



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

BOARD OF COMMISSIONERS

**January 03, 2023
7:00 PM**

This agenda is only a tentative schedule of matters the Commissioners may address at their meeting and all items found on it may be deleted, amended or deferred. The Commissioners may also, in their absolute discretion, consider matters not shown on this agenda.

Special accommodations for the disabled who attend public meetings can be made by contacting the Clerk to the Board 24 hours in advance at 252-338-6363, Ext. 311.

Please silence cell phones.

Agenda

**Camden County Board of Commissioners
January 03, 2023; 7:00 PM
Camden Public Library - Boardroom
118 Hwy 343 North**

Welcome & Call to Order

Invocation & Pledge of Allegiance

Pastor Boyce Porter, Geneva Baptist Church

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

ITEM 2. Conflict of Interest Disclosure Statement

ITEM 3. Presentations (For discussion and possible action)

- A. Employee Recognition (Service Pins) - Beverly Fonville
- B. Introduction of Shoshin Technologies - Erin Burke
- C. FY 2021-2022 Audit Presentation - Greg Adams

ITEM 4. 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 5. Old Business (For discussion and possible action)

- A. Commissioner Advisory Board Appointments

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

- A. Tax Report - Lisa Anderson
- B. Animal Control & Protection Ordinance - Frank Eason

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

- A. Planning Board
- B. Board of Adjustment

Recess to South Camden Water & Sewer District Board of Directors

Reconvene Board of Commissioners

ITEM 8. Consent Agenda

- A. BOC Meeting Minutes - December 5, 2022
- 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. Vehicle Refunds Over \$100.00
- I. Surplus Property Request - Cooperative Extension

ITEM 9. County Manager's Report

ITEM 10. Commissioners' Reports

ITEM 11. Information, Reports & Minutes from Other Agencies

- A. Register of Deeds Report
- B. Library Report
- C. Community Services Block Grant

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

- A. UDO Discussion on Lot Size Requirements - Amber Curling

ITEM 13. Closed Session - Personnel

ITEM 14. Adjourn



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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 3.A
Meeting Date: January 03, 2023
Submitted By: Beverly Fonville,
Human Resources
Prepared by: Karen Davis

Item Title **Employee Recognition (Service Pins) - Beverly Fonville**

Attachments:

Summary:

Staff that have reached milestone employment anniversaries will be recognized with service pins.



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 3.B
Meeting Date: January 03, 2023
Submitted By: Erin Burke,
Administration
Prepared by: Karen Davis

Item Title Introduction of Shoshin Technologies - Erin Burke

Attachments:

Summary:

County Manager Erin Burke will introduce John Wasniewski with Shoshin Technologies, the County's new IT support company.



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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Presentations

Item Number: 3.C
Meeting Date: January 03, 2023
Submitted By: Stephanie Jackson,
Finance
Prepared by: Karen Davis

Item Title **FY 2021-2022 Audit Presentation**

Attachments:

Summary:

Greg Adams with Thompson, Price, Scott & Adams will present the FY 2021-2022 audit. The full audit is available for public inspection in the Camden County Finance Office.



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**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Board Appointments

Item Number: 5.A

Meeting Date: January 03, 2023

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

Item Title **Commissioner Advisory Board Appointments**

Attachments: Commissioner Advisory Boards_2023 (PDF)

Summary:

This item was tabled from the December meeting for further review by the Board Chair. The updated list of Commissioner Advisory Board Appointments is attached as assigned and submitted by Chair White.

Advisory Boards w/ Required Commissioner Appointments

ADVISORY BOARD	CURRENT APPOINTMENT	MEETING SCHEDULE	TIME	LOCATION
911 Central Communications	Sissy Aydlett	Bimonthly	6 PM	Public Safety Bldg. (EC)
Albemarle Commission Board of Delegates	Tiffney White Sissy Aydlett (alternate)	Monthly	6 PM	Albemarle Commission (Hertford)
Albemarle District Jail	Ross Munro	Monthly	2 PM	Public Safety Bldg. (EC)
Albemarle Regional Health Board	Sissy Aydlett	Monthly	6 PM (meal)	ARHS (EC)
Albemarle Rural Conservation & Dev. Council	Troy Leary	Twice annually	Evening	Agriculture Bldg. (Edenton)
Albemarle Rural Planning Organization	Ross Munro Troy Leary (alternate)	Quarterly	Next meeting: 10 AM via Zoom Future Meetings: TBD	TBD
Camden Economic Development Commission	Randy Krainiak	As needed	3:00 PM	Camden Library
Chamber of Commerce (Elizabeth City)	Ross Munro	Monthly	8 AM	TBD
Dismal Swamp Park Advisory Committee	Tiffney White	Quarterly		
Home & Community Block Grant	Randy Krainiak	Annually	TBD	Albemarle Commission

Attachment: Commissioner Advisory Boards_2023 (Commissioner Advisory Board Appointments)

Juvenile Crime Prevention Council	Randy Krainiak	6 meetings annually	11 AM – 12 PM	Camden Library
Library Board of Trustees	Ross Munro	Quarterly	5:15 PM	Camden Library
Northeastern Workforce Dev. Consortium	Tiffney White	Twice annually	5:30 PM	Albemarle Commission
Northern Regional Advisory Board – Trillium	Sissy Aydlett	Bimonthly	4:00 – 6:00 PM	Trillium Health Resources (Ahoskie)
Parks & Recreation Advisory Board	Troy Leary	Quarterly	5:30 PM	Camden Center for Active Adults
Pasquotank-Camden EMS Board (2 reps)	Tiffney White Sissy Aydlett	Quarterly	2:00 PM	EMS Admin Office (EC)
Public Safety Organization	Troy Leary	Bimonthly	7:00 PM (meal)	Rotation - TBD
Senior Advisory Board	Tiffney White	Quarterly	5:15 PM	Camden Center for Active Adults
Social Services Board	Randy Krainiak	Monthly	5:30 PM	Camden Library
SPCA Advisory Board	Troy Leary	Monthly	5:30 PM	TBD
Tourism Development Authority	Ross Munro	Quarterly	9:30 AM	Camden Library



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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.A

Meeting Date: January 03, 2023

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

Item Title November Monthly Report

Attachments: November20221219104632390 (PDF)

Summary: November Monthly Report

Recommendation: Review and approve

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

OUTSTANDING TAX DELINQUENCIES BY YEAR

<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>
2021	144,247.41	9,297.24
2020	58,802.74	4,025.11
2019	29,069.03	2,299.04
2018	19,075.08	1,084.40
2017	12,052.00	1,493.43
2016	8,030.49	1,159.66
2015	6,661.95	628.26
2014	8,990.89	969.00
2013	6,510.87	4,618.93
2012	5,558.29	7,113.98

Attachment: November20221219104632390 (Tax Report - Lisa Anderson)

TOTAL REAL PROPERTY TAX UNCOLLECTED	298,998.75
TOTAL PERSONAL PROPERTY UNCOLLECTED	32,689.05
TEN YEAR PERCENTAGE COLLECTION RATE	99.60%
COLLECTION FOR 2022 vs. 2021	2,080.82 vs. 8,018.42

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2021	98.40%
2020	99.21%
2019	99.60%

THIRTY LARGEST UNPAID ACCOUNTS

SEE ATTACHMENT "A"

THIRTY OLDEST UNPAID ACCOUNTS

SEE ATTACHMENT "B"

Attachment: November20221219104632390 (Tax Report - Lisa Anderson)

EFFORTS AT COLLECTION IN THE LAST 30 DAYSENDING November 2022**BY TAX ADMINISTRATOR**43 NUMBER DELINQUENCY NOTICES SENT44 FOLLOWUP REQUESTS FOR PAYMENT SENT2 NUMBER OF WAGE GARNISHMENTS ISSUED3 NUMBER OF BANK GARNISHMENTS ISSUED27 NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR
TO DELINQUENT TAXPAYER0 NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)0 PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF
TAX ADMINISTRATOR0 NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO
COUNTY ATTORNEY0 NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR
COLLECTION (I.D. AND STATUS)0 REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS0 NUMBER OF JUDGMENTS FILED

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	01-8929-00-34-2503.0000	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	SHERILL 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
R	01-7989-04-60-1711.0000	2,303.21	1	JAMES GLEN GRIFFIN	SOUTH MILLS	110 BLOODFIELD RD

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Delinquencies Top-30 Unpaid

Attachment: November 2022 1219104632390 (Tax Report - Lisa Anderson)

Real

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	10	6,166.42	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8962-00-04-9097.0000	10	2,912.38	CECIL BARNARD HEIRS	SHILOH	NECK RD
R	03-8965-00-37-4242.0000	10	2,853.28	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	03-8899-00-45-2682.0000	10	2,766.66	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8952-00-95-8737.0000	10	2,151.92	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7988-00-91-0179.0001	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

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Delinquencies Top-30 Oldest

1

Paul

Attachment: November20221219104632390 (Tax Report - Lisa Anderson)

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 TRAFTON 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	431 158 US W
P	0003537	279.87	1	NATHAN MARC SEBURA	CAMDEN	343 HWY N
P	0003208	271.52	1	RICKY W JOHNSON	CAMDEN	113 PALMER RD
P	0003075	255.21	1	PATRICK WAYNE BAUM	CAMDEN	186 B BUSHELL RD
P	0000945	243.90	1	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0001694	241.65	10	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001952	238.91	10	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0003773	231.08	1	SEVAN NERO BARTLETT	CAMDEN	197 HERMAN ARNOLD RD
P	0003415	228.97	1	IVY MIRANDA BOGUES	CAMDEN	224 NORTH RIVER RD
P	0002902	222.92	1	STEPHANIE AUSMAN	SHILOH	204 POND RD
P	0001106	203.87	10	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0003715	202.13	1	CHARLES CHANNING ROTEN	SOUTH MILLS	302 34 HWY N
P	0003902	201.52	1	SCOTT D RADY	SOUTH MILLS	403 BEECHNUT AVE
P	0002442	200.37	5	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0003907	198.18	1	PAUL DAVID RUSSELL	SOUTH MILLS	114 OTTERS PL
P	0003512	197.49	1	WILLIAM ANTHONY POPE JR	CAMDEN	214 SMITH DR

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Delinquencies Top-30 Unpaid

1

Prison

Attachment: November20221219104632390 (Tax Report - Lisa Anderson)

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. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0002442	5	200.37	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0002468	5	178.15	WANDA HERNANDEZ WELLS	SHILOH	104 HIGH RD
P	0002968	5	165.22	MICHAEL WILLIAM MAINELLO	SOUTH MILLS	237 KEETER BARN RD
P	0001150	5	136.45	WILLIAM MICHAEL STONE	CAMDEN	130 MILL DAM RD S
P	0001689	5	125.28	MICHAEL WAYNE MYERS	SOUTH MILLS	107 ROBIN DR
P	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 BUSHHELL 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

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Delinquencies Top-30 Oldest

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Attachment: November20221219104632390 (Tax Report - Lisa Anderson)



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

Board of Commissioners
AGENDA ITEM SUMMARY SHEET

New Business

Item Number: 6.B
Meeting Date: January 03, 2023
Submitted By: Kevin Jones,
Sheriff
Prepared by: Karen Davis

Item Title **Animal Control & Protection Ordinance**

Attachments: Animal Control & Protection Ordinance Proposed
Amendments(PDF)

Summary:

Mr. Frank Eason, a member of the Potentially Dangerous Dogs Appeals Board, will present this Board's recommended changes to the Animal Control & Protection Ordinance.

Changes to existing county ordinances governing "Dangerous and Potentially Dangerous" Dogs

Ladies and Gentlemen of the Camden county Board of Commissioners,

We, the members of the newly formed "Dangerous Dog Board", request that some of the current ordinances that govern the definition and protocols for "Dangerous/Potentially Dogs" be reviewed and changed. Listed below are our requested changes.

1. G.S. 67-4.1. Definitions and Procedures. (NC State Statute)
There are basically two (2) elements that have to be met to determine a dog dangerous. For "Potentially" dangerous dogs, there are several elements, five (5), to be exact that can be used to determine a dog potentially dangerous, however only one of the 5 is needed.

2. County Ordinance 93.61 "Declaration of Dangerous or Potentially Dangerous Dog"
In our county ordinance, there are five (5) elements we can use to determine if a dog is dangerous or potentially dangerous, however punishment for either declaration is the same.

We would ask that a change be made stating that "More than one element is needed to decide on a dog or two (2) reported incidents on a particular dog or substantial injury must be present before a determination of status on a dog can be made.

We would also ask that the board has the authority to "Modify" or "Change" containment provisions set forth in County Ordinance 93.62 if the dog has only been deemed a "Potentially" Dangerous Dog. As it stands now, 93.62 has the same provisions established whether a dog is deemed dangerous or potentially dangerous. There are some differences.

Lastly, we would ask that every case we rule on can be reviewed in a minimum of three (3) years to determine if any modification can be made to the existing containment restriction imposed by this board if the dog in question has been without any further incident.

Respectfully,

Frank Eason

Ashley Cornier

Kiera Clark

Wallace Parr

Nicholas Williams



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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Board Appointments

Item Number: 7.A
Meeting Date: January 03, 2023
Submitted By: Amber Curling,
Planning & Zoning
Prepared by: Karen Davis

Item Title **Planning Board**

Attachments:

Summary:

It is the request of Planning staff that Tom White and David Bundy be appointed to the Planning Board.

Recommendation:

Approval.



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**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Board Appointments

Item Number: 7.B
Meeting Date: January 03, 2023
Submitted By: Amber Curling,
Planning & Zoning
Prepared by: Karen Davis

Item Title **Board of Adjustment**

Attachments:

Summary:

It is the request of Planning staff that Briant Robey and Tom White be appointed to the Board of Adjustment.

Recommendation:

Approval.



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**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Consent Agenda

Item Number: 8.A
Meeting Date: January 03, 2023
Submitted By: Karen Davis, Clerk to the Board
Board of Commissioners
Prepared by: Karen Davis
Item Title **BOC Meeting Minutes**
Attachments: bocminutes_120522 (DOCX)

Camden County Board of Commissioners
December 5, 2022
Organizational / December Regular Meeting – 8:30 AM
Camden Public Library Boardroom
118 Hwy 343 North

MINUTES

The annual Organizational and Regular December Meeting of the Camden County Board of Commissioners was held on December 5, 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 8:30 AM. Also Present: Vice Chair Tiffney White, Commissioners Tom White, Clayton Riggs and Randy Krainiak and Commissioners Elect Sissy Aydlett and Troy Leary. Administration Staff Present: County Manager Erin Burke, County Attorney John Morrison and Clerk to the Board Karen Davis.

INVOCATION & PLEDGE OF ALLEGIANCE

Col. Rodney Meads, Chief Deputy with the Camden County Sheriff’s Office gave the invocation and the Board led in the Pledge of Allegiance.

ITEM 1. CONSIDERATION OF AGENDA

Motion to approve the agenda as presented.

RESULT:	PASSED [5-0]
MOVER:	Clayton Riggs
AYES:	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. TAX ADMINISTRATOR APPOINTMENT

Motion to reappoint Lisa Anderson as the Tax Administrator for an additional four-year term.

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

ITEM 4. APPROVAL OF BONDS

Bond approval for the following:

- Board of Commissioners - County of Camden
- Finance Officer - County of Camden
- Finance Officer - Camden Tourism Development Authority
- Finance Officer - Courthouse/Shiloh Fire Commission
- Finance Officer - South Mills Fire Commission
- Finance Officer - Joyce Creek Drainage District
- Finance Officer - South Camden Water & Sewer District
- Register of Deeds - County of Camden
- Sheriff - County of Camden
- Tax Assessor & Collector - County of Camden

Motion to approve the bonds as presented.

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

ITEM 5. SPECIAL RECOGNITION

Chairman Ross Munro recognized outgoing Commissioners Clayton Riggs and Tom White and expressed appreciation for their years of service to Camden County.

ITEM 6. SWEARING-IN CEREMONY

The Honorable Judge Jennifer Bland administered oaths of office to the following:

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

ITEM 7. ELECTION OF BOARD CHAIR

County Attorney John Morrison opened the floor for nominations for Board Chair. Commissioner Randy Krainiak nominated Commissioner Ross Munro. Commissioner Sissy Aydlett nominated Commissioner Tiffney White.

Commissioner Tiffney White was elected Chair, receiving three votes from Commissioners Aydlett, Leary and herself. Commissioner Munro received two votes from Commissioner Krainiak and himself.

ITEM 8. ELECTION OF BOARD VICE CHAIR

Chair Tiffney White opened the floor for nominations for Vice Chair. Commissioner Krainiak nominated Commissioner Munro. Chair White nominated Commissioner Aydlett.


Commissioner Ross Munro was elected Vice Chair, receiving three votes from Commissioners Leary, Krainiak and himself. Commissioner Aydlett received two votes from Chair White and herself.

ITEM 9. PUBLIC COMMENTS

None.

ITEM 10. NEW BUSINESS

- A. Resolution 2022-12-01 Establishing the 2023 Schedule of Meetings



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.

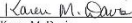
NOW THEREFORE BE IT RESOLVED, by action of the Camden County Board of Commissioners, the following Schedule of Regular Meetings for 2023 is set forth as follows:


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 5th day of December 2022.

ATTEST:


Karen M. Davis
Clerk to the Board of Commissioners



Chair 
Camden County Board of Commissioners

Motion to approve Resolution 2022-12-01 Establishing the 2023 Schedule of Meetings.

RESULT: PASSED [5-0]
MOVER: Ross Munro
AYES: Tiffney White, Ross Munro, Randy Krainiak, Sissy Aydlett, Troy Leary

B. 2023 State Holiday Schedule

Vice Chair Munro made a motion to approve the 2023 State Holiday Schedule with the addition of Juneteenth (June 19th) as an official holiday.

RESULT: PASSED [5-0]
MOVER: Ross Munro
AYES: Tiffney White, Ross Munro, Randy Krainiak, Sissy Aydlett, Troy Leary

Attachment: bocminutes_120522 (BOC Meeting Minutes - December 5, 2022)

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
*Juneteenth	June 19, 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

**Added by a unanimous vote of the Board of Commissioners at the December 5, 2022 meeting.*

C. Tax Report – Lisa Anderson

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

OUTSTANDING TAX DELINQUENCIES BY YEAR

<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>
2021	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: bocminutes_120522 (BOC Meeting Minutes - December 5, 2022)

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%

EFFORTS AT COLLECTION IN THE LAST 30 DAYS	
ENDING October 2022	
BY TAX ADMINISTRATOR	
47	NUMBER DELINQUENCY NOTICES SENT
48	FOLLOWUP REQUESTS FOR PAYMENT SENT
3	NUMBER OF WAGE GARNISHMENTS ISSUED
4	NUMBER OF BANK GARNISHMENTS ISSUED
39	NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR TO DELINQUENT TAXPAYER
0	NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)
0	PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR
0	NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY
0	NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR COLLECTION (I.D. AND STATUS)
0	REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS
0	NUMBER OF JUDGMENTS FILED

30 Largest Unpaid – Real

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	02-8923-00-19-3774.0000	12,086.44	1	NMJ PROPERTIES LLC	CAMDEN	431 158 US W
R	01-8929-00-34-2503.0000	8,338.03	1	STONEBRIDGE 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	03-8971-00-23-8233.0000	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	02-8934-04-72-0472.0000	4,530.46	1	FRANK MCILLIAN HEIRS	SHILOH	172 NECK RD
R	03-8943-02-75-4196.0000	4,471.07	1	SHERBILL 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	01-8909-00-24-8236.0000	3,948.55	1	GENE W IRBY	SHILOH	503 SAILBOAT LN
R	03-8973-00-53-0748.0000	3,727.87	1	MORRIS L. KIGHT III	SHILOH	142 SHILLY LN
R	02-8954-00-43-8538.0000	3,614.32	1	BILLY ROSS FEREBEE	CAMDEN	237 PALMER RD
R	03-8909-00-23-4988.0000	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	03-8961-00-69-3593.0000	2,835.12	1	EDWARD LANE WOODS	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	03-8989-00-45-2682.0000	2,766.66	10	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8990-00-17-2925.0000	2,710.50	1	KARL L ADCOCK	SHILOH	100 CATALAN DR
R	02-8934-03-31-9750.0000	2,423.46	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

Attachment: bocminutes_120522 (BOC Meeting Minutes - December 5, 2022)

30 Oldest Unpaid – Real

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	10	6,166.42	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8962-00-04-9097.0000	10	2,912.38	CECIL BARNARD HEIRS	SHILOH	NECK RD
R	03-8965-00-37-4242.0000	10	2,853.28	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	03-8952-00-95-8737.0000	10	2,766.66	SEAMARK INC.	SHILOH	HOLLY RD
R	01-7988-00-91-0179.0001	10	2,151.92	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7989-00-32-3510.0000	10	2,077.02	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	03-8943-04-95-8214.0000	10	1,954.13	LEAH BARNARD HEIRS	SOUTH MILLS	195 BUNKER HILL RD
R	01-7999-00-12-8596.0000	10	1,892.64	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7091-00-64-6569.0000	10	1,879.21	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7080-00-62-1977.0000	10	1,809.51	CLARENCE D. TURNER JR.	SOUTH MILLS	STINGY LN
R	02-8936-00-24-7426.0000	10	1,157.52	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTHERS PL
R	01-7989-04-60-1568.0000	10	851.94	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	01-7989-04-60-1954.0000	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	01-7989-04-90-0938.0000	10	765.22	JOHN CRIFBY HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	03-8909-00-24-6322.0000	10	667.69	DORIS EASON	SOUTH MILLS	1352 343 HWY N
R	02-8955-00-13-7846.0000	10	585.88	DAVID B. KIRBY	SHILOH	499 SAILBOAT RD
R	03-8962-00-55-5300.0000	10	463.73	MARIE MERCER	CAMDEN	IVY NECK RD
R	03-8980-00-61-1968.0000	10	427.31	PETER BUSSAVAGE	SHILOH	HIBISCUS RD
R	03-8909-00-54-8280.0000	10	381.59	OCTAVIA COPELAND HEIRS	SHILOH	457 NECK RD
R	01-7979-00-95-5262.0000	10	303.70	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	03-8909-00-66-0120.0000	10	297.16	RODNEY STEVEN SPIVEY & JOHN F. SAWYER HEIRS	SOUTH MILLS	OLD SWAMP RD
R	03-8980-00-84-0931.0000	10	286.40	RANDELL CRIDER	SHILOH	SAILBOAT RD
R	02-8936-00-25-7407.0000	10	285.84	CARL TEUSCHER	SHILOH	218 BROAD CREEK RD
R	03-8962-00-60-7648.0000	10	220.95	CHARLES EUGENE CHAMBLEE	SHILOH	BOURBON ST
R	03-8989-00-37-0046.0000	10	189.72	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	03-9809-00-17-2462.0000	10	149.93	FRANK WRIGHT ETAL	SHILOH	WICKHAM RD
R			138.36	ELIZABETH LONG	SHILOH	HIBISCUS RD
R				TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD

30 Largest Unpaid – Personal

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001709	1,207.54	5	JOHN MATTHEW CARTE	CAMDEN	150 POND RD
P	0002295	1,126.07	6	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0001046	1,053.89	1	BARKER'S TRUCKING, INC	SHILOH	108 SASSAFRAS LN
P	0001072	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	0003393	382.04	1	ROBERT JESSE ALDERMAN HUGGINS	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	0002501	310.39	10	DIANE E. NOBLE	CAMDEN	152 158 US W
P	0003197	307.42	10	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0003513	282.06	1	JULIE PORTER	CAMDEN	431 158 US W
P	0003537	279.87	1	NATHAN MARC SEBURA	CAMDEN	343 HWY N
P	0003208	271.52	1	RICKY W JOHNSON	CAMDEN	113 PALMER RD
P	0003975	255.21	1	PATRICK WAYNE BAUM	CAMDEN	186 B BUSHELL RD
P	0000945	243.90	1	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0001694	241.65	10	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001952	238.91	10	SANDY BOTTON MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0001709	231.08	1	SEVAN NERO BARTLETT	CAMDEN	197 HERMAN ARNOLD RD
P	0003415	228.97	1	IVY MIRANDA BOGUES	CAMDEN	224 NORTH RIVER RD
P	0002902	222.92	1	STEPHANIE AUSMAN	SHILOH	204 POND RD
P	0001106	203.87	10	JAMI ELIZABETH VANHORN	SOUTH MILLS	622 MAIN ST
P	0001815	148.15	1	CHARLES CHANNING ROTEN	SOUTH MILLS	302 34 HWY N
P	0003902	201.52	1	SCOTT D RADY	SOUTH MILLS	403 BECHNUT AVE
P	0002442	200.37	5	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0003907	198.18	1	PAUL DAVID RUSSELL	SOUTH MILLS	114 OTHERS PL
P	0003512	197.49	1	WILLIAM ANTHONY POPE JR	CAMDEN	214 SMITH DR

30 Oldest Unpaid – Personal

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001709	10	1,207.54	JOHN MATTHEW CARTE	CAMDEN	150 POND RD
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 BOTTON 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	0002902	10	120.68	CYNTHIA WAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0000945	5	243.90	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0002442	5	200.37	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0002468	5	178.15	WANDA HERNANDEZ WELLS	SHILOH	104 HIGH RD
P	0002968	5	165.22	MICHAEL WILLIAM MAINELLO	SOUTH MILLS	237 KEBTER 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	227.92	STEPHANIE AUSMAN	SHILOH	204 POND RD
P	0001121	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 E. 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

Motion to approve the Tax Report as presented.

RESULT:	PASSED [5-0]
MOVER:	Ross Munro
AYES:	Tiffney White, Ross Munro, Randy Krainiak, Sissy Aydlett, Troy Leary

ITEM 11. BOARD APPOINTMENTS

A. Center for Active Adults Advisory Board – Appointment of Michele Ward

Motion to appoint Michele Ward to the Center for Active Adults Advisory Board.

Attachment: bocminutes_120522 (BOC Meeting Minutes - December 5, 2022)

RESULT:	PASSED [5-0]
MOVER:	Randy Krainiak
AYES:	Tiffney White, Ross Munro, Randy Krainiak, Sissy Aydlett, Troy Leary

B. Albemarle Commission Board of Delegates (At-Large) – Appointment of Clayton Riggs

Motion to appoint Clayton Riggs to the Albemarle Commission Board as the At-Large delegate for Camden County for the 2023-2024 term.

RESULT:	PASSED [5-0]
MOVER:	Ross Munro
AYES:	Tiffney White, Ross Munro, Randy Krainiak, Sissy Aydlett, Troy Leary

C. Proposed Commissioner Appointments

Chair Tiffney White made a motion to table the Commissioner appointments to the next meeting for further review.

County Manager Burke stated that an appointment was necessary for the Albemarle District Jail Commission as the next meeting is December 15th and for the upcoming term the Camden County appointment will serve as Chair of this Board.

Motion to appoint Commissioner Munro to the Albemarle District Jail Commission and table the remaining appointments until the January meeting.

RESULT:	PASSED [5-0]
MOVER:	Tiffney White
AYES:	Tiffney White, Ross Munro, Randy Krainiak, Sissy Aydlett, Troy Leary

South Camden Water & Sewer District Board of Directors

Chair White recessed the Board of Commissioners and called to order the South Camden Water & Sewer District Board of Directors Meeting.

Public Comments – None

Consideration of the Agenda

Motion to approve the agenda as presented.

RESULT:	PASSED [5-0]
MOVER:	Tiffney White
AYES:	Tiffney White, Ross Munro, Randy Krainiak, Sissy Aydlett, Troy Leary

New Business

A. Monthly Report – Chuck Jones

Attachment: bocminutes_120522 (BOC Meeting Minutes - December 5, 2022)

South Camden Water & Sewer Board
Monthly Work Order Statistics Report
 Period: October 2022

	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water/Distribution	84	84	100%	0
Sewer/Collection	0	0	100%	0

New Services installed:

Locates:

- Water Line: 110
- Sewer Line: 8
- Water & Sewer, same ticket: 7
- Hydrant flow test: 5

Public Works Director Notes/Comments:

Ten work orders have been reviewed for accuracy.

Water treated at the water treatment plant in October: 14 918 470 gallons

Daily average water usage for October: 481 241 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	14,918,470	.481,241
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	149850		
2	144,900	139,600	125,000	153,633	185,300	173,600	202,100	368,600	167,300	149850		
3	159,600	151,000	130,600	153,633	170,500	195,134	202,100	181,200	167,300	139500		
4	161,500	162,167	149,000	161,200	139,000	195,133	183,900	162,000	167,300	141100		
5	131,500	162,167	149,000	153,700	139,000	195,133	158,800	161,267	205,100	122500		
6	136,200	162,167	149,000	124,800	148,434	177,100	163,000	161,267	147,000	149400		
7	130,734	46,500	143,600	141,800	148,433	178,700	24,600	161,267	96,340	133034		
8	130,733	35,800	144,900	149,000	148,433	156,600	118,567	176,100	96,340	133033		
9	130,733	32,300	120,400	149,000	150,100	196,000	118,567	186,700	96,340	133033		
10	66,220	35,300	153,900	149,000	155,900	185,434	118,567	198,500	96,340	164700		
11	34,500	36,634	138,434	145,000	139,600	185,433	165,800	140,300	96,340	141500		
12	25,500	36,633	138,433	149,300	133,800	185,433	157,100	155,300	143,600	138000		
13	129,800	36,633	138,433	146,500	159,067	190,200	147,300	155,300	156,700	124000		
14	41,467	138,500	146,600	135,300	159,067	163,600	158,500	155,300	138,900	138667		
15	41,467	140,500	95,600	163,100	159,067	161,000	135,533	126,900	149,400	138667		
16	41,466	131,000	202,400	163,100	175,600	145,000	135,533	158,500	169,667	138667		
17	4,280	35,300	138,100	163,100	168,000	204,300	135,533	149,200	169,666	130500		
18	40,300	3,844	149,700	142,600	191,700	204,300	0	160,100	169,666	199800		
19	105,400	3,843	149,700	141,200	181,000	204,300	214,400	148,000	142,600	147000		
20	109,000	3,843	149,700	136,700	221,700	193,200	144,700	148,000	193,800	146300		
21	156,234	38,200	140,500	132,400	221,700	187,600	164,000	148,000	133,700	145100		
22	156,233	40,500	142,100	180,700	221,700	136,000	196,867	145,200	149,600	145100		
23	156,233	165,900	121,500	180,700	191,400	131,900	196,867	151,500	155,767	145100		
24	139,400	133,500	118,400	180,700	156,300	184,834	196,867	136,000	155,767	117000		
25	126,300	136,634	150,334	178,800	137,100	184,833	162,800	154,000	155,767	151900		
26	145,200	136,633	150,333	160,600	146,900	184,833	170,500	172,667	146,000	122000		
27	87,590	136,633	150,333	145,500	164,367	164,700	139,300	172,667	160,000	118300		
28	151,867	138,000	142,400	161,500	164,367	171,000	157,900	172,667	133,300	142066		
29	151,867		136,300	139,650	164,367	178,400	173,233	178,600	137,800	142066		
30	151,866		122,600	139,650	231,900	210,600	173,233	121,900	137,800	142067		
31	166,100		148,200		196,500		173,233	146,500		132400		
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	4,362,200		
Average	112,874	92,562	141,152	152,517	172,558	180,620	154,565	165,200	146,533	140,716		
Maximum	166,100	172,000	202,400	180,700	279,000	210,600	214,400	368,600	205,100	199,800		

Attachment: bocminutes_120522 (BOC Meeting Minutes - December 5, 2022)

SOUTH CAMDEN WATER & SEWER DISTRICT MONTHLY WATER REPORT													
month	active meters	work orders	locates	new serv	gallons sold	tap fees	total collected	gallons sold	sewer collected	sewer cust	gallons sold	sewer collected	sewer cust
					meters water			meters	Core	Core	meters	S. Mills	S. Mills
2021													
January	2,229	102	107	1	14,409,048	\$8,000.00	\$129,184.92	527,020	\$7,987.76	54	291,760	\$3,098.79	88
February	2,232	87	108	3	12,472,543	\$28,000.00	\$160,585.13	551,050	\$8,593.99	54	228,970	\$3,738.52	89
March	2,240	86	152	1	12,047,251	\$12,000.00	\$150,411.28	503,510	\$8,656.06	54	208,440	\$3,597.83	89
April	2,251	65	139	5	14,759,968	\$66,833.00	\$192,635.30	565,960	\$9,257.62	54	201,240	\$3,348.69	89
May	2,256	88	115	2	15,271,509	\$4,000.00	\$141,268.11	617,470	\$9,195.13	54	322,120	\$3,572.33	90
June	2,261	101	92	2	15,376,790	\$4,000.00	\$153,214.83	523,050	\$9,215.37	54	261,700	\$3,274.74	89
July	2,272	87	104	0	14,246,240	\$98,967.00	\$243,922.11	500,330	\$9,368.09	54	236,290	\$3,936.63	90
August	2,276	89	125	4	17,838,990	\$4,000.00	\$139,706.73	531,930	\$7,445.29	54	455,480	\$4,238.87	90
September	2,283	120	92	3	13,813,320	\$16,000.00	\$174,303.27	619,170	\$7,978.48	54	418,660	\$3,268.90	90
October	2,287	95	81	0	14,815,201	\$0.00	\$127,114.75	1,196,860	\$9,904.44	54	315,360	\$3,746.87	90
November	2,293	72	39	2	13,763,517	\$3,500.00	\$145,643.68	770,130	\$16,643.68	54	264,430	\$6,370.61	90
December	2,298	86	58	0	13,930,906	\$0.00	\$145,160.49	761,500	\$12,600.22	54	286,870	\$4,002.82	89
2022													
January	2,298	90	108	0	13,739,659	\$4,000.00	\$136,306.83	555,880	\$11,704.03	55	244,676	\$3,781.90	89
February	2,299	108	82	0	12,108,415	\$2,500.00	\$135,512.42	589,080	\$9,851.08	55	234,674	\$3,980.47	89
March	2,275	90	77	1	12,047,251	\$65,667.00	\$194,073.56	503,510	\$7,234.28	54	237,641	\$3,557.94	87
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	88
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	89
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	88
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	91
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	91
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	91
Oct	2,349	84	125	1	14,538,209	\$16,300.00	\$159,619.57	738,250	\$10,157.62	56	312,640	\$3,676.01	90

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
Oct	84	100%	0%	84	0	110	8	7	5	1

Motion to approve the monthly report as presented.

RESULT:	PASSED [5-0]
MOVER:	Randy Krainiak
AYES:	Tiffney White, Ross Munro, Randy Krainiak, Sissy Aydlett, Troy Leary

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

RESULT:	PASSED [5-0]
MOVER:	Randy Krainiak
AYES:	Tiffney White, Ross Munro, Randy Krainiak, Sissy Aydlett, Troy Leary

Chair White adjourned the South Camden Water & Sewer Board of Directors and reconvened the Board of Commissioners.

ITEM 12. CONSENT AGENDA

A. BOC Meeting Minutes – November 7, 2022

B. Budget Amendments

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
Revenues			
41360530-434815	Grant Funds	\$50,000	
Expenses			
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.

Karen M. Davis *Jeffrey L. White*
Clerk to Board of Commissioners Chairman, Board of Commissioners



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 5th day of December, 2022.

Karen M. Davis *Jeffrey L. White*
Clerk to Board of Commissioners Chairman, Board of Commissioners



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	GR 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 5th day of December, 2022.

Karen M. Davis *Jeffrey L. White*
Clerk to Board of Commissioners Chairman, Board of Commissioners



Attachment: bocminutes_120522 (BOC Meeting Minutes - December 5, 2022)

C. School Budget Amendments

Budget Amendment
Camden County Schools Administrative Unit
Federal Grant Fund

The Camden County Board of Education at a meeting on the 10th day of 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 Increase/Decrease 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 10th day of November, 2022.


Christina Albritton
Chairman, Board of Education

John H. Hall
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 5th day of December, 2022.

David J. White
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 10th 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 Increase/Decrease 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 10th day of November 2022.


Christina Albritton
Chairman, Board of Education

John H. Hall
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 5th day of December, 2022.

David J. White
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 January, 23 Renewals Due 2/15/23

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax receipts filed in the office of the Tax Administrator and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon personal property of the respective taxpayers in the County of Camden, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell personal property of such taxpayers for and on account thereof, in accordance with the law.


SOUTH MILLS	COURTHOUSE	SHILOH	TOTAL
39,569.27	35,795.81	18,088.48	93,456.56

Witness my hand and official seal this 5th day of December 2022

David J. White
Chairman, Camden County Board of Commissioners

Attest:

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



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

Rita S. Anderson
Tax Administrator of Camden County

Attachment: bocminutes_120522 (BOC Meeting Minutes - December 5, 2022)

E. Pickups, Releases & Refunds

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

F. Refunds Over \$100

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 87 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 Tiffany White Date 12-5-22
 Tiffany White, Chair Camden County Board of Commissioners

Attachment: bocminutes_120522 (BOC Meeting Minutes - December 5, 2022)

Motion to approve the Consent Agenda as presented.

RESULT:	PASSED [5-0]
MOVER:	Sissy Aydlett
AYES:	Tiffany White, Ross Munro, Randy Krainiak, Sissy Aydlett, Troy Leary

ITEM 13. COUNTY MANAGER'S REPORT

County Manager Erin Burke included the following in her report to the Board:

- Met with the Director of Success Academy and toured the facility. The lease is scheduled to renew in the coming year and will be discussed during the annual retreat.
- Assisted NC Cooperative Extension with interviews for the new 4-H agent. Marcia Berry was selected to fill the position.
- Attended the Heritage Festival debriefing. The next meeting is scheduled this week to discuss potential changes for next year's festival.
- The County's Veteran's Day Ceremony was held on November 10th.
- Attended the NCACC Legislative Goals Conference along with Commissioner White.
- Met with Shoshin Technologies of Kitty Hawk. Shoshin will assume IT responsibilities for the County. Jesse Stallings will continue to service the phone system.
- Met with EC Chamber of Commerce and will be working with the Chamber on a number of upcoming projects.

ITEM 14. COMMISSIONERS' REPORTS

Vice Chair Munro requested that in the coming year the Commissioners use this time of the agenda to report on meetings that were attended throughout the month and share relevant information.

ITEM 15. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

Provided for information only:

- Register of Deeds Report
- Library Report

ITEM 16. OTHER MATTERS

Commissioner Aydlett requested that a UDO reevaluation be included on next month's agenda for discussion, particularly the portion in reference to land required for residential construction.

ITEM 17. CLOSED SESSION / RECESS**Motion to go into Closed Session.**

RESULT:	PASSED [4-1]
MOVER:	Tiffany White
AYES:	Tiffany White, Randy Krainiak, Sissy Aydlett, Troy Leary
NO:	Ross Munro

Motion to come out of Closed Session.

RESULT:	PASSED [5-0]
MOVER:	Randy Krainiak
AYES:	Tiffany White, Ross Munro, Randy Krainiak, Sissy Aydlett, Troy Leary

Chair White recessed the Board at which time it will hold a special joint meeting with the Board of Education after the Board of Education's Closed Session at 12:30 PM.

ATTEST:

Tiffany White, Chair
Camden County Board of Commissioners

Karen M. Davis
Clerk to the Board of Commissioners

Attachment: bocminutes_120522 (BOC Meeting Minutes - December 5, 2022)



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Consent Agenda

Item Number:	8.B
Meeting Date:	January 03, 2023
Submitted By:	Stephanie Jackson, Finance Prepared by: Stephanie Jackson
Item Title	Budget Amendments
Attachments:	22-23 BA 023 South Mills Fire - NCDOI (DOC) 22-23 BA 024 HR Christmas Activities Funds (DOC) 22-23 BA 025 Senior Center Donations (DOC)

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			
41360530-434815	State Grant	\$29,985	
Expenses			
415300-574108	Grant Equipment	\$29,985	

This Budget Amendment is made to appropriate additional funds from NCDOI 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 3rd day of January, 2023.

Clerk to Board of Commissioners

Chair, Board of Commissioners

Attachment: 22-23 BA 023 South Mills Fire - NCDOI (Budget Amendments)

CAMDEN COUNTY BUDGET AMENDMENT

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

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
10380400-433500	Miscellaneous	\$750	
Expenses			
104410-562000	Employee Activities	\$750	

This Budget Amendment is made to appropriate additional funds from Insurance Broker for Christmas Activities.

This will result in no change to the Contingency of the General Fund.

Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 3rd day of January, 2023.

Clerk to Board of Commissioners

Chair, Board of Commissioners

Attachment: 22-23 BA 024 HR Christmas Activities Funds (Budget Amendments)

CAMDEN COUNTY BUDGET AMENDMENT

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

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
10360621-402001	Private Donations	\$350	
Expenses			
106210-533000	Supplies	\$350	

This Budget Amendment is made to appropriate additional funds from citizen donations to supplies for additional supplies for the Senior Center.

This will result in no change to the Contingency of the General Fund.

Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 3rd day of January, 2023.

Clerk to Board of Commissioners

Chair, Board of Commissioners

Attachment: 22-23 BA 025 Senior Center Donations (Budget Amendments)



CAMDEN COUNTY

NORTH CAROLINA • USA

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number:	8.C
Meeting Date:	January 03, 2023
Submitted By:	Karen Davis, Clerk to the Board Schools Prepared by: Karen Davis
Item Title	School Budget Amendments
Attachments:	School Budget Amendments (PDF)

Budget Amendment



Camden County Schools Administrative Unit

State Public School Fund

The Camden County Board of Education at a meeting on the 5th day of December 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	65,311.42	
5200	Special Population Services	65,000.00	
5400	School Leadership Services	3,482.37	
6900	Policy, Leadership & Public	8,226.49	
7200	Nutrition Services	2,129.61	
Explanation:			
Total Appropriation in Current Budget		\$ 17,892,097.12	
Amount of Increase/Decrease of			
Above Amendment		+ 144,149.89	
Total Appropriation in Current Amended Budget		\$ 18,036,247.01	

<p>Passed by majority vote of the Board of Education of Camden County on the 5th day of December 2022.</p> <p></p> <p>Chairman, Board of Education</p> <p></p> <p>Secretary, Board of Education</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20__.</p> <p>_____ Chairman, Board of County Commissioners</p> <p>_____ Clerk, Board of County Commissioners</p>
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Attachment: School Budget Amendments (School Budget Amendments)

BUDGET AMENDMENT
December 5, 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.

<u>Non-Contributory Employee Benefits</u>		
1.5110.009.184 Longevity	\$ +	1,436.23
1.5110.009.188 Annual Leave Payout	+	164.55
1.5110.009.211 Emp. Soc. Sec. Costs	+	122.45
1.5110.009.221 Emp. Retirement Costs	+	392.19
1.5400.009.184 Longevity	+	2,635.17
1.5400.009.211 Emp. Soc. Sec. Costs	+	201.59
1.5400.009.221 Emp. Retirement Costs	+	645.61
1.6940.009.184 Longevity	+	6,225.12
1.6940.009.211 Emp. Soc. Sec. Costs	+	476.22
1.6940.009.221 Emp. Retirement Costs	+	1,525.15
1.7200.009.184 Longevity	+	1,611.51
1.7200.009.211 Emp. Soc. Sec. Costs	+	123.28
1.7200.009.221 Emp. Retirement Costs	+	<u>394.82</u>
 Total – Non-Contributory Employee Benefits	 \$ +	 15,953.89

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

<u>School Technology Fund</u>		
1.5110.015.343 Telecommunications	\$ +	<u>22,606.00</u>
 Total – School Technology Fund	 \$ +	 22,606.00

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

<u>Behavioral Support (Willie M.)</u>		
1.5210.029.121 Salary - Teacher	\$ +	49,150.00
1.5210.029.211 Emp. Soc. Sec. Costs	+	3,760.00
1.5210.029.221 Emp. Retirement Costs	+	<u>12,090.00</u>
 Total – Behavioral Support (Willie M.)	 \$ +	 65,000.00

Attachment: School Budget Amendments (School Budget Amendments)

BUDGET AMENDMENT
State Public School Fund
December 5, 2022, Page 2

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

<u>Literacy Intervention</u>	
1.5110.085.180 Bonus Pay	\$ + 37,500.00
1.5110.085.211 Emp. Soc. Sec. Costs	+ <u>3,090.00</u>
 Total – Literacy Intervention	 \$ + 40,590.00
 3100.000 Revenue – State Public School Fund	 \$ - 144,149.89

Passed by majority vote of the Board of Education of Camden County on the 5th day of December, 2022.



Chairman, Board of Education



Secretary, Board of Education

Attachment: School Budget Amendments (School Budget Amendments)

Budget Amendment

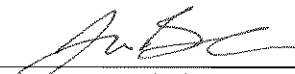
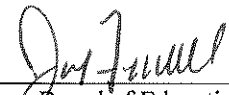
Camden County Schools Administrative Unit

State Public School Fund

The Camden County Board of Education at a meeting on the 5th day of December 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 Services	157,000.00							
<p>Explanation:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Total Appropriation in Current Budget</td> <td style="text-align: right;">\$ 18,036,247.01</td> </tr> <tr> <td>Amount of Increase/Decrease of Above Amendment</td> <td style="text-align: right;">+ 157,000.00</td> </tr> <tr> <td>Total Appropriation in Current Amended Budget</td> <td style="text-align: right;">\$ 18,193,247.01</td> </tr> </table>				Total Appropriation in Current Budget	\$ 18,036,247.01	Amount of Increase/Decrease of Above Amendment	+ 157,000.00	Total Appropriation in Current Amended Budget	\$ 18,193,247.01
Total Appropriation in Current Budget	\$ 18,036,247.01								
Amount of Increase/Decrease of Above Amendment	+ 157,000.00								
Total Appropriation in Current Amended Budget	\$ 18,193,247.01								

<p>Passed by majority vote of the Board of Education of Camden County on the 5th day of December 2022.</p>  <hr/> <p>Chairman, Board of Education</p>  <hr/> <p>Secretary, Board of Education</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20__.</p> <hr/> <p>Chairman, Board of County Commissioners</p> <hr/> <p>Clerk, Board of County Commissioners</p>
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Attachment: School Budget Amendments (School Budget Amendments)

BUDGET AMENDMENT
December 5, 2022

1. State Public School Fund

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

School Safety Grants

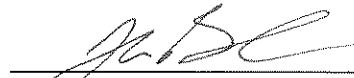
1.5850.039.311 Contracted Services \$ +132,000.00

1.5850.039.461 Pur of Non-Cap Equipment + 25,000.00


Total – School Technology Fund \$ +157,000.00

3100.000 Revenue – State Public School Fund \$ - 157,000.00

Passed by majority vote of the Board of Education of Camden County on the 5th day of December, 2022.



Chairman, Board of Education



Secretary, Board of Education

Attachment: School Budget Amendments (School Budget Amendments)

Budget Amendment

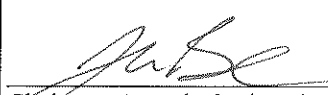

Camden County Schools Administrative Unit

Federal Grant Fund

The Camden County Board of Education at a meeting on the 5th day of December 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 Services	7,230.77	
5200	Special Population Services		145.61
5300	Alternative Programs & Services	15,054.61	
5800	School Based Support Services	12,623.30	
6100	Support & Development Services	270.96	
6500	Operational Support Services		8,526.64
8100	Payments to Other Gov't Units		772.02
8200	Unbudgeted Funds		25,735.77
Explanation: Revenues increased for carryover funds			
	Total Appropriation in Current Budget	\$	1,582,351.51
	Amount of Increase/Decrease of		
	Above Amendment	-	.40
	Total Appropriation in Current Amended		
	Budget	\$	1,582,351.11

<p>Passed by majority vote of the Board of Education of Camden County on the 5th day of December, 2022.</p>  <p>_____ Chairman, Board of Education</p>  <p>_____ Secretary, Board of Education</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20 ____.</p> <p>_____ Chairman, Board of County Commissioners</p> <p>_____ Clerk, Board of County Commissioners</p>
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Attachment: School Budget Amendments (School Budget Amendments)

BUDGET AMENDMENT
December 5, 2022

3. Federal Grant Fund

A. We have received reviewed this area of the budget and find that we must transfer funds within the budget. We request your approval of the following amendment.

Title I – Basic Programs

Project #23-050-150

3.5320.050.411	Supplies & Materials	\$	+	500.00
3.5330.050.121.000	Salary – Teacher		-	90,000.00
3.5330.050.121.304	Salary – Teacher		+	26,000.00
3.5330.050.121.308	Salary – Teacher		+	63,440.00
3.5330.050.129	Salary – Held Harmless		-	400.00
3.5330.050.142.000	Salary – Teacher Assistant		-	27,286.30
3.5330.050.142.310	Salary – Teacher Assistant		+	27,279.20
3.5330.050.162	Substitute Pay		-	422.50
3.5330.050.181.000	Supplement Pay		-	2,700.00
3.5330.050.181.308	Supplement Pay		+	1,800.00
3.5330.050.199.000	Overtime Pay		-	81.29
3.5330.050.199.310	Overtime Pay		+	150.00
3.5330.050.211.000	Emp. Soc. Sec. Costs		-	9,249.00
3.5330.050.211.304	Emp. Soc. Sec. Costs		+	1,989.00
3.5330.050.211.308	Emp. Soc. Sec. Costs		+	4,804.20
3.5330.050.211.310	Emp. Soc. Sec. Costs		+	2,098.34
3.5330.050.221.000	Emp. Retirement Costs		-	29,619.00
3.5330.050.221.304	Emp. Retirement Costs		+	6,370.00
3.5330.050.221.308	Emp. Retirement Costs		+	14,530.44
3.5330.050.221.310	Emp. Retirement Costs		+	6,720.15
3.5330.050.231.000	Emp. Hosp. Ins. Costs		-	19,437.00
3.5330.050.231.304	Emp. Hosp. Ins. Costs		+	3,200.00
3.5330.050.231.308	Emp. Hosp. Ins. Costs		+	6,440.02
3.5330.050.231.310	Emp. Hosp. Ins. Costs		+	5,419.28
3.5330.050.411.304	Supplies & Materials		+	12,144.62
3.5330.050.411.310	Supplies & Materials		+	8,065.23
3.5880.050.411	Supplies & Materials		-	1,680.51
3.5880.050.459	Other Food Purchases		-	160.23
3.6550.050.331	Contracted Pupil Transportation		-	8,526.64
3.8100.050.392	Indirect Costs		-	<u>1,388.01</u>
Total – Title I – Basic Programs		\$	-	0.00
				=====
3.3600.050	Revenue – Title I – Basic Programs	\$	+	0.00
				=====

Attachment: School Budget Amendments (School Budget Amendments)

BUDGET AMENDMENT
Federal Grant Funds
December 5, 2022, Page 2

B. We have received reviewed this area of the budget and find that we must transfer funds within the budget. We request your approval of the following amendment.

Supportive Effective Instruction

Project #23-103-150

3.5110.103.411 Supplies & Materials	\$ + 9,895.01
3.5110.103.418 Computer Software & Supplies	+ 10,000.00
3.5870.103.312 Workshop Expenses	+ 5,000.00
3.6110.103.411 Supplies & Materials	+ 270.96
3.8100.103.392 Indirect Costs	+ 569.80
3.8200.103.399 Unbudgeted Funds	- <u>25,735.77</u>

Total – Supportive Effective Instruction \$ + 0.00
=====

3.3600.103 Revenue – Supportive Effective Inst. \$ - 0.00
=====

C. We have received reviewed this area of the budget and find that we must transfer funds within the budget. We request your approval of the following amendment.

Title IV – Student Support

Project #23-108-150

3.5110.108.411.000 Supplies & Materials	\$ - 12,664.24
3.5330.108.411.304 Supplies & Materials	+ 5,250.00
3.5330.108.411.308 Supplies & Materials	+ 9,819.59
3.5330.108.411.310 Supplies & Materials	+ 5,250.00
3.5330.108.411.000 Supplies & Materials	- 17,020.37
3.5860.108.418.000 Computer Software & Supplies	- 976.76
3.5860.108.418.304 Computer Software & Supplies	+ 2,682.61
3.5860.108.418.308 Computer Software & Supplies	+ 5,075.58
3.5860.108.418.310 Computer Software & Supplies	+ 2,682.61
3.8100.108.392 Indirect Costs	- <u>99.02</u>

Total – Title IV – Student Support \$ - 0.00
=====

3.3600.108 Revenue – Title IV – Student Support \$ + 0.00
=====


Attachment: School Budget Amendments (School Budget Amendments)

BUDGET AMENDMENT
Federal Grant Funds
December 5, 2022, Page 3

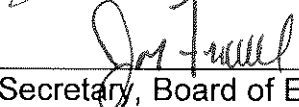
D. We have received an allotment revision and reviewed this area of the budget and find that we must decrease funds within the budget. We request your approval of the following amendment.

<u>IDEA VI-B Special Needs Targeted</u>	
<u>Project #23-118-150</u>	
3.5230.118.312 Workshop Expenses	\$ + 5,885.93
3.5210.118.311 Contracted Services	- 6,031.14
3.5240.118.361 Membership Fees & Dues	- .40
3.8100.118.392 Indirect Costs	+ <u>145.21</u>
 Total – IDEA VI-B Special Needs Targeted	 \$ - .40 =====
 3.3600.118 Revenue – IDEA VI-B Special Needs	 \$ + .40 =====

Passed by majority vote of the Board of Education of Camden County on the 5th day of December, 2022.



Chairman, Board of Education



Secretary, Board of Education

Attachment: School Budget Amendments (School Budget Amendments)



CAMDEN COUNTY
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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number: 8.D
Meeting Date: January 03, 2023

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

Item Title **DMV Monthly Report**

Attachments: DMV MONTHLY REPORT FEB, 2023 (PDF)

Summary: DMV Monthly Report February, 2023 Renewals

Recommendation: Review and Approve

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County February, 23 Renewals Due 3/15/23

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.

SOUTH MILLS	COURTHOUSE	SHILOH	TOTAL
31,122.39	30,262.18	18,364.48	79,749.05

Witness my hand and official seal this _____ day of _____

Chair, 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.

Rita S. Anderson

Tax Administrator of Camden County

Attachment: DMV MONTHLY REPORT FEB, 2023 (DMV Monthly Report)



CAMDEN COUNTY

NORTH CAROLINA • USA

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Board of Commissioners AGENDA ITEM SUMMARY SHEET

Consent Agenda

Item Number:	8.E
Meeting Date:	January 03, 2023
Submitted By:	Lisa Anderson, Tax Administrator Taxes Prepared by: Karen Davis
Item Title	Pickups, Releases & Refunds
Attachments:	Pickups, Releases & Refunds (PDF)

NAME	REASON	NO.
Lindsey Warren Hewitt	Turned in Plates - Refund	Pick-up/23197
	\$278.21	50946515
Megan May Booye	Turned in Plates - Refund	Pick-up/23167
	\$198.89	63697877
Phyllis Benton Whitehurst	Turned in Plates - Refund	Pick-up/23189
	\$248.20	46561078
Brandon Mathew Pregmon	Turned in Plates - Refund	Pick-up/23195
	\$189.65	50597742
Clayton Dale Riggs	Turned in Plates - Refund	Pick-up/23201
	\$180.53	49202266

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

**CAMDEN COUNTY**

NORTH CAROLINA • USA

*Boundless Opportunities.***Board of Commissioners
AGENDA ITEM SUMMARY SHEET****Consent Agenda**

Item Number: 8.F
Meeting Date: January 03, 2023

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

Item Title **Refunds Over \$100.00**

Attachments: REFUNDS OVER \$100.00 DECEMBER, 22 (PDF)

Summary: Refunds Over \$100.00, December, 2022

Recommendation: Review and Approve

ACS Tax System
12/16/22 15:54:01

REFUNDS OVER \$100.00]

Refunds to be Issued by Finance Office

CAMDEN COUNTY

Refund\$	Remit To:	Reference:	Drawer/Transaction Info:
324.76	STEVE JOHNSON	2022 R 02-8955-00-57-7080.0000	20221216 69 270936
	504 AUDUBON DRIVE	R157812/22 OVER PAID	
	MCKINNEY	TX 750706735	

324.76 Total Refunds

Submitted by Lisa S. Anderson Date 12-19-22
Lisa S. Anderson, Tax Administrator Camden County

Approved by _____ Date _____
Tiffney White, Chair of Camden County Board of Commissioners

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



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Consent Agenda

Item Number: 8.G
Meeting Date: January 03, 2023
Submitted By: Lisa Anderson, Tax Administrator
Taxes
Prepared by: Karen Davis
Item Title **Tax Collection Report**
Attachments: Tax Collection Report (PDF)

**CAMDEN COUNTY**

NORTH CAROLINA • USA

*Boundless Opportunities.***Board of Commissioners
AGENDA ITEM SUMMARY SHEET****Consent Agenda**

Item Number: 8.H
Meeting Date: January 03, 2023

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

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

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

Summary: Vehicle Refunds Over \$100.00 for November, 22

Recommendation: Review and Approve

REFUNDS OVER \$100.00



North Carolina Vehicle Tax System

NCVTS Pending Refund report

Nov, 22 Refunds Over \$100.00

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change	
BOOYE, MEGAN MAY	BOOYE, MEGAN MAY		131 BAILEY CIR	SHILOH, NC 27974	Adjustment >= \$100	0063697877	RCZ9156	AUTHORIZED	176622006	Refund Generated due to adjustment on Bill #0063697877-2021-	Military	11/30/2022	12/2/2022 12:15:16 PM	1843	Tax	(\$182.07)	(\$14.56)	(\$196.63)	
														2	Tax	(\$2.09)	(\$0.17)	(\$2.26)	
																		Refund	\$198.37
CULPEPER, JOSHUA LEE	CULPEPER, JOSHUA LEE		111 DEER TRL	SOUTH MILLS, NC 27976	Proration	0059196632	7Z9322	AUTHORIZED	176528756	Refund Generated due to proration on Bill #0059196632-2021-	Tag Surrender	11/29/2022	11/30/2022 10:25:21 AM	1843	Tax	(\$133.44)	\$0.00	(\$133.44)	
														1	Tax	(\$1.54)	\$0.00	(\$1.54)	
																		Refund	\$134.90
MANGLONA, ERICA ANN	MANGLONA, ERICA ANN	MANGLONA, ANTHONY PANGELINAN	131 MILL RUN LOOP	SOUTH MILLS, NC 27976	Proration	0068788825	KX4744	AUTHORIZED	176084006	Refund Generated due to proration on Bill #0068788825-2022-	Tag Surrender	11/17/2022	11/18/2022 9:15:10 AM	1843	Tax	(\$364.03)	(\$18.20)	(\$382.23)	
														1	Tax	(\$4.18)	(\$0.21)	(\$4.39)	
																		Refund	\$386.62
WALLS, VITO ALBERT	WALLS, VITO ALBERT	WALLS, SHIRLEY LEONA	120 PIER LNDG	SOUTH MILLS, NC 27976	Proration	0042404048	FAZ4734	AUTHORIZED	175544254	Refund Generated due to proration on Bill #0042404048-2021-	Tag Surrender	11/04/2022	11/17/2022 11:25:33 AM	1843	Tax	(\$238.16)	\$0.00	(\$238.16)	
														1	Tax	(\$2.74)	\$0.00	(\$2.74)	
																		Refund	\$240.90

Submitted by Lisa S. Anderson Date 12-6-22
Lisa S. Anderson, Tax Administrator Camden County

Approved by _____ Date _____
Tiffney White, Chairman Camden County Board of Commissioners

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



CAMDEN COUNTY
NORTH CAROLINA • USA

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**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Consent Agenda

Item Number:	8.I
Meeting Date:	January 03, 2023
Submitted By:	Karen Davis, Clerk to the Board NC Cooperative Extension Prepared by: Karen Davis
Item Title	Surplus Property Request
Attachments:	Surplus Property - Cooperative Extension (PDF)

Surplus Property Request

Requested by:

Sell Dispose

Department:

Item:

Disposal Method:

Suggested Value:

Reason for surplus:

Item Description
Metal Frame 30X40 Event Tent
Includes 4 sides, ratchet straps, tent stakes, and corner braces

Manager Approval

Disposal Method: *MS* 12.14.22

Value:

Comments:

Board Approval

Approved/Denied:

Date:

Final Disposition Date:

Method:

Amount:

Purchased by:

Attachment: Surplus Property - Cooperative Extension (Surplus Property Request - Cooperative Extension)



**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Information, Reports & Minutes From Other Agencies

Item Number: 11.A
Meeting Date: January 03, 2023

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

Item Title **Register of Deeds Report**

Attachments: Register of Deeds Report (PDF)

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

Date Range From Tuesday, November 01, 2022 to Wednesday, November 30, 2022

Name	Amount
NC Children's Trust Fund	\$70.00
NC Domestic Violence Fund	\$420.00
State Revenue Stamp	\$2,831.71
County Revenue Stamp	\$2,947.29
Land Transfer Fee	\$0.00
Floodplain Map Fund	\$0.00
Supplemental Retirement	\$71.92
ROD Automation Fund	\$389.58
Dept Of Cultural Resources	\$0.00
Vital Records Fund	\$0.00
State General Fund	\$0.00
State Treasurer Amount	\$471.20
ROD General Fund	\$3,369.70
Total Distribution For Period	\$10,571.40
Cash Total	\$892.80
Check Total	\$9,262.40
Pay Account Total	\$416.20
ACH Total	\$0.00
Escrow Account Total	\$0.00
Overpayment Total	\$0.00
Total Deposit For Period	\$10,571.40

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

DATE	NC CHILDRI TRUST	NC DOM. VIO. FUND	STATE REV. STAMPS	COUNTY REV. STAMPS	RETIREMEN	AUTO FUND	STATE TREASURY	ROD GENERAL	TOTAL
11/01/22	\$ 5.00	\$ 30.00	\$ 401.31	\$ 417.69	\$ 4.15	\$ 21.68	\$ 31.00	\$ 184.77	\$ 1,095.60
11/02/22	\$ 5.00	\$ 30.00	\$ 337.12	\$ 350.88	\$ 7.58	\$ 43.35	\$ 49.60	\$ 369.47	\$ 1,193.00
11/03/22	\$ 10.00	\$ 60.00	\$ 301.84	\$ 314.16	\$ 3.12	\$ 11.63	\$ 18.60	\$ 104.65	\$ 824.00
11/04/22	\$ 15.00	\$ 90.00	\$ 398.86	\$ 415.14	\$ 8.11	\$ 38.90	\$ 43.40	\$ 344.99	\$ 1,354.40
11/07/22	\$ 5.00	\$ 30.00	\$ -	\$ -	\$ 3.51	\$ 18.73	\$ 18.60	\$ 158.16	\$ 234.00
11/08/22	\$ 5.00	\$ 30.00			\$ 3.62	\$ 18.39	\$ 18.60	\$ 165.39	\$ 241.00
11/09/22			\$ 169.54	\$ 176.46	\$ 2.70	\$ 16.28	\$ 24.80	\$ 136.22	\$ 526.00
11/10/22					\$ 1.50	\$ 9.13	\$ 12.40	\$ 76.97	\$ 100.00
11/14/22			\$ 347.90	\$ 362.10	\$ 3.60	\$ 22.22	\$ 24.80	\$ 189.38	\$ 950.00
11/15/22					\$ 4.53	\$ 28.72	\$ 31.00	\$ 237.75	\$ 302.00
11/16/22	\$ 10.00	\$ 60.00			\$ 4.98	\$ 24.99	\$ 12.40	\$ 219.63	\$ 332.00
11/17/22			\$ 355.25	\$ 369.75	\$ 3.05	\$ 17.41	\$ 31.00	\$ 151.54	\$ 928.00
11/18/22					\$ 2.18	\$ 14.22	\$ 6.20	\$ 122.40	\$ 145.00
11/21/22					\$ 0.59	\$ 3.25	\$ 6.20	\$ 29.16	\$ 39.20
11/22/22			\$ 140.63	\$ 146.37	\$ 5.25	\$ 27.54	\$ 74.40	\$ 242.81	\$ 637.00
11/23/22	\$ 10.00	\$ 60.00	\$ 6.37	\$ 6.63	\$ 6.12	\$ 31.43	\$ 18.60	\$ 281.85	\$ 421.00
11/28/22	\$ -	\$ -	\$ 372.89	\$ 388.11	\$ 3.54	\$ 21.19	\$ 31.00	\$ 180.27	\$ 997.00
11/29/22					\$ 0.54	\$ 3.53		\$ 31.73	\$ 35.80
11/30/22	\$ 5.00	\$ 30.00			\$ 3.25	\$ 16.99	\$ 18.60	\$ 142.56	\$ 216.40
									\$ -
									\$ -
									0.00
									0.00
									\$ -
TOTAL	\$ 70.00	\$ 420.00	\$ 2,831.71	\$ 2,947.29	\$ 71.92	\$ 389.58	\$ 471.20	\$ 3,369.70	\$ 10,571.40

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



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

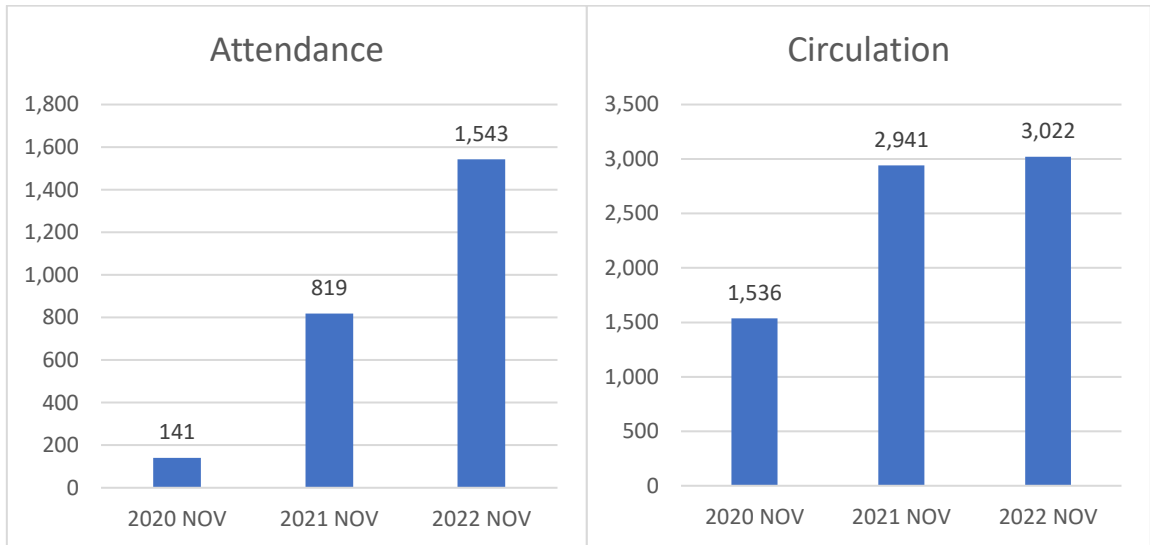
Information, Reports & Minutes From Other Agencies

Item Number: 11.B
Meeting Date: January 03, 2023
Submitted By: Kim Perry,
Library
Prepared by: Kim Perry
Item Title **Library Report**
Attachments: 22-11 (DOCX)

Camden County Public Library November 2022 Statistics

Visitor Count	1,543
Materials Check Outs & Renewals	3,022
Computer/ Wireless Use	186/128
Questions Answered	270
Children’s Programs/Attendance	13/118
Adult Programs/Attendance	4/37
Outreach Programs/Attendance	2/51
Study Room Usage/Attendance	33/69
Meeting Room Usage/Attendance	4/23
Days/Hours Open	25/210
# Items in Collection	20,340
Library Card Holders	2,703

Comparison by Year 2020-2022



Attachment: 22-11 (Library Report)



CAMDEN COUNTY
NORTH CAROLINA • USA

Boundless Opportunities.

**Board of Commissioners
AGENDA ITEM SUMMARY SHEET**

Information, Reports & Minutes From Other Agencies

Item Number: 11.C

Meeting Date: January 03, 2023

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

Item Title **Community Services Block Grant**

Attachments: CSBG FY 2023-24 Application fro Funding - PART 1
(PDF)

Summary:

The North Carolina Administrative Code requires that each CSBG grant recipient submit its Community Anti-Poverty Plan (grant application) to each County Commissioner Board that it serves.

Recommendation:

Review the plan and provide any comments regarding the plan to the Clerk for submittal to the Office of Economic Opportunity.

North Carolina Department of Health and Human Services

Division of Social Services



Community Services Block Grant Program

Fiscal Year 2023-24 Application for Funding

Project Period July 1, 2023– June 30, 2024

Application Due Date: **January 13, 2023**

Agency Information			
Agency:	Economic Improvement Council, Inc.		
Agency:	Economic Improvement Council, Inc.		
Federal I.D.	560857026		
DUNS Number:	081423030		
Administrative Office Address:	712 Virginia Road, Edenton, NC 27932		
Mailing Address (include the 4-digit zip code extension):	Post Office Box 549 Edenton, NC 27932		
Telephone Number:	(252) 482-4458		
Fax Number:	(252) 482-8227		
Proposed Funding:	CSBG: \$ 323,101	Additional Resources: \$ 20,830,358	Agency Total Budget: \$ 21,153,459
Application Period:	Beginning: July 1, 2023	Ending: June 30, 2024	
Board Chairperson:	Dr. William Sawyer		
Board Chairperson's Address: (where communications should be sent)	533 North Trotman Road Camden, NC 27921		
Board Chairperson's Term of Office (enter beginning and end dates):	07/2022 – 07/2027		
Executive Director:	Dr. Landon B. Mason, Sr.		
Executive Director Email Address:	Dr.Landon.Mason@eicca.org		
Agency Fiscal Officer:	Ms. Jose Faye Taylor		
Fiscal Officer Email Address:	jose.taylor@eicca.org		
CSBG Program Director:	Mrs. Reta Blair		
CSBG Program Director Email Address:	reta.blair@eicca.org		
Counties Served with CSBG funds:	Camden, Chowan, Currituck, Dare, Gates, Hyde, Perquimans, Pasquotank, Tyrrell, Washington		
Agency Operational Fiscal Year:	July - June		

Attachment: CSBG FY 2023-24 Application for Funding - PART 1 (Community Services Block Grant)

North Carolina Department of Health and Human Services
Office of Economic Opportunity –
2420 Mail Service Center / Raleigh, North Carolina 27699-2420

Proposed Funding

CSBG: \$323,101

Additional Resources: \$20,830,358

Agency Total Budget: \$21,153,459

Checklist to Submit a Complete Community Services Block Grant (CSBG) Application

Please put a check mark in the appropriate box to show that you have included the completed document with your application. All documents are required with the exception of those that say "if applicable."

Item	Included (√)
Signed Application Certification (blue ink only)	
Signed Board Membership Roster (blue ink only)	
Board of Directors Officers and Committees	
Board of Directors Community Needs Assurance	
Planning Process Narrative	
Form 210 – Agency Strategy for Eliminating Poverty	
Form 212 – One-Year Work Program	
Monitoring, Assessment and Evaluation Plan	
Form 212A – CSBG Administrative Support Worksheet (if applicable)	
Form 225 – Agency Budget Information	
Form 225N-Budget Narrative	
<u>Appendices (to be attached by the Applicant):</u>	
▪ Organizational Chart (do not include names)	
▪ Job Description and Resume for the Agency’s Executive Director	
▪ Job Description and Resume for the Agency’s Chief Financial Officer	
▪ Job Descriptions for all CSBG employees (do not include names)	
▪ Affirmative Action Plan	
▪ Documentation of Public Hearings for Initial Planning Process:	
Copy of Public Notice(s) from Newspaper(s)	
Agenda of Public Meeting(s)	
Copy of Attendance Sheet(s)	
Minutes of Public Meeting(s)	
▪ Documentation for Notice of Intent to Apply:	
Copy of advertisement(s)	
▪ Documentation of Submission to County Commissioners:	
Notarized document from county clerk	
Commissioners’ comments or minutes (if applicable)	
▪ Cognizant-Approved Indirect Cost Agreement	
▪ Copy of the Proposal Application submitted to the cognizant agency for approval of the Indirect Cost Rate	
▪ Cost Allocation Plan (if applicable)	
▪ Vehicle Registrations (<i>must be up-to-date and after July 1, 2021</i>)	
▪ State Certification-No Overdue Tax Debts	
▪ State Certification-Contractor Certification required by N.C. Law	
▪ Federal Certifications	
▪ Cost Allocation Plan Certification	
▪ Federal Funding Accountability and Transparency Act (FFATA)	
▪ Central Contractor Registration (CCR) (<i>must be up-to-date and after July 1, 2021</i>)	

Attachment: CSBG FY 2023-24 Application for Funding - PART 1 (Community Services Block Grant)

**Checklist to Submit a Complete Community Services Block Grant (CSBG) Application
(continued)**

Item	Included (√)
▪ IRS Tax Exemption Verification- verifies the agency's 501 (c) (3) status <i>(must be dated after July 1, 2016)</i>	
▪ Conflict of Interest Policy <i>(must have been approved within the past 5 years and must be notarized)</i>	
▪ Contractual Agreements/leases <i>(must be current within contract period)</i>	

**Community Services Block Grant Program
Fiscal Year 2023-24 Application for Funding
Certification and Assurances**

Public Hearing on the Initial Plan

We herein certify that a public hearing as required by 10A NCAC 97B .0402 Citizen Participation in the Application Process occurred on November 16 – 18, 2021 for the initial planning process for the agency's current project plan and the agency has maintained documentation to confirm the process of the public hearing.

For multi-county providers, indicate the date and the county the hearing was held.

Date	County	Date	County
November 16, 2021	Camden	November 17, 2021	Chowan
November 16, 2021	Currituck	November 17, 2021	Gates
November 16, 2021	Dare	November 18, 2021	Washington
November 17, 2021	Pasquotank	November 18, 2021	Tyrrell
November 17, 2021	Perquimans	November 18, 2021	Hyde

County Commissioners' Review

We herein certify that the application for this project period was submitted to the Board of County Commissioners for review and comment on December 13, 2022 as required by 10A NCAC 97C .0111 and 10A NCAC 97C .0307(9).

For multi-county providers, indicate the county and date the application for funding was presented to the Board of County Commissioners as required by 10A NCAC 97C .0111(B).

Date	County	Date	County
December 13, 2022	Camden	December 13, 2022	Chowan
December 13, 2022	Currituck	December 13, 2022	Gates
December 13, 2022	Dare	December 13, 2022	Washington
December 13, 2022	Pasquotank	December 13, 2022	Tyrrell
December 13, 2022	Perquimans	December 13, 2022	Hyde

Board of Directors Approval of the Application

I hereby certify that the information contained in the attached application is true and the Board of Directors has reviewed and approved this application for the Community Services Block Grant Program.

Date of Board Approval: _____

Board Chairperson: _____
(Signature) (Date)

Finance Committee Chairperson: _____
(Signature) (Date)

Board of Directors' Membership Roster

Total Seats Per Agency Bylaws	15		Total Current Vacant Seats	0		
Total Number of Seats Reserved for Each Sector	Poor	6	Public	5	Private	4
Total Number of Vacant Seats Per Each Sector	Poor	0	Public	0	Private	0

Name	County of Residence	Community Group/ Area Represented	Date Initially Seated [month/year]	Number of Terms Served [completed]	Current Term Expiration [month/year]
Representatives of the Poor					
1. Sheila Gregory	Currituck	Currituck County Community	6-2012	2	5-2027
2. Jakeema Spencer	Hyde	Hyde County Community	5-2019	0	5-2024
3. Jessica Davenport	Dare	Dare County Community	7-2012	2	6-2027
4. Mayor Fred Yates	Perquimans	Perquimans County Community	9-2015	1	11-2025
5. Wanda W. Harvey	Beaufort	Beaufort County Community	8-2017	1	1-2027
6. Precious Diaz	Pitt	Pitt County Community	11-2017	0	10-2024
Public Elected Officials					
1. Dr. William Sawyer	Camden	County Commissioner	7-2015	1	7-2027
2. Glorious Elliott	Chowan	County Commissioner	5-2019	0	7-2024
3. Robert Williams	Gates	County Commissioner	9-2014	1	8-2024
4. Nina Griswell	Tyrrell	County Commissioner	11-2015	1	11-2025
5. Mayor Jerry McCrary	Martin	County Commissioner	9-2018	1	9-2027
6.					
Representatives of Private Organizations					
1. Richard Bunch	Chowan	Chowan County Community	5-2021	0	4-2026
2. Melvin Norman	Washington	Washington County Community	7-2013	1	7-2023
3. Pearl Sutton	Pasquotank	Pasquotank County Community	7-2019	0	7-2024
4. Attorney Thomas Wood	Chowan	Chowan County Community	11-2015	1	11-2025
5.					
6.					

The signature of the Board of Directors Chairperson certifies that the persons representing the poor were selected by a democratic process and that there is documentation on file that confirms the selection of all board members. In addition, by signing below, the Board of Directors Chairperson confirms that the selection of all board members coincides with the directives outlined in the agency's bylaws and that a current Board of Directors Member Profile is on file for each member.

Board of Directors Chairperson

Board of Directors' Membership Contact Listing

Board Member	Physical Address	Email Address
Precious Diaz	2884 Little Gem Circle Winterville, NC 28590	diamondiaz63@gmail.com
Melvin Norman	743 Marriner Road Roper, NC 27970	normann23@mchsi.com
Sheila Gregory	108 South Gregory Road Shawboro, NC 27973	sheila.gregory@ncsu.edu
William Sawyer	533 North Trotman Road Camden, NC 27921	nb.77347@yahoo.com
Robert Williams	119 US Hwy. 158 Business W Gatesville, NC 27938	robertewilliams46@hotmail.com
Jessica Davenport	PO Box 669 Manteo, NC 27954	davenportj@dcdss.org
Fred Yates	147 Winfall Boulevard Winfall, NC 27985	fred@inteliport.com
Nina Griswell	175 Travis School Road Columbia, NC 27925	ngriswell@tyrrellcounty.net
Thomas Wood	105 West King Street Edenton, NC 27932	thomas@godwinandgodwin.net
Jerry McCrary	PO Box 98 Parmele, NC 27861	mayorjerrym@gmail.com
Wanda Harvey	809 Boston Avenue Washington, NC 27889	cnellrae@gmail.com
Glorious Elliott	342 Sandy Ridge Road Edenton, NC 27932	joy@hughes.net
Pearl Sutton	1222 Soundneck Road Elizabeth City, NC 27909	pearljos71@gmail.com
Jakeema Spencer	PO Box 25 Engelhard, NC 27824	sjakeema@yahoo.com
Richard Bunch	954 Sandy Ridge Road Edenton, NC 27932	rbunch54@gmail.com

Board of Directors' Officers and Committees

Note: All committees of the board should fairly reflect the composition of the board (10A NCAC 97C .0109). Be sure to identify the chairperson and other committee positions.

Name	Office	Sector Represented	County Represented*
Officers of the Board			
William Sawyer	Chairperson	Public	Camden
Melvin Norman	Vice Chairperson	Private	Washington
Nina Griswell	Secretary	Public	Tyrrell
Pearl Sutton	Treasurer	Private	Pasquotank
Committee Name: Executive Committee			
William Sawyer	Chairperson	Public	Camden
Melvin Norman		Private	Washington
Nina Griswell		Public	Tyrrell
Pearl Sutton		Private	Pasquotank
Committee Name: Personnel Committee			
Fred Yates	Chairperson	Poor	Perquimans
Sheila Gregory		Poor	Currituck
Jerry McCrary		Public	Martin
Thomas Wood		Private	Chowan
Committee Name: Planning / Evaluation Committee			
Precious Diaz	Chairperson	Poor	Pitt
Jessica Davenport		Poor	Dare
Committee Name: Audit Committee			
Wanda Harvey	Chairperson	Poor	Beaufort
Jakeema Spencer		Poor	Hyde
Richard Bunch		Private	Chowan
Committee Name: Finance Committee			
Pearl Sutton	Chairperson	Private	Pasquotank
Glorious Elliott		Public	Chowan
Robert Williams		Public	Gates
Committee Name:			
	Chairperson		

*To be completed by agencies serving multiple counties.

Attachment: CSBG FY 2023-24 Application for Funding - PART 1 (Community Services Block Grant)

Community Service Block Grant Board of Directors Contractual Certifications

I, _____ (board chairperson name and name of applicant) certify the information in the following categories by initialing each certification and signing below:

- A. Conflict of Interest:** I certify that a Conflict of Interest Policy is in place and that a copy of the policy can be found in the Employee Policy Manual and in the Board Member Handbook. I also certify that all members of the Board of Directors and all staff annually sign "Conflict of Interest" forms and that copies of Board member signatures are kept in the Board Minutes Book while copies of employee signatures are retained in the personnel files.

- B. Board of Director Orientation/Training:** I certify that a Board Member Orientation Policy is in place and that it is utilized as new Board members are assigned to the Board. I also certify that all Board members attend an annual Board Training each year and record of such is reflected in the Board minutes. The most recent Board Training occurred on January 25 – 27, 2022.

- C. Agency-wide Audit:** I certify that PETWAY MILLS & PEARSON, PA performs an audit annually. The audit is completed each year and submitted for review by the Board. The most recent audit for program year July 1, 2020 – June 30, 2021 was submitted and accepted by the Board at the December 9, 2022 meeting and is on record in said minutes.

Certification (Original Signature)

Signature of Chairperson/President

Date

Attachment: CSBG FY 2023-24 Application for Funding - PART 1 (Community Services Block Grant)

Community Service Block Grant Certification of Community Assessment

The Economic Improvement Council, Inc. (applicant) has conducted a Community Assessment of its service area within the past three (3) years utilizing the following method(s):

(Check one or more of the following methods)

- Surveys of the community(s) - door to door, telephone, etc.
- Review of Records - agency intake forms, program participant records, etc. (may be used with at least one other type of needs assessment; will not meet compliance on its own)
- Review of demographical information - U.S. Census, welfare statistics, unemployment statistics, etc.
- Discussions/information/testimony provided by individuals and community members - social service professionals, agency staff, program participants, etc.
- Public meetings to solicit input on community needs
- Other (Describe) _____

The most recent Community Assessment was completed on: October 12, 2022
(date)

The Community Assessment was completed by: Economic Improvement Council, Inc.
(agency or contractor)

It is expressly understood that this Community Assessment should include community and consumer input. It is to be used as a basis for prioritizing the needs of the low-income population in the service area and for planning the applicant’s projects to meet those needs.

It is further understood that documentation validating that a Community Assessment was completed and is to be retained by the applicant and is subject to review by the Office of Economic Opportunity.

Please provide a 4-5 sentence summary of your most recent Community Needs Assessment:

The Economic Improvement Council Inc. implemented the grass-roots approach toward engaging the community-at-large in our ten (10) county service area to assess the needs therein. As a participant in the survey, individuals willingly shared their earnest opinions about the needs of their respective communities while accentuating its strengths. This, in turn, reaffirmed that the community resources and partnerships are vital toward helping families thrive.

Attachment: CSBG FY 2023-24 Application for Funding - PART 1 (Community Services Block Grant)

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(continue to next page)

The following is a list of needs as prioritized, with community input, through the need assessment process.

1. Access to Primary Education	4. Safety
2. Access to Secondary Education	5. Adequate Housing
3. Adequate Nutrition	6. Affordable Child Care

Certification (Original Signature)

Signature of Chairperson/President

Date

**Community Services Block Grant Program
Fiscal Year 2023-24 Application for Funding
Planning Process Narrative**

1. Explain in detail how each of the following was involved in the planning and development of this strategic plan.
 - a. Low-Income Community: The low-income community participated in communities and their local County Commissioners meetings to determine the priorities, needs, and resources that were available to assist them. The result of the meeting indicated that the Self-Sufficiency Project would be the number one priority for the Community Services Block Grant Program.
 - b. Agency Staff: The Community Services Block Grant staff served as resource providers and facilitators during the planning process. The staff did not influence the low-income families of their decisions. The offered recommendations and provided technical assistance as requested by the target communities and residents.
 - c. Agency’s Board Members: The Economic Improvement Council Board approved the Anti-Poverty planning process as presented by the Community Services Block Grant Director.

2. Describe how and what information was gathered from the following key sectors of the community in assessing needs and resources during the community assessment process and other times. These should ideally be from each county within your agency’s service area:
 - a. Community-based organizations:
 - b. Faith-Based Organizations:
 - c. Private Sector:
 - d. Public Sector:
 - e. Educational Sector:

Our Community Needs Assessment was done through our Community Collaboration Partners, Agency Customers, and our Faith-Based Partners. Survey conversations were held with our Educational Partners and Leaders. The needs assessment provided an increased understanding of the needs in the community and why they existed. Community members had the opportunity to share how the need impacted their quality of life. The needs assessment further allows for strategic: Planning Priority, Setting, Program Outcomes and Improvements. The six most important needs in our communities based on our assessments are:

1. Access to Primary Education
2. Access to Secondary Education
3. Adequate Nutrition
4. Safety
6. Adequate Housing
7. Affordable Child Care

3. Describe your agency’s method and criteria for identifying poverty causes including how the agency collected and analyzed qualitative and quantitative data in identifying those causes.

- a. The agency's method of identifying poverty causes was through the Census Statistics, County Assessments, and the Poor Sectors Representation of the Economic Improvement Council (EIC) Board. The Department of Health and Human Services (NCDHHS) Poverty Guidelines are also used to determine the enrollment of families into the Limited Opportunities to Family Self-Sufficiency Program.

Identifying poverty varies among different groups and family conditions. The following is a list of poverty causes in our Northeastern area:

- Lack of Education
- Lack of Industrial Development
- High incidence of single-family households
- Lack of job training and adequate skill development
- Lack of adequate public and private transportation
- High incidence of job lay off
- Health and Mental Health conditions
- Lack of cost-of-living increases

- b. The methods and criteria used to determine priorities and strategies is through an application process which will include income, employment skills, education, health, and resource availability.

4. Describe activities that your agency has undertaken to advocate for and empower low-income individuals and families to achieve economic independence and security.

EIC advocates and empowers low-income individuals to achieve a greater sense of authority over their lives through the Limited Opportunities to Family Self-Sufficiency Program. Family enrollment coupled with positive guidance will give individuals and families the opportunity to make lifelong decisions in determining their own lives and future. To achieve independence and security, families will identify their own strengths and weakness. Case Managers will offer a guide to financial planning, provide supportive services when needed, and recommend ways to handle future challenges.

5. Describe how your agency plans to make more effective use of, coordinate and form partnerships with other organizations and programs including: State welfare reform efforts; public and private resources; religious organizations, charitable groups, and community organizations.

The Economic Improvement Council, Inc. will maintain a relationship with organizations serving low-income families and individuals. The agency's Board of Directors solicits representation from the community organizations including religious and charitable groups to comprise the private sectors of the Board. The CSBG Case Managers will work with local churches, schools, teachers, health care providers, public housing organizations, community-based organizations, and job training agencies for welfare recipients to help move toward family-sufficiency.

- State Welfare Reform: Maintain established rapport with Social Services
- Public and Privates Resources: Attend meetings, support and attend events, provide, and accept referrals and follow-ups.
- Religious Organizations: Extend notifications to churches and organizations on EIC Agency Activities.
- Charitable Groups: EIC Partners with Good 360 a 501(c)3 non-profit charitable organization where access to product donations of quality goods from major brands are accessible to our agency to assist in meeting the day-to-day needs of families in addition

to helping during disaster-impacted communities. Further, our services are donated as needed.

- Community Organizations: Attend meetings, maintain rapport, establish new partnerships as new organizations arrive in our regions, and maintain seats on various community boards.

6. Describe how your agency will establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals, to avoid the duplication of such services and to fill identified gaps in services, through the provision of information, referrals, case management and follow-up consultations.

EIC has a satellite office in each of the ten (10) counties. These offices are primarily “One Stop Centers” that provide information and services on all EIC programs, and all other programs in the surrounding area. Services provided through the satellite offices include: eligibility determination, referrals to other agencies to meet customer needs, and follow-up consultations. These satellite offices are shared by other agencies to meet customer needs, and follow-up consultations. These satellite offices are shared by other agencies and programs to help fill in service gaps and prevent duplication of services. Additionally, they provide an incentive for other public and private agencies to utilize our offices for their information and referral activities.

7. Provide a description of how your agency will support innovative community and neighborhood-based initiatives related to the purposes of the Community Services Block Grant (fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting).

The mission and philosophy of the Economic Improvement Council, Inc. since inception is to assist families to become self-sufficient. The Family Self-Sufficient Program as proposed is designed to support innovative community and neighborhood initiatives aimed toward removing barriers to self-sufficiency.

The Community Services Block Grant staff will support innovative community and neighborhood-based initiatives by promoting advertisement and serving as volunteers and encouraging community support. In the wake of the COVID-19 Pandemic, Center for Disease Control (CDC) Guidelines will be adhered to: The 3 W's, Wear, Wait, and Wash to assist in slowing the spread of the virus when in-person support is provided. Virtual platforms such as Zoom, Conference Call, or Microsoft Teams are other methods the agency will utilize.

8. Describe activities that your agency has undertaken or plans to undertake, on an emergency basis, for the provision of such supplies and services, nutritious foods and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

The agency collaborates with food banks, churches, and other organizations such as the Department of Social Services, local Head Start Programs, Cooperative Extension Programs, and various local Food and Nutrition Programs assist with the conditions of starvation and malnutrition among low-income individuals.

**Community Services Block Grant Program
Fiscal Year 2023-24 Application for Funding
Planning Process Narrative (continued)**

9. Describe how your agency will coordinate the provision of employment and training activities with entities providing activities through statewide and local workforce investment systems under the Workforce Innovation and Opportunity Act. Provide the dollar amount of your allocation that will go towards employment training.

EIC will coordinate provision of employment and training activities through a job screening process. They agency will collaborate with other state and local employment agencies such as: NCWorks, temporary agencies, regional job fairs, colleges, universities, and other businesses to provide referrals for employment and training activities. Collaboratively, all agencies will promote the development and implementation to a more unified system of measuring accountability and performances. Funding in the amount of \$5000 annually will be utilized in support of these efforts.

10. Describe how your agency will ensure coordination with the emergency energy crisis intervention program under title XXVI (relating to low-income home energy assistance).

EIC has established partnership and rapport with the county Department of Social Services. Other community partnering agencies such as: Catholic Social Ministries, Salvation Army, United Way, and NC 2-1-1 serve as vital resources to mitigate emergency crisis intervention needs. The agency will make referrals to families and individuals that are in need of emergency services to an energy crisis intervention program. Through consistent coordination with the county Social Services and partnering agencies information will be disseminated to other departments within their agencies.

11. Describe the needs of low-income youth and your agency's efforts to promote increased community coordination and collaboration in meeting the needs of low-income youth.

Involvement with youth is an integral part of the fabric of EIC and the CSBG Programs. EIC plans and coordinates activities regularly with other programs and partnering agencies such as: the National Youth Sports Program, local schools, colleges, and universities. The needs of our youth differs and largely reflects the needs of the greater community. Several needs that have been identified are:

- Transient Families
- Family Isolation
- Lack of Recreational Facilities
- School Dropout Rate
- Child Abuse and Neglect
- High Delinquency Rate

EIC partners in collaboration with a multitude of public and private resources to combat the needs for youth.

- Public Schools
- Department of Social Services
- Albemarle Rehabilitation Center
- Albemarle Speech and Hearing
- Trillium Health Resources
- Homeless Coalition
- NCWorks NextGen Program

- Private Physicians
- Partnership for Children Centers
- Partnership for Children (Smart Start)
- Good360

To ensure coordination in meeting the above needs, EIC provided expertise and guidance in the development of youth programs and setting priorities for youth involvement.

12. Describe your agency's method for informing custodial parents in single-parent families that participate in CSBG programming about the availability of child support services. In addition, describe your method for referring eligible parents to the child support office[s].

During the initial contact assessment custodial parents in single-parent families are made aware of child support services. If a custodial parent participating in the CSBG Program is not receiving support benefits the case manager will inquire whether they are interested in applying and will provide agency contact information to complete the application.

13. Describe activities that your agency has undertaken or plans to undertake, to address the Department's priorities which includes:
- Combat the **Opioid Crisis** by focusing on policies and practices that prevent opioid misuse, addiction and overdose;
 - EIC has representation serving on various boards or committees who address these challenges such as: Child Protection Teams, Housing Committees, and Social Services. Staff attend trainings to become a resource to our communities along with Law Enforcement and Emergency Medical Technician Staff.
 - Develop better outcomes for **Early Childhood** learners to ensure that they are healthy, safe and nurtured, learning and ready to succeed;
 - EIC's Head Start and Early Head Start has a Child Nutrition Program takes pride in Continual Training on Safety, and Certified Staff to ensure all aspects of health, safety, and an excellent learning environment.
 - In the wake of a global pandemic, Center for Disease Control Guidelines are adhered to when in-person learning is engaged: Temperature checks and protective personal equipment is provided for staff and children. The practice of the "3 W's, Wear, Wait, and Wash" assist in slowing the spread of the virus. Further, each facility is treated with "Lastgerm" an EPA Registered (#82972-1), NSF Approved, Non-Toxic Hospital Grade, Deep Disinfection Service kills 999.999% of viruses, bacteria and pathogens. The EPA has approved "Lastgerms" use against SAR-CoV-2, the Corona Virus that causes the Corona Virus Disease 2019 (COVID-19).
 - Expand **NCCARE360**, a statewide database that provides resource information for medical providers and human services professionals in response to social determinants of health like housing stability, food security, transportation access and interpersonal safety; and
 - EIC will continue to collaborate and participate in training sessions with the network team of professionals.

- Implement **Healthy Opportunities** that improve the health, safety and well-being of North Carolinians by addressing conditions in which people live that directly impacts health.
 - In Partnership with EIC's Section VIII Housing Choice Voucher Program and Weatherization Program instances of mold and other hazardous conditions may be addressed to assist families to live a better quality of life.
 - In partnership with local Homeless Coalition, local Housing Committee's, and Trillium Health Resources circumstances of overcrowded units, eviction, and homelessness are mitigated to assist families, in particular amid a global health related pandemic.

**Community Services Block Grant Program
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OEO Form 210**

Agency Strategy for Eliminating Poverty

Planning Period: 2023 - 2024

Section I: Identification of the Problem (use additional sheets if necessary)

1. Give the Poverty Cause name(s), rank the poverty cause(s) and identify which one(s) the agency will address.
 - The Poverty Cause Name: Limited Opportunities to Family Self-Sufficiency
 - The Economic Improvement Council, Inc. ranks the #1 Priority Employment and the #2 Priority Housing.
2. Describe the poverty cause(s) in detail in the community with appropriate statistical data (include data sources).

EMPLOYMENT PRIORITY I:

In Northeastern North Carolina, more than 20% of the population is living in poverty. A major problem of poverty within this area is that two-thirds of all poor people in the area have at least one family member working full-time. Recent surveys in the region support the fact that poverty remains high due to the high incidence of unemployment, low wage rate, and female heads of households. The chart listed below provides a breakdown of labor force statistics of the ten counties in the Northeast Region of North Carolina as reported by the North Carolina Department of Commerce – Labor and Economic Analysis Division, Local Area Unemployment Statistics.

2022 September Labor Force Estimates

COUNTY	LABOR FORCE	UNEMPLOYMENT	UNEMPLOYMENT RATE
Camden	4,593	145	3.2
Chowan	5,615	210	3.7
Currituck	14,584	413	2.8
Dare	21,122	630	3.0
Gates	5,100	167	3.3
Hyde	1,818	72	4.0
Pasquotank	16,444	650	4.0
Perquimans	4,881	186	3.8
Tyrrell	1,375	63	4.6
Washington	4,327	204	4.7

The lack of job opportunities continues to be one of the major causes of high unemployment rate. Commuting to the Hampton Roads area of Virginia for employment continues to be a high priority for area workers. The Northeastern part of the State has also experienced economic exclusion and underinvestment. Mandated employer shutdowns during the global pandemic served as a large contributing factor during this funding period.

HOUSING PRIORITY II:

As stated in the aforementioned paragraph, the Northeastern Region of North Carolina represents more than 20% of the population is living in poverty. The rate of unemployment on the statistical chart above establishes the bases of affordability of housing in the Economic Improvement Council, Inc.'s service area. Lack of adequate resources in housing and low-income households exceeds the affordable housing units available. In an article posted July 2022 by the North Carolina Low Income Housing Coalition www.nlihc.org, 25% (347,827) represent renter households that are extremely low-income. The number of affordable and available rental homes per 100 extremely low-income renters is 44 with 69.2% of these homes severely cost burdened. Renter households whose income is at or below 30% of the poverty guideline are more likely than other renters to sacrifice other necessities like nutrition, healthcare, and experience unpredictable housing conditions. In addition, more than half their income is spent on housing and utility costs. Lack of affordable housing units weighs heavily on the population of job ratio to housing.

(A) Explain why the problem exists.

Lack of Economic Resources: The northeast region is the poorest region in the State of North Carolina. Over eighty percent of the economy is based upon agriculture or farm related resources. The economy is driven by large mechanized farms that employ very few workers. Workers that are able to be employed are usually under-employed and seasonal workers.

Limited Economic Development: The region is slow to develop factories or other employment opportunities to support over 8,700 low-income families with over 25,000 low-income individuals. A large majority of this population are considered the working poor, underemployed or not working in the workforce.

Limited Job Opportunity: Considering the two statements, adequate job opportunities continue to plague the region. The northeast region consists of only ten percent urban population. Much of this population consists of Pasquotank and Dare counties. Approximately forty percent of this population travels out of the region to Hampton Roads (VA) for work in the tourist industry.

(B) Identify the segment of the population and give the number of people experiencing the problem.

According to the July 1, 2021 U.S. Census Quick Facts Dashboard (see chart below) the northeast region is composed of approximately 173,998 citizens within the ten rural counties. Population estimates as of July 1, 2021 an average 13.4% are in poverty. The vast region and sparse population coupled with limited economic development causes the poor and near poor to be impacted by the problem.

COUNTY	POPULATION	% IN POVERTY
Camden	10,835	7.4
Chowan	13,722	17.3
Currituck	29,653	9.6
Dare	36,826	8.8
Gates	10,366	13.2
Hyde	4,508	20.0
Pasquotank	40,821	14.0
Perquimans	13,130	14.4
Tyrrell	3,245	20.8
Washington	10,892	24.3

(C) Provide demographic information of those adversely effected inclusive of:

- (a) Gender
- (b) Age
- (c) Race/Ethnicity for the agency’s service area

In accordance with the July 1, 2021 reporting of the U.S. Census Bureau Quick Facts Dashboard www.census.gov Camden (CA), Chowan (CH), Currituck (CU), Dare (DA), Gates (GA), Hyde (HY), Pasquotank (PA), Perquimans (PE), Tyrrell (TY), and Washington (WA) are as indicated below.

CATEGORY	CA	CH	CU	DA	HY
Female	49.4%	52.2%	49.6%	50.7%	45.6%
Under 5	5.3%	4.9%	5.3%	4.2%	3.4%
Under 18	23.2%	19.8%	22.1%	18.5%	16.0%
65+	16.5%	25.5%	17.3%	23.4%	24.0%
White	83.1%	63.2%	89.7%	93.5%	69.1%
Black	11.1%	33.5%	5.8%	2.8%	27.0%
2 or More Races	3.74%	1.7%	2.5%	1.9%	1.8%
Hispanic / Latino	3.8%	3.9%	5.1%	7.6%	10.2%

CATEGORY	GA	PA	PE	TY	WA
Female	50.3%	51%	52%	44.9%	52.8%
Under 5	4.5%	5.8%	4.4%	4.9%	5.2%
Under 18	19.8%	21.6%	18.7%	19.5%	20.1%
65+	21.9%	17.8%	27.8%	21.6%	26.7%
White	65.3%	58.3%	75%	59.8%	47.5%
Black	30.5%	36.2%	21.8%	34.1%	48.5%
2 or More Races	2.8%	3.3%	2.1%	3.0%	2.3%
Hispanic / Latino	2.4%	6.3%	3.4%	10.5%	6.2%

(D) Explain how the persons are adversely affected.

Persons residing in poverty conditions reside without a decent wage, which causes them to have to live in conditions such as substandard housing, lack of education, no health insurance, non-traditional childcare and other necessities afforded to the non-poor.

Section II: Resource Analysis (use additional sheets if necessary)

(E) Resources Available:

- a. Agency Resources: The Economic Improvement Council, Inc. – Section VIII Housing Choice Voucher Program currently operates in the ten (10) county region with slots at a funding level annually of \$7,227,313.
- b. Community Resources: Four (4) local housing authorities serve the municipalities of Elizabeth City, Hertford, Plymouth, and Edenton. These authorities have subsidized housing available for low-income.

(F) Resources Needed:

- c. Agency Resources: The Economic Improvement Council, Inc. – More funding for HUD Housing to be able to service more customers from the waiting list.
- d. Community Resources: Affordable Fair Market Rent for those who are just at the threshold of low and medium income.

Section III: Objective and Strategy

- (G) Objective Statement: To enroll 50 low-income families in the Family Self-Sufficiency Program with four (4) rising above the poverty guideline by June 30, 2024.

Strategies for Objective: To qualify and employ comprehensive case management that would include community services providers such as: NCWorks, Department of Social Services and Base Entities.

OEO Form 210 (continued)

Section IV: Results Oriented Management and Accountability Cycle (use additional sheets if necessary)

Organizational Standard 4.3 requires that an agency's strategic plan and Community Action Plan document the continuous use of the ROMA cycle and use the services of a ROMA trainer.

- (H) Community Needs Assessment: Please summarize the primary needs of your community as determined through the Community Needs Assessment, and explain which of those are Family, Agency, or Community Needs, and why.

The following is a list of needs as prioritized:

- Family: Primary and Secondary Education, Adequate Nutrition, Housing
- Community: Safety
- Agency: Affordable Child Care

- (I) Achievement of Results and Evaluation: Please discuss your agency's achievement of results from last year. What were the successes and why were those areas successful? What areas did not meet targets or expectations and why were those areas not as successful? What Improvements or changes will be made for this year's work plan to achieve desired results and better meet the needs of the community?

The Economic Improvement Council, Inc. was successful in tripling our goal at 300% of assisting its targeted customers to rise above the poverty level. The goal of gaining employment was achieved at 71%, and better employment was 150%, with the success of 100% jobs with medical benefits obtained. The global COVID-19 pandemic continued to pose it challenges supporting customers over the past year. This provided customers multiple resources for assistance in emergency situations. EIC provided support as requested in accordance with program guidelines whenever needed. We were successful in doubling our goal at 200% or greater in families securing standard housing and furthering their education.

Flexibility in providing comprehensive case management through the pandemic has challenged us to explore greater ways to collaborate and meet the needs of our customers to assist them in meeting and / or exceeding their goals. Developing impactful partnerships during this time has streamlined our ability to better service our customers in any given situation. Strong emphasis will be placed on ensuring supportive services are rendered.

- (J) Please name the ROMA trainer who provided services used in developing this community Action Plan and describe what specific services were provided.

Dr. Landon B. Mason, Sr., NCRT, CCAP, the ROMA trainer provided training and insight on various areas of services dealing with Family, Community, and Agency. He highlighted the six National ROMA goals. Programmatic lead on Housing, Employment, Child Care, Safety, and Education in a combined effort to bring each service area together.

**Community Services Block Grant Program
Fiscal Year 2023-24 Application for Funding
One-Year Work Program
OEO Form 212**

Section I: Project Identification				
1. Project Name:	Family Opportunity to Self-Sufficiency			
2. Mission Statement:	It is the mission of the Economic Improvement Council, Inc. in partnership with the communities to promote the economic, physical, and social well-being of its customers by providing high quality services to assist low-income people to become self-sufficient.			
4. Objective Statement:	To enroll 50 low-income families in the Family Self-Sufficiency Program with four families rising above the poverty guidelines by June 30, 2024.			
5. Project Period:	July 1, 2023 – June 30, 2024			
6. CSBG Funds Requested for this Project:	July 1, 2023	To	June 30, 2024	
7. Total Number Expected to Be Served:	50			
a. Expected Number of New Clients	0			
b. Expected Number of Carryover Clients	50			

Attachment: CSBG FY 2023-24 Application for Funding - PART 1 (Community Services Block Grant)

**One-Year Work Program
OEO Form 212 (continued)**

Attachment: CSBG FY 2023-24 Application for Funding - PART 1 (Community Services Block Grant)

Section II: One-Year CSBG Program Objective and Activities				
Identified Problem	Service or Activity	Outcome Expected	NPIs (List all NPIs applicable to activity)	Position Title(s)
Underemployed	Screening applicants, determine eligibility, and complete enrollment and family contract agreement. Coordinate with private sector businesses and public sector programs to assist with skills development and training to gain employment. Assist program participants to facilitate job advancement and/or better employment paying higher than minimum wages.	3	1a., 1b., 1c., 1d., 1e., 1f., 1g., 1h.1., 1h.2., 1h.3, 2g., 2h., 2i., 2j., 3a., 3b.	CSBG Case Managers
Unemployed	Screening applicants, determine eligibility, and complete enrollment and family contract agreement. Coordinate with private sector businesses and public sector programs to assist with skills	5	1a., 1b., 1c., 1d., 1e., 1f., 1g., 1h.1., 1h.2., 1h.3, 2g., 2h., 2i., 2j., 3a., 3b.	CSBG Case Managers

	development and training to gain employment.			
Standard Housing	Screen applicants, assessment needs determine eligibility, and complete enrollment and family contract agreements. Partner with Section VIII Housing Choice Voucher Program, Public Housing Authorities, and Landlords to help families secure safe standard housing.	5	4a., 4b., 4c., 4d., 4e., 4g., 4h., 5a., 5b.	CSBG Case Managers

**One-Year Work Program
OEO Form 212 (continued)**

Attachment: CSBG FY 2023-24 Application for Funding - PART 1 (Community Services Block Grant)

Section III: Program Administration and Operations					
Administration, Services, Operations Outcome Expected	Position Title(s)	Implementation Schedule			
		First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Greet customers and directing them to the CSBG Director or Case Manager. Answer questions regarding the CSBG Program. Complete clerical duties such as typing and mailing, Correspondence to customers.	Receptionist	07/01/2023 09/30/2023	10/01/2023 12/31/2023	01/01/2024 03/31/2024	04/01/2024 06/30/2024
Conduct intakes, interviews, and assessments for all customers	Case Managers, Case Manager/AR4CA Administrator	07/01/2023 09/30/2023	10/01/2023 12/31/2023	01/01/2024 03/31/2024	04/01/2024 06/30/2024
Forward discharge letters to customers, provide referrals, support, and follow-ups within 30 days of acceptance date.	Case Managers, Case Manager/AR4CA Administrator	5			
Review applications, approve case management procedures and accept families / individuals for program participation.	Case Managers, Case Manager/AR4CA Administrator	07/01/2023 09/30/2023	10/01/2023 12/31/2023	01/01/2024 03/31/2024	04/01/2024 06/30/2024
Develop and monitor each customer action plans to ensure progress goal completion.	Case Managers, Case Manager/AR4CA Administrator	45 (5)	50 (5)	50	50
Conduct 25 home visits to customers as needed to provide ongoing support in case development and goal achievement.	Case Managers, Case Manager/AR4CA Administrator	7	13 (6)	19 (6)	25 (6)
Facilitate in office meetings with customers as well as provide case management sessions via phone and email as needed.	Case Managers, Case Manager/AR4CA Administrator	07/01/2023 09/30/2023	10/01/2023 12/31/2023	01/01/2024 03/31/2024	04/01/2024 06/30/2024
Keep daily and weekly progress data to determine success problems or resources needed for customers. Complete case notes, assessments and other related data entry.	Case Managers, Case Manager/AR4CA Administrator	07/01/2023 09/30/2023	10/01/2023 12/31/2023	01/01/2024 03/31/2024	04/01/2024 06/30/2024
Support 15 customers with employability skills and address needs and 8 in gaining employment.	Case Managers, Case Manager/AR4CA Administrator	5	10 (5)	12 (2)	15 (3)

a. Assess customer experiences and skills in order to tailor job searches.	Case Managers	2	4 (2)	6 (2)	8
b. Assist with cover letter creation and resume.	Case Manager	2	4 (2)	6 (2)	8
c. Facilitate mock interviews d. Refer customers to job fairs and available positions.	Case Manager	3	6 (3)	9 (3)	12 (3)
e. Notify customers about job positions in the newspaper and internet. f. Provide job-related transportation as needed.	Case Manager	5	5	5	5
g. Direct financial support (i.e. work clothing, transportation, child care, etc.) to eliminate employment barriers.	Case Manager	5	5	5	5
Provide education support to 10 customers. a. Assist with enrollment in General Education Development (GED), College/University	CSBG Director Case Manager/AR4CA Administrator	2	3 (2)	7 (3)	10
b. Provide direct financial support to customers for tuition, transportation to eliminate educational barriers.	Case Manager	1	2	1	1
c. Refer to resources to assist with financial aid, school applications, internship, placement, etc.	Case Manager	3	8 (5)	13 (5)	15 (2)
Provide direct financial crisis assistance to 50 customers with rent, utilities, (water and electric), childcare and transportation fuel and repair.	CSBG Director Case Manager/AR4CA Administrator	10 (10)	25 (15)	35 (15)	50 (10)
Collaborate with Section VIII Program to ensure families with safe standard housing.	Case Managers, Case Manager/AR4CA Administrator	07/01/2023 09/30/2023	10/01/2023 12/31/2023	01/01/2024 03/31/2024	04/01/2024 06/30/2024
Engage 5 customers to free Volunteer Income Tax Program (VITA) to save money by receiving free tax preparation by certified staff.	Case Managers, Case Manager/AR4CA Administrator	0	0	5	0
Make necessary referrals to appropriate agencies, organizations, and support groups to meet family stabilization.	Case Managers, Case Manager/AR4CA Administrator	07/01/2023 09/30/2023	10/01/2023 12/31/2023	01/01/2024 03/31/2024	04/01/2024 06/30/2024
Promote computer literacy via participation in local NC Works Offices and local Libraries.	Case Managers, Case Manager/AR4CA Administrator	07/01/2023 09/30/2023	10/01/2023 12/31/2023	01/01/2024 03/31/2024	04/01/2024 06/30/2024

Assess customer's progress towards meeting short / long term goals and ultimately rising above the poverty guidelines.	Case Managers, Case Manager/AR4CA Administrator	07/01/2023 09/30/2023	10/01/2023 12/31/2023	01/01/2024 03/31/2024	04/01/2024 06/30/2024
Ensure the correct documentation is obtained during the intake process and properly calculate income.	Case Managers, Case Manager/AR4CA Administrator	07/01/2023 09/30/2023	10/01/2023 12/31/2023	01/01/2024 03/31/2024	04/01/2024 06/30/2024
Maintain hard copies of files on each customer.	CSBG Director Case Manager/AR4CA Administrator	07/01/2023 09/30/2023	10/01/2023 12/31/2023	01/01/2024 03/31/2024	04/01/2024 06/30/2024
Maintain accurate records on each customer in the Accountable Results for Community Action (AR4CA) including case notes, financial data, and assessments.	Case Managers, Case Manager/AR4CA Administrator	07/01/2023 09/30/2023	10/01/2023 12/31/2023	01/01/2024 03/31/2024	04/01/2024 06/30/2024
Assess AR4CA performance reports and assess customer records to ensure supporting documents are present to validate outcomes as well as accurate case notes action plan, financial data and assessments.	Case Managers, Case Manager/AR4CA Administrator	07/01/2023 09/30/2023	10/01/2023 12/31/2023	01/01/2024 03/31/2024	04/01/2024 06/30/2024
Complete discharge process on customers when applicable.	Case Managers, Case Manager/AR4CA Administrator	07/01/2023 09/30/2023	10/01/2023 12/31/2023	01/01/2024 03/31/2024	04/01/2024 06/30/2024
Prepare all reports and proposals required by the funder and submit in a timely matter.	CSBG Director, Case Manager/AR4CA Administrator	07/01/2023 09/30/2023	10/01/2023 12/31/2023	01/01/2024 03/31/2024	04/01/2024 06/30/2024
Approve and process requisitions submitted by Case Managers / AR4CA Administrator for customer assistance.	CSBG Director, Case Managers, Case Manager/AR4CA Administrator	07/01/2023 09/30/2023	10/01/2023 12/31/2023	01/01/2024 03/31/2024	04/01/2024 06/30/2024
Conduct staff supervision, determining training opportunities, complete performance plans and evaluations	CSBG Director	07/01/2023 09/30/2023	10/01/2023 12/31/2023	01/01/2024 03/31/2024	04/01/2024 06/30/2024
Sweep and mop all floors and perform small plumbing jobs. Vacuum all carpet floors and clean bathrooms. Clean doors, windows and all glass areas and empty trash cans. Replace light bulbs and balance as needed. Install smoke and carbon monoxide detectors where needed. Replace batteries in hallways and conference rooms.	Facility Coordinator	07/01/2023 09/30/2023	10/01/2023 12/31/2023	01/01/2024 03/31/2024	04/01/2024 06/30/2024

Attachment: CSBG FY 2023-24 Application for Funding - PART 1 (Community Services Block Grant)

**Community Services Block Grant Program
Fiscal Year 2023-24 Application for Funding
One-Year Work Program
OEO Form 212 (continued)**

9. Use the tables below to enter your agency's targeted outcome results. The performance measures will be included in the agency's CSBG contract.

All CSBG grantees operating self-sufficiency projects are required to enter program targets in Table 1. Please refer to *Performance Measures and Outcomes Definitions* on page 7 of the Fiscal Year 2023-24 CSBG Application Instructions. If your agency operates more than one project, you will also need to complete Table 2 on the following page and also enter specific program targets. There should be one table of outcome measures per project.

Table 1 Outcome Measures for Project 1 (enter project name)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	50
The number of low-income participant families rising above the poverty level.	4
The number of participant families obtaining employment.	5
The number of participant families who are employed and obtain better employment.	3
The number of jobs with medical benefits obtained.	2
The number of participant families completing education/training programs.	3
The number of participant families securing standard housing.	5
The number of participant families provided emergency assistance.	25
The number of participant families provided employment supports.	15
The number of participant families provided educational supports.	10
The average change in the annual income per participant family experiencing a change.	This measure does not require a target but must be reported.
The average wage rate of employed participant families.	This measure does not require a target but must be reported.

Attachment: CSBG FY 2023-24 Application for Funding - PART 1 (Community Services Block Grant)

Community Services Block Grant Program
Fiscal Year 2023-24 Application for Funding
One-Year Work Program
OEO Form 212 (continued)

Table 2 Outcome Measures for Project 2 (enter project name)	
Measure	Expected to Achieve the Outcome in Reporting Period (Target)
The number of participant families served.	

Attachment: CSBG FY 2023-24 Application for Funding - PART 1 (Community Services Block Grant)

**Community Services Block Grant Program
 Fiscal Year 2023-24 Application for Funding
 One-Year Work Program
 OEO Form 212 (continued)**

CSBG Expenditure by Service Category					
A.2. CSBG Expenditures Domains	Target CSBG Funds	Actual Q1	Actual Q2	Actual Q3	Final
A.2a. Employment					
A.2b. Education and Cognitive Development					
A.2c. Income, Infrastructure, and Asset Building					
A.2d. Housing					
A.2e. Health and Social/Behavioral Development <i>(includes nutrition)</i>					
A.2f. Civic Engagement and Community Involvement					
A.2g. Services Supporting Multiple Domains	32,310			32,310	
A.2h. Linkages <i>(e.g. partnerships that support multiple domains)</i>					
A.2i. Agency Capacity Building					
A.2j. Other <i>(e.g. emergency management/disaster relief)</i>					
A.2k. Total CSBG Expenditures (auto calculated)					

**Community Services Block Grant Program
 Fiscal Year 2023-24 Application for Funding
 One-Year Work Program
 OEO Form 212 (continued)**

10. For Community Action Agencies that serve multiple counties, provide a breakdown of the expected *number of persons served* in each designated county in the table below. Show the total *number of persons served* in the table.

Number of Families to be Served Per County											
Agency Name: Economic Improvement Council, Inc.											
Project Name: Family Opportunity to Self-Sufficiency											
County	Camden	Chowan	Currituck	Dare	Gates	Hyde	Pasquotank	Perquimans	Tyrrell	Washington	Total
Total Planned	4	5	5	4	5	4	7	5	5	6	50
Project Name:											
County											Total
Total Planned											

**Community Services Block Grant Program
Fiscal Year 2023-24 Application for Funding
Monitoring, Assessment and Evaluation Plan**

1. Describe the role and responsibilities of the following in the assessment and evaluation of agency programs.
 - a. **Board of Directors:** The Board of Directors participates in the development, planning, implementation, and evaluation of the Community Services Block Grant program which serves the low-income community. The Board delegates the responsibility of the day-to-day operation of the agency to Executive Director who then assigns authority to the CSBG Director to operate and make sure the program is managed effectively. The Board of Directors receives reports periodically to ensure that the goals established are being properly implemented. They also make the necessary adjustments to redirect or modify the program when necessary.
 - b. **Low-Income Community:** The low-income community receives reports on a regular basis via local community organizations and the CSBG staff. The low-income community will have the opportunity to make suggestions regarding the implementation of the program. They are also given the opportunity to appear before the Board of Directors and express their concerns regarding the administering of the program and its evaluation.
 - c. **Program Participants:** Through a chain of command, program participants may express their concerns regarding the CSBG Program. Participants may request to meet with the Executive Director of the Board of Directors. The agency will conduct surveys to assess the quality of the program as a means of involving participants and obtaining their opinion regarding CSBG standards and the quality of service being offered.
 - d. **Others:** Other citizens of community groups may express concerns regarding the implementation of the CSBG Program by contacting the Executive Director. Any citizen not satisfied with the implementation of the program may appeal to the agency's Board of Directors. These individuals can also express their concerns or ask for clarification regarding any and all program implementation standards.

2. Describe the systematic approach for collecting, analyzing and reporting customer satisfaction data to the Board of Directors.

The Case Managers provided customers with a Satisfaction Survey form that was completed for quality services.

3. Describe how administrative policies and procedures are monitored by the Board of Directors.

The Board of Directors are responsible for approving all modifications and / or final amendments to the administrative policies and procedures. Any recommendations for changes to the policies must be submitted to the Executive Director for approval. If approved, the Executive Director has the responsibility of presenting the changes to the Board for approval. Amendments to the policies will go into effect following the Board's approval or at a time specified by the Board. The Board consists of five committees: Executive, Personnel, Planning, Evaluation, Finance, and Special that are responsible for carrying out activities such as evaluating and monitoring the agency's policies and procedures, programs and projects offered by the agency, and the fiscal operations of the agency.

4. Describe how the Board acts on monitoring, assessment, and evaluation reports.

The Board of Directors will receive monitoring, assessment, and evaluation reports during each regular meeting. The purpose of these reports will be to advise the Board if the project is meeting the targeted goals, or if the project is encountering problems. The Board will suggest and recommend program adjustments to correct any necessary problems.

5. Describe the Board's procedure for conducting the agency self-evaluation.

The Board conducts self-evaluation utilizing three basic evaluation tools. These tools consist of Formative Evaluation, Quality Assurance, and Outcome Evaluation.

Formative Evaluation: This is done on a regular basis during official Board meetings. The operation and development of programs are measured based upon the progress of meeting and / or exceeding targeted goals, short and long-term program achievements and expected outcomes. Financial information and participant data are compared to determine the level of achievement for each program. Programs that are not meeting the minimum achievement levels based upon time schedules are cited and recommendations for improvement are made.

Quality Assurance: the form of evaluation is used to determine if the process of involvement with low-income families is appropriate, timely and well documented. To accomplish this, the Board relies upon staff documentation, surveys and outside monitoring reports. Low-income families and individuals may also be allowed to appear before the Board to voice their concerns, problems, or expectations.

Outcome Evaluation: This is achieved by employing the Result Oriented Management and Accountability cycle (ROMA). During this evaluation stage, data will be analyzed and compared to benchmarks that have been set in place. The outcomes will be used to determine the effectiveness of the program, update annual and long-range planning, support agency advocacy, funding, and community partnership activities.

6. Summarize the results of the Board's most recent self-evaluation. Describe how the information has been or will be used to develop the agency's next Strategy for Eliminating Poverty. Indicate the timeframe and planned activities for the next evaluation.

The Board's most recent self-evaluation involved the Board reviewing a CSBG Quarterly Report and 2022 Year End Report. The following outcomes were presented:

- The number of participants served
- The number of low-income families rising above the poverty level
- The average change in annual income per participant
- The number of participants obtaining employment and / or better employment
- The number of participants obtaining jobs with medical benefits
- The number of participants average wage rate
- The number participants completing education / training programs
- The number of participants securing standard housing
- The number of participants provided emergency assistance

In an effort of eliminating poverty, after the Board has completed self-evaluation, the agency will draw from the strengths of those areas that proved to be effective and eliminate areas that proved to be weak and less effective.

The next time frame evaluation will begin July 1, 2023.

CONTRACT BUDGET NARRATIVE
STATE OF NORTH CAROLINA DIVISION OF SOCIAL SERVICES
OFFICE OF ECONOMIC OPPORTUNITY
Form 6844N

Name of Agency: Economic Improvement Council, Inc.

Section A – Salaries and Wages

CSBG Director: 100%, 1 Case Manager / AR4CA Administer – 100%, 2 Case Managers – 100%

Section B – Fringe Benefits

Director and Case Managers receive fringe benefits – Disability and Life Insurance; Vision, Health Insurance, Retirement – 7% of salary.

Section C – Supplies and Materials

Paper, ink pens, pencils, ink cartridges, folders (\$800) Postage (\$300 - Metered Pitney Bowes)

Section D – Equipment

OTHER: Vehicle Registration (\$38.75) Tax (\$356.25) Maintenance (\$65 x 4 = \$260 – Oil Change) Inspection (\$13)

Section E – Travel

Contractor's Staff: \$13,338.00

Program Vehicle: 300 per month @ 0.585 – 10 Counties

Program Director: 400 miles per month @ 0.585 – 10 Counties

Case Manager: 300 miles per month @ 0.585 – Chowan, Pasquotank

Case Manager: 300 miles per month @ 0.585 – Camden, Currituck, Gates, Perquimans

Case Manager: 300 miles per month @ 0.585 – Dare, Hyde, Tyrrell, Washington

Section F – Utilities

Utilities paid in the following counties: Chowan, Pasquotank, Tyrrell, Washington for an average \$125 per month; Internet (\$1000), Cell Phones (\$391 x 12 = \$4692), Trash Pick-Up, Sanitation, Office Space Allocation (\$1100)

Section G – Repairs and Maintenance

Building Maintenance is paid in Chowan, Pasquotank, Tyrrell, and Washington Counties for an average \$100 per month (\$1200)

Section H – Staff Development (Contractor Staff Only)

NCCAA Annual Conference and Training, NCCAA Eastern District Annual Conference, NCWorks Conference, Staff Enrichment (\$6000)

Section I – Media Communications

Post Notice of Intent to Apply and Public Hearings in local newspaper (\$800)

Section J - Rent

Copier Lease \$199.44 x 12 months + \$120 Annual Anticipated Overage = \$2513.28

Section K – Dues and Subscriptions

AR4CA Subscription – Annual (\$3600)

Section L – Other

Incentives and Participants (\$1310): Gift Cards, Meals, Workshop Incentives (e.g. Financial Literacy Workshop, Housing Counseling).

Liability Insurance (\$1700)

Supportive Services (\$31,000): Client Education: Education for 5 clients @ \$1000 (\$5000); Client Transportation: Transportation for 20 clients @ \$100 per year in order to allow customers commute greater distance from very rural areas to gain employment (\$2000); Vehicle repairs for 2 clients @ \$1000 to eliminate employment and educations barriers and to keep customer safe (\$2000); Client Child Care: Support for 2 clients @ \$500 to eliminate employment and educations barriers (\$1000); Client Utilities Utility support for 15 clients @ \$600 (\$9,000) per year with a goal of being able to assist more customers. Client Rent: Rent support for 15 clients @ \$700 with a goal of being able to assist more customers (\$10,500); Client Support Other: To assist clients with groceries, household items (laundry detergent, soap, dish liquid, hygiene products), host Community Resource Even (\$1500).

Section M – Indirect Costs

Indirect Cost at 15.4%

**Community Services Block Grant [CSBG]
Documentation of Submission to County Commissioners**

Background: The North Carolina Administrative Code [10A NCAC 97C.0111 (b)(1)(A)] requires that each CSBG grant recipient submit its Community Anti-Poverty Plan [grant application] to each County Commissioner Board that it serves.

Instructions: This form is to be completed and notarized by the Clerk to the Board.

Agency Name: _____

County: _____

Date of Application Submission: _____

[Note: This application should be submitted to the County Commissioners at least thirty [30] days prior to application submission to the Office of Economic Opportunity [OEO]. The grant application is due to OEO **January 13, 2023.**

Clerk to the Board should initial all items below.

_____ The agency submitted a complete grant application for Commissioner review.

_____ The Clerk to the Board will be responsible for assuring that the application is distributed to the Commissioners

_____ Commissioners' comments provided those to the agency. (If applicable)

Clerk to the Board

Date

Notary

Date

Attachment: CSBG FY 2023-24 Application for Funding - PART 1 (Community Services Block Grant)



CAMDEN COUNTY
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Board of Commissioners
AGENDA ITEM SUMMARY SHEET

Other Matters

Item Number: 12.A

Meeting Date: January 03, 2023

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

Item Title **UDO Discussion - Lot Size Requirements**

Attachments: Lot Size Table (DOCX)

Summary:

At the request of Commissioner Aydlett at the December meeting, the Board will discuss looking at lot size requirements for residential construction.

Zoning District	Minimum Lot Area	Reduction in Minimum Lot Area
Working Lands	5 acres for Traditional Development	1 acre Minimum Lot Area for Conservation Subdivision
Rural Residential	2 acres for Traditional Development	1 acre Minimum Lot Area for Conservation Subdivision
Suburban Residential	1 acre	0.5 acre Minimum Lot Area for Conservation Subdivision if served by public sewer
Neighborhood Residential	40,000 sq ft	30,000 sq ft if served by public sewer and in specific location
Village Residential – Detached Single Family	30,000 sq. feet	10,000 sq ft if served by public sewer
Village Residential – All other Residential	15,000 sq. feet	8,000 sq ft if served by public sewer
Crossroads Commercial Residential and Mixed Use	30,000 sq. feet	20,000 sq ft if served by public sewer
Village Commercial Residential Development	20,000 sq. feet	10,000 sq ft if served by public sewer
Village Commercial - Mixed Use Development	40,000 sq feet	
Mixed Use Residential Development	10,000 sq feet per unit	
Mixed Use - Mixed Use Development	40,000 sq feet	
Highway Commercial Residential Development	40,000 sq feet	30,000 sq ft if served by public sewer
Highway Commercial – mixed use	40,000 sq feet	
Maritime Commercial	40,000 sq feet	30,000 sq ft if served by public sewer
Maritime Commercial - Mixed Use Development	20,000 sq feet per unit	10,000 sq ft if served by public sewer

Mixed Use Development- A tract of land or structure developed for two or more different uses, such as, but not limited to, residential, office, retail, institutional, public, or entertainment. Such uses are functionally integrated and share vehicular use areas, ingress/egress, and pedestrian access.