

**Camden County Board of Commissioners
Regular Meeting
November 4, 2013
6:00 P.M.- Closed Session
7:00 P.M. - Regular Meeting
Historic Courtroom, Courthouse Complex
Camden, North Carolina**

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on Monday, November 4, 2013 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

Chairman Garry Meiggs,
Vice Chairman Michael McLain, and
Commissioners Randy Krainiak, Clayton Riggs, and Sandra Duckwall.

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

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

Vice Chairman McLain made a motion to go into closed session pursuant to G.S 143-318.11(a)(3) for consultation with attorney to discuss Contract Negotiations & potential litigation, and; Pursuant to G.S. 143-318.11(a)(6) for Personnel. At 6:01 P.M., the motion passed 5-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; No Commissioners absent; and no Commissioner not voting.

The Commissioners entered closed session at 6:01 P.M.

Commissioner Sandra Duckwall made a motion to come out of closed session at 6:55 P.M., the motion passed 5-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; No Commissioners absent; and no Commissioner not voting.

Chairman Garry Meiggs recessed the Board at 6:55 P.M.

Regular Session, 7:00 P.M.

Chairman Garry Meiggs called to order the November 4, 2013 meeting of the Camden County Board of Commissioners at 7:02 PM. Chairman Meiggs acknowledge that Commissioner Riggs was joining the meeting via teleconference.

Invocation and Pledge of Allegiance

Vice Chairman Michael McLain gave the invocation, and led the Pledge of Allegiance.

Public Comments

None.

Consideration of Agenda

Commissioner Sandra Duckwall made a motion to approve the agenda as presented. At 7:04PM, the motion passed 5-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

Presentations

Item 3.A- Stormwater Review

Dwayne Hinson, technician for Albemarle/Pasquotank SWCD, gave a presentation reviewing current conditions and history of stormwater drainage in Northeast North Carolina and Camden County.

Item 3.B- Camden County Public Library Report

County Librarian Linda Van Sistine-Yost gave a brief report update on the Camden County Public Library.

Old Business

Item 4.A- One Mill Park Demolition

Planning Director Dan Porter came before the Board to present the three quotes received for demolition and clearing of the One Mill Park property.

Vice Chairman McLain made a motion to accept the lowest responsive bidder, for \$11,500, and gave the County Manager permission to sign the contract. At 7:52pm, the motion passed 4-1, with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioners Sandra Duckwall, and Clayton Riggs voting aye; Commissioner Randy Krainiak voting no; no Commissioner absent; and no Commissioner not voting.

Item 4.B- Camden Historic Museum Project- Proposed Floor Plan

County Manager Michael Renshaw presented the following information to the Board:

- During its regular meeting on January 3, 2012, the Board of Commissioners directed the County Manager to explore available options concerning converting the previous Public Works building located on North HWY 343 adjacent to the Historic Jail into a Camden County Historical Museum. Due to the existing condition of the building's roof, the immediate direction was to replace the roof with a metal roof consistent with the existing Historic Courthouse roof material.
- Following several meetings with the Camden Historical Museum Planning Committee and County staff, the County Manager requested a design proposal and construction cost estimate for the renovation of the proposed Camden Historical Museum. Hyman-Robey, a local engineering firm, submitted the attached proposal for professional services.
- Included within this proposal are the following elements: 1) Building Design to include schematic design, construction design, required construction documentation, and preliminary cost estimate, 2) Site Design, to include boundary and topographical surveys and site plan design. Hyman-Robey proposes to perform this work for a fee of \$20,500 (\$17,720 for Building Design Process and \$2,780 for Site Design Process).

- The attached draft floor plan has been reviewed by members of the Planning Committee and county staff. This proposed floor plan will allow for the movement of Board of Elections out of the Historic Jail and into a renovated office space, providing much needed voting space for Board of Elections as well as allowing the Historic Jail to be used entirely for the display of historic artifacts. In addition, approximately half the available floor space of the proposed museum (approximately 1,100 sq ft) will be renovated for use as museum display space. A doorway along the west wall (opposite the Historic Jail) will allow Museum patrons to easily walk between both buildings.
- In addition to the attached fee proposal for building and site design services, Hyman-Robey has also submitted the attached Preliminary Engineer's Cost Estimate for building and site renovations. The sub-total for building renovations is estimated to be \$151,486. The sub-total for site improvements/renovations is estimated to be \$24,320. Hyman-Robey is estimating a total project cost (engineering design, building renovations, and site improvements) of \$193,386.60. This total includes a 10% contingency of \$17,580.60.

Commissioner Sandra Duckwall made a motion to approve the floor plan as presented. At 8:18pm, the motion passed 5-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

Public Hearings

Item 5.A- CDBG Close Out Public Hearing

Vice Chairman McLain made a motion to go into public hearing. At 8:19pm, the motion passed 5-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

Mr. Porter came before the Board to explain that the current CDBG Scattered Site Housing Program is wrapping up and requires that a public hearing be held to present results and an opportunity for citizens to make comments.

There were no public comments.

Commissioner Riggs made a motion to come out of public hearing. At 8:21pm, the motion passed 5-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

Item 5.B- Public Meeting Sketch Plan Green Meadows- 9 Lots Major Subdivision (UDO 2013-08-04)

Vice Chairman McLain made a motion to go into public hearing. At 8:21pm, the motion passed 5-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

Code Enforcement and Permitting Officer Dave Parks came before the Board to present are Planning Staffs findings with recommendations and supporting documents for Sketch Plan Green Meadows, a 9 lot Major Subdivision located off Pudding Ridge Road in South Mills Township. Neighborhood meeting held August 27, 2013 and TRC inputs at Sketch Plan received by staff. The Planning Board met on September 18, 2013 and recommended approval of the Sketch Plan for Green Meadows (UDO 2013-08-04) with the comments & recommendations as stated in Staff Findings on a 6-0 vote.

There were no public comments.

Commissioner Riggs made a motion to come out public hearing. At 8:30pm, the motion passed 5-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

Item 5.C- Special Use Permit (UDO 2013-09-02) from Invenergy for Meteorological Tower over 35 feet

Commissioner Duckwall made a motion to go into public hearing. At 8:30pm, the motion passed 5-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

Clerk to the Board of Commissioners Ashley Honaker swore in Dave Parks and April Montgomery.

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

There were no public comments.

Commissioner Riggs made a motion to come out public hearing. At 8:33pm, the motion passed 5-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

Item 5.D- Ordinance No 2013-09-01; Proposed Amendments to Chapter 151 (Unified Development Ordinance) to the Camden County Code of Ordinances

Commissioner Duckwall made a motion to go into public hearing. At 8:34pm, the motion passed 5-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

Mr. Parks explained to the Board that Mr. Leo Royer (property owner Camden Point Shores) has applied for a text amendment to Chapter 151 (Unified Development Ordinance) to allow for an accessory use on property without the principle use (property zoned residential- principle use would be the house and an accessory use would be an outbuilding (shed, garage). Staff drafted proposed ordinance amendment with Mr. Royer's input. Proposed amendment was reviewed by the Planning Board on September 18, 2013 and after discussion with staff recommended approval on a 6-0 vote.

There was no public comments.

Vice Chairman McLain made a motion to come out public hearing. At 8:42pm, the motion passed 5-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

New Business

Item 6.A- Regional Bike Plan

Mr. Porter presented to the Board that The Albemarle Commission and Albemarle RPO, participating local governments, and its subcontractor Alta/Greenways, has prepared the Albemarle Regional Bicycle Plan.

Commissioner Duckwall made a motion to approve the resolution as presented. At 8:55pm, the motion passed 5-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

Item 6.B- Economic Improvement Council Community Service Block Grant Application

Lakitra Claude with Camden's EIC Office came before the Board to express that the EIC is pleased to announce the continued funding of the Community Services Block Grant Program for FY14-15. Funding is for Family Self-Sufficiency: \$281,576.

Commissioner Duckwall made a motion to approve the CSBG Application as presented. At 9:00pm, the motion passed 5-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

*Item 6.C- Movement of Juvenile Crime Prevention Council (JCPC) Program
Coordinator to the Sheriff's Office*

County Manager Mike Renshaw came before the Board and presented the following information:

- Since 2004 the Camden County JCPC program has been physically housed and under the oversight/supervision of the Camden Cooperative Extension Office. The JCPC Coordinator, who is responsible for coordinating community programs and activities for participating juveniles, is a grant-funded County employee and as such is subject to supervision and administration in accordance with the County Personnel Policy.
- While the JCPC program has been successful under the oversight and management of the NC Cooperative Extension Service Camden County Center, Sheriff Perry has proposed moving the program under the authority of the Camden Sheriff's Office. Sheriff Perry believes that his experience and professional knowledge of the juvenile justice system, in addition to the resources and expertise of his deputies and staff, would better serve the program needs of Camden County juveniles. Additional law enforcement related grant funding sources might also be available to the JCPC program through a variety of state and federal sources if the program were under the direction of the Sheriff's Office.
- The County Manager has consulted with Nancy Hodges, Eastern Area Representative of Dept. of Public Safety, Division of Juvenile Justice concerning the possible movement of JCPC to the Sheriff's Office. Ms. Hodges advised the County Manager that she believes the program could be successful under the authority of the Sheriff's Office and explained that Carteret County currently uses this model. Ms. Hodges noted that several program forms currently being used would simply need to be amended, as would several policy manuals.
- The County Manager was recently advised that the Camden Cooperative Extension full-time director had submitted his letter of resignation and that an interim extension director would be announced who would split time between two

area Cooperative Extension Offices. The County Manager is concerned that the lack of a full time extension director will place an additional burden on an already small Camden County Center staff and that existing 4-H Program services could be impacted if the staff (4-H Family Consumer Science Agent) were tasked with managing both the JCPC and 4-H programs.

Commissioner Duckwall made a motion to approve the moving of Camden's JCPC program from Cooperative Extension to the Sheriff's Department. At 9:11pm, the motion passed 5-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

Item 6.D- Monthly Tax Report (Pg 258-263)

Tax Administrator came before the Board to present the monthly tax report for September 2013.

Commissioner Duckwall made a motion to approve the report as presented. At 9:13pm, the motion passed 5-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak, voting aye; no Commissioner voting no; no Commissioner absent; and no Commissioner not voting.

Board Appointments

Item 7.A- Watershed Advisory Committee Appointments(Pg 264-281)

- i. Shiloh Watershed- Sim Williams, Clarence Jennings, Curtis Lee*
- ii. Sawyer's Creek- Clarann Mansfield, George Tarkington, Robert Harris, Jeff Jennings, Melvin Jeralds*
- iii. South Mills- Freddie O'Neal, Roger Nichols, Glenn Carey, Don Lee Keaton, Clarence Robbie Raper*
- iv. North River Watershed- Elton Sawyer, Abner Wayne Staples*

Commissioner Riggs made a motion to approve all appointments as presented. At 9:15 pm, the motion passed 5-0, with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak voting aye; no Commissioners voting no; no Commissioners absent; no Commissioners not voting.

Consent Agenda

Commissioner Duckwall made a motion to approve the consent agenda as presented. At 9:15 pm the motion passed 5-0, with Chairman Garry Meiggs, Vice Chairman Michael McLain, and Commissioners Sandra Duckwall, Clayton Riggs, and Randy Krainiak voting aye; no Commissioners voting no; no Commissioners absent; no Commissioners not voting.

A. Draft Minutes- September 16, 2013

B. Budget Amendments

**2013-14-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, 2014.

Section 1. To amend the TDA Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE

Expenses:

154200-527300 Promotions \$1,250.00

Revenues:

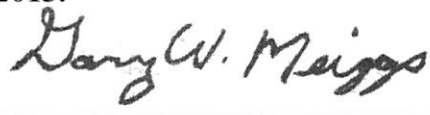
15390400-402001 Private Donations \$1,250.00

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

Balance in Contingency \$60,733.00.

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Officer for their direction. Adopted this 4th day of November, 2013.





Clerk to Board of Commissioners

Chairman, Board of Commissioners

2013-14-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, 2014.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE

Expenses:

105100-517000 Vehicle Maintenance \$2,710.77
106110-501000 Board Salaries \$1,200.00
106110-574000 Capital Outlay \$1,200.00

Revenues:

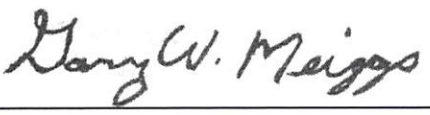
10330510-402002 Insurance Proceeds \$2,710.77

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

Balance in Contingency \$60,733.00.

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Officer for their direction. Adopted this 4th day of November, 2013.





Clerk to Board of Commissioners

Chairman, Board of Commissioners

2013-14-BA015
CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2014.

Section 1. To amend the DSS Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE

Expenses:

528000-571000	Work First DOT		\$834.00
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Revenues:

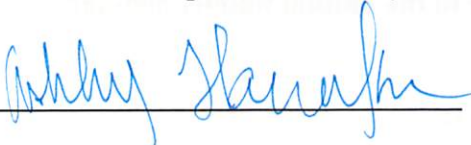
52330600-434861	Work First Transitional		\$834.00
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Reduction in Budget

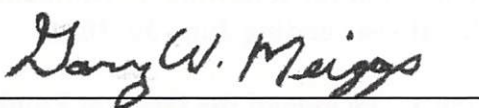
This will result in a decrease of \$0.00 in the Contingency of the General Fund.

Balance in Contingency \$60,733.00.

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Officer for their direction. Adopted this 4th day of November, 2013.



Clerk to Board of Commissioners



Chairman, Board of Commissioners

2013-14-BA016

CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2014.

Section 1. To amend the Scattered Housing Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE

Expenses:

145000-598110	Rehab		\$142,630.00
145000-598303	CDB Administration		\$ 51,500.00
145000-545010	Demolition	\$ 5,000.00	
145000-526000	Advertising		\$ 2,000.00
145000-598200	Displacement	\$45,000.00	

Revenues:

14360500-434862	CDBG		\$146,130.00
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Reduction in Budget

E. Tax Authorization to Collect

- Old System, July 2013:

SOUTH MILLS	COURTHOUSE	SHILOH	TOTAL
20,820.01	20,686.49	11,550.66	53,057.16

- New System, December 2013:

SOUTH MILLS	COURTHOUSE	SHILOH	TOTAL
9,764.02	13,612.33	7,327.01	30,703.36

F. Resolution 2013-11-01; Addition of Woodlake Court to the Secondary Roads Program

Resolution No. 2013-11-01

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

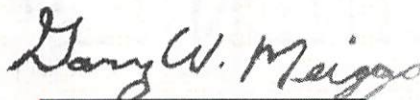
North Carolina
County of Camden

Road Descriptions: Woodlake Court, Wharf's Landing, Camden, NC

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

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

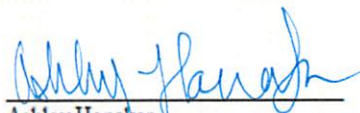
NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of Camden that the Division of Highways is hereby requested to review the above described roads, and to take over the roads for maintenance if they meet established standards and criteria.



Garry Meiggs, Chairman
Camden County Board of Commissioners

CERTIFICATE

The foregoing resolution was duly adopted by the Board of Commissioners of the County of Camden at a meeting on the 4th day of November 2013.



Ashley Honaker,
Clerk to the Board

G. Set Public Hearing- Special Use Permit Application (UDO 2012-05-01) for Preliminary Plat Phase I (28 Lots) North River Crossing Major Subdivision

H. Camden County Personnel Policy, Article 1. General Provisions, Section 8. Definitions

Commissioner's Report

Vice Chairman McLain stated that:

- We now have a copy of the ECBH finance report. Gates County reduced their funding levels.

County Managers Report

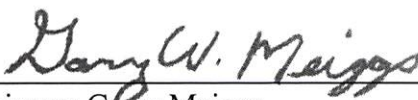
None.

Any other Questions or comments?

None.


Meeting Adjourned

At 9:17pm, Chairman Garry Meiggs asked if there were any other matters to come before the Board of Commissioners, hearing none, she declared the meeting adjourned.



Chairman Garry Meiggs
Camden County Board of Commissioners

ATTEST:



Ashley Honaker
Clerk to the Board