Camden County Board of Commissioners
BOC - Regular Meeting
April 3, 2017
7:00 PM
Historic Courtroom, Courthouse Complex
Camden, North Carolina

MINUTES
The regular meeting of the Camden County Board of Commissioners was held on April 03, 2017 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

WELCOME & CALL TO ORDER

BOC Members Present:

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Title</th>
<th>Status</th>
<th>Arrived</th>
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<tbody>
<tr>
<td>Garry Meiggs</td>
<td>Vice Chairman</td>
<td>Present</td>
<td>6:00 PM</td>
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<tr>
<td>Clayton Riggs</td>
<td>Chairman</td>
<td>Present</td>
<td>6:00 PM</td>
</tr>
<tr>
<td>Tom White</td>
<td>Commissioner</td>
<td>Present</td>
<td>6:00 PM</td>
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<tr>
<td>Randy Krainiak</td>
<td>Commissioner</td>
<td>Present</td>
<td>6:00 PM</td>
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<tr>
<td>Ross Munro</td>
<td>Commissioner</td>
<td>Late</td>
<td>6:15 PM</td>
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Staff Members Present:

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<tr>
<th>Attendee Name</th>
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<tbody>
<tr>
<td>Michael Brillhart</td>
<td>County Manager</td>
<td>Present</td>
<td>6:00 PM</td>
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<tr>
<td>Stephanie Humphries</td>
<td>Finance Officer</td>
<td>Present</td>
<td>6:50 PM</td>
</tr>
<tr>
<td>Amy Barnett</td>
<td>Assistant Clerk to the Board</td>
<td>Present</td>
<td>6:00 PM</td>
</tr>
<tr>
<td>John Morrison</td>
<td>County Attorney</td>
<td>Present</td>
<td>6:00 PM</td>
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Other Staff Members Present:

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Address</th>
<th>Representing</th>
<th>Agenda Section/Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donna Stewart, DSWC Director</td>
<td>2356 Highway 17 N. South Mills, NC 27976</td>
<td>Dismal Swamp Welcome Center</td>
<td>Presentation 3.C., New Business 6.G.</td>
</tr>
<tr>
<td>Danielle Barco, Camden NCCES</td>
<td>117 NC Hwy 343 N. Camden, NC 27921</td>
<td>Camden County 4-H</td>
<td>Presentations 3.D.</td>
</tr>
<tr>
<td>Lisa Anderson, Tax Administrator</td>
<td>117 NC Hwy 343 N. Camden, NC 27921</td>
<td>Camden County Tax Department</td>
<td>New Business 6.C., D., E.</td>
</tr>
<tr>
<td>Christy Edwards, JCPC Coordinator</td>
<td>117 NC Hwy 343 N. Camden, NC 27921</td>
<td>Camden County JCPC</td>
<td>New Business 6.F.</td>
</tr>
</tbody>
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Others Present:

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<tbody>
<tr>
<td>Dean Mattix</td>
<td>YMCA</td>
<td>Presentations 3.B.</td>
</tr>
<tr>
<td>Mark Bissell, PE</td>
<td>Bissell Professional Group</td>
<td>Public Hearing 5.A.</td>
</tr>
<tr>
<td>Battle Betts</td>
<td>Albemarle Regional Health Services</td>
<td>New Business 6.A.</td>
</tr>
<tr>
<td>Alex Leary</td>
<td>Friends of the Camden Museum</td>
<td>New Business 6.B.</td>
</tr>
<tr>
<td>Brian Forehand</td>
<td>Friends of the Camden Museum</td>
<td>New Business 6.B.</td>
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CLOSED SESSION

Closed session purpose: discuss location of local business in Camden County, discuss purchase of real property, and to discuss public employee. Clerk and County Manager to be excused prior to discussion of public employee, board will confer with attorney.

Commissioner Ross Munro was absent for the vote to go into closed session. Commissioner Munro arrived at approximately 6:15 PM during the Closed Session.

Motion to go into Closed Session

RESULT: PASSED [UNANIMOUS]
MOVED: Garry Meiggs, Vice Chairman
AYES: Meiggs, Riggs, White, Krainiak
ABSENT: Munro

Motion to come out of Closed Session

RESULT: PASSED [UNANIMOUS]
MOVED: Garry Meiggs, Vice Chairman
AYES: Meiggs, Riggs, White, Krainiak, Munro
ABSENT: 

OPEN SESSION: RECONVENED BOC AT 7:00 PM

INVOCATION & PLEDGE OF ALLEGIANCE

Commissioner Randy Krainiak

PUBLIC COMMENTS

NONE.
CONSIDERATION OF AGENDA

Motion to Approve Agenda As Presented

RESULT: PASSED [UNANIMOUS]
MOVER: Tom White, Commissioner
AYES: Meiggs, Riggs, White, Krainiak, Munro

PRESENTATIONS

Item 3.A. Gwen Wescott - Proclamation of Service Recognition as Camden Seniors Tar Heel Legislature Delegate

Chairman Clayton Riggs read Resolution 2017-04-02, a Resolution of Recognition recognizing Ms. Gwen Wescott and her 18 years of dedicated service to the County of Camden as the Senior Tar Heel Legislature Delegate, and then presented Ms. Wescott with a framed certificate of appreciation. A brief photo op followed.

Item 3.B. Presentation - Dean Mattix, Dist VP, YMCA South Hampton Roads

Mr. Dean Mattix, the District Vice President of the YMCA in Northeastern NC, made a presentation regarding the YMCA and the services offered to the community. Mr. Mattix serves as District VP serving the 3 YMCAs in this region: Currituck, Pasquotank, and the Outer Banks.

- YMCA is here to be a catalyst in the community
- Out of about 2800 households in Camden County, 12.5% are involved in the YMCA
- National average membership is about 10%
- The YMCA partners with other organizations
  - Camden County Schools - All Kids Swim program
    - Prevent drownings by teaching kids to swim
    - CDC says there are 3 ways to prevent water related accidents
      - Fencing around waterways and water features
      - Life jackets
        - Due to so much water in and around this part of NE NC, fencing around all water ways and features is not feasible, nor is placing a life jacket on a child every time they go out to play because there is a water filled ditch nearby
      - Learn to swim
        - This is the #1 way to prevent drowning
• Kindergarteners are given 2 weeks of swim lessons at no cost to families to teach them:
  • To swim
  • Water safety basics
  • How life jackets work in relation to boat safety through experiencing a small craft flip so they can see first hand how a life jacket is going to support them
  • Taught to turn and look towards side of pool or towards shore if swimming in a river or other water feature
    o Often drowning can be prevented by alleviating the panic response by looking to see how close you are.
    o This prevents drowning by showing how close they are to side of pool or shore so they simply just swim till they can either reach side of pool or till they can touch bottom of river / waterway and/or reach shore.
    o On the High School level, there is a High School Swim Team
  • Advocates other methods of prevention
    o Fencing around water features / pools
    o Life Jackets
  • YMCA Invests in Community by
    o Offering $300,000 annually in scholarships for children whose families could not otherwise afford the services of the YMCA

Item 3.C. Presentation - TDA Update - Donna Stewart

Donna Stewart, Director of the Dismal Swamp Welcome Center, provided the Board with an update regarding the Tourism Development Authority’s activities.

• With the continued sponsorship of Academi, a hand out map has been re-produced. This is the 2nd printing of this map, the first being during calendar year 2014. The map features the main roadways in Camden County as well as blow ups of South Mills and of the Camden core village area. On the reverse of the map is a list of tourist interests / destinations which include historic sites, locations of public services, places to dine, shopping, and so on.
• TDA is seeking to place 2 new pedestal signs, one to be located at the Dismal Swamp Canal trail near Culpepper Loche, and also one at the Camden Heritage Museum
  o For the one near Culpepper Loche, there will be loche stones placed as well
  o Signs will have interpretive panels featuring historical information
  o Funds are available in the TDA budget, and TDA is asking for permission to locate these on Camden property.
• Paddle for the Border, an annual event, is scheduled for May 6, 2017. This is the 14th year this event has taken place.
Motion to approve the request to locate the signage and loche stones on Camden County property

RESULT: PASSED [UNANIMOUS]
MOVER: Tom White, Commissioner
AYES: Meiggs, Riggs, White, Krainiak, Munro

Item 3.D. Presentation - NC Cooperative Extension & 4H Accomplishments

Danielle Barco gave a presentation regarding NC Cooperative Extension 4H and Accomplishments of the Youth. Ms. Barco shared the accomplishments of the youth, the volunteers, and Friends of 4H.

- 2016 Friends of Camden 4H Award - Charles Jones of BoyScout Troop 158 and his peers spent many hours at Treasure Point 4H camp clearing debris and creating additional camping space so that other youth organizations may utilize the property as well.
- 2016 4H Leadership Award - Ashton Overton ran for and was elected the NC Vice President of 4H. He took office at the end of July 2016 at the end of the NC 4H Congress. Ashton is the first district officer from Camden County since 2008.
- 4H Shooting Sports Club
  - 18 youth competed in August 2016 in the Eastern Regional 4H Shooting Sports Tournament in Columbia NC
    - The following won awards:
      - Bo Smith won Bronze medal in Junior Division
      - Wyatt Rhodes also won Bronze medal in Junior Division
      - Bo Smith, Joseph Higgins, Matthew Meads, and Wyatt Rhoads all qualified for state competition in the Junior Division.
      - Bladen Harnley won Bronze medal in Senior Division
      - Sarah Margaret Andrews won 2 Gold medals in Senior Division
      - Cody Copeland, Bladen Harnely, and Sarah Andrews qualified for state competition in the Senior Division
      - Sarah Margaret Andrews also qualified for the NC 4H Muzzle Loading Team
        - Will be travelling to Grand Island, NE in late June of 2017 to compete in the National 4H Shooting Sports Tournament
        - Sarah is the first Camden County 4H'r to achieve this
        - A "Fun Shoot" is planned as a fund raiser to support Sarah on her trip
          - Fun Shoot is scheduled for May 6, 2017 from 10AM - 3PM in Newland NC where the Shooting Sports Club currently practices. Contact Camden NCCES for more details.
Recognized Mary Catherine Owens, who started 4H in the 5th Grade and has stayed with the program through graduation of high school and now volunteers with 4H.

• 2016 4H'er of the Year - Ashton Overton
• 2016 4H Club of the Year - Camden County Shooting Sports Club. Mike Copeland and other leaders of the team recognized for their outstanding volunteer work in leading the youth of this club.
• 2016 4H Volunteer of the Year - Mr. Ellie White
• NE NC Volunteer of the Year - Jennifer Perry, of Old Trap, and Pasquotank County 4H alumni, was awarded the 2016 NE District Volunteer of the Year award at the NC 4H Volunteer Leaders Conference in Raleigh NC this past February (2017). Ms. Perry has been working with the 4H livestock judging team which is run from Camden County and serves the 4 county area.

• There will be a Livestock Show on April 25 and 26, 2017. Contact the Camden County NCCES for more details.
• Contributions to support Sarah Margaret Andrews on her trip to Nebraska may be given to the Camden County Cooperative Extension Service. Checks may be made out to Camden County 4H.

OLD BUSINESS

Item 4.A. Dan Porter - Update on Solar Farm Moratorium

Dan Porter gave a brief update regarding solar farms and the research the Board asked for.

• Looked into some items from a previous meeting
• Big issues were hazardous materials, carbon footprint solar farms could pose, natural habitats, forests, etc.
• Local issues are:
  o Location
  o Visibility
  o Reduction of farm land due to taking land out of farm use
  o Taxes and Jobs Created
  o Connection to the grid
  o Effect on the Comprehensive Plan
  o Decommissioning plan
• Currently researching how other counties handle solar farms in their ordinances
• Will develop a comparison between our neighboring counties and also the model template from the state
• Will develop a set of recommendations related to location, visibility, and its relationship with our Comprehensive Plan
• Recommendations will go to the Planning Board on 4-19-17, and then will bring their recommendations before the Board of Commissioners at a Public Hearing which is scheduled for May 15, 2017

Mr. Porter asked if the Board had any questions of him. The Board had no questions.

PUBLIC HEARINGS

Item 5.A. Public Hearing - Preliminary Plat Mill Run - Common Open Space Subdivision

Motion to go into Public Hearing

RESULT: PASSED [UNANIMOUS]
MOVER: Tom White, Commissioner
AYES: Meiggs, Riggs, White, Krainiak, Munro

Before any testimony could be given in regards to this Public Hearing, the following persons were sworn in by the Assistant Clerk to the Board:
• Dan Porter
• Dave Parks
• Mark Bissell
• Gary Dunstan

Dan Porter described this application for Special Use Permit for Mill Run Common Open Space Subdivision:
• Property is located at the corner of Sharon Church Road and Keeter Barn Road
• Property was rezoned from R-3-2 to R-3-1 by the Board of Commissioners in June 2015
• Was subject to a sketch plan and a yield plan for a conservation subdivision which was approved on September 8, 2015
• Applicant is Harbinger Land & Timber Co, represented by Bissell Professional Group - Mark Bissell, PE, the engineer for the applicant, who is Gary Dunstan of Harbinger Land & Timber

Mr. Porter showed a map of the proposed location of this subdivision. The subdivision is made up of 2 parcels both of which cross Sharon Church Rd.
At this time, Mr. Porter introduced Mr. Mark Bissell.

Mr. Bissell provided the following information:

- Sketch Plan was approved about 1.5 years ago by the Board of Commissioners.
- Plan before the Board now is almost exactly the same as the Sketch Plan, very little difference.
- Location is ideal for an open space subdivision in that it provides a higher level of design.
- All the lots front interior streets, none front the highway.
- All lots back up to open space.
- Street curvature allows for preservation of a lot of open space.
- Wooded area on other side of Sharon Church Road can become a park area.
- Will include a network of walking trails.
- Consistent with the CAMA Land Use Plan and the 2035 Comprehensive Plan.
- All of the lots have been approved by the Health Department for Septic Systems.
- All of the State permits are in place.
- Have completed the County's stormwater design and review process.
- Army Corps of Engineers has determined there are no wetlands on the property.
- Water Supply Situation with regard to Hydrants:
  - State changed application form last year and added 2 new questions:
    - "Is the project designed for fire protection?"
      - Project is designed for fire protection.
    - "Is the water system designed for fire protection?"
      - Only the water provider can answer 2nd question.
      - There are some areas within the South Mills Water Association's jurisdiction that are not designed for fire protection, so SMWA Board of Directors has declined answering the 2nd question in the affirmative on the application.

Commissioner Riggs asked if Mr. Bissell had spoken with the SMWA in the last 30 days, due to a current moratorium on new subdivisions due to water supply issues. Mr. Bissell stated he had and that they had their approval for water well before the moratorium went into effect.

Commissioner White asked for clarification regarding the public safety question which was marked both yes and no as far as endangering public health welfare and safety. Mr. Bissell stated that the actual answer to the question is that no, the development will not endanger the public health, welfare, or safety because there are hydrants planned for the development. The hydrants are flushing hydrants. The actual hydrants are no different than regular fire hydrants except in name. Due to SMWA declining to answer the 2nd new question in the affirmative, the state will not allow 'fire' hydrants, but will allow 'flushing' hydrants. The Camden Fire Department has approved the plans, and has stated that the flushing hydrants will provide the same benefits as fire hydrants, both in terms of protection and in terms of fire insurance ratings for residents.
However, since SMWA won't answer yes on the application, in order to get the approval from the state for 'fire' hydrants, they had to be called 'flushing' hydrants on the plans. So the question of public safety has been answered as both yes and no for this reason.

Mr. Bissell added the following information:

- The subdivision plan meets the requirements of the Unified Development Ordinance
- Does not exceed public facilities with the exception of the schools - the High School is over capacity
- The subdivision is in harmony with the surrounding area
- Planning Board has recommended approval, so is asking for approval from the Board of Commissioners as well.

At this time, Chairman Clayton Riggs asked if there were any questions from the Board for Mr. Bissell. Hearing none, Mr. Dan Porter came back to the podium.

Mr. Porter stated that the information in the Board Packet relating to this public hearing needed to be accepted into evidence.

Commissioner Tom White made a motion to accept the Staff Report and all supporting documents as well as copies of the actual plat itself as evidence for this public hearing. The motion passed with Chairman Clayton Riggs, Vice Chairman Tom White, Commissioners Garry Meiggs, Randy Krainiak, and Ross Munro voting aye; none voting no; none absent; and none not voting.

County Attorney John Morrison asked Mr. Porter if he concurred with Mr. Bissell's statements regarding meeting the requirements of the UDO. Mr. Porter stated he would address that in his report, and then he read through the Staff Report / Findings of Facts as incorporated herein below:

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**STAFF REPORT**

UDO 2015-06-07, Special Use Permit
Preliminary Plat Mill Run - Common Open
Space Major Subdivision

**PROJECT INFORMATION**

File Reference: UDO 2015-06-07
Project Name: Mill Run
PIN(s): 01-7090-00-07-6888-0000 and 01-7090-00-17-0117-0000
Applicant: Harbinger Land & Timber LLC & Assorted Development Corp - Gary Dunstan
Address: PO Box 4
Harbinger, NC 27941
Phone: (252) 202-1100
Email:
Agent for Applicant: Bissell Professional Group
Mark Bissell
Address: 3512 N. Croatan Hwy
Phone: (252) 261-1760
Email:

Current Owner of Record: Same as applicant

Application Received: 12/21/16
By: David Parks, Permit Officer

Application Fee Paid: $9,000 Check#1243

Completeness of Application: Application is generally complete

Documents received upon filing of application or otherwise included:
A. Land Use Application
B. Preliminary Plat (7 copies)
C. Construction Drawings (2 copies)
D. Perc Tests (45) from Albemarle Regional Health Services
E. Army COE Wetland Determination
F. DENR Stormwater Permit SW7170101
G. DENR E&S Control Plan No. Camde-2017-001
H. Approval letter for Drainage Plan
I. Technical Review Committee inputs

Meeting Dates:

Technical Review: February 1, 2017
Planning Board: February 15, 2017

PROJECT LOCATION:

Street Address: Property fronted by Sandy Lane, Keeter Barn and Sharon Church Roads
Location Description: South Mills Township

REQUEST:

Special Use Permit Preliminary Plat Mill Run Common Open Space Major Subdivision - 45 lots (smallest proposed lot size 22,880 sf or approximately .5 acres) Article 151.290 of the Code of Ordinances.

SITE DATA

Lot size: Two parcels approximately 54 acres total.
Flood Zone: Zone X (Located outside the 100 year flood)
Zoning District(s): Base Zoning; Basic Residential (R3-1 & R3-2 (wooded areas))
Adjacent property uses: Predominantly agriculture with some residential.
Streets: Shall be dedicated to public under control of NCDOT
Street Name: Mill Run Loop
Open Space: 23.68 acres

Landscaping: Landscaping Plan required at Preliminary Plat

Buffering: Per Article 151.232(N), a 50’ landscaped vegetative buffer required along all property lines that abut non-residential uses.

Recreational Land: Per Article 151.294(B)(4) A minimum of 2,000 square feet of open space per dwelling must be designated and improved for active recreation. 45 lots x 2,000 = 95,000 sf or 2.1 acres. Per Article 151.232(I)(3) Recreational Land: The developer shall at the County's option make a payment to the county of the amount of money equal to the value of the 2.1 acres as it would be appraised following its subdivision. Applicant has provided a pedestrian trail around his development with exercise stations located at various spots. *See condition #4 under Planning Board recommendations.

ENVIRONMENTAL ASSESSMENT

Streams, Creeks, Major Ditches: Mill Run Ditch.

Distance & description of nearest outfall: Mill Run Ditch is located to the east of the wooded portion of the property and will probably be utilized as the outfall.

TECHNICAL REVIEW STAFF (SKETCH PLAN) COMMENTS


2. Albemarle Regional Health Department: Perc test completed on all 45 lots.

3. South Mills Fire Department: Approved (See attached)

4. Postmaster Elizabeth City: Community Mail Box location on plans

5. Army Corps of Engineers: Delineation complete. No wetlands on site.

6. Superintendent Camden County Schools: Did not attend.

7. Superintendent/Transportation Director of Schools: Approved. No bus stop shelter required.


9. Camden Soil & Water Conservationist: Did not attend TRC meeting.

10. NCDOT: Approved.

11. Parks & Recreation: Did not attend TRC meeting.

12. Mediacom: Did not attend TRC meeting.


14. Century Link: Did not attend TRC meeting.

15. Pasquotank EMS: Approved.

PLANS CONSISTENCY

CAMA Land Use Plan Policies & Objectives: Consistent. Land Suitability Maps (below) reflect Very High Suitability for the portion of the property proposed to be subdivided.

2035 Comprehensive Plan: Consistent. Property zoned R3-1 (farmland) is consistent with Comprehensive Plan as area to be subdivided is designated as Rural Residential One Acre.

Comprehensive Transportation Plan: Consistent. Property abuts Sandy Lane (SR 1227) (unpaved), Keeter Barn (SR 1226) and Sharon Church (SR 1231) Roads.
FINDINGS REGARDING ADDITIONAL REQUIREMENTS:

Endangering the public health and safety? Yes AND No. Staff’s opinion is that application does not appear to endanger the public health and safety. Although the project will not have officially fire rated fire hydrants, the Fire Chief stated he will use flushing hydrants if they have 4 inch connections. Otherwise water can be hauled from nearby natural water sources.

Injure the value of adjoining or abutting property? No. Without any evidence to the contrary - staffs opinion is that application does not appear to injure the value of adjoining or abutting property.

Harmony with the area in which it is located? Yes. 2035 Comprehensive Plan has land designated as Rural Residential and CAMA Land Suitability Maps has land designated as High Suitability. Joyce Landing subdivision adjacent to property.

EXCEED PUBLIC FACILITIES


Fire and Rescue: Yes. Hydrants will be installed, however according to South Mills Water, they are flushing hydrants which are not considered by name adequate for the required flow of 500 PSI. This will affect insurance premiums for owners as their fire ratings will be a 9 vice a 6 with fire hydrants.

Law Enforcement: No. Approved.

PLANNING STAFF RECOMMENDATION:

Planning Staff recommends approval of Preliminary Plat for Mill Run Common Open Space Subdivision with the caveat that the developer and future owners understand that the installed hydrants are inadequate public facilities since they cannot be certified as fire rated with the South Mills Fire Department.

PLANNING BOARD RECOMMENDATION:

At their February 15, 2017 meeting Planning Board recommended approval of the Special Use Permit for Preliminary Plat Mill Run Common Open Space Major Subdivision with the following conditions:

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 2015-06-07).

3. 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. These elevations shall be verified by a Surveyor or Engineer licensed to do business in North Carolina prior to final inspection for the dwelling.
4. Developer shall provide a complete recreational plan for consideration to include the walking track prior to Final Plat submission for consideration/ approval.

5. All recreational improvements shall be constructed at 25% buildout (prior to issuance of the building permit for the twelfth (12) dwelling).

6. Developer shall provide the County with a bond at 125% of the cost for recreational improvements at Final Plat.

7. Developer and/or Home Owners Association shall provide Camden County certification by a licensed North Carolina Engineer of compliance with approved Drainage Plan for Mill Run every five years starting from recording of Final Plat in the Camden County Registry of Deeds.

8. 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 No. SW7170101 dated January 17, 2017
   b. Maintenance requirements of the outfall ditch leading into Mill Run Ditch
   c. The re-certification to the County of the approved drainage plan every five years.
   d. Maintenance of all open space and improvements throughout the subdivision.

9. 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.

Items to note from the Staff Report:

- Approximately 50% of the land is set aside as open space
- Under Recreational Land, Mr. Porter mentioned that the developer has provided a pedestrian trail around the development with exercise stations at various points. The Board has the option to accept this as the recreational requirement or to require the developer to make a payment in lieu of recreational improvements. Planning Board is recommending accepting the developer's plan on this.
- Under Plans Consistency:
  - CAMA Land Use Plan - Consistent; the portion of the property to be subdivided is very high suitability according to the Land Suitability Maps; the portion of the property that is not high suitability is that which is being set aside as open space.
  - 2035 Comprehensive Plan - Property is zoned R-3-1 which is consistent as the area to be subdivided is designated as rural residential one acre lots, and since this is a conservation subdivision, the developer is able to subdivide into smaller lots.
- Under Findings Regarding Additional Requirements
  - Endangering Public Health & Safety - There are 2 sections in the UDO regarding this, one says there must be fire hydrants, and the other says that if it's on a community water system then alternative methods can be used for fire protection. Flushing hydrants are the alternative method. So, although the project will not have 'officially rated fire hydrants', the Fire Chief has stated he can and will use flushing hydrants if they have 4 inch connections, otherwise water can be hauled from nearby natural water sources. The water lines in and around the location of the subdivision flow at a higher rate than the minimum required for fire protection, so there is adequate flow and pressure.
The only issue is that SMWA won't check the box as 'yes' that the water system is fire rated because they are looking at the entire water system and not just the water flow in the immediate area of a development. This is the reason that the hydrants on the plans are 'flushing' hydrants vice 'fire' hydrants.

County Attorney John Morrison asked Mr. Porter to comment on the statement made by Mr. Bissell that there are no differences between flushing and fire hydrants.

Mr. Porter stated that the flushing hydrants proposed for this development are the same type of hydrant as fire hydrants. They look the same, have the same connection types and sizes, and will hook to a fire hose the same way as a fire hydrant. Mr. Porter stated that there are other types of flushing hydrants which are slender and are commonly known as pencil hydrants. The hydrants proposed are not pencil hydrants, but rather the larger standard fire hydrant style of flushing hydrant. Mr. Porter also stated that the flushing hydrants will need to be black on top to indicate they are flushing hydrants so that the Fire Department will know they are flushing hydrants and not to connect to it. Conversely, there is an agreement that if there is a fire, and if there is a hydrant, that the Fire Department is going to connect to it.

Commissioner Tom White asked if having flushing hydrants vice regular hydrants will have an adverse effect on homeowners insurance. Mr. Porter responded saying that that is a difficult question to answer as he does not do anything with fire ratings.

Commissioner Ross Munro asked if there would be any damage to the water main if the Fire Department hooks up to a flushing hydrant and starts drawing water out of the flushing hydrant. Mr. Porter responded saying that the Fire Department would not pump water out of the hydrant, rather they would let it flow at the rate it is capable of flowing and they would fill their tanker(s) from the hydrant, and they would pump water out of the tanker but not out of the hydrant.

Commissioner Munro further asked if water would flow at the adequate rate coming out of a flushing hydrant. Mr. Porter responded that according to the engineer's tests, yes it would.

Commissioner Munro then asked why South Mills Water Association would not certify their water system so that regular hydrants could be used instead of flushing hydrants. Mr. Porter responded saying that in order to certify the system the entire system must be fire rated (20 psi pressure on the lines with 500 gallons of flow per minute). Mr. Porter added that this has not been an issue in the past, it only came up as a result of a change on the state application wherein the state asks if the water system is fire rated. Since there are areas in South Mills where the system does not meet the psi and flow rate for fire rating, South Mills Water Association will not check the yes box on the application stating that it is fire rated.
South Camden Water & Sewer does it differently, they look at the area being developed and if the water pressure and flow rate in the area meets or exceeds the requirement for fire rating they check yes, but South Mills won't do it that way. The state does recognize that in rural communities not all points in a water system will be fire rated.

Commissioner Garry Meiggs asked if the water tower located on US 17 was full at the time of the testing of the water system. Mr. Porter responded that he did not know. Mr. Porter added that he has an email from Mr. Raper of the South Mills Water Association stating that to put fire hydrants, the tests would need to be redone under normal operating procedures. Chairman Riggs commented that as growth continues, this may be an issue that South Mill Water will need to address in the near future.

Mr. Porter finished going over the staff report as included herein above and read the recommendations of Staff & Planning Board. Staff & Planning Board recommends approval with the conditions as stated in the Staff Report.

At this time, Chairman Riggs asked if there were any further comments or questions, hearing none, he called for a motion to come out of public hearing.

**Motion to come out of Public Hearing**

| RESULT: | PASSED [UNANIMOUS] |
| SECONDER: | Tom White, Commissioner |
| AYES: | Meiggs, Riggs, White, Krainiak, Munro |

**Motion to Amend the Agenda as follows:**

- Add "Preliminary Plat Mill Run - Common Open Space Subdivision" to New Business as Item 6.H.
- Add Resolution # 2017-04-02 Resolution of Recognition of Gwen Wescott as New Business Item 6.I. so it can be voted on as resolutions can not be voted on from within the Presentations section of the agenda.

| RESULT: | PASSED [UNANIMOUS] |
| MOVER: | Tom White, Commissioner |
| AYES: | Meiggs, Riggs, White, Krainiak, Munro |
NEW BUSINESS

Item 6.A. Resolution 2017-04-01 Recognition of ARHS 75 Years of Service

RESOLUTION NUMBER 2017-04-01
RESOLUTION OF RECOGNITION OF 75 YEARS
OF PUBLIC HEALTH SERVICE

WHEREAS, Albemarle Regional Health Services will celebrate its 75th Anniversary of service to citizens of Pasquotank, Perquimans, Camden, Chowan, Currituck, Bertie, and Gates Counties; and

WHEREAS, Albemarle Regional Health Services has rendered quality care to the citizens of the Albemarle region of care during its seventy-five years of operation; and

WHEREAS, Albemarle Regional Health Services is to be commended for its seventy-five years of outstanding service;

NOW, THEREFORE BE IT RESOLVED, by the Camden County Board of Commissioners that Albemarle Regional Health Services be congratulated and offered the Boards’ sincerest appreciation for seventy-five successful years of dedicated service to the citizens of the Albemarle region.

Adopted this, the 3rd day of April, 2017.

Clayton D. Riggs, Chairman
Camden County Board of Commissioners

ATTEST:

Amy D. Barnett
Assistant Clerk to the Board

Mr. Battle Betts, of the Albemarle Regional Health Services, spoke regarding the 75th Anniversary of the Albemarle Regional Health Services. Mr. Betts also spoke about the outreach opportunities with the ARHS.

ARHS was initially founded in 1942 and has been an outstanding community partner whose dedicated service to the region is greatly appreciated and recognized by the Camden County Board of Commissioners.
Mr. Betts thanked the Board of Commissioners for their ongoing support and specifically for the considerations of this resolution.

**Motion to Approve Resolution 2017-04-01 Recognition of ARHS 75 Years of Service**

**RESULT:** PASSED [UNANIMOUS]
**MOVER:** Garry Meiggs, Vice Chairman
**AYES:** Meiggs, Riggs, White, Krainiak, Munro

---

**Item 6.B. Friends of Camden Museum Update - Brian Forehand, Alex Leary**

Alex Leary made a brief presentation regarding the Friends of the Camden Museum.

- Mentioned some of the accomplishments made
- Recognized former Commissioner Michael McLain for his efforts helping
- Friends of the Camden Museum has elected a Board of Directors
- Have adopted a set of Bylaws and a conflict of interest policy
- Have created several forms and policies
- Has their own bank account
- Can accept loans of materials and large collections
- Working on several story boards
  - Moses Grandy, World War II to Present, Wade Point Lighthouse, Queen of the Albemarle
- Would like to move replica of Camden County Courthouse to museum
  - Replica currently located in lobby of Historic Courthouse (first floor)
  - Contract / Form for Loan of Replica drawn up and ready to sign if approved
- Has obtained 11 showcases at relatively low cost
- Artifacts on loan, no cost to county
- Museum to preserve history of Camden County
- Anticipate opening sometime between May-July of 2017
- Will have history information of Camden County Jail
- Appreciates Board of Commissioners and all they have done

**Motion to Move Courthouse Replica from downstairs in the Courthouse to the Heritage Museum**

**RESULT:** PASSED [UNANIMOUS]
**MOVER:** Randy Krainiak, Commissioner
**AYES:** Meiggs, Riggs, White, Krainiak, Munro

Lisa Anderson gave the monthly tax report for February 2017 as incorporated herein below:

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

OUTSTANDING TAX DELINQUENCIES BY YEAR

<table>
<thead>
<tr>
<th>YEAR</th>
<th>REAL PROPERTY</th>
<th>PERSONAL PROPERTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>347,946.13</td>
<td>12,726.10</td>
</tr>
<tr>
<td>2015</td>
<td>79,015.56</td>
<td>2,811.00</td>
</tr>
<tr>
<td>2014</td>
<td>38,877.48</td>
<td>2,699.50</td>
</tr>
<tr>
<td>2013</td>
<td>17,713.40</td>
<td>6,545.82</td>
</tr>
<tr>
<td>2012</td>
<td>12,334.65</td>
<td>9,146.68</td>
</tr>
<tr>
<td>2011</td>
<td>8,679.42</td>
<td>7,418.47</td>
</tr>
<tr>
<td>2010</td>
<td>6,439.52</td>
<td>5,116.63</td>
</tr>
<tr>
<td>2009</td>
<td>4,556.99</td>
<td>4,795.41</td>
</tr>
<tr>
<td>2008</td>
<td>3,971.28</td>
<td>5,214.94</td>
</tr>
<tr>
<td>2007</td>
<td>4,010.88</td>
<td>6,847.95</td>
</tr>
</tbody>
</table>

TOTAL REAL PROPERTY TAX UNCOLLECTED 523,545.31
TOTAL PERSONAL PROPERTY UNCOLLECTED 63,322.50
TEN YEAR PERCENTAGE COLLECTION RATE 99.13%
COLLECTION FOR 2017 VS. 2016 81199.72 VS 62876.74

LAST 3 YEARS PERCENTAGE COLLECTION RATE

<table>
<thead>
<tr>
<th>YEAR</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>94.60%</td>
</tr>
<tr>
<td>2015</td>
<td>98.77%</td>
</tr>
<tr>
<td>2014</td>
<td>99.39%</td>
</tr>
</tbody>
</table>

THIRTY LARGEST UNPAID ACCOUNTS
SEE ATTACHMENT "A"

THIRTY OLDEST UNPAID ACCOUNTS
SEE ATTACHMENT "B"
### Attachment A - Personal Property

<table>
<thead>
<tr>
<th>Roll</th>
<th>Parcel Number</th>
<th>Unpaid Amount</th>
<th>Taxpayer Name</th>
<th>City</th>
<th>Property Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Attachment A - Real Property

<table>
<thead>
<tr>
<th>Roll</th>
<th>Parcel Number</th>
<th>Unpaid Amount</th>
<th>Taxpayer Name</th>
<th>City</th>
<th>Property Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Attachment B - Personal Property

<table>
<thead>
<tr>
<th>Roll</th>
<th>Parcel Number</th>
<th>Unpaid Amount</th>
<th>Taxpayer Name</th>
<th>City</th>
<th>Property Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Delinquencies Top-30 Unpaid

<table>
<thead>
<tr>
<th>Roll</th>
<th>Parcel Number</th>
<th>Unpaid Amount</th>
<th>Taxpayer Name</th>
<th>City</th>
<th>Property Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
EFFORTS AT COLLECTION IN THE LAST 30 DAYS

ENDING February 2017
BY TAX ADMINISTRATOR

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>DELINQUENCY NOTICES SENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>FOLLOWUP REQUESTS FOR PAYMENT SENT</td>
</tr>
<tr>
<td>6</td>
<td>NUMBER OF WAGE GARNISHMENTS ISSUED</td>
</tr>
<tr>
<td>8</td>
<td>NUMBER OF BANK GARNISHMENTS ISSUED</td>
</tr>
<tr>
<td>7</td>
<td>NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR TO DELIQUENT TAXPAYER</td>
</tr>
<tr>
<td>0</td>
<td>NUMBER OF PERSONAL VISITS CONDUCTED (COUNTRY OFFICES)</td>
</tr>
<tr>
<td>0</td>
<td>PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR</td>
</tr>
<tr>
<td>0</td>
<td>NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY</td>
</tr>
<tr>
<td>0</td>
<td>NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR COLLECTION (I.D. AND STATUS)</td>
</tr>
<tr>
<td>2</td>
<td>REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS</td>
</tr>
<tr>
<td>0</td>
<td>NUMBER OF JUDGEMENTS FILED</td>
</tr>
</tbody>
</table>
Motion to approve Monthly Tax Report

RESULT: APPROVED AS PRESENTED [UNANIMOUS]
MOVER: Tom White, Commissioner
AYES: Meiggs, Riggs, White, Krainiak, Munro

Item 6.D. 2016 Advertisement of Tax Liens on Real Property

Lisa Anderson requested the following date for Advertisement of 2016 Tax Liens on Real Property: April 24, 2017.

Motion to approve April 24, 2017 for 2016 Advertisement of Tax Liens on Real Property

RESULT: APPROVED AS PRESENTED [UNANIMOUS]
MOVER: Garry Meiggs, Vice Chairman
AYES: Meiggs, Riggs, White, Krainiak, Munro

Item 6.E. Set Hearing Dates - 2017 Board of Equalization and Review

Lisa Anderson requested the dates for the 2017 Board of Equalization and Review be set for May 1, 2017 and June 5, 2017.

Motion to Approve 5-1-17 and 6-5-17 as Hearing Dates for 2017 Board of Equalization and Review

RESULT: APPROVED AS PRESENTED [UNANIMOUS]
MOVER: Tom White, Commissioner
AYES: Meiggs, Riggs, White, Krainiak, Munro

........................................................................................................................................

Regular Meeting – April 03, 2017
Item 6.F. 2017-2018 JCPC Grant - Christy Edwards

Christy Edwards, JCPC Coordinator, came before the board to request approval of the FY 2017-18 JCPC Grant Application. Ms. Edwards gave a brief presentation:

- Thanked the Board of Commissioners for their help
- Four Components of the grant
  - Teen Court
  - Camp BLUE (Building Leaders and Urging Excellence) - Experiential Skill Building
    - Summer Camp - 5 weeks
    - For At-Risk kids
  - C.R.O.W.N. Kids & B.E.A.R.S. - Interpersonal Skill Building
  - Community Service - Restitution / Community Service

Motion to Approve FY 17-18 JCPC Grant

RESULT: PASSED [UNANIMOUS]
MOVER: Tom White, Commissioner
AYES: Meiggs, Riggs, White, Krainiak, Munro

Item 6.G. Update on Planning Efforts for 350th Anniversary of Albemarle Region Celebration

Donna Stewart updated the Board on the planning efforts for the 350th Anniversary of the Albemarle Region celebration which is being planned for 2018.

- In 1668, 4 precincts were formed out of the County of Albemarle, the first governmental unit of what would later become Northeastern North Carolina
- Meetings have taken place in preparation for the celebration
- Camden Museum has been invited to participate
- Each county is being encouraged to utilize celebrations they already have in place as well as creating new ones to celebrate the anniversary
- Seeking to bring the 1663 Charter from Raleigh NC to the Museum of the Albemarle for a possible 2-3 day event
  - School systems will have their own viewing one day, then it will be open to the public the second day
  - Security issues exist for the charter to be able to travel across the state, and the entire time on display at the Museum of the Albemarle
- Asking for the formation of a committee, seek participation from the school system to participate (visit the Museum of the Albemarle to view the charter), and funding for designing a passport similar to the passport that the State Park has where each county can have a page people can have stamped by the county(ies) visited during the celebration.
• Considering a travelling exhibit which could be used throughout the region
• Each county is being asked to contribute a monetary sum calculated based on population and tax data as a proposed cost share for the funding of the celebrations.
• Camden County is being asked to contribute $2,200.00 as their share of funding for the 2018 Festivities
• There is still more planning needed, and more meetings will be held
• Friends of the Museum are asking for permission to create an event and to move forward with this effort

Motion to Approve Request to Participate, and to Approve Funding of $2,200.00 and all other items suggested by Donna Stewart as listed herein above regarding the 350th Anniversary Celebration of the Albemarle Region

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

Item 6.H. Preliminary Plat Mill Run - Common Open Space Subdivision

After having duly held a Public Hearing on this item, Chairman Clayton Riggs asked if there was any discussion, comments, or questions from the Board on this item. Hearing none, he entertained a motion.

Motion to Approve Preliminary Plat Mill Run - Common Open Space Subdivision

RESULT: PASSED [UNANIMOUS]
MOVER: Garry Meiggs, Commissioner
AYES: Meiggs, Riggs, White, Krainiak, Munro
Item 6.I. Resolution 2017-04-02 Resolution of Recognition for Gwen Wescott's 18 Years of Volunteer Service to Camden County as Camden Delegate to NC Senior Tar Heel Legislature

Presentation of Certificate of Appreciation and reading of this Resolution took place at the beginning of the meeting, however in order for the resolution to be official it must be voted upon in the business section of the meeting, so the agenda was amended to add it to New Business. No discussion was necessary as it was already presented at the beginning of the meeting.

Motion to Approve Resolution 2017-04-02 Resolution of Recognition for Gwen Wescott's 18 Years of Volunteer Service to Camden County as Camden Delegate to NC Senior Tar Heel Legislature

RESULT: PASSED [UNANIMOUS]
MOVER: Tom White, Commissioner
AYES: Meiggs, Riggs, White, Krainiak, Munro

BOARD APPOINTMENTS

Item 7.A. COA Board of Trustees - Re-Appointment of Dr. Roger Lambertson

Motion to Re-Appoint Dr. Roger Lambertson to COA Board of Trustees

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

Item 7.B. Board of Adjustment - Re-Appointment of Members Listed Below

Motion to Re-Appoint the following Board of Adjustment members with the specified terms and expirations and to advertise the two vacancies on the Board of Adjustment:

<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
<th>Old Expiration</th>
<th>New Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roger Lambertson</td>
<td>3 Years</td>
<td>12/31/2016</td>
<td>12/31/2019</td>
</tr>
<tr>
<td>William McPherson</td>
<td>3 Years</td>
<td>12/31/2016</td>
<td>12/31/2019</td>
</tr>
<tr>
<td>Don Lee Keaton</td>
<td>3 Years</td>
<td>12/31/2016</td>
<td>12/31/2018</td>
</tr>
<tr>
<td>Frank Eason</td>
<td>3 Years</td>
<td>12/31/2015</td>
<td>12/31/2018</td>
</tr>
<tr>
<td>Ronald Price</td>
<td>3 Years</td>
<td>12/31/2016</td>
<td>12/31/2019</td>
</tr>
</tbody>
</table>

RESULT: PASSED [UNANIMOUS]
MOVER: Garry Meiggs, Commissioner
AYES: Meiggs, Riggs, White, Krainiak, Munro
CONSENT AGENDA

864 Vice Chairman Commissioner Tom White made a motion to approve the Consent Agenda as presented. The motion passed with Chairman Clayton Riggs, Vice Chairman Tom White, Commissioners Garry Meiggs, Randy Krainiak, and Ross Munro voting aye; none voting no; none absent; and none not voting.

868 **Item 8.A.1. Draft Minutes - 12-5-16 Organizational Meeting**

869 **Item 8.A.2. Grant Application & Budget Amendment: Soil & Water Department**

870 Signed Copy of Grant Application maintained in office of Clerk to the Board. Budget Amendment is below:

![Image of Budget Amendment]

**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, 2017.**

**Section 1. To amend the Watershed Funds as follows:**

<table>
<thead>
<tr>
<th>ACCT NUMBER</th>
<th>DESCRIPTION OF ACCT</th>
<th>AMOUNT INCREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Revenues</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shiloh Watershed</td>
<td>$30,500</td>
</tr>
<tr>
<td></td>
<td>South Mills Watershed</td>
<td>$7,056</td>
</tr>
<tr>
<td></td>
<td>Joyce Creek Watershed</td>
<td>$20,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCT NUMBER</th>
<th>DESCRIPTION OF ACCT</th>
<th>AMOUNT DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Expenses</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vegetative Debris Removal</td>
<td>$30,500</td>
</tr>
<tr>
<td></td>
<td>Vegetative Debris Removal</td>
<td>$7,056</td>
</tr>
<tr>
<td></td>
<td>Vegetative Debris Removal</td>
<td>$20,000</td>
</tr>
</tbody>
</table>

**This Budget Amendment is made appropriate funds for Hurricane Matthew storm debris removal.**

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 3rd day of April, 2017.**

**Amy D. Barrett**  
Asst. Clerk, Board of Commissioners

**Clayton D. Riggs**  
Chairman, Board of Commissioners

Amy D. Barrett

Page 25 of 42
Item 8.A.3. Budget Amendments

2016-17-BA019
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, 2017.

Section 1. To amend the South Camden VFD Funds as follows:

<table>
<thead>
<tr>
<th>ACCT NUMBER</th>
<th>DESCRIPTION OF ACCT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Revenues</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Financing</td>
<td>$551,000</td>
</tr>
<tr>
<td></td>
<td>Fund Balance</td>
<td>$100,000</td>
</tr>
<tr>
<td></td>
<td>Expenses</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Truck Purchase</td>
<td>$651,000</td>
</tr>
</tbody>
</table>

This Budget Amendment is made appropriate funds for purchasing a Fire Truck.

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 3rd day of April, 2017.

Amy D. Barnett
Asst. Clerk to Board of Commissioners

Clayton D. Riggs
Chairman, Board of Commissioners

Amy D. Barnett
Clayton D. Riggs

"CASH" RECEIPTS

There are several issues that create the need for policies and procedures associated with "cash" (includes currency, checks, money orders and in some instances credit card transactions, for the purpose of this policy) receipts, some of which are as follows:

- GS 159-32 regarding daily deposit requirements
- Internal controls including safeguarding assets, accuracy and segregation of duties.
- As provided in GS 159-30, the finance officer shall manage investments subject to board restrictions. In order to accomplish this and maximize investment income, timeliness of deposits and recording is a must.

Therefore the following procedures are needed:

1. Control of incoming cash should be established at the earliest possible point, which is normally with the delivery of the mail. To ensure safekeeping, checks to be deposited should be endorsed immediately "For Deposit only to Camden County".

2. Segregation of duties: Mail should not be opened by the same person who makes deposits or posts payments.

3. As required by NCGS 159-32, all deposits greater than $250.00 must be made daily.

4. Collections that are less than $250.00 should be turned into the Finance Department (henceforth referred to as Finance) weekly but no case later than the last business day of the month it was collected in as required by GS 159-32.

5. Departments making their own deposits should turn in duplicate deposit slips accompanied with corresponding report and/or receipts to Finance daily as required by GS 159-32.

6. Departments receiving monies into the system should have the released payment proof report, receipts, accompanying documentation and money turned into Finance no later than 11:00 a.m. daily in order for Finance to get the deposit to the bank by 2:00 p.m. It is required that each cash receivable employee have only 1 batch daily. A new batch should only be opened when the prior day has been closed and remitted to Finance.

7. All unaccountable or questionable checks should be sent directly to Finance for review and proper reporting. NO CHECKS BELONGING TO CAMDEN COUNTY SHOULD BE HELD FROM DEPOSIT FOR ANY REASON. If you cannot get information to accurately report the revenue, call Finance for assistance.
8. The following methods of payment are acceptable to Camden County: currency, personal or business checks, insurance checks, and money orders. Credit cards are accepted by our Payment Processing Vendor only. Personal identification is required on all personal checks. The names and addresses are required on each check. (Ex.-New checking accounts don’t have the preprinted names and addresses). If a customer provides a check that is returned for insufficient funds, that person(s) will not be allowed to pay by check for a minimum of one year. ACH transactions are allowed for monthly utility billings as well as Property Tax payments, as a courtesy to our customers through our online vendor. After an ACH has been returned for NSF, the customer will be removed from the service for a minimum of one year.

9. Cash and checks should never be left unattended and should be kept in a secured, locked area inaccessible to customers. If a department has more than one cashier working during the day, efforts should be made to have a separate cash box or drawer maintained for each person. Cash and checks should never be left in just a cash box overnight.

10. Cash shortages and overages $10.00 or above should be documented at the departmental level to include the employee name, amount, date, and reason. The Department Head should sign off on this indicating that he or she has been made aware of the discrepancy and a copy forwarded to the Finance Office. If an employee is deemed to have two shortages or more per 12 month period or large shortage for any period, Article X. Section 2. of the personnel policy will apply except in instances where Article X. Section 5. would apply.

11. Employees of Camden County may not cash personal checks from collections. This constitutes a loan to the employee until the check clears the bank, and there is no statutory authority for this practice.

12. Checks should be accepted for the amount of service only. Do not give change from checks.

13. All departments not issuing computer generated receipts are required to use County issued, pre-numbered, three-part receipts to record all collections. All receipt books are issued by Finance only where numbers and issuance is recorded. Once a book is completed it should be returned to Finance to obtain a new book.

14. Checks that are returned by the bank for insufficient funds go directly to Finance. Finance will keep a copy of the check and send the original to the department that made the collection. It is the department’s responsibility to collect the money plus any service charges that may apply and notify Finance upon collection.
Cash/Change Drawers

1. Cash/Change drawers are subject to surprise cash audits.

2. At any time receipts for collections plus the change drawer amount should equal the total funds in the drawer.

The change and petty cash funds are subject to be counted by the Finance Officer at any time without notification. Petty Cash funds should be controlled and monitored by only one employee at a time and should be counted over to any subsequent employee charged with the management of the funds. Any cash drawers for receipting funds should be controlled by one employee at a time and should be counted over to any subsequent employee charged with the management of the drawer. Multiple drawers may be maintained but only one employee should have access to the drawer at a time. If at any given time the employee must leave the drawer unattended, it should be locked (with the key to remain with the employee and/or supervisor), or counted over to an employee who will be charged with its safe keeping until the cashier returns. Any time the employee charged with the safekeeping of funds changes, the money should be counted into the next employee’s possession. This is an imperative cash control measure and should not be ignored in any instance.
CASH COLLECTIONS PROCEDURES

EACH DEPARTMENT IS RESPONSIBLE FOR SEPARATION OF DUTIES BETWEEN THOSE WHO DEPOSIT & POST PAYMENTS AND THE PERSON RESPONSIBLE TO OPEN MAIL.

Finance Office:
Revenues received from other departments (Parks & Recreation, Senior Center, Planning, Inspections, Sheriff, Social Services, Elections and Extension) are received and deposited daily. Mail is received and opened by Finance Officer, checks are stamped “For Deposit Only” and deposit is made at end of day by the assistant.

Register of Deeds:
As cash or checks are collected a duplicate cash register receipt is generated. Customer gets one and one is kept on file. Checks are stamped with “For Deposit Only” at time of receipt. The transaction, date, etc. is printed on the receipt. Collections are also recorded in a receipt log as well. When receipts amount to $250 a deposit is made and the duplicate deposit slip is turned in to the Finance Office. A report is turned in to the Finance Office at the end of the month with a breakdown of the revenues. There is a $100 change fund.

Sheriff:
As fees are collected, receipts are hand written and moneys are turned in at the Finance Office weekly or when fund amounts reach $250 and on the last day of the month. As received, checks are stamped with “For Deposit Only”.

Senior Center:
When fees are received they are turned in at the Finance Office daily. If cash is paid, a receipt is hand written, if by check, the check is their receipt.

Parks and Recreation:
Moneys are received when they do a registration for participation. Receipts are hand written and the funds are turned in at the Finance Office by the end of the day.

Social Services:
As funds are received they are receipted by the Department and brought to the Finance Office daily where they are written a receipt by the Finance Office.

Extension:
When funds are received (which is seldom) they are receipted by that department and turned in to the Finance Office by the end of the day.
Library:
As fees are collected they are receipted by the department and funds turned in at the Finance Office weekly or by the end of the day if they exceed $250. There is a $25 change fund.

Planning and Inspections:
As fees are collected they are receipted by that department and funds turned in at the Finance Office by the end of the day.

Dismal Swamp Visitors Center Gift Shop:
Revenues are receipted by cash register receipt, checks marked “For Deposit Only” and deposits are made in accordance with the “Cash” Receipts Policy. Duplicate deposit receipts are turned in to the Finance Office along with a breakdown report of sales and sales tax collected at the end of the month. There is a $50 change fund.

Elections:
When fees are collected, a receipt is written to the customer, and the funds are turned in at the Finance Office by the end of the day.

Tax Department:
Duplicate deposit slips are turned in to the Finance Office daily. $300 petty cash fund which is reimbursed as needed. Checks are stamped with “For Deposit Only” as received. A deputy sheriff escort is called to escort Tax Deposits to the bank for safety purposes.

South Camden Water & Sewer District:
Duplicate deposit slips are turned in to the Finance Office daily. $100 change fund. Checks are stamped with “For Deposit Only” as received.
Resolution Number 2017-04-03

A RESOLUTION TO ESTABLISH PETTY CASH FUNDS

THAT WHEREAS, with the most recent amendment to NCGS 159-28, the legislature authorized the use of cash as an appropriate means of satisfying the County’s obligations, only if the Board adopts a resolution authorizing this use.

WHEREAS, the Finance Department has agreed that this improvement would be beneficial to the County for use when purchasing small dollar amounts; and

WHEREAS, those procedures are to be set up for expenditures of twenty dollars ($20) or less (including sales tax);

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners, Camden County, North Carolina in session assembled this 3rd day of April, 2017 as follows:

• Petty cash must only be used when the expenditure is clearly for a public purpose and the funds must have been appropriated.
• Those expenditures where an employee spends $20 or less can be reimbursed for those funds by the use of petty cash which is located in the Tax Department as part of the change fund.
• Petty cash expenditures cannot be used for purchases that exceed the $20 limit without the prior approval of the Finance Officer.

This resolution shall be effective April 3, 2017.

Passed and adopted this 3rd day of April, 2017.

COUNTY OF CAMDEN
NORTH CAROLINA

Clayton D. Riggs, Chairman
Camden County Board of Commissioners

ATTEST:

Amy D. Barnett
Assistant Clerk to the Board

P. O. Box 190 • 117 North 343 • Camden, NC, 27921 • Phone (252) 338-1919 • Fax (252) 333-1603

www.camdencountync.gov
Item 8.A.5. Camden Schools - Budget Amendments

Budget Amendment

Camden County Schools Administrative Unit

Local Current Expense Fund

The Camden County Board of Education at a meeting on the 9th day of March, 2017 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2017.

<table>
<thead>
<tr>
<th>Code Number</th>
<th>Description of Code</th>
<th>Increase</th>
<th>Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>5200</td>
<td>Special Instructional Programs</td>
<td>2,000.00</td>
<td>32,987.00</td>
</tr>
<tr>
<td>5800</td>
<td>Program Support Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6300</td>
<td>Alternative Support Services</td>
<td>4,700.00</td>
<td></td>
</tr>
<tr>
<td>6900</td>
<td>Policy, Ldrshp, &amp; Pub Relations</td>
<td>24,429.00</td>
<td></td>
</tr>
<tr>
<td>8100</td>
<td>Pmts to Other Local Govt Prgms</td>
<td>6,558.00</td>
<td></td>
</tr>
</tbody>
</table>

Explanation:

Total Appropriation in Current Budget $ 2,385,686.00
Amount of Increase/Decrease of Above Amendment $ 2,390,386.00

Passed by majority vote of the Board of Education of Camden County on the 9th day of March 2017.

Chairman, Board of Education

Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 3rd day of April 2017.

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

Asst. Clerk to the Board
BUDGET AMENDMENT
March 9, 2017

2. Local Current Expense Fund

A. We have reviewed this program area and find that we must increase this program area to cover expenses of payments to charter schools. We request your approval of the following amendment.

<table>
<thead>
<tr>
<th>Charter School Funding</th>
</tr>
</thead>
</table>
| 8100.036.717 Payment to Charter Schools | $ + 6,558.00
| Total – Charter School Funding | $ + 6,558.00

B. We received funds from a grant for ASIST training and must increase our revenue and budget to reflect these funds. We request your approval of the following amendment.

<table>
<thead>
<tr>
<th>At Risk Programs</th>
</tr>
</thead>
</table>
| 6300.847.311 Contracted Services | $ + 4,700.00
| Total – At Risk Programs | $ + 4,700.00
| 4490.847....01 Revenue – Trillium Grant (ASIST) | $ - 4,700.00

C. We have reviewed this program area and find that we must increase the budget to cover contracted services. We request your approval of the following amendment.

<table>
<thead>
<tr>
<th>Exceptional Children</th>
</tr>
</thead>
</table>
| 5210.849.311 Contracted Services | $ + 2,000.00
| Total – Exceptional Children | $ + 2,000.00

D. We have reviewed this program area and find that we must transfer funds to other program areas to meet the needs within the Local Current Expense Fund. We request your approval of the following amendment.

<table>
<thead>
<tr>
<th>School Health</th>
</tr>
</thead>
</table>
| 5840.855.146 Salary – Non-Certified Nurse | $ - 32,987.00
| Total – School Health | $ - 32,987.00

E. We have reviewed this program area and find that we must transfer funds within to cover expenses of the budget. We request your approval of the following amendment.
BUDGET AMENDMENT
Local Current Expense Fund
March 9, 2017, Page 2

<table>
<thead>
<tr>
<th>Office of The Superintendent</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6940.865.311 Contracted Services</td>
<td>+ 120.00</td>
</tr>
<tr>
<td>6940.865.319 Other Professional/Tech Services</td>
<td>+ 5,820.00</td>
</tr>
<tr>
<td>6940.865.341 Telephone</td>
<td>- 50.00</td>
</tr>
<tr>
<td>6940.865.361 Membership Dues &amp; Fees</td>
<td>+ 132.00</td>
</tr>
<tr>
<td>6940.865.373 Building &amp; Grounds Insurance</td>
<td>+ 18,407.00</td>
</tr>
</tbody>
</table>

Total – Office of The Superintendent $ + 24,429.00

Passed by majority vote of the Board of Education of Camden County on the 9th day of March, 2017.

[Signatures]

Chairman, Board of Education
Secretary, Board of Education
Budget Amendment

Camden County Schools Administrative Unit

Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 9th day of March, 2017 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2017.

<table>
<thead>
<tr>
<th>Code Number</th>
<th>Description of Code</th>
<th>Increase</th>
<th>Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>6100</td>
<td>Reg. Instructional Support Serv.</td>
<td></td>
<td>32.00</td>
</tr>
<tr>
<td>6500</td>
<td>Operational Support Services</td>
<td>32.00</td>
<td></td>
</tr>
</tbody>
</table>

Explanation:

- Total Appropriation in Current Budget: $876,826.27
- Amount of Increase/Decrease of Above Amendment: $0.00
- Total Appropriation in Current Amended Budget: $876,826.27

Passed by majority vote of the Board of Education of Camden County on the 9th day of March 2017.

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 3rd day of April 2017.

Chairman, Board of Education
Chairman, Board of County Commissioners
Clerk, Board of County Commissioners
Asst. Clerk to the Board
BUDGET AMENDMENT
March 9, 2017

8. Other Local Current Expense Fund

A. We have reviewed this area of the budget and find that we must transfer funds to cover expenses within this area of the budget. We request your approval of the following amendment.

<table>
<thead>
<tr>
<th>Activity Bus</th>
<th>Salary – Act Bus Driver</th>
<th>+ $1,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>6550.706.171</td>
<td>Salary – Transportation Personnel</td>
<td>$-1,000.00</td>
</tr>
<tr>
<td></td>
<td>Total – Activity Bus</td>
<td>+ $0.00</td>
</tr>
</tbody>
</table>

B. We have reviewed this program area and find that we must transfer funds to cover expenses within the budget. We request your approval of the following amendment.

<table>
<thead>
<tr>
<th>Maintenance of Plant</th>
<th>Membership Dues &amp; Fees</th>
<th>+ $70.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>6580.802.361...50</td>
<td>- Storm Water Fees</td>
<td>- $70.00</td>
</tr>
<tr>
<td>Total – Maintenance of Plant</td>
<td>$ + 0.00</td>
<td></td>
</tr>
</tbody>
</table>

C. We have reviewed this area of the budget and find that we must transfer funds to cover planning period stipends while a staff member is out on leave. We request your approval of the following amendment.

<table>
<thead>
<tr>
<th>Classroom Teacher</th>
<th>Salary – Planning Period Stipend</th>
<th>+ $3,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>5110.841.195</td>
<td>Emp Retirement Costs</td>
<td>+ $200.00</td>
</tr>
<tr>
<td>5110.841.231</td>
<td>Emp Hosp Ins Costs</td>
<td>+ $300.00</td>
</tr>
<tr>
<td>5120.841.121</td>
<td>Salary – Teacher</td>
<td>- $3,500.00</td>
</tr>
<tr>
<td>Total – Classroom Teacher</td>
<td>$ + 0.00</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Computer Tech</th>
<th>Comp Software &amp; Supplies</th>
<th>- $32.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>6110.905.418</td>
<td>Repair Parts &amp; Materials</td>
<td>+ $41.00</td>
</tr>
<tr>
<td>6400.905.462</td>
<td>Pur of Non-Cap Comp Hdwe</td>
<td>- $41.00</td>
</tr>
<tr>
<td>6510.905.341</td>
<td>Telephone for Telecomm - Lines</td>
<td>+ $32.00</td>
</tr>
<tr>
<td>Total – Computer Tech</td>
<td>$ + 0.00</td>
<td></td>
</tr>
</tbody>
</table>

Passed by majority vote of the Board of Education of Camden County on the 9th day of March, 2017.

Chairman, Board of Education

Secretary, Board of Education

<table>
<thead>
<tr>
<th>Day</th>
<th>Amount</th>
<th>Name of Account</th>
<th>Deposits</th>
<th>Internet</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3,798.26</td>
<td></td>
<td></td>
<td>3,798.26</td>
</tr>
<tr>
<td>2</td>
<td>10,457.65</td>
<td>$209.11 - Refund</td>
<td>10,457.65</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>5,243.62</td>
<td>$100.00 - short</td>
<td>5,243.62</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>7,670.57</td>
<td></td>
<td></td>
<td>7,670.57</td>
</tr>
<tr>
<td>7</td>
<td>6,339.22</td>
<td></td>
<td></td>
<td>6,339.22</td>
</tr>
<tr>
<td>8</td>
<td>5,494.19</td>
<td></td>
<td></td>
<td>5,494.19</td>
</tr>
<tr>
<td>9</td>
<td>145.63</td>
<td>$35.51 - Refund</td>
<td></td>
<td>145.63</td>
</tr>
<tr>
<td>10</td>
<td>1,542.84</td>
<td>$28.88 - Refund</td>
<td>1,542.84</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>8,008.57</td>
<td></td>
<td></td>
<td>8,008.57</td>
</tr>
<tr>
<td>14</td>
<td>3,760.31</td>
<td></td>
<td></td>
<td>3,760.31</td>
</tr>
<tr>
<td>15</td>
<td>2,276.03</td>
<td>$0.01 - Refund</td>
<td></td>
<td>2,276.03</td>
</tr>
<tr>
<td>16</td>
<td>3,715.99</td>
<td></td>
<td>3,715.99</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>2,288.96</td>
<td></td>
<td></td>
<td>2,288.96</td>
</tr>
<tr>
<td>20</td>
<td>4,160.30</td>
<td>$19.97 - Refund</td>
<td>4,160.30</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>7,085.00</td>
<td></td>
<td>7,085.00</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>5,697.36</td>
<td>$2.77 - Refund</td>
<td>5,697.36</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>8,451.42</td>
<td></td>
<td>8,451.42</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>307.80</td>
<td>$3.33 - Refund</td>
<td></td>
<td>307.80</td>
</tr>
<tr>
<td>24</td>
<td>2,116.80</td>
<td>$0.07 - Refund</td>
<td>2,116.80</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>7,958.55</td>
<td>$8.88 - Refund</td>
<td>7,958.55</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>23,228.38</td>
<td></td>
<td>23,228.38</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4,490.11</td>
<td></td>
<td>4,490.11</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4,485.62</td>
<td></td>
<td>4,485.62</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1,046.41</td>
<td></td>
<td>1,046.41</td>
<td></td>
</tr>
</tbody>
</table>

$130,060.51  $0.00  $122,841.14  $7,219.37

$130,060.51  $130,060.51

- $6.00
- $309.13 Refund
$0.00 Over
$100.00 Shortage
- $0.95 Adjustment

$129,844.43

Submitted by: [Signature]  Date: 3-7-17
Approved by: [Signature]  Date: 4-3-17
**Item 8.A.7. DMV Monthly Report - May Renewals Due 6/15/17**

**STATE OF NORTH CAROLINA**

**COUNTY OF CAMDEN**

TO: The Tax Administrator of Camden County May Ren. Due 6/15/17

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

<table>
<thead>
<tr>
<th>SOUTH MILLS</th>
<th>COURTHOUSE</th>
<th>SHILOH</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>18,824.86</td>
<td>18,140.94</td>
<td>10,832.76</td>
<td>47,798.56</td>
</tr>
</tbody>
</table>

Witness my hand and official seal this 3rd day of April, 2017

Clayton D. Fogg
Chairman, Camden County Board of Commissioners

Attest:

Amy M. Barnett
Clerk to the Board of Commissioners of Camden County

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

Alex S. Anderson
Tax Administrator of Camden County
## Refunds Over $100.00

### NCVT S Pending Refund Report

| Refund ID | Address 1 | Address 2 | Address 3 | Refund Date | Bill # | Plate Number | Status | Refund Description | Amount | Refund Date | Time | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open |Authorized

| Refund ID | Address 1 | Address 2 | Address 3 | Refund Date | Bill # | Plate Number | Status | Refund Description | Amount | Refund Date | Time | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open | Authorized | Tag Open |Authorized

### Submitted by

Lisa S. Anderson, Tax Administrator Camden County

### Approved by

Clayton D. Riggs, Chairman Camden County Board of Commissioners

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**North Carolina Vehicle Tax System**

**Camden County Board of Commissioners**

**Regular Meeting – April 03, 2017**

**Item 8.A.8. Refunds Over $100.00 - VTS**
Item 8.A.9. Refunds Over $100.00


Item 8.A.11. Set Public Meeting; Sketch Plan - the Fairfax Major Subdivision - A+B Builders Inc.

Item 8.A.12. Volunteer Forms
George Tarkington - Volunteering for Sawyer's Creek Watershed Advisory Committee

COMMISSIONERS' REPORT

Commissioner Clayton Riggs reported the following:

- Commissioner Tom White and Commissioner Clayton Riggs attended the Eastern Regional State of the State on Thursday, March 30, 2017. It was very informative relating to economic issues.

Commissioner Krainiak asked regarding the status of the surveys seeking public input on the budget, and on broadband.

- Finance Officer Stephanie Humphries informed the board that the surveys are available online.
- Commissioner Krainiak asked if notices could be placed in public locations informing the public that the surveys are available and how to get to them.
- Chairman Riggs directed staff to pursue getting the word out about these surveys in the following ways:
  - On the Website
  - On the Cable Access Channel
  - Posted Flyers at the Tax, Water, Planning Office, and at the Public Library
  - Any other locations where flyers can be distributed
  - Possibly Advertising in the Newspaper depending on cost
County Manager Michael Brillhart reported the following:

- Reminded the Board of the Budget and Finance Workshop, followed by the CIP Workshop scheduled to begin at 1:00 PM at the Camden County Library Community Room.

Recess to South Camden Water & Sewer District Board of Directors Meeting

Chairman Clayton Riggs Recessed the Board of Commissioners Meeting to go into the South Camden Water & Sewer District Board of Directors Meeting at 8:46 PM.

Reconvene Commissioners' Meeting

Chairman Clayton Riggs Reconvened the Board of Commissioners Meeting at 8:48 PM.

Information, Reports & Minutes from Other Agencies

A. ARPO Transportation Update
B. Register of Deeds Monthly Deposit Report - Feb 2017
C. EMS Board Meeting Minutes and Monthly Report Feb 2017
D. 16-17 Sales & Use Tax Collection Report
E. JCPC Meeting Minutes January 6 2017
F. Albemarle Hopeline Brochures - English and Spanish

Other Matters

None.

Adjourn

The meeting was adjourned at 8:49 PM

Chairman Clayton Riggs
Camden County Board of Commissioners

Attest:

Amy Barnett
Assistant Clerk to the Board