

# **CAMDEN COUNTY BOARD OF COMMISSIONERS**

**January 3, 2012**

**6:00 PM – Closed Session  
7:00 PM - Regular Meeting**



**Historic Courtroom  
Courthouse Complex**

IF YOU HAVE ANYTHING TO ADD/DELETE TO THE  
CLOSED SESSION AGENDA, PLEASE AMEND THE  
AGENDA BEFORE ENTERING CLOSED SESSION.  
THANK YOU.

**Closed Session – January 3, 2012**

1. Pursuant to G.S. 143-318.11(a)(3) - Consultation with Attorney

*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.*

**Please turn Cell Phone ringers off during the meeting.**

**Agenda**

**Camden County Board of Commissioners Regular Meeting**

**January 3, 2012**

**6:00 P.M. - Closed Session**

**7:00 P.M. - Regular Meeting**

**Historic Courtroom, Courthouse Complex**

**Camden, North Carolina**

**6:00 P.M.**      **Call to Order** - Chairman Sandra Duckwall

**Closed Session**

**Pursuant to G.S. 143-318.11(a)(3) - Consultation with Attorney**

**7:00 P.M.**      **Welcome**

**Invocation & Pledge of Allegiance** – Randy Krainiak

**ITEM 1.**      **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 2.**      **Consideration of Agenda (For discussion and possible action)**

**ITEM 3**      **Presentations**

A.      Donna Stewart- New Camden County Brochure (Pg 1)

B.      Clarion- Comprehensive Plan Update (Pg 2-3)

**ITEM 4.**      **New Business (For discussion and possible action)**

A.      Anonymous Complaint Policy for Code Enforcement Office (Pg 4-7)

B.      Healthy Workplace Policy (PG 8-14)

C.      Electronic Imaging Policy (Pg 15-18)

D.      New County Facility Office Assignments (Pg 19-23)

E.      Electronic Board Packets (Pg 24-28)

F.      Monthly Tax Report (Pg 29-34)

G.      NC Housing Finance Agency SFR 2012 (Pg 35-53)

H.      2011 Community Development Block Grant Programs (Pg 54-55)

I.      Harrell Medical Transport Franchise Agreement (5 years) (Pg 56-67)

**ITEM 5. Board Appointments (For discussion and possible action)**

- A. ABC Board- Glen Carey, (Pg 66-67)
- B. Aging Advisory Board, and Senior Tar Heel Legislative Delegate- Gwen Wescott (Pg 68-70)
- C. Shiloh/ Courthouse Fire District Commission- George Tarkington, Dewey Berry, William Forehand (Pg 71-72)
- D. South Mills Fire District Commission- Ray Albertson, Mike Whitehurst (Pg 71-74)
- E. Joyce Creek Watershed Advisory Board- Ray Albertson, Cliff Rountree, Craig Carey (Pg 75-76)
- F. Parks & Recreation Advisory Board- Alex Leary, Dan Moore; Appoint Scott Jones as an ex-officio liaison from the Camden County School System (Pg 77-79)
- G. Criminal Justice Partnership Offender Referral Service- Karl Bowden (Pg 80-81)
- H. Coastal Resource Commission- 2 Vacancies; Nominations needed for one (1) Coastal Engineer, and one (1) At- Large (Pg 82-90)

**ITEM 6. Consent Agenda (All items listed below are routine and will be approved by one motion. Separate discussion of an item(s) will be held by request of a member of the Board.)**

- A. Draft Minutes – December 5, 2011 (Pg 91-102)
- B. Budget Amendments – 2011-12-BA018 through 2011-12-BA020 (Pg 103-106)
- C. Tax Collection Report (Pg 107-108)
- D. Tax Refunds, Pickups, & Releases (Pg 109-111)
- E. Tax Authorization to Collect (September 2011 Renewals) (Pg 112-113)
- F. Letter of Support- Larry Johnson (Pg 114-115)
- G. Revision to Article VIII of the CC Personnel Policy (Pg 116-126)
- H. Revision to the CC Economic Developer Job Description (Pg 127-129)
- I. Volunteer Forms (Pg 130-132)

**ITEM 7. Commissioner's Report (For discussion and possible action)**

**ITEM 8. County Manager's Report (For discussion and possible action)**

**ITEM 9. Information, Reports & Minutes From Other Agencies (Pg 133-140)**

- A. Land Transfer Tax Collections
- B. Sales Tax Collections
- C. Central Depository Fund Balance Sheet
- D. Dismal Swamp Welcome Center Monthly Tracking
- E. NCDOT Annual Statement of Secondary Road Construction
- F. Register of Deeds Account Balance Report for November 2011

**ITEM 10. Other Matters (For discussion and possible action)**

**ITEM 11. Adjourn**

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

<b>MOTION MADE BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

**Item Number:** 3.A

**Presentations**

**Meeting Date:** January 3, 2012

**Attachments:** 0

**Submitted By:** Donna Stewart, Dismal Swamp  
Welcome Center Director

**ITEM TITLE:** New Camden County Brochure

**SUMMARY:**

The collaborative effort of Bill Cowan, Charlie Bauman, Ashley Honaker, Donna Stewart, and members of the Martin- McGill team, have ended with the creation of a new tourism-aimed Camden County Brochure.

Donna Stewart will present the Brochure to the Board and the Public.

**RECOMMENDATION:**

N/A

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

**Item Number:** 3.B  
**Presentations**  
**Meeting Date:** January 3, 2012  
**Attachments:**  
**Submitted By:** Dan Porter, Planning Director  
**ITEM TITLE:** Comprehensive Plan Report

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

**SUMMARY:**

Clarion & Associates consultants will present status report on the progress of the Comprehensive Planning efforts and conduct a discussion regarding to the development of alternative growth scenarios.

**RECOMMENDATION:**

Information Only.

**C L A R I O N**

Clarion Associates  
 101 Market Street, Suite D  
 Chapel Hill, NC 27516  
 919.967.9188 phone  
 919.967.9077 fax

# Memorandum

**To:** Camden County Board of Commissioners  
**From:** Roger Waldon & Leigh Anne King, Clarion Associates  
**Cc:** Dan Porter, Planning Director, Camden County  
**Date:** December 19, 2011  
**Re:** Preliminary Policy Questions for Discussion at January 3 Board of Commissioners Meeting

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Clarion Associates will present an update to the Camden County Board of Commissioners on the status of the Comprehensive Plan initiative at the scheduled January 3 meeting. This will include a status report on work completed, a summary of the recent *Envision Camden County* workshop proceedings, and a summary of next steps.<sup>1</sup>

At this point in the planning process, several questions have begun to rise to the surface as the key questions that will likely need to be answered by policies in the Comprehensive Plan. The next step in the planning process is to develop alternative development scenarios to evaluate the differences between two different growth patterns in Camden County. The results of this analysis will likely help define the responses the County takes to these preliminary policy questions. We have provided these questions here not to request an answer at the January 3 meeting, but to provide you with some insight into the big questions that the Comprehensive Plan will likely have to answer.

These preliminary policy questions are as follows:

1. Once the County has determined what areas are most appropriate for growth, what types of approaches will the County take to direct growth to those areas and away from other areas?
2. With regard to the possibilities for developing a new sanitary sewer system, what are the priority areas to be served – South Mills, Camden, Shiloh, other?
3. As new growth occurs, how should public infrastructure that is needed to support developments be paid for – public revenues, by the developer, or a sharing of costs?
4. Is the County willing to consider public-private partnerships to foster economic development?

Other questions will likely arise as the planning initiative proceeds and we will update you on any new key policy questions at the next scheduled report to the Board to occur during March 2012.

We look forward to meeting with you on January 3.

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<sup>1</sup> For more details on the *Envision Camden County* workshop and the *Planning Influences and Opportunities Report*, please see the Camden County website at <http://camdencountync.besawv2.egovlink.com/Planning/camdencomprehensiveplan/complanddocuments.cfm>



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

**Item Number:** 4.A  
**New Business**  
**Meeting Date:** January 3, 2012  
**Attachments:** 3

- *Letter from County Attorney*
- *Anonymous Complaint Policy Outline*
- *ACPO with additional comments from Permitting Officer Dave Parks*

**Submitted By:** Planning Director  
**ITEM TITLE:** Anonymous Complaint Policy for Code Enforcement Office

**SUMMARY:**

See attached letter from County Attorney Morrison

**RECOMMENDATION:**

Discuss, formulate policy; motion to approve.

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>NO MOTION</b>	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>ABSENT</b>	_____
<b>RECUSED</b>	_____

# The Twiford Law Firm, P.C.

Russell E. Twiford (Retired)  
John S. Morrison  
Edward A. O'Neal  
H.P. Williams, Jr.  
R. Mark Warren  
David R. Pureza  
Courtney S. Hull  
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## Attorneys At Law

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WEBSITE:  
[www.twifordlaw.com](http://www.twifordlaw.com)

Please Respond To:  
Moyock

April 18, 2011

Dan Porter, Director  
Planning & Community Development Department

Re: *Anonymous Complaint Policy for Code Enforcement Officers*

Dear Dan:

In furtherance of our brief conversation last week, you will find enclosed my first attempt at a code enforcement policy for anonymous complaints. Inasmuch as I have no direct experience with how frequently this arises, the nature of the complaint, and the urgency of the situation as well as the practicalities of your office, I am sure we will need to make some significant adjustments. However, it is a good jumping off point. I will be most pleased to discuss this with you further.

Warmest personal regards,

*John S. Morrison*

John S. Morrison

**ANONYMOUS COMPLAINT POLICY AND PROCEDURE**  
**FOR CAMDEN COUNTY CODE ENFORCEMENT**

I. *Purpose:* This policy is designed to address appropriate response by code enforcement officers on receipt of an anonymous complaint alleging a code violation. The intent is to institute policies and procedures which protect life and property, and insure compliance with applicable laws, rules and regulations while at the same time respecting privacy and property rights of citizens free from frivolous, unfounded intrusions by county government.

II. *Procedures:* Upon receipt of an anonymous complaint, the code officer shall:

(A) Attempt to identify the individual reporting the violation. If the individual will not reveal that identity, the officer shall attempt to ascertain the reason for the refusal.

(B) Gather information from the complaint as to the complainant's ability to observe the alleged violation accurately.

(C) Determine the length of time complainant has been aware of the alleged violation and what prompted a complaint at this time.

(D) Evaluate the alleged violation as to its seriousness, i.e. immediate danger to person or property. If the code officer is unclear as to whether or not the reported violation poses an immediate danger to person or property, he/she shall seek direction from a supervisor.

(E) Make written documentation to the file of all the above.

(F) If the reported violation does not pose an immediate danger to person or property, the complainant shall be advised that two additional and independent anonymous complaints are required in order to proceed with an investigation.

(G) Attempt direct contact with the alleged violator to discuss the alleged violation and seek permission to inspect.

(H) If contact with the alleged violator is not possible, or the property owner refuses permission and the alleged violation proposes significant risk to person or property, obtain an administrative search warrant to inspect the subject premises.

(I) If the alleged violation poses immediate and significant danger to person or property and contact with the owner is not available, and there is not time to obtain a search warrant, or the magistrate is not available, consult with the county attorney, if available, for guidance. Thereafter, the officer shall, given the totality of the circumstances, make a determination of probable cause and act accordingly.

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

**Item Number:** 4.B  
  
**New Business**  
  
**Meeting Date:** January 3, 2012  
**Attachments:** 1 (6 Pages)  
**Submitted By:** Human Resources  
  
**ITEM TITLE:** Healthy Workplace Policy

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>NO MOTION</b>	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>ABSENT</b>	_____
<b>RECUSED</b>	_____

**SUMMARY:**

**Revision to the Camden County Personnel Policy to include the Healthy Workplace Policy.**

**RECOMMENDATION:**

**Review policy & approve revision.**

## Drug and Alcohol Testing Policy

### Section 1. Purpose and Scope of Policy

- A. The purpose of this policy is to maintain a drug- and alcohol-free workplace and to provide procedures for conducting screenings of job applicants and employees for the use of illegal drugs and the improper use of prescription drugs.
- B. Employees with substance-abuse problems are encouraged to voluntarily seek help from the employee assistance program. However, employees who fail drug or alcohol tests may be disciplined, up to and including termination.
- C. All testing will be conducted in a manner that will protect the rights of employees and applicants subject to testing. Therefore, the County of Camden will take all necessary steps to safeguard the dignity and self-esteem of those being tested, and will ensure adherence to all procedures pertaining to the implementation of this Policy. The County of Camden will adhere strictly to all standards of confidentiality and assure all employees that testing records and results will be released only to those authorized to receive such information.
- D. Participation in a counseling, treatment, or rehabilitation program for drug and/or alcohol use or abuse will not be grounds for discharge provided the employee voluntarily enters such a program prior to being identified as a drug user/abuser or alcohol abuser by means such as tests, and before the employee becomes suspected under circumstances satisfactory to the County of Camden of being a drug user/abuser or alcohol abuser.

### Section 2. Drug and Alcohol Tests Required by the United States Department of Transportation

This section covers all employees who must hold a commercial driver's license as a job requirement and all employees who perform other safety-sensitive functions as defined by the U.S. Department of Transportation (DOT) regulations.

- A. **Pre-placement.** Before a covered employee initially performs safety-sensitive functions for the County of Camden, he or she must undergo testing for drugs. Covered applicants for employment or current covered employees transferring into position that requires testing must pass a pre-placement drug test.
- B. **Post Accident.** Post-accident testing must be conducted on any driver or any other safety-sensitive employee not in the vehicle (e.g., maintenance personnel) whose performance could have contributed to the accident. A determination whether to test covered employees who were not in the vehicle but who may have contributed to the accident will be made based on the best information available at the time of the decision. The Federal Highway Administration mandates that tests must be conducted in the event of a fatality or if the driver receives a citation under state or local law for a moving traffic violation arising from the accident. Federal Transit Administration mandates testing in the event of a fatality or in the event that a driver receives a citation and an individual suffers a bodily injury an immediately receives medical treatment away from the accident scene or if one of the vehicles in the accident is disabled to the extent that it must be towed.
- C. **Reasonable Suspicion.** A test will be conducted when there is reason to believe that the employee has used a prohibited drug or has misused alcohol as defined in this Policy. Reasonable-suspicion testing is authorized only if the required observations are made by a trained supervisor or official of the locality where the covered employee is on duty.
- D. **Random Testing.** Employees designated as safety sensitive, as defined by the DOT guidelines will be tested on an unannounced basis throughout the year. Computer-based, random numbers generated and matched with the employee's identification number will determine who is tested.
- E. **Return to Duty.** An employee who has a positive breath alcohol test of 0.04 or greater will not be allowed to return to duty in the performance of a safety-sensitive function until he or she has been evaluated by a substance abuse professional and until he or she tests negative-less than 0.02-on a return-to-duty alcohol test.
- F. **Follow-up.** Once allowed to return to duty, an employee who has been determined by the evaluating substance abuse professional to be in need of assistance in resolving problems associated with misuse of drugs and/or alcohol must submit to a minimum of six follow-up tests within the first twelve months following rehabilitation. Follow-up testing may be extended for up to sixty months following return to duty as prescribed by the evaluating substance abuse professional.

### Section 3. Drug and Alcohol Abuse and Testing Policy for all Employees

- A. The unlawful manufacture, distribution, dispensation, possession, purchase, or use of drugs by employees is prohibited and constitutes grounds for immediate termination.
- B. The manufacture, distribution, dispensation, possession, storage, purchase or use of alcohol by employees while at the workplace is prohibited and constitutes grounds for immediate termination.
- C. Employees who are terminated as a result of a violation of this Policy shall be referred to the employee assistance program for evaluation and further counseling or treatment by a substance abuse professional.
- D. An employee who tests positive for alcohol and is not terminated will receive a five-day suspension without pay, one hundred-eighty-day performance probation, and a mandatory referral to a substance abuse professional. The employee shall be evaluated by the substance abuse professional and follow any rehabilitation program prescribed. The employee shall be subject to all other return to subject to all other return-to-work provisions as outlined in this Policy. Refusal

- to comply with the rehabilitation program prescribed by the substance abuse professional will result in termination. However, before proceeding with disciplinary action, the employee's department head must assure that the facts of the case are reviewed by the human resources department. A second such occurrence of a positive alcohol test within five years of the first occurrence will result in termination.
- E. No safety-sensitive employee shall use alcohol within four hours before going on duty or operating, or having physical control of, a commercial motor vehicle or transit service vehicle.
- F. No employee shall report for duty or remain on duty in a safety-sensitive function while having an alcohol concentration of 0.04 or greater. An employee reports to work and whose breath alcohol test indicates a 0.04 or greater level of alcohol in the employee's system shall be considered to have a positive alcohol test and shall be disciplined as outlined in this Policy.
- G. When there is reasonable suspicion (see Section 8, Definitions) that an employee on duty has alcohol or drugs in his or her system, the employee will be tested. If the employee tests positive and management concludes that alcohol or drug consumption occurred on the job, the employee will be terminated. If the employee tests positive and department management concludes that alcohol or drug consumption occurred while not on the job, the employee shall receive appropriated discipline as outlined in this Policy.
- H. A reasonable-suspicion or post-accident alcohol test shall be administered no later than eight hours following the determination of reasonable suspicion or following the accident. If the test is not administered within two hours, the supervisor must document the reason(s) the alcohol test was not promptly administered. If the alcohol test is not administered within eight hours following the determination of reasonable suspicion or following the accident, the supervisor shall cease attempts to administer the test and must document the reason(s) for not administering the test. In the event an alcohol test is not conducted with the eight-hour time frame, the following should occur:
1. No employee shall be allowed to remain on duty until an alcohol test is administered and the employee's alcohol concentration measures less than 0.02, or
  2. Twenty-four hours have elapsed following the determination of reasonable suspicion. No employee may refuse to submit to an alcohol test as required by the regulations.
- I. A written record shall be made of the observations leading to a reasonable-suspicion drug or alcohol test and signed by the supervisor or departmental designee who made the observations within twenty-four hours of the observed behavior or before the results of the controlled-substances test are released, whichever is earlier.
- J. A post-accident drug test shall be administered within thirty-two hours following the accident. If the drug test is not administered within thirty-two hours, the supervisor shall cease attempts to administer a drug test and must document the reason(s) for not administering the test. No employee may refuse to submit to a drug test required by the regulations. No safety-sensitive employee involved in an accident that requires an alcohol test shall consume any alcohol for eight hours following the accident or until a post-accident alcohol test is performed, whichever comes first.
- K. An employee who is tested (exclusive of the return-to-duty test) and found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform or continue to perform his or her job functions until the start of the employee's next regularly scheduled duty period, but not less than twenty-four hours following administration of the test. The employee shall be removed from duty without pay for this twenty-four hour period and shall receive a notation in his or her performance appraisal about the requirement of reporting to work without the presence of alcohol in his or her system.
- L. Employees assigned to positions that are determined to be safety sensitive will be randomly tested for alcohol and drugs. Selected employees will be transported to the designated testing location. Random testing for drugs and alcohol shall be conducted at the rate mandated by DOT or city policy.
- M. A drug and alcohol test will be included as part of the promotion/demotion/transfer/selection process for employees determined to be final candidates for positions requiring a commercial driver's license for positions requiring a physical examination and for positions that are safety sensitive.
- N. An employee who tests positive for alcohol must submit to a return-to-duty breath alcohol test before resuming the performance of safety-sensitive functions following a disciplinary suspension. The return-to-duty alcohol test must indicate an alcohol concentration of less than 0.02. A return-to-duty breath alcohol test result of 0.04 or greater will be considered as the second positive alcohol test within a five-year period and will result in termination.
- O. An employee who refuses to submit to, or fails to follow through with, a drug or alcohol test when testing is required by this Policy will be terminated. However, before proceeding with disciplinary action, the employee's department head must assure that the facts of the case are reviewed by the human resources department.
- P. If an employee alleges that, because of medical reasons, he or she is unable to provide a sufficient amount of breath to permit a valid breath test, the breath alcohol technician shall instruct the employee a second time to attempt to provide an adequate amount of breath. If the employee continues to allege an inability to provide an adequate amount of breath for the test, the department shall be notified that the employee has refused to be tested. The employee will be directed to obtain, as soon as practicable after the attempted provision of breath, an evaluation from a licensed physician acceptable to the County of Camden addressing the employee's medical ability to provide the adequate amount of breath. If there is not a medical reason acceptable to management for the employee's inability to provide the breath, the employee will be considered to have refused to submit to the alcohol test and will be disciplined according to the guidelines established by this Policy.
- Q. An employee who does not pass the drug or alcohol test and is terminated will not be considered for re-employment for a two-year period following the date of the test and then will be considered only when (a) he or she provides documentary proof of successful completion of a drug and/or alcohol abuse treatment or rehabilitation program and (b) he or she passes a pre-placement drug and/or alcohol test.

- R. An employee shall inform his or her supervisor if, prior to beginning work or while he or she is on duty, that he or she has used or intends to use any prescription drug, over-the-counter drugs, or other substance that might impair his or her ability to satisfactorily perform duties. Employees are responsible for a thorough understanding of the effects and potential side effects of medications or other chemical substances taken. Failure to notify the supervisor under these circumstances may result in disciplinary action up to and including termination depending on the severity of the resulting incident. The human resources department will be consulted prior to such discipline being imposed.
- S. The medical review officer will review the findings of a drug test with the employee before a final determination is made that the employee did not pass the drug test. The purpose of this review is to ensure that the findings of a positive test are not based on factors other than the use of the drug for which the positive result is found.
- T. Employees returning to the workforce following completion of a drug and/or alcohol rehabilitation program will be tested on an unannounced and periodic basis for drugs and/or alcohol during the sixty months following their return to work. Those employees covered by DOT guidelines must submit to a minimum of six follow-up tests within the first twelve months following rehabilitation. A follow-up breath alcohol test result of 0.04 or greater will result in termination. A follow-up breath alcohol test result of 0.02-0.039 will result in a five-day suspension without pay. A second such occurrence of a follow-up breath alcohol test result of 0.02-0.039 within the prescribed sixty-month period will result in termination.
- U. If an employee is convicted of a violation of a criminal drug statute and such violation occurred while the employee was on duty, the employee must notify his or her department head of the conviction within five days after such conviction. (NOTE: This is a requirement of the Drug-Free Workplace Act.) Failure to comply with this requirement will result in termination.

#### **Section 4. Applicant Testing**

- A. Applicants determined to be final candidates for commercial driver's license positions will be required to submit to a drug screening. The drug screen shall be performed within forty-eight hours from the time the conditional job offer is made.
- B. Applicants determined to be final candidates for positions requiring a commercial driver's license or positions designated as safety-sensitive by DOT guidelines will also be required to submit to an alcohol screening. The applicant must have a breath alcohol test result of less than 0.04 to be considered for employment.
- C. Applicants for temporary positions requiring a commercial driver's license, or positions designated as safety-sensitive by DOT guidelines, will be required to submit to a drug and alcohol screening.
- D. It is strongly recommended that applicants for temporary positions designated as safety sensitive be required to submit to a drug screen.
- E. Candidates for other temporary positions should be required to submit to a drug screen if the department determines that the nature of the job and the length of the assignment justifies a test.
- F. An applicant will have four hours to provide an acceptable urine specimen. An applicant who refuses to submit to, or fails to follow through with, the drug test as required, will not be considered for employment for a two-year period.
- G. An applicant who does not pass the drug test as required will not be considered for employment for a two-year period following the date of the test and then will be considered only when (1) such applicant provides documentary proof that he or she has successfully completed a drug and/or alcohol abuse or rehabilitation program and (2) such applicant passes a pre-placement drug and/or alcohol test.
- H. Any applicant covered by the provisions of the DOT alcohol-and drug-testing guidelines whose breath alcohol test result indicates an alcohol concentration of 0.02-0.039 will not be considered for employment for a two-year period following administration of the test.
- I. Applicants having completed a drug or alcohol rehabilitation program within two years prior to their employment with the County of Camden will be required to certify that they have successfully completed the program before they can be hired. If hired, these employees will be tested on an unannounced and periodic basis for drugs and/or alcohol during the sixty months following their hire.

#### **Section 5. Compliance with Law**

- A. Information regarding the testing and referral of employees and applicants under this Policy will be treated as confidential in accordance with the requirements of North Carolina law governing the privacy of employee personnel records.
- B. Searches and seizures are to be conducted in a legal manner. The County of Camden reserves the right to conduct searches or inspections of property assigned to an employee whenever a department head or his or her designee determines that the search is reasonable under all the circumstances.

#### **Section 6. Supervisory Responsibilities**

Every supervisor shall

- A. Consistently apply this Policy to all employees under his or her supervision. A supervisor who fails to apply this Policy when he or she believes, or reasonably should believe, that an employee under his or her supervision has committed a violation will be disciplined.



- B. Initiate the process for having an employee drug or alcohol tested if there is reasonable suspicion that an employee under his or her supervision, when such employee is on duty, has an illegal drug or alcohol in his or her system or is using any legal drug in a manner other than it was intended.
- C. Insure that employees he or she supervises are aware of the requirements and consequences of this Policy.
- D. Follow the procedure established by the department head for assuring that an employee who is to be tested for alcohol or other drugs is transported to the designated test site, and that those employees for whom there is reasonable suspicion of substance abuse or who have had a breath alcohol test result of 0.02 or greater are transported home-either by personal family/friends or by arranged transportation.

### **Section 7. Employee Responsibilities**

Every employee shall

- A. Abide by this Policy as a condition of employment.
- B. Comply with all applicable laws regulating the manufacture, distribution, dispensation, use or possession or illegal drugs, alcohol, or prescription drugs.
- C. Assure that his or her ability to perform his or her job duties is not negatively affected due to use of a drug or alcohol when scheduled to report to work or when on "on call" status. Should any employee be requested to report to work for a safety-sensitive job earlier than his or her normal or previously assigned time, it is the employee's responsibility to advise his or her supervisor of an inability to perform his or her job duties or that he or she has consumed alcohol within the last four hours prior to reporting for duty. If the employee had received prior notice that he or she might be called back into work, the employee shall be considered AWOL if he or she is unable to report to duty. An employee may be subject to other disciplinary action due to inability to report for duty.
- D. Submit immediately to a drug or alcohol test when requested by his or her supervisor.
- E. Notify his or her department head, if convicted of a violation of a criminal drug statute and such violation occurred while the employee was on duty, within five days after such conviction, as required by the Drug-Free Workplace Act.

### **Section 8. Definitions**

**Accident** means an occurrence involving a commercial motor vehicle operating on a public road that results in a fatality; bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or one or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle(s) to be transported away from the scene by a tow truck or other vehicle.

**Alcohol test** means a test for the presence of alcohol in the body as determined through the use of a breath alcohol test, evidential breathalyzer test, or blood screening.

**Conviction** means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with responsibility to determine violations of federal or state criminal drug statutes.

**Criminal drug statute** means a criminal statute relating to the manufacture, distribution, dispensation, use or possession of any drug.

**Drug** means a controlled substance as listed in Schedules I through V of Section 202 of the Controlled Substances Act (21 USC 812) or Chapter 90, Section 87(5) of the North Carolina General Statutes or a metabolite thereof.

**Drug test and drug screening** means a test, including providing the necessary sample of body fluid by the employee to be tested, for the presence of any of the following drugs or drug metabolites in the urine or blood of an employee

- a. Amphetamines
- b. Barbiturates
- c. Benzodiazepines
- d. Cannabinoids
- e. Cocaine
- f. Methaqualone
- g. Opiates
- h. Phencyclidine
- i. Propoxyphene
- j. Other drugs that may be determined to reduce work efficiency

**Medical review officer** is a North Carolina-licensed physician with specific training in the area of substance abuse. The medical review officer not only has knowledge of substance-abuse disorders, but also has been trained to interpret and evaluate laboratory test results in conjunction with an employee's medical history. The medical review officer verifies a positive drug test result by reviewing a laboratory report and an employee's unique medical history to determine whether the result was caused by the use of prohibited drugs or by an employee's medical condition.

**On call** means being subject to a call to report immediately to work for the County of Camden.

**On duty** means when an employee is at the workplace, performing job duties, on call, or during any other period of time for which he or she is entitled to receive pay from the County of Camden.

**Other substance** means any substance that has the potential to impair appreciably the mental or physical function of a person who does not have an unusual or extraordinary reaction to such substance.

**Positive**, with respect to the results of a drug test, means a laboratory finding of the presence of a drug or a drug metabolite in the urine or blood of an employee at the levels identified by the Substance Abuse and Mental Health Services Administration (SAMHSA), or for drugs not subject to SAMHSA guidelines, at the levels identified by the County of Camden; all positive tests will be confirmed using a different technology than was used for the first test, such as the gas chromatography/mass spectrometry (GC/MS) process.

**Positive**, with respect to the results of an alcohol test, means the presence of alcohol in the employee's system at the 0.04 level or greater.

**Negative**, with respect to the result of a drug test, means a test result that does not show the presence of drugs at a level specified to be a positive test.

**Negative**, with respect to the results of an alcohol test, means a test that indicates a breath alcohol concentration of less than 0.02.

**Qualified negative**, with respect to the results of a drug test, means a test in which the lab result is consistent with legal drug use.

**Canceled**, with respect to the results of a drug test, means a test result in which the medical review officer finds insufficient information or inconsistent procedures with which to make a determination.

**Random testing** is testing conducted on an employee assigned to a safety-sensitive position and is chosen by a method that provides an equal probability that any employee from a group of employees will be selected.

**Reasonable suspicion** exists when a supervisor, who has received the required training in detecting the signs and symptoms of probable drug and/or alcohol use, can substantiate specific contemporaneous, articulable observations concerning appearance, behavior, speech, or body odor or other physical indicators or probable drug or alcohol use. By way of example and not limitation, any one or a combination of the following may constitute reasonable suspicion:

- a. Slurred speech
- b. The odor of marijuana or alcohol about the person
- c. Inability to walk a straight line
- d. An accident resulting in damage to property or personal injury
- e. Physical altercation
- f. Verbal altercation
- g. Behavior that is so unusual that it warrants summoning a supervisor or anyone else in authority (i.e. confusion, disorientation, lack of coordination, marked personality changes, irrational behavior)
- h. Possession of drugs
- i. Verifiable information obtained from other employees based on their observations
- j. Arrests, citations, and deferred prosecutions associated with drugs or alcohol

**Unannounced follow-up testing** is testing conducted on an employee on a periodic, unannounced basis, following his or her return to work from an approved drug or alcohol rehabilitation program.

**Pre-placement testing** is testing conducted on a current county employee prior to his or her being promoted, transferred, or demoted into a safety-sensitive position.

**Safety-sensitive** position means:

A position will be designated safety sensitive only where the County of Camden has a compelling need, on the basis of safety concerns, to ascertain on-the-job impairment on the part of employees who hold the position. Such a compelling need may arise where the duties of a position create, or are accompanied by such a great risk of injury to other persons or to property of such magnitude that even a momentary lapse of attention, judgment, or dexterity could have disastrous consequences.

Examples of these positions include:

- a. Positions (full or part time) requiring the use of weapons (or potential use of weapons) or the operation of vehicles, machinery, or equipment as a primary task (does not include routine office equipment).
- b. Positions requiring the handling of hazardous materials, the mishandling of which may place the employee, fellow employees, or the general public at risk of serious injury, or the nature of which would create a security risk in the workplace.
- c. Positions including but not limited to Public Utilities employees and county employees who routinely drive county vehicles.
- d. Other positions as determined on a case-by-case basis.

The following includes activities defined as safety sensitive by the Federal Highway Administration or Federal Transit Administration portions or the DOT guidelines:

- a. Driving.
- b. Inspecting, servicing, or conditioning any commercial motor vehicle.
- c. Waiting to be dispatched at a carrier or shipper plant, terminal, facility, or other public property.
- d. Performing all other functions in or upon any commercial motor vehicle except resting in a sleeper berth.
- e. Loading or unloading a vehicle, supervising or assisting in the loading or unloading of a vehicle, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or giving or receiving receipts for shipments being loaded or unloaded.
- f. Performing driver requirements relating to accidents.
- g. Repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.
- h. Operating a revenue service vehicle, including when not in revenue service.

- i. Operating a nonrevenue service vehicle when required to be operated by a holder of a commercial driver's license.
- j. Controlling dispatch or movement of a revenue service vehicle.
- k. Maintaining a revenue service vehicle or equipment used in revenue service.
- l. Carrying a firearm for security reasons.

Determination as to which positions are safety sensitive will be based on DOT guidelines or the recommendation of the department head and approval by the personnel department.

**Supervisor**, in general, means any employee who has the authority to direct the job activities of one or more other employees. With respect to a particular employee, the term means such employee's immediate supervisor and all persons having indirect supervisory authority over such employee.

**Pass a drug test** means that the result of a drug test is negative. The test either

- a. Showed no evidence or insufficient evidence of a prohibited drug or drug metabolite, or
- b. Showed evidence of a prohibited drug or drug metabolite but there was a legitimate medical explanation for the result as determined by a certified medical review officer.

**Pass an alcohol test** is a negative alcohol test. The test showed no evidence or insufficient evidence of a prohibited level of alcohol.

**Workplace** means the location or facility where an employee may be expected to perform any task related to the requirements of his or her job. This includes break rooms and restrooms, outdoor worksites, the County of Camden's vehicles or personal vehicles (while personal vehicle is being used for the County of Camden business), computer work stations, conference rooms, hallways, private offices, open/partitioned work areas, public contact/customer service/medical services areas, and parking lots.

**Substance abuse professional** means a licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addition counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of both drug- and alcohol- related disorders.

**Commercial motor vehicle** means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle

- a. Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
- b. Has a gross vehicle weight rating of 26,001 or more pounds; or
- c. Is designed to transport 16 or more passengers, including the driver; or
- d. Is of any size and is used in the transportation of materials found to be hazardous for the purpose of the Hazardous Materials Transportation Act and that requires the motor vehicle to be placarded under the Hazardous Materials Regulations.

**Confirmation test** for alcohol means a second test, following a screening test with a result of 0.02 or greater, that provides quantitative data of alcohol concentration. Confirmation test for controlled substances means a second analytical procedure to identify the presence of a specific drug or metabolite that is independent of the screen test and that uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy. Gas chromatography/mass spectrometry (GM/MS) is the only authorized confirmation method for the five SAMHSA drugs.

**Refuse to submit** means that an employee (1) fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, (3) refuses to sign the breath alcohol confirmation test certification, or (4) engages in conduct that clearly obstructs the testing process. An employee subject to the post-accident before a required test is administered or fails to remain readily available for testing may be deemed to have refused to submit to testing.

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

**Item Number:** 4.C

**New Business**

**Meeting Date:** January 3, 2012

**Attachments:** 1 (3 Pages)

**Submitted By:** Administration & Human Resources

**ITEM TITLE:** Electronic Imaging Policy

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>NO MOTION</b>	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>ABSENT</b>	_____
<b>RECUSED</b>	_____

**SUMMARY:**

The North Carolina Department of Cultural Resources requires each Government Agency to adopt an Electronic Records Policy to be used in unison with the adopted State Records Retention Schedule should a department choose to transfer paper-records to electronic-records in accordance with NC General Statutes 132- Public Records Law, and 121- The Archives and History Act.

No record is prohibited from having an electronic record created from it. The State only requires those records that are permanent (those which can never be destroyed) must be kept in paper form as well. All other paper records can be created in electronic form allowing the destruction of those paper copies.

**RECOMMENDATION:**

Review the Electronic Records Policy \* Approve.

## **IMAGING POLICY FOR CAMDEN COUNTY**

### **PURPOSE:**

Records are considered to be the property of the County of Camden and maintained for the benefit of agency use in delivering services and in documenting agency operations. In keeping with current trends, modern electronic technology is widely used. This electronic imaging record policy reflects guidelines set forth in the North Carolina Department of Cultural Resources publication, *North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems*. Established guidelines will not only increase the reliability and accuracy of records stored in information technology systems, but also ensures they remain accessible. Established guidelines for reproduced records will likewise enhance their admissibility and acceptance by the judicial system as being trustworthy. Privileged or confidential information will also be protected by this policy. This policy will be re-evaluated at least every five years and updated as required.

### **DESTRUCTION OF RECORDS:**

The County of Camden will seek the approval of the North Carolina Department of Cultural Resources for the destruction of any paper records that have been scanned in accordance with this policy. That approval will be requested and recorded on the "Request for Disposal of Original Records Duplicated by Electronic Means" form. The County of Camden will submit a new form each time it begins to scan a new records series. Destruction of the original paper record will be conducted only after imaging and quality control assurance procedures have been completed, all necessary corrections have been made, all auditing procedures have been conducted, and the destruction is approved by the supervisor of the department which records are held.

The paper originals of records series scheduled as "permanent" in the *NC Department of Cultural Resources Schedule* will not be destroyed unless a microfilm preservation duplicate is created prior to destruction.

Optical disks containing scanned records will be maintained for the specified retention periods according to the *NC Department of Cultural Resources Schedule* published by the North Carolina Division of Historical Resources. The original paper record will be shredded on the County of Camden's premises by Department staff. Security backups of all imaged documents will be generated nightly and maintained off-site. A listing of all records imaged will be kept in electronic format along with a listing of the dates of destruction. One set of optical disks will be considered the County of Camden's official agency record. Any hard copy generated from the official record will be considered a reference or working copy.

### **TRAINING:**

The key imaging operators have received formal training in the use of the equipment. All applicable staff will be trained in the correct procedures required for imaging and the reproducing of records. All applicable staff will be trained in the correct procedures for viewing imaged documents and for reproducing of any imaged document. Staff trainers of the *County of Camden* will conduct training.

### **AUDITS:**

Managerial staff for the various units of the agency will periodically audit imaged records for accuracy, readability, and reproduction capabilities. Original paper records will not be destroyed until the managerial staff has audited a sampling of those records for system's accuracy. A written audit report will be prepared indicating the sampling of records produced and what remedial procedures were followed if the expected level of accuracy was not achieved.

### **AUDIT TRAILS:**

Documentation of all imaging activities is maintained through audit trails built into the imaging system to protect the agency from potential fraud or any other unauthorized acts, as well as the authenticity of the records.

Audit trail includes:

Applications: Create/Delete/Modify

Index: Create, Delete, Modify

Pages: Add, Delete, View/Print/Export/Mail

Batches: Create, Delete, Batch import/scan, Batch Index

Batch Page: Add, Delete, Attach to a document

Query: Execute

User: Login/Logout

Group: Create/Delete/Modify

### **DOCUMENTATION:**

#### **Procedures:**

Staff trainers of *the County of Camden* will be responsible for the preparing and updating of detailed procedures that will describe the process followed to produce and reproduce an automated record. This documentation will include a description of the system hardware and software. A current procedural manual will be maintained to assure the most current steps are followed and to assure reliable system documentation will be available for judicial or similar proceedings.

#### **Training:**

Documentation will be maintained for the distribution of written procedures, attendance of individuals at training sessions and refresher training programs and other relevant information, including dates.

**Retention:**

One set of all system documentation, including documentation describing how the system operates from a functional user and data processing point of view, will be maintained permanently in the event a court review is necessary. When system documentation changes, old versions will be maintained for 3 years after discontinuance of system and after all data (records) created by the system has been destroyed or transferred to a new operating environment.

**AVAILABILITY OF SYSTEM FOR OUTSIDE INSPECTION:**

This agency recognizes the fact that the judicial system may request pretrial discovery of computer programs and related materials. Agency personnel will honor requests for outside inspection of the system and testing of data by opposing parties and the court. It will also honor inspection and copy requests pursuant to Chapter 132 of the North Carolina General Statutes.

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

**Item Number:** 4.D  
  
**New Business**  
  
**Meeting Date:** January 3, 2012  
**Attachments:**  
**Submitted By:** Michael Renshaw, County Manager  
  
**ITEM TITLE:** New County Facility Office Assignment

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>NO MOTION</b>	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>ABSENT</b>	_____
<b>RECUSED</b>	_____

**SUMMARY:**

Commissioner Clayton Riggs made the request to discuss the future occupants of the newly acquired Tark Building at the November 7, 2011 Regular BOC meeting.

At the 11/7/2011 meeting, the item was tabled until the future County Manager Michael Renshaw had the chance to review the building and make a professional recommendation.

**RECOMMENDATION:**

Discuss & possible action.





## **Camden County Board of Commissioners Report**

**Date:** January 3, 2012  
**To:** Board of Commissioners  
**From:** Mike Renshaw, County Manager  
**Subject:** County Office Movement Plan-Tark Building

### **Purpose and Recommendation**

The purpose of this report is to outline a plan concerning the movement of several County departments to the new facility located at 330 East US Hwy 158. The primary consideration in developing this plan was to minimize the customer service impact on citizens and other stakeholders. Additional considerations include maximizing the County's use of the available office space at the new facility and minimizing the fiscal impact on the current budget.

It is recommended that the following County departments move operations to the new facility:

- Administration
- Finance & Human Resources
- Economic Development
- Public Works & Maintenance

It is further recommended that the movement of departments be phased based upon the schedule outlined in the discussion section of this report.

**Background**

The County purchased the property located at 330 East US Hwy 158 in November 2011. The property is located within the boundaries of the Camden Business Park. The property consists of two structures, the first of which is a 2,520 sq. ft. building containing seven office spaces. The second structure, situated to the rear of the property, is a 6,250 sq. ft. maintenance building containing two large bay doors.

**Discussion**New Facility Space Assignments

In an effort to minimize the impact to our customers and maximize the use of the available space in the new facility and to limit the budgetary impact this fiscal year, it is recommended that Administration, Finance and Human Resources, Economic Development, and Public Works and Maintenance move into the new facility. Office space will be assigned based upon the diagram in Attachment 1. The County's IT Specialist has confirmed that the facilities existing Internet DSL and telephone system, once activated, are capable of supporting the business operations of each department.

The Public Works Director will be assigned office space #6 as shown in Attachment 1. The Maintenance Supervisor will be assigned an office space inside the rear maintenance building. This space will be constructed in-house at a materials cost of approximately \$2,000.

In order to secure vehicles and other equipment stored in the yard and rear maintenance building, staff is further recommending that a six foot chain link fence with three strands of barbed wire also be constructed around the facility (approximately 508 linear feet) to include an 18 foot roll gate and 4 foot walk-through gate across the driveway entrance at the west side of the front office building. There are two alternatives to be considered for the construction of the security fence. Staff has obtained an initial cost estimate for the construction of this security fence at \$13,093 to include an accessible keypad activated electric slide gate operator. An alternative would be to construct the security fence without the electric gate operator at a cost of \$7,804.

It is recommended that office space #7 as shown in Attachment 1 be used one day per week by the Economic Developer and that this space also be used on an as-needed basis by Commissioners as a meeting area. The conference room will likewise be used as needed and will be reserved for meetings through the Clerk to the Board.

Scheduling of Move

If approved, the Public Works and Maintenance Department would begin moving during the week of January 9<sup>th</sup> and complete during the week of January 16<sup>th</sup>. Administration and Economic Development would move during the week of January 23<sup>rd</sup>, followed by Finance and Human Resources during the week of February 6<sup>th</sup>.

### Re-Use of Vacant Office Space in Current Buildings

To ease congestion in the Tax and Planning Departments, it is recommended that the office space made vacant through this move be made available to those departments. A possible scenario would have staff from the Tax Department moving into the space vacated by Finance and Human Resources. Likewise, Planning Department staff would make use of the space vacated by Administration.

It is recommended that the Parks and Recreation Department be moved out of the current office space in the Sheriff's Department to the current Public Works building to re-use that space.

### **Alternatives**

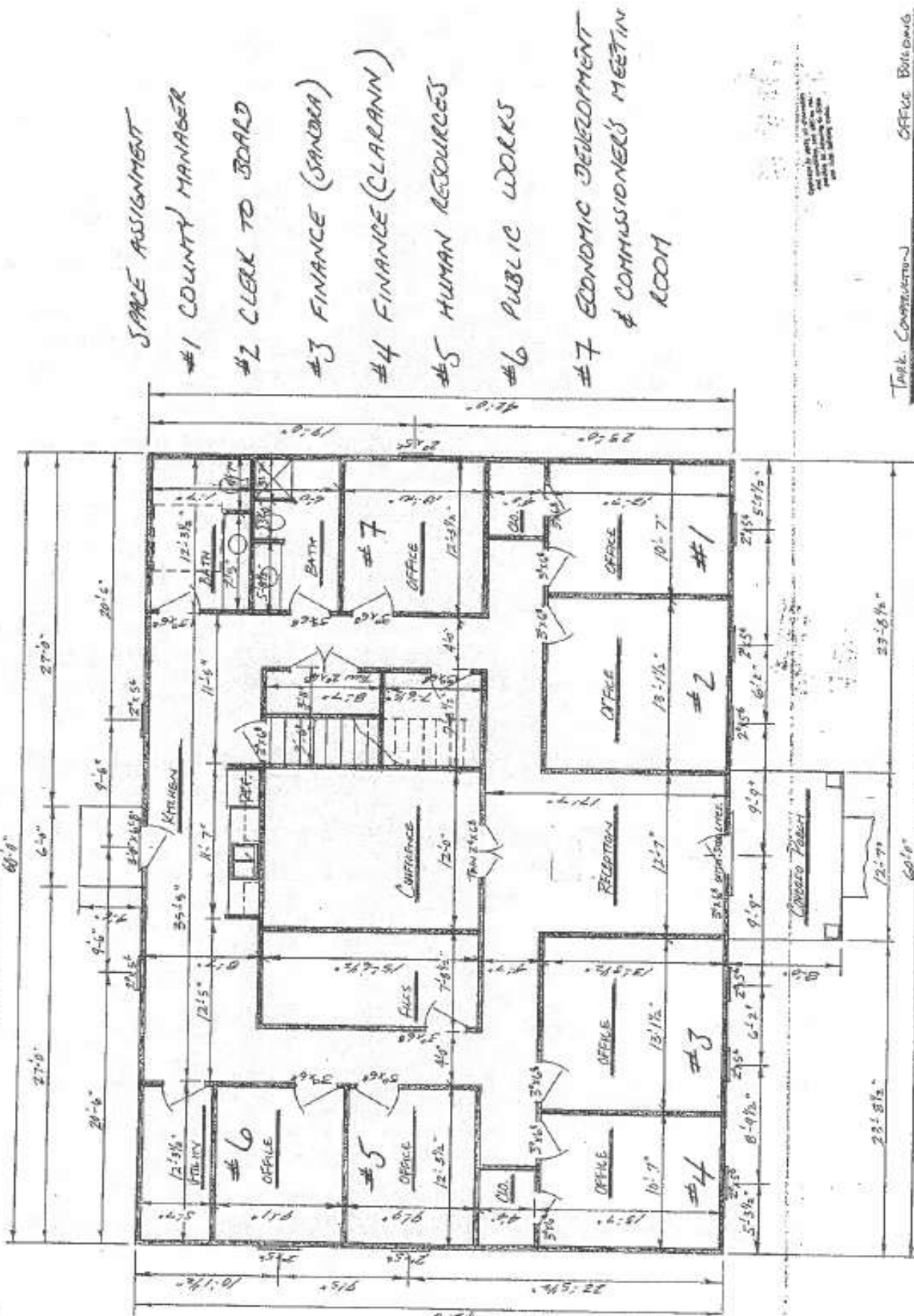
- a) Accept staff recommendation to move the listed departments to the new facility and allow re-use of vacated space as outlined above.
- b) Maintain the various departments in their current locations.
- c) Approve a subset of the proposed changes or approve additional modifications to the staff recommendation.

### **Fiscal Impact**

The anticipated IT costs for the current fiscal year, including initial firewall set-up and wiring repair in the new facility, are approximately \$1,380. The construction of the maintenance office located in the rear building will be completed by maintenance staff at a projected materials cost not to exceed \$2,000.

Should the Board decide to implement this recommendation the total impact to the FY11-12 budget will be approximately \$16,473, which includes the installation of a security perimeter fence and keypad activated electric slide gate operator. Should the Board opt to construct a perimeter security fence with a manually operated gate, the total cost of the project will be approximately \$11,184.

ATTACHMENT 1



SPACE ASSIGNMENT

#1 COUNTY MANAGER

#2 CLERK TO BOARD

#3 FINANCE (SANDRA)

#4 FINANCE (CLARANN)

#5 HUMAN RESOURCES

#6 PUBLIC WORKS

#7 ECONOMIC DEVELOPMENT  
& COMMISSIONER'S MEETING ROOM

Table Construction Office Building

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

**Item Number:** 4.E  
**New Business**  
**Meeting Date:** January 3, 2012  
**Attachments:**  
**Submitted By:** Michael Renshaw, County Manager  
**ITEM TITLE:** Electronic Board Packets

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>NO MOTION</b>	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>ABSENT</b>	_____
<b>RECUSED</b>	_____

**SUMMARY:**

At the Request of Board Members, Clerk to the Board Ashley Honaker collected data from various online sources and fellow clerks throughout NC on device pricing, programs, and implementation.

At the request of Commissioner Clayton Riggs, the Board has reached a time for discussion on the matter.

**RECOMMENDATION:**

For discussion among Board members  
Motion to approve purchase of Ipads and AIMS for use in Electronic Board Packets

**\*Alternative Recommendations:**

- Motion to approve the purchase of two (2) Ipads for IT Consultant to build system for Paperless Board Packets and work out any “kinks” that may arise.



## Camden County Board of Commissioners Report

**Date:** January 3, 2012  
**To:** Board of Commissioners  
**From:** Mike Renshaw, County Manager  
**Subject:** Electronic Board Packets

### **Purpose and Recommendation**

This report provides an analysis of the current process used to create the monthly Board of Commissioners meeting packets including the associated costs in both staff time and materials and compares those costs with a paperless electronic process utilizing iPad technology and a compatible agenda management system.

Based upon the cost benefit analysis recently completed, the recommendation to the Board of Commissioners is to adopt the use of iPads as a means of enhancing staff efficiency and cost effectiveness and to allow the County to transition to a more environmentally friendly business practice.

### **Background**

Many local government organizations across the country have recognized the value of implementing paperless board packets in an effort to reduce costs and become more environmentally friendly. In June 2011 the City of Cornelius, N.C. opted for paperless packets. The result has been a significant savings in both staff time and materials cost. At the state level, the Joint Legislative Oversight Committee on Information Technology is now considering providing members of the General Assembly tablets rather than the traditional and more expensive laptops. These tablets, such as the iPad, are more portable and allow organizations to reduce paper and copying costs as well as staff time spent compiling packets.

In addition, going paperless has the added advantage of allowing electronic agendas and packets to be more easily posted online for viewing by the public as well as policymakers thereby making government more transparent and accessible.

### **Discussion**

In order to illustrate the potential cost savings that will result from transitioning to a paperless Board packet using the iPad 3G platform, staff has conducted the following cost analysis. This analysis is modeled on the purchase cost of five iPad 3G tablets which, according to our IT consultant, have a replacement life of four years. Other assumptions included in the model are that twelve complete packets are typically distributed with an average length of 65 pages and that seventeen meetings are

conducted annually. Staff costs in compiling Board packets are based upon the total hourly compensation (salary and benefits) of the Clerk to the Board.

Current Paper-Based System

Annual Staff Costs

<i>Staff Time</i>		<i>Staff Cost</i>		<i># Meetings</i>	
9 hrs/meeting	x	\$23.86/hr	x	17 meetings	= \$3,650.58

Annual Paper Costs

65 pgs	x	12 packets/meeting		=780 pgs
780 pgs is equivalent to 1.56 reams/meeting				
17 meetings	x	1.56 reams/meeting		=26.52 reams/yr
26.52 reams/yr	x	\$3.29/ream		=\$87.25/yr

Annual Printing Costs

780 two-sided pages = 1,560 pages/meeting				
1,560 pages	x	.015/page		=\$23.40/meeting
\$23.40	x	17 meetings		=\$397.80/yr

**Total Annual Cost: \$4,135.63**

Proposed Electronic Board Packets

<i>Staff Time</i>		<i>Staff Cost</i>		<i># Meetings</i>	
1 hr/meeting	x	\$23.86/hr	x	17 meetings	= \$405.62

iPad Costs

One-time purchase of five iPads (3G)		= \$3,340
Four-year Replacement Life (\$3,340/4)		= \$835 annual cost

Data Service (Internet Access Fee)

\$30/month	x	5 iPads (3G)		= \$1,800/yr
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**Total Annual Cost: \$3,040.62**

Based upon the above analysis, the County would realize a savings of approximately \$1,095 annually should the Board opt to implement the use of a paperless packet system utilizing the iPad 3G. Note that this is a conservative figure in that it does not take in to account the replacement costs of packet binders and tab sheets that are currently used in the packets.

It should also be noted that beyond this savings in operating costs, there are significant indirect savings. An example of an opportunity cost savings is the additional time (8 hours per month) that the Clerk to the Board will have available to spend on other critical duties such as web site maintenance/updates and archiving County documents electronically.

In conjunction with this recommendation, staff has also researched a variety of software solutions that are both compatible with the iPad and will increase staff efficiency and productivity. After consultation with the IT consultant, staff recommends implementing the Agenda Information Management System (AIMS) developed and currently used by Pitt County, NC. This software automatically creates agendas and electronically creates a "digital packet" that can then be easily distributed to the Board and accessed via the iPad 3G.

The AIMS software also streamlines the process used to generate meeting minutes, resulting in minutes being made available in a shorter period of time. Pitt County simply charges a one-time administrative fee of \$95 to cover the costs of producing the documentation material. Installation of the software will be accomplished in-house by our IT consultant in collaboration with Pitt County Management Information Systems.



**Alternatives**

- d) Accept staff recommendation to implement a paperless board packet using the iPad 3G and AIMS software provided through Pitt County MIS.
- e) Maintain the current paper-based board packets.
- f) Approve a subset of the proposed changes or approve additional modifications to the staff recommendation.
- g) Approve IT Specialist's recommendation that should the Board choose to table the issue until the 2012-2013 budget is adopted, approve the purchase of one iPad 3G (cost of \$668) to ensure that IT Specialist is able to launch a pilot project.

**Fiscal Impact**

Should the Board decide to implement this recommendation, the impact to the FY11-12 budget will be \$3,340 for the purchase of five 3G iPads. In addition, there will be an on-going annual cost of \$1,800 for the 3G data service.

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

**Item Number:** 4.F  
  
**New Business**  
  
**Meeting Date:** January 3, 2012  
**Attachments:** 3 (5 Pages)  
**Submitted By:** Tax Department  
  
**ITEM TITLE:** Monthly tax Report

<b>MOTION MADE</b>	
<b>BY:</b>	
<b>S. Duckwall</b>	_____
<b>G. Meiggs</b>	_____
<b>M. McLain</b>	_____
<b>R. Krainiak</b>	_____
<b>C. Riggs</b>	_____
<b>NO MOTION</b>	_____
<b>VOTE:</b>	
<b>S. Duckwall</b>	_____
<b>G. Meiggs</b>	_____
<b>M. McLain</b>	_____
<b>R. Krainiak</b>	_____
<b>C. Riggs</b>	_____
<b>ABSENT</b>	_____
<b>RECUSED</b>	_____

**SUMMARY:**

November Monthly Tax Report.

**RECOMMENDATION:**

Review tax report & make a motion to approve.

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

**OUTSTANDING TAX DELINQUENCIES BY YEAR**

<b><u>YEAR</u></b>	<b><u>REAL PROPERTY</u></b>	<b><u>PERSONAL PROPERTY</u></b>
2010	158,095.28	24,817.15
2009	74,995.22	8,626.04
2008	35,158.75	7,567.82
2007	22,471.54	11,732.94
2006	12,657.39	16,544.13
2005	8,015.15	28,800.67
2004	3,609.06	13,093.49
2003	3,012.60	11,815.57
2002	2,328.61	9,041.99
2001	1,883.87	9,155.87

TOTAL REAL PROPERTY TAX UNCOLLECTED	322,227.47
TOTAL PERSONAL PROPERTY UNCOLLECTED	141,195.67
TEN YEAR PERCENTAGE COLLECTION RATE	99.26%
COLLECTION FOR 2011 vs. 2010	\$670,909.36 vs. \$2,535,424.36

**LAST 3 YEARS PERCENTAGE COLLECTION RATE**

2010	97.56%
2009	98.87%
2008	99.40%

**THIRTY LARGEST UNPAID ACCOUNTS**

SEE ATTACHMENT "A"

**THIRTY OLDEST UNPAID ACCOUNTS**

SEE ATTACHMENT "B"

**EFFORTS AT COLLECTION IN THE LAST 30 DAYS**  
**ENDING November ,2011**  
**BY TAX ADMINISTRATOR**

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

Attachment "A"

Parcel Number	Unpaid Amount	Yrs/Dly	Taxpayer Name	City	Property Address
02-8945-00-09-5502.0000	35,850.73	1	TARK & ASSOCIATES, INC.	CAMDEN	104 INVESTORS WY
02-8923-00-19-3774.0000	12,270.99	1	HALSTEAD VENTURE PARTNERS, LLC	CAMDEN	431 158 US W
03-8954-00-82-8817.0000	9,069.06	4	ELOISE S. SHERMAN-C/O LOVELL	SHILOH	139 SMITH CORNER RD
02-8955-00-25-7372.0000	8,255.98	4	VIVIAN SPENCE	CAMDEN	431 IVY NECK RD
03-8971-00-12-0477.0000	8,113.60	2	GILBERT WAYNE OVERTON &	SHILOH	187 THOMAS POINT RD
01-7081-00-20-6045.0000	7,707.85	1	BRIAN & DEBORAH MALCOLM	SOUTH MILLS	176 CULPEPPER RD
03-8952-00-95-8737.0000	5,674.37	7	AUDREY TILLET	SHILOH	171 NECK RD
01-7979-00-61-7359.0000	5,549.16	1	POTOMAC TIMBER INVESTMENTS #17	SOUTH MILLS	HORSESHOE RD
03-8961-00-69-3519.0000	5,282.19	4	MARIETTA EVANS	SHILOH	137 RAYMON'S CREEK RD
03-8899-00-45-2682.0000	5,146.96	4	SEAMARK INC.	SHILOH	HOLLY RD
01-7989-00-01-1714.0000	4,826.64	4	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
01-7989-03-30-8984.0000	4,668.08	4	WILLIE LAVERNE TURNER	SOUTH MILLS	102 HORSESHOE RD
02-8944-00-31-2148.0000	4,343.64	2	CARL HARRINGTON	CAMDEN	150 SAND HILLS RD
03-8953-03-12-3791.0000	4,146.35	2	KIMBERLEE SAWYER	SHILOH	113 GLEN DR
01-7080-00-62-9444.0000	3,726.09	1	JONATHAN M BROOKS	SOUTH MILLS	106 SOYFIELDS CT
02-8934-01-18-8072.0000	3,688.74	2	ARNOLD AND THORNLEY, INC.	CAMDEN	146 158 US W
02-8954-00-97-5888.0000	3,637.80	4	RUSSELLETTE LAVERNE LAMB HEIRS	CAMDEN	449 TROTMAN RD
03-8963-00-00-8453.0000	3,458.45	4	CHARLENE S. NICHOLSON	SHILOH	113 HAWKINS LN
01-7979-00-94-6193.0000	3,434.75	4	HERSEY LYN BARBER	SOUTH MILLS	214 HORSESHOE RD
01-7998-01-08-8621.0000	3,389.28	1	WILLIE L. TURNER ETAL	SOUTH MILLS	1289 343 HWY N
01-7080-00-49-5646.0000	3,169.28	1	JANICE L CALDWELL	SOUTH MILLS	199 CULPEPPER RD
03-8953-04-90-1418.0000	3,149.91	2	WILLIE M. GREGORY	SHILOH	935 A 343 HWY S
02-8945-00-41-2060.0000	3,134.45	4	LASELLE ETHERIDGE SR.	CAMDEN	168 BUSHELL RD
02-8945-00-64-0431.0000	3,119.35	4	MICHAEL MCCOY	CAMDEN	106 PINCH GUT RD
03-8963-00-10-1500.0000	3,091.96	2	KENNETH & PEGGY S. PIERCE	SHILOH	117 HAWKINS LN
03-8962-00-56-7217.0000	3,061.78	4	TONYA HUGHES HARRIS	SHILOH	253 WICKHAM RD
03-8899-00-46-4631.0000	3,043.64	1	WILLIAM T. & PATRICIA HORTON	SHILOH	100 BLUE HERON RD
03-8965-00-13-1025.0000	2,907.56	1	SHARON EVANS MUNDEN	SHILOH	556 TROTMAN RD
02-8943-01-47-1120.0000	2,774.40	4	EMILY FORBES CRAIN	CAMDEN	104 C ST
03-8962-00-60-2021.0000	2,685.05	4	CHRISTOPHER MOSE HUGHES	SHILOH	132 RAYMON'S CREEK RD

Attachment "B"

Roll	Parcel Number	YrsDtg	Unpaid Amount	Taxpayer Name	City	Property Address
R	01-7090-00-95-5262.0000	10	224.54	JOHN F. SAWYER HEIRS	SOUTH MILL	OLD SWAMP RD
R	02-8955-00-25-7372.0000	9	8,255.98	VIVIAN SPENCE	CAMDEN	431 IVY NECK RD
R	03-8899-00-45-2682.0000	9	5,146.96	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8962-00-56-7217.0000	9	3,061.78	TONYA HUGHES HARRIS	SHILOH	253 WICKHAM RD
R	01-7989-00-12-0137.0000	9	2,673.94	BERTIE TAYLOR HEIRS	SOUTH MILLS	HORSESHOE RD
R	01-7997-00-26-6089.0000	9	1,843.18	JOHN BARTLETT SPENCE ETAL	SOUTH MILLS	
R	02-8935-03-40-3652.0000	9	1,717.32	EVERETT A. DAVENPORT	CAMDEN	117 GUMBERRY RD
R	01-7989-04-60-2267.0000	9	1,450.38	MOSES RODGERSON	SOUTH MILLS	103 COMMUNITY DR
R	03-8943-04-93-8214.0000	9	1,409.76	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	03-8965-00-13-1291.0000	9	1,137.12	THE BANKERS TRUST COMPANY OF	SHILOH	560 TROTMAN RD
R	02-8934-04-71-5489.0000	9	981.11	JAMES LAMB JR.	CAMDEN	261 COUNTRY CLUB RD
R	03-8971-00-98-6099.0000	9	744.66	W. H. HARRISON HEIRS	SHILOH	BEECH NECK RD
R	02-8955-00-13-7846.0000	9	475.34	MARIE MERCER	CAMDEN	IVY NECK RD
R	03-8962-00-49-5423.0000	9	429.24	JOYCE MARIE RICHARDSON	SHILOH	418 WICKHAM RD
R	03-8980-00-61-1968.0000	9	159.32	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	03-8952-00-95-8737.0000	7	5,674.37	AUDREY TILLET	SHILOH	171 NECK RD
R	03-8961-00-69-3519.0000	7	5,282.19	MARIETTA EVANS	SHILOH	137 RAYMON'S CREEK RD
R	02-8954-00-97-5888.0000	7	3,637.80	RUSSELLETTE LAVERNE LAMB HEIRS	CAMDEN	449 TROTMAN RD
R	02-8945-00-41-2060.0000	7	3,134.45	LASELLE ETHERIDGE SR.	CAMDEN	168 BUSHELL RD
R	02-8943-01-47-1120.0000	7	2,774.40	EMILY FORBES CRAIN	CAMDEN	104 C ST
R	01-7989-04-60-0149.0000	7	2,174.97	CHARLES TURNER	SOUTH MILLS	111 COMMUNITY DR
R	01-7090-00-60-5052.0000	7	760.64	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	03-9809-00-45-1097.0000	7	196.41	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	03-8954-00-92-8817.0000	6	9,069.06	ELOISE S. SHERMAN-C/O LOVELL	SHILOH	139 SMITH CORNER RD
R	03-8963-00-00-8453.0000	6	3,458.45	CHARLENE S. NICHOLSON	SHILOH	113 HAWKINS LN
R	01-7998-01-08-8621.0000	6	3,389.28	WILLIE L. TURNER ETAL	SOUTH MILLS	1289 343 NC N
R	03-8953-03-12-7386.0000	6	1,968.46	JOSEPH TUINISTRA	SHILOH	116 LAUREN LN
R	02-8955-00-26-6246.0000	6	1,781.28	KIMBERLY S MUTTA	CAMDEN	NORTH RIVER RD
R	01-7999-00-32-3510.0000	6	1,153.06	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	03-8899-00-75-6462.0000	6	671.52	CHRISTINA E. WATSON	SHILOH	395 SAILBOAT RD

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

**Item Number:** 4.G

**New Business**

**Meeting Date:** January 3, 2012  
**Attachments:** 3 (17 Pages)  
**Submitted By:** Dan Porter, Planning Director

**ITEM TITLE:** NCHFA – SFR 12

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>NO MOTION</b>	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>ABSENT</b>	_____
<b>RECUSED</b>	_____

**SUMMARY:**

The North Carolina Housing Finance Agency recently published notice of funding for the Single Family Rehabilitation Program (SFR -12), and Urgent Repair Program (UPR-12).

- The SFR program provides up to \$200,000 to counties for deferred, forgiven loans, up to \$45,000 per unit. Each year one third (1/3) of North Carolina counties are eligible to receive funding based on their ability to administer the program. The focus of the program is on financially-feasible, moderate rehabilitation. SFR funds are targeted to owner-occupied units occupied by households with elderly and/or disabled fulltime household members or owner-occupied units with lead hazards and a child 6 years old or younger. Household incomes must be below 80% (Camden 2 person HH = \$37,900; 4 person HH = \$47,350). Camden last participated in the SFR program in 2007. The application deadline is January 27, 2012.
- The Urgent Repair Program funding provides up to \$75,000 to recipient organizations to provide deferred, forgiven loans of up to \$6,000 for emergency home repairs and modifications to very low-income and low-income owner-occupant households with one or more fulltime household members with special needs (e.g., elderly, disabled, single-parent, large households, or a child 6 or under with an elevated blood-lead level). Household incomes cannot exceed 50% of the area median income (Camden 2 person HH = \$23,700; 4person HH = \$29,600). Camden



applied for the UPR program last and was not funded. The application deadline is February 3, 2012.

**ITEM TITLE: NCHFA – SFR 12 (Continued)**

While funding has been reserved for Camden County, the programs are somewhat competitive in that applicants must demonstrate sufficient ability to administer the program. In past housing rehabilitation programs the county has typically hired a consultant to administer the program. However after discussion with our building inspector and HFA staff, we feel that in-house staff can adequately administer these programs.

Approval by the Board of Commissioners is required for application submittal.

**RECOMMENDATION:**

Motion to 1) approve submittal of NCHFA-SFR 2012 application; 2) authorize Chairman to sign appropriate documents; and 3) administer the program with County staff.

Motion to 1) approve submittal of NCHFA-UPR 2012 application; 2) authorize Chairman to sign appropriate documents; and 3) administer the program with County staff.

# **APPLICATION GUIDELINES**

For the 2012 cycle of the

## **URGENT REPAIR PROGRAM (URP12)**

**NORTH CAROLINA HOUSING FINANCE AGENCY**

**POST OFFICE BOX 28066**

**RALEIGH, NORTH CAROLINA 27611-8066**

**(919) 877-5700**

**December 2011**

# Application Guidelines

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# APPLICATION GUIDELINES

## For the Urgent Repair Program

### 1. Introduction

The North Carolina Housing Finance Agency announces the availability of funds under the Urgent Repair Program ("URP").

A total of \$2.5 million will be made available under the 2012 cycle of the Urgent Repair Program (URP12) to nonprofit organizations, local governments and regional councils statewide who may apply for funding through a competitive application process. Applicant eligibility and ranking criteria are described under sections 5 and 9, respectively.

Last year's URP funding cycle ("URP11"), was very competitive, with 66 applicants requesting a total of \$5.3 million. With \$2.25 million available, 27 projects were funded. With an increase of \$250,000 of funding available under URP12, we expect 29 to 31 of the applicants to receive awards.

The goals of the Urgent Repair Program are: 1) to alleviate housing conditions which pose an imminent threat to the life or safety of very low-income homeowners with special needs; and 2) to provide accessibility modifications and other repairs necessary to prevent the imminent displacement of very low-income homeowners with special accessibility needs, such as frail elderly and persons with disabilities.

The Urgent Repair Program objectives are:

- 1) To assist very low-income and low-income owner-occupant households with one or more fulltime household member with special needs (elderly  $\geq$  62 years of age, handicapped or disabled, single-parent, large households (five or more), or households with children who have elevated blood lead levels (between  $10\mu\text{g}/\text{dl}$  and  $19\mu\text{g}/\text{dl}$ ), in all areas of the state;
- 2) To serve households with urgent repair needs which cannot be met through other state- or federally-funded housing assistance programs; and,
- 3) To enable frail elderly homeowners, and others with physical disabilities, to remain in their homes by providing essential accessibility modifications.

Under URP12, recipients of funds will be expected to develop and adhere to fair, open and competitive procedures for the procurement of goods and services and for the selection of Program beneficiaries. These Application Guidelines provide a brief overview of the Program. Additional information on Program and application requirements is contained in the accompanying Application for Funding.

## 2. Background

In 1994 the North Carolina Housing Finance Agency (NCHFA) initiated the Urgent Repair Program ("URP94") as a one-year demonstration program with funds from the North Carolina Housing Trust Fund. The program was approved by the North Carolina Housing Partnership in response to the frequently expressed need for repair funding to respond to emergency situations and prevent displacement without being required to bring a whole house up to code.

A total of \$1 million of URP94 funds was allocated to sub-contractors under the U.S. Department of Energy's Weatherization Assistance Program through a non-competitive application process. An additional \$250,000 was available to other non-profit organizations, non-entitlement local governments, public agencies, and regional councils through a competitive application process. A total of 47 organizations received URP94 funding which enabled them to assist more than 650 households.

A comprehensive study of the 1994 demonstration cycle indicated that it had filled a vital niche, and that there was strong, broad-based support for continuing the program. At the same time, the study elicited some thoughtful suggestions which led to numerous improvements in the design of the Urgent Repair Program. After many additional program adjustments over the past 17 years, URP is now a very popular tried and true product, filling a vital service niche. Close to \$31 million in URP funding has been committed to date to assist over 9,850 households with repairs and accessibility modifications.

From May of 2002, until February of 2004 a portion of recaptured URP funds (from recipients that were unable to use their entire allocation within the allotted time) was dedicated to a special Displacement Prevention Partnership Program fund ("DPP"). Under DPP, very-low income homeowners are referred to NCHFA by either of two state agencies (Department of Environment and Natural Resources (DENR) or the Independent Living Rehabilitation Program at the Division of Vocational Rehabilitation Services) if they face imminent displacement due to either lead-paint poisoning or mobility limitations requiring home modifications. Since 2004, over \$5.67 million has been set aside for DPP. To date, modifications have been completed on 1,900 households, all through local offices of Independent Living Services.

Those with experience under the recent cycles of URP will find some significant changes in the guidelines. The significant changes include raising the maximum eligible hard costs, revising program support expense allowances, changing the form of assistance from grants to loans, and reducing the percentage of assisted households that must fall below 30% of the area median income. To avoid confusing one cycle with another, we will often refer to the current cycle as URP12.

### 3. Funding

The total amount of funding available under URP12 is \$2.5 million. Support for URP12 comes from the State appropriated North Carolina Housing Trust Fund.

Under this program cycle, funding limitations will apply to entitlement counties and cities. The 26 units of local government that receive CDBG funds directly from HUD may apply for a maximum of \$37,500. Those "Entitlements" are the cities of Asheville, Burlington, Cary, Chapel Hill, Charlotte, Concord, Durham, Fayetteville, Gastonia, Goldsboro, Greensboro, Greenville, Hickory, High Point, Jacksonville, Kannapolis, Lenoir, Morganton, Raleigh, Rocky Mount, Salisbury, Wilmington and Winston-Salem, plus Cumberland, Mecklenburg and Wake Counties.

The maximum allocation to a non-entitlement recipient organization proposing to serve a multi-county service area (two or more counties in their entirety) is \$150,000. The maximum allocation to an organization or non-entitlement government entity proposing to serve an area of less than two entire counties is \$75,000. Only applicants proposing to serve areas with populations of 5,000 or more are eligible. The minimum allocation is \$25,000. **Eligible applicants may submit only one application.** Funding provided to recipient organizations will be in the form of conditional grants.

URP12 assistance provided by Recipients to eligible households **cannot exceed \$6,000 in hard and soft costs per dwelling unit.** There is no minimum amount of Program funds that can be spent on any assisted dwelling unit.

A share of each Recipient's URP12 allocation may be used for program support expenses, but must be accounted for and claimed on a unit-by-unit basis. Eligible program support expenses are those necessary and reasonable costs directly associated with the delivery of program assistance, such as: (1) salaries and benefits for technical staff, or fees to consultants for work write-ups, cost estimates, inspections, etc.; or (2) office supplies and materials consumed in carrying out repairs. The maximum amount available varies with the amount of the hard costs. All URP assisted units may receive base program support of \$200. Units with hard costs exceeding \$500 may receive additional soft costs up to 10% of the hard cost for eligible program support expenses, so long as the total soft cost for the unit does not exceed \$600, as indicated by the table below.

URP12 Hard Costs	Maximum Program Support
From \$501 to \$6,000	\$200 + 10% of the Hard Cost (not to exceed \$600)
Up to \$500	\$200

For instance, if the hard costs associated with the repair or modification of a given unit is \$3,250 the Recipient may claim up to \$525 for program support expenses (\$200 + \$325).

#### **4. Schedule**

Applications for Program funding must be received at NCHFA by **5:00 pm, February 3, 2012**. Applications will be rated according to the criteria described below. Program awards will be announced by the end of May, 2012. After the implementation workshop for program administrators and technical staff, Funding Agreements will be executed. Successful applicants will be given a maximum of 18 months to complete their URP projects, and must report program progress quarterly.

#### **5. Eligible applicants**

Eligible applicants for URP12 funds include: 1) nonprofit organizations; 2) units of local government; and, 3) regional councils. Applicants for Program funding are directly responsible for the administration of projects being funded, even when contracting with third parties for administration.

#### **6. Eligible households**

Only households with special needs as defined in section 1 (Introduction), paragraph 5 are eligible for assistance under URP. A minimum of 50% of the households assisted under a Recipient's URP12 allocation must have incomes which fall below 30% of the area median income. No URP funds may benefit households with incomes exceeding 50% of the area median. Only owner-occupied housing is eligible for assistance under the Urgent Repair Program. Income limits will be defined using the most recent HUD income estimates, as provided by the NCHFA (see URP income limits at our web site [www.nchfa.com](http://www.nchfa.com) under the Urgent Repair Program section).

#### **7. Eligible activities**

URP12 funds may be used exclusively to alleviate housing conditions which pose an imminent threat to the life or safety of very low-income households with special needs, or to their ability to remain in their homes independent of institutional confinement. Upon completion, housing units repaired/modified under the URP do not have to meet any housing codes or habitability standards, but the work performed under the Program must meet North Carolina State Residential Building Code standards and be performed in accordance with all state and local permitting, inspections, licensing and insurance requirements.

#### **8. Eligible forms of assistance**

Assistance provided to owner-occupants by Recipient organizations under URP12 shall be in the form of a loan covering the hard and soft costs of the URP funds associated with the repair/modification of the unit. Homeowners will receive an unsecured deferred,

interest-free loan, forgiven at the rate of \$1,000 per year, until the principal balance is reduced to zero. Recipients must use the loan documents provided by the Agency. Recipients will be expected to have adequate project procedures to ensure that Program documents are properly processed.

## 9. Application review and ranking process

Applications for Program funds will be reviewed and ranked on applicant capacity to operate the project, past performance under Agency Programs, if applicable, and the project location (whether they are serving an underserved county). A four-step review process will be used: threshold review, competitive ranking, Agency board approval, and execution of Funding Agreements.

### 9.1 Threshold review

**Applications that do not include an attached resume for each person listed on table III C on page 7 will be considered incomplete.** The threshold review will eliminate any applications which are incomplete, were not received by the deadline, are from ineligible entities, or are not accompanied by the required application fee or a copy of the original application. The threshold review is also meant to eliminate applicants lacking minimal capacity to operate the project. The following factors will be considered:

- 1) The experience of the applicant in undertaking similar projects;
- 2) The past performance of the applicant, if applicable, under housing rehabilitation programs;
- 3) The capacity of the organization, including staffing support, to complete the project. *(Special attention will be given to the availability of qualified technical staff to diagnose repair or modification needs and implement the appropriate measures to address the needs, professionally and efficiently.)*

The capacity of units of local government or others proposing to administer the project through a third party will be rated based on that party's qualifications, experience and past performance under Agency programs, if applicable.

### 9.2 Competitive ranking

The next phase of the selection process will be to rate and rank applications based on a number of factors related to applicant capacity as determined by (1) staff qualifications and experience, (2) performance under past cycles of the Urgent Repair Program (including the percentage of targeted units completed under active grants and timeliness of grant completion), if applicable, or recent performance under other repair initiatives; and, (3) the accuracy and completeness of the URP12 application. A comprehensive and effective system for referring clients to



services other than housing will also be a positive rating factor. Points will be awarded for matching local funds (for hard costs only) as well as for proposing to serve counties underserved by the URP funds since the Program's inception (see below). Points will also be awarded to organizations that applied for last year's URP cycle but were not recommended for funding. The Agency will not fund two applications with overlapping service areas.

### **Counties Underserved with the Urgent Repair Program**



### **Counties Underserved with the Urgent Repair Program**

Alleghany	Iredell	Rowan
Dare	Lincoln	Surry

### **9.3 Agency Board approval**

After completion of the application review and ranking process, the final funding decision will be made by the Agency's board of directors. It is the goal of Agency staff to take their recommendations to the board in May 2012.

### **9.4 Post-Approval Documentation and Funding Agreements**

Following board approval of the final ranking of applications, Applicants approved by the Agency board will receive conditional award letters and requests for additional documentation (Post Approval Documentation). Funding Agreements will be forwarded to Recipients following receipt by the Agency of all information requested in the post approval documentation packet and attendance at the mandatory URP12 Implementation Workshop. Recipients will be given 45 days to execute and return the Funding Agreements to the Agency.

Post approval documentation will include the following:

- 1) A copy of the Recipient's Procurement Policy;
- 2) Bonding/Honesty and Fidelity Insurance documentation. All Recipients must submit evidence that honesty and fidelity insurance coverage is available in an amount not less than 50% of their URP12 funding allocation;
- 3) Organizational Documents. Recipients which are not units of government may be asked to supply copies of their organizational documents, including articles of incorporation, by-laws and a listing of all directors, officers and staff;
- 4) Conflict of Interest Policy (for private-nonprofit organizations); and,
- 5) The Applicant's proposed URP12 Assistance Policy.

## 9.5 Funding award

Upon receipt and approval by the Agency of the Post Approval Documentation packet, the Agency will forward the Funding Agreement to the Recipient. Once the executed Funding Agreement is returned to the Agency, an initial disbursement of 50% of the award amount will be sent to the Recipient organization. Project activities may commence upon receipt of the fully executed Funding Agreement. *Note: If all necessary documentation is not received by the Agency within 45 days of the date of the conditional award letter, the award may be canceled and the funds de-obligated.*

## 10. SPECIAL INSTRUCTIONS TO THE APPLICATION

### 10.1 Requests for Application forms

Program Application forms may be downloaded from the Agency website [www.nchfa.com](http://www.nchfa.com), or requested from the Agency by calling Amy Elms at (919) 877-5661, or by writing to the address shown below (see section 10.4).

### 10.2 Application deadline

An original application and one copy per grant request must be received by the Agency by 5:00 p.m. on February 3, 2012.

### 10.3 Application fee

The application must be accompanied by a non-refundable application fee. The application fee must be paid by a check made payable to the North Carolina Housing Finance Agency. The application fee is \$50.

### 10.4 Address

All applications must be mailed or delivered to:

The Strategic Investment Group  
North Carolina Housing Finance Agency  
3508 Bush Street  
Raleigh, North Carolina 27609-7509

### 10.5 Special Instructions

1) Automated application forms created in MS Excel are available at our website ([www.nchfa.com](http://www.nchfa.com)) or via e-mail. It is highly recommended that applicants use the automated version to take advantage of multiple automated calculations and general ease of use. The Excel version is designed such that the applicant tabs through the form, landing only where information is to be entered (the light yellow cells). All totals are automatically calculated (in the bright yellow cells). If you do not use the Excel version, please ensure that your application is typed or printed legibly in ink. Dollar amounts should be rounded to the nearest dollar. All applications should be signed and dated in ink on the "Certification" page by the applicant's chief administrative official as listed on the application under I.B.1. No applications will be accepted electronically or by Fax.

2) All applications should be submitted on the form provided. Except for requested attachments, please confine your responses to the provided space.

3) It is preferred that applications be fastened at the upper left corner by a single staple or binder clip. Covers, ring binders, and folders are discouraged, as are attachments or exhibits which are not specifically requested.

4) All attachments should be clearly marked in the upper right hand corner according to the instructions in the application. The attachments should be attached in the order that they were requested, at the back of the application following the last page.

# FY 2011 Income Limits Documentation System

## FY 2011 Income Limits Summary

Camden County, North Carolina										
FY 2011 Income Limit Area	Median Income	FY 2011 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Camden County	\$74,200	Very Low (50%) Income Limits	\$20,750	\$23,700	\$26,650	<b>\$29,600</b>	\$32,000	\$34,350	\$36,750	\$39,100
		Extremely Low (30%) Income Limits	\$12,450	\$14,200	\$16,000	<b>\$17,750</b>	\$19,200	\$20,600	\$22,050	\$23,450
		Low (80%) Income Limits	\$33,150	\$37,900	\$42,650	<b>\$47,350</b>	\$51,150	\$54,950	\$58,750	\$62,550

For details on the calculation steps for each of the various parameters, please click the "Median Income" column heading or the Income Limits row labels ("Very Low-Income (50%) Limits", "Extremely Low-Income (30%) Limits", and "Low-Income (80%) Limits").

Income Limit areas are based on FY 2011 Fair Market Rent (FMR) areas. For a detailed account of how this area is derived please see our associated FY 2011 Fair Market Rent [documentation system](#).

**Dunham County**  
**Assistance Policy**  
**For the 2012 Cycle of the**  
**Single-Family Rehabilitation Program**

**What is the Single-Family Rehabilitation Program?**

Dunham County has been granted Membership by the North Carolina Housing Finance Agency ("NCHFA") under the 2012 cycle of the Single-Family Rehabilitation Program ("SFR12"). This program provides Members with funds via a "loan pool" to assist with the rehabilitation of moderately deteriorated homes that are owned and occupied by lower-income households.

As an SFR12 Member, Dunham County has been allocated an initial set-aside of \$160,000 which it plans to apply toward the rehabilitation of three to four houses within Dunham County. After the demonstrated successful use of the initial set-aside, the County may access additional funds, depending on availability, on a unit-by-unit basis from the SFR12 loan pool.

This Assistance Policy describes who is eligible for assistance under SFR, how applications for assistance will be rated and ranked, what the terms of assistance are, and how the rehabilitation process will be managed. Dunham County has designed the SFR12 project to be fair, open and consistent with its approved application for funding and with SFR12 Program Guidelines.

The funds provided by NCHFA come from the US Department of Housing and Urban Development's (HUD) Federal HOME Investment Partnerships Program. Assistance for construction-related costs (hard costs) will be provided as no interest, no payment loans which are forgiven at the rate of \$3,000 per year. Non-construction-related costs (soft costs) will be provided in the form of a grant.

**Who is Eligible to Apply?**

There are three major requirements to be eligible for SFR12 assistance:

- 1) The housing unit to be rehabilitated with SFR funds must be located in Dunham County, and must be owner-occupied. The household occupying the unit must have an elderly or disabled (see definitions below for elderly, disabled) fulltime household member or a child age 6 or under if there are lead hazards in the home;
- 2) The gross annual household income must not exceed 80% of the statewide median income (see income limit table on the following page) and;
- 3) The cost of rehabilitation including all mandatory, energy-related measures cannot exceed the SFR12 Program Guideline limit of \$45,000. Unfortunately, not all homes can be brought up to the Program-required Rehabilitation Standards with the limited funding available. Some otherwise-eligible households may be deemed ineligible for assistance because their homes fail this test.

### **How are applications ranked?**

There are many more SFR-eligible households (with eligible houses) than can be assisted with the available funds. Therefore, Dunham County has devised the following priority system to rank eligible applicants, determine which of them will be selected for assistance and in what order. Under this system applicants will receive points for falling into certain categories. Applications will be ranked according to which receive the most points. If there are more eligible applicants with eligible houses than can be treated with existing funding, Dunham County may be able to treat additional houses with unrestricted pool funds. Pool applicants will come from the original applicant list and be considered according to which received the most points. If alternate pool applicants are not identified on the original applicant list and must be solicited, the solicited, eligible, pool applicants will be selected on a first come first served basis.

### **Priority Ranking System for Dunham County's 2012 Single-Family Rehabilitation Program**

<i>Special Needs (for definitions, see below)</i>	<i>Points</i>
Household with a child age 6 or under with lead hazards in the home	5
Elderly Head of Household (62 or older)	4
Disabled Head of Household	4
Disabled or Elderly Household Member (not Head of Household)	2
<i>Income (See Income Table above)</i>	<i>Points</i>
Less than 30% of County Median Income	4
30% to 50% of County Median Income	3
50% to 80% of County Median Income	2

**Definitions** under SFR12 are:

- *Elderly*: An individual aged 62 or older.
- *Disabled*: A person who has a physical, mental or developmental disability that greatly limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.
- *Head of Household*: The person or persons who own(s) the house.
- *Household Member*: Any individual who is an occupant (defined below) of the unit to be rehabilitated shall be considered a "household member" (the number of household members will be used to determine household size and all household members are subject to income verification).
- *Occupant*: An occupant is defined as any immediate family member (mother, father, spouse, son/daughter of the head of household who has resided in the dwelling unit for at least 3 months prior to the submission of the family's application.

Recipients of assistance under SFR will be chosen by the above criteria without regard to race, creed, sex, color or national origin.

These requirements are spelled out in full in the SFR12 Administrator's Manual which you may view, at reasonable times, upon request, at the Community Development office of Dunham County.

In addition to the above items that must be done to satisfy NCHFA requirements, the scope of work may also include certain items meant to enhance or protect neighborhood and unit property values and/or home modifications designed to enable frail or disabled household members to function more independently.

It is anticipated that each home rehabilitated with SFR12 funds will, with reasonable maintenance, be capable of lasting another 30 or 40 years.

Of course, contractors performing work funded under SFR12 are responsible for meeting all local requirements for permits and inspections. All work done under the program must be performed to NC State Residential Building Code standards. (This does not mean, however, that the whole house must be brought up to Building Code Standards.)

#### **What About Lead-based Paint?**

Until it was discovered to be a health hazard, lead was used for centuries to make house paints. Now we know that lead exposure is a serious problem for everyone and especially small children. Selling lead paint was outlawed in 1978, but many older buildings still contain lead paint and children are still being poisoned.

Under SFR12, a lead hazard evaluation must be performed on every home selected for rehabilitation that was built before 1978. The specific type of evaluation and the appropriate lead hazard reduction work performed will depend on the total amount of Federal funds used to rehabilitate the home, as per 24 CFR part 35. If required, lead-based paint hazard reduction and/or abatement will be performed by contractors who are trained and certified to perform such work.

It may be necessary for the household to relocate during the construction process for protection against lead poisoning. If relocation is required, it shall be the responsibility of the homeowner to pay for the relocation.

#### **Who Will Do The Work On The Homes?**

Dunham County is obligated under SFR12 to ensure that quality work is done at reasonable prices and that all work is contracted through a fair, open and competitive process. To meet these requirements, Dunham County will invite bids only from licensed general contractors who are part of an "approved contractors' registry".

- To be on the registry, contractors must (1) fill out an application form, listing several references and recent jobs completed, and (2) receive the "conditional approval" of Dunham County. Once a contractor has been conditionally approved and successfully completed one job, his or her status is upgraded to "regular approval", meaning that they will be allowed to bid on a regular rotation as long as they remain in good standing. (Homeowners who know of quality rehabilitation

5. **Pre-rehab inspection & unit evaluation:** Dunham County's Rehabilitation Specialist will visit the home again for a more thorough inspection. All parts of the home must be made accessible for inspection, including the attic and crawlspace. The owner should report any known problems such as electrical short circuits, blinking lights, roof leaks, etc. Each unit will be evaluated for energy-saving opportunities such as air-sealing and duct-sealing as well as for environmental concerns, such as lead based paint hazards.
6. **Work write-up:** The Rehabilitation Specialist will prepare complete and detailed work specifications (known as the "work write-up"). A final cost estimate will also be prepared by the Rehabilitation Specialist and held in confidence until bids are received from contractors.
7. **Lead Testing:** Dunham County will arrange for a certified firm to inspect all the pre-1978 constructed homes for potential lead hazards. The owner will receive information covering the results of the tests and any corrective actions that will be needed as part of the rehabilitation.
8. **Bidding:** The work write-up and bid documents will be mailed to all contractors from the Approved Contractors Registry who will be given no less than seven days in which to inspect the property and prepare bid proposals. Each contractor will need access to all parts of the house in order to prepare a bid. A bid opening will be conducted in the Commissioner's Board Room located at the Dunham County Court House, 111 Main Street, McGillicuddy, NC at a specified date and time, with all bidders invited to attend.
9. **Contractor selection:** Within 72 hours of the bid opening, after review of bid breakdowns and construction schedules, the winning bidders will be select
10. **ed.** All bidders and the homeowner will be notified of 1) the selection of the winning bid, 2) the amount of the winning bid, 3) the amount of the County's cost estimate, and 4) the specific reasons for the selection, if other than the lowest bidder was selected.
11. **Loan closing and contract execution:** Loan documents will be prepared by NCHFA and executed by the homeowner. By law, homeowner's have the right to hire legal representation of their choosing at loan closing. If homeowner does not have "representation" at the closing, the borrower must sign a NCHFA, "Unrepresented Borrower Affidavit". Construction contract documents will be executed by the homeowner and contractor with Dunham County signing on as an interested third party.

Loan documents (Promissory Note and Deed of Trust) will be drawn up by NCHFA, with NCHFA as the lender. Dunham County will facilitate with the loan closing and recordation of these documents and forward the recorded documents to NCHFA.



equipment to the homeowner. The contractor and Rehabilitation Specialist will go over operating and maintenance requirements for the new equipment and appliances and discuss general maintenance of the home with the Homeowner. The Homeowner will have the opportunity to ask any final questions about the work.

**18. Final loan amount determination:** If, upon completion of all rehabilitation work, the contract price has changed due to the effect of change orders, NCHFA will execute and record the appropriate documents to reflect the resulting increase or decrease in the original loan amount. The loan will remain the property of NCHFA, with original documents remaining there for storage and "servicing".

**19. The warranty period:** It is extremely important that any problems with the work that was performed be reported by the homeowner to the Rehabilitation Specialist, as soon as possible. All bona fide defects in materials and workmanship reported within one year of completion of construction will be corrected free of charge by the Contractor.

### **What are the key dates?**

If, after reading this document, you feel that you qualify for this program and wish to apply, please keep the following dates in mind:

- Applications available to the public starting September 1, 2012.
- Applications must be turned in at the Dunham County Planning Office by 5:00 PM on September 30, 2012.
- Selection of units will be made on October 30, 2012.
- All rehabilitation work must be under contract by December 31, 2012.
- All rehabilitation work must be completed by June 30, 2013.

### **How do I request an application?**

Contact:

Janice Doe, Community Development Officer  
 Dunham County  
 P.O. Box 1234  
 McGillicuddy, NC 29999-1234  
 Phone: (919) 555-1234

Or: pick up an application at the Dunham County Court House, County Managers Office located 111 Main Street, McGillicuddy, NC.

### **Is there a procedure for dealing with complaints, disputes and appeals?**

Although the application process and rehabilitation guidelines are meant to be as fair as possible, Dunham County realizes that there is still a chance that some applicants or participants may feel that they are not treated fairly. The following procedures are designed to provide an avenue for resolution of complaints and appeals.

for rehabilitation assistance only upon public disclosure before the Dunham County Board of Commissioners and written permission from NCHFA.

**What about favoritism?** All activities under SFR12, including rating and ranking applications, inviting bids, selecting contractors and resolving complaints, will be conducted in a fair, open and non-discriminatory manner, entirely without regard to race, creed, sex, color or national origin.

**Who can I contact about the SFR12 program?** Any questions regarding any part of this application or program should be addressed to:

Janice Doe, Community Development Officer  
Dunham County  
111 Main Street  
P.O. Box 1234  
McGillicuddy, NC 29999-1234  
Phone: (919) 555-1234

Russell Sprout, Rehab Specialist  
Leaf Consultant Company  
203 East 41<sup>st</sup> Avenue  
Somewhere, NC 22211  
Phone: (252) 777-9876

These contacts will do their utmost to answer questions and inquiries in the most efficient and correct manner possible.

This Assistance Policy is adopted this \_\_\_\_ day of \_\_\_\_\_ 2012.

\_\_\_\_\_  
George W. Washington, Chairman  
Dunham County Board of Commissioners

\_\_\_\_\_  
Attest

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

**Item Number:** 4.H

**New Business**

**Meeting Date:** January 3, 2012

**Attachments:** 0

**Submitted By:** Dan Porter, Planning Director

**ITEM TITLE:** 2011 CDBG Programs

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>NO MOTION</b>	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>ABSENT</b>	_____
<b>RECUSED</b>	_____

**SUMMARY:**

**The 2011 Community Development Block Grant funds that were originally scheduled to be released in the spring 2011 were just released on December 16, 2011. The CDBG funding provides for several types of housing and infrastructure programs. The two programs that Camden has used successfully in the past are the Scattered Site Housing Rehab/Replacement, and the Infrastructure Hook-up categories.**

The Infrastructure Hook-Up Program is designed to enable eligible local governments with existing public water and/or sewer line(s) to connect or “hook-up” low and moderate-income (LMI) households to non-CDBG funded line(s). **CDBG funds may only be used to connect LMI owner-occupied dwellings and LMI tenant-occupied dwellings provided the landlord is also LMI.** Low and moderate-income households are defined as households at 80% or less of the median family income for the county or Metropolitan Statistical Area (MSA) in which the residence is located.

The maximum funding is up to \$75,000 per county. **Applications will be accepted in an open window cycle in a 2-step process until allocated funds are depleted. The window for the 2011 cycle will open January 4, 2012 and remain open until March 4, 2012 or until funds are depleted whichever comes sooner. The following process must be followed in order to submit an application or to be considered for funding:**

1. Only the chief elected official or a designated local government staff person may call the Infrastructure Program Manager, to see if funds are available and, if they are, to request to be put on the "Prospective Applicant List
2. Submit the application within 3 months from the date of the request.

### **2011 CDBG Programs (Continued)**

The Scattered Site Rehab/Replacement Program provides up to \$400,000 for each North Carolina County on a 3 year rotating basis. The program targets substantially deteriorated housing units occupied by very low income (50% of median income). Substantially deteriorated refers to rehabilitation exceeding \$40,000 per unit or \$38/SqFt. Up to 10% of funds (\$40,000) may be used for urgent repairs not exceeding \$5,000 per unit. Also up to 10% of the funds can be used for planning and administering the program.

The deadline for submission of applications is March 16, 2012. Within that time frame the County must 1) hold two public hearings; 2) seek out and qualify eligible households and families, and 3) prepare and approve several required plans policies, and documents for compliance with all HUD requirements.

In past programs the county has hired consultants to prepare application and to administer the program. Due to the detailed and rigorous application and administration processes and the limited time to prepare the application, it is recommended that the county immediately issue a Request for Proposals to solicit assistance.

### **RECOMMENDATION:**

**Motion to authorize Planning Director to reserve \$75,000 for CDBG Infrastructure Hook-up Program**

**Motion to authorize staff to solicit proposals for a consultant to prepare application and administer the CDBG Scattered Site Housing Program**

**Motion to set a CDBG Public Hearing for February 6, 2012**

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

**Item Number:** 4.I  
**New Business**  
**Meeting Date:** January 3, 2012  
**Attachments:** 1 (9 Pages)  
**Submitted By:** Administration Department  
**ITEM TITLE:** Harrell Medical Transport Franchise Agreement

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>NO MOTION</b>	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>ABSENT</b>	_____
<b>RECUSED</b>	_____

**SUMMARY:**

**In the November 12, 2011 meeting of the P-C EMS Advisory Board, it was agreed upon to renew the franchise permit for Harrell Medical Transport for a period of five (5) years.**

**RECOMMENDATION:**

**Review and Approve.**

## PASQUOTANK - CAMDEN EMERGENCY MEDICAL SERVICE



P.O. Box 469  
1144B North Road Street  
Elizabeth City, NC 27907-0469  
(252) 335-1524  
(252) 335-2560 FAX

Jerry Newell, EMS Director  
Walter Meads, Assistant EMS Director



### Memorandum

**Date:** November 21, 2006  
**From:** Jerry Newell  
EMS Director  
**To:** Michael Renshaw  
Camden County Manager  
**Re:** Harrell Medical Transport Franchise Agreement

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In the November 16, 2011 meeting of the Pasquotank – Camden EMS Advisory Board, it was agreed upon to renew the franchise permit for Harrell Medical Transport for a period of five (5) years.

Harrell Medical Transport has performed an outstanding job as a franchised provider in Pasquotank and Camden Counties. Approval by the Camden County Board of Commissioners to allow Harrell Medical Transport to operate within our system will continue to enhance patient care.

Enclosed is the revised franchise permit, showing effective dates of December 1, 2011, through December 31, 2016. Signatures of approval from the Pasquotank County Board of Commissioners appear within the permit. Approval from the Camden County Board of Commissioners will complete the process of franchise permit renewal.

Please return the permit containing the original signatures to me upon completion.

If you have any questions, please contact me.

## FRANCHISE PERMIT TO AMBULANCE OPERATOR

COUNTY OF PASQUOTANK  
COUNTY OF CAMDEN

In pursuant to NCGS §153A-250 and the Pasquotank – Camden EMS System Plan for granting of a franchise for ambulance services and other pre-hospital emergency medical services, the Pasquotank County Board of Commissioners and the Camden County Board of Commissioners do approve this franchise permit, to assure the provisions of adequate and continuing ambulance service and to preserve, protect and promote the public health, safety and welfare of the community:

**Section I:                   Approved Ambulance Service Information**

Harrell Medical Transport, Inc.

- DBA: Harrell Medical Transport, Inc.  
049 Muddy Cross Road  
Hobbsville, NC 27946  
Provider Number: 0370858 License Number: 1105

**Section II:                   Type and Number of Approved Vehicles**

Ground Ambulance -           Eleven (11)  
Non-transporting Vehicle -   Zero (0)

**Section III:                Level of Credentialing Approved to Practice**

Emergency Medical Technician (Basic or with ESOP)  
Emergency Medical Technician – Intermediate

- Only personnel who are approved with a privilege to practice in accordance with the Pasquotank – Camden EMS System Plan shall be approved to practice.

**Section IV:                Type of Service Response Approved**

Approved as a 'Secondary Ambulance Provider' - not normally dispatched on first call response for 'Non-emergency Convalescent Transport Service' within the approved franchise district.

Mutual Aid – Upon Request.

Emergency Response – NOT APPROVED unless requested under mutual aid.

Standby Coverage – NOT APPROVED.

COUNTY OF PASQUOTANK  
 COUNTY OF CAMDEN

FRANCHISE PERMIT

Section V: Approved Franchise District

Limits of the County of Camden  
 Limits of the County of Pasquotank

Section VI: Responsible Authority

Approved Ambulance Service shall report to and respond to requests from and by authority of:

- Pasquotank – Camden EMS Advisory Board;
- Pasquotank – Camden EMS System Administrator;
- Pasquotank – Camden EMS System Medical Director;
- Pasquotank – Camden EMS System Educational Medical Director.

Section VII: Length of Franchise Permit

This franchise permit shall be valid for the period as indicated below:

- Five (5) years from date of issue.

This franchise permit is only valid with an approved and valid NC Provider License as issued from the NC Office of EMS to the operator.

Either party, as its option, may terminate the franchise upon 60 days prior written notice to the other party. Notification of termination on behalf of the franchised ambulance service shall be made in writing to the County Managers of both Pasquotank and Camden Counties.

Section VIII: Standards for Communications

Each approved ambulance shall be equipped with an operational two-way radio capable of establishing good quality voice communications from within the geographic confines of Pasquotank and Camden Counties to the Albemarle Hospital emergency department and Central Communications in Pasquotank County.

The approved agency shall maintain current Federal Communication Commission licenses for all frequencies and radio transmitters operated by the provider.

Each base of operations must have at least one open telephone line with telephone numbers registered with each law enforcement agency and communications center in Pasquotank and Camden Counties.



COUNTY OF PASQUOTANK  
COUNTY OF CAMDEN

FRANCHISE PERMIT

The approved ambulance service agency shall also comply with any and all regulations as indicated in the Pasquotank – Camden EMS System Plan and federal, state and local laws in regards to standards for communications.

**Section IX: Standards for Medical Oversight & Quality Management**

The approved agency shall comply with any and all regulations as indicated in the Pasquotank – Camden EMS System Plan and any federal, state and local laws in regards to standards for medical oversight and quality management including standards of care, policies, procedures, protocols and actions that will maintain and improve the quality of emergency medical services and which will insure better medical transportation for the residents of Pasquotank and Camden counties.

The approved agency shall follow all medical treatment protocols as outlined in the Pasquotank – Camden EMS System Plan while providing treatment and/or transportation within the approved franchise area. The approved agency shall follow all medical recommendations and guidelines as required by the approved system medical director.

All credentialed personnel within the approved agency must conform to all credentialing requirements in accordance with the Pasquotank – Camden EMS System Plan, including all quality management and educational requirements.

**Section X: Standards for Vehicles, Equipment & Supplies**

The approved agency shall comply with any and all regulations as indicated in the Pasquotank – Camden EMS System Plan and any federal, state and local laws in regards to standards for vehicles, equipment and supplies.

**Section XI: Standards for Personnel**

The approved agency shall comply with any and all regulations as indicated in the Pasquotank – Camden EMS System Plan and any federal, state and local laws in regards to standards for personnel.

The approved ambulance service shall provide to the system copies of current credentialing for of all NC OEMS approved personnel.

**Section XII: Standards for Data Collection**

The approved agency shall comply with any and all regulations as indicated in the Pasquotank – Camden EMS System Plan and any federal, state and local laws in regards to standards for data collection.

COUNTY OF PASQUOTANK  
COUNTY OF CAMDEN

FRANCHISE PERMIT

Section XIII: Standards for Education

The approved agency shall comply with any and all regulations as indicated in the Pasquotank – Camden EMS System Plan and any federal, state and local laws in regards to standards for education and credentialing.

Section XIV: Standards for Recordkeeping

The approved ambulance service shall provide to the EMS System the following information monthly:

- (a) Record of Dispatch – Shall state time call was received, time ambulance dispatched, time arrived on scene, time arrived at destination, time in service, and time returned to base;
- (b) Trip Record – Shall state all information required in Section (a) in addition to information on a form approved by the County. The trip record shall be so designed as to provide the patient with a copy thereof containing all required information. A copy of the trip record may serve as a receipt for any charges paid;
- (c) Daily Report Log - Shall be maintained for the purpose of identifying the number of persons transported in any one day;
- (d) Daily Driver and Attendant Checklist and Inspection Report – Shall list contents and description of operations for each vehicle, signed by the individual verifying vehicle operations and equipment.
- (e) Any other records or statistical information as required by the EMS Advisory Board and or EMS System Administrator.

Section XV: Approved Rates and Charges

The approved ambulance service shall only use rates that have been submitted to and approved by the Pasquotank-Camden EMS Board. A copy of the current rates at the time of this franchise agreement will be kept on file for reference. No other rates or contracts shall be charged or signed for use within the franchised area without approval from the Pasquotank – Camden EMS Board

COUNTY OF PASQUOTANK  
COUNTY OF CAMDEN

FRANCHISE PERMIT

**Section XVI: Enforcement and Complaints**

The Pasquotank-Camden Ambulance Service board shall be the enforcing agency for the regulations contained in this Ordinance. The ambulance service board, system administrator or their designee will:

- (a) Inspect the premises, vehicles, equipment and personnel of approved ambulance service to assure compliance to the franchise ordinance and perform any other inspections that may be required;
- (b) Receive complaints from the public, other enforcing agencies and ambulance services regarding franchise infractions and review the complaint with the Pasquotank-Camden Ambulance Service Board. The approved ambulance service shall receive corrective action with the approval of the Pasquotank-Camden Ambulance Service Board.

**Section XVII: Inspections**

The Counties of Pasquotank and Camden, System Administrator or their designee may inspect a franchisee's records, premises, and equipment at any time in order to ensure compliance with the franchise ordinance and any franchise granted hereunder for compliance with any and all appropriate federal, state and local laws, and the Pasquotank – Camden EMS System Plan.

**Section XVIII: Addendums for Ordinance and Franchise Permit**

The Board of Commissioners of the Counties of Pasquotank and Camden may, through appropriate actions, amend or expand this permit and or franchise ordinance to include other regulations, including update of any system policies, procedures, protocols or other changes as necessary. The ordinance and permit can also be amended or expanded to include other agencies as deemed necessary.

**Section XIX: Insurance**

This approved franchise and franchise permit shall be invalid unless the approved franchised ambulance service has, at all times, in force and effect, insurance coverage issued by an insurance company licensed to do business in the state, for each and every ambulance owned and operated and approved for use under this franchise permit, the amounts of required insurance coverage as stated in the franchise ordinance.

COUNTY OF PASQUOTANK  
COUNTY OF CAMDEN

FRANCHISE PERMIT

Section XX: Terms

Terms of this approved franchise include the following:

- The franchised ambulance service shall immediately cease operations upon suspension, revocation or termination of a franchise granted;
- A person shall cease to drive an ambulance or provide medical care upon suspension, revocation or termination of a driver's license, state credentialing or local privilege to practice;
- No franchise may be sold, assigned, mortgaged or otherwise transferred without approval;
- Any change of ownership of a franchised ambulance service without approval shall terminate the franchise as outlined in the franchise ordinance;
- A franchised ambulance service and each permitted ambulance shall comply at all times with the requirements of the franchise ordinance, as amended, and any and all regulations as indicated in the Pasquotank – Camden EMS System Plan and federal, state and local laws.

Section XXI: HIPAA

The approved franchised ambulance service shall carry out its obligations under this approved franchise in compliance with the privacy regulations pursuant to Public Law 104-191 of August 21, 1996, known as the Health Insurance Portability and Accountability Act of 1996, Subtitle F – Administrative Simplification, Sections 261, *et seq.*, as amended ("HIPAA"), to protect the privacy of any personally identifiable protected health information ("PHI") that is collected, processed or learned as a result of providing ambulance services under this franchise contract for Pasquotank and Camden Counties.

1. In conformity therewith, the approved franchised ambulance service agrees that it will:
  - a. Conform with and follow all policies regarding HIPAA as issued by the federal law;
  - b. Conform with and follow all instructions as issued by the appointed Privacy Officer;
  - c. Not use or further disclose PHI except as permitted or required under the franchise ordinance or required by law;
  - d. Use appropriate safeguards to prevent use or disclosure of PHI except as permitted by the franchise ordinance and as allowed by law;
  - e. To mitigate, to the extent practicable, any harmful effect that is known to the approved franchised ambulance service or Pasquotank or Camden County of a use or disclosure of PHI in violation of the federal law.
  - f. Report to Pasquotank County any use or disclosure of PHI not provided for by this Contract of which the approved franchised ambulance service becomes aware;

COUNTY OF PASQUOTANK  
COUNTY OF CAMDEN

FRANCHISE PERMIT

- g. Ensure that any agents or subcontractors to whom the approved franchised ambulance service provides PHI, or who have access to PHI, agree to the same restrictions and conditions that apply to the approved franchised ambulance service with respect to such PHI;
  - h. Submit to Pasquotank County any and all required reports for accounting, auditing and recordkeeping.
  - i. Make its internal practices, books and records relating to the use and disclosure of PHI available to the Secretary of the Department of Health and Human Services for purposes of determining the approved franchised ambulance service compliance with HIPAA; and
  - j. At the termination of this franchise permit, the approved franchised ambulance service must return or destroy all PHI received from, or created or received by Pasquotank or Camden County, and if return is infeasible, the protections of this franchise permit will extend to such PHI.
2. The specific uses and disclosures of PHI created by Pasquotank – Camden EMS that may be made by the approved franchised ambulance service on behalf of Pasquotank – Camden EMS include:
    - a. Uses required for quality management.
  3. Notwithstanding any other provisions of the franchise, this franchise permit may be terminated by Pasquotank or Camden County, in its sole discretion, if Pasquotank or Camden County determines that the approved franchised ambulance service has violated a term or provision of the franchise ordinance or franchise permit pertaining to the Counties obligations under the HIPAA privacy rule, or if the approved franchised ambulance service engages in conduct which would, if committed by Pasquotank or Camden County, result in a violation of the HIPAA privacy rule.

The approved franchised ambulance service shall comply at all times with the requirements of the franchise ordinance of Pasquotank County and Camden County, as amended, the franchise permit granted here within and all applicable federal, state and local laws relating to health, sanitation, safety, equipment and ambulance design and all other laws and ordinances and the Pasquotank – Camden EMS System Plan.

This franchise permit may not be defaced, removed or obliterated.

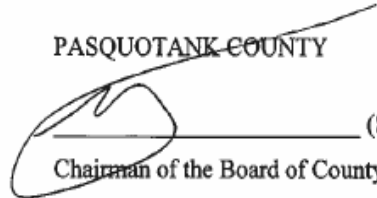
This franchise permit shall take effect on the 1st day of December 2011.

It is now hereby ordained that the above stated ambulance service receive this approved ambulance franchise permit in accordance with the ORDINANCE REGULATING AMBULANCE SERVICE AND GRANTING OF FRANCHISES TO AMBULANCE OPERATORS for the COUNTY OF PASQUOTANK and the COUNTY OF CAMDEN.

COUNTY OF PASQUOTANK  
COUNTY OF CAMDEN


FRANCHISE PERMIT

PASQUOTANK COUNTY

 (SEAL)

Chairman of the Board of County Commissioners  
Pasquotank County

ATTEST:

  
Clerk to the Board of County Commissioners  
Pasquotank County

CAMDEN COUNTY

\_\_\_\_\_ (SEAL)  
Chairman of the Board of County Commissioners  
Camden County

ATTEST:

\_\_\_\_\_  
Clerk to the Board of County Commissioners  
Camden County

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

**Item Number:** 5.A  
**Board Appointment**  
**Meeting Date:** January 3, 2012  
**Attachments:** 1  
**Submitted By:** Administration  
**ITEM TITLE:** ABC Board

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>NO MOTION</b>	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>ABSENT</b>	_____
<b>RECUSED</b>	_____

**SUMMARY:**

Members Glen Carey is up for re-appointment

**RECOMMENDATION:**

Motion Re-appoint Glen Carey to the Camden ABC Board.

NAME OF BOARD	BOARD MEMBER	DATE		TERM	EXPIRATION
		(A)POINTED	(R)EAPPOINTED		
911	CLAYTON RIGGS	January 3, 2011			
ABC	DURWOOD MEDLIN GLEN CAREY WAYNE WALSTON CHARLES WALSTON			NO COMMISSIONER SERVES ON BOARD	December 31, 2011 December 31, 2010 December 31, 2012
ADULT CARE	BARBARA MCCARTHEY	(A) 4/6/2009		3 YEARS	April 1, 2012
HOME COMMUNITY	BRENDA SAWYER	(A) 12/7/2009		3 YEARS	December 31, 2012
ADVISORY COMMITTEE	MELANIE MEADS KIM BOWES	(A) 2/15/2010 (A) 2/15/2010			February 14, 2013 February 14, 2013
can be up to 7 members	PAMELA ETHRIDGE SHANA TRAFTON	(A) 2/15/2010 (A) 2/15/2010			February 14, 2013 February 14, 2013
AGING ADVISORY BOARD (in conjunction w/sen tar heel legislature deligate)	GWEN WESCOTT	May 3, 2009		3 YEARS	May 9, 2011
ALBEMARLE COMMISSION	CLAYTON RIGGS Camden Citizen	January 3, 2011		2 YEARS	January 3, 2013
ALBEMARLE DISTRICT JAIL	SANDY DUCKWALL 5 others from Pasq. & Perq.	December 1, 2008		4 years	December 1, 2012
ALBEMARLE ECONOMIC DEVELOPMENT COMM	Sandy Duckwall	December 1, 2008		4 years	December 1, 2012



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

**Item Number: 5.B**

**Board Appointment**

**Meeting Date: January 3, 2012**

**Attachments: 1**

**Submitted By: Administration**

**ITEM TITLE: Aging Advisory Board & Senior Tar  
Heel Legislative Delegate**

<b>MOTION MADE</b>	
<b>BY:</b>	
<b>S. Duckwall</b>	_____
<b>G. Meiggs</b>	_____
<b>M. McLain</b>	_____
<b>R. Krainiak</b>	_____
<b>C. Riggs</b>	_____
<b>NO MOTION</b>	_____
<b>VOTE:</b>	
<b>S. Duckwall</b>	_____
<b>G. Meiggs</b>	_____
<b>M. McLain</b>	_____
<b>R. Krainiak</b>	_____
<b>C. Riggs</b>	_____
<b>ABSENT</b>	_____
<b>RECUSED</b>	_____

**SUMMARY:**

**Member Gwen Wescott is up for re-appointment**

**RECOMMENDATION:**

**Motion Re-appoint Gwen Wescott to the Aging Advisor Board, and the Senior Tarheel Legislative Delegate.**

NAME OF BOARD	BOARD MEMBER	DATE		TERM	EXPIRATION
		(A) APPOINTED	(R) RE-APPOINTED		
911	CLAYTON RIGGS	January 3, 2011			
ABC	DURWOOD MEDLIN GLEN CAREY WAYNE WALSTON CHARLES WALSTON			NO COMMISSIONER SERVES ON BOARD	December 31, 2011 December 31, 2010 December 31, 2012
ADULT CARE	BARBARA MCCARTHEY	(A) 4/6/2009		3 YEARS	April 1, 2012
HOME COMMUNITY	BRENDA SAWYER	(A) 12/7/2009		3 YEARS	December 31, 2012
ADVISORY COMMITTEE	MELANIE MEADS	(A) 2/15/2010			February 14, 2013
	KIM BOWES	(A) 2/15/2010			February 14, 2013
	PAMELA ETHRIDGE	(A) 2/15/2010			February 14, 2013
can be up to 7 members	SHANA TRAFTON	(A) 2/15/2010			February 14, 2013
AGING ADVISORY BOARD (in conjunction w/sen tar heel legislature deligate)	GWEN WESCOTT	May 3, 2009		3 YEARS	May 9, 2011
ALBEMARLE COMMISSION	CLAYTON RIGGS Camden Citizen	January 3, 2011		2 YEARS	January 3, 2013
ALBEMARLE DISTRICT JAIL	SANDY DUCKWALL 5 others from Pasq. & Perq.	December 1, 2008		4 years	December 1, 2012
ALBEMARLE ECONOMIC DEVELOPMENT COMM	Sandy Duckwall	December 1, 2008		4 years	December 1, 2012

NAME OF BOARD	BOARD MEMBER	DATE		TERM	EXPIRATION
		(A) APPOINTED	(R) REAPPOINTED		
CC Senior Services Dept. Adv Brd	Patricia Delano	September 21, 2009		3 Years	October 5, 2012
	Dorothy Drake	October 5, 2009		3 Years	October 5, 2012
	Edith Jennings- Vpres.	October 5, 2009		3 Years	October 5, 2012
	Daniel Gray- Pres.	October 19, 2009		2 Years	October 10, 2011
	Reed Adams	November 16, 2009		2 Years	November 16, 2011
	DSS Director	N/A		N/A	N/A
	Sandy Duckwall	N/A		N/A	N/A
Solid Waste	Garry Meiggs	December 1, 2008		4 Years	December 1, 2012
South Camden W&S Brd of Dir	same as BOC			4 Years staggered	
SPCA	Mike McLain	December 1, 2008		4 Years	December 1, 2012
Tar Heel rep Delegate	Gwen Wescott	May 3, 2009		2 Years	May 9, 2011
TDA	Donna Stewart	January 3, 2012		2 Years	January 3, 2014
	Xe			1 Year	
	Judy Sawyer			1 Year	
	Charlotte Underwood			2 Years	
	Janey Inge			2 Years	
	Ed Merrell	January 3, 2006		1 Year	January 3, 2007
	Clarann Mansfield			Camden County Finc.	
	Joy Greenwood- Chair			2 Years	
	Randy Krainiak	December 1, 2011		4 Years	December 1, 2015

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

**Item Number:** 5.C  
**Board Appointment**  
**Meeting Date:** January 3, 2012  
**Attachments:** 1  
**Submitted By:** Administration  
**ITEM TITLE:** Shiloh/ Courthouse Fire District  
Commission

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

**SUMMARY:**

Members George Tarkington, Dewey Berry, & William Forehand are up for re-appointment.

**RECOMMENDATION:**

Motion to re-appoint George Tarkington, Dewey Berry, & William Forehand to the SCFDC..

NAME OF BOARD	BOARD MEMBER	DATE		TERM	EXPIRATION
		(A)PPOINTED	(R)EAPPOINTED		
	Cleophus Aydtlett- V.chair	June 30, 2010		3 Years	June 30, 2013
	Karl Bowden- Chair	June 30, 2010		3 Years	June 30, 2013
	William Brinkley	June 30, 2009		3 Years	June 30, 2012
	Fatima Benson	June 30, 2011		3 Years	June 30, 2014
Dismal Swamp Park Adv Comm	Garry Meiggs	December 1, 2008		4 Years	December 1, 2012
	Tim Aydtlett				
	Chris Lowie				
	David harriss				
	Jim Overman				
	Jeb Stuart				
Economic Improvement Council	Mike McLain	December 1, 2008		4 Years	December 1, 2012
Fire District Commission	George Tarkington	June 30, 2009		2 Years	June 30, 2011
Shiloh Courthouse FD	Dewey Berry	June 30, 2008		2 Years	June 30, 2010
	William Forehand	June 30, 2011		2 Years	June 30, 2011
South Mills FD	Garry Meiggs				
	Ray Albertson	December 1, 2008		1 Year	December 1, 2009
	Mike Whitehurst	December 1, 2008		1 Year	December 1, 2009
Jury Commission	Portia Lee Burgess	June 30, 2011		2 Years	June 30, 2013
Joyce Creek Watershed Inspv Comm	Ray Albertson	January 10, 2005		6 Years	December 31, 2011
	Cliff Rountree	January 10, 2005		4 Years	December 31, 2009
	Craig Carey	January 10, 2005		2 Years	December 31, 2007
Library Board	Neil Morrison	December 7, 2009		4 Years	December 6, 2013
	Mike McLain	December 1, 2008		4 Years	December 1, 2012
	Gwen Wescott	June 1, 2008		4 Years	June 1, 2012

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

**Item Number:** 5.D  
**Board Appointment**  
**Meeting Date:** January 3, 2012  
**Attachments:** 1  
**Submitted By:** Administration  
**ITEM TITLE:** South Mills Fire District Commission

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>NO MOTION</b>	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>ABSENT</b>	_____
<b>RECUSED</b>	_____

**SUMMARY:**

Members Ray Albertson & Mike Whitehurst are up for re-appointment.

**RECOMMENDATION:**

Motion to re-appoint Ray Albertson & Mike Whitehurst to the SMFDC.

NAME OF BOARD	BOARD MEMBER	DATE		TERM	EXPIRATION
		(A) APPOINTED	(R)E-APPOINTED		
	Cleophus Aydlert- V chair	June 30, 2010		3 Years	June 30, 2013
	Karl Bowden- Chair	June 30, 2010		3 Years	June 30, 2013
	William Brinkley	June 30, 2009		3 Years	June 30, 2012
	Fatima Benson	June 30, 2011		3 Years	June 30, 2014
Dismal Swamp Park Adv Comm	Garry Meiggs	December 1, 2008		4 Years	December 1, 2012
	Tim Aydlert				
	Chris Lowie				
	David Harris				
	Jim Overman				
	Jeb Stuart				
Economic Improvement Council	Mike McLain	December 1, 2008		4 Years	December 1, 2012
Fire District Commission	George Tarkington	June 30, 2009		2 Years	June 30, 2011
Shiloh Courthouse FD	Dewey Berry	June 30, 2008		2 Years	June 30, 2010
	William Forehand	June 30, 2011		2 Years	June 30, 2011
<b>South Mills FD</b>	<b>Garry Meiggs</b>	<b>December 1, 2008</b>		<b>1 Year</b>	<b>December 1, 2009</b>
	<b>Ray Albertson</b>	<b>December 1, 2008</b>		<b>1 Year</b>	<b>December 1, 2009</b>
	<b>Mike Whitehurst</b>	<b>December 1, 2008</b>			
Jury Commission	Portia Lee Burgess	June 30, 2011		2 Years	June 30, 2013
Joyce Creek Watershed Impv Comm	Ray Albertson	January 10, 2005		6 Years	December 31, 2011
	Cliff Routree	January 10, 2005		4 Years	December 31, 2009
	Craig Carey	January 10, 2005		2 Years	December 31, 2007
Library Board	Nell Morrison	December 7, 2009		4 Years	December 6, 2013
	Mike McLain	December 1, 2008		4 Years	December 1, 2012
	Gwen Wescott	June 1, 2008		4 Years	June 1, 2012

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

**Item Number: 5.E**

**Board Appointment**

**Meeting Date: January 3, 2012**

**Attachments: 1**

**Submitted By: Administration**

**ITEM TITLE: Joyce Creek Watershed Advisory Board**

<b>MOTION MADE</b>	
<b>BY:</b>	
<b>S. Duckwall</b>	_____
<b>G. Meiggs</b>	_____
<b>M. McLain</b>	_____
<b>R. Krainiak</b>	_____
<b>C. Riggs</b>	_____
<b>NO MOTION</b>	_____
<b>VOTE:</b>	
<b>S. Duckwall</b>	_____
<b>G. Meiggs</b>	_____
<b>M. McLain</b>	_____
<b>R. Krainiak</b>	_____
<b>C. Riggs</b>	_____
<b>ABSENT</b>	_____
<b>RECUSED</b>	_____

**SUMMARY:**

**Members Ray Albertson, Cliff Roundtree, & Craig Carey are up for re-appointment.**

**RECOMMENDATION:**

**Motion to re-appoint Ray Albertson, Cliff Rountree, & Craig Carey to the JCWAB.**



NAME OF BOARD	BOARD MEMBER	DATE		TERM	EXPIRATION
		(A) APPOINTED	(R) REAPPOINTED		
	Cleophus Aydtlett- V chair	June 30, 2010		3 Years	June 30, 2013
	Karl Bowden- Chair	June 30, 2010		3 Years	June 30, 2013
	William Brinkley	June 30, 2009		3 Years	June 30, 2012
	Fatima Benson	June 30, 2011		3 Years	June 30, 2014
Dismal Swamp Park, Adv Comm	Garry Meiggs	December 1, 2008		4 Years	December 1, 2012
	Tim Aydtlett				
	Chris Lowie				
	David Harriss				
	Jim Overman				
	Jeb Stuart				
Economic Improvement Council	Mike McLain	December 1, 2008		4 Years	December 1, 2012
Fire District Commission	George Tarkington	June 30, 2009		2 Years	June 30, 2011
Shiloh Courthouse FD	Dewey Berry	June 30, 2008		2 Years	June 30, 2010
	William Forehand	June 30, 2011		2 Years	June 30, 2011
South Mills FD	Garry Meiggs				
	Ray Albertson	December 1, 2008		1 Year	December 1, 2009
	Mike Whitehurst	December 1, 2008		1 Year	December 1, 2009
Jury Commission	Portia Lee Burgess	June 30, 2011		2 Years	June 30, 2013
Joyce Creek Watershed Impv Comm	Ray Albertson	January 10, 2005		6 Years	December 31, 2011
	Cliff Rountree	January 10, 2005		4 Years	December 31, 2009
	Craig Carey	January 10, 2003		2 Years	December 31, 2007
Library Board	Neil Morrison	December 7, 2009		4 Years	December 6, 2013
	Mike McLain	December 1, 2008		4 Years	December 1, 2012
	Gwen Wescott	June 1, 2008		4 Years	June 1, 2012

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

**Item Number:** 5.F

**Board Appointment**

**Meeting Date:** January 3, 2012

**Attachments:** 2

**Submitted By:** Administration

**ITEM TITLE:** Parks & Recreation Advisory Board

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

**SUMMARY:**

Members Alex Leary, & Dan Moore are up for re-appointment to the Parks & Recreation Advisory Board; Scott Jones has been nominated by School Superintendent Melvin Hawkins as the ex-officio liaison from the Camden County School System.

**RECOMMENDATION:**

Motion to re-appoint Alex Leary & Dan Moore, and appoint Scott Jones as an ex-officio liaison member to the Parks & Recreation Advisory Board.

NAME OF BOARD	BOARD MEMBER	DATE		TERM	EXPIRATION
		(A)POINTED	(R)E-APPOINTED		
NEED	Michael Renshaw				
NE Workforce Dev Board	Marcy Bergman				
NE Region Workforce Inv Consortium	Mike McLain	December 1, 2008		4 Years	December 1, 2012
<b>Parks &amp; Rec Board</b>	<b>Randy Krauniak</b>	<b>December 31, 2010</b>		<b>COMMISSIONER</b>	<b>December 31, 2014</b>
	Scott Jones	January 3, 2012		School Appointment	N/A
	Alex Leary	(R) March 2, 2009		1 Year	December 31, 2010
	Brenda Harris	(A) May 3, 2010		2 Year	December 31, 2012
	Dan Moore	(R) March 2, 2009		1 Year	December 31, 2010
	Brian Griffin	(A) May 3, 2010		2 Years	December 31, 2012
	Steve Needham	(A) May 3, 2010		2 Years	December 31, 2012
	Paula Nash	(A) April 6, 2009		2 Years	December 31, 2012
Pasq-Camden EMS	Randy Krauniak	December 1, 2011		4 Years	December 1, 2015
	Garry Meiggs	December 1, 2008		4 Years	December 1, 2012
<b>Planny Board</b>	<b>Rodney Needham- Chair</b>	June 30, 2010		3 Years	June 30, 2013
	Calvin Leary- V-chair	June 30, 2010		3 Years	June 30, 2013
	Fletcher A. Harris	June 30, 2009		3 Years	June 30, 2012
	Ray Albertson	(R) 6/30/2011		3 Years	June 30, 2014
	John Aydlett	June 30, 2009		3 Years	June 30, 2012
	Mike Etheridge	June 30, 2009		3 Years	June 30, 2012
	David Bundy	(R) 6/30/2011		3 Years	June 30, 2014
Public Safety Org.	Mike McLain	December 1, 2008		4 Years	December 1, 2012
RC&D	Garry Meiggs	December 1, 2008		4 Years	December 1, 2012

## Camden County Board of Education

MELVIN L. HAWKINS  
Superintendent

174 North 343  
Camden, North Carolina 27921-7549  
Telephone (252) 335-0831 • Fax (252) 331-2300

BOARD MEMBERS  
Terri B. Faison, Chair  
Cristian A. Overton, Vice Chair  
G. Wayne White  
Chris M. Wilson  
Dawn D. Jones

December 12, 2011

Mr. Michael Renshaw  
County Manager, Camden County  
PO Box 190  
117 North 343  
Camden, NC 27921

RE: Parks & Recreation Advisory Board

Dear Mr. Renshaw,

I have received your request for the nomination of a Camden County School System employee to serve as an ex-officio liaison member of the Camden County Parks & Recreation Advisory Board. I recommend Mr. Scott Jones, Athletic Director and Head Football and Women's Basketball coach, to serve in this role. I spoke with Coach Jones this morning regarding this appointment and he is eager to accept.

Coach Jones is very knowledgeable and would serve the school system and the county well by being a member of this board. I hope his appointment is received well by the Camden county Board of Commissioners.

If I can be of any further assistance, please feel free to contact me.

Sincerely,



Melvin L. Hawkins

cc: Scott Jones

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

**Item Number: 5.G**

**Board Appointment**

**Meeting Date: January 3, 2012**

**Attachments: 1**

**Submitted By: Administration**

**ITEM TITLE: Criminal Justice Partnership Offender  
Referral Service**

<b>MOTION MADE</b>	
<b>BY:</b>	
<b>S. Duckwall</b>	_____
<b>G. Meiggs</b>	_____
<b>M. McLain</b>	_____
<b>R. Krainiak</b>	_____
<b>C. Riggs</b>	_____
<b>NO MOTION</b>	_____
<b>VOTE:</b>	
<b>S. Duckwall</b>	_____
<b>G. Meiggs</b>	_____
<b>M. McLain</b>	_____
<b>R. Krainiak</b>	_____
<b>C. Riggs</b>	_____
<b>ABSENT</b>	_____
<b>RECUSED</b>	_____

**SUMMARY:**

**Member Karl Bowden is up for re-appointment to the Juvenile Crime Partnership Offender Referral Service**

**RECOMMENDATION:**

**Motion to re-appoint Karl Bowden to the JCPORS.**

NAME OF BOARD	BOARD MEMBER	DATE		TERM	EXPIRATION
		(A) APPOINTED	(R) REAPPOINTED		
	Brian K. Meebuns	2011		2 Years	2013
Budget Committee	Sandra Duckwall	December 1, 2008		4 Years	December 1, 2012
	Mike McLain	December 1, 2008		4 Years	December 1, 2012
	Mike Renshaw			N/A	
	Claraann Mansfield			N/A	
Camden Eco Dev Comm	Sean Robey	September 22, 2009		3 Years	September 22, 2012
	John Kight	September 22, 2009		3 Years	September 22, 2012
	Will Merigs	September 22, 2011		2 Years	September 22, 2013
	Melvin Hawkins	September 22, 2011		2 Years	September 22, 2013
	Robert McClendon	September 22, 2011		2 Years	September 22, 2013
	Danny Gray	September 22, 2011		2 Years	September 22, 2013
	Terri Griffin- Chair	September 22, 2009		3 Years	September 22, 2012
	County Manager			N/A	
	Chair of BOC	December 1, 2011		1 Year	December 1, 2012
	Clerk				
Chamber of Commerce	Mike McLain	December 1, 2008		4 Years	December 1, 2012
Coastal Resource Adv Council (CRAC)	William Wescott	July 18, 2005		Pleasure of BOC	
COA Board of Trustees	Roger Lambertson	June 20, 2008		5 Years	June 20, 2013
Appt. by COA-VC					
County Historian	Alex Leary	February 19, 2007		OPEN	
Criminal Justice Partnership	VACANT				
Offender Referral Serv	Karl Bowden	July 6, 2009		2 Years	June 30, 2011
DSS	Sandy Duckwall	December 1, 2008		4 Years	December 1, 2012

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

**Item Number:** 5.H  
**Board Appointments**  
**Meeting Date:** January 3, 2012  
**Attachments:** 1 (8 Pages)  
**Submitted By:** Administration Department  
**ITEM TITLE:** Coastal Resource Commission

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

**SUMMARY:**

**There are currently two vacancies on the CRC- one (1) Coastal Engineer, & one (1) At- Large. The Board needs to nominate and appoint one person to each respective vacancy.**

**RECOMMENDATION:**

**Nominate and appoint one (1) Coastal Engineer and one (1) At-Large persons to the Coastal Resource Commission.**



STATE OF NORTH CAROLINA  
 OFFICE OF THE GOVERNOR  
 20301 MAIL SERVICE CENTER • RALEIGH, NC 27699-0301

BEVERLY EAVES PERDUE  
 GOVERNOR

December 5, 2011

The Honorable Sandra Duckwall  
 Chairman of the Board, Camden County  
 102 Smith Drive  
 Camden, NC 27921

Dear Chairwoman Duckwall:

This letter is to advise you of two vacancies on the Coastal Resources Commission (CRC) and to solicit nominations from your local government for appointments to fill these vacancies.

The Coastal Area Management Act of 1974 sets forth specific qualifications that these nominees must meet and the detailed procedure that must be followed in making the appointments. The qualifications are designed to provide the CRC with knowledge and experience in a diverse range of coastal interests. A copy of this statute, NCGS § 113A-104, is also enclosed, and I urge you to review it carefully.

Specifically, the CRC:

- provides oversight for implementation of the State's coastal program;
- creates policies and rules governing land use planning, beach access and development in designated areas of environmental concern; and
- hears permit appeals and requests for variances from coastal management rules.

CRC members are required to attend five two-day meetings each year. Your nominees do not have to reside in your particular county. The Coastal Area Management Act also provides that no more than two members of the CRC may reside outside the coastal area.

We are currently seeking nominations for the following CRC positions.

- Coastal Engineering
- At-Large





I trust you will give careful thought to nominating individuals with the interest, skill and dedication to make an important contribution to the CRC. Prior to submitting your nomination, please contact your nominees and make sure he or she is willing and able to devote the time necessary to serve, as the law mandates regular attendance as a condition of CRC membership. In making this nomination, please give due consideration to the nomination of women and minorities.

Please specify which category the nominee is to represent. Please be aware the law specifies that members in the "Coastal Engineering" seat shall not derive any significant portion of their income from land development, construction, real estate sales or lobbying and not otherwise serve as agents for development-related business activities.

Please complete the enclosed nomination form and return it by 1/15/2012, to Jackie Hunt Kohler, Director of Boards & Commissions, 20301 Mail Service Center, Raleigh, NC 27699-0301. If you make nominations, please make copies of the enclosed form for your use.

I hope you will join me in efforts to ensure the continued success of the North Carolina coastal program by giving of your time to assist me in selecting members of the CRC. Our coastal resources are critically important, and only through the nomination and appointment of highly qualified and dedicated CRC members can we assure our resources will receive the protection they deserve. Thank you for your help.

Sincerely,



Beverly Eaves Perdue

Enclosures

**§ 113A-104. Coastal Resources Commission.**

(a) **Established.** – The General Assembly hereby establishes within the Department of Environment and Natural Resources a commission to be designated the Coastal Resources Commission.

(b) **Composition.** – The Coastal Resources Commission shall consist of 15 members appointed by the Governor, as follows:

- (1) One who shall at the time of appointment be actively connected with or have experience in commercial fishing.
- (2) One who shall at the time of appointment be actively connected with or have experience in wildlife or sports fishing.
- (3) One who shall at the time of appointment be actively connected with or have experience in marine ecology.
- (4) One who shall at the time of appointment be actively connected with or have experience in coastal agriculture.
- (5) One who shall at the time of appointment be actively connected with or have experience in coastal forestry.
- (6) One who shall at the time of appointment be actively connected with or have experience in coastal land development.
- (7) One who shall at the time of appointment be actively connected with or have experience in marine-related business (other than fishing and wildlife).
- (8) One who shall at the time of appointment be actively connected with or have experience in engineering in the coastal area.
- (9) One who shall at the time of appointment be actively associated with a State or national conservation organization.
- (10) One who shall at the time of appointment be actively connected with or have experience in financing of coastal land development.
- (11) Two who shall at the time of appointment be actively connected with or have experience in local government within the coastal area.
- (12) Three at-large members.

(c) **Appointment of Members.** – Appointments to the Commission shall be made to provide knowledge and experience in a diverse range of coastal interests. The members of the Commission shall serve and act on the Commission solely for the best interests of the public and public trust, and shall bring their particular knowledge and experience to the Commission for that end alone.

The Governor shall appoint in his sole discretion those members of the Commission whose qualifications are described in subdivisions (6) and (10), and one of the three members described in subdivision (12) of subsection (b) of this section.

The remaining members of the Commission shall be appointed by the Governor after completion of the nominating procedures prescribed by subsection

(d) of this section. The members of the Commission whose qualifications are described in subdivisions (1) through (5), (9), and (11), shall be persons who do not derive any significant portion of their income from land development, construction, real estate sales, or lobbying and do not otherwise serve as agents for development-related business activities. The Governor shall require adequate disclosure of potential conflicts of interest by members. The Governor, by executive order, shall promulgate criteria regarding conflicts of interest and disclosure thereof for determining the eligibility of persons under this section.

(d) Nominations for Membership. – On or before May 1 in every even-numbered year the Governor shall designate and transmit to the board of commissioners in each county in the coastal area four nominating categories applicable to that county for that year. Said nominating categories shall be selected by the Governor from among the categories represented, respectively by subdivisions (1), (2), (3), (4), (5), (7), (8), (9), (11) – two persons, and (12) – two persons, of subsection (b) of this section (or so many of the above-listed paragraphs as may correspond to vacancies by expiration of term that are subject to being filled in that year). On or before June 1 in every even-numbered year the board of commissioners of each county in the coastal area shall nominate (and transmit to the Governor the names of) one qualified person in each of the four nominating categories that was designated by the Governor for that county for that year. In designating nominating categories from biennium to biennium, the Governor shall equitably rotate said categories among the several counties of the coastal area as in his judgment he deems best; and he shall assign, as near as may be, an even number of nominees to each nominating category and shall assign in his best judgment any excess above such even number of nominees. On or before June 1 in every even-numbered year the governing body of each incorporated city within the coastal area shall nominate and transmit to the Governor the name of one person as a nominee to the Commission. In making nominations, the boards of county commissioners and city governing bodies shall give due consideration to the nomination of women and minorities. The Governor shall appoint 12 persons from among said city and county nominees to the Commission. The several boards of county commissioners and city governing bodies shall transmit the names, addresses, and a brief summary of the qualifications of their nominees to the Governor on or before June 1 in each even-numbered year, beginning in 1974; provided, that the Governor, by registered or certified mail, shall notify the chairman or the mayors of the said local governing boards by May 20 in each such even-numbered year of the duties of local governing boards under this sentence. If any board of commissioners or city governing body fails to transmit its list of nominations to the Governor by June 1, the Governor may add to the nominations a list of qualified nominees in lieu of those that were not transmitted by the board of commissioners or city governing body; Provided however, the Governor may not add to the list a nominee in lieu of one not transmitted by an incorporated city within the coastal area that neither has a population of 2,000 or more nor is

contiguous with the Atlantic Ocean. Within the meaning of this section, the "governing body" is the mayor and council of a city as defined in G.S. 160A-66. The population of cities shall be determined according to the most recent annual estimates of population as certified to the Secretary of Revenue by the Secretary of Administration.

(e) Residential Qualifications. – All nominees of the several boards of county commissioners and city governing bodies must reside within the coastal area, but need not reside in the county from which they were nominated. No more than one of those members appointed by the Governor from among said nominees may reside in a particular county. No more than two members of the entire Commission, at any time, may reside in a particular county. No more than two members of the entire Commission, at any time, may reside outside the coastal area.

(f) Office May Be Held Concurrently with Others. – Membership on the Coastal Resources Commission is hereby declared to be an office that may be held concurrently with other elective or appointive offices in addition to the maximum number of offices permitted to be held by one person under G.S. 128-1.1.

(g) Terms. – The members shall serve staggered terms of office of four years. At the expiration of each member's term, the Governor shall reappoint or replace the member with a new member of like qualification (as specified in subsection (b) of this section), in the manner provided by subsections (c) and (d) of this section. The initial term shall be determined by the Governor in accordance with customary practice but eight of the initial members shall be appointed for two years and seven for four years.

(h) Vacancies. – In the event of a vacancy arising otherwise than by expiration of term, the Governor shall appoint a successor of like qualification (as specified in subsection (b) of this section) who shall then serve the remainder of his predecessor's term. When any such vacancy arises, the Governor shall immediately notify the board of commissioners of each county in the coastal area and the governing body of each incorporated city within the coastal area. Within 30 days after receipt of such notification each such county board and city governing body shall nominate and transmit to the Governor the name and address of one person who is qualified in the category represented by the position to be filled, together with a brief summary of the qualifications of the nominee. The Governor shall make the appointment from among said city and county nominees. If any county board or city governing body fails to make a timely transmittal of its nominee, the Governor may add to the nominations a qualified person in lieu of said nominee; Provided however, the Governor may not add to the list a nominee in lieu of one not transmitted by an incorporated city within the coastal area that neither has a population of 2,000 or more nor is contiguous with the Atlantic Ocean.

(i) Officers. – The chairman shall be designated by the Governor from among the members of the Commission to serve as chairman at the pleasure of the

Governor. The vice-chairman shall be elected by and from the members of the Commission and shall serve for a term of two years or until the expiration of his regularly appointed term.

(j) Compensation. – The members of the Commission shall receive per diem and necessary travel and subsistence expenses in accordance with the provisions of G.S. 138-5.

(k) In making appointments to and filling vacancies upon the Commission, the Governor shall give due consideration to securing appropriate representation of women and minorities.

(l) Regular attendance at Commission meetings is a duty of each member. The Commission shall develop procedures for declaring any seat on the Commission to be vacant upon failure by a member to perform this duty. (1973, c. 1284, s. 1; 1975, c. 452, s. 5; 1977, c. 771, s. 4; c. 486, ss. 1-6; 1981, c. 932, s. 2.1; 1989, c. 505; c. 727, s. 218(64); 1997-443, s. 11A.119(a).)

**NORTH CAROLINA COASTAL RESOURCES COMMISSION  
NOMINATION FORM**

Nomination Category \_\_\_\_\_

Name of Nominee \_\_\_\_\_

Home Address of Nominee \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ (HOME) \_\_\_\_\_ (WORK) \_\_\_\_\_ (CELL)

Special Qualifications and Interests:

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

Current Employment:

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

Past Employment:

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

Educational Background:

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

County or Local Government Making Nomination \_\_\_\_\_

County or Local Government Official \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

**TO: Jackie Hunt Kohler**  
Director of Boards & Commissions  
20301 Mail Service Center  
Raleigh, NC 27699-0301

**PLEASE RETURN BY:**  
January 15, 2012

**NORTH CAROLINA COASTAL RESOURCES COMMISSION  
NOMINATION FORM**

Nomination Category \_\_\_\_\_

Name of Nominee \_\_\_\_\_

Home Address of Nominee \_\_\_\_\_

Telephone \_\_\_\_\_ (HOME) \_\_\_\_\_ (WORK) \_\_\_\_\_ (CELL)

Special Qualifications and Interests:

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

Current Employment:

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

Past Employment:

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

Educational Background:

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

County or Local Government Making Nomination \_\_\_\_\_

County or Local Government Official \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

**TO: Jackie Hunt Kohler  
Director of Boards & Commissions  
20301 Mail Service Center  
Raleigh, NC 27699-0301**

**PLEASE RETURN BY:  
January 15, 2012**

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

**Item Number:** 6.A  
  
**Consent Agenda**  
  
**Meeting Date:** January 3, 2012  
**Attachments:** 1 (12 Pages)  
**Submitted By:** Administration  
  
**ITEM TITLE:** Draft Minutes

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

**SUMMARY:**

December 5, 2011 Draft Minutes

**RECOMMENDATION:**

Review & Approve



**Camden County Board of Commissioners**  
**Regular Meeting**  
**November 21, 2011**  
**7:00 P.M. - Regular Meeting**  
**Historic Courtroom, Courthouse Complex**  
**Camden, North Carolina**

**MINUTES**

The regular meeting of the Camden County Board of Commissioners was held on Monday December 5, 2011 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and  
Commissioners Randy Krainiak, Clayton Riggs, and Michael McLain.

Also attending were County Manager Michael Renshaw, Clerk to the Board Ashley R. Honaker, and County Attorney John Morrison. Present for purposes of making a presentation(s) or providing supporting information for agenda items were the following persons: Danelle Barco-Cooperative Extension, Dan Porter- Planning Director, and Greg Adams, Thompson Price Scott Adams & Co.

County Attorney John Morrison called to order the December 5, 2011 meeting of the Camden County Board of Commissioners at 7:00 PM.

**Invocation and Pledge of Allegiance**

Vice Chairman Garry Meiggs gave the invocation and led those present in the Pledge of Allegiance.

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**Organizational Meeting**

*Item 1.A Nomination(s) and Election of Chair of the Board*

Commissioner Garry Meiggs nominated Sandra Duckwall as Chairman of the Board of Commissioners.

There being no further nominations, Commissioner Meiggs' nomination. The nomination of Sandra Duckwall as Chairman of the Board of Commissioners was made an official motion and passed 5-0 with Commissioners Garry Meiggs, Michael McLain, Randy Krainiak, and Clayton Riggs voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

*Item 1.B- Nomination(s) and Election of Vice Chair of the Board*

Commissioner Clayton Riggs nominated Commissioner Garry Meiggs as Vice Chair of the Board of Commissioners.

There being no further nominations, The nomination of Garry Meiggs as Vice Chairman of the Board became an official motion and passed 5-0 with Chairman Sandy Duckwall, Commissioners Michael McLain, Randy Krainiak, and Clayton Riggs voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

*Item 1.C- Appointment - County Attorney*

Commissioner Michael McLain made a motion to appoint John Morrison, Twiford Law Firm, as county attorney.

The appointment of John Morrison, Twiford Law Firm, as county attorney passed 5-0 with Chairman Sandy Duckwall, Vice Chairman Garry Meiggs, Commissioners Michael McLain, Randy Krainiak, and Clayton Riggs voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

*Appointment - Clerk to the Board*

Vice Chairman Garry Meiggs made a motion to appoint Ashley Honaker as Clerk to the Board.

The appointment of Ashley Honaker as Clerk to the Board passed 5-0, with Chairman Sandy Duckwall, Vice Chairman Garry Meiggs, Commissioners Michael McLain, Randy Krainiak, and Clayton Riggs voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

*Item 1.D- Review Bonds – Sheriff, Register of Deeds, Tax Administrator, Finance Officer*

Commissioner Michael McLain made a motion to approve the bonds of the Sheriff, Register of Deeds, Tax Administrator and Finance Officer. The motion passed 5-0 with Chairman Sandy Duckwall, Commissioners Garry Meiggs, Michael McLain, Randy Krainiak, and Clayton Riggs voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

*Item 1.E- 2012 Board of Commissioners Meeting Calendar and Approval of 2012 Employee Holiday Schedule*

Commissioner Clayton Riggs made a motion to approve the 2012 Board of Commissioners meeting calendar. The motion passed 5-0 with Chairman Sandy Duckwall, Vice Chairman Garry Meiggs, Commissioners Michael McLain, Randy Krainiak, and Clayton Riggs voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

<b>Date of Meeting</b>	<b>Time of Meeting</b>	<b>“Completed” Agenda With Summary Due In Clerks Office</b>	<b>Items Sheets</b>	<b>Deadline For Information</b>
<b>Tuesday, January 3, 2012</b>	<b>7:00 PM</b>	<b>Monday, December 26, 2011</b>		<b>5:00PM</b>
<b>Monday February 6, 2012</b>	<b>7:00 PM</b>	<b>Monday, January 30, 2012</b>		<b>5:00PM</b>
<b>Monday, February 20, 2012</b>	<b>7:00 PM</b>	<b>Monday, February 13, 2012</b>		<b>5:00PM</b>
<b>Monday, March 19, 2012</b>	<b>7:00 PM</b>	<b>Monday, March 12, 2012</b>		<b>5:00PM</b>
<b>Monday, April 2, 2012</b>	<b>7:00 PM</b>	<b>Monday, March 26, 2012</b>		<b>5:00PM</b>
<b>Monday, April 16, 2012</b>	<b>7:00 PM</b>	<b>Monday, April 9, 2012</b>		<b>5:00PM</b>
<b>Monday, May 7, 2012</b>	<b>7:00 PM</b>	<b>Monday, April 30, 2012</b>		<b>5:00PM</b>
<b>Monday, June 4, 2012</b>	<b>7:00 PM</b>	<b>Tuesday, May 29, 2012</b>		<b>NOON</b>
<b>Monday, June 18, 2012</b>	<b>7:00 PM</b>	<b>Monday, June 11, 2012</b>		<b>5:00PM</b>
<b>Tuesday, July 2, 2012</b>	<b>7:00 PM</b>	<b>Monday, June 25, 2012</b>		<b>5:00PM</b>
<b>Monday, August 6, 2012</b>	<b>7:00 PM</b>	<b>Monday, July 30, 2012</b>		<b>5:00PM</b>
<b>Tuesday, September 4, 2012</b>	<b>7:00 PM</b>	<b>Monday, August 27, 2012</b>		<b>5:00PM</b>
<b>Monday September 17, 2011</b>	<b>7:00 PM</b>	<b>Monday, September 10, 2012</b>		<b>5:00PM</b>
<b>Monday, October 1, 2012</b>	<b>7:00 PM</b>	<b>Monday, September 26, 2011</b>		<b>5:00PM</b>
<b>Monday, November 5, 2012</b>	<b>7:00 PM</b>	<b>Monday, October 29, 2012</b>		<b>5:00PM</b>
<b>Monday, November 19, 2012</b>	<b>7:00 PM</b>	<b>Monday, November 12, 2012</b>		<b>5:00PM</b>
<b>Monday, December 3, 2012</b>	<b>7:00 PM</b>	<b>Monday, November 26, 2012</b>		<b>5:00PM</b>
<b>DURING ANY MONTH WITH ONLY ONE SCHEDULED MEETING, AN ADDITIONAL MEETING MAY BE SCHEDULED IF THE WORKLOAD IS ADEQUATE.</b>				

Commissioner Michael McLain made a motion to approve the 2012 Employee Holiday Schedule. At 7:05pm, the motion passed 5-0, with Chairman Sandy Duckwall, Vice Chairman Garry Meiggs, Commissioners Michael McLain, Randy Krainiak, and Clayton Riggs voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

## 2012

2012 Holiday Schedule		
Holiday	Observance Date	Day of Week
New Year's Day	January 2, 2012	Monday
Martin Luther King Birthday	January 16, 2012	Monday
Good Friday	April 6, 2012	Friday
Memorial Day	May 28, 2012	Monday
Independence Day	July 4, 2012	Wednesday
Labor Day	September 3, 2012	Monday
Veterans Day	November 12, 2012	Monday
Thanksgiving Day	November 22 & 23 2012	Thursday & Friday
Christmas	December 24,25,26, 2012	Monday, Tuesday & Wednesday

The Organizational Meeting concluded and Chairman Sandra Duckwall presided over the meeting.

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### **Public Comments –**

Brian Meekins- 122 Baybridge Dr., Shiloh- Mr. Meekins, who runs the Shiloh Shark football teams program, came before the Board to give praise to the 5 & 6 year old peewee football team, and the 8 & under peewee football team for both being State Champion Teams this year. He also wanted to give praise to all the other teams that play for the Shiloh Sharks, and express pride in the sports fields that he utilizes.

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### **Consideration of Agenda**

Commissioner Michael McLain made a motion to approve the agenda as amended. At 7:07PM, the motion passed 5-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; No absent; and no Commissioner not voting.

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## **Presentations**

### *Item 4.A- Audit Report- Greg Adams*

At 7:08pm, Mr. Adams had not yet arrived from Wilmington, NC, to deliver the Audit Report to the Board. The item was tabled until the end of the meeting.

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## **Old Business**

### *Item 5.A. – Out-of-court Settlement between various State Attorney Generals and Bank of America Corporation*

County Attorney John Morrison explained to the Board and the Public the following:

- Mr. Morrison was recently notified by a Federal Court of a Class Action against the Bank of America Corporation
- North Carolina is represented in the party of Lawyers that filed the Class Action
- Action states that those represented did not receive the most profitable rate on loans through Bank of America
- Bank of America Corporation has agreed to settle out of court
- Camden would receive a total reimbursement of **\$20,760.25**
- The Board does not have to accept the settlement offer, and can conduct their own separate litigation against Bank of America Corporation

Commissioner Michael McLain declared a point of order, and requested the professional advice from County Attorney John Morrison on whether he needs to be recused on the grounds that his son is an employee of a subsidiary of Bank of America. Mr. Morrison stated that it was his professional opinion that Commissioner McLain did not need to recuse himself.

Vice chairman Garry Meiggs made a motion to accept the settlement from Bank of America Corporation as presented. At 7:10PM, the motion passed 5-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; No absent; and no Commissioner not voting.

## **New Business**

### *Item 6.A- CAMA Land Use Implementation Report*

Planning Director Dan Porter came before the Board to give the following bi-annual report on the progression of the Camden County CAMA Land Use Plan:

- Camden County adopted the current CAMA Land Use Plan in 2005
- The State requires a Land Use Implementation Report every two (2) years
- The report outlines the following:

- Successful Undertakings in Local Regulatory, Permitting, & Policy Actions
- Actions that have been delayed and the reasons behind the delays
- Any unforeseen land use issues that have arisen since certification of the CAMA land use plan
- Consistency of existing land use and development ordinances with current CAMA land use plan policies

AND

- Current policies that create desired land use patterns and protection of natural systems.

Commissioner Michael McLain made a motion to accept the 2011 CAMA Land Use Implementation Report. At 7:15PM, the motion passed 5-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; No absent; and no Commissioner not voting.

*Item 6.B- Going Paperless- Electronic Board Packets*

Commissioner Clayton Riggs made a motion to table item 6.B. until the new County Manager has sufficient time to study the material on the Item, and have it brought back before the Board at the January 2012 Regular Board of Commissioners meeting. At 7:16PM, the motion passed 5-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; No absent; and no Commissioner not voting.

*Item 6.C- JCPC Program Revision*

Cooperative Extension Agent Danelle Barco came before the Board of behalf of JCPC Director Christy Edwards to present the following information:

- Due to potential budget cuts at the beginning of the 2011-2012 fiscal year, the Camden County JCPC requested that 10% of the funds be left unallocated.
- This would help prepare us for a potential budget reversion if necessary. The 10% left unallocated equaled \$5,191.
- Since the state budget has passed and the Department of Juvenile Justice & Delinquency Prevention did not suffer a budget cut, we have been given permission to revise our county program budgets and include the \$5,191.
- Also, since we have completed the 2011 Treasure Point 4-H Day Camp summer program, there were lapse part-time salary monies.
- We are requesting to use some of those salaries as well as the \$5,191 to increase our programming budget.
- A great majority of those funds will be used to assist with programming needs for 3 of the 4 components of the grant (1) CROWN Kids/BEARS; (2) Teen Court; and (3) Treasure Point 4-H Day Camp.

Commissioner Clayton Riggs made a motion to approve the JCPC program revision as presented. At 7:18PM, the motion passed 5-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; No absent; and no Commissioner not voting.

*Item 6.D- Anonymous Complaint Policy for Code Enforcement Office*

Commissioner Michael McLain made a motion to table Item 6.D. until the new County Manager had sufficient time to review the available information, and have the Item brought back before the Board at the January 2012 Regular Board of Commissioners meeting. At 7:19PM, the motion passed 5-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; No absent; and no Commissioner not voting.

**Board Appointments**

*Item 7.A- Albemarle Commission- Camden Commissioner*

Commissioner Michael McLain made a motion to re-appoint Commissioner Clayton Riggs to the Albemarle Commission. At 7:19PM, the motion passed 5-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; No absent; and no Commissioner not voting.

*Item 7.B- Albemarle Commission- Camden Citizen*

Vice Chairman Garry Meiggs made a motion to authorize Commissioner Clayton Riggs to select a Camden Citizen to serve on the Albemarle Commission from April 2012- April 2014, as an At-Large Voting Delegate, and announce whomever he chooses at the January 2012 Regular Board of Commissioners meeting. At 7:23PM, the motion passed 5-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; No absent; and no Commissioner not voting.

***Consent Agenda***

Commissioner Michael McLain made a motion to accept the Consent Agenda. At 7:23PM the motion passed 5-0 with Chairman Sandra Duckwall, Vice-Chairman Garry Meiggs, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak voting aye; No Commissioners voting no; No Commissioners absent; No Commissioners not voting.

A. Draft Minutes for November 21, 2011

B. Budget Amendments- 2011-12-BA017

**2011-12-BA017**

**CAMDEN COUNTY BUDGET AMENDMENT**

**BE IT ORDAINED** by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2012.

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

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Expenses:</b>			
104500-545017	Turner Contract	\$460,900.00	
106900-568100	South Mills 4 Cent	\$ 79,100.00	
105000-515000	Maintenance Building	\$ 3,700.00	
109990-500000	Contingency		\$3,700.00
104410-504100	Attorney Fees	\$ 178.00	
104700-504111	Other OLF Fees	\$ 1,000.00	
104800-504100	Attorney Fees	\$ 303.00	
104700-504100	Attorney Fees		\$1,481.00
<b>Revenues:</b>			
10301450-400007	2007 Ad Valorem Tax	\$ 20,650.00	
10301450-400008	2008 Ad Valorem Tax	\$141,350.00	
10301450-400005	2005 Ad Valorem Tax	\$ 16,000.00	
10301450-400006	2006 Ad Valorem Tax	\$ 4,000.00	
10301450-431700	Penalties & Interest	\$358,000.00	

This will result in a decrease of \$3,700.00 in the Contingency of the General Fund.

Balance in Contingency \$75,857.00.

**Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Officer for their direction. Adopted this 5<sup>th</sup> day of December, 2011.**

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

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

C. Tax Refunds, Pickups, & Releases



<b>Name</b>	<b>Amount</b>	<b>Type</b>	<b>Reason</b>	<b>No.</b>
Ellis E & Tamera A Pichaloupe	\$274.99	Pickup	Code Enf.	14141
Harry J Walker	\$224.99	Pickup	Code Enf.	14140
Christopher W. Hoskins	\$224.99	Pickup	Code Enf	14139
AAR Corp ETAL	\$1176263.83	Pickup	Rel'd Per audit	14181
AAR Corp ETAL	\$985474.26	Release	Rel'd Per Audit	14180
AAR Corp ETAL	\$634351.83	Release	Rel'd Per Audit	14179
AAR Corp ETAL	\$63479.62	Release	Rel'd Per Audit	14178
AAR Corp ETAL	\$26562.33	Release	Rel'd Per Audit	14177
AAR Corp ETAL	\$28941.15	Release	Rel'd Per Audit	14176
K&G Farming Inc	\$126.18	Adjustment	Inc. Value	14150
E.P. Aviation	\$215569.73	Pickup	Audit	14217
E.P. Aviation	\$235166.98	Pickup	Audit	14216
EP Aviation	\$55692.00	Pickup	Audit	14215
EP Aviation	\$29400.00	Pickup	Audit	14214
Air Quest INC	\$385.94	Pickup	Audit	14213
Aviation Worldwide	\$55087.69	Pickup	Audit	14210
Aviation Worldwide	\$29373.26	Pickup	Audit	14209
Aviation Worldwide	\$32289.04	Pickup	Audit	14208
Presidential Airways	\$222709.37	Pickup	Audit	14207
Presidential Airways	\$196490.83	Pickup	Audit	14206
Presidential Airways	\$325075.87	Pickup	Audit	14205
STI Aviation	\$3931.27	Pickup	Audit	14204
STI Aviation	\$1134.25	Pickup	Audit	14203
STI Aviation	\$822.07	Pickup	Audit	14202
Chad D. Peters	\$110.04	Release	Mil. Expt	14219
Robert John Riemer	\$154.38	Release	Mil. Expt.	14117
Robert R & Macy O Welsh	\$113.87	Pickup	Discovery	14223
George Rowland	\$243.17	Pickup	Discovery	14196
Thien Van Nguyen	\$100.99	Pickup	Discovery	14175
Leslie Etheridge	\$181.76	Pickup	Discovery	14156
Jeffrey Edwin Davis	\$116.82	Pickup	Discovery	14153
Mel Eckerstrom	\$-129.80	Pickup	Discovery	14154
John Matthew Carter	\$295.21	Pickup	Discovery	14148
Karen Bundy/ Town & Country Pet grooming	\$143.11	Pickup	Discovery	14144
Kevin & Stacey Anderson	\$101.90	Pickup	Discovery	14143
Hubert Liles Connors, Jr	\$-111.67	Release	Wrong County	14142

## D. Tax Authorization to Collect

<b>SOUTH MILLS</b>	<b>COURTHOUSE</b>	<b>SHILOH</b>	<b>TOTAL</b>
<b>16,001.32</b>	<b>19,902.79</b>	<b>9,474.86</b>	<b>45,378.97</b>

## E. ECBH Fiscal Monitoring Report

F. MOU between NCDOT, Camden, Chowan, Currituck, Pasquotank, and Perquimans Counties, and Albemarle Regional Health Services Operating as Inter-County Public Transportation Authority

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**Commissioner's Report**

Chairwoman Sandra Duckwall announced the addition of Michael Renshaw as the new Camden County Manager, recognized him attending his first Board of Commissioners meeting, and welcomed him to the County.

### **County Managers Report**

No report.

**Chairwoman Sandra Duckwall recessed the Board of Commissioners meeting at 7:25pm.**

**Chairwoman Sandra Duckwall brought the Board of Commissioners meeting out of recess at 7:31pm.**

### **Item 4- Audit Report- Greg Adams of Thompson, Price, Scott, Adams & Co**

Mr. Adams came before the Board to present the following information on the 2011 Audit:

- Cash- All funds \$9,730,883
- Fund Balance- General Fund \$4,621,314
  - Available Fund Balance \$1,927,330
  - Percentage of Fund Balance Available for Appropriation 41.71%
- Tax Analysis (Values)
  - Real Property 1,033,999,031
  - Personal Property 290,133,390
  - Public Service Companies 15,580,274
- Tax Value (Dollars)
  - Total Levy \$7,904,305
  - Total Levy (2010) \$6,857,371
- Tax Collection Rate-Combined 82.89%
  - Property Excluding Registered Motor Vehicles 82.66%
  - Registered Motor Vehicles 86.70%
- Total Revenues- General Fund \$12,259,176
- Total Expenditures-General Fund \$14,851,645
  - Net Change -\$2,556,469
- Total Revenues- Proprietary Fund \$2,567,068
- Total Expenditures- Proprietary Fund \$1,659,938
  - Net Change +\$907,130

County Attorney John Morrison asked Mr. Adams for the Public knowledge the following questions, with Mr. Adams respective answers:

- This report is an unequivocal report with no exceptions equal to a Gold Seal?
  - *Yes*

- Is it in your opinion that respective to Camden's size, that the County is in good financial standing?
  - *Yes*
- Is it correct that the fund loss shown in the General Fund Net Change is actually showing a transfer of funds from the General Fund to another, and not an actual loss of funds?
  - *Yes*
- The Property Tax Collection rate of 86.70% is a low collection rate. Historically, prior to the Xe-tax discovery, Camden County operated at approximately 98%. The discovery of the Xe-taxes believed to equal to \$3million was the cause of the decrease in tax collection rate from 2010 to 2011. Upon further investigation, it was discovered the Xe more correctly owed Camden County \$1.2million in unpaid taxes. Xe has since paid Camden County all taxes owed, and once recalculated, Camden County's tax collection rate will be significantly higher
  - *That information is correct*

Commissioner Michael McLain requested that Mr. Adams make the recalculations to Camden's Tax Collection Rate and send the new numbers to Finance Director Clarann Mansfield. Commissioner McLain asked for Mr. Adams to verify that Internal Control found no problems with the Audit of Camden County. Mr. Adams stated for the Board that the Audit completed on Camden County produced no problems, and no weak spots.

Vice Chairman Garry Meiggs made a motion to approve the 2011 Audit as presented. At 7:42PM the motion passed 5-0 with Chairman Sandra Duckwall, Vice-Chairman Garry Meiggs, and Commissioners Michael McLain, Clayton Riggs, and Randy Krainiak voting aye; No Commissioners voting no; No Commissioners absent; No Commissioners not voting.

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Any other Questions or comments?

None

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**Meeting Adjourned**

At 7:42 P.M., Chairwoman Sandra Duckwall asked if there were any other matters to come before the Board of Commissioners, hearing none, she declared the meeting adjourned.

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Chairwoman Sandra Duckwall  
Camden County Board of Commissioners

ATTEST:

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Ashley Honaker  
Clerk to the Board

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

**Item Number:** 6.B  
**Consent Agenda**  
**Meeting Date:** January 3, 2012  
**Attachments:** 1  
**Submitted By:** Finance Department  
**ITEM TITLE:** Budget Amendments

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

**SUMMARY:**

2011-12-BA018 Administration Revisions  
2011-12-BA019 GHSP Grant  
2011-12-BA020 JCPC Revisions

**RECOMMENDATION:**

Review & Approve

**2011-12-BA018**  
**CAMDEN COUNTY BUDGET AMENDMENT**

**BE IT ORDAINED** by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2012.

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

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Expenses:</b>			
104200-502000	Salaries	\$3,000.00	
104200-505000	FICA	\$ 500.00	
104200-506000	Health Insurance		\$4,773.46
104200-507000	Retirement		\$3,002.22
104200-507100	401K		\$2,049.00
104200-514000	Travel	\$6,324.68	

This will result in a decrease of \$0.00 in the Contingency of the General Fund.

Balance in Contingency \$75,857.00.

**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 January, 2012.**

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

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

**2011-12-BA019**  
**CAMDEN COUNTY BUDGET AMENDMENT**

**BE IT ORDAINED** by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2012.

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

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Expenses:</b>			
106600-509000	Workers Comp	\$ 8,000.00	
105100-502000	Salary	\$16,746.00	
105100-505000	FICA	\$ 1,282.00	
105100-506000	Health Insurance	\$ 2,479.00	
105100-507100	401K	\$ 838.00	
105100-536000	Uniforms	\$ 5,000.00	
105100-574800	GHSP Grant	\$51,500.00	
109990-500000	Contingency		\$20,677.00
104410-546400	Drug Testing	\$ 1,000.00	
<b>Revenues:</b>			
10360510-434882	GHSP Grant	\$66,168.00	

**This will result in a decrease of \$20,677.00 in the Contingency of the General Fund.**

**Balance in Contingency \$55,180.00.**

**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 January, 2012.**

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

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

2011-12-BA020  
CAMDEN COUNTY BUDGET AMENDMENT

**BE IT ORDAINED** by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2012.

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

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Expenses:</b>			
106200-503000	Part-Time Salaries		\$2,169.00
106200-506000	Health Insurance	\$ 180.00	
106200-522000	Food & Provisions	\$1,000.00	
106200-531000	Gas & Oil	\$4,108.00	
106200-514000	Travel	\$ 700.00	
106200-570002	Crown Kids	\$1,000.00	
106200-554000	Insurance	\$ 910.00	
106200-569000	Teen Court	\$ 70.00	
106200-567000	Camp	\$1,000.00	
<b>Revenues:</b>			
10330620-434801	Grant JCPC	\$5,191.00	
10330620-402002	Insurance	\$1,608.00	

This revision was approved at 12/5/11 Commissioners Meeting.

This will result in a decrease of \$0.00 in the Contingency of the General Fund.

Balance in Contingency \$55,180.00.

**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 January, 2012.**

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

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

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

**Item Number:** 6.E  
**Consent Agenda**  
**Meeting Date:** January 3, 2012  
**Attachments:** 1  
**Submitted By:** Tax Department  
**ITEM TITLE:** Tax Collection Report

<b>MOTION MADE</b>	
<b>BY:</b>	
<b>S. Duckwall</b>	_____
<b>G. Meiggs</b>	_____
<b>M. McLain</b>	_____
<b>R. Krainiak</b>	_____
<b>C. Riggs</b>	_____
<b>NO MOTION</b>	_____
<b>VOTE:</b>	
<b>S. Duckwall</b>	_____
<b>G. Meiggs</b>	_____
<b>M. McLain</b>	_____
<b>R. Krainiak</b>	_____
<b>C. Riggs</b>	_____
<b>ABSENT</b>	_____
<b>RECUSED</b>	_____

**SUMMARY:**

November 2011

**RECOMMENDATION:**

Review & Approve





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

**Item Number: 6.D**

**Consent Agenda**

**Meeting Date: January 3, 2012**

**Attachments: 2**

**Submitted By: Tax Department**

**ITEM TITLE: Tax Refunds, Pickups, & Releases**

<b>MOTION MADE</b>	
<b>BY:</b>	
<b>S. Duckwall</b>	_____
<b>G. Meiggs</b>	_____
<b>M. McLain</b>	_____
<b>R. Krainiak</b>	_____
<b>C. Riggs</b>	_____
<b>NO MOTION</b>	_____
<b>VOTE:</b>	
<b>S. Duckwall</b>	_____
<b>G. Meiggs</b>	_____
<b>M. McLain</b>	_____
<b>R. Krainiak</b>	_____
<b>C. Riggs</b>	_____
<b>ABSENT</b>	_____
<b>RECUSED</b>	_____

**SUMMARY:**

**Tax Refunds, Pickups, & Releases to be issued by the Finance Office.**

**RECOMMENDATION:**

**Review & Approve**



ACS Tax System  
12/09/11 8:24:59

Refunds to be Issued by Finance Office

CAMDEN COUNTY

Page 7

798.97	Refunds	Remit To:	Reference:	Drawer/Transaction Info:
		ALBERTSON FARMS, INC.	2011 R 01-7999-00-61-0285-0000	20111130 1 172635
		204 OLD SWAMP ROAD	C 52661 2011	
		SOUTH MILLS NC 27976		
270.00		AMERICAN FREEDOM ASSURANCE, IN	2011 R 02-8926-00-12-7802-0000	20111116 1 172045
		1205 WESTLAKES DRIVE STE. 250	overpayment F-55991 2011	
		BERRYIN, PA 19312		
3,181.18		ORE FIRST	2011-R-53779/57881/54361/55398	20111116 2 172053
		210 INTERSTATE MO. PKWY, STE. 400	overpayment	
		ATLANTA GA 30339		
4,250.15	Total Refunds			

\*\*\*

SUBMITTED BY Mary M. Gaskins

Mary M. Gaskins, Tax Administrator

DATE 12/9/11

APPROVED BY

Sandra J. Duckwall, Chairman, Camden Cnty. BOC

DATE

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

**Item Number:** 6.E  
**Consent Agenda**  
**Meeting Date:** January 3, 2012  
**Attachments:** 1  
**Submitted By:** Tax Department  
**ITEM TITLE:** Tax Authorization to Collect

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

**SUMMARY:**

September 2011 Renewal

**RECOMMENDATION:**

Review & Approve

**STATE OF NORTH CAROLINA**

**COUNTY OF CAMDEN**

**TO:** The Tax Administrator of Camden County (Sept. Ren.) Due 1/01/12

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

<b>SOUTH MILLS</b>	<b>COURTHOUSE</b>	<b>SHILOH</b>	<b>TOTAL</b>
<b>14,221.97</b>	<b>15,460.22</b>	<b>9,357.02</b>	<b>39,039.21</b>

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

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

Attest:

\_\_\_\_\_  
Clerk to the Board of Commissioners of Camden County

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

\_\_\_\_\_  
Tax Administrator of Camden County

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

**Item Number:**               **6.F**

**Consent Agenda**

**Meeting Date:**               **January 3, 2012**

**Attachments:**               **1**

**Submitted By:**               **Administration**

**ITEM TITLE:**               **Letter of Support for Larry Johnson**

<b>MOTION MADE</b>	
<b>BY:</b>	
<b>S. Duckwall</b>	_____
<b>G. Meiggs</b>	_____
<b>M. McLain</b>	_____
<b>R. Krainiak</b>	_____
<b>C. Riggs</b>	_____
<b>NO MOTION</b>	_____
<b>VOTE:</b>	
<b>S. Duckwall</b>	_____
<b>G. Meiggs</b>	_____
<b>M. McLain</b>	_____
<b>R. Krainiak</b>	_____
<b>C. Riggs</b>	_____
<b>ABSENT</b>	_____
<b>RECUSED</b>	_____

**SUMMARY:**

Larry Johnson currently serves on the Northeast Commission. At the request of Chairwoman Sandy Duckwall, attached is a letter of support on behalf of the Camden County Board of Commissioners to support the re-appointment of Mr. Larry Johnson.

**RECOMMENDATION:**

Review & Approve

January 3, 2012

The Honorable Philip E. Berger  
President Pro Tempore  
NC Senate  
2007 Legislative Building  
Raleigh, NC 27601

The Honorable Thom Tillis  
Speaker  
NC House of Representatives  
2304 Legislative Building  
Raleigh, NC 27601

Dear Pro Tempore Berger and Speaker Tillis:

I am writing on behalf of Larry Johnson who serves on the North Carolina Northeast Commission Board of Directors. Mr. Johnson's term expires in June of 2012 and he has expressed his desire to be reappointed. The Camden County Board of Commissioners support Mr. Johnson's reappointment and respectfully request your staff work together to make re-appointment available for him.

Sincerely,

Sandra Duckwall- Chair  
Board of Commissioners



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

**Item Number:** 6.G  
**Consent Agenda**  
**Meeting Date:** January 3, 2012  
**Attachments:** 1 (10 Pages)  
**Submitted By:** Michael Renshaw, County Manager  
**ITEM TITLE:** Revision to Article VIII, Section 22,  
Page 32 of the Camden County Personnel Policy

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

**SUMMARY:**

Revision to the Camden County Personnel Policy to include Fire & Rescue in the existing Civil Leave Policy.

**RECOMMENDATION:**

Review changes & approve revision

## **ARTICLE VIII. HOLIDAYS AND LEAVES OF ABSENCE**

### **Section 1. Policy**

The policy of the County is to provide vacation leave, sick leave, and holiday leave to all full-time and part-time employees in a regular position with County.

Leave balances should accrue with each payroll at a pro-rated amount when employees work or are on a paid leave status. Leave balances should be printed on payroll checks or provided to employees with each paycheck, including net accrued sick leave, vacation, holiday leave, and compensatory leave.

### **Section 2. Holidays**

The policy of the County is to follow the holiday schedule as published by the State of North Carolina each year. The schedule for the calendar year will be published by December 1 of the previous calendar year for distribution to County employees.

An employee must work, use vacation, sick or compensatory leave the day before and the day after in order to receive holiday pay with the exception of law enforcement. (Revised February 5, 2007)

The number of holiday hours earned by employees shall be determined in accordance with the formula set forth in Section 15 of this article but not to exceed 8 hours of holiday pay for employees and 8.4 hours for law enforcement officers. (Revised 8/3/09)

Departments which have staff working during holidays may designate which days of the week are to be observed using the actual legal holidays when appropriate.

### **Section 3. Holidays: Effect on Other Types of Leave**

Regular holidays which occur during a vacation, sick or other leave period of any employee shall not be considered as vacation, sick, or other leave.

### **Section 4. Holidays: Compensation When Work is Required**

Essential regular full time public works employees required to perform work on regularly scheduled holidays will be paid eight (8) hours of holiday pay on top of their base pay for hours actually worked on a holiday and essential regular full time law enforcement officers will be paid eight point four (8.4) hours of holiday pay on top of their base pay. (Revised 8/3/09)

### **Section 5. Vacation Leave**

Vacation leave may be used for rest and relaxation, school appointments, medical appointments, and other personal needs. Any compensatory time earned by nonexempt employees must be used prior to using vacation time.

## Section 6. Vacation Leave: Use by Probationary Employees

Employees serving a probationary period following initial employment may accumulate vacation leave but shall not be permitted to take vacation leave during the probationary period. Employees shall be allowed to take accumulated vacation leave after six months of service.

## Section 7. Vacation Leave: Accrual Rate

Each full and part-time employee of the County shall earn vacation at the following schedule, prorated by the regular number of hours in the workweek: (Approved 7/1/04)

Years of Service	Hours Granted Each Month	Hours Granted	Days Granted Each Year	Each Year
Less than 2 years	7 hrs. 50 min.	94		11 3/4
2 but less than 5 years	9 hrs. 10 min.	110		13 3/4
5 but less than 10 years	11 hrs. 10 min.	134		16 3/4
10 but less than 15 years	13 hrs. 10 min.	158		19 3/4
15 but less than 20 years	15 hrs. 10 min.	182		22 3/4
20 years or more	17 hrs. 10 min.	206		25 3/4

## Section 8. Vacation Leave: Maximum Accumulation

Vacation leave may be accumulated without any applicable maximum until December 31 of each year. Effective the last payroll in the calendar year, any employee with more than 30 days (240 hours) of accumulated leave shall have the excess accumulation removed so that only 30 days (240 hours) are carried forward to January 1 of the next calendar year. ~~One half of~~ Any excess vacation leave as of December 31 may be transferred to an employee's sick leave account. ~~Employees with ten or more years of service to the County may have the entire excess amount converted to sick leave provided that the employee has taken a minimum of five days 40 hours of vacation during the calendar year.~~ Amended 7/1/04, Revised February 5, 2007

Because the number of hours in employee work weeks vary, the number of hours in 30 days varies. See Section 15 of this Article for formula to calculate the number of hours in 30 days.

Employees are cautioned not to retain excess accumulated vacation leave until late in the year. Because of the necessity to keep all functions in operation, large numbers of employees cannot be granted vacation leave at any one time. If an employee has excess leave accumulation during the latter part of the year and is unable to take such leave because of staffing demands, the employee shall receive no special consideration either in having vacation leave scheduled or in receiving any exception to the maximum accumulation.

New employees may be credited up to five days of earned vacation leave upon date of hire if the immediate previous employer is a city or county and if the immediate previous employer provides written verification to the county manager that the employee an equal number or more days of vacation leave remaining on the date of termination.

## Section 9. Vacation Leave: Manner of Taking

Employees shall be granted the use of earned vacation leave upon request in advance at those times designated by the Department Head which will least obstruct normal operations of the County. Department heads are responsible for insuring that approved vacation leave does not hinder the effectiveness of service delivery. Vacation leave will be taken in ~~quarter~~ two hour units. (Revised 2/5/07, Effective 7/1/07)

### **Section 10. Vacation Leave: Payment upon Separation**

An employee who has successfully completed six months of the probationary period will normally be paid for accumulated annual leave upon separation subject to the 30-day maximum, provided notice is given to the supervisor at least two weeks in advance of the effective date of resignation. Any employee failing to give the notice required by this section shall forfeit payment for accumulated leave. The notice requirement may be waived by the County Manager when deemed to be in the best interest of the County.

Employees who are involuntarily separated shall receive payment for accumulated annual leave subject to the 30-day maximum.

### **Section 11. Vacation Leave: Payment upon Death**

The estate of an employee who dies while employed by the County shall be entitled to payment of all the accumulated vacation leave credited to the employee's account not to exceed the maximums established in Section 8 of this Article.

### **Section 12. Sick Leave**

Sick leave with pay is not a right which an employee may demand, but a privilege granted for the benefit of an employee when sick.

Sick leave may be granted to an employee absent from work for any of the following reasons: sickness, bodily injury, required physical or dental examinations or treatment, or exposure to a contagious disease, when continuing work might jeopardize the health of others.

Sick leave may be used when an employee must care for a member of his or her immediate family who is ill, but may not be used to care for healthy children when the regular care giver is sick.

Sick leave may also be used for death in the employee's immediate family, but may not exceed three days for any one occurrence, except by special permission of the Department or County Manager.

Sick leave may also be used to supplement Workers' Compensation Disability Leave both during the waiting period before Workers' Compensation benefits begin, and afterward to supplement the remaining salary, except that employees may not exceed their regular salary amount using this provision. (Revised-May 7, 2007)

**"Immediate family"** shall be defined as spouse, parent, guardian, children, sister, brother, grandparents, grandchildren plus the various combinations of half, step, in-law, and adopted relationships that can be derived from those named.

Notification of the desire to take sick leave should be submitted to the employee's supervisor prior to the leave or not later than two hours after the beginning of the scheduled workday. Failure to do so appropriately may result in disciplinary action.

In order to facilitate the recruitment of qualified persons with appropriate public sector experience, the County Manager may authorize the carry-over of all or a portion of the unused sick leave that has been certified as accumulated during employment with a past state or local government employer.

### **Section 13. Sick Leave: Accrual Rate and Accumulation**

Sick leave shall accrue at a rate of one day per month of service or twelve days per year. Sick leave for full-time and part-time employees working other than the basic work schedule shall be prorated as described in this Article. Sick leave will be cumulative for an indefinite period of time and may be converted upon retirement for service credit consistent with the provisions of the North Carolina Local Government Employees' Retirement System.

All sick leave accumulated by an employee shall end and terminate without compensation when the employee resigns or is separated from the County, except as stated for employees retiring or terminated due to reduction in force.

### **Section 14. Sick Leave: Medical Certification**

The employee's supervisor or Department Head may require a physician's certificate stating the nature of the employee or immediate family member's illness and the employee's capacity to resume duties, for each occasion on which an employee uses sick leave or whenever the supervisor observes a "pattern of absenteeism." The employee may be required to submit to such medical examination or inquiry as the Department Head deems desirable. The Department Head shall be responsible for the application of this provision to the end that:

- 1) Employees shall not be on duty when they might endanger their health or the health of other employees; and
- 2) There will be no abuse of leave privileges.

Claiming sick leave under false pretense to obtain a day off with pay shall subject the employee to disciplinary action.

### **Section 15. Leave Pro-Rated**

Holiday, annual, and sick leave earned by full-time and part-time employees with fewer or more hours than the basic work week shall be determined by the following formula:

- 1) The number of hours worked by such employees shall be divided by the number of hours in the basic work week (usually 40 hours).
- 2) The proportion obtained in step 1 shall be multiplied by the number of hours of leave earned annually by employees working the basic work week.
- 3) The number of hours in step 2 divided by 12 shall be the number of hours of leave earned monthly by the employees concerned.

### **Section 16. Leave Without Pay**

A full or part-time employee may be granted a leave of absence without pay for a period of up to six months by the County Manager. The leave shall be used for reasons of personal disability after both sick leave and desired amount of annual leave have been exhausted, sickness or disability of immediate family members, continuation of education, special work that will permit the County to benefit by the experience gained or the work performed, or for other reasons deemed justified by the County Manager.

The employee shall apply in writing to the Department Head for leave. The employee is obligated to return to duty within or at the end of the time determined appropriate by the County Manager. Upon returning to duty after being on leave without pay, the employee shall be entitled to return to the same position held at the time leave was granted or to one of like classification, seniority, and pay. If the employee decides not to return to work, the Department Head shall be notified immediately. Failure to report at the expiration of a leave of absence, unless an extension has been requested, shall be considered a resignation.

### **Section 17. Family Medical Leave**

The County will grant up to 12 weeks of family and medical leave during any 12-month period beginning on the date leave is first used to eligible employees in accordance with the Family and Medical Leave Act of 1993 (FMLA). Eligible employees must have regular status and must have been employed at least twelve months and worked at least 1,250 hours during the previous twelve months. The leave may be paid (coordinated with the County's Vacation and Sick Leave policies), unpaid, or a combination of paid and unpaid. Additional time away from the job beyond the 12-week period may be approved in accordance with the County's Leave Without Pay policy. Employees may be required to exhaust eligible paid leave before going on a leave without pay status.

FMLA leave may be taken for the following reasons:

- (1) to care for the employee's child after birth or placement for adoption or foster care;
- (2) to care for the employee's spouse, child or parent who has a serious health condition; or
- (3) for a serious health condition that makes the employee unable to perform the employee's job.

A serious health condition is defined as a condition which requires inpatient care at a hospital, hospice, or residential medical care facility, or a condition which requires continuing care by a licensed health care provider. This policy covers illness of a serious and long-term nature resulting in recurring or lengthy absences. Generally, a chronic or long term health condition which results in a period of incapacity for more than three days would be considered a serious health condition.

If a husband and wife both work for the County and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (not parent in-law) with a serious health condition, the husband and wife together may only take a total of 12 weeks leave under FMLA.

An employee taking leave for the birth of a child may use paid sick leave for the period of actual disability, based on medical certification. The employee may then use paid vacation for the remainder of the 12-week period.

The request for the use of leave must be made in writing by the employee and approved by the department head or County Manager. The County may also designate qualified leave as FMLA Leave by notifying the employee of such action.

An employee who takes leave under this policy will return to the same job or a job with equivalent status, pay, benefits, and other employment terms. The position will be the same or one which entails substantially equivalent skill, effort, responsibility, and authority.

In order to qualify for leave under this law, the County requires medical certification. This statement from the employee's or the family member's physician should include the date when the condition began, its expected duration, diagnosis, and brief statement of treatment. For the employee's own health condition, it should state that the employee is unable to perform the essential functions of his/her position. For a seriously ill family member, the certification must include a statement that the patient requires assistance and the employee's presence would be beneficial or desirable.

This certification should be furnished at least 30 days prior to the needed leave unless the employee's or family member's condition is a sudden one. The certification should be furnished as soon as possible (no longer than 15 days from the date of the employee's request). The certification and request must be made to the department head and filed with the Human Resources Director.

The employee is expected to return to work at the end of the time frame stated in the medical certification, unless he/she has requested additional time in writing under the County's Leave Without Pay policy

### Section 18. Family Medical Leave and Leave Without Pay: Retention and Continuation of Benefits

When an employee is on leave under FMLA, the County will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. If an employee chooses not to return to work for reasons other than a continued serious health condition, the County will require the reimbursement of the amount paid for the employee's health insurance premiums during the FMLA leave period.

Other insurance and payroll deductions are the responsibility of the employee and the employee must make those payments for continued coverage of that benefit.

An employee shall retain all unused vacation and sick leave while on Leave Without Pay. An employee ceases to earn leave credits on the date leave without pay begins. The employee may continue to be eligible for benefits under the County's Group insurance plans at his or her own expense, subject to any regulation adopted by the County Commissioners and the regulations of the insurance carrier.

### Section 19. Workers' Compensation Leave

An employee absent from duty because of sickness or disability covered by the North Carolina Workers' Compensation Act may elect to use accrued sick leave or vacation during the first waiting period. ~~The employee may also elect to supplement workers' compensation payments after they begin provided that the combination of leave supplement and workers' compensation payments does not exceed normal compensation. An employee on workers' compensation leave may be permitted to continue to be eligible for benefits under the County's group insurance plans.~~ If the injury results in additional time away from work, the employee will be placed on worker's compensation leave and receive the worker's compensation weekly after the required waiting period. The employee may elect to take sick or vacation during the required waiting period, or may elect to go on worker's compensation leave with no pay for the required waiting period. Once an employee begins drawing worker's compensation pay, the employee will not be allowed to receive pay for vacation or sick leave in addition to worker's compensation payments. Life insurance and health benefits already provided by Camden County to an employee will continue to be provided during the period of worker's compensation leave. Upon reinstatement, an employee's salary will be computed on the basis of the last salary earned plus any increment or other salary increase to which the employee would have been entitled during the disability covered by worker's compensation. (Revised February 5, 2007)

### Section 20. Military Leave

Regular employees who are members of an Armed Forces Reserve organization or National Guard shall be granted ten workdays per year for military leave without pay. On rare occasions due to annual training being scheduled on a federal fiscal year basis, an employee may be required to attend two periods of training in one calendar year. For this purpose only, an employee shall be granted an additional ten days of military leave during the same calendar year. If the compensation received while on military leave is less than the salary that would have been earned during this

same period as a County employee, the employee shall receive partial compensation equal to the difference in the base salary earned during this same period as a County employee. The effect will be to maintain the employee's salary at the normal level during this period. If such duty is required beyond these ten workdays, the employee shall be eligible to take accumulated vacation leave or be placed in a leave without pay status, and the provisions of that leave shall apply. While taking military leave without pay or with partial pay, the employee's leave credits and other benefits shall continue to accrue as if the employee physically remained with the County during this period. Employees who are eligible for military leave have all job rights specified by the Vietnam Veterans Readjustment Act, including members of the National Guard or a reserve unit. Employees who volunteer for additional duty may use vacation, compensatory time or leave without pay. If there is a compensatory balance, it should be used first for nonexempt employees.

### **Section 21. Reinstatement Following Military Service.**

An employee called to extended active duty with the United States military forces, who does not volunteer for service beyond the period for which called, shall be reinstated with full benefits provided the employee:

- 1) Applies for reinstatement within ninety days after the release from military service; and
- 2) Is able to perform the duties of the former position or similar position; or
- 3) Is unable to perform the duties of the former position or a similar position due to disability sustained as a result of military service, but is able to perform the duties of another position in the service of the County. In this case the employee shall be employed in such other position as will provide the nearest approximation of the seniority, status, and pay which the employee otherwise would have been provided, if available.

### **Section 22. Civil Leave**

- (A) A County employee called for jury duty or as a court witness for the federal or state governments, or a subdivision thereof, shall receive leave with pay for such duty during the required absence without charge to accumulated leave. The employee may keep fees and travel allowances received for jury or witness duty in addition to regular compensation; except, that employees must turn over to the County any witness fees awarded by that court for court appearances in connection with official duties. Employees must turn over to the County any travel allowance awarded by that court for court appearances when traveling in a county vehicle or transportation wholly or partially provided at county expense. While on civil leave, benefits and leave shall accrue as though on regular duty.
- (B) With the discretionary approval of their respective Department Head or direct supervisor, volunteers involved in fire or rescue organizations may be allowed to take appropriate time to respond to emergency calls, but shall return to work as quickly as possible. Use of County vehicles is prohibited in responding to such calls unless circumstances surrounding the response would make it reasonable to do so. **All** Volunteer Fire/Rescue Civil Leave responses should be thoroughly documented on an ~~Ashe~~ **Camden** County Civil Leave Form. One copy should be submitted to the individual's Department Head and one copy should be submitted to the Safety Committee within 24 hours of the Civil Leave." (*Effective January 3, 2012*)
- (C) All instances of Civil Leave as defined in Subsections A and B should be accurately annotated as such on individual time sheets. (*Effective January 3, 2012*)

### **Section 23. Parental School Leave**

A County employee who is a parent, guardian, or person standing in loco parentis (in place of the parent) may take up to four hours of unpaid leave annually to involve him or herself in school activities of his or her child(ren). This leave is subject to the three following conditions:



- 1) The leave must be taken at a time mutually agreed upon by the employee and the County;
- 2) The County may require the employee to request the leave in writing at least 48 hours prior to the time of the desired leave; and
- 3) The County may require written verification from the child's school that the employee was involved at the school during the leave time.

Paid leave (vacation time) taken by an employee to attend to school activities of his or her child shall count toward the fulfillment of this provision by the County.

## **Section 24. Adverse Weather Conditions**

County offices and departments shall remain open for the full scheduled work day unless authorization for early closing or other deviation is received from the County Manager or his designate. Employees scheduled to work during an authorized official closing will be given full credit for all their work hours scheduled but missed during the period covered by the authorized official closing or other deviation. Employees who leave work before an official early closing time, as well as those employees who report to work late or who do not report to work at all, will be required to use earned vacation for this unauthorized missed time. Also, any employee who has leave time approved prior to the issuance of an authorized early closing or other deviation will be required to honor the approved leave time.

The County Manager or his designate may authorize the closing or deviation for all or part of the County offices. Any closing or deviation shall be applicable uniformly to all County offices unless otherwise specified in the announcement from the County Manager or his designate. The County Manager or his designate may authorize closings or deviations different for one office or department than for other offices or departments.

## **Section 25 – Shared Leave (Approved 7/1/04)**

### **Voluntary Shared Leave**

#### **A. PURPOSE**

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

#### **B. POLICY**

In cases of prolonged medical condition, an employee may apply or be nominated to become a recipient of leave transferred from the vacation leave accounts of unrelated employees working for Camden County or from the sick or vacation account of an immediate family member who works for Camden County. For purposes of this program, medical condition means the medical condition of an employee or their spouse, parents, children or other dependents, including step and in-law relationships, that is likely to require an employee's absence from duty for a

prolonged period, generally considered to be at least twenty (20) consecutive workdays. If an employee has had previous random absences for the same condition that has caused excessive absences, or if the employee has had a previous, but different, prolonged medical condition within the last twelve months, the County may make an exception to the 20-day period.

#### C. GENERAL GUIDELINES

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

#### D. ELIGIBILITY 7 APPLICATION

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

#### E. RECIPIENT GUIDELINES

1. Participation in this program is limited to 1,040 hours (prorated if part-time), either continuously or, if for the same condition, on a recurring basis. The County Manager may, however, grant employee continuation in the program, month by month, for a maximum of 2,080 hours if the employee would otherwise have been granted leave without pay.

2. Subject to the maximum of 1,040 hours, the number of hours leave an employee can receive is limited to the projected recovery or treatment period. All donated leave will be credited to the recipient's sick leave account.
3. At the expiration of the medical condition any unused leave in the recipient's donated leave account shall be treated as follows:
  - a. The recipient's sick leave account balance shall be limited to a total of forty (40) hours.
  - b. Any additional unused donated leave will be returned to the donor(s) on a pro rata basis and credited to the leave account from which it was donated.
4. If a recipient separates due to resignation, death or retirement from Camden County, his/her participation in the program will end. Donated leave shall be returned to the donor(s) on a pro rata basis.

#### F. DONOR GUIDELINES

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

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

**Item Number: 6.H**

**Consent Agenda**

**Meeting Date: January 3, 2012**

**Attachments: 1 (2 Pages)**

**Submitted By: Human Resources**

**ITEM TITLE: Revision to the Camden County  
Economic Developer Job Description**

<b>MOTION MADE</b>	
<b>BY:</b>	
<b>S. Duckwall</b>	_____
<b>G. Meiggs</b>	_____
<b>M. McLain</b>	_____
<b>R. Krainiak</b>	_____
<b>C. Riggs</b>	_____
<b>NO MOTION</b>	_____
<b>VOTE:</b>	
<b>S. Duckwall</b>	_____
<b>G. Meiggs</b>	_____
<b>M. McLain</b>	_____
<b>R. Krainiak</b>	_____
<b>C. Riggs</b>	_____
<b>ABSENT</b>	_____
<b>RECUSED</b>	_____

**SUMMARY:**

The current Economic Developer Job Description reads “Special Requirements: Valid Driver’s License in the State of North Carolina”. It is the opinion of the Camden County Human Resource Officer and Camden County Manager that the sentence should read “Special Requirements: Must Possess a Valid Driver’s License”.

**RECOMMENDATION:**

Review revision & approve.

## **General Definition of Work**

Performs complex professional work coordinating economic development and infrastructure projects throughout Camden, and related work as apparent or assigned. Work is performed under the moderate supervision of the County Manager.

## **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.*

## **Essential Functions**

Coordinates with Camden Economic Development Commission (CEDC) to show sites to businesses considering a new location or expansion; arranges meetings with local officials; researches land availability, zoning requirements, and coordinates contacts for property; serves as liaison to the county during construction.

Maintains contact with community leaders, representatives of business and industry, the CEDC, Visit the Eco-Park, the NC Department of Commerce and other agencies.

Researches and coordinates grants and funding sources to support infrastructure improvements and economic development opportunities.

Manages developer projects through completion, including shepherding projects through planning department process, charrette, plan review, negotiation, public hearings, rezonings, platting; coordinates the work and timing of neighboring affected development projects; coordinates infrastructure construction by developers, the county, NCDOT, and other public agencies and utilities; insures construction follows approved plans and all County regulations.

Coordinates work of county departments for infrastructure construction, park and greenway design and construction. Manages county facility construction projects.

Manages sale or purchase of county property.

Assists planning department with urban design or in-house small area plans or other planning projects.

Works with Public Information Officer to develop marketing tools for the economic development of the county including brochures, flyers, websites, social media, ads, etc.

Ensures that the county has current records on sites and buildings available within the county's jurisdiction, files and statistics on demographics, tax base, maps, profiles, utilities, retail sales, and building permits.

Researches and recommends strategies for economic development and small business promotion to the Board of Commissioners. Provides written updates to the Board of Commissioners.

Performs various duties such as preparing and organizing meetings with developers, county officials, and CEDC personnel, including preparing agendas and information packets.

## **Knowledge, Skills and Abilities**

Considerable knowledge of principles, practices and processes involved in economic development, and federal, state, and local laws pertaining to economic development and planning; considerable knowledge of principles and processes of development and financing; considerable knowledge of economic, social, and technological resources available in the economic development field; considerable knowledge of the assets of the community; skills in data collection, analysis and presentation; establishment of databases about pertinent County statistics and demographics; ability to plan, coordinate and facilitate meetings, workshops, charrettes and effectively develop commercial leads for the County; ability to communicate effectively in oral and written forms; ability to establish and maintain effective working relationships with business executives and owners or representatives, public officials at the local and state levels, developers, contractors, community leaders and organizations, other department heads, and other employees, including the ability to build consensus among diverse groups; ability to analyze situations accurately and make correct recommendations for each business contact; Thorough knowledge of laws, regulations, policies and procedures related to land use planning, zoning, subdivision ordinances, community development, and

local governments; Thorough knowledge of the laws, principles, theories, and practices related to smart growth and growth management; considerable knowledge of municipal management techniques and practices including supervisory principles, budget process, purchasing and contracting; ability to plan, organize, motivate, communicate, and evaluate the work of employees effectively; considerable knowledge and skill in the design and facilitation of public input processes designed to build consensus among conflicted parties; ability to prepare comprehensive reports and studies; skill in building consensus, in collaborative problem-solving, and in conflict resolution; ability to maintain confidentiality on sensitive economic development issues; knowledge of public records and open meeting laws in North Carolina.

### **Education and Experience**

Bachelor's degree in business, planning, urban design, economics or related field and considerable experience in economic development, or equivalent combination of education and experience. Master's degree preferred.

### **Physical Requirements**

This work requires the occasional exertion of up to 10 pounds of force; work occasionally requires standing, walking, sitting, speaking or hearing and using hands to finger, handle or feel; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Must possess and retain a valid driver's license.

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

**Item Number:** 6.I  
**Consent Agenda**  
**Meeting Date:** January 3, 2012  
**Attachments:** 1 (1 Pages)  
**Submitted By:** Administration Department  
**ITEM TITLE:** Volunteer Forms

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
NO MOTION	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

**SUMMARY:**

Volunteer Forms for official acceptance

**RECOMMENDATION:**

Review & approve acceptance

### Application for Citizen Service – Volunteer Form

If you are a citizen of Camden County and would like to serve on one of the County's boards or commissions, please complete this application and return it to the County Manager's Office, 117 N. NC343, mail to P.O. Box 190, Camden, North Carolina 27921 or e-mail [rwoodruff@camdencountync.gov](mailto:rwoodruff@camdencountync.gov). Applications will be on file for one (1) year. After which time applicant will be required to update Volunteer Form.

Name Donna Stewart

Mailing Address 134 Pudding Ridge Rd., South Mills, NC 27976

Township you live in: South Mills

Telephone (home) 252-771-2730 (business) 252-771-8333

Email address dstewart@camdencountync.gov

Are you a registered voter? Yes  No

Have you ever been convicted of a felony? Yes  No

Please identify any talent, interest, skill, experience or educational preparation which might be helpful to a board or commission:

Tourism

Board or Commissions upon which you are interested in serving: (List on opposite side)

TDA

As a member of a Board or Commission, you will be expected to attend at least 75% of the meetings. Please note the by-laws of some Boards and Commissions limit the number of terms served. This application is a notification of your interest to serve on a Board or Commission to be considered by the Board of Commissioners when a vacancy occurs. Thanks for your interest in Camden County Government.

Signature Donna S. Stewart Date 12-21-2011

Created 08/13/2009

Modified 2/22/2010



**Application for Citizen Service – Volunteer Form**

If you are a citizen of Camden County and would like to serve on one of the County's boards or commissions, please complete this application and return it to the County Manager's Office, 117 N. NC343, mail to P.O. Box 190, Camden, North Carolina 27921 or e-mail rwoodruff@camdencountync.gov. Applications will be on file for one (1) year. After which time applicant will be required to update Volunteer Form.

Name FREDDIE O'Neal

Mailing Address PO Box 174 CAMDEN NC 27921

Township you live in: South Mills

Telephone (home) 252 202-1855 (business) \_\_\_\_\_

Email address \_\_\_\_\_

Are you a registered voter?  Yes  No

Have you ever been convicted of a felony? Yes  No

Please identify any talent, interest, skill, experience or educational preparation which might be helpful to a board or commission:

WANT TO HELP

Board or Commissions upon which you are interested in serving: (List on opposite side)

DRAINAGE

As a member of a Board or Commission, you will be expected to attend at least 75% of the meetings. Please note the by-laws of some Boards and Commissions limit the number of terms served. This application is a notification of your interest to serve on a Board or Commission to be considered by the Board of Commissioners when a vacancy occurs. Thanks for your interest in Camden County Government.

Signature Freddie O'Neal Date 12/2/11

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

**Item Number:** 9.A-F  
  
**Information**  
  
**Meeting Date:** January 3, 2012  
**Attachments:** 4  
**Submitted By:** Various Departments  
  
**ITEM TITLE:** Supplemental Information

<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>NO MOTION</b>	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>ABSENT</b>	_____
<b>RECUSED</b>	_____

**SUMMARY:**

- A. Land Transfer Tax Collection
- B. Sales Tax Collection
- C. Central Depository Fund Balance Sheet
- D. Dismal Swamp Welcome Center Monthly Tracking
- E. NCDOT Annual Statement of Secondary Road Construction
- F. Register of Deeds Account Balance Report for November 2011

**RECOMMENDATION:**

**Information Only.**

<b>LAND TRANSFER TAX COLLECTIONS</b>			12-Dec-11 Camden Finance Office				
	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
JULY	\$68,763	\$63,752	\$35,682	\$34,673	\$33,237	\$25,322	\$9,295
AUGUST	\$53,756	\$46,411	\$51,741	\$35,468	\$13,070	\$18,410	\$37,269
SEPTEMBER	\$64,020	\$37,762	\$27,923	\$21,310	\$25,420	\$13,453	\$12,209
OCTOBER	\$62,217	\$54,415	\$35,653	\$24,463	\$25,424	\$21,006	\$19,661
NOVEMBER	\$30,834	\$38,876	\$38,365	\$8,483	\$19,925	\$25,972	\$15,938
DECEMBER	\$33,347	\$34,069	\$30,052	\$47,900	\$15,009	\$59,286	
JANUARY	\$38,589	\$34,440	\$29,385	\$17,469	\$8,004	\$30,288	
FEBRUARY	\$45,978	\$37,456	\$29,004	\$7,200	\$10,348	\$21,428	
MARCH	\$65,167	\$64,362	\$26,099	\$11,415	\$39,984	\$15,667	
APRIL	\$41,277	\$41,197	\$38,039	\$17,915	\$8,699	\$17,909	
MAY	\$71,035	\$57,380	\$32,647	\$6,599	\$32,182	\$35,766	
JUNE	\$106,035	\$76,300	\$53,660	\$28,675	\$50,432	\$15,791	
TOTALS	\$681,019	\$586,420	\$429,050	\$261,656	\$282,334	\$300,298	\$94,372
BUDGET	\$536,000	\$536,000	\$500,000	\$400,000	\$100,000	\$100,000	\$200,000
<b>UTILITIES FRAN</b> Excise Tax on Natural Gas and Franchise Tax on Power							
	<b>2007-2008</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-12</b>		
1ST QTR 9/30	\$109,351	\$115,997	\$115,506	\$122,404	\$122,198		
2ND QTR 12/31	\$93,762	\$99,224	\$94,076	\$95,253			
3RD QTR 3/31	\$104,145	\$122,003	\$124,734	\$118,837			
4TH QTR 6/30	\$90,525	\$100,436	\$94,605	\$99,447			
TOTALS	\$398,083	\$437,660	\$428,921	\$435,941	122198		
BUDGET	\$300,000	\$400,032	\$375,000	\$400,000	\$400,000		
<b>Cable Franchise Replacemenn Fees</b> (Sales Tax on Video Program, Direct-to-Home Satelite and Telecommunication service)							
	<b>2007-2008</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>		
1ST QTR 9/30	\$12,571	\$12,191	\$12,830	\$11,986	\$12,217		
2ND QTR 12/31	\$13,008	\$12,831	\$11,869	\$11,135			
3RD QTR 3/31	\$13,094	\$12,117	\$12,249	\$11,897			
4TH QTR 6/30	\$13,760	\$12,579	\$12,373	\$13,728			
TOTALS	\$52,433	\$49,718	\$49,321	\$48,746	12217		
BUDGET	\$43,303	\$45,000	\$45,000	\$45,000	\$45,000		

SALES TAX COLLECTION REPORT 2011-2012										Finance Office			12-Dec-11	
	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
Art. 39	\$50,566	\$39,993	\$32,278	\$46,738									\$169,575	\$500,000
Art. 40	\$33,460	\$31,107	\$31,073	\$30,059									\$125,699	\$315,000
Art. 42	\$11,453	\$9,033	\$7,903	\$10,649									\$39,038	\$115,000
Art. 44	\$45	\$19	\$32	\$61									\$157	
Total	\$95,524	\$80,152	\$71,286	\$87,508									\$334,470	\$930,000
Total Budgeted														
<b>SCHOOL CAPITAL RESERVE FUND</b>														
Art. 40	\$14,340	\$11,587	\$11,600	\$11,622									\$49,149	\$125,000
Art. 42	\$17,180	\$14,154	\$11,854	\$15,973									\$59,161	\$200,000
Total	\$31,520	\$25,741	\$23,454	\$27,595									\$108,310	\$325,000
Total Budgeted														
<b>Grand T</b>	\$127,044	\$105,894	\$94,740	\$115,103									\$442,781	
<b>SALES TAX COLLECTION REPORT 2010-2011</b>														
	July	August	September	October	November	December	January	February	March	April	May	June	Totals	Budgeted
Art. 39	\$50,146	\$42,895	\$40,771	\$49,291	\$31,536	\$43,298	\$69,295	\$54,537	\$44,168	\$53,591	\$51,177	\$44,788	\$575,493	\$400,000
Art. 40	\$30,873	\$30,242	\$28,262	\$25,886	\$26,364	\$24,756	\$31,740	\$24,560	\$26,045	\$28,562	\$31,706	\$25,704	\$334,700	\$300,000
Art. 42	\$13,857	\$2,575	\$12,638	\$5,111	\$7,562	\$9,740	\$15,217	\$12,157	\$10,053	\$11,883	\$6,669	\$3,071	\$110,533	\$100,000
Art. 44	-\$5	\$441	\$194	-\$590	\$307	-\$2,761	\$791	\$122	-\$21	-\$273	\$2	-\$23	-\$1,806	
Total	\$94,872	\$76,153	\$81,865	\$79,708	\$65,769	\$75,033	\$117,043	\$91,376	\$80,246	\$93,763	\$89,554	\$73,541	\$1,018,921	\$800,000
Total Budgeted														
<b>SCHOOL CAPITAL RESERVE FUND</b>														
Art. 40	\$11,114	\$11,136	\$11,187	\$11,236	\$11,166	\$11,208	\$14,423	\$11,232	\$11,187	\$12,241	\$11,087	\$11,196	\$138,413	\$100,000
Art. 42	\$14,445	\$22,271	\$11,154	\$22,472	\$11,342	\$14,609	\$22,826	\$18,235	\$15,080	\$17,825	\$22,173	\$22,393	\$214,825	\$200,000
Total	\$25,559	\$33,407	\$22,341	\$33,707	\$22,508	\$25,817	\$37,249	\$29,467	\$26,267	\$30,066	\$33,260	\$33,589	\$353,237	\$300,000
Total Budgeted														
<b>Grand T</b>	\$120,431	\$109,560	\$104,206	\$113,415	\$88,277	\$100,851	\$154,292	\$120,843	\$106,512	\$123,829	\$122,814	\$107,130	\$1,372,160	\$1,100,000

12/09/2011 11:17 Camden County, NC LIVE  
s Jones BALANCE SHEET FOR 2012 5  
FUND: 0001 CENTRAL DEPOSITORY /

FUND: 0001 CENTRAL DEPOSITORY				
ASSETS			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
01	101001	CENTRAL DEPOSITORY	1,767,824.18	12,735,144.55
01	101002	RESTRICTED SECURITY CASH	1.28	2,599.23
01	101003	CD'S INVESTMENTS	.00	550,000.00
01	101006	NCCMT INVESTMENT GEN FUND	1,326.77	115,383.05
01	101007	NCCMT SCHOOL RESERVE FUND	.12	2,607.21
01	101008	PEREBEE COURTHOUSE TRUST	.07	1,532.82
TOTAL ASSETS			1,769,152.42	13,407,266.86
LIABILITIES				
01	201010	DUE GENERAL FUND	-1,398,038.00	-5,900,022.25
01	201012	DUE DEMOLITION FUND	-43.73	-56,331.40
01	201013	DUE R/D TECHNOLOGY FUND	-435.46	-7,692.61
01	201015	DUE TOURISM DEVELOPMENT	-8,981.38	-95,208.19
01	201023	DUE WATER & SEWER IMPACT FEES	3,484.03	-245,254.08
01	201028	DUE GREEN INDUSTRIAL PARK	50.00	514,157.46
01	201029	DUE SEWER PROJECT	4,887.06	-26,540.24
01	201030	DUE SOUTH CAMDEN WATER/SEWER	-40,461.98	-577,809.14
01	201032	DUE DISMAL SWAMP GIFT SHOP	217.56	-63,311.39
01	201040	DUE CH & S FIRE COMMISSION	17,281.46	-503,210.51
01	201041	DUE SM FIRE COMMISSION	-120,017.26	-338,866.75
01	201050	DUE SCHOOL FUND	-226,775.48	-312,601.52
01	201051	DUE DSS TRUST FUND	815.08	-18,738.01
01	201052	DUE SOCIAL SERVICES	35,286.63	-68,540.46
01	201053	DUE JOYCE CREEK PROJECT	-6,496.32	-123,926.14
01	201056	DUE PEREBEE TRUST FUND	.07	-1,532.82
01	201060	DUE DISMAL SWAMP VISITORS CTR	10,683.20	-20,379.11
01	201065	DUE COMMUNITY PARK TRUST FUND	3,084.54	-21,930.05
01	201070	DUE REVALUATION RESERVE	-326.32	-420,326.69
01	201071	DUE SPECIAL CAPITAL RESERVE	-18,310.81	-1,056,451.02
01	201075	DUE SCHOOL CAPITAL RESERVE	-25,055.17	-2,062,751.94
TOTAL LIABILITIES			-1,769,152.42	-13,407,266.86

*Clavann C Mansfield, Finance Officer*  
*December 9, 2011*

DISMAL SWAMP CANAL WELCOME CENTER  
 2356 US Highway 17 N ~ South Mills, NC 27976  
 PH: 252.771.8333 ~ dscwelcome@camdencountync.gov

**Monthly Tracking ~ November 2011**

<b>FACILITY USAGE FIGURES</b>				
Highway		42,025		Visitors
Waterway		216		Boats
State Park		6,909		Visitors
<b>INQUIRIES</b>				
	PHONE FAX	INTERNET DIRECT (from email)	READERS SERVICE FROM ADS *	MONTHLY TOTALS
Dismal Swamp	173	7	248	428
NC Coast Host		15		15
Coastalguide		21		21
<b>TOTALS</b>	173	43	248	464
<b>SERVICES</b>				
Lodging Inquiries				42
Ferry Inquiries				13
Bicycle usage				12
<b>BULK BROCHURE DISTRIBUTION</b>				
Dismal Swamp Canal			250	Brochures
Camden County Tourism Brochure			0	Brochures
<b>MISCELLANEOUS</b>				
* Readers Service from Ads:		NC Civil War Traveler		215
		VisitNC.com virtual rack brochure program		33
		NY Times (Golden Leaf)		0
		Guest Quest		0
		<i>Totals</i>		248
<b>Website-www.DismalSwampWelcomeCenter.com</b>				
			Visitors	1,972
			Unique Visitors	1,628
Referring Domains:	Google-73%		Pages Viewed	4,363
	Wikipedia-11%			
	VisitNC-2%			
	MISC-14%			

Note: GDS Refuge fire sparked by lightning Aug. 4th. Fire burns over 6,000 acres. GDS State Park and GDS Canal closed due to fires in refuge. Earthquake in VA w/widespread tremors on Aug. 23rd. Welcome Center closed Aug. 27-28th due to Hurricane Irene.



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

BEVERLY EAVES PERDUE  
GOVERNOR

EUGENE A. CONTI, JR.  
SECRETARY

December 14, 2011

Subject: Annual Statement of Expenditures  
Secondary County Construction

Ms. Sandy Duckwall, Chairman  
Camden County Board of Commissioners  
P. O. Box 190  
Camden, NC 27921

Dear Ms. Duckwall:

In compliance with General Statute 136-44.99, we are attaching hereto a report reflecting expenditures on Secondary Road Improvement Projects for the past year.

The attached report reflects the secondary roads on which the funds were expended, type of improvements mad, status of project as of December 9, 2011, and the amount expended from December 4, 2010 through December 9, 2011.

Sincerely,

A handwritten signature in cursive script that reads "Gretchen A. Byrum".

Gretchen A. Byrum, PE  
District Engineer

GAB

Attachment

Cc: Mr. Matt Wood, w/attachment  
Mr. Jon Nance, PE, w/attachment  
Mr. Jerry Jennings, PE, w/attachment

**Annual Statement of Expenditures - Secondary Construction**  
**December 4,2010 - December 9, 2011**

SR Number	Road Name	Description of Improvements	Project Status As of 12/9/2011	Amount Expended
Various		County-Wide Surveys, Plans and Right of Way Acquisition	Continuous WBS Element	\$ 2,483.15
Various		Spot Stabilization/Paved Road Improvements, Replacement of Small Bridges	Continuous WBS Element	\$ 101,789.38
SR 1127	Daily Road	Grade, Drain, Base & Pave	100% Complete	\$ 807.48
SR 1174	Paradise Road	Grade, Drain, Base & Pave	100% Complete	\$ 143.43
--	South Mills Fire Station	Paving Bays	100% Complete	\$ 27,601.53
SR 1107	Sandy Hook Rd	Widen & Strengthen	2% Complete	\$ 2,097.65
			<b>Total Expenditures</b>	<b>\$ 134,922.62</b>



**Peggy C. Kight - Register of Deeds  
Camden, NC**

**Account Balance Report  
From 11/1/2011 Through 11/30/2011**

P. O. Box 190  
Camden, NC 27921  
(252) 331-4851

Account Number	Account Description	Cash/Check/Charge	Charge	Other Pay Method	Total
0106	State Treasurer Fund	\$576.60	\$0.00	\$0.00	\$576.60
0107	Endorse Stamps	\$3,182.00	\$0.00	\$0.00	\$3,182.00
0109	Refinement Fund	\$63.72	\$0.00	\$0.00	\$63.72
0110	Additional Index	\$22.16	\$0.00	\$0.00	\$22.16
0111	Automation Fund	\$407.31	\$0.00	\$0.00	\$407.31
8888	Credit On Account	\$0.00	\$0.00	\$0.00	\$0.00
0301	Copies	\$68.10	\$0.00	\$0.00	\$68.10
0302	Certified Copies	\$0.00	\$0.00	\$0.00	\$0.00
0303	Fax	\$1.67	\$0.00	\$0.00	\$1.67
0304	Laminations	\$0.00	\$0.00	\$0.00	\$0.00
	**** Account Group COPIES Total ****	\$493.77	\$0.00	\$0.00	\$493.77
0401	Notary Oaths	\$35.44	\$0.00	\$0.00	\$35.44
	**** Account Group MISCELLANEOUS Total ****	\$35.44	\$0.00	\$0.00	\$35.44
0101	Recording Fees	\$2,785.41	\$0.00	\$0.00	\$2,785.41
0102	Non Standard Fees	\$25.00	\$0.00	\$0.00	\$25.00
0103	Profile	\$0.00	\$0.00	\$0.00	\$0.00
0104	Cultural Resources	\$0.00	\$0.00	\$0.00	\$0.00
0105	Fluoropolin Mapping	\$0.00	\$0.00	\$0.00	\$0.00
0108	Loan	\$33.69	\$0.00	\$0.00	\$33.69
	**** Account Group RECORDINGS Total ****	\$2,844.10	\$0.00	\$0.00	\$2,844.10
0201	County Manages	\$88.64	\$0.00	\$0.00	\$88.64
0202	Domestic Violence Fund	\$120.00	\$0.00	\$0.00	\$120.00
0203	Children Trust Fund	\$20.00	\$0.00	\$0.00	\$20.00
0204	MBI Certificates	\$230.36	\$0.00	\$0.00	\$230.36
0205	Laminations	\$0.00	\$0.00	\$0.00	\$0.00
	**** Account Group VITALS Total ****	\$458.00	\$0.00	\$0.00	\$458.00
	Final Totals :	\$7,676.10	\$0.00	\$0.00	\$7,676.10

