



**CAMDEN COUNTY**  
NORTH CAROLINA • USA

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# **BOARD OF COMMISSIONERS**

**February 05, 2024  
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  
February 05, 2024; 7:00 PM  
Camden Public Library - Boardroom  
118 Hwy 343 North**

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

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

Pastor Joe Brock, Harmony Baptist Church

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

**ITEM 2. Conflict of Interest Disclosure Statement**

**ITEM 3. Presentations** (For discussion and possible action)

A. Audit Presentation FY 2022-2023 - Austin Eubanks

**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. Public Hearings**

A. Zoning Map Amendment Application - Amber Curling

B. Text Amendment Application - Amber Curling

C. Special Use Permit Application - Amber Curling

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

A. South Mills Water Association Purchase - Erin Burke

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

- A. Tax Report - Lisa Anderson
- B. Collections / Distribution Personnel - Erin Burke
- C. Resolution in Support of Mental Health Training for Correctional Officers - Erin Burke

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

- A. ABC Board
- B. Juvenile Crime Prevention Council

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

**Reconvene Board of Commissioners**

**ITEM 9. Consent Agenda**

- A. BOC Meeting Minutes
- B. Budget Amendments
- C. Pickups, Releases & Refunds
- D. Tax Collection Report
- E. Vehicle Refunds Over \$100.00
- F. Audit Contracts
- G. Resolution of Salaries & Compensation

**ITEM 10. County Manager's Report**

**ITEM 11. Commissioners' Reports**

**ITEM 12. Information, Reports & Minutes from Other Agencies**

- A. Register of Deeds Report
- B. Library Report
- C. New High School Project Status Report

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

**ITEM 14. Adjourn**



# CAMDEN COUNTY

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## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Presentations

**Item Number:** 3.A  
**Meeting Date:** February 05, 2024  
**Submitted By:** Stephanie Jackson,  
Finance  
Prepared by: Karen Davis

**Item Title** **Audit Presentation FY 2022-2023 - Austin Eubanks**

**Attachments:** Audit Presentation FY 22-23 (PDF)

### **Summary:**

Austin Eubanks with Thompson, Price, Scott, Adams & Co. will present the results of the FY 2022-2023 audit. The full audit is available for public inspection at the Camden County Finance Office.

# CAMDEN COUNTY

## *AUDIT PRESENTATION*

### *FOR THE YEAR ENDED JUNE 30, 2023*



Thompson, Price, Scott, Adams & Co., P.A.

4024 Oleander Drive Suite 103

Wilmington, North Carolina 28403

Telephone (910) 791-4872

Fax (910) 239-8294

# CAMDEN COUNTY

## BOARD MEETING

### Presentation of Audit Results

- I. General Comments
- II. Required Communications
- III. Audit Results
- IV. Questions and Comment
- V. Close

# CAMDEN COUNTY REQUIRED COMMUNICATIONS

## Requirement

## Results

**1 Responsibilities Under Generally Accepted Auditing Standards, Government Auditing Standards, OMB Uniform Guidance, and the State Single Audit Implementation Act.**

Design the audit to provide reasonable assurance that the financial statements are free of material error and in compliance with government regulations.

Perform all planned procedures and have complete access to both management and required information.

Communicate significant deficiencies in the internal control.

- Accomplished. No material error noted.
- Completed. Our work was not limited in any way.
- To be discussed at end of presentation.

# CAMDEN COUNTY REQUIRED COMMUNICATIONS (CONTINUED)

## Requirement

## Results

### 2 **Adoption or Change in Accounting Policies**

Communicate the initial adoption of or a change in an accounting principle which had or is expected to have a significant effect on the financial statements.

- GASB 96 – IT Subscription

### 3 **Management Judgment and Accounting Estimates**

Assess methodologies used and basis of evidence for matters requiring judgments and estimates.

- Methods used and evidence considered appear to have led to reasonable amounts being included in the financial statements

### 4 **Significant Audit Adjustments or Unrecorded Differences**

Communicate significant recorded and unrecorded differences.

- None out of the normal course.



# CAMDEN COUNTY REQUIRED COMMUNICATIONS (CONTINUED)

<u>Requirement</u>	<u>Results</u>
<p><b>5 Disagreements with Management</b></p> <p>Communicate any disagreements on financial or reporting matters that, if not satisfactorily resolved, would cause a modification of our report.</p>	<ul style="list-style-type: none"> <li>▪ None.</li> </ul>
<p><b>6 Consultation with Other Accountants</b></p> <p>Communicate consultation that took place with other accountants.</p>	<ul style="list-style-type: none"> <li>▪ None noted.</li> </ul>
<p><b>7 Prior to Retention Issues</b></p> <p>Communicate any major issues that management discussed with the auditor in connection with the retention of the auditor, including the application of accounting principles and auditing standards.</p>	<ul style="list-style-type: none"> <li>▪ None.</li> </ul>

# CAMDEN COUNTY REQUIRED COMMUNICATIONS (CONTINUED)

## Requirement

## Results

### 8 Significant Difficulties

Any serious difficulties the auditor encountered in dealing with management such as unreasonable delays in providing needed information, unreasonable timetable set by management, or unavailability of client personnel.

- None noted.

### 9 Irregularities and Illegal Acts

Communicate the existence of any material irregularities and/or illegal acts determined during the audit.

- None noted.

# CAMDEN COUNTY GENERAL FUND

Dear Board Members:

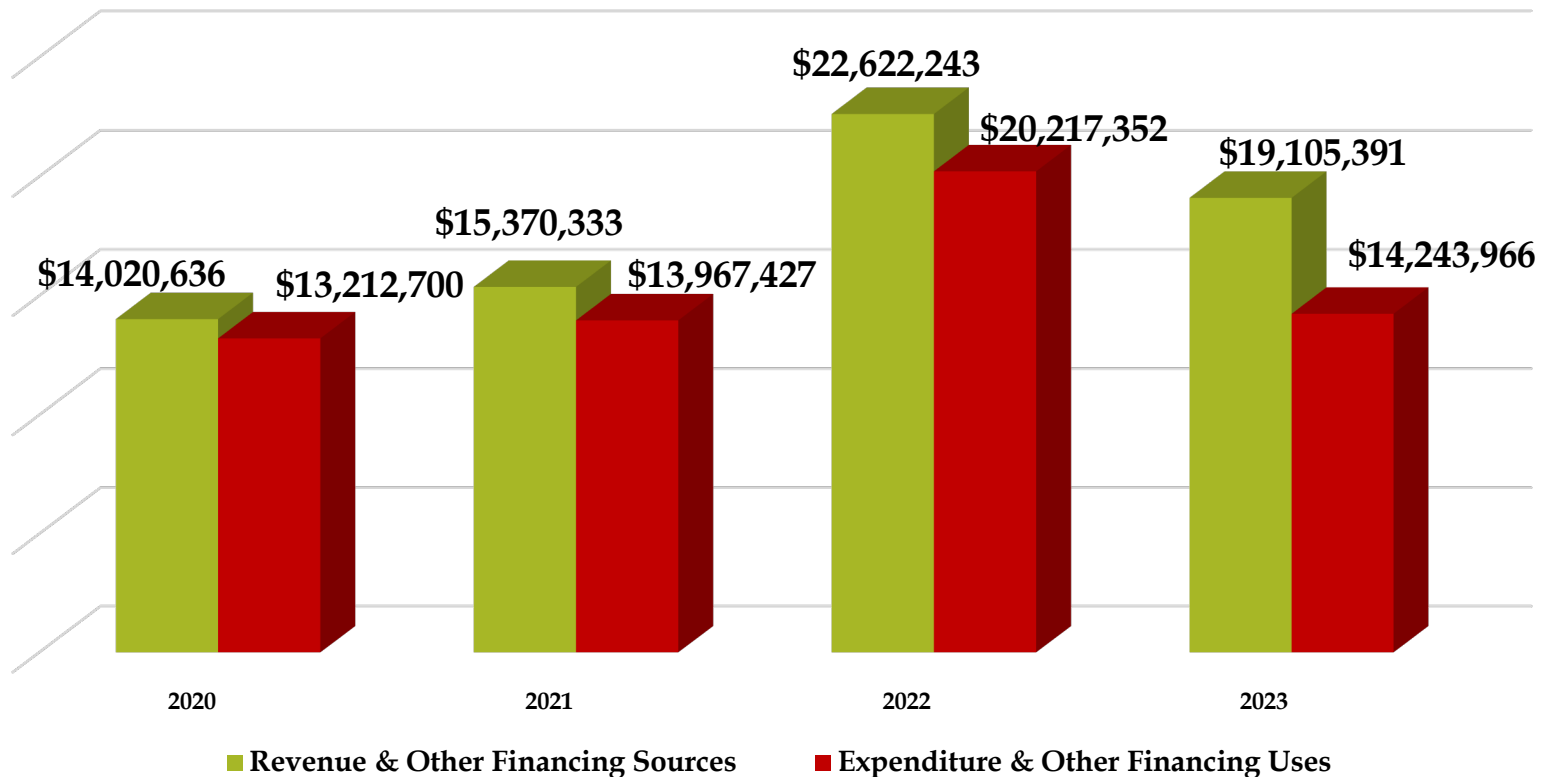
Below is a summarization of some of the key items in the audit report.

	<u>2023</u>
Total Revenues and Other Financing Sources	\$ 19,105,391
Total Expenditures and Other Financing Sources (Uses)	\$ 14,243,966
<b>Net Change for year</b>	<b>\$ 4,861,425</b>
Minimum Undesignated Fund Balance as Recommended by the Local Government Commission (20% of Total Expenditures)	\$ 2,848,793
Unassigned Fund Balance	\$ 12,731,024
Fund Balance Available as a Percentage of General Fund Expenditures	135.15%
Tax Collection Rate	98.20%

Attachment: Audit Presentation FY 22-23 (Audit Presentation FY 2022-2023 - Austin

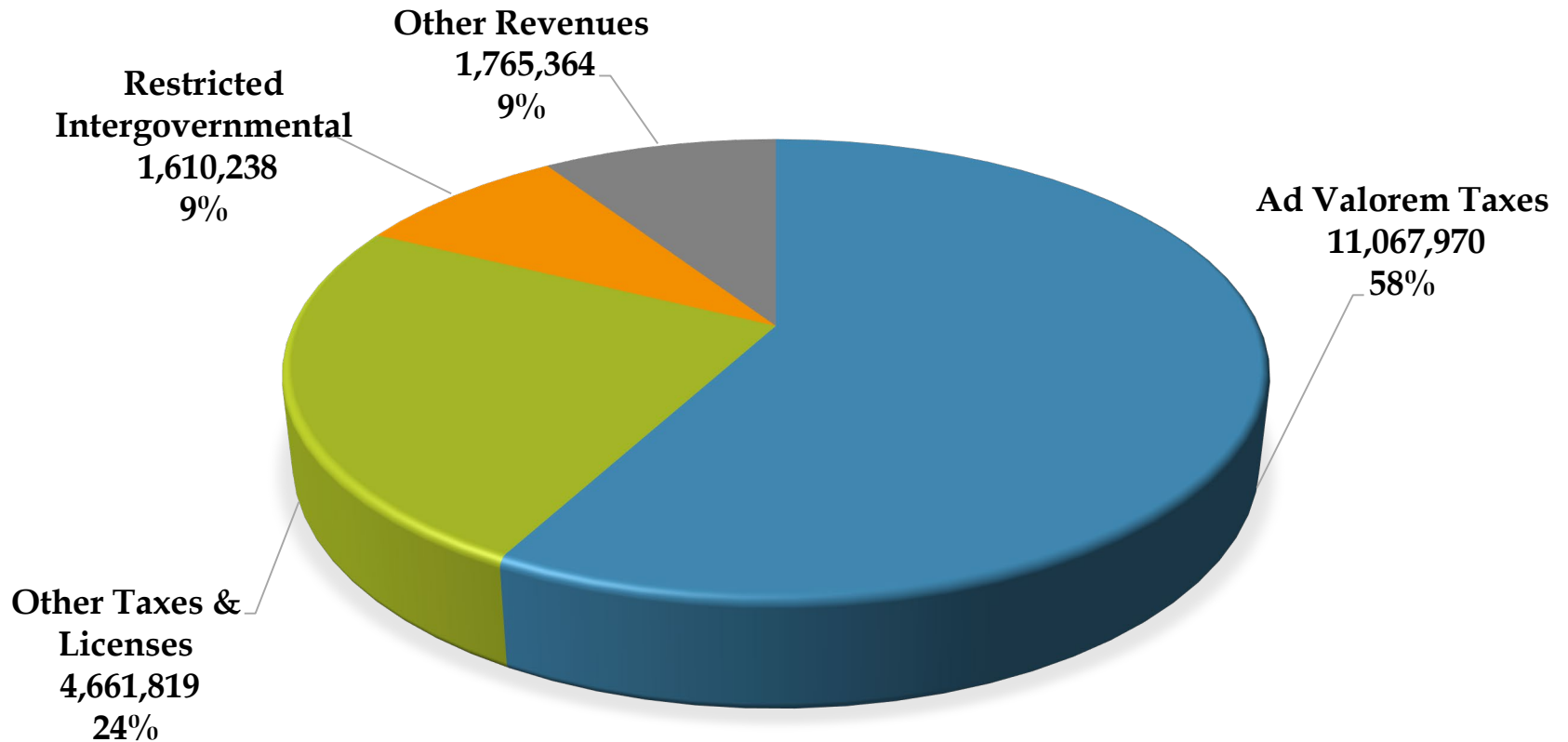
# CAMDEN COUNTY

## General Fund Operating Summary

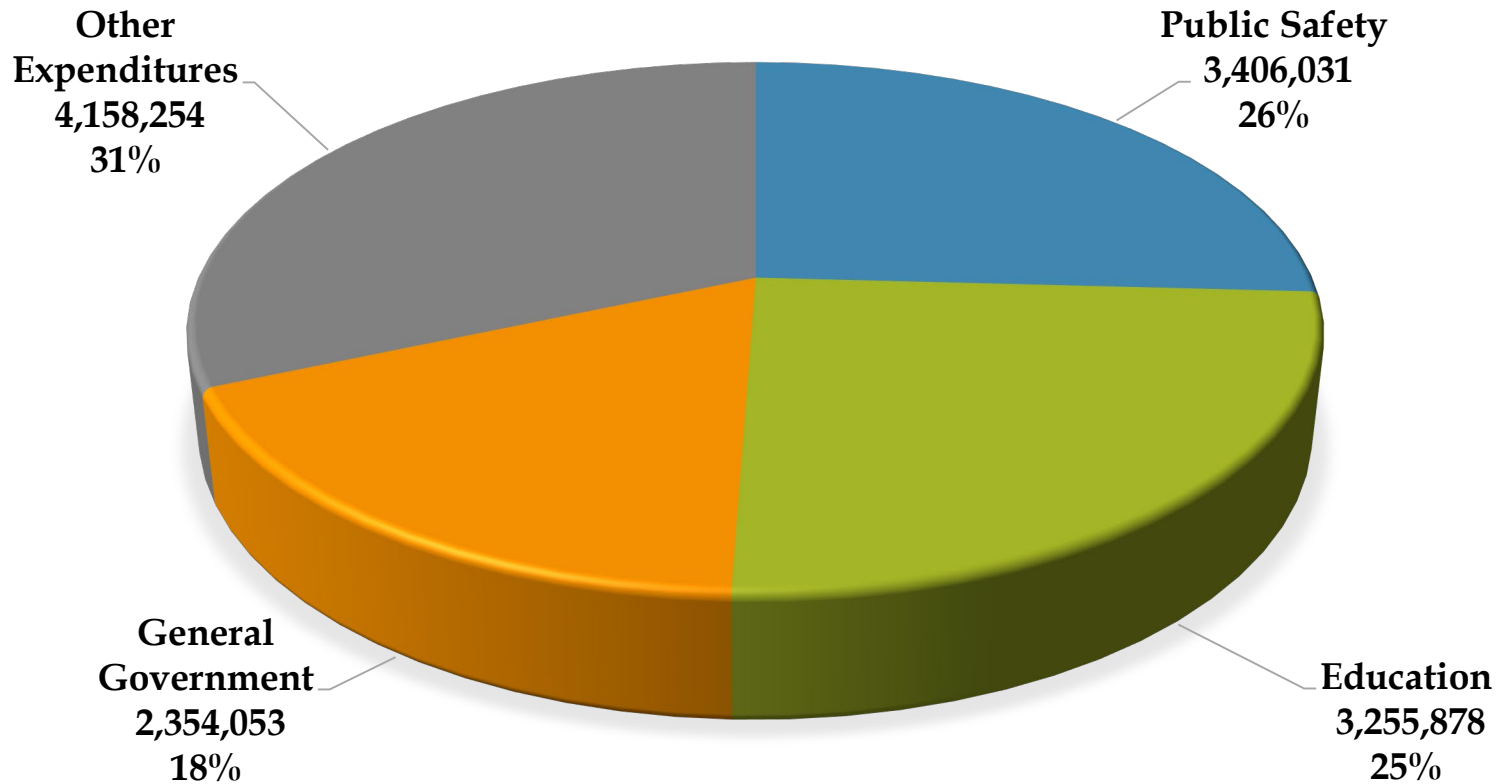


Attachment: Audit Presentation FY 22-23 (Audit Presentation FY 2022-2023 - Austin

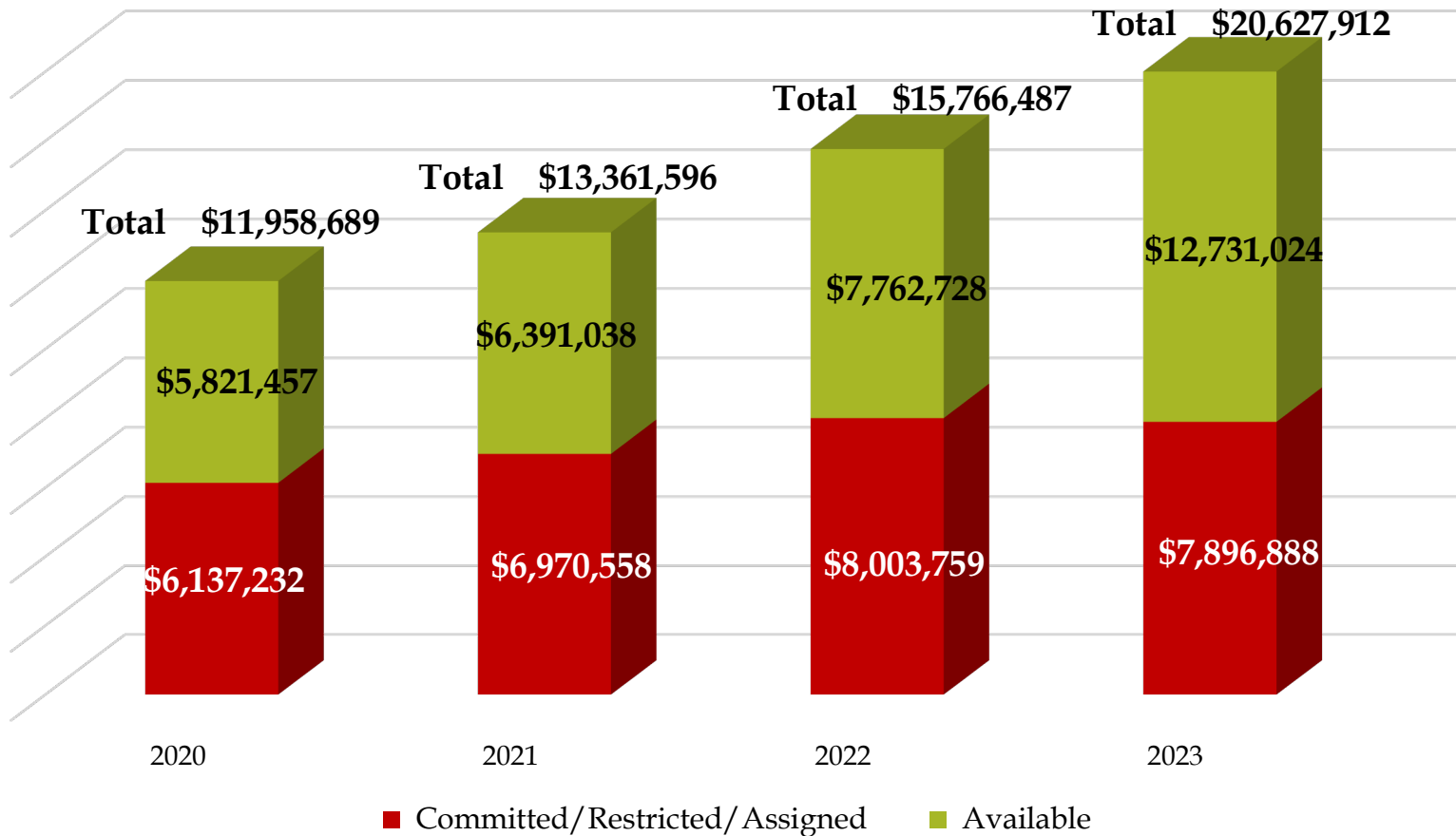
# TOP 3 REVENUES: GENERAL FUND - OPERATING



# TOP 3 EXPENDITURES: GENERAL FUND - OPERATING



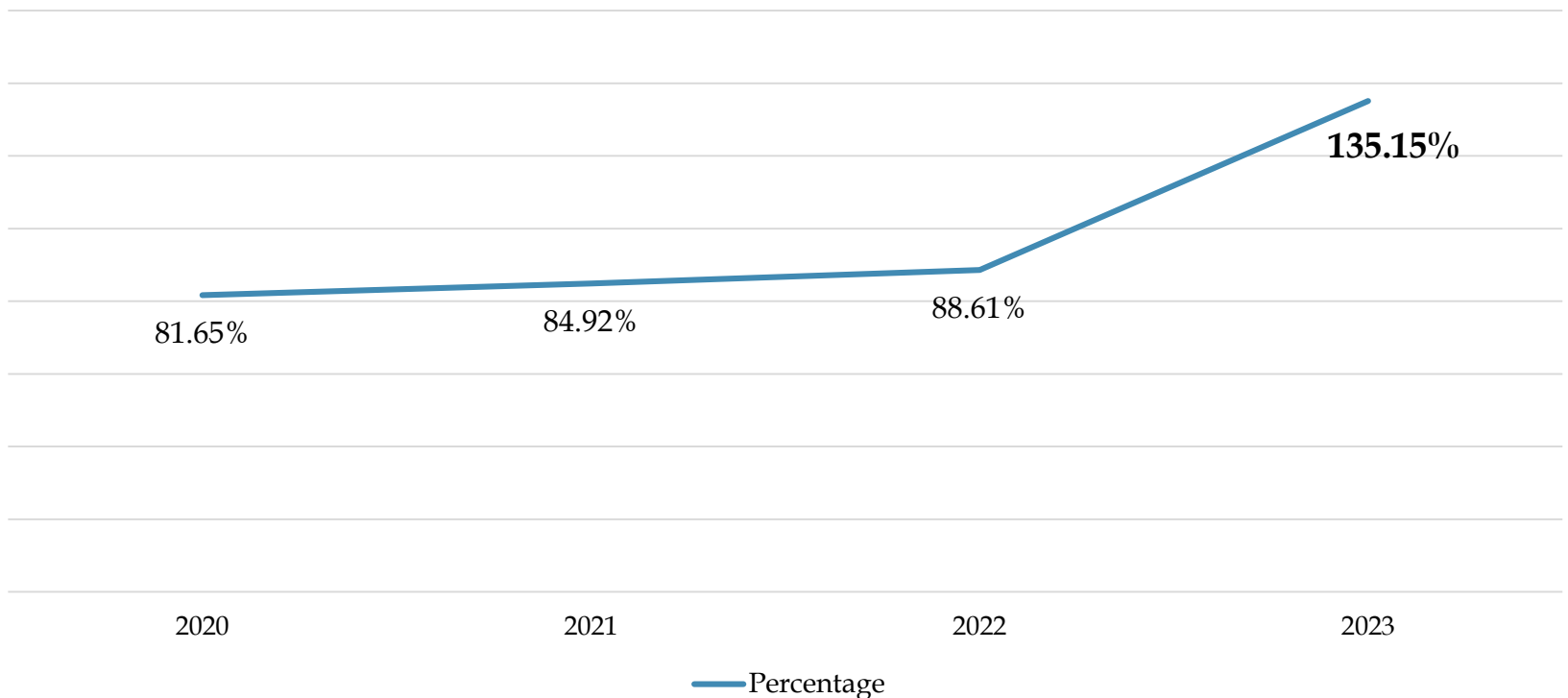
# CAMDEN COUNTY ANALYSIS OF FUND BALANCE



Attachment: Audit Presentation FY 22-23 (Audit Presentation FY 2022-2023 - Austin

# CAMDEN COUNTY

## Fund Balance Available as a Percentage of General Fund Expenditures



Attachment: Audit Presentation FY 22-23 (Audit Presentation FY 2022-2023 - Austin)



# CAMDEN COUNTY ARP FUND

Dear Board Members:

Below is a summarization of some of the key items in the audit report.

2023

Total Revenues and Other Financing Sources	\$	2,150,174
--	----	-----------

Total Expenditures and Other Financing Sources (Uses)	\$	2,150,174
---	----	-----------

<b>Net Change for year</b>	<b>\$</b>	<b>-</b>
----------------------------	-----------	----------

Fund Balance at the Beginning of the Year	\$	-
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Fund Balance at the End of the Year	\$	-
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# CAMDEN COUNTY COURTHOUSE & SHILOH FD

Dear Board Members:

Below is a summarization of some of the key items in the audit report.

2023

Total Revenues and Other Financing Sources

\$

365,625

Total Expenditures and Other Financing Sources (Uses)

\$

512,751

**Net Change for year**

\$

**(147,126)**

Fund Balance at the Beginning of the Year

\$

327,770

Fund Balance at the End of the Year

\$

180,644

# CAMDEN COUNTY SCHOOL CAPITAL FUND

Dear Board Members:

Below is a summarization of some of the key items in the audit report.

2023

Total Revenues and Other Financing Sources	\$	2,706,226
Total Expenditures and Other Financing Sources (Uses)	\$	41,986
<b>Net Change for year</b>	<b>\$</b>	<b>2,664,240</b>
Fund Balance at the Beginning of the Year	\$	4,800,333
Fund Balance at the End of the Year	\$	7,464,573

Attachment: Audit Presentation FY 22-23 (Audit Presentation FY 2022-2023 - Austin

# CAMDEN COUNTY NON-MAJOR FUND

<b>Dear Board Members:</b>		
<b>Below is a summarization of some of the key items in the audit report.</b>		<b><u>2023</u></b>
Total Revenues and Other Financing Sources	\$	1,855,505
Total Expenditures and Other Financing Sources (Uses)	\$	1,193,784
<b>Net Change for year</b>	<b>\$</b>	<b>661,721</b>
Fund Balance at the Beginning of the Year	\$	(256,131)
Fund Balance at the End of the Year	\$	405,590

Attachment: Audit Presentation FY 22-23 (Audit Presentation FY 2022-2023 - Austin

# CAMDEN COUNTY WATER & SEWER FUND

Dear Board Members:

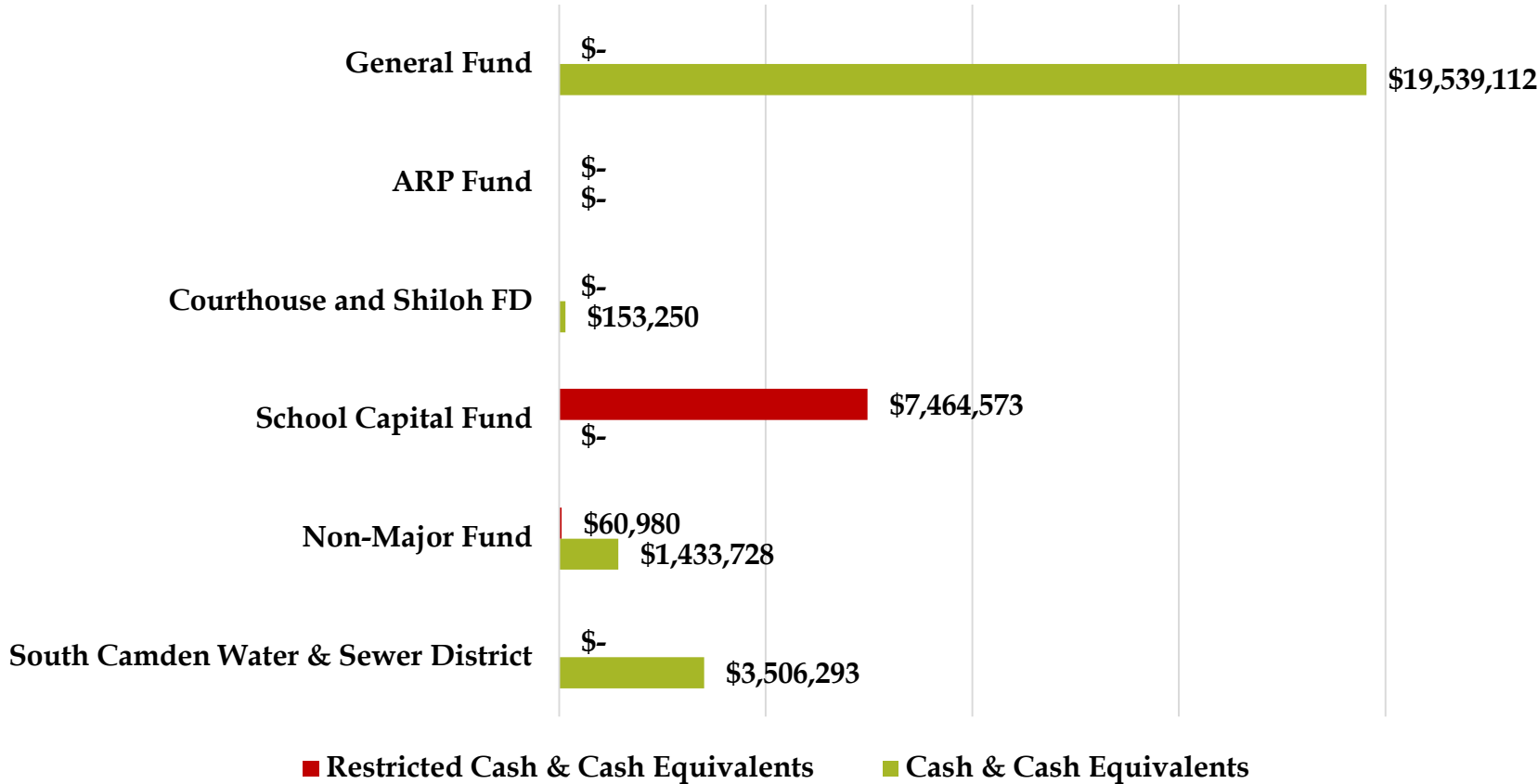
Below is a summarization of some of the key items in the audit report.

2023

Total Revenues and Nonoperating Revenues	\$	2,141,118
Total Expenditures and Nonoperating Revenues(Expenses)	\$	2,126,315
<b>Net Change for year</b>	<b>\$</b>	<b>14,803</b>
Fund Balance at the Beginning of the Year	\$	23,036,200
Fund Balance at the End of the Year	\$	23,051,003

Attachment: Audit Presentation FY 22-23 (Audit Presentation FY 2022-2023 - Austin

# CAMDEN COUNTY ANALYSIS OF CASH



# CAMDEN COUNTY

## FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

### Significant Deficiency/Noncompliance

#### US Department of Health and Human Services

#### Passed through the NC Dept. of Health and Human Services

#### Program Name: Medical Assistance Program (Medicaid; Title XIX)

Asst List # 93.778

Finding: 2023 - 001

#### Eligibility

- **Criteria:** Medicaid for Aged, Blind and Disabled case records should contain documentation that verifications were done in preparation of the application and these items will agree to reports in the NC FAST system. In this process, documentation should be present and agree back to the records in the NC FAST system. Any items discovered in the process should be considered resources and explained within the documentation
- **Condition:** There were eight (3) errors discovered during our procedures that resources in the county documentation and those same resources contained in NC FAST were not the same amounts or files containing resources were not properly documented to be considered countable or non-countable. The errors were as follows: One (1) case did not have accurate resource calculations, Two (2) cases had a failure to complete at least one compliance component.
- **Questioned Costs:** There was no affect to eligibility and there were no questioned costs.
- **Context:** We examined 120 Medicaid applicants from a total 55,459 Medicaid claims from the Medicaid beneficiary report provided by the NC Department of Health and Human Services to re-determine eligibility. These findings were disclosed in a separately issued spreadsheet to the North Carolina Department of Health and Human Services and are being reported with the financial statement audit as it relates to Medicaid administrative cost compliance audit.

- **Effect:** For those certifications/re-certifications there was a chance that information was not properly documented and reconciled to NC FAST which affect countable resource and a participant could have been approved for benefits that they were not eligible.
- **Identification of a repeat finding:** This is a repeat finding from the immediate previous audit, 2023-001.
- **Cause:** Ineffective record keeping and ineffective case review process, incomplete documentation, and incorrect application of rules for purposes of determining eligibility.
- **Recommendation:** Files should be reviewed internally to ensure proper documentation is in place for eligibility. Workers should be retrained on what files should contain and the importance of complete and accurate record keeping. We recommend that all files include online verifications, documented resources of income and those amounts agree to information in NC FAST.
- **Views of responsible officials and planned corrective actions:** The County agrees with the finding. Supervisors will perform second party reviews to ensure proper documentation is contained in files to support eligibility determinations. Workers will be retrained on what information should be maintained in case files, the importance of complete and accurate record keeping, and reserve calculations. The County finance office will also be participating in the review process.



THANK YOU FOR  
THE OPPORTUNITY  
TO WORK WITH  
YOU!



# CAMDEN COUNTY

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## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Public Hearings

**Item Number:** 5.A  
**Meeting Date:** February 05, 2024

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

**Item Title** **Public Hearing - Zoning Map Amendment Ord. 2024-02-01**

**Attachments:**

1_AgendaSummary_SmithRezoning	(DOCX)
2_RezoningStaffReportPH	(DOCX)
3_ZoningMapAmendmentApplication	(PDF)
4_NeighborhoodMeetingInformation	(PDF)
5_Deed	(PDF)
6_Plat9-20	(PDF)

Agenda summary, supporting documentation and Planning Board recommendation attached.

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

**Meeting Date:** February 5, 2024

**Attachments:** Rezoning Staff Findings of the Facts Report, Application, Neighborhood Meeting Summary, Neighborhood Meeting Notification Letter, Deed, Plat

**Submitted By:** Planning Department

**Item Title:** Public Hearing - Zoning Map Amendment Application, Ordinance 2024-02-01 (UDO 2023-10-85)

**Summary:**

Brian Smith has requested a zoning map amendment from the Rural Residential (RR) and Neighborhood Residential (NR) zoning districts to only the Rural Residential (RR) zoning district. The approximately 10-acre parcel is located at the northwest corner of Upton Road and Seymour Drive. The parcel is located in the Courthouse Township Core Village.

The first neighborhood meeting, held on September 26, 2023, did not meet the Unified Development Ordinance requirements. The second neighborhood meeting was held on November 24, 2023. On January 17, 2024 the Planning Board meeting was held. Planning Board voted 6:1 with a recommendation of denial for the zoning map amendment.

The CAMA Land Use Plan was adopted by the Camden County Board of Commissioners on April 4, 2005. The proposed zoning change is inconsistent in that the CAMA Future Land Use Maps have the majority of property identified as Medium Density Residential and Low Density Residential. Conservation with a small area on the property is identified as Conservation. The most restrictive, Medium Density Residential, designated by a mixture of single-family dwelling types in relatively close proximity to core village. The district intended to restrict the encroachment of incompatible business uses in established residential areas.

The County's Comprehensive Future Land Use Map (Adopted 2012) identifies the parcel as Rural Residential District One to Two Acre lots of residential areas as a buffer between rural preservation areas and more intense development. The proposed zoning change is inconsistent. The location to serve as a buffer between rural preservation areas and more intense development, should not be in the Courthouse Core Village

**Recommendation:**

**Motion to approve Consistency Statement:**

The requested zoning map amendment is inconsistent with the Camden County Future Land Use Plans which identifies the property a buffer between more intense development and incompatible business uses in residential areas.

**Motion for Denial:**

Motion for denial of the Ordinance 2024-02-01/Rezoning Application (UDO 2023-10-85) of the 10-acre parcel from Rural Residential and Neighborhood Residential to only Rural Residential.

**Reasonableness Statement for Denial:**

The requested zoning map amendment is not reasonable and in the public interest because of proposed use of Sawmill.

**Staff Finding of the Facts Report**

**UDO 2023-10-85  
Zoning Map Amendment  
Ordinance 2023-02-01**

**PROJECT INFORMATION**

**File Reference:** 2023-10-85  
**Project Name:** Parcel NW corner Upton Road and Seymour Drive  
**PIN:** 02-8934-02-56-8337-0000

**Applicant:** Brian Smith  
**Address:** 202 McPherson Road South Mills, NC 27976  
**Phone:** 804-386-7811  
**Email:** bcsmith53@hotmail.com

**Agent for Applicant:** Owner  
**Address:** same as above  
**Phone:** same as above  
**Email:** same as above

**Current Owner of Record:** Brian Smith and Lindsey M. LaFlamme

**Meeting Dates:**  
November 24, 2023 **Neighborhood Meeting**  
January 17, 2023 **Planning Board Meeting**

**Application Received:** October 12, 2023  
**By:** Amber Curling, Planning

**Application Fee paid:** \$650.00

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

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

- A.** Rezoning Application
- B.** Neighborhood Meeting Comments
- C.** Neighborhood Meeting Notification Letter
- D.** Deed
- E.** Plat

Attachment: 2\_ RezoningStaffReportPH (Zoning Map Amendment Application)

**REQUEST:** The request is for a zoning map amendment from Rural Residential and Neighborhood Residential Zoning Districts to Rural Residential Zoning District only.

Description: The parcel identified by parcel ID number 02-8934-02-56-8337-0000 is, located on the north west corner of Upton Road and Seymour Drive in the Courthouse Township and Courthouse Core Village. The parcel approximately 10.08 total acres with approximately 5 acres Rural Residential and approximately 5 acres Neighborhood Residential.

**Zoning Map Amendment from the Rural Residential and Neighborhood Residential Zoning Districts to only the Rural Residential Zoning District:**

**Rezoning to only the following Zoning District:**

Rural Residential (RR) Purpose Statement (Article 151.3.5.3)

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 of more than five lots 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.

**Rezoning from only the following Zoning District:**

Neighborhood Residential Zoning District 151.3.5.5

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

**SITE DATA**

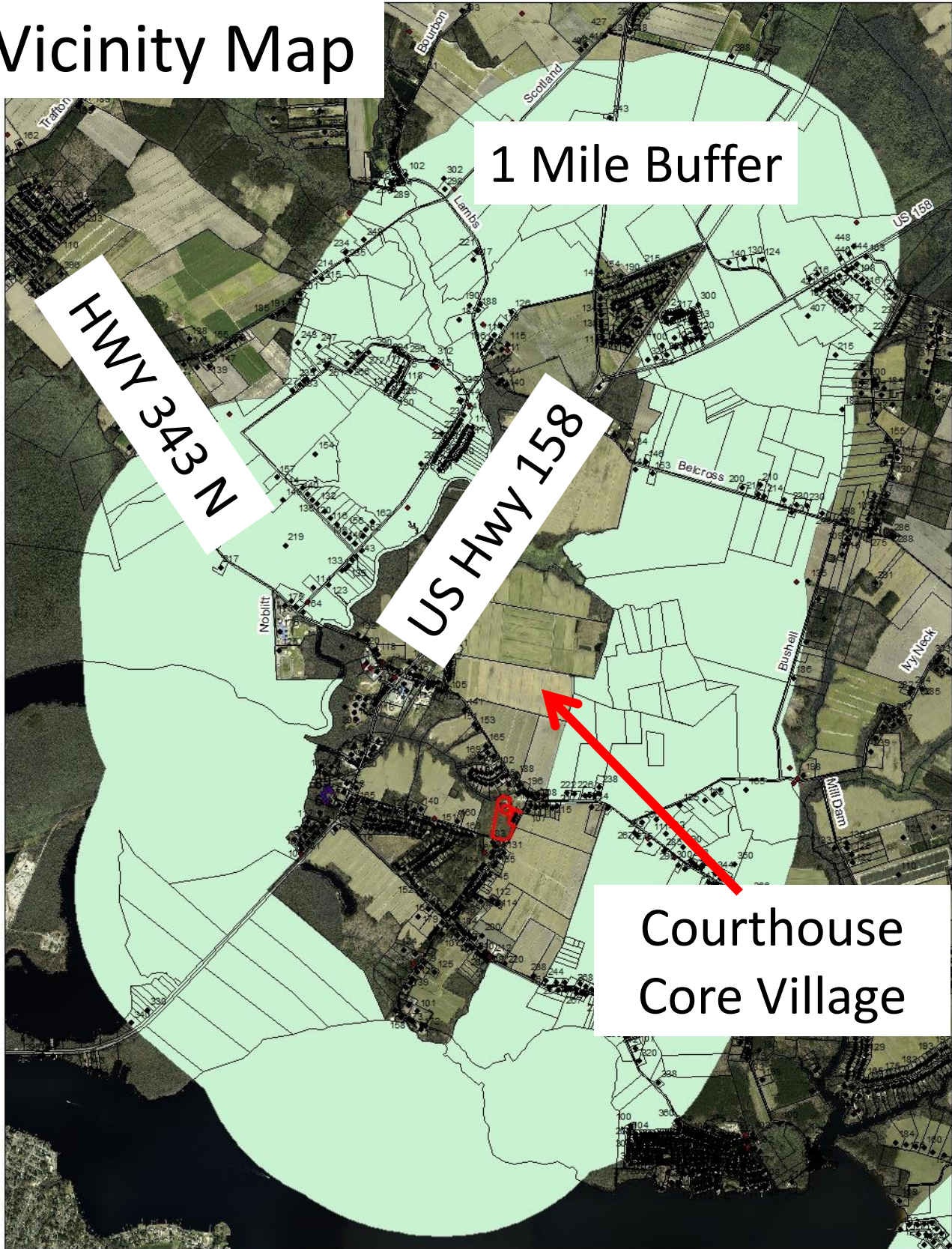
- Size of Lots:** Approximately 10 acres
- Flood Zone:** X, Shaded X and AE
- Zoning District(s):** Rural Residential (RR) and Neighborhood Residential (NR)
- Existing Land Uses:** Vacant
- Adjacent Zoning & Uses:**

	<b>North</b>	<b>South</b>	<b>East</b>	<b>West</b>
<b>Zoning</b>	Neighborhood Residential (NR)	Rural Residential (RR)	Rural Residential (RR)	Rural Residential (RR and Neighborhood Residential (NR)
<b>Use</b>	Wetlands, Residential Lots and Church	Residential Lots	Residential Lots, & Farmland	Open Space Wetlands Vacant Property

**Proposed Use(s)** – Farm, flowers, agricultural products, manufacturing and production of wood with sawmill and sales of products

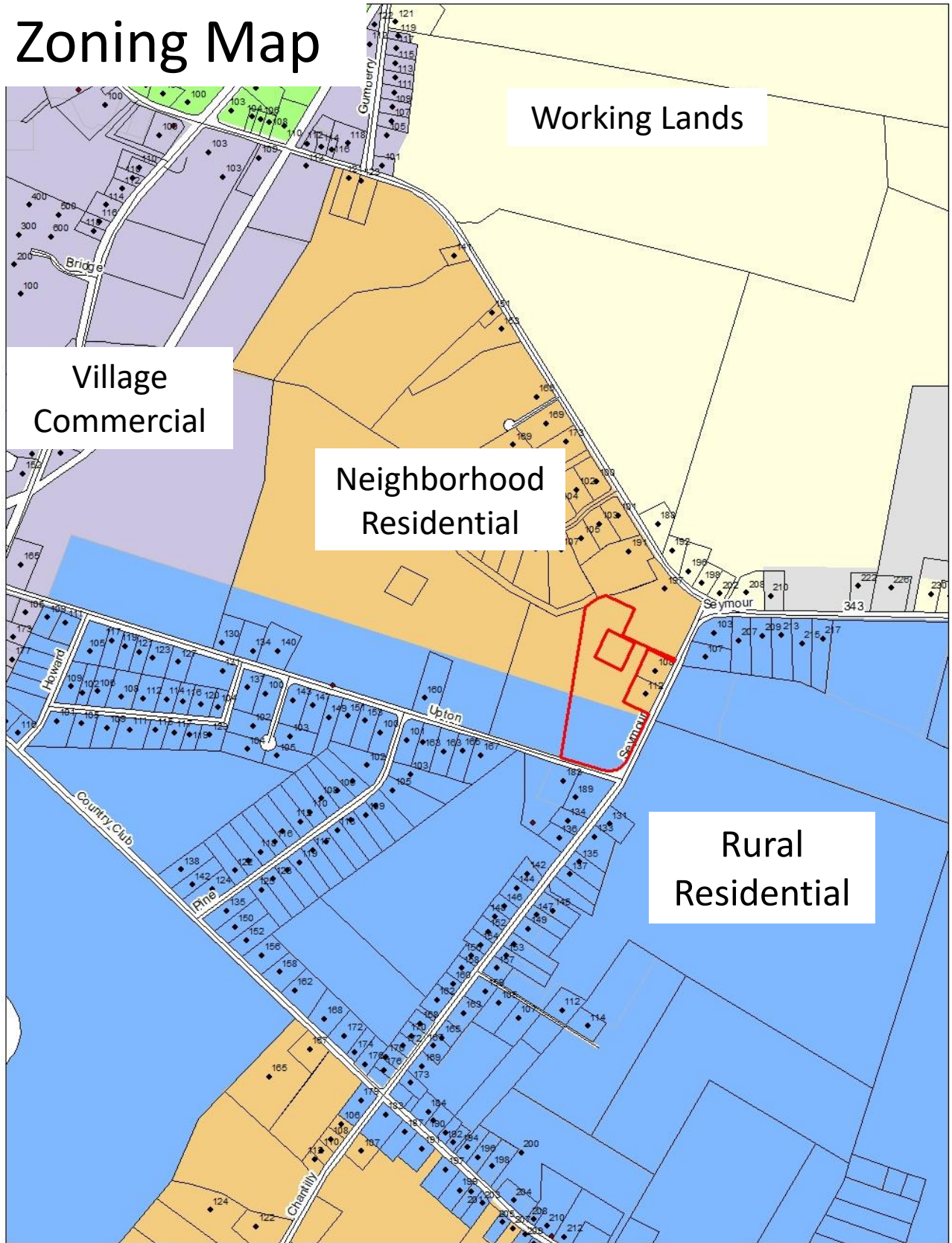
Attachment: 2\_ RezoningStaffReportPH (Zoning Map Amendment Application)

# Vicinity Map



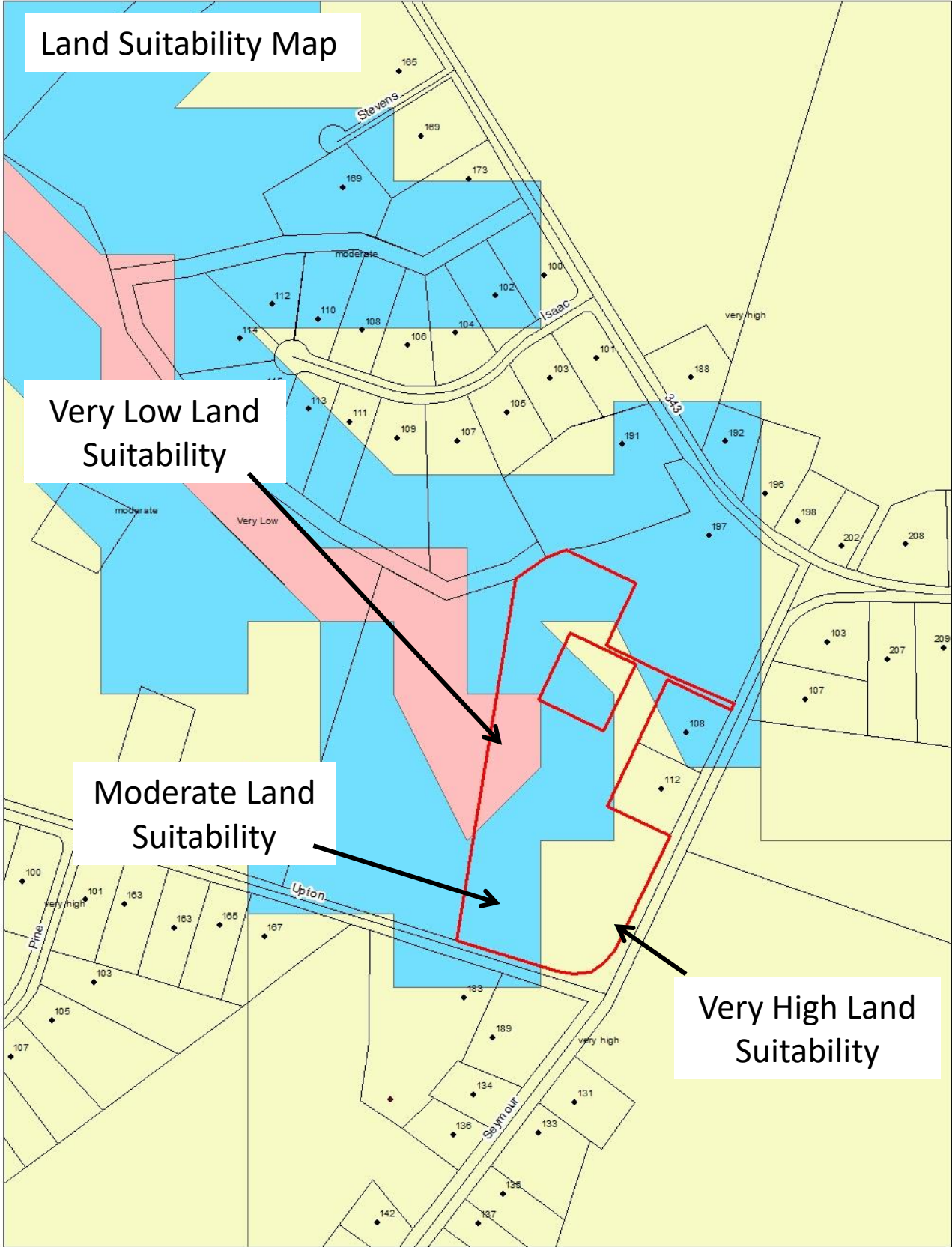
Attachment: 2\_ RezoningStaffReportPH (Zoning Map Amendment Application)

# Zoning Map



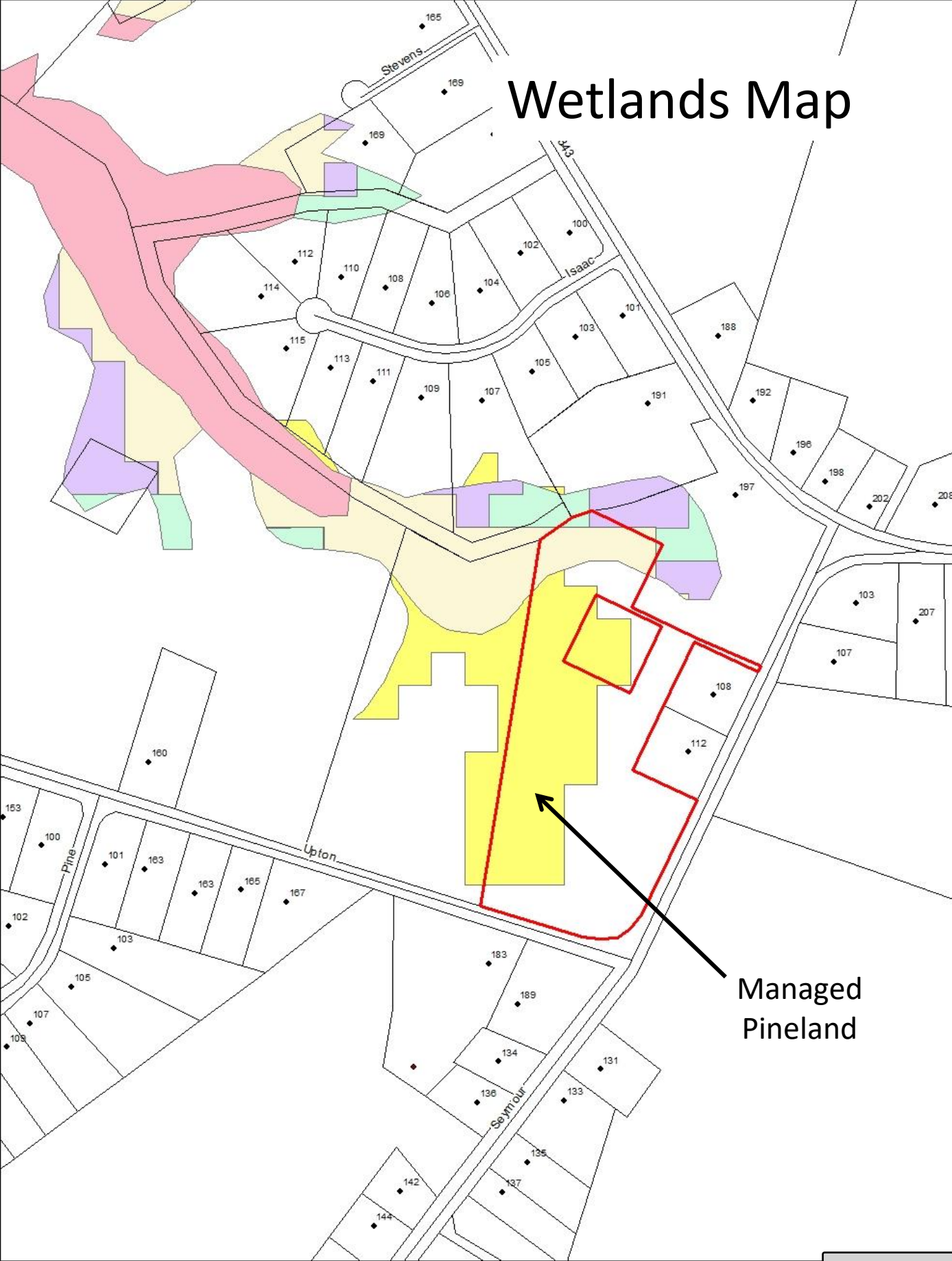
Attachment: 2\_ RezoningStaffReportPH (Zoning Map Amendment Application)





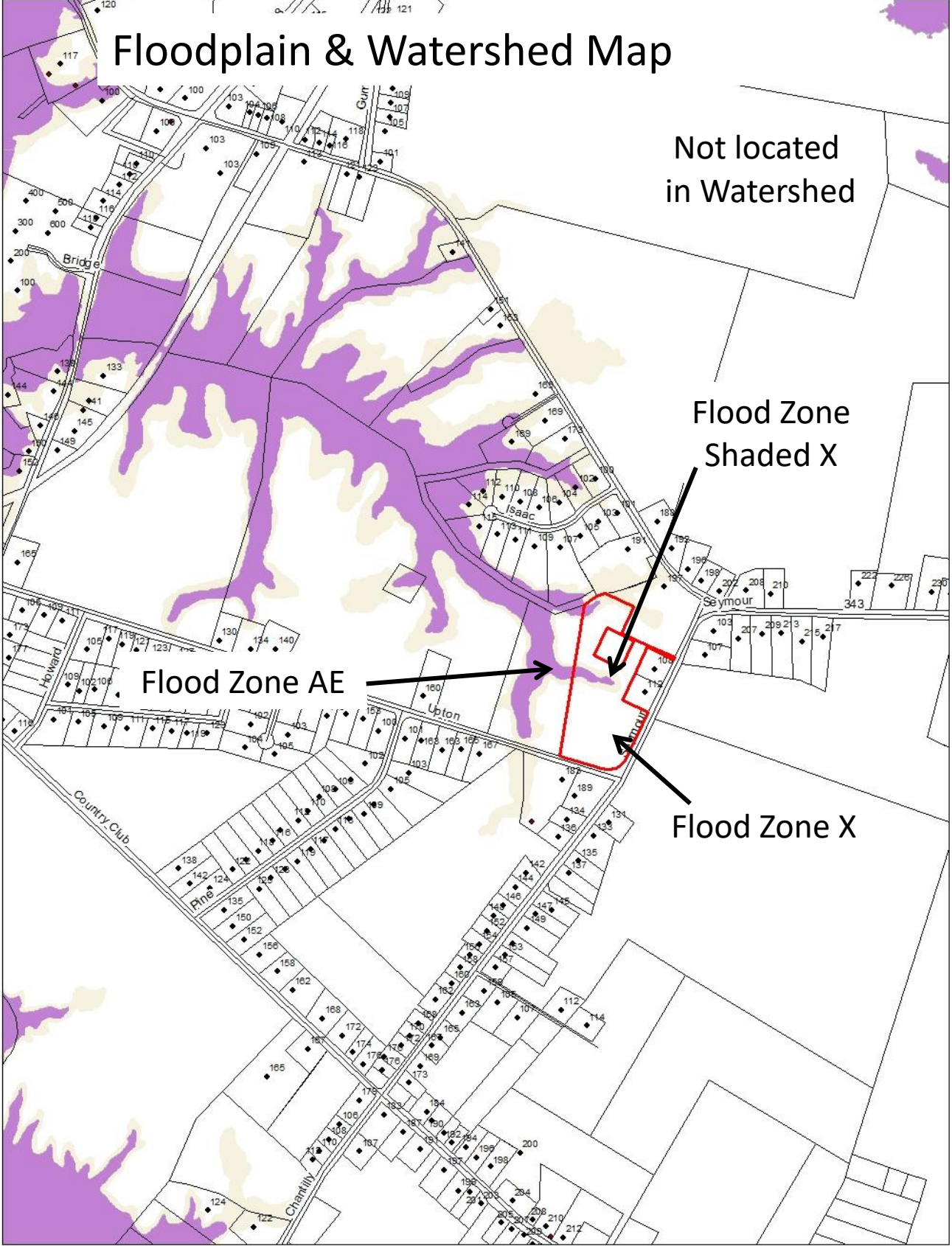
Attachment: 2\_ RezoningStaffReportPH (Zoning Map Amendment Application)

# Wetlands Map



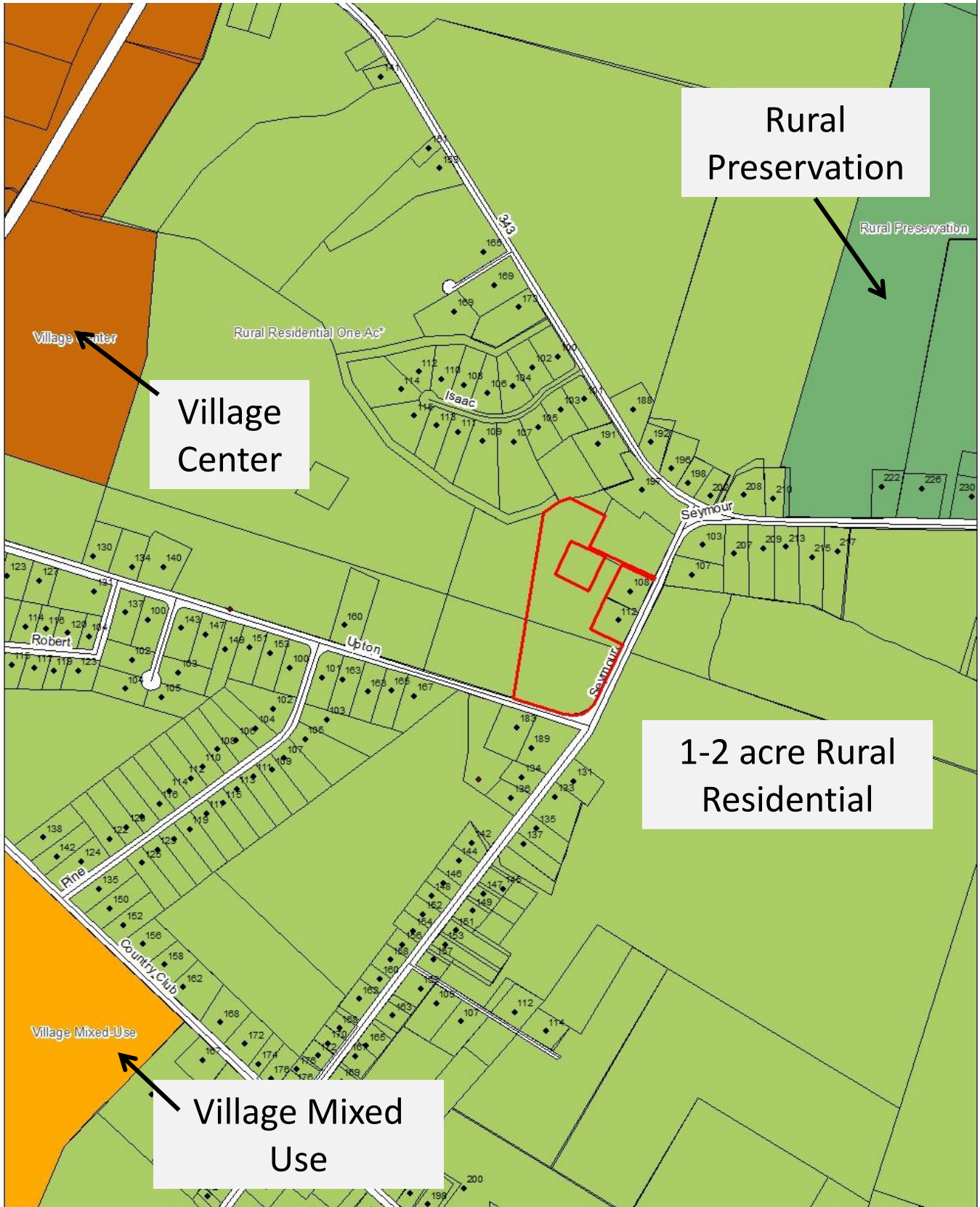
Attachment: 2\_ RezoningStaffReportPH (Zoning Map Amendment Application)

Managed Pineland



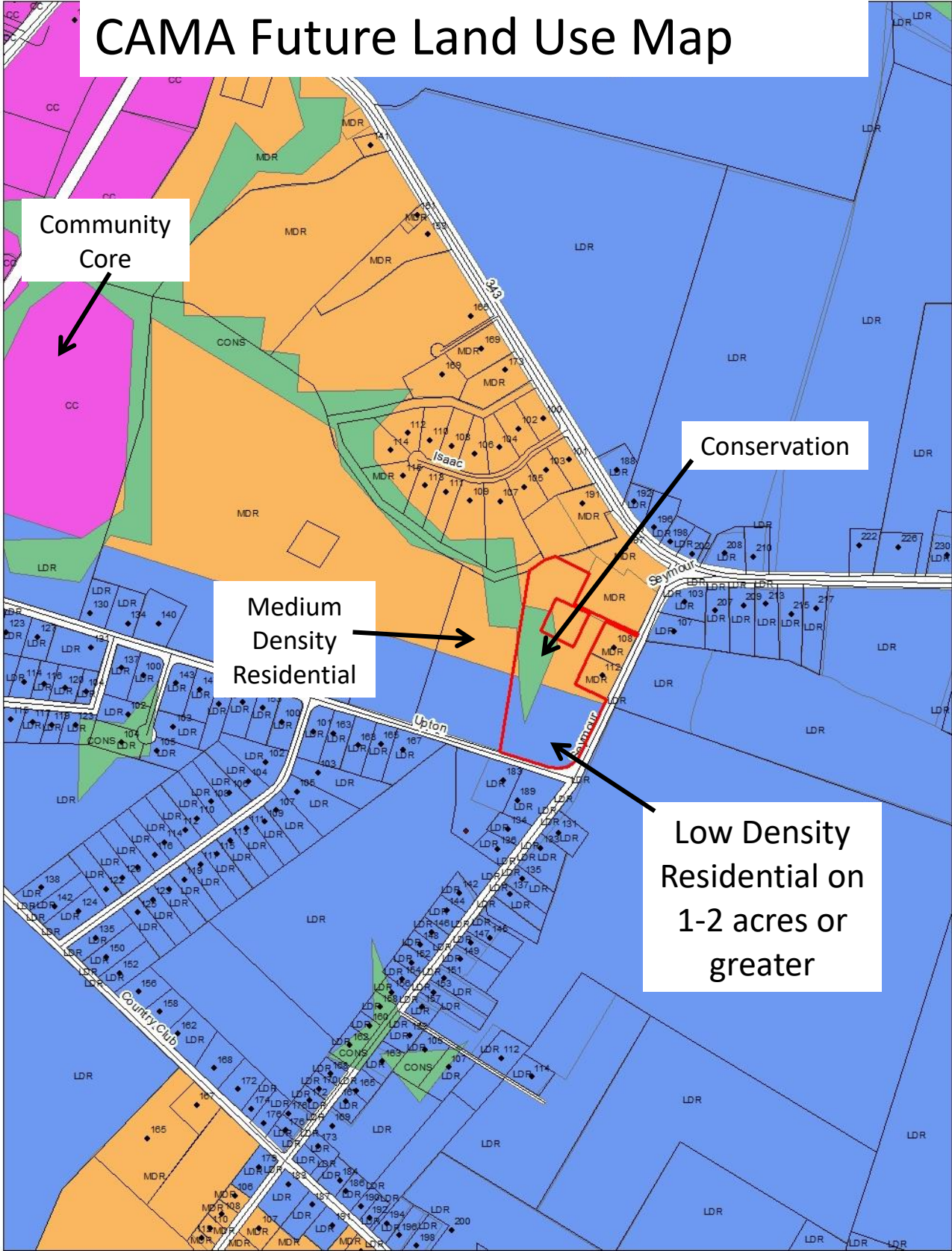
Attachment: 2\_ RezoningStaffReportPH (Zoning Map Amendment Application)

# 2035 Comprehensive Future Land Use Plan



Attachment: 2\_ RezoningStaffReportPH (Zoning Map Amendment Application)

# CAMA Future Land Use Map



Community Core

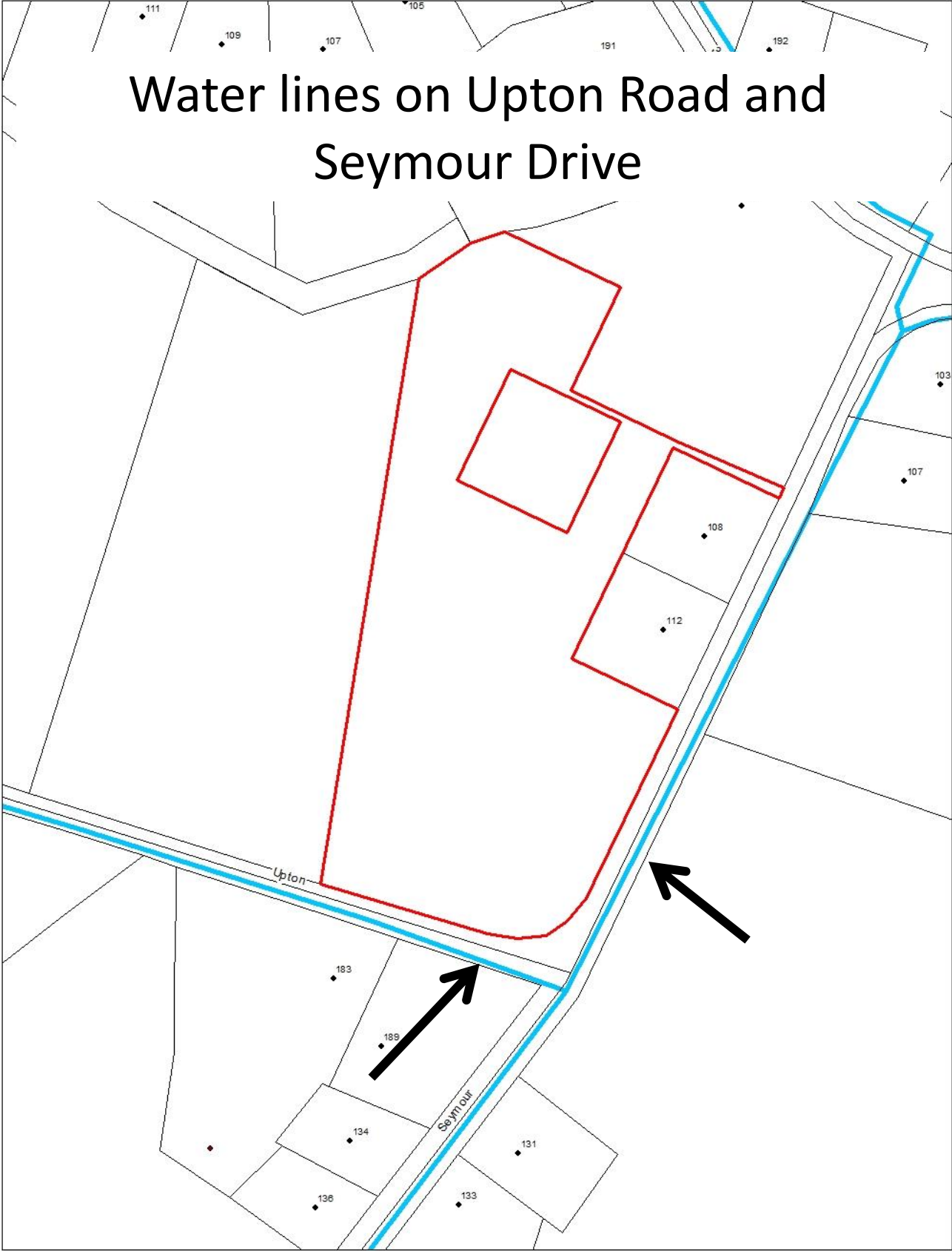
Conservation

Medium Density Residential

Low Density Residential on 1-2 acres or greater

Attachment: 2\_ RezoningStaffReportPH (Zoning Map Amendment Application)

# Water lines on Upton Road and Seymour Drive



Attachment: 2\_ RezoningStaffReportPH (Zoning Map Amendment Application)

**INFRASTRUCTURE & COMMUNITY FACILITIES**

**Water:** Water lines are located adjacent to property along Upton Road and Seymour Drive

**Sewer:** Not available.

**Fire District:** South Camden Fire District.

**Schools:** Proposed zoning will have no impact on Schools.

**Traffic:** Proposed zoning should have no impact on Traffic.

**CONSISTENCY with PLANS and MAPS**

**CAMA Land Use Plan Policies & Objectives:**

**Consistent**       **Inconsistent**

The CAMA Land Use Plan was adopted by the Camden County Board of Commissioners on April 4, 2005. The proposed zoning change is inconsistent in that the CAMA Future Land Use Maps has the majority of property identified as Medium Density Residential and Low Density Residential. A small area of the property is identified as Conservation. The most restrictive, Medium Density Residential designated by a mixture of single-family dwelling types in relatively close proximity to core village. The district is intended to restrict the encroachment of incompatible business uses in established residential areas.

**2035 Comprehensive Plan**

**Consistent**       **Inconsistent**

The County’s Comprehensive Future Land Use Plan (Adopted 2012) identifies the parcel as Rural Residential District One to Two Acre lots of residential areas serving as a buffer between rural preservation areas and more intense development. The proposed zoning map amendment is inconsistent with the County’s Comprehensive Future Land Use Plan. The location to serve as a buffer between rural preservation areas and more intense development, should not be in the Courthouse Core Village.

**Comprehensive Transportation Plan**

**Consistent**       **Inconsistent**

Property abuts Seymour Drive and Upton Road.

**Other Plans officially adopted by the Board of Commissioners**

N/A

**SPECIFIC CAMA LAND USE QUESTIONS FOR THE PLANNING BOARD TO CONSIDER:**

**1. Does Camden County need more land in the zoning class requested?**

**Yes**       **No**

**Reasoning:** In the appropriate location rural residential zoning district works well. The rural residential zoning district is intended to be a buffer between core village areas with density and areas intended to preserve the of rural integrity of Camden County.

Attachment: 2\_ RezoningStaffReportPH (Zoning Map Amendment Application)

**2. Is there other land in the county that would be more appropriate for the proposed uses?**

Yes  No

**Reasoning:** The proposed application is for growing agricultural items and a residence. This is permitted in the Rural Residential and Neighborhood Residential Zoning Districts. Manufacturing and production of materials is not permitted in a Residential Zoning District.

**3. Is the request in accordance with the Camden County land use plans?**

Yes  No

**Reasoning:** The Future Land Use plans has the Core Villages designated with new development of core villages utilizing infrastructure and preserving rural areas.

**4. Will the request have serious impact on traffic circulation, parking space, sewer and water services, other utilities?**

Yes  No

**Reasoning:** The proposed rezoning and uses should not create a serious impact on traffic, parking or utilities.

**5. Will the request have an impact on other county services, including police protection, fire protection or the school system?**

Yes  No

**Reasoning:** The proposed rezoning and uses should not have an impact on other county services.

**6. Is there a good possibility that the request, as proposed, will result in lessening the enjoyment or use of adjacent properties?**

Yes  No

**Reasoning:** All uses permitted in the requested zoning classification should not cause any serious noise, odors, light activity, or unusual disturbances.

**7. Will the request, as proposed cause serious noise, odors, light, activity, or unusual disturbances?**

Yes  No

**Reasoning:** All uses permitted in the requested zoning classification should not cause any serious noise, odors, light activity, or unusual disturbances.

**8. Does the request raise serious legal questions such as spot zoning, hardship, violation of precedents, or need for this type of use?**

Yes  No

**9. Does the request impact any CAMA Areas of Environmental Concern?**

Yes  No



### **Summary and Recommendations**

The proposed zoning map amendment is inconsistent the County's Comprehensive Future Land Use Plan identifies the parcel as Rural Residential District One to Two Acre lots of residential areas however the location, as a buffer between rural preservation areas and more intense development, should not be in the Courthouse Core Village.

The CAMA Land Use Plan is inconsistent in that the property is identified as Medium Density Residential and Low Density Residential. The core village district is intended to restrict the encroachment of incompatible business uses in established residential areas.

Planning Board voted 6:1 with a recommendation of denial for the zoning map amendment. Planning Department Staff supports the Planning Board recommendation for denial of the zoning map amendment for Ordinance 2023-02-01 (UDO 2023-10-85).

Permit # 85



# Zoning Map Amendment Application

<b>OFFICIAL USE ONLY:</b>	
UDO Number	<u>2023-10-85</u>
Date Filed:	<u>10/26/2023</u>
Amount Paid:	<u>\$650.00</u>
Received By:	<u>MC</u> <u>aug</u>

### Contact Information

<input checked="" type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> APPLICANT	<input type="checkbox"/> AGENT FOR APPLICANT
Name: <u>BRIAN/LINDSAY SMITH</u>	Name: _____	
Address: <u>202 MCPHERSON ROAD</u> <u>SOUTH MILLS NC 27976</u>	Address: _____	
Telephone: <u>804-386-7811</u>	Telephone: _____	
Fax: <u>N/A</u>	Fax: _____	
Email: <u>BLSMITMS3@HOTMAIL.COM</u>	Email: _____	
LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: <u>OWNER</u>		
DOCUMENTATION OF PROPERTY OWNER GIVING CONSENT TO APPLICANT (Y/N/NA) _____		

### Property Information

Physical Street Address 000 UPTON ROAD, CAMDEN NC 27921

Location: CORNER OF SEYMOUR AND UPTON IN CAMDEN

Parcel ID Number(s): 02-8934-02-56-8337.0000

Deed Book/ Page Number and/or Plate Cabinet/Slide Number 418/750 9/20

Total Parcel(s) Acreage: 10.1 Perk Test or County Sewer Approval PERK TEST

Existing Land Use of Property: AG / Vacant Proposed Land Use RESIDENCE / AG

### Request

Current Zoning of Property: RR/1R Proposed Zoning District: ALL RR

Total Acreage for Rezoning: 10.1 Are you rezoning the entire parcel(s):  Yes  No

Metes and Bounds Description Provided:  Yes  No

Community Meeting, if applicable: Date Held: 26 SEPTEMBER; Location: PROPERTY

**New Meeting Date: 11/24/2023 9am @ property**  
**Zoning Change Application Questions**

The UDO requires the Board to consider principal issues when considering an application for a zoning change. Please respond to each issue in the space provided below or on a separate sheet.

Attachment: 3 -ZoningMapAmendmentApplication (Zoning Map Amendment Application)

(A) What reasons/purpose for the rezoning request?

NO NEED FOR NR. WE HAVE NO DESIRE TO SUBDIVIDE AND SELL THE LAND. WE ARE A BONA FIDE FARM NOW ALSO.

(B) Will the rezoning request cause noise, odors, light, activity or unusual disturbances?

NO

(C) How will the proposed zoning change enhance the public health, safety, or welfare?

MORE FARM LAND, LESS HOUSES.

(D) Is the rezoning consistent with the purposes, goals, objectives and policies of the County's adopted policy guidance and future land use plans?

YES -

(E) Is the rezoning in the best interest of the public? Explain.

YES - LESS HOUSES AND MORE ROOM FOR FLOWERS AND OTHER AG ITEMS.

(F) For proposals to re-zone to non-residential districts along major arterial roads:

(1) Is this an expansion of an adjacent zoning district of the same classification?

(2) What extraordinary showing of public need or demand is met by this application?

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

  
Property Owner(s)/Applicant

9/11/2023

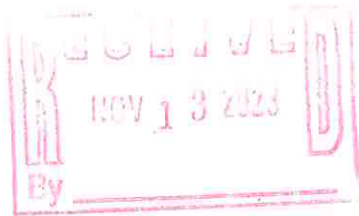
Date

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

10/09/2020

List of property owners to be notified

BENNETT DANNY	DEBORAH BENNETT	407 CONCORD DRIVE	HAMPTON VA 23666
LDM DEBRITO LLC	ATTN: DEANN MANSFIELD-DEBR	166 PALMER ROAD	CAMDEN NC 27921
KIGHT JOHN H II		121 PINE STREET	CAMDEN NC 27921
LEARY VICTOR & KATHY		112 SEYMOUR DRIVE	CAMDEN NC 27921
HARRISON RHONDA JONES	THOMAS EDWARD HARRISON	191 SOUTH HWY 343	CAMDEN NC 27921
ALBERTSON THOMAS RYAN	CHRISTINA W. ALBERTSON	189 UPTON ROAD	CAMDEN NC 27921
BRAY BETTY S	VERNON D BRAY	183 UPTON ROAD	CAMDEN NC 27921
BOSEMAN SUZANNE S LE CHURCH OF THE REDEEMER INC	C/O LINDA B SAWYER	693 MT HERMON CHURCH RD	ELIZABETH CITY NC 27909
CHURCH OF THE REDEEMER INC		207 HWY 343 S	CAMDEN NC 27921
CAMDEN METHODIST CHURCH		207 HWY 343 S	CAMDEN NC 27921
		1 197 SOUTH 343	CAMDEN NC 27921
CAMDEN LAND AND TIMBER		217 LAMBS ROAD	CAMDEN NC 27921
CAMDEN COUNTY A&B BUILDING INCORPORATED		P.O. BOX 190	CAMDEN NC 27921
		141 TRAVIS BLVD	MOYOCK NC 27958
FIELDS BRANDON L A&B BUILDING INCORPORATED	DANA A FIELDS	109 ISAAC COURT	CAMDEN NC 27921
		141 TRAVIS BLVD	MOYOCK NC 27958
YOUNG ELVIN B JR	JANICE M YOUNG	105 ISAAC COURT	CAMDEN NC 27921
SMITH BRIAN C	LINDSAY M LAFLAMME	202 MCPHERSON ROAD	SOUTH MILLS NC 27976
HARRIS RICHARD O		167 HAPPY INDIAN LANE	KITTY HAWK NC 27974



8 November 2023

From: Lieutenant Brian Smith, USN & Mrs. Lindsay Smith  
 To: Whom it May Concern

Subj: Neighborhood Meeting In Care Of Zoning Changes Regarding The Property Located At The Corner of Seymour Drive And Upton Road In Camden, NC

1. This letter serves to notify you of an upcoming "Neighborhood Meeting" required to request zoning changes to the property located on the corner of Seymour Drive and Upton Road in Camden, NC. The neighborhood meeting will take place on the front of the subject property at 9 am on 24 November 2023.
2. As the owners of this property, we are requesting the following changes to both the property and to the County Unified Development Ordinance (UDO):
  - a. Change (1) – Request to rezone the entire 10.1 acres to Rural Residential. Approximately half of the property is currently zoned neighborhood residential and we have no intention of dividing the property into smaller plots and selling them.
  - b. Change (2) – Request a text amendment change. Currently the Camden County, NC UDO does have not any stipulations or any guidance requiring the use of sawmills in the county. We are requesting for the UDO to be modified to allow small portable sawmills to be operated only in rural residential zoning districts. Small portable sawmills will also require a special use permit to be approved by the county commissioners before usage can begin. We have spoken with the County Manager, Mrs. Erin Burke, on this matter several times and Mrs. Burke recommends that we request this change to the county commissioners and it is a reasonable request.
  - c. Change (3) – Request a special use permit to allow us to bring our small portable sawmill back to the property. The sawmill would be located in the very back of the property where it is not easily visible from either Seymour Drive or Upton Road and where it will not affect our sunflower fields and/or farm.
3. Please feel free to reach out to me at (804) 386-7811 if you have any questions or concerns regarding this matter prior to the neighborhood meeting.

  
 B. C. SMITH  
 LT, USN

Attachment: 4-NeighborhoodMeetingInformation (Zoning Map Amendment Application)

28 Sep 23

From: LT Brian C. Smith, Mrs. Lindsay Smith  
 To: Camden County, NC Board of Commissioners

Subj: Neighborhood Meeting

1. This letter serves to communicate the information and dialogue regarding the neighborhood meeting that took place on 26 September 2023 at 6 pm on the property located at 000 Upton Road, Camden NC 27921.
2. Meeting attendees were either notified in person via face to face communications, via mail with a letter dropped off in the mailbox, or via phone in the case of Mr. and Mrs. Kight. All notifications were made on 16 September 2023.
3. Landowners that were notified about the meeting:
  - a. Vernon and Betty Bray
  - b. Kathy Leary
  - c. John and Diane Kight
  - d. Tommy Harrison
  - e. Chip Young
  - f. White house on corner
  - g. David Clark
  - h. Brandon
4. List of meeting attendees:
  - a. Vernon Bray
  - b. Chip Young
  - c. John Kight
  - d. Tommy Harrison
5. Description of the development process presented to the attendees. Each attendee was briefed that three actions that we were requesting: 1) Request to rezone the entire property located at 000 Upton Road to Rural Residential; 2) Request a change to the Camden County NC UDO to allow for small portable sawmills in Rural Residential zoning areas under permitted uses and; 3) Request a special use permit to allow for a small portable sawmill to be operated on 000 Upton Road.
6. A summary of attendee comments, ideas, suggestions from citizens to be incorporated into the development proposal:
  - a. Vernon Bray: Mr. Bray stated that he had no issues with what we were requesting and we never bothered him or his wife when we operated there in the past.
  - b. Chip Young: Mr. Young stated that he had no issues with what we were requesting but he did have an issue with the church that was located close to his house and the noise level and frequency of the church bells.
  - c. John Kight: Mr. Kight stated his tenants only concern was larger trucks driving down the access road since his tenant has small children and was concerned with their safety.
  - d. Tommy Harrison: Mr. Harrison said he was against this proposal for three reasons. 1) Noise concerns, especially a beeping noise that occurred all day one Sunday; 2) His property value; working during Sunday



B. C. SMITH

CUI

Attachment: 4-NeighborhoodMeetingInformation (Zoning Map Amendment Application)

27 Nov 23

From: LT Brian C. Smith, Mrs. Lindsay Smith  
 To: Camden County, NC Board of Commissioners

Subj: Neighborhood Meeting

1. This letter serves to communicate the information and dialogue regarding the neighborhood meeting that took place on 24 November 2023 at 9 am on the property located at 000 Upton Road, Camden NC 27921.
2. Meeting attendees were notified via mail. All notifications were mailed on 8 November 2023.
3. Landowners that were notified about the meeting:
  - a. BENNETT, DANNY
  - b. LDM DEBRITO LLC
  - c. KIGHT, JOHN H II
  - d. LEARY, VICTOR & KATHY
  - e. HARRISON, RHONDA JONES
  - f. ALBERTSON, THOMAS RYAN
  - g. BRAY, BETTY S
  - h. BOSEMAN, SUZANNE S LE
  - i. CHURCH OF THE REDEEMER INC
  - j. CAMDEN METHODIST CHURCH
  - k. CAMDEN LAND AND TIMBER
  - l. CAMDEN COUNTY
  - m. A&B BUILDING INCORPORATED
  - n. FIELDS, BRANDON L
  - o. A&B BUILDING INCORPORATED
  - p. YOUNG, ELVIN B JR
  - q. CLARK, DAVID (Property formally owned by Richard Harris)
4. List of meeting attendees: None
5. Description of the development process presented to the attendees. None
6. A summary of attendee comments, ideas, suggestions from citizens to be incorporated into the development proposal: None

B. C. SMITH

27 Nov 23

From: LT Brian C. Smith, Mrs. Lindsay Smith  
 To: Camden County, NC Board of Commissioners

Subj: Proposal Dialogue

1. This letter serves to communicate the information regarding the three requests submitted to the board for approval.

2. We are respectfully requesting you approve all 3 applications for the following reasons:

a. Special Use Permit/UDO Text Addendum – We are requesting to bring our sawmill operation back to the property at 000 Upton Road. The relocation of the sawmill would allow for us to mill lumber on site for our agriculture barn that we are currently planning to build in 2024 as well as mill lumber for other projects that we have planned for our farm. We are also requesting to sell some of the additional lumber to help offset the costs of the farm and equipment as well. We would like to locate the sawmill in the back of our property, near the future Camden well site and the current Mediacom operations building. Locating the mill operation in the back of the property would help to keep a neat clean appearance from the road.

The Camden County UDO does not currently have any restrictions or guidance what so ever regarding the use of sawmills. The UDO text addendum that we are requesting is geared towards small independent sawmill operators, like us, who want to provide products to the local community that you cannot find within the county or local counties. The vast majority of sawmill work that we do is for agricultural projects since rough cut lumber cannot easily be used in residential applications. This will allow farmers, who represent a large majority of Camden residents, to get extremely low priced lumber to the exact specifications that they need to operate their farms.

b. Rezoning request – We are also requesting the entire property be rezoned to rural residential vice half rural residential and half neighborhood residential. The current zoning of the property makes no sense since the area that is zoned neighborhood residential has zero road frontage and can only be accessed through the rural residential area. We have no intent of ever subdividing this property for the purpose of selling lots therefore there is no reason for this property to be zoned neighborhood residential.

3. Concerns:

a. Noise – At the first neighborhood meeting, one resident, Tommy Harrison, said noise was one of his complaints with our proposal. He specifically cited an instance on a Sunday where he heard beeping all day long. After his complaint, I did research regarding decibel levels of my equipment and I found that the sawmill, while cutting a log, reached a decibel level of 75 when I was within 3 ft and the skid steer reached a decibel level of 76 when I was within 3 ft. When I took decibel readings again at approximately 150 ft away both of these levels were under the county mandated 60 decibel rating to be considered a noise complaint. This is one of the major reason why relocating the sawmill to the back of the property where it is surrounded by woods on 3 sides where houses are closest. I estimate these houses to be approximately 150 feet from the proposed mill location as well. The distance plus the trees in between the mill site and their house will ensure that their operation will not produce sound levels above 60 db. The one piece of equipment that I use commonly that does produce noise levels above 60 db is a chainsaw. Since the neighborhood meeting, I have purchased three battery operated chainsaws which I intend



to use primarily for operations. These battery operated chainsaws do not produce a decibel level over 60 dbs. There will be times when I must use a more powerful 2 stroke gasoline powered chainsaw and I recommend these times be limited to 8 am to 7 pm Monday to Saturday and 12 pm to 6 pm on Sunday. As far as the specific instance that Mr. Harrison cited during our meeting, I'm assuming he was referring to when I rented an excavator and was clearing part of the land in anticipation of farming activities. There are no noise regulations concerning farming activities in the county and I do not own nor do I use an excavator in conjunction with my sawmill. My sawmill does not have a function to beep. My skid steer does have a beeping function, only in reverse, but I would never run my skid steer in reverse all day long in conjunction with sawmill activities as that makes no sense.

- b. Property Value – Mr. Harrison also stated that he did not want the sawmill operation because he did not know how it would affect his property value. I cannot see Mr. Harrison's property from my property nor can you see my property from Mr. Harrison's property. I consider this to be a moot point.
- c. Traffic – Mr. Kight said his tenant was concerned with traffic and/or large trucks driving on the easement on the road that goes to the back of my property where the Mediacom building is located. Only Mediacom employees and county employees going to the well site use this road. I do not intend on using this as the main road to conduct sawmill operations. I intend on using the long road that I built this year to conduct sawmill operations. Also, sawmill operations generate far less traffic than the sunflower farm generates where you will see numerous cars pulling in and out of the driveway on a daily basis.

4. We intend to build our forever home on this property as soon as we have enough money saved for the substantial down payment. We intend to continue farming for many years to come continuing to grow the sunflowers on the main areas visible from the road and are looking to add other things like blueberry and raspberry bushes. In the near future and when we build our home there, we will add animals to the farm also.

5. Our family has resided in Camden County since 2015. I have served in the United States Navy for 17 years now through several submarine tours, aircraft carrier tour and numerous tours both overseas and stateside in surface warfare and cyber warfare. I have volunteered as a coach the past two years and will coach youth basketball this year with Camden County Parks and Rec both during the regular season and all-star tournaments. Lindsay is a state and nationally certified pharmacy technician in both North Carolina and Virginia and is employed by UNC Medical Center. She has coached youth basketball in the past for Camden County Parks and Rec and is currently on the Camden County Youth League Board. All five of our children attend Camden county schools and excel. All five made straight As last year and are involved in sports in both Parks and Rec and school sports. We are a very tight knit community oriented family and we are asking that you pass these three applications to help us live our dream in Camden. I will retire from the U.S. Navy in a few short years and intend to reside in Camden County for the rest of my days on this earth.

6. Thank you very much for your time and consideration regarding this matter.

B. C. SMITH



Doc No: 213422  
 Recorded: 12/06/2021 02:49:28 PM  
 Fee Amt: \$26.00 Page 1 of 2  
 Excise Tax: \$210.00  
 Camden County North Carolina  
 Tammie Krauss, Register of Deeds  
 BK 418 PG 750 - 751 (2)

**NORTH CAROLINA GENERAL WARRANTY DEED**

LT#  
 \$1,050.00 Revenue Stamps \$210.00  
 Tax Lot No. Parcel Identifier No. 02893402568337  
 Verified by Camden County on the 06 day of December, 2021  
 by [Signature] 514-22 \$105,000.00 / \$1,050.00 p.p.s.  
no delinquent taxes - POP - 12-6-2021

Mail after recording to Hornthal, Riley, Ellis & Maland, LLP, 301 E. Main Street, Elizabeth City, NC 27909  
 This instrument was prepared by Starkey Sharp, Attorney at Law

Brief Description for the index

**Parcel 2, Harris Estate Recombination**

**RE279501f**

THIS DEED made November 30, 2021, by and between

GRANTOR	GRANTEE
<p><b>Richard O. Harris and wife, Cheryl P. Harris</b></p>	<p><b>Brian C. Smith and Lindsay M. Laflamme,* a one-half undivided interest each as joint tenants with rights of survivorship *aka Brian Christopher Smith and Lindsay Marie Laflamme 202 McPherson Road South Mills, NC 27976</b></p>
<p>167 Happy Indian Lane Southern Shores, NC 27949</p>	

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

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

Parcel 2 as shown on that plat entitled "Exempt Subdivision & Recombination For Richard C. Harris Estate," prepared by Timmons Group, dated February 27, 2020 and recorded in Plat Cabinet 9, Slide 20, Camden County Public Registry.

Cheryl P. Harris joins in this conveyance as a third party Grantor for the purpose of granting, conveying, transferring and waiving any and all of her common law and/or statutory marital rights unto the Grantees.

     **If checked, the property includes the primary residence of at least one of the Grantors. (NC GS § 105-317.2)**

This instrument prepared by Starkey Sharp, a licensed North Carolina attorney. Delinquent taxes, if any, to be paid by the closing attorney to the county tax collector upon disbursement of closing proceeds

The property hereinabove described was acquired by Grantor by instruments recorded in Estate File #78-E-9, Camden County Clerk's Office and Book 52, Page 618, Camden County Registry.

A map showing the above described property is recorded in Plat Cabinet 9, Slide 20, Camden County Registry.

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

And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever except for the exceptions hereinafter stated.

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

Easements and restrictions of record, if any, in the Camden County Registry.

IN WITNESS WHEREOF, the Grantor has hereunto set his hand and seal, or if corporate, has caused this instrument to be signed in its corporate name by its duly authorized officers by authority of its Board of Directors, the day and year first above written.

Richard O. Harris (SEAL)  
Richard O. Harris

Cheryl P. Harris (SEAL)  
Cheryl P. Harris

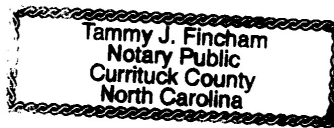
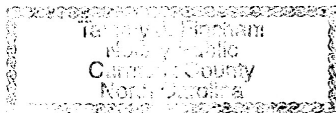
STATE OF NORTH CAROLINA, COUNTY OF Currituck

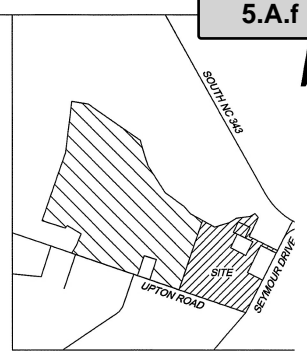
I the undersigned Notary Public for the State and County aforesaid, do hereby certify that Richard O. Harris and wife, Cheryl P. Harris personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal this 2<sup>nd</sup> day of December, 2021.

My Commission Expires: 7-26-2026

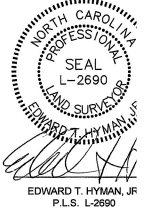
Tammy J. Fincham  
Notary Public

(Place Seal or Stamp Here)





VICINITY MAP  
(NOT TO SCALE)



EDWARD T. HYMAN, JR.  
P.L.S. L-2690

I, EDWARD T. HYMAN, JR. CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION FROM THE DEED DESCRIPTION RECORDED IN D.B. 52, PG. 618; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000 ± AND THE POSITIONAL ACCURACY AS CALCULATED IS 95% CONFIDENCE; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED; WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS 27TH DAY OF FEBRUARY, A.D., 2020.

I, EDWARD T. HYMAN, JR. PLS-2690, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL GNSS SURVEY MADE UNDER MY SUPERVISION AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY:

- 1) CLASS OF SURVEY: CLASS A
- 2) POSITIONAL ACCURACY: 2-CENTIMETERS
- 3) TYPE OF GPS FIELD PROCEDURE: "RTK"
- 4) DATES OF SURVEY: 01-30-2020, 02-13-2020, 02-26-2020
- 5) DATUM/EPOCH: NAD83(2011), EPOCH 2010
- 6) PUBLISHED/FIXED-CONTROL USE: OPUS-SOLUTION
- 7) GEOID MODEL: GEOID12B
- 8) COMBINED GRID FACTOR: 1.00005158
- 9) UNITS: US SURVEY FEET

I, EDWARD T. HYMAN, JR. PLS-2690, CERTIFY,

F(1) D. THAT THE SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT ORDERED SURVEY, OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION.

- NOTES:
- 1) ALL DISTANCES SHOWN ARE HORIZONTAL GROUND DISTANCES.
  - 2) THE PROPERTY IS LOCATED IN FLOOD ZONE "X", "SHADED X", & "AE(4)" AS SHOWN ON FLOOD MAP PANEL: 372093400K, DATED DECEMBER 21, 2018. SUBJECT TO CHANGE BY FEMA.
  - 3) THERE ARE NO N.G.S. MONUMENTS WITHIN 2,000' OF THE SITE.
  - 4) A WETLAND DELINEATION HAS NOT BEEN PERFORMED ON THIS PROPERTY.

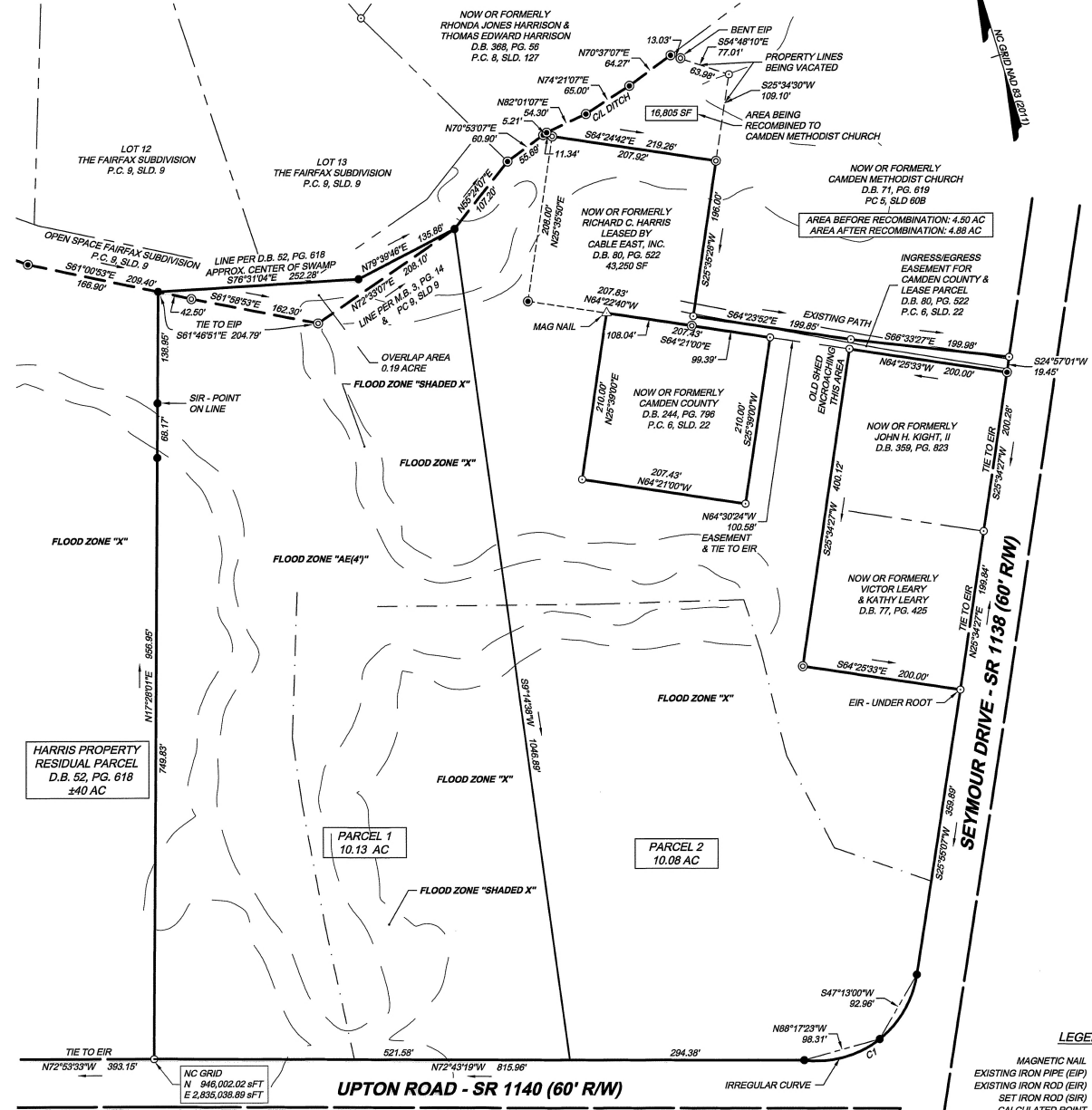
NORTH CAROLINA, CAMDEN COUNTY

I, Matthew Meads REVIEW OFFICER FOR CAMDEN COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

M Meads REVIEW OFFICER DATE 7-17-2020

Doc No: 209601  
Recorded: 07/17/2020 03:59:26 PM  
Fee Amt: \$21.00 Page 1 of 1  
Camden County North Carolina  
Tammie Kraus, Register of Deeds  
BK 9 PG 20 - 20 (1)

S:\10945290 - 160 Upton Road - Camden, NC\DWG\45290V - 160 Upton Rd.dwg | Plotted on 7/13/2020 4:28 PM | by Eddie Hyman



HARRIS PROPERTY RESIDUAL PARCEL  
D.B. 52, PG. 618  
±40 AC

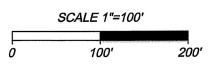
PARCEL 1  
10.13 AC

PARCEL 2  
10.08 AC

UPTON ROAD - SR 1140 (60' R/W)

SEYMOUR DRIVE - SR 1138 (60' R/W)

CURVE TABLE						
CURVE	RADIUS	LENGTH	TANGENT	DELTA	CHORD BEARING	CHORD
C1	126.31'	196.17'	124.10'	88°59'14"	S70°07'08"W	177.04'



LEGEND

- MAGNETIC NAIL
- EXISTING IRON PIPE (EIP)
- EXISTING IRON ROD (EIR)
- SET IRON ROD (SIR)
- CALCULATED POINT
- PROPERTY BOUNDARY
- PROPERTY BOUNDARY LINES NOT SURVEYED THIS DATE
- LEASE PARCEL BOUNDARY
- RIGHT-OF-WAY
- PROPERTY EXTENSION
- PROPERTY TIES
- PROPERTY LINES TO BE VACATED
- INGRESS/EGRESS EASEMENT
- FEMA FLOOD ZONE
- APPROXIMATE LOCATION EXISTING DITCH

EXEMPT SUBDIVISION & RECOMBINATION FOR

**RICHARD C. HARRIS ESTATE**

BEING PROPERTY DESCRIBED IN D.B. 52, PG. 618  
COURTHOUSE TOWNSHIP CAMDEN COUNTY NORTH CAROLINA

**TIMMONS GROUP**

1805 West City Drive, Unit E, Elizabeth City, NC 27909  
TEL. 252.621.5030 www.timmons.com  
North Carolina License Number C-1652

SCALE: 1"=100' FILE NO: 45290 DATE OF SURVEY: FEBRUARY 26, 2020 DRAFTED: DATE: CHECKED:

Attachment: 6\_Plat9-20 (Zoning Map Amendment Application)



**CAMDEN COUNTY**  
NORTH CAROLINA • USA

*Boundless Opportunities.*

**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Public Hearings**

**Item Number:** 5.B  
**Meeting Date:** February 05, 2024  
**Submitted By:** Amber Curling,  
 Planning & Zoning  
 Prepared by: Karen Davis

**Item Title** **Text Amendment Application**

**Attachments:** 1\_PH\_AgendaSummary\_TextAmendments  
 (DOCX)  
 2-OrdinanceForTextAmendments\_2023-01-17  
 (DOCX)  
 3-2023-10-84\_TextAmmendmentApp (PDF)  
 4-NeighborhoodMeetingInformation (PDF)  
 5\_Owner\_ApplicantPublicHearingNotification  
 (DOCX)

Agenda summary, supporting documentation and Planning Board recommendation attached.

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

**Meeting Date:** February 5, 2024

**Attachments:** Ordinance 2024-02-02 for Text Amendment, Application

**Submitted By:** Planning Department

**Item Title:** Public Hearing - Text Amendment Application, Ordinance 2024-02-02 (UDO 2023-10-84) to section 151.4.5 of the Camden County Code of Ordinances of Camden County, NC

**Summary:**

Brian Smith has submitted a text amendment application. The attached proposed ordinance presents the requested text change to the Camden County Unified Development Ordinance (151.4.5). The request is necessary to permit a sawmill in the rural residential zoning district.

The request would add to Article 151.4 Use Regulations in the Common Accessory Use Table 4.5.4 an accessory use of Mobile/Portable or Stationary Sawmill permitted by use or by special use permit with specific standards outlined in section 151.4.5.5.V Standards for Specific Accessory Uses "Sawmill".

The Planning Board voted unanimously to recommend denial.

**Recommendation:**

Motion for denial of the requested Text amendment Ordinance 2024-02-02 (UDO 2023-10-84).

**Ordinance No. 2024-02-02  
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 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 4 Use Regulations:** 4.5 Accessory Uses Sections 4.5.4 Table of Allowable Locations and 4.5.5 Standards for Specific Accessory Uses which shall read as follows:

<b>TABLE ERROR! REFERENCE SOURCE NOT FOUND.: COMMON ACCESSORY USE TABLE</b>															
"P"= Permitted      "S"= Permitted with Special Use Permit      "."= Prohibited															
ACCESSORY USE	RESIDENTIAL						COMMERCIAL					IND.		ACC. USE-SPECIFIC STANDARD	
	CP	WL	RR	SR	NR	VR	CC	VC	MX	HC	MC	LI	HI		PD
Accessory Dwelling Unit	.	P	P	P	P	P	P	P	P	P	P	.	.	A	<u>Error!</u> <u>Reference source not found.</u>
Amateur Ham Radio	.	P	P	P	P	P	P	P	P	P	P	P	P	A	<u>Error!</u> <u>Reference source not found.</u>
Boat Lifts	P	P	P	P	P	P	P	P	P	P	P	P	P	A	<u>Error!</u> <u>Reference source not found.</u>
Boat Ramps	P	P	P	P	P	P	P	P	P	P	P	P	P	A	<u>Error!</u> <u>Reference source not found.</u>
Cemetery, Family or Religious Institution	.	P	P	P	S	.	P	.	.	P	.	.	.	A	<u>Error!</u> <u>Reference source not found.</u>
Child Care, Incidental	.	P	P	P	P	P	P	P	P	.	.	.	.	A	<u>Error!</u> <u>Reference source not found.</u>

Attachment: 2-OrdinanceForTextAmendments\_2023-01-17 (Text Amendment Application)

TABLE ERROR! REFERENCE SOURCE NOT FOUND.: COMMON ACCESSORY USE TABLE															
"P"= Permitted "S"= Permitted with Special Use Permit "."= Prohibited															
ACCESSORY USE	RESIDENTIAL						COMMERCIAL					IND.		ACC. USE-SPECIFIC STANDARD	
	CP	WL	RR	SR	NR	VR	CC	VC	MX	HC	MC	LI	HI		PD
Community Agriculture	S	P	P	P	P	P	P	P	P	.	.	.	.	A	Error! Reference source not found.
Docks, Piers	P	P	P	P	P	P	P	P	P	P	P	P	P	A	Error! Reference source not found.
Drive-Through	.	.	.	.	.	.	P	P	.	P	.	P	.	A	Error! Reference source not found.
Excavation	.	P	.	.	.	.	.	.	.	P	P	P	P	A	Error! Reference source not found.
Gasoline Sales	.	.	.	.	.	.	P	P	S	P	P	P	.	A	Error! Reference source not found.
Home Occupation	.	P	P	P	P	P	P	P	P	P	P	.	.	A	Error! Reference source not found.
Horse Stable	.	P	P	P	P	P	.	.	.	.	.	.	.	A	Error! Reference source not found.
Housing for Poultry	.	P	P	P	P	.	P	.	.	P	.	.	.	A	Error! Reference source not found.
Ice House	.	.	.	.	.	.	P	P	P	P	P	P	.	A	Error! Reference source not found.
Outdoor Display and Sales	.	.	.	.	.	.	P	P	P	P	.	P	.	A	Error! Reference source not found.
Outdoor Storage (Nonresidential)	.	.	.	.	.	.	P	P	P	P	P	P	P	A	Error! Reference source not found.

Attachment: 2-OrdinanceForTextAmendments\_2023-01-17 (Text Amendment Application)



TABLE ERROR! REFERENCE SOURCE NOT FOUND.: COMMON ACCESSORY USE TABLE															
"P"= Permitted "S"= Permitted with Special Use Permit "."= Prohibited															
ACCESSORY USE	RESIDENTIAL						COMMERCIAL					IND.		ACC. USE-SPECIFIC STANDARD	
	CP	WL	RR	SR	NR	VR	CC	VC	MX	HC	MC	LI	HI		PD
Parking of Boats or Watercraft	.	P	P	P	P	P	P	P	P	P	P	P	P	A	Error! Reference source not found.
Parking of Heavy Trucks, Trailers in Residential Districts	.	P	P	S	S	.	.	.	.	.	.	.	.	A	Error! Reference source not found.
Produce Stands	.	P	P	P	.	.	P	P	P	P	.	P	.	A	Error! Reference source not found.
Recreational Vehicles	.	P	P	P	.	.	.	.	.	P	.	.	.	A	Error! Reference source not found.
Retail Sales from a Vehicle	.	S	.	.	.	.	P	P	P	P	P	P	P	A	Error! Reference source not found.
<b>Sawmill</b>			<b>S</b>												4.5.5.W
Solar Energy Equipment	.	P	P	P	P	P	P	P	P	P	P	P	P	A	4.5.5.W <b>X</b>
Underground Storage Tanks	.	S	.	.	.	.	P	S	.	P	P	P	P	A	XX <b>Y</b>
Wind Energy Conversion Facility, Small	.	P	S	S	S	S	P	P	S	P	P	P	P	A	<b>Y</b>

### 4.5.5 STANDARDS FOR SPECIFIC ACCESSORY USES

**W. Sawmill**

1. **Mobile or Portable Sawmill**
  - a. *A sawing or cutting machine used to turn logs into lumber, whether trailered or truck-mounted.*
  - b. *Capable of easily being moved, set up and operated on a site.*
  - c. *Not attached or fixed in location*
2. **Stationary Sawmill**
  - a. *A fixed structure mounted on a foundation for the purpose of turning logs into lumber.*
  - b. *Includes the entire operational area:*
    - i. *log sorting yard (s)*
    - ii. *milling machine (s)*
    - iii. *sorting area (s)*
    - iv. *storage area (s)*
    - v. *administration area (s)*
    - vi. *maintenance (s)*

**W. X. Solar Energy Equipment**  
Solar energy equipment shall comply with the following standards:

**X. Y. Underground Storage Tanks**

Attachment: 2-OrdinanceForTextAmendments\_2023-01-17 (Text Amendment Application)

✕ **Z** Wind Energy Conversion Facility, Small



# Text Amendment Application

Permit #84

<b>OFFICIAL USE ONLY:</b>	
UDO Number	2023-10-84
Date Filed:	10/26/23
Amount Paid:	\$500.00
Received By:	McClary

### Contact Information

#### APPLICANT

Name: Brian/Lindsay Smith  
 Address: 000 Upton Road  
Camden, NC 27976  
 Telephone: 804-386-7811  
 Fax: N/A  
 Email: Bcsmith53@hotmail.com

#### REQUEST

I, the undersigned, do hereby make application to change the Camden County UDO as herein requested.

Amend Chapter(s) Article 151.4 Section(s) 4.5; 4.5.4; 4.5.5 as follows:

Respectfully request a change to Section 4.5.4 Table of Allowable Uses to allow for mobile or portable sawmills only in Rural Residential (RR) zoning areas annotated with a (P) to indicate only with permitted uses.

Also, respectfully request a change to Section 4.5.5 to delineate the following:

- Mobile or portable sawmills: A sawing or cutting machine used to turn logs into lumber; whether trailered or truck-mounted; capable of easily being moved, set up and operated on a site; not attached or fixed in location
- Sawmill, Stationary. A fixed structure mounted on a foundation for the purpose of turning logs into lumber; includes the entire operational area: e.g. log sorting yard(s), milling machine(s), sorting and storage area(s); administration and maintenance area(s). Stationary sawmills are not permitted in (RR) zoning districts.

If needed, additional sheets may be attached.

[Signature]  
Petitioner / Applicant

10/12/2023  
Date

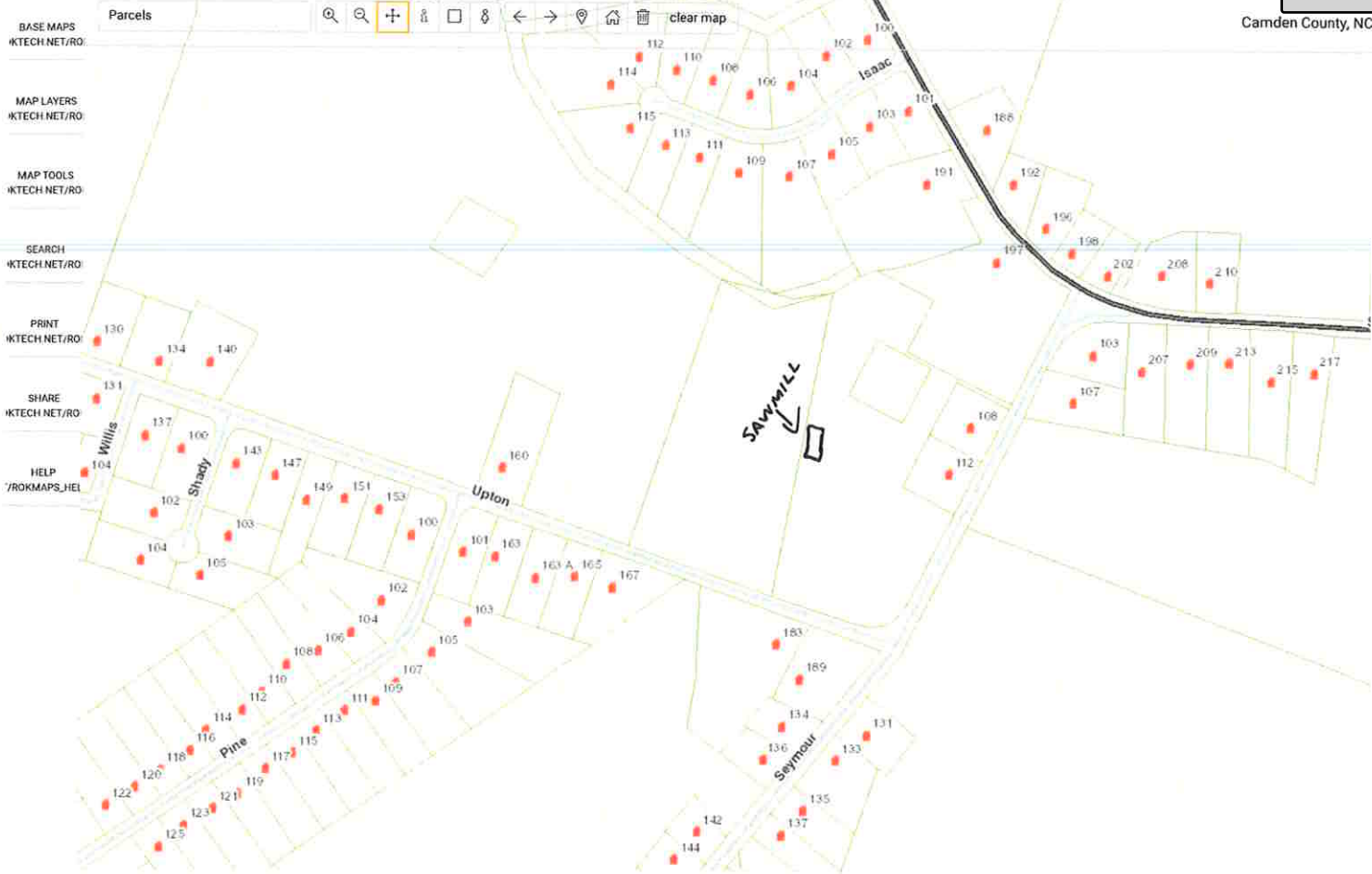
Revised 11/13/2020

Attachment: 3-2023-10-84- TextAmendmentApp (Text Amendment Application)

# SITE PLAN

5.B.c

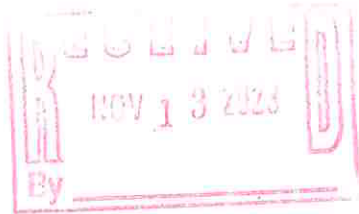
Camden County, NC



Attachment: 3-2023-10-84-TextAmendmentApp (Text Amendment Application)

List of property owners to be notified

BENNETT DANNY	DEBORAH BENNETT	407 CONCORD DRIVE	HAMPTON VA 23666
LDM DEBRITO LLC	ATTN: DEANN MANSFIELD-DEBR	166 PALMER ROAD	CAMDEN NC 27921
KIGHT JOHN H II		121 PINE STREET	CAMDEN NC 27921
LEARY VICTOR & KATHY		112 SEYMOUR DRIVE	CAMDEN NC 27921
HARRISON RHONDA JONES	THOMAS EDWARD HARRISON	191 SOUTH HWY 343	CAMDEN NC 27921
ALBERTSON THOMAS RYAN	CHRISTINA W. ALBERTSON	189 UPTON ROAD	CAMDEN NC 27921
BRAY BETTY S	VERNON D BRAY	183 UPTON ROAD	CAMDEN NC 27921
BOSEMAN SUZANNE S LE CHURCH OF THE REDEEMER INC	C/O LINDA B SAWYER	693 MT HERMON CHURCH RD	ELIZABETH CITY NC 27909
CHURCH OF THE REDEEMER INC		207 HWY 343 S	CAMDEN NC 27921
CAMDEN METHODIST CHURCH		207 HWY 343 S	CAMDEN NC 27921
		1 197 SOUTH 343	CAMDEN NC 27921
CAMDEN LAND AND TIMBER		217 LAMBS ROAD	CAMDEN NC 27921
CAMDEN COUNTY A&B BUILDING INCORPORATED		P.O. BOX 190  141 TRAVIS BLVD	CAMDEN NC 27921 MOYOCK NC 27958
FIELDS BRANDON L A&B BUILDING INCORPORATED	DANA A FIELDS	109 ISAAC COURT  141 TRAVIS BLVD	CAMDEN NC 27921 MOYOCK NC 27958
YOUNG ELVIN B JR	JANICE M YOUNG	105 ISAAC COURT	CAMDEN NC 27921
SMITH BRIAN C	LINDSAY M LAFLAMME	202 MCPHERSON ROAD	SOUTH MILLS NC 27976
HARRIS RICHARD O		167 HAPPY INDIAN LANE	KITTY HAWK NC 27974



8 November 2023

From: Lieutenant Brian Smith, USN & Mrs. Lindsay Smith  
 To: Whom it May Concern

Subj: Neighborhood Meeting In Care Of Zoning Changes Regarding The Property Located At The Corner of Seymour Drive And Upton Road In Camden, NC

1. This letter serves to notify you of an upcoming "Neighborhood Meeting" required to request zoning changes to the property located on the corner of Seymour Drive and Upton Road in Camden, NC. The neighborhood meeting will take place on the front of the subject property at 9 am on 24 November 2023.
2. As the owners of this property, we are requesting the following changes to both the property and to the County Unified Development Ordinance (UDO):
  - a. Change (1) – Request to rezone the entire 10.1 acres to Rural Residential. Approximately half of the property is currently zoned neighborhood residential and we have no intention of dividing the property into smaller plots and selling them.
  - b. Change (2) – Request a text amendment change. Currently the Camden County, NC UDO does have not any stipulations or any guidance requiring the use of sawmills in the county. We are requesting for the UDO to be modified to allow small portable sawmills to be operated only in rural residential zoning districts. Small portable sawmills will also require a special use permit to be approved by the county commissioners before usage can begin. We have spoken with the County Manager, Mrs. Erin Burke, on this matter several times and Mrs. Burke recommends that we request this change to the county commissioners and it is a reasonable request.
  - c. Change (3) – Request a special use permit to allow us to bring our small portable sawmill back to the property. The sawmill would be located in the very back of the property where it is not easily visible from either Seymour Drive or Upton Road and where it will not affect our sunflower fields and/or farm.
3. Please feel free to reach out to me at (804) 386-7811 if you have any questions or concerns regarding this matter prior to the neighborhood meeting.

  
 B. C. SMITH  
 LT, USN

Attachment: 4-NeighborhoodMeetingInformation (Text Amendment Application)

28 Sep 23

From: LT Brian C. Smith, Mrs. Lindsay Smith  
 To: Camden County, NC Board of Commissioners

Subj: Neighborhood Meeting

1. This letter serves to communicate the information and dialogue regarding the neighborhood meeting that took place on 26 September 2023 at 6 pm on the property located at 000 Upton Road, Camden NC 27921.
2. Meeting attendees were either notified in person via face to face communications, via mail with a letter dropped off in the mailbox, or via phone in the case of Mr. and Mrs. Kight. All notifications were made on 16 September 2023.
3. Landowners that were notified about the meeting:
  - a. Vernon and Betty Bray
  - b. Kathy Leary
  - c. John and Diane Kight
  - d. Tommy Harrison
  - e. Chip Young
  - f. White house on corner
  - g. David Clark
  - h. Brandon
4. List of meeting attendees:
  - a. Vernon Bray
  - b. Chip Young
  - c. John Kight
  - d. Tommy Harrison
5. Description of the development process presented to the attendees. Each attendee was briefed that three actions that we were requesting: 1) Request to rezone the entire property located at 000 Upton Road to Rural Residential; 2) Request a change to the Camden County NC UDO to allow for small portable sawmills in Rural Residential zoning areas under permitted uses and; 3) Request a special use permit to allow for a small portable sawmill to be operated on 000 Upton Road.
6. A summary of attendee comments, ideas, suggestions from citizens to be incorporated into the development proposal:
  - a. Vernon Bray: Mr. Bray stated that he had no issues with what we were requesting and we never bothered him or his wife when we operated there in the past.
  - b. Chip Young: Mr. Young stated that he had no issues with what we were requesting but he did have an issue with the church that was located close to his house and the noise level and frequency of the church bells.
  - c. John Kight: Mr. Kight stated his tenants only concern was larger trucks driving down the access road since his tenant has small children and was concerned with their safety.
  - d. Tommy Harrison: Mr. Harrison said he was against this proposal for three reasons. 1) Noise concerns, especially a beeping noise that occurred all day one Sunday; 2) His property value; working during Sunday



B. C. SMITH

CUI

Attachment: 4-NeighborhoodMeetingInformation (Text Amendment Application)

27 Nov 23

From: LT Brian C. Smith, Mrs. Lindsay Smith  
 To: Camden County, NC Board of Commissioners

Subj: Neighborhood Meeting

1. This letter serves to communicate the information and dialogue regarding the neighborhood meeting that took place on 24 November 2023 at 9 am on the property located at 000 Upton Road, Camden NC 27921.
2. Meeting attendees were notified via mail. All notifications were mailed on 8 November 2023.
3. Landowners that were notified about the meeting:
  - a. BENNETT, DANNY
  - b. LDM DEBRITO LLC
  - c. KIGHT, JOHN H II
  - d. LEARY, VICTOR & KATHY
  - e. HARRISON, RHONDA JONES
  - f. ALBERTSON, THOMAS RYAN
  - g. BRAY, BETTY S
  - h. BOSEMAN, SUZANNE S LE
  - i. CHURCH OF THE REDEEMER INC
  - j. CAMDEN METHODIST CHURCH
  - k. CAMDEN LAND AND TIMBER
  - l. CAMDEN COUNTY
  - m. A&B BUILDING INCORPORATED
  - n. FIELDS, BRANDON L
  - o. A&B BUILDING INCORPORATED
  - p. YOUNG, ELVIN B JR
  - q. CLARK, DAVID (Property formally owned by Richard Harris)
4. List of meeting attendees: None
5. Description of the development process presented to the attendees. None
6. A summary of attendee comments, ideas, suggestions from citizens to be incorporated into the development proposal: None

B. C. SMITH

Attachment: 4-NeighborhoodMeetingInformation (Text Amendment Application)



27 Nov 23

From: LT Brian C. Smith, Mrs. Lindsay Smith  
 To: Camden County, NC Board of Commissioners

Subj: Proposal Dialogue

1. This letter serves to communicate the information regarding the three requests submitted to the board for approval.

2. We are respectfully requesting you approve all 3 applications for the following reasons:

a. Special Use Permit/UDO Text Addendum – We are requesting to bring our sawmill operation back to the property at 000 Upton Road. The relocation of the sawmill would allow for us to mill lumber on site for our agriculture barn that we are currently planning to build in 2024 as well as mill lumber for other projects that we have planned for our farm. We are also requesting to sell some of the additional lumber to help offset the costs of the farm and equipment as well. We would like to locate the sawmill in the back of our property, near the future Camden well site and the current Mediacom operations building. Locating the mill operation in the back of the property would help to keep a neat clean appearance from the road.

The Camden County UDO does not currently have any restrictions or guidance what so ever regarding the use of sawmills. The UDO text addendum that we are requesting is geared towards small independent sawmill operators, like us, who want to provide products to the local community that you cannot find within the county or local counties. The vast majority of sawmill work that we do is for agricultural projects since rough cut lumber cannot easily be used in residential applications. This will allow farmers, who represent a large majority of Camden residents, to get extremely low priced lumber to the exact specifications that they need to operate their farms.

b. Rezoning request – We are also requesting the entire property be rezoned to rural residential vice half rural residential and half neighborhood residential. The current zoning of the property makes no sense since the area that is zoned neighborhood residential has zero road frontage and can only be accessed through the rural residential area. We have no intent of ever subdividing this property for the purpose of selling lots therefore there is no reason for this property to be zoned neighborhood residential.

3. Concerns:

a. Noise – At the first neighborhood meeting, one resident, Tommy Harrison, said noise was one of his complaints with our proposal. He specifically cited an instance on a Sunday where he heard beeping all day long. After his complaint, I did research regarding decibel levels of my equipment and I found that the sawmill, while cutting a log, reached a decibel level of 75 when I was within 3 ft and the skid steer reached a decibel level of 76 when I was within 3 ft. When I took decibel readings again at approximately 150 ft away both of these levels were under the county mandated 60 decibel rating to be considered a noise complaint. This is one of the major reason why relocating the sawmill to the back of the property where it is surrounded by woods on 3 sides where houses are closest. I estimate these houses to be approximately 150 feet from the proposed mill location as well. The distance plus the trees in between the mill site and their house will ensure that their operation will not produce sound levels above 60 db. The one piece of equipment that I use commonly that does produce noise levels above 60 db is a chainsaw. Since the neighborhood meeting, I have purchased three battery operated chainsaws which I intend

to use primarily for operations. These battery operated chainsaws do not produce a decibel level over 60 dbs. There will be times when I must use a more powerful 2 stroke gasoline powered chainsaw and I recommend these times be limited to 8 am to 7 pm Monday to Saturday and 12 pm to 6 pm on Sunday. As far as the specific instance that Mr. Harrison cited during our meeting, I'm assuming he was referring to when I rented an excavator and was clearing part of the land in anticipation of farming activities. There are no noise regulations concerning farming activities in the county and I do not own nor do I use an excavator in conjunction with my sawmill. My sawmill does not have a function to beep. My skid steer does have a beeping function, only in reverse, but I would never run my skid steer in reverse all day long in conjunction with sawmill activities as that makes no sense.

- b. Property Value – Mr. Harrison also stated that he did not want the sawmill operation because he did not know how it would affect his property value. I cannot see Mr. Harrison's property from my property nor can you see my property from Mr. Harrison's property. I consider this to be a moot point.
- c. Traffic – Mr. Kight said his tenant was concerned with traffic and/or large trucks driving on the easement on the road that goes to the back of my property where the Mediacom building is located. Only Mediacom employees and county employees going to the well site use this road. I do not intend on using this as the main road to conduct sawmill operations. I intend on using the long road that I built this year to conduct sawmill operations. Also, sawmill operations generate far less traffic than the sunflower farm generates where you will see numerous cars pulling in and out of the driveway on a daily basis.

4. We intend to build our forever home on this property as soon as we have enough money saved for the substantial down payment. We intend to continue farming for many years to come continuing to grow the sunflowers on the main areas visible from the road and are looking to add other things like blueberry and raspberry bushes. In the near future and when we build our home there, we will add animals to the farm also.

5. Our family has resided in Camden County since 2015. I have served in the United States Navy for 17 years now through several submarine tours, aircraft carrier tour and numerous tours both overseas and stateside in surface warfare and cyber warfare. I have volunteered as a coach the past two years and will coach youth basketball this year with Camden County Parks and Rec both during the regular season and all-star tournaments. Lindsay is a state and nationally certified pharmacy technician in both North Carolina and Virginia and is employed by UNC Medical Center. She has coached youth basketball in the past for Camden County Parks and Rec and is currently on the Camden County Youth League Board. All five of our children attend Camden county schools and excel. All five made straight As last year and are involved in sports in both Parks and Rec and school sports. We are a very tight knit community oriented family and we are asking that you pass these three applications to help us live our dream in Camden. I will retire from the U.S. Navy in a few short years and intend to reside in Camden County for the rest of my days on this earth.

6. Thank you very much for your time and consideration regarding this matter.

B. C. SMITH

## BOARD OF COMMISSIONERS

ROSS B. MUNRO  
Chair

TROY LEARY  
Vice Chair

RANDY KRAINIAK  
TIFFNEY WHITE  
SISSY AYDLETT



**CAMDEN  
COUNTY**  
NORTH CAROLINA • USA  
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## ADMINISTRATION

ERIN BURKE  
County Manager

KAREN M. DAVIS  
Clerk to the Board

JOHN S. MORRISON  
County Attorney

January 18, 2024

Brian Smith and Lindsay M. LaFlamme  
202 McPherson Road  
South Mills, NC 27976

RE: Ordinance 2023-02-01 (UDO 2023-10-085), a Zoning Map Amendment (rezoning) application;  
Ordinance 2023-02-02 (UDO 2023-10-84) a Text Amendment application; and Ordinance 2023-02-03  
(UDO 2023-10-086), a Special Use Permit application

Dear Brian Smith and Lindsey M. LaFlamme:

This is to inform you pursuant to Article 151.2.2.6 of the Camden County Unified Development Ordinance, the Camden County Board of Commissioners will hold a public hearing on Monday, **February 5, 2024 at 7 PM** or soon thereafter as the agenda will allow. The meeting will be held in the boardroom of the Camden Public Library located at 118 NC Hwy 343 N. On the agenda for consideration is the following: Ordinance 2023-02-01 (UDO 2023-10-085), a Zoning Map Amendment (rezoning) application; Ordinance 2023-02-02 (UDO 2023-10-84) a Text Amendment application; and Ordinance 2023-02-03 (UDO 2023-10-086), a Special Use Permit application from Brian Smith and Lindsey M. LaFlamme. The first application request is to rezone a parcel zoned as Rural Residential and Neighborhood Residential Zoning Districts to Rural Residential Zoning District only. The parcel identified by parcel ID number 02-8934-02-56-8337-0000 is located on the north west corner of Upton Road and Seymour Drive in the Courthouse Township and Courthouse Core Village. The second Text Amendment application is to amend the Camden County Unified Development Ordinance to include language for the accessory use of a Sawmill in Rural Residential Zoning District with a Special Use Permit. The third application is a request for Special Use Permit for the accessory use of a Sawmill.

You must be in attendance for your application to be heard. Attached is a copy of staff's findings for your review.

If you have any questions, contact the Planning Office at (252) 338-1919 ext. 232.

Sincerely,

Amber Curling  
Planner

cc: file

Attachment: 5\_Owner\_ApplicantPublicHearingNotification (Text Amendment Application)



# CAMDEN COUNTY

NORTH CAROLINA • USA

*Boundless Opportunities.*

## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Public Hearings

**Item Number:** 5.C  
**Meeting Date:** February 05, 2024  
**Submitted By:** Amber Curling,  
 Planning & Zoning  
 Prepared by: Karen Davis

**Item Title** **Special Use Permit Application**

**Attachments:**

- 1\_AgendaSummary\_SmithSUP-PH (DOCX)
- 2\_SUPStaffReport-PH-2 (DOCX)
- 3-SUPApplication (PDF)
- 4\_NeighborhoodMeetingsSummary (PDF)
- 5\_-NeighborhoodMeetingNoticeReceived (PDF)
- 6\_Deed (PDF)
- 7\_Plat (PDF)

Agenda summary and supporting documentation attached.

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

**Meeting Date:** February 5, 2024

**Attachments:** Special Use Permit Staff Findings, Application, Neighborhood Meetings Summary, Deed and Plat

**Submitted By:** Planning Department

**Item Title:** Public Hearing - Special Use Permit Application Ordinance 2024-02-03 (UDO 2023-10-086) for a Sawmill Accessory Use

**Summary:**

Mr. Brian Smith has requested a Special Use Permit for a Sawmill Accessory Use on a 10.1-acre parcel located on the Northwest corner of Seymour Drive and Upton Road with parcel ID 02-8934-02-56-8337.0000.

**Recommendation:**

Motion to deny the Special Use Permit for a Sawmill Ordinance 2024-02-03 (UDO 2023-10-086).

**Staff Finding of the Facts Report**

**UDO 2023-10-86  
Special Use Permit  
Ordinance 2023-02-03**

**PROJECT INFORMATION**

**File Reference:** 2023-10-86  
**Project Name:** Parcel NW corner Upton Road and Seymour Drive  
**PIN:** 02-8934-02-56-8337-0000

**Applicant:** Brian Smith  
**Address:** 202 McPherson Road South Mills, NC 27976  
**Phone:** 804-386-7811  
**Email:** bcsmith53@hotmail.com

**Agent for Applicant:** Owner  
**Address:** same as above  
**Phone:** same as above  
**Email:** same as above

**Current Owner of Record:** Brian Smith and Lindsey M. LaFlamme

**Meeting Dates:**  
November 24, 2023 **Neighborhood Meeting**  
January 17, 2023 **Planning Board Meeting**

**Application Received:** October 26, 2023  
**By:** Amber Curling, Planning

**Application Fee paid:** \$400.00

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

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

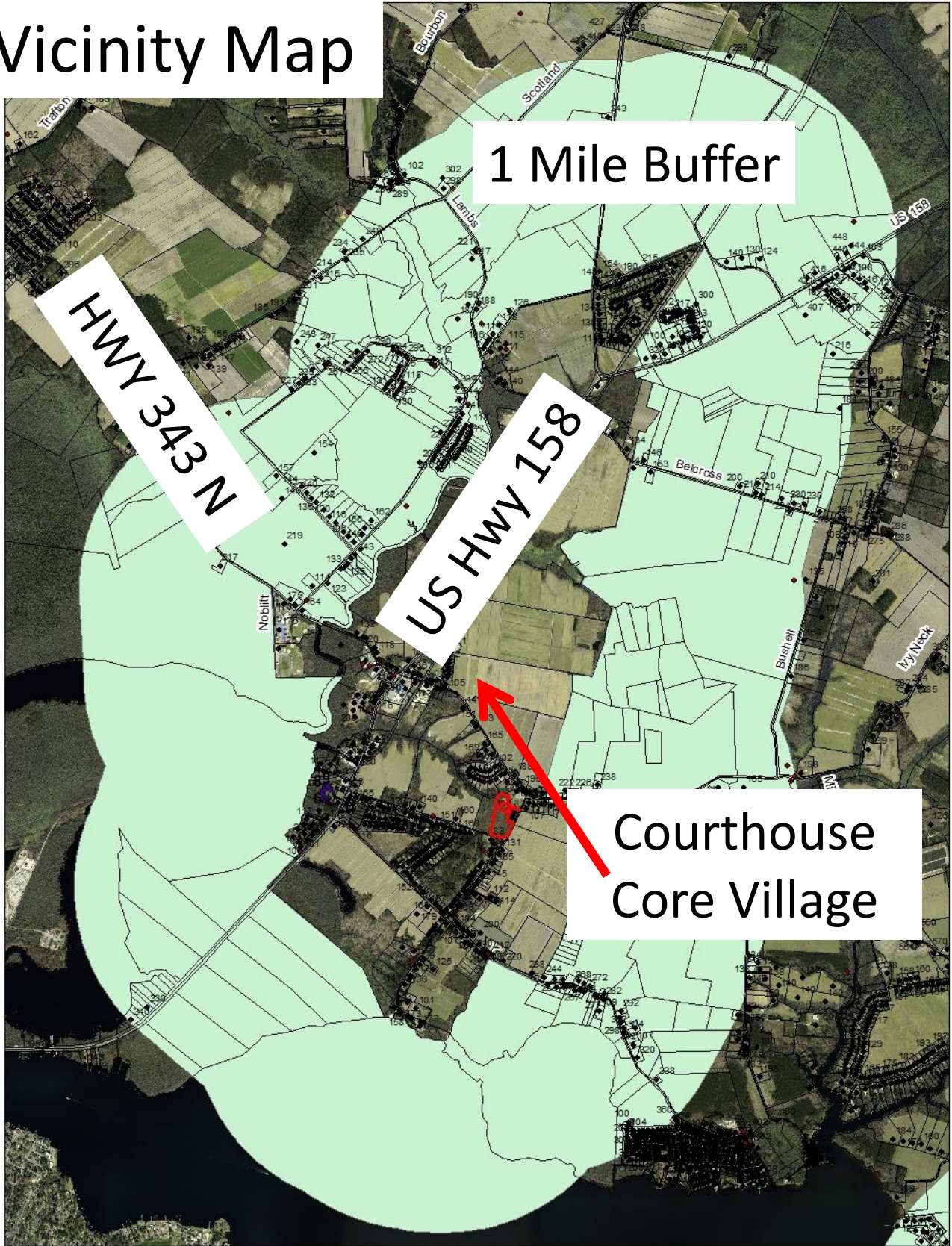
- A.** SUP Application
- B.** Neighborhood Meeting Comments
- C.** Neighborhood Meeting Notification Letter
- D.** Deed
- E.** Plat

**Attachment: 2\_SUPStaffReport-PH-2 (Special Use Permit Application)**

**REQUEST:** The request is for a Special Use Permit for Accessory Use of a Sawmill in a Rural Residential Zoning District.

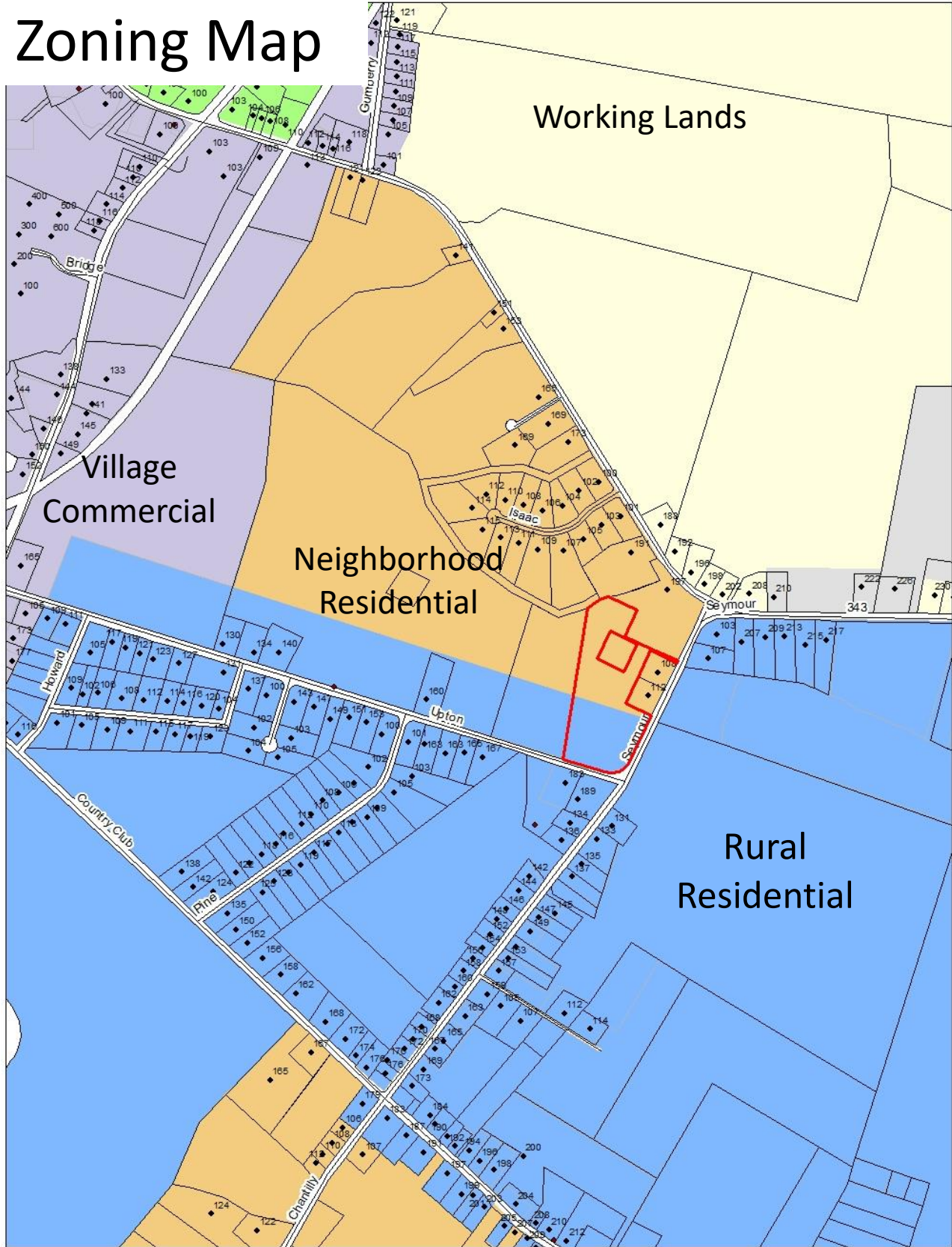
Description: The 10.1 parcel identified by parcel ID number 02-8934-02-56-8337-0000 is, located on the north west corner of Upton Road and Seymour Drive in the Courthouse Township and Courthouse Core Village.

# Vicinity Map



Attachment: 2\_SUPStaffReport-PH-2 (Special Use Permit Application)

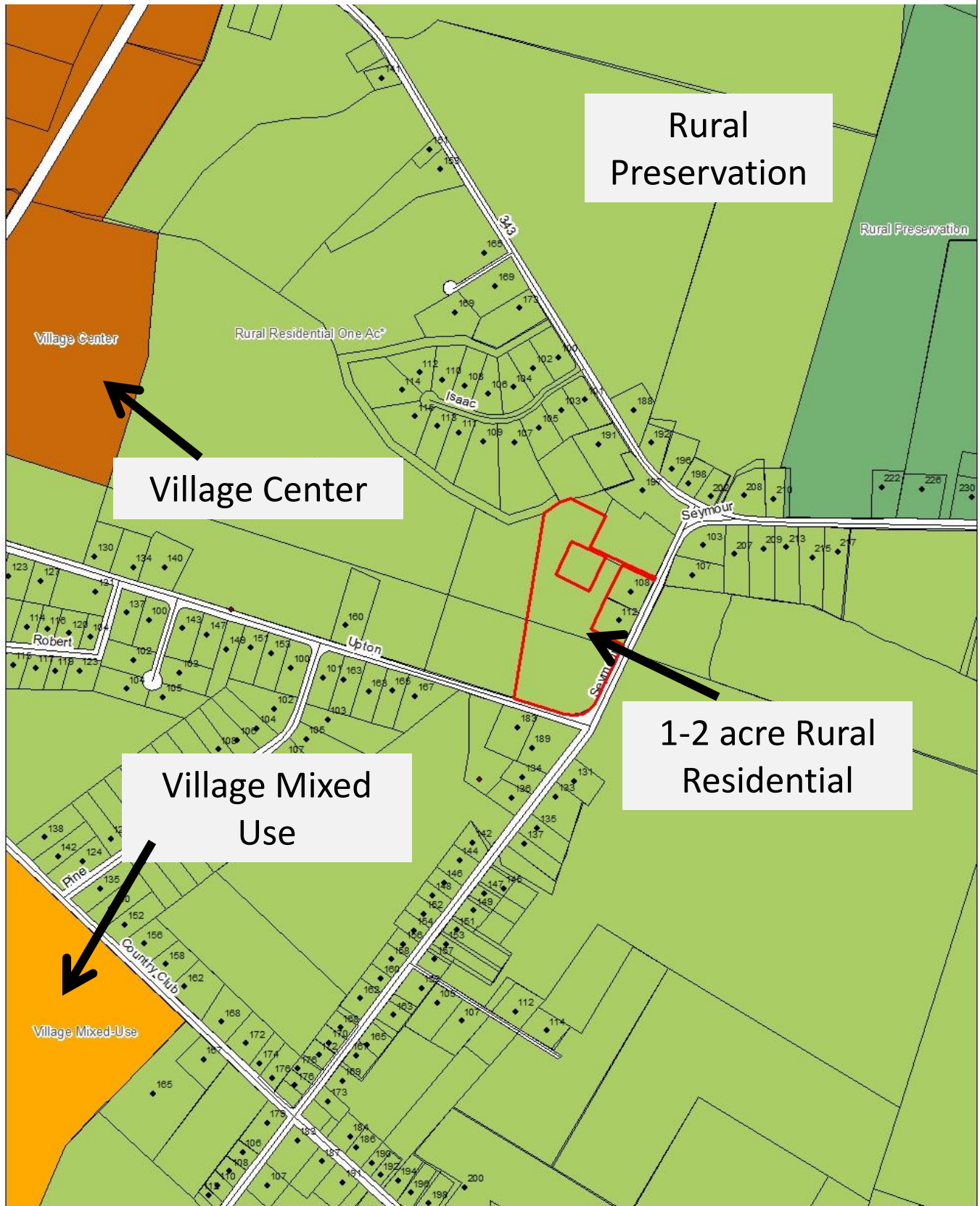
# Zoning Map



Attachment: 2\_SUPStaffReport-PH-2 (Special Use Permit Application)

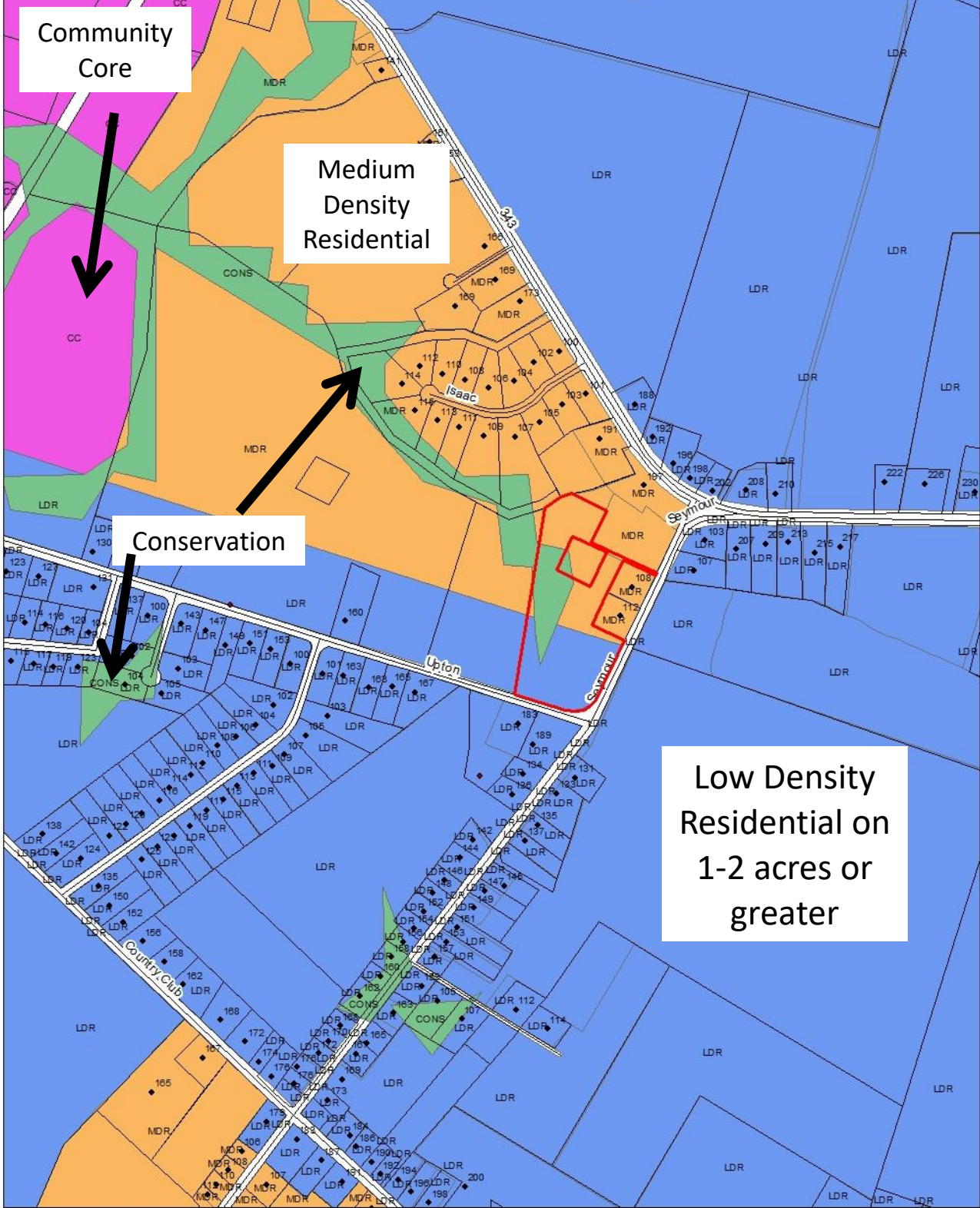


# 2035 Comprehensive Future Land Use Plan



Attachment: 2\_SUPStaffReport-PH-2 (Special Use Permit Application)

# CAMA Future Land Use Map



Attachment: 2\_SUPStaffReport-PH-2 (Special Use Permit Application)

**SITE DATA**

**Size of Lots:** Approximately 10 acres  
**Flood Zone:** Most of parcel is X  
**Zoning District(s):** Rural Residential (RR) and Neighborhood Residential (NR)  
**Existing Land Uses:** Vacant

**Adjacent Zoning & Uses:**

	<b>North</b>	<b>South</b>	<b>East</b>	<b>West</b>
<b>Zoning</b>	Neighborhood Residential (NR)	Rural Residential (RR)	Rural Residential (RR)	Rural Residential (RR and Neighborhood Residential (NR))
<b>Use</b>	Wetlands, Residential Lots and Church	Residential Lots	Residential Lots, & Farmland	Open Space, Vacant Property

**Proposed Use(s)** – manufacturing and production of wood with sawmill and sales of products

**INFRASTRUCTURE & COMMUNITY FACILITIES**

**Water:** Water lines are located adjacent to property along Upton Road and Seymour Drive  
**Sewer:** Not available.  
**Fire District:** South Camden Fire District.  
**Schools:** Proposed zoning will no impact on Schools.  
**Traffic:** Proposed zoning should no impact on Traffic.

**CONSISTENCY with PLANS and MAPS**

**CAMA Land Use Plan Policies & Objectives:**

Consistent  Inconsistent

The CAMA Land Use Plan was adopted by the Camden County Board of Commissioners on April 4, 2005. The proposed zoning change is inconsistent in that the CAMA Future Land Use Maps has the majority of property identified as Medium Density Residential and Low Density Residential. A small area on the property is identified as Conservation. The most restrictive, Medium Density Residential designated by a mixture of single-family dwelling types in relatively close proximity to core village. The district is intended to restrict the encroachment of incompatible business uses in established residential areas. designated to provide for effective long-term management of significant limited or irreplaceable areas.

**2035 Comprehensive Plan**

Consistent  Inconsistent

Attachment: 2\_SUPStaffReport-PH-2 (Special Use Permit Application)

The County’s Comprehensive Future Land Use Map (Adopted 2012) identifies the parcel as Rural Residential District One to Two Acre lots of residential areas as a buffer between rural preservation areas and more intense development. It does not identify the area as a manufacturing and production use.

**Comprehensive Transportation Plan**

Consistent  Inconsistent

Property abuts Seymour Drive and Upton Road.

**Other Plans officially adopted by the Board of Commissioners**

N/A

**FINDINGS REGARDING ADDITIONAL REQUIREMENTS:**

**A special use shall be approved upon determination that the special use meets the following.**

**1. Will the proposed SUP enhance the public health, safety or welfare if located where proposed?**

The manufacturing and production of raw materials being located in the denser Courthouse Core Village would not enhance public health, safety, or welfare.

**2. Are there any requirements, standards, conditions, and/or specifications of the Ordinance, including article 151.4 Use Regulations that the Special Use does not Comply with?**

The Ordinance does not specifically state sawmill. The Ordinance in article 151.4.3.10 Principle Use Table does have The Manufacturing and Production Use Category which includes use types involved in the manufacturing, processing, fabrication, packaging, or assembly of goods. Products may be finished or semi-finished and are generally made for the wholesale market, for transfer to other plants, or to order for firms or consumers. The use category also includes custom industries (establishments primarily engaged in the on-site production of goods by use of hand tools and small-scale equipment). This use is permitted in commercial and industrial zoning districts not in residential zoning district. The proposed location is residential and does not meet the requirements.

**3. Will the Special Use Permit substantially injure the value of the abutting land, or is the special use a public necessity?**

Manufacturing and production of materials is not permitted in a Residential Zoning District. The sawmill operation is not a public necessity.

**4. Will the Special Use be in harmony with the area in which it is to be located?**

Manufacturing and production of materials is not permitted in a Residential Zoning District. This type of use would not be in harmony with residential uses.

**5. Is the Special Use in general conformity with the County’s adopted policy guidance?**

The process of fabricating a raw material using a sawmill is a principal use categorized as Manufacturing and Production. Manufacturing and production of materials is not permitted in a Residential Zoning District. The Ordinance permits this use in Commercial and Industrial Zoning District.

Attachment: 2\_SUPStaffReport-PH-2 (Special Use Permit Application)

**6. Will the Special Use exceed the County's ability to provide adequate public facilities (e.g., schools, fire protection, rescue, and law enforcement).**

Public facilities such as water, sewer and schools will not be affected by the Special Use. However public facilities such as fire protection and rescue will require more details and review by emergency management to determine any potential hazards.

**Recommendation:**

The Planning Department Staff recommends denial of Ordinance 2024-02-03, UDO 2023-10-086, the Special Use Application permitting the accessory use of a Sawmill.

Permit #86



Land Use / Special Use Permit Application

OFFICIAL USE ONLY:

UDO Number: 2023-10-86 Zoning Dist.: RR/NR
Date Filed: 10/26/2023 Flood Zone: X
Amount Paid: \$400.00 Watershed (Y/N): N
Stormwater Fee: NA Taxes Pd (Y/N): Y
Received By: Mandy L. Under LLC current:

Contact Information

PROPERTY OWNER [checked] APPLICANT [ ] AGENT [ ]
Name: BRIAN SMITH Address: 202 MCPHERSON ROAD SOUTH MILLS, NC 27976
Telephone: 804-386-7811 Email: BCSMITH53@HOTMAIL.COM

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

Project/Property Information

Project Name: Upton/Seymour NW corner
Physical Street Address/Location: CORNER OF SEYMOUR AND UPTON / DODD UPTON ROAD
Parcel ID Number(s): 02 8934 02 56 8337 0000
Total Number of Land Parcel(s): 1 Total Parcel(s) Acreage: 10.1
Deed Book / Page Number and/or Plat Cabinet / Slide Number: 418/750 9/20
Existing Land Use of Property: RURAL RESIDENTIAL / NEIGHBORHOOD RESIDENTIAL / BONA FIDE
Proposed Special Use: ALL RURAL RESIDENTIAL

Reply if any of the following are Required

Is Major Site Plan Needed? NO Are Building Permits Needed? NO
Perc Test (Y,N,NA): NO Water Connection Approval (Y,N,NA): NO
Sewer Connection Approval: NO Erosion and Sediment Control Permit from the State NO
Wetlands Delineation NO Storm Water Management Permit from the State NO

Meeting

Date Community Meeting Held (Y,N,NA): 26 SEP 2023 Meeting Location: PROPERTY

New meeting 11/24/2023 9am @ Property

Attachment: 3-SUP Application (Special Use Permit Application)

**Purpose of the Special Use Permit and Project Narrative** (attach separate sheet if needed):

TO ALLOW FOR THE USE OF A SMALL PORTABLE SAWMILL ON RURAL RESIDENTIAL LAND AND THE SELLING OF SAID PRODUCTS.

The applicant shall provide a response to each of the following. Staff shall prepare specific findings of fact based on the evidence submitted. Said findings shall be submitted to Board of Commissioners for their consideration.

A. Will the Special Use endanger the public health or safety at the proposed location? NØ

B. Are there any requirements, standards, conditions, and/or specifications of the Unified Development Ordinance, including article 151.4 Use Regulations that the Special Use DOES NOT comply with? NØ

C. Will the Special Use substantially injure the value of adjoining or abutting lands? NØ

D. Will the Special Use be in harmony with the area in which it is to be located? YES

E. Will the Special Use be in conformity with the Land Use Plan or other officially adopted plan(s)? YES

F. Will the Special Use exceed the county's ability to provide adequate public facilities, including, but not limited to: schools, fire and rescue, law enforcement, and other county facilities? (Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.) NØ

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



10/12/2023

Property Owner(s)/Applicant\*

Date

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

11/18/2020

Attachment: 3-SUP Application (Special Use Permit Application)

## Portable Sawmill Application Process

Erin Burke <eburke@camdencountync.gov>

Fri 9/8/2023 3:52 PM

To: bcsmith53@hotmail.com <bcsmith53@hotmail.com>

Cc: Lindsay Laflamme <lindsaylaflamme@ymail.com>

📎 4 attachments (3 MB)

special-use-permit-application.pdf; zoning-map-amendment-checklist.pdf; zoning-map-amendment-application.pdf; text-amendment-application-fillablepdf (1).pdf;

Good Afternoon:

My apologies for the late week response. We had some unexpected events this week and this kept getting bumped.

I can not remember if we discussed rezoning the property. We discussed that it was in two different districts, you could certainly do that if you would like as part of this process. My recommendation is to request this be added as an accessory use in the Rural Residential district. I have attached a number of forms that would need to be completed, and a check list if you would like to pursue the rezoning of the parcel.

The following processes can run concurrently:

- Rezone the property (if you would like) to Rural Residential (RR)
- Request a Zoning Text Amendment to Article 151.4, Use Regulations, Section 4.5 Accessory Uses, Section 4.5.4 Table of Allowable Uses (as a special use in RR), & Standards for Specific Accessory Uses 4.5.5 (add the definition you provided me, and any restrictions you think should be applied universally to this use).
- Special Use Permit application to operate a Portable Sawmill in RR.

Once you have the forms complete, I am happy to look them over before you submit them to the Planning Department.

Please let me know if you have any questions, I think I have covered everything we discussed.

Best,

Erin Burke

PS Any chance of getting a Venmo QR for the honor system flowers, I am terrible about carrying cash? 😊

Attachment: 3-SUP Application (Special Use Permit Application)



28 Sep 23

From: LT Brian C. Smith, Mrs. Lindsay Smith  
 To: Camden County, NC Board of Commissioners

Subj: Neighborhood Meeting

1. This letter serves to communicate the information and dialogue regarding the neighborhood meeting that took place on 26 September 2023 at 6 pm on the property located at 000 Upton Road, Camden NC 27921.
2. Meeting attendees were either notified in person via face to face communications, via mail with a letter dropped off in the mailbox, or via phone in the case of Mr. and Mrs. Kight. All notifications were made on 16 September 2023.
3. Landowners that were notified about the meeting:
  - a. Vernon and Betty Bray
  - b. Kathy Leary
  - c. John and Diane Kight
  - d. Tommy Harrison
  - e. Chip Young
  - f. White house on corner
  - g. David Clark
  - h. Brandon
4. List of meeting attendees:
  - a. Vernon Bray
  - b. Chip Young
  - c. John Kight
  - d. Tommy Harrison
5. Description of the development process presented to the attendees. Each attendee was briefed that three actions that we were requesting: 1) Request to rezone the entire property located at 000 Upton Road to Rural Residential; 2) Request a change to the Camden County NC UDO to allow for small portable sawmills in Rural Residential zoning areas under permitted uses and; 3) Request a special use permit to allow for a small portable sawmill to be operated on 000 Upton Road.
6. A summary of attendee comments, ideas, suggestions from citizens to be incorporated into the development proposal:
  - a. Vernon Bray: Mr. Bray stated that he had no issues with what we were requesting and we never bothered him or his wife when we operated there in the past.
  - b. Chip Young: Mr. Young stated that he had no issues with what we were requesting but he did have an issue with the church that was located close to his house and the noise level and frequency of the church bells.
  - c. John Kight: Mr. Kight stated his tenants only concern was larger trucks driving down the access road since his tenant has small children and was concerned with their safety.
  - d. Tommy Harrison: Mr. Harrison said he was against this proposal for three reasons. 1) Noise concerns, especially a beeping noise that occurred all day one Sunday; 2) His property value; working during Sunday



B. C. SMITH

CUI

Attachment: 4\_NeighborhoodMeetingsSummary (Special Use Permit Application)

27 Nov 23

From: LT Brian C. Smith, Mrs. Lindsay Smith  
 To: Camden County, NC Board of Commissioners

Subj: Neighborhood Meeting

1. This letter serves to communicate the information and dialogue regarding the neighborhood meeting that took place on 24 November 2023 at 9 am on the property located at 000 Upton Road, Camden NC 27921.
2. Meeting attendees were notified via mail. All notifications were mailed on 8 November 2023.
3. Landowners that were notified about the meeting:
  - a. BENNETT, DANNY
  - b. LDM DEBRITO LLC
  - c. KIGHT, JOHN H II
  - d. LEARY, VICTOR & KATHY
  - e. HARRISON, RHONDA JONES
  - f. ALBERTSON, THOMAS RYAN
  - g. BRAY, BETTY S
  - h. BOSEMAN, SUZANNE S LE
  - i. CHURCH OF THE REDEEMER INC
  - j. CAMDEN METHODIST CHURCH
  - k. CAMDEN LAND AND TIMBER
  - l. CAMDEN COUNTY
  - m. A&B BUILDING INCORPORATED
  - n. FIELDS, BRANDON L
  - o. A&B BUILDING INCORPORATED
  - p. YOUNG, ELVIN B JR
  - q. CLARK, DAVID (Property formally owned by Richard Harris)
4. List of meeting attendees: None
5. Description of the development process presented to the attendees. None
6. A summary of attendee comments, ideas, suggestions from citizens to be incorporated into the development proposal: None

B. C. SMITH

Attachment: 4\_NeighborhoodMeetingsSummary (Special Use Permit Application)

27 Nov 23

From: LT Brian C. Smith, Mrs. Lindsay Smith  
 To: Camden County, NC Board of Commissioners

Subj: Proposal Dialogue

1. This letter serves to communicate the information regarding the three requests submitted to the board for approval.

2. We are respectfully requesting you approve all 3 applications for the following reasons:

a. Special Use Permit/UDO Text Addendum – We are requesting to bring our sawmill operation back to the property at 000 Upton Road. The relocation of the sawmill would allow for us to mill lumber on site for our agriculture barn that we are currently planning to build in 2024 as well as mill lumber for other projects that we have planned for our farm. We are also requesting to sell some of the additional lumber to help offset the costs of the farm and equipment as well. We would like to locate the sawmill in the back of our property, near the future Camden well site and the current Mediacom operations building. Locating the mill operation in the back of the property would help to keep a neat clean appearance from the road.

The Camden County UDO does not currently have any restrictions or guidance what so ever regarding the use of sawmills. The UDO text addendum that we are requesting is geared towards small independent sawmill operators, like us, who want to provide products to the local community that you cannot find within the county or local counties. The vast majority of sawmill work that we do is for agricultural projects since rough cut lumber cannot easily be used in residential applications. This will allow farmers, who represent a large majority of Camden residents, to get extremely low priced lumber to the exact specifications that they need to operate their farms.

b. Rezoning request – We are also requesting the entire property be rezoned to rural residential vice half rural residential and half neighborhood residential. The current zoning of the property makes no sense since the area that is zoned neighborhood residential has zero road frontage and can only be accessed through the rural residential area. We have no intent of ever subdividing this property for the purpose of selling lots therefore there is no reason for this property to be zoned neighborhood residential.

3. Concerns:

a. Noise – At the first neighborhood meeting, one resident, Tommy Harrison, said noise was one of his complaints with our proposal. He specifically cited an instance on a Sunday where he heard beeping all day long. After his complaint, I did research regarding decibel levels of my equipment and I found that the sawmill, while cutting a log, reached a decibel level of 75 when I was within 3 ft and the skid steer reached a decibel level of 76 when I was within 3 ft. When I took decibel readings again at approximately 150 ft away both of these levels were under the county mandated 60 decibel rating to be considered a noise complaint. This is one of the major reason why relocating the sawmill to the back of the property where it is surrounded by woods on 3 sides where houses are closest. I estimate these houses to be approximately 150 feet from the proposed mill location as well. The distance plus the trees in between the mill site and their house will ensure that their operation will not produce sound levels above 60 db. The one piece of equipment that I use commonly that does produce noise levels above 60 db is a chainsaw. Since the neighborhood meeting, I have purchased three battery operated chainsaws which I intend

to use primarily for operations. These battery operated chainsaws do not produce a decibel level over 60 dbs. There will be times when I must use a more powerful 2 stroke gasoline powered chainsaw and I recommend these times be limited to 8 am to 7 pm Monday to Saturday and 12 pm to 6 pm on Sunday. As far as the specific instance that Mr. Harrison cited during our meeting, I'm assuming he was referring to when I rented an excavator and was clearing part of the land in anticipation of farming activities. There are no noise regulations concerning farming activities in the county and I do not own nor do I use an excavator in conjunction with my sawmill. My sawmill does not have a function to beep. My skid steer does have a beeping function, only in reverse, but I would never run my skid steer in reverse all day long in conjunction with sawmill activities as that makes no sense.

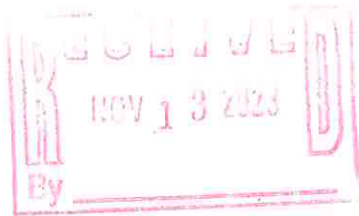
- b. Property Value – Mr. Harrison also stated that he did not want the sawmill operation because he did not know how it would affect his property value. I cannot see Mr. Harrison's property from my property nor can you see my property from Mr. Harrison's property. I consider this to be a moot point.
- c. Traffic – Mr. Kight said his tenant was concerned with traffic and/or large trucks driving on the easement on the road that goes to the back of my property where the Mediacom building is located. Only Mediacom employees and county employees going to the well site use this road. I do not intend on using this as the main road to conduct sawmill operations. I intend on using the long road that I built this year to conduct sawmill operations. Also, sawmill operations generate far less traffic than the sunflower farm generates where you will see numerous cars pulling in and out of the driveway on a daily basis.

4. We intend to build our forever home on this property as soon as we have enough money saved for the substantial down payment. We intend to continue farming for many years to come continuing to grow the sunflowers on the main areas visible from the road and are looking to add other things like blueberry and raspberry bushes. In the near future and when we build our home there, we will add animals to the farm also.

5. Our family has resided in Camden County since 2015. I have served in the United States Navy for 17 years now through several submarine tours, aircraft carrier tour and numerous tours both overseas and stateside in surface warfare and cyber warfare. I have volunteered as a coach the past two years and will coach youth basketball this year with Camden County Parks and Rec both during the regular season and all-star tournaments. Lindsay is a state and nationally certified pharmacy technician in both North Carolina and Virginia and is employed by UNC Medical Center. She has coached youth basketball in the past for Camden County Parks and Rec and is currently on the Camden County Youth League Board. All five of our children attend Camden county schools and excel. All five made straight As last year and are involved in sports in both Parks and Rec and school sports. We are a very tight knit community oriented family and we are asking that you pass these three applications to help us live our dream in Camden. I will retire from the U.S. Navy in a few short years and intend to reside in Camden County for the rest of my days on this earth.

6. Thank you very much for your time and consideration regarding this matter.

B. C. SMITH



8 November 2023

From: Lieutenant Brian Smith, USN & Mrs. Lindsay Smith  
 To: Whom it May Concern

Subj: Neighborhood Meeting In Care Of Zoning Changes Regarding The Property Located At The Corner of Seymour Drive And Upton Road In Camden, NC

1. This letter serves to notify you of an upcoming "Neighborhood Meeting" required to request zoning changes to the property located on the corner of Seymour Drive and Upton Road in Camden, NC. The neighborhood meeting will take place on the front of the subject property at 9 am on 24 November 2023.
2. As the owners of this property, we are requesting the following changes to both the property and to the County Unified Development Ordinance (UDO):
  - a. Change (1) – Request to rezone the entire 10.1 acres to Rural Residential. Approximately half of the property is currently zoned neighborhood residential and we have no intention of dividing the property into smaller plots and selling them.
  - b. Change (2) – Request a text amendment change. Currently the Camden County, NC UDO does have not any stipulations or any guidance requiring the use of sawmills in the county. We are requesting for the UDO to be modified to allow small portable sawmills to be operated only in rural residential zoning districts. Small portable sawmills will also require a special use permit to be approved by the county commissioners before usage can begin. We have spoken with the County Manager, Mrs. Erin Burke, on this matter several times and Mrs. Burke recommends that we request this change to the county commissioners and it is a reasonable request.
  - c. Change (3) – Request a special use permit to allow us to bring our small portable sawmill back to the property. The sawmill would be located in the very back of the property where it is not easily visible from either Seymour Drive or Upton Road and where it will not affect our sunflower fields and/or farm.
3. Please feel free to reach out to me at (804) 386-7811 if you have any questions or concerns regarding this matter prior to the neighborhood meeting.

  
 B. C. SMITH  
 LT, USN

Attachment: 5 - Neighborhood Meeting Notice Received (Special Use Permit Application)



Doc No: 213422  
 Recorded: 12/06/2021 02:49:28 PM  
 Fee Amt: \$26.00 Page 1 of 2  
 Excise Tax: \$210.00  
 Camden County North Carolina  
 Tammie Krauss, Register of Deeds  
 BK 418 PG 750 - 751 (2)

**NORTH CAROLINA GENERAL WARRANTY DEED**

LT#  
 \$1,050.00 Revenue Stamps \$210.00  
 Tax Lot No. Parcel Identifier No. 02893402568337  
 Verified by Camden County on the 06 day of December, 2021  
 by CH 514-22 \$105,000.00 / \$1,050.00 p.p.p  
no delinquent taxes - POP - 12-6-2021

Mail after recording to Hornthal, Riley, Ellis & Maland, LLP, 301 E. Main Street, Elizabeth City, NC 27909  
 This instrument was prepared by Starkey Sharp, Attorney at Law

Brief Description for the index Parcel 2, Harris Estate Recombination RE279501f

THIS DEED made November 30, 2021, by and between

GRANTOR	GRANTEE
<p><b>Richard O. Harris and wife, Cheryl P. Harris</b></p> <p>167 Happy Indian Lane Southern Shores, NC 27949</p>	<p><b>Brian C. Smith and Lindsay M. Laflamme,*</b>  <b>a one-half undivided interest each as joint tenants  with rights of survivorship</b>  *aka Brian Christopher Smith and Lindsay  Marie Laflamme  202 McPherson Road  South Mills, NC 27976</p>

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

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

Parcel 2 as shown on that plat entitled "Exempt Subdivision & Recombination For Richard C. Harris Estate," prepared by Timmons Group, dated February 27, 2020 and recorded in Plat Cabinet 9, Slide 20, Camden County Public Registry.

Cheryl P. Harris joins in this conveyance as a third party Grantor for the purpose of granting, conveying, transferring and waiving any and all of her common law and/or statutory marital rights unto the Grantees.

       **If checked, the property includes the primary residence of at least one of the Grantors. (NC GS § 105-317.2)**

This instrument prepared by Starkey Sharp, a licensed North Carolina attorney. Delinquent taxes, if any, to be paid by the closing attorney to the county tax collector upon disbursement of closing proceeds

Packet Pg. 86

5.C.f

The property hereinabove described was acquired by Grantor by instruments recorded in Estate File #78-E-9, Camden County Clerk's Office and Book 52, Page 618, Camden County Registry.

A map showing the above described property is recorded in Plat Cabinet 9, Slide 20, Camden County Registry.

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

And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever except for the exceptions hereinafter stated.

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

Easements and restrictions of record, if any, in the Camden County Registry.

IN WITNESS WHEREOF, the Grantor has hereunto set his hand and seal, or if corporate, has caused this instrument to be signed in its corporate name by its duly authorized officers by authority of its Board of Directors, the day and year first above written.

Richard O. Harris (SEAL)  
Richard O. Harris

Cheryl P. Harris (SEAL)  
Cheryl P. Harris

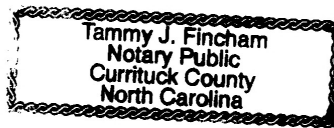
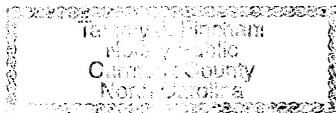
STATE OF NORTH CAROLINA, COUNTY OF Currituck

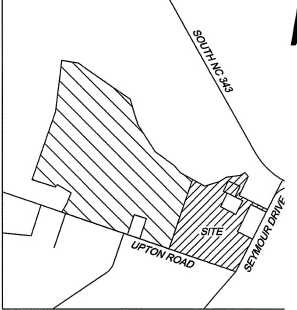
I the undersigned Notary Public for the State and County aforesaid, do hereby certify that Richard O. Harris and wife, Cheryl P. Harris personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal this 2<sup>nd</sup> day of December, 2021.

My Commission Expires: 7-26-2026

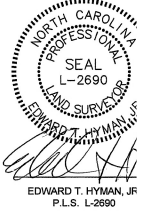
Tammy J. Fincham  
Notary Public

(Place Seal or Stamp Here)





VICINITY MAP  
(NOT TO SCALE)



EDWARD T. HYMAN, JR.  
P.L.S. L-2690

I, EDWARD T. HYMAN, JR. CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION FROM THE DEED DESCRIPTION RECORDED IN D.B. 52, PG. 618; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000 ± AND THE POSITIONAL ACCURACY AS CALCULATED IS 95% CONFIDENCE; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED; WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS 27TH DAY OF FEBRUARY, A.D., 2020.

I, EDWARD T. HYMAN, JR. PLS-2690, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL GNSS SURVEY MADE UNDER MY SUPERVISION AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY:

- 1) CLASS OF SURVEY: CLASS A
- 2) POSITIONAL ACCURACY: 2-CENTIMETERS
- 3) TYPE OF GPS FIELD PROCEDURE: "RTK"
- 4) DATES OF SURVEY: 01-30-2020, 02-13-2020, 02-26-2020
- 5) DATUM/EPOCH: NAD83(2011); EPOCH 2010
- 6) PUBLISHED/FIXED-CONTROL USE: OPUS-SOLUTION
- 7) GEOID MODEL: GEOID12B
- 8) COMBINED GRID FACTOR: 1.00005158
- 9) UNITS: US SURVEY FEET

I, EDWARD T. HYMAN, JR. PLS-2690, CERTIFY,

F(1) D. THAT THE SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT ORDERED SURVEY, OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION.

NOTES:

- 1) ALL DISTANCES SHOWN ARE HORIZONTAL GROUND DISTANCES.
- 2) THE PROPERTY IS LOCATED IN FLOOD ZONE "X", "SHADED X", & "AE(4)" AS SHOWN ON FLOOD MAP PANEL 372093400K, DATED DECEMBER 21, 2018. SUBJECT TO CHANGE BY FEMA.
- 3) THERE ARE NO N.G.S. MONUMENTS WITHIN 2,000' OF THE SITE.
- 4) A WETLAND DELINEATION HAS NOT BEEN PERFORMED ON THIS PROPERTY.

NORTH CAROLINA, CAMDEN COUNTY

I, Matthew Meads REVIEW OFFICER FOR CAMDEN COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

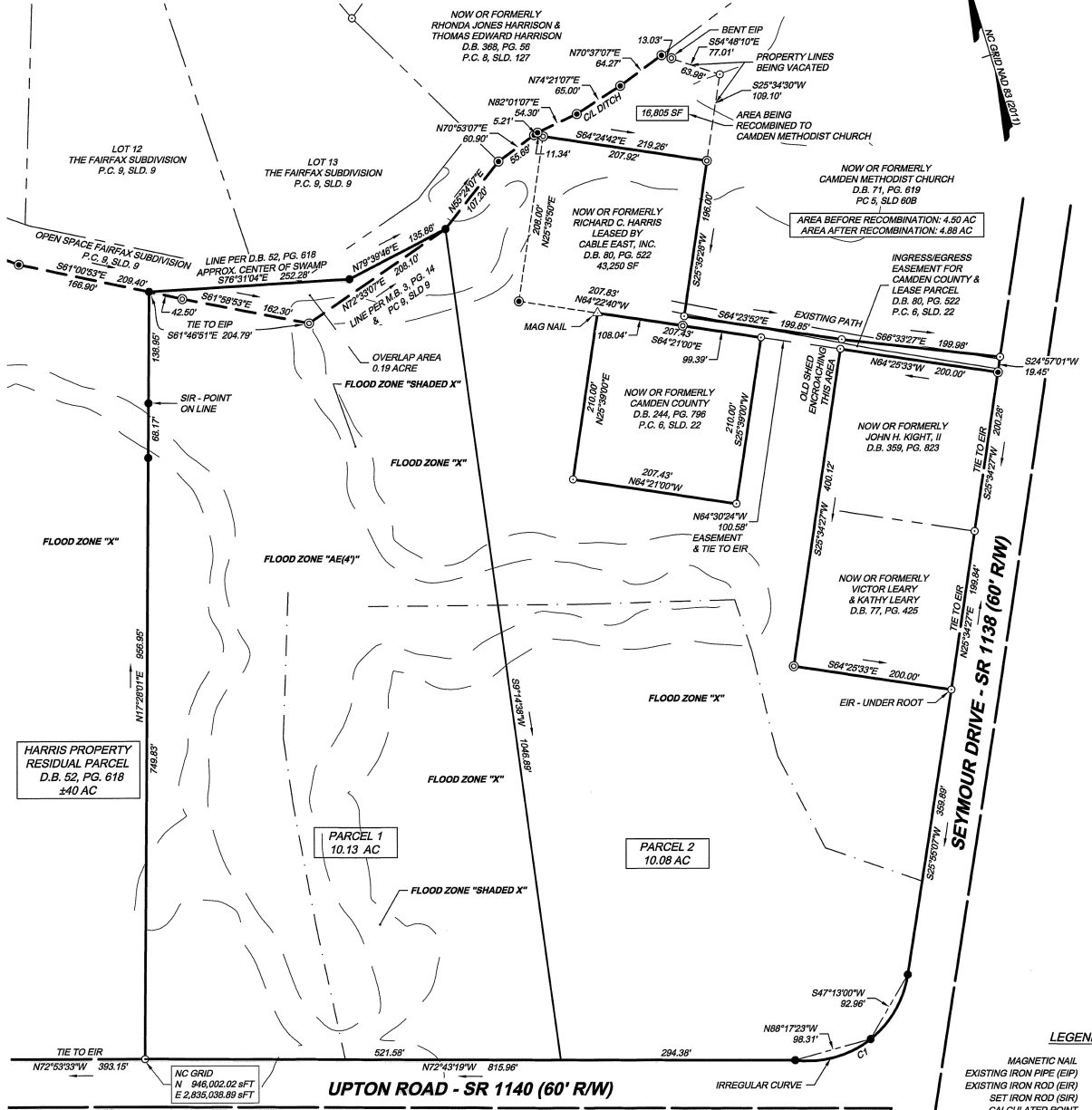
M Meads  
REVIEW OFFICER

7-17-2020  
DATE

Doc No: 209601  
Recorded: 07/17/2020 03:59:26 PM  
Fee Amt: \$21.00 Page 1 of 1  
Camden County North Carolina  
Tammie Kraus, Register of Deeds  
BK 9 PG 20 - 20 (1)

LEGEND

- MAGNETIC NAIL
- EXISTING IRON PIPE (EIP)
- EXISTING IRON ROD (EIR)
- SET IRON ROD (SIR)
- CALCULATED POINT
- PROPERTY BOUNDARY
- PROPERTY BOUNDARY LINES NOT SURVEYED THIS DATE
- LEASE PARCEL BOUNDARY
- RIGHT-OF-WAY
- PROPERTY EXTENSION
- PROPERTY TIES
- PROPERTY LINES TO BE VACATED
- INGRESS/EGRESS EASEMENT
- FEMA FLOOD ZONE
- APPROXIMATE LOCATION EXISTING DITCH



HARRIS PROPERTY RESIDUAL PARCEL  
D.B. 52, PG. 618  
±40 AC

PARCEL 1  
10.13 AC

PARCEL 2  
10.08 AC

UPTON ROAD - SR 1140 (60' R/W)

SEYMOUR DRIVE - SR 1138 (60' R/W)

SCALE 1"=100'

CURVE TABLE						
CURVE	RADIUS	LENGTH	TANGENT	DELTA	CHORD BEARING	CHORD
C1	126.31'	196.17'	124.10'	88°59'14"	S70°07'06"W	177.04'

EXEMPT SUBDIVISION & RECOMBINATION FOR  
**RICHARD C. HARRIS ESTATE**  
BEING PROPERTY DESCRIBED IN D.B. 52, PG. 618  
COURTHOUSE TOWNSHIP CAMDEN COUNTY NORTH CAROLINA

**TIMMONS GROUP**  
1805 West City Drive, Unit E, Elizabeth City, NC 27909  
TEL 252.621.5030 www.timmons.com  
North Carolina License Number C-1652

SCALE: 1"=100' FILE NO: 45290 DATE OF SURVEY: FEBRUARY 26, 2020 DRAFTED: DATE: CHECKED:





**CAMDEN COUNTY**  
NORTH CAROLINA • USA

*Boundless Opportunities.*

**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Old Business**

**Item Number:** 6.A  
**Meeting Date:** February 05, 2024  
**Submitted By:** Erin Burke,  
Administration  
Prepared by: Karen Davis

**Item Title**                      **South Mills Water Association Purchase**

**Attachments:**

**Summary:**

The Board will be updated on any available new information in regard to the status of the SMWA System Transfer and Purchase Agreement.



**CAMDEN COUNTY**  
NORTH CAROLINA • USA

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

**New Business**

**Item Number:** 7.A  
**Meeting Date:** February 05, 2024  
**Submitted By:** Lisa Anderson, Tax Administrator  
Taxes  
Prepared by: Lisa Anderson  
**Item Title** **December Monthly Report**  
**Attachments:** December20240129145858179 (PDF)  
**Summary:** December 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	121,354.12	9,845.68
2021	73,281.67	7,460.55
2020	38,753.02	2,993.57
2019	22,203.21	1,811.18
2018	17,046.58	1,078.40
2017	11,167.13	1,287.30
2016	6,741.83	1,027.88
2015	6,026.72	628.26
2014	7,863.87	967.20
2013	6,177.80	4,618.93

Attachment: December20240129145858179 (Tax Report)

TOTAL REAL PROPERTY TAX UNCOLLECTED	310,615.95
TOTAL PERSONAL PROPERTY UNCOLLECTED	31,718.95
TEN YEAR PERCENTAGE COLLECTION RATE	99.61%
COLLECTION FOR 2023 vs. 2022	19,846.15 vs. 17,730.49

**LAST 3 YEARS PERCENTAGE COLLECTION RATE**

2022	98.46%
2021	99.10%
2020	99.44%

**THIRTY LARGEST UNPAID ACCOUNTS**

SEE ATTACHMENT "A"

**THIRTY OLDEST UNPAID ACCOUNTS**

SEE ATTACHMENT "B"

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

**ENDING** December **2023**

**BY TAX ADMINISTRATOR**

- 26 NUMBER DELINQUENCY NOTICES SENT
- 19 FOLLOWUP REQUESTS FOR PAYMENT SENT
- 2 NUMBER OF WAGE GARNISHMENTS ISSUED
- 4 NUMBER OF BANK GARNISHMENTS ISSUED
- 34 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: December20240129145858179 (Tax Report)

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	02-8943-01-17-4388.0000	10,207.44	2	THOMAS REESE	CAMDEN	301 JAPONICA DR
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	6,753.90	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	02-8916-00-39-5170.0000	5,319.70	2	DONALD RAY JONES	CAMDEN	670 343 HWY N
R	02-8945-00-41-2060.0000	5,273.51	2	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL 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	03-9809-00-24-8236.0000	4,510.64	2	GENE W IRBY	SHILOH	503 SAILBOAT 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	03-8990-00-17-3935.0000	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	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
R	02-8943-01-47-1120.0000	3,129.77	4	EMILY FORBES CRAIN	CAMDEN	104 C ST
R	02-8934-03-31-9750.0000	3,128.92	1	CAROLYN MCDANIEL	CAMDEN	195 COUNTRY CLUB RD
R	01-7080-00-26-2396.0000	3,092.07	1	CHRISTOPHER A. KINDER	SOUTH MILLS	136 DOCK LANDING LP
R	03-8965-00-37-4242.0000	3,077.96	2	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	01-7090-00-71-3290.0000	3,000.00	1	NORMAN L. PHELPS, JR.	SOUTH MILLS	426 OLD SWAMP RD
R	03-8962-00-67-1021.0000	2,988.80	2	CECIL BARNARD HEIRS	SHILOH	WICKHAM RD
R	01-7989-04-60-1711.0000	2,904.43	2	JAMES GLEN GRIFFIN	SOUTH MILLS	110 BLOODFIELD RD

01/29/24 15:13:30

Delinquencies Top-30 Unpaid

Attachment: December20240129145858179 (Tax Report)

*Handwritten notes:*  
1/29/24 15:13:30  
1/29/24 15:13:30  
1/29/24 15:13:30

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
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 TRAFONT 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
R	03-9809-00-45-1097.0000	10	206.42	MICHAEL OBER	SHILOH	CENTERPOINT RD

01/29/24 15:13:32

Delinquencies Top-30 Oldest

Attachment: December20240129145858179 (Tax Report)

*Handwritten notes:*  
new  
Attachment 11/13/24

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
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	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	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	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	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
P	0000738	226.96	8	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0003850	225.10	1	JOSHUA MICHAEL BAILEY	SOUTH MILLS	100 ROBIN CT W
P	0003773	222.54	2	SEVAN NERO BARTLETT	CAMDEN	197 HERMAN ARNOLD RD
P	0002468	221.37	1	WANDA HERNANDEZ WELLS	SHILOH	104 HIGH RD
P	0001538	216.33	4	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001512	213.49	2	JOHN WESLEY BURGESS, JR.	CAMDEN	431 158 USY W

Attachment: December20240129145858179 (Tax Report)

Personal  
11/17/24

01/29/24 15:13:55

Delinquencies Top-30 Unpaid



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

01/29/24 15:13:57

Delinquencies Top-30 Oldest

1

Attachment: December20240129145858179 (Tax Report)



**CAMDEN COUNTY**  
NORTH CAROLINA • USA

*Boundless Opportunities.*

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

**New Business**

**Item Number:** 7.B  
**Meeting Date:** February 05, 2024

**Submitted By:** Erin Burke,  
Administration  
Prepared by: Karen Davis

**Item Title** **Collections / Distribution Personnel**

**Attachments:** 02-05-24 Water Staffing (DOCX)  
Collections Personnel Summary (DOCX)

Agenda summary and supporting documentation attached.



## MEMORANDUM

---

To: Chair Munro & Commissioners

From: Erin Burke, County Manager

Date: February 5, 2024

RE: Staffing Request for Distribution & Collection

### Background

As part of the South Mills Water Association (SMWA) acquisition the County has agreed to extend an offer of employment to the two fulltime SMWA employees. One position will be a distribution and collections system operator and the other will be a customer service representative. The County currently has approximately 2400 water customers, and has maintained the existing staff levels for a long period of time. The addition of SMWA will add 1200 new customers.

### Summary

With the approved growth in the County, and with stagnant staffing it is likely that there will be delays in service if staffing is not increased within the department. Public Works is requesting that in addition to the distribution and collections system operator and customer service representative, that one more distribution and collections system operator be added. The Public Works Director has indicated department intends to request one additional distribution and collections system operator in the FY 24/25 budget, bringing the total field staff to six plus a meter reader.

### Next Steps

Staff recommends approval of one additional distribution and collections system operator in the current FY 23/24 budget.

22 January 2024

# Collections/Distribution personnel

## Proposal

There are currently three staff members in the collections/distribution system. A working supervisor and two technicians. These three are responsible for all repairs, installation of new services, locates of utilities, and pump station maintenance. The system that they currently maintain has 2400 customers and over 100 miles of lines. The projected growth of the southern part of the County and the acquisition of South Mills and its 1200 customers and projected growth will quickly overwhelm current staff. The proposal is to acquire one person for the system that is currently working for South Mills Water association, and hire one more at this time, bringing the total to five. In the upcoming 2024-2025 budget, one more position will be asked for to have a member of staff dedicated primarily to pump stations. Also, there are several anticipated retirements in the next few years, we need staff to be able to fill these positions from within, and not go outside for replacements.

## Reasoning

With the projected growth of the system coming to fruition and the expected growth explosion that will occur when the county acquires South Mills Water, the current staffing will not be able to keep up.

## Alternatives

1. Maintain current staff (with the one additional SMWA worker), resulting in some projects and repairs to not be done.
2. Without adequate staff, more utilization of outside contractors will be necessary. Even though there are times when contractors are needed, they cannot be relied on to perform some tasks as timely as county staff can.
3. Without expanded staff, some of the daily and weekly checks and preventative maintenance, especially on pump stations, cannot be done. So, instead of being proactive, staff becomes more reactive.

## Conclusions

The county has stayed at the current staffing level for many years, despite the growth. The growth of South Camden Water and Sewer now has reached a point that staffing shortage has become critical. That and the anticipated retirements of senior people, the time has come to increase the amount of personnel.



**CAMDEN COUNTY**  
NORTH CAROLINA • USA

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

**New Business**

**Item Number:** 7.C

**Meeting Date:** February 05, 2024

**Submitted By:** Erin Burke,  
Administration  
Prepared by: Karen Davis

**Item Title** **Resolution Supporting Mental Health Training for  
Correctional Officers**

**Attachments:** Resolution 2024-02-02 Supporting Mental Health  
Training for Correctional  
Officers (DOCX)

**Summary:**

The Board will consider a Resolution in Support of Mental Health Training for Correctional Officers.

**Recommendation:**

Approval.



## Resolution No. 2024-02-02

### Resolution of the Camden County Board of Commissioners Supporting Mental Health Training for Correctional Officers

WHEREAS, people with mental illness often come into conflict with the law as a direct result of the challenges created by their mental illness; and

WHEREAS, the criminal justice system has become the primary service provider for offenders with mental illness but is ill equipped to meet the needs of this population; and

WHEREAS, crimes committed by people with mental illness are often non-violent and criminal justice professionals agree that offenders with mental illness are often not best served by incarceration; and

WHEREAS, people with mental illness who commit crimes are in need of mental health services but often have been unable to get effective mental health services prior to and during their involvement with the criminal justice system; and

WHEREAS, court officials struggle to respond appropriately to defendants with mental illness who often cycle through the courts, prisons and jails repeatedly and the care of persons with mental illness in prisons and jails exacerbates the overcrowding and cost of operating correctional facilities; and

WHEREAS, the lack of appropriate resources in prisons and jails to provide screening and treatment for the person with mental illness often lengthens the incarceration time of the offender with mental illness; and

WHEREAS, publicly operated correctional facilities are in a position to influence policy makers to improve the response of the criminal justice system to the needs of people with mental illness who come in conflict with the law.

Therefore, be it resolved that the Camden County Board of Commissioners encourages the development and promotion of policies and legislation that accomplish the following goals:

- support the development of adequate, effective, accessible and affordable community-based mental health services;
- encourage collaboration among stakeholders in the criminal justice and mental health systems to improve release planning and provide effective support for the individuals with mental health disorders upon re-entry into the community;
- promote training opportunities for police, judges, prosecutors, defense attorneys and correctional staff to help them develop the skills and knowledge to assist people with mental disorders and to better understand the mental health system; and promote training opportunities for community mental health workers to help them better understand the court and correctional systems;

- promote the elimination of jurisdictional boundaries that exist between agencies funded by different levels of government that create obstacles to the delivery of appropriate services to people with mental disorders in conflict with the law;
- integrate mental health and substance abuse services to address the needs of people with mental illness who have co-occurring disorders.

Adopted this 5<sup>th</sup> day of February, 2024.

ATTEST:

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Ross Munro, Chairman  
Camden County Board of Commissioners

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Karen M. Davis  
Clerk to the Board of Commissioners



# CAMDEN COUNTY

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## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Board Appointments

**Item Number:** 8.A  
**Meeting Date:** February 05, 2024  
**Submitted By:** Karen Davis, Clerk to the Board  
Board of Commissioners  
Prepared by: Karen Davis

**Item Title** ABC Board

### **Attachments:**

### **Summary:**

It is the request of the ABC Board that Durward Medlin III be approved for appointment to fill the vacancy of an unexpired term through October 2024.





# CAMDEN COUNTY

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## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Board Appointments

**Item Number:** 8.B  
**Meeting Date:** February 05, 2024

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

**Item Title** **Juvenile Crime Prevention Council**

### **Attachments:**

### **Summary:**

It is the request of JCPC staff that Addeline Xenos and Kristi Willard be appointed to the Juvenile Crime Prevention Council.



# CAMDEN COUNTY

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## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Consent Agenda

<b>Item Number:</b>	9.A
<b>Meeting Date:</b>	February 05, 2024
<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_010224 (DOCX)

**Camden County Board of Commissioners**  
**Regular Meeting**  
**January 2, 2024; 7:00 PM**  
**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 January 2, 2024 in the boardroom of the Camden Public Library in Camden, North Carolina.

**CALL TO ORDER**

The meeting was called to order by Chair Ross Munro at 7:00 PM. Also Present: Vice Chair Troy Leary, Commissioners Randy Krainiak, Sissy Aydlett and Tiffney White.

Administration Staff Present: County Manager Erin Burke and Clerk to the Board Karen Davis.

**CLOSED SESSION**

The planned Closed Session was not needed and therefore cancelled.

**INVOCATION & PLEDGE OF ALLEGIANCE**

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

**ITEM 1. CONSIDERATION OF AGENDA**

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

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

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

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

**ITEM 3. PUBLIC COMMENTS**

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Daniel Humphrey – Mr. Humphrey requested an update from the Board in regard to his request during Public Comment at the December 4, 2023 meeting to be issued a permit that will allow him to keep his storage building located at Camden Point that was constructed without the proper permits. He stated that he had received a letter from the County Manager in regard to a flood issue. Mr. Humphrey stated that it was his intent to build the storage building by code, take pictures and then obtain the permit after the COVID pandemic. However, the Planning Department has continued to deny the permit.

Chair Munro recognized County Manager Burke. Mrs. Burke stated that she had received emails that have been shared with Planning Director Amber Curling for her review in regard to the floodplain issues. According to the elevation certificate, it appears to meet base flood elevation. The primary issue is that the building is considered an accessory structure and an accessory structure must have a primary structure on the property and there is no primary structure on the property. Therefore, it does not meet the requirements of the UDO. The properties that Mr. Humphrey referred to at the December meeting have an exemption, the Commercial Fishing Overlay District, that allows those buildings to be placed on the properties. At this time, Mrs. Burke stated that she does not see a method of relief available but that she would consider the information that was sent to her that day and shared with the Planning Director to look for any resolution. Currently she does not see a resolution available.

Dawn Cabanas – Ms. Cabanas addressed the Board on behalf of Mr. Humphrey as she was involved in the process of filing for the building permit, working on site plans, and ordering the storage building. She stated that has been a two to three-year process. The first issue was the building was not wind rated, which was incorrect in that the building was wind rated at a higher level than the county requirement. The second issue was that the UDO was changed from the allowance of an accessory building without a residential structure. However when properties did not perk an ordinance was passed to allow accessory buildings to store fishing and hunting gear. Ms. Cabanas then stated she was told that that ordinance was changed in 2020. The third issue is a letter stating that the structure is in

a flood zone. She stated everything was done by code including elevations, site plans and the involvement of wetland consultants. Elevation is showing that the structure is 4'2" above the requirement. Ms. Cabanas inquired what additional requirements there are to meet the flood code that have not already been done.

Chair Munro confirmed that the wind rated information on the building and the perk information was sent to the County.

William Furr – Mr. Furr of the East Carolina Law Group in Barco, NC addressed the Board on behalf of his client, Mr. Humphrey. Mr. Furr stated that from what he has heard thus far, the flooding concern was addressed by the elevation certificate. He added that there is a house at 113 Blue Heron Road that could potentially be recombined with the property but there is a right-of-way issue for that road. He stated that there is a permit holder on 239 Sailboat Road who obtained a permit in November of 2023. He stated that his client wants to see if there is any avenue that could make this work. Mr. Furr explained that he has records of the construction building and requests any relief possible for his client.

Commissioner Krainiak stated that Mr. Humphrey is a contractor and knows that before any building begins a permit is required. Regardless of anything else taking place, a building permit is required to begin construction.

Ms. Cabanas stated that at the time of construction, it was the height of the COVID pandemic and stated that while it was true that the building was built without the proper permit, it was built by code and it was their intent to obtain the permit after construction. She stated that when they went to obtain the permit, the building was locked. Ms. Cabanas added that Titan Steel Company documented the build and took pictures to include in the documentation. She also stated that there were Planning Department employees that left because of the COVID vaccine. CAMA also signed off on the project. Ms. Cabanas requested that they be fined rather than be forced to take down the building.

Commissioner Aydlett requested that the number of permits processed during that timeframe be researched.

Gary Hanna addressed the board and spoke in favor of a permit being granted to Mr. Humphrey that would allow him to keep the structure.

Michael Hootman – Mr. Hootman spoke in regard to the “orphan” road situation at Sander’s Crossing Subdivision and requested that the County assist with this issue. He stated that many people in the area already know about the road conditions, and are under the impression that they are "abandoned" roads due to the developer dissolving his LLC and leaving. However, it has come to light recently looking at documents online that Centex Homes amended and signed the plat for Phase 2 as owner and agreed to maintain the roads until dedication was accepted by NCDOT and the county. Mr. Hootman added that he is aware that the County owns equipment such as backhoes and that no help has been received from the County in that regard. He requested that the County consider bringing a lawsuit against Centex on the residents’ behalf.

County Manager Erin Burke responded that the County Attorney would have to be consulted in regard to any potential lawsuits. She added that according to North Carolina General Statutes, counties are prohibited from expending money on roads, which includes paying for roads to be repaired, as well as the use of staff time and county equipment and materials to conduct repairs.

Commissioner Krainiak inquired as to the existence of a homeowner’s association in Sanders Crossing and if the association has a ‘nest egg’ of funds.

Mr. Hootman explained that there is a homeowner’s association but the funds are not sufficient to repair the roads. The association is working to save money anywhere possible.

Commissioner Aydlett stated that the Board is very concerned about the situation and has searched for funding to assist with this issue.

Chair Munro added that the state has also been contacted for any possible assistance. He has seen the roads firsthand and stated that it is the Board’s desire to come to a resolution. Mr. Munro requested that Mr. Hootman put his remarks in writing so that it can be forwarded to state representatives for any possible assistance.

Ms. Cabanas requested to address the Board an additional time and stated that the roads in Camden Point are also not obtained by the state. She stated that she also wanted to explore recombination efforts for the right-of-way that are on the properties referenced.

**ITEM 4. OLD BUSINESS**

A. SMWA System Transfer and Purchase Agreement – Erin Burke

Mr. Morrison has been in contact with the attorney for the South Mills Water Association and has been receiving the schedules that were enumerated in the agreement. However, all of them have not yet been received. The SMWA attorney has requested that closing be postponed to the 15<sup>th</sup> of January. A list of all the current leases has been received. There is no plan currently for the County to continue the leases on the well sites. The lease for the land on which the SMWA office currently sits will need to be negotiated with the Ruritan Club. There are potential opportunities for additional uses for those office spaces.

**ITEM 5. NEW BUSINESS**

A. Tax Report – Erin Burke

<u>MONTHLY REPORT OF THE TAX ADMINISTRATOR TO THE CAMDEN COUNTY BOARD OF COMMISSIONERS</u>		
<u>OUTSTANDING TAX DELINQUENCIES BY YEAR</u>		
<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>
2022	141,008.09	10,038.41
2021	79,158.70	7,503.51
2020	41,364.11	3,008.57
2019	22,605.05	1,811.18
2018	17,512.42	1,078.40
2017	11,167.13	1,287.30
2016	6,741.83	1,027.88
2015	6,123.07	628.26
2014	7,863.87	967.20
2013	6,177.80	4,618.93
TOTAL REAL PROPERTY TAX UNCOLLECTED		339,722.07
TOTAL PERSONAL PROPERTY UNCOLLECTED		31,969.64
TEN YEAR PERCENTAGE COLLECTION RATE		99.58%
COLLECTION FOR 2023 vs. 2022		5,850.46 vs. 2,080.82
<u>LAST 3 YEARS PERCENTAGE COLLECTION RATE</u>		
2022	98.46%	
2021	99.10%	
2020	99.44%	

Attachment: bocminutes\_010224 (BOC Meeting Minutes)

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

ENDING November 2023  
BY TAX ADMINISTRATOR

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

30 Largest Unpaid - Real

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	02-8943-01-17-898.0000	10,207.44	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	6,753.90	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 MCILLIAN 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	SHERILL W 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	02-8916-00-39-5170.0000	5,319.70	2	DONALD RAY JONES	CAMDEN	670 343 HWY N
R	02-8945-00-41-2060.0000	5,273.51	2	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	03-8909-00-23-4998.0000	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	03-8909-00-24-8236.0000	4,655.29	2	GENE W IRBY	SHILOH	503 SAILBOAT 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	FAULINE 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	02-8935-04-63-0820.0000	3,990.30	2	BELCROSS PROPERTIES, LLC	CAMDEN	197 158 US E
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	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	02-8936-00-23-6501.0000	3,233.58	2	ARON DARNELL CHAMBLEE ET AL	CAMDEN	LAMES RD
R	02-8943-01-47-1120.0000	3,129.77	4	EMILY FORBES CRAIN	CAMDEN	104 C ST
R	02-8934-03-31-9750.0000	3,128.92	1	CAROLYN MCDANIEL	CAMDEN	195 COUNTRY CLUB RD
R	01-7080-00-26-2396.0000	3,092.07	1	CHRISTOPHER A. KINDER	SOUTH MILLS	136 DOCK LANDING LP
R	03-8965-00-37-4242.0000	3,077.96	1	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	01-7090-00-71-3290.0000	3,000.00	1	NORMAN L. PHELPS, JR.	SOUTH MILLS	426 OLD SWAMP RD

30 Oldest Unpaid - Real

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
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	01-7999-00-95-3597.0000	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	01-7989-00-91-0179.0001	10	2,014.88	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7999-00-12-8596.0000	10	1,943.65	MOSES MITCHELL HEIRS	SOUTH MILLS	108 CAMDEN AVE
R	03-8943-04-93-8214.0000	10	1,862.04	L. P. JORDAN HEIRS	SHILOH	STINGY LN
R	01-7091-00-64-6569.0000	10	1,814.42	CLARENCE D. TURNER JR.	SOUTH MILLS	123 TRAFTON RD
R	02-8926-00-13-6839.0000	10	1,407.88	NORTHEASTERN COMMUNITY	CAMDEN	227 SLEEPY HOLLOW RD
R	02-8935-01-07-0916.0000	10	1,202.28	ROSETTA MERCER INGRAM	CAMDEN	113 BOURBON ST
R	02-8936-00-24-7426.0000	10	948.81	BERNICE PUGH	CAMDEN	117 CRIFPIN RD
R	01-7090-00-60-5052.0000	10	840.78	JOE GRIFFIN HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	01-7989-04-60-1568.0000	10	806.07	EMMA BRITE HEIRS	SOUTH MILLS	1352 343 HWY N
R	01-7989-04-90-0938.0000	10	791.77	DORIS EASON	SOUTH MILLS	105 BLOODFIELD RD
R	01-7989-04-60-1954.0000	10	786.75	CHRISTINE RIDDICK	SOUTH MILLS	117 OTHERS EL
R	01-7080-00-62-9290.0000	10	406.96	SANDERS CROSSING OF CAMDEN CO	CAMDEN	IVY NECK RD
R	02-8955-00-13-7846.0000	10	592.37	MARIE MERCER	CAMDEN	SAILBOAT RD
R	03-8909-00-33-4725.0000	10	441.32	DENNIS CREASY	SHILOH	CAMDEN POINT RD
R	03-8980-00-61-1968.0000	10	417.12	WILLIAMSBURG VACATION	SHILOH	SAILBOAT RD
R	03-8909-00-53-4358.0000	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	03-8909-00-54-8290.0000	10	306.72	RODNEY STEVEN SPITVEY &	SHILOH	SAILBOAT RD
R	03-8980-00-84-0931.0000	10	293.76	CARL TEUSCHER	SHILOH	218 BROAD CREEK RD
R	03-8909-00-66-0120.0000	10	262.25	RANDELL CRIDER	SHILOH	SAILBOAT RD
R	03-8909-00-45-1097.0000	10	206.42	MICHAEL OBER	SHILOH	CENTERPOINT RD

Attachment: bocminutes\_010224 (BOC Meeting Minutes)

30 Largest Unpaid - Personal

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
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 TRAFORD 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	153 EDGEWATER DR
P	0001072	520.66	10	PAM BUNDY	SHILOH	105 AARON DR
P	0003513	449.27	1	JULIE PORTER	CAMDEN	431 158 US W
P	0003512	397.83	1	WILLIAM ANTHONY BOPE JR	CAMDEN	214 SMITH DR
P	0000297	368.21	1	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0003547	337.95	1	NICHOLAS W. STOTTS	SOUTH MILLS	138 CAROLINA RD
P	0003415	302.75	2	IVY MIRANDA BOGUES	CAMDEN	224 NORTH RIVER RD
P	0000945	294.86	2	RAMONA F. TAZEWEILL	CAMDEN	239 SLEEPY HOLLOW RD
P	0002902	292.19	2	STEPHANIE AUSMAN	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	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
P	0000738	226.96	8	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0003850	225.10	1	JOSHUA MICHAEL BAILY	SOUTH MILLS	100 ROBIN CT W
P	0003757	221.37	1	SEVAN NEGRO BARKETT	CAMDEN	197 HERMAN ARNOLD RD
P	0002468	221.37	1	WANDA HERNANDEZ WELLS	SHILOH	104 HIGH RD
P	0001538	216.33	4	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001512	213.49	2	JOHN WESLEY BURGESS, JR.	CAMDEN	431 158 USY W

30 Oldest Unpaid - Personal

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001072	520.66	10	PAM BUNDY	SHILOH	105 AARON DR
P	0001709	947.26	8	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0001046	543.81	8	THIEN VAN NGUYEN	SHILOH	153 EDGEWATER DR
P	0000738	226.96	8	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001538	216.33	8	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001106	200.27	8	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001694	128.34	8	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0000295	1,126.07	7	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000770	134.40	7	MARSHA GAIL BOGUES	CAMDEN	276 BELCROSS RD
P	0002921	120.68	7	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0000945	294.86	6	RAMONA F. TAZEWEILL	CAMDEN	239 SLEEPY HOLLOW RD
P	0002468	222.54	6	WANDA HERNANDEZ WELLS	SHILOH	104 HIGH RD
P	0002968	202.44	6	MICHAEL WILLIAM MAINELLO	SOUTH MILLS	237 KETTER BARN RD
P	0001150	136.45	6	WILLIAM MICHAEL STONE	CAMDEN	130 MILL DAM RD S
P	0001689	125.28	6	MICHAEL WAYNE MYERS	SOUTH MILLS	107 ROBIN DR
P	0002902	281.09	5	STEPHANIE AUSMAN	SHILOH	204 POND RD
P	0001512	213.49	5	JOHN WESLEY BURGESS, JR.	CAMDEN	431 158 USY W
P	0002942	100.25	5	JAMES F. VASILOPOULOS	CAMDEN	346 343 HWY S
P	0003513	449.27	4	JULIE PORTER	CAMDEN	152 158 US W
P	0003415	302.75	4	IVY MIRANDA BOGUES	CAMDEN	224 NORTH RIVER RD
P	0003075	262.38	4	PATRICK WAYNE BAUM	CAMDEN	186 B BUSHELL RD
P	0003414	199.71	4	EDWARD A. BILL	CAMDEN	152 158 US W
P	0003096	191.26	4	DANIEL ELWOOD BRIGHT	CAMDEN	109 JUNIPER DR
P	0002978	177.22	4	JONATHAN LEWIS PUGH	SOUTH MILLS	206 MAIN ST
P	0003035	173.24	4	ROBERT HENRY LEE	SHILOH	121 BEECH TREE DR
P	0003487	171.51	4	MICHAEL RONALD MAYO II	CAMDEN	146 BELCROSS RD
P	0003495	147.34	4	ALY MOHAMAD	SHILOH	109 BROAD CREEK RD
P	0003378	108.36	4	JAMES KELLEY WIGFIELD	CAMDEN	441 158 US E
P	0001721	693.51	3	CINDY MAYO	SOUTH MILLS	106 BINGHAM RD
P	0003192	583.73	3	ROBERT JESSE-ALDERMAN HUDGINS	CAMDEN	409 343 HWY N

Motion to approve the tax report as presented.

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

B. Resolution of Salaries & Compensation – Erin Burke

There are boards outside of the county that request appointees which are not included in the current resolution as they are not specific Camden County Boards. It is requested that the Board consider amending the Resolution of Camden County Salaries & Compensation to include County appointees serving on advisory boards not currently included and receiving compensation.

**Motion to amend the Resolution of Salaries & Compensation to include county appointees serving on advisory boards not currently included and receiving compensation in the amount of \$30 per meeting plus mileage.**

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

**ITEM 6. BOARD APPOINTMENTS**

- A. Community Advisory Committee – Appointment of Melissa MacKay
- B. Regional Advisory Council – Reappointment of Laura Jolley and Gwen Wescott

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

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

C. Commissioner Advisory Board Appointments – As reviewed and assigned by the Chair; no changes for 2024.

<u>Advisory Boards w/ Required Commissioner Appointments</u>				
ADVISORY BOARD	CURRENT APPOINTMENT	MEETING SCHEDULE	TIME	LOCATION
911 Central Communications	Sissy Aydlett	Bimonthly	6 PM	Public Safety Bldg. (EC)
*Albemarle Commission Board of Delegates	Tiffney White Sissy Aydlett (alt.)	Monthly	6 PM	Albemarle Commission (Hertford)
Albemarle District Jail	Ross Munro	Monthly	2 PM	Public Safety Bldg. (EC)
Albemarle Regional Health Board	Sissy Aydlett	Monthly	6 PM (meal)	ARHS (EC)
Albemarle Rural Conservation & Dev. Council	Troy Leary	Twice annually	Evening	Agriculture Bldg. (Edenton)
Albemarle Rural Planning Organization	Ross Munro Troy Leary (alt.)	Quarterly	TBD	TBD
Camden Economic Development Commission	Randy Krainiak	As needed	3:00 PM	Camden Library
Chamber of Commerce (Elizabeth City)	Ross Munro	Monthly	9 AM	TBD
Dismal Swamp Park Advisory Committee	Tiffney White	Quarterly	TBD	TBD
Home & Community Block Grant	Randy Krainiak	Annually	TBD	Albemarle Commission
Juvenile Crime Prevention Council	Randy Krainiak	6 meetings annually	11 AM – 12 PM	Camden Library
Library Board of Trustees	Ross Munro	Quarterly	5:15 PM	Camden Library
*Northeastern Workforce Dev. Consortium	Tiffney White	Twice annually	5:30 PM	Albemarle Commission
Northern Regional Advisory Board – Trillium	Sissy Aydlett	Bimonthly	4:00 – 6:00 PM	Trillium Health Resources (Ahoskie)
Parks & Recreation Advisory Board	Troy Leary	Quarterly	5:30 PM	Camden Center for Active Adults

Pasquotank-Camden EMS Board (2 reps)	Tiffney White Sissy Aydlett	Quarterly	2:00 PM	Public Safety Building (EC)
Public Safety Organization	Troy Leary	Bimonthly	6:30 PM (meal) 7:00 PM	Rotation - TBD
Senior Advisory Board	Tiffney White	Quarterly	5:15 PM	Camden Center for Active Adults
Social Services Board	Randy Krainiak	Monthly	5:00 PM	Camden Library
SPCA Advisory Board	Troy Leary	Monthly	5:30 PM	TBD
Tourism Development Authority	Ross Munro	Quarterly	9:30 AM	Camden Library

\*Most counties appoint the same Commissioner to both the Albemarle Commission Board and the Northeastern Workforce Development Consortium in that when the Northeastern Workforce Development Consortium meets it's usually immediately prior to the Albemarle Commission Board of Delegates meeting.

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

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

Public Comments – None

Attachment: bocminutes\_010224 (BOC Meeting Minutes)



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: October 2023				
	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water/Distribution	206	206	100%	0
Sewer/Collection	1	1	100%	0

Collections/Distribution

Water line locates	47
Sewer line locates	9
Water & Sewer locates same ticket	13
Hydrants tested	0
New services installed	1

Water Treatment

Total water treated	17 078 460 gallons
Daily average	569 282 gallons per day (73% of capacity)
Current capacity	720 000 gallons per day

Waste Water Treatment

Facility	Gallons per day	Permitted Capacity
South Mills WWTP	13 482 gallons per day	100 000 gallons per day (13% Capacity)
Courthouse Area WWTP	23 622 gallons per day	50 000 gallons per day (47% Capacity)

Ten work orders have been reviewed for accuracy.

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	16,904,868	.545,318
June 2023	16,369,481	.545,649
July 2023	17,157,000	.553,452
August 2023	19,923,228	.642,685
September 2023	17,403,336	.580,111
October 2023	16,221,852	.523,286
November 2023	17,078,460	.569,282
December 2023		
Yearly Totals		

Attachment: bocminutes\_010224 (BOC Meeting Minutes)



SOUTH CAMDEN WATER & SEWER BOARD MONTHLY WATER STATISTICS REPORT											
Date	Work Orders Submitted	Percentage Complete	Uncompleted	Water / Distribution	Sewer Collection	Water Locates	Sewer Locates	Water / Sewer Locate	Hydrant Flow Test	New Svc Installed	
2021											
Sept	120	100%	0%	119	1	77	15	0	0	3	
Oct	95	100%	0%	93	0	64	15	2	0	0	
Nov	72	100%	0%	72	0	37	0	2	0	2	
Dec	86	100%	0%	85	1	43	8	7	0	0	
2022											
Jan	90	100%	0%	89	1	96	6	6	0	0	
Feb	108	100%	0%	108	0	73	5	4	0	0	
March	90	100%	0%	89	1	64	7	6	0	1	
April	82	100%	0%	81	1	74	13	4	0	5	
May	95	100%	0%	94	1	58	11	2	0	1	
June	127	100%	0%	126	1	87	8	4	0	2	
July	121	100%	0%	120	1	73	13	11	0	1	
August	129	100%	0%	128	1	39	6	5	3	1	
Sept	96	100%	0%	95	1	82	10	4	8	0	
Oct	84	100%	0%	84	0	110	8	7	5	1	
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	
May	89	100%	0%	88	1	204	3	7	0	2	
June	90	100%	0%	87	3	20	1	3	0	1	
July	65	100%	0%	64	1	54	3	17	0	0	
August	57	100%	0%	57	0	91	10	10	0	0	
Sept	63	100%	0%	62	1	5	1	47	0	1	
Oct	130	100%	0%	129	1	46	7	3	0	2	
Nov	207	100%	0%	206	1	47	9	13	0	1	

Commissioner White inquired as to the status of the fire hydrant testing.

Mr. Jones indicated that the department is somewhat behind but should get caught up in the near future.

Commissioner Krainiak inquired as to the party responsible for keeping the grass trimmed around fire hydrants.

Mr. Jones responded that it is the County’s responsibility and there is now an updated map that indicates hydrant locations.

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

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

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

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

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

**ITEM 7. CONSENT AGENDA**

- A. BOC Meeting Minutes
  - November 28, 2023
  - December 4, 2023

B. Budget Amendment

2023-24-BA021  
CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2024.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Revenues</b>			
30350720-430100	Sale of Water	\$47,642	
<b>Expenses</b>			
307200-502000	Salaries	31,200	
307200-505000	FICA	2,387	
307200-506000	Health	8,352	
307200-506200	Life	115	
307200-507000	Retirement	4,028	
307200-507100	401K	1,560	

This Budget Amendment is made to appropriate funds from Sale of Water to the Salary & Benefits expense lines for a full time Meter Reader.


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 2<sup>nd</sup> day of January, 2024.

*Karen M. Davis* Clerk to Board of Commissioners

*[Signature]* Chair, Board of Commissioners



C. Pickups, Releases & Refunds

NAME	REASON	NO.
Jonathan Frederick Worthington	Turned in Plates - Refund \$120.47	Pick-up/23574 52965874
Morrissey Property Services	Turned in Plates - Refund \$170.20	Pick-up/23571 53874759
John C. & Dawn B. Eskins	Value adjustment - Refund \$113.98	Pick-up/23572 R-165986-2023
Christopher Dale Martin	Turned in Plates - Refund \$153.70	Pick-up/23578 69680300
Abner Wayne Staples LE	Correction removed by REVAL \$294.08	Pick-up/23577 R-167493-2023
Down River Farms, Inc.	Turned in Plates - Refund \$101.70	Pick-up/23581 72848975

Attachment: bocminutes\_010224 (BOC Meeting Minutes)

D. Refunds Over \$100

**REFUNDS OVER \$100.00**

ACS Tax System 12/15/23 9:26:18 Refunds to be Issued by Finance Office CAMDEN COUNTY Page 1

Refund\$	Remit To:	Reference:	Drawer/Transaction Info:
193.30	COOPER, MICHAEL 129 HOUDBON ST CAMDEN NC 27921	2023 R 02-8936-00-25-8274.0000 OVERPAYMENT R163467/2023	20231213 2 277209
113.98	ESKINS, JOHN C. 147 LAUREN LANE CAMDEN NC 27921	2023 R 03-8953-03-20-9907.0000 VALUE CHANGE R165986/2023	20231215 99 277310
4,600.33	KIRK-OLD SOUTH MILLS 417 CARATOKE HIGHWAY MOYOCK NC 27958	2023 R 01-7989-03-34-9048.0000 TRANSFERRED INCORRECTLY	20231019 1 277161
285.25	OLD MILL FARM OF CAMDEN LLC 166 CONNER FARM RD SOUTH MILLS NC 27976	2023 F 0004082 FASQUOTANK SENT FOR US TO BILL	20231206 1 276941
1,716.00	POWELL FAMILY HOLDINGS, LLC P.O. BOX 68 SOUTH MILLS NC 27976	2023 R 01-7070-00-81-8330.0000 overpayment	20231215 1 277300
6,908.86	Total Refunds		***

Submitted by Risa S. Anderson Date 12-18-23  
 Lisa S. Anderson, Tax Administrator Camden County

Approved by Ross Munro Date 1-2-24  
 Ross Munro, Chair Camden County Board of Commissioners

E. 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 4<sup>th</sup> day of December 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, 2024.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Services		34,801.20
5400	School Leadership Services	2,358.90	
5800	School-Based Support Services	132,983.86	
6900	Policy, Leadership & Public	701.50	
7200	Nutrition Services	3,078.93	

Explanation:

Total Appropriation in Current Budget	\$ 19,253,698.92
Amount of Increase/Decrease of Above Amendment	+ 104,323.99
Total Appropriation in Current Amended Budget	\$ 19,358,022.91

Passed by majority vote of the Board of Education of Camden County on the 4<sup>th</sup> day of December 2023.  
 Chairman, Board of Education: [Signature]  
 Secretary, Board of Education: [Signature]

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 24 day of January 2024.  
 Chairman, Board of County Commissioners: [Signature]  
 Clerk, Board of County Commissioners: [Signature]

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

The Camden County Board of Education at a meeting on the 4<sup>th</sup> day of December, 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, 2024.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs		10,000.00
6400	Operational Support Services	10,000.00	

Explanation:

Total Appropriation in Current Budget	\$ 352,641.00
Amount of Increase/Decrease of Above Amendment	+ 0.00
Total Appropriation in Current Amended Budget	\$ 352,641.00

Passed by majority vote of the Board of Education of Camden County on the 4<sup>th</sup> day of December, 2023.  
 Chairman, Board of Education: [Signature]  
 Secretary, Board of Education: [Signature]

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 24 day of January 2024.  
 Chairman, Board of County Commissioners: [Signature]  
 Clerk, Board of County Commissioners: [Signature]

Attachment: bocminutes\_010224 (BOC Meeting Minutes)

F. Tax Collection Report

**Tax Collection Report  
NOVEMBER 2023**

Day	Amount	Amount	Name of Account	Deposits	Simplify - 23	PSN - 69
	\$	\$	\$	\$	\$	\$
1	19,496.97			19,496.97		
2	87,155.24			87,155.24		
	12,616.08			12,616.08		
3	391,660.71	Refund - \$2,895.51		391,660.71		
	9,811.34			9,811.34		
	8,080.00				8,080.00	
	1,654.37					1,654.37
6	33,780.54	Refund -\$1.10		33,780.54		
	211,125.75			211,125.75		
7	29,086.13			29,086.13		
	18,471.20			18,471.20		
8	1,399,582.89	Refund -\$207.46		1,399,582.89		
	25,964.07			25,964.07		
9	601,248.87	Refund - \$50.00		601,248.87		
	4,466.99	PSN - Refund - \$0.67				4,466.99
	6,803.00				6,803.00	
	71,555.46	Refund - \$0.93/Short - \$10.00		71,555.46		
14	22,369.29			22,369.29		
15	17,434.51	Refund - \$1.00		17,434.51		
	1,051,273.07	Refund - \$6,779.87		1,051,273.07		
16	17,142.30			17,142.30		
17	23,733.48			23,733.48		
	576,307.83	Refund -\$7,593.48		576,307.83		
19	29,000.45				29,000.45	
	4,548.78	PSN -Refund - \$36.65				4,548.78
20	111,309.61			111,309.61		
21	24,102.90			24,102.90		
22	23,325.24			23,325.24		
27	108,163.70	Refund - \$957.68		108,163.70		
	404,927.85			404,927.85		
	4,791.32				4,791.32	
28	10,363.97					10,363.97
	18,905.72			18,905.72		
29	13,328.78	Added Bank credit - \$5.33		13,328.78		
30	5,820.99				5,820.99	
	5,348.94					5,348.94
	12,261.59	Refund - \$0.02		12,261.59		
	550.00			550.00		
Totals Collections	\$ 5,417,569.93			\$ 5,336,691.12	\$ 54,957.76	\$ 26,383.05
Total Bank Deposits	\$ 5,417,569.93			\$ 5,417,569.93		
Land Transfer/PSN						
Refund	\$ (18,524.37)	PSN Check fees - \$16.50- for info only, fees were paid to PSN				
Over	\$ -					
Short	\$ 13.00					
Other adjustment	\$ -					
NET TOTAL	\$ 5,399,058.56					

Submitted by: *Lisa S. Anderson* Date: *12-12-23*  
 Approved by: *Ross* Date: *1-2-24*

G. Vehicle Refunds Over \$100

**North Carolina Vehicle Tax System**

**NCVTS Pending Refund report**

REFUNDS OVER \$100.00 NOV, 23

Policy Number	Primary Owner	Secondary Owner	Address1	Address2	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tag Number	Levy Type	Change	Refund Change	Total Change
CARR, TREVOR JUWAN	CARR, TREVOR JUWAN		177 SAND HILLS RD	CAMDEN, NC 27921	Proration	0087155825	KAP4313	AUTHORIZED	196329350	Refund Generated due to proration on Bill #0087155825-2022-2022-0000-00	Surrender	11/13/2023	11/18/2023 3:47:53 PM	1843	Tax	(\$110.07)	\$0.00	(\$110.07)
														2	Tax	(\$1.27)	\$0.00	(\$1.27)
																		Refund \$111.34
MORRISSEY PROPERTY SERVICES LLC	MORRISSEY PROPERTY SERVICES LLC		167 BILLETT'S BRIDGE RD	CAMDEN, NC 27921	Proration	0053874759	YA148020	AUTHORIZED	197090360	Refund Generated due to proration on Bill #0053874759-2022-2022-0000-00	Surrender	11/30/2023	12/1/2023 8:25:18 AM	1843	Tax	(\$168.27)	\$0.00	(\$168.27)
														2	Tax	(\$1.93)	\$0.00	(\$1.93)
																		Refund \$170.20
VESTAL, CHRISTINE MARIE	VESTAL, CHRISTINE MARIE		113 GUMBERRY RD	CAMDEN, NC 27921	Proration	0069623505	TJH3283	AUTHORIZED	198470774	Refund Generated due to proration on Bill #0069623505-2022-2022-0000-00	Surrender	11/19/2023	11/21/2023 9:40:29 AM	1843	Tax	(\$158.23)	\$0.00	(\$158.23)
														2	Tax	(\$1.80)	\$0.00	(\$1.80)
																		Refund \$158.03

Approved by: *Lisa S. Anderson* Date: *12-8-23*  
 Lisa S. Anderson, Tax Administrator Camden County

Approved by: *Ross* Date: *1-2-24*  
 Ross Murvo, Chair Camden County Board of Commissioners

Attachment: bocminutes\_010224 (BOC Meeting Minutes)

H. Senior Center General Purpose Funding FY 23-24 – Herein incorporated by reference; on file in the County Administrative Office.

I. Set Public Hearing for February 5, 2024– Application for Zoning Map Amendment

Brian Smith has requested a map amendment for approximately 10 acres from the Rural Residential (RR) and Neighborhood Residential (NR) zoning districts to only the Rural Residential (RR) zoning district. The 10 acres consist of an approximately 10-acre parcel located at the northwest corner of Upton Road and Seymour Drive. The parcel is located in Courthouse Core Village and Courthouse Township.

The first neighborhood meeting held on September 26, 2023 did not meet the Unified Development Ordinance requirements. The second neighborhood meeting was held on November 24, 2023. On January 17, 2024 the Planning Board meeting will be held.

The CAMA Land Use Plan was adopted by the Camden County Board of Commissioners on April 4, 2005. The proposed zoning change is inconsistent in that the CAMA Future Land Use Maps have the majority of property identified as Medium Density Residential and Low Density Residential. Conservation with a small area on the property is identified as Conservation. The most restrictive, Medium Density Residential, designated by a mixture of single-family dwelling types in relatively close proximity to core village. The district intended to restrict the encroachment of incompatible business uses in established residential areas.

The County’s Comprehensive Future Land Use Map (Adopted 2012) identifies the parcel as Rural Residential District One to Two Acre lots of residential areas as a buffer between rural preservation areas and more intense development. The proposed zoning change is consistent.

J. Set Public Hearing for February 5, 2024 – Application for Text Amendment

Brian Smith has submitted a text amendment application. The proposed ordinance presents the requested text change to the Camden County Unified Development Ordinance (151.4.5). The request is necessary to permit a sawmill in the rural residential zoning district.

The request would add to Article 151.4 Use Regulations in the Common Accessory Use Table 4.5.4 an accessory use of Mobile/Portable or Stationary Sawmill permitted by use or by special use permit with specific standards outlined in section 151.4.5.5.V Standards for Specific Accessory Uses “Sawmill”.

The Planning Board meeting is scheduled for January 17, 2024.

K. Set Public Hearing for February 5, 2024 – Application for Special Use Permit

Mr. Brian Smith has requested a Special Use Permit on a 10.1-acre parcel located on the Northwest corner of Seymour Drive and Upton Road with parcel ID 02-8934-02-56-8337.0000. The request is to permit use of a portable sawmill to manufacture wood products on site and then sell said products produced on the property.

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

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

Chair Munro noted that Public Hearings are set for the next meeting on February 5, 2024 at 7:00 PM.

Attachment: bocminutes\_010224 (BOC Meeting Minutes)

**ITEM 8. COUNTY MANAGER'S REPORT**

County Manager Erin Burke included the following in her report:

- Minister's Advisory Council – Meets monthly on the first Tuesday, Camden Methodist Church
- Library Grassroots Grant
- Updated report from the High School Steering Committee coming in February
- Mid-Year Budget Reviews

**ITEM 9. COMMISSIONERS' REPORTS**

Chair Munro

- Employee Training for Department Heads and Supervisors
- Volunteers Needed for Fire Departments and Meals on Wheels
- Requested Research on Property Tax Reduction for Seniors and Volunteer Fire Department Volunteers

Commissioner Aydlett

- NCACC District 1 Meeting – Camden County will host on January 22<sup>nd</sup>

**ITEM 10. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES**

A. Register of Deeds Report

Camden County Register of Deeds: Tammie Krauss  
November 2023 Daily Deposit

DATE	NC CHILDREN'S TRUST	NC DOM. VIO. FUND	STATE REV. STAMPS	COUNTY REV. STAMPS	RETIREMENT	AUTO FUND	STATE TREASURY	ROD GENERAL	TOTAL
11/01/23	\$ -	\$ -	\$ 541.94	\$ 564.06	\$ 5.79	\$ 34.60	\$ 55.80	\$ 289.91	\$ 1,492.00
11/02/23	\$ -	\$ -	\$ 249.90	\$ 260.10	\$ 6.44	\$ 40.21	\$ 37.20	\$ 346.15	\$ 940.00
11/03/23	\$ -	\$ -	\$ -	\$ -	\$ 2.80	\$ 16.45	\$ 24.80	\$ 142.95	\$ 187.00
11/06/23	\$ -	\$ -	\$ 439.53	\$ 457.47	\$ 5.04	\$ 31.09	\$ 31.00	\$ 268.87	\$ 1,233.00
11/07/23	\$ -	\$ -	\$ 6.86	\$ 7.14	\$ 2.70	\$ 15.76	\$ 24.80	\$ 136.74	\$ 194.00
11/08/23	\$ -	\$ -	\$ -	\$ -	\$ 2.05	\$ 12.12	\$ 18.60	\$ 103.83	\$ 136.60
11/09/23	\$ -	\$ -	\$ 220.50	\$ 229.50	\$ 2.32	\$ 14.42	\$ 18.60	\$ 119.46	\$ 604.80
11/13/23	\$ 5.00	\$ 30.00	\$ -	\$ -	\$ 3.15	\$ 16.49	\$ 12.40	\$ 142.96	\$ 210.00
11/14/23	\$ -	\$ -	\$ 916.79	\$ 954.21	\$ 6.89	\$ 40.45	\$ 68.20	\$ 343.46	\$ 2,330.00
11/15/23	\$ 5.00	\$ 30.00	\$ 1,502.83	\$ 1,564.17	\$ 7.34	\$ 38.81	\$ 74.40	\$ 333.85	\$ 3,556.40
11/16/23	\$ -	\$ -	\$ 196.00	\$ 204.00	\$ 2.04	\$ 12.06	\$ 18.60	\$ 103.30	\$ 536.00
11/17/23	\$ 5.00	\$ 30.00	\$ 488.04	\$ 507.96	\$ 5.10	\$ 27.82	\$ 37.20	\$ 234.88	\$ 1,336.00
11/20/23	\$ 10.00	\$ 60.00	\$ 377.79	\$ 393.21	\$ 5.48	\$ 27.02	\$ 24.80	\$ 237.70	\$ 1,136.00
11/21/23	\$ -	\$ -	\$ 514.50	\$ 535.50	\$ 5.57	\$ 32.01	\$ 55.80	\$ 277.62	\$ 1,421.00
11/22/23	\$ -	\$ -	\$ -	\$ -	\$ 3.06	\$ 16.89	\$ 37.20	\$ 146.85	\$ 204.00
11/27/23	\$ 5.00	\$ 30.00	\$ 134.26	\$ 139.74	\$ 5.40	\$ 29.80	\$ 37.20	\$ 252.60	\$ 634.00
11/28/23	\$ -	\$ -	\$ -	\$ -	\$ 0.80	\$ 4.04	\$ 12.40	\$ 36.36	\$ 53.60
11/29/23	\$ -	\$ -	\$ -	\$ -	\$ 0.78	\$ 3.88	\$ 12.40	\$ 34.94	\$ 52.00
11/30/23	\$ -	\$ -	\$ 570.85	\$ 594.15	\$ 2.22	\$ 12.81	\$ 24.80	\$ 108.37	\$ 1,313.00
<b>TOTAL</b>	<b>\$ 30.00</b>	<b>\$ 180.00</b>	<b>\$ 6,159.79</b>	<b>\$ 6,411.21</b>	<b>\$ 74.97</b>	<b>\$ 426.43</b>	<b>\$ 626.20</b>	<b>\$ 3,660.80</b>	<b>\$ 17,569.40</b>

Ledger Report Fee Distribution  
TAMMIE KRAUSS, REGISTER OF DEEDS  
Camden, NC  
Date Range From Wednesday, November 01, 2023 to Thursday, November 30, 2023

Name	Amount
NC Children's Trust Fund	\$30.00
NC Domestic Violence Fund	\$180.00
State Revenue Stamp	\$6,159.79
County Revenue Stamp	\$6,411.21
Land Transfer Fee	\$0.00
Floodplain Map Fund	\$0.00
Supplemental Retirement	\$74.97
ROD Automation Fund	\$426.43
Dept Of Cultural Resources	\$0.00
Vital Records Fund	\$0.00
State General Fund	\$0.00
State Treasurer Amount	\$626.20
ROD General Fund	\$3,660.80
<b>Total Distribution For Period</b>	<b>\$17,569.40</b>
Cash Total	\$539.40
Check Total	\$3,510.00
Pay Account Total	\$258.00
ACH Total	\$13,262.00
Escrow Account Total	\$0.00
Overpayment Total	\$0.00
<b>Total Deposit For Period</b>	<b>\$17,569.40</b>

Report Generated at Thursday, November 30, 2023 4:35 PM Page 1 of 1

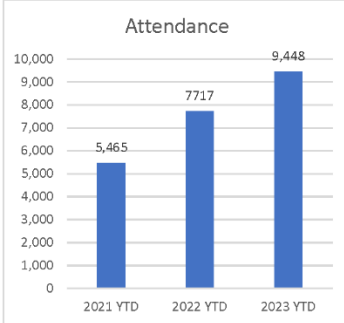
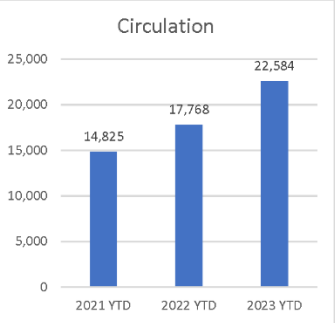
Attachment: bocminutes\_010224 (BOC Meeting Minutes)



B. Library Report

<b>Camden County Public Library</b>	
<b>Fiscal YTD 2023 Statistics Report</b>	
Visitor Count Fiscal YTD	9,512
Materials Check Outs & Renewals	21,394
Cloud Library Check Out (eBooks & audiobooks)	704
Computer/ Wireless Use	1,540/1,407
Questions Answered	722
Children’s Programs/Attendance	70/1466
Teen Program/Attendance	4/22
Adult Programs/Attendance	11/102
Outreach Programs/Attendance	4/230
Study Room Usage/Attendance	200/297
Meeting Room Usage/Attendance	12/171
Days/Hours Open	122/1052
# Items in Collection	21,722
Library Card Holders	2,755

<b>Comparison by Year</b>	
<b>2021-2023</b>	
 <p style="text-align: center;">Attendance</p>	 <p style="text-align: center;">Circulation</p>

**ITEM 11. OTHER MATTERS**

None.

**ITEM 12. ADJOURN**

**Motion to adjourn.**

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

There being no further matters for discussion Chair Munro adjourned the meeting at 7:51 PM.

ATTEST:

\_\_\_\_\_  
 Ross B. Munro, Chair  
 Camden County Board of Commissioners

\_\_\_\_\_  
 Karen M. Davis, Clerk  
 Camden County Board of Commissioners

Attachment: bocminutes\_010224 (BOC Meeting Minutes)



# CAMDEN COUNTY

NORTH CAROLINA • USA

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## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Consent Agenda

**Item Number:** 9.B  
**Meeting Date:** February 05, 2024

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

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

**Attachments:** 23-24 BA 022 SHIP Grant (DOC)  
23-24 BA 023 Grassroots Grant (DOC)  
23-24 BA 024 Trustee Accounts (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>			
10360621-434837	SHIIP Grant	\$7,513	
<b>Expenses</b>			
106210-537500	SHIIP Grant Expenses	7,513	

**This Budget Amendment is made to appropriate funds from SHIIP Revenues to the SHIIP Expenses of monies received.**

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

Balance in Contingency \$40,000.00

**Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 5<sup>th</sup> day of February, 2024.**

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

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

Attachment: 23-24 BA 022 SHIIP Grant (Budget Amendments)

**CAMDEN COUNTY BUDGET AMENDMENT**

**BE IT ORDAINED** by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2024.

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

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Revenues</b>			
10330611-434898	Grant Revenues	\$13,366	
<b>Expenses</b>			
106110-533100	Grant Expenses	13,366	

**This Budget Amendment is made to appropriate funds from the Grassroots Grant Revenues to the Library Grant Expenses of monies received.**

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

Balance in Contingency \$40,000.00

**Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 5<sup>th</sup> day of February, 2024.**

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

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

Attachment: 23-24 BA 023 Grassroots Grant (Budget Amendments)

**CAMDEN COUNTY BUDGET AMENDMENT**

**BE IT ORDAINED** by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2024.

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

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Revenues</b>			
51330800-437940	Trustee Account	\$5,523.85	
51330800-437950	Trustee Account	5,516.51	
<b>Expenses</b>			
518000-537940	Trustee Account	5,523.85	
518000-537950	Trustee Account	5,516.51	

**This Budget Amendment is made to appropriate funds from the Trustee Fund Revenues to the Trustee Fund Expenses of monies received.**

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

Balance in Contingency \$40,000.00

**Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 5<sup>th</sup> day of February, 2024.**

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

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

Attachment: 23-24 BA 024 Trustee Accounts (Budget Amendments)



# CAMDEN COUNTY

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## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Consent Agenda

<b>Item Number:</b>	9.C
<b>Meeting Date:</b>	February 05, 2024
<b>Submitted By:</b>	Lisa Anderson, Tax Administrator Taxes Prepared by: Karen Davis
<b>Item Title</b>	<b>Pickups, Releases &amp; Refunds</b>
<b>Attachments:</b>	Pickups, Releases & Refunds (PDF)

NAME	REASON	NO.
Joseph D. McDougald	Turned in Plates - Refund	Pick-up/23608
	\$146.87	67719849
Nuise, LLC	Value adjustment - per Reval - Robert	Pick-up/23639
	\$344.97	R-166855-2023
Greg A. Warren	Value adjustment - per Reval - Robert	Pick-up/23638
	\$308.06	R-167647-2023
Bryan E. Dailey	Value adjustment - per Reval - Robert	Pick-up/23637
	\$305.32	R-165884-2023
Robert K. & Gwen Marchbanks	Value adjustment - per Reval - Robert	Pick-up/23636
	\$332.82	R-166657-2023
Larry Duane Santos	Value adjustment - per Reval - Robert	Pick-up/23635
	\$376.52	R-167275-2023
Johnny P Forehand, Jr.	Value adjustment - per Reval - Robert	Pick-up/23634
	\$375.45	R-166077-2023
Andrew P. & Stephanie Wood	Value adjustment - per Reval - Robert	Pick-up/23633
	\$726.51	R-167791-2023
Kevin P. & Katrina M. Heath	Value adjustment - per Reval - Robert	Pick-up/23632
	\$375.44	R-166261-2023
John M. Aydlett	Value adjustment - per Reval - Robert	Pick-up/23631
	\$375.44	R-165553-2023
Abraham W. Meilich Rev. Trust	Value adjustment - per Reval - Robert	Pick-up/23630
	\$375.44	R-165452-2023
Kevin A. Kuklewski	Value adjustment - per Reval - Robert	Pick-up/23629
	\$375.44	R-166510-2023
Vincent Cecil Garrett, Jr	Value adjustment - per Reval - Robert	Pick-up/23628
	\$237.80	R-163804-2023
Raymond G Chenier	Value adjustment - per Reval - Robert	Pick-up/23627
	\$450.37	R-160978-2023
Antonio D. Baldwin	Value adjustment - per Reval - Robert	Pick-up/23626
	\$324.10	R-160709-2023
Patricia Amber Bothers	Value adjustment - per Reval - Robert	Pick-up/23624
	\$124.78	R-163280-2023
Camden Realty Group LLC	Value adjustment - per Reval - Robert	Pick-up/23623
	\$9,768.22	R-163370-2023

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







# CAMDEN COUNTY

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## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Consent Agenda

<b>Item Number:</b>	9.D
<b>Meeting Date:</b>	February 05, 2024
<b>Submitted By:</b>	Lisa Anderson, Tax Administrator Taxes Prepared by: Karen Davis
<b>Item Title</b>	<b>Tax Collection Report</b>
<b>Attachments:</b>	Tax Collection Report (PDF)

**Tax Collection Report  
DECEMBER 2023**

Day	Amount	Amount	Name of Account	Deposits	Simplify - 23	PSN - 69
	\$	\$	\$	\$	\$	\$
1	29,394.35		Ticket # 1	29,394.35		
4	70,688.51		Ticket # 2 & 3	70,688.51		
5	45,690.88		Ticket # 4	45,690.88		
6	209,933.75		Ticket # 7	209,933.75		
	32,369.00					32,369.00
	59,551.34		Refund-\$285.25 Ticket # 5 & 6	59,551.34		
7	44,891.33		Refund-\$0.28 Ticket # 8	44,891.33		
8	4,250.00				4,250.00	
	64,334.15		Refund - \$0.73 Ticket # 9 & 10	64,334.15		
11	56,158.06		Refund - \$0.10 Ticket # 12	56,158.06		
	41,656.32		Ticket # 11 & 13	41,656.32		
12	44,156.58		Refund - \$0.58 Ticket # 14	44,156.58		
13	63,509.29		Refund - \$193.30 Ticket # 16	63,509.29		
	60,027.74		Refund - \$10.00 Ticket # 15	60,027.74		
14	9,762.30					9,762.30
	2,000.00				2,000.00	
	64,491.94		Refund - \$0.01 Ticket # 17 & 18	64,491.94		
			Refund - \$113.98	-		
18	54,300.01		Ticket # 19	54,300.01		
	91,951.82		Refund-\$1,716.00-Ticket 20 & 21	91,951.82		
19	7,570.00				7,570.00	
	184,469.98		Ticket # 22 & 23	184,469.98		
20	14,612.83					14,612.83
	112,891.77		Refund - \$0.83 Ticket # 24 & 25	112,891.77		
21	109,769.75		Refund - \$294.01 Ticket 26 & 27	109,769.75		
22	66,832.01		Ticket # 28	66,832.01		
28	11,946.33				11,946.33	
	663,764.38		Refund - \$493.00 - Ticket 29, 30	663,764.38		
			& 31			
27-28	237,699.98		Tickets # 32, 33, 34, 35, & 36	237,699.98		
29	83,395.56					83,395.56
	14,780.09		Ticket # 37	14,780.09		
	35,546.00				35,546.00	
	168,749.44		Refund- \$2.00- Ticket 38, 39, 40	168,749.44		
	10,014.29		Ticket # 41	10,014.29		
				-		
				-		
Totals Collections	\$ 2,771,159.78			\$ 2,569,707.76	\$ 61,312.33	\$ 140,139.69
Total Bank Deposits	\$ 2,771,159.78			\$ 2,771,159.78		
Land Transfer/PSN						
Refund	\$ (3,110.07)		PSN Check fees - \$55.00 for info only, fees were paid to PSN			
Over	\$ -					
Short	\$ -					
Other adjustment	\$ -					
NET TOTAL	\$ 2,768,049.71					

Attachment: Tax Collection Report (Tax Collection Report)

Submitted by: *Rita S. Anderson* Date: 1-23-24  
 Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**CAMDEN COUNTY**

NORTH CAROLINA • USA

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AGENDA ITEM SUMMARY SHEET****Consent Agenda**

**Item Number:** 9.E  
**Meeting Date:** February 05, 2024

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

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

**Attachments:** Vehicle Refunds Over \$100(PDF)

**Summary:** Vehicle Refunds Over \$100.00 December, 2023

**Recommendation:** Review and Approve



North Carolina Vehicle Tax System

NCVTS Pending Refund report

DEC, 24 REFUNDS OVER \$100.00

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change	
BARKER'S TRUCKING INC	BARKER'S TRUCKING INC		108 SASSAFRAS LN	SHILOH, NC 27974	Proration	0058440066	JN5136	PENDING	198425818	Refund Generated due to proration on Bill #0058440066-2023-2023	Tag Surrender	12/29/2023		1843	Tax	(\$323.61)	\$0.00	(\$323.61)	
														3	Tax	(\$4.43)	\$0.00	(\$4.43)	
																		Refund	\$328.04
DOWN RIVER FARMS INC	DOWN RIVER FARMS INC		1361 SOUTH HWY 343	SHILOH, NC 27974	Proration	0072648975	YV3466	AUTHORIZED	197872640	Refund Generated due to proration on Bill #0072648975-2022-2022	Tag Surrender	12/15/2023	12/28/2023 12:26:26 PM	1843	Tax	(\$100.55)	\$0.00	(\$100.55)	
														3	Tax	(\$1.15)	\$0.00	(\$1.15)	
																		Refund	\$101.70
MARTIN CHRISTOPHER DALE	MARTIN CHRISTOPHER DALE		112 CAROLINA RD	SOUTH MILLS, NC 27976	Proration	0069680300	RCJ3810	AUTHORIZED	197710388	Refund Generated due to proration on Bill #0069680300-2023-2023	Tag Surrender	12/12/2023	12/14/2023 8:40:30 AM	1843	Tax	(\$151.62)	\$0.00	(\$151.62)	
														1	Tax	(\$2.08)	\$0.00	(\$2.08)	
																		Refund	\$153.70
NORTON WILLIAM CARL	NORTON WILLIAM CARL	NORTON JUDITH RAE	339 LAMBS RD	CAMDEN, NC 27921	Proration	0061261279	CF91251	PENDING	198425692	Refund Generated due to proration on Bill #0061261279-2022-2022	Tag Surrender	12/29/2023		1843	Tax	(\$402.85)	\$0.00	(\$402.85)	
														2	Tax	(\$4.63)	\$0.00	(\$4.63)	
																		Refund	\$407.48
NORTON WILLIAM CARL	NORTON WILLIAM CARL	NORTON JUDITH RAE	339 LAMBS RD	CAMDEN, NC 27921	Proration	0048181935	HH1610	PENDING	198425580	Refund Generated due to proration on Bill #0048181935-2022-2022	Tag Surrender	12/29/2023		1843	Tax	(\$138.13)	\$0.00	(\$138.13)	
														2	Tax	(\$1.59)	\$0.00	(\$1.59)	
																		Refund	\$139.72
WORTHINGTON N, JONATHAN FREDERICK	WORTHINGTON N, JONATHAN FREDERICK		405 JAPONICA DR	CAMDEN, NC 27921	Proration	0052955874	HFX1850	AUTHORIZED	197701466	Refund Generated due to proration on Bill #0052955874-2022-2022	Tag Surrender	12/11/2023	12/12/2023 2:49:30 PM	1843	Tax	(\$119.10)	\$0.00	(\$119.10)	
														2	Tax	(\$1.37)	\$0.00	(\$1.37)	
																		Refund	\$120.47

Submitted by Lisa S. Anderson JB Date 1-4-24  
 Lisa S. Anderson, Tax Administrator Camden County

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

Attachment: Vehicle Refunds Over \$100 (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:** 9.F  
**Meeting Date:** February 05, 2024

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

**Item Title** **Audit Contracts**

**Attachments:** Audit Contract - Camden County (PDF)  
Audit Contract - Tourism Development Authority  
(PDF)

The	Governing Board
of	Primary Government Unit Camden County
and	Discretely Presented Component Unit (DPCU) (if applicable) NA

*Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)*

and	Auditor Name Thompson, Price, Scott, Adams & Co., P.A
	Auditor Address 4024 Oleander Dr., Suite 103, Wilmington, NC 28403

*Hereinafter referred to as Auditor*

for	Fiscal Year Ending 06/30/24	Date Audit Will Be Submitted to LGC 10/31/24
-----	--------------------------------	---

*Must be within four months of FYE*

hereby agree as follows:

- The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.
- At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards (GAGAS)* if the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period. The auditor shall perform a Single Audit if required by Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F* (Uniform Guidance) or the State Single Audit Implementation Act. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

Effective for audits of fiscal years beginning on or after June 30, 2023, the LGC will allow auditors to consider whether a unit qualifies as a State low-risk auditee based upon federal criteria in the Uniform Guidance §200.520(a), and (b) through (e) as it applies to State awards. In addition to the federal criteria in the Uniform Guidance, audits must have been submitted timely to the LGC. If in the reporting year, or in either of the two previous years, the unit reported a Financial Performance Indicator of Concern that the audit was late, then

the report was not submitted timely for State low-risk auditee status. Please refer to "Discussion of Single Audits in North Carolina" on the LGC's website for more information.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an auditor issues an AU-C §260 report, commonly referred to as "Governance Letter," LGC staff does not require the report to be submitted unless the auditor cites significant findings or issues from the audit, as defined in AU-C §260.12 - .14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious reviewed with those charged with governance, and other significant matters. If matters identified during the audit were required to be reported as described in AU-C §260.12-.14 and were communicated in a method other than an AU-C §260 letter, the written documentation must be submitted.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.
10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.



14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 Revision* (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by:  Auditor  Governmental Unit  Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

<b>Name:</b>	<b>Title and Unit / Company:</b>	<b>Email Address:</b>
Stephanie Jackson	Finance/ Camden County	sjackson@camdencountync.gov

OR Not Applicable  (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit form for correction.

4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

<b>Primary Government Unit</b>	Camden County
Audit Fee (financial and compliance if applicable)	\$ 35000.00
Fee per Major Program (if not included above)	\$ 3000.00 if applicable
<b>Additional Fees Not Included Above (if applicable):</b>	
Financial Statement Preparation (incl. notes and RSI)	\$
All Other Non-Attest Services	\$
<b>TOTAL AMOUNT NOT TO EXCEED</b>	<b>\$ 47,000</b>

<b>Discretely Presented Component Unit</b>	NA
Audit Fee (financial and compliance if applicable)	\$
Fee per Major Program (if not included above)	\$
<b>Additional Fees Not Included Above (if applicable):</b>	
Financial Statement Preparation (incl. notes and RSI)	\$
All Other Non-Attest Services	\$
<b>TOTAL AMOUNT NOT TO EXCEED</b>	\$

Attachment: Audit Contract - Camden County (Audit Contracts)

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Thompson, Price, Scott, Adams & Co., P.A	
Authorized Firm Representative (typed or printed)* Gregory S Adams, CPA	Signature*
Date*	Email Address* gadams@tpsacpas.com

GOVERNMENTAL UNIT

Governmental Unit* Camden County	
Date Governing Board Approved Audit Contract* (Enter date in box to right)	
Mayor/Chairperson (typed or printed)* Tiffney White, Chairperson	Signature*
Date	Email Address* tiffneywhite@camdencountync.gov

Chair of Audit Committee (typed or printed, or "NA") NA	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

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

Sum Obligated by This Transaction:	\$ 47,000
Primary Governmental Unit Finance Officer* (typed or printed) Stephanie Jackson, Finance Officer	Signature*
Date of Pre-Audit Certificate*	Email Address* sjackson@camdencountync.gov

**SIGNATURE PAGE – DPCU  
(complete only if applicable)**

**DISCRETELY PRESENTED COMPONENT UNIT**

DPCU*	
NA	
Date DPCU Governing Board Approved Audit Contract* (Enter date in box to right)	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

**DPCU – PRE-AUDIT CERTIFICATE**

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

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

Sum Obligated by this Transaction:	\$
DPCU Finance Officer (typed or printed)*	Signature*
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all required signatures prior to submission.

**PRINT**

The	Governing Board
of	Primary Government Unit Camden County Tourism Development Authority
and	Discretely Presented Component Unit (DPCU) (if applicable) NA

*Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)*

and	Auditor Name Thompson, Price, Scott, Adams & Co., P.A
	Auditor Address 4024 Oleander Dr., Suite 103, Wilmington, NC 28403

*Hereinafter referred to as Auditor*

for	Fiscal Year Ending 06/30/24	Date Audit Will Be Submitted to LGC 10/31/24
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*Must be within four months of FYE*

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.
2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards (GAGAS)* if the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period. The auditor shall perform a Single Audit if required by Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F (Uniform Guidance)* or the State Single Audit Implementation Act. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

Effective for audits of fiscal years beginning on or after June 30, 2023, the LGC will allow auditors to consider whether a unit qualifies as a State low-risk auditee based upon federal criteria in the Uniform Guidance §200.520(a), and (b) through (e) as it applies to State awards. In addition to the federal criteria in the Uniform Guidance, audits must have been submitted timely to the LGC. If in the reporting year, or in either of the two previous years, the unit reported a Financial Performance Indicator of Concern that the audit was late, then

the report was not submitted timely for State low-risk auditee status. Please refer to "Discussion of Single Audits in North Carolina" on the LGC's website for more information.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an auditor issues an AU-C §260 report, commonly referred to as "Governance Letter," LGC staff does not require the report to be submitted unless the auditor cites significant findings or issues from the audit, as defined in AU-C §260.12 - .14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious reviewed with those charged with governance, and other significant matters. If matters identified during the audit were required to be reported as described in AU-C §260.12-.14 and were communicated in a method other than an AU-C §260 letter, the written documentation must be submitted.



8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.

9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).

11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 Revision* (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

**FEEES FOR AUDIT SERVICES**

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by:  Auditor  Governmental Unit  Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

<b>Name:</b> Stephanie Jackson	<b>Title and Unit / Company:</b> Finance/ Camden County TDA	<b>Email Address:</b> sjackson@camdencountync.gov
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OR Not Applicable  (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit form for correction.

4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

<b>Primary Government Unit</b>	Camden County Tourism Development Authority	
Audit Fee (financial and compliance if applicable)	\$ 1800.00	
Fee per Major Program (if not included above)	\$ 3000.00 if applicable	
<b>Additional Fees Not Included Above (if applicable):</b>		
Financial Statement Preparation (incl. notes and RSI)	\$	
All Other Non-Attest Services	\$	
<b>TOTAL AMOUNT NOT TO EXCEED</b>	<b>\$ 1,800</b>	

<b>Discretely Presented Component Unit</b>	NA	
Audit Fee (financial and compliance if applicable)	\$	
Fee per Major Program (if not included above)	\$	
<b>Additional Fees Not Included Above (if applicable):</b>		
Financial Statement Preparation (incl. notes and RSI)	\$	
All Other Non-Attest Services	\$	
<b>TOTAL AMOUNT NOT TO EXCEED</b>	<b>\$</b>	

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Thompson, Price, Scott, Adams & Co., P.A	
Authorized Firm Representative (typed or printed)* Gregory S Adams, CPA	Signature*
Date*	Email Address* gadams@tpsacpas.com

GOVERNMENTAL UNIT

Governmental Unit* Camden County Tourism Development Authority	
Date Governing Board Approved Audit Contract* (Enter date in box to right)	
Mayor/Chairperson (typed or printed)* Sarah Hill, Chairperson	Signature*
Date	Email Address* shill@camdencountync.gov

Chair of Audit Committee (typed or printed, or "NA") NA	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

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

Sum Obligated by This Transaction:	\$ 1,800
Primary Governmental Unit Finance Officer* (typed or printed) Stephanie Jackson, Finance Officer	Signature*
Date of Pre-Audit Certificate*	Email Address* sjackson@camdencountync.gov

**SIGNATURE PAGE – DPCU  
(complete only if applicable)**

**DISCRETELY PRESENTED COMPONENT UNIT**

DPCU*	
NA	
Date DPCU Governing Board Approved Audit Contract* (Enter date in box to right)	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

**DPCU – PRE-AUDIT CERTIFICATE**

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

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

Sum Obligated by this Transaction:	\$
DPCU Finance Officer (typed or printed)*	Signature*
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all required signatures prior to submission.

**PRINT**



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

**Consent Agenda**

**Item Number:** 9.G

**Meeting Date:** February 05, 2024

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

**Item Title** **Resolution of Salaries & Compensation**

**Attachments:** Resolution 2024-02-01 Salaries & Compensation for  
Various Boards and  
Commissions(DOC)

**Summary:** Upon adoption of the original Resolution, there was a typographical error in Section 3: Planning Board and Zoning Board of Adjustments. The correction is as follows:  
Compensation - ~~\$30.00~~ \$50.00 per meeting plus mileage.

**Recommendation:**

To approve as presented.





**Resolution No. 2024-02-01**

**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 2<sup>nd</sup> day of January, 2024 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.

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

Also alcoholic beverages, political contributions, tips greater than 18%, parking or traffic violations / fines, entertainment expenses such as tickets to sporting events or theaters, and in room movies. For any fundraisers the board decides to attend, the County will pay for the ticket if the Commissioner's agree that the event benefits Camden County residents and serves a public purpose, however, they will not receive meeting pay for attendance. (Must be non-partisan and non-profit.)

- 5. Attendance at Board appointed Board Meetings (i.e. Library, DSS, ADJ) will not be reimbursable to Commissioners who are not appointed to those boards unless they are requested to attend by the appointee who is unable to attend or at the request of the Board of Commissioners in the Commissioner's official capacity.
- 6. Commissioners shall receive a payment of \$150.00 per day for any meeting or day for travel to/from meeting, lasting more than four (4) hours and out of the county (90 mile radius of the Courthouse).
- 7. Board members are required to submit in writing a payment request in the form of an expense report (via internal form) to the Finance Officer not later than the last business day of each month. The report will contain all expenses including compensation along with a description of the meeting, date, time and place.
- 8. Special meeting reimbursement requests that exceed seven (7) in a month will require Board approval.

**Section 2: BOARD OF ELECTIONS**

Chairman Compensation - \$50 for meeting with Board. \$50 per day for Election Day, canvass day, and instruction day plus mileage.

Board Members Compensation - \$40 per meeting with Board. \$40 per day on Election Day and canvass day plus mileage.

Chief Judge Compensation - \$40 per day for instruction day and canvass day plus mileage. \$150.00 per day for Election Day plus mileage. \$20 for pick-up day.

Judges Compensation - \$20 for instruction day. Election Day at \$120.00 per day.

Assistants Compensation - \$20 for instruction day. Election Day at \$100.00 per day.

**Section 3: PLANNING BOARD AND ZONING BOARD OF ADJUSTMENTS**  
Compensation - \$50.00 per meeting plus mileage.

**Section 4: SOCIAL SERVICES BOARD**

Chairman Compensation - \$35.00 per meeting plus mileage.

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

**Section 5: AGING ADVISORY COUNCIL**  
Compensation - \$30.00 per meeting, plus mileage and meal if required.

**Section 6: RECREATION BOARD**  
Compensation - \$30.00 per meeting, plus mileage.

- Section 7: JURY COMMISSION**  
Compensation - \$ 7.25 per hour for hours worked compiling jury list.
- Section 8: ECONOMIC DEVELOPMENT BOARD**  
Compensation - \$30.00 per meeting, plus mileage.
- Section 9: SENIOR CENTER BOARD**  
Compensation - \$30.00 per meeting, plus mileage.
- Section 10: LIBRARY BOARD**  
Compensation - \$30.00 per meeting, plus mileage.
- Section 11: POTENTIALLY DANGEROUS DOG APPEALS BOARD**  
Compensation - \$30.00 per meeting, plus mileage.
- Section 12: AGRICULTURAL ADVISORY BOARD & FIRE COMMISSIONS**  
No Compensation
- Section 13: ALL OTHER BOARDS AS APPOINTED BY THE BOARD OF COMMISSIONERS**  
Compensation - \$30.00 per meeting, plus mileage
- Section 14: TRAVEL & MILEAGE REIMBURSEMENT**  
All Boards and Commissions are subject to the approved Camden County Travel Policy. Mileage will be computed based on home of record and return. Mileage will be reimbursed at the rate established by the Federal Mileage Reimbursement Rate for travel as allowed in IRS Publication 15 for all compensable meetings. Any volunteer or non-paid meetings will not qualify for travel or mileage reimbursement without Board of Commissioners approval.

**Adopted this the 5<sup>th</sup> day of February 2024.**

ATTEST:

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Ross B. Munro, Chair  
Camden County Board of Commissioners

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Karen M. Davis  
Clerk to the Board of Commissioners

Attachment: Resolution 2024-02-01 Salaries & Compensation for Various Boards and Commissions (Resolution of Salaries & Compensation)



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**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

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

**Item Number:** 12.A  
**Meeting Date:** February 05, 2024

**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  
December 2023 Daily Deposit

DATE	NC CHILDRENS TRUST	NC DOM. VIO. FUND	STATE REV. STAMPS	COUNTY REV. STAMPS	RETIREMEN	AUTO FUND	STATE TREASURY	ROD GENERAL	TOTAL
12/01/23	\$ -	\$ -	\$ -	\$ -	\$ 1.41	\$ 9.17	\$ 6.20	\$ 77.22	\$ 94.00
12/04/23	\$ -	\$ -	\$ -	\$ -	\$ 2.71	\$ 14.69	\$ 31.00	\$ 132.20	\$ 180.60
12/05/23	\$ 5.00	\$ 30.00	\$ 590.94	\$ 615.06	\$ 8.48	\$ 48.26	\$ 49.60	\$ 423.66	\$ 1,771.00
12/06/23	\$ -	\$ -	\$ 34.30	\$ 35.70	\$ 6.48	\$ 40.30	\$ 43.40	\$ 341.82	\$ 502.00
12/07/23	\$ -	\$ -	\$ 156.80	\$ 163.20	\$ 0.69	\$ 3.92	\$ 6.20	\$ 35.19	\$ 366.00
12/08/23	\$ -	\$ -	\$ -	\$ -	\$ 1.71	\$ 11.15	\$ 6.20	\$ 94.94	\$ 114.00
12/11/23	\$ -	\$ -	\$ 441.00	\$ 459.00	\$ 1.74	\$ 10.08	\$ 18.60	\$ 85.58	\$ 1,016.00
12/12/23	\$ -	\$ -	\$ 196.00	\$ 204.00	\$ 1.89	\$ 11.07	\$ 18.60	\$ 94.44	\$ 526.00
12/13/23	\$ -	\$ -	\$ -	\$ -	\$ 2.04	\$ 12.06	\$ 18.60	\$ 103.30	\$ 136.00
12/14/23	\$ -	\$ -	\$ -	\$ -	\$ 2.31	\$ 14.34	\$ 18.60	\$ 118.75	\$ 154.00
12/15/23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12/18/23	\$ -	\$ -	\$ 741.86	\$ 772.14	\$ 2.52	\$ 13.96	\$ 31.00	\$ 120.52	\$ 1,682.00
12/19/23	\$ 5.00	\$ 30.00	\$ 166.60	\$ 173.40	\$ 2.19	\$ 10.29	\$ 6.20	\$ 92.32	\$ 486.00
12/20/23	\$ -	\$ -	\$ 39.20	\$ 40.80	\$ 3.24	\$ 18.69	\$ 31.00	\$ 163.07	\$ 296.00
12/21/23	\$ -	\$ -	\$ 1,674.82	\$ 1,743.18	\$ 6.87	\$ 40.36	\$ 68.20	\$ 342.57	\$ 3,876.00
12/22/23	\$ -	\$ -	\$ -	\$ -	\$ 3.66	\$ 22.48	\$ 31.00	\$ 186.86	\$ 244.00
12/28/23	\$ -	\$ -	\$ 3,483.90	\$ 3,626.10	\$ 3.75	\$ 21.42	\$ 37.20	\$ 187.63	7360.00
12/29/23	\$ -	\$ -	\$ -	\$ -	\$ 1.65	\$ 10.12	\$ 12.40	\$ 85.83	110.00
									\$ -
<b>TOTAL</b>	\$ 10.00	\$ 60.00	\$ 7,525.42	\$ 7,832.58	\$ 53.34	\$ 312.36	\$ 434.00	\$ 2,685.90	\$ 18,913.60

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

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

Date Range From Friday, December 01, 2023 to Sunday, December 31, 2023

Name	Amount
NC Children's Trust Fund	\$10.00
NC Domestic Violence Fund	\$60.00
State Revenue Stamp	\$7,525.42
County Revenue Stamp	\$7,832.58
Land Transfer Fee	\$0.00
Floodplain Map Fund	\$0.00
Supplemental Retirement	\$53.34
ROD Automation Fund	\$312.36
Dept Of Cultural Resources	\$0.00
Vital Records Fund	\$0.00
State General Fund	\$0.00
State Treasurer Amount	\$434.00
ROD General Fund	\$2,685.90
<b>Total Distribution For Period</b>	<b>\$18,913.60</b>
Cash Total	\$389.00
Check Total	\$3,302.00
Pay Account Total	\$143.60
ACH Total	\$15,079.00
Escrow Account Total	\$0.00
Overpayment Total	\$0.00
<b>Total Deposit For Period</b>	<b>\$18,913.60</b>

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



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**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

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

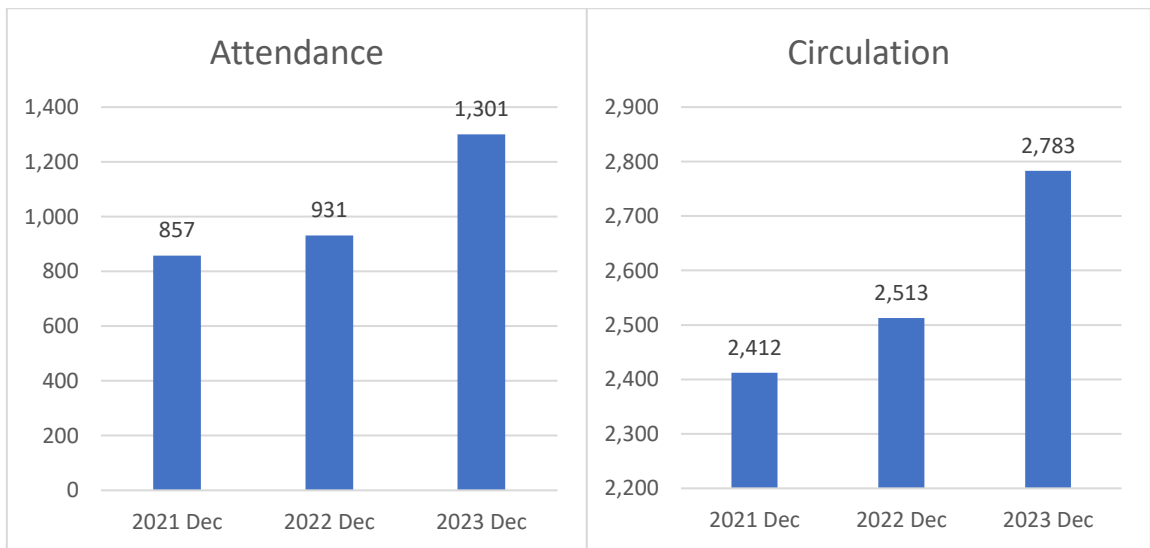
<b>Item Number:</b>	12.B	
<b>Meeting Date:</b>	February 05, 2024	
<b>Submitted By:</b>	Rodney Wooten, Library Prepared by: Rodney Wooten	
<b>Item Title</b>	<b>Library Report</b>	
<b>Attachments:</b>	24-01	(DOCX)

## Camden County Public Library January 2024 Statistics Report

Visitor Count	1,301
Materials Check Outs & Renewals	4,825
Cloud Library Check Out (eBooks & audiobooks)	128 (small increase from 12/23)
Computer/ Wireless Use	202/94
Questions Answered	110
Children’s Programs/Attendance	13/270
Teen Program/Attendance	0/0
Adult Programs/Attendance	1/7
Outreach Programs/Attendance	0/0
Study Room Usage/Attendance	31/44
Meeting Room Usage/Attendance	4/19
Days/Hours Open	28/155
# Items in Collection	21,723
Library Card Holders	2,755

Attachment: 24-01 (Library Report)

**Comparison by Year  
2021-2023**







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

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

**Item Number:** 12.C  
**Meeting Date:** February 05, 2024

**Submitted By:** Erin Burke,  
Administration  
Prepared by: Karen Davis

**Item Title** **New High School Project Status Report**

**Attachments:** CAMHS 20240125 Project Status Report February  
(PDF)  
CAMHS 20230925 Management Schedule (PDF)

# NEW CAMDEN COUNTY HIGH SCHOOL

## MONTHLY PROGRESS REPORT FEBRUARY 2024



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

2815 Coliseum Centre Dr/ Charlotte, NC 28217  
Phone 704-841-7299

**PROJECT STATUS REPORT: FEBRUARY 2024**

New Camden County High School  
Camden County, NC

*M. B. Kahn has prepared this Monthly Project Status Report to provide the Camden County Board of Education and Board of Commissioners an update regarding the New Camden County High School project. This report is intended to show the progress made on the project to date and prepare you for the "next steps" as we continue moving forward.*

**PROJECT STAKEHOLDERS:****Camden County Board of Commissioners**

Ross Munro, *Chair*  
Troy Leary, *Vice Chair*  
Sissy Aydlett, *Commissioner*  
Randy Krainiak, *Commissioner*  
Tiffney White, *Commissioner*

**Camden County Manager**

Erin Burke, *County Manager*

**Camden County Board of Education**

Dr. Jason Banks, *Chair*  
Chris Purcell, *Vice Chair*  
Kevin Heath, *Board Member*  
Magen O'Neal, *Board Member*  
Christian Overton, *Board Member*

**Camden County Schools Superintendent**

Dr. Michael Bracy, *Superintendent*

**PROJECT STATUS SUMMARY:**

During the month of January, the Design-Build team, M. B. Kahn and Moseley Architects continued the design development phase of the project. Moseley Architects delivered the completed design development drawings to M. B. Kahn on January 12<sup>th</sup>. The Input received during the programming meetings held previously were incorporated into the design. Follow-up meetings will be scheduled but are still TBD.

The USDA Loan has had the PAR resubmitted and the Environmental Assessment Report completed. The Environmental Assessment Report has been submitted to the USDA for review and public comment.

A Steering Committee meeting was held on January 11<sup>th</sup>, 2024.

The next Steering Committee meeting is scheduled for Wednesday February 7<sup>th</sup>, at 3:30pm (virtual).

Over the next month, the team will continue with the design development phase estimate.

## PROJECT STATUS REPORT: FEBRUARY 2024

New Camden County High School  
Camden County, NC

MOSELEYARCHITECTS

### PROJECT MILESTONES:

Programming and Planning	100%
<ul style="list-style-type: none"> <li>Please refer to the project website for the project history and timeline</li> </ul>	
Design Phase	40%
<ul style="list-style-type: none"> <li>Conceptual / Schematic Design 100%</li> <li>Design Development 85% <ul style="list-style-type: none"> <li>Progress Estimate – anticipated in February 2024</li> </ul> </li> <li>Construction Documents 0% <ul style="list-style-type: none"> <li>90% Estimate – anticipated in March 2024</li> </ul> </li> </ul>	
Procurement	0%
Construction Phase	0%

### PROJECT FINANCIAL STATUS:

<i>Funding Source:</i>	<i>NC NBPSCF Grant</i>	<i>USDA Loan</i>	<i>Total Project</i>
<i>Budget:</i>	<i>\$50,000,000</i>	<i>\$30,000,000</i>	<i>\$80,000,000</i>
<i>Billed to Date:</i>	<i>\$4,131,657</i>	<i>\$0.00</i>	<i>\$4,661,565</i>
<i>Remaining Budget:</i>	<i>\$45,868,343</i>	<i>\$30,000,000</i>	<i>\$75,338,435</i>

### NEXT STEPS:

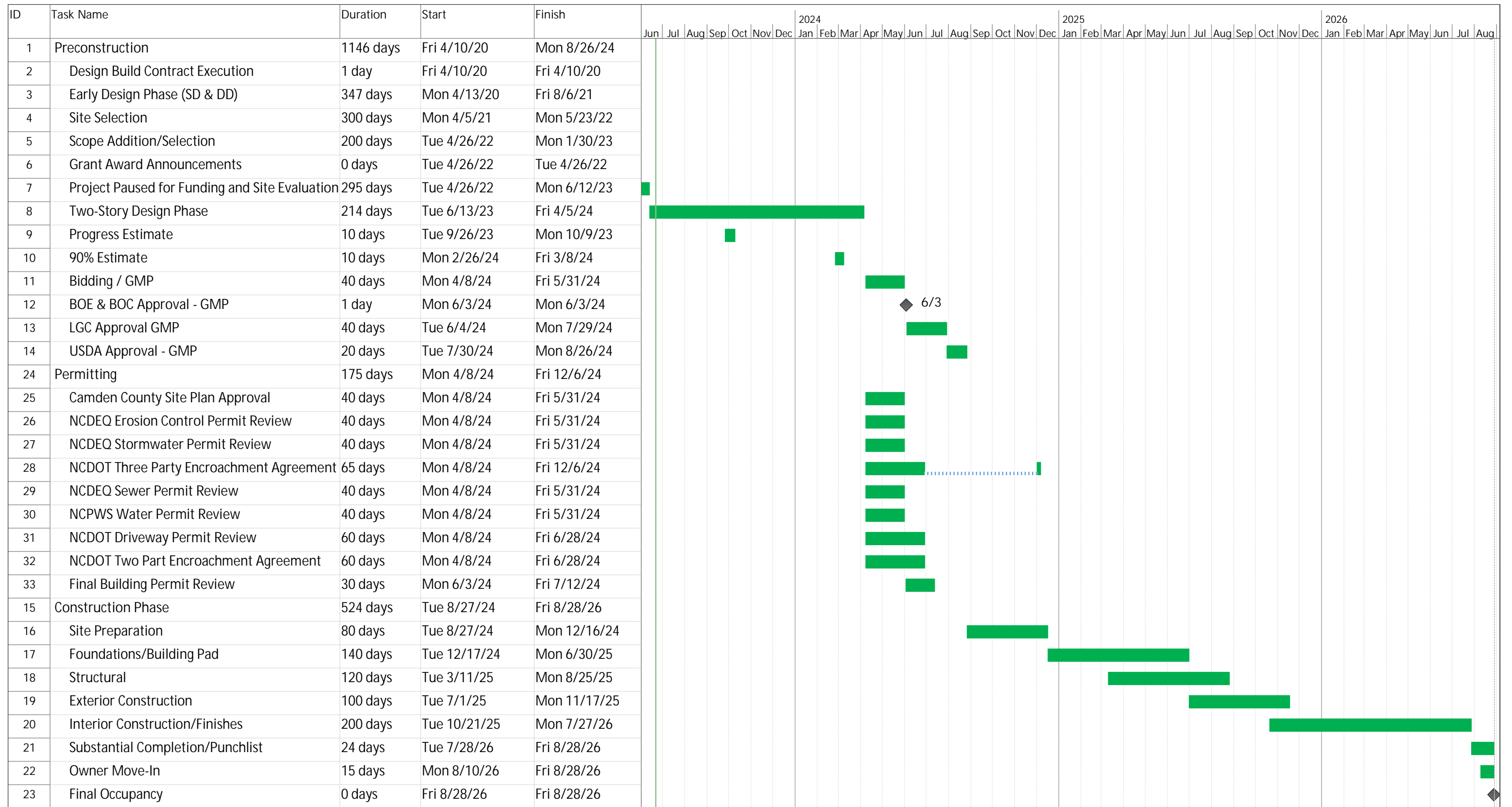
- Continue the design development phase (follow-up programming meeting TBD)
- M.B. Kahn to create design development estimate.
- Steering committee meeting on Wednesday February 7<sup>th</sup>, at 3:30pm (virtual).
- Continue developing procurement documents and information

### PROJECT PHOTOS:

See the Project Website: <https://www.cchs-project.com/>

### ATTACHMENTS:

- Management Schedule



Attachment: CAMHS 20230925 Management Schedule (New High School Project Status Report)

Project: Camden County High School and Early College  
Date: Thu 8/28/23

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			