY HOOK RD S
P	0001538	418.09	10	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001230	411.11	9	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0000297	333.84	2	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0003017	313.72	1	MARK STANLEY MICHALSKI	SOUTH MILLS	138 CAROLINA RD
P	0001827	278.25	9	KAREN BUNDY	CAMDEN	431 158 US W
P	0001976	270.21	3	ANA ALICIA MARTINEZ LOPEZ	SHILOH	110 AARON DR
P	0001694	241.65	9	THOMAS B.THOMAS HEIRS	CAMDEN	150 158 HWY W
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	0003559	232.14	2	BENNY FARRELL TUCKER	ELIZABETH CITY	152 158 US W
P	0001721	213.91	1	CINDY MAYO	SOUTH MILLS	106 BINGHAM RD
P	0001106	206.76	10	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
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
P	0000945	191.35	3	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0003192	190.35	1	ROBERT JESSE-ALDERMAN HUDGINS	CAMDEN	409 343 HWY N
P	0002902	162.96	3	STEPHANIE AUSMAN	SHILOH	204 POND RD
P	0003415	151.75	2	IVY MIRANDA BOGUES	CAMDEN	224 NORTH RIVER RD
P	0002468	139.53	4	WANDA HERNANDEZ WELLS	SHILOH	104 HIGH RD
P	0001150	136.45	4	WILLIAM MICHAEL STONE	CAMDEN	130 MILL DAM RD S
P	0003537	131.29	1	NATHAN MARC SEBURA	CAMDEN	343 HWY N
P	0002968	128.00	4	MICHAEL WILLIAM MAINELLO	SOUTH MILLS	237 KEETER BARN RD

30 Oldest Unpaid – Personal

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001709	10	1,475.92	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0001046	10	572.79	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	10	549.09	PAM BUNDY	SHILOH	105 AARON DR
P	0000738	10	472.66	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001538	10	418.09	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001827	10	278.25	KAREN BUNDY	CAMDEN	431 158 US W
P	0001106	10	206.76	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001639	10	106.73	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	241.65	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	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	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	0000297	2	333.84	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0003405	2	239.23	JOHN R BARKER	SHILOH	108 SASSAFRAS LN
P	0003559	2	232.14	BENNY FARRELL TUCKER	ELIZABETH CITY	152 158 US W

Motion to approve the tax report as presented.

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

Attachment: bocminutes_020722 (3223 : BOC Meeting Minutes - February 7, 2022)

D. Proclamation – 50th Anniversary of the National Senior Nutrition Program

50th Anniversary of the National Senior Nutrition Program, 2022
CAMDEN COUNTY – A PROCLAMATION

Whereas, since 1972, the National Senior Nutrition Program has funded local agencies and organizations to serve home-delivered and congregate meals that help to ensure older adults have opportunities to stay healthy, independent, and connected; and

Whereas, more than 10 million older Americans face hunger and isolation each year; and

Whereas, local senior nutrition programs help older adults access healthy foods; nutrition screening, education, and counseling; social opportunities; and other supports that encourage well-being; and

Whereas, the Albemarle Commission Area Agency on Aging Senior Nutrition Program is an integral part of Camden County – providing sustenance and so much more to our older community members, especially those most vulnerable to hunger, chronic health concerns, isolation; and

Whereas, the Albemarle Commission Area Agency on Aging Senior Nutrition Program is having a positive impact on our community and its senior population.

Now, therefore, Camden County does hereby proclaim March 2022 to be the 50th anniversary of the National Senior Nutrition Program. We urge every resident to recognize older adults and the people who support them through nutrition services as essential contributors to the strength of our community.

Proclaimed this, the 7th day of February 2022.

Ross B. Munro, Chairman
Camden County Board of Commissioners

Karen M. Davis
Clerk to the Board

Motion to adopt the Proclamation in Recognition of the 50th Anniversary of the National Senior Nutrition Program.

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

ITEM 6. BOARD APPOINTMENTS

A. Adult Care Home CAC – Reappointment of Tammie Krauss
B. Potentially Dangerous Dog Appeals Board – Appointment of Frank Eason II and Nicholas Williams

Motion to approve the Board Appointments as presented.

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

ITEM 7. CONSENT AGENDA

A. BOC Meeting Minutes – October 18, 2021
B. BOC Meeting Minutes – January 3, 2022

Attachment: bocminutes_020722 (3223 : BOC Meeting Minutes - February 7, 2022)

C. Budget Amendments

2021-22-BA018

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, 2022.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT INCREASE	AMOUNT DECREASE
Revenues			
10340510-435510	Gun Fees	$5,000	
Expenses			
105100-542000	Ammo	$5,000	

This Budget Amendment is made to appropriate funds that came in from gun fees to the Ammo expense line.

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 February, 2022.

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

2021-22-BA019

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, 2022.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT INCREASE	AMOUNT DECREASE
Revenues			
10385510-402001	Donation	$3,332.04	
Expenses			
105100-551400	Fundraiser	$3,332.04	

This Budget Amendment is made to appropriate funds that came in from donations to the fundraiser expense line.

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 February, 2022.

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

2021-22-BA020

CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT INCREASE	AMOUNT DECREASE
Revenues			
10340605-432700	Fees Collected	$48.92	
Expenses			
106050-532000	Office Supplies	$48.92	

This Budget Amendment is made to appropriate funds that came in from fee collected to the office supplies expense line due to the reimbursement of printed materials.

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 February, 2022.

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

Attachment: bocminutes_020722 (3223 : BOC Meeting Minutes - February 7, 2022)

D. 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 13th day of January, 2022 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2022.

Code Number	Description of Code	Amount Increase	Amount Decrease
5100	Regular Instructional Programs	29,195.18	
7100	Regular Community Services	39,124.50	

Explanation:

Total Appropriation in Current Budget	$ 469,586.82
Amount of Increase/Decrease of Above Amendment	+ 68,319.68
Total Appropriation in Current Amended Budget	$ 537,906.50

Passed by majority vote of the Board of Education of Camden County on the 13th day of January 2022.

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 February 2022.

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 January 2022 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2022.

Code Number	Description of Code	Amount Increase	Amount Decrease
5100	Regular Instructional Programs	270,301.72	
5200	Special Instructional Programs	28,887.84	
5300	Alternative Programs & Services	76,606.24	
5400	School Leadership	19,353.27	
5800	School Based Support Services	18,371.75	
6200	Special Population Support	646.65	
6500	Operational Support Services	15,736.40	
6600	Financial and Human Resource	3,879.90	
6700	Accountability Services	646.65	
6800	System-Wide Pupil Support	517.32	
6900	Policy, Leadership & Public	2,715.93	
7200	Nutrition Services	13,465.19	
8100	Payments to Other Gov. Units	10,823.14	

Explanation: Revenues increased for carryover funds

Total Appropriation in Current Budget	$ 2,349,202.25
Amount of **Increase**/Decrease of Above Amendment	+ 461,952.00
Total Appropriation in Current Amended Budget	$ 2,811,154.25

Passed by majority vote of the Board of Education of Camden County on the 13th day of January, 2022.

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 February 2022.

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

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 January 2022 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2022.

Code Number	Description of Code	Amount Increase	Amount Decrease
5100	Regular Instructional Programs	265,310.40	
5200	Special Instructional Programs	195,709.20	
5300	Alternative Programs & Services	11,317.50	
5400	School Leadership	44,331.93	
5800	School-Based Support Services	83,274.80	
6500	Operational Support Services		1,020.00
6600	Financial and Human Resource	4,454.24	
6800	System-Wide Pupil Support	22,966.01	
6900	Policy, Leadership & Public	7,553.00	
7200	Nutrition Services	1,955.26	

Explanation:

Total Appropriation in Current Budget	$ 14,867,885.33
Amount of **Increase**/Decrease of Above Amendment	+ 635,852.30
Total Appropriation in Current Amended Budget	$ 15,503,737.63

Passed by majority vote of the Board of Education of Camden County on the 13th day of January 2022.

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 February 2022.

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

Attachment: bocminutes_020722 (3223 : BOC Meeting Minutes - February 7, 2022)

E. Tax Collection Report

Tax Collection Report
DECEMBER 2021

Day	Amount	Amount	Name of Account	Deposits	Internet
	$	$	$	$	$
1	72,461.62		Refund - $237.44	72,461.62	
2	173,353.48		Refund - $0.09	173,353.48	
	50,821.01		Refund - $1.25	50,821.01	
3	25,849.60		Refund - $2.61 / Sheet - $20.00	25,849.60	
6	105,482.49		Refund - $43.78	105,482.49	
7	58,887.54			58,887.54	
8	70,010.70		Refund - $0.30	70,010.70	
9	40,315.92			40,315.92	
10	8,386.33		PSN		8,386.33
	31,787.59		Refund - $10.93	31,787.59	
13	120,855.29		Refund - $10.00	120,855.29	
14	25,562.15			25,562.15	
15	30,927.82		Refund - $58.09	30,927.82	
16	61,947.54			61,947.54	
17	47,566.41		Refund - $0.39	47,566.41	
20	16,050.95		PSN		16,050.95
	150,114.18		Refund - $772.41	150,114.18	
21	69,257.48			69,257.48	
22	84,095.65			84,095.65	
28	9,066.34		PSN - Refund - $6.97		9,066.34
	62,759.92			62,759.92	
	204,356.33		Refund - $37.61	204,356.33	
29	563,188.98		Refund -$34,062.06	563,188.98	
	216,686.33			216,686.33	
	9,747.61			9,747.61	
30	148,032.39		Refund - $3.00	148,032.39	
	30,852.20			30,852.20	
	30,226.79		PSN		30,226.79
	41,978.45			41,978.45	
			PSN - Refunded, already paid		
			by Virginia Albertson - $237.14		
			paid to PSN electronic check.		
			Duplicate payment refunded to		
			Forrest Bartlett - $166.87		
	$2,560,629.09			$2,496,898.68	$ 63,730.41
Total Deposits	$2,560,629.09			$2,560,629.09	
and PSN					
		PSN Check fees $ 35.20 - for info only, fees were paid to PSN			
	$ (35,413.80)	Refund			
	$ -	Over			
	$ 20.00	Shortage			
	$ 0.34	Adjustment			
NET TOTAL	$2,525,234.95				

Submitted by: Lisa S. Anderson Date: 1-11-22
Approved by: Date: 2-8-22

F. DMV Monthly Report

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County March, 22 Renewals Due 4/15/22

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
40,972.40	36,936.22	23,264.30	101,172.92

Witness my hand and official seal this 8th day of February 2022

Chairman, Camden County Board of Commissioners

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: bocminutes_020722 (3223 : BOC Meeting Minutes - February 7, 2022)

G. Tax Refunds Over $100

ACS Tax System
1/20/22 16:40:47

REFUNDS OVER $100.00
Refunds to be Issued by Finance Office

CAMDEN COUNTY

Page 1

Refund$	Remit To:	Reference:	Drawer/Transaction Info:
237.44	ALBERTSON,MELVIN RAY 117 BASS LAKE ROAD SOUTH MILLS NC 27976	2021 R 01-7090-00-26-4513.0000 oveerpayment-r-131017-2021	20211201 1 263797
2,162.29	CORELOGIC CENTRALIZED REFUNDS PO BOX 9202 COPPELL TX 750199760	2021 R 02-8926 00 23 4280.0000 OVERPAYMENT - R-133676-2021	20211229 2 264751
3,523.66	CORELOGIC CENTRALIZED REFUNDS PO BOX 9202 COPPELLE TX 750199760	2021 R-133483,134912,& 137616 OVERPAYMENTS	20211229 2 264759
3,411.22	CORELOGIC CENTRALIZED REFUNDS PO BOX 9202 COPPELL TX 750199760	2021 R 02 8946 00 60 8179.0000 OVERPAYMENT - R-134696-2021	20211229 2 264761
1,362.04	CORELOGIC CENTRALIZED REFUNDS' PO BOX 9202 COPPELL TX 950199760	2021 R 01-7988-00-78-8645.0000 OVERPAYMENT - R-132355-2021	20211229 2 264763
2,378.05	CORELOGIC CENTRALIZED REFUNDS PO BOX 9202 COPPELL TX 750199760	2021 R 01-7081-00-81-5795.0000 OVERPAYMENT - R-131138-2021	20211229 2 264767
7,064.50	CORELOGIC CENTRALIZED REFUNDS PO BOX 9202 COPPELL TX 750199760	2021 R-133426 & R-137874 OVERPAYMENTS	20211229 2 264768
5,124.66	CORELOGIC CENTRALIZED REFUNDS PO BOX 9202 COPPELL TX 750199760	2021 R 03 8943 04 74 1876.0000 OVERPAYMENT - R-137515-2021	20211229 2 264779
2,416.22	CORELOGIC CENTRALIZED REFUNDS PO BOX 9202 COPPELL TX 750199760	2021 R 01-7080 00 25 2414 0000 OVERPAYMENT - R-131741-2021	20211229 2 264811
6,569.42	GANSTER,PAMELA 144 MCPHERSON ROAD SOUTH MILLS NC 27976	2021 R 01-7071-00-85-6254.0000	20211229 2 264794
220.47	HARRIS,RICHARD O 167 HAPPY INDIAN LANE KITTY HAWK NC 27974	2021 R 134326 OVERPAYMENT	20220118 1 265563
388.86	J T JARVIS CONSTRUCTION LLC 2104 FOREST CIRCLE ELIZABETH CITY NC 27909	2021 R 02 8944 00 16 6794.0000 OVERPAYMENT - R-134440-2021	20220105 1 265302
772.40	SANDERS,CLARENCE THORPE 102 RIVER RD CAMDEN NC 279217642	2021 R 02-8943-01-26-6350.0000 overpayment	20211220 1 264360

Submitted by Lisa S. Anderson Date 1-24-22
Lisa S. Anderson, Tax Administrator Camden County

Approved by Date 2-8-22
Ross Munro, Chairman Camden County Board of Commissioners

H. Vehicle Refunds Over $100

REFUNDS OVER $100.00

North Carolina Vehicle Tax System

NCVTS Pending Refund report

Dec, 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
CRABTREE, JOHN TIMOTHY-DONALD	CRABTREE, JOHN TIMOTHY-DONALD		305 JAPONICA DR	CAMDEN, NC 27921	Proration	0055737612	FCE9959	AUTHORIZED	157741436	Refund Generated due to proration on Bill #0055737612-2021-2021-0000-00	Tag Surrender	12/29/2021	12/30/2021 4:46:12 PM	1843	Tax	($256.64)	$0.00	($256.64)
														2	Tax	($2.95)	$0.00	($2.95)
																	Refund	$259.59
METHENY, TIMOTHY WAYNE	METHENY, TIMOTHY WAYNE		110 WESLEY RD	SHILOH, NC 27974	Proration	0058398596	HL5365	AUTHORIZED	157142920	Refund Generated due to proration on Bill #0058398596-2020-2020-0000-00	Tag Surrender	12/14/2021	12/29/2021 9:13:23 AM	1843	Tax	($120.10)	$0.00	($120.10)
														3	Tax	($1.62)	$0.00	($1.62)
																	Refund	$121.72
METHENY, TIMOTHY WAYNE	METHENY, TIMOTHY WAYNE		110 WESLEY RD	SHILOH, NC 27974	Proration	0061283425	FJX6343	AUTHORIZED	157741446	Refund Generated due to proration on Bill #0061283425-2020-2020-0000-00	Tag Surrender	12/29/2021	12/30/2021 4:46:12 PM	1843	Tax	($134.86)	$0.00	($134.86)
														3	Tax	($1.82)	$0.00	($1.82)
																	Refund	$136.68
MURRAY, DONALD KEITH	MURRAY, DONALD KEITH	VICARS, CHRISTINE LYNN	200 WHITEHALL RD	CAMDEN, NC 27921	Proration	0064072296	JHW1535	AUTHORIZED	157741730	Refund Generated due to proration on Bill #0064072296-2021-2021-0000-00	Tag Surrender	12/29/2021	12/30/2021 4:46:12 PM	1843	Tax	($246.07)	$0.00	($246.07)
														2	Tax	($2.83)	$0.00	($2.83)
																	Refund	$248.90
SMITH, JOSHUA MATTHEW	SMITH, JOSHUA MATTHEW	JEWELL SMITH, NICHOLE MARIE	200 MCPHERSON RD	SOUTH MILLS, NC 27976	Proration	0062074323	JHD3588	AUTHORIZED	157741742	Refund Generated due to proration on Bill #0062074323-2021-2021-0000-00	Tag Surrender	12/29/2021	12/30/2021 4:46:12 PM	1843	Tax	($155.77)	$0.00	($155.77)
														1	Tax	($1.79)	$0.00	($1.79)
																	Refund	$157.56

Submitted by Lisa S. Anderson Date 1-10-22
Lisa S. Anderson, Tax Administrator Camden County

Approved by Date 2-8-22
Ross Munro, Chairman Camden County Board of Commissioners

Attachment: bocminutes_020722 (3223 : BOC Meeting Minutes - February 7, 2022)

I. Pickups, Releases & Refunds

NAME	REASON	NO.
John Timothy - Donald Crabtree	Turned in plate - Refund	Pick-up/23440
	$259.59	55737612
Timothy Wayne Metheny	Turned in plate - Refund	Pick-up/23441
	$136.68	61283425
Donald Keith Murray	Turned in plate - Refund	Pick-up/23442
	$246.90	64072296
Joshua Matthew Smith	Turned in plate - Refund	Pick/up/23443
	$157.56	62074323
Christ Sanctified Holy Church	Acreage correction & building removed-Adjustment	Pick-up/23444
	$144.95	R-136138-2021
George Berry	Roll back taxes - Pick-up	Pick-up/23448
	$5,584.51	R-111352-2018
		R-118690-2019
		R-126083-2020
		R-135520-2021
Ponderosa Enterprises	Land value reduction - Release	Pick-up/234449
	$302.00	R-135026-2021
Douglas Keith Weisner	Turned in plate - Refund	Pick-up/23451
	$117.20	60008090
Ronald Lee Murphy	Turned in plate - Refund	Pick-up/23454
	$238.04	54323818
Thomas Jeffrey Schneider	Turned in plate - Refund	Pick-up/23468
	$118.15	46129606
Thomas Jeffrey Schneider	Turned in plate - Refund	Pick-up/23469
	$189.52	62973391
Barry Eugene Kirkner, Jr.	Turned in plate - Refund	Pick-up/23465
	$104.46	54388941

J. FY 2022-2023 Budget Calendar

CAMDEN COUNTY FISCAL YEAR 2022-2023
ANNUAL BUDGET & CIP CALENDAR

DATE	PROCEDURE	ACTION BY
February 7-11	Budget Officer & Finance Officer meet to discuss this year's priorities	County Manager Finance Officer
February 23	Board of Commissioner's Retreat to discuss this year's priorities	Budget & Finance Officer Bd. Of Commissioners
March 4	Budget Workbooks Available for Department Heads and County Agencies to pick up	County Manager Finance Officer
March 11	All 2022-2026 Capital Improvement Plan (CIP) requests are due to County Manager's Office	Department Heads Bd. Of Education
March 21-25	Meet with Departments as requested by Department Heads or County Manager	County Manager Department Heads
March 25	Deadline to submit New Position Requests and Other Position Changes for FY 22-23 to Personnel Office	Department Heads
March 25	All Final Budget Requests from County Departments due in County Manager's Office by 5:00 P.M. (G.S. 159-10)	Department Heads
March 30	All Final Budget Requests from Fire Districts and Non-County Organizations due in County Manager's office by 5:00 P.M. (G.S. 159-10)	Fire Districts & Non-County Organizations
April 1	Estimated Tax Valuation Due	Tax Administrator
April 6	Budget, Finance & CIP Work Session, 1:00 P.M. (Library)	County Manager Bd of Commissioners Tax Administrator
April 7	Revenue Estimates Due	Finance Officer
April 20	Camden County Board of Education's Final Proposed Budget due to County Manager	School Board
April 20	Compile Budget Requests & deliver to County Manager	Finance Officer
April 20-21	Review and Analyze Budget Requests	County Manager

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CAMDEN COUNTY FISCAL YEAR 2022-2023
ANNUAL BUDGET & CIP CALENDAR

DATE	PROCEDURE	ACTION BY
April 22	Budget Meeting, 10:00 AM Manager's Office	County Manager Finance Officer
May 2-6	Compile Budget Document & Budget Message for presentation to Commissioners	County Manager Finance Officer
May 2	Set Public Hearing on Budget (G. S. 159-12(A)) & Public Hearing on CIP (Not statutorily required)	Clerk to Board
May 4	Budget Work Session (Library, 2:00 pm)	Board of County Commissioners
May 5	Review Budget Requests with Department Heads as requested by Budget Officer	County Manager Finance Officer
May 6	Budget & CIP Available to BOC/Public Advertise Budget & CIP available to Public (Publication date: May 16)	County Manager Clerk to Board
May 17	Budget Work Session (Library, 4:00 pm)	Board of County Commissioners
June 6	Public hearing(s) on FY 22-23 Budget (& CIP) (7pm)	Board of County Commissioners
June 6	Consideration of Budget Ordinance (G.S. 159-13:A) & Consideration of CIP (7pm)	Board of County Commissioners
June 13	Adoption of Budget Ordinance & Adoption of CIP if not approved June 6 (7pm)	Board of County Commissioners
June 20	Special Meeting to adopt budget if needed	Board of County Commissioners
June 24	File Copies of Adopted Budget with County Finance Officer and Clerk (G.S. 159-13(d))	Budget Officer

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K. FY 2021-2022 Audit Contracts – On file in the Finance Office

Attachment: bocminutes_020722 (3223 : BOC Meeting Minutes - February 7, 2022)

L. Set Public Hearing – BTL Fiber, LLC

BTL Fiber, LLC is interested in purchasing up to 2 acres of land in the Camden Commerce Park at the rate of $25,000/acre and invest One and One Half Million Dollars ($1,500,000.00) to construct its regional HQ containing an office for up to 8 employees, a workshop for vehicle and machine maintenance and a fenced-in storage area for inventory, consisting of Fiber Spools, Vaults, Conduit and other products required for the installation and maintenance of a fiber optic network as currently is being constructed in Camden County.

The Company contemplates an investment in Camden County in land, buildings, and equipment of $1.5M within eighteen (18) months of the acquisition of the Site, and further contemplates an average annual compensation, excluding benefits, of at least $35,000.00, and proposes to maintain such investment and number of jobs for at least five (5) years.

The Proposed office would be wood frame, elevated approximately three feet from the surface. It would be approximately 40' by 30' with a flat roof. The workshop would be metal construct (50x100x30) located right up against the office, with two large doors (15x20) and a loading dock. The fenced in area would be graded, topped with sand and a layer of compacting gravel or crushed concrete. If approved, clearing and construction can start within 90 days. Proper drawings will of course be ready before applying for building permits.

Staff recommends that the Public Hearing be set for March 7, 2022.

M. Set Public Hearing – Southeastern Equipment Corporation

Southeastern Equipment Corporation (SEC) is interested in purchasing property, approximately 4 +/- acres adjacent to the lake side of Eco Park Blvd. They are proposing to use the property to display equipment, advertise, and allow overflow parking during sales events. In addition, they have incorporated a Parking lot and Gazebo area for the Park Community. The seating area and surrounding grounds will be maintained by SEC. Southeastern Equipment is proposing to pay $14K per acre for the property considering this is not a buildable lot.

Staff recommends that the Public Hearing be set for March 7, 2022.

Motion to approve the Consent Agenda as presented.

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

ITEM 8. COUNTY MANAGER'S REPORT

County Manager Ken Bowman included the following in his report:

- Board of Commissioners Annual Retreat – February 23, 2022; 8:30 at Fairfield Inn in Elizabeth City.
- Volunteers needed to serve on various boards and commissions. Volunteer applications available on the county web site.
- Next Board of Commissioners Meeting – March 7, 2022
- Valentine's Day – February 14, 2022

ITEM 9. COMMISSIONERS' REPORTS

Chairman Ross Munro encouraged Commissioners to submit paperwork to participate in a ride-along with the Sheriff's Office.

ITEM 10. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

Provided for information only:

A. Register of Deeds Report
B. Library Report

Attachment: bocminutes_020722 (3223 : BOC Meeting Minutes - February 7, 2022)

ITEM 11. OTHER MATTERS

None.

ITEM 12. ADJOURN

Motion to adjourn.

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

There being no further matters for discussion Chairman Ross Munro adjourned the meeting at 7:48 PM.

ATTEST:

Ross B. Munro, Chairman
Camden County Board of Commissioners

Karen M. Davis
Clerk to the Board of Commissioners

Attachment: bocminutes_020722 (3223 : BOC Meeting Minutes - February 7, 2022)

CAMDEN COUNTY
NORTH CAROLINA · USA
Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

<u>Consent Agenda</u>

Item Number: 8.B
Meeting Date: March 07, 2022

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

Item Title **Budget Amendments**

Attachments: Budget Amendments (PDF)

2021-22-BA021

CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT INCREASE	AMOUNT DECREASE
Revenues			
10360621-434900	MIPPA GRANT	$4,708	
Expenses			
106210-537510	MIPPA EXPENSES	$4,708	

This Budget Amendment is made to appropriate funds through the MIPPA grant due to an increase in funds for the 2021-2022 budget year.

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 March, 2022.

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

Attachment: Budget Amendments (3238 : Budget Amendments)

2021-22-BA022

CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT INCREASE	AMOUNT DECREASE
Revenues			
10330510-402003	LESO DISPOSAL REVENUE	$4,277	
Expenses			
105100-557003	LESO PROPERTY EXPENSE	$4,277	

This Budget Amendment is made to appropriate funds to the LESO Expense from funds received due to the sale of LESO Property.

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 March, 2022.

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

Attachment: Budget Amendments (3238 : Budget Amendments)

2021-22-BA023

CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT INCREASE	AMOUNT DECREASE
Revenues			
10330611-434898	GRANT REVENUE	$7,828	
Expenses			
106110-575000	CONTRACTED SERVICES	$7,828	

This Budget Amendment is made to appropriate funds to the Contracted Services from the Grassroots Grant Funds that were received from NC Cultural Resources.

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 March, 2022.

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

Attachment: Budget Amendments (3238 : Budget Amendments)

2021-22-BA024

CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT INCREASE	AMOUNT DECREASE
Revenues			
10360510-434898	GRANT REVENUE	$84,269.66	
Expenses			
105100-574400	GRANT EXPENSES	$84,269.66	

This Budget Amendment is made to appropriate funds to the Grant Expenses from the Grant Funds that were received from NC Cultural Resources.

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 March, 2022.

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

Attachment: Budget Amendments (3238 : Budget Amendments)

CAMDEN COUNTY
NORTH CAROLINA · USA
Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.C
Meeting Date: March 07, 2022

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

Item Title **School Budget Amendment**

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 10th day of February 2022 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2022.

Code Number	Description of Code	Amount Increase	Amount Decrease
5100	Regular Instructional Programs	4,281.55	
5200	Special Instructional Programs	51,178.84	
5400	School Leadership	66,195.63	
6400	Technology Support Services	21,289.00	
6500	Operational Support Services	149,820.77	
6900	Policy, Leadership & Public	264.64	

Explanation:

Total Appropriation in Current Budget	$ 15,503,737.63
Amount of **Increase**/Decrease of Above Amendment	+ 293,030.43
Total Appropriation in Current Amended Budget	$ 15,796,768.06

Passed by majority vote of the Board of Education of Camden County on the 10th day of February 2022.

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 (3228 : School Budget Amendment)

BUDGET AMENDMENT
February 10, 2022

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 Employee Benefits			
1.5110.009.184 Longevity	$	+	2,453.10
1.5110.009.211 Emp. Soc. Sec. Costs		+	187.67
1.5110.009.221 Emp. Retirement Costs		+	591.19
1.5210.009.184 Longevity		+	579.93
1.5210.009.211 Emp. Soc. Sec. Costs		+	44.37
1.5210.009.221 Emp. Retirement Costs		+	139.76
1.6550.009.184 Longevity		+	394.51
1.6550.009.211 Emp. Soc. Sec. Costs		+	30.18
1.6550.009.221 Emp. Retirement Costs		+	95.08
1.6940.009.184 Longevity		+	200.87
1.6940.009.211 Emp. Soc. Sec. Costs		+	15.36
1.6940.009.221 Emp. Retirement Costs		+	48.41
Total – Non-Contributory Employee Benefits	$	+	4,780.43

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

School Technology Fund			
1.6400.015.343 Telecommunications	$	+	21,289.00
Total – School Technology Fund	$	+	21,289.00

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

Behavioral Support (Willie M.)			
1.5210.029.121 Salary - Teacher	$	+	35,455.00
1.5210.029.211 Emp. Soc. Sec. Costs		+	2,721.31
1.5210.029.221 Emp. Retirement Costs		+	8,544.65
1.5210.029.231 Emp. Hosp. Ins. Costs		+	3,317.04
Total – Behavioral Support (Willie M.)	$	+	50,038.00

Attachment: School Budget Amendments (3228 : School Budget Amendment)

BUDGET AMENDMENT
State Public School Fund
February 10, 2022, Page 2

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

Test Result Bonus			
1.5120.048.180 Bonus Pay	$	+	975.00
1.5120.048.211 Emp. Soc. Sec. Costs		+	74.59
1.5260.048.180 Bonus Pay		+	350.00
1.5260.048.211 Emp. Soc. Sec. Costs		+	26.78
1.5410.048.180 Bonus Pay		+	9,000.00
1.5410.048.211 Emp. Soc. Sec. Costs		+	1,012.63
Total – Test Result Bonus	$	+	11,439.00

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

Transportation			
1.6550.056.171 Salary – Bus Drivers	$	+	110,000.00
1.6550.056.199 Overtime Pay		+	2,000.00
1.6550.056.311 Contracted Services		+	20,000.00
1.6550.056.316 CDL Medical Exam		+	5,000.00
1.6550.056.321 Energy Costs		+	600.00
1.6550.056.411 Supplies & Materials		+	800.00
1.6550.056.461 Pur. of Non-Cap Equipment		+	700.00
1.6550.056.541 Pur. of Equipment		+	500.00
1.6550.056.552 Title & Licenses – Bus		+	9,701.00
Total – Transportation	$	+	149,301.00

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

Asst. Principal – Intern - MSA			
1.5420.067.117 Salary – School Asst. Princ-Other	$	+	51,600.00
1.5420.067.211 Emp. Soc. Sec. Costs		+	4,583.00
Total – Asst. Principal – Intern-MSA	$	+	56,183.00

Attachment: School Budget Amendments (3228 : School Budget Amendment)

BUDGET AMENDMENT
State Public School Fund
February 10, 2022, Page 3

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

Textbooks		
1.5110.130.412.308Textbooks	$	- 12,315.00
1.5110.130.412.310Textbooks		- 11,520.00
Total – Textbooks	$	- 23,835.00

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

Textbooks & Digital Resources		
1.5110.131.411.308 Supplies & Materials	$	+ 12,315.00
1.5110.131.411.310 Supplies & Materials		+ 11,520.00
Total – Textbooks & Digital Resources	$	+ 23,835.00
3100.000 Revenue – State Public School Fund	$	- 293,030.43

Passed by majority vote of the Board of Education of Camden County on the 10th day of February, 2022.

Chairman, Board of Education

Secretary, Board of Education

Attachment: School Budget Amendments (3228 : School Budget Amendment)

CAMDEN COUNTY
NORTH CAROLINA · USA
Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.D
Meeting Date: March 07, 2022

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

Item Title **Tax Collection Report**

Attachments: Tax Collection Report (PDF)

Tax Collection Report

JANUARY 2022

Day	Amount	Amount	Name of Account	Deposits	Internet
	$	$	$	$	$
3	102,788.78			102,788.78	
	98,785.11			98,785.11	
	14,838.63		PSN		14,838.63
4	109,757.97		Refund - $1.00	109,757.97	
5	94,434.62		Refund - $393.92	94,434.62	
6	29,744.63		PSN - Refund - $1.86		29,744.63
	49,009.37		Refund - $0.01	49,009.37	
7	26,769.46		Refund - $1.00	26,769.46	
	494,385.41			494,385.41	
11	3,871.06			3,871.06	
12	3,936.08			3,936.08	
13	22,698.69			22,698.69	
14	33,392.36		Refund - $0.79	33,392.36	
18	27,333.80		Refund - $220.47	27,333.80	
19	4,981.76		PSN - Refund - $36.50		4,981.76
	1,716.13			1,716.13	
20	6,339.49		Refund - $2.00	6,339.49	
24	13,622.12		Refund - $4.79	13,622.12	
25	5,190.81			5,190.81	
26	3,773.08		Refund - $3.82	3,773.08	
27	5,896.24			5,896.24	
28	3,534.63			3,534.63	
31	17,105.55		PSN - Refund - $0.24		17,105.55
	18,637.60			18,637.60	
	19,517.08			19,517.08	
	$1,212,060.46			$1,145,389.89	66,670.57
Total Deposits and PSN	$1,212,060.46			$1,212,060.46	
		PSN Check fees $48.40 - for info only, fees were paid to PSN			
	$ (666.40)	Refund			
	$ -	Over			
	$ -	Shortage			
	$ -	Adjustment			
NET TOTAL	$1,211,394.06				

Submitted by: Rita S. Anderson Date: 2-7-22

Approved by: _____ Date: _____

Attachment: Tax Collection Report (3241 : Tax Collection Report)

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

<u>Consent Agenda</u>

Item Number: 8.E
Meeting Date: March 07, 2022

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

Item Title **DMV Monthly Report**

Attachments: DMV MONTHLY REPORT APRIL, 22 RENEWALS (PDF)

Summary: DMV Monthly Report April, 22 Renewals Due 5/15/2022

Recommendation: **Review and Approve**

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County April, 22 Renewals Due 5/15/22

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
33,445.73	33,722.20	22,567.12	89,735.05

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 APRIL, 22 RENEWALS (3222 : DMV Monthly Report)

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

<u>Consent Agenda</u>

Item Number: 8.F
Meeting Date: March 07, 2022

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

Item Title **Refunds Over $100.00**

Attachments: REFUNDS OVER $100.00 FEB, 2022 (PDF)

Summary: Refunds Over $100.00 for February, 2022

Recommendation: Review and Approve

ACS Tax System
2/28/22 9:50:54

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	2019 P 0002525 P17321/2019 NOT LOCATED IN CAM	20220228 99 265933
141.68	WOOD,ERIC M 121 WHITE CEDAR LANE CAMDEN NC 27921	2021 P 0003389 P20708/21 MILITARY EXEMPT	20220228 99 265931
341.19	Total Refunds		

***

Submitted by Lisa S. Anderson Date 2-28-22
Lisa S. Anderson, Tax Administrator Camden County

Approved by _____ Date _____
Ross Munro, Chairman Camden County Board of Commissioners

Attachment: REFUNDS OVER $100.00 FEB, 2022 (3237 : Refunds Over $100.00)

CAMDEN COUNTY
NORTH CAROLINA · USA
Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

<u>Consent Agenda</u>

Item Number: 8.G
Meeting Date: March 07, 2022

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

Item Title **Vehicle Refunds Over $100.00**

Attachments: VEHICLE REFUNDS OVER $100.00 JAN, 2022 (PDF)

Summary: Vehicle Refunds Over $100.00 January, 22

Recommendation: Review and Approve

REFUNDS OVER $100.00

North Carolina Vehicle Tax System

NCVTS Pending Refund report

January, 22 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	Tota Chan
KIRKNER, BARRY EUGENE JR	KIRKNER, BARRY EUGENE JR	KIRKNER, DAWN CHERIE	118 PINE RIDGE DR	SOUTH MILLS, NC 27976	Proration	0054386941	JX7506	AUTHORIZED	158748336	Refund Generated due to proration on Bill #0054386941-2020-	Tag Surrender	01/20/2022	1/25/2022 8:37:44 AM	1843	Tax	($103.07)	$0.00	($103
														1	Tax	($1.39)	$0.00	($1
																	Refund	$10
MURPHY, RONALD LEE	MURPHY, RONALD LEE		132 KEETER BARN RD	SOUTH MILLS, NC 27976	Proration	0054323818	JX7505	AUTHORIZED	158332026	Refund Generated due to proration on Bill #0054323818-2020-	Tag Surrender	01/10/2022	1/18/2022 10:36:06 AM	1843	Tax	($234.87)	$0.00	($234
														1	Tax	($3.17)	$0.00	($3
																	Refund	$23
SCHNEIDER, THOMAS JEFFREY	SCHNEIDER, THOMAS JEFFREY	SCHNEIDER, MARY ANNE	102 PINEWOOD DR	CAMDEN, NC 27921	Proration	0046129606	YWD5915	AUTHORIZED	158748412	Refund Generated due to proration on Bill #0046129606-2020-	Tag Surrender	01/20/2022	1/25/2022 8:37:44 AM	1843	Tax	($116.57)	$0.00	($116
														2	Tax	($1.58)	$0.00	($1
																	Refund	$11
SCHNEIDER, THOMAS JEFFREY	SCHNEIDER, THOMAS JEFFREY	SCHNEIDER, MARY ANNE	102 PINEWOOD DR	CAMDEN, NC 27921	Proration	0062973391	TAT4177	AUTHORIZED	158748422	Refund Generated due to proration on Bill #0062973391-2021-	Tag Surrender	01/20/2022	1/25/2022 8:37:44 AM	1843	Tax	($187.37)	$0.00	($187
														2	Tax	($2.15)	$0.00	($2
																	Refund	$18
WIESNER, DOUGLAS KEITH	WIESNER, DOUGLAS KEITH		607 MAIN ST	SOUTH MILLS, NC 27976	Proration	0060008090	CM30185	AUTHORIZED	158332014	Refund Generated due to proration on Bill #0060008090-2020-	Vehicle Sold	01/10/2022	1/18/2022 10:36:06 AM	1843	Tax	($107.08)	($8.57)	($115
														1	Tax	($1.44)	($0.11)	($1
																	Refund	$11

Submitted by Lisa S. Anderson Date 2-14-22
Lisa S. Anderson, Tax Administrator Camden County

Approved by _____ Date _____
Ross Munro, Chairman Camden County Board of Commissioners

Attachment: VEHICLE REFUNDS OVER $100.00 JAN, 2022 (3221 : Vehicle Refunds Over $100.00)

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

Consent Agenda

Item Number: 8.H
Meeting Date: March 07, 2022

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

Item Title **Pickups, Releases & Refunds**

Attachments: Pickups, Releases & Refunds (PDF)

NAME	REASON	NO.
Jody Mae Weddle	Turned in plate - Refund	Pick-up/23477
	$145.26	61804096
Henderson Audiometrics	Turned in plate - Refund	Pick-up/22578
	$175.61	48221672
Charles Barco Heirs	Roll back taxes	Pick-up/23481
	$448.85	R-118621-2019
		R-126016-2020
		R-133450-2021
Christina Walker Albertson	Turned in plate - Refund	Pick/up/23482
	$119.06	50804589
Bruce A. Drahos	Turned in plate - Refund	Pick-up/23484
	$140.14	34755053
Down River Farms	Turned in plate - Refund	Pick-up/23489
	$318.56	59175012
Kathryn Rose Faber	Turned in plate - Refund	Pickup/23492
	$238.50	63688678

CAMDEN COUNTY
NORTH CAROLINA · USA
Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.I
Meeting Date: March 07, 2022

Submitted By: Kim Perry,
Library
Prepared by: Karen Davis

Item Title **Surplus Property - Library**

Attachments: Surplus Property - Library (PDF)

Surplus Property Request

Requested by: Kim Perry

○ Sell ⊖ Dispose

Department: Library

Item: 6 Dell desktop computers

Disposal Method: recycle

Suggested Value: $0

Reason for surplus: These were refubbed when put in & we recently replaced.

Item Description

6 Dell Vostro desktop computers. The manufacturing date on these is 20130225.

Manager Approval

Disposal Method:

Value:

Comments:

Board Approval

Approved/Denied:

Date:

Final Disposition Date:

Method:

Amount:

Purchased by:

Attachment: Surplus Property - Library (3236 : Surplus Property - Library)

CAMDEN COUNTY
NORTH CAROLINA · USA
Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.J
Meeting Date: March 07, 2022

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

Item Title **YoungWilliams Contract Renewal - Child Support Enforcement**

Attachments: YoungWilliams Overview Letter for Commissioners (DOCX)
Child Support Enforcement 00 NC Camden FS Original Contract EFF 07.01.2022 DRAFT (DOCX)

Summary:
Summary letter and supporting documentation attached.
Recommendation:
Staff recommends approval.

Camden County Department of Social Services

P.O. Box 70, Camden, NC 27921

Craig D. Patterson
Director

Telephone: 252-331-4787
Fax: 252-335-1009

Ms. Tammie McCoy
DSS Board Chair

To: Camden County Board of Commissioners
Re: Contract with YoungWilliams for Child Support Enforcement

Commissioners:
For many years Camden County DSS has contracted with YoungWilliams for the purpose of providing Child Support Enforcement for the County. They provide this service for 15 counties in the Albemarle region as well.
This is a service that comprehensively serves the county in the following ways:

- Providing customer service;
- Establishing paternity for children of unwed parents;
- Establishing financial and medical support orders;
- Enforcing financial and medical support orders;
- Review and adjusting orders; and
- Managing family engagement programs.

These are services that Camden County DSS are incapable of providing and therefore I am recommending that we enter into this contract for the next 4 years.
Thank you.

Respectfully,

Craig Patterson
Director

Attachment: YoungWilliams Overview Letter for Commissioners (3239 : YoungWilliams Contract Renewal - Child Support Enforcement)

CAMDEN COUNTY CHILD SUPPORT SERVICES

Fiscal Year Begins July 1, 2022 and Ends June 30, 2026

This contract is hereby entered into by and between the Camden County Department of Social Services (the "County") and YoungWilliams, P.C. (the "Contractor") (referred to collectively as the "Parties"). The Contractor's federal tax identification number is 64-0847009 and DUNS Number **18-347-0074.**

1. **Contract Documents:** This Contract consists of the following documents:
   (1) This Contract
   (2) The General Terms and Conditions (Attachment A)
   (3) The Scope of Work, description of services, and rate (Attachment B)
   (4) Federal Certification Regarding Drug-Free Workplace & Certification Regarding Nondiscrimination (Attachment C)
   (5) Conflict of Interest (Attachment D)
   (6) No Overdue Taxes (Attachment E)
   (7) Federal Certification Regarding Environmental Tobacco Smoke (Attachment F)
   (8) Federal Certification Regarding Lobbying (Attachment G)
   (9) Federal Certification Regarding Debarment (Attachment H)
   (10) HIPAA Business Associate Addendum (Attachment I checklist and forms)
   (11) Certification of Transportation (Attachment J)
   (12) Contract Determination Questionnaire (required) (Attachment K)
   (13) Exhibit 7 - Safeguarding Contract Language - update (9-2016) (Attachment L)
   (14) Certificate of Eligibility Under the Iran Divestment Act (Attachment M)
   (15) Multi-Factor Authentication (Attachment N)

   These documents constitute the entire agreement between the Parties and supersede all prior oral or written statements or agreements.

2. **Precedence among Contract Documents:** In the event of a conflict between or among the terms of the Contract Documents, the terms in the Contract Document with the highest relative precedence shall prevail. The order of precedence shall be the order of documents as listed in Paragraph 1, above, with the first-listed document having the highest precedence and the last-listed document having the lowest precedence. If there are multiple Contract Amendments, the most recent amendment shall have the highest precedence and the oldest amendment shall have the lowest precedence.

3. **Effective Period:** This contract shall be effective on July 1, 2022 and shall continue until June 30, 2026. This contract shall automatically renew at the end of each contract year for up to three (3) additional one (1) year periods upon the same terms and conditions.

4. **Contractor's Duties:** The Contractor shall provide the services and in accordance with the approved rate as described in Attachment B, Scope of Work.

5. **County's Duties:** The County shall pay the Contractor in the manner and in the amounts specified in the Contract Documents. The total amount paid by the County to the Contractor under this contract shall not exceed **$70,971 for FY 2022/2023**; **$72,390 in FY 2023/2024**; **$73,838 in FY 2024/2025**; and $**75,315 for FY 2025/2026**. This amount consists of $ _____ in Federal funds (CFDA #), $_____ in State Funds, $_____ in County funds

   _X_ a. There are no matching requirements from the Contractor.

   ___ B. The Contractor's matching requirement is $ _____, which shall consist of:
   ___ In-kind ___ Cash
   ___ Cash and In-kind ___ Cash and/or In-kind

   The contributions from the Contractor shall be sourced from non-federal funds.

DRAFT

Attachment: Child Support Enforcement 00 NC Camden FS Original Contract EFF 07.01.2022 DRAFT (3239 : YoungWilliams Contract Renewal -

The total contract amount including any Contractor match shall not exceed **$70,971 for FY 2022/2023**; **$72,390 in FY 2023/2024**; **$73,838 in FY 2024/2025**; and $**75,315 for FY 2025/2026**.

6. **Reporting Requirements:**
   Contractor shall comply with audit requirements as described in N.C.G.S. § 143C-6-22 & 23 and OMB Circular A-133, and shall disclose all information required by 42 USC 455.104, or 42 USC 455.105, or 42 USC 455.106.

7. **Payment Provisions:**
   Payment shall be made in accordance with the Contract Documents as described in the Scope of Work, Attachment B.

8. **Contract Administrators:** All notices permitted or required to be given by one Party to the other and all questions about the contract from one Party to the other shall be addressed and delivered to the other Party's Contract Administrator. The name, post office address, street address, telephone number, fax number, and email address of the Parties' respective initial Contract Administrators are set out below. Either Party may change the name, post office address, street address, telephone number, fax number, or email address of its Contract Administrator by giving timely written notice to the other Party.

For the County:

IF DELIVERED BY US POSTAL SERVICE		IF DELIVERED BY ANY OTHER MEANS	
Name & Title	Craig Patterson, DSS Director	Name & Title	Craig Patterson, DSS Director
County	Camden	County	Camden
Mailing Address	P O Box 70	Street Address	PO Box 70
City, State, Zip	Camden, NC 27921	City, State, Zip	Camden, NC 27921
Telephone	252-331-4787		
Fax	252-335-1009		
Email	cpatterson@camdencountync.gov		

For the Contractor:

IF DELIVERED BY US POSTAL SERVICE		IF DELIVERED BY ANY OTHER MEANS	
Name & Title	Jeremy Smith Regional Vice President	Name & Title	Jeremy Smith Regional Vice President
Company Name	YoungWilliams, P.C.	Company Name	YoungWilliams, P.C.
Mailing Address	141 Township Ave., Ste. 200	Street Address	141 Township Ave., Ste. 200
City State Zip	Ridgeland, MS 39157	City State Zip	Ridgeland, MS 39157
Telephone	Cell: (601) 850-9771		
Fax	601-353-6437		
Email	jeremy.smith@youngwilliams.com		

9. **Supplementation of Expenditure of Public Funds:**
   The Contractor assures that funds received pursuant to this contract shall be used only to supplement, not to supplant, the total amount of federal, state and local public funds that the Contractor otherwise expends for contract services and related programs. Funds received under this contract shall be used to provide additional public funding for such services; the funds shall not be used to reduce the Contractor's total expenditure of other public funds for such services.

DRAFT

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10. Disbursements:

As a condition of this contract, the Contractor acknowledges and agrees to make disbursements in accordance with the following requirements:

(a) Implement adequate internal controls over disbursements;
(b) Pre-audit all vouchers presented for payment to determine:
- Validity and accuracy of payment
- Payment due date
- Adequacy of documentation supporting payment
- Legality of disbursement

(c) Assure adequate control of signature stamps/plates;
(d) Assure adequate control of negotiable instruments; and
(e) Implement procedures to insure that account balance is solvent and reconcile the account monthly.

11. Outsourcing to Other Countries:

The Contractor certifies that it has identified to the County all jobs related to the contract that have been outsourced to other countries, if any. The Contractor further agrees that it will not outsource any such jobs during the term of this contract without providing notice to the County.

12. Federal Certifications:

Individuals and Organizations receiving federal funds must ensure compliance with certain certifications required by federal laws and regulations. The contractor is hereby complying with Certifications regarding Nondiscrimination, Drug-Free Workplace Requirements, Environmental Tobacco Smoke, Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions, and Lobbying. These assurances and certifications are to be signed by the contractor's authorized representative.

13. Specific Language Not Previously Addressed:

Facilities

Gates County may enter into an agreement with Camden, Perquimans, and Pasquotank Counties to provide office space including utilities, janitorial service and on-site parking. In that event, Gates County will be entitled to a credit for their share of the actual and reasonable cost of the office space, as agreed with Camden, Perquimans and Pasquotank Counties, to be deducted from the compensation due to the Contractor. Contractor is responsible for telephone service and IT support.

14. **Signature Warranty:** The undersigned represent and warrant that they are authorized to bind their principals to the terms of this agreement.

Signature page to follow.

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The Contractor and the County have executed this contract in duplicate originals, with one original being retained by each party.

Signature Date

Robert L. Wells President

Printed Name Title

COUNTY

Signature ***(must be legally authorized to sign contracts for County)*** Date

Printed Name Title

This instrument has been pre-audited in the manner required by the Local Government Budget and Fisca Control Act.

Signature of County Finance Officer Date

Reviewed by Camden County Department of Social Services Director

Name Date

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Attachment A
General Terms and Conditions

Relationships of the Parties

Independent Contractor: The Contractor is and shall be deemed to be an independent contractor in the performance of this contract and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. The Contractor represents that it has, or shall secure at its own expense, all personnel required in performing the services under this agreement. Such employees shall not be employees of, or have any individual contractual relationship with the County.

Subcontracting: The Contractor shall not subcontract any of the work contemplated under this contract without prior written approval from the County. Any approved subcontract shall be subject to all conditions of this contract. Only the subcontractors specified in the contract documents are to be considered approved upon award of the contract. The County shall not be obligated to pay for any work performed by any unapproved subcontractor. The Contractor shall be responsible for the performance of all of its subcontractors.

Assignment: No assignment of the Contractor's obligations or the Contractor's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority, the County may:

(a) Forward the Contractor's payment check(s) directly to any person or entity designated by the Contractor, or
(b) Include any person or entity designated by Contractor as a joint payee on the Contractor's payment check(s).

In no event shall such approval and action obligate the County to anyone other than the Contractor and the Contractor shall remain responsible for fulfillment of all contract obligations.

Beneficiaries: Except as herein specifically provided otherwise, this contract shall inure to the benefit of and be binding upon the parties hereto and their respective successors. It is expressly understood and agreed that the enforcement of the terms and conditions of this contract, and all rights of action relating to such enforcement, shall be strictly reserved to the County and the named Contractor. Nothing contained in this document shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the County and Contractor that any such person or entity, other than the County or the Contractor, receiving services or benefits under this contract shall be deemed an incidental beneficiary only.

Indemnity and Insurance

Indemnification: The Contractor agrees to indemnify and hold harmless the County and any of their officers, agents and employees, from any claims of third parties arising out or any act or omission of the Contractor in connection with the performance of this contract.

Insurance: During the term of the contract, the Contractor at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. As a minimum, the Contractor shall provide andmaintain the following coverage and limits:

(a) **Worker's Compensation** - The contractor shall provide and maintain Worker's Compensation Insurance as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of $500,000.00, covering all of Contractor's employees who are engaged in any work under the contract. If any work is sublet, the Contractor shall require the subcontractor to provide the same coverage for any of his employees engaged in any work under the contract.
(b) **Commercial General Liability** - General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of $1,000,000.00 Combined Single Limit. (Defense cost shall be in excess of the limitof liability.)
(c) Automobile Liability Insurance: The Contractor shall provide automobile liability insurance with a combined single limit of $500,000.00 for bodily injury and property damage; a limit of $500,000.00 for uninsured/under insured motorist coverage; anda limit of $2,000.00 for medical payment coverage. The Contractor shall provide this insurance for all automobiles that are:

(a) owned by the Contractor and used in theperformance of this contract;

(b) hired by the Contractor and used in theperformance of this contract; and

(c) Owned by Contractor's employees and used in performance of this contract ("non owned vehicle insurance"). Non- owned vehicle insurance protects employers when employees use their personal vehicles for work purposes. Non-owned vehicle insurance supplements, but does not replace, the car-owner's liability insurance. The Contractor is

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not required to provide and maintain automobile liability insurance on any vehicle - owned, hired, or non-owned -- unless the vehicle is used in the performance of this contract.

(d) The insurance coverage minimums specified in subparagraph (a) are exclusive of defense costs.

(e) The Contractor understands and agrees that the insurance coverage minimums specified in subparagraph (a) are not limits, or caps, on the Contractor's liability or obligations under this contract.

(f) The Contractor may obtain a waiver of any one or more of the requirements in subparagraph (a) by demonstrating that it has insurance that provides protection that is equal to or greater than the coverage and limits specified in subparagraph (a). The County shall be the sole judge of whether such a waiver should be granted.

(g) The Contractor may obtain a waiver of any one or more of the requirements in paragraph (a) by demonstrating that it is self-insured and that its self-insurance provides protection that is equal to or greater than the coverage and limits specified in subparagraph (a). The County shall be the sole judge of whether such a waiver should be granted.

(h) Providing and maintaining the types and amounts of insurance or self-insurance specified in this paragraph is a material obligation of the Contractor and is of the essence of this contract.

(i) The Contractor shall only obtain insurance from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in the State of North Carolina. All such insurance shall meet all laws of the State of North Carolina.

0) The Contractor shall comply at all times with all lawful terms and conditions of its insurance policies and all lawful requirements of its insurer.

(k) The Contractor shall require its subcontractors to comply with the requirements of this paragraph.

(I) The Contractor shall demonstrate its compliance with the requirements of this paragraph by submitting certificates of insurance to the County before the Contractor begins work under this contract.

Transportation of Clients by Contractor:

The contractor will maintain Insurance requirements if required as noted under Article 7 Rule R2-36 of the North Carolina Utilities Commission.

Default and Termination

Termination Without Cause: The County may terminate this contract without cause by giving 30 days written notice to the Contractor.

Termination for Cause: If, through any cause, the Contractor shall fail to fulfill its obligations under this contract in a timely and proper manner, the County shall have the right to terminate this contract by giving written notice to the Contractor and specifying the effective date thereof. In that event, all finished or unfinished deliverable items prepared by the Contractor under this contract shall, at the option of the County, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials, minus any payment or compensation previously made. Notwithstanding the foregoing provision, the Contractor shall not be relieved of liability to the County for damages sustained by the County by virtue of the Contractor's breach of this agreement, and the County may withhold any payment due the Contractor for the purpose of setoff until such time as the exact amount of damages due the County from such breach can be determined. In case of default by the Contractor, without limiting any other remedies forbreach available to it, the County may procure the contract services from other sources and hold the Contractor responsible for any excess cost occasioned thereby. The filing of a petition for bankruptcy by the Contractor shall be an act of default under this contract.

Waiver of Default: Waiver by the County of any default or breach in compliance with the terms of this contract by the Provider shall not be deemed a waiver of any subsequent default or breach and shall not be construed to be modification of the terms of this contract unless stated to be such in writing, signed by an authorized representative of the County and the Contractor and attached to the contract.

Availability of Funds: The parties to this contract agree and understand that the payment of the sums specified in this contract is dependent and contingent upon and subject to the appropriation, allocation, and availability of funds for this purpose to the County.

Force Majeure: Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

Survival of Promises: All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitation.

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Intellectual Property Rights

Copyrights and Ownership of Deliverables: All deliverable items produced pursuant to this contract are the exclusive property of the County. The Contractor shall not assert a claim of copyright or other property interest in such deliverables.

Federal Intellectual Property Bankruptcy Protection Act: The Parties agree that the County shall be entitled to all rights and benefits of the Federal Intellectual Property Bankruptcy Protection Act, Public Law 100-506, codified at 11 U.S.C. 365 (n) and any amendments thereto.

Compliance with Applicable Laws

Compliance with Laws: The Contractor shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and/or authority.

Title VI, Civil Rights Compliance: In accordance with Federal law and U.S. Department of Agriculture (USDA) and U.S. Department of Health and Human Services (HHS) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. Under the Food Stamp Act and USDA policy, discrimination is prohibited also on the basis of religion or political beliefs.

Equal Employment Opportunity: The Contractor shall comply with all federal and State laws relating to equal employment opportunity.

Health Insurance Portability and Accountability Act (HIPAA): The Contractor agrees that, if the County determines that some or all of the activities within the scope of this contract are subject to the Health Insurance Portability and Accountability Act of 1996, P.L. 104-91, as amended ("HIPAA"), or its implementing regulations, it will comply with the HIPAA requirements and will execute such agreements and practices as the County may require to ensure compliance.

Trafficking Victims Protection Act of 2000 :

The Contractor will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104)

Executive Order # 24: It is unlawful for any vendor, contractor, subcontractor or supplier of the state to make gifts or to give favors to any state employee. For additional information regarding the specific requirements and exemptions, contractors are encouraged to review Executive Order 24 and G.S. Sec. 133-32.

Confidentiality

Confidentiality: Any information, data, instruments, documents, studies or reports given to or prepared or assembled by the Contractor under this agreement shall be kept as confidential and not divulged or made available to any individual or organization without the prior written approval of the County. The Contractor acknowledges that in receiving, storing, processing or otherwise dealing with any confidential information it will safeguard and not further disclose the information except as otherwise provided in this contract.

Oversight

Access to Persons and Records: The State Auditor shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions in accordance with General Statute 147-64.7. Additionally, as the State funding authority, the Department of Health and Human Services shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions.

Record Retention: Records shall not be destroyed, purged or disposed of without the express written consent of the Division. State basic records retention policy requires all grant records to be retained for a minimum of five years or until all audit exceptions have been resolved, whichever is longer. If the contract is subject to federal policy and regulations, record retention may be longer than five years since records must be retained for a period of three years following submission of the final Federal Financial Status Report, if applicable, or three years following the submission of a revised final Federal Financial Status Report. Also, if any litigation, claim, negotiation, audit, disallowance action, or other action involving this Contract has been started before expiration of the five-year retention period described above, the records must be retained until completion of the action and resolution of all issues which arise from it,or until the end of the regular five-year period described above whichever is later. The record retention period forTemp rary Assistance for Needy Families (TANF) and MEDICAID and Medical Assistance grants and programs must be retained for a minimum of ten years.

Warranties and Certifications

Date and Time Warranty: The Contractor warrants that the product(s) and service(s) furnished pursuant to this contract ("product" includes, without limitation, any piece of equipment, hardware, firmware, middleware, custom or commercial software, or internal components, subroutines, and interfaces therein) that perform any date and/or time data recognition function, calculation, or sequencing will support a four digit year format and will provide accurate date/time data and leap year calculations. This warranty shall survive the termination or expiration of this contract.

Certification Regarding Collection of Taxes: G.S. 143-59.1 bars the Secretary of Administration from entering into contracts with vendors that meet one of the

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conditions of G.S. 105-164.B(b) and yet refuse to collect use taxes on sales of tangible personal property to purchasers in North Carolina. The conditions include: (a) maintenance of a retail establishment or office; (b) presence of representatives in the State that solicit sales or transact business on behalf of the vendor; and (c) systematic exploitation of the market by media-assisted, media-facilitated, or media-solicited means. The Contractor certifies that it and all of its affiliates (if any) collect all required taxes.

E-Verify

Pursuant to G.S. 143-48.5 and G.S. 147-33.95(9), the undersigned hereby certifies that the Contractor named below, and the Contractor's subcontractors, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system." E-Verify System Link: www.uscis.gov

Miscellaneous

Choice of Law: The validity of this contract and any of its terms or provisions, as well as the rights and duties of the parties to this contract, are governed by the laws of North Carolina. The Contractor, by signing this contract, agrees and submits, solely for matters concerning this Contract, to the exclusive jurisdiction of the courts of North Carolina and agrees, solely for such purpose, that the exclusive venue for any legal proceedings shall be the county is which the contract originated. The place of this contract and all transactions and agreements relating to it, and their situs and forum, shall be the county wherethe contract originated, where all matters, whether sounding in contract or tort, relating to the validity, construction, interpretation, and enforcement shall be determined.

Amendment: This contract may not be amended orally or by performance. Any amendment must be made in written form and executed by duly authorized representatives of the County and the Contractor.

Severability: In the event that a court of competent jurisdiction holds that a provision or requirement of this contract violates any applicable law, each such provision or requirement shall continue to be enforced to the extent it is not in violation of law or is not otherwise unenforceable and all other provisions and requirements of this contract shall remain in full force and effect.

Headings: The Section and Paragraph headings in these General Terms and Conditions are not material parts of the agreement and should not be used to construe the meaning thereof.

Time of the Essence: Time is of the essence in the performance of this contract.

Key Personnel: The Contractor shall not replace any of the key personnel assigned to the performance of this contract without the prior written approval of the County. The term "key personnel" includes any and all persons identified as such in the contract documents and any other persons subsequently identified as key personnel by the written agreement of the parties.

Care of Property: The Contractor agrees that it shall be responsible for the proper custody and care of any property furnished to it for use in connection with the performance of this contract and will reimburse the County for loss of, or damage to, such property. At the termination of this contract, the Contractor shall contact the County for instructions as to the disposition of such property and shall comply with these instructions.

Travel Expenses: Reimbursement to the Contractor for travel mileage, meals, lodging and other travel expenses incurred in the performance of this contract shall not exceed the rates established in County policy.

Sales/Use Tax Refunds: If eligible, the Contractor and all subcontractors shall: (a) ask the North Carolina Department of Revenue for a refund of all sales and use taxes paid by them in the performance of this contract, pursuant to G.S. 105-164.14; and (b) exclude all refundable sales and use taxes from all reportable expenditures before the expenses are entered in their reimbursement reports.

Advertising: The Contractor shall not use the award of this contract as a part of any news release or commercial advertising.

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ATTACHMENT B
Scope of Work

Federal Tax ID / SSN: 64-0847009

A. CONTRACTOR INFORMATION

1. Contractor Agency Name: **YoungWilliams, P.C.**
2. *If different* from Contract Administrator Information in General Contract:
   Same as Contract Administrator
3. Name of Program (s): **Child Support Enforcement Services**
4. Status: ___Public ___Private, Not for Profit X Private, For Profit
5. Contractor's Financial Reporting Year: **January through December**

B. Explanation of Services to be provided and to whom (include SIS Service Code):
County/Contractors Responsibilities under this contract are listed in Exhibit A.

C. Rate per unit of Service (define the unit}:
1. If Standard Fixed Rate, Maximum Allowable, (See Rates for Services Chart)

July 1, 2022- June 30, 2023	**$70,971**
July 1, 2023 - June 30, 2024	**$72,390**
July 1, 2024 - June 30, 2025	**$73,838**
July 1, 2025 - June 30, 2026	**$75,315**

2. Negotiated County Rate. **N/A**

D. Number of units to be provided: **Various**

E. Details of Billing process and Time Frames: **The County shall make payments for the invoiced amount by the 15th day of the month following the month of service or within fifteen (15)days of receipt of the invoice, whichever comes last.**

F. Area to be served/Delivery site(s): **Camden County**

Signature of County Authorized Person

Robert L. Wells, President

Date Submitted

Date Submitted

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Exhibit A

County's Responsibilities:

To notify North Carolina Department of Health & Human Services that YoungWilliams P.C. is the Designated Representative of Programs as defined in N.C. Gen. Stat. § 110-129(5) for Camden County and that all future correspondence must also be directed to the contractor at the address provided.

To prepare and transmit referrals to the contractor on appropriate cases pursuant to Title IV-D. Such referral shall be made through the NC FAST system interface. Such referrals will contain the name of the recipient, names of the children and the associated absent parent, if known, such identifying information as is available to assist in the location and support enforcement process, pertinent known legal information relative to marital status and orders for support, the amount of the family's assistance grant, available data relative to the absent parent's whereabouts and employment, and any other available information which may relate to the support process.

To provide pertinent information relative to changes of status in referred cases, including, but not limited to a change in NON-TANF status to TANF eligible. Such referral shall be made through the NC Fast system interface.

To furnish Contractor with all materials furnished by the State to operate the Child Support Program in the County. Such materials consist of the ACTS equipment furnished by the State and any program manuals associated with the IV-D program, including those covering ACTS. The County willnot be providing any equipment such as computers, printers, servers, or switches. Nor will they county provide any wire rack, UPS's, or patch panel.

The Policy and Procedures Manual is maintained on-line by the North Carolina Department of Health and Human Services. Updates to the manual are on-line and are not in hard copy. The website for the current manual is www.dhhs.state.nc.us/dss/.

To consult with the Contractor concerning potential settlements affecting the rights of the County and act as liaison with the State concerning any potential settlements that may affect the rights of the State and consult with the Contractor concerning any adverse administrative or judicial rulings in order to determine appropriate remedies to by sought by the Contractor.

To monitor Contractor performance through agreed procedures.

To issue a letter delineating deficiencies found (if any) as a result of any County, State or Federal review and requesting submittal of a written corrective action plan within sixty (60) days.

To impose a financial penalty for failure to timely submit an acceptable corrective action plan. (The imposition of such a penalty does not preclude the County's right to terminate the contract during the assessment of the penalty). The penalty shall initially be assessed by withholding 20% of the next monthly payment due the Contractor and, for each subsequent month of failure to submit a corrective

action plan, an additional 25% will be withheld.

To notify the Contractor within 30 days of the receipt of the Corrective Action Plan of the acceptability of the plan and to allow 15 calendar days for the Contractor to submit a clarification or revision of the Plan if deemed to be unacceptable to the TR. Acceptance of the plan by the TR does not guarantee that the implementation of the plan will result in elimination of the deficiencies for future penalties for non-compliance that may be applied by the TR.

To review the Contractor's performance once the corrective action period begins in accordance with the corrective action plan, and, if the Contractor is in compliance, issue a written statement of such compliance.

To impose a financial penalty for failure to correct the cited deficiencies within the corrective action period, such penalty not to preclude contract termination. The penalty shall initially be assessed by withholding 20% of the payment due for each of the next 3 months and will be increased by 10% for each subsequent quarter in which there is a continued failure to meet the standard. The TR will do case reviews on a quarterly basis during this penalty period.

To arrange access to the North Carolina Department of Health & Human Services, Division of Social Services, Child Support Enforcement Section's Central Office Staff for purposes connected with the operation of the Child Support Enforcement Program in Camden County. This access includes, but is not limited to access to the Central Registry for Interstate Cases, Federal Parent Locate, Tax Intercept, Full IRS Collection, Credit Bureau Reporting, and application to the United State Department of Health and Human Services (DHHS) for permission to utilize the Federal Courts to enforce a child support order against an absent parent who is in another state. Child Support payments are received only by the centralized state contractor. The only payments received at the local county offices will be the $25 fees for non-PA clients. This fee will be turned over to the county in a manner specified at contract signing.

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Contractor's Responsibilities

To establish and maintain a child support enforcement program in Camden County which complies with the provisions of Title IV, Part D of the Social Security Act, as amended, Title 45, Code of Federal Regulations, Article 9, Chapter 110 of the North Carolina General Statutes, as amended, State laws and regulations, and to be completely responsible and accountable for the proper operation of such program for all current, ongoing, and backlog cases in Camden County.

To provide all child support enforcement services following standard and accepted child support best practices, policies and procedures and in doing so pursuing the best interest of the child(ren) for whom support is sought.

To provide testimony, evidence and support necessary for the establishment of paternity, establishment and enforcement of child support orders, and the review and modification of support orders pursuant to Federal and State laws, in civil, criminal and administrative forums. The choice of forum shall be based on the facts of each case, the judgment of legal counsel, and the best interest of the child. The Contractor will be responsible for providing legal staff to service CSE cases. No County-provided legal services are available.

To bring all court actions in the manner as prescribed by N.C. Gen. Stat. §110-130.1 and local rules of court. Notify the appropriate County official in a timely fashion of any judicial or administrative decision or settlement agreement that negatively affects the County's or State's interests and agree not to enter into any settlement which results in the County's or State's loss of revenue. Contractor may appeal from any judicial or administrative order and shall cooperate with the State in the event the State chooses to appeal. In the event that Contractor thinks that a decision needs to be appealed, the Contractor shall consult with the appropriate County official prior to filing a Notice of Appeal. The County will notify Contractor within 30 days of signing the contract as to the name of the appropriate County official.

To utilize the State's automated systems that affect the Child Support Enforcement Program. There are no charges associated with the use of ACTS. Charges to access the Internet and the on-line manuals are the responsibility of the Contractor. Any additional automation needs deemed necessary to assist Contractor in carrying out its responsibilities shall be the responsibility of Contractor. Contractor shall retain all rights to such software developed by the Contractor, at the Contractor's expense to assist Contractor in carrying out its duties under this Agreement. Software developed by the Contractor at public expense shall be owned by the County. Such software, including source code, shall be returned to the County at the time of contract termination.

To be responsible for connectivity to the State's automated systems and any other automated systems, purchase and maintenance of hardware, on-going maintenance and any other applications.

To provide the location of the office or offices where daily operations are to be conducted and be responsible for the lease costs; provide necessary office equipment, utilities, furniture and any other related items to operate and maintain office space during the term of the contract. Camden County may enter into an agreement with Gates, Perquimans, and Pasquotank Counties to provide office space including utilities, janitorial service and on-site parking. In that event, Camden County will be entitled to a credit for their share of the actual and reasonable cost of the office space, as agreed with Gates,

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Perquimans and Pasquotank Counties, to be deducted from the compensation due to the Contractor. Contractor is responsible for telephone service and IT support.

To utilize documents produced by the State System. Any additional documents deemed necessary by Contractor shall contain language recommended by the County and/or North Carolina Department of Health and Human Services to assist in its distribution function.

To immediately respond to the State IV-D agency's central office on any requests for case status or information. Such response shall contain sufficient information regarding the status of the case to permit the State to reply to the inquiring party.

To maintain all records as required by any laws or regulations enacted by the County, State, and/or Federal governments. Contractor will follow all standards for retention of files after case closure. To maintain sufficient space for storage of records produced under this contract. To maintain an inventory of all documents warehoused in order to expedite retrieval. Stored documents shall be made available to the County within two (2) workdays of the request.

To ensure that the child support office administrator and/or staff attend any meetings sponsored by the County and/or State or local courts or associations at which attendance is requested upon timely notice. Timely notice means at least 15 days advance notice. Contractor will make every effort to comply if less than fifteen (15) days' notice is provided. Any and all travel expenses will be the exclusive responsibility of the Provider.

To train and manage staff assigned to the program. Maintain sufficient staff to serve all customers on a timely basis. In the event key personnel resigns or is terminated, Contractor must inform the County immediately so that the vacancy can be filled without disruption of services. The Contractor is and shall be deemed to be an independent contractor in the performance of this contract and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. The Contractor represents that it has, or shall secure at its own expense, all personnel required in performing the services under this agreement. Such employees shall not be employees of, or have any individual contractual relationship with the County. Contractor will not sub-contract without written approval from the County.

To refer any cases of fraud related to child support enforcement to the appropriate County and/or State officials.

To cooperate fully with the data collection and evaluation activities carried out by the County in connection with the services performed under this contract.

To develop along with the County a customer satisfaction survey which will be conducted annually. Results will be analyzed and reported within a specified time frame.

To provide relevant information immediately and file proof of claim with the bankruptcy court on behalf of the County in a timely manner in the event the Service Provider receives notice that an obliger has filed a bankruptcy petition.

To collect and report to the County any fees required to be charged under State or Federal law, regulation or policy.

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To comply fully with the aforementioned and all other provisions of Title IV, Part D of the Social Security Act, as amended, Title 45, Code of Federal Regulations, North Carolina General Statutes, and the program instructions issued by the County.

To cooperate, to the fullest extent allowed by law, with other County, State, and Federal entities. This provision also covers other entities operating Child Support Enforcement Programs pursuant to Title IV, Part D of the Social Security Act as amended.

To advise the County in writing within five (5) days of the receipt by the Service Provider of any notice of deficiency from the State or Federal government or any adverse audit results.

To cooperate with the County in answering customer complaints related to CSE in a timely manner.

To ensure that all Child Support Enforcement case files will be maintained and used solely for child support purposes and safeguarded as provided in 45 CFR 303.21, N.C. Gen. Stats. §§110-139 and 10BA-80. The Service Provider will comply with all other applicable laws and regulations in addition to those specifically set forth. Adhere to all confidentiality laws, rules, and regulations pertaining to the child support enforcement program.

Any information obtained through the Federal Parent Locator Services, as well as address and asset information obtained through the Internal Revenue Service must be safeguarded according to 45 CFR 303.70 and 26 U.S.C. §6103(p) 4. All personnel authorized to handle such tax-related information will sign an IRS Confidentiality Form, to be provided by the State, and will return the signed original to the State. The Service Provider will comply with all other applicable laws and regulations in addition to those specifically set forth.

Develop a plan to address indirect costs incurred in the program, specifically pertaining to reporting on the State form 1571 on behalf of each County.

_____

Rob Wells, President
YoungWilliams, PC

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ATTACHMENT C

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS AND CERTIFICATION REGARDING NONDISCRIMINATION

Camden County Department of Social Services

I. By execution of this Agreement the Contractor certifies that it will provide a drug-free workplace by:

A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

B. Establishing a drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;
(2) The Contractor's policy of maintaining a drug-free workplace;
(3) Any available drug counseling, rehabilitation, and employee assistance programs; and
(4) The penalties that may be imposed upon employees for drug abuse violationsoccurring in the workplace;

C. Making it a requirement that each employee be engaged in the performance of the agreementbe given a copy of the statement required by paragraph (A);

D. Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the agreement, the employee will:

(1) Abide by the terms of the statement; and
(2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;

E. Notifying the County within ten days after receiving notice under subparagraph (D)(2) from an employee or otherwise receiving actual notice of such conviction;

F. Taking one of the following actions, within 30 days of receiving notice under subparagraph (D)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination; or
(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and
(3) Making a good faith effort to continue to maintain a drug-free workplace through implementation ofparagraphs (A), (B), (C), (D), (E), and (F).

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II. The site(s) for the performance of work done in connection with the specific agreement are listed below:

401 S. Griffin Street Suite 350, Elizabeth City, Pasquotank, NC 27909

Contractor will inform the County of any additional sites for performance of work under this agreement.

False certification or violation of the certification shall be grounds for suspension of payment, suspension or termination of grants, or government-wide Federal suspension or debarment

45 C.F.R. Section 82.510. Section 4 CFR Part 85, Section 85.615 and 86.620.

Certification Regarding Nondiscrimination

The Vendor certifies that it will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (h) the Food Stamp Act and USDA policy, which prohibit discrimination on the basis of religion and political beliefs; and (i) the requirements of any other nondiscrimination statutes which may apply to this Agreement.

_____

Rob Wells, President
YoungWilliams, PC

(Certification signature should be same as Contract signature.)

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ATTACHMENT D

Code of Conduct

The Company prides itself on high standards of conduct, and expects its employees to uphold these ideals when dealing with individuals both internally and externally. The following code of conduct is intended to provide guidelines for the professional, ethical, and legal behavior the Company expects of our employees.

Employees should strive to conduct all business with integrity. Employees should deal fairly and honestly with customers, vendors, suppliers, and any others with whom the Company does business. No employee should knowingly permit any business transaction to occur that is not fair to the Company and customers alike.

No employee should use his/her position with the Company or information acquired during employment in a manner that may create a conflict of interest between the personal interests of the employee and the interests of the Company.

It is the responsibility of all employees to maintain the confidentiality of the Company's proprietary information. Employees should refrain from discussing confidential information with outsiders and with anyone else who does not have a legitimate need to know the information.

Accurate Accounting

Employees are prohibited from setting up or maintaining any unrecorded fund, reserve, asset, or special account for any purpose. No false entries shall be made in Company books, records, or accounts; and no payment or transfer of funds or assets shall be made for any purpose other than that specifically authorized by the Company.

Employees are responsible for accurate and timely record-keeping for all company assets, revenues, and expenses. Compliance with accepted accounting rules and controls is required. All books, records, and documents must accurately and completely describe the transactions they represent.

Business Ethics

The Company does not permit or condone bribes, kickbacks, or any other illegal or improper payments, transfers, or receipts. This prohibition applies both to the giving and the receiving of payments.

No employee shall *offer,* give, or transfer any money or anything else of value for the purpose of obtaining or retaining business; receiving any kind of favored treatment; or inducing or assisting such employee to violate Company policies or the law.

Employees may not accept any money, objects of value, or premiums from any person or company that is doing or seeking business with the Company. Providing excessive gifts or entertainment to others who may represent potential business is also prohibited.

Fees, commissions, and expenses paid to outside agents must be based upon proper billings, accurate record-keeping and reasonable standards for services rendered.

Reporting Violations

All employees who suspect violations of the Company's code of conduct are required to report their concerns to Senior Management or Corporate Human Resources. All allegations of improper or illegal behavior will be investigated promptly, thoroughly, and confidentially. No adverse action shall be taken against any employee for communicating concerns in good faith.

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Confidential and Proprietary Information

Employees who have access to records and other personal information about customers and other employees, including proprietary information, financial data, trade secrets, and intellectual property to which the Company holds rights, must not discuss this information with anyone else without proper authority.

Proprietary Information:

We have developed special ways to design, develop, produce market and deliver our products and services. These techniques and resources make our products and services more competitive in the marketplace and are not to be revealed to sources outside the Company. Anything the Company does to design, develops, produce, market and deliver its products and services that competitors cannot or do not do, is treated as proprietary information, also called trade secrets.

Any information that would damage our business if it became public knowledge or if it were disclosed to a competitor is considered a trade secret. This includes, but is not limited to, information on the legal, operations, business development, or financial aspects of our business.

No employee should discuss proprietary information with other Company employees in any public place where it is possible they could be overheard. Employees who have regular access to proprietary information may be asked to sign an agreement not to disclose the information to any outside party.

Employees are expected: to protect and safeguard this confidential information against unauthorized use; not to use any of the confidential information except for business purposes; and not to, directly or indirectly, reveal, report, publish, or disclose the confidential information.

Employees must understand that it is not only their duty to protect the Company's trade secrets, but a legal obligation that remains in effect even after an employee has left the Company. The Company is ready, willing, and able to enforce this obligation by court action if necessary.

Contractually-Required Confidentiality:

All client and contract-related information is not to be used or disclosed in any manner or for any purpose other than the purposes expressly permitted by the terms of the contract. For example, information regarding a child support case may be discussed or disclosed with others on a "need to know" basis only.

Any employee who violates this confidential information policy is subject to corrective action, up to and including discharge.

The Company will safeguard personal employee information to ensure the confidentiality of such information. Information regarding an employee's salary, length of service or performance, medical history, and other personal information is considered confidential. Confidential employee information is maintained in a safe and secured location, and shared only as required with those who are authorized to access such information. Any medical information concerning employees will be maintained in separate, confidential medical files apart from regular personnel records. Only authorized employees may ever have access to such flies.

If an employee becomes aware of a security breach in maintaining the confidentiality of his/her personal information or proprietary Company information, the employee should report the incident to Human Resources. Human Resources has the right to investigate the incident and take corrective action

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Conflict of Interest

We expect that all employees will avoid activities that create a conflict of interest with their responsibilities to this Company. The Company also expects that its employees will observe the highest moral and ethical standards in any dealings in which they represent this Company.

A conflict of Interest is not easy to define. Various circumstances and relationships cited in Company material might all constitute a conflict of interest or violate the Company's ethical standards. In general, they represent situations in which an employee's activities could conflict with the employee's responsibilities to the Company or to others with whom it does business.

This Company recognizes and respects each employee's right to privacy and to engage in personal activities outside the scope of his/her employment. Each employee also has an obligation, however, to refrain from activities that conflict or interfere with the Company's operations.

Our managers understand that conflict of interest policies are intended to ensure ethical business conduct and high standards of integrity. They are not intended to give a manager the right to invade employee privacy. Whenever there is a suspected conflict of interest, an employee should be given a chance to explain his/her side of the story.

The Company reserves the right to determine when an activity conflicts with the Company's interests and to take whatever action is necessary to resolve the conflict. If necessary, this action can include terminating the employee.

Employees who are aware of conflict of interest violations are obligated to report them to management immediately. Those who fail to do so will be subject to discipline. It is not necessary for an employee to observe the normal chain-of-command procedures when reporting a conflict of interest. Confidentiality of all employees reporting conflicts of interest will be protected.

In many cases, it is as important to avoid the appearance of a conflict as it is to avoid the conflict itself. These are some conflicts that can trigger Company discipline.

Outside employment. See Moonlighting Policy. Outside business interests.

No employee should establish or maintain an outside business interest that would cause any types of conflict. In addition, no employee may have any personal financial dealings with any individual or business organization, other than a regulated financial institution, that furnishes merchandise or supplies property or services to this Company. This includes receiving loans (other than bank loans), commissions, royalties, property interests, or anything of value. No employee should maintain an investment in any such business.

Disclosure.

Each employee shall refrain from unauthorized disclosure of non-public information concerning the Company's intentions, investments, sale or acquisition, purchasing, or contracting activities.

Company resources.

No employee shall make unauthorized use of Company resources for his/her personal benefit or for the benefit of any other person.

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Gifts and entertainment.

No employee shall accept gifts of more than nominal value from any individual or enterprise that does business, or seeks to do business, with this Company. Also, no employee shall accept any travel, living, or entertainment expenses from such persons or business organizations, either in kind or as an expense allowance. This policy does not cover gifts whose value is so small they are not likely to influence a business decision.

Fair competition.

All employees will conduct themselves in a fair and ethical manner when dealing with customers and suppliers. Under no circumstances will employees enter into arrangements with competitors that affect pricing or marketing policies.

Nepotism.

See Nepotism Policy. Legal requirements.

No employee will do anything in the conduct of business that would violate any local, state, or federal law.

Speculation.

No employee will speculate in materials, supplies, or services produced or purchased by this Company.

Political activities.

Employees are encouraged to support political candidates of their choice, by active support as well as by voting. All such activity must be on the employee's own time. There must be no unauthorized use of Company facilities, and the employee must not be perceived as acting on behalf of the Company. Senior managers, whose political participation might be taken as an official action of the Company, must refrain from overt unauthorized political activity.

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NOTARIZED CONFLICT OF INTEREST POLICY

Attached are the Conflict of Interest Policy, the Confidential and Propriety Information Policy, and the Code of Conduct Policy for YoungWilliams, PC.

_____
Rob Wells, President
YoungWilliams, PC

State of Mississippi

County of Madison

I, _____, Notary Public for said County and State, certify that _____ personally appeared before me this day and acknowledged that he is _____ of YoungWilliams PC, and by the authority duly given and as the act of the Organization, affirmed that the foregoing Conflict of Interest Policy was adopted by YoungWilliams, PC.

Sworn to and subscribed before me this _____ day of _____, 2022.

[STAMP]

_____
Notary Publi

My Commission expires _____, 20__

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ATTACHMENT E

NO OVERDUE TAX DEBTS

Date: _____

To: Camden County Department of Social Services

Certification:

We certify that YoungWilliams, P.C. does not have any overdue tax debts, as defined by N.C.G.S. 105-243.1, at the federal, State, or local level. We further understand that any person who makes a false statement in violation of N.C.G.S. 143C-6-23(c) is guilty of a criminal offense punishable as provided by N.C.G.S.) 143C-10-1b.

Sworn Statement:

Robert L. Wells being duly sworn, states that I am the President, of YoungWilliams, P.C. located in Ridgeland in the State of Mississippi; and that the foregoing certification is true, accurate and complete to the best of our knowledge and was made and subscribed by us. We also acknowledge and understand that any misuse of State funds will be reported to the appropriate authorities for further action.

_____

Rob Wells, President
YoungWilliams, PC

Sworn to and subscribed before me this _____ day of _____, 2022.

[STAMP]

_____

Notary Publi

My Commission expires _____, 20_

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ATTACHMENT F

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Camden County Department of Social Services

Certification for Contracts, Grants, Loans and Cooperative Agreements

Public Law 103-227, Part C-Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1,000 per day and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting this application, the Contractor certifies that it will comply with the requirements of the Act. The Contractor further agrees that it will require the language of this certification be included in any subawards which contain provisions for children's services and that all subgrantees shall certify accordingly.

_____
Rob Wells, President
YoungWilliams, PC

_____
Date

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Attachment G

CAMDEN COUNTY DEPARTMENT OF SOCIAL SERVICES

Certification Regarding Lobbying

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal, state or local government agency, a Member of Congress, a Member of the General Assembly, an officer or employee of Congress, an officer or employee of the General Assembly, an employee of a Member of Congress, or an employee of a Member of the General Assembly in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal, state or local government agency, a Member of Congress, a Member of the General Assembly, an officer or employee of Congress, an officer or employee of the General Assembly, an employee of a Member of Congress, or an employee of a Member of the General Assembly in connection with the awarding of any Federal or state contract, the making of any Federal or state grant, the making of any Federal or state loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal or state contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

(4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Notwithstanding other provisions of federal OMB Circulars A-122 and A-87, costs associated with the following activities are unallowable:

Paragraph A.

(1) Attempts to influence the outcomes of any Federal, State, or local election, referendum, initiative, or similar procedure, through in kind or cash contributions, endorsements, publicity, or similar activity;
(2) Establishing, administering, contributing to, or paying the expenses of a political party, campaign, political action committee, or other organization established for the purpose of influencing the outcomes of elections;
(3) Any attempt to influence: (i) The introduction of Federal or State legislation; or (ii) the enactment or modification of any pending Federal or State legislation through communication with any member or employee of the Congress or State legislature (including efforts to influence State or local officials to engage in similar lobbying activity), or with any Government official or employee in connection with a decision to sign or veto enrolled legislation;
(4) Any attempt to influence: (i) The introduction of Federal or State legislation; or (ii) the enactment or modification of any pending Federal or State legislation by preparing, distributing or using publicity or propaganda, or by urging members of the general public or any segment thereof to contribute to or participate in any mass demonstration, march, rally, fundraising drive, lobbying campaign or letter writing or telephone campaign; or
(5) Legislative liaison activities, including attendance at legislative sessions or committee hearings, gathering information regarding legislation, and analyzing the effect of legislation, when such activities are carried on in

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support of or in knowing preparation for an effort to engage in unallowable lobbying.

The following activities as enumerated in Paragraph B are excepted from the coverage of Paragraph A:

Paragraph B.

(1) Providing a technical and factual presentation of information on a topic directly related to the performance of a grant, contract or other agreement through hearing testimony, statements or letters to the Congress or a State legislature, or subdivision, member, or cognizant staff member thereof, in response to a documented request (including a Congressional Record notice requesting testimony or statements for the record at a regularly scheduled hearing) made by the recipient member, legislative body or subdivision, or a cognizant staff member thereof; provided such information is readily obtainable and can be readily put in deliverable form; and further provided that costs under this section for travel, lodging or meals are unallowable unless incurred to offer testimony at a regularly scheduled Congressional hearing pursuant to a written request for such presentation made by the Chairman or Ranking Minority Member of the Committee or Subcommittee conducting such hearing.
(2) Any lobbying made unallowable by subparagraph A (3) to influence State legislation in order to directly reduce the cost, or to avoid material impairment of the organization's authority to perform the grant, contract, or other agreement.
(3) Any activity specifically authorized by statute to be undertaken with funds from the grant, contract, or other agreement.

Paragraph C.

(1) When an organization seeks reimbursement for indirect costs, total lobbying costs shall be separately identified in the indirect cost rate proposal, and thereafter treated as other unallowable activity costs in accordance with the procedures of subparagraph B(3).
(2) Organizations shall submit, as part of the annual indirect cost rate proposal, a certification that the requirements and standards of this paragraph have been complied with.
(3) Organizations shall maintain adequate records to demonstrate that the determination of costs as being allowable or unallowable pursuant to this section complies with the requirements of this Circular.
(4) Time logs, calendars, or similar records shall not be required to be created for purposes of complying with this paragraph during any particular calendar month when: (1) the employee engages in lobbying (as defined in subparagraphs (a) and (b)) 25 percent or less of the employee's compensated hours of employment during that calendar month, and (2) within the preceding five-year period, the organization has not materially misstated allowable or unallowable costs of any nature, including legislative lobbying costs. When conditions (1) and (2) are met, organizations are not required to establish records to support the allowability of claimed costs in addition to records already required or maintained. Also, when conditions (1) and (2) are met, the absence of time logs, calendars, or similar records will not serve as a basis for disallowing costs by contesting estimates of lobbying time spent by employees during a calendar month.
(5) Agencies shall establish procedures for resolving in advance, in consultation with 0MB, any significant questions or disagreements concerning the interpretation or application of this section. Any such advance resolution shall be binding in any subsequent settlements, audits or investigations with respect to that grant or contract for purposes of interpretation of this Circular; provided, however, that this shall not be construed to prevent a contractor or grantee from contesting the lawfulness of such a determination.

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Paragraph D.

Executive lobbying costs. Costs incurred in attempting to improperly influence either directly or indirectly, an employee orofficer of the Executive Branch of the Federal Government to give consideration or to act regarding a sponsored agreement or a regulatory matter are unallowable. Improper influence means any influence that induces or tends to induce a Federal employee or officer to give consideration or to act regarding a federally sponsored agreement or regulatory matter on any basis other than the merits of the matter.

_____

Rob Wells, President
YoungWilliams, PC

_____

Date

(Certification signature should be same as Contract signature.)

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ATTACHMENT H

CAMDEN COUNTY DEPARTMENT OF SOCIAL SERVICES

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of the fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant will provide immediate written notice to the person to which the proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, determined ineligible or voluntarily excluded from participation in this covered transaction unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency of which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a

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participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized in paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension, and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

_____
Rob Wells, President
YoungWilliams, PC

_____
Date

(Certification signature should be same as Contract signature.)

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ATTACHMENT I

HIPAA ASSESSMENT FORM

This document will be used to determine if you have a business associate relationship with a Contractor. This form should be completed on all contracts that have a HIPAA covered health care component. This would include all health-related information.

Contractor: YoungWilliams, P.C. Date:_____

QUESTIONS	NOTES	STEPS
1. Has a relationship been initiated Yes allows the contractor to perform a function or activity for, or on behalf of, County Department of Social Services HIPAA covered health care component?		YES-Go to Question 2. NO-Stop. There is no business associate relationship.
2. Is the function or service to be Yes rendered by the contractor on an activity other than treatment of clients?	NOTE: The sharing of Individually identifiable health information with another treatment contractor for treatment purposes only does not require a business associate agreement. See 45 CFR §164.502(e)(l)(ii)(A)	YES-Go to Question 3. NO-Stop. There is no business associate relationship.
3. Does the function or service to No be rendered by the contractor involve the use or disclosure of the County Department of Social Services individually identifiable health information?	NOTE: Data that does not contain A County Department of Social Services individually identifiable health information is not covered by HIPAA and thus does not have to be protected through a business associate agreement.	YES--Go to Question 4. NO-Stop. There is no business associate relationship.
4. Are the services rendered by Select staff from the contractor performed on the premises of the covered health care component, using the component's resources and following the component's policies and procedures?	NOTES: Whenever a service is rendered on the premises of a covered component, utilizing the component's resources and following the component's policies and procedures, the person rendering such services is considered a member of the component's workforce, and is required to comply with the component's privacy policies and procedures. No business associate agreement is required.	NO-Got Question 5. YES-Stop. There is not business associate relationship.

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5. Is the contractor performing a Select type(s) of function/activity for or on the behalf of the County Department of Social Services HIPAA covered health component that is directly related to the covered health component's continued operation?	Check appropriate service(s): □ Attorney Representing Agency □ Benefits Management □ Patient Accounts Billing □ Claims Processing □ Claims Administration □ Bill Collections □ Professional Services □ Special Population Assessments □ Data Analysis □ Data Processing □ Data Administration □ JCAHO □ Council on Accreditation □ Re-pricing □ Rate Setting □ Practice Management □ Software Support □ Utilization Review □ QualityAssurance □ Contract Analysis □ Central Office Supervision □Security □Dietary □ Machine Maintenance □ Facility Maintenance □ Landscaping □Housekeeping □Hardware Support □Audits/Surveys □Purchasing	YES - You have identified a business associate relationship. The specified functionality, which involves sharing of individually identifiable health information is provided by the contractor. This constitutes a business associate relationship as such information must be protected the same as required of the HIPPA covered health care component. There are two types of business associate relationships: You have identified an External business associate relationship if you are contracting with any entity outside city, country or state government. A Business Associate Addendum must be signed and included with the contract if you are completing a Memorandum of Agreement (MOA) with a governmental entity the Government Associate Addendum must be utilized. NO-STOP. There is no business associate relationship.
ADDITIONAL REQUIRMENTS NOTE: Make sure all county requirements are met for internal notifying the correct parties for External and Internal Business Associates		

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Attachment: Child Support Enforcement 00 NC Camden FS Original Contract EFF 07.01.2022 DRAFT (3239 : YoungWilliams Contract Renewal -

ATTACHMENT J

CERTIFICATION REGARDING TRANSPORTATION

Camden County Department of Social Services

By execution of this Agreement the Contractor certifies that it will provide safe client transportation by:

1. Insuring that all drivers (including employees, contractors, contractor's employees, and volunteers) shall be at least 18 years of age;
2. Insuring that all drivers (including employees, contractors, contractor's employees, and volunteers) shall be licensed to operate the specific vehicle used in transporting clients in accordance with Chapter 20-7 of the General Statutes of North Carolina and the Division of Motor Vehicle requirements;
3. Insuring that all vehicles transporting clients shall have at least the minimum level of liability insurance appropriate for the type of vehicle as defined by Article 7, Rule R2-36 of the North Carolina Utilities Commission;
4. Insuring that the contractor shall have written policies and procedures regarding how drivers handle and report client emergencies and/or vehicle crashes involving clients to contractor and how contractor notifies the County Department of Social Services;
5. Insuring that no more than one quarter of one percent of all trips be missed by the contractor during the course of the contract period; *(Medicaid only)*
6. Insuring that that no more than five percent (5%) of trips should be late for recipient drop off to their appointment per month; *(Medicaid only)*
7. Contractor will maintain records documenting the following *(County may require contractor to provide):*
   a. Valid current copies of Driver's License for all drivers;
   b. Current valid Vehicle Registration, for all vehicles transporting clients;
   c. Driving records for all drivers for the past three years and with annual updates;
   d. Criminal Background checks through North Carolina Law Enforcement or NCIC prior to employment and every three years thereafter;
   e. Alcohol and Drug Testing policy to meet the Federal Transit Authority guidelines.
8. Disclosing, at the outset of the contract, upon renewal and upon request, any criminal convictions or other reasons for disqualifications from participation in Medicare, Medicaid or Title XX, programs (signature on this form confirms this statement).

_____

Rob Wells, President
YoungWilliams, PC

_____

Date

(Certification signature should be same as Contract signature.)

Transportation Certification (07-13)

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Attachment: Child Support Enforcement 00 NC Camden FS Original Contract EFF 07.01.2022 DRAFT (3239 : YoungWilliams Contract Renewal -

ATTACHMENT K

CONTRACT PROVIDER NAME: YoungWilliams, P.C.
CONTRACT PERIOD: July 1, 2022 through June 30, 2023
PROVIDER'S FISCAL YEAR: January through December

CONTRACT DETERMINATION QUESTIONNAIRE (PURCHASE OF SERVICE VS.FINANCIAL ASSISTANCE)

COUNTY MUST PROVIDE

DRAFT

Attachment: Child Support Enforcement 00 NC Camden FS Original Contract EFF 07.01.2022 DRAFT (3239 : YoungWilliams Contract Renewal -

ATTACHMENT L

EXHIBIT "7"

CONTRACT LANGUAGE FOR GENERAL SERVICES

I. PERFORMANCE

In performance of this contract, the Contractor agrees to comply with and assume responsibility for compliance by his or her employees with the following requirements:

(1) All work will be performed under the supervision of the contractor or the contractor's responsible employees.

(2) The contractor and the contractor's employees with access to or who use FTI must meet the background check requirements defined in IRS Publication 1075.

(3) Any Federal tax returns or return information (hereafter referred to as returns or return information) made available shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract. Inspection by or disclosure to anyone other than an officer or employee of the contractor is prohibited.

(4) All returns and return information will be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output and products will be given the same level of protection as required for the source material.

(5) No work involving returns and return information furnished under this contract will be subcontracted without prior written approval of the IRS.

(6) The contractor will maintain a list of employees authorized access. Such list will be provided to the agency and, upon request, to the IRS reviewing office.

(7) The agency will have the right to void the contract if the contractor fails to provide the safeguards described above.

II. CRIMINAL/CIVIL SANCTIONS

(1) Each officer or employee of any person to whom returns or return information is or may be disclosed shall be notified in writing by such person that returns or return information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such returns or return information for a purpose or to an extent unauthorized herein constitutes a felony punishable upon conviction by a fine of as much as $5,000 or imprisonment for as long as five years, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized future disclosure of returns or return information may also result in an award of civil damages against the officer or employee in an amount not less than $1,000 with respect to each instance of unauthorized disclosure. These penalties are prescribed by IRCs 7213 and 7431 and set forth at 26 CFR 301.6103(n)-1

(2) Each officer or employee of any person to whom returns or return information is or may be disclosed shall be notified in writing by such person that any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract. Inspection by or disclosure to anyone without an official need-to-know constitutes a criminal misdemeanor punishable upon conviction by a fine of as much as

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Attachment: Child Support Enforcement 00 NC Camden FS Original Contract EFF 07.01.2022 DRAFT (3239 : YoungWilliams Contract Renewal -

$1,000.00 or imprisonment for as long as 1 year, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized inspection or disclosure of returns or return information may also result in an award of civil damages against the officer or employee [United States for Federal employees) in an amount equal to the sum of the greater of $1,000.00 for each act of unauthorized inspection or disclosure with respect to which such defendant is found liable or the sum of the actual damages sustained by the plaintiff as a result of such unauthorized inspection or disclosure plus in the case of a willful inspection or disclosure which is the result of gross negligence, punitive damages, plus the costs of the action. The penalties are prescribed by IRCs 7213A and 7431 and set forth at 26 CFR 301.6103(n)-1.

(3) Additionally, it is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a(i)(1), which is made applicable to contractors by 5 U.S.C. 552a(m)(1), provides that any officer or employee of a contractor, who by virtue of his/her employment or official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than $5,000.

(4) Granting a contractor access to FTI must be preceded by certifying that each individual understands the agency's security policy and procedures for safeguarding IRS information. Contractors must maintain their authorization to access FTI through annual recertification. The initial certification and recertification must be documented and placed in the agency's files for review. As part of the certification and at least annually afterwards, contractors must be advised of the provisions of IRCs 7431, 7213, and 7213A (see Exhibit 4, *Sanctions for Unauthorized Disclosure,* and Exhibit 5, *Civil Damages for Unauthorized Disclosure).* The training provided before the initial certification and annually thereafter must also cover the incident response policy and procedure for reporting unauthorized disclosures and data breaches. (See Section 10) For both the initial certification and the annual certification,the contractor must sign, either with ink or electronic signature, a confidentiality statement certifying their understanding of the security requirements.

III. INSPECTION

The IRS and the Agency, with 24 hours notice, shall have the right to send its inspectors into the offices and plants of the contractor to inspect facilities and operations performing any work with FTI under this contract for compliance with requirements defined in IRS Publication 1075. The IRS' right of inspection shall include the use of manual and/or automated scanning tools to perform compliance and vulnerability assessments of information technology (IT) assets that access, store, process or transmit FTI. On the basis of such inspection, corrective actions may be required in cases where the contractor is found to be noncompliant with contract safeguards.

_____

Rob Wells, President
YoungWilliams, PC

_____

Date

DRAFT

Attachment: Child Support Enforcement 00 NC Camden FS Original Contract EFF 07.01.2022 DRAFT (3239 : YoungWilliams Contract Renewal -

ATTACHMENT M

CERTIFICATION OF ELIGIBILITY
Under the Iran Divestment Act

Pursuant to G.S. 147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State. The Iran Divestment Act of 2015, G.S. 147-86.55 *et seq.** requires that each vendor, prior to contracting with the State certify, and the undersigned on behalf of the Vendor does hereby certify, to the following:

1. that the vendor is not identified on the Final Divestment List of entities that the State Treasurer has determined engages in investment activities in Iran;
2. that the vendor shall not utilize on any contract with the State agency any subcontractor that is identified on the Final Divestment List; and
3. that the undersigned is authorized by the Vendor to make this Certification

VENDOR: YoungWilliams, PC

_____
Rob Wells, President
YoungWilliams, PC

_____
Date

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address:

https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-ActResources.Aspx

and will be updated every 180-days.

* Note: Enacted by Session Law 2015-118 as G.S. 143C-55 *et seq.,* but has been renumbered for codification at the direction of the Revisor of Statutes.

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Attachment: Child Support Enforcement 00 NC Camden FS Original Contract EFF 07.01.2022 DRAFT (3239 : YoungWilliams Contract Renewal -

ATTACHMENT N

MULTI-FACTOR AUTHENTICATION

The Internal Revenue Service (IRS) Office of Safeguards requires agencies with access to Federal Ta Information (FTI) to establish a Multi-Factor Authentication (MFA) process for use of the statewide Chil Support Automated Collection and Tracking System (ACTS).

Pursuant to the IRS Publication 1075, as a contractor of Camden County administering the Child Suppo Enforcement Program, YoungWilliams PC is required to conduct federal and local background checks for a new and current employees who have access to Federal Tax Information (FTI).

In addition, YoungWilliams, PC will be responsible for identifying at least two (2) individuals within i organization responsible for receiving and entering information into the SBI Criminal History Record Information database (CHRI). When these two individuals have been identified, YoungWilliams must ema the following information to its contact at Camden County *and* CSS.Security@dhhs.nc.gov:

- The first, middle, and last name of the designated individuals.
- The physical address of the office of the designated individuals.
- The NCID for the designated individuals.
- Completed SBI Criminal History Record Information form (CHRI) for each designated individual.

When the State receives the above information, it will enter the designated individuals into the crimin background system. The CHRI form is required by the SBI for the Contractor's designated staff and provide the rules and regulations for the safeguarding of information provided in the background check. The State required to keep a copy of the CHRI form on file for auditing by the SBI. The Contractor must also noti Camden County that all steps have been completed to ensure county compliance.

Camden County will be responsible for all costs associated with the monthly background check completed in the CHRI database. YoungWilliams will incur the costs associated with fingerprinting its staff, and then invoice Camden County for these amounts, each month. The fingerprinting of all YoungWilliams employee must be completed at the Pasquotank County Sheriff's Office located at 200 East Colonial Avenue, Elizabeth City, North Carolina, 27909.

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Attachment: Child Support Enforcement 00 NC Camden FS Original Contract EFF 07.01.2022 DRAFT (3239 : YoungWilliams Contract Renewal -

CAMDEN COUNTY
NORTH CAROLINA · USA
Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.K
Meeting Date: March 07, 2022

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

Item Title **Set Public Hearing - Preliminary Keeter Barn Landing**

Attachments: 20220307_AgendaSummaryKeeterBarn (DOCX)
Application (PDF)
KeeterBarnLandingLLC_BOCStaffReport20220307 (DOCX)
Site Plan (PDF)

Agenda summary, supporting documentation and recommendation attached.

Camden County Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Meeting Date: March 7, 2022

Attachments: Land Use Application/Preliminary Plan/Staff Findings

Submitted By: Planning Department

Item Title: Preliminary Plan Keeter Barn Landing Major Subdivision - (UDO 2021-08-019)

Summary:

Keeter Barn Landing LLC is requesting Preliminary Plan approval for Keeter Barn Landings Major Subdivision. The proposed conservation subdivision consists of 37 single-family lots located on the southeast corner of the intersection of Keeter Barn Rd & US Hwy 17. The 41.75-acre parcel is in the 1-mile buffer of the South Mills township.

Recommendation:

Set Public Hearing for April 4, 2022.

Attachment: 20220307_AgendaSummaryKeeterBarn (3243 : Set Public Hearing - Preliminary Plan, Keeter Barn Landing)

CAMDEN COUNTY
NORTH CAROLINA • USA
Boundless Opportunities

Land Use / Major Subdivision Application

OFFICIAL USE ONLY:	Zoning Dist.: SR
UDO Number: 2021-08-19	Flood Zone: X
Date Filed: 8/12/2021	Watershed (Y/N): N
Application Fee: 1850.00	Taxes Pd(Y/N): Y
Check # 1008	LLC current:(Y/N):
Stormwater Fee: $6000.00 CK# 10009	Received By:

Preliminary Plat

Contact Information

[X] PROPERTY OWNER [ ] APPLICANT

	PROPERTY OWNER	AGENT FOR APPLICANT
Name:	Keeter Barn Landing, LLC	Timmons Group - Jason Mizelle
Address:	1545 North Road Street Elizabeth City, NC 27909	1805 West City Dr., Unit E Elizabeth City, NC 27909
Telephone:	252-207-5207	252-621-5028
Email:	sales@sicarioproperties.com	jason.mizelle@timmons.com

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: Property Owner

DOCUMENTATION OF PROPERTY OWNER GIVING CONSENT TO APPLICANT (Y/N/NA): N/A

Project/Property Information

Project Name: Keeter Barn Landing

Physical Street Address: Keeter Barn Road, South Mills, NC 27976

Location: Southeast corner of the intersection of Keeter Barn Rd & US Hwy. 17

Parcel ID Number(s): 252-207-5027

Deed Book / Page Number and/or Plat Cabinet / Slide Number: D.B. 373, Pg. 86; P.C. 8, Sld. 159

Parcel ID Number(s): 017080003074050000

Total Parcel(s) & Acreage: 1 Parcel - 41.75 Acres Total Number of Lots: 37 Lots X $50.00 = 1850

Existing Land Use of Property: Agriculture

Proposed Use of Property: Single Family Residential

Meeting

Date Community Meeting Held: August 18, 2021 Meeting Location: Camden Co. Courthouse

Proposed Date of Planning Board Meeting: TBD

Documents to Include with Application

Preliminary Plat	X	Consent Affidavit		Deed	X
Drainage Plan	X	Public and Private Improvements Plan	X		
Perk Test on all lots to be developed	Engineer Option	Development Impact Analysis	X		

Attachment: Application (3243 : Set Public Hearing - Preliminary Plan, Keeter Barn Landing)

This section for a Description of Project/Narrative (*attach separate sheet if needed*):

The proposed development is a 37-lot, Conservation Subdivision. Proposed improvements are a loop road designed to NCDOT standards, roadside ditches, property line swales and water distribution line. Fifty percent of the property is being designated as Conservation Open Space.

The applicant with a Preliminary Plat shall provide a response to each of the following (*attach separate sheet if needed*). Staff shall prepare specific findings of fact based on the evidence submitted. Said findings shall be submitted to Board of Commissioners for their consideration.

A. The use will not endanger the public health or safety.

The proposed low-density development (0.9 units per acre) will not significantly impact existing infrastructure. The use of a loop road will also provide secondary access in the event of an emergency.

B. The use will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located.

The proposed single family residences are in keeping with the existing residences along the north side of Keeter Barn Road as well as the properties to the east at Pudding Ridge Road.

C. The use will be in conformity with the Land Use Plan or other officially adopted plan(s).

The CAMA Future Land Use Plan identifies this property as Low Density Residential. The proposed development conforms to that designation.

D. The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to: schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.

The 37 lots will not generate an overburden on the existing services. The Fire Station is adjacent to the site and the water tower is less than 0.5 miles north. The new high school is currently in design.

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

Property Owner(s)/Applicant* 8/10/21 Date

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

Attachment: Application (3243 : Set Public Hearing - Preliminary Plan, Keeter Barn Landing)

STAFF REPORT

UDO 2021-08-019
Preliminary Plat
For Keeter Barn Landing LLC.

PROJECT INFORMATION

File Reference: 2021-08-019
Project Name: Keeter Barn Landing
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: Same as Owner

Phone: Same as Owner
Fax: Same as Owner
Email: Same as Owner

Current Owner of Record:
Keeter Barn Landing LLC

Meeting Dates:

August 18, 2021	Neighborhood Meeting
September 7, 2021	TRC Meeting
March 16, 2022	Planning Board Meeting

Application Received: 5/25/2021
By: Amber Curling, Planning

Application Fee paid: $1850

Stormwater Escrow Fee Paid: $6000

Completeness of Application: Application is generally complete

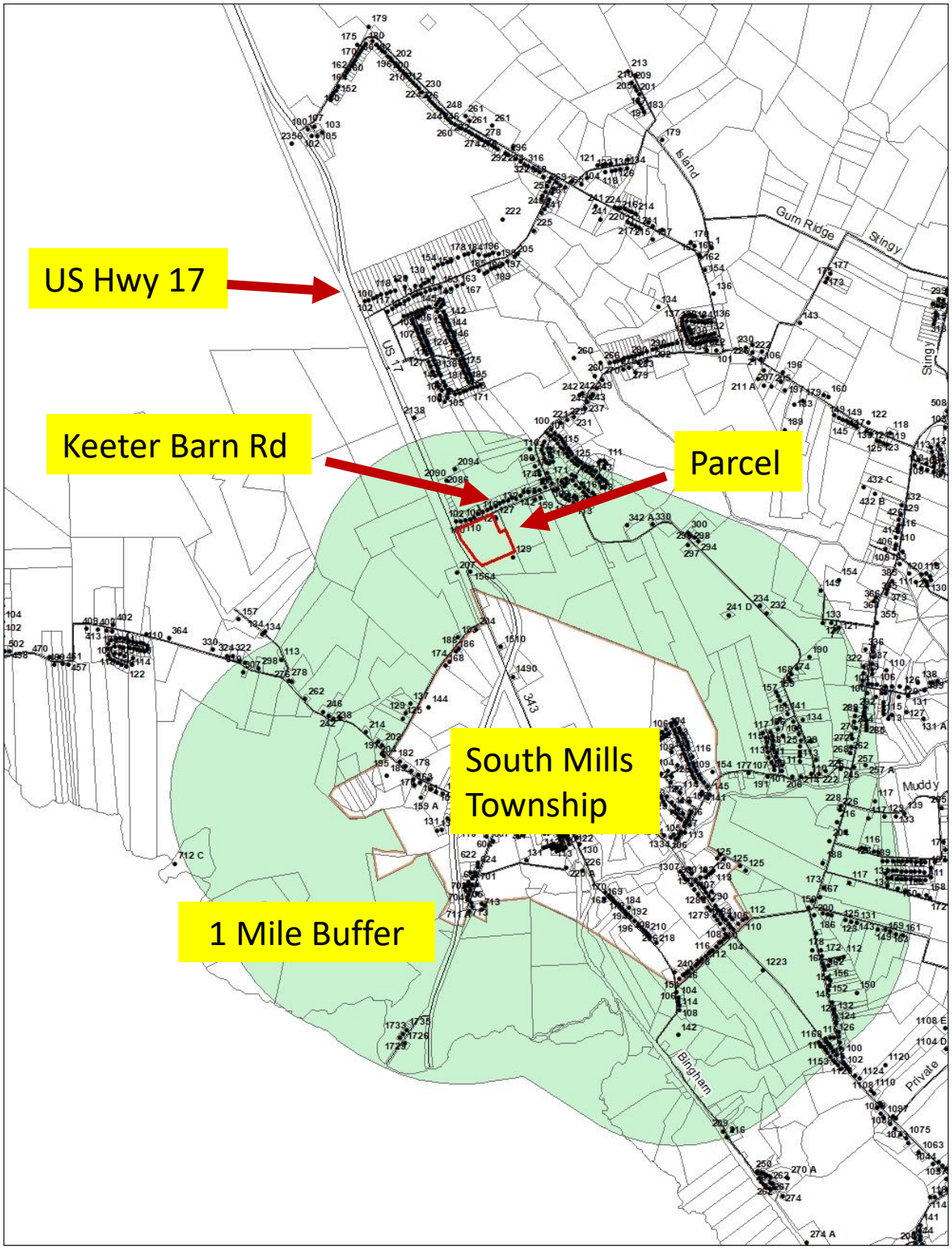
Documents received upon filing of application or otherwise included: (All Documents in Pkg)

A. Land Use Application
B. Preliminary Site Plan
C. Deed
D. Neighborhood Meeting Results
E. TRC Inputs
F. Development Impact Analysis

REQUEST: Keeter Barn Landing, LLC is requesting review of the Preliminary Plat for Keeter Barn Landing Subdivision per Article 151.2.3.20 of the Unified Development Ordinance. The proposed conservation subdivision is designed with 37 lots.

Attachment: KeeterBarnLandingLLC_BOCStaffReport20220307 (3243 : Set Public Hearing - Preliminary Plan, Keeter Barn Landing)

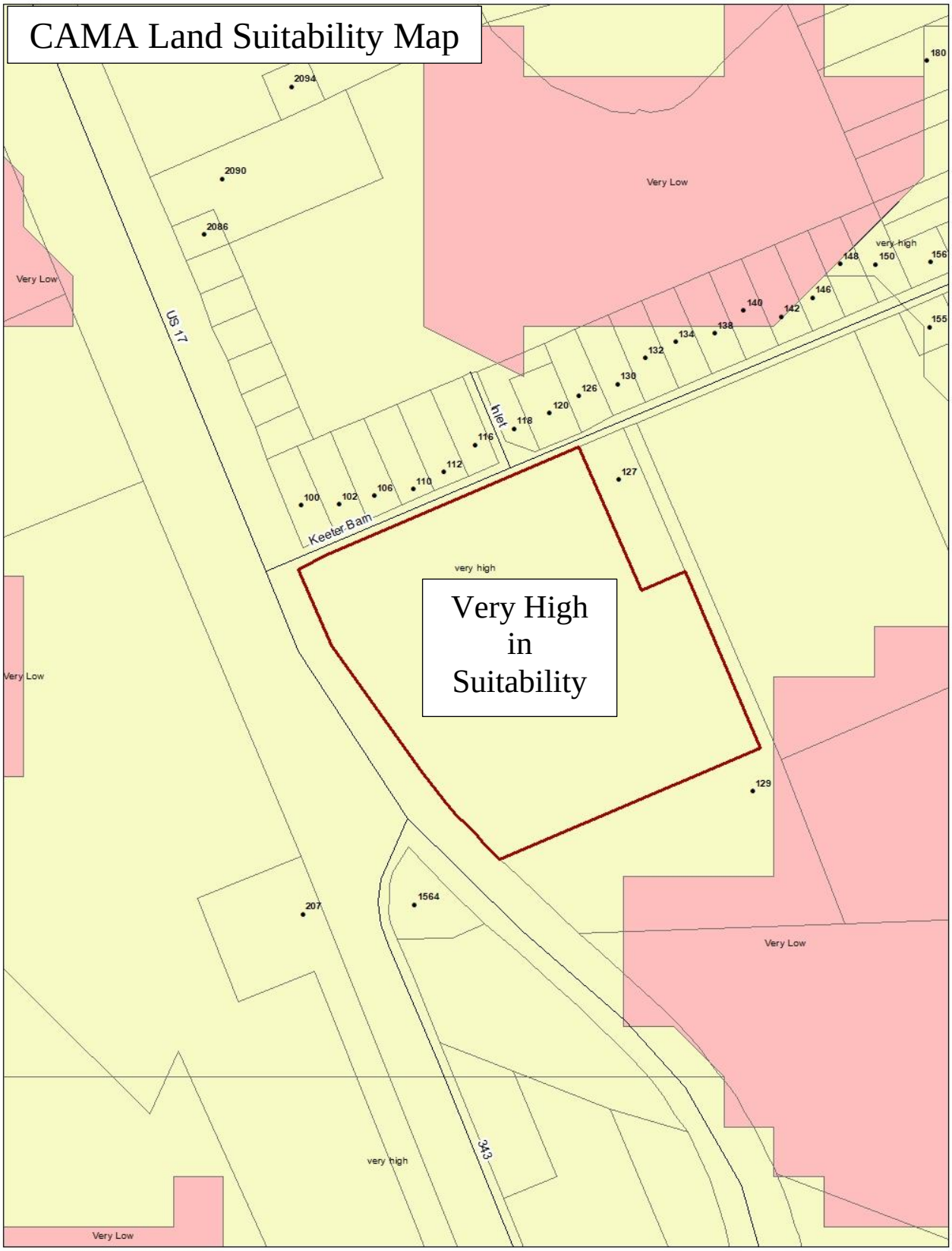
Vicinity Map:



Attachment: KeeterBarnLandingLLC_BOCStaffReport20220307 (3243 : Set Public Hearing - Preliminary Plan, Keeter Barn Landing)

Zoning Map:

Attachment: KeeterBarnLandingLLC_BOCStaffReport20220307 (3243 : Set Public Hearing - Preliminary Plan, Keeter Barn Landing)



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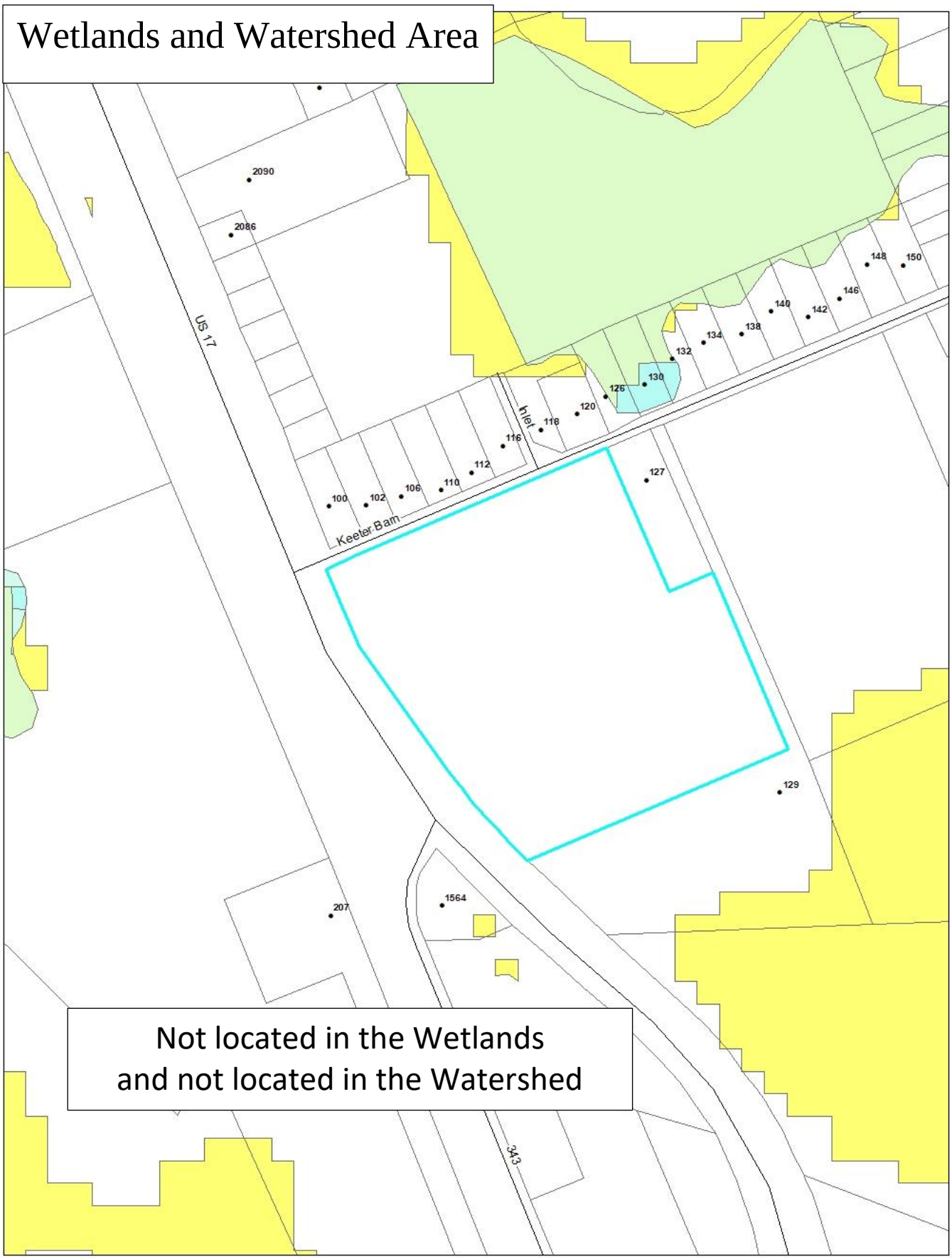

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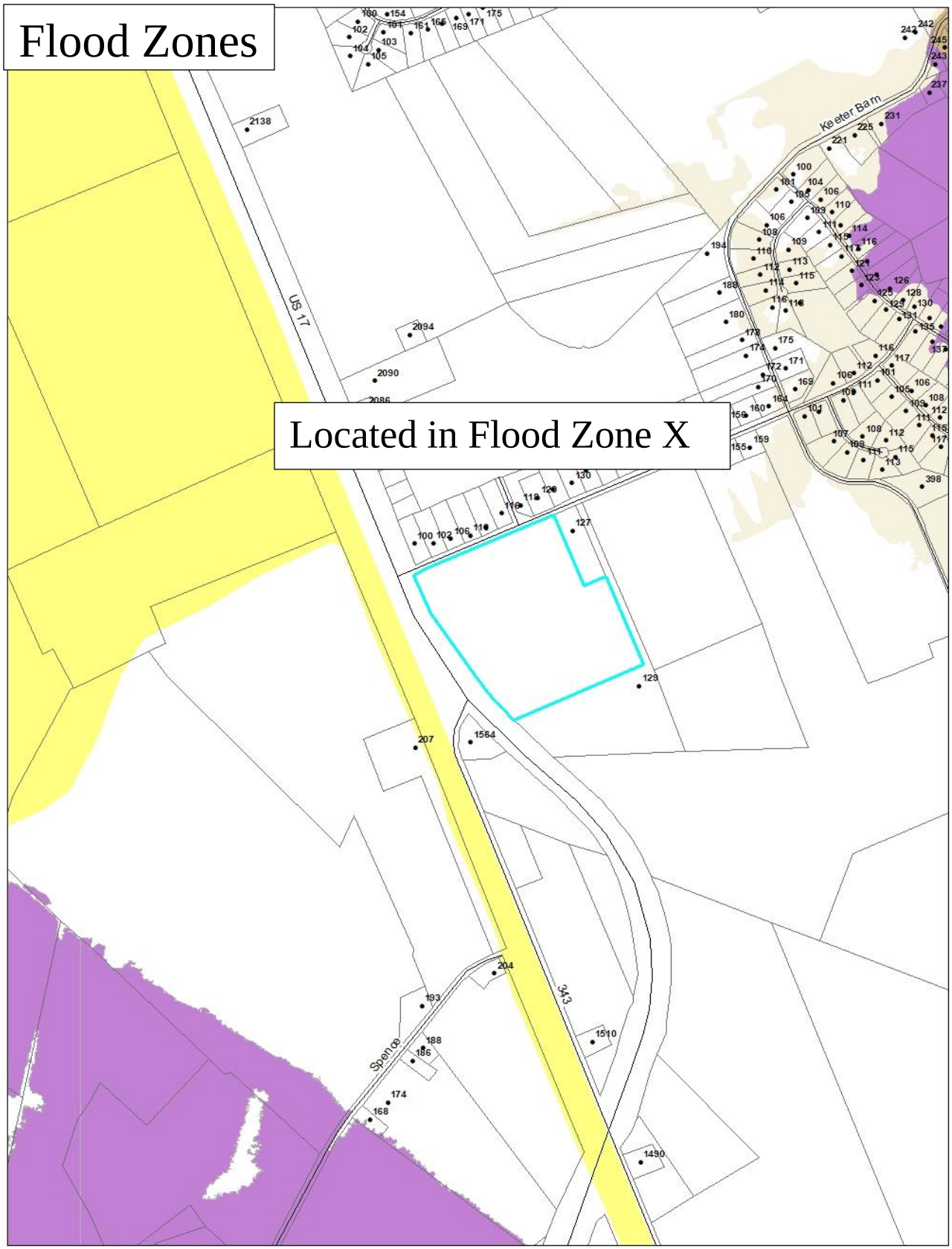

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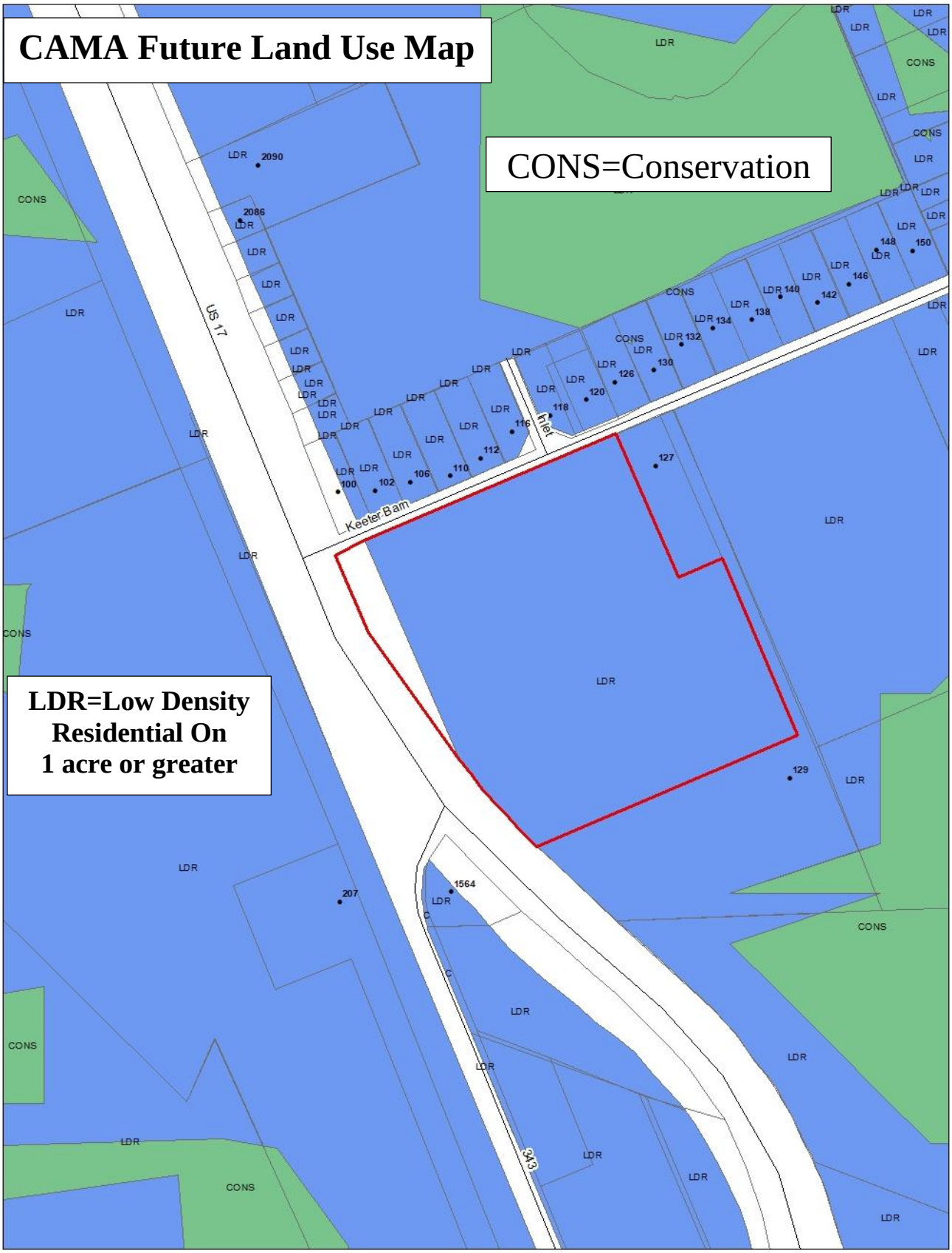


Attachment: KeeterBarnLandingLLC_BOCStaffReport20220307 (3243 : Set Public Hearing - Preliminary Plan, Keeter Barn Landing)

2035 Comprehensive Future Land Use Plan

Attachment: KeeterBarnLandingLLC_BOCStaffReport20220307 (3243 : Set Public Hearing - Preliminary Plan, Keeter Barn Landing)

South Mills Water and Camden County Sewer borders the property

Attachment: KeeterBarnLandingLLC_BOCStaffReport20220307 (3243 : Set Public Hearing - Preliminary Plan, Keeter Barn Landing)

Aerial Map

Attachment: KeeterBarnLandingLLC_BOCStaffReport20220307 (3243 : Set Public Hearing - Preliminary Plan, Keeter Barn Landing)

Project Location/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.

Subdivision SITE DATA

Lot Size: 41.75 acres
Number and Size of Lots: 37 Lots about 21,780 square feet
Flood Zone: X
Zoning District(s): Suburban Residential
Existing Land Uses: Farmland
Adjacent Property Uses: South Mills Fire Station, Residential Lots, Woods, Farmland, Camden Sewer Plant
Streets: Shall be dedicated to public under control of NCDOT.
Open Space: Required Per Article 151.7.5.5 and table 7.5.5.B
50% of 41.75 is 20.875 acres of conservation open space required.
Landscaping Requirements Per 151.9.4: Landscaping Plan required
Perimeter Buffer Per 151.5.9.9:
Street Buffer Per 151.5.9.10:
Farmland Compatibility Standards/ Bona Fide Farm Buffer: Per Article 151.5.5
Recreational Land: Per **Article 151.6.1.13 Dedication of Land For Public Parks**

INFRASTRUCTURE & COMMUNITY FACILITIES
Water: Water lines are located adjacent to property
Sewer: Sewer lines are located adjacent to property
Fire District: South Mills Fire District.
Schools: Proposed zoning will have an impact on Schools.
Traffic: Proposed zoning will have impact on Traffic.

TECHNICAL REVIEW STAFF COMMENTS

1. **South Mills Water Association** Disapproved with comments
2. **Camden County Sewer**. Sewer Available
3. **South Camden Fire Department**. Disapproved.
4. **Pasquotank EMS (Central Communications)**. Subdivision/road names approved as is.
5. **Sheriff's Office**. Disapproved.
6. **Postmaster Elizabeth City**. No response. Did not attend TRC meeting.
7. **South Mills Post Office** Reviewed with no comments
8. **Superintendent of Schools.** Disapproved
9. **Transportation Director of Schools**. Approved with comments
10. **Camden Soil & Water Conservationist**. Approved.
11. **NCDOT**. No response.
12. **Mediacom.** No response.
13. **Century Link.** No response
14. **Dominion Energy.** No response

Attachment: KeeterBarnLandingLLC_BOCStaffReport20220307 (3243 : Set Public Hearing - Preliminary Plan, Keeter Barn Landing)

Summary

CONSISTENCY with PLANS and MAPS

2035 Comprehensive Plan

Consistent ☒ **Inconsistent ☐**

The 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 Conservation as Low Density Residential.

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: KeeterBarnLandingLLC_BOCStaffReport20220307 (3243 : Set Public Hearing - Preliminary Plan, Keeter Barn Landing)

SITE DATA:

1. OWNER INFORMATION:

   KEETER BARN LLC
   JOEY COPPERSMITH
   205 NORTH WATER ST
   ELIZABETH CITY, NC 27909
   (252) 207-5027

2. SITE INFORMATION:

   PIN: 017080003074050000
   D.B. 373, PG. 86
   P.C. 8, PG. 159
   ZONING: SR (SUBURBAN RESIDENTIAL)
   EXISTING USE: AGRICULTURAL
   PROPOSED USE: SINGLE FAMILY RESIDENTIAL
   PARCEL AREA: 41.75 AC
   PROPOSED LOTS: 37
   MINIMUM LOT SIZE: 21,780 SF
   PROPOSED STREET: COPPER RUN RD 50' R/W 2,100 LF

   PROPOSED COVERAGE:
   ALLOWABLE BUA/LOT 5,000 SF
   RIGHT-OF-WAY 42,535 SF
   TOTAL 227,535 SF

   SUBDIVISION AREA SUMMARY:
   LOTS 18.49 AC
   RIGHT-OF-WAY 2.37 AC
   OPEN SPACE 20.89 AC

3. BUILDING SETBACKS:
   FRONT 20'
   CORNER 20'
   SIDE 10'
   REAR 10'

4. DRAINAGE & UTILITY EASEMENTS:
   STREET: 15'
   SIDE: 10'
   REAR: 10'

5. THIS SITE IS LOCATED IN FLOOD ZONE "X" ACCORDING TO FLOOD MAP PANEL 3721708000K, DATED DECEMBER 21, 2018.

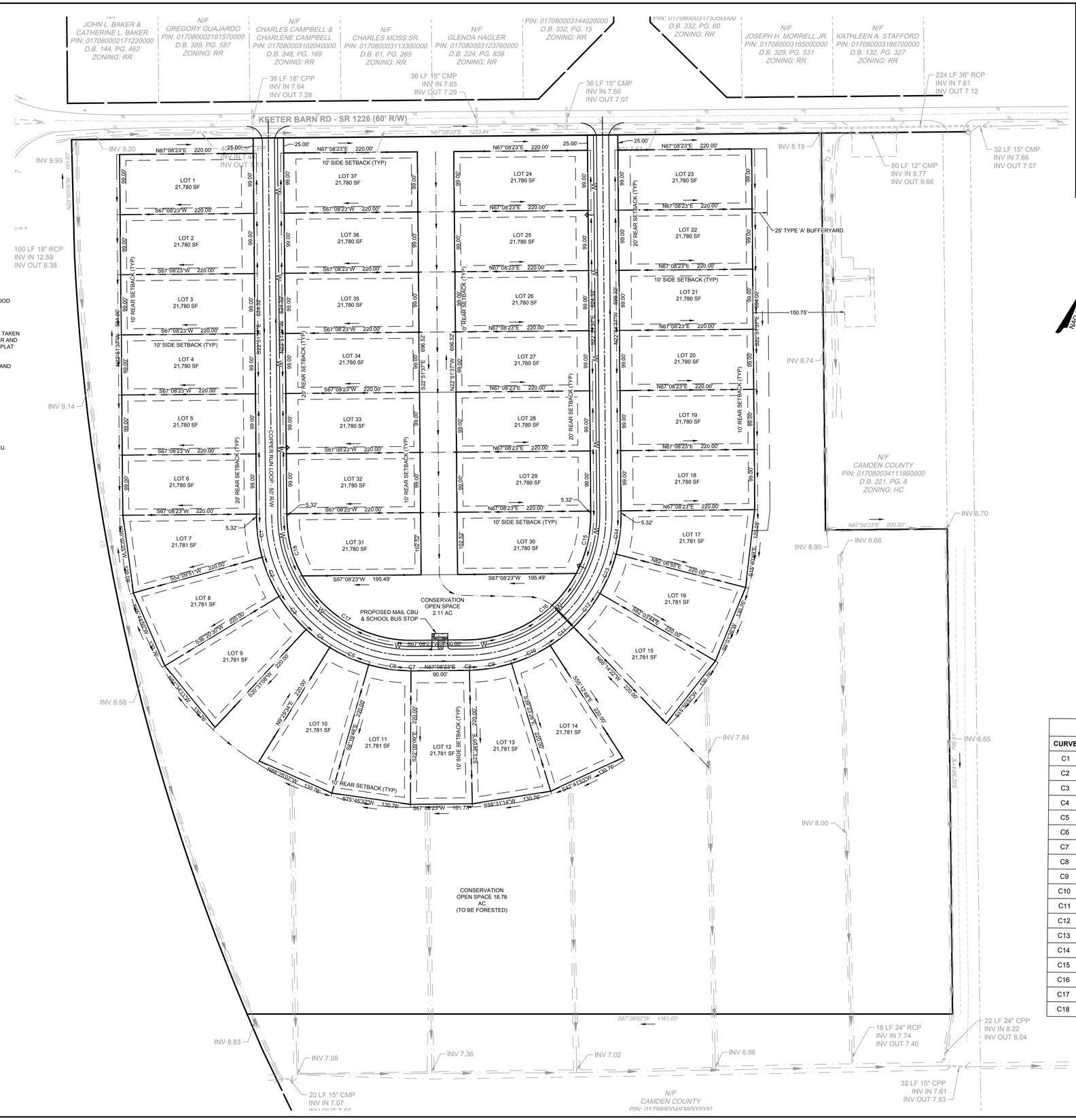
6. TOPOGRAPHIC SURVEY PERFORMED BY TIMMONS GROUP.

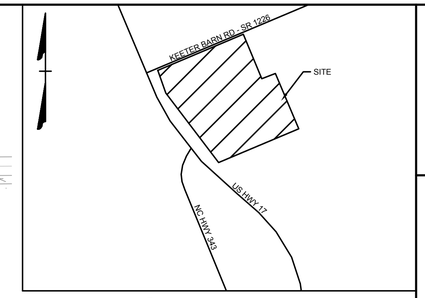
7. THIS IS NOT A BOUNDARY SURVEY. BOUNDARY INFORMATION TAKEN FROM PLAT TITLED "BOUNDARY SURVEY FOR BANFF F. LUTHER AND HOLLY A. LUTHER", DATED DECEMBER 18, 2018 RECORDED IN PLAT BOOK 8, PAGE 159.

8. THE DEVELOPER IS REQUIRED TO INSTALL ALL WATER LINES AND RELATED IMPROVEMENTS.

9. DEDICATION OF LAND FOR PUBLIC PARKS
   37 LOTS X 1,452 SF = 53,724 SF (1.23 AC).

"PAYMENT IN LIEU OF LAND CALCULATION"
TAX ASSESSED VALUE = $571,060
TOTAL ACREAGE = 41.75 ACRES
TAX ASSESSMENT PER ACRE = $13,678
REQUIRED AREA = 1.23 AC. X $13,678 = $16,824 PAYMENT IN LIEU





VICINITY MAP

NO SCALE

NAD 83

LEGEND

- BENCHMARK
- IRON ROD FOUND (IRF)
- CALCULATED POINT
- EX. SIGN/MARKER
- EX. UTILITY POLE
- EX. GUY ANCHOR
- EX. TELEPHONE PEDESTAL
- EX. FIRE HYDRANT
- PROP. WATER METER
- PROP. WATER VALVE
- PROP. FIRE HYDRANT
- PROPERTY BOUNDARY
- RIGHT OF WAY
- ADJACENT PROPERTY BOUNDARY
- PROPOSED LOT LINE
- BUILDING SETBACK
- EX. EDGE OF PAVEMENT
- EX. EDGE OF GRAVEL
- OHP — EX. OVERHEAD POWER
- EX. CENTER OF DITCH
- EX. TOP OF BANK
- PROP. EDGE OF PAVEMENT
- PROP. CENTER OF DITCH
- PROP. TOP OF BANK
- PROP. TREELINE
- PROP. ROADWAY CENTERLINE

CURVE TABLE

CURVE	RADIUS	LENGTH	TANGENT	DELTA	CHORD BEARING	CHORD
C1	255.00	66.65	33.52	14°58'32"	S30°20'53"E	66.46
C2	255.57	70.42	35.43	15°47'14"	S45°44'50"E	70.20
C3	255.57	70.42	35.43	15°47'14"	S61°34'11"E	70.20
C4	255.00	49.07	24.61	11°01'34"	S74°59'39"E	49.00
C5	255.57	70.42	35.43	15°47'14"	S88°25'07"E	70.20
C6	255.57	70.42	35.43	15°47'14"	N75°45'32"E	70.20
C7	255.00	3.15	1.58	0°42'28"	N67°29'37"E	3.15
C8	255.00	3.15	1.58	0°42'28"	N66°47'09"E	3.15
C9	255.57	70.42	35.43	15°47'14"	N58°31'14"E	70.20
C10	255.57	70.42	35.43	15°47'14"	N42°41'53"E	70.20
C11	255.00	49.07	24.61	11°01'34"	N29°16'25"E	49.00
C12	255.57	70.42	35.43	15°47'14"	N15°50'57"E	70.20
C13	255.57	70.42	35.43	15°47'14"	N0°01'36"E	70.20
C14	255.00	66.65	33.52	14°58'32"	N15°22'21"W	66.46
C15	205.00	101.27	51.69	28°18'12"	N8°42'31"W	100.24
C16	205.00	220.75	122.44	61°41'48"	N36°17'29"E	210.23
C17	205.00	220.75	122.44	61°41'48"	S82°00'43"E	210.23
C18	205.00	101.27	51.69	28°18'12"	S37°00'43"E	100.24

SCALE 1"=80'
0 80' 160'

PROGRESS PRINT
JAN 17, 2022
NOT FOR CONSTRUCTION

THIS DRAWING PREPARED AT THE
ELIZABETH CITY OFFICE
1805 West City Drive, Unit E | Elizabeth City, NC 27909
TEL 252.621.5030 FAX 252.562.6974 www.timmons.com

YOUR VISION ACHIEVED THROUGH OURS.

REVISION DESCRIPTION	DATE

DATE	08/11/21
DRAWN BY	BCD
DESIGNED BY	KDH
CHECKED BY	KDH
SCALE	1" = 80'

TIMMONS GROUP

NORTH CAROLINA LICENSE NO. C-1652

KEETER BARN LANDING

SOUTH MILLS TNSP - CAMDEN COUNTY - NORTH CAROLINA

SITE PLAN

JOB NO.	46196
SHEET NO.	C2.0

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Attachment: Site Plan (3243 : Set Public Hearing - Preliminary Plan, Keeter Barn Landing)

S:\109\46196 - Keeter Barn Landing - South Mills, NC\DWG\Sheet\CD\46196C-C2.0-SITE.dwg | Plotted on 1/17/2022 5:41 PM | by Ty Prentice

CAMDEN COUNTY
NORTH CAROLINA · USA
Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 11.A
Meeting Date: March 07, 2022

Submitted By: Tammie Krauss, Register of Deeds
Register of Deeds
Prepared by: Karen Davis

Item Title **Register of Deeds**

Attachments: Register of Deeds (PDF)

Camden County Register of Deeds: Tammie Krauss
January 2022 Daily Deposit

DATE	NC CHILDRI TRUST	NC DOM. VIO. FUND	STATE REV. STAMPS	COUNTY REV. STAMPS	RETIREMEN	AUTO FUND	STATE TREASURY	ROD GENERAL	TOTAL
01/03/22	$ -	$ -	$ 333.20	$ 346.80	$ 7.88	$ 49.67	$ 37.20	$ 430.45	$ 1,205.20
01/04/22	$ -	$ -	$ 416.50	$ 433.50	$ 1.95	$ 12.10	$ 12.40	$ 103.55	$ 980.00
01/05/22	$ -	$ -			$ 2.31	$ 14.34	$ 18.60	$ 118.75	$ 154.00
01/06/22	$ -		$ 419.44	$ 436.56	$ 5.54	$ 34.07	$ 43.40	$ 285.99	$ 1,225.00
01/07/22			$ 356.72	$ 371.28	$ 3.42	$ 21.53	$ 24.80	$ 178.25	$ 956.00
01/10/22	$ -	$ -	$ 969.22	$ 1,008.78	$ 4.62	$ 28.16	$ 37.20	$ 238.02	$ 2,286.00
01/11/22			$ 147.00	$ 153.00	$ 5.90	$ 36.96	$ 43.40	$ 306.74	$ 693.00
01/12/22	$ 5.00	$ 30.00	$ 9.80	$ 10.20	$ 2.74	$ 12.61	$ 18.60	$ 113.45	$ 202.40
01/13/22					$ 2.16	$ 13.46	$ 12.40	$ 115.98	$ 144.00
01/14/22	$ 5.00	$ 30.00	$ 1,435.21	$ 1,493.79	$ 10.70	$ 61.22	$ 86.80	$ 519.88	$ 3,642.60
01/18/22			$ 638.96	$ 665.04	$ 8.91	$ 54.81	$ 68.20	$ 462.08	$ 1,898.00
01/19/22					$ 1.11	$ 7.19	$ 6.20	$ 59.50	$ 74.00
01/20/22	$ 5.00	$ 30.00	$ 259.21	$ 269.79	$ 5.22	$ 29.88	$ 24.80	$ 253.10	$ 877.00
01/24/22					$ 4.92	$ 30.05	$ 37.20	$ 254.83	$ 327.00
01/25/22			$ 416.50	$ 433.50	$ 3.09	$ 19.47	$ 18.60	$ 164.84	$ 1,056.00
01/26/22			$ 93.10	$ 96.90	$ 10.46	$ 65.45	$ 74.40	$ 547.69	$ 888.00
01/27/22	$ -	$ -	$ 248.92	$ 259.08	$ 4.04	$ 23.96	$ 31.00	$ 210.00	$ 777.00
01/28/22					$ 3.06	$ 17.52	$ 31.00	$ 152.42	$ 204.00
01/31/22					$ 2.88	$ 18.60	$ 18.60	$ 151.92	$ 192.00
									$ -
									$ -
									0.00
									0.00
									$ -
TOTAL	$ 15.00	$ 90.00	$ 5,743.78	$ 5,978.22	$ 90.91	$ 551.05	$ 644.80	$ 4,667.44	$ 17,781.20

Attachment: Register of Deeds (3226 : Register of Deeds Report)

Ledger Report Fee Distribution
TAMMIE KRAUSS, REGISTER OF DEEDS
Camden, NC
Date Range From Saturday, January 01, 2022 to Monday, January 31, 2022

Name	Amount
NC Children's Trust Fund	$15.00
NC Domestic Violence Fund	$90.00
State Revenue Stamp	$5,743.78
County Revenue Stamp	$5,978.22
Land Transfer Fee	$0.00
Floodplain Map Fund	$0.00
Supplemental Retirement	$90.91
ROD Automation Fund	$551.05
Dept Of Cultural Resources	$0.00
Vital Records Fund	$0.00
State General Fund	$0.00
State Treasurer Amount	$644.80
ROD General Fund	$4,667.44
Total Distribution For Period	$17,781.20
Cash Total	$441.00
Check Total	$15,904.80
Pay Account Total	$1,435.40
ACH Total	$0.00
Escrow Account Total	$0.00
Overpayment Total	$0.00
Total Deposit For Period	$17,781.20

Report Generated at Monday, January 31, 2022 4:31 PM

Attachment: Register of Deeds (3226 : Register of Deeds Report)

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

Information, Reports & Minutes From Other Agencies

Item Number: 11.B
Meeting Date: March 07, 2022

Submitted By: Kim Perry,
Library
Prepared by: Kim Perry

Item Title **Library Report**

Attachments: 22-01 (DOCX)

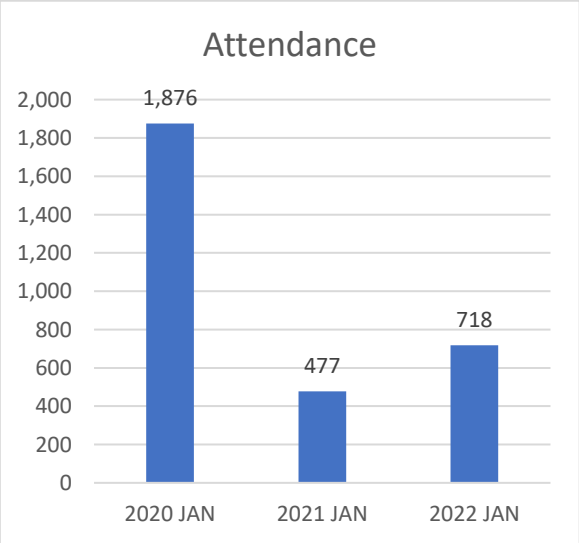
Camden County Public Library

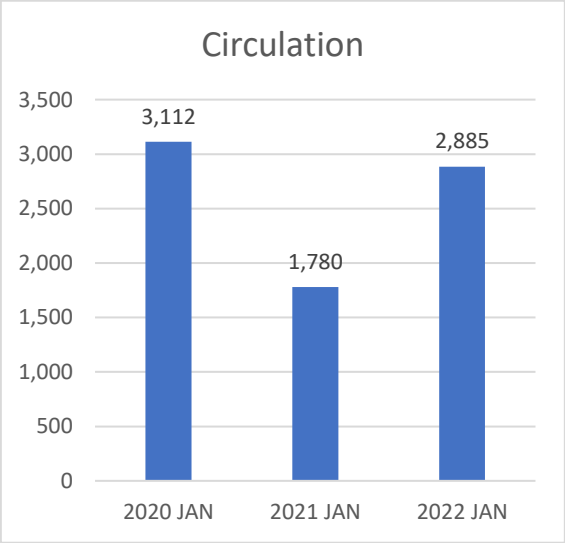
January 2022 Statistics

Visitor Count	718
Materials Check Outs & Renewals	2,885
Computer/ Wireless Use	166/164
Questions Answered	267
Children's Programs/Attendance	2/27
Adult Programs/Attendance	2/16
Outreach Programs/Attendance	0/0
Meeting Room Usage/Attendance	8/56
Days/Hours Open	8/47
# Items in Collection	19,437
Library Card Holders	2,897
Curbside Pickups	3

Comparison by Year

2020-2022





Attachment: 22-01 (3230 : Library Report)