

Camden County Board of Commissioners
Annual Retreat
February 22, 2023; 9:00 AM
Taylor's Oak Restaurant
101 Taylor's Lane – Camden, NC

MINUTES

The Camden County Board of Commissioners held its annual retreat on February 22, 2023 at the Taylor's Oak Restaurant in Camden, North Carolina.

Present: Chair Tiffney White, Vice Chair Ross Munro, Commissioners Randy Krainiak, Sissy Aydlett and Troy Leary.

Staff Present: County Manager Erin Burke and Clerk to the Board Karen Davis.

Chair Tiffney White called the meeting to order at 9:00 AM.

The Board received information updates on the following from County Manager Erin Burke:

- Accomplishments
 - ♦ Library Building
 - ♦ Engineering for South Mills Waste Water Treatment Plant Expansion
 - ♦ Bid Package for Well Site 4 – construction to be completed in Fall 2023
 - ♦ E-Filing at Register of Deeds
 - ♦ New Personnel (new positions and filled vacancies):
 - Two Deputies
 - DSS Director
 - Building Code Enforcement Officer
 - Two Permit Officers
 - Social Worker Supervisor
 - Camden County Library Branch Manager
 - ♦ Heritage Festival – September 2023
 - ♦ Lucia Land Lease in Camden Commerce Park
- County Projects
 - ♦ Library
 - Completed the Building
 - HVAC Warranty Extended
 - Furniture and equipment
 - Consensus of the Board was to move forward with needed items that were assigned cost projections and for the funding to come out of the FY 2022-2023 budget.
 - ♦ Parks & Recreation / Senior Center – Priority for new construction; Consensus of the Board was to move forward in getting more detailed information in order to proceed.
 - ♦ One Mill Park
 - ♦ Well Sites
 - ♦ Wastewater Treatment Plant
 - ♦ Camden County High School
 - ♦ Emergency Medical Services – It was the consensus of the Board to instruct the County Manager to provide a cost analysis for potential Emergency Medical Services in Camden.
 - ♦ Treasure Point Rural Education Center – The Board will consider a contract with Cahoon and Kasten Architects at the March meeting.
- Facilities Planning – Tax & Water Offices, Evidence Storage (Sheriff), Planning Offices and Administration Offices
 - ♦ Potential Move of Tax & Water Offices to the Camden Medical Building
 - ♦ Storage garage behind Tax Office to be converted to Evidence Storage for Sheriff's Office
 - ♦ Potential move of Planning Offices to Administration Building first floor; Second floor to be finished to house offices of County Manager, Clerk and Finance.
 - ♦ The consensus of the Board was to move forward with acquiring cost estimates for the potential office relocations as discussed.

- ♦ After some debate in regard to the potential demolition of the current Tax and Planning building, there were four commissioners (White, Aydlett, Munro and Leary) in favor of acquiring estimates; one commissioner (Krainiak) not in favor. The majority were in favor of using the space for parking.
- Pending Development Projects
 - ♦ Camden Lakes – 1772 Dwellings
 - ♦ Keeter Barn – 37 Dwellings
 - ♦ South Mills Landing – 567 Dwellings
 - ♦ North River Crossing – 7 Dwellings (remaining to be built)
 - ♦ Camden Station – 39 Dwellings
 - ♦ Meadows at North River Crossing – 23 Dwellings
- Contracts & Leases
 - ♦ Leases
 - Success Academy
 - Pasquotank County Yacht Club
 - Mercer Farm
 - Shiloh Courthouse Fire Commission Lease with Forestry Service
 - Lucia Specialized Hauling of Virginia
 - Mangum
 - Vanguard Mobile Office lease (Cooperative Extension / Soil and Water)
 - ♦ Contracts
 - Eastern Albemarle Regional Library Agreement
 - Fire Inspections
 - 911 Communications
 - Emergency Medical Services
- Grants
 - ♦ American Rescue Plan Act (ARPA) - \$2,133,610.33
 - ♦ Opioid Settlement Fund - \$57,893.18 (very specific allowable uses)
 - ♦ One Mill Park - \$100,000
 - ♦ Parks and Recreation Trust Fund (PARTF) - \$452,000
 - ♦ Sentara Cares - \$10,000 (x 2)
 - ♦ Local Assistance & Tribal Consistency Fund - \$90,000
 - ♦ Sheriff's Office Public Safety Grants
- Staffing
 - ♦ Current Vacancies
 - Income Maintenance Caseworker
 - Buildings & Grounds Maintenance Worker
 - ♦ Upcoming Openings
 - Chief Building Inspector
 - Part-time Elections Specialist
 - ♦ Future Positions
 - EMS Director
 - Sheriff's Office
 - Maintenance Worker
 - Income Maintenance Caseworker – Possibility due to Medicaid expansion
 - ♦ Benefits
 - Salary Adjustments
 - Cost of Living Adjustment
 - Insurance – BCBS Premiums
 - Wellness Plan – YMCA Membership
 - Healthcare Spending Card
 - Holidays
 - Holiday Bonus
- Looking Forward
 - ♦ Strategic Planning (6-month process)
 - Develop a vision for Camden County.
 - Set goals based on the vision.
 - Enact initiatives based on the goals.
 - Evaluate the performance.

- ♦ Land Use Planning
 - NC General Statute 160D-501(a)(1) calls for a comprehensive plan that “sets forth goals, policies, and programs intended to guide the present and future physical, social and economic development of the jurisdiction”, or a land-use plan that “uses text and maps to designate the future use or reuse of land.” Additionally, the statute states that “[a] comprehensive plan or land-use plan is intended to guide coordinated, efficient and orderly development within the planning and development regulation jurisdiction based on an analysis of present and future needs. Planning analysis may address inventories of existing conditions and assess future trends regarding demographics and economic, environmental and cultural factors.”
- ♦ Capital Improvement Planning
 - Water Infrastructure
 - Waste Water Expansion
 - High School
 - Broadband
 - Treasure Point Rural Education Center
 - Parks & Recreation / Senior Center
- FY 2023-2024 Budget Items of Note
 - ♦ Planning
 - ♦ Revaluation
 - ♦ School Construction
 - ♦ Parks & Recreation / Senior Center
 - ♦ Water Infrastructure
 - ♦ Vehicle Replacement
 - ♦ Staffing
 - ♦ Website Upgrade
- Upcoming Potential Projects for Consideration
 - ♦ South Mills Convenience Center Site
 - ♦ Convenience Centers Decal Requirement
 - ♦ North end field office for Sheriff’s Office
- Other Matters
 - ♦ Shiloh Convenience Center Site – Consensus of the Board was to close the ‘swap shop’ permanently.

There being no further matters for discussion the Board adjourned at 3:10 PM.