

**Camden County Board of Commissioners
Regular Meeting
April 21, 2014
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 April 21, 2014 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

Chairman Garry Meiggs, Vice Chairman Michael McLain,
Commissioners Clayton Riggs, and Randy Krainiak;

Commissioner Sandra Duckwall was not present.

Also attending were County Manager Michael Renshaw, and Assistant Clerk to the Board Amy D. Barnett. Present for purposes of making a presentation(s) or providing supporting information for agenda items were the following persons: Keith Letchworth, ECBH Community Resources Director; Dan Porter, Director of Planning; Cameron Williams, JCPC; and Lisa Anderson, Tax Administrator.

Regular Session, 7:00 P.M.

Chairman Garry Meiggs called to order the April 21, 2014 meeting of the Camden County Board of Commissioners at 7:00 PM.

Invocation and Pledge of Allegiance

Commissioner Clayton Riggs gave the invocation and led those present in the Pledge of Allegiance.

Public Comments

None.

Consideration of Agenda

Chairman Garry Meiggs asked if there were any changes to the agenda. Not hearing any changes, he called for a motion.

Commissioner Clayton Riggs made a motion to approve the agenda as presented. The motion passed 4-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, Commissioners Clayton Riggs, and Randy Krainiak voting aye; no Commissioner voting no; Commissioner Sandra Duckwall absent; and no Commissioner not voting.

Presentations

Item 3. A.

Keith Letchworth, Statewide Community Resource Database

Mr. Keith Letchworth, ECBH Community Resources Director, gave a presentation regarding the Statewide Community Resource Database and NC 2-1-1. Some key points from his presentation are:

- ECBH provides services to individuals with mental health issues, intellectual disabilities, and substance abuse issues, and many others;
- 19 counties in NC served, including Camden County;
- NC 2-1-1
 - Initiative of the US United Way
 - Statewide Database of Community Resources including but not limited to 22,000 different resources in the database.
 - 2-1-1 is in place across the US
 - United Way in NC is the lead agency for implementation of 2-1-1
 - Includes resources from all 100 counties in NC
 - ECBH is a local partner for NC 2-1-1, serving 17 of the 19 aforementioned counties, Camden County is one of the 17
 - ECBH became the local partner for the 17 counties so that they could have ready access to the resources for those whom they serve
 - Access to the 211 phone line became available Dec 31, 2013
 - Only available to counties that have a local partner
 - Accessing NC 2-1-1 can be done in 1 of 3 ways:
 - Dial 211 on any phone or cell phone
 - Connects to the call center in Durham NC;
 - There are 2 call centers in NC, one in Durham (which serves the eastern part of NC), and one in Asheville.
 - Referral specialist has access to the database of resources and can route a caller to the appropriate service which fits the need of the caller.
 - Call center is available 24 hours a day/7 days a week/365 days a year.
 - Downloadable smartphone / Iphone / Ipad applications
 - Allows field personnel from agencies such as social services, health departments, and others to access resources while in the home of the person they are visiting.
 - Online database at www.nc211.org
 - Search resources by county and zip code
- Marketing materials promoting the use of NC 211 are available from ECBH

The Board thanked Mr. Letchworth for his presentation.

Old Business - None

Public Hearings

Item 5. A. Ordinance No. 2014-03-01; Proposed Amendments to Chapter 151 (Unified Development Ordinance) of the Camden County Code of Ordinances

Commissioner Clayton Riggs made a motion to go into public hearing for the purpose of public input regarding Ordinance No. 2014-03-01; Proposed Amendments to Chapter 151 (Unified Development Ordinance) of the Camden County Code of Ordinances. The motion passed 4-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, Commissioners Clayton Riggs, and Randy Krainiak voting aye; no Commissioner voting no; Commissioner Sandra Duckwall absent; and no Commissioner not voting.

Dan Porter, Director of Planning, described the proposed amendments:

- There are 2 portions of the UDO which this ordinance seeks to amend
- The first amendment deals with the height restrictions placed upon structures built in the county
 - Seeks to amend this to allow buildings in excess of 35 feet in height, particularly for commercial development related buildings
 - Seek to allow this through issuance of a special use permit
 - Would have to go through Planning Board, then Board of Commissioners for issuance of such
 - Contacted Fire Chiefs of both volunteer fire departments and they are ok with this
 - South Mills Fire Department stated there may be some ISO considerations if the number of buildings whose height is over the 35 feet height limit exceeds 4 or 5
 - If this happens, there are certain requirements that become necessary to keep the current ISO rating
- The second amendment is a request that came through the Stormwater Advisory Committees
 - Seeks to require a 30 foot drainage / maintenance easement on all lead ditches that carry water from upstream through the development to the outfall.
 - Seeks to require this of both major and minor subdivisions as a condition of the permit

Commissioner McLain asked Mr. Porter to define the term "Lead Ditch". Mr. Porter responded that a Lead Ditch is any major ditch that carries water from properties above to properties below (from upstream to downstream / outfall).

Commissioner McLain asked Mr. Porter to include an amendment which will add the definition of "Lead Ditch" to the definitions section of the UDO.

After a brief discussion regarding the role of ditches in carrying water from upstream to the outfall and possibilities for flooding resulting from inadequately maintained ditches, Mr. Porter pointed out that this amendment would not come into play for building permits, but rather when properties are subdivided. Mr. Porter reminded the Board about the new requirement for a fill permit, which the Board approved, relating to building permits for new dwellings. If fill is to be put in place prior to the construction of a new dwelling, the Board gave the Planning Department authority to inspect the proposed location prior to fill and if necessary require the applicant to submit a stormwater plan.

Commissioner Riggs expressed concern regarding the possibility of loss of buildable property on smaller lots due to the proposed requirement of the 30 foot easement. Mr. Porter commented that the setbacks do not start at the inside margin of the easement, but rather from the property line. Mr. Porter added that the main point of the easement is so that the property owner does not add vegetation (trees, bushes, or other landscaping) in or at the easement that would be a hindrance to any equipment that may need access to the property or easement.

Commissioner McLain asked how the property owner would know that they are not to place any landscaping in or at the easement. Mr. Porter replied that it would be on the plat. Mr. Porter added that enforcement of such would be subject to the standard procedures of Code Enforcement, and he explained what those procedures are.

Commissioner Krainiak questioned the width of the proposed easement, 30 feet. Mr. Porter replied that 30 feet was the width recommended by the Stormwater Committees. Mr. Porter added that the ordinance was written in such a way that it would be applicable to everyone, but that if the Board wanted him to implement a scale with regard to the size of the easement as it relates to the size of a ditch he would be open to any recommendations.

Commissioner Riggs stated that in his opinion the easements should be included on applications for new subdivisions, and that the plots should be laid out in such a fashion that if a large house is built thereon, it will not encroach on the easement. Mr. Porter stated that on major subdivisions, an engineer reviews the plans for the county. Minor subdivisions are submitted and accepted based on the engineer seal that is placed upon them, on these staff can not tell whether or not the stormwater will do what the plan says, staff trusts the seal of the engineer for that.

Commissioner Riggs suggested that the county have stormwater reviews performed on minor subdivisions as well as major ones. Mr. Porter replied that when the county first started requiring stormwater reviews, it was for every subdivision regardless of size, but that after about a month, the Board sitting in governance at that time chose to modify the ordinance so that it did not apply to minor subdivisions.

Commissioner Riggs, in reference to the first part of the ordinance, asked where the threshold was where the height of a building would exceed the ability of the Fire Department to put out a fire. Mr. Porter responded that the 35 foot height limit was put in the ordinance specifically because Camden County does not have ladder trucks. Thirty five feet is the fire fighting height capacity, in that a 40 foot ladder can be leaned up against a structure to allow for fire fighting. The proposed amendment would allow a building to be in excess of 35 feet only through a special use permit with the condition that the building contain a full fire suppression system.

Public Input:

Brian Lannon of Japonica Drive, Camden, NC, came before the Board to provide the following information in regards to the above agenda item:

- Without this amendment, property owners would not know how important it is to keep the ditch clear and free from debris so it can be maintained
- Mr. Lannon suggested that if this ordinance applies to all ditches that the word 'lead' be removed, so that the ordinance specifies all ditches.

Commissioner McLain stated his reason for wanting a clear definition of "Lead Ditch". If a word is found that is unfamiliar, it is often helpful to go to the 'table of authorities' or in this case the definition section for clarification. He further stated that without a clear definition, the ordinance could be called into question because there is not a definition included. Mr. Porter suggested to the Board that they could direct staff to include a definition in section 151.600, Definitions, that would define a "Lead Ditch".

Chairman Garry Meiggs asked if there were any further comments from the public regarding this issue. Hearing none, he called for a motion to close the public hearing.

Vice Chairman Michael McLain made a motion to close the public hearing. The motion passed 4-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, Commissioners Clayton Riggs, and Randy Krainiak voting aye; no Commissioner voting no; Commissioner Sandra Duckwall absent; and no Commissioner not voting.

As no one spoke in opposition to the proposed amendments to the UDO, Commissioner Clayton Riggs made a motion to add "Ordinance No. 2014-03-01; Proposed Amendments to Chapter 151 (Unified Development Ordinance) of the Camden County Code of Ordinances" as New Business item 6.D. The motion passed 4-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, Commissioners Clayton Riggs, and Randy Krainiak voting aye; no Commissioner voting no; Commissioner Sandra Duckwall absent; and no Commissioner not voting.

New Business

New Business

Item 6. A. One Mill Park Update & Engineering Contract

Dan Porter, Director of Planning, came before the Board to give an update on the One Mill Park project and to seek approval of 2 items related to this project: (1) Memorandum of Agreement between NC Wildlife Resources Commission and Camden County; and (2) Quible contract for professional services for the CAMA Major Permit and Boat Ramp Design.

Mr. Porter supplied the following information:

- The initial funding application is complete
- 3 different funding sources have approved dollar amounts for this, which will reduce the County's local contribution match for this significantly
- The property for One Mill Park has been purchased
- The easements and encroachment agreements have been obtained from both private property owners and NCDOT
- The Stormwater Plan and the Soil & Erosion Plan have been prepared and approved by DENR
- All structures on the property have been demolished and cleared
- Obtained a revised cost estimate from our engineers
- Initial discussions with CAMA have taken place regarding what kinds of permits will be required
- Contracts have not yet been created because each funding source has different requirements, but common to all of them is that until all funding sources, approvals, and details are in place, no money can be spent, or if it is spent there is no re-imburement for it
- Wildlife Resources Commission has approved funding in the amount of \$112,500, but will not be available until July 1, 2014
- Application for CAMA Major Permit as well as a good deal of research are yet to be done. CAMA permit may take a long time to obtain as they have to be reviewed by about 16-18 different agencies.
- Quible contract is for doing the work required in putting together the CAMA Major Permit; after submittal of the permit application, there is a 70-90 day approval period
- Certain elements, such as bulkheads, piers, and boat ramps need plans. Division of Wildlife does these often, and have plans they will give for this project and that will save the County some money.
- Construction and bid specifications need to be prepared for bid packages, request for bids / proposals advertised, contractors selected, and contracts awarded.
- Hope to have contracts to bring to the Board for execution during July 2014, this will depend on how long the CAMA process takes

Mr. Porter explained the Project Costs line item breakdown which was supplied in the Board Packet for this meeting.

- Quible prepared cost estimates which are incorporated in the Project Costs document
- Some of the items on the estimate are items that were overlooked by Planning when the application was put together; others are items which are similar but costs may vary.

- Overall, the cost estimate as prepared by Quible comes in at about \$80,000 more than the initial projected cost prepared by Planning staff, which is about a 14% increase.
- With all of the different funding sources that have been secured, Planning staff believes that the actual amount that the County would pay as a local match may be able to be reduced to about \$84,000 as some items are being paid by the PartF Grant, others by multiple funding sources or singular different sources. \$84,000 is a theoretical figure, but is likely to be higher albeit still lower than the initial commitment.

Mr. Porter described what is being requested of the Board:

- Asking that the Quible contract be approved for \$10,750 to accomplish the CAMA Major Permit Application and also to assist in steps necessary to prepare to place this project out for bid; and
- Asking for the Memorandum of Agreement between the NC Wildlife Resources Commission and Camden County be approved
 - NCWRC and Camden County mutually agrees to cooperate to provide free public boating access at the One Mill Park Boating Access Area facility located on One Mill Road, Camden County, NC with access to the Pasquotank River.
 - NCWRC will provide \$112,500 funding towards this goal as long as the County agrees to (a) collaborate with the NCWRC with regards to the design of such; (b) provide routine maintenance to include mowing and litter removal; (c) provide free public boating access including vehicle and trailer parking 24 hours a day / 7 days a week with no closures except for repairs and improvements to the property; (d) provide remaining funding for completion of the project to include launch lane, paved trailer parking area, ADA accessible areas; and (e) install signage identifying the NCWRC as a funding partner and to recognize them on any literature for the same.

At this time, Chairman Garry Meiggs asked if there were any questions for Mr. Porter on this. Hearing none, he entertained 2 motions relating to this agenda item:

Motion #1

Motion: “Approve the Memorandum of Agreement between the NC Wildlife Resources Commission and Camden County as presented and allow the Chairman to sign and the County Manager to attest”

Made By: Vice Chairman Michael McLain

The motion was approved 4-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, Commissioners Randy Krainiak, and Clayton Riggs voting aye; none voting no; Commissioner Sandra Duckwall absent; and none not voting.

Motion #2

Motion: “Approve the Quible contract as presented in the amount of \$10,750”

Made By: Vice Chairman Michael McLain

The motion was approved 4-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, Commissioners Randy Krainiak, and Clayton Riggs voting aye; none voting no; Commissioner Sandra Duckwall absent; and none not voting.

New Business

Item 6. B. Fiscal Year 2014-2015 Camden County Youth Services Grant Application

County Manager Michael Renshaw introduced the JCPC Coordinator Cameron Williams and asked him to describe this agenda item.

Mr. Williams provided the following information with regard to the Fiscal Year 2014-2015 Camden County Youth Services Grant Application:

- This grant application incorporates 4 components:
 - C.R.O.W.N. Kids (Children Reaching Our World Now) / B.E.A.R.S (Being Educated and Responsible Students)
 - Brief Description: An interpersonal skill building component where youth increase life skill development, social skills, and have positive interactions with others during school hours, after school, and during school holiday / breaks.
 - Component Cost: \$45,520
 - Teen Court
 - Brief Description: A structured component where first time, non-violent, misdemeanor offenders admitting guilt are given the option to plead their case before a jury of trained peers volunteers who then provide a constructive sentence. Upon successful completion, the referring agency is notified. Teen Court is a diversion resource for juvenile intake, district court, SROs and other local law enforcement.
 - Component Cost: \$2,435
 - Camden Camp BLUE (Building Leaders and Urging Excellence)
 - Brief Description: A six week summer day camp program for youths providing hands-on educational activities, life skill development and social skill building lessons in a safe, supervised environment during the summer months during school vacation. Program will be based at the Middle School from 9 am to 3 pm weekdays. Camp staff and local law enforcement and EMS volunteers will provide participants with opportunities for pro-social involvement and mentoring on the part of local public safety officials.
 - Component Cost: \$29,817
 - Community Service
 - Brief Description: Provides youth offenders with positive consequences to negative behavior based on court ordered requirements thus holding them accountable for their actions.
 - Component Cost: \$1,520
- Total Costs of all 4 components: \$79,292
- Grant Application requests: \$51,907 with \$27,385 specified in county and local in-kind fund matching.
- Requesting approval of the grant application.

County Manager Michael Renshaw commented that there is no change in the budget amounts for this item for the upcoming fiscal year as compared to the current fiscal year and recommended approving the grant application as presented.

Motion: "Approve Fiscal Year 2014-2015 Camden County Youth Services Grant Application as presented"

Made By: Commissioner Randy Krainiak

The motion was approved 4-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, Commissioners Randy Krainiak, and Clayton Riggs voting aye; none voting no; Commissioner Sandra Duckwall absent; and none not voting.

New Business

Item 6. C. Monthly Tax Report, Lisa Anderson, Tax Administrator

Camden County Tax Administrator Lisa Anderson came before the Board and gave the monthly tax report for the month of March 2014. Ms. Anderson read through the monthly report documents which were included in the Board Packet for this meeting (said documents are also maintained in the Clerk’s permanent records and summarized herein below):

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

OUTSTANDING TAX DELINQUENCIES BY YEAR

<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>
2013	316,565.64	54,679.96
2012	87,436.28	18,126.92
2011	41,258.64	13,329.24
2010	27,339.42	6,775.87
2009	11,802.97	6,548.05
2008	8,832.11	6,679.61
2007	7,537.10	10,433.03
2006	2,472.55	14,558.88
2005	1,881.13	26,781.35
2004	1,100.17	12,169.27
TOTAL REAL PROPERTY TAX UNCOLLECTED		506,226.01
TOTAL PERSONAL PROPERTY UNCOLLECTED		170,082.18
TEN YEAR PERCENTAGE COLLECTION RATE		99.00%
COLLECTION FOR 2014 vs. 2013		94,285.66vs.108,303.71

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2013	94.67%
2012	98.51%
2011	99.23%

EFFORTS AT COLLECTION IN THE LAST 30 DAYS
ENDING **March** **2014**
BY TAX ADMINISTRATOR

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

Chairman Garry Meiggs asked if there were any questions for the Tax Administrator. Hearing none, he entertained a motion.

Motion: "Accept monthly tax report for month of March 2014 as presented by the
 Tax Administrator"
Made By: Commissioner Clayton Riggs

The motion was approved 4-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, Commissioners Randy Krainiak, and Clayton Riggs voting aye; none voting no; Commissioner Sandra Duckwall absent; and none not voting.

New Business

Item 6. D. Ordinance No. 2014-03-01; Proposed Amendments to Chapter 151 (Unified Development Ordinance) of the Camden County Code of Ordinances

Public Hearing on the following Ordinance, Number 2014-03-01, Proposed Amendments to Chapter 151 (Unified Development Ordinance) of the Camden County Code of Ordinances was held earlier in this meeting, see agenda item number 5.A. The text of the proposed amendments, included herein below, reflect the requested addition of a definition of "Lead Ditch" to the definitions section of the UDO.

Ordinance No. 2014-03-01

**An Ordinance
Amending the Camden County
Code of Ordinances**

Camden County, North Carolina

BE IT ORDAINED BY THE CAMDEN COUNTY BOARD OF COMMISSIONERS as follows:

Article I: Purpose

The purpose of this Ordinance is to amend Chapter 151 of the Camden County Code of Ordinances of Camden County, North Carolina, which was originally adopted by the County Commissioners on December 15, 1997, and subsequently amended and as otherwise incorporated into the Camden County Code.

Article II. Construction

For purposes of this Ordinance, underlined words (underline) shall be considered as additions to existing Ordinance language and strikethrough words (~~strikethrough~~) shall be considered deletions to existing language. New language of proposed ordinance shall be shown in italics (*italics*) and underlined.

Article III. Amend Chapter 151 as amended of the Camden County Code which shall read as follows:

CHAPTER 151: UNIFIED DEVELOPMENT

§ 151.065 HEIGHT LIMITATIONS.

(A) No building or structure may exceed a height of 35 feet, as measured from the lowest adjacent grade to the highest eave. *This requirement may be waived and set as a condition through application and approval of a Special Use Permit if the proposed building has a fire suppression system that would provide fire protection for the building allowing for the safe exit of all occupants of the building.* Any applicant for a structure (such as a wireless telecommunications facility) with a height of 50 feet or more shall obtain written documentation from the manager of any airport which regularly handles commercial or military air traffic and is located within 15 miles of the proposed site that the structure will not interfere with air traffic or otherwise pose a risk to air traffic. The applicant may appeal to the Board of Adjustment if the manager of the airport does not provide the applicant with a statement as required by this section, and the Board may grant the permit if it makes written findings of fact that all other requirements under this chapter are met and if the proposed structure will not interfere or otherwise pose a risk to air traffic.

§ 151.232 DESIGN STANDARDS AND CRITERIA.

All major subdivisions shall be designed to meet the following requirements:

(E) *Utility and drainage easements.* Each subdivision ~~must~~ *shall* provide 10-foot easements for utilities and drainage, including but not limited to water and sewer mains along rear and side lot lines and 15 feet along front lines for service to all lots within the subdivision. *There shall be a 30 foot drainage/maintenance easement on all lead ditches that carry water from upstream through the development to the outfall.* Additional easements may be required due to topography or other physical features. Where a development concept is approved which requires zero lot line development, alternative easement locations may be considered.

§ 151.400 DRAINAGE.

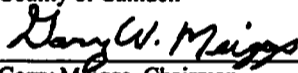
(A) *Stormwater drainage.* Each residential/non-residential subdivision or commercial site plan shall provide adequate storm drainage certified by a North Carolina registered engineer or a North Carolina Licensed Surveyor, (with proven experience in stormwater drainage) for all areas in the subdivision. A combination of storage and controlled release of stormwater run-off is required. The release rate of stormwater from all developments shall not exceed the ten-year stormwater run-off from the area in its natural state (post-development vs. pre-development). All free-flowing storm drainage systems shall be designed to accommodate the run-off generated by a ten-year design storm or North Carolina Department of Transportation (NCDOT) standards if more restrictive. The following information must be provided:

- (1) Elevation survey of entire tract with topo lines at one-foot intervals;
 - (2) All culvert inverts (including driveway culverts);
 - (3) Direction of flows;
 - (4) Downstream analysis (cross-sections) of drainage way to outlet (creek, stream, river and the like);
 - (5) Stormwater storage analysis (storing the differential between the outlet ditch capacity at bank full and the 100-year storm event throughout the proposed development area) and show minimum lot elevations;
 - (6) Drainage calculations for drainway design within boundaries of proposed subdivision and off-site, if appropriate;
 - (7) Show total pre-development and post-development run-off in CFS (cubic feet per second) volume leaving development area;
 - (8) Along all existing drainage ways within proposed development areas, swales (minimum 6:1 side slopes) are preferred over traditional ditches. Maintenance easements the width of the swale shall be centered over the swale;
 - (9) There shall be a 30 foot drainage/maintenance easement on all lead ditches that carry water from upstream through the development to the outfall.
 - ~~(9 10)~~ If swales are not utilized, then all ditches and canals will require minimum of 30 feet of open space from the top of bank on one side or the other (maintenance area); and
 - ~~(10 11)~~ Developer will be responsible for upgrading drainage system to outlet subject to obtaining permission from all property owners adjacent to the watercourse outlet.
- (B) Plans must address maintenance of the drainage system and who will be the responsible party to ensure proper maintenance is performed on the drainage system. The plan will be reviewed and inspected by County Technical Staff members.

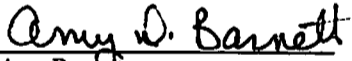
§ 151.600 DEFINITION OF BASIC TERMS.

LEAD DITCH – A ditch of any size that carries water from upstream through the property to the outfall.

Adopted by the Board of Commissioners for the County of Camden this 21st day of April, 2014.

County of Camden

Garry Meiggs, Chairman
Board of Commissioners

ATTEST:


Amy Barnett
Assistant Clerk to the Board

Having duly held a public hearing on the Proposed Amendments, and having not heard any opposition to same, Chairman Garry Meiggs entertained a motion:

Motion: “Approve Ordinance No. 2014-03-01; Proposed Amendments to Chapter 151 (Unified Development Ordinance) of the Camden County Code of Ordinances with the addition of a definition of ‘Lead Ditch’ to be added to the definitions section of the UDO”

Made By: Commissioner Clayton Riggs

The motion was approved 4-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, Commissioners Randy Krainiak, and Clayton Riggs voting aye; none voting no; Commissioner Sandra Duckwall absent; and none not voting.

Consent Agenda

Vice Chairman Michael McLain made a motion to approve the consent agenda. The motion passed 4-0 with Chairman Garry Meiggs, Vice Chairman Michael McLain, Commissioners Clayton Riggs, and Randy Krainiak voting aye; no Commissioner voting no; Commissioner Sandra Duckwall absent; and no Commissioner not voting.

Consent Agenda

Item 7. A. Draft Minutes, April 7, 2014

Consent Agenda

Item 7. B. Budget Amendments 2013-14-BA025 & 2013-14-BA026

**2013-14-BA025
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:			
154200-597010	Museum		\$25,000.00
Revenues:			
15399400-439900	Fund Balance Appropriated	\$25,000.00	

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

Balance in Contingency \$56,247.00.

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 21st day of April, 2014.



Asst. Clerk to Board of Commissioners



Chairman, Board of Commissioners

Consent Agenda

Item 7. D. Tax Authorization to Collect for January 2014 and June 2014

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County (January Renewals) Due 05/01/2014
(OLD SYSTEM)

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
788.46	1050.54	66.54	1905.54

Witness my hand and official seal this 21st day of April, 2014.

Gary W. Meigs

Chairman, Camden County Board of Commissioners

Attest:

Amy D. Barnett

Asst. 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.

Risa S. Anderson
Tax Administrator of Camden County

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County (June Renewals) Due 07/15/2014 (NEW SYSTEM)

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
14,542.27	16,129.26	9,461.70	40,133.23

Witness my hand and official seal this 21st day of April, 2014.

Gary W. Meigs

Chairman, Camden County Board of Commissioners

Attest:

Amy D. Barnett

Asst. 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.

Risa S. Anderson
Tax Administrator of Camden County

Consent Agenda

Item 7. E. Personnel Policy Article 1 Section 8 Definitions

New language listed hereunder is in italics (*italics*) and underlined (underline) and offset by ¼ inch on the left margin.

ARTICLE I. GENERAL PROVISIONS

Section 8. Definitions

For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them by this section:

Adverse Action. An involuntary demotion, reduction in pay, suspension, reduction in force, or separation from employment.

Anniversary Date. The employee's most recent date of employment with the county service in a permanent position.

Appointing Authority. Any County board or official with the legal authority to make hiring decisions.

Classification. A title of a single or group of positions which are sufficiently similar to require the same set of knowledge, skills, abilities, education and experience qualifications.

Department. (Webster's 2003) A field of activity.

Full-time employee. An employee who is in a position for which an average work week equals at least 40 hours, and continuous employment of at least 12 months, is required by the County

Part-time employee. An employee who is in a position for which an average work week of at least 20 hours and less than 40 hours and continuous employment of at least 12 months is required by the County.

Part-time employee (non-benefit eligible). *An employee who is in a position for which an average work week is 28 hours or less and employment is either seasonal, as needed or number of hours vary from week to week.*

Permanent position. A position authorized for the budget year for a full twelve months and budgeted for twenty or more hours per week. All County positions are subject to budget review and approval each year by the Board of Commissioners and all employees' work and conduct must meet County standards. Therefore, reference to "permanent " positions or employment should not be construed as a contract or right to perpetual funding or employment.

Probationary employee. An employee appointed to a full or part-time regular position who has not yet successfully completed the designated probationary period of six months. Persons in trainee or work against appointments are a probationary employee for the full duration of their appointment in that status.

Regular employee. An employee appointed to a full or part-time position who has successfully completed the designated probationary period.

Temporary employee. An employee appointed to a position for which either the average work week required by the County over the course of a year is less than 20 hours, or continuous employment required by the County is less than 12 months.

Trainee. An employee status when an applicant is hired (or employee promoted) who does not meet all of the requirements for the position. During the duration of a trainee appointment, the employee is on probationary status.

Unit. (Webster 2003) A single person or group especially as a part of a whole.

Work Against Appointment. In departments whose employees are subject to the State Personnel Act, the appointing authority may appoint an employee in a work against situation. When qualified applicants are unavailable and there is no trainee provision for the classification of the vacancy, the appointing authority may appoint an employee below the level of the regular classification in a "work against" appointment. This appointment is for the purpose of allowing the employee to gain the qualifications needed for the full class through on the job experience. A work against appointment may not be made when applicants are available who meet the training and experience requirements for the full class in the position being recruited. During the duration of the work against appointment, the employee is on probationary status.

Consent Agenda

Item 7. F. Resolution 2014-04-02, Resolution Authorizing Removal of Certain Public Record Books kept by the Register of Deeds for the Purpose of Repair, Restoration, and Rebinding

BOARD OF COMMISSIONERS

GARRY W. MEIGGS
Chairman

P. MICHAEL MCLAIN
Vice Chairman

SANDRA J. DUCKWALL
CLAYTON D. RIGGS
RANDY KRAINIAK



MICHAEL RENSHAW
County Manager

AMY BARNETT
Assistant Clerk to the Board

JOHN S. MORRISON
County Attorney

**RESOLUTION AUTHORIZING
REMOVAL OF CERTAIN PUBLIC RECORD BOOKS
KEPT BY THE REGISTER OF DEEDS FOR
THE PURPOSE OF REPAIR, RESTORATION
AND REBINDING**

Resolution No: 2014-04-02

WHEREAS, NC General Statute 132-7 provides that books of public records should be copied or repaired, renovated or rebound if mutilated, damaged or difficult to read and

WHEREAS, there is identified certain books of public records maintained by the Register of Deeds in need of repair, restoration and rebinding and

WHEREAS, Brown's River Records Preservation Services is under contract to provide repair, restoration and rebinding of these certain books of public records.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS FOR CAMDEN COUNTY, NORTH CAROLINA, that

Section 1. The Register of Deeds is authorized to remove or cause to be removed to the care and custody of Brown's River Records Preservation Services for repair, restoration and rebinding the following books of public record:

Deed Book 33

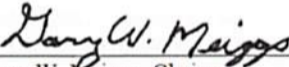
Section 2. The books of public records listed in Section 1 of this resolution may remain in the care and custody of Brown's River Records Preservation Services for the length of time required to repair, restore or rebind them.

Section 3. This resolution is effective upon its adoption.

Adopted this, the 21st day of April, 2014.

ATTEST:


Amy Barnett, Assistant Clerk to the Board


Garry W. Meiggs, Chairman
Camden County Board of Commissioners

Consent Agenda

Item 7. G. Budget Amendments, Camden County Board of Education

Budget Amendment

Camden County Schools Administrative Unit

Capital Outlay Fund

The Camden County Board of Education at a meeting on the 10th day of April, 2014, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2014.

Code Number	Description of Code	Amount	
		Increase	Decrease
9100	Category I Projects		18,300.00
Explanation:			
	Total Appropriation in Current Budget	\$	429,414.00
	Amount of Increase / (Decrease) of Above Amendment		-18,300.00
	Total Appropriation in Current Amended Budget	\$	421,114.00

Passed by majority vote of the Board of Education of Camden County Schools on the 10th day of April 2014.

G. Wayne White

Chairman, Board of Education

[Signature]

Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes in the minutes of said Board, this 21st day of April 2014.

Gary W. Meigs

Chairman, Board of County Commissioners

Amy D. Barnett

Assistant Clerk, Board of County Commissioners

BUDGET AMENDMENT
April 10, 2014

4. Capital Outlay Fund

- A. We must decrease our budget to correct a budget code and transfer funds to meet the capital outlay requests approved at the beginning of the fiscal year. We request your approval.

Category I Projects

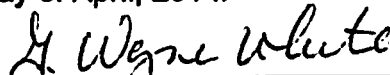
9107.077.541 Window Replacement	\$ - 30,000.00
9117.077.541 Pur of Replacement A/C Units	\$ + <u>11,700.00</u>

Total – Category III Projects	\$ - 18,300.00
	=====


4.4910.997 Revenue – Fund Balance Approp - Reg.	\$ + 18,300.00
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Total – Revenue	\$ + 18,300.00
	=====

Passed by majority vote of the Board of Education of Camden County on the 10th day of April, 2014.



Chairman, Board of Education



Secretary, Board of Education

Budget Amendment

Camden County Schools Administrative Unit

Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 10th day of April, 2014, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2014.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Curricular Services		1,670.00
5200	Speical Curricular Services	1,570.00	
5800	Guidance Support Services	100.00	
7100	Community Support Services	2,084.00	
8100	Pymts to Other Govt Units/Trans	1,013.95	
8200	Unbudgeted Funds		3,097.95
Explanation:			
	Total Appropriation in Current Budget		\$ 1,432,461.92
	Amount of Increase/Decrease of Above Amendment		+ .00
	Total Appropriation in Current Amended Budget		\$ 1,432,461.92

Passed by majority vote of the Board of Education of Camden County on the 10th day of April 2014.

Wayne White

 Chairman, Board of Education

[Signature]

 Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 21st day of April 2014 .

Gary W. Meigs

 Chairman, Board of County Commissioners

Amy D. Barnett

 Assistant Clerk, Board of County Commissioners

BUDGET AMENDMENT
April 10, 2014

8. Other Local Current Expense Fund

A. We have reviewed this area of the budget and must transfer funds to cover the cost of the program. We request your approval of the following amendment.

After School Day Care

7100.701.178 Salary – Day Care Workers	\$ +	2,255.00
7100.701.184 Longevity Pay	-	87.00
7100.701.188 Annual Leave Payoff	-	400.00
7100.701.211 Emp Soc Sec Costs	+	171.00
7100.701.221 Emp Retirement Costs	-	301.00
7100.701.311 Contracted Services	-	300.00
7100.701.312 Workshop Expenses	-	150.00
7100.701.411 Supplies & Materials	-	500.00
7100.701.451 Purchase of Snacks	+	1,396.00
8100.701.392 Indirect Costs	-	<u>2,084.00</u>

Total – After School Day Care \$ + .00

B. We have reviewed this program area and find that we must transfer funds to correct a coding error and cover expenses within the program. We request your approval of the following.

Carol M. White PEP Grant

5113.332.311 Contracted Services	\$ -	1,500.00
5113.332.411 Supplies & Materials	-	17,300.00
5113.332.461 Pur of Non-Cap Equipment	+	14,400.00
5113.332.541 Pur of Equipment	+	2,900.00
5213.332.311 Contracted Services	+	1,500.00
8100.332.392 Indirect Costs	+	3,097.95
8200.332.392 Indirect Costs	-	<u>3,097.95</u>

Total – Carol M. White PEP Grant \$ + .00

C. We have reviewed this program area and find that we must transfer funds to meet the needs of the program. We request your approval of the following amendment.

Classroom Teacher

5110.841.163 Substitute Pay	\$ -	40.00
5110.841.199 Overtime Pay	+	40.00
5110.841.332 Travel Reimbursement	-	170.00
5210.841.332 Travel Reimbursement	+	70.00

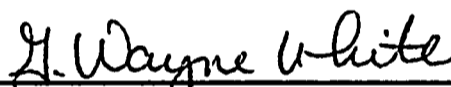
**Budget Amendment
Other Local Current Expense Fund
April 10, 2014, Page 2**

5830.841.332 Travel Reimbursement	+ <u>100.00</u>
Total – Classroom Teacher	\$ + .00

D. We have reviewed the Board of Education area of the budget and find that we must transfer funds to cover workshop expenses. We request your approval of the following amendment.

<u>Board of Education</u>	
6910.860.192 Salary – BOE members	\$ - 6,000.00
6910.860.312 Workshop Expenses	+ <u>6,000.00</u>
Total – Board of Education	\$ + .00

Passed by majority vote of the Board of Education of Camden County on the 10th day of April, 2014.



Chairman, Board of Education



Secretary, Board of Education

Budget Amendment

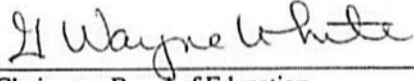
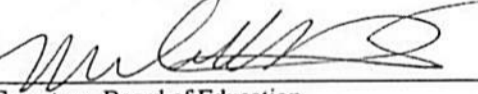
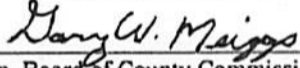
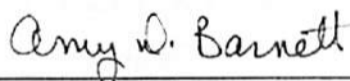
Camden County Schools Administrative Unit

Local Current Expense Fund

The Camden County Board of Education at a meeting on the 10th day of April, 2014, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2014.

Code Number	Description of Code	Amount	
		Increase	Decrease
5300	Alternative Curricular Services	.00	
Explanation:			
	Total Appropriation in Current Budget	\$ 2,062,036.00	
	Amount of Increase/Decrease of Above Amendment		.00
	Total Appropriation in Current Amended Budget	\$ 2,062,036.00	

Passed by majority vote of the Board of Education of Camden County on the 10 th day of April, 2014  _____ Chairman, Board of Education  _____ Secretary, Board of Education	We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this <u>21st</u> day of <u>April</u> 20 <u>14</u> .  _____ Chairman, Board of County Commissioners  _____ Assistant Clerk, Board of County Commissioners
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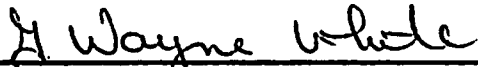
BUDGET AMENDMENT
April 10, 2014

2. Local Current Expense Fund

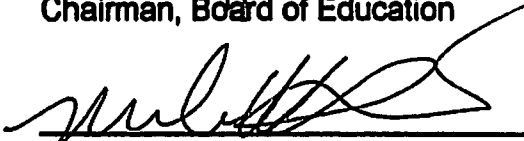
- A. We have reviewed this program area and find that we must transfer funds to cover the cost of supplies. We request your approval of the following amendment.**

<u>At-Risk Programs</u>			
5330.847.418	Comp Software & Supplies	\$ -	40.00
5350.847.411	Instructional Supplies	+	<u>40.00</u>
Total – At-Risk Programs		\$ +	0.00

Passed by majority vote of the Board of Education of Camden County on the 10th day of April 2014.



Chairman, Board of Education



Secretary, Board of Education

Commissioner's Report

Vice Chairman Michael McLain mentioned the following items of interest:

- Saturday, April 26, 2014 is the Annual Tarwheel Bike Ride which starts at 8AM
- Saturday, May 3, 2014 is Paddle for the Border

Commissioner Randy Krainiak mentioned the following item of interest:

- 69th Annual 4-H Livestock Show and Sale will be held on April 29th - 30th in Elizabeth City at the 4-H Livestock Arena located behind the old Museum of the Albemarle off of NC Hwy 17.

County Manager's Report

County Manager Michael Renshaw had the following items to report:

- Mr. Renshaw thanked Mrs. Amy Barnett for her exceptional work and attention to detail as Assistant Clerk to the Board during this time of transition.
 - On Wednesday, April 30, 2014, the Board of Commissioners and the County Manager will meet with COA President, Dr. Kandi W. Deitemeyer and members of her staff in a joint work session at the Camden County Library Community Room from 9-10:30 AM.
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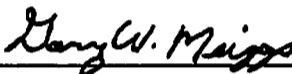
Information from Board and Staff

The following items were provided to the Board for their information, and a copy of these items is maintained in the Clerk's office.

- A. Advertising Notice of April 21, 2014 Meeting
- B. Camden County General Ledger Balance Sheet, April 7, 2014
- C. Register of Deeds Account Balance Report, March 2014
- D. Land Transfer Tax Collections Report, March 2014
- E. Sales Tax Collection Report
- F. Safety Committee Minutes, March 26, 2014

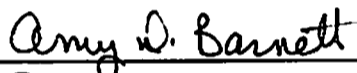
Meeting Adjourned

At 8:13 P.M., Chairman Garry Meiggs asked if there were any other matters to come before the Board of Commissioners, hearing none, and by acclamation the meeting was adjourned.



Chairman Garry Meiggs
Camden County Board of Commissioners

ATTEST:



Amy D. Barnett
Assistant Clerk to the Board