



**CAMDENCOUNTY**  
new energy. new vision.

**BOARD  
OF  
COMMISSIONERS**

**October 7, 2013**

**7:00 PM - Regular Meeting**

**Historic Courtroom  
Courthouse Complex**

*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  
October 7, 2013  
7:00 P.M. - Regular Meeting  
Historic Courtroom, Courthouse Complex  
Camden, North Carolina**

**7:00 P.M.**      **Call to Order** - Chairman Garry Meiggs

**Welcome**

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

**ITEM 1.**      **Public Comments**

It is requested that comments be limited to (2-3) minutes. The length and number of comments may be limited upon the Chairman's discretion due to scheduling and other issues.

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

**ITEM 3**      **Presentations**

- A.      Gwen Wescott- Senior Tarheel Legislature (Pg 1)
- B.      Steve Sutton- NC Fire Service Annual Report (Pg 2-5)
- C.      Jonathan Gay- NCACC Youth Summit (Pg 6)
- D.      NCACC Steering Committees Video (Pg 7)

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

- A.      Proposal for Legislative Issues Lobbyist Services (Pg 8-25)
- B.      Monthly Tax Report (Pg 26-31)

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

- A.      EARL Regional Board of Trustees- Appoint Judy Renshaw & Wendy McPherson (Pg 32)

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

- A. Draft Minutes – September 3, 2013 (Pg 33-47)
- B. Budget Amendments – BA010 through BA012 (Pg 48-51)
- C. Tax Collection Report (Pg 52-53)
- D. Tax Refunds, Pickups, & Releases (Pg 54-57)
- E. Volunteer Forms (Pg 58-60)
- F. Set Public Hearing: Ordinance No. 2013-09-01; Proposed Amendments to Chapter 151 (Unified Development Ordinance) to The Camden County Code of Ordinances (Pg 61-70)
- G. Set Public Hearing: Special Use Permit (UDO 2013-09-02) from Invenergy for Meteorological Tower over 35 Feet (Pg 71-84)
- H. Set Public Meeting: Sketch Plan Green Meadows- 9 Lots Major Subdivision (UDO 2013-08-04) (Pg 85-103)
- I. N.C. Department of Cultural Resources Amendments to the Records Retention Schedule for the County Management, Register of Deeds, and Tax Schedules (Pg 104-116)

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

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

**ITEM 9. Information, Reports & Minutes From Other Agencies (Pg 117-148)**

- A. Central Depository Report
- B. NWDB Board Packet
- C. Sales Tax Report
- D. Land Transfer Tax Report

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

**ITEM 11. Adjourn**

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

**Item Number:** 3.A  
  
**Presentations**  
  
**Meeting Date:** October 7, 2013  
**Attachments:** 0 (0 Pages)  
**Submitted By:** Administration  
  
**ITEM TITLE:** Gwen Wescott- Senior Tarheel  
Legislature

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

**SUMMARY:**

A report by Gwen Wescott on the most recent events surrounding Senior Tarheel Legislature.

**RECOMMENDATION:**

None.



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

**Item Number:** 3.B  
  
**Presentations**  
  
**Meeting Date:** October 7, 2013  
**Attachments:** 0 (0 Pages)  
**Submitted By:** Administration  
  
**ITEM TITLE:** Steve Sutton- NC Fire Service  
Annual 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:**

A report by Steve Sutton from the NC Fire Service.

**RECOMMENDATION:**

None.

**NORTH CAROLINA FOREST SERVICE**

**ANNUAL REPORT**

**TO**

**CAMDEN COUNTY**

**COMMISSIONERS**

**FISCAL YEAR**

**2012 – 2013**

**PREPARED BY:**

**CAMDEN COUNTY RANGER**

**STEVE SUTTON**



**North Carolina Department of Agriculture  
and Consumer Services**  
*N.C. Forest Service*



**Steven W. Troxler**  
Commissioner

**Scott Bisette**  
Assistant Commissioner

September 19, 2013

Dear Camden County Commissioners and County Manager Mr. Mike Renshaw:

This letter highlights the North Carolina Forest Service's annual accomplishments for Camden County in fiscal year July 2012 - June 2013. The NCFS is responsible for the protection and development of all private and state woodlands in the county per general statutes. Camden County's woodland area consists of 56,300 acres as listed in the 2002 Forest Statistics for North Carolina survey. At this time, I would like to take the opportunity to explain our program areas and the accomplishments we made this past year.

### **Fire Control**

In 2012, the NCFS had an above average year in fire control in which we responded to 23 fire calls resulting in 77 acres burned. The major cause of wildfires was machine use with debris burning being second. We had 868 Burning Permits written by local agents and acquired by landowners online, 8 warning tickets and 5 false alarm calls. Currently in 2013 we have responded to 9 fire calls. We have 3 Volunteer Fire Departments, which continue to be a tremendous asset to us in wildfire suppression. Their quick initial attack with us minimizes fire damage and keeps fires small. I continue to visit each department and am working with them on inter-agency policies and wildland fire training.

### **Forest Management**

With help from our District Forest Management staff in Elizabeth City, we prepared 20 management plans for Camden landowners consisting of 1,416 acres. These plans help landowners meet financial and personal objectives for their timberland. These plans address timber resources, wildlife, aesthetics, water quality, soil protection, and/or recreation opportunities. Using information in their management plans, Camden landowners replanted 598 acres of harvested woodland, with site preparing 408 of those acres and flat planting the rest. A release spray was done on 102 acres to help establish pines that were planted last year and 7 acres were burned by us for silvicultural purposes. We are also responsible for conducting survival checks of last year planting projects, land measurement of all projects funded with state funds using global positioning system instruments and collecting seed for our nursery.

### **Water Quality Protection**

We are also committed to randomly check on forestry logging operations. All forestry activities must adhere to Forest Practice Guidelines and Best Management Practices. These laws and regulations protect water quality and enable us to utilize forest resources in a sustainable manner. I conducted 12 inspections on loggers for 1,128 acres of forest harvesting activities in the county.

### **Information and Education**

These programs are a vital part of our organization to educate the public in forestry and the prevention of wildfires. We conducted 52 programs on the environment, tree identification, forest stewardship, and fire prevention. These programs are given to many groups in the county including area schools, Future Farmers of America, 4-H, Scouts and others. Our Smokey Bear program continues to be very popular at Grandy Primary school during Fire Prevention Week. We passed out fire prevention material to 710 Kindergarten through Third grade students.

### **Urban Assistance and Pest Control**

We provide Camden citizens with advice and support on shade trees, yard trees, windbreaks, and insect disease control. Urban assistance will continue to be a priority as the population increases and more land is developed. In an effort to protect urban and forested areas, each year we conduct aerial and ground surveys for forest pest outbreaks. We did not find any significant insect activity this past year. We continually work with cooperative agencies, including the North Carolina Department of Agriculture to monitor forest pest movements. They continue to work the Slow the Spread Project to reduce the gypsy moth population.

### **Other Services**

We are also involved in overall emergency response in Camden County, the State of North Carolina, and the Southeast Compact. We stand ready for natural disaster recovery efforts such as hurricanes, floods, tornadoes, and ice storms.

### **Summary**

We had an average year in most of our program areas even with the retirement of Forest Fire Equipment Operator Ricky Ballance and the separation of my Assistant County Ranger Justin Anderson on September 30, 2012. I hired an Equipment Operator back in January, Chanin Davis from Roper NC and recently hired an Assistant this month, Frank Blankenship from Burnsville NC. I have been relocated to the old Shiloh Fire Department now for about a year and we are enjoying the space and storage. The Forest Service appreciates the support of this board of commissioners and our cooperators in helping us achieve the success I have described. Forestry is an important economic base in our county and trees are a very significant element in our total environment. We must protect and develop our forest to produce the maximum benefits the people of Camden County have come to expect. Please come see us when you can and if you need any assistance or have any questions, please feel free to contact me at 336-4332.

Sincerely,

Steve Sutton  
Camden County Ranger

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

**Item Number:** 3.C

**Presentations**

**Meeting Date:** October 7, 2013

**Attachments:** 0 (0 Pages)

**Submitted By:** Administration

**ITEM TITLE:** Jonathan Gay- NCACC Youth Summit

<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 report by Jonathan Gay, member of the Camden County youth Council, on his attendance to the 2013 NCACC Annual Conference Youth Summit.

**RECOMMENDATION:**

None.

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

**Item Number:** 3.D

**Presentations**

**Meeting Date:** October 7, 2013  
**Attachments:** 0 (0 Pages)  
**Submitted By:** Administration

**ITEM TITLE:** NCACC Steering Committee Video

<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:**

NCACC has prepared a short video that they requested be shown at the first board of commissioners meeting in October. This video includes an introduction from NCACC President Ray Jeffers and features NCACC staff updating commissioners on Steering Committees and how commissioners can participate. It also gives an overview of an upcoming seminar on the Affordable Care Act and how it affects counties as well as the Association's Risk Management Services.

**RECOMMENDATION:**

None.

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

**Item Number:** 4.A

**New Business**

**Meeting Date:** October 7, 2013  
**Attachments:** 4 (17 Pages)  
**Submitted By:** Administration

**ITEM TITLE:** Proposal for Legislative Issues  
Lobbyist Services

**SUMMARY:**

The County Manager met with the principals of McClees Consulting, Inc. on September 25<sup>th</sup> for the purpose of hearing a presentation on the State legislative lobbying services which the firm provides. McClees Consulting proposes to track and monitor all State bills that are introduced, the budget process, and any other legislative issues that could have an impact upon Camden County and the region.

McClees maintains a presence in Raleigh when the General Assembly is in session. McClees communicates with its clients via telephone and email while the General Assembly is in session, and includes weekly reports and more frequent communication whenever necessary.

McClees stated that during the recent session, the firm saved Camden County several thousands of dollars by its success in revising a court bill to protect local child support enforcement offices from bearing additional mandated costs (HB 343, Courts/Procedure & Fee Amendments). The firm also represented Beaufort, Hyde, and Pamlico County's in successfully blocking tolls on ferry operations. A list of additional legislative accomplishments is included in this packet for review and consideration.

McClees Consulting, Inc. provides these general lobbying services for an annual contract price. McClees proposes to offer these services to Camden County for the annual cost of \$15,000. This fee includes in-state expenses, however all out-of-state expenses incurred at the direction of the Board of Commissioners would require additional reimbursement by the County.

**RECOMMENDATION:**

For Discussion & Consideration.

<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	_____

McClees Consulting offers lobbying services to supplement your personal efforts to keep up with current legislative issues on behalf of Camden County. We monitor all bills filed, the budget process, and issues impacting coastal and rural counties. We are interested in being your eyes and ears in Raleigh at the NC General Assembly.

We communicate by telephone and email during the legislative session, with weekly reports and more frequent communications as necessary. During the session, we live in Raleigh. During the interim, we live in Oriental, and can attend any meetings in Camden County at your convenience.

Based on the legislative issues in 2013, we saved Camden County several thousand dollars by revising a court cost bill to protect local child support enforcement offices<sup>2</sup>. We believe we can continue to save Camden County money in future legislative sessions. We do this by being present in the NC General Assembly and closely monitoring all relevant legislative actions.

McClees Consulting provides these general lobbying services for a contract price per year. We do not bill by the hour. We are offering to provide these services to Camden County for the contract price of Thirty Thousand Dollars ~~(\$30,000.00)~~ per year.

With respect to expenses, we do not bill for in state expenses, but would expect reimbursement of any out of state travel expenses incurred at the specific direction of the Board.

For your information, attached are resumes for Joe McClees and Henri McClees, together with a list of legislative accomplishments.

We look forward to discussing this matter in more detail at your convenience.

Best personal regards.

Very sincerely yours,

*Joseph D. McClees*  
Joseph D. McClees

Enclosures

<sup>2</sup> House Bill #343, Session Law 2013-225 Courts/Procedure & Fee Amendments;  
<http://www.ncleg.net/Sessions/2013/Bills/House/PDF/H343v6.pdf>



**MCCLEES CONSULTING, INC.**

Joseph Daniels McClees

S. Henri McClees

POST OFFICE BOX 430  
ORIENTAL, NORTH CAROLINA  
28571-0430TELEPHONE  
(252) 249-1097  
TELECOPIER  
(252) 249-3275[www.mccleesconsulting.com](http://www.mccleesconsulting.com)**SELECTED LEGISLATIVE & BUSINESS DEVELOPMENT ACCOMPLISHMENTS****Joseph D. McClees****1990 - 2013****SUMMARY OF ACTIVITIES**

McClees Consulting, Inc. (hereinafter McClees) represents business interests, trade associations, selected NC counties, and coalitions of citizens.

Because of the predominant power of the legislature over other branches of government in NC, every important issue in North Carolina passes through the legislative buildings. Public policy is rarely implemented without legislative action.

**BEAUFORT, HYDE & PAMLICO COUNTIES: TRANSPORTATION ISSUE**

In 2013, McClees represented three coastal counties in a budget fight regarding transportation funding, specifically the proposal to impose tolls on commuter ferries in coastal NC. In the final budget, no new tolls were imposed on the commuter ferries to Ocracoke Island, Knotts Island, and on the Pamlico and Neuse Rivers.

**NC LOGGERS**

In 2013, McClees represented an individual logger and officer of a statewide professional logger organization to preserve a sales tax exemption on heavy equipment. As part of NC's agriculture industry, loggers should be entitled to the same sales tax exemption granted to farmers for agriculture equipment. This exemption was preserved for loggers in the final budget.

**BEAUFORT, HYDE & PAMLICO COUNTIES: COURT COST ISSUE**

In 2013, McClees worked to relieve child support enforcement offices from the burden of massive increases in filing fees,

which would have been paid by counties. Representing Beaufort, Hyde, and Pamlico Counties, McClees succeeded in saving NC child support offices and counties thousands of dollars in additional filing fees which would have been billed to the counties.

#### CGI

From 2007 to present, McClees has supported CGI's significant project to upgrade the NC Dept. of Revenue collections software, with McClees providing facilitation with NC General Assembly for funding. This multi-year project has enabled the NC Dept. of Revenue to collect more than One Hundred Million Dollars (\$100,000,000) previously uncollected revenues.

In 2004, McClees was retained by the client as a consultant and lobbyist. McClees helped to procure a \$9.5 million contract for the client in NC. Since 2004, McClees has worked continuously with CGI in ongoing projects in NC.

#### OVERRIDING THE GOVERNOR'S VETO

In the summer of 2008, McClees made history in North Carolina by attaining the first legislative override of a governor's veto. McClees represented an alliance of boating interests fighting to protect fishing, boating, and tourism interests. Governor Easley vetoed HB#2167, a bill allowing boat trailers of standard sizes to operate on North Carolina's highways. The House overrode the veto 92-7 and the Senate overrode the veto 39-0.

In 2009, Boating Alliance work continued as McClees worked with Lake Gaston Association, American Watercraft Association, and others to require safety courses for young boaters. Senate Bill #43 requiring boating safety courses was passed in 2009.

#### AFFILIATED COMPUTER SERVICES (ACS)

In 2001, McClees was retained by ACS State & Local Solutions, Inc. to help them establish a presence in Raleigh, NC. McClees worked with ACS as a consultant and lobbyist 2001 through 2004. McClees aided ACS in increasing its presence in state politics.

The client successfully secured a contract with the City of Raleigh to provide red light camera equipment and services. McClees assisted the client in making political decisions regarding red light cameras in South Carolina and Georgia.

**AMERICAN SOCIETY OF SAFETY ENGINEERS (A.S.S.E.)**  
**THE NORTH CAROLINA CHAPTERS**

In 1999-2000, McClees secured passage of Senate Bill #897. This legislation set up registration and title protection for safety professionals in NC. Title protection gives the Safety Professionals protection from those who might misrepresent themselves to be Safety Professionals, but lack the training required. The title "Safety Professional" may be used now only by those persons who are qualified and certified by the American Society of Safety Engineers. This protection is found in N.C.G.S. §90-671 et seq., passed in 2000.

**BEAUFORT COUNTY, NC and 11 other NC Coastal Counties**

Since 2008, McClees has represented Beaufort County, NC. When the NC Environmental Management Commission published unworkable storm water rules in 2008, McClees helped to form a coalition of twelve (12) coastal counties, including Beaufort. The coalition worked with other interested parties to formulate a compromise with state government. The result was reasonable storm water rules that can be understood and enforced.

**CONWOOD COMPANY, LLC; SWISHER INTERNATIONAL, INC.; SWEDISH MATCH NORTH AMERICA, INC.\***

McClees represented Swedish Match & Conwood, smokeless tobacco and cigar manufacturers, to perform various lobbying and consulting functions in NC, SC, and TN. McClees successfully blocked taxation aimed at smokeless tobacco in NC in each of the past several legislative sessions. McClees stopped legislation aimed at modifying the taxation structure on smokeless tobacco. As requested, McClees chose and managed other lobbyists and local legal counsel for these clients. McClees assisted in federal lobbying for certain issues, specifically including the defeat of legislation aimed at changes rules and regulations on the smokeless tobacco industry.

From 1997 to 2003, McClees represented these companies through the Smokeless Tobacco Council, Inc. The Council disbanded, and McClees was retained by these primary members to represent them in similar capacities to my work for the Council.

\*Conwood, Swedish Match North America, and Swisher International were supporting members of the Smokeless Tobacco Council, Inc. until the Council ceased operations in December 2003.

**GOOD NEIGHBORS ASSOCIATION OF NC, INC.**

McClees secured passage of legislation modifying annexation laws. Good Neighbors was a citizen group opposed to involuntary annexation into municipalities. The client considered annexation to be bad public policy and bad for their property rights. McClees changed existing annexation statutes to give a more favorable position to citizens in out-lying communities. Typical problems for citizens included inadequate services such as water, sewer, garbage pickup, etc. In 1998, McClees was successful in amending N.C.G.S. §160A-31 et seq.

**INDUSTRIAL HYGIENE COUNCIL OF NC**

In 1997, McClees developed and lobbied to passage a new type of legislation never before passed in NC. The concept of "Title Protection" is useful for a group of workers who have a distinctive job description that does not rise to the level of requiring a license for the practice of the described job or profession. Title protection gave Industrial Hygienists in NC protection from those persons falsely claiming to be Industrial Hygienists. The title "Industrial Hygienist" may be used now only by those persons who are qualified and certified by the International Hygiene Council. This title protection statute for Industrial Hygienists, N.C.G.S. §90-515 et seq., passed in 1997, was the first title protection passed in NC for any group.

**INFILTRATOR SYSTEMS, INC.**

From 1992 to 2005, McClees worked for Infiltrator Systems, Inc. as a business consultant and lobbyist in NC, South Carolina, Virginia, and Tennessee. McClees worked as a business consultant in the Pacific Rim and Kansas. McClees worked to pass helpful legislation and defensively to prevent legislation harmful to the client. McClees obtained modification of rules and regulations that would otherwise restrict or prevent the use of the client's wastewater treatments systems and components thereof.

McClees succeeded in broadening the acceptance and use of Infiltrator products in NC and other states. Further, McClees handled disputes in politically sensitive situations in state and local governments in NC and other states on request. McClees assisted the President/Chairman of the Board in planning strategies for the introduction of new products, sales, distribution, and marketing.

**NATIONAL RIFLE ASSOCIATION (NRA-ILA)**

From 1993 to 2005, McClees represented the National Rifle Association of America-Institute for Legislative Action (NRA-ILA) in the NC General Assembly. McClees also monitored legislation in South Carolina. Several years were particularly active. McClees introduced pro-Second Amendment legislation and defended against numerous pieces of unwanted legislation designed to limit our right to bear arms in NC. McClees assisted House and Senate members draft several significant pieces of legislation regarding firearms in NC. From 1993 to 2005, McClees passed seven (7) substantial bills positively affecting gun owners in NC. These include the following:

- a. "Permit to Carry Concealed Handgun", N.C.G.S. §14-415.11 et seq. passed 1995, amended 1997, amended 2000. Also passed in 1995 was "Statewide uniformity" re concealed carry regulations, N.C.G.S. §14-415.23.
- b. "Statewide Uniformity of Local Regulation" (preemption issue), N.C.G.S. §14-409.40, passed 1995.
- c. A NC statute designed after the "Eddie Eagle Program for Public Schools" designed by the NRA for safety education and instruction in weapons safety, passed in 1995.
- d. "Shooting Range Protection Act of 1997", House Bill 1012, N.C.G.S. §14-409.45 et seq., passed in 1997.
- e. "Firearm Regulation Amendments," House Bill 622, N.C.G.S. §14-409.40 et seq., passed in 2002. This major law guards gun manufacturers, dealers, and related NC businesses and protects them from the threat from frivolous or duplicative lawsuits.
- f. "Concealed Handgun Reciprocity," Senate Bill 33, S.L.2003-199, passed in 2003.
- g. "Gun Sale Legal with Concealed Handgun Permit," House Bill 817/S.L.2004-183, passed in 2004.

McClees wrote the language for these gun bills, presented the bills at the committee level, and garnered support at the committee level in both House and Senate. McClees secured and distributed educational materials to all members of the House and Senate to explain the purposes and importance of each of the gun bills. McClees successfully garnered support for passage of all these bills.

**NC PORTABLE TOILET GROUP** [www.ncportabletoiletgroup.org](http://www.ncportabletoiletgroup.org)

Since 1993, McClees has represented the NC portable sanitation industry. McClees created the NC Portable Toilet Group at the

request of the industry in 1993. Members own seventy percent of all rental portable toilet units in NC.

In 1993, McClees secured the passage of legislation mandating the use of at least one portable toilet at every new home construction site, or two contiguous sites. This modification increased sanitation and health standards for the construction industry in NC as well as aiding the portable toilet industry. The modified statute is contained in N.C.G.S. §143-143.3.

In 2005, McClees secured the passage of Senate Bill #356/S.L.2005-377, which granted a fuel tax rebate to pumper trucks used by portable toilet businesses.

#### **NC PUBLIC SCHOOL BUS DRIVERS ASSOCIATION, INC.**

From 1993 to 1996, McClees secured pay raises for public school bus drivers in NC. McClees secured passage of pay raises in each of the sessions of 1993-1994 and 1995-1995. During representation of the client, McClees obtained a total of Three Million Five Hundred Thousand Dollars (\$3,500,000.00) in salary increases for the bus drivers. McClees successfully lobbied for the passage of legislation increasing the protection given to public school bus drivers against lawsuits arising from accidents occurring while in the course of employment.

#### **NC PUMPER GROUP [www.ncpumpergroup.org](http://www.ncpumpergroup.org)**

In 2001, McClees organized the NC Pumper Group at the request of industry leaders in NC. This trade group specializes in issues arising from the pumping, transportation, and disposal of septic tank waste, grease, and related waste products.

In 2001, McClees secured passage of a groundbreaking piece of legislation. House Bill #1019 revised the Septage Management law in NC. These revisions have already and will continue to positively affect the pumping industry. For example, the 2001 law requires mandatory continuing education to all pumpers licensed in NC. These requirements improve services provided by the pumping industry and give waste haulers more professional strength and credibility.

The legislation will improve professional excellence in the industry by eliminating incompetent pumpers and unpermitted "fly

by night" operators. This is adding to the profitability of the legitimate businesses.

The NC Pumper Group conducts educational seminars in cooperation with the NC Portable Toilet Group. The two Groups work together to provide certification requirements to the NC Division of Waste Management. McClees Consulting, Inc. manages the NC Pumper Group and the NC Portable Toilet Group membership and annual seminars.

In 2005, McClees secured passage of Senate Bill #356/S.L.2005-377, which granted a fuel tax rebate to pump trucks used by septage management firms.

#### **NC RIFLE & PISTOL ASSOCIATION, INC.**

In 2005, McClees was retained by the client to protect Second Amendment rights in North Carolina. This Association is the only official affiliate in North Carolina of the National Rifle Association, Inc.

#### **NC SEPTIC TANK ASSOCIATION, INC.**

From 1993 to 2000, McClees drafted and shepherded through the legislative process several pieces of legislation benefiting this septic tank industry and this client. The legislation positively affected all sectors, including manufacture, installation, and pumping of septic tanks in NC.

McClees prevented a proposed \$50.00/tank surcharge against manufacturers; modified standards for septic tanks; and, changed other rules and regulations to aid manufacturers and installers of tanks. McClees modified regulations to aid pumpers and to protect the public. This legislation aided the industry and improved health, sanitation, and water quality standards for citizens of NC.

#### **NC FEDERATION OF DOG CLUBS, INC. [www.ncdogclubs.org](http://www.ncdogclubs.org)**

Since 2010, McClees has been retained to represent the interests of North Carolina dog breeders through the NC Federation of Dog Clubs, a coalition of kennel clubs affiliated with the American Kennel Club (AKC).

**NC SPORTING DOG ASSOCIATION, INC.** [www.ncsportingdog.org](http://www.ncsportingdog.org)

In 2004, McClees was retained to stop the implementation of a dog food tax in North Carolina. McClees succeeded in defeating the proposed bill. In the process of defeating unnecessary and expensive legislation, McClees recognized the need for a statewide organization to represent hunters who hunt with dogs in North Carolina and those who breed hunting dogs. McClees helped to form the NC Sporting Dog Association, Inc. In 2005, McClees helped to secure passage of a state wide prohibition against the removal of electronic tracking collars on dogs in House Bill #862/S.L.2005-94.

In 2006 through 2010, McClees helped stop all attempts by animal rights radicals to impose unreasonable regulations on dog breeders, including dog hunters who keep packs of dogs. McClees continues to fight animal rights activists who oppose hunting and the ownership of dogs.

**PERSONAL WATERCRAFT ASSOCIATION INTERNATIONAL (PWAI)**

In 2005, McClees secured the passage of House Bill #702/S.L.2005-161. This safety bill increased the minimum age at which a person may operate a personal watercraft in North Carolina.

**PREMIER TECH ENVIRONMENTAL, INC.**

McClees assisted this international company in gaining approval in NC for one of its key wastewater treatment products. McClees assisted the client in propelling its product approval request through the regulatory system of review in the NC Dept. of Environment and Natural Resources. Prior to said representation, they had not been able to obtain a useful approval.

McClees assisted the client in preparation for committee hearings and have drafted proposed rule changes. In this case, McClees worked to implement changes by regulation rather than statute. The goal was to modify NC's existing regulatory scheme to give the client, a French Canadian company, a fair and equal opportunity to sell its products in NC. McClees also worked to accomplish similar goals in South Carolina, Georgia, Tennessee, Virginia, and Pennsylvania. McClees chose and managed lobbyists in those respective states, together with local legal counsel



and other professionals necessary to accomplish our goals in each state.

#### **SELF-STORAGE ASSOCIATION**

McClees defeated legislation that would have imposed certain restrictive burdens upon owners of self-storage facilities in NC. The proposed legislation would have disrupted the industry, and would have caused severe economic problems for self-storage building owners in NC.

#### **STORMTECH, LLC**

McClees was retained by this business partnership of Infiltrator Systems, Inc. and Advanced Drainage Systems (ADS). McClees worked with management and local contacts regarding product approvals, sales distribution, and marketing in the Pacific Rim.

The product comprises innovative storm water storage and management products offering great possibilities in Hawaii, Guam, Tinian, and other Pacific Islands.

#### **TECHNOLOGICAL DEVELOPMENT AUTHORITY, INC.**

From 1992 to 2001, McClees represented the Technological Development Authority, Inc. (TDA), a non-profit corporation that operated business incubators, made rural loans, and took equity positions with seed stage capital in emerging companies. For more than eight years, Joe McClees served as a business consultant to the corporation as well as lobbyist in the NC General Assembly. From 1992 to 2001, McClees secured legislation granting Nineteen Million Dollars (\$19,000,000.00) to TDA.

TDA leveraged these funds into more than Four Hundred Thirty Million Dollars (\$430,000,000.00) of business ventures and loans. These monies aided citizens in NC in starting businesses. These businesses were started in TDA's business incubators and by entrepreneurs in need of early seed stage development capital. With these funds, TDA created over seven thousand (7,000) jobs. TDA grew from receiving no funds from the NC General Assembly to receiving Three Million Five Hundred Thousand Dollars (\$3,500,000.00) in 2000.

The challenge of this task was persuading the Chairmen of the Appropriations Committees of both House and Senate. McClees demonstrated this nonprofit corporation was uniquely different from other nonprofits seeking funds from the legislature. It is rare in NC for nonprofits to receive legislative appropriations. McClees had substantial success, and convinced legislators TDA served a vital function in grass roots economic development by increasing jobs and strengthening emerging businesses in NC.

Further, McClees secured \$2,500,000 in federal funds in four years. McClees assisted the Chairman of the Board in selection of emerging businesses to receive funding from various funds within TDA.

#### WACKENHUT CORRECTIONS CORPORATION

In 1994, McClees assisted in the drafting of legislation to allow private pay prisons to operate in NC for the first time, as this was a new idea for NC. The legislation is contained in N.C.G.S. §148-37. McClees helped the client in the bid process to select the initial two (2) sites at which private pay prisons were first built in North Carolina.

#### FISHERIES DEVELOPMENT FOUNDATION OF NC, INC.

Joseph D. McClees is the founder and developer of the Fisheries Development Foundation of North Carolina, Inc. (hereinafter FDF). This is a North Carolina not-for-profit corporation incorporated in 1989. S. Henri McClees obtained a permanent Recognition of Tax Exempt Status for the organization in 1994.

FDF has trained unemployed and underemployed fishermen in mariculture techniques. Many fishing families have learned skills to continue in their traditional coastal lifestyles through the work and training offered through FDF.

For example, fishermen have learned to "plant" oysters and clams on leased bottom land and cultivate these shellfish as crops. The training allows them to transition from "hunter/gatherers" to "farmers of the sea".

Joe McClees and Henri McClees donate their time and resources to FDF.

**FOR MORE INFORMATION:**

For a list of clients for which Joseph D. McClees and S. Henri McClees are or have been registered as lobbyists in the NC General Assembly, visit the NC Department of the Secretary of State at the following website:

<http://www.secretary.state.nc.us/lobbyists/LSearch.aspx>.

For more information, please visit the website of McClees Consulting, Inc. at [www.mccleesconsulting.com](http://www.mccleesconsulting.com).

McClees Consulting, Inc.

PO Box 430

Oriental, NC 28571

Office (252) 249-1097

Fax (252) 249-3275

Joe McClees mobile (252) 671-1585

Henri McClees mobile (252) 671-1559

## MCCLEES CONSULTING, INC.

Joseph Daniels McClees  
 POST OFFICE BOX 430  
 ORIENTAL, NORTH CAROLINA  
 28571-0430

TELEPHONE  
 (252) 249-1097  
 TELECOPIER  
 (252) 249-3275  
 jdm@mccleesconsulting.com  
 www.mccleesconsulting.com

### Joseph Daniels McClees

#### Professional

1987 to present:

President & CEO of McClees Consulting, Inc., providing business consulting, economic development, and lobbying services to clients in North Carolina, South Carolina, Tennessee, Virginia, other states, and Washington, D.C.;

McClees Consulting, Inc. offers state & federal lobbying services; creates trade groups to enhance legislative & business agendas of specific business interests; provides lobbying & political consulting for municipal & county issues.

For list of clients, see [www.mccleesconsulting.com](http://www.mccleesconsulting.com).

Member of the NC Professional Lobbyists Association, Inc.

7/1/1998: S. Henri McClees, Attorney at Law, joined the lobbying and consulting firm.

1986 - 1987

Executive Director of the NC Fisheries Association, Inc., a commercial fishing and seafood dealer trade association in North Carolina. This position included lobbying, fund raising, and management of the Association.

1976 - 1986

Employed by State of NC in various positions, including Coastal Ambassador; Special Assistant to the Secretary of Natural Resources & Community Development; and Economic Development Officer for the NC Division of Marine Fisheries. The positions of Coastal Ambassador and Special Assistant to the Secretary included the handling of politically sensitive projects for the Secretary.

As Economic Development Officer in the NC Division of Marine Fisheries, undertook & completed the first economic survey of

the commercial fishing industry in NC; created economic development shop with the Division to promote the NC commercial seafood industry; promoted & facilitated construction & development of 34 seafood processing operations in coastal NC employing hundreds of local citizens; and, developed new markets for seafood products nationally & internationally.

1967 - 1976

Employed as teacher and administrator in NC public schools, employed as teacher in private school in Richmond, Virginia; self-employed as farmer in Oriental, NC; and, self-employed as small business owner in NC.

### **Educational**

Educated in the NC public schools; 1967 Bachelor of Arts degree from Atlantic Christian College, Wilson, NC, now Barton College; graduate courses at East Carolina University, Greenville, NC.

### **Personal**

Born in Oriental, NC on February 12, 1945.

1980 to present: Married to Susan Henri McClees, formerly Johnson, of Greenville, NC. S. Henri McClees is a licensed attorney, now employed with McClees Consulting, Inc. From 1979 to 1998, she was engaged in the private practice of law in New Bern, NC.

### **Religious and civic affiliations**

Religious: All Saints Anglican Church; Christian evangelistic short-term missions to Philippine Islands, India, Singapore, Malaysia, Kenya, Uganda, & other nations; assists missionaries, pastors, & laypersons in third world countries through McClees Evangelistic Association, Inc.

### **Civic**

Formed and maintains the NC Fisheries Development Foundation, Inc., a 501(c)(3) non-profit organization working since 1989 to help unemployed and underemployed commercial fishermen obtain job training and startup aide to build careers in mariculture.

### **Hobbies**

Wing shooting, hunting; farming, with emphasis on habitat restoration; beekeeper; small orchard pecan grower.

**SUSAN HENRI MCCLEES**  
ATTORNEY AND COUNSELLOR AT LAW  
POST OFFICE BOX 430  
ORIENTAL, NORTH CAROLINA  
28571-0430

TELEPHONE  
(252) 249-1097  
TELECOPIER  
(252) 249-3275  
henri@mccleesconsulting.com

CURRICULUM VITAE

PROFESSIONAL

July 1, 1998 to present: Vice President of McClees Consulting, Inc. This lobbying and consulting work includes serving clients as a registered lobbyist in the NC General Assembly and lobbying for clients before counties and municipalities on local issues.

Lobbying includes advocacy for client issues in the NC General Assembly.

Serve as attorney for the NC Pumper Group, NC Portable Toilet Group, and NC Sporting Dog Association, Inc., all of which are clients of McClees Consulting, Inc. This representation includes work with local boards, county commissions, and state agencies regarding regulatory issues affecting our clients.

After more than twenty (20) years of litigation work, I stopped accepting new litigation clients on July 1, 1998. I phased out my trial practice, and completed all pending work by 2000.

Engaged in the general private practice of law from 1979 to 1998, with offices in New Bern and Oriental, NC.

Admitted to practice before the United States District Court, Eastern District of North Carolina.

Served as an Assistant District Attorney for the Third Judicial District of NC, comprising Pitt, Craven, Pamlico, and Carteret counties, from 1977 to 1979.

Admitted to the practice of law and continuously licensed in North Carolina since 1977.

Received degree of Juris Doctor from the University of North Carolina at Chapel Hill in 1977.

Received degree of Bachelor of Science degree with major in English within the School of Education from University of North Carolina at Chapel Hill in 1971.

Inducted in Phi Beta Kappa in 1971, NC Alpha Chapter at the University of North Carolina at Chapel Hill.

Member of the following: NC State Bar; NC Professional Lobbyists Association, NC Bar Association, NC Association of Women Attorneys.

Served on Nominations Committee of the NC Association of Women Attorneys.

Served as Secretary of the Craven County Bar Association.

Description of practice: Legal practice included, but was not limited to, civil and criminal state court litigation, including Superior & District Court criminal trials.

General practice included contracts, personal injury, wills, estates, and other civil matters.

Litigation clients up to July 1, 1998 included private clients in civil and criminal matters together with contract representation of the New Bern Child Support Enforcement Office, the Pamlico Child Support Enforcement Office, and the Carteret County Child Support Enforcement Office.

Civil litigation included environmental litigation on behalf of the NC Coastal Federation, Inc., an environmental advocacy group and the NC Fisheries Association, Inc., a trade group for commercial seafood dealers.

In conjunction with these two groups, Joe McClees and Henri McClees (then Johnson) formulated strategy and coordinated combined efforts of several environmental groups and commercial fishing interests to defeat proposed destruction of peat bogs in Hyde County, NC and prevail in several other protracted environmental disputes. I coordinated efforts of several law firms contributing pro bono representation to various ongoing regulatory and litigation efforts affecting coastal environment.

#### CIVIC ACTIVITIES AND PRE-LEGAL EMPLOYMENT

Named an Outstanding Young Woman of America in 1979 and 1980.

Served as public relations assistant for the National Symphony Orchestra in Washington, D.C. in 1972-1973; Acting Public Relations Director in 1973; 1973-1975, served as Director of Public Relations for the North Carolina Symphony.

Served as member of Board of Directors of the New Bern Chamber Music Society of New Bern, Inc. from 1984 to 1985.

Served as a member of Board of Directors of Hospice of

Pamlico County, Inc. from 1984 to 1986.

Served as a member of Board of Trustees of the Oriental United Methodist Church, in Oriental, NC from 1984 to 1985.

#### EDUCATION

Educated in the public schools of NC; attended J.H. Rose High School in Greenville 1963-1965; attended Laurinburg High School 1965-1967; graduated from Laurinburg High School in 1967.

Undergraduate education: attended St. Andrews Presbyterian College, 1967 to 1969; received degree of Bachelor of Science from University of North Carolina at Chapel Hill on 1971, School of Education, major in English literature.

Graduate education: 1977 received degree of Juris Doctor from School of Law, University of North Carolina at Chapel Hill.

#### PERSONAL

Born in Greenville, NC on March 2, 1949.

Married to Joseph Daniels McClees on December 20, 1980.

No children.

Member of All Saints Anglican Church in Newport, NC.

Hobbies: writing, international travel, and gardening.



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

**Item Number:** 4.B  
  
**New Business**  
  
**Meeting Date:** October 7, 2013  
**Attachments:** 2 (5 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:**

August 2013 Monthly Tax Report.

**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>
2012	181,845.07	59,350.16
2011	74,887.41	24,166.05
2010	39,619.85	16,635.98
2009	17,675.47	14,387.29
2008	14,156.08	7,287.71
2007	10,577.14	10,514.32
2006	4,305.59	14,653.98
2005	2,386.03	27,212.83
2004	1,111.91	12,252.63
2003	959.38	11,212.34

TOTAL REAL PROPERTY TAX UNCOLLECTED	347,523.93
TOTAL PERSONAL PROPERTY UNCOLLECTED	197,673.29
TEN YEAR PERCENTAGE COLLECTION RATE	99.18%
COLLECTION FOR 2013 vs. 2012	37,379.03vs.23,063.20

**LAST 3 YEARS PERCENTAGE COLLECTION RATE**

2012	96.60%
2011	98.59%
2010	99.25%

**THIRTY LARGEST UNPAID ACCOUNTS**

SEE ATTACHMENT "A"

**THIRTY OLDEST UNPAID ACCOUNTS**

SEE ATTACHMENT "B"

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

**ENDING August ,2013**  
**BY TAX ADMINISTRATOR**

211 NUMBER DELINQUENCY NOTICES SENT

42 FOLLOWUP REQUESTS FOR PAYMENT SENT

4 NUMBER OF WAGE GARNISHMENTS ISSUED

11 NUMBER OF BANK GARNISHMENTS ISSUED

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

0 NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)

2 PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF  
TAX ADMINISTRATOR

1 NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO  
COUNTY ATTORNEY

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

0 REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS

0 NUMBER OF JUDGMENTS FILED

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	02-8923-00-19-3774.0000	22,340.15	1	HALSTEAD VENTURE PARTNERS, LLC	CAMDEN	431 158 US W
R	03-8971-00-12-0477.0000	10,389.85	3	GILBERT WAYNE OVERTON &	SHILOH	187 THOMAS POINT RD
R	01-7979-00-61-7358.0000	8,242.50	2	POTOMAC TIMBER INVESTMENTS #17	SOUTH MILLS	HORSESHOE RD
R	01-7989-00-01-1714.0000	7,239.96	6	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8953-03-12-3791.0000	7,058.25	4	KIMBERLEE SAWYER	SHILOH	113 GLEN DR
R	02-8935-02-76-2934.0000	6,806.74	1	EFFIE PAULINE CREEKMORE	CAMDEN	258 158 US E
R	01-7989-03-30-8984.0000	6,676.00	6	WILLIE LAVERNE TURNER	SOUTH MILLS	102 HORSESHOE RD
R	03-8899-00-45-2682.0000	6,120.64	6	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8952-00-95-8737.0000	6,094.37	9	AUDREY TILLET	SHILOH	171 NECK RD
R	02-8943-01-26-3088.0000	5,891.49	1	SEVEN FINANCIAL MANAGEMENT	CAMDEN	101 RIVER RD
R	02-8934-01-28-3368.0000	5,745.39	1	KMG CAMDEN SQUARE, LLC	CAMDEN	133 158 US W
R	03-8961-00-69-3519.0000	5,279.74	6	MARIETTA EVANS	SHILOH	137 RAYMON'S CREEK RD
R	02-8944-00-31-2148.0000	5,195.70	3	CARL HARRINGTON	CAMDEN	150 SAND HILLS RD
R	01-7998-01-08-8621.0000	4,509.02	4	WILLIE L. TURNER ETAL	SOUTH MILLS	1289 343 HWY N
R	01-7080-00-49-5646.0000	4,335.73	1	JANICE L CALDWELL	SOUTH MILLS	199 CULPEPPER RD
R	02-8935-02-76-5639.0000	4,169.98	1	SHEILA RIGGS EDWARDS	CAMDEN	255 158 US E
R	01-7989-00-12-0137.0000	3,884.87	6	BERTIE TAYLOR HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8962-00-56-7217.0000	3,765.62	6	TONYA HUGHES HARRIS	SHILOH	253 WICKHAM RD
R	03-8962-00-55-2255.0000	3,543.02	1	VERNON L. & EDITH W. SYLVESTER	SHILOH	453 NECK RD
R	02-8945-00-41-2060.0000	3,507.79	6	LASELLE ETHERIDGE SR.	CAMDEN	168 BUSHELL RD
R	02-8945-00-54-1099.0000	3,438.36	3	GERTIE LEE & JONOLA T ROUNTREE	CAMDEN	263 BELCROSS RD
R	03-8953-04-81-9832.0000	3,323.63	1	MAIDIA S. CECIL HEIRS	SHILOH	113 TROTMAN RD
R	01-7979-00-94-6193.0000	3,027.31	3	HERSEY LYN BARBER	SOUTH MILLS	214 HORSESHOE RD
R	03-8972-00-56-9710.1000	2,951.70	6	JAMES D. FORBES II	SHILOH	127 ALDER BRANCH RD
R	02-8944-00-14-2949.0000	2,771.10	5	RUBY BAUM BARNES	CAMDEN	304 343 HWY S
R	02-8936-00-00-8926.0000	2,734.32	5	ODELL TRAFTON	CAMDEN	215 SCOTLAND RD
R	02-8935-03-42-2055.0000	2,699.42	2	JOYCE G. MOORE	CAMDEN	144 GUMBERRY RD
R	01-7080-00-62-1977.0000	2,630.58	6	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	03-8972-00-51-8423.0000	2,589.92	1	BRITTON OVERTON	SHILOH	103 WESLEY RD
R	02-8936-00-21-4428.0000	2,468.08	1	CAROLYN MCDANIEL	CAMDEN	SCOTLAND RD

08/30/13 17:25:24

Delinquencies Top-30 Unpaid

Attachment "A"

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	03-8899-00-45-2682.0000	9	6,120.64	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8952-00-95-8737.0000	9	6,094.37	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7989-00-12-0137.0000	9	3,884.87	BERTIE TAYLOR HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8962-00-56-7217.0000	9	3,765.62	TONYA HUGHES HARRIS	SHILOH	253 WICKHAM RD
R	03-8943-04-93-8214.0000	9	1,848.36	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7090-00-60-5052.0000	9	926.12	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	02-8955-00-13-7846.0000	9	566.99	MARIE MERCER	CAMDEN	IVY NECK RD
R	03-9809-00-45-1097.0000	9	242.63	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	01-7090-00-95-5262.0000	9	215.04	JOHN F. SAWYER HEIRS	SOUTH MILL	OLD SWAMP RD
R	03-8980-00-61-1968.0000	9	173.82	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	03-9809-00-17-2462.0000	9	111.51	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD
R	03-8961-00-69-3519.0000	8	5,279.74	MARIETTA EVANS	SHILOH	137 RAYMON'S CREEK RD
R	01-7998-01-08-8621.0000	8	4,509.02	WILLIE L. TURNER ETAL	SHILOH	1289 343 NC N
R	01-7999-00-32-3510.0000	8	1,542.92	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	02-8936-00-24-7426.0000	8	507.86	BERNICE PUGH	SOUTH MILLS	113 BOURBON ST
R	01-7989-03-30-8984.0000	7	6,676.00	WILLIE LAVERNE TURNER	CAMDEN	102 HORSESHOE RD
R	02-8945-00-41-2060.0000	7	3,507.79	LASELLE ETHERIDGE SR.	SOUTH MILLS	168 BUSHELL RD
R	02-8936-00-00-8926.0000	7	2,734.32	ODELL TRAFTON	CAMDEN	215 SCOTLAND RD
R	01-7999-00-12-8596.0000	7	1,251.84	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7989-04-60-1954.0000	7	859.60	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	03-8965-00-62-8349.0000	7	814.85	JAMES R. WILLIAMS	SHILOH	SANDY HOOK RD
R	03-8899-00-07-8529.0000	7	298.08	PAUL ALLAIRE	SHILOH	SNAPDRAGON
R	03-8899-00-37-0046.0000	7	124.32	ELIZABETH LONG	SHILOH	HIBISCUS
R	01-7989-00-01-1714.0000	6	7,239.96	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8972-00-56-9710.1000	6	2,951.70	JAMES D. FORBES II	SHILOH	127 ALDER BRANCH RD
R	02-8944-00-14-2949.0000	6	2,771.10	RUBY BAUM BARNES	CAMDEN	304 343 HWY S
R	01-7080-00-62-1977.0000	6	2,771.10	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	01-7989-04-60-0149.0000	6	2,630.58	CHARLES TURNER	SOUTH MILLS	111 COMMUNITY DR
R	02-8934-04-71-8470.0000	6	2,128.31	JAMES MILTON JONES ETAL	CAMDEN	267 COUNTRY CLUB RD
R	02-8943-01-47-1120.0000	6	2,017.02	EMILY FORBES CRAIN	CAMDEN	104 C ST
			1,634.80			

08/30/13 17:25:25

Delinquencies Top-30 Oldest

1

Attachment "3"

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

**Item Number:** 5.A

**Board Appointments**

**Meeting Date:** October 7, 2013  
**Attachments:** 0 (0 Pages)  
**Submitted By:** Administration

**ITEM TITLE:** EARL Regional Board of Trustees

<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:**

Camden County Library Board of Trustees members Wendy McPherson and Judy Renshaw have volunteered to serve on the EARL Regional Board of Trustees.

**RECOMMENDATION:**

Appoint Wendy McPherson & Judy Renshaw to the EARL Regional Board of Trustees.

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

**Item Number:** 6.A  
  
**Consent Agenda**  
  
**Meeting Date:** October 7, 2013  
**Attachments:** 1 (14 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:**

September 3, 2013

**RECOMMENDATION:**

Review & Approve



**Camden County Board of Commissioners  
Regular Meeting  
September 3, 2013  
6:00 P.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 Tuesday, September 3, 2013 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

Chairman Garry Meiggs,  
Vice Chairman Michael McLain, and  
Commissioner Randy Krainiak.

Also attending were County Manager Mike Renshaw, County Attorney John Morrison, and Clerk to the Board Ashley R. Honaker. Present for purposes of making a presentation(s) or providing supporting information for agenda items were the following persons: Dan Porter- Planning Director, and Lisa Anderson- Tax Administrator.

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

Vice Chairman McLain made a motion to go into closed session pursuant to G.S 143-318.11(a)(3) for consultation with attorney to discuss potential litigation. At 6:03 P.M., the motion passed 3-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioner Randy Krainiak, voting aye; no Commissioner voting no; Commissioners Sandra Duckwall and Clayton Riggs absent; and no Commissioner not voting.

The Commissioners entered closed session at 6:03 P.M.

Commissioner Randy Krainiak made a motion to come out of closed session at 6:59 P.M., the motion passed 3-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioner Randy Krainiak, voting aye; no Commissioner voting no; Commissioners Sandra Duckwall and Clayton Riggs absent; and no Commissioner not voting.

Chairman Garry Meiggs recessed the Board at 6:58 P.M.

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

Chairman Garry Meiggs called to order the September 3, 2013 meeting of the Camden County Board of Commissioners at 7:04 PM.

**Invocation and Pledge of Allegiance**

Chairman Garry Meiggs gave the invocation, and led the Pledge of Allegiance.

**Public Comments**

1. Lisa Fuller, 141 Billet's Bridge Road, Camden- In response to NCDC closing, hope that the County can help in some capacity. Also, thank you for the Library.

Chairman Garry Meiggs commented that the County Manager would be giving a report on the sudden closing of NCDC later in the meeting.

2. Jessica Bracket, 121 Park Drive, Shiloh, NC- There are a lot of parents concerned about the closing of NCDC. Asking the County to please help.

County Attorney John Morrison asked the audience to please stand if they were attending the Board meeting due to the closing of NCDC. Thanked those people for coming, and asked that if there was anyone present who had anything new to speak publicly about, to please come forward, and that anyone who would be repeating the same NCDC concerns to please hold their comments.

3. Ariel Seitz, 118 Pier Landing Road, South Mills, NC- Spoke with Chief Robinson of SmartStart, who expressed that he had funds available and was willing to assist in fundraising to build a fund base for another Pre-k program for the County.

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### **Consideration of Agenda**

Vice Chairman Michael McLain made a motion to approve the agenda as presented. At 7:09PM, the motion passed 3-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioner Randy Krainiak, voting aye; no Commissioner voting no; Commissioners Sandra Duckwall and Clayton Riggs absent; and no Commissioner not voting.

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### **Presentation**

#### *Item 3.A- Charlie Eaton, NCACC- Camden County to Receive Safety Award*

Charlie Eaton from the North Carolina Association of County Commissioners came before the Board to present the County with the 2012-2013 Safety Award for lowest Auto Claim Frequency.

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### **Public Meeting**

Commissioner Randy Krainiak made a motion to go into public meeting to discuss the sketch plan for Joyce Creek Landing. At 7:11pm, the motion passed 3-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioner Randy Krainiak, voting aye; no Commissioner voting no; Commissioners Sandra Duckwall and Clayton Riggs absent; and no Commissioner not voting.

#### *Item 4.A- Sketch Plan Joyce Creek Landing- 18 Lots Major Subdivision (UDO 2013-05-03)*

Permitting Officer Dave Parks came before the Board to explain that attached in their board packets are Planning Staffs findings with recommendations and supporting documents for Sketch Plan Joyce Landing, an 1810t Major Subdivision. Neighborhood meeting (May 22, 2013) and TRC meeting (June 5, 2013) held as required by UDO.

The Planning Board met on July 17, 2013 (minutes attached) and recommended approval of the Sketch Plan for Joyce Landing (UDO 2013- 05-03) with the comments & recommendations as stated in Staff Findings on a 6-0 vote.

Vice Chairman McLain questioned page 4 of the finding of facts that shows 36 lots versus the presented 18 lots.

Mr. Birkheimer, the land developer, came forward to confirm Mr. Parks' presentation, and to state that he would happily update the fiscal impact report to show the 18 lots instead of the 36 lots.

Vice Chairman McLain made a motion to come out of public comment. At 7:20pm, the motion passed 3-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioner Randy Krainiak, voting aye; no Commissioner voting no; Commissioners Sandra Duckwall and Clayton Riggs absent; and no Commissioner not voting.

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**New Business***5.A- NCDOT Comprehensive Transportation Plan*

Planning Director Dan Porter came before the Board to report that in conjunction with the 2035 Camden County Comprehensive Plan the NCDOT prepared a Range Comprehensive Transportation Plan. Both plans were guided by the same Steering Committee and public meetings. In addition a citizen survey for the transportation plan was distributed to the public.

This plan is both long range and financially unconstrained. It is the 30,000 foot high look down at county transportation needs over the next 30 years. It provides guidance for identifying projects that may someday work their way into the 10 and 5 year plans, and eventually into the Transportation Improvement Program that specifies the projects which receive funding.

The final draft of Camden's Comprehensive Transportation Plan is now complete and ready for adoption by the Board of Commissioners. Once adopted locally the plan will be presented the regional Rural transportation Planning Organization for adoption and then on to the State.

Ivo, NCDOT Representative- We are hoping for approval for NCDOT to reference for future improvements.

Vice Chairman McLain stated for public understanding, there is a new proposed 158 bypass in the 30 year plan.

Ivo- no opinion

Vice Chairman McLain made a motion to approve the NCDOT Comprehensive Transportation Plan for Camden County as presented. At 7:26pm, the motion passed 3-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioner Randy Krainiak, voting aye; no Commissioner voting no; Commissioners Sandra Duckwall and Clayton Riggs absent; and no Commissioner not voting.

*5.B- Surplus & Retire K9 Rex*

Sheriff Tony Perry came forward to explain that with the passing of his handler, John Anthony Forbes, it is in the best interest of Rex to be retired. Due to age and illness, it would be too much to put him through training with another officer. Detective Forbes' family has signed documents to take care of k9 Rex

Commissioner Randy Krainiak made a motion to approve the request as presented. At 7:28pm, the motion passed 3-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioner Randy Krainiak, voting aye; no Commissioner voting no; Commissioners Sandra Duckwall and Clayton Riggs absent; and no Commissioner not voting.

*5.C- Resolution 3rd Years Deputy Grant With Governors Highway Safety Program*

Sheriff Tony Perry presented to the Board a resolution that is required by the Governors Highway Safety Program from the Camden County Governing Body to continue into the 3rd year with funding the deputy position/traffic enforcement officer. Funding is split 50/50. Funding was approved in the 2013-2014 Sheriff's Office Budget.

Vice Chairman McLain made a motion to approve the resolution as presented. At 7:29pm, the motion passed 3-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioner Randy Krainiak, voting aye; no Commissioner voting no; Commissioners Sandra Duckwall and Clayton Riggs absent; and no Commissioner not voting.

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*5.D- Monthly Tax Report*

Tax Administrator Lisa Anderson came before the Board to present the July 2013 monthly tax report.

County Attorney John Morrison reported that his office had filed tax suit against the entity of Halstead Ventures last night.

Vice Chairman McLain made a motion to approve the tax report as presented. At 7:34pm, the motion passed 3-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioner Randy Krainiak, voting aye; no Commissioner voting no; Commissioners Sandra Duckwall and Clayton Riggs absent; and no Commissioner not voting.

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**Board Appointments***Item 6.A- NWDB Appoint Danny Chandler*

Vice Chairman McLain made a motion to approve the appointment of Danny Chandler to the Northeaster Workforce Development Board. At 7:32pm, the motion passed 3-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioner Randy Krainiak, voting aye; no Commissioner voting no; Commissioners Sandra Duckwall and Clayton Riggs absent; and no Commissioner not voting.

*Item 6.B- Appointment of Trustees for South Camden Fire Department Firefighters Relief Fund*

Vice Chairman McLain made a motion to appoint Cory Basnight to the SCFD-FRF as recommended by the Fire Department. At 7:34pm, the motion passed 3-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioner Randy Krainiak, voting aye; no Commissioner voting no; Commissioners Sandra Duckwall and Clayton Riggs absent; and no Commissioner not voting.

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**Consent Agenda**

Commissioner Krainiak made a motion to approve the consent agenda as presented. At 7:34pm the motion passed 3-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioner Randy Krainiak, voting aye; no Commissioner voting no; Commissioners Sandra Duckwall and Clayton Riggs absent; and no Commissioner not voting.

A. Draft Minutes- August 5, 2013

## B. Budget Amendments

**2013-14-BA003**  
**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, 2014.

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

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Expenses:</b>			
105100-550100	MDT Grant	\$6,783.00	
<b>Revenues:</b>			
10360510-433000	MDT Grant	\$6,783.00	

**7/15/13 Notification of Grant Award.**

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

**Balance in Contingency \$73,433.00.**

**Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Officer for their direction. Adopted this 3<sup>rd</sup> day of September, 2013.**

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

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

**2013-14-BA004**  
**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, 2014.

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

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Expenses:</b>			
106110-533000	Supplies	\$250.00	
<b>Revenues:</b>			
10360611-402001	Private Donataion	\$250.00	

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

**Balance in Contingency \$73,433.00.**

**Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Officer for their direction. Adopted this 3<sup>rd</sup> day of September, 2013.**

Clerk to Board of Commissioners

Chairman, Board of Commissioners

**2013-14-BA005  
 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, 2014.

**Section 1. To amend the DSS Trust Account Fund as follows:**

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Expenses:</b>			
518000-537100	E C Trust Account	\$8,500.00	
<b>Revenues:</b>			
51330800-437000	E C Trust Account	\$8,500.00	

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

**Balance in Contingency \$73,433.00.**

**Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Officer for their direction. Adopted this 3<sup>rd</sup> day of September, 2013.**

Clerk to Board of Commissioners

Chairman, Board of Commissioners

**2013-14-BA006  
 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, 2014.

**Section 1. To amend the Dismal Swamp Visitor Center Fund as follows:**

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Revenues:</b>			
60330600-434811	State Allocation		\$1,785.75
60399600-439900	Fund Balance Appropriated	\$1,785.75	

**NCDOT funds reduced.**

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

**Balance in Contingency \$73,433.00.**

**Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Officer for their direction. Adopted this 3<sup>rd</sup> day of September, 2013.**

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**Clerk to Board of Commissioners**

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**Chairman, Board of Commissioners**

**2013-14-BA007  
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, 2014.**

**Section 1. To amend the CH & S Fire Commission Fund as follows:**

<b>ACCT NUMBER</b>	<b>DESCRIPTION OF ACCT</b>	<b>AMOUNT</b>	
		<b>INCREASE</b>	<b>DECREASE</b>
<b>Expenses:</b>			
<b>405300-574103</b>	<b>Capital Outlay</b>	<b>\$15,000.00</b>	
<b>Revenues:</b>			
<b>40399530-439900</b>	<b>Fund Balance Appropriated</b>	<b>\$15,000.00</b>	

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

**Balance in Contingency \$73,433.00.**

**Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Officer for their direction. Adopted this 3<sup>rd</sup> day of September, 2013.**

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**Clerk to Board of Commissioners**

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**Chairman, Board of Commissioners**





D. Tax Refunds Pickups, & Releases

ACS Tax System REFUNDS OVER \$100.00 CAMDEN  
6/27/13 11:50:34 Refunds to be Issued by Finance Office

Refund\$	Remit To:	Reference:	Drawer/Transaction Info:
131.51	KOONTZ, JAMES EMORY 101 DOCK LANDING LOOP SOUTH MILLS NC 27976	2010 V 0027771 overpayment	20130531 69 197683

131.51 Total Refunds

\*\*\*

SUBMITTED BY Lisa S. Anderson DATE 8-2-13  
Lisa S. Anderson, Camden Co. Tax Administrator

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
Garry W. Meiggs, Chairman Camden Co. Commissioners

ACS Tax System REFUNDS OVER \$100.00 CAMDEN  
8/02/13 10:17:08 Refunds to be Issued by Finance Office

Refund\$	Remit To:	Reference:	Drawer/Transaction Info:
173.37	MUNDEN, SHARON EVANS 556 TROTMAN ROAD CAMDEN NC 27921	2009 R 03-8965-00-13-1025.0000 overpayment real estate taxes	20130725 1 199510
108.46	ROYAL, MICHAEL SCOTT 116 OTTERS WAY SOUTH MILLS NC 27976	2013 V 0043688 overpayment	20130725 1 199559

281.83 Total Refunds

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SUBMITTED BY Lisa S. Anderson DATE 8-2-13  
Lisa S. Anderson, Camden Co. Tax Administrator

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
Garry W. Meiggs, Chairman Camden Co. Commissioners

<u>Name</u>	<u>Amount</u>	<u>Type.</u>
	<u>Reason</u>	<u>No.</u>
Thomas Purcell Cannon, Jr.	300.000 Code Enforcement-grass cutting	Pick-Up/15952 R-60383-12
Maidia S. Cecil Heirs	300.00 Code Enforcement-grass cutting	Pick-Up/15953 R-60482-12
Effie Pauline Creekmore	300.00 Code Enforcement-grass cutting	Pick-Up/15955 R-60734-12
Effie Pauline Creekmore	175.00 Code Enforcement-grass cutting	Pick-Up/15956 R-60735-12
Effie Pauline Creekmore	250.00 Code Enforcement-grass cutting	Pick-Up/15957 R-60738-12
Effie Pauline Creekmore	125.00 Code Enforcement-grass cutting	Pick-Up/15958 R-60737-12
Jack Kelly Ward	121.72 Turned in plates	Release/15947 V-68789-13
Sean Grey Lynch	148.20 Pick-Up from Currituck County	Release/15936 V-69496-13
Kinberly Etheridge Trott	107.58 Turned in plates	Refund/15903 V-69767-12
Acar Leasing Ltd.	204.60 Release to Chatham County	Release/15914 V-68810-13
Robert Terry Thompson	132.48 Released to Currituck County	Release/15916 V-69166-13
Wilbert Harvey Roberts	150.60 Released to Currituck County	Release/15917 V-69414-13
Carey Lee Hixson	303.72 Released to Currituck County	Release/15921 V-69318-13
Lisa Meads Lacy	109.68 Released to Pasquotank County	Release/15930 V-69001-13
Martha Ann Hebrew	112.54 Pick-Up from Johnston County	Pick-Up/15935 V-69494-13
Calvin Lee Gutman, Jr.	112.51 Pick-Up from Pasquotank County	Pick-Up/15939 V-69498-13
Sean Grey Lynch	148.20 Military Exempt	Release/15946 V-69496-13

## E. Tax Authorization to Collect

*May 2013 (Old System)*

<b>SOUTH MILLS</b>	<b>COURTHOUSE</b>	<b>SHILOH</b>	<b>TOTAL</b>
17,521.97	19,646.79	11,966.04	49,134.80

*October 2013 (New System)*

<b>SOUTH MILLS</b>	<b>COURTHOUSE</b>	<b>SHILOH</b>	<b>TOTAL</b>
9,871.93	13,102.07	7,453.77	30,427.77

F. Set Public Hearing; Ordinance No 2013-08-01 Proposed Amendments to Chapter 151 (Unified Development Ordinance) to the Camden County Code of Ordinances

G. Set Public Hearing; Ordinance No 2013-08-02 Rezoning Application (UDO 2013-07-20) for John Spence

H. Resolution 2013-09-01; Establishing a Local Government Board Meeting Remote Participation Policy

**Resolution No. 2013-09-01**

**A RESOLUTION OF THE CAMDEN COUNTY BOARD OF COMMISSIONERS  
ESTABLISHING A LOCAL GOVERNMENT BOARD MEETING REMOTE  
PARTICIPATION POLICY**

WHEREAS, the University of North Carolina School of Government stands as the headquarters for local government education and information in North Carolina, and;

WHEREAS, Professor Freyda Bluestein is the leading expert in Public Law & Government in North Carolina, and;

WHEREAS, Professor Freyda Bluestein publication 'Remote Participation in Local Government Board Meetings' in the August 2013 edition of the Local Government Law Bulletin states "There are... legal considerations that a local government should address if it decides to allow remote participation.", and states that to avoid legal ramifications, the adoption of a respective local policy is the best practice concerning remote participation, and;

WHEREAS, with the correct technology, members of the Camden County Board of Commissioners may now participate remotely in Board of Commissioners meetings provided the following:

1. **Acceptable Means of Remote Participation**
  - a. Telephone, internet, or satellite enabled audio or video conferencing, or any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another
2. **Reasons for Remote Participation**
  - a. All Board members must agree to the reasoning for a Board Members request for remote participation
3. **Permissible & Non-permissible Stipulations**
  - a. Remote participation is only permissible when a quorum is present
  - b. Remote participation is *not* permissible in a quasi-judicial hearing
  - c. Remote participation is *not* permissible during those meetings that would preserve confidentiality, such as attorney client communications or personnel matters
4. **Voting**
  - a. Remote participants must voice their vote of 'aye' or 'nay' immediately following those voiced in unison by the present Board members, so that they are properly heard, and recorded by the clerk
  - b. Remote participants fall under the same voting rules & procedures as they would were they present

THEREFORE, be it resolved, that Camden County now allows members of the Camden County Board of Commissioners to participate in Board meetings remotely, per the aforementioned policy.

ADOPTED this 3<sup>rd</sup> day of September, 2013.

\_\_\_\_\_  
Garry Meiggs- Chairman

ATTEST:

\_\_\_\_\_  
Ashley Honaker- Clerk

(SEAL)

I. Pasquotank River Yacht Club, Inc. Lease Agreement

J. Resolution 2013-06-02; Amended Fee Schedule

**Resolution No. 2013-06-02**

**A RESOLUTION OF THE  
CAMDEN COUNTY BOARD OF COMMISSIONERS ESTABLISH  
SALARIES AND COMPENSATION FOR VARIOUS BOARDS AND  
COMMISSIONS FOR FISCAL YEAR 2013-2014**

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

Now, Therefore, Be It Resolved that the Camden County Board of Commissioners meeting this 10<sup>h</sup> day of June 2013 in Camden Village, Camden County, North Carolina does hereby establish the following salaries and compensation for the stated boards and commissions for the period beginning July 1, 2013 and ending June 30, 2014 (FY2013-2014),

**Section 1: BOARD OF ELECTIONS**

- Chairman Meeting compensation \$50 for meeting with Board. \$50 per day for Election Day, canvass day, and instruction day plus \$ .565 per mile.
- Board Members Meeting compensation \$40 per meeting. \$40 per day on Election Day and canvass day. \$ .565 per mile for travel.
- Chief Judge \$40 for instruction day and canvass day. \$150.00 per day for Election Day. \$.565 per mile for canvass day and instruction day. \$20 for pick-up day.
- Judges \$20 for instruction day. Election Day at \$120.00 per day.
- Assistants Election Day at \$100.00 per day. \$20 for instruction day.

**Section 2: BOARD OF COMMISSIONERS**

- Chairman \$550.00 per month plus \$.565 per mile for travel
  - Vice-chairman/  
Board Member \$525.00 per month plus \$.565 per mile for travel.
- Commissioners shall receive a payment of \$150.00 per day for any meeting or day for travel to/from meeting, lasting more than four hours and out of the county (35 mile radius of the Courthouse). Special meetings and budget work sessions in addition to the two regularly scheduled Board of Commissioners meetings will be compensated \$75 and up to \$75 for attendance at other board meetings that they have been appointed to and not already compensated for by those boards.

**Section 3: PLANNING BOARD AND ZONING BOARD OF ADJUSTMENTS**

\$30.00 per meeting plus \$.565 per mile for travel.



- Section 4: SOCIAL SERVICES BOARD**  
Chairman \$35.00 per meeting plus \$ .565 per mile for travel.  
Board Members \$30.00 per meeting plus \$ .565 per mile for travel.
- Section 5: ALBEMARLE COMMISSION APPOINTMENT**  
\$30.00 per meeting plus \$.565 per mile for travel and meal if required.
- Section 6: AGING ADVISORY COUNCIL**  
\$30.00 per meeting plus \$ .565 per mile for travel and meal if required.
- Section 7: RECREATION BOARD**  
\$30.00 per meeting plus \$.565 for travel.
- Section 8: JURY COMMISSION**  
\$ 7.25 per hour for hours worked compiling jury list.
- Section 9: ECONOMIC DEVELOPMENT BOARD**  
\$30.00 per meeting plus \$.565 for travel.
- Section 10: SENIOR CENTER BOARD**  
\$30.00 per meeting
- Section 11: LIBRARY BOARD (Added 9/3/13)**  
\$30.00 per meeting
- Section 12: AGRICULTURAL ADVISORY BOARD (Added 9/3/13)**  
\$30.00 per meeting

Amended and approved this 3<sup>rd</sup> day of September 2013.

ATTEST:

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

\_\_\_\_\_  
Garry W. Meiggs, Chairman  
Board of Commissioners

(SEAL)

K. Home and Community Care Block Grant for Older Adults

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**Commissioner's Report**

Vice Chairman McLain referred to County Manager Michael Renshaw for his update on the sudden closing of NCDC.

**County Managers Report**

Manager Renshaw gave a brief report on the sudden closing of NCDC, and fielded questions from the public audience. Mr. Renshaw's primary message was that at this time, 3 days after the closing, the only information the County could offer is that pre-k programs in Pasquotank and Currituck Counties were opening their doors to those

displaced, until the County and School System could sit down and work through the chaos of NCDC's unexpected closing.

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Any other Questions or comments?

**Meeting Adjourned**

At 8:04pm, Chairman Garry Meiggs asked if there were any other matters to come before the Board of Commissioners, hearing none, she declared the meeting adjourned.

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Chairman Garry Meiggs  
Camden County Board of Commissioners

ATTEST:

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Ashley Honaker  
Clerk to the Board

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

**Item Number:** 6.B  
  
**Consent Agenda**  
  
**Meeting Date:** October 7, 2013  
**Attachments:** 1 (3 Pages)  
**Submitted By:** Finance Department  
  
**ITEM TITLE:** Budget Amendments

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

**SUMMARY:**

2013-2014-BA010	One Mill Project Revenues
2013-2014-BA011	One Mill Project Contributions
2013-2014-BA012	Budget Correction

**RECOMMENDATION:**

Review & Approve

**2013-14-BA010**  
**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, 2014.

**Section 1. To amend the Community Park Trust Fund as follows:**

<b>ACCT NUMBER</b>	<b>DESCRIPTION OF ACCT</b>	<b>AMOUNT</b>	
		<b>INCREASE</b>	<b>DECREASE</b>
<b>Expenses:</b>			
656170-574302	Site Development		\$ 1,370.00
<b>Revenues:</b>			
65399613-439900	Fund Balance Appropriated		\$ 1,370.00
65399617-439900	Fund Balance Appropriated		\$251,840.00
65360617-434840	Cama Grant	\$139,671.00	
65330617-439710	County Contribution	\$112,169.00	

**One Mill Project Revenues Recorded.**

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

**Balance in Contingency \$63,433.00.**

**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 7<sup>th</sup> day of October, 2013.**

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

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



**2013-14-BA011**  
**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, 2014.

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

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Expenses:</b>			
106900-519210	One Mill Project	\$112,169.00	
106600-510000	Training	\$ 2,700.00	
109990-500000	Contingency		\$2,700.00

**Performance Management Training**

**Revenues:**

10399400-439900	Fund Balance Appropriated	\$112,169.00
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**One Mill Project Contribution Recorded.**

**This will result in a decrease of \$2,700.00 in the Contingency of the General Fund.**

**Balance in Contingency \$60,733.00.**

**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 7<sup>th</sup> day of October, 2013.**

\_\_\_\_\_  
**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, 2014.

**Section 1. To amend the EDC Project Fund as follows:**

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Expenses:</b>			
554940-574000	Capital Outlay		\$3,000.00
<b>Revenues:</b>			
55399494-439900	Fund Balance Appropriated		\$3,000.00

**Budget Correction**

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

**Balance in Contingency \$60,733.00.**

**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 7<sup>th</sup> day of October, 2013.**

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

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

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

**Item Number:** 6.C

**Consent Agenda**

**Meeting Date:** October 7, 2013  
**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:**

August 2013

**RECOMMENDATION:**

Review & Approve



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

**Item Number:** 6.D  
  
**Consent Agenda**  
  
**Meeting Date:** October 7, 2013  
**Attachments:** 2 (3 Pages)  
**Submitted By:** Tax Administration  
  
**ITEM TITLE:** Tax Refunds, Pickups, & Releases

<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:**

Tax Refunds, Pickups, & Releases

**RECOMMENDATION:**

Review & Approve

<u>Name</u>	<u>Amount</u>	<u>Type.</u>
	<u>Reason</u>	<u>No.</u>
Melinda Jones Meekins	145.58 Pasquotank release to Camden	Pick-Up/16046 V-70548-13
Jennifer Leigh Robinson	131.76 Released to Currituck County	Release/16033 V-70487-13
Velda Yvonne Jones	134.34 Released to Pasquotank County	Release/16024 V-70040-13
Warner T. Leary	156.29 Items removed prior to 1/1/13	Release/16009 P-9434-13
Academi Training Center, Inc.	1,520.35 Released late lister fee	Release/16008 P-9040-13
Academi Training Center, Inc.	851.86 Released late lister fee	Release/16007 P-9041-13
Kevin Blaze Langley	406.11 Leasehold moved to Pasquotank	Released/15965 R-69574-13
Connie M. Trafton, ETAL	330.70 Value adjustment	Adjustment/15999 R-72456-13
Kevin Blaze Langley	407.31 Leasehold moved to Pasquotank	Release/15964 R-62695-12
J.Z. Trafton Heirs	618.07 Value Adjustment	Adjustment/15998 R-72461-13
Moses Rodgerson	550.18 Reversed Foreclosure Fee	Adjustment/15978 R-57627-11
Peter L'Abbe	822.70 Listed in error-not for Camden	Adjustment/15977 P-5535-09
William Lucian Elkins	250.00 Released Foreclosure Fee	Release/15976 R54236-11
Carl W. Berry	250.00 Released Foreclosure Fee	Release/15975 R-53030-11
Milton J. Gregory	250.00 Released Foreclosure Fee	Release/15974 R-54848-11

## REFUNDS OVER \$100.00

ACS Tax System  
9/12/13 17:05:44

CAMDEN COUNTY

Page 1

Refunds to be Issued by Finance Office

Refund\$	Remit To:	Reference:	Drawer/Transaction Info:
151.57	BERRY, CARL W P.O. BOX 1842 KITTY HAWK NC 27949	2011 R 02-8916-00-83-2844.0000 LEGAL FEES NEVER RECORDED	20130912 99 202445
169.11	BORDERS, JAMES 108 CHANTILLY ROAD CAMDEN NC 27921	2013 R 02-8934-03-33-8173.0000 OVERPAYMENT	20130912 99 202434
162.00	BUTTS, MICHAEL ETAL 705 OLD BURN AVENUE DURHAM NC 27704	2013 R 03-8964-00-40-3234.0000 OVERPAYMENT	20130912 99 202439
283.58	BUTTS, MICHAEL ETAL 705 OLD BURN AVENUE DURHAM NC 27704	2013 R 03-8964-00-40-3009.0000 OVERPAYMENT	20130912 99 202440
677.48	BUTTS, MICHAEL ETAL 705 OLD BURN AVENUE DURHAM NC 27704	2013 R 02-8927-00-61-3510.0000 OVERPAYMENT	20130912 99 202441
150.40	BUTTS, MICHAEL ETAL 705 OLD BURN AVENUE DURHAM NC 27704	2013 R 02-8927-00-84-8081.0000 OVERPAYMENT	20130912 99 202442
172.72	BUTTS, MICHAEL ETAL 705 OLD BURN AVENUE DURHAM NC 27704	2013 R 02-8927-00-51-3196.0000 OVERPAYMENT	20130912 99 202443
100.71	CORE LOGIC TAX REAL ESTATE 95 METHODIST HILL RD. STE.100 ROCHESTER NY 14623	2012 R 01-7989-04-60-0824.0000 ATTN: REFUND DEPARTMENT	20130812 1 200334
213.77	GREGORY, MILTON J 111 FRANKLIN STREET ELIZABETH CITY NC 27909	2011 R 02-8945-00-54-7659.0000 LEGAL FEES NEVER RECORDED	20130912 99 202447
822.70	L'ABBE, PETER 5606 SOUTH RIVER DRIVE MANOTICK, ONTARIO K4M1J4	2009 P 0001667	20130912 99 202444
2,000.00	PUGH, ETHEL FAYE SANDERLIN 199 DAILY ROAD CAMDEN NC 27921	2013 R 03-8943-02-65-6749.0000 OVERPAYMENT	20130912 99 202438
189.92	RODGERSON, MOSES P.O. BOX 294 SOUTH MILLS NC 27976	2011 R 01-7989-04-60-2267.0000 LEGAL FEES NEVER RECORDED	20130912 99 202449
107.58	TROTT, KIMBERLY ETHERIDGE 224 SMITH CORNER RD CAMDEN NC 27921	2012 V 0042591 TAGS TURNED IN	20130912 99 202428

REFUNDS OVER \$100.00  
Refunds to be Issued by Finance Office

Refund\$ Remit To:  
5,201.54 Total Refunds

Reference:

Drawer/Transaction Info:

\*\*\*

SUBMITTED BY Lisa S. Anderson DATE 9-13-13  
Lisa S. Anderson, Camden Co. Tax Administrator

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
Garry Meiggs, Chairman Camden Co. Commissioners



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

**Item Number:** 6.E  
**Consent Agenda**  
**Meeting Date:** October 7, 2013  
**Attachments:** 1 (2 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	_____
NO MOTION	_____
<b>VOTE:</b>	
S. Duckwall	_____
G. Meiggs	_____
M. McLain	_____
R. Krainiak	_____
C. Riggs	_____
ABSENT	_____
RECUSED	_____

**SUMMARY:**

Lisa Brown

**RECOMMENDATION:**

Review & Approve



### 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, Lisa L. Brown

Mailing Address 210 Maddrey Drive

Township you live in: Courthouse

Telephone (home) 564-4572 (business),

Email address intheobx@gmail.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:

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 Lisa L. Brown Date 8-19-13

**Page 2 of Application for Citizen Service**

**Lisa L. Brown  
210 Maddrey Drive, Courthouse Township**

**I have lived in this County, with my family since June of 2002. I am a small business owner (CB Plumbing & Mechanical, Inc. and Inner Banks Real Estate Group, Inc.), I am full-time Real Estate Agent, have Children that attend the Camden School System and have volunteered with the Senior Center and the VITA Program in assisting low income and elderly with tax preparation.**

**I would like to serve the community and my County of Camden by volunteering for one or more of the following boards, providing there are openings:**

- **Economic Improvement Council**
- **Camden Economic Development**
- **Social Services**
- **Northeast Workforce Development**
- **Library**
- **Parks & Recreation**
- **Senior Services Advisory**
- **Tourism Development**

**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:** 6.F

**Consent Agenda**

**Meeting Date:** October 7, 2013

**Attachments:** 1 (9 Pages)

**Submitted By:** Planning Department

**ITEM TITLE:** Set Public Hearing: Ordinance No. 2013-09-01; Proposed Amendments to Chapter 151 (Unified Development Ordinance) to the Camden County Code of Ordinances

**SUMMARY:**

Mr. Leo Royer (property owner Camden Point Shores) has applied for a text amendment to Chapter 151 (Unified Development Ordinance) to allow for an accessory use on property without the principle use (property zoned residential - principle use would be the house and an accessory use would be an outbuilding (shed, garage).

Staff drafted prosed ordinance amendment with Mr. Royer's input. Proposed amendment was reviewed by the Planning Board on September 18, 2013 and after discussion with staff recommended approval on a 6-0 vote.

**RECOMMENDATION:**

Set Public Hearing for November 4, 2013

**Ordinance No. 2013-09-01**

**An Ordinance  
Amending the Camden County  
Code of Ordinances**

**Camden County, North Carolina**

BE IT ORDAINED BY THE CAMDEN COUNTY BOARD OF COMMISSIONERS as follows:

**Article I: Purpose**

The purpose of this Ordinance is to amend Chapter 151 of the Camden County Code of Ordinances of Camden County, North Carolina, which was originally adopted by the County Commissioners on December 15, 1997, and subsequently amended and as otherwise incorporated into the Camden County Code.

**Article II. Construction**

**For purposes of this Ordinance, underlined words (underline) shall be considered as additions to existing Ordinance language and strikethrough words (~~strikethrough~~) shall be considered deletions to existing language. New language of proposed ordinance shall be shown in italics (*italics*) and underlined.**

**Article III. Amend Chapter 151 as amended of the Camden County Code which shall read as follows:**

**CHAPTER 151: UNIFIED DEVELOPMENT**

**§ 151.329 ACCESSORY USES.**

(A) (1) The table of § 151.334 classifies different principal uses according to their different impacts. Whenever an activity is conducted in conjunction with another principal use and the former use:

(a) Constitutes only an incidental or insubstantial part of the total activity that takes place on a lot; or

(b) Is commonly associated with the principal use and integrally related to it, then the former use may be regarded as accessory to the principal use and may be carried on underneath the umbrella of the permit issued for the principal use.



47 (2) For example, a country club is customarily associated with and integrally related  
48 to a residential subdivision or multi-family development and would be regarded as accessory to  
49 the principal uses, even though the facilities, if developed apart from a residential  
50 development, would require a special use permit (use classification 6.210).

51  
52 (B) For purposes of interpreting division (A) above:

53  
54 (1) A use may be regarded as incidental or insubstantial if it is incidental or  
55 insubstantial in and of itself or in relation to the principal use; and

56  
57 (2) To be commonly associated with a principal use it is not necessary for an  
58 accessory use to be connected with the principal use more times than not, but only that the  
59 association of the accessory use with the principal use takes place with sufficient frequency that  
60 there is common acceptance of their relatedness.

61  
62 (C) Without limiting the generality of divisions (A) and (B) above, the following activities  
63 are specifically regarded as accessory to residential principal uses so long as they satisfy the  
64 general criteria set forth above.

65  
66 (1) An accessory use home occupation that is conducted by a person on the same lot  
67 where the person resides provided that:

68  
69 (a) The business activity is clearly incidental and subordinate to the residential  
70 use of the property;

71  
72 (b) There is no substantial visible evidence that a business is being conducted on  
73 the premises;

74  
75 (c) No vehicular or pedestrian traffic is generated in excess of that which is  
76 reasonable for a private residence;

77  
78 (d) No open storage is maintained on the property; and

79  
80 (2) Hobbies or recreational activities of a non-commercial nature;

81  
82 (3) Yard sales or garage sales, as defined herein, so long as the sales are not  
83 conducted on the same lot for more than 3 days, whether consecutive or not, during any 60-day  
84 period;

85  
86 (4) The sale of agricultural products, either in a roadside stand or on a pick your own  
87 basis, from property where such products were grown or from land that is all part of the same  
88 farm or farming operation as the land where the products were grown shall be regarded as  
89 accessory to an agricultural operation (use classification 14.100);

90  
91 (5) A mobile home storage site may be permitted as an accessory use within a mobile

92 home park under the conditions set forth in § 151.215;

93

94 (6) Storage of up to four boats with a valid state permit or license (if applicable for  
95 the boat) for personal use; storage of more than four boats with a valid state permit or license  
96 (if applicable for the boat) for personal use is permitted when there is at least one acre of land  
97 per each additional boat stored over four and the storage is completely screened from adjacent  
98 residential dwellings. Nothing in this subsection shall be deemed to permit uses that could be  
99 classified as junkyards;

100

101 (7) The placement of an accessory building on a lot where no residential dwelling is  
102 located, but where one is intended to be built, for the storage of equipment related to the  
103 upkeep of that lot; or

104

105 (8) (a) Horse stables, provided that, when located in an R-1, R-2 or R-3 zoning  
106 district, the following standards shall be met.

107

108 1. All horses boarded on that premises shall belong to or be leased by the  
109 individual who owns and/or leases the land on which the stable is located. Mares under  
110 breeding contract are exempt.

111

112 2. The land on which the stable is located is at least two acres in size.

113

114 3. No stable is within 200 feet of any existing adjoining residential dwelling  
115 and 100 feet from any adjoining water source (well) being used for human consumption.

116

117 4. A dwelling is not required on the property where the stable is located.

118

119 5. Stables must be operated and maintained in a healthy and safe manner.

120

121 (b) For the purpose of this section, the following definition shall apply unless the  
122 context clearly indicates or requires a different meaning.

123

124 **HEALTHY AND SAFE.** Fences kept in good repair; potable water available  
125 on demand; protection from wind or rain; a sign posted indicating the name and phone number  
126 of the person to be contacted in case of emergency.

127

128 (9) Piers located on lots where no residential dwelling is located when used for the  
129 recreational enjoyment of the property owner shall be considered as an accessory use to the lot;  
130 and

131

132 (10) Fences, provided they do not exceed six feet in height for residential uses.  
133 Fences exceeding six feet in height for residential uses shall be prohibited. Barbed wire and  
134 electric fences are prohibited in residentially platted subdivisions not intended to accommodate  
135 livestock (such as residential farmettes whose restrictive covenants allow livestock and that  
136 conform to county zoning requirements shall not be subject to the barbed wire and electric



137 fence provisions).

138

139 (D) The following activities shall not be regarded as accessory to a residential principal  
140 use and are prohibited in residential districts.

141

142 (1) No motor vehicle, which does not have a current license plate and inspection  
143 sticker, shall be stored outside of an enclosed structure, unless the same is raised up on blocks  
144 or stands to a distance of one foot above the ground and is completely covered by a waterproof  
145 covering material.

146

147 (2) The provisions and definitions of G.S. • 153A-132 is adopted as a part of this  
148 chapter by reference and by adoption abandonment of motor vehicles is hereby prohibited.

149

150 (E) The placement of an accessory building on lots that meet the following criteria is  
151 permitted for Camden Point properties located East/South East of the intersections of Broad  
152 Creek and Texas Roads:

153

154 (1) Lots that are proven unsuitable for the placement of a dwelling by providing a copy  
155 of a perc test from Albemarle Regional Health Department stating land is unbuildable.

156

157 (2) Provide wetland delineation from Army Corps of Engineers showing all wetlands  
158 on the property.

159

160 (3) Lot shall be vehicular accessible by ways of a state maintained road, private road,  
161 or easement.

162

163 (4) Maximum lot coverage shall be 24% of land outside jurisdictional wetlands.

164

165 (5) Accessory building shall only be utilized for the storage of equipment (recreational  
166 or maintenance) related to the use by the owner.

167

168 (6) Accessory building shall observe all (i.e. County and CAMA) setback requirements.

169

170

171 Adopted by the Board of Commissioners for the County of Camden this day of , 2013.

172

173

174

175

County of Camden

176

177

\_\_\_\_\_  
Garry Meiggs, Chairman

178

Board of Commissioners

179

180 ATTEST:

181



182 \_\_\_\_\_  
183 Ashley Honaker  
184 Clerk to the Board  
185

**Zoning Change Application**  
**County of Camden, North Carolina**

A rezoning may be obtained pursuant to Article 151.580 of Unified Development Ordinance (UDO) of Camden County and upon approval by the Board of Commissioners after a recommendation from the Planning Board.

Please consult the Planning Office (1-252-338-1919) with any questions about your application.

**PLEASE PRINT OR TYPE**

Please Do Not Write in this Box	
PIN:	<u>03-9809-00-24-5319</u>
UDO#	<u>2013 - 08 - 12</u>
Date Received:	<u>8/8/13</u>
Received by:	<u>af</u>
Zoning District:	<u>GUD</u>
Fee Paid: \$	<u>500.00</u>

**Applicant's Name:** Leo C. Royer

*Pa ck 461  
ca*

If the Applicant is acting as agent for another person (the "principal"), please give that person's name on the line below and submit a copy of the agency agreement/letter with this Application.

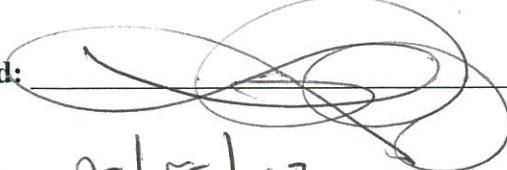
**Applicant's Mailing Address:** P.O. Box 63  
Shawboro, NC 27973

**Daytime Phone Number:** (478) 455-1208

**Street Address Location of Property:** 497 Sailboat Road (Camden Point)

**General Description of Proposal:** Request text amendment to allow accessory structures on a lot without the principle use in Camden Point

*I swear or affirm that the foregoing information and all attachments hereto (now or subsequently provided as part of this application) are true and correct to the best of my knowledge.*

**Signed:**   
**Dated:** 8/8/13

**Please include a site plan with this application and any other supporting documentation that the applicant feels would assist the Board of Commissioners and the Planning Board in determining the need for a zoning change.**

\* Information to be filled out by Planning Department

\*Is the Property in a Watershed Protection area? NO

\*Flood Zone (from FIRM Map): AE \*Taxes paid? yes  no

## Zoning Change Application Questions

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

(A) How will the proposed zoning change enhance the public health, safety or welfare? (Article 151.585)

The location is shore front property and prone to some flooding. This is the risk inherited when locating there. That is why I am proposing to place a very strong and well built building there. This building is unique because it is not an accessory building but because there is no need for a residential frame built primary type building. I am describing an independent and structurally well built multi-purpose type facility and building which will be used as a multipurpose building at Camden Point. Because of the very strong and sound construction it will provide a place where the residents of Camden Point, especially residents at San Marcos and Fairhaven can use as a place to perform and maintain outdoor tools and equipment such as the backhoe, bush hog, or even the grader. The building will be available as a safe haven against any harsh weather if it were to occur.

The building will also be used as a place to maintain recreational equipment such as boats, fishing equipment or anything that can benefit from being inside out of the weather elements. It seems that the residents of this area are struggling to keep up and maintain the roads and the general condition and upkeep of the areas assigned. The association will benefit greatly to have a building of this sort in the area.

As an active member and participant of Camden Point Association it is a pleasure to be able to participate.

I have already received a permit from the Army Corp to place back-fill for the building and a drive way. I do wish to receive a permit to build a "Quonset" or "Steel Master" type building on my property located at 497 Sailboat Rd.

(B) Is the entire range of permitted uses in the requested classification more appropriate than the range of uses in the existing classification? (Article 151.585)

Yes. At the present many land-owners seem to have become discouraged in developing or improving the present conditions. This is probably due to the level of difficulty toward achieving a real meaningful presents. I can easily testify for the attractiveness and appeal for which Camden Point offers. I know I am not the only land-owner interested in this area and willing to participate in the development, and enhancement of it's beauty.

Camden Point Shores is a pretty good driving distance and therefore not so easily reached. However, with a presents like that of my proposed "Multipurpose and Functional Building" the area will benefit because people will have the necessary resources and tools at hand. Application will lead to empowerment.

The willingness of the landowners like myself will welcome and benefit from the opportunity to not only be located in an already beautiful area but will be motivated to participate (work and play) in the water front environment.

(C) For proposals to re-zone to non-residential districts along major arterial roads (Article 151.586):

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

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



70



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

**Item Number:** 6.G  
  
**Consent Agenda**  
  
**Meeting Date:** October 7, 2013  
**Attachments:** 1 (13 Pages)  
**Submitted By:** Planning Department

**ITEM TITLE:** Set Public Hearing; Special Use  
Permit (UDO 2013-09-02) from Invenergy for  
Meteorological Tower over 35 feet

<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:**

In December 2010, Invenergy was granted a zoning permit for the construction of a temporary meteorological tower located off Cowpen road (Sawyer parcel) in the Hales Lake area. Zoning permits only valid for one year with a possible one year extension upon request. Invenergy applied for and was granted the one year extension to expire December 2012. Invenergy still desires the utilization of the tower and have applied for the Special Use Permit to make it a more permanent structure while working on a possible wind farm in the Hales Lake area. Application was reviewed by the Planning Board on September 18, 2013 and after presentation from staff and some discussion the Special Use Permit was recommended for approval with the conditions as stated in the Findings of Facts on a 6-0 vote.

**RECOMMENDATION:**

Set Public Hearing for November 4, 2013

**Findings of Facts  
Special Use Permit  
UDO 2013-09-02**

- Name of Applicant:** Invenergy, LLC
1. **Agent for Applicant:** April Montgomery
  2. **Address of Applicant:** P.O. Box 1806, Sanford, NC 27331
  3. **Owner of record:** Geraldean Sawyer
  4. **File Reference:** UDO 2013-09-02
  5. **PIN:** 02-8918-00-76-9766
  6. **Street Address of Property:** off Cowpen Road (Hales Lake area)
  7. **Location of Property:** Courthouse Township
  8. **Flood Zone:** X
  9. **Zoning District(s):** General Use District (GUD)
  10. **Is a Zoning Change required for the Proposed Use?** No
  11. **General Description of the Proposal:** Meteorological Tower over 35'
  12. **Use Classification:** Article 151.334 (Use # 18.200) Towers over 35'
  13. **Date Application Received by County:** September 4, 2013
  14. **Received by:** Dave Parks, Permit Officer
  15. **Application Fee Paid:** \$400.00 (Check #947573)
  16. **Completeness of Application:** Application appears to be complete.
    - A. **Items Needed:** None
  17. **Documents Received Upon Filing Application or otherwise included:**
    - A. Land Use Application
    - B. Sight Plan
    - C. Lease
    - D. Installation Manual for tower
    - E. Bond for the dismantling of the tower if abandoned
  18. **Adjacent Property Use:** Agriculture
  19. **Existing Land Use:** Farmland
  20. **Lot size:** Approximately 155 acres
  21. **Utilities:**
    - A. **Does the application include a letter or certificate from the District Health Department regarding septic tanks?** N/A
    - B. **Does the applicant propose the use of public sewage systems?** N/A
    - C. **Does the applicant propose the use of public water systems?** N/A
    - D. **Distance from existing public water supply system:** N/A
    - E. **Is the area within a five-year proposal for the provision of public water?** N/A
    - F. **Is the area within a five-year proposal for the provision of public sewage?** N/A
  22. **Landscaping**
    - A. **Is any buffer required?** No.

B. **Is any landscaping described in application:** No

**23. Findings Regarding Additional Requirements**

- A. Endangering the public health and safety: Staff feels that there is no danger to the public health and safety.
- B. Injure the value of adjoining or abutting property: Staff feels that the development will not injure the values of adjoining or abutting property.
- C. Harmony with the area in which it is located: Yes.
- D. Conformity with the Plans
- (1). Land Use Plan – Project is in conformity with Land Use Plan. Yes
  - (2). Thoroughfare Plan – N/A
  - (3). Other Plans officially adopted by the Board of Commissioners – N/A
- E. Will not exceed the county's ability to provide public facilities
- (1). Schools – N/A.
  - (2). Fire and rescue – N/A
  - (3). Law Enforcement – N/A
- F. Other County Facilities – N/A

**Staff recommends approval with the following conditions:**

1. The applicant must strictly abide by all requirements of the Unified Development Ordinance of Camden County, North Carolina, and must also strictly comply with all other local, state, and federal ordinances, laws, rules and regulations as one or more ordinances, laws, rules and regulations may apply to this development.
2. The applicant shall complete the development strictly in accordance with the plans contained in the file titled UDO 2013-09-02.
3. Bond for the dismantling of the structure if abandoned shall be renewed annually 30 days prior to the expiration date.
4. If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this special use permit shall be voided and have no effect.





Land Use/Development Application
County of Camden, North Carolina

Depending upon the type of proposal, the proposal may require a Zoning Permit, Conditional Use Permit, or Special Use Permit. This form is used as the start of application process. All applicants must submit a site plan (see "Minimum Site Plan Requirements") and a valid Health Department permit. Applicants for a Conditional Use Permit or Special Use Permit should review the "Requirements for Conditional Use Permit and Special Use Permit Applications".

Applicants for a subdivision must submit this form as their Special Use Permit application.

Please consult the Planning Office (1-252-338-1919) with any questions about your application.

Please Do Not Write in this Box
PIN: 02-8918-00-76-9266
UDO# 2013-09-02
Date Received: 9/14/13
Received by: [Signature]
Zoning District: 640
Fee Paid \$ 400.00

CK # 947573
[Signature]

PLEASE PRINT OR TYPE

Applicant's Name: Invenergy, LLC

If the Applicant is acting as agent for another person (the "principal"), please give that person's name on the line below and submit a copy of the agency agreement/letter with this Application.

contact: April Montgomery

Applicant's Mailing Address: PO Box 1806
Sanford, NC 27331

Daytime Phone Number: ( 919 ) 219-1530

Street Address Location of Property: Geraldean Sawyer property off Cowpen Road (farm road)

General Description of Proposal: Wireless Telecommunications Facility, Towers, and other related structures over 35' tall (Use #18.200)

I swear or affirm that the foregoing information and all attachments hereto (now or subsequently provided as part of this application) are true and correct to the best of my knowledge.

Signed: [Signature]
Dated: 9/3/2013

\* Information to be filled out by Planning Department
\*Is the Property in a Watershed Protection area? No
\*Flood Zone (from FIRM Map): X
\*Taxes paid? [Checkmark]

**Applicants for a Conditional Use Permit or a Special Use Permit must respond to the following issues and include those responses with their application:** [Article 151.509] (The applicant may use separate sheets for answers to these questions.)

(1) Will the proposal in any way endanger the public health or safety? No.

(2) Will the proposal in any way injure the value of adjoining or abutting property? No.

(3) Is the proposal in conformity with the:

(a) Land Use Plan - Yes

(b) Thoroughfare Plan - Yes

(c) Watershed Plan - Yes

(4) Will the proposal exceed the county's ability to provide adequate public facilities, including, but not limited to, schools, fire and rescue, law enforcement, and other county facilities?

(a) Schools - No

(b) Fire and rescue - No

(c) Law Enforcement - No

(d) Other County facilities - No

**Project Description**

Invenergy, LLC proposes to extend the use of the meteorological tower, installed under a temporary permit in December of 2010, under a permanent permit. No physical changes will be made to the tower or the site. The tower, used to collect wind data on the site, is 60m (197') in height and is setback from the adjacent property line by a distance greater than 200'. Engineered drawings of the meteorological tower are included with this application.

**151.065 (4) Application for siting and construction.**

(a) a copy of the memorandum of lease recorded with the Camden County Register of Deeds is attached. This memorandum illustrates Invenergy's right to construct and operate wind energy facilities, including meteorological towers, for forty (40) years on the parcel.

(b) see above

(c) does not apply

(d) does not apply

(e) Geraldean Sawyer  
643 Highway 343 N  
Camden, NC  
Point of contact: Craig Sawyer, son: (252) 267-1999

(f) Invenergy, LLC  
1 South Wacker Drive, Suite 1900  
Chicago, IL 60606  
Point of Contact: April Montgomery: (919) 219-1530

(g) attached

(h) attached

(i) see attached memorandum of lease.

(j) - not required per conversation with Dave Parks and Dan Porter August 14, 2013

(k) attached

(l) - none required per conversation with Dave Parks and Dan Porter August 14, 2013



**EXHIBIT D**  
**Memorandum of Wind Deed of Lease and Easement**

**Prepared by and after recording return to:**

Invenergy Wind Development LLC  
 51 Monroe, Suite 1604  
 Rockville, MD 20850

Tax Parcel Number(s): 01.8919.00.28.3125.0000; 02.8918.00.76.9766.0000

MEMORANDUM OF WIND DEED OF LEASE AND EASEMENT AGREEMENT

NORTH CAROLINA

§

§ KNOW ALL PERSONS BY THESE PRESENTS:

COUNTY OF CAMDEN

§

THIS MEMORANDUM OF WIND DEED OF LEASE AND EASEMENT AGREEMENT (this "Memorandum"), is made, dated and effective as of SEPTEMBER 20, 2010 (the "Effective Date"), between Geraldean D. Sawyer (together with its successors, assigns and heirs, "Owner"), whose address is 633 North 343, Camden, NC 27921 and Invenergy Wind Development LLC, a Delaware limited liability company (together with its transferees, successors and assigns, "Grantee"), whose address is One South Wacker Drive, Suite 1900, Chicago, IL 60606, with regards to the following:

1. Owner and Grantee did enter into that certain WIND DEED OF LEASE AND EASEMENT AGREEMENT of even date herewith (the "Agreement"), which grants and conveys to Grantee a lease and easement to convert, maintain and capture the flow of wind and wind resources over across and through the real property located in Camden County, North Carolina, as more particularly described in Exhibit A attached hereto (the "Property"). Capitalized terms used and not defined herein have the meaning given the same in the Agreement.

2. The Agreement grants certain easements that benefit Grantee, and among other things, rights of Grantee and Owner to terminate the Grant of Easements, compliance with governmental requirements, representations and warranties by Grantee and Owner to each other, third party use restrictions, and other matters.

3. The Agreement shall commence on the Effective Date and continue until the fortieth (40th) anniversary of the earlier of (i) the date five (5) years thereafter, or (ii) the date on which Grantee begins selling electrical energy generated by substantially all of the wind turbines to be included in the Project (as defined in the Agreement) to a third party power purchaser, regardless of whether Windpower Facilities are installed on the Property.

4. This Memorandum does not supersede, modify, amend or otherwise change the terms, conditions or covenants of the Agreement, and Owner and Grantee executed and are recording this Memorandum solely for the purpose of providing constructive notice of the Agreement and Grantee's rights thereunder. The terms, conditions and covenants of the Agreement are set forth at length in the Agreement and are incorporated herein by reference as though fully set forth herein. This Memorandum shall not, in any manner or form whatsoever, alter, modify or vary the terms, covenants and conditions of the Agreement.

5. This Memorandum shall also bind and benefit, as the case may be, the heirs, legal representatives, assigns and successors of the respective parties hereto, and all covenants, conditions and agreements contained herein shall be construed as covenants running with the land.

6. Except as otherwise set forth in the Agreement, Owner shall have no ownership, lien, security or other interest in any Windpower Facilities installed on the Property, or any profits derived therefrom, and Grantee may remove any or all Windpower Facilities at any time.

IN WITNESS WHEREOF, the parties have executed this Memorandum to be effective as of the date first written above.

“Owner”

Geraldean D. Sawyer

Geraldean D. Sawyer (SEAL)  
Name: Geraldean D. Sawyer

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ACKNOWLEDGMENT OF OWNER

STATE OF NORTH CAROLINA

COUNTY OF LEE

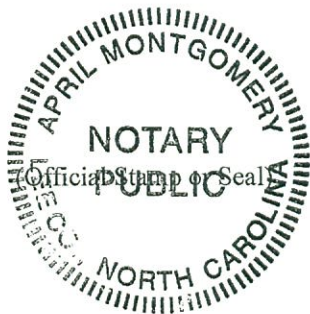
I, a Notary Public of the County and State aforesaid, certify that Geraldean D. Sawyer personally appeared before me this day and acknowledged the signing of the foregoing instrument.

Date: 9/20/2010

April Montgomery  
Official Signature of Notary

April Montgomery Notary Public  
Notary Public's printed or typed name

My Commission expires: 6/16/2015



“Grantee”

Invenergy Wind Development LLC

By: David Groberg (SEAL)  
Name: David Groberg  
Title: Vice President

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ACKNOWLEDGMENT OF GRANTEE

STATE OF MARYLAND

COUNTY OF MONTGOMERY

I, ELDINA BASAR, a Notary Public of County and State aforesaid, do hereby certify that David Groberg, Vice President of Invenergy Wind Development LLC, a Delaware limited liability company, personally appeared before me this day and acknowledged the due execution of the foregoing instrument on behalf of the company.

Date: 8.23.2010

Eldina Basar  
Official Signature of Notary

ELDINA BASAR  
Notary Public, State of Maryland  
Qualified in Montgomery County  
Commission Expires 10/24/2012

ELDINA BASAR, Notary Public  
Notary Public's printed or typed name

My Commission expires: 10.24.2012

(Official Stamp or Seal)

**EXHIBIT A**  
**Description of the Property**

Parcel ID	County	Deed Book Page	Acres*
01.8919.00.28.3125.0000	Camden	2 309	137.63
02.8918.00.76.9766.0000	Camden	130 440	146.90
		TOTAL	284.53

\* Approximate acreage calculated using Camden County tax maps and records.



SAWYER  
GERALDEAN D.  
02.8918.00.76.  
9766.0000  
(155.2ac)

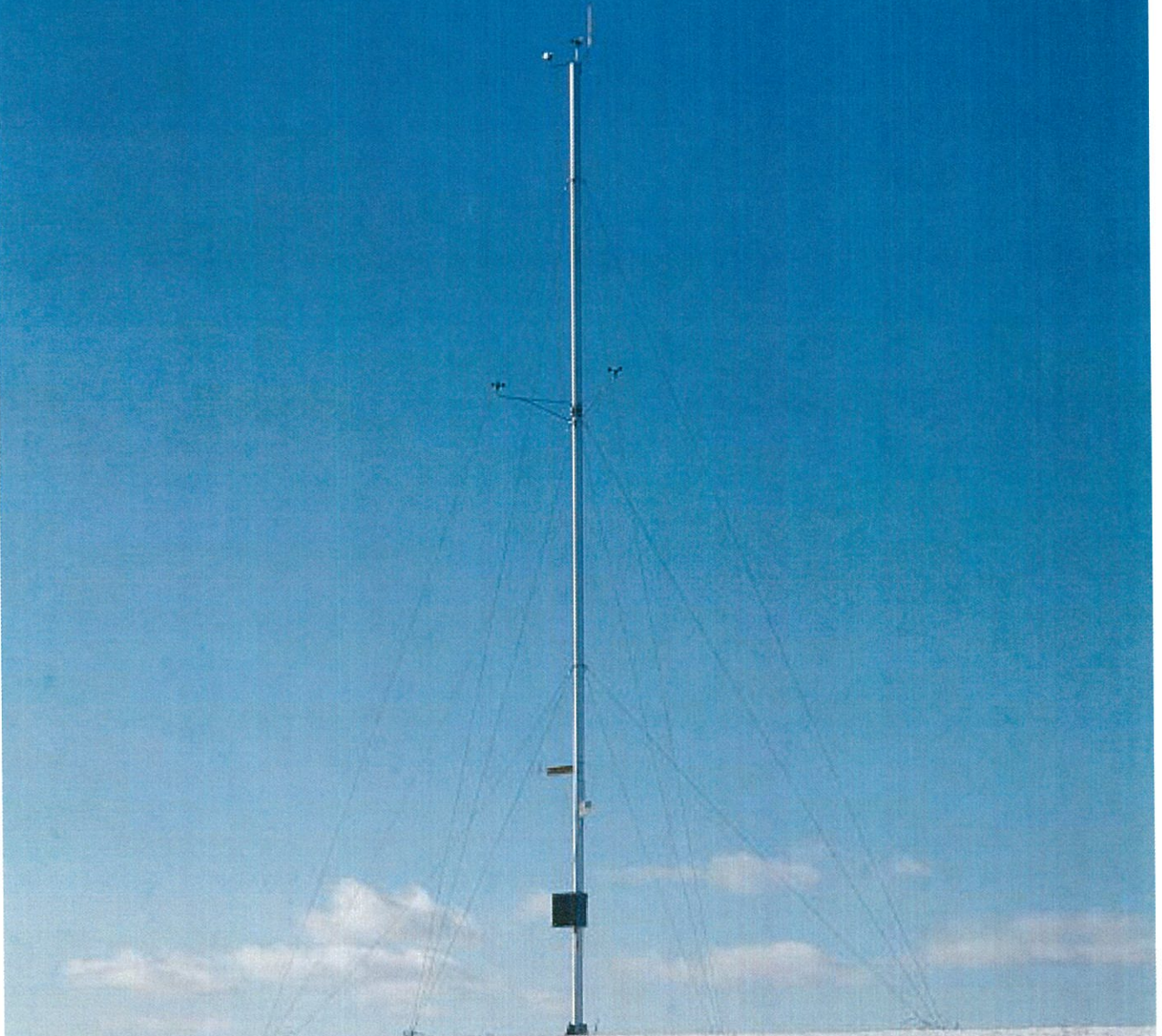


MERCER RALPH  
02.8928.00.07.  
4062.0000  
(621.1ac)



# NRG TallTower™

## Installation Manual and Specifications

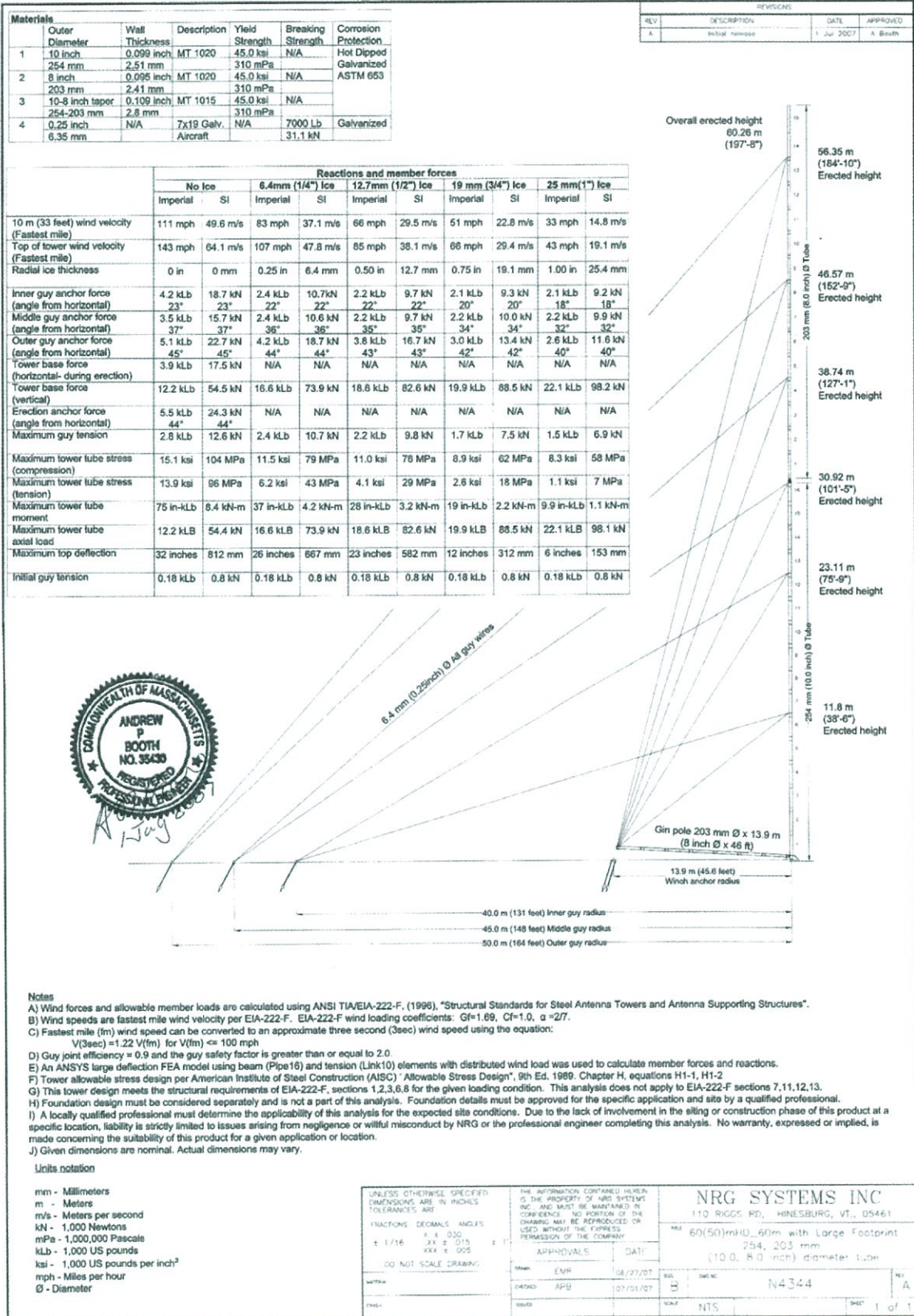


For 10 m, 20 m, 30 m, 30 m HD, 30 m SHD, 40 m, 40 m HD, 50 m, 50 m HD, 60 m NRG TallTowers™



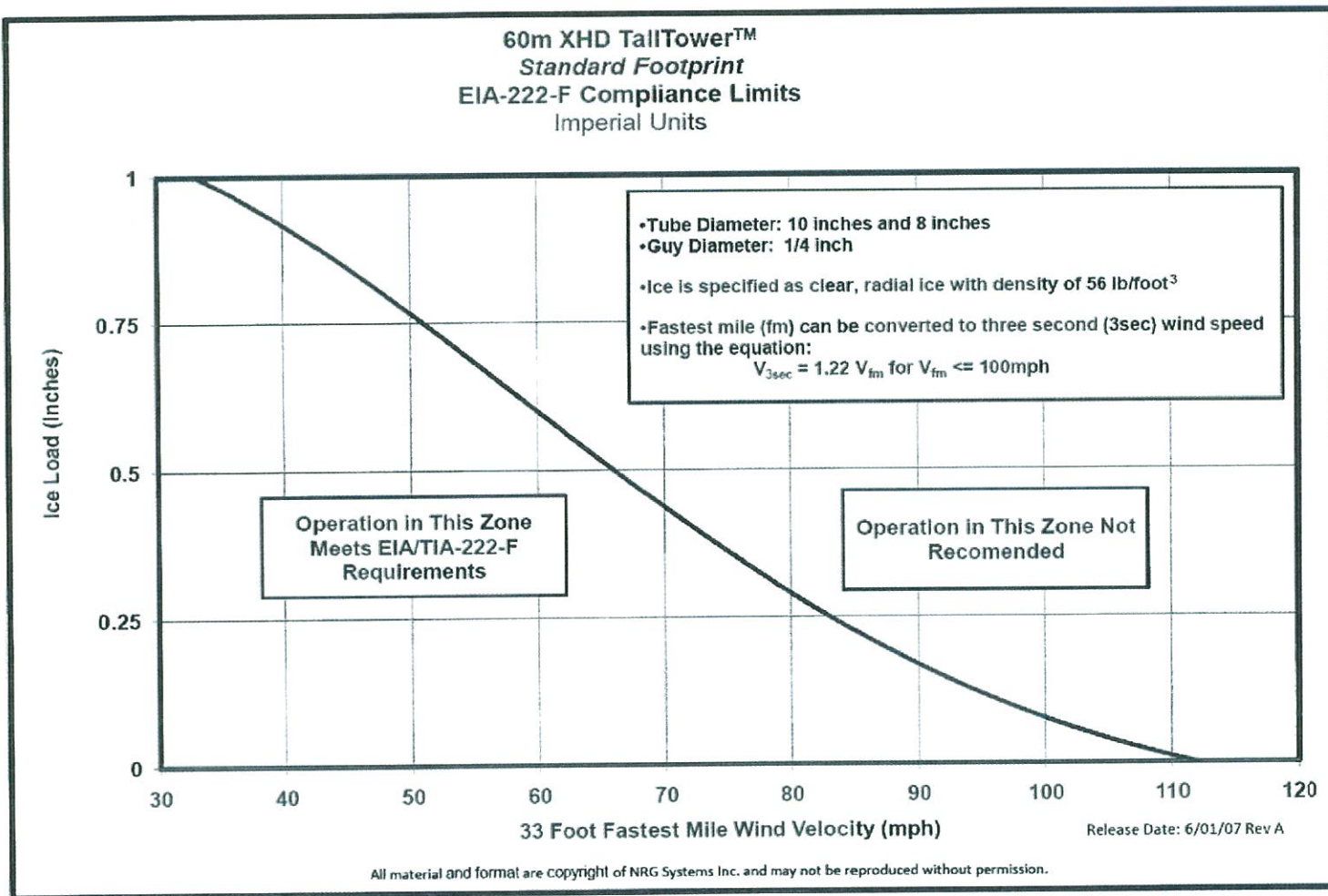
110 Riggs Road • Hinesburg VT 05461 USA • TEL 802.482.2255 • FAX 802.482.2272 • email [sales@nrqsystems.com](mailto:sales@nrqsystems.com) • [www.nrqsystems.com](http://www.nrqsystems.com)





60m XHD with Standard Footprint

Code Compliance Curve – Imperial Units



**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: 6.H**

**Consent Agenda**

**Meeting Date: October 7, 2013**  
**Attachments: 2 (17 Pages)**  
**Submitted By: Planning Department**

**ITEM TITLE: Set Public Meeting Sketch Plan  
 Green Meadows - 9 lots Major Subdivision  
 (UDO 2013-08-04)**

**SUMMARY:**

Attached are Planning Staffs findings with recommendations and supporting documents for Sketch Plan Green Meadows, a 9 lot Major Subdivision located off Pudding Ridge Road in South Mills Township. Neighborhood meeting held August 27, 2013 and TRC inputs at Sketch Plan received by staff.

The Planning Board met on September 18, 2013 and recommended approval of the Sketch Plan for Green Meadows (UDO 2013-08-04) with the comments & recommendations as stated in Staff Findings on a 6-0 vote.

**RECOMMENDATION:**

**Set Public Hearing for November 4, 2013**



**Staff Findings**  
**UDO2009-06-29**  
**Sketch Plan**  
**Green Meadows**

1. **Name of Applicant:** Green Meadows, LLC
2. **Agent for Applicant:** Keith Nowell
3. **Address of Agent:** 987 Swamp Road  
Hertford, NC 27944
4. **PIN:** 01-7999-00-34-9303
5. **Name(s) of Current Owner(s) of Record:** Green Meadows LLC
6. **Street Address of Property:** Not addressed.
7. **Location of Property:** Off Pudding Ridge Road, South Mills Township
8. **Flood Zone:** X/AE
9. **Zoning District(s):** Basic Residential (R3-1)
10. **Is a Zoning Change Required for the Proposed Use?** No
11. **General Description of the Proposal:** Sketch Plan for 9 lot Major Residential Subdivision
12. **Date Application Received by County:** August 6, 2013
13. **Did the Applicant participate in a pre-application Conference?** Yes
14. **Received by:** David Parks, Zoning Administrator
15. **Application fee paid:** \$1,350 by check # 14081
16. **Completeness of Application:** Application is generally complete.
17. **Proposal to be completed in Phases:** Yes. Plans are to have a Phase I and II at final plat.
  - A. If yes, are phases shown on Sketch Plat? No.
18. **Was the Applicant given a list of agencies constituting the Technical Review Staff?** Yes
  - A. Technical Review Staff (Sketch Plan Approval)
    - (a) South Mills Water District
    - (b) Camden County Health Dept
    - (c) South Mills Fire Dept
    - (d) Sheriff's Office
    - (e) South Mills Post Office
    - (f) Superintendent of Camden County Schools
    - (g) N.C. DOT
    - (h) Cable Company
19. **Documents received upon filing application or otherwise included:**
  - A. Land Use/Development Application
  - B. Agency agreement letter with CAE, Inc.
  - C. Deed
  - D. Tax Card
  - E. Perc test from ARHS on lot 4
  - F. Sketch Plan
20. **Soil Classifications:**

**Predominant:** Tomotley (ToA) Severe: wetness, percs slowly

**Other:** Perquimans (PeA) Severe wetness; percs slowly

**21. Adjacent Property Uses:**

**A. Predominant:** Residential

**B. Other:** Farm land/Agriculture

22. Existing Land Uses: None.

23. Lots:

**A. Total Proposed:** 9 lots

**B. Average size:** 1 Acre

**24. Streets:**

**A. Are all streets designed to be place under State system?** Yes

**B. Are proposed streets named?** Yes.

**C. Street names:** Atkinson Court

**D. Are any street names already being used elsewhere in the County?** No.

**25. Open Space:**

**A. Is open space proposed?** No.

**B. Will property owner restrictive covenants be needed?** Yes.

**26. Utilities:**

**A. Does the application include a letter or certificate from the District Health Department regarding septic tanks?** Perc Test on Lot 4.

**B. Does the applicant propose the use of public sewage systems?** No. Septic

**C. Does the applicant propose the use of public water systems?** Yes, with South Mills Water Association.

**D. Distance from existing public water supply system:** Bunker Hill Road.

**E. Is the area within a five-year proposal for the provision of public water?** Exists.

**F. Is the area within a five-year proposal for the provision of public sewage?** No.

**27. Landscaping:**

**A. Is any buffer required?** No.

**B. Will trees be required along dedicated streets UDO Article 151.156?** Landscaping Plan required at Preliminary Plat.

**28. Findings Regarding Additional Requirements:**

**A. Endangering the public health and safety:** Staff feels the proposed use will not endanger the public health and safety.

**B. Injure the value of adjoining or abutting property:** The application does not appear to injure the value of adjoining or abutting property.

**C. Harmony with the area in which it is located:** Yes as other residential houses are in the immediate area.

**D. Conformity with the Plans:**

**1. Land Use Plan:** Yes

**2. Thoroughfare Plan:** Abuts Pudding Ridge Road

**3. Other plans officially adopted by the Board of Commissioners:** None

**E. Will not exceed the county's ability to provide public facilities:**

1. **Schools:** Approved.
  2. **Fire and Rescue:** Approved.
  3. **Law Enforcement:** Approved by Sheriff Perry
- Other County Facilities:** None.

**F. Other:**

**Recommendations**

**A. Technical Review Staff Comments:**

- (1) South Mills Water. No response.
- (2) Camden County Health Department: See perc test.
- (3) Camden County Schools. Approved.
- (4) South Mills Fire Department: Approved.
- (5) Sheriff's Office. Approved.
- (6) South Mills Post Office. No response.
- (7) Cable Company. No response.
- (8) Central Communications (911): Approved street name.
- (9) NCDOT. No input at this stage.

**At the September 18, 2013 meeting, Planning Board recommended approval on a 6-0 vote with the following comments/recommendations:**

1. If approved, include the four lots in front of lots 5-9 when designing the drainage plan for the subdivision.
2. Follow Health Department's requirements on elevating the house pad high than finished septic grade





# Land Use/Development Application

## County of Camden, North Carolina

Depending upon the type of proposal, the proposal may require a Zoning Permit, Conditional Use Permit, or Special Use Permit. This form is used as the start of application process. All applicants must submit a site plan (see "Minimum Site Plan Requirements") and a valid Health Department permit. Applicants for a Conditional Use Permit or Special Use Permit should review the "Requirements for Conditional Use Permit and Special Use Permit Applications".

Applicants for a subdivision must submit this form as their Special Use Permit application.

Please consult the Planning Office (1-252-338-1919) with any questions about your application.

<b>Please Do Not Write in this Box</b>	
PIN:	<u>01-7999-03-34-7305</u>
UDO#	<u>2013-08-04</u>
Date Received:	<u>8-6-13</u>
Received by:	<u>DP</u>
Zoning District:	<u>R3-1</u>
Fee Paid \$	<u>1350.00</u>

PLEASE PRINT OR TYPE

<u>Paid</u>	<u>check # 14081</u>
<u>8-6-13</u>	<u>\$1,350.00</u>

Applicant's Name: CAE, Inc., Hollis D. Ellis

If the Applicant is acting as agent for another person (the "principal"), please give that person's name on the line below and submit a copy of the agency agreement/letter with this Application.

Keith Nowell

Applicant's Mailing Address: 321 Office Square Lane, Suite 101A  
Virginia Beach, VA 23462-3655

Daytime Phone Number: ( 252 ) 562-0430

Street Address Location of Property: Adjacent to 137 ~~Kector~~ <sup>Pudding Ridge</sup> Barn Road, South Mills Township

General Description of Proposal: Sketch Plan Green Meadows Major Subdivision - 9 lots

*I swear or affirm that the foregoing information and all attachments hereto (now or subsequently provided as part of this application) are true and correct to the best of my knowledge.*

Signed: [Signature]

Dated: 08/05/2013

\* Information to be filled out by Planning Department

\*Is the Property in a Watershed Protection area? No

\*Flood Zone (from FIRM Map): X/AE \*Taxes paid? yes  no





**NORTHWEST CONTRACTORS, INC**

August 6, 2013

To: Mr. David Parks  
County of Camden  
PO Box 190  
117 North NC 343  
Camden, NC 27921

Re: Representation for Green Meadows, LLC

Dear Mr. Parks,

Please let this letter stand as my authorization for Mr. Hollis Ellis of CAE, Inc. to represent and act on behalf of Green Meadows, LLC and Northwest Contractors, Inc. if no representatives of these entities are able to attend meetings.

Regards,

*Reid M. Howell*  
President

Applicant: NOWELL, KEITH M  
987 SWAMP RD  
HERTFORD, NC 27944

Owner: NOWELL, KEITH M.  
91  
987 SWAMP RD  
HERTFORD, NC 27944

Site Location: LOT 4 GREEN MEADOWS, BEHIND 4 LOTS ON PUDDIN RIDGE RD

Texture: SCL	Mineralogy: SEXP	GPD: 360	Overall
Structure: SBK	Wetness (In.): 18	LTAR: .24	Lot Class: US

**If unsuitable, the site may be reclassified to provisionally suitable with the following modification:**

- Fill Area 120ft. by 60ft. with 18in. of sand

Fill Mound must be inspected before permit can be issued.

**To obtain an Authorization to Construct:**

- Submit a plat or scale drawing of the lot, showing location and dimensions of all property lines, proposed structures and driveways
- Pay Permit Fee of \$225.00

Comments: \*\*The last 20' of each line will need to be modified with sand to 4 feet.\*\* House pad will need to be higher than finished septic grade. Top of rock in trenches will be at top of 18 inch fill mound. Property line swales are needed to promote surface water away from home and septic system.

EHS: \_\_\_\_\_

  
Kevin Carver

Date: 08/14/2013

**THIS APPROVAL WILL BECOME VOID AFTER 12 MONTHS AND A NEW APPLICATION WILL BE NECESSARY**

Bertie (252) 794-5303    Camden (252) 338-4460    Chowan (252) 482-1199    Currituck (252) 232-6603  
Gates (252) 357-1380    Pasquotank (252) 338-4490    Perquimans (252) 426-2100

Date:

From: Technical Review Staff SMWA  
(Organization)

To: Camden County Planning Department

RE: Sketch Plan Green Meadows - 9 lots

The following are South Mills Water Assoc. A.K.A. input for the Sketch Plan Green Meadows major residential subdivision:

Approved as is.

Reviewed with no comments.

Approved with the following comments/recommendations:

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

Disapproved with the following comments: (Reason for denial)

THEY NEED to come before Board of  
directors to see if the South Mills Water Association  
will service them All FEES will HAVE to be paid in Full.  
Also EASEMENT to Talpe Leigh Drive is VERY QUESTIONABLE.

Name: Wayne Raper Signature: Wayne Raper

CAE, Inc.  
Engineers, Planners, and Construction Consultants

321 Office Square Lane, Suite 101A  
Virginia Beach, VA 23462-3655  
(252) 562-0430  
FAX (757) 271-1009

September 12, 2013

South Mills Water Association  
c/o Wayne Raper  
103 Halstead Street  
South Mills, NC 27976

**RE: Green Meadows Subdivision  
Puddin Ridge Road, South Mills, NC  
PIN # 017999003493030000**


Dear Mr. Raper,

We hereby request the South Mills Water Association Board of Directors consider an extension of the water distribution system to serve the proposed subdivision as referenced above.

A reduced copy of the subdivision sketch plan which is being considered by the County Planning Commission is attached. We have also obtained a waterline easement from the adjoining property owner. Confirmation of this easement agreement will be forwarded to your office under separate cover.

If you have further questions, please do not hesitate to call me at 252-562-0430.

Sincerely,



Hollis D. Ellis, PE  
President



Date: 9/3/2013

From: Technical Review Staff Soil & Water Conservation District  
(Organization)

To: Camden County Planning Department

RE: Sketch Plan Green Meadows – 9 lots

The following are SWCD input for the Sketch Plan Green Meadows major residential subdivision:

Approved as is.

Reviewed with no comments.


Approved with the following comments/recommendations:

Pending Stormwater Improvements to accomodate  
extra run-off from developed properties impervious  
surface. (EFH-2) Additional 1.53 ac/ft for 10 year storm.

Disapproved with the following comments: (Reason for denial)

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

Name: 9/3/2013

Signature: 

Date: 9-3-13

From: Technical Review Staff Camden County Schools  
(Organization)

To: Camden County Planning Department

RE: Sketch Plan Green Meadows – 9 lots

The following are \_\_\_\_\_ input for the Sketch Plan Green Meadows major residential subdivision:

\_\_\_\_\_ Approved as is.

\_\_\_\_\_ Reviewed with no comments.

Approved with the following comments/recommendations:

\* STATE Approved Cal-de-Sac with Adequate Turning Radius For Buses.

\* MAY NEED TO INCREASE BUS FLEET FOR THIS SUBDIVISION

\_\_\_\_\_ Disapproved with the following comments: (Reason for denial)

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

Name: LARRY LAWRENCE Signature: Larry Lawrence

## Dave Parks

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**From:** Tommy & Karen Banks <banks4@centurylink.net>  
**Sent:** Sunday, September 08, 2013 8:16 PM  
**To:** 'Dave Parks'  
**Subject:** RE: Sketch Plan Green Meadows

Dave,  
I have no problem with this as long as the two proposed hydrants are put in.

Thanks  
Chief Tommy Banks  
SMVFD

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**From:** Dave Parks [<mailto:dparks@camdencountync.gov>]  
**Sent:** Friday, September 06, 2013 4:04 PM  
**To:** [banks4@centurylink.net](mailto:banks4@centurylink.net)  
**Subject:** Sketch Plan Green Meadows

Tommy,

Did you get a chance to look at the Sketch Plan for Green Meadows and provide me with your comments? Need them to process application and send to Planning Board by next Tuesday.

Thanks,

Dave Parks

Date:

From: Technical Review Staff Sheriff's Office  
(Organization)

To: Camden County Planning Department

RE: Sketch Plan Green Meadows – 9 lots

The following are Sheriff Perry input for the Sketch Plan Green Meadows major residential subdivision:

Approved as is.

Reviewed with no comments.

Approved with the following comments/recommendations:

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Disapproved with the following comments: (Reason for denial)

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Name: Sheriff Perry Signature: Sheriff Perry





Comment Sheet  
Sketch Plan – Green Meadows

Developer: Keith Nowell – Engineer Hollis D. Ellis

Property size: Approximately 11 acres

Location: Adjacent to 137 Pudding Ridge Road

Number of lots proposed: 9 lots.

Name/address: JEFFERY SCHOCH 129 PUDDING RIDGE RD 27976 SOUTH MILLS NC

Comments: THE DRAINAGE OF ALL THE LOTS NEED TO BE TAKEN INTO  
THOUGHT AND IF THE LOTS THAT ARE BEING BUILT CAUSE THE  
FRONT 4 LOTS TO BE FLOODED THEY NEED TO REGRADE THE  
LOTS BACK TO ORIGINAL PLAN THAT WE ENGINEERED. THE LOTS  
ALSO NEED TO BE GRADED WITH TOP SOIL AND NOT  
FILL DIRT, THAT WAS SILT FROM A RIVER.

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Comment Sheet  
Sketch Plan – Green Meadows

Developer: Keith Nowell – Engineer Hollis D. Ellis

Property size: Approximately 11 acres

Location: Adjacent to 137 Pudding Ridge Road

Number of lots proposed: 9 lots.

Name/address: Jacob Brooks / 137 Pudding Ridge Rd.

Comments: Lot 3 needs regraded and ditched  
due to poor draining

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Comment Sheet  
Sketch Plan – Green Meadows

Developer: Keith Nowell – Engineer Hollis D. Ellis  
Property size: Approximately 11 acres  
Location: Adjacent to 137 Pudding Ridge Road

Number of lots proposed: 9 lots.

Name/address: CHARLES TILGHMAN 125 PUDDING RIDGE RD

Comments: CONSIDER THE MINOR SUBDIVISION FOR DRAINAGE.

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Comment Sheet  
Sketch Plan – Green Meadows

Developer: Keith Nowell – Engineer Hollis D. Ellis

Property size: Approximately 11 acres

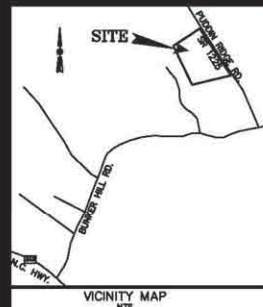
Location: Adjacent to 137 Pudding Ridge Road

Number of lots proposed: 9 lots.

Name/address: Donna Stewart 134 Pudding Ridge Rd So Mills, NC  
27976

Comments: \_\_\_\_\_  
Concerns about impervious surfaces Adding  
to additional drainage -  
Landscape / maintenance -  
- Fire hydrant -  
Larger water pipe  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



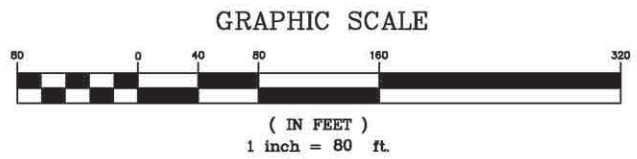
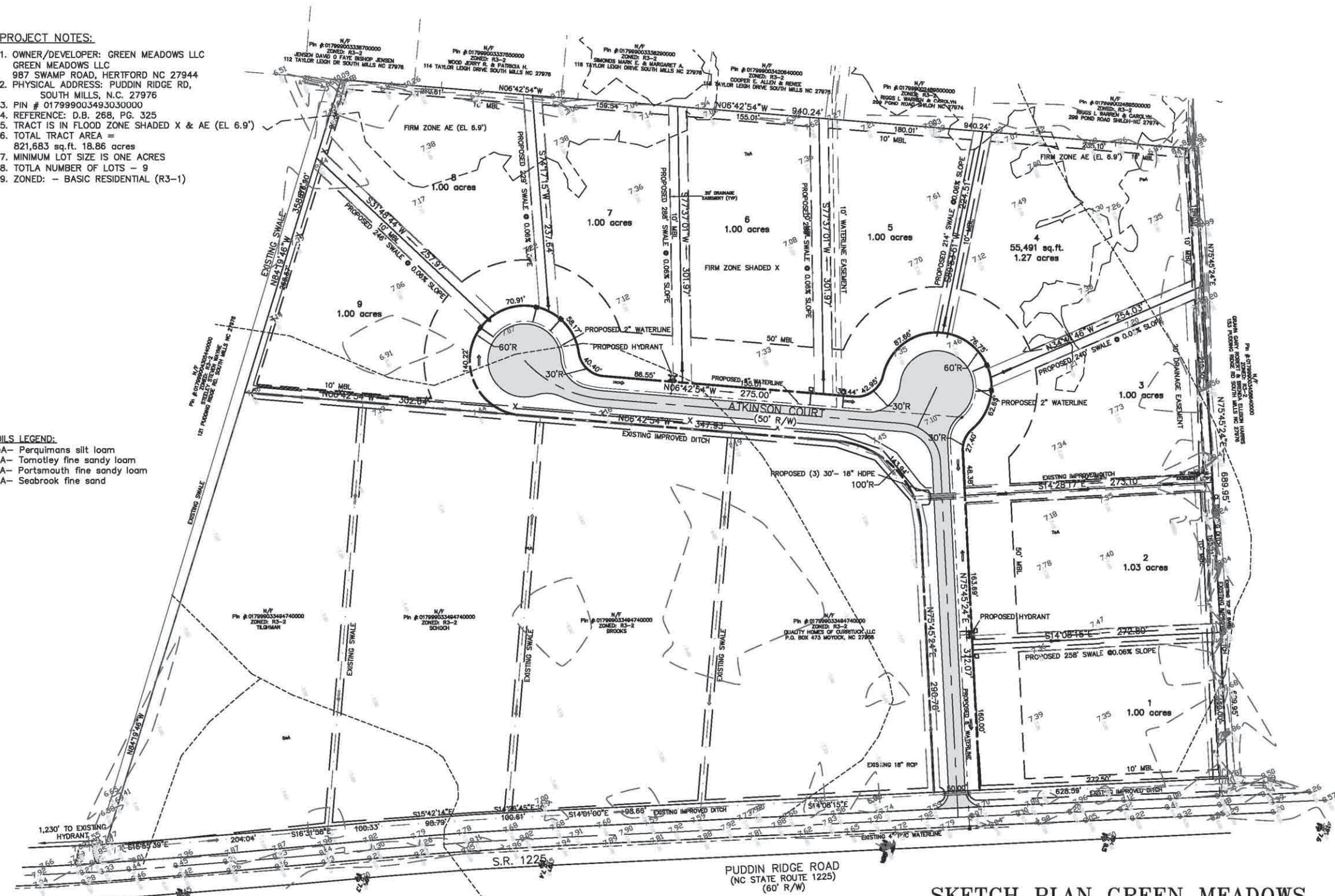


PROJECT NOTES:

1. OWNER/DEVELOPER: GREEN MEADOWS LLC  
GREEN MEADOWS LLC  
987 SWAMP ROAD, HERTFORD NC 27944
2. PHYSICAL ADDRESS: PUDDIN RIDGE RD,  
SOUTH MILLS, N.C. 27976
3. PIN # 017999003493030000
4. REFERENCE: D.B. 268, PG. 325
5. TRACT IS IN FLOOD ZONE SHADED X & AE (EL. 6.9')
6. TOTAL TRACT AREA =  
821,683 sq.ft. 18.86 acres
7. MINIMUM LOT SIZE IS ONE ACRES
8. TOTLA NUMBER OF LOTS - 9
9. ZONED: - BASIC RESIDENTIAL (R3-1)

SOILS LEGEND:

- PeA- Perquimans silt loam
- ToA- Tomotley fine sandy loam
- PtA- Portsmouth fine sandy loam
- SsA- Seabrook fine sand



SKETCH PLAN GREEN MEADOWS  
MAJOR SUBDIVISION

FOR  
GREEN MEADOWS, LLC  
SOUTH MILLS TOWNSHIP  
CAMDEN COUNTY, NORTH CAROLINA

CAE, INC.  
ENGINEERS, PLANNERS, AND CONSTRUCTION CONSULTANTS

321 OFFICE SQUARE LANE, SUITE 101A  
VIRGINIA BEACH, VIRGINIA 23462-3655  
TELEPHONE: (252) 562-0430 (757) 271-1009 FAX

SCALE: 1" = 80' DATE: 9/9/13

**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:** 6.I

**Consent Agenda**

**Meeting Date:** October 7, 2013

**Attachments:** 3 (172 Pages)

**Submitted By:** Administration

**ITEM TITLE:** N.C. Department of Cultural Resources Amendments to the Records Retention Schedule for the County Management, Register of Deeds, and Tax Schedules

**SUMMARY:**

The North Carolina Department of Natural Resources has released amendments to the County Management, Register of Deeds, and Tax Records Retention Schedules.

**RECOMMENDATION:**

Review & Approve.

**County Management  
Records Retention Schedule Amendment**

Amending the County Management Records Retention and Disposition Schedule published April 15, 2013.

**STANDARD 4. BUDGET, FISCAL AND PAYROLL RECORDS**

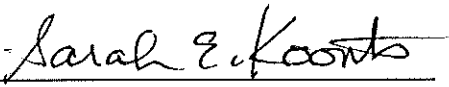
Amending item 32 Escheat and Unclaimed Property File as shown on substitute page 25.

**STANDARD 11. PERSONNEL RECORDS**

Amending item 19 Employee Eligibility Records as shown on substitute page 76.

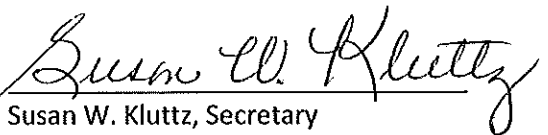
**APPROVAL RECOMMENDED**

\_\_\_\_\_  
Chief Administrative Officer/  
County Manager

  
\_\_\_\_\_  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Chairman, Bd. County Commissioners

  
\_\_\_\_\_  
Susan W. Kluttz, Secretary  
Department of Cultural Resources

August 28, 2013

\_\_\_\_\_  
County/Region



ITEM #	STANDARD-4. BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
26.	<b>DEBT FINANCING RECORDS</b> Includes bank statements, reconciliation records, requisitions, and notices of principal and interest due.	Destroy in office 3 years after entire issuance has been satisfied.*	26 CFR 1.148-5(d)(6)(iii)(E)
27.	<b>DEPOSITS</b>	a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year.	G.S. § 159-32
28.	<b>DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)</b>	a) Destroy in office annual reports after 3 years.* b) Destroy in office all other reports after 1 year.	
29.	<b>DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS</b> Includes related records such as bank account numbers and routing numbers.	Destroy in office when superseded or obsolete.	Comply with applicable confidentiality provisions of G.S. §132-1.10(b)(5) regarding personal identifying information.
30.	<b>DISTRICT INVESTMENT RECORDS</b>	Destroy in office after 3 years.*	
31.	<b>DONATIONS AND SOLICITATIONS</b>	Destroy in office after 1 year.	
32.	<b>ESCHEAT AND UNCLAIMED PROPERTY FILE</b>	a) Destroy in office after 10 years if report was filed prior to July 16, 2012.* b) Destroy in office after 5 years if report was filed after July 16, 2012.*	Comply with applicable provisions of G.S. §116B-60 and §116B-73.
33.	<b>EXPENDITURE REPORTS</b>	Destroy in office after 3 years.*	

ITEM #	STANDARD-11. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<p><b>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS</b> Includes records requesting tuition assistance, repayments, and other related records.</p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 83.</p>	Destroy in office 3 years after completion, denial, repayment, or removal from program.*	
19.	<p><b>EMPLOYEE ELIGIBILITY RECORDS</b> Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.</p>	<p>a) Destroy in office certificates, I-9 forms, and statements, 3 years after individual was hired or 1 year from date of separation, whichever occurs later.</p> <p>b) Destroy in office registers after 2 years.</p>	8 USC 274a.2
20.	<p><b>EMPLOYEE EXIT INTERVIEW RECORDS</b></p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 83.</p>	Destroy in office after 1 year.	
21.	<p><b>EMPLOYEE HEALTH CERTIFICATES</b> Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).</p>	<p>a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 83.</p> <p>b) Destroy in office all other records 2 years after resolution of all actions.</p>	

**Register of Deeds  
Records Retention Schedule Amendment**

Amending the Register of Deeds Records Retention and Disposition Schedule published October 10, 2012.

**STANDARD 2. BUDGET, FISCAL, AND PAYROLL RECORDS**

Amending item 26 Escheat and Unclaimed Property File as shown on substitute page 17.

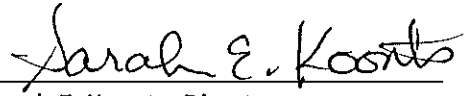
**STANDARD 5. PERSONNEL RECORDS**

Amending item 18 Employee Eligibility Records as shown on substitute page 39.

Amending items 36 Family Medical Leave Act (FMLA) Records, 45 Leave File, and 46 Leave Without Pay File as shown on substitute pages 45 and 47.

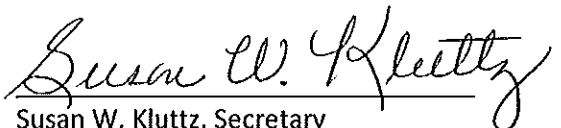
**APPROVAL RECOMMENDED**

\_\_\_\_\_  
Register of Deeds

  
\_\_\_\_\_  
Sarah E. Koontz, Director  
Division of Archives and Records

**APPROVED**

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

  
\_\_\_\_\_  
Susan W. Kluttz, Secretary  
Department of Cultural Resources

August 29, 2013

\_\_\_\_\_  
County

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<b>CREDIT CARD AND DEBIT SLIPS</b> Records of payments received from customers in the transaction of county business.	Destroy in office after 3 years.*	
19.	<b>CREDIT CARD USE FILE</b>	Destroy in office after 1 year.*	
20.	<b>DAILY CASH REPORTS</b> Daily status of cash. Reports include receipts, disbursements, cash and invested balances.	Destroy in office after 1 year.*	
21.	<b>DAILY DETAIL REPORTS</b>	Destroy in office after 1 year.*	
22.	<b>DEPOSITS</b>	a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year.	G.S. § 159-32
23.	<b>DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)</b>	a) Destroy in office annual reports after 3 years.* b) Destroy in office all other reports after 1 year.	
24.	<b>DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS</b> Includes related records such as bank account numbers and routing numbers.	Destroy in office when superseded or obsolete.	Comply with applicable confidentiality provisions of G.S. §132-1.10(b)(5) regarding personal identifying information.
25.	<b>DISTRICT INVESTMENT RECORDS</b>	Destroy in office after 3 years.*	
26.	<b>ESCHEAT AND UNCLAIMED PROPERTY FILE</b>	a) Destroy in office after 10 years if report was filed prior to July 16, 2012.* b) Destroy in office after 5 years if report was filed after July 16, 2012.*	Comply with applicable provisions of G.S. §116B-60 and §116B-73.

<b>STANDARD-5. PERSONNEL RECORDS</b>			
<b>ITEM #</b>	<b>RECORD SERIES TITLE</b>	<b>DISPOSITION INSTRUCTIONS</b>	<b>CITATION</b>
<b>17.</b>	<p><b>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS</b> Includes records requesting tuition assistance, repayments, and other related records.</p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48.</p>	Destroy in office 3 years after completion, denial, repayment, or removal from program.*	
<b>18.</b>	<p><b>EMPLOYEE ELIGIBILITY RECORDS</b> Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.</p>	<p>a) Destroy in office certificates, I-9 forms, and statements, 3 years after individual was hired or 1 year from date of separation, whichever occurs later.</p> <p>b) Destroy in office registers after 2 years.</p>	8 USC 274a.2
<b>19.</b>	<p><b>EMPLOYEE EXIT INTERVIEW RECORDS</b></p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48.</p>	Destroy in office after 1 year.	
<b>20.</b>	<p><b>EMPLOYEE HEALTH CERTIFICATES</b> Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).</p>	<p>a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48.</p> <p>b) Destroy in office all other records 2 years after resolution of all actions.</p>	29 CFR 1602.31

ITEM #	STANDARD-5. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
35.	<p><b>EQUAL PAY RECORDS</b> Includes reports, studies, aggregated or summarized data, and similar documentation compiled to comply with the Equal Pay Act.</p>	Destroy in office after 2 years.	29 CFR 1620.32
36.	<p><b>FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS</b> Records concerning leave taken, premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over FMLA and other related records.</p>	Item discontinued. See <b>LEAVE FILE</b> , item 45, page 47.	
37.	<b>FRINGE BENEFITS FILE</b>	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
38.	<p><b>GRIEVANCE FILE</b> Includes initial complaint, investigations, actions, summary, and disposition. May include disciplinary correspondence, including email.</p> <p>See also <b>DISCIPLINARY FILE</b> item 10, page 36 and <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48.</p>	Destroy in office after 2 years.	



ITEM #	STANDARD-5. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
45.	<p><b>LEAVE FILE</b> Records concerning employee leave, including requests for and approval of sick, vacation, overtime, buy-back, shared, donated, military, etc. Includes premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over the Family Medical Leave Act (FMLA), and other related records.</p>	Destroy in office 3 years after return of employee or termination of employment.*	29 CFR 825.110(b)(2)(i) 29 CFR 825.500(b)
46.	<b>LEAVE WITHOUT PAY FILE</b>	Item discontinued. See <b>LEAVE FILE</b> , item 45, page 47.	
47.	<b>LONGEVITY PAY REQUESTS</b>	Destroy in office when released from all audits.	
48.	<b>MERIT AND SENIORITY SYSTEM RECORDS</b>	<p>a) Destroy in office employee-specific records after 3 years.</p> <p>b) Destroy in office system and plan records 1 year after no longer in effect.</p>	29 CFR 1627.3
49.	<p><b>PERSONNEL ACTION NOTICES</b> Records used to create or change information in the personnel records of individual employees concerning such issues as hiring, termination, transfer, pay grade, position or job title, name change and leave.</p>	<p>a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 50, page 48.</p> <p>b) Destroy in office all remaining records 2 years from date record was created, received, or the personnel action involved.</p>	

**Tax Administration  
Records Retention Schedule Amendment**

Amending the Tax Administration Records Retention and Disposition Schedule published April 17, 2013.

**STANDARD 5. PERSONNEL RECORDS**


Amending item 19 Employee Eligibility Records as shown on substitute page 36.

**STANDARD 12. PROGRAM RECORDS: BUSINESS AND OTHER TAX RECORDS**

Adding item 3 Excise Tax Records as shown on substitute pages 72 and 73.

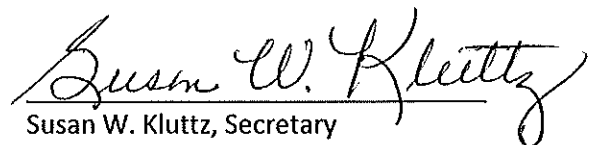
**APPROVAL RECOMMENDED**

\_\_\_\_\_  
Chief Administrative Officer/  
County Manager

  
\_\_\_\_\_  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Chairman, Bd. County Commissioners

  
\_\_\_\_\_  
Susan W. Kluttz, Secretary  
Department of Cultural Resources

September 3, 2013

\_\_\_\_\_  
County/Region

ITEM #	STANDARD-5. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<p><b>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS</b> Includes records requesting tuition assistance, repayments, and other related records.</p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 43.</p>	Destroy in office 3 years after completion, denial, repayment, or removal from program.*	
19.	<p><b>EMPLOYEE ELIGIBILITY RECORDS</b> Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.</p>	<p>a) Destroy in office certificates, I-9 forms, and statements, 3 years after individual was hired or 1 year from date of separation, whichever occurs later.</p> <p>b) Destroy in office registers after 2 years.</p>	8 USC 274a.2
20.	<p><b>EMPLOYEE EXIT INTERVIEW RECORDS</b></p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 43.</p>	Destroy in office after 1 year.	
21.	<p><b>EMPLOYEE HEALTH CERTIFICATES</b> Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).</p>	<p>a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 45, page 43.</p> <p>b) Destroy in office all other records 2 years after resolution of all actions.</p>	29 CFR 1602.31

**STANDARD-12. PROGRAM OPERATIONAL RECORDS: BUSINESS AND OTHER TAX RECORDS.** Records received and created by county tax offices in order to meet all statutory requirements. Comply with applicable provisions of G.S. §153A-148.1 regarding confidentiality of local tax records that contain information about a taxpayer's income or gross receipts.

ITEM #	STANDARD-12: PROGRAM RECORDS: BUSINESS AND OTHER TAX RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<b>ANIMAL LICENSE RECORDS</b> Records concerning the payment of license fees.	Destroy in office after 3 years.*	
2.	<b>BEER AND WINE LICENSE TAX RECORDS</b> Issuance and payment records concerning licenses to sell alcohol.	Destroy in office 3 years after expiration.*	G.S. §105-113.78 G.S. §105-113.88
3.	<b>EXCISE TAX RECORDS</b> Records concerning the assessing and collecting of excise taxes, including land transfer taxes.	Destroy in office after 3 years.*	
4.	<b>GOING-OUT-OF-BUSINESS LICENSES</b> Licenses granted to business to hold going out of business, water and smoke damage, and distress sales.	Destroy in office 1 year after expiration.	G.S. §66-77
5.	<b>HEAVY EQUIPMENT TAX</b>	Destroy in office after 3 years.*	
6.	<b>MOTOR VEHICLE RENTAL TAX</b>	Destroy in office after 3 years.*	
7.	<b>PREPARED FOOD AND BEVERAGE TAX</b>	Destroy in office after 3 years.	G.S. §160A-480.3

ITEM #	STANDARD-12: PROGRAM RECORDS: BUSINESS AND OTHER TAX RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.	<b>PRIVILEGE LICENSE CITATION RECORDS</b> Records documenting citations issued by license inspectors for non-compliance with business license requirements.	Destroy in office after 3 years.	
9.	<b>PRIVILEGE LICENSES</b> Records documenting the county's issuance of business privilege and license renewal notices, receipts, and periodic reports.	Destroy in office 3 years after license expires.	G.S. §105-33 G.S. §105-37.1 G.S. §105-38.1 G.S. §105-40 G.S. §105-105
10.	<b>ROOM OCCUPANCY TAX</b>	Destroy in office after 3 years.	G.S. §160A-480.3

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

**Item Number: 9.A-D**

**Information & Reports**

**Meeting Date: October 7, 2013**  
**Attachments: 4 (30 Pages)**  
**Submitted By: Various Departments**

**ITEM TITLE: Various Information & Reports  
from other Agencies**

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

**SUMMARY:**

- A. Central Depository Report**
- B. NWDB Board Packet**
- C. Sales Tax Report**
- D. Land Transfer Tax Report**

**RECOMMENDATION:**

**Information Only**



09/20/2013 08:14  
sjones

Camden County, NC LIVE  
BALANCE SHEET FOR 2014 2

PG 1  
glbalsht

FUND: 0001 CENTRAL DEPOSITORY /

FUND: 0001 CENTRAL DEPOSITORY			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<hr/>				
ASSETS				
01	101001	CENTRAL DEPOSITORY	-276,441.96	8,849,714.49
01	101002	RESTRICTED SECURITY CASH	.18	8,604.34
01	101003	CD'S INVESTMENTS	.00	550,000.00
01	101006	NCCMT INVESTMENT GEN FUND	175,200.17	352,352.63
01	101007	NCCMT SCHOOL RESERVE FUND	.02	2,609.58
01	101008	FEREBEE COURTHOUSE TRUST	.01	1,534.21
TOTAL ASSETS			-101,241.58	9,764,815.25
<hr/>				
LIABILITIES				
01	201010	DUE GENERAL FUND	64,888.33	-4,843,878.20
01	201012	DUE DEMOLITION FUND	505.15	-59,594.17
01	201013	DUE R/D TECHNOLOGY FUND	-508.63	-9,724.85
01	201014	DUE SCATTERD HOUSING	53,156.50	55,169.39
01	201015	DUE TOURISM DEVELOPMENT	-462.68	-105,889.44
01	201023	DUE WATER & SEWER IMPACT FEES	-260.05	-158,781.67
01	201028	DUE GREEN INDUSTRIAL PARK	16,523.40	1,019,734.62
01	201029	DUE SEWER PROJECT	239,164.51	615,572.54
01	201030	DUE SOUTH CAMDEN WATER/SEWER	6,047.37	-548,057.46
01	201032	DUE DISMAL SWAMP GIFT SHOP	-1,277.50	-75,963.27
01	201040	DUE CH & S FIRE COMMISSION	-10,904.90	-479,982.37
01	201041	DUE SM FIRE COMMISSION	54,872.20	-298,856.77
01	201050	DUE SCHOOL FUND	-51.08	-26,333.04
01	201051	DUE DSS TRUST FUND	-2,358.43	-8,310.02
01	201052	DUE SOCIAL SERVICES	52,716.27	-163,574.60
01	201053	DUE JOYCE CREEK PROJECT	-1,718.87	-176,179.55
01	201055	DUE E/D PROJECT FUND	23,199.55	-92,947.19
01	201056	DUE FEREBEE TRUST FUND	-.01	-1,534.21
01	201060	DUE DISMAL SWAMP VISITORS CTR	-18,877.96	-13,909.70
01	201065	DUE COMMUNITY PARK TRUST FUND	883.40	-36,649.83
01	201070	DUE REVALUATION RESERVE	247.95	-569,803.33
01	201071	DUE SPECIAL CAPITAL RESERVE	-45,381.61	-2,940,097.63
01	201075	DUE SCHOOL CAPITAL RESERVE	-329,161.33	-845,224.50
TOTAL LIABILITIES			101,241.58	-9,764,815.25
TOTAL LIABILITIES + FUND BALANCE			101,241.58	-9,764,815.25

*Clara C. Mansfield, Finance Officer*  
*September 20, 2013*

09/20/2013 08:05  
sjones

Camden County, NC LIVE  
BALANCE SHEET FOR 2014 1

PG 1  
glibalsht

FUND: 0001 CENTRAL DEPOSITORY /

FUND: 0001 CENTRAL DEPOSITORY			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
-----				
ASSETS				
01	101001	CENTRAL DEPOSITORY	-1,001,502.44	9,126,156.45
01	101002	RESTRICTED SECURITY CASH	.19	8,604.16
01	101003	CD'S INVESTMENTS	.00	550,000.00
01	101006	NCCMT INVESTMENT GEN FUND	113,323.87	177,152.46
01	101007	NCCMT SCHOOL RESERVE FUND	.03	2,609.56
01	101008	FEREBEE COURTHOUSE TRUST	.02	1,534.20
TOTAL ASSETS			-888,178.33	9,866,056.83
=====				
LIABILITIES				
01	201010	DUE GENERAL FUND	739,329.69	-4,908,766.53
01	201012	DUE DEMOLITION FUND	-53.14	-60,099.32
01	201013	DUE R/D TECHNOLOGY FUND	-539.64	-9,216.22
01	201014	DUE SCATTERD HOUSING	188.49	2,012.89
01	201015	DUE TOURISM DEVELOPMENT	2,180.29	-105,426.76
01	201023	DUE WATER & SEWER IMPACT FEES	-2,805.77	-158,521.62
01	201028	DUE GREEN INDUSTRIAL PARK	.00	1,003,211.22
01	201029	DUE SEWER PROJECT	107,685.23	376,408.03
01	201030	DUE SOUTH CAMDEN WATER/SEWER	-6,193.13	-554,104.83
01	201032	DUE DISMAL SWAMP GIFT SHOP	-2,012.95	-74,685.77
01	201040	DUE CH & S FIRE COMMISSION	56,777.15	-469,077.47
01	201041	DUE SM FIRE COMMISSION	55,575.28	-353,728.97
01	201050	DUE SCHOOL FUND	-14.27	-26,281.96
01	201051	DUE DSS TRUST FUND	721.45	-5,951.59
01	201052	DUE SOCIAL SERVICES	-25,298.52	-216,290.87
01	201053	DUE JOYCE CREEK PROJECT	195.53	-174,460.68
01	201055	DUE E/D PROJECT FUND	-102.79	-116,146.74
01	201056	DUE FEREBEE TRUST FUND	-.02	-1,534.20
01	201060	DUE DISMAL SWAMP VISITORS CTR	16,299.85	4,968.26
01	201065	DUE COMMUNITY PARK TRUST FUND	1,326.83	-37,533.23
01	201070	DUE REVALUATION RESERVE	-505.26	-570,051.28
01	201071	DUE SPECIAL CAPITAL RESERVE	-25,780.15	-2,894,716.02
01	201075	DUE SCHOOL CAPITAL RESERVE	-28,795.82	-516,063.17
TOTAL LIABILITIES			888,178.33	-9,866,056.83
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TOTAL LIABILITIES + FUND BALANCE			888,178.33	-9,866,056.83
=====				

*Clara C. Mansfield, Finance Officer*  
*September 20, 2013*



September 17, 2013

**6:00 pm Albemarle Commission**

**Please RSVP for quorum to Pat. If you do not RSVP, you will NOT have a meal.**

**Pbo@albemarlecommission.org or 426-5753 ext. 261**

## **Agenda**

- **Call to order/declaration of Quorum**
- **Welcome and Introductions**
- **Approval of Consent Agenda: vote**  
Agenda for current meeting  
Minutes from July and August 2013 Board meetings and monthly Committee minutes.  
(Members can request the Chair to pull any item from consent Agenda.)
- **Old/Unfinished Business:**
  - By-laws
- **Reports: All committee and staff reports are included in the packet. Please read before the meeting and feel free to ask questions.**
  - Director's Report
- **Presentations**
  - Role of Workforce Board in the Integrated Service Delivery System & Selection of the Workforce Center location
  - Board Notebook-Natalie Rountree
- **New Business:**
- **Other Business/Announcements:**  
All Board members must serve on a committee. Members must be assigned to a committee and begin attending by October 2013. See any of the below for information.

Economic Development: Dave Whitmer (staff), Jack Hughes (Chair)

Youth Council: Kirk Devine (staff), Zach Bray (Chair)

**Next Scheduled Meeting Date: November 19, 2013**

**Minutes of the  
Northeastern Workforce Development Board  
July 16, 2013  
6:00 p.m.**

**Welcome-** Chairman Hanig welcomed everyone and asked that everyone introduce themselves.

**Call to Order/ Quorum-** Chairman Bobby Hanig called the meeting to order and determined there was a quorum with 12 Board members present. Members present: Zach Bray, Vernon Brinkley, Dave Carroll, Clay Carter, Karen Gilbert, Bobby Hanig, Jack Hughes, Patsy Jones, Steve Magaro, Lee Scripture, Caitlin Shotwell, and Rhonda Woolard. Absent Excused Members: Tim Ivey, Donna James-Whidbee, April Stotesberry, and John Wolfrey. Absent Unexcused Members: Shea Berry-Bundy and James Nemeth. Partners & guests present: John Mitchener, Tammy Miller-White, Alicia Clark, Neal Anderson, Kenny Kee, Judy Bonner and Wade Denny. NWDB staff present: Natalie Rountree, Dave Whitmer, Kirk DeVine and Meagan O'Neal.

**Approval of Consent Agenda-** Chairman Hanig advised that the "Comments" section of the agenda would not be discussed at this meeting. **Mr. Carroll made a motion** to approve the consent agenda with the removal of "Comments" discussion. **Mr. Hughes seconded this motion** and it was carried unanimously.

**Old/Unfinished Business-** None.

**Reports/ Presentations-** There were no questions about the staff or committee reports, other than a request to make sure to spell out acronyms at the beginning of each report. Meagan O'Neal gave a presentation about the new integrated service delivery system. This system can be used by staff, individuals, and employers across the state. The state has not released any promotional materials for the system yet, but has started notifying users with an account in the current Job Connector system.

Natalie Rountree gave a brief presentation about the NWDB. She explained the organizational chart, the WIA Rules & Regulations to abide by, and discussed the role of the Board.

**New Business-** Mrs. Rountree told everyone about the Workforce Development Conference that takes place in October. Anyone interested in attending needs to let her know by August 15<sup>th</sup> in order to plan accordingly and give permission to register.

**Other Business/ Announcements-** Chairman Hanig asked every Board member that is not already on a committee to contact him about vacancies and joining. The committees need more participation. He also mentioned vacancies on the Board and asked for referrals.

Chairman Hanig made an announcement about the Consortium making adjustments to the Bylaws. The changes being made were presented to the Board and a recommendation was made to discuss this at length at the September meeting and forward suggested changes to the Consortium at their next meeting. Board members present agreed with this recommendation and will be put on the September agenda.

**Mr. Hughes made a motion** to adjourn the meeting. **Mr. Carter seconded this motion** and it was carried unanimously. **Next scheduled meeting date: September 17, 2013 at 6:00 p.m.**

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Chairman- Bobby Hanig

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Date

### Leadership Committee

August 1, 2013

Present: Bobby Hanig, James Nemeth, Zach Bray, Elizabeth Kurzer, Natalie Rountree, Kirk Devine

Excused: Jack Hughes, Dave Carroll

Bobby welcomed everyone.

Kirk shared data regarding the Youth Program:

- ❖ Seventy-eight youth were served from July 1, 2012 to June 30, 2013.
- ❖ Sixty-one percent of the youth were Black/African-American and thirty-eight percent were White.
- ❖ The majority of participants (68%) were female.
- ❖ The largest barrier for youth served was that they were skills deficient.
- ❖ Two of the Older Youth (33.33%) entered employment & retained that employment for at least 6 months.
- ❖ Twelve Younger Youth (92.31%) obtained a diploma.

He also shared a list of work experience sites and 3 success stories. The stories will be added to the NWDBWorks website. The data and success stories will be sent with the next board report. Kirk and Zach are working to increase the Youth Council Membership. Once additional members are added, Elizabeth has offered to provide training. The new NCWorks Online will go live on August 5<sup>th</sup>. No one knows what sort of data will be able to be pulled from the system so we do not know what future reports will look like. Everyone commended Kirk and staff on all of their hard work as well as the Youth Council.

Zach reported Steve Magaro has requested that Youth Council minutes be changed, additional reports, and wants very specific plans and strategies. Zach is not sure what specifics Steve wants. Zach has told him he can bring these requests up during meetings and has been given opportunities but has not taken advantage of them. Steve has also been reminded that this will be the first year that an actual plan can be fully implemented with the youth due to various changes and situations over the past year. There is also the question of Issuances such as who develops and where does everyone fit in with them (AC, Board). Bobby said he feels committees do the work and there must be a limit on reports. Discussion followed regarding Steve's requests. The decision was made that Zach would explain to Steve that the minutes would be approved or approved as amended at the Youth Council meeting. Steve must be specific with his requests and to contact Natalie and Kirk to discuss.

Bobby feels the update of the By-Laws has been driven by one person and doesn't feel they need to be changed because this person wants them to be; change only if there is a real need. Zach said this is a good example of who is responsible for what since the By-Laws are for the Board yet are being changed by the Consortium. Elizabeth explained the Consortium is very involved because the Board was dissolved a few years ago and they took over. The Board can review By-laws at a retreat if necessary. She feels the By-Laws are benign and most updates that have recently occurred across the state have

involved technology. Elizabeth said that the Board can “take over” control of the By-Laws or continue to allow the Consortium to control.

Natalie, Dave, & Bobby along with DWS staff attended an Integrated Service Delivery regional meeting recently. Bobby shared that there is a lot of information and the Board doesn’t need to be in the weeds; they only need an overview of what is expected. Natalie agreed as did others. The Board needs to understand they are responsible for the Career Center and have always been but haven’t been doing the oversight. The Board will make the final decision on the Center Manager and location, within state parameters. It was decided the September Board meeting would be on the Career Center.

The Leadership Committee agreed Board packets will only be sent months of meetings.

There was discussion about holding a strategic board retreat or meeting. Elizabeth recommended bringing in an outside facilitator and focus on policy review or the Career Center. Committees may be having trouble with planning due to the Career Center planning and are still working under the old plan. The general consensus was there is not a need to hold a retreat at this time.

The Marketing Committee is not very active at this time. Natalie suggested doing away with the committee and forming a Career Center Committee for overview in the future. Bobby agreed and suggested merging Marketing and Economic Development. Jim agreed. Bobby will bring up to the Marketing Committee at the next meeting.

Natalie shared that Regulator Marine had been nominated for the Governor’s Award-Business but did not win. Christina Ledford had been nominated for the Governor’s Award-Adult and won. She will be recognized at the Partnership Conference in October with press releases to follow. Bobby requested her full story be included in the September packet.

Bobby requested Leadership and Marketing Committees vote to approve minutes since Youth and Economic Development does.

Natalie reminded everyone to respond by Aug. 15<sup>th</sup> if they wish to attend the Partnership Conference.

The next meeting is September 5<sup>th</sup> at 9 am.

There being no further business, the meeting adjourned.

Natalie Rountree

**Economic Development Committee (EDC) Minutes**

**Meeting Date: July 16<sup>th</sup>, 2013 (4:00pm) at the Albemarle Commission in Hertford. (The Committee did not meet in June).**

**Present:** Jack Hughes, Patsy Jones, Lee Scripture, Karen Gilbert, Bobby Hanig (NWDB Chair), Dave Whitmer (staff)

**Absent with notice:** Tim Ivey

**Absent without notice:** Vernon Brinkley

1. Chairman Hughes called the meeting to order.
2. Chairman Hughes welcomed Karen Gilbert to the EDC.
3. Approval of Minutes:
  - The Committee approved the minutes from the April 2013 EDC meeting.
  - The Committee approved the minutes from the May 2013 EDC meeting.
4. Sponsorship of Chamber Business Expos: Dave told the Committee that NWDB Director, Natalie Rountree, asked for input from the Committee as to whether or not NWDB should sponsor Chamber Business Expos. Dave provided the Committee with sponsorship information from the Perquimans and Currituck Chambers. After discussion, the Committee decided the following:

The consensus of the group is that we absolutely should sponsor the expos. The EDC has identified as a priority the strengthening of the relationships between the NWDB and the Chambers. The EDC believes sponsoring expos will help to accomplish that goal. It will also help with name recognition in the business community for NWDB. The EDC believes we should sponsor the expos at a “Gold Level” to achieve the highest potential benefit. The EDC suggests that NWDB designate a budget for this type of activity (so we can support multiple Chambers) and allocates it on a “first come, first served” basis. Since the Perquimans Chamber has approached NWDB requesting sponsorship of the 2013 Business Expo, the EDC recommends that NWDB sponsors this expo at the Gold Level.

5. Chamber Survey Projects:
  - a) Update: Dave updated the Committee on the current status of the Chamber survey projects. The Currituck Chamber survey has been completed. The Edenton Chamber survey is being administered in two phases. The first phase which was launched last week consists of questions that are primarily of interest to the Chamber. The second phase which is planned to be launched in approximately three to four weeks will be questions of interest to the SBTDC and NWDB. The decision to administer this in two phases was made so each of the three participating agencies would be able to ask an adequate number of questions without having one very long survey. Dave stated that the NWDB purchased Survey Monkey at the request of the EDC and that he was using it to for the Edenton Chamber survey project. The Committee stated that we should offer this service to all Chambers in the NWDB region.
  - b) Currituck Chamber Survey Results: Dave distributed the results of the Chamber survey to the Committee. Dave pointed out that the majority of employers responding to the survey indicated that the main thing the workforce is lacking is soft skills and work ethic.



- c) Edenton-Chowan Chamber Survey Project: Dave passed out a draft of potential questions for the second phase of the survey project. Dave told the Committee that this was a great opportunity for NWDB to collect information and asked the Committee review the proposed questions and provide input within the next couple weeks. Jack made a couple suggestions that he asked to be considered.

6. Committee member reports: Jack asked each Committee member if they had anything to share that may be of interest to the other members.

Patsy said she read in the NWDB Board Packet that the Marketing Committee was working on getting information distributed to Commissions in the region. She asked if we could get the newly designed Business Services brochure to the Commissioners by coordinating with the marketing committee. Dave agreed to discuss this with the Marketing Committee. The Committee then discussed how the brochures were currently being printed. Dave said they are being printed in house in small batches. Patsy said that each of the DWS offices could use about 50 of the brochures. Jack asked the Committee to review the brochure again to look for typos or edits that would be needed so we could print a larger number. Dave said he would get price information for a larger batch of printed brochures and provide it to the Committee.

Jack stated that he was pleased with the current membership of the EDC. However, at one point the EDC had seven members and he thought it would be a good idea to add one more member. Jack believes the Committee would benefit from an additional member representing the private sector.

7. Develop 2013 – 2014 Work Plan: Jack stated that NWDB resources are limited. In order to be able to deliver services, we must be aware of and seek out funding opportunities. We could also benefit from expanding our collaborative activities.

Jack discussed developing a multi-year work plan. A possible idea would be to identify how we want workforce development in our region to evolve by the year 2020. This could be the “2020 Vision Plan”. Once we identified where we want to be, we would then identify goals and tasks that would need to be accomplished to get there.

Bobby agreed that the committee has evolved to the point where we should think past the next year.

Karen agreed that if we are not thinking long term, we definitely should be. Patsy agreed.

8. Old Business: None to report

9. New Business: None to report

**Next committee meeting will be at 4:00pm on Tuesday August 20<sup>th</sup> via conference call.**

Minutes prepared by Dave Whitmer.

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Economic Development Committee (EDC) Minutes****Meeting Date: August 20<sup>th</sup>, 2013 (4:00pm) via conference call****Present:** Jack Hughes, Patsy Jones, Lee Scripture, Karen Gilbert, Bobby Hanig, Dave Carroll, Tim Ivey, Vernon Brinkley, Dave Whitmer (staff), Sarah Horejsi (staff)**Absent with notice:** Clay Carter**Absent without notice:** Caitlin Shotwell

1. Chairman Hughes called the meeting to order.
2. Chairman Hughes welcomed the new committee members as follows: Dave Carroll, Clay Carter, Bobby Hanig, and Caitlin Shotwell.
3. Approval of Minutes: The committee approved the minutes from the July 2013 meeting.
4. Develop 2013 – 2014 Work Plan: The committee reviewed a list of 10 suggested work plan activities. This list was provided to the committee members before the meeting to allow for time for feedback. Several committee members provided feedback to Jack via email and phone call before the meeting. During the meeting, there was additional feedback. Also, Dave Whitmer suggested an additional activity regarding continuing data collection/ business needs assessment projects. The committee came to a consensus that if resources are available, all of the activities (including the additional activity recommended by Dave Whitmer) should be included in the 2013-2014 Work Plan. A copy of the work plan including revisions is included as Exhibit A.
5. Develop Budget for 2013 – 2014 Work Plan: The decision was made to appoint a sub-committee to work on the budget. Jack stated that anyone interested in serving on the sub-committee should contact him and asked Bobby Hanig if he would serve on the committee. Bobby agreed. Jack also stated that if anyone would like to provide input before the sub-committee meets he would welcome their call.
6. Committee member reports: There were no reports
7. Old Business: None to report
8. New Business: None to report

**Next committee meeting will be at 4:00pm on Tuesday September 17<sup>th</sup> at the Albemarle Commission.**

Minutes prepared by Dave Whitmer.

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

1                   **Recommended changes/additions to By-Laws**  
2                   Current language is in black. Recommended is in green.

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5                   **ARTICLE II**  
6                   **DUTIES AND RESPONSIBILITIES OF THE WORKFORCE**  
7                   **DEVELOPMENT BOARD**

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9                   **Section 1. Duties and Responsibilities of the NWDB**

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12                  Section 1. Duties and Responsibilities of the NWDB Regarding Federal and  
13                  State Mandates

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17                  Currently there is no Section 2.

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19                  Section 2. Duties and Responsibilities of the NWDB Regarding NWDB  
20                  Personnel Oversight

21                  The NWDB and Consortium shall consult with the Albemarle Commission on the  
22                  employment and discharge of the NWDB Director and make recommendations as to  
23                  the Director’s duties, compensation, and employment.  
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**ARTICLE VIII**  
**MEETINGS**

**Section 2. Attendance**

Members of the NWDB are expected to attend all meetings of the Board (and their assigned committee). A NWDB member will have unacceptable attendance if they do not attend at least fifty percent of scheduled NWDB meetings or if they are unexcused for more than 10% of total meetings, including committee meetings during a twelve month period. An unexcused absence is determined by proper notification at least 1 hour before the meeting. Members in compliance with attendance requirements are considered active. Members who do not meet attendance requirements will automatically receive a letter thanking them for their time served and that they no longer serve on the board.

**Section 2. Attendance**

The NWDB recognizes the value of time and effort of all volunteering board members. The board also recognizes the necessity of regular attendance and engagement at scheduled and committee meetings. It may be recommended to the appointing body that a member be dismissed and replaced. The following criteria will be considered grounds for such recommendation:

- a. Three (3) unexcused absences from regular board and committee meetings without notification to the Board Chair or Board approved designee OR
- b. Missing fifty percent (50%) of regular board and committee meetings during a twelve (12) month period OR
- c. Actions which would render the member unsuitable to represent the category to which he/she has been assigned by the NWDB.

An excused absence is determined by proper notification to the Board Chair or Board approved designee at least 1 hour before the meeting. The 12-month period begins on the appointment date of the member.

The decision to recommend to the appropriate appointing body dismissal of a member will be based on the sound and considered judgment of the NWDB Leadership Committee. This recommendation will be presented to the WDB during a Leadership Committee meeting. Final approval of dismissal will be determined by a two-thirds vote of the NWDB present. Any vacancy in the membership of the NWDB shall be filled by the appropriate appointing body within sixty (60) days. (Article III, Section 2A, line 117)

**I. Organization Structure/staffing:**

A position that will work with all 3 programs (Adult, Dislocated Worker, and Youth) was advertised for Dare County. Interviews will be conducted on Wednesday, September 11, 2013. Kathy Nixon is working more with the On-the-Job Training program to assist more dislocated workers in their job search. She is permanently housed in the Division of Workforce Solutions (DWS) Office in Elizabeth City.

**II. Counts**

NCWorks.gov went live on August 5<sup>th</sup>. Due to new enrollment procedures as well as “bugs” in the system, there is limited data for reports. If I am able to access reports and can provide data for August, I will bring to the September meeting.

**III. Board Organization**

Welcome to 3 new board members! We are still working to identify a private sector and CBO representative from Hyde. One educational seat is currently vacant with plans for it to be filled by ECSU followed by approval by the Consortium.

**IV. Other staff business/activities:**

- a. Please see Dave Whitmer’s report- Business Services
- b. Please see Kirk DeVine’s Youth report and Youth Council information.
- c. Please see Dawn Kent’s finance report

**V. Updates**

Dave Whitmer, Bobby Hanig, Patsy Jones, Judy Bonner, Kenny Kee, Wade Denney, and I continue to meet concerning the Integrated Service Delivery System.

Staff are still working to learn the NCWorks system. There have been bugs with implementation as expected. We are still awaiting policy regarding some of the features which may affect local programming.

Senate Bill 73 passed. This bill requires programs to be competitively bid and effects about half of the programs in the state. The Director’s Council has formed a committee that is working to address this. I will address this more during the September Board meeting.

**Business Services Staff:**

Dave Whitmer, Director of Business and Career Services

Sarah Horejsi, Business Services Representative

### **HIGHLIGHTS OF BUSINESS SERVICES ACTIVITIES**

Three new OJT contracts: One with SubSea Video Systems in Pasquotank and two with Albemarle Boats in Chowan.

Collaborative survey project with Currituck Chamber and SBTDC has been completed. Highlights of findings can be found in the Currituck section of this report.

### **COUNTY SPECIFIC ACTIVITIES**

#### **Camden County**

- **General Activities:**

OJT Job Seeker Orientations: Conducted for 1 Job Seeker

- **Existing Incumbent Workforce Development Program Grants (IWDP):**
- **Existing On The Job Training Contracts (OJT):**

#### **Chowan County**

- **General Activities:**

Edenton-Chowan Chamber of Commerce: Staff continued working with the Chamber and SBTDC to develop and deploy a business needs assessment project. This project has been divided into two phases: The first phase is a survey consisting of questions that are primarily of interest to the Chamber. The second phase consists of questions that are primarily of interest to the SBTDC and NWDB. Input for this project has been provided by the NWDB Economic Development Committee.

The first phase of the project has been completed. There were 39 respondents. The second phase of the project is in progress and should be completed in September.

OJT Job Seeker Orientations: Conducted for 12 Job Seekers.

- **Existing Incumbent Workforce Development Program Grants:**
- **Existing On The Job Training Contracts:**

Albemarle Boats: OJT contract for the position of Boat Builder. The contract will reimburse the company for providing 800 hours of training.

Albemarle Boats: OJT contract for the position of Boat Builder. The contract will reimburse the company for providing 1040 hours of training.

Colony Tire: OJT contract for the position of Retread Laborer (**started in June**). The contract will reimburse the company for providing 430 hours of training.

Methodist Home for Children: **Staff conducted an on-site business monitoring visit.**

OJT contract for the position of Resident Counselor (**started in May**). The contract will reimburse the company for providing 800 hours of training.

Regulator Marine: **Staff conducted an on-site business monitoring visit. The contract for the laminator position starting in April has ended unsuccessfully. The participant was fired.**

OJT contract for the position of Laminator (**started in April**). The contract will reimburse the company for providing 1040 hours of training.

Regulator Marine: OJT contract for the position of Boat Assembler (**started in February**). The contract will reimburse the company for providing 1040 hours of training to the OJT participant.

Regulator Marine: OJT contract for the position of Laminator (**started in March**). The contract will reimburse the company for providing 1040 hours of training to the OJT participant.

Regulator Marine: OJT contract for the position of Boat Assembler (**started in March**). The contract will reimburse the company for providing 1040 hours of training to the OJT participant.

## Currituck County

### • **General Activities:**

#### Currituck Chamber of Commerce:

- The collaborative survey project was administered and results have been received. There were approximately 40 respondents. Some of the highlights of the data collected are as follows:
  - Training needs: social media; customer service
  - What is the workforce lacking?: work ethic and soft skills
  - Challenges faced when hiring and training:
    - Unreal expectations
    - Finding candidates who understand how to work in a team environment
    - Candidates who can separate personal from professional life
    - Finding employees who want to work
- Dave Whitmer continues to serve on the Board of Directors and the Business Expo Committee.



Bluewater Restoration: Staff was contacted by the business in regards to an open position they need to hire for. Staff connected them to the Dare County office to get them to post the position on NC Works.

OJT Job Seeker Orientations: Conducted for 1 Job Seeker

- **Existing Incumbent Workforce Development Program Grants:**

VBL Technologies: Details of the approved application are as follows: \$15,000 to train four staff members. The four staff members will learn in-depth knowledge of server virtualization. The title of the training component is “VMware vSphere: Install, Configure, Manage”.

Final Report was completed and submitted to the state. With help from VBL, staff wrote a success story for this project and submitted to the state (please see attachment).

- **Existing On The Job Training Contracts:**

### Dare County

- **General Activities:**

Gunboat: Staff started to work with Gunboat to develop solutions for some of the workforce issues that are experiencing. We are working with COA to develop strategies to help them fill positions they are consistently having trouble filling by helping to build a talent pipeline. We are also working to identify eligible candidates for OJT and will be working with COA to arrange a customized job fair.

- **Existing Incumbent Workforce Development Program Grants:**

- **Existing On The Job Training Contracts:**

Outer Banks Heating & Cooling: OJT contract for the position of HVAC Installer (**started in March**). The contract will reimburse the company for providing 1040 hours of training.

### Gates County

- **General Activities:**

Brinkley’s Hardware: Staff continued to work with Brinkley’s Hardware. Staff set up and facilitated a working meeting with Brinkley’s management staff and Dept. of Commerce Human Resource Specialist, Greg Chavez, to develop an Employee Handbook. Staff consulted Brinkley in regards to Human Resource policy development. A complete handbook, customized with Brinkley’s policy and procedures was developed and presented to the company.

OJT Job Seeker Orientation: Conducted for 1 job seeker

- **Existing Incumbent Workforce Development Program Grants:**

- **Existing On The Job Training Contracts:**

Gates County Schools: **Staff conducted an on-site business monitoring at Gates County Schools.**

OJT contract for the position of Waste Water Operator (**started in May**). The contract will reimburse the employer for providing 948 hours of training.

### Hyde County

- **General Activities:**

Rose Acres Farms: Staff was contacted by Hyde County Economic Developer Kris Noble. Kris shared some workforce needs that Rose Acres has and asked for help. Staff brainstormed some potential solutions with Kris. She contacted Rose Acres requesting to set up a meeting.

- **Existing Incumbent Workforce Development Program Grants:**
- **Existing On The Job Training Contracts:**

### Pasquotank County

- **General Activities:**

Arts of the Albemarle: Staff met with the Executive Director to learn about some of the needs of the organization. They are interested in and could be a good for the Incumbent Workforce Grant. Staff plans to work closer with the business wants details of grant have been developed and release to Local Areas.

B&M Contractors: Staff met with the business to discuss workforce needs. They are interested in and could be a good for the Incumbent Workforce Grant. Staff plans to work closer with the business wants details of grant have been developed and release to Local Areas.

Rivercity CDC: Staff prepared an occupation projection reports for staff of the Youthbuild program.

Transamerica Agency: Staff was contacted by the business to help with a recruitment need. Staff helped to connect them with NC Works to post the position.

OJT Business Contacts/Orientations: Waterbrooke Assisted Living

Elizabeth City Chamber of Commerce: Staff attended the Chamber 101 meeting.

OJT Job Seeker Orientation: Conducted for 25 job seekers.

- **Existing Incumbent Workforce Development Program Grants:**
- **Existing On The Job Training Contracts:**

SubSea Video Systems: OJT contract for the position of Electronics Assembler. The contract will reimburse the company for providing 700 hours of training.

Metal Building Maintenance: **OJT contract ended unsuccessfully. Participant was fired.**

OJT contract for the position of General Laborer/Construction Carpenter (**started in June**). The contract will reimburse the company for providing 800 hours of training.

Metal Building Maintenance: OJT contract for the position of General Laborer/Construction Carpenter (**started in June**). The contract will reimburse the company for providing 900 hours of training.

Hoffer Flow Controls: **Staff conducted an on-site business monitoring visit.**

OJT contract for the position Electronic Assembler (**started in May**). The contract will reimburse the company for providing 600 hours of training.

Hoffer Flow Controls: OJT contract for the position Electronic Assembler (**started in May**). The contract will reimburse the company for providing 600 hours of training.

B&M Contractors: **OJT Trainee successfully completed the training plan. However, he was laid off a couple weeks after the end of the training plan due to lack of work.**

OJT contract for the position of HVAC Installer (**started in May**). The contract will reimburse the company for providing 430 hours of training.

Albemarle District Jail: **Staff conducted an on-site business monitoring visit.**

OJT contract for the position of Detention Officer (**started in May**). The contract will reimburse the employer for providing 1040 hours of training.

Jordan Management Group, LLC: **Staff conducted an onsite monitoring in July.**

OJT contract for the position of Social Worker/Case Manager (**started in April**). The contract will reimburse the company for providing 900 hours of training to the OJT participant.

Earth Stone Industries, LLC: **Staff conducted an onsite monitoring in July.**

OJT contract for the position of Administrative Customer Service/Sales Representative. The contract will reimburse the company for providing 900 hours of training to the OJT participant (**started in April**).

Elizabeth City Pawn & Jewelry: **Staff conducted an on-site business monitoring visit.**

OJT contract for the position of Store Manager (**started in April**). The contract will reimburse the company for providing 900 hours of training to the OJT participant.

Motion Sensors: OJT contract for the position of Electrical Engineer (**Started in March**). The contract will reimburse the company for providing 668 hours of training.

### **Perquimans County**

- **General Activities:**

OJT Job Seeker Orientations: Conducted for 7 job seekers.

- **Existing Incumbent Workforce Development Program Grants:**
- **Existing On The Job Training Contracts:**

Bembridge Insurance Agencies: **Staff conducted an on-site business monitoring visit.**

OJT contract for the position of Customer Service Insurance Representative (**started in March**). The contract will reimburse the company for providing 1040 hours of training.

### **Tyrrell County**

- **General Activities:**

Whitecap Linen: Business contacted staff requesting recruitment help for two positions. Staff helped them to post positions on NC Works.

- **Existing Incumbent Workforce Development Program Grants:**
- **Existing On The Job Training Contracts:**

Whitecap Linen: OJT contract for the position of General Office Assistant (**started in April**). The contract will reimburse the company for providing 865 hours of training to the OJT participant.

### **Washington County**

- **General Activities:**

OJT Job Seeker Orientations: Conducted for 3 Job Seekers

- **Existing Incumbent Workforce Development Program Grants:**
- **Existing On The Job Training Contracts:**

## **OTHER ACTIVITIES**

- The NC Business Services Guiding Principles Framework that was previously reported on was approved by the Director's Council.
- Staff participated in two meetings regarding a regional project called Pathways to Prosperity. There are two regions in NC where Pathways to Prosperity this is being launched. The northeast region consists of Halifax, Martin, Washington and Beaufort counties. The goal of this project it to build career pathways that link work and learning and are aligned with regional labor market demand. The industry sectors that have been chosen for our region are Healthcare and Biotech/agriscience.
- Staff participated in several Integrated Services Delivery (ISD) Leadership Team meetings including a regional meeting in Raleigh with several other workforce boards.
- Staff prepared for and participated in two NWDB Economic Development Committee meetings. Staff helped to develop a work plan which was approved by the committee and a budget which will be presented to NWDB Director, Natalie Rountree in September.



### **Incumbent Training Helps a Company Stay Competitive in the Rapidly Changing IT Field**

VBL is a woman-owned technology company located in Currituck, NC. VBL provides IT Consulting and Managed Care Services to over 300 small businesses.

The great recession of 2008 had an impact on a lot of VBL's customers and potential customers. As a result of these businesses struggling, they are requiring less IT services. A smaller pool of customers, combined with less services provided per customer, resulted in fierce competition and the potential loss of market share.

Widespread and rapid adoption of virtualization in server technology made it difficult to keep staff trained while still providing day to day value to VBL's customers. As a result, their server business had been in decline. The company was faced with the possibility of eliminating one of their core product offerings and laying-off some of their workforce.

By late 2012, VBL knew that if they were going to remain competitive, they needed to be proactive at addressing the negative impact of the significant changes in the environment of the IT field. VBL believed that the solution to mitigating this impact was to increase the skill level of their staff. By providing training in the key area of server virtualization, VBL and its technicians would be able to provide the needed skill set to compete effectively – allowing VBL to continue their server offering in their product set and minimize any loss of clients, projects and employees.

This was when VBL contacted the Northeastern Workforce Development Board. The company worked closely with Business Services Representative, Dave Whitmer, who helped them to develop and submit an Incumbent Workforce Development Training application. As a result, VBL was awarded a \$15,000 grant to be used to provide training to their technicians. VBL contracted with a local company to provide the following training: VMware vSphere: Install, Configure and Manage.

All of the technicians who participated in the training acquired advanced training and skills in the area of virtualization. This has allowed VBL to remain competitive. As a result, VBL is able to keep their existing staff and expects to grow their business by taking on new customers.

**Youth Services Manager Monthly Report**

August 2013

**Project Updates:**

**Youth Council (YC):**

Next Scheduled Youth Council Meeting is September 10, 2013

**Contracts:** 1 current active contract with YS providers in this area.

**Sylvan** – Students are receiving tutoring services. 169 hours of tutoring and related services were delivered to 11 youth this period (June/July).

**Recruitment:**

Recruitment efforts continue. Meetings with DSS, School systems, other referral sources continue. (see the “Numbers” section for totals by county).

Due to varying demand for services amongst counties, slots in counties with lower demand for services continue to be utilized by counties with higher demand per the WIA Youth Program Service Delivery Strategy and Slot Management system. (See Enrollment Section for Info by County, demand based on number of referrals and/or successful applications)

**RFP:**

No RFP’s currently out for bid.

**Training:**

YTES’s received training on the new software system on 7/3/2013. Implementation for this sytem has been postponed by the state until August 2013.

### Youth TES Monthly Reports By County

#### **County: Camden**

**Total Active:** 4    **Total Exited:** 0    **Total Follow-up:** 1

**Contract:** Y \_\_\_ N x    **In-House:** Y x N \_\_\_

#### **Monthly Progress for above:**

TES has been invited to Camden County High School to meet with youth prospects. We have 1 new applicant in this county for this month.

#### **Challenges:**

- We lost our office space in Camden, which will make it difficult to meet with clients on a regular basis. We are able to reserve space at the Camden County Library when it is not in use for library activities.

#### **Successes:**

- One participant was offered a permanent position at her WEX site.
- One participant is presently in a WEX at Monteros, and has received good reviews so far.

#### **County: Chowan**

**Total Active:** 9    **Total Exited:** 0    **Total Follow-up:** 0

**Contract:** Y \_\_\_ N X    **In-House:** Y X N \_\_\_

#### **Monthly Progress for above:**

#### **Challenges:**

- TES is having difficulty actively engaging four participants with plans to exit three. The fourth person is in high school and TES will try to reengage with her. Multiple attempts have been made to encourage them to continue in school and take advantage of opportunities afforded to them. Number of applicants not eligible or no longer wants to participate this program year: 4.

#### **Successes:**

- The number of applicants for Chowan is 5. TES took two participants to Plymouth to participate in a soft skills workshop focusing on Professional Dress, Interviewing Skills and Financial Literacy. TES is scheduled to participate in Senior Career Day hosted by GEAR-Up.



**County: Currituck****Total Active:** 3    **Total Exited:** 1    **Total Follow-up:** 1**Contract:** Y \_\_\_ N x    **In-House:** Y x N \_\_\_**Monthly Progress for above:**

YTES contacted Currituck County School social worker to set up a time to meet with youth prospects currently in the Twilight Program (credit recovery). YTES also enrolled one youth in this county this month.

**Challenges:**

- We do not have any applicants in this county at this time.

**Successes:**

- One participant in follow-up has found permanent employment.

**County: Dare****Total Active:** 1    **Total Exited:** 0    **Total Follow-up:** 0**Contract:** Y \_\_\_ N X    **In-House:** Y \_\_\_ N \_\_\_**Monthly Progress for above:****Challenges:**

- Despite some really good meetings throughout the summer, follow-up from 2 of the 4 schools regarding meetings with identified youth have not occurred to date. TES is keeping in contact with the school personnel and is hoping that they have been delayed only due to school recently starting.

**Successes:**

- TES is going to Hatteras High School on 9/13/13 for recruitment purposes. First Flight High School is still actively in touch with the TES and is in the process of identifying youth. Contact has been made with Alternative School and they have stated that they have youth in mind and definitely want to work with TES and get youth involved. Recruitment with GED class at COA was productive and 2 applications were received with one being very promising.

**County: Gates****Total Active:** 4    **Total Exited:**                    **Total Follow-up:** 4**Contract:** Y \_\_\_ N\_x\_\_\_    **In-House:** Y\_\_\_x\_ N\_\_\_\_\_**Monthly Progress for above:**

We have 1 prospect in this county at present. We enrolled one youth from this county this month.

**Challenges:**

- We do not have enough applicants in this county.

**Successes:**

- One youth has completed 4 out of 5 GED tests in the past month, and is on track to finish the GED by October.

**County: Hyde****Total Active:** 8    **Total Exited:** 0                    **Total Follow-up:** 1**Contract:** Y \_\_\_ N\_x\_\_\_    **In-House:** Y\_\_\_ N\_\_\_\_\_**Monthly Progress for above:****Challenges:**

- Challenges for this month currently involve transportation to and from activities such as WEX and tutoring, however, TES is working with Hyde Transit currently to try and correct this and so far it is looking promising. Additional challenges are working through the criminal background check with a participant that is needed for WEX and then trying to figure out another participant's WEX schedule and school schedule so that it works for the youth, employer, and school.

**Successes:**

- Additional youth have been identified and are meeting with TES on 9/6/13 to start the intake process so that when youth are exited additional youth are ready to be enrolled. Collaborating with the school to try and implement workshops such as resume building and soft skills during advisory periods for 3-4 weeks at a time, ensuring that youth in the program are involved in addition to other youth interested.

**County: Pasquotank****Total Active: 17 Total Exited: 2 Total Follow-up: 3****Contract: Y\_x\_ N\_\_\_ In-House: Y\_x\_ N\_\_\_****Monthly Progress for above:**

This county is above capacity and also has the most prospects/referrals of all the counties. Demand and awareness about the program is high in this county.

**Challenges:**

- The GED will be changing in January 2014. Any participant who has not completed all GED tests by Dec 31, 2013, will have to start over with the new test. This has posed a problem for recruitment of COA GED students, as less people are going to GED orientation each month at COA.

**Successes:**

- We have 4 participants in work experience at this time. All are doing well on performance reviews.

**County: Perquimans****Total Active: 12 Total Exited: 0 Total Follow-up: 3****Contract: Y\_\_\_ N\_X In-House: Y\_X N\_\_\_****Monthly Progress for above:****Challenges:**

- TES is waiting for college enrollment verification to exit two participants. One incarcerated participant will need to be exited with an outcome exception. TES plans to submit to exit one participant due to lack of contact and inactivity in WIA services. Number of applicants not eligible or no longer wants to participate this program year: 5.

**Successes:**

- The number of applicants for Perquimans is 8. TES has received three post-secondary education enrollment verifications. TES and YPM attended a senior breakfast at PCHS and briefed the youth program. Four applications were received.

**County: Tyrrell**

**Total Active:** 5      **Total Exited:** 0      **Total Follow-up:** 0  
**Contract:** Y \_\_\_ N X      **In-House:** Y X N \_\_\_

**Monthly Progress for above:****Challenges:**

- TES still does not have any out-of-school applicants or participants. One out-of-school youth is still not attending GED classes and TES plans to exit her due to lack of contact and inactivity in WIA services. One graduated participant has changed his choice of post-secondary education three times and TES is concerned that he will not attend any post-secondary school and is not currently working. Number of applicants not eligible or no longer wants to participate this program year: 1.

**Successes:**

- The number of applicants for Tyrrell is 9. TES was able to speak with several students participating in the school work study program and received 8 applications. Two participants completed job shadowing experiences; one enjoyed the experience and increased her desire to pursue the career field. The other student ruled out the career option after the experience. Both experiences produced decision making results.

**County: Washington (YTES Aples)**

**Total Active:** 4      **Total Exited:** 0      **Total Follow-up:** 2  
**Contract:** Y \_\_\_ N X      **In-House:** Y X N \_\_\_

**Monthly Progress for above:****Challenges:**

- The number of applicants for Washington is 6. One participant scheduled to enroll in college did not start classes because he did not follow through with his FAFSA paperwork. Number of applicants not eligible or no longer wanting to participate this program year: 1.

**Successes:**

- TES enrolled one youth this month in WF+. Two participants from Plymouth participated in a soft skills workshop focusing on Professional Dress, Interviewing Skills and Financial Literacy.

**County: Washington (TES Lunsford)**

Total Active: 0 Total Exited: 0

Total Follow-up: 7

Contract: Y \_\_\_ N XIn-House: Y X N \_\_\_**Monthly Progress for above:****Challenges:**

- Only 1 youth remains not in contact with TES.

**Successes:**

- Youth are reaching out to TES in terms of college and employment questions or concerns without initiation from the TES for the most part, making follow-up services and maintaining updated contact information successful to date. TES is continuing to provide resume, job application/search, and FAFSA assistance as needed and when requested along with academic/occupational advisement on an individualized basis.

**Numbers:** Updated 9/6/2013

County	Active	Prospects	Unrealized Apps	Follow Up	Completed F/U	County Total
Camden	3	0	0	2	0	5
Chowan	9	5	4	0	0	18
Currituck	3	1	1	1	0	6
Dare	1	2	7	0	0	10
Gates	4	1	0	3	0	8
Hyde	8	1	0	1	0	10
Pasquotank	17	2	0	5	0	24
Perquimans	12	8	5	3	0	28
Tyrrell	5	9	1	0	0	15
Washington	4	6	1	9	0	20
<b>Area Total</b>	<b>66</b>	<b>35</b>	<b>19</b>	<b>24</b>	<b>0</b>	<b>144</b>

**Work Experience Host Sites:** Updated 9/6/2013

Business	County
Hyde County Health Department	Hyde
Montero's	Pasquotank
Girl's Inc. of the Albemarle	Pasquotank
Winnie wood	Pasquotank
Care -o-World	Beaufort
Tyrrell County Sherriff's Office	Tyrrell
Dunavant's Welding and Steel	Camden
Mary's Little Lambs Daycare and Learning Center	Gates
Waterbrook Assisted Living	Pasquotank
Needham Adult Care Home	Camden
Dismal Swamp State Park	Camden

## Goals

### Goals for following month:

- Continue recruitment
- Engage active participants in soft skill development, financial management, leadership, mentoring, tutoring or other activities as appropriate.
- Follow up with existing cohort, and continue to assist or exit to follow up as appropriate.
- Continue to locate community resources in the area for both youth and adults that would aide in their success for this program.
- Set up/Create Work Experience Opportunities for youth as appropriate.
- Monitor Tutoring Services through Sylvan.
- Continue recruiting for next program year with rising Juniors.

### Goal progress for month completed:

- Recruitment is ongoing and bearing referrals.
- Youth are being enrolled.
- Events are being attended to promote the program.
- Word of mouth exposure increasing.
- Connections with partnering agencies in the community are being developed.

**Northeastern Workforce Development Board**  
Fund Report as of June 30, 2013 - Final

Description	Budget Amount	Expended to Date		Year-to-Date Prorated Expenditures	Balance	Comments
	7/1/2012-6/30/2013 (except where noted)	Amount	%			
<b>Adult Worker Program *</b>	\$ 742,848	\$ 703,275	95%	\$ 742,848	\$ 39,573	<b>\$180,550.19 (26%) will be carried forward into 2013-14.</b>
<b>Dislocated Worker Program *</b>	\$ 644,239	\$ 517,532	80%	\$ 644,239	\$ 126,707	<b>\$196,342.64 (56%) will be carried forward into 2013-14.</b>
<b>Youth Program *</b>	\$ 524,023	\$ 335,559	64%	\$ 524,023	\$ 188,464	<b>\$258,074.02 (74%) will be carried forward into 2013-14. Totals include contracted funds for Weeksville CDC (Empowering Our Youth), Perquimans County Schools (Youth Services) and Sylvan Learning Center as noted.</b>
NWDB Youth Work Experience	\$ 40,000	\$ 10,564	26%		\$ 29,436	
Weeksville CDC (Empowering Our Youth)	\$ 55,909	\$ 0	0%		\$ 55,909	
Perquimans County Schools (Youth Services)	\$ 31,763	\$ 25,058	79%		\$ 6,705	
Sylvan Learning Center	\$ 64,800	\$ 6,389	10%		\$ 58,411	
<b>Incumbent Worker Program</b>	\$ 55,480	\$ 40,480	73%		\$ 15,000	<b>Totals include grants for Hyman &amp; Robey, B&amp;M Contractors, LSI Marine Construction, and VBL Technologies, LLC as noted below.</b>
Hyman & Robey, PC	\$ 17,055	\$ 17,055	100%		\$ 0	<b>Training has been completed.</b>
B&M Contractors	\$ 9,425	\$ 9,425	100%		\$ 0	<b>Training has been completed.</b>
LSI Marine Construction	\$ 13,250	\$ 13,250	100%		\$ 0	<b>Training has been completed.</b>
VBL Technologies, LLC	\$ 15,750	\$ 750	5%		\$ 15,000	<b>These funds expire on February 28, 2014.</b>
<b>On the Job Training Program</b>	\$ 133,043	\$ 64,736	49%		\$ 68,307	<b>\$68,306.70 (49%) will be carried forward into 2013-14. These funds expire on December 31, 2013.</b>
<b>SESP Grant</b>	\$ 431,942	\$ 414,726	96%		\$ 17,216	<b>State Energy Sector Partnership Grant funds expired on June 30, 2013. In July, 2013, we returned \$17,216.27 (1%) in unused funds.</b>
<b>NEG (Hurricane Irene)</b>	\$ 28,598	\$ 28,598	100%		\$ 0	<b>National Emergency Grant funds expired on September 30, 2012.</b>

\* Budget Amounts for these programs have been adjusted to 80% of total funds received for 2012/2013 to allow for a 20% carryforward to our next fiscal year.



**Northeastern Workforce Development Board**  
**Fund Report as of August 31, 2013**

Description	Budget Amount	Expended to Date		Year-to-Date Prorated Expenditures	Balance	Comments
	7/1/2013-6/30/2014 (except where noted)	Amount	%			
<b>Adult Worker Program *</b>	\$ 519,933	\$ 46,350	9%	\$ 86,656	\$ 473,584	We are under-expended year-to-date for this program - spending levels should be at 17% by this time of year. To date there is still \$60,460 outstanding in ITAs for this program.
<b>Dislocated Worker Program *</b>	\$ 887,071	\$ 63,402	7%	\$ 147,845	\$ 823,670	We are under-expended year-to-date for this program - spending levels should be at 17% by this time of year. To date there is still \$39,210 outstanding in ITAs for this program.
<b>Youth Program *</b>	\$ 574,220	\$ 55,280	10%	\$ 95,703	\$ 518,940	We are under-expended year-to-date for this program - spending levels should be at 17% by this time of year. Totals include contracted funds for Sylvan Learning Center as noted.
NWDB Youth Work Experience	\$ 34,335	\$ 5,547	16%		\$ 28,788	
Sylvan Learning Center	\$ 65,000	\$ 2,888	4%		\$ 62,113	
<b>Incumbent Worker Program</b>	\$ 14,000	\$ 14,000	100%		\$ 0	Totals include grants for VBL Technologies, LLC as noted below.
VBL Technologies, LLC	\$ 14,000	\$ 14,000	100%		\$ 0	Training has been completed.
<b>On the Job Training Program</b>	\$ 68,307	\$ 11,871	17%		\$ 56,436	<b>\$68,306.70 (49%) will be carried forward into 2013-14. These funds expire on December 31, 2013.</b>

\* Budget Amounts for these programs have been adjusted to 80% of total funds received for 2013/2014 to allow for a 20% carryforward to our next fiscal year.

					Finance	Sept. 11, 2013								
<b>SALES TAX COLLECTION REPORT 2013-2014</b>														
	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Totals</b>	<b>Budgeted</b>
Art. 39	\$53,092												\$53,092	\$510,000
Art.40	\$34,973												\$34,973	\$350,000
Art. 42	\$12,264												\$12,264	\$120,000
Art. 44	\$3												\$3	
Totals	\$100,332												\$100,332	
Total budgeted														\$980,000
<b>SCHOOL CAPITAL RESERVE FUND 2013-2014</b>														
Art. 40	\$14,989												\$14,989	\$134,000
Art. 42	\$18,395												\$18,395	\$160,000
Totals	\$33,384												\$33,384	
Total Budgeted														\$294,000
Grand total	\$133,716												\$133,716	\$1,274,000
<b>SALES TAX COLLECTION REPORT 2012-2013</b>														
	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Totals</b>	<b>Budgeted</b>
Art. 39	\$50,393	\$36,232	\$42,289	\$37,107	\$39,665	\$42,362	\$54,307	\$39,233	\$57,192	\$55,316	\$44,345	\$42,044	\$540,485	\$510,000
Art. 40	\$34,902	\$31,520	\$29,859	\$29,419	\$27,959	\$30,688	\$32,281	\$25,765	\$30,646	\$31,879	\$30,462	\$32,404	\$367,784	\$325,000
Art. 42	\$11,630	\$8,747	\$12,448	\$8,891	\$9,213	\$9,830	\$12,418	\$9,162	\$12,733	\$12,568	\$10,186	\$9,759	\$127,585	\$120,000
Art. 44	\$32	\$18	-\$1	-\$17	\$24	\$23	\$5	-\$9	\$359	\$5	-\$5	\$2	\$436	
Total	\$96,958	\$76,518	\$84,596	\$75,400	\$76,861	\$82,903	\$99,011	\$74,151	\$100,571	\$99,768	\$84,988	\$84,209	\$1,035,934	
Total Budgeted														\$955,000
<b>SCHOOL CAPITAL RESERVE FUND 2012-2013</b>														
	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Totals</b>	<b>Budgeted</b>
Art. 40	\$14,958	\$13,509	\$13,625	\$11,462	\$11,483	\$13,152	\$13,835	\$11,547	\$13,134	\$13,662	\$13,055	\$13,887	\$157,309	\$125,000
Art. 42	\$17,445	\$13,120	\$12,027	\$13,336	\$13,820	\$14,744	\$18,627	\$13,744	\$19,100	\$18,853	\$15,279	\$14,638	\$184,733	\$175,000
Totals	\$32,403	\$26,629	\$25,652	\$24,798	\$25,303	\$27,896	\$32,462	\$25,291	\$32,234	\$32,515	\$28,334	\$28,525	\$342,042	
Total Budgeted														\$300,000
Grand Total	\$129,360	\$103,147	\$110,248	\$100,199	\$102,164	\$110,799	\$131,473	\$99,442	\$133,165	\$132,284	\$113,322	\$112,734	\$1,378,337	\$1,255,000

<b>LAND TRANSFER TAX COLLECTIONS</b>			Sept. 11, 2013 Camden Finance Office							
	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-2013</b>	<b>2013-2014</b>		
JULY	\$63,752	\$35,682	\$34,673	\$33,237	\$25,322	\$9,295	\$18,612	\$23,219		
AUGUST	\$46,411	\$51,741	\$35,468	\$13,070	\$18,410	\$37,269	\$28,457	\$43,170		
SEPTEMBER	\$37,762	\$27,923	\$21,310	\$25,420	\$13,453	\$12,209	\$8,564			
OCTOBER	\$54,415	\$35,653	\$24,463	\$25,424	\$21,006	\$19,661	\$16,791			
NOVEMBER	\$38,876	\$38,365	\$8,483	\$19,925	\$25,972	\$15,938	\$27,741			
DECEMBER	\$34,069	\$30,852	\$47,986	\$15,609	\$59,286	\$20,631	\$35,988			
JANUARY	\$34,440	\$29,385	\$17,469	\$8,004	\$30,288	\$34,849	\$11,645			
FEBRUARY	\$37,456	\$29,004	\$7,200	\$10,348	\$21,428	\$49,303	\$20,970			
MARCH	\$64,362	\$26,099	\$11,415	\$39,984	\$15,667	\$17,390	\$24,564			
APRIL	\$41,197	\$38,039	\$17,915	\$8,699	\$17,909	\$29,848	\$31,529			
MAY	\$57,380	\$32,647	\$6,599	\$32,182	\$35,766	\$32,857	\$12,107			
JUNE	\$76,300	\$53,660	\$28,675	\$50,432	\$15,791	\$48,702	\$30,921			
TOTALS	\$586,420	\$429,050	\$261,656	\$282,334	\$300,298	\$327,952	\$267,889	\$66,389		
BUDGET	\$536,000	\$500,000	\$400,000	\$100,000	\$100,000	\$200,000	\$200,000	\$175,000		
<b>UTILITIES FRANCHISE FEES</b>			Excise Tax on Natural Gas and Franchise tax on Power							
	<b>2007-2008</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-12</b>	<b>2012-2013</b>				
1ST QTR 9/30	\$109,351	\$115,997	\$115,506	\$122,404	\$122,198	\$126,001				
2ND QTR 12/31	\$93,762	\$99,224	\$94,076	\$95,253	\$90,205	\$101,038				
3RD QTR 3/31	\$104,145	\$122,003	\$124,734	\$118,837	\$110,045	\$120,030				
4TH QTR 6/30	\$90,525	\$100,436	\$94,605	\$99,447	\$95,378	\$102,667				
TOTALS	\$398,083	\$437,660	\$428,921	\$435,941	\$417,826	\$449,736				
BUDGET	\$300,000	\$400,032	\$375,000	\$400,000	\$400,000	\$415,000				
<b>Cable Franchise Replacement Fees</b>			(Sales Tax on Video Program, Direct-to-Home Satellite and Telecommunications Service)							
	<b>2007-2008</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>				
1ST QTR 9/30	\$12,571	\$12,191	\$12,830	\$11,986	\$12,217	\$10,990				
2ND QTR 12/31	\$13,008	\$12,831	\$11,869	\$11,135	\$11,835	\$11,172				
3RD QTR 3/31	\$13,094	\$12,117	\$12,249	\$11,897	\$9,814	\$11,053				
4TH QTR 6/30	\$13,760	\$12,579	\$12,373	\$13,728	\$12,420	\$11,413				
TOTALS	\$52,433	\$49,718	\$49,321	\$48,746	\$46,286	\$44,628				
BUDGET	\$43,303	\$45,000	\$45,000	\$45,000	\$45,000	\$47,000				