



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

BOARD OF COMMISSIONERS

**June 06, 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
June 06, 2022; 7:00 PM
New Camden Public Library
118 Hwy 343 North**

Call to Order

ITEM Closed Session to Discuss Economic Development

Reconvene Board of Commissioners

Invocation & Pledge of Allegiance

Pastor Joe Brock, Harmony Baptist 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. Special Recognition - Chairman Ross Munro
- B. Regional Advisory Council - Gwen Wescott
- C. Tourism Development Authority - Sarah Hill
- D. South Mills Volunteer Fire Department - Tommy Banks

Recess to South Camden Water & Sewer District Board of Directors

Reconvene Board of Commissioners

ITEM 5. Public Hearings

- A. Proposed FY 2022-2023 Budget - Ken Bowman
- B. Proposed 2022-2026 Capital Improvement Program - Ken Bowman
- C. Proposal to Purchase Property for the New High School - Ken Bowman

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

- A. Preliminary Plan Keeter Barn Landing Major Conservation Subdivision - Amber Curling

ITEM 7. New Business (For discussion and possible action)

- A. Tax Report - Lisa Anderson
- B. Resolution 2022-06-01: Salaries & Compensation for Various Boards and Commissions - Ken Bowman

ITEM 8. Board Appointments (For discussion and possible action)

- A. Library Board

ITEM 9. Consent Agenda

- A. BOC Meeting Minutes - May 2, 2022
- B. BOC Meeting Minutes - May 4, 2022
- C. Budget Amendments
- D. Tax Collection Report
- E. DMV Monthly Report
- F. Pickups, Releases & Refunds
- G. Refunds Over \$100.00
- H. Vehicle Refunds Over \$100.00
- I. Surplus Property
- J. Audit Engagement Letter
- K. Juvenile Crime Prevention Council Certification Standards and Appointments
- L. Mangum Lease Renewal
- M. Set Public Hearing for July 5, 2022 - Fee Schedule Amendment

ITEM 10. County Manager's Report

ITEM 11. Commissioners' Reports

ITEM 12. Information, Reports & Minutes from Other Agencies

A. Register of Deeds Report

B. Library Report

ITEM 13. Other Matters (For discussion and possible action)

ITEM 14. Adjourn

Reconvene Board of Equalization and Review

ITEM Adjourn Board of Equalization and Review



CAMDEN COUNTY
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**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Presentations

Item Number: 4.A
Meeting Date: June 06, 2022
Submitted By: Karen Davis, Clerk to the Board
Board of Commissioners
Prepared by: Karen Davis

Item Title **Special Recognition**

Attachments:

Summary:
Chairman Ross Munro will make a special presentation.



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 4.B
Meeting Date: June 06, 2022

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

Item Title Regional Advisory Council - Gwen Wescott

Attachments:

Summary:
Mrs. Wescott will provide an update from the Regional Advisory Council.



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**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Presentations

Item Number: 4.C
Meeting Date: June 06, 2022

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

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

Attachments:

Summary:

Sarah Hill will give an update on the new "Welcome to Camden County" signage for Hwy 17 & Hwy 158.



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 4.D
Meeting Date: June 06, 2022

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

Item Title South Mills Volunteer Fire Department - Tommy Banks

Attachments:

Summary:
Chief Tommy Banks will give an update on the South Mills Volunteer Fire Department.



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Public Hearings

Item Number: 5.A
Meeting Date: June 06, 2022
Submitted By: Ken Bowman,
 Administration
 Prepared by: Karen Davis

Item Title **Proposed 2022-2023 Budget**

Attachments: FY 2022-2023 Budget Message_SIGNED (PDF)
 22-23 schedule of board adjustments (DOCX)
 22-23 BUDGET ORDINANCE- FINAL (DOCX)
 Schedule of Fees (PDF)

Summary:

The annual budget process requires a public hearing to allow an opportunity for public input on the next fiscal year's budget. Attached documents include the Budget Message, Schedule of Board Adjustments and Budget Ordinance. The County Fee Schedule is also included to be adopted with the Budget Ordinance.

Recommendation:

Upon completion of the public hearing, add the FY 2022-2023 Budget Ordinance to the agenda. Approve attached FY 2022-2023 Budget Ordinance along with the Schedule of Fees.



FY 2022-2023 Budget Message

May 16, 2022

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

Pursuant to my responsibility as County Manager and Budget Officer, I respectfully submit for your consideration the Camden County Fiscal Year 2022-23 Annual Budget scheduled to begin on July 1, 2022 and end on June 30, 2023. This budget represents the combined efforts of County Staff to set a financial course of action to serve our supporting public while implementing the directions and desires of the Governing Body. The goal is to meet the County's basic needs in core operations and address as many capital improvements as financially feasible. One of the critical purposes of this document is to encourage open dialogue, ask questions, and public deliberation as it relates to how citizen tax dollars can best be used to serve the community. This budget has been prepared in accordance with the provisions of General Statute 159-11, the Local Government Budget and Fiscal Control Act.

As required, all funds within the budget are balanced along with all anticipated revenue and expenditure estimates being identified for Fiscal Year 2022-23. Notice of this submission will be given to the news media and the public, and a public hearing will be scheduled at the County's called meeting on June 6, 2022 at 7:00 p.m.

Undoubtedly, the budget process is the single most important accomplishment of the governing board and the staff annually. The absence of significant findings from the auditors over the last 4 years has affirmed the quality of work done during this yearly task demonstrating the high level of financial management adhered to by the County. As the County has weathered the challenges of the pandemic well over the past twenty-four months, it is now clear there are other new challenges which must be prepared for as the local, regional and national economies move forward.

While Camden County continues to perform well with stable revenue growth, the next twenty-four to thirty-six months will determine how the County will be positioned for the long term.

As I mentioned last year, the County has been experiencing growth before and during the COVID-19 Pandemic. Camden was experiencing significant residential growth and there are other projects that continued to move forward in the Commerce Park. The pandemic impacted these projects to some degree but did not stop them from moving forward. While the last budget cycle was one of reducing expenditures and expected revenue declines, this new fiscal year budget is one of conservative projections brought about by population growth and new construction throughout the County. During the budget process, it was clear everyone was committed to working together to accomplish this difficult process knowing departments wouldn't get all funding requested.

The population of Camden County is continuing to grow as reflected by the current census. This is a result of many positive factors our County possesses such as the availability of land, quality schools, and low crime rate. All of these and many more are key factors for attracting many young families with children to both new residential construction and resale of existing homes. This is reflected by home values within the region seeing significant increases based on the availability of new and existing homes. This year the County is undergoing a revaluation which will provide everyone with a better idea of how the market will adjust to the current trends. At this time, the real estate market is better than it has been for many years with houses selling quickly at or above asking prices. The Federal government is also starting to raise interest rates in an attempt to slow the inflation. Unfortunately, it is still a challenge to address all of the needs of a growing community. It is anticipated the growth will sustain at or near current levels or perhaps slightly decline depending on how well the national economy does.

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

As I pointed out last year, the full financial impacts of the pandemic have yet to be felt, since revenue is always a few months behind. There may be some lost revenues but it is difficult to project how much at this time. In the meantime, all budgeted capital expenditures have been frozen as of May 20th save for those funded through grants.

A copy of the proposed budget will be placed on file with the Clerk to the Board and will be available for public inspection during normal business hours within 10 days prior to the June 6th public hearing. A copy of this document is also available on Camden County's website.

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

- Continue to minimize the financial impact of county operations on its citizens through mindful budgeting and careful expenditures.
- Fund Capital goals as indicated in the Capital Improvement Plan.
- Maintain a reserve fund balance in accordance with the financial policies outlined and

adopted in Resolution 2007-05-04.

- Continue to provide outstanding government services at all levels.

Revenues

The above goals for FY2022-23 were balanced with expected revenues with the intent of minimizing the use of the General Fund Balance to support operating expenses. Revenues are generally related to expected economic growth within the County and the State. There are positive economic indicators including low unemployment and strong consumer confidence. Property Tax values appear to be above 1% expected growth minimizing the impact of reduced sales tax collections on total revenues for the FY2022-23 budget.

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

Ad Valorem Tax	\$7,743,740
Local Option Sales Tax (Art. 39)	\$650,000
Vehicle Tax	\$825,896
Franchise Tax	\$650,000
Medicaid Hold Harmless	\$500,000
Article 40 Tax	\$350,000
Article 42 Tax	\$200,000
Special Revenue Fund (CRF for Debt Payment)	\$187,262
From School Reserve Fund (Debt Payments, Capital Outlay)	\$982,806
Solid Waste Fee	\$310,000

Expenditures

With a few exceptions, county departments continued to hold the line on expenditures. However, non-departmental expenditures are increasing. Non-departmental contributions such as School Funding, Emergency Medical Services (EMS), Emergency Management and Health Services are major appropriations. Other increased appropriations include Forestry, Social Services, and Solid Waste / Recycling. These increases in annual expenditures continue to be higher than increases in annual revenues for FY 2022-23. Continuing to fund operational expenditures with fund balance will quickly have a detrimental effect on general fund balance.

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

Compared to the FY 2021-22 General Fund budget of \$14,041,485, the proposed FY2022-23 proposes \$15,324,997.49 which represents an increase of \$1,283,512.49.

The FY2022-23 proposed general fund budget is balanced with \$990,232.27 in fund balance to finance County operational expenses. The FY2021-22 proposed general fund budget was

balanced with \$440,796 in fund balance to finance County operational expenses.

Departmental Appropriations

Below is a list of some of the major Departmental expenditures proposed for FY2022-23.

Governing Body	\$107,060
County Administration	\$277,822
Elections	\$158,809
Finance Department	\$260,691
Personnel	\$115,744
Tax Department	\$512,922
Legal	\$40,000
Register of Deeds	\$273,043
Planning Department/Inspections	\$645,366
Public Works/Building & Grounds	\$588,454
Sheriff & SRO	\$2,445,693
Extension	\$184,439
Recreation	\$325,613
Senior Center	\$211,806
Solid Waste	\$790,015
Non-Departmental	\$236,525
Economic Development	\$145,911
Capital Outlay/Debt Service	\$1,079,556
Library	\$179,387
JCPC	\$79,168
Soil & Water Conservation	\$85,000

Special Appropriations

In the FY2022-2023 proposed budget, Special Appropriations expenditures total \$6,362,229.49 or 42% of total General Fund expenses. The county is required by contract to commit the funds budgeted for Emergency Medical Services, Emergency Management and Forestry. The list below highlights some of the major Special Appropriations proposed for FY2022-23.

School Current Expense	\$2,800,000
School Capital Outlay	\$455,878
Pasquotank/Camden EMS	\$630,750
Central Communications/Emergency Mgmt.	\$361,313
College of the Albemarle	\$45,000
Albemarle District Jail	\$337,000
Department of Social Services	\$427,924
CH & S Fire Commission	\$278,505
South Mills Fire Commission	\$176,202

General Fund

The Fiscal Year 2022-2023 proposed budget has the General Fund's tax rate of \$0.88/\$100 of valuation.

As mentioned earlier, projections on revenues this year have been especially difficult due to the

pandemic. We have taken a practical approach of reducing these revenues from the proposed budget out of caution. We have also not taken any steps to reduce revenues to the point requiring furloughs or reduction in services with accompanying reductions in force.

Major Concerns

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

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

In addition, during FY 2021-22, the County contributed approximately \$405,878 to the School District for capital improvements and \$2,600,000 for operating expenses utilizing tax revenue and a significant contribution from fund balance. The proposed FY 2022-23 budget has increased the county portion by \$200K bringing the total to \$2,800,000 for current operating expenses and increased the capital improvements by \$50K bringing the total to \$455,878.

Other Program Goals

Community Park Trust Fund

The Community Park Trust Fund (CPTF) FY2022-23 budget includes funding for Park Maintenance Capital needs. The county pursued grant funding for repairs and upgrades to One Mill Park located in the southern end of the county. Recently the county was notified they had been selected to receive \$100K to assist with the repairs and upgrades to the boat ramp and surrounding bulkhead repairs at the One Mill Park location.

Capital Reserve Fund

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

School Capital Reserve Fund

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

election cycle to approve a bond referendum for borrowing up to \$33 million from the USDA to fund the construction of the new high school. Recently the School Board and the Board of Commissioners submitted a new application to the Department of Public Instruction (DPI) in Raleigh for an additional grant to help offset the rising cost of construction for the new high school. They were overjoyed when they received word from DPI their request was approved for an additional grant of \$ 27M bringing the overall total of grant funding to \$40M.

RECOMMENDATION

The total of recommended General Fund expenditures is \$15,324,997.49.

The projected revenues total \$14,334,765.22 for the General Fund at the present tax rate of \$.88.

After receiving departmental requests, budget & finance, the FY2022-23 proposed general fund budget is balanced with \$990,232.27 in fund balance to finance County operational expenses. The FY2021-22 proposed general fund budget was balanced with \$440,796 in fund balance to finance County operational expenses. The only way to reduce expenditures further without reducing services is by removing / reducing staff personnel, 2% Cost of Living increase, and the limited Capital Improvements. It should be noted that a number of IT upgrades and improved efficiencies were realized during the current FY thanks to the receipt of CAREs and American Relief Act (ARP) funds from the Federal Government. This influx of funds helped to offset the necessary requirement to purchase hardware using the County general funds.

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

FY 2022-23 Budget Summary

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

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

I appreciate the opportunity to have worked with you to prepare this budget as you continue to serve the citizens of Camden County. As public officers, we have been given the task of protecting the rights, needs and desires of the constituents. The staff believes this task has been achieved and

respectfully submits to you the FY2022-23 Budget.

Respectfully submitted,



KENNETH L. BOWMAN
Budget Officer/County Manager



FY 2022-2023 Budget

Schedule of Changes Per Budget Work Sessions

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

General Fund

<u>Dept.</u>	<u>Item</u>	<u>Submitted</u>	<u>Change</u>	<u>Proposed</u>	
105100	Sheriff's Salaries	\$1,139,527	45,000	1,094,527	Decrease/BOC
	Capital Outlay – Vehicles	140,843	46,843	94,000	Decrease/BOC
	Budget for SPCA	35,000	5,000	30,000	Decrease/BOC
106900	Budget for Albemarle United Way	1,000	1,000	0	Decrease/BOC
	Budget for Highway 17	2,000	2,000	0	Decrease/BOC
	Budget for School Capital	540,411	84,533	455,878	Decrease/BOC
	Budget for School Operating	3,158,337	358,337	2,800,000	Decrease/BOC
	Budget for Albemarle Food Bank	2,000	2,000	0	Decrease/BOC

Attachment: 22-23 schedule of board adjustments (3298 : Proposed 2022-2023 Budget)

**Ordinance No. 2022-06-01
AN ORDINANCE OF
THE BOARD OF COUNTY COMMISSIONERS OF
CAMDEN COUNTY, NORTH CAROLINA,
RELATING TO THE FY 2022 – 2023 BUDGET**

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

ARTICLE I. BUDGET ORDINANCE

This Budget Ordinance per G.S. 159-13 hereby incorporates, in its entirety, this Budget for the County of Camden for FY 2022-2023, adopted by the Board of Commissioners on June 6, 2022. Said Ordinance may hereafter be referred to as the “Budget Ordinance”. The levy of the county-wide Tax Rate(s) and Fees affecting any and all county managed Funds will accompany and be adopted simultaneously with this Budget Ordinance unless amended per G.S. 159-15.

ARTICLE II. GENERAL FUND

SECTION 1 – Appropriations: The following amounts are hereby appropriated in the General Fund for the operation of county government and its activities for the fiscal year beginning July 1, 2022 and ending June 30, 2023 in accordance with the Budget Ordinance and the chart of accounts heretofore established for this county.

Governing Body.....	\$107,060
County Administration.....	277,822
Elections.....	158,809
Finance.....	260,691
Personnel.....	115,744
Tax Supervisor.....	512,922
Legals.....	40,000
Register of Deeds.....	273,043
Planning.....	337,593
Inspections.....	307,773
Economic Development Commission.....	145,911
Building & Grounds.....	462,076
Sheriff.....	2,232,312
School Resource Officer (SRO).....	213,381
Jury Commission.....	96
Court Facilities.....	33,040
Public Works Administration.....	126,378
Traffic.....	3,560
Solid Waste.....	790,015
Public Health.....	129,740
Extension.....	184,439
County Public Library.....	179,387
Parks & Recreation.....	325,613
DDJP (JCPC).....	79,168

Attachment: 22-23 BUDGET ORDINANCE- FINAL (3298 : Proposed 2022-2023 Budget)

Senior Center	211,806
Post-Employment Benefits	13,308
Non-Departmental.....	236,525
Soil/Water Conservation.....	85,000
Capital Outlay/Debt Service	1,079,556
Special Appropriations:	
Albemarle Commission	7,500
EMS	630,750
Conservation/Forestry.....	70,365
RC&D	750
Central Communications	332,408
Emergency Management	28,905
S. Camden Water & Sewer	231,439
Special Funding	1,800
CH&S Fire Commission Four Cents	278,505.36
South Mills Fire Commission Four Cents	176,201.91
Social Services	427,924
Schools – Contribution to Capital Reserve.....	455,878
Schools – Current Expense	2,800,000
New High School Operating Expense	365,299.22
Albemarle Hopeline.....	3,000
College of the Albemarle.....	45,000
Revaluation Fund.....	2,000
Camden Food Pantry.....	2,500
Camden Museum	1,000
Friends of the Dismal Swamp.....	1,000
Alb. Dist. Jail Operations.....	337,000
Rural Ready Grant Match	100,000
4-H Insurance.....	53,004
Albemarle Tidelands Retiree.....	10,000
Contingency	40,000

TOTAL GENERAL FUND **\$15,324,997.49**

SECTION 2 – Revenues: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Ad Valorem and Vehicle Taxes:	
Budget Year	\$8,569,636
Prior Years Summary.....	546,500
Penalties and Interest	40,000
House Bill 1779	100
Other Taxes and Licenses:	
State 1 cent Sales Tax	650,000
Local Sales Tax - Art. 40	350,000
Local Sales Tax - Art. 42	200,000
Local Sales Tax – Art. 44.....	100

Attachment: 22-23 BUDGET ORDINANCE- FINAL (3298 : Proposed 2022-2023 Budget)

Unrestricted Intergovernmental:	
ABC Profits.....	36,000
Refuge Revenue Sharing.....	8,500
Beer and Wine Tax	42,000
Utilities Franchise Fees.....	650,000
Medicaid Hold Harmless	500,000
Restricted Intergovernmental:	
State Grants – JJDP.....	65,312
Soil/Water Funds	20,000
Capital Reserve & Transfer Tax for Capital Debt Service	187,262
Court Facilities Fees	18,000
Alb. Comm. Nutrition Site.....	6,000
School Resource Officer.....	82,500
School Capital Reserve Fund for School Debt Service	982,506
New High School Operating Revenue.....	365,299.22
Senior Center Grants.....	9,000
Fees and Permits:	
Register of Deeds Fees.....	216,500
Building Permits and Planning Fees.....	189,700
Land Use Fees.....	5,000
Leased Property	30,000
Tire Disposal Dist	14,000
White Goods Disposal Dist.....	3,500
Recyclables	20,000
Disposables Tax Distribution.....	5,000
Electronics Management.....	500
Solid Waste Fee	310,000
Cable Franchise Fee.....	40,000
Gun Permit Fees.....	28,500
Golf Cart Fees	300
Pet/Privilege Licenses	250
5 Cents Per Bottle Fees	5,000
Extension Fees	2,500
Library Fees	1,800
Recreation Fees.....	15,000
Senior Center Participation Fees.....	800
Sales and Services:	
Jail Fees.....	3,000
Sheriff’s Office Fees	15,000
Sale of Fixed Assets.....	500
Fines & Forfeitures	50,000
911 Fees for GIS	2,000
Other:	
Sheriff’s Office Grants & Donations	2,500
Interest.....	10,000
Miscellaneous	34,700
Appropriated Fund Balance	990,232.27

TOTAL GENERAL FUND **\$15,324,997.49**

Attachment: 22-23 BUDGET ORDINANCE- FINAL (3298 : Proposed 2022-2023 Budget)

ARTICLE III. SOUTH CAMDEN WATER/SEWER DISTRICT FUND

The following amounts are hereby appropriated in the South Camden Water/Sewer District Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

R/O Plant Operation Expenses.....	492,833
Waste Water Operation Expenses.....	417,259
Distribution Expenses	509,745
Debt Service.....	<u>682,087</u>
	\$2,101,924

It is estimated that the following revenues will be available in the South Camden Water/Sewer District Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Sale of Water.....	1,099,800
Sewer Fees	110,000
Connection Fees.....	75,000
Miscellaneous	28,550
Fund Balance Appropriated	150,000
Capital Reserve Fund.....	407,135
General Fund Contribution	<u>231,439</u>
	\$2,101,924

ARTICLE IV. WATER/SEWER CAPITAL RESERVE FUND

The following amounts are hereby appropriated in the System Development Fee Capital Reserve Fund for the purpose of collecting funds from new construction projects which will have an impact on the infrastructure of Camden County and establishing Membrane Reserve for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

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

It is estimated that the following revenues will be available in the System Development Fee Capital Reserve Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

System Development Fees.....	31,000
Interest.....	1,000
R/O Upgrade.....	<u>40,500</u>
	\$72,500

Attachment: 22-23 BUDGET ORDINANCE- FINAL (3298 : Proposed 2022-2023 Budget)

ARTICLE V. COURTHOUSE & SHILOH FIRE COMMISSION FUND

The following amounts are hereby appropriated in the Courthouse and Shiloh Fire Commission Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

General Expenses.....	262,781
Debt Service.....	<u>100,000</u>
	\$362,781

It is estimated that the following revenues will be available in the Courthouse and Shiloh Fire Commission Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Fire Tax.....	69,626
4 Cent County Match.....	278,505
Leased Property.....	9,000
Miscellaneous.....	4,650
Interest Earnings.....	<u>1,000</u>
	\$362,781

ARTICLE VI. SOUTH MILLS FIRE COMMISSION FUND

The following amounts are hereby appropriated in the South Mills Fire Commission Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

General Expenses.....	157,650
Debt Service.....	<u>113,000</u>
	\$270,650

It is estimated that the following revenues will be available in the South Mills Fire Commission Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Fire Tax.....	44,050
4 Cent County Match.....	176,201
Fund Balance.....	19,899
Grant.....	30,000
Interest.....	<u>500</u>
	\$270,650

ARTICLE VII. SOCIAL SERVICES

The following amounts are hereby appropriated in the Social Services Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Public Assistance.....	176,160
Administrative Expenses.....	<u>1,169,101</u>
	\$1,345,261

Attachment: 22-23 BUDGET ORDINANCE- FINAL (3298 : Proposed 2022-2023 Budget)

It is estimated that the following revenues will be available in the Social Services Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

County Appropriations.....	467,924
State/Federal Funds.....	<u>877,337</u>
	\$1,345,261

ARTICLE VIII. JOYCE CREEK DRAINAGE PROJECT FUND

The following amounts are hereby appropriated in the Joyce Creek Drainage Project Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Watershed Projects & Expenses	\$44,360
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It is estimated that the following revenues will be available in the Joyce Creek Drainage Project Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Watershed Improvement Fee	43,360
Miscellaneous	<u>1,000</u>
	\$44,360

ARTICLE IX. REVALUATION RESERVE FUND

The following amounts are hereby appropriated in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Reserved for Revaluation Expenses.....	\$152,000
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It is estimated that the following revenues will be available in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Fund Balance Appropriated	151,500
Interest.....	<u>500</u>
	\$152,000

ARTICLE X. CAPITAL RESERVE FUND

The following amounts are hereby appropriated in the Capital Reserve Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Debt Service.....	187,262
Capital Projects	454,500
USDA Debt Reserve	<u>540,300</u>
	\$1,182,062

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It is estimated that the following revenues will be available in the Capital Reserve Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Land Transfer Tax Collections	550,000
Investment Earnings.....	5,000
County Contribution	325,000
Fund Balance Appropriated	<u>302,062</u>
	\$1,182,062

ARTICLE XI. SCHOOL CAPITAL RESERVE FUND

The following amounts are hereby appropriated in the School Capital Reserve Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Debt Service.....	574,000
Fund Reserves.....	1,195,766.06
School Capital Outlay.....	455,878
Camden Plantation Funds for Capital Outlay	<u>150,000</u>
	\$2,375,644.06

It is estimated that the following revenues will be available in the School Capital Reserve Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Local Option & Restricted Sales Tax	1,005,000
Investment Earnings.....	3,000
New High School Debt Service Revenue.....	1,217,644.06
Camden Plantation	<u>150,000</u>
	\$2,375,644.06

ARTICLE XII. DISMAL SWAMP VISITOR CENTER FUND

The following amounts are hereby appropriated in the Dismal Swamp Visitor Center Fund for the purpose of operating the Center with funds received from NCDOT for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Center Operating Expenses.....	\$165,622
DOT Funds.....	142,857
Gift Shop Contribution	21,715
General Fund Contribution	1,000
Miscellaneous	50
Tourism Authority Contribution.....	<u>0</u>
	\$165,622

Attachment: 22-23 BUDGET ORDINANCE- FINAL (3298 : Proposed 2022-2023 Budget)

The following amounts are hereby appropriated in the Dismal Swamp Gift Shop Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Gift Shop Revenues\$31,150

Gift Shop Expenses.....\$31,150

ARTICLE XIII. FEREBEE COURTHOUSE TRUST FUND

For purposes of summary only, the following amounts are hereby appropriated in the Nancy M. & H. C. Ferebee, III Courthouse Trust for the restoration of the 1847 Camden County Courthouse for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Fund Reserves.....\$1,530

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

ARTICLE XIV. COMMUNITY PARK TRUST FUND

The following amounts are hereby appropriated in the Community Park Trust Fund for the upkeep and maintenance of the Community Park, Senior Trail, Dismal Swamp Bike Trail, Shiloh Landing and One Mill Park for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Park Operations.....49,550
\$49,550

It is estimated that the following revenues will be available in the Community Park Trust Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

County Contribution\$49,050
Interest.....500
\$49,550

ARTICLE XV. REGISTER OF DEEDS AUTOMATION ENHANCEMENT AND PRESERVATION FUND

The following amounts are hereby appropriated in the Register of Deeds Automation Enhancement and Preservation Fund for the purpose of funding for computer and imaging technology for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

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

Attachment: 22-23 BUDGET ORDINANCE- FINAL (3298 : Proposed 2022-2023 Budget)

ARTICLE XVI. CODE ENFORCEMENT REVOLVING FUND

The following amounts are hereby appropriated in the Code Enforcement Revolving Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

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

ARTICLE XVII. STORMWATER MANAGEMENT UTILITY FUNDS

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

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **South Mills Watershed Fund** (Fund 36) for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

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

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **Sawyer’s Creek Watershed Fund** (Fund 37) for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

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

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **North River Watershed Fund** (Fund 38) for the fiscal year July 1, 2022 and ending June 30, 2023.

Watershed Expenses	\$13,885
Estimated Interest & Fees Collected.....	\$13,885

The following estimated revenues will be available for funding the programs designed to protect and manage water quality and quantity in the **Shiloh Watershed Fund** (Fund 39) for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Watershed Expenses	\$14,279
Estimated Interest & Fees Collected.....	\$14,279

Attachment: 22-23 BUDGET ORDINANCE- FINAL (3298 : Proposed 2022-2023 Budget)

ARTICLE XVIII. TOURISM DEVELOPMENT AUTHORITY

The following amounts are hereby appropriated in the Tourism Development Authority budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

General Expenses.....	23,190
Dismal Swamp Visitor Center	<u>4,000</u>
	\$27,190
Donations	2,000
Occupancy Tax Collections	18,000
Interest Earnings	150
Appropriated Fund Balance	<u>7,040</u>
	\$27,190

ARTICLE XIX. TAX PENALTIES SCHOOL FUND

The following amounts are hereby appropriated in the Tax Penalties School Fund budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

School Current Expense.....	\$8,100
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It is estimate that the following revenues will be available in the Tax Penalties School Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

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

ARTICLE XX. EDC PROJECT FUND

The following amounts are hereby appropriated in the EDC Project Fund for the purpose of developing the Camden Commerce Park in South Mills for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Economic Dev Incentive.....	<u>40,000</u>
	\$40,000
Fund Balance Appropriated	39,700
Interest on Investments	<u>300</u>
	\$40,000

Attachment: 22-23 BUDGET ORDINANCE- FINAL (3298 : Proposed 2022-2023 Budget)

ARTICLE XXI. SCHOOL APPROPRIATIONS

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

SECTION 2 – For purposes of summary only as the actual figures are contained in the Budget Ordinance, the total appropriation for Current Expense is \$2,800,000 and for Capital Expense is \$455,878.

SECTION 3 – Except as otherwise provided in this Budget Ordinance, this Budget Ordinance hereby incorporates by reference in its entirety the “PROPOSED BUDGET OF THE CAMDEN COUNTY BOARD OF EDUCATION FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 and ENDING JUNE 30, 2023” as presented to the Board of Commissioners, and all language in said Proposed Budget is incorporated into this Ordinance as if it were included within the body of this Ordinance. Said Proposed Budget may hereafter be referred to as the “School Budget”. The county budget does not include any special appropriation for the supplement for teachers’ salaries. This will have to be included in the school budget.

ARTICLE XXII. TAX LEVY

SECTION 1 – There is hereby levied at the rate of eighty-three cents (83 cents) per One Hundred Dollar (\$100) valuation of property listed for taxes as of January 1, 2022, for the purpose of raising the revenue listed in the General Fund, Article II., Section 2, of this Ordinance.

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

SECTION 2 – There is hereby levied at the rate of four cents (4 cents) per One Hundred Dollar (\$100) valuation of property listed for taxes as of January 1, 2022, for the purpose of raising the revenue listed in the General Fund, Article II., Section 2, of this Ordinance to equal the expenditures listed as CH&S Fire Commission Four Cents and South Mills Fire Commission Four Cents in the General Fund, Article II, Section 1, of this Ordinance.

SECTION 3 – The rate of tax as shown in Section 1 and 2 above is based upon a total valuation of property for the purpose of taxation of \$1,217,664,056 and an estimated collection rate of ninety-four percent (94.940%) for real property and ninety-six percent (96.680%) for vehicles.

SECTION 4 – There is hereby levied a tax at the rate of one cent (1 cent) per One Hundred Dollar (\$100) valuation of property listed for the taxes as of January 1, 2022, located within the South Mills Fire Protection District for the purpose of raising the revenue listed in the South Mills Fire Commission Fund, Article V., of this Ordinance.

SECTION 5 – The rate of tax as shown in Section 4 above is based upon a total valuation of property for the purpose of taxation of \$463,141,207 with an estimated collection rate of ninety-four percent (94.940%) for real property and ninety-six percent (96.680%) for vehicles.

SECTION 6 – There is hereby levied at the rate of one cent (1 cent) per One Hundred Dollar (\$100) valuation of property listed for taxes as of January 1, 2022, located within the Courthouse-Shiloh Fire Protection District for the purpose of raising the revenue listed in the Courthouse-Shiloh Fire Commission Fund, Article IV, of the Ordinance.

SECTION 7 – The rate of tax as shown in Section 6 above is based upon a total valuation of property for the purpose of taxation of \$732,097,382 and an estimated collection rate of ninety-four percent (94.940%) for real property and ninety-six percent (96.680%) for vehicles.

ARTICLE XXIII. OTHER PROVISIONS

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

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

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

- (a) As provided by G.S. 159-25(b), the Board has authorized dual electronic signatures for each check or draft that is made on County funds. The

Attachment: 22-23 BUDGET ORDINANCE- FINAL (3298 : Proposed 2022-2023 Budget)

signatures on the County accounts have been approved by the Board of Commissioners.

- (b) All legal outstanding encumbrances at June 30, 2022 are hereby carried forward and re-appropriated as an amendment to the budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023.
- (c) The Board authorizes one principal account as the central depository for funds received by the Finance Director. Other accounts authorized by the Board can be used for special purposes such as the enterprise fund and various trust accounts. Current accounting techniques shall be used to assure that all funds will be properly accounted for in the financial records of the County.
- (d) Amendments to this Budget Ordinance and any accompanying fee schedule, taxes or appropriations are allowed as provided herein or by board approval in accordance with G.S. 159-15.

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

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

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

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

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

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

A public hearing on this Budget Ordinance was held on June 6, 2022.

This Budget Ordinance was adopted on the 6th day of June, 2022

CAMDEN COUNTY BOARD OF COMMISSIONERS

Ross Munro, Chair

Tiffney White, Vice-Chair

ATTEST:

Karen Davis
Clerk to the Board

Kenneth Bowman
Budget Officer/County Manager

Attachment: 22-23 BUDGET ORDINANCE- FINAL (3298 : Proposed 2022-2023 Budget)



**SCHEDULE OF FEES
FY 2022-2023**

CAMDEN COUNTY

Fee Schedule

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Attachment: Schedule of Fees (3298 : Proposed 2022-2023 Budget)

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

BUILDING PERMIT FEES

RESIDENTIAL, MODULAR , & COMMERCIAL CONSTRUCTION

Base Fees up to 400 Sq. Ft.	\$100.00	Over 400 Sq. Ft.	\$0.25/Sq. Ft.
State Fee	\$10.00		
ELECTRICAL			
Residential Over 500 Sq. Ft.	\$0.15/Sq. Ft.	Service Repair	\$75.00
Minimum Fee	\$75.00	Service Change	\$75.00
Temporary Service	\$75.00	Mfg. Home Service	\$75.00
PLUMBING			
Plumbing (New Stalls)	\$75.00	Plumbing (Repairs)	\$75.00
MECHANICAL			
Minimum Fee (New House Installs)	\$100.00	Additional Units	\$25.00
Repair/Service Change/Upgrade	\$75.00	Same Size Change Out	\$75.00
INSULATION			
Minimum Fee	\$75.00		
NATURAL GAS AND PROPANE HOOKUP (RESIDENTIAL & COMMERCIAL STRUCTURES)			\$50.00
GENERATOR			
Electrical Fee	\$75.00	Gas Hookup Fee	\$50.00
MANUFACTURED HOMES			
Single wide	\$250.00	Double wide	\$350.00
		Triple wide	\$400.00
ADDITIONS			
Minimum Fee	\$150.00	Over 405 Sq. Ft.	\$0.37/Sq. ft.
SWIMMING POOLS, SPAS, & HOT TUBS			
Commercial Flat Fee	\$100.00		
<i>Residential</i>			
Above Ground Flat Fee	\$50.00	Electric for Above Ground	\$75.00
In-Ground Flat Fee (<i>includes electric</i>)	\$150.00		
DETACHED GARAGES, STORAGE, AND UTILITY/ACCESSORY BUILDINGS			
Minimum Fee	\$75.00	Over 400 Sq. Ft.	\$0.25/Sq. Ft.
Electric for Accessory Structures	\$75.00		
PORCH/DECK/SHED ROOF			
Up to 750 Sq. Ft. (Minimum)	\$75.00	Over 750 Sq. Ft.	\$0.10/Sq. Ft.
CARPORT/POLE BARN/POLE SHED (Not Enclosed - Open on at least 2 sides)			
Minimum Fee (Up to 500 Sq. Ft.)	\$75.00	Over 500 Sq. Ft.	\$0.15/Sq. Ft.
SINGLE UTILITY INSPECTION			
Trade Permit Minimum Fee	\$75.00		
SIGNS			
16 Square Feet	\$0.00	17-32 Square Feet	\$50.00
Over 32 Square Feet	\$100.00	Electrical on/for/around sign	\$75.00
FOUNDATION OR CRAWLSPACE REPAIRS/IMPROVEMENTS			
Minimum Fee per item	\$75.00		
IMPERVIOUS SURFACE (concrete, asphalt, pavers, etc.)			
Residential Flat Fee	\$75.00	When included with other permit Minimum Fee	\$25
Commercial Minimum Fee	\$100.00		

DEMOLITION (Fire, Safety & EPA Regs)

Pre-inspection required for safety and hazardous materials and referral to proper channels if found \$75.00

ALTERATIONS/REPAIRS/IMPROVEMENTS

Over 400 Sq. Ft. \$0.25/Sq. Ft., Minimum \$100.00

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

Farm Buildings are exempt UNLESS:

- * Any electrical installation is performed
- * Any portion of building is used for sleeping quarters
- * Building is used for business rather than personal use of farmer and immediate family

MOVING OF ANY BUILDING WITHIN OR INTO THE COUNTY

Minimum Fee \$100.00

BULKHEAD/PIER/BOATLIFT/DOCK (Flat Fee) \$75.00

COMMUNICATION TOWER

Electrical \$75.00 Gas for Generator \$50.00

WIND ENERGY SYSTEMS

Turbines \$2,000.00 each
Reinspection \$100.00 each

SOLAR FARMS

Up to 500 Panels \$250.00 Over 500 Panels \$0.50 Per Panel

COMMERCIAL PERMIT PRICES (extras)**MECHANICAL**

Walk-in Cooler \$40.00 ea.
Commercial Cooking Hand \$50.00 ea.
HVAC Fire damper/smoke damper \$5.00 ea.

PLUMBING

Minimum Permit Fee \$75.00
Per Fixture, trap, or like devices \$5.00
Per sprinkler head \$5.00

ELECTRICAL

Electric duct heater \$10.00 ea.
Temporary Service w/ Trailer \$100.00 ea.
0-100 Each Receptacle/Switch /Fixture \$75.00
Each additional opening \$0.10 ea.
Subpanel, transformer, generator \$20.00 ea.
Fuel dispensers, "freestanding" parking lot light poles, manufactured home pedestals \$5.00 ea.
Exhaust fans/water heater/RAC/Spa/Motors and machinery not specified \$5.00 ea.
Electrical Room Air Condition \$5.00 ea.

GAS

Minimum Permit Fee \$50.00 Per Outlet \$5.00

NEGLIGENCE FEES

Inspection Negligence Fee (Applies to:) \$100.00

- *Inspections called for but not ready
- *Skipping any applicable mandatory inspection
- *Re-Inspections called for without first correcting discrepancies noted by inspector
- *Wrong sub-contractor other than on Trade Affidavit

No Permit Negligence Fee (Applies to:) \$Varies

- *Building or Trade Related Activities performed without first obtaining and paying for a building permit. Shall result in overall doubling of permit fee.

BUILDING PERMIT FEES DUE AT TIME OF ISSUANCE

All Building Permit fees must be paid in full at time of permit issuance.

*Applicants will be notified within 3-5 days after building permit application is processed, reviewed, and approved. At this time permit fees are due.

*No building permit will be issued without payment of permit fees due.

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

LAND USE DEVELOPMENT FEES - DUE AT TIME OF APPLICATION

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

Zoning Permit	\$25.00	
Special Use Permit	\$400.00	
Temporary Use Permit	\$250.00	
Variance	\$500.00	
Ordinance Text Amendment	\$500.00	
Rezoning Fee		
First 10 Acres	\$650.00	Plus \$10 per Acre over First 10 Acres
Interpretation Challenge/Appeal	\$250.00	*
Zoning/Floodplain Determination Letter	\$25.00	
<i>Subdivision Fee</i>		
<i>Major Subdivision</i>		
Preliminary Plan	\$50.00	Per Lot
Construction Drawing	\$50.00	Per Lot
Final Plat Plan	\$50.00	Per Lot
<i>Minor Subdivision</i>	\$200.00	Per Lot created & transfer plats
<i>Planned Development</i>		
Master Plan	See Rezoning	
Preliminary Plan	\$50.00	Per Lot
Construction Drawing	\$50.00	Per Lot
Final Plat	\$50.00	Per Lot
Commercial Site Plan Review		
Major	\$200.00	
Minor	\$100.00	
Stormwater Review Fee/Deposit		
**Major Commercial/Residential Subdivision	(Over 5 acres)	\$6,000.00
Minor Commercial/Residential Subdivision	(3 or 4 lots)	\$2,500.00
**Minor Commercial Site Plan Review		\$3,700.00
Residential Site Plan		\$2,500.00

LAND DISTURBING ACTIVITY

Fill Permit \$50.00

NOTES:

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

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

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

* Board of Adjustments, Planning Board or Board of Commissioners

GIS

Prints

Xerox Copies

Size	Black & White Price	Color Price
8.5 * 11	\$0.00	\$1.00
8.5 * 14	\$0.00	\$2.00
11 * 17	\$1.00	\$5.00

Plotter Copies

24 * 36	\$10.00	\$15.00
36 * 48	\$10.00	\$20.00

Camden County Street Maps \$1.00

Electronic Media - Data Files

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

Customized GIS Work

Any customized GIS projects will be charged a per hour fee of: \$60.00
a minimum of 1 hour charged.

Code Enforcement

Fees for Abatement of Property by County

Grass Cutting	\$150.00/half acre	\$300.00/acre
Debris Removal		\$500 plus tipping fees
Car Removal		All Costs Incurred by the County
Administrative Cost (This will be added to each Abatement)		\$75.00
Removal of Structures		All Costs Incurred by the County**

Fees are for Chapter 94 for Public Nuisances and Chapter 90 for Abandoned and Junk

Motor Vehicles

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

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

Parks & Recreation

Recreation Youth Sports Registration Fees:

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

Recreation Youth Sports Sponsor Fee:

Team sponsor fee	\$200.00
<i>(Fee pays for team Shirt & Individual Trophies)</i>	

Saturday Night Open Gym for Basketball

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

Thursday Night Open Gym for Adult Volleyball

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

Register of Deeds

Deeds of Trust & Mortgages	\$64.00 for 1st 35 pages, \$4.00 for each additional page
Instruments in General Fee	\$26.00 for 1st 15 pages, \$4.00 for each additional page + \$2.00 per party indexed above 20
Plats	\$21.00 per plat
Right of Way/Hwy Plat	\$21.00 for 1st page, \$5.00 for each additional page
Multiple Instrument Fee	\$10.00 additional fee
UCC Recording	\$38.00 for 2 page document \$45.00 for documents over 2 pages
Non Standard Doc Fee	\$25
Certified Copy of Document	\$5.00 for 1st page, \$2.00 for each additional page
Certified Copy Vital Record	\$10.00 each
Amended Birth & Death	\$10.00 ROD & \$15.00 NC Vital Record
Marriage License	\$60.00
Delayed Marriage or Birth	\$20.00 including 1 certified copy
Corrected Vital Record	\$10.00
Legitimation	\$10.00
Military Records	No Fee
Notary Oath	\$10.00
Photocopy Plat (18 * 24)	\$3 each
Photocopy legal or letter size	\$0.20 each
Photocopy ledger size	\$0.40 each

Sheriff's Office

Office Fees

Concealed Carry Permit

<i>New</i>	\$90.00
<i>Renew</i>	\$75.00

Weapon Purchase Permit	\$5.00
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Fingerprints	\$10.00
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Civil Process Service

<i>In-State</i>	\$30.00
<i>Out of State</i>	\$50.00

Other

Out of County Mental Patient Transport	\$150.00
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Diskette Copy of Photos	\$10.00
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Dog/Cat Tag Fee

Annual	\$5.00
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Lifetime	\$30.00
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Kennel Fee	\$20.00
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Wild/Exotic Animal

Annual	\$5.00
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Lifetime	\$30.00
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Senior Center

1. The Camden County Board of Commissioners permits the use of the Senior Center after 5:00 pm Monday through Friday to governmental agencies, civic clubs and other clubs benefiting the county without charge provided the meeting or gathering is to conduct business pertaining to that agency/club.

2. Other non-profit agencies, clubs (civic clubs, bridge clubs, etc.), individuals and associations are permitted to use the Center after 5:00 pm Monday through Friday by paying the following fees:

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

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

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

4. Rental Fees will not include the use of the Senior Centers Craft Room, Exercise Room or the office space in the Center.

5. Alcoholic beverages are not permitted in the Senior Center or elsewhere on County property.

6. No confetti or like material is allowed in the Center. No streamers or like objects are allowed to be hung from the ceiling of the Center. All trash and garbage must be removed by the user.

7. Individuals signing the Use Agreement form will be required to provide a deposit in the amount of \$150 (made payable to Camden County) for the use of the Center and an additional \$150 (made payable to Camden County) for the use of the kitchen when obtaining the key to the Center. Fees are to be waived for volunteers.

8. Deposits will be returned when the key to the Senior Center is returned, providing the facilities are left in the condition in which they were found when the user arrived and nothing has been damaged or left improperly cleaned and all furnishings and furniture have been returned to their original places.

9. Additional fees will be assessed for the following items and charged to any and all parties using the facility.

Facility not left clean and orderly	\$50.00
Key not returned the next business day	\$10.00 per day/\$25 Lost Key
Key not returned within three business days	forfeit deposit
Damage of facility or contents	forfeit deposit

**additional charges (legal and monetary) may apply depending on damage*

10. Special use considerations not addressed in this policy require County Manager approval.

Attachment: Schedule of Fees (3298 : Proposed 2022-2023 Budget)

Tax Administration Office

Golf Cart Permits

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

Beer and Wine Fees

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

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

Beer at retail:

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

Wine at retail:

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

Beer and Wine:

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

South Camden Water & Sewer

WATER SERVICE FEES

Monthly Base Rate

Gallons	Cost
0-2,000	\$25.00 per month

ADDITIONAL MONTHLY USAGE

Gallons	Cost
2,001-5,000	\$5.50 per 1,000 gallons
5,001-10,000	\$6.20 per 1,000 gallons
10,001-15,000	\$6.90 per 1,000 gallons
15,001-20,000	\$7.60 per 1,000 gallons
20,001 and up	\$8.30 per 1,000 gallons

Local Govt/Board of Education/Commercial

Same as above

Bulk Water (except contracted sales)

\$6.91 per 1,000 gallons

Fire Service (sprinkler systems)

Base rate per month

Deposits, Charges & Fees

Rent deposit	\$200.00
Fire Hydrant Meter	\$300.00
Open/reopen/transfer account	\$20.00
Reread meter/our read correct	\$15.00
Reread meter/our read incorrect	No charge
Reconnection Fee	\$35.00 7:00 am - 3:15 pm
<i>(if not paid by 8 am on disconnection day)</i>	\$60.00 3:16 pm - 5:00 pm
Late payment penalty	\$10.00
Non-Sufficient Funds	\$35.00
Meter Tampering Fee	\$200.00
Turn off fee	\$15.00 <i>(per occurrence)</i>
Meter testing fee	\$15.00 <i>(No charge if more than 2.5% inaccurate)</i>
Bacteriological	\$45.00

Water Connection Fees

(includes \$1,500 Tap Fee)

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

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

SEWER SERVICE FEES

Monthly Base Rate

	<u>Gallons</u>	<u>Cost</u>
Residential*	0 - 2,000	\$29.00
Commerical	0 - 2,000	\$40.00

ADDITIONAL MONTHLY USAGE

<u>Gallons</u>	<u>Residential*</u>	<u>Commercial</u>
(all prices residential & commercial per 1,000 gallons)		
2,001 - 5,000	\$7.50	\$8.50
5,001 - 10,000	\$8.20	\$9.20
10,001 - 15,000	\$8.90	\$9.90
15,001 - 20,000	\$9.60	\$10.60
20,001 and up	\$10.30	\$11.30

*Residential: Includes Apartments & Townhouse Units

GOVERNMENT & SCHOOLS

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

HIGH STRENGTH

\$11.50 each additional 1,000 gallons

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

Sewer Connection Fees

Sewer Tap Fee

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

Commercial: Fees are based on water meter size

The cost of sewer connection with larger than 3/4 inch water service will be the responsibility of the owner. Consideration will be given on a case by case basis to pay capacity fee over time.

Sewer Capacity Fees

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

ADDITIONAL FEES & FINES

Parts & Labor: For changing service size, location, or repairs for damage to the districts property.

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

Labor:	\$35.00 per man per hour
	\$75.00 per hour for backhoe
	\$10.00 per foot for bores up to 2"

Repairs requiring contracted labor will be billed at invoice cost.

Fines for Violation of Fats, Oil & Grease Control Ordinance

Minor Violations

Offense	1st	2nd	3rd	4th & Up
Failure to submit records	Warning	\$100.00	\$150.00	\$500.00
Inspection hindrance	Warning	\$100.00	\$150.00	\$500.00
Failure to maintain on-site records	Warning	\$100.00	\$150.00	\$500.00
Failure to meet sample standards	Warning	\$100.00	\$150.00	\$500.00

Moderate Violations

Failure to maintain interceptors in proper working order	\$150.00	\$300.00	\$500.00	\$1,000.00
Failure to clean out interceptor every 30 days	\$150.00	\$300.00	\$500.00	\$1,000.00

Major Violations

Source of sewer blockage (minimum) \$500 and not more than \$10,000 plus cost of cleaning lines
 Source of sanitary sewer overflow (minimum) \$1,000 plus cost of cleaning lines
 Falsification of records \$1,000

Attachment: Schedule of Fees (3298 : Proposed 2022-2023 Budget)

Public Records

Copy Fees

Public Records (Black/White)

8.5 * 11 and 8.5 * 14	\$0.15/page
With printed pictures	\$0.30/page
11 * 17	\$0.35/page

Public Records (Color)

8.5 * 11 with Pictures	\$0.50/page
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*Counties are not required to create a public record that is not already in existence. However, the municipality may elect to create the record if it determines that the record will provide an ongoing benefit to the county and/or its citizens.

Public Library

8.5 * 11 & 8.5 * 14 (Black/White)	\$0.10/page
8.5 * 11 & 8.5 * 14 (Color)	\$0.25/page
11 * 17 (Black/White)	\$0.20/page
11 * 17 (Color)	\$0.50/page
Incoming Fax	\$0.10/page
Outgoing Fax (local & toll free)	\$1.00 up to 10 pages, add '1 \$0.10/page over 10
Outgoing Fax (long distance)	\$1.25 up to 10 pages, add '1 \$0.10/page over 10
Inter Library Loan	\$4.00
Proctoring	No Charge

Stormwater/Watersheds

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

Rate Structure

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

Rate Table

Watersheds	FCPA	ERU Rate	GA Rate	Total Fee
North River	\$0.64/Parcel	\$10.00/ERU	\$0.25/Acre	\$10.89
Sawyer's Creek	\$0.64/Parcel	\$10.00/ERU	\$0.25/Acre	\$10.89
Shiloh	\$0.64/Parcel	\$10.00/ERU	\$0.25/Acre	\$10.89
South Mills	\$0.64/Parcel	\$12.80/ERU	\$0.32/Acre	\$13.76

per Single Family Home

*exemptions itemized in the stormwater ordinance.

Attachment: Schedule of Fees (3298 : Proposed 2022-2023 Budget)

CAMDEN COUNTY
Approved Fee Schedule Certification

Continuing Authority of Commission

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

Same-False statements

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

The foregoing instrument was duly approved and adopted at a meeting of the Camden County Board of Commissioners, said meeting date June 6th, 2022.

ATTEST:

Ross B. Munro, Chairman
Camden County Board of Commissioners

Karen M. Davis
Clerk to the Board of Commissioners

Attachment: Schedule of Fees (3298 : Proposed 2022-2023 Budget)



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Public Hearings

Item Number: 5.B
Meeting Date: June 06, 2022

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

Item Title **Proposed 2022-2026 Capital Improvement Program - Ken Bowman**

Attachments: CIP 2022-2026 12May22 FINAL (PDF)

Summary:

The Board of Commissioners will hold a Public Hearing to receive citizen input in regard to the Proposed 2022-2026 Capital Improvement Program.

Recommendation:

Upon completion of the Public Hearing, add the 2022-2026 Capital Improvement Program to the agenda for consideration. Staff recommends approval.



Capital Improvement Program (CIP) 2022-2026

**Public Hearing
Monday June 6, 2022**

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June 6, 2022

Camden County Board of Commissioners

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

Re: Capital Improvement Program (CIP) 2022-2026

Chairman Munro and Members of the Board:

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

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

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

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

A significant project included in the 2018-2022 CIP is the engineering and design of a new Administration Campus Complex on the acquired site across from the Historic Courthouse. The proposed administration building was discussed by the Board of Commissioners and approved during the November 2016 board meeting. Since that decision the BoC decided to approach this project in Two Phases. The First phase is the Library and all the infrastructure necessary to support the second phase. The ground breaking and construction started in October 2020 on the new Library and as of today it is complete and ready for the Camden citizens to enjoy for many years. The second phase will start when the BoC decides to relocate the existing departments from the current buildings.

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

Phase 2. The Administration / Multi-Purpose Buildings. When completed the Administration Building will house the Planning Department, Water Department, Tax Department, Human Resources, Finance, Economic Development, The Clerk to the Board, and the County Manager.

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

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

During the November 2020 election the citizens had the opportunity to vote as to whether they supported building a new high school. The question was placed as a referendum on the ballot and the citizens voted overwhelming support moving forward with a new high school. MB Kahn was selected to conduct a feasibility study to analyze the current and future needs. The study was completed and MB Kahn was hired as the Manager at Risk for the project. Mosely Architects was also selected as the architect for project design. A ground-breaking ceremony was held in May 2021 with a projected completion date of December 2024. However, since that time a couple of significant events have transpired. It was discovered the land designated for the new high school contains soil that is not conducive to constructing a building of this size unless there is an enormous amount of excavation and back fill work accomplished. Based on the current environment and inflation, the cost to prepare the site is between the \$3-4M

dollar mark. When the County was made aware of this situation the County starting researching for an alternate site. One has been identified and the County is currently conducting environmental studies and soil samplings to ensure this property will be appropriate for the new high school. In addition, the Board of Commissioners and the Board of Education applied to the Department of Public Instruction for an additional grant for the new high school and were fortunate to receive upwards of \$27M dollars to apply towards the new school. This grant and the one previously awarded amount to a grand total of \$40M to be applied toward the construction of the new school. These funds will help ensure the County builds a first-class high school that Camden students and citizens will be proud of for many years to come.

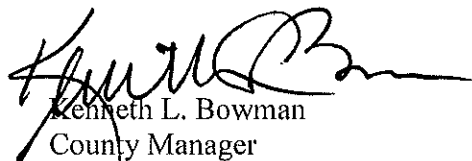
Overall, the pandemic continues to weigh on aggregate demand for goods and services. In addition, bottlenecks and supply shortages have created challenges for businesses to meet consumer demand for some products, particularly as consumer demand has shifted wildly. Also, the pace of hiring has not kept up with the pace of labor demand, as job matching has been held back by a number of factors.

Those developments have led to a notable increase in inflation. Because prices fell in 2020, one-year changes from August 2020 to August 2021 overstate the increase in inflation since the pandemic began. Instead, focusing on the annualized rate of inflation since February 2020 shows that inflation through August 2021 (as measured by the core consumer price index) was 3.1 percent, substantially lower than the one-year trend but still higher than any annual increase since the early 1990s.

There are still widespread shortages of raw materials and parts. Housing prices have skyrocketed as well as almost all materials needed in the construction trades. There are still supply bottlenecks across the board. Most economists agree the economy is taking a major hit and will not rebound quickly. That being said, I'm an optimist, and truly believe the future for Camden County is very positive as we continue working together to make the County a better place for everyone.

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

Respectfully Submitted,


Kenneth L. Bowman
County Manager

Attachment: CIP 2022-2026 12May22 FINAL (3302 : Proposed 2022-2026 Capital Improvement Program - Ken Bowman)

Introduction

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

Purposes of Capital Improvement Planning:

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

Planning Process

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

Financial Policy

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

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

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

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

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

Project Evaluation

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

Project Evaluation Criteria

Sections	Questions Considered When Evaluating Projects
Department Ranking	➤ What is the departmental priority/ranking for project?
Legal Mandates/Safety	➤ Does the project enable the County to fulfill a new or existing state of federal mandate? ➤ Does the project eliminate an immediate safety hazard for County citizens or employees?
Demonstrated Need/Timing	➤ When does the project need to be completed? Is the project related to another priority project?

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

Revenue Sources & Debt Service

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

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

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

Revenue Sources:

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

Revenue Sources & Debt Service

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

Funding Method for County Capital Reserve Fund

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

It is projected that the Land Transfer tax will generate approximately \$550,000 in FY 2022-2023. These funds are applied to approved capital projects and debt service. Currently \$.01 of the county-wide ad valorem tax rate generates approximately \$103,000 in taxes collected by Camden County.

School Capital Reserve Fund

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

Enterprise Fund

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

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

There are two Wastewater Treatments Plants constructed and in operation in South Mills township and the Courthouse township. The most recent in Courthouse which was partially funded through an EDA Grant.

County Fire Districts

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

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

Adoption of Unified County Government

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

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

Capital Project Narrative Descriptions:

The Capital Project narratives are organized in the following categories:

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

Capital Project Narratives

A. Approved/Funded:

1. Construction of Raw Water Well

Project Description:

Priority Level: 1

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

Recommended Solution: In FY 2019-2020 test wells were installed and engineering design plans and construction cost estimate were obtained. The test well results for two wells are good so it is anticipated the construction of a new well will start either on the site on Seymour Drive or 343 South, in 2022-2023. The American Rescue Act Plan will cover the cost of this construction.

The water plant has a current capacity of .720 MGD and an average use of .495MGD. The State allows 80% use of capacity before design work to increase capacity, which amounts to 576,000 GPD. Subtracting the average use of 495,000 GPD provides only 81,000 GPD for additional development use.

Alternatives: None

Stage of the Project: New Well and Raw Water transmission line in design phase during FY 2021-2022 by Engineering Services P.A. with an anticipated construction in FY 2022-2023. It is anticipated that this design can be utilized for two sites.

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

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

Professional Design Work Detail: None

Operating Impact: Additional utilities and equipment maintenance costs.

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

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

Priority Level: 1

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

Recommended Solution: Extend existing sanitary sewer line. Estimated cost to be funded by the American Rescue Act Plan

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

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

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

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

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

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

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

3. Administration Complex Phase II

Priority Level: 1

Project Description: Construction of an Administration Complex that will serve the needs of county residents in a safe and efficient manner. This project will be built in 2 phases. The Library (1st Phase) has been completed. The 2nd Phase consists of the construction of the Administration Building and the Civic Center / Senior Center.

Project Definition and Justification

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

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

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

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

Alternatives: Continue business in current structure.

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

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

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

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

4. Broadband

Priority Level: 1

Project Description: Eastern Shore Communication is working with NCDOT and NCDENR (North Carolina Department of Environment and Natural Resources) to secure county wide permits in order to continue to install fiber along Route 343 North and South. Environmental is all complete and signed off through USDA.

Define Problem: There is a critical lack of internet and broadband infrastructure throughout the entire County. The COVID-19 pandemic has proven that internet access is paramount in communicating when in a lock down situation. There has been significant improvement with hardware acquisition and installment however there is much more to do before the County will be to a point covering 95% of the area with internet accessibility.

Recommended Solution: Continue to install fiber and wireless hardware throughout the County and provide affordable and competitive prices to the citizens. Also continue to seek out grant opportunities and enlist other outside agencies as needed to move this project along.

Alternatives: N/A

Stage of Project: Phase 1 would bring fiber from the North Water Tower to the South Water Tower via the County Office and Library (Community Center). The point of connection to MCNC (Microelectronics Center of North Carolina) will be at the Shipyard Road/343 intersection. Phase 1 would bring fiber from the North Water Tower to the South Water Tower via the County Office and Library (Community Center). The point of connection to MCNC (Microelectronics Center of North Carolina) will be at the Shipyard Road/343 intersection. ESC is also extending the fiber to the Camden Business Park and is moving forward with fiber installation in the Shiloh area of the County.

Relation to Other Projects: Broadband installation throughout the County will improve communications with other business, education, and global networks. This will also have a positive impact on emergency response times of local first responders.

Professional Design Work Detail: Eastern Shore Communications has performed a feasibility study for Camden County and is well on the way to having internet access from the Courthouse area to the Camden Commerce Park in South Mills.

Operating Impact: Increased internet coverage accessibility for 75 % of Camden County.

5. New High School

Priority Level: 1

In March 2019, M. B. Kahn Construction Co., Inc., in partnership with Camden County, NC, initiated a Long Range Facility Plan with the following three goals:

- To assess the District’s current facilities’ conditions
- To evaluate the District’s current facilities’ expansion capability
- To offer options to address the District’s long range facility needs

This assessment addresses existing facilities’ conditions, needs, and future plans to provide a blueprint which can be used to reinforce proactive, cost-effective and appropriate actions district-wide. Recommended implementation options offered provide construction strategies which will result in safe, healthy and functional learning spaces, responsive to 21st Century learning methods and facility needs unique to each school. This is a collaborative report, drawing on input from stakeholders within the Camden County community including County and District leadership, school leaders, teachers, and facility operations staff.

This Long Range Facility Plan was presented on September 16, 2019 to the Board of Commissioners, School Board, and other stakeholders. Though this plan focuses on the current and impending needs of the District, it is a living document and will be most effective when District stakeholders review and update action strategies as needed to reflect constraints and opportunities that may arise in the dynamic nature of School District activities.

B. Recommended/Unfunded:

1. US 158 Sidewalk Extension

Project Description:

Priority Level: 2

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

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

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

Alternatives: None

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

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

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

Professional Design Work Detail: None

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

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

Priority Level: 2

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

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

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

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

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

Professional Design Work Detail: None to date.

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

3. Treasure Point Building

Priority Level: 2

Summary and Project Description: This property is centrally located in Camden County along the banks of Areneuse creek, a tributary of the Pasquotank river. This area consists of public green space, a river access dock with canoe/kayak launch, and multi-use woodland trails. The 3.8 acres of land to be developed with this project will also connect the residents to an additional, approximate 23 acres of woodland trails for public enjoyment. Approximately 0.5 acres that directly borders the water is open green space, while the rest is forest. There is a public accessible park with green space, water access, fishing pier, canoe & kayak launch, picnic tables, and grills. This property has been the primary educational space for N.C. Cooperative Extension-Camden Center's 4-H department since 1978 (summer camps, environmental education). It is occasionally utilized by other local organizations such as Boy Scouts, Girl Scouts and FFA. Existing

structures include a bathhouse with 2 restrooms, outdoor showers, and an attached storage building. Structures on the property include a metal storage building (10'x12' in size). fishing pier with canoe and kayak launch, benches and picnic tables. All of these structures will remain intact, without modifications. Utilities will be extended to the new facility. A new septic system is to be established for new facility. A new entrance and parking to be established. This property is accessible by Treasure Point Road. This property is currently owned by the Camden County 4-H and Youth Foundation, a 501(c)(3) organization. The Foundation is no longer equipped to own and manage this property and is currently agreeable to donating the land to Camden County. This offer is generous, however, potentially limited and time restricted. Camden County is fortunate to have abundant natural resources however, public access is limited. Access to areas with features such as these are essentially non-existent.

C. Identified/Unfunded:

1. South Mills Boat Ramp and Park

Priority Level: 3

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

Project Definition and Justification

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

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

Alternatives: N/A

Stage of Project: Researching available land and opportunities

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

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

Operating Impact: The project will increase Parks and Recreation operations and

maintenance budget.

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

Priority Level: 2

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

Define Problem: Current Treatment Plant has approximately 10,000 GPD of treatment capacity left and two large residential subdivisions are under development.

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

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

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

Professional Design Work Detail: None to date.

Operating Impact: The operating impact would be minimal.

Resolution No. 2007-06-04

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

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

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

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

Debt-

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

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

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

Fees & User Charges -

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

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

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

Fund Balance -

The county will strive to maintain an available fund balance equal to 25% of the General Fund budget at the end of each fiscal year which is

substantially higher than the minimum recommended by the Local Government Commission.

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

Competitive Employment -

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

Tax Rate -

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

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

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

Adopted this 4th day of June, 2007

Jeffrey Jennings, Chairman

Attest:

Ava Gurganus, Clerk to the Board



CAMDEN COUNTY
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**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Public Hearings

Item Number: 5.C
Meeting Date: June 06, 2022

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

Item Title **Proposal to Purchase Property for the New High School**

Attachments: Public Hearing_Property Purchase_Agenda Summary
 (DOCX)
 Modified Document Williams Farms of North
 Carolina - Purchase and
 Sale Agreement
 (DOC)
 Frank Williams Tract-OP#2 20220221 (PDF)
 Boring Location Plan (PDF)

Agenda summary and supporting documentation attached.

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

Meeting Date: June 6, 2022

Submitted By: Ken Bowman, County Manager

Item Title: Public Hearing – Proposal to Purchase Property for the New High School

SUMMARY:

Purchase of property for the new high school. It has come to the attention of the County leadership that the property located on RT 343 N that has been designated for the new high school is less than desirable to develop due to the subsoils located on the property. After much work and various soil samplings the Manager at Risk, MB Kahn, has determined the cost to mitigate the site would drive the cost up significantly upwards of \$4M. In addition, the location of the school along RT 343 N will create traffic issues for both the traveling public and those using the school location.

With that in mind, the County wanted to look for an alternate site for the new high school. The location being considered is located across from the County Administration Building on Hwy 158 East. This project site is located along the south side of NC Hwy 158 (Shortcut Road) in Camden, North Carolina. More specifically, the site is located approximately 0.5-miles east of the NC Hwy 158 and NC SR 34 intersection and was observed to consist of an open agricultural area. The property consists of 194 acres of which 60-70 acres would be designated for the new high school. This property will provide adequate space for the new building, parking, sports fields and expansion when needed.

The County has already contracted with Timmons Group to conduct an environmental analysis and soil borings on this site to ensure the land is satisfactory for the new high school (see attached).

On May 2, 2022 the Board of Commissioners voted to set a Public Hearing for June 6, 2022 to receive citizen input on the proposal to purchase this property for the new high school.

RECOMMENDATION:

Upon completion of the Public Hearing place this item on the agenda for consideration.

PURCHASE AND SALE AGREEMENT

THIS PURCHASE AND SALE AGREEMENT (“Agreement”), made and entered into as of the _____ day of _____, 20__ (“Effective Date”), by and between **WILLIAMS FARMS OF NORTH CAROLINA, INC.**, a North Carolina corporation (“Seller”), and **THE COUNTY OF CAMDEN, NORTH CAROLINA**, a political subdivision of the State of North Carolina (“Buyer”), provides as follows:

Recitals:

A. Seller is the owner of a certain parcel of undeveloped land located on the south side of U.S. Route 158 in Camden County, North Carolina, containing approximately 195 acres (the “Entire Parcel”) as shown on the **Exhibit A** attached hereto and made a part hereof.

B. Seller has agreed to sell to Buyer, and Buyer has agreed to buy from Seller a portion of the Entire Parcel containing approximately seventy (70) acres (the “Property”) and to grant Buyer an option to purchase the remainder of the Entire Parcel (the “Option Property”).

Agreement:

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and which includes the mutual promises of the parties, the parties agree as follows:

1. ***Property.*** Seller agrees to sell the Property to Buyer, and Buyer agrees to purchase the Property from Seller. The Property includes all strips, gores, easements, privileges, rights-of-way, riparian and other water rights, rights to lands underlying any adjacent streets or roads, and other tenements, hereditaments and appurtenances, if any, pertaining to or accruing to the benefit of the Property.

2. ***Purchase Price.*** The purchase price (“Purchase Price”) for the Property is Twenty Five Thousand and no/100 Dollars (\$25,000.00) per acre of land (rounded to the nearest thousandth of an acre) in the Property as determined by the “Survey” (defined below). The Purchase Price shall be payable as follows:

(a). \$25,000 by the “Deposit,” as defined in Section 4 below, which shall be applied to the Purchase Price at the Closing; and

(b). The balance shall be payable to Seller in immediately available funds at the Closing; and

3. ***Closing.*** The purchase of the Property will be closed (“Closing”) on or before thirty (30) days after the last day of the “Investigation Period” (defined below). The Closing will be held at 10:00 A.M. local time in the offices of Buyer’s attorney, unless otherwise agreed upon by the parties.

4. ***Earnest Money Deposit.*** On the first business day following the Effective Date, Buyer shall make an earnest money deposit in the amount of Twenty Five Thousand and 00/100

Dollars (\$25,000.00) (the “Deposit”), to be held in escrow by [REDACTED] (“Escrow Agent”). If Buyer does not timely make the Deposit, then Seller may immediately terminate this Agreement by written notice to Buyer. The Deposit shall be subject to the terms set forth below:

4.1. Escrow Agent shall hold the Deposit in an interest bearing FDIC or FSLIC insured account. Interest shall be added to the Deposit and shall be considered to be a part of the Deposit.

4.2. The Escrow Agent shall disburse the Deposit in accordance with the terms of this Agreement.

4.3. If the Deposit has not been disbursed previously, and parties are proceeding to Closing, then the Escrow Agent shall deliver the Deposit at Closing to the settlement agent, if other than the Escrow Agent, for credit against the Purchase Price.

5. ***Investigation Period.*** Through 5:00 P.M. local time on the 120th day after the Effective Date (the “Investigation Period”), Buyer and Buyer’s representatives shall have access to the Entire Parcel for the purpose of conducting its due diligence investigations.

5.1. During the Investigation Period Buyer and Buyer’s agents or designees shall have the right to enter the Entire Parcel for purposes of performing such investigations and other inquiries, tests and evaluations as Buyer deems reasonably necessary, including economic, legal and title analysis, securing environmental and engineering reports, determining the availability of suitable utilities, and performing such other reasonable and customary due diligence as the Buyer elects to perform. All such investigations shall be at Buyer’s sole expense.

5.2. Within five (5) business days after the Effective Date, Seller shall deliver to Buyer, if not previously delivered, the following documents and information with respect to the Entire Parcel to the extent that they are in existence and are in Seller’s possession or are readily available to Seller without any cost or expense to Seller:

5.2.1. The most recent survey;

5.2.2. Any soil reports or environmental assessments; and

5.2.3. A copy of any policy of title insurance issued in favor of Seller.

5.3. Seller makes no independent representation or warranty as to such documents except that they are true and correct copies of the materials in Seller’s possession. All materials delivered to Buyer pursuant to this Agreement shall be treated as confidential by Buyer and returned to Seller in the event that Buyer does not acquire the Property; provided, however, that Buyer shall have the right to disclose such materials to Buyer’s agents, employees, attorneys, consultants, investors and lenders so long as reasonable efforts are made to keep such matters confidential.

5.4. Buyer may enter the Entire Parcel for the purpose of obtaining a phase I environmental site assessment of the Entire Parcel and for conducting soil and other geo-technical tests and evaluations, subject to the limitations set forth below. Buyer shall give Seller

reasonable notice prior to entering the Entire Parcel, and Seller shall have the right to observe the testing being done. Buyer shall fill in all holes and otherwise restore the Entire Parcel after conducting such tests.

5.5. Buyer shall not perform any invasive environmental testing (e.g. a phase II environmental site assessment) without the prior written approval of Seller.

5.6. Buyer shall repair any damage to the Entire Parcel caused by its investigations. Buyer agrees to indemnify and to hold Seller harmless from any loss, cost, expense or liability incurred or sustained by the claim of any person made by reason of any due diligence activities conducted by Buyer or its agents or contractors. This indemnity shall survive Closing and any termination of this Agreement.

5.7. Buyer shall have the absolute right at any time prior to the expiration of the Investigation Period (as the same may be extended) to terminate this Agreement by giving written notice to Seller, and upon such termination the entire Deposit (together with any interest but less any Escrow Agent fees) shall be paid to the Buyer, and the parties shall have no further rights, obligations or liabilities with respect to each other under this Agreement (except for Buyer's indemnity obligations that survive termination of this Agreement).

5.8. Upon Seller's request, Buyer will provide Seller with copies of all reports and other due diligence materials with respect to the Entire Parcel.

6. **Subdivision Plat.** Promptly following the execution and delivery of this Agreement, Buyer shall cause a surveyor licensed in the State of North Carolina to prepare a subdivision plat (the "Subdivision Plat") and other documents required to create the Property as a separately subdivided parcel of land. The acreage of the Property, as shown on the Subdivision Plat (rounded to the nearest one thousandth of an acre), shall, absent manifest error, be the basis for determining the Purchase Price. Seller shall have the right to approve the configuration and dimensions of the Property as shown on the Subdivision Plat, which approval shall not be unreasonable delayed, withheld, or conditioned. Buyer shall cause the Subdivision Plat to be approved by any applicable administrative or political process and cause it to be recorded in the office of the Camden County Register of Deeds. Seller agrees to cooperate with Buyer in the process to have the Subdivision Plat recorded and shall sign the Subdivision Plat as the landowner if required as a condition to the approval or recordation of the Subdivision Plat. Seller shall not be obligated to approve or sign any Subdivision Plat that provides for the dedication of any land without compensation deemed acceptable to Seller.

7. **Title and Survey.** Seller will convey title to the Property to Seller by Special Warranty Deed, the form of which is attached as Exhibit B.

7.1. On or before twenty days prior to the end of the Investigation Period, Buyer shall at its sole cost and expense cause a title examination to be made of the Property and shall obtain a commitment for the issuance of title insurance (the "Commitment") by a title insurance company acceptable to Buyer (the "Title Company"). The Title Company need not be the same company as the Escrow Agent, but can be any title insurance company selected by Buyer. A copy of the Commitment shall be delivered to Seller.

7.4. If Seller elects to cure any Objectionable Conditions, then Seller shall cure such Objectionable Conditions at or prior to Closing. If Seller elects to cure, but shall fail to cure, any Objectionable Condition at or prior to Closing, then Buyer may either (a) cure such condition itself if the Objectionable Condition is a lien or encumbrance of an ascertainable amount which can be cured by the payment of money, and deduct from the Purchase Price the reasonable costs and expenses incurred by Buyer in curing such Objectionable Condition, (b) waive the Objectionable Condition and proceed to Close the transaction contemplated by this Agreement with no reduction in the Purchase Price relating to the uncured Objectionable Condition (except to the extent of liens or encumbrances of an ascertainable amount), or (c) terminate this Agreement in which case the Escrow Agent shall return the Deposit to Buyer.

7.5. Except as specifically set forth in this Agreement, Seller will permit no changes to the status of the title to the Property after the Effective Date that would be binding on Buyer without the consent of the Buyer.

8. *Closing Costs; Settlement Adjustments.*

8.1. Seller shall pay any North Carolina transfer tax with respect to the transfer of title to the Property.

8.2. Buyer shall be responsible for the payment of the title insurance premiums, its attorneys' fees, and the cost of recording the title instruments and the Deed of Trust, and the fees of Seller's attorney to prepare the Note and Deed of Trust.

8.3. Seller shall be responsible for all delinquent, deferred or "roll back" real estate property taxes applicable to the Property, including any interest or penalties. All other current year real estate property taxes for the Property shall be prorated as of the date of Closing on a calendar year basis. In the event the taxes for the year of Closing are unknown, the tax proration will be based upon such taxes for the prior year and, at the request of either party, the taxes shall be re-prorated and adjusted when the tax bill for the year of Closing is received and the actual amount of taxes is known.

8.4. Seller shall be responsible for all governmental assessments confirmed as of the Closing, and Buyer shall be responsible for any such assessments or dues confirmed thereafter.

9. *Seller's Representations and Warranties.* Seller represents and warrants to Buyer that as of the Effective Date:

9.1. This Agreement has been duly executed and delivered by the Seller, constitutes the valid and binding obligation of the Seller, and is enforceable against the Seller in accordance with its terms.

9.2. To the best of Seller's knowledge, there are no pending, threatened or contemplated condemnation actions involving all or any portion of the Entire Parcel, and Seller has received no notice of any such action.

9.3. Seller has received no notice of and to the best of Seller's knowledge there is no pending litigation involving Seller or the Property which would in any way (i) be binding upon the Buyer and materially and adversely limit the Buyer's full use and enjoyment of the Entire Parcel, or (ii) limit or restrict Seller's right or ability to enter into this Agreement and consummate the transactions contemplated under this Agreement.

9.4. Seller is duly organized and validly existing under the laws of the State of North Carolina, with full power and authority to enter into the transactions set forth in this Agreement. Upon request by Buyer, Seller shall supply to Buyer a true and complete copy of resolutions or organizational documents as shall be reasonably necessary to provide evidence that Seller is properly organized and that Seller's constituent officers or partners are authorized to execute all the documents contemplated by this Agreement.

9.5. To the best of Seller's knowledge, without independent investigation or inquiry, and except to the extent otherwise disclosed in any environmental report or study obtained by Buyer prior to Closing or in any environmental report or study delivered by Seller to Buyer prior to Closing: (a) Seller has not received written notice from any governmental authority relating to an existing violation of the Entire Parcel under any applicable environmental law; and (b) Seller has not caused, during the period of Seller's ownership of the Entire Parcel, any discharge of hazardous materials on or from the Entire Parcel in violation of any applicable environmental law.

9.5.1. The term "applicable environmental law" means any law, statute, code, rule, or regulation of the United States, the State of North Carolina, and all local governmental or regulatory authorities exercising jurisdiction over Seller or the Entire Parcel, pertaining to prohibition or regulation of hazardous or toxic wastes or materials, including, but not limited to, the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) and the Superfund Amendments and Reauthorization Act (SARA) (42 U.S.C. Section 9601, et seq.), as amended from time to time.

9.5.2. Buyer acknowledges that current or future federal, state and local laws and regulations may require the cleanup of any matters subsequently discovered on the Entire Parcel, which constitute hazardous, toxic or regulated materials, wastes or substances under applicable environmental laws at the expense of the persons who, in the past, present or future may have had or continue to have an interest in the Entire Parcel including, without limited to, current, past and future owners and users/operators including tenants of the Entire Parcel. The cost and expense of such cleanup may be substantial. Buyer acknowledges and agrees that Buyer shall look solely to the experts and professionals selected or approved by Buyer to advise Buyer with respect to the condition of the Entire Parcel and will not hold Seller or any brokers responsible for any environmental conditions or problems relating to the Entire Parcel or for any remediation or other cleanup activities in connection therewith, and hereby releases Seller from any such liability.

9.6. Seller is not a "foreign person" within the meaning of Section 1445 of the Internal Revenue Code of 1954 as amended.

10. ***Buyer's Representations and Warranties.*** Buyer represents and warrants to Seller that as of the Effective Date:

10.1. This Agreement has been duly executed and delivered by the Buyer, constitutes the valid and binding obligation of the Buyer, and is enforceable against the Buyer in accordance with its terms.

10.2. Buyer is duly organized and validly existing under the laws of the place of its formation with full power and authority to enter into the transactions set forth in this Agreement. Buyer shall provide at Closing an opinion of counsel in form and substance satisfactory to Seller that Buyer has duly authorized the execution and delivery of this Agreement and the purchase of the Property and that the person who has executed and delivered on behalf of Buyer, the Note, Deed of Trust and all other documents with respect to the transaction contemplated by this Agreement is duly authorized to do so.

11. ***Conditions to Closing.***

11.1. The obligations of the Buyer to close on its acquisition of the Property are subject to the satisfaction at or prior to Closing of the following conditions and upon each of the factual statements set forth below being true:

11.1.1. The Seller shall have performed and complied with all terms and conditions required by this Agreement to be performed or complied with by the Seller prior to or at Closing.

11.1.2. The representations and warranties of Seller contained in this Agreement shall be true and correct on the date of Closing.

11.1.3. There shall be no encumbrances or other defects in the title to the Property other than the Permitted Exceptions.

11.1.4. The Subdivision Plat shall have been recorded.

11.2. The obligations of the Seller hereunder are subject to the satisfaction at or prior to Closing of the following conditions and upon each of the factual statements set forth below being true:

11.2.1. The Buyer shall have performed and complied with all terms and conditions required by this Agreement to be performed or complied with by the Buyer prior to or at Closing.

11.2.2. The representations and warranties of Buyer contained in this Agreement shall be true and correct on the date of Closing.

11.2.3. The Subdivision Plat shall have been recorded.

12. ***Seller's Obligations at Closing.*** Seller shall deliver to Buyer the following at Closing:

12.1. An executed counterpart of a settlement statement showing the Purchase Price and all credits, allocations, prorations and other financial adjustments between the parties as set forth in this Agreement ("Settlement Statement").

12.2. The executed and acknowledged Special Warranty Deed to the Property, with a legal description of the Property based on the Survey or recorded Plat.

12.3. A duly executed lien affidavit sufficient to permit the Title Company to issue its title policy without exception for unpaid laborers' and materialmen's liens and without exception for rights of possession of any third party other than [REDACTED].

12.4. A certificate given under penalty of perjury and on a form approved under regulations promulgated under Section 1445 of Internal Revenue Code of 1954 as amended, that Seller is not a foreign person.

12.5. Such other documents and instruments which may be necessary for the consummation of the transactions contemplated by this Agreement as may be reasonably requested by Buyer or Buyer's counsel.

13. ***Buyer's Obligations at Closing.*** Buyer shall deliver the following to the Seller at Closing:

13.1. An executed counterpart of the Settlement Statement.

13.2. The Purchase Price, subject to credits, allocations, prorations and adjustments as set forth in this Agreement, and minus the original principal amount of the Note to be paid by wire transfer or other immediately available funds in sufficient time to permit Seller to discharge any deeds of trust or other monetary liens against the Property on a "same day" basis.

13.3. Such other documents and instruments which may be necessary for the consummation of the transactions contemplated by this Agreement as may be reasonably requested by Seller or Seller's counsel.

14. ***Risk of Loss.*** Risk of loss prior to Closing shall be on Seller and Seller shall provide notice to Buyer promptly after the occurrence of any loss of or damage to the Property.

15. ***Eminent Domain.*** If, prior to Closing, more than five percent (5%) of the Property is taken by eminent domain, or if such condemnation proceedings are commenced, Buyer shall have the option, by written notice to Seller, to terminate this Agreement. If Buyer does not elect to terminate this Agreement then (i) this Agreement shall remain in full force and effect, (ii) Seller shall assign, transfer and set over to Buyer at the Closing all of Seller's right, title and interest in and to the eminent domain proceedings and any awards that may be made for such taking (including any funds which Seller may have received for such condemnation prior to

Closing), and (iii) after Closing, Buyer shall be solely responsible, at its cost, for litigating any eminent domain proceedings that have not been completed prior to Closing.

16. **Brokerage Commissions.** Seller and Buyer represent and warrant each to the other that they have not dealt with any broker or realtor in connection with this transaction. Each party shall indemnify and hold harmless the other from and against any and all claims, demands or the cost and expense thereof (including reasonable attorneys' fees) arising out of any brokerage commission, fee or other compensation due or alleged to be due to any person in connection with the transaction contemplated by this Agreement based upon any agreement alleged to have been made or other action alleged to have been taken by the indemnifying party. This indemnity obligation shall survive Closing and any termination of this Agreement.

17. **Default and Remedies.**

17.1. If Seller fails to perform any of the terms and conditions of this Agreement or is otherwise in default under this Agreement, then Buyer, at Buyer's sole option and as its sole remedies, may elect to:

17.1.1. Waive the default or failure and close "as is"; or

17.1.2. Terminate this Agreement by written notice to Seller given on or before the date of Closing, in which event Buyer shall be entitled to recover the Deposit, in which case both parties shall be released from all further obligations under this Agreement except for those obligations that specifically survive termination of this Agreement; or

17.1.3. Seek specific performance of Seller's obligations under this Agreement provided that any suit for specific performance must be filed within ninety (90) days after the date on which Seller's default is alleged to have occurred or it shall be forever barred.

17.2. If Buyer fails to perform any of the terms and conditions of this Agreement or is otherwise in default under this Agreement, then Seller, as its sole remedy, shall receive the Deposit as agreed and liquidated damages for the breach, whereupon the parties shall be relieved of all further obligations under this Agreement except for Buyer's indemnity obligations which survive termination of this Agreement.

17.3. If either party is in breach of its representations or warranties, and such breach is not disclosed by the breaching party to the other party in writing prior to Closing, then the other party shall have whatever rights or remedies are available against the breaching party at law or equity. Notwithstanding the foregoing to the contrary neither party may bring a claim of breach of representation or warranty by the other unless the party claiming the breach notifies the other party of its claims within one (1) year after the Closing.

17.4. In no event shall either party be liable to the other party for consequential or punitive damages.

17.5. In the event either party brings any legal action to enforce its rights against the other party, then the prevailing party shall be entitled to recover from the other party all legal costs (including reasonable attorneys fees at all tribunal levels).

18. **Assignment.** Neither party shall assign this Agreement without the prior written consent of the other; provided that, Buyer may assign its right to take title under this Agreement to another entity owned or controlled by Buyer or the principal owners of Buyer, but Buyer shall not be relieved of its obligations under this Agreement.

19. **Miscellaneous.**

19.1. Property Transferred “As Is and Where Is”. Subject to the Seller’s representations and warranties specifically set forth in this Agreement and in the special warranty deed to be delivered at Closing: (i) it is understood and agreed that Seller has not made and is not making and specifically disclaims any warranties, representations or guarantees of any kind or character, express or implied, oral or written, past, present or future, with respect to the Property and its suitability for any particular purpose or use; (ii) Buyer acknowledges that it is generally familiar with the Property and is a sophisticated Buyer of real estate, and that it is relying upon its own expertise and that of its consultants in purchasing the Property and that it will conduct such inspections and investigations as it deems necessary including, but not limited to, the physical and environmental conditions thereof and shall rely upon the same; and (iii) Seller shall sell and convey to Buyer, and Buyer shall accept the Property, “AS IS, WHERE IS, WITH ALL FAULTS”. The terms and conditions of this provision shall expressly survive the Closing and not merge with the provisions of any closing documents, shall run with the land and shall be binding on any successors, assigns or transferees of Buyer. Neither Seller nor Buyer is liable or bound in any manner by any oral or written statements, representations or information pertaining to the Property furnished by any broker, agent, employee, servant or other person, unless the same are expressly set forth herein.

19.2. Notices. All notices under this Agreement shall be given in writing and shall be: (a) hand delivered against a written receipt of delivery, (b) delivered to a nationally recognized overnight courier service for next business day delivery with delivery charges paid by, or billed to, the Sender, or (c) by email, provided, however, that if such notice is given by email, an original counterpart of such communication shall concurrently be sent in either the manner specified in the clause (b) above. Each such notice, demand or request, shall be deemed to have been given upon the earlier of (i) actual receipt or refusal by the addressee or (ii) one day after the deposit thereof with a courier if sent pursuant to clause (b) above. Notices shall be directed as follows:

TO BUYER:

THE COUNTY OF CAMDEN, NORTH CAROLINA

with a copy to:

TO SELLER:

Williams Farms of North Carolina, Inc.
Attn: Frank T. Williams, President

Email: _____

with copies to:

Vincent J. Mastracco Jr., Esq.
Kaufman & Canoles, PC
150 West Main Street, Suite 1900
Norfolk, Virginia 23510
Email: vjmastracco@kaufcan.com

Notices may be given on behalf of any party by its legal counsel. Either party may, from time to time, by notice as herein provided, designate a different address to which notice to it shall be sent.

19.3. Knowledge. The phrases “to the best of Seller’s knowledge,” “to Seller’s knowledge,” “to Seller’s actual knowledge,” “Seller has no knowledge of,” and similar phrases shall mean the actual, and not constructive, current knowledge of Frank T. Williams; and shall not impose any requirement upon such individual to undertake any independent investigation or inquiry.

19.4. Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina.

19.5. Entire Agreement. This instrument and any exhibits and addenda hereto contain the entire understanding and agreement by and between the parties and all prior or contemporaneous oral or written agreements or instruments are merged herein and no amendment to this Agreement shall be effective unless the same is in writing and signed by the parties hereto. There are no representations, warranties or undertakings given or made by either party hereto except as set forth herein or in any instrument delivered pursuant hereto.

19.6. Survival. The indemnity obligations of the parties set forth in this Agreement shall survive termination of this Agreement and Closing. The representations and warranties of the parties shall survive for a period of one (1) year after Closing. All obligations of the parties which are required to be performed by a party after Closing under the terms of this Agreement, including all obligations regarding the Development Obligations, shall survive closing.

Attachment: Modified Document Williams Farms of North Carolina - Purchase and Sale Agreement (3310 : Proposal to Purchase Property for

19.7. Binding Effect. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective permitted successors and assigns.

19.8. Captions and Headings. The captions and headings throughout this Agreement are for convenience and reference only and the words contained therein shall in no way be held to define or add to the interpretation, construction or meaning of any provision of this Agreement.

19.9. Counterpart Originals. This Agreement may be executed in separate counterparts with multiple originals. Any party may execute this Agreement electronically using an electronic signature service. This Agreement may be delivered by facsimile, email, or any other form of electronic transmission. Copies of this Agreement are acceptable as originals for all purposes.

19.10. Time. Time periods under this Agreement shall be computed by excluding the starting day and including the ending day of the period. The term “business day” shall mean any day that is not a Saturday, Sunday or a day in which the North Carolina courts or federal banks are closed. When any date for taking action does not fall on a business day, then the time for taking such action will be extended to the next business day. Time is of the essence with respect to the rights and obligations created under this Agreement.

20. *Option*

20.1. If Buyer closes on the acquisition of the Property then Buyer shall have the exclusive option (the “Option”) to purchase the Option Property. The term during which the Option may be exercised by Buyer shall be three (3) years, beginning on the date of the Closing on Buyer’s purchase of the Property and ending on the date which is the third anniversary of the Closing on Buyer’s purchase of the Property (the “Option Period”). The Option shall terminate at the end of the Option Period and Buyer shall have no further rights to purchase any portion of the Option Property except for any Option Parcel with respect to which Buyer has given an Option Notice prior to the end of the Option Period.

20.2. Buyer may exercise the Option with respect to any contiguous portion of the Option Property containing not less than ten (10) acres by giving Seller written notice of its exercise of the Option (an “Option Notice”) and identifying the portion of the Option Property to be purchased (the “Option Parcel”) prior to the end of the Option Period. Each Option Parcel must have a length that extends from the frontage on Short Cut Road to the rear boundary of the Entire Parcel and be of generally uniform width.

20.3. The purchase price of each Option Parcel shall be in the amount of \$25,000 per acre for any Option Parcel the Option Notice for which is given prior to the first anniversary of the Closing on the Property, \$26,500 per acre for any Option Parcel the Option Notice for which is given prior to the second anniversary of the Closing on the Property, and \$28,090 per acre for any Option Parcel the Option Notice for which is given on or after the second anniversary of the Closing on the Property.

20.4. If Buyer timely exercises the Option with respect to any Option Parcel, then a contract for the sale and purchase of such Option Parcel shall exist between Seller and Buyer on the same terms and conditions as the sale and purchase of the Property except that (a)

there shall be no additional Inspection Period with respect to any Option Parcel (Buyer shall be satisfied with all aspects of each Option Parcel prior to its giving an Option Notice), (b) Buyer shall give Seller notice of any Objectionable Condition as to matters of title or survey at the time of giving the Option Notice, (c) the Closing shall occur within fifteen (15) days after the recordation of a subdivision plat creating the Option Parcel as a separate parcel, and (d) Buyer shall make an earnest money deposit in the amount of \$25,000 with respect to each Option Parcel within three (3) business days after it delivers the Option Notice with respect to such Option Parcel. Buyer shall have the obligation to cause to be prepared and recorded a subdivision plat for each Option Parcel and Seller shall have the approval right as set forth in Section 5 above. In particular Seller's right to approve the configuration and dimensions of any Option Parcel shall include the access to each portion of the Entire Parcel that Buyer has not purchased.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and sealed as of the Effective Date.

SELLER:

WILLIAMS FARMS OF NORTH CAROLINA, INC.

By: _____
Frank T. Williams, President

BUYER:

THE COUNTY OF CAMDEN, NORTH CAROLINA

By: _____
Name: _____
Its: _____

Exhibit A
Drawing Showing Boundaries of the Property

Attachment: Modified Document Williams Farms of North Carolina - Purchase and Sale Agreement (3310 : Proposal to Purchase Property for

Exhibit B
Special Warranty Deed Form

Excise Tax: _____ Recording Time, Book and Page: _____
Tax Lot No.: _____ Parcel Identifier No. _____
Verified by _____ County on the ____ day of _____, 20____
by _____

Mail after recording to: _____

This instrument was prepared by: _____

Brief description for the Index: _____

NORTH CAROLINA SPECIAL WARRANTY DEED

THIS DEED made this _____ day of _____, 20__, by and between

GRANTOR

GRANTEE

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all of that certain lot or parcel of land situated in _____ County, North Carolina and more particularly described as follows:

See **Exhibit A** attached hereto.

The property hereinabove described was part of a larger tract acquired by Grantor by instrument recorded in Book _____, Page _____, _____ County Registry.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor has done nothing to impair such title as Grantor received, and Grantor will warrant and defend the title against the lawful claims of all persons claiming by, under or through Grantor, except for the exceptions hereinafter stated.

Title to the property hereinabove described is subject to the following exceptions:

This property is conveyed subject to covenants, restrictions, easements and other matters of record affecting said property and to 20__ ad valorem taxes and taxes for subsequent years.

IN WITNESS WHEREOF, the Grantor has executed this instrument as of the day and year first above written.

[INSERT NAME]

By: _____
Name: _____
Its: _____

STATE OF _____ :

COUNTY OF _____ :

I certify that the following person personally appeared before me this day, acknowledging to me that to me that he voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: _____.

Date: _____

[Affix Notary Seal]

Notary Public: _____
Printed Name: _____
My Commission Expires: _____

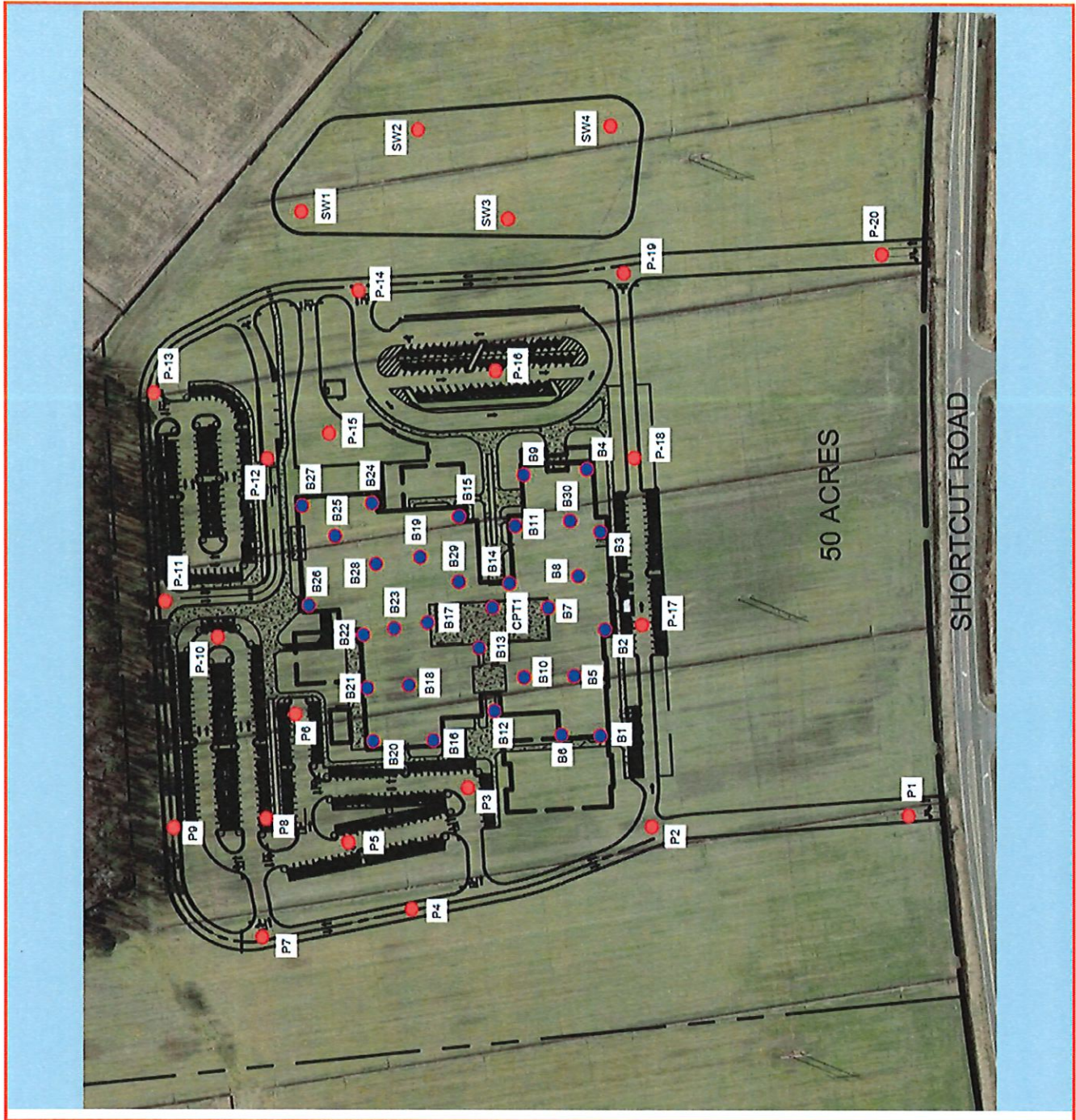


Proposal for Geotechnical Engineering Services
Camden High School Alternative Site ■ Camden County, NC
January 13, 2022 ■ Terracon Proposal No. PK5225005



EXHIBIT D

Boring Location Plan



Attachment: Boring Location Plan (3310 : Proposal to Purchase Property for the New High School)



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Old Business

Item Number: 6.A
Meeting Date: June 06, 2022

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

Item Title **Preliminary Plan Keeter Barn Landing Major Conservation
Subdivision - Amber Curling**

Attachments: Agenda Summary June 6_2022 (DOCX)
20220512_SMWAapproval (PDF)
2KeeterBarnLandingLLC_PlanningBoardStaffReport20220316
(PDF)
3Attachment A Requirements (DOCX)
4Application (PDF)
5TRC replies (PDF)
6TRCSummary_September07_2021 (DOCX)
7Updated Cover Sheet 46196C-PRELIM_PLAT-COVER(PDF)
8_9Updated Site Plans (PDF)
10Health Dept Report (PDF)
11Septic System Solution (PDF)
12Deed (PDF)
13Keeter Barn Landing Agent Auth (PDF)
14OrderKeeterBarnLandingLLC_PlanningBoardStaffReport20220404
(DOCX)

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

Meeting Date: June 6, 2022

Attachments: Land Use Application/Preliminary Plan/Staff Findings/TRC inputs/Deed/
/Neighborhood Meeting Results/Soil Analysis/SMWA approval

Submitted By: Planning Department

Item Title: Preliminary Plan Keeter Barn Landing Major Conservation Subdivision
Ordinance No. 2022-4-01 (UDO 2021-08-019)

Summary:

Keeter Barn Landing LLC is requesting Preliminary Plan approval for Keeter Barn Landing Major Subdivision. The following items have been submitted with the package: Land Use Application/Preliminary Plan/Staff Findings/TRC inputs/Deed/Neighborhood Meeting Results. The Subdivision consists of 37 single family lots located on the south west corner of Keeter Barn Rd and US Hwy 17 in the South Mills Township.

On March 16, 2022 the Planning Board with a 3-2 vote recommend denial of the Keeter Barn Landing Major Subdivision application request.

A Public Hearing for Keeter Barn Landing LLC requesting Preliminary Plan approval for Keeter Barn Landing Major Subdivision was held on April 4th 2022. The Board of Commissioners voted to table considerations to the May 2nd 2022 Board of Commissioners meeting. At the May 2nd 2022 meeting the Board of Commissioners voted to table considerations until the June 6th 2022 Meeting.

Motions:

- **`Motion for approval.**

- Ordinance 2022-04-01/Major Conservation Subdivision application (UDO 2021-08-19).

OR

- **`Motion for denial.**

Ordinance 2022-04-01/Major Conservation Subdivision application (UDO 2021-08-19).

SOUTH MILLS WATER ASSOCIATION, INC.
103 HALSTEAD ST.
PO BOX 279
SOUTH MILLS, NC 27976
PHONE: 252-771-5620
FAX: 252-771-2380

May 12,2022

Joey Coppersmith
P.O. BOX 176
Moyock, NC 27958

Re: Keeter Barn Landing

Dear: Mr. Coopersmith

This responds to your request for confirmation that South Mills Water Association (Association) will allocate water to Keeter Barn Landing (Development). The Board of Directors has approved allocation of water to the Development subject to the conditions set forth in this letter.

The Association is committed treating all of its members fairly in a manner, consistent with the Association's Water Line Construction Rule & Regulations for Developer (the "Rules") and other applicable policies and regulations. Based on our review of the Rules, the Development is subject to our developer Rules.

Therefore, the Association confirms allocation of water to 37 lots of the Development's with the following conditions:

1. The association will provide the water to the Development if the water can be purchased from South Camden Water.
2. The connection tap fee for all 37 lots is paid up front before any connection to the Association's system will be allowed.
3. The Development will cover all expenses related to the Association's costs.

This allocation of water is effective May 11, 2022 and expires on May 11, 2023. If the tap fees are not paid by the expiration date, the Association will not provide the water.

This allocation letter superseded all prior discussions or documents related the Development's water allocation.

Sincerely,

A handwritten signature in cursive script that reads "Wayne Raper".

Wayne Raper

STAFF REPORT
Ordinance 2022-04-01
UDO 2021-08-019
Preliminary Plat
For Keeter Barn Landing Conservation Subdivision

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 Ck10008

Stormwater Escrow Fee Paid: \$6000Ck10009

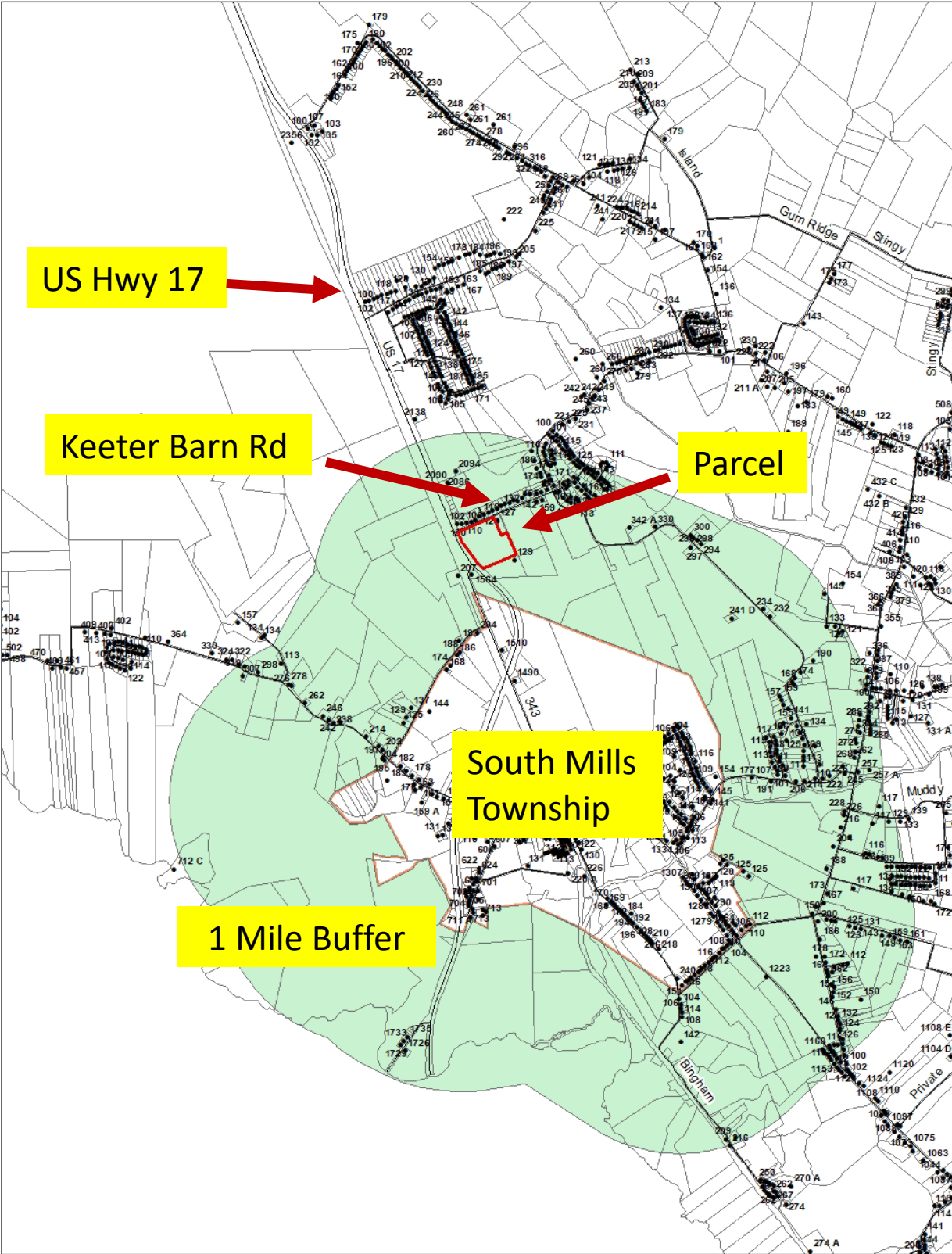
Completeness of Application: Application is generally complete

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

- A.** Land Use Application
- B.** Preliminary Site Plan
- C.** Deed
- D.** Consent Affidavit
- E.** Neighborhood Meeting Results
- F.** TRC Inputs
- G.** Development Impact Analysis
- H.** Septic System Results

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.

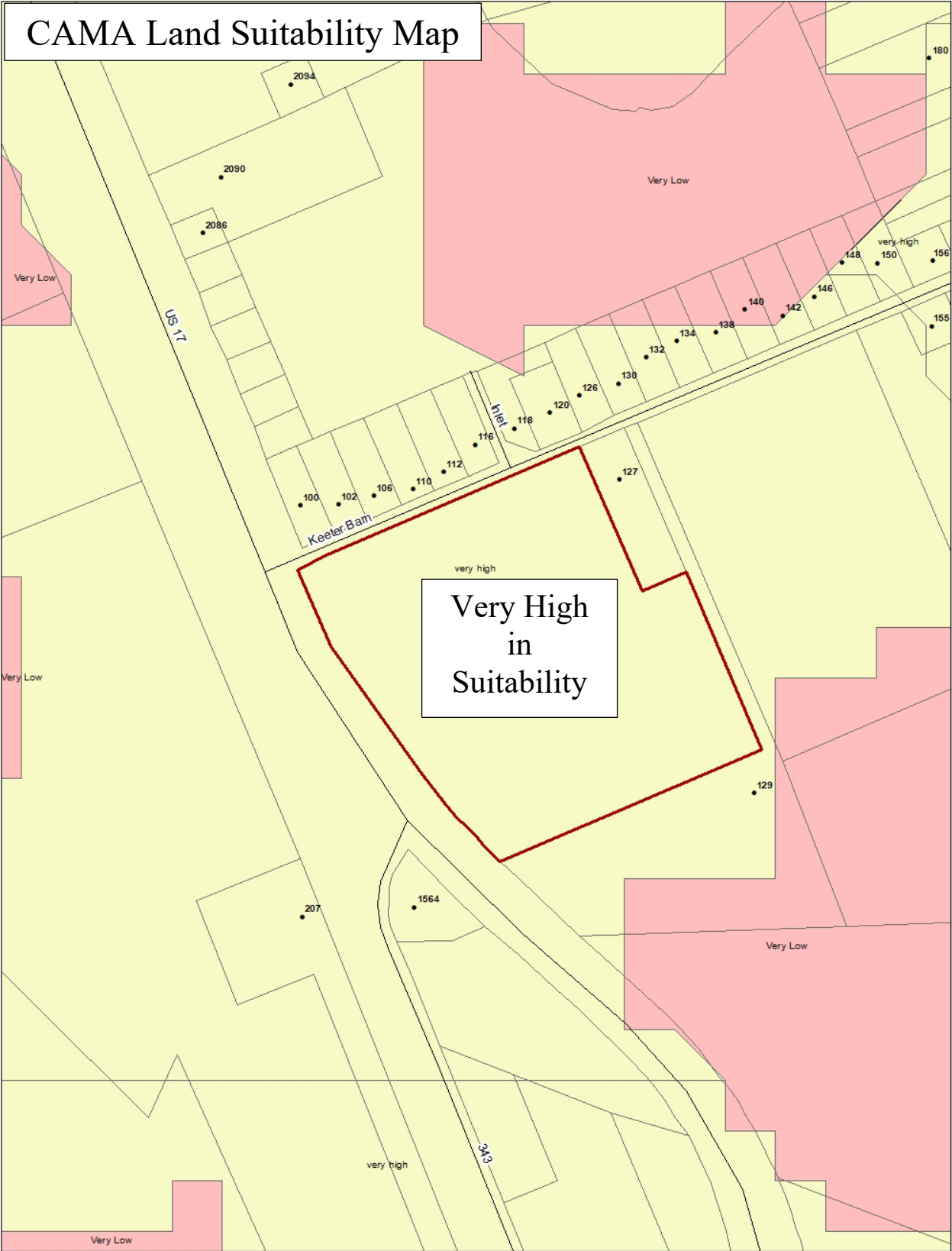
Vicinity Map:



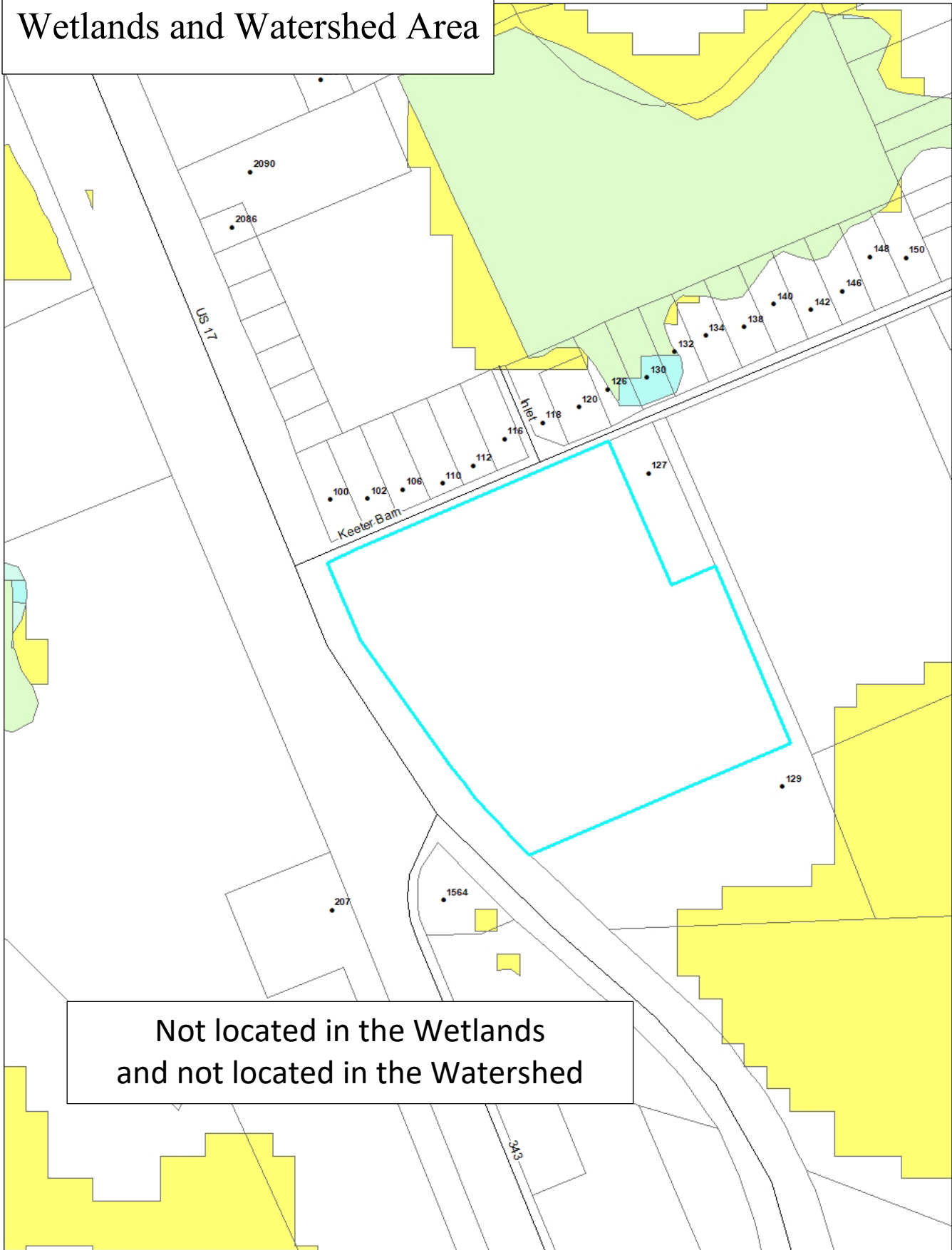
Zoning Map:



Attachment: 2KeeterBarnLandingLLC_PlanningBoardStaffReport20220316 (3319 : Preliminary Plan Keeter Barn Landing Major Conservation

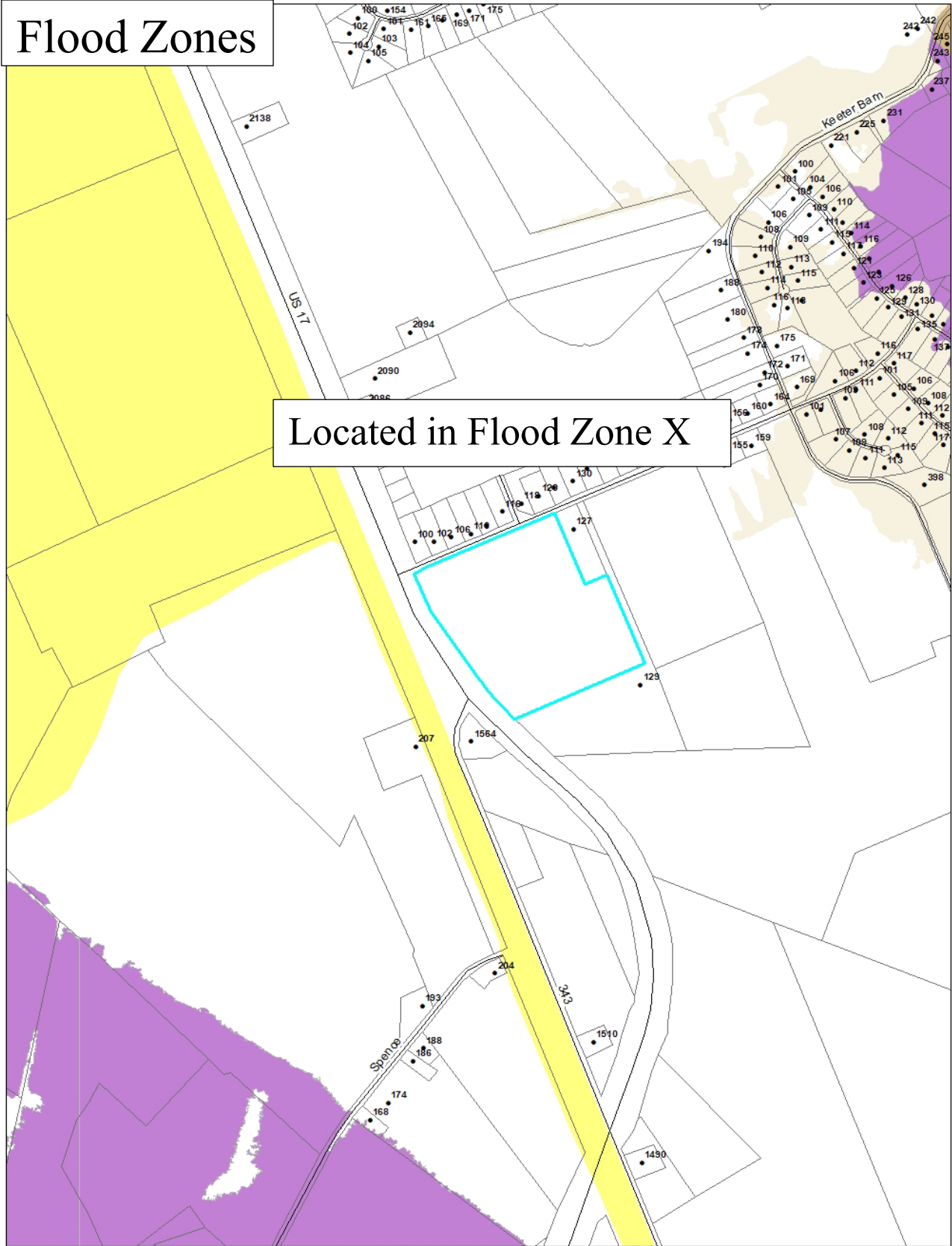


Wetlands and Watershed Area



Not located in the Wetlands
and not located in the Watershed

Flood Zones



Located in Flood Zone X

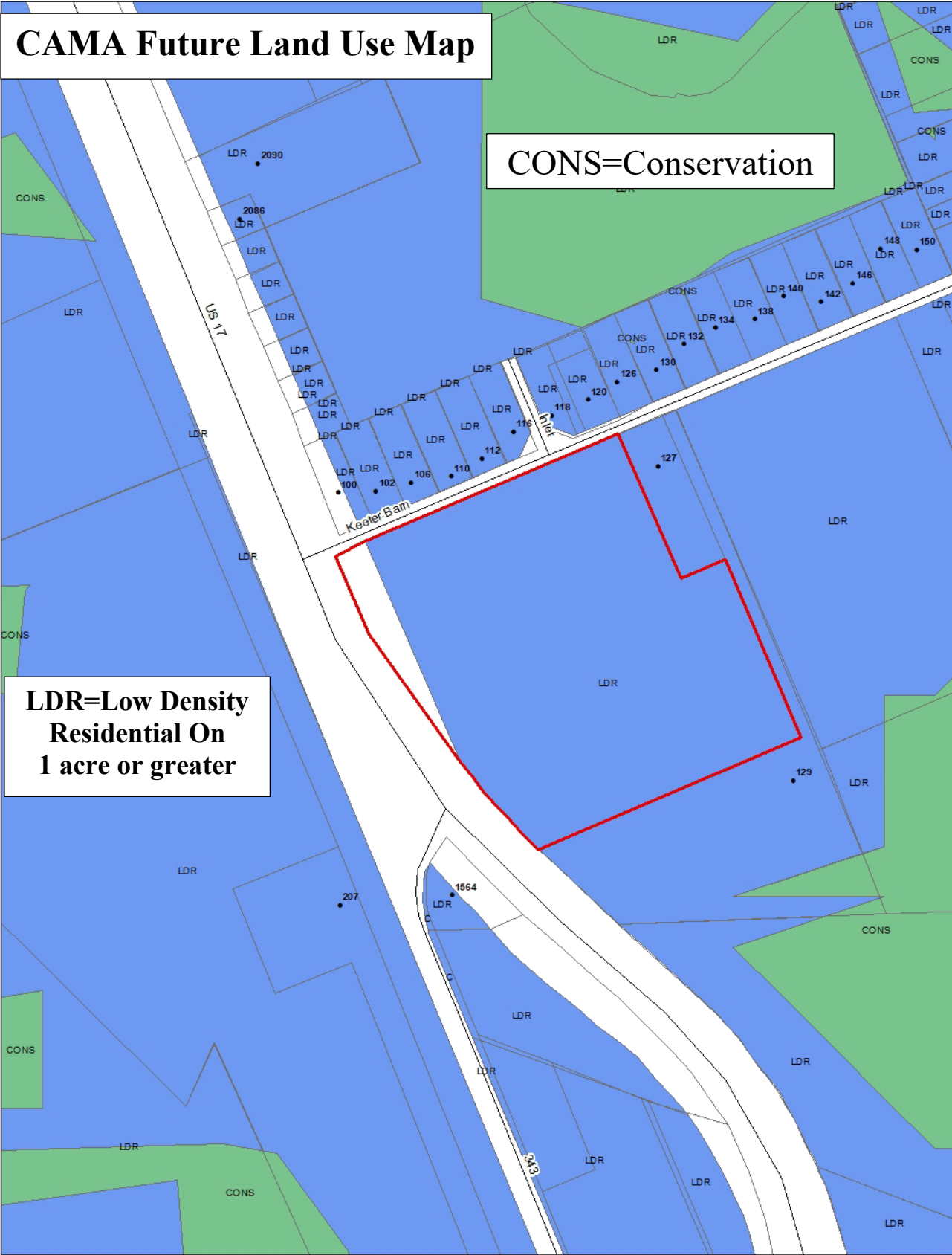
Drainage It appears the property drains to Joyce Creek. Stormwater Management Plan will be submitted with Development Plans

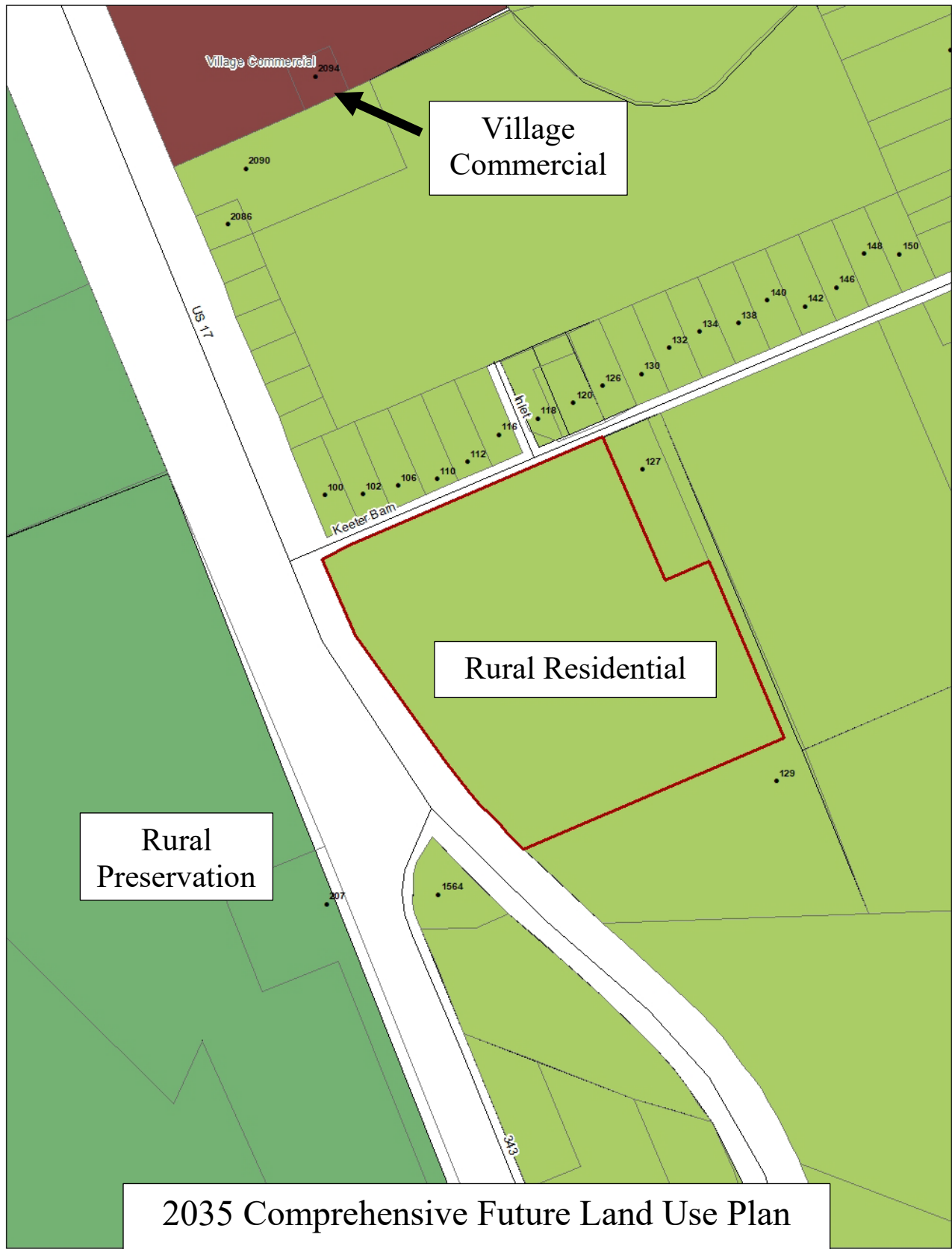


CAMA Future Land Use Map

CONS=Conservation

LDR=Low Density Residential On 1 acre or greater





Attachment: 2KeeterBarnLandingLLC_PlanningBoardStaffReport20220316 (3319 : Preliminary Plan Keeter Barn Landing Major Conservation

South Mills Water and Camden County Sewer borders the property



Aerial Map



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:

Not Required

Street Buffer Per 151.5.9.10:

Not Required

Farmland Compatibility Standards/ Bona Fide Farm Buffer:

Per Article 151.5.5 – Not Required

Recreational Land: Per Article 151.6.1.13 Dedication of Land For Public Parks

1452 square feet per lot -37 lots X 1452 sq. ft. = 53,709 sq. ft or 1.23 acres

Development Impact Analysis has been provided.

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:** See Development Impact Analysis.
- Traffic:** See Development Impact Analysis.

Attachment: 2KeeterBarnLandingLLC_PlanningBoardStaffReport20220316 (3319 : Preliminary Plan Keeter Barn Landing Major Conservation

TECHNICAL REVIEW STAFF COMMENTS

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

CONSISTENCY with PLANS and MAPS

2035 Comprehensive Plan

Consistent **Inconsistent**

The County's 2035 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 subdivision is consistent with the CAMA Land Use Plan, adopted by the Camden County Board of Commissioners on April 4, 2005. The CAMA Future Land Use Maps has the property identified as Low Density Residential on 1 acre or greater.

Comprehensive Transportation Plan

Consistent **Inconsistent** Property abuts Keeter Barn Road and US Hwy 17

Other Plans officially adopted by the Board of Commissioners NA

Planning Board Recommendation:

On March 16, 2022 Planning Board with a 3-2 vote, recommended denial of the Preliminary Plat Subdivision application UDO number 2021- 08-019 of the Keeter Barn Landing Subdivision.

Ordinance requires if approved by the Camden County Board of Commissioners, the developer met requirements in Attachment A.

Attachment A Requirements:

The applicant must strictly abide by all requirements of the Unified Development Ordinance of Camden County, North Carolina, and must also strictly comply with all other local, state, and federal ordinances, laws, rules and regulations as one or more ordinances, laws, rules and regulations may apply to this development. The following requirements also must be met:

1. Approval by SMWA for County Water System
2. NC Wastewater Approval Letter if not using septic systems.
3. NC Water Resources Approval letter on main extension if water is available.
4. The applicant shall complete the development strictly in accordance with the approved Preliminary Plat and specifications submitted to the Planning Office of Camden County, North Carolina, and contained in the file titled (UDO 2021-08-019).
5. All lots shall be crowned to where the dwelling is located to an elevation at or above the 100 year flood as indicated in the Construction drawings listed as Building Pad Elevations. These elevations shall be verified by a Surveyor or Engineer licensed to do business in North Carolina prior to final inspection for the dwelling.
6. No land disturbing activities shall start until the County Planning Department receives approved DENR Stormwater Permit and Erosion & Sediment Control Plan for the Development.
7. Approved County Stormwater Management Plan
8. Approved NC DEQ Storm water Permit
9. Approved NC DEQ Erosion & Sediment Control Permit
10. Developer shall make reasonable efforts to obtain or maintain off site drainage/maintenance easements to the outfall.
11. Developer and or Home Owners Association shall provide Camden County certification by a licensed North Carolina Engineer of compliance with approved Drainage Plan for Camden Station Subdivision every five years starting from recording of Final Plat in the Camden County Registry of Deeds.
12. Home Owners Restrictive Covenants comply with Article 151.6.4 Homeowners' or Property Owners' Association Section of the Unified Development Ordinance and shall include the following information:
 - a. All requirements (to include Maintenance and allowable built upon area) listed under NCDENR Stormwater Permit.
 - b. Maintenance requirements of the outfall ditch leading.
 - c. The re-certification to the County of the approved North Carolina Drainage Plan.
 - d. Maintenance of all conservation area, open space, gardens and improvements throughout the subdivision.
13. If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this approval in its entirety shall be void and have no effect.

14. Constructions drawings to reflect turning radius of cul-de-sacs be minimum 43.5' as requested by the Transportation Director of Camden County Schools.
15. Construction drawings to reflect bus stop with shelter as requested by the Chief Operations Officer of Camden County Schools.



Land Use / Major Subdivision Application

OFFICIAL USE ONLY:	Zoning Dist.: <u>SR</u>
UDO Number: <u>2021-08-19</u>	Flood Zone: <u>X</u>
Date Filed: <u>8/12/2021</u>	Watershed (Y/N): <u>N</u>
Application Fee: <u>185000</u>	Taxes Pd(Y/N): <u>Y</u>
Check # <u>1008</u>	LLC current:(Y/N):
Stormwater Fee: <u>\$60000</u>	Received By: <u>ayf</u>
<u>CK# 10009</u>	

Preliminary Plat

Contact Information

PROPERTY OWNER APPLICANT

AGENT FOR APPLICANT

Name: Keeter Barn Landing, LLC

Name: Timmons Group - Jason Mizelle

Address: 1545 North Road Street
Elizabeth City, NC 27909

Address: 1805 West City Dr., Unit E
Elizabeth City, NC 27909

Telephone: 252-207-5207

Telephone: 252-621-5028

Email: sales@sicarioproperties.com

Email: 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 25000

Existing Land Use of Property Agriculture # 1850

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: 4Application (3319 : Preliminary Plan Keeter Barn Landing Major Conservation Subdivision - Amber Curling)

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.

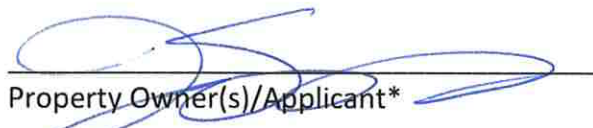
C. The use will be in conformity with the Land Use Plan or other officially adopted plan(s).

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: 4Application (3319 : Preliminary Plan Keeter Barn Landing Major Conservation Subdivision - Amber Curling)

BOARD OF COMMISSIONERS

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ROSS B. MUNRO
Vice Chairman

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RANDY KRAINIAK
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KENNETH BOWMAN
County Manager

KAREN M. DAVIS
Clerk to the Board

JOHN S. MORRISON
County Attorney

August 13, 2021

From: Camden County Planning Department
To: Technical Review Staff South Mills Post Office

RE: Sketch Plan for Proposed 37 Lot Keeter Barn Landing Major Subdivision

Attached is a copy of the Preliminary Plat for Keeter Barn Landing Subdivision located on Keeter Barn Rd off Hwy 17 for your review and comments.

After you have reviewed the plans, please complete the section below and provide this memo with your comments at the Technical Review Committee meeting on Tuesday September 7, 2021 at 10:00 AM in the upstairs courtroom of the Historic Camden County Courthouse. If you are unable attend please fill out, sign and send to the Planning Department by 5:00 PM Monday September 6, 2021 by email (mpotts@camdencountync.gov).

Approved as is
 Reviewed with no comments.
 Approved with the following comments/recommendations:

 Disapproved with the following comments: (Provide factual evidence for denial)

Name: John deBoer Signature: [Handwritten Signature]

Thank you for your prompt attention to this matter. If you have any questions, please call Morgan Potts at (252) 338-1919 ext. 263.

Sincerely,
[Handwritten Signature: Morgan Potts]
Morgan Potts
Camden County Planning Director

Attachment: 5TRC replies (3319 : Preliminary Plan Keeter Barn Landing Major Conservation Subdivision - Amber Curling)

BOARD OF COMMISSIONERS

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KENNETH BOWMAN
County Manager

KAREN M. DAVIS
Clerk to the Board

JOHN S. MORRISON
County Attorney

August 13, 2021

From: Camden County Planning Department
To: Technical Review Staff SMWA

RE: Sketch Plan for Proposed 37 Lot Keeter Barn Landing Major Subdivision

Attached is a copy of the Preliminary Plat for Keeter Barn Landing Subdivision located on Keeter Barn Rd off Hwy 17 for your review and comments.

After you have reviewed the plans, please complete the section below and provide this memo with your comments at the Technical Review Committee meeting on Tuesday September 7, 2021 at 10:00 AM in the upstairs courtroom of the Historic Camden County Courthouse. If you are unable attend please fill out, sign and send to the Planning Department by 5:00 PM Monday September 6, 2021 by email (mpotts@camdencountync.gov).

- Approved as is
- Reviewed with no comments.
- Approved with the following comments/recommendations:

Disapproved with the following comments: (Provide factual evidence for denial)
The owners of the project hasn't contacted the water ASSOC. to request service of the project.

Name: Wayne Hagen Signature: Wayne Hagen

Thank you for your prompt attention to this matter. If you have any questions, please call Morgan Potts at (252) 338-1919 ext. 263.

Sincerely,

Morgan Potts
Camden County Planning Director

Attachment: 5TRC replies (3319 : Preliminary Plan Keeter Barn Landing Major Conservation Subdivision - Amber Curling)

From: [Morgan Potts](#)
To: [Amber](#)
Subject: FW: [External] RE: TRC Comments for Keeter Barn Landing Subdivision
Date: Friday, August 13, 2021 2:44:28 PM
Attachments: [image001.png](#)

Morgan J. Potts, AICP, CFM
Director, Planning & Community Development Dept.

(252) 338-1919 x.263
P.O. Box 74, 117 NC Hwy 343 North
Camden, NC 27921

logo



From: Heath, Kevin <Kevin.Heath@aemc.coop>
Sent: Friday, August 13, 2021 11:50 AM
To: Morgan Potts <mpotts@camdencountync.gov>
Subject: [External] RE: TRC Comments for Keeter Barn Landing Subdivision

The sender (**aemc.coop**) is outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Morgan,

Albemarle EMC will not have any problems meeting the needs of this development as proposed and thus approves it as is with no comment.

Thanks,

Kevin Heath
Manager of Engineering
Albemarle EMC
Office: (252) 426-5735
Cell: (252) 312-4825

Attachment: 5TRC replies (3319 : Preliminary Plan Keeter Barn Landing Major Conservation Subdivision - Amber Curling)

From: Morgan Potts <mpotts@camdencountync.gov>
Sent: Friday, August 13, 2021 10:36 AM
To: Heath, Kevin <Kevin.Heath@aemc.coop>; kcarver@arhs-nc.org; joseph.howell1@navy.mil; blannon@camdencountync.gov
Cc: Amber <acurling@camdencountync.gov>
Subject: TRC Comments for Keeter Barn Landing Subdivision
Importance: High

Good morning,

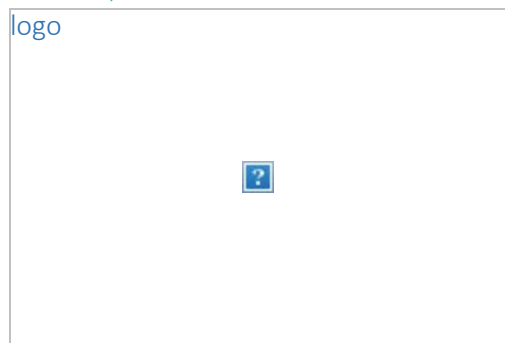
Attached, please find and review the Preliminary Plat for Keeter Barn Landing Subdivision for our upcoming meeting on **Tuesday, Sept. 7TH at 10:00**. The meeting will be held in the upstairs Historic Camden County Courtroom. If you will not be attending the meeting, please provide written comments by 5:00 Monday, Sept. 6th via email.

Thank you in advance!

Regards,

Morgan J. Potts, AICP, CFM
Director, Planning & Community Development Dept.

(252) 338-1919 x.263
P.O. Box 74, 117 NC Hwy 343 North
Camden, NC 27921



Protected by PhishProtection. When you click on a link in the email above, the destination website will be analyzed for known threats. If a known threat or suspicious content is detected, you will see a warning.

Attachment: 5TRC replies (3319 : Preliminary Plan Keeter Barn Landing Major Conservation Subdivision - Amber Curling)

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County Manager

KAREN M. DAVIS
Clerk to the Board

JOHN S. MORRISON
County Attorney

August 13, 2021

From: Camden County Planning Department
To: Technical Review Staff Pasquotank EMS (Central Communications)

RE: Sketch Plan for Proposed 37 Lot Keeter Barn Landing Major Subdivision

Attached is a copy of the Preliminary Plat for Keeter Barn Landing Subdivision located on Keeter Barn Rd off Hwy 17 for your review and comments.

After you have reviewed the plans, please complete the section below and provide this memo with your comments at the Technical Review Committee meeting on Tuesday September 7, 2021 at 10:00 AM in the upstairs courtroom of the Historic Camden County Courthouse. If you are unable attend please fill out, sign and send to the Planning Department by 5:00 PM Monday September 6, 2021 by email (mpotts@camdencountync.gov).

- Approved as is
- Reviewed with no comments.
- Approved with the following comments/recommendations:

Disapproved with the following comments: (Provide factual evidence for denial)

Name: Kylie Felton Signature:

Thank you for your prompt attention to this matter. If you have any questions, please call Morgan Potts at (252) 338-1919 ext. 263.

Sincerely,

Morgan Potts
Camden County Planning Director

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

www.camdencountync.gov

Attachment: 5TRC replies (3319 : Preliminary Plan Keeter Barn Landing Major Conservation Subdivision - Amber Curling)

Technical Review Committee Summary

Meeting September 7, 2021

Attendance:

Morgan Potts, Camden County Planning Director - mpotts@camdencountync.gov

Amber Curling, Camden County Planner - acurling@camdencountync.gov

Camden County Fire Chief- Tommy Banks – banks4@mediacom66.net

Camden County Sheriff Kevin Jones - kjones@camdencountync.gov

Camden County Soil and Water Conservation Brian Lannon – blannon@camdencountync.gov

School Superintendent Joe Ferrell – jferrell@camden.k12.nc.us

School System Larry Lawrence – larry@camden.k12.nc.us

Timmons Group Jason Mizell agent for Keeter Barn Landing LLC - jason.Mizelle@timmons.com

1. Camden County Fire Chief- Tommy Banks disapproved subdivision due to lack of resources and concerns about the helicopter landing pad. The volunteer staff have regular jobs resulting in limited staff during working hours.

There are concerns about Emergency Helicopter(s) and Coast Guard Helicopter(s) not using the landing pad due to the houses being close and possible civil suits from damages to neighbor's property when helicopter(s) using the pad landing. At the June 3rd, 2019 Board of Commissioners Meeting, a discussion to create an ordinance addressing the helicopter landing pad concerns.

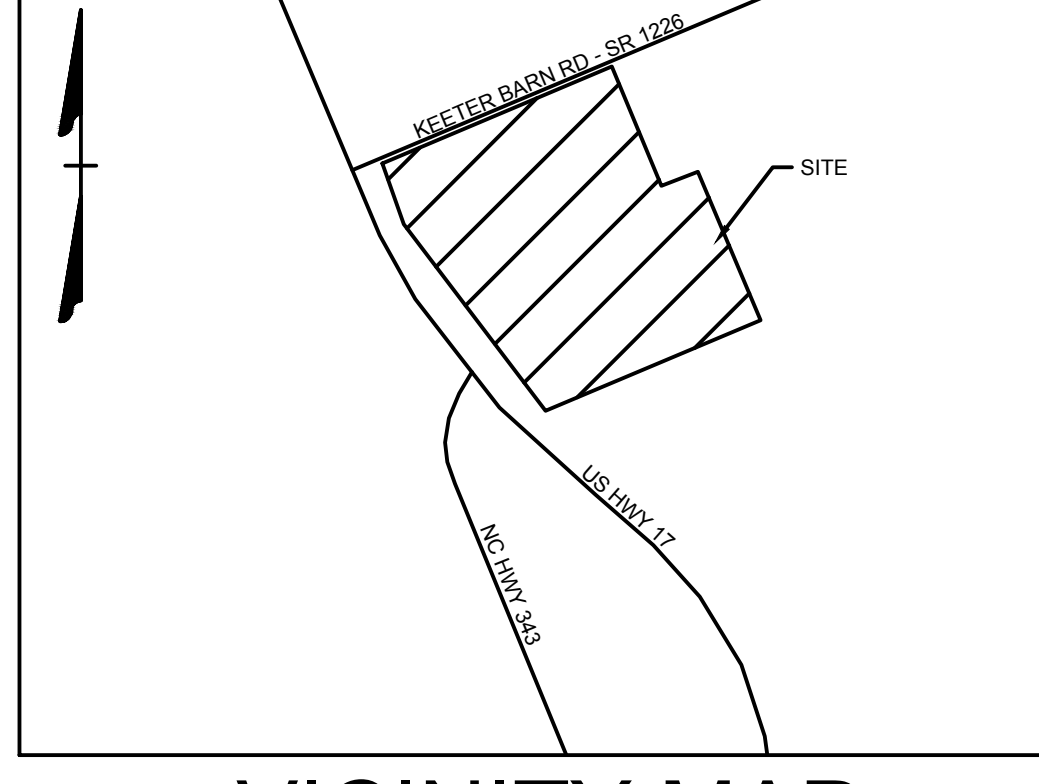
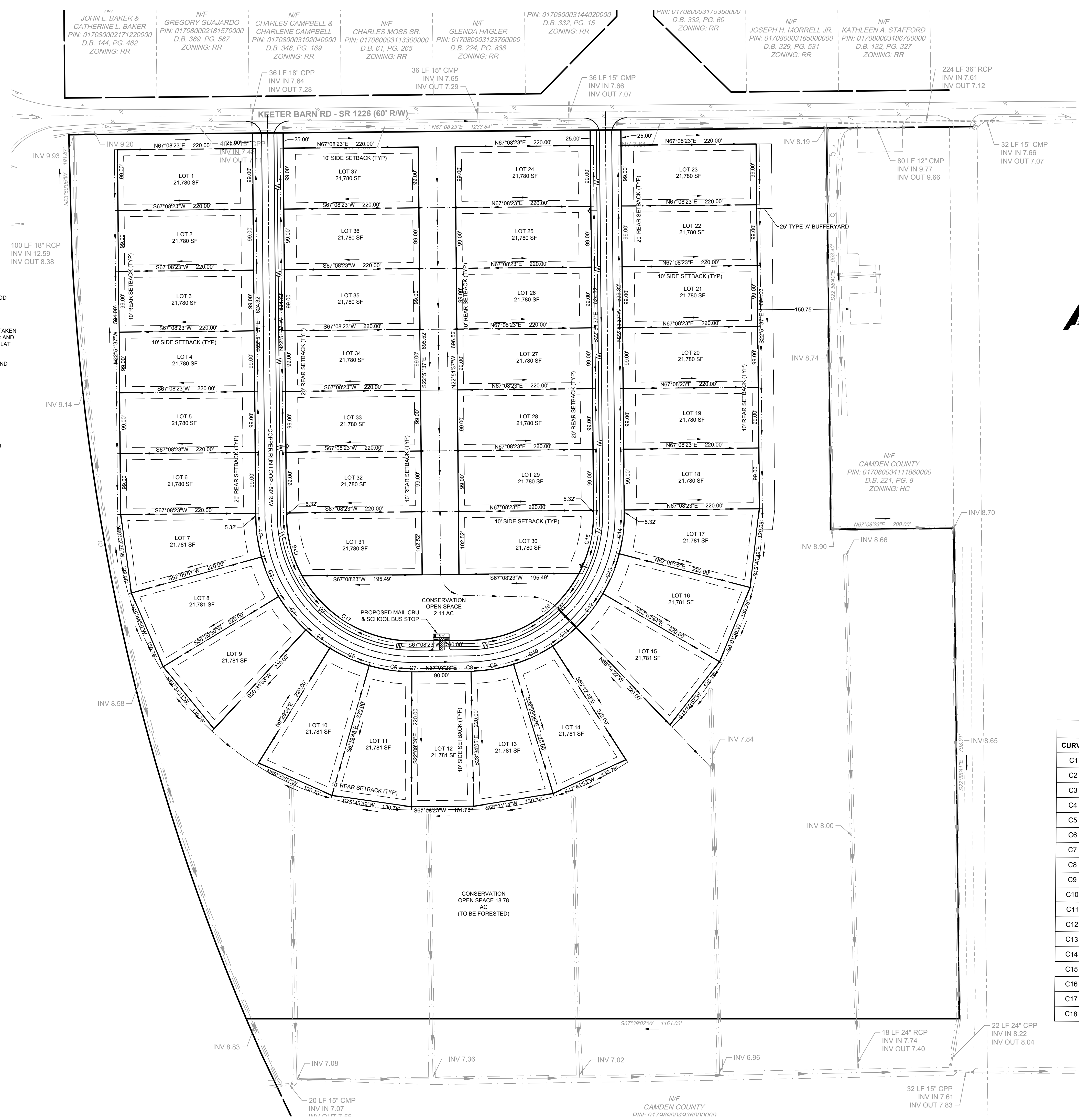
Follow up Discussion with the Developer and Jason Mizelle about helipad.

2. Camden County Sheriff Kevin Jones disapproved the subdivision due to lack of resources. The Office is concerned about the public health and safety due to lack of funding to support additional call volume and traffic volume.
3. Camden County Soil and Water Conservation Brian Lannon approved subdivision. The discussion consisted of details with the managed timber in the open space.
4. The Superintendent for the Schools Joe Ferrell disapproved the subdivision due to overcapacity and lack of infrastructure for students currently enrolled.
5. The Transportation Director of schools Larry Lawrence disapproved the subdivision due to lack of resources.

SITE DATA:

- OWNER INFORMATION:**
KEETER BARN LLC
JOEY COPPERSMITH
205 NORTH WATER ST
ELIZABETH CITY, NC 27909
(252) 207-5027
- SITE INFORMATION:**
PIN: 017080003074050000
D.B. 373, PG. 86
P.C. & 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 BUVALOT 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
- BUILDING SETBACKS:**
FRONT 20'
CORNER 20'
SIDE 10'
REAR 10'
- DRAINAGE & UTILITY EASEMENTS:**
STREET: 15'
SIDE: 10'
REAR: 10'
- THIS SITE IS LOCATED IN FLOOD ZONE "X" ACCORDING TO FLOOD MAP PANEL 372170800K, DATED DECEMBER 21, 2018.**
- TOPOGRAPHIC SURVEY PERFORMED BY TIMMONS GROUP.**
- 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.**
- THE DEVELOPER IS REQUIRED TO INSTALL ALL WATER LINES AND RELATED IMPROVEMENTS.**
- 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

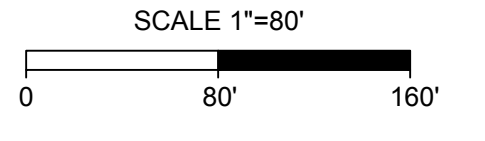


LEGEND

- BENCHMARK
- IRON ROD FOUND (IRF)
- CALCULATED POINT
- EX. SIGNMARKER
- 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
- 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



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 252.621.3030 FAX 252.592.0974 www.timmons.com

YOUR VISION ACHIEVED THROUGH OURS.

REVISION DESCRIPTION	DATE
08/11/21	

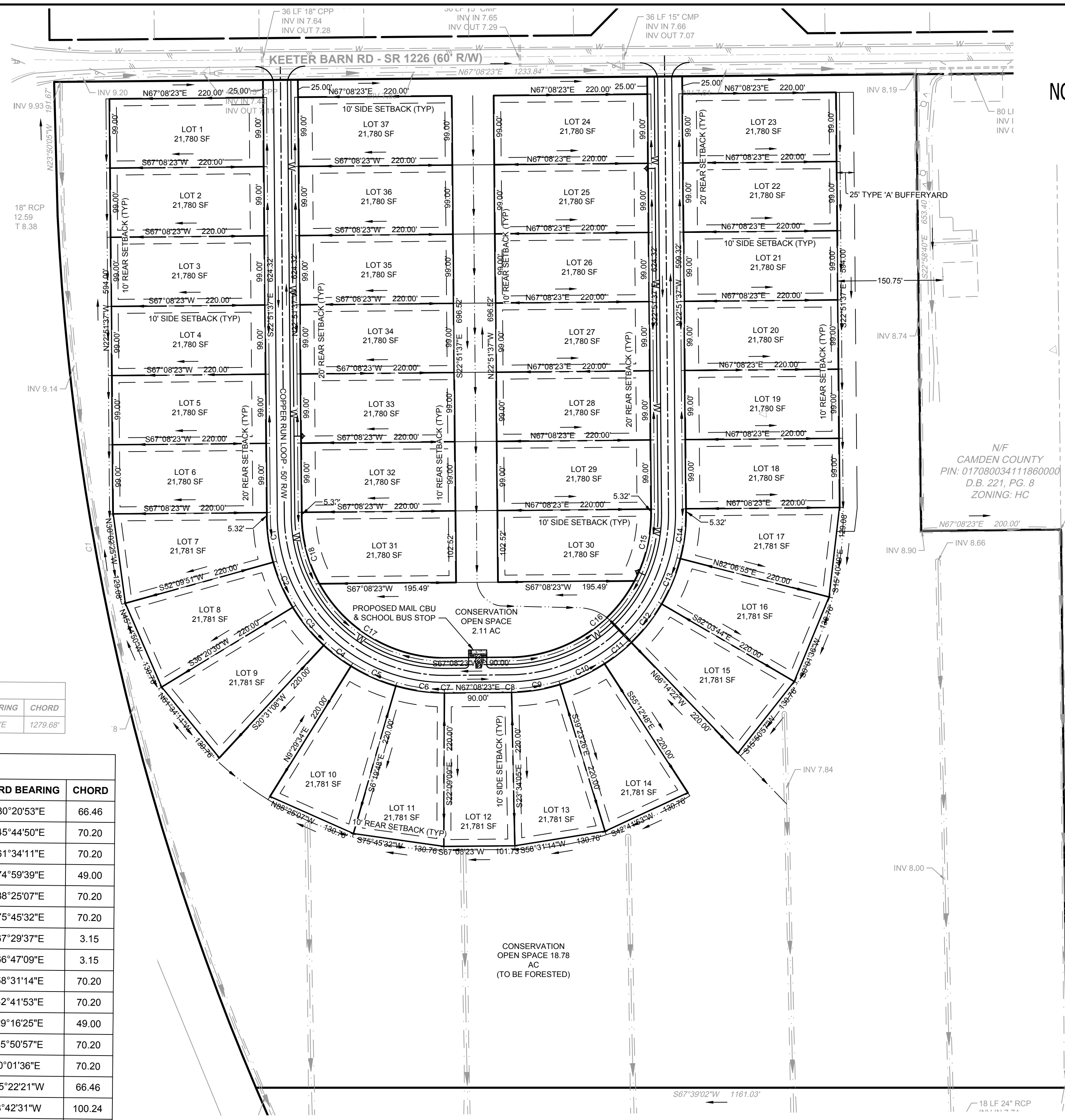
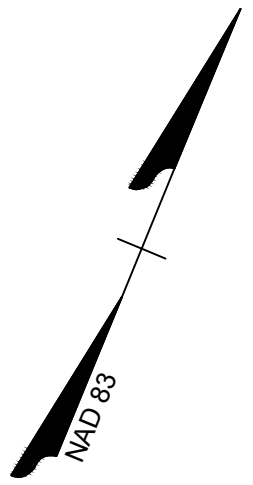
TIMMONS GROUP
NORTH CAROLINA LICENSE NO. C-1652

KEETER BARN LANDING
SOUTH MILLS TNSP - CAMDEN COUNTY - NORTH CAROLINA

SITE PLAN

JOB NO. 46196
SHEET NO. C2.0

PRELIMINARY PLAT
 JAN 17, 2022
 NOT FOR RECORDATION
 OR CONVEYANCE

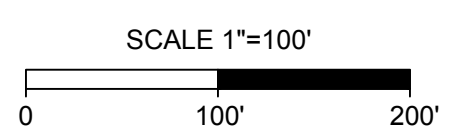


NOTE:
 THE DEVELOPER IS REQUIRED TO INSTALL ALL WATER LINES AND RELOCATED IMPROVEMENTS.

CURVE TABLE						
CURVE	RADIUS	LENGTH	TANGENT	DELTA	CHORD BEARING	CHORD
C1	3635.72'	1286.38'	649.98'	20°16'20"	S35°09'31"E	1279.68'

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

N/C
 CAMDEN COUNTY
 PIN: 017080034111860000
 D.B. 221, PG. 8
 ZONING: HC



THIS DRAWING PREPARED AT THE
CORPORATE OFFICE
 1001 Boulders Parkway, Suite 300 | Richmond, VA 23225
 TEL 804.200.6500 FAX 804.560.1016 www.timmons.com

YOUR VISION ACHIEVED THROUGH OURS.

DATE
 08/11/21

DRAWN BY
 BCD

DESIGNED BY
 JAM

CHECKED BY
 JAM

SCALE
 1" = 100'

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Camden County

Department of Public Health

R. Battle Betts, Jr., MPA
Health Director

Ralph L. Hollowell, Jr.
Director, Environmental Health



July 6, 2020

COPPERSMITH, JOSEPH
P.O. BOX 176
MOYOCK, NC 27958

Re: Application for improvement permit for Tax Lot ; Tax Block ; Property Site
0 KEETER BARN ROAD, SOUTH MILLS; Health Department file No. 326127-1

Dear COPPERSMITH, JOSEPH:

The Camden County Health Department, Environmental Health Division on 06/30/2020 evaluated the above-referenced property at the site designated on the plat/site plan that accompanied your improvement permit application. According to your application the site is to serve a 3 Bedroom Home with a design wastewater flow of 360 gallons per day. The evaluation was done in accordance with the laws and rules governing wastewater systems in North Carolina General Statute 130A-333 including related statutes and Title 15A, Subchapter 18A, of the North Carolina Administrative Code, Rule. 1900 and related rules.

Based on the criteria set out in Title 15A, Subchapter 18A, of the North Carolina Administrative Code, Rules .1940 through .1948, the evaluation indicated that the site is **UNSUITABLE** for a sanitary system of sewage treatment and disposal. Therefore, your request for an improvement permit improvement permit is **DENIED**. A copy of the site evaluation is enclosed. The site is unsuitable based on the following:

- Unsuitable soil characteristics (structure or clay mineralogy) (Rule .1941)
- Unsuitable soil wetness condition (Rule .1942)

These severe soil or site limitations could cause premature system failure, leading to the discharge of untreated sewage on the ground surface, into surface waters, directly to ground water or inside your structure.

The site evaluation included consideration of possible site modifications, and modified, innovative or alternative systems. However, the Health Department has determined that none of the above options will overcome the severe conditions on this site. A possible option might be a system designed to dispose of sewage to another area of suitable soil or off-site to additional property.

For the reasons set out above, the property is currently classified **UNSUITABLE**, and no improvement permit shall be issued for this site in accordance with Rule .1948(c).

However, the site classified as **UNSUITABLE** may be classified as **PROVISIONALLY SUITABLE** if written documentation is provided that meets the requirements of Rule .1948(d). A copy of this rule is enclosed. You may hire a consultant to assist you if you wish to try to develop a plan under which your site could be reclassified as **PROVISIONALLY SUITABLE**.

You have a right to an informal review of this decision. You may request an informal review by the soil scientist or environmental health supervisor at the local health department. You may also request an informal review by the North Carolina Department of Health and Human Services regional soil specialist. A request for informal review must be made in writing to the local health department.

You also have a right to a formal appeal of this decision. To pursue a formal appeal, you must file a petition for a contested case hearing with the Office of Administrative Hearings, 6714 Mail Center, Raleigh, N.C. 27699-6714. To get a copy of a petition form, you may write the Office of Administrative Hearings or call the office at (919) 431-3000 or from the OAH web site at www.ncoah.com/forms.htm . The petition for a contested case hearing must be filed in accordance with the provision of North Carolina General Statutes 130A-24 and 150B-23 and all other applicable provisions of Chapter 150B. N.C. General Statute 130A-335 (g) provides that your hearing would be held in the county where your property is located.

Please note: If you wish to pursue a formal appeal, you must file the petition form with the Office of Administrative Hearings **WITHIN 30 DAYS OF THE DATE OF THIS LETTER**. The date of this letter is July 6, 2020. Meeting the 30 day deadline is critical to your right to a formal appeal

If you file a petition for a contested case hearing with the Office of Administrative Hearings, you are required by law (N.C. General Statute 150B-23) to serve a copy of your petition on the Office of General Counsel, N.C. Department of Health and Human Services, 2001 Mail Service Center, Raleigh, N.C. 27699-2001.

Do **NOT** serve the copy of the petition on your local health department. Sending a copy of your petition to the local health department will **NOT** satisfy the legal requirement in N.C. General Statute 150B-23 that you send a copy to the Office of General Counsel, N.C. Department of Health and Human Services.

You may call (252) 338-4460 or write the local health department if you need any additional information or assistance.

Sincerely,



Signature of Authorized Agent - DHHS

Enclosures: (Enclose copy of site evaluation)
(Copy of Rule .1948)

Shared/EnvHlth/Septic/DeelXXXXX/XXX,

Attachment: 10Health Dept Report (3319 : Preliminary Plan Keeter Barn Landing Major Conservation Subdivision - Amber Curling)

15A NCAC 18A.1948 SITE CLASSIFICATION

(d) A site classified as UNSUITABLE may be used for a ground absorption sewage treatment and disposal system specifically identified in Rules .1955, .1956, or .1957 of this section or a system approved under Rule .1969 if written documentation, including engineering, hydrogeologic, geologic or soil studies, indicates to the local health department that the proposed system can be expected to function satisfactorily. Such sites shall be reclassified as PROVISIONALLY SUITABLE if the local health department determines that the substantiating data indicate that:

- (1) a ground absorption system can be installed so that the effluent will be non-pathogenic, non-infectious, non-toxic, and non hazardous;
- (2) the effluent will not contaminate groundwater or surface water; and
- (3) the effluent will not be exposed on the ground surface or be discharged to surface waters where it could come in contact with people, animals, or vectors.

The State shall review the substantiating data if requested by the local health department.

History Note: *Authority G.S. 130A-335(e);*
 Eff. July 1, 1982;
 Amended Eff. April 1, 1993; January 1, 1990.

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www.arhs
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3721

ALBEMARLE REGIONAL HEALTH SERVICES
APPLICATION FOR ENVIRONMENTAL SERVICES

County: Camden

File# 326127

Parcel Identification Number (for Site Evaluations only): 017080003074050000

Type of Service Requested: Site Evaluation/Improvement Permit for Wastewater System (\$225)
 Existing Wastewater System Inspection (\$60)
 Construction Authorization for Repair of Wastewater System (\$60)

Applicant Name : Joseph Coppens
Mailing Address : P.O. Box 176 Maysel, NC 27958
City/State/Zip : _____
Telephone Number : 252-307-5027 Fax: - Email: silarioproperties@gmail.com

Property Owner Name : Keeter Barn, LLC Check if same as Applicant
Mailing Address : _____
City/State/Zip : _____
Telephone Number : _____

Location of Property: (Directions if no address) 0 Keeter Barn Road

If Existing System Inspection; list size/type of new construction: _____

Type of Facility (House, Mobile Home, etc): _____

Number of Bedrooms: 2 Number of People: _____

Size of Property (acres): _____ Plat or Site Plan provided (yes or no): _____

Type of Water Supply (public supply or private well): _____

THE APPLICANT SHALL MARK THE SITE AND MAKE THE SITE ACCESSIBLE FOR A SITE EVALUATION. A \$60.00 REVISIT FEE WILL BE CHARGED IF THE PROPERTY IS UNIDENTIFIABLE OR UNACCESSIBLE DUE TO VEGETATIVE OVERGROWTH, LOCKED GATES, LOOSE DOGS, ETC.

THE APPLICANT SHALL BE RESPONSIBLE FOR NOTIFYING THE HEALTH DEPARTMENT OF ANY DESIGNATED WETLANDS ON THE PROPERTY.

THE APPLICANT SHALL BE RESPONSIBLE FOR NOTIFYING THE HEALTH DEPARTMENT IF THERE IS WASTEWATER GENERATED ON THE SITE OTHER THAN DOMESTIC WASTEWATER.

IF THE INFORMATION SUBMITTED BY THE APPLICANT IS FOUND TO BE INCORRECT, OR IF THE SITE AND SOIL CONDITIONS ARE ALTERED, ANY IMPROVEMENT PERMIT SHALL BECOME INVALID.

PLEASE ALLOW UP TO 2 WEEKS FOR COMPLETION.

I have read this application and certify that the information provided herein is true, complete, and correct. Authorized county and state officials are granted right of entry to the property to conduct the services requested.

Date: 6-29-2020 Owner or Agent Signature: [Signature]

NOTE: A minimum additional fee of \$225.00 is required for the issuance of an Authorization for Wastewater System Construction on suitable lots where an Improvement Permit has been issued.

Mail To: ARHS Environmental Health; P.O. Box 189; Elizabeth City, NC 27907
Gates Co. P: (252) 357-1380 Pasquotank Co. P: (252) 338-4490
F: (252) 357-2251 F: (252) 337-7921
Bertie Co. P: (252) 794-5303 Camden Co. P: (252) 338-4460 Chowan Co. P: (252) 482-1199 Currituck Co. P: (252) 232-6603 Hertford Co. P: (252) 862-4054 Perquimans Co. P: (252) 426-2100
F: (252) 794-5361 F: (252) 338-4475 F: (252) 482-6020 F: (252) 232-1912 F: (252) 862-4263

Attachment: 10Health Dept Report (3319 : Preliminary Plan Keeter Barn Landing Major Conservation Subdivision - Amber Curling)

From: [Jason Mizelle](#)
To: [Amber Curling](#)
Subject: [External] Keeter Barn
Date: Wednesday, March 16, 2022 2:41:12 PM
Attachments: [Email from D Meyers.pdf](#)

The sender (**timmons.com**) is outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I had a Q&A with one of the PB members today and the question of septic evaluations came up. For the life of me I can't put my hands on the ARHS evaluation letter where they sated unsuitable, but we could go with Engineered Option. I've asked Joey to dig through his emails to see if he can find the report. At any rate, we know what it says, hence the reason we sought out the soil scientist. I've attached a PDF of the email synopsis from David Meyer about his proposed septic plan and I'll bring a hard copy with me. If Joey finds the turn down letter, I'll send/bring that as well. The other questions were either easily answered or were too political for me to answer. I'm prepared to reiterate my responses when said PB member asks them this evening.

See you at 7pm

Jason A. Mizelle, PLS
Senior Project Manager

TIMMONS GROUP | www.timmons.com
1805 West City Drive, Unit E | Elizabeth City, NC 27909
Direct: 252-621-5028 | Fax: 252.562.6974
Mobile: 252-619-8344 | Email: Jason.mizelle@timmons.com
Your Vision Achieved Through Ours

To send me files greater than 20MB [click here](#).

Protected by PhishProtection. When you click on a link in the email above, the destination website will be analyzed for known threats. If a known threat or suspicious content is detected, you will see a warning.

Jason Mizelle

From: David Meyer <protocolsampling@yahoo.com>
Sent: Friday, August 6, 2021 11:32 AM
To: Jason Mizelle
Subject: Re: Keeter Barn Road
Attachments: 46196C-PRELIM_PLAT.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Jason;

I would spec Bald Cypress for the tree plantings. They transpire a great deal of water. You could plant them tightly and then thin and sell the extra trees to landscapers to recover costs. Could also plant evergreen wetland trees (Bays) to help in the winter when the Cypresses defoliate.

We should run a aquifer test to determine not only mounding on the individual systems but to show how the drainage will be enhanced and conveyed by the sand aquifer.

Will probably spec SLT (sand-lined trench) systems with drainlines excavated into the sand layer with at least 18" of fill. Mound mounding will decide exact amount of fill for each WW system.

Figure \$5,000.00 for subsurface investigation (drilling, test wells, aquifer test and modelling) and a \$300/lot for individual soil reports.

Any questions, ask Eddie....

David E. Meyer, P.G., LSS, President
 Protocol Sampling Service, Inc.
 4114 Laurel Ridge Drive
 Raleigh, North Carolina 27612
Email: Protocolsampling@yahoo.com
Website: Environmentalservicesnc.com
(919) 210-6547 cell

On Thursday, August 5, 2021, 09:27:39 AM EDT, Jason Mizelle <jason.mizelle@timmons.com> wrote:

David

Hope you're doing well. We've switched gears quite a bit on this one at Keeter Barn Road since we last spoke. We've now rezoned the property down to a lower density that also incorporates a conservation subdivision. The stormwater conveyance downstream just doesn't seem to have any improvements that could relieve the timed release of any storm storage on-site, so the next best thing is to reduce the runoff from the pre-developed condition. The plan now is to take 50% of the site (required set aside for conservation subd.) and plant it with trees. Converting half the property from farm field back to wooded condition is going to be the only way to make this subdivision work with the drainage requirements.

That being said, we're looking at building up the roads and lots to create the drainage conveyances we need via "building up ditches" since the land is so flat. Attached is the current preliminary plan. We're going to be building up the lots 18 inches. Given the sand content we saw in our investigation and the additional fill, coupled with appropriate on-site ditching to convey the runoff away from the lots, do you think there's enough there for you to work with for septic system design?

I need to provide the County some sort of a narrative of what we plan to do for septic, since the Health Department's evaluations were negative. If this is something you feel comfortable putting together, let me know and what budget you need for that. I'll get with Joey and get approval.

Thanks

Jason A. Mizelle, PLS

Senior Project Manager

TIMMONS GROUP | www.timmons.com

1805 West City Drive, Unit E | Elizabeth City, NC 27909

Direct: 252-621-5028 | Fax: 252.562.6974

Mobile: 252-619-8344 | Email: Jason.mizelle@timmons.com

Your Vision Achieved Through Ours

To send me files greater than 20MB [click here](#).



Doc No: 209774
Recorded: 08/03/2020 04:19:56 PM
Fee Amt: \$26.00 Page 1 of 5
Excise Tax: \$1,260.00
Camden County North Carolina
Tammie Krauss, Register of Deeds
BK 394 PG 462 - 466 (5)

Space Above This Line For Recording Data

NORTH CAROLINA GENERAL WARRANTY DEED

Prepared by W. Brock Mitchell, Attorney
Return to Hornthal, Riley, Ellis & Maland, LLP
HREM File No. 32118-1.WBM

334-21004 8-3-2020
\$630,000.00/\$6,300.00

Excise Tax: \$1,260.00
Transfer Tax: \$6,300.00

Tax Parcel: 01-7080-00-30-7405

State of North Carolina, County of Camden

THIS GENERAL WARRANTY DEED made this 31st day of July, 2020, by and between **Keeter Barn, LLC, a North Carolina limited liability company**, whose mailing address is 205 North Water Street, Elizabeth City, North Carolina 27909 (hereinafter referred to as "Grantor"), and **Keeter Barn Landing, LLC, a North Carolina limited liability company** whose mailing address is 1545 North Road Street, Elizabeth City, North Carolina 27909 (hereinafter referred to as "Grantee"):

WITNESSETH:

That the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has given, granted, bargained, sold, and conveyed, and by these presents does hereby give, grant, bargain, sell, and convey unto said Grantee, Grantee's successors and assigns, all of that certain piece, parcel, or tract of land situate, lying and being in South Mills Township, Camden County, State of North Carolina, and being more particularly described as follows:

See Exhibit A attached hereto.

Per N.C.G.S. §105-317.2, the property does not include the primary residence of Grantor.

Attachment: 12Deed (3319 : Preliminary Plan Keeter Barn Landing Major Conservation Subdivision - Amber Curling)

TO HAVE AND TO HOLD the above described lands and premises, together with all appurtenances thereunto belonging, or in any way appertaining, unto the Grantee, Grantee's successors and assigns forever.

AND GRANTOR COVENANTS to and with Grantee, Grantee's heirs, successors, administrators, and assigns, that Grantor is lawfully seized in fee simple of the Property, and has full right and power to convey the same to Grantee in fee simple; that the Property is free from any and all encumbrances, except as set forth herein; and Grantor will warrant and defend the title against the lawful claims of all persons whomsoever, with the exception of the following:

Ad valorem taxes for the current year (prorated through the date of Settlement); utility easements; and unviolated covenants, conditions or restrictions that do not materially affect the value of the Property.

IN WITNESS WHEREOF, the Grantor has duly executed and sealed this document, this the day and year first above written.

**[REMAINDER OF PAGE INTENTIONALLY BLANK –
SIGNATURE(S) ON FOLLOWING PAGE(S)]**

Attachment: 12Deed (3319 : Preliminary Plan Keeter Barn Landing Major Conservation Subdivision - Amber Curling)

Keeter Barn, LLC, a North Carolina limited liability company

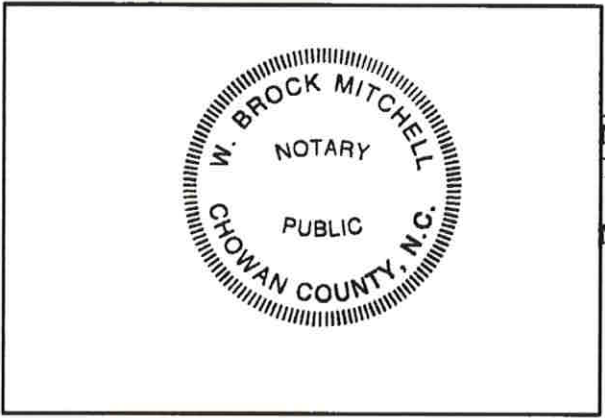
By: 
Chad Williams, Member/Manager

State of North Carolina, County of Pasquotank


I certify that the following person personally appeared before me this day, acknowledging to me that he voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated:

Chad Williams, a Member/Manager of Keeter Barn, LLC, a North Carolina limited liability company

Date: July 31, 2020.



Notary seal or stamp must appear within this box.


Notary Public
Type or Print Name: W. Brock Mitchell
My Commission Expires: October 23, 2022

Attachment: 12Deed (3319 : Preliminary Plan Keeter Barn Landing Major Conservation Subdivision - Amber Curling)

Keeter Barn, LLC, a North Carolina limited liability company

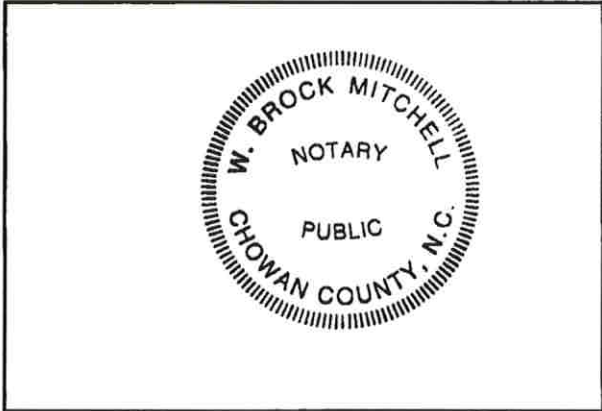
By: 
Alexander Underhill, Member/Manager

State of North Carolina, County of Pasquotank


I certify that the following person personally appeared before me this day, acknowledging to me that he voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated:

Alexander Underhill, a Member/Manager of Keeter Barn, LLC, a North Carolina limited liability company

Date: July 31, 2020.



Notary seal or stamp must appear within this box.


Notary Public
Type or Print Name: W. Brock Mitchell
My Commission Expires: October 23, 2022

Attachment: 12Deed (3319 : Preliminary Plan Keeter Barn Landing Major Conservation Subdivision - Amber Curling)

EXHIBIT A

BEGINNING AT A POINT marked by a found iron rod set in the southern right of way margin of Keeter Barn Road (S.R. 1226 – 60' R/W [referencing Plat Cabinet 5, Slide 53B, of the Camden County Public Registry]), which found iron rod marks the northwest corner of that property, now or formerly, owned by Camden County (referencing Deed Book 221, Page 8, and Plat Cabinet 5, Slide 53B, of the Camden County Public Registry – PIN: 017080034111860000); thence from said found iron rod and **POINT OF BEGINNING** and running away from Keeter Barn Road along the center of a ditch South 22° 58' 40" East 653.40 feet to a found iron rod (bent), which found iron rod (bent) marks the southwest corner of that property, now or formerly, owned by Camden County (referencing Deed Book 221, Page 8, and Plat Cabinet 5, Slide 53B, of the Camden County Public Registry – PIN: 017080034111860000); thence cornering and running away from the center of said ditch and along the center of another ditch North 67° 08' 23' East 200.00 feet to a found iron rod (bent); thence cornering and running away from the center of said ditch and along the center of another ditch South 22° 58' 41" East 798.91 feet to a set iron rod (N: 1000168.66'; and E: 2784730.56'); thence cornering and running away from the center of said ditch South 67° 39' 02" West 1,149.87 feet to a found iron rod (bent) (N: 999731.37'; and E: 2783668.96'); thence running South 67° 39' 02" West 11.16 feet to a calculated point set in the eastern right of way margin of U.S. Highway 17 (R/W Per Monuments Ref. NCDOT Proj. #6.803143), which calculated point marks the northwest corner of that property, now or formerly, owned by Camden County (referencing Deed Book 168, Page 502, and Plat Cabinet 4, Slide 51A, of the Camden County Public Registry – PIN: 017989004936000000); thence cornering and running along the following courses and distances: running north-northwest along a curve (Curve Data: Radius is 3,635.72'; Delta is 20° 16' 20"; Tangent is 649.98'; Chord is 1,279.68'; and Direction is North 35° 09' 31" West) a distance of 1,286.38 feet to a R/W Monument; thence running North 23° 50' 05" West 191.67 feet to a R/W Monument, which R/W Monument marks the point of intersection of the eastern right of way margin of U.S. Highway 17 (R/W Per Monuments Ref. NCDOT Proj. #6.803143) with the southern right of way margin of Keeter Barn Road (S.R. 1226 – 60' R/W [referencing Plat Cabinet 5, Slide 53B, of the Camden County Public Registry]); thence cornering and running along the southern right of way margin of Keeter Barn Road (S.R. 1226 – 60' R/W [referencing Plat Cabinet 5, Slide 53B, of the Camden County Public Registry]) North 67° 08' 23" East 1,233.84 feet to the found iron and **POINT OF BEGINNING**, containing 41.751 acres, and being more particularly described and delineated on that plat entitled in part, "Boundary Survey For Banff F. Luther and Holly A. Luther," dated December 18, 2018, prepared by Paul J. Toti, Professional Land Surveyor, which plat is recorded in Plat Cabinet 8, Slide 159, of the Camden County Public Registry, and which plat is incorporated herein by reference.

Keeter Barn Landing LLC

PO Box 176
Moyock NC 27958

To Whom it may concern,

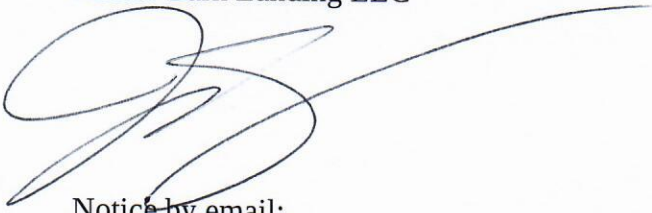
June 4, 2021

Please accept this letter as authorization for Jason Mizelle to act as an authorized representative concerning any action on planning for Keeter Barn Landing before the Camden County Planning Board, Camden County Planning Dept and The Camden County Board of Commissioners.

Thank you in advance for your attention to this matter.

Kind Regards,

Joseph Coppersmith
Managing Member
Keeter Barn Landing LLC



Notice by email:
Jason Mizelle
Amber Curling

Attachment: 13Keeter Barn Landing Agent Auth (3319 : Preliminary Plan Keeter Barn Landing Major Conservation Subdivision - Amber Curling)

AN ORDER APPROVING
A PRELIMINARY PLAT
BY THE BOARD OF COMMISSIONERS
CAMDEN, NORTH CARLOINA
ORDINANCE NO. 2022-04-01
UDO 2021-08-19

Keeter Barn Landing Conservation Subdivision

The Board of Commissioners for County of Camden, North Carolina, having held public hearings on Monday April 4, 2022 to consider an application for a Preliminary Plat by Keeter Barn Landing LLC and having heard all of the public comments presented at the hearings makes the following Findings of Fact and draws the following conclusions:

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 Ck10008

Stormwater Escrow Fee Paid: \$6000Ck10009

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. Consent Affidavit
- E. Neighborhood Meeting Results
- F. TRC Inputs
- G. Development Impact Analysis
- H. Septic System Results

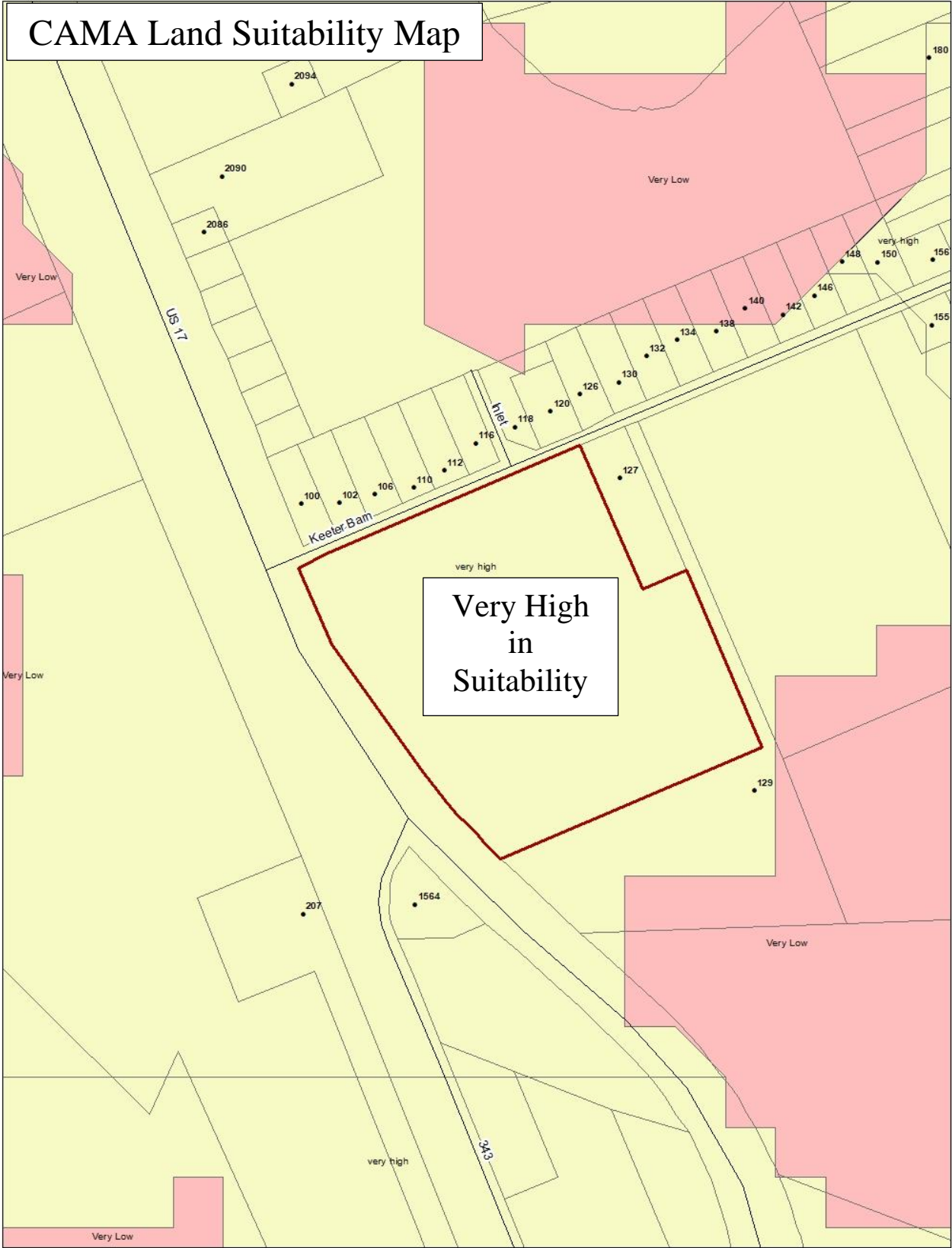
REQUEST: Keeter Barn Landing, LLC is requesting review of the Preliminary Plat for Keeter Barn Landing Subdivision per Article 151.2.3.20 of the Unified Development Ordinance. The proposed conservation subdivision is designed with 37 lots.

Attachment: 14OrderKeeterBarnLandingLLC_PlanningBoardStaffReport20220404 (3319 : Preliminary Plan Keeter Barn Landing Major

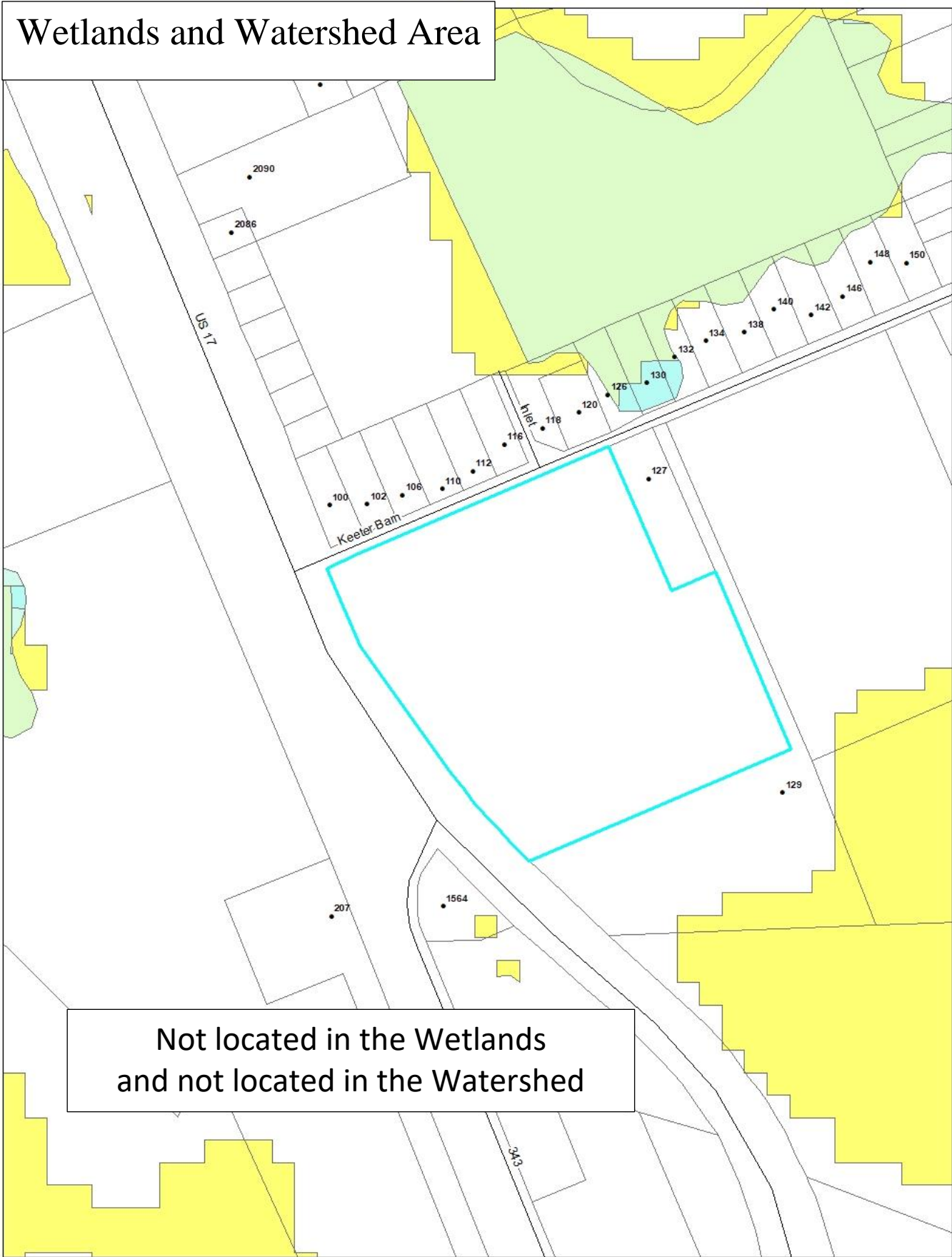
Zoning Map:



Attachment: 14OrderKeeterBarnLandingLLC_PlanningBoardStaffReport20220404 (3319 : Preliminary Plan Keeter Barn Landing Major

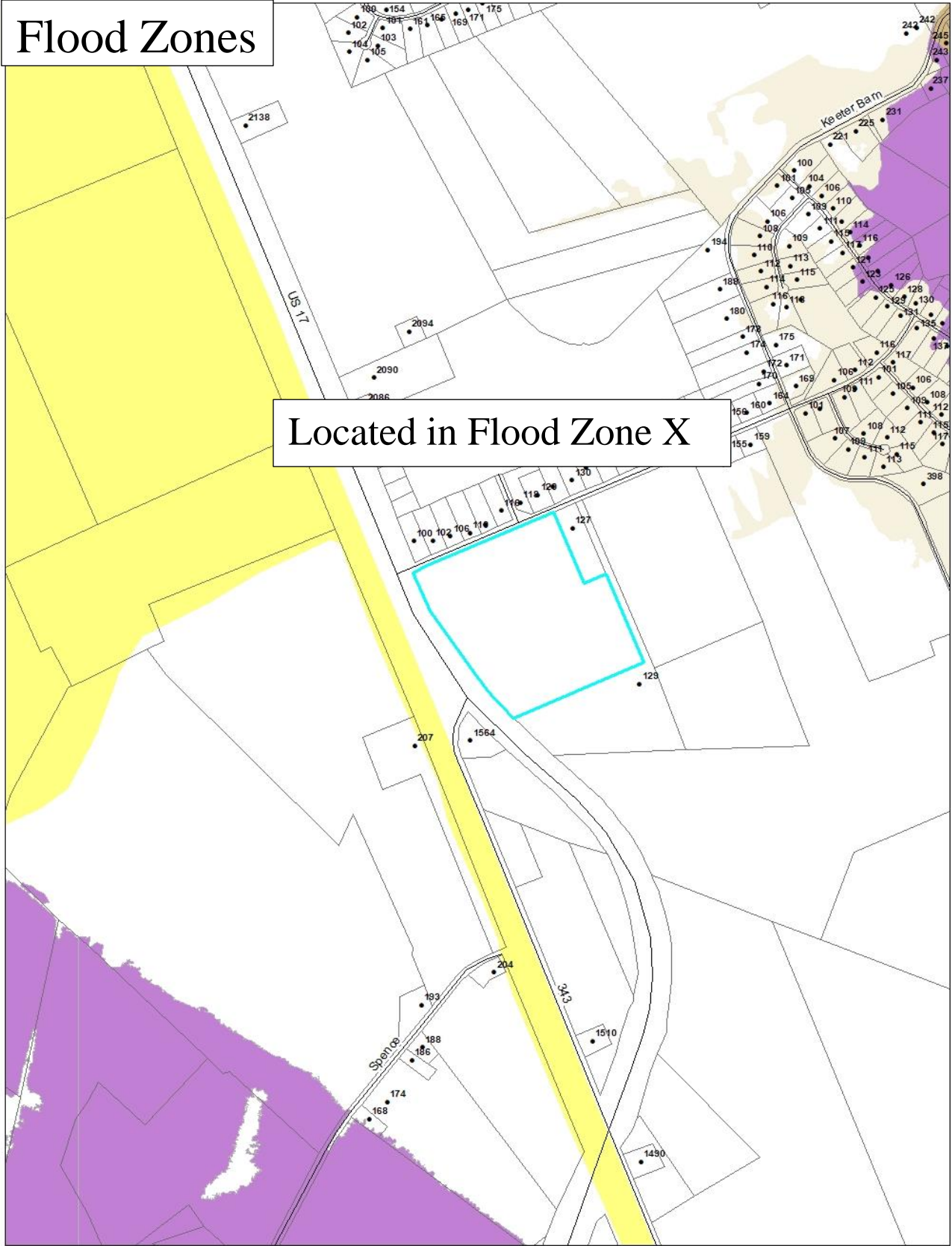


Attachment: 14OrderKeeterBarnLandingLLC_PlanningBoardStaffReport20220404 (3319 : Preliminary Plan Keeter Barn Landing Major



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Flood Zones



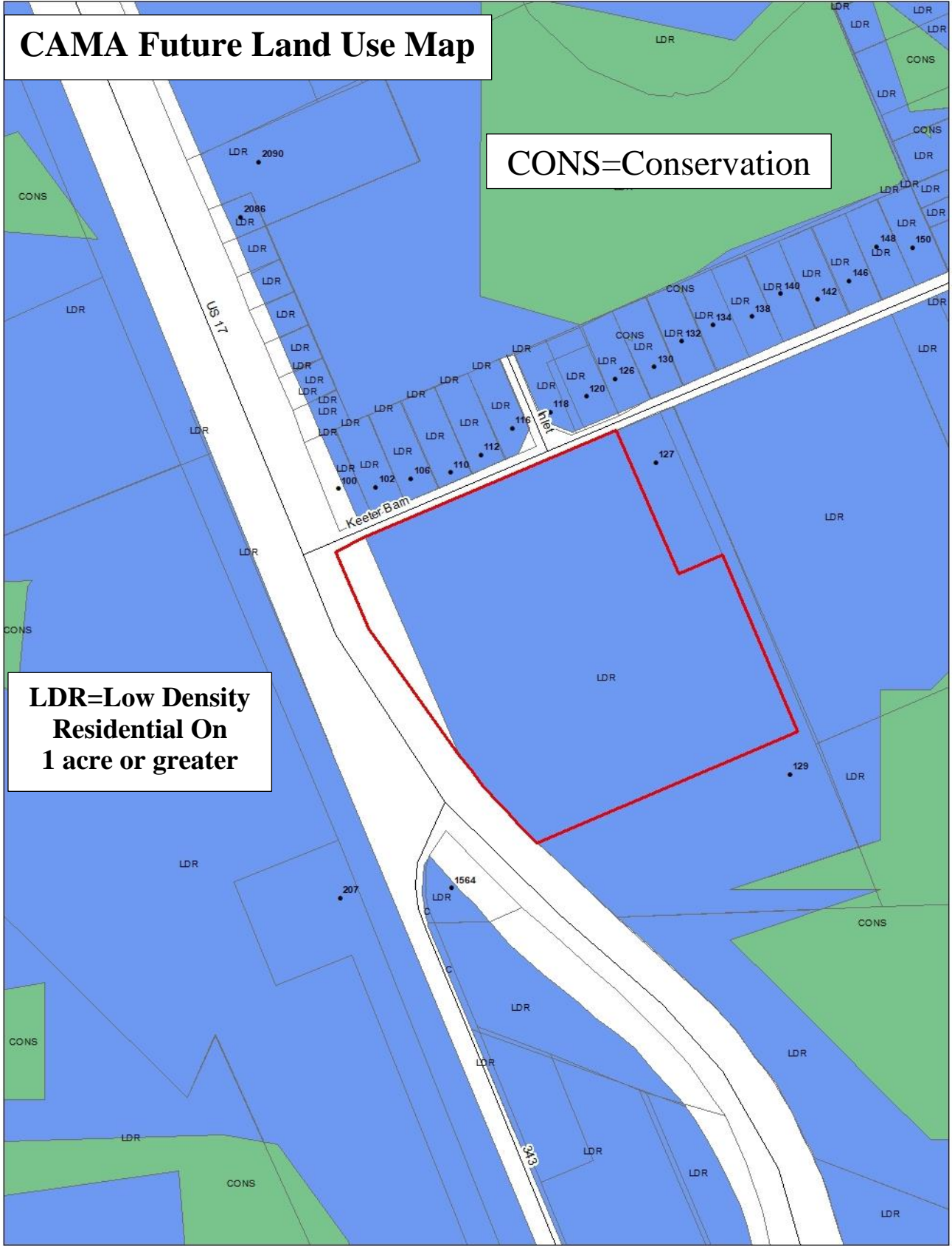
Located in Flood Zone X

Attachment: 14OrderKeeterBarnLandingLLC_PlanningBoardStaffReport20220404 (3319 : Preliminary Plan Keeter Barn Landing Major

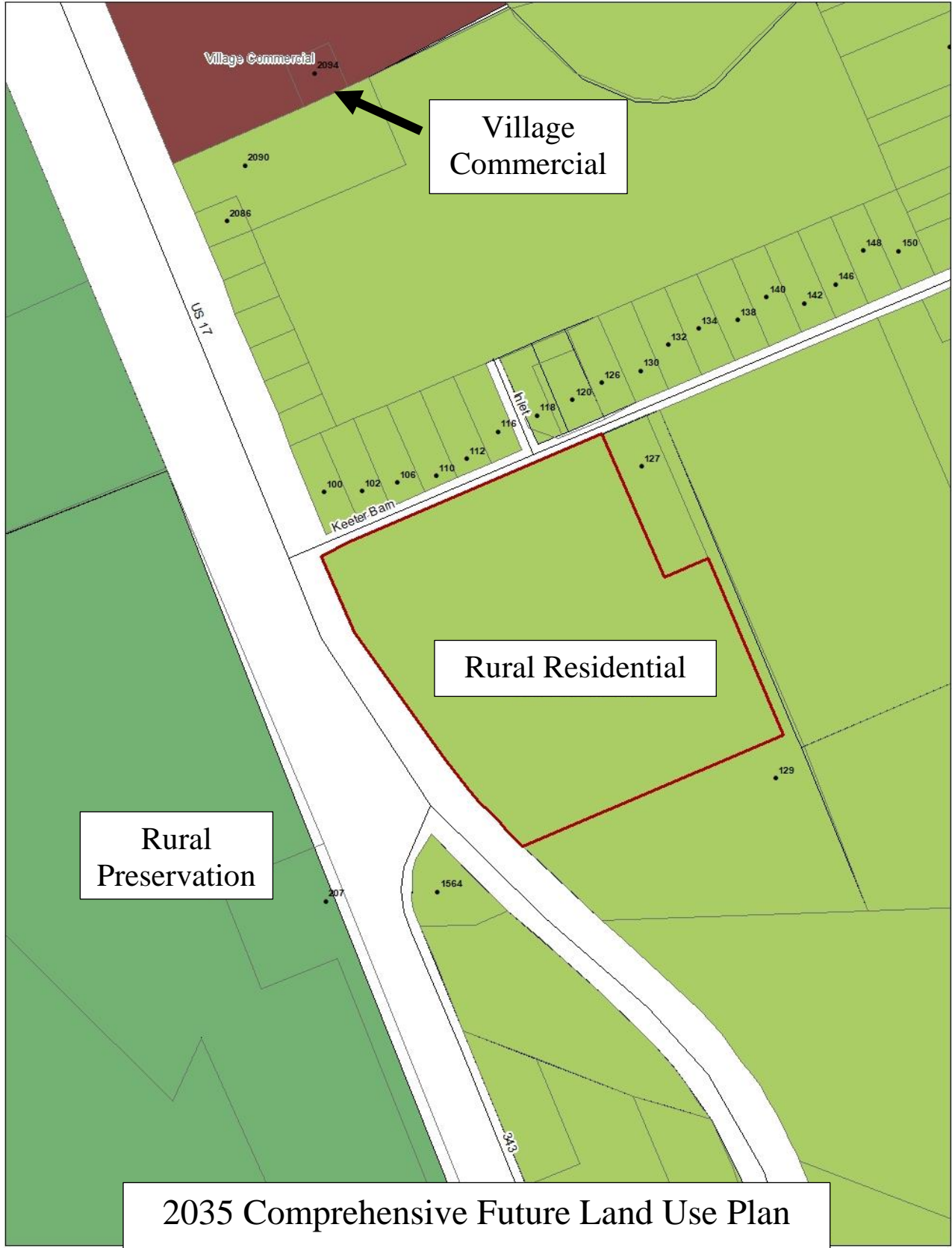
Drainage It appears the property drains to Joyce Creek. Stormwater Management Plan will be submitted with Development Plans



Attachment: 14OrderKeeterBarnLandingLLC_PlanningBoardStaffReport20220404 (3319 : Preliminary Plan Keeter Barn Landing Major



Attachment: 14OrderKeeterBarnLandingLLC_PlanningBoardStaffReport20220404 (3319 : Preliminary Plan Keeter Barn Landing Major



Attachment: 14OrderKeeterBarnLandingLLC_PlanningBoardStaffReport20220404 (3319 : Preliminary Plan Keeter Barn Landing Major

South Mills Water and Camden County Sewer borders the property



Attachment: 14OrderKeeterBarnLandingLLC_PlanningBoardStaffReport20220404 (3319 : Preliminary Plan Keeter Barn Landing Major

Aerial Map



Attachment: 14OrderKeeterBarnLandingLLC_PlanningBoardStaffReport20220404 (3319 : Preliminary Plan Keeter Barn Landing Major

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:

Not Required

Street Buffer Per 151.5.9.10:

Not Required

Farmland Compatibility Standards/ Bona Fide Farm Buffer:

Per Article 151.5.5 – Not Required

Recreational Land: Per Article 151.6.1.13 Dedication of Land For Public Parks

1452 square feet per lot -37 lots X 1452 sq. ft. = 53,709 sq. ft or 1.23 acres

Development Impact Analysis has been provided.

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:** See Development Impact Analysis.
- Traffic:** See Development Impact Analysis.

Attachment: 14OrderKeeterBarnLandingLLC_PlanningBoardStaffReport20220404 (3319 : Preliminary Plan Keeter Barn Landing Major

TECHNICAL REVIEW STAFF COMMENTS

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

CONSISTENCY with PLANS and MAPS

2035 Comprehensive Plan

Consistent **Inconsistent**

The County’s 2035 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 subdivision is consistent with the CAMA Land Use Plan, adopted by the Camden County Board of Commissioners on April 4, 2005. The CAMA Future Land Use Maps has the property identified as Low Density Residential on 1 acre or greater.

Comprehensive Transportation Plan

Consistent **Inconsistent** Property abuts Keeter Barn Road and US Hwy 17

Other Plans officially adopted by the Board of Commissioners - NA

Planning Board Recommendation:

On March 16, 2022 Planning Board with a 3-2 vote, recommended denial of the Preliminary Plat Subdivision application UDO number 2021- 08-019 of the Keeter Barn Landing Subdivision.

Ordinance requires if approved by the Camden County Board of Commissioners, the developer met requirements in Attachment A.

Attachment: 14OrderKeeterBarnLandingLLC_PlanningBoardStaffReport20220404 (3319 : Preliminary Plan Keeter Barn Landing Major



CAMDEN COUNTY
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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 7.A

Meeting Date: June 06, 2022

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

Item Title April Monthly Report

Attachments: April20220526163845964 (003) (PDF)

Summary: April Monthly Report

Recommendation: Review and approve

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

OUTSTANDING TAX DELINQUENCIES BY YEAR

<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>
2021	223,120.51	13,707.80
2020	72,379.98	5,129.63
2019	35,333.43	2,912.93
2018	21,938.67	1,513.14
2017	12,425.23	1,821.40
2016	8,225.58	1,223.09
2015	6,791.79	689.62
2014	9,652.65	1,028.28
2013	6,709.14	4,694.65
2012	5,683.74	7,251.38

Attachment: April20220526163845964 (003) (3315 : Tax Report)

TOTAL REAL PROPERTY TAX UNCOLLECTED	402,260.72
TOTAL PERSONAL PROPERTY UNCOLLECTED	39,971.92
TEN YEAR PERCENTAGE COLLECTION RATE	99.48%
COLLECTION FOR 2022 vs. 2021	120,779.24 vs. 57,411.01

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2021	97.52%
2020	99.02%
2019	99.50%

THIRTY LARGEST UNPAID ACCOUNTS

SEE ATTACHMENT "A"

THIRTY OLDEST UNPAID ACCOUNTS

SEE ATTACHMENT "B"

Attachment: April20220526163845964 (003) (3315 : Tax Report)

EFFORTS AT COLLECTION IN THE LAST 30 DAYSENDING April 2022**BY TAX ADMINISTRATOR**86 NUMBER DELINQUENCY NOTICES SENT39 FOLLOWUP REQUESTS FOR PAYMENT SENT3 NUMBER OF WAGE GARNISHMENTS ISSUED2 NUMBER OF BANK GARNISHMENTS ISSUED30 NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR
TO DELINQUENT TAXPAYER0 NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)0 PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF
TAX ADMINISTRATOR0 NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO
COUNTY ATTORNEY0 NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR
COLLECTION (I.D. AND STATUS)0 REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS0 NUMBER OF JUDGMENTS FILED

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	02-8923-00-19-3774.0000	12,086.44	1	NMJ PROPERTIES LLC	CAMDEN	431 158 US W
R	01-8929-00-34-2503.0000	8,338.03	1	STONEBRIAR COMMERCIAL FINANCE	SOUTH MILLS	
R	02-8943-01-17-4388.0000	7,745.40	1	THOMAS REESE	CAMDEN	301 JAPONICA DR
R	01-7989-00-01-1714.0000	6,166.42	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE 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	5,712.54	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	4,649.77	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	03-8943-02-75-4196.0000	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	02-8916-00-39-5170.0000	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	03-9809-00-24-8236.0000	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	02-8954-00-43-8538.0000	3,614.32	1	BILLY ROSS FEREBEE	CAMDEN	237 PALMER RD
R	02-8934-03-31-9750.0000	3,402.54	1	CAROLYN MCDANIEL	CAMDEN	195 COUNTRY CLUB RD
R	03-8953-00-76-2855.0000	3,356.58	1	ROBERT JASON HOLTON	SHILOH	223 PERKINS RD
R	03-9809-00-23-4988.0000	3,268.68	1	WANDA H WELLS	SHILOH	104 HIGH RD
R	02-8934-04-72-0416.0000	3,235.88	1	PAULINE JETTE	CAMDEN	238 COUNTRY CLUB RD
R	03-8962-00-67-1021.0000	2,912.38	1	CECIL BARNARD HEIRS	SHILOH	WICKHAM RD
R	02-8943-01-06-9013.0000	2,880.31	1	JEWEL H. DAVENPORT	CAMDEN	WINDY HEIGHTS DR
R	03-8965-00-37-4242.0000	2,853.28	1	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	03-8961-00-68-3593.0000	2,835.12	1	EDWARD LANE MOORE	SHILOH	169 RAYMONS CREEK RD
R	03-8990-00-18-6042.0000	2,793.66	1	LARRY MOTLEY	SHILOH	SECOND CREEK RD
R	02-8936-00-23-4750.0000	2,769.92	1	AARON DARNELL CHAMBLEE ET AL	CAMDEN	LAMBS RD

Attachment: April20220526163845964 (003) (3315 : Tax Report)

05/26/22 16:30:54

Delinquencies Top-30 Unpaid

1

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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 TILLET	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

Attachment: April20220526163845964 (003) (3315 : Tax Report)

05/26/22 16:30:56

Delinquencies Top-30 Oldest

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Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
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	0000295	1,126.07	3	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0002941	1,083.89	1	BARKER'S TRUCKING, INC	SHILOH	108 SASSAFRAS LN
P	0000659	968.85	1	RICKY'S WELDING, INC.	SHILOH	864 SANDY HOOK 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 WA
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	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
P	0003537	279.87	1	NATHAN MARC SEBURA	CAMDEN	343 HWY N
P	0003208	271.52	1	RICKY W JOHNSON	CAMDEN	113 PALMER RD
P	0003075	255.21	1	PATRICK WAYNE BAUM	CAMDEN	186 B BUSHELL RD
P	0000945	243.90	1	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0001694	241.65	10	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001952	238.91	10	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0003773	231.08	1	SEVAN NERO BARTLETT	CAMDEN	197 HERMAN ARNOLD RD
P	0003415	228.97	1	IVY MIRANDA BOGUES	CAMDEN	224 NORTH RIVER RD

Attachment: April20220526163845964 (003) (3315 : Tax Report)

05/26/22 16:31:16

Delinquencies Top-30 Unpaid

1

Person

A

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	1,126.07	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	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
P	0003513	3	282.06	JULIE PORTER	CAMDEN	431 158 US W

Attachment: April20220526163845964 (003) (3315 : Tax Report)

05/26/22 16:31:18

Delinquencies Top-30 Oldest

1

Personal

B



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Boundless Opportunities.

**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

New Business

Item Number: 7.B

Meeting Date: June 06, 2022

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

Item Title **Resolution 2022-06-01: Salaries & Compensation for Various Boards and Commissions**

Attachments: Resolution 2022-06-01 Salaries and Compensation
2022-23 (DOC)

Summary:

The Board of Commissioners will consider the attached Resolution which sets the salaries and compensation for various boards and commissions.

Recommendation:

Adoption of resolution.



Resolution No. 2022-06-01

**A RESOLUTION OF THE
CAMDEN COUNTY BOARD OF COMMISSIONERS
SALARIES AND COMPENSATION
FOR VARIOUS BOARDS AND COMMISSIONS
FISCAL YEAR 2022-2023**

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

Now, Therefore, Be It Resolved that the Camden County Board of Commissioners meeting this 6th day of June 2022 in Camden Village, Camden County, North Carolina does hereby amend the following salaries and compensation for the stated boards and commissions for the period beginning July 1, 2022 and ending June 30, 2023,

Section 1: BOARD OF COMMISSIONERS

Chairman \$750.00 per month plus mileage.

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

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

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

Section 2: BOARD OF ELECTIONS

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

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

Section 4: SOCIAL SERVICES BOARD

Chairman Compensation - \$35.00 per meeting plus mileage.

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

Section 5: AGING ADVISORY COUNCIL

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

Section 6: RECREATION BOARD

Compensation - \$30.00 per meeting, plus mileage.

Section 7: JURY COMMISSION

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

Section 8: ECONOMIC DEVELOPMENT BOARD

Compensation - \$30.00 per meeting, plus mileage.

Section 9: SENIOR CENTER BOARD

Compensation - \$30.00 per meeting, plus mileage.

Section 10: LIBRARY BOARD

Compensation - \$30.00 per meeting, plus mileage.

Section 11: POTENTIALLY DANGEROUS DOG APPEALS BOARD

Compensation - \$30.00 per meeting, plus mileage.

Section 12: AGRICULTURAL ADVISORY BOARD & FIRE COMMISSIONS

No Compensation

Section 13: TRAVEL & MILEAGE REIMBURSEMENT

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

Adopted this the 6th day of June 2022.

ATTEST:

Ross B. Munro, Chairman
Camden County Board of Commissioners

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



CAMDEN COUNTY
NORTH CAROLINA • USA

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**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Board Appointments

Item Number: 8.A
Meeting Date: June 06, 2022
Submitted By: Kim Perry,
Library
Prepared by: Karen Davis

Item Title **Library Board**

Attachments:

Summary:

It is the request of staff that Christy Pankey be appointed to the Library Board.

Recommendation:

Approval.



CAMDEN COUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number:	9.A
Meeting Date:	June 06, 2022
Submitted By:	Karen Davis, Clerk to the Board Board of Commissioners Prepared by: Karen Davis
Item Title	BOC Meeting Minutes - May 2, 2022
Attachments:	bocminutes_050222 (DOCX)

Camden County Board of Commissioners
May 2, 2022
Closed Session – 6:00 PM
Regular Meeting – 7:00 PM
New Camden Public Library Boardroom
118 Hwy 343 North

MINUTES

A Regular Meeting of the Camden County Board of Commissioners was held on May 2, 2022 in the boardroom of the New Camden Public Library in Camden, North Carolina.

CALL TO ORDER

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

CLOSED SESSION

Motion to go into Closed Session to discuss personnel and economic development.

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

Motion to recess out of Closed Session.

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

The Chairman reconvened the Board of Commissioners.

INVOCATION & PLEDGE OF ALLEGIANCE

Rev. William Sawyer gave the invocation and the Board led in the Pledge of Allegiance.

ITEM 1. CONSIDERATION OF AGENDA

The agenda was amended to add the Brightspeed Grant Application to New Business as Item 5.G.

Motion to approve the agenda as amended.

RESULT:	PASSED [5-0]
MOVER:	Tom White
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

Ronald Inge of Spence Avenue, South Mills, made a request of the Board in regard to decisions concerning new subdivisions in South Mills. Mr. Inge requested that the Board take into consideration issues of concern to South Mills residents such as roads, water and the upcoming meeting of the South Mills Water Association.

Bob Krainiak of Maple Drive, Camden, addressed the Board in regard to a lot located in Camden Station that he donated to the County. Mr. Krainiak gave a brief description of the game of Pickleball and encouraged the Board to use the donated lot as a Pickleball court due to the interest of a number of citizens. He added that there are grants available through AARP that would fund installation of the court.

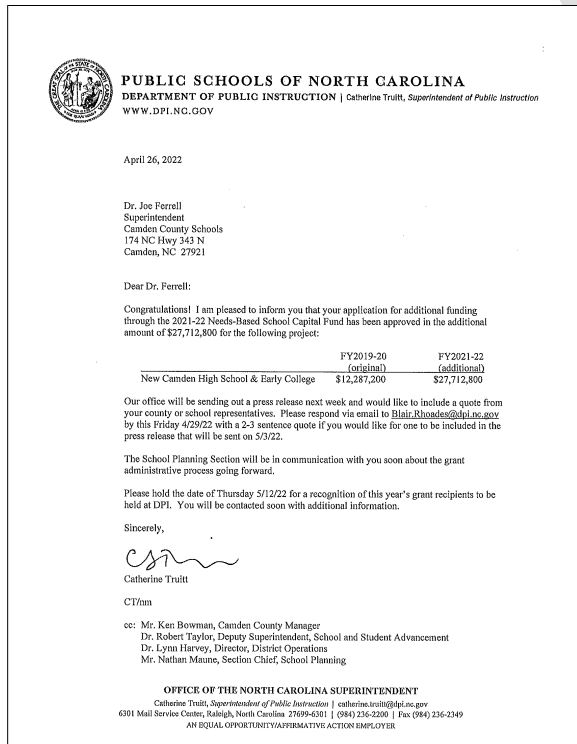
ITEM 4. PRESENTATIONS

A. 2021-2022 Needs-Based School Capital Fund Grant – Ken Bowman / Dr. Joe Ferrell

County Manager Ken Bowman explained that a grant application was submitted last year for additional capital funds through the 2021-2022 Needs-Based School Capital Fund Grant. Mr. Bowman recognized School Superintendent Dr. Joe Ferrell to present the results of the grant award.

Dr. Ferrell included the following in his remarks:

- November 2017 – Received the first grant for a new high school in the amount of \$2,287,200.
- November 2019 – Received the second grant for a new high school in the amount of \$10M.
- November 2020 – \$33M Bond Referendum passed with 73% of voters voting yes.
- Initial estimated total costs for the new high school - \$64M; Board of Education made significant cuts for a total estimated cost of \$45M
- Items that were cut were added back into the plan for grant submittal.
- April 2022 - Additional funding through the 2021-2022 Needs-Based School Capital Fund was approved in the amount of \$27,712,800.
- Total Awards in Grant Funds - \$40M, which is 80% of the \$50M requested.
- Appreciation of support to the Board of Commissioners and County Manager.



Attachment: bocminutes_050222 (3292 : BOC Meeting Minutes - May 2, 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: March 2022

	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water/Distribution	89	89	100%	0
Sewer/Collection	1	1	100%	0

New Services installed: 1

Locates:

- Water Line: 64
- Sewer Line: 7
- Water & Sewer, same ticket: 6
- 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 March: 15 633 430 gallons

Daily average water usage for March: 504 304 gallons

Current treatment capacity at the water treatment plant: 720 000

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
2021										
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	88	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
2022										
Jan	90	100%	0%	89	1	96	6	6	0	0
Feb	108	100%	0%	108	0	73	5	4	0	0
March	90	100%	0%	89	1	64	7	6	0	1

SOUTH CAMDEN WATER & SEWER DISTRICT MONTHLY WATER REPORT													
month	active meters	work orders	locates	new serv	gallons sold	tap fees	total collected	gallons sold	sewer collected	sewer cust	gallons sold	sewer collected	
					water			Core	Core	Core	S. Mills	S. Mills	
2021													
January	2,229	102	107	1	14,409,048	\$8,000.00	\$129,184.92	527,020	\$7,987.76	54	291,760	\$3,098.79	88
February	2,232	87	108	3	12,472,543	\$28,000.00	\$160,585.13	551,050	\$8,593.99	54	228,970	\$3,738.52	89
March	2,240	86	152	1	12,047,251	\$12,000.00	\$150,411.28	503,510	\$8,656.06	54	208,440	\$3,597.83	89
April	2,251	65	139	5	14,759,968	\$66,833.00	\$192,635.30	565,960	\$9,257.62	54	201,240	\$3,348.69	89
May	2,256	88	115	2	15,271,509	\$4,000.00	\$141,268.11	617,470	\$9,195.13	54	322,120	\$3,572.33	90
June	2,261	101	92	2	15,376,790	\$4,000.00	\$153,214.83	523,050	\$9,215.37	54	261,700	\$3,274.74	89
July	2,272	87	104	0	14,246,240	\$98,967.00	\$243,922.11	500,330	\$9,368.09	54	236,290	\$3,936.63	90
August	2,276	89	125	4	17,838,990	\$4,000.00	\$139,706.73	531,930	\$7,445.29	54	455,480	\$4,238.87	90
September	2,283	120	92	3	13,813,320	\$16,000.00	\$174,303.27	619,170	\$7,978.48	54	418,660	\$3,268.90	90
October	2,287	95	81	0	14,815,201	\$0.00	\$127,114.75	1,196,860	\$9,904.44	54	315,360	\$3,746.87	90
November	2,293	72	39	2	13,763,517	\$3,500.00	\$145,643.68	770,130	\$16,643.68	54	264,430	\$6,370.61	90
December	2,298	86	58	0	13,930,906	\$0.00	\$145,160.49	761,500	\$12,600.22	54	286,970	\$4,002.82	89
2022													
January	2,298	90	108	0	13,739,659	\$4,000.00	\$136,306.83	555,880	\$11,704.03	55	244,676	\$3,781.90	89
February	2,299	108	82	0	12,108,415	\$2,500.00	\$135,512.42	589,080	\$9,851.08	55	234,674	\$3,980.47	89
March	2,275	90	77	1	12,047,251	\$65,667.00	\$194,073.56	503,510	\$7,234.28	54	237,641	\$3,557.94	87

Attachment: bocminutes_050222 (3292 : BOC Meeting Minutes - May 2, 2022)

2022 High Service Pump Flows		
Month	Monthly Total	Average Daily Use
January 2022	13,953,480	.450,112
February 2022	12,060,970	.430,749
March 2022	15,633,430	.504,304
April 2022		
May 2022		
June 2022		
July 2022		
August 2022		
September 2022		
October 2022		
November 2022		
December 2022		
Yearly Totals		

2022 SMWA USAGE												
Date	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	144,900	172,000	140,200									
2	144,900	139,600	125,000									
3	159,600	151,000	130,600									
4	161,500	162,167	149,000									
5	131,500	162,167	149,000									
6	136,200	162,167	149,000									
7	130,734	46,500	143,600									
8	130,733	35,800	144,900									
9	130,733	32,300	120,400									
10	66,220	35,300	153,900									
11	34,500	36,634	138,434									
12	25,500	36,633	138,433									
13	129,800	36,633	138,433									
14	41,467	138,500	146,600									
15	41,467	140,500	95,600									
16	41,466	131,000	202,400									
17	4,280	35,300	138,100									
18	40,300	3,844	149,700									
19	105,400	3,843	149,700									
20	109,000	3,843	149,700									
21	156,234	38,200	140,500									
22	156,233	40,500	142,100									
23	156,233	165,900	121,500									
24	139,400	133,500	118,400									
25	126,300	136,634	150,334									
26	145,200	136,633	150,333									
27	87,590	136,633	150,333									
28	151,867	138,000	142,400									
29	151,867		136,300									
30	151,866		122,600									
31	166,100		148,200									
TOTAL	3,499,090	2,591,731	4,375,700									
Average	112,874	92,562	141,152									
Maximum	166,100	172,000	202,400									

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.

ITEM 5. NEW BUSINESS

A. Keeter Barn Landing Major Conservation Subdivision Preliminary Plan – Amber Curling

Keeter Barn Landing LLC is requesting Preliminary Plan approval for Keeter Barn Landing Major Subdivision. The following items have been submitted with the package: Land Use Application/Preliminary Plan/Staff Findings/TRC inputs/Deed/Neighborhood Meeting Results. The Subdivision consists of 37 single family lots located on the southwest corner of Keeter Barn Rd and US Hwy 17 in the South Mills Township.

On March 16, 2022 the Planning Board with a 3-2 vote recommend denial of the Keeter Barn Landing Major Subdivision application request.

A Public Hearing for Keeter Barn Landing LLC requesting Preliminary Plan approval for Keeter Barn Landing Major Subdivision was held on April 4, 2022. The Board of Commissioners voted to table consideration to the May 2, 2022 Board of Commissioners meeting.

Chairman Munro requested staff to update the fee structure for connection to the County sewer system for the next meeting.

Motion to table consideration to the next meeting to allow the developer and the County to meet to work on fees that would allow hookup to the county sewage, which would eliminate drainage issues and that it be placed on next month’s agenda.

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

B. BusPatrol Automated School Bus Cameras – Britton Overton

Britton Overton, Director of Transportation for Camden County Schools, addressed the Board in regard to BusPatrol, a school bus safety program that employs the use of stop-arm safety technology. Stop-arm cameras and automated stop-arm enforcement laws permit local law enforcement to leverage technology while enforcing school bus stopping laws. Mr. Overton gave an overview of the program and requested that the Board of Commissioners adopt an ordinance which would allow the Board of Education to consider moving forward with the installation and operation of automated school bus safety cameras.

Mr. Overton noted that BusPatrol shoulders the financial risks involved in deploying a fully automated stop-arm program. According to BusPatrol, this includes the cost of procurement, installation and maintenance of stop-arm technology for entire school bus fleets. Motorists who commit stop-arm violations help fund the safety technology and program management expenses. Once costs are recovered, a revenue generation model exists for school districts, counties and cities to access new available funding. In the rare case that a partner issues no tickets, BusPatrol will even absorb these costs. The program requires one law enforcement officer designated to review and approve the stop-arm violations.

Discussion included:

- The possible use of an SRO to review and approve the stop-arm violations.
- The program equips 100% of the bus fleet. (23 buses for Camden Schools)
- BusPatrol will monitor the camera system to ensure all cameras are functioning properly.

Motion to instruct staff, in consultation with the County Attorney, to present for consideration at a future meeting an ordinance allowing installation and operation of automated school bus safety cameras.

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

C. Tax Report – Ken Bowman

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

OUTSTANDING TAX DELINQUENCIES BY YEAR

<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>
2021	293,762.74	61,525.05
2020	77,486.20	5,406.64
2019	37,825.43	2,978.53
2018	22,983.12	1,528.10
2017	13,427.91	1,821.40
2016	8,225.58	1,223.09
2015	6,791.79	689.62
2014	9,652.65	1,028.28
2013	6,709.14	4,694.65
2012	5,683.74	7,251.38

TOTAL REAL PROPERTY TAX UNCOLLECTED	482,548.30
TOTAL PERSONAL PROPERTY UNCOLLECTED	88,146.74
TEN YEAR PERCENTAGE COLLECTION RATE	99.34%
COLLECTION FOR 2022 vs. 2021	127,030.46 vs. 121,575.76
<u>LAST 3 YEARS PERCENTAGE COLLECTION RATE</u>	
2021	96.28%
2020	98.95%
2019	99.47%

Attachment: bocminutes_050222 (3292 : BOC Meeting Minutes - May 2, 2022)

EFFORTS AT COLLECTION IN THE LAST 30 DAYS

ENDING March **2022**
BY TAX ADMINISTRATOR

232	NUMBER DELINQUENCY NOTICES SENT
20	FOLLOWUP REQUESTS FOR PAYMENT SENT
4	NUMBER OF WAGE GARNISHMENTS ISSUED
3	NUMBER OF BANK GARNISHMENTS ISSUED
22	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	02-8923-00-19-3774.0000	12,086.44	1	NMJ PROPERTIES LLC	CAMDEN	431 158 US W
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	02-8943-01-17-4388.0000	7,745.40	1	THOMAS REESE	CAMDEN	301 JAPONICA DR
R	02-8944-00-31-8586.0000	6,492.95	1	TWIFORD III, LLC	CAMDEN	138 SAND HILLS RD
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	ARODE 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	02-8935-02-46-7093.0000	5,712.54	1	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	01-7979-00-61-7358.0000	4,942.97	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	4,649.77	1	LASALLE 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	03-8943-02-78-4396.0000	4,471.07	1	SHERRILL M PRICE JR	SHILOH	115 COOKS LANDING RD
R	02-8949-02-46-2698.0000	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	03-8973-00-22-3033.0000	3,975.77	1	TAYLOR LEIGH PROPERTIES LLC	SHILOH	899 SANDY HOOK 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	02-8954-00-43-8538.0000	3,614.32	1	BILLY ROSS FEREBEE	SHILOH	237 PALMER RD
R	02-8934-03-31-9750.0000	3,402.54	1	CAROLYN MCDANIEL	CAMDEN	195 COUNTRY CLUB RD
R	03-8953-00-76-2855.0000	3,356.58	1	ROBERT JASON HOLTON	SHILOH	223 PERKINS RD
R	03-9809-00-23-4988.0000	3,268.68	1	WANDA H WELLS	SHILOH	104 HIGH RD
R	02-8934-04-72-0416.0000	3,235.88	1	PAULINE JETTE	CAMDEN	238 COUNTRY CLUB RD
R	02-8936-00-90-8005.0000	3,036.50	1	BRANDI B DORNFRIED	CAMDEN	107 COTTON CT
R	03-8962-00-67-1021.0000	2,912.38	1	CECIL BARNARD HEIRS	SHILOH	WICKHAM RD

30 Oldest Unpaid - Real

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	10	6,166.42	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 TILLET	SHILOH	171 NECK RD
R	01-7988-00-91-0179.0000	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 ERASON	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	03-8990-00-84-0931.0000	10	285.84	CARL TEUSCHER	SHILOH	218 BRAD 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

30 Largest Unpaid – Personal

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
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	0000295	1,126.07	3	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0002941	1,083.89	1	BARKER'S TRUCKING, INC	SHILOH	108 SASSAFRAS LN
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	0002192	449.91	15	ACADEMY 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	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
P	0005537	279.87	1	NATHAN MARC SEBURA	CAMDEN	343 HWY N
P	0003208	271.52	1	RICKY W JOHNSON	CAMDEN	113 PALMER RD
P	0003075	255.21	1	PATRICK WAYNE BAUM	CAMDEN	186 B BUSHELL RD
P	0000945	243.90	1	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0001694	241.65	10	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001952	238.91	10	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0003773	231.08	1	SEVAN NERO BARTLETT	CAMDEN	197 HERMAN ARNOLD RD

30 Oldest Unpaid – Personal


Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001709	1,207.54	10	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0001046	562.79	10	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	534.66	10	PAM BUNDY	SHILOH	105 AARON DR
P	0001681	504.70	10	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001230	411.11	10	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001538	311.90	10	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0000738	307.42	10	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001694	241.65	10	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001952	238.91	10	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0001106	203.87	10	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001827	148.15	10	KAREN BUNDY	CAMDEN	431 158 US W
P	0000295	1,126.07	5	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000770	134.40	6	MARSHA GAIL BOGUES	CAMDEN	276 BELCROSS RD
P	0000385	121.17	6	MARK SANDERS OVERMAN	SHAWBORO	116 GARRINGTON ISLAND
P	0002921	120.68	6	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0001104	1,148.60	3	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0000945	243.90	3	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0002442	200.37	5	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0002468	178.15	5	WANDA HERNANDEZ WELLS	SHILOH	104 HIGH RD
P	0002968	165.22	5	MICHAEL WILLIAM MAINELLO	SOUTH MILLS	237 KEETER BARN RD
P	0001150	136.45	5	WILLIAM MICHAEL STONE	CAMDEN	130 MILL DAM RD S
P	0001689	125.28	5	MICHAEL WAYNE MYERS	SOUTH MILLS	107 ROBIN DR
P	0002194	577.25	4	AARON MICHAEL WHITE	SHILOH	849 SANDY HOOK RD S
P	0002902	222.92	4	STEPHANIE AUSMAN	SHILOH	204 POND RD
P	0001512	167.69	4	JOHN WESLEY BURGESS, JR.	CAMDEN	431 158 USY W
P	0000297	522.02	3	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0003559	365.94	3	BENNY FARRELL TUCKER	ELIZABETH CITY	152 158 US W
P	0003405	355.61	3	JOHN R BARKER	SHILOH	108 SASSAFRAS LN
P	0003501	310.39	3	DIANE L. NOBLE	CAMDEN	152 158 US W
P	0003513	282.06	3	JULIE PORTER	CAMDEN	431 158 US W

Motion to approve the tax report as presented.

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

D. Resolution 2022-05-01 Supporting Mid-Currituck Bridge – Ken Bowman

On December 1, 2014 the Camden County Board of Commissioners adopted a Resolution in support of including US 158, US 168 and the Mid-Currituck Bridge on the Strategic Transportation Corridors Map. At the request of the Albemarle Rural Planning Organization (ARPO), the Board will consider an updated Resolution Supporting Construction of the Mid-Currituck Bridge and Its Continued Inclusion in the State Transportation Improvement Plan.



Resolution 2022-05-01

**RESOLUTION OF THE CAMDEN COUNTY BOARD OF COMMISSIONERS
SUPPORTING CONSTRUCTION OF THE MID-CURRITUCK BRIDGE
AND ITS CONTINUED INCLUSION IN THE
STATE TRANSPORTATION IMPROVEMENT PLAN**

WHEREAS, the Mid-Currituck Bridge project has been in the development process for over thirty years; and

WHEREAS, the Camden County Board of Commissioners supported this project through Resolution No. 2014-12-01; and

WHEREAS, the popularity of Outer Banks of North Carolina, including Dare County and its towns, Currituck County and the Town of Southern Shores, continues to grow, resulting in an ever-increasing number of residents and visitors to the Outer Banks, particularly the northern Outer Banks; and

WHEREAS, the Outer Banks of North Carolina generates substantial revenue for the State of North Carolina, particularly through tourism, and also serves a role as an ambassador area for the State by introducing hundreds of thousands of visitors from all over the United States and the world to the many wonders of North Carolina; and

WHEREAS, this revenue and the goodwill that visitors feel towards the Outer Banks and North Carolina is tested annually through frustrations attributed directly to traffic congestion; and

WHEREAS, the purpose of the Mid-Currituck Bridge is to substantially improve traffic flow on the project area's thoroughfares, i.e. NC 12 and US 158, substantially reduce travel time for persons traveling between the Currituck County mainland and the Currituck County Outer Banks, and to substantially reduce the hurricane clearance time for residents and visitors who use US 158 and NC 168 during coastal evacuation; and

WHEREAS, building the Mid-Currituck Bridge will reduce congestion and alleviate delays, thus promoting and enhancing economic development, while bolstering the tourism industry; and

WHEREAS, alternatives to the Mid-Currituck Bridge project have been studied thoroughly and have been rejected in favor of the Mid-Currituck Bridge; and

WHEREAS, in recognition of the viability and need of the Mid-Currituck Bridge, the North Carolina Department of Transportation has demonstrated a commitment to construction of the bridge by placing it in the State Transportation Improvement Plan based on the agency's


prioritization process and strong support by local municipalities and the County of Camden; and

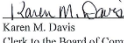
WHEREAS, the US District Court for the Eastern District of North Carolina ruled in December 2021 that NCDOT and the Federal Highway Administration have complied with all applicable federal laws and regulations in planning for the bridge; and


WHEREAS, the court's decision properly affirms the project's compliance with the federal National Environmental Policy Act.

NOW, THEREFORE, BE IT RESOLVED BY THE CAMDEN COUNTY BOARD OF COMMISSIONERS that it affirms its commitment to the Mid-Currituck Bridge project and advocates for advancement of this crucial project and its continued inclusion as a funded project in the State Transportation Improvement Plan.

Adopted this, the 2nd day of May 2022.


Ross B. Munro, Chairman
Camden County Board of Commissioners

ATTEST:

Karen M. Davis
Clerk to the Board of Commissioners



Motion to adopt Resolution 2022-05-01 in Support of the Mid-Currituck Bridge.

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


E. Resolution 2022-05-02 in Support of the Nursing & Allied Health Simulation Facility at COA – Ken Bowman

Commissioner Riggs, a member of the College of the Albemarle Board of Trustees, spoke in support of the Resolution.

Motion to adopt Resolution 2022-05-02 in Support of the Nursing & Allied Health Simulation Facility at COA.

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

Attachment: bocminutes_050222 (3292 : BOC Meeting Minutes - May 2, 2022)


Resolution 2022-05-02

**Resolution in Support of the Nursing and Allied Health Simulation Facility at
College of The Albemarle**

WHEREAS, for more than 60 years, College of The Albemarle has served the counties of Camden, Chowan, Currituck, Dare, Gates, Perquimans, and Pasquotank and its citizens by opening the door to education and career training; and

WHEREAS, College of The Albemarle annually contributes approximately \$105.3 million to the regional income; equivalent to 2.1% of the gross regional product and supporting one out of every 33 jobs; and

WHEREAS, College of The Albemarle's nursing program was ranked as the #1 RN nursing program in NC by registerednursing.org for the years 2021 and 2018; and

WHEREAS, College of The Albemarle was ranked as the #6 Community College in the United States in 2020 by smartasset.com; and

WHEREAS, College of The Albemarle has been selected as one of the 150 community colleges in the nation to compete for the \$1M Aspen Prize, which is considered by America's community colleges to be the signature recognition of high achievement and performance; and

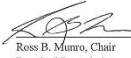
WHEREAS, healthcare job growth is expected to increase 18.1% in the coming years, which is 3 times that of other job sectors; and


WHEREAS, facilities to expand programs at College of The Albemarle is limited and current facilities are woefully inadequate to provide the state-of-the-art training expected of a top-tier community college; and

WHEREAS, all counties served by College of The Albemarle benefit from the excellent training the college provides to future health care practitioners; and

WHEREAS, an expansion of the Nursing and Allied Health Simulation Facility at College of The Albemarle would enhance current training, expand opportunities for future programming, and incentivize healthcare graduates to remain in the area to serve our rural communities.

THEREFORE BE IT RESOLVED that the Board of Commissioners of Camden County unanimously supports College of The Albemarle in its efforts to secure public and grant funding for this resource on this, the 2nd day of May 2022.


Ross B. Munro, Chair
Board of Commissioners


Ken Bowman, Manager
Camden County

F. Set Public Hearing – Proposal to Purchase Property for the New High School – Ken Bowman

It has come to the attention of the County leadership that the property located on Route 343 North that has been designated for the new high school is less than desirable to develop due to the subsoils located on the property. After much work and various soil samplings the Manager at Risk, MB Kahn, has determined the cost to mitigate the site would drive the cost up significantly upwards of \$4M. In addition, the location of the school along Route 343 North will create traffic issues for both the traveling public and those using the school location.

With that in mind, the County wanted to look for an alternate site for the new high school. The location being considered is located across from the County Administration Building on Hwy 158 East. This project site is located along the south side of NC Hwy 158 (Shortcut Road) in Camden, North Carolina. More specifically, the site is located approximately 0.5 miles east of the NC Hwy 158 and NC State Road 34 intersection and was observed to consist of an open agricultural area. The property consists of 194 acres of which 60-70 acres would be designated for the new high school. This property will provide adequate space for the new building, parking, sports fields and expansion when needed.

The County has already contracted with Timmons Group to conduct an environmental analysis and soil borings on this site to ensure the land is satisfactory for the new high school.

Motion to set the Public Hearing for the proposal to purchase property for the new high school for June 6, 2022.

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

Attachment: bocminutes_050222 (3292 : BOC Meeting Minutes - May 2, 2022)

G. Brightspeed Grant Application – Ken Bowman

Access to broadband is no longer a luxury, but a necessity that serves as an economic engine and connects a global world. Rural localities like ours are lacking in the infrastructure that is a foundation for economic growth, job creation, global competitiveness and quality of life.

Connect Holding II, LLC d/b/a Brightspeed desires to partner with Camden County anticipating a collaboration on a contract to be executed if the Broadband Office awards a GREAT Grant Award to Brightspeed for the project during the supplemental round of applications due on May 4, 2022.

The grant application is seeking \$4M from the state grant with a county match of \$50K in ARP funds to provide 75 miles of fiber-based broadband services to approximately 1,683 locations in an area that will benefit tremendously from this technology deployment.

We see this grant application as an exciting opportunity to expand broadband service to those areas currently unserved and provide significant and tangible benefits with regards to economic development and education, by encouraging businesses to come, stay and grow, and allowing our students access to critical information efficiently in their homes.

Recommendation of staff is approval and allow the Chairman to sign the Memorandum of Understanding with Brightspeed.

Motion to approve the application for the Brightspeed Grant as presented.

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

MEMORANDUM OF UNDERSTANDING
The parties to this Memorandum of Understanding ("MOU") are Camden County, North Carolina ("Camden County") and Connect Holding II, LLC d/b/a Brightspeed ("Brightspeed").
The purpose of this MOU is to establish a commitment by the parties to partner in the North Carolina Growing Rural Economies with Access to Technology ("GREAT") program established by the North Carolina Broadband Infrastructure Office ("Broadband Office").
Although a partnership between Camden County and Brightspeed has not yet been formalized for the Brightspeed - Camden County Fiber Project ("Project"), which Project is described more specifically below, both parties are anticipating to collaborate on a contract ("Contract") to be executed if the Broadband Office awards a GREAT Grant to Brightspeed for the Project during the supplemental round of applications due on May 4, 2022.
The Contract would require Brightspeed to complete the Project and would require Camden County to pay Brightspeed a portion of the costs associated with the Project.
Neither party would be under any obligation to the other: (1) if Brightspeed is not awarded the Project by the Broadband Office; or (2) if, in Brightspeed's sole discretion, Brightspeed chooses not to submit an application to the Broadband Office for the Project; or (3) if the change in control of the holding company ownership of Brightspeed to Connect Holding, LLC, expected to close in the third quarter of 2022, fails to close.
The various obligations in the Contract contemplated by the parties are summarized below:
If Brightspeed is awarded the Project by the Broadband Office, Brightspeed would commit to:
a. Execute a five-year service agreement with the Broadband Office for the Project, which will deploy fiber-to-the-home services to approximately 1,683 locations with a total Project cost of approximately \$5,990,000;
b. Draft and submit to Camden a draft Contract once advised by the Broadband Office of a successful application and anticipated award;
c. Execute a Contract with Camden County to formalize a partnership whereby Brightspeed, under the ownership of Connect Holding, LLC will complete the Project and Camden County will pay a portion of the Project costs as described below and in the Contract;
d. Complete all Grant Activities to be described in the Contract;
e. Provide a copy of any required Progress Report to Camden County on the status of the Project;
f. Notify Camden County if its assistance is needed with the Project;
g. Submit requests for payment Camden County when the Project is completed, or earlier at the request of Camden County;
h. Complete all Project work within the required timeframe;
i. Provide Camden County information on the locations where broadband had been enabled as part of the Project;
j. Prepare and execute any required nondisclosure agreements related to the Project; and
k. Include this MOU in its application to the Broadband Office for the Project.

Camden County would commit to:
a. Execute a Contract with Brightspeed, if Brightspeed is awarded the Project by the Broadband Office. The Contract will formalize a partnership whereby Brightspeed will complete the Project and Camden County will remit \$50,000 to Brightspeed at the conclusion, as addressed in this MOU and the Contract;
b. Include, as part of the remittance of the \$50,000, any American Rescue Plan Act ("ARPA") funding;
c. Obtain all necessary approvals to enter the Contract and remit \$50,000 to Brightspeed at the conclusion of the Project;
d. Process requests for payment for the Project pursuant to the Contract in a timely manner;
e. Provide assistance with the Project in accordance with the Contract within the scope of Camden County's authority;
f. Execute, if needed, a non-disclosure agreement related to the Project;
g. Provide information about the Project on the Camden County Broadband Initiative website;
h. Assist in publicizing the Project to Camden County residents; and
i. Allow Brightspeed to include this MOU in its application to the Broadband Office for the Project.
Connect Holding II, LLC d/b/a Brightspeed CAMDEN COUNTY
Name (printed): _____ Name (printed): Ross R. Munro
Title: _____ Title: Board Chair
Signature: _____ Signature: [Signature]
Date: _____ Date: 5/2/22

ITEM 6. BOARD APPOINTMENTS

Attachment: bocminutes_050222 (3292 : BOC Meeting Minutes - May 2, 2022)

A. Library Board

Motion to approve the reappointments of Anita Cuthrell, Monique Chamblee, and Anna Smith to the Library Board.

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

Motion to rescind the appointment of Dave Parks to the Planning Board and Board of Adjustment.

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 – April 4, 2022
B. BOC Meeting Minutes – April 6, 2022
C. Budget Amendments

2021-22-BA030
CAMDEN COUNTY BUDGET AMENDMENT
BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022.
Section 1. To amend the General Fund as follows:
ACCT NUMBER DESCRIPTION OF ACCT AMOUNT INCREASE DECREASE
Revenues
52330610-434856 LINKS \$7,100
Expenses
528000-556200 LINKS \$7,100
This Budget Amendment is made to appropriate funds from additional Links Revenues to Links Expenses in Social Services.
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 2nd day of May, 2022.

2021-22-BA031
CAMDEN COUNTY BUDGET AMENDMENT
BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022.
Section 1. To amend the General Fund as follows:
ACCT NUMBER DESCRIPTION OF ACCT AMOUNT INCREASE DECREASE
Revenues
52330610-434848 LIEAP \$14,381
Expenses
528000-554321 LIEAP \$14,381
This Budget Amendment is made to appropriate funds from additional LIEAP Revenues to LIEAP Expenses in Social Services.
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 2nd day of May, 2022.

Attachment: bocminutes_050222 (3292 : BOC Meeting Minutes - May 2, 2022)

2021-22-BA032
CAMDEN COUNTY BUDGET AMENDMENT

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

Section 1. To amend the General Fund as follows:


ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
10340611-432700	FEE COLLECTED	\$239.26	
Expenses			
106110-533000	SUPPLIES	\$239.26	

This Budget Amendment is made to appropriate funds from additional funds collected to Supplies for the Library.

This will result in no change to the Contingency of the General Fund.
Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 2nd day of May, 2022.

Karen M. Davis Clerk to Board of Commissioners
[Signature] Chairman, Board of Commissioners



2021-22-BA033
CAMDEN COUNTY BUDGET AMENDMENT

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

Section 1. To amend the General Fund as follows:


ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
10380400-433500	MISCELLANEOUS	\$410.57	
Expenses			
106200-514000	TRAVEL	\$410.57	

This Budget Amendment is made to appropriate funds from a reimbursement of funds to the travel expenses for JCPC.

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 2nd day of May, 2022.

Karen M. Davis Clerk to Board of Commissioners
[Signature] Chairman, Board of Commissioners



2021-22-BA034
CAMDEN COUNTY BUDGET AMENDMENT

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

Section 1. To amend the General Fund as follows:


ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
10360510-434898	GRANT REVENUES	\$12,638.45	
Expenses			
105100-533100	GRANT PURCHASES	\$12,638.45	

This Budget Amendment is made to appropriate funds from a reimbursement of grant funds to the grant expenses for the Sheriff's Department.

This will result in no change to the Contingency of the General Fund.
Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 2nd day of May, 2022.

Karen M. Davis Clerk to Board of Commissioners
[Signature] Chairman, Board of Commissioners



2021-22-BA035
CAMDEN COUNTY BUDGET AMENDMENT

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

Section 1. To amend the General Fund as follows:


ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
10340605-432700	Fee Collected	\$2,550.00	
Expenses			
106050-533120	4-H Supplies	\$2,550.00	

This Budget Amendment is made to appropriate funds from a reimbursement of grant funds to the 4-H Supplies for the Cooperative Extension Department.

This will result in no change to the Contingency of the General Fund.
Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 2nd day of May, 2022.

Karen M. Davis Clerk to Board of Commissioners
[Signature] Chairman, Board of Commissioners



Attachment: bocminutes_050222 (3292 : BOC Meeting Minutes - May 2, 2022)

D. School Budget Amendments

Budget Amendment
Camden County Schools Administrative Unit
Federal Grant Fund

The Camden County Board of Education at a meeting on the 14th day of April 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	Decrease
5200	Special Instructional Programs	82,898.67	
8100	Payments to Other Gov't Units	1,444.33	

Explanation: Revenues increased for carryover funds


Total Appropriation in Current Budget	\$ 2,941,471.25
Amount of Increase/Decrease of Above Amendment	+ 84,343.00
Total Appropriation in Current Amended Budget	\$ 3,025,814.25

Passed by majority vote of the Board of Education of Camden County on the 14th day of April, 2022.

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 21st day of May 2022.

[Signatures]
Chairman, Board of Education
Secretary, Board of Education

[Signatures]
Chairman, Board of County Commissioners
Clerk, Board of County Commissioners



Budget Amendment
Camden County Schools Administrative Unit
Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 14th day of April, 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	Decrease
5100	Regular Instructional Programs	41.31	
5400	School Leadership Services	244.27	
5800	School-Based Support Services	2,469.42	

Explanation:


Total Appropriation in Current Budget	\$ 539,906.50
Amount of Increase/Decrease of Above Amendment	+ 2,755.00
Total Appropriation in Current Amended Budget	\$ 542,661.50

Passed by majority vote of the Board of Education of Camden County on the 14th day of April 2022.

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 21st day of May 2022.

[Signatures]
Chairman, Board of Education
Secretary, Board of Education

[Signatures]
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 14th day of April 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	Decrease
5100	Regular Instructional Programs	225,164.00	
5400	School Leadership	1,593.71	
5800	School-Based Support Service	102,774.00	
6500	Operational Support Services	21,080.28	
6600	Financial and Human Resources	503.14	
6700	Accountability	3163.10	

Explanation:


Total Appropriation in Current Budget	\$ 16,255,140.23
Amount of Increase/Decrease of Above Amendment	+ 354,278.23
Total Appropriation in Current Amended Budget	\$ 16,609,418.46

Passed by majority vote of the Board of Education of Camden County on the 14th day of April 2022.

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 21st day of May 2022.

[Signatures]
Chairman, Board of Education
Secretary, Board of Education

[Signatures]
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 14th day of April 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	Decrease
5100	Regular Instructional Programs	0.00	

Explanation:


Total Appropriation in Current Budget	\$ 16,609,418.46
Amount of Increase/Decrease of Above Amendment	+ 0.00
Total Appropriation in Current Amended Budget	\$ 16,609,418.46

Passed by majority vote of the Board of Education of Camden County on the 14th day of April 2022.

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 21st day of May 2022.

[Signatures]
Chairman, Board of Education
Secretary, Board of Education

[Signatures]
Chairman, Board of County Commissioners
Clerk, Board of County Commissioners



Attachment: bocminutes_050222 (3292 : BOC Meeting Minutes - May 2, 2022)

Budget Amendment
Camden County Schools Administrative Unit
Local Current Expense Fund

The Camden County Board of Education at a meeting on the 14th day of April, 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	Decrease
5100	Regular Instructional Programs		19,991.01
5200	Special Instructional Programs		1,550.00
5300	Alternative Programs & Services		25.00
5400	School Leadership Services	4,002.10	
5800	School-Based Support Service		6,749.54
6100	Support & Development Services		13,174.48
6500	Operational Support Services	130,401.64	
6600	Financial & Human Resources	5,894.67	
6700	Accountability Services		160.00
6800	System-Wide Pupil Support	3,022.10	
6900	Policy, Leadership & Public		95,232.84
7100	Community Services		1,437.64
8100	Payments to Other Gov't Units		5,000.00

Explanation:

Total Appropriation in Current Budget	\$ 2,799,658.18
Amount of Increase/Decrease of Above Amendment	+ 0.00
Total Appropriation in Current Amended Budget	\$ 2,799,658.18

Passed by majority vote of the Board of Education of Camden County on the 14th day of April 2022.


[Signature]
Chairman, Board of Education

[Signature]
Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 2nd day of May 2022.

[Signature]
Chairman, Board of County Commissioners

[Signature]
Karen M. Davis
Clerk, Board of County Commissioners



E. Tax Collection Report

Tax Collection Report
MARCH 2022

Day	Amount	Amount	Name of Account	Deposits	Internet
	\$	\$	\$	\$	\$
1	5,931.57			5,931.57	
2	6,285.83			6,285.83	
3	4,303.47		Refund - 50.57	4,303.47	
4	13,489.04			13,489.04	
7	6,904.51		Refund - 50.82	6,904.51	
8	3,986.22		Refund - 50.00	3,986.22	
9	3,117.54			3,117.54	
	3,438.76		PSN - Refund - 50.00		3,438.76
10	7,959.31			7,959.31	
11	26,890.46		Refund - 517.66	26,890.46	
14	7,807.23			7,807.23	
15	7,075.40			7,075.40	
16	2,555.58			2,555.58	
17	10,619.84			10,619.84	
	11,464.73		PSN - Refund - 82.71		11,464.73
18	26,450.73		Refund - 50.83	26,450.73	
21	8,581.41			8,581.41	
22	6,215.21			6,215.21	
23	26,547.40			26,547.40	
24	6,333.53			6,333.53	
	3,991.29		PSN - Refund - 33.37		3,991.29
25	12,545.50		Refund - 50.50	12,545.50	
28	2,428.80			2,428.80	
29	6,522.07			6,522.07	
30	3,821.58			3,821.58	
31	24,370.57			24,370.57	
	6,533.77			6,533.77	
	4,457.40		PSN - Refund - 50.34		4,457.40
			PSN - Refunded, already paid		
			By Yula Martinez - \$50.00 paid		
			PSN electronic check on 3/2/2022		
	\$ 260,728.75			\$ 237,376.57	23,352.18
Total Deposits and PSN	\$ 260,728.75			\$260,728.75	
			PSN Check fees \$ 19.70 - for info only, fees were paid to PSN		
	\$ (37.91)		Refund		
	\$ -		Over		
	\$ -		Shortage		
	\$ -		Adjustment		
NET TOTAL	\$ 260,690.84				

Submitted by: *[Signature]* Date: 4-7-22

Approved by: *[Signature]* Date: 5-2-22

Attachment: bocminutes_050222 (3292 : BOC Meeting Minutes - May 2, 2022)

F. DMV Monthly Report

STATE OF NORTH CAROLINA
 COUNTY OF CAMDEN
 TO: The Tax Administrator of Camden County June, 22 Renewals Due 7/15/22

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
38,875.04	38,375.78	21,886.46	99,137.28

Witness my hand and official seal this 2nd day of May 2022

[Signature]
 Chairman, Camden County Board of Commissioners

Attest:
Karen McDavis
 Clerk to the Board of Commissioners of Camden County

[Seal: COUNTY OF CAMDEN NORTH CAROLINA]

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

[Signature: D. S. Anderson]
 Tax Administrator of Camden County

G. Pickups, Releases & Refunds

NAME	REASON	NO.
Amanda Lee Lewis	Turned in plate - Refund \$171.31	Pick-up/22877 63040525
Michael Ray Gall	Turned in plate - Refund \$445.05	Pick-up/22550 64499741
Noah Michael-Lee Knowles	Turned in plate - Refund \$218.51	Pick-up/22549 57665698
Noah Michael-Lee Knowles	Turned in plate - Refund \$113.20	Pick-up/22529 63765171
Gerhart Herman Wesner, Jr.	Turned in plate - Refund \$167.31	Pick-up/22526 62203556
Trenton Cole Twiford	Turned in plate - Refund \$139.12	Pick-up/22530 57193527
Justin Maverick Oldland	Turned in plate - Refund \$128.60	Pick-up/22539 52547358
Tanya Faye Stockton	Roll back taxes - Pick-up \$3,182.07	Pick-up/22546 R-122976-2019 R-130376-2020 R-137825-2021
Twiford III, LLC	Roll back taxes - Pick-up \$7,321.34	Pick-up/22554 R-120722-2019 R-128117-2020 R-135548-2021 R-135548-2021
Kaitlyn Marie McCaskey	Turned in plate - Refund \$222.56	Pick-up/22556 65099657

H. Surplus Property

Department	Item	Disposal Method	Suggested Value	Reason for Surplus
Library	2 Dell Desktop Computers	Recycle	\$0	Replaced
Social Services	8 desk chairs	Disposal	\$0	Replaced

I. Estimated Property Values

TO: CAMDEN COUNTY BOARD OF COMMISSIONERS

THE FOLLOWING IS THE ESTIMATED PROPERTY VALUE OF CAMDEN COUNTY:

	<u>Real</u>	<u>Personal</u>	<u>Vehicles</u>	<u>Total</u>
South Mills	402,881,081	14,368,958	45,891,168	463,141,207
Courthouse	387,026,764	22,309,015	43,522,609	452,858,388
Shiloh	243,611,301	9,601,356	26,026,337	279,238,994
Subtotal of County				1,195,238,589
Estimated Utilities				22,083,719
Total of County				1,217,322,308

FROM Lisa S. Anderson 4-26-22
 LISA S. ANDERSON (TAX ADMINISTRATOR) DATE

TAX RATE COUNTY _____ FIRE _____ TOTAL= _____

Joyce Creek District	<u>Real</u>	<u>Personal</u>	<u>Vehicles</u>	<u>Total</u>
	250,029,070	7,574,625	32,514,537	290,118,232

JOYCE CREEK WATERSHED IMPROVEMENT TAX _____

Ross B. Munro 5-4-22
 ROSS B. MUNRO, CHAIRMAN DATE

J. Resolution Establishing Official Meeting Place of the Board of Commissioners


 Resolution 2022-05-03

A Resolution of the Camden County Board of Commissioners Establishing the Official Meeting Place for the Camden County Board of Commissioners

WHEREAS, the construction of the new Camden Public Library is now complete, and the Camden County Board of Commissioners wishes to designate the Board Room as its official meeting place; and

WHEREAS, the Camden County Board of Commissioners meeting schedule remains unchanged; and

WHEREAS, in the event an alternate location is necessary, the Camden County Board of Commissioners will hold its meeting in the Historic Courtroom or where otherwise posted.

NOW, THEREFORE BE IT RESOLVED, the Camden County Board of Commissioners does hereby establish the Board Room in the newly-constructed Camden County Library as its official meeting place.

Adopted by the Camden County Board of Commissioners this, the 2nd day of May 2022.

ATTEST:

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

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



K. Set Public Hearing – 2022-2026 Capital Improvement Program (June 6, 2022)

L. Set Public Hearing – FY 2022-2023 Proposed Budget (June 6, 2022)

ITEM 8. COUNTY MANAGER’S REPORT

County Manager Ken Bowman included the following in his report:

- NCACC District Meeting – May 5th; 5:30 PM at the Historic 1767 Chowan County Courthouse
- Paddle to the Border – May 7th; 9:00 AM at the Visitor’s Center
- Mother’s Day – Sunday, May 8th
- NC Potato Festival – May 20-22
- Memorial Day – May 30th; County Offices Closed
- Ribbon Cutting Ceremony for the new Library – June 6th, 1:00 PM
- Public Hearings for the Capital Improvement Program and FY 2022-2023 Budget – June 6, 2022
- Next BoC Meeting – June 6th, 7:00 PM

ITEM 9. COMMISSIONERS’ REPORTS

Commissioner Clayton Riggs reported the following:

- COA Board of Trustees participated in a 3-day training session on ethics and funding.
- Albemarle District Jail – 33% increase in funding due to an insufficient number of employees and federal inmate count. If the numbers increase reimbursement to counties will continue.

ITEM 10. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

Provided for information only:

- A. Register of Deeds Report
- B. Library Report

ITEM 11. OTHER MATTERS

Chairman Ross Munro acknowledged MB Kahn Construction, Boomerang Design, and County Staff for their respective roles in the completion of the new library.

ITEM 12. ADJOURN

Motion to adjourn.

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

There being no further matters for discussion Chairman Ross Munro adjourned the meeting at 7:51 PM.

ATTEST:

 Ross B. Munro, Chairman
 Camden County Board of Commissioners

 Karen M. Davis
 Clerk to the Board of Commissioners



CAMDEN COUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number:	9.B
Meeting Date:	June 06, 2022
Submitted By:	Karen Davis, Clerk to the Board Board of Commissioners Prepared by: Karen Davis
Item Title	BOC Meeting Minutes - May 4, 2022
Attachments:	bocminutes_050422 (DOCX)

**Camden County Board of Commissioners
2022-2023 Budget/Finance/CIP Work Session
May 4, 2022; 2:00 PM
Camden County Public Library**

The Camden County Board of Commissioners held a budget work session on May 4, 2022 at 2:00 PM in the Camden County Public Library.

CALL TO ORDER

The meeting was called to order at 2:00 PM by Chairman Ross Munro. Also present: Vice Chair Tiffney White, Commissioners Clayton Riggs, Tom White and Randy Krainiak. Staff Present: County Manager Ken Bowman, Finance Officer Stephanie Jackson and Clerk to the Board Karen Davis.

SCHEDULE

The Board of Commissioners met with the following to discuss matters relating to the FY 2022-2023 Budget:

CAPITAL IMPROVEMENT PROGRAM

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

- A. Approved / Funded
 - 1. Construction of Raw Water Well
 - 2. Waste Water Expansion US 158 E from Hardee's to Country Club Road
 - 3. Administration Complex Phase II
 - 4. Broadband
 - 5. New High School
- B. Recommended / Unfunded
 - 1. US 158 Sidewalk Extension
 - 2. South Mills Waste Water Treatment (High Rate Filtration Pond)
 - 3. Treasure Point Building
- C. Identified / Unfunded
 - 1. South Mills Boat Ramp and Park
 - 2. South Mills Waste Water Expansion and Disposal (Plant)

ADDITIONAL EXPENDITURES REQUESTS

- Sheriff – 3 new positions / cruisers
- Planning / Inspection – 1 new building inspector
- Senior Center – Used 14-passenger coach
- DSS – SUV or passenger van (used)
- Possible Purchase of South Mills Water Association

INSURANCE / BENEFITS / PERSONNEL

- A. Benefits
 - 1. Health – no increase
 - 2. Employee Retirement (>1.2%) / Law Enforcement Retirement (>1.2%) – Approximate increase \$10k
- B. COLA
 - 1. Current salary - \$3,675,938
 - 2. With increase - \$3,749,456 (2%) \$3,786,217 (3%)
- C. Property & Liability (up 17%) & Workers' Comp (down 8%) for an overall increase of 5.7%

APPROPRIATIONS

- 1. College of the Albemarle
- 2. Emergency Medical Services
- 3. Emergency Management
- 4. Museum
- 5. Forestry
- 6. Albemarle Food Bank
- 7. Camden Food Pantry
- 8. ML King, Jr. Day

9. Hopeline
10. Jail
11. SPCA
12. Albemarle Regional Health
13. Inter-County Public Transportation Authority
14. Friends of the Dismal Swamp
15. Albemarle Resource C & D Counsel
16. Albemarle Tidelands – Retiree Health

Review of Department Budgets

There being no further matters for discussion Chairman Munro adjourned the session at 5:19 PM.

Ross B. Munro, Chairman
Camden County Board of Commissioners

Karen M. Davis
Clerk to the Board of Commissioners

DRAFT



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 9.C
Meeting Date: June 06, 2022

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

Item Title **Budget Amendments**

Attachments: Budget Amendments (PDF)

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	DECREASE
Revenues			
10330510-402003	LESO REVENUE	\$2,392.00	
Expenses			
105100-557003	LESO EXPENSE	\$2,392.00	

This Budget Amendment is made to appropriate funds to LESO from items sold through Govdeals.

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 6th day of June, 2022.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

Attachment: Budget Amendments (3314 : Budget Amendments)

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	DECREASE
Revenues			
10360510-434898	GRANT REVENUE	\$9,154.80	
Expenses			
105100-533100	GRANT EXPENSE	\$9,154.80	

This Budget Amendment is made to appropriate funds from the grant revenues to the grant expenses for grant monies received.

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 6th day of June, 2022.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

Attachment: Budget Amendments (3314 : Budget Amendments)

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	DECREASE
Revenues			
10320480-435603	R/D STAMPS	\$50,000	
Expenses			
104800-552001	CONVEYANCE TAX	\$50,000	

This Budget Amendment is made to appropriate funds from Register of Deed stamp revenues to the Conveyance Tax expenses.

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 6th day of June, 2022.

Clerk to Board of Commissioners

Chairman, Board of Commissioners

Attachment: Budget Amendments (3314 : Budget Amendments)



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**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Consent Agenda

Item Number: 9.D
Meeting Date: June 06, 2022

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

Item Title **Tax Collection Report**

Attachments: Tax Collection Report (PDF)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 9.E
Meeting Date: June 06, 2022

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

Item Title **DMV Monthly Report**

Attachments: DMV Monthly Report July 22 Renewals (PDF)

Summary: DMV Monthly Report July, 22 Renewals Due 8/15/2022

Recommendation: Review and Approve

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County July, 22 Renewals Due 8/15/22

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
38,333.19	33,416.68	23,563.93	95,313.80

Witness my hand and official seal this _____ day of _____

Chairman, Camden County Board of Commissioners

Attest:

Clerk to the Board of Commissioners of Camden County

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

Rosa S. Anderson

Tax Administrator of Camden County

Attachment: DMV Monthly Report July 22 Renewals (3299 : DMV Monthly Report)



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number:	9.F
Meeting Date:	June 06, 2022
Submitted By:	Lisa Anderson, Tax Administrator Taxes Prepared by: Karen Davis
Item Title	Pickups, Releases & Refunds
Attachments:	Pickups, Releases & Refunds (PDF)



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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 9.G
Meeting Date: June 06, 2022

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

Item Title Refunds Over \$100.00

Attachments: April, 22 Refunds Over \$100.00 (PDF)

Summary: April, 22 Refunds Over \$100.00

Recommendation: Review and Approve

ACS Tax System
5/26/22 13:26:54

Refunds Over \$100.00
Refunds to be Issued by Finance Office

CAMDEN COUNTY

Refund\$	Remit To:	Reference:	Drawer/Transaction Info:
197.06	RILEY, DONALD MATTHEW	2021 R 02-8923-00-19-3774.0011	20220502 1 266743
	PO BOX 636	overpayment r 138168 2022	
	OJAI	CA 93024	
197.06	Total Refunds		***

Submitted by Lisa S. Anderson Date 5-26-22
Lisa S. Anderson, Tax Administrator Camden County

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

Attachment: April, 22 Refunds Over \$100.00 (3313 : Refunds Over \$100.00)



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 9.H
Meeting Date: June 06, 2022

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

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

Attachments: April 22 Vehicle Refunds Over \$100.00 (PDF)

Summary: Vehicle Refunds Over \$100.00 April, 2022

Recommendation: Review and Approve

REFUNDS OVER \$100.00

North Carolina Vehicle Tax System



NCVTS Pending Refund report

APRIL 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	Total Change
CROWLEY, MICHAEL FOX JR	CROWLEY, MICHAEL FOX JR		112 BUCK RUN	SOUTH MILLS, NC 27976	Adjustment >= \$100	0062070430	JFY7722	AUTHORIZED	162934260	Refund Generated due to adjustment on Bill #0062070430-2021-2021-0000-00	Military	04/05/2022	4/25/2022 11:15:38 AM	1843	Tax	(\$294.72)	\$0.00	(\$294.72)
														1	Tax	(\$3.39)	\$0.00	(\$3.39)
																		Refund \$298.
MCCASKEY, KAITLYN MARIE	MCCASKEY, KAITLYN MARIE	MCCASKEY, AUSTIN MICHAEL	184 FOUR FORKS RD	SHAWBORO, NC 27973	Proration	0065099697	HFX1207	AUTHORIZED	163850112	Refund Generated due to proration on Bill #0065099697-2021-2021-0000-00	Tag Surrender	04/22/2022	4/25/2022 11:15:49 AM	1843	Tax	(\$220.03)	\$0.00	(\$220.03)
														2	Tax	(\$2.53)	\$0.00	(\$2.53)
																		Refund \$222.
OLDLAND, JUSTIN MAVERICK	OLDLAND, JUSTIN MAVERICK	SMITH, THOMAS JOHN	125 BAILEY CIR	SHILOH, NC 27974	Proration	0052547358	TAT2308	AUTHORIZED	163850334	Refund Generated due to proration on Bill #0052547358-2021-2021-0000-00	Tag Surrender	04/22/2022	4/25/2022 11:15:49 AM	1843	Tax	(\$127.04)	\$0.00	(\$127.04)
														3	Tax	(\$1.46)	\$0.00	(\$1.46)
																		Refund \$128.
TWIFORD, TRENTON COLE	TWIFORD, TRENTON COLE		1438 NC HIGHWAY 343 S	SHILOH, NC 27974	Proration	0057193527	CML3894	AUTHORIZED	163850162	Refund Generated due to proration on Bill #0057193527-2021-2021-0000-00	Tag Surrender	04/22/2022	4/25/2022 11:15:49 AM	1843	Tax	(\$137.54)	\$0.00	(\$137.54)
														3	Tax	(\$1.58)	\$0.00	(\$1.58)
																		Refund \$139.

Submitted by Lisa S. Anderson Date 5-26-22
 Lisa S. Anderson, Tax Administrator Camden County

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

Attachment: April 22 Vehicle Refunds Over \$100.00 (3300 : Vehicle Refunds Over \$100.00)



CAMDEN COUNTY
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**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Consent Agenda

Item Number: 9.I
Meeting Date: June 06, 2022

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

Item Title **Surplus Property Request**

Attachments: Surplus Property (PDF)



Surplus Property Request

Requested by: Ross Monro
 Sell Dispose

Department: Administration

Item: Ford Expedition 2012

Disposal Method: Sell

Suggested Value: \$4000.00

Reason for surplus: Age / Mileage / Burns Oil / AC problems / Unknown idle hours / Hail Damage

Manager Approval _____

Disposal Method: _____
 Value: _____
 Comments: _____

Board Approval

Approved Denied Date: _____
 Comments: _____

Final Disposition Date:

Method: _____
 Amount: _____
 Purchased by: _____

Item Description
 2012 Ford Expedition

Attachment: Surplus Property (3318 : Surplus Property)



CAMDEN COUNTY
NORTH CAROLINA • USA

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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 9J
Meeting Date: June 06, 2022

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

Item Title **Audit Engagement Letter**

Attachments: Audit Engagement Letter (PDF)

Summary:

The attached engagement letter from Thompson, Price, Scott, Adams & Co, PA reviews audit procedures and management's role in the annual audit. The audit process will begin July 1st and will be completed by October 31st.

Recommendation:

Approval for signature by the Chairman and County Manager.



Thompson, Price, Scott, Adams & Co., P.A.
 4024 Oleander Drive Suite 3
 Wilmington, North Carolina 28403
 Telephone (910) 791-4872
 Fax (910) 239-8294

January 1, 2022

Camden County Tourism Development Authority
 P.O. Box 190
 117 North NC 343
 Camden, NC 27921

We are pleased to confirm our understanding of the services we are to provide Camden County Tourism Development Authority for the year ended June 30, 2022.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of Camden County Tourism Development Authority as of and for the year ended June 30, 2022. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Camden County Tourism Development Authority's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Camden County Tourism Development Authority's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Net Pension Asset/Liability RSI
- 3) OPEB

We have also been engaged to report on supplementary information other than RSI that accompanies Camden County Tourism Development Authority's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole [in a separate written report accompanying our auditor's report on the financial statements OR in a report combined with our auditor's report on the financial statements]:

- 1) Budgetary Comparison Statements

- 2) Combining Statements
- 3) Individual Fund Statements
- 4) Supporting Schedules

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of Camden County Tourism Development Authority and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Camden County Tourism Development Authority's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of Camden County Tourism Development Authority in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the

supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Tourism Development Authority; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Thompson, Price, Scott, Adams & Co., PA and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to cognizant agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Thompson, Price, Scott, Adams & Co., PA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the cognizant agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Gregory Adams, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately July 1, 2022 and to issue our reports no later than October 31, 2022.

Our fee for these services is stated in the approved audit contract. Any additional work out of the normal scope of the audit will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.). Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket

costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of Camden County Tourism Development Authority’s financial statements. Our report will be addressed to management and those charged with governance of Camden County Tourism Development Authority. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor’s report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity’s internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity’s internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that Camden County Tourism Development Authority is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to Camden County Tourism Development Authority and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Thompson, Price, Scott, Adams & Co., PA

RESPONSE:

This letter correctly sets forth the understanding of Camden County Tourism Development Authority.

Management signature: _____
Title: _____
Date: _____

Governance signature: _____
Title: _____
Date: _____

Attachment: Audit Engagement Letter (3304 : Audit Engagement Letter)



Thompson, Price, Scott, Adams & Co., P.A.
 4024 Oleander Drive Suite 3
 Wilmington, North Carolina 28403
 Telephone (910) 791-4872
 Fax (910) 239-8294

January 1, 2022

Camden County
 P.O. Box 190
 117 North NC 343
 Camden, NC 27921

We are pleased to confirm our understanding of the services we are to provide Camden County for the year ended June 30, 2022.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of Camden County as of and for the year ended June 30, 2022. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Camden County's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Camden County's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Net Pension Asset/Liability RSI
- 3) OPEB

We have also been engaged to report on supplementary information other than RSI that accompanies Camden County's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole [in a separate written report accompanying our auditor's report on the financial statements OR in a report combined with our auditor's report on the financial statements].

- 1) Schedule of expenditures of federal awards.

- 2) Budgetary Comparison Statements
- 3) Combining Statements
- 4) Individual Fund Statements

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or

governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Camden County's compliance with provisions of applicable laws,

regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Camden County's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Camden County's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Camden County in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that

information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on July 1, 2022.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to [include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial

statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the county; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Thompson, Price, Scott, Adams & Co., PA and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Cognizant Agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Thompson, Price, Scott, Adams & Co., PA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the [Name of Cognizant Agency, Oversight Agency for Audit, or Pass-through Entity]. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Gregory Adams, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately July 1, 2022 and to issue our reports no later than October 31, 2022.

Our fee for these services is stated in the approved audit contract. Any additional work out of the normal scope of the audit will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.). Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to management and the governing body of Camden County. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor’s report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity’s internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity’s internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to Camden County and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Thompson, Price, Scott, Adams & Co., PA

RESPONSE:

This letter correctly sets forth the understanding of Camden County.

Management signature: _____
Title: _____
Date: _____
Governance signature: _____
Title: _____
Date: _____

Attachment: Audit Engagement Letter (3304 : Audit Engagement Letter)



CAMDEN COUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 9.K
Meeting Date: June 06, 2022

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

Item Title **Juvenile Crime Prevention Council Certification Standards
and Appointments**

Attachments: Juvenile Crime Prevention Council Certification
Standards and
Appointments (PDF)

JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS

G.S. 143B-853 allows for a 2-year funding cycle for programs that meet the requirements of the statute and have been awarded funds in a prior funding cycle. Indicate below if the JCPC plans to allow for a 1-year or 2-year funding cycle.

2-Year Funding: FY 2021-2022 and FY 2022-2023

Membership

- | | |
|---|------------|
| A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners? | <u>Yes</u> |
| B. Are members appointed for two-year terms and are those terms staggered? | <u>Yes</u> |
| C. Is membership reflective of social-economic and racial diversity of the community? | <u>Yes</u> |
| D. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.S. §143B-846? | <u>No</u> |
| E. If not, which positions are vacant and why?
No juvenile defense attorney. Student slots will be filled in September. | |

Organization

- | | |
|---|-----------------|
| A. Does the JCPC have written Bylaws? | <u>Yes</u> |
| B. Bylaws are | <u>Attached</u> |
| C. Bylaws contain Conflict of Interest section per JCPC policy and procedure. | <u>Yes</u> |
| D. Does the JCPC have written policies and procedures for funding and review? | <u>Yes</u> |
| E. These policies and procedures | <u>On file</u> |
| F. Does the JCPC have officers and are they elected annually? | <u>Yes</u> |

Meetings

- | | |
|--|------------|
| A. JCPC meetings are considered open and public notice of meetings is provided. | <u>Yes</u> |
| B. Is a quorum defined as the majority of membership and required to be present in order to conduct business at JCPC meetings? | <u>Yes</u> |
| C. Does the JCPC meet six (6) times a year at a minimum? | <u>Yes</u> |
| D. Are minutes taken at all official meetings? | <u>Yes</u> |
| E. Are minutes distributed prior to or during subsequent meetings? | <u>Yes</u> |

Planning

- | | |
|--|------------|
| A. Does the JCPC conduct a biennial planning process which includes a needs assessment, monitoring of programs and funding allocation process? | <u>Yes</u> |
| B. Is this Biennial Plan presented to the Board of County Commissioners and to DPS? | <u>Yes</u> |
| C. Is the Funding Plan approved by the full council and submitted to Commissioners for their approval? | <u>Yes</u> |

Public Awareness

- | | |
|--|------------|
| A. Does the JCPC communicate the availability of funds to all public and private non-profit agencies which serve children or their families and to other interested community members?
<input checked="" type="checkbox"/> RFP, Distribution List, and Advertisement attached | <u>Yes</u> |
| B. Does the JCPC complete a biennial needs assessment and make that information available to agencies which serve children or their families, and to interested community members? | <u>Yes</u> |

No Overdue Tax Debt

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

JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS

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

Council continues to seek juvenile defense attorney. Student slot will be filled in September.

JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS

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

Specified Members	Name	Title	Designee	Race	Gender
1) School Superintendent or designee	Chris Purcell	Board of Education	<input checked="" type="checkbox"/>	White	Male
2) Chief of Police or designee					
3) Local Sheriff or designee	Kevin Jones/ D. Egan	Sheriff/SRO		White	Male
4) District Attorney or designee	Holley Metzger	Assistant DA	<input checked="" type="checkbox"/>	White	Female
5) Chief Court Counselor or designee	Ed Hall	Chief Court Counselor		Black or African-American	Male
6) Director, Local Management Entity/ Managed Care Organization (LME/MCO), or designee	Tavia James	System of Care Coordinator, Trillium	<input checked="" type="checkbox"/>	Black or African-American	Female
7) Director DSS or designee	Nekia King	Administrative Officer	<input checked="" type="checkbox"/>	Black or African-American	Female
8) County Manager or designee	Ken Bowman	County Manager		White	Male
9) Substance Abuse Professional	Tonya Johnson	Uplift Comprehensive		Black or African-American	Female
10) Member of Faith Community	James Midgett	Youth Minister		White	Male
11) County Commissioner	Tom White	Commissioner		White	Male
12) A Person Under the Age of 21					
13) A Person Under the Age of 21, or a member of the public representing the interests of families of at-risk juveniles					
14) Juvenile Defense Attorney					
15) Chief District Judge or designee	Hon. Edgar Barnes	Chief District Court Judge	<input checked="" type="checkbox"/>	White	Male
16) Member of Business Community	Kim Forehand	Bruin Boys		White	Female
17) Local Health Director or designee	Molly Brown	Triple P Coordinator	<input checked="" type="checkbox"/>	White	Female
18) Rep. United Way/other non-profit	Stephanie McGirl	SECU		White	Female
19) Representative/Parks and Rec	Tim White/Ben Carter	Director		White	Male
20) County Commissioner appointee	Alvin Shaw	Camden Schools		Black or African-American	Male
21) County Commissioner appointee	Angie Brickhouse	4-H Agent		White	Female
22) County Commissioner appointee	Eva Anderson	Court Counselor Supervisor		Black or African-American	Female
23) County Commissioner appointee	Mike Reaves	Camden High Assistant Principal		White	Male
24) County Commissioner appointee	Paul Pollock	Court Counselor		White	Male
25) County Commissioner appointee	Pete Aitken	Court Counselor		White	Male
26) County Commissioner appointee					



CAMDEN COUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 9.L
Meeting Date: June 06, 2022

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

Item Title **Mangum Lease Renewal**

Attachments: Mangum Holdings Lease Extension_Agenda
Summary (DOCX)
Mangum Property_Map (PDF)

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

Meeting Date: June 6, 2022

Submitted By: Ken Bowman, County Manager

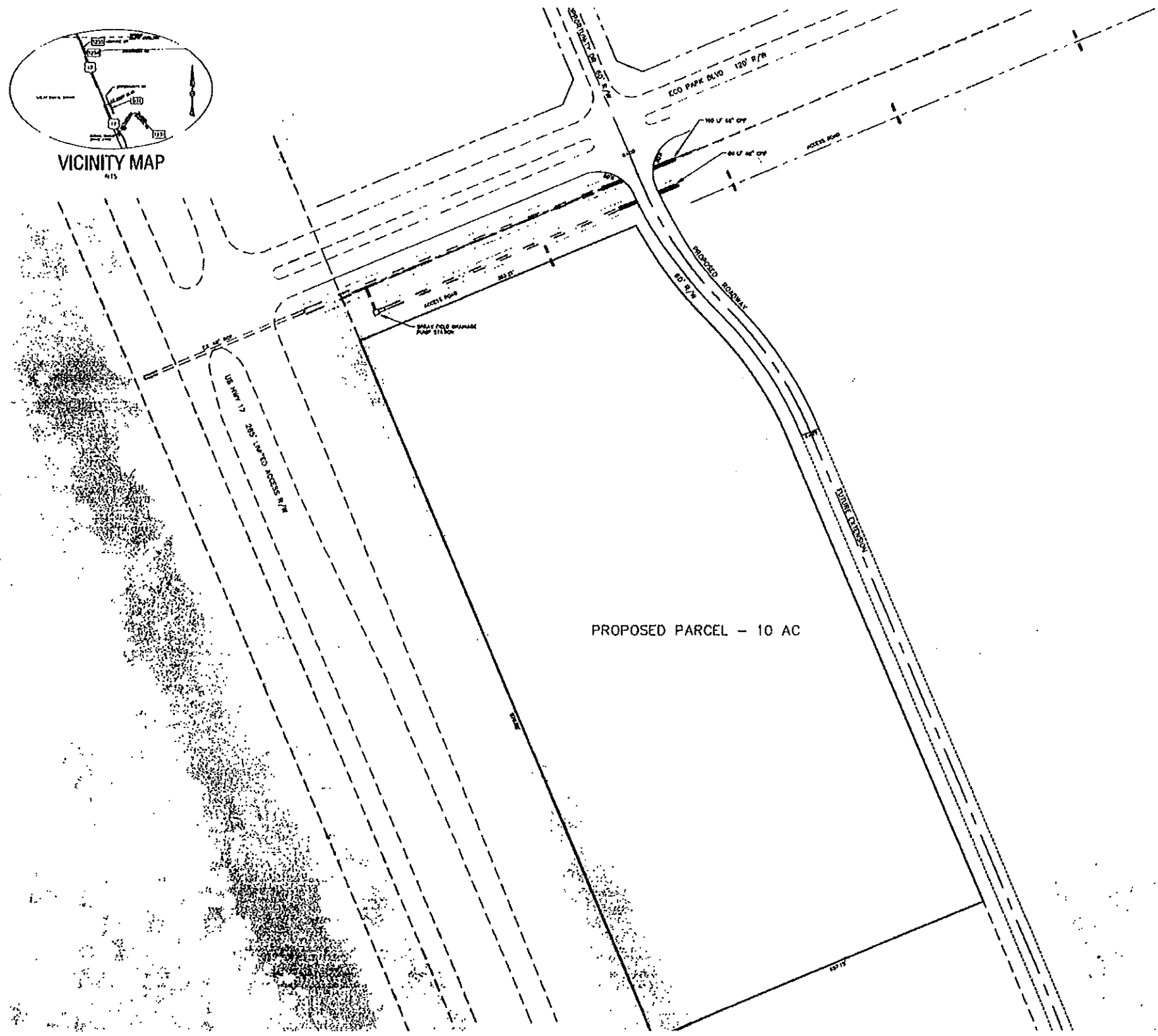
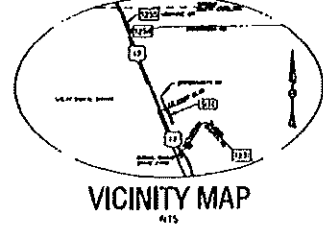
Item Title: Extension of Lease Agreement between Camden County, NC and Mangum Holdings, LLC

SUMMARY:

Camden County entered into a lease agreement with Mangum Holdings, LLC for 10 acres located adjacent to the Commerce Park in the northern end of the County. The lease shall exist for a period of 1 year from the date of execution. Because Lessor is a North Carolina local government, there can be no extensions subsequent to the approval of the Camden County Board of Commissioners. Additionally such extensions cannot exceed 1-year terms. Should Lessee desire an extension, it must petition, through the County Manager, the Board of Commissioners no later than 30 days prior to the expiration of this 1-year term. All terms should be pursuant to the requirements NCGS 160A-272. The term of lease can be terminated at any time by Lessee purchasing the property.

STAFF RECOMMENDATION:

Approve a 1-year lease of the 10-acre parcel at an annual rent rate of Twelve Thousand Dollars (\$12,000) payable in 12 equal monthly installments beginning on the first day of each month starting July 1, 2022 and continuing each month thereafter through this term.



EASTERN CAROLINA ENGINEERING, PC
Engineering • Construction Management
www.ecengr.com
Phone: 252-335-1588 Fax: 252-335-2330
154 US Hwy 158 East, Currituck, NC 27929

9.L.b



CAMDEN COUNTY
COMMERCE PARK
NEW SOUTHERN ACCESS ROAD
SOUTH MILLS TOWNSHIP / CAMDEN COUNTY
NORTH CAROLINA

REVISIONS	DATE	DESCRIPTION
Project # 1911		
Drawn by SCR		
Checked by	05/15/2019	
Designed by		
Scale of	1" = 20'	





CAMDEN COUNTY
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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 9.M
Meeting Date: June 06, 2022
Submitted By: Ken Bowman,
Administration
Prepared by: Karen Davis

Item Title **Set Public Hearing - Fee Schedule Amendment**

Attachments:

Summary:

The Board will hold a public hearing on July 5, 2022 to receive public input on proposed changes to the sewer, water and solid waste fee rates on the Camden County Schedule of Fees.



CAMDEN COUNTY

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Information, Reports & Minutes From Other Agencies

Item Number: 12.A
Meeting Date: June 06, 2022

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

Item Title **Register of Deeds Report**

Attachments: Register of Deeds Report (PDF)

Ledger Report Fee Distribution
TAMMIE KRAUSS, REGISTER OF DEEDS
Camden, NC

Date Range From Friday, April 01, 2022 to Saturday, April 30, 2022

Name	Amount
NC Children's Trust Fund	\$35.00
NC Domestic Violence Fund	\$210.00
State Revenue Stamp	\$13,051.64
County Revenue Stamp	\$13,584.36
Land Transfer Fee	\$0.00
Floodplain Map Fund	\$0.00
Supplemental Retirement	\$127.47
ROD Automation Fund	\$729.63
Dept Of Cultural Resources	\$0.00
Vital Records Fund	\$0.00
State General Fund	\$0.00
State Treasurer Amount	\$1,165.60
ROD General Fund	\$6,230.30
Total Distribution For Period	\$35,134.00
Cash Total	\$740.00
Check Total	\$34,170.80
Pay Account Total	\$223.20
ACH Total	\$0.00
Escrow Account Total	\$0.00
Overpayment Total	\$0.00
Total Deposit For Period	\$35,134.00

Attachment: Register of Deeds Report (3308 : Register of Deeds Report)

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

DATE	NC CHILDREN TRUST	NC DOM. VIO. FUND	STATE REV. STAMPS	COUNTY REV. STAMPS	RETIREMENT	AUTO FUND	STATE TREASURY	ROD GENERAL	TOTAL
04/01/22	\$ -	\$ -	\$ 624.75	\$ 650.25	\$ 4.69	\$ 27.52	\$ 43.40	\$ 237.39	\$ 1,588.00
04/04/22	\$ -	\$ -	\$ -	\$ -	\$ 2.67	\$ 16.82	\$ 12.40	\$ 146.11	\$ 178.00
04/05/22	\$ -	\$ -	\$ 1,627.78	\$ 1,694.22	\$ 8.13	\$ 48.54	\$ 74.40	\$ 410.93	\$ 3,864.00
04/06/22	\$ -	\$ -	\$ 509.60	\$ 530.40	\$ 6.26	\$ 37.59	\$ 55.80	\$ 317.55	\$ 1,457.20
04/07/22			\$ 312.62	\$ 325.38	\$ 2.74	\$ 16.60	\$ 24.80	\$ 139.06	\$ 821.20
04/08/22	\$ -	\$ -	\$ 334.18	\$ 347.82	\$ 5.58	\$ 30.85	\$ 68.20	\$ 267.37	\$ 1,054.00
04/11/22					\$ 1.21	\$ 6.70	\$ 12.40	\$ 60.29	\$ 80.60
04/12/22	\$ 10.00	\$ 60.00			\$ 5.00	\$ 24.39	\$ 24.80	\$ 209.01	\$ 333.20
04/13/22			\$ 485.10	\$ 504.90	\$ 3.42	\$ 21.01	\$ 24.80	\$ 178.77	\$ 1,218.00
04/14/22			\$ 1,161.30	\$ 1,208.70	\$ 5.78	\$ 33.27	\$ 62.00	\$ 283.95	\$ 2,755.00
04/18/22	\$ 5.00	\$ 30.00	\$ 837.90	\$ 872.10	\$ 11.46	\$ 66.58	\$ 93.00	\$ 557.96	\$ 2,474.00
04/19/22			\$ 1,381.80	\$ 1,438.20	\$ 8.87	\$ 51.49	\$ 93.00	\$ 437.64	\$ 3,411.00
04/20/22	\$ 5.00	\$ 30.00	\$ 1,219.61	\$ 1,269.39	\$ 16.80	\$ 86.02	\$ 223.20	\$ 758.98	\$ 3,609.00
04/21/22			\$ 567.91	\$ 591.09	\$ 7.29	\$ 45.66	\$ 43.40	\$ 389.65	\$ 1,645.00
04/22/22	\$ 5.00	\$ 30.00	\$ 488.53	\$ 508.47	\$ 5.56	\$ 31.39	\$ 37.20	\$ 261.85	\$ 1,368.00
04/25/22			\$ 656.60	\$ 683.40	\$ 7.32	\$ 44.44	\$ 62.00	\$ 374.24	\$ 1,828.00
04/26/22	\$ 10.00	\$ 60.00	\$ -	\$ -	\$ 4.65	\$ 23.38	\$ 12.40	\$ 199.77	\$ 310.20
04/27/22					\$ 3.81	\$ 23.47	\$ 31.00	\$ 195.72	\$ 254.00
04/28/22					\$ 1.73	\$ 10.60	\$ 12.40	\$ 90.27	\$ 115.00
04/29/22			\$ 2,843.96	\$ 2,960.04	\$ 14.50	\$ 83.31	\$ 155.00	\$ 713.79	\$ 6,770.60
									\$ -
									0.00
									0.00
									\$ -
TOTAL	\$ 35.00	\$ 210.00	\$ 13,051.64	\$ 13,584.36	\$ 127.47	\$ 729.63	\$ 1,165.60	\$ 6,230.30	\$ 35,134.00

Attachment: Register of Deeds Report (3308 : Register of Deeds Report)



CAMDEN COUNTY
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**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Information, Reports & Minutes From Other Agencies

Item Number: 12.B
Meeting Date: June 06, 2022

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

Item Title **Library Report 4/2022**

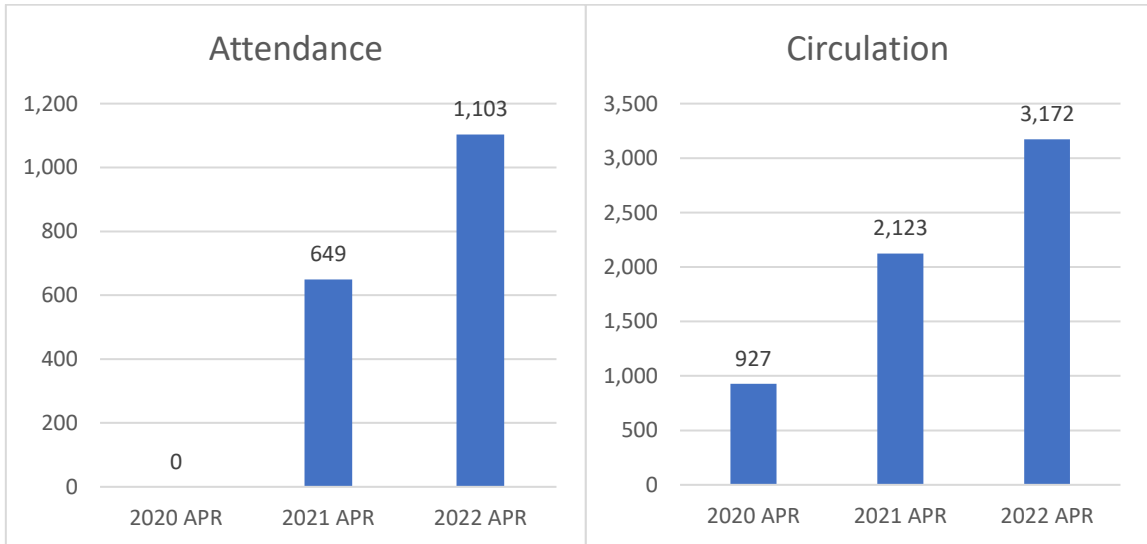
Attachments: 22-04 (DOCX)

Camden County Public Library

April 2022 Statistics

Visitor Count	1,103
Materials Check Outs & Renewals	3,172
Computer/ Wireless Use	222/127
Questions Answered	338
Children’s Programs/Attendance	7/70
Adult Programs/Attendance	4/31
Outreach Programs/Attendance	1/24
Meeting Room Usage/Attendance	8/55
Days/Hours Open	22/170
# Items in Collection	19,724
Library Card Holders	2,947
Curbside Pickups	1

Comparison by Year 2020-2022



Attachment: 22-04 (3293 : Library Report)