



# **BOARD OF COMMISSIONERS**

**June 03, 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.*

## **Agenda**

### **Camden County Board of Commissioners June 03, 2024; 7:00 PM Camden Public Library - Boardroom 118 Hwy 343 North**

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

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

Pastor Boyce Porter - Geneva Baptist Church

#### **ITEM 1. Consideration of Agenda**

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

#### **ITEM 3. Presentations**

A. Employee Recognition - Beverly Fonville

#### **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. Proposed FY 2024-2025 Budget - Erin Burke

B. Proposed Capital Improvement Program 2024-2029 - Erin Burke

C. Camden Yards, LLC Application for Zoning Map Amendment

#### **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. Resolution 2024-06-01: Salaries & Compensation for Various Boards - Erin Burke

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

- A. ABC Board

**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. School Budget Amendments
- D. Pickups, Releases & Refunds
- E. Refunds Over \$100.00
- F. Vehicle Refunds Over \$100.00
- G. Emergency Medical Services Agreement
- H. Opioid Litigation
- I. Set Public Hearing - Zoning Map Amendment
- J. Set Public Hearing - Consideration of Establishing a Moratorium

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

**ITEM 11. Commissioners' Reports**

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

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

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

**ITEM 14. Adjourn**

**Reconvene Board of Equalization & Review**

**Adjourn Board of Equalization & Review**



## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Presentations

**Item Number:** 3.A  
**Meeting Date:** June 03, 2024  
**Submitted By:** Beverly Fonville,  
Human Resources  
Prepared by: Karen Davis

**Item Title**                      **Employee Recognition**

### **Attachments:**

### **Summary:**

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



## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Public Hearings

**Item Number:** 5.A  
**Meeting Date:** June 03, 2024  
  
**Submitted By:** Stephanie Jackson,  
 Finance  
 Prepared by: Stephanie Jackson

**Item Title** **Proposed 2024-2025 Budget**

**Attachments:** FY 2024-25 Budget MessageFINAL (PDF)  
 24-25 BUDGET ORDINANCE (DOCX)  
 Schedule of Fees 2024-2025 (XLSX)  
 24-25 schedule of board adjustments (DOCX)

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

**Recommendation:**  
 Approve attached FY 2024-2025 Budget Ordinance along with the Schedule of Fees.



## FY 2024-2025 BUDGET MESSAGE

May 17, 2024

To the Camden County Board of Commissioners:

Pursuant to my duties as the County Manager and Budget Officer I am pleased to present for your consideration the proposed budget for fiscal year beginning July 1, 2024. This budget has been prepared in accordance with the provisions of General Statute 159-11, the Local Government Budget and Fiscal Control Act. In accordance with the Local Government and Fiscal Control Act, all funds have been balanced using a combination of anticipated revenues and existing fund balance monies. Notice of the proposed budget will be duly posted and shared with the media. A public hearing is set for June 3, 2024.

### BACKGROUND

This budget process began during the budgeting process last year with discussions of staffing and benefits. The Board of Commissioners prioritized spending and addressed some needs in the FY23/24 budget and the remainder of those needs in this budget proposal. Mid-year budget reviews were conducted in January 2024 to help project remaining expenditures for the year and forecast needs for the coming budget year. The work began in earnest with the annual retreat in February. The guidance received at the retreat translated to proposals presented at the subsequent three work sessions in April and May. Staff has worked diligently during this time period to track down cost increases and obtain cost estimates for capital purchases.

Previous budgets have been very conservative in spending. While this has allowed the fund balance to grow, this has also been at the expense of staffing and equipment purchases. Camden did see some slowing across most fronts during the Pandemic but, there was no stoppage or reversal of growth. Previously approved residential and commercial growth will continue to influence the needs of the County for many years to come. This growth makes it critical to continue to grow services to meet the demand.

The approval of the State Budget in September 2023 brought the largest single allocation of state grant funds Camden County has ever received. This included monies for water & sewer infrastructure, purchase of patrol vehicles for the Sheriff's Office, and purchase of three ambulances, for a total of \$11,008,784.00.

## RECOMMENDED BUDGET

The FY 2024-2025 recommended budget totals \$31,510,998.99 for all County operations. The General Fund is \$19,993,238.00 of that total.

### Revenues

The proposed budget was crafted with no change in the ad valorem tax. The proposed budget has a tax rate of \$.74 per \$100.00 of valuation. This is possible due to the increase in property values during the 2023 revaluation period. This rate is intended to be sensitive to the cost burden of the tax payers while recognizing the needs of staffing, equipment replacement, and general costs increases. There is a \$5.00 increase proposed for the solid waste fee.

The projected revenues for FY 2024-2025 are as follows:

Revenue Source	Projection
Ad Valorem	\$9,509,933.00
School Reserve Fund	\$2,922,514.00
Special Revenue Fund	\$1,111,352.00
Vehicle Tax	\$974,904.00
Franchise Tax	\$740,000.00
Local Sales Tax Option	\$900,000.00
Article 40	\$425,000.00
Solid Waste Fee	\$320,000.00
Article 42	\$250,000.00
Medicaid Hold Harmless	\$400,000.00

### Expenditures

Compared to the FY 2023-24 General Fund budget of \$18,320,894.00, the FY2024-25 budget proposes \$19,993,238.00 which represents an increase of \$1,672,344. The FY2024-25 proposed general fund budget is balanced with \$2,960,637.00 in fund balance to finance County operational expenses. The FY2023-24 proposed general fund budget was balanced with \$2,935,211.00 in fund balance to finance County operational expenses.

The proposed budget is intended to support the necessary staffing and services to meet the expectations of the citizens of Camden County while anticipating future needs and projects. Of note is the impending introduction of County operated Emergency Medical Services. As this department is brought on line, there will be an increased need for staffing and resources, as well as the ability to recoup some costs through billing which is currently all held by Pasquotank County.

**Departmental Budgets**

The proposed budget includes two new Buildings and Grounds positions, a shared Veteran’s Services Officer (VSO) position, and a shared horticultural specialist position. The proposal includes the purchase of two vehicles for the Sheriff’s Office to replace high mileage administration vehicles. The proposed budget also reflects pay study adjustments and a 6% increase in health insurance costs; as well as a 17% increase in property and liability and 13% increase in workers comp insurance.

Below is a list of some of the major departmental expenditures proposed for FY2024-25.

Department	Proposed Budget
County Administration	\$288,420.00
Debt Service	\$1,088,167.00
Economic Development	\$56,350.00
Elections	\$203,557.00
EMS	\$402,875.00
Extension	\$242,848.00
Finance	\$318,108.00
Governing Body	\$163,531.00
JCPC	\$84,140.00
Legal	\$50,000.00
Library	\$286,963.00
Museum	\$32,196.00
Non-Departmental	\$419,460.00
Parks & Recreation	\$489,624.00
Personnel	\$144,375.00
Planning/Inspections	\$684,286.00
Public Works/Buildings & Grounds	\$906,247.00
Register of Deeds	\$336,684.00
Senior Center	\$198,732.00
Sheriff & SRO	\$3,668,932.00
Soil & Water Conservation	\$143,426.00
Tax	\$613,673.00

**Special Appropriations**

The proposed budget includes \$7,957,862.00 in special appropriations. Of that total, \$4,031,000.00 is associated with school funding. The Board of Commissioners committed to an appropriation amount for operating and capital expenses in a graduated plan during the previous budgeting process. The request from the schools exceeded this projected amount. Given the increase in costs for all operating expenses, the recommended appropriation for the current operating expenses is \$3,400,000.00 with an additional \$631,000.00 for capital expenses to allow for the construction of new bathrooms at the high school softball fields. Appropriations for contracted EMS service increased \$61,621.00 to \$710,266.00 in the proposed budget with Communications appropriations increasing as well. The appropriation of \$566,708.00 was made to the sewer department to balance the budget. This is not something the County should have to continue doing and staff intends to conduct a rate study in FY2024-25.

Requesting Entity	Proposed Appropriation
CCPS Current	\$3,400,000.00
Pasquotank Camden EMS	\$710,266.00
DSS	\$861,218.00
School Reserve Fund	\$631,000.00
Central Communications	\$437,725.00
Court House/Shiloh Fire	\$391,100.00
Jail Operation	\$397,369.00
South Mills Fire	\$253,334.00
Sewer	\$566,708.00
Forestry	\$102,511.00
4H Ins	\$53,004.00
COA	\$49,500.00
Emergency Management	\$35,508.00
Revaluation Fund	\$30,000.00
Albemarle Tideland Retirement	\$10,500.00
Grant Match	\$10,000.00
Albemarle Commission	\$7,569.00
Hopeline	\$3,500.00
Food Pantry	\$3,000.00
Albemarle Food Bank	\$2,500.00
MLKing	\$800.00
RC&D	\$800.00
<b>Total</b>	\$710,266.00
	<b>\$7,765,587.00</b>

Attachment: FY 2024-25 Budget MessageFINAL (Proposed 2024-2025 Budget - Erin Burke)

## Other Funds

The county continues to pursue reimbursements through the FEMA hazard mitigation fund from expenditures made in the wake of Hurricane Matthew (September 2016). To date we have received \$567,054.00 but we are still due approximately \$473,119.64. Staff anticipates receiving this balance in FY2024-25.

The county should continue to focus on the needs of water production and waste water treatment. The Board engaged Timmons Group for planning services for wastewater, particularly in the South Mills service area. This contract will outline the entire permitting, design, and construction process and provide an estimate of overall project cost and schedule. Staff anticipates the need for a new Waste Water Treatment Plant in the immediate future.

FY 2023-2024 saw the completion of construction of a new well site using ARPA funds. Staff is now investigating the construction of a new 1 million gallon clear well at the water plant. A portion of the state grant funds will be used for the planning, design, and construction of this project.

The Economic Development Projects fund and property in the associated Commerce Park will be wrapping up in the 2024-2025 fiscal year. There are two properties in the commerce park left to sell and interest has continued to increase.

The total of needs-based grant funding received for the construction of the new Camden County High School, is \$50,012,600.00, and the county is pursuing an additional \$12,000,000.00 in needs-based funding with appropriations anticipated in the spring of 2024. These funds in addition to those being collected from the 2020 bond referendum will lead to the construction of a new state-of-the-art high school and early college campus. The final portions of planning should be completed in FY 2023-2024, with construction beginning in late 2024.

## SUMMARY

The proposed FY2024-2025 budget reflects the renewed commitment of the County to ensure employees are fairly and properly compensated. The budget addresses salaries across all departments following the results of a competitive salary analysis. The budget also commits, once again, to ensuring the staffing and tools are available to employees in order to adequately meet the needs of County residents and visitors.

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

The County must remain conscientious of the growth pressures in the region. This budget and the associated Capital Improvement Plan (CIP) place a heavy emphasis on anticipated services and infrastructure. The grant funding from the State coupled with previous work on utilities planning have put the County in a good position to begin concerted work on construction of new infrastructure. However, the County must remain diligent to not allow growth to outpace the ability to maintain existing services while expanding to meet the needs of new development. The County will embark on a Comprehensive Plan update in the 2024-2025 budget year. The results of this planning process, with proper public participation, will pave the path for Camden County's future.

Respectfully Submitted,



Erin Burke, County Manager

**Ordinance No. 2024-06-01  
AN ORDINANCE OF  
THE BOARD OF COUNTY COMMISSIONERS OF  
CAMDEN COUNTY, NORTH CAROLINA,  
RELATING TO THE FY 2024 – 2025 BUDGET**

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

**ARTICLE I. BUDGET ORDINANCE**

This Budget Ordinance per G.S. 159-13 hereby incorporates, in its entirety, this Budget for the County of Camden for FY 2024-2025, adopted by the Board of Commissioners on June 3, 2024. Said Ordinance may hereafter be referred to as the “Budget Ordinance”. The levy of the county-wide Tax Rate(s) and Fees affecting any and all county managed Funds will accompany and be adopted simultaneously with this Budget Ordinance unless amended per G.S. 159-15.

**ARTICLE II. GENERAL FUND**

**SECTION 1 – Appropriations:** The following amounts are hereby appropriated in the General Fund for the operation of county government and its activities for the fiscal year beginning July 1, 2024 and ending June 30, 2025 in accordance with the Budget Ordinance and the chart of accounts heretofore established for this county.

Governing Body.....	\$163,531
County Administration.....	288,420
Elections.....	203,557
Finance.....	318,108
Personnel.....	144,375
Tax Supervisor .....	613,673
Legals .....	50,000
Register of Deeds .....	336,684
Planning .....	363,409
Inspections .....	320,877
Economic Development Commission.....	56,350
Building & Grounds.....	759,604
Sheriff .....	3,316,333
School Resource Officer (SRO).....	352,599
Jury Commission .....	538
Court Facilities.....	35,804
Public Works Administration .....	146,643
Traffic .....	6,600
Solid Waste .....	984,700
Public Health.....	145,140
Extension.....	242,848
County Public Library.....	286,963
Parks & Recreation .....	489,624
Museum.....	32,196

Attachment: 24-25 BUDGET ORDINANCE (Proposed 2024-2025 Budget - Erin Burke)

Emergency Medical Services.....	402,875
DDJP (JCPC) .....	84,140
Senior Center .....	198,732
Non-Departmental.....	419,460
Soil/Water Conservation.....	143,426
Capital Outlay/Debt Service .....	1,088,167
Special Appropriations:	
Albemarle Commission .....	7,569
EMS .....	710,266
Conservation/Forestry.....	102,511
RC&D .....	750
Central Communications .....	437,725
Emergency Management .....	35,508
S. Camden Water & Sewer .....	566,708
Special Funding .....	800
CH&S Fire Commission Four Cents .....	391,100
South Mills Fire Commission Four Cents .....	253,334
Social Services .....	861,218
Schools – Contribution to Capital Reserve.....	631,000
Schools – Current Expense .....	3,400,000
Albemarle Hopeline.....	3,500
College of the Albemarle .....	49,500
Revaluation Fund.....	30,000
Camden Food Pantry.....	3,000
Albemarle Food Bank.....	2,500
Alb. Dist. Jail Operations.....	397,369
Grant Match .....	10,000
4-H Insurance.....	53,004
Albemarle Tidelands Retiree.....	10,500
Contingency .....	40,000

**TOTAL GENERAL FUND** **\$19,993,238**

**SECTION 2 – Revenues:** It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

Ad Valorem and Vehicle Taxes:	
Budget Year .....	\$10,484,837
Prior Years Summary.....	288,100
Penalties and Interest .....	40,000
House Bill 1779 .....	0
Other Taxes and Licenses:	
State 1 cent Sales Tax .....	900,000
Local Sales Tax - Art. 40 .....	425,000
Local Sales Tax - Art. 42 .....	250,000
Local Sales Tax – Art. 44.....	100
Unrestricted Intergovernmental:	
ABC Profits.....	36,000

Refuge Revenue Sharing.....	8,500
Utilities Franchise Fees.....	700,000
Medicaid Hold Harmless .....	400,000
Restricted Intergovernmental:	
State Grants – JJDP.....	64,812
Soil/Water Funds .....	25,000
Capital Reserve & Transfer Tax for Capital Debt Service ....	571,052
Court Facilities Fees .....	25,000
Alb. Comm. Nutrition Site.....	3,500
School Resource Officer .....	161,850
School Capital Reserve Fund for School Debt Service .....	1,429,100
Senior Center Grants.....	11,800
Fees and Permits:	
Register of Deeds Fees.....	210,700
Building Permits and Planning Fees .....	157,000
Land Use Fees.....	9,000
Leased Property .....	50,000
Tire Disposal Dist .....	16,000
White Goods Disposal Dist.....	4,500
Recyclables .....	25,000
Disposables Tax Distribution.....	7,000
Solid Waste Fee .....	320,000
Cable Franchise Fee.....	40,000
Gun Permit Fees.....	15,000
Golf Cart Fees .....	300
Pet/Privilege Licenses.....	350
5 Cents Per Bottle Fees .....	6,000
Extension Fees .....	2,300
Library Fees .....	1,200
Recreation Fees.....	20,000
Senior Center Participation Fees.....	1,100
Sales and Services:	
Jail Fees.....	4,000
Sheriff’s Office Fees .....	20,000
Sale of Fixed Assets.....	20,000
Fines & Forfeitures .....	75,000
911 Fees for GIS .....	500
Other:	
Sheriff’s Office Grants & Donations .....	3,000
Interest.....	50,000
Miscellaneous .....	80,000
Camden Heritage Festival .....	10,000
LESO Revenues.....	10,000
Local Assistance and Tribal Consistency Fund.....	50,000
Appropriated Fund Balance .....	<u>2,960,637</u>

**TOTAL GENERAL FUND** **\$19,993,238**

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

The following amounts are hereby appropriated in the South Camden Water/Sewer District Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

R/O Plant Operation Expenses.....	771,474
Waste Water Operation Expenses.....	603,488
Distribution Expenses .....	911,418
Debt Service.....	<u>329,492</u>
	\$2,615,872

It is estimated that the following revenues will be available in the South Camden Water/Sewer District Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

Sale of Water.....	1,440,000
Sewer Fees .....	160,000
Connection Fees.....	60,000
Miscellaneous .....	35,350
Fund Balance Appropriated .....	150,000
Capital Reserve Fund.....	203,314
Interest.....	500
General Fund Contribution .....	<u>566,708</u>
	\$2,615,872

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

The following amounts are hereby appropriated in the System Development Fee Capital Reserve Fund for the purpose of collecting funds from new construction projects which will have an impact on the infrastructure of Camden County and establishing Membrane Reserve for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

Fund Balance Reserve.....	54,250
Membrane Reserve .....	<u>20,250</u>
	\$74,500

It is estimated that the following revenues will be available in the System Development Fee Capital Reserve Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

System Development Fees .....	31,000
Interest.....	3,000
R/O Upgrade.....	<u>40,500</u>
	\$74,500

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

The following amounts are hereby appropriated in the Courthouse and Shiloh Fire Commission Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

Attachment: 24-25 BUDGET ORDINANCE (Proposed 2024-2025 Budget - Erin Burke)

General Expenses.....	405,875
Debt Service.....	<u>100,000</u>
	\$505,875

It is estimated that the following revenues will be available in the Courthouse and Shiloh Fire Commission Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

Fire Tax.....	97,775
4 Cent County Match.....	391,100
Leased Property.....	12,000
Interest Earnings.....	<u>5,000</u>
	\$505,875

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

The following amounts are hereby appropriated in the South Mills Fire Commission Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

General Expenses.....	207,168
Debt Service.....	<u>113,000</u>
	\$320,168

It is estimated that the following revenues will be available in the South Mills Fire Commission Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

Fire Tax.....	63,334
4 Cent County Match.....	253,334
Interest.....	<u>3,500</u>
	\$320,168

**ARTICLE VII. SOCIAL SERVICES**

The following amounts are hereby appropriated in the Social Services Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

Public Assistance.....	206,176
Administrative Expenses.....	<u>1,435,287</u>
	\$1,641,463

It is estimated that the following revenues will be available in the Social Services Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

County Appropriations.....	860,718
State/Federal Funds.....	<u>780,745</u>
	\$1,641,463

Attachment: 24-25 BUDGET ORDINANCE (Proposed 2024-2025 Budget - Erin Burke)

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

The following amounts are hereby appropriated in the Joyce Creek Drainage Project Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

Watershed Projects & Expenses ..... \$44,160

It is estimated that the following revenues will be available in the Joyce Creek Drainage Project Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

Watershed Improvement Fee ..... 41,660  
Miscellaneous ..... 2,500  
\$44,160

**ARTICLE IX. REVALUATION RESERVE FUND**

The following amounts are hereby appropriated in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

Reserved for Revaluation Expenses..... \$30,500

It is estimated that the following revenues will be available in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

Fund Balance Appropriated ..... 30,000  
Interest..... 500  
\$30,500

**ARTICLE X. CAPITAL RESERVE FUND**

The following amounts are hereby appropriated in the Capital Reserve Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

Debt Service..... 571,052  
USDA Debt Reserve..... 540,300  
\$1,111,352

It is estimated that the following revenues will be available in the Capital Reserve Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

Land Transfer Tax Collections ..... 750,000  
Investment Earnings..... 15,000  
General Fund Contribution..... 125,000  
Fund Balance Appropriated ..... 221,352  
\$1,111,352

Attachment: 24-25 BUDGET ORDINANCE (Proposed 2024-2025 Budget - Erin Burke)

**ARTICLE XI. SCHOOL CAPITAL RESERVE FUND**

The following amounts are hereby appropriated in the School Capital Reserve Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

Debt Service.....	572,000
Fund Reserves.....	1,343,414
School Capital Outlay.....	857,100
Camden Plantation Funds for Capital Outlay.....	<u>150,000</u>
	\$2,922,514

It is estimated that the following revenues will be available in the School Capital Reserve Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

Local Option & Restricted Sales Tax.....	1,125,000
Investment Earnings.....	15,000
New High School Debt Service Revenue.....	1,632,514
Camden Plantation.....	<u>150,000</u>
	\$2,922,514

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

The following amounts are hereby appropriated in the Dismal Swamp Visitor Center Fund for the purpose of operating the Center with funds received from NCDOT for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

Center Operating Expenses.....	\$189,987
DOT Funds.....	160,000
Gift Shop Contribution.....	20,193
Tourism Authority Contribution.....	2,342
Fund Balance Appropriated.....	<u>7,452</u>
	\$189,987

The following amounts are hereby appropriated in the Dismal Swamp Gift Shop Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

Gift Shop Revenues.....	\$44,843
Gift Shop Expenses.....	\$44,843

**ARTICLE XIII. FEREBEE COURTHOUSE TRUST FUND**

For purposes of summary only, the following amounts are hereby appropriated in the Nancy M. & H. C. Ferebee, III Courthouse Trust for the restoration of the 1847 Camden County Courthouse for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

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

Attachment: 24-25 BUDGET ORDINANCE (Proposed 2024-2025 Budget - Erin Burke)

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

The following amounts are hereby appropriated in the Register of Deeds Automation Enhancement and Preservation Fund for the purpose of funding for computer and imaging technology for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

Technology .....	\$6,550
Register of Deeds Technology Funds .....	5,000
Interest.....	20
Fund Balance.....	<u>1,530</u>
	\$6,550

**ARTICLE XV. CODE ENFORCEMENT REVOLVING FUND**

The following amounts are hereby appropriated in the Code Enforcement Revolving Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

Demolition Expenses .....	\$60,000
Fee Collection .....	3,000
Interest.....	1,000
Fund Balance Appropriated .....	<u>56,000</u>
	\$60,000

**ARTICLE XVI. STORMWATER MANAGEMENT UTILITY FUNDS**

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

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **South Mills Watershed Fund** (Fund 36) for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

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

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **Sawyer’s Creek Watershed Fund** (Fund 37) for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

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

Attachment: 24-25 BUDGET ORDINANCE (Proposed 2024-2025 Budget - Erin Burke)

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **North River Watershed Fund** (Fund 38) for the fiscal year July 1, 2024 and ending June 30, 2025.

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

The following estimated revenues will be available for funding the programs designed to protect and manage water quality and quantity in the **Shiloh Watershed Fund** (Fund 39) for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

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

**ARTICLE XVII. TOURISM DEVELOPMENT AUTHORITY**

The following amounts are hereby appropriated in the Tourism Development Authority budget for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

General Expenses.....	34,594
Dismal Swamp Visitor Center .....	<u>2,342</u>
	\$36,936
Donations .....	1,000
Occupancy Tax Collections .....	21,000
Interest Earnings .....	1,000
Appropriated Fund Balance .....	<u>13,936</u>
	\$36,936

**ARTICLE XVIII. TAX PENALTIES SCHOOL FUND**

The following amounts are hereby appropriated in the Tax Penalties School Fund budget for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

School Current Expense.....	\$8,100
-----------------------------	---------

It is estimate that the following revenues will be available in the Tax Penalties School Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

Tax Penalties .....	3,000
Interest on Investments .....	250
Fund Balance Appropriated .....	<u>4,850</u>
	\$8,100

**ARTICLE XIX. SCHOOL APPROPRIATIONS**

**SECTION 1** – The appropriations to the Board of Education, first, shall be made from any such funds which are dedicated to the use of the schools, and secondly, shall be

made from the general county fund revenues to the extent necessary to meet the approved appropriation.

**SECTION 2** – For purposes of summary only as the actual figures are contained in the Budget Ordinance, the total appropriation for Current Expense is \$3,400,000 and for Capital Expense is \$631,000.

**SECTION 3** – Except as otherwise provided in this Budget Ordinance, this Budget Ordinance hereby incorporates by reference in its entirety the “PROPOSED BUDGET OF THE CAMDEN COUNTY BOARD OF EDUCATION FOR THE FISCAL YEAR BEGINNING JULY 1, 2024 and ENDING JUNE 30, 2025” as presented to the Board of Commissioners, and all language in said Proposed Budget is incorporated into this Ordinance as if it were included within the body of this Ordinance. Said Proposed Budget may hereafter be referred to as the “School Budget”. The county budget does not include any special appropriation for the supplement for teachers’ salaries. This will have to be included in the school budget.

## **ARTICLE XX. TAX LEVY**

**SECTION 1** – There is hereby levied at the rate of seventy-four cents (74 cents) per One Hundred Dollar (\$100) valuation of property listed for taxes as of January 1, 2024, for the purpose of raising the revenue listed in the General Fund, Article II, Section 2, of this Ordinance.

Ten cents (10 cents) of the seventy-four cents (74 cents) is allocated for the debt service of the new high school as approved in the 2020 referendum. This shall be applied to the additional debt service incurred for the financing of \$30M over 30 years.

**SECTION 2** – There is hereby levied at the rate of four cents (4 cents) per One Hundred Dollar (\$100) valuation of property listed for taxes as of January 1, 2024, for the purpose of raising the revenue listed in the General Fund, Article II., Section 2, of this Ordinance to equal the expenditures listed as CH&S Fire Commission Four Cents and South Mills Fire Commission Four Cents in the General Fund, Article II, Section 1, of this Ordinance.

**SECTION 3** – The rate of tax as shown in Section 1 and 2 above is based upon a total valuation of property for the purpose of taxation of \$1,683,961,178 and an estimated collection rate of ninety-four percent (95.550%) for real property and ninety-seven percent (96.840%) for vehicles.

**SECTION 4** – There is hereby levied a tax at the rate of one cent (1 cent) per One Hundred Dollar (\$100) valuation of property listed for the taxes as of January 1, 2024, located within the South Mills Fire Protection District for the purpose of raising the revenue listed in the South Mills Fire Commission Fund, Article V., of this Ordinance.

**SECTION 5** – The rate of tax as shown in Section 4 above is based upon a total valuation of property for the purpose of taxation of \$662,029,741 with an estimated collection rate of ninety-four percent (95.550%) for real property and ninety-seven percent (96.840%) for vehicles.

**SECTION 6** – There is hereby levied at the rate of one cent (1 cent) per One Hundred Dollar (\$100) valuation of property listed for taxes as of January 1, 2024, located within the Courthouse-Shiloh Fire Protection District for the purpose of raising the revenue listed in the Courthouse-Shiloh Fire Commission Fund, Article IV, of the Ordinance.

**SECTION 7** – The rate of tax as shown in Section 6 above is based upon a total valuation of property for the purpose of taxation of \$1,021,931,437 and an estimated collection rate of ninety-four percent (95.550%) for real property and ninety-seven percent (96.840%) for vehicles.

## **ARTICLE XXI. OTHER PROVISIONS**

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

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

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

- (a) As provided by G.S. 159-25(b), the Board has authorized dual electronic signatures for each check or draft that is made on County funds. The signatures on the County accounts have been approved by the Board of Commissioners.
- (b) All legal outstanding encumbrances at June 30, 2024 are hereby carried forward and re-appropriated as an amendment to the budget for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

- (c) The Board authorizes one principal account as the central depository for funds received by the Finance Director. Other accounts authorized by the Board can be used for special purposes such as the enterprise fund and various trust accounts. Current accounting techniques shall be used to assure that all funds will be properly accounted for in the financial records of the County.
- (d) Amendments to this Budget Ordinance and any accompanying fee schedule, taxes or appropriations are allowed as provided herein or by board approval in accordance with G.S. 159-15.

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

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

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

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

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

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

A public hearing on this Budget Ordinance was held on June 3, 2024.

This Budget Ordinance was adopted on the 3<sup>rd</sup> day of June, 2024

CAMDEN COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Ross Munro, Chair

\_\_\_\_\_  
Troy Leary, Vice-Chair

ATTEST:

\_\_\_\_\_  
Karen Davis  
Clerk to the Board

\_\_\_\_\_  
Erin Burke  
Budget Officer/County Manager

Attachment: 24-25 BUDGET ORDINANCE (Proposed 2024-2025 Budget - Erin Burke)



## SCHEDULE OF FEES FY 2024-2025



## FY 2024-2025 Budget

### Schedule of Changes Per Budget Work Sessions

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

#### General Fund

<u>Dept.</u>	<u>Item</u>	<u>Submitted</u>	<u>Change</u>	<u>Proposed</u>	
106900	MLKing	1,000	200	800	Decrease/BOC
	School Curriculum	4,656,494	1,256,494	3,400,000	Decrease/BOC



## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Public Hearings

**Item Number:** 5.B  
**Meeting Date:** June 03, 2024

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

**Item Title** **Proposed Capital Improvement Program - 2024-2029**

**Attachments:** 24-29 CIP (PDF)

### **Summary:**

The Board of Commissioners will hold a Public Hearing to receive citizen input in regard to the proposed 2024-2029 Capital Improvement Program.

### **Recommendation:**

Approval.



# Capital Improvement Plan(CIP) 2024-2029

Public Hearing  
Monday, June 3, 2024

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## Capital Project Narratives

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3. New High School	13
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5. Emergency Medical Services Department	15
6. South Mills Boat Ramps and Park	16
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### B. Recommended/Unfunded

1. US 158 Sidewalk Extension	18
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### C. Identified/Unfunded

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4. New South Mills Convenience Center & Transfer Station	23

Resolution Setting Financial Policies: 2007-05-04	Attached
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Attachment: 24-29 CIP (Proposed Capital Improvement Program 2024-2029 - Erin Burke)

May 17, 2024

Camden County Board of Commissioners

Re: Capital Improvement Program (CIP) 2024-2029

Chairman Munro and Members of the Board:

The provision of adequate public infrastructure remains a top priority for the County. Being the 20<sup>th</sup> year having a Capital Improvement Program (CIP) process, the Board of Commissioners have undertaken significant thought, discussion and consideration to estimate critical facility needs and the costs therein for the County.

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

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

A significant project included in the 2024-2029 CIP is the engineering and design of Phase II of the Administration Campus Complex on the site across from the Historic Courthouse. The Board has decided to approach this project in three phases. The first phase was the Library and all the infrastructure necessary to support the remainder of the project. The ground breaking and construction started in October 2020 on the new Library. Construction was completed in June of 2022 and the facility will serve Camden citizens for many years.

The second phase will start with planning in the 2024-2025 FY when the Board will begin the design process to relocate the Parks and Recreation Senior Center. This building will house the Parks and Recreation Department and the Senior Center. The building will have a space large enough to accommodate basketball, volleyball, bleachers, civic meeting rooms, staff offices, and a raised stage for conferences and special events. The Senior Center will have a large meeting room for activities, exercise room, staff offices, and a shared kitchen for daily meal preparations and catering events.

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

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

they supported building a new high school. The question was placed as a referendum on the ballot and the citizens voted overwhelmingly in support of moving forward with a new high school. MB Kahn was selected to conduct a feasibility study to analyze the current and future needs. The study was completed and MB Kahn was hired as the Manager at Risk for the project. Mosely Architects was also selected as the architect for project design. A projected completion date of Fall 2026 is expected.

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

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

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

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

Respectfully Submitted,



Erin Burke,  
County Manager

## Introduction

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

## Purposes of Capital Improvement Planning:

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

## Planning Process

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

## Financial Policy

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

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

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

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

For the past 17 years Camden County has embarked on a very conservative fiscal policy working to ensure growth in the fund balance and a stronger financial position for the county government. The total unreserved and undesignated general fund balance was \$12,731,024.00 at the end of FY2022-23. The maintenance of a healthy fund balance must be continued so the County has the ability to arrange financing for large projects that have been identified.

### Project Evaluation

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

#### Project Evaluation Criteria

Sections	Questions Considered When Evaluating Projects
<b>Department Ranking</b>	➤ What is the departmental priority/ranking for project?
<b>Legal Mandates/Safety</b>	<ul style="list-style-type: none"> <li>➤ Does the project enable the County to fulfill a new or existing state of federal mandate?</li> <li>➤ Does the project eliminate an immediate safety hazard for County citizens or employees?</li> </ul>
<b>Demonstrated Need/Timing</b>	➤ When does the project need to be completed? Is the project related to another priority project?

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

Attachment: 24-29 CIP (Proposed Capital Improvement Program 2024-2029 - Erin Burke)

## Revenue Sources & Debt Service

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

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

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

### Revenue Sources:

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

### Revenue Sources & Debt Service

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

## Funding Method for County Capital Reserve Fund

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

It is projected that the Land Transfer tax will generate approximately \$750,000 in FY 2023-2024. These funds are applied to approved capital projects and debt service. Currently \$.01 of the county-wide ad valorem tax rate generates approximately \$168,810 in taxes collected by Camden County.

## School Capital Reserve Fund

The School Capital Reserve Fund will continue to be the primary means the county uses to fund school capital projects. Currently capital projects are funded by that portion of the Article 40 & 42 sales tax that is earmarked for school construction by the state. The county also may request funds through the State Public School Building Capital Fund. Lottery proceeds are annually appropriated to this Fund and reserved for School Capital projects. Articles 40 & 42 Sales Tax will generate approximately \$675,000 annually that goes into the School Capital Reserve Fund. It needs to be noted that falling tax revenue is going to be a problem for Camden County due to the COVID-19 virus. Sales taxes on retail, restaurants and hotel rooms are all taking a hit, as is the state's income tax. From a finance perspective it is this unknown that local leaders need to be very cautious with moving forward with increasing debt.

## Enterprise Fund

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

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

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

## County Fire Districts

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

departments detailing how the fire commissions will oversee the operation of the fire departments which includes special approval of all expenditures of \$5,000 or more.

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

### **Adoption of Unified County Government**

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

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

### **Capital Project Narrative Descriptions:**

The Capital Project narratives are organized in the following categories:

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

## Capital Project Narratives

### A. Approved/Funded:

#### 1. Administration Complex Phase II Modified

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

**Priority Level:** 1

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

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

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

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

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

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

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

## 2. Broadband

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

**Priority Level:** 1

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

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

**Alternatives:** N/A

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

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

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

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

### 3. New High School

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

**Priority Level:** 1

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

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

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

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

**Relation to Other Projects:** None

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

**Operating Impact:**

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

#### 4. Treasure Point Rural Education Center

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

**Priority Level:** 1

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

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

**Alternatives:** Make no changes

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

**Relation to Other Projects:**

This new facility will allow for the elimination of the mobile office trailer from the future administrative campus.

**Professional Design Work Detail:**

Mark Kasten of Cahoon and Kasten Architecture will lead the design/build process for this project. The Board of Commissioners voted at the March 2023 meeting to secure the services of this firm.

**Operating Impact:**

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

## 5. Emergency Medical Services Department

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

**Priority Level:** 1

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

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

**Stage of Project:** A director position was been included in the 2023-2024FY Budget. That position should be filled in June 2024. \$100,000.00 has been set aside to acquire refurbished equipment however the County was the recipient of a \$900,000 grant from the State and used those funds to purchase three new ambulances. FY 24-25 will be when the system is permitted and staffed in preparation for a spring 2025 launch.

**Relation to Other Projects:** None

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

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

## 6. South Mills Boat Ramp and Park

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

**Priority Level:** 3

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

**Recommended Solution:** The acquisition of approximately 42 acres of land adjacent to the Dismal Swamp Canal with the purchase of the South Mills Water Association will allow the County begin planning for construction of a community park with both active and passive recreation areas including baseball/soccer fields, playground equipment, and picnic shelter. Limited funding may be generated from requiring fees in lieu of land dedications for new residential subdivisions. As part of this process, the County is pursuing the construction of a boat ramp and parking area adjacent to the canal.

**Alternatives:** N/A

**Stage of Project:** Land Acquisition should occur with purchase. Master Planning the site is proposed in the FY 24-25 budget.

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

**Professional Design Work Detail:** None started at this time. Will need a master plan to ensure effected use of the property and community engagement to meet the needs of the citizens.

**Operating Impact:** The project will increase Parks and Recreation operations and maintenance budget and will likely bring on the need to add one additional staff person.

## 7. South Mills Waste Water Expansion and Disposal (Plant)

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

**Priority Level:** 1

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

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

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

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

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

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

## **B. Recommended/Unfunded:**

### **1. US 158 Sidewalk Extension**

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

**Priority Level:** 3

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

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

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

**Alternatives:** None

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

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

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

**Professional Design Work Detail:** None

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

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

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

**Priority Level:** 3

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

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

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

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

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

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

## **C. Identified/Unfunded:**

### **1. Public Beach**

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

**Priority Level:** 3

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

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

**Alternatives:** None

**Stage of the Project:** Research.

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

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

## 2. Dismal Swamp Trail Extension

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

**Priority Level:** 3

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

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

**Alternatives:** None

**Stage of the Project:** Research.

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

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

### 3. Dismal Swamp Canal Boating Amenities

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

**Priority Level:** 3

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

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

**Alternatives:** None

**Stage of the Project:** Research.

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

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

#### 4. New South Mills Convenience Center & Transfer Station

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

**Priority Level:** 2

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

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

**Alternatives:** None

**Stage of the Project:** Research.

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

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



## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Public Hearings

**Item Number:** 5.C  
**Meeting Date:** June 03, 2024

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

**Item Title** **Camden Yards, LLC Application for Zoning Map Amendment**

**Attachments:**

- 1\_AgendaSummary\_CrouseRezoningPH (DOCX)
- 2\_CrousePropertyRezoningStaffReportPH (DOCX)
- 3\_Deed (PDF)
- 4\_2023Oct23-NeighborhoodMeeting (PDF)
- 5\_Crouse Tract Agreement Exhibits 4-30-24 (PDF)
- 6\_Development Agreement\_Camden County Camden Yards LLC 4-30-24 (DOCX)
- 7\_FISCAL IMPACT STATEMENT 2-13-24 (PDF)
- 8\_2-5-24\_4790 Crouse MasterPlan (PDF)
- 9\_(2-13-24) Draft Terms & Conditions with Schedules (PDF)
- OrdinanceCrouseRezoning\_2024-06-02 (DOCX)

Agenda summary and supporting documentation attached.

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

**Meeting Date:** June 3, 2024

**Attachments:** Camden Yards LLC Rezoning Staff Findings, Application, Deed, Neighborhood Meeting Summary, Proposed Development Agreement, Proposed Master Plan, Fiscal Impact Statement, Draft Terms & Conditions with Schedule, and Ordinance 2024-06-02

**Submitted By:** Planning Department

**Item Title:** Application for Zoning Map Amendment from Camden Yards LLC

**Summary:**

Camden Yards LLC has requested a map amendment for approximately 1010 acres from the from Highway Commercial (HC) and Light Industrial (LI) Zoning Districts to Planned Development (PD) Zoning District. The 1010 acres is currently being used for Farmland and in the South Mills Township.

The neighborhood meeting was held on October 23, 2023. The Planning Board on April 17, 2024 voted unanimously, recommending denial of the Rezoning Application.

The proposed zoning map amendment is inconsistent with the 2005 CAMA Future Land Use Plan which has the property identified as Industrial and Conservation.

The proposed zoning map amendment is inconsistent with the 2012 County's Comprehensive Future Land Use Map which has the property identified as Mixed-Use Employment and Rural Preservation.

**Recommendations:**

**Motion to approve the Consistency Statement:**

The requested Zoning Map Amendment is inconsistent with the 2035 Comprehensive Future Land Use Plan which identifies the parcel as Mixed-Use Employment and Rural Preservation. The requested Zoning Map Amendment is inconsistent in that the CAMA Future Land Use Maps has the majority of property identified as Mixed Use, Industrial, Rural Preservation and Conservation.

**Motion to deny:**

Planning Staff recommends denial of the Zoning Map Amendment Application (UDO 2024-02-103) and Ordinance 2024-06-02 as the rezoning request is inconsistent with the Camden County Future Land Use Plans.

**Reasonableness Statement for denial:**

The requested zoning change is inconsistent with Camden County Future Land Use Plans which identify the property as Mixed Use Employment, Industrial, Conservation, Rural Preservation.

**Motion of denial of the Proposed Development Agreement.**

**STAFF REPORT**  
**Ordinance 2024-06-02**  
**UDO 2024-02-103**  
**Zoning Map Amendment**

**PROJECT INFORMATION**

**File Reference:** 2024-02-103  
**Project Name:** The Crouse Tract  
**PIN:** 01-7008-00-26-3513.0000

**Applicant:** Camden Yards, LLC  
**Address:** 417-D Caratoke Highway  
Moyock NC, 27958  
**Phone:** 252-435-2718  
**Email:** jold@qqhoc.com

**Current Owner of Record:** Camden Yards, LLC  
**Address:** 417-D Caratoke Highway  
Moyock NC, 27958  
**Phone:** 252-435-2718  
**Email:** jold@qqhoc.com

**Meeting Dates:**  
October 23, 2023 **Neighborhood Meeting**  
April 17, 2024 **Planning Board Meeting**

**Application Received:** 2/15/2024  
**By:** Amber Curling, Planning

**Application Fee paid:** \$10,650 Ck1021

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

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

- A.** Rezoning Application
- B.** Deed
- C.** Neighborhood Meeting Summary
- D.** Proposed Agreement Exhibits
- E.** Proposed Development Agreement
- F.** Proposed Fiscal Impact Statement
- G.** Proposed Master Plan
- H.** Proposed Terms & Conditions with Schedule

**Request:** Camden Yards LLC is requesting a Zoning Map Amendment from Highway Commercial and Light Industrial zoning districts to Planned Development zoning district.

**Description:** The parcel identified with pin number 01.7082.00.26.3513.0000, consisting of approximately 1010 acres, is located on the southeast corner of US Hwy 17 and Ponderosa Drive in the South Mills Township. The parcel consists of approximately 110 acres on US Hwy 17 of Highway Commercial. The remaining acreage is zoned as Light Industrial

Attachment: 2\_CrousePropertyRezoningStaffReportPH (Camden Yards, LLC Application for Zoning Map Amendment)

## **Rezoning from the following Zoning Districts of Highway Commercial and Light Industrial:**

### **Highway Commercial Zoning District 151.3.6.5**

The Highway Commercial district is applied to lots along the County's major roadways (e.g., US 158, US 17, NC 34, and NC 343) and is intended for automobile-oriented commercial development as well as large floorplate commercial uses and uses that require or generate truck traffic. The district also accommodates agricultural and institutional uses as well as higher density residential uses with a special use permit. New development in the HC district is grouped and configured to ensure regular lateral vehicular and pedestrian access along major transportation routes as a means of establishing a well-connected transportation system. New development is configured to maintain high visual quality along the major roadway, or is fully screened from view. Sufficient spacing and screening is included along lot lines shared with adjacent residential zoning districts to ensure compatibility. New commercial and multi-family developments in the district are subject to the design standards in Article 151.5 Development Standards.

### **Light Industrial Zoning District 151.3.6.7**

The Light Industrial district is established to accommodate agricultural and light manufacturing uses, including assembly, fabrication, processing, distribution, storage, and wholesales sale of finished or semi-finished products from previously prepared materials. The district also allows commercial activities intended to serve the primary businesses in the district and their employees. Uses allowed in the district do not require large amounts of land or large building areas for operation nor large yard areas for isolation or protection from adjoining premises or activities. Activities take place almost entirely indoors and result in minimal exterior movement of vehicles, materials, and goods in areas around the district. Buildings are situated so as to have minimal visual impacts, and are well-screened from adjacent lower intensity uses. Heavy industrial uses and uses with significant adverse impacts on adjoining lands are prohibited. Single-family detached homes and other low-intensity uses which could interfere with industrial operations are also prohibited.

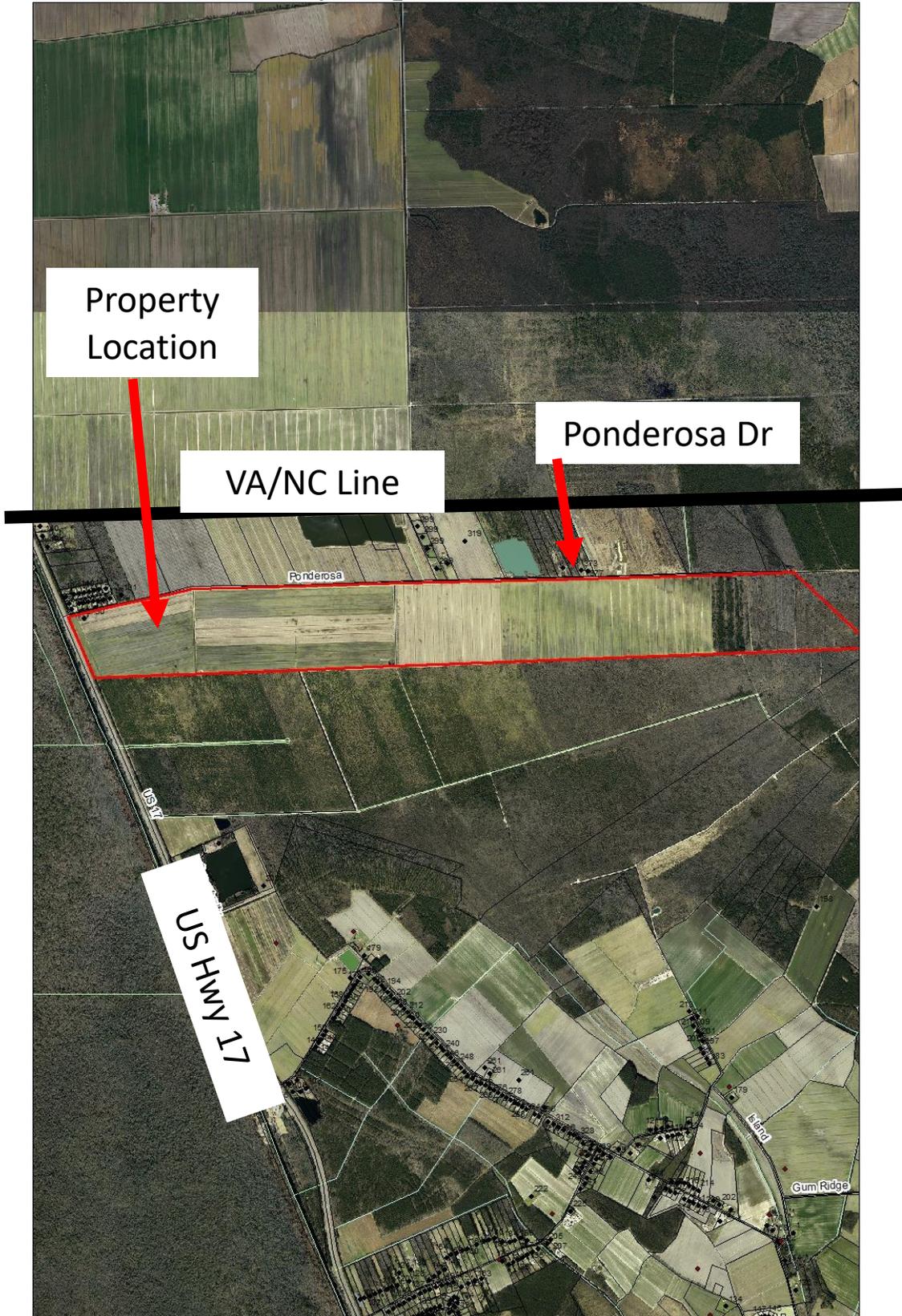
## **Rezoning to the following Zoning District of Planned Development:**

### **Planned Development (PD) Purpose Statement (Article 151.3.6.3)**

The Planned Development (PD) district is established and intended to encourage innovative land planning and site design concepts that support a high quality of life and achieve a high quality of development, environmental sensitivity, energy efficiency, and other County goals and objectives by:

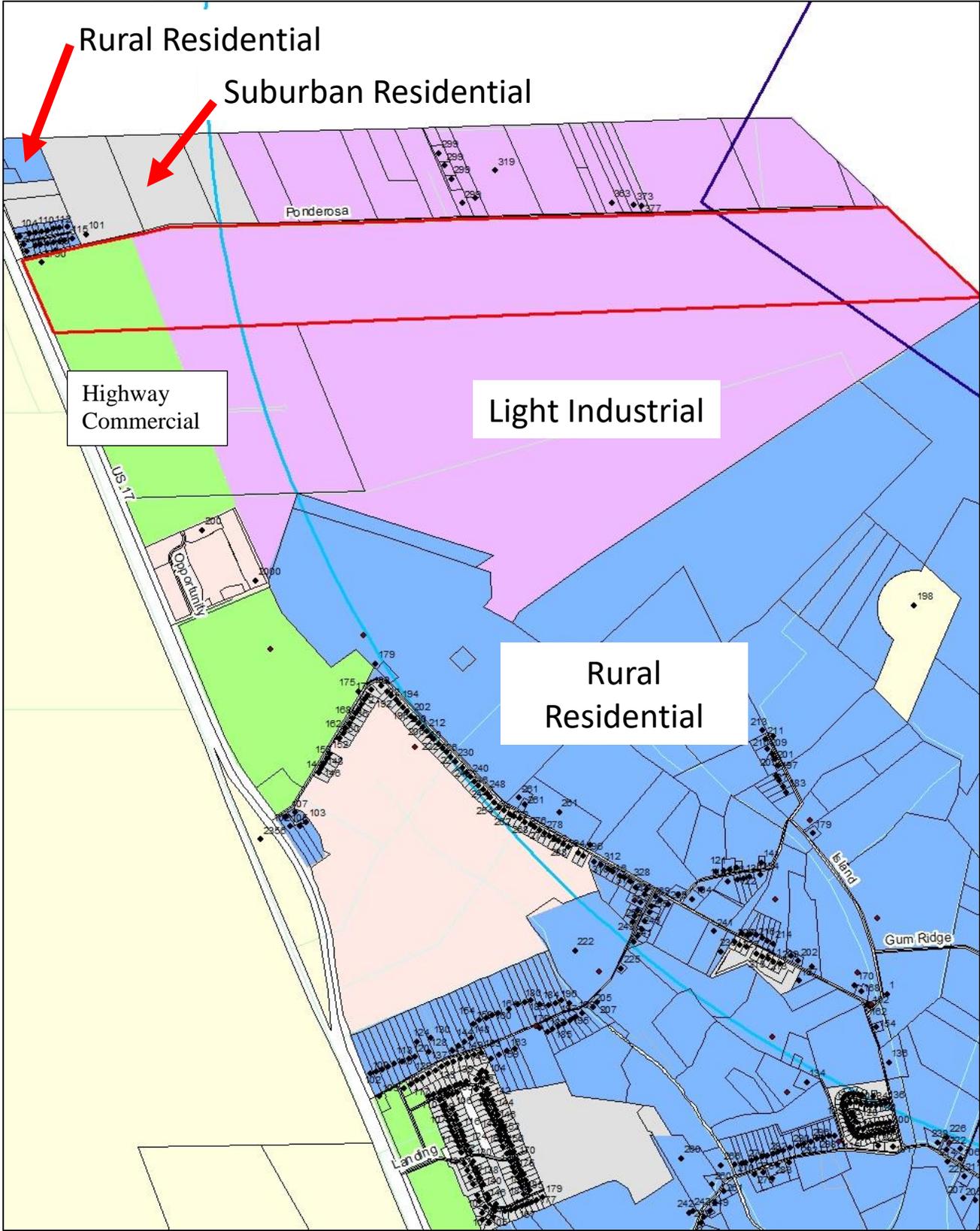
- Reducing or diminishing inflexibility or uniform design that sometimes results from the strict application of zoning and development standards designed primarily for individual lots;
- Allowing greater freedom in selecting the means of providing access, open space, and design amenities;
- Allowing greater freedom in providing a well-integrated mix of residential and nonresidential land uses in the same development, including a mix of housing types, lot sizes, and densities;
- Providing for efficient use of land resulting in smaller networks of utilities and streets and thereby lowering development and housing costs; and
- Promoting quality design and environmentally sensitive development that respects surrounding established land use character and respects and takes advantage of a site's natural and man-made features, such as trees, estuaries, shorelines, special flood hazard area, and historic features.

### Vicinity Map: South Mills Township



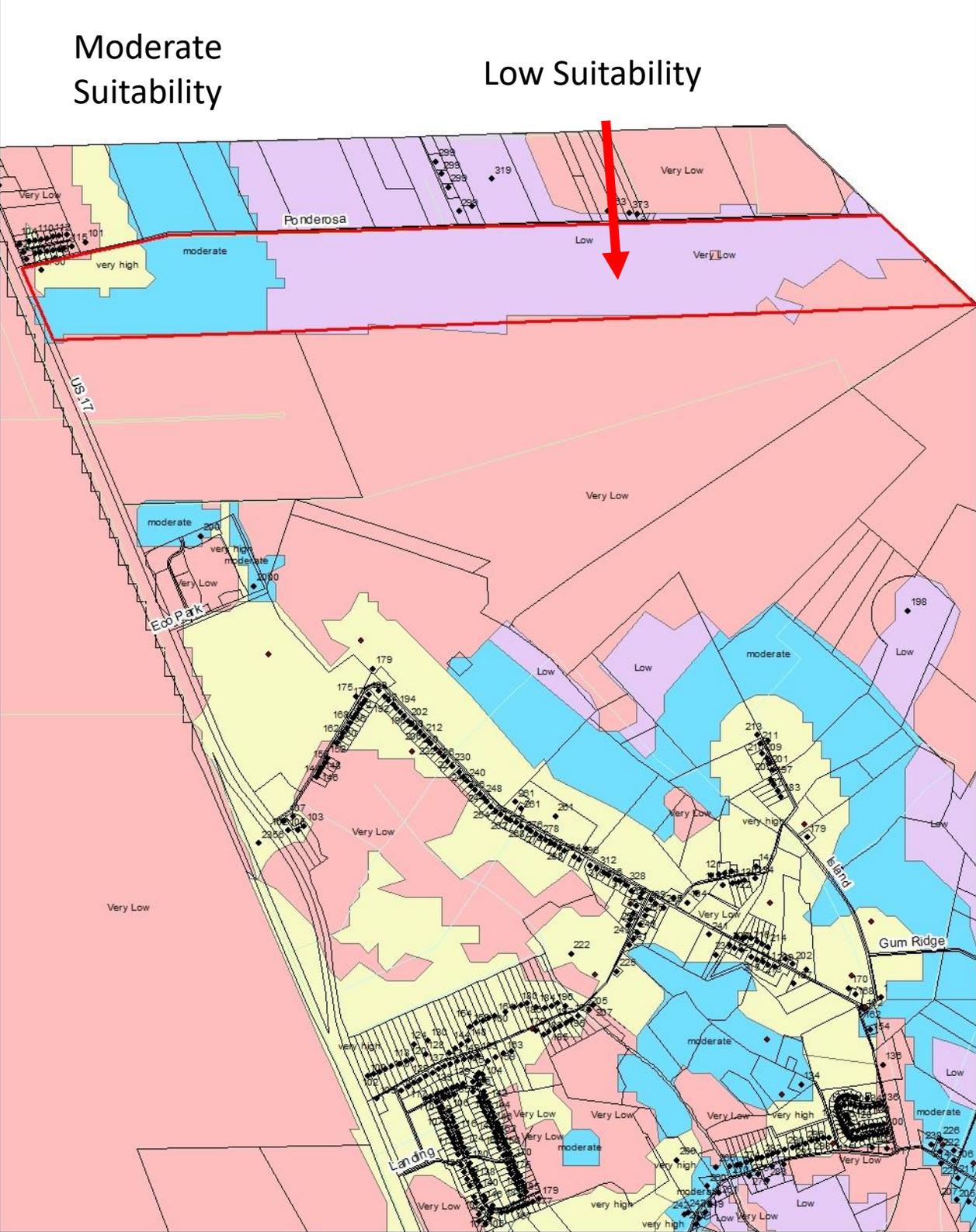
Attachment: 2\_CrousePropertyRezoningStaffReportPH (Camden Yards, LLC Application for Zoning Map Amendment)

**Zoning Map:**



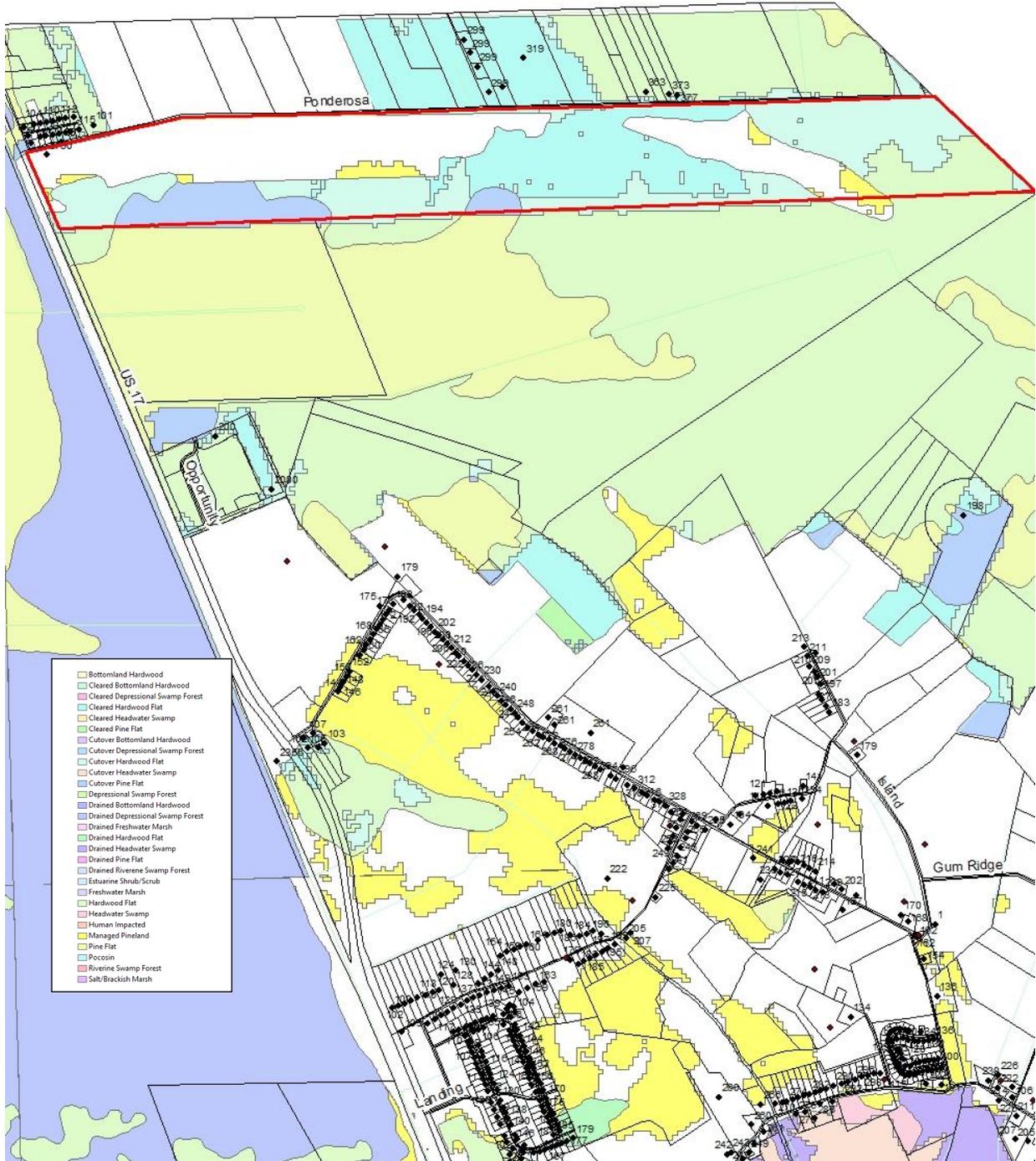
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CAMA Land Suitability:



Attachment: 2\_CrousePropertyRezoningStaffReportPH (Camden Yards, LLC Application for Zoning Map Amendment)

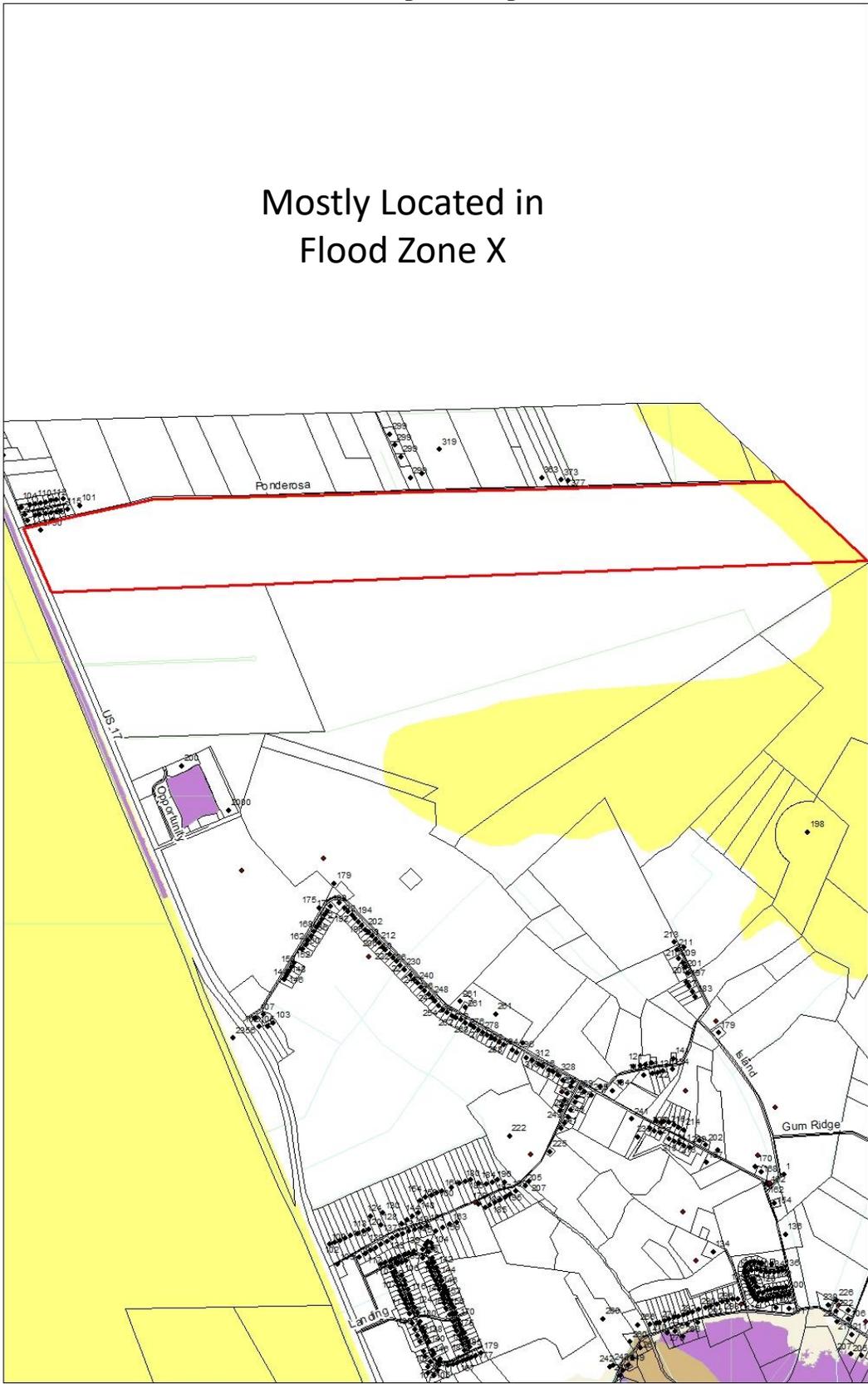
### Wetlands Map and Not located in Watershed



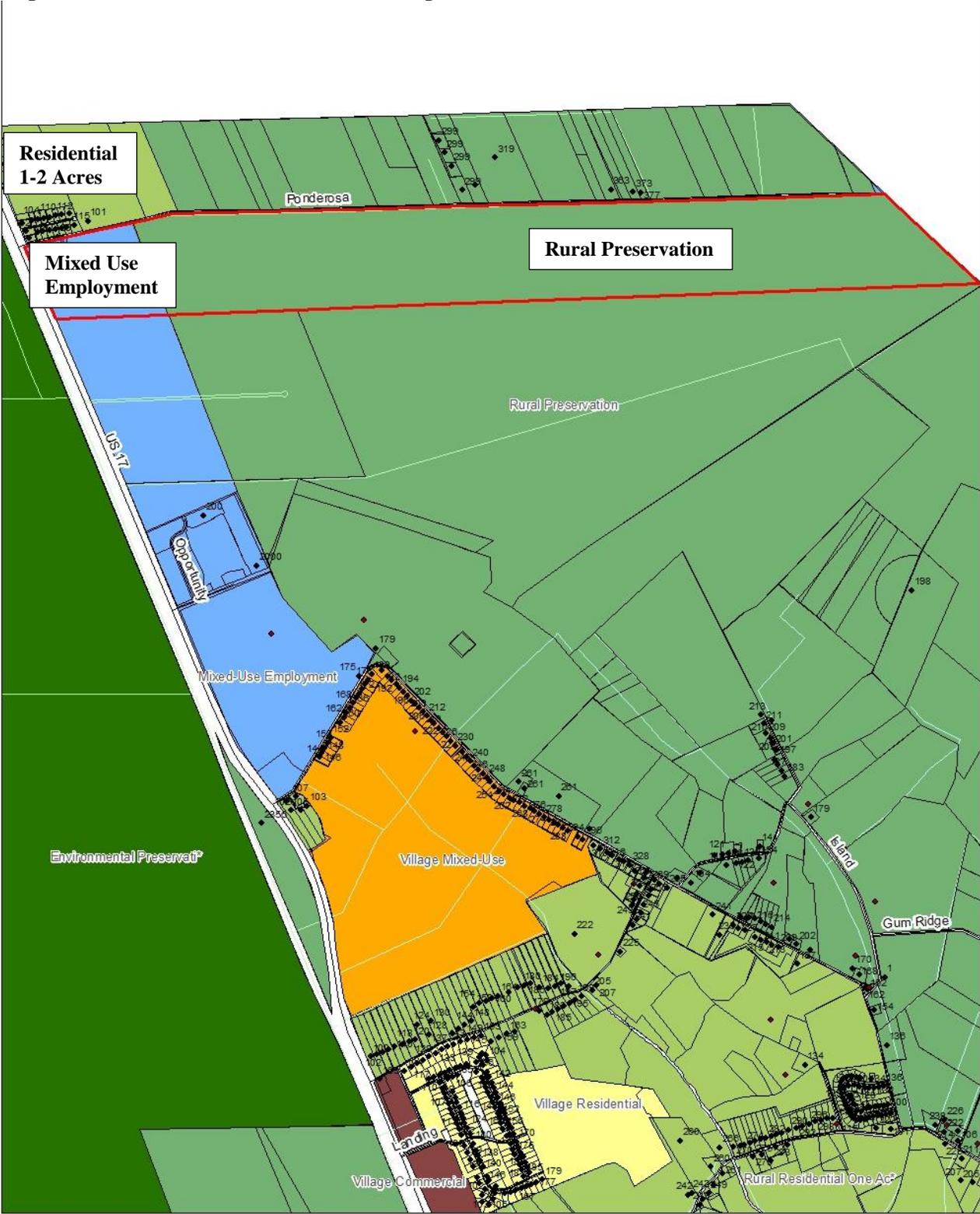
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### Floodplain Map

Mostly Located in  
Flood Zone X

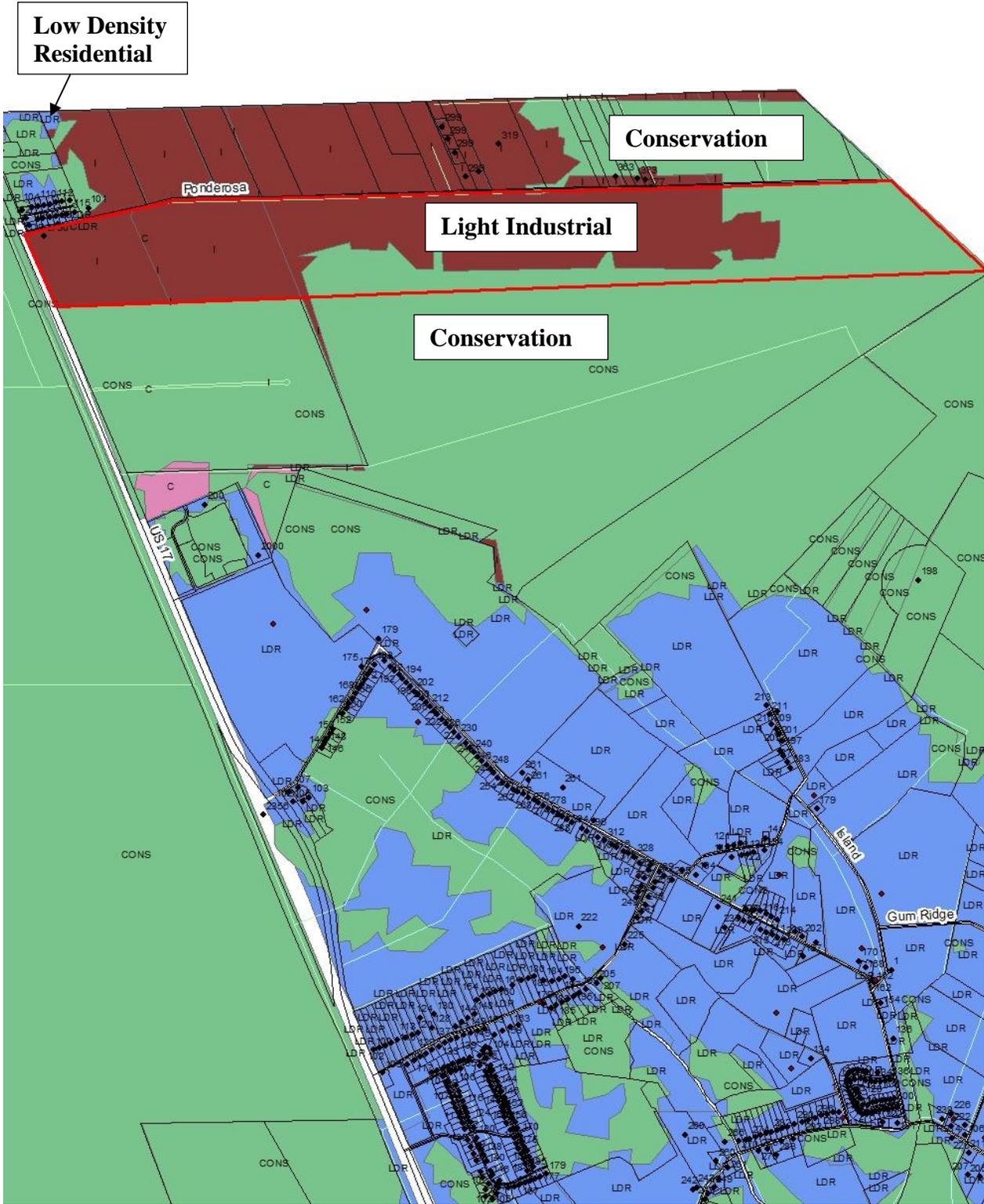


### Comprehensive Plan Future Land Use Map

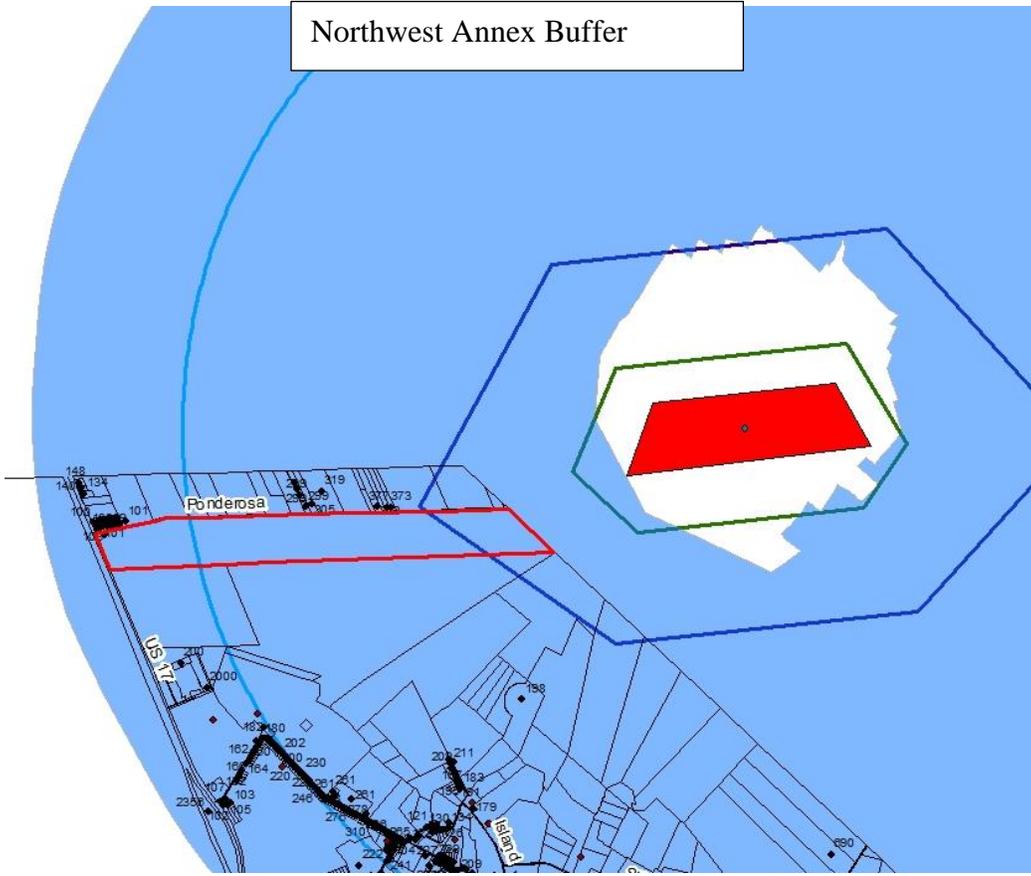


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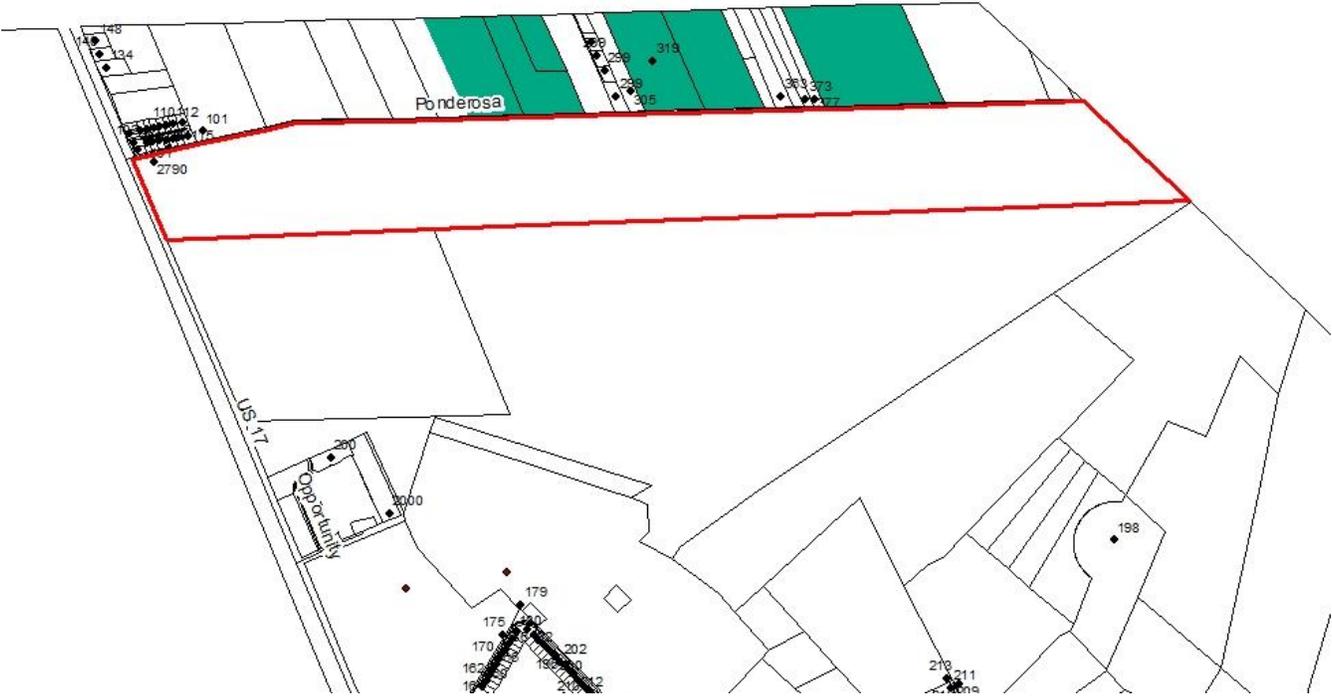
# CAMA Future Land Use Map



Attachment: 2\_CrousePropertyRezoningStaffReportPH (Camden Yards, LLC Application for Zoning Map Amendment)



**Mining Overlay District**



Attachment: 2\_CrousePropertyRezoningStaffReportPH (Camden Yards, LLC Application for Zoning Map Amendment)

**SITE DATA**

**Size of Lots:** Approximately 1010 acres  
**Flood Zone:** X and A  
**Zoning District(s):** Highway Commercial (HC) and Light Industrial (LI)  
**Existing Land Uses:** Farmland and Wooded

**Adjacent Zoning & Uses:**

	<b>North</b>	<b>South</b>	<b>East</b>	<b>West</b>
<b>Zoning</b>	Rural Residential, Suburban Residential, and Light Industrial	Highway Commercial and Light Industrial	Currituck County Line	US Highway 17
<b>Use &amp; size</b>	Mining Pits, Residential Lots, Woods & Farmland	Woods	Woods	NA

**Proposed Use(s)** – The proposed use is a Planned Development Subdivision with Phasing consisting of residential lots and commercial lots.

**INFRASTRUCTURE & COMMUNITY FACILITIES**

**Water:** Not available  
**Sewer:** Not available.  
**Fire District:** South Mills Fire District.  
**Schools:** Proposed zoning will have an impact on Schools.  
**Traffic:** Proposed zoning will have impact on Traffic. A Traffic Impact Analysis will be required at development stage.

**CONSISTENCY with PLANS and MAPS**

**2035 Comprehensive Plan**

**Consistent**  **Inconsistent**

The proposed rezoning is inconsistent with the 2035 Comprehensive Future Land Use Plan which identifies the property as Mix Use Employment and Rural Preservation.

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

**Consistent**  **Inconsistent**

The proposed rezoning is inconsistent with the 2005 CAMA Land Use Plan which identifies the property as Industrial and Conservation.

**Comprehensive Transportation Plan**

**Consistent**  **Inconsistent**

Property abuts US Hwy 17.

Attachment: 2\_CrousePropertyRezoningStaffReportPH (Camden Yards, LLC Application for Zoning Map Amendment)

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

N/A

**SPECIFIC CAMA LAND USE QUESTIONS TO CONSIDER:****1. Does Camden County need more land in the zoning class requested?**Yes  No **Reasoning:** The rezoning is inconsistent with the Future Land Use Plans. The majority of Planned Developments are located in the South Mills Township**2. Is there other land in the county that would be more appropriate for the proposed uses?**Yes  No **Reasoning:** The majority of Planned Developments are located in the South Mills Township.**3. Is the request in accordance with the Camden County land use plan?**Yes  No **Reasoning:** The rezoning is inconsistent with the Future Land Use Plans.**4. Will the request have serious impact on traffic circulation, parking space, sewer and water services, other utilities?**Yes  No **Reasoning:** The proposed Plan Development would consist of over 1500 dwelling units and commercial properties.**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 Plan Development would consist of over 1500 dwelling units and commercial properties.**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:** Staff opinion is all uses permitted in the requested zoning classification should not cause any possibility of lessening enjoyment or use of adjacent properties.**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

**Reasoning:** All areas including environmental concern will be addressed through required permitting process of North Carolina State and Camden County. (CAMA permit, NCDEQ Erosion & Sediment Control permit, NCDEQ Stormwater permit, County drainage plan, Etc.)

**Summary:**

**CONSISTENCY with PLANS and MAPS**

**2035 Comprehensive Plan**

Consistent  Inconsistent

The County’s Comprehensive Future Land Use Map (Adopted 2012) shows the current parcel to be Mixed-Use Employment and Rural Preservation. The Mixed-Use Employment intended uses are businesses, light industrial, offices, research and development and related ancillary uses. Rural Preservation promotes the continued use of working lands and protection of environmentally sensitive lands from more intense development.

**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 Conservation. Small areas on the water are identified as Low Density Residential. Conservation is designated to provide for effective long term management of significant limited or irreplaceable areas.

. The Industrial district is designed to provide space for industries, wholesale and warehouse facilities in operated in clean and quiet manner not obnoxious to adjacent properties. Conservation is designated to provide for effective long-term management of significant limited or irreplaceable areas.

**Comprehensive Transportation Plan**

Consistent  Inconsistent

Property abuts US Hwy 17.

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

N/A

**Recommendations:**

Planning Board and Staff make the following recommendations:

**Motion to approve Consistency Statement:**

Attachment: 2\_CrousePropertyRezoningStaffReportPH (Camden Yards, LLC Application for Zoning Map Amendment)

The proposed planned development zoning change is inconsistent with the 2035 Comprehensive Future Land Use Plan which has the property identified as Mixed-Use Employment and Rural Preservation. The proposed zoning change is inconsistent with the 2005 CAMA Future Land Use Plan which has the property identified as Industrial and Conservations.

**Motion for denial:**

Planning Board and Staff recommends denial of the Zoning Map Amendment Application (UDO 2024-02-103) and Ordinance 2024-06-02 as the rezoning request is inconsistent with the Camden County Future Land Use Plans.

**Motion for denial of the Proposed Development Agreement**

**If the Board approves the rezoning:**

A Motion to amend the Camden County Future Land Use Plan Maps is needed.



Doc No: 215153  
Recorded: 08/26/2022 03:06:18 PM  
Fee Amt: \$26.00 Page 1 of 4  
Excise Tax: \$13,287.00  
Camden County North Carolina  
Tammie Krauss, Register of Deeds  
BK 429 PG 116 - 119 (4)

THIS DEED IS BEING RECORDED IN CAMDEN AND CURRITUCK COUNTIES  
NORTH CAROLINA GENERAL WARRANTY DEED

Excise Tax:

Parcel Identifier No. 01.7082.00.26.3513.0000 (Camden) Verified by Camden County on  
000100000070000 (Currituck)  
the 26 day of August, 20 22 By: OPM \$6,643,343.50 / \$666,434.00 pd

Mail/Box to: Trimpi & Nash, LLP

This instrument was prepared by: THOMPSON & PUREZA, P.A., 101 West Main Street, Elizabeth City,  
NC 27909 (2022-412)

Brief description for the Index:

THIS DEED made this 28<sup>th</sup> day of July, 2022, by and between

GRANTOR	GRANTEE
JONATHAN S. CROUSE and wife, DONNA W. CROUSE 818a Delmas Avenue Nashville, TN 37216	CAMDEN YARDS LLC A North Carolina Limited Liability Company 417-D Caratoke Highway Moyock, NC 27958

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 South Mills Township, Camden County, North Carolina, and Moyock Township, Currituck County, North Carolina, and more particularly described as follows:

SEE "EXHIBIT A" ATTACHED HERETO AND MADE A PART HEREOF.

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

This document was prepared by David R. Pureza, a licensed North Carolina attorney, without title examination, closing or tax advice. 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 instrument recorded in Book 332, Page 56, Camden County Public Registry, and Book 1309, Page 718, Currituck County Public Registry.

Attachment: 3\_Deed (Camden Yards, LLC Application for Zoning Map Amendment)

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, other than the following exceptions:

*Ad valorem* taxes for the current and subsequent years  
Easements, restrictions and rights-of-way of record, and exceptions set forth on "Exhibit B" attached hereto and made a part hereof.

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

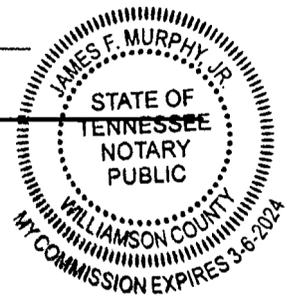
*Jonathan S. Crouse* (SEAL)  
JONATHAN S. CROUSE  
*Donna W. Crouse* (SEAL)  
DONNA W. CROUSE

State/Commonwealth of Tennessee, Davidson - County/City of Nashville

I, the undersigned Notary Public of the County or City of Nashville and State aforesaid, certify that JONATHAN S. CROUSE and wife, DONNA W. CROUSE, personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed. Witness my hand and Notarial stamp or seal this 3rd day of August, 2022.

(Affix Seal)

My Commission Expires: 08-06-2024  
*[Signature]*  
Notary Public



Attachment: 3\_Deed (Camden Yards, LLC Application for Zoning Map Amendment)

**EXHIBIT A**

BEGINNING at a new cotton spindle set in the asphalt of an access lane near the center of US Highway 17, said point having NC Grid Coordinates (NAD 83) of N(Y) 1,026,805.88 E(X)2,771,805.04 derived using a combined scale factor of 0.99984598 and static GPS observations; thence North 77° 25' 05" East 188.96 feet to a computed point in a canal and on the Eastern right of way of US Highway 17, said point being located South 22° 44' 21" East 60.97 feet from an existing iron pipe and South 22° 44' 21" East 754.74 feet from an existing iron stake, both located on the Eastern right of way of US Highway 17; thence along the Southern side of a 30 foot lane shown on a survey titled "Sawyer State Line Farm," recorded in Plat Cabinet "A" Page 231 of the Camden County Register of Deeds North 77° 25' 05" East 3,397.64 feet to an existing iron stake on the North edge of a canal, said point being a survey control corner having NC Grid Coordinates (NAD83) of N(Y) 1,027,587.04 E(X) 2,775,304.98; thence along the Southern side of said lane, North 88° 28' 19" East 18,122.79 feet and crossing into Currituck County, to an existing iron pipe East of a bend in the canal, said point being a survey control corner having NC Grid Coordinates (NAD83) of N(Y) 1,028,070.20 E(X) 2,793,418.54; thence South 07° 04' 49" East 2,081.33 feet to an existing iron pipe on the East side of and at the bend of the canal; Thence South 88° 32' 43" West 185.49 feet to a marble monument labeled "RCW JLRC 1917" on the North side of a canal and on the Currituck/Camden County line; thence South 87° 44' 13" West 12,794.68 feet to an existing iron pin on the South side of a canal; thence South 87° 44' 13" West 8,025.58 feet to a computed point on the Eastern right of way of US Highway 17; thence South 87° 44' 13" West 198.54 feet to a new iron pipe set in the median of US Highway 17; thence North 22° 44' 21" West 1,773.49 feet to the POINT OF BEGINNING, containing a total of 1,063.00 acres, all according to a survey by Surveying Solutions, P.C. titled "Boundary Survey for Waste Industries, Inc.," dated July 16, 2004.

**EXHIBIT B**

1. **Taxes for the year 2022, and subsequent years, not yet due and payable.**
2. **Any inaccuracy in the area, square footage, or acreage of the property described on Exhibit "A".**
3. **Easement(s) to Department of Transportation recorded in Book 70 at Page 161, Camden County as revised by Access Revision Agreement recorded in Deed Book 289 at Page 231, Camden County.**
4. **Deed of Easement(s) recorded in Book 200 at Page 814, Camden County.**
5. **Agreement with Albemarle Electric Membership Corporation recorded in Deed Book 71, Page 199, Camden County.**
6. **Subject to the terms and conditions of that Termination of Farm Lease recorded on June 19, 2014 in Camden County and Currituck County.**
7. **Subject to Memorandum of Royalty recorded on June 19, 2014 in Book 327, Page 501, Camden County and Book 1296, Page 23, Currituck County.**
8. **Subject to matters shown on Deed Book 72 at Page 338-A, Camden County.**
9. **Subject to matters shown on Plat Cabinet A at Page 242, Currituck County.**
10. **Plat of survey by Dwayne R. Kroeze, PLS, dated 7/16/2004, shows perpetual easement for highway purposes on the West 3' wire fence located along highway right of way on West, overhead utilities on the West and North lines, 30' easement for 30' land known as Ponderosa Drive located on the North, 1.11 acre overlap on the East, various ditches and canals, 100-year flood hazard area on the East and various soil paths on and crossing the property located on the Land.**
11. **Such state of facts occurring subsequent to 7/16/2004, date of survey by Dwayne R. Kroeze, PLS, as would be disclosed by an accurate survey and inspection of the property.**
12. **Rights of others thereto entitled in and to the [ditch(es)] [canal] along the boundary lie(s) of the property.**

## Neighborhood Meeting Minutes

### The Crouse Tract

October 23, 2023

Scheduled Place: 5:30pm, Camden County Library, Camden, NC.

Meeting began at approximately 5:30pm for an informal viewing of the drawings and 6:00pm for the formal presentation with questions and answers.

**Attendees:** (See attached sign-in sheets)

**Also:** Tiffany White and Amber Curling, Camden County  
Ken Bowman, Consultant  
Justin Old, Developer  
Mark Bissell, Engineer

About 30 residents and other interested parties attended in addition to county and developer representatives.

Several presentation boards were displayed in the lobby to give people an opportunity to see the master plan and typical development styles and types that are proposed in the development, and questions were answered informally.

Following the informal presentation, a power point presentation was presented in the meeting room showing the objectives of the development, the context of the property with respect to Coastal Virginia Commerce Park, which is being developed approximately one half mile to the north, and to show details of the proposed development.

It was explained that there would be a concurrent rezoning application and a Development Agreement, and that the purpose of the meeting is to tell the surrounding community everything we can about the development in advance of submitting the application to the county for review.

Key elements of the master plan were reviewed, including the different housing types, the clubhouses and recreational facilities, stormwater management facilities, walking trails, the strong commercial component along US 17, and the nature preserve to the east.

We are envisioning at least a 10-15 year build-out for the development.

A summary of the results of an economic analysis that the developer has had completed were also presented, showing that the development will have a significant positive impact on area income, jobs, and revenue, and a significant positive impact to Camden County.

Following the presentation, the meeting was opened for questions and answers. The following is a summary of comments and how they were addressed:

Comments from the Community	How Addressed
How will water be provided?	Camden County is in the process of acquiring the South Mills Water Association. The developer will work with the county to extend water lines to the site. A well-site is also being offered to the county if needed.
Will water become available to the Ponderosa community nearby?	A water main will be brought up US 17 and could be extended to the development through an agreement with Camden County.
How will drainage be handled?	A series of lakes and ponds will be developed which will be interconnect and be connected to outlets. The internal drainage will be handled with a series of ditches and enclosed piping.
Concerned about flooding.	A stormwater model will be developed which will determine what will happen during a 100 year storm event and the drainage system will be designed to protect adjacent properties during that storm event.
What about sewer?	A 9 acre site is being set aside for wastewater treatment, which will be offered to Camden County. Alternatively, the county is in the process of designing a new wastewater treatment facility that could be connected to the site with a force main.
Concerned about school capacity.	A 30 acre school site is being provided for construction of a new school on site.
We don't want development to put a strain on county facilities.	The fiscal impact analysis shows that Camden County will receive a significant financial benefits in excess of costs that will allow for expansion of fire and sheriff staffing and facilities, as well as other county government agencies.
Will buffers be provided?	Yes, there is an existing major drainage way (canal) separating the development from residential development to the north, and a tree buffer will also be provided.
How will the houses be priced?	It will be at least two years before houses are on the market, so we don't exactly what the market will be at this time.
What is the schedule?	We expect to file a rezoning application in the coming months and if the rezoning is approved to then begin work on the design and permitting for the water, sewer, street, stormwater elements which will probably take another year or so, and maybe have the

	first phase ready to go in a couple of years. We expect a 10-15 year build-out at least.
What about traffic?	An existing connection to US 17 will be improved and utilized, and we are also proposing a second connection which will be designed in accordance input from NCDOT. Most traffic should be going to the north and should not impact Camden County residents.
What is Ken Bowman's role?	He is serving as a consultant to the developer.
We know the county will approve this no matter what.	
How will we get more information on the progress?	We might be able to set up a website for the project.

After the question and answer session, several people stayed to further review and informally discuss the development boards in the lobby, and the meeting ended at about 7:30.



October 11, 2023

**RE: Community Meeting to discuss Master Plan for the Crouse Tract**

Dear Community Members,

The purpose of this letter is to bring you some news about a new plan for the Crouse Tract that we are working on, involving the development of a large tract of land located on US 17, just south of the Virginia state line. We are planning a new upscale mixed use community on this tract, immediately south of Ponderosa Drive, which is now owned by Camden Yards, LLC, parcel number 017082002635130000. We are preparing to have a neighborhood/community meeting on **Monday, October 23, 2023 at 5:30pm**, at the new **Camden County Library Meeting Room, located at 118 N. Carolina Highway 343, Camden, NC 27921**, and would like to invite you to join us for a presentation and discussion.

The purpose of this meeting is to present an overview of the plan, along with its potential benefits to the community, and to obtain community feedback while we are still in the early planning stages for this development. Your inquiries, concerns, and ideas are important for us to hear and we will make an effort to incorporate them into the master plan for this development.

Please mark the date and time in your calendar and join us. We look forward to this opportunity to hear from you and to get your input on how we can make this development one that we are all proud to be a part of.

Respectfully,  
BISSELL PROFESSIONAL GROUP

Mark S. Bissell, P.E.

cc: Camden Planning Department

Kitty Hawk, NC 27949

12 OCT 2023PM 1 L

Camden Co. Planning  
Dept  
PO Box 714  
Camden, NC 27921



27921-007474



Community Meeting Sign-In  
The Crouse Tract  
Master Plan  
October 23, 2023 at 5:30PM

NAME	ADDRESS	TELEPHONE	E-MAIL
Mark Bissell	PO 1068 Kitty Hawk	(252) 266-3266	mark@bissellprofessionalgroup.com
Carlton + Jean Bell	107 McPherson Rd,	252-771-5552	—
Stephanie Forloince		757 751 5571	4Loins RESservices@gmail
Tiffany White	248 McPherson Rd		
Lokie Flythe	105 Deer trail	757-376-0701	—
Leslie + Danick White	155 Chamberlain Rd	757-236-0542	
Gene + Beverly Lindstrom	147 Deer Trail	(252) 435-3266	procrastin80r@aol.com
DJ + Annette White	101 Heritage Dr.	252-207-6931	annettew432@gmail.com
Robert + Donna Nobles	134 Heritage DR.	757-407-3895	
BILL BLAND	112 DEER TR	(252) 702-9757	william.bland@lawdoctor.com
K. Banks	1153 NCHwy 343W	(252) 332 5575	
Todd Annis	106 HERITAGE DR.	757-710-1977	Toddannise@yahoo.com
Josh + Terina Copper	111 Deer Trl	(252) 334-7361	Nata_8806@hotmail.com
Lee Nobles	140 Heritage Dr	757-450-3190	
DERRILL WICKENS	373 PANDOSA DR	757 510 2441	DWICKENS1@GMAIL

Attachment: 4\_2023Oct23-NeighborhoodMeeting (Camden Yards, LLC Application for Zoning Map

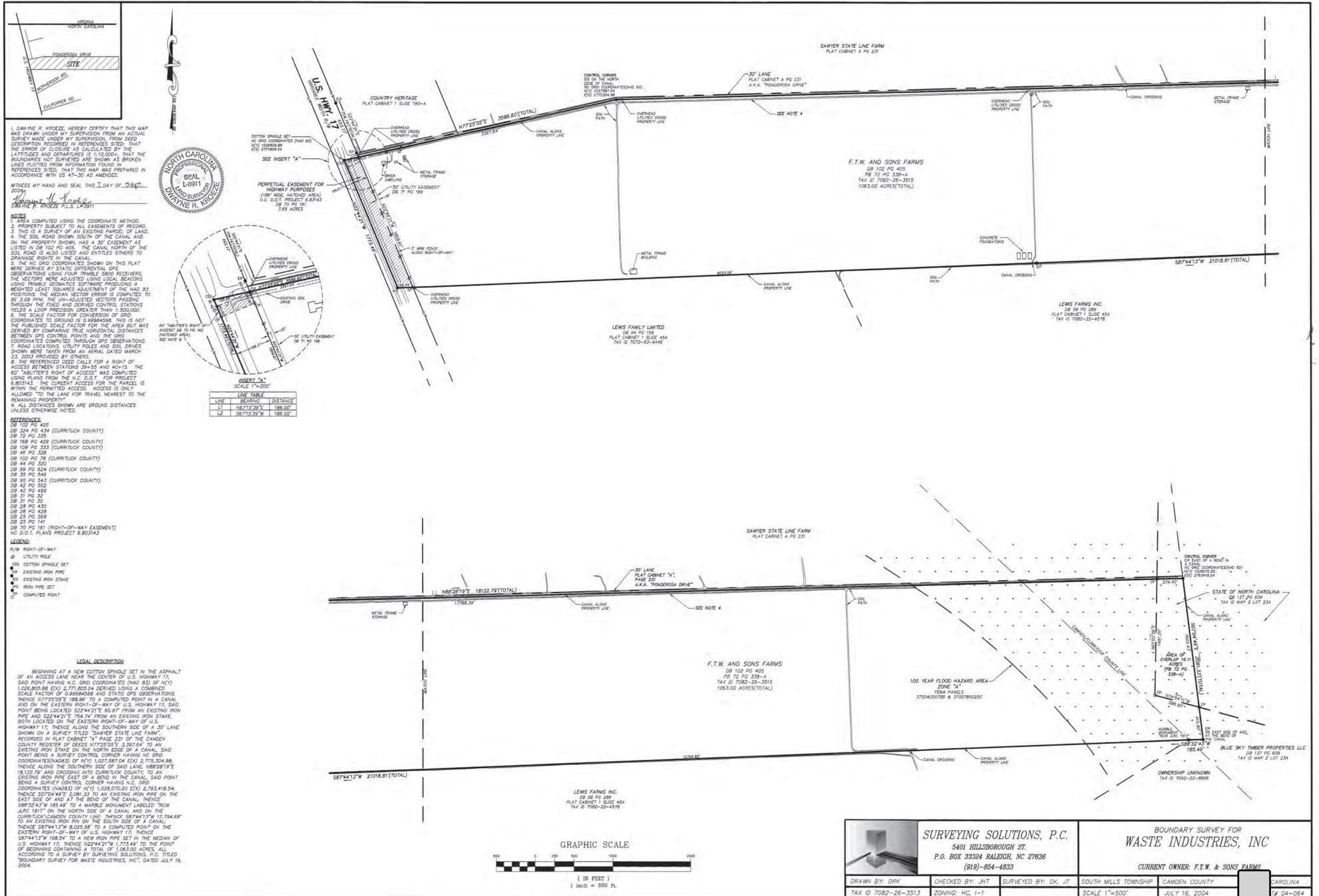
Community Meeting Sign-In  
The Crouse Tract  
Master Plan  
October 23, 2023 at 5:30PM

NAME	ADDRESS	TELEPHONE	E-MAIL
Angela Wickens	373 Ponderosa Dr	757 510 4379	AWickens1@Icloud.com
Adam Cda	43 Ponderosa Dr	757-775-8078	METALCRAFTELLC1@GMAIL.COM
David Chick	129 Muddy Rd	257-348-0478	<del>David</del> davechick11@outlook.com
Joyce Hartman	305 Ponderosa Dr	757-373-4315	Joyce.hartman@gmail.com
William & Vickie Stafford	102 Lake Drive	252-339-1342	wwstafford@embarqmail.com
Shawn + Tara Ferguson	111 Dock Landing	—	—
DANIEL ROSAS	3009 Royal meadow	757-509-0837	Drosas081@gmail.com
Tim Williams	112 Muddy Blue Chip Dr.	252-202-4846	timwilliams@howardhanna.com
Alma Rountree	127 Cantwright Rd	—	—
Nancy Farmer			nfarmer@embarqmail.com

Attachment: 4\_2023Oct23-NeighborhoodMeeting (Camden Yards, LLC Application for Zoning Map

# Exhibit "A"

Boundary Survey



I, DWAYNE R. KRUEZE, HEREBY CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION, FROM DEED RECORDS IN RECORDS IN RECORDS, THAT THE ERROR OF CLOSURE AS CALCULATED BY THE LATITUDES AND DEPARTURES IS 11.100000. THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION CONTAINED IN THE REFERENCED SITES, THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH GS 47-30 AS AMENDED.

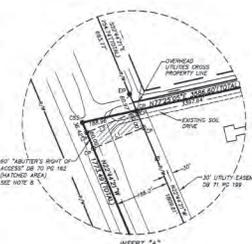
WITNESS MY HAND AND SEAL THIS 17th DAY OF JULY, 2004

DWAYNE R. KRUEZE PLS. 158311



**NOTES**

1. AREA COMPUTED USING THE COORDINATE METHOD. PROPERTY SUBJECT TO ALL EASEMENTS OF RECORD.
2. THIS IS A SURVEY OF AN EXISTING PARCEL OF LAND. THE SOL ROAD SHOWN SOUTH OF THE CANAL AND ON THE PROPERTY SHOWN HAS A 30' EASEMENT AS LISTED IN PG 102 PG 405. THE CANAL NORTH OF THE SOL ROAD IS ALSO LISTED AND ENTITLES OTHERS TO DRAINAGE RIGHTS BY THE CANAL.
3. THE NC GRID COORDINATES SHOWN ON THIS PLAT WERE DETERMINED BY STATIC CONTROL POINT OBSERVATIONS USING FOUR TRIMBLE 5800 RECEIVERS. THE VECTORS WERE ADJUSTED USING LOGICAL BEHAVIORS USING TRIMBLE GEOMATICS SOFTWARE PRODUCING A WEIGHTED LEAST SQUARES ADJUSTMENT OF THE WAD 93 POSITIONS. THE MEDIAN VECTOR ERROR IS COMPUTED TO BE 2.08 MM. THE UNWEIGHTED VECTOR ERROR THROUGH THE FIXED AND DERIVED CONTROL STATIONS YIELDS A LOW PRECISION GREATER THAN 1:500,000.
4. THE HORIZONTAL SCALE FACTOR FOR CONVERSION OF GRID COORDINATES TO GROUND IS 0.9999948. THIS IS NOT DERIVED BY COMPARING TRUE HORIZONTAL DISTANCES BETWEEN THE CONTROL POINTS AND THE GROUND COORDINATES COMPUTED THROUGH GPS OBSERVATIONS AT THE LOCATIONS OF THE PLAT PASSES AND SOL. DIMES SHOWN WERE TAKEN FROM AN AERIAL DATED MARCH 11, 2003 PROVIDED BY OTHERS.
5. THE REFERENCED DEED CALLS FOR A RIGHT OF ACCESS BETWEEN STATIONS 39.65 AND 40.15. THE 60' TABULATOR'S RIGHT OF ACCESS WAS COMPUTED USING PLANS FROM THE 1930'S FOR PROJECT 6.803143. THE CURRENT ACCESS FOR THE PARCEL IS WITHIN THE PERMITTED ACCESS. ACCESS IS ONLY ALLOWED TO THE LAKE FOR TRAVEL NEAREST TO THE REMAINING PROPERTY.
6. ALL DISTANCES SHOWN ARE GROUND DISTANCES UNLESS OTHERWISE NOTED.



INSET "A"  
SCALE 1"=200'

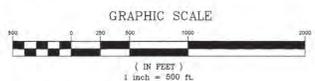
LINE	BEARING	DISTANCE
L1	N67°15'32\"	188.00'
L2	S67°15'32\"	188.00'

- REFERENCES:**
- DB 102 PG 405
  - DB 28 PG 434 (CURRITUCK COUNTY)
  - DB 72 PG 335
  - DB 18 PG 430 (CURRITUCK COUNTY)
  - DB 108 PG 433 (CURRITUCK COUNTY)
  - DB 46 PG 328
  - DB 102 PG 78 (CURRITUCK COUNTY)
  - DB 44 PG 320
  - DB 89 PG 624 (CURRITUCK COUNTY)
  - DB 35 PG 544
  - DB 42 PG 502
  - DB 49 PG 499
  - DB 31 PG 32
  - DB 28 PG 430
  - DB 25 PG 428
  - DB 25 PG 569
  - DB 18 PG 141
  - DB 70 PG 181 (RIGHT-OF-WAY EASEMENT) NC D.O.C. PLANS PROJECT 6.803143

- LEGEND:**
- R/W RIGHT-OF-WAY
  - SP UTILITY PIPE
  - CS COTTON SPINDLE SET
  - EP EXISTING IRON PIPE
  - ES EXISTING IRON STAKE
  - FP IRON PIPE SET
  - CP COMPUTED POINT

**LEGAL DESCRIPTION**

BEGINNING AT A NEW COTTON SPINDLE SET IN THE ASPHALT OF AN ACCESS LANE NEAR THE CENTER OF U.S. HIGHWAY 17, SAID POINT HAVING N.C. GRID COORDINATES (NAD 83) OF N70° 1,026,805.88 (E) 2,771,825.04 DERIVED USING A COMBINED SCALE FACTOR OF 0.9999948 AND TWO GPS OBSERVATIONS; THENCE N77°25'05\"



	<b>SURVEYING SOLUTIONS, P.C.</b> 5401 HILLSBOROUGH ST. P.O. BOX 33324 RALEIGH, NC 27636 (919)-854-4833		<b>BOUNDARY SURVEY FOR          WASTE INDUSTRIES, INC</b>  <b>CURRENT OWNER: F.T.W. &amp; SONS FARMS</b>	
	DRAWN BY: DRK TAX ID 7082-26-3513	CHECKED BY: JHT ZONING: HC, I-1	SURVEYED BY: DK, JT SOUTH MILLS TOWNSHIP CAMDEN COUNTY JULY 18, 2004	CAROLINA # 04-064
	<b>5.C.e</b>			

## Duration of the Agreement

The duration of this Development Agreement shall be a period of fifteen (15) years.

## Description of Development Plan

The proposed Development is shown on the Master Plan, now referred to as the “Plan”. The Master Plan was prepared by Koontz Jones Design and Bissell Professional Group and dated March 24, 2023, attached as Exhibit B.

The Master Plan shows a mixed-use development that includes commercial, governmental, school and a variety of residential development within a walking scale community. There will be both vehicular and pedestrian connectivity throughout, along with a high level of amenities.

Typical commercial and residential building elevations, typical site layouts and preliminary amenity designs are attached as Exhibit “C” on the following pages. These plans and elevations show the development concept but are subject change during final design. It is represented that these elevations and site layouts are similar to, but do not represent exactly, the actual development that will be constructed within the Crouse Tract. The developer reserves the right to modify the final plans to fit builder preferences and changing market conditions.

A tentative Phasing Plan has also been developed. The property is expected to be developed in four (4) major phases, with each major phase further divided into sub-phases. The four major phases are summarized on Exhibit “D” following the typical development plans.

# Exhibit "B"

## Master Plan

PRELIMINARY  
CONCEPTUAL MASTER PLAN  
---  
**CROUSE TRACT**  
PHASING PLAN  
CAMDEN COUNTY, NORTH CAROLINA  
MARCH 24, 2023



**PHASING PLAN**

**PHASE 1:**

- GOVERNMENT COMPLEX
- RETAIL / COMMERCIAL
- MIDDLE-SCHOOL SITE
- TOWNHOMES / COTTAGES (280 DUC) - AREA 8
- MULTI-FAMILY (250 DUC) - AREA 9
- WASTEWATER TREATMENT PLANT (WWTP)

**PHASE 2:**

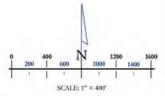
- MEDIUM DENSITY RESIDENTIAL (210 DUC) - AREA 7
- 35+ DUC (102 DUC) - AREA 10
- PARK AND RECREATION AREA

**PHASE 3:**

- LOW DENSITY RESIDENTIAL (80 DUC) - AREA 1
- MEDIUM DENSITY RESIDENTIAL (151 DUC) - AREA 2
- MEDIUM DENSITY RESIDENTIAL (110 DUC) - AREA 6
- PASSIVE PARK / PAVILION
- WALKING TRAILS

**PHASE 4:**

- LOW DENSITY RESIDENTIAL (80 DUC) - AREA 5
- MEDIUM DENSITY RESIDENTIAL (151 DUC) - AREA 4
- VERY LOW DENSITY RESIDENTIAL (54 DUC) - AREA 5
- COMMUNITY CLUBHOUSE / IN-GA
- WALKING TRAILS
- NATURE PRESERVE



# Exhibit "C"

## Typical Development Layouts













# Exhibit “D”

## Phasing Plan

Tentative phase lines are shown on the overall Master Plan in Exhibit “B”, with approximate acreages and uses outlined below. The developer reserves the right to modify the final development plans, within the spirit of the Master Plan, to adapt to changing market conditions.

**PHASE 1:**

8-ACRE (+/-) GOVERNMENT COMPLEX  
 20-ACRE (+/-) RETAIL/ COMMERCIAL CENTER  
 40 ACRE (+/-) SCHOOL & RECREATION SITE  
 TOWNHOMES / COTTAGES (APPROXIMATELY 248 DWELLING UNITS)  
 MULTI-FAMILY (APPROXIMATELY 528 DWELLING UNITS)  
 WASTEWATER TREATMENT PLANT SITE (APPROXIMATELY 8 ACRES)

**PHASE 2:**

MEDIUM DENSITY RESIDENTIAL (APPROXIMATELY 238 DWELLING UNITS)  
 AGE RESTRICTED (55+) COMMUNITY (APPROXIMATELY 102 DWELLING UNITS)  
 PARK AND RECREATION AREA

**PHASE 3:**

LOW DENSITY RESIDENTIAL (APPROXIMATELY 63 DWELLING UNITS)  
 MEDIUM DENSITY RESIDENTIAL (APPROXIMATELY 151 DWELLING UNITS)  
 MEDIUM DENSITY RESIDENTIAL (APPROXIMATELY 71 DWELLING UNITS)  
 PASSIVE PARK / PAVILION  
 WALKING TRAILS

**PHASE 4:**

LOW DENSITY RESIDENTIAL (APPROXIMATELY 83 DWELLING UNITS)  
 MEDIUM DENSITY RESIDENTIAL (APPROXIMATELY 152 DWELLING UNITS)  
 VERY LOW DENSITY RESIDENTIAL (APPROXIMATELY 53 DWELLING UNITS)  
 COMMUNITY CLUBHOUSE / POOL  
 WALKING TRAILS  
 NATURE PRESERVE

The lot sizes in the single-family detached areas of the development range from over 40,000 square feet in the low-density areas down to a minimum of 6,000 square feet in the higher density areas, with a variety of lot sizes in the medium density areas.

Appropriate open space areas meander throughout the development, and include active and passive recreational areas, multi-use paths, parks, and elevation boardwalks through the nature preserve.

An enlargement of the first development phase is included on the following page.

PHASE 1

DIRT ROADWAYS  
CANAL

30' EASEMENT

30' EASEMENT

N77° 25' 05" E  
1188.95'

HIGHWAY  
SCHOOL

N22° 44' 21" W, 1773.49'

U.S. ROUTE 17  
MOUNTAIN VIEW

S87° 44' 13" W, 795.58'

S57° 44' 13" W, 795.58'

5.C.e

## Public Facilities

Subject to the approval of the NC Department of Environmental Quality, a new public wastewater collection system including gravity lines, lift stations and force mains will be constructed to serve the Crouse Tract and will connect to either the existing Camden County wastewater treatment and disposal system, or to a new system that will be constructed on site. Land has been set aside for a new wastewater disposal system. If the site is not needed for wastewater service, it may be used for other site amenities or government facilities.

All gravity sewer mains, force mains, pump stations and appurtenances will be designed, permitted and constructed at the developer's expense and then turned over to Camden County for ownership and maintenance.

The developer will also install water mains along US 17 North to and throughout the development, and will dedicate the waterlines to Camden County upon their completion and acceptance. The water system will be modeled and designed in accordance with North Carolina Public Water Supply Section standards.

The Public Facilities will be constructed as each phase of the Crouse Tract developed, so that facilities are in place prior to the occupancy of the proposed uses.

## Dedication of Land for Public Purposes

Camden Yards, LLC proposes to dedicate the following land areas to Camden County for the public purposes listed below:

- Approximately 8 acres within or adjacent to the proposed commercial/shopping center area as shown on the Master Plan for use by Camden County for government facilities and offices, such as fire & rescue, sheriff, satellite administrative offices, public works, and the like.
- Approximately 8 acres east of the proposed commercial/shopping center area as shown on the Master Plan for use by Camden County for a wastewater disposal site. If it is determined that the county does not need the wastewater disposal area, the area may be repurposed for additional recreation facilities or similar public purposes.
- Approximately 40 acres east of the proposed wastewater area as shown on the Master Plan for use by Camden County for a school and recreation site.
- A one-acre site for construction of a deep well to be used by Camden County in connection with its public water supply system.

All land will be dedicated when the first phase of development is approved to go to record.

## List of Required Permits

The following local permits and approvals are necessary for the development of the Crouse Tract. A status of each (secured, in process, or not yet secured) is provided below:

<u>Permit</u>	<u>Status</u>
Zoning	In Process
Master Plan	In Process
Preliminary Plat	Not yet secured
Water System Approval	Not yet secured
County Sewer System Review	Not yet secured
County Stormwater Approval	Not yet secured
Commercial Site Plan Approval	Not yet secured
Pre-Construction Approval	Not yet secured
Final Plat Approval	Not yet secured

## Protection of Public Health, Safety, and Welfare

In order to adequately protect the Public Health, Safety, and Welfare in connection with this development plan, the following will be accomplished by the developer and/or the County:

- The water system will be designed in accordance with NC Public Water Supply System standards, and will then be maintained as part of Camden County's public water system.
- The wastewater collection system will be designed in accordance with NC Division of Water Resources sewer system standards, and will then be maintained as part of Camden County's public sewer system.
- Stormwater modeling will be performed to the 100-year storm event, and stormwater will be managed from that 100-year storm.
- Roadways will be designed and constructed in accordance with NC Department of Transportation Roadway Standards, and upon completion, NCDOT will be petitioned to take the roads into the state system for maintenance. Prior to NCDOT accepting the roads, they will be maintained by the developer and/or a property owners association.
- A property owners association will be formed, funded and operated in accordance with provisions of the Camden Unified Development Ordinance, including operating and maintaining the common elements of the development. A professional management entity will be employed to manage the affairs of the association.

## Conditions to be Incorporated into the Development Agreement

### Obligations of Camden Yards, LLC (the Developer):

1. Install a wastewater collection system as approved by Camden County and the NC Department of Environmental Quality; pay for all normal costs associated with the preparation of the Engineering Plans, DWR permitting, and the collection system construction and dedication to Camden County. Upon completion and certification, the Developer will deed the wastewater collection system to Camden County.
2. Purchase capacity in the Camden County Wastewater System for sewer connections, to serve all phases of the development, and pay the county's System Development Fee and Connection Fee (currently \$7,400 and \$500 for each county sewer connection), payable with each building permit application. If all proposed residential units are developed, the developer/builder will pay the amount of \$13,343,100 over the course of the buildout for sewer connections.
3. Install water mains to serve the development, as approved by the NC Public Water Supply Section, and upon completion and certification, dedicate the water main to Camden County for public use.
4. Purchase capacity in the Camden County water system by paying a System Development Fee and a Connection Fee for each residential equivalent water connection (currently \$2,500 + \$1,500 per connection), payable with each building permit application. If all proposed residential units are developed, the developer/builder will pay the amount of \$6,756,000 over the course of the buildout for water connections.
5. Perform stormwater modeling to the 100-year storm event, and manage stormwater from that 100-year storm.
6. Adhere to conditions of the Master Plan approval as approved by the Camden County Board of Commissioners.

# Exhibit "A"

Boundary Survey



## Duration of the Agreement

The duration of this Development Agreement shall be a period of fifteen (15) years.

## Description of Development Plan

The proposed Development is shown on the Master Plan, now referred to as the “Plan”. The Master Plan was prepared by Koontz Jones Design and Bissell Professional Group and dated March 24, 2023, attached as Exhibit B.

The Master Plan shows a mixed-use development that includes commercial, governmental, school and a variety of residential development within a walking scale community. There will be both vehicular and pedestrian connectivity throughout, along with a high level of amenities.

Typical commercial and residential building elevations, typical site layouts and preliminary amenity designs are attached as Exhibit “C” on the following pages. These plans and elevations show the development concept but are subject change during final design. It is represented that these elevations and site layouts are similar to, but do not represent exactly, the actual development that will be constructed within the Crouse Tract. The developer reserves the right to modify the final plans to fit builder preferences and changing market conditions.

A tentative Phasing Plan has also been developed. The property is expected to be developed in four (4) major phases, with each major phase further divided into sub-phases. The four major phases are summarized on Exhibit “D” following the typical development plans.

# Exhibit "B"

## Master Plan



# Exhibit "C"

## Typical Development Layouts





## Protection of Public Health, Safety, and Welfare

In order to adequately protect the Public Health, Safety, and Welfare in connection with this development plan, the following will be accomplished by the developer and/or the County:

- The water system will be designed in accordance with NC Public Water Supply System standards, and will then be maintained as part of Camden County's public water system.
- The wastewater collection system will be designed in accordance with NC Division of Water Resources sewer system standards, and will then be maintained as part of Camden County's public sewer system.
- Stormwater modeling will be performed to the 100-year storm event, and stormwater will be managed from that 100-year storm.
- Roadways will be designed and constructed in accordance with NC Department of Transportation Roadway Standards, and upon completion, NCDOT will be petitioned to take the roads into the state system for maintenance. Prior to NCDOT accepting the roads, they will be maintained by the developer and/or a property owners association.
- A property owners association will be formed, funded and operated in accordance with provisions of the Camden Unified Development Ordinance, including operating and maintaining the common elements of the development. A professional management entity will be employed to manage the affairs of the association.

## Conditions to be Incorporated into the Development Agreement

### Obligations of Camden Yards, LLC (the Developer):

1. Install a wastewater collection system as approved by Camden County and the NC Department of Environmental Quality; pay for all normal costs associated with the preparation of the Engineering Plans, DWR permitting, and the collection system construction and dedication to Camden County. Upon completion and certification, the Developer will deed the wastewater collection system to Camden County.
2. Purchase capacity in the Camden County Wastewater System for sewer connections, to serve all phases of the development, and pay the county's System Development Fee and Connection Fee (currently \$7,400 and \$500 for each county sewer connection), payable with each building permit application. If all proposed residential units are developed, the developer/builder will pay the amount of \$13,343,100 over the course of the buildout for sewer connections.
3. Install water mains to serve the development, as approved by the NC Public Water Supply Section, and upon completion and certification, dedicate the water main to Camden County for public use.
4. Purchase capacity in the Camden County water system by paying a System Development Fee and a Connection Fee for each residential equivalent water connection (currently \$2,500 + \$1,500 per connection), payable with each building permit application. If all proposed residential units are developed, the developer/builder will pay the amount of \$6,756,000 over the course of the buildout for water connections.
5. Perform stormwater modeling to the 100-year storm event, and manage stormwater from that 100-year storm.
6. Adhere to conditions of the Master Plan approval as approved by the Camden County Board of Commissioners.

## Development Schedule

The following is the Developer’s proposed schedule for completing the Development that is the subject of this Agreement:

<b><u>Activity</u></b>	<b><u>Proposed Schedule</u></b>
Zoning Approval	Spring, 2024
Permitting	2024
Construction of Phase 1	Commence early 2025 (subject to permitting)
Record Phase 1	2026
Record Phase 2	2028
Record Phases 3	2031
Record Phase 4	2034

## Amendments

The terms of this agreement may be amended by the mutual consent of the parties hereto or their successors in interest. A major modification of the terms of this agreement shall follow the same procedures required for the initial approval of the agreement, which procedures shall include a public hearing. A minor amendment to the approved Crouse Tract Master Plan may be approved by the Planning Director and shall not be considered a major amendment to this agreement. Minor amendments shall include shifting of roadway and lot locations, substitutions of one housing type for another with no increase in development density, shifting of pond and amenity locations within the development, and the like.

The Developer shall provide an annual report to Camden County outlining the status of the development plan and any changes to the development schedule. The developer may provide an annual amendment to the phasing schedule based on market conditions.

**Obligations of Camden County:**

1. Make sewer taps available upon the payment of System Development Fees by the Developer in accordance with the schedule outlined above to enable the development of the property to be completed in general conformance with the phasing schedule provided and approved with the Master Plan.
2. Make water taps available upon the payment of System Development Fees by the Developer in accordance with the schedule outlined above to enable the development of the property to be completed in general conformance with the phasing schedule provided and approved with the Master Plan.

## Development Schedule

The following is the Developer’s proposed schedule for completing the Development that is the subject of this Agreement:

<b><u>Activity</u></b>	<b><u>Proposed Schedule</u></b>
Zoning Approval	Spring, 2024
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The Developer shall provide an annual report to Camden County outlining the status of the development plan and any changes to the development schedule. The developer may provide an annual amendment to the phasing schedule based on market conditions.

**DEVELOPMENT AGREEMENT**  
**BY AND BETWEEN**

**CAMDEN YARDS, LLC**

**AND**

**THE COUNTY OF CAMDEN, NORTH CAROLINA**

**Effective Date:**

Camden County Parcel Identifier Number: PIN # 0170082002635130000

Attachment: 6\_Development Agreement\_Camden County Camden Yards LLC 4-30-24 (Camden Yards, LLC Application for Zoning Map

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STATE OF NORTH CAROLINA  
COUNTY OF CAMDEN

DEVELOPMENT AGREEMENT BETWEEN CAMDEN YARDS, LLC  
AND THE COUNTY OF CAMDEN

This Development Agreement (hereinafter the “Agreement”) is made and entered into as of the \_\_\_\_ day of \_\_\_\_ 2024 by and between CAMDEN YARDS, LLC (hereinafter “Camden Yards”), a private entity authorized to conduct business in the State of North Carolina, and the COUNTY OF CAMDEN, North Carolina, a North Carolina County possessing the powers of a Unified Government pursuant to N.C.G.S. § 153A-471 existing under the laws of the State of North Carolina (hereinafter the “County”).

WITNESSETH:

**WHEREAS**, Camden Yards, LLC is the owner of the following tract of land, identified in **Exhibit A** (the “Property”): A 987.03-acre tract of land located at 2790 US 17 North, Camden County, NC, PIN # 0170082002635130000, as described in Deed Book 429 at page 116 of the Camden County Registry.

**WHEREAS**, Camden Yards has developed a plan for a mixed-use development that will be appropriate for the area and will have land uses that complement a planned industrial development site located across the state line in Virginia identified as the “Coastal Virginia Commerce Park.” That mixed-use development is the former “Crouse Tract.” Development of the Crouse Tract according to the plans set out in this agreement will be the “Project.”

**WHEREAS**, the purpose of the Project is to build a community that has a creative design, providing a mix of different residential uses in close proximity to one another, while at the same time providing an efficient use of open space that promotes an active lifestyle and a strong sense of community. Commercial development is also proposed to serve the needs of the residents of the development and nearby South Mills community. Land is also being set aside for government facilities, including schools, Sheriff’s Office, Fire and EMS, and satellite county administrative offices.

**WHEREAS**, a Master Plan for the Project has been created and is being proposed for adoption to serve as a template for the long-term development of the Property. An application for rezoning is in progress, and this Development Agreement is being proposed to define the scope of the development and to govern the responsibilities of the Parties over the projected 15-year term of the development process. The Master Plan and associated terms and conditions are outlined on the following pages and depicted in **Exhibit B**.

**WHEREAS**, the general benefits to be received by the County from the implementation of the Project include, without limitation:

- a. provision of an efficient, effective, and practical overall plan for addressing and building the utilities to serve the Project in the future;
- b. establishment of integrated site plans, urban design elements, land uses, architecture, site engineering, and landscape architecture;
- c. assurance of substantial commitments to public infrastructure and amenities as a result of sufficient certainty, timelines and predictability for the Developer;
- d. creation of a centralized community that will provide necessary housing for individuals relocating for the Coastal Virginia Commerce Park.

**WHEREAS**, the general benefits to be received by the Developer from the implementation of the Project include without limitation:

- a. Obtaining sufficient certainty, timeliness, and predictability in the County's development review and approval process to justify the required substantial up-front capital investment for a project that will require multiple years to build out.
- b. Realization of the opportunity to implement the development plan for a mixed-use development that is consistent with County's and Developer's goals and needs.
- c. Integration of site plans, design elements, land uses, architecture, site engineering, landscape architecture, and mitigation measures over the entire Project.

**WHEREAS**, in exchange for providing these benefits to the County, Developer desires to receive the assurance that it may proceed with the development of the Project in accordance with any and all existing County development regulations and conditions of approval of the County as they exist on the Effective Date, subject to the terms, conditions, and exceptions contained herein and subject to periodic potential amendments to this Agreement.

**WHEREAS**, the terms and conditions of this Agreement have undergone extensive review by the County's staff, advisory boards, and the County Board of Commissioners, and the County finds that the Crouse Tract is a development suitable to be planned and developed through a Development Agreement as permitted by G.S. 160D-1001 *et seq.*, and that it is in the County's interests to enter into this Development Agreement because

significant benefits to the County and its citizens will be realized as a result of this Development Agreement.

**WHEREAS**, the County, by electing to enter into this Agreement in accordance with statutory procedures, acknowledges that the obligations of the County shall survive beyond the term or terms of the present governing board and that such action will serve to bind the County and future governing boards to the obligations thereby undertaken. By approving this Agreement, the County Board of Commissioners has elected to exercise certain governmental powers at the time of entering into this Agreement rather than deferring its actions to some undetermined future date.

**WHEREAS**, based on the foregoing considerations, Developer and the County desire to enter into this Agreement for the purposes of:

- a. agreeing upon the plan, design, and uses of the relevant parcels of land and the types of uses thereon;
- b. coordinating the construction and provision of infrastructure that will serve the above-described development and the community at large;
- c. confirming the dedication and/or provision of the public amenities described herein; and
- d. providing assurances to Developer that it may proceed with the development of the Project in accordance with the terms of this Agreement without encountering future changes in ordinances, regulations or policies that would affect their ability to develop the relevant parcels under the approved rezoning and the terms of this Agreement.

**WHEREAS**, pursuant to G.S. 160D-1001(b) and 160D-1004, a local government is authorized to enter into a development agreement with Developer for the development of property of any size for a reasonable term.

**WHEREAS**, pursuant to G.S. 160D-1003 and G.S. 160D-1005, the County has published notices of and has held a public hearing to consider the approval of this Agreement. The notice of public hearing specified, among other things, the location of the parcel of land subject to this Agreement, the development uses proposed on the parcels of land and a place where a copy of the proposed Agreement could be obtained. The initial draft of this Agreement was posted on the County website in [REDACTED] and was available for public inspection at County offices at that time. In addition, Developer hosted a town hall meeting with the public in the Camden County Public Library in October 2023, to explain the Project and address concerns and answer questions.

**WHEREAS**, after holding the public hearing and carefully considering the terms and conditions of this Development Agreement, the County Board of Commissioners duly

adopted this Agreement as an ordinance and directed its execution by the Chairman of the Board of Commissioners and attestation by the Clerk to the Board. The approval of this Agreement constitutes a legislative act of the Board.

**NOW, THEREFORE,** in consideration of the mutual covenants and agreements contained herein and other good and valuable consideration, and pursuant to North Carolina law, the County and Camden Yards agree as follows:

#### **ARTICLE 1. DEFINITIONS**

In the construction of this Agreement and its incorporated Exhibits, the following definitions and rules of construction shall be observed, unless inconsistent with the manifest intent of the Parties or the context clearly requires otherwise. Except as otherwise provided in this Agreement, terms used in the relevant portions of the North Carolina General Statutes or the County of Camden Unified Development Ordinance shall have the same meanings as employed in those statutes and ordinances.

- 1.1. **Agreement.** The word “Agreement” shall mean this Development Agreement by and between Camden Yards and the County.
- 1.2. **Annual Report.** The words “Annual Report” shall mean the annual report required pursuant to Section 8.2 of this Agreement.
- 1.3. **Board.** The word “Board” or “Board of Commissioners,” shall mean the legislative body of the County of Camden, which shall constitute the governing body of the County.
- 1.4. **County.** The word “County” shall mean the County of Camden in the State of North Carolina.
- 1.5. **Crouse Tract.** The words “Crouse Tract” shall mean the mixed-use development proposed to be developed on the Property by Camden County.
- 1.6. **Development.** The word “development” shall mean the planning for or carrying out of a building activity, the making of a material change in the use or appearance of any structure or property, or the dividing of land into two or more parcels. “Development,” as designated in a law or development permit, includes the planning for and all other activity customarily associated with it unless otherwise specified. When appropriate to the context, “development” refers to the planning for or the act of developing or to the result of development. Reference to a specific operation is not intended to mean that the operation or activity, when part of other operations or activities, is not development. Reference to particular operations is not intended to limit the generality of this item.

- 1.7. **Development Permit.** The words “Development Permit” shall mean a building permit, zoning permit, subdivision approval, site plan approval, special or conditional use permit, variance or any other official action by the County having the effect of permitting the development of the Property.
- 1.8. **Developer.** In the singular or plural shall mean Camden Yard.
- 1.9. **Effective Date.** The word “Effective Date” shall mean July 1, 2024.
- 1.10. **Land Development Regulations.** The words “Land Development Regulations” mean ordinances and regulations enacted by the County for the regulation of any aspect of development and includes zoning, subdivision or any other land development ordinances.
- 1.11. **Laws.** The word “Law” or “Laws” means all ordinances, resolutions, regulations, comprehensive plans, land development regulations, policies, and rules adopted by the County affecting the development of the Property, and includes laws governing permitted uses of the Property, density, design, and improvements.
- 1.12. **Manager.** The words “Manager” or “County Manager” shall mean the County Manager of the County of Camden.
- 1.13. **Parties.** The word “Parties” shall mean the parties to this Agreement, the County and Camden Yards.
- 1.14. **Project.** The word “Project” shall mean the development of the Crouse Tract subject to this Agreement. It includes all buildings constructed on the Property and its supporting infrastructure unless specifically provided otherwise in the Agreement.
- 1.15. **Property.** The word “Property” shall mean the approximately 987.03 acre parcel of land owned by Camden Yard as depicted in **Exhibit A**.
- 1.16. **UDO.** The term “UDO” shall mean the Unified Development Ordinance of the County of Camden in effect as of the Effective Date of this Agreement.

*Nontechnical and technical words. Words and phrases shall be construed according to the common and approved usage of the language, but technical words and phrases and such others as may have acquired a peculiar and appropriate meaning in law shall be construed and understood according to such meaning.*

## ARTICLE 2. DURATION OF THE AGREEMENT

- 2.1. **Effective Date.** The Effective Date is the date this Development Agreement is executed by both Parties after the adoption of this Development Agreement by the County Board of Commissioners as an Ordinance. The County shall sign and deliver this Development Agreement to Camden Yards within a reasonable time after adopting the Ordinance.

- 2.2. **Term.** The term of this Agreement shall commence upon the Effective Date and it shall expire fifteen (15) years thereafter unless sooner terminated by the mutual consent of the Parties hereto or their successors in interest or is otherwise terminated pursuant to the terms of this Agreement. This fifteen (15) year term has been established by the Parties as a reasonable estimate of the time required to carry out the Project subject to this Agreement and to obtain the public benefits of the Project. The County finds that a term of fifteen (15) years is reasonably necessary to assure the County of the realization of the public benefits from the Project. All of the development authorized by this Agreement must be initiated within the term of the Agreement, but expiration of the fifteen (15) year term shall not terminate mutually agreed to obligations and commitments included within this Agreement that are expressly specified to extend beyond the term of the Agreement.

### ARTICLE 3. DESCRIPTION OF THE PROPERTY

- 3.1. **Background.** The City of Chesapeake and the State of Virginia are working together to develop the Coastal Virginia Commerce Park. The first phase of the park, consisting of 1,435 acres located adjacent to the state line, about one-half mile north of the Property, has recently obtained zoning approval, and a financial commitment of \$14.3 Million for development. With the commerce park in close proximity, it is not economically feasible to develop the Property for industrial purposes, as it is currently zoned. Therefore, Camden Yards has developed a plan for the Crouse Tract mixed-use development that will be appropriate for the area and will have land uses that complement the Coastal Virginia Commerce Park.
- 3.2. **Legal Description of the Property.** The property subject to this Agreement includes all of the approximately 987.03 acres of the Property located at 2790 US 17 North, Camden County, NC, PIN # 0170082002635130000, as described in Deed Book 429 at page 116 of the Camden County Registry, also known as the Crouse Tract. A boundary survey of the Property is attached as **Exhibit A**. All of the Property subject to this Agreement is owned by Camden Yards for the use and benefit of Camden Yards.
- 3.3. **Zoning of the Property.** The Property is currently zoned Highway Commercial (HC) and Light Industrial (LI). Pursuant to the conditions voluntarily imposed on the Property by Developer, the Property shall be zoned in accordance with the zoning set out in Planned Development (PD). There are no historic structures on the Property that require preservation or restoration under G.S. 160D-1006.

### ARTICLE 4. DESCRIPTION OF THE DEVELOPMENT PLAN

- 4.2. **Development of the Property.** Development shall be substantially consistent with that depicted on the **Exhibits B & C**. The density/intensity standards, dimensional

standards and development standards for development of the Property shall be in accordance with **Exhibit B**. Community form and design development of the Property shall conform generally to the sample buildings attached in **Exhibit C**. Variations may be provided and shall be permitted so long as they are compatible with the overall design concept. Provided, however, that in the event of any conflict between the provisions of these Exhibits and the express provisions of this Agreement, the terms of the Agreement shall be controlling.

- 4.3. **Uses.** The Project shall be devoted to those uses that are allowed under the UDO for the Planned Development (PD) district. The following are the contemplated uses, the development of which is shown on **Exhibit B**:
  - a. Possible government complexes
  - b. Retail/commercial centers
  - c. School and recreation cites
  - d. Townhomes
  - e. Multifamily housing
  - f. A wastewater treatment plant site
  - g. An age restricted (55+) community
  - h. Walking trails and a passive park/pavilion

4.4. **Development Schedule.** The Project shall substantially comply with the specific timetables and triggers for action set forth below. The Parties acknowledge that, as provided in G.S. 160A-1008, the failure to meet a commencement or completion date shall not, in and of itself, constitute a material breach of this Agreement, but must be judged based upon the totality of the circumstances.

<u>Activity</u>	<u>Proposed Schedule</u>
Zoning Approval	Spring 2024
Permitting	2024
Construction of Phase 1	Commence early 2025 (subject to permitting)
Record Phase 1	2026
Record Phase 2	2028
Record Phase 3	2031
Record Phase 4	2034

**ARTICLE 5. LAW GOVERNING DEVELOPMENT OF THE PROPERTY**

5.1. **Law in Effect at Time of the Agreement Governs the Development.** Pursuant to G.S. 160D-1007, the County may not apply subsequently adopted ordinances or development policies to the Project during the term of this Agreement without the

written consent of Developer or its successors in interest. Accordingly, Developer and its successors in interest shall have a vested right to develop the Project in accordance with the terms of this Agreement and the terms of the UDO and any applicable laws and regulations as they exist as of Effective Date during the entire term of this Agreement. A certified copy of the UDO and any other applicable County ordinances in effect as of the Effective Date shall be provided to and maintained on file by the County and Developer.

- a. **Exceptions under State and Federal law:** This Agreement does not abrogate any rights that may vest pursuant to statutory or common law or otherwise in the absence of this Agreement. The Parties agree, intend, and understand that the obligations imposed by this Agreement are only such as are consistent with state and federal law. In accordance with G.S. 160D-1007(c), in the event state or federal law is changed after the Effective Date and the change prevents or precludes compliance with one or more provisions of this Agreement, the County may modify the affected provisions, upon a finding that the change in state or federal law has a fundamental effect on the Agreement, by ordinance after notice and a hearing.
  - b. **Developer may elect to apply subsequently adopted ordinances or development policies.** Developer may elect to apply any ordinances or development policies adopted by the County to the Project and the development in the Project. Such election will occur upon written notice to the County by the Developer. Any subsequently adopted policies the Developer elects to be applied to the Development will be maintained on file by the County and Developer along with the notice requesting application of said ordinances and policies.
- 5.2. **Development Permits.** In accordance with G.S. 160D-1001(d), the local development permits approved or needed to be approved for the development of the Project are set out in this section. The failure of this Development Agreement to identify a particular permit, condition, term, or restriction, applicable as of the Effective Date does not relieve Camden Yards of the necessity of complying with said permitting requirement, condition, terms, or restrictions. However, the County represents to Camden Yards that the following identifies all permits or approvals which are required by the County prior to the County issuing certificates of occupancy for uses and improvements at Crouse Tract:
- a. Zoning approval
  - b. Master Plan approval
  - c. Preliminary Plat approval

- d. Water System approval
  - e. County Sewer System approval
  - f. County Stormwater Plan approval
  - g. Pre-Construction Plans
  - h. Commercial Site Plan Approval
  - i. Final Plat approval
  - j. Building Permits for all structures pursuant to the North Carolina State Building Code
- 5.3. **Reasonable Diligence in Processing Permits.** The County shall exercise reasonable diligence to expedite the processing of the required permit and approval applications for the development of the Project. Developer shall in a timely manner provide the County with all documents, applications, plans, and other information necessary for the County to carry out its obligations hereunder.

#### **ARTICLE 6. DEDICATION OF LAND FOR PUBLIC PURPOSES AND PUBLIC FACILITIES**

- 6.1. **Dedication of Land for Public Use.** Camden Yards, LLC proposes to dedicate the following land areas to Camden County for the public purposes listed below. All land will be dedicated when the first phase of development is approved to go to record.
- a. Approximately 5.7 acres within or adjacent to the proposed commercial/shopping center area as shown on the Master Plan for use by Camden County for government facilities and offices, such as fire & rescue, sheriff, satellite administrative offices, public works, and the like.
  - b. Approximately 8 acres east of the proposed commercial/shopping center area as shown on the Master Plan for use by Camden County for a wastewater disposal site. If it is determined that the County does not need the wastewater disposal area, the area may be repurposed for additional recreation facilities or similar public purposes.
  - c. Approximately 30 acres east of the proposed wastewater area as shown on the Master Plan for use by Camden County for a school and recreation site.
  - d. A one-acre site for construction of a deep well to be used by Camden County in connection with its public water supply system.
- 6.2. **Public Facilities (Infrastructure).** The following infrastructure are the public facilities that will be needed to service the Project (the “Public Facilities”):

- a. **Wastewater.** Subject to the approval of the NC Department of Environmental Quality, a new public wastewater collection system including gravity lines, lift stations and force mains will be constructed to serve the Crouse Tract and will connect to either the existing Camden County wastewater treatment and disposal system, or to a new system that will be constructed on site by the developer.
  - b. **Water.** The developer will also install water mains along US 17 North to and throughout the development, and will dedicate the waterlines to Camden County upon their completion and acceptance. The water system will be modeled and designed in accordance with North Carolina Public Water Supply Section standards.
  - c. **Stormwater.** Stormwater modeling will be performed to the 100-year storm event, and stormwater will be managed from that 100-year storm.
  - d. **Roadways.** Roadways will be designed and constructed in accordance with NC Department of Transportation Roadway Standards (“NCDOT”), and upon completion, NCDOT will be petitioned to take the roads into the state system for maintenance. Prior to NCDOT accepting the roads, they will be maintained by the Developer and/or a property owners association.
  - e. **Land.** Land has been set aside for a new wastewater disposal system. If the site is not needed for wastewater service, it may be used for other site amenities or government facilities. In the event the site is to be used for other site amenities or government facilities, the County and the Developer shall meet and agree on the best use for the land that was set aside for a new wastewater disposal system.
  - f. **Developer’s Expense.** All gravity sewer mains, force mains, pump stations and appurtenances will be designed, permitted and constructed at the developer’s expense and then turned over to Camden County for ownership and maintenance.
  - g. **Phasing.** The Public Facilities will be constructed as each phase of the Crouse Tract develops, so that any required facilities for a proposed use are in place prior to the occupancy of the proposed uses.
- 6.3. **Creation of a Property Owners Association.** A property owners association will be formed, funded and operated in accordance with provisions of the Camden Unified Development Ordinance, including operating and maintaining the common elements of the development. A professional management entity will be employed to manage the affairs of the association.

## ARTICLE 7. OBLIGATIONS OF THE PARTIES

### 7.1. **Obligations of Camden Yards:**

- a. Install a wastewater collection system as approved by Camden County and the NC Department of Environmental Quality; pay for all normal costs associated with the preparation of the Engineering Plans, NC Division of Water Resources (DWR) permitting, and the collection system construction and dedication to Camden County. Upon completion and certification, deed the wastewater collection system to Camden County.
- b. Purchase capacity in the Camden County Wastewater System for sewer connections, to serve all phases of the development, and pay the County's System Development Fee and Connection Fee are payable with each building permit application. If all proposed residential units are developed and current amount of fees used to estimate total payment, the developer/builder would pay the amount of \$13,343,100 over the course of the buildout for sewer connections. That amount is the current rate, which is used as of the date of this Agreement for estimation purposes only.
- c. Install water mains to serve the development, as approved by the NC Public Water Supply Section, and upon completion and certification, dedicate the water main to Camden County for public use.
- d. Purchase capacity in the Camden County water system by paying a System Development Fee and a Connection Fee for each residential equivalent water connection (as of the date of this Agreement, \$2,500 (connection fee) + \$1,500 (tap fee) per connection), payable with each building permit application. If all proposed residential units are developed, the developer/builder will pay the amount of \$6,756,000 over the course of the buildout for water connections.
- e. Perform stormwater modeling to the 100-year storm event, and manage stormwater from that 100-year storm.
- f. Adhere to conditions of the Master Plan as approved by the Camden County Board of Commissioners.

### 7.2. **Obligations of Camden County:**

- a. Make sewer taps available upon the payment of System Development Fees by the Developer in accordance with the schedule outlined above to enable the development of the Property to be completed in general conformance with the phasing schedule provided and approved with the Master Plan.

- b. Make water taps available upon the payment of System Development Fees by the Developer in accordance with the schedule outlined above to enable the development of the Property to be completed in general conformance with the phasing schedule provided and approved with the Master Plan.

#### ARTICLE 8. AMENDMENTS AND MODIFICATIONS

8.1. **Amendment and Modification.** The terms of this Agreement may be amended or modified by the mutual consent of the Parties hereto or their successors in interest. Either Party may propose a modification to this Agreement. A modification of this Agreement that is considered a Major Modification of the terms of this Agreement shall follow the same procedures as required by North Carolina law for the adoption of a development agreement. Upon receipt of a proposed modification, the County Manager shall determine within fifteen (15) working days of receipt of a proposed amendment and modification whether a proposed amendment or modification is a Major or Minor Modification and shall promptly notify the Board and Applicant of that determination. The County Manager shall consider the following criteria in making the determination:

- a. **Major Modification.** A substantial change to the Master Plan, attached as Exhibit B, within or concerning the boundaries of the Property shall constitute a Major Modification or any single proposed increase in the number of buildings subject to this Agreement of more than fifteen (15) percent.

All proposed Major Modifications to this Agreement shall be publicly posted in such a manner that citizens of the City will have the opportunity to express any concerns to the Board and/or the County Manager.

- b. **Minor Modification.** Any other amendment or modification to this Agreement that is not a Major Modification shall be considered a Minor Modification, and therefore would not require the procedures for adoption of a development agreement. Minor amendments shall include shifting of roadway and lot locations, decreases in density, substitutions of one housing type for another with no increase in development density, shifting phases for construction, shifting of pond and amenity locations within the development, and the like. All Minor Modifications require notice to the Board of Commissioners and shall be subject to review and approval by the County Manager. Such approval shall be memorialized by letter from the County Manager and acknowledged by the Developer. A copy of the Minor Modifications shall be maintained on file by the County and the Developer.

Minor Modifications to this Agreement may be approved by the County Manager as long as such changes: (i) continue to be in substantial compliance with the Agreement and all other applicable requirements; and (ii) result in a configuration of buildings/development that is generally consistent with this Agreement. The County Manager shall not have the authority to approve changes that constitute a Major Modification to this Agreement.

- 8.2. **Periodic Compliance Review and Enforcement.** The Developer shall provide an annual report to Camden County outlining the status of the development plan and any changes to the development schedule. The developer may provide an annual amendment to the phasing schedule based on market conditions. The failure of Camden Yards to complete any phases of Crouse Tract within the times set forth in this Development Agreement shall not, in and of itself, constitute a material breach of this Agreement, and whether a material breach exists must be judged based on the totality of the circumstances.
- a. **Material Breach.** If, as a result of the annual report, the County finds and determines that any Developer has committed a material breach of the terms or conditions of the Agreement, the County shall serve notice in writing to the Developer (the “Notice”), within fifteen (15) days after the Review setting forth with reasonable particularity the nature of the breach and the evidence supporting the finding and determination.
  - b. **Right to Cure.** After Notice has been served, the Developer shall have a reasonable time in which to cure the material breach (“Cure”), but in no event shall the Developer have less than thirty (30) days for the Cure. Notwithstanding the foregoing, the Developer, as applicable, shall be afforded an additional reasonable period of time to cure the breach if cure is commenced within the time period and thereafter diligently pursued but cannot be completed within said time frame.
  - c. **Termination or Modification by the County.** If the Developer fails to cure the material breach under Section 8.2(a) of this Agreement, then the Board may elect to terminate or modify the Agreement. Any notice of termination or modification or finding of breach by the County may be appealed to the County Board of Adjustment. If after mediation, the Board elects to unilaterally modify the Agreement, the Developer may elect for the Agreement to be terminated rather than accede to the Agreement with the modifications made by the County by giving written notice to the County within sixty (60) days after the proposed modification. In such event, the Developer shall have the right to file a termination in the Registry. Failure of

the County to conduct this Periodic Review shall not constitute a waiver by the County of its rights to otherwise enforce the provisions of this Agreement, nor shall the Developer have or assert any defense to such enforcement by reason of such failure to conduct a Periodic Review.

#### ARTICLE 9. GENERAL TERMS

- 9.1. **Default.** The failure of Developer or the County to comply with the terms of this Agreement shall constitute a default, entitling the non-defaulting Party or Parties to pursue such remedies as allowed under applicable law against the defaulting Party, provided, however, that no termination of this Agreement may be declared by the County or Developer absent providing to the defaulting Party the notice and opportunity to cure set out in Section 8.2 of this Agreement. A Party believing the other Party to be in default shall provide reasonable notice of that to the other Party and shall provide that Party an opportunity to cure any default within a reasonable time.
- 9.2. **Recordation/Binding Effect.** Within fourteen (14) days after the County enters into this Agreement, Developer shall record this Agreement in the Camden County Public Registry, as required by G.S. § 160D-1011. The burdens of this Agreement shall be binding upon, and the benefits of this Agreement shall inure to, all successors in interest to the Parties hereto. All of the provisions of this Agreement shall be enforceable during the Term as equitable servitudes and constitute covenants running with the land pursuant to applicable law. Provided, Developer benefits under this Agreement shall inure only to those whom Developer has expressly assigned them and only to the extent of the assignment.
- 9.3. **Force Majeure.** In addition to specific provisions of this Agreement, neither Developer nor the County shall be responsible for any default, delay or failure to perform if such default, delay or failure to perform is due to causes beyond such Party's reasonable control, including, but not limited to, strikes, lockouts, actions or inactions of governmental authorities (excluding Parties to this Agreement), epidemics, wars, embargoes, fires, hurricanes, acts of God or the default of a common carrier. In the event of a default, delay or failure to perform due to causes beyond such Party's reasonable control, any date or times by which the Parties are otherwise scheduled to perform shall be extended automatically for a period of time equal in duration to the time lost by reason of the cause beyond the reasonable control of such Party. If written notice of such delay is given to the other Party after the commencement of such delay, an extension of time for such cause shall be granted in writing for the period of the enforced delay, or longer as may be mutually agreed.

- 9.4. **Disclaimer of Joint Venture, Partnership and Agency.** This Agreement shall not be interpreted or construed to create an association, joint venture, or partnership between Developer and the County, or to impose any partnership obligation or liability upon such parties. Neither Developer nor the County shall have any right, power or authority to enter into any agreement or undertaking for, or act on behalf of, or to act as or be an agent or representative of, or to otherwise bind, the other Party.
- 9.5. **No Third-Party Beneficiaries.** The Agreement is not intended to and does not confer any right or benefit on any third party.
- 9.6. **Notices.** Unless specifically provided otherwise by this Agreement, any notice, demand, request, consent, approval or communication which a signatory Party is required to or may give to another signatory Party hereunder shall be in writing and shall be delivered or addressed to the other at the address below set forth or to such other address as such Party may from time to time direct by written notice given in the manner herein prescribed. Such notice or communication shall be deemed to have been given or made when communicated by personal delivery, by independent courier service, by facsimile, by electronic mail to the address provided, or, if by mail, on the fifth (5th) business day after the deposit thereof in the United States Mail, postage prepaid, registered or certified, addressed as hereinafter provided. Parties shall make reasonable inquiry to determine whether the names or titles of the persons listed in this Agreement should be substituted with the name of the listed person's successor.

All notices, demands, requests, consents, approvals or communications to the County shall be addressed to:

County of Camden  
P.O. Box 190  
117 North NC 343  
Camden, NC 27921  
Attn: County Manager

All notices, demands, requests, consents, approvals or communications to Camden Yards shall be addressed to:

Camden Yards, LLC  
417 Caratoke Highway, Unit D  
Moyock, NC 27958-8608

Attn: Justin Old

- 9.7. **Entire Agreement.** This Agreement sets forth and incorporates by reference all of the agreements, conditions and understandings between the County and Developer relative to the Project and supersedes all previous agreements. There are no promises, agreements, conditions or understandings, oral or written, expressed or implied, among these Parties relative to the matters addressed herein other than as set forth or as referred to herein or as contained in the UDO or as expressed in the development conditions applicable to this parcel of land.
- 9.8. **Construction.** The Parties agree that each Party and its counsel have reviewed and revised this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting Party shall not apply in the interpretation of this Agreement or any amendments or exhibits hereto.
- 9.9. **Assignment.** After at least thirty (30) days' notice to the County, Developer may assign its respective rights and responsibilities hereunder to affiliates of the Developer, provided that no assignment as to a portion of the relevant parcel of land will relieve the assigning Party of responsibility with respect to the remaining portion of the relevant parcel of land owned by the assigning Party without the written consent of the County. The assignee/Affiliate shall assume in full all of the obligations of Developer under this Agreement, from the effective date of such assignment forward.
- 9.10. **Governing Law.** This Agreement shall be governed by the laws of the State of North Carolina.
- 9.11. **Counterparts.** This Agreement may be executed in several counterparts, each of which shall be deemed an original and such counterparts shall constitute one and the same instrument.
- 9.12. **Agreement to Cooperate.** In the event of any legal action instituted by a third party or other governmental entity or official challenging the validity of any provision of this Agreement, the Parties hereby agree to cooperate in defending such action; provided, however, each Party shall retain the right to pursue its own independent legal defense.
- 9.13. **Termination.** This Agreement shall terminate on the earlier of the expiration of the term specified in Section 2.2 of this Agreement or a specific termination made by operation of the provisions of this Agreement.
- 9.14. **Severability.** If any term or provision herein shall be judicially determined to be void or of no effect, such determination shall not affect the validity of the remaining

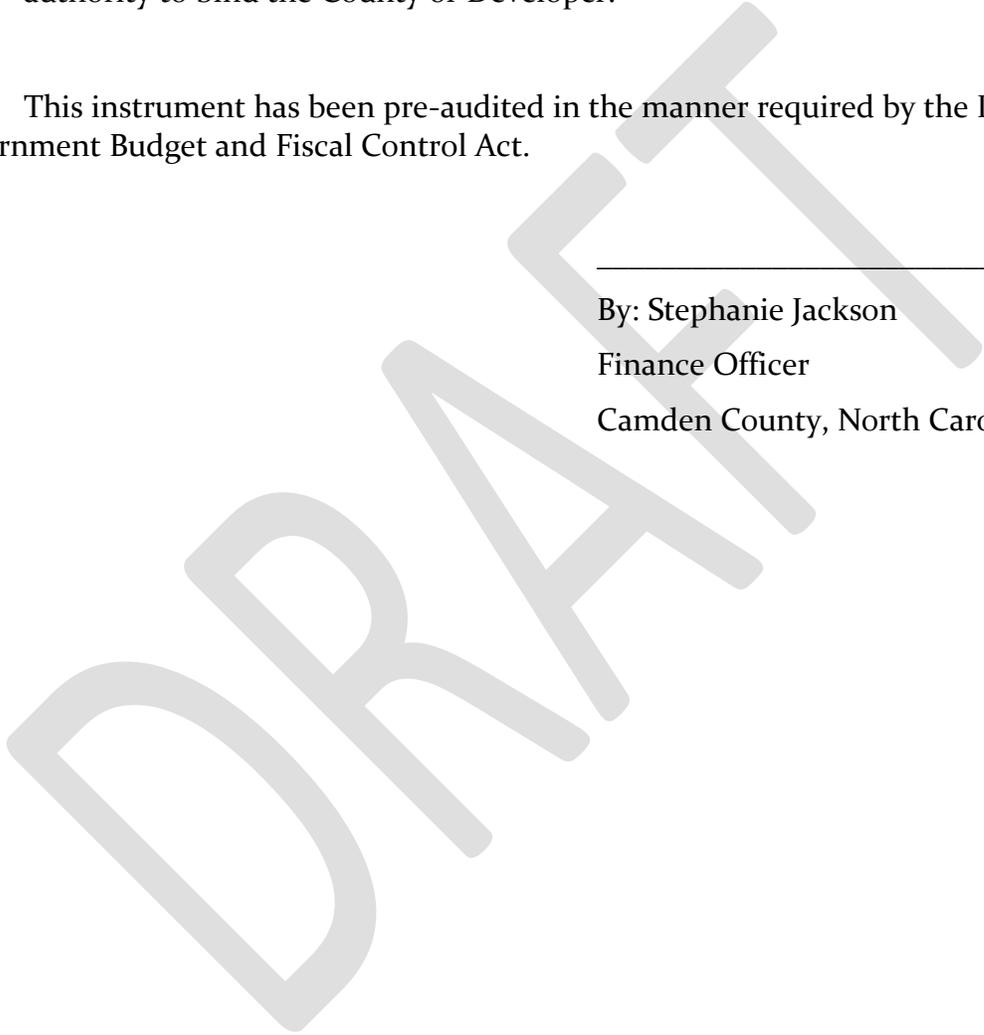
terms and provisions. The Parties agree that if any provision of this Agreement is judicially determined to be invalid because it is inconsistent with a provision of state or federal law, this Agreement shall be amended to the extent necessary to make it consistent with state or federal law and the balance of the Agreement shall remain in full force and effect.

- 9.15. **Authority.** Each Party represents that it has undertaken all actions necessary for approval of this Agreement, and that the person signing this Agreement has the authority to bind the County or Developer.

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

---

By: Stephanie Jackson  
 Finance Officer  
 Camden County, North Carolina



IN WITNESS WHEREOF, the Parties hereby set their hands and seals, effective the date first above written.

County of Camden

By:

\_\_\_\_\_

Title: \_\_\_\_\_

Camden Yards, LLC

By: \_\_\_\_\_

Title: \_\_\_\_\_

DRAFT

=====  
State of North Carolina  
County of Camden

I, the undersigned, a Notary Public of the County and State aforesaid, do hereby certify that \_\_\_\_\_ personally came before me this day and acknowledged that he or she is \_\_\_\_\_ of Camden Yards and acknowledged, on behalf of Camden Yards, the due execution of the foregoing instrument. Witness my hand and official stamp or seal, this the \_\_\_\_ day of \_\_\_\_\_, 2024.

My Commission Expires: \_\_\_\_\_  
\_\_\_\_\_ Notary Public

=====  
State of North Carolina  
County of Camden

I, the undersigned, a Notary Public of the County and State aforesaid, do hereby certify that \_\_\_\_\_ personally came before me this day and acknowledged that he or she is \_\_\_\_\_ of the County of Camden and acknowledged, on behalf of the County of Camden, the due execution of the foregoing instrument. Witness my hand and official stamp or seal, this the \_\_\_\_ day of \_\_\_\_\_, 2024.

My Commission Expires: \_\_\_\_\_  
\_\_\_\_\_ Notary Public

Attachment: 6\_Development Agreement\_Camden County Camden Yards LLC 4-30-24 (Camden Yards, LLC Application for Zoning Map

EXHIBITS INCORPORATED BY REFERENCE

DRAFT

FISCAL IMPACT STATEMENT
for
The Crouse Tract

The following is a summary of the anticipated Fiscal Impact for The Crouse Tract Planned Development based on the current plan that is being reviewed for P.D. approval:

A. Estimated Total Property Valuation at Build-out:

Table with 2 columns: Description and Value. Rows include 748 Single-family Homes, 414 Townhome Dwellings, 528 Multifamily Dwellings, 150,000 sq. ft. Commercial Development, and Estimated Total Value at Build-out.

B. Tax Revenue (Annual):

Table with 2 columns: Description and Value. Rows include Ad Valorem Tax, South Mills Fire Tax, and Total Estimated Annual Tax Revenue.

C. Annual Fees:

Table with 2 columns: Description and Value. Rows include Solid Waste Fee and Stormwater Fee.

D. Water and Sewer Fees

Table with 2 columns: Description and Value. Rows include Water Fees (System Development Fees), Subtotal, Water Fees, Sewer Fees (System Development Fees), Subtotal, Sewer Fees, and Total, Water & Sewer Fees (estimate).

E. Other Revenue Sources:

Table with 2 columns: Description and Value. Rows include Transfer Taxes on Home Sales, Revenue Stamps, Subtotal, Development Review Fees, Building Permit Fees, Subtotal, and Total, Estimated Other Revenue.

Attachment: 7\_FISCAL IMPACT STATEMENT 2-13-24 (Camden Yards, LLC Application for Zoning Map Amendment)

Summary of Revenue:

One-time Revenue:.....\$20,261,940

Annual Revenue:.....\$ 4,562,518

















## Crouse Tract Planned Development • Draft Terms and Conditions

Statement of Planning Objectives: To build a community that has a creative design, providing a mix of residential uses in close proximity to one another, while at the same time providing an efficient use of open space that promotes an active lifestyle and a strong sense of community. Commercial development is also proposed to serve both the needs of the residents of this development and of the northern Camden community. Land is also being set aside for government facilities, including land for schools, sheriff and fire stations, and satellite county administrative offices.

- a. The Phasing Plan attached to this terms and conditions document and incorporated herein by reference as Schedule A (attached) shall be adhered to except that the Developer may determine the sequence in which phases are developed. The Developer may provide an annual update of the Phasing Plan for the development.
- b. Development on the Property shall either be connected to Camden County's permitted and approved central wastewater treatment and disposal system, or to a centralized wastewater treatment and disposal facility located on the Crouse Tract. A 9-acre parcel has been set aside for this purpose, and is proposed to be conveyed to Camden County for public use. The Property will also connect to the Camden water system.
- c. The density/intensity standards, dimensional standards and development standards for development of the Property shall be in accordance with the Master Plan and Schedule B (attached), subject to the degree of flexibility provided in these conditions.
- d. Community form and design for development of the Property shall conform generally to the typical renderings provided as part of the Master Plan. Variations may be provided and shall be permitted in colors, materials, and architectural detailing that are compatible with the design concept.
- e. Transportation: Two subdivision entrances are proposed from US 17. The northern entrance will involve a modification to the existing access; and a second access is proposed, subject to NCDOT review and approval. A Traffic Impact Analysis (TIA) will be prepared for this development at the preliminary plat stage of the approval process, and roadway improvements will be designed in accordance with the TIA recommendations as approved by NCDOT. Internal roads shall be designed in accordance with North Carolina Department of Transportation ("NCDOT") standards, including adhering with the "NC Complete Streets" standards to the greatest degree practicable, and shall be

approved by NCDOT prior to construction. Roadways shall be laid out generally as shown on the Master Plan and in accordance with the typical sections shown on the Master Plan drawings.

- f. Potable Water: Water shall be supplied by Camden County via extension of a waterline along US 17 that will connect with the existing water distribution system. Individual lots and dwellings shall be metered. The Developer shall model the water system to demonstrate adequate water flow and pressure.

- g. Wastewater: A wastewater collection system will be constructed by the Developer and then dedicated to and managed by Camden County, or by a privately owned public utility if Camden County prefers not to own and operate the system.

- h. Stormwater:

- i. On-site stormwater will be managed by construction a series of stormwater management ponds that will be interconnected and will retain and slow-release stormwater to existing drainage outlets both directly and indirectly.

In addition to modeling and retaining stormwater to the UDO and Stormwater Manual standard for the 10-year developed condition and runoff, stormwater will be modeled for the 100- year storm event and property line berms constructed as necessary to manage the 100-year storm without adversely impacting neighboring properties.

Stormwater will be conveyed to on-site retention ponds through a combination of curbs with inlets, stormwater pipes and open, vegetated swales.

The Improvements set forth in this section shall be maintained by the Developer, or a management association created by the Developer.

- j. Perimeter compatibility shall be addressed as follows:

- i. Minimum 50-foot vegetated buffers shall be provided to existing residential development along areas adjacent to residential properties.
- ii. Commercial development is adjacent to US 17 and within existing property that was previously zoned Highway Commercial in anticipation of this type of development. The commercial property is also located away from existing residential development.
- iii. Architectural Features: Building placement, design features, orientation and entryways will promote compatibility with adjacent properties.

- k. Environmental Protection and Monitoring: Wetlands subject to the jurisdiction of the US Army Corps of Engineers will be delineated and confirmed by the Corps of Engineers. The Association documents (Declaration) will include provisions that prohibit the filling of wetlands and prohibit the wholesale clearing of any woodlands other than incidental tree cutting and vegetation removal, and for stormwater management. Traditional forest management practices will also be utilized in areas that are to remain wooded.

A community association, either itself or via a management entity, will assume responsibility for ongoing operation and maintenance of all stormwater management facilities in accordance with the Camden County UDO requirements and all NCDEQ permit requirements. The association dues will be structured in a way that funds are provided for the upkeep of these facilities, as well as a contribution to off-site ditch maintenance as may be necessary to keep outfalls open and flowing.

- l. Developer general responsibilities:

The developer is responsible to design and construct or install the required and proposed on site public utilities in compliance with applicable county, state and federal regulations.

The developer shall dedicate to the public the right-of-way and easements necessary to construct or install the required and proposed on site public facilities in compliance with applicable county, state and federal regulations.

NCDOT will be petitioned to assume ownership and maintenance of roadways as sections of the development are completed and built out.

In addition to the 9-acre wastewater site outlined in paragraph b. above, the developer will convey to Camden County a site of approximately 5.7 acres for the construction of governmental facilities as needed, and a site of approximately 30 acres for the construction of a new school, in accordance with the proposed Development Agreement that has been offered to govern the development of the Property.

TENTATIVE PHASING SCHEDULE

PHASE	AREA (AC)	OPEN SPACE (AC)	UNITS*			DEVELOPMENT INTENSITY (D.U./AC)	EST. RECORDING YEAR	OTHER IMPROVEMENTS	OTHER LAND DEDICATIONS
			MF	TH	SFD				
1	196.5	25	528	218	30	3.95	2026	Main entrance, Roundabout, Portion of Multi-use Path, Mail Kiosk, Main drainage outlet, Clubhouse, Rec. Park	30 AC School Site, 9 AC Wastewater Site, 5.7 AC Government Site, 25 AC Shopping Center
2	127.5	33.3	-	124	216	2.67	2028	Clubhouse, Pedestrian Connectivity, Lakes	
3	232.3	46.6	-	72	213	0.092	2031	Clubhouse and Rec. Park	
4	452.8	525.3	-	-	289	0.64	2033	Final Clubhouse and Rec. Area, Nature Trails, and Boardwalks	
TOTAL	1009.1	357.2	528	414	748	1.67			

\* MF = Multi-family  
 TH = Townhouse  
 SFD = Single Family Detached

**DEVELOPMENT STANDARDS AND SETBACKS**

	<b>Commercial</b>	<b>Single Family Lot</b>	<b>Townhome Lot</b>	<b>Apartments</b>
<b>Min Lot Size</b>	N/A	6500 SF	1,800 SF	N/A
<b>Typ. Lot Size</b>	N/A	7,000-40,000	1,800-2400 SF	N/A
<b>Min Lot Width</b>	N/A	50'	20'	N/A
<b>Typ. Lot Width</b>	N/A	60'-200'	20'-25'	N/A
<b>Front Setback</b>	10'(parking)50'(Bldg.)	20'	15'	N/A
<b>Side Setback</b>	10'(parking)0'(Internal)	5'-15'	0	N/A
<b>Corner Side Setback</b>	10'(parking)	15'	10'	N/A
<b>Max. Front Setback</b>	N/A	100'	40'	N/A
<b>Max. Height</b>	35'	35'	35'	35'
<b>Max. Bldg. Size</b>	N/A	4800 SF	15,000 SF	45,000 SF
<b>Max. Lot Coverage</b>	80%	60%	90%	N/A
<b>Max. Floor Area Ratio</b>	0.4	N/A	N/A	0.4
<b>Min. Set-back to Adj. Residential Dev.</b>	50'	50'	50'	50'

Attachment: 9\_(2-13-24) Draft Terms & Conditions with Schedules (Camden Yards, LLC Application for Zoning Map Amendment)



**Ordinance No. 2024-06-02**

**An Ordinance  
Amending the Camden County  
Zoning Map  
Camden County, North Carolina**

**Article I: Purpose**

The purpose of this Ordinance is to amend the Zoning Map of Camden County, North Carolina, which was originally adopted by the County Commissioners on December 20, 1993, and revised February 4, 2019 and subsequently amended.

**Article II. Amendment to Zoning Map**

The Official Zoning Map of Camden County, North Carolina, which was adopted on December 20, 1993, and revised February 4, 2019 and subsequently amended, is hereby amended as follows:

The parcels of property currently shown in the Camden County Tax Assessor's Office as PIN 01.7082.00.26.3513 from Highway Commercial (HC) and Light Industrial (LI) to Planned Development (PD).

**Article III. Penalty**

1. Violations of the provision of this Ordinance or failure to comply with any of its Requirements, including violations of any conditions and safeguards established in connection with grants of variances or Special Use or Conditional Use Permits, shall constitute a misdemeanor, punishable by a fine of up to five-hundred (\$500) dollars or a maximum thirty (30) days imprisonment as provided in G. S. 14-4.
2. Any act constituting a violation of the provisions of this Ordinance or a failure to comply with any of its requirements, including violations of any conditions and

safeguards established in connection with the grants of variances or Special Use or Conditional Use Permits, shall also subject the offender to a civil penalty of one-hundred (\$100) dollars for each day the violation continues. If the offender fails to pay the penalty within ten (10) days after being cited for a violation, the penalty may be recovered by the county in a civil action in the nature of debt. A civil penalty may not be appealed to the Board of Adjustment if the offender was sent a final notice of violation in accordance with Article 151.568 and did not take an appeal to the Board of Adjustment within the prescribed time.

3. This Ordinance may also be enforced by any appropriate equitable action.
4. Each day that any violation continues after notification by the administrator that such violation exists shall be considered a separate offense for purposes of the penalties and remedies specified in this section.
5. Any one, all or any combination of the foregoing penalties and remedies may be used to enforce this Ordinance.

#### **Article IV. Severability**

If any language in this Ordinance is found to be invalid by a court of competent jurisdiction or other entity having such legal authority, then only the specific language held to be invalid shall be affected and all other language shall be in full force and effect.

**Article V. Effective Date**

This Ordinance is effective upon adoption.

Adopted by the Board of Commissioners for the County of Camden this 3<sup>rd</sup> day of June, 2024.

ATTEST:

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

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

Attachment: OrdinanceCrouseRezoning\_2024-06-02 (Camden Yards, LLC Application for Zoning Map Amendment)



## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Old Business

**Item Number:** 6.A  
**Meeting Date:** June 03, 2024  
**Submitted By:** Erin Burke,  
Administration  
Prepared by: Karen Davis

**Item Title** South Mills Water Association Purchase - Erin Burke

### **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.



## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### New Business

**Item Number:** 7.A  
**Meeting Date:** June 03, 2024

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

**Item Title** April 2024 Monthly Report

**Attachments:** April20240528113527967 (PDF)

**Summary:** April Monthly Report

**Recommendation:** Review and approve

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

**OUTSTANDING TAX DELINQUENCIES BY YEAR**

<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>
2023	288,500.93	26,189.50
2022	104,400.18	9,587.49
2021	67,747.73	7,293.70
2020	37,896.85	2,915.08
2019	21,444.10	1,807.43
2018	16,370.30	1,073.90
2017	11,167.13	1,287.30
2016	6,741.83	1,023.60
2015	6,026.72	628.26
2014	7,701.88	967.20

Attachment: April20240528113527967 (Tax Report - Lisa Anderson)

TOTAL REAL PROPERTY TAX UNCOLLECTED 567,997.65

TOTAL PERSONAL PROPERTY UNCOLLECTED 52,773.46

TEN YEAR PERCENTAGE COLLECTION RATE 99.38%

COLLECTION FOR 2024 vs. 2023 112,938.44 vs. 55,970.71

**LAST 3 YEARS PERCENTAGE COLLECTION RATE**

2023	97.26%
2022	98.84%
2021	99.22%

**THIRTY LARGEST UNPAID ACCOUNTS**

SEE ATTACHMENT "A"

**THIRTY OLDEST UNPAID ACCOUNTS**

SEE ATTACHMENT "B"

Attachment: April20240528113527967 (Tax Report - Lisa Anderson)

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

**ENDING April 2024**

**BY TAX ADMINISTRATOR**

- 944 NUMBER DELINQUENCY NOTICES SENT
- 32 FOLLOWUP REQUESTS FOR PAYMENT SENT
- 4 NUMBER OF WAGE GARNISHMENTS ISSUED
- 4 NUMBER OF BANK GARNISHMENTS ISSUED
- 20 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: April20240528113527967 (Tax Report - Lisa Anderson)

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	02-8943-01-17-4388.0000	13,155.05	3	THOMAS REESE	CAMDEN	301 JAPONICA DR
R	02-8934-01-18-8072.0000	8,982.74	1	ARNOLD AND THORNLEY, INC.	CAMDEN	146 158 US W
R	02-8943-01-06-9013.0000	8,599.42	3	JEWEL H. DAVENPORT	CAMDEN	WINDY HEIGHTS DR
R	02-8935-02-66-7093.0000	8,224.46	1	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	01-7999-00-62-3898.0000	7,288.42	1	MICHAEL ASKEW	SOUTH MILLS	257 A OLD SWAMP RD
R	03-8962-00-05-0472.0000	7,235.30	1	FRANK MCMILLIAN HEIRS	SHILOH	172 NECK RD
R	03-9809-00-23-4988.0000	7,110.90	1	WANDA H WELLS	SHILOH	104 HIGH RD
R	02-8934-01-29-4617.0000	6,852.05	1	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W
R	03-8973-00-53-0748.0000	6,775.06	1	MORRIS L. KIGHT III	SHILOH	142 STANLEY LN
R	02-8916-00-39-5170.0000	6,754.28	1	DONALD RAY JONES	CAMDEN	670 343 HWY N
R	02-8954-00-43-8538.0000	6,516.41	1	BILLY ROSS FEREBEE	CAMDEN	237 PALMER RD
R	02-8935-04-63-0820.0000	6,424.62	1	BELCROSS PROPERTIES, LLC	CAMDEN	197 158 US E
R	01-7080-00-26-2396.0000	6,275.58	1	CHRISTOPHER A. KINDER	SOUTH MILLS	136 DOCK LANDING LP
R	03-8961-00-68-3593.0000	6,216.82	1	EDWARD LANE MOORE	SHILOH	169 RAYMONS CREEK RD
R	02-8945-00-41-2060.0000	6,166.67	1	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	03-8972-00-44-8500.0000	5,859.62	3	ABODE OF CAMDEN INC.	SHILOH	343 HWY S
R	03-8943-02-75-4196.0000	5,728.00	3	SHERRILL M PRICE JR	SHILOH	115 COOKS LANDING RD
R	03-9809-00-24-8236.0000	5,639.69	1	GENE W IRBY	SHILOH	503 SAILBOAT RD
R	01-7090-00-64-6040.0000	5,538.76	1	LINTON RIDDICK	SOUTH MILLS	129 LILLY RD
R	01-7979-00-61-7358.0000	5,195.87	1	BERT LLC	SOUTH MILLS	HORSESHOE RD
R	01-7989-00-01-1714.0000	5,048.59	1	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8934-04-72-0416.0000	4,953.01	3	PAULINE JETTE	CAMDEN	238 COUNTRY CLUB RD
R	03-8971-00-23-2253.0000	4,850.43	1	ABODE OF CAMDEN, INC.	SHILOH	187 C THOMAS POINT RD
R	02-8934-03-43-2243.0000	4,770.85	1	CAROLYN MCDANIEL	CAMDEN	183 COUNTRY CLUB RD
R	03-8889-00-48-7259.0000	4,597.62	1	ROBERT AND JANETTE TEMPLETON	SHILOH	127 SAILBOAT RD
R	01-7969-00-79-1235.0000	4,544.56	1	CHARLES A GILLIKIN	SOUTH MILLS	111 NORTH POINTE RD
R	03-8971-00-54-7373.0000	4,509.93	1	DWAYNE HARRIS	SHILOH	125 ONE MILL RD
R	03-8972-00-54-4332.0000	4,474.17	1	GILBERT WAYNE OVERTON &	SHILOH	1330 343 HWY S
R	02-8944-00-75-7172.0000	4,382.24	1	KIM SAWYER	CAMDEN	110 MILL DAM RD N
R	01-8907-00-08-4393.0000	4,237.18	1	CARLTON HODGE WOOLARD SR	SOUTH MILLS	1010 343 HWY N

05/28/24 11:40:07

Delinquencies Top-30 Unpaid

1

*Paul*

Attachment: April20240528113527967 (Tax Report - Lisa Anderson)

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	02-8916-00-68-3801.0000	10	573.78	W. L. & BRENDA SAWYER	CAMDEN	343 HWY N
R	02-8935-02-66-7093.0000	9	8,224.46	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	02-8945-00-41-2060.0000	9	6,166.67	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	01-7989-00-01-1714.0000	9	5,048.59	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8936-00-23-4750.0000	9	3,742.88	AARON DARNELL CHAMBLEE ET AL	CAMDEN	LAMBS RD
R	03-8965-00-37-4242.0000	9	3,272.05	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	03-8962-00-67-1021.0000	9	3,099.18	CECIL BARNARD HEIRS	SHILOH	WICKHAM RD
R	01-7999-00-95-3587.0000	9	2,730.23	WALTER TURNER HEIRS	SOUTH MILLS	CAROLINA RD
R	02-8935-02-75-0867.0000	9	2,687.93	ED SIVELLIS HEIRS	CAMDEN	158 US W
R	03-8952-00-95-8737.0000	9	2,333.36	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7999-00-32-3510.0000	9	2,121.68	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7999-00-12-8596.0000	9	2,038.64	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7988-00-91-0179.0001	9	1,988.81	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	03-8943-04-93-8214.0000	9	1,891.49	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7091-00-64-6569.0000	9	1,837.31	CLARENCE D. TURNER JR.	SOUTH MILLS	STINGY LN
R	03-8899-00-45-2682.0000	9	1,612.91	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8899-00-36-2719.0000	9	1,601.30	LARRY WELDON HEIRS	SHILOH	HIBISCUS RD
R	02-8926-00-13-6839.0000	9	1,481.35	NORTHEASTERN COMMUNITY	CAMDEN	123 TRAFTON RD
R	02-8935-01-07-0916.0000	9	1,303.20	ROSETTA MERCER INGRAM	CAMDEN	227 SLEEPY HOLLOW RD
R	02-8936-00-24-7426.0000	9	1,079.21	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	01-7090-00-60-5052.0000	9	882.83	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	01-7989-04-90-0938.0000	9	830.71	DORIS EASON	SOUTH MILLS	1352 343 HWY N
R	01-7989-04-60-1568.0000	9	788.26	EMMA BRITB HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	01-7989-04-60-1954.0000	9	769.42	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	02-8955-00-13-7846.0000	9	609.71	MARIE MERCER	CAMDEN	IVY NECK RD
R	03-9809-00-33-4725.0000	9	478.35	DENNIS CREASY	SHILOH	SAILBOAT RD
R	03-8980-00-61-1968.0000	9	444.14	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	01-7090-00-95-5262.0000	9	322.84	JOHN F. SAWYER HEIRS	SOUTH MILLS	OLD SWAMP RD
R	03-9809-00-54-8280.0000	9	305.43	RODNEY STEVEN SPIVEY &	SHILOH	SAILBOAT RD
R	03-8980-00-84-1828.0000	9	297.60	CARL TEUSCHER	SHILOH	220 BROAD CREEK RD

Attachment: April20240528113527967 (Tax Report - Lisa Anderson)

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Delinquencies Top-30 Oldest

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Road  
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Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0004068	14,077.22	1	BAYSIDE FARMS, LLC	SOUTH MILLS	246 HORSESHOE RD
P	0002941	2,059.39	3	BARKER'S TRUCKING, INC	SHILOH	108 SASSAFRAS LN
P	0000295	1,126.07	5	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0003721	1,125.00	3	JIMMY'S TRUCKING & HAULING LLC	CAMDEN	127 TRAFTON RD
P	0001709	947.26	7	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0001721	823.09	3	CINDY MAYO	SOUTH MILLS	106 BINGHAM RD
P	0003192	746.22	2	ROBERT JESSE-ALDERMAN HUDGINS	CAMDEN	409 343 HWY N
P	0000132	703.07	1	DAVID DUNAVANT JR.	CAMDEN	158 HWY E
P	0003878	652.43	1	RONNEY GILLIKIN JR	SOUTH MILLS	109 NORTH POINTE RD
P	0001046	641.80	1	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0003513	632.07	1	JULIE PORTER	CAMDEN	431 158 US W
P	0000297	594.58	1	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0003017	583.86	2	MARK STANLEY MICHALSKI	SOUTH MILLS	138 CAROLINA RD
P	0003512	562.02	2	WILLIAM ANTHONY POPE JR	CAMDEN	214 SMITH DR
P	0001104	505.14	2	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0001072	497.39	9	PAM BUNDY	SHILOH	105 AARON DR
P	0002525	434.51	2	JOSEPH VINCENT CARDYN	SHILOH	260 ONE MILL RD
P	0003547	408.71	3	NICHOLAS W. STOTTS	CAMDEN	431 158 US W
P	0001545	358.72	3	LOUIS RUGGERI	CAMDEN	390 CAMDEN CSWY
P	0003478	356.62	2	JOHN PETER LEARY	SOUTH MILLS	971 343 HWY N
P	0003415	354.93	3	IVY MIRANDA BOGUES	CAMDEN	224 NORTH RIVER RD
P	0000945	336.42	3	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0003850	324.90	2	JOSHUA MICHAEL BAILEY	SOUTH MILLS	100 ROBIN CT W
P	0003773	312.36	3	SEVAN NERO BARTLETT	CAMDEN	197 HERMAN ARNOLD RD
P	0003662	305.93	3	JEFFREY CLAYTON COLLIER	CAMDEN	152 158 US W
P	0003842	302.89	1	BRANDON PREGMON	SOUTH MILLS	135 OLD FAMILY PL
P	0003892	296.52	2	NOAH KNOWLES	CAMDEN	319 IVY NECK RD
P	0001959	291.98	3	SHAWN H. LEARY	SOUTH MILLS	149 LINTON RD
P	0003075	283.72	3	PATRICK WAYNE BAUM	CAMDEN	186 B BUSHELL RD
P	0002902	281.09	3	STEPHANIE AUSMAN	SHILOH	204 POND RD

Attachment: April20240528113527967 (Tax Report - Lisa Anderson)

05/28/24 11:40:32

Delinquencies Top-30 Unpaid

*Reviewed*

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001709	9	947.26	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0001046	9	641.80	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	9	497.39	PAM BUNDY	SHILOH	105 AARON DR
P	0000738	9	226.96	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001106	9	222.47	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001538	9	216.33	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001694	9	128.34	THOMAS B.THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0000295	8	1,126.07	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000770	8	134.40	MARSHA GAIL BOGUES	CAMDEN	276 BELCROSS RD
P	0002921	8	120.68	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0000945	7	336.42	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0002468	7	260.53	WANDA HERNANDEZ WELLS	SHILOH	104 HIGH RD
P	0002968	7	233.74	MICHAEL WILLIAM MAINELLO	SOUTH MILLS	237 KEETER BARN RD
P	0001150	7	136.45	WILLIAM MICHAEL STONE	CAMDEN	130 MILL DAM RD S
P	0001689	7	125.28	MICHAEL WAYNE MYERS	SOUTH MILLS	107 ROBIN DR
P	0002902	6	281.09	STEPHANIE AUSMAN	SHILOH	204 POND RD
P	0001512	6	256.17	JOHN WESLEY BURGESS, JR.	CAMDEN	431 158 USY W
P	0002942	6	118.75	JAMES P. VASILOPOULOS	CAMDEN	346 343 HWY S
P	0003513	5	632.07	JULIE PORTER	CAMDEN	431 158 US W
P	0003415	5	354.93	IVY MIRANDA BOGUES	CAMDEN	224 NORTH RIVER RD
P	0003075	5	283.72	PATRICK WAYNE BAUM	CAMDEN	186 B BUSHELL RD
P	0003414	5	263.43	EDWARD A. BILL	CAMDEN	152 158 US W
P	0003096	5	246.72	DANIEL ELWOOD BRIGHT	CAMDEN	109 JUNIPER DR
P	0003487	5	246.26	MICHAEL RONALD MAYO II	CAMDEN	146 BELCROSS RD
P	0003495	5	227.60	ALY MOHAMAD	SHILOH	100 BROAD CREEK RD
P	0003035	5	223.65	ROBERT HENRY LEE	SHILOH	121 BEECH TREE DR
P	0002978	5	218.23	JONATHAN LEWIS PUGH	SOUTH MILLS	206 MAIN ST
P	0003269	5	149.85	KIMBERLY STARR MUTTA	CAMDEN	290 NORTH RIVER RD
P	0003378	5	135.57	JAMES KELLEY WIGFIELD	CAMDEN	441 158 US E
P	0001721	4	823.09	CINDY MAYO	SOUTH MILLS	106 BINGHAM RD

05/28/24 11:40:34

Delinquencies Top-30 Oldest

Attachment: April20240528113527967 (Tax Report - Lisa Anderson)

Passover



## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### New Business

**Item Number:** 7.B  
**Meeting Date:** June 03, 2024

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

**Item Title** **Resolution 2024-06-01: Salaries & Compensation for Various Boards and Commissions**

**Attachments:** Salaries and Compensation 2024-25 (DOC)

**Summary:** A Resolution of the Camden County Board of Commissioners Salaries and Compensation for Various Boards and Commissions

**Recommendation:** To approve the Resolution as presented.



**Resolution No. 2024-06-01**

**A RESOLUTION OF THE  
CAMDEN COUNTY BOARD OF COMMISSIONERS  
SALARIES AND COMPENSATION  
FOR VARIOUS BOARDS AND COMMISSIONS  
FISCAL YEAR 2024-2025**

**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 3<sup>rd</sup> day of June 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, 2024 and ending June 30, 2025,

**Section 1: BOARD OF COMMISSIONERS**

Chair \$750.00 per month plus mileage.

Vice-chair/  
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 to which they have been appointed 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; 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 Commissioners 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 with a commitment of greater than four (4) hours for travel and/or meeting out of the county (90-mile radius of the Courthouse) shall be compensated at a rate of \$150 a day.
- 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**

Chair 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**

Chair Compensation - \$50.00 per meeting plus mileage.

Board Members Compensation - \$40.00 per meeting plus mileage.

**Section 5: AGING ADVISORY COUNCIL**  
Compensation - \$40.00 per meeting, plus mileage and meal if required.

**Section 6: RECREATION BOARD**  
Compensation - \$40.00 per meeting, plus mileage.

- Section 7: JURY COMMISSION**  
Compensation - \$ 100 per day for work to compile jury list.
- Section 8: ECONOMIC DEVELOPMENT BOARD**  
Compensation - \$40.00 per meeting, plus mileage.
- Section 9: SENIOR CENTER BOARD**  
Compensation - \$40.00 per meeting, plus mileage.
- Section 10: LIBRARY BOARD**  
Compensation - \$40.00 per meeting, plus mileage.
- Section 11: POTENTIALLY DANGEROUS DOG APPEALS BOARD**  
Compensation - \$40.00 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 - \$40.00 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 3<sup>rd</sup> day of June 2024.**

ATTEST: \_\_\_\_\_  
 Ross Munro, Chair  
 Camden County Board of Commissioners

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

Attachment: Salaries and Compensation 2024-25 (Resolution 2024-06-01: Salaries & Compensation - Erin Burke)



## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Board Appointments

**Item Number:** 8.A  
**Meeting Date:** June 03, 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 North Carolina ABC Commission that Wayne Walston's current term be extended to October 2026 to realign board member terms to be suitably staggered per state statute.

### **Recommendation:**

Approval.



**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Consent Agenda**

**Item Number:** 9.A  
**Meeting Date:** June 03, 2024

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

**Item Title** **BOC Meeting Minutes**

**Attachments:** bocminutes\_050624 (DOCX)  
 bocminutes\_050724 (DOCX)  
 bocminutes\_051424 (DOCX)

**Camden County Board of Commissioners  
 South Camden Water & Sewer District Board of Directors  
 Board of Equalization & Review  
 May 6, 2024  
 Closed Session – 6:00 PM  
 Regular Meeting – 7:00 PM  
 Camden Public Library Boardroom  
 118 Hwy 343 North**

**Minutes**

A duly-noticed regular meeting of the Camden County Board of Commissioners was held at 7:00 PM on May 6, 2024 in the boardroom of the Camden Public Library in Camden, North Carolina. A closed session was held at 6:00 PM for consultation with the County Attorney in regard to potential litigation.

**CALL TO ORDER**

The meeting was called to order by Chair Ross Munro at 6:00 PM. Also Present: Vice Chair Troy Leary, Commissioners Randy Krainiak, Sissy Aydlett and Tiffney White.

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

**CLOSED SESSION**

**Motion to go into Closed Session to consult with the County Attorney in regard to potential litigation.**

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

**Motion to approve the March 4, 2024 Closed Session minutes as presented.**

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

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

<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

Chair Munro reconvened the Board of Commissioners at 7:00 PM for open session.

**INVOCATION & PLEDGE OF ALLEGIANCE**

Pastor Tommy Berry gave the invocation and the Board led in the Pledge of Allegiance.

**ITEM 1. CONSIDERATION OF AGENDA**

**Motion to add Special Use Permit UDO 2009-05-19 to the agenda under New Business as Item 6.F.**

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

**Motion to add discussion of a potential development moratorium to the agenda under New Business as Item 6.G.**

<b>RESULT:</b>	<b>PASSED [4-1]</b>
<b>MOVER:</b>	Sissy Aydlett
<b>AYES:</b>	Ross Munro, Troy Leary, Sissy Aydlett, Tiffney White
<b>NAYS:</b>	Randy Krainiak

Attachment: bocminutes\_050624 (BOC Meeting Minutes)

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

<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 2. CONFLICT OF INTEREST DISCLOSURE STATEMENT**

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

**ITEM 3. PRESENTATIONS**

- A. Girl Scout Gold Award Recognition – The Board recognized Macayla Barry for her achievement in receiving the highest award in Girl Scouts, the Gold Award.

**ITEM 4. PUBLIC COMMENTS**

County Manager Erin Burke read the Public Comment information statement. Chair Munro opened the floor for public comment.

Robert Nobles of South Mills spoke in opposition to the requested application for a zoning map amendment from Camden Yards LLC. Mr. Nobles’ concerns included the proposed development’s effect on the school system.

Keith Haric of Camden requested that code enforcement violations and submitted and approved permits be listed on the County web site. In addition, Mr. Haric requested that signs be placed on properties that are in violation of the ordinance to bring awareness to and discourage violation.

Derrill Wickens of South Mills expressed concerns and presented photographs in regard to the sand mine operation on Ponderosa Drive. His concerns included contaminated materials in the roadway that have caused flat tires and excessive dust. Mr. Wickens brought with him a bucket of metal that he had collected along the roadway, including rebar. Mr. Wickens also spoke in opposition to the requested rezoning of what he referred to as the ‘Crouse tract’ due to a lack of available resources. County Attorney Morrison advised the Board to return the photographs to Mr. Wickens as they may be presented as evidence in a potential future quasi-judicial hearing.

John Morrison of Camden presented information on an upcoming 5K event (walk, run or cycle) in honor of his daughter, Mary, for the purpose of raising funds for cancer research at the Lineberger Comprehensive Cancer Center in Chapel Hill. This event, referred to as “Run With Mary – Make It A Fair Fight” will take place Saturday, May 11<sup>th</sup> at 10:00 AM in Elizabeth City.

**ITEM 5. OLD BUSINESS**

- A. Director Salary Increase Request from DSS Board – Erin Burke

During the hiring process of the new director, the DSS Board made additional commitments that don’t typically fall within the guidelines of the County’s personnel policy. As such, and based upon the performance of the Director, the Department of Social Services Advisory Board has requested a salary increase as per the policy upon her one-year employment anniversary. Manager Burke is in support of the request, but added that in the future any potential employment offers by hiring boards will be submitted to the Human Resources Specialist for review prior to the negotiation of the offer.

Upon inquiry by Commissioner White, Manager Burke explained that the Director was given a salary increase at six months and according to the employment offer agreed upon by the DSS Board, is due another increase on the one-year anniversary. She would then be placed in accordance with the County’s step and grade pay scale.

Commissioner Krainiak confirmed that upon hire, the DSS Director was willing to accept a lesser salary until the DSS Board had opportunity to evaluate her performance. The DSS Board committed to a performance review at the six-month and one-year marks for potential salary increases and Commissioner Krainiak confirmed that she should receive the increase based on her performance.

At the April 1, 2024 meeting the Board voted to table this item to the May 6, 2024 meeting.

Motion to approve the salary increase as presented.

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

ITEM 6. NEW BUSINESS

A. New High School USDA Loan Package – Monica Thornton

The loan package is available in its entirety in the County Finance Office and is herein incorporated by reference.

**USDA**  
United States Department of Agriculture

May 6, 2024

Camden County  
Attn: Ross B. Munro, Chairman  
P.O. Box 190  
Camden, NC 27921

Subject: Letter of Conditions for a Community Facilities Program Loan to High School Project

Dear Chairman Munro:

This letter, with attachments, establishes conditions that must be understood and agreed to by the applicant before further consideration may be given to the application for Federal Assistance. The State and Area Offices staff of USDA Rural Development (RD) will administer the loan and/or grant funds for this project on behalf of the Rural Housing Service. All parties may access information and regulations referenced in this letter at our website located at: <https://www.rd.usda.gov/programs-services/community-facilities>. Any changes in project cost, source of funds, scope of services, or any other significant change (this includes significant changes in the Borrower's financial condition, operation, organizational structure or executive leadership) in the project or applicant must be reported to and approved by USDA Rural Development by written amendment to this letter. **Any changes not approved by USDA Rural Development will be cause for discontinuing processing of the application.** If you do not meet the conditions of this letter, the Agency reserves the right to withdraw Agency funding. This letter is not to be considered as loan approval or as representation to the availability of funds. The application can be processed on the basis of a USDA Rural Development loan not to exceed \$29,987,400.00. Funds for this project are provided by the Rural Housing Service (RHS).

Please complete and return the attached Form RD 1942-46, "Letter of Intent to Meet Conditions," and Form RD 1940-1, "Request for Obligation of Funds," within the next ten (10) days, if you desire that we give further consideration to your application. The execution of these and all other documents required by USDA Rural Development must be authorized by appropriate resolutions of the applicant's governing body.

The loan will be considered approved on the date Form RD 1940-1, "Request for Obligation of Funds," is mailed by USDA Rural Development. This is also the date that the interest rate is established. If the interest rate is lower at the time of loan closing, you must make a request in writing to receive the lower rate in effect.

Rural Development • North Carolina • Henderson Area Office  
600 S. Beckford Drive, Suite A • Henderson, NC 27535  
Voice (919) 438-3334 Ext. 4 • Fax (919) 328-4826 • TTY 711

USDA is an equal opportunity provider, employer, and lender.

2

Your loan will be scheduled for repayment over a period of 30 years. The first payment, consisting of principal and interest, will become due and payable on June 1<sup>st</sup> following the date of the loan closing, or delivery of the bond, and annually thereafter on the 1<sup>st</sup> day of June of each year until maturity. For planning purposes, use a 3.5% interest rate which provides for an annual payment of \$1,630,716.00. The precise payment amount will be based on the interest rate at which the loan is closed and may be different than the one above.

**Project Budget**—Based on Standard Form 424, "Application for Federal Assistance," the project cost and funding will be as follows:

a. Project Cost	Total
Development	\$ 64,467,723.00
FF&B	\$ 2,400,000.00
Architecture Fees	\$ 4,696,074.00
Other Professional Fees	\$ 1,141,000.00
Legal Services	\$ 60,000.00
Interest	\$ 1,500,000.00
Contingencies	\$ 5,735,203.00
<b>TOTAL:</b>	<b>\$ 80,000,000.00</b>

b. Source of Funds	
USDA Loan	\$ 29,987,400.00
NCDPI Grant Funds	\$ 50,012,600.00
<b>TOTAL:</b>	<b>\$ 80,000,000.00</b>

Any changes in funding sources following obligation of Agency funds must be reported to the processing official. Project feasibility and funding will be reassessed if there is a significant change in project costs after bids are received. If actual project costs exceed the project cost estimates, an additional contribution by the borrower may be necessary.

The applicant will ensure projects are completed in a timely, efficient, and economical manner. Section I of the attached conditions (Items 1–20) must be satisfied prior to interim loan closing or before construction begins, whichever occurs first, in either case not later than one (1) year from the date of this letter. **In the event the project has not advanced to the point of construction within one (1) year, USDA Rural Development reserves the right to discontinue the processing of the application.**

If you have any questions, feel free to contact this office.

Sincerely,  
*Monica Thornton*  
Monica Thornton  
Area Specialist

Resolution No: \_\_\_\_\_

**BE IT RESOLVED**

That Camden County Board of Commissioners accepts the conditions set forth in a Letter of Conditions dated May 6, 2024, Loan Resolution (Public Body) and Security Agreement:

That the Chairman and Clerk to the Board be authorized to execute all forms necessary to obtain a loan from Rural Development, including, but not limited to the following forms:

Form RD 1942-46	Letter of Intent to Meet Conditions
Form RD 1942-47	Loan Resolution (Public Body) (3)
Form RD 442-7	Operating Budget
Form RD 1940-1	Request for Obligation of Funds (3)
Form RD 400-1	Equal Opportunity Agreement
Form RD 400-4	Assurance Agreement
Form RD 1910-11	Applicant Certification Federal Collection Policies for Consumer or Commercial Debts
1940-Q, Exhibit A-1	Certification for Contracts, Grants and Loans (Lobbying Certification)
Unnumbered Form	Certificate of Compliance

That if the interest rate charged by Rural Development should change between this date and the date of actual approval, the Chairman and Clerk to the Board be authorized to execute new forms reflecting the current interest rate and revised payments as required by Rural Development.

That the Board of Commissioners elects to have the interest charged by Rural Development to be the lower of the rate in effect at either the time of loan approval or loan closing.

This resolution is to become a part of the official minutes of the Board of Commissioners meeting held on May 6, 2024.

MOTION MADE BY: Ross Munro  
SECONDED BY: na  
TO ADOPT THE RESOLUTION.

MOTION PASSED 5 to 0

By: *Ross Munro*  
Ross Munro, Chairman

Attest: *Karen Davis*  
Karen Davis, Clerk to the Board

Attachment: bocminutes\_050624 (BOC Meeting Minutes)

**Motion to adopt the Resolution accepting the conditions set forth in the Letter of Conditions dated May 6, 2024, Loan Resolution and Security Agreement for the new High School USDA Loan Package.**

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

Chair Munro requested that the County Manager work in consultation with the School Superintendent to schedule a joint meeting between the Board of Commissioners and Board of Education.

**B. Tax Report – Lisa Anderson**

<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>
2023	393,018.11	34,911.37
2022	109,858.48	9,716.28
2021	68,956.79	7,422.10
2020	37,955.83	2,993.57
2019	21,444.10	1,811.18
2018	16,370.30	1,073.90
2017	11,167.13	1,287.30
2016	6,741.83	1,027.88
2015	6,026.72	628.26
2014	7,701.88	967.20

TOTAL REAL PROPERTY TAX UNCOLLECTED	679,241.17
TOTAL PERSONAL PROPERTY UNCOLLECTED	61,839.04
TEN YEAR PERCENTAGE COLLECTION RATE	99.27%
COLLECTION FOR 2024 vs. 2023	83,026.90 vs. 165,513.30
<b><u>LAST 3 YEARS PERCENTAGE COLLECTION RATE</u></b>	
2023	96.27%
2022	98.78%
2021	99.20%

<u>EFFORTS AT COLLECTION IN THE LAST 30 DAYS</u>	
<u>ENDING March 2024</u>	
<u>BY TAX ADMINISTRATOR</u>	
<u>37</u>	NUMBER DELINQUENCY NOTICES SENT
<u>45</u>	FOLLOWUP REQUESTS FOR PAYMENT SENT
<u>4</u>	NUMBER OF WAGE GARNISHMENTS ISSUED
<u>3</u>	NUMBER OF BANK GARNISHMENTS ISSUED
<u>34</u>	NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR TO DELINQUENT TAXPAYER
<u>0</u>	NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)
<u>0</u>	PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR
<u>0</u>	NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY
<u>0</u>	NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR COLLECTION (I.D. AND STATUS)
<u>0</u>	REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS
<u>0</u>	NUMBER OF JUDGMENTS FILED

Attachment: bocminutes\_050624 (BOC Meeting Minutes)

30 Largest Unpaid – Real

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	02-8943-01-17-4388.0000	13,155.05	3	THOMAS REBSE	CAMDEN	301 JAPONICA DR
R	02-8934-01-19-8072.0000	8,982.74	1	ARNOLD AND THORNLEY, INC.	CAMDEN	146 158 US W
R	02-8943-01-06-9013.0000	8,599.42	3	JEWEL H. DAVENPORT	CAMDEN	WINDY HEIGHTS DR
R	02-8935-02-66-7093.0000	8,224.46	1	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	01-7999-00-62-3898.0000	7,288.42	1	MICHAEL ASKEW	SOUTH MILLS	257 A OLD SWAMP RD
R	03-8962-00-05-0472.0000	7,235.30	1	FRANK MCMILLIAN HEIRS	SHILOH	172 NECK RD
R	03-9809-00-23-4988.0000	7,110.90	1	WANDA H WELLS	SHILOH	104 HIGH RD
R	02-8934-01-29-4617.0000	6,852.05	1	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W
R	03-8973-00-53-0748.0000	6,775.06	1	MORIS H. KIGHT III	SHILOH	142 STANLEY LN
R	02-8916-00-39-5178.0000	6,754.28	1	DONALD RAY JONES	CAMDEN	670 343 HWY N
R	02-8954-00-43-8538.0000	6,516.41	1	BILLY ROSS FEREBEE	CAMDEN	237 PALMER RD
R	02-8935-04-63-0820.0000	6,424.62	1	BELCROSS PROPERTIES, LLC	CAMDEN	197 158 US E
R	01-7080-00-26-2396.0000	6,275.58	1	CHRISTOPHER A. KINDER	SOUTH MILLS	136 DOCK LANDING LP
R	03-8961-00-68-3593.0000	6,216.82	1	EDWARD LANE MOORE	SHILOH	169 RAYMONS CREEK RD
R	02-8945-00-41-2060.0000	6,166.67	1	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	03-8972-00-44-8500.0000	5,736.56	3	ABODE OF CAMDEN INC.	SHILOH	343 HWY S
R	02-8943-00-75-4196.0000	5,639.69	1	SHERILL M PRICE JR	SHILOH	115 COOKS LANDING RD
R	03-9809-00-24-8236.0000	5,639.69	1	GENE W IRBY	SHILOH	503 SAILBOAT RD
R	01-7090-00-64-6040.0000	5,538.76	1	LINTON RIDDICK	SOUTH MILLS	129 LILLY RD
R	01-7979-00-61-7358.0000	5,195.87	1	BERT LLC	SOUTH MILLS	HORSESHOE RD
R	01-7989-00-01-1714.0000	5,048.59	1	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8934-04-72-0416.0000	4,953.01	3	CAROLINE JETTE	CAMDEN	238 COUNTRY CLUB RD
R	03-8971-00-23-2253.0000	4,850.43	1	ABODE OF CAMDEN, INC.	SHILOH	187 C THOMAS POINT RD
R	02-8952-00-39-2988.0000	4,770.85	1	CAROLYN MCDANIEL	CAMDEN	183 COUNTRY CLUB RD
R	03-8952-01-49-2988.0000	4,654.12	1	CHRISTINA CORBO	SHILOH	130 TULIP TREE DR
R	03-8889-00-48-7259.0000	4,597.62	1	ROBERT AND JANETTE TEMPLETON	SHILOH	127 SAILBOAT RD
R	01-7969-00-79-1235.0000	4,544.56	1	CHARLES A GILLIKIN	SOUTH MILLS	111 NORTH POINTE RD
R	03-8971-00-54-7373.0000	4,509.93	1	DWAYNE HARRIS	SHILOH	125 ONE MILL RD
R	03-8972-00-54-4332.0000	4,474.17	1	GILBERT WAYNE OVERTON &	SHILOH	1330 343 HWY S
R	02-8944-00-75-7172.0000	4,382.24	1	KIM SAWYER	CAMDEN	110 MILL DAM RD N

30 Oldest Unpaid – Real

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	02-8916-00-68-3801.0000	10	573.78	W. L. & BRENDA SAWYER	CAMDEN	343 HWY N
R	02-8935-02-66-7093.0000	9	8,224.46	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	02-8943-01-06-9013.0000	9	6,166.67	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	01-7989-00-01-1714.0000	9	5,048.59	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8936-00-23-4750.0000	9	3,742.88	AARON DARNELL CHAMBLEE ET AL	CAMDEN	LAMBS RD
R	03-8965-00-37-4242.0000	9	3,272.05	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	03-8962-00-67-1021.0000	9	3,099.18	CECIL BARNARD HEIRS	SHILOH	WICKHAM RD
R	01-7999-00-95-3587.0000	9	2,730.23	WALTER TURNER HEIRS	SOUTH MILLS	CAROLINA RD
R	02-8935-02-75-0867.0000	9	2,687.93	ED SIVELLIS HEIRS	CAMDEN	158 US W
R	03-8952-00-35-8737.0000	9	2,333.36	AUDREY TALLETT	SHILOH	171 NECK RD
R	01-7999-00-32-3510.0000	9	2,121.68	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7999-00-12-8596.0000	9	2,038.64	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7988-00-91-0179.0001	9	1,988.81	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	03-8943-04-93-8214.0000	9	1,891.49	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7091-00-64-6569.0000	9	1,837.31	CLARENCE D. TURNER JR.	SOUTH MILLS	STINCY LN
R	03-8899-00-45-2682.0000	9	1,612.91	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8899-00-36-2719.0000	9	1,601.30	LARRY WELDON HEIRS	SHILOH	HIBISCUS RD
R	02-8926-00-13-6839.0000	9	1,481.35	NORTHEASTERN COMMUNITY	CAMDEN	123 TRAFONT RD
R	02-8936-00-24-7426.0000	9	1,303.20	ROSETTA MERCER INGRAM	CAMDEN	227 SLEEPY HOLLOW RD
R	01-7090-00-60-5052.0000	9	1,079.21	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	01-7989-04-90-0938.0000	9	882.83	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	01-7989-04-60-1568.0000	9	830.71	DORIS BAGON	SOUTH MILLS	1352 343 HWY N
R	01-7989-04-60-1954.0000	9	788.26	EMMA BRITHE HEIRS	SOUTH MILLS	146 BLOODFIELD RD
R	02-8955-00-13-7846.0000	9	769.42	CHRISTINE RIDDICK	SOUTH MILLS	168 BLOODFIELD RD
R	03-9809-00-33-4725.0000	9	609.71	MARIE MERCER	CAMDEN	IVY NECK RD
R	03-8980-00-61-1968.0000	9	478.35	DENNIS CRESAY	SHILOH	SAILBOAT RD
R	01-7090-00-35-5262.0000	9	444.14	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	03-9809-00-54-8280.0000	9	322.84	JOHN F. SAWYER HEIRS	SOUTH MILLS	OLD SWAMP RD
R	03-9809-00-54-8280.0000	9	305.43	RODNEY STEVEN SPIVEY &	SHILOH	SAILBOAT RD
R	03-8980-00-84-1828.0000	9	297.60	CARL TEUSCHER	SHILOH	220 BROAD CREEK RD

30 Largest Unpaid – Personal

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0004068	14,077.22	1	BAYSIDE FARMS, LLC	SOUTH MILLS	246 HORSESHOE RD
P	0002941	2,059.39	3	BARKER'S TRUCKING, INC	SHILOH	108 SASSAFRAS LN
P	0000295	1,126.07	5	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0003721	1,125.00	3	JIMMY'S TRUCKING & HAULING LLC	CAMDEN	127 TRAFONT RD
P	0001709	947.26	7	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0001721	823.09	3	CINDY MAYO	SOUTH MILLS	106 BINGHAM RD
P	0003192	746.22	2	ROBERT JESSE-ALDERMAN HUDGINS	CAMDEN	409 343 HWY N
P	0000132	703.07	1	DAVID DUNAVANT JR.	CAMDEN	158 HWY E
P	0002808	682.35	1	NORTH POINTE HAULING INC	SOUTH MILLS	103 NORTH POINTE RD
P	0003878	652.43	1	RONNEY GILLIKIN JR	SOUTH MILLS	109 NORTH POINTE RD
P	0001046	641.80	1	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0003513	632.07	1	JULIE PORTER	CAMDEN	431 158 US W
P	0000297	594.58	1	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0003017	583.86	2	MARK STANLEY MICHALSKI	SOUTH MILLS	138 CAROLINA RD
P	0003512	562.02	2	WILLIAM ANTHONY POPE JR	CAMDEN	214 SMITH DR
P	0001104	505.14	2	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0001072	497.39	9	FAM BUNDY	SHILOH	105 AARON DR
P	0002525	434.51	2	JOSEPH VINCENT CARDYN	SHILOH	260 ONE MILL RD
P	0003547	408.71	3	NICHOLAS W. STOTTS	CAMDEN	431 158 US W
P	0001545	358.72	3	LOUIS RUGGERI	CAMDEN	390 CAMDEN CSWY
P	0003478	356.62	2	JOHN PETER LEARY	SOUTH MILLS	971 343 HWY N
P	0003415	354.93	3	IVY MIRANDA BOGUES	CAMDEN	224 NORTH RIVER RD
P	0001278	339.69	1	JOSEPH E. MCPHERSON	SOUTH MILLS	865 343 HWY N
P	0000945	336.42	3	RAMONA F. FAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0003850	324.90	2	JOSHUA MICHAEL BAILEY	SOUTH MILLS	100 ROBIN CT W
P	0003743	312.36	3	SEVAN NERO BARTLETT	CAMDEN	197 HERMAN ARNOLD RD
P	0006622	302.93	3	JEFFREY CLAYTON COLLIER	CAMDEN	152 158 US W
P	0003842	302.89	1	BRANDON PREGMON	SOUTH MILLS	135 OLD FAMILY PL
P	0003892	296.52	2	NOAH KNOWLES	CAMDEN	319 IVY NECK RD
P	0001959	291.98	3	SHAWN H. LEARY	SOUTH MILLS	149 LINTON RD

Attachment: bocminutes\_050624 (BOC Meeting Minutes)

30 Oldest Unpaid – Personal

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001709	9	947.26	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0001046	9	641.80	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	9	497.39	PAM BUNDY	SHILOH	105 AARON DR
P	0000738	9	226.96	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001106	9	222.47	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001538	9	216.33	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001694	9	128.34	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0000295	8	1,126.07	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000770	8	134.40	MARSHA GAIL BOGUES	CAMDEN	276 BELCROSS RD
P	0002921	8	120.68	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0000945	7	336.42	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0002468	7	260.53	WANDA HERNANDEZ WELLS	SHILOH	104 HIGH RD
P	0002568	7	232.74	MICHAEL WILLIAM MAINELLO	SOUTH MILLS	237 KETTER BARN RD
P	0001159	7	136.83	WILLIAM MICHAEL STONE	CAMDEN	130 MILL DAM RD S
P	0001689	7	125.28	MICHAEL WAYNE MYERS	SOUTH MILLS	107 ROBIN DR
P	0002902	6	281.09	STEPHANIE AUSMAN	SHILOH	204 POND RD
P	0001512	6	256.17	JOHN WESLEY BURGESS, JR.	CAMDEN	431 158 US W
P	0002942	6	118.75	JAMES P. VASILOPOULOS	CAMDEN	346 343 HWY S
P	0003513	5	632.07	JULIE PORTER	CAMDEN	431 158 US W
P	0003415	5	354.93	IVY MIRANDA BOGUES	CAMDEN	224 NORTH RIVER RD
P	0003075	5	283.72	PATRICK WAYNE BAUM	CAMDEN	186 B BUSHELL RD
P	0003414	5	263.43	EDWARD A. BILL	CAMDEN	152 158 US W
P	0003096	5	246.72	DANIEL ELWOOD BRIGHT	CAMDEN	109 JUNIPER DR
P	0003487	5	246.26	MICHAEL RONALD MAYO II	CAMDEN	146 BELCROSS RD
P	0003495	5	227.60	ALY MOHAMAD	SHILOH	100 BROAD CREEK RD
P	0003035	5	223.65	ROBERT HENRY LEE	SHILOH	121 BEECH TREE DR
P	0002578	5	218.23	JONATHAN LEWIS FUGH	SOUTH MILLS	206 MAIN ST
P	0003278	5	149.85	KIMBERLY WAKS MUTTA	CAMDEN	290 NORTH RIVER RD
P	0003278	5	135.57	JAMES KELLEY WIGFIELD	CAMDEN	441 158 US E
P	0001721	4	823.09	CINDY MAYO	SOUTH MILLS	106 BINGHAM RD

Motion to approve the tax report as presented.

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

C. Camden County Wastewater Planning Proposal – Erin Burke



April 24, 2024

Mr. Charles Jones  
Public Works Manager  
Camden County  
330 US Hwy 158  
East Camden, NC 27921

**RE: Camden County Wastewater – South Mills Service Area – Planning Proposal**

Dear Mr. Jones:

We are pleased to offer the following *scope & fee proposal* to continue to provide planning services for Camden County's wastewater future, particularly for the South Mills service area.

Under this Agreement, Timmons Group will provide professional services to prepare a preliminary engineering report, funding application assistance, and preliminary rate study for the South Mills service area. This is a continuation of engineering services for project work that commenced in 2022.

**PROJECT BACKGROUND, UNDERSTANDING AND APPROACH**

The South Mills Township (South Mills) Wastewater Treatment Plant (WWTP) located in Camden County, NC has a design capacity of 100,000 gallons per day (GPD) and land applies treated effluent via spray irrigation. Wastewater flows are currently well below design capacity. However, two major residential/commercial developments are planned within the South Mills WWTP service area that will add more than 2,000 homes and thousands of square feet of commercial space. 15-year buildout demand is expected to be approximately 1.0 million gallons per day (MGD).

**Project Work Completed to Date**

In March 2021 Timmons Group prepared a Preliminary Engineering Report (PER) to better inform future decision making regarding South Mills WWTP. Following a change in leadership at the County, a PER Addendum was issued in January 2022.

Based on the PER recommendations, design of a new 250,000 GPD WWTP (expandable to 1.0 MGD) occurred in 2022. As grant funding ended in September 2022, the new WWTP design documents were halted at the 60% design stage, with the intention of completing design in the near future.

Timmons Group also produced a Draft Surface Water Discharge PER for the South Mills service area in July 2022.

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Camden County Wastewater – South Mills Service Area      **Scope & Fee Proposal**

**Overall Project Planning**

There are multiple due diligence items the County should evaluate in order to confirm the viability of this project. Securing a new National Pollutant Discharge Elimination System (NPDES) Permit and constructing a new WWTP and effluent conveyance system is a major undertaking.

To help the County understand the breadth of what is required, Timmons Group will prepare an overall PER for the project. While two previous PERs have been completed, one was prepared from a technical engineering perspective focused on the WWTP only and the other was prepared from a permitting perspective. The proposed PER will outline the entire permitting, design, and construction process and provide an estimate of overall project cost and schedule. A breakdown of all permitting, design, construction, and owner responsible costs will be provided. This breakdown will be an estimate as not all steps and costs can be predicted.

The PER will look at the full extent of the wastewater system, from the main collection sewer and pump stations, to the WWTP, to the effluent force main and discharge location. The whole system should be planned out at this time.

**Project Cost and Schedule**

Implementing a project of this nature will require substantial cost and extensive financial planning. The project timeline will span multiple years as there are dozens of planning, permitting, funding, land acquisition, and construction hurdles to clear.

The previous PERs estimated a minimum project cost of \$22 million, which only covered the WWTP, effluent main, and a portion of the spray irrigation infrastructure. Additional costs are expected. Additionally, escalation of construction costs since 2022 will continue to increase the overall project price.

The previous PERs identified a minimum project schedule of 5 years, including design and construction. It is essential to move the long lead items of the project forward as soon as possible, which is primarily NPDES permitting and finalizing the proposed wastewater infrastructure plan.

**Surface Water Discharge Permitting**

As effluent flows above the 0.25 MGD tier, or potentially all effluent flows, are expected to be conveyed to a potential surface water discharge on the Pasquotank River, Timmons Group prepared the July 2022 Surface Water Discharge (SWD) PER to evaluate permitting a surface water discharge with North Carolina Department of Environmental Quality (NCEM). The PER focused on three major topics: (1) the permitting process and requirements with DEQ, (2) how the speculative effluent limits may affect the WWTP design, (3) potential outfall locations and effluent pipeline alignment alternatives.

The July 2022 SWD PER recommended that Timmons Group help the County select two proposed discharge locations. The report also recommended that Timmons Group submit a request for United States Geological Survey (USGS) flows and speculative limits to DEQ. From this information, DEQ can make a determination and issue speculative limits if a discharge at the selected location is feasible.

These steps remain the next action item for the County on the path to surface water discharge permitting. Timmons Group will engage in a series of discussions with DEQ to find an acceptable discharge location. Confirming that DEQ will allow a surface water discharge is the next vital step towards ensuring the project's viability.

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Attachment: bocminutes\_050624 (BOC Meeting Minutes)

**Camden County Wastewater – South Mills Service Area** Scope & Fee Proposal

**Funding Alternatives**  
Due to the substantial project cost, Timmons Group will aid the County in identifying and completing applications in an attempt to secure additional grant funding.

Timmons Group will assist the County in attempting to secure funding through the State Legislature appropriations. While no applications will be prepared for this source of funding, Timmons Group efforts will mainly focus on coordination and communication with the County, policymakers, and other elected officials to secure the funding. Representative Ward and Senator Hanig are aware of the issues in the County, and Timmons Group will work with the County to demonstrate need.

Other state and federal grants will be identified and applications will be completed and submitted on the County's behalf. If the project purpose and need could be tied to economic development, then additional avenues for funding sources can be explored as well.

**Preliminary Rate Study**  
Determining the financial viability of the project is critical before the County invests substantial resources. Timmons Group will perform a preliminary rate study to determine the factors necessary to make the project successful. Timmons Group will analyze the effect of adjusting multiple variables, including sewer rates, connection and capacity fees, grant funding that offsets project capital costs, contributions from the County General fund, changes in wastewater flows, and debt service from project capital costs.

Performing this rate study now will help the County to negotiate with the residential developer and commercial/industrial users on rates, connection fees, and sewer capacity fees. It will also help the County understand the amount of grant funding it needs to secure and how much, if any, additional contributions from the County General fund would be required.

**Next Steps**  
At this time, it is recommended that the County evaluates three due diligence items to confirm the viability of the project:

1. Hold discussions with DEQ and get conditional approval on a surface water discharge location and any potential conditions that may go with it. (Note: DEQ will not provide a firm answer until the application is submitted, but some level of assurance may be gained through a continued dialogue with DEQ.)
2. Finalize the proposed wastewater infrastructure plan through an overall PER. The PER will preliminarily lay out the entire wastewater system and outline the major project steps, not just technical ones.
3. Determine the financial viability of the project through a preliminary rate study and begin to secure project funding.

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**Camden County Wastewater – South Mills Service Area** Scope & Fee Proposal

**I. SCOPE OF SERVICES**

**Task 1: Discussions with DEQ (Fixed Fee)**  
Timmons Group will hold multiple meetings with DEQ to discuss potential surface water discharge locations in the County, mainly the Pigeonstank River. On behalf of the County, Timmons Group will submit a request for USGS flows and speculative limits to DEQ. From this information, DEQ can make a determination and issue speculative limits if a discharge at the selected location is feasible. The goal of this task is to have DEQ confirm, with some level of certainty, that a surface water discharge may successfully be permitted.

If discussions with DEQ are favorable, the next permitting step will be to engage in the NPDES permitting process, which includes the completion of an engineering alternatives analysis (EAA), environmental analysis (EA), and completion of the NPDES application. The EAA, EA, and NPDES application are not included in this proposal.

**Task 2: Preliminary Engineering Report (PER) (Fixed Fee)**  
Timmons Group will prepare an overall project planning PER before launching into full project design and permitting. The PER will address the following subjects:

- Define, locate, and preliminarily size the full extent of the wastewater system, from the main collection sewer and pump stations, to the WWTP, to the effluent force main and discharge location. The whole system should be planned out at this time.
- Outline the entire permitting, design, and construction process and provide an estimate of overall project cost and schedule. A breakdown of all permitting, design, construction, and owner responsible costs will be provided. This breakdown will be an estimate as not all steps and costs can be predicted. A summary of required land acquisition will also be included as well a discussion on providing electrical service to the wastewater facilities.
- Timmons Group recommends at least one meeting with the residential developers to understand their schedule, buildout plans, and expectations from the County on providing water and sewer service. The PER will summarize these discussions and project flow rates based on the information provided. The PER will provide a recommended phasing schedule for acceptance of flows. Preliminary placement of wastewater pump station(s) will be discussed.
- Summarize DEQ discussions and proposed surface water discharge locations. Preparations of exhibits showing potential discharge locations for coordination with DEQ will be included in this task.

**Task 3: Funding Application Assistance (Fixed Fee)**  
Due to the substantial project cost, Timmons Group will aid the County in identifying and completing applications in an attempt to secure additional grant funding. Timmons Group will assist the County in attempting to secure funding through the State Legislature appropriations. While no applications will be prepared for this source of funding, Timmons Group efforts will mainly focus on coordination and communication with the County, policymakers, and other elected officials to secure the funding.

Timmons Group will complete up to two grant applications on either the State or Federal level, such as North Carolina Department of Commerce's Community Development Block Grant, and/or State Wastewater Reserve and Drinking Water Reserve Programs. Timmons Group will apply for one planning grant and one infrastructure grant.

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**Camden County Wastewater – South Mills Service Area** Scope & Fee Proposal

**Task 4: Preliminary Rate Study (Fixed Fee)**  
Timmons Group will perform a preliminary rate study to determine the factors necessary to make the project successful. Timmons Group will analyze the effect of adjusting multiple variables, including sewer rates, connection and capacity fees, grant funding that offsets project capital costs, contributions from the County General fund, changes in wastewater flows, and debt service from project capital costs.

Timmons Group will model the existing rates and then build the proposed model. By using the variables introduced above, the rate study will evaluate up to ten different scenarios to understand the effect of each factor. The rate study will evaluate the wastewater system only. The potable water system is not included.

The preliminary rate study will take into consideration the AWWA Manual M1, Principles of Water Rates, Fees, and Charges, and implement its recommended practices where applicable.

A successful rate study will require adequate information from the County, including the last two years of meter data, fiscal year operating budgets, revenues, existing debt service, asset remaining life, and other costs. It is assumed the County will provide a 10 to 15 year capital improvement plan (CIP) for other parts of their system. The capital costs and CIP for the proposed South Mills system will be estimated by Timmons Group.

**Task 5: Presentation to Board (Fixed Fee)**  
Timmons Group will prepare a PowerPoint presentation summarizing the PER, funding applications, preliminary rate analysis, and results of the discussions with DEQ. Timmons Group will present the findings to the Camden County Board of Commissioners. The presentation will include recommended next steps. This presentation will help the Board understand the substantial commitment required to make this project a reality.

**Project Deliverables**

- DEQ Meeting Summaries
- Preliminary Engineering Report
- Funding Applications
- Preliminary Rate Study
- Presentation to Board

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**Camden County Wastewater – South Mills Service Area** Scope & Fee Proposal

**II. ANTICIPATED FEE STRUCTURE**  
We propose to perform this work consistent with the fee schedule below on a fixed fee (FF) basis. Invoices will be prepared monthly based upon work completed. Invoices will include a narrative outlining the work completed during the previous month and identify any necessary action items required on behalf of the County.

**FIXED FEE**

Planning Tasks	
Task 1 – Discussions with DEQ	\$5,000
Task 2 – Preliminary Engineering Report	\$25,000
Task 3 – Funding Application Assistance	\$10,000
Task 4 – Preliminary Rate Study	\$19,000
Task 5 – Presentation to Board	\$6,000
<b>TOTAL (FIXED FEE)</b>	<b>\$65,000</b>

**III. ASSUMPTIONS AND CLARIFICATIONS**  
Timmons Group provides the following assumptions and clarifications regarding the Scope of Services.

- The Owner shall provide payment of all fees and other charges assessed by review or regulatory agencies related to approval or permitting of the project.
- As Timmons Group is an engineering design consultant and not a financial consultant, the rate study to be performed is preliminary in nature. Before the County incurs debt or makes changes to its rate structure, a qualified financial consultant should review and confirm the rate study assumptions and conclusions.
- Neither design phase services nor construction phase services are included at this time. They will be required to complete the project.

**IV. ANTICIPATED SCHEDULE**  
Assuming a notice to proceed of May 1, 2024, the project schedule is anticipated as follows.

Camden County Wastewater Planning		2024															
Preliminary Schedule		M J J A S O N D															
Task	Duration (Months)	M	J	J	A	S	O	N	D	M	J	J	A	S	O	N	D
Notice to Proceed: May 1, 2024	1																
Discussions with DEQ	2																
PER	2																
Preliminary Rate Study	2																
Funding Study	3																
Presentation to Board	1																

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Attachment: bocminutes\_050624 (BOC Meeting Minutes)

Camden County Wastewater – South Mills Service Area Scope & Fee Proposal

Thank you for allowing Timmons Group the opportunity to provide you with this proposal. We look forward to the opportunity of working with you on this project. Should you have any questions or need any additional information, please don't hesitate to call.

Respectfully submitted,

*Ross Munro*  
Matt Miller, PE  
Senior Project Manager  
Timmons Group

Accepted by: Camden County, NC

*Erin Burke*  
Name Title County Manager  
5-9-24  
Signature Date

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

*Stephanie B Jackson*  
Signature of Finance Officer

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Camden County Wastewater – South Mills Service Area Scope & Fee Proposal

Exhibit A  
Timmons Group 2024 BILLING RATES  
Rates in effect for 1/1/2024 to 12/31/2024

TEAM MEMBER	Hourly Rate	TEAM MEMBER	Hourly Rate
<b>Engineering</b>		<b>Environmental</b>	
Engineer Technician	\$100.00	Environmental Technician	\$90.00
Project Engineer I	\$115.00	Environmental Scientist	\$110.00
Project Engineer II / Designer	\$125.00	Environmental Scientist I	\$125.00
Project Engineer III / Sr. Designer	\$150.00	Sr. Environmental Scientist	\$140.00
Project Manager / Sr. Project Engineer	\$175.00	Environmental Project Manager	\$175.00
Sr. Project Manager	\$210.00		
Principal	\$250.00	<b>Survey</b>	
Senior Principal	\$310.00	Survey Technician	\$105.00
		Sr. Survey Technician	\$120.00
<b>Construction Services</b>		SUE Project Manager	\$145.00
Laboratory Manager	\$100.00	Licensed Land Surveyor	\$170.00
Materials Technician	\$75.00	1 Man Crew w/ Fleet	\$100.00
Sr. Field Technician	\$85.00	2 Man Crew	\$170.00
Construction Inspector	\$95.00	3 Man Crew	\$230.00
Sr. Construction Inspector	\$105.00		
Const. Material Testing Manager	\$130.00	<b>Right of Way</b>	
		Right of Way Manager	\$145.00
<b>Landscape Architecture</b>		Right of Way Specialist	\$200.00
Landscape Designer I	\$100.00	Document Specialist	\$90.00
Landscape Designer II	\$120.00		
Visualization Project Manager	\$125.00	<b>GIS</b>	
Sr. Landscape Architect	\$130.00	GIS Field Technician	\$95.00
LAMP Project Manager	\$160.00	GIS Technician	\$110.00
LAMP Sr. Manager	\$175.00	GIS Analyst	\$140.00
		GIS Programmer/Analyst	\$170.00
<b>Support Staff</b>		Project Manager	\$185.00
Field Intern	\$50.00	Software Engineer	\$165.00
Engineering Intern	\$75.00	Sr. Software Engineer	\$205.00
Clerical	\$95.00	Sr. Project Manager	\$225.00
		Program Manager	\$250.00

**REBURSABLE EXPENSES:**

- Any expenses, such as, printing, courier, telephone and outside consultants not listed in the Services above will be invoiced as "Time and Material"
- Timmons Group will provide rates for specific Construction Materials field equipment & lab tests upon request.

**NOTES:**

- Hourly rates will be utilized for Time & Materials services performed.
- Timmons Group will provide rates for specific Construction Materials field equipment & lab tests upon request.
- Rates will be subject to change at the beginning of each calendar year.
- Subconsultants will be billed at cost plus 10%.

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Camden County Wastewater – South Mills Service Area Scope & Fee Proposal

Exhibit B – Terms and Conditions

- SCOPE OF SERVICES:** The Scope of Services performed under this Agreement shall be as described above. Separate Change Orders signed by authorized representatives of Timmons Group and the Client may, from time to time, describe additional or different services to be performed under this Agreement, such Change Orders are incorporated by reference herein. These Terms and Conditions shall apply to the Change Orders except to the extent expressly modified by such Change Order. Timmons Group services with regard to the specific properties covered by this Agreement and subsequent Change Orders. If any, shall hereinafter be referred to as the "Project" or "Projects."
- PROCUREMENT:** Timmons Group services have been procured via the Virginia's Growth Alliance Term Contract dated August 29, 2019.
- STANDARD OF CARE AND CODE COMPLIANCE:** Timmons Group shall provide its services under this Agreement consistent with the professional skill and care ordinarily provided by members of the same profession practicing in the same or similar locality under the same or similar circumstances. Timmons Group shall exercise usual and customary professional care in its efforts to comply with all applicable codes, laws, regulations and the policies of regulatory agencies in effect as of the date of the Agreement (collectively, "legal requirements"). Design changes made necessary by newly enacted codes, laws, regulations and the policies of regulatory agencies after the date of this Agreement shall be treated as an additional service subject to an executed Change Order, and Timmons Group shall be entitled to appropriate additional compensation. Timmons Group shall not be liable for any damages arising from conflicting interpretations of any legal requirements by different officials. In the event of a conflict between legal requirements applicable to the Project, Timmons Group shall notify the Client of the nature and impact of such conflict, and the Client agrees to cooperate and work with Timmons Group in an effort to resolve the conflict.
- INSTRUMENTS OF SERVICE:** All documents, including, but not limited to, drawings, specifications, plans, reports and other forms of electronic data prepared and furnished by Timmons Group, are Instruments of Service pursuant to this Agreement and remain the property of Timmons Group. Client may retain one such copy of all such documents, for record purposes, which documents may only be used for the Project. Any adaptation by Client of said documents, whether intentional or inadvertent, without Timmons Group's verification shall be at Client's sole risk and without liability or legal exposure to Timmons Group or Timmons Group's employees. Client agrees to assume all risks associated therewith and to hold Timmons Group harmless and indemnify it from and against any claims, liabilities, damages, losses and costs, including but not limited to attorney's fees, arising therefrom or in connection therewith.
- GOVERNING LAW:** This Agreement shall be governed according to the laws of the of the place of the Project, without regard to its conflicts of laws provisions.
- THIRD PARTY RIGHTS:** This Agreement shall not create any rights or benefits to parties other than the Client and Timmons Group.
- ASSIGNMENT:** This Agreement may not be assigned without the prior written consent of the Client and Timmons Group, such consent not to be unreasonably withheld.
- PROJECT SITE SAFETY:** Timmons Group's Project site responsibilities are limited solely to the activities of Timmons Group and Timmons Group's employees on the Project site. These responsibilities shall not be inferred by any party to mean that Timmons Group has responsibility for Project site safety. The Client and Timmons Group agree that Project site safety is the sole and exclusive responsibility of the Project's owners or contractor(s). The parties likewise agree that the Project contractor(s) is solely responsible for Project means, methods, techniques, sequences of operation and procedures, and that Timmons Group shall have no obligations relating to these contractor(s) duties.
- LIMITATION OF LIABILITY:** To the fullest extent permitted by law, except as expressly stated in this Agreement, Timmons Group makes no representations or warranties, express or implied. Notwithstanding any other provision of this Agreement, the maximum liability, in the aggregate, to the Client and anyone claiming by or through the Client, of Timmons Group and its officers, directors, shareholders, partners, employees, agents and subcontractors, and any of them, for any and all claims, losses, or damages, including attorney's fees, in any way related to or arising from

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Camden County Wastewater – South Mills Service Area Scope & Fee Proposal

the Project or this Agreement, shall not exceed Timmons Group's total fee under this Agreement, or \$50,000, whichever is less.

- DISPUTE RESOLUTION:** In the event of any action or proceeding brought by either party against the other under this Agreement, other than default on payment, the prevailing party shall be entitled to recover all costs and expenses, including its court reporter fees, expert witness fees, and reasonable attorney's fees. In the event the account is forwarded for collection based on default of payment, the Client will be responsible for all costs incurred including attorney's fees in an amount equal to 33% of the outstanding balance. The parties agree to litigation in a court of competent jurisdiction in the jurisdiction where the Project is located.
- INDEMNIFICATION:** Timmons Group agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees, against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, to the extent caused solely and directly by the negligent performance of professional services by Timmons Group or its agents under this Agreement. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Timmons Group, its officers, directors, employees and agents, against all damages, costs and liabilities, including reasonable attorney's fees, caused solely by the Client's negligent acts in connection with the Project or that of its Contractor(s), subcontractors or consultants or anyone for whom the Client is legally liable. Neither Timmons Group nor the Client shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.
- MISCELLANEOUS:** This Agreement constitutes the entire agreement of the Parties. All prior agreements, whether written or oral, are merged herein and shall be of no force or effect. This Agreement cannot be changed, modified or discharged orally, but only in an agreement in writing. If any term, condition, or provision of this Agreement is found unenforceable by a court of law or equity, this Agreement shall be construed as though that term, condition, or provision did not exist, and its unenforceability shall have no effect whatsoever on the rest of this Agreement. This represents drafting by both parties and in the event of ambiguities, the principle of interpretation against the drafter shall not apply.

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**Motion to proceed with the Timmons Group Preliminary Engineering Report Planning Proposal for wastewater expansion as presented.**

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

County Manager Burke added that this project will be funded with State grant funds.

Attachment: bocminutes\_050624 (BOC Meeting Minutes)

D. Proclamation in Recognition of Older Americans Month – Erin Burke



**PROCLAMATION OF THE CAMDEN COUNTY BOARD OF COMMISSIONERS**  
**Older Americans Month 2024**

WHEREAS, May is Older Americans Month, a time for us to recognize and honor Camden County older adults and their immense influence on every facet of American society; and

WHEREAS, through their wealth of life experience and wisdom, older adults guide our younger generations and carry forward abundant cultural and historical knowledge; and

WHEREAS, older Americans improve our communities through intergenerational relationships, community service, civic engagement, and many other activities; and

WHEREAS, communities benefit when people of all ages, abilities, and backgrounds have the opportunity to participate and live independently; and

WHEREAS, Camden County must ensure that older Americans have the resources and support needed to stay involved in their communities, reflecting our commitment to inclusivity and connectedness.

NOW, THEREFORE, the Camden County Board of Commissioners does hereby proclaim May 2024 as *Older Americans Month*. This year's theme, "Powered by Connection," emphasizes the profound impact of meaningful interactions and social connection on the wellbeing and health of older adults in our community.

The Board of Commissioners calls upon all residents to join us in recognizing the contributions of our older citizens and promoting programs and activities that foster connection, inclusion, and support for older adults.

Adopted this the 6<sup>th</sup> day of May 2024.

  
Ross B. Munro, Chair  
Camden County Board of Commissioners

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



Motion to adopt the Proclamation Recognizing May 2024 as Older Americans Month in Camden County.

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

E. Proclamation in Recognition of World Elder Abuse Day – Erin Burke

**PROCLAMATION OF THE CAMDEN COUNTY BOARD OF COMMISSIONERS**  
**World Elder Abuse Awareness Day**  
**June 15, 2024**

WHEREAS, older adults deserve to be treated with respect and dignity to enable them to serve as leaders, mentors, volunteers and vital participating members of our communities; and

WHEREAS, in 2006, the International Network for the Prevention of Elder Abuse, in support of the United Nations International Plan of Action, proclaimed a day to recognize the significance of elder abuse as a public health and human rights issue; and

WHEREAS, 2024 marks the 18<sup>th</sup> Annual World Elder Abuse Awareness Day. Its recognition will promote a better understanding of abuse and neglect of older adults; and

WHEREAS, the National Center on Elder Abuse (NCEA), Albenmarke Commission Area Agency on Aging and Camden County recognize the importance of taking action to raise awareness, prevent and address elder abuse; and

WHEREAS, as our population lives longer, we are presented with an opportunity to think about our collective needs and future as a nation; and

WHEREAS, ageism and social isolation are major causes of elder abuse in the United States; and

WHEREAS, recognizing that it is up to all of us to ensure that proper social structures exist so people can retain community and societal connections, reducing the likelihood of abuse; and

WHEREAS, preventing abuse of older adults through maintaining and improving social supports like senior centers, human services and transportation will allow everyone to continue to live as independently as possible and contribute to the life and vibrancy of our communities; and

WHEREAS, where there is justice there can be no abuse; therefore, NCEA urges all people to restore justice by honoring older adults and to join them in their engaging and empowering movement to put an end to abuse.

NOW, THEREFORE, the Camden County Board of Commissioners hereby proclaims June 15, 2024 as World Elder Abuse Awareness Day in Camden County and encourages all of our communities to recognize and celebrate older adults and their ongoing contributions to the success and vitality of our country.

Adopted this the 6<sup>th</sup> day of May 2024.

  
Ross B. Munro, Chair  
Camden County Board of Commissioners

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



Attachment: bocminutes\_050624 (BOC Meeting Minutes)

**Motion to adopt the Proclamation Recognizing June 15, 2024 as World Elder Abuse Awareness Day in Camden County.**

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

F. Special Use Permit UDO 2009-05-19 – Erin Burke

Staff’s recommendation was to begin the process of revoking the Special Use Permit UDO 2009-05-19. The UDO outlines the process, which includes filing application with the Planning Board for a recommendation and then to the Board of Commissioners as a quasi-judicial hearing.

**Motion to direct and authorize staff to begin the revocation process for Special Use Permit Ordinance 2009-05-19 due to health, safety and welfare concerns.**

<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

G. Development Moratorium – Erin Burke

It is the request of staff that the Board of Commissioners be authorized to begin the process of implementing a development moratorium based on the availability of utilities in the county, in particular the availability of wastewater and water. The process will include a recommendation from the Planning Board and then presentation of findings of fact to, and consideration by, the Board of Commissioners.

**Motion to direct and authorize staff to begin work on the necessary requirements and procedures to establish a development moratorium based on wastewater capacity concerns recently presented to the Board.**

<b>RESULT:</b>	<b>PASSED [4-1]</b>
<b>MOVER:</b>	Ross Munro
<b>AYES:</b>	Ross Munro, Troy Leary, Sissy Aydlett, Tiffney White
<b>NAYS:</b>	Randy Krainiak

**ITEM 7. BOARD APPOINTMENTS**

- A. Tourism Development Authority – Reappointment of Dismal Swamp Park Supt. Adam Caver.
- B. America 250 NC Committee – Appointment of Library staff member Rachel Bryant

**Motion to approve the Board Appointments as presented.**

<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

**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

Consideration of the Agenda

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

Attachment: bocminutes\_050624 (BOC Meeting Minutes)

**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: March 2024				
	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water/Distribution	84	84	100%	0
Sewer/Collection	3	3	100%	0

**Collections/Distribution**

Water line locates	65
Sewer line locates	6
Water & Sewer locates same ticket	30
Hydrants tested	8
New services installed	1

**Water Treatment**

Total water treated	16 815 820 gallons
Daily average	542 446 gallons per day (75% of capacity)
Current capacity	720 000 gallons per day

**Waste Water Treatment**

Facility	Gallons per day	Permitted Capacity
South Mills WWTP	10 188 gallons per day	100 000 gallons per day (10% Capacity)
Courthouse Area WWTP	36 328 gallons per day	50 000 gallons per day (73% Capacity)

Ten work orders have been reviewed for accuracy.

2024 High Service Pump Flows		
Month	Monthly Total	Average Daily Use
January 2024	18,510,758	.597,121
February 2024	15,736,140	.542,654
March 2024	16,815,820	.542,446
April 2024		.
May 2024		.
June 2024		.
July 2024		.
August 2024		.
September 2024		.
October 2024		.
November 2024		.
December 2024		.
Yearly Totals		.

Attachment: bocminutes\_050624 (BOC Meeting Minutes)

2024 SMWA USAGE												
Date	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	211,900	170,400	172,767									
2	186,200	189,634	172,767									
3	211,600	189,633	172,767									
4	196,000	189,633	245,600									
5	203,267	168,400	184,200									
6	203,267	173,600	174,100									
7	203,267	175,500	180,300									
8	145,400	173,700	188,567									
9	192,600	187,600	188,567									
10	170,600	187,600	188,567									
11	227,500	187,600	189,400									
12	193,667	236,100	170,400									
13	193,667	165,100	179,600									
14	193,667	167,600	187,900									
15	194,000	177,600	230,800									
16	186,800	184,067	230,800									
17	197,800	184,067	230,800									
18	190,800	184,066	169,100									
19	212,667	197,100	177,200									
20	212,667	173,300	185,500									
21	212,667	172,700	181,500									
22	199,900	184,500	181,167									
23	181,200	187,500	181,167									
24	184,700	187,500	181,167									
25	181,700	187,500	180,600									
26	205,434	174,100	184,600									
27	205,433	177,500	171,600									
28	205,430	203,400	171,100									
29		165,500	191,267									
30			191,267									
31			191,267									
TOTAL	5,503,800	5,302,500	5,826,404									
Average	196,564	182,845	187,949									
Maximum	227,500	236,100	245,600									

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
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
Dec	75	100%	0%	75	0	50	10	5	2	1
2024										
Jan	113	100%	0%	112	1	25	0	5	0	1
Feb	76	100%	0%	74	2	55	5	15	0	5
March	87	100%	0%	84	3	65	6	30	8	1

Attachment: bocminutes\_050624 (BOC Meeting Minutes)

SOUTH CAMDEN WATER & SEWER DISTRICT MONTHLY WATER REPORT													
month	active meters	work orders	locates	new serv	gallons sold	tap fees	total collected	gallons sold	sewer collected	sewer cust	gallons sold	sewer collected	sewer cust
					meters water			meters	Core	Core	meters	S. Mills	S. Mills
<b>2021</b>													
January	2,229	102	107	1	14,409,048	\$8,000.00	\$129,184.92	527,020	\$7,987.76	54	291,760	\$3,098.79	88
February	2,232	87	108	3	12,472,543	\$28,000.00	\$160,585.13	551,050	\$8,593.99	54	228,970	\$3,738.52	89
March	2,240	86	152	1	12,047,251	\$12,000.00	\$150,411.28	503,510	\$8,656.06	54	208,440	\$3,597.83	89
April	2,251	65	139	5	14,759,968	\$66,833.00	\$192,635.30	565,960	\$9,257.62	54	201,240	\$3,348.69	89
May	2,256	88	115	2	15,271,509	\$4,000.00	\$141,268.11	617,470	\$9,195.13	54	322,120	\$3,572.33	90
June	2,261	101	92	2	15,376,790	\$4,000.00	\$153,214.83	523,050	\$9,215.37	54	261,700	\$3,274.74	89
July	2,272	87	104	0	14,246,240	\$98,967.00	\$243,922.11	500,330	\$9,368.09	54	236,290	\$3,936.63	90
August	2,276	89	125	4	17,838,990	\$4,000.00	\$139,706.73	531,930	\$7,445.29	54	455,480	\$4,238.87	90
September	2,283	120	92	3	13,813,320	\$16,000.00	\$174,303.27	619,170	\$7,978.48	54	418,660	\$3,268.90	90
October	2,287	95	81	0	14,815,201	\$0.00	\$127,114.75	1,196,860	\$9,904.44	54	315,360	\$3,746.87	90
November	2,293	72	39	2	13,763,517	\$3,500.00	\$145,643.68	770,130	\$16,643.68	54	264,430	\$6,370.61	90
December	2,298	86	58	0	13,930,906	\$0.00	\$145,160.49	761,500	\$12,600.22	54	286,870	\$4,002.82	89
<b>2022</b>													
January	2,298	90	108	0	13,739,659	\$4,000.00	\$136,306.83	555,880	\$11,704.03	55	244,676	\$3,781.90	89
February	2,299	108	82	0	12,108,415	\$2,500.00	\$135,512.42	589,080	\$9,851.08	55	234,674	\$3,980.47	89
March	2,275	90	77	1	12,047,251	\$65,667.00	\$194,073.56	503,510	\$7,234.28	54	237,641	\$3,557.94	87
April	2,320	82	91	5	22,574,098	\$8,000.00	\$117,609.55	716,960	\$10,988.75	54	257,949	\$3,588.01	88
May	2,328	95	71	1	13,617,980	\$16,000.00	\$160,306.33	674,480	\$13,045.03	54	269,770	\$3,335.55	89
June	2,334	126	91	2	16,466,975	\$35,700.00	\$166,905.67	624,410	\$8,810.69	56	267,930	\$3,404.49	88
July	2,339	121	97	1	16,136,579	\$500.00	\$142,712.18	542,530	\$11,113.40	56	253,630	\$3,135.85	91
August	2,345	129	50	1	14,628,312	\$4,300.00	\$155,258.49	523,100	\$8,497.51	56	280,139	\$4,187.02	91
Sept	2,346	96	96	0	15,285,732	\$8,000.00	\$149,488.63	2,346	\$8,986.17	56	293,411	\$3,618.25	91
Oct	2,349	84	125	1	14,538,209	\$16,300.00	\$159,619.57	738,250	\$10,157.62	56	312,640	\$3,676.01	90
Nov	2,351	76	89	2	13,309,510	\$12,200.00	\$154,779.18	777,510	\$10,759.43	66	282,225	\$4,064.97	90
Dec	2,354	86	78	0	12,132,198	\$300.00	\$144,828.03	723,210	\$14,333.64	56	273,925	\$4,131.12	90
<b>2023</b>													
January	2,352	87	124	0	24,185,560	\$77,001.00	\$207,841.11	625,700	\$11,788.69	56	356,585	\$3,805.19	89
Feb	2,362	73	83	3	12,828,862	\$16,300.00	\$143,633.26	759,740	\$8,371.22	57	189,330	\$4,049.99	89
March	2,365	74	95	4	12,465,862	\$13,967.00	\$152,264.00	669,430	\$12,870.57	58	178,400	\$4,262.81	85
April	2,372	80	74	2	13,002,292	\$16,200.00	\$149,165.83	823,450	\$11,612.19	58	305,060	\$3,368.05	85
May	2,375	89	204	2	13,361,244	\$14,467.00	\$158,428.61	606,290	\$11,070.58	60	217,790	\$2,669.83	85
June	2,381	90	24	1	20,802,455	\$28,100.00	\$168,578.13	689,200	\$11,199.22	60	234,090	\$3,817.58	85
July	2,390	65	74	0	22,567,978	\$4,000.00	\$185,382.89	621,528	\$10,979.56	59	269,370	\$3,636.70	84
August	2,392	57	111	1	18,177,536	\$17,667.00	\$144,487.45	632,482	\$9,869.06	61	279,490	\$3,222.69	82
Sept	2,398	63	53	1	26,509,735	\$8,000.00	\$156,868.21	811,834	\$10,510.54	61	273,090	\$3,915.30	82
Oct	2,397	130	56	2	12,881,724	\$0.00	\$166,859.48	189,613	\$14,027.26	60	315,820	\$3,828.18	82
Nov	2,397	206	69	1	21,221,672	\$42,500.00	\$173,217.73	1,330,357	\$6,759.66	61	261,025	\$3,658.54	85
Dec	2,400	75	65	1	13,689,890	\$0.00	\$173,067.45	841,209	\$18,516.89	61	285,730	\$2,946.04	87
<b>2024</b>													
January	2,400	112	30	1	22,069,376	\$8,000.00	\$183,857.26	498,511	\$16,857.22	61	296,760	\$4,665.47	87
Feb	2,401	76	60	5	16,274,414	\$4,000.00	\$117,817.13	716,679	\$8,311.88	61	263,055	\$3,562.03	87
March	2,400	87	71	1	14,153,472	\$11,334.00	\$170,210.00	673,630	\$8,089.58	61	236,475	\$3,298.59	88

Motion to approve the monthly 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

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

<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

**ITEM 8. CONSENT AGENDA**

- A. BOC Meeting Minutes – Herein incorporated by reference; available for public inspection in the County Clerk’s office and via the County website.
- April 1, 2024
  - April 10, 2024

Attachment: bocminutes\_050624 (BOC Meeting Minutes)

B. Budget Amendments

2023-24-BA035  
CAMDEN COUNTY BUDGET AMENDMENT

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

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Revenues</b>			
10360619-434898	GRANT REVENUES	900,000	
<b>Expenses</b>			
106190-574000	CAPITAL OUTLAY	900,000	

This Budget Amendment is made to appropriate funds received from grant funding to Capital Outlay for Emergency Services within the county. These funds will purchase ambulances.

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 6<sup>th</sup> day of May, 2024.

*Karen M. Davis*  
Clerk to Board of Commissioners

*[Signature]*  
Chair, Board of Commissioners



2023-24-BA036  
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>			
10330510-402003	LESO Disposal Revenue	1,000	
<b>Expenses</b>			
105100-557003	LESO Property Expense	1,000	

This Budget Amendment is made to appropriate funds received from the sale of LESO equipment.

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 6<sup>th</sup> day of May, 2024.

*Karen M. Davis*  
Clerk to Board of Commissioners

*[Signature]*  
Chair, Board of Commissioners



2023-24-BA037  
CAMDEN COUNTY BUDGET AMENDMENT

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

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Revenues</b>			
10399400-439900	Fund Balance Appropriated	\$6977	
<b>Expenses</b>			
106700-502000	Salaries	5500	
106700-505000	FICA	450	
106700-507000	Retirement	752	
106700-507100	401(k) Retirement	275	

This Budget Amendment is made to appropriate funds from Fund Balance Appropriated to increase the Salaries and benefits expense line

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 6<sup>th</sup> day of May, 2024.

*Karen M. Davis*  
Clerk to Board of Commissioners

*[Signature]*  
Chair, Board of Commissioners



Attachment: bocminutes\_050624 (BOC Meeting Minutes)

C. 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 14<sup>th</sup> day of March 2024 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
5400	School Leadership Services	2,912.58	
5800	School-Based Support Services	21,290.00	
6400	Technology Support Services	19,200.00	
6500	Operational Support Services	2,503.76	

Explanation:

Total Appropriation in Current Budget	\$ 19,773,696.30
Amount of Increase/Decrease of Above Amendment	+ 45,906.34
Total Appropriation in Current Amended Budget ....	\$ 19,819,602.64

Passed by majority vote of the Board of Education of Camden County on the 14<sup>th</sup> day of March, 2024.

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 6<sup>th</sup> day of May 2024.

*[Signatures]*  
Chairman, Board of Education  
Secretary, Board of Education  
Chairman, Board of County Commissioners  
Karen M. Davis  
Clerk, Board of County Commissioners



Budget Amendment  
Camden County Schools Administrative Unit  
Local Current Expense Fund

The Camden County Board of Education at a meeting on the 14<sup>th</sup> day of March, 2024 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	10,000.00	
6500	Operational Support Services	34,000.00	
6900	Policy, Leadership & Public		44,000.00

Explanation:

Total Appropriation in Current Budget	\$ 3,090,000.00
Amount of Increase/Decrease of Above Amendment	+ 0.00
Total Appropriation in Current Amended Budget ....	\$ 3,090,000.00

Passed by majority vote of the Board of Education of Camden County on the 14<sup>th</sup> day of March, 2024.

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 6<sup>th</sup> day of May 2024.

*[Signatures]*  
Chairman, Board of Education  
Secretary, Board of Education  
Chairman, Board of County Commissioners  
Karen M. Davis  
Clerk, Board of County Commissioners



Budget Amendment  
Camden County Schools Administrative Unit  
Capital Outlay Fund

The Camden County Board of Education at a meeting on the 14<sup>th</sup> day of March, 2024, 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
6500	Category III Projects	24,580.00	

Explanation:

Total Appropriation in Current Budget	\$ 671,414.95
Amount of Increase / (Decrease) of Above Amendment	+ 24,580.00
Total Appropriation in Current Amended Budget ....	\$ 695,994.95

Passed by majority vote of the Board of Education of Camden County Schools on the 14<sup>th</sup> day of March, 2024.

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes in the minutes of said Board, this 6<sup>th</sup> day of May 2024.

*[Signatures]*  
Chairman, Board of Education  
Secretary, Board of Education  
Chairman, Board of County Commissioners  
Karen M. Davis  
Clerk, Board of County Commissioners



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

The Camden County Board of Education at a meeting on the 14<sup>th</sup> day of March, 2024 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		

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 14<sup>th</sup> day of March, 2024.

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 6<sup>th</sup> day of May 2024.

*[Signatures]*  
Chairman, Board of Education  
Secretary, Board of Education  
Chairman, Board of County Commissioners  
Karen M. Davis  
Clerk, Board of County Commissioners



Attachment: bocminutes\_050624 (BOC Meeting Minutes)

Budget Amendment  
Camden County Schools Administrative Unit  
State Public School Fund

The Camden County Board of Education at a meeting on the 11<sup>th</sup> day of April 2024 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	4,419.26	
5400	School Leadership Services	2,064.43	
6500	Operational Support Services	24,240.01	
6600	Financial & Human Resources	645.60	
6700	Accountability Services	3,975.02	

Explanation:

Total Appropriation in Current Budget	\$ 19,819,602.64
Amount of Increase/Decrease of Above Amendment	+ 35,344.32
Total Appropriation in Current Amended Budget ....	\$ 19,854,946.96

Passed by majority vote of the Board of Education of Camden County on the 11<sup>th</sup> day of April 2024.

*[Signature]*  
Chairman, Board of Education

*[Signature]*  
Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 16<sup>th</sup> day of May 2024.

*[Signature]*  
Chairman, Board of County Commissioners

*[Signature]*  
Clerk, Board of County Commissioners



Budget Amendment  
Camden County Schools Administrative Unit  
Federal Grant Fund

The Camden County Board of Education at a meeting on the 11<sup>th</sup> day of April 2024 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	24,888.76	
5200	Special Population Services		2,796.01
5300	Alternative Programs & Svcs.		24,888.76
5800	School-Based Support Svcs.	1,264.89	
6500	Operational Support Services	1,500.00	
8100	Payments to Other Gov't Units	31.12	

Explanation: Revenues increased for carryover funds

Total Appropriation in Current Budget	\$ 1,158,573.36
Amount of Increase/Decrease of Above Amendment	+ 0.00
Total Appropriation in Current Amended Budget ....	\$ 1,158,573.36

Passed by majority vote of the Board of Education of Camden County on the 11<sup>th</sup> day of April, 2024.

*[Signature]*  
Chairman, Board of Education

*[Signature]*  
Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 16<sup>th</sup> day of May 2024.

*[Signature]*  
Chairman, Board of County Commissioners

*[Signature]*  
Clerk, Board of County Commissioners



Budget Amendment  
Camden County Schools Administrative Unit  
Local Current Expense Fund

The Camden County Board of Education at a meeting on the 11<sup>th</sup> day of April, 2024 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		39,995.90
5200	Special Population Services		1,337.56
5300	Alternative Programs & Svcs.		25.00
6100	Support & Development Svcs.	2,908.00	
6500	Operational Support Services	108,306.46	
8100	Payments to Other Gov't Units		16,000.00

Explanation:

Total Appropriation in Current Budget	\$ 3,090,000.00
Amount of Increase/Decrease of Above Amendment	+ 53,856.00
Total Appropriation in Current Amended Budget ....	\$ 3,143,856.00

Passed by majority vote of the Board of Education of Camden County on the 11<sup>th</sup> day of April, 2024.

*[Signature]*  
Chairman, Board of Education

*[Signature]*  
Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 16<sup>th</sup> day of May 2024.

*[Signature]*  
Chairman, Board of County Commissioners

*[Signature]*  
Clerk, Board of County Commissioners



Attachment: bocminutes\_050624 (BOC Meeting Minutes)



F. Vehicle Refunds Over \$100

**North Carolina Vehicle Tax System**  
**NCVTS Pending Refund report**

REFUNDS OVER \$100.00 MARCH, 24

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
BERRY, ROGER EARL SR	BERRY, ROGER EARL SR		831 NC HIGHWAY 343 S	CAMDEN, NC 27921	Proration	007588802	KMB9171	AUTHORIZED	202910564	Refund Generated due to proration on Bill #007588802-2023-2023-0000-00	Tag Surrender	03/19/2024	3/20/2024 8:16:24 AM	CAMDEN COUNTY TAX	1843	(\$133.22)	\$0.00	(\$133.22)
																		Refund: \$135.04
HEWITT, LINDSEY WARREN	HEWITT, LINDSEY WARREN	HEWITT, PATRICIA DAYTON	186 SPENCE LN	SOUTH MILLS, NC 27976	Proration	0069476789	KDC5890	AUTHORIZED	203305078	Refund Generated due to proration on Bill #0069476789-2023-2023-0000-00	Tag Surrender	03/26/2024	4/1/2024 11:30:40 AM	CAMDEN COUNTY TAX	1843	(\$131.55)	\$0.00	(\$131.55)
																		Refund: \$133.35

Submitted by Lisa S. Anderson Date 4-12-24  
Lisa S. Anderson, Tax Administrator Camden County

Approved by Ross Munro Date 5-6-24  
Ross Munro, Chair Camden County Board of Commissioners

**North Carolina Vehicle Tax System**  
**Pending Refund Report**

REFUNDS OVER \$100.00 APRIL, 2024

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
BRANNON, KENNETH DALE	BRANNON, KENNETH DALE	BRANNON, MARTHA MITCHELL	284 MAIN ST	SOUTH MILLS, NC 27976	Proration	2023-2023-0000-00	KAC1577	PENDING	204719860	Refund Generated due to proration on Bill #0065141226-2023-2023-0000-00	Tag Surrender	4/18/2024	SOUTH MILLS FIRE TAX	TAX	(\$2.47)	\$0.00	(\$2.47)
																	Refund \$182.54
BROWN, JOSHUA THOMAS	BROWN, JOSHUA THOMAS		296 SLEEPY HOLLOW RD	CAMDEN, NC 27921	Proration	2023-2023-0000-00	HEA7618	PENDING	204424492	Refund Generated due to proration on Bill #0050763711-2023-2023-0000-00	Tag Surrender	4/12/2024	COURTHOUSE FIRE TAX	TAX	(\$1.60)	\$0.00	(\$1.60)
																	Refund \$118.05
GIOMET, SEAN MICHAEL	GIOMET, SEAN MICHAEL		118 HOLLAND DR	CAMDEN, NC 27921	Proration	2023-2023-0000-00	JAA5452	PENDING	205016366	Refund Generated due to proration on Bill #0068581492-2023-2023-0000-00	Tag Surrender	4/24/2024	COURTHOUSE FIRE TAX	TAX	(\$3.46)	\$0.00	(\$3.46)
																	Refund \$256.40

Submitted by Lisa S. Anderson Date 4-30-24  
Lisa S. Anderson, Tax Administrator Camden County

Approved by Ross Munro Date 5-6-24  
Ross Munro, Chair Camden County Board of Commissioners

G. 2024 Estimated Tax Values

TO: CAMDEN COUNTY BOARD OF COMMISSIONERS

THE FOLLOWING IS THE ESTIMATED PROPERTY VALUE OF CAMDEN COUNTY:

	Real	Personal	Vehicles	Total
South Mills	585,756,645	16,887,032	59,386,064	662,029,741
Courthouse	539,824,619	31,046,793	64,396,594	635,268,006
Shiloh	338,452,496	12,197,323	36,013,612	386,663,431
Subtotal of County				1,683,961,178
Estimated Utilities				26,711,945
Total of County				1,710,673,123

FROM: LISA S. ANDERSON (TAX ADMINISTRATOR) DATE \_\_\_\_\_

TAX RATE COUNTY \_\_\_\_\_ FIRE \_\_\_\_\_ TOTAL= \_\_\_\_\_

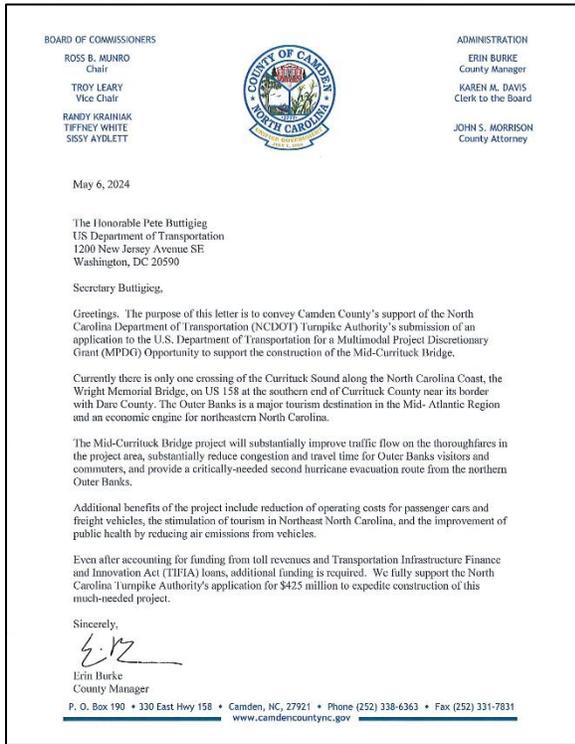
Joyce Creek District	Real	Personal	Vehicles	Total
	366,255,346	7,746,603	42,027,845	416,029,794

JOYCE CREEK WATERSHED IMPROVEMENT TAX \_\_\_\_\_

Ross B. Munro 5-6-24  
ROSS B. MUNRO, CHAIR DATE

Attachment: bocminutes\_050624 (BOC Meeting Minutes)

H. Mid-Currituck Bridge Letter of Support



- I. Set Public Hearing for June 3, 2024 – FY 2024-2025 Budget
- J. Set Public Hearing for June 3, 2024 – FY 2024-2028 Capital Improvement Program
- K. Set Public Hearing for June 3, 2024 – Camden Yards LLC Zoning Map Amendment

Camden Yards LLC has requested a map amendment for approximately 1010 acres from High Commercial and Light Highway Commercial (HC) and Light Industrial (LI) Zoning Districts to Planned Development (PD) Zoning District. The 1010 acres is currently being used for Farmland and in the South Mills Township.

The neighborhood meeting was held on October 23, 2023. The Planning Board on April 17, 2024 voted unanimously, recommending denial of the Rezoning Application.

The proposed zoning map amendment is inconsistent with the 2005 CAMA Future Land Use Plan which has the property identified as Light Industrial and Conservation.

The proposed zoning map amendment is inconsistent with the 2012 County’s Comprehensive Future Land Use Map which has the property identified as Mixed-Use Employment and Rural Preservation.

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

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

**ITEM 9. COUNTY MANAGER’S REPORT**

County Manager Erin Burke included the following in her report:

- South Mills Water Association Update – The County Attorney has received all the documentation that we can expect to receive. Documents should be finalized soon.
- Attended the following meetings:
  - High School Steering Committee Meeting
  - Jail Board

Attachment: bocminutes\_050624 (BOC Meeting Minutes)

- Tourism Development Authority
- America 250 Committee Meeting
- Heritage Festival Meeting
- EMS Board Meeting
- Completed Community Survey – (The Board requested the survey be reopened to gather more responses.)
- UNC School of Government Capital Budgeting for Local Elected Officials Webinar
- Currituck Chamber of Commerce Reception with Senator Ted Budd
- Budget Work Session One
- Meeting with Currituck to discuss Veteran Services Officer Position
- Camden County Farmland Preservation Meeting
- Lobbyist discussion of legislative priorities
- Senior Center Cookout
- Dismal Swamp Canal Trail Extension Planning Meeting
- Agenda & Meeting Management Software Kickoff Meeting
- Board of Education Budget Review Meeting
- Treasure Point Extension Office Community Meeting
- Opioid Funds Planning Meeting

**ITEM 10. COMMISSIONERS' REPORTS**

Commissioner Aydlett

- Great time at Paddle for the Border

Commissioner White

- Recognition of Sarah Hill and Dismal Swamp Welcome Center Staff for Paddle for the Border

Commissioner Krainiak

- Registration for Paddle for the Border filled in 9 minutes, 385 boats

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

**A. Register of Deeds Report**

Ledger Report Fee Distribution	
TAMMIE KRAUSS, REGISTER OF DEEDS	
Camden, NC	
Date Range From Friday, March 01, 2024 to Sunday, March 31, 2024	
Name	Amount
NC Children's Trust Fund	\$15.00
NC Domestic Violence Fund	\$90.00
State Revenue Stamp	\$3,181.57
County Revenue Stamp	\$3,311.43
Land Transfer Fee	\$0.00
Floodplain Map Fund	\$0.00
Supplemental Retirement	\$55.48
ROD Automation Fund	\$323.17
Dept Of Cultural Resources	\$0.00
Vital Records Fund	\$0.00
State General Fund	\$0.00
State Treasurer Amount	\$452.60
ROD General Fund	\$2,762.15
<b>Total Distribution For Period</b>	<b>\$10,191.40</b>
Cash Total	\$305.60
Check Total	\$1,865.20
Pay Account Total	\$113.60
ACH Total	\$7,907.00
Escrow Account Total	\$0.00
Overpayment Total	\$0.00
<b>Total Deposit For Period</b>	<b>\$10,191.40</b>

Report Generated at Thursday, March 28, 2024 4:33 PM Page 1 of 1

Attachment: bocminutes\_050624 (BOC Meeting Minutes)

Camden County Register of Deeds: Tammie Krauss  
January 2024 Daily Deposit

DATE	NC CHILDRENS TRUST	NC DOM. VIO. FUND	STATE REV. STAMPS	COUNTY REV. STAMPS	RETIREMENT	AUTO FUND	STATE TREASURY	ROD GENERAL	TOTAL
03/01/24	\$ -	\$ -	\$ 406.70	\$ 423.30	\$ 4.64	\$ 28.78	\$ 37.20	\$ 238.38	\$ 1,139.00
03/04/24	\$ -	\$ -	\$ 285.96	\$ 308.04	\$ 1.30	\$ 7.96	\$ 6.20	\$ 71.54	\$ 691.00
03/05/24	\$ -	\$ -	\$ 107.80	\$ 112.20	\$ 1.89	\$ 11.07	\$ 18.60	\$ 94.44	\$ 346.00
03/06/24	\$ -	\$ -	\$ 308.70	\$ 321.30	\$ 4.83	\$ 28.30	\$ 49.60	\$ 239.27	\$ 952.00
03/07/24	\$ -	\$ -	\$ 578.20	\$ 601.80	\$ 5.40	\$ 32.56	\$ 49.60	\$ 272.44	\$ 1,540.00
03/08/24	\$ -	\$ -	\$ -	\$ -	\$ 3.03	\$ 15.56	\$ 43.40	\$ 140.01	\$ 202.00
03/11/24	\$ -	\$ -	\$ -	\$ -	\$ 0.39	\$ 1.94	\$ 6.20	\$ 17.47	\$ 26.00
03/12/24	\$ -	\$ -	\$ 14.70	\$ 15.30	\$ 0.39	\$ 1.94	\$ 6.20	\$ 17.47	\$ 56.00
03/13/24	\$ -	\$ -	\$ -	\$ -	\$ 5.13	\$ 30.28	\$ 49.60	\$ 256.99	\$ 342.00
03/14/24	\$ -	\$ -	\$ -	\$ -	\$ 2.73	\$ 15.36	\$ 31.00	\$ 133.11	\$ 182.20
03/15/24	\$ -	\$ -	\$ -	\$ -	\$ 0.96	\$ 6.20	\$ 6.20	\$ 50.64	\$ 64.00
03/18/24	\$ -	\$ -	\$ -	\$ -	\$ 0.15	\$ 0.99	\$ -	\$ 8.86	\$ 10.00
03/19/24	\$ 5.00	\$ 30.00	\$ 36.26	\$ 37.74	\$ 1.87	\$ 7.54	\$ 12.40	\$ 67.79	\$ 198.60
03/20/24	\$ -	\$ -	\$ -	\$ -	\$ 0.82	\$ 4.18	\$ 12.40	\$ 37.60	\$ 55.00
03/21/24	\$ -	\$ -	\$ -	\$ -	\$ 0.15	\$ 0.99	\$ -	\$ 8.86	\$ 10.00
03/22/24	\$ 5.00	\$ 30.00	\$ -	\$ -	\$ 8.42	\$ 50.47	\$ 24.80	\$ 442.31	\$ 561.00
03/25/24	\$ -	\$ -	\$ -	\$ -	\$ 4.39	\$ 27.27	\$ 31.00	\$ 229.94	\$ 292.60
03/26/24	\$ -	\$ -	\$ 485.10	\$ 504.90	\$ 3.65	\$ 23.01	\$ 24.80	\$ 191.54	\$ 1,233.00
03/27/24	\$ 5.00	\$ 30.00	\$ 458.15	\$ 476.85	\$ 3.21	\$ 16.75	\$ 18.60	\$ 140.44	\$ 1,149.00
03/28/24	\$ -	\$ -	\$ 490.00	\$ 510.00	\$ 2.13	\$ 12.02	\$ 24.80	\$ 103.05	\$ 1,142.00
TOTAL	\$ 15.00	\$ 90.00	\$ 3,181.57	\$ 3,311.43	\$ 55.48	\$ 323.17	\$ 452.60	\$ 2,782.15	\$ 10,191.40

B. Library Report

**Camden County Public Library**  
April 2024 Statistics

Visitor Count	1,786
Materials Check Outs & Renewals	4,531
Cloud Library Check Out (ebooks & audiobooks)	162
Computer/ Wireless Use	319/164
Questions Answered	211
Children's Programs/Attendance	16/260
Teen Program/Attendance	1/7
Adult Programs/Attendance	8/47
Outreach Programs/Attendance	1/100
Study Room Usage/Attendance	39/69
Meeting Room Usage/Attendance	4/23
Days/Hours Open	22/183
# Items in Collection	22,087
Library Card Holders	2,850

**Comparison by Year**  
2022-2024

Attendance

Year	Attendance
2022 April	1,350
2023 April	1,415
2024 April	1,786

Circulation

Year	Circulation
2022 April	3,172
2023 April	3,591
2024 April	4,531

Attachment: bocminutes\_050624 (BOC Meeting Minutes)

C. New High School Project Status Report

**PROJECT STATUS REPORT: APRIL 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 to the project to date and prepare you for the "next steps" as we continue moving forward.

**PROJECT STAKEHOLDERS:**



**Camden County Board of Commissioners**  
Ross B. 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 Pursell, 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 April, the Design-Build team, M. B. Kahn and Moseley Architects continued the permit phase of the project. The input received during the programming meetings held previously were incorporated into the design. Follow up meetings will be scheduled but are still TBD.

Moseley Architects released the Bid Set of drawings April 12<sup>th</sup>, 2024.

Moseley Architects submitted the Bid Set of drawings to the North Carolina Department of Public Instruction, North Carolina Department of Insurance, and Camden County Permitting.

M. B. Kahn submitted the Bid Set of drawings to the USDA for review and notice to proceed.

M. B. Kahn and Moseley Architects submitted the requested AIA documents to the USDA.

A design meeting for Division 77 (IT, AV, Security) was held March 25<sup>th</sup>, 2024 with Camden County School's operation staff.

A Steering Committee meeting was held on April 9th, 2024.

The next Steering Committee meeting is scheduled for Wednesday May 1<sup>st</sup> 2024, at 3:30pm (virtual).

Prequalification of subcontractors is ongoing.

Page 1 of 2

**PROJECT STATUS REPORT: APRIL 2024**  
New Camden County High School  
Camden County, NC

**PROJECT MILESTONES:**

**Programming and Planning** 100%

- Please refer to the project website for the project history and timeline

**Design Phase** 100%

- Conceptual / Schematic Design 100%
- Design Development 100%
- Permit Documents 100%
- 90% Estimate - anticipated in March/April 2024
- Bid Set/Construction Documents - anticipated April 2024 100%

**Procurement** 0%

**Construction Phase** 0%

**PROJECT FINANCIAL STATUS:**

Funding Source:	NC MRSCIF Grant	USDA Loan	Total Project
Budget:	\$50,000,000	\$30,000,000	\$80,000,000
Anticipated Cost:	\$4,333,897	\$2,000,000	\$6,333,897
Remaining Budget:	\$45,666,103	\$28,000,000	\$73,666,103

**NEXT STEPS:**

- USDA Review and Notice to Proceed with Bid
- Steering committee meeting on Wednesday May 1st, at 3:30pm (virtual).
- Estimate Review meeting, Thursday May 2<sup>nd</sup>, at 10:30am (virtual).
- Prequalify subcontractors

**PROJECT PHOTOS:**

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

**ATTACHMENTS:**

- Management Schedule

Page 2 of 2

**ITEM 12. OTHER MATTERS**

None.

**ITEM 13. ADJOURN**

There being no further matters for discussion Chair Munro adjourned the meeting at 8:05 PM.

**Board of Equalization & Review**

Chair Munro convened the Board of Equalization & Review.

There were no cases to come before the Board of Equalization and Review.

**Motion to recess until June 3, 2024 at 7:00 PM or as soon thereafter as practical.**

<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

Chair Munro recessed the Board of Equalization & Review until June 3, 2024.

Attachment: bocminutes\_050624 (BOC Meeting Minutes)

**Camden County Board of Commissioners  
FY 2024-2025 Budget Work Session  
May 7, 2024; 1:00 PM  
Camden County Public Library**

**MINUTES**

The Camden County Board of Commissioners held a duly-noticed budget work session on May 7, 2024 at 1:00 PM in the Community Room of the Camden County Public Library.

**CALL TO ORDER**

The meeting was called to order by Chair Ross Munro at 1:00 PM. Additional Board members present: Vice Chair Troy Leary, Commissioners Randy Krainiak, Sissy Aydlett and Tiffney White. Staff Present: County Manager Erin Burke, Finance Officer Stephanie Jackson and Clerk to the Board Karen Davis.

The following items were presented to the Board for information, discussion and direction:

Budget Schedule

- May 17<sup>th</sup> Budget & CIP available to the BOC/Public
- June 3<sup>rd</sup> Public Hearing on FY 24/25 Budget  
Consideration of Budget Ordinance & Consideration of CIP
- June 10<sup>th</sup> Adoption of Budget Ordinance & Adoption of CIP if not approved June 3<sup>rd</sup>
- June 17<sup>th</sup> Special Meeting to adopt Budget if needed
- June 24<sup>th</sup> File copies of Adopted Budget with County Finance Officer & Clerk

Presentations

The Board of Commissioners met with the following to discuss matters relating to the FY 2024-2025 Budget:

- A. College of the Albemarle – Dr. Jack Bagwell, President
- B. Camden County Schools – Sally Norfleet, Chief Finance Officer

New Positions

- Two fulltime Buildings & Grounds
  - One for Buildings & Grounds
  - One for Housekeeping
- One shared Veteran Services Officer Position
- One shared Horticulture Specialist for Extension

Note: Two additional staff will be added with the South Mills Water Association acquisition

New Vehicles

- One JCPC Van
- Two replacement vehicles & equipment for the Sheriff's Office
- EMS Supervisor vehicle(s)

Insurance / Benefits / Personnel

- A. Insurance
  - Health Insurance Increase +6%
  - Property & Liability Increase +17%
  - Worker's Compensation +13%
- B. Benefits
  - Employee Retirement +.75%
  - Law Enforcement Retirement +1%
- C. Personnel
  - Salary Study Adjustments & Sheriff's Office Career Path Plan with adjustments
  - Longevity Pay
  - Christmas Bonuses
  - Personal Holiday

Appropriations Discussion

Requesting Entity	23-24 Allocation	24-25 Request	Difference	Recommended
Albemarle Commission	\$7,500.00	\$7,569.00	\$69.00	\$7,569.00
EMS	\$648,645.00	\$710,265.00	\$61,620.00	\$710,265.00
Forestry	\$76,285.00	\$102,511.00	\$26,226.00	\$102,511.00
RC & D	\$750.00	\$750.00	\$0.00	\$750.00
Central Communications	\$407,704.00	\$437,725.00	\$30,021.00	\$437,725.00
Emergency Management	\$42,682.00	\$35,501.00	-\$7,181.00	\$35,501.00
Sewer	\$169,939.00	\$566,708.00	\$396,769.00	\$566,708.00
MLKING	\$840.28	\$2,000.00	\$1,159.72	\$1,000.00
Special Funding	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00
CH & S 4 CTS	\$383,105.00	\$391,100.00	\$7,995.00	\$391,100.00
SM 4 Cents	\$251,038.00	\$253,334.00	\$2,296.00	\$253,334.00
DSS	\$628,180.00	\$861,218.00	\$233,038.00	\$861,218.00
School	\$587,200.00	\$631,000.00	\$43,800.00	\$631,000.00
School Curriculum	\$3,000,000.00	\$4,807,241.00	\$1,807,241.00	\$3,200,000.00
Hopeline	\$3,000.00	\$3,500.00	\$500.00	\$3,500.00
COA	\$47,250.00	\$49,500.00	\$2,250.00	\$49,500.00
Reval Fund	\$30,000.00	\$30,000.00	\$0.00	\$30,000.00
Food Pantry	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00
Alb Food Bank	\$3,000.00	\$2,500.00	-\$500.00	\$2,500.00
Museum	\$1,000.00	\$0.00	-\$1,000.00	\$0.00
Grant Match	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00
Jail Operations	\$275,000.00	\$397,369.00	\$122,369.00	\$397,369.00
4H Insurance	\$53,004.00	\$53,004.00	\$0.00	\$53,004.00
Friends of Dismal Swamp State Park	\$1,000.00	\$0.00	-\$1,000.00	\$0.00
SPCA - Animal Control	\$30,000.00	\$30,000.00	\$0.00	\$30,000.00
District Health Department	\$42,579.00	\$42,579.00	\$0.00	\$42,579.00
DOT Rural Transportation	\$2,000.00	\$563.00	-\$1,437.00	\$563.00
IC Transportation Authority	\$15,588.00	\$15,588.00	\$0.00	\$15,588.00
ICPTA Local Match	\$3,000.00	\$2,673.00	-\$327.00	\$2,673.00
Albemarle Mental Health	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00
Nutrition Program	\$27,550.00	\$27,550.00	\$0.00	\$27,550.00
Home/Comm Care Match	\$11,000.00	\$10,986.00	-\$14.00	\$10,986.00
Albemarle Tidelands	\$10,500.00	\$10,500.00	\$0.00	\$10,500.00
	\$6,784,339.28	\$9,508,234.00	\$2,723,894.72	\$7,899,993.00

Capital Improvement Plan Proposal

- Recommended / Funded
  - Administration Complex Phase II, modified
  - Broadband
  - High School
  - Treasure Point Building
  - EMS
  - South Mills Boat Ramp & Park Planning Phase
  - South Mills Wastewater Expansion & Disposal
- Recommended / Unfunded
  - US 158 Sidewalk Extension
  - South Mills WWTP (High Rate Filtration Pond)
- Identified / Unfunded
  - Public Beach
  - Dismal Swamp Trail Extension
  - Dismal Swamp Canal Boating Amenities
  - New South Mills Convenience Center & Transfer Station

Review of Department Budgets

There being no further matters for discussion Chair Munro adjourned the work session at 5:00 PM.

ATTEST:

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

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

Attachment: bocminutes\_050724 (BOC Meeting Minutes)

Camden County Board of Commissioners  
FY 2024-2025 Budget Work Session  
May 14, 2024; 6:00 PM  
Camden County Public Library

MINUTES

The Camden County Board of Commissioners held a duly-noticed budget work session on May 14, 2024 at 6:00 PM in the Community Room of the Camden County Public Library.

CALL TO ORDER

The meeting was called to order by Chair Ross Munro at 6:00 PM. Additional Board members present: Vice Chair Troy Leary, Commissioners Randy Krainiak, Sissy Aydlett and Tiffney White. Staff Present: County Manager Erin Burke and Clerk to the Board Karen Davis.

The following items were presented to the Board for information, discussion and direction:

Board of Education Budget

- 2022 Funding Letter outlining Projected School Appropriations (3 years)
- FY 23-24 Request
  - Operations - \$3,279,276
  - Capital - \$587,200
- FY 23-24 Appropriation
  - Operations - \$3,000,000
  - Capital - \$587,200
- FY 24-25 Request
  - Operations - \$4,807,241
  - Capital - \$857,100
- Review with a 10% adjustment – Consensus of the Board to include the following appropriation in the proposed FY 2024-2025 Budget and that the Board will consider additional funding if positions included in the budget request are at risk of lay-offs.
  - Operations - \$3,400,000
  - Capital - \$631,000

Final Budget Notes

- Sheriff’s Office Vehicles – Approval by consensus of the Board.
- Extension Office Van – Approval by consensus of the Board.
- Mid-Year Adjustment for EMS – Approval by consensus of the Board.
- SMWA Adjustment – Information only.
- Removed High School Debt (June 2024 payoff) – Information only.

There being no further matters for discussion Chair Munro adjourned the work session at 7:00 PM.

ATTEST:

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

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

Attachment: bocminutes\_051424 (BOC Meeting Minutes)



**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Consent Agenda**

**Item Number:** 9.B  
**Meeting Date:** June 03, 2024

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

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

**Attachments:** 23-24 BA 038 Increase to Sheriff's K-9 Fund  
(DOC)  
23-24 BA 039 JCPC Salary monies for Capital Outlay  
(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>			
10360510-434898	Grant Revenues	\$7,500	
<b>Expenses</b>			
105100-541000	K-9 Fund	7,500	

**This Budget Amendment is made to appropriate funds received from the AKC Reunite Adopt a K-9 Cop grant to increase the K-9 Fund expense line.**

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

Balance in Contingency \$40,000.00

**Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 3<sup>rd</sup> day of June, 2024.**

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

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

Attachment: 23-24 BA 038 Increase to Sheriff's K-9 Fund (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>Expenses</b>			
106200-502000	Salaries		5,500.00
106200-505000	FICA		420.75
106200-507000	Retirement		710.05
106200-507100	401 (k) Retirement		275.00
106200-574000	Capital Outlay	6,905.80	

**This Budget Amendment is made to appropriate funds that were not used from salaries and benefits to capital outlay.**

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

Balance in Contingency \$40,000.00

**Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 3<sup>rd</sup> day of June, 2024.**

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

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

Attachment: 23-24 BA 039 JCPC Salary monies for Capital Outlay (Budget Amendments)



## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Consent Agenda

**Item Number:** 9.C  
**Meeting Date:** June 03, 2024

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

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

**Attachments:** School Budget Amendments (PDF)

Budget Amendment

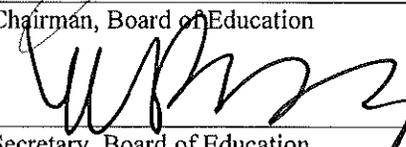
Camden County Schools Administrative Unit

Federal Grant Fund

The Camden County Board of Education at a meeting on the 9<sup>th</sup> day of May 2024 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										
5200	Special Population Services	Increase	Decrease									
8100	Payments to Other Gov't Units		1,077.35									
			32.36									
<p>Explanation: Revenues increased for carryover funds</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Total Appropriation in Current Budget</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;">1,158,573.36</td> </tr> <tr> <td>Amount of <b>Increase/Decrease</b> of Above Amendment</td> <td style="text-align: right;">-</td> <td style="text-align: right;">1,109.71</td> </tr> <tr> <td>Total Appropriation in Current Amended Budget ....</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">1,157,463.65</td> </tr> </table>				Total Appropriation in Current Budget	\$	1,158,573.36	Amount of <b>Increase/Decrease</b> of Above Amendment	-	1,109.71	Total Appropriation in Current Amended Budget ....	\$	1,157,463.65
Total Appropriation in Current Budget	\$	1,158,573.36										
Amount of <b>Increase/Decrease</b> of Above Amendment	-	1,109.71										
Total Appropriation in Current Amended Budget ....	\$	1,157,463.65										

<p>Passed by majority vote of the Board of Education of Camden County on the 9<sup>th</sup> day of May, 2024.</p> <div style="text-align: center;">               _____              Chairman, Board of Education         </div> <div style="text-align: center;">               _____              Secretary, Board of Education         </div>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20__.</p> <div style="text-align: center;">             _____              Chairman, Board of County Commissioners         </div> <div style="text-align: center;">             _____              Clerk, Board of County Commissioners         </div>
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Attachment: School Budget Amendments (School Budget Amendments)

BUDGET AMENDMENT  
May 9, 2024

3. Federal Grant Fund

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

Career Technical Education - Program

Project #24-017-150

3.5120.017.181 Supplementary Pay	\$ +	500.00
3.5120.017.211 Emp. Soc. Sec. Costs	+	38.24
3.5120.017.221 Emp. Retirement Costs	+	379.44
3.5120.017.411 Supplies & Materials	-	417.68
3.5120.017.418 Computer Software & Supplies	-	<u>500.00</u>

Total – Career Technical Education - Program	\$ +	0.00
		=====

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

IDEA Title VI-B – Pre-School Handicapped

Project #24-049-150

3.5210.049.311 Contracted Services	\$ +	394.00
3.5210.049.411 Supplies & Materials	-	577.34
3.5230.049.411 Supplies & Materials	+	577.34
3.5230.049.418 Computer Software & Supplies	-	608.46
3.5210.049.418 Computer Software & Supplies	+	<u>608.46</u>

Total – IDEA Title VI-B – Pre-School Handicapped	\$ +	394.00
		=====

Revenue 3.3600.049 IDEA Title VI-B Pre-School	\$ -	394.00
		=====

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

IDEA IV-B Special Needs Targeted Assistance

Project #24-118-150

3.5210.118.163 Substitute Pay	\$ -	445.00
3.5210.118.211 Emp. Soc. Sec. Costs	-	34.04
3.5210.118.312 Workshop Expenses	+	635.04
3.5240.118.361 Membership Dues & Fees	-	<u>156.00</u>

Attachment: School Budget Amendments (School Budget Amendments)

BUDGET AMENDMENT  
Federal Grant Funds  
May 9, 2024, Page 3

Total – IDEA VI-B Special Needs Targeted Asst.       \$   +       0.00  
=====

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

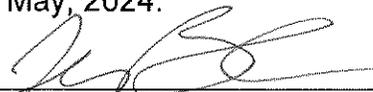
IDEA Targeted Assistance for Preschool  
Project #24-119-150

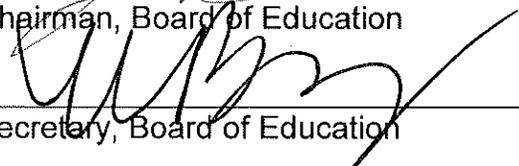
3.5210.119.312 Workshop Expenses                         \$   -       500.00  
3.5230.119.312 Workshop Expenses                         +       628.65  
3.5230.119.411 Supplies & Materials                       -    1,597.10  
3.5240.119.411 Supplies & Materials                       -         2.90  
3.8100.119.392 Indirect Costs                               -       32.36

Total – IDEA Targeted Assistance for Preschool       \$   -    1,503.71  
=====

Revenue 3.3600.119 IDEA Targeted Assistance         \$   +    1,503.71  
=====

Passed by majority vote of the Board of Education of Camden County on the 9<sup>th</sup> day of May, 2024.

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

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

Attachment: School Budget Amendments (School Budget Amendments)

Budget Amendment  
Camden County Schools Administrative Unit  
Local Current Expense Fund

The Camden County Board of Education at a meeting on the 9<sup>th</sup> day of May, 2024 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	50,000.00	
5200	Special Population Services	162.70	
5800	School-Based Support Services		6,000.00
6500	Operational Support Services	250,000.00	
6600	Financial & Human Resources	750.00	
6900	Policy, Leadership and Public	5,087.30	
Explanation:			
	Total Appropriation in Current Budget	\$ 3,143,856.00	
	Amount of Increase/Decrease of Above Amendment	+ 300,000.00	
	Total Appropriation in Current Amended Budget ....	\$ 3,443,856.00	

<p>Passed by majority vote of the Board of Education of Camden County on the 9<sup>th</sup> day of May, 2024.</p> <div style="text-align: center;">               _____              Chairman, Board of Education         </div> <div style="text-align: center;">               _____              Secretary, Board of Education         </div>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20__.</p> <div style="text-align: center;">             _____              Chairman, Board of County Commissioners         </div> <div style="text-align: center;">             _____              Clerk, Board of County Commissioners         </div>
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Attachment: School Budget Amendments (School Budget Amendments)

BUDGET AMENDMENT  
May 9, 2024

2. Local Current Expense Fund

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

Maintenance of Plant

2.6540.802.311...40 Contracted Services	\$	+200,000.00
2.6580.802.422...50 General Maintenance		<u>+ 50,000.00</u>

Total – Maintenance of Plant \$ +250,000.00

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

Classroom Support

2.5110.842.162 Substitute Pay	\$	<u>+ 50,000.00</u>
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Total – Classroom Support \$ + 50,000.00

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

Children with Special Needs

2.5210.849.411 Supplies & Materials	\$	<u>+ 162.70</u>
-------------------------------------	----	-----------------

Total – Children with Special Needs \$ + 162.70

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

School Health Services

2.5840.855.312 Workshop Expenses	\$	- 1,206.86
2.5840.855.411 Supplies & Materials		<u>- 4,793.14</u>

Total – School Health Services \$ - 6,000.00

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

Board of Education

2.6910.860.311 Contracted Services	\$	<u>+ 5,837.30</u>
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Total – Board of Education \$ + 5,837.30

BUDGET AMENDMENT  
Local Current Expense Fund  
May 9, 2024, Page 2

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

<u>Personnel</u>		
2.6620.895.399 Recruiting	\$ +	<u>750.00</u>
Total – Personnel	\$ +	750.00

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

<u>Staff Development</u>		
2.6940.912.312 Workshop Expenses	\$ -	<u>750.00</u>
Total – Personnel	\$ -	750.00

<u>Revenue</u>		
2.4910 Fund Balance Appropriated	\$ -	<u>300,000.00</u>
Total Revenue	\$ -	300,000.00

Passed by majority vote of the Board of Education of Camden County on the 9<sup>th</sup> day of May, 2024.

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

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

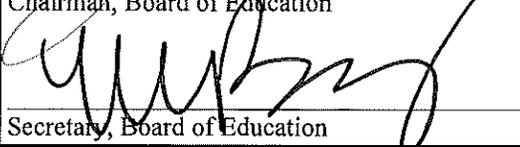
Attachment: School Budget Amendments (School Budget Amendments)

Budget Amendment  
 Camden County Schools Administrative Unit  
 Local Current Expense Fund

The Camden County Board of Education at a meeting on the 9<sup>th</sup> day of May, 2024 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	21,550.00	
5200	Special Population Services		13,269.62
5300	Alternative Programs & Services		4,763.00
6300	Alternative Programs & Services		3,517.38
Explanation:			
	Total Appropriation in Current Budget	\$ 3,443,856.00	
	Amount of Increase/Decrease of Above Amendment	+ 0.00	
	Total Appropriation in Current Amended Budget ....	\$ 3,443,856.00	

Passed by majority vote of the Board of Education of Camden County on the 9 <sup>th</sup> day of May, 2024.	We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20 _____.
 _____ Chairman, Board of Education	_____ Chairman, Board of County Commissioners
 _____ Secretary, Board of Education	_____ Clerk, Board of County Commissioners

Attachment: School Budget Amendments (School Budget Amendments)

BUDGET AMENDMENT  
May 9, 2024

2. Local Current Expense Fund

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

Classroom Support

2.5110.842.135 Salary – Admin Intern	\$ + 15,000.00
2.5110.842.211 Emp. Soc. Sec. Costs	+ 1,150.00
2.5110.842.221 Emp. Retirement Costs	+ 4,000.00
2.5110.842.231 Emp. Hosp. Ins. Costs	+ <u>2,500.00</u>
Total – Classroom Support	\$ + 22,650.00

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

Band Program

2.5110.844.231 Emp. Hosp. Ins. Costs	\$ - 500.00
2.5110.844.312 Workshop Expenses	+ 900.00
2.5110.844.326 Contracted Repair & Maintenance	- <u>1,500.00</u>
Total – Band Program	\$ - 1,100.00

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

At Risk Programs

2.5330.847.198 Salary - Tutor	\$ - 2,000.00
2.5330.847.211 Emp. Soc. Sec. Costs	- 153.00
2.5330.847.221 Emp. Retirement Costs	- 459.00
2.5330.847.332 Travel	+ 500.00
2.5330.847.411 Supplies & Materials	- 300.00
2.6300.847.312 Workshop Expenses	- <u>500.00</u>
Total – At Risk Programs	\$ - 2,912.00

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

Additional Pay

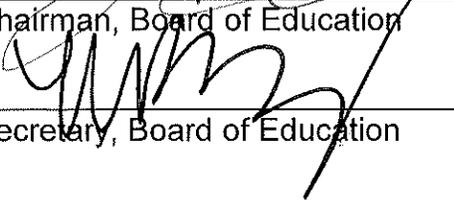
2.5330.911.181 Supplementary Pay	\$ - 1,800.00
2.5330.911.211 Emp. Soc. Sec. Costs	- 138.00
2.5330.911.221 Emp. Retirement Costs	- 413.00

BUDGET AMENDMENT  
Local Current Expense Fund  
May 9, 2024, Page 2

2.6300.911.181 Supplementary Pay	-	2,175.38
2.6300.911.211 Emp. Soc. Sec. Costs	-	211.00
2.6300.911.221 Emp. Retirement Costs	-	631.00
2.5210.911.181 Supplementary Pay	-	10,000.00
2.5210.911.211 Emp. Soc. Sec. Costs	-	765.00
2.5210.911.221 Emp. Retirement Costs	-	<u>2,504.62</u>
 Total – Additional Pay	 \$ -	 18,638.00

Passed by majority vote of the Board of Education of Camden County on the 9<sup>th</sup> day of May, 2024.

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

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

Attachment: School Budget Amendments (School Budget Amendments)

Budget Amendment

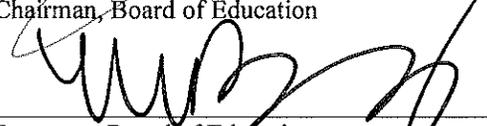
Camden County Schools Administrative Unit

Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 9<sup>th</sup> day of May, 2024 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 6800	Regular Instructional Programs System-Wide Pupil Support	7,587.00	7,587.00
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

<p>Passed by majority vote of the Board of Education of Camden County on the 9<sup>th</sup> day of May, 2024.</p>  <p>Chairman, Board of Education</p>  <p>Secretary, Board of Education</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20__.</p> <p>_____ Chairman, Board of County Commissioners</p> <p>_____ Clerk, Board of County Commissioners</p>
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Attachment: School Budget Amendments (School Budget Amendments)

BUDGET AMENDMENT  
May 9, 2024

8. Other Local Current Expense Fund

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

JLP

8.5110.301.312 Workshop Expenses	\$ +	2,500.00
8.5110.301.333 Field Trips	+	6,800.00
8.5110.301.418 Computer Software & Supplies	+	<u>425.00</u>
Total – JLP	\$ +	9,725.00

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

Classroom Support

8.5110.841.135 Salary – Admin Intern	\$ -	<u>17,312.00</u>
Total – Classroom Support	\$ -	17,312.00

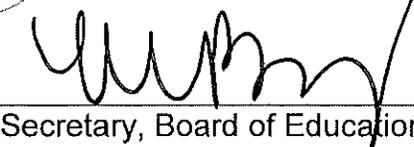
C. We have reviewed the allotment and must transfer money in to cover expenses. We request your approval of the following amendment.

Data Management Services

8.6820.900.184 Longevity Pay	\$ +	<u>7,587.00</u>
Total – Data Management Services	\$ +	7,587.00

Passed by majority vote of the Board of Education of Camden County on the 9<sup>th</sup> day of May, 2024.

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

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

Budget Amendment

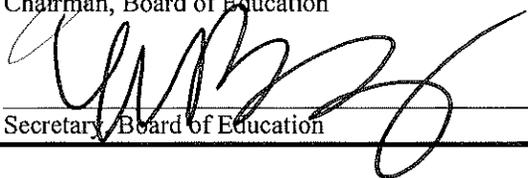
Camden County Schools Administrative Unit

State Public School Fund

The Camden County Board of Education at a meeting on the 9<sup>th</sup> day of May 2024 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
5300		Alternative Programs & Services	25,883.00	
6400		Technology Support Services	982.00	
6500		Operational Support Services	32,494.00	
Explanation:				
Total Appropriation in Current Budget			\$	19,854,946.96
Amount of <b>Increase/Decrease</b> of				
Above Amendment			+	59,359.00
Total Appropriation in Current Amended Budget ....			\$	19,914,305.96

<p>Passed by majority vote of the Board of Education of Camden County on the 9<sup>th</sup> day of May 2024.</p>  _____ Chairman, Board of Education	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20__.</p> _____ Chairman, Board of County Commissioners
 _____ Secretary, Board of Education	_____ Clerk, Board of County Commissioners

Attachment: School Budget Amendments (School Budget Amendments)

BUDGET AMENDMENT  
May 9, 2024

1. State Public School Fund

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

School Technology Fund

1.6400.015.343 Telecommunication Services \$ + 982.00

Total – School Technology Fund \$ + 982.00

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

Summer Reading Camps

1.5350.016.121 Salary – Ext School Year \$ + 17,100.00

1.5350.016.198 Salary – Tutor + 2,100.00

1.5350.016.211 Emp. Soc. Sec. Costs + 1,500.00

1.5350.016.411 Supplies & Materials + 5,183.00

1.6550.016.171 Salary – Bus Drivers + 1,425.00

1.6550.016.211 Emp. Soc. Sec. Costs + 109.00

Total – Summer Reading Camps \$ + 27,417.00

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

Transportation of Pupils

1.6550.056.172 Overtime Pay \$ + 2,000.00

1.6550.056.175 Salary – Transportation Personnel + 2,535.00

1.6550.056.311 Contracted Services + 5,000.00

1.6550.056.312 Workshop Expenses + 500.00

1.6550.056.316 CDL Medical Exam + 1,000.00

1.6550.056.321 Energy Costs + 500.00

1.6550.056.342 Postage + 75.00

1.6550.056.411 Supplies & Materials + 6,000.00

1.6550.056.541 Purchase of Equipment + 5,000.00

1.6551.056.171 Salary – EC Bus Driver + 8,000.00

1.6551.056.211 Emp. Soc. Sec. Costs + 350.00

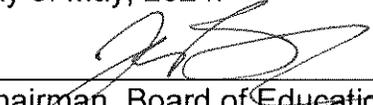
Total – Transportation of Pupils \$ + 30,960.00

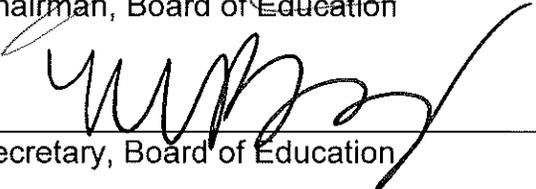
Attachment: School Budget Amendments (School Budget Amendments)

BUDGET AMENDMENT  
State Public School Fund  
May 9, 2024, Page 2

3100.000 Revenue – State Public School Fund      \$ - 59,359.00

Passed by majority vote of the Board of Education of Camden County on the 9<sup>th</sup> day of May, 2024.

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

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

Attachment: School Budget Amendments (School Budget Amendments)

Budget Amendment

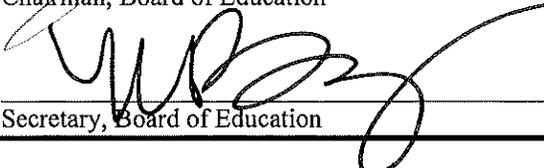
Camden County Schools Administrative Unit

State Public School Fund

The Camden County Board of Education at a meeting on the 9<sup>th</sup> day of May 2024 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		1,700.00
5200	Special Populations Services		57.78
5400	School Leadership Services	2,867.29	
6100	Support & Development Srvc	1,700.00	
6500	Operational Support Services		98,788.00
Explanation:			
Total Appropriation in Current Budget		\$	19,914,305.96
Amount of <b>Increase/Decrease</b> of			
Above Amendment		-	95,978.49
Total Appropriation in Current Amended Budget ....		\$	19,818,327.47

<p>Passed by majority vote of the Board of Education of Camden County on the 9<sup>th</sup> day of May 2024.</p>  <p>Chairman, Board of Education</p>  <p>Secretary, Board of Education</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this _____ day of _____ 20____.</p> <p>Chairman, Board of County Commissioners</p> <p>Clerk, Board of County Commissioners</p>
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Attachment: School Budget Amendments (School Budget Amendments)

BUDGET AMENDMENT  
May 9, 2024

1. State Public School Fund

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

<u>Non-Contributory Employee Benefits</u>		
1.5210.009.188 Annual Leave Payout	\$ -	20.52
1.5210.009.211 Emp. Soc. Sec. Costs	-	11.50
1.5210.009.221 Emp. Retirement Costs	-	25.76
1.5400.009.184 Longevity	+	2,161.23
1.5400.009.211 Emp. Soc. Sec. Costs	+	165.32
1.5400.009.221 Emp. Retirement Costs	+	<u>540.74</u>
 Total – Non-Contributory Employee Benefits	\$ +	2,809.51

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

<u>Career &amp; Technical Education – Months of Employment</u>		
1.5120.013.121 Salary - Teacher	\$ -	<u>23,370.00</u>
 Total – Career & Technical Education - Months	\$ -	23,370.00

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

<u>Career &amp; Technical Education – Program</u>		
1.5120.014.162 Substitute Pay	\$ +	2,500.00
1.5120.014.163 Substitute Pay	+	500.00
1.5120.014.312 Workshop Expenses	+	500.00
1.5120.014.461 Pur. of Non-Cap Equipment	+	18,170.00
1.6120.014.314 Printing and Binding	+	<u>1,700.00</u>
 Total – Career & Technical Education - Program	\$ +	23,370.00

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

<u>ARP – State Fiscal Recovery Fund</u>		
1.6550.140.311 Contracted Services	\$ -	105,296.00
1.6550.140.418 Computer Software & Supplies	+	<u>6,508.00</u>

Attachment: School Budget Amendments (School Budget Amendments)



Budget Amendment  
 Camden County Schools Administrative Unit  
 State Public School Fund

The Camden County Board of Education at a meeting on the 9<sup>th</sup> day of May 2024 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						
5200	Special Populations Services	32,550.00							
5800	School-Based Support Services	4,250.00							
<p>Explanation:</p> <table style="width: 100%; margin-left: 40px;"> <tr> <td style="width: 60%;">Total Appropriation in Current Budget</td> <td style="text-align: right;">\$ 19,818,327.47</td> </tr> <tr> <td>Amount of <b>Increase/Decrease</b> of Above Amendment</td> <td style="text-align: right;">+ 36,800.00</td> </tr> <tr> <td>Total Appropriation in Current Amended Budget ....</td> <td style="text-align: right;">\$ 19,855,127.47</td> </tr> </table>				Total Appropriation in Current Budget	\$ 19,818,327.47	Amount of <b>Increase/Decrease</b> of Above Amendment	+ 36,800.00	Total Appropriation in Current Amended Budget ....	\$ 19,855,127.47
Total Appropriation in Current Budget	\$ 19,818,327.47								
Amount of <b>Increase/Decrease</b> of Above Amendment	+ 36,800.00								
Total Appropriation in Current Amended Budget ....	\$ 19,855,127.47								

<p>Passed by majority vote of the Board of Education of Camden County on the 9<sup>th</sup> day of May 2024.</p> <div style="text-align: center; margin-top: 20px;">               _____              Chairman, Board of Education         </div> <div style="text-align: center; margin-top: 20px;">               _____              Secretary, Board of Education         </div>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____ 20__.</p> <div style="text-align: center; margin-top: 20px;">             _____              Chairman, Board of County Commissioners         </div> <div style="text-align: center; margin-top: 20px;">             _____              Clerk, Board of County Commissioners         </div>
---	--

Attachment: School Budget Amendments (School Budget Amendments)

BUDGET AMENDMENT  
May 9, 2024

1. State Public School Fund

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

Behavioral Support

1.5210.029.121 Salary - Teacher	\$ + 29,975.05
1.5210.029.221 Emp. Retirement Costs	+ 2,574.95
1.5870.029.312 Workshop Expenses	+ <u>4,250.00</u>

Total – Behavioral Support \$ + 36,800.00

3100.000 Revenue – State Public School Fund \$ - 36,800.00

Passed by majority vote of the Board of Education of Camden County on the 9<sup>th</sup> day of May, 2024.

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

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



**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Consent Agenda**

**Item Number:** 9.D  
**Meeting Date:** June 03, 2024

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

**Item Title** **Pickups, Releases & Refunds**

**Attachments:** Pickups, Releases & Refunds (PDF)



FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

No. 23736

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: ( ) OVERCHARGED ( ) DOUBLE LISTING  
( ) LATE LISTING (✓) OTHER Should be  
Currituck

YEAR 2023 TOWNSHIP CH

NAME Send to: Currituck Co. Tax Dept. (59980788)

ADDRESS P.O. Box 9

Currituck, NC 27929

PIN # 6077705941

RELEASE

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

PICK UP

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

ADJUSTMENT/REFUND

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____	<u>435.74</u>	<u>5.87</u>		<u>441.71</u>	<u>7770594</u>

Leri Smith  
TAX ADMINISTRATOR Specialist

APPROVED \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

CHAIRMAN OF COMMISSIONERS/COUNTY MANAGER

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

FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

No. 23737

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: ( ) OVERCHARGED ( ) DOUBLE LISTING  
( ) LATE LISTING (✓) OTHER Turned in plates

YEAR 2022 TOWNSHIP CH  
NAME Lindsay Michelle Russell (54646144)  
ADDRESS 134 Belcross Rd.  
Camden, NC 27921  
PIN # 0071454208

RELEASE

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

PICK UP

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

ADJUSTMENT/REFUND

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____		$378.40 \div 12 = 31.533$			
Real _____		$31.533 \times 8 = 252.27$			
Total _____				126.13	7145420

Leri Smith  
TAX ADMINISTRATOR Specialist

APPROVED \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_

CHAIRMAN OF COMMISSIONERS/COUNTY MANAGER

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

FROM: CAMDEN COUNTY ADMINISTRATOR OFFICE

No. 23743

(1) REQUEST THE FOLLOWING CHANGES BE MADE

(2) EXPLANATION: ( ) OVERCHARGED ( ) DOUBLE LISTING  
( ) LATE LISTING (✓) OTHER Turned in plate

YEAR 2023 TOWNSHIP SM  
NAME Randall Morris Marrs (59580044)  
ADDRESS P.O. Box 26  
South Mills, NC 27976  
PIN # 0077352055

RELEASE

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

PICK UP

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____					

ADJUSTMENT/REFUND

<u>PROPERTY VALUE</u>	<u>COUNTY</u>	<u>FIRE</u>	<u>INTEREST</u>	<u>TOTAL</u>	<u>BILL #</u>
Personal _____					
Real _____					
Total _____				<u>119.05</u>	<u>773520</u>

Leri Smith  
TAX ADMINISTRATOR Specialist

APPROVED \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

CHAIRMAN OF COMMISSIONERS/COUNTY MANAGER

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



## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Consent Agenda

**Item Number:** 9.E  
**Meeting Date:** June 03, 2024

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

**Item Title** Refunds Over \$100.00

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

**Summary:** Refunds Over \$100.00 May, 2024

**Recommendation:** Review and Approve

ACS Tax System  
5/28/24 10:36:52

REFUNDS OVER \$100.00

Refunds to be Issued by Finance Office

CAMDEN COUNTY

Page 1

Refund\$	Remit To:	Reference:	Drawer/Transaction Info:
102.46	CORELOGIC CENTRALIZED REFUNDS P.O. BOX 9202 COPPELL	2023 R 02-8934-02-76-8977.0000 VALUE ADJ 02-8934-02-6-8977 TX 750199760	20240515 99 279846

102.46 Total Refunds

\*\*\*

Submitted by Lisa S. Anderson Date 5-28-24  
 Lisa S. Anderson Tax Administrator Camden County

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

Attachment: Refunds Over \$100 (Refunds Over \$100.00)



## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Consent Agenda

**Item Number:** 9.F  
**Meeting Date:** June 03, 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 May, 2024

**Recommendation:** Review and Approve



North Carolina Vehicle Tax System

Pending Refund Report

REFUNDS OVER \$100.00 MAY, 2024

Report Parameters	Report Date 5/28/2024 9:52:36 AM
County	Camden
Refund Time Period	May
Refund Fiscal Year	2023 - 2024
Refund Types	Adjustment >= \$100,Adjustment < \$100,Proration,DHW Interest
Refund Status	AUTHORIZED,PENDING
Report Run Date	5/28/2024 9:52:36 AM

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
CURRITUCK COUNTY TAX DEPT	RODANTHE PIER LLC	PLUMBLEE, TERRY HALL	P.O. BOX 9	CURRITUCK, NC 27929	Adjustment >= \$100	0077705941	F5HNPIER	AUTHORIZED	206307250	Refund Generated due to adjustment on Bill #0077705941-2023-2024-0000-00	Change of County	5/16/2024	5/17/2024	1843	TAX	(\$435.74)	\$0.00	(\$435.74)
										Refund						(\$5.97)	\$0.00	(\$5.97)
																		\$441.71
MARRS, RANDALL MORRIS	MARRS, RANDALL MORRIS	MARRS, BARBARA JEAN	PO BOX 26	SOUTH MILLS, NC 27976	Proration	0077352055	REV8213	AUTHORIZED	206307370	Refund Generated due to proration on Bill Tag #0077352055-2023-2024-0000-00	Surrender	5/16/2024	5/17/2024	1843	TAX	(\$117.44)	\$0.00	(\$117.44)
																		\$0.00
																		(\$1.61)
																		\$119.05
RUSSELL, LINDSAY MICHELLE	RUSSELL, LINDSAY MICHELLE		134 BELCROSS RD	CAMDEN, NC 27921	Proration	0071454208	JDH8499	AUTHORIZED	206307290	Refund Generated due to proration on Bill Tag #0071454208-2022-2023-0000-00	Surrender	5/16/2024	5/17/2024	1843	TAX	(\$124.70)	\$0.00	(\$124.70)
																		\$0.00
																		(\$1.43)
																		\$126.13

Submitted by Lisa S. Anderson Date 5-28-24  
 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)



## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Consent Agenda

**Item Number:** 9.G  
**Meeting Date:** June 03, 2024

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

**Item Title** **Emergency Medical Services Agreement**

**Attachments:** Emergency Medical Services Agreement FY 2024-  
2025 (PDF)

### **Summary:**

The purpose of this Agreement is to continue the contractual relationship between Camden County and Pasquotank County for Emergency Medical Services for one year, beginning on July 1, 2024.

**Recommendation:**  
Approval.

NORTH CAROLINA  
PASQUOTANK COUNTY

EMERGENCY MEDICAL  
SERVICES AGREEMENT

THIS AGREEMENT is entered into this \_\_\_\_\_ day of May, 2024, by and between the **COUNTY OF PASQUOTANK**, North Carolina, a body corporate and politic existing pursuant to the laws of the State of North Carolina, (“Pasquotank”), and the **COUNTY OF CAMDEN**, North Carolina, a body corporate and politic existing pursuant to the laws of the State of North Carolina, (“Camden”):

WITNESSETH:

Recitals

The following recitals are incorporated as an integral part of this Agreement.

**WHEREAS**, Pasquotank currently owns and operates Emergency Medical Services, (“EMS”); and

**WHEREAS**, Pasquotank has provided emergency medical services to Camden for many years and the current agreement is set to expire on June 30, 2024; and

**WHEREAS**, the parties desire to enter into a new agreement for an additional one (1) year, designating the responsibilities and duties of each; and

**WHEREAS**, the General Statutes of North Carolina define Emergency Medical Services as “services rendered by Emergency Medical Services personnel in responding to improve the health and wellness of the community and to address the individual’s need for emergency medical care within the scope of practice as defined by the North Carolina Medical Board in accordance with G.S. 143-514 in order to prevent loss of life or further aggravation of physiological or psychological illness or injury.”

Attachment: Emergency Medical Services Agreement FY 2024-2025 (Emergency Medical Services Agreement)

**WHEREAS**, Pasquotank and Camden are authorized by N.C. Gen. Stat. §160A-461, Article 20, to enter into contracts or agreements with each other to execute this undertaking.

NOW, THEREFORE, in consideration of the terms, conditions, and covenants expressed herein the parties agree as follows:

Section One  
Purpose of Agreement

The purpose of this Agreement is to continue the contractual relationship, which has existed for many years, whereby Pasquotank provides emergency medical services to Camden, within its corporate limits, in exchange for a monetary contribution.

Section Two  
Term

Section 2.1 – The term of this Agreement shall commence on July 1, 2024 and shall continue for one (1) year.

Section 2.2 - Either party may terminate this agreement on breach by the other. Examples of breach include failure to make payments as required or failure to provide Emergency Medical Services specified. These examples are not exhaustive but illustrative. If a party desires to terminate upon breach, it shall deliver written notice intent to the other by registered mail, certified mail or hand delivery. Termination shall not become effective until thirty (30) days after receipt of such.

Section Three  
Responsibilities of Parties

Section 3.1 – Responsibilities of Pasquotank: Pasquotank shall supply 24 hour Emergency Medical Services to Camden within its territorial limits for the term of this Agreement by providing a two (2) member crew and equipped ambulances for twelve (12) hours per day (7 days a week) based out the South Camden Volunteer Fire Department Station (Station 12) and South Mills Volunteer Fire Department Station (Station 14). Based upon peak call demand as determined by Pasquotank-Camden EMS, EMS crews will be based out of the South Camden VFD (Station 12) and South Mills VFD (Station 14) twelve hours per day, seven days per week. Twelve hour shifts shall be subject to change upon review of call demand data and recommendation of the Pasquotank-Camden Emergency Services Board.

All calls dispatched in Camden when the two contracted ambulances are not available within the established districts during the outlined times of this contract will be answered by Pasquotank County based ambulances from the nearest possible location. Pasquotank shall, however, continually provide emergency medical services to Camden twenty-four (24) hours per day. Units located at Stations 12 and 14 during the assigned 12-hour period will participate in System Status Management which allows for repositioning of ambulances to provide for the best coverages possible. This may require ambulances located in Camden County to move to geographical locations other than the physical fire department from which it is based. Dependent upon call volume, a Camden-based ambulance may respond to Pasquotank County in order to appropriately provide system-wide coverage during the designated staffed hours of this contract. In return, a Pasquotank-based ambulance may respond to Camden County in order to

appropriately provide system-wide coverage during the designated staffed hours of this contract. A copy of the PCEMS System Status Management Plan can be found in Attachment A.

Section 3.2 – Responsibilities of Camden: Camden shall pay the sum of \$710,265 for the period of July 1, 2024 to June 30, 2025 (fiscal year 2024-2025). Community Paramedicine Services are included in the annual fee. These Community Paramedicine services may include mass vaccination clinic assistance, patient visits, hospital readmission prevention and hospital discharge coordination. Additionally, Camden shall furnish an appropriate, secure facility for the two (2) ambulances as long as there are EMS personnel on duty and are on stand-by. Camden will also furnish telephone and internet access at its expense. Further, Camden agrees to regularly maintain the buildings to ensure they are inhabitable by EMS crews on a daily basis. Pasquotank will be responsible for damage to Camden’s facilities resulting from gross negligence or intentional acts. Pasquotank will be responsible for damage to Camden’s facilities resulting from gross negligence or intentional acts as determined by the Fire Chief, EMS Chief, and the County Managers.

#### Section Four Property

There will be no joint ownership of real or personal property pursuant to this Agreement, except as may be established by an amendment pursuant to Section 5.

#### Section Five Amendment

This Agreement may not be modified or amended except by subsequent written modification approved and authorized by the governing bodies of each party and signed by authorized representative of both parties.

Section Six  
EMS Board

The Pasquotank-Camden Emergency Medical Service Board is hereby created, comprised of:

- 2 – Pasquotank County Board of Commissioners designees
- 2 – Camden County Board of Commissioners designees
- 1 – Medical Director
- 1 – Rescue Squad Chief
- 1 – Rescue Squad President
- 1 – Hospital Liaison
- 1 – Hospital Administrator

Each member shall have one vote. The Pasquotank and Camden County Managers shall serve as ex-officio, non-voting members. This Board (EMS Board) shall serve in an advisory capacity to the Pasquotank County Board of Commissioners regarding operation of the Emergency Medical Service Department. Any personnel matter involving an employee(s) of Emergency Medical Services shall be administered by Pasquotank County pursuant to its Personnel Policy.

Section Seven  
Severability

If any provisions of this Agreement are held, for any reason, to be unconstitutional, unenforceable, invalid, or illegal in any respect, such decisions shall not affect or impair any of the remaining provisions and the parties shall, to the extent they deem necessary and appropriate,

take such actions to correct the unconstitutional, unenforceable, invalid, or illegal provision. It is the intent of the parties this Agreement would have been approved and executed had such unconstitutional, unenforceable, invalid or illegal provision been excluded.

Section Eight  
Entire Agreement

This instrument contains the entire Agreement between the parties, and no statement, oral or written, made by either party or agent of either party that is not contained in this written Agreement shall be valid or binding.

Section Nine  
Remedies

This Agreement is enforceable by all remedies available in law or equity. Failure or delay to exercise any right, remedy, privilege hereunder shall not operate as a waiver of such.

Section Ten  
Duplicate Originals

This Agreement shall be executed by the parties in duplicate originals, each of which, when executed, shall constitute this same Agreement.

Section Eleven  
Governing Law

This Agreement shall be governed in accordance with the law of the State of North Carolina.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first above written, the Agreement having been approved by the respective governing bodies of both Pasquotank and Camden.

CAMDEN COUNTY

\_\_\_\_\_  
Ross B. Munro, Chairman  
Board of Commissioners  
Date & Time: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Clerk to the Board

(SEAL)

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

*Stephanie B Jackson*  
\_\_\_\_\_  
Camden County Finance Officer  
Date & Time: 5/9/2024 3:40 pm

Attachment: Emergency Medical Services Agreement FY 2024-2025 (Emergency Medical Services Agreement)

PASQUOTANK COUNTY

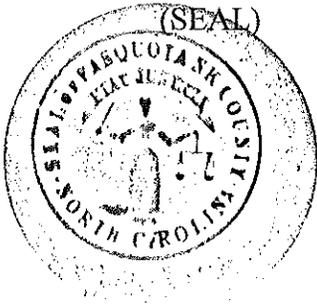
Charles Jordan  
Charles Jordan, Chairman

Board of Commissioners

Date & Time: 5/4/24 4:30 pm

ATTEST:

Lynn B. Scott  
Lynn B. Scott  
Clerk to the Board



Attachment: Emergency Medical Services Agreement FY 2024-2025 (Emergency Medical Services Agreement)

# ATTACHMENT A

## Pasquotank – Camden Emergency Medical Service

<p>ISSUED: 07/01/2015</p> <p>REVISED: 08/16/2015 03/04/2018</p>	<p>SUBJECT:</p> <p><b>MODIFIED SYSTEM STATUS MANAGEMENT</b></p>	<p>APPROVED BY:</p>  <p>Director</p>
---	---	--

To maintain optimal EMS coverage and attempt to reduce overall response times to all areas in the Pasquotank-Camden EMS response districts.

The following will assist with optimal ambulance response times from 0800 – 2000, 7 days a week. The following modified design will be used to move medic ambulance units based on current call volume:

### All Station 50 medic units out on calls

- 1<sup>st</sup> line move - ST4 medic unit moves to Body Rd/Halstead Blvd at Handee Hugos  
(Covers next In-city response (south of Knobbs Creek Bridge) and all calls in the ST4 primary response district)
- 1<sup>st</sup> line move - ST14 medic unit moves to Morgan's Corner intersection at Duck Thru  
(Covers any response on the northside of the city (north of Knobbs Creek Bridge) and all calls in the ST14 primary response district. This ambulance can rapidly respond to calls N/S/E/W of the intersection)
- 2<sup>nd</sup> line move - ST12 medic unit moves to Hwy 343/Hwy 158 intersection at Camden Duck Thru  
(This moves occurs only if either 1<sup>st</sup> line is assigned to a call, crew will move and be in vehicle for rapid response N/S/E/W of intersection)

### Station 4 medic unit out on calls

- 1<sup>st</sup> line move – Any available ST50 medic unit moves to Body Rd/Halstead Blvd at Handee Hugos  
(Preferred 1<sup>st</sup> ST50 unit in call rotation assigned to move)

### Station 12 medic unit out

- 1<sup>st</sup> line move – Any available ST50 medic unit moves to Hwy 343/Hwy 158 intersection at Camden Duck Thru  
(Preferred 1<sup>st</sup> ST50 unit in call rotation assigned to move)

### Station 14 medic unit out

- 1<sup>st</sup> line move – Any available ST50 medic unit moves to Morgan's Corner intersection at Duck Thru  
(Preferred 1<sup>st</sup> ST50 unit in call rotation assigned to move)

### Only 2 ambulances left to answer calls

- 1 ambulance stages at ST50  
(Covers all of Pasquotank County and north of South Mills)
- 1 ambulance stages at Camden Duck Thru  
(Covers all of Camden County and south of South Mills)

### Only 1 ambulance left to answer calls

- Ambulance stages at ST50 and covers all calls

At the daily closing of ST14 (1900 hrs.) ST50 will cover all ST 14 district calls.

At the daily closing of ST12 (2100 HRS) ST50 will cover all ST12 district calls.

*Clarification: ST14 is not responsible for ST12 calls between the hours of 0700 & 0900 and ST12 is not responsible for ST14 calls between the hours of 1900 & 2100. M12 & M14 only cover the others districts, between the hours of 0900 & 1900 (when both units are in service).*

During long distance transports and extended staging times, units covering the sub-station response districts may report directly to that sub-station to answer calls for that district.

Staging should typically be assigned to the next unit in call rotation. This should be used as a guide and crews should start this move without having direction given from the Supervisor. The supervisor, at their discretion, can change this movement. This should, however, be limited to a case by case basis such as deeming that one unit can respond and arrive sooner than another unit, or during differences in staffing levels (EMT vs AEMT vs Paramedic). This Supervisor discretion goes the same for assigning units to 911 calls.

Note: In order to alleviate confusion and free-lancing, Pasquotank Central Communications will always dispatch the respected station, in which the request for service is geographically located. This is regardless of the time of day, or units available, within said district. The exception to this rule is, EMS personnel such as the Supervisor, can request/advise the dispatching of their station preference.



## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Consent Agenda

**Item Number:** 9.H  
**Meeting Date:** June 03, 2024  
**Submitted By:** Karen Davis, Clerk to the Board  
Administration  
Prepared by: Karen Davis

**Item Title**                      **Opioid Litigation**

### **Attachments:**

### **Summary:**

It is the request of the County Attorney that the commissioners authorize him to amend the pleading to name an additional defendant.

### **Recommendation:**

Approval.



## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Consent Agenda

**Item Number:** 9.I  
**Meeting Date:** June 03, 2024

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

**Item Title** **Set Public Hearing - Zoning Map Amendment**

**Attachments:** AgendaSummary\_CA2024\_June3-Church (DOCX)  
1\_SawyerCreekRezoningStaffReportPH (DOCX)  
2\_Application (PDF)  
3\_Deed (PDF)  
4\_NeighborhoodMeeting (PDF)  
5\_Proposed\_Plans (PDF)

Agenda summary and supporting documentation attached.

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

**Meeting Date:** June 3, 2024

**Attachments:** New Paths Development LLC Zoning Map Amendment Staff Findings, Application, Deed, Neighborhood Meeting Summary, and Proposed Development Plan

**Submitted By:** Planning Department

**Item Title:** Application for Zoning Map Amendment for New Sawyer's Creek Missionary Baptist Church

**Summary:**

New Paths Development LLC has requested Zoning Map Amendment for approximately 8.8 acres from Neighborhood Residential Zoning District to Highway Commercial Zoning District. The parcel located at 312 Sleepy Hollow Road in the Courthouse Township is currently being used for a Religious Institution.

The neighborhood meeting was held on April 8, 2024. The Planning Board on May 15, 2024 voted unanimously 7-0, recommending approval of the Rezoning Application.

The proposed zoning map amendment is inconsistent with the 2005 CAMA Future Land Use Plan which has the property identified as Moderate Density Residential.

The proposed zoning map amendment is inconsistent with the 2012 County's Comprehensive Future Land Use Map which has the property identified as Rural Preservation.

**Recommendation:**

Motion to set Public Hearing for July 1, 2024.

**STAFF REPORT**  
**Ordinance 2024-07-01**  
**UDO 2024-03-110**  
**Zoning Map Amendment**

**PROJECT INFORMATION**

**File Reference:** UDO 2024-03-110  
**Project Name:** New Sawyers Creek Missionary Baptist Church Rezoning  
  
**PIN:** 02-8935-01-38-8518-0000  
  
**Applicant:** New Sawyers Creek Missionary Baptist Church  
**Address:** 312 Sleepy Hollow Rd, Camden NC  
  
**Agent for Applicant:** New Paths Development LLC  
**Address:** 1400 Battle Ground Ave. Suite 118 Greensboro, NC 27408  
**Phone:** 336-207-7546  
**Email:** john@newpaths.net  
  
**Current Owner of Record:** New Sawyers Creek Missionary Baptist Church  
  
**Meeting Dates:**  
April 8, 2024 **Neighborhood Meeting**  
May 15, 2024 **Planning Board Meeting**

**Application Received:** 3/18/2024  
**By:** Amber Curling, Planning

**Application Fee paid:** \$650

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

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

- A.** Rezoning Application
- B.** Deed
- C.** Neighborhood Meeting Comments
- D.** Proposed Plan

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**Request:** New Paths Development LLC is requesting a Zoning Map Amendment from Neighborhood Residential Zoning District to Highway Commercial Zoning District.

**Description:** The parcel at 312 Sleepy Hollow Road identified with pin number 02-8935-01-38-8518.0000 of approximately 8.8 acres is located on the southeast corner of Sleepy Hollow Road and Blue Bill Way in the Courthouse Township.

**Rezoning from the following Zoning District of Neighborhood Residential 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

Attachment: 1\_SawyerCreekRezoningStaffReportPH (Set Public Hearing - Zoning Map Amendment)

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.

**Rezoning to the following Zoning District of Highway Commercial Zoning District 151.3.6.5:**

The Highway Commercial district is applied to lots along the County’s major roadways (e.g., US 158, US 17, NC 34, and NC 343) and is intended for automobile-oriented commercial development as well as large floorplate commercial uses and uses that require or generate truck traffic. The district also accommodates agricultural and institutional uses as well as higher density residential uses with a special use permit. New development in the HC district is grouped and configured to ensure regular lateral vehicular and pedestrian access along major transportation routes as a means of establishing a well-connected transportation system. New development is configured to maintain high visual quality along the major roadway, or is fully screened from view. Sufficient spacing and screening is included along lot lines shared with adjacent residential zoning districts to ensure compatibility. New commercial and multi-family developments in the district are subject to the design standards in Article 151.5 Development Standards.

**SITE DATA**

- Size of Lots:** Approximately 8.8 acres
- Flood Zone:** Shaded X and AE
- Zoning District(s):** Neighborhood Residential
- Existing Land Uses:** Religious Institution-New Sawyers Creek Church

**Adjacent Zoning & Uses:**

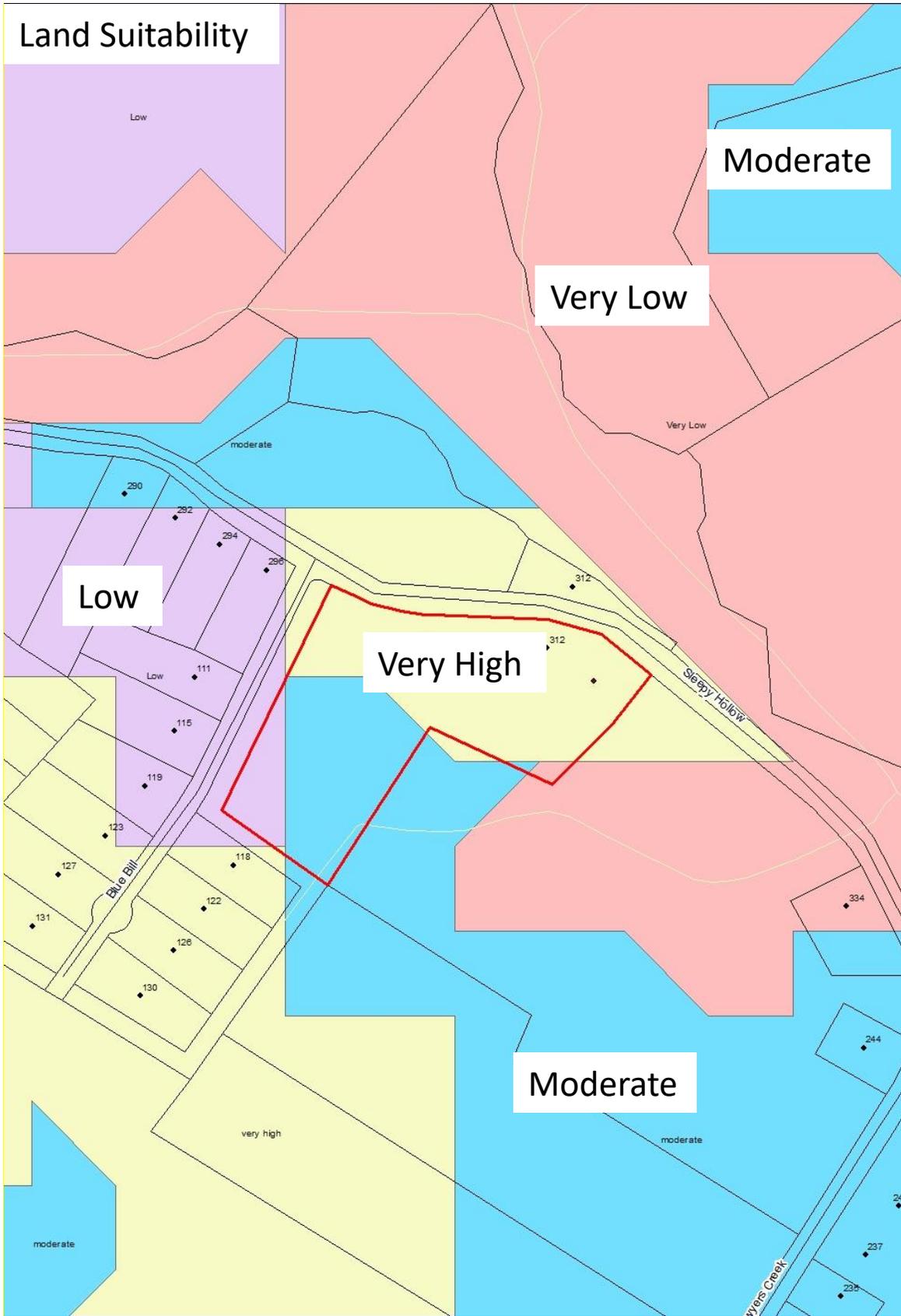
	<b>North</b>	<b>South</b>	<b>East</b>	<b>West</b>
<b>Zoning</b>	Neighborhood Residential	Neighborhood and Rural Residential	Rural Residential	Neighborhood Residential
<b>Use &amp; size</b>	Woods & Farmland	Residential Lots, Woods & Farmland	Residential Lots, Wetlands & Farmland	Residential Lots

**Proposed Use(s)** – The proposed use is to expand the accessory uses of Religious Institution.

Attachment: 1\_SawyerCreekRezoningStaffReportPH (Set Public Hearing - Zoning Map Amendment)

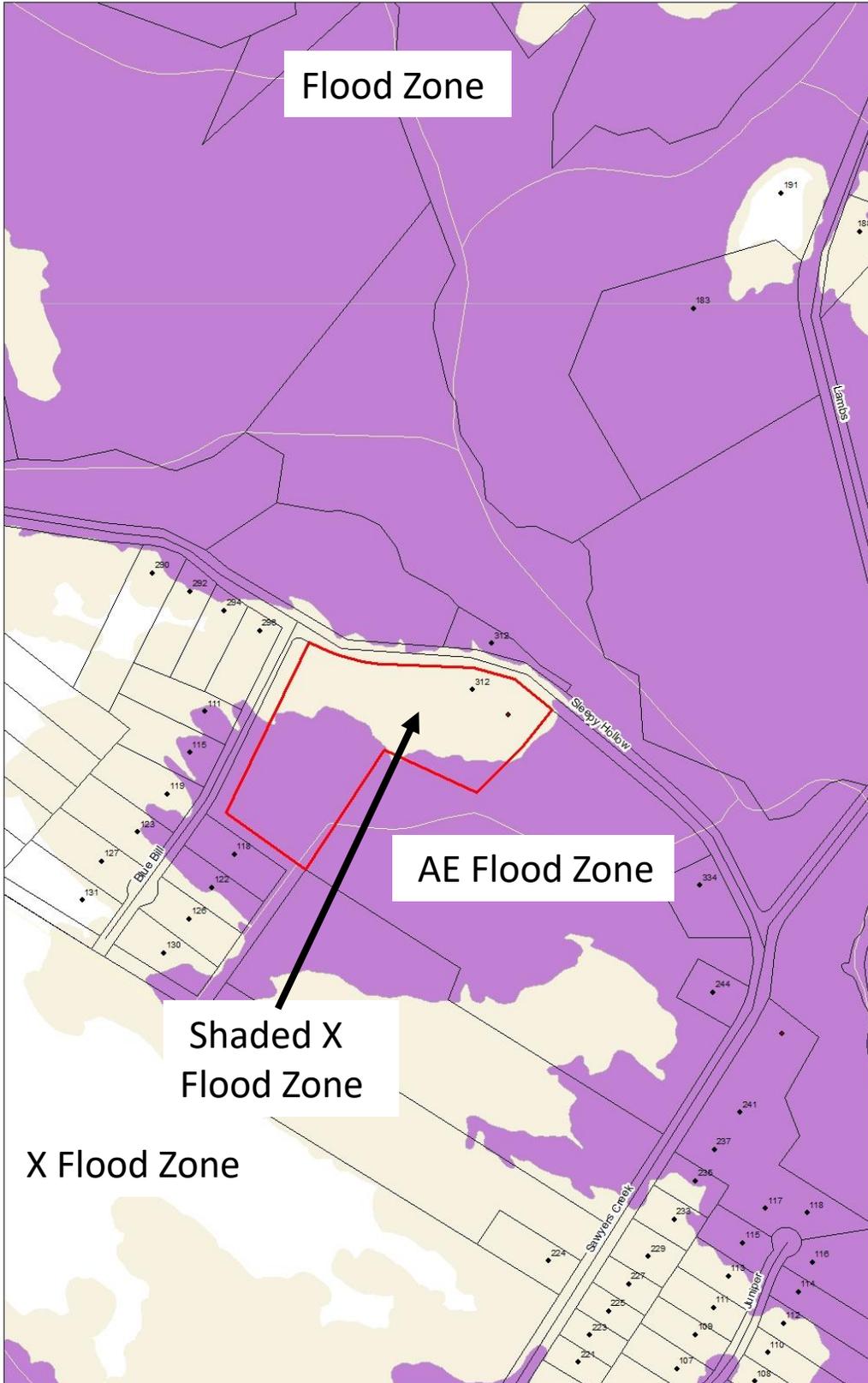




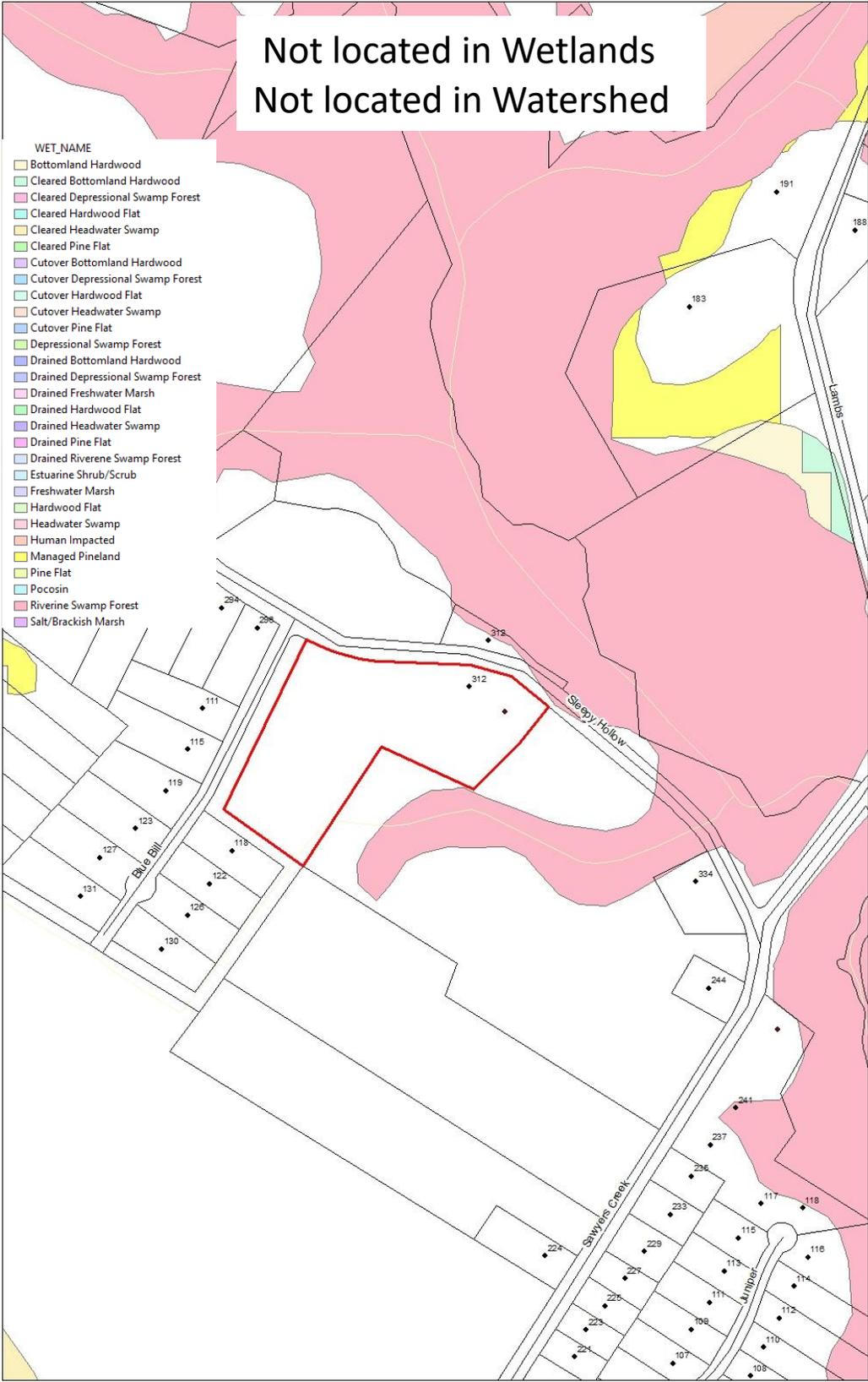


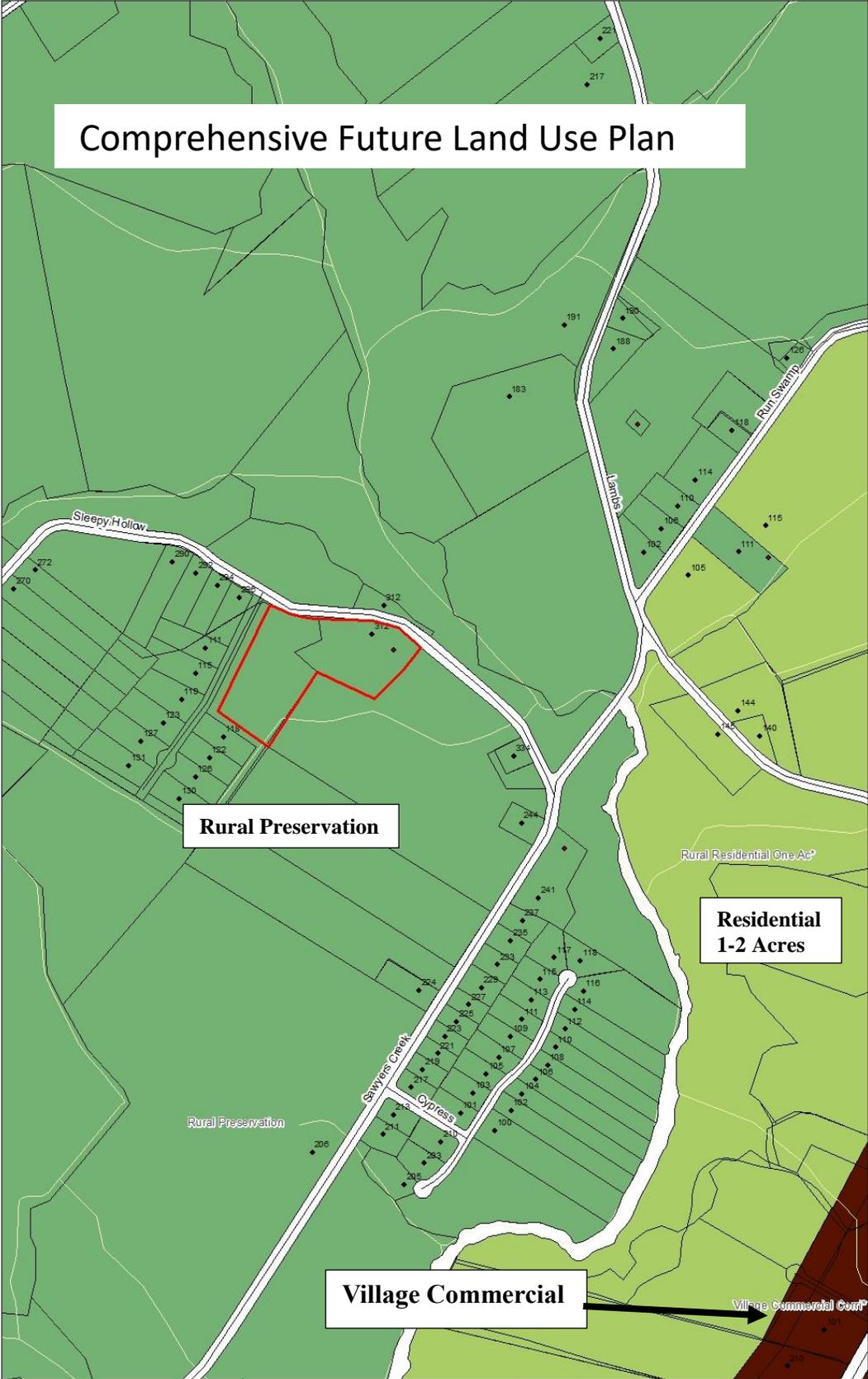
Attachment: 1\_SawyerCreekRezoningStaffReportPH (Set Public Hearing - Zoning Map Amendment)

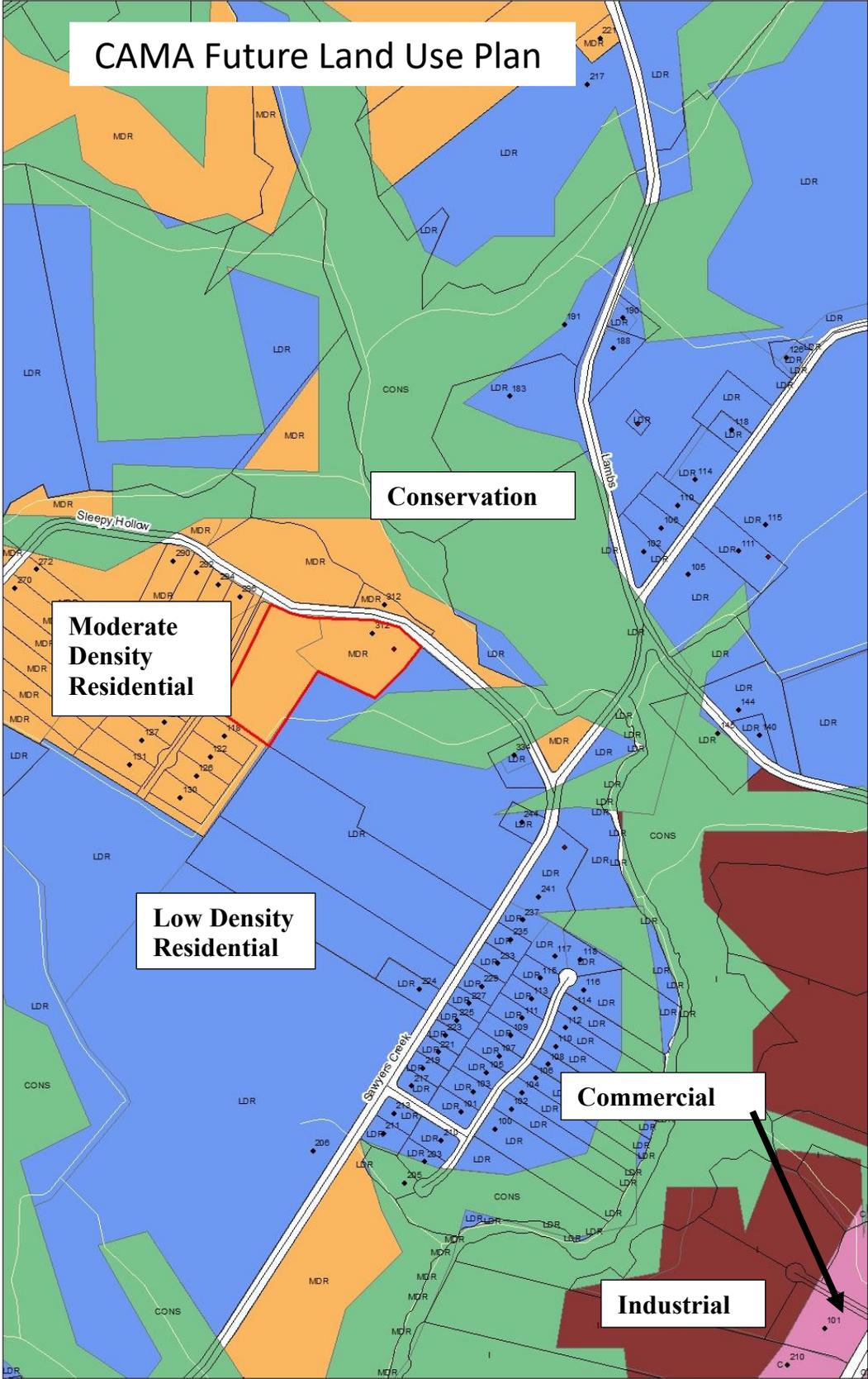
Not located in Watershed



Attachment: 1\_SawyerCreekRezoningStaffReportPH (Set Public Hearing - Zoning Map Amendment)







Attachment: 1\_SawyerCreekRezoningStaffReportPH (Set Public Hearing - Zoning Map Amendment)

## INFRASTRUCTURE & COMMUNITY FACILITIES

**Water:** Adjacent to property on Sleepy Hollow Rd

**Sewer:** Not available.

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

**Schools:** Proposed zoning not impact Schools.

**Traffic:** Proposed zoning not impact Traffic.

## SPECIFIC CAMA LAND USE QUESTIONS FOR THE BOARD TO CONSIDER:

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

Yes  No

**Reasoning:** In the appropriate location highway commercial zoning district works well. The proposed zoning will match the use.

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

Yes  No

**Reasoning:** The proposed use is an accessory use for the established existing New Sawyers Creek Missionary Baptist Church.

### 3. Is the request in accordance with the Camden County land use plan?

Yes  No

**Reasoning:** The County future land use plans have this property and surrounding properties as Rural Preservation and Moderate Density Residential. Places of Worship are appropriate specific use in Rural Preservation.

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

Yes  No

**Reasoning:** The rezoning should not have a serious impact. The proposed addition should assist with traffic circulation by providing more on-site parking for all church functions. There should not be serious impact to any 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 rezoning should not have an impact on 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:** The rezoning should not lessen the enjoyment or use of adjacent properties.

**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

**Reasoning:** The rezoning is to allow an accessory use expansion with the Principle Use of Religious Institution.

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

Yes  No

**Reasoning:** All areas including environmental concern will be addressed through required permitting process of North Carolina State and Camden County. (CAMA permit, NCDEQ Erosion & Sediment Control permit, NCDEQ Stormwater permit, County drainage plan, Etc.)

**CONSISTENCY with PLANS and MAPS**

**CAMA Land Use Plan:**

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 consistent in that the CAMA Future Land Use Maps has the property identified as Moderate Density Residential. Places of Worship are appropriate in the core village within moderate density residential setting.

**2035 Comprehensive Plan**

Consistent  Inconsistent

The County’s Comprehensive Future Land Use Map (Adopted 2012) shows the property as Rural Preservation. Places of Worship are appropriate specific use in Rural Preservation.

**Comprehensive Transportation Plan**

Consistent  Inconsistent

Property abuts Sleepy Hollow Road.

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

N/A

**Recommendation:**

Planning Board recommends approval of the consistency statement in that the requested zoning map amendment is consistent with the Camden County Future Land Use Plans which identifies the property as Rural Preservation and Moderate Density Residential, which permits religious institution uses.

Planning Staff recommends approval of Ordinance 2024-07-01 Rezoning Application (UDO 2024-03-110) for 312 Sleepy Hollow Road of New Sawyers Creek Missionary Baptist Church from Neighborhood Residential to Highway Commercial.



# Zoning Map Amendment Application

<b>OFFICIAL USE ONLY:</b>
UDO Number: <u>2024-03-110</u>
Date Filed: <u>03/10/2024</u>
Amount Paid: <u>650.00</u>
Received By: <u>MAC /</u>

Contact Information - estimated cost : \$ 4,000,000.00

PROPERTY OWNER     
  APPLICANT     
  AGENT FOR APPLICANT

Name: <u>New Paths Development, LLC</u>	Name: _____
Address: <u>1400 Battleground Ave.</u>	Address: _____
<u>Suite 118 Greensboro, NC 27408</u>	_____
Telephone: <u>336-207-7546</u>	Telephone: _____
Fax: _____	Fax: _____
Email: <u>John@NewPaths.net</u>	Email: _____

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

Property Information New Sawyers Creek Missionary Baptist Church

Physical Street Address 312 Sleepy Hollow Road. Camden, NC 27921

Location: 36.3516744, -76.1694873

Parcel ID Number(s): 028935013885180000

Deed Book/ Page Number and/or Plate Cabinet/Slide Number Deed:82/89 Plat:8/115

Total Parcel(s) Acreage: 8.86 Perk Test or County Sewer Approval N/A

Existing Land Use of Property: Church Proposed Land Use Church & Event Center

### Request

Current Zoning of Property: Neighborhood Res (NR) Proposed Zoning District: Highway Commercial Village Commercial (VC)

Total Acreage for Rezoning: 8.86 Are you rezoning the entire parcel(s):  Yes  No

Metes and Bounds Description Provided:  Yes  No \_\_\_\_\_

Community Meeting, if applicable: Date Held: \_\_\_\_\_; Location: \_\_\_\_\_

## 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: 2\_Application (Set Public Hearing - Zoning Map Amendment)

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

Construct additional building to provide additional services for both church and the community at large. This will also correct the non conforming usage from a zoning perspective. It is currently zoned as residential.

**(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?**

With the planned event center, we will be offer services to the community such as weddings, reunions, parties and funerals to host large events.

**(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, it correctly matches the zoning with the usage.

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

Yes. This will provide much needed event space for community events (Weddings, birthday parties, reunions, community events, etc.)

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

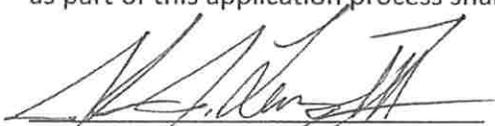
(1) Is this an expansion of an adjacent zoning district of the same classification?

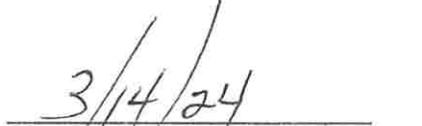
N/A

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

N/A

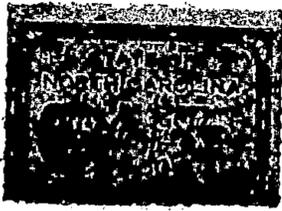
I, the undersigned, do certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief. Further, I hereby authorize county officials to enter my property for purposes of determining zoning compliance. All information submitted and required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

  
\_\_\_\_\_  
Property Owner(s)/Applicant

  
\_\_\_\_\_  
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



NORTH CAROLINA EXCISE STAMPS  
ATTACHED AND CANCELLED \$ .50

Excise Tax

Filed for registration on the  
16 day of September 1985  
at 10:15 o'clock A.M., and Regis-  
tered in the office of the Register of  
Deeds for Camden County, N. C.  
this 20 day of September 1985  
at 10:36 o'clock A.M., in  
book No. 82 Page 89

Betty M. Jones  
Register of Deeds  
By: Patricia L. Sawyer, Asst.  
Recording Time, Book and Page

Tax Lot No. .... Parcel Identifier No. ....  
Verified by TAX OFFICE County on the ... day of ..., 19...  
by MP 5a LOT 98  
CH

Mail after recording to H. T. Mullen, Jr., Attorney  
P. O. Box 304, Elizabeth City, NC 27909

This instrument was prepared by H. T. Mullen, Jr./btw  
Brief description for the Index

### NORTH CAROLINA GENERAL WARRANTY DEED

THIS DEED made this 6th day of May, 1985, by and between

GRANTOR	GRANTEE
J. K. FORBES and wife, WANDA S. FORBES	NEW SAWYERS CREEK MISSIONARY BAPTIST CHUR by and through the Trustees of the Church, namely: James C. Trafton, Richard Skinner, Ervin Phillips, George Harris, Cleophis Aydlett, Thurman Lamb, Lincoln Spence and Johnnie Wilson, Chair- man. Route 1, Box 35 Camden, NC 27921

Enter in appropriate block for each party: name, address, and, if appropriate, character of entity, e.g. corporation or partnership.

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 the City of Courthouse Township, Camden County, North Carolina and more particularly described as follows:

BEGINNING at a point, said point being presently designated by an iron pin and located in the center line of State Road No. 1202; thence North 47° 01' East 142.31 feet along the Southeast line of J. K. Forbes property to a point, said point being presently designated by an iron pin; thence South 49° 02' East 122.90 feet to a point, said point being presently designated by an iron pin; thence South 76° 20' West 144.40 feet to a point, said point being located in the center line of Sleepy Hollow Road; thence North 72° 42' West 59.25 feet along the center line of Sleepy Hollow Road to a point, being the said point and place of beginning.

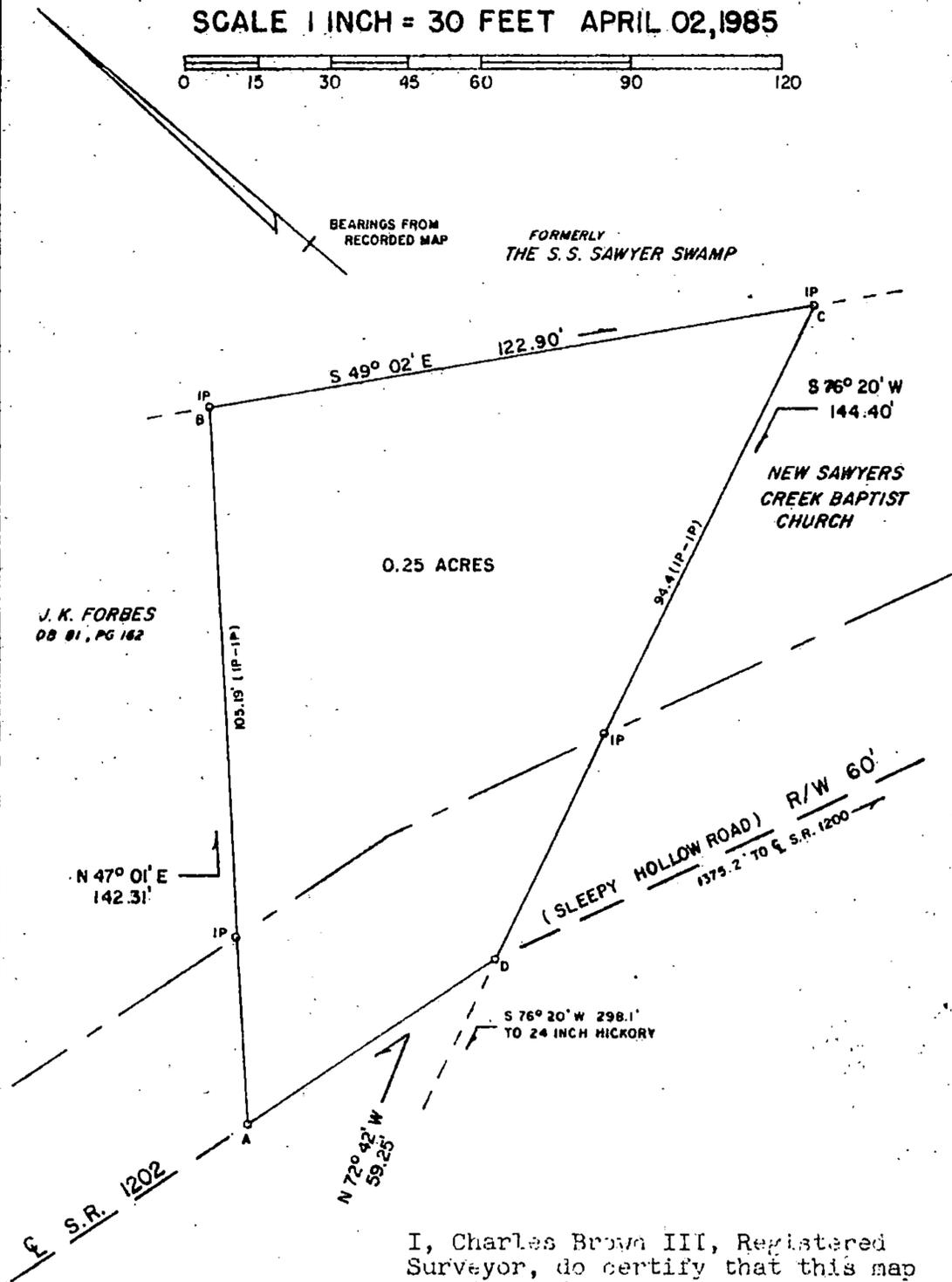
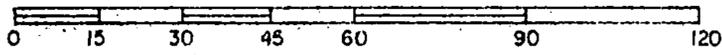
Reference is made to that certain map or plat, same being entitled "New Sawyers Creek Baptist Church", same being prepared by Charles Brown, III, Registered Surveyor, dated the 2nd day of May, 1985. A copy of the aforesaid map or plat is by reference incorporated herein, a copy of the same is attached hereto.

The said Parties of the First Part herein do not warrant that portion of the above described tract of land, which is located within the right of way of Sleepy Hollow Road, but acknowledge that the said land is subject to the State Highway Commission's easement of right of way as shown on the above referred to plat.

N.C. Bar Assoc. Form No. 3 © 1976, Revised 1977.  
Printed by Agreement with the N.C. Bar Assoc.-1981.

Attachment 1, Deed (for Public Hearing - zoning Map Amendment)

PROPERTY BEING CONVEYED TO  
**NEW SAWYERS CREEK  
 BAPTIST CHURCH**  
 CAMDEN COUNTY, NORTH CAROLINA  
 COURTHOUSE TOWNSHIP  
 RE: MAP BOOK 3, PAGE 35 & DEED BOOK 81, PAGE 162.  
**SCALE 1 INCH = 30 FEET APRIL 02, 1985**

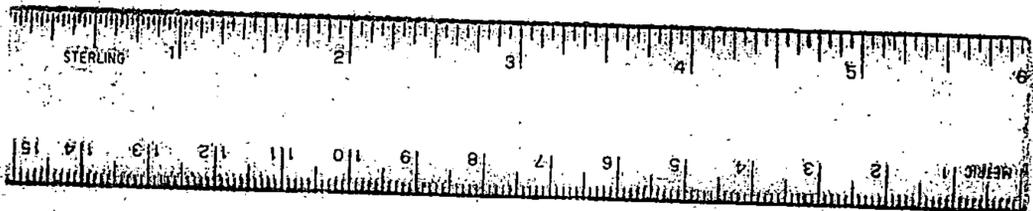


I, Charles Brown III, Registered Surveyor, do certify that this map was drawn from my actual survey; and that the map is drawn in accordance with N.C. GS 47-30 as amended, that the error of closure, calculated by latitudes and departures is 1:5000. Witness my original signature, Registration number and seal this 2<sup>ND</sup> day of MAY, 1985.



*Charles Brown III* L - 2456  
 Five Johnson Road  
 Elizabeth City, N.C.

85-42



The property hereinabove described was acquired by Grantor by instrument recorded in .....

A map showing the above described property is recorded in Plat Book ..... page.....

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:

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 and its seal to be hereunto affixed by authority of its Board of Directors, the day and year first above written.

..... (Corporate Name) ..... (SEAL)

By: ..... (SEAL)

..... President

ATTEST: ..... (SEAL)

..... Secretary (Corporate Seal) ..... (SEAL)

USE BLACK INK ONLY



NORTH CAROLINA, Pasquotank County.

I, a Notary Public of the County and State aforesaid, certify that ..... Grantor,

J.K. Forbes and wife, Wanda S. Forbes

personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp or seal, this 17<sup>th</sup> day of May, 1985.

My commission expires: April 23, 1990 Betty J. Waters Notary Public

SEAL-STAMP

NORTH CAROLINA, ..... County.

I, a Notary Public of the County and State aforesaid, certify that ..... Secretary of

personally came before me this day and acknowledged that he is ..... a North Carolina corporation, and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by its ..... Secretary.

President, sealed with its corporate seal and attested by ..... as its ..... Secretary.

Witness my hand and official stamp or seal, this ..... day of ....., 19.....

My commission expires: ..... Notary Public

The foregoing Certificate(s) of Betty T. Waters, a Notary Public of Perquimans County, North Carolina

is/are certified to be correct. This instrument and this certificate are duly registered at the date and time and in the Book and Page shown on the first page hereof.

Betty M. Jones REGISTER OF DEEDS FOR CAMDEN COUNTY

By ..... Deputy/Assistant - Register of Deeds

Filed for registration on the 16 day of September, 1985

at 10:15 o'clock A.-M, and registered on the 20 day

of September, 1985, at 10:36 o'clock A. M.

Betty M. Jones  
Register of Deeds

Attachment 3, Deed (for Public Hearing - zoning Map Amendment)

New Sawyer's Creek "Event Center" neighborhood community meeting

Date: 04/08/2024

Location: New Sawyers Creek Missionary Baptist Church Camden, North Carolina

Address: 312 Sleepy Hollow Rd Camden, NC 27921

Start time: 6:04pm

1. Opening: John Lewis welcomed the community and the New Paths team introduced themselves
2. Opening Prayer conducted by Pastor Gregory (Pastor of New Sawyers Creek)
3. John is presenting from a PowerPoint presentation created by New Paths Development.
  - a. He is talking about current zoning and proposed Highway Commercial Zoning
  - b. He is talking about the rendering of what the event center could look like
  - c. He is talking about possible amenities included in the Event Center
  - d. He is talking about the location based on map/parcel
  - e. He is talking about projected timeline of project
    - i. Rezoning 4 months
    - ii. Groundbreaking Fall '24
    - iii. Grand Opening Spring 25'

Presentation concludes 6:15pm

Q/A

1. Will the event center be used as a revenue generator for the church?
  - a. Yes
2. Will the size of the building?
3. Which way will the building face Sleepy Hollow or Blue Bill?
4. How big is the parking lot?
5. Concern about the size of the building and parking and concerned about space around Blue Bill
6. Desire of New Path's is to partner and have community and county participation
7. What is the Square footage?
8. Any idea of a secondary community meeting?
  - a. 2 to 3 months once the rezoning is completed

General Comments and feedback:

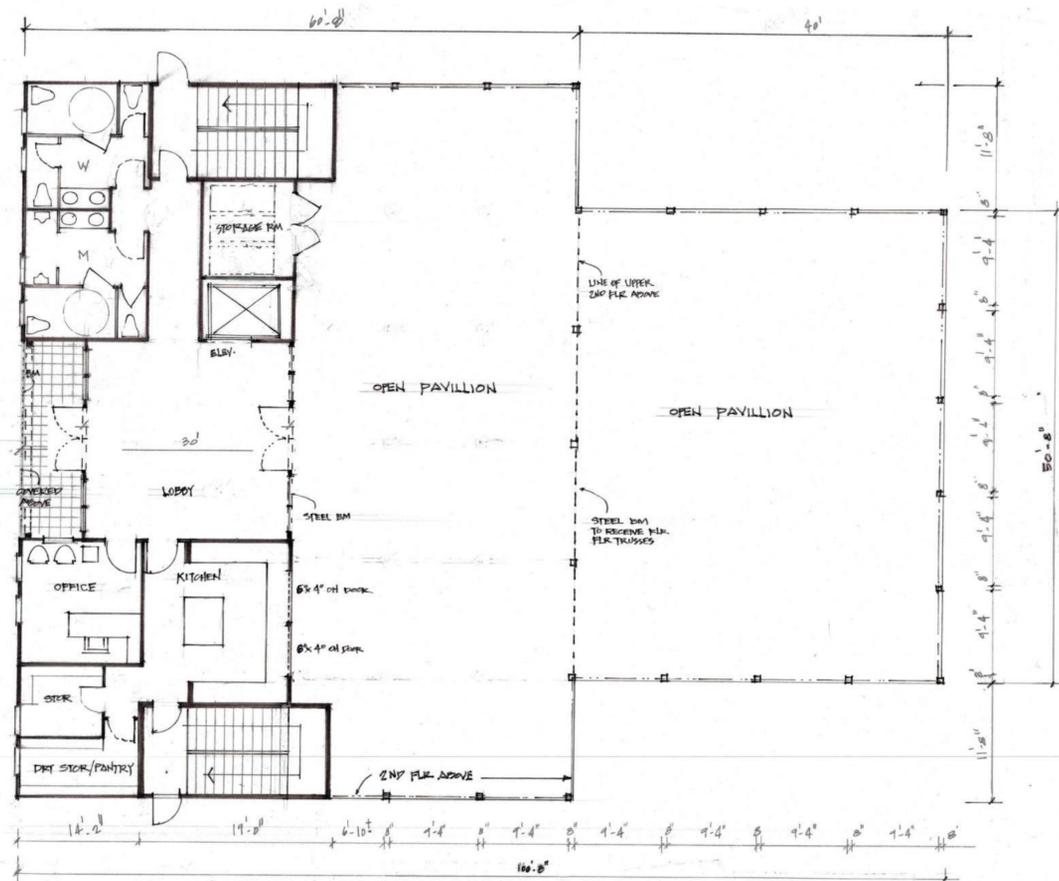
1. Could we use the lot and space across from Sleepy Hollow?
2. What could the "Commercial" space be used for downstairs?
3. How will rezoning impact property value?
  - a. It won't hurt it... if anything it can help.
  - b. More benefit than harm

Community Meeting concluded at 6:34pm

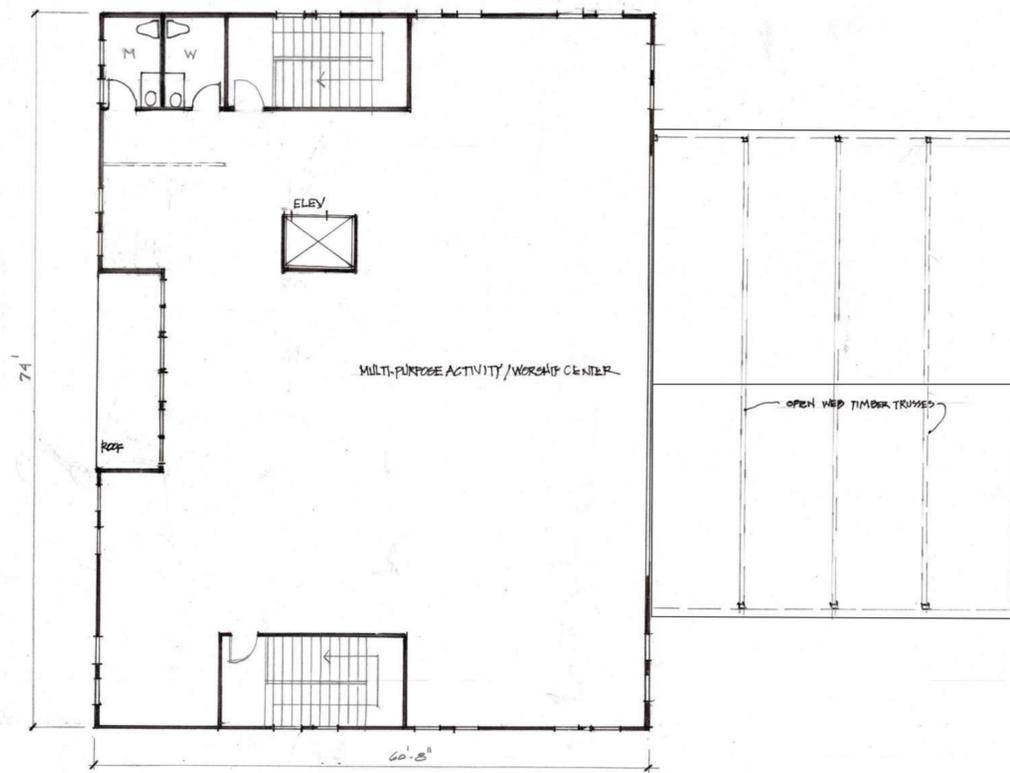
Property Owner	Address	CityStZip
New Sawyers Creek Church	312 SLEEPY HOLLOW RD	CAMDEN NC 27921
Harris Joint Revocable Trust	191 LAMBS RD	CAMDEN NC 27921
Wanda and Joseph Forbes	244 SAWYERS CREEK RD	CAMDEN NC 27921
April and Joshua Brown	296 SLEEPY HOLLOW RD	CAMDEN NC 27921
Loren and Deanna Manns	294 SLEEPY HOLLOW RD	CAMDEN NC 27921
Sicario Properties	111 BLUE BILL WAY	MOYOCK NC 27958
Katarina and Bryan Landers	119 BLUE BILL WAY	CAMDEN NC 27921
Daniel and Misty Rice	123 BLUE BILL WAY	CAMDEN NC 27921
Vishal Mandal and Mobina	118 BLUE BILL WAY	CAMDEN NC 27921
Michells and Andrew Ridgeway	126 BLUE BILL WAY	CAMDEN NC 27921
Murky Waters	0 BLUE BILL WAY	SHAWBORO NC 27973
Amber Curling	P.O. Box 74 117 NC Hwy 343	CAMDEN NC 27921



CONCEPT FRONT ELEVATION



CONCEPT GROUND FLOOR PLAN - N.T.S. (NOT TO SCALE)



CONCEPT FIRST FLOOR PLAN - N.T.S. (NOT TO SCALE)

**Multipurpose Open Area: 3,900 sf +/-**  
 Approx. 260 people with tables & chairs, 15 sf per person  
 Approx. 558 people chairs only, 7 sf per person  
 Approx. 780 people standing room only, 5 sf per person

Note: This plan is conceptual in nature and subject to change.

Conceptual Plan & Elevation

12/1/2022



## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Consent Agenda

**Item Number:** 9J  
**Meeting Date:** June 03, 2024

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

**Item Title** **Set Public Hearing - Consideration of Establishing a  
Moratorium**

**Attachments:** Moratorium Consideration Request PB 05-29-24  
(DOCX)  
BOC Handouts\_031924 (PDF)

Supporting documentation and recommendation attached.



## MEMORANDUM

To: Chair Bradshaw & Planning Board Members

From: Erin Burke, County Manager

Date: May 15, 2024

RE: Consideration of Establishing a Moratorium

### BACKGROUND

The Board of Commissioners received information from Chuck Jones, the Camden County Public Works Director at a work session on March 19, 2024 outlining current water and waste water usage and allocation to meet the needs of approved development. Following the presentation and discussion the Board, by consensus, agreed to “Research possible implementation of a 24-month moratorium to allow the County to procure funding and permitting and to ensure that County water and sewer facilities are adequate for impending growth.”

At the May 6, 2024 Board of Commissioners meeting, the Board directed staff by a vote of 4-1 to begin the process of establishing a moratorium due to limited waste water treatment capacity. At the same meeting, the Board of Commissioners also approved a contract with Timmons Group for planning services for wastewater, particularly in the South Mills service area. This contract will outline the entire permitting, design, and construction process and provide an estimate of overall project cost and schedule. A breakdown of all permitting, design, construction, and owner responsible costs will be provided. This will be an estimate as not all steps and costs can be predicted. Initial steps toward the permitting and design for a new waste water treatment plant (WWTP) to serve the northern end of the County will take two to two and a half years.

### GENERAL STATUTE REQUIREMENTS

NCGS§160D-107 outlines the law associated with Moratoria in North Carolina. It outlines local governmental authority to adopt moratoria, the hearing process required, the projects which are exempt from moratoria, required findings, limit of renewal and extension, and the judicial review proceedings should a moratorium be challenged. A copy of both the statute and the referenced hearing requirements are attached to this memo.

### FINDINGS

In accordance with NCGS§160D-107(d) Required Statements, staff has identified the following findings:

*A statement of the problems or conditions necessitating the moratorium and what courses of action, alternative to a moratorium, were considered by the local government and why those alternative courses of action were not deemed adequate.*

According to a March 2024 review of current water & waste water usage and projected allocations for vested developments, the ability to provide adequate water & waste water services will be quickly outpaced by the construction of new residential properties. Given the condition of lands in Camden County according to the Albemarle Regional Health System, the use of traditional septic systems are difficult to permit. Additionally, septic systems have proven to be a health and safety concern when they are not maintained properly and fail. The use of central sewer protects the health, safety, and

welfare of current and future residents. Additional production capacity at the water plant will be needed as well. Built in capacity can be created with the construction of clear well storage, but the water plant will need to increase production to keep up with future demands. The County is obligated to provide services to vested properties and needs time to construct adequate facilities before considering additional users.

*A statement of the development approvals subject to the moratorium and how a moratorium on those approvals will address the problems or conditions leading to imposition of the moratorium.*

Staff proposes stopping approvals on any new subdivisions and multifamily developments. These users have traditionally been the highest users of waste water in Camden County, and by pausing review and approval of these types of uses, the County will be able to build facilities to meet approved and future needs. Staff notes in accordance with NCGS§160D-107 (c) Exempt Projects, “Absent an imminent threat to public health or safety, a development moratorium adopted pursuant to this section does not apply to any project for which a valid building permit issued pursuant to G.S. 160D-1108 is outstanding, to any project for which a special use permit application has been accepted as complete, to development set forth in a site-specific vesting plan approved pursuant to G.S. 160D-108.1, to development for which substantial expenditures have already been made in good-faith reliance on a prior valid development approval, or to preliminary or final subdivision plats that have been accepted for review by the local government prior to the call for a hearing to adopt the moratorium. Any preliminary subdivision plat accepted for review by the local government prior to the call for a hearing, if subsequently approved, shall be allowed to proceed to final plat approval without being subject to the moratorium.”

*A date for termination of the moratorium and a statement setting forth why that duration is reasonably necessary to address the problems or conditions leading to imposition of the moratorium.*

Staff projects that the time period for addressing permitting and construction of a new WWTP will take approximately two to two and a half years. Construction of clear well storage will be a similar time frame, while water plant expansion would likely be longer. Staff would request the moratorium be effective for 30 months from the date of approval, noting that it could be rescinded earlier should conditions allow.

*A statement of the actions, and the schedule for those actions, proposed to be taken by the local government during the duration of the moratorium to address the problems or conditions leading to imposition of the moratorium.*

Camden County has invested substantial funding in preparing documents for the construction of a new WWTP. The plans were developed using Rural Ready grant funds, and are at 65% completion. The remainder of the engineering is contingent upon the location of a new plant and the method of disposal. The Board of Commissioners approved a contract at their May 6, 2024 meeting to outline the entire permitting, design, and construction process and provide an estimate of overall project cost and schedule. In the deliverables for this contract, the County will receive a breakdown of all permitting, design, construction, and owner responsible costs. This breakdown will be an estimate as not all steps and costs can be predicted. The County has identified the need for “South Mills Waste Water Expansion and Disposal (Plant)” in the Capital Improvement Plan (CIP) for a number of years, and will in the 2024-2029 CIP move it from the Unfunded to Funded category. At the March 19, 2024 meeting staff were instructed to begin the investigatory process for the construction of clear well storage at the water plant. This will need to include design, bid and construction and would likely take two to two and half years.

## **RECOMMENDATION**

It is staff’s recommendation that the Planning Board recommend to the Board of Commissioners approval of a 30-month moratorium on new subdivisions and multifamily developments as a result of limited water production and waste water treatment capacity.

At the special meeting on May 22, 2024 the Planning Board voted 6-1 to recommend to the Board of Commissioners approval of a 30-month moratorium on new subdivisions and multifamily developments as a result of limited water production and waste water treatment capacity.

Set Public Hearing for June 25, 2024 at 6:00 PM.

# Camden County North Carolina



Water and Sewer current and proposed needs

**Synopsis:**

The county is experiencing unprecedented growth, and the demand for services will quickly outstrip what is currently available, both potable water and wastewater.

**Water Treatment**

Currently the water treatment facility is rated for 720 000 gallons per day. That number is based on one train running 24 hours per day. The facility could, theoretically produce 1.44 million gallons per day with both trains running 24 hours per day. This scenario would require 1.9 million gallons per day of raw water drawn from the ground. This would require at least four wells to run to produce this amount of water. The county currently has five wells and three more in development.

**Wastewater Treatment**

Currently the County has two wastewater treatment plants. The Courthouse Area Plant is rated for 50,000 gallons per day, the South Mills Plant is rated for 100,000 gallons per day. The current average at the Courthouse area is approximately 25,000 gallons per day and the South Mills plant is approximately 15,000 gallons per day. The County has plans in hand to expand the Courthouse Area plant and replace the South Mills plant.

**Current Services Already Allocated**

**South Mills**

**Currently allocated**

**Water and Sewer**

- South Mills landing phase one 47,000 gallons per day
- Camden Lakes 43,600 gallons per day

**Water only**

- Keeter barn 15,000 gallons per day

**Proposed**

**Water and Sewer**

- South Mills Landing Phase 2, 3, 4 and 5 180,000 gallons per day
- Wharf's landing Phase 2 32,000 gallons per day

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**South Camden**

**Currently allocated**

**Water and Sewer**

- High school 9000 gallons per day (with no school being closed)
- Camden Station 8700 gallons per day

**Water only**

- Small subdivisions 30 Lots 12000 gallons per day
- Meadows at North River 9200 gallons per day
- North River Crossing Phase 3 6000 gallons per day

**Proposed**

**Water and sewer**

- Lots beside library 44,000 gallons per day

**Water only**

- Small subdivisions 12,000 gallons per day

**Totals**

Total water allocated	128,500 gallons per day
Total sewer allocated	108,700 gallons per day
Total water proposed	268, 000 gallons per day
Total sewer proposed	256,000 gallons per day

With current averages of potable water of 495,000 gallons per day, that leaves a surplus of 225,000 gallons of potable water available for growth, at the current 720,000 gallons per day.

With current average flow at the South Mills WWTP, the allocated sewer puts that facility over it's limit. There is no room for the proposed flows

With the current average at the Courthouse Area WWTP, the allocated puts that facility at almost 90% of it's capacity. The proposed will put it over the current limit. It would put the facility at 62% of the current permitted build-out flow of 100,000 gallons per day.

**Current treatment capacity of the SCWSD Water Treatment Facility:**

The current facility is permitted for 720,000 gallons per day. That is based on one treatment train operating at 500 gallons per minute running 24 hours. To produce that amount of water, the plant needs to bring in 1,029,000 gallons. The second train was added to allow the facility the flexibility to have one train down for maintenance and still produce water. Currently, both trains are operated at the same time in order to produce the required daily demand in as short of time as possible.

There is currently no reject water discharge limit (to the river). Water plant limits are based on well production and the ability to rest wells for an averaged 12 hours.

The facility currently produces an average of 495,000 gallons per day. With current wells and storage capacity, an operational schedule can be worked out so that the facility can produce the 720,000 gallons per day. Possibly requiring extending the operating time therefore increasing staff, or investing in a more robust SCADA system to allow the plant to run unattended.

**Current Capacities:**

One treatment train: 500 gallons per minute

Both trains: 950 – 1000 gallons per minute (some loss in efficiency due to shared piping and pumping)

With an adequate water source and sufficient storage, the current facility could possibly produce close to 1.44 million gallons per day. This would take both trains running 24 hours per day.

**Well yields:**

**Current Wells**

Well 1 Shallow: 370 gallons per minute

Well 1 Deep: 350 gallons per minute

Well 2 Shallow: 370 gallons per minute

Well 2 Deep: 350 gallons per minute

Well 3 Shallow: 400 gallons per minute

**Proposed Wells**

Well 4 Shallow: 370 gallons per minute

Well 4 Deep: 350 gallons per minute

Well 3 Deep: 400 gallons per minute

**Current storage:**

Clear well (at the plant): 500,000 gallons

Burnt Mills tower: 300,000 gallons

Shiloh tower: 200,000 gallons

**Future Needs:**

- Larger clear well at the water plant to store finished water (at least 1 million gallons)
- Larger raw water reservoir to allow a buffer between the wells and the plant
- Another elevated tank in the northern end of the county to provide adequate storage for growth

Attachment: BOC Handouts\_031924 (Set Public Hearing - Consideration of Establishing a Moratorium)

- Another elevated tank at the southern end of the county for storage and pressure
- Start to add another set of treatment trains (increase building size to add 4 more)
- Aggressively pursue wellfield expansion

#### **Current wastewater treatment**

The Courthouse Area treatment facility is currently operating in the 50% average range of its permitted capacity. The South Mills treatment plant is operating at about 15% of its capacity. The South Mills facility can be brought back to potentially treat 100,000 gallons per day. That is the amount it is permitted for. The state requires that when a treatment facility reaches an annual average of 80% of capacity, plans are drawn up to expand the facility. At 90% capacity, construction is to start. The County currently has plans for this facility to be expanded on land that the county owns. The proposal is to build a treatment plant that can be done in phases, with a buildout of 1 million gallons per day. This would ultimately include a discharge to surface waters. There is also the possibility of utilizing land that is currently under cultivation for more spray field and constructing a high rate infiltration filter to dispose of treated wastewater.

The Courthouse Area facility already has plans, permitting and room to expand to 100,000 gallons per day. There is the possibility that it can be upgraded to approximately 250,000 gallons per day with the purchase of more land.

#### **Solutions**

Nothing this would put the county behind and unable to provide promised services

Deny some services to future subdivisions, i.e. sewer

Start increasing storage for treated water and small upgrades to wastewater treatment (kicking can down the road).

Start massive increase in services immediately, procuring money by whatever means available (loans, bonds etc.).

Actively pursue public/private partnerships, requiring money from developers to pay for expansion, beyond capacity fees.

Small treatment plants scattered throughout the county, these would serve only one subdivision.

Moratorium 24 Months. This would allow the county to procure funding and permitting to ensure that the facilities are adequate for the foreseeable future.

- (7) Each supplier of water shall notify the Department of any known incident of backflow into the public water system that creates a risk of contamination as soon as practical upon discovery of the incident but no later than the end of the next business day. If requested by the Department, the supplier of water shall submit a written report of the incident describing the nature and severity of the backflow, the actions taken by the supplier of water in response to the incident, and the action plan intended to prevent such incidents in the future.

*History Note: Authority G.S. 130A-315; 130A-317; P.L. 93-523; Eff. January 1, 1977; Readopted Eff. December 5, 1977; Amended Eff. April 1, 2014; September 1, 1990; December 1, 1988; June 30, 1980; Readopted Eff. July 1, 2019.*

**15A NCAC 18C .0407 ELECTRICAL SYSTEMS**

Electrical wiring and equipment shall comply with applicable provisions of the national, state, and local electrical codes. Protection against moisture and overheating shall be provided.

*History Note: Authority G.S. 130A-315; 130A-317; P.L. 93-523; Eff. January 1, 1977; Readopted Eff. December 5, 1977; Amended Eff. July 1, 1994; Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. November 23, 2015.*

**15A NCAC 18C .0408 LEAD FREE CONSTRUCTION**

- (a) All pipe, pipe fitting, solder or flux used in the installation or repair of a public water system shall be lead free.
- (b) "Lead free" means:
  - (1) not containing more than 0.2 percent lead when used with respect to solder and flux; and
  - (2) not more than a weighted average of 0.25 percent lead when used with respect to the wetted surfaces of pipes, pipe fittings, plumbing fittings, and fixtures.

*History Note: Authority G.S. 130A-315; P.L. 93-523; 40 C.F.R. 141; Eff. June 1, 1988; Amended Eff. August 1, 2002; Readopted Eff. July 1, 2019.*

**15A NCAC 18C .0409 SERVICE CONNECTIONS**

- (a) Local Water Supply Plan. Units of local government that are operating under a local water supply plan in accordance with G.S. 143-355(l) shall not be limited in the number of service connections.
- (b) No local water supply plan. A public water system that does not have a local water supply plan as stated in Paragraph (a) shall limit its number of service connections as follows:
  - (1) A public water system shall meet the daily flow requirements specified in Table 1:

Table 1: Daily Flow Requirements

Type of Service Connection	Daily Flow for Design
<b>Residential</b>	<b>400 gallon/connection</b>
Mobile Home Parks	250 gallon/connection
Campgrounds and Travel Trailer Parks	100 gallon/space
Marina	10 gallon/boat slip
Marina with bathhouse	30 gallon/boat slip
Rest Homes and Nursing Homes	
with laundry	120 gallon/bed
without laundry	60 gallon/bed
Schools	15 gallon/student
Day Care Facilities	15 gallon/student

Construction, work, or summer camps	60 gallon/person
Business, office, factory (exclusive of industrial use)	
without showers	25 gallon/person/shift
with showers	35 gallon/person/shift
Hospitals	300 gallon/bed

or;

- (2) A public water system shall meet the daily flow requirements calculated as follows:
- (A) If records of the previous year are available that reflect daily usage, the average of the two highest consecutive days of record of the water treated shall be the value used to determine if there is capacity to serve additional service connections. Unusual events, such as massive line breaks or line flushings, shall not be considered.
- (B) If complete daily records of water treated are not available, the public water system shall multiply the daily average use based on the amount of water treated during the previous year of record by the appropriate factor to determine maximum daily demand, as follows:
- (i) A system serving a population of 10,000 or less shall multiply the daily average use by 2.5; or
- (ii) A system serving a population greater than 10,000 shall multiply the daily average use by 2.0.

(c) A supplier of water shall include the impact that demands from anticipated in-ground irrigation systems, multi-family units, or vacation rental homes will have on the daily flow needs determined in Paragraph (b) of this Rule.

(d) If two years of metered usage data exists, a supplier of water may recalculate the daily flow requirements based on the actual usage. If actual demands are lower than the projected demand, recovered supply may be used to support additional connections in accordance with Paragraph (b) of this Rule.

(e) A supplier of water shall be exempt from using Table 1 in Subparagraph (b)(1) of this Rule and any other design flow standards established by the Department or the Commission to determine the daily flow requirements, provided that a professional engineer licensed pursuant to G.S. 89C prepares, seals, and signs documentation supporting alternative daily flow requirements that are sufficient to sustain the water usage required in the engineering design by using low-flow fixtures or flow reduction technologies.

*History Note:* Authority G.S. 130A-315; 130A-317; P.L. 93-523;  
Eff. July 1, 1994;  
Readopted Eff. July 1, 2019.

**15A NCAC 02T .0114 WASTEWATER DESIGN FLOW RATES**

(a) This Rule shall be used to determine wastewater flow rates for all systems governed by this Subchapter unless alternate criteria are provided by a program-specific rule or for flow used for the purposes of 15A NCAC 02H .0105. Higher flow rates shall be required where usage and occupancy are atypical, including those in Paragraph (e) of this Rule. Wastewater flow calculations shall take hours of operation and anticipated maximum occupancies and usage into account when calculating peak flows for design.

(b) In determining the volume of sewage from dwelling units, the flow rate shall be 120 gallons per day per bedroom. The minimum volume of sewage from each dwelling unit shall be 240 gallons per day and each additional bedroom above two bedrooms shall increase the volume by 120 gallons per day. Each bedroom or any other room or addition that can function as a bedroom shall be considered a bedroom for design purposes. When the occupancy of a dwelling unit exceeds two persons per bedroom, the volume of sewage shall be determined by the maximum occupancy at a rate of 60 gallons per person per day.

3 BR  
360

(c) The following table shall be used to determine the minimum allowable design daily flow of wastewater facilities. Design flow rates for establishments not identified below shall be determined using available flow data, water-using fixtures, occupancy or operation patterns, and other measured data.

Type of Establishments	Daily Flow For Design
Barber and beauty shops	
Barber Shops	50 gal/chair
Beauty Shops	125 gal/booth or bowl
Businesses, offices and factories	
General business and office facilities	25 gal/employee/shift
Factories, excluding industrial waste	25 gal/employee/shift
Factories or businesses with showers or food preparation	35 gal/employee/shift
Warehouse	100 gal/loading bay
Warehouse – self storage (not including caretaker residence)	1 gal/unit
Churches	
Churches without kitchens, day care or camps	3 gal/seat
Churches with kitchen	5 gal/seat
Churches providing day care or camps	25 gal/person (child & employee)
Fire, rescue and emergency response facilities	
Fire or rescue stations without on site staff	25 gal/person
Fire or rescue stations with on-site staff	50 gal/person/shift
Food and drink facilities	
Banquet, dining hall	30 gal/seat
Bars, cocktail lounges	20 gal/seat
Caterers	50 gal/100 sq ft floor space
Restaurant, full Service	40 gal/seat
Restaurant, single service articles	20 gal/seat
Restaurant, drive-in	50 gal/car space
Restaurant, carry out only	50 gal/100 sq ft floor space
Institutions, dining halls	5 gal/meal
Deli	40 gal/100 sq ft floor space
Bakery	10 gal/100 sq ft floor space
Meat department, butcher shop or fish market	75 gal/100 sq ft floor space
Specialty food stand or kiosk	50 gal/100 sq ft floor space
Hotels and Motels	
Hotels, motels and bed & breakfast facilities, without in-room cooking facilities	120 gal/room
Hotels and motels, with in-room cooking facilities	175 gal/room
Resort hotels	200 gal/room
Cottages, cabins	200 gal/unit
Self service laundry facilities	500 gal/machine
Medical, dental, veterinary facilities	
Medical or dental offices	250 gal/practitioner/shift
Veterinary offices (not including boarding)	250 gal/practitioner/shift

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Veterinary hospitals, kennels, animal boarding facilities	20 gal/pen, cage, kennel or stall
Hospitals, medical	300 gal/bed
Hospitals, mental	150 gal/bed
Convalescent, nursing, rest homes without laundry facilities	60 gal/bed
Convalescent, nursing, rest homes with laundry facilities	120 gal/bed
Residential care facilities	60 gal/person
Parks, recreation, camp grounds, R-V parks and other outdoor activity facilities	
Campgrounds with comfort station, without water or sewer hookups	75 gal/campsite
Campgrounds with water and sewer hookups	100 gal/campsite
Campground dump station facility	50 gal/space
Construction, hunting or work camps with flush toilets	60 gal/person
Construction, hunting or work camps with chemical or portable toilets	40 gal/person
Parks with restroom facilities	250 gal/plumbing fixture
Summer camps without food preparation or laundry facilities	30 gal/person
Summer camps with food preparation and laundry facilities	60 gal/person
Swimming pools, bathhouses and spas	10 gal/person
Public access restrooms	325 gal/plumbing fixture
Schools, preschools and day care	
Day care and preschool facilities	25 gal/person (child & employee)
Schools with cafeteria, gym and showers	15 gal/student
Schools with cafeteria	12 gal/student
Schools without cafeteria, gym or showers	10 gal/student
Boarding schools	60 gal/person (student & employee)
Service stations, car wash facilities	
Service stations, gas stations	250 gal/plumbing fixture
Car wash facilities	1200 gal/bay
Sports centers	
Bowling center	50 gal/lane
Fitness, exercise, karate or dance center	50 gal/100 sq ft
Tennis, racquet ball	50 gal/court
Gymnasium	50 gal/100 sq ft
Golf course with only minimal food service	250 gal/plumbing fixture
Country clubs	60 gal/member or patron
Mini golf, putt-putt	250 gal/plumbing fixture
Go-kart, motocross	250 gal/plumbing fixture
Batting cages, driving ranges	250 gal/plumbing fixture
Marinas without bathhouse	10 gal/slip
Marinas with bathhouse	30 gal/slip
Video game arcades, pool halls	250 gal/plumbing fixture
Stadiums, auditoriums, theaters, community centers	5 gal/seat
Stores, shopping centers, malls and flea markets	
Auto, boat, recreational vehicle dealerships/showrooms with restrooms	125 gal/plumbing fixture
Convenience stores, with food preparation	60 gal/100 sq ft
Convenience stores, without food preparation	250 gal/plumbing fixture
Flea markets	30 gal/stall
Shopping centers and malls with food service	130 gal/1000 sq ft
Stores and shopping centers without food service	100 gal/1000 sq ft
Transportation terminals – air, bus, train, ferry, port and dock	5 gal/passenger

(d) Design daily flow rates for proposed non-residential developments where the types of use and occupancy are not known shall be designed for a minimum of 880 gallons per acre, or the applicant shall specify an anticipated flow based upon anticipated or potential uses.

(e) Design daily flow rates for residential property on barrier islands and similar communities located south or east of the Atlantic Intracoastal Waterway and used as vacation rental as defined in G.S. 42A-4 shall be 120 gallons per day per habitable room. Habitable room shall mean a room or enclosed floor space used or intended to be used for living or sleeping, excluding kitchens and dining areas, bathrooms, shower rooms, water closet compartments, laundries, pantries, foyers, connecting corridors, closets, and storage spaces.

(f) An adjusted daily sewage flow design rate shall be granted for permitted but not yet tributary connections and future connections tributary to the system upon showing that the capacity of a sewage system is adequate to meet actual daily wastewater flows from a facility included in Paragraph (b) or (c) of this Rule without causing flow violations at the receiving wastewater treatment plant or capacity-related sanitary sewer overflows within the collection system as follows:

- (1) Documented, representative data from that facility or a comparable facility shall be submitted by an authorized signing official in accordance with Rule .0106 of this Section to the Division for all flow reduction requests, as follows:
  - (A) dates of flow meter calibrations during the time frame evaluated and indication if any adjustments were necessary;
  - (B) a breakdown of the type of connections (e.g. two bedroom units, three bedroom units) and number of customers for each month of submitted data as applicable. Identification of any non-residential connections including subdivision clubhouses and pools, restaurants, schools, churches and businesses. For each non-residential connection, information identified in Paragraph (c) of this Rule (e.g. 200 seat church, 40 seat restaurant, 35 person pool bathhouse);
  - (C) a letter of agreement from the owner or an official, meeting the criteria of Rule .0106 of this Section, of the receiving collection system or treatment works accepting the wastewater and agreeing with the adjusted design rate;
  - (D) age of the collection system;
  - (E) analysis of inflow and infiltration within the collection system or receiving treatment plant, as applicable;
  - (F) if a dedicated wastewater treatment plant serves the specific area and is representative of the residential wastewater usage, at least the 12 most recent consecutive monthly average wastewater flow readings and the daily total wastewater flow readings for the highest average wastewater flow month per customers, as reported to the Division;
  - (G) if daily data from a wastewater treatment plant cannot be used or is not representative of the project area: 12 months worth of monthly average wastewater flows from the receiving treatment plant shall be evaluated to determine the peak sewage month. Daily wastewater flows shall then be taken from a flow meter installed at the most downstream point of the collection area for the peak month selected that is representative of the project area. Justification for the selected placement of the flow meter shall also be provided; and
  - (H) an estimated design daily sewage flow rate shall be determined by calculating the numerical average of the top three daily readings for the highest average flow month. The calculations shall also account for seasonal variations, excessive inflow and infiltration, age and suspected meter reading and recording errors.
- (2) The Division shall evaluate all data submitted but shall also consider other factors in granting, with or without adjustment, or denying a flow reduction request including: applicable weather conditions during the data period (i.e. rainy or drought), other historical monitoring data for the particular facility or other similar facilities available to the Division, the general accuracy of monitoring reports and flow meter readings, and facility usage, such as whether the facility is in a resort area.
- (3) Flow increases shall be required if the calculations required by Subparagraph (f)(1) of this Rule yield design flows higher than that specified in Paragraphs (b) or (c) of this Rule.
- (4) The permittee shall retain the letter of any approved adjusted daily design flow rate for the life of the facility and shall transfer such letter to a future permittee.

*History Note: Authority G.S. 143-215.1; 143-215.3(a)(1);  
Eff. September 1, 2006;  
Readopted Eff. September 1, 2018.*

# South Camden Water and Sewer District

The Division of Water Resources (DWR) provides the data contained within this Local Water Supply Plan (LWSP) as a courtesy and service to our customers. DWR staff does not field verify data. Neither DWR, nor any other party involved in the preparation of this LWSP attests that the data is completely free of errors and omissions. Furthermore, data users are cautioned that LWSPs labeled **PROVISIONAL** have yet to be reviewed by DWR staff. Subsequent review may result in significant revision. Questions regarding the accuracy or limitations of usage of this data should be directed to the water system and/or DWR.

## 1. System Information

### Provisional

Water System Name:	South Camden Water and Sewer District	PWSID:	04-15-015
Mailing Address:	103 Water Plant Drive Camden, NC 27921	Ownership:	County
Contact Person:	Charles Jones	Title:	Public Works Director
Phone:	252-335-1216	Cell/Mobile:	252-340-3040
Secondary Contact:	Tommy Sawyer	Phone:	252-335-1216
Mailing Address:	103 Water Plant Drive Camden, NC 27921	Cell/Mobile:	--

Line Type	Size Range (Inches)	Estimated % of lines
Polyvinyl Chloride	2-16	100.00 %
What are the estimated total miles of distribution system lines? 95 Miles		
How many feet of distribution lines were replaced during 2023? 10 Feet		
How many feet of new water mains were added during 2023? 0 Feet		
How many meters were replaced in 2023? 150		
How old are the oldest meters in this system? 22 Year(s)		
How many meters for outdoor water use, such as irrigation, are not billed for sewer services? 0		
What is this system's finished water storage capacity? 1.0000 Million Gallons		
Has water pressure been inadequate in any part of the system since last update? <i>Line breaks that were repaired quickly should not be included.</i> No		
Does this system have a program to work or flush hydrants? Yes, Annually		
Does this system have a valve exercise program? Yes, Annually		
Does this system have a cross-connection program? Yes		
Does this system have a program to replace meters? Yes		
Does this system have a plumbing retrofit program? No		
Does this system have an active water conservation public education program? No		
Does this system have a leak detection program? No		
What type of rate structure is used? Increasing Block		
How much reclaimed water does this system use? 0.0000 MGD For how many connections? 0		
Does this system have an interconnection with another system capable of providing water in an emergency? Yes		

## 2. Water Use Information

Sub-Basin(s)	% of Service Population	County(s)	% of Service Population
--------------	-------------------------	-----------	-------------------------

Albemarle Sound (12-1)

100 %

Camden

100 %

What was the year-round population served in 2023? 6,096

System Map: [download](#) 

Has this system acquired another system since last report? No

Type of Use	Metered Connections	Metered Average Use (MGD)	Non-Metered Connections	Non-Metered Estimated Use (MGD)
Residential	2,307	0.3832	0	0.0000
Commercial	76	0.0227	0	0.0000
Industrial	0	0.0000	0	0.0000
Institutional	24	0.0070	0	0.0000

How much water was used for system processes (backwash, line cleaning, flushing, etc)? 0.1953 MGD

Purchaser	PWSID	Average Daily Sold (MGD)	Days Used	Contract			Required to comply with water use restrictions?	Pipe Size(s) (Inches)	Use Type
				MGD	Expiration	Recurring			
Currituck Co	04-27-010	0.0000	0	0.0000		No	Yes	12	Emerg
South Mills Purchase	60-15-004	0.1732	365	0.1500	2051	Yes	Yes	14	Regul

### 3. Water Supply Sources

	Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)
Jan	0.7406	1.6140	May	0.8199	1.1820	Sep	0.8455	1.2150
Feb	0.6419	0.8190	Jun	0.8306	1.1470	Oct	0.8441	1.1110
Mar	0.7226	0.8690	Jul	0.9002	1.2280	Nov	0.7798	1.0020
Apr	0.7488	0.8950	Aug	0.9583	1.3670	Dec	0.8669	1.1680

Name or Number	Average Daily Withdrawal (MGD)		Max Day Withdrawal (MGD)	12-Hour Supply (MGD)	CUA Reduction	Year Offline	Use Type
	MGD	Days Used					
Seymour Well #3	0.2694	166	0.5170	0.1680			Regi
WS 1 DW	0.2199	332	0.5290	0.1970			Regi
WS 1 SW	0.2049	332	0.4370	0.1640			Regi
WS 2 DW	0.2485	334	0.5200	0.1970			Regi
WS 2 SW	0.2230	168	0.5500	0.1640			Regi

Name or Number	Well Depth (Feet)	Casing Depth (Feet)	Screen Depth (Feet)		Well Diameter (Inches)	Pump Intake Depth (Feet)	Meter
			Top	Bottom			
			Seymour Well #3	130			
WS 1 DW	595	540	540	590	10	120	Ye
WS 1 SW	125	80	80	120	10	80	Ye

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WS 2 DW	595	540	540	590	10	100	Yes
WS 2 SW	125	80	80	120	10	80	Yes

Are ground water levels monitored? Yes, Daily  
 Does this system have a wellhead protection program? Yes

Seller	PWSID	Average Daily Purchased (MGD)	Days Used	Contract		Required to comply with water use restrictions?	Pipe Size(s) (Inches)	Use Type
				MGD	Expiration			
Elizabeth City	04-70-010	0.0000	0	0.0000		Yes	10	Emergen

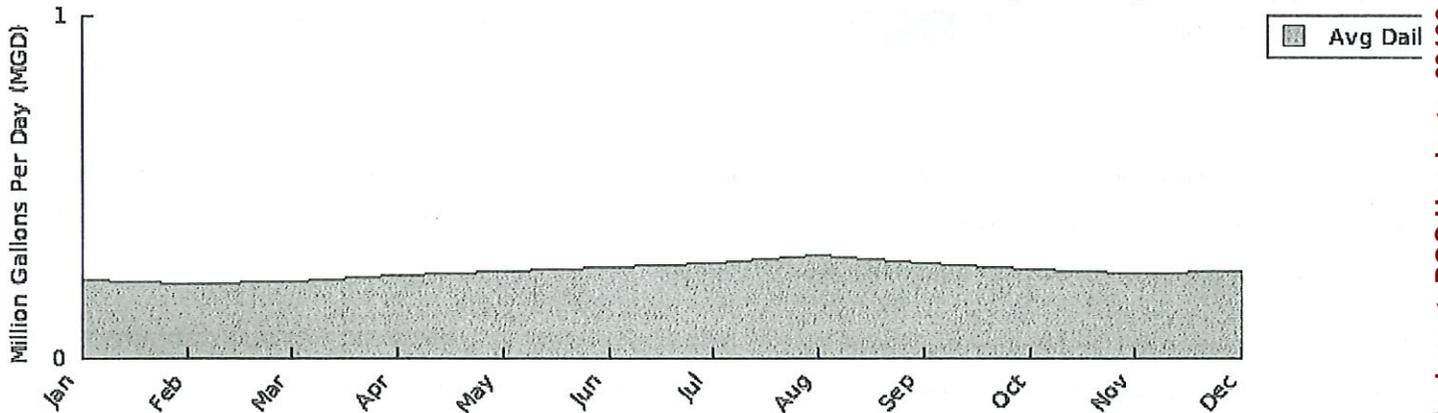
Plant Name	Permitted Capacity (MGD)	Is Raw Water Metered?	Is Finished Water Output Metered?	Source
Camden Co RO	0.7200	Yes	Yes	Yorktown and Castle Hayne Aquifers

Did average daily water production exceed 80% of approved plant capacity for five consecutive days during 2023? No  
 If yes, was any water conservation implemented? No  
 Did average daily water production exceed 90% of approved plant capacity for five consecutive days during 2023? No  
 If yes, was any water conservation implemented? No  
 Are peak day demands expected to exceed the water treatment plant capacity in the next 10 years? Yes

### 4. Wastewater Information

	Average Daily Discharge (MGD)		Average Daily Discharge (MGD)		Average Daily Discharge (MGD)
Jan	0.2310	May	0.2549	Sep	0.2790
Feb	0.2199	Jun	0.2667	Oct	0.2571
Mar	0.2212	Jul	0.2761	Nov	0.2445
Apr	0.2414	Aug	0.3021	Dec	0.2526

South Camden Water and Sewer District's 2023 Monthly Discharges



How many sewer connections does this system have? 190  
 How many water service connections with septic systems does this system have? 1,920  
 Are there plans to build or expand wastewater treatment facilities in the next 10 years? Yes  
 Planning to expand the existing plants and build a new plant to handle expected growth in the future.

Permit Number	Type	Permitted Capacity	Design Capacity	Average Annual Daily Discharge	Maximum Day Discharge	Receiving Stream	Receiving Basin
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Attachment: BOC Handouts\_031924 (Set Public Hearing - Consideration of Establishing a Moratorium)

	(MGD)	(MGD)	(MGD)	(MGD)		
NC0086681	WTP	0.0000	0.2160	0.2500	Pasquotank River	Albemarle Sound (12-1

## 5. Planning

	2023	2030	2040	2050	2060	2070
Year-Round Population	6,096	6,100	6,300	6,400	6,500	6,600
Seasonal Population	0	0	0	0	0	0
Residential	0.3832	0.4100	0.4200	0.4300	0.4400	0.4500
Commercial	0.0227	0.0230	0.0240	0.0250	0.0260	0.0270
Industrial	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Institutional	0.0070	0.0072	0.0073	0.0074	0.0075	0.0076
System Process	0.1953	0.2008	0.2009	0.2010	0.2020	0.2030
Unaccounted-for	0.0576	0.0503	0.0513	0.0524	0.0536	0.0547

Source Name	PWSID	Source Type	Additional Supply	Year Online	Year Offline	Typ
South Camden Water and Sewer District	04-15-015	Ground	0.5000	2024		Regu

	2023	2030	2040	2050	2060	2070
Surface Water Supply	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Ground Water Supply	0.8900	0.8900	0.8900	0.8900	0.8900	0.8900
Purchases	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Future Supplies		0.5000	0.5000	0.5000	0.5000	0.5000
<b>Total Available Supply (MGD)</b>	<b>0.8900</b>	<b>1.3900</b>	<b>1.3900</b>	<b>1.3900</b>	<b>1.3900</b>	<b>1.3900</b>
Service Area Demand	0.6658	0.6913	0.7035	0.7158	0.7291	0.7424
Sales	0.1732	0.1732	0.1732	0.1732	0.1732	0.1732
Future Sales		0.0000	0.0000	0.0000	0.0000	0.0000
<b>Total Demand (MGD)</b>	<b>0.8390</b>	<b>0.8645</b>	<b>0.8767</b>	<b>0.8890</b>	<b>0.9023</b>	<b>0.9146</b>
<b>Demand as Percent of Supply</b>	<b>94%</b>	<b>62%</b>	<b>63%</b>	<b>64%</b>	<b>65%</b>	<b>66%</b>

The purpose of the above chart is to show a general indication of how the long-term per capita water demand changes over time. The per capita water demand may actually be different than indicated due to seasonal populations and the accuracy of data submitted. Water systems that have calculated long-term per capita water demand based on a methodology that produces different results may submit their information in the notes field.

Your long-term water demand is 63 gallons per capita per day. What demand management practices do you plan to implement to reduce the per capita water demand (i.e. conduct regular water audits, implement a plumbing retrofit program, employ practices such as rainwater harvesting or reclaimed water)? If these practices are covered elsewhere in your plan, indicate where the practices are discussed here. No Changes

Are there other demand management practices you will implement to reduce your future supply needs? No Changes

What supplies other than the ones listed in future supplies are being considered to meet your future supply needs? No Changes

How does the water system intend to implement the demand management and supply planning components above? No Changes

Attachment: BOC Handouts\_031924 (Set Public Hearing - Consideration of Establishing a Moratorium)

Has this system participated in regional water supply or water use planning? No

What major water supply reports or studies were used for planning?

Please describe any other needs or issues regarding your water supply sources, any water system deficiencies or needed improvements (storage, treatment, etc.) or your ability to meet present and future water needs. Include both quantity and quality considerations, as well as financial, technical, managerial, permitting, and compliance issues:

The Division of Water Resources (DWR) provides the data contained within this Local Water Supply Plan (LWSP) as a courtesy and service to our customers. DWR staff does not field verify data. Neither DWR, nor any other party involved in the preparation of this LWSP attests that the data is completely free of errors and omissions. Furthermore, data users are cautioned that LWSPs labeled **PROVISIONAL** have yet to be reviewed by DWR staff. Subsequent review may result in significant revision. Questions regarding the accuracy or limitations of usage of this data should be directed to the water system and/or DWR.



## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Information, Reports & Minutes From Other Agencies

**Item Number:** 12.A  
**Meeting Date:** June 03, 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  
 April 2024 Daily Deposit

DATE	NC CHILDRENS TRUST	NC DOM. VIO. FUND	STATE REV. STAMPS	COUNTY REV. STAMPS	RETIREMENT	AUTO FUND	STATE TREASURY	ROD GENERAL	TOTAL
04/01/24	\$ 5.00	\$ 30.00	\$ 567.91	\$ 591.09	\$ 6.12	\$ 33.91	\$ 43.40	\$ 289.57	\$ 1,567.00
04/02/24	\$ 5.00	\$ 30.00	\$ 565.46	\$ 588.54	\$ 6.70	\$ 35.88	\$ 62.00	\$ 307.42	\$ 1,601.00
04/03/24	\$ -	\$ -	\$ 431.20	\$ 448.80	\$ 3.02	\$ 18.35	\$ 24.80	\$ 154.83	\$ 1,081.00
04/04/24	\$ 5.00	\$ 30.00	\$ 448.35	\$ 466.65	\$ 4.41	\$ 22.86	\$ 31.00	\$ 200.53	\$ 1,208.80
04/05/24	\$ 5.00	\$ 30.00	\$ 166.60	\$ 173.40	\$ 5.69	\$ 31.08	\$ 43.40	\$ 264.23	\$ 719.40
04/08/24	\$ -	\$ -	\$ -	\$ -	\$ 2.57	\$ 16.08	\$ 18.60	\$ 134.35	\$ 171.60
04/09/24	\$ -	\$ -	\$ 171.50	\$ 178.50	\$ 2.16	\$ 13.57	\$ 6.20	\$ 122.07	\$ 494.00
04/10/24	\$ -	\$ -	\$ 264.60	\$ 275.40	\$ 3.06	\$ 19.29	\$ 18.60	\$ 163.05	\$ 744.00
04/11/24	\$ -	\$ -	\$ 83.30	\$ 86.70	\$ 2.31	\$ 14.34	\$ 18.60	\$ 118.75	\$ 324.00
04/12/24	\$ -	\$ -	\$ -	\$ -	\$ 0.45	\$ 2.97	\$ -	\$ 26.58	\$ 30.00
04/15/24	\$ -	\$ -	\$ 416.50	\$ 433.50	\$ 1.74	\$ 10.08	\$ 18.60	\$ 85.58	\$ 966.00
04/16/24	\$ 10.00	\$ 60.00	\$ -	\$ -	\$ 2.23	\$ 7.06	\$ 6.20	\$ 63.51	\$ 149.00
04/17/24	\$ -	\$ -	\$ -	\$ -	\$ 2.36	\$ 14.14	\$ 18.60	\$ 121.90	\$ 157.00
04/18/24	\$ -	\$ -	\$ -	\$ -	\$ 0.15	\$ 0.99	\$ -	\$ 8.86	\$ 10.00
04/19/24	\$ -	\$ -	\$ -	\$ -	\$ 2.99	\$ 19.70	\$ -	\$ 176.31	\$ 199.00
04/22/24	\$ -	\$ -	\$ 68.60	\$ 71.40	\$ 1.22	\$ 7.40	\$ 6.20	\$ 66.58	\$ 221.40
04/23/24	\$ -	\$ -	\$ 372.40	\$ 387.60	\$ 1.65	\$ 10.12	\$ 12.40	\$ 85.83	\$ 870.00
04/24/24	\$ -	\$ -	\$ 401.80	\$ 418.20	\$ 2.61	\$ 16.32	\$ 18.60	\$ 136.47	\$ 994.00
04/25/24	\$ 5.00	\$ 30.00	\$ 494.41	\$ 514.59	\$ 6.75	\$ 37.94	\$ 49.60	\$ 320.71	\$ 1,459.00
04/26/24	\$ -	\$ -	\$ -	\$ -	\$ 3.81	\$ 23.47	\$ 31.00	\$ 195.72	\$ 254.00
04/29/24	\$ 5.00	\$ 30.00	\$ 926.10	\$ 963.90	\$ 3.35	\$ 16.50	\$ 24.80	\$ 143.35	\$ 2,113.00
04/30/24	\$ -	\$ -	\$ 991.76	\$ 1,032.24	\$ 3.06	\$ 16.89	\$ 37.20	\$ 146.85	\$ 2,228.00
									\$ -
<b>TOTAL</b>	<b>\$ 40.00</b>	<b>\$ 240.00</b>	<b>\$ 6,370.49</b>	<b>\$ 6,630.51</b>	<b>\$ 68.41</b>	<b>\$ 388.94</b>	<b>\$ 489.80</b>	<b>\$ 3,333.05</b>	<b>\$ 17,561.20</b>

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

Ledger Report Fee Distribution  
TAMMIE KRAUSS, REGISTER OF DEEDS

Camden, NC

Date Range From Monday, April 01, 2024 to Tuesday, April 30, 2024

Name	Amount
NC Children's Trust Fund	\$40.00
NC Domestic Violence Fund	\$240.00
State Revenue Stamp	\$6,370.49
County Revenue Stamp	\$6,630.51
Land Transfer Fee	\$0.00
Floodplain Map Fund	\$0.00
Supplemental Retirement	\$68.41
ROD Automation Fund	\$388.94
Dept Of Cultural Resources	\$0.00
Vital Records Fund	\$0.00
State General Fund	\$0.00
State Treasurer Amount	\$489.80
ROD General Fund	\$3,333.05
<b>Total Distribution For Period</b>	<b>\$17,561.20</b>
Cash Total	\$635.80
Check Total	\$4,192.00
Pay Account Total	\$525.40
ACH Total	\$12,208.00
Escrow Account Total	\$0.00
Overpayment Total	\$0.00
<b>Total Deposit For Period</b>	<b>\$17,561.20</b>

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



## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Information, Reports & Minutes From Other Agencies

**Item Number:** 12.B  
**Meeting Date:** June 03, 2024

**Submitted By:** Rodney Wooten,  
Library  
Prepared by: Rodney Wooten

**Item Title** Library Report 05-24

**Attachments:** 24-05 (DOCX)

# Camden County Public Library

## May 2024 Statistics

Visitor Count	1,614
Materials Check Outs & Renewals	3,712
Cloud Library Check Out (eBooks & audiobooks)/ Libby - Overdrive	174/181
Computer/ Wireless Use	200/72
Questions Answered	203
Children’s Programs/Attendance	15/258
Teen Program/Attendance	1/6
Adult Programs/Attendance	4/25
Outreach Programs/Attendance	2/40
Study Room Usage/Attendance	34/46
Meeting Room Usage/Attendance	1/12
Days/Hours Open	24/190
# Items in Collection	22,317
Library Card Holders	2,869

Attachment: 24-05 (Library Report)

### Comparison by Year

2022-2024

