

Camden County Board of Commissioners

October 1, 2018

Closed Session – 6:00 PM

Regular Meeting – 7:00 PM

Historic Courtroom, Courthouse Complex

Camden, North Carolina

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on October 1, 2018 in the Historic Courtroom, Camden, North Carolina.

CALL TO ORDER

The meeting was called to order by Chairman Clayton Riggs at 6:00 PM. Also Present: Vice Chairman Tom White, Commissioners Garry Meiggs and Randy Krainiak. Commissioner Ross Munro was absent for the Closed Session but present for the Regular Session.

Staff Present: Manager Ken Bowman, Clerk to the Board Karen Davis, County Attorney John Morrison, Finance Officer Stephanie Humphries, Tax Administrator Lisa Anderson, Public Works Director David Credle and Planning Director Dan Porter.

CLOSED SESSION

Motion to go into Closed Session for the purpose of economic development prospect.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Randy Krainiak, Commissioner
AYES:	White, Krainiak, Meiggs, Riggs
ABSENT:	Munro

Motion to come out of Closed Session.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Tom White, Vice Chairman
AYES:	White, Krainiak, Meiggs, Riggs
ABSENT:	Munro

Chairman Riggs reconvened the regular meeting of the Board of Commissioners and welcomed those in attendance.

Invocation and Pledge of Allegiance

Rev. William Sawyer gave the invocation and led in the Pledge of Allegiance.

ITEM 1. PUBLIC COMMENTS

- Mr. Lavon Scott spoke on behalf of the Rosenwald Community Center. The Center is requesting assistance from the county to place a marker commemorating the location of the McBride Colored School in South Mills.
- Cathleen Saunders announced the following event sponsored by 4-H:
Engineering Evening (will include STEM activities for youth ages 10-15)
Monday, November 5, 2018
6:00 PM – 7:45 PM
Camden County Senior Center
Registration Fee - \$8

ITEM 2. CONFLICT OF INTEREST DISCLOSURE STATEMENT

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

ITEM 3. CONSIDERATION OF AGENDA

The agenda was amended to add Budget Amendment 2018-19-BA014 to the Consent Agenda.

Motion to approve the agenda as amended.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Garry Meiggs, Commissioner
AYES:	White, Krainiak, Meiggs, Riggs, Munro

ITEM 4. PRESENTATIONS

1. Brian Lannon – Soil & Water Conservation Update

Brian Lannon, Soil & Water District Technician, presented a department update to the Board which included the following:

- The Role of a Soil & Water Conservation District & Supervisor
- Soil & Water Conservation Department Mission & Objectives
- Summary of Watershed Projects
- NC Agriculture Cost Share Programs
- Beaver Management Program
- Aquatic Invasive Weed Management
- Agricultural Water Resource Assistance Program
- Community Conservation Assistance program
- Education and Outreach – Schools, Homeowners, Developers
- Stormwater Management – Low Impact Development, Flood Plain Management, Watershed Projects

South Camden Water & Sewer District Board of Directors

Motion to recess to South Camden Water & Sewer District Board of Directors.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Garry Meiggs, Commissioner
AYES:	White, Krainiak, Meiggs, Riggs, Munro

Chairman Riggs recessed the meeting of the Board of Commissioners and opened the South Camden Water & Sewer District Board of Directors Meeting.

Public Comments – None

Agenda
Camden County Board of Commissioners
SCWSD - Regular Meeting
October 01, 2018
7:00 PM
Historic Courtroom, Courthouse Complex

ITEM 1. CALL TO ORDER

ITEM 2. 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 3. CONSIDERATION OF THE AGENDA

ITEM 4. NEW BUSINESS (For discussion and possible action)

A. Monthly Update – David Credle

ITEM 5. OTHER

ITEM 6. ADJOURN

Motion to approve the agenda as presented.

RESULT: PASSED [UNANIMOUS]
MOVER: Tom White, Vice Chairman
AYES: White, Krainiak, Meiggs, Riggs, Munro

New Business

A. Monthly Report – David Credle presented the monthly report.

South Camden Water & Sewer Board
Monthly Work Order Statistics Report
Period: August 2018

	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water/Distribution	110	110	100%	0
Sewer/Collection	0	0	100%	0

Locates:

Water Line: 81

Sewer Line: 28

Water & Sewer, same ticket: 1

Hydrant flow test: 5

Public Works Director Notes/Comments: Ten work orders have been checked for accuracy.

Water treated at the water treatment plant in August: 10,276,260 gallons.

Daily average water usage for August: 331,492 gallons.

Current treatment capacity at the water treatment plant: 720,000 gallons per day.

Motion to approve the monthly report as presented.

RESULT: PASSED [UNANIMOUS]
MOVER: Tom White, Vice Chairman
AYES: White, Krainiak, Meiggs, Riggs, Munro

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

RESULT: PASSED [UNANIMOUS]
MOVER: Garry Meiggs, Commissioner
AYES: White, Krainiak, Meiggs, Riggs, Munro

Chairman Riggs adjourned the South Camden Water & Sewer District Board of Directors and reconvened the Camden County Board of Commissioners.

ITEM 5. OLD BUSINESS

A. Unified Development Ordinance

Dan Porter, Planning Director, reported to the Board that a Public Hearing copy of the proposed revised Unified Development Ordinance is now available and a link to the document will be posted on the county web site by noon on Tuesday, October 2, 2018. A ‘public comment’ report will be provided to the Board for the public hearing that will include comments received through November 9, 2018. Public comments may be submitted via telephone, the county web site, email or in person. A copy of the revised proposed UDO will also be available at the Camden Public Library for public perusal. Included in the Consent Agenda is a request to set the public hearing for November 14, 2018 at 8:30 AM. The hearing will be advertised on the county web site and an advertisement will be published three days in *The Daily Advance* newspaper no more than 25 days and no less than 10 days prior to the hearing.

ITEM 6. NEW BUSINESS

A. Tax Report – Lisa Anderson presented the monthly tax report.

OUTSTANDING TAX DELINQUENCIES BY YEAR

<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>
2017	127,264.32	4,478.66
2016	38,232.68	2,667.57
2015	19,064.75	1,205.82
2014	14,059.06	1,326.43
2013	10,369.72	5,128.61
2012	7,714.72	7,967.80
2011	5,041.04	6,557.43
2010	4,244.84	4,983.49
2009	3,978.27	4,576.90
2008	3,795.46	5,038.23
TOTAL REAL PROPERTY TAX UNCOLLECTED		233,764.86
TOTAL PERSONAL PROPERTY UNCOLLECTED		43,930.94
TEN YEAR PERCENTAGE COLLECTION RATE		99.60%
COLLECTION FOR 2018 vs. 2017		23,822.87 vs. 19,356.02

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2017	98.13%
2016	99.39%
2015	99.70%

EFFORTS AT COLLECTION IN THE LAST 30 DAYS

ENDING AUGUST **2018**
BY TAX ADMINISTRATOR

<u>149</u>	NUMBER DELINQUENCY NOTICES SENT
<u>2</u>	FOLLOWUP REQUESTS FOR PAYMENT SENT
<u>13</u>	NUMBER OF WAGE GARNISHMENTS ISSUED
<u>3</u>	NUMBER OF BANK GARNISHMENTS ISSUED
<u>4</u>	NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR TO DELINQUENT TAXPAYER
<u>0</u>	NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)
<u>0</u>	PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR
<u>0</u>	NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY
<u>0</u>	NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR COLLECTION (I.D. AND STATUS)
<u>0</u>	REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS
<u>1</u>	NUMBER OF JUDGMENTS FILED

30 Largest Unpaid – Real

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	02-8934-01-17-4778.0000	11,330.23	1	LARRY G. LAMB SR	CAMDEN	152 158 US W
R	01-7989-00-01-1714.0000	8,748.30	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8934-01-18-6001.0000	5,706.01	1	LINDA SUE LAMB HINTON	CAMDEN	150 158 US W
R	03-8899-00-45-2682.0000	4,945.29	10	SEAMARK INC.	SHILOH	HOLLY RD
R	02-8944-00-36-1417.0000	4,553.83	1	ROSA ALICE FEREBEE HEIRS	CAMDEN	165 IVY NECK RD
R	02-8937-00-50-8036.0000	4,530.96	1	CLEVELAND WALSTON LE	CAMDEN	187 HERMAN ARNOLD RD
R	03-8961-00-68-3593.0000	3,624.69	2	SECRETARY OF VETERANS AFFAIRS	SHILOH	169 RAYMONS CREEK RD
R	01-7998-01-08-6797.0000	3,617.09	1	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	02-8935-04-63-0820.0000	3,149.84	1	BELCROSS PROPERTIES, LLC	CAMDEN	197 158 US E
R	01-7997-00-75-4295.0000	3,012.56	1	JACKIE E BAILEY	SOUTH MILLS	100 ROBIN CT W
R	01-7090-00-64-6040.0000	2,893.98	1	LINTON RIDDICK	SOUTH MILLS	129 LILLY RD
R	02-8923-00-19-3774.0010	2,823.66	6	WILLIAM CONOVER	CAMDEN	431 158 US W
R	02-8935-02-66-7093.0000	2,805.26	1	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	03-8962-00-05-0472.0000	2,717.17	1	FRANK MCMILLIAN HEIRS	SHILOH	172 NECK RD
R	03-8899-00-16-2671.2425	2,668.79	1	SPRING LOTUS LLC	SHILOH	141 EDGEWATER DR.
R	01-7080-00-53-1141.0000	2,405.66	1	EDWARD A ROSA SR	SOUTH MILLS	188 KEETER BARN RD
R	02-8945-00-41-2060.0000	2,387.68	1	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	02-8934-01-29-4617.0000	2,265.20	1	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W
R	01-7988-00-91-0179.0001	2,126.56	10	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	108 CAMDEN AVE
R	03-8943-04-93-8214.0000	2,116.86	10	L. F. JORDAN HEIRS	SHILOH	110 158 US W
R	02-8934-01-29-4776.2853	2,084.96	1	C. RUSSELL HASTINGS JR.	SHILOH	144 CULPEPPER RD
R	01-7080-00-19-4673.0000	2,082.05	1	LEONARD UMBARGER	SOUTH MILLS	144 CULPEPPER RD
R	01-7080-00-62-1977.0000	2,062.78	8	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	03-8971-00-54-7373.0000	2,023.62	1	DWAYNE HARRIS	SHILOH	125 ONE MILL RD
R	03-8952-00-95-8737.0000	1,955.58	1	AUDREY TILLET	SHILOH	171 NECK RD
R	02-8935-01-08-8786.0000	1,888.98	1	LINWOOD GREGORY	CAMDEN	253 SLEEPY HOLLOW RD
R	01-7999-00-46-1105.0000	1,874.32	1	LINDA EASON COLSON	SOUTH MILLS	176 FUDDING RIDGE RD
R	03-8962-00-67-1021.0000	1,856.31	1	JOE GRIFPIN HEIRS	SHILOH	WICKHAM RD
R	01-7999-00-78-4680.0000	1,850.24	2	BERTHA MARLENE GARRETT	SOUTH MILLS	379 OLD SWAMP RD
R	03-8962-00-55-2255.0000	1,810.53	1	VERNON L. & EDITH W. SYLVESTER	SHILOH	453 NECK RD

30 Oldest Unpaid – Real

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	10	8,748.30	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8899-00-45-2682.0000	10	4,945.29	SEAMARK INC.	SHILOH	HOLLY RD
R	01-7988-00-91-0179.0001	10	2,126.56	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	03-8943-04-93-8214.0000	10	2,116.86	L. F. JORDAN HEIRS	SHILOH	
R	03-8952-00-95-8737.0000	10	1,955.58	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7999-00-32-3510.0000	10	1,797.88	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7999-00-12-8596.0000	10	1,733.11	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7989-04-60-1568.0000	10	1,056.42	EMMA BRITE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	01-7989-04-60-1954.0000	10	1,030.78	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	03-8962-00-50-0273.0000	10	883.88	DAISEY WILLIAMS BURNHAM	SHILOH	RAYMONS CREEK RD
R	01-7090-00-60-5052.0000	10	757.21	JOE GRIFPIN HEIRS	SOUTH MILLS	117 GRIFPIN RD
R	02-8955-00-13-7846.0000	10	592.68	MARIE MERCER	CAMDEN	IVY NECK RD
R	02-8936-00-24-7426.0000	10	576.45	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	03-8980-00-61-1968.0000	10	249.67	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	01-7090-00-95-5262.0000	10	244.56	JOHN F. SAWYER HEIRS	SOUTH MILLS	OLD SWAMP RD
R	03-9809-00-45-1097.0000	10	202.56	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	03-8899-00-37-0046.0000	10	157.01	ELIZABETH LONG	SHILOH	HIBISCUS
R	03-9809-00-17-2462.0000	10	141.58	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD
R	01-7080-00-62-1977.0000	9	2,062.78	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	03-9809-00-24-6322.0000	9	550.77	DAVID B. KIRBY	SHILOH	499 SAILBOAT RD
R	03-8980-00-84-0931.0000	8	187.90	CARL TEUSCHER	SHILOH	218 BROAD CREEK RD
R	01-7998-01-08-6797.0000	7	3,617.09	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	03-8962-00-04-9097.0000	7	1,856.31	CECIL BARNARD HEIRS	SHILOH	NECK RD
R	03-8990-00-64-8379.0000	7	792.39	CHRISTOPHER FROST-JOHNSON	SHILOH	LITTLE CREEK RD
R	02-8935-01-07-0916.0000	7	574.95	ROSETTA MERCER INGRAM	CAMDEN	227 SLEEPY HOLLOW RD
R	03-8962-00-70-7529.0000	7	512.66	MARY SNOWDEN	SHILOH	WICKHAM RD
R	01-7989-04-90-0938.0000	7	453.61	DORIS EASON	SOUTH MILLS	1352 343 HWY N
R	03-8962-00-60-7648.0000	7	281.11	FRANK WRIGHT ETAL	SHILOH	WICKHAM RD
R	02-8954-00-97-4350.0000	7	280.89	GEORGE SHAW	CAMDEN	TROTMAN RD N
R	02-8923-00-19-3774.0010	6	2,823.66	WILLIAM CONOVER	CAMDEN	431 158 US W

30 Largest Unpaid – Personal

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001709	2,003.83	9	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0001538	866.88	10	JEFFREY EDWIN DAVIS	HERTFORD	MIC MAC TRAIL
P	0001046	764.04	10	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	748.98	7	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001476	706.41	1	MIKE TAYLOR	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001072	648.76	9	PAM BUNDY	SHILOH	105 AARON DR
P	0002194	516.98	3	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
P	0001827	483.28	6	KAREN BUNDY	CAMDEN	431 158 US W
P	0000295	412.03	1	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0001230	411.11	6	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001681	312.08	6	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001694	288.99	6	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001693	261.90	9	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001106	253.06	10	JAMI ELIZABETH VANHORN	SOUTH MILLS	617 MAIN ST
P	0001104	242.20	1	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0001952	238.91	6	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0001638	210.76	1	ERIC JASON WOODARD	SOUTH MILLS	612 MAIN LOT 12
P	0000466	205.60	1	LAMBS OF CAMDEN	CAMDEN	152 HWY 158 W
P	0000905	204.42	3	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
P	0000846	201.12	2	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0002442	200.37	1	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0000297	182.53	1	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0001673	177.05	9	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0000248	159.99	10	ROBERT H. OWENS	CAMDEN	A STREET
P	0001540	157.47	1	MICHELE LEE TAYLOR-DUKE	SOUTH MILLS	108 BINGHAM RD
P	0000543	152.90	1	TRACK 1 OF CAMDEN	CAMDEN	143 158 US W
P	0000945	145.98	3	RAMONA P. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0001722	140.55	7	JANET LEARY	SOUTH MILLS	LINTON ROAD
P	0001639	123.29	4	CAREY FARMS, INCORPORATED	SOUTH MILLS	202 SHARON CHURCH
P	0000385	121.17	2	MARK SANDERS OVERMAN	SHAWBORO	116 GARRINGTON ISLAND

30 Oldest Unpaid – Personal

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001538	10	866.88	JEFFREY EDWIN DAVIS	HERTFORD	MIC MAC TRAIL
P	0001046	10	764.04	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	10	748.98	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001072	10	648.76	PAM BUNDY	SHILOH	105 AARON DR
P	0001106	10	253.06	JAMI ELIZABETH VANHORN	SOUTH MILLS	617 MAIN ST
P	0000248	10	159.99	ROBERT H. OWENS	CAMDEN	A STREET
P	0001540	10	120.95	DAVID LUKE	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001709	9	2,003.83	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0001693	9	261.90	ALLIANCE NISSAN	CAMDEN	158 US W
P	0001673	9	177.05	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0000316	9	115.56	JAMES P. JONES	CAMDEN	142 SANDHILLS RD
P	0001827	8	483.28	KAREN BUNDY	CAMDEN	431 158 US W
P	0001722	7	140.55	JANET LEARY	SOUTH MILLS	LINTON ROAD
P	0001639	7	123.29	CAREY FARMS, INCORPORATED	SOUTH MILLS	202 SHARON CHURCH
P	0001230	6	411.11	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001681	6	312.08	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001694	6	288.99	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001952	6	238.91	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0001740	6	109.23	JASON & KEVIN WORDEN	SOUTH MILLS	STILES LANE
P	0002194	5	516.98	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
P	0001638	3	210.76	ERIC JASON WOODARD	SOUTH MILLS	612 MAIN LOT 12
P	0000905	3	157.47	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
P	0001250	3	204.42	MICHELE LEE TAYLOR-DUKE	SOUTH MILLS	108 BINGHAM RD
P	0000945	3	145.98	RAMONA P. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0001476	2	706.41	MIKE TAYLOR	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0000295	2	412.03	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000466	2	205.60	LAMBS OF CAMDEN	CAMDEN	152 HWY 158 W
P	0000846	2	201.12	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0000385	2	121.17	MARK SANDERS OVERMAN	SHAWBORO	116 GARRINGTON ISLAND
P	0002921	2	120.68	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP

Motion to approve the tax report as presented.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Ross Munro, Commissioner
AYES:	White, Krainiak, Meiggs, Riggs, Munro

B. Rosenwald Community Center

County Manager Ken Bowman presented a letter from Chiquita Mitchell and the Rosenwald Community Center requesting assistance from the county to obtain a marker to commemorate the location of the McBride Colored School in South Mills. The state has been contacted and has indicated that it will not be able to offer assistance for the marker.

Motion to approve up to \$1500 towards the purchase of a marker to commemorate the location of the McBride Colored School.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Garry Meiggs, Commissioner
AYES:	White, Krainiak, Meiggs, Riggs, Munro

C. Public Services Complex / Administration Campus

County Manager Ken Bowman submitted the following to the Board:

The following proposal, from SOLEX Architecture, is for the conceptual design of the Administration building with two options. The Space Needs Study was used by the firm to determine the fee schedule. It should be noted there's a significant amount of work that needs to

be done to provide a desirable layout and agreeable renderings. Compared to the other firm the county worked with in the past, SOLEX's fee is significantly lower. This project is included in the 2019-2023 CIP for the engineering and design of a new Administration campus complex on the acquired site across from the Historic Courthouse. The ultimate goal of this project will be the centralization of County services into a "One Stop" method of service delivery which will allow our citizens to be served at a single County complex. Besides the immediate needs for administrative space, there is also significant interest for providing recreational and public meeting space which could house youth and adult programming.



Solex Architecture, Inc.
641 Main Street
Danville, Virginia 24541
434.688.0767
www.solexarchitecture.com

August 30, 2018

Mr. Ken Bowman, County Manager
Camden County
P.O. Box 190
Camden, North Carolina 27921
252-338-1919

**RE: Professional Conceptual Design Services for a New Administration Facility
Located Adjacent to 117 North Carolina Hwy 343 S, Camden, North Carolina**

Dear Mr. Bowman:

Thank you for the opportunity to present this proposal for professional conceptual design services for a new administration facility across from the historic courthouse in Camden. Below you will find our understanding of the project and our proposed scope of services.

UNDERSTANDING OF THE PROJECT

Camden County is exploring the option to consolidate multiple departments into a single facility. This new building is to be located across from the historic courthouse. Two design options are to be developed for the new County building. Option 1 includes new spaces for the county civic departments including Administration, Parks and Recreation, Planning and Zoning, Water and Sewer and Taxes as well as the addition of a multipurpose space. The NC Cooperative Extension would move to the existing administration building once it was vacated. According to the Wooten Company's Space Needs Study the following space allocation is needed for those departments:

1. County Administration - 5 enclosed offices, 4 open offices, a conference room to seat at least 8, a reception area, copy area, archive area and storage space. If the program and budget allow, a formal council chamber is also desired.
2. Parks and Recreation - 1 enclosed office, 2 open offices, storage space, a conference room to seat at least 8, and additional space for growth
3. Planning and Zoning - 1 enclosed office, 6 open offices, and are for file storage
4. Water and Sewer - 3 open offices, a conference room to seat at least 4, a conference room to seat at least 8, a space for locked files, a shared copy space with the Tax department, exterior drive up windows, and interior walkup windows
5. Taxes - 1 enclosed office, 4 open offices, space for storage, space for locked files, and a shared copy space with the Water and Sewer department
6. Multipurpose Space - a kitchen, elevated platform/stage, dividable open meeting space for seating of at least 200 around tables and the option to house a basketball court

Mr. Bowman
August 30, 2018
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Option 2 is for future expansion of the campus and includes the Senior Center, Register of Deeds, Sheriff's Department and the addition of a new Library. This could be an addition to the first phase or a separate facility(ies). Wooten Company's Space Needs Study shows that the senior center needs an exercise room, kitchen, pantry and dining area. According to our meeting, the seating capacity of the senior center could be reduced to 100 to 120 around tables. If this is an addition, it would be added on to the new County Building next to the multipurpose space to maximize space utilization. The new County Building may also be expanded to add a new Library.

Depending on the availability of physical and budgetary space, an addition for the Register of Deeds and Sheriff's office may be considered. If space is not available, plans for relocation to another existing facility or renovations of their current buildings may be developed. Due to the specialized nature of Sheriff's offices, their security concerns and the lack of available information, the planning of this area will be added on an hourly as-needed basis. Further discussions to determine a precise design scope are to be had at a later date.

The new administration building may be a single story structure or contain two levels, at the discretion of the architect.

Solex Architecture has experience with the requirements of these types of departments and assembling conceptual plans of this type. We understand Camden County is seeking to develop two conceptual plans and, at the County's option, computerized renderings of these two options.

SCOPE OF SERVICES

The Solex Architecture team will provide architecture services as described below.

CONCEPTUAL DESIGN SERVICES

1. Review existing programmatic plans and input necessary to prepare schematic plans. One site visit will be made to tour all departments to be considered. Additional information gathering to be obtained through phone conversations and emailing questions to staff.
2. Review existing topography.
3. Perform preliminary code review to identify applicable requirements and handicap accessibility requirements for this type of facility.
4. Develop the conceptual plan for Option 1 as described above.
5. Submit and review with the Owner the schematic plan.
6. Make revisions based on Owner critique (maximum of 2 revisions).
7. Develop conceptual plans for both options.
8. Develop conceptual site plans showing context of both options with the surrounding property and the historic courthouse, pedestrian/vehicular circulation and other unique site features.
9. Meet with the Owner to review both schematic plans.
10. Make minor revisions to the plans based on Owner feedback.
11. Develop conceptual massing of the exterior of the building.
12. Submit electronically to the Owner and review via conference call.
13. Make revisions to the conceptual massing (maximum of 2 revisions).
14. Finalize plans and conceptual massing.

- 15. Final deliverable to include a presentation board (24"x36") and digital copy.

RENDERING SERVICES

- 1. Discuss exterior building materials and color selections.
- 2. Provide exterior near-photorealistic rendering for the two options. The renderings are to be of the exterior of the building from the vantage point of the existing courthouse or other location agreed to by all parties.
- 3. Final deliverable to include a presentation board (24"x36") and digital copy.

ASSUMPTIONS

- Two meetings to be held in Camden County.

EXCLUSIONS

- Detailed cost estimates.
- Geotechnical investigation.
- Subsurface utility mapping services.
- Topographic, boundary, underground utility surveying.
- Environmental Services, Wetland Delineation.
- Civil, mechanical, electrical, and plumbing engineering.
- Furniture, fixture and equipment selections and plans.
- Fees/permits charged by any authority having jurisdiction, building permits and inspections.
- Zoning assistance, for items such as rezoning, special use permits, etc.
- "As-built" or Record Drawings.

SCHEDULE AND FEE

Solex Architecture anticipates these tasks taking approximately 60 days. This schedule excludes extensive delays resulting from review and/or approval by the Owner, authority(ies) having jurisdiction or other agencies. Solex Architecture proposes to provide the above scope of services on a lump sum fee amount as listed below:

Conceptual Design	\$ 24,275.00
Sheriff's Office	hourly as needed
Computerized Renderings	\$ 3,500.00
Presentations/meetings to county departments	
(other than two design meetings listed above)	\$ 1,500.00/trip

STANDARD TERMS AND CONDITIONS

The proposal outlined above in this letter (the "Proposal") is valid for 60 days, after which time Solex Architecture, Inc. ("Solex Architecture") reserves the right to review and/or revise the terms. Should the scope of work change from that listed in this Proposal, Solex Architecture reserves the right to modify this Proposal as necessary. In the event that this Proposal is accepted by the undersigned recipient (the "Owner"), then the following terms govern the agreement between the parties (the "Agreement").

Invoices will be electronically sent to the Owner on the 15th of each month for work completed to date. Payment is to be received by Solex Architecture within 30 days of the date on the invoice or a 1.5% late fee per month will be applied. If payment is not received within 60 days, an 8% late fee per month shall be assessed until such payment is received by Solex Architecture. If payment is not received within 30 days, Solex Architecture reserves the right to suspend performance or terminate this Agreement. Solex Architecture asserts its right to payment for work completed if such Agreement is terminated by either party. All subcontracted additional services agreed upon by the Owner and Solex Architecture are subject to reimbursement plus a fifteen percent service charge.

Solex Architecture's liability to the Owner for loss, injury or property damage caused by the performance of this or any supplementary agreement is limited to the amount of fees collected by Solex Architecture pursuant to this Agreement at the time that the asserted liability arose. Furthermore, the Owner shall indemnify and hold harmless Solex Architecture and all of its employees from and against any and all liability, loss, damages, claims and expenses arising out of or resulting from work undertaken on this project by the Owner, a contractor engaged by the Owner or a subcontractor engaged on the Owner's behalf, or any company or individual employed by the Owner to work on this project, whether or not due in part to errors or omissions by Solex Architecture in the performance of either this Agreement or supplementary services related to the Agreement.

The validity, effect and operation of this Agreement shall be determined according to the laws of the Commonwealth of Virginia, regardless of the applicable provisions of Virginia law with respect to conflicts of laws. Any suit brought to enforce a party's rights under this Agreement shall be filed in the state courts of the City of Danville, Virginia. The Owner is responsible for all costs and attorneys' fees incurred by Solex Architecture in any action to collect any funds owed to it by the Owner.

This Agreement supersedes all prior discussions and writings. It sets forth the entire agreement between the Owner and Solex Architecture, is the product of informed negotiations between the parties, and, to the extent necessary, will be interpreted as if drafted jointly by the parties. If any clause, provision, covenant or condition of this Agreement, or the application thereof to any person, place or circumstance, shall be held to be invalid, unenforceable, or void, the remainder of this Agreement shall remain in full force and effect.

Solex Architecture and its consultants reserve the right to publish and publicize the Owner's name and company name and any project renderings and/or photographs for the purposes of media relations, promotional and professional materials, and other communication strategies to internal and external audiences. Solex Architecture shall be given reasonable access to the completed project to take such photography, and the Owner shall not unreasonably withhold the granting of such access. Solex Architecture shall not release any of the Owner's confidential or proprietary information, provided that

Mr. Bowman
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the Owner has previously advised Solex Architecture in writing of the confidential or proprietary nature of such information and the Owner's desire that such information not be disclosed to third parties. To the extent that the Owner prepares and/or distributes any promotional materials for this project, the Owner shall provide credit to Solex Architecture in such promotional materials.

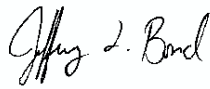
Solex Architecture reserves the right to all drawings, specifications and other materials produced, and shall retain all common law, statutory and other reserved rights, such as copyrights, with respect to such drawings, specifications and other materials. The Owner shall be granted by Solex Architecture a nonexclusive license to use the drawings, specifications and other materials produced for the sole purpose of constructing, using, maintaining, altering and adding to the project identified in this Agreement, assuming all payments are made pursuant to this Agreement. In the event the Owner uses the drawings, specifications or other documents without proper license or permission from Solex Architecture as described above, including such use when full payment for work performed by Solex Architecture has not yet been provided by the Owner to Solex Architecture, the Owner releases Solex Architecture and its consultants from all claims arising from such use. If the Owner terminates this Agreement for convenience, or if Solex Architecture terminates this Agreement due to nonpayment, the Owner shall pay a licensing fee for continued use of Solex Architecture's drawings, specifications and other materials, with respect to the project identified in this Agreement, in the amount of 20% of the total compensation for design services, or the remaining balance of compensation outlined for design services, whichever is less.

If directed to amend this Agreement, Solex Architecture may provide additional services or subcontract additional services, at which time a rate can be negotiated. Solex Architecture may extend its services on an hourly basis at the prices included in the Standard Hourly Rate Schedule. Solex Architecture has good working relationships with area engineering firms and can provide additional services if requested.

We appreciate the opportunity to submit this proposal. If you have any questions or would like to discuss any items in this proposal, please feel free to contact us at (434) 688-0767.

Sincerely yours,

Solex Architecture, Inc.



Jeffrey L. Bond, AIA, LEED AP BD+C
Architect | Owner

Mr. Bowman
August 30, 2018
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This proposal of Solex Architecture, Inc. is accepted:

Printed Name

Title

Signature

Date

Commissioner Krainiak expressed the importance of allowing the community to give input concerning this project.

Motion to authorize the county manager to work with SOLEX Architecture to create initial conceptual designs.

RESULT:	PASSED [4-1]
MOVER:	Tom White, Vice Chairman
AYES:	White, Meiggs, Riggs, Munro
NAY:	Krainiak

D. Vanguard Modular Building Systems

County Manager Ken Bowman presented the following proposal:

This request is for up to 3 modular office units to be located within the parking lot adjacent to the Planning Department and will house; the Planning Department, Tax Office, and Extension Office. Justification: The buildings that are currently occupied by the above departments pose significant health risks associated with mold exposure which can irritate the eyes, skin, nose, throat, and lungs. Additionally, the current buildings lack proper ventilation and are in a state of disrepair. Installation will not require demolition and only minor site preparation. Utility access is in close proximity to the proposed location. The modular office units will contain new air conditioning, new interior surfaces, new doors and windows, ADA conforming restrooms, handicapped accessibility and painting. The proposed units are commensurate with the use and size of the land and we expect minimal impact on activities adjacent to the site.

The recommendation is to authorize the County Manager to negotiate and enter into a contract on behalf of the county to lease up to Three (3) modular units for up to Five (5) years. Rev. William Sawyer of Camden expressed concerns over the health of the general public that go into the affected buildings to carry out county business.

Commissioner Krainiak explained that the mold issue in the Tax and Planning Departments had already been addressed.

Commissioner Munro presented photos that he had taken from underneath the building that houses the Cooperative Extension offices earlier that day that showed the deterioration of that facility.

Motion to authorize the county manager to negotiate and enter into a contract on behalf of the county to lease up to three modular units for a time period of up to five years.

RESULT:	PASSED [4-1]
MOVER:	Tom White, Vice Chairman
AYES:	White, Meiggs, Riggs, Munro
NAY:	Krainiak

The discussion of the modular units included the possibility of allowing the Sheriff's Office to utilize a portion of the space made available in the Tax and Planning Office from the transition for storage.

ITEM 7. BOARD APPOINTMENTS

1. Tourism Development Authority

Motion to reappoint Vice Chairman Tom White to the Tourism Development Authority for an additional term.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Garry Meiggs, Commissioner
AYES:	White, Krainiak, Meiggs, Riggs, Munro

ITEM 8. CONSENT AGENDA

1. BOC Special Meeting Minutes – August 27, 2018
2. BOC Minutes – September 10, 2018
3. FY 18-19 Budget Amendments

2018-19-BA009
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, 2019.

Section 1. To amend the General & Water/Sewer Projects Fund as follows:

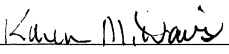
ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
10399400-439900	Fund Balance	\$6,530	
29330760-434511	County Contribution	\$6,530	
Expenses			
106900-539730	South Camden Water & Sewer	\$6,530	
297500-574421	Wastewater Lagoon	\$6,530	

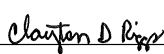
This Budget Amendment is made to appropriate funds to upgrade Wastewater Lagoon Liner.

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

Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 1st day of October, 2018.


Clerk to Board of Commissioners


Chairman, Board of Commissioners



2018-19-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, 2019.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Expenses			
106200-503000	Part Time Salaries		\$500
106200-514000	Travel	\$500	


This Budget Amendment is made to a salary expense line for unused salaries.

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

Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 1st day of October, 2018.


Clerk to Board of Commissioners


Chairman, Board of Commissioners



2018-19-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, 2019.

Section 1. To amend the General & Water/Sewer Projects Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
10399400-439900	Fund Balance	\$29,250	
Expenses			
105800-545350	Recycling Hauls	\$29,250	


This Budget Amendment is made to appropriate funds increase in costs for Recycling Hauls.

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

Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 1st day of October, 2018.


Clerk to Board of Commissioners


Chairman, Board of Commissioners



2018-19-BA012
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, 2019.

Section 1. To amend the General & Water/Sewer Projects Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
10390400	School System Contribution	\$29,000	
Expenses			
105100-574103	Capital Outlay-Vehicle	\$29,000	

This Budget Amendment is made to appropriate funds for an SRO Vehicle.

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

Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 1st day of October, 2018.


Clerk to Board of Commissioners


Chairman, Board of Commissioners



2018-19-BA013
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, 2019.

Section 1. To amend the SCVFD Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenue			
40330530-402002	Insurance Reimbursement	\$469,079	
Expenses			
405300-599300	Insured Loss Damages	\$413,395	
405300-574000	Capital Outlay	\$ 55,684	

This Budget Amendment is made to appropriate funds for Fire Station damages, repairs and replacement.

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

Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 1st day of October, 2018.

Karen M. Davis

Clerk to Board of Commissioners

Clayton D. Pigg

Chairman, Board of Commissioners



2018-19-BA014
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, 2019.

Section 1. To amend the Community Grant Programs Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
14360525-402000	FEMA-Federal	\$173,006	
14360525-402005	FEMA-State	\$ 57,669	
Expenses			
145025-535010	Project Costs	\$221,925	
145025-598303	Administration	\$ 8,750	

This Budget Amendment is made to appropriate funds for FEMA Hazard Mitigation Grant.

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

Balance in Contingency \$40,000.00

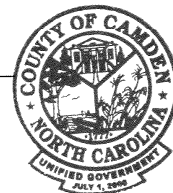
Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 1st day of October, 2018.

Karen M. Davis

Clerk to Board of Commissioners

Clayton D. Pigg

Chairman, Board of Commissioners



6. Set Public Hearing – Unified Development Ordinance – November 14, 2018

Motion to approve the Consent Agenda as presented.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Garry Meiggs, Commissioner
AYES:	White, Krainiak, Meiggs, Riggs, Munro

ITEM 9. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

The following was provided to the commissioners for information purposes:

A. Library Report

ITEM 10. COUNTY MANAGER'S REPORT

County Manager Ken Bowman included the following in his report:

- Hurricane Florence – State of Emergency lasted six days; minor flooding; donations collected by the Sheriff's Office thus far total over 7,000 pounds.
- October 9, 2018 – Joint Board of Commissioners and Economic Development Council Meeting, 5:30 PM at the library. Guest speaker will be Tom White from North Carolina State University.
- Karen Davis will attend the final week of Clerk's Certification Institute in Chapel Hill October 22-26, 2018.

ITEM 11. COMMISSIONERS' REPORTS

None.

ADJOURN

There being no further matters for discussion Chairman Riggs adjourned the meeting of the Board of Commissioners at 8:00 PM.

Clayton D. Riggs, Chairman
Camden County Board of Commissioners

ATTEST:

Karen M. Davis
Clerk to the Board