

**Camden County Board of Commissioners**  
**October 3, 2022**  
**Regular Meeting – 7:00 PM**  
**Camden Public Library Boardroom**  
**118 Hwy 343 North**

**MINUTES**

A Regular Meeting of the Camden County Board of Commissioners was held on October 3, 2022 in the boardroom of the Camden Public Library in Camden, North Carolina.

**CALL TO ORDER**

The meeting was called to order by Vice Chair Tiffney White at 7:00 PM. Also Present: Commissioners Tom White, Clayton Riggs and Randy Krainiak. Absent: Chairman Ross Munro. Administration Staff Present: County Manager Erin Burke, County Attorney John Morrison and Clerk to the Board Karen Davis.

**INVOCATION & PLEDGE OF ALLEGIANCE**

Pastor Bill Blake gave the invocation and the Board led in the Pledge of Allegiance.

**ITEM 1. CONSIDERATION OF AGENDA**

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The agenda was amended to remove Item 4.A. – Zoning Map Amendment for 242 Keeter Barn Road in that the request was withdrawn by the applicant.

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

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

**ITEM 2. CONFLICT OF INTEREST DISCLOSURE STATEMENT**

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

**ITEM 3. PUBLIC COMMENTS**

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Jason Banks of Shiloh addressed the Board and presented the following:

Good Evening Board of Commissioners

I have printed and will present to you a legal opinion from David Owens of the UNC School of Government.

Your constituents have asked numerous times to change the UDO to prevent overburdening of our county infrastructure. Also to maintain the small rural community many of us have grown up in, or have grown to love since becoming a citizen.

We have been told multiple times changing the UDO cannot be done, or it's a process. We understand it is a process, but what I don't understand is why this board continues to kick the can down the road. Stop kicking and start the process.

Allow me to read the Legislative summary from the provided Legal Opinion.

I sincerely hope we are finally on the horizon of seeing a new High School Project come to fruition, but with your current growth plan allowed by the UDO, we will quickly eat up the added capacity.

A Moratorium would at the very least get us a little closer to a time when we actually have that capacity. Reason #1 for a moratorium. *Change the UDO will allow faster growth of our schools long into the future.*

Reason #2: The County and SIMWA continue to struggle to come to an agreement. While you may be two separate entities, all those served by each are Camden residents. Give yourself some extra time to find a solution without adding to the problem.

Reason #3. Our Law enforcement, again the current growth strategy will continue to overburden this aspect of our infrastructure as well.

I feel like we have already missed a critical juncture in the fate of our county, but I do not think it is absolutely too late. We all know Camden will continue to grow, but without large commercial revenue, please make it more manageable for your tax paying citizens.

Please do not delay and schedule a public hearing for a moratorium on new housing developments tonight.

Thank you

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Moratoria | UNC School of Government

## Moratoria

David W. Owens  
April, 2020  
Legislative summary(ies)

Given the time needed to complete the procedures required for adoption or amendment of development regulations or to even rezone property, local governments sometimes adopt moratoria on development to preserve the status quo while plans are made, management strategies are devised and debated, ordinances are revised, or other development management concerns are addressed. Moratoria are also sometimes used when there are insufficient public services necessary to support development, such as inadequate water supply or wastewater treatment capacity.

**Summary:**  
Given the time needed to complete the procedures required for adoption or amendment of development regulations or to even rezone property, local governments sometimes adopt moratoria on development to preserve the status quo while plans are made, management strategies are devised and debated, ordinances are revised, or other development management concerns are addressed.<sup>11</sup> Moratoria are also sometimes used when there are insufficient public services necessary to support development, such as inadequate water supply or wastewater-treatment capacity.

Local governments and the courts have long recognized the planning value of temporary moratoria in certain circumstances. The U.S. Supreme Court noted, "[M]oratoria . . . are used widely among land-use planners to preserve the status quo while formulating a more permanent development strategy. In fact, the consensus of the planning community appears to be that moratoria . . . are an essential tool of successful development."<sup>12</sup> Even so, the impact of a moratorium on individual landowners can be significant for at least the duration of the moratorium. Thus it is not surprising that controversy and sometimes litigation follow a decision to apply a development moratorium.

Some states allow use of expedited procedures to adopt an interim zoning ordinance, sometimes referred to as "stopgap zoning." These interim ordinances typically allow existing land uses to be continued and similar uses established while more detailed and future-oriented ordinances are being prepared. This is not allowed in North Carolina. In this state, all zoning ordinances must be adopted in accordance with the procedures set by state law for zoning amendments.

### Authority and Process to Adopt

In 2005 the General Assembly amended the zoning-enabling statutes to explicitly authorize use of development moratoria and set a number of rules regarding their use.<sup>13</sup>

<https://www.sog.unc.edu/resources/legal-summaries/moratoria> 15

10/3/22, 4:43 PM

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G.S. 160D-107 allows temporary development moratoria to be placed on any city's or county's development approval. This statute authorizes moratoria on "any development approval required by law." This includes all zoning permits, land-subdivision plats, building permits, sign permits, and any other approvals required prior to development.

Any confusion in the case law regarding which process is to be followed in adoption is clarified by these statutes, which provide that if there is an imminent threat to public health and safety, the moratorium may be adopted without notice or hearing. Otherwise, a moratorium with a duration of sixty days or less requires a single public hearing with a notice published not less than seven days in advance of the hearing; a moratorium with a duration of more than sixty days (and any extension of a moratorium so that the total duration is more than sixty days) requires a public hearing with the same two published notices required for other land use regulations. The initial notice of the hearing must be published at least ten but not more than twenty-five days prior to the day of the hearing, and the second notice must be published in a separate calendar week.

The moratorium must be adopted as an ordinance by the city or county. The ordinance establishing it must expressly include the following four items:

1. a clear statement of the problems or conditions necessitating the moratorium, what courses of action other than a moratorium were considered by the city or county, and why those alternatives were not deemed adequate; *Problems of snow - can't be worked that quickly.*
2. a clear statement of the development approvals subject to the moratorium and how a moratorium on those approvals will address the problems that led to its imposition;
3. an express date for termination of the moratorium and a statement setting forth why that duration is reasonably necessary to address the problems that led to its imposition; and
4. a clear statement of the actions, and the schedule for those actions, proposed to be taken by the city or county during the moratorium to address the problems that led to its imposition.

The statutes contain several exemptions from the coverage of moratoria and limits on their use. The most significant of these is that the "permit choice" rule applies if a completed application for the development was submitted prior to the effective date of the moratorium.<sup>14</sup> In these instances, action of the application is suspended while the moratorium is in effect, but when permit processing resumes, the applicant has the option of having the proposed project considered under the rules in effect at the time of the application or at the time of the permit decision. A moratorium may not be applied to residential land uses if the purpose of the moratorium is to preserve the status quo while plans or ordinances are developed or updated.<sup>15</sup> Absent an imminent threat to public health and safety, moratoria may not be applied to projects with legally established vested rights—those with a valid outstanding building permit, an outstanding approved site-specific vesting plan, or substantial expenditures that have been made in good-faith reliance on a prior valid administrative or quasi-judicial permit or approval. Moratoria do not apply to certain projects for which complete applications have been accepted by the city or county prior to the call for a public hearing<sup>16</sup> to adopt the moratorium. These include special use permits and preliminary or final plats. If a preliminary plat application is subsequently approved while a moratorium is in effect, that project can also proceed to final plat approval. Moratoria may not be applied to colocation of small wireless facilities.<sup>17</sup>

<https://www.sog.unc.edu/resources/legal-summaries/moratoria> 2/5

10/3/22, 4:43 PM

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Renewal or extensions of moratoria are also limited by this statute. Extensions are prohibited unless the city or county has taken all reasonable and feasible steps to address the problems or conditions that led to imposition of the moratorium. An ordinance extending a moratorium must explicitly address this point, in addition to the four points noted above, and set forth any new facts or conditions warranting the extension.

Finally, the statute provides for expedited judicial review of moratoria. Any person aggrieved by the imposition of a moratorium may petition the court for an order enjoining its enforcement. These actions are to be set for immediate hearing and are to be given priority scheduling by both trial and appellate courts. The burden is on the city or county in these challenges to show compliance with the procedural requirements of the statute regarding moratoria adoption.

### Constitutional Limitations on Moratoria

Opponents of development moratoria have argued that a regulation that even temporarily precludes the possibility of development approvals constitutes an unconstitutional taking of private property without compensation.

The U.S. Supreme Court has held that a temporary moratorium on development approvals is not in and of itself an unconstitutional taking. *Tahoe-Sierra Preservation Council, Inc. v. Tahoe Regional Planning Agency*<sup>18</sup> involved development moratoria imposed on sensitive lands adjacent to Lake Tahoe while studies, planning, and development regulations were being prepared. There were two moratoria challenged in this suit, which together prevented development in the most-sensitive portions of the Lake Tahoe watershed for thirty-two months. (Other moratoria not involved in this litigation effectively extended these moratoria to six years). The plaintiff urged the Court to hold that all moratoria, no matter how short or long, violated the constitutional prohibition on taking private property without just compensation on the rationale that no economically productive use of their property could be made during the moratorium. The Court refused to accept this reasoning. The Court held that the balancing test enumerated in *Penn Central Transportation Co. v. City of New York*<sup>19</sup> should be applied in virtually all cases contending that a regulation is a taking. The Court ruled that the examination of the economic impact of the moratorium could not be applied to the period of the moratorium alone, further limiting the attempt of property owners to segment property interests when making a taking analysis.<sup>20</sup> Consideration of "fairness and justice" is critical, and in *Tahoe-Sierra* a careful analysis of all the factors involved led to a conclusion that there was no taking. The Court noted that temporary moratoria allowed time for necessary studies, public participation, and deliberation, and that the complexity of the management issues involved with developing a complex bi-state management plan justified the moratorium at issue.<sup>21</sup> While noting that moratoria lasting longer than a year might well warrant special skepticism, the Court concluded that the longer period was justified in this situation.

It is legally possible, though unusual, that a moratorium can constitute an unconstitutional taking. An indefinite moratorium can constitute a taking if it deprives the landowners of all economically beneficial use of the property,<sup>22</sup> though it is only the extraordinary moratorium that will fall into this category. For example, in *Monks v. City of Rancho Palos Verdes*,<sup>23</sup> the city imposed a moratorium on construction of new homes in the vicinity of previous landslides in 1978. Plaintiffs owned lots that had been subject to the moratorium for thirty years. A California appellate court found that the moratorium removed all economically beneficial use of the property and that the facts did not support that these uses would be

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<p>10/3/22, 4:43 PM Moratoria   UNC School of Government</p> <p>precluded by the state's common law of public nuisance, thus the moratorium constituted an unconstitutional taking. A moratorium imposed in order to depress or freeze property values pending potential public acquisition has been held to be an unconstitutional taking by a Florida court.<sup>24</sup></p> <p>While rare, other constitutional issues may arise with regard to moratoria. For example, First Amendment and parallel state constitutional rights might be implicated. In <i>City of Woodinville v. Northside United Church of Christ</i>,<sup>25</sup> the city had adopted a moratorium on all temporary-use permits within its R-1 residential district. The defendant church had two years earlier sponsored a tent encampment in a city park for homeless persons (the program involved encampments which moved around the county, staying in individual locations for ninety-day periods). During this twelve-month moratorium, the church applied for a temporary-use permit to host the encampment on its property. The town denied the permit due to the moratorium. The Washington Supreme Court held that the moratorium placed a substantial burden on the church's religious freedom and thus violated the state's constitutional provision on free exercise of religion. The Sixth Circuit Court of Appeals in <i>Bronco's Entertainment, Ltd. v. Charter Township of Van Buren</i><sup>26</sup> rejected a due-process and First Amendment-free-speech challenge to a six-month moratorium as applied to an adult business.</p> <p>[1]. Use of temporary development moratoria is not uncommon in North Carolina. Nearly 20 percent of the state's cities and counties responding to a 2008 School of Government survey reported adoption of a moratorium in the previous three years. David Owens, Development Moratoria: The Law and Practice in North Carolina 8-9 (UNC School of Government, Special Series No. 26, 2009). The moratoria were most often of short duration (typically six months) and were normally focused on particular types of development. The most common reason cited for moratoria was the need to develop regulations for a particular land use, followed by needs to update plans and the lack of infrastructure to support development. <i>Id.</i> at 10-12.</p> <p>[2]. Tahoe-Sierra Pres. Council, Inc. v. Tahoe Reg'l Planning Agency, 535 U.S. 302, 337-38 (2002). Moratoria "have been found to play an important role in municipal planning. They aid in 'bridging the gap between planning and its implementation into legal measures.' They may, as here, be used to preserve the status quo while study of the area and its needs is completed. This moratorium on land use serves a significant public purpose." <i>Schaefer v. City of New Orleans</i>, 743 F.2d 1086, 1090 (5th Cir. 1984) (upholding ten-and-one-half-month moratorium on permits for fast-food restaurants in a specified neighborhood while study conducted).</p> <p>[3]. S.L. 2005-426, § 5(a), 5(b).</p> <p>[4]. G.S. 160D-107(c). The permit-choice rule was applied to an application for an asphalt plant that was subject to a county moratorium in <i>Ashe County v. Ashe County Planning Board</i>, ___ N.C. App. ___, 829 S.E.2d 224 (2019).</p> <p>[5]. This limit was added to the statutes in 2011 by S.L. 2011-286.</p> <p>[6]. The statutes do not define what constitutes a "call for public hearing." It is likely the time at which the governing board authorizes staff to proceed with advertisement for the hearing or when the formal notice of hearing is otherwise initiated. Also note that the subsequently adopted permit-choice rule</p> <p><a href="https://www.sog.unc.edu/resources/legal-summaries/moratoria">https://www.sog.unc.edu/resources/legal-summaries/moratoria</a> 4/5</p>	<p>10/3/22, 4:43 PM Moratoria   UNC School of Government</p> <p>allows an applicant for any development approval to select the old or revised rules if the rules change after an application is submitted.</p> <p>[7]. G.S. 160D-107(c).</p> <p>[8]. 535 U.S. 302 (2002). See also <i>Wild River Estates, Inc. v. City of Fargo</i>, 2005 ND 193, 705 N.W.2d 850 (twenty-one-month moratorium on building permits in floodway pending adoption of flood-hazard map not a taking).</p> <p>[9]. 438 U.S. 104, 123-24 (1978). With this test, the courts examine a challenged regulation on a case-by-case basis to consider the character of the governmental action and the economic impact on the landowner (with a particular focus on the distinct investment-backed expectations of the owner).</p> <p>[10]. When undertaking a taking analysis, the property as a whole, not just the regulated portion or the time period of the regulation, must be considered. <i>Concrete Pipe &amp; Prods. v. Constr. Laborers Pension Trust</i>, 508 U.S. 602 (1993); <i>Machipongo Land &amp; Coal Co. v. Commonwealth</i>, 569 Pa. 3, 799 A.2d 751 (2002).</p> <p>[11]. Most prior state-court decisions reached similar results.</p> <p>[12]. This categorical "total taking" test for a regulatory taking is set forth in <i>Lucas v. South Carolina Coastal Council</i>, 505 U.S. 1003, 1027 (1992).</p> <p>[13]. 167 Cal. App. 4th 263, 84 Cal. Rptr. 3d 75 (2008).</p> <p>[14]. <i>Joint Ventures, Inc. v. Dep't of Transp.</i>, 563 So. 2d 622 (Fla. 1990). This case involved a reservation of land for future purchase. The state imposed a five-year moratorium (which could be extended an additional five years) on any development permits on a 6.5-acre tract that the Department of Transportation needed for stormwater drainage for a future highway-widening project. The court concluded this was essentially the same as deliberately attempting to depress land values in anticipation of condemnation of the property.</p> <p>[15]. 166 Wash. 2d 633, 211 P.3d 406 (2009) (noting that the Washington constitution's protections are broader than the Free Exercise Clause of the U.S. Constitution). The Washington court has long vigorously protected religious free-exercise rights under the state constitution. See <i>Munns v. Martin</i>, 131 Wash. 2d 192, 930 P.2d 318 (1997) (invalidating fourteen-month delay imposed on conversion of historic church building to a pastoral center).</p> <p>[16]. 421 F.3d 440 (6th Cir. 2005). See also <i>Samson v. City of Bainbridge Island</i>, 683 F.3d 1051 (9th Cir. 2012) (thirty-one-month moratorium on dock and pier construction not a due-process violation).</p> <p style="text-align: center;">Accessibility</p> <p style="text-align: right;">Knapp-Sanders Building Campus Box 3330, UNC Chapel Hill Chapel Hill, NC 27599-3330 T: 919 966 5381   F: 919 962 0654</p> <p style="text-align: center;">© Copyright 2022, The University of North Carolina at Chapel Hill</p> <p><a href="https://www.sog.unc.edu/resources/legal-summaries/moratoria">https://www.sog.unc.edu/resources/legal-summaries/moratoria</a> 5/5</p>
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Mr. Banks added that a survey was posted on Facebook and that approximately 600 signatures had been obtained in support of a moratorium, although the signatures had not yet been examined for duplicates, etc.

Jeanne Bundy of South Mills included the following in her remarks:

- Citizens have been repeatedly told that the UDO cannot be changed, which is untrue.
- The Board of Commissioners is not interested in changing the UDO.
- Chapter 151 of the Ordinance was rewritten, formally approved and adopted by the Board of Commissioners on February 4, 2019, amended on November 4, 2019 and again on March 1, 2021. The Ordinance can be changed.

Krista Phelps of South Mills included the following in her remarks:

- Ms. Phelps spoke on behalf of her daughter who felt that Chairman Munro was disrespectful toward Mr. Banks at the September meeting and also mentioned that the UDO had been changed three times in the past ten years.
- Support for a moratorium on development so that the rural aspects of Camden County can be maintained.
- The Commissioners should be serving the constituents.

Travis Elmore of Highway 343 North included the following in his remarks:

- The importance of fulfilling responsibilities when placed in certain positions.
- Concerns with Chairman Munro:
  - Interruptions during Public Comment.
  - Stated that a moratorium is illegal, which is untrue.
- It is true that nothing can be done about developments already approved which are overburdening our schools, infrastructure and emergency services. Why continue to approve developments when we need to address the current and future problems in regard to these services?
- Support for a moratorium on future development until the county can 'catch up' with the needed services.
- Concern that students in portable classrooms do not have access to restroom facilities in the classrooms.

Mary Cherry Tirak of South Mills included the following in her remarks:

- Support for the moratorium and the petition that was signed by county citizens.
- Concern of Chairman Munro's disrespect at that last meeting.

- Request that the commissioners speak into the microphones so those watching online can hear the discussion.

Melissa Linton of South Mills included the following in her remarks:

- Support for the moratorium and comments of Mr. Banks.
- Flooding issues in South Mills.
- Resources such as schools, Sheriff’s Office, first responders, water and the Post Office are overburdened; as well as local doctors’ offices.
- Referenced the study, “A Cost of Community Services Rendered” conducted in 25 states, which shows that residential development costs more than it takes in.
- Urged that the commissioners listen to the constituents in regard to the placement of a moratorium and change the UDO.

Tammy Inge of South Mills included the following in her remarks:

- Concern for children who are in need of mental health services.
- Concern for students who are in portable classrooms that have no restrooms.
- Support for a moratorium until the necessary infrastructure is in place to support continued development.

Eva Litchfield of South Mills included the following in her remarks:

- Questioned as to why the construction for the new Senior Center has not yet begun and the location of the funds that had been allotted to the project.

William Stafford of South Mills included the following in his remarks:

- Clarified that at a previous meeting when he stated the South Camden Water & Sewer District would not sell water to South Mills Water Association, he left out the word ‘additional’ and looks forward to when both boards hold a meeting together so that he can get some answers.
- Concern that the sewer connection fees were reduced for developers but the Sheriff was turned down for additional equipment and manpower. Those funds then become additional profit for the developer.
- Mr. and Mrs. Stafford have been fighting overdevelopment for 25-30 years and that development will continue as it is currently going.
- No response in regard to those he talked to concerning DOT trying to take his property but the person he talked to mentioned the \$150,000 per year a developer gives the county.

James Ellis of South Mills included the following in his remarks:

- Speaking as a professional firefighter, expressed concern in regard to continued development and its effect on resources, particularly in the area of fire and law enforcement protection.

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

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The Vice Chair 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.**

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

New Business

A. Monthly Report – Chuck Jones

South Camden Water & Sewer Board				
Monthly Work Order Statistics Report				
Period: August 2022				
	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water/Distribution	128	128	100%	0
Sewer/Collection	1	1	100%	0

New Services installed: 1

Locates:

Water Line: 39

Sewer Line: 6

Water & Sewer, same ticket: 5

Hydrant flow test:

Public Works Director Notes/Comments:

Ten work orders have been reviewed for accuracy.

Water treated at the water treatment plant in August: 16 048 500 gallons

Daily average water usage for August: 517 694 gallons

Current treatment capacity at the water treatment plant: 720 000

<u>2022 High Service Pump Flows</u>		
Month	Monthly Total	Average Daily Use
January 2022	13,953,480	.450,112
February 2022	12,060,970	.430,749
March 2022	15,633,430	.504,304
April 2022	15,880,820	.529,361
May 2022	17,173,570	.553,986
June 2022	17,025,900	.567,530
July 2022	16,539,150	.533,521
August 2022	16,048,500	.517,694
September 2022		
October 2022		
November 2022		
December 2022		
Yearly Totals		

2022 SMWA USAGE												
Date	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	144,900	172,000	140,200	153,634	279,000	194,300	202,100	167,700				
2	144,900	139,600	125,000	153,633	185,300	173,600	202,100	368,600				
3	159,600	151,000	130,600	153,633	170,500	195,134	202,100	181,200				
4	161,500	162,167	149,000	161,200	139,000	195,133	183,900	162,000				
5	131,500	162,167	149,000	153,700	139,000	195,133	158,800	161,267				
6	136,200	162,167	149,000	124,800	148,434	177,100	163,000	161,267				
7	130,734	46,500	143,600	141,800	148,433	178,700	24,600	161,267				
8	130,733	35,800	144,900	149,000	148,433	156,600	118,567	176,100				
9	130,733	32,300	120,400	149,000	150,100	196,000	118,567	186,700				
10	66,220	35,300	153,900	149,000	155,900	185,434	118,567	198,500				
11	34,500	36,634	138,434	145,000	139,600	185,433	165,800	140,300				
12	25,500	36,633	138,433	149,300	133,800	185,433	157,100	155,300				
13	129,800	36,633	138,433	146,500	159,067	190,200	147,300	155,300				
14	41,467	138,500	146,600	135,300	159,067	163,600	158,500	155,300				
15	41,467	140,500	95,600	163,100	159,067	161,000	135,533	126,900				
16	41,466	131,000	202,400	163,100	175,600	145,000	135,533	158,500				
17	4,280	35,300	138,100	163,100	168,000	204,300	135,533	149,200				
18	40,300	3,844	149,700	142,600	191,700	204,300	0	160,100				
19	105,400	3,843	149,700	141,200	181,000	204,300	214,400	148,000				
20	109,000	3,843	149,700	136,700	221,700	193,200	144,700	148,000				
21	156,234	38,200	140,500	132,400	221,700	187,600	164,000	148,000				
22	156,233	40,500	142,100	180,700	221,700	136,000	196,867	145,200				
23	156,233	165,900	121,500	180,700	191,400	131,900	196,867	151,500				
24	139,400	133,500	118,400	180,700	156,300	184,834	196,867	136,000				
25	126,300	136,634	150,334	178,800	137,100	184,833	162,800	154,000				
26	145,200	136,633	150,333	160,600	146,900	184,833	170,500	172,667				
27	87,590	136,633	150,333	145,500	164,367	164,700	139,300	172,667				
28	151,867	138,000	142,400	161,500	164,367	171,000	157,900	172,667				
29	151,867		136,300	139,650	164,367	178,400	173,233	178,600				
30	151,866		122,600	139,650	231,900	210,600	173,233	121,900				
31	166,100		148,200		196,500		173,233	146,500				
<b>TOTAL</b>	<b>3,499,090</b>	<b>2,591,731</b>	<b>4,375,700</b>	<b>4,575,500</b>	<b>5,349,302</b>	<b>5,418,600</b>	<b>4,791,500</b>	<b>5,121,202</b>				
<b>Average</b>	<b>112,874</b>	<b>92,562</b>	<b>141,152</b>	<b>152,517</b>	<b>172,558</b>	<b>180,620</b>	<b>154,565</b>	<b>165,200</b>				
<b>Maximum</b>	<b>166,100</b>	<b>172,000</b>	<b>202,400</b>	<b>180,700</b>	<b>279,000</b>	<b>210,600</b>	<b>214,400</b>	<b>368,600</b>				

SOUTH CAMDEN WATER & SEWER DISTRICT MONTHLY WATER REPORT													
month	active meters	work orders	locates	new serv	gallons sold	tap fees	total collected	gallons sold	sewer collected	sewer cust	gallons sold	sewer collected	sewer cust
					meters			meters	Core	Core	meters	S. Mills	S. Mills
					water			sewer			sewer		
								Core			S. Mills		
<b>2021</b>													
January	2,229	102	107	1	14,409,048	\$8,000.00	\$129,184.92	527,020	\$7,987.76	54	291,760	\$3,098.79	88
February	2,232	87	108	3	12,472,543	\$28,000.00	\$160,585.13	551,050	\$8,593.99	54	228,970	\$3,738.52	89
March	2,240	86	152	1	12,047,251	\$12,000.00	\$150,411.28	503,510	\$8,656.06	54	208,440	\$3,597.83	89
April	2,251	65	139	5	14,759,968	\$66,833.00	\$192,635.30	565,960	\$9,257.62	54	201,240	\$3,348.69	89
May	2,256	88	115	2	15,271,509	\$4,000.00	\$141,268.11	617,470	\$9,195.13	54	322,120	\$3,572.33	90
June	2,261	101	92	2	15,376,790	\$4,000.00	\$153,214.83	523,050	\$9,215.37	54	261,700	\$3,274.74	89
July	2,272	87	104	0	14,246,240	\$98,967.00	\$243,922.11	500,330	\$9,368.09	54	236,290	\$3,936.63	90
August	2,276	89	125	4	17,838,990	\$4,000.00	\$139,706.73	531,930	\$7,445.29	54	455,480	\$4,238.87	90
September	2,283	120	92	3	13,813,320	\$16,000.00	\$174,303.27	619,170	\$7,978.48	54	418,660	\$3,268.90	90
October	2,287	95	81	0	14,815,201	\$0.00	\$127,114.75	1,196,860	\$9,904.44	54	315,360	\$3,746.87	90
November	2,293	72	39	2	13,763,517	\$3,500.00	\$145,643.68	770,130	\$16,643.68	54	264,430	\$6,370.61	90
December	2,298	86	58	0	13,930,906	\$0.00	\$145,160.49	761,500	\$12,600.22	54	286,870	\$4,002.82	89
<b>2022</b>													
January	2,298	90	108	0	13,739,659	\$4,000.00	\$136,306.83	555,880	\$11,704.03	55	244,676	\$3,781.90	89
February	2,299	108	82	0	12,108,415	\$2,500.00	\$135,512.42	589,080	\$9,851.08	55	234,674	\$3,980.47	89
March	2,275	90	77	1	12,047,251	\$65,667.00	\$194,073.56	503,510	\$7,234.28	54	237,641	\$3,557.94	87
April	2,320	82	91	5	22,574,098	\$8,000.00	\$117,609.55	716,960	\$10,988.75	54	257,949	\$3,588.01	88
May	2,328	95	71	1	13,617,980	\$16,000.00	\$160,306.33	674,480	\$13,045.03	54	269,770	\$3,335.55	89
June	2,334	126	91	2	16,466,975	\$35,700.00	\$166,905.67	624,410	\$8,810.69	56	267,930	\$3,404.49	88
July	2,339	121	97	1	16,136,579	\$500.00	\$142,712.18	542,530	11,113.40	56	253,630	\$3,135.85	91
August	2,345	129	50	1	14,628,312	\$4,300.00	\$155,258.49	523,100	\$8,497.51	56	280,139	\$4,187.02	91

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
2021										
July	87	100%	0%	85	2	83	14	7	0	0
August	89	100%	0%	88	1	105	19	1	0	2
Sept	120	100%	0%	119	1	77	15	0	0	3
Oct	95	100%	0%	93	0	64	15	2	0	0
Nov	72	100%	0%	72	0	37	0	2	0	2
Dec	86	100%	0%	85	1	43	8	7	0	0
2022										
Jan	90	100%	0%	89	1	96	6	6	0	0
Feb	108	100%	0%	108	0	73	5	4	0	0
March	90	100%	0%	89	1	64	7	6	0	1
April	82	100%	0%	81	1	74	13	4	0	5
May	95	100%	0%	94	1	58	11	2	0	1
June	127	100%	0%	126	1	87	8	4	0	2
July	121	100%	0%	120	1	73	13	11	0	1
August	129	100%	0%	128	1	39	6	5	0	1

Commissioner Riggs inquired as to increased capacity with the new well purchases approved.

Mr. Jones explained that the purpose of the new wells is not to increase capacity, but will allow the wells to ‘rest’ and achieve the 720,000 per day safely.

Commissioner Riggs reiterated that the County has been steadily planning for growth for approximately 12 years; not 2000-3000 homes overnight. Mr. Riggs added that he did make a motion for a moratorium in 2003 which was in place for about 3 years, during which the County was involved in litigation. Capacity has been added since that time. Moratoria can be put in place for a specific reason for a specific period of time but certain goals must be satisfied during that time. There should be a way for citizens to view what progress is taking place and what can or needs to be stopped. There has to be a balance between economic development in regard to retail and manufacturing versus houses and the way to do that is to prepare and grow gradually. The Sheriff’s Office has grown over time. Each update must be taken into consideration individually to get a clear picture of where the county is headed.

County Attorney Morrison confirmed that a Public Hearing is necessary for the Board to consider a moratorium.

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

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

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

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

The Vice Chair adjourned the South Camden Water & Sewer Board of Directors and reconvened the Board of Commissioners.

**ITEM 4. PUBLIC HEARINGS**

- A. Zoning Map Amendment for 242 Keeter Barn Road – REMOVED from the agenda due to the withdrawal of the request by the applicant.

B. Preliminary Plan Application for Meadows at North River Crossing Major Subdivision – Amber Curling

**Motion to open the public hearing for the Preliminary Plan for Meadows at North River Crossing Major Subdivision.**

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

WH Chesapeake LLC is requesting Preliminary Plan Review for The Meadows at North River Crossing Major Subdivision. The proposed subdivision consists of 23 single-family lots located on the west side of Sandy Hook Road and the north side of Ditch Bank Road and borders the existing subdivision North River Crossing. The two parcels consisting of 28.57 acres are located in the Shiloh Township. On August 17, 2022 the Planning Board recommended approval of the Meadows at North River Crossing Major Subdivision with a 3 to 1 vote.

**STAFF REPORT**  
Ordinance 2022-10-02  
UDO 2022-05-038  
Preliminary Plat  
Meadows at North River Crossing Major Subdivision

**PROJECT INFORMATION**

**File Reference:** UDO # 2022-05-038  
**Project Name:** The Meadows at North River Crossing Subdivision  
**PIN:** 03-8965-00-35-9276-0000  
03-8965-00-36-8180-0000

**Applicant:** WH Chesapeake LLC  
**Address:** 508 Taylor Court, Suite B-2  
Chesapeake, VA 23320

**Phone:** 757-410-9605  
**Email:** jon@wthstringtonhomes.com

**Agent for Applicant:** Timmons Group  
**Address:** 1805 West City Dr. Unit E  
Elizabeth City NC 27909

**Phone:** 252-621-5028  
**Email:** Jason.mi.zelle@timmons.com

**Current Owner of Record:** Applicant

**Meeting Dates:**  
March 2, 2022 **Neighborhood Meeting**  
August 31, 2022 **Technical Review Meeting**  
August 17, 2022 **Planning Board Meeting**

**Application Received:** 5/19/2022  
**By:** Amber Curling, Planning Dept.

**Application Fee paid:** \$1150.00 Ck# 22120

**Stormwater Escrow Fee Paid:** \$6000 CK #22121

**Completeness of Application:** Application is generally complete

**Documents received upon filing of application or otherwise included:**

- A. Land Use Application
- B. Preliminary Plat
- C. Preliminary Design Plan
- D. Preliminary Drainage Report
- E. Preliminary Development Impact Analysis
- F. Perk Test Results
- G. Community Meeting Summary
- H. TRC Results

**REQUEST:** WH Chesapeake LLC is requesting review of the Preliminary Plat for The Meadows at North River Crossing Major Subdivision per Article 151.2.3.20 of the Unified Development Ordinance. 23 of lots.

**PROJECT LOCATION:** The two parcels consisting of 28.57 acres, in the Shiloh Township are located on the West side of Sandy Hook Rd and on the North side of Ditch Bank Rd. The Parcel ID for the two parcels are 03-8965-00-35-9276-0000 and 03-8965-00-36-8180-0000

**SITE DATA**  
Preliminary Development Impact Analysis has been provided.

**Approximate Size of Lots:** 40,000 sq. ft or larger  
**Number of Lots:** 23 lots  
**Flood Zone:** Flood Zone X  
**Zoning District(s):** Neighborhood Residential  
**Existing Land Uses:** Farmland  
**Adjacent Property Uses:** Residential Lots, Farmland and vacant wooded lots

**Streets:** Shall be dedicated to public under control of NCDOT.  
Proposed Street Names: Halifax Court, Gates Drive and extension of Nouse Drive (in North River Crossing Subdivision)

**Open Space:** Required Open Space is 1.4 acres  
1 acre shall be active open space  
0.04 acres shall be passive open space

**Landscaping Requirements:** All Landscaping Requirements (Perimeter Buffer, Street Buffer, Farmland Compatibility Buffer, etc.) will be met and approved with Construction Drawings

**Recreational Land:** Not required

**ENVIRONMENTAL ASSESSMENT**  
The Camden County Stormwater Engineer will review and approve the Stormwater Management Plan.

**INFRASTRUCTURE & COMMUNITY FACILITIES**  
**Water:** Water lines are located adjacent to property  
**Sewer:** County Sewer Not Available  
**Fire District:** Shiloh Fire District  
**Schools:** See Development Impact Analysis.  
**Traffic:** See Development Impact Analysis.

**TECHNICAL REVIEW STAFF COMMENTS**

1. **Camden County Water:** Reviewed Approved with Comments
2. **Camden County Sewer:** Perk Test Complete
3. **South Camden Fire Department:** Reviewed with No Comments
4. **Pasquotank EMS (Central Communications):** Reviewed with No Comments
5. **Sheriff's Office:** Reviewed Disapproved with Comments
6. **Postmaster Elizabeth City:** No response. Did not attend TRC meeting
7. **Superintendent of Schools:** Reviewed Disapproved
8. **Transportation Director of Schools:** Reviewed Disapproved
9. **Camden Soil & Water Conservationist:** No response. Did not attend TRC meeting

10. NCDOT. Reviewed Approved with Comments  
 11. Mediacom. No Response.  
 12. Century Link. No Response  
 13. Dominion Energy. No Response

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**Consistency with PLANS**

**2035 Comprehensive Future Land Use Plan**  
 Consistent  Inconsistent

Comprehensive Future Land Use Maps has land as identified One to Two Acre Rural Residential Neighborhood Residential (NR) permits a minimum lot area of 40,000 square feet which is less than 1-acre.

**CAMA Future Land Use Plan:**  
 Consistent  Inconsistent

The CAMA Plan Future Land Use Maps has area designated as Moderate Density Residential.

**Comprehensive Transportation Plan**  
 Consistent  Inconsistent

Property abuts Sandy Hook Rd and internal roads will be dedicated to public.

**Other Plans officially adopted by the Board of Commissioners NA**

**FINDINGS REGARDING ADDITIONAL REQUIREMENTS:**

- In staff's opinion, application does not appear to endanger public health and safety.
- In staff's opinion, application does not appear to injure the value of adjoining or abutting proper

**EXCEED PUBLIC FACILITIES:**

- Schools and School Transportation disapprove due to being at or over capacity.
- Fire and Rescue approved.
- Law Enforcement disapprove due to lack of resources.

**SUMMARY**  
 The Planning Board recommended with a 3 to 1 vote approval of the Meadows at North River Crossing Major Subdivision.

Planning Staff supports the Planning Board recommendation for approval of the Meadows at North River Crossing Major Subdivision. The construction plans will comply with the following items and any other items determined by Board of Commissioners:

- The applicant must strictly abide by all requirements of the Unified Development Ordinance of Camden County, North Carolina, and must also strictly comply with all other local, state, and federal ordinances, laws, rules and regulations as one or more ordinances, laws, rules and regulations may apply to this development.
- The applicant shall complete the development strictly in accordance with the approved Preliminary Plat and specifications submitted to the Planning Office of Camden County, North Carolina, and contained in the file titled (UDO 2022-05-38).
- All lots shall be crowned to where the dwelling is located to an elevation at or above the 100-year flood as indicated in the Construction drawings listed as Building Pad Elevations. These elevations shall be verified by a Surveyor or Engineer licensed to do business in North Carolina prior to final inspection for the dwelling.
- No land disturbing activities shall start until the County Planning Department receives approved DUNR Stormwater Permit and Erosion & Sediment Control Plan for the Development.
- Developer shall make reasonable efforts to obtain off-site drainage/maintenance easements to the outfall.
- Developer and or Home Owners Association shall provide Camden County certification by a licensed North Carolina Engineer of compliance with approved Drainage Plan for Camden Station Subdivision every five years starting from recording of Final Plat in the Camden County Registry of Deeds.
- Home Owners Restrictive Covenants shall include the following information:
  - All requirements (to include Maintenance and allowable built upon area) listed under NCDENR Stormwater Permit.
  - Maintenance requirements of the outfall ditch leading.
  - The re-certification to the County of the approved drainage plan every five years from date of recording of Final Plat.
  - Maintenance of all open spaces, gardens and improvements throughout the subdivision.
- If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this approval in its entirety shall be void and have no effect.
- Constructions drawings to reflect turning radius as requested by the Transportation Director of Camden County Schools.
- The subdivision to comply with the Farmland Compatibility Standards (Article 151.5.5 of the UDO) and NC General Statute 153A-340.

- The applicant will submit a Stormwater Management Plan. The plan will be submitted and it must be approved by the Camden County Stormwater Engineer.
- Comply with Technical Review Committee Meeting with Inputs.

Commissioner Riggs requested clarification in that the plan is nonconforming because of the size of the lots.

Mrs. Curling stated that the plan is nonconforming with the Comprehensive Plan, which states 1 to 2 acres. Neighborhood Residential is 3560 square feet less than an acre. Therefore it is inconsistent with one, and consistent with the other one. Where it is inconsistent is approximately is about 3560 square feet.

Commissioner Riggs requested clarification in that the school, the fire department and the Sheriff stated that it would not be supported. Mrs. Curling confirmed that the fire department had no comments. However, the Sheriff and the Schools did not support.

Commissioner Riggs questioned as to how the application got to this point in the process before it comes before the Board for consideration.

Mrs. Curling explained that the property was already zoned Neighborhood Residential.

Commissioner Riggs clarified that the only reason the Board can vote no at this point is because the Sheriff and the Schools did not support – but that he is willing to do that.

Public Comments

Jeannie Bundy of South Mills expressed concern in regard to the overgrown grass and weeds in excess of three feet on the property under consideration, which is in violation of the County Ordinance. Ms. Bundy questioned the developer as to the reason the grass had not been cut.

The developer responded with an apology and stated that it would be taken care of.

Ms. Bundy shared Code Enforcement information from Nuisance Chapter 94, specific certain conditions to be a general nuisance to the public; health, safety and welfare. The property in question with grass and weeds in excess of 12 inches of growth.

Commissioner Riggs stated that the process is to register a complaint with Code Enforcement.

Ms. Bundy also brought to the Board’s attention County property located at 261 Bingham Road in South Mills, which is not in compliance with the Ordinance. The rubbish on the property needs to be cleared and the storm and erosion damaged structures that result in debris need to be removed.

County Manager Erin Burke stated that the purpose of Public Comment during this portion of the agenda is associated with this particular Public Hearing.

Mary Cherry Tirak of South Mills stated that citizens need to attend Planning Board meetings in that approval is taking place before items get to the Board of Commissioners.

County Attorney John Morrison explained that the most powerful land use role occurs at zoning hearings. A zoning hearing is a political decision by the Board of Commissioners. Zoning amendments can be can be refused on almost any grounds with the exception of constitutional rights. Once a property is zoned the owner has legal rights and further action becomes a legal question, not a political question. Sometimes the Commissioners must grant approval based on the law, provided the applicant has met the terms of the Unified Development Ordinance.

Marshall Powell of South Mills stated that when the property for South Mills Landing was under consideration for rezoning, citizens spoke to issues in regard to flooding and other concerns. However, the rezoning was approved that evening.

**Motion to close the public hearing.**

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

There was no motion to add the Preliminary Plan for Meadows at North River Crossing to the agenda and no further action was taken on this item.

**ITEM 5. NEW BUSINESS**

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A. Tax Report – Lisa Anderson

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

**OUTSTANDING TAX DELINQUENCIES BY YEAR**

<b>YEAR</b>	<b>REAL PROPERTY</b>	<b>PERSONAL PROPERTY</b>
2021	156,857.60	10,988.05
2020	59,829.49	4,413.96
2019	27,944.46	2,573.55
2018	19,289.23	1,365.93
2017	12,140.74	1,809.88
2016	8,052.66	1,221.02
2015	6,661.95	689.62
2014	9,060.15	1,028.28
2013	6,527.53	4,694.65
2012	5,558.29	7,231.80

TOTAL REAL PROPERTY TAX UNCOLLECTED	311,922.10
TOTAL PERSONAL PROPERTY UNCOLLECTED	36,016.74
TEN YEAR PERCENTAGE COLLECTION RATE	99.58%
COLLECTION FOR 2022 vs. 2021	42,799.70 vs. 16,448.03

**LAST 3 YEARS PERCENTAGE COLLECTION RATE**

2021	98.25%
2020	99.19%
2019	99.61%

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

ENDING August 2022

**BY TAX ADMINISTRATOR**

<u>92</u>	NUMBER DELINQUENCY NOTICES SENT
<u>22</u>	FOLLOWUP REQUESTS FOR PAYMENT SENT
<u>5</u>	NUMBER OF WAGE GARNISHMENTS ISSUED
<u>4</u>	NUMBER OF BANK GARNISHMENTS ISSUED
<u>22</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	02-8923-00-19-3774.0000	12,086.44	1	NMC PROPERTIES LLC	CAMDEN	431 158 US W
R	01-8923-00-34-2593.0000	8,338.03	1	STONEBRIDGE COMMERCIAL FINANCE	SOUTH MILLS	
R	02-8943-01-17-4388.0000	7,745.40	1	THOMAS REESE	CAMDEN	301 JAPONICA DR
R	01-7989-00-01-1714.0000	6,166.42	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8971-00-23-2253.0000	6,036.09	1	ABODE OF CAMDEN, INC.	SHILOH	167 C THOMAS POINT RD
R	02-8934-01-18-8072.0000	5,795.45	1	ARNOLD AND THORNLEY, INC.	CAMDEN	146 158 US W
R	02-8935-02-66-7093.0000	5,639.72	1	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	01-7979-00-61-7358.0000	4,906.97	1	BERT LLC	SOUTH MILLS	HORSESHOE RD
R	01-7999-00-62-3896.0000	4,705.66	1	MICHAEL ASKEW	SOUTH MILLS	257 A OLD SWAMP RD
R	02-8934-01-29-4617.0000	4,687.31	1	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W
R	02-8945-00-41-2060.0000	4,614.77	1	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	03-8962-00-05-0472.0000	4,590.46	1	FRANK MCILLIAN HEIRS	SHILOH	172 NECK RD
R	01-7993-00-31-8750.0000	4,471.07	1	HERBIE W PRICE JR	SHILOH	115 COOKS LANDING RD
R	03-8972-00-54-4332.0000	4,328.17	1	GILBERT WAYNE OVERTON &	SHILOH	1330 343 HWY S
R	02-8916-00-39-5170.0000	4,144.46	1	DONALD RAY JONES	CAMDEN	670 243 HWY N
R	03-9809-00-24-8236.0000	3,948.55	1	GENE W IRBY	SHILOH	503 SAILBOAT RD
R	03-8973-00-52-0748.0000	3,727.87	1	MORRIS L. KIGHT III	SHILOH	142 STANLEY LN
R	02-8954-00-43-8538.0000	3,614.32	1	BILLY ROSS FEREBEE	CAMDEN	237 PALMER RD
R	03-9809-00-23-4988.0000	3,268.68	1	WANDA H WELLS	SHILOH	104 HIGH RD
R	02-8934-04-72-0416.0000	3,235.88	1	PAULINE VETTE	CAMDEN	238 COUNTRY CLUB RD
R	02-8961-00-68-3593.0000	3,176.60	1	CAROLYN MCANIEL	CAMDEN	195 COUNTRY CLUB RD
R	03-8962-00-67-1021.0000	2,912.38	1	CECIL BARNARD HEIRS	SHILOH	WICKHAM RD
R	02-8943-01-06-9013.0000	2,880.31	1	JEWEL H. DAVENPORT	CAMDEN	WINDY HEIGHTS DR
R	03-8965-00-37-4242.0000	2,853.28	1	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	02-8934-03-31-8750.0000	2,835.12	1	EDWARD LAMB MOORE	SHILOH	169 RAYMONS CREEK RD
R	02-8936-00-23-4750.0000	2,769.92	1	AARON DARNELL CHAMBLEE ET AL	CAMDEN	LAMBS RD
R	03-8899-00-45-2682.0000	2,766.66	10	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8990-00-17-3935.0000	2,710.50	1	KARL L ADCOCK	SHILOH	100 CRITLAN DR
R	01-7979-00-94-6193.0000	2,423.34	1	HERSIV LYN BARBER	SOUTH MILLS	214 HORSESHOE RD
R	01-7090-00-92-5561.0000	2,385.09	1	MAINSTAY CONSTRUCTION, INC	SOUTH MILLS	GENERALS WAY

30 Oldest Unpaid – Real

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	6,166.42	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8965-00-37-4242.0000	2,853.28	10	CECIL BARNARD HEIRS	SHILOH	NECK RD
R	03-8965-00-37-4242.0000	2,853.28	10	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	03-8899-00-45-2682.0000	2,766.66	10	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8962-00-05-0472.0000	2,151.92	10	ADREY TILLET	SHILOH	171 NECK RD
R	01-7998-00-31-0179.0001	2,077.02	10	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	01-7999-00-32-3510.0000	1,954.13	10	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	03-8943-04-93-8214.0000	1,892.64	10	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7999-00-12-8596.0000	1,879.21	10	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7091-00-64-6569.0000	1,809.51	10	CLARENCE D. TURNER JR.	SOUTH MILLS	SPRING LN
R	01-7080-00-62-1977.0000	1,157.52	10	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	02-8936-00-24-7426.0000	851.94	10	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	01-7989-04-60-1568.0000	847.68	10	EMMA BRITE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	01-7989-04-60-1954.0000	827.30	10	CHRISTINE RIDDICK	SOUTH MILLS	115 BLOODFIELD RD
R	01-7090-00-60-5052.0000	814.52	10	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN DR
R	01-7989-04-90-0938.0000	765.22	10	DORIS EASON	SOUTH MILLS	1352 343 HWY N
R	03-9809-00-24-6322.0000	667.69	10	DAVID B. KERBY	SHILOH	499 SAILBOAT RD
R	02-8955-00-13-7846.0000	585.88	10	MARIE BERGER	CAMDEN	IVY NECK RD
R	03-8899-00-36-1568.0000	463.73	10	PETER BUTSAVAGE	SHILOH	HIBISCUS RD
R	03-8962-00-58-5300.0000	427.31	10	OCTAVIA COPELAND HEIRS	SHILOH	457 NECK RD
R	03-8963-00-61-1968.0000	381.59	10	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	03-9809-00-54-8280.0000	303.70	10	RODNEY STEVEN SIVEY &	SHILOH	SAILBOAT RD
R	01-7090-00-95-5262.0000	297.16	10	JOHN F. SAWYER HEIRS	SOUTH MILLS	OLD SWAMP RD
R	03-9809-00-66-0120.0000	286.40	10	RANDELL CRIDER	SHILOH	SAILBOAT RD
R	03-8963-00-84-0931.0000	285.84	10	CECIL TRUSCHER	SHILOH	218 BRADY CREEK RD
R	02-8936-00-25-7407.0000	220.95	10	CHARLIE RUDOLPH CHAMBLEE	CAMDEN	BOURBON ST
R	03-9809-00-45-1097.0000	203.59	10	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	03-8962-00-60-7648.0000	189.72	10	FRANK WRIGHT ETAL	SHILOH	WICKHAM RD
R	03-9809-00-17-2462.0000	149.93	10	ELIZABETH LONG	SHILOH	HIBISCUS RD
R	03-9809-00-17-2462.0000	138.36	10	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD

30 Largest Unpaid – Personal

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001709	1,207.54	5	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0001104	1,148.60	1	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0000295	1,126.07	3	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0002941	1,083.89	1	BARKER'S TRUCKING, INC	SHILOH	108 SASSAFRAS LN
P	0001046	562.79	10	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	534.66	10	PAM BUNDY	SHILOH	105 AARON DR
P	0000297	522.02	1	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0001681	504.70	10	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001721	457.37	1	CINDY MAYO	SOUTH MILLS	106 BINGHAM RD
P	0002182	449.91	1	ACADEMY TRAINING CENTER LLC	MOYOCK	850 PUDDING RIDGE RD
P	0001230	411.11	10	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0003721	396.00	1	JIMMY'S TRUCKING & HAULING LLC	CAMDEN	127 TRAFON RD
P	0003192	382.04	1	ROBERT JESSE-ALDERMAN HUDGINS	CAMDEN	409 343 HWY N
P	0003539	365.94	1	BENNY BARRELL TUCKER	CAMDEN	152 158 US W
P	0001538	311.90	10	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0003501	310.39	1	DIANE L. NOBLE	CAMDEN	152 158 US W
P	0000738	307.42	10	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0003513	282.06	1	JULIE PORTER	CAMDEN	431 158 US W
P	0003537	279.87	1	NATHAN MARC SEBURA	CAMDEN	343 HWY N
P	0003208	271.52	1	RICKY W JOHNSON	CAMDEN	113 PALMER RD
P	0003075	255.21	1	PATRICK WAYNE BAUM	CAMDEN	186 B BUSHELL RD
P	0000945	243.90	1	RAMONA F TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0001694	241.65	10	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001952	238.91	10	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0003773	231.08	1	SEVAN NEIRO BARTLETT	CAMDEN	197 HERMAN ARNOLD RD
P	0003415	228.97	1	IVY MIRANDA BOGUES	CAMDEN	224 NORTH RIVER RD
P	0002902	222.92	1	STEPHANIE AUSMAN	SHILOH	204 POND RD
P	0001106	203.87	10	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0003715	202.13	1	CHARLES CHANNING ROTEN	SOUTH MILLS	302 34 HWY N
P	0003902	201.52	1	SCOTT D RAYE	SOUTH MILLS	403 BEECHNUT AVE

30 Oldest Unpaid – Personal

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001709	10	1,207.54	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0001046	10	562.79	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	10	534.66	PAM BUNDY	SHILOH	105 AARON DR
P	0001681	10	504.70	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001230	10	411.11	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001538	10	311.90	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0000738	10	307.42	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001694	10	241.65	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001952	10	238.91	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0001106	10	203.87	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001827	10	148.15	KAREN SUNDY	CAMDEN	431 158 US W
P	0000295	6	1,126.07	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000770	6	134.40	MARSHA GAIL BOGUES	CAMDEN	276 BELCROSS RD
P	0000385	6	121.17	MARK SANDERS OVERMAN	SHAWBORO	116 GARRINGTON ISLAND
P	0002921	6	120.68	CYNTHIA WAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0001104	5	1,148.60	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0000945	5	243.90	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0002442	5	200.37	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0002468	5	178.15	WANDA HERNANDEZ WELLS	SHILOH	104 HIGH RD
P	0002968	5	165.22	MICHAEL WILLIAM MAINELLO	SOUTH MILLS	237 KEETER BARN RD
P	0001150	5	136.45	WILLIAM MICHAEL STONE	CAMDEN	130 MILL DAM RD S
P	0001683	5	125.28	MICHAEL WAYNE MYERS	SOUTH MILLS	107 ROBIN DR
P	0002902	4	222.92	STEPHANIE AUSMAN	SHILOH	204 POND RD
P	0001512	4	167.69	JOHN WESLEY BURGESS, JR.	CAMDEN	431 158 USY W
P	0000297	3	522.02	ADAM D & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0003559	3	365.94	BENNY FARRELL TUCKER	ELIZABETH CITY	152 158 US W
P	0003501	3	310.38	DIANE L. NOBLE	CAMDEN	152 158 US W
P	0003513	3	282.06	JULIE PORTER	CAMDEN	431 158 US W
P	0003075	3	255.21	PATRICK WAYNE BAUM	CAMDEN	186 B BUSHELL RD
P	0003415	3	228.97	IVY MIRANDA BOGUES	CAMDEN	224 NORTH RIVER RD

**Motion to approve the Tax Report as presented.**

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

B. 2023 Schedule of Values – Pearson Appraisals

The commissioners were given Appraisal Manuals and the Schedule of Values for the 2023 Revaluation.

**Motion to accept the Schedule of Values as presented by Pearson Appraisals.**

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

**Motion to accept the Present Use Value Schedule from the State as presented.**

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

**Motion to set the Public Hearing for the Schedule of Values and Present Use Value Schedule for Monday, October 17, 2022 at 7:00 PM.**

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

C. Debris Monitoring Contract Extension Request – Erin Burke




**EMERGENCY MANAGEMENT**  
Pasquotank - Camden - Elizabeth City

Brian Parnell, Coordinator      Josh Wyle, Asst. Coordinator

August 1, 2022

To: Pasquotank County, Camden County, City of Elizabeth City  
From: Brian Parnell, EM Coordinator

Reference: Debris Monitoring Contract Extension with Tetra Tech Disaster Recover

Background: Debris monitoring is one portion of the FEMA Public Assistance Debris Management plan in which debris is being monitored and documented at a temporary debris collection site after a storm along with ensuring it is correctly separated. This can be accomplished by assigning current staff for the tasks or entering into a contractual agreement with an outside company to perform these duties. In the past, Pasquotank and Camden Counties along with the City of Elizabeth City have utilized contractual services to perform these duties. Doing so has allowed each jurisdiction to be successful in receiving reimbursements from FEMA after a storm in which a Presidential Declaration was made.

After a bid process in 2014, Pasquotank, Camden and Elizabeth City entered into a 3-year Debris Monitoring contract with Tetra Tech Disaster Recovery with an option to renew for (2) consecutive 1-year terms. The option was utilized in 2017 for 1 year to carry the contract until a new bidding process could be completed and to ensure there was no lapse in capabilities.

In 2018, request for proposals were solicited for a new Debris Monitoring contract. In 2019 after receiving 5 proposals, Tetra Tech Disaster Recovery won the bid and each jurisdiction entered into a new 3-year Debris Monitoring contract, again with an option to renew for (2) consecutive 1-year terms. The initial 3-year contract is set to expire on October 24, 2022 and notice has been given via email from Tetra Tech for a request to exercise the first 1-year extension. In this notice, Tetra Tech has requested an increase of 9.2% in the hourly rate pay due to inflation and other uncontrollable cost increases. There are no upfront fees to renew or maintain the contract and the jurisdictions will pay funds only when services are rendered along with receipt of associated documentation to support Tetra Tech's payment claims. Any funds expended during this contract are reimbursable through FEMA during a Presidential Declaration.

Recommendation: Due to the ever-changing rules and regulations of FEMA programs along with staff changeover from time to time, it is recommended that each jurisdiction exercise the 1st 1-year extension with the requested increase in hourly rate for the period of October 25, 2022 through October 24, 2023 with Tetra Tech Disaster Recovery. After the execution of the extension, Pasquotank-Camden Emergency Management, along with representatives of each jurisdiction will convene to discuss steps moving forward with this program and/or develop a request for proposal for the Debris Monitoring contract to be awarded and in place prior to the extension deadline in 2023.

Regards,  
*Brian Parnell*  
Brian Parnell, EM Coordinator

**200 E. Colonial Avenue | Elizabeth City, NC 27909 | 252.335.4444**

 pasqacem     
  pasquotankcountyinc.org/pasqacem     
  pasqacem



July 13, 2022

Sent via email to [parnell@cco.pasquotank.nc.us](mailto:parnell@cco.pasquotank.nc.us)

Brian Parnell  
Camden County, North Carolina  
City of Elizabeth City, North Carolina  
Pasquotank County, North Carolina

RE: Request for Proposal  
Disaster Monitoring and Recovery Services  
Request for Contract Renewal and Rate Change

Dear Brian Parnell,

Camden County, City of Elizabeth City, and Pasquotank County, North Carolina (County/City) entered into a contract for Professional Debris Monitoring Services for Disasters with Tetra Tech, Inc. (Tetra Tech) for a period beginning on October 24, 2019 through October 24, 2022 with the option to renew the contract term for up to two (2) additional one (1) year periods. Tetra Tech is requesting the County/City to exercise the first renewal option from October 25, 2022 to October 24, 2023 with an adjustment to the hourly rates based on the CPI-U Base Price Adjustment Calculation below:

<u>CPI for May 2021:</u>	259.343
<u>CPI for May 2022:</u>	283.307
<u>Increase Calculation:</u>	283.307 (May 2022) – 259.343 (May 2021) = 23.964
	23.964 / 259.343 (May 2021) = <b>9.2% Increase</b>

As such, Tetra Tech requests the County/City to consider increasing Tetra Tech's hourly rates by 9.2%. Please find enclosed the updated hourly rates for review and approval which includes the 9.2% increase (Attachment A) and a detailed calculation breakdown as well as the CPI-U Original Data Value for May 2021 to May 2022 (Attachment B).

Please contact me directly at [TDRCContracts@tetratech.com](mailto:TDRCContracts@tetratech.com) should you have any questions or need additional information.

Sincerely,  
  
Marina Armanious  
Contracts Coordinator

2301 Lucien Way, Suite 120, Milliard, FL 32751  
Tel: (321) 441-8511 Cell: (407) 448-8222 Fax: (321) 441-8501 | [tetratech.com](http://tetratech.com)

CONTRACT FOR SERVICES  
DISASTER MONITORING AND RECOVERY SERVICES

AMENDMENT NO. 1

THIS CONTRACT AMENDMENT NO. 1 is by and between CAMDEN COUNTY, NORTH CAROLINA (hereinafter referred to as "COUNTY"), and TETRA TECH, INC., a (hereinafter referred to as "CONTRACTOR").

WITNESSETH:

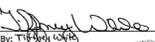
WHEREAS, COUNTY has entered into a Contract for Disaster and/or Storm Recovery Monitoring with CONTRACTOR for a period beginning on October 24, 2019 through October 24, 2022 with the option to renew the contract term for up to two (2) additional one (1) year periods;

WHEREAS, the COUNTY and CONTRACTOR desire to exercise the first renewal option for one (1) additional year; and

NOW, THEREFORE, the parties hereby agree as follows:

- CONTRACT TERM.** The Contract is renewed from October 25, 2022 through October 24, 2023. All other terms and conditions remain unchanged.
- PAYMENT PROVISIONS.** The payment provisions are amended as follows: With the express agreement of the COUNTY, CONTRACTOR shall implement a CPI increase of 9.2% for this Contract, which shall include the following rates attached in Attachment A.
- MODIFICATIONS.** This Contract Amendment and the Contract, taken together, constitute the final agreement between the COUNTY and CONTRACTOR. Any modification or additions to the terms of this Contract Amendment or Contract must be in writing and executed by the parties.

IN WITNESS WHEREOF, the parties have duly executed this Contract Amendment on the dates written below.

<p>CAMDEN COUNTY, NORTH CAROLINA</p> <p> By: David Wyle Title: Vice Chair Date: 10-5-22</p> <p>ATTEST:  Kevin Davis Signature of Finance Officer</p> <p style="font-size: small;">This instrument has been procured in the manner required by the Local Government Budget and Fiscal Control Act.</p> <p> Stephanie B Jackson Signature of Finance Officer</p>	<p>TETRA TECH, INC.</p> <p>By: Jonathan Burgiel Title: Business Unit President Date:</p> <p>ATTEST: Marina Armanious, Contracts Representative</p>
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## ATTACHMENT A

**TETRA TECH, INC.**  
**UPDATED RATE SCHEDULE**  
**Camden County, City of Elizabeth City, and Pasquotank County, North Carolina**  
**Disaster Monitoring and Recovery Services Request for Proposal**

Positions	10/24/2019 - 10/24/2022		CPI	CPI	Hourly Rate w/ 9.2% CPI	
	Hourly Rate	9.2% Increase	\$ Increase	\$ Increase	10/25/2022 - 10/24/2023	
Project Manager	\$ 78.00	9.2%	\$ 7.18	\$	\$	85.18
Operations Managers	\$ 64.00	9.2%	\$ 5.89	\$	\$	69.89
GIS/Analyst	\$ 45.00	9.2%	\$ 4.14	\$	\$	49.14
Field Supervisors	\$ 45.00	9.2%	\$ 4.14	\$	\$	49.14
Debris Site/Tower Monitors	\$ 34.00	9.2%	\$ 3.13	\$	\$	37.13
Load Ticket Data Entry Clerks	\$ -	9.2%	\$ -	\$	\$	-
Billing/Invoice Analysts	\$ 45.00	9.2%	\$ 4.14	\$	\$	49.14
Project Coordinators	\$ 32.00	9.2%	\$ 2.94	\$	\$	34.94
Field Coordinators (Crew Monitors)	\$ 34.00	9.2%	\$ 3.13	\$	\$	37.13
Environmental Specialist	\$ 55.00	9.2%	\$ 5.06	\$	\$	60.06
Data Manager	\$ 60.00	9.2%	\$ 5.52	\$	\$	65.52
<b>EMERGENCY MANAGEMENT POSITIONS</b>						
Subject Matter Expert	\$ 240.00	9.2%	\$ 22.08	\$	\$	262.08
Executive Consultant/Planner/Analyst	\$ 225.00	9.2%	\$ 20.70	\$	\$	245.70
Principal Consultant/Planner/Analyst	\$ 210.00	9.2%	\$ 19.32	\$	\$	229.32
Principal in Charge	\$ 190.00	9.2%	\$ 17.48	\$	\$	207.48
Project/Program Manager	\$ 175.00	9.2%	\$ 16.10	\$	\$	191.10
Supervising Consultant	\$ 158.00	9.2%	\$ 14.54	\$	\$	172.54
Senior Consultant	\$ 150.00	9.2%	\$ 13.80	\$	\$	163.80
Consultant III	\$ 135.00	9.2%	\$ 12.42	\$	\$	147.42
Consultant II	\$ 125.00	9.2%	\$ 11.50	\$	\$	136.50
Consultant I	\$ 110.00	9.2%	\$ 10.12	\$	\$	120.12
Program Analyst	\$ 95.00	9.2%	\$ 8.74	\$	\$	103.74

## ATTACHMENT A

Positions	10/24/2019 - 10/24/2022		CPI	CPI	Hourly Rate w/ 9.2% CPI	
	Hourly Rate	9.2% Increase	\$ Increase	\$ Increase	10/25/2022 - 10/24/2023	
Consulting Aide	\$ 90.00	9.2%	\$ 8.28	\$	\$	98.28
Planning Aide	\$ 80.00	9.2%	\$ 7.36	\$	\$	87.36
Analytical Aide	\$ 75.00	9.2%	\$ 6.90	\$	\$	81.90
Research Assistant II	\$ 66.00	9.2%	\$ 6.07	\$	\$	72.07
Administrative Specialist III	\$ 60.00	9.2%	\$ 5.52	\$	\$	65.52
Research Assistant	\$ 51.00	9.2%	\$ 4.69	\$	\$	55.69
Administrative Specialist II	\$ 48.00	9.2%	\$ 4.42	\$	\$	52.42
Administrative Specialist I	\$ 44.00	9.2%	\$ 4.05	\$	\$	48.05

## ATTACHMENT B

Bureau of Labor Statistics

**CPI for All Urban Consumers (CPI-U)**  
**Original Data Value**

Series Id: CUUR0300SA0, CUUS0300SA0  
 Not Seasonally Adjusted  
 Series Title: All items in South urban, all urban consumers, not  
 Area: South  
 Item: All Items  
 Base Period: 1982=84=100  
 Years: 2012 to 2022

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2012	220.497	221.802	223.314	224.275	223.356	223.004	222.667	223.919	225.052	224.504	223.404	223.109	223.242	222.708	223.776
2013	223.933	225.874	226.628	226.202	226.289	227.148	227.548	227.837	227.876	227.420	226.811	227.062	226.721	226.012	227.429
2014	227.673	228.664	230.095	231.346	231.762	232.269	232.013	231.611	231.762	231.131	229.845	228.451	230.552	230.302	230.802
2015	226.855	227.944	229.337	229.957	230.886	232.026	231.719	231.260	230.913	230.860	230.422	229.581	230.147	229.501	230.793
2016	229.469	229.646	230.977	231.975	232.906	233.838	233.292	233.561	234.069	234.337	234.029	234.204	232.692	231.469	233.915
2017	235.492	236.052	236.154	236.728	236.774	237.346	236.942	237.892	239.649	239.067	238.861	238.512	237.456	236.424	238.487
2018	239.772	241.123	241.595	242.486	243.279	243.770	243.776	243.605	243.640	244.163	243.484	242.150	242.737	242.004	243.470
2019	242.547	243.856	245.554	246.847	246.667	246.515	247.250	246.953	246.891	247.423	247.385	247.289	246.265	245.331	247.199
2020	248.005	248.412	248.136	246.254	245.696	247.223	248.619	249.639	250.193	250.542	250.255	250.693	248.639	247.288	249.990
2021	252.067	253.386	255.319	257.207	259.343	261.668	263.013	263.728	264.593	267.160	268.360	269.263	261.259	256.498	266.020
2022	271.634	274.688	278.598	279.879	283.307										

**CPI for May 2021:** 259.343  
**CPI for May 2022:** 283.307  
**Increase Calculation:** 283.307 (May 2022) - 259.343 (May 2021) = 23.964  
 23.964 / 259.343 (May 2021) = 9.2% increase

**Motion to approve the debris management contract one-year extension request as presented.**

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

D. Emergency Management Ordinance – Erin Burke

Camden County, along with Pasquotank and Elizabeth City, adopted the existing Emergency Management Ordinance in 1985. There have not been any significant updates to the ordinance since that time. There have been changes in state statutes and best practices in the intervening time period. The proposed ordinance takes a more comprehensive approach to emergency management.

In consultation with the County Attorney, the proposed ordinance has been reviewed. The other two parties included in the ordinance are set to review this ordinance at their October meetings. Both the County Manager and the Emergency Management Director support adoption of the proposed ordinance.



**PASQUOTANK COUNTY, CAMDEN COUNTY and CITY OF ELIZABETH CITY  
EMERGENCY MANAGEMENT ORDINANCE**

**WHEREAS,** The North Carolina General Assembly has adopted Article 1A of Chapter 166A of the General Statutes, entitled "North Carolina Emergency Management Act", which revises and recodifies and sets forth the authority and responsibility of the Governor, State agencies, and local governments in prevention of, preparation for, response to, and recovery from natural or man-made emergencies; and

**WHEREAS,** G.S. §166A-19.15, which is part of the North Carolina Emergency Management Act, assigns to Counties responsibility for emergency management within the geographical limits of such county; and,

**WHEREAS,** G.S. §166A-19.22, which is part of the North Carolina Emergency Management Act, authorizes cities and counties to declare a state of emergency under conditions and procedures contained in G.S. §166A-19.22; and,

**WHEREAS,** G.S. §166A-19.31 authorizes counties and cities to enact ordinances to empower their Boards, to exercise certain powers and authorities to deal with states of emergency; and,

**WHEREAS,** due to changes in the relevant General Statutes and the greatly expanded operations and capabilities of emergency management, the existing County and City ordinances on Civil Emergencies need to be significantly revised and replaced.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Commissioners of Pasquotank County, Board of Commissioners of Camden County, and the City Council of the City of Elizabeth City, that:

Section 1: The following Ordinances are hereby repealed:

1. The Elizabeth City-Pasquotank County Emergency Management Code dated July 1, 1985;
2. The State of Emergency Ordinance for Elizabeth City dated June 6, 1988, the State of Emergency Ordinance for Pasquotank County dated September 19, 1977 and the State of Emergency Ordinance for Camden County dated September 3, 1985.

Section 2: The following Ordinance is HEREBY ADOPTED:

**ARTICLE 1 – GENERAL**

**Section 1. SHORT TITLE**

1

This ordinance shall be known as the Emergency Management Ordinance for Pasquotank County, Camden County, and the City of Elizabeth City. This ordinance is adopted under the provisions set forth above and in accordance with North Carolina Emergency Management Act of 1977.

**Section 2. PURPOSE**

- a. Establish an emergency management agency to ensure the complete and efficient utilization of all resources of Pasquotank County, Camden County, and the City of Elizabeth City in the event of an emergency or disaster.
- b. The Pasquotank-Camden Emergency Management Agency shall be the coordinating agency for all activity in connection with Emergency Management. It will be the instrument in which the Pasquotank and Camden County Board of Commissioners and the City of Elizabeth City, within their jurisdictional boundaries, may exercise the authority and discharge the responsibilities vested in them during disaster emergencies.
- c. The Pasquotank-Camden Emergency Management Agency shall be the coordinating agency for activities and programs relating to emergency and disaster prevention, protection, mitigation, response, and recovery among agencies and officials of Pasquotank County, Camden County, the City of Elizabeth City, and similar agencies and officials of other counties, the state and federal agencies; and with other private and quasi-official organizations responding to assist within our jurisdictional boundaries.

**Section 3. DEFINITIONS**

The following definitions shall apply in the interpretation of this Article:

**Coordinator** refers to the Coordinator of Pasquotank-Camden Emergency Management, the individual with direct responsibility for the development, organization, administration, and operation of the Pasquotank-Camden Emergency Management Agency as provided by this Ordinance.

**Disaster** represents the degree and severity of an emergency's impact as declared by the Governor.

**Emergency** is an occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made accidental, military, paramilitary, weather-related, or riot-related cause.

**Emergency Management** includes those measures taken by the populace and governments of federal, state, and local levels to minimize the adverse effect of any type of emergency, which includes the never-ending preparedness cycle of planning, prevention, mitigating, warning, movement, shelter, emergency assistance, and recovery.

**Emergency Management Agency** refers to the Pasquotank-Camden Emergency Management office, the local government agency charged with coordination of all emergency activities for its jurisdiction.

**Emergency Operations Plan** refers to the document, developed by Pasquotank-Camden Emergency Management that assigns responsibilities to organizations and individuals for carrying out specific actions in an emergency/disaster that exceeds the capability or routine responsibility of any one agency and establishes lines of authority and organizational relationships.

**Mutual Aid Agreements** are defined to include but not be limited to agreements related to the furnishing or exchange of such supplies, equipment, facilities, personnel, and services as may be needed with provisions for the reimbursement of costs and expenses for equipment, supplies, personnel and similar items upon such terms and conditions as may be necessary.

2

Volunteer shall mean personnel and agencies contributing a service, equipment, or facilities to the emergency management agency without remuneration.

**Section 4. PRESERVATION OF AUTHORITY**

- a. This ordinance does not:
  - a. relieve any county or city department or agency of the responsibilities or authority given to it by state law or by local chapter, nor will it adversely affect the work of any volunteer agency organized for relief in disaster situations.
  - b. abridge or modify the authority of emergency medical services personnel, law enforcement, firefighters, or other relevant public officers and agencies from exercising their authority to protect the public health and safety, as that authority is established by state and local law.
  - c. abridge or modify the authority of the governor or their delegates to implement emergency measures during declared states of disaster or emergency.

**Section 5. VIOLATIONS**

- a. Violations of any provision of this Ordinance or declaration enacted or declared under this chapter shall be punished in accordance with N.C.G.S. §14-288.20A.
- b. Any person interfering with, or obstructing, hindering, or delaying any public officer in performing their duties under the provisions of this ordinance, or any declaration, regulation, or plan issued thereunder shall be punished in accordance with N.C.G.S. §14-223.
- c. It shall be a Class 2 misdemeanor, punishable upon conviction by a fine not exceeding \$50 or imprisonment not exceeding 30 days for any person to willfully obstruct, hinder or delay any other emergency management forces in the enforcement of the provisions of this chapter or performing their duties pursuant to any plan or restriction issued thereunder and upon conviction, shall be punished in accordance with N.C.G.S. § 14-4.

**ARTICLE 2 – PASQUOTANK-CAMDEN EMERGENCY MANAGEMENT AGENCY**

**Section 1. ORGANIZATION AND APPOINTMENTS**

The Pasquotank-Camden Emergency Management Agency shall consist of the following:

- a. An agency of Emergency Management within the executive department of Pasquotank County, with contracted services to Camden County and the City of Elizabeth City, under the direction of the County Manager, through the Board of Commissioners and the City Mayor, as authorized by N.C.G.S. §166A-19.15(2).
- b. A Coordinator of the emergency management agency will be appointed by the Pasquotank County Manager. The Coordinator will be a person well-versed and trained in emergency management processes and procedures involving the activities of various agencies that serve to protect public health, safety, and welfare in the event of an emergency.
- c. The Coordinator shall designate and appoint an Assistant Emergency Management Coordinator to assume the duties of the Coordinator in the event of their absence or inability to act. The Coordinator and all other employees shall meet all requirements of state law to serve in emergency management.

3

- d. The employees and resources of all county and city departments, boards, institutions, and councils will participate in the emergency management activities. Duties assigned to the county and city departments shall be the same or similar to the normal duties of the department, where possible.
- e. Volunteer personnel and agencies offering service to, and accepted by the County and City.

**Section 2. DUTIES AND RESPONSIBILITIES OF THE COORDINATOR**

- a. The Coordinator shall be responsible for the organization, administration, and operation of the Emergency Management Agency. The Coordinator shall coordinate the activities, services, and programs for emergency management and disaster response and recovery within Pasquotank County, Camden County, and the City of Elizabeth City and shall maintain liaison with the state and federal authorities and the authorities of nearby political subdivisions to ensure the most effective operation and implementation of the emergency management plans.
- b. The Coordinators duties shall include, but not limited to, the following:
  1. Manage a comprehensive emergency management program for Pasquotank County, Camden County, and the City of Elizabeth City pursuant to Chapter 166A, including, but not limited to elements addressing prevention, protection, mitigation, response, and recovery from emergencies.
  2. Compel and coordinate the activity of all other public and private agencies engaged in any emergency management activities within Pasquotank County, Camden County, and the City of Elizabeth City.
  3. Through public informational programs, educating the populace as to actions necessary and required for the protection of their persons and property in case of enemy attack, terrorism, or disaster, either impending or present.
  4. Manage exercises to ensure the efficient operation of the emergency management forces and familiarize residents, businesses, educational institutions, and partner agencies with emergency management regulations, procedures and operations.
  5. Monitor and advise the Pasquotank and Camden County Commissioners, Pasquotank and Camden County Managers, and City of Elizabeth City Manager and Council of any and all threats, emergencies or disasters that pose a risk to the lives and safety of the residents of Pasquotank County, Camden County, and the City of Elizabeth City and propose solutions for their decision on how best to protect people and property from imminent danger or from further damage.
  6. Procure supplies and equipment, institute training programs, public preparedness information and education programs, manage and coordinate disaster drills and exercises in accordance with county-wide emergency plans.
  7. Manage the Pasquotank-Camden Emergency Operations Center as the central coordinating entity during emergencies or disasters.

4

**Section 3. EMERGENCY MANAGEMENT PLANS**

- a. A countywide, all-hazard, emergency operations plan shall be adopted and maintained by the Board of Commissioners of Pasquotank County and Camden County and City Council of the City of Elizabeth City. In the preparation of this plan, the services, equipment, facilities, and personnel of all existing departments and agencies shall be utilized to the fullest extent. When the plan is approved, each department or agency shall perform those functions assigned to it by the plan and shall maintain a current state of readiness at all times. The emergency operations plan shall have the full effect of local law whenever an emergency or disaster occurs.
- b. Supporting plans shall be maintained by the Emergency Management Agency to ensure coordinated activities in the prevention, protection, mitigation, responses, and recovery from emergencies phases. In the preparation of these plans, the services, equipment, facilities and personnel of all existing departments and agencies shall be utilized to the fullest extent. When the plans are published, each department or agency shall perform those functions assigned to it by the plans.
- c. The Emergency Management Agency shall describe in emergency plans those positions for which lines of succession are necessary. In each instance, the responsible person within the cognizant department or agency shall designate and file with the Emergency Management Agency a current list of three persons to be successors to each key position. The list shall be in order of succession and shall designate persons most capable of carrying out all duties and functions assigned to the position.
- d. Each department or agency designated in emergency plans shall be responsible for carrying out all designated duties and functions designated by the plan. Duties will include organization and training of assigned employees and volunteers. Each department shall formulate procedures to implement the plan for the organization.
- e. When a skill required for response or recovery from a declared emergency function is not available within local government, the Emergency Management Coordinator shall be authorized to seek assistance beyond local government resources.

**Section 4. NO GOVERNMENTAL OR PRIVATE LIABILITY**

- a. This Ordinance is an exercise by Pasquotank County, Camden County, and the City of Elizabeth City of its governmental functions for the protection for the public peace, health, and safety, and neither agents nor representatives of same, or any individual, receiver, firm, partnership, corporation, association, or trustee, or any of the agents thereof in good faith carrying out, complying with or attempting to comply with any order, rule or regulation promulgated pursuant to the provisions of this Ordinance, shall be liable for any damage or injury sustained to persons or property as the result of said activity. Specifically, governmental immunity is not waived by Pasquotank County, Camden County and/or the City of Elizabeth City.
- b. Any person owning or controlling real estate or other premises who voluntarily and without compensation grants Pasquotank County, Camden County, and/or the City of Elizabeth City the right to inspect, designate and use the whole or any part or parts of such real estate or premises for the purpose of sheltering persons during an actual, impending or practice disaster situation shall not be civilly liable for the death of, or injury to, any persons on or about such real estate or premises under such license, privilege or other permission; or for loss of, or damage to, the property of any person.

**Section 5. PLANNING RELATED TO SPECIAL FACILITIES**

5

- a. Special facilities are those institutions or organizations whose populations are dependent upon the institution for transportation or care.
- b. Special facilities are required to have a plan in place to be self-sufficient in an emergency that would require the evacuation of their facility due to a natural or technological disaster.
- c. These institutions include, but are not limited to, assisted living facilities, hospitals, schools (public and private), day-care centers, elderly centers, or other similar organizations.
- d. The institutions shall submit copies of their disaster plan to the Emergency Management Agency for review on an annual basis as defined by Pasquotank-Camden Emergency Management.

**ARTICLE 3 – STATE OF EMERGENCY**

**Section 1. DELEGATION OF AUTHORITY TO DECLARE A STATE OF EMERGENCY**

- a. In the event of an existing or imminent emergency endangering the lives, safety, health and welfare of the people within Pasquotank County, Camden County or the City of Elizabeth City, or any part thereof, or threatening damages to or destruction of property, the Chairperson(s) of the Board of Commissioners and the City Mayor are hereby authorized and empowered under N.C.G.S. §166A-19.31 to issue a public declaration of the existence of such a state of emergency and, in order to more effectively protect the lives and property of people within the city and counties, to place in effect any or all of the restrictions and prohibitions hereinafter authorized. The Chairperson(s) and Mayor shall fully utilize all available emergency service and management agencies and shall consult with appropriate subject matter experts in deciding to issue a declaration and in determining the appropriate restrictions and prohibitions to impose during the term of any such declaration.
- b. In case of the absence or disability of the Chairperson(s) or Mayor, the Vice-Chairperson(s) of the Board of Commissioners, or Mayor Pro Tempore of Elizabeth City shall have and exercise all of the powers herein given the Chairperson(s).
- c. In case of the absence or disability of the Vice-Chairperson of the Board of Commissioners or Mayor Pro Tempore of Elizabeth City, the longest-serving Commissioner or City Council Member, or such other person as may be designated by the Board of Commissioners and City Council, shall have and exercise all of the powers herein given to the Chairperson and Mayor.

**Section 2. DECLARATION IMPOSING PROHIBITIONS AND RESTRICTIONS**

- a. The Chairperson of the Board of Commissioners of Pasquotank and Camden County and/or the City of Elizabeth City Mayor by proclamation may impose the prohibitions and restrictions specified in Sections 3 through 8 of this Ordinance in the manner described in those sections. The Chairperson(s)/Mayor may impose as many of the Emergency Management specified prohibitions and restrictions as he/she finds are necessary, because of an emergency, to maintain an acceptable level of public order and services; and to protect lives, safety, and property. The Chairperson(s)/Mayor shall rectify his/her findings in the proclamation.
- b. The proclamation shall be in writing. The Chairperson(s)/Mayor shall take reasonable steps to give notice of the terms of the proclamation to those affected by it and shall post a copy of it in the respective County Courthouse and the City of Elizabeth City City Hall. The Chairperson(s)/Mayor shall send reports of the substance of the proclamation to the mass communications media which serves the affected area. The

6

Chairperson(s)/Mayor shall retain a text of the proclamation and furnish upon request certified copies of it.

c. All prohibitions, restrictions, and amendments imposed by declaration pursuant to ordinances adopted under this section shall take effect in the emergency area immediately upon publication of the declaration, unless the declaration sets a later time. Publication shall include at minimum, posting of a signed copy of the declaration on both of these:

- Websites of the County(s) and/or City
- North Carolina Department of Public Safety WebEOC critical incident management system

**Section 3. EVACUATION**

The Chairperson(s) and/or Mayor may direct and compel the voluntary or mandatory evacuation of all or part of the population of the county or city; to prescribe routes, modes of transportation, and destination in connection with evacuation; and to control ingress and egress of a disaster area, the movement of persons within the area and the occupancy of premises therein. Details of the evacuation may be set forth or amended in a subsequent declaration which shall be well publicized and meets requirements of Article 3, section 2c.

**Section 4. CURFEW**

- The declaration may impose a curfew prohibiting in certain areas and during certain periods the appearance in public of anyone who is not a member of an exempted class. The proclamation shall specify the geographical area or areas and the period during each 24-hour day to which the curfew applies.
- Unless otherwise specified in the proclamation, the curfew shall apply during the specified period each day until the Chairperson(s) and/or Mayor by declaration removes the curfew.

**Section 5. RESTRICTION OF ACCESS TO AREAS**

- The proclamation may prohibit obtaining access or attempting to obtain access to any area, designated in the manner described in this section, in violation of any order, clearly posted notice, or barricade indicating that access is denied or restricted.
- Areas to which access is denied or restricted shall be designated by the Pasquotank or Camden County Sheriff, Elizabeth City Police Chief, his/her subordinates or other law enforcement officers when directed in the proclamation to do so by the Chairperson(s) and/or Mayor. When acting under this authority, the Sheriff(s) and/or Police Chief and his subordinates may restrict or deny access to any area, street, highway or location within the county or city if that restriction or denial of access or use is reasonably necessary to promote efforts being made to overcome the emergency or to prevent further aggravation of the emergency.
- During a declared emergency, and within the emergency area, the Sheriff of Pasquotank County, the Sheriff of Camden County, and the Police Chief of Elizabeth City are delegated authority to close streets, roads, highways, bridges, vehicular areas, or other areas ordinarily used for vehicular travel, except to the movement of emergency responders and other persons necessary for recovery from the emergency. When the Sheriff(s) or Police Chief so act, they are to provide prompt notification to the Emergency Operations Center.

**Section 6. RESTRICTIONS ON ALCOHOLIC BEVERAGES**

The declaration may prohibit the possession or consumption of any alcoholic beverage, including beer, wine, and spirituous liquor, other than on one's own premises. It may prohibit the transfer, transportation, sale, or purchase of any alcoholic beverage within the area of the county or city described in the declaration. The prohibition, if imposed, may apply to the transfer of alcoholic beverages by employees of alcoholic beverage control stores as well as by anyone else within the geographic area described.

**Section 7. RESTRICTIONS ON DANGEROUS WEAPONS AND SUBSTANCES**

The declaration may prohibit or restrict the possession, transportation, sale, purchase, storage, and use of gasoline and any dangerous weapon or substance, except for lawfully possessed firearms and ammunition.

- "Dangerous weapon or substance" means:
  - Any item described as a "Dangerous weapon or substance" as defined in N.C.G.S. §14-288.1.
  - Any other instrument or substance that is capable of being used to inflict serious bodily injury or destruction of property when the circumstances indicate that there is some probability that such instrument or substance will be so used.
  - Any part or ingredient in any instrument or substance included above when the circumstances indicate a probability that such a part or ingredient will be so used.
  - "Firearm" has the same meaning as the term is defined in N.C.G.S. §14-409.39(2).

**Section 8. OTHER RESTRICTIONS**

The following activities or conditions may be prohibited or restricted:

- Movement of people in public places;
- The operation of offices, business establishments, and other places to or from which people may travel or at which they may congregate;
- Other activities or conditions the control of which may be reasonably necessary to maintain order and protect lives or property during the state of emergency within the area designated in the proclamation.

**Section 9. REMOVAL OF PROHIBITIONS AND RESTRICTIONS**

The Chairperson(s) and/or Mayor shall by declaration terminate the entire declaration of emergency or remove any of the prohibitions and restrictions when the emergency no longer requires them or when directed to do so by the Board of Commissioners or City Council. Requirements of publication in Article 3, section 2c must also be followed for termination.

**Section 10. SUPERSEDING AND AMENDING DECLARATIONS**

The Chairperson(s) and/or Mayor may, in their discretion, invoke the prohibitions and restrictions authorized by this article in separate declarations and may amend any declaration by means of an amendment to or superseding declaration. Requirements of publication in Article 3, section 2c must be followed for superseding and amending declarations.

**Section 11. TERRITORIAL APPLICABILITY**

The Pasquotank-Camden Emergency Management Agency shall perform emergency management, mitigation, preparedness, disaster response, and recovery functions within the territorial limits of both Camden and Pasquotank County to include the City of Elizabeth City, and, in addition, shall conduct such functions outside of such territorial limits as may be required pursuant to the provisions of North Carolina Statutes, mutual aid agreements, and in accordance with State and Pasquotank and Camden County comprehensive emergency management planning.

**Section 12. PENALTY FOR VIOLATION**

Except as provided in Section 7, any person violating any prohibition or restriction imposed by a proclamation authorized by this Ordinance shall be guilty of a Class 3 misdemeanor, punishable upon conviction by a fine not exceeding fifty-dollars (\$50.00) or imprisonment not exceeding 30 days, as provided by N.C.G.S. §14-4.

**Section 13. SEVERABILITY**

Should any provisions of this chapter be declared invalid for any reason by any court of competent jurisdiction, such declaration of invalidity shall not affect the validity of the provisions or of this ordinance as a whole.

**Section 14. ADOPTION**

Adopted and effective this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**PASQUOTANK COUNTY**

\_\_\_\_\_  
Lloyd E. Griffin, III  
Chairman, Pasquotank County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Lynn B. Scott  
Clerk to the Board

(SEAL)

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

\_\_\_\_\_  
Finance Officer  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

Adopted and effective this 3<sup>rd</sup> day of October, 2022.

**CAMDEN COUNTY**

\_\_\_\_\_  
Tiffney White  
Vice Chair, Camden County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Karen Davis  
Clerk to the Board

(SEAL)

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

\_\_\_\_\_  
Stephanie B. Johnson  
Finance Officer  
Date: 10/14/2022 Time: 10:00 AM

Adopted and effective this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**CITY OF ELIZABETH CITY**

\_\_\_\_\_  
E. Kirk Rivers  
Mayor, City of Elizabeth City

ATTEST:

\_\_\_\_\_  
April Onley  
City Clerk

(SEAL)

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

\_\_\_\_\_  
Finance Officer  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Motion to approve the Pasquotank County, Camden County and City of Elizabeth City Emergency Management Ordinance as presented.**

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

E. Facility Usage Policy – Erin Burke

The County has, in the past, offered facilities for rent at the Senior Center. The recent addition of the Community Rooms in the new building at the Administration Complex Site offer additional space for the public to use. To date, the new rooms have only been open to the public during library hours. There is demand for the spaces to be made available outside of the library hours. Staff, in consultation with the County Attorney, has been working to develop forms, policies, and facility fees associated with the use of these spaces.

There is a need for meeting space in the County outside of typical business hours to support local government agencies, nonprofits, civic groups, and the residents of Camden County. Staff will complete the development of the room rental agreement, and use policy along with the fee schedule. Staff notes the fee schedule is to cover the expense of having the facility opened and locked, and the janitorial services for the facility. There will be a security deposit required for use of the space to allow for repairs in the event there is damage after an event.



**RESOLUTION 2022-10-01**

**A RESOLUTION OF THE CAMDEN COUNTY BOARD OF COMMISSIONERS  
ON CITIZEN USE OF COUNTY'S PUBLIC FACILITIES**

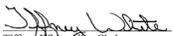
WHEREAS, this Board finds as a fact Citizen use of County facilities is a worthwhile endeavor of County government; and

WHEREAS, the County has at least two facilities suitable for citizen use in the senior center and the library; and

WHEREAS, it is desirable that a uniform, nondiscriminatory policy be adopted by this Board to provide for citizen use while protecting County assets.

NOW, THEREFORE, this board does hereby adopt the regulations on citizen use attached hereto as exhibit "A".

Entered in open session this the 3rd day of October 2022, and documented by the signature of the Vice Chair this the 4<sup>th</sup> day of October 2022.

  
 Tiffany White, Vice Chair  
 Camden County Board of Commissioners

ATTEST:  
  
 Karen M. Davis  
 Clerk to the Board



EXHIBIT A

1. **CITIZENSHIP REQUIREMENTS** – Facilities available for use are limited to citizens and residents of Camden County and their legitimate invitees.
2. **CROWD SIZE** – No facility shall be used for any event that will exceed the number of persons the space is designed to accommodate, which number is posted on or within the space.
3. **ALCOHOL AND FIREARMS** - No alcohol or firearms are allowed in or around county facilities. This strict prohibition includes buildings, parking lots, lawns, and other open spaces.
4. **POLITICAL MEETING** – Although the use of facilities for political discussions, meetings, and presentations is permissible, no facility is available for any person, party, association, or gathering advocating for the violent overthrow of the governments of the United States, North Carolina, or Camden County.
5. **NON-PROPRIETARY FUNCTION** – The County may charge uniform fees for facility usage. However, the same shall be designed to cover governmental cost only. Nothing in this resolution shall be construed as authorization to offer for profit accommodation rentals so as to diminish the County's sovereign immunity.
6. **SECURITY** – Users shall be advised the County is not responsible, in any way, for event security.
7. **ORDERLY USAGE** – Profanity, vulgar speech, or conduct is prohibited at all times. Likewise, noise levels arising from the event shall not exceed those established by County ordinance as the same now exists or may be amended.

8. **PETS AND ANIMALS** – No pets or animals of any kind or description are permitted in the facility or surrounding area, excepting only service animals prescribed by licensed healthcare professionals.

9. **NO COMMERCIAL ACTIVITY** – Facilities are not available for private commercial activity, including but not limited to, product or service sales. Provided, however, the sale of goods or services is permissible if the proceeds of such are for the benefit of a charity, civic club, or organization such as the Boy Scouts, Girl Scouts, Rotary Club, 4-H Club, and the like. It is the intention of the Board to make space available for civic, political, educational, and social functions.

10. **FEE SCHEDULE, DEPOSIT RENTAL PROCESSES** – The County Manager, subject to the approval of this Board has the authority to develop a fee schedule and deposit requirements, from time to time, reflecting a cost only recovery for the county. Likewise, the Manager shall develop a uniform set of necessary forms, notices and processes to carry out the policy of this resolution.

11. **AVAILABILITY** – Facilities shall be available from 8 am to 9 pm, Monday through Friday, and 7am to 10pm on Saturdays and Sundays. Notwithstanding the preceding, no space shall be available on State or County holidays, nor any time period when County government is closed in time of disaster or emergency.

12. **PYROTECHNICS, OPEN FLAMES, SMOKING** – No use of pyrotechnics (fireworks), open flames (candles), or tobacco products (smoking) is permissible in the facility or surrounding open space such as parking lots and lawns.

13. **SET UP AND CLEAN UP** – Those persons or entities using the facility space are solely responsible for set up and clean up. Both of which must be fully accomplished on the

day of use. Whereby the space is returned to the condition it was in at the immediately prior to rental. This includes kitchens.

**Motion to adopt Resolution 2022-10-01 of the Camden County Board of Commissioners on Citizen Use of County’s Public Facilities.**

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

**F. Set Public Hearing for NCDOT Right-of-Way Acquisition – Erin Burke**

NCDOT presented to the Board of Commissioners at the July 2022 meeting. At that meeting upcoming projects were discussed. The widening of Old Swamp Road was one of the projects mentioned and NCDOT has begun the right-of-way acquisition portion of that project. The county owns a piece of property at intersection of Griffin and Old Swamp Road, highlighted in red in the map below. NCDOT proposes acquiring .013 acres from the county for \$1,175.00.

Staff has reviewed this proposal in consultation with the County Attorney. The proposal supports the widening of a road frequently used by County residents. The widening project would allow for safer passage and use of the roadway.

The Board of Commissioners will need to set a public hearing for the November meeting for the sale of real property to NCDOT for the widening of Old Swamp Road.



March 13, 2022

CAMDEN COUNTY  
P.O. BOX 190  
CAMDEN NC 27921

Project Name: Camden/Curruck - R-5717  
Parcel No.: 65  
FIN 017090007020890000  
Address: 402 OLD SWAMP RD

Dear Property Owner:

The North Carolina Department of Transportation (NCDOT) has re-started the above referenced Highway Improvement project and has begun the process of purchasing land and easements for the widening of State Route 1223/1224 (Old Swamp Road) & State Route 1218/1227 (South Mills Road) from South Mills, NC to Moyock, NC. A portion of your property has been identified as being necessary for the construction of this highway improvement.

NCDOT has contracted with O. R. Colan Associates (ORC), to administer the Right-of-Way Acquisition for the project. ORC had started this project back in 2019, but the project was put on hold. Due to this, either you or a previous owner may have already been contacted by ORC in the past. Due to staff changes, ORC will have new representatives working this project. One (1) of the following ORC staff members will be working with you:

- Jacob Burnette - (704) 936-9993 - jburnette@orcollan.com
- David Gourley - (336) 486-7243 - dgourley@orcollan.com
- Jeremy Robertson - (404) 680-4755 - jrobertson@orcollan.com

ORC will contact you to arrange an appointment to meet with you and discuss this project in detail. To assist us in reaching you, we have included a contact information sheet, along with a self-addressed stamped envelope. We ask that you please complete this document and mail it back to our office so we will have your current contact information on file. You may also email your contact info to Owen Wilkerson at owen@orcollan.com.

We sincerely appreciate your time in this important matter, and we look forward to contacting you soon.

Sincerely,

Revenue Stamps \$

**DEED FOR HIGHWAY RIGHT OF WAY**

THIS INSTRUMENT DRAWN BY Michelle Pittman CHECKED BY David Gourley

The hereinafter described property  Does  Does not include the primary residence of the Grantor

RETURN TO: Michelle Pittman, Division R/W Agent, NCDOT  
230 NC 42 West  
Ahoste, NC 27910

NORTH CAROLINA TIP/PARCEL NUMBER: R-5717 065  
COUNTY OF Camden WBS ELEMENT: 50213.2.1  
TAX PARCEL ROUTE: Widening of SR 1223/1224  
(Old Swamp Road)/SR  
1218/1227 (South Mills Road)  
017090007020890000

THIS FEE SIMPLE DEED, made and entered into this the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_  
by and between \_\_\_\_\_  
County of Camden, a Municipal Corporation  
PO Box 190  
Camden, NC 27921

hereinafter referred to as GRANTORS, and the Department of Transportation, an agency of the State of North Carolina, 1546 Mail Service Center, Raleigh, NC 27611, hereinafter referred to as the Department;

**WITNESSETH**

That the GRANTORS, for themselves, their heirs, successors, and assigns, for and in consideration of the sum of \$ \_\_\_\_\_ agreed to be paid by the DEPARTMENT to the GRANTORS, do hereby give, grant and convey unto the DEPARTMENT, its successors and assigns, in FEE SIMPLE that certain property located in \_\_\_\_\_ South Mills \_\_\_\_\_ Township, \_\_\_\_\_ Camden \_\_\_\_\_ County, North Carolina, which is particularly described as follows:

Point of beginning being S 67°29'5.7" W, 42.577 feet from -L- Sta 161+00 thence to a point on a bearing of S 66°20'27.5" E 4.097 feet thence along a curve 59.970 feet and having a radius of 697.399 feet. The chord of said curve being on a bearing of N 10°34'27.5" E, a distance of 59.952 feet thence to a point on a bearing of N 8°5'38.0" E 78.684 feet thence to a point on a bearing of N 68°29'13.5" W 4.694 feet thence to a point on a bearing of S 7°34'11.0" W 69.998 feet thence along a curve 65.656 feet and having a radius of 665.000 feet. The chord of said curve being on a bearing of S 10°23'53.3" W, a distance of 65.629 feet returning to the point and place of beginning. Having an area of approximately 0.013 acres.

FRM7-A  
Page 1 of 4  
Revised 02/17/15

COUNTY: Camden WBS ELEMENT: 50213.2.1 TIP/PARCEL NO.: R-5717 065

IN ADDITION, and for the aforesaid consideration, the GRANTORS further hereby convey to the DEPARTMENT, its successors and assigns the following described areas and interests:

Permanent Utility Easement described as follows:

Point of beginning being N 8°49'33.5" W, 119.045 feet from -L- Sta 161+00 thence to a point on a bearing of N 68°28'13.5" E 32.194 feet thence to a point on a bearing of N 82°25'49.0" W 10.767 feet thence to a point on a bearing of S 7°34'11.0" W 16.000 feet thence to a point on a bearing of S 62°25'49.0" E 24.000 feet thence to a point on a bearing of S 5°52'18.2" E 64.532 feet thence to a point on a bearing of N 7°34'11.0" E 59.998 feet returning to the point and place of beginning. Having an area of approximately 0.022 acres.

Said Permanent Utility easement in perpetuity is for the installation and maintenance of utilities, and for all purposes for which the DEPARTMENT is authorized by law to subject same. The Department and its agents or assigns shall have the right to construct and maintain in a proper manner in, upon and through said premises a utility line or lines with all necessary pipes, poles and appurtenances, together with the right at all times to enter said premises for the purpose of inspecting said utility lines and making all necessary repairs and alterations thereon, together with the right to cut away and keep clear of said utility lines, all trees and other obstructions that may in any way endanger or interfere with the proper maintenance and operation of the same with the right at all times of ingress, egress and regress. It is understood and agreed that the Department shall have the right to construct and maintain the cut and/or fill slopes in the above-described Permanent Utility Easement area(s). It is further understood and agreed that Permanent Utility Easement shall be used by the Department for additional working area during the above described project. The underlying fee owner shall have the right to continue to use the Permanent Utility Easement area(s) in any manner and for any purpose, including but not limited to the use of said area for access, ingress, egress, and parking, that does not, in the determination of the Department, obstruct or materially impair the actual use of the easement area(s) by the Department of Transportation, its agents, assigns, and contractors.

Temporary Construction Easement described as follows:

Point of beginning being S 67°29'5.7" W, 42.577 feet from -L- Sta 161+00 thence along a curve 65.656 feet and having a radius of 665.000 feet. The chord of said curve being on a bearing of N 10°23'53.3" E, a distance of 65.629 feet thence to a point on a bearing of N 5°52'18.2" W 64.532 feet thence to a point on a bearing of S 3°32'24.9" W 14.132 feet thence to a point on a bearing of S 8°1'34.5" W 13.354 feet thence to a point on a bearing of S 69°20'27.5" E 4.056 feet returning to the point and place of beginning. Having an area of approximately 0.019 acres.

It is understood and agreed that the Department shall have the right to construct and maintain the cut and/or fill slopes in the above described area(s) until such time that the property owners alter the adjacent lands in such a manner that the lateral support of the cut and/or fill slopes are no longer needed. Any additional construction areas lying beyond the beyond the right of way limits and beyond any permanent easement areas will terminate upon completion of the project. The underlying fee owner shall have the right to continue to use the Temporary Easement area(s) in any manner and for any purpose, including but not limited to the use of said area for access, ingress, egress, and parking, that does not, in the determination of the Department, obstruct or materially impair the actual use of the easement area(s) by the Department of Transportation, its agents, assigns, and contractors.

This deed is subject to the following provisions only:

The undersigned property owners request that the Department enter upon our lands outside the right of way to the extent necessary for the reconnection of our driveway and we will have no further claim as a result of said reconnection.

The property hereinabove described was acquired by the GRANTORS by instrument(s) recorded in the \_\_\_\_\_ Camden \_\_\_\_\_ County Registry in Deed Book \_\_\_\_\_ 157 \_\_\_\_\_ Page \_\_\_\_\_ 432 \_\_\_\_\_.

The final right of way plans showing the above described right of way are to be certified and recorded in the Office of the Register of Deeds for said County pursuant to N.C.G.S. 138-19.4, reference to which plans is hereby made for purposes of further description and for greater certainty.

The Grantors acknowledge that the project plans for Project # 50213.2.1 have been made available to them. The Grantors further acknowledge that the consideration stated herein is full and just compensation pursuant to Article 5, Chapter 138 of the North Carolina General Statutes for the acquisition of the said interests and areas by the Department of Transportation and for any and all damages to the value of their remaining property, for any and all claims for interest and costs, for any and all damages caused by the acquisition for the construction of Department of Transportation Project # 50213.2.1 \_\_\_\_\_ Camden \_\_\_\_\_ County, and for the past and future use of said areas by the Department of Transportation, its successors and assigns for all purposes for which the said Department is authorized by law to subject the same.

TO HAVE AND TO HOLD the aforesaid premises and all privileges and appurtenances thereunto belonging to the DEPARTMENT, its successors and assigns in FEE SIMPLE, or by easement as indicated, for  
FRM7-A  
Page 2 of 4  
Revised 02/17/15

COUNTY: Camden WBS ELEMENT: 50213.2.1 TIP/PARCEL NO.: R-5717 065

the past, present and future use thereof and for all purposes which the said Department is authorized by law to subject the same.

And the GRANTORS covenant with the DEPARTMENT, that the GRANTORS are seized of the premises in fee simple, have the right to convey the same in fee simple, or by easement as indicated, that the title thereto is marketable and free and clear of all encumbrances, and that the GRANTORS will warrant and defend the title against the lawful claims of all persons whatsoever except for the exceptions hereinafter stated. Title to the property hereinabove described is hereby conveyed subject to the following exceptions: Restrictive covenants and easements of record, government regulations, and the lien of property taxes for the current year.

FRM7-A  
Page 3 of 4  
Revised 02/17/15

COUNTY: Camden WBS ELEMENT: 50213.2.1 TIP/PARCEL NO.: R-5717 065

IN WITNESS WHEREOF, the GRANTORS have hereunto set their hands and seals (or if corporate, has caused the instrument to be signed in its corporate name by its duly authorized officers and its seal to be hereunto affixed by authority of its Board of Directors) the day and year first above written.

This instrument does not transfer the herein described interests unless and until this document is accepted by an authorized agent of the Department of Transportation.

County of Camden, a Municipal Corporation

\_\_\_\_\_ (SEAL)

BY: \_\_\_\_\_ (Clerk)

North Carolina, _____ County I, _____, a Notary Public for _____ County, North Carolina, certify that _____ personally came before me this day and acknowledged that he/she is the CLERK of the _____ COUNTY BOARD OF COMMISSIONERS, and that by authority duly given, the foregoing instrument was signed in its name by its CHAIRMAN of the _____ COUNTY BOARD OF COMMISSIONERS, sealed with its corporate seal, and attested by _____ as its CLERK. Witness my hand and official seal this the _____ day of _____, 20_____. _____ Notary Public My commission expires: _____	Official Seal
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FRM7-A  
Page 4 of 4  
Revised 02/17/15

**SUMMARY STATEMENT/CONTINGENT OFFER TO PURCHASE REAL PROPERTY DUE TO THE ACQUISITION OF RIGHT OF WAY AND DAMAGES**

TO: County of Camden DATE: \_\_\_\_\_  
 PO Box 190 TO: Lessee, if Applicable  
 Camden, NC 27921

TIP/PARCEL NO.: R-5717 065 WBS ELEMENT: 50213.2.1  
 COUNTY: Camden  
 DESCRIPTION: Widening of SR 1223/1224 (Old Swamp Road)/SR 1218/1227 (South Mills Road)

Dear Property Owner:

The following contingent offer of just compensation is based on the fair market value of the property and is not less than the approved appraised value for the appropriate legal compensable interest or interests. The approved value disregards any increase or decrease in the fair market value of the property acquired due to influence caused by public knowledge of this project. The contingent offer of just compensation is based on an analysis of market data, comparable land sales, and, if applicable, building costs in the area of your property. Please retain this form as it contains pertinent income tax information.

Value of Right of Way to be Acquired	\$ 400.00
Value of Permanent Easements to be Acquired	\$ 600.00
Value of Temporary Easement (Rental of Land) to be Acquired	\$ 175.00
Value of Improvements to be Acquired	\$ N/A
Damages, if any, to Remainder	\$ N/A
Benefits, if any, to Remainder	minus \$ N/A
<b>TOTAL CONTINGENT OFFER</b>	<b>\$ 1,175.00</b>

The total contingent offer includes all interests other than leases involving Federal Agencies and Tenant owned improvements.

(A) Description of the land and effects of the acquisition  
 Subject property described in Deed Book 157, page 432, Camden County Registry, contains approximately 1.00 acres of which 0.013 acres is being acquired as right of way, leaving 0.987 acres remaining on the left with access to Old Swamp Road and Griffin Road. Also being acquired is a permanent utility easement containing approximately 0.022 acres and a temporary construction easement containing approximately 0.019 acres.

(B) The TOTAL CONTINGENT OFFER includes payment for the improvements and appurtenances described below:  
 N/A

Provided there is sufficient time remaining in the project schedule, you may repurchase these improvements for a retention value, with the stipulation that you remove them from the acquisition area at no expense to the Department.

(C) Should you desire to sell the Department the portion of your property considered to be an uneconomic remnant or buildable lot, as explained to you by the Right of Way Agent, the total contingent offer would be: \$ N/A. Please note that any contingent offer to purchase a remnant/buildable lot is conditioned upon the remnant/buildable lot being environmentally clean prior to the conveyance to the Department. You may be required to provide the Department with a release from the appropriate environmental agency stating that all contaminants have been remediated and/or removed to their standards.

The original of this form was handed/mailed, if out of state owner, to Camden on Sept 16, 2022. Owner was furnished a copy of the Right of Way Brochure/Owner's Letter.

I will be available at your convenience to discuss this matter further with you. My telephone number is (336) 486-7243.

Please be advised that the agent signing this form is only authorized to recommend settlement to the North Carolina Department of Transportation, and any recommended settlement is not a binding contract unless and until accepted by the North Carolina Department of Transportation by its formal execution of documents for conveyance of Right of Way, Easements, and/or other interests.

(Signed) David Gourley  
 David Gourley - Right of Way Agent

FRM10-B  
Revised 2/17/15

**Motion to set a public hearing for November 7, 2022 for the sale of real property to NCDOT for the widening of Old Swamp Road.**

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

**ITEM 6. BOARD APPOINTMENTS**

- A. Parks & Recreation Advisory Board – Appointment of Donald Kophazy
- B. Senior Tar Heel Legislature – Appointment of Dianne Meiggs
- C. ABC Board – Reappointments of Wayne Walston and Michael McLain

**Motion to approve the Board Appointments as presented.**

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

**ITEM 7. CONSENT AGENDA**

- A. BOC Meeting Minutes
  - 1. August 31, 2022
  - 2. September 6, 2022

B. Budget Amendments

2022-23-BA012  
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, 2022.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Revenues</b>			
15390400-402001	Private Donations	\$500	
<b>Expenses</b>			
154200-563300	Paddle to Border/Events	\$500	

This Budget Amendment is made to appropriate funds from donations to the events expense.

This will result in no change to the Contingency of the General Fund.  
Balance in Contingency \$40,000.00

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 3<sup>rd</sup> day of October, 2022.

*Karen M. Davis*  
Clerk to Board of Commissioners

*Jeffrey Wade*  
Vice Chair, Board of Commissioners



2022-23-BA013  
CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Revenues</b>			
10399400-439900	Fund Balance Appropriated	\$72,000	
<b>Expenses</b>			
105100-574103	Capital Outlay- Vehicle	\$72,000	

This Budget Amendment is made to appropriate funds from funds appropriated to capital outlay for new Sheriff vehicles.

This will result in no change to the Contingency of the General Fund.  
Balance in Contingency \$40,000.00

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 3<sup>rd</sup> day of October, 2022.

*Karen M. Davis*  
Clerk to Board of Commissioners

*Jeffrey Wade*  
Vice Chair, Board of Commissioners



C. DMV Monthly Report

STATE OF NORTH CAROLINA  
COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County November, 22 Renewals Due 12/15/22

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
30,562.44	25,826.84	13,532.57	69,921.85

Witness my hand and official seal this 3<sup>rd</sup> day of October 2022

*Jeffrey Wade*  
Vice Chair, 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.

*Chris S. Anderson*  
Tax Administrator of Camden County

D. Pickups, Releases & Refunds

NAME	REASON	NO.
Jason Bradley Fredrick	Military Exempt - Refund \$121.35	Pick-up/23004 47092630
Christopher Dale Martin	Turned in plates - Refund \$282.43	Pick-up/23005 52427776
Christopher Dale Martin	Turned in plates - Refund \$199.98	Pick-up/23006 52826479
Albert Carl Wesley	Turned in plates - Refund \$121.72	Pick-up/23011 20535574
Lelani Hope Falvae	Military Exempt \$117.66	Pick-up/23016 62675145
East Carolina Construction	Release late lster \$3,300.98	Pick-up/23028 P-21934-2022
Brandon Pregmon	Military Exempt - Release \$440.24	Pick-up/23024 P-21581-2022
George-Kathleen Macaluso	Turned in plates-Refund \$521.66	Pick-up/23034 66147492
Zachary Wehrmann/G.Macaluso	Turned in plates-Refund \$115.22	Pick-up/23035 65429811
Erika Paige Chen	Turned in plates-Refund \$220.46	Pick-up/23040 67569167
Jeffrey Aaron Baur	Turned in plates-Refund \$160.42	Pick-up/23041 53880514
Frances Walter Been	Turned in plates-Refund \$101.38	Pick-up/23042 64734870
Troy Austin Smith	Turned in plates-Refund \$111.91	Pick-up/23046 58719856

E. Vehicle Refunds Over \$100

REFUNDS OVER \$100.00



North Carolina Vehicle Tax System

NCVTS Pending Refund report

AUGUST, 22 REFUNDS OVER \$100.00

Plate Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	GR #	Plate	Status	Transaction #	Refund Description	Refund	Check	Application Date	Tax	License	Other	Interest	Penalty			
BAXTER-BARONAS, KELLY MEGAN	BAXTER-BARONAS, KELLY MEGAN	BAXTER-BARONAS, ROBERT JAMES JR	2351 EISENHOWER AVE	APT. 707	ALEXANDRIA, VA 22314	Proration	0041153146	SQRL	AUTHORIZED	170734932	Refund Generated due to generation on Bill #0041153146-2021-2021-0000-00	1	Tag	08/17/2022	8/18/2022 8:34:14 AM	1843	Tax	(\$113.72)	\$0.00	(\$113.72)	\$0.00	(\$113.72)
BUNDY, SAMANTHA INGRAM	BUNDY, SAMANTHA INGRAM	BUNDY, WAYNE MATTHEW	104 THOMAS POINTE RD		SHILOH, NC 27874	Proration	0065483719	HJC4043	AUTHORIZED	170659044	Refund Generated due to generation on Bill #0065483719-2021-2021-0000-00	1	Tag	08/16/2022	8/18/2022 8:34:14 AM	1843	Tax	(\$219.53)	\$0.00	(\$219.53)	\$0.00	(\$219.53)
FREDRICK JASON BRADLEY	FREDRICK JASON BRADLEY	FREDRICK JASON BRADLEY	128 LONG PINE RD		SOUTH MILLS, NC 27976	Adjustment	0047092630	SAVANAH	AUTHORIZED	171579220	Refund Generated due to adjustment on Bill #0047092630-2021-2021-0000-00	1	Military	08/31/2022	9/1/2022 2:45:11 PM	1843	Tax	(\$119.97)	\$0.00	(\$119.97)	\$0.00	(\$119.97)
HAMBLY, KIMBERLY DIANE	HAMBLY, KIMBERLY DIANE	HAMBLY, KIMBERLY DIANE	106 BILLETTS BRIDGE RD		CAMDEN, NC 27921	Proration	0048109949	FMV8371	AUTHORIZED	170639068	Refund Generated due to generation on Bill #0048109949-2021-2021-0000-00	1	Tag	08/16/2022	8/18/2022 8:34:14 AM	1843	Tax	(\$145.97)	\$0.00	(\$145.97)	\$0.00	(\$145.97)
JACKSON, STACEY HICKS	JACKSON, STACEY HICKS	JACKSON, ALYSSIA PAIGE	468 HORSESHOE RD		SOUTH MILLS, NC 27976	Proration	0056695749	JFA7880	AUTHORIZED	170685042	Refund Generated due to generation on Bill #0056695749-2021-2021-0000-00	1	Tag	08/16/2022	8/18/2022 8:34:14 AM	1843	Tax	(\$147.73)	\$0.00	(\$147.73)	\$0.00	(\$147.73)
JEFFRIES, SAMUEL OWEN	JEFFRIES, SAMUEL OWEN	JEFFRIES, SAMUEL OWEN	201 SPENCERS AVE		SOUTH MILLS, NC 27976	Adjustment	0063488765	TA74180	AUTHORIZED	170734870	Refund Generated due to adjustment on Bill #0063488765-2021-2021-0000-00	1	Military	08/17/2022	8/18/2022 8:34:26 AM	1843	Tax	(\$240.19)	\$0.00	(\$240.19)	\$0.00	(\$240.19)
JEFFRIES, SAMUEL OWEN	JEFFRIES, SAMUEL OWEN	JEFFRIES, SAMUEL OWEN	201 SPENCERS AVE		SOUTH MILLS, NC 27976	Adjustment	0066611547	KAP2812	AUTHORIZED	170640874	Refund Generated due to adjustment on Bill #0066611547-2021-2021-0000-00	1	Military	08/16/2022	8/18/2022 8:34:26 AM	1843	Tax	(\$247.84)	(\$0.14)	(\$247.98)	\$0.00	(\$247.98)
MARCHBANKS, GHWENDAL MICHAEL	MARCHBANKS, GHWENDAL MICHAEL	MARCHBANKS, ROBERT KEITH	144 LAUREN LN		CAMDEN, NC 27921	Proration	0053446580	HJF3247	AUTHORIZED	170659074	Refund Generated due to generation on Bill #0053446580-2021-2021-0000-00	1	Tag	08/16/2022	8/18/2022 8:34:14 AM	1843	Tax	(\$171.54)	\$0.00	(\$171.54)	\$0.00	(\$171.54)
MARTIN, CHRISTOPHER DALE	MARTIN, CHRISTOPHER DALE	MARTIN, CHRISTOPHER DALE	112 CAROLINA RD		SOUTH MILLS, NC 27976	Proration	0057828478	BT1812	AUTHORIZED	171579330	Refund Generated due to generation on Bill #0057828478-2021-2021-0000-00	1	Tag	08/15/2022	8/18/2022 2:45:00 PM	1843	Tax	(\$197.71)	\$0.00	(\$197.71)	\$0.00	(\$197.71)
MARTIN, CHRISTOPHER DALE	MARTIN, CHRISTOPHER DALE	MARTIN, KRISTAL DIANE	112 CAROLINA RD		SOUTH MILLS, NC 27976	Proration	0052427778	CM14127	AUTHORIZED	171579314	Refund Generated due to generation on Bill #0052427778-2021-2021-0000-00	1	Tag	08/16/2022	8/18/2022 2:45:00 PM	1843	Tax	(\$279.23)	\$0.00	(\$279.23)	\$0.00	(\$279.23)
MEZELL, JOHNNIE RAY JR	MEZELL, JOHNNIE RAY JR	MEZELL, JOHNNIE RAY JR	510 HORSESHOE RD		SOUTH MILLS, NC 27976	Adjustment	0062062228	CR58113	AUTHORIZED	171474602	Refund Generated due to adjustment on Bill #0062062228-2021-2021-0000-00	1	Over Assesment	08/30/2022	9/1/2022 2:45:11 PM	1843	Tax	(\$180.27)	\$0.00	(\$180.27)	\$0.00	(\$180.27)
VANTURE, MARSHA NEWBERN	VANTURE, MARSHA NEWBERN	VANTURE, MARSHA NEWBERN	109 EDNEY CREEK CT		SOUTH MILLS, NC 27976	Proration	0067640988	RDY1228	AUTHORIZED	170734954	Refund Generated due to generation on Bill #0067640988-2021-2021-0000-00	1	Tag	08/17/2022	8/18/2022 8:34:14 AM	1843	Tax	(\$242.87)	\$0.00	(\$242.87)	\$0.00	(\$242.87)
WESLEY, ALBERT CARL	WESLEY, ALBERT CARL	WESLEY, RHONDA LILJEGREN	6616 SCOUTPOINT WAY		FULSHEAR, TX 77441	Proration	0020535574	JUN174	AUTHORIZED	171579342	Refund Generated due to generation on Bill #0020535574-2021-2021-0000-00	1	Tag	08/19/2022	9/1/2022 2:45:01 PM	1843	Tax	(\$120.34)	\$0.00	(\$120.34)	\$0.00	(\$120.34)

Submitted by Lisa S. Anderson Date 9-9-22  
 Lisa S. Anderson, Tax Administrator Camden County

Approved by Tiffany White Date 10-4-22  
 Tiffany White, Vice Chair Camden County Board of Commissioners

F. Senior Center General Purpose Funding FY 2022-2023 – Herein incorporated by reference. On file in the Finance Office.

G. Records Retention and Disposition Schedule

**2021 General Records Schedule:  
Local Government Agencies**

The records retention and disposition schedules and retention periods governing the records series listed herein are hereby approved. This approval extends to and includes the following standards in the 2021 General Records Schedule: Local Government Agencies:

1. Administration and Management Records
2. Budget, Fiscal, and Payroll Records
3. Geographic Information Systems Records
4. Human Resources Records
5. Information Technology Records
6. Legal Records
7. Public Relations Records
8. Risk Management Records
9. Workforce Development Records

In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement.

**Destruction**  
G.S. § 121-5 authorizes the Department of Natural and Cultural Resources to regulate the destruction of public records. Furthermore, the local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. The North Carolina Administrative Code states:  
(a) Paper records which have met their required retention requirements and are not subject to legal or other audit holds should be destroyed in one of the following ways:  
1. burned, unless prohibited by local ordinance;  
2. shredded, or torn up so as to destroy the record content of the documents or material concerned;  
3. placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned; or  
4. sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained therein cannot be practicably read or reconstructed.  
(b) When used in an approved records retention and disposition schedule, the provision that electronic records are to be destroyed means that the data and metadata are to be overwritten, deleted, and unlinked so the data and metadata may not be practicably reconstructed.  
(c) When used in an approved records retention and disposition schedule, the provision that confidential records of any format are to be destroyed means the data, metadata, and physical media are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.  
All local government agencies should maintain logs of their destructions either in the minutes of their governing board or in their Records Management file. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed.  
**Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

**Audits and Litigation Actions**  
Records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

**Electronic Records**  
All local government agencies and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. Agencies agree to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.  
Local government agencies should consider retention requirements and disposition authorities when designing and implementing electronic records management systems. Any type of electronically-created or electronically-stored information falls under the North Carolina General Assembly's definition of public records cited above. For example, e-mail, text messages, blog posts, voicemails, websites, word processing documents, spreadsheets, databases, and PDFs all fall within this definition of public records. In addition, G.S. § 132-6.1(a) specifies:  
"Databases purchased, leased, created, or otherwise acquired by every public agency containing public records shall be designed and maintained in a manner that does not impair or impede the public agency's ability to permit the public inspection and examination of public records and provides a means of obtaining copies of such records. Nothing in this subsection shall be construed to require the retention by the public agency of obsolete hardware or software."  
Local government agencies may scan any paper record and retain it electronically for ease of retrieval. If an agency wishes to destroy the original paper records before their assigned retention periods have been met, the agency must establish an electronic records policy, including putting into place procedures for quality assurance and documentation of authorization for records destructions approved by the Government Records Section. This electronic records policy and releases for destruction of records must be approved by the Government Records Section. Agencies should be aware that for the purpose of any audit, litigation, or public records request, they are considered the records custodian obligated to produce requested records, even if said records are being maintained electronically by an outside vendor. Therefore, contracts regarding electronically stored information should be carefully negotiated to specify how records can be exported in case a vendor goes out of business or the agency decides to award the contract to a different vendor.

**Reference Copies**  
All local government agencies and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when "reference value ends." All local government agencies hereby agree that they will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction "destroy when reference value ends."

**Record Copy**  
A **record copy** is defined as "The single copy of a document, other than the original, that is designated as the official copy for reference and preservation."<sup>1</sup> The record copy is the one whose retention and disposition is mandated by this schedule; all additional copies are considered reference or access copies and can be destroyed when their usefulness expires. In some cases, postings to social media may be unofficial copies of information that is captured elsewhere as a record copy (e.g., a press release about an upcoming agency event that is copied to various social media platforms). Appropriately retaining record copies and disposing of reference copies requires agencies to

<sup>1</sup> Society of American Archivists, Dictionary of Archives Terminology.

2021 General Records Schedule: Local Government Agencies

designate clearly what position or office is required to maintain an official record for the duration of its designated retention period.

**Transitory Records**  
Transitory records are defined as "records that [have] little or no documentary or evidential value and that need not be set aside for future use."  
North Carolina has a broad definition of public records. However, the Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called **transitory records**. They may be disposed of according to the guidance below. However, all public employees should be familiar with their appropriate retention schedule and any other applicable guidelines for their office. If there is a required retention period for these records, that requirement must be followed. When in doubt about whether a record is transitory or whether it has special significance or importance, retain the record in question and seek guidance from a DNGR records analyst.  
Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed. Similarly, "white you were out" slips, memory aids, and other records requesting follow-up actions (including voicemails and calendar invites) have minimal value once the official action these records are supporting has been completed and documented. These records may be destroyed or otherwise disposed of once the action has been resolved.  
Drafts and working papers, including notes and calculations, are materials gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of Chapter 132 of the General Statutes, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents that may be destroyed after final approval include:  
• Drafts and working papers for internal and external policies  
• Drafts and working papers for internal administrative reports, such as daily and monthly activity reports;  
• Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and  
• Drafts and working papers for presentations, workshops, and other explanations of agency policy that is already formally documented.  
Forms used solely to create, update, or modify records in an electronic medium may be destroyed in office after completion of data entry and after all verification and quality control procedures, so long as these records are not required for audit or legal purposes. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g., a signature or notary's seal), they must be retained according to the disposition instructions for the records series encompassing the forms' function.

<sup>1</sup> Ibid.

2021 General Records Schedule: Local Government Agencies

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule supersedes previous versions of this schedule and any localized amendments; it is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

*Karen Davis*  
Municipality/County Clerk or Manager  
Title: Clerk to the Board

*Sarah E. Koonts*  
Sarah E. Koonts, Director  
Division of Archives and Records

APPROVED

*D. Reid Wilson*  
Head, Archiving Body  
Title: Vice Chair

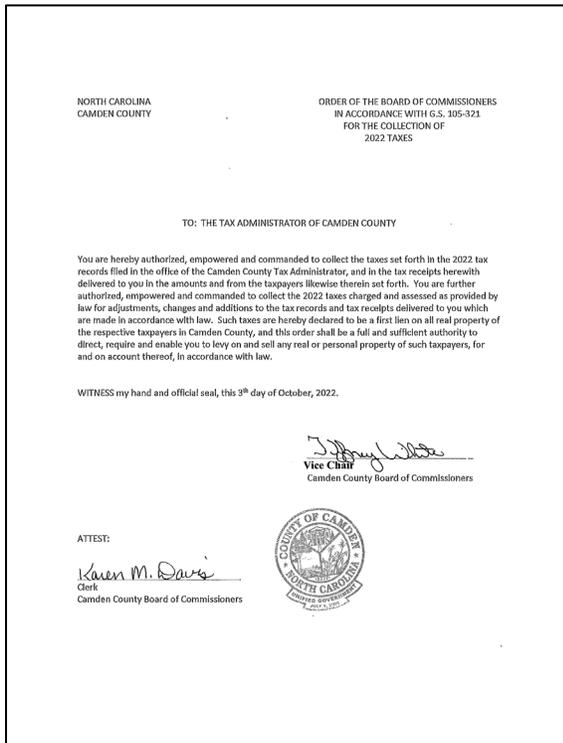
*D. Reid Wilson*  
D. Reid Wilson, Secretary  
Department of Natural and Cultural Resources

Municipality/County: Camden County

Effective: October 1, 2021

2021 General Records Schedule: Local Government Agencies

H. Order to Collect 2022 Taxes



I. Set Public Hearing for November 7, 2022 – Zoning Map Amendment

Various Owners are requesting a map amendment for 7 parcels in the 800 and 900 block of Sandy Hook Road from Village Commercial (VC) to Neighborhood Residential (SR). All parcels are located in the Shiloh Township.

On September 21, 2022, the Planning Board recommended approval of the rezoning request with a 5-0 vote.

The proposed zoning change is inconsistent with the CAMA Future Land Use Map. The CAMA Future Land Use Maps has the majority of property identified as Crossroads Commercial.

The proposed zoning change is consistent with the County’s Comprehensive Future Land Use Map which shows the current Village Commercial Zoning Parcels to be Community Core.

Recommendation: Set Public Hearing for November 7, 2022.

**Motion to approve the Consent Agenda as presented.**

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

**ITEM 8. COUNTY MANAGER’S REPORT**

County Manager Erin Burke included the following in her report:

- The Public Hearing for the Preliminary Plan Application for Meadows at North River Crossing Major Subdivision will require a vote at the November 7<sup>th</sup> meeting.
- Met with Directors of the Elizabeth City and Currituck Chambers of Commerce.
- Attended the following meetings:
  - Jail Board

- Heritage Festival
- Conducted interviews for Building Inspector & Planner positions.
- Began security assessment for county buildings.
- Assisted in judging the Brahaha Event in association with the Elizabeth City Chamber of Commerce.
- Recorded plat for the sale of parcels in the Commerce Park to South Eastern Equipment, Eastern Shore Communication, and the subdivision of the parcel leased to Lucia Specialized Hauling.
- Met with DSS and School representatives to initiate new contacts and meeting schedule.
- Attended a G.R.E.A.T. webinar to discuss broadband grants. Met separately with representatives from the State's Broadband Initiative staff and RPO representatives. Follow-up meeting scheduled for October 12, 2022 in Hertford.
- Met with vendor for possible website redesign.
- Met with Library to discuss Community Art Project and other programming in the library space.
- Worked with staff to start street sign replacement project.
- Upcoming Events
  - October 8<sup>th</sup> – Heritage Festival
  - October 15<sup>th</sup> – South Mills VFD Open House
  - October 22<sup>nd</sup> – Dismal Day
  - October 31<sup>st</sup> – Trunk or Treat
  - November 4<sup>th</sup>-5<sup>th</sup> – Library Community Art Project

Commissioner Riggs questioned Mrs. Burke as to the Request for Qualifications for the new county building. Mrs. Burke stated that the new RFQ will be on the November 7<sup>th</sup> agenda and includes the new Senior Center space referenced during public comments.

#### **ITEM 9. COMMISSIONERS' REPORTS**

Commissioner Krainiak encouraged everyone to attend the Camden Heritage Festival taking place on Saturday, October 8<sup>th</sup>.

#### **ITEM 10. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES**

Provided for information only:

- A. Register of Deeds Report
- B. Library Report
- C. NC Forest Service Annual Report
- D. ABC Funds Report for FY 2021

#### **ITEM 11. OTHER MATTERS**

None.

#### **ITEM 12. ADJOURN**

There being no further matters for discussion, Vice Chair Tiffney White adjourned the meeting at 8:16 PM.