

Camden County Board of Commissioners
August 5, 2019
Closed Session – 6:00 PM
Regular Meeting – 7:00 PM
Historic Courtroom
Camden, North Carolina

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on August 5, 2019 in the Historic Courtroom, Camden, North Carolina.

CALL TO ORDER

The meeting was called to order by Chairman Tom White at 6:00 PM. Also Present: Vice Chairman Clayton Riggs, Commissioners Garry Meiggs, Randy Krainiak and Ross Munro.

CLOSED SESSION

Motion to go into Closed Session to discuss contract negotiations.

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

Motion to come out of Closed Session.

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

The Board came out of Closed Session at 6:40 PM and was recessed by the Chairman until 7:00 PM.

At 7:00 PM Chairman White reconvened the Board of Commissioners for its regular meeting and welcomed everyone in attendance.

INVOCATION & PLEDGE OF ALLEGIANCE

Rev. Boyce Porter gave the invocation and led in the Pledge of Allegiance.

ITEM 1. PUBLIC COMMENTS

None.

ITEM 2. CONSIDERATION OF AGENDA

Motion to approve the agenda as presented.

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

ITEM 3. CONFLICT OF INTEREST DISCLOSURE STATEMENT

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

ITEM 4. PRESENTATIONS

- A. Emergency Management - Christy Saunders presented the *Know Your Zone* Initiative, a project of the North Carolina Division of Emergency Management in conjunction with the National Hurricane Center. The evacuation zone maps will be placed in prominent locations throughout the county.

South Camden Water & Sewer District Board of Directors

Chairman White recessed the meeting of the Board of Commissioners and called to order the South Camden Water & Sewer District Board of Directors Meeting.

Public Comments – None

Consideration of the Agenda

Motion to approve the agenda as presented.

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

New Business

- A. Monthly Report – David Credle

*South Camden Water & Sewer Board
 Monthly Work Order Statistics Report
 Period: June 2019*

	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water/Distribution	75	75	100%	0
Sewer/Collection	0	0	100%	0

Locates:

Water Line: 43

Sewer Line: 9

Water & Sewer, same ticket: 6

Hydrant flow test: 9

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

Water treated at the water treatment plant in June: 11,139,580 gallons

Daily average water usage for June: 371,319 gallons

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

SOUTH CAMDEN WATER & SEWER BOARD									
MONTHLY WATER STATISTICS REPORT									
Date	Work Orders Submitted	Percentage Complete	Uncompleted	Water/Distribution	Sewer/Collection	Water Locates	Sewer Locates	Water/Sewer Locate	Hydrant Flow Test
2018									
June	128	100%	0%	124	4	93	10	29	0
July	93	100%	0%	86	7	90	10	14	1
August	110	100%	0%	110	0	81	28	1	5
Sept	86	100%	0%	84	2	109	34	13	0
Oct	71	100%	0%	68	3	75	17	13	12
Nov	77	100%	0%	76	1	124	7	48	7
Dec	121	100%	0%	120	1	134	6	12	7
2019									
Jan	99	100%	0%	99	0	125	4	15	0
Feb	63	100%	0%	63	0	180	11	1	9
March	104	100%	0%	103	1	153	8	4	27
April	106	100%	0%	104	2	99	10	44	13
May	87	100%	0%	85	2	126	8	12	11
June	75	100%	0%	75	0	58	9	6	9

Motion to approve the monthly report as presented.

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

Resolution for Approving Local Water Supply Plan

RESOLUTION FOR APPROVING LOCAL WATER SUPPLY PLAN

WHEREAS, North Carolina General Statute 143-355 (l) requires that each unit of local government that provides public water service or that plans to provide public water service and each large community water system shall, either individually or together with other units of local government and large community water systems, prepare and submit a Local Water Supply Plan; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Local Water Supply Plan for South Camden Water & Sewer District, has been developed and submitted to the Camden County Board of Commissioners for approval; and

WHEREAS, the Camden County Board of Commissioners finds that the Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355 (l) and that it will provide appropriate guidance for the future management of water supplies for South Camden Water & Sewer District, as well as useful information to the Department of Environmental Quality for the development of a state water supply plan as required by statute;


NOW, THEREFORE, BE IT RESOLVED by the Camden County Board of Commissioners of South Camden Water & Sewer District that the Local Water Supply Plan entitled, South Camden Water & Sewer District dated 2018, is hereby approved and shall be submitted to the Department of Environmental Quality, Division of Water Resources; and

BE IT FURTHER RESOLVED that the Camden County Board of Commissioners intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This the 5th day of August, 2019.

Name: Tom White
Title: Chairman
Signature: Tom White

ATTEST:
Karen M. Davis
Clerk to the Board



Motion to approve the Resolution for Approving Local Water Supply Plan.

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

There being no further matters for discussion Chairman White called for a motion to adjourn.

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

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

Chairman White reconvened the meeting of the Board of Commissioners.

ITEM 5. PUBLIC HEARING

A. Ordinance 2019-07-01 Rezoning Application Camden County

Motion to open Public Hearing for Ordinance 2019-07-01 Rezoning Application for Camden County.

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

Planning Director Dan Porter and County Manager presented a brief overview of the application.

Neighborhood meeting was held March 1, 2019 at the South Mills Fire Station.

Planning Board met on June 19, 2019 and after discussion with staff, adjacent property owners, and the representative for the Naval Support Activity Hampton Roads who submitted a letter on concerns with proposed uses and their possible effects on the Relocatable Over the Horizon Radar (ROTHR) included in packet, Planning Board recommended approval of the rezoning on a 6-0 vote.

Mr. Porter continued his presentation with the Staff Report.

<p>STAFF REPORT UDO 2019-05-28 Zoning Map Amendment</p>			
<p>PROJECT INFORMATION</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>File Reference: UDO 2019-05-28 Project Name: N/A PIN: 01-7071-00-67-6843 Applicant: Camden County Address: 117 N. 343 Camden, NC Phone: (252) 338-1919 Email: Agent for Applicant: Address: Phone: Email: Current Owner of Record: Applicant Meeting Dates: 5/29/2019 Neighborhood Meeting 6/19/2019 Planning Board</p> </td> <td style="vertical-align: top;"> <p>Application Received: 5/16/2019 By: David Parks, Permit Officer Application Fee paid: N/A Completeness of Application: Application is generally complete Documents received upon filing of application or otherwise included: A. Rezoning Application B. GIS Aerial, existing zoning, Comprehensive Plan/CAMA Plan future land use maps, and CAMA Land Use Plan Suitability Maps. C. Table of Permissible Use comparison. D. U.S. Highway 17 Corridor Plan E. Neighborhood meeting comments. F. Liaison Officer Navy Support Activity letter</p> </td> </tr> </table>		<p>File Reference: UDO 2019-05-28 Project Name: N/A PIN: 01-7071-00-67-6843 Applicant: Camden County Address: 117 N. 343 Camden, NC Phone: (252) 338-1919 Email: Agent for Applicant: Address: Phone: Email: Current Owner of Record: Applicant Meeting Dates: 5/29/2019 Neighborhood Meeting 6/19/2019 Planning Board</p>	<p>Application Received: 5/16/2019 By: David Parks, Permit Officer Application Fee paid: N/A Completeness of Application: Application is generally complete Documents received upon filing of application or otherwise included: A. Rezoning Application B. GIS Aerial, existing zoning, Comprehensive Plan/CAMA Plan future land use maps, and CAMA Land Use Plan Suitability Maps. C. Table of Permissible Use comparison. D. U.S. Highway 17 Corridor Plan E. Neighborhood meeting comments. F. Liaison Officer Navy Support Activity letter</p>
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<p>From: Working Lands (WL)</p> <p>The Working Lands (WL) district is established to accommodate agriculture, agriculturally-related uses, and limited forms residential development at very low densities in rural portions of the County. The district is primarily intended to preserve and protect bona fide farms and resource lands for current or future agricultural use as well as to protect the rural character of the area. One of the primary tools for character protection is the requirement to configure residential subdivisions of more than five lots as conservation subdivisions. The conservation subdivision approach seeks to minimize the visibility of new residential development from adjacent roadways through proper placement and screening, and allows farmers to capture a portion of the land's development potential while continuing to farm. Conservation subdivisions allow a portion of a tract or site to be developed with single-family detached homes while the balance of the site is left as conservation or agricultural land. The district also accommodates a wide range of agricultural and agricultural-related uses like "agri-tourism" as well as service and support uses to the rural community, including day care, educational uses, public safety facilities, parks, and utility features.</p>	<p>To: Highway Commercial (HC)</p> <p>The Highway Commercial district is applied to lots along the County's major roadways (e.g., US 158, US 17, NC 34, and NC 343) and is intended for automobile-oriented commercial development as well as large floorplate commercial uses and uses that require or generate truck traffic. The district also accommodates agricultural and institutional uses as well as higher density residential uses with a special use permit. New development in the HC district is grouped and configured to ensure regular lateral vehicular and pedestrian access along major transportation routes as a means of establishing a well-connected transportation system. New development is configured to maintain high visual quality along the major roadway, or is fully screened from view. Sufficient spacing and screening is included along lot lines shared with adjacent residential zoning districts to ensure compatibility. New commercial and multi-family developments in the district are subject to the design standards in Article 151.5 -- Development Standards.</p>		
<p>REQUEST: Rezone approximately 269 acres from Working Lands (WL) to Highway Commercial (HC) on property located at the intersections of U.S. 17 and McPherson Road.</p>			

Lot size: Approximately 260 acres.
 Flood Zone: X
 Zoning District(s): Working Lands
 Existing Land Uses: Farmland/Sewer Plant Spray Field

Adjacent Zoning & Uses:

	North	South	East	West
Zoning	Planned Development (PD)	Rural Residential/Planned Unit Development (P.U.D)	Rural Residential (RR)	Working Lands (WL)
Use & size	Camden Commerce Park	Camden Plantation	Farmland	Dismal Swamp

Proposed Use(s): Commercial Uses.

Description of property: Majority of property being farmed with the portion to the East being used as a Sewage Treatment Facility holding pond/spray field.

ENVIRONMENTAL ASSESSMENT

Streams, Creeks, Major Ditches: Property drains into the Dismal Swamp Canal.
 Distance & description of nearest outfall: Less than 1 mile.

INFRASTRUCTURE & COMMUNITY FACILITIES

Water Water lines are located adjacent to property along U.S. 17 and McPherson Road.
Sewer Sewer runs along U.S. 17.
Fire District South Mills Fire District off Kocler Dam located approximately 3 miles from property.
Schools Proposed uses in requested zoning will not impact schools.
Traffic Traffic impact analysis will be required upon development of property.

PLANS CONSISTENCY

CAMA Land Use Plan Policies & Objectives:
 Consistent Inconsistent

The proposed zoning change is inconsistent with the CAMA Land Use Plan as Future Land Use Maps has it designated as Low Density Residential. Plan will need to be amended.

PLANS CONSISTENCY – cont.

2035 Comprehensive Plan

Consistent Inconsistent

Consistent with Comprehensive Plan (Adopted 2012) as Future Land Use Maps reflect land as Mixed Use Employment. To have Mixed Use Employment, water and sewer is preferred which both are adjacent to this parcel.

PLANS CONSISTENCY – cont.

Comprehensive Transportation Plan

Consistent Inconsistent

Property abuts U.S. 17 and McPherson Road. Property also does not have direct access to U.S 17.

Other Plans officially adopted by the Board of Commissioners

N/A

FINDINGS REGARDING ADDITIONAL REQUIREMENTS:

Yes No **Will the proposed zoning change enhance the public health, safety or welfare?**

Reasoning: The proposed zoning change will enhance the public welfare as proposed zoning change will encourage commercial development along a major corridor providing a needed tax base and employment opportunities.

Yes No **Is the entire range of permitted uses in the requested classification more appropriate than the range of uses in the existing classification?**

Reasoning: Requested uses are more appropriate due to the location of the property and infrastructure available (water & sewer). The eastern portion of the property serves as the County's Sewage Treatment Plant alluent holding pond/Spray Fields.

For proposals to re-zone to non-residential districts along major arterial roads:

Yes No **Is this an expansion of an adjacent zoning district of the same classification?**

Reasoning: The property abuts county owned Commercial Park directly to the north which is zoned as a Planned Development (PD)

Yes No **What extraordinary showing of public need or demand is met by this application?**

Reasoning: The need for commercial development, employment opportunities and tax base.

Yes No **Will the request, as proposed cause serious noise, odors, light, activity, or unusual disturbances?**

Reasoning: Some uses could cause some noise, odors, light activity, or unusual disturbances. Buffering will be addressed at permit issuance for the use which should mitigate some of the issues.

Yes No **Does the request impact any CAMA Areas of Environmental Concern?**

Reasoning: Property is outside any CAMA Areas of Environmental Concern. Property located outside the 100 year floodplain.

Yes No **Does the county need more land in the zoning class requested?**

Reasoning: In appropriate areas where location of property and infrastructure (water and sewer) is available. Property abuts U.S. 17 and there is water and sewer available to the site.

Yes No **Is there other land in the county that would be more appropriate for the proposed uses?**

Reasoning: The property along U.S. 17 and the future I87 corridor is one of the most appropriate and marketable properties in the County. The geographic location of the property to the Hampton Roads MSA enables prospective investment to capitalize upon synergistic business opportunities, interstate arterial routes, workforce complement and the Port of Virginia. The property is also within the boundaries of Foreign Trade Zone #20 which offers significant value to entities engaged in global trade.

Yes No **Will not exceed the county's ability to provide public facilities:**

Schools – N/A

Fire and Rescue – Level of impact would be determined upon the type and size of the business attracted to the site.

Law Enforcement – Minimal impact.

Parks & Recreation – No impact

Traffic Circulation or Parking – Depends on type and size of business.

Other County Facilities – No.

Yes No **Is This A Small Scale "Spot" Rezoning Request Requiring Evaluation Of Community Benefits?**

IF Yes (regarding small scale spot rezoning) – Applicants Reasoning:

	Personal Benefits/Impact	Community Benefits/Impact
With rezoning		
Without rezoning		

STAFF COMMENTARY/RECOMMENDATION:

The original intended use of this parcel was for utilization of the County's Waste Water Treatment Facility to spray the effluent from the plant on trees. Technology at the time required 1 acre of land to every 100 gallons of effluent. New technology and possible partnership with the development community has diminished the amount of land required for handling effluent. Staff feels that the current highest and best use of the property due to its location (abuts U.S. 17/Interstate 87) and availability of infrastructure (water/sewer) is commercial uses proposed under requested zoning (Highway Commercial).

Consistency Statement: The requested zoning is consistent with Camden County's Comprehensive Plan as it has property identified as Mixed-Use Employment which uses are permitted in the Highway Commercial Zoning District.

Staff recommends approval of the rezoning as the uses in the proposed zoning classification are more appropriate than that of the existing zoning classification.

PLANNING BOARD RECOMMENDATION: At their June 19, 2019 meeting, Planning Board recommended approval on a 6-0 vote of the rezoning request from Working Lands (WL) to Highway Commercial (HC) as the proposed uses in the requested zoning classification are more appropriate than in the existing zoning classification.

Consistency Statement: The requested zoning is consistent with Camden County's Comprehensive Plan as it has property identified as Mixed-Use Employment which uses are permitted in the Highway Commercial Zoning District.



DEPARTMENT OF THE NAVY
COMMANDING OFFICER
NAVAL SUPPORT ACTIVITY HAMPTON ROADS
7918 BILBY ROAD, SUITE 100
NORFOLK, VA 23551-2419

1000
Ser MI/416
23 Jul 19

Camden County Board of Commissioners
P.O. Box 190
330 East Hwy 158
Camden, NC 27921

Dear Sir or Ma'am,

Regarding the scheduled UDO 2019-05-28 "McPherson Road/U.S. 17 Rezoning" item on your August 5, 2019 agenda, Naval Support Activity (NAVSUPACT) Hampton Roads Northwest Annex (NWA) requests your consideration of language that ensures future consultation with NAVSUPACT Hampton Roads NWA on potential development proposals of the approximately 260 acre parcel that could interfere with performance of the Relocatable Over the Horizon Radar (ROTHR).

Consistent with the December 2010 consideration of a 100-acre PUD rezoning (UDO 2010-10-04) of the adjacent property for industrial park development to the immediate north and Planning Board's subsequent 260-acre I-1 rezoning consideration (UDO 2018-02-02) of the same property, NAVSUPACT Hampton Roads NWA reiterated its concern at the June 19, 2019 Planning Board meeting over potential harm to the ROTHR stemming from industrial development and potential electromagnetic interference (EMI)/radio frequency interference due to the site's proximity within five miles of the ROTHR. Similar to Camden County Planning Board action in 2010 which approved a restrictive covenant whereby the NAVSUPACT Hampton Roads NWA would be consulted on a case by case basis, the Navy requests industrial use protection language which likewise calls for consultation for any business to be located on the newly rezoned site which utilizes arc welding, electrical distribution equipment, solar or wind energy generation, or any other business use that would create electromagnetic interference (EMI) or radio frequency interference. The addition of EMI results in a cumulative degradation on ROTHR performance, and the answer is specific for each case of a proposed industrial business. For example, one intermittent welding operation, given distance, may be acceptable, while one or more large operations of consistent welding might create a significant effect. Determining that exact number is not possible without analysis of the proposed industrial development. Overall, a

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Any misuse or unauthorized disclosure may result in both civil and criminal penalties

proposed business that engages in welding is likely to be problematic and would require analysis by the Navy.

We want to ensure a willingness to work with Camden County on a case by case basis, in the County's current consideration of rezoning this property from Working Lands to Highway Commercial to ensure development does not adversely impede the future mission and operational performance of the Navy's ROTHR. With this consultation, subsequent analysis can assist with mitigating any effects a proposed business may have on the radar facility.

Sincerely,

J. P. KLINE
Captain, USN
Commanding Officer

Chairman White opened the floor for public comment.

Will Stafford of 102 Lake Drive addressed the Board and expressed the following concerns:

- The rezoning does not harm existing citizens.
- The County should give serious thought to the businesses that will occupy the property.
- Noise, traffic, and light pollution.
- Flooding – runoff concerns.
- Camden Plantation development’s impact on the neighbors.
- Buffers
- Property value.
- Effect on the Welcome Center.
- The effect of the future I-87 exchange.

Mr. Stafford suggested that the property stay ‘as is’ for the present time.

County Manager Ken Bowman explained that the County is working on a master plan of the positioning of certain buildings on the property to include the cut-through road that runs parallel to US 17.

Dan Porter also shared that he had received a letter and phone call from Mrs. Loretta Whitehurst of 222 Mallory Buck Road in Gates, NC, who wanted to be on record as opposing the rezoning. It is her opinion that Camden should remain a rural farming community.

Vice Chairman Riggs reiterated the fact that rezoning decisions are preliminary and do not require preliminary or site plans for the property in question.

Motion to close the Public Hearing.

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

Motion to add Ordinance 2019-07-01 to New Business as Item 6.D.

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

ITEM 6. NEWS BUSINESS

A. Monthly Tax Report

County Manager Ken Bowman presented the tax report for June 2019.

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

OUTSTANDING TAX DELINQUENCIES BY YEAR

YEAR	REAL PROPERTY	PERSONAL PROPERTY
2018	148,631.07	3,394.10
2017	50,249.47	3,616.79
2016	19,211.02	2,429.94
2015	12,299.82	1,157.09
2014	12,732.80	1,228.71
2013	8,861.64	4,870.37
2012	6,719.42	7,792.41
2011	4,828.75	6,447.23
2010	4,244.84	4,642.02
2009	3,978.27	4,513.59

TOTAL REAL PROPERTY TAX UNCOLLECTED	271,757.10
TOTAL PERSONAL PROPERTY UNCOLLECTED	40,092.25
TEN YEAR PERCENTAGE COLLECTION RATE	99.57%
COLLECTION FOR 2019 vs. 2018	9,449.69 vs. 14,253.86

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2018	97.97%
2017	99.24%
2016	99.68%

EFFORTS AT COLLECTION IN THE LAST 30 DAYS

ENDING June 2019
BY TAX ADMINISTRATOR

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

30 Largest Unpaid – Real

Roll	Parcel Number	Unpaid Amount	YrsDltg	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	8,080.29	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8934-01-18-6001.0000	6,768.61	1	LINDA SUE LAMB HINTON	CAMDEN	150 158 US W
R	02-8937-00-50-8036.0000	6,148.38	1	CLEVELAND WALSTON LE	CAMDEN	187 HERMAN ARNOLD RD
R	02-8934-01-17-4778.0000	5,094.04	2	LARRY G. LAMB SR	CAMDEN	152 158 US W
R	03-8899-00-45-2682.0000	4,992.64	10	SEAMARK INC.	SHILOH	HOLLY RD
R	01-7998-01-08-6797.0000	4,116.62	1	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	02-8935-02-66-7093.0000	3,817.05	1	B. F. ETHERIDGE HEIRS	CAMDEN	158 US R
R	03-8899-00-16-2671.2425	3,669.39	1	LINWOOD LOTUS LLC	SHILOH	141 BIGHWATER DR
R	01-7080-00-53-1141.0000	3,179.89	2	EDWARD A ROSA SR	SOUTH MILLS	188 KEETER BARN RD
R	02-8934-01-29-4617.0000	3,106.99	1	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W
R	02-8934-01-18-8282.0000	2,746.15	1	BRIDGET CARTWRIGHT JOHNSON	CAMDEN	144 158 US W
R	01-7090-00-64-4058.0000	2,470.25	1	WILLIAM DAVID SYKUM	SHILOH	112 HIGH RD
R	02-8944-00-51-7111.0000	2,400.02	1	FLOYD & JUNE T. ETHERIDGE	CAMDEN	110 BILLETTS BRIDGE RD
R	02-8945-00-41-2060.0000	2,360.41	1	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	02-8945-00-53-1518.0000	2,359.83	1	GARY D. & BETH A. LOYD	CAMDEN	115 LISTER DR
R	02-8935-01-08-8786.0000	2,333.19	1	LINWOOD GREGORY	CAMDEN	253 SLEEPY HOLLOW RD
R	03-8962-00-67-1021.0000	2,182.86	2	CRCIL BARNARD HEIRS	SHILOH	WICKHAM RD
R	01-7080-00-62-1977.0000	2,062.78	9	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	03-8889-00-23-4988.0000	2,062.57	1	WANDA H WELLS	SHILOH	104 HIGH RD
R	01-7090-00-64-4058.0000	2,056.11	1	ODDEREY RIDDICK	SOUTH MILLS	131 LILLY RD
R	03-8943-04-93-8214.0000	2,052.32	10	L. B. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	02-8934-01-18-8072.0000	2,042.88	1	ARNOLD AND THORNLEY, INC.	CAMDEN	146 158 US W
R	01-7988-00-91-0179.0001	2,028.10	10	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	03-8952-00-95-8737.0000	1,993.94	1	AUDREY TILFERT	SHILOH	171 NRCK RD
R	01-7998-01-09-7155.0000	1,989.37	1	CORNELIUS V. & GLORIA E PAXTON	SOUTH MILLS	1298 343 HWY N
R	02-8944-00-36-1417.0000	1,927.24	1	ROSA NICE FERREER HEIRS	CAMDEN	165 IVY NECK RD
R	01-7090-00-70-3221.0000	1,861.12	1	LONZO FISHER GREGORY	SOUTH MILLS	406 OLD SWAMP RD
R	03-8962-00-55-2295.0000	1,852.28	1	VERNON L. & EDITH W. SYLVESTER	SHILOH	453 NECK RD
R	02-8944-00-99-1029.0000	1,841.64	1	JOHNNIE MERCER HEIRS	CAMDEN	MCKIMNEY RD
R	02-8934-03-31-9750.0000	1,835.75	1	CAROLYN MCDANIEL	CAMDEN	195 COUNTRY CLUB RD

30 Oldest Unpaid – Real

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	10	8,080.29	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8939-00-45-2682.0000	10	4,392.64	SEAMARK INC	SHILOH	HOLLY RD
R	01-7080-00-62-1977.0000	10	2,062.78	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	03-8943-04-93-8214.0000	10	2,052.32	I. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7988-00-91-0179.0001	10	2,028.10	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	03-8952-00-95-8737.0000	10	1,993.94	AUDREY FILLETT	SHILOH	171 NECK RD
R	01-7999-00-32-3510.0000	10	1,827.31	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7999-00-12-8596.0000	10	1,760.33	MOSES MITCHELL HEIRS	SOUTH MILLS	145 BUNKER HILL RD
R	01-7989-04-60-1568.0000	10	1,000.71	KMMA BRITE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	01-7989-04-60-1954.0000	10	976.47	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	03-8962-00-50-0273.0000	10	900.00	DATSEY WILLIAMS BURNHAM	SHILOH	RAYMONS CREEK RD
R	01-7090-00-60-5052.0000	10	787.56	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	03-8909-00-24-8322.0000	10	827.21	DAVID B. KIRBY	SHILOH	499 SAILBOAT RD
R	02-8955-00-13-7846.0000	10	588.25	MARIE MERCER	CAMDEN	IVY NECK RD
R	02-8936-00-24-7426.0000	10	585.99	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	03-8980-00-61-1968.0000	10	281.80	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	01-7090-00-95-5262.0000	10	248.84	JOHN F. SAWYER HEIRS	SOUTH MILLS	OLD SWAMP RD
R	03-8939-00-37-0045.0000	10	202.10	MICHAEL OBR	SHILOH	CENTERPOINT RD
R	03-8909-00-17-2462.0000	10	154.57	ELIZABETH LONG	SHILOH	HIBISCUS
R	03-8980-00-14-0931.0000	9	140.15	TODD ALLEN RGGGS	SHILOH	LITTLE CREEK RD
R	03-8980-00-84-0931.0000	9	220.38	CARL TEUSCHER	SHILOH	218 BROAD CREEK RD
R	01-7998-01-08-6797.0000	8	4,116.62	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	03-8962-00-04-9097.0000	8	2,182.86	CECIL BARNARD HEIRS	SHILOH	NECK RD
R	0001104	8	940.48	CHRISTOPHER FROST-JOHNSON	CAMDEN	LITTLE CREEK RD
R	02-8935-01-07-0916.0000	8	710.94	ROSETTA MERCER INGRAM	CAMDEN	227 SLEEPY HOLLOW RD
R	03-8962-00-70-7529.0000	8	593.58	MARY SNOWDEN	SHILOH	WICKHAM RD
R	01-7989-04-90-0938.0000	8	541.44	DORIS EASON	SOUTH MILLS	1352 343 HWY N
R	03-8962-00-60-7648.0000	8	281.11	FRANK WRIGHT ETAL	SHILOH	WICKHAM RD
R	03-8965-00-37-4242.0000	7	1,751.87	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	01-7091-00-64-6569.0000	7	1,190.03	CLARENCE D. TURNER JR.	SOUTH MILLS	STINGY LN

30 Largest Unpaid – Personal

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001709	2,252.98	10	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0001476	1,043.30	2	MIKE TAYLOR	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001538	751.18	9	JEFFREY EDWIN DAVIS	SHILOH	431 158 US W
P	0001046	712.40	10	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	680.34	8	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0002194	661.94	4	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
P	0001072	587.82	10	PAM BUNDY	SHILOH	105 AARON DR
P	0001827	483.28	7	KAREN BUNDY	CAMDEN	431 158 US W
P	0001104	469.71	2	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0000295	412.03	2	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0001230	411.11	7	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001681	366.10	7	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0000297	349.77	2	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0000466	314.96	1	LAMBS OF CAMDEN	CAMDEN	152 HWY 158 W
P	0000905	305.31	4	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
P	0000846	294.16	3	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0001694	288.99	7	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0000772	288.86	4	COSBY BAKER	SOUTH MILLS	114 BINGHAM RD
P	0002924	272.82	1	PAUL BEAUMONT	SHAWBORO	106 DEERFIELD TRI
P	0001693	261.90	10	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001638	259.82	2	ERIC JASON WOODARD	SOUTH MILLS	612 MAIN
P	0001192	248.38	10	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001952	238.91	7	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0002442	200.37	2	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0000945	195.03	4	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0001546	177.59	1	GEORGE ROWLAND	CAMDEN	431 158 US W
P	0001673	177.05	10	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0001722	140.55	8	JANET LEARY	SOUTH MILLS	LINTON ROAD
P	0001976	137.83	1	ANA ALICIA MARTINEZ LOPEZ	SHILOH	110 AARON DR
P	0001150	136.45	2	WILLIAM MICHAEL STONE	CAMDEN	130 MILL DAM RD S

30 Oldest Unpaid – Personal


Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001709	2,252.98	10	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0001538	751.18	10	JEFFREY EDWIN DAVIS	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001046	712.40	10	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	680.34	10	LESLIE ETHERIDGE JR	CAMDEN	
P	0001072	587.82	10	PAM BUNDY	SHILOH	105 AARON DR
P	0001693	261.90	10	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001106	248.38	10	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001673	177.05	10	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0000248	128.38	10	ROBERT H. OWENS	CAMDEN	A STREET
P	0000316	115.56	10	JAMES P. JONES	CAMDEN	142 SANDHILLS RD
P	0001827	483.28	9	KAREN BUNDY	CAMDEN	431 158 US W
P	0001722	140.55	8	JANET LEARY	SOUTH MILLS	LINTON ROAD
P	0001639	123.29	8	CAREY FARMS, INCORPORATED	SOUTH MILLS	202 SHARON CHURCH
P	0001230	411.11	7	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001681	366.10	7	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001694	288.99	7	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001952	238.91	7	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0002194	661.94	6	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
P	0000772	288.86	6	COSBY BAKER	SOUTH MILLS	114 BINGHAM RD
P	0000905	305.31	4	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
P	0001638	259.82	4	ERIC JASON WOODARD	SOUTH MILLS	612 MAIN
P	0000945	195.03	4	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0001476	1,043.30	3	MIKE TAYLOR	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0000295	412.03	3	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000466	314.96	3	LAMBS OF CAMDEN	CAMDEN	152 HWY 158 W
P	0000846	294.16	3	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0000385	121.17	3	MARK SANDERS OVERMAN	SHAWBORO	116 GARRINGTON ISLAND
P	0000921	120.82	3	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0000770	108.00	3	MARSHA GAIL BOGUES	CAMDEN	276 BELCROSS RD
P	0002079	106.35	3	OCTAVIS BANKS III	SOUTH MILLS	262 OLD SWAMP RD

Motion to approve the tax report as presented.

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

B. Travel Policy

County Manager Ken Bowman presented the revised travel policy.



TRAVEL POLICY

I. Purpose – The intent of this policy is to apply uniform provisions for reimbursement of necessary expenses of County employees or officials of the County who are required to travel within or outside the County boundaries in the performance of their duties and in the interest of County affairs. These policies are intended to apply to employees, board members, or other persons on official County business.

II. Policy Administration - The respective department heads are responsible for the administration of the provisions of this policy. Department heads are authorized to approve travel reimbursements for the employees under their supervision except where otherwise stated. For the purposes of administering this policy, Board Members or other County delegates or officials will be considered "employees" and thereby reimbursed per this policy. Expenses for family members will not be paid by the County and should be paid directly to the vendor by the traveling party. **NO MEALS ARE TO BE CHARGED ON COUNTY CREDIT CARDS.**

III. General Policy

A. Travel - Camden County recognizes that employees and officials are required to travel both within and outside the State of North Carolina for the purpose of representing the County at meetings and professional associations, as well as for training to enhance their skills regarding the performance of their various positions within the County Government.

It is inherently understood in this policy that an individual traveling on official County business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary, unjustified, or solely for the convenience or personal preference of the traveler in the performance of official County business are not acceptable under this standard, and travelers will be responsible for unauthorized costs and additional expenses incurred for personal preference or convenience.

Requests for travel approval should be submitted to the County Manager and Finance for pre-approval and approval 10 days prior to departure. Failure to have travel pre-approval may result in travel reimbursements being denied.

See Exhibit A at the end of the Policy for the Travel Request form.

D. Subsistence allowance – The following schedule shall be used for reporting allowable subsistence expenses incurred while traveling on official County business.

In-State		Out-of-State	
Breakfast	\$8.00	Breakfast	\$15.00
Lunch	\$15.00	Lunch	\$17.00
Dinner	\$20.00	Dinner	\$23.00
	\$43.00		\$55.00

No receipts are required. Employees will be reimbursed for the amounts listed above regardless

of actual expenses. The stated amount also includes all tips. An exception to the above schedule will be applicable if the conference locations provide meals at a higher or lower amount than those in the schedule. See c. and d. below.

a. Daily Travel (overnight)
Employees may receive allowances for meals for partial days or travel when the partial day is the day of departure or day of return. To be eligible, the employee must:
-Breakfast – depart duty station prior to 6:00 am
-Lunch – depart duty station prior to 10:00 am or return to duty station after 2:00 pm
-Dinner – return to duty station after 8:00 pm, if stopping for dinner causes a return after 8:00 pm dinner will not be eligible. Example: If you stop in Williamston to eat at 6:30 for 30 minutes you will get back to your duty station at approximately 8:15. If you would not have stopped you would have made it back prior to 8:00 therefore dinner would not be reimbursable.

b. Daily Travel (not overnight)
Normally, allowances shall not be paid to employees for lunches if travel does not involve an overnight stay. To be eligible for allowances for breakfast and dinner the employee must leave or return to their duty station in accordance with the schedule under overnight travel. Employees may be reimbursed for lunch when the employee's job requires his/her attendance at the meeting of a board, commission, committee or council in his official capacity and the meal is preplanned as part of the meeting. The normal reimbursement rates still apply.

c. Excess – No excess will be allowed for meals unless such costs are included in registration fees and/or there are predetermined charges for the meals.

d. Reduction – A reduction in the per diem schedule will occur when a conference location offers meals at a lower rate/cost than the County's schedule.

C. Mileage Allowance - Travel by privately owned vehicle when necessary and allowable will be reimbursed using the IRS reimbursement rate based on the shortest route of travel. The annual rate will be reported to staff and officials by the Finance Office annually.

D. Travel Reimbursement - The travel reimbursement form provided for the traveler should be turned in for reimbursement within 10 days of the employee's return. This form lists all mileage, private or public transportation, lodging, meals, registration, and other travel expenses which are reimbursable. Itemized receipts for lodging, registration, and private or public transportation are to be attached to and made a part of the reimbursement form. For taxis, airport shuttles, and buses, receipts may not be available or provided; therefore, attach, if possible. The reimbursement form must be approved by the department head and signed by the employee before being presented to the Finance Office for reimbursement.

See Exhibit B at the end of the Policy for the Travel Reimbursement form.

E. Transportation Cost of Employees - Payment of mileage allowance or actual cost of public transportation as applicable. If rental vehicles are used for both business and non-business purposes, reimbursement to the county for the non-business portion will apply.

IV. Authorized Travel Modes

A. **County-owned Vehicle** - This method of transportation is to be used whenever a county vehicle is available. Exceptions to this requirement must be approved by the County Manager. The department head may authorize reimbursement to the employee for exact operation expenses in circumstances where direct credit charges cannot be made to the county such as gas or unforeseen immediate needs for maintenance and the vehicle card is unavailable. (Please notify Maintenance, the Department Head and the Finance Officer as soon as reasonable.)

B. **Private owned Vehicle** - When no county vehicle is available, this mode may be used if specifically authorized by the appropriate department head and the County Manager. *The County will pay mileage using the IRS rate for the first 100 miles and .20 for every mile over 100 miles.*

C. **Transportation by Common Carrier** - Reimbursement for air, rail, or bus fare is limited to business or coach fare, substantiated by a receipt. Quotes must be obtained from more than one (1) common carrier, if multiple carriers exist, and documentation that the lowest fare available was used must be submitted on the travel request form.

D. **Rental Vehicles** - Reimbursement of rental vehicle expenses will not be authorized without prior approval by County Manager. If approved, the rented vehicle should be secured at the lowest practical cost.

V. Travel Destination

A. **Local Travel** - County employees, who by the normal nature of their duties, are required to travel regularly within the county or district and are individually authorized by the appropriate department head, are eligible for reimbursement of transportation expense on a monthly basis.

B. **Travel Outside the County/District** - Approved travel expenses outside the county for county purposes or purposes in the best interest of the county, such as training, conferences, professional meetings, etc., may be reimbursed to the limits of the policy for:

1. Transportation cost
2. Lodging
3. Meals
4. Registration costs
5. Necessary incidental expenses (parking, tolls, etc.)

C. **Lodging** - To receive reimbursement for lodging expenses, an itemized hotel bill must be attached to the reimbursement form. Hotel room rates are allowable up to the federal government rate. The County Manager must approve room rates when they exceed the allowable rate.

D. **Registration Cost** - Registration costs should be paid directly by the County. When an employee personally pays a registration fee, a receipt for payment should be obtained and is preferable to a canceled check for reimbursement purposes. In addition, if the registration is paid for a class or exam and the employee has to retake the test/class due to non-compliance or failure, the employee is responsible solely for the payment (No reimbursement will be made). Additional registration costs for recreational and entertainment activities will not be paid by the County. Meal functions are not included

in this requirement, and are eligible for payment by the County in lieu of the meal reimbursement payment.

E. **Out-of-State Travel** - Out-of-state travel begins when the employee leaves the State and remains in effect until the employee returns to the State. Out-of-state travel requests by employees and department heads must be approved by the County Manager.

F. **Credit Card** - Employees and officials authorized to use a County credit card may elect to use them instead of reimbursement for lodging, registration, and public or private transportation; however, meals are still subject to the meal rates listed in Section III. C. of the Policy. All receipts for expenditures must be submitted to the Finance Office in order for the expenditures to be approved.

G. **Travel with Others** - When two or more employees are traveling to the same destination, maximum use shall be made of special group travel discounts and joint use of the transportation including taxi cabs, County-owned, or privately owned vehicles. Travel with representatives of other government units is encouraged whenever possible for expense sharing.

H. **Commuting** - No reimbursement shall be made for use of a personal vehicle in commuting from an individual's home to his/her office.

I. **Other Costs** - Reasonable parking fees, tolls, taxi charges, and expenses of a similar nature, when appropriate to the travel, are reimbursable upon submission of appropriate documentation of the same. The Finance Officer or County Manager shall approve or disapprove all other expense reimbursements not clearly defined in the Policy or those which have been questioned.

VI. Extraordinary Travel or Cost

In instances of travel not covered by this policy, or where the actual necessary costs exceed the maximum reimbursement allowed and the travel is in the best interest of the county, the County Manager may approve reimbursement of actual cost beyond the maximums stated herein.

VII. Travel Expenses not Addressed by this Policy

Any travel expenses falling outside the realm of this policy must be approved by the County Manager.

VIII. Travel Advances

Hotel accommodations may be paid directly to the hotel in advance by County credit card. The itemized receipt must be turned in with your travel reimbursement.

IX. Travel Procedure

A. A Travel Request Form should be submitted to the Department Head for approval and forwarded to the Finance Department for pre-audit purposes. A Travel Advance Request should be included with this form if needed requested.

B. Upon return, the Travel Reimbursement form and supporting itemized receipts (includes, hotel and allowable incidentals) must be submitted to the Department Head for approval. After approval by the Department Head, the form should be forwarded to the Finance Department.

C. The Finance Department will determine that the travel form and receipts have been properly approved, that they are mathematically correct, and that requested reimbursements agree to submitted receipts, when required, and are within the limits set by the Policy. If an error in the reimbursement request is found, the requesting party will be informed and the error will be corrected before payment is made.


D. **Trip Cancellation** - When an employee cancels an approved trip and the County has paid airfare, registration and other related fees or issued a travel advance, a memo must be sent to the Finance Department explaining the cancellation. Non-refundable expenditures will be reviewed on a case by case basis by the County Manager.

X. The following items are not reimbursable:

- (1) Any expense not supported by a receipt
- (2) Meals included in registration/conference
- (3) Travel to and from work place
- (4) Souvenirs from the trip
- (5) Items purchased to be used as door prizes or raffle items
- (6) Non-employee board member expense
- (7) Alcoholic beverages
- (8) Any traffic fines
- (9) Entertainment expenses

This list is not all-inclusive. The Finance Officer or County Manager shall approve or disapprove all other expense reimbursements not clearly defined in the Policy or those which have been questioned.

Attachments:
Exhibit A, Travel Authorization Form
Exhibit B, Travel Reimbursement Form



CAMDEN COUNTY
real energy. real vision.

TRAVEL AUTHORIZATION
FOR OUT OF DISTRICT TRAVEL
*** Please Fill Out Completely ***

Name: _____ Date of Request: _____

Reason for Travel: _____
Attach a copy of Congressional/Meeting/Workshop/Training Information

Destination: _____

List dates of Travel: _____

Meeting Begins _____ am/pm on _____ and Ends at _____ am/pm on _____

Did the County/Supervisor Request that you attend? Yes No
Does this trip require overnight accommodations? Yes No **Nights:** _____
(Leave more than two hours before or return more than three hours after local work schedule/multi-day event)

Approval To Travel

Supervisor: _____ Date: _____

County Manager: _____ Date: _____

Estimated Cost

Department Code: _____

Registration: _____ Cost: _____
SI 0220

Travel: Mode: _____ Miles: _____ Cost: _____
SI 4597 (County Owned Vehicle) (Private Trip) (Total)

Hotel: Number of Nights: _____ Rate Per Night: _____ Cost: _____
SI 7500 (Attach Copy of Hotel Information) (Total)

Meals: Number of Meals: _____ B _____ L _____ D _____ Cost: _____
SI 6550 (Total)

Other Expected Costs: _____ Cost: _____
Other: (Specify) (Total)

Total Estimated Cost of Travel: _____

EXPLANATION FOR REQUESTED EXCEPTIONS TO TRAVEL POLICY: Supervisor Approval: _____

APPROVED DENIED COUNTY MANAGER SIGNATURE

This instrument has been presubmitted in the manner required by the Local Govt Budget and Fiscal Control Act.

TRAVEL REIMBURSEMENT REQUEST

(SUPPORTS TRIP & RES REQUEST)

NAME		DEPARTMENT CODE(S)		PRIORITY	
HOME ADDRESS		DESTINATION			
CITY/STATE/ZIP CODE					
DATE OF TRIP		REASON FOR TRIP			
FROM		TO			

EXPENSES:	DATE				TOTAL
1. MEALS & BEVERAGE					-
LUNCH					-
DINNER					-
2. TRAVEL & CREDENTIALS**					-
1. LOCAL TRANSPORTATION**					-
4. TRANSPORTATION*					-
5. LODGING**					-
3. REGISTRATION FEES**					-
7. GARNISH/ALTY**					-
8. TRIP EXPENSES**					-
9. AIR/ALTY/ALDGP**					-
11. OTHER (SPECIFY)					-

TRANSPORTATION: PUBLIC () PRIVATE CAR () COUNTY CAR ()

Private Car Miles Traveled: miles @ \$0/mile

*MONTHLY TRAVEL DETAIL CLAIMED: miles @ \$0/mile

THIS INSTRUMENT HAS BEEN PREPARED IN THE MANNER REQUIRED BY THE LOCAL GOVERNMENT BUDGET AND FISCAL CONTROL ACT.

Signature of Finance Officer: _____

TOTAL EXPENSES	\$ -
PREVIOUSLY PAID BY COUNTY/BOARD OR COUNTY	\$ -
LESS CASH REIMBURSEMENT	\$ -
AMOUNT DUE EMPLOYEE	\$ -
AMOUNT DUE COUNTY	\$ -

ATTACH REIMBURSEMENT RECEIPTS

I CERTIFY THAT THE ABOVE EXPENDITURES ARE ACTUAL AND REASONABLE AND COMPLY WITH COUNTY TRAVEL POLICIES.

TRIP DATE: _____ DATE: _____ DEPARTMENT HEAD: _____

COUNTY MANAGER: _____ 4/20/2013

Vice Chairman Riggs and Commissioner Meiggs questioned the mileage reimbursement and expressed opinions that it should be the same as the IRS. Commissioner Munro questioned the meal per diem.

Following a brief discussion Chairman White called for a motion.

Motion to approve the travel policy with the amendment to change the rate to the IRS policy.

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

C. Revised Camden Code Chapter 150 Minimum Housing Code

Planning Director Dan Porter introduced the Revised Camden Code Chapter 150 Minimum Housing Code and explained the following:

In summary there are two types of changes being recommended.

Sections 150.03 through 150.18 prescribe the specific minimum standards for habitable housing. The existing Chapter 150 includes some specifics but primarily refers to citations in the state building codes. In order to make the ordinance more user friendly the revised chapter states the specific standards for each type of structural elements. The standards are verbatim from the State Building Code.

Sections 150.19 through 150.23 are revised to outline a clear procedure to prosecute violations in compliance with the General Statutes. The procedure outlines the specific notices and a hearing required and gives the building inspector authority to condemn and have non-compliant structures demolished, subject to appeal to the Board of Commissioners. If an appeal is not made within 10 days the inspector's decision is final.

Commissioner Krainiak stated that he would like more time for review of the document before a vote is taken.

Mr. Porter and Counsel Megan Morgan both noted that the code is written to align and comply with state laws.

Motion to approve replacing the existing Chapter 150 Building Regulations: Construction with the proposed Ordinance 2019-08-01.

RESULT:	FAILED [UNANIMOUS VOTE REQUIRED FOR ADOPTION]
MOVER:	Clayton Riggs, Vice Chairman
AYES:	White, Meiggs, Riggs
NOES:	Krainiak, Munro

Ordinance 2019-08-01 will again be considered at the September 9, 2019 meeting of the Board of Commissioners.

D. Ordinance 2019-07-01 Rezoning Application Camden County

Motion that the requested zoning is consistent with Camden County’s Comprehensive Plan as it is property identified as Mixed-Use Employment which uses are permitted in the Highway Commercial Zoning District.

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

Motion to approve Ordinance 2019-07-01 Rezoning Application (UDO 2019-05-28).

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



Ordinance No. 2019-07-01

**An Ordinance
Amending the Camden County
Zoning Map
Camden County, North Carolina**

Article I. Purpose

The purpose of this Ordinance is to amend the Zoning Map of Camden County, North Carolina, which was originally adopted by the County Commissioners on December 20, 1993, and subsequently amended.

Article II. Amendment to Zoning Map

The Official Zoning Map of Camden County, North Carolina, which was adopted on December 20, 1993, and subsequently amended, is hereby amended as follows:

The property currently shown in the Camden County Tax Assessor's Office as PIN 01-7071-00-67-6843 is hereby re-zoned from Working Lands (WL) to Highway Commercial (HC).

Article III. Penalty

- Violations of the provision of this Ordinance or failure to comply with any of its Requirements, including violations of any conditions and safeguards established in connection with grants of variances or Special Use or Conditional Use Permits, shall constitute a misdemeanor, punishable by a fine of up to five-hundred (\$500) dollars or a maximum thirty (30) days imprisonment as provided in G. S. 14-4.
- Any act constituting a violation of the provisions of this Ordinance or a failure to comply with any of its requirements, including violations of any conditions and safeguards established in connection with the grants of variances or Special Use or Conditional Use Permits, shall also subject the offender to a civil penalty of one-hundred (\$100) dollars for each day the violation continues. If the offender fails to pay the penalty within ten (10) days after being cited for a violation, the penalty may be recovered by the county in a civil action in the nature of debt. A civil penalty may not be appealed to the Board of Adjustment if the offender was

sent a final notice of violation in accordance with Article 151.568 and did not take an appeal to the Board of Adjustment within the prescribed time.

- This Ordinance may also be enforced by any appropriate equitable action.
- Each day that any violation continues after notification by the administrator that such violation exists shall be considered a separate offense for purposes of the penalties and remedies specified in this section.
- Any one, all or any combination of the foregoing penalties and remedies may be used to enforce this Ordinance.

Article IV. Severability

If any language in this Ordinance is found to be invalid by a court of competent jurisdiction or other entity having such legal authority, then only the specific language held to be invalid shall be affected and all other language shall be in full force and effect.

Article V. Effective Date

This Ordinance is effective upon adoption.

Adopted by the Board of Commissioners for the County of Camden this 5th day of August, 2019.

Tom White
Tom White, Chairman

Camden County Board of Commissioners

ATTEST:

Karen M. Davis
Karen M. Davis
Clerk to the Board of Commissioners



ITEM 7. BOARD APPOINTMENTS

A. Parks & Recreation Advisory Board

Motion to reappoint Karen Friend and Keith Ward to the Parks & Recreation Advisory Board for an additional term.

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

ITEM 8. CONSENT AGENDA

The Consent Agenda was amended to add the Letterhead Use Policy as Item 8.N.

- BOC Meeting Minutes – July 8, 2019
- BOC Meeting Minutes – July 9, 2019
- Budget Transfers

OFFICIAL REPORT

TO: Board of Commissioners

FROM: Budget Officer

DATE: July 26, 2019

SUBJECT: Budget transfers

According to Article XXIII, Section 1(b) of the approved FY 2019-2020 Camden County Budget Ordinance, the Budget Officer may transfer amounts up to \$10,000 between departments of the same fund with an official report on such transfers at the next regular meeting of the Board of Commissioners.

Attached are such transfers to adjust appropriations for supervisor training.

07/26/2019 13:16 Camden County, NC LIVE BUDGET AMENDMENTS JOURNAL ENTRY PROOF P 1
snorfleet bgamdent

LN	ORG	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION LINE DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENITY AMEND				
2020	01	114	07/26/2019	LIA	BUA LIA	1 1				
1	104940	514000			ECONOMIC DEVELOPMENT COMM TRAVEL		2,500.00	-1,000.00	1,500.00	
	0010.4940.0000.00	514000.					07/26/2019			
2	104410	510000			PERSONNEL DEPARTMENT TRAINING		350.00	1,000.00	1,350.00	
	0010.4410.0000.00	510000.					07/26/2019			
** JOURNAL TOTAL								0.00		

07/26/2019 13:16 Camden County, NC LIVE BUDGET AMENDMENT JOURNAL ENTRY PROOF P 2
snorfleet bgamdent

CLERK: snorfleet



YEAR PER	JNL	SRC ACCOUNT	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
2020	1	114						TRAVEL	5			1,000.00
		104940-514000										
			07/26/2019	LIA				LIA				
		104410-510000						TRAINING	5		1,000.00	
			07/26/2019	LIA				LIA				
JOURNAL 2020/01/114 TOTAL											.00	.00

07/26/2019 13:16 Camden County, NC LIVE BUDGET AMENDMENT JOURNAL ENTRY PROOF P 3
snorfleet bgamdent

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

** END OF REPORT - Generated by Sally Norfleet **

D. Budget Amendments

<p style="text-align: center;">2019-20-BA004 CAMDEN COUNTY BUDGET AMENDMENT</p> <p>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, 2020.</p> <p>Section 1. To amend the Water & Sewer Project Fund as follows:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th rowspan="2">ACCT NUMBER</th> <th rowspan="2">DESCRIPTION OF ACCT</th> <th colspan="2">AMOUNT</th> </tr> <tr> <th>INCREASE</th> <th>DECREASE</th> </tr> </thead> <tbody> <tr> <td colspan="4">Revenue</td> </tr> <tr> <td>2939760-439900</td> <td>Fund Balance Appropriated</td> <td>\$ 1,173,603.85</td> <td></td> </tr> <tr> <td>29330760-438120</td> <td>Economic Dev Admin</td> <td>\$ 145,349.81</td> <td></td> </tr> <tr> <td colspan="4">Expenses</td> </tr> <tr> <td>297600-500000</td> <td>Contingency</td> <td>\$ 206,000.00</td> <td></td> </tr> <tr> <td>297600-545010</td> <td>Demolition Expenses</td> <td>\$ 58,260.00</td> <td></td> </tr> <tr> <td>297600-574302</td> <td>Site Development</td> <td>\$ 127,290.12</td> <td></td> </tr> <tr> <td>297600-574306</td> <td>Sewer 343 Force Main</td> <td>\$ 109,628.54</td> <td></td> </tr> <tr> <td>297600-598303</td> <td>Administration</td> <td>\$ 17,775.00</td> <td></td> </tr> </tbody> </table> <p>This Budget Amendment is made to appropriate funds for the WWTP Project that began last budget year. Transferred remaining balances to the FY20 budget.</p> <p>This will result in no change to the Contingency of the General Fund. Balance in Contingency \$40,000.00</p> <p>Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 5th day of August, 2019.</p> <p><i>Karen M. Davis</i> Clerk to Board of Commissioners</p> <p><i>Tom White</i> Chairman, Board of Commissioners</p> 	ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT		INCREASE	DECREASE	Revenue				2939760-439900	Fund Balance Appropriated	\$ 1,173,603.85		29330760-438120	Economic Dev Admin	\$ 145,349.81		Expenses				297600-500000	Contingency	\$ 206,000.00		297600-545010	Demolition Expenses	\$ 58,260.00		297600-574302	Site Development	\$ 127,290.12		297600-574306	Sewer 343 Force Main	\$ 109,628.54		297600-598303	Administration	\$ 17,775.00		<p style="text-align: center;">2019-20-BA005 CAMDEN COUNTY BUDGET AMENDMENT</p> <p>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, 2020.</p> <p>Section 1. To amend the General Fund as follows:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th rowspan="2">ACCT NUMBER</th> <th rowspan="2">DESCRIPTION OF ACCT</th> <th colspan="2">AMOUNT</th> </tr> <tr> <th>INCREASE</th> <th>DECREASE</th> </tr> </thead> <tbody> <tr> <td colspan="4">Expenses</td> </tr> <tr> <td>105000-502000</td> <td>Salaries</td> <td></td> <td>\$ 25,776</td> </tr> <tr> <td>105000-503000</td> <td>Part Time Salaries</td> <td>\$ 25,776</td> <td></td> </tr> </tbody> </table> <p>This Budget Amendment is made to separate Full Time Salaries and Part Time Salaries.</p> <p>This will result in no change to the Contingency of the General Fund. Balance in Contingency \$40,000.00</p> <p>Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 5th day of August, 2019.</p> <p><i>Karen M. Davis</i> Clerk to Board of Commissioners</p> <p><i>Tom White</i> Chairman, Board of Commissioners</p> 	ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT		INCREASE	DECREASE	Expenses				105000-502000	Salaries		\$ 25,776	105000-503000	Part Time Salaries	\$ 25,776	
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2019-20-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, 2020.

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

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
14360525-402000	FEMA Grant – Federal	\$ 850,969	
14360525-402005	FEMA Grant – State	\$ 283,657	
14360526-402000	FEMA Grant – Federal	\$ 242,676	
14360526-402005	FEMA Grant – State	\$ 80,891	
Expenses			
145025-535010	Special Projects	\$1,057,902	
145025-598303	Administration	\$ 76,724	
145026-535010	Special Projects	\$ 274,246	
145026-598303	Administration	\$ 49,321	

This Budget Amendment is made to appropriate funds rolled over from last fiscal year 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 5th day of August, 2019.

Karen M. Davis
Clerk to Board of Commissioners

Tom White
Chairman, Board of Commissioners



2019-20-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, 2020.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
10360621-434837	SHHP Grant	\$ 2,201.37	
10360621-434900	MIPPA Grant	\$ 668.36	
Expenses			
106210-537500	SHHP Grant	\$ 2,201.37	
106210-537510	MIPPA Expense	\$ 668.36	

This Budget Amendment is made to appropriate funds rolled over from last fiscal year for MIPPA and SHHP Grants through the Senior Center.


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 5th day of August, 2019.

Karen M. Davis
Clerk to Board of Commissioners

Tom White
Chairman, Board of Commissioners



E. DMV Monthly Report

STATE OF NORTH CAROLINA
COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County September Renewals Due 10/15/19

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


SOUTH MILLS	COURTHOUSE	SHILOH	TOTAL
21,461.11	23,763.24	14,257.38	59,481.73

Witness my hand and official seal this 5th day of August 2019

Tom White
Chairman, Camden County Board of Commissioners

Attest:


Karen M. Davis
Clerk to the Board of Commissioners of Camden County



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

Ann S. Anderson
Tax Administrator of Camden County

I. Grant Application – Sheriff’s Office



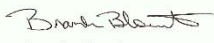
Camden County Sheriff's Office
 P. O. Box 57
 Camden, North Carolina 27921

J. Kevin Jones, Sheriff

Voice: (252) 338-6044
 Fax: (252) 335-4300
 24 Hours: (252) 331-7445

To: Ken Bowman, County Manager
 From: Brandon Blount, Sheriff's Office
 Date: July 30, 2019
 Re: Governor's Crime Commission Grant

On behalf of Sheriff J Kevin Jones I would like to inform you, and the Commissioners, of a Grant that our office has been given the opportunity to apply for. First I would like to apologize for the short notice; on July 1, 2019 we received an email for the Governor's Crime Commission of a grant of \$50,000.00 with a close date of July 31, 2019. I've applied for grant and we should hear by January 1, 2020 if our office has been awarded the grant. This is a no match grant and will be used to purchase equipment focused on school safety. If you have any question please contact me.

Sincerely,

 Brandon Blount

Integrity, Transparency, Professionalism

J. Home & Community Care Block Grant for Older Adults

Services	Block Grant Funding			Required Local Match	Net Service Cost	NSIP Subsidy	Total Funding	Projected HCCBG Units	Projected Reimbursement Rate	Projected HCCBG Clients	Projected Total Units
	Access	In-Home	Other								
In-Home Level I	6198			588	6884		6884	459	15	3	459
In-Home Level II	19288			1487	14872		14872	817	10	5	917
In-Home Level III	8187			910	9097		9097	535	17	2	535
Trans. General	21540			2393	23933		23933	1089	14.35		1089
Adult Day Health	13661			1566	15097		15097	301	90	3	301
Congregate Meals	18876			2097	20972	2097	23069	2795	7.5	20	2795
Home Del. Meals	16412			1824	18236	1658	19894	2210	8.25	20	2210
				0	0		0	0			0
				0	0		0	0			0
				0	0		0	0			0
				0	0		0	0			0
				0	0		0	0			0
				0	0		0	0			0
				0	0		0	0			0
Total	21540	27588	48838	9766	10885	10881	3755	112606	8889	53	8889

Services	Block Grant Funding			Required Local Match	Net Service Cost	NSIP Subsidy	Total Funding	Projected HCCBG Units	Projected Reimbursement Rate*	Projected HCCBG Clients	Projected Total Units
	Access	In-Home	Other								
Congregate Nutrition	X	\$ -	\$ -	\$ 18,875	\$ 18,875	\$ 2,007	\$ 20,072	2,796	\$ 7,500	20	2,796
Home Delivered Meals	X	\$ -	\$ 16,412	\$ -	\$ 16,412	\$ 1,824	\$ 18,236	2,210	\$ 8,250	20	2,210
	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total		\$ 16,412	\$ 18,875	\$ 35,287	\$ 3,951	\$ 39,238	\$ 3,755	42,063	5,066		40
	ADCC	ADHC									
Daily Care	\$33.07	\$ 40.00									
Administrative	\$ -	\$ -									
Prog. Reimbursement Rate	\$33.07	\$ 40.00									
Administrative %	0.00%	0.00%									

Quality Home Staffing, Inc. Home and Community Care Block Grant for Older Adults DAAS-732 CAMDEN

County Funding Plan Budget Period: July 2019 through June 2020
Revision #: 1 Date: 6/24/2019

Services	Class Code	Block Grant Funding						Required Local Match	Net Service Cost	NSIP Subsidy	Total Funding	Projected HCCBG Units	Projected Reimburse Rate*	Projected HCCBG Clients	Projected Total Units
		In-Home	Other	Total	Local Match	Net Service Cost	NSIP Subsidy								
In-home Adult Level I - Home Management	X	\$ -	\$ 6,106	\$ -	\$ 6,106	\$ 688	\$ -	\$ 6,106	\$ -	\$ 6,106	419	\$ 14,997	3	419	
In-home Adult Level II - Personal Care	X	\$ -	\$ 13,205	\$ -	\$ 13,205	\$ 1,467	\$ -	\$ 13,205	\$ -	\$ 13,205	817	\$ 16,009	1	917	
In-home Adult Level III - Personal Care	X	\$ -	\$ 4,187	\$ -	\$ 4,187	\$ 510	\$ -	\$ 4,187	\$ -	\$ 4,187	315	\$ 11,007	2	315	
Total		\$ -	\$ 23,508	\$ -	\$ 23,508	\$ 3,065	\$ -	\$ 23,508	\$ -	\$ 23,508	1,551		6	1,511	

*Adult Day Care & Adult Day Health Care Proj. Service Cost/Rate
ADG: \$40.00
Daily Care: \$33.07 \$ 40.00
Administrative: \$33.07 \$ 40.00
Proj. Reimbursement Rate: \$33.07 \$ 40.00
Administrative %: 0.00% 0.00%

Certification of required minimum local match availability. Requested local match will be expensed simultaneously with Block Grant Funding.

Signature, County Finance Officer: _____ Date: 6-24-19

Signature, Chairman, Board of Commissioners: _____ Date: 6-24-19

Medical Services of America-DigiBook Home and Community Care Block Grant for Older Adults DAAS-732 CAMDEN

County Funding Plan Budget Period: July 2019 through June 2020
Revision #: 1 Date: 6/24/2019

Services	Class Code	Block Grant Funding						Required Local Match	Net Service Cost	NSIP Subsidy	Total Funding	Projected HCCBG Units	Projected Reimburse Rate*	Projected HCCBG Clients	Projected Total Units
		In-Home	Other	Total	Local Match	Net Service Cost	NSIP Subsidy								
Adult Day Health	X	\$ -	\$ 13,551	\$ -	\$ 13,551	\$ 1,506	\$ -	\$ 13,551	\$ -	\$ 13,551	301	\$ 15,057	3	301	
Total		\$ -	\$ 13,551	\$ -	\$ 13,551	\$ 1,506	\$ -	\$ 13,551	\$ -	\$ 13,551	301		3	301	

*Adult Day Care & Adult Day Health Care Proj. Service Cost/Rate
ADG: \$40.00
Daily Care: \$33.07 \$ 40.00
Administrative: \$33.07 \$ 40.00
Proj. Reimbursement Rate: \$33.07 \$ 40.00
Administrative %: 0.00% 0.00%

Certification of required minimum local match availability. Requested local match will be expensed simultaneously with Block Grant Funding.

Signature, County Finance Officer: _____ Date: 6-24-19

Signature, Chairman, Board of Commissioners: _____ Date: 6-24-19

Abetama Regional Health Services-ICPTA Home and Community Care Block Grant for Older Adults DAAS-732 CAMDEN

County Funding Plan Budget Period: July 2019 through June 2020
Revision #: 1 Date: 6/24/2019

Services	Class Code	Block Grant Funding						Required Local Match	Net Service Cost	NSIP Subsidy	Total Funding	Projected HCCBG Units	Projected Reimburse Rate*	Projected HCCBG Clients	Projected Total Units
		In-Home	Other	Total	Local Match	Net Service Cost	NSIP Subsidy								
Transportation (General)	0	\$ -	\$ -	\$ -	\$ -	\$ 21,540	\$ -	\$ 21,540	\$ 2,393	\$ -	\$ 23,933	1,668	\$ 14,343	31	1,668
Total		\$ -	\$ -	\$ -	\$ -	\$ 21,540	\$ -	\$ 21,540	\$ 2,393	\$ -	\$ 23,933	1,668		31	1,668


*Adult Day Care & Adult Day Health Care Proj. Service Cost/Rate
ADG: \$40.00
Daily Care: \$33.07 \$ 40.00
Administrative: \$33.07 \$ 40.00
Proj. Reimbursement Rate: \$33.07 \$ 40.00
Administrative %: 0.00% 0.00%

Certification of required minimum local match availability. Requested local match will be expensed simultaneously with Block Grant Funding.

Signature, County Finance Officer: _____ Date: 6-24-19

Signature, Chairman, Board of Commissioners: _____ Date: 6-24-19

K. The American Legion Department of North Carolina



THE AMERICAN LEGION
DEPARTMENT OF NORTH CAROLINA
4 North Blount Street • Suite 100 • P. O. Box 266657
Raleigh, North Carolina 27611-6657
(919) 852-7506 • (919) 852-6428 (fax)
www.alegion.org

Routing to: Mr. Norman G. Dean, Treasurer, North Carolina National Guard Museum Foundation, 1636 Gold Star Drive, Raleigh, NC 27607.

22 July 2019

Dear County Chairman:

As Adjutant of The American Legion Department of North Carolina, and on behalf of our nearly 40,000 members, I wish to encourage you to honor the memory of the North Carolinians who served in the 30th Division (1917-1918). These soldiers played a critical role in hastening the end of World War I.

The American Legion supports this program of the North Carolina National Guard Museum Foundation which is worthy of your consideration. The Foundation is requesting each county donate \$1000 dollars, along with 8 ounces of county soil, to be placed in the base of each monument mentioned below.

The following website tells the story, a story that is not well known or appreciated in our State. Serving in France, a total of 85 of 100 North Carolina counties lost a soldier on 29 September 1918. The 30th Division, led by North Carolinians, broke the impregnable Hindenburg line. All 100 counties suffered casualties on this day. Please visit <https://new1monument.org/> for more information about the project.

No marker exists in France honoring the accomplishments of the North Carolinians. A replacement statue is needed on State Capitol grounds to correct the oversight of their remarkable achievement.

The North Carolina National Guard Museum Foundation (NCGMF) has taken on the task of raising the funds to accomplish this and other tasks, including collecting World War I archives and mementos to be installed in the Guards new museum to be constructed in Raleigh.

Founded on the battlefields of France, The American Legion is celebrating 100 years of service to our nation (1919 - 2019). We strongly encourage your support of this noble effort of the NCGMF. Contributions and soil should be sent to:

- L. Annual Senior Nutrition Contract – On file in the Finance Office
- M. Set Public Hearing – Ordinance 2019-09-01 Rezoning Application
- N. Letterhead Use Policy

County of Camden
Office of the County Manager
Subject: Camden County Policy on use of County Business Cards and County Stationery by Appointed Advisory Bodies and County Employees
Effective Date: August 5, 2019
This policy is issued and has been approved by the Board of Commissioners.
Definition
This regulation covers (I) Statement of Policy; (II) Authorized Use.

I. STATEMENT OF POLICY
Letterhead that contains the names of Board of Commissioners will originate from the office of the Clerk and County Manager and, at times, Human Resources and Finance.
If a letter needs to be sent on behalf of the County or Board of Commissioners from another department, the department head will compose the letter and send it to the County Manager's Office to be placed on County letterhead.
For general correspondence, each department may use its own letterhead with the County logo and the name of the department head and the department's advisory board.
County business cards may be used by County employees; and by persons appointed by the Board of Commissioners to a County board, commission, committee, task force or other advisory body; only when such business cards are duly authorized for use, and only when such use is consistent with the duties of the employee or the purpose of the County advisory body.
No County employee; and no person appointed by the Board of Commissioners to a County board, commission, committee, task force or other advisory body; shall at any time make improper use of any stationery or business card appearing to constitute an official business card or stationery of the County of Camden.

II. AUTHORIZED USE
To the extent their use has been authorized, proper use of County letterhead stationery or business cards by County boards, commissions, committees, task forces or other advisory bodies is limited to communications with the Board of Commissioners and County officials; and functions and tasks associated with the administration of the board, commission, committee, task force or other advisory body (e.g., meeting notices and confirmations, room reservations, agendas, meeting minutes, etc.).
To the extent their use has been authorized, proper use of letterhead stationery or business cards by a County employee is limited to official correspondence or informational exchanges made necessary or appropriate as a result of the nature and scope of the employee's official duties and responsibilities.

Motion to approve the Consent Agenda as amended.

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

ITEM 9. COUNTY MANAGER'S REPORT

County Manager Ken Bowman included the following in his report:

- Albemarle Commission Quarterly Chairman / County Manager Meeting – August 6, 2019
- MB Kahn in-progress update on School Facility Study with BOC/BOE Chairs and Vice Chairs– August 28, 2019 at 6 PM; update with both full boards the week of September 9-13 (Date and Time TBD)
- Coast Guard Day took place August 1, 2019 – Camden participants included Donna Stewart, Sarah Hill, Kim Perry, Brenda Bowman, Joe Hiatt (Park Service)
- NCACC Annual Conference – August 22-24, 2019
- Citizen News – Next edition scheduled for end of August
- Updated policies for Finance, Per Diem and Letterhead Usage
- Labor Day – September 2, 2019 (County Offices Closed)
- Next Board of Commissioners Meeting – September 9, 2019; 7:00 PM

ITEM 10. COMMISSIONERS' REPORTS

- Vice Chairman Riggs expressed concern in regard to material left by Mediacom near his property.
- Chairman White recognized Vice Chairman Riggs for his completion of the Albemarle Leadership Program sponsored by the local Chambers of Commerce.

ITEM 11. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

The following items were provided for information purposes:

- A. FY 18-19 YTD Sales Tax Revenue Collection
- B. Register of Deeds Report
- C. Library Report
- D. NC Forest Service Annual Report

ITEM 12. OTHER MATTERS

None.

ITEM 13. ADJOURN

There being no further matters for discussion Chairman White adjourned the meeting of the Board of Commissioners at 8:20 PM.

Tom White, Chairman
Camden County Board of Commissioners

ATTEST:

Karen M. Davis, NCCCC
Clerk to the Board of Commissioners