

**Camden County Board of Commissioners**  
**BOC - Regular Meeting**  
**November 7, 2016**  
**7:00 PM**  
**Historic Courtroom, Courthouse Complex**  
**Camden, North Carolina**

**MINUTES**

The regular meeting of the Camden County Board of Commissioners was held on November 07, 2016 in the Historic Courtroom, Camden, North Carolina. The following Commissioners' were present:

**WELCOME & CALL TO ORDER**

---

Chairman Michael McLain called the meeting to order at 7:00 P.M.

<b>Commissioner</b>	<b>Title</b>	<b>Status</b>
P. Michael McLain	Chairman	Present
Sandra Duckwall	Commissioner	Absent
Garry Meiggs	Vice Chairman	Present
Clayton Riggs	Commissioner	Present
Tom White	Commissioner	Present
<b>Staff</b>	<b>Title</b>	<b>Status</b>
Michael Brillhart	County Manager	Present
John Morrison	County Attorney	Present
Angela Wooten	Clerk to the Board	Present
Stephanie Humphries	Finance Director	Present
Lisa Anderson	Tax Administrator	Present
David Credle	Public Works Director	Present
Tony Perry	Sheriff	Present

**INVOCATION & PLEDGE OF ALLEGIANCE**

---

Chairman P. Michael McLain gave the invocation & Pledge of Allegiance.

**ITEM 1 PUBLIC COMMENTS**

---

Mrs. Beatrice Ferebee of Bunker Hill road in South Mills came to the board with the following comments:

- There has been an issue with flooding at the end of Bunker Hill road for years
  - Every board gives the same excuses, looking into it, hope, nothing can be done
  - Tired of hearing the excuses
  - Homes are necessary possessions that should be valued by the governing board
  - If the county can put money into a new administrative building than it should put money into saving homes and maybe even lives.
  - On Oct 26<sup>th</sup>, 2016 the Daily Advance wrote about the administrative building options recommended to the board by staff.
  - She would like the board to consider the lowest cost option and use the difference in funds to help the citizens and homes in the Bunker Hill.
-

## CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – November 07, 2016

---

Mrs. Ferebee turned to County Manager Michael Brillhart and requested that he ask the Army Corp of Engineers, “Why is it more important to help the people in Deep Creek Virginia rather than those in Camden County North Carolina.

### ITEM 2 CONSIDERATION OF AGENDA

---

---

Commissioner Clayton Riggs requested the following amendments to the agenda:

- **Remove** Presentation *Item 3.A - Recognition of Outstanding Support*
- **Add** Consent Agenda *Item 8.M - Resolution DAA*
- **Remove** Consent *Item 8.J - Senior Advisory Board Resignation*

Commissioner Tom White made a motion to approve the agenda as amended.

<b>RESULT:</b>	<b>APPROVED AS PRESENTED [UNANIMOUS]</b>
<b>MOVER:</b>	<b>Garry Meiggs, Vice Chairman</b>
<b>AYES:</b>	<b>McLain, Meiggs, Riggs, White</b>
<b>ABSENT:</b>	<b>Duckwall</b>

### ITEM 3 PRESENTATIONS

---

---

#### A. RECOGNITION OF OUTSTANDING SUPPORT DURING AND AFTER HURRICANE MATTHEW

---

This presentation has been moved to November 21st, 2016.

#### B. EMERGENCY MANAGEMENT AGENCY

---

Christy Saunders, Coordinator of the Pasquotank-Camden-Elizabeth City Emergency Management Agency, came to the board to give a brief overview of Emergency Operations that took place due to Hurricane Matthew.

Prior to the storm several of our fire department chiefs were contacted and arrangements were made to have jon boats staged at the departments in anticipation we would receive flooding and would need to conduct rescue missions.

#### **Friday, October 7<sup>th</sup>**

A CodeRed message was sent to residents advising them of the potential threat of flooding and the time and location of the shelter opening.

We also began to call the most critical of our Special Needs citizens on our Special Needs Registry.

#### **Saturday, October 8<sup>th</sup>**

Camden County enacted a **State of Emergency** effective Saturday, October 8<sup>th</sup> at 12:00 am.

The Pasquotank-Camden-Elizabeth City Emergency Operations Center was opened at 8:00 am on Saturday, October 8<sup>th</sup> and continued 24 hour operations until 11:00 pm Monday, October 10<sup>th</sup>. Operations were then scaled back to 7:00 am to 8:00 pm with the phone forwarded to my cell phone during all other hours. The EOC continued in monitoring mode with the phone forwarded to my cell phone throughout the weekend, returning to normal operations at 5:00 pm on October 24<sup>th</sup>.

A Red Cross Shelter was opened at the Knobbs Creek Recreation Center at Saturday October 8<sup>th</sup> at 8:00 am - Wednesday October 12<sup>th</sup> at 10:00 AM. A total of 60 people stayed at this shelter.

## **CAMDEN COUNTY BOARD OF COMMISSIONERS**

Regular Meeting – November 07, 2016

---

Hurricane Matthew brought 10 ½ inches and upwards to 14 inches of rain and sustained winds of 52 mph with gusts of 68 mph.

Emergency responders assisted over 30 persons with evacuations from flooded homes and areas during the storm. Many of these were taken to the shelter which remained open until Wednesday, October 12<sup>th</sup> at 10:00 am and had a total of 60 persons at the shelter during the period of opening.

- Fire Departments and NCDOT responded throughout the event assisting with the clearing of roads.
- South Mills Fire Department utilized boats to move people from the flooded areas.
- Camden Sheriff Office utilized their high profile vehicle to transport people.
- The National Guard was called in with a high profile asset.
- Food Bank brought in food which was distributed by the high profile vehicles and boats.
- Red Cross went through the area and distributed Clean up kits.
- Mutual Aid was provided from Pasquotank County Sheriff Office and the Elizabeth City Police Department.
  - Deuce and a half and Humvee
  - 15 passenger van

The EOC maintained contact with schools providing them with updates on road closings and electrical outages.

### **Damage Assessments**

County Staff conducted damage assessments in assessable areas and personnel from the fire department and emergency management assessed the flooded areas.

Damage Assessment summaries were entered in to the state and a preliminary damage assessment from FEMA was requested. Local damage assessments have been evaluated and reports sent to the state, FEMA has sent in a Preliminary Damage Assessment Team and we received an Individual Assistance Declaration on October 25<sup>th</sup>.

Public Assistance Threshold amount for Camden County is \$36,027.80. South Mills Water Association that they lost their Newland Booster Pump Station due to flooding. New station would cost about \$35,000 and repairs would be about ½ of this amount. Generator automatic transfer switch at the McBride Street sewer pump station in South Mills. (\$5,000)

Emergency Medical Services coordinated with other emergency services through the Emergency Operations Center to provide EMS care into flooded areas by high profile vehicles or boats as needed. At 6:30 pm Saturday night, Oct 8<sup>th</sup> all out of county transports and inter-facility transports were suspended for EMS.

Power was restored to all Camden residents by Thursday, October 13<sup>th</sup> and all Camden County roads were passable as of Sunday, October 16<sup>th</sup>.

### **State of Emergency terminated Saturday, October 15<sup>th</sup>.**

A FEMA disaster assistance team is currently working in the community providing one-on-one assistance to citizens giving them information to get the services they need.

A meeting with the Army Corp of Engineers has been scheduled for Wednesday November 9<sup>th</sup>. A representative from the Wilmington Engineering office will be present and Mrs. Saunders has requested a representative from the Norfolk office be present.

Horseshoe Rd. will be closed for repairs and reopened by Wednesday morning. An EMS unit and Firetruck will be staged until Wednesday morning.

**CAMDEN COUNTY BOARD OF COMMISSIONERS**

Regular Meeting – November 07, 2016

---

As of today, Monday November 7<sup>th</sup>, 113 people have registered for individual assistance and FEMA has paid out \$138,500.00.

Press releases were sent out and Facebook was utilized as a major mode of communication to the public. From Friday, October 7<sup>th</sup> to Monday October 17<sup>th</sup> we reached over 144,000 people, had over 59,500 post engagements and added 913 new followers!

Commissioner Clayton Riggs mentioned Carteret Community College refurbishes boats and may be a good resource.

Vice Chairman Garry Meiggs, “Will the superintendent from the State Parks or the Federal hydrologist be at the Army Corp of Engineers meeting on Monday?” He would like to see the data from the hydrologist. Christy replied that there would be a hydrologist.

Chairman Michael McLain, “Is this meeting open to the public?” Christy, No, not at this meeting, as there will not be enough time. Hopefully this will be a start and a public meeting should be down the road.

---

**ITEM 4 OLD BUSINESS**

---

None

---

**ITEM 5 PUBLIC HEARINGS**

---

None

---

**ITEM 6 NEW BUSINESS**

---

**A. MONTHLY TAX REPORT**

---

Administrator Lisa Anderson gave the monthly tax report for September, 2016.

**MONTHLY REPORT OF THE TAX ADMINISTRATOR TO THE  
CAMDEN COUNTY BOARD OF COMMISSIONERS  
OUTSTANDING TAX DELINQUENCIES BY YEAR**

<b>YEAR</b>	<b>REAL PROPERTY</b>	<b>PERSONAL PROPERTY</b>
2015	123,869.74	6,953.27
2014	49,779.60	4,571.02
2013	23,486.34	7,651.95
2012	13,758.05	9,895.63
2011	8,977.31	7,718.18
2010	6,794.98	5,313.34
2009	5,126.98	5,047.63
2008	4,678.81	5,334.32
2007	4,449.31	7,299.51

**CAMDEN COUNTY BOARD OF COMMISSIONERS**

Regular Meeting – November 07, 2016

---

2006	1,544.50	12,644.98
TOTAL REAL PROPERTY TAX UNCOLLECTED		242,465.62
<hr/>		
TOTAL PERSONAL PROPERTY UNCOLLECTED		72429.83
<hr/>		
TEN YEAR PERCENTAGE COLLECTION RATE		99.54%
<hr/>		
COLLECTION FOR 2016 vs. 2015		16,369.38 VS. 15,756.45

---

**LAST 3 YEARS PERCENTAGE COLLECTION RATE**

---

2015	98.03%
2014	99.20%
2013	99.56%

**THIRTY LARGEST UNPAID ACCOUNTS**

SEE ATTACHMENT "A"

**THIRTY OLDEST UNPAID ACCOUNTS**

SEE ATTACHMENT "B"

**EFFORTS AT COLLECTION IN THE LAST 30 DAYS  
ENDING JULY 2016  
BY TAX ADMINISTRATOR**

---

87	NUMBER DELINQUENCY NOTICES SENT
<hr/>	
4	FOLLOW UP REQUESTS FOR PAYMENT SENT
<hr/>	
2	NUMBER OF WAGE GARNISHMENTS ISSUED
<hr/>	
14	NUMBER OF BANK GARNISHMENTS ISSUED
<hr/>	
52	NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR TO DELINQUENT TAXPAYER
<hr/>	
0	NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)
<hr/>	
0	PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR
<hr/>	
0	NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY
<hr/>	
0	NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR COLLECTION (I.D. AND STATUS)
<hr/>	
0	REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS
<hr/>	
0	NUMBER OF JUDGMENTS FILED

---

**CAMDEN COUNTY BOARD OF COMMISSIONERS**

Regular Meeting – November 07, 2016

---

<p><b>RESULT:</b>    <b>APPROVED AS PRESENTED [UNANIMOUS]</b> <b>MOVER:</b>    Garry Meiggs, Vice Chairman <b>AYES:</b>      McLain, Meiggs, Riggs, White <b>ABSENT:</b>    Duckwall</p>
--

**B.     PATROL VEHICLE REPLACEMENT**

---

Sheriff Tony Perry came to the board to request funds to replace a Patrol Vehicle that was totaled in an accident. He is requesting the difference in the insurance payment and cost of new car.

The Budget Amendment is Consent Agenda Item 8.B. - Budget Amendment BA006.

**C.     PURCHASING POLICY**

---

**PROCUREMENT STANDARDS**

The following Procurement Standards are applicable at minimum in the administration of federally awarded programs and as practical for County procurement functions with state purchasing statutes mandating standards for all state and local funds. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across government agencies, staff is asked to enter into state and local intergovernmental agreements or inter-entity agreements or obtain/request state contract pricing where appropriate for procurement or use of common or shared goods and services. Employees are requested to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

- (1) Recipients avoid purchasing unnecessary items;
- (2) Where appropriate, an analysis is made of lease and purchase alternatives to determine which would be the most economical and practical procurement for the Federal Government; and
- (3) Solicitations for goods and services provide for all of the following:
  - (i) A clear and accurate description of the technical requirements for the material, product or service to be procured. In competitive procurements, such a description shall not contain features which unduly restrict competition.
  - (ii) Requirements which the bidder/ offeror must fulfill and all other factors to be used in evaluating bids or proposals.
  - (iii) A description, whenever practicable, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards. Ver Date 112000 00:14 Jan 19, 2002 Jkt 197045 PO 00000 Frm 00154 Fmt 8010 Sfmt 8010 Y:\SGML\197045T.XXX pfrm02 PsN: 197045T 155 Office of the Secretary, Commerce § 14.45
  - (iv) The specific features of “brand name or equal” descriptions that bidders are required to meet when such items are included in the solicitation.
  - (v) The acceptance, to the extent practicable and economically feasible, of products and services dimensioned in the metric system of measurement.
  - (vi) Preference, to the extent practicable and economically feasible, for products and services that conserve natural resources and protect the environment and are energy efficient.

## **CAMDEN COUNTY BOARD OF COMMISSIONERS**

Regular Meeting – November 07, 2016

---

(b) Positive efforts shall be made by recipients to utilize small businesses, minority-owned firms, and women's business enterprises, whenever possible. Recipients of Federal awards shall take all of the following steps to further this goal:

(1) Ensure that small businesses, minority-owned firms, and women's business enterprises are used to the fullest extent practicable.

(2) Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small businesses, minority-owned firms, and women's business enterprises.

(3) Consider in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms, and women's business enterprises.

(4) Encourage contracting with consortiums of small businesses, minority owned firms and women's business enterprises when a contract is too large for one of these firms to handle individually.

(5) Use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the DoC's Minority Business Development Agency in the solicitation and utilization of small businesses, minority-owned firms and women's business enterprises.

(c) The type of procuring instruments used (e.g., fixed price contracts, cost reimbursable contracts, purchase orders, and incentive contracts) shall be determined by the recipient but shall be appropriate for the particular procurement and for promoting the best interest of the program or project involved. The "cost-plus-a-percentage-of-cost" or "percentage of construction cost" methods of contracting shall not be used.

(d) Contracts shall be made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources. In certain circumstances, contracts with certain parties are restricted by agencies' implementation of E.O.s 12549 and 12689, "Debarment and Suspension," as implemented by DoC regulations at 15 CFR part 26. (e) Recipients shall, on request, make available for the Grants Officer, pre award review and procurement documents, such as request for proposals or invitations for bids, independent cost estimates, etc., when any of the following conditions apply:

(1) A recipient's procurement procedures or operation fails to comply with the procurement standards in this part.

(2) The procurement is expected to exceed the simplified acquisition threshold fixed at 41 U.S.C. 403 (11) (currently \$100,000) and is to be awarded without competition or only one bid or offer is received in response to a solicitation.

(3) The procurement, which is expected to exceed the simplified acquisition threshold, specifies a "brand name" product.

(4) The proposed award over the simplified acquisition threshold is to be awarded to other than the apparent low bidder under a sealed bid procurement.

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the amount of the simplified acquisition threshold.

### **CONTRACTS & BIDDING**

#### **Contracts**

Contracts are allowed as defined in the annual Budget Ordinance. Contracts outside of the stated allowances are required to be reviewed and approved by the Board of Commissioners. Contracts may be established for, but not limited to; maintenance contracts on equipment, contracts for janitorial services, security services, etc. All contracts must first be approved through the County Manager's office and/or Finance Office making sure that the terms and conditions are allowable. A contract is only necessary if one or both parties want to have some legal way to enforce an agreement or if a statute specifically requires it. If a question arises as to whether a written agreement is appropriate the County attorney should be consulted for guidance. While state law and

## **CAMDEN COUNTY BOARD OF COMMISSIONERS**

Regular Meeting – November 07, 2016

---

county policy mandate when a written contract is required, this does not preclude the use of a written contract for any purpose at any time.

With the exception of contracts that are allowed to be approved by the County Manager or Finance Officer as described in the Budget Ordinance, there is only one authority within Camden County Government who is authorized to sign contracts committing County funds for any other purposes and that is the Chairman of the Board of County Commissioners, when authorized to do so by the majority vote of the Board of Commissioners in a public meeting. Any contract that pledges the faith and credit of the County, in any form, is not acceptable nor permissible unless signed by the Chairman of the Board of County Commissioners or other official designated by the Board of Commissioners. The original copy of the executed contract must be filed with the Finance Office. Also, no funds may be expended for a contract until the contract is pre audited for sufficient appropriated funds by the County Finance Officer. Equipment Leases or general operating quotes and service agreements may be signed by County Manager or Finance Officer if already included in the approved Budget.

Therefore:

- Each contract needs to include some maximum dollar limit to ensure the vendor understands the limits.
- Contracts should run for a fiscal year, July 1 to June 30.
- All contracts greater than one year should include a non-appropriation clause in the event funds are not available in the subsequent years.
- All contracts need to contain the pre-audit statement signed by the Finance Officer.
- When sending contracts to the Finance Officer for pre-audit, please indicate the account number to which the payments will be charged.
- Contracts needing approval at a board meeting need to be given to the Finance Officer the Monday before the meeting to be included on the agenda. No contracts will be signed unless/until funds are appropriated for the expenditure.
- As good common practice, all contracts need to be encumbered by a purchase order when signed.

### Conflicts of Interest

No employee, officer, or agent must participate in the selection, award, or administration of a contract supported by a Federal, State or County funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the County must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Violations of this policy shall result in disciplinary action to the extent permitted by law.

### Additional Requirements

County staff must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

### § 14.47. Contract administration

A system for contract administration shall be maintained to ensure contractor conformance with the terms, conditions and specifications of the contract and to ensure adequate and timely follow up of all purchases. Recipients shall evaluate contractor performance and document, as appropriate, whether contractors have met the terms, conditions and specifications of the contract.

### § 14.48 Contract provisions.

The recipient shall include, in addition to provisions to define a sound and complete agreement, the following provisions in all contracts. The following provisions shall also be applied to subcontracts:



## **CAMDEN COUNTY BOARD OF COMMISSIONERS**

Regular Meeting – November 07, 2016

---

(a) Contracts in excess of the simplified acquisition threshold shall contain contractual provisions or conditions that allow for administrative, contractual, or legal remedies in instances in which a contractor violates or breaches the contract terms, and provide for such remedial actions as may be appropriate.

(b) All contracts in excess of the simplified acquisition threshold shall contain suitable provisions for termination by the recipient, including the manner by which termination shall be effected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.

(c) Except as otherwise required by statute, an award that requires the contracting (or subcontracting) for construction or facility improvements shall provide for the recipient to follow its own requirements relating to bid guarantees, performance bonds, and payment bonds unless the construction contract or subcontract exceeds \$100,000. For those contracts or subcontracts exceeding \$100,000, the DoC may accept the bonding policy and requirements of the recipient, provided the Grants Officer has made a determination that the Federal Government's interest is adequately protected. If such a determination has not been made, the minimum requirements shall be as follows:

(1) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder shall, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.

(2) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(3) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by statute of all persons supplying labor and material in the execution of the work provided for in the contract.

(4) Where bonds are required in the situations described in this part, the bonds shall be obtained from companies holding certificates of authority as acceptable sureties pursuant to 31 CFR part 223, "Surety Companies Doing Business with the United States."

(d) All negotiated contracts (except those for less than the simplified acquisition threshold) awarded by recipients shall include a provision to the effect that the recipient, the DoC, the VerDate 112000 00:14 Jan 19, 2002 Jkt 197045 PO 00000 Frm 00156 Fmt 8010 Sfmt 8010 Y:\SGML\197045T.XXX pfrm02 PsN: 197045T 157 Office of the Secretary, Commerce § 14.52 Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts and transcriptions.

(e) All contracts, including small purchases, awarded by recipients and their contractors shall contain the procurement provisions of Appendix A to this part, as applicable.

The state and federal legislature mandate specific guidelines for contracts depending on the source of funding. Requirements for affidavits or certifications by the Contractor and Contractee change frequently. Therefore, all contracts must be reviewed individually by Finance and/or County Manager with additional guidance from the County Attorney as needed for requirements as explained above before any contracts can be submitted for approval.

### **E-Verify, Iran Divestment, HUB**

E-Verify Affidavit and Iran Divestment certification is currently required of all Vendors. Camden County's HUB requirements are defined by G.S. 143. Documentation of compliance with these requirements should be maintained with the contract documents.

### **Bidding**

**CAMDEN COUNTY BOARD OF COMMISSIONERS**

Regular Meeting – November 07, 2016

---

Depending upon the estimated cost of contracts, they are handled as per the formal or informal bidding procedures. Informal bid procedures must be followed on contracts for the following: 1) purchases or lease-purchase of apparatus, supplies, materials, or equipment expected to require expenditure equal to or greater than \$5,000, but less than \$90,000; 2) constructions or repair work when expenditures of \$30,000 to \$500,000 are involved(G.S. 143-131). Detailed specifications including description, brand/model number, quantity, unit, delivery date required, and any known vendors should be forwarded to the purchasing manager.

Formal bid procedures must be followed on contracts for purchase or lease-purchase of apparatus, supplies, materials, or equipment expected to require expenditure equal to or greater than \$90,000 and for construction or repair work requiring the estimated expenditure of \$500,000 or more (G.S. 143-129).

**RFP, RFB, RFQ**

The dollar thresholds for public contracting and which procedure is to be used for procurement are defined in the General Statutes and should be consulted accordingly depending on the type and amount of project.

<b>RESULT:</b>	<b>APPROVED AS PRESENTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tom White, Commissioner
<b>AYES:</b>	McLain, Meiggs, Riggs, White
<b>ABSENT:</b>	Duckwall

**ITEM 7 BOARD APPOINTMENTS**

---

**A. EAST ALBEMARLE REGIONAL LIBRARY**

---

Commissioner Clayton Riggs made a motion to appoint Nell Morrison to serve the EARL board for a 3 year term to expire 11/06/2019.

<b>RESULT:</b>	<b>APPOINT [UNANIMOUS]</b>
<b>MOVER:</b>	Clayton Riggs, Commissioner
<b>AYES:</b>	McLain, Meiggs, Riggs, White
<b>ABSENT:</b>	Duckwall

**ITEM 8 CONSENT AGENDA**

---

Commissioner Riggs made a motion to approve the consent agenda as amended.

Amendments:

**Remove** *Item 8.J - Senior Advisory Board - Resignation*

**Add** *Item 8.M - Resolution Designation of Applicant's Agent*

<b>RESULT:</b>	<b>ACCEPT AS AMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Clayton Riggs, Commissioner
<b>AYES:</b>	McLain, Meiggs, Riggs, White
<b>ABSENT:</b>	Duckwall

**CAMDEN COUNTY BOARD OF COMMISSIONERS**  
 Regular Meeting – November 07, 2016

**A. BOC MEETING MINUTES**

2016-10-03 BOC Meeting Minutes

**B. BUDGET AMENDMENT**

**2016-17-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, 2017.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Revenues</b>			
10399400-439900	Fund Balance Appropriated		\$22,126
<b>Expenses</b>			
105100-574103	Capital Outlay - Vehicle	\$22,126	

This Budget Amendment is made to adjust appropriations for purchase of a new patrol vehicle damaged in a not-at-fault accident. Insurance proceeds are not sufficient to cover replacement cost.

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

Balance in Contingency \$40,000.00

**C. TAX COLLECTION REPORT**

Tax Collection Report September 2016					
Day	Amount	Amount	Name of Account	Deposits	Internet
1	\$4,618.36			\$4,618.36	
2	\$6,163.80		-\$30.00	\$6,163.80	
6	\$9,826.32			\$9,826.32	
7	\$62.42			\$62.42	
8	\$2,061.62			\$2,061.62	
9	\$10,356.94			\$10,356.94	
12	\$2,174.57			\$2,174.57	
13	\$464.46			\$464.46	
14	\$4,850.36			\$4,850.36	
15	\$6,012.21			\$6,012.21	
16	\$1,079.53			\$1,079.53	
19	\$3,440.50				\$3,440.50
	\$6,777.35			\$6,777.35	
20	\$7,571.08			\$7,571.08	
21	\$381.55		-\$28.18	\$381.55	
22	\$5,481.30			\$5,481.30	
23	\$4,056.24			\$4,056.24	
26	\$24,156.38		-\$586.96	\$24,156.38	
27	\$1,820.17		-\$22.65	\$1,820.17	
28	\$6,922.89			\$6,922.89	
29	\$8,368.22			\$8,368.22	
30	\$26,367.05	\$8,066.03		\$34,433.08	
	\$3,489.64		PSN-check fee		\$3,489.64
	\$6,292.53			\$6,292.53	
	<b>\$152,795.49</b>	<b>\$8,066.03</b>	<b>-\$667.79</b>	<b>\$153,931.38</b>	<b>\$6,930.14</b>
	<b>\$160,861.52</b>			<b>\$160,861.52</b>	
	\$0.00				
	-\$667.79	Refund			
	\$0.00	Over			
	-\$1.00	Shortage			
	\$2.00	PSN-check fee			
	\$160,194.73				

**CAMDEN COUNTY BOARD OF COMMISSIONERS**  
 Regular Meeting – November 07, 2016

**D. DMV MONTHLY REPORT**

*December Renewals Due 1/15/2017*

<i>SOUTH MILLS</i>	<i>COURTHOUSE</i>	<i>SHILOH</i>	<i>TOTAL</i>
<i>12,901.04</i>	<i>17,796.42</i>	<i>10,146.97</i>	<i>40,844.43</i>

**E. TAX PICK UPS**

<i>Name</i>	<i>Amount</i>	<i>Type</i>	<i>Reason</i>	<i>No</i>
<i>Georgia J. Johnson</i>	<i>\$ 317.49</i>	<i>Pick Up</i>	<i>Adjustment</i>	<i>19658</i>
<i>Elizabeth Long</i>	<i>\$ 528.09</i>	<i>Pick Up</i>	<i>Release Legal fees</i>	<i>19659</i>
<i>NC Dept. of Transportation</i>	<i>\$ 604.64</i>	<i>Pick Up</i>	<i>Storm Water Fee</i>	<i>19666</i>

**F. REFUNDS OVER \$100.00 - VEHICLE TAX**

*REFUNDS OVER \$100.00*

**G. REFUNDS OVER \$100.00**

<i>Refund\$</i>	<i>Remit To:</i>	<i>Reference:</i>	<i>Drawer/Transaction Info:</i>
<i>117.61</i>	<i>ALLEN, ROBIN LYNN 205 COUNTRY CLUB ROAD CAMDEN NC 27921</i>	<i>2016 R 02-8934-04-52-0511.0000 overpayment</i>	<i>20161013 99 227980</i>
<i>284.85</i>	<i>BRUNS, ROBERT 108 GENERALS WAY SOUTH MILLS NC 27976</i>	<i>2016 R 01-7090-00-83-5106.0000 overpayment</i>	<i>20161013 99 227978</i>
<i>1,873.56</i>	<i>CAMDEN COUNTY TAX DEPT P. O. BOX 125 CAMDEN NC 27921</i>	<i>2016 R 01-7080-00-68-2061.0000 overpay apply refund to acct.</i>	<i>20161013 99 227977</i>
<i>346.85</i>	<i>COMMONWEALTH USA SETTLEMENTS, 100 PARK MANOR DRIVE SPT 200 PITTSBURGH PA 15205</i>	<i>2016 R 01-7080-00-27-5870.0000 overpayment 2016 taxes (mcw1111)</i>	<i>20160926 1 227011</i>
<i>138.75</i>	<i>EDWARDS, RICKY LEE 839 SANDYHOOK ROAD CAMDEN NC 27974</i>	<i>2015 R 03-8952-00-95-2607.0000 overpayment</i>	<i>20160728 1 226425</i>
<i>126.06</i>	<i>HUGHES BRANSON LAMAR 312 WILLOW BRND CIR LEESVILLE LA 71446</i>	<i>2013 V 0043553 military release</i>	<i>20161013 99 227982</i>
<i>315.87</i>	<i>LITCHFIELD, WALTER C. 191 THOMAS POINT ROAD SHILOH NC 27974</i>	<i>2016 R 03-8971-00-12-0876.0000 overpayment</i>	<i>20161013 99 227975</i>
<i>197.69</i>	<i>PC LAW ASSOCIATES 11610 NORTH COMMUNITY HOUSE RD CHARLOTTE, S NC 28277</i>	<i>2016 R 01-7081-00-15-4711.0000 overpayment 2016</i>	<i>20160926 1 227007</i>
<i>291.07</i>	<i>PONDEROSA ENTERPRISES INC. 613 SHORTCUT ROAD BARCO NC 27917</i>	<i>2016 R 02-8925-01-45-3388.0000 OVERPAYMENT - R-98244-16</i>	<i>20161014 1 228039</i>
<i>1,612.68</i>	<i>TAYLOR, BONNIE LE PO BOX 212 CAMDEN NC 27921</i>	<i>2016 R 03-8965-00-14-7302.0000 overpayment</i>	<i>20161003 2 227922</i>

H. RESOLUTION NO. 2016-11-01

---

**Resolution No. 2016-11-01**

*NORTH CAROLINA STATE DEPARTMENT OF TRANSPORTATION REQUEST FOR ADDITIONS TO STATE  
MAINTAINED SECONDARY ROAD SYSTEM*

*North Carolina  
County of Camden*

**Road Description:** *Cape Fear Road, Pamlico Drive, North River Crossing, Camden, NC*

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

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

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

J. LOBBYING CONTRACT - MCCLEES CONSULTING, INC.

---

STATE OF NORTH CAROLINA  
COUNTY OF CAMDEN

CONTRACT AND AGREEMENT  
FOR SERVICES BY  
INDEPENDENT CONTRACTOR

THIS CONTRACT AND AGREEMENT for services by an independent contractor (herein referred to as the "Contract") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2016, by and between CAMDEN COUNTY, NORTH CAROLINA (herein "Client") and McCLEES CONSULTING, INC., of Pamlico County, NC (herein "Consultant").

BACKGROUND

Client is a duly organized county of the State of North Carolina, and having as its principal address: 330 East Highway 158, PO Box 190, Camden, NC 27921.

Consultant is a corporation, incorporated and operating under the laws of North Carolina, and having as its principal address: 45 White Farm Road, PO Box 430, Oriental, NC 28571.

Client is in need of the expertise and services of Consultant to lobby on behalf of Client. Consultant has experience in lobbying, is familiar with the goals of Client, is familiar with coastal and eastern North Carolina issues, and has skills, knowledge, abilities, and experience to benefit Client.

The parties desire to enter into this lobbying agreement.

THEREFORE, in consideration of the premises and of the agreements, stipulations, and covenants herein contained, and for other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

1. **Consultation.**

(a) Client hereby engages Consultant to render lobbying services and Consultant agrees to provide such services upon the terms and conditions of this Contract.

## CAMDEN COUNTY BOARD OF COMMISSIONERS

Regular Meeting – November 07, 2016

---

(b) Consultant is being retained because of the personal skill, expertise, and experience of Joseph D. McClees. All services to be performed under this Contract shall be performed personally by Joseph D. McClees with the assistance of S. Henri McClees, Attorney at Law, unless Client gives its prior written consent to another arrangement.

(c) Consultant shall report to the Chairman of the Camden County Commissioners and the Camden County Manager.

2. **Term.** The term of the Contract shall be for a period of two years, beginning on the first day of January 2017 and continuing through the 31<sup>st</sup> day of December 2018.

3. **Consulting Fees.** Client shall pay to Consultant fees for services as follows:

(a) For the year 2017, the sum of Twenty Thousand Dollars (\$20,000.00) for 2017 lobbying services, payable in four (4) payments of Five Thousand Dollars (\$5,000.00) on or before the tenth day of January, February, March, and April, 2017; and, further,

(b) For the year 2018, the sum of Twenty Thousand Dollars (\$20,000.00) for 2018 lobbying services, payable in four (4) equal payments of Five Thousand Dollars (\$5,000.00) on or before the tenth day of January, February, March, and April, 2018; and, further,

(c) Client shall pay for lobbyists and principal 2017 registration fees due to the State of North Carolina, totaling Seven Hundred Fifty Six Dollars (\$756.00), payable at the time of the execution of this Contract and in any event before January 10, 2017; and, further,

(d) Client shall pay for lobbyists and principal 2018 registration fees due to the State of North Carolina, totaling Seven Hundred Fifty Six Dollars (\$756.00), payable at the time of the execution of this Contract and in any event before January 10, 2018; and, further,

(e) Reimbursement of travel expenses for approved out-of-state travel, when incurred upon the specific direction of the Client, including mileage and reimbursement for actual expenses for lodging, food, and taxis, together with other approved transportation, if any.

(f) The parties agree there shall be no reimbursement for in-state travel or other in-state expenses except as set forth herein; PROVIDED, HOWEVER, Consultant shall be reimbursed for in-state entertainment or other out-of-pocket expenditures for specified purposes as directed in writing by Client in advance of any such in-state expenditures.

4. **Independent Contractor.** The parties acknowledge and agree the relationship of Consultant with Client is that of independent contractor. Except as provided in this Contract, neither party shall exercise any control over the activities and operations of the other. Neither Client nor Consultant is liable or responsible for the acts, omissions, or defaults of the other in any manner. Consultant, as well as any employees or independent contractors of Consultant, shall not be considered, under the provisions of this Contract or otherwise, to be employees of Client for any purpose whatsoever.

5. **Compliance with North Carolina lobbying and ethics laws.** The parties hereto agree to comply with all reporting, lobbying, and ethics requirements set forth in Chapter 120C "Lobbying" and Chapter 138A "State Government Ethics Act" of the NC General Statutes, specifically including NCGS §120C et seq. and §138A-1 et seq. Further, the parties hereto agree to the following:

(a) Consultant will prepare all lobbying authorizations, registrations, expense reports, and submit principal authorizations and expense reports to Client for execution and timely submission to the NC Secretary of State Lobbying Compliance Division.

(b) Client will review, sign, and submit on a timely basis all required lobbying authorizations and expense reports. The County Manager will execute all required lobbying documentation and reports on behalf of Client.

6. **Applicable Law.** The laws of North Carolina shall govern this Contract.

7. **Entire Agreement; Amendment.** This Contract supersedes all prior understandings and agreements and informal working arrangements between the parties, written and oral. This Contract may not be amended orally, but may be amended only by a writing duly executed by both parties.

IN WITNESS WHEREOF, the parties have executed this Contract the day and year first written above.

**K. SENIOR ADVISORY BOARD - RESIGNATION**

---

Removed

**L. SOCIAL SERVICES BOARD – VOLUNTEER**

---

Mr. Leon Reed Adams of 114 Pine St. in Camden has completed a volunteer application for the Social Services Advisory Board.

**M. JOB DESCRIPTION CHANGE**

---

Clerk to the Board/Assistant to the Manager needs to have the function removed of “serves as Clerk to the Board to the Camden Economic Development Commission.” Per the September 8, 2009 Bylaws under Article VI, Section 7, and this function will be removed when a staff member will assume responsibility. We currently have an Economic Developer for this function and preparing those documents for CEDC meetings is included in that job description.

**ITEM 9 COMMISSIONERS' REPORT**

---

---

None

**ITEM 10 COUNTY MANAGER'S REPORT**

---

---

**A. LEGISLATIVE GOALS UPDATE**

---

<b>Goal Title (Short)</b>	<b>Steering Committee</b>	<b>Goal Status</b>
Oppose transportation responsibilities to counties	General Government	Work Session - Nov 3 <sup>rd</sup>
Support the designation of Interstate 87 (1-87)	General Government	Work Session - Nov 3 <sup>rd</sup>
Restore Lottery Funds for School Capital Needs	Public Education	Favorable
Repeal authority that allows local school boards to file suit against a county board of commissioners over county appropriations for education.	Public Education	Favorable
Oppose unfunded mandates and shifts of state responsibilities to counties.	Taxation and Finance	Added language to NCACC Guiding Principles
Restore State Aid to Public Libraries	Taxation and Finance	Favorable

---

**SOUTH CAMDEN WATER & SEWER DISTRICT  
BOARD OF DIRECTORS MEETING**

---

**RECESS**

---

Chairman McLain recessed the Board of Commissioners meeting to enter a meeting of the South Camden Water and Sewer District Board of Directors meeting at 7:41 P.M.

**RECONVENE**

---

Chairman McLain reconvened the Board of Commissioners meeting at 7:43 P.M.

---



**ITEM 11 INFORMATION**

---

---

- A. Register of Deeds Monthly Report
- B. October 2016 Library Statistics
- C. EMS Monthly Report - September 2016
- D. PICH Newsletter "The Branch"
- E. 2016-2017 Sales Tax Revenue Report
- F. FY 15-16 Annual Report - Community Advisory Committee
- G. FY 2015-2015 Annual ABC Board Financial Report

**ITEM 12 OTHER MATTERS**

---

---

**A. WW II COASTWISE MERCHANT MARINERS**

---

*07 Nov. 2016*

*Dear Board of Commissioners and residents of the County of Camden, NC*

*I write to tell you of our success regarding a 10 year journey in an attempt to have some WW II Merchant Marine women and school children recognized as veterans for their services. About 8 years ago I reached out to Camden County requesting your support and you stood up. You have stood up with me throughout the entire effort. That support was there even when attempting to gain support from one of our Senators who had been acting on misinformation and opposing this movement.*

*I have reached out to all 100 counties for their support. At one time that support reached to 57 counties and then they started to taper off over the years. Not Camden County. You stayed the course. At the end, I had the support of 26 Counties from the 1st and 3rd Districts. That support provided me the courage to continue the fight. So many individuals across the nation stepped up at first to offer their support, but the vast majority could not stay the course. This is sad that our nation has so little love for our veterans who gave us the very freedom we have today.*

*Our effort began with bills in both sides of congress, HR 1288/S 1775, "WW II Merchant Mariners Service Act". This past year, staff from the Senate Veterans Affairs Committee reduced the bills into wording that was suitable to create a self-standing Section that could be placed within any legitimate bill. This opportunity came about recently via the Concurrent Resolution for the Military Construction Bill. Our wording was included as Section (248) of that bill and it passed both Houses with the President signing it and it is now Law. PL 114-223, Sec 248, I trust this information will be shared with the County residents as they were there offering their support as well.*

*Without the strong support of Camden County and a few others, I feel this may not have been possible. It is truly difficult to fly in the face of opposition continuously for a subject that should be supported by all. Our nation's veteran is called upon time and again and always they stand up. This should be the case of all. Not so, for sure. But there is one thing I am sure of and that is Camden County can be counted on to support our veterans. It was clearly shown with your steadfast support for me in my endeavors. I will always be grateful for that and I say, Thank you, thank you thank you.*

*My very best regards,  
J. Don Horton, President*



---

**CLOSED SESSION**

---

Pursuant to N.C.G.S. 143-318.11(a)(6) - Personnel

**ENTERED**

---

Chairman McLain recessed the Board of Commissioners meeting to enter a closed session at 7:48 P.M.

**RECONVENE**

---

The board of commissioners came out of closed session 7:51 PM.

---

**ITEM 13 ADJOURN**

---

---

Chairman McLain adjourned at 7:51 PM.

---

*Chairman Michael McLain*  
*Camden County Board of Commissioners*

*ATTEST:*

---

*Angela L. Wooten*  
*Clerk to the Board*