



**CAMDEN COUNTY**  
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# **BOARD OF COMMISSIONERS**

**July 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  
July 03, 2023; 7:00 PM  
Camden Public Library - Boardroom  
118 Hwy 343 North**

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

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

**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 - Erin Burke

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

A. Tax Report - Lisa Anderson

B. Personnel Policy Updates - Erin Burke

**ITEM 6. Board Appointments** (For discussion and possible action)

A. NCACC Annual Conference Voting Delegate

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

### **Reconvene Board of Commissioners**

**ITEM 7. Consent Agenda**

- A. BOC Meeting Minutes
- B. Budget Amendments
- C. School Budget Amendments
- D. Pickups, Releases & Refunds
- E. Tax Collection Report
- F. Vehicle Refunds Over \$100.00
- G. Set Public Hearing - Text Amendment to the Camden County Code of Ordinances

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

**ITEM 9. Commissioners' Reports**

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

- A. Register of Deeds Report
- B. Library Report
- C. Fire Prevention Report

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

**ITEM 12. Adjourn**

**Board of Equalization and Review**



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

**New Business**

**Item Number:** 5.A  
**Meeting Date:** July 03, 2023

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

**Item Title** **May Monthly Report**

**Attachments:** May20230627093024788 (PDF)

**Summary:** May Monthly Report

**Recommendation:** Review and approve

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

**OUTSTANDING TAX DELINQUENCIES BY YEAR**

<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>
2022	201,588.60	44,458.60
2021	95,940.91	8,131.92
2020	42,898.61	3,390.01
2019	24,524.36	1,819.43
2018	18,355.74	1,080.65
2017	11,434.96	1,289.46
2016	6,922.54	1,035.04
2015	6,123.07	628.26
2014	8,081.16	969.00
2013	6,206.46	4,618.93

Attachment: May20230627093024788 (Tax Report)

TOTAL REAL PROPERTY TAX UNCOLLECTED	422,076.41
TOTAL PERSONAL PROPERTY UNCOLLECTED	67,421.30
TEN YEAR PERCENTAGE COLLECTION RATE	99.46%
COLLECTION FOR 2023 vs. 2022	44,470.22 vs. 120,779.24

**LAST 3 YEARS PERCENTAGE COLLECTION RATE**

2022	97.49%
2021	98.92%
2020	99.42%

**THIRTY LARGEST UNPAID ACCOUNTS**

SEE ATTACHMENT "A"

**THIRTY OLDEST UNPAID ACCOUNTS**

SEE ATTACHMENT "B"

Attachment: May20230627093024788 (Tax Report)

**EFFORTS AT COLLECTION IN THE LAST 30 DAYS**ENDING *May* **2023****BY TAX ADMINISTRATOR**

58 NUMBER DELINQUENCY NOTICES SENT

32 FOLLOWUP REQUESTS FOR PAYMENT SENT

5 NUMBER OF WAGE GARNISHMENTS ISSUED

4 NUMBER OF BANK GARNISHMENTS ISSUED

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

0 NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)

0 PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF  
TAX ADMINISTRATOR

0 NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO  
COUNTY ATTORNEY

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

0 REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS

0 NUMBER OF JUDGMENTS FILED

Attachment: May20230627093024788 (Tax Report)

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	01-8929-00-34-2503.0000	16,676.06	2	STONEBRIAR COMMERCIAL FINANCE	SOUTH MILLS	
R	02-8943-01-17-4388.0000	11,143.88	2	THOMAS REESE	CAMDEN	301 JAPONICA DR
R	03-8971-00-23-2253.0000	9,306.61	2	ABODE OF CAMDEN, INC.	SHILOH	187 C THOMAS POINT RD
R	02-8934-01-18-8072.0000	7,103.79	2	ARNOLD AND THORNLEY, INC.	CAMDEN	146 158 US W
R	02-8935-02-66-7093.0000	6,782.56	2	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	01-7999-00-62-3898.0000	5,890.92	2	MICHAEL ASKEW	SOUTH MILLS	257 A OLD SWAMP RD
R	03-8962-00-05-0472.0000	5,801.13	2	FRANK MCMILLIAN HEIRS	SHILOH	172 NECK RD
R	02-8943-01-06-9013.0000	5,760.62	2	JEWEL H. DAVENPORT	CAMDEN	WINDY HEIGHTS DR
R	02-8934-01-29-4617.0000	5,748.12	2	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W
R	03-8943-02-75-4196.0000	5,728.00	2	SHERRILL M PRICE JR	SHILOH	115 COOKS LANDING RD
R	01-7989-00-01-1714.0000	5,589.67	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8945-00-41-2060.0000	5,369.46	2	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	02-8916-00-39-5170.0000	5,319.70	2	DONALD RAY JONES	CAMDEN	670 343 HWY N
R	03-9809-00-24-8236.0000	5,213.35	2	GENE W IRBY	SHILOH	503 SAILBOAT RD
R	03-9809-00-23-4988.0000	5,097.20	2	WANDA H WELLS	SHILOH	104 HIGH RD
R	03-8973-00-53-0748.0000	5,096.48	2	MORRIS L. KIGHT III	SHILOH	142 STANLEY LN
R	02-8954-00-43-8538.0000	4,941.32	2	BILLY ROSS FEREBEE	CAMDEN	237 PALMER RD
R	03-8961-00-68-3593.0000	4,381.87	2	EDWARD LANE MOORE	SHILOH	169 RAYMONS CREEK RD
R	02-8934-04-72-0416.0000	4,155.76	2	PAULINE JETTE	CAMDEN	238 COUNTRY CLUB RD
R	03-8972-00-44-8500.0000	4,137.94	2	ABODE OF CAMDEN INC.	SHILOH	343 HWY S
R	03-8961-00-38-7383.0000	4,010.86	1	DAVID G. REIFEL	SHILOH	160 BAYBREEZE DR
R	02-8935-04-63-0820.0000	3,990.30	1	BELCROSS PROPERTIES, LLC	CAMDEN	197 158 US E
R	02-8934-03-31-9750.0000	3,690.92	1	CAROLYN MCDANIEL	CAMDEN	195 COUNTRY CLUB RD
R	03-8990-00-17-3935.0000	3,352.06	2	KARL L ADCOCK	SHILOH	100 CATALAN DR
R	02-8937-00-50-2005.0000	3,345.97	1	BRENDA MOORE	CAMDEN	197 HERMAN ARNOLD RD
R	03-8971-00-54-7373.0000	3,307.86	2	DWAYNE HARRIS	SHILOH	125 ONE MILL RD
R	03-8889-00-48-7259.0000	3,297.82	2	ROBERT AND JANETTE TEMPLETON	SHILOH	127 SAILBOAT RD
R	01-7090-00-64-6040.0000	3,295.22	1	LINTON RIDDICK	SOUTH MILLS	129 LILLY RD
R	01-7090-00-92-5561.0000	3,244.45	2	MAINSTAY CONSTRUCTION, INC	SOUTH MILLS	GENERALS WAY
R	02-8936-00-23-4750.0000	3,233.58	2	AARON DARNELL CHAMBLEE ET AL	CAMDEN	LAMBS RD

Attachment: May20230627093024788 (Tax Report)

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Delinquencies Top-30 Unpaid

1

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Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	02-8935-02-66-7093.0000	10	6,782.56	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	01-7989-00-01-1714.0000	10	5,589.67	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8965-00-37-4242.0000	10	3,077.96	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	03-8962-00-04-9097.0000	10	2,988.80	CECIL BARNARD HEIRS	SHILOH	NECK RD
R	01-7999-00-95-3587.0000	10	2,613.78	WALTER TURNER HEIRS	SOUTH MILLS	CAROLINA RD
R	03-8899-00-45-2682.0000	10	2,245.98	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8952-00-95-8737.0000	10	2,233.18	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7999-00-32-3510.0000	10	2,022.09	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7988-00-91-0179.0001	10	2,014.88	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	01-7999-00-12-8596.0000	10	1,943.65	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	03-8943-04-93-8214.0000	10	1,862.04	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7091-00-64-6569.0000	10	1,814.42	CLARENCE D. TURNER JR.	SOUTH MILLS	STINGY LN
R	02-8926-00-13-6839.0000	10	1,407.85	NORTHEASTERN COMMUNITY	CAMDEN	123 TRAFTON RD
R	02-8935-01-07-0916.0000	10	1,202.28	ROSETTA MERCER INGRAM	CAMDEN	227 SLEEPY HOLLOW RD
R	02-8936-00-24-7426.0000	10	948.81	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	01-7090-00-60-5052.0000	10	840.78	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	01-7989-04-60-1568.0000	10	806.07	EMMA BRITE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	01-7989-04-90-0938.0000	10	791.77	DORIS EASON	SOUTH MILLS	1352 343 HWY N
R	01-7989-04-60-1954.0000	10	786.75	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	01-7080-00-62-1977.0000	10	719.09	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	02-8955-00-13-7846.0000	10	592.37	MARIE MERCER	CAMDEN	IVY NECK RD
R	03-9809-00-33-4725.0000	10	441.32	DENNIS CREASY	SHILOH	SAILBOAT RD
R	03-8980-00-61-1968.0000	10	417.12	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	03-9809-00-53-4358.0000	10	406.96	WILLIAM G. YATES	SHILOH	SAILBOAT RD
R	03-8899-00-36-1568.0000	10	367.55	PETER BUTSAVAGE	SHILOH	HIBISCUS RD
R	03-8962-00-55-5300.0000	10	310.71	OCTAVIA COPELAND HEIRS	SHILOH	457 NECK RD
R	01-7090-00-95-5262.0000	10	307.16	JOHN F. SAWYER HEIRS	SOUTH MILLS	OLD SWAMP RD
R	03-9809-00-54-8280.0000	10	306.72	RODNEY STEVEN SPIVEY &	SHILOH	SAILBOAT RD
R	03-8980-00-84-0931.0000	10	293.76	CARL TEUSCHER	SHILOH	218 BROAD CREEK RD
R	03-9809-00-66-0120.0000	10	262.25	RANDELL CRIDER	SHILOH	SAILBOAT RD

Attachment: May20230627093024788 (Tax Report)

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Delinquencies Top-30 Oldest

*Paul*

311

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
p	0001089	33,009.80	1	EASTERN CAROLINA CONST, INC.	CAMDEN	150 A 158 HWY E
p	0002941	2,059.39	2	BARKER'S TRUCKING, INC	SHILOH	108 SASSAFRAS LN
p	0000295	1,126.07	4	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
p	0001709	947.26	6	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
p	0003721	792.00	2	JIMMY'S TRUCKING & HAULING LLC	CAMDEN	127 TRAFTON RD
p	0001721	693.51	2	CINDY MAYO	SOUTH MILLS	106 BINGHAM RD
p	0003192	583.73	1	ROBERT JESSE-ALDERMAN HUDGINS	CAMDEN	409 343 HWY N
p	0001046	543.81	1	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
p	0001072	520.66	10	PAM BUNDY	SHILOH	105 AARON DR
p	0003537	469.87	1	NATHAN MARC SEBURA	CAMDEN	343 HWY N
p	0003513	449.27	1	JULIE PORTER	CAMDEN	431 158 US W
p	0003512	397.83	1	WILLIAM ANTHONY POPE JR	CAMDEN	214 SMITH DR
p	0003907	386.53	2	PAUL DAVID RUSSELL	SOUTH MILLS	114 OTTERS PL
p	0000297	368.21	1	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
p	0003017	337.95	1	MARK STANLEY MICHALSKI	SOUTH MILLS	138 CAROLINA RD
p	0003773	337.89	2	SEVAN NERO BARTLETT	CAMDEN	197 HERMAN ARNOLD RD
p	0003715	314.76	1	CHARLES CHANNING ROTEN	SOUTH MILLS	302 34 HWY N
p	0003415	302.75	2	IVY MIRANDA BOGUES	CAMDEN	224 NORTH RIVER RD
p	0000945	294.86	2	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
p	0003547	292.19	2	NICHOLAS W. STOTTS	CAMDEN	431 158 US W
p	0002902	281.09	2	STEPHANIE AUSMAN	SHILOH	204 POND RD
p	0003208	271.52	2	RICKY W JOHNSON	CAMDEN	113 PALMER RD
p	0001545	270.35	2	LOUIS RUGGERI	CAMDEN	390 CAMDEN CSWY
p	0003075	262.38	2	PATRICK WAYNE BAUM	CAMDEN	186 B BUSHELL RD
p	0001104	258.76	1	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
p	0003478	253.59	1	JOHN PETER LEARY	SOUTH MILLS	971 343 HWY N
p	0002525	251.35	1	JOSEPH VINCENT CARDYN	SHILOH	260 ONE MILL RD
p	0000772	232.65	2	COSBY BAKER	SOUTH MILLS	114 BINGHAM RD
p	0002643	231.93	1	JASON RYAN MCCALLISTER	SOUTH MILLS	102 COUNTRY MEADOWS DR
p	0003662	231.58	2	JEFFREY CLAYTON COLLIER	CAMDEN	152 158 US W

Attachment: May20230627093024788 (Tax Report)

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Delinquencies Top-30 Unpaid

*Passmore*

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001072	10	520.66	PAM BUNDY	SHILOH	105 AARON DR
P	0001709	8	947.26	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0001046	8	543.81	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	8	226.96	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001538	8	216.33	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001106	8	200.27	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001694	8	128.34	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0000295	7	1,126.07	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000770	7	134.40	MARSHA GAIL BOGUES	CAMDEN	276 BELCROSS RD
P	0002921	7	120.68	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0000945	6	294.86	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0002468	6	221.37	WANDA HERNANDEZ WELLS	SHILOH	104 HIGH RD
P	0002968	6	202.44	MICHAEL WILLIAM MAINELLO	SOUTH MILLS	237 KEETER BARN RD
P	0001150	6	136.45	WILLIAM MICHAEL STONE	CAMDEN	130 MILL DAM RD S
P	0001689	6	125.28	MICHAEL WAYNE MYERS	SOUTH MILLS	107 ROBIN DR
P	0002902	5	281.09	STEPHANIE AUSMAN	SHILOH	204 POND RD
P	0001512	5	213.49	JOHN WESLEY BURGESS, JR.	CAMDEN	431 158 USY W
P	0002942	5	100.25	JAMES P. VASILOPOULOS	CAMDEN	346 343 HWY S
P	0003513	4	449.27	JULIE PORTER	CAMDEN	431 158 US W
P	0003415	4	302.75	IVY MIRANDA BOGUES	CAMDEN	224 NORTH RIVER RD
P	0003075	4	262.38	PATRICK WAYNE BAUM	CAMDEN	186 B BUSHELL RD
P	0003414	4	199.71	EDWARD A. BILL	CAMDEN	152 158 US W
P	0003096	4	191.26	DANIEL ELWOOD BRIGHT	CAMDEN	109 JUNIPER DR
P	0002978	4	177.22	JONATHAN LEWIS PUGH	SOUTH MILLS	206 MAIN ST
P	0003035	4	173.24	ROBERT HENRY LEE	SHILOH	121 BEECH TREE DR
P	0003487	4	171.51	MICHAEL RONALD MAYO II	CAMDEN	146 BELCROSS RD
P	0003495	4	147.34	ALY MOHAMAD	SHILOH	100 BROAD CREEK RD
P	0003378	4	108.36	JAMES KELLEY WIGFIELD	CAMDEN	441 158 US E
P	0001721	3	693.51	CINDY MAYO	SOUTH MILLS	106 BINGHAM RD
P	0003192	3	583.73	ROBERT JESSE-ALDERMAN HUDGINS	CAMDEN	409 343 HWY N

Attachment: May20230627093024788 (Tax Report)

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Delinquencies Top-30 Oldest

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*Personal*



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

**New Business**

**Item Number:** 5.B  
**Meeting Date:** July 03, 2023  
**Submitted By:** Beverly Fonville,  
 Human Resources  
 Prepared by: Karen Davis

**Item Title** **Personnel Policy Updates**

**Attachments:** Shared Leave Policy (DOCX)  
 Breaks and Cell Phone Usage Policy - 6-8-2023  
 (DOCX)

**Summary:**

The Board will consider the following Personnel Policy updates:

- Shared Leave: The current policy allows staff to voluntarily donate vacation leave to a staff member in need. This amendment will allow staff have the option of donating sick leave.
- Breaks & Cell Phone Usage: This policy outlines expectations in regard to breaks and cell phone usage.

**Recommendation:**

Approval.

## Section 25. Shared Leave – Voluntary Shared Leave

### A. Purpose

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

### B. Policy

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

### C. General Guidelines

- 1) Establishment of a leave "bank" for use by unnamed employees is expressly prohibited. Leave must be donated on a one-to-one personal basis.
- 2) This Policy does not apply to employees on worker's compensation leave.
- 3) Individual leave records are confidential, and only individual employees may reveal their donation or receipt of leave. The employee donating leave must sign a release form and cannot receive remuneration for leave donated. All donations must be made on a voluntary basis. Solicitation on the part of Department Heads or supervisors is prohibited. No employee shall directly or indirectly intimidate, threaten or coerce any other employee for the purpose of interfering with any right an employee may have in donating, receiving, or using annual leave under this program. Such action by any employee will result in disciplinary action up to and including dismissal on the basis of personal conduct.
- 4) The Privacy Act makes medical information confidential; therefore, prior to making the employee's status public for the purpose of receiving shared leave, the employee must sign a release to allow the status to be known.
- 5) A committee composed of Human Resources, the Department Head of the recipient employee, and one other randomly selected Department Head will make the final decision

concerning eligibility to participate in the program. Participation in this program shall be based on the applicant's and donor's past compliance with leave rules.

#### D. Eligibility Application

- 1) Applicant must be a regular, full or part-time employee who has completed his/her applicable introductory period.
- 2) At the time of the request, the applicant must have exhausted all sick, annual, and compensatory leave; all leave balances must be zero.
- 3) Application should include name, social security number, department name, position title, and a doctor's statement describing the medical condition and estimated length of time needed to participate in the program.
- 4) Applicant shall apply to the Department Head, who shall forward the application to Human Resources. After randomly selecting a third member for the review committee, the three-member committee will meet to review the merits of the request as well as the employee's past leave history and will make a decision concerning the applicant's eligibility to participate in the program. An employee may not file a grievance nor an employee appeal if his/her request to receive or to donate leave is denied.

#### E. Recipient Guidelines

- 1) Participation in this program is limited to 1,040 hours (prorated if part-time), either continuously or, if for the same condition, on a recurring basis. The County Manager may, however, grant employee continuation in the program, month by month, for a maximum of 2,080 hours if the employee would otherwise have been granted leave without pay.
- 2) Subject to the maximum of 1,040 hours, the number of hours leave an employee can receive is limited to the projected recovery or treatment period. All donated leave will be credited to the recipient's sick leave account.
- 3) At the expiration of the medical condition, any unused leave in the recipient's donated leave account shall be treated as follows:
  - a. The recipient's sick leave account balance shall be limited to a total of forty (40) hours.
  - b. Any additional unused donated leave will be returned to the donor(s) on a pro-rata basis and credited to the leave account from which it was donated.
- 4) If a recipient separates due to resignation, death, or retirement from Camden County, his/her participation in the program will end. Donated leave shall be returned to the donor(s) on a pro-rata basis.

#### F. Donor Guidelines

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

- 2) A family member who is a County employee may contribute vacation or sick leave to another immediate family member who is a County employee. Immediate family is defined as spouse, parents, children, brother, sister, grandparents and grandchildren, great-grandparents, and great-grandchildren. Also included are the step, half, and in-law relationships.
- 3) The minimum amount to be donated is four (4) hours.
- 4) An employee family member donating sick leave to a qualified family member under this program may donate up to a maximum of 1,040 hours but may not reduce their sick leave balance below forty (40) hours.
- 5) The maximum amount of vacation leave allowed to be donated by one individual can be no more than the amount he/she could earn in one year; however, the amount donated may not reduce the donor's vacation leave balance below one-half of the amount he/she could earn in one year.
- 6) All donations must be in writing and must be signed by the donating employee. The employee receiving the leave must be named, and the amount and type of leave donated must be specified.
- 7) Once a donation is made, it cannot be retracted by the donor.

## Breaks

Breaks. Department heads have the discretion to grant employees breaks where the duties and responsibilities of the job permit. Breaks may be up to two 15-minute periods, one in the morning and one in the afternoon, and shall not exceed a total of 30 minutes. Breaks may not be used to extend lunch breaks, leave or reduce work hours and cannot be combined into one 30-minute break. Employees must not leave the County premises during these break periods. Employees who smoke on break shall move off county property in order to comply with the County Smoking Ordinance. Abuse of the break policy may result in loss of the privilege. Supervisors shall inform employees of scheduled break periods.

In accordance with Federal law, Camden County provides reasonable break time for an employee to express breast milk for their nursing child after the child's birth each time such employee has a need to express the milk. Contact Human Resources, who, with the assistance of the Department Head, will assign a private area in your department designated for this purpose.

## Personal Cell Phone

Use at the discretion of the department head. Employees may communicate using their own personal devices as long as such use does not disrupt the workplace or interfere with the employee's job performance.

Camden County encourages a reasonable standard that requires employees to restrict personal calls and texting during work time. Employees should use personal cell phones and other mobile devices only during scheduled breaks, lunch periods, and other designated non-work periods. Flexibility will be provided in circumstances demanding immediate attention, such as in emergency situations. Supervisors are expected to monitor the cell phone usage of their employees.

It is expected that personal communications be kept to a minimum during work hours.

June 8, 2023





# CAMDEN COUNTY

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## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Board Appointments

**Item Number:** 6.A  
**Meeting Date:** July 03, 2023

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

**Item Title** NCACC Annual Conference Voting Delegate

### **Attachments:**

### **Summary:**

The 116th Business Session of the NCACC will take place during its Annual Conference scheduled for August 24th-August 26th. Each county will be entitled to one vote on items that come before the membership. In order to facilitate the voting process, each county is to designate one voting delegate (and also may appoint one alternate.)

### **Recommendation:**

Appoint a voting delegate and an alternate for the Annual Conference Business Session.



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**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Consent Agenda**

<b>Item Number:</b>	7.A	
<b>Meeting Date:</b>	July 03, 2023	
<b>Submitted By:</b>	Karen Davis, Clerk to the Board Board of Commissioners Prepared by: Karen Davis	
<b>Item Title</b>	<b>BOC Meeting Minutes</b>	
<b>Attachments:</b>	bocminutes_051623	(DOCX)
	bocminutes_060523	(DOCX)
	bocminutes_061223	(DOCX)

**Camden County Board of Commissioners  
Special Called Meeting  
May 16, 2023 – 3:15 PM  
Camden County Public Library  
Conference Room**

**MINUTES**

The Camden County Board of Commissioners held a duly-noticed Special Called Meeting on May 16, 2023 at 3:15 PM in the Conference Room of the Camden County Public Library. The purpose of the meeting was to go into Closed Session to consider the public body's negotiating position with respect to price and other material terms of a contract to acquire real property.

**CALL TO ORDER**

The meeting was called to order by Chair Tiffney White at 3:15 PM. Additional Board members present: Commissioners Randy Krainiak, Sissy Aydlett and Troy Leary. Absent: Vice Chair Ross Munro. Staff Present: County Manager Erin Burke and Clerk to the Board Karen Davis.

**Motion to go into Closed Session to consider the public body's negotiating position with respect to price and other material terms of a contract to acquire real property.**

<b>RESULT:</b>	<b>PASSED [4-0]</b>
<b>MOVER:</b>	Tiffney White
<b>AYES:</b>	Tiffney White, Randy Krainiak, Troy Leary, Sissy Aydlett
<b>ABSENT:</b>	Ross Munro

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

<b>RESULT:</b>	<b>PASSED [4-0]</b>
<b>MOVER:</b>	Randy Krainiak
<b>AYES:</b>	Tiffney White, Randy Krainiak, Troy Leary, Sissy Aydlett
<b>ABSENT:</b>	Ross Munro

There being no further matters for discussion Chair White adjourned the meeting at 3:23 PM.

Camden County Board of Commissioners  
June 5, 2023  
6:00 PM – Closed Session  
7:00 PM – Regular Meeting  
Camden Public Library Boardroom  
118 Hwy 343 North

Minutes

A Regular Meeting of the Camden County Board of Commissioners was held at 7:00 PM on June 5, 2023 in the boardroom of the Camden Public Library in Camden, North Carolina. A Closed Session was held at 6:00 PM to consult with the County Attorney in regard to matters relating to attorney-client privilege.

CALL TO ORDER

The meeting was called to order by Chair Tiffney White at 6:00 PM. Also Present: Vice Chair Ross Munro, Commissioners Randy Krainiak, Sissy Aydlett and Troy Leary. Administration Staff Present: County Manager Erin Burke, Clerk to the Board Karen Davis. County Attorney John Morrison was present for the Closed Session only.

CLOSED SESSION

Motion to go into Closed Session to consult with the County Attorney in regard to matters relating to attorney-client privilege.

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

Motion to come out of Closed Session.

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

Chair White reconvened the Board of Commissioners.

INVOCATION & PLEDGE OF ALLEGIANCE

Rev. Boyce Porter gave the invocation and the Board led in the Pledge of Allegiance.

ITEM 1. CONSIDERATION OF AGENDA

Motion to approve the agenda as presented.

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

ITEM 2. CONFLICT OF INTEREST DISCLOSURE STATEMENT

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

ITEM 3. PRESENTATIONS

- A. Employee Recognition – Human Resources Specialist Beverly Fonville recognized Alfreda Gordon for 10 years of service with Camden County.
- B. Trillium Health Resources – Director Bobbie Lowe presented the annual report for Camden County.

ITEM 4. PUBLIC COMMENTS

Dr. Linda Carr – School Superintendent Dr. Carr introduced herself to the Board and spoke in support of the two-story design for the new high school.

Jason Banks – Board of Education Chair Dr. Jason Banks spoke in support of the two-story design for the new high school and encouraged the Board to finalize the plan to build on Highway 343 so that the project can move forward.

Jeff Jennings – Mr. Jennings expressed concern of the impact of the tax revaluation on the younger property owners of the county. He encouraged the Board to consider a revenue-neutral or lower tax rate to ease the tax burden on the citizens. Mr. Jennings encouraged the Board to decide on a plan to move forward with the new high school project in that the students should be the number one priority.

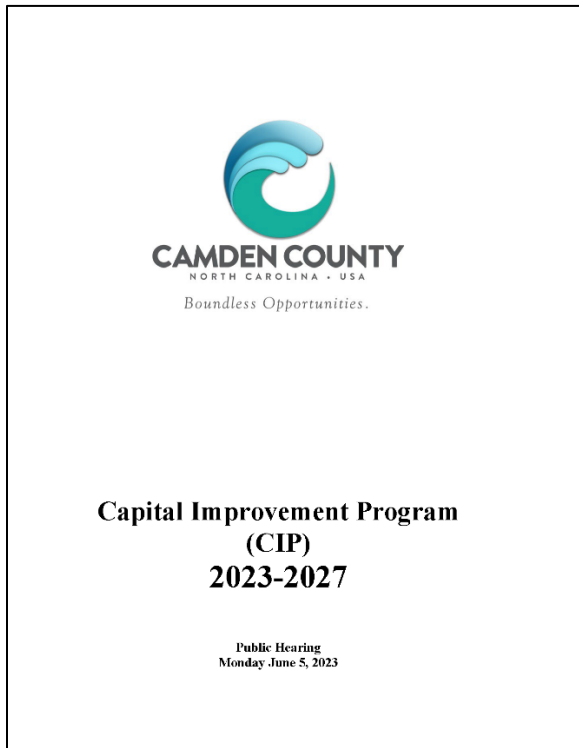
**ITEM 5. PUBLIC HEARINGS**

A. Proposed 2023-2027 Capital Improvement Program

**Motion to open the Public Hearing for the 2023-2027 Capital Improvement Program.**

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

County Manager Erin Burke presented the Proposed 2023-2027 Capital Improvement Program.



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Resolution Setting Financial Policies: 2007-05-04	Attached

Attachment: bocminutes\_060523 (BOC Meeting Minutes)

May 15, 2023

Camden County Board of Commissioners

Re: Capital Improvement Program (CIP) 2023-2027

Chairwoman White and Members of the Board:

The provision of adequate public infrastructure remains a top priority for the County. Being only the 13<sup>th</sup> year having a Capital Improvement Program (CIP) process, the Board of Commissioners have undertaken significant thought, discussion and consideration to estimate critical facility needs and the costs therein for the County.

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

With Camden County being a recipient of significant grant awards in furtherance of the Board of Commissioners capital improvement policy goals, key infrastructure projects are moving forward. Over the past five years the County has been fortunate to receive grants to assist with placing critical infrastructure where it is needed.

A significant project included in the 2023-2027 CIP is the engineering and design of Phase II of the Administration Campus Complex on the site across from the Historic Courthouse. The Board has decided to approach this project in three phases. The first phase was the Library and all the infrastructure necessary to support the remainder of the project. The ground breaking and construction started in October 2020 on the new Library. Construction was completed in June of 2022 and the facility will serve Camden citizens for many years.

The second phase will start with planning in the 2023-2024 FY when the Board will begin the design process to relocate the Parks and Recreation Senior Center. This building will house the Parks and Recreation Department and the Senior Center. The building will have a space large enough to accommodate basketball, volleyball, bleachers, civic meeting rooms, staff offices, and a raised stage for conferences and special events. The Senior Center will have a large meeting room for activities, exercise room, staff offices, and a shared kitchen for daily meal preparations and catering events.

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

During the November 2020 election the citizens had the opportunity to vote as to whether

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they supported building a new high school. The question was placed as a referendum on the ballot and the citizens voted overwhelmingly in support of moving forward with a new high school. MB Kahn was selected to conduct a feasibility study to analyze the current and future needs. The study was completed and MB Kahn was hired as the Manager at Risk for the project. Mosely Architects was also selected as the architect for project design. A groundbreaking ceremony was held in May 2021 with a projected completion date of December 2024.

However, since that time a couple of significant events have transpired. It was discovered the land designated for the new high school contains soil that is not conducive to constructing a building of this size unless there is an enormous amount of excavation and back fill work accomplished. Based on the current environment and inflation, the cost to prepare the site is between \$3mil & \$4mil. When the County was made aware of this situation the County started researching for an alternate site. Discussion continue on whether to proceed with the existing site or to seek an alternative.


In July of 2022, the Board of Education was awarded additional grant funding from the Needs Based Funding Program. This grant and ones prior bring the awarded amount to a grand total of \$50mil to be applied toward the construction of the new school. These funds will help ensure the County builds a first-class high school that Camden students and citizens will be proud of for many years to come.

2025 will bring the completion of the Treasure Point Rural Education Center and the relocation of the Cooperative Extension Office. This project has moved up on the CIP with the award of \$452,000.00 from a PARTIF grant received in Fall 2022.

Lastly, the County endeavors to establish a new Emergency Medical Services (EMS) Department. The 2023-2024FY will bring the hiring of a new Director with the goal of establishing County based EMS in the 2024-2025FY.

Camden County has moved forward with incredible strides over the last year. It is sure with the bold work of the Board of Commissioners going forward that the citizens of the County will be well served.

Respectfully Submitted,



Erin Burke  
County Manager

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**Introduction**

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

**Purposes of Capital Improvement Planning:**

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

**Planning Process**

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

**Financial Policy**

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

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

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of taxable property in the county.

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

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

For the past 13 years Camden County has embarked on a very conservative fiscal policy working to ensure growth in the fund balance and a stronger financial position for the county government. The total unreserved and undesignated general fund balance was \$7.76 million at the end of FY 2021-22. The maintenance of a healthy fund balance must be continued so the County has the ability to arrange financing for large projects that have been identified.

**Project Evaluation**

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

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

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Attachment: bocminutes\_060523 (BOC Meeting Minutes)

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

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**Revenue Sources & Debt Service**

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

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

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

**Revenue Sources:**

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

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

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**Funding Method for County Capital Reserve Fund**

**Land Transfer Tax:** The Land Transfer Tax is placed in a Capital Reserve fund to support projects in the Capital Improvement Plan and transfers from General Fund balance when it is in excess of targeted levels (Resolution No. 2007-06-04). It is projected that the Land Transfer tax will generate approximately \$700,000 in FY 2022-2023. These funds are applied to approved capital projects and debt service. Currently \$01 of the county-wide ad valorem tax rate generates approximately \$168,810 in taxes collected by Camden County.

**School Capital Reserve Fund**

The School Capital Reserve Fund will continue to be the primary means the county uses to fund school capital projects. Currently capital projects are funded by that portion of the Article 40 & 42 sales tax that is earmarked for school construction by the state. The county also may request funds through the State Public School Building Capital Fund. Lottery proceeds are annually appropriated to this Fund and reserved for School Capital projects. Articles 40 & 42 Sales Tax will generate approximately \$595,000 annually that goes into the School Capital Reserve Fund. It needs to be noted that falling tax revenue is going to be a problem for Camden County due to the COVID-19 virus. Sales taxes on retail, restaurants and hotel rooms are all taking a hit, as is the state's income tax. From a finance perspective it is this unknown that local leaders need to be very cautious with moving forward with increasing debt.

**Enterprise Fund**

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

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

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

**County Fire Districts**

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

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Attachment: bocminutes\_060523 (BOC Meeting Minutes)

includes special approval of all expenditures of \$5,000 or more. In consideration of the current revenue generated from property tax county-wide, it is expected that both districts will have adequate funds to provide for their operational needs and debt service for capital needs for the next five years.

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

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

**Capital Project Narrative Descriptions:**  
 The Capital Project narratives are organized in the following categories:  
 A. **Approved/Funded** - Approved and Funded by vote of the Camden County Board of Commissioners;  
 B. **Recommended/Unfunded** - Recommended projects by the Camden County Manager but currently Unfunded; and  
 C. **Identified/Unfunded** - Projects that have been identified by Staff but currently not funded.

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**Capital Project Narratives**

**A. Approved/Funded:**

**1. Construction of Raw Water Well**

**Project Description:**

**Priority Level: 1**

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

**Recommended Solution:** In FY 2019-2020 test wells were installed and engineering design plans and construction cost estimate were obtained. The test well results for two wells are good so it is anticipated the construction of a new well will start either on the site on Seymour Drive or 343 South, in 2022-2023. The American Rescue Act Plan will cover the cost of this construction. The water plant has a current capacity of 720 MGPD and an average use of 495MGD. The State allows 80% use of capacity before design work to increase capacity, which amounts to 576,000 GPD. Subtracting the average use of 495,000 GPD provides only 81,000 GPD for additional development use.

**Alternatives:** None

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

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

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

**Professional Design Work Detail:** None

**Operating Impact:** Additional utilities and equipment maintenance costs.

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Camden County CIP  
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**2. Waste Water Expansion - US 158 East from Hardces to Country Club Road**

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

**Priority Level: 1**

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

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

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

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

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

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

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

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

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

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**3. Administration Complex Phase II Modified**

**Project Description:** Construction of an Administration Complex that will serve the needs of county residents in a safe and efficient manner. This project will be built in three phases. The Library (1<sup>st</sup> Phase) was completed June 2022. The 2<sup>nd</sup> Phase consists of the construction of the Recreation Center/Senior Center. The 3<sup>rd</sup> Phase will consist of an Administration Building.

**Priority Level: 1**

**Define Problem:** By using existing properties, the relocation of Tax, Water, & Planning will occur in 2023; and the Sheriff's Office will also assume an outbuilding in the Court House Complex to relieved some crowding issues within their office suite. The long-term goal will be to house all administrative facilities on one campus, and allow for the Sheriff's Office to absorb the entirety of the building they current co-occupy with Parks and Recreation and the Senior Center. Phase III will include the construction of a building to house the following departments: County Manager's Office, Human Resources, Finance Office, Tax Administration, Utilities, Planning & Inspections Department Parks & Recreation, Senior Center. The Community needs a Parks & Recreation/Senior Center designed for that purpose.

**Recommended Solution:** Construction of a Parks & Recreation/Senior Center building on the acreage already purchased across the road from the Courthouse Complex.

**Alternatives:** Continue business in current structure.

**Stage of Project:** County purchased 7.69 acres across the road from the Courthouse Complex. A formal space-needs study was conducted by Wooten Company in March 2016. An architectural design firm will need to be secured to develop plans for a design build model of construction.

**Relation to Other Projects:** Completion of this project will free up space currently occupied by the Senior Center for use by the Sheriff's Office. It will also allow for the demolition of the space that is currently occupied by the Planning Department, Water and Sewer, and Tax Administration.

**Professional Design Work Detail:** Design services will be solicited to work on a design build model of construction.

**Operating Impact:** Increased efficiency in daily operations and improved services to the public.

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Attachment: bocminutes\_060523 (BOC Meeting Minutes)



**4. Broadband**

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

**Priority Level:** 1

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

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

**Alternatives:** N/A

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

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

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

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

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**5. New High School**

**Project Description:** Construction of a new High School/Early College campus with capacity for 800 students. Campus will include parking and athletic facilities.

**Priority Level:** 1

**Define Problem:** The current campus does not meet the needs of a modern high school facility. Buildings are over capacity and the use of mobile classrooms to hold the early college does not allow for growth in this portion of the school. Current athletic facilities are scattered and insufficient to meet the needs of the athletic program. A bond referendum from November 2020 led to vote to add up to \$33 million to the construction costs for the school. As of July 2022 the Board of Education has secured \$50million in needs based funding grants from the State.

**Recommended Solution:** Construction of a new High School/Early College Campus.

**Alternative:** Do nothing and remain at existing campus.

**Stage of the Project:** M.B. Khan Construction Company Inc. has been contracted to conduct a design build of a new high school. The size and layout of the facility are being modified to ensure the site on 343N is adequate.

**Relation to Other Projects:** None

**Professional Design Work Detail:** M.B. Khan Construction Company Inc. has been contracted to conduct a design build of a new high school. The size and layout of the facility are being modified to ensure the site on 343N is adequate.

**Operating Impact:** Construction will likely commence 12-18 months from May of 2023. The Construction time period will be approximately two years. The new campus should open in Fall of 2027.

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**6. Treasure Point Rural Education Center**

**Project Description:** Construction of the Treasure Point Rural Education Center to house the NC State Cooperative Extension Offices, Soil & Water Conservation Officer, and 4H.

**Priority Level:** 1

**Define Problem:** The NC State Cooperative Extension Offices, Soil & Water Conservation Officer, and 4H are currently operating out of a mobile office trailer. There is inadequate storage and no public meeting space. Cooking classes have to be arranged with other facilities and summer camps are limited to fair weather days.

**Recommended Solution:** Construction of a facility to include offices, demonstration kitchen, and large meeting room along with ancillary storage and restroom facilities. The Campus will have new improved parking and a new septic system.

**Alternatives:** Make no changes

**Stage of the Project:** A PARTI grant was secured in 2022 in the amount of \$452,000.00 towards the construction of the new facility. An architectural firm has been selected and final design will commence in 2023 with construction slated to begin in 2024 and completion in Summer 2025.

**Relation to Other Projects:** This new facility will allow for the elimination of the mobile office trailer from the future administrative campus.

**Professional Design Work Detail:** Mark Kasten of Cabson and Kasten Architecture will lead the design build process for this project. The Board of Commissioners voted at the March 2023 meeting to secure the services of this firm.

**Operating Impact:** The new facility will increase the work load of the Buildings and Grounds Division. Public use of the building is planned, and additional resources will be necessary to maintain the facility for this use.

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**7. Emergency Medical Services Department**

**Project Description:** The creation of a new Emergency Medical Services (EMS) Department to provide County owned and operated emergency medical services 24 hours a day to residents and visitors in Camden County.

**Priority Level:** 1

**Define Problem:** Camden County currently contracts for 12 hour in-county EMS with Pasquotank County. Residents and visitors deserve 24 hour in-county coverage with Camden County supervision and oversight of services.

**Alternatives:** Continue to contract with Pasquotank County with anticipated costs increases for 24 hour service and separate quarters for staff.

**Stage of the Project:** A director position has been included in the 2023-2024FY Budget. \$100,000.00 has been set aside to acquire refurbished equipment.

**Relation to Other Projects:** None

**Professional Design Work Detail:** N/A

**Operating Impact:** The creation of a new department will bring new staffing needs and new administrative costs. Once the contract with Pasquotank is terminated, the costs from the contract will be used to partially fund the department along with insurance collections.

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Attachment: bocminutes\_060523 (BOC Meeting Minutes)

**B. Recommended/Unfunded:**

**1. US 158 Sidewalk Extension**

**Project Description:** Creation of a safe pedestrian environment with the construction of side walks in the area of the 158 and 343 intersection.

**Priority Level:** 2

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

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

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

**Alternatives:** None

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

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

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

**Professional Design Work Detail:** None

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

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

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

**Priority Level:** 2

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

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

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

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

**Professional Design Work Detail:** None to date.

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

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**C. Identified/Unfunded:**

**1. South Mills Boat Ramp and Park**

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

**Priority Level:** 3

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

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

**Alternatives:** N/A

**Stage of Project:** Researching available land and opportunities

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

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

**Operating Impact:** The project will increase Parks and Recreation operations and maintenance budget.

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

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

**Priority Level:** 2

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

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

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

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

**Professional Design Work Detail:** None to date.

**Operating Impact:** The operating impact would be minimal.

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**3. Public Beach**

**Project Description:** Provide protected shallow-water access to the public for swimming and sailing.

**Priority Level:** 3

**Define Problem:** Currently there is no protected shallow-water access for the public to swim or launch small watercraft. A public beach would allow for the access to the water and would encourage residents and visitors to enjoy the natural resources of the county.

**Recommend Solution:** Seek land in a suitable location to provide access, parking, and public facilities.

**Alternatives:** None

**Stage of the Project:** Research.

**Professional Design Work Detail:** None to date.

**Operating Impact:** Maintenance of new park space and infrastructure improvements would primarily affect the Parks and Recreation Department and Buildings & Grounds.

**4. Dismal Swamp Trail Extension**

**Project Description:** Complete the last section of the Dismal Swamp Trail to the Virginia state line, thus providing another off-road link in the East Coast Greenway.

**Priority Level:** 3

**Define Problem:** Significant investment was made in the early 2000s on the Dismal Swamp Trail. The trail currently terminates at the Dismal Swamp Welcome Center. The remaining portion north to the Virginia state line remains to be constructed. The completion of this link would provide safe cycling access to residents and visitor.

**Recommend Solution:** Prioritize state funding, seek interstate commerce grants to support the design work and construction for the project.

**Alternatives:** None

**Stage of the Project:** Research.

**Professional Design Work Detail:** None to date.

**Operating Impact:** Maintenance of new park space and infrastructure improvements would primarily affect the Parks and Recreation Department.

**5. Dismal Swamp Canal Boating Amenities**

**Project Description:** The provision of land-based facilities, such as restrooms, showers, laundry, fuel, pump-out, and a ships store to provide service to boaters traversing the Dismal Swamp Canal.

**Priority Level:** 3

**Define Problem:** There is a lack of boater services between Elizabeth City and Chesapeake/Portsmouth Virginia. A facility that serves the Boaters would encourage visitors to stay in Camden instead of just passing through. The Welcome Center receives regular inquiries on the distance to amenities, and have to send them on to Elizabeth City or Virginia leading to potentially lost revenue.

**Recommend Solution:** The County could seek land adjacent to the Canal that would provide access and support the landward facilities. Solicit private investment supported through an updated Comprehensive Plan. Work would have to be closely coordinated with the Army Corp of Engineers.

**Alternatives:** None

**Stage of the Project:** Research.

**Professional Design Work Detail:** None to date.

**Operating Impact:** A privately operated facility would have minimal operating impact to the County, but has the potential for tax revenue generation.

**6. New South Mills Convenience Center & Transfer Station**

**Project Description:** A new larger convenience center and new transfer station to serve the residents of South Mills.

**Priority Level:** 2

**Define Problem:** The currently convenience center is undersized and difficult to navigate if there are multiple customers present. It is also difficult to service for the contractor. The County uses a transfer station in a neighboring jurisdiction paying fees for the service.

**Recommend Solution:** The County should seek land that is adequately sized to provide service to current and future development in South Mills. The site should be centrally located and easily accessible to the contractor.

**Alternatives:** None

**Stage of the Project:** Research.

**Professional Design Work Detail:** None to date.

**Operating Impact:** Maintenance of new facility and infrastructure improvements would primarily affect the Building & Grounds Division of Public Works.

**Resolution No. 2007-05-04**  
**A Resolution of the Camden County Board of Commissioners**  
**Regarding Setting Financial Policies**

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

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

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

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

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

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

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

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

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

**Fund Balance –**  
 The county will strive to maintain an available fund balance equal to 25% of the General Fund budget at the end of each fiscal year which is substantially higher than the minimum recommended by the Local Government Commission.

General Fund balances in excess of targeted levels may be transferred to the County's capital improvement plan.


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

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


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

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

Adopted this 4<sup>th</sup> day of June, 2007.

  
 Jeffrey B. Jennings, Chairman  
 Camden County Board of Commissioners

(SEAL)

Attest:  
  
 Ava J. Gurganus  
 Clerk to the Board

Chair White opened the floor for public comments. There were none.

**Motion to close the Public Hearing.**

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

**Motion to approve the 2023-2027 Capital Improvement Program as presented.**

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

B. Proposed FY 2023-2024 Budget

**Motion to open the Public Hearing.**

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

County Manager Erin Burke presented the Proposed FY 2023-2024 Budget.

Attachment: bocminutes\_060523 (BOC Meeting Minutes)

Budget Message



FY 2023-2024 BUDGET MESSAGE

May 15, 2023

To the Camden County Board of Commissioners

Pursuant to my duties as the County Manager and Budget Officer I am pleased to present for your consideration the proposed budget for fiscal year beginning July 1, 2023. This budget has been prepared in accordance with the provisions of General Statute 159-11, the Local Government Budget and Fiscal Control Act. In accordance with the Local Government and Fiscal Control Act, all funds have been balanced using a combination of anticipated revenues and existing fund balance monies. Notice of the proposed budget will be duly posted and shared with the media. A public hearing is set for June 5, 2023.

**BACKGROUND**

This budget process began nearly a year ago during one to one meetings with Department Heads to discuss their operations and to begin anticipating their needs. Subsequently, mid-year budget reviews were conducted in January to help project remaining expenditures for the year and forecast needs for the coming budget year. The work began in earnest with the annual retreat in February. The guidance received at the retreat translated to proposals at the subsequent work sessions in April and May. Staff has worked diligently during this time period to track down cost increases, work through new property valuation projections, and obtain cost estimates for capital purchases.

Previous budgets have been very conservative in spending. While this has allowed the fund balance to grow, this has also been at the expense of staffing and equipment purchases. The County navigated the financial challenges presented during the COVID-19 Pandemic with aptitude and made healthy financial decisions during a period of unprecedented uncertainty. Camden did see some slowing across most fronts during the Pandemic. There was no stoppage or reversal of growth. Previously approved residential and commercial growth will continue to influence the needs of the County for many years to come. This growth makes it critical to continue to grow services to meet the demand.

2023 saw the results of the revaluation process. The County has conducted revaluations every eight (8) years. A result of the housing market boom during the prime Pandemic years, particularly in rural communities, Camden saw an increase of \$ 436,783,756.00 of valuation or 42.02% increase. This increase was primarily due to the increase in Single Family Residential property values.

**RECOMMENDED BUDGET**

The FY 2023-2024 recommended budget totals \$31,005,501.00 for all County operations. The General Fund is \$18,320,894.00 of that total.

**Revenues**

Economic Development	\$48,301.00
Elections	\$176,290.00
FMS	\$199,036.00
Extension	\$200,794.00
Finance	\$278,520.00
Governing Body	\$140,583.00
JCPC	\$83,869.00
Legal	\$50,000.00
Library	\$235,327.00
Museum	\$26,819.00
Non-Departmental	\$374,620.00
Parks & Recreation	\$405,573.00
Personnel	\$128,735.00
Planning/Inspections	\$650,306.00
Public Works/Buildings & Grounds	\$732,340.00
Register of Deeds	\$313,757.00
Senior Center	\$157,196.00
Sheriff & SRO	\$3,696,102.00
Soil & Water Conservation	\$88,899.00
Tax	\$571,314.00

**Special Appropriations**

The proposed budget includes \$7,311,185.00 in special appropriations. Of that total, \$4,293,950.00 is associated with school funding. The Board of Commissioners committed to an appropriation amount for operating and capital expenses in a graduated plan during the previous budgeting process. The request from the schools exceeded this request. Given the increase in costs for all operating expenses, the recommended appropriation for the current operating expenses is \$3,000,000.00 with an additional \$887,200.00 for capital expenses to allow for the purchase of a new activities bus. Appropriations for FMS service increased \$17,895.00 to \$648,645.00 in the proposed budget with Emergency Management and Communications appropriations increasing as well.

Requesting Entity	Proposed Appropriation
Albemarle Commission	\$7,500.00
Pasquotank Camden FMS	\$648,645.00
Forestry	\$76,285.00
RC&D	\$750.00
Central Communications	\$407,764.00
Emergency Management	\$42,682.00
Sewer	\$169,939.00
MILking	\$800.00
Special Funding	\$1,000.00
Court House/Shiloh Fire	\$383,105.00
South Mills Fire	\$251,038.00
DSS	\$591,033.00
School Reserve Fund	\$587,200.00
3E High School Operations	\$706,750.00

The proposed budget was crafted with a decrease in the ad valorem tax. The proposed budget has a tax rate of \$ .74 per \$100.00 of valuation representing a decrease of \$ .14. The proposed ad valorem tax rate is \$.60 down from \$.74 this reduction is possible due to the increase in property values during the 2023 revaluation period. This decrease is intended to be sensitive to the cost burden of the tax payers while recognizing the needs of staffing, equipment replacement, and general costs increases. There is no proposed change in the solid waste fee. The projected revenues for FY 2023-2024 are as follows:

Revenue Source	Projection
Ad Valorem	\$8,781,035.00
Local Sales Tax Option	\$700,000.00
Vehicle Tax	\$868,638.00
Franchise Tax	\$740,000.00
Medicaid Hold Harmless	\$100,000.00
Article 40	\$375,000.00
Article 42	\$220,000.00
Special Revenue Fund	\$1,117,247.00
School Reserve Fund	\$2,804,612.00
Solid Waste Fee	\$320,000.00

**Expenditures**

Compared to the FY 2022-23 General Fund budget of \$15,324,997.49, the FY2023-24 budget proposes \$18,320,894.00 which represents an increase of \$2,995,896.51. The FY2023-24 proposed general fund budget is balanced with \$2,935,211.00 in fund balance to finance County operational expenses. The FY 2022-23 proposed general fund budget was balanced with \$990,232.27 in fund balance to finance County operational expenses.

The proposed budget is intended to support the necessary staffing and services to meet the expectations of the citizens of Camden County while anticipating future needs and projects.

**Departmental Budgets**

The proposed budget includes seven (7) new positions in the Sheriff's office with associated vehicles and equipment. Other new positions include a Social Worker, a new position split between Elections and the Museum, and the establishment of a new Emergency Medical Services Department with the position of Director to be filled in FY 2023-2024. Additionally, this budget includes the purchase of up to seven (7) new vehicles and new grounds equipment for Waste Water and Parks and Recreation. The proposed budget also reflects a 4% cost of living adjustment and a 3% increase in health insurance costs.

Below is a list of some of the major departmental expenditures proposed for FY2023-24.

Department	Proposed Budget
County Administration	\$268,193.00
Debt Service	\$1,151,497.00

CCPS Current	\$3,000,000.00
Hopkins	\$3,000.00
COA	\$47,250.00
Revaluation Fund	\$30,000.00
Food Pantry	\$3,000.00
Albemarle Food Bank	\$3,000.00
Museum	\$1,000.00
Friends of Dismal Swamp	\$1,000.00
Grant Match	\$10,000.00
Jail Operation	\$275,000.00
411 Ins.	\$53,004.00
Albemarle Tideland Retirement	\$10,500.00
<b>Total</b>	<b>\$7,311,185.00</b>

**Other Funds**

The county continues to pursue reimbursements through the FEMA hazard mitigation fund from expenditures made in the wake of Hurricane Matthew (September 2016). Anticipated reimbursements exceed one million dollars.

The county should continue to focus on the expansion of sewer service to improve the financial health of the sewer service fund. Increase in customers also improves the function of the waste water treatment plant. Completion of the sewer service extension westward on 158 to County Club Road is slated for construction in FY 2023-2024, using ARPA funding. This will allow the system to pick up a number of commercial properties along the highway as well as to provide service to some private residences.

FY 2023-2024 will see the completion of construction of a new well site using ARPA funds. This site will allow rest times for existing wells.

The Economic Development Projects fund and property in the associated Commerce Park will be wrapping up in the 2023-2024 fiscal year. There are a few remaining properties left to sell and interest has continued to increase.

For the 2023 -2024 Fiscal Year the Community Park fund has been absorbed into the Parks and Recreation department. While this does not represent a decrease in funding, it does allow for the departments to better track expenditures in each of the County's parks.

The final total of needs-based grant funding received for the construction of the new Camden County High School, is \$50,000,000.00 These funds in addition to those being collected from the 2020 bond referendum will lead to the construction of a new state-of-the-art high school and early college campus. The final portions of planning should be completed in FY 2023-2024, with construction beginning in late 2024.

**SUMMARY**


The proposed FY 2023-2024 budget is marked with a renewed focus on ensuring county departments have the staffing and tools they need to meet the expectations of the tax payer. While the proposed budget uses a larger amount of fund balance than in the past, staff recognizes that the increase in personnel comes with an increase in "one-time costs", including equipment and vehicles. The County has also committed to the goal of developing a retention and replacement schedule for vehicles to ensure future vehicle replacement costs are more evenly distributed.

Prices and inflation appear to be stabilizing but there is not an anticipated return to pre-pandemic prices. These increases are reflected in budgets associated with fuel, vehicles, vehicle maintenance, chemical costs for the Water Plant, and general service purchases. The projected numbers are conservative, but should cover the anticipated increases.

Attachment: bocminutes\_060523 (BOC Meeting Minutes)

Camden County will continue to see growth pressures from the Hampten Roads area as well as adjacent communities due to the natural beauty of the area, proximity to major metropolitan areas, good schools, and low crime rate. The County must remain diligent to not allow growth to outpace the ability to maintain existing services while expanding to meet the needs of new development. This budget addresses these items and a stated goal of developing a strategic plan and following that with updates to the Comprehensive Plan and Land Use Plan will lay out a path for future county needs.

Respectfully Submitted,



Erin Burke, County Manager



**Budget Ordinance**

**Ordinance No. 2023-06-01  
AN ORDINANCE OF  
THE BOARD OF COUNTY COMMISSIONERS OF  
CAMDEN COUNTY, NORTH CAROLINA,  
RELATING TO THE FY 2023 – 2024 BUDGET**

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

**ARTICLE I. BUDGET ORDINANCE**

This Budget Ordinance per G.S. 159-13 hereby incorporates, in its entirety, this Budget for the County of Camden for FY 2023-2024, adopted by the Board of Commissioners on June 5, 2023. Said Ordinance may hereafter be referred to as the "Budget Ordinance". The levy of the county-wide Tax Rate(s) and Fees affecting any and all county managed Funds will accompany and be adopted simultaneously with this Budget Ordinance unless amended per G.S. 159-15.

**ARTICLE II. GENERAL FUND**

**SECTION 1 – Appropriations:** The following amounts are hereby appropriated in the General Fund for the operation of county government and its activities for the fiscal year beginning July 1, 2023 and ending June 30, 2024 in accordance with the Budget Ordinance and the chart of accounts heretofore established for this county.

Governing Body.....	\$140,583
County Administration.....	268,193
Elections.....	176,290
Finance.....	278,520
Personnel.....	128,735
Tax Supervisor.....	571,314
Legals.....	50,000
Register of Deeds.....	313,757
Planning.....	356,961
Inspections.....	293,845
Economic Development Commission.....	48,201
Building & Grounds.....	592,980
Sheriff.....	3,375,895
School Resource Officer (SRO).....	314,207
Jury Commission.....	108
Court Facilities.....	19,820
Public Works Administration.....	139,360
Traffic.....	5,100
Solid Waste.....	838,615
Public Health.....	136,555
Extension.....	200,794
County Public Library.....	235,327
Parks & Recreation.....	402,573
Museum.....	26,819

FY 2023-2024 Budget Page 1

Emergency Medical Services.....	199,036
DDJP (JCPC).....	83,809
Senior Center.....	157,196
Non-Departmental.....	374,620
Solid Water Conservation.....	88,899
Capital Outlay/Debt Service.....	1,151,497
Special Appropriations:	
Albemarle Commission.....	7,500
EMS.....	648,645
Conservation/Forestry.....	76,285
RCKD.....	750
Central Communications.....	407,704
Emergency Management.....	42,682
S. Camden Water & Sewer.....	169,939
Special Funding.....	1,800
CH&S Fire Commission Four Cents.....	383,105
South Mills Fire Commission Four Cents.....	251,038
Social Services.....	591,033
Schools – Contribution to Capital Reserve.....	587,200
Schools – Current Expense.....	3,000,000
New High School Operating Expense.....	706,750
Albemarle Hopeline.....	3,000
College of the Albemarle.....	47,250
Revaluation Fund.....	30,000
Camden Food Pantry.....	3,000
Albemarle Food Bank.....	3,000
Camden Museum.....	1,000
Friends of the Dismal Swamp.....	1,000
Alb. Dist. Jail Operations.....	275,000
Grant Match.....	10,000
4-11 Insurance.....	53,004
Albemarle Tideland Retiree.....	10,500
Contingency.....	40,000
<b>TOTAL GENERAL FUND</b> .....	<b>\$18,320,894</b>

**SECTION 2 – Revenues:** It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Ad Valorem and Vehicle Taxes:	
Budget Year.....	\$9,649,673
Prior Years Summary.....	401,500
Penalties and Interest.....	40,000
House Bill 1779.....	100
Other Taxes and Licenses:	
State 1 cent Sales Tax.....	700,000
Local Sales Tax - Art. 40.....	375,000
Local Sales Tax - Art. 42.....	220,000
Local Sales Tax - Art. 44.....	100

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Unrestricted Intergovernmental:	
AIC Profile.....	36,000
Refuge Revenue Sharing.....	8,500
Utilities Franchise Fees.....	700,000
Medicaid Hold Harmless.....	100,000
Restricted Intergovernmental:	
State Grants - JDP.....	64,812
Soil/Water Funds.....	20,000
Capital Reserve & Transfer Tax for Capital Debt Service.....	187,262
Court Facilities Fees.....	20,000
Alb. Comm. Nutrition Site.....	2,000
School Resource Officer.....	131,550
School Capital Reserve Fund for School Debt Service.....	982,506
New High School Operating Revenue.....	706,750
Senior Center Grants.....	5,300
Fees and Permits:	
Register of Deeds Fees.....	211,500
Building Permits and Planning Fees.....	189,700
Land Use Fees.....	5,000
Leased Property.....	60,000
Tire Disposal Dist.....	15,000
White Goods Disposal Dist.....	4,000
Recyclables.....	21,000
Disposables Tax Distribution.....	6,000
Electronics Management.....	100
Solid Waste Fee.....	320,000
Cable Franchise Fee.....	40,000
Gun Permit Fees.....	13,600
Golf Cart Fees.....	300
Pet/Privilege Licenses.....	250
5 Cents Per Bottle Fees.....	5,000
Extension Fees.....	2,000
Library Fees.....	1,800
Recreation Fees.....	18,000
Senior Center Participation Fees.....	1,000
Sales and Services:	
Jail Fees.....	3,000
Sheriff's Office Fees.....	15,000
Sale of Fixed Assets.....	2,000
Fines & Forfeitures.....	55,000
911 Fees for GIS.....	500
Other:	
Sheriff's Office Grants & Donations.....	1,000
Interest.....	20,000
Miscellaneous.....	23,900
Appropriated Fund Balance.....	2,935,211
<b>TOTAL GENERAL FUND</b>	<b>\$18,320,894</b>

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**ARTICLE III. SOUTH CAMDEN WATER/SEWER DISTRICT FUND**

The following amounts are hereby appropriated in the South Camden Water/Sewer District Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

R/O Plant Operation Expenses.....	605,547
Waste Water Operation Expenses.....	476,833
Distribution Expenses.....	634,531
Debt Service.....	329,492
	<b>\$2,046,403</b>

It is estimated that the following revenues will be available in the South Camden Water/Sewer District Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Sale of Water.....	1,359,600
Sewer Fees.....	110,000
Connection Fees.....	75,000
Miscellaneous.....	28,550
Fund Balance Appropriated.....	100,000
Capital Reserve Fund.....	203,314
General Fund Contribution.....	169,939
	<b>\$2,046,403</b>

**ARTICLE IV. WATER/SEWER CAPITAL RESERVE FUND**

The following amounts are hereby appropriated in the System Development Fee Capital Reserve Fund for the purpose of collecting funds from new construction projects which will have an impact on the infrastructure of Camden County and establishing Membrane Reserve for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

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

It is estimated that the following revenues will be available in the System Development Fee Capital Reserve Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

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

**ARTICLE V. COURTHOUSE & SHILOH FIRE COMMISSION FUND**

The following amounts are hereby appropriated in the Courthouse and Shiloh Fire Commission Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

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General Expenses.....	388,880
Debt Service.....	100,000
	<b>\$488,880</b>

It is estimated that the following revenues will be available in the Courthouse and Shiloh Fire Commission Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Fire Tax.....	95,776
4 Cent County Match.....	383,104
Leased Property.....	9,000
Interest Earnings.....	1,000
	<b>\$488,880</b>

**ARTICLE VI. SOUTH MILLS FIRE COMMISSION FUND**

The following amounts are hereby appropriated in the South Mills Fire Commission Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

General Expenses.....	231,296
Debt Service.....	113,000
	<b>\$344,296</b>

It is estimated that the following revenues will be available in the South Mills Fire Commission Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Fire Tax.....	62,759
4 Cent County Match.....	251,037
Grant.....	30,000
Interest.....	500
	<b>\$344,296</b>

**ARTICLE VII. SOCIAL SERVICES**

The following amounts are hereby appropriated in the Social Services Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Public Assistance.....	217,864
Administrative Expenses.....	1,298,354
	<b>\$1,516,218</b>

It is estimated that the following revenues will be available in the Social Services Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

County Appropriations.....	591,033
State/Federal Funds.....	925,185
	<b>\$1,516,218</b>

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**ARTICLE VIII. JOYCE CREEK DRAINAGE PROJECT FUND**

The following amounts are hereby appropriated in the Joyce Creek Drainage Project Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Watershed Projects & Expenses.....	\$44,160
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It is estimated that the following revenues will be available in the Joyce Creek Drainage Project Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Watershed Improvement Fee.....	43,160
Miscellaneous.....	1,000
	<b>\$44,160</b>

**ARTICLE IX. REVALUATION RESERVE FUND**

The following amounts are hereby appropriated in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Reserved for Revaluation Expenses.....	\$30,500
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It is estimated that the following revenues will be available in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Fund Balance Appropriated.....	30,000
Interest.....	500
	<b>\$30,500</b>

**ARTICLE X. CAPITAL RESERVE FUND**

The following amounts are hereby appropriated in the Capital Reserve Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Debt Service.....	576,947
USDA Debt Reserve.....	\$1,117,247

It is estimated that the following revenues will be available in the Capital Reserve Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Land Transfer Tax Collections.....	700,000
Investment Earnings.....	5,000
Fund Balance Appropriated.....	412,247
	<b>\$1,117,247</b>

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Attachment: bocminutes\_060523 (BOC Meeting Minutes)

**ARTICLE XI. SCHOOL CAPITAL RESERVE FUND**

The following amounts are hereby appropriated in the School Capital Reserve Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Debt Service.....	574,000
Fund Reserves.....	1,490,612
School Capital Outlay.....	590,000
Camden Plantation Funds for Capital Outlay.....	150,000
	\$2,804,612

It is estimated that the following revenues will be available in the School Capital Reserve Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Local Option & Restricted Sales Tax.....	1,045,000
Investment Earnings.....	3,000
New High School Debt Service Revenue.....	1,606,612
Camden Plantation.....	150,000
	\$2,804,612

**ARTICLE XII. DISMAL SWAMP VISITOR CENTER FUND**

The following amounts are hereby appropriated in the Dismal Swamp Visitor Center Fund for the purpose of operating the Center with funds received from NCDOT for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Center Operating Expenses.....	\$176,447
DOT Funds.....	160,000
Gift Shop Contribution.....	12,888
Tourism Authority Contribution.....	3,559
	\$176,447

The following amounts are hereby appropriated in the Dismal Swamp Gift Shop Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Gift Shop Revenues.....	\$35,000
Gift Shop Expenses.....	\$35,000

**ARTICLE XIII. FEREBEE COURTHOUSE TRUST FUND**

For purposes of summary only, the following amounts are hereby appropriated in the Nancy M. & H. C. Ferebee, III Courthouse Trust for the restoration of the 1847 Camden County Courthouse for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

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

**ARTICLE XIV. REGISTER OF DEEDS AUTOMATION ENHANCEMENT AND PRESERVATION FUND**

The following amounts are hereby appropriated in the Register of Deeds Automation Enhancement and Preservation Fund for the purpose of funding for computer and imaging technology for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Technology.....	\$11,000
Register of Deeds Technology Funds.....	5,000
Interest.....	10
Fund Balance.....	5,990
	\$11,000

**ARTICLE XV. CODE ENFORCEMENT REVOLVING FUND**

The following amounts are hereby appropriated in the Code Enforcement Revolving Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Demolition Expenses.....	\$59,600
Fee Collection.....	3,050
Fund Balance Appropriated.....	\$6,550
	\$59,600

**ARTICLE XVI. STORMWATER MANAGEMENT UTILITY FUNDS**

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

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **South Mills Watershed Fund (Fund 36)** for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Watershed Expenses & Reserve.....	\$14,125
Estimated Revenue.....	\$14,125

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **Sawyer's Creek Watershed Fund (Fund 37)** for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

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

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **North River Watershed Fund (Fund 38)** for the fiscal year July 1, 2023 and ending June 30, 2024.

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

The following estimated revenues will be available for funding the programs designed to protect and manage water quality and quantity in the **Shiloh Watershed Fund (Fund 39)** for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

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

**ARTICLE XVII. TOURISM DEVELOPMENT AUTHORITY**

The following amounts are hereby appropriated in the Tourism Development Authority budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

General Expenses.....	33,976
Dismal Swamp Visitor Center.....	3,559
	\$37,535
Donations.....	2,000
Occupancy Tax Collections.....	20,000
Interest Earnings.....	300
Appropriated Fund Balance.....	15,235
	\$37,535

**ARTICLE XVIII. TAX PENALTIES SCHOOL FUND**

The following amounts are hereby appropriated in the Tax Penalties School Fund budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

School Current Expense.....	\$8,100
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It is estimate that the following revenues will be available in the Tax Penalties School Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

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

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**ARTICLE XIX. SCHOOL APPROPRIATIONS**

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

**SECTION 2** – For purposes of summary only as the actual figures are contained in the Budget Ordinance, the total appropriation for Current Expense is \$3,000,000 and for Capital Expense is \$587,200.

**SECTION 3** – Except as otherwise provided in this Budget Ordinance, this Budget Ordinance hereby incorporates by reference in its entirety the "PROPOSED BUDGET OF THE CAMDEN COUNTY BOARD OF EDUCATION FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 and ENDING JUNE 30, 2024" as presented to the Board of Commissioners, and all language in said Proposed Budget is incorporated into this Ordinance as if it were included within the body of this Ordinance. Said Proposed Budget may hereafter be referred to as the "School Budget". The county budget does not include any special appropriation for the supplement for teachers' salaries. This will have to be included in the school budget.

**ARTICLE XX. TAX LEVY**

**SECTION 1** – There is hereby levied at the rate of seventy-four cents (74 cents) per One Hundred Dollar (\$100) valuation of property listed for taxes as of January 1, 2023, for the purpose of raising the revenue listed in the General Fund, Article II, Section 2, of this Ordinance.

Thirteen cents (13 cents) of the of seventy-four cents (74 cents) is allocated for the debt service and operational costs of the new high school as approved in the 2020 referendum. Ten cents (10 cents) shall be applied to the additional debt service incurred for the financing of \$33M over 30 years; three cents (3 cents) is appropriated for added operational costs.

**SECTION 2** – There is hereby levied at the rate of four cents (4 cents) per One Hundred Dollar (\$100) valuation of property listed for taxes as of January 1, 2023, for the purpose of raising the revenue listed in the General Fund, Article II, Section 2, of this Ordinance to equal the expenditures listed as CH&S Fire Commission Four Cents and South Mills Fire Commission Four Cents in the General Fund, Article II, Section 1, of this Ordinance.

**SECTION 3** – The rate of tax as shown in Section 1 and 2 above is based upon a total valuation of property for the purpose of taxation of \$1,668,854,630 and an estimated collection rate of ninety-four percent (94.790%) for real property and ninety-seven percent (97.130%) for vehicles.

**SECTION 4** – There is hereby levied a tax at the rate of one cent (1 cent) per One Hundred Dollar (\$100) valuation of property listed for the taxes as of January 1, 2023, located within the South Mills Fire Protection District for the purpose of raising the revenue listed in the South Mills Fire Commission Fund, Article V., of this Ordinance.

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Attachment: bocminutes\_060523 (BOC Meeting Minutes)



**SECTION 5** - The rate of tax as shown in Section 4 above is based upon a total valuation of property for the purpose of taxation of \$660,660,824 with an estimated collection rate of ninety-four percent (94.790%) for real property and ninety-seven percent (97.130%) for vehicles.

**SECTION 6** - There is hereby levied at the rate of one cent (1 cent) per One Hundred Dollar (\$100) valuation of property listed for taxes as of January 1, 2023, located within the Courthouse-Shiloh Fire Protection District for the purpose of raising the revenue listed in the Courthouse-Shiloh Fire Commission Fund, Article IV, of the Ordinance.

**SECTION 7** - The rate of tax as shown in Section 6 above is based upon a total valuation of property for the purpose of taxation of \$1,008,193,806 and an estimated collection rate of ninety-four percent (94.790%) for real property and ninety-seven percent (97.130%) for vehicles.

**ARTICLE XXI. OTHER PROVISIONS**

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

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

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

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

FY 2023-2024 Budget Page 11

- (b) All legal outstanding encumbrances at June 30, 2023 are hereby carried forward and re-appropriated as an amendment to the budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024.
- (c) The Board authorizes one principal account as the central depository for funds received by the Finance Director. Other accounts authorized by the Board can be used for special purposes such as the enterprise fund and various trust accounts. Current accounting techniques shall be used to assure that all funds will be properly accounted for in the financial records of the County.
- (d) Amendments to this Budget Ordinance and any accompanying fee schedule, taxes or appropriations are allowed as provided herein or by board approval in accordance with G.S. 159-15.

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

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

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

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

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

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

A public hearing on this Budget Ordinance was held on June 5, 2023.

This Budget Ordinance was adopted on the 5<sup>th</sup> day of June, 2023

CAMDEN COUNTY BOARD OF COMMISSIONERS


*Tiffany Kujala*  
Tiffany Kujala, Chair

*Ross Munro*  
Ross Munro, Vice-Chair

ATTEST:

*Karen Davis*  
Karen Davis  
Clerk to the Board


*Erin Barbe*  
Erin Barbe  
Budget Officer/County Manager



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Attachment: bocminutes\_060523 (BOC Meeting Minutes)

Schedule of Fees



**CAMDEN COUNTY**  
NORTH CAROLINA - USA  
Boundless Opportunities.

**SCHEDULE OF FEES**  
FY 2023-2024

**CAMDEN COUNTY**  
Fee Schedule

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BUILDING INSPECTIONS AND PLANNING DEPARTMENT  
PERMIT FEE SCHEDULE

**BUILDING PERMIT FEES**  
RESIDENTIAL, NONHABITABLE, & COMMERCIAL CONSTRUCTION

Plan Fees up to 400 Sq. Ft.	\$100.00	Over 400 Sq. Ft.	\$0.25/Sq. Ft.
State Fee	\$10.00		
<b>ELECTRICAL</b>			
Residential Over 500 Sq. Ft.	\$0.15/Sq. Ft.	Service Repair	\$75.00
Minimum Fee	\$25.00	Service Change	\$25.00
Temporary Service	\$75.00	Mtg. Home Service	\$75.00
<b>PLUMBING</b>			
Plumbing (New Stalls)	\$75.00	Plumbing (Repairs)	\$75.00
<b>MECHANICAL</b>			
Minimum Fee (New Home Install)	\$100.00	Additional Units	\$25.00
Repair/Service Change/Upgrade	\$75.00	Service Slice Change Out	\$75.00
<b>INSULATION</b>			
Minimum Fee	\$75.00		
<b>NATURAL GAS AND PROPANE HOOKUP (RESIDENTIAL &amp; COMMERCIAL STRUCTURES)</b>			\$50.00
<b>GENERATOR</b>			
Electricity Fee	\$75.00	Gas Hookup Fee	\$50.00
<b>MANUFACTURED HOMES</b>			
Single wide	\$250.00	Double wide	\$350.00
Triple wide	\$400.00		
<b>ADDITIONS</b>			
Minimum Fee	\$150.00	Over 405 Sq. Ft.	\$0.375/Sq. Ft.
<b>SWIMMING POOLS, SPAS, &amp; HOT TUBS</b>			
Commercial Fill Fee	\$100.00		
Residential*	\$50.00		
Above Ground Pool Fee	\$150.00		
In Ground Pool Fee (includes electric)	\$75.00		
<b>DETACHED GARAGES, STORAGE, AND UTILITY/ACCESSORY BUILDINGS</b>			
Minimum Fee	\$75.00	Over 301 Sq. Ft.	\$0.25/Sq. Ft.
Electric for Accessory Structures	\$75.00		
<b>PORCH/DECK/SHED ROOF</b>			
Up to 750 Sq. Ft. (Minimum)	\$75.00	Over 750 Sq. Ft.	\$0.10/Sq. Ft.
Minimum Fee (Up to 200 Sq. Ft.)	\$75.00	Over 300 Sq. Ft.	\$0.15/Sq. Ft.
<b>CARPORT/POLE BARN/POLE SHED (Not Enclosed - Open on at least 2 sides)</b>			
Up to 200 Sq. Ft.	\$75.00		
<b>SINGLE UTILITY INSPECTION</b>			
Trade Permit Minimum Fee	\$75.00		
<b>SEALS</b>			
16 Square Feet	\$0.00	17-32 Square Feet	\$50.00
Over 32 Square Feet	\$100.00	Electrical on/aboveground sign	\$75.00
<b>FOUNDATION OR CRAWLSPACE REPAIRS/IMPROVEMENTS</b>			
Minimum Fee per item	\$75.00		
<b>IMPROVEMENTS SURFACE (concrete, asphalt, pavers, etc.)</b>			
Residential Fee	\$75.00	When included with other permit Minimum Fee	\$25
Commercial Minimum Fee	\$100.00		

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**DEMOLITION (Fire, Safety & EPA Dept)**

Fire inspection required for safety and hazardous materials and removal to proper channels if found

**ALTERATIONS/REPAIRS/IMPROVEMENTS**

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

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

Permit Buildings are exempt UNLESS:

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

**MOVING OF ANY BUILDING WITHIN OR INTO THE COUNTY**

Minimum Fee \$100.00

**REURHEAD/REURBOAT/REURBOCK (Flat Fee)**

\$75.00

**COMMUNICATION TOWER**

Electrical \$75.00 One for Generator \$50.00

**WIND ENERGY SYSTEMS**

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

**SOLAR FARMS**

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

**COMMERCIAL PERMIT FEES**

NEW CONSTRUCTION & ADDITIONS \$0.60 sq.ft.  
Minimum Permit Fee \$100.00  
Alterations \$0.30 sq.ft.  
Mechanical, Electrical, Plumbing, Gas \$100.00 each/yr unit

**MISCELLANEOUS**

Work-in Counter \$60.00 ea.  
Commercial Cooking Hood \$50.00 ea.  
Elevator \$100.00  
Fire Alarm \$100.00  
Fire Sprinkler \$100.00  
Temporary Service w/ Trailer \$100.00 ea.  
Temporary Power Pole \$75.00 ea.

If project does not fall into the above fee category then the following may apply:

Up to \$200.00 \$100.00  
Over \$200.00 \$100.00 per \$1000.00

**NEGLECTANCE FEES**

Inspection Negligence Fee (Applicator fee) \$100.00  
Inspection called for but not ready  
Reinspection may require mandatory inspection  
Reinspection called for without first consulting (discrepancy noted by inspector  
\*Wrong sub-contractor other than on Trade Affidavit  
No Permit Negligence Fee (Applicator fee) \$100.00  
\*Building or Trade-Related Activities performed without first obtaining and paying for a building permit.  
Shall result in overall doubling of permit fee.

**BUILDING PERMIT FEES DUE AT TIME OF ASSUANCE**

All Building Permit fees must be paid in full at time of permit issuance.  
\*Applications will be modified within 3-5 days after building permit application is processed, reviewed, and approved. At this time permit fees are due.  
\*No building permit will be issued without payment of permit fees due.

Attachment: bocminutes\_060523 (BOC Meeting Minutes)

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

LAND USE DEVELOPMENT FEES - DUE AT TIME OF APPLICATION  
All fees for Land Use/Development MUST be paid in full at time of APPLICATION.

Zoning Permit	\$25.00	
Special Use Permit	\$400.00	
Temporary Use Permit	\$50.00	
Variance	\$500.00	
Ordinance Text Amendment	\$500.00	
Recording Fee		\$500.00 Plus \$10 per Acre over First 10 Acres
First 10 Acres		
Interpretation Challenge/Special	\$250.00 *	
Zoning/Floodplain Determination Letter	\$25.00	
Subdivision Fee		
Major Subdivision		
Preliminary Plan	\$50.00	Per Lot
Construction Drawing	\$50.00	Per Lot
Final Plan Plus	\$50.00	Per Lot
Minor Subdivision	\$200.00	Per Lot, created & transfer plans
Planned Development		
Minor Plan	Site Renaming	
Preliminary Plan	\$50.00	Per Lot
Construction Drawing	\$50.00	Per Lot
Final Plan	\$50.00	Per Lot
Commercial Site Plan Review		
Major	\$200.00	
Minor	\$100.00	
Stemwater Review Fee/Deposit		\$6,000.00
**Major Commercial/Residential Subdivisions (Over 5 acres)		\$2,500.00
**Minor Commercial/Residential Subdivisions (5' or 4' less)		\$3,700.00
**Major Commercial Site Plan Review		\$2,500.00
Residential Site Plan		

**LAND DISTURBING ACTIVITY**

100 Yards \$10.00

**NOTES:**  
 \*Subject to refund in the case of a successful appeal, if so ordered by the Board of Adjustment  
 \*\*The County stemwater review deposit/fee will be set up as an escrow wherein the applicant receives any deposits in excess of actual costs incurred, or replenishes the escrow if costs drop below \$1000 prior to project approval.  
 A refund of Land Use Development fees will be given if an application is withdrawn prior to commencement of the approval (final review for Zoning Permit; Board's agenda for all other items). No refund shall be given after any portion of the approval process has begun (e.g., zoning permit issued or lien placed on Board agenda.)  
 \* Board of Adjustment, Planning Board or Board of Commissioners

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**GIS**

**Prints**

**Xerox Copies**

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

**Platter Copies**

Size	Price
24 * 36	\$10.00
36 * 48	\$20.00

Camden County Street Maps \$1.00

**Electronic Media - Data Files**

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

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

7

**Code Enforcement**  
Fees for Abatement of Property by County

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

*Fees are for Chapter 94 for Public Nuisance and Chapter 90 for Abandoned and Junk*

**Motor Vehicles**

\*\*This Fee Schedule is only if the County abates the property. If a contractor is hired to perform any abatement then the cost will be the contracted price plus an Administrative fee.  
 \*\*\*Payment for abatement is due 30 days after the date of the abatement. If the fees are not paid a Tax Lien will be applied to the property.

8

**Parks & Recreation**

**Recreation Youth Sports Registration Fees:**

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

**Saturday Night Open Gym for Basketball**

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

**Thursday Night Open Gym for Adult Volleyball**

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

Attachment: bocminutes\_060523 (BOC Meeting Minutes)

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**Register of Deeds**

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

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**Sheriff's Office**

Office Fees

Concealed Carry Permit	
New	\$90.00
Renew	\$75.00
Weapon Purchase Permit	\$5.00
Fingerprints	\$10.00
Civil Process Service	
In-State	\$30.00
Out of State	\$50.00
<u>Other</u>	
Out of County Mental Patient Transport	\$150.00
Diskette Copy of Photos	\$10.00
<u>Dog/Cat Tag Fee</u>	
Annual	\$5.00
Lifetime	\$30.00
Kennel Fee	\$20.00
<u>Wild/Exotic Animal</u>	
Annual	\$5.00
Lifetime	\$30.00

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**Senior Center**

- The Camden County Board of Commissioners permits the use of the Senior Center after 5:00 pm Monday through Friday to governmental agencies, civic clubs and other clubs benefiting the county without charge provided the meeting or gathering is to conduct business pertaining to that agency/club.
- Other non-profit agencies, clubs (civic clubs, bridge clubs, etc.), individuals and associations are permitted to use the Center after 5:00 pm Monday through Friday by paying the following fees:
 

Maximum of 2 hours use	\$25.00
Maximum of 4 hours use	\$35.00
Maximum of 6 hours use	\$40.00
Maximum of 8 hours use	\$60.00
Use of the Kitchen (additional)	N/A
- For-profit firms, agencies, etc. are permitted to use the Center after 5:00 pm by paying the following fees:
 

Maximum of 2 hours use	\$50.00
Maximum of 4 hours use	\$75.00
Maximum of 6 hours use	\$100.00
Maximum of 8 hours use	\$120.00
Use of the Kitchen (additional)	\$50.00
- Rental Fees will not include the use of the Senior Center Craft Room, Exercise Room or the office space in the Center.
- Alcoholic beverages are not permitted in the Senior Center or elsewhere on County property.
- No confetti or like material is allowed in the Center. No streamers or like objects are allowed to be hung from the ceiling of the Center. All trash and garbage must be removed by the user.
- Individuals signing the Use Agreement form will be required to provide a deposit in the amount of \$150 (made payable to Camden County) for the use of the Center and an additional \$150 (made payable to Camden County) for the use of the kitchen when obtaining the key to the Center. Fees are to be waived for volunteers.
- Deposits will be returned when the key to the Senior Center is returned, providing the facilities are left in the condition in which they were found when the user arrived and nothing has been damaged or left improperly cleaned and all furnishings and furniture have been returned to their original places.
- Additional fees will be assessed for the following items and charged to any and all parties using the facility.
 

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

*\*additional charges (legal and monetary) may apply depending on damage*
- Special use considerations not addressed in this policy require County Manager approval.

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**Tax Administration Office**

Golf Cart Permits	
Annual Fee	\$20.00
Late Listing Fee (for sticker)	\$50.00
Non-Compliance	\$150.00
<u>Beer and Wine Fees</u>	
(License period: May 1 through April 30 each year)	
Every person engaged in the business of selling beer and wine in the following amount:	
<u>Beer at retail:</u>	
Off premises	\$5.00
On premises	\$25.00
Beer "on and off premises"	\$30.00
<u>Wine at retail:</u>	
Off premises	\$25.00
On premises	\$25.00
Wine "on and off premises"	\$50.00
<u>Beer and Wine:</u>	
Beer & Wine "off premises"	\$30.00
Beer & Wine "on premises"	\$30.00
Beer & Wine "on and off premises"	\$80.00

Attachment: bocminutes\_060523 (BOC Meeting Minutes)

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**South Camden Water & Sewer**

**WATER SERVICE FEES**

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

**ADDITIONAL MONTHLY USAGE**

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

Local Govt/Board of Education/Commercial Same as above  
 Bulk Water (except contracted sales) \$6.91 per 1,000 gallons  
 Fire Service (sprinkler systems) Base rate per month

**Deposits, Charges & Fees**

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

**Water Connection Fees**  
 (Includes \$1,500 Tap Fee)

3/4 inch	\$4,000.00
1 inch	\$5,067.00
2 inch	\$14,833.00
3 inch	\$28,167.00
4+ inch	*request rate table
6 inch fire svc.	\$4,000.00
Hwy Bore	\$2,000.00

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

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**SEWER SERVICE FEES**

Monthly Base Rate	Gallons	Cost
Residential*	0 - 2,000	\$29.00
Commercial	0 - 2,000	\$40.00

**ADDITIONAL MONTHLY USAGE:**

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

\*Residential: Includes Apartments & Townhouse Units

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

**HIGH STRENGTH** \$11.50 each additional 1,000 gallons  
 (Day Care, Hospitals, Nursing Homes, Laundromats, Restaurants, Doctors, Dentists, Beauty Shops, Grocery Store, Convenience Store, Funeral Homes, Car Washes, Dry Cleaners, etc)

**Sewer Connection Fees**

**Sewer Tap Fee**

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

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

**Sewer Capacity Fees**

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

**ADDITIONAL FEES & FINES**

**Parts & Labor:** For changing service size, location, or repairs for damage to the districts property.  
 Parts: Calculated at current price of materials due to the fluctuation of the market plus 20%.  
 Labor: \$35.00 per man per hour  
 \$75.00 per hour for backhoe  
 \$10.00 per foot for bores up to 2"  
 Repairs requiring contracted labor will be billed at invoice cost.

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**Fines for Violation of Fats, Oil & Grease Control Ordinance**

Offense	Minor Violations			
	1st	2nd	3rd	4th & Up
Failure to submit records	Warning	\$100.00	\$150.00	\$500.00
Inspection hindrance	Warning	\$100.00	\$150.00	\$500.00
Failure to maintain on-site records	Warning	\$100.00	\$150.00	\$500.00
Failure to meet sample standards	Warning	\$100.00	\$150.00	\$500.00
<i>Moderate Violations</i>				
Failure to maintain interceptors in proper working order	\$150.00	\$300.00	\$500.00	\$1,000.00
Failure to clean out interceptor every 30 days	\$150.00	\$300.00	\$500.00	\$1,000.00

*Major Violations*

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

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**Public Records**

**Copy Fees**

Public Records (Black/White)	
8.5 * 11 and 8.5 * 14	\$0.15/page
With printed pictures	\$0.30/page
11 * 17	\$0.35/page
Public Records (Color)	
8.5 * 11 with Pictures	\$0.50/page

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

Attachment: bocminutes\_060523 (BOC Meeting Minutes)

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**Public Library**

8.5 * 11 & 8.5 * 14 (Black/White)	\$0.15/page
8.5 * 11 & 8.5 * 14 (Color)	\$0.25/page
11 * 17 (Black/White)	\$0.20/page
11 * 17 (Color)	\$0.50/page
Incoming Fax	\$0.15/page
Outgoing Fax (local & toll free)	\$1.50 up to 10 pages, add 1 \$0.15/page over 10
Inter Library Loan	\$4.00
Proctoring	No Charge

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**Stormwater/Watersheds**

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

Rate Structure

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

Rate Table

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

per Single Family Home

\*exemptions itemized in the stormwater ordinance.

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**CAMDEN COUNTY**  
Approved Fee Schedule Certification


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

**Same-False statements**  
Any person who willfully makes a false statement on any fee application shall be guilty of a misdemeanor.

The foregoing instrument was duly approved and adopted at a meeting of the Camden County Board of Commissioners, said meeting date June 5th, 2023.

ATTEST:

 _____ Chairperson Camden County Board of Commissioners	 _____ Karen M. Davis Clerk to the Board of Commissioners
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Attachment: bocminutes\_060523 (BOC Meeting Minutes)

<b>CHANGES TO THE SCHEDULE OF FEES</b>		
<u>2022-2023</u>		<u>Proposed 2023-2024</u>
<i>Building Inspections &amp; Planning</i>		
Swimming Pools, Spas & Hot tubs	Electric for Above Ground \$75	Remove line
Detached Garages, Storage & Utility/Accessory Buildings	Over 400 sq ft \$0.25/sq ft	Over 501 sq ft \$0.25/sq ft
Commercial Permit Prices		Add New Construction & Additions \$0.60 sq ft
Commercial Permit Prices		Add Minimum Permit Fee \$100
Commercial Permit Prices		Add Alterations \$0.30 sq ft
Commercial Permit Prices		Add Mechanical, Electrical, Plumbing, Gas \$100 each/per suite
Mechanical	Remove title Mechanical	Add Miscellaneous
Miscellaneous	HVAC Fire damper/smoke damper \$5 each	Remove HVAC Fire damper/smoke damper \$5 each
Miscellaneous		Add Elevator \$100
Miscellaneous		Add Fire Alarm \$100
Miscellaneous		Add Fire Sprinkles \$100
Miscellaneous		Add Temporary Service with Trailer \$100
Miscellaneous		Add Temporary Power Pole \$100
Plumbing		Remove entire section
Electrical		Remove entire section
Gas		Remove entire section
Miscellaneous		Add if project does not fall into the above fee category then the following may apply: Up to \$5000 = \$100, Over \$5000 = \$20 per \$1000
<i>Parks &amp; Recreation</i>		
Recreation Youth Sports Sponsor Fee	Team sponsor fee \$200	Remove Team sponsor fee \$200
<i>Public Library</i>		
8.5*11 & 8.5*14 (Black/White)	\$0.10	\$0.15
Incoming Fax	\$0.10	\$0.15
Outgoing Fax (long distance)	\$1.25 up to 10 pages, add'l \$0.10/page over 10	Remove line

Chair White opened the floor for public comments. There were no public comments.

**Motion to close the Public Hearing.**

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

**Motion to add the FY 2023-2024 Proposed Budget and Schedule of Fees to the agenda for consideration.**

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

**Motion to approve the FY 2023-2024 Budget and Schedule of Fees as presented.**

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

Attachment: bocminutes\_060523 (BOC Meeting Minutes)

**ITEM 6. NEW BUSINESS**

**A. Tax Report – Lisa Anderson**

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

**OUTSTANDING TAX DELINQUENCIES BY YEAR**

<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>
2022	244,255.91	45,807.07
2021	101,925.13	8,192.40
2020	47,459.72	3,420.76
2019	24,569.09	1,850.57
2018	18,461.77	1,080.65
2017	11,434.96	1,289.46
2016	7,439.45	1,035.04
2015	6,123.07	628.26
2014	8,081.16	969.00
2013	6,206.46	4,618.93

TOTAL REAL PROPERTY TAX UNCOLLECTED	475,956.72
TOTAL PERSONAL PROPERTY UNCOLLECTED	68,892.14
TEN YEAR PERCENTAGE COLLECTION RATE	99.40%
COLLECTION FOR 2023 vs. 2022	55,970.71 vs. 120,779.24
<b><u>LAST 3 YEARS PERCENTAGE COLLECTION RATE</u></b>	
2022	97.04%
2021	98.85%
2020	99.36%

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

ENDING <sup>April</sup> **2023**  
**BY TAX ADMINISTRATOR**

<u>43</u>	NUMBER DELINQUENCY NOTICES SENT
<u>29</u>	FOLLOWUP REQUESTS FOR PAYMENT SENT
<u>2</u>	NUMBER OF WAGE GARNISHMENTS ISSUED
<u>3</u>	NUMBER OF BANK GARNISHMENTS ISSUED
<u>250</u>	NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR TO DELINQUENT TAXPAYER
<u>0</u>	NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)
<u>0</u>	PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR
<u>0</u>	NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY
<u>0</u>	NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR COLLECTION (I.D. AND STATUS)
<u>0</u>	REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS
<u>0</u>	NUMBER OF JUDGMENTS FILED

Attachment: bocminutes\_060523 (BOC Meeting Minutes)



30 Largest Unpaid - Real

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	01-8929-00-34-2503.0000	16,676.06	2	SPONBERIA COMMERCIAL FINANCE	SOUTH MILLS	
R	02-8943-01-17-4388.0000	11,143.88	2	THOMAS REESE	CAMDEN	301 JAPONICA DR
R	03-8971-00-23-2253.0000	9,306.61	2	ABODE OF CAMDEN, INC.	SHILOH	187 C THOMAS POINT RD
R	02-8944-00-40-4542.0000	8,865.17	1	EDWARD HUNTER	CAMDEN	160 C SAND HILLS RD
R	02-8934-01-18-8072.0000	7,103.79	2	ARNOLD AND THORNLEY, INC.	CAMDEN	146 150 US W
R	02-8935-02-66-7093.0000	6,782.56	2	B F ETHERIDGE HEIRS	CAMDEN	158 US E
R	01-7999-00-62-3898.0000	5,890.92	2	MICHAEL ASKEW	SOUTH MILLS	257 A OLD SWAMP RD
R	03-8962-00-05-0472.0000	5,801.13	2	FRANK MCWILLIAM HEIRS	SHILOH	172 NECK RD
R	02-8943-01-06-9013.0000	5,760.62	2	JEWEL H. DAVENPORT	CAMDEN	142 STANLEY LN
R	02-8934-01-29-4617.0000	5,748.12	2	JAMES SEYMOUR ETAL	CAMDEN	112 158 US W
R	03-8943-02-75-4196.0000	5,728.00	2	SHERRILL M PRICE JR	SHILOH	115 COOKS LANDING RD
R	01-7989-00-01-1714.0000	5,589.67	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8973-00-53-0748.0000	5,096.48	2	ABODE OF CAMDEN SR. HEIRS	CAMDEN	168 BUSHELL RD
R	02-8916-00-39-5170.0000	5,319.70	2	DONALD RAY JONES	CAMDEN	670 343 HWY N
R	03-9809-00-24-8236.0000	5,213.35	2	GENE W IRBY	SHILOH	503 SAILBOAT RD
R	03-9809-00-23-4988.0000	5,097.20	2	WANDA H WELLS	SHILOH	104 HIGH RD
R	03-8973-00-53-0748.0000	5,096.48	2	MORRIS L. KIGHT III	SHILOH	142 STANLEY LN
R	02-8934-00-43-8538.0000	4,941.32	2	BILLY ROSS FEREBEE	CAMDEN	237 PALMER RD
R	03-8961-00-68-3593.0000	4,381.87	2	EDWARD LANE MOORE	SHILOH	169 RAYMONS CREEK RD
R	02-8934-04-72-0416.0000	4,155.76	2	PAULINE JETTE	CAMDEN	238 COUNTRY CLUB RD
R	03-8972-00-44-8500.0000	4,137.94	2	BRANDI MOORE	SHILOH	343 HWY S
R	03-8961-00-38-7383.0000	4,010.86	1	DAVID G. REIFEL	SHILOH	160 BAYBREEZE DR
R	02-8935-04-63-0820.0000	3,990.30	1	BELCROSS PROPERTIES, LLC	CAMDEN	197 158 US E
R	02-8934-03-31-9750.0000	3,690.92	1	CAROLYN MCDANIEL	CAMDEN	155 COUNTRY CLUB RD
R	03-8937-00-50-2005.0000	3,386.27	2	EVANRA INC.	SHILOH	197 HERMAN ARNOLD RD
R	03-8990-00-17-3935.0000	3,352.06	2	KARL L ADCOCK	SHILOH	100 CATALAN DR
R	03-8971-00-54-7373.0000	3,307.86	2	DWAYNE HARRIS	SHILOH	125 ONE MILL RD
R	03-8889-00-48-7259.0000	3,297.82	2	ROBERT AND JAMETTE TEMPLETON	SHILOH	127 SAILBOAT RD
R	01-7999-00-32-3510.0000	3,295.22	2	LINTON RICHICK HEIRS	SOUTH MILLS	129 LILLY RD
R	01-7090-00-92-5561.0000	3,244.45	2	MAINSTAY CONSTRUCTION, INC	SOUTH MILLS	GENERALS WAY

30 Oldest Unpaid - Real

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	02-8935-02-66-7093.0000	10	6,782.56	B F ETHERIDGE HEIRS	CAMDEN	158 US E
R	01-7999-00-01-1714.0000	10	5,589.67	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8965-00-37-4242.0000	10	3,077.96	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	03-8962-00-04-9097.0000	10	2,988.80	CECIL BARNARD HEIRS	SHILOH	NECK RD
R	01-7999-00-95-3587.0000	10	2,613.78	WALTER TURNER HEIRS	SOUTH MILLS	CAROLINA RD
R	03-8962-00-45-2682.0000	10	2,458.98	SEVANK INC.	SHILOH	HOLLY RD
R	03-8952-00-95-8737.0000	10	2,233.18	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7999-00-32-3510.0000	10	2,022.09	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7988-00-91-0179.0001	10	2,014.88	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	01-7988-00-12-8596.0000	10	1,943.65	MORIS MICHELL HEIRS	SHILOH	116 BLOODFIELD RD
R	03-8943-04-93-8214.0000	10	1,862.04	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7091-00-64-6569.0000	10	1,814.42	CLARENCE D. TURNER JR.	SOUTH MILLS	STINGY LN
R	02-8926-00-13-6839.0000	10	1,407.95	NORTHEASTERN COMMUNITY	CAMDEN	123 TRAFTON RD
R	02-8935-01-07-0916.0000	10	1,202.98	ROSETTA MERCER INGRAM	CAMDEN	227 SLEEPY HOLLOW RD
R	02-8936-00-24-7426.0000	10	948.81	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	01-7090-00-60-5052.0000	10	840.78	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	01-7989-04-60-1588.0000	10	806.07	EMMA BRITTE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	01-7989-04-90-0938.0000	10	791.77	DORIS EASON	SOUTH MILLS	1352 343 HWY N
R	01-7989-04-60-1954.0000	10	786.75	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	01-7080-00-62-1977.0000	10	719.09	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	02-8955-00-13-7846.0000	10	592.37	MARIE MERCER	CAMDEN	IVY NECK RD
R	03-9809-00-33-4725.0000	10	441.32	DENNIS CREASY	SHILOH	SAILBOAT RD
R	03-8980-00-61-1968.0000	10	417.12	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	03-9809-00-53-4358.0000	10	406.96	WILLIAM G. YATES	SHILOH	SAILBOAT RD
R	03-8962-00-55-5300.0000	10	367.55	FELICE	SHILOH	HEBSCUS RD
R	03-8962-00-55-5300.0000	10	310.71	OCTAVIA COPELAND HEIRS	SHILOH	457 NECK RD
R	01-7090-00-95-5262.0000	10	307.16	JOHN F. SAWYER HEIRS	SOUTH MILLS	OLD SWAMP RD
R	03-9809-00-54-8280.0000	10	306.72	RODNEY STEVEN SPIVEY &	SHILOH	SAILBOAT RD
R	03-9809-00-66-0120.0000	10	293.76	CARL SCHLIGER	SHILOH	218 BOARD CREEK RD
R	03-9809-00-66-0120.0000	10	262.25	RANDELL CRIDER	SHILOH	SAILBOAT RD

30 Largest Unpaid - Personal

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001089	33,009.80	1	EASTERN CAROLINA CONST, INC.	CAMDEN	150 A 158 HWY E
P	0002941	2,059.39	2	BARKER'S TRUCKING, INC	SHILOH	108 SASSAFRAS LN
P	0002295	1,126.07	4	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0001709	947.26	8	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY E
P	0003721	792.00	2	JIMMY'S TRUCKING & HAULING LLC	CAMDEN	127 TRAFTON RD
P	0001721	693.51	2	CINDY MAYO	SOUTH MILLS	106 BINGHAM RD
P	0003192	583.73	1	ROBERT JESSE-ALDERMAN HUDGINS	CAMDEN	409 343 HWY N
P	0001046	543.81	1	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	520.66	10	PAM BUNDY	SHILOH	105 AARON DR
P	0003537	469.87	1	NATHAN MARC SEBURA	CAMDEN	343 HWY N
P	0003513	449.27	1	JULIE PORTER	CAMDEN	191 158 US W
P	0003512	397.83	1	WILLIAM ANTHONY POPE JR	CAMDEN	214 SMITH DR
P	0003907	386.53	2	PAUL DAVID RUSSELL	SOUTH MILLS	114 OTTERS PL
P	0002997	368.21	1	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0001545	294.86	2	MARK STANLEY MICHALSKI	SOUTH MILLS	138 CAROLINA RD
P	0003773	337.89	2	SEVAN NERO BARTLETT	CAMDEN	197 HERMAN ARNOLD RD
P	0003715	314.76	1	CHARLES CHANNING ROTEN	SOUTH MILLS	302 34 HWY N
P	0003415	302.75	2	IVY MIRANDA BOGUES	CAMDEN	224 NORTH RIVER RD
P	0000945	294.86	2	LOUIS RUGGERI	CAMDEN	239 SLEEPY HOLLOW RD
P	0003547	292.19	2	NICHOLAS W. STOTTS	CAMDEN	431 158 US W
P	0002902	281.09	2	STEPHANIE AUSMAN	SHILOH	204 POND RD
P	0003208	271.52	2	RICKY W JOHNSON	CAMDEN	113 PALMER RD
P	0001545	270.15	2	LOUIS RUGGERI	CAMDEN	390 CAMDEN CSWY
P	0003075	262.38	2	PATRICK WAYNE BAUM	CAMDEN	186 B BUSHELL RD
P	0001104	258.76	1	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0003478	251.59	1	JOHN PETER LEARY	SOUTH MILLS	971 343 HWY N
P	0002523	251.35	1	JOSEPH VINCENT CARDYN	SHILOH	260 ONE MILL RD
P	0000772	232.65	2	COSSY BAKER	SOUTH MILLS	114 BINGHAM RD
P	0002643	231.93	2	JASON RYAN MCCALLISTER	SOUTH MILLS	102 COUNTRY MEADOWS DR
P	0003662	231.58	2	JEFFREY CLAYTON COLLIER	CAMDEN	152 158 US W

Attachment: bocminutes\_060523 (BOC Meeting Minutes)

30 Oldest Unpaid - Personal

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001072	10	520.66	PAM BUNDY	SHILOH	105 AARON DR
P	0001709	8	947.26	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0001046	8	543.81	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	8	226.96	LESLIE FOTHERIDGE JR	CAMDEN	421 158 US W
P	0001538	8	216.33	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001106	8	200.27	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001694	8	128.34	THOMAS B THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0000295	7	1,126.07	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000770	7	134.40	MARSHA GAIL BOGUES	CAMDEN	276 BELCROSS RD
P	0002921	7	120.68	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0000945	6	294.86	RAMONA F TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0002468	6	221.37	WANDA HERNANDEZ WELLS	SHILOH	104 HIGH RD
P	0002968	6	202.44	MICHAEL WILLIAM MAINELLO	SOUTH MILLS	237 KEETER BARN RD
P	0001150	6	136.45	WILLIAM MICHAEL STONE	CAMDEN	130 MILL DAM RD S
P	0001689	6	125.28	MICHAEL WAYNE MYERS	SOUTH MILLS	107 ROBIN DR
P	0002902	5	281.09	STEPHANIE AUSMAN	SHILOH	204 POND RD
P	0001512	5	213.49	JOHN WESLEY BURGESS, JR.	CAMDEN	431 158 USY W
P	0002942	5	100.25	JAMES E. VASILIOPOULOS	CAMDEN	346 343 HWY S
P	0003513	4	449.27	JULIE PORTER	CAMDEN	431 158 US W
P	0003415	4	302.75	IVY MIRANDA BOGUES	CAMDEN	224 NORTH RIVER RD
P	0003075	4	262.38	PATRICK WAYNE BAUM	CAMDEN	186 B BUSHELL RD
P	0003414	4	199.71	EDWARD A. BILL	CAMDEN	152 158 US W
P	0003096	4	191.26	DANIEL ELWOOD BRIGHT	CAMDEN	109 JUNIPER DR
P	0002978	4	177.22	JONATHAN LEWIS PUGH	SOUTH MILLS	206 MAIN ST
P	0003035	4	173.24	ROBERT HENRY LEE	SHILOH	121 BECH TREE DR
P	0003487	4	171.51	MICHAEL RONALD MAYO II	CAMDEN	146 BELCROSS RD
P	0003495	4	147.34	ALY MOHAMAD	SHILOH	100 BROAD CREEK RD
P	0002056	4	114.25	MICHAEL T. COPELAND	CAMDEN	106 DOGWOOD DR
P	0003378	4	108.36	JAMES KELLEY WIGFIELD	CAMDEN	441 158 US E
P	0001721	3	693.51	CINDY MAYO	SOUTH MILLS	106 BINGHAM RD

Motion to approve the tax report as presented.

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

B. BusPatrol Automated School Bus Cameras – Britton Overton, Camden Public Schools Transportation Director


The National Transportation Safety Board recently called on states to combat school bus stop-arm violations by enacting laws enabling local jurisdictions to install automated enforcement cameras on stop-arms and to issue citations to violators caught on camera. Stop-arm cameras and automated stop-arm enforcement laws permit local law enforcement to leverage technology while enforcing school bus stopping laws. BusPatrol is a school bus safety program that employs the use of stop-arm safety technology.

North Carolina General Statute requires that a local ordinance be adopted before a Board of Education can consider moving forward with installation and operation of automated school bus safety cameras.

Mr. Overton noted that BusPatrol shoulders the financial risks involved in deploying a fully automated stop-arm program. According to BusPatrol, this includes the cost of procurement, installation and maintenance of stop-arm technology for entire school bus fleets. Motorists who commit stop-arm violations help fund the safety technology and program management expenses. Once costs are recovered, a revenue generation model exists for school districts, counties and cities to access new available funding. In the rare case that a partner issues no tickets, BusPatrol will even absorb these costs. The program requires one law enforcement officer designated to review and approve the stop-arm violations.

Camden Schools Transportation Director Britton Overton presented a request for the Board of Commissioners to adopt an Ordinance allowing the Board of Education to consider moving forward with installation and operation of automated school bus safety features. Mr. Britton came before the Board in May 2022 but the required Ordinance had not yet been presented to the Board for consideration due to concerns of the County Attorney in relation to the required involvement of the Sheriff’s Office. Camden Sheriff Kevin Jones attended the meeting and indicated that he is in support of the adoption of the Ordinance.

Attachment: bocminutes\_060523 (BOC Meeting Minutes)

  
Ordinance 2023-06-02

An Ordinance for the Civil Enforcement of North Carolina General Statute §20-217 by Means of  
An Automated School Bus Safety Camera Installed and Operated  
on Any School Bus within Camden County

GENERAL OFFENSES  
Failure to Yield to School Bus  
Notice of violation  
Penalties  
Appeals  
Criminal pleadings

FAILURE TO YIELD TO SCHOOL BUS

NOTICE OF VIOLATION.

(A) The notice of violation shall be given in the form of a citation and shall be received by the registered owner of the vehicle no more than 60 days after the date of the violation.

(B) The citation shall include all of the following:

- (1) The date and time of the violation, the location of the violation, the amount of the civil monetary penalty imposed, and the date by which the civil monetary penalty shall be paid or contested;
- (2) An image taken from the recorded image showing the vehicle involved in the violation;
- (3) A copy of the statement or electronically generated affirmation from a Camden County Sheriff's Office deputy or a law enforcement officer employed by a law enforcement agency with whom an agreement has been reached with the county pursuant to G.S. § 115C-242.1(c) stating that, based upon inspection of the recorded images, the owner's motor vehicle was operated in violation of this subchapter;
- (4) Instructions explaining the manner in which, and the time within which, liability under the citation may be contested pursuant to § 132.03;
- (5) A warning that failure to pay the civil monetary penalty or to contest liability in a timely manner shall waive any right to contest liability and shall result in a late penalty of \$100, in addition to the civil monetary penalty; and
- (6) In citations issued to the registered owner of the vehicle, a warning that failure to pay the civil monetary penalty or to contest liability in a timely manner shall result in refusal by the Division of Motor Vehicles to register the motor vehicle, in addition to imposition of the civil monetary penalty and late penalty.

(C) The citation shall be processed by officials or agents of the county and shall be served by any method permitted for service of process pursuant to G.S. § 1A-1, Rule 4 of the North

Carolina Rules of Civil Procedure, or by first-class mail to the address of the registered owner of the vehicle provided on the motor vehicle registration, or, as applicable, to the address of the person identified in an affidavit submitted by the registered owner of the vehicle.

(D) The registered owner of a vehicle shall be responsible for a violation unless the vehicle was, at the time of the violation, in the care, custody, or control of another person or unless the citation was not received by the registered owner within 60 days after the date of the violation. If the registered owner provides an affidavit that the vehicle was, at the time of the violation, in the care, custody, or control of another person or company, the identified person or company may be issued a citation complying with the requirements of division (B) above.

PENALTIES.

(A) Violations of this subchapter shall be deemed a noncriminal violation for which a civil penalty shall be assessed and for which no points authorized by G.S. § 20-16(c) and no insurance points authorized by G.S. § 58-36-65 shall be assigned to the registered owner or driver of the vehicle.

(B) The amount of the civil penalty shall be the following:

- (1) First offense: \$400.
- (2) Second offense: \$750.
- (3) All subsequent offenses: \$1,000.

(C) If a citation is not contested pursuant to § 132.03(A), the civil penalty shall be paid by the citation recipient within 30 days after receipt of the citation. If the citation recipient fails either to pay the civil penalty or to request a hearing to contest the citation in accordance with § 132.03(A) within 30 days after receipt of the citation, the citation recipient shall have waived the right to contest responsibility for the violation and shall be subject to a late penalty of \$100 in addition to the civil penalty assessed under this section.

(D) If the citation is contested pursuant to § 132.03(A) and the decision is adverse to the person contesting the citation, the civil penalty shall be paid within 30 days after receipt of the adverse decision, unless the citation recipient appeals the adverse decision pursuant to § 132.03(D). If the adverse decision is appealed, and if the final decision on appeal is adverse to the citation recipient, then payment of the civil penalty is due within 30 days after the citation recipient receives notice of the final adverse decision on appeal.

(E) If the registered owner of a motor vehicle who receives a citation fails to pay the civil penalty when due, the North Carolina Division of Motor Vehicles shall refuse to register the motor vehicle for the owner in accordance with G.S. § 20-54(11). The county may establish procedures for providing notice to the Division of Motor Vehicles and for the collection of these penalties and may enforce the penalties by civil action in the nature of debt.

APPEALS.

(A) A person wishing to contest a citation shall, within 30 days after receiving the citation, deliver to the officials or agents of the county a written request for a hearing accompanied by an affidavit stating the basis for contesting the citation, including, as applicable:

- (1) The name and address of the person other than the registered owner who had the care, custody, or control of the vehicle;

- (2) A statement that the vehicle involved was stolen at the time of the violation, with a copy of any insurance report or police report supporting this statement;
- (3) A statement that the citation was not received within 60 days after the date of the violation, and a statement of the date on which the citation was received; or
- (4) A copy of a criminal pleading charging the person with a violation of G.S. § 20-217 arising out of the same facts as those for which the citation was issued.

(B) If the person to whom a citation is issued makes a timely request for a hearing under division (A) above, a summons shall be issued by any method permitted for service of process pursuant to G.S. § 1A-1, Rule 4 of the North Carolina Rules of Civil Procedure, directing the person to appear at a place and time specified in the summons in order to contest the citation at an administrative hearing.

(C) A non-judicial administrative hearing shall be conducted by an administrative appeals board established by the county for contested citations or penalties issued or assessed under this subchapter.

The decision on a contested citation shall be rendered in writing within five days after the hearing and shall be served upon the person contesting the citation by any method permitted for service of process pursuant to G.S. § 1A-1, Rule 4 of the North Carolina Rules of Civil Procedure. If the decision is adverse to the person contesting the citation, the decision shall contain instructions explaining the manner and the time within which the decision may be appealed pursuant to division (D) below.

(D) A person may appeal an adverse decision of the administrative appeals board to the Camden County, North Carolina District Court by filing a notice of appeal with the Camden County Clerk of Superior Court. Enforcement of an adverse decision shall be stayed pending the outcome of a timely appeal. Except as otherwise provided in this section, appeals shall be in accordance with the procedure set forth in Article 19 of Chapter 7A of the General Statutes applicable to appeals from the Magistrate to the District Court. For purposes of calculating the time within which any action must be taken to meet procedural requirements of the appeal, the date upon which the person contesting the citation is served with the adverse decision shall be deemed the date of entry of judgment.

CRIMINAL PLEADINGS.


(A) In the event a person is charged in a criminal pleading with a violation of G.S. § 20-217, all of the following shall apply:

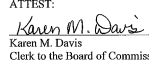
- (1) The charging law enforcement officer shall provide written notice containing the name and address of the person charged with a violation of G.S. § 20-217 and the date of violation to the Camden County Sheriff's Office or the law enforcement agency with whom the county has entered an agreement pursuant to G.S. § 115C-242.1(c) to affirm a violation of this subchapter;
- (2) After receiving notice that a person has been charged with a violation of G.S. § 20-217, the county or a private vendor contracted with under G.S. § 115C-242.1 to process the civil citations shall not issue a civil citation imposing a civil penalty against that person arising out of the same facts as those for which the person was charged in the criminal pleading; and
- (3) The county or a private vendor contracted with under G.S. § 115C-242.1 to process the civil citations shall issue a full refund of any civil penalty payment received from a person who was charged in a criminal pleading with a violation of G.S. § 20-217 if the civil penalty arose out


of the same facts as those for which that person was charged in the criminal pleading, together with interest at the legal rate as provided by G.S. § 24-1 from the date the penalty was paid until the date of the refund.

(B) The county shall provide each law enforcement agency within its jurisdiction with the name and address of the county official or other law enforcement official employed by a law enforcement agency with whom the county has entered an agreement pursuant to G.S. § 115C-242.1(c) to affirm a violation of this subchapter to whom written notice of persons charged with a violation of G.S. § 20-217 should be given pursuant to division (A) above.

Adopted this, the 5<sup>th</sup> day of June, 2023.

ATTEST:  
  
 Tiffney White, Chair  
 Camden County Board of Commissioners

  
 Karen M. Davis  
 Clerk to the Board of Commissioners



Attachment: bocminutes\_060523 (BOC Meeting Minutes)

**Motion to approve the draft Ordinance 2023-06-02 allowing installation and operation of automated school bus safety cameras as well as the accompanying bylaws of the administrative appeals board for school bus stop arm violations.**

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

C. Debris Management Contract Extension – Erin Burke



**EMERGENCY MANAGEMENT**  
Pasquotank - Camden - Elizabeth City

Brian Parnell, Coordinator      Josh Wyse, Asst. Coordinator

May 25, 2023

To: Pasquotank County, Camden County, City of Elizabeth City

From: Brian Parnell, EM Coordinator

Reference: Debris Management Contract Extension with Phillips and Jordan Inc.

Background: Debris management is a priority in the aftermath of a storm and ensures we are compliant with FEMA requirements for reimbursement. Debris management includes out and shove operations to get roadways passable by the citizens and responders, removal of debris from the side of roads, and delivering the debris to temporary debris sites. The capabilities of a proven company are invaluable to ensure our jurisdictions removing any potential dangers and health hazards created by a storm and most importantly, being able to seek reimbursement from the State or FEMA after the devastation of a storm.

In 2019 after the RFP process, Phillips and Jordan Inc. was selected to be the company our jurisdictions would utilize for Debris Management after a storm. The contract was for a 3-year term with a clause for a 1 time 1-year renewal. Our agency was notified in April 2023 by Phillips and Jordan of a recommendation to implement the extension clause to ensure we were covered in the event of a storm this hurricane season. After review of the current contract, their extension request would only give us 5 months since the original contract expiration date was November 2022. After speaking with representatives of Phillips and Jordan, it was agreed upon to make an addendum to the extension through July 1, 2024. This extension would get our jurisdictions through the upcoming hurricane season and allow my department to develop and move forward with an RFP process.


Recommendation: It is recommended to exercise the contract extension with an expiration of July 1, 2024. Pasquotank-Camden Emergency Management will begin the process of developing a new RFP and convene a team to discuss the steps moving forward with the debris management program. The goal is to have a new contract awarded and in place beginning June 1, 2024.

Regards,  
*Brian Parnell*  
Brian Parnell, EM Coordinator

200 E. Colonial Avenue | Elizabeth City, NC 27909 | 252.335.4444

[pasq.com](https://www.pasq.com)      [pasquotankcounty.org/ycocom](https://pasquotankcounty.org/ycocom)      [pasq.com](https://www.pasq.com)

DocuSign Envelope ID: 03FE8A58-979E-4993-8E40-55EC008C98E2



PHILLIPS & JORDAN, INC.  
10142 Parkside Dr., Suite 500  
Renoville, TN 37922  
Phone: (865) 390-3000  
www.pandj.com

May 24, 2023

Camden County, North Carolina  
Attn: County Manager  
330 US 158 E.  
Camden, NC 27921

**Re: Disaster and Debris Renewal Contract Modification**

Dear County Manager:

Phillips and Jordan Inc. and Camden County, North Carolina ("County") entered into an agreement on November 26, 2019 ("Agreement"), wherein Phillips and Jordan Inc. duties were to perform debris management services for the County.

Phillips and Jordan Inc., with the consent of County, wish to modify the Agreement to extend its terms through July 1, 2024 ("Modification"). This mutual amendment is proper pursuant to § 9-2 of the Camden County RFP, which has been incorporated as a part of the Agreement.

All other terms and conditions of the Agreement not specifically enumerated herein shall remain unchanged and its attachments shall continue in full force and effect unless further amended by the Parties, or earlier terminated.

Sincerely,  
Brian Smallwood  
Program Manager – Disaster Services  
PHILLIPS & JORDAN, INC.

In Witness Whereof, the parties hereto have made and executed this Modification as of the day and year first written above.

**PHILLIPS AND JORDAN, INC.**      **CAMDEN COUNTY, NC:**

BY: *Morgan Pierce*      BY: *Erin Burke*  
Morgan PIERCE      Erin Burke  
(printed name)      (printed name)

TITLE: President, Power      TITLE: County Manager


DATE: 5/24/2023      DATE: 5/24/24

Page 1 of 1  
PROBITY - SAFETY - QUALITY - PRODUCTION

Motion to approve the debris management contract extension with Phillips & Jordan, Inc. as presented.

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

D. Resolution 2023-06-01: Salaries & Compensation for Various Boards and Commissions – Erin Burke



**Resolution No. 2023-06-01**  
**A RESOLUTION OF THE CAMDEN COUNTY BOARD OF COMMISSIONERS SALARIES AND COMPENSATION FOR VARIOUS BOARDS AND COMMISSIONS FISCAL YEAR 2023-2024**

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

Now, Therefore, Be It Resolved that the Camden County Board of Commissioners meeting this 5<sup>th</sup> day of June 2023 in Camden Village, Camden County, North Carolina does hereby amend the following salaries and compensation for the stated boards and commissions for the period beginning July 1, 2023 and ending June 30, 2024,

**Section 1: BOARD OF COMMISSIONERS**

Chairman	\$750.00 per month plus mileage.
Vice-chairman/ Board Member	\$725.00 per month plus mileage.

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

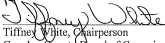
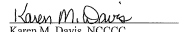

- The following are not reimbursable expenses: Attendance to social occasions (banquets, meals (except as part of a participatory meeting), entertainment, sports, galas, fundraisers, clubs, etc.), or informal or telephonic conversations. Also alcoholic beverages, political contributions, tips greater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

**Section 2: BOARD OF ELECTIONS**

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

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

Attachment: bocminutes\_060523 (BOC Meeting Minutes)

<b>Section 4:</b>	<b>SOCIAL SERVICES BOARD</b>
Chairman	Compensation - \$35.00 per meeting plus mileage.
Board Members	Compensation - \$30.00 per meeting plus mileage.
<b>Section 5:</b>	<b>AGING ADVISORY COUNCIL</b>
	Compensation - \$30.00 per meeting, plus mileage and meal if required.
<b>Section 6:</b>	<b>RECREATION BOARD</b>
	Compensation - \$30.00 per meeting, plus mileage.
<b>Section 7:</b>	<b>JURY COMMISSION</b>
	Compensation - \$ 7.25 per hour for hours worked compiling jury list.
<b>Section 8:</b>	<b>ECONOMIC DEVELOPMENT BOARD</b>
	Compensation - \$30.00 per meeting, plus mileage.
<b>Section 9:</b>	<b>SENIOR CENTER BOARD</b>
	Compensation - \$30.00 per meeting, plus mileage.
<b>Section 10:</b>	<b>LIBRARY BOARD</b>
	Compensation - \$30.00 per meeting, plus mileage.
<b>Section 11:</b>	<b>POTENTIALLY DANGEROUS DOG APPEALS BOARD</b>
	Compensation - \$30.00 per meeting, plus mileage.
<b>Section 12:</b>	<b>AGRICULTURAL ADVISORY BOARD &amp; FIRE COMMISSIONS</b>
	No Compensation
<b>Section 13:</b>	<b>TRAVEL &amp; MILEAGE REIMBURSEMENT</b>
	All Boards and Commissions are subject to the approved Camden County Travel Policy. Mileage will be computed based on home of record and return. Mileage will be reimbursed at the rate established by the Federal Mileage Reimbursement Rate for travel as allowed in IRS Publication 15 for all compensable meetings. Any volunteer or non-paid meetings will not qualify for travel or mileage reimbursement without Board of Commissioners approval.
Adopted this the 5 <sup>th</sup> day of June 2023.	
ATTEST:	 Tiffney White, Chairperson Camden County Board of Commissioners
 Karen M. Davis, NCCCC Clerk to the Board of Commissioners	

Motion to adopt Resolution 2023-06-01 Salaries & Compensation for Various Boards and Commissions as presented.

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

E. Proclamation: Coastal North Carolina Local Foods Week – Erin Burke

COASTAL NORTH CAROLINA LOCAL FOODS WEEK 2023

*Proclamation*

**Whereas**, Coastal North Carolina Local Foods Week is being celebrated throughout the region June 11-17, 2023 in order to bring greater awareness of the nutritional, economic, and social benefits of local foods in North Carolina; and

**Whereas**, healthy eating is vital to building a healthy regional food system in Camden County and addressing obesity and related chronic illnesses can be strengthened through greater consumption of fruits, vegetables, whole grains, and other locally produced foods; and

**Whereas**, Camden County is home to community gardens, roadside markets, many food-related businesses, and numerous community organizations which address issues related to food production, nutrition, and food business development for Camden County residents; and

**Whereas**, agriculture and agribusiness contribute \$45 million dollars in total income each year in Camden County, providing a large share of the economic output in the county; and

**Whereas**, Camden County is supportive of numerous community initiatives to develop, expand, and strengthen a local food system which is accessible, resilient, environmentally compatible, and inclusive of all citizens; and

**Whereas**, consumers, farmers, and fishermen benefit from the expansion of a local food system which includes direct sales of food products from farmers and fishermen to consumers, development of value-added food products by local businesses in Camden County, and institutional purchases of locally-produced and caught foods directly from farmers and fishermen; and

**Whereas**, consumers can make a substantial positive impact on local, regional, and state economies by purchasing food from local farms, fishermen, and producers. Camden County encourages citizens to commit to purchasing local foods during the week of June 11-17.

**NOW, THEREFORE BE IT RESOLVED**, that the Camden County Board of Commissioners does hereby proclaim June 11-17 and hereafter the second full week of June, as Local Foods Week in Camden County, and urges citizens of our community to support local agriculture and purchase more high-quality, locally-produced foods, and learn about the benefits of agriculture and local foods in Camden County.

Proclaimed this the 5<sup>th</sup> day of June 2023.

ATTEST:

  
Tiffney White, Chair  
Camden County Board of Commissioners

  
Karen M. Davis  
Clerk to the Board





Attachment: bocminutes\_060523 (BOC Meeting Minutes)

**Motion to adopt the proclamation in recognition of Coastal North Carolina Foods Week as presented.**

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

**ITEM 7. BOARD APPOINTMENTS**

- A. Tourism Development Authority – Reappointment of Michele Ward
- B. South Camden Fire Commission – Reappointment of Zenas Jennings

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

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

**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, Troy Leary, Sissy Aydlett

New Business

- A. Monthly Report – Chuck Jones

*South Camden Water & Sewer Board  
 Monthly Work Order Statistics Report  
 Period: April 2023*

	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water/Distribution	80	80	100%	0
Sewer/Collection	0	0	100%	0

New Services installed: 2

Locates:

- Water Line: 68
- Sewer Line: 2
- Water & Sewer, same ticket: 2
- Hydrant flow test: 3

Public Works Director Notes/Comments:

Ten work orders have been reviewed for accuracy.

Water treated at the water treatment plant in April: 15 392 856 gallons

Daily average water usage for April: 513 095 gallons

Current treatment capacity at the water treatment plant: 720 000

Attachment: bocminutes\_060523 (BOC Meeting Minutes)

2023 High Service Pump Flows		
Month	Monthly Total	Average Daily Use
January 2023	14,795,679	.477,280
February 2023	12,740,740	.455,026
March 2023	14,196,970	.457,967
April 2023	15,392,856	.513,095
May 2023		
June 2023		
July 2023		
August 2023		
September 2023		
October 2023		
November 2023		
December 2023		
Yearly Totals		

2023 SMWA USAGE												
Date	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	146,000	114,000	127,500									
2	144,000	45,000	130,400									
3	166,000	153,334	146,000	142,400								
4	122,400	153,333	146,000	150,600								
5	141,000	153,333	146,000	118,800								
6	140,334	176,800	145,000	149,900								
7	140,333	178,200	133,000	160,967								
8	140,333	132,900	123,000	160,967								
9	142,000	118,000	131,000	160,967								
10	133,000	131,134	144,334	114,300								
11	128,000	131,133	144,333	123,500								
12	124,000	131,133	144,333	182,400								
13	143,000	81,100	127,600	172,800								
14	143,000	117,500	143,500	173,534								
15	143,000	124,800	124,600	173,533								
16	149,000	125,800	112,400	173,533								
17	124,800	143,967	148,600	46,300								
18	132,100	143,967	148,600	162,700								
19	137,200	143,966	148,600	163,300								
20	134,634	124,900	133,400	164,800								
21	134,633	133,700	146,800	171,400								
22	134,633	180,000	149,500	171,400								
23	139,400	104,450	117,500	171,400								
24	88,400	104,450	155,634	138,200								
25	165,000	104,450	155,633	222,200								
26	94,000	104,450	155,633	134,700								
27	150,800	137,100	134,500	143,000								
28	150,800	116,000	135,200	106,967								
29	150,800		123,800	106,966								
30	175,900		125,600	106,966								
31	69,800		123,000									
TOTAL	4,228,300	3,608,900	4,271,000	4,168,500								
Average	136,397	128,889	137,774	148,875								
Maximum	175,900	180,000	155,634	222,200								

SOUTH CAMDEN WATER & SEWER BOARD MONTHLY WATER STATISTICS REPORT										
Date	Work Orders Submitted	Percentage Complete	Uncompleted	Water / Distribution	Sewer / Colle	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
Nov	76	100%	0%	76	0	76	5	8	6	2
Dec	86	100%	0%	86	0	73	1	4	5	0
2023										
Jan	87	100%	0%	87	0	106	12	6	0	0
Feb	73	100%	0%	72	1	59	7	17	0	3
March	74	100%	0%	74	0	92	1	2	5	4
April	80	100%	0%	80	0	68	2	2	0	2

Attachment: bocminutes\_060523 (BOC Meeting Minutes)

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
					water			Core	Core	Core	S. Mills	S. Mills	S. Mills
<b>2021</b>													
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
<b>2022</b>													
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
Nov	2,351	78	89	2	13,308,610	\$12,200.00	\$164,779.18	777,510	\$10,759.43	56	282,225	\$4,064.97	90
Dec	2,354	86	78	0	12,132,198	\$300.00	\$144,828.03	723,210	\$14,333.64	56	273,925	\$4,131.12	90
<b>2023</b>													
January	2,352	87	124	0	24,185,560	\$77,001.00	\$207,841.11	625,700	\$11,788.69	56	356,585	\$3,805.19	89
Feb	2,362	73	83	3	12,828,862	\$16,300.00	\$143,633.26	759,740	\$8,371.22	57	189,330	\$4,049.99	89
March	2,365	74	95	4	12,465,862	\$13,967.00	\$152,264.00	669,430	\$12,870.57	58	178,400	\$4,262.81	85
April	2,372	80	74	2	13,002,292	\$16,200.00	\$149,165.83	823,450	\$11,612.19	58	305,060	\$3,368.05	85

Motion to approve the monthly report as presented.

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

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

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

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

**ITEM 8. CONSENT AGENDA**

A. BOC Meeting Minutes

Attachment: bocminutes\_060523 (BOC Meeting Minutes)



**B. Budget Amendments**

2022-23-BA037  
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, 2023.

Section 1. To amend the General Fund as follows:


ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Expenses</b>			
104200-502000	Administration Salaries	\$183,491.43	
104300-502000	Elections Salaries	45,227.25	
104300-503000	Part-time Elections Salaries	23,177.77	
104400-502000	Finance Salaries	111,456.07	
104410-502000	Personnel Salaries	46,004.42	
104500-502000	Tax Salaries	217,305.95	
104800-502000	Register of Deeds Salaries	112,117.64	
104900-502000	Planning Salaries	169,689.50	
104930-502000	Inspections Salaries	82,767.84	
105000-502000	Maintenance Salaries	114,210.78	
105100-502000	Sheriff Salaries	966,066.21	
105100-503000	Part-time Sheriff Salaries	20,721.28	
105450-502000	Public Works Salaries	57,937.48	
105450-504004	Professional Services	\$2,150,173.62	

This Budget Amendment is made to appropriate salary funds that were used as Revenue Replacement for American Rescue Plan Act to the Public Works Department for the installation of a new well and to extend the Wastewater lines.

This will result in no change to the Contingency of the General Fund.  
Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 5<sup>th</sup> day of June, 2023.

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



2022-23-BA038  
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, 2023.

Section 1. To amend the General Fund as follows:


ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Expenses</b>			
104930-502000	Inspections Salaries		\$35,288.32
104930-574103	Capital Outlay – Vehicle	\$35,288.32	

This Budget Amendment is made to appropriate salary funds from an open position to Capital Outlay to replace a wrecked vehicle in the Inspections Department.

This will result in no change to the Contingency of the General Fund.  
Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 5<sup>th</sup> day of June, 2023.

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



2022-23-BA039  
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, 2023.

Section 1. To amend the General Fund as follows:


ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Revenues</b>			
10330612-432510	Participation Fees	\$5,000	
<b>Expenses</b>			
106120-559100	Participation Expenses	\$5,000	

This Budget Amendment is made to appropriate additional monies received from participation fees to participation expenses.

This will result in no change to the Contingency of the General Fund.  
Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 5<sup>th</sup> day of June, 2023.

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



2022-23-BA040  
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, 2023.

Section 1. To amend the General Fund as follows:


ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Expenses</b>			
104940-502000	Economic Development Salaries	\$6,000	
106120-503000	Part-time P & R Salaries	\$6,000	

This Budget Amendment is to appropriate some monies from Economic Development Salaries to Parks & Recreation Part-time Salaries to cover additional tournaments.

This will result in no change to the Contingency of the General Fund.  
Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 5<sup>th</sup> day of June, 2023.

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



Attachment: bocminutes\_060523 (BOC Meeting Minutes)

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 27<sup>th</sup> day of April 2023 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
5200	Special Population Services	201.97	
8100	Payments to Other Gov't Units	4.98	

Explanation: Revenues increased for carryover funds

Total Appropriation in Current Budget	\$ 1,691,933.02
Amount of Increase/Decrease of Above Amendment	+ 206.95
Total Appropriation in Current Amended Budget ....	\$ 1,692,139.97

Passed by majority vote of the Board of Education of Camden County on the 27<sup>th</sup> day of April, 2023.


*[Signature]*  
Chairman, Board of Education

*[Signature]*  
Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 5<sup>th</sup> day of June 2023.

*[Signature]*  
Chairman, Board of County Commissioners

*[Signature]*  
Clerk, Board of County Commissioners



Budget Amendment  
Camden County Schools Administrative Unit  
Capital Outlay Fund

The Camden County Board of Education at a meeting on the 27<sup>th</sup> day of April, 2023, 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
9120	Category I Projects	25,000.00	
9200	Category II Projects		

Explanation:

Total Appropriation in Current Budget	\$ 789,690.08
Amount of Increase / (Decrease) of Above Amendment	+ 25,000.00
Total Appropriation in Current Amended Budget ....	\$ 814,690.08

Passed by majority vote of the Board of Education of Camden County Schools on the 27<sup>th</sup> day of April, 2023.


*[Signature]*  
Chairman, Board of Education

*[Signature]*  
Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes in the minutes of said Board, this 5<sup>th</sup> day of June 2023.

*[Signature]*  
Chairman, Board of County Commissioners

*[Signature]*  
Clerk, Board of County Commissioners



Budget Amendment  
Camden County Schools Administrative Unit  
Child Nutrition Fund

The Camden County Board of Education at a meeting on the 27<sup>th</sup> day of April 2023 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
7200	Child Nutrition Services		

Explanation:

Total Appropriation in Current Budget	\$ 804,456.00
Amount of Increase/(Decrease) of Above Amendment	+ 0.00
Total Appropriation in Current Amended Budget ....	804,456.00

Passed by majority vote of the Board of Education of Camden County Schools on the 27<sup>th</sup> day of April 2023.


*[Signature]*  
Chairman, Board of Education

*[Signature]*  
Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes in the minutes of said Board, this 5<sup>th</sup> day of June 2023.

*[Signature]*  
Chairman, Board of County Commissioners

*[Signature]*  
Clerk, Board of County Commissioners



Budget Amendment  
Camden County Schools Administrative Unit  
Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 27<sup>th</sup> day of April, 2023 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	7,000.00	
6800	System-Wide Pupil Support		7,000.00

Explanation:

Total Appropriation in Current Budget	\$ 264,717.00
Amount of Increase/Decrease of Above Amendment	+ 0.00
Total Appropriation in Current Amended Budget ....	\$ 264,717.00

Passed by majority vote of the Board of Education of Camden County on the 27<sup>th</sup> day of April 2023.


*[Signature]*  
Chairman, Board of Education

*[Signature]*  
Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 5<sup>th</sup> day of June 2023.

*[Signature]*  
Chairman, Board of County Commissioners

*[Signature]*  
Clerk, Board of County Commissioners



Attachment: bocminutes\_060523 (BOC Meeting Minutes)

Budget Amendment  
Camden County Schools Administrative Unit  
Federal Grant Fund

The Camden County Board of Education at a meeting on the 27<sup>th</sup> day of April 2023 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
5200	Special Population Services	12,548.69	
8100	Payments to Other Gov't Units	951.31	

Explanation: Revenues increased for carryover funds

Total Appropriation in Current Budget	\$ 1,678,433.02
Amount of Increase/Decrease of Above Amendment	+ 13,500.00
Total Appropriation in Current Amended Budget ....	\$ 1,691,933.02

Passed by majority vote of the Board of Education of Camden County on the 27<sup>th</sup> day of April, 2023.


*[Signature]*  
Chairman, Board of Education

*[Signature]*  
Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 5<sup>th</sup> day of June 2023.

*[Signature]*  
Chairman, Board of County Commissioners

*[Signature]*  
Clerk, Board of County Commissioners



Budget Amendment  
Camden County Schools Administrative Unit  
Federal Grant Fund

The Camden County Board of Education at a meeting on the 27<sup>th</sup> day of April 2023 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
5200	Special Population Services	14,212.26	
5300	Alternative Programs & Svcs.		11,197.49
5800	School-Based Support Services	37.00	
6100	Support & Development Svcs.		.89
6500	Operational Support Services	2,250.44	
8100	Payments to Other Gov't Units		122.59

Explanation: Revenues increased for carryover funds

Total Appropriation in Current Budget	\$ 1,673,254.29
Amount of Increase/Decrease of Above Amendment	+ 5,178.73
Total Appropriation in Current Amended Budget ....	\$ 1,678,433.02

Passed by majority vote of the Board of Education of Camden County on the 27<sup>th</sup> day of April, 2023.


*[Signature]*  
Chairman, Board of Education

*[Signature]*  
Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 5<sup>th</sup> day of June 2023.

*[Signature]*  
Chairman, Board of County Commissioners

*[Signature]*  
Clerk, Board of County Commissioners



Budget Amendment  
Camden County Schools Administrative Unit  
Local Current Expense Fund

The Camden County Board of Education at a meeting on the 27<sup>th</sup> day of April, 2023 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	20,000.00	
6500	Operational Support Services	102,050.00	
6600	Financial & Human Resources	25,000.00	
6800	System-Wide Pupil Support	10,000.00	
6900	Policy, Leadership and Public		157,050.00

Explanation:

Total Appropriation in Current Budget	\$ 3,332,865.00
Amount of Increase/Decrease of Above Amendment	+ 0.00
Total Appropriation in Current Amended Budget ....	\$ 3,332,865.00

Passed by majority vote of the Board of Education of Camden County on the 27<sup>th</sup> day of April, 2023.


*[Signature]*  
Chairman, Board of Education

*[Signature]*  
Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 5<sup>th</sup> day of June 2023.

*[Signature]*  
Chairman, Board of County Commissioners

*[Signature]*  
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 27<sup>th</sup> day of April, 2023 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	2,437.00	
5200	Special Population Services		5,276.00
5300	Alternative Programs & Services	19,277.50	
5400	School Leadership Services	1,949.37	
6500	Operational Support Services	46,932.88	
6600	Financial & Human Resources	809.86	
6700	Accountability Services	3,807.17	

Explanation:

Total Appropriation in Current Budget	\$ 18,513,088.00
Amount of Increase/Decrease of Above Amendment	+ 69,937.78
Total Appropriation in Current Amended Budget ....	\$ 18,583,025.78

Passed by majority vote of the Board of Education of Camden County on the 27<sup>th</sup> day of April, 2023.


*[Signature]*  
Chairman, Board of Education

*[Signature]*  
Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 5<sup>th</sup> day of June 2023.

*[Signature]*  
Chairman, Board of County Commissioners

*[Signature]*  
Clerk, Board of County Commissioners



Attachment: bocminutes\_060523 (BOC Meeting Minutes)

Budget Amendment  
Camden County Schools Administrative Unit  
Local Current Expense Fund

The Camden County Board of Education at a meeting on the 11<sup>th</sup> day of May, 2023 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		10,742.64
5200	Special Populations Services		3,172.00
5300	Alternative Programs & Services		2,377.00
5800	School-Based Support Services		5,675.00
6100	Support & Development Svcs		1,431.00
6300	Alternative Programs		3,635.00
6500	Operational Support Services	74,125.00	
6600	Financial & Human Resources	182.00	
6700	Accountability Services		660.00
6900	Policy, Leadership and Public		40,700.00
7100	Community Services		5,914.36

Explanation:

Total Appropriation in Current Budget	\$ 3,332,865.00
Amount of Increase/Decrease of Above Amendment	+ 0.00
Total Appropriation in Current Amended Budget ....	\$ 3,332,865.00

Passed by majority vote of the Board of Education of Camden County on the 11<sup>th</sup> day of May, 2023.


*[Signature]*  
Chairman, Board of Education

*[Signature]*  
Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 5<sup>th</sup> day of June, 2023.

*[Signature]*  
Chairman, Board of County Commissioners

*[Signature]*  
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 11<sup>th</sup> day of May, 2023 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	12,444.00	
5400	School Leadership Services	3,381.78	
6400	Technology Support Services		10.00
6500	Operational Support Services	132,204.00	

Explanation:

Total Appropriation in Current Budget	\$ 18,583,025.78
Amount of Increase/Decrease of Above Amendment	+ 148,039.78
Total Appropriation in Current Amended Budget ....	\$ 18,731,065.56

Passed by majority vote of the Board of Education of Camden County on the 11<sup>th</sup> day of May, 2023.


*[Signature]*  
Chairman, Board of Education

*[Signature]*  
Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 5<sup>th</sup> day of June, 2023.

*[Signature]*  
Chairman, Board of County Commissioners

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



Budget Amendment  
Camden County Schools Administrative Unit  
Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 11<sup>th</sup> day of May, 2023 passed the following resolution.

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

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs		5,200.00
5300	Alternative Programs & Services	2,500.00	
6100	Support & Development Svcs		3,450.00
6400	Technology Support Services		4,350.00
6500	Operational Support Services	10,500.00	

Explanation:

Total Appropriation in Current Budget	\$ 264,717.00
Amount of Increase/Decrease of Above Amendment	+ 0.00
Total Appropriation in Current Amended Budget ....	\$ 264,717.00

Passed by majority vote of the Board of Education of Camden County on the 11<sup>th</sup> day of May, 2023.


*[Signature]*  
Chairman, Board of Education

*[Signature]*  
Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 5<sup>th</sup> day of June, 2023.

*[Signature]*  
Chairman, Board of County Commissioners

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



Attachment: bocminutes\_060523 (BOC Meeting Minutes)

D. Pickups, Releases & Refunds

NAME	REASON	NO.
Bonita Heath	Code Enforcement - Pick-up	Pick-up/22725
	\$3,000.00	R-156489-2022
Norman L. Phelps, Jr.	Code Enforcement - Release	Pick-up/22717
	\$3,000.00	R-154683-2022
Christopher William Jarvis	Turned in Plates - Refund	Pick-up/22726
	\$129.78	69707923
Craig S. Carey	Deferred Taxes - Pick-up	Pick-up/22731
	\$3,716.24	R-123941-2020
		R-131317-2021
		R-153442-2022
Edward Lee Baynor	Turned in Plates - Refund	Pick-up/22733
	\$104.01	53974066
Bonita Heath	Code Enforcement - Release	Pick-up/22734
	\$3,000.00	R-156489-2022
Emily Forbes Crain	Code Enforcement - Pick-up	Pick-up/22743
	\$275.00	R-155997-2022

E. Tax Refunds Over \$100

ACS Tax System REFUNDS OVER \$100.00 CAMDEN COUNTY Page 1  
 5/24/23 9:56:09 Refunds to be Issued by Finance Office

Refund\$	Remit To:	Reference:	Drawer/Transaction Info:
125.60	CHRISTINA WHITMORE	2022 R 01-7999-00-88-1906.0000	20230428 69 273312
	119 STILES LN	OVERPAYMENT R155445/2022	
	SOUTH MILLS		
	NC 27976		
125.60	Total Refunds		***

Submitted by Lisa S. Anderson Date 5-23-23  
 Lisa S. Anderson, Tax Administrator Camden County

Approved by Tiffany White Date 6-6-23  
 Tiffany White, Chair Camden County Board of Commissioners

Attachment: bocminutes\_060523 (BOC Meeting Minutes)

F. Tax Collection Reports

**Tax Collection Report**  
**MARCH 2023**

Day	Amount	Amount	Name of Account	Deposits	Simplefile #23	Internet
	\$	\$		\$		\$
1	2,700.00			2,700.00		
2	9,239.78			9,239.78		
3	3,385.40		Over - \$100	3,385.40		
6	19,784.05		Refund - \$14.14	19,784.05		
7	1,102.91			1,102.91		
8	3,853.54		Refund - \$39.03	3,853.54		
9	4,389.82			4,389.82		
10	5,087.65			5,087.65		
13	1,177.30			1,177.30		
14	4,710.61			4,710.61		
	3,353.35					3,353.35
15	877.88			877.88		
16	5,115.16			5,115.16		
17	6,782.97			6,782.97		
20	2,998.58			2,998.58		
21	10,051.12			10,051.12		
22	30,625.00			30,625.00		
	3,397.32		Refund - 25			3,397.32
	8,562.63			8,562.63		
23	16,881.12		Refund - \$0.15	16,881.12		
24	9,853.51		Refund - \$16.86	9,853.51		
27	13,137.63			13,137.63		
28	23,483.43			23,483.43		
28	793.25			793.25		
28	8,233.99			8,233.99		
29	13,017.56		Draft Selfif (Refund) - \$44.00	13,017.56		
30	615.80		Refunds \$15.06	615.80		
	15,904.27			15,904.27		
31	26,123.98			26,123.98		
	500.00			500.00		
	13,717.96			13,717.96		
	3,529.84			3,529.84		
				12,727.96		3,349.84
			Refund Risa Hail PSN bill already. This was a check			
			Net counted in PSN drawer. \$26.32			
	\$ 268,875.40		\$ 203,875.25	\$45,353.06		\$ 23,647.19
Total Deposits and PSN	\$ 268,875.40		\$ 235,832.44			
			PSN Check fees - \$7.70 - for info only, fees were paid to PSN			
	\$ (130.40)		Refund			
	\$ -		Over	0.68		
	\$ -		Shareage			
	\$ -		Adjustment			
NET TOTAL	\$ 268,745.00					

Submitted by: Lisa S. Anderson Date: 4-13-23  
Approved by: Tiffany White Date: 6-6-23

**Tax Collection Report**  
**APRIL 2023**

Day	Amount	Amount	Name of Account	Deposits	Simplefile #23	Internet
	\$	\$		\$		\$
3	9,186.05		Over - \$0.20 / Refund - \$4.33	9,186.05		
4	3,334.89		Refund - \$6.32	3,334.89		
5	2,055.51			2,055.51		
6	5,652.88			5,652.88		
10	23,221.12		Over - \$0.24	23,221.12		
11	2,371.90			2,371.90		
12	523.48		PSN-Debit Set-Off-Refund-\$44.50	523.48		523.48
13	1,393.51			1,393.51		
13	14,303.64			14,303.64		
14	899.20			899.20		
17	3,450.41			3,450.41		
18	5,005.88		Refund - \$1,592.84	5,005.88		
19	7,413.03			7,413.03		7,413.03
20	397.65			397.65		
	5,156.17			5,156.17		
	14,350.00		Land Transfer	14,350.00		
21	432.70		PSN - Refund - \$49.44	432.70		522.70
24	71.00		PSN - Debt Set-Off	257.53		71.00
	4,633.87			4,633.87		
25	880.27			880.27		
26	250.00			250.00		
27	2,854.68		Refund - \$14.04	2,854.68		
28	20,009.00		Land Transfer	20,009.00		
	3,113.23			3,113.23		
	380.00			380.00		
	2,739.30		PSN - Refund - \$125.60			2,739.30
			Declined check by: M. Scorsone posted on 4/20/2023 - \$199.70			
			Payment by Santiago A. Garcia on 4/11/2023 rejected, no where to post. - \$55.69.			
Totals Collections	\$ 137,996.50			\$ 92,568.39	\$ 34,280.00	\$ 11,269.51
Total Bank Deposits	\$ 137,996.50			\$ 137,996.50		
Simplefile / Internet						
Refund	\$ (1,837.07)		PSN Check fees - \$1.10 - for info only, fees were paid to PSN			
Over	\$ (0.44)					
Short	\$ -					
Other adjustment	\$ -					
NET TOTAL	\$ 136,159.39					

Submitted by: Lisa S. Anderson Date: 5-15-23  
Approved by: Tiffany White Date: 6-6-23

G. Vehicle Refunds Over \$100

REFUNDS OVER \$100.00

North Carolina Vehicle Tax System

NCVTS Pending Refund report

Report Date 5/8/2023 1:00:35 PM

Policy Name	Primary Owner	Secondary Owner	Address 1	Address 2	Refund Type	Refund Amount	Refund Reason	Refund Description	Refund Reason	Creation Date	Authorization Date	Tax/Unassess	Qty	Charge	Internet	Total
ANGEL	ANGEL	ANGEL	100 JONES AVE	SOUTH MILLS, NC 27176	Proportion	0070991208	KOL1693	AUTHORIZED	184420918	Refund Generated due to proportion on Bill #0070991208-2022-	Tag Surrender	4/24/2023 8:55:19 AM	1843	Tax (\$243.60)	\$0.00	(\$243.60)
DANNY LEE SR	DANNY LEE SR	SHARON TINA			Adjustment >= \$100	0070067963	REM5909	AUTHORIZED	184420988	Refund Generated due to adjustment on Bill #0070067963-2022-	Military	04/20/2023 4/24/2023 8:55:29 AM	1843	Tax (\$427.91)	\$0.00	(\$427.91)
HICKS	HICKS	HICKS	109 RIDGLE CT	SHAWNSBORO, NC 27873	Proportion	0061274391	RAM8271	AUTHORIZED	184420800	Refund Generated due to proportion on Bill #0061274391-2021-	Tag Surrender	04/20/2023 4/24/2023 8:55:19 AM	1843	Tax (\$151.29)	\$0.00	(\$151.29)
SANDRIDGE	SANDRIDGE	PATRICIA ANN	135 BELLETS BRIDGE RD	CAMDEN, NC 27821	Proportion	0095765906	KY6932	AUTHORIZED	183906332	Refund Generated due to proportion on Bill #0095765906-2021-	Tag Surrender	04/04/2023 4/8/2023 9:38:45 AM	1843	Tax (\$123.72)	\$0.00	(\$123.72)
WESNER	WESNER	DOUGLAS KEITH	607 MAIN ST	SOUTH MILLS, NC 27176	Proportion	0066705008	2021-			Refund			1	Tax (\$1.42)	\$0.00	(\$1.42)

Submitted by: Lisa S. Anderson Date: 5-8-23  
Lisa S. Anderson, Tax Administrator Camden County

Approved by: Tiffany White Date: 6-6-23  
Tiffany White, Chair Camden County Board of Commissioners

Attachment: bocminutes\_060523 (BOC Meeting Minutes)

H. JCPC Certification Standards

**JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS**

G.S. 143B-853 allows for a 2-year funding cycle for programs that meet the requirements of the statute and have been awarded funds in a prior funding cycle. Indicate below if the JCPC plans to allow for a 1-year or 2-year funding cycle.  
2-Year Funding: FY 2023-2024 and FY 2024-2026

**Membership**

A. Have the members of the Juvenile Crime Prevention Council been appointed by county commissioners? Yes  
 B. Are members appointed for two-year terms and are those terms staggered? Yes  
 C. Is membership reflective of social-economic and racial diversity of the community? Yes  
 D. Does the membership of the Juvenile Crime Prevention Council reflect the required positions as provided by N.C.G.S. §143B-847? No  
 If not, which positions are vacant and why?  
 Chief Court Counselor- in the process of hiring a new Chief CC  
 Juvenile Defense Attorney  
 1 Person Under the Age of 21

**Organization**

A. Does the JCPC have written Bylaws? Yes  
 B. Bylaws are Attached  
 C. Bylaws contain Conflict of Interest section per JCPC policy and procedure. Yes  
 D. Does the JCPC have written policies and procedures for funding and review? Yes  
 E. These policies and procedures On file  
 F. Does the JCPC have officers and are they elected annually? Yes

**Meetings**

A. JCPC meetings are considered open and public notice of meetings is provided. Yes  
 B. Is a quorum defined as the majority of membership and required to be present in order to conduct business at JCPC meetings? Yes  
 C. Does the JCPC meet six (6) times a year at a minimum? Yes  
 D. Are minutes taken at all official meetings? Yes  
 E. Are minutes distributed prior to or during subsequent meetings? Yes

**Planning**

A. Does the JCPC conduct a biennial planning process which includes a needs assessment, monitoring of programs and funding allocation process? Yes  
 B. Is this Biennial Plan presented to the Board of County Commissioners and to DPS? Yes  
 C. Is the Funding Plan approved by the full council and submitted to Commissioners for their approval? Yes

**Public Awareness**

A. Does the JCPC communicate the availability of funds to all public and private non-profit agencies which serve children or their families and to other interested community members? Yes  
 IRFP, Distribution List, and Advertisement attached  
 B. Does the JCPC complete a biennial needs assessment and make that information available to agencies which serve children or their families, and to interested community members? Yes

**No Overdue Tax Debt**

A. As recipient of the county DPS JCPC allocation, does the County certify that it has no overdue tax debts, as Form JCPC 09 002 (a) Juvenile Crime Prevention Council Certification Agreement Form structure last revised August 2020 NC Department of Public Safety Yes

**JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS**

defined by N.C.G.S. §105-243.1, at the Federal, State, or local level?  
 Briefly outline the plan for correcting any areas of standards non-compliance.  
 The council will continue to seek persons to fill vacant positions.

Form JCPC 09 002 (a) Juvenile Crime Prevention Council Certification Agreement  
 Form structure last revised August 2020  
 NC Department of Public Safety

**JUVENILE CRIME PREVENTION COUNCIL CERTIFICATION STANDARDS**

Instructions: N.C.G.S. § 143B-846 specifies suggested members be appointed by county commissioners to serve on local Juvenile Crime Prevention Councils. In certain categories, a designee may be appointed to serve. Please indicate the person appointed to serve in each category and his/her title. Indicate appointed members who are designees for named positions. Indicate race and gender for all appointments.

Specified Members	Name	Title	Designee	Race	Gender
1) School Superintendent or designee	Linda Carr	Board of Education	<input checked="" type="checkbox"/>	White	Female
2) Chief of Police or designee					
3) Local Sheriff or designee	Kevin Jones/ Danny Egan	Sheriff/SRO	<input checked="" type="checkbox"/>	White	Male
4) District Attorney or designee	Holley Metzger	Assistant DA	<input checked="" type="checkbox"/>	White	Female
5) Chief Court Counselor or designee					
6) Director, Local Management Entity/ Managed Care Organization (LME/MCO), or designee	Tavia James	System of Care Coordinator, Trillium	<input checked="" type="checkbox"/>	Black or African-American	Female
7) Director DSS or designee	Stephanie Wyche	Administrative Officer	<input checked="" type="checkbox"/>	Black or African-American	Female
8) County Manager or designee	Erin Burke	County Manager		White	Male
9) Substance Abuse Professional	Tonya Cooper	UPIT Comprehensive		Black or African-American	Female
10) Member of Faith Community					
11) County Commissioner	Randy Klamak	Commissioner		White	Male
12) A Person Under the Age of 21					
13) A Person Under the Age of 21, or a member of the public representing the interests of families of at risk juveniles	Marcia Berry	4-H Agent		White	Female
14) Juvenile Defense Attorney					
15) Chief District Judge or designee	Hon. Edgar Barnes	Chief District Court Judge	<input checked="" type="checkbox"/>	White	Male
16) Member of Business Community					
17) Local Health Director or designee	Molly Brown	Tripe P Coordinator	<input checked="" type="checkbox"/>	White	Female
18) Rep. United Way/other non-profit	Frank Hampill	YMCA		White	Male
19) Representative/Parks and Rec	Tim White/Sen Carter	Director		White	Male
20) County Commissioner appointee	Alvin Shaw	Carson Schools		Black or African-American	Male
21) County Commissioner appointee	Eva Anderson	Court Counselor Supervisor		Black or African-American	Female
22) County Commissioner appointee	Mike Reaves	Camden High Assistant Principal/JCPC Chair		White	Male
23) County Commissioner appointee	Paul Pollock	Court Counselor		White	Male
24) County Commissioner appointee	Pete Aiken	Court Counselor		White	Male
25) County Commissioner appointee					
26) County Commissioner appointee					

Form JCPC 09 002 (a) Juvenile Crime Prevention Council Certification Agreement  
 Form structure last revised August 2020  
 NC Department of Public Safety

Attachment: bocminutes\_060523 (BOC Meeting Minutes)

I. JCPC Contractor Agreement

**Independent Contractor Agreement**

This Agreement entered into this 8th day of May, 2023 by and between the Board of County Commissioners of Camden County ("Camden County"), and Rayah Lynch ("Contractor").

In consideration of their mutual promises made herein, and for other good and valuable consideration, the parties hereby agree as follows:

**1. Scope of Work.**

(a) Camden County engages the Contractor to furnish the work described in the Schedule attached to this Agreement at the times specified in the Schedule, and the Contractor agrees to furnish the work at the times specified in the Schedule.

(b) Contractor acknowledges that by prior knowledge and examination, Contractor understands the nature of the work, the environment, and the difficulties that may be incident to performing the Services.

(c) Contractor warrants that all Services under this Agreement shall be performed and completed in a safe, good and skillful manner by fully trained, skilled, competent and experienced personnel utilizing adequate equipment in good working order at all times.

(d) Contractor shall not employ in any work for Camden County any employee who is a minor or whose employment violates any labor, employment or other applicable laws.

**2. Price and Payment.**

Camden County agrees to pay the Contractor in accordance with the price and payment terms set forth in the Schedule attached to this Agreement, and the Contractor agrees to accept such amounts as full payment for its work, and to sign such waivers of lien, affidavits and receipts as Camden County shall request in order to acknowledge payment.

**3. Independent Contractor Relationship.**

The Contractor is and at all times shall conduct itself as an independent contractor, and Contractor is not and shall not be considered or hold itself out or act as an employee, servant, agent, partner, or party in a joint venture with Camden County. Camden County shall determine the means by which to accomplish the work specified by Camden County. Camden County is

not responsible for withholding, and shall not withhold, FICA or taxes of any kind from any, payments that it owes the Contractor. Neither the Contractor nor its employees shall be entitled to receive any benefits which employees of Camden County are entitled to receive and shall not be entitled to workers' compensation, unemployment compensation, medical insurance, life insurance, paid vacations, paid holidays, pension, profit sharing, or Social Security on account of their work for Camden County.

**4. Term.**

This Agreement is effective as of the date signed by both parties and shall continue in effect for a period of time specified to complete the project that is the subject of this Agreement and not to exceed the next ensuing June 30<sup>th</sup>, or until cancelled by either party upon not less than thirty (30) days written notice to the other party.

**5. Miscellaneous.**

(a) If any terms of this Agreement shall be declared invalid, illegal or unenforceable for any reason or in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions hereof and this Agreement shall be construed as if such provision had never been contained herein.

(b) This agreement constitutes the entire agreement between the parties and supersedes any prior agreement between the parties.

(c) This Agreement may be amended only by a written instrument signed by both parties' contracting authority.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

Board of County Commissioners of Camden County                      Contractor  
Board Chair

By: [Signature]                      By: [Signature]  
Chairman

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

[Signature]  
Signature of Finance Officer

**SCHEDULE TO INDEPENDENT CONTRACTOR AGREEMENT**

A. SERVICES AND SCOPE OF WORK:

1. Description of Services, Materials and Other Items Supplied by Contractor:  
Camden County public schools teacher to serve as summer camp assistant. Will provide supervision to summer camp students and assist program coordinator as needed.

2. Geographic Areas:  
Camden County, North Carolina

B. PRICE OR RATES AND PAYMENT TERMS FOR SERVICES:  
\$2000 for camps occurring during summer, 2023. Half to be paid in July with remainder paid upon successful completion of contract.

C. ADDITIONAL PROVISIONS:  
Must be Camden County Schools teacher or employee of other educational institution with clean background check.

Motion to approve the Consent Agenda as presented.

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

Attachment: bocminutes\_060523 (BOC Meeting Minutes)



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

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County Manager Erin Burke included the following in her report for the month of May 2023:

- Meetings
  - Ministers' Advisory Council
  - Emergency Operations Center Control Group Meeting
  - Tourism Development Authority
  - NC Department of Information Technology - Information Gathering Session ECSU
  - Camden County Public Schools Special Meeting for 2-Story High School Option
- Paddle for the Border
- Law Enforcement United Welcome Dinner & Deputy Montelle Williams Memorial
- Employee Cookout
- UNC School of Government Course - Working Together: Counties, School Boards, and Local Funding for Public Schools
- UNC School of Government Webinar – Recruitment and Retention
- NCACC Advocacy Days
- NCACC 100 Counties Prepared: Emergency Preparedness Training
- Budget preparation meetings with Finance Director
- Renovation meetings for Sheriff's Office, Tax & Water, Planning
- Planning 101 Community Workshop to be implemented soon.
- Funds Received from the ABC Board in the amount of \$100,011, over \$10,000 to the schools and \$7,000 to the Sheriff's Office.
- Hazard Mitigation Grant Fund Reimbursements Received – Over \$400,000.

## **ITEM 10. COMMISSIONERS' REPORTS**

---

Vice-Chair Munro inquired as to the timing of the relocation of the Tax and Planning staff.

County Manager Burke estimated that the Tax & Water Department could be relocated by the end of the summer. The IT work is in process, which has to be complete before the drywall work can be done. Planning may take longer as the second floor of the Administration Building will need to be complete before Planning can be relocated. The goal for Planning is the end of the year.

Commissioner Aydlett reported that she attended 16 events over the past month. She highlighted the Emergency Preparedness Class and commented that it was well worth the time to attend.

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

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For information only:

- A. Register of Deeds Report
- B. Library Report
- C. Fire Prevention Report

## **ITEM 12. OTHER MATTERS**

---

Commissioner Aydlett referenced the presentation by MB Kahn at the recent Board of Education meeting in regard to the new high school and the 2-story design option. It was her request that the Board consider moving forward with the project in the form of a vote, as well as setting a budget for the project.

Commissioner Krainiak expressed concern in regard to the quality of the soil and did not want to move forward without results of bore samples.

County Manager Burke stated that the response given at the special called meeting of the Board of Education confirmed that the two-story option could be built but the design team was not instructed to investigate any further

as far as what the structural costs would be. Mrs. Burke cautioned the Board on moving on anything until absolutely sure that it is the Board’s plan to move forward. The Board of Education desires for the school to be constructed on the 343 site. She stated that if a lighthouse can be built on a pile of sand in the middle of the Atlantic Ocean, it may be possible to build a high school on clay, but the question will be the cost.

Commissioner Krainiak expressed additional concern that the cost to prepare the soil could be invested into a more suitable property.

Vice-Chair Munro inquired as to whether the bore samples had been done on the site for a 2-story building.

Board of Education Chair Dr. Jason Banks stated his understanding of the geotechnical report is that MB Kahn came back with an analysis of a 2-story building. Dr. Banks stated that soil borings have been completed for that site, which was paid for by the County. Kim Hamby of Timmons Group participated in the recent presentation at the Board of Education meeting and said nothing to the contrary in regard to the construction of a 2-story facility on the site. He is of the opinion that the construction and design team have that information already.

Commissioner Leary inquired as to the status of the practice fields as part of the updated design plan.

Dr. Banks explained that there are three potential sites for the practice field – one directly behind the school and then two more toward the wetlands in the back.

Commissioner Leary inquired as to an access road to the practice fields.

Dr. Banks does not believe the access road to be a major issue with the plan that was presented at the Board of Education meeting, as a gravel road will suffice for that purpose and in regard to what could be saved on the installation of power to the necessary location.

Commissioner Aydlett offered two motions: motion to move ahead with the high school project on the 343 site if acceptable with the engineer and motion to set a budget for the project.

The clerk clarified that the Board will need to consider each motion separately.

**Motion to move ahead with the construction of the new high school on the 343 site with the 2-story design as presented by MB Kahn.**

<b>RESULT:</b>	<b>PASSED [3-2]</b>
<b>MOVER:</b>	Sissy Aydlett
<b>AYES:</b>	Tiffany White, Ross Munro, Sissy Aydlett
<b>NOES:</b>	Randy Krainiak, Troy Leary

Commissioner Aydlett also offered a motion to set a budget for the high school project in order to move forward.

Vice-Chair Munro suggested an additional meeting be held to set the budget.

County Manager Burke stated that she can get firm numbers from MB Kahn and the Board can hold a special meeting to determine the budget.

Dr. Banks stated that he would not be opposed to a joint meeting between the Board of Education and Board of Commissioners to discuss the budget.

County Manager Burke was instructed by the Board to coordinate a joint meeting with the Board of Education.

In light of the planned joint meeting, Commissioner Aydlett withdrew her motion to set a budget for the new high school project.

Attachment: bocminutes\_060523 (BOC Meeting Minutes)

**ITEM 13. ADJOURN**

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There being no further matters for discussion Chair White adjourned the meeting at 8:29 PM.

**Board of Equalization & Review**

Chair White called to order the Board of Equalization & Review. There were no cases to come before the Board.

**Motion to recess the Board of Equalization & Review until July 3, 2023 at 7:00 PM or as soon thereafter as practical.**

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

Chair White recessed the Board of Equalization & Review until July 3, 2023 at 7:00 PM or as soon thereafter as practical.

DRAFT

Attachment: bocminutes\_060523 (BOC Meeting Minutes)

**Camden County Board of Commissioners  
Camden County Board of Education  
Joint Meeting  
June 12, 2023; 5:15 PM  
Camden County Public Library Boardroom**

**MINUTES**

A joint meeting of the Camden County Board of Commissioners and Camden County Board of Education was held in the Boardroom of the Camden Public Library at June 12, 2023. The primary purpose of the meeting was to discuss the budget for the new high school construction project.

Board Members Present

Board of Commissioners: Chair Tiffney White, Vice Chair Ross Munro, Commissioners Randy Krainiak, Sissy Aydlett and Troy Leary. Staff Present: County Manager Erin Burke and Clerk to the Board Karen Davis.

Camden County Board of Education: Chair Jason Banks, Vice Chair Chris Purcell, Board Members Christian Overton, Kevin Heath and Magen O’Neal. Staff Present: Superintendent Dr. Linda Carr, Administrative Assistant Anita Cuthrell and Attorney Johny Hallow.

Others Present

Timmons Group Representative - Kim Hamby  
Moseley Architects Representative – Ashley Dennis  
M.B. Kahn Representatives - Bill Cram, Maggie Dittmar (via virtual call)

Call to Order

Chair Tiffney White called to order the Camden County Board of Commissioners and Chair Jason Banks called to order the Camden County Board of Education.

Consideration of the Agenda

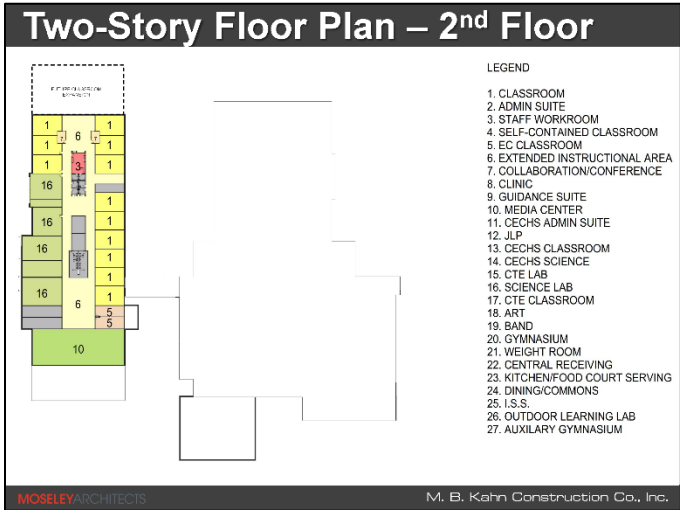
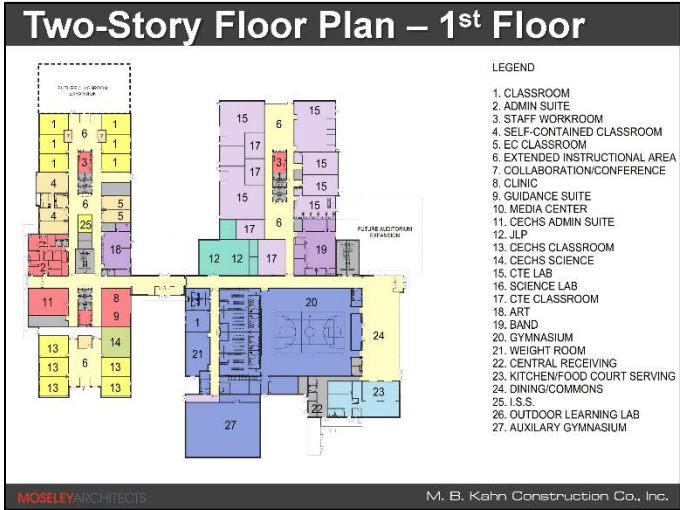
Commissioner White offered a motion to approve the agenda as presented. The motion passed with all five commissioners voting aye and no commissioner voting no.

Board of Education member Chris Purcell offered a motion to approve the agenda as presented, with a second by Mr. Overton. The motion passed with all five board members voting aye and no board member voting no.

New High School Construction Project Budget Discussion

Ashley Dennis shared the following updated information that was presented at the recent Board of Education meeting.

Attachment: bocminutes\_061223 (BOC Meeting Minutes)



Kim Hamby shared the following which presents the 2-story structure on the 343 site.



Attachment: bocminutes\_061223 (BOC Meeting Minutes)



Bill Cram presented the following recommendation:

Mr. Cram explained that it will take approximately 9 months to complete the design and permitting process to allow the bid processes to begin. Estimated begin of construction is 11 months of date of approval to move forward on the current site with the two-story option. The updated plan increases the capacity from 800 students to 976 students.

Proposed Budget

Proposed Project Budget	
Previous Project Budget:	\$73,000,000.00
Deduct Unallocated Funds:	< 8,400,000.00 >
Subtotal:	\$64,600,000.00
Approved Additions:	\$ 8,700,000.00 *
Two-story Modification Cost:	\$ 1,500,000.00
Subtotal:	\$74,800,000.00
Construction Inflation:	\$ 4,875,000.00**
Total Proposed Budget:	\$79,675,000.00
*Classroom Addition (\$5.4mm) & CTE Revision (\$3.3mm)	
**Construction inflation based on \$65mm construction cost, 18 months @ 5.00%	
<u>Potential Alternates</u>	
Auxiliary Gym + Stage Combo	
▪ 9,600sf addition (\$7.3mm)	
Synthetic Turf Football Field	
▪ Allowance (\$1.3mm)	

Attachment: bocminutes\_061223 (BOC Meeting Minutes)

Action Items


**Action Items**

- Available Funds: \$50mm Grant + \$33mm Approved Referendum = \$83mm
- Proposed Budget: \$80mm
- Scope:
  - Two-story Design on Current Site
  - Base + Additional Classrooms + CTE Reconfiguration
  - Two major alternates – Aux. Gym with Stage + Synthetic Turf Football Field
- **Approve \$80,000,000.00 Budget**
- **Approve Scope including Site Selection**
- **Direct Design-Builder to Proceed**

MOSELEY ARCHITECTS M. B. Kahn Construction Co., Inc.

Commissioner Leary inquired in regard to whether the access road from Sleepy Hollow is included in the presented budget. Mr. Cram clarified that the access road is not included in the current budget.

Mrs. Hamby stated that there would have to be some drainage redesign for the back of the site for the access road to be incorporated and she confirmed that unless an access road is built there will not be access to the rear of the site.

Board of Education member Kevin Heath confirmed that the cost estimated by Albemarle EMC assumed that the area would be cleared and the road would be constructed. He stated that the extra cost would be minimal.

Commissioner Krainiak inquired as to the cost to prepare the land for construction and to support the building long-term.

Mr. Cram confirmed that the soil borings have been done. Ms. Dennis confirmed that third-party special inspectors will be on site that will confirm findings.

Chair White reminded the Board that the purpose of the meeting is to set a budget for the project.

Commissioner Leary inquired as to the cost to prep the land for construction.

Mr. Cram stated that the grading package is estimated at \$4 million, which is included in the presented budget.

Commissioner Aydlett inquired as to whether adjustments could be made once the budget is set by the Board.

County Manager Burke clarified that it would be a difficult process to adjust once the project is underway.

Commissioner Leary expressed concern that the current fields do not have restrooms and that should be considered in this plan.

**Vice Chair Munro offered a motion to set the budget at \$80 million for the new high school.**

Discussion

Upon a question in regard to contingency funds, Mr. Cram confirmed that any unused funds allotted will be returned to the County Board of Education. He also confirmed that the budget includes technology.

Vice Chair Munro stated that the County has been wrestling with this issue for a long time. Personally he does not feel that the 343 site is the right site and that it needs to be larger for future growth of the school. However, he is concerned about losing the \$50 million grant, which Camden County can't afford. It is not his preferred site for action, but he stated that he is willing to vote for it. He believes at least 60 acres is needed but because of an impasse with the Board of Education he is willing to vote for it to get the project moving.

Commissioner Leary concurred with Vice Chair Munro's statement.

Commissioner Krainiak asked both boards if they truly believed this is the best thing for Camden County because he does not believe it is and that everyone will have to vote their consciences.

**Chair White proceeded with the vote:**

**The vote to set the budget at \$80 million passed 4-1 with Chair White, Vice Chair Munro, Commissioners Aydlett and Leary voting aye and Commissioner Krainiak voting nay.**

Commissioner Krainiak requested a poll of the Board:

Chair White – aye

Vice Chair Munro – aye

Commissioner Aydlett – aye

Commissioner Krainiak – nay

Commissioner Leary – aye

Upon a question by Commissioner Aydlett in regard to next steps, Mr. Cram explained that the redesign process will begin and MB Kahn will be providing periodic updates to the Board of Education and the Board of Commissioners. It will take about 9 months to complete the design and prepare for the bid process.

Dr. Banks confirmed that as of May 30, 2023 the scope and design was approved by the Board of Education.

There being no further matters for discussion Chair White adjourned the Board of Commissioners at 5:47 PM.

Dr. Banks expressed appreciation to both boards for their efforts in making this project a reality.

Mr. Purcell offered a motion to adjourn the Board of Education, which was seconded by Mr. Overton. The motion passed with five members voting aye and no member voting no.

Dr. Banks adjourned the Board of Education at 5:48 PM.





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

**Consent Agenda**

**Item Number:** 7.B  
**Meeting Date:** July 03, 2023

**Submitted By:** Stephanie Jackson,  
Finance  
Prepared by: Stephanie Jackson

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

**Attachments:** 23-24 BA 001 CCU & GAP PAYMENT - MEDICAID  
EXPANSION (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, 2024.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Revenues</b>			
52330610-434902	CCU FUNDS	\$28,516.63	
52330610-434903	E & E GAP FUNDS	38,971.40	
<b>Expenses</b>			
526100-525200	CCU FUNDS	\$28,516.63	
526100-525300	E & E GAP FUNDS	38,971.40	

This Budget Amendment is made to appropriate funds that were received from the State to over Medicaid Expansion and GAP payments that were allocated recently.

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 3<sup>rd</sup> day of July, 2023.

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

\_\_\_\_\_  
Chair, Board of Commissioners

Attachment: 23-24 BA 001 CCU & GAP PAYMENT - MEDICAID EXPANSION (Budget Amendments)



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

**Consent Agenda**

<b>Item Number:</b>	7.C
<b>Meeting Date:</b>	July 03, 2023
<b>Submitted By:</b>	Karen Davis, Clerk to the Board Schools Prepared by: Karen Davis
<b>Item Title</b>	<b>School Budget Amendments</b>
<b>Attachments:</b>	School Budget Amendments (PDF)

Budget Amendment

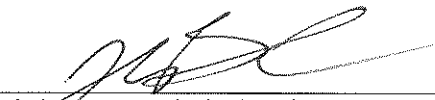
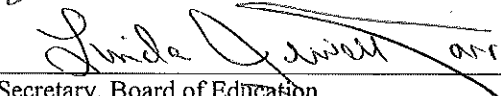
Camden County Schools Administrative Unit

State Public School Fund

The Camden County Board of Education at a meeting on the 8<sup>th</sup> day of June, 2023 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	2,602.00	
5200	Special Population Services	6,548.36	
5300	Alternative Programs/Services	2,165.00	
5800	School-Based Support Services	7,174.81	
6500	Operational Support Services	23,213.96	
Explanation:			
Total Appropriation in Current Budget		\$	18,731,065.56
Amount of <b>Increase/Decrease</b> of			
Above Amendment		+	41,704.13
Total Appropriation in Current Amended Budget ....		\$	18,772,769.69

<p>Passed by majority vote of the Board of Education of Camden County on the 8<sup>th</sup> day of June, 2023.</p>  _____ Chairman, Board of Education	<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> _____ Chairman, Board of County Commissioners
 _____ Secretary, Board of Education	_____ Clerk, Board of County Commissioners

Attachment: School Budget Amendments (School Budget Amendments)

BUDGET AMENDMENT  
June 8, 2023

1. State Public School Fund

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

Non-Contributory Employee Benefits

1.6550.009.184 Longevity	\$ +	1,254.61
1.6550.009.211 Emp. Soc. Sec. Costs	+	95.97
1.6550.009.221 Emp. Retirement Costs	+	<u>307.38</u>

Total – Non-Contributory Employee Benefits \$ + 1,657.96

B. We have reviewed this area of the budget and find that we must increase our budget to cover the position allotment that will be covered at the end of the year by NCDPI. We request your approval of the following amendment.

Instructional Support

1.5240.007.211 Emp. Soc. Sec. Costs	\$ -	1,289.76
1.5240.007.221 Emp. Retirement Costs	-	.50
1.5240.007.231 Emp. Hosp. Ins. Costs	+	7,838.62
1.5810.007.211 Emp. Soc. Sec. Costs	-	755.40
1.5810.007.221 Emp. Retirement Costs	-	.40
1.5810.007.231 Emp. Hosp. Ins. Costs	+	6,854.92
1.5830.007.211 Emp. Soc. Sec. Costs	-	90.29
1.5830.007.221 Emp. Retirement Costs	-	.50
1.5830.007.231 Emp. Hosp. Ins. Costs	-	2,603.08
1.5840.007.211 Emp. Soc. Sec. Costs	-	1,024.28
1.5840.007.231 Emp Hosp. Ins. Costs	+	<u>4,793.84</u>

Total – Instructional Support \$ + 13,723.17

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

Summer Reading Camps

1.5350.016.411 Supplies & Materials	\$ +	<u>2,165.00</u>
-------------------------------------	------	-----------------

Total – Summer Reading Camps \$ + 2,165.00

Attachment: School Budget Amendments (School Budget Amendments)

BUDGET AMENDMENT  
State Public School Fund  
June 8, 2023, 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.

Transportation of Pupils

1.6550.056.175 Salary – Transportation Personnel	\$	+	21,556.00
1.6550.056.422 Vehicle Repair Parts		-	32,693.60
1.6550.056.423 Gas/Diesel Fuel		+	<u>32,693.60</u>
 Total – Transportation of Pupils	\$	+	21,556.00

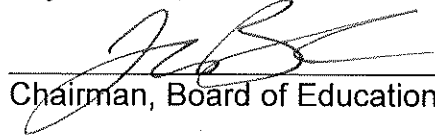
E. We have received an allotment revision and must increase our budget to reflect the allotment. We request your approval of the following amendment.

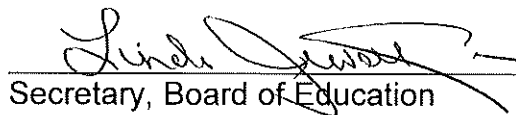
Literacy Intervention

1.5110.085.163 Substitute Pay	\$	+	<u>2,602.00</u>
 Total – Literacy Intervention	\$	+	2,602.00

3100.000 Revenue – State Public School Fund      \$ - 41,704.13

Passed by majority vote of the Board of Education of Camden County on the 8<sup>th</sup> day of June, 2023.

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

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

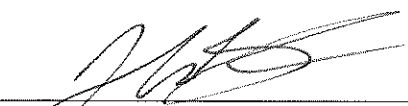
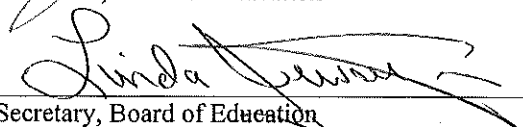
Attachment: School Budget Amendments (School Budget Amendments)

Budget Amendment  
 Camden County Schools Administrative Unit  
 State Public School Fund

The Camden County Board of Education at a meeting on the 8<sup>th</sup> day of June, 2023 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	900.00							
6500	Operational Support Services	17,928.00							
<p>Explanation:</p> <table style="width: 100%; margin-left: 40px;"> <tr> <td style="width: 60%;">Total Appropriation in Current Budget</td> <td style="text-align: right;">\$ 18,772,769.69</td> </tr> <tr> <td>Amount of <b>Increase/Decrease</b> of Above Amendment</td> <td style="text-align: right;">+ 18,828.00</td> </tr> <tr> <td><b>Total Appropriation in Current Amended Budget ....</b></td> <td style="text-align: right;"><b>\$ 18,791,597.69</b></td> </tr> </table>				Total Appropriation in Current Budget	\$ 18,772,769.69	Amount of <b>Increase/Decrease</b> of Above Amendment	+ 18,828.00	<b>Total Appropriation in Current Amended Budget ....</b>	<b>\$ 18,791,597.69</b>
Total Appropriation in Current Budget	\$ 18,772,769.69								
Amount of <b>Increase/Decrease</b> of Above Amendment	+ 18,828.00								
<b>Total Appropriation in Current Amended Budget ....</b>	<b>\$ 18,791,597.69</b>								

<p>Passed by majority vote of the Board of Education of Camden County on the 8<sup>th</sup> day of June, 2023.</p> <div style="text-align: center; margin-top: 20px;">               _____              Chairman, Board of Education         </div> <div style="text-align: center; margin-top: 20px;">               _____              Secretary, Board of Education         </div>	<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> <div style="text-align: center; margin-top: 20px;">             _____              Chairman, Board of County Commissioners         </div> <div style="text-align: center; margin-top: 20px;">             _____              Clerk, Board of County Commissioners         </div>
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Attachment: School Budget Amendments (School Budget Amendments)

BUDGET AMENDMENT  
June 8, 2023

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.

Behavioral Support

1.5870.029.312 Workshop Expenses \$ + 900.00

Total – Behavioral Support \$ + 900.00

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

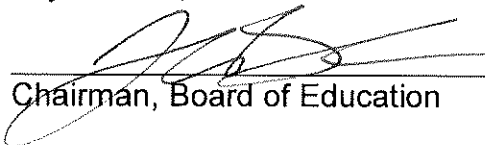
Transportation of Pupils


1.6550.056.171 Salary – Bus Drivers \$ + 17,928.00

Total – Transportation of Pupils \$ + 17,928.00

3100.000 Revenue – State Public School Fund \$ - 18,828.00

Passed by majority vote of the Board of Education of Camden County on the 8<sup>th</sup> day of June, 2023.

  
Chairman, Board of Education

  
Secretary, Board of Education

Attachment: School Budget Amendments (School Budget Amendments)



Budget Amendment

Camden County Schools Administrative Unit

Local Current Expense Fund

The Camden County Board of Education at a meeting on the 8<sup>th</sup> day of June, 2023 passed the following resolution.


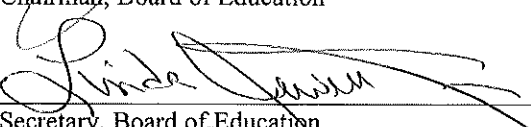
Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2023.

Code Number		Description of Code	Amount	
			Increase	Decrease
5100		Regular Instructional Services		19,957.03
5200		Special Populations Services	42.56	
5300		Alternative Programs & Services		2,493.57
5400		School Leadership Services	1,500.00	
5500		Co-Curricular Services	8,709.48	
5800		School-Based Support Services	3,648.55	
6200		Special Population Support		90.03
6300		Alternative Programs		79.88
6500		Operational Support Services	2,605.08	
6600		Financial & Human Resources	5,155.92	
6800		System-Wide Pupil Support	5,000.00	
7100		Community Services		1,436.00
8100		Payments to Other Gov't Units		2,605.08

Explanation:

Total Appropriation in Current Budget	\$	3,332,865.00
Amount of Increase/Decrease of Above Amendment		+ 0.00
Total Appropriation in Current Amended Budget ....	\$	3,332,865.00

<p>Passed by majority vote of the Board of Education of Camden County on the 8<sup>th</sup> day of June, 2023.</p>  _____ Chairman, Board of Education	<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> _____ Chairman, Board of County Commissioners
 _____ Secretary, Board of Education	_____ Clerk, Board of County Commissioners

Attachment: School Budget Amendments (School Budget Amendments)

BUDGET AMENDMENT  
June 8, 2023

2. Local Current Expense Fund

A. We have reviewed the allotment and must transfer money out to cover expenses. We request your approval of the following amendment.

<u>Charter Schools</u>		
2.8100.036.717 Payment to Charter Schools	\$	- <u>2,605.08</u>
Total – Charter Schools	\$	- 2,605.08

B. We have reviewed the allotment and must transfer money in to cover expenses. We request your approval of the following amendment.

<u>Transportation of Pupils</u>		
2.6550.056.171 Salary – Bus Driver	\$	+ <u>2,605.08</u>
Total – Transportation of Pupils	\$	+ 2,605.08

C. We have reviewed the allotment and must transfer money out to cover expenses. We request your approval of the following amendment.

<u>County Recreation</u>		
2.7100.740.173 Salary – Custodial Staff	\$	- 700.00
2.7100.740.174 Salary – Food Service	-	500.00
2.7100.740.211 Emp. Soc. Sec. Costs	-	92.00
2.7100.740.221 Emp. Retirement Costs	-	<u>144.00</u>
Total – County Recreation	\$	- 1,436.00

D. We have reviewed the allotment and must transfer money out to cover expenses. We request your approval of the following amendment.

<u>Band Program</u>		
2.5110.844.163 Substitute Pay	\$	+ 450.00
2.5110.844.181 Supplementary Pay	-	5,250.00
2.5110.844.211 Emp. Soc. Sec. Costs	-	403.41
2.5110.844.221 Emp. Retirement Costs	-	1,286.68
2.5110.844.231 Emp. Hosp. Ins. Costs	-	14,902.14
2.5110.844.312 Workshop Expenses	-	100.00
2.5110.844.326 Contracted Repair	-	850.00
2.5110.844.333 Field Trips	+	305.02
2.5110.844.411 Supplies & Materials	+	865.18
2.5110.844.461 Pur. of Non-Cap Equipment	+	<u>1,215.00</u>

Attachment: School Budget Amendments (School Budget Amendments)

BUDGET AMENDMENT  
Local Current Expense Fund  
June 8, 2023, Page 2

Total – Band Program \$ - 19,957.03

- E. We have reviewed the allotment and must transfer money out to cover expenses. We request your approval of the following amendment.

At Risk

2.5310.847.411 Supplies & Materials	\$ +	47.08
2.5330.847.198 Salary – Tutor	-	2,000.00
2.5330.847.211 Emp. Soc. Sec. Costs	-	153.00
2.5330.847.221 Emp. Retirement Costs	-	484.00
2.5330.847.332 Travel	+	396.35
2.5330.847.411 Supplies & Materials	-	300.00
2.6300.847.312 Workshop Expenses	-	<u>79.88</u>

Total – At Risk \$ - 2,573.45

- F. We have reviewed the allotment and must transfer money out to cover expenses. We request your approval of the following amendment.

Children with Special Needs

2.5210.849.411 Supplies & Materials	\$ +	42.56
2.6200.849.459 Other Food Purchases	-	<u>90.03</u>

Total – Children with Special Needs \$ - 47.47

- G. We have reviewed the allotment and must transfer money in to cover expenses. We request your approval of the following amendment.

Athletics

2.5500.850.181 Supplementary Pay	\$ -	5,529.80
2.5500.850.192 Supplementary/AD Pay	+	8,846.00
2.5500.850.211 Emp. Soc. Sec. Costs	-	99.54
2.5500.850.221 Emp. Retirement Costs	-	5,500.00
2.5500.850.231 Emp. Hosp. Ins. Costs	-	652.14
2.5500.850.331 Transportation Costs	+	10,000.00
2.5500.850.371 Legal Liability Insurance	+	460.00
2.5500.850.411 Supplies & Materials	+	824.84
2.5500.850.418 Computer Software & Supplies	+	60.12
2.5500.850.422 Repair Parts	+	210.00
2.5500.850.423 Gas/Diesel Fuel	+	110.00
2.5500.850.424 Oil	-	<u>20.00</u>

BUDGET AMENDMENT  
 Local Current Expense Fund  
 June 8, 2023, Page 3

Total – Athletics \$ + 8,709.48

- H. We have reviewed the allotment and must transfer money in to cover expenses.  
 We request your approval of the following amendment.

School Health Services

2.5840.855.411 Supplies & Materials \$ + 28,648.55  
 2.5840.855.461 Pur. of Non-Cap Equipment - 25,000.00

Total – School Health Services \$ + 3,648.55

- I. We have reviewed the allotment and must transfer money in to cover expenses.  
 We request your approval of the following amendment.

Office of the Principal

2.5410.870.114 Salary - Principal \$ + 1,500.00

Total – Office of the Principal \$ + 1,500.00

- J. We have reviewed the allotment and must transfer money in to cover expenses.  
 We request your approval of the following amendment.

Fiscal Services

2.6610.875.312 Workshop Expenses \$ + 5,155.92

Total – Fiscal Services \$ + 5,155.92

- K. We have reviewed the allotment and must transfer money in to cover expenses.  
 We request your approval of the following amendment.

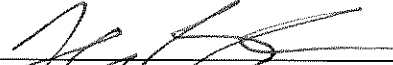
Data Management

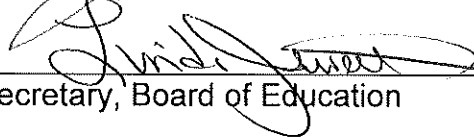
2.6820.900.113 Data Mgmt Officer \$ + 5,000.00

Total – Data Management \$ + 5,000.00

BUDGET AMENDMENT  
Local Current Expense Fund  
June 8, 2023, Page 4

Passed by majority vote of the Board of  
Education of Camden County on the 8<sup>th</sup>  
day of June, 2023.

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

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

Attachment: School Budget Amendments (School Budget Amendments)

Budget Amendment


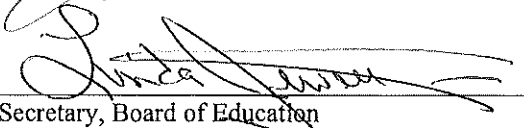
Camden County Schools Administrative Unit

Federal Grant Fund

The Camden County Board of Education at a meeting on the 8<sup>th</sup> day of June 2023 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		1,987.78																
5200	Special Populations Services	420.56																	
5300	Alternative Programs & Services	26,677.68																	
5800	School-Based Support Services		25,333.19																
6500	Operational Support Services		460.88																
6600	Financial & Human Resources	448.07																	
8100	Payments to Other Gov't Units	278.78																	
<p>Explanation: Revenues increased for carryover funds</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Total Appropriation in Current Budget</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 10%;"></td> <td style="width: 20%; text-align: right;">1,692,139.97</td> </tr> <tr> <td>Amount of <b>Increase/Decrease</b> of</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Above Amendment</td> <td></td> <td style="text-align: right;">+</td> <td style="text-align: right;">43.24</td> </tr> <tr> <td>Total Appropriation in Current Amended Budget ....</td> <td style="text-align: right;">\$</td> <td></td> <td style="text-align: right;">1,692,183.21</td> </tr> </table>				Total Appropriation in Current Budget	\$		1,692,139.97	Amount of <b>Increase/Decrease</b> of				Above Amendment		+	43.24	Total Appropriation in Current Amended Budget ....	\$		1,692,183.21
Total Appropriation in Current Budget	\$		1,692,139.97																
Amount of <b>Increase/Decrease</b> of																			
Above Amendment		+	43.24																
Total Appropriation in Current Amended Budget ....	\$		1,692,183.21																

<p>Passed by majority vote of the Board of Education of Camden County on the 8<sup>th</sup> day of July, 2023.</p>  _____ Chairman, Board of Education	<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> _____ Chairman, Board of County Commissioners
 _____ Secretary, Board of Education	_____ Clerk, Board of County Commissioners

Attachment: School Budget Amendments (School Budget Amendments)

BUDGET AMENDMENT  
June 8, 2023

3. Federal Grant Fund

A. We have reviewed this budget and need to transfer funds within the budget. We request your approval of the following amendment.

IDEA Title IV-B – Pre-School Handicapped

Project #23-049-150

3.5210.049.312 Workshop Expenses	\$ +	600.00
3.6550.049.331 Contracted Pupil Transportation	-	<u>600.00</u>
 Total – IDEA Title IV-B – Pre-School Handicapped	\$ +	 0.00 =====

B. We have reviewed this budget and need to transfer funds within the budget. We request your approval of the following amendment.

Title I – Basic Program

Project #23-050-150

3.5330.050.121.308 Salary - Teacher	\$ -	951.60
3.5330.050.162 Substitute Pay	+	107.50
3.5330.050.211 Emp. Soc. Sec. Costs	+	8.22
3.5330.050.221.308 Emp. Retirement Costs	+	1,220.22
3.5330.050.231.308 Emp. Hosp. Ins. Costs	+	956.90
3.5330.050.411.304 Supplies & Materials	-	1,819.16
3.5330.050.411.308 Supplies & Materials	+	210.92
3.5880.050.459.310 Other Food Purchases	+	<u>267.00</u>
 Total – Title I – Basic Program	\$ +	 0.00 =====

C. We have reviewed this budget and need to transfer funds within the budget. We request your approval of the following amendment.

Title II – Improving Teacher Quality

Project #23-103-150

3.5110.103.361 Membership Dues	\$ +	90.00
3.5110.103.411 Supplies & Materials	-	9,977.90
3.5110.103.418 Computer Software & Supplies	-	5,665.38
3.5330.103.418 Computer Software & Supplies	+	36,500.00
3.5870.103.312 Workshop Expenses	-	21,394.79
3.6620.103.411 Supplies & Materials	+	<u>448.07</u>

Attachment: School Budget Amendments (School Budget Amendments)

BUDGET AMENDMENT  
Federal Grant Funds  
June 8, 2023, Page 2

Total – Title II – Improving Teacher Quality	\$	+	0.00
			=====

- D. We have reviewed this budget and need to transfer funds within the budget. We request your approval of the following amendment.

Title IV – Student Support and Academic Enrichment  
Project #23-108-150

3.5110.108.411 Supplies & Materials	\$	+	4,205.40
3.5110.108.461 Pur of Non-Cap Equipment		+	2,314.34
3.5330.108.411.304 Supplies & Materials		-	2,314.34
3.5860.108.418.308 Computer Software & Supplies		-	<u>4,205.40</u>

Total – Title IV – Student Support and Academic	\$	+	0.00
			=====

- E. We have reviewed this budget and need to transfer funds within the budget. We request your approval of the following amendment.

IDEA Special Needs Targeted Assistance  
Project #23-118-150

3.5210.118.312 Workshop Expenses	\$	+	1,159.96
3.5210.118.411 Supplies & Materials		+	28.65
3.5230.118.312 Workshop Expenses		-	1,378.80
3.5240.118.312 Workshop Expenses		+	<u>190.19</u>

Total – IDEA Special Needs Targeted Assistance	\$	+	0.00
			=====

- F. We have reviewed this budget and need to transfer funds within the budget. We request your approval of the following amendment.

IDEA Targeted Assistance  
Project #23-119-150

3.5210.119.312 Workshop Expenses	\$	-	670.02
3.5230.119.312 Workshop Expenses		-	500.00
3.5230.119.411 Supplies & Materials		+	<u>1,170.02</u>

Total – IDEA Targeted Assistance	\$	+	0.00
			=====



BUDGET AMENDMENT  
Federal Grant Funds  
June 8, 2023, Page 3

G. We have reviewed this budget and need to increase funds within the budget. We request your approval of the following amendment.

<u>ESSER I – Exceptional Children Grant</u>		
<u>Project #23-167-150</u>		
3.5210.167.418 Computer Software & Supplies	\$ -	179.44
3.8100.167.392 Indirect Costs	+	<u>222.68</u>
Total – ESSER I – Exceptional Children Grant	\$ +	43.24
		=====
3.3600.167 Revenue – ESSER I – Ex. Children	\$ -	43.24
		=====

H. We have reviewed this budget and need to transfer funds within the budget. We request your approval of the following amendment.

<u>ESSER II – School Nutrition COVID Support</u>		
<u>Project #23-174-150</u>		
3.7200.174.183 Bonus Pay	\$ +	110.00
3.7200.174.211 Emp. Soc. Sec. Costs	+	8.42
3.7200.174.221 Emp. Retirement Costs	-	<u>118.42</u>
Total – ESSER II – School Nutrition COVID Support	\$ +	0.00
		=====

I. We have reviewed this budget and need to transfer funds within the budget. We request your approval of the following amendment.

<u>ESSER II – Summer Career Accelerator Program</u>		
<u>Project #23-177-150</u>		
3.5120.177.311 Contracted Services	\$ +	2,000.00
3.5120.177.411 Supplies & Materials	+	7,375.98
3.5350.177.121 Salary – Teacher	-	6,000.00
3.5350.177.211 Emp. Soc. Sec. Costs	-	459.00
3.5350.177.411 Supplies & Materials	-	2,500.00
3.5350.177.418 Computer Software & Supplies	-	<u>416.98</u>
Total – ESSER II – Summer Career Accelerator	\$ +	0.00
		=====

Attachment: School Budget Amendments (School Budget Amendments)

BUDGET AMENDMENT


Federal Grant Funds

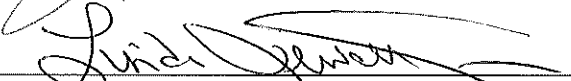
June 8, 2023, Page 4

J. We have reviewed this budget and need to transfer funds within the budget. We request your approval of the following amendment.

<u>ESSER III – K-12 Emergency Relief Fund</u>	
<u>Project #23-181-150</u>	
3.5110.181.311 Contracted Services	\$ - 2,330.22
3.5350.181.418 Computer Software & Supplies	+ 2,135.00
3.6550.181.171 Salary – Bus Driver	+ 129.22
3.6550.181.211 Emp. Soc. Sec. Costs	+ 9.90
3.8100.181.392 Indirect Costs	+ <u>56.10</u>
 Total – ESSER III – K-12 Emergency Relief Fund	 \$ + 0.00
	=====

Passed by majority vote of the Board of Education of Camden County on the 8<sup>th</sup> day of June, 2023.

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

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

Attachment: School Budget Amendments (School Budget Amendments)

Budget Amendment

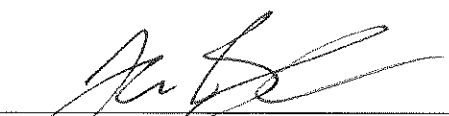
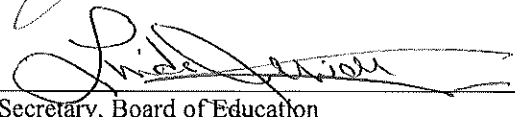
Camden County Schools Administrative Unit

Federal Grant Fund

The Camden County Board of Education at a meeting on the 8<sup>th</sup> day of June 2023 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											
<p>Explanation: Revenues increased for carryover funds</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding-left: 40px;">Total Appropriation in Current Budget</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;">1,692,183.21</td> </tr> <tr> <td style="padding-left: 40px;">Amount of <b>Increase/Decrease</b> of Above Amendment</td> <td style="text-align: right;">+</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td style="padding-left: 40px;">Total Appropriation in Current Amended Budget ....</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">1,692,183.21</td> </tr> </table>				Total Appropriation in Current Budget	\$	1,692,183.21	Amount of <b>Increase/Decrease</b> of Above Amendment	+	0.00	Total Appropriation in Current Amended Budget ....	\$	1,692,183.21
Total Appropriation in Current Budget	\$	1,692,183.21										
Amount of <b>Increase/Decrease</b> of Above Amendment	+	0.00										
Total Appropriation in Current Amended Budget ....	\$	1,692,183.21										

<p>Passed by majority vote of the Board of Education of Camden County on the 8<sup>th</sup> day of July, 2023.</p> <div style="text-align: center; margin-top: 20px;">               _____              Chairman, Board of Education         </div> <div style="text-align: center; margin-top: 20px;">               _____              Secretary, Board of Education         </div>	<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> <div style="text-align: center; margin-top: 20px;">             _____              Chairman, Board of County Commissioners         </div> <div style="text-align: center; margin-top: 20px;">             _____              Clerk, Board of County Commissioners         </div>
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Attachment: School Budget Amendments (School Budget Amendments)

BUDGET AMENDMENT  
June 8, 2023

3. Federal Grant Fund

A. We have reviewed this budget and need to transfer funds within the budget. We request your approval of the following amendment.


Career and Technical Education - Program

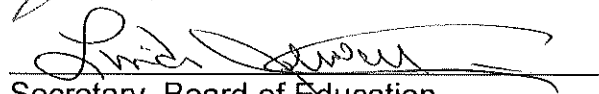
Project #23-017-150

3.5120.017.181 Supplementary Pay	\$	+	1,000.00
3.5120.017.211 Emp. Soc. Sec. Costs		+	76.49
3.5120.017.221 Emp. Retirement Costs		+	246.54
3.5120.017.312 Workshop Expenses		+	3,000.00
3.5120.017.351 Tuition		-	3,000.00
3.5120.017.411 Supplies & Materials		+	1,112.85
3.5120.017.418 Computer Software & Supplies		-	<u>2,435.88</u>

Total – Career and Technical Education - Program	\$	+	0.00
			=====

Passed by majority vote of the Board of Education of Camden County on the 8<sup>th</sup> day of June, 2023.

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

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

Attachment: School Budget Amendments (School Budget Amendments)

Budget Amendment


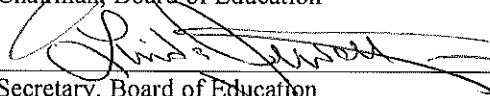
Camden County Schools Administrative Unit

Capital Outlay Fund

The Camden County Board of Education at a meeting on the 8<sup>th</sup> day of June, 2023, 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
9100	Category I Projects	4,428.92	
9200	Category II Projects	11,488.55	
6500	Category III Projects	48,808.00	
Explanation:			
	Total Appropriation in Current Budget	\$	814,690.08
	Amount of Increase / (Decrease) of Above Amendment		+ 64,725.47
	Total Appropriation in Current Amended Budget ....	\$	879,415.55

<p>Passed by majority vote of the Board of Education of Camden County Schools on the 8<sup>th</sup> day of June, 2023.</p>  _____ Chairman, Board of Education	<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 in the minutes of said Board, this ____ day of _____ 2____.</p> _____ Chairman, Board of County Commissioners
 _____ Secretary, Board of Education	_____ Clerk, Board of County Commissioners

Attachment: School Budget Amendments (School Budget Amendments)

BUDGET AMENDMENT  
June 8, 2023

4. Capital Outlay Fund

A. We must increase our budget to reflect revenues. We request your approval of the following amendment.

Category I Projects

9117.077.529	Repairs to Heating/AC	\$ +	7,959.28
9117.077.541	Pur. of Replacement A/C	-	4,079.09
9140.077.542	Pur. of Computer Equipment	+	288.20
9123.798.500	K12 Athletic Facilities Grant	-	640.50
9123.798.521	Purchase of Existing Building – K12	+	7,026.93
9123.798.529	K12 Athletic Facilities Grant	-	<u>6,125.90</u>

Total – Category I Projects \$ + 4,428.92

B. We must increase our budget to reflect revenues. We request your approval of the following amendment.

Category II Projects

9202.077.541	Pur. of Equipment – Radio	+	7,275.00
9210.077.541	Furniture & Equipment	+	2,539.21
9218.077.462	Pur. of Non-Cap Comp Hdwe	+	3,223.80
9218.077.541	Pur. of Computer Hdwe	-	135,000.00
9218.077.542	Pur. of Computer Hdwe	+	<u>133,450.54</u>

Total – Category II Projects \$ + 11,488.55

C. We must increase our budget for the funds received for the purchase of a yellow bus from an allotment from NCDPI. We request your approval of the following amendment.

Category III Projects

6550.120.551	Purchase of School Bus	\$ +	<u>48,808.00</u>
--------------	------------------------	------	------------------

Total – Category III Projects \$ + 48,808.00  
=====


4.3400.120	Revenue – State Allocation Funds	\$ -	48,808.00
4.3250	Revenue – Sales Tax Refund	-	3,667.47
4.4450	Revenue – Interest	-	<u>12,250.00</u>


Total – Revenue \$ - 64,725.47  
=====

Attachment: School Budget Amendments (School Budget Amendments)

BUDGET AMENDMENT  
Capital Outlay Funds  
June 8, 2023, Page 2

Passed by majority vote of the Board of  
Education of Camden County on the 8<sup>th</sup>  
day of June, 2023.

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

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

Attachment: School Budget Amendments (School Budget Amendments)

Budget Amendment

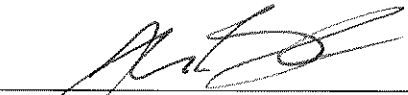
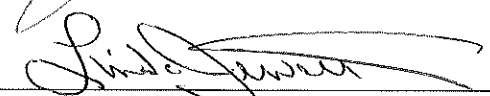
Camden County Schools Administrative Unit

Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 8<sup>th</sup> day of June, 2023 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		2,870.79
5300	Alternative Programs & Services	5,454.13	
5800	School-Based Support Srves	2,084.66	
6400	Technology Support Services		18,701.23
6500	Operational Support Services	3,425.54	
6600	Financial & Human Resources	3,000.00	
6800	System-Wide Pupil Support		18,090.65
6900	Policy, Leadership and Public	504.88	
Explanation:			
Total Appropriation in Current Budget		\$	264,717.00
Amount of Increase/Decrease of Above Amendment		-	25,193.46
Total Appropriation in Current Amended Budget ....		\$	239,523.54

<p>Passed by majority vote of the Board of Education of Camden County on the 8<sup>th</sup> day of June, 2023.</p>  _____ Chairman, Board of Education	<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>  _____ Chairman, Board of County Commissioners
 _____ Secretary, Board of Education	_____ Clerk, Board of County Commissioners

Attachment: School Budget Amendments (School Budget Amendments)



BUDGET AMENDMENT  
June 8, 2023

8. Other Local Current Expense Fund

A. We have reviewed the allotment and must transfer money in to cover expenses. We request your approval of the following amendment.

JLP Program

8.5110.301.231 Emp. Hosp. Ins. Costs	\$ +	3,698.38
8.5110.301.333 Field Trips		<u>+ 4,478.77</u>

Total – JLP Program \$ + 8,177.15

B. We have reviewed the allotment and must transfer money in to cover expenses. We request your approval of the following amendment.

Medicaid Direct Service

8.5320.306.211 Emp. Soc. Sec. Costs	\$ -	200.68
8.5320.306.231 Emp. Hosp. Ins. Costs		+ 4,896.92
8.5320.306.332 Travel		<u>+ 757.89</u>

Total – Medicaid Direct Service \$ + 5,454.13

C. We have reviewed the allotment and must transfer money in to cover expenses. We request your approval of the following amendment.

Operation of Activity Bus

8.6550.706.171 Salary – Activity Bus Driver	\$ +	<u>5,000.00</u>
---	------	-----------------

Total – Operation of Activity Bus \$ + 5,000.00

D. We have reviewed the allotment and must transfer money out to cover expenses. We request your approval of the following amendment.

Driver's Ed Program

8.5110.812.311 Contracted Services	\$ -	<u>3,000.00</u>
------------------------------------	------	-----------------

Total – Driver's Ed Program \$ - 3,000.00

E. We have reviewed the allotment and must transfer money out to cover expenses. We request your approval of the following amendment.

Data Processing Services

8.6820.900.113 Data Mgmt	\$ -	11,985.86
8.6820.900.211 Emp. Soc. Sec. Costs		- 1,452.67
8.6820.900.221 Emp. Retirement Costs		<u>- 4,652.12</u>

Total – Data Processing Services \$ - 18,090.65

BUDGET AMENDMENT  
 Other Local Current Expense Fund  
 June 8, 2023, Page 2

- F. We have reviewed the allotment and must transfer money out to cover expenses. We request your approval of the following amendment.

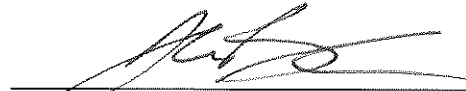
School Technology

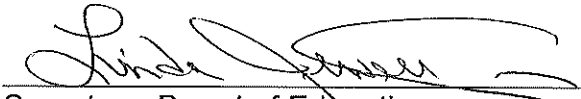
8.5110.905.342 Postage	\$ +	30.44
8.5110.905.418 Computer Software & Supplies	-	8,078.38
8.5860.905.418 Computer Software & Supplies	-	818.73
8.5860.905.462 Pur. of Computer Hdwe	+	2,903.39
8.6400.905.343 Telecommunications	-	1,650.00
8.6400.905.418 Computer Software & Supplies	-	16,851.23
8.6400.905.422 Repair Parts & Materials	-	100.00
8.6400.905.462 Pur. of Non-Cap Comp Hdwe	-	100.00
8.6510.905.311 Contracted Services	-	1,500.00
8.6510.905.341 Telephone for Telecom	-	74.46
8.6610.905.311 Contracted Services	+	3,000.00
8.6940.905.418 Computer Software & Supplies	+	<u>504.88</u>
 Total – School Technology	 \$ -	 22,734.09

8.3250 Revenue – Sales Tax Refund	\$ +	15,735.05
8.3590.301 Revenue – USCG Jr. Leadership	+	4,215.80
8.3590.308 Revenue – Federal Impact Aid	-	12,326.00
8.3700.305 Revenue – NC MAC Program	-	17,882.39
8.3700.306 Revenue – EDS Medicaid Program	+	70,000.00
8.3700.353 Revenue – Local Food for Schools Grant	-	7,314.00
8.4420 Revenue – Rental of School Property	+	250.00
8.4490 Revenue – Misc. Local Operating Rev	-	27,380.00
8.4840.706 Revenue – Insurance Settlement	-	500.00
8.4890.812 Revenue – Driver's Ed	+	<u>395.00</u>
 Total – Revenue	 \$ +	 25,193.46

BUDGET AMENDMENT  
Other Local Current Expense Fund  
June 8, 2023, Page 3

Passed by majority vote of the Board of  
Education of Camden County on the 8<sup>th</sup>  
day of June, 2023.

  
\_\_\_\_\_  
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:** 7.D  
**Meeting Date:** July 03, 2023  
**Submitted By:** Lisa Anderson, Tax Administrator  
Taxes  
Prepared by: Karen Davis

**Item Title** **Pickups, Releases & Refunds**

**Attachments:**

**Summary:**  
Name: Christopher Victor Salvatore  
Reason: Turned in Plates  
Amount: 120.92



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

**Consent Agenda**

**Item Number:** 7.E  
**Meeting Date:** July 03, 2023  
**Submitted By:** Lisa Anderson, Tax Administrator  
Taxes  
Prepared by: Karen Davis  
**Item Title** **Tax Collection Report**  
**Attachments:** Tax Collection Report (PDF)

### Tax Collection Report M A Y 2023

Day	Amount	Amount	Name of Account	Deposits	Simplifile #23	Internet
	\$	\$	\$	\$		\$
				-		
1	18,937.77			18,937.77		
2	7,709.84		Reffund - \$0.50	7,709.84		
3	305.00			305.00		
4	2,565.47			2,565.47		
5	710.09			710.09		
8	5,031.84			5,031.84		
	1,825.60		PSN			1,825.60
9	1,069.58			1,069.58		
	8,410.00		Land Transfer		8,410.00	
10	185.14		PSN - Debt-setoff			185.14
	1,244.19			1,244.19		
11	592.00			592.00		
12	2,741.82			2,741.82		
15	462.03		Refund - \$9.15	462.03		
16	14,914.60			14,914.60		
17	2,131.90			2,131.90		
18	350.00			350.00		
19	984.93			984.93		
22	1,662.04			1,662.04		
23	3,244.09			3,244.09		
24	30,820.00		Land Transfer		30,820.00	
	2,767.36		PSN-Debt-setoff - \$ 910.46			
			PSN- Credits \$ 1,856.90	-		2,767.36
25	650.75			650.75		
	129.15			129.15		
26	386.28			386.28		
30	1,998.82			1,998.82		
31	22,777.00		Land Transfer		22,777.00	
	10,477.30			10,477.30		
	225.00			225.00		
	928.08					928.08
	\$ 146,237.67			\$ 78,524.49	\$ 62,007.00	\$ 5,706.18
Totals Collections						
Total Bank Deposits	\$ 146,237.67			\$ 146,237.67		
Simplifile / Internet						
Refund	\$ (11.60)		PSN Check fees - \$1.10 - for info only, fees were paid to PSN			
Over	\$ -					
Short						
Other adjustment	\$ -					
NET TOTAL	\$ 146,226.07					

Submitted by: Risa S. Anderson Date: 6-5-23  
Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Attachment: Tax Collection Report (Tax Collection Report)



# CAMDEN COUNTY

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## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Consent Agenda

**Item Number:** 7.F  
**Meeting Date:** July 03, 2023

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

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

**Attachments:** VEHICLE REFUNDS OVER \$100.00 MAY, 2023(PDF)

**Summary:** Vehicle Refunds Over \$100.00 May, 2023

**Recommendation:** Review and Approve

REFUNDS OVER \$100.00



North Carolina Vehicle Tax System

NCVTS Pending Refund report

Refunds Over \$100.00 May, 23

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	
BAYNOR, EDWARD LEE	BAYNOR, EDWARD LEE		205 MAIN ST # B	SOUTH MILLS, NC 27976	Proration	0053947066	RCZ8839	AUTHORIZED	185749992	Refund Generated due to proration on Bill #0053947066-2021-0000.0000.00	Tag Surrender	05/12/2023	5/17/2023 11:49:40 AM	1843	Tax	(\$102.83)	\$0.00	(\$102.83)	
														1	Tax	(\$1.18)	\$0.00	(\$1.18)	
																		Refund	\$104.11
JARVIS, CHRISTOPHER WILLIAM	JARVIS, CHRISTOPHER WILLIAM		639 N SANDY HOOK RD	SHAWBORO, NC 27973	Proration	0069707923	TLS2429	AUTHORIZED	185566088	Refund Generated due to proration on Bill #0069707923-2022-0000.0000.00	Tag Surrender	05/09/2023	5/10/2023 9:24:53 AM	1843	Tax	(\$128.30)	\$0.00	(\$128.30)	
														3	Tax	(\$1.48)	\$0.00	(\$1.48)	
																		Refund	\$129.78

Submitted by Lisa S. Anderson Date 6-22-23  
Lisa S. Anderson, Tax Administrator Camden County

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

Attachment: VEHICLE REFUNDS OVER \$100.00 MAY, 2023 (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:** 7.G  
**Meeting Date:** July 03, 2023

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

**Item Title** **Set Public Hearing - Text Amendment to the Camden  
 County Code of Ordinances**

**Attachments:** AgendaSummary\_TextAmendmentCA\_2023\_07\_03  
 (DOCX)  
 CA\_StaffReport\_TextAmendment2023\_07\_03  
 (DOCX)

Agenda summary and supporting documentation attached.

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

**Meeting Date:** July 3, 2023

**Attachments:** Text Amendments

**Submitted By:** Planning Department

**Item Title:** Set Public Hearing - Text Amendment to the Camden County Code of Ordinances

**Summary:**

The attached Ordinance 2023-08-01 proposes a text change to the Camden County Unified Development Ordinance. The proposed language change is necessary for clarification of the requirements.

The Text amendment will amend the Camden County Code of Ordinances Chapter 151 for the following Articles:

- Article 3 Zoning Districts: 3.5.2 Working Lands District and 3.5.3 Rural Residential District Dimensional Requirements
- Article 6 Subdivision Requirements: 6.5.2 Conservation Subdivision Applicability
- Article 7 Environmental Provisions: 7.5.2 Open Space Set-Aside Applicability
- Article 5 Development Standards: 5.1.2 Commercial Design Standards

The Planning Board voted unanimously to recommend approval.

**Recommendation:**

Motion to set Public Hearing for August 7, 2023

Ordinance No. 2023-08-01  
UDO No. 2023-04-032  
An Ordinance  
Amending the Camden County Code of Ordinances  
Camden County, North Carolina

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

Article I: Purpose

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

Article II: Construction

For purposes of this Ordinance, underlined words (underline) shall be considered as additions to existing Ordinance language and strikethrough words (~~strikethrough~~) shall be considered deletions to existing language. New language of proposed ordinance shall be shown in italics, underlined, and highlighted (*italics*).

Article III:

- Amending Camden County Code of Ordinances, Chapter 151 specifically:
  - Article 3 Zoning Districts: 3.5.2 Working Lands District and 3.5.3 Rural Residential District Dimensional Requirements
  - Article 6 Subdivision Requirements: 6.5.2 Conservation Subdivision Applicability
  - Article 7 Environmental Provisions: 7.5.2 Open Space Set-Aside Applicability
  - Article 5 Development Standards: 5.1.2 Commercial Design Standards

3.5.2.WORKING LANDS (WL) DISTRICT

<h1 style="margin: 0;">WL</h1> <h1 style="margin: 0;">Working</h1> <h1 style="margin: 0;">Lands</h1>	A. Purpose Statement		
	<p>The Working Lands (WL) district is established to accommodate agriculture, agriculturally-related uses, and limited forms residential development at very low densities in rural portions of the County. The district is primarily intended to preserve and protect bona fide farms and resource lands for current or future agricultural use as well as to protect the rural character of the area. One of the primary tools for character protection is the requirement to configure residential subdivisions <i>when</i> of more than five <i>five or more</i> lots <i>are created</i> as conservation subdivisions. The conservation subdivision approach seeks to minimize the visibility of new residential development from adjacent roadways through proper placement and screening, and allows farmers to capture a portion of the land's development potential while continuing to farm. Conservation subdivisions allow a portion of a tract or site to be developed with single-family detached homes while the balance of the site is left as conservation or agricultural land. The district also accommodates a wide range of agricultural and agricultural-related uses like "agri-tourism" as well as service and support uses to the rural community, including day care, educational uses, public safety facilities, parks, and utility features.</p>		
B. Dimensional Requirements			
#	STANDARD TYPE	REQUIREMENTS FOR TRADITIONAL DEVELOPMENT	REQUIREMENTS FOR CONSERVATION SUBDIVISIONS [1]
A	Minimum Development Size (acres)	N/A	10

Attachment: CA\_StaffReport\_TextAmendment2023\_07\_03 (Set Public Hearing - Text Amendment to the Camden County Code of Ordinances)

<b>B</b>	Maximum Residential Density (units/acre)	0.2	1
<b>C</b>	Minimum Lot Area (acres)	5	1
<b>D</b>	Minimum Lot Width (feet) [2] <b>[8]</b>	300	60
<b>E</b>	Maximum Lot Coverage (% of lot area) [3]	24	72
<b>F</b>	Minimum Open Space (% of development size) [4]	None	50
<b>G</b>	Minimum Front Setback (feet)	50	20
<b>H</b>	Minimum Corner Side Setback (feet)	50	20
<b>I</b>	Minimum Interior Side Setback (feet)	25	10
<b>J</b>	Minimum Rear Setback (feet)	25	15
<b>K</b>	Minimum Distance Between Buildings, Front-to-Back (feet) [5]	20	10
<b>L</b>	Minimum Distance Between Buildings, Side-to-Side (feet) [5]	15	5
<b>M</b>	Minimum Accessory Building Setback (feet)	10	3
<b>N</b>	Minimum Setback from Agricultural Activity (feet) [6]	50	50
<b>O</b>	Maximum Building Height (feet)	35 [7]	35

**NOTES:**

- [1] Residential developments of **when** five or more lots **are created** shall be configured as a conservation subdivision in accordance with the standards in Section 6.5 Conservation Subdivision.
- [2] Lots on a cul-de-sac street shall maintain a minimum frontage of 35 feet and shall maintain 80 percent of the required minimum lot width at a point located 50 feet from the street right-of-way edge.
- [3] The maximum lot coverage may be increased with approval from NCDEQ and compliance with all applicable stormwater management requirements.
- [4] Applied to residential subdivisions and nonresidential developments.
- [5] Applied in cases where there are two or more principal buildings on the same lot.
- [6] Setback is applied from the perimeter of agricultural activity occurring on the same or an adjacent lot.
- [7] Maximum building height may be increased to 50 feet for agricultural or agricultural-related uses.
- [8] Transfer Plats shall maintain a minimum lot width of 125 feet.**

### 3.5.3. RURAL RESIDENTIAL (RR) DISTRICT

RR Rural Residential		A. Purpose Statement	
		The Rural Residential (RR) district is established to accommodate low density residential neighborhoods and supporting uses on lots near bona fide farms and agricultural areas in the rural portion of the County. The district is intended to accommodate residential development in ways that will not interfere with agricultural activity or negatively impact the rural character of the County. One of the primary tools for character protection is the requirement to configure residential subdivisions <b>when</b> of more than five <b>five or more</b> lots <b>are created</b> as conservation subdivisions. The conservation subdivision approach seeks to minimize the visibility of new residential development from adjacent roadways through proper placement and screening. The district accommodates several differing agricultural uses and single-family detached homes. It also allows supporting uses like educational facilities, parks, public safety facilities, and utilities. District regulations discourage uses that interfere with the development of residential dwellings or that are detrimental to the rural nature of the district.	
C. Dimensional Requirements			
#	STANDARD TYPE	REQUIREMENTS FOR TRADITIONAL DEVELOPMENT	REQUIREMENTS FOR CONSERVATION SUBDIVISIONS [1]
A	Minimum Development Size (acres)	N/A	10
B	Maximum Residential Density (units/acre)	0.5	1
C	Minimum Lot Area (acres)	2	1
D	Minimum Lot Width (feet) [2]	125	60
E	Maximum Lot Coverage (% of lot area) [3]	24	72
F	Minimum Open Space (% of development size) [4]	None	50
G	Minimum Front Setback (feet)	50	20
H	Minimum Corner Side Setback (feet)	50	20
I	Minimum Interior Side Setback (feet)	25	10
J	Minimum Rear Setback (feet)	25	15
K	Minimum Distance Between Buildings, Front-to-Back (feet) [5]	20	10
L	Minimum Distance Between Buildings, Side-to-Side (feet) [5]	15	5
M	Minimum Accessory Building Setback (feet)	10	3
N	Maximum Building Height (feet)	35 [6]	35

**NOTES:**

- [1] Residential developments of **when** five or more lots **are created** shall be configured as a conservation subdivision in accordance with the standards in Section 6.5 Conservation Subdivision.
- [2] Lots on a cul-de-sac street shall maintain a minimum frontage of 35 feet and shall maintain 80 percent of the required minimum lot width at a point located 50 feet from the street right-of-way edge.
- [3] The maximum lot coverage may be increased with approval from NCDEQ and compliance with all applicable stormwater management requirements.
- [4] Applied to residential subdivisions and nonresidential developments.
- [5] Applied in cases where there are two or more principal buildings on the same lot.
- [6] Maximum building height may be increased to 50 feet for agricultural or agricultural-related uses.

## 6.5 CONSERVATION SUBDIVISION

### 6.5.2 APPLICABILITY

#### A. Type of Development

This conservation subdivision option shall be limited to development of single-family detached residential dwellings on individual lots in subdivisions **when** of more than five **five or more** lots **are created**. The conservation subdivision option shall not be available for any other form of development or use type.

#### B. Where Required

Single-family detached residential subdivisions **when** of more than five **five or more** lots **are created** in the WL and RR districts shall be configured as conservation subdivisions, in accordance with the standards in this section.

#### C. Where Allowed

Single-family detached residential subdivisions **when** of more than five **five or more** lots **are created** in the SR and PD districts may be developed as a conservation subdivision, in accordance with the standards in this section.

### 7.5.2. APPLICABILITY

#### A. Generally

1. Unless exempted in accordance with Section 7.5.2.C, Exemptions, the standards in this section shall apply to all new development and redevelopment in the County.
2. Redevelopment conducted after February 4, 2019 shall comply with the standards in this section, to the maximum extent practicable, and shall provide its pro rata share of open space set-aside.

#### B. Conservation Subdivisions

Open space set-asides associated with a conservation subdivision shall be subject to the standards in Section 6.5, Conservation Subdivision, in addition to these standards. In the event of a conflict, the standards in Section 6.5, Conservation Subdivision, shall control.

#### C. Exemptions

The following forms of development shall be exempted from the standards in this section:

1. Development of an individual single-family dwelling (including manufactured homes) on lots platted prior to February 4, 2019;
2. **Minor** Subdivisions ~~comprised solely of six or fewer lots~~ where all lots **are** intended for single-family detached residential dwellings; and
3. Development located within the CP, LI, and HI districts.

## 5.1.2. COMMERCIAL DESIGN STANDARDS

### D. Design Requirements

#### 3. Building Material Standards

##### a. Allowable Materials

1. The predominant exterior building materials for nonresidential development shall be of high quality, and may include:

**A. Brick;**

**B. Rock, stone, or tinted and textured concrete masonry units;**

**C. Natural, decay-resistant, high quality exterior wood siding, shingles, or clapboards;**

**D. Cementitious siding (sheet or plank);**

**E. High-quality, architectural metal (stainless steel, copper, brushed nickel, brass, but excluding corrugated metal siding), subject to approval by the Planning Board or the Board of Commissioners; and**

**F. Transparent glass windows and doors.**

2. Suggested pitched roof materials include asphalt shingles, standing seam metal, slate, or similar materials.

3. Artificial materials which closely resemble these materials shall also be allowed, but are subject to approval by the JDO Administrator Board of Commissioners or the Planning Board.



**CAMDEN COUNTY**  
NORTH CAROLINA • USA

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**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

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

**Item Number:** 10.A  
**Meeting Date:** July 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)



Camden County Register of Deeds: Tammie Krauss  
May 2023 Daily Deposit

DATE	NC CHILDREN TRUST	NC DOM. VIO. FUND	STATE REV. STAMPS	COUNTY REV. STAMPS	RETIREMENT	AUTO FUND	STATE TREASURY	ROD GENERAL	TOTAL
05/01/23	\$ 5.00	\$ 30.00	\$ 695.31	\$ 723.69	\$ 6.59	\$ 36.47	\$ 43.40	\$ 317.74	\$ 1,858.20
05/02/23	\$ 5.00	\$ 30.00	\$ 466.48	\$ 485.52	\$ 3.57	\$ 17.36	\$ 31.00	\$ 151.07	\$ 1,190.00
05/03/23	\$ -	\$ -	\$ 412.58	\$ 429.42	\$ 3.63	\$ 21.15	\$ 37.20	\$ 180.02	\$ 1,084.00
05/04/23	\$ 5.00	\$ 30.00			\$ 4.17	\$ 22.95	\$ 24.80	\$ 191.08	\$ 278.00
05/05/23	\$ 5.00	\$ 30.00	\$ 411.60	\$ 428.40	\$ 2.70	\$ 13.52	\$ 12.40	\$ 116.38	\$ 1,020.00
05/08/23	\$ -	\$ -	\$ 374.85	\$ 390.15	\$ 2.31	\$ 14.34	\$ 18.60	\$ 118.75	\$ 919.00
05/09/23					\$ 0.57	\$ 3.74		\$ 33.69	\$ 38.00
05/10/23	\$ 5.00	\$ 30.00	\$ 63.70	\$ 66.30	\$ 4.01	\$ 20.75	\$ 31.00	\$ 176.44	\$ 397.20
05/11/23					\$ 0.86	\$ 5.69		\$ 51.05	\$ 57.60
05/12/23			\$ 508.98	\$ 613.02	\$ 3.80	\$ 22.86	\$ 31.00	\$ 195.34	\$ 1,455.00
05/15/23	\$ 5.00	\$ 30.00	\$ 539.00	\$ 561.00	\$ 5.02	\$ 32.47	\$ 37.20	\$ 276.71	\$ 1,487.20
05/16/23					\$ 3.42	\$ 22.55		\$ 202.03	\$ 228.00
05/17/23					\$ 2.54	\$ 16.46	\$ 12.40	\$ 137.60	\$ 169.00
05/18/23	\$ 5.00	\$ 30.00	\$ 441.00	\$ 459.00	\$ 4.44	\$ 23.60	\$ 31.00	\$ 201.96	\$ 1,196.00
05/19/23	\$ 10.00	\$ 60.00			\$ 2.69	\$ 10.07	\$ 6.20	\$ 90.44	\$ 179.40
05/22/23			\$ 1,012.83	\$ 1,054.17	\$ 5.94	\$ 35.08	\$ 49.60	\$ 304.98	\$ 2,462.60
05/23/23	\$ -	\$ -	\$ -	\$ -	\$ 5.22	\$ 30.24	\$ 55.80	\$ 258.74	\$ 348.00
05/24/23			\$ 445.90	\$ 464.10	\$ 8.49	\$ 50.78	\$ 80.60	\$ 428.13	\$ 1,476.00
05/25/23			\$ 566.44	\$ 589.56	\$ 3.27	\$ 19.03	\$ 24.80	\$ 170.90	\$ 1,374.00
05/26/23	\$ 5.00	\$ 30.00	\$ 548.80	\$ 571.20	\$ 5.73	\$ 30.71	\$ 49.60	\$ 260.96	\$ 1,502.00
05/30/23					\$ 3.25	\$ 19.42	\$ 24.80	\$ 169.53	\$ 217.00
05/31/23	\$10.00	\$ 80.00	\$ 671.30	\$ 698.70	\$ 6.93	\$ 35.10	\$ 49.60	\$ 300.37	1832.00
									0.00
									\$ -
<b>TOTAL</b>	<b>\$ 60.00</b>	<b>\$ 380.00</b>	<b>\$ 7,238.77</b>	<b>\$ 7,534.23</b>	<b>\$ 89.95</b>	<b>\$ 504.34</b>	<b>\$ 651.00</b>	<b>\$ 4,329.91</b>	<b>\$ 20,768.20</b>

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

Ledger Report Fee Distribution  
 TAMMIE KRAUSS, REGISTER OF DEEDS  
 Camden, NC  
 Date Range From Monday, May 01, 2023 to Wednesday, May 31, 2023

Name	Amount
NC Children's Trust Fund	\$60.00
NC Domestic Violence Fund	\$360.00
State Revenue Stamp	\$7,238.77
County Revenue Stamp	\$7,534.23
Land Transfer Fee	\$0.00
Floodplain Map Fund	\$0.00
Supplemental Retirement	\$89.95
ROD Automation Fund	\$504.34
Dept Of Cultural Resources	\$0.00
Vital Records Fund	\$0.00
State General Fund	\$0.00
State Treasurer Amount	\$651.00
ROD General Fund	\$4,329.91
Total Distribution For Period	\$20,768.20
Cash Total	\$778.00
Check Total	\$4,663.60
Pay Account Total	\$483.60
ACH Total	\$14,843.00
Escrow Account Total	\$0.00
Overpayment Total	\$0.00
Total Deposit For Period	\$20,768.20

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**

<b>Item Number:</b>	10.B
<b>Meeting Date:</b>	July 03, 2023
<b>Submitted By:</b>	Kim Perry, Library Prepared by: Kim Perry
<b>Item Title</b>	<b>Library Report</b>
<b>Attachments:</b>	23-05 (DOCX)

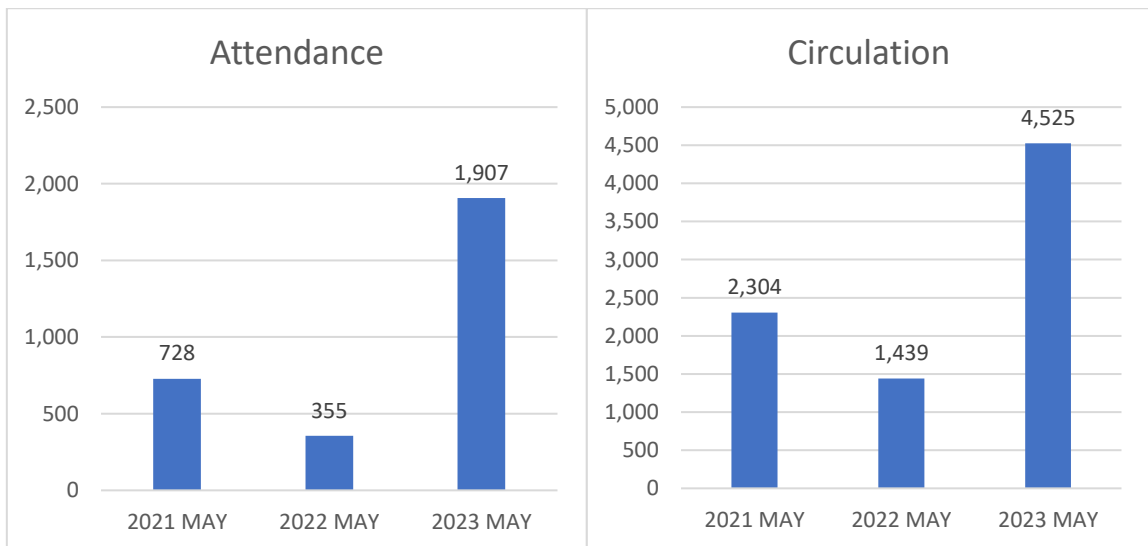
## Camden County Public Library

### May 2023 Statistics

Visitor Count	1,907
Materials Check Outs & Renewals	4,525
Cloud Library Check Out (ebooks & audiobooks)	103 (4% increase from 5/22)
Computer/ Wireless Use	310/218
Questions Answered	237
Children’s Programs/Attendance	19/233
Teen Program/Attendance	1/18
Adult Programs/Attendance	2/18
Outreach Programs/Attendance	0/0
Study Room Usage/Attendance	24/88
Meeting Room Usage/Attendance	4/26
Days/Hours Open	29/236
# Items in Collection	21,138
Library Card Holders	2,544

Attachment: 23-05 (Library Report)

**Comparison by Year  
2021-2023**



**\*\*The Library was closed 5/11-5/31 while moving to our new location. During this closure the facility was closed to the public and all services suspended.**



**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

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

**Item Number:** 10.C  
**Meeting Date:** July 03, 2023

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

**Item Title** **Fire Prevention Report**

**Attachments:** Fire Prevention Report (PDF)

May 2023 Monthly Report  
Fire Prevention  
Camden County

## Inspections

### Completed

Needham Adult Care Home – No Violations Noted  
Hardees – Fixed Suppression System Service needed  
State Employees Credit Union – No Violations Noted

## Investigations

1735 Morgan's Corner Road – Insurance Requesting Copies of Reports

## Plans Review

No Permits Issued  
No Plans Received to our Office