



# **BOARD OF COMMISSIONERS**

**December 05, 2022  
8:30 AM**

*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  
December 05, 2022; 8:30 AM  
Camden Public Library - Boardroom  
118 Hwy 343 North**

### **Welcome & Call to Order**

### **Invocation & Pledge of Allegiance**

Col. Rodney Meads, Chief Deputy - Camden County Sheriff's Office

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

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

**ITEM III.    Tax Administrator Appointment**

**ITEM IV.    Approval of Bonds**

A. Annual Bonds

**ITEM V.     Special Recognition**

**ITEM VI.    Swearing-In Ceremony**

Oaths of Office -The Honorable Judge Jennifer Bland

**ITEM VII.   Election of Board Chair - John Morrison**

**ITEM VIII.  Election of Board Vice Chair**

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

- A. Resolution 2022-12-01 Establishing the 2023 Schedule of Meetings
- B. 2023 State Holiday Schedule
- C. Tax Report - Lisa Anderson

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

- A. Center for Active Adults Advisory Board
- B. Albemarle Commission Board of Delegates
- C. Proposed Commissioner Appointments

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

**Reconvene Board of Commissioners**

**ITEM XII. Consent Agenda**

- A. BOC Meeting Minutes
- B. Budget Amendments
- C. School Budget Amendments
- D. DMV Monthly Report
- E. Pickups, Releases & Refunds
- F. Refunds Over \$100.00
- G. Tax Collection Report
- H. Sheriff's Office Grant Award

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

**ITEM XIV. Commissioners' Reports**

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

- A. Register of Deeds Report
- B. Library Report

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

**ITEM XVII. Recess**



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

**Approval of Bonds**

**Item Number:** 4.A  
**Meeting Date:** December 05, 2022  
**Submitted By:** Stephanie Jackson,  
Finance  
Prepared by: Stephanie Jackson

**Item Title** **Approval of Bonds**

**Attachments:** 20221128135608621 (PDF)

**Summary:** Please find attached the bonds for the Finance Officer, Sheriff, Register of Deeds, Tax Assessor/Collector and the Commissioners as required by law. We have the original bonds and each year they are extended .

**Recommendation:**  
Approval.



North Carolina



# Western Surety Company

## OFFICIAL BOND

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. 72201505

That we, Stephanie B. Jackson  
 of Camden, North Carolina, as Principal, and WESTERN SURETY  
 COMPANY, a corporation duly licensed to do business in the State of North Carolina, as Surety, are held  
 and firmly bound unto County of Camden  
 in the sum of Five Hundred Fifty Thousand and 00/100 DOLLARS (\$ 550,000.00),  
 for the payment of which well and truly to be made, we bind ourselves and our legal representatives, jointly  
 and severally by these presents.

Dated this 8th day of October, 2019.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the said Principal has been  
☒ appointed ☐ elected to the office of Finance Officer,  
 for the term beginning the 1st day of October, 2019, and ending the  
2nd day of February, 2020.

NOW THEREFORE, if the said Principal shall in all things faithfully perform the duties of his office and  
 shall honestly account for all moneys and effects that may come into his hands in his official capacity during  
 the said term, then this obligation to be void, otherwise to remain in full force and effect.

This bond is executed by the Surety upon the following express conditions, which shall be conditions  
 precedent to the right of recovery hereunder:

FIRST: The Surety shall not be liable for the loss of any public moneys or funds resulting from the  
 failure or default in payment by any Banks or Depositories in which any public moneys or funds have been  
 deposited.

SECOND: This bond may be cancelled by the Surety as to future liability by giving written notice, by  
County of Camden, North  
Carolina,  
 certified mail, addressed to each, the Principal and the Oblige at \_\_\_\_\_,  
 and thirty (30) days after the mailing of said notices by certified mail, this bond shall be cancelled and null  
 and void as to any liability thereafter arising, the Surety remaining liable, however, subject to all the terms  
 and conditions of this bond for any and all acts covered by this bond up to the date of such cancellation.

Witness to Principal

\_\_\_\_\_  
 \_\_\_\_\_

Principal

Witness to Surety

L. Nelson  
A. Vixor

WESTERN SURETY COMPANY

By Paul T. Bruflat  
 Paul T. Bruflat, Senior Vice President  
 North Carolina Resident Agent

Countersigned NOT NEEDED

Approved this \_\_\_\_\_ day of \_\_\_\_\_.



Billing Questions (888) 866-2666  
Email [info@cnasurety.com](mailto:info@cnasurety.com)

Notice of Premium Due 10/01/2022

Premium \$3,000.00

STEPHANIE B. JACKSON  
P. O. BOX 190  
CAMDEN, NC 27921

Amount Due \$3,000.00

#### Bond Detail

Bond #	72201505	Obligee	OBLIGEE ADDRESS UNKNOWN
Company	Western Surety Company		
Term Dates	10/01/2022 to 10/01/2023		
Bond Amount	\$550,000.00		
Description	NC Finance Officer County of Camden		

#### Agent Information

Bankers Insurance, L L C  
P. O. Box 2589  
Elizabeth City, NC 27906-2589  
Phone : (252)338-3322

#### Messages

#### Payment Instructions



- Pay Online at [ONLINEPAY.CNASURETY.COM](https://ONLINEPAY.CNASURETY.COM)
- If paying by mail, please send payment 2 weeks prior to due date to ensure receipt  
Make check payable to CNA Surety  
Detach payment stub and return with payment

Note-Renewal documents will only be sent upon receipt of full payment

Stephanie B. Jackson

Bond # 72201505  
Company 0601  
Agency 32-17563  
Bankers Insurance, L L C

Payment Due	10/01/2022	Amount Due	\$3,000.00
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CNA Surety Direct Bill  
P.O. Box 957312  
St. Louis, MO 63195-7312

0003001 03217563000010012022 00601007220150500 000000300000008

Attachment: 20221128135608621 (Annual Bonds)



North Carolina



# Western Surety Company

## OFFICIAL BOND

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. 72201379

That we, Stephanie B. Jackson  
 of Camden, North Carolina, as Principal, and WESTERN SURETY  
 COMPANY, a corporation duly licensed to do business in the State of North Carolina, as Surety, are held  
 and firmly bound unto South Camden Water & Sewer District  
 in the sum of Fifty Thousand and 00/100 DOLLARS (\$ 50,000.00),  
 for the payment of which well and truly to be made, we bind ourselves and our legal representatives, jointly  
 and severally by these presents.

Dated this 8th day of October, 2019.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the said Principal has been  
☒ appointed ☐ elected to the office of Financial Officer,  
 for the term beginning the 1st day of October, 2019, and ending the  
2nd day of February, 2020.

NOW THEREFORE, if the said Principal shall in all things faithfully perform the duties of his office and  
 shall honestly account for all moneys and effects that may come into his hands in his official capacity during  
 the said term, then this obligation to be void, otherwise to remain in full force and effect.

This bond is executed by the Surety upon the following express conditions, which shall be conditions  
 precedent to the right of recovery hereunder:

FIRST: The Surety shall not be liable for the loss of any public moneys or funds resulting from the  
 failure or default in payment by any Banks or Depositories in which any public moneys or funds have been  
 deposited.

SECOND: This bond may be cancelled by the Surety as to future liability by giving written notice, by  
South Camden Water & Sewer  
District, North Carolina,  
 certified mail, addressed to each, the Principal and the Obligor at \_\_\_\_\_,  
 and thirty (30) days after the mailing of said notices by certified mail, this bond shall be cancelled and null  
 and void as to any liability thereafter arising, the Surety remaining liable, however, subject to all the terms  
 and conditions of this bond for any and all acts covered by this bond up to the date of such cancellation.

Witness to Principal

Principal

Witness to Surety

WESTERN SURETY COMPANY

By Paul T. Bruflat  
 Paul T. Bruflat, Senior Vice President  
 North Carolina Resident Agent

Countersigned NOT NEEDED

Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.



Billing Questions (888) 866-2666  
Email [info@cnasurety.com](mailto:info@cnasurety.com)

Notice of Premium Due 10/01/2022

Premium \$450.00

STEPHANIE B. JACKSON  
P. O. BOX 190  
CAMDEN, NC 27921

Amount Due \$450.00

Bond Detail		
Bond #	72201379	Obligee OBLIGEE ADDRESS UNKNOWN
Company	Western Surety Company	
Term Dates	10/01/2022 to 10/01/2023	
Bond Amount	\$50,000.00	
Description	NC Financial Officer South Camden Water & Sewer District	

Agent Information	Messages
Bankers Insurance, L L C P. O. Box 2589 Elizabeth City, NC 27906-2589 Phone (252)338-3322	

#### Payment Instructions



- Pay Online at [ONLINEPAY.CNASURETY.COM](https://ONLINEPAY.CNASURETY.COM)
- If paying by mail, please send payment 2 weeks prior to due date to ensure receipt  
Make check payable to CNA Surety  
Detach payment stub and return with payment

Note-Renewal documents will only be sent upon receipt of full payment

Stephanie B. Jackson

Bond # 72201379  
Company 0601  
Agency 32-17563  
Bankers Insurance, L L C

Payment Due	10/01/2022	Amount Due	\$450.00
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CNA Surety Direct Bill  
P.O. Box 957312  
St. Louis, MO 63195-7312

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Attachment: 20221128135608621 (Annual Bonds)



North Carolina



# Western Surety Company

## OFFICIAL BOND

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. 72201388

That we, Stephanie B. Jackson  
 of Camden, North Carolina, as Principal, and WESTERN SURETY  
 COMPANY, a corporation duly licensed to do business in the State of North Carolina, as Surety, are held  
 and firmly bound unto Camden Tourism Development Authority  
 in the sum of Fifty Thousand and 00/100 DOLLARS (\$ 50,000.00),  
 for the payment of which well and truly to be made, we bind ourselves and our legal representatives, jointly  
 and severally by these presents.

Dated this 8th day of October, 2019.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the said Principal has been  
☒ appointed ☐ elected to the office of Finance Office,  
 for the term beginning the 1st day of October, 2019, and ending the  
2nd day of February, 2020.

NOW THEREFORE, if the said Principal shall in all things faithfully perform the duties of his office and  
 shall honestly account for all moneys and effects that may come into his hands in his official capacity during  
 the said term, then this obligation to be void, otherwise to remain in full force and effect.

This bond is executed by the Surety upon the following express conditions, which shall be conditions  
 precedent to the right of recovery hereunder:

FIRST: The Surety shall not be liable for the loss of any public moneys or funds resulting from the  
 failure of or default in payment by any Banks or Depositories in which any public moneys or funds have been  
 deposited.

SECOND: This bond may be cancelled by the Surety as to future liability by giving written notice, by  
 certified mail, addressed to each, the Principal and the Oblige at Camden Tourism Development  
 Authority, North Carolina,  
 and thirty (30) days after the mailing of said notices by certified mail, this bond shall be cancelled and null  
 and void as to any liability thereafter arising, the Surety remaining liable, however, subject to all the terms  
 and conditions of this bond for any and all acts covered by this bond up to the date of such cancellation.

Witness to Principal

Principal

Witness to Surety

WESTERN SURETY COMPANY

By Paul T. Bruflat  
 Paul T. Bruflat, Senior Vice President  
 North Carolina Resident Agent

Countersigned NOT NEEDED

Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.



Billing Questions (888) 866-2666  
Email [info@cnasurety.com](mailto:info@cnasurety.com)

# Notice of Premium Due 10/01/2022

Premium \$450.00

STEPHANIE B. JACKSON  
P. O. BOX 190  
CAMDEN, NC 27921

Amount Due \$450.00

## Bond Detail

Bond #	72201388	Obligee	OBLIGEE ADDRESS UNKNOWN
Company	Western Surety Company		
Term Dates	10/01/2022 to 10/01/2023		
Bond Amount	\$50,000.00		
Description	NC Finance Office Camden Tourism Development Authority		

## Agent Information

## Messages

Bankers Insurance, L L C  
P. O. Box 2589  
Elizabeth City, NC 27906-2589  
Phone : (252)338-3322

## Payment Instructions



- Pay Online at [ONLINEPAY.CNASURETY.COM](https://ONLINEPAY.CNASURETY.COM)
- If paying by mail, please send payment 2 weeks prior to due date to ensure receipt
- Make check payable to CNA Surety
- Detach payment stub and return with payment

Note-Renewal documents will only be sent upon receipt of full payment

Stephanie B. Jackson

Bond # 72201388  
Company 0601  
Agency 32-17563  
Bankers Insurance, L L C

Payment Due	10/01/2022	Amount Due	\$450.00
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CNA Surety Direct Bill  
P.O. Box 957312  
St. Louis, MO 63195-7312

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Attachment: 20221128135608621 (Annual Bonds)



North Carolina



# Western Surety Company

## OFFICIAL BOND

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. 72201384

That we, Stephanie B. Jackson  
 of Camden, North Carolina, as Principal, and WESTERN SURETY  
 COMPANY, a corporation duly licensed to do business in the State of North Carolina, as Surety, are held  
 and firmly bound unto Courthouse/Shiloh Fire Commission  
 in the sum of Fifty Thousand and 00/100 DOLLARS (\$ 50,000.00),  
 for the payment of which well and truly to be made, we bind ourselves and our legal representatives, jointly  
 and severally by these presents.

Dated this 8th day of October, 2019.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the said Principal has been  
☒ appointed ☐ elected to the office of Treasurer,  
 for the term beginning the 1st day of October, 2019, and ending the  
2nd day of February, 2020.

NOW THEREFORE, if the said Principal shall in all things faithfully perform the duties of his office and  
 shall honestly account for all moneys and effects that may come into his hands in his official capacity during  
 the said term, then this obligation to be void, otherwise to remain in full force and effect.

This bond is executed by the Surety upon the following express conditions, which shall be conditions  
 precedent to the right of recovery hereunder:

FIRST: The Surety shall not be liable for the loss of any public moneys or funds resulting from the  
 failure of or default in payment by any Banks or Depositories in which any public moneys or funds have been  
 deposited.

SECOND: This bond may be cancelled by the Surety as to future liability by giving written notice, by  
 certified mail, addressed to each, the Principal and the Oblige at Courthouse/Shiloh Fire  
Commission, North Carolina,  
 and thirty (30) days after the mailing of said notices by certified mail, this bond shall be cancelled and null  
 and void as to any liability thereafter arising, the Surety remaining liable, however, subject to all the terms  
 and conditions of this bond for any and all acts covered by this bond up to the date of such cancellation.

Witness to Principal

Principal

Witness to Surety

WESTERN SURETY COMPANY

By Paul T. Bruflat  
 Paul T. Bruflat, Senior Vice President  
 North Carolina Resident Agent

Countersigned NOT NEEDED

Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.



Billing Questions (888) 866-2666  
Email [info@cnasurety.com](mailto:info@cnasurety.com)

Notice of Premium Due 10/01/2022

Premium \$450.00

STEPHANIE B. JACKSON  
P. O. BOX 190  
CAMDEN, NC 27921

Amount Due \$450.00

#### Bond Detail

Bond #	72201384	Obligee	OBLIGEE ADDRESS UNKNOWN
Company	Western Surety Company		
Term Dates	10/01/2022 to 10/01/2023		
Bond Amount	\$50,000.00		
Description	NC Treasurer-Courthouse/Shiloh Fire Commission		

#### Agent Information

#### Messages

Bankers Insurance, L L C  
P. O. Box 2589  
Elizabeth City, NC 27906-2589  
Phone : (252)338-3322

#### Payment Instructions



- Pay Online at [ONLINEPAY.CNASURETY.COM](https://ONLINEPAY.CNASURETY.COM)
- If paying by mail, please send payment 2 weeks prior to due date to ensure receipt  
Make check payable to CNA Surety  
Detach payment stub and return with payment

Note-Renewal documents will only be sent upon receipt of full payment

Stephanie B. Jackson

Bond # 72201384  
Company 0601  
Agency 32-17563  
Bankers Insurance, L L C

Payment Due	10/01/2022	Amount Due	\$450.00
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CNA Surety Direct Bill  
P.O. Box 957312  
St. Louis, MO 63195-7312

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Attachment: 20221128135608621 (Annual Bonds)



North Carolina



# Western Surety Company

## OFFICIAL BOND

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. 72201382

That we, Stephanie B. Jackson  
 of Camden, North Carolina, as Principal, and WESTERN SURETY  
 COMPANY, a corporation duly licensed to do business in the State of North Carolina, as Surety, are held  
 and firmly bound unto Joyce Creek Drainage District  
 in the sum of Fifty Thousand and 00/100 DOLLARS (\$ 50,000.00),  
 for the payment of which well and truly to be made, we bind ourselves and our legal representatives, jointly  
 and severally by these presents.

Dated this 8th day of October, 2019.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the said Principal has been  
☒ appointed ☐ elected to the office of Finance Officer,  
 for the term beginning the 1st day of October, 2019, and ending the  
2nd day of February, 2020.

NOW THEREFORE, if the said Principal shall in all things faithfully perform the duties of his office and  
 shall honestly account for all moneys and effects that may come into his hands in his official capacity during  
 the said term, then this obligation to be void, otherwise to remain in full force and effect.

This bond is executed by the Surety upon the following express conditions, which shall be conditions  
 precedent to the right of recovery hereunder:

FIRST: The Surety shall not be liable for the loss of any public moneys or funds resulting from the  
 failure or default in payment by any Banks or Depositories in which any public moneys or funds have been  
 deposited.

SECOND: This bond may be cancelled by the Surety as to future liability by giving written notice, by  
Joyce Creek Drainage District,  
North Carolina,  
 certified mail, addressed to each, the Principal and the Oblige at \_\_\_\_\_,  
 and thirty (30) days after the mailing of said notices by certified mail, this bond shall be cancelled and null  
 and void as to any liability thereafter arising, the Surety remaining liable, however, subject to all the terms  
 and conditions of this bond for any and all acts covered by this bond up to the date of such cancellation.

Witness to Principal

\_\_\_\_\_  
 \_\_\_\_\_

Principal

Witness to Surety

L. Nelson  
A. Vixor

WESTERN SURETY COMPANY

By

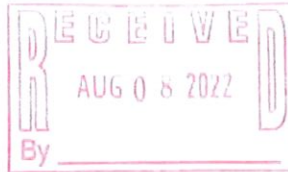
Paul T. Bruffat

Paul T. Bruffat, Senior Vice President

Countersigned NOT NEEDED

North Carolina Resident Agent

Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**CNA SURETY**Billing Questions (888) 866-2666  
Email [info@cnasurety.com](mailto:info@cnasurety.com)

Notice of Premium Due 10/01/2022

Premium \$450.00

**STEPHANIE B. JACKSON**P. O. BOX 190  
CAMDEN, NC 27921

Amount Due \$450.00

**Bond Detail**

Bond #	72201382	Obligee	OBLIGEE ADDRESS UNKNOWN
Company	Western Surety Company		
Term Dates	10/01/2022 to 10/01/2023		
Bond Amount	\$50,000.00		
Description	NC Finance Officer Joyce Creek Drainage District		

**Agent Information****Messages**

Bankers Insurance, L L C  
P. O. Box 2589  
Elizabeth City, NC 27906-2589  
Phone : (252)338-3322

**Payment Instructions**

- Pay Online at [ONLINEPAY.CNASURETY.COM](http://ONLINEPAY.CNASURETY.COM)
- If paying by mail, please send payment 2 weeks prior to due date to ensure receipt  
Make check payable to CNA Surety  
Detach payment stub and return with payment

Note-Renewal documents will only be sent upon receipt of full payment

Stephanie B. Jackson

Bond # 72201382  
Company 0601  
Agency 32-17563  
Bankers Insurance, L L C

Payment Due	10/01/2022	Amount Due	\$450.00
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CNA Surety Direct Bill  
P.O. Box 957312  
St. Louis, MO 63195-7312

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Attachment: 20221128135608621 (Annual Bonds)



North Carolina



# Western Surety Company

## OFFICIAL BOND

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. 72201373

That we, Stephanie B. Jackson  
 of Camden, North Carolina, as Principal, and WESTERN SURETY  
 COMPANY, a corporation duly licensed to do business in the State of North Carolina, as Surety, are held  
 and firmly bound unto South Mills Fire Commission  
 in the sum of Fifty Thousand and 00/100 DOLLARS (\$ 50,000.00),  
 for the payment of which well and truly to be made, we bind ourselves and our legal representatives, jointly  
 and severally by these presents.

Dated this 8th day of October, 2019.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the said Principal has been  
☒ appointed ☐ elected to the office of Financial Officer,  
 for the term beginning the 1st day of October, 2019, and ending the  
2nd day of February, 2020.

NOW THEREFORE, if the said Principal shall in all things faithfully perform the duties of his office and  
 shall honestly account for all moneys and effects that may come into his hands in his official capacity during  
 the said term, then this obligation to be void, otherwise to remain in full force and effect.

This bond is executed by the Surety upon the following express conditions, which shall be conditions  
 precedent to the right of recovery hereunder:

FIRST: The Surety shall not be liable for the loss of any public moneys or funds resulting from the  
 failure of or default in payment by any Banks or Depositories in which any public moneys or funds have been  
 deposited.

SECOND: This bond may be cancelled by the Surety as to future liability by giving written notice, by  
South Mills Fire Commission,  
North Carolina,  
 certified mail, addressed to each, the Principal and the Oblige at \_\_\_\_\_,  
 and thirty (30) days after the mailing of said notices by certified mail, this bond shall be cancelled and null  
 and void as to any liability thereafter arising, the Surety remaining liable, however, subject to all the terms  
 and conditions of this bond for any and all acts covered by this bond up to the date of such cancellation.

Witness to Principal

Principal

Witness to Surety

WESTERN SURETY COMPANY

By

Paul T. Bruflat, Senior Vice President

North Carolina Resident Agent

Countersigned NOT NEEDED

Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.



Billing Questions (888) 866-2666  
Email [info@cnasurety.com](mailto:info@cnasurety.com)

Notice of Premium Due 10/01/2022

Premium \$450.00

STEPHANIE B. JACKSON  
P. O. BOX 190  
CAMDEN, NC 27921

Amount Due \$450.00

#### Bond Detail

Bond #	72201373	Obligee	OBLIGEE ADDRESS UNKNOWN
Company	Western Surety Company		
Term Dates	10/01/2022 to 10/01/2023		
Bond Amount	\$50,000.00		
Description	NC Financial Officer South Mills Fire Commission		

#### Agent Information

#### Messages

Bankers Insurance, L L C  
P. O. Box 2589  
Elizabeth City, NC 27906-2589  
Phone : (252)338-3322

#### Payment Instructions



- Pay Online at [ONLINEPAY.CNASURETY.COM](https://ONLINEPAY.CNASURETY.COM)
- If paying by mail, please send payment 2 weeks prior to due date to ensure receipt  
Make check payable to CNA Surety  
Detach payment stub and return with payment

Note-Renewal documents will only be sent upon receipt of full payment

Stephanie B. Jackson

Bond # 72201373  
Company 0601  
Agency 32-17563  
Bankers Insurance, L L C

Payment Due	10/01/2022	Amount Due	\$450.00
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CNA Surety Direct Bill  
P.O. Box 957312  
St. Louis, MO 63195-7312

0003001 03217563000010012022 00601007220137300 00000004500008

Attachment: 20221128135608621 (Annual Bonds)



North Carolina

# Western Surety Company

## OFFICIAL BOND

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. 72101695

That we, Joseph Kevin Jones  
 of Camden, North Carolina, as Principal, and WESTERN SURETY  
 COMPANY, a corporation duly licensed to do business in the State of North Carolina, as Surety, are held  
 and firmly bound unto County of Camden  
 in the sum of Twenty-Five Thousand and 00/100 DOLLARS (\$ 25,000.00),  
 for the payment of which well and truly to be made, we bind ourselves and our legal representatives, jointly  
 and severally by these presents.

Dated this 27th day of November, 2018.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the said Principal has  
☐ appointed ☒ elected to the office of Sheriff,  
 for the term beginning the 3rd day of December, 2018, and ending the  
3rd day of December, 2019.

NOW THEREFORE, if the said Principal shall in all things faithfully perform the duties of his office  
 and shall properly account for all moneys and effects that may come into his hands in his official capacity  
 during the said term, then this obligation to be void, otherwise to remain in full force and effect.

This bond is executed by the Surety upon the following express conditions, which shall be conditions  
 precedent to the right of recovery hereunder:

FIRST: The Surety shall not be liable for the loss of any public moneys or funds resulting from the  
 failure of or default in payment by any Banks or Depositories in which any public moneys or funds have  
 been deposited.

SECOND: This bond may be cancelled by the Surety as to future liability by giving written notice, by  
County of Camden, North  
Carolina,  
 certified mail, addressed to each, the Principal and the Oblige at \_\_\_\_\_,  
 and thirty (30) days after the mailing of said notices by certified mail, this bond shall be cancelled and null  
 and void as to any liability thereafter arising, the Surety remaining liable, however, subject to all the  
 terms and conditions of this bond for any and all acts covered by this bond up to the date of such

Witness to Principal

Principal

Witness to Surety

WESTERN SURETY COMPANY

By

Paul T. Bruffat, Senior Vice President

North Carolina Resident Agent

Countersigned NOT NEEDED

Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**CNA SURETY**Billing Questions (888) 866-2666  
Email [info@cnaSurety.com](mailto:info@cnaSurety.com)

Notice of Premium Due 12/03/2022



Premium \$125.00

JOSEPH KEVIN JONES  
P.O. BOX 190  
CAMDEN, NC 27921

Amount Due \$125.00

**Bond Detail**

Bond #	72101695	Obligee	OBLIGEE ADDRESS UNKNOWN
Company	Western Surety Company		
Term Dates	12/03/2022 to 12/03/2023		
Bond Amount	\$25,000.00		
Description	NC Sheriff County of Camden		

**Agent Information**Bankers Insurance, L L C  
P. O. Box 2589  
Elizabeth City, NC 27906-2589  
Phone : (252)338-3322**Messages**

VH 1084  
This instrument has been preaudited  
in the manner required by the  
Local Government Budget and Fiscal Control Act.

105100-554000

Stephanie B Jackson  
Signature of Endorse Officer

**Payment Instructions**

- Pay Online at [ONLINEPAY.CNASURETY.COM](https://ONLINEPAY.CNASURETY.COM)
- If paying by mail, please send payment 2 weeks prior to due date to ensure receipt  
Make check payable to CNA Surety  
Detach payment stub and return with payment

Note-Renewal documents will only be sent upon receipt of full payment

Joseph Kevin Jones

Bond #	72101695
Company	0601
Agency	32-17563
Bankers Insurance, L L C	

Payment Due	12/03/2022	Amount Due	\$125.00
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CNA Surety Direct Bill  
P.O. Box 957312  
St. Louis, MO 63195-7312

0003001 03217563000012032022 00601007210167500 00000001250008

Attachment: 20221128135608621 (Annual Bonds)



North Carolina



# Western Surety Company

## OFFICIAL BOND

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. 71631695

That we, Tammie Krauss  
 of Camden, North Carolina, as Principal, and WESTERN SURETY  
 COMPANY, a corporation duly licensed to do business in the State of North Carolina, as Surety, are held  
 and firmly bound unto County of Camden  
 in the sum of Twenty-Five Thousand and 00/100 DOLLARS (\$ 25,000.00),  
 for the payment of which well and truly to be made, we bind ourselves and our legal representatives, jointly  
 and severally by these presents.

Dated this 2nd day of February, 2015.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the said Principal has been  
☒ appointed ☐ elected to the office of Register of Deeds,  
 for the term beginning the 2nd day of January, 2015, and ending the  
6th day of December, 2017.

NOW THEREFORE, if the said Principal shall in all things faithfully perform the duties of his office and  
 shall honestly account for all moneys and effects that may come into his hands in his official capacity during  
 the said term, then this obligation to be void, otherwise to remain in full force and effect.

This bond is executed by the Surety upon the following express conditions, which shall be conditions  
 precedent to the right of recovery hereunder:

FIRST: The Surety shall not be liable for the loss of any public moneys or funds resulting from the  
 failure of or default in payment by any Banks or Depositories in which any public moneys or funds have been  
 deposited.

SECOND: This bond may be cancelled by the Surety as to future liability by giving written notice, by  
 certified mail, addressed to each, the Principal and the Obligor at County of Camden, North Carolina,  
 and thirty (30) days after the mailing of said notices by certified mail, this bond shall be cancelled and null  
 and void as to any liability thereafter arising, the Surety remaining liable, however, subject to all the terms  
 and conditions of this bond for any and all acts covered by this bond up to the date of such cancellation.

Witness to Principal

Principal

Witness to Surety

WESTERN SURETY COMPANY

By Paul T. Brufat  
 Paul T. Brufat, Senior Vice President  
 North Carolina Resident Agent

Countersigned NOT NEEDED

Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.



Billing Questions (888) 866-2666  
Email [info@cnasurety.com](mailto:info@cnasurety.com)

Notice of Premium Due 12/06/2022

Premium \$100.00

**TAMMIE KRAUSS**  
%CAMDEN COUNTY  
PO BOX 190  
CAMDEN, NC 27921

**Amount Due** \$100.00

#### Bond Detail

Bond #	71631695	Obligee	OBLIGEE ADDRESS UNKNOWN
Company	Western Surety Company		
Term Dates	12/06/2022 to 12/06/2023		
Bond Amount	\$25,000.00		
Description	NC Register of Deeds County of Camden		

#### Agent Information

#### Messages

Bankers Insurance, L L C  
P. O. Box 2589  
Elizabeth City, NC 27906-2589  
Phone : (252)338-3322

#### Payment Instructions



- Pay Online at [ONLINEPAY.CNASURETY.COM](https://ONLINEPAY.CNASURETY.COM)
- If paying by mail, please send payment 2 weeks prior to due date to ensure receipt  
Make check payable to CNA Surety  
Detach payment stub and return with payment

Note-Renewal documents will only be sent upon receipt of full payment

Tammie Krauss

Bond # 71631695  
Company 0601  
Agency 32-17563  
Bankers Insurance, L L C

Payment Due	12/06/2022	Amount Due	\$100.00
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CNA Surety Direct Bill  
P.O. Box 957312  
St. Louis, MO 63195-7312

0003001 03217563000012062022 00601007163169500 00000001000007

Attachment: 20221128135608621 (Annual Bonds)



North Carolina



# Western Surety Company

## OFFICIAL BOND

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. 71345335

That we, Lisa Sawyer Anderson  
 of Camden, North Carolina, as Principal, and WESTERN SURETY  
 COMPANY, a corporation duly licensed to do business in the State of North Carolina, as Surety, are held  
 and firmly bound unto County of Camden  
 in the sum of Fifty Thousand and 00/100 DOLLARS (\$ 50,000.00),  
 for the payment of which well and truly to be made, we bind ourselves and our legal representatives, jointly  
 and severally by these presents.

Dated this 7th day of November, 2012.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the said Principal has been  
☐ appointed ☐ elected to the office of Tax Assessor & Collector,  
 for the term beginning the 7th day of November, 2012, and ending the  
day ~~day~~ indefinite.

NOW THEREFORE, if the said Principal shall in all things faithfully perform the duties of his office and  
 shall honestly account for all moneys and effects that may come into his hands in his official capacity during  
 the said term, then this obligation to be void, otherwise to remain in full force and effect.

This bond is executed by the Surety upon the following express conditions, which shall be conditions  
 precedent to the right of recovery hereunder:

FIRST: The Surety shall not be liable for the loss of any public moneys or funds resulting from the  
 failure or default in payment by any Banks or Depositories in which any public moneys or funds have been  
 deposited.

SECOND: This bond may be cancelled by the Surety as to future liability by giving written notice, by  
 certified mail, addressed to each, the Principal and the Obligor at County of Camden, North  
Carolina,  
 and thirty (30) days after the mailing of said notices by certified mail, this bond shall be cancelled and null  
 and void as to any liability thereafter arising, the Surety remaining liable, however, subject to all the terms  
 and conditions of this bond for any and all acts covered by this bond up to the date of such cancellation.

Witness to Principal

\_\_\_\_\_  
 \_\_\_\_\_

Principal

Witness to Surety

L. Nelson  
A. Vixor

WESTERN SURETY COMPANY

By Paul T. Bruflat  
 Paul T. Bruflat, Senior Vice President  
 North Carolina Resident Agent

Countersigned NOT NEEDED

Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Form 1264-A-11-2002

Attachment: 20221128135608621 (Annual Bonds)



Billing Questions (888) 866-2666  
Email [info@cnasurety.com](mailto:info@cnasurety.com)

Notice of Premium Due 12/15/2022

Premium \$450.00

LISA SAWYER ANDERSON  
P. O. BOX 190  
CAMDEN, NC 27921

Amount Due \$450.00

#### Bond Detail

Bond #	71345335	Obligee	OBLIGEE ADDRESS UNKNOWN
Company	Western Surety Company		
Term Dates	12/15/2022 to 12/15/2023		
Bond Amount	\$50,000.00		
Description	NC Tax Assessor & Collector County of Camden		

#### Agent Information

#### Messages

Bankers Insurance, L L C  
P. O. Box 2589  
Elizabeth City, NC 27906-2589  
Phone : (252)338-3322

#### Payment Instructions



- Pay Online at [ONLINEPAY.CNASURETY.COM](https://ONLINEPAY.CNASURETY.COM)
- If paying by mail, please send payment 2 weeks prior to due date to ensure receipt  
Make check payable to CNA Surety  
Detach payment stub and return with payment

Note-Renewal documents will only be sent upon receipt of full payment

Lisa Sawyer Anderson

Bond # 71345335  
Company 0601  
Agency 32-17563  
Bankers Insurance, L L C

Payment Due	12/15/2022	Amount Due	\$450.00
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CNA Surety Direct Bill  
P.O. Box 957312  
St. Louis, MO 63195-7312

0003001 03217563000012152022 00601007134533500 00000004500007

Attachment: 20221128135608621 (Annual Bonds)





Billing Questions (888) 866-2666  
Email [info@cnasurety.com](mailto:info@cnasurety.com)

Notice of Premium Due 12/14/2022

Premium \$220.00

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

**CAMDEN COUNTY BOARD OF COMMISSIONERS**  
P. O. BOX 190  
CAMDEN, NC 27921

Amount Due \$220.00

#### Bond Detail

Bond #	58269823	Obligee	OBLIGEE ADDRESS UNKNOWN
Company	Western Surety Company		
Term Dates	12/14/2022 to 12/14/2023		
Bond Amount	\$15,000.00		
Description	NC P E F B P #4		

#### Agent Information

Bankers Insurance, L L C  
P. O. Box 2589  
Elizabeth City, NC 27906-2589  
Phone : (252)338-3322

#### Messages

We show 52 rated for premium purposes.  
To ensure proper coverage, verify the  
total number of employees and owners  
covered & contact us with changes. Note:  
After several years, we may have increased  
our rates slightly.

#### Payment Instructions



- Pay Online at [ONLINEPAY.CNASURETY.COM](https://ONLINEPAY.CNASURETY.COM)
- If paying by mail, please send payment 2 weeks prior to due date to ensure receipt  
Make check payable to CNA Surety  
Detach payment stub and return with payment

Note-Renewal documents will only be sent upon receipt of full payment

Camden County Board of Commissioners

Bond # 58269823  
Company 0601  
Agency 32-17563  
Bankers Insurance, L L C

Payment Due	12/14/2022	Amount Due	\$220.00
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CNA Surety Direct Bill  
P.O. Box 957312  
St. Louis, MO 63195-7312

0003001 03217563000012142022 00601005826982300 00000002200007

Attachment: 20221128135608621 (Annual Bonds)



## **Board of Commissioners AGENDA ITEM SUMMARY SHEET**

### **Swearing-In Ceremony**

**Item Number:**

**Meeting Date:** December 05, 2022

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

**Item Title** Oaths of Office - The Honorable Judge Jennifer Bland

### **Attachments:**

### **Summary:**

The Honorable Judge Jennifer Bland will administer the respective oaths of office to the following:

Commissioner Elect - Sissy Aydlett  
Commissioner Elect - Troy Leary  
Sheriff - J. Kevin Jones  
Clerk of Superior Court - Jennifer Gray  
Board of Education - Jason Banks  
Board of Education - Chris Purcell  
Board of Education - Magen O'Neal  
Tax Administrator - Lisa Anderson



**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**New Business**

<b>Item Number:</b>	10.A
<b>Meeting Date:</b>	December 05, 2022
<b>Submitted By:</b>	Karen Davis, Clerk to the Board Board of Commissioners Prepared by: Karen Davis
<b>Item Title</b>	<b>2023 Meeting Calendar</b>
<b>Attachments:</b>	Resolution 2022-12-01 Establishing 2023 Meeting Calendar (DOCX)



## Resolution 2022-12-01

### Resolution of the Camden County Board of Commissioners Establishing the 2023 Schedule of Meetings

WHEREAS, North Carolina General Statute 153A-40 requires boards of commissioners to hold a regular-scheduled meeting at least once a month; and

WHEREAS, the Camden County Board of Commissioners meets in the Boardroom in the Camden County Public Library located at 118 North 343 in Camden, North Carolina.

NOW THEREFORE BE IT RESOLVED, by action of the Camden County Board of Commissioners, the following Schedule of Regular Meetings for 2023 is set forth as follows:

MEETING DATE	TIME
Tuesday, January 3, 2023	7:00 PM
Monday, February 6, 2023	7:00 PM
Monday, March 6, 2023	7:00 PM
Monday, April 3, 2023	7:00 PM
Monday, May 1, 2023	7:00 PM
Monday, June 5, 2023	7:00 PM
Monday, July 3, 2023	7:00 PM
Monday, August 7, 2023	7:00 PM
Tuesday, September 5, 2023	7:00 PM
Monday, October 2, 2023	7:00 PM
Monday, November 6, 2023	7:00 PM
Monday, December 4, 2023 (Organizational Meeting)	10:00 AM

BE IT FURTHER RESOLVED that a copy of this Resolution shall be posted on the courthouse and library bulletin boards at least ten (10) days before the first meeting to which it applies and that the adopted Schedule of Meetings shall be posted on the County website.

Adopted this the 5<sup>th</sup> day of December 2022.

ATTEST:

\_\_\_\_\_  
Chair  
Camden County Board of Commissioners

\_\_\_\_\_  
Karen M. Davis  
Clerk to the Board of Commissioners



**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**New Business**

<b>Item Number:</b>	10.B
<b>Meeting Date:</b>	December 05, 2022
<b>Submitted By:</b>	Karen Davis, Clerk to the Board Board of Commissioners Prepared by: Karen Davis
<b>Item Title</b>	<b>2023 State Holiday Schedule</b>
<b>Attachments:</b>	2023 Holiday Schedule (PDF)

## 2023 Holiday Schedule

Holiday	Observance Date	Day of Week
New Year's Day	January 2, 2023	Monday
Martin Luther King, Jr. Birthday	January 16, 2023	Monday
Good Friday	April 7, 2023	Friday
Memorial Day	May 29, 2023	Monday
Independence Day	July 4, 2023	Tuesday
Labor Day	September 4, 2023	Monday
Veterans Day	November 10, 2023	Friday
Thanksgiving	November 23 & 24, 2023	Thursday & Friday
Christmas	December 24, 25, 26 & 27 2023	Monday, Tuesday, & Wednesday





**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**New Business**

**Item Number:** 10.C  
**Meeting Date:** December 05, 2022  
**Submitted By:** Lisa Anderson, Tax Administrator  
Taxes  
Prepared by: Lisa Anderson  
**Item Title** **October Monthly Report**  
**Attachments:** Oct.20221128170739679 (PDF)  
**Summary:** October Monthly Report  
**Recommendation:** Review and approve

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

**OUTSTANDING TAX DELINQUENCIES BY YEAR**

<b><u>YEAR</u></b>	<b><u>REAL PROPERTY</u></b>	<b><u>PERSONAL PROPERTY</u></b>
2021	144,060.75	9,299.88
2020	57,807.76	4,025.11
2019	27,500.75	2,299.04
2018	19,265.13	1,084.40
2017	12,117.61	1,493.43
2016	8,030.49	1,159.66
2015	6,661.95	689.62
2014	8,990.89	1,028.28
2013	6,510.87	4,694.65
2012	5,558.29	7,231.80

Attachment: Oct.20221128170739679 (Tax Report)

TOTAL REAL PROPERTY TAX UNCOLLECTED	296,504.49
TOTAL PERSONAL PROPERTY UNCOLLECTED	33,005.87
TEN YEAR PERCENTAGE COLLECTION RATE	99.60%
COLLECTION FOR 2022 vs. 2021	4,672.79 vs. 8,152.79

#### **LAST 3 YEARS PERCENTAGE COLLECTION RATE**

2021	98.40%
2020	99.22%
2019	99.62%

#### **THIRTY LARGEST UNPAID ACCOUNTS**

SEE ATTACHMENT "A"

#### **THIRTY OLDEST UNPAID ACCOUNTS**

SEE ATTACHMENT "B"

**EFFORTS AT COLLECTION IN THE LAST 30 DAYS****ENDING    October    2022****BY TAX ADMINISTRATOR**47    NUMBER DELINQUENCY NOTICES SENT48    FOLLOWUP REQUESTS FOR PAYMENT SENT3    NUMBER OF WAGE GARNISHMENTS ISSUED4    NUMBER OF BANK GARNISHMENTS ISSUED39    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

Attachment: Oct.20221128170739679 (Tax Report)

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	02-8923-00-19-3774.0000	12,086.44	1	NMJ PROPERTIES LLC	CAMDEN	431 158 US W
R	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	03-8943-02-77-8567.0000	6,125.36	1	JIM B, LLC	SHILOH	DAILEY 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	5,639.72	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	4,614.77	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	03-8972-00-54-4332.0000	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	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	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	02-8936-00-23-4750.0000	2,769.92	1	AARON DARNELL CHAMBLEE ET AL	CAMDEN	LAMBS RD
R	03-8899-00-45-2682.0000	2,766.66	10	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8990-00-17-3935.0000	2,710.50	1	KARL L ADCOCK	SHILOH	100 CATALAN DR
R	02-8934-03-31-9750.0000	2,423.40	1	CAROLYN MCDANIEL	CAMDEN	195 COUNTRY CLUB RD
R	01-7090-00-92-5561.0000	2,385.09	1	MAINSTAY CONSTRUCTION, INC	SOUTH MILLS	GENERALS WAY

11/28/22 15:29:53

Delinquencies Top-30 Unpaid

1

Attachment: Oct.20221128170739679 (Tax Report)

Roll	Parcel Number	YrsDltg	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	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
R	03-9809-00-17-2462.0000	10	138.36	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD

11/28/22 15:29:55

Delinquencies Top-30 Oldest

1

Attachment: Oct.20221128170739679 (Tax Report)

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	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	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	0001721	457.37	1	CINDY MAYO	SOUTH MILLS	106 BINGHAM 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 TRAFON RD
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	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	343 HWY N
P	0003537	279.87	1	NATHAN MARC SEBURA	CAMDEN	113 PALMER RD
P	0003208	271.52	1	RICKY W JOHNSON	CAMDEN	186 B BUSHELL RD
P	0003075	255.21	1	PATRICK WAYNE BAUM	CAMDEN	239 SLEEPY HOLLOW RD
P	0000945	243.90	1	RAMONA F. TAZEWEEL	CAMDEN	150 158 HWY W
P	0001694	241.65	10	THOMAS B. THOMAS HEIRS	CAMDEN	319 PONDEROSA RD
P	0001952	238.91	10	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	197 HERMAN ARNOLD RD
P	0003773	231.08	1	SEVAN NERO BARTLETT	CAMDEN	224 NORTH RIVER RD
P	0003415	228.97	1	IVY MIRANDA BOGUES	CAMDEN	204 POND RD
P	0002902	222.92	1	STEPHANIE AUSMAN	SHILOH	612 MAIN ST
P	0001106	203.87	10	JAMI ELIZABETH VANHORN	SOUTH MILLS	302 34 HWY N
P	0003715	202.13	1	CHARLES CHANNING ROTEN	SOUTH MILLS	403 BEECHNUT AVE
P	0003902	201.52	1	SCOTT D RADY	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0002442	200.37	5	GERALD WHITE STALLS JR	SOUTH MILLS	114 OTTERS PL
P	0003907	198.18	1	PAUL DAVID RUSSELL	SOUTH MILLS	214 SMITH DR
P	0003512	197.49	1	WILLIAM ANTHONY POPE JR	CAMDEN	

11/28/22 15:30:16

Delinquencies Top-30 Unpaid

Attachment: Oct.20221128170739679 (Tax Report)

1

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	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	0000945	5	243.90	RAMONA F. TAZEWEILL	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	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	0003501	3	310.39	DIANE L. NOBLE	CAMDEN	152 158 US W
P	0003513	3	282.06	JULIE PORTER	CAMDEN	431 158 US W
P	0003075	3	255.21	PATRICK WAYNE BAUM	CAMDEN	186 B BUSHELL RD
P	0003415	3	228.97	IVY MIRANDA BOGUES	CAMDEN	224 NORTH RIVER RD
P	0003561	3	177.03	MICHAEL DWAYNE UNDERWOOD	CAMDEN	131 WHITE CEDAR LN
P	0003414	3	132.83	EDWARD A. BILL	CAMDEN	152 158 US W

Attachment: Oct.20221128170739679 (Tax Report)

11/28/22 15:30:18

Delinquencies Top-30 Oldest

1

Person





**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Board Appointments**

**Item Number:** 11.A

**Meeting Date:** December 05, 2022

**Submitted By:** Tim White, Parks & Recreation Director  
Parks & Recreation  
Prepared by: Karen Davis

**Item Title** **Center for Active Adults Advisory Board**

**Attachments:** Michele Ward\_Senior Advisory Board (PDF)

**Summary:**

It is the request of staff that Michele Ward be appointed to the Center for Active Adults Advisory Board.

**Recommendation:**

Approval.



# Volunteer Application

If you are a citizen of Camden County and would like to serve/volunteer, please

complete this application and return it to the County Manager's Office in person at 330 East HWY 158,

or by mail to: P.O. Box 190, Camden, North Carolina 27921 or e-mail [info@camdencountync.gov](mailto:info@camdencountync.gov).

Name Michele Ward  
 Mailing Address: 331 NC Highway 343 N. Camden, NC  
Camden  
 Township: \_\_\_\_\_  
 Home Telephone \_\_\_\_\_ Cell Phone 252-340-0990  
 Email address: michele.barkhurst@gmail.com

Have you ever been convicted of a felony?

☐ Yes ☒ No

Please identify any talent, interest, skill, experience or educational preparation:

Currently volunteering at Camden  
Senior Center, military leadership & training.

Departments/Areas upon which you are interested in serving:

Camden Center for Active Adults Advisory  
Board

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

Name Edwin Ward Relationship Husband  
 Telephone (home) \_\_\_\_\_ Mobile 252-562-5111

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

Signature: Michele Barkhurst Date: 3/7/2022

This application is a notification of your interest to serve as a volunteer in Camden County.

Thank you for your interest in volunteering in Camden County Government.



## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Board Appointments

**Item Number:** 11.B  
**Meeting Date:** December 05, 2022

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

**Item Title** Albemarle Commission Board of Delegates

### **Attachments:**

### **Summary:**

The At-Large Delegate seat (a citizen position) on the Albemarle Commission Board of Delegates for the 2023-2024 term rotates to Camden County. Clayton Riggs is willing to fill this vacancy.

### **Recommendation:**

Approval.



**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Board Appointments**

**Item Number:** 11.C

**Meeting Date:** December 05, 2022

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

**Item Title** **Commissioner Appointments**

**Attachments:** AdvisoryBoards\_Commissioner Appointments 2022  
(DOCX)

**Summary:**

The attached list indicates Advisory Boards that require a Commissioner representative and proposed appointments.

**Recommendation:**

Approval.

**PROPOSED APPOINTMENTS**

## Advisory Boards w/ Required Commissioner Appointments

<b>ADVISORY BOARD</b>	<b>PROPOSED APPOINTMENT</b>	<b>MEETING SCHEDULE</b>
911 Central Communications	Troy Leary	Bimonthly
Albemarle Commission Board of Delegates	1. Ross Munro 2. Tiffney White (alternate)	Monthly
Albemarle District Jail	Ross Munro	Monthly
Albemarle Regional Health Board	Sissy Aydlett	Quarterly
Albemarle Rural Conservation & Dev. Council	Troy Leary	Bimonthly
Albemarle Rural Planning Organization (ARPO)	1. Tiffney White 2. Troy Leary (alternate)	Quarterly
Camden Economic Development Commission	Randy Krainiak	Bimonthly
Chamber of Commerce (Elizabeth City)	Tiffney White	Monthly
Dismal Swamp Park Advisory Committee	Ross Munro	Quarterly
Home & Community Block Grant	Randy Krainiak	Annually
Juvenile Crime Prevention Council (JCPC)	Randy Krainiak	Bimonthly
Library Board of Trustees	Ross Munro	Quarterly
Northeastern Workforce Dev. Consortium	Troy Leary	Quarterly
Northern Regional Advisory Board – Trillium	Sissy Aydlett	Quarterly
Parks & Recreation Advisory Board	Tiffney White	Bimonthly
Pasquotank-Camden EMS Board (2 reps)	1. Ross Munro 2. Tiffney White	Quarterly
Public Safety Organization	Troy Leary	Monthly
Senior Advisory Board	Ross Munro	Bimonthly
Social Services Board	Randy Krainiak	Monthly
SPCA Advisory Board	Sissy Aydlett	Monthly
Tourism Development Authority (TDA)	Sissy Aydlett	Quarterly



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

**Consent Agenda**

<b>Item Number:</b>	12.A
<b>Meeting Date:</b>	December 05, 2022
<b>Submitted By:</b>	Karen Davis, Clerk to the Board Board of Commissioners Prepared by: Karen Davis
<b>Item Title</b>	<b>BOC Meeting Minutes</b>
<b>Attachments:</b>	bocminutes_110722 (DOCX)

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

**MINUTES**

A Regular Meeting of the Camden County Board of Commissioners was held on November 7, 2022 in the boardroom of the Camden Public Library in Camden, North Carolina.

**CALL TO ORDER**

The meeting was called to order by Chairman Ross Munro at 6:30 PM. Also Present: Vice Chair Tiffney White, Commissioners Tom White, Clayton Riggs and Randy Krainiak. Administration Staff Present: County Manager Erin Burke and Clerk to the Board Karen Davis. County Attorney John Morrison was present for the Closed Session.

**CLOSED SESSION**

**Motion to go into Closed Session to consult with the County Attorney in matters related to Attorney-Client privilege.**

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

**Motion to recess out of Closed Session.**

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

At 7:04 PM the Chairman reconvened the Board of Commissioners.

**INVOCATION & PLEDGE OF ALLEGIANCE**

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

**ITEM 1. CONSIDERATION OF AGENDA**

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

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

**ITEM 2. CONFLICT OF INTEREST DISCLOSURE STATEMENT**

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

**ITEM 3. PRESENTATIONS**

A. Employee Recognition – Beverly Fonville

Staff reaching milestone employment anniversaries were presented with service year pins.

B. Camden Tourism Development Authority Photo Contest – Sarah Hill



Tourism Development Authority Chair Sarah Hill recognized the winners of the 2022 Photo Contest, *Capture Camden NC*.

#### ITEM 4. PUBLIC COMMENTS

None.

#### ITEM 5. PUBLIC HEARINGS

##### A. NCDOT Right-of-Way Acquisition – Erin Burke

**Motion to go into Public Hearing for the NCDOT right-of-way acquisition.**

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

NCDOT presented to the Board of Commissioners at the July 2022 meeting. At that meeting upcoming projects were discussed. The widening of Old Swamp Road was one of the projects mentioned and NCDOT has begun the right-of-way acquisition portion of that project. The county owns a piece of property at the intersection of Griffin and Old Swamp Road, highlighted in red in the map below. NCDOT proposes acquiring .013 acres from the county for \$1,175.00. Staff has reviewed this proposal in consultation with the County Attorney. The proposal supports the widening project that would allow for safer passage and use of the roadway. At the October 3, 2022 meeting the Public Hearing was set for November 7, 2022 and was subsequently duly advertised.

SUMMARY STATEMENT/CONTINGENT OFFER TO PURCHASE REAL PROPERTY DUE TO THE ACQUISITION OF RIGHT OF WAY AND DAMAGES	
TO: County of Camden PO Box 190 Camden, NC 27921	DATE: _____ TO: Lessee, if Applicable
TIP/PARCEL NO.: R-5717 065 COUNTY: Camden	WBS ELEMENT: 50213.2.1
DESCRIPTION: Widening of SR 1223/1224 (Old Swamp Road)/SR 1216/1227 (South Mills Road)	
Dear Property Owner:	
The following contingent offer of just compensation is based on the fair market value of the property and is not less than the approved appraised value for the appropriate legal compensable interest or interests. The approved value disregards any increase or decrease in the fair market value of the property acquired due to influence caused by public knowledge of this project. The contingent offer of just compensation is based on an analysis of market data, comparable land sales, and, if applicable, building costs in the area of your property. <b>Please retain this form as it contains pertinent income tax information.</b>	
Value of Right of Way to be Acquired	\$ 400.00
Value of Permanent Easements to be Acquired	\$ 600.00
Value of Temporary Easement (Rental of Land) to be Acquired	\$ 175.00
Value of Improvements to be Acquired	\$ N/A
Damages, if any, to Remainder	\$ N/A
Benefits, if any, to Remainder	minus \$ N/A
<b>TOTAL CONTINGENT OFFER</b>	<b>\$ 1,175.00</b>
The total contingent offer includes all interests other than leases involving Federal Agencies and Tenant owned improvements.	
(A) Description of the land and effects of the acquisition: Subject property described in Deed Book 157, page 432, Camden County Registry, contains approximately 1.00 acres of which 0.013 acres is being acquired as right of way, leaving 0.987 acres remaining on the left with access to Old Swamp Road and Griffin Road. Also being acquired is a permanent utility easement containing approximately 0.022 acres and a temporary construction easement containing approximately 0.019 acres.	
(B) The TOTAL CONTINGENT OFFER includes payment for the improvements and appurtenances described below: N/A	
Provided there is sufficient time remaining in the project schedule, you may repurchase these improvements for a retention value, with the stipulation that you remove them from the acquisition area at no expense to the Department.	
(C) Should you desire to sell the Department the portion of your property considered to be an uneconomic remnant or buildable lot, as explained to you by the Right of Way Agent, the total contingent offer would be: \$ N/A. Please note that any contingent offer to purchase a remnant/buildable lot is conditioned upon the remnant/buildable lot being environmentally clean prior to the conveyance to the Department. You may be required to provide the Department with a release from the appropriate environmental agency stating that all contaminants have been remediated and/or removed to their standards.	
The original of this form was handed/mailed, if out of state owner, to <u>Camden</u> on <u>Sept 16</u> 20 <u>22</u> . Owner was furnished a copy of the Right of Way Brochure/Owner's Letter.	
I will be available at your convenience to discuss this matter further with you. My telephone number is (336) 486-7243.	
Please be advised that the agent signing this form is only authorized to recommend settlement to the North Carolina Department of Transportation, and any recommended settlement is not a binding contract unless and until accepted by the North Carolina Department of Transportation by its formal execution of documents for conveyance of Right of Way, Easements, and/or other interests.	
(Signed)	<u>David Gourley</u> David Gourley - Right of Way Agent
FRM10-B Revised 2/17/15	

Public Comments – None.

**Motion to close the Public Hearing.**

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

**Motion to add the NCDOT right-of-way acquisition to the agenda for consideration.**

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

**Motion to approve the NCDOT right-of-way acquisition request as presented and authorize the County Manager, in consultation with the County Attorney, to complete the transaction.**

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

**B. Request for Zoning Map Amendment – Sandy Hook Road**

Commissioner Clayton Riggs requested to be recused from this item as he is an adjacent landowner and part owner of one of the included properties.

**Motion to recuse Commissioner Riggs as requested.**

<b>RESULT:</b>	<b>PASSED [4-0]</b>
<b>MOVER:</b>	Ross Munro
<b>AYES:</b>	Ross Munro, Tiffney White, Tom White, Randy Krainiak
<b>RECUSED:</b>	Clayton Riggs

**Motion to open the Public Hearing for Sandy Hook Road zoning map amendment request.**

<b>RESULT:</b>	<b>PASSED [4-0]</b>
<b>MOVER:</b>	Tiffney White
<b>AYES:</b>	Ross Munro, Tiffney White, Tom White, Randy Krainiak
<b>RECUSED:</b>	Clayton Riggs

Chair Munro recognized Planning Director Amber Curling. Mrs. Curling included the following in her report:

Various owners are requesting a map amendment for 8 parcels in the 800 and 900 block of Sandy Hook Road from Village Commercial to Neighborhood Residential. All parcels are located in the Shiloh Township. On September 21, 2022 the Planning Board recommended approval of the zoning request with a 5-0 vote. The proposed zoning change is inconsistent with the CAMA Future Land Use Map as the majority of the properties are identified as Crossroads Commercial. The proposed zoning change is inconsistent with the County's Comprehensive Future Land Use Map which shows the current Village Commercial Zoning Parcels to be Community Core.

**STAFF REPORT**  
**Ordinance 2022-11-01**  
**UDO 2022-09-05**  
**Zoning Map Amendment**  
**Various Parcels in the 800 & 900 Block of Sandy Hook Road**

**PROJECT INFORMATION**

**File Reference:** UDO 2022-09-05  
**Project Name:** Rezoning on Sandy Hook Rd  
**PIN:** Various

**Applicant:** Various Owners  
**Address:** 800 & 900 Blk Sandy Hook Rd  
 Shiloh, NC 27974

**Phone:** NA  
**Email:** NA

**Agent for Applicant:** Camden Planning Dept.  
**Address:** 117 Hwy 343 N  
 Camden, NC 27921

**Phone:** 252-338-1919 ext. 235  
**Fax:**  
**Email:**

**Current Owner of Record:** Applicant

**Meeting Dates:**  
 NA **Neighborhood Meeting**  
 September 21, 2022 **Planning Board Meeting**

**Application Received:** September 1, 2022  
**By:** Amber Curling, Planning

**Application Fee paid:** Waived

**Completeness of Application:** Application is generally complete

**Documents received upon filing of application or otherwise included:**

- A. Rezoning Application from Property Owners  
 B. List of Properties  
 C. Zoning Comparison VC to NR

**REQUEST:** Zoning Map Amendment from Village Commercial Zoning District to Neighborhood Residential Zoning District for various parcels in the 800 and 900 block of Sandy Hook Road.

**DESCRIPTION:** Rezone of several parcels in the 880 to 930 blocks of Sandy Hook Rd from Village Commercial (VC) to Neighborhood Residential (NR). The parcels are located in the Shiloh Township on Sandy Hook Road. The properties are used as farmland, vacant, woods and residential homes.

**Rezoning from the Village Commercial Zoning District (Article 151.3.6.3)**

The Village Commercial district intended to foster high quality, compact, pedestrian-oriented development on lots within designated village centers. Development in the VC district is human-scaled and designed to promote visual interest for pedestrians. Ground-level retail and personal services that promote pedestrian activity along the street are highly encouraged and large, monolithic, automobile-oriented developments are prohibited. New development in the district is located close to the street, provides passers-by with clear views into the building's ground floor, and fosters sidewalk dining, outdoor seating, and interaction among pedestrians. The district requires urban-style open space (greens, seating areas, plazas, pocket parks, roof gardens, etc.) to be included as a part of new development. In addition to commercial uses, the district allows a variety of moderate-density residential development. New commercial, mixed-use, and multi-family developments in the district are subject to the design standards in ARTICLE 151.5 DEVELOPMENT STANDARDS.

**Rezoning to the Neighborhood Residential Zoning District (Article 151.3.5.5)**

The Neighborhood Residential (NR) district serves as a transition district from the rural and suburban portions of the County to areas proximate to village centers and major commercial corridors. The district is intended to accommodate single-family detached homes in a neighborhood setting at moderate densities. Mobile and manufactured homes on individual lots, conservation subdivisions, and agricultural uses are limited in order to preserve the district's neighborhood character. Manufactured homes are not allowed on lots within 5,280 linear feet of a village center boundary. The district's 40,000-square-foot minimum lot area may be reduced when lots are within one mile of a designated village center boundary and served by public sewer. District regulations discourage uses that interfere with the development of residential neighborhoods or that are detrimental to the district's single-family detached neighborhood character.

**SITE DATA**

**Size of Lots:** 8 parcels consisting of approximately  
**Flood Zone:** X  
**Zoning District(s):** Village Commercial (VC)  
**Existing Land Uses:** Farmland, vacant, woods and residential homes  
**Proposed Use(s):** No change in use

**Adjacent Zoning & Uses:**

	North	South	East	West
<b>Zoning</b>	Village Commercial (VC) & Neighborhood Residential (NR)	Village Commercial (VC) & Neighborhood Residential (NR)	Neighborhood Residential (NR)	Village Commercial (VC)
<b>Use &amp; size</b>	Residential Lots & Farmland	Residential Lots, Woods, Farmland	Farmland	Business & Farmland

**INFRASTRUCTURE & COMMUNITY FACILITIES**

**Water:** Water lines are located adjacent to property along Sandy Hook Road  
**Sewer:** Not available.  
**Fire District:** Shiloh Fire District.  
**Schools:** Proposed zoning should not have an impact on Schools.  
**Traffic:** Proposed zoning should not have impact on Traffic

**SPECIFIC CAMA LAND USE QUESTIONS TO CONSIDER:**

1. Does Camden County need more land in the zoning class requested?  
 In Camden County 0.26% is zoned as Village Commercial and 3.08% is zoned as Neighborhood Residential.
2. Is there other land in the county that would be more appropriate for the proposed uses?  
 The surrounding properties are mainly residential homes and farmland.
3. Is the entire range of permitted uses in the requested classification more appropriate than the range of uses in the existing classification?  
 The parcels are being used as residential. The surrounding properties are mainly residential. The proposed use is residential.
4. Will the request have serious impact on traffic circulation, parking space, sewer and water services, other utilities?  
 The proposed zoning uses should not impact public facilities.
5. Will the request have an impact on other county services, including police protection, fire protection or the school system?  
 The proposed zoning uses should not have an impact on any public services.
6. Is there a good possibility that the request, as proposed, will result, as proposed, will result in lessening the enjoyment or use of adjacent properties?  
 All permitted uses in the requested zoning classification should not lessen the enjoyment or use of any adjacent properties.
7. Will the request, as proposed cause serious noise, odors, light, activity, or unusual disturbances?  
 All uses permitted in the requested zoning classification should not cause any serious noise, odors, light activity, or unusual disturbances.
9. Does the request raise serious legal questions such as spot zoning, hardship, violation of precedents, or need for this type of use?  
 The request does not raise serious legal questions.
10. Does the request impact any CAMA Areas of Environmental Concern?  
 The proposed development includes no areas of environmental concern.

**Goal when Reviewing of Zoning Regulations in accordance with the Camden County Land Use Plans is to make sure the project is designed to:**

- to lessen congestion in the streets;
- to secure safety from fire, panic, and other dangers;
- to promote health and the general welfare;
- to provide adequate light and air;
- to prevent the overcrowding of land;
- to avoid undue concentration of population; and
- to facilitate the adequate provision of transportation, water, sewage, schools' parks and other public requirements

**CONSISTENCY with PLANS and MAPS**

- **CAMA Land Use Plan Policies & Objectives:**
- Consistent ☐ Inconsistent ☒
- The CAMA Land Use Plan was adopted by the Camden County Board of Commissioners on April 4, 2005. The proposed zoning change is inconsistent in that the CAMA Future I and Use Maps has the majority of property identified as shows the current Village Commercial Zoning District Parcels to be.
- **2035 Comprehensive Plan**
- Consistent ☐ Inconsistent ☒
- The County's Comprehensive Future Land Use Map (Adopted 2012) shows the parcel to be Crossroads Commercial. The Crossroads Commercial District is intended to provide commercial uses that serve proximate rural residences.
- **Comprehensive Transportation Plan**
- Consistent ☒ Inconsistent ☐
- Property abuts Sandy Hook Rd
- **Other Plans officially adopted by the Board of Commissioners:**  
 N/A

**Summary**

The requested zoning change is inconsistent with the CAMA Future I Land Use Map and inconsistent with the Comprehensive Future Land Use Map that identifies the parcels as Community Core and Crossroads Commercial.

This zoning map amendment was submitted at the request of residences who are concerned about the residential use of their property while being zoned as Village Commercial.

**Recommendations**

Planning Board and Planning Staff recommend approval of the Consistency Statement due to the requested zoning change being consistent with the Future Land Use Plans in that areas of mixed uses created by businesses and residences with character and privacy are encouraged.

Planning Board and Planning Staff recommend approval of the Zoning Map Amendment Ordinance 2022-11-01 and 110034 2022-09-05 for **887, 888, 883, 921, 921A, 921B 907 and 919 Sandy Hook Road** from Village Commercial (VC) to Neighborhood Residential (NR). The requested rezoning is consistent with the current uses of these properties.

**Public Comments**

A.B. Burgess of South Sandy Hook Road addressed the Board in support of the rezoning as he is one of the owners of the included properties. Mr. Burgess stated that there is no reason for his residential properties to be zoned as commercial. It was his request that the Board approve the rezoning request.

Chairman Munro asked Mr. Burgess if he knew why the other residents would not want their properties rezoned.

Gail Burgess of South Sandy Hook Road addressed the Board to respond to Chairman Munro's question. Mrs. Burgess stated that she had spoken with the residents of these properties and for various reasons some of them did not request the rezoning – one property is in the midst of an estate issue, one is a motorcycle club, and two that are home-based businesses.

**Motion to close the Public Hearing.**

<b>RESULT:</b>	<b>PASSED [4-0]</b>
<b>MOVER:</b>	Tiffney White
<b>AYES:</b>	Ross Munro, Tiffney White, Tom White, Randy Krainiak
<b>RECUSED:</b>	Clayton Riggs

**Motion to add Sandy Hook zoning map amendment request to the agenda.**

<b>RESULT:</b>	<b>PASSED [4-0]</b>
<b>MOVER:</b>	Tiffney White
<b>AYES:</b>	Ross Munro, Tiffney White, Tom White, Randy Krainiak
<b>RECUSED:</b>	Clayton Riggs



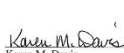

**Motion that the requested zoning change is consistent with the future land use plans in that areas of mixed uses created by businesses and residences with character and privacy are encouraged.**



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

**Motion to recommend approval of Ordinance 2022-11-01 and the Zoning Map Amendment UDO 2022-09-05 for the properties as presented in the 800 and 900 block of Sandy Hook Road from Village Commercial to Neighborhood Residential. The requested rezoning is consistent with the current use of these properties.**

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

 <p style="text-align: center;"><b>Ordinance No. 2022-11-01</b></p> <p style="text-align: center;"><b>An Ordinance</b>  <b>Amending the Camden County Zoning Map</b>  <b>Camden County, North Carolina</b></p> <p><b>Article I: Purpose</b></p> <p>The purpose of this Ordinance is to amend the Zoning Map of Camden County, North Carolina, which was originally adopted by the County Commissioners on December 20, 1993, and subsequently amended.</p> <p><b>Article II: Amendment to Zoning Map</b></p> <p>The Official Zoning Map of Camden County, North Carolina, which was adopted on December 20, 1993, and revised February 4, 2019 and subsequently amended, is hereby amended as follows:</p> <p>The properties currently shown in the Camden County Tax Assessor's Office as PIN numbers:</p> <ul style="list-style-type: none"> <li>• 03-8973-00-23-4040-0000 (0.642 Acres)</li> <li>• 03-8973-00-23-4180-0000 (0.310 Acres)</li> <li>• 03-8973-00-23-4210-0000 (1.0 Acres)</li> <li>• 03-8973-00-21-7326-0000 (0.998 Acres)</li> <li>• 03-8973-00-21-9338-0000 (0.378 Acres)</li> <li>• 03-8973-00-21-7933-0000 (0.863 Acres)</li> <li>• 03-8973-00-21-7542-0000 (2.0 Acres)</li> <li>• 03-8973-00-21-4314-0000 (1.41 Acres)</li> </ul> <p>of 8 parcels approximately 6.2 acres from Village Commercial (VC) to Neighborhood Residential (NR).</p> <p><b>Article III: Penalty</b></p> <ol style="list-style-type: none"> <li>1. Violations of the provision of this Ordinance or failure to comply with any of its Requirements, including violations of any conditions and safeguards established in connection with grants of variances or Special Use or Conditional Use Permits, shall constitute a misdemeanor, punishable by a fine of up to five-hundred (\$500) dollars or a maximum thirty (30) days imprisonment as provided in G. S. 14-4.</li> <li>2. Any act constituting a violation of the provisions of this Ordinance or a failure to comply with any of its requirements, including violations of any conditions and safeguards established in connection with the grants of variances or Special Use or Conditional Use Permits, shall also subject the offender to a civil penalty of one-hundred (\$100) dollars for each day the violation continues. If the offender fails to pay the penalty within ten (10) days after being cited for a violation, the penalty may be recovered by the county in a civil action in the nature of debt. A civil penalty may not</li> </ol>	<p>be appealed to the Board of Adjustment if the offender was sent a final notice of violation in accordance with Chapter 151 Article 9.8.1 Civil Penalties and did not take an appeal to the Board of Adjustment within the prescribed time.</p> <ol style="list-style-type: none"> <li>3. This Ordinance may also be enforced by any appropriate equitable action.</li> <li>4. Each day that any violation continues after notification by the administrator that such violation exists shall be considered a separate offense for purposes of the penalties and remedies specified in this section.</li> <li>5. Any one, all or any combination of the foregoing penalties and remedies may be used to enforce this Ordinance.</li> </ol> <p><b>Article IV: Severability</b></p> <p>If any language in this Ordinance is found to be invalid by a court of competent jurisdiction or other entity having such legal authority, then only the specific language held to be invalid shall be affected and all other language shall be in full force and effect.</p> <p><b>Article V: Effective Date</b></p> <p>This Ordinance is effective upon adoption.</p> <p>Adopted by the Board of Commissioners for the County of Camden this 7th day of November, 2022.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  <p>Ross Munro, Chairman Camden County Board of Commissioners</p> </div> <div style="text-align: center;"> <p>ATTTEST:</p>  <p>Karen M. Davis Clerk to the Board of Commissioners</p> </div> <div style="text-align: center;">  </div> </div>
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## ITEM 6. NEW BUSINESS

### A. Tax Report – Lisa Anderson

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

**OUTSTANDING TAX DELINQUENCIES BY YEAR**

<b><u>YEAR</u></b>	<b><u>REAL PROPERTY</u></b>	<b><u>PERSONAL PROPERTY</u></b>
2021	147,848.67	10,382.52
2020	58,350.68	4,317.94
2019	27,904.68	2,569.80
2018	19,289.23	1,365.93
2017	12,140.74	1,793.25
2016	8,052.66	1,221.02
2015	6,661.95	689.62
2014	8,990.89	1,028.28
2013	6,510.87	4,694.65
2012	5,558.29	7,231.80

TOTAL REAL PROPERTY TAX UNCOLLECTED	301,308.66
TOTAL PERSONAL PROPERTY UNCOLLECTED	35,294.81
TEN YEAR PERCENTAGE COLLECTION RATE	99.60%
COLLECTION FOR 2022 vs. 2021	9,514.15 vs. 8,487.95

**LAST 3 YEARS PERCENTAGE COLLECTION RATE**

2021	98.35%
2020	99.21%
2019	99.61%

**EFFORTS AT COLLECTION IN THE LAST 30 DAYS**

ENDING September 2022

**BY TAX ADMINISTRATOR**

50	NUMBER DELINQUENCY NOTICES SENT
39	FOLLOWUP REQUESTS FOR PAYMENT SENT
2	NUMBER OF WAGE GARNISHMENTS ISSUED
4	NUMBER OF BANK GARNISHMENTS ISSUED
15	NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR TO DELINQUENT TAXPAYER
0	NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)
0	PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR
0	NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY
0	NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR COLLECTION (I.D. AND STATUS)
0	REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS
0	NUMBER OF JUDGMENTS FILED

Attachment: bocminutes\_110722 (BOC Meeting Minutes)

## 30 Largest Unpaid - Real

Roll	Parcel Number	Unpaid Amount	YrsDltg	Taxpayer Name	City	Property Address
	02-8923-00-19-3774.0000	12,086.44	1	RNJ PROPERTIES LLC	CAMDEN	431 158 US W
	01-8929-00-34-2503.0000	8,338.03	1	STONEBRIAR COMMERCIAL FINANCE	SOUTH MILLS	301 JAPONICA DR
	02-8943-01-17-4388.0000	7,745.40	1	THOMAS REESE	CAMDEN	HORSESHOE RD
	01-7989-00-01-1714.0000	6,166.42	10	CHARLES MILLER HEIRS	SOUTH MILLS	187 C THOMAS POINT RD
	03-8971-00-23-2253.0000	6,036.09	1	ABODE OF CAMDEN, INC.	SHILOH	146 158 US W
	02-8934-01-18-8072.0000	5,785.45	1	ARNOLD AND THORNLEY, INC.	CAMDEN	158 US E
	02-8935-02-66-7093.0000	5,639.72	1	B. F. ETHERIDGE HEIRS	CAMDEN	HORSESHOE RD
	01-7979-00-61-7358.0000	4,906.97	1	BERT L. ASKEW	SOUTH MILLS	257 A OLD SWAMP RD
	01-7939-00-62-3898.0000	4,705.66	1	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W
	02-8934-01-29-4617.0000	4,687.31	1	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
	02-8945-00-41-2060.0000	4,614.77	1	FRANK MCMILLIAN HEIRS	SHILOH	172 NECK RD
	03-8962-00-05-0472.0000	4,590.46	1	GILBERT WAYNE OVERTON &	SHILOH	115 COOKS LANDING RD
	03-8943-03-31-9750.0000	4,471.07	1	DONALD RAY JONES	SHILOH	1330 343 HWY S
	03-8809-00-24-8236.0000	4,144.46	1	GENE W IRBY	CAMDEN	670 343 HWY N
	03-8973-00-53-0748.0000	3,948.55	1	MORRIS L. KIGHT III	SHILOH	503 SAILBOAT RD
	02-8954-00-43-8538.0000	3,614.32	1	BILLY ROSS PEREBEE	CAMDEN	142 STANLEY LN
	03-8809-00-23-4988.0000	3,268.68	1	WANDA H WELLS	SHILOH	237 PALMER RD
	02-8934-04-72-0416.0000	3,235.88	1	PAULINE JETTE	CAMDEN	104 HIGH RD
	02-8943-00-67-1021.0000	3,176.60	1	CAROLYN MCDANIEL	CAMDEN	238 COUNTRY CLUB RD
	03-8962-00-67-1021.0000	2,912.38	1	Cecil BARNARD HEIRS	SHILOH	195 COUNTRY CLUB RD
	02-8943-01-06-9013.0000	2,880.31	1	JEWEL H. DAVENPORT	CAMDEN	WICKHAM RD
	03-8965-00-37-4242.0000	2,853.28	1	DCRA EVANS FORBES	SHILOH	WINDY HEIGHTS DR
	03-8899-00-45-2682.0000	2,835.12	1	EDWARD LANE MOORE	SHILOH	552 SANDY HOOK RD
	02-8936-00-23-4750.0000	2,769.92	1	AARON DARNELL CHAMBLEE ET AL	CAMDEN	169 RAYMONS CREEK RD
	03-8899-00-45-2682.0000	2,766.66	10	SEAMARK INC	SHILOH	LAMBS RD
	03-8990-00-17-3935.0000	2,710.50	1	KARL A ADCOCK	SHILOH	HOLLY RD
	01-7989-00-04-60-1954.0000	2,385.09	1	WINSTAY CONSTRUCTION, INC	SOUTH MILLS	100 CATALAN DR
	01-7989-04-60-1711.0000	2,303.21	1	JAMES GLEN GRIFFIN	SOUTH MILLS	GENERALS WAY
						110 BLOODFIELD RD

## 30 Oldest Unpaid – Real

Roll	Parcel Number	YrsDltg	Unpaid Amount	Taxpayer Name	City	Property Address
	01-7989-00-01-1714.0000	10	6,166.42	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
	03-8962-00-04-9097.0000	10	2,912.38	CECIL BARNARD HEIRS	SHILOH	NECK RD
	03-8965-00-37-4242.0000	10	2,853.28	DCRA EVANS FORBES	SHILOH	352 SANDY HOOK RD
	03-8943-00-67-1021.0000	10	2,766.66	SEAMARK INC	SHILOH	HOLLY RD
	03-8952-00-95-8737.0000	10	2,151.92	AUDREY TILLET	SHILOH	171 NECK RD
	01-7988-00-91-0179.0001	10	2,077.02	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
	01-7989-00-32-3510.0000	10	1,954.13	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
	03-8943-04-93-8214.0000	10	1,892.64	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
	01-7999-00-12-8596.0000	10	1,879.21	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
	01-7091-00-64-6569.0000	10	1,809.51	CLARENCE D. TURNER JR.	SOUTH MILLS	STINGY LN
	01-7080-00-62-1977.0000	10	1,157.52	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
	02-8936-00-24-7426.0000	10	851.94	BERNICE PUGH	CAMDEN	113 BOURBON ST
	01-7989-04-60-1568.0000	10	847.68	EMMA BRITE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
	01-7989-04-60-1954.0000	10	827.30	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
	01-7090-00-60-5052.0000	10	814.52	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
	01-7989-04-90-0938.0000	10	765.22	DORIS EASON	SOUTH MILLS	1352 343 HWY N
	03-8809-00-24-6322.0000	10	667.69	DAVID B. KIRBY	SHILOH	499 SAILBOAT RD
	02-8955-00-13-7846.0000	10	585.88	MARIE MERCER	CAMDEN	IVY NECK RD
	03-8899-00-36-1568.0000	10	463.73	PETER BUTSAVAGE	SHILOH	HIBISCUS RD
	03-8962-00-55-5300.0000	10	427.31	OCTAVIA COPELAND HEIRS	SHILOH	457 NECK RD
	03-8980-00-61-1968.0000	10	381.59	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
	03-8809-00-54-8280.0000	10	303.70	RODNEY STEVEN SPIVEY &	SHILOH	SAILBOAT RD
	01-7090-00-60-5052.0000	10	297.16	JOHN P. SAWYER HEIRS	SOUTH MILLS	OLD SWAMP RD
	03-8809-00-66-0120.0000	10	286.40	RANDELL CRIDER	SHILOH	SAILBOAT RD
	03-8980-00-84-0931.0000	10	285.84	CARL TEUSCHER	SHILOH	218 BROAD CREEK RD
	02-8936-00-25-7407.0000	10	220.95	CHARLIE RUDOLPH CHAMBLEE	CAMDEN	BOURBON ST
	03-8809-00-45-1997.0000	10	203.59	MICHAEL OBER	SHILOH	CENTERPOINT RD
	03-8962-00-60-7648.0000	10	189.72	FRANK WRIGHT ETAL	SHILOH	WICKHAM RD
	03-8899-00-37-0046.0000	10	149.93	ELIZABETH LONG	SHILOH	HIBISCUS RD
	03-8809-00-17-2462.0000	10	138.36	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD

## 30 Largest Unpaid – Personal

Roll	Parcel Number	Unpaid Amount	YrsDltg	Taxpayer Name	City	Property Address
	0001709	1,207.54	5	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
	0000295	1,126.07	3	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
	0002941	1,083.89	1	BARKER'S TRUCKING, INC	SHILOH	108 SASSAFRAS LN
	0001046	562.79	10	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
	0001072	534.66	10	PAM BUNDY	SHILOH	105 AARON DR
	0000297	522.02	1	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
	0001721	457.37	1	CINDY MAYO	SOUTH MILLS	106 EINGHAM RD
	0001230	411.11	10	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
	0003721	396.00	1	JIMMY'S TRUCKING & HAULING LLC	CAMDEN	127 TRAFION RD
	0003192	382.04	1	ROBERT JESSE-ALDERMAN HUDGINS	CAMDEN	409 343 HWY N
	0003559	365.94	1	BENNY FARRELL TUCKER	ELIZABETH CITY	152 158 US W
	0001838	311.90	10	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
	0003501	310.39	1	DIANE L. NOBLE	CAMDEN	152 158 US W
	0000738	307.42	10	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
	0003513	282.06	1	JULIE PORTER	CAMDEN	351 158 US W
	0003937	279.87	1	NATHAN WARC SEBURA	CAMDEN	343 HWY N
	0003208	271.52	1	RICKY W JOHNSON	CAMDEN	113 PALMER RD
	0003075	255.21	1	PATRICK WAYNE BAUM	CAMDEN	186 BUSHELL RD
	0000945	243.90	10	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
	0001694	241.65	10	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
	0001952	238.91	10	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
	0003773	231.08	1	SEVAN NERO BARTLETT	CAMDEN	197 HERMAN ARNOLD RD
	0003415	228.97	1	IVY MIRANDA BOGUES	CAMDEN	224 NORTH RIVER RD
	0002902	222.92	1	STEPHANIE AUSMAN	SHILOH	204 POND RD
	0001106	203.87	10	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
	0003715	202.13	1	CHARLES CHANNING ROTEN	SOUTH MILLS	302 34 HWY N
	0003902	201.52	1	SCOTT D RADY	SOUTH MILLS	403 BRECHT AVE
	0002442	201.37	5	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
	0003907	198.18	1	PAUL DAVID RUSSELL	SOUTH MILLS	114 OTTERS PL
	0003512	197.49	1	WILLIAM ANTHONY POPE JR	CAMDEN	214 SMITH DR

## 30 Oldest Unpaid – Personal

Roll	Parcel Number	YrsDltg	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	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 HEERS	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	0001681	10	193.10	STEVE WILLIAMS	CAMDEN	150 158 HWY W
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 ELAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0000945	5	243.90	RAMONA P. 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 KETTER 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	0002902	4	222.92	STEPHANIE AUSMAN	SHILOH	204 POND RD
P	0001512	4	157.69	JOHN WESLEY BURGESS, JR.	CAMDEN	431 158 US 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	0003501	3	310.39	DIANE L. NOBLE	CAMDEN	152 158 US W
P	0003513	3	282.06	JULIE PORTER	CAMDEN	431 158 US W
P	0003075	3	255.21	PATRICK WAYNE BAUM	CAMDEN	186 B BUSHELL RD
P	0003415	3	228.97	IVY MIRANDA BOGUES	CAMDEN	224 NORTH RIVER RD
P	0003561	3	177.03	MICHAEL DWAYNE UNDERWOOD	CAMDEN	131 WHITE CEDAR LN

## Motion to approve the tax report as presented.

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

## B. Adoption of 2023 Schedule of Values

On October 3, 2022 the Board of Commissioners was presented with the 2023 proposed Schedule of Values and Present Use Value Schedule. A duly-noticed work session and public hearing was held on October 17, 2022 and the Board voted to add adoption of the 2023 Schedule of Values to the November 7, 2022 agenda.



## Motion to adopt the 2023 Proposed Schedule of Values as presented.

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

## C. Parks &amp; Recreation Trust Fund Grant Award (Treasure Point Park) – Austin Brown

County Extension Director Austin Brown gave a presentation on the PARTF Grant Award. The Parks & Recreation Trust Fund has awarded a grant in the amount of \$452,000 towards the construction of the new facility at Treasure Point Park. The new facility will house the Agriculture Extension Office and Soil and Water, as well as educational spaces. The total project cost is estimated at \$1,539,620. The grant allocation is a match toward the project and will require the County to commit to \$1,087,620.00 in additional funds toward the construction of the project. In-kind service donations can be received, as well. The grant is reimbursable in phases.



 <p>North Carolina Division of Parks and Recreation Governor Roy Cooper Secretary D. Reid Wilson October 11, 2022</p> <p>Mr. Ken Bowman County Manager Camden County PO Box 190 Camden, NC 27921</p> <p>Dear Mr. Bowman:</p> <p>Camden County has received a grant from the N.C. Parks and Recreation Trust Fund (PARTF) for the Treasure Point Environmental and Agriculture Education Center project. I am writing to you as the County's contact person to provide information about administering the grant.</p> <p>The first step is to execute a contract between Camden County and the N.C. Department of Natural and Cultural Resources (DNCR). Enclosed are two copies of the contract. Please have your chief elected official sign and return both copies to me at the address below within 45 days. A representative of DNCR will then sign the contracts and return a copy of the executed contract. Please do not begin work on the PARTF project until you receive the signed contract.</p> <p>PARTF grants are paid on a reimbursement basis. A local government must first spend its own funds on the project and then be reimbursed. The enclosed PARTF Grant Manual provides further information about accounting and grant administration. The manual is also available at <a href="http://www.ncparks.gov/partf">www.ncparks.gov/partf</a> under "For Grant Recipients". It is very important that your finance officer and project manager are familiar with this information. In addition, a series of progress inspections for your project will be conducted by your regional consultant.</p> <p>Your local government may have received additional funds from other sources for this project. If PARTF funds are no longer needed, please notify me to withdraw this grant.</p> <p>Sincerely,</p>  <p>Vonda Martin Manager, Grants and Outreach Program</p> <p>Enclosures cc: Brittany Shipp, Recreation Resources Service Regional Consultant</p> <p>Dwaine Pittman, Director NC Division of Parks and Recreation 1615 MDC - Raleigh, NC 27699-1615 919.207.0300 / <a href="mailto:ncparks.gov">ncparks.gov</a></p> <p>NORTH CAROLINA STATE PARKS <i>Naturally Wonderful</i></p>	<p>Attachment B</p> <p>Scope of Work</p> <p>North Carolina Division of Parks and Recreation Parks and Recreation Trust Fund – Grants Program for Local Governments</p> <p>Grantee: Camden County</p> <p>Title of Project: Treasure Point Environmental and Agriculture Education Center</p> <p>Project Number: 1004</p> <p>Contract Number: 2023-1004</p> <p>Amount of Grant: \$ 452,000</p> <p>Amount of Match: \$ 1,087,620</p> <p>Contact Person for Project: Ken Bowman</p> <p>Title: County Manager Camden County</p> <p>Address: PO Box 190 Camden, NC 27921</p> <p>Telephone: 252.338.6363</p> <p>Contact email address: <a href="mailto:kbowman@camdencountync.gov">kbowman@camdencountync.gov</a></p> <p>Scope of Project: Community center, site prep, contingency, planning.</p> <p>Length of Project: 36 months (11/1/2022 – 10/31/2025)</p> <p>Schedule for Reimbursements: Grantee may submit bills quarterly after a significant portion of work has been completed on the project element(s). Not more than 50% of the grant will be reimbursed until the grantee completes the project elements specified in the grant (refer to detailed budget submitted with grant application).</p> <p>The County of Camden grant application and support documentation are, by reference, part of the contract. The administrative rules of the N.C. Parks and Recreation Trust Fund are, by reference, a part of the contract.</p>
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**Motion to approve the contract between Camden County and the North Carolina Department of Natural and Cultural Resources for acceptance of the NC Parks & Recreation Trust Fund Grant and authorize the Board Chair to execute the contract accordingly.**

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

**D. Preliminary Plan Application for Meadows at North River Crossing Major Subdivision – Amber Curling**

WH Chesapeake LLC is requesting Preliminary Plan review for The Meadows at North River Crossing Major Subdivision. The proposed subdivision consists of 23 single-family lots located on the west side of Sandy Hook Road and north side of Ditch Bank Road and borders the existing subdivision North River Crossing. The two parcels consisting of 28.57 acres are located in the Shiloh township.

On August 17, 2022 the Planning Board recommended approval of the Meadows at North River Crossing Major Subdivision with a 3 to 1 vote. The Public Hearing was held by the Board of Commissioners on October 3, 2022.

**Motion to approve the Major Subdivision Preliminary Plat Ordinance 2022-10-02 (UDO 2022-05-038).**

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

**E. Lobbyist Discussion – Erin Burke**

At the August 31, 2022 work session of the Board of Commissioners, the Board discussed engaging the lobbying services of Mr. Bob Steinburg beginning in February 2023. The Board indicated there was interest but they would prefer a one-year contract to see if there would be a benefit to the County before committing to the full two years. Following the August 31, 2022 Board of Commissioners' work session, Mr. Steinburg indicated he was not considering one-year contracts. The work of the General Assembly is conducted over a long and short session. A one-year contract would not allow Mr. Steinburg to be as effective as a two-year contract because of the occurrence

of the short and long sessions in Raleigh. Funding had already been allocated for a marketing position in the amount of \$40,000 and these funds would be suited to cover this expense.

**Motion to approve a contract with Bob Steinburg as a lobbyist for 2 years.**


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

**F. Request for Qualifications (Admin Complex) – Erin Burke**

At the August 31, 2022 work session of the Board of Commissioners, the Board discussed the advertising of a Request for Qualifications (RFQ) for the Administration Building and Senior Center/Parks and Recreation facility. Staff discussed the need to proceed, as this is the first step in the process towards construction. The timeline for the RFQ is approximately three months. After the award, the timeline for design and construction would likely be about two years. The Board discussed potentially doing the project in phases. The RFQ now reflects this possibility.

**Motion to approve the draft RFQ for the Administration Complex and move forward with publishing.**

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

 <p><b>REQUEST FOR QUALIFICATIONS</b></p> <p>Professional Services – Architectural &amp; Engineering Services Project – Administration Building &amp; Community Center</p> <p><b>Introduction</b> Camden County is requesting qualified professional architectural firms to submit a statement of qualifications to provide architectural services for the completion of the Administration Complex to include two new buildings, an Administration Building and Community Center in Camden County, North Carolina. The project will include the design of two new facilities on a pre-designated site with a recently constructed facility containing a library, community room, and board meeting room. The site sits across from the historic Camden County Courthouse, constructed in 1847.</p> <p><b>Background</b> Camden County's administrative services are currently decentralized and spread across three campuses: the Courthouse Complex, the 158 Administrative Offices, and the new Administration Complex campus. Some of the structures currently in use on the Courthouse Campus have or are reaching the end of their service life. The distance between the campuses does not allow for ease of interaction among departments and causes the public to travel between buildings for services. The County desires to have a one-stop-shop to serve the public.</p> <p>In addition to the needs for administrative space, there is also significant interest for providing recreational and public meeting space which will host youth and adult programming.</p> <p>A successful project will require a design firm that can make a connection between the historic architectural qualities of public buildings within the adjacent Courthouse Complex while using technological advances for energy and water conservation. The successful design team will need to integrate the impacts on staff and other operational resources into the plan to minimize not only construction costs, but also operating and maintenance costs.</p> <p><b>Project Summary</b> Camden County is seeking qualifications from professional firms to provide architectural and engineering services for the construction of the new Camden County Public Services Complex. The project site is located in the 100 block of North Carolina Highway 343 N. Camden, NC 27921 and is situated on approximately 7.99 acres.</p> <p>The site is bordered on the north by a vacant 61-acre private development site with 350 feet frontage on NC 343; and on the southeast by a vacant 51-acre private development site with 1750 feet frontage on US 158.</p> <p>The Administration Building is estimated to not exceed 20,000 gross square feet consisting of two floors. Operational functions within the new public services building will include: Planning &amp; Zoning;</p> <p>RFQ – Administration Building &amp; Community Center October 28, 2022 Page 1 of 6</p>	<p>Tax Collection; Utility Billing; Elections; Finance; Human Resources; Economic Development; and the County Manager's office.</p> <p>The Community Center Building will consist of approximately 14,000 gross square feet and accommodate recreational facilities including a basketball court, bleachers, elevated stage, offices for Parks and Recreation staff, Restrooms, and Community Meeting Rooms. This facility will also house the Active Adults Center with a joint use Kitchen, Large Meeting Room, Exercise Room and offices for Active Adults Center staff.</p> <p>Camden County will use the Construction Management at Risk construction delivery method for this project. As such, the selected architectural/engineering firm will be required to work directly with the County's Construction Manager at Risk through the completion of the terms of the architectural and engineering services agreement. The project may be completed in phases.</p> <p><b>Request</b> The intent for this Request for Qualifications (RFQ) is to have professional architectural firms under consideration specifically address the services required and provide the County, as project owner, with a well-considered response for those services. It is anticipated that an initial base contract will be negotiated with the successful firm on the basis of demonstrated competence and qualifications for the type of professional services required. The contract will be with the lead design firm. The owner is looking for a "turnkey" approach, where the architectural firm will provide the following services (not listed in order of preference):</p> <ol style="list-style-type: none"> <li>1. Describe the process by which you will inventory and document existing space.</li> <li>2. Describe the process by which you will develop alternative schematic designs for a typical project.</li> <li>3. Describe your approach to project design that will assure the functional, aesthetic and quality requirements are satisfactorily addressed for new construction.</li> <li>4. Explain the management tools, techniques and procedures your team uses to maintain the programming, planning, and design phase schedule.</li> <li>5. Explain your team's procedures for documenting quality control and coordination of the various disciplines of work in preparing construction documents.</li> <li>6. Explain the design team's use of whole building energy analysis (including life cycle cost analyses) to assure the building is energy efficient.</li> <li>7. Describe your team's approach to maintenance considerations in the design process.</li> <li>8. Explain how your team will control project cost to assure the project budget is not exceeded.</li> <li>9. Describe in detail steps which will be taken by your team to guard the Owner against defects and deficiencies in the work of the contractors during the construction phase.</li> <li>10. Explain how your team manages the process of reviewing subcontractor submittals, clarification requests, issuances of bulletin drawings, reviews of contractors' cost proposals, review and</li> </ol> <p>RFQ – Administration Building &amp; Community Center October 28, 2022 Page 2 of 6</p>
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Attachment: bocminutes\_110722 (BOC Meeting Minutes)

justification of change orders, payment requests, final inspections and assembly of the project close-out documents.

11. Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA). Provide examples.

12. Describe in detail the process you will follow from schematic approval through approval of final design.

13. Explain why you believe your team is the most qualified firm to provide the requested services for this Project.

#### Consultant Qualifications

The selected architectural and engineering firm's assigned project staff must be experienced in all phases of the planning, design and construction of similar public facilities; have extensive knowledge of the regulations governing the design, construction and operation of such facilities in the State of North Carolina; familiarity with LEED energy efficiency principles; and have a proven capability to effectively and efficiently produce a facility consistent with and meeting the needs and goals outlined by Camden County.

#### Proposal Submission Requirements

Submittals shall be on 8 1/2" x 11" paper, side bound with Table of Contents and reference tabs for key sections. Complete response to each of the following categories is required.

##### Organization of Design Team

1. Letter of interest identifying all firms proposed for the design team, including the organizational and contractual relationship between the principal and associate firms. Provide resumes of all personnel who will be assigned to the Project. Provide specific information as to their experience on projects similar to this one. Describe the percentage workload commitment of assigned staff that the County can expect on these projects.

2. Provide a list of projects your firm currently has in progress and the status of each.

3. List the last three (3) public building projects you believe are indicative of what Camden County can expect for its County Public Services Building. List the project personnel, including consultants for those projects including the following:

- Client Contact
- Owner's Total Initial Budget
- Total Project Cost
- Number of Change Orders
- Total Cost of Change Orders
- Date of Bid
- Scheduled Completion Date
- Actual Completion Date

4. List professional consultants outside your firm you propose to provide services not available in your firm. Provide specific information documenting their work on similar projects.

RFQ – Administration Building & Community Center  
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5. Other relevant information which the design consultants believe demonstrates their qualifications for the project such as exceptional design features for public buildings designed by your firm.

6. Has your firm been involved with the Construction Management at Risk construction delivery method? List the number of projects and describe the experience. At what point (percentage) of the design phase would you recommend the Construction Manager become involved?

#### Selection Process & Criteria

##### Process

The design consultant will be selected in a fair and uniform manner based in part on appropriate qualifications, experience for this type of project and current workload.

The County Manager will appoint a Selection Committee comprised of county staff and others that may or may not be associated directly with the Project. Upon receipt of proposals from respondents, the Selection Committee members will review the proposals in detail and identify a "short list" of those firms that appear to be most qualified to provide services for the project. Separate presentations and interview sessions will then be scheduled with the "short-listed" firms to permit the Selection Committee to further evaluate each firm's qualifications and proposal.

Firms that make the "short list" will be expected to make a presentation to the panel that convey their ability to innovate and guide our community in delivering a comprehensive and coordinated village center. After interviews, the Selection Committee will make its selection and provide written recommendations to the County Manager for her approval. Following the County Manager's approval, contract terms, conditions and fees will be negotiated with the selected firm. In the event contract negotiations prove unsuccessful with the selected firm, the Selection Committee will select another firm with which to begin contract negotiations.

##### Criteria

The considerations below, with their weighted scores, will be utilized for evaluating the firms submitting Statements of Qualifications.

35% The firm's recent experience, knowledge, and familiarity in the design of similar historic-themed projects and the firm's demonstrated ability in incorporating the client's design preferences.

25% The successful experience of the staff to be assigned to this project to perform the type of work required within the budget established by Camden County and with minimal to no change orders attributable to the architect's lack of attention to detail.

15% The firm's ability to meet a time schedule established for the work.

15% The firm's financial ability to undertake the work and assure the liability as well as adequacy of an accounting system to identify costs chargeable to the project.

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10% The firm must possess a high ethical and professional standing and must have performed satisfactorily on previous contracts with other local government clients, including a positive client relationship, commitment to the project budget and sufficient supervision of the construction project.

Total: 100%

#### Evaluation Criteria

The following criteria will be the basis on which firms will be selected for further consideration:

1. Specialized, appropriate expertise for this type of project.
2. Organizational chart and project team expertise.
3. Proposed design approach and innovative design solutions for projects of this type.
4. Project quality control plan including recent experience with cost control, change orders, and maintaining design and construction schedules.
5. Current workload of firm's personnel.
6. Record of successfully completed projects without major legal or technical problems.
7. Capabilities and proven experience in extensive evaluation of facilities energy consumption and life cycle analyses during design of similar projects.
8. Compliance with proposal format requirements.
9. Experience working on projects utilizing Construction Management at Risk construction delivery method.
10. Proximity to and familiarity with the Camden County area.
11. Other factors that may be appropriate for the project.
12. Minority/Women Owned Business.

#### Timeline

The key activities and milestone dates for the selection process are listed below:

Activity	Milestone Date
RFQ Published and Distributed	11-09-22
Deadline for Respondent Questions	11-30-22
Proposal Submission Deadline	12-14-22
Selection Committee meeting to determine short list	01-04-23
Selection Committee presentation/interviews	01-18-23
County Commissioner Approval	02-06-23
Firm Selection Notification	02-07-23

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#### Submission of Proposal Packages

Six (6) complete packages, including a digital copy, must be received at the following address by noon on December 14, 2022:

County Manager's Office  
County of Camden  
P.O. Box 190  
330 East Highway 158  
Camden, North Carolina 27921

#### General Comments

- A. Any cost incurred by respondents in preparing or submitting a proposal for the Project shall be the respondent's sole responsibility.
- B. All responses, inquiries or correspondence relating to this RFQ will become the property of Camden County when received.
- C. Respondents are requested to refrain from contact with the Pre-selection Committee members. Any questions regarding the RFQ should be submitted by email and directed to Camden County Attn: Erin Burke, County Manager, [eburke@camdencountync.gov](mailto:eburke@camdencountync.gov). Questions and responses will be posted on the county's web site where the RFQ is advertised. The deadline for all inquiries is noon on November 30, 2022. Camden County is an Equal Opportunity Employer.
- D. Camden County has sole discretion and reserves the right to reject any and all responses received with respect to this Request for Qualifications and to cancel the process at any time prior to entering into a formal agreement. The County reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Qualifications.

#### Confidentiality

In general, documents that are submitted as part of the response to this Request for Qualifications will become public records, and will be subject to public disclosure. North Carolina General Statutes Section 132-1.2 and 66-152 provide a method for protecting some documents from public disclosure. If the architectural/engineering consultant firm follows the procedures prescribed by those statutes and designates a document "confidential" or "trade secret", the County will withhold the document from public disclosure to the extent that it is entitled or required to do so by applicable law.

RFQ – Administration Building & Community Center  
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## G. Resolution Supporting Operation Green Light for Veterans – Erin Burke

In support of military veterans statewide and across the country this Veterans Day, the National Association of County Commissioners joins the National Association of Counties and the National Association of County Veteran Service Officers in inviting North Carolina counties to join Operation Green Light. This initiative shows support for veterans by lighting county buildings and infrastructure green from November 7<sup>th</sup> to November 13<sup>th</sup>. By shining a green light, county governments and our residents will let veterans know that they are seen, appreciated and supported. Camden County employs 13 veterans with a cumulative total of over 200 years of service in the Armed Services.

**Motion to adopt Resolution 2022-11-01 in Support of Operation Green Light for Veterans.**

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

**H. Proclamation in Recognition of National Crash Responder Safety Week – Erin Burke**

National Crash Responder Safety Week is November 14-18, 2022. Sponsored by the U.S. Department of Transportation's Federal Highway Administration, this initiative is designed to raise public awareness and help keep roadway responders and the public safe around traffic accidents. Nearly every week a responder is killed while helping to clear a roadway accident. This Proclamation acknowledges and proclaims November 14-18, 2022 National Crash Responder Safety Week in Camden County.

**Motion to adopt the Proclamation in Recognition of National Crash Responder Safety Week November 14-18, 2022.**

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

Attachment: bocminutes\_110722 (BOC Meeting Minutes)





## ITEM 7. BOARD APPOINTMENTS

- A. Senior Advisory Board – Appointment of Enoch Ludford III
- B. East Albemarle Regional Library Board – Reappointment of Nona Smith
- C. Potentially Dangerous Dog Appeals Board – Appointment of Kiera Clark

**Motion to approve the board appointments as presented.**

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

## 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.**

<b>RESULT:</b>	<b>PASSED [5-0]</b>
<b>MOVER:</b>	Tiffney White
<b>AYES:</b>	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: September 2022**

	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water/Distribution	95	95	100%	0
Sewer/Collection	1	1	100%	0

New Services installed: 0

Locates:

Water Line: 82

Sewer Line: 10

Water & Sewer, same ticket: 4

Hydrant flow test: 8

Public Works Director Notes/Comments:

Ten work orders have been reviewed for accuracy.

Water treated at the water treatment plant in September: 15 594 140 gallons

Daily average water usage for September: 519 805 gallons

Current treatment capacity at the water treatment plant: 720 000

**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	15,880,820	.529,361
May 2022	17,173,570	.553,986
June 2022	17,025,900	.567,530
July 2022	16,539,150	.533,521
August 2022	16,048,500	.517,694
September 2022	15,594,140	.519,805
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	153,634	279,000	194,300	202,100	167,700	160,800			
2	144,900	139,600	125,000	153,633	185,300	173,600	202,100	368,600	167,300			
3	159,600	151,000	130,600	153,633	170,500	195,134	202,100	181,200	167,300			
4	161,500	162,167	149,000	161,200	139,000	195,133	183,900	162,000	167,300			
5	131,500	162,167	149,000	153,700	139,000	195,133	158,800	161,267	205,100			
6	136,200	162,167	149,000	124,800	148,434	177,100	163,000	161,267	147,000			
7	130,734	46,500	143,600	141,800	148,433	178,700	24,600	161,267	96,340			
8	130,733	35,800	144,900	149,000	148,433	156,600	118,567	176,100	96,340			
9	130,733	32,300	120,400	149,000	150,100	196,000	118,567	186,700	96,340			
10	66,220	35,300	153,900	149,000	155,900	185,434	118,567	198,500	96,340			
11	34,500	36,634	138,434	145,000	139,600	185,433	165,800	140,300	96,340			
12	25,500	36,633	138,433	149,300	133,800	185,433	157,100	155,300	143,600			
13	129,800	36,633	138,433	146,500	159,067	190,200	147,300	155,300	156,700			
14	41,467	138,500	146,600	135,300	159,067	163,600	158,500	155,300	138,900			
15	41,467	140,500	95,600	163,100	159,067	161,000	135,533	126,900	149,400			
16	41,466	131,000	202,400	163,100	175,600	145,000	135,533	158,500	169,667			
17	4,280	35,300	138,100	163,100	168,000	204,300	135,533	149,200	169,666			
18	40,300	3,844	149,700	142,600	191,700	204,300	0	160,100	169,666			
19	105,400	3,843	149,700	141,200	181,000	204,300	214,400	148,000	142,600			
20	109,000	3,843	149,700	136,700	221,700	193,200	144,700	148,000	193,800			
21	156,234	38,200	140,500	132,400	221,700	187,600	164,000	148,000	133,700			
22	156,233	40,500	142,100	180,700	221,700	136,000	196,867	145,200	149,600			
23	156,233	165,900	121,500	180,700	191,400	131,900	196,867	151,500	155,767			
24	139,400	133,500	118,400	180,700	156,300	184,834	196,867	136,000	155,767			
25	126,300	136,634	150,334	178,800	137,100	184,833	162,800	154,000	155,767			
26	145,200	136,633	150,333	160,600	146,900	184,833	170,500	172,667	146,000			
27	87,590	136,633	150,333	145,500	164,367	164,700	139,300	172,667	160,000			
28	151,867	138,000	142,400	161,500	164,367	171,000	157,900	172,667	133,300			
29	151,867		136,300	139,650	164,367	178,400	173,233	178,600	137,800			
30	151,866		122,600	139,650	231,900	210,600	173,233	121,900	137,800			
31	166,100		148,200		196,500		173,233	146,500				
TOTAL	3,499,090	2,591,731	4,375,700	4,575,500	5,349,302	5,418,600	4,791,500	5,121,202	4,396,000			
Average	112,874	92,562	141,152	152,517	172,558	180,620	154,565	165,200	146,533			
Maximum	166,100	172,000	202,400	180,700	279,000	210,600	214,400	368,600	205,100			

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 collected	sewer cust
					meters water			meters Core	Core		meters S. Mills	S. Mills
								Core			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
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
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
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
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
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
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
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
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
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
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
December	2,298	86	58	0	13,930,906	\$0.00	\$145,160.49	761,500	\$12,600.22	54	286,870	\$4,002.82
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
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
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
April	2,320	82	91	5	22,574,098	\$8,000.00	\$117,609.55	716,960	\$10,988.75	54	257,949	\$3,588.01
May	2,328	95	71	1	13,617,980	\$16,000.00	\$160,306.33	674,480	\$13,045.03	54	269,770	\$3,335.55
June	2,334	126	91	2	16,466,975	\$35,700.00	\$166,905.67	624,410	\$8,810.69	56	267,930	\$3,404.49
July	2,339	121	97	1	16,136,579	\$500.00	\$142,712.18	542,530	11,113.40	56	253,630	\$3,135.85
August	2,345	129	50	1	14,628,312	\$4,300.00	\$155,258.49	523,100	\$8,497.51	56	280,139	\$4,187.02
Sept	2,346	96	96	0	15,285,732	\$8,000.00	\$149,488.63	2,346	\$8,986.17	56	293,411	\$3,618.25

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										
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
April	82	100%	0%	81	1	74	13	4	0	5
May	95	100%	0%	94	1	58	11	2	0	1
June	127	100%	0%	126	1	87	8	4	0	2
July	121	100%	0%	120	1	73	13	11	0	1
August	129	100%	0%	128	1	39	6	5	3	1
Sept	96	100%	0%	95	1	82	10	4	8	0

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

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

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

<b>RESULT:</b>	<b>PASSED [5-0]</b>
<b>MOVER:</b>	Ross Munro
<b>AYES:</b>	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 8. CONSENT AGENDA**

- A. BOC Meeting Minutes
  - October 3, 2022
  - October 17, 2022
- B. Budget Amendments



2022-23-BA014

## 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
<b>Revenues</b>			
41380530-433500	Miscellaneous	\$9,288	
<b>Expenses</b>			
415300-557000	Miscellaneous	\$9,288	

This Budget Amendment is made to appropriate funds from insurance monies received due to lost equipment to Miscellaneous in order to repurchase.

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 7<sup>th</sup> day of November, 2022.

*Karen M. Davis*  
Clerk to Board of Commissioners

*[Signature]*  
Chairman, Board of Commissioners



2022-23-BA015

## 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
<b>Revenues</b>			
40360530-434810	Grant	\$10,000	
<b>Expenses</b>			
405300-574400	Grant Purchases	\$10,000	

This Budget Amendment is made to appropriate funds from Grant monies to 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 7<sup>th</sup> day of November, 2022.

*Karen M. Davis*  
Clerk to Board of Commissioners

*[Signature]*  
Chairman, Board of Commissioners



2022-23-BA016

## 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
<b>Revenues</b>			
40360530-434810	Grant	\$35,000	
<b>Expenses</b>			
405300-574400	Grant Purchases	\$35,000	

This Budget Amendment is made to appropriate funds from Grant monies to 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 7<sup>th</sup> day of November, 2022.

*Karen M. Davis*  
Clerk to Board of Commissioners

*[Signature]*  
Chairman, Board of Commissioners



2022-23-BA017

## 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
<b>Revenues</b>			
41360530-434815	State Grant	\$35,000	
<b>Expenses</b>			
415300-574108	Grant Equipment	\$35,000	

This Budget Amendment is made to appropriate funds from Grant monies to 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 7<sup>th</sup> day of November, 2022.

*Karen M. Davis*  
Clerk to Board of Commissioners

*[Signature]*  
Chairman, Board of Commissioners



2022-23-BA018

## CAMDEN COUNTY BUDGET AMENDMENT

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

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

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Revenues</b>			
10360621-434837	SHIP Grant Funds	\$1,906	
<b>Expenses</b>			
106210-537500	SHIP Grant Expense	\$1,906	

This Budget Amendment is made to appropriate funds from Grant monies to 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 7<sup>th</sup> day of November, 2022.

*Karen M. Davis*  
Clerk to Board of Commissioners

*[Signature]*  
Chairman, Board of Commissioners



2022-23-BA019

## CAMDEN COUNTY BUDGET AMENDMENT

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

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

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Revenues</b>			
10330611-434898	Grant Funds	\$10,628	
<b>Expenses</b>			
106110-545000	Contracted Services	\$10,628	

This Budget Amendment is made to appropriate funds from Grant monies to 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 7<sup>th</sup> day of November, 2022.

*Karen M. Davis*  
Clerk to Board of Commissioners

*[Signature]*  
Chairman, Board of Commissioners



## C. School Budget Amendments

## Budget Amendment

## Camden County Schools Administrative Unit

## Capital Outlay Fund

The Camden County Board of Education at a meeting on the 13<sup>th</sup> day of October, 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, 2023.

Code Number	Description of Code	Amount	
		Increase	Decrease
9123	Category I Projects	90,830.08	
<b>Explanation:</b>			
Total Appropriation in Current Budget		\$	640,481.00
Amount of Increase / (Decrease) of Above Amendment			+ 90,830.08
Total Appropriation in Current Amended Budget		\$	731,311.08

Passed by majority vote of the Board of Education of Camden County Schools on the 13<sup>th</sup> day of October, 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 in the minutes of said Board, this 1<sup>st</sup> day of November 2022.

*[Signature]*  
Chairman, Board of County Commissioners  
*Karen M. Davis*  
Clerk, Board of County Commissioners



## Budget Amendment

## Camden County Schools Administrative Unit

## Local Current Expense Fund

The Camden County Board of Education at a meeting on the 13<sup>th</sup> day of October, 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, 2023.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs		5,300.00
6100	Support & Development Services	5,000.00	
6200	Special Population Support	300.00	
<b>Explanation:</b>			
Total Appropriation in Current Budget		\$	3,307,865.00
Amount of Increase/Decrease of Above Amendment			+ 0.00
Total Appropriation in Current Amended Budget		\$	3,307,865.00

Passed by majority vote of the Board of Education of Camden County on the 13<sup>th</sup> day of October, 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 1<sup>st</sup> day of November 2022.

*[Signature]*  
Chairman, Board of County Commissioners  
*Karen M. Davis*  
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 13<sup>th</sup> day of October 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, 2023.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs	988,833.22	
5200	Special Instructional Programs	1,899.45	
5800	School-Based Support Services	6,593.39	
6200	Special Population Support	5,225.46	
6400	Technology Support Services	20,950.00	
6500	Operational Support Services	3,638.62	
6900	Leadership Services	1,851.02	

Explanation:

Total Appropriation in Current Budget	\$ 16,840,621.00
Amount of Increase/Decrease of Above Amendment	+ 1,028,991.16
Total Appropriation in Current Amended Budget ....	\$ 17,869,612.16

Passed by majority vote of the Board of Education of Camden County on the 13<sup>th</sup> day of October 2022.


*Charles M. Davis*  
Chairman, Board of Education

*John M. Davis*  
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 7<sup>th</sup> day of November, 2022.

*Karen M. Davis*  
Chairman, Board of County Commissioners

*Karen M. Davis*  
Clerk, Board of County Commissioners



#### D. DMV Monthly Report

##### STATE OF NORTH CAROLINA

##### COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County December, 22 Renewals Due 1/15/23

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.

<b>SOUTH MILLS</b>	<b>COURTHOUSE</b>	<b>SHILOH</b>	<b>TOTAL</b>
32,910.71	31,626.73	18,670.44	83,207.88

Witness my hand and official seal this 7<sup>th</sup> day of November 2022

*Karen M. Davis*  
Chairman, Camden County Board of Commissioners

Attest:

*Karen M. Davis*  
Clerk to the Board of Commissioners of Camden County



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

*Lisa S. Anderson*  
Tax Administrator of Camden County

## E. Pickups, Releases &amp; Refunds

NAME	REASON	NO.
Diane Humphries Ferebee	Turned in Plates - Refund	Pick-up/23094
	\$244.61	66627275
Corky Morse	Adjustment - Refund	Pick-up/23089
	\$232.44	R-15449-2022
Steve Williams	Listed in Error - Release-Boat sold in 2015	Pick-up/23088
	\$382.35	P-13760-2016
		P-14795-2017
		P-15801-2018
		P-17234-2019
		P-18927-2020
		P-20699-2021
		P-22404-2022
William Kai Coffey	Military Exempt - Refund	Pick-up/23087
	\$394.41	5998230
William Kai Coffey	Military Exempt - Refund	Pick-up/23086
	\$141.51	59120200
William Kai Coffey	Military Exempt - Release	Pick-up/23056
	\$141.65	P-21302-2022
Justin Thomas Schuyler	Turned in Plates - Refund	Pick-up/23051
	\$130.75	6017145
CS Renewables LLC	Adjustment - Refund	Pick-up/23052
	\$691.81	R-153558-2022

## F. Refunds Over \$100

ACS Tax System 10/31/22 16:04:54	REFUNDS OVER \$100.00 Refunds to be Issued by Finance Office	CAMDEN COUNTY	Page 1
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Refund\$	Remit To:	Reference:	Drawer/Transaction Info:
1,096.21	DORNFRIED, BRANDI B 14736 LINKS POND RD GAINESVILLE VA 20155	2021 R 02-8936-00-90-8005.0000 Overpaid R133961/2021	20220929 69 268830
291.91	3D CUSTOM HOMES LLC 2520 CAROLINA ROAD CHESAPEAKE VA 23322	2022 R 03-8974-00-02-8932.0000 overpayment r160263 2022	20221017 1 269281
1,388.12	Total Refunds		***

Submitted by Lisa S. Anderson Date 10-31-22  
 Lisa S. Anderson, Tax Administrator Camden County

Approved by [Signature] Date 11-8-22  
 Ross Munro, Chairman Camden County Board of Commissioners





**Tax Collection Report**  
**SEPTEMBER 2022**

Day	frt	Amount	Name of Account	Deposits	Internet
	\$	\$	\$	\$	\$
1	1,515.67			1,515.67	
2	2,734.09		Refund - \$0.10	2,734.09	
6	4,355.69		Refund - \$50.00	4,355.69	
7	12,051.16			12,051.16	
8	23,817.81			23,817.81	
	2,519.93		PSN - Refund \$1.34		2,519.93
9	25,501.57		Refund - \$2.00	25,501.57	
12	16,612.86			16,612.86	
	52,910.98			52,910.98	
13	17,210.57		PSN - Refund \$0.07		17,210.57
	75,472.70		Refund - \$20.00/ Short - \$1.00	75,472.70	
14	58,067.20			58,067.20	
15	137,528.16		Refund - \$0.65	137,528.16	
16	49,797.05		Refund - \$1.00	49,797.05	
19	18,933.67			18,933.67	
	108,643.22		Refund - \$0.01	108,643.22	
20	7,929.84		PSN - Refund \$4.52		7,929.84
	97,791.12		Refund - \$61.10	97,791.12	
21	42,279.22			42,279.22	
22	20,712.91			20,712.91	
23	58,801.62		Refund - \$2.00	58,801.62	
26	16.70			16.70	
	51,157.78		Refund - \$3.41	51,157.78	
27	22,179.18			22,179.18	
28	47,885.28			47,885.28	
29	28,940.85			28,940.85	
	11,929.14		PSN - Refund \$1,096.21		11,929.14
30	36,383.74		Refund - \$0.83	36,383.74	
	19,980.00		PSN - Refund \$0.16		19,980.00
			Note: \$1,506.24 for refund to		
			taxpayer, Brandi Dornfield, paid		
			by Shoaf Law Firm at closing.		
	\$1,053,659.71			\$ 994,090.23	\$ 59,569.48
<b>Total Deposits and PSN</b>	<b>\$1,053,659.71</b>			<b>\$1,053,659.71</b>	
		PSN Check fees - \$62.70 - for info only, fees were paid to PSN			
	\$ (1,243.40)	Refund			
	\$ -	Over			
	\$ 1.00	Shortage			
	\$ -	Adjustment			
<b>NET TOTAL</b>	<b>\$1,052,416.31</b>				

Submitted by: Diogo S. Anderson Date: 10-12-22

Approved by: [Signature] Date: 11-8-22

Attachment: bocminutes\_110722 (BOC Meeting Minutes)

## H. Vehicle Refunds Over \$100

REFUNDS OVER \$100.00

North Carolina Vehicle Tax System

NCVTS Pending Refund report

Refunds Over \$100.00 Sept, 22

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest	Total Change
BAUR, JEFFREY AARON	BAUR, JEFFREY AARON	BAUR, REBECCA LYNN	105 TAYLOR LEIGH DR	SOUTH MILLS, NC 27976	Proration	0053860514	CL91020	AUTHORIZED	172838865	Refund Generated due to proration on Bill #0053860514-2021-2021-0000-00	Tag Surrender	09/23/2022	9/26/2022 10:02:27 AM	1843	Tax	(\$158.00)	\$0.00	(\$158.00)
BEEN, FRANCIS WALTER	BEEN, FRANCIS WALTER	BEEN, JEAN MARIE	800 GILES CT	VIRGINIA BEACH, VA 23453	Proration	0064734870	CL37347	AUTHORIZED	172838865	Refund Generated due to proration on Bill #0064734870-2021-2021-0000-00	Tag Surrender	09/23/2022	9/26/2022 10:02:27 AM	1843	Tax	(\$100.23)	\$0.00	(\$100.23)
CHEN, ERIKA PAIGE	CHEN, ERIKA PAIGE		1801 QUAIL POINT RD	VIRGINIA BEACH, VA 23454	Proration	0067569107	KAP3834	AUTHORIZED	172838865	Refund Generated due to proration on Bill #0067569107-2022-0000-00	Tag Surrender	09/23/2022	9/26/2022 10:02:27 AM	1843	Tax	(\$217.90)	\$0.00	(\$217.90)
COFFEY, WILLIAM KAI	COFFEY, WILLIAM KAI		128 DOCK LANDING LOOP	SOUTH MILLS, NC 27976	Adjustment >= \$100	0059120200	JAA5094	PENDING	173179558	Refund Generated due to adjustment on Bill #0059120200-2021-2021-0000-00	Military	09/29/2022		1843	Tax	(\$139.90)	\$0.00	(\$139.90)
COFFEY, WILLIAM KAI	COFFEY, WILLIAM KAI	COFFEY, JENNA LESH	106 DOCK LANDING LOOP	SOUTH MILLS, NC 27976	Adjustment >= \$100	0059948230	BCN4146	PENDING	173179558	Refund Generated due to adjustment on Bill #0059948230-2021-2021-0000-00	Military	09/29/2022		1843	Tax	(\$388.83)	\$0.00	(\$388.83)
FAIRAE, LELANI HOPE	FAIRAE, LELANI HOPE	SOLO, BENJAMIN LEWIS	112 SMITH DR	CAMDEN, NC 27921	Adjustment >= \$100	0062675145	YBK3254	AUTHORIZED	171622656	Refund Generated due to adjustment on Bill #0062675145-2021-2021-0000-00	Military	09/22/2022	9/26/2022 11:39:17 AM	1843	Tax	(\$116.32)	\$0.00	(\$116.32)
MACALUSO, GEORGE	MACALUSO, GEORGE	MACALUSO, KATHLEEN ALICE	2142 EDGEHILL RD	SALINA, KS 67401	Proration	0066147492	JBS4254	AUTHORIZED	172838865	Refund Generated due to proration on Bill #0066147492-2021-2021-0000-00	Tag Surrender	09/23/2022	9/26/2022 10:02:27 AM	1843	Tax	(\$515.74)	\$0.00	(\$515.74)
SCHUYLER, JUSTIN THOMAS	SCHUYLER, JUSTIN THOMAS		126 DITCH BANK RD	SHAWBORO, NC 27973	Proration	0060171645	CMB0093	AUTHORIZED	173015976	Refund Generated due to proration on Bill #0060171645-2021-2021-0000-00	Tag Surrender	09/27/2022	9/29/2022 1:50:29 PM	1843	Tax	(\$129.26)	\$0.00	(\$129.26)
SMITH, TROY AUSTIN	SMITH, TROY AUSTIN		107 SHORE DR	SHILOH, NC 27974	Proration	0058718656	BOSSMAN	AUTHORIZED	172839004	Refund Generated due to proration on Bill #0058718656-2021-2021-0000-00	Tag Surrender	09/23/2022	9/26/2022 10:02:27 AM	1843	Tax	(\$110.64)	\$0.00	(\$110.64)
WEHRMANN, ZACHARY MICHAEL	WEHRMANN, ZACHARY MICHAEL	MACALUSO, GEORGE	2142 EDGEHILL RD	SALINA, KS 67401	Proration	0065429811	DLA5483	AUTHORIZED	172838865	Refund Generated due to proration on Bill #0065429811-2021-2021-0000-00	Tag Surrender	09/23/2022	9/26/2022 10:02:27 AM	1843	Tax	(\$113.91)	\$0.00	(\$113.91)

Submitted by Lisa S. Anderson Date 10-11-22  
 Lisa S. Anderson, Tax Administrator Camden County

Approved by Ross Munro Date 11-8-22  
 Ross Munro, Chairman Camden County Board of Commissioners

VEHICLE REFUNDS OVER \$100.00

North Carolina Vehicle Tax System

NCVTS Pending Refund report

October, 22 Refunds Over \$100.00

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest	Total Change
FEREBEE, DANE HUMPHRIES	FEREBEE, DANE HUMPHRIES		PO BOX 110	SHAWBORO, NC 27973	Proration	0066927276	TKV9357	AUTHORIZED	173005254	Refund Generated due to proration on Bill #0066927276-2021-2021-0000-00	Tag Surrender	10/12/2022	10/13/2022 8:10:59 AM	1843	Tax	(\$241.83)	\$0.00	(\$241.83)
GLAVOCICH, NICHOLAS JOSEPH	GLAVOCICH, NICHOLAS JOSEPH		133 CULPEPPER RD	SOUTH MILLS, NC 27976	Proration	0068319932	KCF1053	PENDING	176119744	Refund Generated due to proration on Bill #0068319932-2022-0000-00	Tag Surrender	10/31/2022		1843	Tax	(\$318.58)	\$0.00	(\$318.58)
HARRIS, ELIZABETH SAWYER	HARRIS, ELIZABETH SAWYER		268 CULPEPPER RD	SOUTH MILLS, NC 27976	Proration	0065169900	KF8916	PENDING	175118860	Refund Generated due to proration on Bill #0065169900-2021-2021-0000-00	Tag Surrender	10/31/2022		1843	Tax	(\$304.63)	\$0.00	(\$304.63)
HUGHES, ARIANA BEAUMONT	HUGHES, ARIANA BEAUMONT		121 GLEN DR	CAMDEN, NC 27921	Proration	0064988160	TJX6765	PENDING	175119694	Refund Generated due to proration on Bill #0064988160-2021-2021-0000-00	Tag Surrender	10/31/2022		1843	Tax	(\$121.79)	\$0.00	(\$121.79)
STOUGH, HEATHER BRADY	STOUGH, HEATHER BRADY	STOUGH, BEAU JEFFREY	102 PAMLICO DR	SHAWBORO, NC 27973	Adjustment >= \$100	0058930238	FEN5309	AUTHORIZED	173487358	Refund Generated due to adjustment on Bill #0058930238-2021-2021-0000-00	Military	10/04/2022	10/13/2022 8:11:07 AM	1843	Tax	(\$227.33)	\$0.00	(\$227.33)
WINTERS, JAMES KEVIN	WINTERS, JAMES KEVIN		101 SHEBA CT	SHAWBORO, NC 27973	Proration	0068471685	KDC4704	PENDING	175118800	Refund Generated due to proration on Bill #0068471685-2022-0000-00	Tag Surrender	10/31/2022		1843	Tax	(\$270.43)	\$0.00	(\$270.43)

Submitted by Lisa S. Anderson Date 11-1-22  
 Lisa S. Anderson, Tax Administrator Camden County

Approved by Ross Munro Date 11-8-22  
 Ross Munro, Chairman Camden County Board of Commissioners

## I. NCDOT Supplemental Funding Agreement

NORTH CAROLINA  
CAMDEN COUNTY

## SUPPLEMENTAL AGREEMENT

DATE: 10/7/2022

NORTH CAROLINA DEPARTMENT OF  
TRANSPORTATION

AND

WBS ELEMENTS: 42931

CAMDEN COUNTY

TOTAL SUPPLEMENTAL FUNDS [NCDOT PARTICIPATION] \$17,143

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

## WITNESSETH:

WHEREAS, the Department and the Agency on 6/4/2021, entered into a certain Project Agreement allocating funding for the Dismal Swamp Canal Visitor Center located in Camden County North Carolina, programmed under WBS Element 42931; and,

WHEREAS, the General Assembly has approved as of the 2022-23 Budget Bill, an additional allocation of \$17,143 for the Agency; and,

NOW THEREFORE, the parties wish to supplement the aforementioned Agreement whereby the following provisions are amended:

## 1. OPERATION OF VISITOR CENTER

- D. The Secretary of Transportation has reserved the annual sum of \$160,000, from the Special Registration Plate Account (SRPA) and the Highway Trust Fund to assist in operating costs for the Visitor Center in Camden County. Upon receipt and approval by the Department's Roadside Environmental Unit of an invoice and all other required documents, the Department will disburse the payment of that funding to the Agency in quarterly payments beginning July

Agreement ID # 11335

1

1 annually. An amendment will be added should this amount change prior to the completion of this agreement.

## 2. DISBURSEMENT OF FUNDS GUIDANCE

- C. No additional funds will be paid to the Agency for any fiscal year for expenditures exceeding \$160,000. If the audited approved expenditures for any fiscal year are less than \$160,000, the Agency shall refund the difference to the Department within sixty (60) days of notification from the Department of monies due or the Department may deduct it from the Agencies next payment. The Department shall charge a late payment penalty and interest on any unpaid balance due, in accordance with G.S. 147-86.23.

## 3. TIME FRAME

Subject to the provisions stated herein, the Agreement becomes effective the date of execution, and remains in effect until June 30, 2024, concurrent with the original Agreement.

Except as hereinabove provided, the Agreement heretofore executed by the Department and the Agency on 6/4/2021, is ratified and affirmed as therein provided.

Agreement ID # 11335

2

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

L.S. ATTEST:

CAMDEN COUNTY

BY: Karen M. Davis[Signature]TITLE: Clark to the BoardTITLE: Chairman, Board of CommissionersDATE: 11-8-22DATE: 11-8-22

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



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

Stephanie Jackson  
(FINANCE OFFICER)

Federal Tax Identification Number

56-600282

Remittance Address:

Camden County

P.O. Box 190Camden, NC 27921

DEPARTMENT OF TRANSPORTATION

BY: \_\_\_\_\_

(CHIEF ENGINEER)

DATE: \_\_\_\_\_

APPROVED BY BOARD OF TRANSPORTATION ITEM O: \_\_\_\_\_ (Date)

Agreement ID # 11335

3

Attachment: bocminutes\_110722 (BOC Meeting Minutes)



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

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

**ITEM 9. COUNTY MANAGER'S REPORT**

County Manager Erin Burke included the following in her report:

- Attended the following meetings:
  - Tourism Development Authority
  - Jail Board
- Attended the following events:
  - Camden County Heritage Festival – approximately 3,400 attendees
  - Dismal Day – approximately 2,000 attendees
  - South Mills Fire Department Open House
- Planning Department has been fully staffed with the hiring of a Building Inspector and a Planning Permit Officer.
- Attended a GREAT Grant meeting in Hertford on the 11<sup>th</sup>. Two follow-up meetings to discuss the allocation of grant funds for 49 households in the County. The original grant was for 1683 households. Staff is still working with the State to see what future awards will be for broadband access in the County.
- Reviewed new IT Management agreement with Shoshin Technologies to discuss transition and future needs.
- Continued correspondence regarding the purchase of additional property for the construction of the High School.
- Attended a meeting with the North Carolina Attorney General regarding the Opioid Settlement and Broadband access.
- Held first EMS workgroup meeting.

**ITEM 10. COMMISSIONERS' REPORTS**

Commissioner Krainiak congratulated the Camden County High School Volleyball Team for its participation in the State playoffs.

Chairman Munro offered to Dr. Ferrell and Board of Education member Sissy Aydlett, who were present in the room, the use of the Boardroom to the Board of Education for its meetings.

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

Provided for information only:

- A. Register of Deeds Report
- B. Library Report

**ITEM 12. OTHER MATTERS**

None.

**ITEM 13. ADJOURN****Motion to adjourn.**

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

There being no further matters for discussion, Chairman Ross Munro adjourned the meeting at 8:07 PM.

ATTEST:

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Ross B. Munro, Chair  
Camden County Board of Commissioners

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Karen M. Davis  
Clerk to the Board

Attachment: bocminutes\_110722 (BOC Meeting Minutes)



**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Consent Agenda**

**Item Number:** 12.B  
**Meeting Date:** December 05, 2022  
**Submitted By:** Stephanie Jackson,  
Finance  
Prepared by: Stephanie Jackson

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

**Attachments:** 22-23 BA 020 South Mills Grant Funds (DOC)  
22-23 BA 021 LESO Funds (DOC)  
22-23 BA 022 NCDOT Visitor Center Funds  
(DOC)

2022-23-BA020

**CAMDEN COUNTY BUDGET AMENDMENT**

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

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

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Revenues</b>			
41360530-434815	Grant Funds	\$50,000	
<b>Expenses</b>			
415300-574108	Grant Expenses	\$50,000	

**This Budget Amendment is made to appropriate funds from Grant monies to 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 5th day of December, 2022.**

\_\_\_\_\_  
Clerk to Board of Commissioners

\_\_\_\_\_  
Chairman, Board of Commissioners

Attachment: 22-23 BA 020 South Mills Grant Funds (Budget Amendments)



2022-23-BA021

**CAMDEN COUNTY BUDGET AMENDMENT**

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

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

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
10330510-402003	LESO Disposal Revenue	\$4,627	
Expenses			
105100-557003	LESO Expense	\$4,627	

**This Budget Amendment is made to appropriate funds from LESO monies to 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 5<sup>th</sup> day of December, 2022.**

\_\_\_\_\_  
Clerk to Board of Commissioners

\_\_\_\_\_  
Chairman, Board of Commissioners

Attachment: 22-23 BA 021 LESO Funds (Budget Amendments)

2022-23-BA022

**CAMDEN COUNTY BUDGET AMENDMENT**

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

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

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
60330600-434811	State Allocation	\$17,143	
60330600-439732	Gift Shop Proceeds	13,045	
Expenses			
326000-527400	Purchase For Resale	\$ 3,620	
326000-554320	Credit Card Fees	210	
326000-597060	Contribution to D/S		\$3,830
606000-503000	Part-time Salaries	1,100	
606000-505000	FICA	39	
606000-510000	Training	450	
606000-514000	Travel	1,400	
606000-532000	Office Supplies	1,050	
606000-536000	Uniforms	210	
606000-553000	Dues & Subscriptions	449	

**This Budget Amendment is made to appropriate additional funds from NCDOT monies to 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 5<sup>th</sup> day of December, 2022.**

\_\_\_\_\_  
Clerk to Board of Commissioners

\_\_\_\_\_  
Chairman, Board of Commissioners

Attachment: 22-23 BA 022 NCDOT Visitor Center Funds (Budget Amendments)



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

**Consent Agenda**

<b>Item Number:</b>	12.C
<b>Meeting Date:</b>	December 05, 2022
<b>Submitted By:</b>	Karen Davis, Clerk to the Board Schools Prepared by: Karen Davis
<b>Item Title</b>	<b>School Budget Amendments</b>
<b>Attachments:</b>	School Budget Amendments (PDF)

## Budget Amendment

## Camden County Schools Administrative Unit

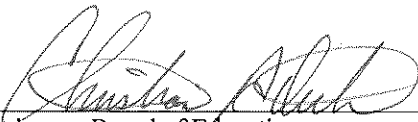
## State Public School Fund

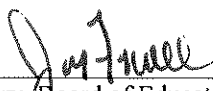
The Camden County Board of Education at a meeting on the 10<sup>th</sup> day of November 2022 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2023.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs	13,893.00	
5400	School Leadership Services	3,114.79	
6500	Operational Support Services	113.66	
6600	Financial & Human Resources	5,363.51	
Explanation:			
Total Appropriation in Current Budget		\$	17,869,612.16
Amount of <b>Increase/Decrease</b> of			
Above Amendment		+	22,484.96
Total Appropriation in Current Amended			
Budget ....		\$	17,892,097.12

Passed by majority vote of the Board of Education of Camden County on the 10<sup>th</sup> day of November 2022.

  
Chairman, Board of Education

  
Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

\_\_\_\_\_  
Chairman, Board of County Commissioners

\_\_\_\_\_  
Clerk, Board of County Commissioners

Attachment: School Budget Amendments (School Budget Amendments)



# BUDGET AMENDMENT

November 10, 2022

## 1. State Public School Fund

- A. We have reviewed this area of the budget and find that we must increase our budget to cover the benefits that will be covered at the end of the year by NCDPI that are paid during the year to employees. We request your approval of the following amendment.

### Non-Contributory Employee Benefits

1.5400.009.184 Longevity	\$ + 2,357.00
1.5400.009.211 Emp. Soc. Sec. Costs	+ 180.32
1.5400.009.221 Emp. Retirement Costs	+ 577.47
1.6550.009.184 Longevity	+ 86.01
1.6550.009.211 Emp. Soc. Sec. Costs	+ 6.58
1.6550.009.221 Emp. Retirement Costs	+ 21.07
1.6610.009.184 Longevity	+ 4,058.64
1.6610.009.211 Emp. Soc. Sec. Costs	+ 310.50
1.6610.009.221 Emp. Retirement Costs	+ 994.37

Total – Non-Contributory Employee Benefits \$ + 8,591.96

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

### Career & Technical Education – Program


1.5120.014.352 Professional Cert. Exam Fees \$ + 13,893.00

Total – Career & Technical Education - Program \$ + 13,893.00

3100.000 Revenue – State Public School Fund \$ - 22,484.96

Passed by majority vote of the Board of Education of Camden County on the 10<sup>th</sup> day of November, 2022.

  
Chairman, Board of Education

  
Secretary, Board of Education

## Budget Amendment

## Camden County Schools Administrative Unit

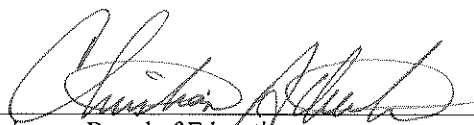
## Federal Grant Fund

The Camden County Board of Education at a meeting on the 10<sup>th</sup> day of November 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, 2023.

Code Number	Description of Code	Amount	
		Increase	Decrease
5800	School Based Support Services	18,887.00	
Explanation: Revenues increased for carryover funds			
Total Appropriation in Current Budget		\$	1,563,464.51
Amount of <b>Increase/Decrease</b> of			
Above Amendment		+	18,887.00
Total Appropriation in Current Amended			
Budget ....		\$	1,582,351.51

Passed by majority vote of the Board of Education of Camden County on the 10<sup>th</sup> day of November, 2022.

  
Chairman, Board of Education

  
Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

\_\_\_\_\_  
Chairman, Board of County Commissioners

\_\_\_\_\_  
Clerk, Board of County Commissioners

BUDGET AMENDMENT  
November 10, 2022

3. Federal Grant Fund

- A. We have received an allotment revision and reviewed this area of the budget and find that we must increase funds within the budget. We request your approval of the following amendment.

Cyberbullying & Suicide Prevention Grants

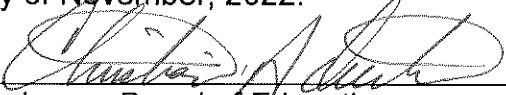
Project #23-172-150

3.5860.192.311 Contracted Services	\$	+ 18,887.00
------------------------------------	----	-------------

Total – Cyberbullying & Suicide Prevention Grants	\$	+ 18,887.00
		=====

3.3600.192 Revenue – Cyberbullying & Suicide	\$	- 18,887.00
		=====

Passed by majority vote of the Board of Education of Camden County on the 10<sup>th</sup> day of November, 2022.

  
\_\_\_\_\_  
Chairman, Board of Education

  
\_\_\_\_\_  
Secretary, Board of Education



**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Consent Agenda**

**Item Number:** 12.D  
**Meeting Date:** December 05, 2022

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

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

**Attachments:** DMV Monthly Report January, 23 (PDF)

**Summary:** DMV Monthly Report January, 2023 Renewals due 2/15/23

**Recommendation:** Review and Approve



## STATE OF NORTH CAROLINA

## COUNTY OF CAMDEN

**TO:** The Tax Administrator of Camden County January, 23 Renewals Due 2/15/23

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.

<b>SOUTH MILLS</b>	<b>COURTHOUSE</b>	<b>SHILOH</b>	<b>TOTAL</b>
<b>39,569.27</b>	<b>35,795.81</b>	<b>18,088.48</b>	<b>93,456.56</b>

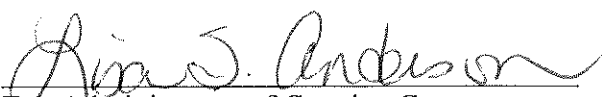
Witness my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
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.

  
Tax Administrator of Camden County

Attachment: DMV Monthly Report January, 23 (DMV Monthly Report)



**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Consent Agenda**

<b>Item Number:</b>	12.E
<b>Meeting Date:</b>	December 05, 2022
<b>Submitted By:</b>	Lisa Anderson, Tax Administrator Taxes Prepared by: Karen Davis
<b>Item Title</b>	<b>Pickups, Releases &amp; Refunds</b>
<b>Attachments:</b>	Pickups, Releases & Refunds (PDF)

NAME	REASON	NO.
Vito Albert Walls	Turned in Plates - Refund	Pick-up/23135
	\$240.90	42404048
Lorraine Mizelle	Value correction - Adjustment	Pick-up/23131
	\$1,044.16	R-154476--2022
Jim B, LLC	Deferred taxes - Pick-up	Pick-up/23133
	\$9,493.28	R-121885-2019
		R-129274-2020
		R-136713-2021
		R-158862-2022
Elizabeth Sawyer Harris	Turned in Plates - Refund	Pick-up/23127
	\$206.98	65169900
James Kevin Winters	Turned in Plates - Refund	Pick-up/23121
	\$273.54	68471695
Nicholas Joseph Glavocich	Turned in Plates - Refund	Pick-up/23117
	\$322.24	68319932
Ariana Beaumont Hughes	Turned in Plates - Refund	Pick-up/23114
	\$123.19	64968190
Erica Manglona	Turned in Plates - Refund	Pick-up/23140
	\$386.62	68788825
Old Trap Methodist Parsonage	Created New Parcel - Pick-up	Pick-up/23157
	\$729.11	R-160608-2022
Joshua Lee Culpepper	Turned in Plates - Refund	Pick-up/23164
	\$134.98	59196632

Attachment: Pickups, Releases &amp; Refunds (Pickups, Releases &amp; Refunds)



**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Consent Agenda**

**Item Number:** 12.F  
**Meeting Date:** December 05, 2022

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

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

**Attachments:**                      REFUNDS OVER \$100.00 NOVEMBER 22                      (PDF)

**Summary:** Refunds Over \$100.00 November, 22

**Recommendation:** Review and Approve

ACS Tax System  
11/29/22 9:55:06

REFUNDS OVER \$100.00  
Refunds to be Issued by Finance Office

CAMDEN COUNTY

Page 1

Refund\$	Remit To:	Reference:	Drawer/Transaction Info:
398.13	CORELOGIC CENTRALIZED REFUNDS PO BOX 9202 COPPELL TX 750199760	2022 R 02-8945 00 54 7571 0000 OVERPAYMENT - R-157760-2022	20221107 2 269845
419.86	CORELOGIC CENTRALIZED REFUNDS PO BOX 9202 COPPELL TX 750199760	2022 R 02 8935 01 45 0960.0000 OVERPAYMENT - R 157900-2022	20221108 2 269855
1,994.78	CORELOGIC CENTRALIZED REFUNDS PO BOX 9202 COPPELL TX 750199760	2022 R 03 8965 00 25 7401 0000 OVERPAYMENT - R-159982-2022	20221109 2 269907
113.02	CORELOGIC CENTRALIZED REFUNDS PO BOX 9202 COPPELL TX 750199760	2022 R 03 8974 00 10 3976 0000 OVERPAYMENT - R-160202-2022	20221109 2 269932
2,181.05	CORELOGIC CENTRALIZED REFUNDS P.O. BOX 9202 COPPELL TX 750199760	2022 R 01-7071-00-96-3358.0000	20221110 2 269956
4,888.18	LERETA - ATTN: CENTRAL REFUNDS P.O. BOX 35605 DALLAS TX 752359788	R-153762-2022-DUPLICATE PAYMEN OVERPAYMENT- R-157218-2022	20221115 2 270059
1,941.67	LERETA - ATTN: CENTRAL REFUNDS P.O. BOX 35605 DALLAS TX 752359788	2022 R 02 8933 02 97 7453.0000 OVERPAYMENT - R-156007-2022	20221115 2 270062
11,936.69	Total Refunds		

\*\*\*

Submitted by Lisa S. Anderson Date 11-29-22  
Lisa S. Anderson, Tax Administrator Camden County

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

Attachment: REFUNDS OVER \$100.00 NOVEMBER 22 (Refunds Over \$100.00)





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

**Consent Agenda**

<b>Item Number:</b>	12.G
<b>Meeting Date:</b>	December 05, 2022
<b>Submitted By:</b>	Lisa Anderson, Tax Administrator Taxes Prepared by: Karen Davis
<b>Item Title</b>	<b>Tax Collection Report</b>
<b>Attachments:</b>	Tax Collection Report (PDF)

# Tax Collection Report OCTOBER 2022

Day	Amount	Amount	Name of Account	Deposits	Internet
	\$	\$	\$	\$	\$
3	59,665.28		Refund - \$3.00	59,665.28	
4	22,619.94			22,619.94	
5	54,625.90		Refund - \$1.00	54,625.90	
6	24,260.39			24,260.39	
7	46,724.21			46,724.21	
10	16,090.49			16,090.49	
11	31,104.47		Short - \$0.98	31,104.47	
12	18,078.33			18,078.33	
13	16,623.02		PSN - \$0.19		16,623.02
	14,011.42		Refund - \$0.01	14,011.42	
14	12,342.67		Refund - \$1.00	12,342.67	
17	38,812.07		Refund - \$292.92	38,812.07	
18	9,924.90			9,924.90	
19	19,244.88		Refund - \$0.36	19,244.88	
20	22,079.89			22,079.89	
21	4,526.81				4,526.81
	31,895.26			31,895.26	
24	80,159.69		Refund - \$0.38	80,159.69	
25	21,789.13			21,789.13	
26	12,146.33			12,146.33	
27	36,412.38			36,412.38	
28	39,372.15			39,372.15	
31	110,055.22		Refund - \$0.37 - \$180.62 - Drw.99	110,055.22	
	46.67			46.67	
	12,147.10				12,147.10
				-	
				-	
			Refund for Viola Manner, for		
			\$123.84, already paid.- 9-9-2022.		
	\$ 754,758.60			\$ 721,461.67	\$ 33,296.93
Total Deposits and PSN	\$ 754,758.60			\$ 754,758.60	
		PSN Check fees - \$34.10 - for info only, fees were paid to PSN			
	\$ (479.85)	Refund			
	\$ -	Over			
	\$ 0.98	Shortage			
	\$ -	Adjustment			
NET TOTAL	\$ 754,279.73				

Submitted by: Risa S. AndersonDate: 11-29-22

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Attachment: Tax Collection Report (Tax Collection Report)



## **Board of Commissioners AGENDA ITEM SUMMARY SHEET**

### **Consent Agenda**

**Item Number:** 12.H  
**Meeting Date:** December 05, 2022  
**Submitted By:** Kevin Jones,  
Sheriff  
Prepared by: Karen Davis

**Item Title** Sheriff's Office Grant Award

### **Attachments:**

### **Summary:**

The Camden County Sheriff's Office has been awarded a grant through The Governor's Crime Commission in the amount of \$24,500. The funds will be used to purchase replacement Viper radios (portable and mobile) as the current radio models will be taken out of service by June 2025 and will no longer work with the Viper system. There are no match requirements to this grant and the funds will be paid on a reimbursement basis.



**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Information, Reports & Minutes from Other Agencies**

<b>Item Number:</b>	15.A
<b>Meeting Date:</b>	December 05, 2022
<b>Submitted By:</b>	Tammie Krauss, Register of Deeds Register of Deeds Prepared by: Karen Davis
<b>Item Title</b>	<b>Register of Deeds Report</b>
<b>Attachments:</b>	Register of Deeds Report (PDF)

Ledger Report Fee Distribution  
TAMMIE KRAUSS, REGISTER OF DEEDS  
Camden, NC

15.A.a

Date Range From Saturday, October 01, 2022 to Monday, October 31, 2022

Name	Amount
NC Children's Trust Fund	\$45.00
NC Domestic Violence Fund	\$270.00
State Revenue Stamp	\$6,000.54
County Revenue Stamp	\$6,245.46
Land Transfer Fee	\$0.00
Floodplain Map Fund	\$0.00
Supplemental Retirement	\$82.63
ROD Automation Fund	\$463.46
Dept Of Cultural Resources	\$0.00
Vital Records Fund	\$0.00
State General Fund	\$0.00
State Treasurer Amount	\$663.40
ROD General Fund	\$3,983.11
 Total Distribution For Period	 \$17,753.60
 Cash Total	 \$316.00
Check Total	\$16,834.40
Pay Account Total	\$603.20
ACH Total	\$0.00
Escrow Account Total	\$0.00
Overpayment Total	\$0.00
Total Deposit For Period	\$17,753.60

Report Generated at Tuesday, November 1, 2022 7:39 AM

Page 1 of 1

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

Packet Pg. 89



Camden County Register of Deeds: Tammie Krauss  
October 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
10/03/22	\$ -	\$ -	\$ 470.40	\$ 489.60	\$ 6.99	\$ 41.67	\$ 62.00	\$ 354.34	\$ 1,425.00
10/04/22	\$ -	\$ -	\$ -	\$ -	\$ 0.54	\$ 2.93	\$ 6.20	\$ 26.33	\$ 36.00
10/05/22	\$ 5.00	\$ 30.00	\$ 820.75	\$ 854.25	\$ 4.03	\$ 20.93	\$ 31.00	\$ 178.04	\$ 1,944.00
10/06/22	\$ 5.00	\$ 30.00			\$ 2.79	\$ 13.48	\$ 18.60	\$ 116.13	\$ 186.00
10/07/22	\$ 10.00	\$ 60.00	\$ 377.30	\$ 392.70	\$ 4.56	\$ 22.13	\$ 18.60	\$ 188.71	\$ 1,074.00
10/10/22	\$ 5.00	\$ 30.00	\$ 431.69	\$ 449.31	\$ 4.56	\$ 23.26	\$ 37.20	\$ 203.98	\$ 1,185.00
10/11/22			\$ 185.22	\$ 192.78	\$ 3.33	\$ 17.54	\$ 43.40	\$ 157.73	\$ 600.00
10/12/22					\$ 0.96	\$ 6.20	\$ 6.20	\$ 50.64	\$ 64.00
10/13/22			\$ 176.40	\$ 183.60	\$ 3.58	\$ 21.38	\$ 31.00	\$ 182.04	\$ 598.00
10/14/22			\$ 321.44	\$ 334.56	\$ 4.26	\$ 24.04	\$ 49.60	\$ 206.10	\$ 940.00
10/17/22	\$ 10.00	\$ 60.00			\$ 7.63	\$ 42.02	\$ 37.20	\$ 352.15	\$ 509.00
10/18/22	\$ 5.00	\$ 30.00	\$ 828.10	\$ 861.90	\$ 4.81	\$ 24.81	\$ 43.40	\$ 212.98	\$ 2,011.00
10/19/22			\$ 605.15	\$ 629.85	\$ 6.33	\$ 34.53	\$ 80.60	\$ 300.54	\$ 1,657.00
10/20/22			\$ 2.45	\$ 2.55	\$ 0.39	\$ 1.94	\$ 6.20	\$ 17.47	\$ 31.00
10/21/22	\$ -	\$ -	\$ 152.88	\$ 159.12	\$ 3.27	\$ 20.54	\$ 24.80	\$ 169.39	\$ 530.00
10/24/22					\$ 7.87	\$ 48.60	\$ 37.20	\$ 430.73	\$ 524.40
10/25/22			\$ 181.30	\$ 188.70	\$ 2.04	\$ 12.06	\$ 18.60	\$ 103.30	\$ 506.00
10/26/22	\$ 5.00	\$ 30.00	\$ 299.88	\$ 312.12	\$ 5.27	\$ 28.38	\$ 37.20	\$ 245.15	\$ 963.00
10/27/22			\$ 245.00	\$ 255.00	\$ 3.83	\$ 22.45	\$ 37.20	\$ 191.72	\$ 755.20
10/28/22			\$ 195.02	\$ 202.98	\$ 0.54	\$ 2.93	\$ 6.20	\$ 26.33	\$ 434.00
10/31/22			\$ 707.56	\$ 736.44	\$ 5.05	\$ 31.64	\$ 31.00	\$ 269.31	\$ 1,781.00
									0.00
									0.00
									\$ -
<b>TOTAL</b>	<b>\$ 45.00</b>	<b>\$ 270.00</b>	<b>\$ 6,000.54</b>	<b>\$ 6,245.46</b>	<b>\$ 82.63</b>	<b>\$ 463.46</b>	<b>\$ 663.40</b>	<b>\$ 3,983.11</b>	<b>\$ 17,753.60</b>

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



**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Information, Reports & Minutes from Other Agencies**

<b>Item Number:</b>	15.B
<b>Meeting Date:</b>	December 05, 2022
<b>Submitted By:</b>	Kim Perry, Library Prepared by: Kim Perry
<b>Item Title</b>	<b>Library Report 10/2022</b>
<b>Attachments:</b>	22-10 (DOCX)

# Camden County Public Library

## October 2022 Statistics

Visitor Count	1,403
Materials Check Outs & Renewals	3,243
Computer/ Wireless Use	211/148
Questions Answered	273
Children's Programs/Attendance	14/254
Adult Programs/Attendance	3/22
Outreach Programs/Attendance	2/341
Study Room Usage/Attendance	24/44
Meeting Room Usage/Attendance	1/3
Days/Hours Open	24/196
# Items in Collection	20,264
Library Card Holders	3,243

## Comparison by Year

2020-2022

