

Camden County Board of Commissioners
Regular Meeting
July 6, 2021
Closed Session – 5:30 PM
Regular Meeting - 7:00 PM
Historic Courtroom - Camden, North Carolina

MINUTES

A Regular Meeting of the Camden County Board of Commissioners was held on July 6, 2021 in the Historic Courtroom, Camden, North Carolina.

CALL TO ORDER

The meeting was called to order by Vice-Chairman Ross Munro at 5:30 PM. Also Present: Commissioners Clayton Riggs, Randy Krainiak, Tiffney White. Absent: Chairman Tom White.

CLOSED SESSION

Motion to go into Closed Session to discuss personnel, economic development and to consult with the County Attorney.

RESULT:	PASSED [4-0]
MOVER:	Clayton Riggs
AYES:	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
ABSENT:	Tom White

Motion to come out of Closed Session.

RESULT:	PASSED [4-0]
MOVER:	Randy Krainiak
AYES:	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
ABSENT:	Tom White

The Board of Commissioners came out of Closed Session at 6:45 PM and Vice-Chairman Munro recessed the meeting until 7:00 PM.

At 7:00 PM Vice-Chairman Munro reconvened the Board of Commissioners and welcomed everyone in attendance.

INVOCATION & PLEDGE OF ALLEGIANCE

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

ITEM 1. CONSIDERATION OF AGENDA

Motion to approve the agenda as presented.

RESULT:	PASSED [4-0]
MOVER:	Clayton Riggs
AYES:	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
ABSENT:	Tom White

ITEM 2. CONFLICT OF INTEREST DISCLOSURE STATEMENT

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

ITEM 3. PUBLIC COMMENTS

- Brenda Bowman gave an update on the Camden Heritage Festival to take place October 9, 2021 from 10 AM to 3 PM.
- Cam Smart of Shiloh addressed the Board and expressed appreciation for the work that was done on the proposed Animal Ordinance. Ms. Smart also presented additional information in regard to a study by Dr. Carl Williams, DVM and Jodi Reber, RN entitled *Exotic Animals: Rabies, Other Communicable Diseases & Ownership*.
- Jeannie Bundy addressed the Board and shared her concerns in regard to the budget request from the Sheriff's Office for additional deputies. Ms. Bundy spoke in support of providing the additional deputies and inquired as to what will be done in the next 1 to 3 years to assist the Sheriff's Office with the new subdivisions that are going to increase the county's population by 7000 citizens.

Special Presentation

Vice-Chairman Munro recognized former Commissioner Garry Meiggs with the presentation of a plaque in appreciation for his 12 years of service on the Board of Commissioners.

ITEM 4. PRESENTATIONS

- A. Trillium Health Resources – Bland Baker gave the Annual Report from Trillium Health Resources. Mr. Baker included the following in his report:
- Trillium's Mission
 - Trillium Map Per Region
 - Medicaid Transformation
 - Organizational Changes
 - COVID-19 Impact
 - Project Updates
 - Consumers Served in Camden County
 - Mental Health – 159
 - Substance Use – 56
 - I/DD – 31

Vice-Chairman Munro requested that Mr. Baker return when he feels appropriate and give an update on how the changes are progressing.

South Camden Water & Sewer District Board of Directors

Vice-Chairman Ross Munro recessed 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 [4-0]
MOVER:	Tiffney White
AYES:	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
ABSENT:	Tom White

New Business

A. Monthly Report – Chuck Jones

South Camden Water & Sewer Board				
Monthly Work Order Statistics Report				
Period: May 2021				
	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water/Distribution	88	88	100%	0
Sewer/Collection	0	0	100%	0

New Services installed: 2

Locates:

Water Line: 90

Sewer Line: 8

Water & Sewer, same ticket: 17

Hydrant flow test: 0

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

Water treated at the water treatment plant in May: 17 653 210

Daily average water usage for May: 569 000

Current treatment capacity at the water treatment plant: 720 000

SMWA Daily Consumption 2021												
Date	January	February	March	April	May	June	July	August	September	October	November	December
1	153,300	136,100	132,200	124,000	219,600							
2	133,536	137,700	156,400	133,300	230,700							
3	153,700	136,000	147,000	154,000	185,100							
4	135,700	138,400	146,200	175,800	164,900							
5	127,100	133,000	124,600	149,700	172,300							
6	146,500	152,200	149,900	150,800	142,800							
7	140,200	161,000	194,600	169,000	136,600							
8	125,400	138,500	132,600	159,600	165,900							
9	148,300	124,500	153,700	135,100	175,500							
10	167,900	146,700	139,500	172,400	205,700							
11	152,500	133,900	137,900	195,300	148,700							
12	161,800	116,700	123,900	162,200	161,200							
13	118,500	150,200	164,800	144,200	154,000							
14	134,600	135,400	172,500	151,200	122,700							
15	127,300	167,800	137,700	141,300	212,100							
16	151,700	130,500	120,100	134,300	236,000							
17	159,300	146,400	141,500	181,600	183,700							
18	151,800	114,200	130,900	186,700	201,300							
19	128,400	140,900	130,600	146,200	200,300							
20	136,400	138,900	141,500	153,800	197,300							
21	149,000	175,800	171,800	134,800	186,900							
22	123,200	150,800	132,000	146,800	237,200							
23	139,200	132,600	148,400	138,900	279,600							
24	167,900	144,800	138,400	166,900	189,700							
25	142,300	114,900	177,100	180,600	183,500							
26	144,300	137,900	131,900	149,200	234,600							
27	125,900	140,800	158,700	194,300	214,300							
28	137,700	170,900	178,900	176,600	175,900							
29	150,200		143,700	178,200	159,700							
30	139,200		138,400	179,300	156,900							
31	164,800		151,300		222,200							
Total	4,437,636	3,947,500	4,548,700	4,766,100	5,856,900							

2021 High Service Pump Flows

Month	Monthly Total	Average Daily Use
January 2021	14,226,700	.458,926
February 2021	13,244,900	.473,032
March 2021	15,859,340	.511,592
April 2021	14,481,270	.482,709
May 2021	17,653,210	.569,458
June 2021		
July 2021		
August 2021		
September 2021		
October 2021		
November 2021		
December 2021		
Yearly Totals		

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	New Svc Installed
2020										
May	48	100%	0%	46	2	88	15	2	0 flow/15 (painted)	3
June	71	100%	0%	69	2	55	7	1	0 flow/21 (painted)	2
July	86	100%	0%	82	4	69	6	2	0	2
August	72	100%	0%	71	1	64	8	1	0 flow/4 (painted)	2
Sept	86	100%	0%	84	2	90	15	0	0 flow/5 (painted)	3
Oct	99	100%	0%	99	0	65	4	3	0 flow/41 painted	1
Nov	53	100%	0%	53	0	51	2	1	0	2
Dec	59	100%	0%	57	2	77	6	3	0	1
2021										
Jan	102	100%	0%	101	1	85	2	20	0	1
Feb	87	100%	0%	85	2	81	22	4	0	3
March	86	100%	0%	85	1	97	45	10	0	1
April	65	100%	0%	65	0	92	28	19	0	5
May	88	100%	0%	88	0	90	8	17	0	2

Mr. Jones added that the County Administration Building is now hooked up to the county sewer system.

Motion to approve the monthly report as presented.

RESULT:	PASSED [4-0]
MOVER:	Clayton Riggs
AYES:	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
ABSENT:	Tom White

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

RESULT:	PASSED [4-0]
MOVER:	Clayton Riggs
AYES:	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
ABSENT:	Tom White

Vice-Chairman Munro adjourned the South Camden Water & Sewer Board of Directors and reconvened the Board of Commissioners.

ITEM 5. PUBLIC HEARINGS

A. Ordinance 2021-07-01 Chapter 160D - Morgan Potts

Motion to open the Public Hearing for the Zoning Text Amendments for compliance with Chapter 160D.

RESULT:	PASSED [4-0]
MOVER:	Clayton Riggs
AYES:	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
ABSENT:	Tom White

The requested text amendment for “Vested Rights” and “Permit Choice” is necessary to comply with a new state law embodied in General Statute 160D. The Board of Commissioners initially heard and approved text amendments to 160D in March 2021; however, “Vested Rights” and “Permit Choice” were not incorporated. The county is required to include them in the UDO, per NCGS 160D.

At the March 2021 meeting, the “Transfer Plat” text was tabled, and has not been addressed since. It is the request of staff to reinstate the language, with no additional restrictions proposed. Language has been added to “Transfer Plat” that allows provisions for involuntary transfers (i.e. foreclosure, court order, or death of the property owner).

Lastly, Planning staff is seeking to correct simple typos found within the UDO. Staff is requesting approval of the requested text amendments within “Sign Standards in Commercial Districts” for clarity and consistency. The Planning Board voted unanimously to recommend approval of all the requested text amendments.

<p style="text-align: center;">Ordinance No. 2021-07-01</p> <p style="text-align: center;">An Ordinance Amending the Camden County Code of Ordinances</p> <p style="text-align: center;">Camden County, North Carolina</p> <p>BE IT ORDAINED BY THE CAMDEN COUNTY BOARD OF COMMISSIONERS as follows:</p> <p>Article I: Purpose</p> <p>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 January 1, 1998, and subsequently revised February 4, 2019 and subsequently amended, and as otherwise incorporated into the Camden County Code.</p> <p>Article II. Construction</p> <p>A. For the purposes of this Ordinance the Table in Article III relates strictly to changes in the General Statute citations from either 160A or 153A to the new General Statute 160D which combines the previous statutes. The table shows the page that the citation occurs, the citation deleted and the citation added.</p> <p>B. For the purposes of re-establishing Section 2.3.24, “Transfer Plat”, subsections “2; c. Application Submittal” and “E: Effect, 2”.</p> <p>C. For the purposes of correcting minor typographical errors and inconsistencies observed within Section 5.14 “Sign Standards in Commercial Districts”, and the related visual representation in the UDO.</p> <p>D. For purposes of this Ordinance, Article IV relates to substantive changes required by the new General Statute 160D in which underlined words (underlines) 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 (<i>italics</i>) and highlighted.</p> <p>Article III. Amend Chapter 151 as amended of the Camden County Code follows:</p> <p style="text-align: center;">(Continued on following pages)</p>	<p style="text-align: center;">1.13. VESTED RIGHTS</p> <p style="text-align: center;">1.13.6. PROCESS TO CLAIM VESTED RIGHT</p> <p>A. A landowner seeking to claim a vested right shall submit information to substantiate their claim of vesting status along with an application for a determination in accordance with Section 2.3.27, Vested Rights Determination Procedure</p> <p>B. Appeal of a decision on a determination application may be filed with the Board of Adjustment in accordance with Section 2.3.8, Appeal.</p> <p style="text-align: center;">1.13.7. EFFECT OF A VESTED RIGHT</p> <p>A. Development approvals that have an established vested right in accordance with Section 160D-108 of the North Carolina General Statutes and this section shall preclude any action by the County that would change, alter, impair, prevent, diminish, or otherwise delay the development or use of the property authorized by the development approval, except where a change in State or federal law occurs and has a retroactive effect on the development or use.</p> <p>B. Except when subject to sub-section C below, amendments to this Ordinance shall not be applicable to any of the following development approvals after they are vested:</p> <p>1. Buildings or uses of land for which a development permit application has been submitted and approved in accordance with this Ordinance and Section 160D-108 of the North Carolina General Statutes;</p> <p>2. Subdivisions of land for which a subdivision application has been submitted and approved in accordance with this Ordinance and Section 160D-108 of the North Carolina General Statutes;</p> <p>3. A site-specific vesting plan approved in accordance with this Ordinance and Section 160D-108 of the North Carolina General Statutes;</p> <p>4. A multi-phase development approval in accordance with this Ordinance and Section 160D-108 of the North Carolina General Statutes; and</p> <p>5. A vested right established by the terms of an approved development agreement in accordance with this Ordinance and Article 10 of Chapter 160D of the North Carolina General Statutes.</p> <p>C. Amendments to this Ordinance shall apply to vested development approvals if:</p> <p>1. A change to State or federal law occurs and has a retroactive effect on the development or use;</p> <p>2. There is written consent to be subject to the amendment by the landowner;</p> <p>3. The development approval expires; or</p> <p>4. The development is not undertaken or completed in accordance with the approval.</p> <p style="text-align: center;">1.13.8. DURATION</p> <p>Vested rights shall commence upon approval of a development application and shall continue through the maximum duration periods established in this section.</p> <p>4. BUILDING PERMITS</p>
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The issuance of a building permit establishes a vested right to development for a period of six months, as long as the building permit complies with the terms and conditions of approval of that building permit.

B. DEVELOPMENT APPROVALS

Except for building permits, site-specific vesting plans, development agreements, and multi-phase developments, any development approval under this Ordinance shall be vested from changes in this Ordinance for a period of one year from the date of approval, provided the development subject to the approval complies with all applicable terms and conditions.

C. SITE SPECIFIC VESTING PLANS

1. *Camden County shall provide for rights to be vested for a period at minimum two years but not to exceed five years where warranted in light of all relevant circumstances, including, but not limited to, the size and phasing of development, the level of investment, the need for the development, economic cycles, and market conditions or other considerations. These determinations are in the sound discretion of Camden County and shall be made following the process specified for the particular form of a site-specific vesting plan involved in accordance with subsection (C) of this section.*

2. *Site-specific vesting plans meeting the definition of a multi-phase development shall be vested in accordance with Section 1.13.7.D, Multi-Phase Developments.*

D. MULTI-PHASE DEVELOPMENTS

1. *A multi-phase development plan that occupies at least 25 acres of land area, is subject to a master plan that defines the types and intensities of all uses as part of the approval, and includes more than one phase shall be considered as a multi-phase development plan that is granted a vested right to develop for a period of seven years from the date of approval of the first site plan associated with the development.*

2. *Vesting shall commence upon approval of the site plan for the first phase of the development.*

3. *The vested right shall remain in effect provided the development does not expire and provided it complies with all the applicable terms and conditions of the approval.*

E. DEVELOPMENT AGREEMENTS

A development agreement shall be vested in accordance with the vesting term identified in the development agreement.

F.13.9 TERMINATION

A. *Vested rights established in accordance with this Ordinance shall run with the land.*

B. *In no instance shall vesting status extend beyond the maximum duration for the type of development application approval identified in Section 1.13.8, Duration.*

C. *In no instance shall the vesting status of a development approval continue after the development approval expires or if the development approval is revoked for failure to comply with the terms of the approval or of this Ordinance.*

D. *In no instance shall the vesting status of a development approval continue after it is determined that the development approval was based upon intentional inaccurate information or material misrepresentations.*

E. *In no instance shall vested rights continue if the Board of Commissioners finds, after a duly noticed public hearing, that natural or man-made hazards resulting from the development would result in a serious threat to public health, safety, or welfare if the development were to be continued or completed.*

F. *In the event of commenced but uncompleted work associated with a development approval, vested rights shall expire within 24 months of the discontinuance of work. This 24 month period shall not include the time associated with work stoppage resulting from an appeal or litigation.*

F.13.10 LIMITATIONS

A. *The establishment of a vested right does not preclude the County's application of overlay zoning district requirements or other development regulations that do not affect the type of land use, its density, or intensity.*

B. *A vested right shall not preclude the application of changes to building, fire, plumbing, electrical, or mechanical codes made after the development approval where a vested right was established.*

2.3.27. VESTED RIGHTS DETERMINATION

PERMIT CHOICE AND VESTED RIGHTS

A. Purpose and Intent

The purpose for the vested rights determination procedure section is to establish a clear procedure for an applicant to request vesting or protection from changes in this Ordinance that take place after approval of the application but prior to completion of an approved site-specific development plan in accordance with State law. This section is intended to implement Section 160B-108 of the North Carolina General Statutes, and in this section.

B. Applicability

1. A vested right may be established, in accordance with Section 458A-344.4 160B-108 of the North Carolina General Statutes, and this section.

2. A vested rights determination shall be limited to development included in a site specific development plan. For the purpose of this section, a site specific development plan may be one of the following development approvals:

- a. Special-use permits;
- b. Preliminary plans;
- c. Planned developments; or
- d. Major site plans for nonresidential development.

3. A vested rights determination shall be limited to the following:

- a. A valid building permit
- b. Site Specific Plans
- c. Development Approvals
- d. Multi-phase Developments
- e. Development Agreements

3. An application for a vested rights determination shall be processed concurrently or after the approval of a special-use permit, preliminary plat, planned development, or major site plan for nonresidential development, valid building permit, site specific plan, development approval, multi-phase development or a development agreement.

4. Nothing shall limit an applicant from filing an application for a vested rights determination on a particular development application after construction has commenced.

E. Permit Choice

1. *If a development permit applicant submits a permit application for any type of development and a rule or ordinance is amended, including an amendment to any applicable land development regulation, between the time the development permit application was submitted and a development permit decision is made, the development permit applicant may choose which adopted version of the rule or ordinance will apply to the permit and use of the building, structure, or land indicated on the permit application.*

2. *If the development permit applicant chooses the version of the rule or ordinance applicable at the time of the permit application, the development permit applicant shall not be required to await the outcome of the amendment to the rule, map, or ordinance prior to acting on the development permit. If an applicable rule or ordinance is amended after the development permit is wrongfully denied or after an illegal condition is imposed, as determined in a proceeding challenging the permit denial or the condition imposed, the development permit applicant may choose which adopted version of the rule or ordinance will apply to the permit and use of the building, structure, or land indicated on the permit application.*

3. *Any provision of the development permit applicant's chosen version of the rule or ordinance that is determined to be illegal for any reason shall not be enforced upon the applicant without the written consent of the applicant.*

C. B. Vested Rights Determination Procedure

1. Pre-Application Conference
 - a. Required (see Section 2.2.2, Pre-Application Conference).
2. Application Submittal
 - a. Applicable (see Section 2.2.4, Application Submittal).
 - b. Applications may be initiated by the landowner or any person who may submit an application in accordance with Section 2.2.4.A, Authority to File Applications.
3. Staff Review
 - a. Applicable (see Section 2.2.5, Staff Review and Action).
 - b. The UDO Administrator shall review the application, prepare a staff report, and provide a recommendation in accordance with Section 2.3.27, D, Vested Rights Determination Review Standards.
4. Public Notice
 - a. Applicable (see Section 2.2.6, Public Notice).
5. Board of Commissioners Review and Decision

a. Applicable (see Section 2.2.9, Action by Review Authority, and Section 2.2.7, Public Meetings and Hearings).

b. The Board of Commissioners, after the conclusion of a legislative public hearing, shall decide the application in accordance with Section 2.3.27.D, Vested Rights Determination Review Standards.

c. The decision shall be one of the following: 1. Approval of the vested rights determination as proposed; 2. Approval of a revised vested rights determination; or 3. Denial of vested rights determination.

F. E. Vested Rights Determination Review Standards

A vested rights determination shall be approved if:

1. The vested rights determination is for an approved site-specific development plan;
2. The development is valid and unexpired; and
3. Any required variances have been obtained.

F. F. Effect

1. A vested rights determination shall be approved prior to issuance of a building permit.
2. The establishment of a vested right shall not preclude the application of overlay zoning district provisions that impose additional requirements but do not affect the allowable type and intensity of use, or through ordinances that are general in nature and are applicable to all property subject to land use regulation by the County, including, but not limited to, building, fire, plumbing, electrical, and mechanical codes.
3. Notwithstanding any provision of this section, the establishment of a vested right under this section shall not preclude, change or impair the authority of the county to adopt and enforce development regulation provisions governing non-conforming situations or uses.
4. A vested right obtained under this section is not a personal right, but shall attach to and run with the applicable property. After approval of a vested right under this section, all successors to the original landowner shall be entitled to exercise such rights.

F. G. Amendment

Amendment of vested rights determination may only be reviewed and considered in accordance with the procedures and standards established for its original approval.

F. H. Expiration

1. A vested right determination shall expire and become null and void:
 - a. At the end of the applicable vesting period; or
 - b. If a building permit application for the development subject to the determination is not submitted within two years of the approval of the vested rights determination associated with a special use permit, preliminary plat, or major site plan, or five years of the approval of a vested rights determination associated with a planned development; or
 - c. Upon a finding by the Board of Commissioners after notice and an evidentiary hearing, that:

i. Natural or man-made hazards on or in the immediate vicinity of the land, if uncorrected, would pose a serious threat to the public health, safety, and welfare if the project were to proceed as contemplated;

ii. The landowner or landowner's representative intentionally supplied inaccurate information or made material misrepresentations which affected the approval of the site specific development plan;

iii. The landowner failed to comply with any condition imposed upon the establishment of the site specific development plan or vested rights determination; or

d. Upon payment to the affected landowner of compensation for all costs, expenses, and other losses incurred by the landowner, including but not limited to, all fees paid in consideration of financing, and all architectural, planning, marketing, legal, and other consultant fees incurred after approval of the determination by the County, together with interest at the legal rate until paid. Compensation shall not include any diminution in the value of the land which is caused by such action; or

e. With the written consent of the affected landowner.

2. Upon enactment or promulgation of a State or Federal law or regulation that precludes development as contemplated in the site-specific development plan, the Board of Commissioners may modify the affected provisions of the determination by ordinance, if after conducting a hearing, it finds the changed conditions created by the change in the State or Federal law have a fundamental effect on the site specific development plan.

6. **Appeal**

1. Appeal of a decision on a planned development shall be subject to review by the District 1 Superior Court.

2. Petition for review must be filed with the Clerk of Court within 30 days of the date the decision is filed in the office of the appropriate review authority and delivered by personal delivery, electronic mail, or first class mail to the applicant, landowner, and to any person who has submitted a written request for a copy, prior to the date the decision becomes effective.

(Continued on following page)

2.3.24 TRANSFER PLAT

C. Transfer Plat Procedure

2. Application Submittal

c. Administrator shall review copy of proposed deed for a statement: DEED RESTRICTION Deed drawn up with the following restriction: "In accordance with Article 151.2.3.24 of the Camden County Unified Development Ordinance, property cannot be sold for a period of five (5) years or until the child's 18th birthday (whichever is greater) from date of recording."

E. Effect

2. In cases where a transfer plat is proposed to transfer lots from a grandparent to a grandchild, the grantor shall have owned the property for previous ten years unless inherited through testate or intestate succession.

2. Land subject to a transfer plat shall be titled under the immediate family member's name for a period of at least five years or until the immediate family member reaches the age of 18 (whichever is greater), with the exception of involuntary transfers via foreclosure, court order, or death of the immediate family member.

5.14.11. SIGN STANDARDS IN COMMERCIAL DISTRICTS

1 Pg. 5-68: Insert Header above second example.
RECOMMENDED CORRECTION: Insert header with column stating "Type of Sign/Maximum Face Area/Maximum Height/Maximum Number of Signs Per Lot/Additional Standards"

2 Pg. 5-68: Window Sign, Column 5: May be substituted for some or all of allowable wall sign area?
RECOMMENDED CORRECTION: Delete text in box.

3 Pg. 5-68: Table 0: Sign Standards in Commercial District: Example A, bottom:
RECOMMENDED CORRECTION: Correct example equation to state 50% for consistency; total should be 22.

4 Pg. 5-69: "Table 0": **RECOMMENDED CORRECTION: Correct to Table 2.**

5 Pg. 5-69, "Projecting Sign, Column 5: "Additional Standards": "No portion of the sign may be located within three feet of the curb and gutter or street paving."
RECOMMENDED CORRECTION: Addition of curb and gutter.

6 Pg. 5-69: Bottom Footer: **RECOMMENDED CORRECTION: Remove; duplicate of header found on page 5-70.**

7 Pg. 5-70: "Table 0": **RECOMMENDED CORRECTION: Correct to Table 2.**

ARTICLE 151.5 Development Standards
5.14 Signage
5.14.11 Sign Standards in Commercial Districts

5.14.11. SIGN STANDARDS IN COMMERCIAL DISTRICTS
Signs on lots in the commercial districts other than the MX district shall comply with the requirements in Table 0, Sign Standards in Commercial Districts.

Type or Size	Maximum Face Area (1) (2)	Maximum Height	Maximum Number of Signs Per Lot	Additional Standards (3)
Projecting Sign	12 sq per side	Below the roof, soffit, or parapet (4)	1	No portion of the sign may be located within three feet of the curb and gutter or street paving
Wall Sign on Front Facade	Greater of: 1.5 sf per linear foot of wall footage, or 5% of wall area	Below the top of the roof, soffit, eave or parapet, whichever is highest	No limit	Wall signs shall not project more than 12 inches overhang from the wall
Wall Sign on Side or Rear Facade (floating or attached)	1/2 sf per linear foot of wall footage			
Window Sign	50% of total window and glass door area	Top of ground floor window or door	No limit	May be substituted for some or all of allowable wall sign area

TABLE 0: SIGN STANDARDS IN COMMERCIAL DISTRICT

Maximum Front Facade Sign Face Area Calculation:
Greater of:
20 Linear Feet of Wall Footage = 20 sf
or
Front Facade Wall Area = 20' x 25' = 500 sf
Maximum Sign Face Area = 500 sf x .03 = 15 sf

Maximum Sign Face Area Calculation (Side Window):
Total Window Area = 3' sq x 4' = 12 sq ft
= 6 sf
Maximum Sign Face Area = 12 sf x .50 = 6 sf

Camden County Unified Development Ordinance **5-68** Last Updated: February 4, 2019

ARTICLE 151.5 Development Standards
5.14 Signage
5.14.11 Sign Standards in Commercial Districts

TABLE 0: SIGN STANDARDS IN COMMERCIAL DISTRICT

Type or Size	Maximum Face Area (1) (2)	Maximum Height	Maximum Number of Signs Per Lot	Additional Standards (3)
Projecting Sign	12 sq per side	Below the roof, soffit, or parapet (4)	1	No portion of the sign may be located within three feet of the curb and gutter or street paving
Awning Sign	In accordance with awl sign standards	Average on ground floor only	1	None
Freestanding Sign 10' or more from ROW	64 sf total	15 feet above adjacent roadway grade	1	Freestanding signs shall include a vertical skirt with a minimum width of least 25% of the width of the sign face width
Freestanding Sign 10' or more from ROW having a multi-building site	2-6 setbacks: 88 sf; 7-14 setbacks: 112 sf; 15+ setbacks: 136 sf	20 feet above adjacent roadway grade	1 per street frontage	

Camden County Unified Development Ordinance **5-69** Last Updated: February 4, 2019

Public Comments - None

Motion to close the Public Hearing.

RESULT:	PASSED [4-0]
MOVER:	Tiffany White
AYES:	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffany White
ABSENT:	Tom White

Motion to add Ordinance 2021-07-01 to the agenda.

RESULT:	PASSED [4-0]
MOVER:	Clayton Riggs
AYES:	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffany White
ABSENT:	Tom White

Motion to approve Ordinance 2021-07-01 as presented for the following reasons:

- The proposed text amendments do not result from any events affecting land use and development patterns so it is neither consistent nor inconsistent with the Camden County Comprehensive Plan content.
- The proposed amendments are supporting of the Plan’s purposes:
 - Establish the legal foundation for zoning and subdivision changes
 - Guide future land-use decisions
 - Provide a legal foundation for future land-use related regulations

RESULT:	PASSED [4-0]
MOVER:	Clayton Riggs
AYES:	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffany White
ABSENT:	Tom White

ITEM 6. NEW BUSINESS

A. Personnel Policy – Ken Bowman

The Camden County Personnel Policy was last updated July 2, 2001 and was overdue to be reviewed and made current with existing Local, State and Federal guidelines. A number of modifications to the Finance Policy, 2021, Electronic Communications Policy in February, 2017 and the Travel Policy, August, 2019 have been made and where applicable have been incorporated into this rewrite. The last major modification was the Step and Grade Pay Plan which was approved by the Board of Commissioners and effective January 1, 2020. Staff is recommending adoption of the Camden Personnel Policy effective July 6, 2021.

Motion to approve the revised Personnel Policy as presented.

RESULT:	PASSED [4-0]
MOVER:	Clayton Riggs
AYES:	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffany White
ABSENT:	Tom White

The Personnel Policy is available for public inspection in the Human Resources Office as well as the county website and is herein incorporated by reference.

B. Animal Control and Protection Ordinance – Ken Bowman

The current Animal Ordinance for Camden County, NC was adopted in 2001. The Animal Control & Protection Ordinance was first brought to the Board’s attention during the April 2021 meeting when Ms. Cam Smart made her presentation with concerns over the situation with the hybrid wolves being located next to her property in Camden Point. After a review of the current ordinance by staff it was determined that a complete rewrite was necessary in order to bring this document in line with current regulations and statutes. That revision was introduced at the June 7, 2021 meeting but, per NCGS statute, could not be considered on the date of introduction due to the absence of a commissioner . The document presented for consideration has been updated along with reviews and comments provided by Citizens, the Sheriff’s Office, County Staff, and County Attorney. Staff recommends adoption.

A copy of the Animal Control & Protection Ordinance will be available for Public Inspection in the County Administration Offices and on the county website and is herein incorporated by reference.

Motion to adopt the Animal Control and Protection Ordinance as presented.

RESULT:	PASSED [4-0]
MOVER:	Tiffney White
AYES:	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
ABSENT:	Tom White

C. Success Academy Lease Agreement – Ken Bowman

A triple-net lease agreement was made and entered into on the 1st day of July 2018 by, and between, County of Camden and Success Academy for 3's and 4's whose address is 151 Gumberry Road Camden, NC 27921.

The term of this Lease shall be Five (5) Years, beginning on July 1st, 2018 and ending June 30th, 2023 with an option for renewal. The Landlord agreed to waive the rental fee for Twenty-Four Months (24 months) commencing on July 1, 2018 through June 30th, 2020. In lieu of rent Tenant repaired and up-fitted the interior of the building based on the estimated repairs received from local contractors. At the conclusion of the Twenty-Four-month period commencing on July 1, 2020 the Tenant shall pay to the Landlord or its Agent without demand, an annual Lease Year Base of \$1,000.00 per month for Twelve months. At the end of year Three (June 30, 2021) Landlord and Tenant will re-negotiate the monthly rental amount.

After renegotiation of the current rental fee by Staff and the Tenant, Staff is recommending increasing the monthly rental fee for year 4 to \$1500.00 per month for the next twelve months beginning July 1st, 2021 through June 30th, 2022. For year 5 beginning July 1st, 2022 the rental fee will increase to \$1875.00 for the remaining twelve months ending June 30th, 2023. At the end of year 5 the current lease will need to be renegotiated. Per the current lease agreement, the Landlord grants to the Tenant the option to renew this Lease for additional Terms ("Option Term") on the same covenants and conditions as are herein contained, except as modified by this provision and agreement.

Motion to approve the terms of the lease agreement and addendum with Success Academy for 3’s and 4’s as presented.

RESULT:	PASSED [4-0]
MOVER:	Clayton Riggs
AYES:	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
ABSENT:	Tom White

Motion to adopt Resolution 2021-07-01 approving the financing terms for the South Mills VFD fire truck.

RESULT:	PASSED [4-0]
MOVER:	Tiffany White
AYES:	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffany White
ABSENT:	Tom White

E. Tax Report – Ken Bowman

<u>MONTHLY REPORT OF THE TAX ADMINISTRATOR TO THE CAMDEN COUNTY BOARD OF COMMISSIONERS</u>		
<u>OUTSTANDING TAX DELINQUENCIES BY YEAR</u>		
<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>
2020	159,145.59	9,577.93
2019	69,269.51	3,755.65
2018	30,752.57	1,928.05
2017	21,174.99	1,959.72
2016	9,196.69	1,253.37
2015	6,791.79	695.83
2014	9,893.85	1,030.08
2013	6,721.86	4,694.65
2012	5,683.74	7,383.98
2011	4,572.09	6,259.34

TOTAL REAL PROPERTY TAX UNCOLLECTED	323,202.68
TOTAL PERSONAL PROPERTY UNCOLLECTED	38,538.60
TEN YEAR PERCENTAGE COLLECTION RATE	99.53%
COLLECTION FOR 2021 vs. 2020	18,342.69 vs. 37,690.05
<u>LAST 3 YEARS PERCENTAGE COLLECTION RATE</u>	
2020	97.87%
2019	99.05%
2018	99.57%

EFFORTS AT COLLECTION IN THE LAST 30 DAYS	
ENDING May 2021	
BY TAX ADMINISTRATOR	
46	NUMBER DELINQUENCY NOTICES SENT
18	FOLLOWUP REQUESTS FOR PAYMENT SENT
2	NUMBER OF WAGE GARNISHMENTS ISSUED
3	NUMBER OF BANK GARNISHMENTS ISSUED
1	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)
0	REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS
0	NUMBER OF JUDGMENTS FILED

30 Largest Unpaid – Real

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	01-8929-00-34-2503.0000	7,166.08	2	STONEBRIAR COMMERCIAL FINANCE	SOUTH MILLS	
R	02-8944-00-75-7172.0000	7,048.48	1	KIM SAWYER	CAMDEN	110 MILL DAM RD N
R	01-7989-00-01-1714.0000	6,743.01	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8943-01-17-4398.0000	5,818.24	2	THOMAS REESE	CAMDEN	301 JAPONICA DR
R	02-8923-00-19-3774.0000	5,557.52	1	NMJ PROPERTIES LLC	CAMDEN	431 158 US W
R	02-8934-01-17-4778.0000	5,094.04	4	LARRY G. LAMB SR	CAMDEN	152 158 US W
R	03-8899-00-16-2671.2425	5,078.56	1	SPRING LOTUS LLC	SHILOH	141 EDGEWATER DR
R	02-8935-02-66-7093.0000	4,894.34	1	B F BETHERIDGE HEIRS	CAMDEN	158 US E
R	03-8971-00-23-2253.0000	4,662.42	2	ABODE OF CAMDEN, INC.	SHILOH	187 C THOMAS POINT RD
R	03-8953-04-80-5726.0000	4,492.81	1	CHESAPEAKE ASSOCIATES LIMITED	SHILOH	917 343 HWY S
R	02-8934-01-18-8072.0000	4,426.60	2	ARNOLD AND THORNLEY, INC.	CAMDEN	146 158 US W
R	02-8945-00-41-2060.0000	3,954.27	2	LOSELLE BETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	02-8934-01-29-4776.5853	3,941.82	1	HASTINGS REVOCABLE TRUST	CAMDEN	110 158 US W
R	02-8944-00-36-1417.0000	3,880.77	2	ROSA ALICE FEREBEE HEIRS	CAMDEN	165 IVY NECK RD
R	03-8972-00-54-4332.0000	3,764.55	1	GILBERT WAYNE OVERTON &	SHILOH	1330 343 HWY S
R	02-8944-00-29-4617.0000	3,626.50	2	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W
R	02-8944-00-99-1027.0000	3,592.32	3	JOHNNIE MERCER HEIRS	CAMDEN	MCKIMMEY RD
R	01-7999-00-62-3898.0000	3,520.40	2	MICHAEL ASKEW	SOUTH MILLS	257 A OLD SWAMP RD
R	03-8962-00-05-0472.0000	3,379.79	2	FRANK MCILLIAN HEIRS	SHILOH	172 NECK RD
R	03-8899-00-45-2662.0000	3,287.34	10	SEAMARK INC.	HOLLY RD	
R	03-8943-02-75-4196.0000	3,214.14	3	SHERRILL M PRICE JR	SHILOH	115 COOKS LANDING RD
R	02-8916-00-39-5170.0000	2,969.22	2	DONALD RAY JONES	CAMDEN	670 343 HWY N
R	03-8909-00-23-4988.0000	2,877.90	1	WANDA K WELLS	SHILOH	204 HIGH RD
R	03-8962-00-67-1021.0000	2,835.96	4	Cecil BARNARD HEIRS	SHILOH	WICHAM RD
R	02-8935-01-08-8786.0000	2,768.57	2	LINWOOD GREGORY	CAMDEN	253 SLEEPY HOLLOW RD
R	03-8909-00-24-8236.0000	2,683.75	2	GENE W IRBY	SHILOH	503 SAILBOAT RD
R	01-7930-00-70-3221.0000	2,576.73	2	LONG EBERHART GREGORY	SOUTH MILLS	406 OLD SWAMP RD
R	02-8934-03-31-9750.0000	2,458.30	1	CAROLYN MCDANIEL	CAMDEN	195 COUNTRY CLUB RD
R	03-8965-00-37-4242.0000	2,446.21	3	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	03-8973-00-53-0748.0000	2,359.26	2	MORRIS L. KIGHT III	SHILOH	134 D STANLEY LN

30 Oldest Unpaid – Real

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	10	6,743.01	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8899-00-45-2682.0000	10	3,287.34	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8962-00-04-8037.0000	10	2,835.96	Cecil BARNARD HEIRS	SHILOH	NECK RD
R	03-8932-00-95-8737.0000	10	2,070.66	AUDREY TILLET	SHILOH	171 NECK RD
R	03-8943-04-93-8214.0000	10	1,923.24	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7939-00-32-3510.0000	10	1,886.17	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7999-00-12-8596.0000	10	1,814.77	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7080-00-62-1977.0000	10	1,595.95	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OFFERS PL
R	03-8990-00-64-8379.0000	10	1,236.66	CHRISTOPHER FROST-JOHNSON	SHILOH	LITTLE CREEK RD
R	02-8935-01-07-0916.0000	10	982.92	ROSETTA MERCER INGRAM	CAMDEN	227 SLEEPY HOLLOW RD
R	01-7989-04-60-1954.0000	10	889.29	TODD ALLEN RIGGS	SOUTH MILLS	116 BLOODFIELD RD
R	01-7989-04-60-1954.0000	10	867.85	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	01-7090-00-60-5052.0000	10	788.26	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	02-8936-00-24-7426.0000	10	755.07	BERNICE FUGH	CAMDEN	113 BOURBON ST
R	01-7989-04-30-0938.0000	10	711.58	TONY SONY	SOUTH MILLS	1352 343 HWY N
R	03-9809-00-24-6322.0000	10	645.45	DAVID B. KIRBY	SHILOH	499 SAILBOAT RD
R	02-8955-00-13-7846.0000	10	579.39	MARIE MERCER	CAMDEN	IVY NECK RD
R	03-8980-00-63-1968.0000	10	346.06	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	03-8962-00-60-7648.0000	10	281.11	FRANK WRIGHT ETAL	SHILOH	WICKHAM RD
R	03-8980-00-84-0931.0000	10	277.92	CARL TEUSCHER	SHILOH	218 BROAD CREEK RD
R	03-9809-00-45-1097.0000	10	200.75	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	03-8899-00-37-0046.0000	10	149.69	ELIZABETH LONG	SHILOH	HIBISCUS RD
R	03-8899-00-36-1568.0000	9	137.29	PETER BUTSAVAGE	SHILOH	LITTLE CREEK RD
R	03-8965-00-37-4242.0000	9	2,446.21	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	01-7988-00-91-0179.0001	9	1,831.18	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	01-7091-00-64-5569.0000	9	1,581.21	CLARENCE D. TURNER JR.	SOUTH MILLS	STINGY LN
R	03-8962-00-36-1568.0000	9	429.66	PETER BUTSAVAGE	SHILOH	HIBISCUS RD
R	03-8962-00-55-5300.0000	9	427.31	CLAVIA COPELAND HEIRS	SHILOH	457 NECK RD
R	03-9809-00-66-0120.0000	9	286.40	RANDELL CRIDER	SHILOH	SAILBOAT RD
R	03-9809-00-54-8280.0000	9	264.96	RODNEY STEVEN SPIVEY &	SHILOH	SAILBOAT RD

30 Largest Unpaid – Personal

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001709	1,654.12	4	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0000295	1,126.07	2	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0001104	901.36	4	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0003780	847.11	1	JAY ISBELL	CAMDEN	390 CAMDEN CSY
P	0000297	683.61	4	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0001194	680.26	1	DAVID DUNAVANT JR.	CAMDEN	158 HWY E
P	0001046	633.87	9	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	549.09	10	PAM BUNDY	SHILOH	105 AARON DR
P	0000738	526.42	10	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001538	495.97	10	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001681	458.48	9	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0002525	453.00	2	JOSEPH VINCENT CARDYN	SHILOH	260 ONE MILL RD
P	0002194	422.00	3	AARON MICHAEL WHITE	SHILOH	849 SANDY HOOK RD S
P	0001230	411.11	1	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001827	365.28	9	KAREN BUNDY	CAMDEN	431 158 US W
P	0003725	331.43	1	DAKOTA FINANCIAL LLC	CAMDEN	
P	0000846	327.19	1	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0003917	313.72	1	MARK STANLEY MICHALSKI	SOUTH MILLS	138 CAROLINA RD
P	0001694	288.99	9	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001976	270.21	3	ANA ALICIA MARTINEZ LOPEZ	SHILOH	110 AARON DR
P	0003722	270.00	1	LRM LEASING CO INC	CAMDEN	197 HERMAN ARNOLD RD
P	0003405	239.23	2	JOHN R BARKER	SHILOH	108 SASSAFRAS LN
P	0001952	238.91	9	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 POWDEROSA RD
P	0001106	236.76	10	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0003529	232.14	2	BENNY FARRELL TUCKER	ELIZABETH CITY	152 158 US W
P	0002924	229.96	1	PAUL BEAUMONT	CAMDEN	390 158 US W
P	0001721	213.91	1	CINDY MAYO	SOUTH MILLS	106 BINGHAM RD
P	0003779	213.91	1	ALONZO DAILEY	CAMDEN	390 CAMDEN CSWY
P	0002442	200.37	4	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0003501	197.13	2	DIANE L. NOBLE	CAMDEN	152 158 US W

30 Oldest Unpaid – Personal

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001709	10	1,654.12	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0001046	10	633.87	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	10	549.09	PAM BUNDY	SHILOH	105 AARON DR
P	0000738	10	526.42	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001538	10	495.97	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001827	10	365.28	KAREN BUNDY	CAMDEN	431 158 US W
P	0001106	10	236.76	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001639	10	123.29	CAREY FARMS, INCORPORATED	SOUTH MILLS	202 SHARON CHURCH
P	0001681	9	458.48	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001230	9	411.11	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001694	9	288.99	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001952	9	238.91	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 POWDEROSA RD
P	0000385	5	1,126.07	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0002921	5	120.68	MARK SANDERS OVERMAN	SHAWBORO	116 GARRINGTON ISLAND
P	0000770	5	108.00	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0001194	4	901.36	MARSHA GAIL BOGUES	CAMDEN	276 BELCROSS RD
P	0000297	4	683.61	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0001976	4	270.21	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0002442	4	200.37	ANA ALICIA MARTINEZ LOPEZ	SHILOH	110 AARON DR
P	0000945	4	131.35	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0002468	4	139.53	RAMONA F. FRAZELL	CAMDEN	229 SLEEPY HOLLOW RD
P	0001150	4	136.45	WANDA HERNANDEZ WELLS	SHILOH	104 HIGH RD
P	0002968	4	128.00	WILLIAM MICHAEL STONE	CAMDEN	130 MILL DAM RD S
P	0001609	4	125.28	MICHAEL WILLIAM MAINELLO	SOUTH MILLS	237 KEETER BARN RD
P	0002194	3	422.00	MICHAEL WAYNE MYERS	SOUTH MILLS	107 ROBIN DR
P	0000846	3	327.19	AARON MICHAEL WHITE	SHILOH	849 SANDY HOOK RD S
P	0002902	3	162.96	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0001512	3	120.11	STEPHANIE AUSMAN	SHILOH	204 FOND RD
P	0002525	2	453.00	JOHN WESLEY BURGESS, JR.	CAMDEN	431 158 USY W
P		2		JOSEPH VINCENT CARDYN	SHILOH	260 ONE MILL RD

Motion to approve the tax report as presented.

RESULT:	PASSED [4-0]
MOVER:	Clayton Riggs
AYES:	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
ABSENT:	Tom White

ITEM 7. CONSENT AGENDA

- A. BOC Meeting Minutes – June 7, 2021
- B. School Budget Amendments

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 June, 2021 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2021.

		Increase	Decrease
6500	Operational Support Services		1,000.00
6900	Policy, Leadership & Public	1,000.00	

Explanation:

Total Appropriation in Current Budget	\$ 283,041.19
Amount of Increase/Decrease of Above Amendment	+ 0.00
Total Appropriation in Current Amended Budget	\$ 283,041.19

Passed by majority vote of the Board of Education of Camden County on the 10th day of June, 2021.


[Signature]
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 10th day of July, 2021.

[Signature]
Chairman, Board of County Commissioners

[Signature]
Clerk, Board of County Commissioners



Budget Amendment
Camden County Schools Administrative Unit
Federal Grant Fund

The Camden County Board of Education at a meeting on the 10th day of June 2021 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2021.

		Increase	Decrease
5100	Regular Instruction Services	847,047.50	
5200	Special Population Services	69,912.95	
5400	School Leadership Services	72,515.22	
5800	School-Based Support Services	75,674.60	
6400	Technology Support Services	15,000.00	
6500	Operational Support Services	515,977.71	
8100	Payments to Other Govt Units	28,811.02	

Explanation: Revenues increased for carryover funds

Total Appropriation in Current Budget	\$ 806,843.71
Amount of Increase/Decrease of Above Amendment	+ 1,624,939.00
Total Appropriation in Current Amended Budget	\$ 2,431,782.71

Passed by majority vote of the Board of Education of Camden County on the 10th day of June, 2021.


[Signature]
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 10th day of July, 2021.

[Signature]
Chairman, Board of County Commissioners

[Signature]
Clerk, Board of County Commissioners



Budget Amendment
Camden County Schools Administrative Unit
State Public School Fund

The Camden County Board of Education at a meeting on the 10th day of June 2021 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2021.

		Increase	Decrease
5100	Regular Instructional Programs	5,586.47	2,561.89
6500	Operational Support Services		

Explanation:

Total Appropriation in Current Budget	\$ 16,188,260.50
Amount of Increase/Decrease of Above Amendment	+ 3,024.58
Total Appropriation in Current Amended Budget	\$ 16,191,285.08

Passed by majority vote of the Board of Education of Camden County on the 10th day of June 2021.


[Signature]
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 10th day of July, 2021.

[Signature]
Chairman, Board of County Commissioners

[Signature]
Clerk, Board of County Commissioners



Budget Amendment
Camden County Schools Administrative Unit
Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 29th day of June, 2021 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2021.

		Increase	Decrease
6400	Technology Support Services	134.77	
6500	Operational Support Services		134.77

Explanation:

Total Appropriation in Current Budget	\$ 283,041.19
Amount of Increase/Decrease of Above Amendment	+ 0.00
Total Appropriation in Current Amended Budget	\$ 283,041.19

Passed by majority vote of the Board of Education of Camden County on the 29th day of June, 2021.


[Signature]
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 29th day of July, 2021.

[Signature]
Chairman, Board of County Commissioners

[Signature]
Clerk, Board of County Commissioners



Budget Amendment
Camden County Schools Administrative Unit
Child Nutrition Fund

The Camden County Board of Education at a meeting on the 29th day of June 2021 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2021.

		Increase	Decrease
7200	Child Nutrition Services		

Explanation:

Total Appropriation in Current Budget	\$ 648,502.00
Amount of Increase/Decrease of Above Amendment	(33,904.84)
Total Appropriation in Current Amended Budget	614,597.16

Passed by majority vote of the Board of Education of Camden County Schools on the 29th day of June 2021.

[Signature]
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 6th day of July, 2021.

[Signature]
Chairman, Board of County Commissioners

[Signature]
Clerk, Board of County Commissioners

Budget Amendment
Camden County Schools Administrative Unit
Capital Outlay Fund

The Camden County Board of Education at a meeting on the 29th day of June, 2021, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2021.

		Increase	Decrease
9111 9150	Roofing Replacement Architect Fees - CO Addition	125.23	125.23

Explanation:

Total Appropriation in Current Budget	\$ 615,516.00
Amount of Increase / (Decrease) of Above Amendment	+ 0.00
Total Appropriation in Current Amended Budget	\$ 615,516.00

Passed by majority vote of the Board of Education of Camden County Schools on the 29th day of June 2021.

[Signature]
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 6th day of July, 2021.

[Signature]
Chairman, Board of County Commissioners

[Signature]
Clerk, Board of County Commissioners

Budget Amendment
Camden County Schools Administrative Unit
Federal Grant Fund

The Camden County Board of Education at a meeting on the 29th day of June 2021 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2021.

		Increase	Decrease
5200	Special Population Services	3,525.44	
8100	Payments to Other Govt Units	1,658.56	

Explanation: Revenues increased for carryover funds

Total Appropriation in Current Budget	\$ 2,472,081.11
Amount of Increase/Decrease of Above Amendment	+ 5,184.00
Total Appropriation in Current Amended Budget	\$ 2,477,265.11

Passed by majority vote of the Board of Education of Camden County on the 29th day of June, 2021.

[Signature]
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 6th day of July, 2021.

[Signature]
Chairman, Board of County Commissioners

[Signature]
Clerk, Board of County Commissioners

Budget Amendment
Camden County Schools Administrative Unit
Federal Grant Fund

The Camden County Board of Education at a meeting on the 29th day of June 2021 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2021.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instruction Services		81.25
5200	Special Population Services	39,991.05	
5300	Alternative Programs & Services		1,553.90
6500	Operational Support Services	1,745.45	
8100	Payments to Other Govt Units	197.05	

Explanation: Revenues increased for carryover funds

Total Appropriation in Current Budget	\$ 2,431,782.71
Amount of Increase/Decrease of Above Amendment	+ 40,298.40
Total Appropriation in Current Amended Budget	\$ 2,472,081.11

Passed by majority vote of the Board of Education of Camden County on the 29th day of June, 2021.

[Signature]
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 6th day of July, 2021.

[Signature]
Chairman, Board of County Commissioners

[Signature]
Clerk, Board of County Commissioners

Budget Amendment
Camden County Schools Administrative Unit
Local Current Expense Fund

The Camden County Board of Education at a meeting on the 29th day of June, 2021 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2021.

	Increase	Decrease
5100 Regular Instructional Services	11,389.98	
5200 Special Population Services	1,519.48	
5300 Alternative Programs & Services	2,000	
6500 Operational Support Services	2,096.09	
6800 System-wide Pupil Support		27,901.18
6900 Policy, Leadership and Public	12,893.63	

Explanation:


Total Appropriation in Current Budget	\$ 2,790,336.00
Amount of Increase/Decrease of Above Amendment	+ 0.00
Total Appropriation in Current Amended Budget	\$ 2,790,336.00

Passed by majority vote of the Board of Education of Camden County on the 29th day of June 2021.

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 6th day of July 2021.

Chairman, Board of County Commissioners
Clerk, Board of County Commissioners



Budget Amendment
Camden County Schools Administrative Unit
State Public School Fund

The Camden County Board of Education at a meeting on the 29th day of June 2021 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2021.

	Increase	Decrease
5100 Regular Instructional Programs	85,696.82	
5200 Special Population Services	10,921.13	
6500 Operational Support Services	118.23	

Explanation:


Total Appropriation in Current Budget	\$ 16,191,285.08
Amount of Increase/Decrease of Above Amendment	+ 96,736.20
Total Appropriation in Current Amended Budget	\$ 16,288,021.28

Passed by majority vote of the Board of Education of Camden County on the 29th day of June 2021.

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 6th day of July 2021.

Chairman, Board of County Commissioners
Clerk, Board of County Commissioners



C. Tax Collection Report

Tax Collection Report
MAY 2021

Day	Amount \$	Amount \$	Name of Account	Deposits \$	Internet \$
3	861.69			861.69	
4	292.29		DEBT SET-OFF - Refund - 550.84		292.29
5	9,510.62		Refund - 98.37	9,510.62	
6	4,530.00			4,530.00	
7	100.00			100.00	
7	7,434.52			7,434.52	
10	803.01		Refund - 95.43	803.01	
11	140.35			140.35	
12	925.78			925.78	
13	5,431.99			5,431.99	
14	3,020.91		Refund - 88.47	3,020.91	
17	9,729.52			9,729.52	
18	56.71		DEBT SET-OFF - Refund - 551.84		56.71
18	6,350.00			6,350.00	
19	5,442.30			5,442.30	
19	134.16			134.16	
20	6,834.84			6,834.84	
21	7,293.38			7,293.38	
21	3,921.95		PSN		3,921.95
24	1,035.33			1,035.33	
25	150.00			150.00	
26	8,965.00			8,965.00	
27	6,953.26			6,953.26	
27	4,550.35			4,550.35	
28	830.42		PSN		830.42
28	13,813.20			13,813.20	
			537.19 PSN payment by S.Gaucher on		
			6/9/2021 should be to Georgia State		
			for refund.		
			5100.50 PSN payment by N.Kawser on		
			6/15/2021 should be to DMV- refunded		
	\$ 108,211.58	\$ -		\$ 103,110.21	\$ 5,101.37
Total Deposits and PSN	\$ 108,211.58			\$ 108,211.58	
	\$ (249.04)		PSN Check fees \$1.00 - fee info only, fees were paid to PSN		
	\$ -		Refund		
	\$ -		Over		
	\$ -		Shortage		
	\$ -		Adjustment		
Grand Total	\$ 107,962.54				

Submitted by *Laura S. Anderson* Date: *6-24-2021*
Approved by *[Signature]* Date: *7-8-2021*

D. DMV Monthly Report

STATE OF NORTH CAROLINA COUNTY OF CAMDEN TO: The Tax Administrator of Camden County August Renewals Due 9/15/21

E. Refunds Over \$100

ACS Tax System 6/25/21 10:47:21 REFUNDS OVER \$100.00 Refunds to be Issued by Finance Office CAMDEN COUNTY Page 1

F. DMV Refunds over \$100

REFUNDS OVER \$100.00 North Carolina Vehicle Tax System NCVTS Pending Refund report MAY 21 REFUNDS OVER \$100.00

G. Pickups, Releases & Refunds

NAME	REASON	NO.
Camden Crossing POA	Code Enforcement - grass cutting	Pick-up/21712
	\$300.00	R-126307-2020
Glenn A. Carey, Jr.	Rollback taxes	Pick-up/21740
	\$1,040.57	R-109568/2018
		R-116898-2019
		R-124269-2020
Christopher Dale Martin	Turned in plates - Refund	Pick-up/21748
	\$105.09	45886366
Denise McBride Bartee	Turned in plates - Refund	Pick-up/21751
	\$266.43	58301993
Trey Michael Parrish	Turned in plates - Refund	Pick-up/21753
	\$202.39	60673245
Brenda Dixon Sellers	Turned in plates - Refund	Pick-up/21754
	\$118.69	41905182
Wendy Denice Gall	Turned in plates - Refund	Pick-up/21758
	\$309.46	6133962

H. Home & Community Care Block Grant for Older Adults

DAAS-735
(updated 6-11-21)

July 1, 2021 through June 30, 2022
Home and Community Care Block Grant for Older Adults
Agreement for the Provision of County-Based Aging Services

This Agreement, entered into as of this 1st day of July, 2021, by and between the County of Camden (hereinafter referred to as the "County") and the Albemarle Commission Area Agency on Aging, (hereinafter referred to as the "Area Agency").

Witnesseth That:

WHEREAS, the Area Agency and the County agree to the terms and conditions for provision of aging services in connection with activities financed in part by Older Americans Act grant funds, provided to the Area Agency from the United States Department of Health and Human Services through the North Carolina Division of Aging and Adult Services (DAAS) and state appropriations made available to the Area Agency through the North Carolina Division of Aging and Adult Services, as set forth in a) this document, b) the County Funding Plan, as reviewed by the Area Agency and the Division of Aging and Adult Services, c) the Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, d) the Division of Aging and Adult Services Service Standards, and, e) the Division of Aging and Adult Services Community Service Providers Monitoring Guidelines.

NOW THEREFORE, in consideration of these premises, and mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

- As provided in the Area Plan, community service providers specified by the County to encourage maximum collocation and coordination of services for older persons are as follows:
Albemarle Commission Inter County Public Transportation Authority Quality Home Staffing, Inc.
The Community Service Provider(s), shall be those specified in the County Funding Plan on the Provider Services Summary format(s) (DAAS-732) for the period ending June 30 for the year stated above.
- Availability of Funds. The terms set forth in this Agreement for payment are contingent upon the receipt of Home and Community Care Block Grant funding by the Area Agency.
- Grant Administration.
The grant administrator for the Area Agency shall be: **Laura Alvarez, Albemarle Commission Area Agency on Aging Director**
The grant administrator for the County shall be: **Ken Bowman, County Manager**

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(updated 6-11-21)

It is understood and agreed that the grant administrator for the County shall represent the County in the performance of this Agreement. The County shall notify the Area Agency in writing if the administrator changes during the grant period. Specific responsibilities of the grant administrator for the County are provided in paragraph seven (7) of this Agreement.

- Services authorized through the County Funding Plan, as specified on the Provider Services Summary format(s) (DAAS-732) are to commence no later than July 1 of the state fiscal year and shall be undertaken and pursued in such sequence as to assure their expeditious completion. All services required hereunder shall be completed on or before the end of the Agreement period, June 30 of the state fiscal year.
- Assignability and Contracting. The County shall not assign all or any portion of its interest in this Agreement. Any purchase of services with Home and Community Care Block Grant for Older Adults funding shall be carried out in accordance with the procurement and contracting policy of the community services provider or, where applicable, the Area Agency, which does not conflict with procurement and contracting requirements contained in 45 CFR Part 75, Subpart D-Post Federal Award Requirements, Procurement Standards. Federal funds shall not be awarded to any subrecipients who have been suspended or debarred by the Federal government. In addition, Federal funds may not be used to purchase goods or services costing over \$100,000 from a vendor that has been suspended or debarred from Federal grant programs.
- Compensation and Payments to the County. The County shall be compensated for the work and services actually performed under this Agreement by payments to be made monthly by the Area Agency. Total reimbursement to the community service providers under this Agreement may not exceed the grand total of Block Grant funding, as specified on the Provider Services Summary format (DAAS-732).
 - Interim Payments to the County
Upon receipt of a written request from the County, the Division of Aging and Adult Services, through the Area Agency, will provide the County Finance Officer with an interim payment equivalent to seventy percent (70%) of one-twelfth (1/12) of the County's Home and Community Care Block Grant allocation by the 22nd of each month.

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b. **Reimbursement of Service Costs**
Reimbursement of service costs are carried out as provided in Section 3 of the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers, revised February 17, 1997.

c. **Role of the County Finance Director**
The County Finance Director shall be responsible for disbursing Home and Community Care Block Grant Funding to Community Service Providers in accordance with procedures specified in the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Manual for Community Service Providers, revised February 17, 1997.

d. **Payment of Administration on Aging Nutrition Services Incentive Program (NSIP) Subsidy**
NSIP subsidy for congregate and home delivered meals will be disbursed by the Division of Aging and Adult Services through the Area Agency to the County on a monthly basis, subject to the availability of funds as specified in Section 3 of the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers.
If through the U.S. Department of Agriculture Area Agency on Aging Elections Project, the County elects to receive a portion of its USDA entitlement in the form of surplus commodity funds in lieu of cash, the Area Agency will notify the County in writing of its community valuation upon notification from the Division of Aging and Adult Services. The delivery of commodity and bonus funds is subject to availability. The County will not receive cash entitlement in lieu of commodities that are unavailable or undelivered during the Agreement period.

7. **Reallocation of Funds and Budget Revisions.** Any reallocation of Block Grant funding between counties shall be voluntary on the part of the County and shall be effective only for the period of the Agreement. The reallocation of Block Grant funds between counties will not affect the allocation of future funding to the County. If during the performance period of the Agreement, the Area Agency determines that a portion of the Block Grant will not be expended, the grant administrator for the County shall be notified in writing by the Area Agency and given the opportunity to make funds available for reallocation to other counties in the Planning and Service Area or elsewhere in the state.
The County may authorize community service providers to implement budget revisions which do not cause the County to fall below minimum budgeting requirements for access, in-home, congregate, and home delivered meals services, as specified in Division of Aging and Adult Services budget instructions issued to the County. If a budget revision will cause the County to fall below minimum budgeting requirements for any of the aforementioned services, as specified in Division of Aging and Adult Services budgeting instructions issued to the County, the grants administrator for the County shall obtain written approval for the revision from the

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(updated 6-11-21)

Area Agency prior to implementation by the community service provider, so as to assure that regional minimum budgeting requirements for the aforementioned services will be met.
Unless community services providers have been given the capacity to enter data into the Aging Resources Management System (ARMS), Area Agencies on Aging are responsible for entering amended service data into the Division of Aging and Adult Services Management Information System, as specified in the N.C. Division of Aging and Adult Services Home and Community Care Block Grant Procedures Manual for Community Service Providers.

8. **Monitoring.** This Agreement will be monitored to assure that services are being provided as stated in the Division of Aging and Adult Service Monitoring Policies and Procedures at <http://www.ncdhhs.gov/aging/monitpolicy.htm>.
The monitoring of services provided under this Agreement shall be carried out by the Area Agency on Aging in accordance with its Assessment Plan and as specified in Sec. 308 of the AAA Policies and Procedures Manual. Counties and community service providers will receive a written report of monitoring findings in accordance with procedures established in Section 308.4. Any areas of non-compliance will be addressed in a written corrective action plan with the community service provider.

9. **Disputes and Appeals.** Any dispute concerning a question of fact arising under this Agreement shall be identified to the designated grants administrator for the Area Agency. In accordance with Lead Regional Organization (LRO) policy, a written decision shall be promptly furnished to the designated grants administrator for the County.
The decision of the LRO is final unless within twenty (20) days of receipt of such decision the Chairman of the Board of Commissioners furnishes a written request for appeal to the Director of the North Carolina Division of Aging and Adult Services, with a copy sent to the Area Agency. The request for appeal shall state the exact nature of the complaint. The Division of Aging and Adult Services will inform the Chairman of the Board of Commissioners of its appeal procedures and will inform the Area Agency that an appeal has been filed. Procedures thereafter will be determined by the appeals process of the Division of Aging and Adult Services. The state agency address is as follows:
Director
North Carolina Division of Aging and Adult Services
693 Palmer Drive
2101 Mail Service Center
Raleigh, North Carolina 27699-2101

10. **Termination for Cause.** If through any cause, the County shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or the County has or shall violate any of the covenants, agreements, representations or stipulations of this Agreement, the Area Agency shall have the right to terminate this Agreement by giving the Chairman of the Board of Commissioners written notice of such termination no fewer than fifteen (15) days prior to the

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effective date of termination. In such event, all finished documents and other materials collected or produced under this Agreement shall at the option of the Area Agency, become its property. The County shall be entitled to receive just and equitable compensation for any work satisfactorily performed under this Agreement.

11. **Audit.** The County agrees to have an annual independent audit in accordance with North Carolina General Statutes, North Carolina Local Government Commission requirements, Division of Aging and Adult Services Program Audit Guide for Aging Services and Federal Office of Budget and Management (OMB) Uniform Guidance 2 CFR Part 200.
Community service providers, as specified in paragraph one (1), who are not units of local government or otherwise subject to the audit and other reporting requirements of the Local Government Commission are subject to audit and fiscal reporting requirements, as stated in NC General Statute 143C-6-22 and 23 and OMB Uniform Guidance CFR 2 Part 200, where applicable. Applicable community service providers must send a copy of their year-end financial statements, and any required audit, to the Area Agency on Aging, Home and Community Care Block Grant providers are not required to submit Activities and Accomplishments Reports. For-profit corporations are not subject to the requirements of OMB Uniform Guidance 2 CFR Part 200, but are subject to NC General Statute 143C-6-22 and 23 and Yellow Book audit requirements, where applicable.
Federal funds may not be used to pay for a **Single or Yellow Book audit** unless it is a federal requirement. **State funds** will not be used to pay for a **Single or Yellow Book audit** if the provider receives less than \$500,000 in state funds. The Department of Health and Human Services will provide confirmation of federal and state expenditures at the close of the state fiscal year. Information on audit and fiscal reporting requirements in accordance with Administrative Code 09 NCAC 08M can be found at <https://www.ohsm.gov/newsandinfo-services/grants/grant-resipients>
The following chart provides a summary of reporting requirements under NCGS 143C-6-22 and 23 and OMB Uniform Guidance 2 CFR Part 200 based upon funding received and expended during the service provider's fiscal year.

Annual Expenditures	Report Required to AAA	Allowable cost for reporting
• Less than \$25,000 in state or federal funds	Certification form and State Grants Compliance Reporting <\$25,000 (Item #11, Activities and Accomplishments) does not have to be completed) OR Audited Financial Statements in compliance with GAO/GAS (i.e., Yellow Book).	N.A.

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(updated 6-11-21)

Annual Expenditures	Report Required to AAA	Allowable cost for reporting
• Greater than \$25,000 and less than \$500,000 in state funds or \$750,000 in federal funds.	Certification form and Schedule of Grantees and Expenditures OR Audited Financial Statements in compliance with GAO/GAS (i.e., Yellow Book)	N.A.
• \$500,000+ in state funds but federal pass through in an amount less than \$750,000.	Audited Financial Statement in compliance with GAO/GAS (i.e., Yellow Book)	May use state funds, but not federal funds.
• \$500,000+ in state funds and \$750,000+ in federal pass through funds.	Audited Financial Statement in compliance with OMB Uniform Guidance 2 CFR Part 200 (i.e., Single Audit)	May use state and federal funds.
• Less than \$500,000 in state funds and \$750,000+ in federal pass through funds	Audited Financial Statement in compliance with OMB Uniform Guidance 2 CFR Part 200 (i.e., Single Audit)	May use federal funds, but not state funds.

12. **Audit/Assessment Resolutions and Disallowed Cost.** It is further understood that the community service providers are responsible to the Area Agency for clarifying any audit exceptions that may arise from any Area Agency assessment, county or community service provider single or financial audit, or audits conducted by the State or Federal Governments. In the event that the Area Agency or the Department of Health and Human Services disallows any expenditure made by the community service provider for any reason, the County shall promptly repay such funds to the Area Agency once any final appeal is exhausted in accordance with paragraph nine (9).
The only exceptions are if the Area Agency on Aging is designated as a community service provider through the County Funding Plan or, if as a part of a procurement process, the Area Agency on Aging enters into a contractual agreement for service provision with a provider which is in addition to the required County Funding Plan format. In these exceptions, the Area Agency is responsible for any disallowed costs. The County or Area Agency on Aging can recoup any required payback from the community service provider in the event that payback is due to a community service provider's failure to meet OMB Uniform Guidance CFR 2 Part 200, 45 CFR Part 1321 or state eligibility requirements as specified in policy.

13. **Indemnity.** The County agrees to indemnify and save harmless the Area Agency, its agents, and employees from and against any and all loss, cost, damages, expenses, and liability arising out of performance under this Agreement to the extent of errors or omissions of the County.

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(updated 6-11-21)

14. **Equal Employment Opportunity and Americans With Disabilities Act Compliance.** Both the County and community service providers, as identified in paragraph one (1), shall comply with all federal and state laws relating to equal employment opportunity and accommodation for disability.

15. **Data to be Furnished to the County.** All information which is existing, readily available to the Area Agency without cost and reasonably necessary, as determined by the Area Agency's staff, for the performance of this Agreement by the County shall be furnished to the County and community service providers without charge by the Area Agency. The Area Agency, its agents and employees, shall fully cooperate with the County in the performance of the County's duties under this Agreement.

16. **Rights in Documents, Materials and Data Produced.** The County and community service providers agree that at the discretion of the Area Agency, all reports and other data prepared by or for it under the terms of this Agreement shall be delivered to, become and remain, the property of the Area Agency upon termination or completion of the work. Both the Area Agency and the County shall have the right to use same without restriction or limitation and without compensation to the other. For the purposes of this Agreement, "data" includes writings, sound recordings, or other graphic representations, and works of similar nature. No reports or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the County.

17. **Interest of the Board of Commissioners.** The Board of Commissioners covenants that neither the Board of Commissioners nor its agents or employees presently has an interest, nor shall acquire an interest, direct or indirect, which conflicts in any manner or degree with the performance of its service hereunder, or which would prevent, or tend to prevent, the satisfactory performance of the service hereunder in an impartial and unbiased manner.

18. **Interest of Members of the Area Agency, Lead Regional Organization, and Others.** No officer, member or employee of the Area Agency or Lead Regional Organization, and no public official of any local government which is affected in any way by the Project, who exercises any function or responsibilities in the review or approval of the Project or any component part thereof, shall participate in any decisions relating to this Agreement which affects his personal interest or the interest of any corporation, partnership or association in which he is, directly or indirectly, interested; nor shall any such persons have any interest, direct or indirect, in this Agreement or the proceeds arising there from.

19. **Officials not to Benefit.** No member of or delegate to the Congress of the United States of America, resident Commissioner or employee of the United States Government, shall be entitled to any share or part of this Agreement or any benefits to arise here from.

20. **Prohibition Against Use of Funds to Influence Legislation.** No part of any funds under this Agreement shall be used to pay the salary or expenses of any employee or agent acting on

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(updated 6-11-21)

behalf of the County to engage in any activity designed to influence legislation or appropriations pending before Congress.

21. **Confidentiality and Security.** Any client information received in connection with the performance of any function of a community service provider or its subcontractors under this Agreement shall be kept confidential. The community service provider acknowledges that in receiving, storing, processing, or otherwise handling any confidential information, the agency and any subcontractors will safeguard and not further disclose the information except as provided in this Agreement and accompanying documents.

22. **Record Retention and Disposition.** All state and local government agencies, nongovernmental entities, and their subrecipients, including applicable vendors, that administer programs funded by federal sources passed through the NC DHHS and its divisions and offices are expected to maintain compliance with the NC DHHS record retention and disposition schedule (<https://www.ncdhhs.gov/about/administrative-offices/office-conf/records-retention>). In addition, the NC Department of Natural and Cultural Resources has developed a General Records Schedule for Local Government Agencies as well as individual retention and disposition schedules for local government agencies like county social service agencies and local health departments. Those schedules are posted at <https://archives.ncdcr.gov/government/usa/>.

Retention requirements apply to the community service providers funded under this Agreement to provide Home and Community Care Block Grant services. By funding source and state fiscal year, the NC DHHS record retention schedule lists the earliest date that grant records in any format may be destroyed. The State Archives provides information about destroying confidential data and authorized methods of record destruction (paper and electronic) at <https://archives.ncdcr.gov/government/government-failhow-can-i-destroy-records?>

The NC DHHS record retention schedule is based on federal and state regulations and pertains to the retention of all financial and programmatic records, supporting documents, statistical records, and all other records supporting the expenditure of a federal grant award. Records legally required for ongoing official proceedings, such as outstanding litigation, claims, audits, or other official actions, must be maintained for the duration of that action, notwithstanding the instructions of the NC DHHS record retention and disposition schedule.

In addition to record retention requirements for records in any format, the long-term and/or permanent preservation of electronic records require additional commitment and active management by agencies. The community service provider will comply with all policies, standards, and best practices published by the Division of Aging and Adult Services regarding the creation and management of electronic records.

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(updated 6-11-21)

23. **Applicable Law.** This Agreement is executed and is to be performed in the State of North Carolina, and all questions of interpretation and construction shall be construed by the laws of such State.

In witness whereof, the Area Agency and the County have executed this Agreement as of the day first written above.

Camden County

Attest:
By: Kassie M. Davis
Vice Chairman, Board of Commissioners

Area Agency

Attest:
By: Michael J. [Signature]
Executive Director,
Lead Regional Organization

Provision for payment of the monies to fall due under this Agreement within the current fiscal year have been made by appropriation duly authorized as required by the Local Government Budget and Fiscal Control Act.

By: Geri Hamann
FINANCE OFFICER, Lead Regional Organization

I. Surplus Property Request – Sheriff’s Office

Item	Disposal Method	Suggested Value	Reason for Surplus
1998 Chevy 2500	GovDeals	\$1500	Cost of Repairs
Miscellaneous Supplies	GovDeals	\$5-\$500	No Longer Use
AED	Recycle	\$0	Old; Out of date

Camden County Board of Commissioners
July 6, 2021

J. Keeter Barn LLC Rezoning – Set Public Hearing for August 2, 2021

Motion to approve the Consent Agenda as presented.

RESULT:	PASSED [4-0]
MOVER:	Tiffney White
AYES:	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
ABSENT:	Tom White

ITEM 8. COUNTY MANAGER’S REPORT

County Manager Ken Bowman included the following in his report:

- Historic Courthouse shutters will be removed in the upcoming weeks for restoration and repair.
- Elder Abuse Awareness Day – Huge success with over 80 people in attendance. Thank you to the event coordinators, volunteers, Laura Jolley and the Senior Center staff and Tim White and Parks & Recreation Staff.
- Thank you to the Board for the work on the Budget and on behalf of the staff for the 2% Cost of Living increase.
- Tourism Development Authority Meeting – July 13th, 9:30 AM; Historic Courthouse
- Library Board Meeting – July 20th, 5:15 PM
- NCACC Annual Conference – August 12th-14th, Wilmington, NC
- Next Board of Commissioners Meeting – August 2, 2021

ITEM 9. COMMISSIONERS’ REPORTS

Commissioner Clayton Riggs

- Attended the COA Board of Trustees Training & Retreat
- Ponds in development areas – safety barrier/fencing; Planning Department to follow up.

ITEM 10. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

Included for informational purposes:

- A. Register of Deeds Report
- B. Library Report

ITEM 11. OTHER MATTERS

None.

ITEM 12. ADJOURN

There being no further matters for discussion, Vice-Chairman Munro called for a motion to adjourn.

Motion to adjourn.

RESULT:	PASSED [4-0]
MOVER:	Clayton Riggs
AYES:	Ross Munro, Clayton Riggs, Randy Krainiak, Tiffney White
ABSENT:	Tom White

Vice-Chairman Munro adjourned the meeting of the Board of Commissioners at 7:53 PM.

ATTEST:

Ross B. Munro, Vice-Chairman
Camden County Board of Commissioners

Karen M. Davis
Clerk to the Board of Commissioners