

# Camden County Board of Commissioners

May 6, 2019

Regular Meeting – 7:00 PM

Historic Courtroom, Courthouse Complex

Camden, North Carolina

## MINUTES

The regular meeting of the Camden County Board of Commissioners was held on May 6, 2019 in the Historic Courtroom, Camden, North Carolina.

### CALL TO ORDER

The meeting was called to order by Chairman Tom White at 7:00 PM. Also Present: Vice Chairman Clayton Riggs, Commissioners Garry Meiggs, Randy Krainiak and Ross Munro.

Staff Present: County Manager Ken Bowman, Clerk to the Board Karen Davis, Finance Officer Sally Norfleet, Planning Director Dan Porter, Public Works Director David Credle, Head Librarian Kim Perry, Social Services Director Craig Patterson.

### INVOCATION & PLEDGE OF ALLEGIANCE

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

### ITEM 1. PUBLIC COMMENTS

None.

### ITEM 2. CONFLICT OF INTEREST DISCLOSURE STATEMENT

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

### ITEM 3. CONSIDERATION OF AGENDA

**Motion to approve the agenda as presented.**

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

### ITEM 4. PRESENTATIONS

1. U.S. Census Bureau – Doug Bell
  - Mr. Bell was not present for the meeting.

2. Camden County Public Schools – Dr. Joe Ferrell, along with Finance Officer Faye Perry and Operations Officer Larry Lawrence, presented the FY 2019-2020 Budget.
  - Capital Outlay Request - \$586,000
  - ADM – End of 2<sup>nd</sup> month, 1857; End of 5<sup>th</sup> month, 1853. FY 2019-2020 allotment based on 1916.
  - To maintain current funding, \$278,043 to be used from General Expense Fund, which will leave an Undesignated Fund Balance of \$250,000.
  
3. Sheriff’s Office Update – Sheriff Kevin Jones included the following in his presentation to the Board:
  - Command Structure Reorganization
  - Number of Events by Nature – 8047 Calls for Service (December 2018 – Present)
  - Training – 51 course enrollments, 890 hours of formal training (December 2018 – Present)
  - Updated Patrol Car Scheme
  - LESO Program Benefits
  
4. Employee Recognition
  - a. Charles Sawyer & Thomas Sawyer – Received Grade 1 Biological Operator Certification in March 2019. (Public Works Department)
  - b. Sarah Lane – Retired in March 2019. (Department of Social Services)
  - c. Delores Stone – Retired in March 2019. (Dismal Swamp Visitor Center)
  - d. Laura Jolley – New Senior Center Coordinator to begin on May 13, 2019.

**South Camden Water & Sewer District Board of Directors**

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

Public Comments – None

Consideration of the Agenda

Agenda  
 Camden County Board of Commissioners  
 SCWSD - Regular Meeting  
 May 06, 2019  
 7:00 PM  
 Historic Courtroom, Courthouse Complex

- ITEM 1. **CALL TO ORDER**
- ITEM 2. **PUBLIC COMMENTS**  
 It is requested that comments be limited to (2-3) minutes. The length and number of comments may be limited upon the Chairman’s discretion due to scheduling and other issues.
- ITEM 3. **CONSIDERATION OF THE AGENDA**
- ITEM 4. **NEW BUSINESS** (For discussion and possible action)  
 A. Monthly Update
- ITEM 5. **ADJOURN**

**Motion to approve the agenda as presented.**

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

New Business

A. Monthly Report

Public Works Director David Credle presented the monthly report for March 2019 and the 12-month report.

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

	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water/Distribution	103	103	100%	0
Sewer/Collection	1	1	100%	0

Locates:

- Water Line: 153
- Sewer Line: 8
- Water & Sewer, same ticket: 4
- Hydrant flow test: 27

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

Water treated at the water treatment plant in March: 9,192,330 gallons.

Daily average water usage for March: 296,527 gallons.

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

SOUTH CAMDEN WATER & SEWER BOARD									
MONTHLY WATER STATISTICS REPORT									
Date	Work Orders Submitted	Percentage Complete	Uncompleted	Water/Distribution	Sewer/Collection	Water Locates	Sewer Locates	Water/Sewer Locate	Hydrant Flow Test
2018									
March	72	100%	0%	71	1	86	42	4	12
April	75	100%	0%	75	0	86	37	1	3
May	82	100%	0%	79	3	63	18	13	0
June	128	100%	0%	124	4	93	10	29	0
July	93	100%	0%	86	7	90	10	14	1
August	110	100%	0%	110	0	81	28	1	5
Sept	86	100%	0%	84	2	109	34	13	0
Oct	71	100%	0%	68	3	75	17	13	12
Nov	77	100%	0%	76	1	124	7	48	7
Dec	121	100%	0%	120	1	134	6	12	7
2019									
Jan	99	100%	0%	99	0	125	4	15	0
Feb	63	100%	0%	63	0	180	11	1	9
March	104	100%	0%	103	1	133	8	4	27

**Motion to approve the monthly report as presented.**

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

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

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Randy Krainiak, Commissioner
<b>AYES:</b>	White, Krainiak, Meiggs, Riggs, Munro

Chairman White adjourned the South Camden Water & Sewer District Board of Directors and reconvened the Camden County Board of Commissioners.

**ITEM 5. PUBLIC HEARING**

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A. Preliminary Plan Phase II North River Crossing Major Subdivision (UDO 2019-02-01)

**Motion to open the Public Hearing for Preliminary Plan Phase II North River Crossing Major Subdivision.**

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

Planning Director Dan Porter introduced Dave Klebitz of Bissell Professional Group in Kitty Hawk, NC. Mr. Klebitz gave a brief overview of the North River Crossing Phase II project:

- Added total of 42 lots.
- To be developed in three sub-phases – 2A, 2B and 2C.
- 10 lots in the first phase, 10 lots in the second phase and 22 lots in the third phase.
- In accordance with the UDO all lots are greater than 40,000 square feet.
- Sewer will be on site. All 42 lots have been evaluated by the Health Department and determined to be provisionally suitable with modifications.
- Water services will be served by an extension of the existing county water system installed in Phase I.
- Stormwater management is an expansion of the existing stormwater system installed in Phase I.
- Roads are designed at NCDOT standards.

Mr. Porter presented the Staff Report as follows:

Planning Board met on March 20, 2019 to consider the Preliminary Plan for Phase II North River Crossing 42 lot major residential subdivision and after discussion with staff, applicant, adjacent property owners on drainage concerns and considering Technical Review Committee input, Planning Board recommended approval of the Phase II Preliminary Plan for North River Crossing Major Subdivision with the recommendations as stated in Staff’s Findings on a 4-0 vote. Recommendation: Amend agenda for consideration after public hearing.

**STAFF REPORT**

**UDO 2019-02-01  
Preliminary Plan North River Crossing  
Phase II Major Subdivision**

**PROJECT INFORMATION**

<p><b>File Reference:</b> UDO 2019-02-01  <b>Project Name;</b> North River Crossing  <b>PIN:</b> 03-8965-00-24-6702  <b>Applicant:</b> Seaboard Development Alliance LLC/EHP Land Company, Inc  <b>Address:</b> 2875 Forge Road Toano, VA 23168  <b>Phone:</b> (757) 869-0001  <b>Email:</b>  <b>Agent for Applicant:</b>  <b>Address:</b>  <b>Phone:</b>  <b>Email:</b>  <b>Current Owner of Record:</b> Seaboard Development Alliance, LLC  <b>Meeting Dates:</b>    2/12/2019 Neighborhood Meeting  3/06/2019 Technical Review Meeting  3/20/2019 Planning Board</p>	<p><b>Application Received:</b> 2/12/19  <b>By:</b> David Parks, Permit Officer  <b>Application Fee paid:</b> \$8,400 Check #003034  <b>Completeness of Application:</b> Application is generally complete  <b>Documents received upon filing of application or otherwise included:</b>  <b>A.</b> Land Use Application  <b>B.</b> Preliminary Plan  <b>C.</b> Deed  <b>D.</b> Perc Tests from Albemarle Regional Health Services on all lots  <b>E.</b> Neighborhood meeting comments  <b>F.</b> TRC Inputs</p>
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**PROJECT LOCATION:**

**Street Address:** Off Ditch Bank Road  
**Location Description:** Shiloh Township

**REQUEST:** Preliminary Plan Phase II North River Crossing Major Subdivision – 42 lots - **Article 151.2.3.16 of the Unified Development Ordinance.** Phase II will be further phased as 2A, 2B, 2C.

Vicinity Map:





**Street/Subdivision name:** Subdivision name: North River Crossing  
Street Names: Pamlico, Perquimans, Cape Fear Drives, Chowan and Deep Court's

**Open Space:** Required: 47 acres X .05 = 2.35 acres (**Article 151.3.5.5**)

**Landscaping:** Landscaping Plan required at Construction Drawings.

**Farmland Compatibility Standards:** **Per Article 151.5.5**, a 50' wide vegetative buffer required along all agricultural uses. Indicated on plan.

**Recreational Land:** **Per Article 151.6.1.13** – Developer is requesting to pay the fee in lieu of providing land. Formula: 1452 sf per lot X 42 (number of lots) = 60,984 sf or 1.4 acres.

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#### **ENVIRONMENTAL ASSESSMENT**

**Streams, Creeks, Major Ditches:** Development will outfall into the North River.

**Distance & description of nearest outfall:** Distance to North River from Development is approximately 2000 feet. There is a maintenance easement along a ditch of the Roberts property to which the HOA is responsible to maintain in accordance with recorded covenants. Maintenance easement recorded in Camden County Registry of Deeds in BK 301, Pages 817-820.

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#### **TECHNICAL REVIEW STAFF (SKETCH PLAN) COMMENTS**

1. **South Camden Water.** Approved.
2. **Albemarle Regional Health Department.** Approved. Received 42 perc tests.
3. **South Camden Fire Department.** Reviewed no comments.
4. **Pasquotank EMS (Central Communications).** Subdivision/road names approved.
5. **Sheriff's Office.** Reviewed no comments.
6. **Postmaster Elizabeth City.** No response. Did not attend meeting.
7. **School Superintendent:** No response. Did not attend meeting.
8. **Transportation Director of Schools.** Approved with request that all cul-de-sac's turning radius be a minimum of 43.5 feet.
9. **Camden Soil & Water Conservationist.** Approved.
10. **NCDOT.** No response.
11. **Mediacom.** No response.
12. **Century Link.** No response.

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**PLANS CONSISTENCY**

**CAMA Land Use Plan Policies & Objectives:**

Consistent  Inconsistent

CAMA Land Suitability Maps has land designated as Moderate Suitability and Future Land Use Maps has land designated as Medium Density Residential.

**2035 Comprehensive Plan**

Consistent  Inconsistent

Property is consistent with 2035 Comprehensive Plan Future Land Use Maps which has area designated as Rural Residential.

**Comprehensive Transportation Plan**

Consistent  Inconsistent

Property abuts Ditch Bank and Trotman Roads and internal roads will be dedicated to public.

**FINDINGS REGARDING ADDITIONAL REQUIREMENTS:**

Yes  No

**Endangering the public health and safety?**

In staff's opinion, application does not appear to endanger public health and safety.

Yes  No

**Injure the value of adjoining or abutting property.**

In staff's opinion, application does not appear to injure the value of adjoining or abutting property as this is Phase II of existing subdivision.

**EXCEED PUBLIC FACILITIES:**

Yes  No

**Schools:** Proposed development will generate 28 students (.67 per household X 42 lots). High School over capacity: **2018/2019 capacity: 570 Enrollment: 607 - Capacity does not include modular units for Camden Early College**

**Fire and rescue:** Approved.

Yes  No

**Law Enforcement:** Approved.

Yes  No

**Planning Staff recommends approval of Preliminary Plan for Phase II of North River Crossing Subdivision with the following comments.**

1. Constructions drawings to reflect turning radius of cul-de-sacs be minimum 43.5' as requested by the Transportation Director of Camden County Schools.

**Planning Board recommendation:**

**At their March 20, 2019 meeting, Planning Board after discussion with applicant, adjacent property owners, and staff, recommended approval with staff comments of Phase II North River Crossing Major subdivision on a 4-0 vote.**

Chairman Tom White called for Public Comments either in support of or in opposition to the project. There were no public comments.

**MOTION TO CLOSE THE PUBLIC HEARING.**

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

**Motion to add Preliminary Plan Phase II North River Crossing Subdivision to New Business as Item 6.C.**

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

**ITEM 6. NEW BUSINESS**

A. Monthly Tax Report – County Manager Ken Bowman presented the monthly tax report.

**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>
2018	231,883.55	3,755.42
2017	62,666.52	3,704.95
2016	22,315.80	2,518.33
2015	12,423.58	1,157.09
2014	12,940.20	1,228.71
2013	9,071.20	4,965.69
2012	6,719.42	7,851.61
2011	4,828.75	6,473.95
2010	4,244.84	4,714.27
2009	3,978.27	4,524.03
TOTAL REAL PROPERTY TAX UNCOLLECTED		371,072.13
TOTAL PERSONAL PROPERTY UNCOLLECTED		40,894.05
TEN YEAR PERCENTAGE COLLECTION RATE		99.44%
COLLECTION FOR 2019 vs. 2018		115,718.66 vs. 93,080.55
<b><u>LAST 3 YEARS PERCENTAGE COLLECTION RATE</u></b>		
2018	96.86%	
2017	99.06%	
2016	99.63%	

**EFFORTS AT COLLECTION IN THE LAST 30 DAYS**

ENDING March 2019  
BY TAX ADMINISTRATOR

<u>59</u>	NUMBER DELINQUENCY NOTICES SENT
<u>21</u>	FOLLOWUP REQUESTS FOR PAYMENT SENT
<u>1</u>	NUMBER OF WAGE GARNISHMENTS ISSUED
<u>14</u>	NUMBER OF BANK GARNISHMENTS ISSUED
<u>16</u>	NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR TO DELINQUENT TAXPAYER
<u>0</u>	NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)
<u>0</u>	PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR
<u>0</u>	NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY
<u>0</u>	NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR COLLECTION (I.D. AND STATUS)
<u>0</u>	REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS
<u>0</u>	NUMBER OF JUDGMENTS FILED

30 Largest Unpaid - Real

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	8,080.29	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8934-01-18-6001.0000	8,005.91	1	LINDA SUE LAMB HINTON	CAMDEN	150 158 US W
R	02-8937-00-50-8036.0000	6,148.38	1	CLEVELAND WALSTON LE	CAMDEN	187 HERMAN ARNOLD RD
R	02-8934-01-17-4778.0000	5,094.04	2	LARRY G. LAMB SR	CAMDEN	152 158 US W
R	03-8899-00-45-2682.0000	4,392.64	10	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8899-00-16-2671.2425	4,190.81	1	SPRING LOTUS LLC	SHILOH	141 EDGEWATER DR
R	01-7998-01-08-6797.0000	4,175.50	1	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	02-8935-02-66-7093.0000	3,817.05	1	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	01-7080-00-53-1141.0000	3,179.89	2	EDWARD A ROSA SR	SOUTH MILLS	188 KEETER BARN RD
R	02-8934-01-29-4617.0000	3,106.99	1	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W
R	03-8962-00-55-2255.0000	2,981.08	1	VERNON L. & EDITH W. SYLVESTER	SHILOH	453 NECK RD
R	03-9809-00-23-4988.0000	2,933.00	1	WANDA H WELLS	SHILOH	104 HIGH RD
R	02-8934-01-18-8282.0000	2,746.15	1	BRIDGET CARTWRIGHT JOHNSON	CAMDEN	144 158 US W
R	03-8971-00-54-7373.0000	2,541.39	1	DWAYNE HARRIS	SHILOH	125 ONE MILL RD
R	03-8990-00-18-6042.0000	2,530.07	1	LARRY MOTLEY	SHILOH	SECOND CREEK RD
R	02-8945-00-41-2060.0000	2,499.43	1	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	02-8935-01-08-8786.0000	2,485.42	1	LINWOOD GREGORY	CAMDEN	253 SLEEPY HOLLOW RD
R	03-9809-00-23-8838.0000	2,470.25	1	WILLIAM DAVID BYRUM	SHILOH	112 HIGH RD
R	02-8945-00-53-1518.0000	2,445.81	2	GARY D. & BETH A. LOYD	CAMDEN	115 LISTER DR
R	02-8944-00-51-7111.0000	2,400.06	1	FLOYD & JUNE T. ETHERIDGE	CAMDEN	110 BILLETTS BRIDGE RD
R	03-8962-00-05-0472.0000	2,389.86	1	FRANK MCMILLIAN HEIRS	SHILOH	172 NECK RD
R	03-8962-00-67-1021.0000	2,182.86	2	CECIL BARNARD HEIRS	SHILOH	WICKHAM RD
R	02-8934-01-29-4776.5853	2,170.72	1	C. RUSSELL HASTINGS JR.	CAMDEN	110 158 US W
R	01-7999-00-78-4680.0000	2,167.21	3	BERTHA MARLENE GARRETT	SOUTH MILLS	379 OLD SWAMP RD
R	01-7080-00-49-5646.0000	2,091.93	1	JANICE L CALDWELL	SOUTH MILLS	199 CULPEPPER RD
R	01-7080-00-62-1977.0000	2,062.78	9	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	01-7090-00-64-4058.0000	2,056.11	1	GODFREY RIDDICK	SOUTH MILLS	131 LILLY RD
R	03-8943-04-93-8214.0000	2,052.32	10	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	02-8934-01-18-8072.0000	2,042.88	1	ARNOLD AND THORNLEY, INC.	CAMDEN	146 158 US W
R	01-7988-00-91-0179.0001	2,028.10	10	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	

### 30 Oldest Unpaid - Real

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	10	8,080.29	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8999-00-45-2682.0000	10	4,392.64	SEMARK INC.	SHILOH	HOLLY RD
R	01-7080-00-62-1977.0000	10	2,062.78	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	03-8943-04-93-8214.0000	10	2,052.32	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7988-00-91-0179.0001	10	2,028.10	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	03-8952-00-95-8737.0000	10	1,993.94	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7999-00-32-3510.0000	10	1,827.31	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7999-00-12-8596.0000	10	1,760.33	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7989-04-60-1568.0000	10	1,000.71	EMMA BRITE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	01-7989-04-60-1954.0000	10	976.47	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	03-8962-00-59-0273.0000	10	900.00	DAISEY WILLIAMS BURNHAM	SHILOH	RAYMONS CREEK RD
R	01-7090-00-60-5052.0000	10	767.56	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	03-9809-00-24-6322.0000	10	627.21	DAVID B. KIRBY	SHILOH	499 SAILBOAT RD
R	02-8955-00-13-7846.0000	10	588.25	MARIE MERCER	CAMDEN	IVY NECK RD
R	02-8936-00-24-7426.0000	10	585.99	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	03-8980-00-61-1968.0000	10	281.80	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	01-7090-00-95-5262.0000	10	248.84	JOHN F. SAWYER HEIRS	SOUTH MILLS	OLD SWAMP RD
R	03-9809-00-45-1097.0000	10	202.10	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	03-8899-00-37-0046.0000	10	154.57	ELIZABETH LONG	SHILOH	HIBISCUS
R	03-9809-00-17-2462.0000	10	140.15	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD
R	03-8980-00-84-0931.0000	9	220.38	CARL FEUSCHER	SHILOH	218 BROAD CREEK RD
R	01-7998-01-08-6797.0000	8	4,175.50	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	03-8962-00-04-9097.0000	8	2,182.86	CECIL BARNARD HEIRS	SHILOH	NECK RD
R	03-8990-00-64-8379.0000	8	940.48	CHRISTOPHER FROST-JOHNSON	SHILOH	LITTLE CREEK RD
R	02-8935-01-07-0916.0000	8	710.94	ROSETTA MERCER INGRAM	CAMDEN	227 SLEEPY HOLLOW RD
R	03-8962-00-70-7529.0000	8	593.58	MARY SNOWDEN	SHILOH	WICKHAM RD
R	01-7989-04-90-0938.0000	8	541.44	DORIS EASON	SOUTH MILLS	1352 343 HWY N
R	03-8962-00-60-7648.0000	8	281.11	FRANK WRIGHT ETAL	SHILOH	WICKHAM RD
R	03-8965-00-37-4242.0000	7	1,751.87	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	03-8970-00-29-5521.0000	7	1,517.56	JONATHAN E PULLIN	SHILOH	107 AVERY DR

### 30 Largest Unpaid - Personal

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001709	2,252.98	10	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0001476	1,043.30	2	MIKE TAYLOR	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001538	751.18	9	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001046	712.40	10	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	680.34	8	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0002194	661.94	4	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
P	0001072	587.82	10	PAM BUNDY	SHILOH	105 AARON DR
P	0001827	483.28	7	KAREN BUNDY	CAMDEN	431 158 US W
P	0000846	469.71	2	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0000295	412.03	2	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0001230	411.11	7	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001681	366.10	7	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0000297	349.77	2	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0000466	314.96	1	LAMBS OF CAMDEN	CAMDEN	152 HWY 158 W
P	0000905	305.31	4	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
P	0001694	294.16	3	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0001694	288.99	7	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0000772	288.86	4	COSEY BAKER	SOUTH MILLS	114 BINGHAM RD
P	0002924	272.82	1	PAUL BEAUMONT	SHAWBORO	106 DEERFIELD TRL
P	0001693	261.90	10	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001638	259.82	2	ERIC JASON WOODARD	SOUTH MILLS	612 MAIN LOT 12
P	0001106	248.38	10	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001952	238.91	7	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0002442	200.37	2	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0000945	195.03	4	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0001546	177.59	1	GEORGE ROWLAND	CAMDEN	431 158 US W
P	0001673	177.05	10	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0001722	140.55	8	JANET LEARY	SOUTH MILLS	LINTON ROAD
P	0001976	137.83	1	ANA ALICIA MARTINEZ LOPEZ	SHILOH	110 AARON DR
P	0001150	136.45	2	WILLIAM MICHAEL STONE	CAMDEN	130 MILL DAM RD S

### 30 Oldest Unpaid - Personal

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001709	10	2,252.98	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0001538	10	751.18	JEFFREY EDWIN DAVIS	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001046	10	712.40	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	10	680.34	LESLIE ETHERIDGE JR	CAMDEN	
P	0001072	10	587.82	PAM BUNDY	SHILOH	105 AARON DR
P	0001693	10	261.90	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001106	10	248.38	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001673	10	177.05	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0000248	10	128.38	ROBERT H. OWENS	CAMDEN	A STREET
P	0000316	10	115.56	JAMES P. JONES	CAMDEN	142 SANDHILLS RD
P	0001827	9	483.28	KAREN BUNDY	CAMDEN	431 158 US W
P	0001722	8	140.55	JANET LEARY	SOUTH MILLS	LINTON ROAD
P	0001639	8	123.29	CAREY FARMS, INCORPORATED	SOUTH MILLS	202 SHARON CHURCH
P	0001230	7	411.11	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001681	7	366.10	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001694	7	288.99	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001952	7	238.91	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0002194	6	661.94	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
P	0000772	6	288.86	COSEY BAKER	SOUTH MILLS	114 BINGHAM RD
P	0000905	4	305.31	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
P	0001638	4	259.82	ERIC JASON WOODARD	SOUTH MILLS	612 MAIN LOT 12
P	0000945	4	195.03	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0001476	3	1,043.30	MIKE TAYLOR	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0000295	3	412.03	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000466	3	314.96	LAMBS OF CAMDEN	CAMDEN	152 HWY 158 W
P	0000846	3	294.16	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0000385	3	121.17	MARK SANDERS OVERMAN	SHAWBORO	116 GARRINGTON ISLAND
P	0002921	3	120.68	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0000770	3	108.00	MARSHA GAIL BOGUES	CAMDEN	276 BELCROSS RD
P	0002079	3	106.35	OCTAVIS BANKS III	SOUTH MILLS	262 OLD SWAMP RD

**Motion to approve the tax report as presented.**

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Randy Krainiak, Commissioner
<b>AYES:</b>	White, Krainiak, Meiggs, Riggs, Munro

B. Resolution 2019-05-01 – County Manager Ken Bowman presented Resolution 2019-05-01.



Resolution 2019-05-01

A RESOLUTION OF THE CAMDEN COUNTY BOARD OF COMMISSIONERS SUPPORTING HOUSE BILL 541 TO REDUCE THE PROPERTY TAX EXCLUSION FOR SOLAR ENERGY ELECTRIC SYSTEMS AND ALLOCATE CERTAIN TAX PROCEEDS FOR PUBLIC EDUCATION PURPOSES

**WHEREAS**, North Carolina General Statute §105-275(45) allows the exclusion of eighty percent (80%) of the appraised value of solar energy electric systems from local ad valorem tax valuation; and

**WHEREAS**, House Bill 541 would amend North Carolina General Statute §105-275(45) to reduce the exclusion from eighty percent (80%) to sixty percent (60%) of the appraised value of the solar energy electric systems from local ad valorem tax valuation; and

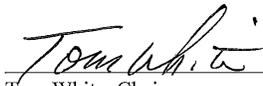
**WHEREAS**, any community hosting solar energy electric systems should receive the full financial benefit of such development, Camden County would favor any legislation that will eliminate or reduce the property tax exclusion for solar energy electric systems; and

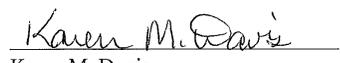
**WHEREAS**, upon passage of House Bill 541, Camden County would expect to receive an additional \$32,226 in revenues; and

**WHEREAS**, House Bill 541 would require the County to spend fifty percent (50%) of the tax proceeds collected under North Carolina General Statute §105-275(45) for public education and community college purposes.

**NOW, THEREFORE BE IT RESOLVED** by the Camden County Board of Commissioners, that Camden County requests that its legislative delegation support House Bill 541 to reduce the local government property tax exclusion for solar energy electric systems.

Adopted this, the 6<sup>th</sup> day of May, 2019.

  
Tom White, Chairman  
Camden County Board of Commissioners

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



**Motion to adopt Resolution 2019-05-01 as presented.**

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

C. Preliminary Plan Phase II North River Crossing Major Subdivision

**Motion to approve Preliminary Plan Phase II North River Crossing Major Subdivision.**

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

**ITEM 7. BOARD APPOINTMENTS**

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1. Regional Advisory Council – Gwen Wescott (reappointment)
2. Albemarle Regional Library Board – Nona Smith (appointment)
3. Community Advisory Committee – Clarann Mansfield (reappointment)

**Motion to approve the board appointments as presented.**

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

**ITEM 8. CONSENT AGENDA**

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The Consent Agenda was amended to add the Proclamation for Older Americans Month 2019 as item number 20.

1. BOC Meeting Minutes – February 28, 2019
2. BOC/BOE Joint Meeting Minutes – March 28, 2019
3. BOC Meeting Minutes – April 1, 2019
4. BOC Meeting Minutes – April 8, 2019

## 5. Budget Amendments

2018-19-BA033  
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, 2019.

Section 1. To amend the South Camden Water & Sewer Fund as follows:

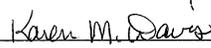
ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Expenses</b>			
307500-502000	Salaries		\$3,500
307500-503000	Part Time Salaries	\$3,500	

This Budget Amendment is made to appropriate funds for correction to budgeted salaries.

This will result in no change to the Contingency of the General Fund.

Balance in Contingency \$17,140.00

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 6th day of May, 2019.

  
\_\_\_\_\_

Clerk to Board of Commissioners

  
\_\_\_\_\_

Chairman, Board of Commissioners



2018-19-BA034  
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, 2019.

Section 1. To amend the Social Services Fund as follows:

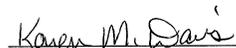
ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Expenses</b>			
526100-502000	Salaries	\$ 957	
526100-505000	FICA	\$ 73	
526100-507000	Retirement	\$ 75	
526100-507100	401K	\$ 48	
526100-515000	Maintenance – Building		\$ 203
526100-516000	Maintenance – Equipment		\$ 250
526100-526000	Advertising		\$ 500
526100-557000	Miscellaneous		\$ 200

This Budget Amendment is made to appropriate funds for correction to budgeted salaries.

This will result in no change to the Contingency of the General Fund.

Balance in Contingency \$17,140.00

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 6th day of May, 2019.

  
\_\_\_\_\_

Clerk to Board of Commissioners

  
\_\_\_\_\_

Chairman, Board of Commissioners



6. School Budget Amendments

Budget Amendment

Camden County Schools Administrative Unit

Local Current Expense Fund

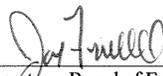
The Camden County Board of Education at a meeting on the 11<sup>th</sup> day of April, 2019 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2019.

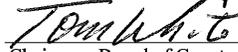
Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs	331.66	
5200	Special Instructional Programs		510.00
5300	Alternative Instructional Prog		
5400	School Building Administration		416.66
5800	Alternative Programs		104.00
6100	Regular Program Support		
6200	Special Program Support	569.00	
6300	Alternative Prog. Support		
6400	Technology Support Services		
6500	Operational Support Services		12,182.00
6800	Student-wide Support Serv.		
6900	Policy, Ldrshp, Services	12,312.00	
<b>Explanation:</b>			
	Total Appropriation in Current Budget	\$	2,932,416.00
	Amount of Increase/Decrease of Above Amendment		.00
	Total Appropriation in Current Amended Budget ....	\$	2,932,416.00

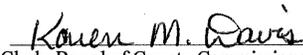
Passed by majority vote of the Board of Education of Camden County on the 11<sup>th</sup> day of April 2019.

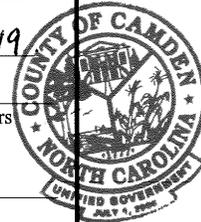
  
Chairman, Board of Education

  
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 6<sup>th</sup> day of May 2019

  
Chairman, Board of County Commissioners

  
Clerk, Board of County Commissioners



BUDGET AMENDMENT  
April 11, 2019

2. Local Current Expense Fund

- A. We have reviewed this area of the budget and must transfer funds to cover the costs within other program areas within the local budget. We request your approval of the following amendment.

Operation of Plant

6510.802.326...40 Cont Repair & Mtce – Equip.	\$ + 266.00
6530.802.321...40 Utilities – Electric	- 1,434.00
6530.802.322...40 Utilities – Natural Gas	- 12,182.00
6540.802.323...40 Utilities – Water	+ <u>1,168.00</u>

Total – Operation of Plant \$ - 12,182.00

- B. We have reviewed this area of the budget and must transfer funds to cover the costs within other this area of the budget. We request your approval of the following amendment.

Classroom Support

5110.842.411 Instructional Supplies	\$ + <u>436.66</u>
-------------------------------------	--------------------

Total – Classroom Support \$ + 436.66

- C. We have reviewed this area of the budget and must transfer funds to cover the costs within this program area of the budget. We request your approval of the following amendment.

Exceptional Children

5210.849.142 Salary – Teacher Assistant	\$ + 1,600.00
5210.849.231 Emp Hosp Ins Costs	- 2,196.00
5240.849.361 Membership Dues & Fees	+ 27.00
6200.849.361 Membership Dues & fees	+ <u>569.00</u>

Total – At Risk Programs \$ + .00

- D. We have reviewed this program area and must transfer funds within to cover expenses. We request your approval of the following amendment.

Office of The Superintendent

6940.865.113 Salary – Director	\$ - 718.00
6940.865.129 Salary – Pay Differential	+ 3,600.00
6940.865.211 Emp Soc Sec Costs	+ 234.00
6940.865.221 Emp Retirement Costs	- 421.00

**BUDGET AMENDMENT**  
 Local Current Expense Fund  
 April 11, 2019, Page 2

6940.865.231	Emp Hosp Ins Costs	+	1,826.00
6940.865.311	Contracted Services	+	215.00
6940.865.312	Workshop Expenses	+	700.00
6940.865.319	Other Prof & Tech Services	-	1,674.00
6940.865.332	Travel	-	1,000.00
6940.865.341	Telephone	-	634.00
6940.865.361	Membership Dues & Fees	-	1,139.00
6940.865.373	Building & Grounds Insurance	+	11,783.00
6940.865.411	Supplies & Materials	+	100.00
6940.865.418	Comp Software & Supplies	-	274.00
6940.865.422	Repair Parts – Co Car	+	88.00
6940.865.425	Tires & Tubes – Co Car	-	250.00
6940.865.461	Pur of Non-Cap Equipment	-	4.00
6940.865.551	Sales Tax – County Vehicle	-	<u>250.00</u>
Total – Office of The Superintendent		\$	+ 12,182.00

E. We have reviewed this area of the budget and must transfer funds to cover the costs within other program areas within the budget. We request your approval of the following amendment.

Office of The Principal

5400.870.342.308	Postage	\$	- 420.00
5400.870.411.308	Supplies & Materials	-	16.66
5400.870.411.350	Supplies & Materials	-	201.00
5400.870.418.350	Comp Software & Supplies	+	<u>201.00</u>
Total – Office of The Principal		\$	- 436.66

F. We have reviewed this area of the budget and must increase the budget to reflect the expenditure of funds for workshops and related expenses. We are transferring funds from another budgeted area to cover. We request your approval of the following amendment.

Staff Development

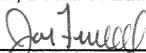
5110.912.311	Contracted Services	\$	- 105.00
5210.912.312	Workshop Expenses	+	59.00
5400.912.312	Workshop Expenses	+	20.00
5870.912.312	Workshop Expenses	-	104.00
6940.912.312	Workshop Expenses	+	80.00
6940.912.451	Other Food Purchases	+	<u>50.00</u>

BUDGET AMENDMENT  
 Local Current Expense Fund  
 April 11, 2019, Page 3

Total – Staff Development \$ + .00

Passed by majority vote of the Board of Education of Camden County on the 11<sup>th</sup> day of April, 2019.

  
 \_\_\_\_\_  
 Chairman, Board of Education

  
 \_\_\_\_\_  
 Secretary, Board of Education

Budget Amendment

Camden County Schools Administrative Unit

Federal Grant Fund

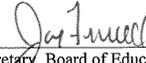
The Camden County Board of Education at a meeting on the 11<sup>th</sup> day of April 2019 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2019.

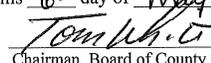
Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs		443.00
5200	Special Instructional Programs	759.06	
5300	Alternative Instructional Prog.	443.00	
5800	School Based Support Services		
8100	Pmts to Other Units of Gov't	24.60	
8200	Unbudgeted Funds		783.66
Explanation:			
Total Appropriation in Current Budget		\$	737,234.63
Amount of <b>Increase/Decrease</b> of Above Amendment		+	.00
Total Appropriation in Current Amended Budget ....		\$	737,234.63

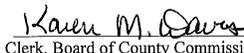
Passed by majority vote of the Board of Education of Camden County on the 11<sup>th</sup> day of April 2019.

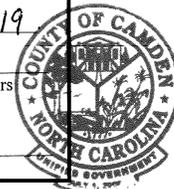
  
 \_\_\_\_\_  
 Chairman, Board of Education

  
 \_\_\_\_\_  
 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 6<sup>th</sup> day of May 2019.

  
 \_\_\_\_\_  
 Chairman, Board of County Commissioners

  
 \_\_\_\_\_  
 Clerk, Board of County Commissioners





Budget Amendment

Camden County Schools Administrative Unit

State Public School Fund

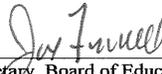
The Camden County Board of Education at a meeting on the 11<sup>th</sup> day of April 2019 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2019.

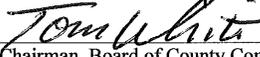
Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs	7,572.00	
5200	Special Instructional Programs	3,996.00	
5300	Alternative Instructional Prog		
5400	School Leadership		3650.00
5800	School Based Support Services		63.00
6100	Regular Program Support		628.00
6300	Alternative Program Support		
6400	Technology Support Services	1,239.00	
6500	Operational Support Services	787.00	
6600	Fiscal and Human Resources		2,982.00
6900	Policy Leadership Services	500.00	
Explanation:			
Total Appropriation in Current Budget		\$	14,803,026.21
Amount of <b>Increase/Decrease</b> of Above Amendment			6,771.00
Total Appropriation in Current Amended Budget ....		\$	14,809,797.21

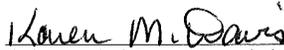
Passed by majority vote of the Board of Education of Camden County on the 11<sup>th</sup> day of April 2019.

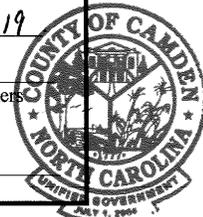
  
Chairman, Board of Education

  
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 6<sup>th</sup> day of May 2019

  
Chairman, Board of County Commissioners

  
Clerk, Board of County Commissioners





BUDGET AMENDMENT  
 State Public School Fund  
 April 11, 2019, Page 2

6510.015.341 Telephone Communications	-	<u>321.00</u>
Total – School Technology	\$ +	771.00

D. We have reviewed this program area and must transfer funds within to cover expenses. We request your approval of the following amendment.

<u>Small School Supplemental Funding</u>		
6540.019.199 Overtime Pay	\$ +	250.00
6540.019.231 Emp Hosp Ins Costs	-	<u>750.00</u>
6940.019.231 Emp Hosp Ins Costs	+	<u>500.00</u>
Total Small School Supplemental Funding	\$ +	.00

E. We have reviewed this program area and must transfer funds within to cover expenses. We request your approval of the following amendment.

<u>Children with Special Needs</u>		
5210.032.162 Substitute Pay	\$ +	2,000.00
5210.032.311 Contracted Services	+	2,180.00
5210.032.411 Instructional Supplies	+	60.00
5210.032.418 Comp Software & Supplies	+	150.00
5210.032.462 Pur of Comp Hdwe	+	2.00
6200.032.129 Salary – Pay Differential	+	80.00
6200.032.211 Emp Soc Sec Costs	-	80.00
6550.032.199 Overtime Pay	+	100.00
6550.032.231 Emp Hosp Ins Costs	-	<u>4,492.00</u>
Total Small School Supplemental Funding	\$ +	.00

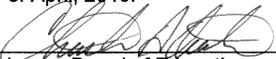
F. We have received an allotment adjustment and must increase our budget to reflect the actual allotment and transfer funds to cover expenses. We request your approval of the following amendment.

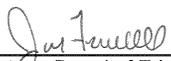
<u>Transportation of Pupils</u>		
6550.056.171 Salary – Drivers	\$ +	4,603.00
6550.056.172 Overtime Pay - Drivers	+	500.00
6550.056.199 Overtime Pay	+	100.00
6550.056.316 CDL Medical Exam	+	145.00
6550.056.425 Tires & Tubes	+	<u>652.00</u>
Total – Transportation of Pupils	\$ +	6,000.00

BUDGET AMENDMENT  
 State Public School Fund  
 April 11, 2019, Page 3

3100.000 Revenue – State Public School Fund	\$ -	6,771.00
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Passed by majority vote of the Board of Education of Camden County on the 11<sup>th</sup> day of April, 2019.

  
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 Chairman, Board of Education

  
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 Secretary, Board of Education



8. DMV Monthly Report

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County June Renewals Due 07/15/19

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

SOUTH MILLS	COURTHOUSE	SHILOH	TOTAL
21,960.66	24,594.47	13,405.61	59,960.74

Witness my hand and official seal this 7<sup>th</sup> day of May 2019

Tom White  
Chairman, Camden County Board of Commissioners

Attest:

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



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

Lisa S. Anderson  
Tax Administrator of Camden County

## 9. Refunds Over \$100

ACS Tax System  
4/02/19 9:04:33

REFUNDS OVER \$100.00  
Refunds to be Issued by Finance Office

CAMDEN COUNTY

Page 1

Refunds	Remit To:	Reference:	Drawer/Transaction Info:
231.99	PINE GATE NC 130 ROBERTS ST ASHVILLE NC 28801	2018 R 03-8973-00-40-3337.0000 VALUE CORRECTION R-115149/18	20190402 99 245762
222.71	RIGGS, MICHAEL CAREY 1442 SOUTH 343 SHILOH NC 27974	2017 R 03-8973-00-40-3337.0000 VALUE CORRECTION R-107884/17	20190402 99 245763
213.43	RIGGS, MICHAEL CAREY 1442 SOUTH 343 SHILOH NC 27974	2016 R 03-8973-00-40-3337.0000 VALUE CORRECTION R-100644/2016	20190402 99 245764
213.43	RIGGS, MICHAEL CAREY 1442 SOUTH 343 SHILOH NC 27974	2015 R 03-8973-00-40-3337.0000 VALUE CORRECTION R-93468/2015	20190402 99 245765
330.34	WOOD, ERIC M 121 WHITE CEDAR LANE CAMDEN NC 27921	2016 R 02-8945-00-79-2278.0000 VALUE CORRECTION R99045/2016	20190402 99 245766
344.71	WOOD, ERIC M 121 WHITE CEDAR LANE CAMDEN NC 27921	2017 R 02-8945-00-79-2278.0000 VALUE CORRECTION R106271/2017	20190402 99 245767
359.07	WOOD, ERIC M 121 WHITE CEDAR LANE CAMDEN NC 27921	2018 R 02-8945-00-79-2278.0000 VALUE CORRECTION R113552/18	20190402 99 245768
1,915.68	Total Refunds		

\*\*\*

Submitted by Lisa S. Anderson Date 4-2-19  
Lisa S. Anderson, Tax Administrator Camden County

Approved by G. Tom White Date 5-7-19  
G. Tom White, Chairman Camden County Board of Commissioners

## 10. Vehicle Refunds Over \$100

REFUNDS OVER \$100.00																			
North Carolina Vehicle Tax System																			
NCVTS Pending Refund report																			
MARCH, 19 REFUNDS OVER \$100.00																			
Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest	Total Change
HARDESTY, JEFFREY LEE	HARDESTY, JEFFREY LEE		1145 NC HIGHWAY 343 N		SOUTH MILLS, NC 27976	Proration	0040512657	CH95947	AUTHORIZED	103117078	Refund Generated due to proration on Bill #0040512657-2018-2018-0000-00	Vehicle Sold	03/25/2019	3/26/2019 9:35:20 AM	1843	Tax	(\$297.85)	\$0.00	(\$297.85)
															1	Tax	(\$4.02)	\$0.00	(\$4.02)
																			Refund: \$301.87
JONES, JACK CASWELL	JONES, JACK CASWELL		194 JOYS CREEK RD		SOUTH MILLS, NC 27976	Proration	0035683758	DDK1200	AUTHORIZED	103117058	Refund Generated due to proration on Bill #0035683758-2018-2018-0000-00	Tag Surrender	03/25/2019	3/26/2019 9:35:20 AM	1843	Tax	(\$146.58)	\$0.00	(\$146.58)
															1	Tax	(\$1.98)	\$0.00	(\$1.98)
																			Refund: \$148.56

Submitted by Lisa S. Anderson Date 4-2-19  
Lisa S. Anderson, Tax Administrator Camden County

Approved by G. Tom White Date 5-7-19  
G. Tom White, Chairman Camden County Board of Commissioners

## 11. Revised FY 2019-2020 Annual Budget & CIP Calendar

### CAMDEN COUNTY FISCAL YEAR 2019-2020 ANNUAL BUDGET & CIP CALENDAR

DATE	PROCEDURE	ACTION BY
March 1	Budget Officer & Finance Officer meet to discuss this year's priorities	County Manager Finance Officer
March 8	Budget Workbooks Available for Department Heads and County Agencies to pick up	County Manager Finance Officer
March 15	All 2019-2023 Capital Improvement Plan (CIP) requests are due to County Manager's Office	Department Heads Bd. Of Education
March 18-22	Meet with Departments as requested by Department Heads or County Manager	County Manager Department Heads
April 1	Deadline to submit New Position Requests and Other Position Changes for FY18-19 to Personnel Office	Department Heads
April 1	All Final Budget Requests from County Departments due in County Manager's Office by 5:00 P.M. (G.S. 159-10)	Department Heads
April 5	All Final Budget Requests from Fire Districts and Non-County Organizations due in County Manager's office by 5:00 P.M. (G.S. 159-10)	Fire Districts & Non-County Organizations
April 8	Budget & Finance Work Session, 2:00 P.M.	Budget & Finance Officer Bd. of Commissioners
April 8	2020-2024 CIP Work Session, 3:00 P.M.	County Manager Bd. of Commissioners
April 8	Estimated Tax Valuation Due	Tax Administrator
April 12	Revenue Estimates Due	Finance Officer
April 23	Camden County Board of Education's Final Proposed Budget due in County Manager's	School Board
April 25	Compile Budget Requests & deliver to County Manager	Finance Officer

Revised 4/10/19

**CAMDEN COUNTY FISCAL YEAR 2019-2020  
ANNUAL BUDGET & CIP CALENDAR**

<b>DATE</b>	<b>PROCEDURE</b>	<b>ACTION BY</b>
April 25-26	Review and Analyze Budget Requests	County Manager
April 30	Budget Meeting, 3:00 PM Manager's Office	County Manager Finance Officer
May 2	Budget Work Session (Courtroom, 2:00 PM)	Board of County Commissioners
May 2-3	Review Budget Requests with Department Heads as requested by Budget Officer	County Manager Finance Officer
May 6	Set Public Hearing on Budget (G. S. 159-12(A)) & Public Hearing on CIP (Not statutorily required)	Clerk to Board
May 6-10	Compile Budget Document & Budget Message for presentation to Commissioners	County Manager Finance Officer
May 10	Budget & CIP Available to BOC/Public Advertise Budget & CIP available to Public	County Manager Clerk to Board
May 23	Budget Work Session (Courtroom, 6:00 PM)	Board of County Commissioners
June 3	Public hearing(s) on FY 18-19 Budget (& CIP) (Courtroom, 7pm)	Board of County Commissioners
June 3	Consideration of Budget Ordinance (G.S. 159-13:A) & Consideration of CIP (Courtroom, 7pm)	Board of County Commissioners
June 10	Adoption of Budget Ordinance & Adoption of CIP if not approved June 3 (Courtroom, 7pm)	Board of County Commissioners
June 17	Special Meeting to adopt budget if needed	Board of County Commissioners
June 28	File Copies of Adopted Budget with County Finance Officer and Clerk (G.S. 159-13(d))	Budget Officer

Revised 4/10/19

12. 2018-2019 Audit Contracts – On file in the Finance Office.

13. Estimated Property Values

TO: CAMDEN COUNTY BOARD OF COMMISSIONERS

THE FOLLOWING IS THE ESTIMATED PROPERTY VALUE OF CAMDEN COUNTY:

	<u>Real</u>	<u>Personal</u>	<u>Vehicles</u>	<u>Total</u>
South Mills	369,807,342	11,639,960	36,004,664	417,451,966
Courthouse	363,777,156	20,414,273	36,519,234	420,710,663
Shiloh	225,188,011	7,290,092	21,327,853	253,805,956
Subtotal of County				1,091,968,585
Estimated Utilities				22,425,467
Total of County				1,114,394,052

FROM Lisa S. Anderson 4-29-19  
LISA S. ANDERSON (TAX ADMINISTRATOR) DATE

TAX RATE COUNTY \_\_\_\_\_ FIRE \_\_\_\_\_ TOTAL= \_\_\_\_\_

Joyce Creek District	<u>Real</u>	<u>Personal</u>	<u>Vehicles</u>	<u>Total</u>
	222,449,100	5,105,673	24,302,472	251,857,245

JOYCE CREEK WATERSHED IMPROVEMENT TAX \_\_\_\_\_

G. Tom White 5-7-19  
G. TOM WHITE, CHAIRMAN DATE

# 14. DSVC Funding Extension



## STATE OF NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

JAMES H. TROGDON, III  
SECRETARY

March 27, 2019

Camden County Finance Office  
PO Box 190  
Camden, NC 27921

SUBJECT: VISITOR CENTER FUNDING AGREEMENT – Extension of Agreement #3

Dear Finance Office:

This is in reference to the current Visitor Center Funding and Operations Agreement between Camden County and NCDOT, which was executed on 11/1/2013, and any associated extension letters.

In accordance with the executed agreement and including the amendment from the first extension, I am proposing to extend this agreement, with the reimbursement rate remaining the same until June 30, 2020. The budget amount for the Fiscal Year will be \$142,857.

If the County agrees with this extension, please sign and date the bottom of this letter, keep a copy for your file and return the original to me.

If we may be of further assistance, please advise.

Sincerely

David B. Harris, PE  
State Roadside Environmental Engineer

cc: Division Engineer  
LPMO – Contract Officer

CONCUR:

  
County Representative

5-7-19  
Date

Mailing Address:  
NC DEPARTMENT OF TRANSPORTATION  
ROADSIDE ENVIRONMENTAL UNIT  
1557 MAIL SERVICE CENTER  
RALEIGH, NC 27699-1557

Telephone: (919) 707-2920  
Fax: (919) 715-2554  
Customer Service: 1-877-368-4968

Website: [www.ncdot.gov](http://www.ncdot.gov)

Location:  
TRANSPORTATION BUILDING  
1 SOUTH WILMINGTON STREET  
RALEIGH, NC 27601

## 15. HMGP Contract – Holland Consulting Planners, Inc.

### CONTRACT FOR CONSULTANT SERVICES

THIS CONTRACT FOR CONSULTANT SERVICES (the "Contract") is made this      day of April, 2019, between CAMDEN COUNTY, NORTH CAROLINA, hereinafter called the County, and HOLLAND CONSULTING PLANNERS, INC., hereinafter called the Consultant.

WHEREAS, the County has received notification of award of Hurricane Matthew Hazard Mitigation Grant Program (HMGP) Acquisition Project (4285-0004-R), Mitigation Reconstruction Project (4285-010-R), and Acquisition Project (4285-072-R) funds from the North Carolina Department of Public Safety, Division of Emergency Management (DEM); and

WHEREAS, the County requires the assistance of a professional planning and management consultant to manage the HMGP projects, and desires to execute a contract for the provision of the required planning and management services (the "Projects");

NOW, THEREFORE, the Consultant agrees to provide the County with professional planning, project management, and housing inspection services to complete the Projects as hereinafter set forth. Consultant's services shall include satisfactory completion of all project requirements as set forth in the attached Scope of Services, Attachment "B".

The County shall be responsible for the following during the completion of all work items approved under the terms of this contract:

- Supervision of financial management and disbursement of all Project funds.
- Payment of costs for annual and closeout audits by an independent public accountant.
- Payment of costs of public advertising for general administration, elevation/construction bids, professional services contracts, environmental review records, public information meetings for closeout, and program and/or budget amendments, if applicable. All costs of advertisement for public notices required by DEM regulations will be paid for by the County.
- Provision of limited clerical assistance as requested by the Consultant.
- Examine and review all requests presented by the Consultant and render its decision pertaining thereto within reasonable time so as not to delay the services of the Consultant.
- Payment of project costs for asbestos inspection services, survey services, legal services, appraisal services, advertisements or other costs as may be incidental to the elevation, reconstruction, or acquisition of properties.
- All administrative costs not specifically identified as the responsibility of the Consultant shall be the responsibility of the County.

The Consultant shall administer the Program in accordance with applicable State of North Carolina regulations, and all applicable federal non-discriminatory and equal opportunity requirements.

The County agrees to pay the Consultant from HMGP funds an amount not to exceed \$97,500.00 for services rendered. Payment due to the Consultant will be paid in monthly installments based on actual hourly charges accrued. Hourly rates shall be based on the rates included in Attachment "A". There will be no separate charges for travel, *per diem*, or copying. If the limit of \$97,500.00 is reached prior to completion of the Project, the Consultant shall continue to render services to the County until outlined tasks are complete, at no additional cost to the County (unless such services qualify as additional services as outlined below).

Holland Consulting Planners updates its billing rates once a year in January, and hourly rates stated in the contract may be increased annually; however, the contract not-to-exceed fee will not be increased.

The Consultant will document all monthly invoices with timesheets for Project administration time, and will submit monthly status reports which outline work performed during the previous month.

The Consultant will complete all defined tasks within the time limits prescribed in the Grant Agreements. The Consultant may request in writing and will consider granting time extensions for reasons of delay which are beyond the control of the Consultant. Delays may not necessarily be the result of any action or lack of action by the County. Such delays may include but not necessarily be limited to:

- Budget and/or program amendments which lengthen the time necessary for completion.
- Unnecessary delays, defaults, or work stoppages of any kind by companies or individuals performing professional or construction contracts.
- Failure by the County to act on written recommendations of the Consultant within 30 days of the receipt of such recommendations.
- Changes in the County's elected or appointed personnel which result in program disruption or rescheduling.

The Consultant will comply with all applicable requirements of the Grant Agreements between the County and the North Carolina Division of Emergency Management.

If the Project is abandoned or indefinitely postponed by the County prior to completion of defined tasks by the Consultant; or if this contract is terminated by either party prior to completion of defined tasks by the Consultant, as outlined hereinafter, the County shall pay the Consultant an amount equal to payroll costs accrued, plus reimbursable expenses for work on those phases which have not been completed, except as otherwise provided below. Payroll costs will be charged at the hourly rates included in Attachment "A".

If the County fails to make any payment due Consultant for services and expenses within forty-five days after receipt of Consultant's bill therefor, the amounts due Consultant shall include a charge at the rate of 1% per month from said forty-fifth day, and in addition, Consultant may, after giving seven days' written notice to the County, suspend services under this Contract until it has been paid in full all amounts due for services and expenses.

No deletions, additions, changes, or revisions shall be made to the scope of services or related fees included in Attachment "A" approved under the terms of this Contract except by written agreement of the parties hereto. Should the Consultant be required to render additional services not included in the originally-specified scope of work, an amendment shall be issued, and the County shall pay the Consultant for such services an amount equal to the expenses incurred in connection with the rendering of such services. Additional services shall include but not necessarily be limited to:

- Services after completion of the Project, such as inspections during the guarantee period and reporting observed discrepancies under guarantees called for in any contract for the Project.
- Preparing to serve or serving as a Consultant or witness for the County in any litigation, or other legal proceeding involving the Project.
- Additional services required because of delays, work stoppages, or defaults by other professional consultants or contractors involved in the Project.
- Additional services required because of failure of the County to act on written recommendations of the Consultant within 30 days of the receipt of such recommendations.
- Any program and/or budget amendments resulting in delays of the implementation of the program or in the addition of activities not included in the original project application.

Payroll costs for additional services will be charged at the hourly rates in effect at the time of the amendment.

Original non-public documents, tracings and reports of the Consultant are, and shall remain, the property of the Consultant.

Key Personnel: The Consultant shall not substitute key personnel assigned to the performance of this Contract without prior written approval by the County and the grantor agency, the North Carolina Department of Public Safety. Individuals designated as key personnel for purposes of this Contract are those specified in the Consultant's proposal.

Subcontracting: Work proposed to be performed under this Contract by the Consultant or its employees shall not be subcontracted without prior written approval by the County and the grantor agency, the North Carolina Department of Public Safety. Acceptance of an offeror's proposal shall include any subcontractor(s) specified therein.

Improper Expenditure of Grant Funds: If the North Carolina Department of Public Safety, Division of Emergency Management disallows an expenditure of Grant funds as improper, the Consultant shall indemnify and hold the County harmless for the amount of such disallowed expenditure, to the extent such expenditure resulted from the error, omission, malfeasance, or nonfeasance of the Consultant or its agents; provided, however, the Consultant shall have no obligation to indemnify the County to the extent the expenditure is disallowed because of the error, omission, malfeasance, or nonfeasance of the County or its employees or agents. The County, at its sole discretion, may assign to Consultant any right the County may have to appeal DEM's disallowance of the expenditure to an Administrative Law Judge in the County's name and agrees to cooperate with Consultant's reasonable efforts to prosecute such an appeal.

Special Provisions:

During the performance of this Contract, the Consultant and the County, for themselves, their assignees and successors in interest, agree as follows:

(1) Solicitation for Subcontracts, including Procurement of Material and Equipment: In all solicitations either by competitive bidding or negotiation made by the Consultant for work to be performed under a subcontract, including procurement of materials or leases of equipment, the Consultant shall notify each potential subcontractor or supplier of the Consultant's obligations under this Contract and the State and Federal regulations included herein; when such Federal regulations are applicable.

(2) Historically Underutilized Businesses: In accordance with NCGS 143-128.4, consideration must be given for the use of and the opportunity to bid on projects utilizing Historically Underutilized Businesses (HUB) as listed on the State of North Carolina, Department of Administration website (<https://ncadmin.nc.gov/business/hub>) when sending out Requests for Proposals.

(3) Interest of Members, Officers, or Employees of the County, Members of Local Governing Body, or other Public Officials: No member, officer, or employee of the County, or its agents, no member of the County's governing body, and no other public official of the County who exercises any functions or responsibilities with respect to the program during his tenure or for one year thereafter, shall have any financial interest, direct or indirect, in this Contract or any subcontracts thereof, or the proceeds thereof, for work to be performed in connection with the program assisted under this Contract. Immediate family members of said members, officers, employees, and officials are similarly barred from having any financial interest in this Contract.

(4) Non-Discrimination and Affirmative Action Clauses: During the performance of this Contract, the Consultant and the County agree to abide by the regulations set forth in the following five clauses:

- (a) Non-discrimination Clause – Section 109, Housing and Community Development Act of 1974

The Consultant will not discriminate in any manner on the basis of race, color, creed, sex or national origin or other legally protected status with reference to the subject matter of

this Contract, no matter how remote. This provision shall be enforced by action for specific performance, injunctive relief, or other remedy provided by law; and this provision shall be construed to such manner as to prevent and eradicate all discrimination based on race, color, creed, sex or national origin.

(b) Executive Order 11246 Clause

(i) The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Consultant will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this non-discrimination clause.

(ii) The Consultant will, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

(iii) The Consultant will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the Consultants' commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(iv) The Consultant will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(v) The Consultant will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

(vi) In the event of the Consultant's non-compliance with the non-discrimination clauses of this Contract or with any of such rules, regulations, or orders, this Contract may be canceled, terminated or suspended in whole or in part and the Consultant may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rules, regulations, or order of the Secretary of Labor, or as otherwise provided by law.

(vii) The Consultant will include the provisions of Paragraphs (i) through (vii) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Consultant will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for non-compliance. Provided, however, that in the event the Consultant becomes involved in, or is threatened with litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Consultant may request the United States to enter into such litigation to protect the interests of the United States.

- (c) Non-discrimination on the Basis of Age – Age Discrimination Act of 1975, as amended

The Consultant will not discriminate against any qualified person on the basis of age, nor will the person be excluded from participation, be denied the benefits of, nor otherwise be subjected to discrimination under this Contract which receives or benefits from Federal financial assistance.

- (d) Non-Discrimination on the Basis of Disability – Section 504 of the Rehabilitation Act of 1973, as amended

The Consultant will not discriminate against any qualified disabled person, nor will the person be excluded from participation in, be denied the benefits of, nor otherwise be subjected to discriminate under this Contract which receives or benefits from Federal financial assistance.

- (5) Termination and Legal Remedies:

The Consultant and County mutually agree as follows:

(a) The Consultant may terminate this Contract immediately in the event the County fails to make payment of any amount due to the Consultant within sixty (60) days of its due date.

(b) Either party may terminate this Contract in the event the other party materially breaches this Contract or fails to perform in any material respect its obligations hereunder; provided that if a party believes that the other party has materially defaulted under or breached this Contract (other than a breach of a payment obligation) and desires to terminate this Contract because of such breach or default, such party ("Aggrieved Party") shall give written notice of such intent to the breaching party ("Defaulting Party") and shall grant the Defaulting Party thirty (30) days in which to remedy the cause for termination. During such period, the parties shall make a good-faith effort to assist each other to remedy the breach. If the breach is not remedied or waived by the end of such period, then the Aggrieved Party may terminate this Contract, effective as of the last day of such period.

(c) This Contract may be terminated by one party, if the other party (i) shall be or become insolvent, or admit in writing its inability to pay its debts as they mature, or make an assignment for the benefit of creditors; (ii) apply for or consent to the appointment of any

receiver, trustee or similar officer for it or for all or any substantial part of its property; or such receiver, trustee or similar officer shall be appointed without the application or consent of the other party and such appointment shall not be dismissed within thirty (30) days of the date of such appointment; (iii) shall institute any bankruptcy, insolvency, reorganization, arrangement, readjustment of debt, dissolution, liquidation or similar proceeding related to it under the laws of any jurisdiction; or, any such proceeding shall be instituted (by petition, application or otherwise) against the other party and the same shall not be dismissed within thirty (30) days of the date of its institution; or (iv) shall liquidate, dissolve, terminate or suspend its business operations.

(d) Either party may voluntarily terminate this Contract by giving the other party at least sixty (60) days advanced written notice of such termination.

Upon receipt of a notice of termination from the County, (i) the Consultant shall promptly discontinue all services (unless the notice directs otherwise) and deliver or otherwise make available to the County all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Consultant in performing this Contract, whether completed or in process, and (ii) the County shall pay Consultant all fees and expenses due for services rendered through the date of termination, and reimburse the Consultant for all costs and expenses relating to commitments made by the Consultant prior to receipt of notice of termination.

(6) Project Documents: The County, the Federal and State Grantor Agencies, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, plans, papers, and records of the Consultant which are directly pertinent to this Contract, for the purpose of making audit, examination, excerpts, and transcriptions.

The Consultant shall maintain the records outlined above for five years after the County has received a Certificate of Completion from the State Grantor Agency.

All documents, including drawings and specifications prepared by Consultant pursuant to this Contract, are instruments of service in respect of the Contract. They are not intended or represented to be suitable for reuse by County or others on extensions of the project or on any other project. Any reuse without written verifications or adaptation by Consultant for the specific purpose intended will be at the County's sole risk and without liability or legal exposure to Consultant; and County shall indemnify and hold harmless Consultant from all claims, damages, losses and expenses including attorney's fees arising out of or resulting from any third-party claim relating thereto. Any such verification or adaptation will entitle Consultant to further compensation at rates to be agreed upon by the County and Consultant.

(7) Lobbying Clauses - Required by Section 1352, Title 31, U. S. Code

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative

agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person by the undersigned for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

(8) This Contract is governed by the following statutes and regulations relevant to the Flood Mitigation Assistance Grant Program:

- (a) The Robert T. Stafford Disaster Relief and Emergency Assistance Act;
- (b) 44 CFR Parts 7, 9, 10, 13, 14, 17, 18, 25, 206, 220, and 221, and any other applicable FEMA policy memoranda and guidance documents;
- (c) State of North Carolina Administrative Plan for the Flood Mitigation Assistance Grant Program.

(9) Sanctions for Noncompliance: In the event of Consultant's non-compliance with the special provisions of this Contract, the County shall impose such contract sanctions as it or the State of North Carolina may determine to be appropriate, including, but not limited to:

- (a) withholding of payment(s) to the Consultant under the Contract until the Consultant complies, and/or
- (b) cancellation, termination or suspension of the Contract, in whole or in part.

The County and the Consultant each binds himself, his partners, successors, executors, administrators and assigns to the other party to the agreements, and to the partners, successors, executors, administrators, and assigns of each other party in respect to all covenants of the Contract.

This Contract is governed by North Carolina law. Any action or proceeding arising from or relating to this Contract shall be commenced and prosecuted in Camden County, North Carolina, or the federal district court nearest thereto.

The County and the Consultant hereby agree to the full performance of the covenants contained herein.

IN WITNESS HEREOF, they have executed this agreement, this day and year first above written.

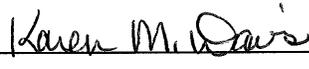
HOLLAND CONSULTING PLANNERS, INC.

CAMDEN COUNTY, NC

  
\_\_\_\_\_  
T. Dale Holland, President

  
\_\_\_\_\_  
Tom White, Chairman

  
\_\_\_\_\_  
Witness

  
\_\_\_\_\_  
County Clerk

This contract has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

  
\_\_\_\_\_  
Finance Officer

5/7/19  
\_\_\_\_\_  
Date

(SEAL)

**Attachment "A"**

**Billing Rates**

**Holland Consulting Planners Inc.**

<u>Staff Position</u>	<u>Hourly Rate</u>
T. Dale Holland, AICP, Principal	\$160.00
Ryan Cox, Project Manager	\$100.00
Jessie Miars, Program Administrator/Coordinator	\$85.00
Donna Blackmon, Asst. Program Administrator	\$75.00
Gary Miller, Senior Housing Inspector	\$85.00
Keith Jenkins, Housing Inspector	\$75.00
Administrative Services	\$60.00

**Attachment "B"**

**Scope of Services**

**Holland Consulting Planners Inc.**

Required services to be provided by HCP will include, but not necessarily be limited to, the following:

- Develop comprehensive administrative guidelines for management of all grant funded elevation and acquisition/demolition activity, including procedures for financial management, construction procurement, and construction management and inspection; coordinate required structural engineering and building inspection services; coordinate NFIP and NC State Building Code compliance activities; review duplication of benefits procedures; prepare preconstruction and owner's certification documents; review structural feasibility procedures; and prepare administrative guidelines and forms/documents for proper management of residential housing activities in accordance with FEMA disaster recovery and hazard mitigation requirements.
- Provide Federal- and state-required civil rights, environmental, labor standards, audit, and general procurement compliance as mandated by the grant agreement(s) executed by Camden County.
- Assist Camden County in procuring the professional services of a structural engineering firm, legal firm, appraiser, surveyor, and asbestos inspector. Provide scheduling and coordination of these additional professional services.
- Coordinate with the Camden County Inspections Department and consulting structural engineer during structural feasibility analysis, develop general elevation specifications, and prepare bid documents for elevation.
- Assist Camden County in procuring construction services for elevation and demolition to assure compliance with the project schedule and requirements.
  - Manage the construction bid/award process.
  - Assist with on-site inspection of all residential construction work (as outlined above).
  - Authorize payment to other consultants and general contractors.
  - Supervise the cost report process and coordinate project financial management with Camden County's Finance Director/HMGP Designated Agent.

- Manage all acquisition and demolition activity in accordance with Uniform Relocation and Real Property Acquisition Policies Act, FEMA requirements, and standard operating procedures established by the North Carolina Division of Emergency Management.
- Maintain detailed case files for each unit included in the project, as well as general project compliance and procurement files.
- Attend preconstruction conferences with homeowners and contractors; function as the liaison between Camden County and the contractor during construction.
- Provide construction contract oversight in coordination with the structural engineer, including review of change orders, issuance of notices to proceed, review of construction schedule, and regular review of construction quality and cost control procedures.
- Attend County Commissioners meetings as required for approval of program guidelines, contract awards, etc.
- Function as liaison between Camden County and the North Carolina Division of Emergency Management.

16. Set Public Hearing – FY 2019-2020 Budget

17. Set Public Hearing – 2020-2024 Capital Improvement Plan

18. Set Public Hearing – Ordinance 2019-03-01 Rezoning Application for Keeter Barn, LLC

19. Set Public Hearing – Preliminary Plan Phase II Sleepy Hollow Estates

20. Proclamation – Older Americans Month 2019

**Motion to amend the agenda by adding the Proclamation and approve the Consent Agenda as amended.**

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

## **ITEM 9. COUNTY MANAGER’S REPORT**

County Manager Ken Bowman included the following in his report:

- Advisory Board and Committee Openings
- Next Meeting of the Board of Commissioners – June 3, 2019
- Draft Budget Available to Public – May 10, 2019
- County Assembly Day – May 8, 2019
- Memorial Day Ceremony – May 24, 2019; 10:00 AM
- County Offices Closed in Observance of Memorial Day – May 27, 2019

**ITEM 10. COMMISSIONERS' REPORTS**

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Chairman Tom White reported on the success of the Paddle for the Border 2019 event and thanked everyone involved for their efforts.

**ITEM 11. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES**

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The following items were provided to the commissioners for information purposes:

- A. FY 18-19 YTD Finance Report
- B. Register of Deeds Report

**ITEM 12. OTHER MATTERS**

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None.

**ITEM 13. ADJOURN**

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

**Motion to adjourn.**

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

Chairman White adjourned the May 6, 2019 meeting of the Board of Commissioners at 7:50 PM.

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Tom White, Chairman  
Camden County Board of Commissioners

ATTEST:

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