

Camden County Board of Commissioners
November 6, 2023
6:00 PM – Closed Session
7:00 PM – Regular Meeting
Camden Public Library Boardroom
118 Hwy 343 North

Minutes

A Regular Meeting of the Camden County Board of Commissioners was held at 7:00 PM on November 6, 2023 in the boardroom of the Camden Public Library in Camden, North Carolina. A Closed Session was held at 6:00 PM to discuss personnel and consult with the County Attorney.

CALL TO ORDER

The meeting was called to order by Chair Tiffney White at 6:00 PM. Also Present: Commissioners Randy Krainiak, Sissy Aydlett and Troy Leary. Absent for Closed Session: Vice Chair Ross Munro.

Vice Chair Munro joined the meeting via conference call for the open session at 7:00 PM in accordance with the Board's Remote Participation Policy.

Administration Staff Present: County Attorney John Morrison (Closed Session only), County Manager Erin Burke and Clerk to the Board Karen Davis.

CLOSED SESSION

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

RESULT:	PASSED [4-0]
MOVER:	Tiffney White
AYES:	Tiffney White, Randy Krainiak, Troy Leary, Sissy Aydlett
ABSENT:	Ross Munro

Motion to come out of Closed Session.

RESULT:	PASSED [4-0]
MOVER:	Tiffney White
AYES:	Tiffney White, Randy Krainiak, Troy Leary, Sissy Aydlett
ABSENT:	Ross Munro

Chair White reconvened the Board of Commissioners at 7:00 PM for open session.

INVOCATION & PLEDGE OF ALLEGIANCE

Pastor Tommy Berry gave the invocation and the Board led in the Pledge of Allegiance.

ITEM 1. CONSIDERATION OF AGENDA

Commissioner Aydlett requested that the agenda be amended to add the following as New Business Item 6.E: Discussion of an amendment to the UDO and a Board policy regarding rezonings.

Motion to approve the agenda as amended.

RESULT:	PASSED [5-0]
MOVER:	Sissy Aydlett
AYES:	Tiffney White, Ross Munro, Randy Krainiak, Troy Leary, Sissy Aydlett

ITEM 2. CONFLICT OF INTEREST DISCLOSURE STATEMENT

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

ITEM 3. PRESENTATIONS

A. Camden Tourism Development Authority Photo Contest – Sarah Hill

Tourism Development Authority Chair Sarah Hill recognized the winners of the 2023 *Capture Camden* Photo Contest.

ITEM 4. PUBLIC COMMENTS

Britton Overton spoke in regard to the demolition order on 1330 NC Highway 343 South in Shiloh and contract award. Mr. Overton stated that of the multiple property owners, Geraldine Overton is the only one who received notice of the proceedings in regard to the property. He requested that the Board table the contract award for the aforementioned property until all the property owners are notified and given the proper time to make changes and improve the sites to the County's standard due to the financial burden this will place on the property owners.

ITEM 5. OLD BUSINESS

A. Award of Demolition Contract – Erin Burke

In April of 2020 a notice of violation was issued for 165 & 167 Alder Branch Road and 1275 & 1330 NC HWY 343 South. Subsequent notices and hearings led to a decision by the Board of Commissioners to affirm the Code Enforcement Officer's decision to have the properties demolished.

Staff drafted and published an RFP for demolition of the above-referenced properties. The RFP was published for one month. The RFP requested proposals in three separate projects based on the location of structures. There was only one (1) proposal received from CCP Contractors. The total cost for all projects is \$24,520.00. There is currently \$50,000.00 in the budget for demolition in the Code Enforcement Department. The cost of the demolition will be assessed to the properties as noted on the contract.

The Board was presented this item for consideration at the September 5, 2023 meeting and voted to table a decision until the November 6, 2023 meeting.

As of the day of the meeting, staff reported that the following had occurred on the properties:

- In the past 48 hours at least two structures had been moved from 1330 Highway 343 South without proper permits authorized by the County or State, which are required to travel on the highway.
- The structures located on 165 Alder Branch are still present and unaltered.
- The structure on 167 Alder Branch had been demolished on site and a large pile of debris remains at that location.
- The structure on 1275 High 343 South is still standing as of 12:30 PM.


Manager Burke added that the Board had been in conversation in regard to this matter as far back as 1994. It was her recommendation that the Board move forward in awarding the demolition contract. In response to Mr. Overton's concerns during Public Comment, she stated that per the notification process, owners are contacted whose addresses are on file at the time the items are authorized via Resolutions adopted by the Board. In this case, those Resolutions were adopted in August 2021.

Manager Burke noted that due to the alterations to 1330 Highway 343 South and because the structures had been moved without the proper permits, the County will have to begin the process of issuing notices of violation in accordance with the Unified Development Ordinance.

In regard to the question raised in a previous meeting of the contractor's ability to be awarded the contract because of the bidder's relationship to the Clerk of Superior Court, the County Attorney and a representative from the State Attorney's Office have deemed that there is no conflict of interest present. This process is not handled through the Clerk of Court's office. The RFP's are presented to the County Manager's office and are reviewed by the County Manager and Finance Officer. In addition, as this is a construction service, the County is not required to seek out formal bids but did so as it was deemed the best process for this situation. Therefore, staff does not deem it necessary to re-advertise. Staff will work with the contractor that has presented a proposal to fine-tune the costs to reflect the current conditions of the properties.

BOARD OF COMMISSIONERS

G. TOM WHITE
Chairman
ROSS B. MUNRO
Vice Chairman
CLAYTON D. RIGGS
RANDY KRAINIAK
TIFFNEY WHITE


CAMDEN COUNTY
NORTH CAROLINA • USA
Boundless Opportunities.

KENNETH BOWMAN
County Manager
KAREN M. DAVIS
Clerk to the Board
JOHN S. MORRISON
County Attorney

WHEREAS, Section 150.22 of the Camden County Code of Ordinances sets out a procedure for violations of the State of North Carolina and County of Camden Building Code;

WHEREAS, Camden County Building Inspector (hereinafter "Inspector") properly inspected the Buildings located at 1330 NC Hwy 343 S Shiloh, NC 27974 on the 17 day of April, 2020 owned by Geraldine Overton and upon that inspection determined the Building to be unsafe. The unsafe character of the building was such that decay, bad condition of walls, unsafely supported structure, is likely to cause or contribute to blight, disease, vagrancy, or danger to children;

WHEREAS, Inspector sent proper written notice to Geraldine Overton 187 Thomas Point Road Shiloh, NC 27974 describing the unsafe nature of the building and requesting prompt corrective action be taken within thirty (30) days;

WHEREAS Geraldine Overton failed to take prompt corrective action and Inspector held a hearing after due notice was given to Geraldine Overton on the 1st day of June, 2020 and ordered to demolish the buildings or take other necessary steps;

WHEREAS Geraldine Overton timely appealed the Inspector's order before this Board pursuant to Section 150.22 (G)-(H);

WHEREAS the Board has conducted a quasi-judicial hearing on whether the Building at issue is unsafe and whether the Inspector's order should be affirmed, modified and affirmed, or revoked.

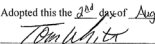
NOW THEREFORE BE IT RESOLVED the Buildings located at 1330 NC Hwy 343 S Shiloh, NC 27974 in Camden County, North Carolina are unsafe in that they constitute a fire or safety hazard, are dangerous to life, health or property, are likely to cause or contribute to blight, disease, vagrancy, or danger to children.


WHEREAS, the Board has concluded by clear and convincing evidence, and due deliberation, after the evidentiary portion of the quasi-judicial hearing, the Building at issue is unsafe and the Inspector's Order should be affirmed.


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NOW THEREFORE BE IT RESOLVED the order of the Inspector is hereby AFFIRMED.

Adopted this the 2nd day of August, 2021


Tom White
Chair



Karen Davis
Clerk



P. O. Box 190 ♦ 330 East Hwy 158 ♦ Camden, NC 27921 ♦ Phone (252) 338-6363 ♦ Fax (252) 331-7831
www.camdencountync.gov

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WHEREAS, Section 150.22 of the Camden County Code of Ordinances sets out a procedure for violations of the State of North Carolina and County of Camden Building Code;

WHEREAS, Camden County Building Inspector (hereinafter "Inspector") properly inspected the Building located at 1275 NC Hwy 343 S Shiloh, NC 27974 on the 17 day of April, 2020 owned by Abode of Camden Inc. and upon that inspection determined the Building to be unsafe. The unsafe character of the building was such that decay, bad condition of walls, is likely to cause or contribute to blight, disease, vagrancy, or danger to children;

WHEREAS, Inspector sent proper written notice to Abode of Camden Inc. 187 Thomas Point Road Shiloh, NC 27974 describing the unsafe nature of the building and requesting prompt corrective action be taken within thirty (30) days;

WHEREAS Abode of Camden Inc. failed to take prompt corrective action and Inspector held a hearing after due notice was given to Abode of Camden Inc. on the 1st day of June, 2020 and ordered to demolish the building or take other necessary steps;

WHEREAS Abode of Camden Inc. timely appealed the Inspector's order before this Board pursuant to Section 150.22 (G)-(H);

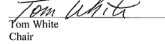
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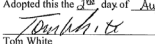
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
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CCP CONTRACTORS
HIGHWAY 158 WEST, SUITE E
CAMDEN, NORTH CAROLINA 27921
852-339-9405
767-377-5132

August 14, 2023

Mrs. Erin Burke, County Manager
Camden County
330 U.S. Highway 158 East
Camden, NC 27921

Dear Erin,

We are pleased to present to you the following proposal for your review:

Project One

165 Alder Branch Shiloh, NC 27974
167 Alder Branch Shiloh, NC 27974

Our price to perform the description of work listed for Project One is:

Project Two \$8,070.00

1275 NC Hwy 343S, Shiloh NC 27974

Our price to perform the description of work listed for Project Two is:

Project Three \$7,700.00

1330 NC Hwy 343S, Shiloh NC 27974

Our price to perform the description of work listed for Project Three is:

\$8,750.00

Thank you for the opportunity to submit this Proposal.

We are a Camden County locally owned business and would be appreciative of being awarded this contract.

Sincerely,

Jon Gray, Owner

Motion to award the demolition contract to CCP Contractors for Projects One, Two and Three totaling \$24,520 but authorizing the County Manager to negotiate the cost reflecting the changes that have occurred on the property since the initial bid.

RESULT:	PASSED [4-1]
MOVER:	Tiffany White
AYES:	Tiffany White, Ross Munro, Troy Leary, Sissy Aydtlett
NOES:	Randy Krainiak

B. North River Crossing Phase 3 Subdivision – Amber Curling

Seaboard Development Alliance LLC is requesting Preliminary Plan review for North River Crossing Phase 3 Major Subdivision. The proposed subdivision consists of 15 detached single family lots located on the south side of Ditch Bank Rd and across Ditch Bank Rd from the existing subdivision North River Crossing Phases 1 and 2. The two parcels consisting of 20.15-acres are located in the Shiloh township.

On August 16, 2023 the Planning Board recommended approval of North River Crossing Phase 3 Major Subdivision with a 4 to 1 vote.

At the October 2, 2023 Public Hearing the Board of Commissioners tabled the Preliminary Plan Application of North River Crossing Phase 3 Major Subdivision in order to give adequate time for staff, school and fire personnel to review the turnarounds.

Manager Burke added that at this time the applicant is not seeking water for fire suppression; only water to feed the homes, not unlike any other water service in that area of the county. The water at this time is not a staff concern.

The application in its entirety is on file for public review in the Planning Department and is herein incorporated by reference.

STAFF REPORT Ordinance 2023-10-01 UDO 2023-03-30 Preliminary Plat North Landing Crossing Phase 3 Major Subdivision	
PROJECT INFORMATION	
File Reference: UDO 2023-03-30 Project Name: North River Crossing Phase 3 Parcel ID: 03-8963-00-32-3765-0000	Application Received: March 28, 2023 By: Amber Curling, Planning Dept. Application Fee paid: \$750.00 Stormwater Escrow Fee Paid: \$6000.00 Completeness of Application: Application is generally complete Documents received upon filing of application or otherwise included: A. Land Use Application B. Preliminary Plan C. Deed – contract pending D. Neighborhood Meeting Results E. TRC Inputs F. County Stormwater Management Plan Approved with Conditions G. Approved State Storm Water Permit H. Approved State Erosion & Sediment Control Permit
Applicant: James R. Williams Address: 45 Cypress Lane Southern Shores, NC 27494 Phone: NA Email: NA Agent for Applicant: Seaboard Development Alliance LLC Address: 205 E. King Street Edenton, NC, 27932 Phone: 757-869-0001 Email: chwwoodherry@gmail.com Current Owner of Record: James R. Williams Meeting Dates: November 3, 2022 Neighborhood Meeting May 10, 2023 Technical Review Meeting August 16, 2023 Planning Board Meeting	Subdivision SITE DATA Approximate Size of Parcel: 20.15 acres Number of Lots and Size: 15 lots 40,000 square feet (0.92 acres) Flood Zone: X Zoning District(s): Neighborhood Residential Zoning District Existing Land Uses: Farmland Adjacent Property Uses: North River Crossing Phase 1 and 2 Residential Lots, Woods, and Farmland Streets: Shall be dedicated to public under control of NC/DOT. Open Space: 5% of total 20.15 developed acres = 1.01 acres total open space required 75% of total open space required acres is 0.75 acres which shall be active open space 25% of total open space required acres is 0.25 acres which shall be passive open space Landscaping Requirements Per 151.5.9.4: Landscaping Plan required Perimeter Buffer Per 151.5.9.9: Table 5.9.9.D - states no perimeter buffer required when zoning district of adjacent land is same as proposed subdivision Street Buffer Per 151.5.9.10: Street yard buffer required along collector street right of way; along Ditch Bank Road and by the mailboxes which will have an on-street parking space Farmland Compatibility Standards/ Bona Fide Farm Buffer: Per Article 151.5.5 No planting shall be required in cases where a stormwater management facility is located within the area occupied by the required 50 foot farmland buffer. Recreational Land: Less than 30 lots not required.
REQUEST: Seaboard Development Alliance LLC is requesting review of the Preliminary Plat for North River Crossing Phase 3 Major Subdivision per Article 151.2.3.20 of the Unified Development Ordinance 15 of lots on a parcel of approximately 20.15 acres. PROJECT LOCATION: Street Address: New Street named Yadin Dr on south side of Ditch Bank Road, Location Description: Across Ditch Bank Road from North River Crossing Phase 1 & 2 in Shiloh Township	
ENVIRONMENTAL ASSESSMENT Streams, Creeks, Major Ditches: North River Drainage District and Indiantown Creek Distance & description of nearest outfall: Approved Stormwater Management Plan will determine TECHNICAL REVIEW COMMITTEE COMMENTS: All members received email notification 1. Camden County Water: Disapproved working on solution 2. Camden County Sewer: Approved Park Test 3. South Camden Fire Department: Reviewed with no comments 4. Pasquotank EMS (Central Communications): Subdivision/road names approved as is 5. Sheriff's Office: Disapproved with comments 6. Postmaster Elizabeth City: No response. Did not attend TRC meeting. 7. Superintendent of Schools: No response. Did not attend TRC meeting. 8. Transportation Director of Schools: Comments on Bus Stop and Bus Turn around addressed 9. Camden Soil & Water Conservationist: No response. Did not attend TRC meeting 10. NC/DOT: No response. Did not attend TRC meeting 11. Mediacom: No response. Did not attend TRC meeting 12. Century Link: No response. Did not attend TRC meeting 13. Dominion Energy: No response. Did not attend TRC meeting PLANS CONSISTENCY CAMA Land Use Plan Policies & Objectives: Consistent <input checked="" type="checkbox"/> Inconsistent <input type="checkbox"/>	

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

2035 Comprehensive Plan

Consistent ☒ Inconsistent ☐

Comprehensive Plan Future Land Use Maps has area designated as Low Density Residential up to 1 dwelling per acre.

Comprehensive Transportation Plan

Consistent ☒ Inconsistent ☐

Property in North River Crossing Subdivision abuts Ditch Bank Rd which is existing and internal road will be dedicated to public.

FINDINGS REGARDING ADDITIONAL REQUIREMENTS:

1. Will the proposed subdivision endanger the public health, safety or welfare?
In staff's opinion, the application does not appear to endanger public health and safety.
2. Will the proposed subdivision injure the value of adjoining or abutting property?
In staff's opinion, the application does not appear to injure the value of adjoining or abutting property.
3. Will the Proposed Subdivision exceed the capacity of the following Public Facilities?
 - a. Schools: Yes ☒ No ☐
Schools: Proposed development will generate students. The report from September 6, 2019 by Kahn stated existing schools were at capacity or over capacity. Capacity does not include modular units for Camden Early College.
 - b. Fire and rescue: Yes ☐ No ☒ Approved
 - c. Law Enforcement: Disapproved with comments Yes ☒ No ☐
A plan with New Resources has been approved. However, until the plan is implemented new developments will not be approved.

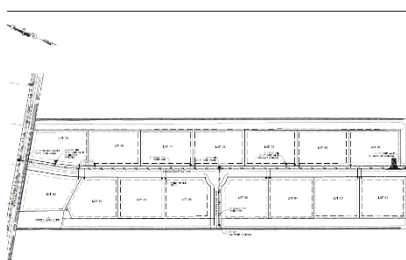
Staff supports the Planning Boards recommendation for approval of the Preliminary Plat North River Crossing Phase 3 Major Subdivision based on current right by zoning with the following recommendation list of items.

1. 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.
2. 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 2023-03-30 and Ordinance 2023-10-01.
3. Construction Plans will include any NCDOT requirements.

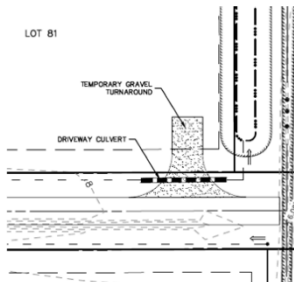
4. Construction Plans will include street landscaping along Ditch Bank Road per Article 151.9.4.
5. Construction Plans will include 2 parking spaces (1 ADA accessible) for the Cluster Mailbox Units with ADA accessibility and pedestrian access per Article 151.6.1.9. Cluster Mailboxes and parking will be located in Open Space.
6. 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.
7. All driveway installation with a required culvert shall be verified by a Surveyor or Engineer licensed to do business in North Carolina prior to final inspection for the dwelling.
8. No land disturbing activities shall start until the County Planning Department receives approved DENR Stormwater Permit and Erosion & Sediment Control Plans for the Development.
9. Developer shall make reasonable efforts to obtain off site drainage/maintenance easements to the outfall.
10. 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.
11. Construction drawings to reflect turning radius meeting Camden County School Requirements, NCDOT requirements and any other requirements.
12. Construction drawings to reflect Board of Commissioners recommendation concerning turn around space i.e. roundabout, hammerhead turnaround, or other.
13. Construction drawings to reflect bus stop shelter as requested by the Chief Operations Officer of Camden County Schools.
14. Home Owners Restrictive Covenants shall include the following information:
 - a. All requirements (to include Maintenance and allowable built upon area) listed under NCDENR Stormwater Permit.
 - b. Maintenance requirements of the outfall ditch leading.
 - c. The re-certification to the County of the approved drainage plan every five years from date of recording of Final Plat.
 - d. Maintenance of all open space, gardens and improvements throughout the subdivision listed in the approved County Stormwater Management Plan.
 - e. The impervious surface limitations listed in the approved County Stormwater Management Plan.
15. 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.



From North River Crossing Preliminary Plat



Zoom in to Proposed Gravel Turnaround

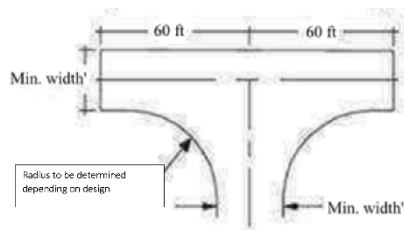
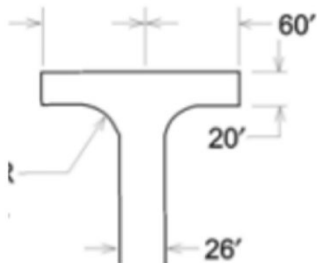


Example of a "hammerhead" turnaround at dead end



A "hammer-head" turnaround has a width of 150 to 120 feet.
Width of actual pavement or hard surface will need to be determined

Examples of a hammer head turnaround of 120 feet



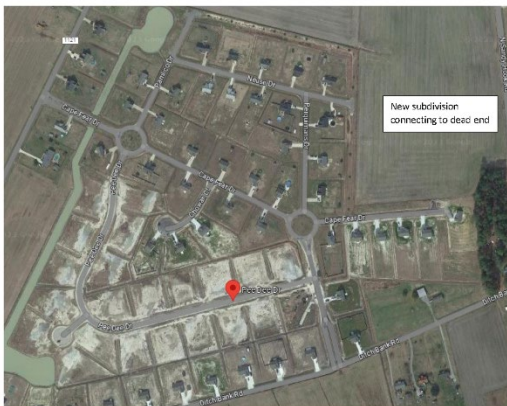
Not in the NC DOT Right of Way

Examples with out a radius are wider with 150 feet.

All dead end streets (excluding temporary dead end streets) shall be designed as cul-de-sacs, in accordance with the following standards:

1. No cul-de-sac or dead end street shall exceed 1,000 feet in length nor be less than 100 feet in length, as measured from the closest street intersection centerline.
2. Cul-de-sacs shall be designed and constructed to meet state standards and National Fire Protection Association standards.
3. The entrance into a cul-de-sac shall be flared by sufficient width to ensure proper turning radius for emergency vehicles upon entering and exiting the cul-de-sac.
4. Streets that include roundabouts shall not be considered cul-de-sacs or dead end streets.

Example of roundabouts with dead end streets



Response from Chief Kirk Jennings with the South Camden Fire Department in regard to the emergency turnaround:

We were able to take our largest truck down to Cape Fear Drive over the weekend. That type of turnaround will work on Yadkin Drive Phase 3. However, it needs to sit back about 20' farther away from the end of the road. The turnaround on Cape Fear Drive is kind of tight to make the turn staying on the pavement. We had to pull the truck right up to the edge of the concrete driveway to the house at the end of Cape Fear Drive just to get turned around and we definitely do not want to have to drive those trucks on the concrete driveway and take a risk of busting someone's driveway.

Another option that would work if there isn't enough room to move it back, would be to make it like a "T" so that we could turn in one side and then back across the end of Yadkin Drive into the other side to get turned around.

Response from Transportation Director Britton Overton with Camden County Schools in regard to the proposed bus shelter, cul-de-sac, and emergency turnaround:

I do not see an issue with any of the dimensions attached with the drawings provided.

Motion to approve North River Crossing Major Subdivision Preliminary Plat Ordinance 2023-10-01 and UDO 2023-03-030 with the preferred emergency turnaround space as requested by the South Camden Fire Department Chief.

RESULT:	PASSED [5-0]
MOVER:	Tiffany White
AYES:	Tiffany White, Ross Munro, Randy Krainiak, Troy Leary, Sissy Aydlett

John Linton with Seaboard Development Alliance requested clarification in regard to the emergency access that was being approved by the Board.

Chair White confirmed that the emergency turnaround space being approved is the hammerhead turnaround as requested by the South Camden Fire Department.

Commissioner Krainiak asked School Transportation Director Britton Overton is that particular turnaround is agreeable to him in regard to school bus access. Mr. Overton confirmed that the proposed turnaround is agreeable.

ITEM 6. NEW BUSINESS

A. Tax Report – Lisa Anderson

<u>MONTHLY REPORT OF THE TAX ADMINISTRATOR TO THE CAMDEN COUNTY BOARD OF COMMISSIONERS</u>		
<u>OUTSTANDING TAX DELINQUENCIES BY YEAR</u>		
<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>
2022	158,764.22	10,209.80
2021	91,263.19	7,534.82
2020	42,643.14	3,152.18
2019	23,665.68	1,817.18
2018	17,895.90	1,080.65
2017	11,355.70	1,289.46
2016	6,922.54	1,035.04
2015	6,123.07	628.26
2014	7,945.73	969.00
2013	6,177.80	4,618.93

TOTAL REAL PROPERTY TAX UNCOLLECTED	372,756.97
TOTAL PERSONAL PROPERTY UNCOLLECTED	32,335.32
TEN YEAR PERCENTAGE COLLECTION RATE	99.55%
COLLECTION FOR 2023 vs. 2022	10,233.87
<u>LAST 3 YEARS PERCENTAGE COLLECTION RATE</u>	
2022	98.27%
2021	98.97%
2020	99.43%

EFFORTS AT COLLECTION IN THE LAST 30 DAYS	
ENDING	September 2023
<u>BY TAX ADMINISTRATOR</u>	
62	NUMBER DELINQUENCY NOTICES SENT
16	FOLLOWUP REQUESTS FOR PAYMENT SENT
5	NUMBER OF WAGE GARNISHMENTS ISSUED
3	NUMBER OF BANK GARNISHMENTS ISSUED
23	NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR TO DELINQUENT TAXPAYER
0	NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)
0	PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR
0	NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY
0	NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR COLLECTION (I.D. AND STATUS)
0	REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS
0	NUMBER OF JUDGMENTS FILED

30 Largest Unpaid - Real

Roll	Parcel Number	Unpaid Amount	YrsDltg	Taxpayer Name	City	Property Address
R	02-8943-01-17-4388.0000	10,421.76	2	THOMAS REESE	CAMDEN	301 JAPONICA DR
R	03-8971-00-23-2253.0000	9,306.61	2	ABODE OF CAMDEN, INC.	SHILOH	187 C THOMAS POINT RD
R	02-8934-01-18-8072.0000	7,103.79	2	ARNOLD AND THORNLEY, INC.	CAMDEN	146 158 US W
R	02-8935-02-66-7093.0000	6,753.90	2	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	01-7999-00-62-3898.0000	5,890.92	2	MICHAEL ASKEW	SOUTH MILLS	257 A OLD SWAMP RD
R	03-8962-00-05-0472.0000	5,801.13	2	FRANK MCMILLIAN HEIRS	SHILOH	172 NECK RD
R	02-8943-01-06-9013.0000	5,760.62	2	JEWEL H. DAVENPORT	CAMDEN	WINDY HEIGHTS DR
R	02-8934-01-29-4617.0000	5,748.12	2	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W
R	03-8943-02-75-4196.0000	5,728.00	2	SHERILL M PRICE JR	SHILOH	115 COOKS LANDING RD
R	01-7989-00-01-1714.0000	5,589.67	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8916-00-39-5170.0000	5,319.70	2	DONALD RAY JONES	CAMDEN	670 343 HWY N
R	02-8945-00-41-2060.0000	5,301.00	2	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	03-8909-00-23-0988.0000	5,097.20	2	WANDA H WELLS	SHILOH	104 HIGH RD
R	03-8973-00-53-0748.0000	5,096.48	2	MORRIS L. KIGHT III	SHILOH	142 STANLEY LN
R	02-8954-00-43-8538.0000	4,941.32	2	BILLY ROSS FEREBEE	CAMDEN	237 PALMER RD
R	03-8909-00-24-8236.0000	4,795.95	2	GENE W IRBY	SHILOH	503 SAILBOAT RD
R	03-8961-00-68-3593.0000	4,381.87	2	EDWARD LANE MOORE	SHILOH	169 RAYMONS CREEK RD
R	02-8934-04-72-0416.0000	4,155.76	2	PAULINE JETTE	CAMDEN	238 COUNTRY CLUB RD
R	03-8972-00-44-8500.0000	4,137.94	2	ABODE OF CAMDEN INC.	SHILOH	343 HWY S
R	02-8935-04-63-0820.0000	3,990.30	1	BELCROSS PROPERTIES, LLC	CAMDEN	197 158 US E
R	02-8934-03-31-9750.0000	3,690.92	1	CAROLYN MCDANIEL	CAMDEN	195 COUNTRY CLUB RD
R	03-8990-00-17-3935.0000	3,352.06	2	KARL L ADCOCK	SHILOH	100 CATALAN DR
R	03-8971-00-54-7373.0000	3,307.86	2	DWAYNE HARRIS	SHILOH	125 ONE MILL RD
R	01-7090-00-64-5040.0000	3,295.22	1	LINTON RIDDICK	SOUTH MILLS	129 LILLY RD
R	02-8937-00-50-2005.0000	3,266.82	1	BRENDA MOORE	CAMDEN	197 HERMAN ARNOLD RD
R	01-7090-00-92-5561.0000	3,244.45	2	MAINSTAY CONSTRUCTION, INC	SOUTH MILLS	GENERALS WAY
R	02-8936-00-23-4750.0000	3,233.58	2	AARON DARNELL CHAMBLEE ET AL	CAMDEN	LAMES RD
R	02-8943-01-47-1120.0000	3,129.77	4	EMILY FORBES CRAIG	CAMDEN	104 C ST
R	01-7080-00-26-2396.0000	3,092.07	1	CHRISTOPHER A. KINDER	SOUTH MILLS	136 DOCK LANDING LP
R	03-8965-00-37-4242.0000	3,077.96	2	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD

30 Oldest Unpaid - Real

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	10	5,589.67	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8965-00-37-4242.0000	10	3,077.96	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	03-8965-00-04-9097.0000	10	2,988.80	CECIL BARNARD HEIRS	SHILOH	NECK RD
R	01-7999-00-95-3587.0000	10	2,613.78	WALTER TURNER HEIRS	SOUTH MILLS	CAROLINA RD
R	03-8899-00-45-2682.0000	10	2,245.98	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8952-00-95-8737.0000	10	2,233.18	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7999-00-32-3510.0000	10	2,022.09	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7988-00-91-0179.0001	10	2,014.88	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7999-00-12-8596.0000	10	1,943.65	MOSES MITCHELL HEIRS	SOUTH MILLS	108 CAMDEN AVE
R	03-8972-04-93-8214.0000	10	1,862.04	L P. JORDAN HEIRS	SHILOH	STINGY LN
R	01-7091-00-64-6569.0000	10	1,814.42	CLARENCE D. TURNER JR.	SOUTH MILLS	223 TRAFONT RD
R	02-8926-00-13-6839.0000	10	1,407.85	NORTHEASTERN COMMUNITY	CAMDEN	227 SLEEPY HOLLOW RD
R	02-8935-01-07-0916.0000	10	1,202.28	ROSETTA MERCER INGRAM	CAMDEN	113 BOURBON ST
R	02-8936-00-24-7426.0000	10	948.81	BERNICE PUGH	CAMDEN	117 GRIFFIN RD
R	01-7090-00-60-5052.0000	10	840.78	JOE GRIFFIN HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	01-7989-04-60-1568.0000	10	806.07	EMMA BRITE HEIRS	SOUTH MILLS	1352 343 HWY N
R	01-7989-04-90-0938.0000	10	791.77	DORIS EASON	SOUTH MILLS	105 BLOODFIELD RD
R	01-7989-04-60-1954.0000	10	786.75	CHRISTINE RIDDICK	SOUTH MILLS	117 OTTERS PL
R	01-7080-00-62-1977.0000	10	719.09	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	IVY NECK RD
R	02-8955-00-13-7846.0000	10	592.37	MARIE MERCER	CAMDEN	SAILBOAT RD
R	03-9809-00-33-4725.0000	10	441.32	DENNIS CRESAY	SHILOH	CAMDEN POINT RD
R	03-9809-00-53-4358.0000	10	417.12	WILLIAMSBURG VACATION	SHILOH	SAILBOAT RD
R	03-8899-00-36-1568.0000	10	406.96	WILLIAM G. YATES	SHILOH	HERSCUS RD
R	03-8899-00-36-1568.0000	10	367.55	PETER BUTSAVAGE	SHILOH	457 NECK RD
R	03-8952-00-55-5300.0000	10	310.71	OCTAVIA COPELAND HEIRS	SHILOH	OLD SWAMP RD
R	01-7090-00-95-5262.0000	10	307.16	JOHN F. SAWYER HEIRS	SOUTH MILLS	SAILBOAT RD
R	03-9809-00-54-8280.0000	10	306.72	RODNEY STEVEN SPIVEY &	SHILOH	218 BROAD CREEK RD
R	03-8980-00-84-0931.0000	10	293.76	CARL TEUSCHER	SHILOH	SAILBOAT RD
R	03-8980-00-84-0931.0000	10	262.25	RANDELL CRIDER	SHILOH	CENTERPOINT RD
R	03-9809-00-45-1097.0000	10	206.42	MICHAEL OBER	SHILOH	

30 Largest Unpaid – Personal

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0002941	2,059.39	2	BARKER'S TRUCKING, INC	SHILOH	108 SASSAFRAS LN
P	0000295	1,126.07	4	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0001709	947.26	6	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0003721	947.26	6	JIMMY'S TRUCKING & HAULING LLC	CAMDEN	127 TRAFONT RD
P	0001721	693.51	2	CINDY MAYO	SOUTH MILLS	106 BINGHAM RD
P	0003192	583.73	1	ROBERT JESSE-ALDERMAN HUDGINS	CAMDEN	409 343 HWY N
P	0001046	543.81	1	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	520.66	10	PAM BUNDY	SHILOH	105 AARON DR
P	0003513	449.27	1	JULIE PORTER	CAMDEN	431 158 US W
P	0003512	397.83	1	WILLIAM ANTHONY POPE JR	CAMDEN	214 SMITH DR
P	0002297	368.21	1	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0003177	337.95	2	MARK STANLEY MICHALSKI	SOUTH MILLS	138 CAROLINA RD
P	0003773	337.89	2	SEVAN NERO BARTLETT	CAMDEN	197 HERMAN ARNOLD RD
P	0003415	302.75	2	IVY MIRANDA BOGUES	CAMDEN	224 NORTH RIVER RD
P	0000945	294.86	2	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0003547	292.19	2	NICHOLAS W. STOTTS	CAMDEN	431 158 US W
P	0002902	281.09	2	STEPHANIE AUSMAN	SHILOH	204 POND RD
P	0003208	271.52	2	RICKY W JOHNSON	CAMDEN	113 PALMER RD
P	0001545	270.35	2	LOUIS RUGGERI	CAMDEN	390 CAMDEN CSWY
P	0003078	262.38	2	PATRICK WAYNE BAUM	CAMDEN	186 B BUSHELL RD
P	0001104	258.76	1	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0003478	253.59	1	JOHN PETER LEARY	SOUTH MILLS	971 343 HWY N
P	0002525	251.35	1	JOSEPH VINCENT CARDYN	SHILOH	260 ONE MILL RD
P	0002453	231.93	1	JASON RYAN MCCALLISTER	SOUTH MILLS	102 COUNTRY MEADOWS DR
P	0003662	231.58	2	JEFFREY CLAYTON COLLIER	CAMDEN	152 158 US W
P	0000738	226.96	8	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0003850	225.10	1	JOSHUA MICHAEL BAILEY	SOUTH MILLS	100 ROBIN CT W
P	0002458	221.37	1	WANDA HERNANDEZ WELLS	SHILOH	104 HIGH RD
P	0001538	216.33	4	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001512	213.49	2	JOHN WESLEY BURGESS, JR.	CAMDEN	431 158 US W


30 Oldest Unpaid - Personal

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001072	10	520.66	PAM BUNDY	SHILOH	105 AARON DR
P	0001709	8	947.26	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0001046	8	947.26	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	8	226.96	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001538	8	216.33	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001106	8	200.27	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001694	8	128.34	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY E
P	0000295	7	1,126.07	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000770	7	134.40	MARSHA GAIL BOGUES	CAMDEN	276 BELCROSS RD
P	0002921	7	120.68	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0000945	6	294.86	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0002968	6	221.37	WANDA HERNANDEZ WELLS	SHILOH	104 HIGH RD
P	0001689	6	202.44	MICHAEL WILLIAM MAINELLO	SOUTH MILLS	227 KEETER BARN RD
P	0001150	6	136.45	WILLIAM MICHAEL STONE	CAMDEN	130 WILL DAW RD S
P	0002458	5	125.28	MICHAEL WAYNE MYERS	SOUTH MILLS	107 ROBIN DR
P	0002902	5	281.09	STEPHANIE AUSMAN	SHILOH	204 POND RD
P	0001512	5	213.49	JOHN WESLEY BURGESS, JR.	CAMDEN	431 158 US W
P	0002942	5	100.25	JAMES P. VASILOPOULOS	CAMDEN	346 343 HWY S
P	0003513	4	449.27	JULIE PORTER	CAMDEN	431 158 US W
P	0003415	4	302.75	IVY MIRANDA BOGUES	CAMDEN	224 NORTH RIVER RD
P	0003075	4	262.38	PATRICK WAYNE BAUM	CAMDEN	186 B BUSHELL RD
P	0003414	4	199.71	EDWARD A. BILL	CAMDEN	152 158 US W
P	0003096	4	191.26	DANIEL ELWOOD BRIGHT	CAMDEN	109 JUNIPER DR
P	0002978	4	177.22	JONATHAN LEWIS PUGH	SOUTH MILLS	206 MAIN ST
P	0003035	4	173.24	ROBERT HENRY LEE	SHILOH	121 BEECH TREE DR
P	0003487	4	171.51	MICHAEL RONALD MAYO II	CAMDEN	146 BELCROSS RD
P	0003495	4	147.34	ALI MOHAMAD	SHILOH	100 BROAD CREEK RD
P	0003378	4	108.36	JAMES KELLEY WIGFIELD	CAMDEN	441 158 US E
P	0001721	3	693.51	CINDY MAYO	SOUTH MILLS	106 BINGHAM RD
P	0003192	3	583.73	ROBERT JESSE-ALDERMAN HUDGINS	CAMDEN	409 343 HWY N

Motion to approve the tax report as presented.

RESULT: PASSED [5-0]
MOVER: Tiffney White
AYES: Tiffney White, Ross Munro, Randy Krainiak, Troy Leary, Sissy Aydtlett

B. Youth Football Proposal – Parks & Recreation Director Tim White presented the following proposal:

<p>Timothy C. White Recreation Director O + 1.252.338.1919 x 239 twhite@camdencountync.gov</p> <p>Ben Carter Superintendent O + 1.252.338.1919 x 265 bcarter@camdencountync.gov</p>	 CAMDEN COUNTY <small>NORTH CAROLINA • USA</small> <i>Boundless Opportunities.</i>	<p>Camden County Parks & Recreation</p> <p>P.O. Box 190 117 North 343 Camden, NC 27921 www.camdencountync.gov</p>
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Camden County Youth Football

October 3, 2023

OVERVIEW

I would like for the recreation department to start our own Youth Football program beginning in FY 2024-25. The current program run by Camden Youth Football is not meeting the needs of the residents of the county. Currently their entire program only has 20 participants from Camden County.

GOALS

1. Increase participation numbers for Youth Football in Camden County by establishing a 9&10-Year-Old Football Team and a 11&12-Year-Old Football Team
2. Reestablish a relationship with the High School and Middle School Football programs to achieve a county wide cohesive program to build athletes and traditions.
3. Become a certified USA Football Heads up Program that educates coaches in Concussion Recognition & Response, Heat Preparedness & Hydration, Sudden Cardiac Arrest, Proper Equipment Fitting, and Proper Shoulder Tackling & Blocking.
4. Establish a Flag Football Program for participants ages 6-8 to develop an interest in football.

SPECIFICATIONS

The initial start up of the program will take a considerable amount(\$15-\$20K) of funds to purchase new equipment for the tackle football teams. This equipment would need to be ordered in December-January to ensure it would be delivered in time to begin practices in the Summer of 2024. I have enough funds in my budget to absorb this by re-prioritizing a capital outlay expenditure I had planned for the Community Park. FY 2024-25 expenditures and future expenditures for the program would not be that significant and include minimal increases in supplies(\$1k) and part-time salaries (\$2k) to properly administer the program.

Mr. White added that the current President of the Youth Football League has decided to step down and at this point there is no one to assume this responsibility.

Upon a question by Commissioner Krainiak, it was noted that the Memorandum of Understanding should be updated to reflect this change.

Motion to approve the request of Parks & Recreation to implement a Camden County Youth Football Program as presented by the Director.

RESULT:	PASSED [5-0]
MOVER:	Troy Leary
AYES:	Tiffney White, Ross Munro, Randy Krainiak, Troy Leary, Sissy Aydlett

C. Cooperative Extension Memorandum of Agreement – Erin Burke

NC State University is updating the Memorandum of Agreement with all counties for Cooperative Extension. The Board will consider the proposed updated MOA for Camden County. The last update was completed in 2006. The document has been reviewed by the County Attorney.

NC STATE EXTENSION

Memorandum of Agreement

Between
The Board of County Commissioners
Camden County
And
North Carolina State University

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Preamble

North Carolina State Extension (NC State Extension) was established as a part of the College of Agriculture and Life Sciences of North Carolina State University (NCSU) by federal and state legislation for the specific purpose of "extending" the educational services of the University to the people of the state, on subjects related to agriculture and natural resources, family and consumer sciences, 4-H youth development, and community and rural development. The laws creating the Cooperative Extension Service were specifically designed to assure that the findings of research in these areas are communicated to the people of the State.

Under the Federal Appropriations Act of 1972, funds were provided to the 1862 land-grant universities (including NCSU) to enhance the extension outreach of the 1690 universities, which included North Carolina A & T State University (NCA&T). The Food and Agriculture Act of 1977 further stipulated that these funds be appropriated directly to the 1890 institutions, and formalized the North Carolina Cooperative Extension Program as an official part of the School of Agriculture and Environmental Sciences at NCA&T.

North Carolina Cooperative Extension (Cooperative Extension) provides the opportunity for North Carolina State Extension and North Carolina A & T Extension to work together to better serve the people of the State through the delivery of locally relevant programs, education and expertise.

The legislation further provided for a cooperative relationship among three levels of government – federal, state, and county – to ensure that the needs of all three levels are addressed. The primary purpose of Cooperative Extension is to provide the people of North Carolina with the most current and relevant unbiased research-based information – particularly that which is related to strengthening the economy through profitable, sustainable and safe food, forest and green industry systems; protecting the environment and natural resources; and empowering youth and families to lead healthier lives and become community leaders. These purposes are furthered by Cooperative Extension employees who are charged with carrying out the extension education programs of the universities and the U.S. Department of Agriculture.

Cooperative Extension has sufficient flexibility to permit attention to the special problems, needs, and interests of the citizens and leadership in each county. Therefore, the programmatic, personnel, and funding complement reflects the unique needs of each county. County Advisory Councils are consulted on a regular basis to assist in prioritizing the county educational program content. Program clientele or recipients of services include individuals, families, communities, municipalities, agricultural and seafood processing and marketing firms, other businesses and certain organizations. These services are delivered to adults and youth in both urban and rural settings.

To assure that educational programs offered by Cooperative Extension meet the needs of the local clientele, it is important that both elected and appointed decision makers at each level of government understand their respective responsibilities and relationships in conducting and funding this work. To this end, this Memorandum of Agreement will detail the individual relationships and mutually agreed-upon responsibilities of NCSU and each county or tribal community that signs this Memorandum of Agreement.

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Part I. NC State Extension will:

1. Establish minimum requirements and qualifications for employment in Cooperative Extension work.
2. Receive and examine applications for employment.
3. Interview and screen applicants to determine their qualifications and availability.
4. Consult with the Board of County Commissioners, or the County Manager as designee, regarding qualified applicants for appointment to vacant or new Cooperative Extension positions.
5. Consult with the Board of County Commissioners, or the County Manager as designee, regarding the salaries and salary splits of all Cooperative Extension employees, including but not limited to County Extension Directors, Extension Agents, and County Operations Support Staff (COSS).
6. Prepare and submit an annual budget to the Board of County Commissioners, or the County Manager as designee, for securing the county's share of funds for salaries and operating expenses each based on the state fiscal year.
7. Provide funds for official travel necessary to conduct Cooperative Extension work and postage funds, to the extent that funds are available, and for purposes authorized by state and federal policies.
8. Accept responsibility and provide the leadership for administration and supervision of Cooperative Extension programs and personnel, including compliance with affirmative action and equal employment opportunity requirements. NC State will investigate all cases of discrimination, harassment, or retaliation following applicable NC State policies.
9. Investigate and manage all employee relations issues related to NC State employees housed in local offices. We will work collaboratively with local county government and NC A&T University when an issue impacts their employees.
10. Develop and administer a personnel management plan that will provide the annual review of each employee's performance, counseling for job improvement where needed, and periodic county program reviews.
11. Provide a staff of specialists to train agents in current technology and other changes affecting agriculture and natural resources, family and consumer sciences, 4-H and youth, and community and rural development, and to otherwise assist them in conducting work in these areas.

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12. Provide Cooperative Extension professionals with training programs as needed to maintain effective program delivery.
13. Seek regular input from the County and maintain a County Advisory Leadership System to ensure that county Cooperative Extension programs are based on the particular needs of people in their respective county.
14. Prepare and submit a "Report to the People" to the Board of Commissioners, or the County Manager as designee, at least annually, informing the Board or Manager of Cooperative Extension programs and work accomplished.

Part II. The Board of County Commissioners will:

1. Provide the County's share of salaries and benefits for Cooperative Extension personnel.
2. Comply with North Carolina's Workers Compensation Act, N.C. General Statute § 97-2(2).
3. Provide offices, equipment, utilities, telephones, office supplies, instructional materials and other items needed for efficient operation of the County Extension Center and its programs; and comply with the accessibility provisions of the Americans with Disabilities Act.
4. Review and consider the annual budget request from NCSU, and take appropriate action by July 1 of each fiscal year.
5. Provide regular input to the District and County Extension Directors on the particular needs of people in their respective county to help ensure that county Cooperative Extension programs are based on specific needs and meet county programming plans.

Part III. NC State Extension and the Board of County Commissioners mutually agree:

1. That all county Cooperative Extension employment appointments and separations will be made in consultation between NCSU and the Board of County Commissioners, or the County Manager as designee, and that no official action related to such appointments or separations will be taken by either party regarding appointment or separation prior to discussion of the matter with the other party.
2. That the Board of County Commissioners and NCSU shall each be responsible for compliance with applicable laws and regulations relating to their respective operations.
3. To cooperate in implementing affirmative action and equal employment opportunity plans of NCSU.

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4. The parties will work together to maintain an environment of high-quality cooperation and services. At the request of any party, a meeting or conference will promptly be held between the Parties' representatives to resolve any problems or develop any improvements.

5. That the policies established by the State of North Carolina under N.C. General Statute §126 and followed by the UNC System for SHRA employees be used in the granting and administration of leave related to the earning rates, transfer policies, payout computation and timing, and administration of vacation, sick, civil, community involvement, military, Family and Medical Leave, Family Illness Leave, leaves of absence, and other approved leave programs for Cooperative Extension personnel.

6. That Cooperative Extension employees will follow county policies relative to office hours, office closings for inclement weather, and holidays, and for the management and use of county property.

7. That personnel procedures are as follows:

(a) Establishing Accounts to Operationalize the Payroll Process.

i. To operationalize the payroll arrangement, NCSU will establish a Trust Fund Account for the County at NCSU that will serve as the vehicle for the transfer of funds from the County to NCSU for use in paying the county's agreed-upon share of salary and benefits for Cooperative Extension personnel.

ii. Procedure for Providing Funds to the Account. A State Treasurer's Electronic Payment System (STEPS) form will be completed and the original submitted to the Assistant Extension Director of HR and Operational Strategy via the appropriate District Extension Director. The County Finance Officer, or the designated County representative, will receive notification from the NCSU College of Agriculture and Life Sciences HR Office prior to the University's payroll date, generally the last working day of each month, advising the amount due for the current payroll. Within 5 business days following the payday, the respective University will draft against the County's established trust account in the amount communicated.

iii. Administration of the Account. The trust account will be maintained in accordance with the respective NCSU accounting policies and procedures. The trust account will be audited and reconciled by the NCSU College of Agriculture and Life Sciences Business Office to ensure the month-end account balance remains zero.

(b) Employee Benefits.

i. Retirement Benefits. All Extension Personnel will participate solely in either the North Carolina Teachers and State Employees Retirement System (TSERS) and accompanying North Carolina Disability Income Plan, or the Optional Retirement Plan, based on eligibility criteria established by the State. They will be eligible solely for respective NCSU employee benefits for which they qualify based on their appointment and FTE, and former federal appointees will maintain federal benefits, the employer-paid parts of which will be paid for solely by NCSU.

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(c) Taxes and Fringe Benefits.

i. The County will be responsible for providing their proportional share of fringe benefits for all Cooperative Extension personnel, including but not limited to the following:

1. Employer contributions to all applicable Federal and State taxes.
2. Employer contribution to TSERS per N.C. General Statute §135, or to ORP per N.C. General Statute §135-5.1.
3. Employer contribution to the Health Insurance matching charges per N.C. General Statute §135.

(d) Workers' Compensation will be administered pursuant to N.C. General Statute §97-2(2). The County will provide full and direct coverage for those employees subject to the County workers' compensation insurance within the county insurance program. Employees for whom the County will maintain workers' compensation coverage are the following:

1. All administrative and any other positions designated as County Operations Support Staff (COSS); and
 - a. All Program Assistants/Associates who are not funded by directly allocated federal funds such as EFNEP, or Program Assistants/Associates who are paid in part by EFNEP funds but which account for less than 50% funding.
 - b. NCSU will provide full and direct coverage for their respective Cooperative Extension employees subject to NCSU's workers' compensation insurance. Cooperative Extension employees for whom NCSU will maintain workers' compensation coverage are the following:
 - i. All County Extension Directors and Extension Agents; and
 - ii. All Program Assistants or Associates who are funded by directly allocated federal funds such as EFNEP, or Programs Assistants or Associates who are paid in part by EFNEP funds at equal to or more than 50% funding.

(e) Employee Separation

1. NCSU will process severance pay for reductions-in-force (RIFs) as delineated in the COSS Employee Handbook for County Operations Support Staff (COSS).
2. Upon an employee's separation, the County will pay out its proportional share of annual/vacation leave, up to a maximum of 240 hours per the OSHR and/or UNC System guidelines, and any applicable bonus leave balance.

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3. The County will pay its proportional share of state longevity for COSS employees upon an employee's service anniversary date.

4. The County will pay out its proportional share of any accrued "extra" time (hour-for-hour) or overtime (1.5 hour-for-hour) to Cooperative Extension employees that are subject to Fair Labor Standards Act or the North Carolina Wage and Hour Act upon an employee's earning anniversary date or as due to the employee at the time of separation.

(f) Optional County-paid Salary Increases or Bonuses to Cooperative Extension Personnel.

At their discretion, Counties may award additional permanent salary increases or one-time pay awards ("bonuses") to Cooperative Extension personnel. If such salary increases or bonuses are proposed by the County under the "non-lock-in" payroll arrangement, they must be communicated to the appropriate District Extension Director's office no later than the first day of any month in which the proposed increase or bonus is to be applied. Increases must be entered in the current fiscal year.

(g) Lock-In Provision

This section describes the preferred arrangement to support the salary agreement between the County and NCSU for Extension personnel. All counties will participate in the Lock-In provision unless designated on an Opt-Out Addendum the arrangement as Non Lock-In.

1. Salary Adjustments for Extension Employees under the Lock-In Provision. The full compensation plan for university employees as approved by the General Assembly and implemented by the Office of the President, University of North Carolina System, will serve as the basis for all compensation adjustments and both the County and NCSU will adhere to the plan's effective dates and implementation instructions. Cooperative Extension personnel receiving salary from grant funds will be governed by the terms and conditions of the applicable grant within the scope and applicability of NCSU personnel policies governing grants. These compensation components include, but are not limited to:

Across-the-board adjustments,
Cost-of-living adjustments (COLA),
Merit adjustments,
Bonuses (in any form conveyed), and
Promotion, classification, market, or equity adjustments.

Salary and Benefits. Salaries and benefits, as delineated above in 7(a-e), will be split according to the hiring agreement and will be detailed on an attached addendum. As both parties may provide increases, these percentages will change slightly from the original hire percentage.

By affixing their signatures to this document, the undersigned hereby certify that they are the duly authorized representatives of the County of Camden and the University of North Carolina System, respectively, and that they have the authority to execute this document on behalf of their respective entities.

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2. County Increases in the Lock-In Provision

The County may elect to include NCSU employees in County increases, bonuses, etc. at any time. See 7(f) for more information on submitting county increases. Lock-In Provision indicates that all State adjustments will be honored and automatically drafted, but the County is not limited to just the State increases in this agreement.

Part IV.
DURATION, AMENDMENT, AND TERMINATION

The parties will conduct a periodic review of this collaboration and responsibilities to determine and evaluate whether the parties are achieving the goals and accomplishing the responsibilities activities herein. No amendment of the terms of this Agreement will be effective unless made in writing and signed by each Party's authorized signatory.

Signatures of the persons below authorize execution of this document, effective as of July 1, 2023, and continuing year-to-year, unless otherwise terminated in writing by either party under written notification to the other party no less than one-hundred twenty (120) days prior to the proposed termination date. Termination of this Memorandum of Agreement shall have the effect of terminating the Cooperative Extension activities and programs in the County.

Signature: [Signature] Date: 11-6-23

Chairperson or Designee Board of County Commissioners
Camden County

Signature: _____ Date: _____

Director
North Carolina Cooperative Extension
North Carolina State University

Signature: _____ Date: _____

Dean
College of Agriculture and Life Sciences
North Carolina State University

Addendum Attached Executed _____

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

[Signature]
Signature of Finance Officer

<div style="text-align: center;"> NC STATE EXTENSION Addendum to Memorandum of Agreement Camden County </div>		
<p>This addendum documents the current salary percentages provided by the County and by NCSU.</p> <p>Salary Percentages for Camden County as of September 21, 2023.</p>		
Position Title	Salary Percentage County	Salary Percentage NCSU
County Extension Director/Agriculture – Field Crops	49.5	50.5
Agent – 4-H Youth Development	50	50
Area Agent – Family and Consumer Sciences (shared with Currituck Co.)	31.1	36.2
Administrative Assistant	49.4	50.6

County Ag Add-On = .2

Any position added to this county's staff of Extension Personnel through mutual agreement between the County and NCSU subsequent to the effective date of this modification will have its funding splits documented in correspondence between this County and NCSU and will become part of this Agreement.

Motion to approve the Cooperative Extension Memorandum of Agreement as presented.

RESULT:	PASSED [5-0]
MOVER:	Tiffany White
AYES:	Tiffany White, Ross Munro, Randy Krainiak, Troy Leary, Sissy Aydlett

D. Camden High School Traffic Impact Analysis – Erin Burke

The High School Steering Committee is recommending a Traffic Impact Analysis from the proposed High School Site to Sawyer's Creek Road as indicated in the following Timmons Group proposal. The analysis will provide scientific data that will aid in recommendations to NCDOT surrounding improvements that will need to be made. The cost of the analysis will be \$15,500.



September 14, 2023

Erin Burke
County Manager
P. O. Box 190
Camden, NC 27821
252-338-6363 x310
eburke@camdencountync.gov

Re: PROPOSAL for TRAFFIC ENGINEERING SERVICES
Camden High School TIA – Camden, North Carolina

Dear Ms. Burke:

Timmons Group appreciates the opportunity to present you with this proposal to provide traffic engineering services for the proposed high school development, located off NC-343 in Camden, NC. Included in this proposal is our understanding of the project, an outline of proposed scope of work, and a lump sum fee. Timmons Group will coordinate with the Camden County (County), NCDOT (District / MST), and Project Team throughout the project.

A traffic impact analysis (TIA) is a specialized study which assesses a development's impact on the surrounding transportation network. The analysis is an essential step in the development review process that assists developers and public agencies in making land use decisions that affect traffic and transportation operations in the area.

SCOPE OF SERVICES**A. Study Area**

A TIA has been requested to determine the impacts associated with the proposed development located off NC-343 in Camden, North Carolina. It is assumed that the proposed development will include three (3) full movement site access connections to NC-343. Based on previous experience working with NCDOT, the following study area intersections are assumed. Study area intersections will be confirmed with the NCDOT (District / Congestion Management Staff) in a scoping meeting prior to the onset of the study:

- NC-343 / Site Access 1
- NC-343 / Site Access 2
- NC-343 / Site Access 3
- NC-343 / Sawyer's Creek Road*
- NC-343 / Noblit Drive*
- NC-343 / Elementary/Intermediate School Site Accesses*

Peak hour (7:00 am – 9:00 am and 4:00 pm – 6:00 pm) turning movement traffic counts will be collected by Timmons Group at the existing* study area intersections listed above.

** It should be noted that traffic counts conducted while traditional calendar schools are out of session will need to be factored accordingly (if allowed by the NCDOT). The proposed traffic count schedule could significantly impact the TIA schedule.

5445 Trinity Rd., Suite 101 | Raleigh, NC 27607
Tel. 919.859.5663

Site Development | Residential | Infrastructure | Technology
www.timmonsgrp.com

**B. Scope of Services**

The project involves the tasks and methodology that are outlined below:

- Attend a scoping meeting with the County / NCDOT (District/Congestion Management).
- Create a scoping Memorandum of Understanding summarizing the scoping meeting.
- Perform peak period (7:00 a.m. – 9:00 a.m. & 2:30 p.m. – 4:00 p.m.) turning movement traffic counts at the study area intersections noted above.
- Collect other data related to the study area and adjacent transportation network.
- Review all pertinent information including: land use plans, traffic accident data, and developments, and/or roadway improvements planned in the study area which may impact this development.
- Project future ambient network volumes using an area wide growth factor (to be determined in the project scoping meeting).
- Add and distribute traffic from other approved TIAs within the study area provided by the NCDOT.
- Calculate (using the MSTA School Calculator) and distribute site-generated traffic to reflect the full build-out of the proposed high school development.
- Conduct a capacity / operational analysis for the previously mentioned intersections for the following four (4) conditions (AM and PM peak period)
 - Existing Year Traffic Condition
 - Build-Out Year Traffic Condition Without Site Traffic
 - Build-Out Year Traffic Condition With Site Traffic
 - Build-Out Year Traffic Condition With Site Traffic & Recommended Improvements
- Provide recommendations to improve the level of service (LOS) at any study area intersection that demonstrates a deficient level of service due to the traffic generated by the proposed development.
- Provide onsite traffic flow analysis and queue evaluation.
- Produce a Traffic Management Plan (TMP) for the high school traffic flow.
- Produce a TIA that documents all findings and recommendations.
- Attend four (4) meetings with the County / NCDOT to discuss and present on the subject project.

COMPENSATION

Timmons Group will provide the entire above scope of services described above for the lump sum fee of **\$15,500.00**.

SCHEDULE

Unless otherwise negotiated, Timmons Group will complete the full TIA within six (6) weeks after receiving written NTP. This schedule is negotiable and can be adjusted as needed to meet the Town's submittal deadline scheduled. Based on our present schedule, Timmons Group can begin work upon receipt of your written authorization.

ADDITIONAL SERVICES

Any additional services outside of this scope will be billed at an hourly rate of \$135.00. Additional services include, but are not limited to: completion of additional capacity analyses, traffic counts, additional project phasing, additional meetings, deviations from the originally provided scope, design of offsite roadway improvements (to be negotiated separately payable by lump sum), etc. No additional services will be provided without receiving prior written authorization from the Client.



All permit, application, impact, review etc. fees are to be paid by the Client.

SCHEDULE OF PAYMENT

All invoices are due upon receipt. For outstanding invoice balances over 30 days, all work will stop on the project until the balance is paid in full. All outstanding invoices will accrue interest at the rate of 1.5% per month.

AUTHORIZATION TO PROCEED

Upon your agreement with the items contained in this proposal and associated compensation please sign below and return one copy for our files. The signed proposal shall be our authorization to proceed.

Thank you for the opportunity to present you with this proposal for professional services. We look forward to assisting you with the successful completion of this project.

Sincerely,

Jeffrey P. Huchanadel, PE, PTOE
Principal / North Carolina Transportation Group Leader

Proposal Accepted By:

Client - Printed Name

Client - Signature

Title

11-6-23
Date

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

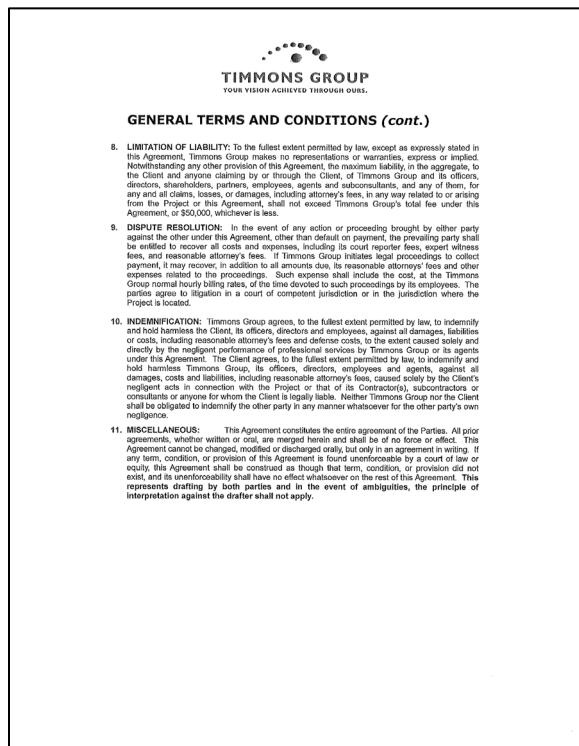
Stephanie B. Jackson
Signature of Finance Officer

**GENERAL TERMS AND CONDITIONS**

1. **SCOPE OF SERVICES:** The Scope of Services performed under this Agreement shall be as described in Exhibit A of the Letter of Agreement. Separate Change Orders signed by authorized representatives of Timmons Group and the Client may, from time to time, describe additional or different services to be performed under this Agreement, such Change Orders are incorporated by reference herein. These Terms and Conditions shall apply to the Change Orders except to the extent expressly modified by such Change Order. Timmons Group services with regard to the specific properties covered by this Agreement and subsequent Change Orders, if any, shall hereinafter be referred to as the "Project" or "Projects."
2. **STANDARD OF CARE AND CODE COMPLIANCE:** Timmons Group shall provide its services under this Agreement consistent with the professional skill and care ordinarily provided by members of the same profession practicing in the same or similar locality under the same or similar circumstances. Timmons Group shall exercise usual and customary professional care in its efforts to comply with all applicable codes, laws, regulations and the policies of regulatory agencies in effect as of the date of the Agreement (collectively, "legal requirements"). Design changes made necessary by newly enacted codes, laws, regulations and the policies of regulatory agencies after the date of this Agreement shall be treated as an additional service subject to an executed Change Order, and Timmons Group shall be entitled to appropriate additional compensation. Timmons Group shall not be liable for any damages arising from conflicting interpretations of any legal requirements by different officials. In the event of a conflict between legal requirements applicable to the Project, Timmons Group shall notify the Client of the nature and impact of such conflict, and the Client agrees to cooperate and work with Timmons Group in an effort to resolve the conflict.
3. **INSTRUMENTS OF SERVICE:** All documents, including, but not limited to, drawings, specifications, plans, reports and other forms of electronic data prepared and furnished by Timmons Group, are Instruments of Service pursuant to this Agreement and remain the property of Timmons Group. Client may retain one such copy of all such documents, for record purposes, which documents may only be used for the Project. Any adaptation by Client of said documents, whether intentional or inadvertent, without Timmons Group's verification shall be at Client's sole risk and without liability or legal exposure to Timmons Group or Timmons Group's employees. Client agrees to assume all risks associated therewith and to hold Timmons Group harmless and indemnify it from and against any claims, liabilities, damages, losses and costs, including but not limited to attorney's fees, arising therefrom or in connection therewith.
4. **GOVERNING LAW:** This Agreement shall be governed according to the laws of the place of the Project, without regard to its conflicts of laws provisions.
5. **THIRD PARTY RIGHTS:** This Agreement shall not create any rights or benefits to parties other than the Client and Timmons Group.
6. **ASSIGNMENT:** This Agreement may not be assigned without the prior written consent of the Client and Timmons Group, such consent not to be unreasonably withheld.
7. **PROJECT SITE SAFETY:** Timmons Group's Project site responsibilities are limited solely to the activities of Timmons Group and Timmons Group's employees on the Project site. These responsibilities shall not be inferred by any party to mean that Timmons Group has responsibility for Project site safety. The Client and Timmons Group agree that Project site safety is the sole and exclusive responsibility of the Project's owners or contractor(s). The parties hereto agree that the Project contractor(s) is solely responsible for Project means, methods, techniques, sequence of operation and procedures, and that Timmons Group shall have no obligations relating to these contractor(s) duties.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and date first above written.

Signature of Client Representative



Motion to approve the Camden High School Traffic Impact Analysis as presented.

RESULT:	PASSED [5-0]
MOVER:	Tiffney White
AYES:	Tiffney White, Ross Munro, Randy Krainiak, Troy Leary, Sissy Aydllett

- E. Discussion of UDO Amendment and Policy on Rezoning – Commissioner Aydllett stated that, in addition to working on a Strategic Plan, it is necessary that the Board take action to help slow growth in the County and requested that staff review and draft an amendment to the UDO to lower density for single-family detached dwellings to nothing less than one acre.

County Manager stated it will take a few months to work through the process of drafting and reviewing amendments, as well as holding the necessary public hearings.

Motion to ask staff to review and draft an amendment to the UDO to lower density for single-family detached dwellings to nothing less than one acre.

RESULT:	PASSED [4-1]
MOVER:	Tiffney White
AYES:	Tiffney White, Ross Munro, Troy Leary, Sissy Aydllett
NOES:	Randy Krainiak

Rezoning Requests Discussion

Commissioner Aydllett, for the same reasons, requested to “discuss creating a Board policy to not entertain any rezoning requests at this time. This is a temporary fix until we can establish our Strategic Plan and until we can get a little bit of a firmer handle on things.”

RESULT:	PASSED [3-2]
MOVER:	Tiffney White
AYES:	Tiffney White, Troy Leary, Sissy Aydllett
NOES:	Ross Munro, Randy Krainiak

ITEM 7. BOARD APPOINTMENTS

- A. Jury Commission – Reappointment of Gale Perry
- B. Planning Board - It is necessary to update the following appointment terms to be in compliance with the Camden County Unified Development Ordinance Article 11.5.2, which states that terms shall run July 1 - June 30:

<u>Name</u>	<u>Term Expiration</u>
Nathan Lilley	June 30, 2025
Ray Albertson	June 30, 2025
George Tom White, Jr.	June 30, 2025
David Bundy	June 30, 2026
Steven Bradshaw	June 30, 2026
Wayne Roger Lambertson	June 30, 2026
Marshall Lee Powell	June 30, 2026

Motion to approve the Board Appointments as presented.

RESULT:	PASSED [5-0]
MOVER:	Sissy Aydlett
AYES:	Tiffney White, Ross Munro, Randy Krainiak, Troy Leary, Sissy Aydlett

South Camden Water & Sewer District Board of Directors

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

Public Comments – None

Consideration of the Agenda

Motion to approve the agenda as presented.

RESULT:	PASSED [5-0]
MOVER:	Troy Leary
AYES:	Tiffney White, Ross Munro, Randy Krainiak, Troy Leary, Sissy Aydlett

New Business

- A. Monthly Report – Erin Burke

South Camden Water & Sewer Board				
Monthly Work Order Statistics Report				
Period: September 2023				
	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water/Distribution	62	62	100%	0
Sewer/Collection	1	1	100%	0
Collections/Distribution				
Water line locates			5	
Sewer line locates			1	
Water & Sewer locates same ticket			47	
Hydrants tested			4	
New services installed			1	
Water Treatment				
Total water treated		17 403 336 gallons		
Daily average		580 111 gallons per day (80% of capacity)		
Current capacity		720 000 gallons per day		
Waste Water Treatment				
Facility	Gallons per day	Permitted Capacity		
South Mills WWTP	11 078 gallons per day	100 000 gallons per day (11% Capacity)		
Courthouse Area WWTP	25 207 gallons per day	50 000 gallons per day (50% Capacity)		
Ten work orders have been reviewed for accuracy.				

2023 High Service Pump Flows

Month	Monthly Total	Average Daily Use
January 2023	14,795,679	.477,280
February 2023	12,740,740	.455,026
March 2023	14,196,970	.457,967
April 2023	15,392,856	.513,095
May 2023	16,904,868	.545,318
June 2023	16,369,481	.545,649
July 2023	17,157,000	.553,452
August 2023	19,923,228	.642,685
September 2023	17,403,336	.580,111
October 2023		
November 2023		
December 2023		
Yearly Totals		

2023 SMWA USAGE

Date	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1	146,000	114,000	127,500		143,100	163,900	195,200	207,400	186,067
2	144,000	45,000	130,400		136,800	165,167	195,200	229,300	186,067
3	166,000	153,334	146,000	142,400	121,200	165,167	160,600	256,600	186,067
4	122,400	153,333	146,000	150,600	130,000	165,166	160,600	227,100	278,600
5	141,000	153,333	146,000	118,800	130,000	173,900	150,300	227,100	232,000
6	140,334	176,800	145,000	149,900	130,000	173,800	153,600	227,100	249,000
7	140,333	178,200	133,000	160,967	130,000	152,000	162,067	207,800	212,200
8	140,333	132,900	123,000	160,967	156,300	146,000	162,067	186,800	212,067
9	142,000	118,000	131,000	160,967	187,900	207,600	162,067	200,200	212,067
10	133,000	131,134	144,334	114,300	163,400	207,600	156,400	225,200	212,067
11	128,000	131,133	144,333	123,500	156,800	207,600	160,000	233,000	200,000
12	124,000	131,133	144,333	182,400	187,934	160,200	163,300	233,000	190,900
13	143,000	81,100	127,600	172,800	187,933	157,800	167,900	233,000	180,700
14	143,000	117,500	143,500	173,534	187,933	172,200	216,234	276,800	185,800
15	143,000	124,800	124,600	173,533	161,000	158,000	216,233	195,800	
16	149,000	125,800	112,400	173,533	146,500	184,667	216,233	215,800	
17	124,800	143,967	148,600	46,300	164,300	184,667	180,500	194,900	
18	132,100	143,967	148,600	162,700	129,900	184,667	163,700	233,267	190,100
19	137,200	143,966	148,600	163,300	129,900	159,300	185,900	233,267	203,400
20	134,634	124,900	133,400	164,800	129,900	151,500	188,800	233,267	196,100
21	134,633	133,700	146,800	171,400	129,900	171,816	230,400	205,800	166,300
22	134,633	180,000	149,500	171,400	173,000	134,000	230,400	309,800	207,167
23	139,400	104,450	117,500	171,400	149,200	163,433	230,400	203,800	207,167
24	88,400	104,450	155,634	138,200	177,000	163,433	173,700	204,800	207,167
25	165,000	104,450	155,633	222,200	149,000	163,433	210,700	248,200	178,700
26	94,000	104,450	155,633	134,700	143,467	170,700	211,200	248,200	217,200
27	150,800	137,100	134,500	143,000	143,467	165,600	221,600	248,199	178,900
28	150,800	116,000	135,200	106,967	143,466	139,300	263,567	222,900	153,800
29	150,800		123,800	106,966	221,300	158,700	263,567	225,500	167,654
30	175,900		125,600	106,966	136,600		263,567	244,300	167,653
31	69,800		123,000					189,700	

TOTAL	4,228,300	3,608,900	4,271,000	4,168,500	4,577,200	4,871,316	5,816,002	7,027,900	5,364,910
Average	136,397	128,889	137,774	148,875	152,573	167,976	193,867	226,706	198,700
Maximum	175,900	180,000	155,634	222,200	221,300	207,600	263,567	309,800	278,600

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										
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	3	1
Sept	96	100%	0%	95	1	82	10	4	8	0
Oct	84	100%	0%	84	0	110	8	7	5	1
Nov	76	100%	0%	76	0	76	5	8	6	2
Dec	86	100%	0%	86	0	73	1	4	5	0
2023										
Jan	87	100%	0%	87	0	106	12	6	0	0
Feb	73	100%	0%	72	1	59	7	17	0	3
March	74	100%	0%	74	0	92	1	2	5	4
April	80	100%	0%	80	0	68	2	2	0	2
May	89	100%	0%	88	1	204	3	7	0	2
June	90	100%	0%	87	3	20	1	3	0	1
July	65	100%	0%	64	1	54	3	17	0	0
August	57	100%	0%	57	0	91	10	10	0	0
Sept	63	100%	0%	62	1	5	1	47	0	1

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		
2021													
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
2022													
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
Sept	2,346	96	96	0	15,285,732	\$8,000.00	\$149,488.63	2,346	\$8,986.17	56	293,411	\$3,618.25	91
Oct	2,349	84	125	1	14,538,209	\$16,300.00	\$159,619.57	738,250	\$10,157.62	56	312,640	\$3,676.01	90
Nov	2,351	76	89	2	13,309,510	\$12,200.00	\$154,779.18	777,510	\$10,759.43	56	282,225	\$4,064.97	90
Dec	2,354	86	78	0	12,132,198	\$300.00	\$144,828.03	723,210	\$14,333.64	56	273,925	\$4,131.12	90
2023													
January	2,352	87	124	0	24,185,560	\$77,001.00	\$207,841.11	625,700	\$11,788.69	56	356,585	\$3,805.19	89
Feb	2,362	73	83	3	12,828,862	\$16,300.00	\$143,633.26	759,740	\$8,371.22	57	189,330	\$4,049.99	89
March	2,365	74	95	4	12,465,862	\$13,967.00	\$152,264.00	669,430	\$12,870.57	58	178,400	\$4,262.81	85
April	2,372	80	74	2	13,002,292	\$16,200.00	\$149,165.83	823,450	\$11,612.19	58	305,060	\$3,368.05	85
May	2,375	89	204	2	13,361,244	\$14,467.00	\$158,428.61	606,290	\$11,070.58	60	217,790	\$2,669.83	85
June	2,381	90	24	1	20,802,455	\$28,100.00	\$168,578.13	689,200	\$11,199.22	60	234,090	\$3,817.58	85
July	2,390	65	74	0	22,567,978	\$4,000.00	\$185,382.89	621,528	\$10,979.56	59	269,370	\$3,636.70	84
August	2,392	57	111	1	18,177,536	\$17,667.00	\$144,487.45	632,482	\$9,869.06	61	279,490	\$3,222.69	82
Sept	2,398	63	53	1	26,509,735	\$8,000.00	\$156,868.21	811,834	\$10,510.54	61	273,090	\$3,915.30	82

Motion to approve the monthly report as presented.

RESULT:	PASSED [5-0]
MOVER:	Tiffany White
AYES:	Tiffany White, Ross Munro, Randy Krainiak, Troy Leary, Sissy Aydlett

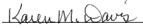
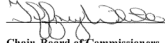

Motion to adjourn South Camden Water & Sewer Board of Directors.

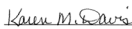
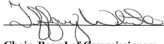

RESULT:	PASSED [5-0]
MOVER:	Tiffany White
AYES:	Tiffany White, Ross Munro, Randy Krainiak, Troy Leary, Sissy Aydlett

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

ITEM 8. CONSENT AGENDA

- A. BOC Meeting Minutes – October 10, 2023 Meeting Minutes on file in the Clerk to the Board’s office and the County website; incorporated herein by reference.
- B. Budget Amendments

2023-24-BA016			
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, 2024.			
Section 1. To amend the General Fund as follows:			
ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT INCREASE DECREASE	
Revenues			
10399400-439900	Fund Balance Appropriated	\$37,147	
52330610-439710	General Fund Contributions	37,147	
Expenses			
106900-591200	Social Services	37,147	
526100-502000	Salaries	26,672	
526100-505000	FICA	1,801	
526100-506000	Health Insurance	4,870	
526100-506200	Employer Paid Life	10	
526100-507000	Retirement	3,444	
526100-507100	401(k) Retirement	350	
This Budget Amendment is made to appropriate funds from Fund Balance Appropriated to Social Services contributions and into the Social Services salary funds for Medicaid Expansion.			
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 6 th day of November, 2023.			
			
Clerk to Board of Commissioners		Chair, Board of Commissioners	
			

2023-24-BA017			
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, 2024.			
Section 1. To amend the General Fund as follows:			
ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT INCREASE DECREASE	
Revenues			
10399400-439900	Fund Balance Appropriated	\$27,253	
Expenses			
104100-545023	Lobbyist	27,253	
This Budget Amendment is made to appropriate funds from Fund Balance Appropriated to increase the Lobbyist expense line.			
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 6 th day of November, 2023.			
			
Clerk to Board of Commissioners		Chair, Board of Commissioners	
			

C. Pickups, Releases & Refunds

NAME	REASON	NO.
Jane E. Sawyer Revocable Trust	Deferred Taxes - Pick up	Pick-up/23518
	\$276.32	R-154032-2022
		R-131914-2021
		R-125395-2020
LDM Debrito, LLC	Deferred Taxes - Pick up	Pick-up/23521
	\$1,108.18	R-127192-2020
		R-134634-2021
		R-156751-2022
		R-164272-2023
LDM Debrito, LLC	Deferred Taxes - Pick up	Pick-up/23522
	\$2,069.77	R-127191-2020
		R-134633-2021
		R-156750-2022
		R-164271-2023
Briarwood Forest Products	Roll Back Taxes on Lot B1 - Pick up	Pickup/23525
	\$223.57	R-123826-2020
		R-131209-2021
		R-153332-2022
		R-160829-2023
Lloyd Taylor McCoy	Turned in Plates - Refund	Pick-up/23528
	\$137.47	54234921
Thomas Jeffrey Schneider	Turned in Plates - Refund	Pick-up/23531
	\$381.83	73524178
Jacqueline Carr Crabtree	Turned in Plates - Refund	Pick-up/23532
	\$266.27	71798515
Morrissey Property Services	Turned in Plates - Refund	Pick-up/23534
	\$637.38	61577928
Leneaka Leshelle Spence	Turned in Plates - Refund	Pick-up/22667
	\$177.85	70564504
Jonathan Lindsay, Sr.	Leasehold deleted & added to this parcel	Pick-up/23526
	\$2,108.37	R-161718-2023
Jonathan Lindsay, Sr.	Deleted Leasehold & added to parent parcel	Pick-up/23527
	\$1,865.18	R-162437-2023

D. Refunds Over \$100

ACS Tax System 10/26/23 11:07:35		REFUNDS OVER \$100.00 Refunds to be Issued by Finance Office		CAMDEN COUNTY	Page 1
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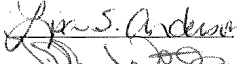
Refunds	Remit To:	Reference:	Drawer/Transaction Info:
391.30	BRIARWOOD FOREST PRODUCTS INC PO BOX 211 SOUTH MILLS NC 279760211	2023 R 01-7999-00-54-6880.0000 OVERPAID DEFERRED R160826/2023	20231024 99 276083
500.00	BRUMSEY AND BRUMSEY P.O. BOX 100 CURRITUCK, NC 27929	2023 R 02-8936-00-90-8005.0000 overpayment 107 cotton ct	20230928 1 275582
102.26	CAREY, GLENN ALAN JR PO BOX 211 SOUTH MILLS NC 27976	2023 R 01-7081-00-81-4060.0000 OVERPAYMENT ON DEFERRED	20231024 99 276085
136.10	JOHN AND KATHLEEN ZELSNACK TRU 201 RUN SWAMP ROAD CAMDEN NC 27921	2023 R 02-8936-00-91-4071.0000 VALUE CORRECTION R164115/2023	20231024 99 276082
1,129.66 Total Refunds			


Submitted by Lisa S. Anderson Date 10-26-23
 Lisa S. Anderson, Tax Administrator: Camden County

Approved by Tiffany White Date 11-6-23
 Tiffany White, Chair Camden County Board of Commissioners

E. Tax Collection Report

Tax Collection Report SEPTEMBER 2023						
Day	Amount	Amount	Name of Account	Deposits	Simplify - 23	PSN - 69
	\$	\$	\$	\$	\$	\$
1	53,954.23			53,954.23		
5	16,533.95					16,533.95
	137,730.68		Refund - \$53.94	137,730.68		
	8,200.00				8,200.00	
6	26,531.57			26,531.57		
	82,745.93			82,745.93		
7	63,874.61		Refund - \$1.10	63,874.61		
8	2,650.00				2,650.00	
	54,440.15			54,440.15		
11	45,602.72			45,602.72		
12	8,286.93		PSN - Refund - \$1.30			8,286.93
	22,610.76		Refund - \$0.50	22,610.76		
13	41,149.00		Refund - \$26.50	41,149.00		
14	43,151.59		Refund - \$0.66	43,151.59		
15	45,822.67		Refund - \$6.06	45,822.67		
18	27,644.57			27,644.57		
19	20,782.00				20,782.00	
	12,660.42		PSN - Refund - \$170.38			12,660.42
	9,315.76			9,315.76		
20	28,740.70			28,740.70		
21	12,304.35			12,304.35		
22	21,978.46				21,978.46	
	17,648.51			17,648.51		
25	923.48		PSN - Refund - \$0.12			923.48
	33,677.89			33,677.89		
26	4,349.00				4,349.00	
	11,482.09			11,482.09		
27	23,344.56		Refund - \$30.00	23,344.56		
28	15,964.86		Refund - \$500.00	15,964.86		
29	191.00				191.00	
	30,472.85			30,472.85		
	5,825.74		PSN - Refund - \$3.23			5,825.74
				-		
				-		
				-		
Totals Collections	\$ 930,591.03			\$ 828,210.05	\$ 58,150.46	\$ 44,230.52
Total Bank Deposits	\$ 930,591.03			\$ 930,591.03		
Land Transfer/PSN						
Refund	\$ (793.79)		PSN Check fees - \$41.80 - for info only, fees were paid to PSN			
Over	\$ -					
Short	\$ -					
Other adjustment	\$ -					
NET TOTAL	\$ 929,797.24					

Submitted by:  Date: 10-6-23

Approved by:  Date: 11-6-23

F. Vehicle Refunds Over \$100

REFUNDS OVER \$100.00

North Carolina Vehicle Tax System

NCVTS Pending Refund report

REFUNDS OVER \$100.00 SEPT, 23

Payer Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Addition	Levy	Change	Interest Charge	Total Change
ADAIR, JONATHAN ROCKWELL	ADAIR, JONATHAN ROCKWELL	HVANG, HAEUN	1213 RIVERSIDE AVE	APT 206	ELIZABETH CITY, NC 27909	Adjustment	0070507657	KDK9279	AUTHORIZED	193741672	Refund Generated due to adjustment on bill #0070507657-2022-	Military	09/26/2023	9/27/2023 12:45:23 PM	1843	Tax	(\$220.71)	\$0.00	(\$220.71)
BENTON, BENJAMIN WILSON III	BENTON, BENJAMIN WILSON III	307 HORSESHOE RD			SOUTH MILLS, NC 27076	Adjustment	0088473414	TLF1764	AUTHORIZED	192798612	Refund Generated due to adjustment on bill #0088473414-2022-	Military	09/07/2023	9/8/2023 9:52:19 AM	1843	Tax	(\$226.18)	\$0.00	(\$226.18)
HUNTER, CHRISTOPHER R RYAN	HUNTER, CHRISTOPHER R RYAN	197 FIDDING RIDGE RD			SOUTH MILLS, NC 27076	Adjustment	0072964737	JLM9963	AUTHORIZED	192721952	Refund Generated due to adjustment on bill #0072964737-2022-	Military	09/06/2023	9/8/2023 9:52:19 AM	1843	Tax	(\$103.97)	\$0.00	(\$103.97)
MANGLONA, ERICA ANN	MANGLONA, ERICA ANN	MANGLONA, ANTHONY JR	131 MILL RUN LOOP		SOUTH MILLS, NC 27076	Premotion	0066919148	JKE2448	AUTHORIZED	193377782	Refund Generated due to premotion on bill #0066919148-2022-	Tag Surrender	09/19/2023	9/22/2023 9:52:00 AM	1843	Tax	(\$107.13)	\$0.00	(\$107.13)
SPENCE, LINEAKA LESHELLE	SPENCE, LINEAKA LESHELLE	107 TURNERS LN			CAMDEN, NC 27021	Premotion	0070954604	KCT4875	AUTHORIZED	193741852	Refund Generated due to premotion on bill #0070954604-2022-	Tag Surrender	09/26/2023	9/27/2023 12:40:40 PM	1843	Tax	(\$176.83)	\$0.00	(\$176.83)

Submitted by Lisa S. Anderson Date 10-10-23
 Lisa S. Anderson, Tax Administrator Camden County

Approved by Tiffany White Date 11-6-23
 Tiffany White, Chair Camden County Board of Commissioners

G. JCPC Contractor Agreement

Independent Contractor Agreement

This Agreement entered into this 28th day of September, 2022, by and between the Camden County Manager ("Camden County"), and Rick Lige ("Contractor").

In consideration of their mutual promises made herein, and of other good and valuable consideration, the parties hereby agree as follows:

1. Scope of Work.

(a) Camden County engages the Contractor to furnish the work described in the Schedule attached to this Agreement at the times specified in the Schedule, and the Contractor agrees to furnish the work at the times specified in the Schedule.

(b) Contractor acknowledges that by prior knowledge and examination, Contractor understands the nature of the work, the environment, and the difficulties that may be incident to performing the Services.

(c) Contractor warrants that all Services under this Agreement shall be performed and completed in a safe, good and skillful manner by fully trained, skilled, competent and experienced personnel utilizing adequate equipment in good working order at all times.

(d) Contractor shall not employ in any work for Camden County any employee who is a minor or whose employment violates any labor, employment or other applicable laws.

2. Price and Payment.

Camden County agrees to pay the Contractor in accordance with the price and payment terms set forth in the Schedule attached to this Agreement, and the Contractor agrees to accept such amounts as full payment for its work and to sign such waivers of lien, affidavits and receipts as Camden County shall request in order to acknowledge payment.

3. Independent Contractor Relationship.

The Contractor is and at all times shall conduct itself as an independent contractor, and Contractor is not and shall not be considered or hold itself out or act as an employee, servant, agent, partner, or party in a joint venture with Camden County. Camden County shall determine the work to be done by the Contractor, but the Contractor shall determine the means by which to accomplish the work specified by Camden County. Camden County is

not responsible for withholding, and shall not withhold, FICA or taxes of any kind from any, payments that it owes the Contractor. Neither the Contractor nor its employees shall be entitled to receive any benefits which employees of Camden County are entitled to receive and shall not be entitled to workers' compensation, unemployment compensation, medical insurance, life insurance, paid vacations, paid holidays, pension, profit sharing, or Social Security on account of their work for Camden County.

4. Term.

This Agreement is effective as of the date signed by both parties and shall continue in effect for a period of time specified to complete the project that is the subject of this Agreement and not to exceed the next ensuing June 30th, or until cancelled by either party upon not less than thirty (30) days written notice to the other party.

5. Miscellaneous.

(a) If any terms of this Agreement shall be declared invalid, illegal or unenforceable for any reason or in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions hereof and this Agreement shall be construed as if such provision had never been contained herein.

(b) This agreement constitutes the entire agreement between the parties and supersedes any prior agreement between the parties.


(c) This Agreement may be amended only by a written instrument signed by both parties' contracting authority.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

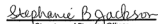
Camden County Manager

Contractor

By: 
County Manager

By: 
Title: Teen Court Advisor

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


Signature of Fiscal Officer

SCHEDULE TO INDEPENDENT CONTRACTOR AGREEMENT

A. SERVICES AND SCOPE OF WORK:

1. Description of Services, Materials and Other Items Supplied by Contractor:
Serve as advisor for teen court program. Recruit and train student volunteers. Oversee trials as they occur. Minimum of one meeting per month with student volunteers.

2. Geographic Areas:
Camden County, North Carolina

B. PRICE OR RATES AND PAYMENT TERMS FOR SERVICES:

\$750

C. ADDITIONAL PROVISIONS:

H. Records Retention: Program Records Schedule

Program 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 Program Records Schedule: Local Government Agencies:

10. Airport Authority Records
11. Animal Services Records
12. Code Enforcement and Inspection Records
13. Emergency Medical Services and Fire Department Records
14. Parks and Recreation Records
15. Planning and Regulation of Development Records
16. Public Housing Authorities, Redevelopment Commissions, and Entitlement Communities Records
17. Public Transportation Systems Records
18. Public Utilities and Environmental/Waste Management Records
19. Street Maintenance, Public Works, and Engineering Records
20. Law Enforcement Records (excluding Sheriff's Office)
21. Tax Records (for municipalities)

In accordance with the provisions of Chapters 221 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.

Destructions

N.C. Gen. Stat. § 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 within cannot be practically 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 to the data and metadata may not be practically 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 practically read or reconstructed.

2021 Program Records Schedule: Local Government Agencies

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, N.C. Gen. Stat. § 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, often the original, that is designated as the official copy for reference and preservation."¹ The record copy is the one whose retention and disposition is mandated by these schedules; all additional copies are considered reference or excess 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

¹ Society of American Archivists, Dictionary of Archives Terminology.

2021 Program Records Schedule: Local Government Agencies

<p>media platforms). Appropriately retaining record copies and disposing of reference copies requires agencies to designate clearly what position or office is required to maintain an official record for the duration of its designated retention period.</p> <p>Transitory Records Transitory records are defined as "record[s] that [have] little or no documentary or evidential value and that need not be set aside for future use."¹</p> <p>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 DANC's records analyst.</p> <p>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, "while 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 received.</p> <p>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:</p> <ul style="list-style-type: none"> • 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 memos; and • Drafts and working papers for presentations, workshops, and other explanations of agency policy that is already formally documented. <p>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.</p> <p>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. These schedules supersede previous versions of these schedules and any localized amendments; they are to remain in effect from the date of approval until they are reviewed and updated.</p> <p>¹ Ibid.</p> <p>2021 Program Records Schedule: Local Government Agencies iii</p>	<p style="text-align: center;">APPROVAL RECOMMENDED</p> <p><i>Karen M. Davis</i> Municipal/County Clerk or Manager Title: <u>County Clerk</u></p> <p><i>Sarah E. Koonits</i> Sarah E. Koonits, Director Division of Archives and Records</p> <p style="text-align: center;">APPROVED</p> <p><i>[Signature]</i> Head of Governing Body</p> <p><i>[Signature]</i> D. Reid Wilson, Secretary Department of Natural and Cultural Resources</p> <p>County/Municipality: <u>County of Camden</u></p> <p style="text-align: center;">Effective: October 1, 2021</p> <p>2021 Program Records Schedule: Local Government Agencies iv</p>
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Motion to approve the Consent Agenda as presented.

RESULT:	PASSED [5-0]
MOVER:	Troy Leary
AYES:	Tiffany White, Ross Munro, Randy Krainiak, Troy Leary, Sissy Aydllett

ITEM 9. COUNTY MANAGER'S REPORT

County Manager Erin Burke included the following in her report:

- Attended the following meetings:
 - Minister's Advisory Council
 - Tourism Development Authority
 - High School Steering Committee
 - EMS Board
 - Jail Board
 - Public Safety
 - JCPC Board
- EMS Leadership & Technical Interviews
- Broadband webinar and meeting with DIT Representative Jeff Brooks to discuss upcoming broadband grant opportunities.
- 343 South Widening Project Leadership Meeting
- Currituck Chamber of Commerce Economic Summit Meeting
- Strategic Planning Initiative
- Dismal Day
- Treasure Point PARTF Inspection Meeting
- North Carolina City & County Managers Fall Meeting – ECU
- ARHS State of Health Summit
- Tax & Water Departments Relocation
- Administration & Planning Renovation
- Halloween Trick-or-Treat Event
- Strategic Plan Initiative

ITEM 10. COMMISSIONERS' REPORTS

Commissioner Aydlett

- EMS Director Interviews
- Elected to NCACC Board of Directors
- ARHS Health Summit
- Halloween Event – Appreciation to staff

Chair White

- ARHS Health Summit
- Albemarle Regional Health Event

Manager Burke noted that the Tax & Water Departments have moved to their new location in the Camden Medical Park. A night deposit box is available for after-hours payments.

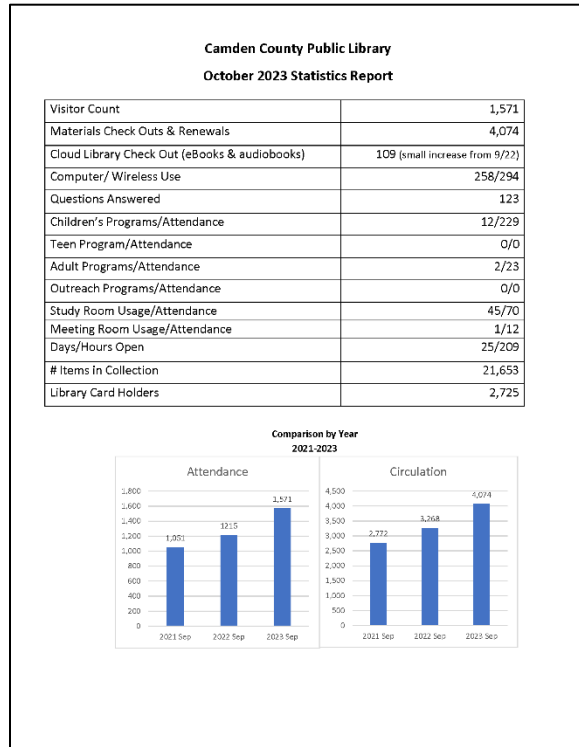
ITEM 11. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

A. Register of Deeds Report

Camden County Register of Deeds: Tammie Krauss September 2023 Daily Deposit										
DATE	NC CHILDREN'S TRUST	NC DOM. VIO. FUND	STATE REV. STAMPS	COUNTY REV. STAMPS	RETIREMENT	AUTO FUND	STATE TREASURY	ROD GENERAL	TOTAL	
9/1/2023	\$ 10.00	\$ 60.00	\$ 1,157.87	\$ 1,205.13	\$ 9.14	\$ 48.24	\$ 68.20	\$ 413.42	\$	2,972.00
9/5/2023	\$ -	\$ -	\$ -	\$ -	\$ 2.28	\$ 13.01	\$ 24.80	\$ 111.91	\$	152.00
9/6/2023	\$ -	\$ -	\$ 185.22	\$ 192.78	\$ 1.66	\$ 10.20	\$ 12.40	\$ 86.54	\$	488.80
9/7/2023	\$ 5.00	\$ 30.00	\$ 259.70	\$ 270.30	\$ 2.96	\$ 14.59	\$ 18.60	\$ 126.05	\$	727.20
9/8/2023	\$ -	\$ -	\$ -	\$ -	\$ 0.71	\$ 4.01	\$ 6.20	\$ 36.08	\$	47.00
9/11/2023	\$ 5.00	\$ 30.00	\$ 490.00	\$ 510.00	\$ 6.98	\$ 39.66	\$ 37.20	\$ 346.56	\$	1,465.40
9/12/2023	\$ -	\$ -	\$ -	\$ -	\$ 0.46	\$ 3.03	\$ -	\$ 27.11	\$	30.60
9/13/2023	\$ -	\$ -	\$ 754.60	\$ 785.40	\$ 4.96	\$ 30.99	\$ 31.00	\$ 263.25	\$	1,870.20
9/14/2023	\$ -	\$ -	\$ -	\$ -	\$ 0.96	\$ 6.20	\$ 6.20	\$ 50.64	\$	64.00
9/15/2023	\$ 5.00	\$ 30.00	\$ 1,644.93	\$ 1,712.07	\$ 5.31	\$ 27.44	\$ 49.60	\$ 236.65	\$	3,711.00
9/18/2023	\$ -	\$ -	\$ 169.54	\$ 176.46	\$ 7.58	\$ 47.46	\$ 24.80	\$ 425.16	\$	851.00
9/19/2023	\$ -	\$ -	\$ -	\$ -	\$ 1.25	\$ 7.58	\$ 6.20	\$ 67.57	\$	83.00
9/20/2023	\$ -	\$ -	\$ 1,905.61	\$ 1,983.39	\$ 6.36	\$ 38.76	\$ 55.80	\$ 323.08	\$	4,313.00
9/21/2023	\$ -	\$ -	\$ -	\$ -	\$ 0.18	\$ 1.21	\$ -	\$ 10.81	\$	12.20
9/22/2023	\$ 5.00	\$ 30.00	\$ -	\$ -	\$ 3.24	\$ 17.06	\$ 12.40	\$ 148.30	\$	216.00
9/25/2023	\$ -	\$ -	\$ 420.91	\$ 438.09	\$ 5.34	\$ 32.79	\$ 43.40	\$ 274.47	\$	1,215.00
9/26/2023	\$ -	\$ -	\$ 4.90	\$ 5.10	\$ 2.54	\$ 14.68	\$ 24.80	\$ 126.98	\$	179.00
9/27/2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	0.00
9/28/2023	\$ 15.00	\$ 90.00	\$ 14.21	\$ 14.79	\$ 4.04	\$ 14.14	\$ 18.60	\$ 127.22	\$	298.00
9/29/2023	\$ 5.00	\$ 30.00	\$ -	\$ -	\$ 1.13	\$ 3.89	\$ -	\$ 34.98	\$	75.00
									\$	-
										0.00
										0.00
									\$	-
TOTAL	\$ 50.00	\$ 300.00	\$ 7,007.49	\$ 7,293.51	\$ 67.08	\$ 374.94	\$ 440.20	\$ 3,237.18	\$	18,770.40

Ledger Report Fee Distribution TAMMIE KRAUSS, REGISTER OF DEEDS Camden, NC Date Range From Friday, September 01, 2023 to Saturday, September 30, 2023	
Name	Amount
NC Children's Trust Fund	\$50.00
NC Domestic Violence Fund	\$300.00
State Revenue Stamp	\$7,007.49
County Revenue Stamp	\$7,293.51
Land Transfer Fee	\$0.00
Floodplain Map Fund	\$0.00
Supplemental Retirement	\$67.08
ROD Automation Fund	\$374.94
Dept Of Cultural Resources	\$0.00
Vital Records Fund	\$0.00
State General Fund	\$0.00
State Treasurer Amount	\$440.20
ROD General Fund	\$3,237.18
Total Distribution For Period	\$18,770.40
Cash Total	\$611.80
Check Total	\$4,626.60
Pay Account Total	\$481.00
ACH Total	\$13,051.00
Escrow Account Total	\$0.00
Overpayment Total	\$0.00
Total Deposit For Period	\$18,770.40

B. Library Report



C. New High School Project Status Report

PROJECT STATUS REPORT: NOVEMBER 2023
New Camden County High School
Camden County, NC

M. B. Kahn has prepared this Monthly Project Status Report to provide the Camden County Board of Education and Board of Commissioners an update regarding the New Camden County High School project. This report is intended to show the progress made on the project to date and prepare you for the "next steps" as we continue moving forward.

PROJECT STAKEHOLDERS:

Camden County Board of Commissioners
 Tiffany White, Chair
 Ross Munro, Vice Chair
 Stacy Aydtlett, Commissioner
 Randy Kratnick, Commissioner
 Troy Leary, Commissioner
Camden County Manager
 Erin Burke, County Manager

Camden County Board of Education
 Dr. Jason Banks, Chair
 Chris Parcell, Vice Chair
 Kevin Heath, Board Member
 Magen O'Neal, Board Member
 Christian Overton, Board Member
Camden County Schools Superintendent
 Dr. Michael Bracy, Superintendent

PROJECT STATUS SUMMARY:

During the month of October, the Design-Build team, M. B. Kahn and Moreley Architects continued in the design development phase of the project. Input received during the programming meetings held in October are being incorporated into the design. A follow-up meeting will be scheduled during the month of December.

The Phase 1 ESA was approved by USDA. A proposal for the updates to the Environmental Assessment was provided to the County and it is anticipated these efforts will take approximately 45 days.

A steering committee meeting was held on October 10th, 2023 to update representatives from the Board of Commissioners, Board of Education, and County and District staff. The next steering committee meeting is scheduled for Tuesday, December 12th, 2023 at 3:30pm (virtual).

Over the next month, the team will continue with the design phase and with preparing necessary documentation for the USDA loan. The FAR has been completed and submitted to the USDA.

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PROJECT STATUS REPORT: NOVEMBER 2023
New Camden County High School
Camden County, NC

PROJECT MILESTONES:

Milestone	Progress
Programming and Planning	100%
Design Phase	40%
• Conceptual / Schematic Design	100%
• Design Development	75%
↳ Progress Estimate – anticipated in November 2023	
• Construction Documents	0%
↳ 90% Estimate – anticipated in March 2024	
Procurement	0%
Construction Phase	0%

PROJECT FINANCIAL STATUS:

Funding Source:	NC MATCH Grant	USDA Loan	Total Project
Budget:	\$50,000,000	\$30,000,000	\$80,000,000
Billed to Date:	\$3,876,205	\$0.00	\$3,876,205
Remaining Budget:	\$46,123,795	\$30,000,000	\$76,123,795

NEXT STEPS:

- Continue the design development phase (follow-up programming meeting TBD)
- Steering committee meeting on Tuesday, December 12, 2023 at 3:30pm (virtual)
- Complete the Environmental Assessment (EA) Updates
- Continue preparing and submitting documentation for the USDA loan
- Continue developing procurement documents and information

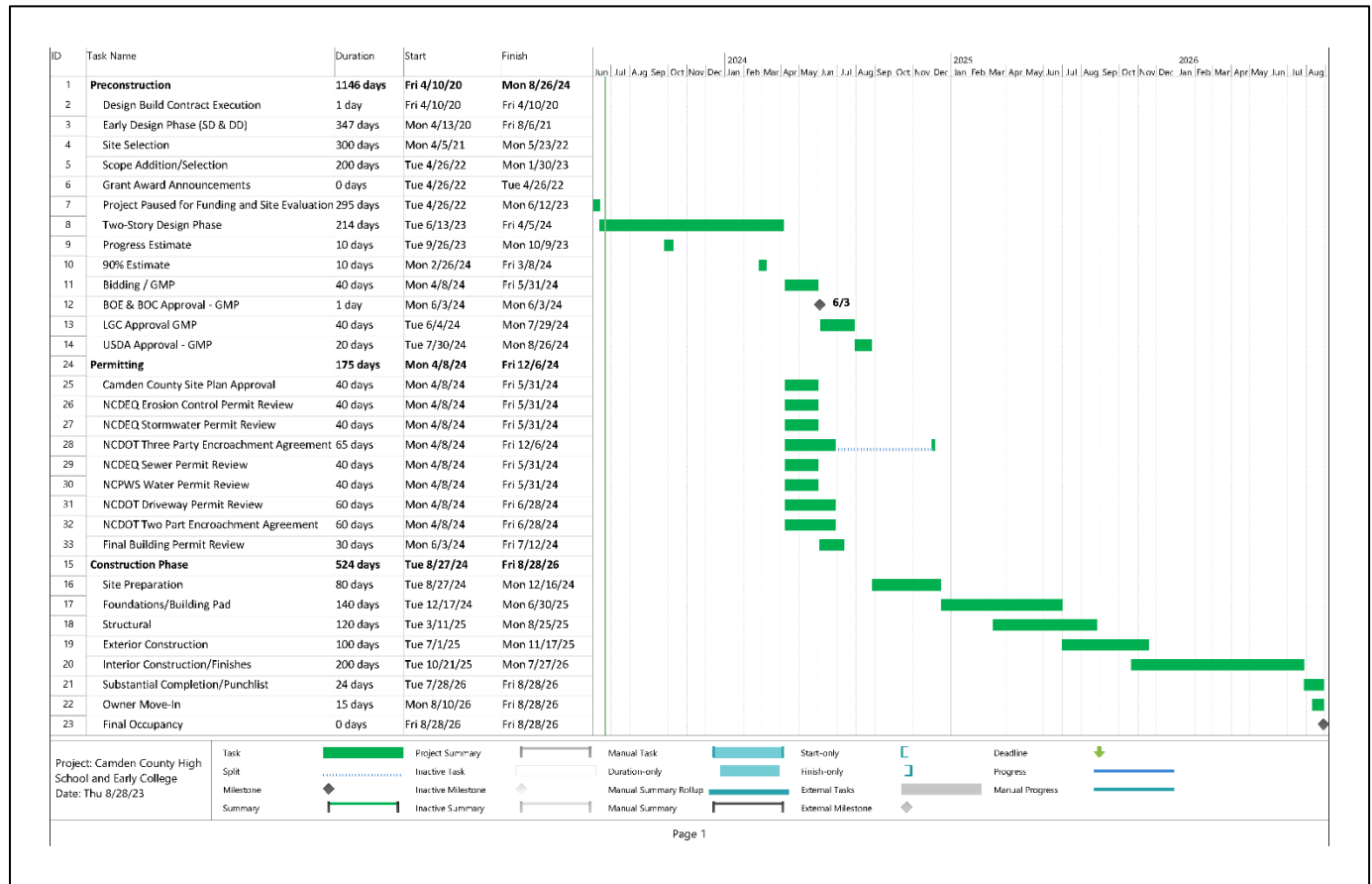
PROJECT PHOTOS:

See the Project Website: <https://www.ccshsproject.com/>

ATTACHMENTS:

- Management Schedule

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ITEM 12. OTHER MATTERS

None.

ITEM 13. ADJOURN

There being no further matters for discussion Chair White adjourned the meeting at 8:01 PM.