

Camden County Board of Commissioners
Budget Work Session
April 10, 2024; 1:00 PM
Camden County Public Library

MINUTES

The Camden County Board of Commissioners held a duly-noticed budget work session on April 10, 24 at 1:00 PM in the Community Room of the Camden County Public Library.

CALL TO ORDER

The meeting was called to order by Chair Ross Munro at 1:00 PM. Additional Board members present: Vice Chair Troy Leary, Commissioners Randy Krainiak, Sissy Aydlett and Tiffney White. Staff Present: County Manager Erin Burke, Finance Officer Stephanie Jackson and Clerk to the Board Karen Davis.

The following items were presented to the Board for discussion/direction:

2023-2024 Capital Improvement Projects Updates

- Recommended / Funded
 - Construction of Raw Water Well
 - Waste Water Expansion
 - Administration Complex Phase II, modified
 - Broadband
 - High School
 - Treasure Point Building
 - EMS
- Recommended / Unfunded
 - US 158 Sidewalk Extension
 - South Mills WWTP (High Rate Filtration Pond)
- Identified / Unfunded
 - South Mills Boat Ramp & Park
 - South Mills Waste Water Expansion & Disposal
 - Public Beach
 - Dismal Swamp Trail Extension
 - Dismal Swamp Canal Boating Amenities
 - New South Mills Convenience Center & Transfer Station

FY 2024-2025 Capital Improvement Projects Proposals

- Recommended / Funded
 - Administration Complex Phase II, modified
 - Broadband
 - High School
 - Treasure Point Building
 - EMS
 - South Mills Boat Ramp & Park Planning Phase
 - South Mills Waste Water Expansion & Disposal
- Recommended / Unfunded
 - US 158 Sidewalk Extension
 - South Mills WWTP (High Rate Filtration Pond)
 - Waste Water Expansion
- Identified / Unfunded
 - Public Beach
 - Dismal Swamp Trail Extension
 - Dismal Swamp Canal Boating Amenities
 - New South Mills Convenience Center & Transfer Station

IT Software & Hardware Updates

- Firewall Replacements
- NC National Guard Security Assessment
- Updated Managed Service Agreement
- Hardware Replacement Schedule

Chair Ross Munro made a motion to authorize the County Manager to place Camden County on the waitlist for the NC National Guard Security Assessment. The motion passed unanimously with all five commissioners voting aye and no commissioner voting no.

Department Budget Highlights

- Staffing Requests
 - Two full-time Buildings & Grounds (one Buildings/Grounds; one Housekeeping)
 - One part-time Housekeeping
 - One shared Veterans Services Officer position
 - One shared Horticulture Specialist for Extension
 - Note: Two additional staff will be added with the SMWA acquisition
- Vehicle Requests
 - Juvenile Crime Prevention Council – Passenger Van
 - Sheriff's Office – Four replacement vehicles and equipment
 - EMS – Supervisor Vehicle(s)
- General
 - Website Update
 - Stormwater Fees
- Economic Development
 - Funding Model
- Governing Body
 - Travel & Training Budget
 - Strategic Planning
- EMS
 - Stand-up Operations
- Parks & Recreation
 - New Lights for Track Field at Community Park
 - Special Events
 - Heritage Festival
- Museum
 - Normalized Expenses
- Tax
 - Revaluation Frequency
- Sheriff's Office
 - Increase Fingerprinting Fees
 - Capital Outlay
- Planning
 - Comprehensive Plan
- Public Works
 - Building Maintenance Costs
 - Special Projects
 - General Cost Increases
- Solid Waste
 - Hauling Fees
- RO Plant
 - Equipment Maintenance
- Distribution
 - Line Maintenance
 - Capital Outlay Inventory
- Special Appropriations Requests
 - Emergency Medical Services increase
 - Albemarle District Jail increase
 - NC Forestry increase

After discussion it was decided by consensus to include a solid waste fee increase of \$5 in the proposed FY 2024-2025 Budget.

Insurance / Benefits / Personnel

- Health Insurance
 - Increases expected in Workman's Comp & General Liability
 - LaymonGroup is seeking quotes for health, dental & vision insurance
- Benefits
 - Christmas Bonus
 - Personal Holiday
 - Longevity
- Salary Adjustments
 - General Government
 - Sheriff's Office

Consensus of the Board was to include the recommended salary adjustments in the proposed budget.

Revenues

- Collections as of February 28, 2024 - \$13,712.989
- School Bond
 - Debt (10 cents) - \$3,713,674
 - Operating (3 cents) - \$1,115,312 (kept in General Fund for future appropriations)
 - Expenses to Date - \$5,188,628
 - NBPSCF Reimbursements - \$1,462,138
- Stormwater Fees

Area SW fees applied	Previous Totals	Proposed Totals
South Mills	\$48,758.82	\$30,755.00
Joyce Creek	\$23,618.03	\$36,345.00
North River	\$19,809.92	\$32,945.00
Shiloh	\$20,697.91	\$44,3035.00
Sawyers Creek	\$18,913.82	\$41,310.00
Total Camden County	\$131,798.50	\$185,660.00
Annexed Elizabeth City Properties	\$234.23	\$1515.58 (Based on EC fee schedule)

The Annexed EC Properties are the Condos by the Bridge. EC is going to charge them for Stormwater. The 234.23 will be removed from the Sawyers Creek area total.

The South Mills will increase with the Commercial Properties fees and will met last year's total. Academi has not been included in the 30,755. Last year they paid over \$15,000.

It was decided by a majority of the Board to include the Stormwater Fee structure as presented in the proposed FY 2024-2025 budget.

It was decided by consensus to include a base water rate increase of \$2 in the proposed FY 2024-2025 budget.

Upcoming Meetings

- May 6, 2024; 7:00 PM – Regular Meeting / Set Public Hearing (CIP & Budget)
- May 7, 2024; 1:00 PM – Budget Work Session
- June 3, 2024; 7:00 PM – Regular Meeting / Public Hearing / Budget Adoption

There being no further matters for discussion Chair Munro adjourned the work session at 4:47 PM.