



**CAMDENCOUNTY**

new energy. new vision.

**BOARD  
OF  
COMMISSIONERS**

**November 19, 2012**

**6:00PM- 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 – November 19, 2012**

1. Pursuant to G.S. 143-318.11(a)(3) – Consultation With Attorney for contract negotiations and potential litigation
2. Pursuant to G.S. 143-318.11(a)(6) - Personnel

*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  
November 19, 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 to discuss contract negotiations**  
**& Pursuant to G.S. 143-318.11(a)(6) - Personnel**

**7:00 P.M.**      **Welcome**

**Invocation & Pledge of Allegiance** – Michael McLain

**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.      Annual Financial Report for Year ending June 30, 2012 (Pg 1)

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

A.      County Website Redesign (Pg 2-6)

B.      Bid Award Recommendation for Soil & Pavement Testing on the Eco Park roads (Pg 7-17)

C.      eCIVIS Grant Management Service (Pg 18-22)

D.      Elizabeth City- Pasquotank- Camden Emergency Management Interlocal Agreement (Pg 22-28)

- E. Elizabeth City- Pasquotank- Camden 911 Central Communications Interlocal Agreement (Pg 29-36)
- F. Agreement for Library Services (Pg 37-41)
- G. Monthly Tax Report (Pg 42-47)

**ITEM 5. 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 – November 5, 2012 (Pg 48-61)
- B. Budget Amendments – 2012-13-BA006 through 2012-13-BA008 (Pg 62-65)
- C. Tax Collection Report (Pg 66-67)
- D. Tax Authorization to Collect (August Renewals) (Pg 68-69)
- E. Volunteer Forms (Pg 70-72)
- F. School Budget Amendment (Pg 73-75)

**ITEM 6. Commissioner's Report (For discussion and possible action)**

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

**ITEM 8. Information, Reports & Minutes From Other Agencies (Pg 76-85)**

- A. Cooperative Extension Report
- B. Register of Deeds Balance Report
- C. Central Depository Fund Report
- D. Inner-Department Budget Fund Transferring

**ITEM 9. Other Matters (For discussion and possible action)**

**ITEM 10. Adjourn**

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

<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> _____

**Item Number:** 3.A

**Presentations**

**Meeting Date:** November 19, 2012  
**Attachments:** 1 (Separate Booklet)  
**Submitted By:** Budget & Finance Officer

**ITEM TITLE:** Annual Financial Report for Year ending June 30, 2012

**SUMMARY:**

**Greg Adams of Thompson, Price, Scott Adams & Co. , Certified Public Accountants is coming before the Board to present the FY2011-2012 Audit Report**

**RECOMMENDATION:**

**REVIEW THE AUDIT REPORT AND APPROVE THE REPORT**

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

**Item Number:** 4.A

**New Business**

**Meeting Date:** November 19, 2012  
**Attachments:** 3 (4 Pages)  
**Submitted By:** Administration

**ITEM TITLE:** County Web Site Redesign Proposal

<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 current County Web site lacks a professional design and layout and residents and other customers frequently report difficulty navigating through the site and finding information. The County site was created and is currently hosted by the Ohio-based company E-Gov. The contract agreement between Camden and E-Gov is currently pending a one-year renewal (November 1, 2012 thru December 31, 2013).

Staff believes that the County's Web presence and levels of customer satisfaction would be improved by allowing the agreement with E-Gov to expire and having the site redesigned and hosted by a professional Web site developer.

Staff has met with a local Web site design firm, Top Hat Computing, who has an extensive amount of experience in designing and hosting local government Web sites. Based upon current fees paid to E-Gov for hosting services, staff has determined that the County would realize an annual savings of \$1,500 through the use of Top Hat Computing.

**RECOMMENDATION:**

The County Manager recommends that the Board of Commissioners approve retaining the services of Top Hat Computing for a professional redesign of the County Web site and future hosting services.

## ***County Web Site Current Costs***

Current list of expenses we pay for our website:

- \$125 annually for our domain name
- \$1800 annually for hosting via E-Gov.
- Web redesigns would be \$5000 + with Egov, should we want to do so.

Projected expenses if we moved to Top Hat Computing:

- \$125 annually for our domain name
- \$300 annually for hosting via Top Hat
- An initial \$2500 Web redesign fee (based on 50 hrs of work)

Anticipated cost savings:

- County will save \$1500 in annual Web hosting fees
- Payback period for Top Hat Computing redesign costs is 1 ½ years

## ***Issues with Current Web Site Design***

- Navigation menus are cumbersome and difficult to use
- Lacks professional design and County branding (i.e. use of professional graphics, lack of County logo/branding and color palette, consistent look and feel across departments, etc.)
- Residents, customers, and even staff frequently report difficulty finding information they are looking for due to poor layout and design



# Estimate

PO Box 1064  
Elizabeth City, NC 27906-1064

Date	Estimate #
11/13/2012	45

Name / Address
Camden County, NC

Project

Description	Hours	Rate	Total
<p>Complete redesign of Camden County's website including:</p> <ul style="list-style-type: none"> <li>* An entire new layout, look and feel for the site. The goal is to give a more uniform, appealing look to the site and to improve on the navigation of the content to make it easier for visitors to find what they are looking for.</li> <li>* Features of the site include content management for the individual departments, document (pdf, doc, etc) management, a calendar and latest events system, news announcements and general information about the county. All of these features will be seamlessly integrated into the new layout and manageable by the staff.</li> <li>* Setup, configuration and customization of Joomla 2.5 (The current long term stable version). Joomla is the content management system that will be used to maintain the information on the site.</li> <li>* Manual migration of all relevant information on the current site to the new system. This includes department information, calendar information, related documents, etc. All content will be neatly organized in the new content management system for easy maintenance.</li> <li>* Training for 1 or 2 people on how to manage the site.</li> </ul> <p>NOTE: A 50% deposit of the design (\$1250.00) is required to begin work, with the remaining balance and hosting billed after the site has been made public.</p>	50	50.00	2,500.00
Thank you for your business.	<b>Total</b>		





# Top Hat Computing, Inc.

## Estimate

PO Box 1064  
Elizabeth City, NC 27906-1064

Date	Estimate #
11/13/2012	45

Name / Address
Camden County, NC

Project

Description	Hours	Rate	Total
Web Hosting for 1 year for the website at www.camdencountync.gov (12 months at 24.95 a month)	12	24.95	299.40
* Hosting includes general technical support, maintenance and updates for the Joomla CMS and additional components. It does not include additional design and development or major CMS upgrades/redesigns of the site itself. Additional design and development support is billed hourly.			
* Hosting does not begin until the site is live.			
Sales Tax		6.75%	0.00
Thank you for your business.	<b>Total</b>		\$2,799.40

## Customers

### Web Design

- Perquimans County – [www.perquimanscountync.gov](http://www.perquimanscountync.gov)
- Hockmeyer Equipment Corporation – [www.hockmeyer.com](http://www.hockmeyer.com)
- Phil Faison Homes – [www.philfaisonhomes.com](http://www.philfaisonhomes.com)
- Overdrawn Charters – [www.overdrawncharters.com](http://www.overdrawncharters.com)
- River Bridge Apartments – [www.riverbridgecamden.com](http://www.riverbridgecamden.com)
- Stair Tamer Cargo Lifts – [www.stairtamercargolifts.com](http://www.stairtamercargolifts.com)
- Albemarle Hopeline – [www.albemarlehopeline.org](http://www.albemarlehopeline.org)
- Briarwood Forest Products – [www.briarwoodforest.com](http://www.briarwoodforest.com)
- Pestar – [www.pestar.com](http://www.pestar.com)
- Tark Homes – [www.tarkhomes.com](http://www.tarkhomes.com)
- Elizabeth City Regional Airport – [www.ecgairport.com](http://www.ecgairport.com)
- Forbes Homes – [www.forbeshomesrentals.com](http://www.forbeshomesrentals.com)
- Carolina Housing – [www.carolinahousingofnc.com](http://www.carolinahousingofnc.com)
- Gordon Sheet Metal – [www.gordonsheetmetalandroofing.com](http://www.gordonsheetmetalandroofing.com)
- George and Company – [www.georgeandcompany.us](http://www.georgeandcompany.us)
- Quality Seafood – [www.qualityseafoodcompany.com](http://www.qualityseafoodcompany.com)
- Offender Referral Services – [www.offenderreferral.org](http://www.offenderreferral.org)
- A&A Investments – [www.aainsinvestments.com](http://www.aainsinvestments.com)
- & more. See my full web design portfolio at <http://www.tophatcomputing.com/portfolio.html>

### IT Support

Causeway Marina, J&J Wholesale, Lambs of Camden, Mini Gallon Oil Company, C&L Concrete, Groupers, Jeffery's Greenworld, Motion Sensors, Forbes Homes, Carolina Housing, Tark Homes, The Benjamin House, Albemarle Hopeline, Servicemaster, and Allstate Insurance in Elizabeth City, just to name a few. There have been literally hundreds of small businesses and individuals I have helped over the past several years in the local area.

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

<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> _____

**Item Number:** 4.B

**New Business**

**Meeting Date:** November 19, 2012

**Attachments:** 2 (10 Pages)

**Submitted By:** Administration

**ITEM TITLE:** Bid Award Recommendation

**SUMMARY:**

Fees for soil and pavement testing at the Eco Industrial Park Road paving project were solicited from McCallum, PC from Chesapeake, Virginia and GET Solutions, Inc, from Elizabeth City, NC. McCallum, PC provided an hourly proposal with an estimated fee of \$10,390.00 and GET Solutions provided an hourly proposal with an estimated fee of \$13,325.00. Based on conversations we had with both companies, we recommend awarding the testing to GET Solutions, Inc. Get Solutions provided a detailed scope of services and has had previous experience in providing this type of testing on similar projects for NCDOT.

**RECOMMENDATION:**

Review and Approve.



November 5, 2012

Mr. Mike Renshaw  
County Manager  
Camden County  
Post Office Box 190  
Camden, North Carolina 27921

RE: Recommendation of Testing Firm  
ECO Industrial Park Roads Project  
Camden County, North Carolina

Dear Mr. Renshaw:

Fees for soil and pavement testing at the ECO Industrial Park Road paving project were solicited from McCallum, PC from Chesapeake Virginia and GET Solutions, Inc from Elizabeth City, North Carolina. McCallum, PC provided an hourly proposal with an estimated fee of \$10,390.00 and GET Solutions provided an hourly proposal with an estimated fee of \$13,325.00. Based on conversations we had with both companies, we recommend awarding the testing to GET Solutions, Inc. GET Solutions provided a detailed scope of services and has had previous experience in providing this type of testing on similar projects for NCDOT.

Enclosed please find their proposal for the testing work. If you have any questions, please do not hesitate to contact us at 828-328-2024.

Sincerely,  
McGILL ASSOCIATES, P.A.

A handwritten signature in blue ink, appearing to read "D. E. Richmond".

DAVID E. RICHMOND, PE  
Senior Project Manager

Enclosure

Cc: David Credle, Camden County

F:\10.01411 CAMDEN COUNTY\Design Phase\Tech\_Specifications\BibTab\Recomend Award.docxc



October 19, 2012

TO: **McGill Associates, P.A.**  
1240 19<sup>th</sup> Street, Lane NW  
Hickory, NC 28601

Attn: Mr. David Richmond, P. E.

RE: Proposal for Construction Materials Testing Quality Assurance Services  
**ECO Industrial Park**  
Camden County, North Carolina  
G E T Proposal PEC12-230T

Dear Mr. Richmond:

Pursuant to your request, **G E T Solutions, Inc.** is pleased to submit this proposal for providing the required Construction Materials Testing Quality Assurance services at the above referenced project site. This proposal presents our understanding of the project, our project approach and scope of work, our unit rates, and the estimated cost for our services.

### **Site and Project Description**

The project site is located along the east side of US Hwy 17 in Camden County, North Carolina. More specifically, the proposed construction areas are located slightly north of the Camden County Waste Water Spray Field and south of Ponderosa Road. The construction area generally extends from US Hwy 17 to approximately 2300 feet east and from the proposed entrance roadway to approximately 1800 to 1900 feet north.

The development at this site is to consist of constructing a new industrial park that will focus on environmental friendly facilities. The industrial park will include a total of nineteen (19) commercial parcels, constructed wetlands at the each corner of an existing pond, a new north bound right hand turn lane along US Hwy 17, and three new roadways having a total length of approximately 6300 feet. It is our understanding that the existing utility infrastructure associated with this project, including new water and sewer piping were installed in a previous stage of this project. Furthermore, at this time our services have been requested to include the necessary field engineering and materials testing services for the construction of the proposed roadway alignments in accordance with the NCDOT's Quality Management System (QMS).

**ECO Industrial Park**

Camden County, North Carolina

G E T Proposal PEC12-230T

The widening of US Hwy 17 (north bound right hand turn lane) will extend from the south edge of the proposed Industrial Park entrance roadway to approximately 300 feet south. The entrance roadway, identified as ECO Park Boulevard, will be divided by means of a traffic island and will extend from US Hwy 178 to approximately 2350 feet east. The westernmost roadway intersecting ECO Park Boulevard will be a two-way non divided street extending from the entrance roadway to approximately 2100 feet north and is identified as Opportunity Drive. Finally, the easternmost roadway that intersects ECO Park Boulevard will also be a two-way non divided street extending from the east end of the entrance roadway to approximately 1850 feet north and is identified as Solar Way.

The soil conditions occurring within the proposed roadway alignments have been reported to be organic and/or potentially unsuitable for support of the proposed pavement section and/or the design traffic loading criteria. Accordingly, the contract documents have included an over excavation depth of approximately 12 to 18 inches and shall be performed as determined necessary during the subgrade evaluation procedures. Where required, the over excavation will extend 2 feet beyond the proposed pavement edge and with a finished grade coinciding with the finished grade of the pavement edge and a slope of 4% to provide positive drainage to the perimeter drainage swales.

The proposed pavement section will consist of 8 inches of Aggregate Base Course (ABC) materials overlain by 3 inches of bituminous intermediate course asphalt mix (I-19b) followed by 2 inches of bituminous surface course asphalt mix (S-9.5b). Finally, the ABC materials are to extend at least 12 inches beyond the pavement edges.

## **PURPOSE AND SCOPE OF SERVICES**

It is our understanding that our services are to consist of the Construction Materials Testing services to meet the NCDOT QMS requirements associated with the construction of the new roadways and the US Hwy 17 north bound right hand turn lane. Our services will be performed in support of and in conjunction with the services of the Civil Engineer of Record, and the County of Camden and will generally include to the following tasks:

### **I. SITEMARK – EARTHWORK:**

- Observe site stripping and poofrolling of natural subgrade soils to determine their ability to support the proposed pavement sections. More accurately determine the necessary over excavation depth, if required, included in the project bid documents and currently estimated to be on the order of about 12 to 18 inches. Monitor subgrade improvements, if required, within the proposed pavement areas.

**ECO Industrial Park**

Camden County, North Carolina

G E T Proposal PEC12-230T

- Collecting bulk soil samples and returning them to our laboratory for Standard Proctor (ASTM D 698) and Classification testing (including moisture content, and sieve/gradation testing). These samples will include existing subgrade soils, imported select fill, and imported Aggregate Base Course (ABC) fill materials for use as needed to establish the design grade elevations for the construction areas.
- Performing field density tests in accordance with (ASTM D 2922) to verify degree of compaction for the existing subgrade and imported ABC fill materials used for establishing the design grades for the project site. ABC thickness testing within pavement areas will also be performed.
- Performing field evaluations of the subgrade soils and/or in-place ABC materials prior to placement of the subsequent portion of the pavement section to verify cleanliness, proper thicknesses or depths, smoothness, slope, and/or shape as required in the project documents.
- Maintaining records of all earthwork testing and construction activities including determination of change order quantities, if any.

**II. PAVEMENTS:**

- Performing field evaluations of the in-place ABC and/or asphalt materials prior to placement of the subsequent portion of the pavement section to verify cleanliness, proper thicknesses or depths, smoothness, slope, and/or shape as required in the project documents.
- Performing field evaluations of the existing roadway pavement surface to verify cleanliness and that leveling course application is placed as needed to attain plan grade and cross slopes.
- Performing asphalt monitoring and testing including asphalt temperature, roller pattern, and density quality assurance. Additionally, collection of tickets and notations of quantities will be performed as well as verification of thickness during paving operations.
- Performing field coring of the as built pavement section and complete laboratory analysis consisting of asphalt core thickness, density, asphalt content, and aggregate gradation.
- Maintaining records of all earthwork testing and construction activities including determination of change order quantities, if any.

**ECO Industrial Park**

Camden County, North Carolina

G E T Proposal PEC12-230T

All testing services will be performed by a Senior Technician that is a NCDOT-Certified Roadway Technician and/or a Nuclear Gauge Technician, as appropriate for the task being performed. Additionally, all testing services will be performed in conformation to the project specifications referencing the NCDOT Requirements.

**FEE FOR SERVICES**

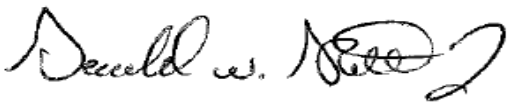
**G E T Solutions, Inc.** will perform the services required to implement the Quality Assurance (QA) portion of NCDOT's Quality Management System (QMS) as requested by McGill Associates, P.A. and has prepared a budget schedule for those activities as shown on Attachment "A." Recognizing that the County of Camden will need to control costs on this project, **G E T Solutions, Inc.** will endeavor to perform these services as expeditiously and efficiently as possible, while still meeting the requirements. We will bill for these services at the unit prices on Attachment "A." Our fee associated with the Materials Testing Services associated with the project for the items indicated in this proposal are estimated to be **\$13,325.00** for the proposed pavement areas.

Additional services, if required, will be charged in accordance with our indicated unit fees provided on Attachment "B".

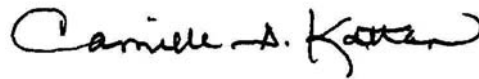
We appreciate the opportunity to submit this proposal, and we look forward to working with you towards a successful completion of this project. Please feel free to contact us any time at (252) 335-9765 with any questions that you may have.

Respectfully submitted,

**G E T Solutions, Inc.**



Gerald W. Stalls, Jr., P.E.  
Senior Project Engineer  
NC Lic. # 034336



Camille A. Kattan, P.E.  
Principal Engineer  
NC Reg. # 14103

Attachments: Attachment "A" – Project Cost Schedule  
Attachment "B" - Unit Fee Schedule  
Attachment "C" – Work Authorization  
Attachment "D" – General Conditions



**Attachment "A"**  
**Project Cost Schedule - Construction Materials Testing Quality Assurance Services**  
**ECO Industrial Park**  
**Camden, North Carolina**  
**G E T Proposal PEC12-230T**  
**Prepared for: McGill Associates, P.A.**  
**October 19, 2012**

<b>I. SITEWORK; Earthwork Testing; Subgrade Evaluations, Roadway Evaluations, Compaction/Density Testing, ABC Compaction/Density and Thickness Testing</b>	Quantity	Unit	Unit Rate (\$)	Total (\$)
Field Engineer for Subgrade Evaluations (4 Trips; 2 for ECO Park Boulevard, 1 for Opportunity Drive, 1 for Solar Way, 1 for US Hwy 17 Turning Lane)	12	hrs	75.00	900.00
Senior Engineering Technician for Subgrade Evaluations, Undercut Monitoring, ABC Evaluations, and compaction testing of select fill; 10 days @ 8 hrs on site per day (Based on anticipated 1000 cuyd/day production)	90	hrs	45.00	4050.00
Engineering Technician for Compaction Testing of ABC Materials (2 Trips)	15	hrs	35.00	525.00
Standard Proctor Package (4 Imported Select Fill; 2 ABC Material)	6	each	125.00	750.00
Mileage (16 Trips; 50 miles round trip)	800	each	0.60	480.00
Secretary for Report Typing	10	hrs	45.00	450.00
Project Management & Report Prep., Project Engineer, E.I.T.	5	hrs	75.00	375.00
Report Review; Senior Engineer, P.E.	2	hrs	85.00	170.00
<i>Subtotal Task I</i>				<b>\$7,700.00</b>
<b>II. ASPHALT: Paving Monitoring, Compaction/Density Testing, Smoothness/Straight Edge Testing, Coring, and Laboratory Testing</b>	Quantity	Unit	Unit Rate (\$)	Total (\$)
Senior Engineering Technician for I-19 and S-9.5b Asphalt Evaluations/Pavement Monitoring; 5 days @ 8 hrs on site per day (Based on approximately 1-mile/day production)	45	hrs	45.00	2025.00
Engineering Technician for Asphalt Coring and Patching (1 Trip)	10	hrs	35.00	350.00
Asphalt Content and Aggregate Gradation Analysis (5 Core Samples: Min. 1/day of paving)	5	each	120.00	600.00
Asphalt Core Thickness and Density Testing (36 Samples; 18 I-19b samples and 18 S-9.5b samples: per NCDOT requirements and anticipated paving schedule)	36	each	50.00	1800.00
Mileage (6 Trip; 50 miles round trip)	300	each	0.60	180.00
Secretary for Report Typing	8	hrs	45.00	360.00
Project Management & Report Prep., Project Engineer, E.I.T.	3	hrs	75.00	225.00
Report Review; Senior Engineer, P.E.	1	hrs	85.00	85.00
<i>Subtotal Task II</i>				<b>\$5,625.00</b>
<b>TOTAL ALL SERVICES</b>				<b>\$13,325.00</b>

**Attachment "B"- Unit Fee Schedule**  
**Proposal for Construction Materials Testing Quality Assurance Services**  
**ECO Industrial Park**  
**Camden County, North Carolina**  
**G E T Proposal PEC12-230T**  
**Prepared for: McGill Associates, P.A.**

<i>Item Description</i>	<i>Unit Fee</i>
<b>Professional and Technical Staff:</b>	
Senior Geotechnical Engineer, P.E.	\$85.00 / hour
Project Geotechnical Engineer, EIT	\$75.00 / hour
Certified Welding Inspector, Fireproofing, Roofing Inspector	\$65.00 / hour
Engineering Technician	\$35.00 / hour
Sr. Engineering Technician	\$45.00 / hour
Secretary / Word Processing	\$45.00 / hour
Mileage	\$.60 / each
<b>Testing:</b>	
Field Sampling/Testing for Soil and Concrete Air/Slump/Cylinders/Cubes/Prisms/Nuclear Density	* Engineering technician charged for these services
Moisture Content (ASTM D2216)	\$10.00 each
Standard Proctor Test (ASTM D698)	\$75.00 each
Modified Proctor Test (ASTM D1557)	\$85.00 each
CBR Test Dry/Soaked Series	\$180.00 each
Sieve/Gradation Analysis (ASTM D422)	\$60.00 each
Atterberg Limits Test (ASTM D4318)	\$55.00 each
Specific Gravity (ASTM D854)	\$20.00 each
-200 Wash (ASTM D1140)	\$40.00 each
Hydrometer Test (ASTM D422)	\$60.00 each
Concrete Compression Test (ASTM C39)	\$10.50 each
Mortar Cubes/Grout Prisms Test	\$11.50 each
Asphalt Extraction (Asphalt Content) (ASTM D2172)	\$60.00 each
Asphalt Aggregate Gradation (ASTM C136)	\$60.00 each
Asphalt Density (Bulk Specific Gravity) and Pavement Thickness (ASTM D1188)	\$55.00 each
Technician to Core and Obtain Bulk Specimen (3") Core	\$50.00 each (\$150.00 minimum per trip)

*Note:* Overtime rates will be billed at 1.5 times the standard rates. Overtime rates will be charged for work performed in excess of eight hours, weekends and holidays.



**ATTACHMENT – “C”  
WORK AUTHORIZATION FORM**

**Proposal for Construction Materials Testing Quality Assurance Services  
ECO Industrial Park  
Camden County, North Carolina  
G E T Proposal PEC12-230T  
Prepared for: McGill Associates, P.A.**

**G E T PROPOSAL NO: PEC12-230T DATED OCTOBER 19, 2012**

**FEE ESTIMATE: \$13,325.00  Authorized**

**AGREED TO THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2012**

**BY: \_\_\_\_\_  
(Signature) (Please Print Name)**

**TITLE: \_\_\_\_\_**

**FIRM: \_\_\_\_\_**

**BILLING ADDRESS: \_\_\_\_\_**

\_\_\_\_\_

\_\_\_\_\_

**PHONE/FAX: \_\_\_\_\_**

**EMAIL ADDRESS: \_\_\_\_\_**

GENERAL CONDITIONS  
 GET SOLUTIONS, INC.

1. **PARTIES AND SCOPE OF WORK:** Geotechnical, Environmental and Testing Solutions, Inc. (Hereinafter referred to as "GET") shall include said company or its particular division, subsidiary or affiliate performing the work. "Work" means the specific geotechnical, analytical, testing or other service to be performed by GET as set forth in GET's proposal, Client's acceptance thereof and these General Conditions. Additional work ordered by Client shall also be subject to these General Conditions. "Client" refers to the person or business entity ordering the work to be done by GET. If Client is ordering the work on behalf of another, Client represents and warrants that it is the duly authorized agent of said party for the purpose of ordering and directing said work. Unless otherwise stated in writing, Client assumes sole responsibility for determining whether the quantity and nature of the work ordered by the Client is adequate and sufficient for Client's intended purpose. Client shall communicate these General Conditions to each and every third party to whom Client transmit any part of GET's work. GET shall have no duty or obligation to any third party greater than that set forth in GET's proposal, Client's acceptance thereof and these General Conditions. The ordering of work from GET, or the reliance on any of GET's work, shall constitute acceptance of GET's proposal and these General Conditions, regardless of the terms of any subsequently ordered document.
2. **TESTS AND INSPECTIONS:** Client shall cause all tests and inspections of the site, materials and work performed by GET or others to be timely and properly performed in accordance with the plans, specifications and contract documents and GET's recommendations. NO claims for loss, damage or injury shall be brought against GET by Client or any third party, unless all tests and inspections have been so performed and unless GET's recommendations have been followed. Client agrees to indemnify, defend and hold GET, its officers, employees and agents harmless from any and all claims, suits losses, costs and expenses, including, but not limited to, court costs and reasonable attorney's fees in the event that all tests and inspections are not so performed or GET's recommendations are not followed except to the extent that such failure is the result of the negligence, will for or wanton act or omission of GET, its officers, agents or employees, subject to the limitation contained in paragraph 7.
3. **ACCESS TO SITE:** Client will arrange and provide such access to the site as is necessary for GET to perform the work. GET shall take reasonable measures and precautions to minimize damage to the site and any improvements located thereon as the result of its work or the use of its equipment.
4. **RESPONSIBILITY:** GET's work shall not include determining, supervising, or implementing the means, methods, techniques, sequences or procedures of construction. GET shall not be responsible for evaluating, reporting or affecting job conditions concerning health, safety or welfare. GET's work or failure to perform same shall not in any way excuse any contractor, subcontractor or supplier from performance of its work in accordance with the contract documents. GET has no right or duty to stop the contractor's work.
5. **SAMPLE DISPOSAL:** Unless otherwise agreed in writing, test specimens, or samples will be disposed immediately upon completion of the test. All drilling samples or specimens will be disposed sixty (60) days after submission of GET's report.
6. **PAYMENT:** Client shall be invoiced once each month for work performed during the preceding period. Client agrees to pay each invoice within thirty (30) days of its receipt. Client further agrees to pay interest on all amounts invoiced and not paid of objected to for valid cause in writing with said thirty (30) day period at the rate of eighteen (18) percent per annum (or the maximum interest rate permitted under applicable law), until paid. Client agrees to pay GET's cost of collection of all amounts due and unpaid after sixty (60) days, including court costs and reasonable attorney's fees. GET shall not be bound by any provision or agreement requiring or providing for arbitration of disputes or controversies arising out of this agreement, any provision wherein GET waives any rights to a mechanical lien, where required, that GET shall file a lien whenever necessary to collect past due amounts. Failure to make payment within 30 days of invoice shall constitute a release of GET from any or all claims which Client may have, whether in tort, contract or otherwise, and whether known or unknown at the time.
7. **STANDARD OF CARE:** GET's services will be performed, its findings obtained and its reports prepared in accordance with its proposal, client's acceptance thereof, these general conditions and with general accepted principles and practices. In performing its professional services, GET will use that degree of care and skill ordinarily exercised under similar circumstances by members of its profession. This standard is in lieu of all other warranties or representations, either expressed or implied. Statements made in GET reports are opinions based on engineering judgment and are not to be construed as representations of fact.
- Should GET or any of its professional employees be found to have been negligent in the performance of its work, or to have made and breached any expressed or implied warranty, representation or contract, client, all parties claiming through client and all parties claiming to have in any way relied on GET's work agree that the maximum aggregate amount of the liability of GET, its officers, employees and agents shall be limited to \$25,000.00 or the total amount of the fee paid to GET for its work performed with respect to the project, whichever is greater.
- No action or claim, whether in tort, contract, or otherwise, may be brought against GET, arising from or related to GET's work, more than two years after the cessation of GET's work hereunder.
8. **INDEMNITY:** Subject to the foregoing limitations, GET agrees to indemnify and hold Client harmless from and against any and damages arising out of GET's negligence to the extent of GET's negligence. Client shall provide the same protection to the extent of its negligence. In the event that Client or Client's principal shall bring any suit, cause of action, claim or counterclaim against GET, the party initiating such action shall pay GET the costs and expenses incurred by GET to investigate, answer and defend it, including reasonable attorney's and witness fees and court costs to the extent the GET shall prevail in such suit.
9. **TERMINATION:** This agreement may be terminated by either party upon seven days' prior written notice. In the event of termination, GET shall be compensated by Client for all services performed up to and including the termination date, including reimbursable expenses, and for the completion of such services and records as necessary to place GET's files in order and/or protect its professional reputation.
10. **PROVISIONS SEPARABLE:** The parties have entered into this agreement in good faith, and it is the specific intent of the parties that the terms of these General Conditions be enforced as written. In the event the provisions of these General Conditions should be found to be unenforceable, it shall be stricken and the remaining provisions shall be enforceable.

**ECO Industrial Park**

Camden, North Carolina

G E T Proposal PEC12-230T

11. ENTIRE AGREEMENT: This agreement constitutes the entire understanding of the parties, and there are no representations, warranties or undertakings made other than as set forth herein. This agreement shall be amended, modified or terminated only in writing, signed by each of the parties hereto.
  
12. NON-DISCRIMINATION AND EQUAL OPPORTUNITY: GET Solutions, Inc. ensures nondiscrimination in all programs and activities in accordance with Title VI of the Civil Rights Act of 1964, as amended and other nondiscrimination laws and authorities, that include regulations relative to nondiscrimination in federally-assisted programs of the Department of Transportation (DOT) Title 49, Code of Federal Regulations (CFR) and the Federal Highway Administration's Title 23 Code of Federal Regulations 200. GET Solutions, Inc. does not discriminate against any person on the basis of race, color, national origin, sex age, disability, or low-income.

In all solicitations, either by competitive bidding or negotiation made by GET Solutions, Inc. for work to be performed under a subcontract, including procurements of materials or equipment, each potential subcontractor or supplier shall be notified of their obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, sex, age, disability, and low income. GET Solutions, Inc. will include the necessary provisions in every subcontract; including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant there to act of 1964.

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

**Item Number:** 4.C

**New Business**

**Meeting Date:** November 19, 2012

**Attachments:** 4 (5 Pages)

**Submitted By:** Administration

**ITEM TITLE:** eCIVIS Grant Management Services

**SUMMARY:**

The attached proposal from ECIVIS Grant Network, Inc. outlines a comprehensive grant software and management solution which will place Camden County in a better position to identify federal, state, and foundation grant opportunities that would cover a broad spectrum of projects including infrastructure improvements, public facilities, and program/services specific grants.

The Grants Research & Management Plus package includes the following modules: 1) **Research:** provides direct access to a searchable database of all federal, state, and foundation grants by keyword and topic, including detailed information concerning grant requirements, deadlines, and all application materials; 2) **KnowledgeBase:** provides access to online grant writing training, copies of previously funded grant applications, and a Forms Library which provides access to the latest version of every published grant-related form; 3) **Tracking & Reporting:** provides a web-based system that tracks every aspect of grant and project-related activity including the ability to track and monitor all grant reporting requirements; 4) **Peer Review:** provides access to a team of professional grant writers who will review each grant application for content and formatting requirements to improve the wording and structure of the application to enhance the likelihood of grant award.

The attached fee proposal represents a three year agreement beginning December 31, 2012 and terminating December 31, 2015. The agreement requires annual payments in the amount of \$12, 658. The fee proposal attached includes a multi-year discount of \$7,866 over the three year agreement term.

**RECOMMENDATION:**

The County Manager is recommending that the Board of Commissioners approve funding for eCIVIS grant management services in the amount of \$12,658.

<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>	_____

This document provides information useful to organizations requiring sole-source justification for their purchase of Grants Network<sup>SM</sup>.

## **What is eCivis Grants Network<sup>®</sup>**

eCivis Grants Network is the most comprehensive suite of web-based applications designed and built exclusively for the grants community to increase grants performance. Grants Network (GN) is the only suite of applications dedicated to grants with a patent pending at the U.S. Patent and Trademark Office. Our modules include GN: Research, GN: KnowledgeBase (KB), and GN: Tracking & Reporting (T&R). All modules are fully integrated with Grants Network: Research. Grants Network combines the quick publication aspects of a web-based information service with the accessibility and low cost of software-as-a-service (SaaS). SaaS eliminates the need for third-party software and hardware, onsite implementation and maintenance, and extended start-up schedules and costs. Maintenance costs for SaaS products are typically ten times lower than traditional client/server onsite implementations.

## **eCivis Grants Network: Research<sup>SM</sup>**

eCivis Grants Network: Research provides grant-active organizations with the best grants research in a user-friendly, web-based interface to allow users to leverage their efforts to improve grants performance. Trusted by more than 400 cities and counties nationwide and in its fourth generation, Grant Network: Research has proven to help drive additional revenue while reducing the burden on staff. A number of characteristics make GN: Research such a powerful resource.

## **eCivis<sup>®</sup> Grants Network: Tracking & Reporting<sup>SM</sup>**

eCivis Grants Network: Tracking & Reporting is the only complete, web-based system that tracks every aspect of grant and project-related activity before and after grant awards. It is the only system that effectively ties the financial requirements of a grant to the programmatic and performance requirements. In addition, GN: Tracking & Reporting provides pre-configured reports and the ability to construct custom reports that offer users complete visibility into every aspect of every grant stored in the system at every stage of the grant lifecycle. It is a virtual grants management office by automating the business processes of managing grants, while ensuring notification of upcoming deadlines, missed financial/progress reports, and required approvals. Through extensive research and development, eCivis has built a proprietary process into the system that offers both standardization and flexibility to match individual grant requirements. Individual organization procedures are easy to create and update within the system. The user interface to Tracking & Reporting is amazingly user-friendly for such a powerful system and will be familiar to anyone who has ever used the World Wide Web.

eCivis Tracking & Reporting provides capabilities that do not exist in any other application to comprehensively manage, view, and understand the big picture status of all grants and projects in an organization, but also the step-by-step requirements of each individual grant.

## **eCivis<sup>®</sup> Grants Network: KnowledgeBase<sup>SM</sup>**

eCivis Grants Network: KnowledgeBase provides: Subject-Specific Briefs: Writing an effective narrative, preparing for an audit, complying with OMB Circular A-87—Subject-Specific Briefs covers it all. Written by expert grant writers and managers, these two-to-three-page briefs give you clarity on the critical issues. Organized by subject area, experience level, and role so you can find the information you want quickly and easily. Program-Specific Briefs: Assistance to Firefighters, CDBG, Safe Routes to Schools, Edward Byrne Memorial Justice Assistance Grant (JAG), Continuum of Care Homeless Assistance Programs, and more. Critical information on popular programs that will give you a leg up when applying for and managing the program. Written by in-house experts, eCivis partners, and experienced fellow Grants Network users who have applied for and won millions of dollars from these programs. Forms Library: There are more than 150 federal forms associated with grants. Finding them can be a nightmare and filling them out sometimes means locating a 20-year-old typewriter. Forms Library gives you quick and easy access to the latest version of every grant-related form. Best of all, they are 100% fillable in Adobe<sup>™</sup> Acrobat.

## eCivis Grants Network products specifications used in evaluating sole-source procurement

**Comprehensiveness:** Contains more than 95 percent of all grants

**Original Content:** Custom funding analysis generated in-house by program specialists

**Quality Assurance:** Five-point check system implemented for every program prior to publication

**Timeliness:** Content is updated daily with portions published prior to public release from grantors

**Local Government Relevance:** Unique eCivis processes allow local governments to assess which programs are most relevant to them quickly and effectively

**Search System:** Custom search functionality generates superior results

**Previously Funded Applications:** Expansive collection of previously funded grant applications accessible to all users

## Easy to Implement

Grants Network is built for success. First, because it is 100% web based, it requires no client technical support or complicated installation. Second, using the knowledge gained from its client base of over 400 governments, eCivis manages the implementation, so your system is fully configured when you start. Third, we train all of our clients fully to ensure the highest utilization organization wide. Lastly, Grants Network has been optimized over the last seven years to be easy to use for governments, ensuring the greatest possibility of success.

## The eCivis Partnership

At eCivis, we offer you a complete solution, not just good technology. From initial client data-gathering to implementation, training, and user support, we are here to help power your success. Year after year, our clients give us high marks for responsiveness and completeness. We understand the unique needs of governments, and our full service approach ensures the highest likelihood of your success. Whether it is a technical issue on your end or a grant-related question from your staff, we are here to help. When you work with eCivis, our entire company is committed to your success.

eCivis consistently researches and analyzes the market space in relation to its products, as well as facilitates the evaluation of our products by state and local government, non-profit organizations, school districts, and other market segments. As of January 1, 2010, the claims within this justification of sole source are up-to-date and accurate, though may not be exhaustive. For more information or questions, please contact eCivis at 877.232.4847 or info@ecivis.com.

Copyright 2010. eCivis, Inc. All rights reserved. Registered Trademark and Service Mark Statement eCivis, eCivis Grants Network, eCivis Grants Network: Research, eCivis Grants Network: Tracking & Reporting, and eCivis Grants Network: KnowledgeBase are all trademarks/service marks of eCivis, Inc.

**eCIVIS**  
Your tools for grants success.



***eCIVIS Grant Management Services***

***North Carolina Client List***

**Municipalities**

Asheville, Black Creek, Carolina Beach, Charlotte, Cornelius, Davidson, Greenville, Hendersonville, High Point, Pleasant Gardens , Morrisville,Robbinsville, Statesville, Raleigh, Red Springs, Washington.

**County Governments**

Bertie County, Buncombe County, Cherokee County, Clay County, Graham County, Guilford County, Rockingham County, Robeson County, Henderson County, Moore County, Mecklenburg County, Wayne County.

Aside from the 26 cities/county clients in North Carolina, we serve over 900 local governments nationwide.

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

<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>	_____

**Item Number:** 4.D

**New Business**

**Meeting Date:** November 19, 2012

**Attachments:** 1 (6 Pages)

**Submitted By:** Administration

**ITEM TITLE:** Elizabeth City-Pasquotank-Camden  
Emergency Management Interlocal Agreement

**SUMMARY:**

The attached proposed interlocal agreement between Elizabeth City, Pasquotank County, and Camden County is for the provision of joint emergency management services. The agreement would have the effect of establishing the Central Control Group as well as committing Camden County to providing twenty percent of the Emergency Management annual operating costs. This funding formula is based upon Camden County’s population (2010 U.S. Census) as a percentage of the combined population of the three jurisdictions.

If approved, the agreement would become immediately effective and run for a term of three (3) years with an automatic extension of two years unless Elizabeth City and/or Camden County notify Pasquotank County of its intent to withdraw from the agreement.

The County Attorney has reviewed the agreement and found no objections to its form or content..

**RECOMMENDATION:**

The County Manager recommends that the Board of Commissioners approve the attached Emergency Management Interlocal Agreement.

**STATE OF NORTH CAROLINA****INTERLOCAL AGREEMENT  
FOR EMERGENCY MANAGEMENT  
COORDINATION SERVICES****PASQUOTANK COUNTY**

This AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2012, by and between the CITY OF ELIZABETH CITY, a municipal corporation organized and existing under the laws of the State of North Carolina (hereinafter called "CITY"), PASQUOTANK COUNTY and CAMDEN COUNTY, bodies politic and political subdivisions of the State of North Carolina (hereinafter called "PASQUOTANK" and "CAMDEN").

**WITNESSETH**

THAT, WHEREAS, North Carolina General Statute §166A-7 authorizes the forming of joint Emergency Management Agencies between two or more counties and one or more municipalities within the borders of those counties, and

WHEREAS, the CITY and PASQUOTANK and CAMDEN desire to contract for all coordination services as related to Emergency Management; and

WHEREAS, PASQUOTANK, through the Department of Pasquotank-Camden Emergency Management Department, is willing and able to furnish such services on a mutually agreeable cost sharing plan; and

WHEREAS, PASQUOTANK is currently providing these services pursuant to a jointly adopted PASQUOTANK, CAMDEN, CITY Emergency Management Ordinance; and

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

**1) TERM AND RENEWAL OF THE AGREEMENT**

- a) The initial term of this Agreement shall be for three years commencing July 1, 2012 and ending on June 30, 2015, unless sooner terminated as provided herein.
- b) Following completion of the initial three year term, this Agreement shall automatically be renewed for two years, unless CITY and/or CAMDEN notify PASQUOTANK of its intention to withdraw. Such notice shall be in writing, mailed or delivered to PASQUOTANK no later than ninety (90) days prior to July 1 of the then current year and the withdrawal shall become effective June 30 of the year following the current year, unless otherwise agreed to by PASQUOTANK, CAMDEN and CITY.

## 2) MANAGEMENT

- a) The Emergency Management Department shall be directly managed and operated by Pasquotank County with budget development and funding provided by both counties and the city.

## 3) PASQUOTANK-CAMDEN-ELIZABETH CITY CONTROL GROUP

- a) Purpose – The purpose of the PASQUOTANK, CAMDEN, CITY Control Group, during times of emergencies, is to make timely decisions on urgent matters related to an emergency or disaster situation. They have active presence in the Emergency Operations Center. The Control Group, for purposes of this Interlocal Agreement, is to establish clear communications and consistent coordination regarding emergency management services.
- b) Membership - The Control Group shall consist of the same members as identified in the Pasquotank-Camden-Elizabeth City Multi-Hazard Operations Plan, as follows:
- (1) Pasquotank County Commission Chairman (representing all Commissioners)
  - (2) Camden County Commission Chairman (representing all Commissioners)
  - (3) Mayor of Elizabeth City (representing all Council members)
  - (4) Pasquotank County Manager
  - (5) Camden County Manager
  - (6) City Manager of Elizabeth City
  - (7) Emergency Management Coordinator

## 4) FINANCIAL/BUDGET

- a) The Pasquotank County Manager, in conjunction with the Control Group, shall prepare a proposed budget each year that identifies Pasquotank-Camden Emergency Management expenses and revenue for the upcoming year. The proposed budget shall be presented to the Elizabeth City Manager and the Camden County Manager no later than April 1 of each year.
- b) Each respective governing body shall approve the budget for Pasquotank-Camden Emergency Management by June 1 of each year. Should a governing body fail to approve the budget by June 1 of a particular year, the County Managers, City Manager, Chairmen and Mayor shall meet within seven (7) days to address any outstanding issues.
- c) The three governmental bodies hereby agree to the following formula for financing the operations of the department:
- Pasquotank County 48%  
Elizabeth City 32%  
Camden County 20%

The amount paid shall be net of revenues, which may be received for the operation of the System.

- d) CITY and CAMDEN shall be billed for their portion of the operating expenses on a quarterly basis.

## **5) INSURANCE**

All parties shall maintain in force at all times during the performance of this Agreement, a policy or policies of insurance as follows, and in the minimum limits of liability as stated herein:

- a) Comprehensive general liability, including but not limited to premises, personal injuries, products and completed operations for combined single limit of not less than \$1,000,000 per occurrence.
- b) Comprehensive automobile liability, including but not limited to property damage, bodily injury and personal injuries for combined single limit of not less than \$1,000,000 per occurrence.
- c) Workers' Compensation covering statutory requirements of the State of North Carolina and Employer's Liability of not less than \$100,000 per occurrence.

## **6) NOTICES**

Notices required under this Agreement shall be delivered personally or by first-class, postage pre-paid mail as follows:

County Manager  
 Pasquotank County  
 Pasquotank County Courthouse-2<sup>nd</sup> floor  
 P. O. Box 39  
 Elizabeth City, NC 27907

County Manager  
 Camden County  
 330 E. Hwy 158  
 Camden, NC 27921

City Manager  
 City of Elizabeth City  
 H. Rick Gardner Municipal Administration Building – 2<sup>nd</sup> floor  
 P. O. Box 347  
 Elizabeth City, NC 27907

## 7) GENERAL PROVISIONS

- a) Amendment. This Agreement may be amended or modified only by an instrument in writing signed by all the parties hereto.
- b) Waiver. Any waiver of any terms and conditions hereof must be in writing and signed by the parties hereto. A waiver of any of the terms and conditions hereof shall not be construed as a waiver of any other terms or conditions in this agreement.
- c) Successors and Assigns. This Agreement and the rights, privileges, duties and obligations of the parties hereunder, to the extent assignable or delegable, shall be binding upon and inure to the benefit of the parties and their respective successors, permitted assigns, and heirs.
- d) Compliance with Applicable Law. The parties shall comply with all applicable federal, state and local laws and regulations in performing this Agreement.
- e) Heading. The section and paragraph headings are for convenience only and shall not be used to interpret the terms of this Agreement.
- f) Governing Law. This Agreement shall be governed by and interpreted under the laws of the State of North Carolina.
- g) Construction of Agreement. The parties agree that each party has fully participated in their review and revision of this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendment hereto.
- h) Counterparts. This Agreement may be executed in three counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.
- i) Integration. This Agreement, including the exhibits hereto, shall represent the entire Agreement between the parties with respect to the subject matter hereof and shall supersede all prior negotiations, representations or agreements, either written or oral, between the parties as of the effective date hereof.

[Signatures on Following Page(s)]

IN WITNESS WHEREOF, Pasquotank County and each of the Agencies have caused this Agreement to be executed by their duly-authorized representative as of the day and year written above.

**Pasquotank County**

By: [Signature]  
Chairman, Board of County Commissioners

Attest: [Signature]  
Clerk to the Board



SEAL

APPROVED AS TO FORM:

By: [Signature]  
County Attorney

APPROVED AS TO FISCAL PROVISIONS

By: [Signature]  
Finance Director

**Camden County**

By: \_\_\_\_\_  
Chairman, Board of County Commissioners

Attest: \_\_\_\_\_  
Clerk to the Board

SEAL

APPROVED AS TO FORM:

By: \_\_\_\_\_  
County Attorney

APPROVED AS TO FISCAL PROVISIONS

By: \_\_\_\_\_  
Finance Director

**City of Elizabeth City**

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

Attest: \_\_\_\_\_  
City Clerk

SEAL

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
City Attorney

**APPROVED AS TO FISCAL PROVISIONS**

By: \_\_\_\_\_  
Finance Director



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

<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	_____

**Item Number:** 4.E

**New Business**

**Meeting Date:** November 19, 2012

**Attachments:** 1 (7 Pages)

**Submitted By:** Mike Renshaw, County Manager

**ITEM TITLE:** Elizabeth City-Pasquotank-Camden  
911 Central Communications Interlocal  
Agreement

**SUMMARY:**

The attached proposed interlocal agreement between Elizabeth City, Pasquotank County, and Camden County is for the provision of public safety communications and emergency dispatch services. The agreement would have the effect of establishing the Central Communications Advisory Board as well as committing Camden County to providing twenty percent of the 911 Central Communications annual operating costs. This funding formula is based upon Camden County's population (2010 U.S. Census) as a percentage of the combined population of the three jurisdictions.

If approved, the agreement would become immediately effective and run for a term of three (3) years with an automatic extension of two years unless Elizabeth City and/or Camden County notify Pasquotank County of its intent to withdraw.

The County Attorney has reviewed the agreement and found no objections to its form or content.

**RECOMMENDATION:**

The County Manager is recommending that the Board of Commissioners approve this interlocal agreement.

**STATE OF NORTH CAROLINA****INTERLOCAL AGREEMENT  
For Central Communications****PASQUOTANK COUNTY**

This AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2012, by and between the CITY OF ELIZABETH CITY, a municipal corporation organized and existing under the laws of the State of North Carolina (hereinafter called "CITY"), PASQUOTANK COUNTY and CAMDEN COUNTY, bodies politic and political subdivisions of the State of North Carolina (hereinafter called "PASQUOTANK" and "CAMDEN").

**WITNESSETH**

THAT, WHEREAS, North Carolina General Statute §160A-460, et.seq. provides that any two or more units of local government may cooperate in public safety communications and emergency 9-1-1 dispatch systems, hereinafter "System"; and

WHEREAS, the CITY and PASQUOTANK and CAMDEN desire to contract for all necessary 9-1-1 communications and dispatch services for police, fire, and other emergency services; and

WHEREAS, PASQUOTANK, through its Department of Central Communications, is willing and able to furnish such services on a mutually agreeable cost sharing plan; and

WHEREAS, PASQUOTANK has previously provided these services pursuant to a jointly adopted Resolution; and

WHEREAS, there shall be created a Central Communications Advisory Board as provided herein to assist in the operation of the System.

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

**1) TERM AND RENEWAL OF THE AGREEMENT**

- a) The initial term of this Agreement shall be for three years commencing July 1, 2012 and ending on June 30, 2015.
- b) Following completion of the initial three year term, this Agreement shall automatically be renewed for two years, unless CITY and/or CAMDEN notify PASQUOTANK of its intention to withdraw. Such notice shall be in writing, mailed or delivered to PASQUOTANK no later than ninety (90)

days prior to July 1 of the then current year and the withdrawal shall become effective June 30 of the year following the current year, unless otherwise agreed to by PASQUOTANK, CAMDEN and CITY.

## **2) MANAGEMENT**

- a) The Central Communications Department shall be directly managed and operated by Pasquotank County with budget development and funding provided by both counties and the City.

## **3) FORMATION OF CENTRAL COMMUNICATIONS ADVISORY BOARD**

- a) PASQUOTANK, CAMDEN and CITY agree to the formation of the Central Communications Advisory Board to assist in formulation of policies and operational processes governing the joint emergency communications and dispatch services. It is understood that the Central Communications Advisory Board serves in an advisory capacity to the governing boards of PASQUOTANK, CAMDEN and CITY.
- b) The intended purpose of the Central Communications Advisory Board is to provide the primary users of the System the means to participate in the generation of policy direction on appropriate matters pertaining to fiscal, operational, service level, equipment, and facilities matters relating to the System. It is agreed that the terms of reference for the Central Communication Advisory Board will be as noted below:

## **4) CENTRAL COMMUNICATIONS ADVISORY BOARD**

- a) Purpose – The purpose of the Central Communications Advisory Board is to establish an effective method of communication between the System users and PASQUOTANK. Inherent in the approach is the understanding that the formal structure will enable PASQUOTANK to work with representatives of the user agencies to achieve clear policy direction and consistent coordination regarding emergency dispatch services.
- b) Membership - The Central Communications Advisory Board shall serve at the pleasure of his or her appointment authority and consist of six members and three ex-officio members as follows:
  1. Three (3) members appointed by the Pasquotank County Board of Commissioners
  2. Two (2) members appointed by the Elizabeth City Council
  3. One (1) member appointed by the Camden County Board of Commissioners
  4. Manager, Pasquotank County (ex-officio, non-voting)
  5. Manager, Camden County (ex-officio, non-voting)

6. Manager, City of Elizabeth City (ex-officio, non-voting)

## **5) FINANCIAL/BUDGET**

- a) The Pasquotank County Manager, in conjunction with the Central Communications Advisory Board, shall prepare a proposed budget each year that identifies Central Communications expenses and revenue for the upcoming year. The proposed budget shall be presented to the Elizabeth City Manager and the Camden County Manager no later than April 1 of each year.
- b) Each respective governing body shall take official action on the proposed budget for Central Communications by June 1 of each year. Should a governing body fail to approve the budget by June 1 of a particular year, the County Managers, City Manager, Chairmen and Mayor shall meet within seven (7) days to address any outstanding issues.
- c) The three governmental bodies hereby agree to the following formula for financing the operations of the department:
  - Pasquotank County 48%
  - Elizabeth City 32%
  - Camden County 20%

The amount paid shall be net of revenues, which may be received for the operation of the System.
- d) CITY and CAMDEN shall be billed for their portion of the operating expenses on a quarterly basis.

## **6) INSURANCE**

All parties shall maintain in force at all times during the performance of this Agreement, a policy or policies of insurance as follows, and in the minimum limits of liability as stated herein:

- a) Comprehensive general liability, including but not limited to premises, personal injuries, products and completed operations for combined single limit of not less than \$1,000,000 per occurrence.
- b) Comprehensive automobile liability, including but not limited to property damage, bodily injury and personal injuries for combined single limit of not less than \$1,000,000 per occurrence.
- c) Workers' Compensation covering statutory requirements of the State of North Carolina and Employer's Liability of not less than \$100,000 per occurrence.

## 7) NOTICES

Notices required under this Agreement shall be delivered personally or by first-class, postage pre-paid mail as follows:

County Manager  
 Pasquotank County  
 Pasquotank County Courthouse-2<sup>nd</sup> floor  
 P. O. Box 39  
 Elizabeth City, NC 27907

County Manager  
 Camden County  
 330 E. Hwy 158  
 Camden, NC 27921

City Manager  
 City of Elizabeth City  
 H. Rick Gardner Municipal Administration Building – 2<sup>nd</sup> floor  
 P. O. Box 347  
 Elizabeth City, NC 27907

## 8) GENERAL PROVISIONS

- a) Amendment. This Agreement may be amended or modified only by an instrument in writing signed by all the parties hereto.
- b) Waiver. Any waiver of any terms and conditions hereof must be in writing and signed by the parties hereto. A waiver of any of the terms and conditions hereof shall not be construed as a waiver of any other terms or conditions in this agreement.
- c) Successors and Assigns. This Agreement and the rights, privileges, duties and obligations of the parties hereunder, to the extent assignable or delegable, shall be binding upon and inure to the benefit of the parties and their respective successors, permitted assigns, and heirs.
- d) Compliance with Applicable Law. The parties shall comply with all applicable federal, state and local laws and regulations in performing this Agreement.
- e) Heading. The section and paragraph headings are for convenience only and shall not be used to interpret the terms of this Agreement.
- f) Governing Law. This Agreement shall be governed by and interpreted under the laws of the State of North Carolina.
- g) Construction of Agreement. The parties agree that each party has fully participated in their review and revision of this Agreement and that any rule of construction to the effect that ambiguities are to be resolved

- against the drafting party shall not apply in the interpretation of this Agreement or any amendment hereto.
- h) Counterparts. This Agreement may be executed in three counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.
  - i) Integration. This Agreement, including the exhibits hereto, shall represent the entire Agreement between the parties with respect to the subject matter hereof and shall supersede all prior negotiations, representations or agreements, either written or oral, between the parties as of the effective date hereof.

{Signatures on Following Page(s)}

IN WITNESS WHEREOF, Pasquotank County and each of the Agencies have caused this Agreement to be executed by their duly-authorized representative as of the day and year written above.

**Pasquotank County**

By: [Signature]  
Chairman, Board of County Commissioners

Attest: Karen A. Jennings  
Clerk to the Board

SEAL

APPROVED AS TO FORM:

By: [Signature]  
County Attorney

APPROVED AS TO FISCAL PROVISIONS

By: Alex Amace  
Finance Director

**Camden County**

By: \_\_\_\_\_  
Chairman, Board of County Commissioners

Attest: \_\_\_\_\_  
Clerk to the Board

SEAL

APPROVED AS TO FORM:

By: \_\_\_\_\_  
County Attorney

APPROVED AS TO FISCAL PROVISIONS

By: \_\_\_\_\_  
Finance Director

**City of Elizabeth City**

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

Attest: \_\_\_\_\_  
City Clerk

SEAL

APPROVED AS TO FORM:

By: \_\_\_\_\_  
City Attorney

APPROVED AS TO FISCAL PROVISIONS

By: \_\_\_\_\_  
Finance Director



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

**Item Number:** 4.F

**New Business**

**Meeting Date:** November 19, 2012  
**Attachments:** 1 (4 Pages)  
**Submitted By:** Administration

**ITEM TITLE:** Pasquotank- Camden Library 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:**

The County Manager recommends that the Board of Commissioners approve the attached Library Services Interlocal Agreement.

**RECOMMENDATION:**

The County Manager recommends that the Board of Commissioners approve this agreement for library services.

NORTH CAROLINA  
CAMDEN and PASQUOTANK COUNTIES

**AGREEMENT FOR LIBRARY SERVICES**

This Agreement is entered into by and between Camden County, a body politic and a political subdivision of the State of North Carolina (hereinafter Camden) and Pasquotank County, a body politic and a political subdivision of the State of North Carolina (hereinafter Pasquotank), on the day and year hereafter appearing;

**RECITALS**

1. Since at least the 1940's, the parties hereto have cooperated in running a single public library to service the citizens of both counties.
2. The library has at all times been located in Elizabeth City, Pasquotank County.
3. Camden has yearly made appropriate financial contributions to the library.
4. In return for such contributions, Camden residents have had identical access to the library and all library services to the same extent as citizens of Pasquotank.
5. Although the library has frequently been known as the Pasquotank-Camden Library in fact, all assets, both real and personal, are the sole and exclusive property of Pasquotank.
6. Likewise, all employees of the library are exclusively employees of Pasquotank County excepting only the director, whose position is funded by the East Albemarle Regional Library.
7. Camden is now desirous of owning and operating its own library within its borders.
8. However, a period of time will elapse before the construction and furnishing of such library can take place.
9. In the interim, Camden desires to continue a relationship with Pasquotank that will enable its citizens to continue their enjoyment of the Pasquotank library.

NOW, THEREFORE, pursuant to N.C.G.S. 153A-270 - JOINT LIBRARY; CONTRACTS FOR LIBRARY SERVICES and N.C.G.S. 160A-461 - INTERLOCAL COOPERATION AUTHORIZED and the good and sufficient consideration hereinafter recited, it is agreed between the counties as follows:

### **LIBRARY SERVICES PROVIDED**

Pasquotank, through its library, will provide throughout the duration of this contract and any extension, all library services to the residents of Camden County to the same and identical extent as it does the residents of Pasquotank. This shall include but not be limited to, access to the library facilities, and use of those facilities offered to its patrons, such as periodicals, computers, programs, the loan of books, CD's, video tapes, and the like. Provided, however, Camden citizens will have to abide by the same rules and regulations as Pasquotank citizens regarding timely return of materials, imposition of fines and replacement cost, and use during normal business hours.

### **FEE FOR SERVICES**

In return for the above described services, Camden shall pay to Pasquotank the total sum of \$121,491.00. This sum shall be paid in quarterly installments due on or about the 1<sup>st</sup> day of April, July, October, and January throughout the term, and any extension, of this contract.

### **TERM**

This agreement shall be effective immediately upon the approval of both county boards of commission and shall run through the current fiscal year, which concludes on June 30, 2013. At the sole option of Camden, this contract may be extended for two additional terms of six months each, provided, Camden gives 30 days notice in writing to the county manager of Pasquotank prior to the expiration of the initial term or any extension.

### **CONTRACT FOR SERVICES ONLY**

This agreement shall be construed in accord with the intention of the parties as a contract for services only. Camden and Pasquotank are not entering into an interlocal agreement as defined N.C.G.S. 160A-464, nor N.C.G.S. 160A-462, a joint agency. Camden will have no other financial responsibilities other than stated herein, nor will it have any authority regarding governance, administration, budgeting, employment, funding, or the like. Pasquotank shall exclusively have the aforementioned privileges and responsibilities. Further, this agreement shall not be construed as giving Camden any ownership interest in the library building or any contents contained therein either

now or supplied hereafter. The same are the sole, separate, and exclusive property of Pasquotank. This includes all books, periodicals, computers, and furnishings.

**EARL MEMBERSHIP**

Nothing in this agreement shall be construed to effect in any way, the current membership and obligations of both Camden and Pasquotank to the East Albemarle Regional Library.

**EXECUTION**

By appropriate resolution passed in an open session meeting of each county's board of commission, this contract has been approved, and each county has designated its county manager to sign for his county with binding effect.

IN WITNESS WHEREOF, this agreement is executed and becomes effective upon the signatures of the county managers hereinafter appearing.

This the \_\_\_\_ day of \_\_\_\_\_, 2012.

This the \_\_\_\_ day of \_\_\_\_\_, 2012.

CAMDEN COUNTY

PASQUOTANK COUNTY

BY: \_\_\_\_\_  
Michael R. Renshaw  
County Manager

BY: \_\_\_\_\_  
Randy Keaton  
County Manager

**PRE-AUDIT CERTIFICATION - CAMDEN COUNTY**

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

\_\_\_\_\_ (SEAL)  
(Signature of finance officer)

**PRE-AUDIT CERTIFICATION - PASQUOTANK COUNTY**

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

\_\_\_\_\_ (SEAL)  
(Signature of finance officer)

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

**Item Number:** 4.G

**New Business**

**Meeting Date:** November 19, 2012  
**Attachments:** 1 (4 Pages)  
**Submitted By:** Tax Administration

**ITEM TITLE:** Monthly Tax Report

<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:**

October 2012.

**RECOMMENDATION:**

Review & 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>
2011	153,275.38	47,429.75
2010	74,295.07	17,668.67
2009	32,371.07	15,592.52
2008	19,155.33	15,396.23
2007	11,873.62	10,679.68
2006	6,414.58	15,237.80
2005	3,041.36	27,860.99
2004	1,132.22	12,502.86
2003	1,086.47	11,317.96
2002	954.51	8,814.14

TOTAL REAL PROPERTY TAX UNCOLLECTED	303,599.61
TOTAL PERSONAL PROPERTY UNCOLLECTED	182,500.60
TEN YEAR PERCENTAGE COLLECTION RATE	99.25%
COLLECTION FOR 2012 vs. 2011	1,090,231.14 vs.1,064,898.68

**LAST 3 YEARS PERCENTAGE COLLECTION RATE**

2011	97.15%
2010	98.77%
2009	99.36%

**THIRTY LARGEST UNPAID ACCOUNTS**

SEE ATTACHMENT "A"

**THIRTY OLDEST UNPAID ACCOUNTS**

SEE ATTACHMENT "B"



**EFFORTS AT COLLECTION IN THE LAST 30 DAYS****ENDING                      October      ,2012  
BY TAX ADMINISTRATOR**

274    NUMBER DELINQUENCY NOTICES SENT

35    FOLLOWUP REQUESTS FOR PAYMENT SENT

14    NUMBER OF WAGE GARNISHMENTS ISSUED

5    NUMBER OF BANK GARNISHMENTS ISSUED

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

0    NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)

3    PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF  
TAX ADMINISTRATOR

2    NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO  
COUNTY ATTORNEY

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

0    REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS

9    NUMBER OF JUDGMENTS FILED

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	03-8899-00-45-2682.0000	10	5,884.75	SEAMARK INC.	SHILOH	HOLLY RD
R	01-7989-00-12-0137.0000	10	3,167.04	BERTIE TAYLOR HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8935-03-40-3652.0000	10	2,247.96	EVERETT A. DAVENPORT	CAMDEN	117 GUMBERRY RD
R	03-8943-04-93-8214.0000	10	1,670.83	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	02-8955-00-13-7846.0000	10	544.07	MARIE MERCER	CAMDEN	IVY NECK RD
R	01-7090-00-95-5262.0000	10	204.96	JOHN F. SAWYER HEIRS	SOUTH MILL	OLD SWAMP RD
R	03-8980-00-61-1968.0000	10	176.79	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	03-8952-00-95-8737.0000	8	5,884.37	AUDREY TILLET	SHILOH	171 NECK RD
R	02-8945-00-41-2060.0000	8	3,392.90	LASELLE ETHERIDGE SR.	CAMDEN	168 BUSHHELL RD
R	03-8962-00-56-7217.0000	8	3,239.34	TONYA HUGHES HARRIS	SHILOH	253 WICKHAM RD
R	01-7090-00-60-5052.0000	8	843.38	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	03-9809-00-45-1097.0000	8	219.52	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	03-8961-00-69-3519.0000	7	5,698.70	MARIETTA EVANS	SHILOH	137 RAYMON'S CREEK RD
R	01-7998-01-08-8621.0000	7	4,120.24	WILLIE L. TURNER ETAL	SOUTH MILLS	1289 343 NC N
R	02-8943-01-47-1120.0000	7	2,330.97	EMILY FORBES CRAIN	CAMDEN	104 C ST
R	01-7999-00-32-3510.0000	7	1,347.99	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	02-8936-00-24-7426.0000	7	445.41	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	01-7989-03-30-8984.0000	6	5,672.04	WILLIE LAVERNE TURNER	SOUTH MILLS	102 HORSESHOE RD
R	02-8936-00-00-8926.0000	6	2,292.16	ODELL TRAFTON	CAMDEN	215 SCOTLAND RD
R	03-8953-03-03-0111.0000	6	2,095.59	DEBORAH NEWTON CARTER	SHILOH	100 CAMDEN AVE
R	01-7989-04-60-0149.0000	6	2,043.60	CHARLES TURNER	SOUTH MILLS	111 COMMUNITY DR
R	01-7999-00-12-8596.0000	6	1,063.57	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7989-04-60-1954.0000	6	725.20	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	03-8965-00-62-8349.0000	6	489.94	JAMES R. WILLIAMS	SHILOH	SANDY HOOK RD
R	03-8899-00-46-4651.0000	6	340.85	SARITA A MACNEIL	SHILOH	100 BLUE HERON RD
R	03-8899-00-07-8529.0000	6	256.10	PAUL ALLAIRE	SHILOH	SNAPDRAGON
R	03-8899-00-37-0046.0000	6	105.72	ELIZABETH LONG	SHILOH	HIBISCUS
R	01-7989-00-01-1714.0000	5	6,033.30	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	01-7979-00-94-6193.0000	5	3,446.73	HERSEY LYN BARBER	SOUTH MILLS	214 HORSESHOE RD
R	03-8972-00-56-9710.1000	5	2,459.75	JAMES D. FORBES II	SHILOH	127 ALDER BRANCH RD

11/01/12 06:43:19

Delinquencies Top-30 Oldest

A Hackment "A"

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	02-8923-00-19-3774.0000	17,323.01	1	HALSTEAD VENTURE PARTNERS, LLC	CAMDEN	431 158 US W
R	02-8945-00-09-5502.0000	12,175.22	2	TARK & ASSOCIATES, INC.	CAMDEN	104 INVESTORS WY
R	03-8971-00-12-0477.0000	9,338.36	2	GILBERT WAYNE OVERTON &	SHILOH	187 THOMAS POINT RD
R	01-7979-00-61-7358.0000	6,324.58	2	POTOMAC TIMBER INVESTMENTS #17	SOUTH MILLS	HORSESHOE RD
R	01-7989-00-01-1714.0000	6,033.30	5	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8899-00-45-2682.0000	5,884.75	5	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8952-00-95-8737.0000	5,884.37	8	AUDREY TILLET	SHILOH	171 NECK RD
R	03-8961-00-69-3519.0000	5,698.70	5	MARIETTA EVANS	SHILOH	137 RAYMON'S CREEK RD
R	01-7989-03-30-8984.0000	5,672.04	5	WILLIE LAVERNE TURNER	SOUTH MILLS	102 HORSESHOE RD
R	03-8953-03-12-3791.0000	5,602.30	3	KIMBERLEE SAWYER	SHILOH	113 GLEN DR
R	01-7080-00-62-9444.0000	4,601.07	2	JONATHON M BROOKS	SOUTH MILLS	106 SOYFIELDS CT
R	01-7998-01-08-8621.0000	4,120.24	1	WILLIE L. TURNER ETAL	SOUTH MILLS	1289 343 HWY N
R	02-8923-00-19-0795.0000	4,085.25	1	CLARENCE MUNDEN	CAMDEN	435 158 US W
R	01-7080-00-49-5646.0000	3,980.14	1	JANICE L CALDWELL	SOUTH MILLS	199 CULPEPPER RD
R	02-8943-01-26-3088.0000	3,517.80	1	SEVEN FINANCIAL MANAGEMENT	CAMDEN	101 RIVER RD
R	01-7979-00-94-6193.0000	3,446.73	4	HERSEY LYN BARBER	SOUTH MILLS	214 HORSESHOE RD
R	02-8944-00-31-2148.0000	3,435.73	2	CARL HARRINGTON	CAMDEN	150 SAND HILLS RD
R	02-8945-00-41-2060.0000	3,392.90	5	LASELLE ETHERIDGE SR.	CAMDEN	168 BUSHELL RD
R	03-8961-00-58-4506.0000	3,357.23	1	WARREN DEAN RIGGS	SHILOH	110 DRIFTWOOD DR
R	02-8935-02-76-2934.0000	3,290.87	1	EFFIE PAULINE CREEKMORE	CAMDEN	258 158 US E
R	03-8962-00-56-7217.0000	3,239.34	5	TONYA HUGHES HARRIS	SHILOH	253 WICKHAM RD
R	02-8935-02-76-5639.0000	3,229.03	1	SHELLA RIGGS EDWARDS	CAMDEN	255 158 US E
R	01-7989-00-12-0137.0000	3,167.04	5	BERTIE TAYLOR HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8934-01-18-8072.0000	3,101.88	2	ARNOLD AND THORNLEY, INC.	CAMDEN	146 158 US W
R	03-8899-00-46-4651.0000	3,023.54	2	WILLIAM T. & PATRICIA HORTON	SHILOH	100 BLUE HERON RD
R	03-8965-00-13-1025.0000	3,002.51	2	SHARON EVANS MUNDEN	SHILOH	556 TROTMAN RD
R	02-8944-00-90-6944.0000	2,501.25	3	GEORGE R. HALL II	CAMDEN	614 343 HWY S
R	03-8972-00-56-9710.1000	2,459.75	5	JAMES D. FORBES II	SHILOH	127 ALDER BRANCH RD
R	03-8962-00-55-2255.0000	2,456.90	2	VERNON L. & EDITH W. SYLVESTER	SHILOH	453 NECK RD
R	01-7090-00-83-7999.0000	2,400.21	1	MAINSTAY CONSTRUCTION, INC	SOUTH MILLS	WOODROWS WY

11/01/12 06:43:08

Delinquencies Top-30 Unpaid

1

Attachment "B"

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

**Item Number:** 5.A  
  
**Consent Agenda**  
  
**Meeting Date:** November 19, 2012  
**Attachments:** 1 (13 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	_____
<b>NO MOTION</b>	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>ABSENT</b>	_____
<b>RECUSED</b>	_____

**SUMMARY:**

November 5, 2012.

**RECOMMENDATION:**

Review & Approve.

**Camden County Board of Commissioners**  
**Regular Meeting**  
**November 5, 2012**  
**6:00P.M. – Closed Session**  
**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, October 1, 2012 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

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

Also attending were County Manager Mike Renshaw, and 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: Planning Director Dan Porter, Danelle Barco- Cooperative Extension Agent, and Lisa Anderson- Assistant Tax Administrator.

**Closed Session, 6:00 P.M.** *Pursuant to G.S. 143-318.11(a)(3) - Consultation with Attorney*

Commissioner Michael McLain made a motion to go into closed session pursuant to G.S 143-318.11(a)(3) for consultation with attorney. At 6:00 P.M., the motion passed 3-0 with Chairman Sandra Duckwall, and Commissioners Michael McLain, and Randy Krainiak, voting aye; no Commissioner voting no; Vice Chairman Garry Meiggs, and Commissioner Clayton Riggs absent; and no Commissioner not voting.

The Commissioners entered closed session at 6:00 P.M.

Commissioner Michael McLain made a motion to come out of closed session at 6:39 P.M. The motion passed 3-0 with Chairman Sandra Duckwall, and Commissioners Michael McLain, and Randy Krainiak, voting aye; no Commissioner voting no; Vice Chairman Garry Meiggs, and Commissioner Clayton Riggs absent; and no Commissioner not voting.

Chairman Sandra Duckwall recessed the Board at 6:39 P.M.

**Regular Session, 7:00 P.M.**

Chairman Sandra Duckwall called to order the November 5, 2012 meeting of the Camden County Board of Commissioners at 6:58 PM.

**Invocation and Pledge of Allegiance**

Commissioner Randy Krainiak led those present in a moment of silence for those lost in the automobile accident on Saturday, November 3, 2012 gave the invocation, and led the Pledge of Allegiance.

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**Public Comments –**

Elton Stone, of 191 Run Swamp Road, came before the Board to express his concern for Camden County citizens, especially those 18-55 years of age, and the lack of health and recreational facility for that age group.

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**Consideration of Agenda**

Vice Chairman Garry Meiggs made a motion to approve the agenda as amended. At 7:05PM, the motion passed 5-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, and Randy Krainiak, voting aye; no Commissioner voting no; Commissioner Clayton Riggs absent; and no Commissioner not voting.

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**Presentations***Item 3.A- Gwen Wescott- Senior Tarheel Legislature*

Mrs. Gwen Wescott came before the Board to give her annual report on the Senior Tarheel Legislature.

Following her presentation, Mrs. Wescott was presented with a plaque holding a certificate of appreciation from the Board of Commissioners, for her years of service on the Pasquotank- Camden Library Board, as well as the East Albemarle Regional Library Board of Trustees.

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**Old Business***Item 4.A- Camden County Youth Council By-Laws Amendment*

County Manager Mike Renshaw explained to the Board that because of a large number of applications to the Youth Council, its advisors were requesting that the language be changed from twelve (12) members to up to twenty (20) members.

Commissioner Randy Krainiak made a motion to approve to amend the by-laws as presented. At 7:16pm, the motion passed 4-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, and Randy Krainiak, voting aye; no Commissioner voting no; Commissioner Clayton Riggs absent; and no Commissioner not voting.

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**New Business***Item 5.A- Pasquotank- Camden Emergency Medical Services Interlocal Agreement*

County Manager Mike Renshaw explained to the Board that this agreement continues and formalizes the current agreement for a three year term while separating it from the COA agreement. Staff recommends approving,

Vice Chairman Garry Meiggs made a motion to approve the agreement. At 7:17pm, the motion passed 4-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, and Randy Krainiak, voting aye; no Commissioner voting no; Commissioner Clayton Riggs absent; and no Commissioner not voting.

*Item 5.B- East Albemarle Regional Library Agreement*

County Manager Mike Renshaw explained that this agreement was to replace and update the agreement from 1964, which is required due to state changes, along with making Camden County a full equal partner which it was not before. Staff recommends approval.

Commissioner Randy Krainiak made a motion to approve the agreement. At 7:19pm, the motion passed 4-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, and Randy Krainiak, voting aye; no Commissioner voting no; Commissioner Clayton Riggs absent; and no Commissioner not voting.

*Item 5.C- Resolution Establishing the Camden County Library*

County Manager Mike Renshaw explained that the resolution legally establishes a library within Camden County, and staff recommends approval.

County Attorney John Morrison mentioned that the Board of Trustees will not just be good citizens, but a working Board, with independent authority; the Board of Commissioners will have sole budget authority, but day to day functioning will be overseen by the Board of Trustees.

STATE OF NORTH CAROLINA  
COUNTY OF CAMDEN

**RESOLUTION ESTABLISHING**  
**COUNTY PUBLIC LIBRARY**

WHEREAS, Camden County is the only county in North Carolina without its own library; and

WHEREAS, for many years, without the benefit of ownership or management authority, Camden has supported the Pasquotank-Camden Library, in Pasquotank County, for the use of its citizens; and

WHEREAS, the county has provided up to \$160,000.00 per year to Pasquotank County to provide for this library service; and

WHEREAS, the county has carefully considered the benefits of owning its own library for better access of its citizens and more responsible use of the county's financial resources; and

WHEREAS, the county, through the county manager and county attorney, has consulted with officials of the State Public Library System, East Albemarle Regional Library, and the School of Library Science at the University of North Carolina, Chapel Hill; and

WHEREAS, the county has consulted with the State Library of North Carolina and has applied for and received a Library Services and Technology Act grant in the amount of \$25,000 for conducting a thorough community needs assessment to assure that the Camden County Public Library meets the specific needs of Camden County residents; and

WHEREAS, the Board of County Commissioners deems it in the best interest of the people of Camden County to establish a Camden County Library pursuant to the authority granted by N.C.G.S. 153A-261, et seq.; and

CREATION

NOW, THEREFORE, BE IT RESOLVED that Camden County does hereby create the Camden County Public Library for the use and benefit of its citizens and does commit to:

1. Acquire, as seems most appropriate, from time to time, leaseholds, land, buildings, and facilities to house the Camden County Public Library;
2. Equip, operate, and maintain the library making use of modern library technology providing the citizens of Camden County an efficient, ample, accessible library for the 21<sup>st</sup> Century and beyond;
3. Acquiring library materials by purchase, exchange, bequest, gift, or any other lawful method;
4. Appropriate funds annually to carry out the provisions of this Resolution;
5. Accept any gift, grant, lease, loan, exchange, bequest or devise of real or personal property for a public library. Such devises, bequests, grants and gifts may be accepted and held subject to any term or condition that may be imposed by the Grantor or Trustor, as by law allowed.
6. Provide planning, and administrative support through the county manager, and the county manager's designees, including the county finance officer, county attorney, county personnel director, and the like, whenever such services are determined to be in the best interest of the county library;
7. Provide financial funding through the county finance officer after due allocation by the Board of County Commissioners;
8. Provide for classification of library employees, and the maintenance thereof, who shall be entitled to all benefits afforded by the county to its employees and obligated to the county personnel policy as the same now exists or may from time to time be amended.



9. Maintain all trust funds, building funds, memorial funds, and to prudently invest the same, which funds shall be used exclusively for the purposes for which they were given;

10. Provide for the maintenance and repair of any library facility and grounds;

11. Continue, for the foreseeable future, as a member of the East Albemarle Regional Authority.

#### USE

BE IT FURTHER RESOLVED, that the Camden County Library shall be, in so far as practicable, for the free use of Camden County citizens, subject only to such nominal costs as may be necessary and are routinely assessed by other county libraries in North Carolina, and further subject to the rules and regulations established by the library regarding the use of its books, materials, and facilities.

#### ESTABLISHMENT OF BOARD OF TRUSTEES

Camden County does also hereby establish the Camden County Library Board of Trustees, which shall be composed of no more than twelve (12) members, whose term shall be for three (3) years after the initial term (four for three-year terms, four for two-year terms, and four for one-year terms). The Board of Commissioners shall designate and properly appoint the initial members of the Camden County Library Board of Trustees during the first regular meeting scheduled in January 2013.

The Board of County Commissioners shall appoint and reappoint members as vacancies occur. The Board of Commissioners may remove a trustee at any time for incapacity, unfitness, misconduct or neglect of duty. Trustees may not serve more than two consecutive terms. Such limitation on service provides an opportunity for persons who may present new and broader perspectives and the opportunity for representation from all segments of the community.

POWERS AND DUTIES OF TRUSTEES

The library trustees are delegated and granted all powers contained in N.C.G.S. 153A-266, as follows:

1. To elect a Chairman from its membership as well as classify and elect such other officers as it deems appropriate for the proper administration of the library and to advise the Camden County Board of Commissioners.
2. To formulate and adopt programs, policies, and regulations for the government of the library.
3. To make recommendations to the Board of Commissioners concerning the construction and improvement of buildings and other structures for the library system.
4. To supervise and care for the facilities of the library.
5. To advise the Board of Commissioners on appointment of a chief librarian or director of library services and, with that individual's advice, to appoint other employees of the library system.
6. To establish a schedule of fines and charges for late return of, failure to return, damaged to, and loss of library materials and to take other measures to protect and regulate the use of such materials.
7. To participate in preparing the annual budget of the library system, with the county manager and county finance officer, subject to approval of the Camden County Board of Commissioners.
8. To extend the privileges and use of the library system to non-residents of the county on such terms and conditions as the trustees may prescribe so as to obtain a favorable status with other public libraries, which would then be more likely to reciprocate the same to residents of Camden County.
9. To make an annual report, publicly and in open session, to the Camden County Board of Commissioners on the operation of the library as well as forwarding such report and any additionally required information to the North Carolina Department of Cultural Resources as required by N.C.G.S. 125-5.

10. To provide such other and further information, reports, and studies as may from time to time be requested by the Camden County Board of Commissioners and to advise the Camden County Board of Commissioners on any other library matters whether specifically addressed herein or not.

11. To continue active participation and appropriate cooperation with the East Albemarle Regional Library, so long as Camden County is a participating member.

This the \_\_\_\_\_ day of November, 2012.

CAMDEN COUNTY

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

ATTEST:

\_\_\_\_\_  
Ashley Honaker, Clerk

Vice Chairman Garry Meiggs made a motion to approve the resolution. At 7:33pm, , the motion passed 4-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, and Randy Krainiak, voting aye; no Commissioner voting no; Commissioner Clayton Riggs absent; and no Commissioner not voting.

*Item 5.D- Monthly Tax Report*

Tax Administrator Lisa Anderson presented the monthly tax report.

Commissioner Michael McLain made a motion to approve the report as presented. At 7:42pm, , the motion passed 4-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, and Randy Krainiak, voting aye; no Commissioner voting no; Commissioner Clayton Riggs absent; and no Commissioner not voting.

**Consent Agenda**

Commissioner Michael McLain made a motion to approve the Consent Agenda as presented. At 7:42pm, , the motion passed 4-0 with Chairman Sandra Duckwall, Vice Chairman Garry Meiggs, and Commissioners Michael McLain, and Randy Krainiak, voting aye; no Commissioner voting no; Commissioner Clayton Riggs absent; and no Commissioner not voting.

- A. Draft Minutes- October 1, 2012
- B. Tax Collection Report
- C. Tax Refunds, Pickups, & Releases
- D. Tax Authorization To Collect

<b>SOUTH MILLS</b>	<b>COURTHOUSE</b>	<b>SHILOH</b>	<b>TOTAL</b>
19,552.34	20,291.42	10,770.72	50,614.48

## E. Wharf's Landing Secondary Roads Petition &amp; Resolution

## BOARD OF COMMISSIONERS

SANDRA J. DUCKWALL  
ChairmanGARRY W. MEIGGS  
Vice ChairmanP. MICHAEL MCLAIN  
CLAYTON D. RIGGS  
RANDY KRAINIAKWILLIAM K. COWAN  
Interim County ManagerASHLEY HONAKER  
Clerk to the BoardJOHN S. MORRISON  
County AttorneyResolution No. 2012-11-01**NORTH CAROLINA STATE DEPARTMENT OF TRANSPORTATION REQUEST FOR ADDITIONS  
TO STATE MAINTAINED SECONDARY ROAD SYSTEM**

North Carolina

County of Camden

Road Descriptions: **Landing Way, Traders Dr, Dock Landing Loop, Pier Landing Loop, & Waterway  
Court, Wharf's Landing, Camden County, NC**

**WHEREAS**, the attached petition has been filed with the Board of County Commissioners of the County of Camden requesting that the above described roads, the location of which has been indicated in red on the attached map, be added to the Secondary Road system; and

**WHEREAS**, the Board of County Commissioners is of the opinion that the above described roads should be added to the Secondary Road System, if the roads meet minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the System.

**NOW, THEREFORE**, be it resolved by the Board of County Commissioners of the County of Camden that the Division of Highways is hereby requested to review the above described roads, and to take over the roads for maintenance if they meet established standards and criteria.

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

**CERTIFICATE**

The foregoing resolution was duly adopted by the Board of Commissioners of the County of Camden at a meeting on the 5 day of November 2012.

\_\_\_\_\_  
Ashley Honaker,  
Clerk to the Board

P. O. Box 190 ♦ 117 North 343 ♦ Camden, NC, 27921 ♦ Phone (252) 338-1919 ♦ Fax (252) 333-1603  
[www.camdencountync.gov](http://www.camdencountync.gov)

F. School Budget Amendment

Budget Amendment

Camden County Schools Administrative Unit


Capital Outlay Fund

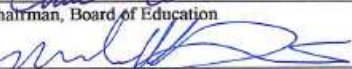
The Camden County Board of Education at a meeting on the 11<sup>th</sup> day of October, 2012, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2013.

Code Number	Description of Code	Amount	
		Increase	Decrease
9100	Category I Projects	8,621.00	
9200	Category II Projects	36,738.00	
Explanation: Appropriate Fund Balance to cover Media Center Renovations/Furniture			
	Total Appropriation in Current Budget	\$	200,000.00
	Amount of <b>Increase</b> / (Decrease) of Above Amendment		+45,359.00
	Total Appropriation in Current Amended Budget	.... \$	245,359.00

Passed by majority vote of the Board of Education of Camden County Schools on the 11<sup>th</sup> day of October, 2012.

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

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

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes in the minutes of said Board, this \_\_\_\_ day of \_\_\_\_\_ 2 \_\_\_\_.

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

\_\_\_\_\_  
 Clerk, Board of County Commissioners

BUDGET AMENDMENT  
October 11, 2012

4. Capital Outlay Fund

A. We increase our budget to cover the final costs for the CCHS Media Center Renovations and the replacement furnitiure. We must also cover the cost of replacement A/C units. We request your approval.

Category I Projects

9127.077.529	CCHS Media Center Renovations	\$ +	7,675.00
9117.077.541	Pur of Replacement A/C Units	+	2,887.00
9113.077.529	Paving & Fencing Projects	-	1,941.00

Total – Category I Projects \$ + 8,621.00

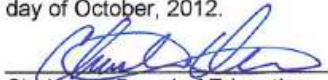
Category II Projects

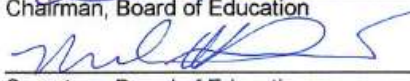
9210.077.541	Furniture & Equipment	\$ +	37,684.00
9202.077.541	Pur of Equip – Radio Sys Upgrade	-	946.00

Total – Category II Projects \$ + 36,738.00

4910.997 Revenue – Fund Balance Appropriated \$ - 45,359.00

Passed by majority vote of the Board of Education of Camden County on the 11<sup>th</sup> day of October, 2012.

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

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

Budget Amendment


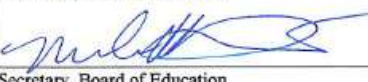
Camden County Schools Administrative Unit

Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 11<sup>th</sup> day of October, 2012, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2013.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Curricular Services	547,651.54	
6100	Support & Development Services	156,293.00	
8100	Pymts to Other Gov't Entities	22,350.46	
Explanation: Revenue - Increase for Carol M. White PEP grant received			
Total Appropriation in Current Budget			\$ 694,498.00
Amount of Increase/Decrease of Above Amendment			+726,295.00
Total Appropriation in Current Amended Budget ....			\$ 1,420,793.00

Passed by majority vote of the Board of Education of Camden County on the 11 <sup>th</sup> day of October, 2012   _____ Chairman, Board of Education   _____ Secretary, Board of Education	We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ____ day of _____, 20____.  _____ Chairman, Board of County Commissioners  _____ Clerk, Board of County Commissioners
--	--

BUDGET AMENDMENT  
October 11, 2012

## 8. Other Local Current Expense Fund

- A. We have received Carol M. White Physical Education Program (PEP) grant. We must increase our budget to reflect year one of three revenue and budget. We request your approval of the following amendment.


Carol M. White PEP Grant

6113.332.176	Salary - Program Manager	\$ + 55,000.00
6113.332.151	Salary – Office Personnel	+ 32,000.00
6113.332.152	Salary – Technology Specialist	+ 20,000.00
6113.332.211	Emp Soc Sec Costs	+ 8,186.00
6113.332.221	Emp Retirement Costs	+ 15,227.00
6113.332.231	Emp Hosp Ins Costs	+ 12,980.00
6113.332.312	Workshop Expenses	+ 12,900.00
5113.332.192	Stipend Pay	+ 10,500.00
5113.332.163	Substitute Pay	+ 2,250.00
5113.332.211	Emp Soc Sec Costs	+ 976.00
5113.332.221	Emp Retirement Costs	+ 1,815.00
5113.332.311	Contracted Services	+ 64,320.00
5113.332.312	Workshop Expenses	+ 45,500.00
5113.332.342	Postage	+ 5,000.00
5113.332.411	Instructional Supplies	+ 39,214.45
5113.332.418	Comp Software & Supplies	+ 21,000.00
5113.332.461	Pur of Non-Cap Equipment	+ 97,298.00
5113.332.462	Pur of Non-Cap Comp Hdwe	+ 68,101.00
5113.332.541	Pur of Equipment	+191,677.09
8100.332.392	Indirect Costs	+ 22,350.46

Total – Transportation of Pupils \$ +726,295.00

Revenue – Carol M. White PEP Grant \$ -726,295.00

Passed by majority vote of the Board of Education of Camden County on the 11<sup>th</sup> day of October 2012.

  
Chairman, Board of Education

  
Secretary, Board of Education



**Commissioner's Report**

Commissioner McLain stated that in the back of the packet was the SPCA breakdown, as well as the September financial report for ECBH. ECBH YTD states a \$1.5 Million loss.

**County Managers Report**

County Manager Renshaw thanked Emergency Management Director Christy Saunders for her outstanding work during Hurricane Sandy.

---

Any other Questions or comments?

None

**Meeting Adjourned**

At 7:44pm, Chairman Sandra Duckwall asked if there were any other matters to come before the Board of Commissioners, hearing none, she declared the meeting adjourned.

---

Chairman Sandra Duckwall  
Camden County Board of Commissioners

ATTEST:

---

Ashley Honaker  
Clerk to the Board

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

**Item Number:** 5.B

**Consent Agenda**

**Meeting Date:** November 19, 2012  
**Attachments:** 3 (3 Pages)  
**Submitted By:** Finance

**ITEM TITLE:** Budget Amendments

<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:**

2012-13-BA006	SHIP Grant & Elections Grant
2012-13-BA007	Audit Social Services
2012-13-BA008	Audit General Fund

**RECOMMENDATION:**

Review & Approve.

## 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, 2013.

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

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Expenses:</b>			
106050-537500	SHIIP Expenses	\$4,152.00	
104300-550200	Elections Grant Expenses	\$1,092.00	
<b>Revenues:</b>			
10360400-434837	SHIIP Grant	\$4,152.00	
10360430-434866	Elections Grant	\$1,092.00	

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

Balance in Contingency \$58,127.00.

**Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Officer for their direction. Adopted this 5th day of November, 2012.**

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

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

## 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, 2013.

**Section 1. To amend the Social Services Fund as follows:**

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Expenses:</b>			
526100-545100	Audit		\$3,000.00
<b>Revenues:</b>			
52330610-439710	General Fund Contribution		\$3,000.00

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

**Balance in Contingency \$58,127.00.**

**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 19th day of November, 2012.**

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

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

## 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, 2013.

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

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Expenses:</b>			
106600-545100	Audit	\$3,000.00	
106900-591200	Social Services		\$3,000.00

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

**Balance in Contingency \$58,127.00.**

**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 19th day of November, 2012.**

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

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

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

**Item Number:** 5.C  
  
**Consent Agenda**  
  
**Meeting Date:** November 19, 2012  
**Attachments:** 1 (1 Pages)  
**Submitted By:** Tax Administration  
  
**ITEM TITLE:** Tax Collection 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:**

Taxes collected for ad valorem (real estate), personal business properties, vehicle, and other miscellaneous taxes. Also included are payments received via internet.

**RECOMMENDATION:**

Review & Approve.



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

**Item Number:** 5.D  
  
**Consent Agenda**  
  
**Meeting Date:** November 19, 2012  
**Attachments:** 1 (1 Pages)  
**Submitted By:** Tax Administration  
  
**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:**

August 2012 Renewals.

**RECOMMENDATION:**

Review & Approve.



**STATE OF NORTH CAROLINA**

**COUNTY OF CAMDEN**

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

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>17,327.22</b>	<b>22,249.92</b>	<b>11,144.73</b>	<b>50,721.87</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:** 5.E  
  
**Consent Agenda**  
  
**Meeting Date:** November 19, 2012  
**Attachments:** 1 (1 Pages)  
**Submitted By:** Administration  
  
**ITEM TITLE:** Volunteer Forms

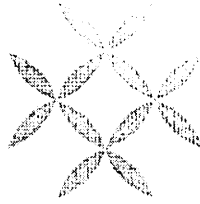
<b>MOTION MADE</b>	
<b>BY:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>NO MOTION</b>	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
<b>ABSENT</b>	_____
<b>RECUSED</b>	_____

**SUMMARY:**

Victoria Hagemeister is volunteering for the Library Board of Trustees

**RECOMMENDATION:**

Review & Accept.



### 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, 330 East HWY 158, mail to P.O. Box 190, Camden, North Carolina 27921 or e-mail [mrenshaw@camdencountync.gov](mailto:mrenshaw@camdencountync.gov).

Name, Victoria Hagemeister  
 Mailing Address 115 Scotland Rd, Camden, NC 27921  
 Township you live in: Camden  
 Telephone (home) 331-2026 (business), 453-8345  
 Email address vhagemeister@mchsi.com

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:

Masters degrees in Library Science and Early Childhood Education  
 26 years library experience, 24 in public libraries  
 Extensive computer experience with various software programs

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

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 Victoria Hagemeister Date 11/7/12

Library Board of Trustees

72

Dear Mr. Renshaw,

I am very sincere in my interest to help Camden establish its first library. I want you to know, however, that I am currently employed as the County Librarian in Currituck County. If you feel this would represent a conflict of interest to my serving on the library board in an official capacity I still offer my services in an unofficial capacity while the library is being established. I do not feel this would be a conflict of interest, but I respect that you may feel otherwise.

Sincerely,

Victoria Hagemister

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

**Item Number:** 5.F  
**Consent Agenda**  
**Meeting Date:** November 19, 2012  
**Attachments:** 1 (2 Pages)  
**Submitted By:** School Administration  
**ITEM TITLE:** Budget Amendment

<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:**

School Budget Amendment

**RECOMMENDATION:**

Review & Approve.

Budget Amendment



Camden County Schools Administrative Unit

Capital Outlay Fund

The Camden County Board of Education at a meeting on the 8<sup>th</sup> day of November, 2012, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2013.

Code Number	Description of Code	Amount	
		Increase	Decrease
9100	Category I Projects	.00	
Explanation:			
	Total Appropriation in Current Budget	\$	245,359.00
	Amount of Increase / (Decrease) of Above Amendment		+ .00
	Total Appropriation in Current Amended Budget ....	\$	245,359.00

<p>Passed by majority vote of the Board of Education of Camden County Schools on the 8<sup>th</sup> day of November, 2012.</p> <p style="text-align: center;"></p> <p>Chairman, Board of Education</p> <p style="text-align: center;"></p> <p>Secretary, Board of Education</p>	<p>We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes in the minutes of said Board, this ____ day of _____, 2____.</p> <p style="text-align: center;">_____ Chairman, Board of County Commissioners</p> <p style="text-align: center;">_____ Clerk, Board of County Commissioners</p>
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BUDGET AMENDMENT  
November 8, 2012

4. Capital Outlay Fund

- A. We must transfer funds to cover the cost of the window project at CCHS and adjust the A/C replacement at CHS as well. We request your approval.

Category I Projects

9105.077.529	Ceiling Tile/Lighting Replacement	\$ - 3,560.00
9107.077.541	Pur of Replacement Windows	+ 3,560.00
9117.077.541	Pur of Replacement A/C Units	+ 1.00
9113.077.529	Paving & Fencing Projects	- <u>1.00</u>
Total – Category I Projects		\$ + .00

Passed by majority vote of the Board of Education of Camden County on the 8<sup>th</sup> day of November, 2012.



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



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

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

**Item Number:** 8.A-D  
  
**Consent Agenda**  
  
**Meeting Date:** November 19, 2012  
**Attachments:** 4 (9 Pages)  
**Submitted By:** Various Departments  
  
**ITEM TITLE:** Information & Reports

<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:**

- A. Cooperative Extension Report
- B. Register of Deeds Balance Report
- C. Central Depository Fund Report
- D. Inner-Department Budget Fund Transferring

**RECOMMENDATION:**

Information Only



## **NC Cooperative Extension Monthly Report October 2012**

- Delivered 2012/2013 Breast Cancer Pocket Calendars to Camden County employees. Delivered Breast Cancer Awareness pencils to all the Camden County Teachers.
- The students have participated in a program about drugs and peer pressure. Each meeting the students have also continued to learn a new cooking skill from baking cookies, cupcakes, cakes, and pudding. They have also been learning how to be responsible teenagers and learn different home skills from dusting, vacuuming, mopping floors and ironing. We continue to use our classroom at the middle school as an apartment atmosphere for the students.
- One student completed a community service activity by putting together 67 books, making 20 breast cancer magnets, a breast cancer ribbon wreath, and pencils for patients at the local Virginia Oncology Office.
- Teen Court has began their training. The Teen Court Competition Team has also been formed. We are very proud of our team for this year.
- Attended the October County Commissioner Meeting to announce the upcoming "Kids Talk Government" Day to be held on October 16th for the 5th grade students at Camden Intermediate School. Also, 4-H'ers and 4-H volunteers were in attendance and shared with the county the accomplishments of the Camden County 4-H Youth Development Program, shared a slideshow, and announced the annual National 4-H Week.
- Assisted with planning and conducting two livestock judging practices.
- Attended the Albemarle Area 4-H Livestock Show and Sale Committee Meeting
- Conducted the Camden County 4-H Foundation meeting. Fundraising plans for the Treasure Point 4-H Day Camp were discussed.
- Recruited high school youth to apply for the Camden County Youth Council through networking during student lunch times, having an exhibit at the Grandy Primary School Fall Festival and Dismal Days. Also conducted an informational meeting for interested students.
- Collaborated with Camden County to conduct the first annual "Kids Talk Government" Day for CIS 5th graders. Over 175 students toured the County Complex Buildings, learned about the various county departments, participated in a mock election, conducted a community forum, and participated in a mock trial.
- Assisted with instructing a NC Hunter's Education Certification Course for 6 youth. All 6 youth successfully completed the course and earned their certification.
- Assisted with the Camden County Shooting Sports Team meeting
- Conducted a "Gardens in School" meeting with key stakeholders to begin the planning process for the students at Grandy Primary School to learn more about horticulture, agriculture, and foods & nutrition.
- Completed the annual USDA ES-237 Report for Camden County 4-H Youth Development Programming.

- Attended the NED Craft Workshop Planning Meeting as Agent Advisor.
- Assisted with the annual Aging with Gusto Extravaganza. This year's event had over 115 participants where they participated in various educational workshops such as: meals for one or two, food allergies, Medicare updates, Grand Parents Raising Grand Children, and many more.
- Assisted 17 Medicare beneficiaries with Medicare PDP enrollment or other Medicare issues.
- Assisted with creating a commercial for Medicare Counseling Services to be added to websites and cable channel.
- Attended the Aging With Gusto evaluation meeting.
- Attended the Albemarle Area Child Care Conference Planning meeting.
- Assisted with the NC Extension and Community Association Awards Banquet.
- Attended planning meeting for the upcoming Farm City Banquet that will be on Tuesday, November 20<sup>th</sup> at 6:00 p.m. at the Kermit E. White Building on the campus of ECSU. Guest speaker will be Assistant Commissioner of Agriculture, Dr. Richard Reich.

Account Number	Account Description	Cash/Check/Change	Charge	Other Pay Method	Total
0106	State Treasurer Fund	\$725.40	\$0.00	\$0.00	\$725.40
0107	Excise Stamps	\$3,730.00	\$0.00	\$0.00	\$3,730.00
0109	Retirement Fund	\$84.34	\$0.00	\$0.00	\$84.34
0110	Additional Index	\$0.00	\$0.00	\$0.00	\$0.00
0111	Automation Fund	\$537.80	\$0.00	\$0.00	\$537.80
8888	Credit On Account	\$0.00	\$0.00	\$0.00	\$0.00
0301	Copies	\$67.81	\$0.00	\$0.00	\$67.81
0302	Certified Copies	\$0.00	\$0.00	\$0.00	\$0.00
0303	Fax	\$0.00	\$0.00	\$0.00	\$0.00
0304	Laminations	\$0.00	\$0.00	\$0.00	\$0.00
	<b>***** Account Group COPIES Total *****</b>	<b>\$67.81</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$67.81</b>
0401	Notary Oaths	\$17.72	\$0.00	\$0.00	\$17.72
	<b>***** Account Group MISCELLANEOUS Total *****</b>	<b>\$17.72</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$17.72</b>
0101	Recording Fees	\$3,606.69	\$0.00	\$0.00	\$3,606.69
0102	Non Standard Fees	\$155.12	\$0.00	\$0.00	\$155.12
0103	Probate	\$0.00	\$0.00	\$0.00	\$0.00
0104	Cultural Resources	\$0.00	\$0.00	\$0.00	\$0.00
0105	Floodplain Mapping	\$0.00	\$0.00	\$0.00	\$0.00
0108	Uccs	\$39.89	\$0.00	\$0.00	\$39.89
	<b>***** Account Group RECORDINGS Total *****</b>	<b>\$3,801.70</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,801.70</b>
0201	County Marriages	\$110.80	\$0.00	\$0.00	\$110.80
0202	Domestic Violence Fund	\$150.00	\$0.00	\$0.00	\$150.00
0203	Childrens Trust Fund	\$25.00	\$0.00	\$0.00	\$25.00
0204	Vital Certificates	\$336.68	\$0.00	\$0.00	\$336.68
0205	Legitimations	\$0.00	\$0.00	\$0.00	\$0.00
	<b>***** Account Group VITALS Total *****</b>	<b>\$622.48</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$622.48</b>
	<b>Final Totals :</b>	<b>\$9,587.25</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,587.25</b>

Account Number	Account Description	Cash/Check/Change	Charge	Other Pay Method	Total
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**Counts/Totals From 10/1/2012 Through 10/31/2012**

Cash Total :	\$1,162.15 +
Check Total :	\$8,575.85 +
Other Pay Total:	\$0.00 +
Change Total :	\$150.75 -
<hr/>	
Subtotal :	<b>\$9,587.25</b>
Charge Total :	\$0.00 +
<hr/>	
Grand Total :	<b>\$9,587.25</b>

Number of Cash Payments :	82
Number of Check Payments :	102
Number of Change Payments :	15
Number of Charge Payments :	0
Number of Other Payments :	0
<hr/>	
Number of Receipts :	174
Number of Voids :	0

Charge Information	
Open Item Information	
Number of Payments on Account :	0
Total Paid on Account :	\$0.00

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BALANCE SHEET FOR 2013 4PG 1  
glbalsht

FUND: 0001 CENTRAL DEPOSITORY /

FUND: 0001 CENTRAL DEPOSITORY			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
-----				
ASSETS				
01	101001	CENTRAL DEPOSITORY	609,351.74	11,112,244.31
01	101002	RESTRICTED SECURITY CASH	.12	2,603.15
01	101003	CD'S INVESTMENTS	.00	550,000.00
01	101006	NCCMT INVESTMENT GEN FUND	103,195.37	114,055.14
01	101007	NCCMT SCHOOL RESERVE FUND	.12	2,608.77
01	101008	FEREBEE COURTHOUSE TRUST	.07	1,533.73
TOTAL ASSETS			712,547.42	11,783,045.10
=====				
LIABILITIES				
01	201010	DUE GENERAL FUND	-331,539.61	-5,439,823.51
01	201012	DUE DEMOLITION FUND	-298.47	-55,894.06
01	201013	DUE R/D TECHNOLOGY FUND	-543.49	-6,259.63
01	201014	DUE SCATTERD HOUSING	6,207.70	15,103.80
01	201015	DUE TOURISM DEVELOPMENT	222.27	-95,268.22
01	201023	DUE WATER & SEWER IMPACT FEES	-251.26	-311,384.82
01	201028	DUE GREEN INDUSTRIAL PARK	-513,307.85	474,618.22
01	201029	DUE SEWER PROJECT	371.45	-19,319.79
01	201030	DUE SOUTH CAMDEN WATER/SEWER	55,794.28	-554,586.60
01	201032	DUE DISMAL SWAMP GIFT SHOP	-1,296.57	-67,689.46
01	201040	DUE CH & S FIRE COMMISSION	-55,242.38	-340,722.80
01	201041	DUE SM FIRE COMMISSION	38,614.97	-346,816.78
01	201050	DUE SCHOOL FUND	124,799.30	-19,652.57
01	201051	DUE DSS TRUST FUND	-669.35	-22,388.98
01	201052	DUE SOCIAL SERVICES	44,809.43	22,919.00
01	201053	DUE JOYCE CREEK PROJECT	-8,352.65	-139,875.97
01	201055	DUE E/D PROJECT FUND	-66.37	-82,326.39
01	201056	DUE FEREBEE TRUST FUND	-.07	-1,533.73
01	201060	DUE DISMAL SWAMP VISITORS CTR	-23,547.31	-28,500.28
01	201065	DUE COMMUNITY PARK TRUST FUND	786.97	-46,165.44
01	201070	DUE REVALUATION RESERVE	-398.23	-493,549.69
01	201071	DUE SPECIAL CAPITAL RESERVE	-21,001.20	-2,969,017.72
01	201075	DUE SCHOOL CAPITAL RESERVE	-27,638.98	-1,254,909.68
TOTAL LIABILITIES			-712,547.42	-11,783,045.10
-----				
TOTAL LIABILITIES + FUND BALANCE			-712,547.42	-11,783,045.10
=====				

*Clara C. Mansfield, Finance Officer*  
*November 8, 2012*

BOARD OF COMMISSIONERS

SANDRA J. DUCKWALL  
Chairman

GARRY W. MEIGGS  
Vice Chairman

P. MICHAEL McLAIN  
CLAYTON D. RIGGS  
RANDY KRAINIAK

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**CAMDEN COUNTY**  
new energy, new vision

MICHAEL RENSRAW  
County Manager

ASHLEY HONAKER  
Clerk to the Board

JOHN S. MORRISON  
County Attorney

**OFFICIAL REPORT**

**DATE:** November 8, 2012

**TO:** Board of Commissioners

**From:** Michael Renshaw, Budget Officer

A handwritten signature in blue ink, appearing to read 'mrl', is placed to the right of the 'From:' line.

**\*Transfer of Funds**

**\*Pursuant to Budget Ordinance for FY 12-13, Article XXVI, Section 1(b), Budget Officer may transfer amounts up to \$5,000 between departments of the same fund with an official report on such transfers at the next regular meeting of the Board of Commissioners.**

**Such transfers are attached.**

11/09/2012 08:18  
cmansfield

Camden County, NC LIVE  
BUDGET AMENDMENTS JOURNAL ENTRY PROOF

PG 1  
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LN	ORG ACCOUNT	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION LINE DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
-----										
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND			
2013	05	9	11/08/2012	TRANS	BUA TRANSFERS	1	1			
1	104410	504100			PERSONNEL DEPARTMENT	ATTORNEY FEES	.00	116.00	116.00	
	0010.4410.0000.00.504100						11/08/2012			
2	104700	504100			LEGALS	ATTORNEY FEES	75,000.00	-164.00	74,836.00	
	0010.4700.0000.00.504100						11/08/2012			
3	105450	504100			PUBLIC WORKS ADMINISTRATION	ATTORNEY FEES	.00	48.00	48.00	
	0010.5450.0000.00.504100						11/08/2012			
								** JOURNAL TOTAL	0.00	

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CLERK: cmansfield

YEAR PER	JNL	ACCOUNT	DESC	REF 1	REF 2	REF 3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
SRC	EFF DATE	JNL	DESC	REF 1	REF 2	REF 3	LINE	DESC				
2013	5	9										
BUA	104410-504100						ATTORNEY FEES		5		116.00	
	11/08/2012	TRANSFERS	TRANS									
BUA	104700-504100						ATTORNEY FEES		5			164.00
	11/08/2012	TRANSFERS	TRANS									
BUA	105450-504100						ATTORNEY FEES		5		48.00	
	11/08/2012	TRANSFERS	TRANS									
							JOURNAL 2013/05/9	TOTAL			.00	.00



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BUDGET AMENDMENT JOURNAL ENTRY PROOF

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FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
-----						
FUND TOTAL					.00	.00

\*\* END OF REPORT - Generated by Clarann Mansfield \*\*