

Camden County Board of Commissioners

June 3, 2019

Regular Meeting – 7:00 PM

Historic Courtroom, Courthouse Complex

Camden, North Carolina

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on June 3, 2019 in the Historic Courtroom, Camden, North Carolina.

CALL TO ORDER

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

Staff Present: County Manager Ken Bowman, County Attorney John Morrison Clerk to the Board Karen Davis, Finance Officer Sally Norfleet, Tax Administrator Lisa Anderson, Planning Director Dan Porter, Public Works Director David Credle, Head Librarian Kim Perry, Economic Development Director Charlie Bauman, Sheriff Kevin Jones.

Chairman White and the Board held a moment of silence for the victims of the Virginia Beach Municipal Center shooting that took place the previous Friday, May 31, 2019.

INVOCATION & PLEDGE OF ALLEGIANCE

Pastor Joe Brock gave the invocation and led in the Pledge of Allegiance.

ITEM 1. PUBLIC COMMENTS

Pastor Bill Blake of McBride United Methodist Church expressed appreciation to the Board for its appropriation of \$500 towards the Harmony Café program.

ITEM 2. CONFLICT OF INTEREST DISCLOSURE STATEMENT

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

ITEM 3. CONSIDERATION OF AGENDA

Motion to approve the agenda as presented.

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

ITEM 4. PRESENTATIONS

- A. Litter Sweep Participant Recognition – Brenda Bowman gave a report on the Litter Sweep and participants were recognized with certificates.
- B. N.C. Complete Count Commission – James Cofield gave a presentation on the 2020 Census. Mr. Cofield provided demographic and funding information specific to Camden County and outlined specific strategies of how the Board of Commissioners can be helpful in ensuring that every resident in Camden County is counted.
- C. U.S. Census Bureau – Bernadette Richards gave a presentation on the 2020 Census and included such topics as community impact, response rates, privacy and confidentiality, self-response, target populations and census job openings.

South Camden Water & Sewer District Board of Directors

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

Public Comments – None

Consideration of the Agenda

Agenda
Camden County Board of Commissioners
SCWSD - Regular Meeting
June 03, 2019
7:00 PM
Historic Courtroom, Courthouse Complex

ITEM 1. CALL TO ORDER

ITEM 2. PUBLIC COMMENTS

It is requested that comments be limited to (2-3) minutes. The length and number of comments may be limited upon the Chairman's discretion due to scheduling and other issues.

ITEM 3. CONSIDERATION OF THE AGENDA

ITEM 4. NEW BUSINESS (For discussion and possible action)

A. Monthly Update

ITEM 5. ADJOURN

Motion to approve the agenda as presented.

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

New Business

- A. Monthly Report

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

South Camden Water & Sewer Board

Monthly Work Order Statistics Report

April 2019

Period:	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water/Distribution	106	106	100%	0
Sewer/Collection	2	2	100%	0

Locates:

Water Line: 99

Sewer Line: 10

Water & Sewer, same ticket: 44

Hydrant flow test: 13

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

Water treated at the water treatment plant in April: 9,659,280 gallons.

Daily average water usage for April: 321,976 gallons

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

SOUTH CAMDEN WATER & SEWER BOARD									
MONTHLY WATER STATISTICS REPORT									
Date	Work Orders Submitted	Percentage Complete	Uncompleted	Water/Distribution	Sewer/Collection	Water Locates	Sewer Locates	Water/Sewer Locate	Hydrant Flow Test
2018									
April	75	100%	0%	75	0	86	37	1	3
May	82	100%	0%	79	3	63	18	13	0
June	128	100%	0%	124	4	93	10	29	0
July	93	100%	0%	86	7	90	10	14	1
August	110	100%	0%	110	0	81	28	1	5
Sept	86	100%	0%	84	2	109	34	13	0
Oct	71	100%	0%	68	3	75	17	13	12
Nov	77	100%	0%	76	1	124	7	48	7
Dec	121	100%	0%	120	1	134	6	12	7
2019									
Jan	99	100%	0%	99	0	125	4	15	0
Feb	63	100%	0%	63	0	180	11	1	9
March	104	100%	0%	103	1	153	8	4	27
April	106	100%	0%	104	2	99	10	44	13

Monthly to approve the monthly report as presented.

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

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

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

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

ITEM 5. PUBLIC HEARING

A. Ordinance 2019-03-01 – Rezoning Application for Keeter Barn, LLC.

Motion to open the Public Hearing for Rezoning Application for Keeter Barn, LLC.

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

Planning Director Dan Porter presented the following information:

Keeter Barn, LLC (Managers Chad Williams and Alex Underhill) met with planning staff on rezoning of the property located at the intersection of U.S. 17 and Keeter Barn Road to a zoning classification that would make the property more marketable as in the requested zoning classification of Village Residential vice the existing zoning classification of Highway Residential. Neighborhood meeting was held March 1, 2019 at the South Mills Fire Station.

The Village Residential (VR) district is established to accommodate a wide range of residential and institutional use types at modest densities on lots within and adjacent to designated village centers. The district allows duplexes, live/work units, single-family attached, and single-family detached dwellings, but does not allow mobile homes, manufactured homes, or conservation subdivisions. As a means of creating compact, functional neighborhoods, the district also allows a wide variety of institutional uses, including community centers, daycare, schools, assisted living, religious institutions, parks and utilities. Lots served by public sewer may have reduced minimum lot sizes and building height is measured from the base flood elevation. District regulations are intended to support the County’s investment in infrastructure by encouraging the development of compact, vibrant neighborhoods with a variety of house sizes and types that are located in close proximity to complementary institutional uses. Low density development comprised of uniform building types or styles is discouraged.

Chad Williams addressed the board with his request to rezone the described property from Highway Commercial to Village Residential.

Chief Tommy Banks of South Mills Volunteer Fire Department referenced the following letter in his remarks to the Board:

To : The Camden County Planning Department

I am writing this letter on behalf of the South Mills Volunteer Fire Department in regards to the proposal to rezone the property on Keeter Barn Road that is adjacent to the fire station property. The Fire Department Board of Directors have some concerns in regards to rezoning this property. I will list them below and try to explain our concerns.

First and foremost our most important is the current helicopter landing pad that is only about 50 feet from this property. While the FAA has regulations that regulate safe approach zones, this protects the helicopters in the approach zone. These are still not able to ensure damage from helicopters coming into the pad to structures and property. They also do not address the concern of noise. If this area is rezoned for mixed use then residential construction can take place. If this is the outcome then these FAA regulations will have to be adhered to by development for the pad to stay open for emergency operations. We just want the county to understand the complaints that may arise if residential properties are developed on the property. Wind damage caused by rotary wash to property and also noise complaints. We also conduct training exercises that do produce a significant amount of noise. We have already had a few complaints from neighbors across the street about noise.

Our second concern is the county owns the property where the fire station is located and there is a retention pond on the property that is not currently fenced in. If residential housing is developed on the adjacent property then the fire station property would need to be fenced in to prevent liability on the county's part to ensure no kids fall in the pond or get injured on the station property. While this can be done it will be a cost for the county.

Third is the fact that Hwy 17 is currently being looked at by DOT to become part of the future Interstate 87. DOT should be notified to get there input as this property in question also borders the highway. They will probably need an easement for an off ramp for Keeter Barn Road when the Interstate 87 project moves forward. It will be important that fire and rescue equipment will have quick access to north and south bound Interstate 87, this will require an on ramp for both directions.

Fourth is the other county owned property which borders this property is the county's wastewater plant. While its operation is very unnoticeable there is still possibility of complaints from residents if allowed to build close to the plant.

We hope that the planning committee will see that this property for its location is already zoned for Hwy Commercial, which we believe is the best use for this property. We believe it would be best for the county to leave it as highway commercial. If the county moves forward with the intentions to rezone then we would address these concerns when a development plan is submitted. Should you have any questions, please feel free to contact me.

Dan Porter continued the presentation of the Staff Report Findings.

STAFF REPORT

**UDO 2019-03-04
Zoning Map Amendment**

PROJECT INFORMATION

File Reference:	UDO 2019-03-04	Application Received:	3/4/2019
Project Name:	N/A	By:	David Parks, Permit Officer
PIN:	01-7080-00-30-7405	Application Fee paid:	\$970 Check #1001
Applicant:	Keeter Barn, LLC Chad Williams & Alexander Underhill	Completeness of Application:	Application is generally complete
Address:	205 N. Water St. Elizabeth City, NC	Documents received upon filing of application or otherwise included:	
Phone:	(252) 340-0147	A.	Rezoning Application
Email:		B.	Deed
Agent for Applicant:		C.	GIS Aerial, Current zoning, Comprehensive Plan Future Land Use and CAMA Land Use Plan Suitability Maps
Address:		D.	Neighborhood Meeting Comments
Phone:			
Email:			
Current Owner of Record:	Applicant		
Meeting Dates:			
3/1/2019	Neighborhood		
3/20/2019	Planning Board		

REQUEST: Rezone approximately 42 acres from Highway Commercial (HC) to Village Residential (VR) on property located at intersection of U.S. 17 and Keeter Barn Road South Mills Township.

From: Highway Commercial (HC) – Article 151.3.6.5 (Purpose Statement)

The Highway Commercial district is applied to lots along the County’s major roadways (e.g., US 158, US 17, NC 34, and NC 343) and is intended for automobile-oriented commercial development as well as large floorplate commercial uses and uses that require or generate truck traffic. The district also accommodates agricultural and institutional uses as well as higher density residential uses with a special

use permit. New development in the HC district is grouped and configured to ensure regular lateral vehicular and pedestrian access along major transportation routes as a means of establishing a well-connected transportation system. New development is configured to maintain high visual quality along the major roadway, or is fully screened from view. Sufficient spacing and screening is included along lot lines shared with adjacent residential zoning districts to ensure compatibility. New commercial and multi-family developments in the district are subject to the design standards in Article 151.5.

To: Village Residential (VR) – Article 151.3.5.6 (Purpose Statement)

The Village Residential (VR) district is established to accommodate a wide range of residential and institutional use types at modest densities on lots within and adjacent to designated village centers. The district allows duplexes, live/work units, single-family attached, and single-family detached dwellings, but does not allow mobile homes, manufactured homes, or conservation subdivisions. As a means of creating compact, functional neighborhoods, the district also allows a wide variety of institutional uses, including community centers, day care, schools, assisted living, religious institutions, parks, and utilities. Lots served by public sewer may have reduced minimum lot sizes and building height is measured from the base flood elevation. District regulations are intended to support the County’s investment in infrastructure by encouraging the development of compact, vibrant neighborhoods with a variety of house sizes and types that are located in close proximity to complementary institutional uses. Low density development comprised of uniform building types or styles is discouraged.

PROJECT LOCATION:

Vicinity Map: South Mills Township



SITE DATA

Lot size: Approximately 42 acres.
Flood Zone: X
Zoning District(s): Highway Commercial (HC)
Existing Land Uses: Farmland

Adjacent Zoning & Uses:

	North	South	East	West
Zoning	Rural Residential (RR)	Highway Commercial (HC)	Highway Commercial (HC)/ Rural Residential (RR)	Working Lands (WL)
Use & size	Housing	Sewer Treatment Plant	South Mills Fire Station/Farmland	U.S. 17/Dismal Swamp Canal

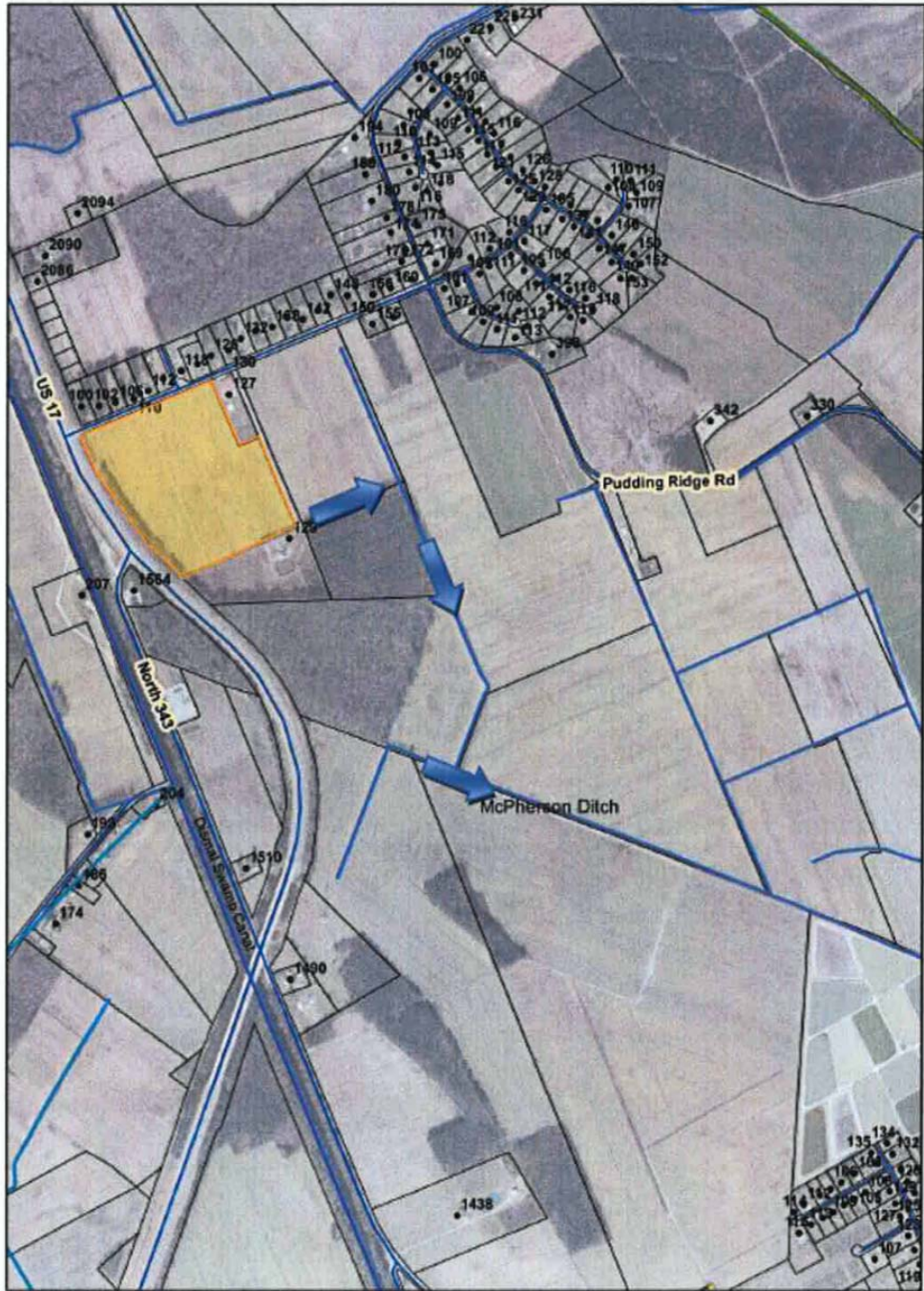
Proposed Use(s): Residential purposes.

Description/History of property: Property is located just outside the Core Village of South Mills at the corner of U.S. 17 and Keeter Barn Road and is currently being farmed by current owner. Property was advertised for sale by previous owner under the current zoning of Highway Commercial (which was approved in 2004) with no prospects. Possible reasons for this maybe; 1) Only access for a development would be off Keeter Barn Road as U.S. 17 is a limited access corridor; 2) proximity to sewer treatment; 3) lack of demand/rooftops.

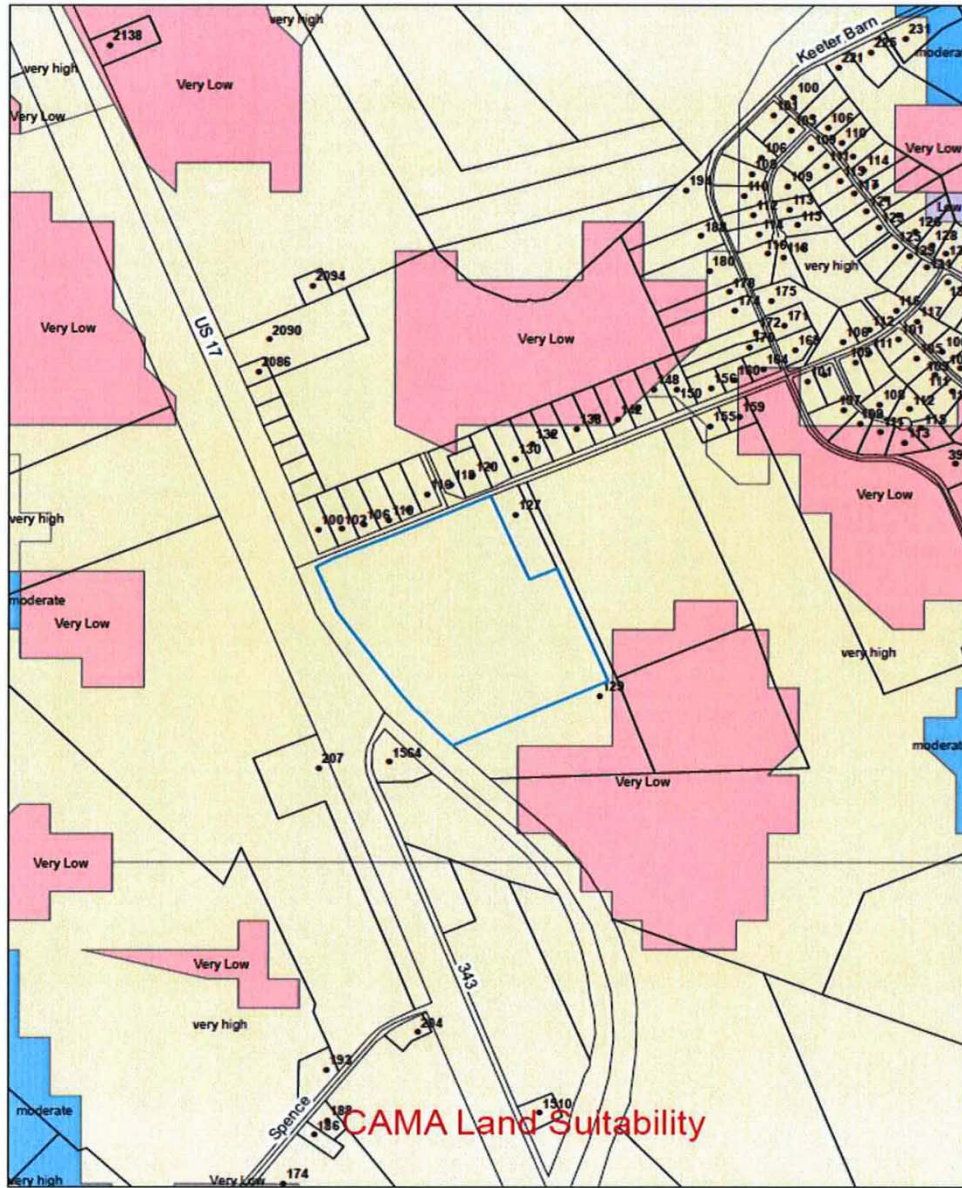
ENVIRONMENTAL ASSESSMENT

**Streams, Creeks, Major Ditches:
Distance & description of nearest outfall:**

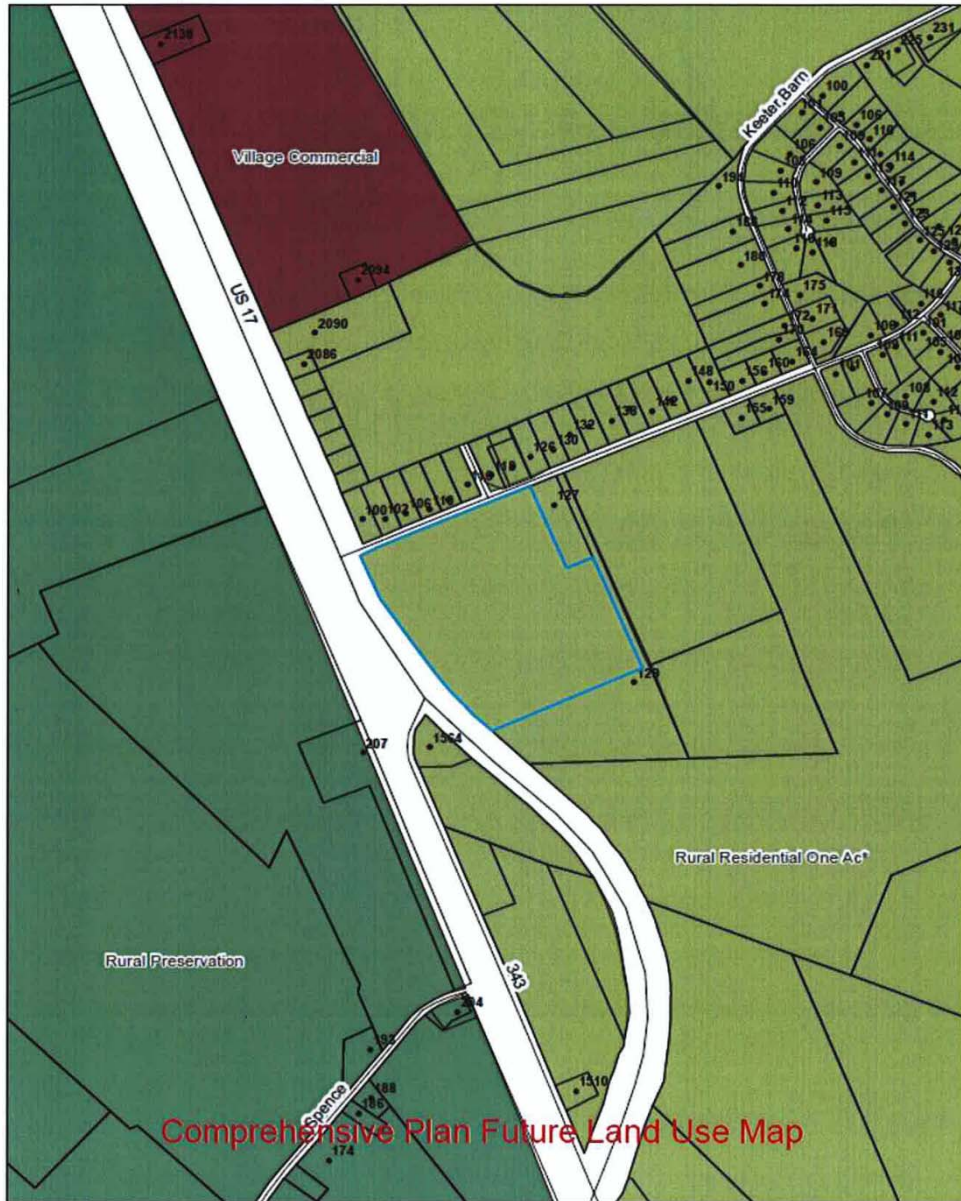
The property is very flat with a minimal outfall ditch located at the southeastern part of the property running eastwardly, then turns south through a few farm field then South to the McPherson Ditch. Approximate distance to McPherson Ditch is 3,880 feet. See Drainage Map next page.



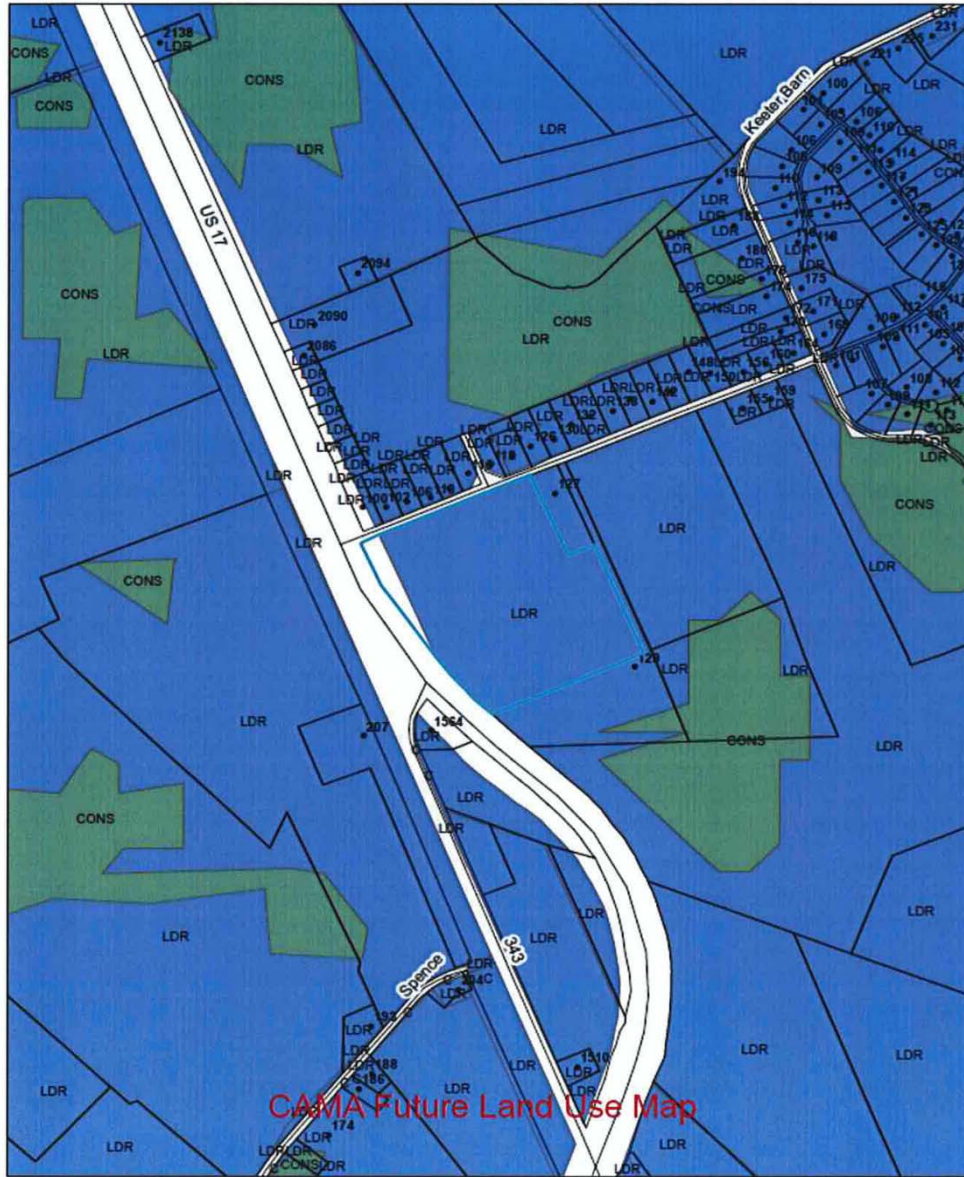
CAMA Land Suitability:



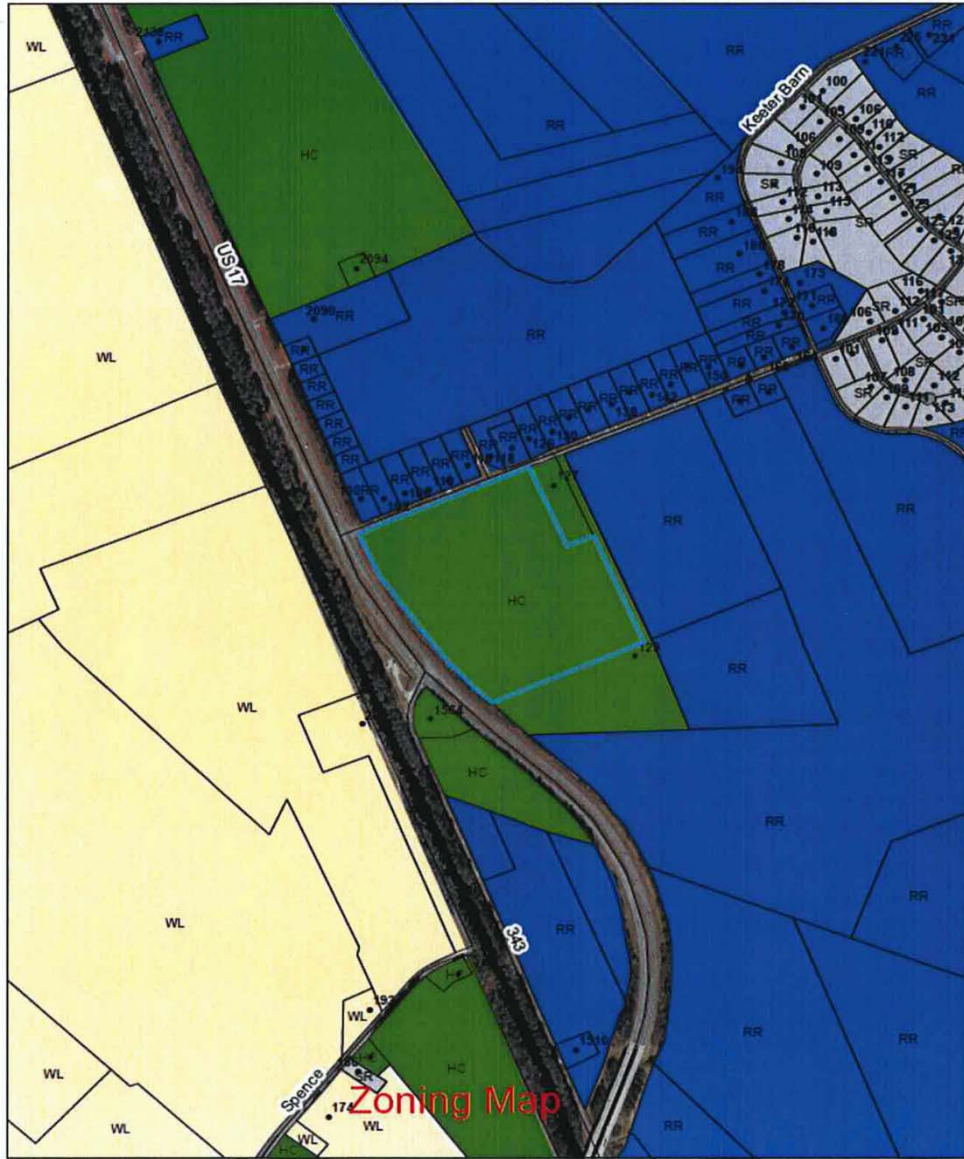
Comprehensive Plan Future Land Use Map



CAMA Future Land Use Map



Zoning Map:



INFRASTRUCTURE & COMMUNITY FACILITIES

Water	Water lines are located adjacent to property along Keeter Barn Road.
Sewer	Sewer lines are located adjacent to property along Keeter Barn Road.
Fire District	South Mills Fire Department adjacent to property.
Schools	Impact calculated at Development stage.
Traffic	Generation of traffic will be at development stage.

PLANS CONSISTENCY

CAMA Land Use Plan Policies & Objectives:

Consistent **Inconsistent**

The CAMA Land Use Plan was adopted by the Camden County Board of Commissioners on April 4, 2005. The proposed zoning change is inconsistent in that the Future Land Use Maps has property identified as Low Density Residential on 1-2 acres or greater. However at the time the plan was adopted, the County had not considered connecting residential to sewer to allow for higher density residential development due to limited availability of sewer. The requested zoning makes it partially consistent in that it allows for residential development but with a higher density based on water/sewer availability.

2035 Comprehensive Plan

Consistent **Inconsistent**

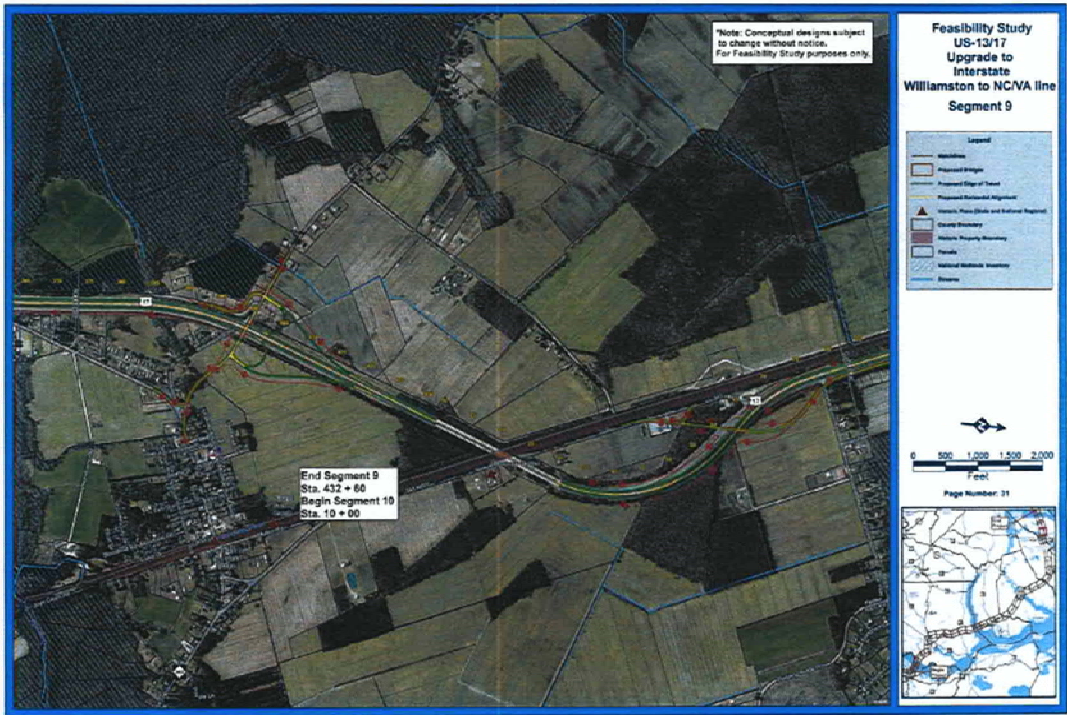
The proposed zoning change is inconsistent with Comprehensive Plan (Adopted 2012) as Future Land Use Maps reflect land as Rural Residential on one acre lots. Availability of sewer for higher density development was more focused within the Core Villages of the County at the time the plan was approved. Requested zoning makes it partially consistent in that it allows for residential development, but at a higher density based on water/sewer availability.

PLANS CONSISTENCY – cont.

Comprehensive Transportation Plan

Consistent **Inconsistent**

Proposed Interstate 87 which is on the States TIP may affect portion of property (see Feasibility Study Map next page).



Other Plans officially adopted by the Board of Commissioners

N/A

FINDINGS REGARDING ADDITIONAL REQUIREMENTS:

Yes No **Will the proposed zoning change enhance the public health, safety or welfare?**

Reasoning: The proposed zoning change will enhance the public health, safety, or welfare as it will allow for a mix of higher density of residential and commercial uses with the availability of water and sewer which both are located adjacent to property.

Yes No **Is the entire range of permitted uses in the requested classification more appropriate than the range of uses in the existing classification?**

Reasoning: Uses in the requested zoning classification are more appropriate as it offers a mix of residential and commercial options. The current zoning has been in place since 2004 and has been listed for sale by previous owners with no success.

For proposals to re-zone to non-residential districts along major arterial roads:

Yes No **Is this an expansion of an adjacent zoning district of the same classification?** N/A

Reasoning:

Yes No **What extraordinary showing of public need or demand is met by this application?** N/A

Reasoning:

Will the request, as proposed cause serious noise, odors, light, activity, or unusual disturbances?

Yes No **Reasoning:** All uses permitted in the requested zoning classification should not cause any serious noise, odors, light activity, or unusual disturbances.

Does the request impact any CAMA Areas of Environmental Concern?

Yes No **Reasoning:** Property is outside any CAMA Areas of Environmental Concern.

Does the county need more land in the zoning class requested?

Yes No **Reasoning:** The requested VR zoning is a revision as far as definition and permitted uses of the previous Mixed Village Residential (R1) (new zoning classification approved on February 4, 2019). Additional zoning of this classification is needed in specific areas within and adjacent to Camden's Village areas.

Yes No **Is there other land in the county that would be more appropriate for the proposed uses?**

Reasoning: The location of the property makes it appropriate for the proposed uses.

Yes No **Will not exceed the county's ability to provide public facilities:**

The proposed zoning will have an impact on all public facilities, how much will be determined at the development of the property.

Schools –

Fire and Rescue –

Law Enforcement –

Parks & Recreation –

Traffic Circulation or Parking –

Other County Facilities –

Yes No **Is This A Small Scale "Spot" Rezoning Request Requiring Evaluation Of Community Benefits?**

If Yes (regarding small scale spot rezoning) – Applicants Reasoning:

	Personal Benefits/Impact	Community Benefits/Impact
With rezoning		
Without rezoning		

STAFF COMMENTARY:

The current zoning on property is inconsistent with the CAMA Plan and Comprehensive Plan as the plans reflect property to be zoned as residential. The requested zoning according to its Purpose Statement (listed above) fits this request as property sits adjacent to South Mills Core Village.

Consistency statement:

The existing zoning and requested zoning are inconsistent with both the CAMA and Comprehensive plans as both plans identify property as low density residential. At the time both plans were adopted sewer availability was either nonexistent or the use of was focused within the villages where available.

Excerpt from Comprehensive Plan – Vision Statement

“New development will be focused within targeted core areas to breathe new life into established county villages and to efficiently use existing and planned infrastructure and public resources. New housing choices will be made available to serve families, young professionals, and retirees. Rural areas will maintain prominence in the county, and will continue to serve agricultural and forestry production and low density residential development.”

Also, the requested zoning is supported by several action strategies of the Comprehensive Plan.

Recommendation:

Planning Staff recommends approval of Rezoning Application (UDO 2019-03-04) from Highway Commercial to Village Residential.

Motion to close the Public Hearing.

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

Motion to schedule Ordinance 2019-03-01 for deliberation and vote on the July 8, 2019 meeting agenda.

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

B. Preliminary Plan Phase II Sleepy Hollow Estates

Motion to open Public Hearing for Preliminary Plan Phase II Sleepy Hollow Estates.

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

Planning Director Dan Porter introduced the application and included the following:

STAFF REPORT

**UDO 2019-02-18
Preliminary Plan Sleepy Hollow Estates
Phase II Major Subdivision**

PROJECT INFORMATION

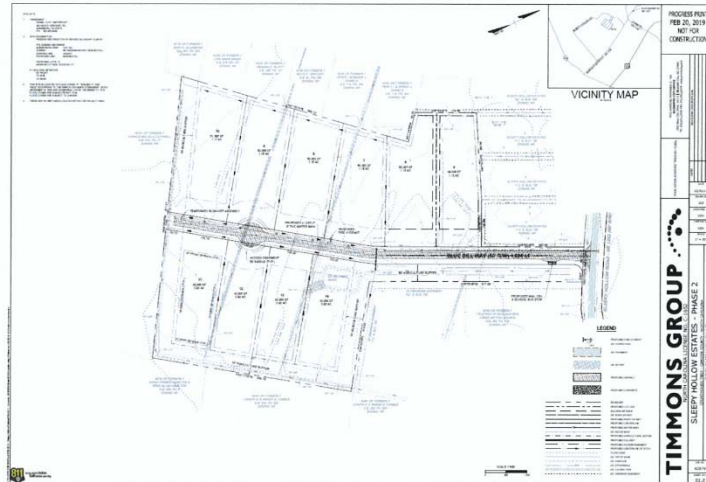
File Reference:	UDO 2019-02-18	Application Received:	2/22/19
Project Name;	Sleepy Hollow Estates	By:	David Parks, Permit Officer
PIN:	02-8935-01-28-8169	Application Fee paid:	\$2,000 Check #1210
Applicant:	Daniel Cartwright	Completeness of Application:	Application is generally complete
Address:	366 N. Gregory Rd Shawboro, NC 27973	Documents received upon filing of application or otherwise included:	
Phone:	(252) 202-6645	A.	Land Use Application
Email:		B.	Preliminary Plan - Revised
Agent for Applicant:	Timmons Group	C.	Agent for Applicant letter
Address:	1805 West City Dr. Unit E	D.	Deed
Phone:	(252) 338-2913	E.	Perc Tests from Albemarle Regional Health Services
Email:		F.	TRC Inputs
Current Owner of Record:	Daniel Cartwright	G.	Drainage Approval Memo – Greg Johnson
Meeting Dates:		H.	County Attorney Letter
2/19/2019	Neighborhood Meeting		
3/6/2019	Technical Review Meeting		
3/20/2019	Planning Board		
4/17/2019	Planning Board		

PROJECT LOCATION:

Street Address: Off Sleepy Hollow Road Adjacent to address 312
Location Description: Courthouse Township

REQUEST: Preliminary Plan Phase II Sleepy Hollow Estates Major Subdivision – 10 lots - **Article 2.3.16 of the Unified Development Ordinance.**

Kim Hamby of The Timmons Group described the site plan.



Aaron Pippin of 262 Sleepy Hollow Road addressed the Board with the following concerns:

- The UDO states a dead-end road should not be over 1,000 feet. The roundabout is 1,000 feet. The UDO states there should be a cul-de-sac at the end of every dead-end road. There is currently no future development.
- 50-foot buffer requirement for a bona fide farm.
- Monument requirement of #4-gauge rebar surrounded with 3-inch PVC pipe filled with concrete.

Dan Porter continued with his report and presented the following:

SITE DATA

Lot size:	Approximately 14 acres
Flood Zone:	Zone AE/X
Zoning District(s):	Neighborhood Residential (NR)
Adjacent property uses:	Agriculture, Residential, Church.
Streets:	Shall be dedicated to public under control of NCDOT.
Street/Subdivision name:	Subdivision name: Sleepy Hollow Estates Street Names: Blue Bill Way
Open Space:	Required: 12 acres X .05 = .61 acres
Landscaping:	Landscaping Plan required at Construction Drawing.

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

Recreational Land: N/A (Less than 30 lots) **Article 151.6.1.13**

ENVIRONMENTAL ASSESSMENT

Streams, Creeks, Major Ditches: Sawyers Creek

Distance & description of nearest outfall: Outfall located at the Southeastern portion of property through 404 wetlands under Sawyers Creek Road out to Sawyers Creek. Distance is approximately 2,100 feet to culvert.

TECHNICAL REVIEW STAFF COMMENTS

1. **South Camden Water.** Approved.
2. **Albemarle Regional Health Department.** Approved. 10 Perc tests received.
3. **South Camden Fire Department.** Reviewed with no comments.
4. **Pasquotank EMS (Central Communications).** Subdivision/road names approved.
5. **Sheriff's Office.** Reviewed with no 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.** Approved with comments (see attached).
9. **Camden Soil & Water Conservationist.** Approved.
10. **NCDOT.** No response.
11. **Mediacom.** No response.
12. **Century Link.** Reviewed no comments.

PLANS CONSISTENCY

CAMA Land Use Plan Policies & Objectives:

Consistent Inconsistent

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

2035 Comprehensive Plan

Consistent Inconsistent

Property Zoned Neighborhood Residential (NR) prior to adoption of Comprehensive Plan Future Land Use Maps which has area designated as Rural Preservation.

Comprehensive Transportation Plan

Consistent Inconsistent

Property abuts Sleepy Hollow Road (SR 1202) and internal road will be dedicated to public.

FINDINGS REGARDING ADDITIONAL REQUIREMENTS:

Yes No

Endangering the public health and safety?

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

Yes No

Injure the value of adjoining or abutting property.

In staff's opinion, application does not appear to injure the value of adjoining or abutting property.

EXCEED PUBLIC FACILITIES:

Yes No

Schools: Proposed development will generate 6 students (.67 per household X 10 lots). High School over capacity: **2018/2019 capacity: 570 Enrollment: 607 – Capacity does not include modular units for Camden Early College**

Yes No

Fire and rescue: Approved.

Yes No

Law Enforcement: Approved.

Staff recommends approval of Phase II Sleepy Hollow Estates based on current by right zoning with the following recommendations:

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

Planning Board met on March 20, 2019 and carried application over to their April 17, 2019 Planning Board meeting based on property line disputes. The following issues were brought up by an adjacent property owner:

Property lines – See County Attorney letter dated March 29, 2019 (attached).

Farmland Compatibility Standards (Article 151.5.5 of the UDO) and NC General Statute 153A-340 (attached).

Length of Cul-de-sacs – Article 151.6.2.3K (UDO)

External Street Connectivity – Article 151.6.2.3.1.2a (UDO)

Included in findings are approved Board Minutes of March 20, 2019 and excerpt of draft minutes from April 17, 2019 concerning above issues.

After discussion with Planning Staff and adjacent property owner on above issues, Planning Board recommended approval of Phase II Sleepy Hollow Estates major subdivision on a 5-0 vote.

Mr. Porter addressed Mr. Pippen’s concerns by including the following comments:

- UDO Requirements in regard to the street – 1) Cul-de-sac cannot be more than 1,000 feet. 2) Connection requirement to potentially developed adjacent property. The conflicting requirements were addressed with the engineer.
- Farm Compatibility Standards – Property in question is a residential lot; not a bona fide farm.

Wanda Daniels of Sleepy Hollow Road addressed the Board. Ms. Daniels raised a question of her right to farm her land. She also questioned the right-of-way and boundary line.

Mr. Porter clarified that she may farm her land but it is not designated as a bona fide farm. He then explained the definition of a bona fide farm as according to the NC General Statute: Land where a) a farm sales tax exempt certificate issued by the Department of Revenue exists or b) a

copy of the property tax listing showing that the property is eligible for participation in the Present Use Value Program pursuant to GS 105-277; c) a copy of a farm owner's or operator's Schedule F from the owner's or operator's most recent federal tax return or d) a forest management plan.

Kim Hamby explained that originally the property line was drawn at the edge of the woods. As a result of the property dispute, each of the six lots has picked up somewhere between ¼ and ¾ of an acre on the back of their residential lots behind the woods. The property is not currently farmed. The property was just obtained as Mr. Cartwright, the applicant, settled and transferred each of those additional pieces to the property owners.

Motion to close the Public Hearing.

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

Motion to schedule Preliminary Plan Phase II Sleepy Hollow Estates for deliberation and vote on the July 8, 2019 meeting agenda.

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

Chairman White recessed the meeting for at 9:05 PM for a break.

At 9:15 PM Chairman White reconvened the meeting of the Board of Commissioners.

C. Proposed FY 2019-2020 Budget

Motion to go into Public Hearing for Proposed FY 2019-2020 Budget.

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

County Manager presented the Budget Message and Proposed FY 2019-2020 Budget.

FY 2019-2020 Budget Message

June 3, 2019

To: The Camden County Board of Commissioners
Tom White, Chairman
Clayton Riggs, Vice Chairman
Randy Krainiak, Commissioner
Garry Meiggs, Commissioner
Ross Munro, Commissioner

As Budget Officer, I submit to you this proposed annual operating budget for Camden County for Fiscal Year 2019-2020. This budget has been prepared in accordance with the provisions of General Statute 159-11, the Local Government Budget and Fiscal Control Act. Notice of this submission will be given to the news media and the public, and a public hearing will be scheduled at the Board of Commissioners monthly meeting on June 3rd at 7:00 P.M. A copy of the proposed budget will be placed on file with the Clerk to the Board and will be available for public inspection during normal business hours within 10 days prior to the June 3rd public hearing. A copy of this document is also available on Camden County's website. One of the critical purposes of this document is to encourage open dialogue, questions, and public deliberation as it relates to how citizen tax dollars can best be used to serve the community.

In addition, while developing the budget the following key activities were taken into consideration:

- Continue to minimize the financial impact of county operations on its citizens through mindful budgeting and frugal expenditures.
- Fund Capital goals as indicated in the Capital Improvement Plan.
- Maintain a reserve fund balance in accordance with the financial policies outlined and adopted in Resolution 2007-05-04.
- Continue to provide outstanding government services at all levels.

Revenues

The above goals for FY 2019-20 were balanced with expected revenues with the intent of minimizing the use of the General Fund Balance to support operating expenses. Revenues are generally related to expected economic growth within the County and the State. There are positive economic indicators including low unemployment and strong consumer confidence. Property Tax values appear to be above 1% expected growth minimizing the impact of reduced sales tax collections on total revenues for the FY 2019-20 budget.

Below is a listing of the major General Fund projected revenues.

Ad Valorem Tax	\$7,315,277
Local Option Sales Tax (Art. 39)	\$565,000
Vehicle Tax	\$679,293
Franchise Tax	\$729,000
Medicaid Hold Harmless	\$450,000
Article 40 Tax	\$295,000
Article 42 Tax	\$182,000
Special Revenue Fund (CRF for Debt Payment)	\$187,262
From School Reserve Fund (Debt Payments, Capital Outlay)	\$982,806

Expenditures

With a few exceptions, county departments continued to hold the line on expenditures. However, non-departmental expenditures are increasing. Non-departmental contributions such as School Funding, Emergency Medical Services (EMS), Emergency Management and Health Services are major appropriations. Other increased appropriations include Forestry, Social Services, and Solid Waste / Recycling. These increases in annual expenditures continue to be higher than increases in annual revenues for FY 2019-20. Continuing to fund operational expenditures with fund balance will quickly have a detrimental effect on general fund balance.

The County's fund balance should be carefully invested within our county to foster economic growth and quality of life without burdening the taxpayers as available. While it is imperative to keep our responsible fiscal policies intact by supporting operational expenditures with operational revenues, we are in a position to use a portion of fund balances restricted for capital investment to address failing County buildings and critical infrastructure as well as community projects that are important to our citizens such as Community Parks and recreational projects. Funding Capital Improvement Plan projects is vital to the success of these goals.

Compared to the proposed FY 2018-19 General Fund budget of \$12,566,599, the proposed FY2019-20 proposes \$13,280,091 which represents an increase of \$713,492.

The FY 2019-20 proposed general fund budget is balanced with \$353,696 in fund balance to finance County operational expenses. The FY 2018-19 proposed general fund budget was balanced with \$553,724 in fund balance to finance County operational expenses.

Departmental Appropriations

Below is a list of some of the major Departmental expenditures proposed for FY2019-2020.

Governing Body	\$111,647
County Administration	\$215,361
Elections	\$144,888
Finance Department	\$195,790
Personnel	\$75,980
Tax Department	\$487,926
Legal	\$40,000
Register of Deeds	\$246,992
Planning Department/Inspections	\$523,476
Public Works/Building & Grounds	\$549,487
Sheriff & SRO	\$1,943,222
Extension	\$174,540
Recreation	\$277,010
Senior Center	\$107,287
Solid Waste	\$743,712
Non-Departmental	\$229,700
Economic Development	\$123,047
Capital Outlay/Debt Service	\$1,089,189
Library	\$196,347
JCPC	\$66,510
Soil & Water Conservation	\$74,213

Special Appropriations

In the FY 2019-20 proposed budget, Special Appropriations expenditures total \$5,447,502 or 41 % of total General Fund expenses. The county is required by contract to commit the funds budgeted for EMS, Emergency Management and Forestry. The School System is anticipated to have a continuing ADM from FY2018-19 levels.

The list below highlights some of the major Special Appropriation proposed for FY2019-2020.

School Current Expense	\$2,600,000
School Capital Outlay	\$405,878
Pasquotank/Camden EMS	\$545,872
Central Communications/Emergency Mgmt.	\$353,000
College of the Albemarle	\$40,000
Albemarle District Jail	\$337,015

Department of Social Services	\$336,487
CH & S Fire Commission	\$261,568
South Mills Fire Commission	\$161,882

Major Concerns

The County needs to remain focused on the area of economic development as a key to increasing revenues, expanding and diversifying the tax base, and making the wastewater system financially self-supporting. Significant progress has been made on the HWY 158 corridor and the planned expansion of the water and wastewater system.

Attention must remain focused on revenue generation from the land transfer tax which is the major funding mechanism for the County Capital Reserve Fund. Without a steady flow of sustainable revenue the County will not be able to take on new Capital Improvement Projects (CIP) or adequately fund the debt service obligations for already completed projects.

In addition, during FY 2018-19, the County contributed approximately \$295,000 to the School District for capital improvements and \$2,600,000 for operating expenses utilizing tax revenue and a significant contribution from fund balance. The proposed FY 2019-20 budget continues to provide \$2,600,000 for current operating expenses and \$405,878 to the Board of Education for capital needs.

Other Major Program Goals

Community Park Trust Fund

The Community Park Trust Fund (CPTF) FY 2019-20 budget includes funding for Park Maintenance Capital needs. The county will pursue grant funding for design/construction of future community parks once the land purchase of the identified location has been completed.

Capital Reserve Fund

The money for this fund comes from the \$0.01 land transfer tax which is levied on all land sales. Due to outdated and failing County buildings, funds are included to continue planning for a County Office Building / Campus complex that would replace the current structures. These new buildings would combine the Administration, Tax, Planning, and Water/Sewer staff. In addition the Library and Community Center will be co-located on the campus.

School Capital Reserve Fund

The School Capital Reserve Fund is currently funded by restricted sales tax. During 2018-2019 the County committed to supporting the school system's need for a new High School by submitting a joint application for \$15 million in grant funds. The grant request was only partially funded for \$2.7 million requiring a \$782,000 match. County Management is currently working

with school officials to proceed toward being shovel ready in the hopes of obtaining additional grant funds in the FY 2019-20 fiscal year. The cost of constructing a new school will require debt financing and consideration should be given to the best possible route to bringing this project to fruition without undue burden on our taxpayers.

RECOMMENDATION

The total of recommended General Fund expenditures is \$13,280,091.

The projected revenues total \$12,926,395 for the General Fund at the present tax rate of \$.75.

In order to balance the budget we can:

- Increase the tax rate 3.5 cents to make up the \$353,696 (Not Recommended)
- Reduce general fund expenditures by \$353,696 (Not Recommended)
- Use \$353,696 from the County Reserve Fund Balance (Recommended)
- Implement an annual Solid Waste Fee of \$75.00 per household (Recommended)
- Implement a 2% Cost of Living (COLA) for Full-time Employees (Recommended)

After receiving departmental requests, budget & finance worked to cut general fund requests requiring \$909,021 in fund balance to \$353,696. The only way to reduce expenditures further without reducing services is by removing the personnel requests (i.e. Part Time), cost of living increase, the limited capital improvements (i.e., updated desktop computers, park mower, Deputy vehicle) and the equipment requests (i.e. Sr. Center exercise equipment). The reality is that it is not practical to keep putting off capital expenditures and expect services to remain at current levels of efficiency.

Using funds from our unallocated General Fund Reserve to balance the budget is a practice that the county has tried to avoid in the past but has had to rely on in recent years. Paying for current operating expenses from a savings account meant for emergencies and strategic capital expenditures is not a good financial practice, and I would highly recommend against it.

FY 2019-20 Budget Summary

The Management Team brought me a conservative set of budget requests that allowed for the continuation of excellent services that have been provided in the past. This budget also provides for limited capital improvements and equipment that are necessary to continue services in a manner that is effective and safe. In addition the proposal of a Solid Waste fee is needed to help offset the rising cost of trash disposal and recycling. Finally, this budget provides for a plan this year while keeping in mind the challenges we face in future years. Challenges such as the construction of a new administration campus, a new school, broadband, and waste water sewer lines extensions are planned for in the next year and while funds for their construction are not specifically allocated we are still mindful of them while putting together this year's budget.

The strain on revenues and our desire to maintain our service level has made for very

conservative budgets during the last several years, and our Management Team has once again done a great job keeping expenses down to all but the necessary in order to provide for a responsible and balanced budget. Again, I want to emphasize to you that Camden County is in good financial condition overall. Our fund balance in the General Fund continues to be healthy.

I look forward to working with you to implement this budget and continue to serve the citizens of Camden County. As public officers, we have been given the task of protecting the rights, needs and desires of the constituents. The staff believes that this task has been achieved and respectfully submits to you the FY2019-20 Fiscal Year Budget.

Respectfully submitted,


Kenneth L. Bowman
Budget Officer/County Manager

CF: Finance Director

Motion to close the Public Hearing.

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

Motion to add Proposed FY 2019-2020 Budget to New Business as Item 6.E.

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

D. Proposed FY 2019-2023 Capital Improvement Program

Motion to go into Public Hearing for Proposed FY 2019-2023 Capital Improvement Program.

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

County Manager Ken Bowman presented the Proposed FY 2019-2023 Capital Improvement Program.

Camden County Board of Commissioners

Tom White, Chairman
Clayton Riggs, Vice Chairman
Garry Meiggs
Randy Krainiak
Ross Munro

Re: Fiscal Year 2019-2023 Recommended Capital Improvement Program (CIP)

Chairman White and Members of the Board:

The provision of adequate public infrastructure remains a top priority for the County. Being only the ninth year having a CIP process, the Board of Commissioners have undertaken significant thought, discussion and consideration to estimate critical facility needs and the costs therein for the County.

Financial policy specific to how the County governs the issues of debt, fees & user charges, fund balances, competitive employment, and the ad valorem tax rate are shown in the attached Resolution No. 2007-05-04. This Resolution puts in place measures to insure the financial strength of the County government as well as protecting the taxpayer. In addition, the Board of Commissioners created a Capital Reserve Fund as a mechanism with which to fund critical, non-school, county infrastructure projects.

A primary goal for the County is bringing new development and job creation to the Camden Commerce Park along U.S. 17. Further development along the HWY 158 and US 17 corridors will result in the generation of new tax revenues, lessening the County's reliance upon residential property taxes and creating new employment opportunities for our citizens.

With Camden County being a recipient of significant grant awards in furtherance of the Board of Commissioners capital improvement policy goals, key infrastructure projects are moving forward. In FY 16/17 the county was awarded approximately \$1.58 million in grants from the U.S. Economic Development Administration and the Golden LEAF Foundation for the construction of the Courthouse Area Wastewater Treatment Plant. The design framework for this project included a high-rate infiltration waste water treatment plant capable of treating 50,000 GPD and expandable to 100,000 GPD. In March 2018 the County awarded a contract to Hatchell Concrete for construction of the wastewater treatment plant at a cost of \$4.2M. This project is scheduled for completion in June 2019.

A significant project included in the 2018-2022 CIP is the engineering and design of a new Administration campus complex on the acquired site across from the Historic Courthouse. The ultimate goal of this project will be the centralization of County services into a “One Stop” method of service delivery which will allow our citizens to be served at a single County complex. Besides the immediate needs for administrative space, there is also significant interest for providing recreational and public meeting space which could house youth and adult programming. SOLEX Architects from Danville, VA was hired to design and provide conceptual renderings of the proposed campus site. This has been completed and the recommendation is to do a Request for Information (RFI) and a Request for Proposal (RFP) to determine the cost of the project. This is programed for the before the end of the second quarter of the fiscal year.

While the Board of Commissioners moved forward nine years ago with the acquisition of property for a potential high school site, it is not yet clear when this new facility will be needed. At the joint meeting between the Board of Commissioners and the School Board it was decided to hire MB Kahn to conduct a feasibility study to analyze the current and future needs. This study is scheduled to be completed between July-August timeframe. Though unfunded, a new high school construction project is included in the county’s 2018-2022 CIP.

The future for Camden County is extremely bright as we continue working together to make the County a better community in which to live, work, and recreate. It will take all of our collective skills along with wise and thoughtful decisions to have the necessary vision to continue to advance the critical capital projects identified in this document.

Respectfully Submitted,



Kenneth L. Bowman
County Manager

Motion to close the Public Hearing.

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

Motion to add Proposed FY 2019-2023 Capital Improvement Program to New Business as Item 6.F.

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

ITEM 6. NEW BUSINESS

A. Monthly Tax Report – Lisa Anderson

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

OUTSTANDING TAX DELINQUENCIES BY YEAR

<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPER</u>
2018	182,042.79	3,431.86
2017	58,137.51	3,637.45
2016	22,165.84	2,448.53
2015	12,582.51	1,157.09
2014	12,870.45	1,228.71
2013	9,024.41	4,959.98
2012	6,719.42	7,799.01
2011	4,828.75	6,473.95
2010	4,244.84	4,714.27
2009	3,978.27	4,524.03

TOTAL REAL PROPERTY TAX UNCOLLECTED	316,594.79
TOTAL PERSONAL PROPERTY UNCOLLECTED	40,374.88
TEN YEAR PERCENTAGE COLLECTION RATE	99.51%
COLLECTION FOR 2019 vs. 2018	50,924.94 vs. 37,263.75

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2018	97.53%
2017	99.13%
2016	99.63%

EFFORTS AT COLLECTION IN THE LAST 30 DAYS

ENDING April **2019**

BY TAX ADMINISTRATOR

<u>140</u>	NUMBER DELINQUENCY NOTICES SENT
<u>7</u>	FOLLOWUP REQUESTS FOR PAYMENT SENT
<u>2</u>	NUMBER OF WAGE GARNISHMENTS ISSUED
<u>13</u>	NUMBER OF BANK GARNISHMENTS ISSUED
<u>9</u>	NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR TO DELINQUENT TAXPAYER
<u>0</u>	NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)
<u>0</u>	PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR
<u>0</u>	NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY
<u>0</u>	NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR COLLECTION (I.D. AND STATUS)
<u>0</u>	REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS
<u>0</u>	NUMBER OF JUDGMENTS FILED

30 Largest Unpaid – Real

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	8,080.29	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8934-01-18-6001.0000	8,005.91	1	LINDA SUE LAMB HINTON	CAMDEN	150 158 US W
R	02-8937-00-50-8036.0000	6,148.38	1	CLEVELAND WALTON LE	CAMDEN	187 HERMAN ARNOLD RD
R	02-8934-01-17-4778.0000	5,094.04	2	LARRY G. LAMB SR	CAMDEN	152 158 US W
R	03-8899-00-45-2682.0000	4,392.64	10	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8899-00-16-2671.2425	4,190.81	1	SPRING LOTUS LLC	SHILOH	141 EDGEWATER DR
R	01-7998-01-08-6797.0000	4,175.50	1	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	02-8935-02-66-7093.0000	3,817.05	1	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	01-7080-00-53-1141.0000	3,179.89	2	EDWARD A ROSA SR	SOUTH MILLS	188 KEEPER BARN RD
R	02-8934-01-29-4617.0000	3,106.99	1	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W
R	03-8962-00-55-2255.0000	2,940.51	1	VERNON L. & EDITH W. SYLVESTER	SHILOH	453 NECK RD
R	03-9809-00-23-4988.0000	2,933.00	1	WANDA H WELLS	SHILOH	104 HIGH RD
R	02-8934-01-18-8282.0000	2,746.15	1	BRIDGET CARTWRIGHT JOHNSON	CAMDEN	144 158 US W
R	03-8971-00-54-7373.0000	2,541.39	1	DWAYNE HARRIS	SHILOH	125 ONE MILL RD
R	03-8990-00-18-6042.0000	2,530.07	1	LARRY MOTLEY	SHILOH	SECOND CREEK RD
R	03-9809-00-23-8838.0000	2,470.25	1	WILLIAM DAVID BYRUM	SHILOH	112 HIGH RD
R	02-8945-00-41-2060.0000	2,452.86	1	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	02-8935-01-08-8786.0000	2,415.55	1	LINWOOD GREGORY	CAMDEN	253 SLEEPY HOLLOW RD
R	02-8945-00-53-1518.0000	2,403.06	1	GARY D. & BETH A. LOYD	CAMDEN	115 LISTER DR
R	02-8944-00-51-7111.0000	2,400.06	1	FLOYD & JUNE T. ETHERIDGE	CAMDEN	110 BILLETS BRIDGE RD
R	03-8962-00-05-0472.0000	2,389.86	1	FRANK McMILLAN HEIRS	SHILOH	172 NECK RD
R	03-8962-00-67-1021.0000	2,182.86	2	CECIL BARNARD HEIRS	SHILOH	WICKHAM RD
R	01-7000-00-02-1977.0000	2,062.78	9	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	01-7090-00-64-4058.0000	2,056.11	1	GODFREY RIDDICK	SOUTH MILLS	131 LILLY RD
R	03-8943-04-93-8214.0000	2,052.32	10	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	02-8934-01-18-8072.0000	2,042.88	1	ARNOLD AND THORNLEY, INC.	CAMDEN	146 158 US W
R	01-7988-00-91-0179.0001	2,028.10	10	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	03-8952-00-95-8737.0000	1,993.94	1	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7998-01-09-7155.0000	1,989.37	1	CORNELIUS P & GLORIA E PAXTON	SOUTH MILLS	1298 343 HWY N
R	02-8944-00-36-1417.0000	1,927.24	1	ROSA ALICE FEREBEE HEIRS	CAMDEN	165 IVY NECK RD

30 Oldest Unpaid – Real

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	10	8,080.29	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8952-00-45-2682.0000	10	4,392.64	SEAMARK INC	SHILOH	HOLLY RD
R	01-7080-00-62-1877.0000	10	2,062.78	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	157 OTTERS PL
R	03-8943-04-93-8214.0000	10	2,052.32	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7988-00-91-0179.0001	10	2,028.10	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	171 NECK RD
R	03-8952-00-95-8737.0000	10	1,993.94	AUDREY T. LETT	SOUTH MILLS	195 BUNKER HILL RD
R	01-7999-00-32-3510.0000	10	1,827.31	LEAH BARCO	SOUTH MILLS	165 BUNKER HILL RD
R	01-7999-00-12-8596.0000	10	1,760.33	MOSES MITCHELL HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	01-7989-04-60-1568.0000	10	1,000.71	EMMA BRITE HEIRS	SOUTH MILLS	105 BLOODFIELD RD
R	01-7989-04-60-1954.0000	10	976.47	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	03-8962-00-50-0273.0000	10	900.00	DAISEY WILLIAMS BURNHAM	SHILOH	RAYMONS CREEK RD
R	01-7090-00-60-5052.0000	10	767.56	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	03-9809-00-24-6322.0000	10	627.21	DAVID B. KIRBY	SHILOH	499 SAILBOAT RD
R	02-8956-00-13-7846.0000	10	598.25	MARIE MERGER	CAMDEN	IYV NECK RD
R	02-8936-00-24-7426.0000	10	585.99	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	03-8980-00-61-1968.0000	10	281.80	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	01-7090-00-95-5262.0000	10	248.84	JOHN F. SAWYER HEIRS	SOUTH MILLS	OLD SWAMP RD
R	03-9809-00-45-1097.0000	10	202.10	MICHAEL OBER	SHILOH	CENTERPOINT RD
R	03-8899-00-37-0046.0000	10	154.57	ELIZABETH LONG	SHILOH	HIBISCUS
R	03-9809-00-17-2462.0000	10	140.15	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD
R	03-8962-00-84-0531.0000	9	220.38	CARL TEUSCHER	SHILOH	218 BROAD CREEK RD
R	01-7998-01-08-6797.0000	8	4,175.50	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	03-8962-00-04-9097.0000	8	2,182.86	CEDIC BARNARD HEIRS	SHILOH	NECK RD
R	03-8990-00-64-8379.0000	8	940.48	CHRISTOPHER FROST-JOHNSON	SHILOH	LITTLE CREEK RD
R	02-8935-01-07-0916.0000	8	710.94	ROSEITA MERGER INGRAM	CAMDEN	227 SLEEPY HOLLOW RD
R	03-8962-00-70-7529.0000	8	593.58	MARY SNOWDEN	SHILOH	WICKHAM RD
R	01-7989-04-90-0938.0000	8	541.44	DORIS EASON	SOUTH MILLS	1352 343 HWY N
R	03-8962-00-60-7648.0000	8	281.11	FRANK WRIGHT ETAL	SHILOH	WICKHAM RD
R	03-8965-00-37-4242.0000	7	1,751.87	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	03-8970-00-29-5521.0000	7	1,517.56	JONATHAN E PULLIN	SHILOH	107 AVERY DR

30 Largest Unpaid – Personal

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001709	2,252.98	10	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0001476	1,043.30	2	MIKE TAYLOR	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001538	751.18	9	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001046	712.40	10	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	680.34	8	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0002194	661.94	4	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
P	0001072	587.82	10	PAM BUNDY	SHILOH	105 AARON DR
P	0001927	483.28	10	KAREN BUNDY	CAMDEN	431 158 HWY E
P	0001104	469.71	2	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0000295	412.03	2	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0001210	411.11	7	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0000297	366.10	7	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0000466	349.77	2	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0000905	314.96	1	LAMBS OF CAMDEN	CAMDEN	152 HWY 158 W
P	0000846	305.31	4	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
P	0001694	294.16	3	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0001694	288.99	7	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0000772	288.86	4	COSEY BAKER	SOUTH MILLS	114 BINGHAM RD
P	0002924	272.82	1	PAUL BEAUMONT	SHAWBORO	106 DEERFIELD TRL
P	0001693	261.90	10	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001638	259.82	2	ERIC JASON WOODARD	SOUTH MILLS	612 MAIN LOT 12
P	0001106	248.38	10	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001952	238.91	7	HENDERSON AUDIOMETRICS, INC	SOUTH MILLS	330 158 HWY E
P	0002442	200.37	2	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0000945	195.03	4	RAMONA F. TAZEWEILL	CAMDEN	239 SLEEPY HOLLOW RD
P	0001446	177.59	10	GEORGE ROWLAND	CAMDEN	431 158 US W
P	0001638	177.05	10	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0001722	140.55	8	JANET LEARY	SOUTH MILLS	LINTON ROAD
P	0001976	137.83	1	ANA ALICIA MARTINEZ LOPEZ	SHILOH	110 AARON DR
P	0001150	136.45	2	WILLIAM MICHAEL STONE	CAMDEN	130 MILL DAM RD S

30 Oldest Unpaid – Personal

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001709	2,252.98	10	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0001538	751.18	9	JEFFREY EDWIN DAVIS	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001046	712.40	10	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	680.34	8	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001072	587.82	10	PAM BUNDY	SHILOH	105 AARON DR
P	0001693	483.28	10	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001106	248.38	10	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001673	177.05	10	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0000248	128.38	10	ROBERT H. OWENS	CAMDEN	A STREET
P	0000316	115.56	10	JAMES P. JONES	CAMDEN	142 SANDHILLS RD
P	0001827	83.28	9	KAREN BUNDY	CAMDEN	431 158 US W
P	0001722	440.55	8	JANET LEARY	SOUTH MILLS	LINTON ROAD
P	0001639	123.29	8	CAREY FARMS, INCORPORATED	SOUTH MILLS	202 SHARON CHURCH
P	0001230	411.11	7	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001681	366.10	7	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001694	288.99	7	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001952	238.91	7	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0002194	661.94	6	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
P	0000772	288.86	6	COSEY BAKER	SOUTH MILLS	114 BINGHAM RD
P	0000905	305.31	4	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
P	0001638	259.82	4	ERIC JASON WOODARD	SOUTH MILLS	612 MAIN LOT 12
P	0000945	195.03	4	RAMONA F. TAZEWEILL	CAMDEN	239 SLEEPY HOLLOW RD
P	0001476	1,043.30	2	MIKE TAYLOR	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0000295	412.03	2	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000466	314.96	3	LAMBS OF CAMDEN	CAMDEN	152 HWY 158 W
P	0000846	294.16	3	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0000385	121.17	3	MARK SANDERS OVERMAN	SHAWBORO	116 GARRINGTON ISLAND
P	0002924	120.68	3	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0000770	108.00	3	MARSHA GAIL BOGUES	CAMDEN	276 BELCROSS RD
P	0002079	106.35	3	OCTAVIS BANKS III	SOUTH MILLS	262 OLD SWAMP RD

Motion to approve the tax report as presented.

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

B. South Mills Volunteer Fire Department

Chief Tommy Banks presented the following to the Board:



South Mills Volunteer Fire Department
127 Keeter Barn Road
PO Box 24
South Mills, NC 27976
(252) 771-2772

Dear County Commissioners,

Thank you in advance for your time and support. The South Mills Volunteer Fire Department is seeking your approval to purchase a new Fire Engine. In our current fleet we have three engines one tanker two brush trucks and one service truck. We have two engines that are 30years old but still in service. These trucks are custom Pierce pumpers. These will remain in service and are still in good shape for a 30year old truck. The purpose for this new Custom Pierce Heavy Duty Rescue Pumper is too ensure we have the means and reliability to answer all the calls well into the next few generations. We run different types of rescue calls than we did in years past. We need a truck that can carry the extra equipment needed to answer these calls. We will also take our current service truck out of the fleet as it is a 1982 truck which needs to be retired due to maintenance cost and NFPA compliance issues. This truck is a part of our plan to continue to serve our growing community in the best way possible. Below is our Finance plan that we are asking you to approve tonight. We will be purchasing this truck through HGAC Buy, which gives us Government pricing and this gives us the ability to group purchase. I am available to answer any questions that you may have. Thanks again for your support of our Department and our great volunteers.

Truck Price: \$757,824.00
Down Payment From Fund Reserve: \$250,000.00
Loan Amount: \$507,824.00
Finance Rate: 3.84%
Term: 12yr
Annual Payment: \$53,913.00

Sincerely,

Tommy Banks, Chief 252-202-1027

South Mills Volunteer Fire Department

Motion to approve the purchase of a 2019 or 2020 Pierce Heavy Duty Rescue Pumper and ten-year loan financing in the amount of \$507,824.00.

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

C. Resolution 2019-06-01: Salaries & Compensation for Various Boards and Commissioners – Ken Bowman



Resolution No. 2019-06-01

**A RESOLUTION OF THE
CAMDEN COUNTY BOARD OF COMMISSIONERS
SALARIES AND COMPENSATION
FOR VARIOUS BOARDS AND COMMISSIONS
FISCAL YEAR 2019-2020**

Whereas, the Camden County Board of Commissioners desires to provide reasonable compensation for service on various boards and commissions of the County;

Now, Therefore, Be It Resolved that the Camden County Board of Commissioners meeting this 3rd day of June 2019 in Camden Village, Camden County, North Carolina does hereby amend the following salaries and compensation for the stated boards and commissions for the period beginning July 1, 2019 and ending June 30, 2020,

Section 1: BOARD OF COMMISSIONERS

Chairman	\$550.00 per month plus mileage.
Vice-chairman/ Board Member	\$525.00 per month plus mileage.

1. The monthly "salary" of the Board members shall be considered as compensation for regularly scheduled meetings of the board per the annual Meeting Calendar. Same day attendance at meetings will not be eligible for reimbursement – i.e., a closed session in advance of a board meeting.
2. Board members attending Special Meetings and Budget Work Sessions will be compensated at a rate of \$75 per meeting. Board members will be compensated up to \$75 for attendance at other board meetings they have been appointed to and not already compensated for by those boards.
3. For purposes of reimbursement, eligible meetings would include those in which the board members serve and participate by virtue of their position and/or in representation of their position as a board member and/or are an invited "participant" by staff or agency/department and may include Association Ad Hoc Committee meetings, Ground Breakings and Ribbon Cuttings or any meeting at the request of the Board of Commissioners in the Commissioner's official capacity.

4. The following are not reimbursable expenses: Attendance to social occasions (banquets, meals (except as part of a participatory meeting), entertainment, sports, galas, fundraisers, clubs, etc.), or informal or telephonic conversations. Also alcoholic beverages, political contributions, tips greater than 18%, parking or traffic violations / fines, entertainment expenses such as tickets to sporting events or theaters, and in room movies. For any fundraisers the board decides to attend, the County will pay for the ticket if the Commissioners agree that the event benefits Camden County residents and serves a public purpose, however, they will not receive meeting pay for attendance. (Must be non-partisan and non-profit.)
5. Attendance at Board appointed Board Meetings (i.e. Library, DSS, ADJ) will not be reimbursable to Commissioners who are not appointed to those boards unless they are requested to attend by the appointee who is unable to attend or at the request of the Board of Commissioners in the Commissioner's official capacity.
6. Commissioners shall receive a payment of \$150.00 per day for any meeting or day for travel to/from meeting, lasting more than four (4) hours and out of the county (90 mile radius of the Courthouse).
7. Board members are required to submit in writing a payment request in the form of an expense report (via internal form) to the Finance Officer not later than the last business day of each month. The report will contain all expenses including compensation along with a description of the meeting, date, time and place.
8. Special meeting reimbursement requests that exceed seven (7) in a month will require Board approval.

Section 2: BOARD OF ELECTIONS

Chairman	Compensation - \$50 for meeting with Board. \$50 per day for Election Day, canvass day, and instruction day plus mileage.
Board Members	Compensation - \$40 per meeting with Board. \$40 per day on Election Day and canvass day plus mileage.
Chief Judge	Compensation - \$40 per day for instruction day and canvass day plus mileage. \$150.00 per day for Election Day plus mileage. \$20 for pick-up day.
Judges	Compensation - \$20 for instruction day. Election Day at \$120.00 per day.
Assistants	Compensation - \$20 for instruction day. Election Day at \$100.00 per day.

Section 3: PLANNING BOARD AND ZONING BOARD OF ADJUSTMENTS
 Compensation - \$30.00 per meeting plus mileage.

Section 4: SOCIAL SERVICES BOARD

Chairman Compensation - \$35.00 per meeting plus mileage.

Board Members Compensation - \$30.00 per meeting plus mileage.

Section 5: AGING ADVISORY COUNCIL

Compensation - \$30.00 per meeting, plus mileage and meal if required.

Section 6: RECREATION BOARD

Compensation - \$30.00 per meeting, plus mileage.

Section 7: JURY COMMISSION

Compensation - \$ 7.25 per hour for hours worked compiling jury list.

Section 8: ECONOMIC DEVELOPMENT BOARD

Compensation - \$30.00 per meeting, plus mileage.

Section 9: SENIOR CENTER BOARD

Compensation - \$30.00 per meeting, plus mileage.

Section 10: LIBRARY BOARD

Compensation - \$30.00 per meeting, plus mileage.

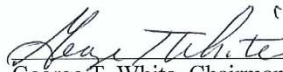
Section 11: AGRICULTURAL ADVISORY BOARD & FIRE COMMISSIONS

No Compensation

Section 12: TRAVEL & MILEAGE REIMBURSEMENT

All Boards and Commissions are subject to the approved Camden County Travel Policy. Mileage will be computed based on home of record and return. Mileage will be reimbursed at the rate established by the Federal Mileage Reimbursement Rate for travel as allowed in IRS Publication 15 for all compensable meetings. Any volunteer or non-paid meetings will not qualify for travel or mileage reimbursement without Board of Commissioners approval.

Adopted this the 3rd day of June 2019.


George T. White, Chairman

Camden County Board of Commissioners

ATTEST:



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



Motion to adopt Resolution 2019-06-01 Salaries & Compensation for Various Boards and Commissioners.

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

D. Resolution 2019-06-02: Chesapeake Regional Healthcare Building Reuse Project

Economic Development Director Charlie Bauman presented the following:



Resolution 2019-06-02

**A Resolution by the Camden County Board of Commissioners for the North Carolina Department of Commerce Building Reuse Program
"Chesapeake Regional Healthcare Building Reuse Project"**

WHEREAS, The North Carolina General Assembly has authorized funds to stimulate economic development and job creation in distressed areas through constructing critical water and wastewater facilities, addressing technology needs, renovating vacant buildings, and implementing research and demonstration projects, and

WHEREAS, the County has need for and intends to assist in the renovation of a vacant building in a project described as the "Chesapeake Regional Healthcare Building Reuse Project"; and

WHEREAS, the County intends to request funding assistance from the North Carolina Department of Commerce from its Building Reuse Program for the project;

NOW THEREFORE BE IT RESOLVED, BY THE CAMDEN COUNTY BOARD OF COMMISSIONERS:

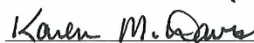
That the County is in full support of the application and the project, if funding is received, and

That the County will arrange for a local match of approximately \$13,460 in the form of incentives to the company, and

That the County has substantially complied or will substantially comply with all State, and local laws, rules, regulations, and ordinances applicable to the project and to the grants pertaining thereto, and that Kenneth Bowman, County Manager, is authorized to execute any additional documents pertaining to the grant application as requested by the North Carolina Department of Commerce.

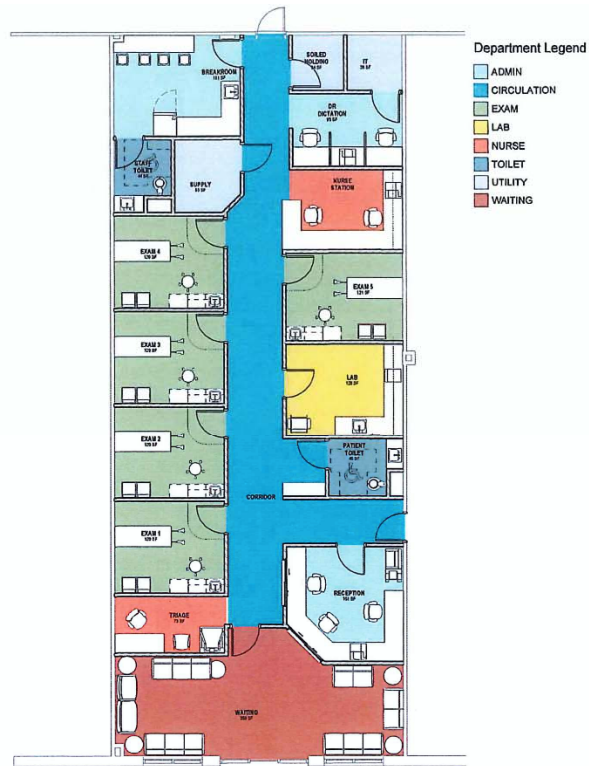
Adopted this the 3rd day of June 2019 in Camden, North Carolina.


Tom White, Chairman
Camden County Board of Commissioners

ATTEST:

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



Mr. Bauman introduced Christine Hustedt of Chesapeake Regional Healthcare to present the proposed clinic layout.



PROPOSED NEW WORK PLAN
CRMC CAMDEN COUNTY MINUTE CLINIC



Jeff Kingery expressed appreciation to the Board, building owners Mr. Owens and Mr. Hodges and Economic Development Director Charlie Bauman for their support in this project. It is anticipated that the clinic will be open by September 1, 2019.

Motion to adopt Resolution 2019-06-02 Chesapeake Regional Healthcare Building Reuse Project.

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

E. Proposed FY 2019-2020 Budget



FY 2019-2020 Budget

Schedule of Changes Per Budget Work Sessions

The Budget Officer's Proposed Budget has been accepted by Board of Commissioners with the following exceptions:

General Fund

<u>Dept.</u>	<u>Item</u>	<u>Submitted</u>	<u>Change</u>	<u>Proposed</u>	
104900	Budget for Cap Outlay - Vehicle	35,000	35,000	0	Decrease/BOC
105000	Budget for Cap Outlay	79,070	29,070	50,000	Decrease/BOC
105100	Budget for Uniforms	22,000	14,000	8,000	Decrease/BOC
105100	Budget for Cap Outlay - Vehicle	67,300	34,300	33,000	Decrease/BOC

Other Funds

<u>Fund</u>	<u>Item</u>	<u>Submitted</u>	<u>Change</u>	<u>Proposed</u>	
CRF/CIP	County Complex Planning	350,000	0	350,000	No Change

GF: General Fund
 CPT: Community Park Trust
 SCRF: School Capital Reserve
 DSGS: Dismal Swamp Gift Shop
 CIP: Capital Improvement Plan

Ordinance No. 2019-06-01
AN ORDINANCE OF
THE BOARD OF COUNTY COMMISSIONERS OF
CAMDEN COUNTY, NORTH CAROLINA,
RELATING TO THE FY 2019 – 2020 BUDGET

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF CAMDEN COUNTY, NORTH CAROLINA:

ARTICLE I. BUDGET ORDINANCE

This Budget Ordinance per G.S. 159-13 hereby incorporates, in its entirety, this Budget for the County of Camden for FY 2019-2020, adopted by the Board of Commissioners on June 3, 2019. Said Ordinance may hereafter be referred to as the “Budget Ordinance”. The levy of the county-wide Tax Rate(s) and Fees affecting any and all county managed Funds will accompany and be adopted simultaneously with this Budget Ordinance unless amended per G.S. 159-15.

ARTICLE II. GENERAL FUND

SECTION 1 – Appropriations: The following amounts are hereby appropriated in the General Fund for the operation of county government and its activities for the fiscal year beginning July 1, 2019 and ending June 30, 2020 in accordance with the Budget Ordinance and the chart of accounts heretofore established for this county.

Governing Body	\$111,647
County Administration.....	215,361
Elections.....	144,888
Finance.....	195,790
Personnel.....	75,980
Tax Supervisor.....	487,926
Legals.....	40,000
Register of Deeds.....	246,992
Planning	305,103
Inspections	218,373
Economic Development Commission.....	123,047
Building & Grounds.....	434,443
Sheriff	1,792,522
School Resource Officer (SRO).....	150,700
Jury Commission	96
Court Facilities.....	28,040
Public Works Administration	115,044
Fleet Vehicles.....	5,050
Traffic	3,060
Solid Waste	743,712
Public Health.....	125,547
Extension.....	174,540
County Public Library.....	196,347

Parks & Recreation	277,010
DDJP (JCPC)	66,510
Senior Center	107,287
Post-Employment Benefits	14,472
Non-Departmental.....	229,700
Soil/Water Conservation.....	74,213
Capital Outlay/Debt Service	1,089,189
Special Appropriations:	
Albemarle Commission	7,251
EMS	545,872
Conservation/Forestry.....	61,173
RC&D	750
Central Communications	314,000
Emergency Management	39,000
S. Camden Water & Sewer	85,585
MLK Funding	300
Special Funding	500
CH&S Fire Commission Four Cents	261,568
South Mills Fire Commission Four Cents	161,882
Social Services	336,487
Schools – Contribution to Capital Reserve.....	405,878
Schools – Current Expense	2,600,000
Albemarle Hopeline	2,000
College of the Albemarle	40,000
Camden Food Pantry.....	2,000
Albemarle Food Bank	2,000
Camden Museum	1,000
Alb. Dist. Jail Operations.....	337,015
Rural Ready Grant Match.....	185,501
Dismal Swamp Visitor’s Center	4,736
4-H Insurance.....	53,004
Contingency	40,000

TOTAL GENERAL FUND **\$13,280,091**

SECTION 2 – Revenues: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Ad Valorem and Vehicle Taxes:	
Budget Year	\$7,994,570
Prior Years Summary.....	355,700
Penalties and Interest	50,000
House Bill 1779	100
Other Taxes and Licenses:	
State 1 cent Sales Tax	565,000
Local Sales Tax - Art. 40	295,000
Local Sales Tax - Art. 42	182,000

Unrestricted Intergovernmental:	
ABC Profits.....	36,000
Refuge Revenue Sharing.....	8,500
Beer and Wine Tax	45,000
Utilities Franchise Fees.....	690,000
Medicaid Hold Harmless	450,000
Restricted Intergovernmental:	
State Grants – JJDP.....	51,907
Soil/Water Funds	3,600
Capital Reserve & Transfer Tax for Capital Debt Service	187,262
Court Facilities Fees	21,000
Alb. Comm. Nutrition Site.....	6,840
School Resource Officer	71,000
School Capital Reserve Fund for School Debt Service	982,806
Senior Center Grants.....	7,000
Senior Center State Grants.....	1,000
Health & Wellness Grant	2,350
Fees and Permits:	
Register of Deeds Fees.....	150,500
Building Permits and Planning Fees	148,850
Land Use Fees.....	10,000
Leased Property	20,000
Tire Disposal Dist	14,000
White Goods Disposal Dist.....	4,500
Recyclables	6,000
Disposables Tax Distribution.....	5,000
Electronics Management.....	800
Solid Waste Fee	307,500
Cable Franchise Fee	39,000
Gun Permit Fees.....	15,000
Golf Cart Fees.....	200
Pet/Privilege Licenses.....	250
5 Cents Per Bottle Fees	3,600
Extension Fees	2,500
Library Fees	5,200
Recreation Fees.....	21,000
Senior Center Participation Fees.....	1,000
Sales and Services:	
Jail Fees.....	3,000
Sheriff's Officer Fees.....	20,000
Sale of Fixed Assets.....	4,500
LESO Sheriff's Equipment Disposal	10,000
Fines & Forfeitures	60,000
911 Fees for GIS	3,900
Other:	
Sheriff's Department Grants & Donations	3,200
Interest.....	46,000
Miscellaneous	14,260
Appropriated Fund Balance	353,696

TOTAL GENERAL FUND

\$13,280,091

ARTICLE III. SOUTH CAMDEN WATER/SEWER DISTRICT FUND

The following amounts are hereby appropriated in the South Camden Water/Sewer District Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

R/O Plant Operation Expenses.....	466,778
Waste Water Operation Expenses.....	323,852
Distribution Expenses	435,128
Debt Service.....	<u>682,087</u>
	\$1,907,845

It is estimated that the following revenues will be available in the South Camden Water/Sewer District Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Sale of Water.....	1,065,000
Sewer Fees	150,000
Connection Fees.....	55,000
Miscellaneous	45,125
Fund Balance Appropriated	303,567
Capital Reserve Fund.....	203,568
General Fund Contribution	<u>85,585</u>
	\$1,907,845

ARTICLE IV. WATER/SEWER CAPITAL RESERVE FUND

The following amounts are hereby appropriated in the System Development Fee Capital Reserve Fund for the purpose of collecting funds from new construction projects which will have an impact on the infrastructure of Camden County and establishing Membrane Reserve for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Fund Balance Reserve.....	44,500
Membrane Reserve	<u>20,250</u>
	\$64,750

It is estimated that the following revenues will be available in the System Development Fee Capital Reserve Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

System Development Fees.....	43,500
Membrane Reserve Contribution.....	20,250
Interest.....	<u>1,000</u>
	\$64,750

ARTICLE V. COURTHOUSE & SHILOH FIRE COMMISSION FUND

The following amounts are hereby appropriated in the Courthouse and Shiloh Fire Commission Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

General Expenses.....	219,846
Debt Service.....	<u>117,614</u>
	\$337,460

It is estimated that the following revenues will be available in the Courthouse and Shiloh Fire Commission Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Fire Tax.....	65,392
4 Cent County Match.....	261,568
Leased Property	9,000
Interest Earnings	<u>1,500</u>
	\$337,460

ARTICLE VI. SOUTH MILLS FIRE COMMISSION FUND

The following amounts are hereby appropriated in the South Mills Fire Commission Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

General Expenses.....	105,853
Debt Service.....	<u>98,500</u>
	\$204,353

It is estimated that the following revenues will be available in the South Mills Fire Commission Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Fire Tax.....	40,471
4 Cent County Match.....	161,882
Interest.....	<u>2,000</u>
	\$204,353

ARTICLE VII. SOCIAL SERVICES

The following amounts are hereby appropriated in the Social Services Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Public Assistance	176,838
Administrative Expenses	<u>1,022,139</u>
	\$1,198,977

It is estimated that the following revenues will be available in the Social Services Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

County Appropriations.....	336,487
State/Federal Funds.....	<u>862,490</u>
	\$1,198,977

ARTICLE VIII. JOYCE CREEK DRAINAGE PROJECT FUND

The following amounts are hereby appropriated in the Joyce Creek Drainage Project Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Watershed Projects & Expenses	\$45,085
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It is estimated that the following revenues will be available in the Joyce Creek Drainage Project Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Watershed Improvement Fee	44,085
Miscellaneous	<u>1,000</u>
	\$45,085

ARTICLE IX. REVALUATION RESERVE FUND

The following amounts are hereby appropriated in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Reserved for Revaluation Expenses.....	\$255,000
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It is estimated that the following revenues will be available in the Revaluation Reserve Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Fund Balance Appropriated	253,000
Interest.....	<u>2,000</u>
	\$255,000

ARTICLE X. CAPITAL RESERVE FUND

The following amounts are hereby appropriated in the Capital Reserve Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Debt Service.....	187,262
Capital Projects	404,500
USDA Debt Reserve	<u>540,300</u>
	\$1,132,062

It is estimated that the following revenues will be available in the Capital Reserve Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Land Transfer Tax Collections	490,000
Investment Earnings.....	20,000
County Contribution	325,000
Fund Balance Appropriated	<u>297,062</u>
	\$1,132,062

ARTICLE XI. SCHOOL CAPITAL RESERVE FUND

The following amounts are hereby appropriated in the School Capital Reserve Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Debt Service.....	576,927
School Capital Outlay	405,878
Fund Reserves.....	1,195
Camden Plantation Funds for Capital Outlay	<u>150,000</u>
	\$1,134,000

It is estimated that the following revenues will be available in the School Capital Reserve Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Local Option & Restricted Sales Tax	981,000
Investment Earnings.....	3,000
Camden Plantation.....	<u>150,000</u>
	\$1,134,000

ARTICLE XII. DISMAL SWAMP VISITOR CENTER FUND

The following amounts are hereby appropriated in the Dismal Swamp Visitor Center Fund for the purpose of operating the Center with funds received from NCDOT for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Center Operating Expenses.....	\$170,143
DOT Funds.....	142,857
Gift Shop Contribution	12,000
General Fund Contribution	4,736
Miscellaneous	50
Tourism Authority Contribution.....	<u>10,500</u>
	\$170,143

The following amounts are hereby appropriated in the Dismal Swamp Gift Shop Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Gift Shop Revenues	\$29,500
Gift Shop Expenses.....	\$29,500

ARTICLE XIII. FEREBEE COURTHOUSE TRUST FUND

For purposes of summary only, the following amounts are hereby appropriated in the Nancy M. & H. C. Ferebee, III Courthouse Trust for the restoration of the 1847 Camden County Courthouse for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Fund Reserves.....	\$1,530
Trust Fund Balance.....	\$1,530

ARTICLE XIV. COMMUNITY PARK TRUST FUND

The following amounts are hereby appropriated in the Community Park Trust Fund for the upkeep and maintenance of the Community Park, Senior Trail, Dismal Swamp Bike Trail, Shiloh Landing and One Mill Park for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Park Operations.....	46,850
Mill Town Pier.....	<u>55,000</u>
	\$101,850

It is estimate that the following revenues will be available in the Community Park Trust Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

County Contribution	\$20,000
NC Wildlife Contribution	20,000
Interest.....	1,000
Fund Balance Appropriated	<u>60,850</u>
	\$101,850

ARTICLE XV. REGISTER OF DEEDS AUTOMATION ENHANCEMENT AND PRESERVATION FUND

The following amounts are hereby appropriated in the Register of Deeds Automation Enhancement and Preservation Fund for the purpose of funding for computer and imaging technology for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Technology	\$5,025
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Register of Deeds Technology Funds	5,000
Interest.....	<u>25</u>
	\$5,025

ARTICLE XVI. CODE ENFORCEMENT REVOLVING FUND

The following amounts are hereby appropriated in the Code Enforcement Revolving Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Demolition Expenses	\$29,600
Fee Collection	3,000
Fund Balance Appropriated	<u>26,600</u>
	\$29,600

ARTICLE XVII. STORMWATER MANAGEMENT UTILITY FUNDS

At the May 5, 2014 Board of Commissioners meeting Ordinance No. 2014-05-01 was approved. This Ordinance established the South Mills Watershed, the Sawyer’s Creek Watershed, the North River Watershed and the Shiloh Watershed and the parcel fee rates relating to each watershed. Any changes to the fee schedule will be adopted simultaneously with this budget ordinance. The billing and collection will be in the same manner as property taxes.

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **South Mills Watershed Fund** (Fund 36) for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Watershed Expenses & Reserve	\$51,125
Estimated Revenue.....	\$51,125

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **Sawyer’s Creek Watershed Fund** (Fund 37) for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Watershed Expenses & Reserve	\$20,050
Estimated Revenue.....	\$20,050

The following amounts are hereby appropriated for funding the programs designed to protect and manage water quality and quantity in the **North River Watershed Fund** (Fund 38) for the fiscal year July 1, 2019 and ending June 30, 2020.

Watershed Expenses	\$18,050
--------------------------	----------

Estimated Interest & Fees Collected..... \$18,050

The following estimated revenues will be available for funding the programs designed to protect and manage water quality and quantity in the **Shiloh Watershed Fund** (Fund 39) for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Watershed Expenses \$20,050

Estimated Interest & Fees Collected..... \$20,050

ARTICLE XVIII. TOURISM DEVELOPMENT AUTHORITY

The following amounts are hereby appropriated in the Tourism Development Authority budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

General Expenses 23,700
Dismal Swamp Visitor Center 10,500
\$34,200

Donations 1,000
Occupancy Tax Collections 26,000
Interest Earnings 600
Appropriated Fund Balance 6,600
\$34,200

ARTICLE XIX. TAX PENALTIES SCHOOL FUND

The following amounts are hereby appropriated in the Tax Penalties School Fund budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

School Current Expense..... \$8,100

It is estimate that the following revenues will be available in the Tax Penalties School Fund for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Tax Penalties 5,000
Interest on Investments 100
Fund Balance Appropriated 3,000
\$8,100

ARTICLE XX. EDC PROJECT FUND

The following amounts are hereby appropriated in the EDC Project Fund for the purpose of developing the ECO Industrial Park in South Mills for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

Commerce Park Projects..... 1,069,594

Economic Dev Incentive	40,000
	\$1,109,594
County Contribution	185,501
NC Dept of Commerce – Grant	819,040
Interest earned	500
Fund Balance Appropriated	104,553
	\$1,109,594

ARTICLE XXI. SCHOOL APPROPRIATIONS

SECTION 1 – The appropriations to the Board of Education, first, shall be made from any such funds which are dedicated to the use of the schools, and secondly, shall be made from the general county fund revenues to the extent necessary to meet the approved appropriation.

SECTION 2 – For purposes of summary only as the actual figures are contained in the Budget Ordinance, the total appropriation for Current Expense is \$2,600,000 and for Capital Expense is \$405,878.

SECTION 3 – Except as otherwise provided in this Budget Ordinance, this Budget Ordinance hereby incorporates by reference in its entirety the “PROPOSED BUDGET OF THE CAMDEN COUNTY BOARD OF EDUCATION FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 and ENDING JUNE 30, 2020” as presented to the Board of Commissioners, and all language in said Proposed Budget is incorporated into this Ordinance as if it were included within the body of this Ordinance. Said Proposed Budget may hereafter be referred to as the “School Budget”. The county budget does not include any special appropriation for the supplement for teachers’ salaries. This will have to be included in the school budget.

ARTICLE XXII. TAX LEVY

SECTION 1 – There is hereby levied at the rate of seventy cents (70 cents) per One Hundred Dollar (\$100) valuation of property listed for taxes as of January 1, 2019, for the purpose of raising the revenue listed in the General Fund, Article II., Section 2, of this Ordinance.

SECTION 2 – There is hereby levied at the rate of four cents (4 cents) per One Hundred Dollar (\$100) valuation of property listed for taxes as of January 1, 2019, for the purpose of raising the revenue listed in the General Fund, Article II., Section 2, of this Ordinance to equal the expenditures listed as CH&S Fire Commission Four Cents and South Mills Fire Commission Four Cents in the General Fund, Article II, Section 1, of this Ordinance.

SECTION 3 – The rate of tax as shown in Section 1 and 2 above is based upon a total valuation of property for the purpose of taxation of \$1,114,394,052 and an estimated collection rate of ninety-seven percent (96.865%) for real property and ninety-eight percent (97.81%) for vehicles.

SECTION 4 – There is hereby levied a tax at the rate of one cent (1 cent) per One Hundred Dollar (\$100) valuation of property listed for the taxes as of January 1, 2019, located within the South Mills Fire Protection District for the purpose of raising the revenue listed in the South Mills Fire Commission Fund, Article V., of this Ordinance.

SECTION 5 – The rate of tax as shown in Section 4 above is based upon a total valuation of property for the purpose of taxation of \$417,451,966 with an estimated collection rate of ninety-seven percent (96.865%) for real property and ninety-eight percent (97.810%) for vehicles.

SECTION 6 – There is hereby levied at the rate of one cent (1 cent) per One Hundred Dollar (\$100) valuation of property listed for taxes as of January 1, 2019, located within the Courthouse-Shiloh Fire Protection District for the purpose of raising the revenue listed in the Courthouse-Shiloh Fire Commission Fund, Article IV, of the Ordinance.

SECTION 7 – The rate of tax as shown in Section 6 above is based upon a total valuation of property for the purpose of taxation of \$674,516,619 and an estimated collection rate of ninety-seven percent (96.865%) for real property and ninety-eight percent (97.810%) for vehicles.

ARTICLE XXIII. OTHER PROVISIONS

SECTION 1 – The Camden County Budget Officer is hereby authorized to transfer appropriations within a fund as contained herein under the following conditions:

- (a) He may transfer amounts between objects of expenditure within a department except salary amounts without limitations.
- (b) He may transfer amounts up to \$10,000 between departments of the same fund with an official report on such transfers at the next regular meeting of the Board of Commissioners.
- (c) He may not transfer any amounts between funds or from any contingency appropriation within any fund.
- (d) He will assign legal costs to departments based upon the legal issue involved.
- (e) He is authorized to approve expenditures up to ten thousand dollars.
- (f) He may approve acceptance and expenditure of emergency funding from state or federal sources (ie. LIEAP) up to \$10,000 with an official report on such funding at the next regular meeting of the Board of Commissioners.

SECTION 2 - The Budget Officer and Finance Officer are hereby directed to make any changes in the budget or fiscal practices that are required by the Local Government Budget and Fiscal Control Act.

- (a) As provided by G.S. 159-25(b), the Board has authorized dual electronic signatures for each check or draft that is made on County funds. The signatures on the County accounts have been approved by the Board of Commissioners.
- (b) All legal outstanding encumbrances at June 30, 2019 are hereby carried forward and re-appropriated as an amendment to the budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020.
- (c) The Board authorizes one principal account as the central depository for funds received by the Finance Director. Other accounts authorized by the Board can be used for special purposes such as the enterprise fund and various trust accounts. Current accounting techniques shall be used to assure that all funds will be properly accounted for in the financial records of the County.
- (d) Amendments to this Budget Ordinance and any accompanying fee schedule, taxes or appropriations are allowed as provided herein or by board approval in accordance with G.S. 159-15.

SECTION 3 - The Budget Officer and Finance Officer are hereby authorized to enter into contracts/agreements, within funds included in the Budget Ordinance or other actions authorized by the Board of Commissioners for the following purposes:

- 1. Lease of routine business equipment;
- 2. Consultant, professional, or maintenance service agreements;
- 3. Purchase of supplies, materials, or equipment where formal bids are not required by law;
- 4. Applications for and agreements for the acceptance of grant funds from Federal, State, public, private and non-profit organizations sources, and other funds from other government units, for services to be rendered which have been approved by the Board of Commissioners;
- 5. Construction and repair projects within the budget limits or as approved by the Board of Commissioners;
- 6. Liability, health, life, disability, casualty, property or other insurance or performance bonds;
- 7. Other administrative contracts which include agreements approved by the Board of Commissioners.

All other contracts must be approved by the Board of Commissioners and signed by the Chairman of the Board. No other employees or officials may sign contracts on behalf of the County unless duly appointed to do so by the Board of Commissioners.

SECTION 4 - County funded agencies are required to submit an audit or other detailed financial reports to the County Finance Officer each year. Approved payments may be delayed pending receipt of financial information.

SECTION 5 -It is the policy of Camden County to not absorb any reduction in State or Federal grant funds. Any decrease shall be absorbed in the budget of the agency or department receiving funding by reducing personnel or department expenditures to stay within the County appropriations as approved.

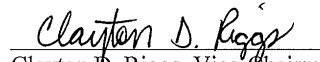
SECTION 6 -Copies of this Budget Ordinance shall be furnished to the Clerk to the Board, the Budget Officer, Finance Director, and the Tax Administrator for direction in the carrying out of their duties.

A public hearing on this Budget Ordinance was held on June 3, 2019.

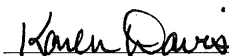
This Budget Ordinance was adopted on the 3rd day of June, 2019


CAMDEN COUNTY BOARD OF COMMISSIONERS


George F. White, Chair


Clayton D. Riggs, Vice-Chairman

ATTEST:


Karen Davis
Clerk to the Board


Kenneth Bowman
Budget Officer/County Manager





SCHEDULE OF FEES

FY 2019-2020

Schedule adopted with Budget Ordinance June 3, 2019

**CAMDEN COUNTY
Fee Schedule**

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CAMDEN COUNTY
BUILDING INSPECTIONS AND PLANNING DEPARTMENT
PERMIT FEE SCHEDULE

BUILDING PERMIT FEES

RESIDENTIAL, MODULAR, & COMMERCIAL CONSTRUCTION (UP TO 20,000 SQ. FEET)

Minimal Required New Construction Permit Fees: (1) State Fee (Residential only) 10.00; (2) Base Building Fee 0.25 cents per square foot; (3) Electrical Fee 0.15 cents per square foot; (4) Plumbing Fee 75.00; (5) Mechanical Fee 100.00; (6) Insulation Fee 75.00. Optional Fees: Temporary Power Pole 75.00. Commercial buildings are subject to other fees listed here after.

Base Fee Up to 20,000 Sq. Ft.	\$0.25/Sq. Ft.	Each Sq. Ft. over 20,000	\$0.15/Sq. Ft.
Minimum Fee	\$100.00	State Fee	\$10.00

ELECTRICAL

Residential Over 500 SQFT	\$0.15/Sq. Ft.	Service Repair	\$75.00
Minimum Fee	\$75.00	Service Change	\$75.00
Temporary Service	\$75.00	Mfg. Home Service	\$75.00

PLUMBING

Plumbing (New Installs)	\$75.00	Plumbing (Repairs)	\$75.00
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MECHANICAL

Minimum Fee (New House Installs)	\$100.00	Additional Units	\$25.00
Repair/Service Change/Upgrade	\$75.00	Same Size Change Out	\$50.00

INSULATION

Minimum Fee	\$75.00
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NATURAL GAS and PROPANE HOOKUP (RESIDENTIAL & COMMERCIAL STRUCTURES) \$50.00

MANUFACTURED HOMES

Singlewide: \$250.00 Doublewide: \$350.00 Triplewide: \$400.00

ADDITIONS - Includes Service Systems

Up to 400 Square Feet	\$150.00	Over 400 Square Feet	\$0.37/Sq. Ft.
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SWIMMING POOLS & SPAS

Inground (Includes Electric)	\$150.00	Above Ground	\$50.00
		Electric for Above Ground	\$75.00

DETACHED GARAGES, STORAGE, AND UTILITY/ACCESSORY BUILDINGS

Minimum Fee/Under 400 Sq. Ft.	\$75.00	Over 400 Sq. Ft.	\$0.18/Sq. Ft.
Electric for Accessory Structures	\$75.00		

CARPORT / POLE BARN / POLE SHED (Not Enclosed - Open on at least 2 sides)
 Minimum Fee \$75.00 Over 834 Sq. Ft. \$0.09/Sq. Ft.

SINGLE UTILITY INSPECTION
 Trade Permit Minimum Fee \$50.00

SIGNS
 16 Square Feet or Less \$0.00 17 - 32 Sq. Ft. - \$50.00
 Over 32 Sq. Ft. - \$100.00 Electrical on/for/around Sign \$50.00

DEMOLITION (Fire, Safety, & EPA Regs)
 Pre-inspection required for safety and hazardous materials and referral to proper channels if found. \$75.00

ALTERATIONS / REPAIRS / IMPROVEMENTS
 Up to \$5000 Gross Retail Price \$75.00
 Over \$5000 Gross Retail 50% Additions Fees
 Alterations include work within existing structures and upgrading existing services and do NOT include Additions, New Construction, and Providing Power to structures not previously having power or New Service to existing buildings.

Farm Buildings are exempt UNLESS:

- Any electrical installation is performed
- Any portion of building is used for sleeping quarters
- Building is used for business rather than personal use of farmer and immediate family

MOVING OF ANY BUILDING WITHIN OR INTO THE COUNTY
 Minimum New Construction Fees

WIND ENERGY SYSTEMS
 Turbines \$2,000 each
 Reinspections \$100.00 each

SOLAR FARMS
 Panels \$.50 per panel (minimum \$250)

COMMERCIAL PERMIT PRICES (extras)

MECHANICAL:		PLUMBING:	
Walk-in Cooler	\$40.00	Minimum Permit Fee	\$75.00
	ea.		
Commercial Cooking Hood	\$40.00	Per fixture, trap, or like	\$5.00
	ea.	devices	
HVAC Fire damper/smoke damper	\$5.00 ea.	Per sprinkler head	\$5.00
ELECTRICAL			
Electric duct heater			\$10.00 ea.
Temporary Service w/ Trailer			\$100.00
			ea.
0-100 Each Receptacle/Switch/Fixture			\$75.00
Each additional opening			\$0.10 ea.
Subpanel, transformer, generator			\$20.00 ea.
Fuel dispensers, "freestanding" parking lot light poles, manufactured home pedestals			\$5.00 ea.
Exhaust fans/water heater/RAC/Spa/Motors and machinery not specified			\$5.00 ea.

COMMERCIAL PERMIT PRICES (extras - Continued)

GAS	
Minimum Permit Fee	\$50.00
Per outlet	\$5.00

NEGLIGENCE FEES

Inspection Negligence Fee (Applies To):	\$100.00
<ul style="list-style-type: none"> • Inspections called for but not ready • Skipping any applicable mandatory inspection • Re-Inspections called for without first correcting discrepancies noted by inspector • Wrong sub-contractor other than on Trade Affidavit 	
No Permit Negligence Fee (Applies To):	\$Varies
<ul style="list-style-type: none"> • Building or Trade Related Activities performed without first obtaining and paying for a building permit. Shall result in overall doubling of permit fee. 	

BUILDING PERMIT FEES DUE AT TIME OF ISSUANCE

All Building Permit fees must be paid in full at time of permit issuance.

- Applicants will be notified within 3-5 days after building permit application has been processed, reviewed, and approved. At that time permit fees are due.
- No building permit will be issued without payment of permit fees due.

LAND USE DEVELOPMENT FEES

LAND USE DEVELOPMENT FEES DUE AT TIME OF APPLICATION

All fees for Land Use / Development MUST be paid in full at time of APPLICATION.

Zoning Permit	\$25.00	Temporary Use Permit	\$100.00
		Variance	\$500.00
Special Use Permit	\$400.00	Ordinance Text Amendment	\$500.00
Rezoning Fee			
Up to 10 Acres	\$650.00		
Over 10 Acres	\$650.00	Plus \$10 Per Acre	
Interpretation Challenge / Appeal	\$250.00 *		
Zoning/Floodplain Determination Letter	\$25.00		
Subdivision Fee			
Major Subdivision			
Preliminary Plan Level	\$50.00	Per Lot	
Construction Drawing	\$50.00	Per Lot	
Final Plat Level	\$50.00	Per Lot	
Minor Subdivision	\$200.00	Per Lot	
Planned Development			
Master Plan	See Rezoning		
Preliminary Plan Level	\$50.00	Per Lot	
Construction Drawing	\$50.00	Per Lot	
Final Plat Level	\$50.00	Per Lot	

Commercial Site Plan Review	
Major	\$200.00
Minor	\$100.00

Stormwater Review
Fees/Deposit

Major Commercial/Residential Subdivision	\$6,000.00
**	
(more than 5 acres)	
Minor Residential/Commercial Subdivision	\$2,500.00
(3 or 4 lots)	
Minor Commercial Site Plan Review **	\$3,700.00

LAND DISTURBING ACTIVITY

Fill Permit	\$50.00
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NOTES:

* Subject to refund in the case of a successful appeal if so ordered by the Board of Adjustment

** The County stormwater review deposit / fee will be set up as an escrow wherein the applicant recovers any deposits in excess of actual costs incurred, or replenishes the escrow if costs drop below \$1000 prior to project approval.

A refund of Land Use Development fees will be given if an application is withdrawn prior to commencement of the approval process (staff review for Zoning Permits; Board * agenda for all other items). No refund shall be given after any portion of the approval process has begun (e.g., zoning permit issued or item placed on Board agenda.)

* - Board of Adjustments, Planning Board, or Board of Commissioners

CAMDEN COUNTY
GIS
Fee Schedule for Sale of GIS Related Data

Prints

Xerox Copy

Size	Black & White Price	Color Price
8 ½ X 11	\$0.00	\$1.00
8 ½ X 14	\$0.00	\$2.00
11 X 17	\$1.00	\$5.00

Plotter

Size	Black & White Price	Color Price
24 x 36	\$10.00	\$15.00
36 x 48	\$10.00	\$20.00

Camden County Street Maps: \$1.00

Electronic Media

Data Files

Data Type	Price
CD	\$5.00
GIS Parcel Layer	\$150.00
Each additional layer	\$25.00
Digital Orthophotography	\$100.00

Customized GIS Work

Any customized GIS projects will be charged a per hour fee of: \$60.00/hr.

CAMDEN COUNTY

Code Enforcement

Fees for Abatement of Property by County

Grass Cutting	\$300/acre
Grass Cutting	\$150/half acre
Debris Removal	\$500 plus tipping fees
Car Removal	All Cost Incurred by County
Administrative Cost <i>(This will be added to each Abatement)</i>	\$75.00
Removal of Structure	All Cost Incurred by County**

*Fees are for Chapter 94 for Public Nuisances and Chapter 90 for Abandoned and Junk Motor Vehicles

**This Fee Schedule is only if the County abates the property. If a contractor is hired to perform any abatement then the cost will be the contracted price plus an Administrative fee.

***Payment for abatement is due 30 days after the date of the abatement. If the fees are not paid a Tax Lien will be applied to the property.

CAMDEN COUNTY
Parks & Recreation
Fee Schedule

Recreation Youth Sports Registration Fees:

Youth Volleyball and Basketball	\$40.00
Maximum fee per household per season	\$70.00
Out of County additional registration fee.....	\$20.00

Recreation Youth Sports Sponsor Fee:

Team sponsor fee.....	\$200.00
(Fee pays for team Shirt and Individual Trophies)	

Saturday Night Open Gym for Basketball

County residents	\$1.00
Out of County residents.....	\$3.00

Thursday Night Open Gym for Adult Volleyball

County residents	\$1.00
Out of County residents.....	\$3.00

CAMDEN COUNTY
Register of Deeds
Fee Schedule

Deeds of Trust & Mortgages	\$64 for 1 st 35 pages, \$4 for each additional page
Instruments in General Fee	\$26 for 1 st 15 pages, \$4 for each additional page + \$2.00 per party indexed above 20
Plats	\$21 per plat
Right of way/ Hwy Plat	\$21 for 1 st page, \$5 for each additional page
Multiple Instrument Fee	\$10 additional fee
UCC Recording	\$38 for 2 page document
UCC Recording	\$45 for documents over 2 pages
Non Standard Doc Fee	\$25
Certified Copy of Document	\$5 for 1 st page, \$2 for each additional page
Certified Copy Vital Record	\$10 each
Amended Birth & Death	\$10 ROD & \$15 NC Vital Record
Marriage License	\$60
Delayed Marriage or Birth	\$20 including 1 certified copy
Corrected Vital Record	\$10
Legitimation	\$10
Military Records	No Fee
Notary Oath	\$10
Photocopy Plat (18 x 24)	\$3 each
Photocopy legal or letter size	.20 each
Photocopy ledger size	.40 each

CAMDEN COUNTY
Sheriff's Department
Fee Schedule

Office Fees

Carry Concealed Permit

New.....	\$90.00
Renew.....	\$75.00
Weapon Purchase Permit.....	\$5.00
Fingerprints.....	\$10.00

Civil Process Service

In-State	\$30.00
Out of State.....	\$50.00

Other

Out of County Mental Patient Transport.....	\$150.00
Diskette Copy of Photos.....	\$10.00

Dog/Cat Tag Fee

Annual	\$5.00
Lifetime	\$30.00
Kennel Fee.....	\$20.00

**CAMDEN COUNTY
SENIOR CENTER
Center Fee Schedule**

1. The Camden County Board of Commissioners permits the use of the Camden Center after 5:00 p.m. Monday through Friday to governmental agencies and civic clubs and other clubs benefiting the county without charge provided the meeting or gathering is to conduct business pertaining to that agency or club.

2. Other non-profit agencies, clubs (civic clubs, dance clubs, bridge clubs), individuals and associations are permitted to use the Center after 5:00 p.m. Monday through Friday by paying the following fees:

All Day	\$100.00
Evenings Only	50.00
Use of the Kitchen (<i>additional</i>).....	50.00

3. For-profit firms, agencies, etc. are permitted to use the Center after 5:00 p.m. by paying the following fees. A for-profit agency and/or firm would be Tupperware Products, Mary Kay Cosmetics, Bank of Currituck, Weight-Watchers, etc. If an individual or group is attempting to make a profit from a service or item to be provided or sold at the Senior Center, it will be considered a for-profit situation.

Maximum of 2 hours use	\$50.00
Maximum of 4 hours use	65.00
Maximum of 6 hours use	100.00
Maximum of 8 hours use	120.00
Use of the Kitchen.....	50.00

4. Rental Fees will not include the use of the Senior Citizens Craft Room, Exercise Room or the office space in the Center.

5. Alcoholic beverages are not permitted in the Senior Center or elsewhere on County property.

6. No confetti or like material is allowed in the Center. No streamers or like objects are allowed to be hung from the ceiling of the Center. All trash and garbage must be removed by the user.

7. Individuals signing the Use Agreement form will be required to provide a deposit in the amount of \$150 (made payable to Camden County) for the use of the Center and an additional \$150 (made payable to Camden County) for the use of the kitchen when obtaining the key to the Center. Fees are to be waived for Volunteer Fire Departments, Social Services Dept., Cooperative Extension Service, Schools, Homemakers' Club, Lions Club, Junior Women's Club, Ruritans and similar organizations as well as county employees.

8. Deposits will be returned when the key to the Senior center is returned, providing the facilities are left in the condition in which they were found when the user arrived and nothing has been damaged or left improperly cleaned and all furnishings and furniture have been returned to their original places.

9. Additional fees will be assessed for the following items and charged to any and all parties using the facility.

Facility not left clean and orderly	\$50.00
Key not returned the next business day.....	\$10.00 <i>per day</i>
Key not returned within three business days.....	<i>forfeit deposit</i>
Damage of facility or contents*	<i>forfeit deposit</i>
<i>*additional charges (legal and monetary) may apply depending on damage</i>	

10. Special use considerations not addressed in this policy require County Manager approval.

**CAMDEN COUNTY
SENIOR CENTER
Trail Fee Schedule**

1. For events not requiring the provision of any chairs or other equipment, the fee shall be one hundred dollars (\$100.00) and such fee shall be in addition to any other fees required under this schedule.

2. For events requiring electricity, the fee shall be ten dollars (\$10.00) per hour and such fee shall be in addition to any other fee required under this schedule.

*Fee is required prior to Trail use.

Policy for Trail use can be obtained through the Camden County Senior Center.

**CAMDEN COUNTY
Tax Administration Office
Fee Schedule**

Golf Cart Permits

Annual Fee	\$20.00
Late Listing Fee (for sticker)	\$50.00
Non-Compliance	\$150.00

BEER AND WINE FEES

(License period: May 1 through April 30 each year)

Every person engaged in the business of selling beer and wine in the following amount:

Beer at retail:

Off premises	\$5.00
On premises	\$25.00
Beer "on and off premises"	\$30.00

Wine at retail:

Off premises	\$25.00
On premises	\$25.00
Wine "on and off premises"	\$50.00

Beer and Wine:

Beer & Wine "off premises"	\$30.00
Beer & Wine "on premises"	\$50.00
Beer & Wine "on and off premises"	\$80.00

CAMDEN COUNTY
South Camden Water & Sewer
Water Fee Schedule

WATER SERVICE FEES

MONTHLY BASE RATE:

<u>Gallons</u>	<u>Cost</u>
0-2,000	\$25.00 per month

ADDITIONAL MONTHLY USAGE:

<u>Gallons</u>	<u>Cost</u>
2001-5000 gal.	\$5.50 per 1,000 gal
5001-10,000	\$6.20 per 1,000 gal
10,001-15,000	\$6.90 per 1,000 gal
15,001-20,000	\$7.60 per 1,000 gal
20,001 and up	\$8.30 per 1,000 gal

Local Govt/Board of Education/Commercial Same as above
Bulk Water (except contracted sales) \$6.91 per 1,000 gal
Fire Service (sprinkler systems) Base Rate per month

Deposits:

Rent deposit: \$200
 Fire Hydrant Meter: \$300

Charges & Fees:

Open/reopen/transfer acct.	\$20.00
Reread meter/our read correct	\$15.00
Reread meter/our read incorrect:	No charge
Reconnection Fee:	\$35.00 7am-3:15pm
<i>(if not paid by 8am on disconnection day)</i>	\$60.00 3:16-5:00pm
Late payment penalty:	\$10.00
Non-Sufficient Funds:	\$25.00
Meter Tampering fee:	\$200.00
Turn off/Turn off fee:	\$15.00 <i>(per occurrence)</i>
Meter testing fee: if accurate	\$15.00 <i>(No chg if more than 2.5% inaccurate)</i>
Bacteriological	\$45.00

Water Connection Fees:

(includes \$1,500 Tap Fee)

¾ inch	\$4,000.00
1 inch	\$5,667.00
2 inch	\$14,833.00
3 inch	\$28,167.00
4+ inch	*request rate table
6 inch fire svc	\$4,000.00
Hwy Bore	\$2,000.00

*County installs up to 2 inch lines. User hires Contractor if over 2 inches.

CAMDEN COUNTY
South Camden Water & Sewer
Sewer Fee Schedule

SEWER SERVICE FEES

MONTHLY BASE RATE:

Residential* \$29.00; 0 – 2,000 gallons
 Commercial \$40.00; 0 – 2,000 gallons

ADDITIONAL MONTHLY USAGE:

	<u>RESIDENTIAL*</u>	<u>COMMERCIAL</u>
2001-5000 gal.	\$7.50 per 1,000 gal	\$8.50 per 1,000 gal
5001-10,000	\$8.20 per 1,000 gal	\$9.20 per 1,000 gal
10,001-15,000	\$8.90 per 1,000 gal	\$9.90 per 1,000 gal
15,001-20,000	\$9.60 per 1,000 gal	\$10.60 per 1,000 gal
20,001 and up	\$10.30 per 1,000 gal	\$11.30 per 1,000 gal

*RESIDENTIAL: Includes Apartment & Townhouse Units

GOVERNMENTAL & SCHOOLS:

Will be charged 2 times Commercial Rate for Base Fee & Additional Usage

HIGH STRENGTH: \$11.50 each additional 1,000 gallons

Day Care, Hospitals, Nursing Homes, Laundromats, Restaurants, Doctors, Dentists, Beauty Shops,
 Grocery Store, Convenient Store, Funeral Homes, Car Washes, Dry Cleaners

CONNECTION FEES

SEWER TAP FEE:

Low pressure main with ¾ inch water service: \$8,300
 Gravity 4" connection: \$ 3,500

COMMERCIAL: Fees are based on water meter size

The cost of sewer connection with larger than ¾ inch water service will be the responsibility of the owner, with the possibility of capacity fee being paid over time of 3-5 yrs. with no interest.

SEWER CAPACITY FEE:

¾ inch \$ 7,400
 1 inch \$12,333
 2 inch \$39,467
 3 inch \$78,933
 4+ inch *request rate table

ADDITIONAL FEES/FINES

Parts and Labor:

For changing service size, location, or repairs for damage to the districts property.

Parts:

Calculated at current price of materials due to the fluctuation of the market plus 20%.

Labor:

\$35 per man per hour

\$75 per hour for backhoe

\$10 per foot for bores up 2"

Repairs requiring contracted labor will be charged at invoice cost.

Fines for Violation of Fats, Oil and Grease Control Ordinance				
Minor Violations				
Offense	1st Offense	2nd Offense	3rd Offense	4th Offense & Up
Failure to submit records	Warning	\$100	\$150	\$500
Inspection hindrance	Warning	\$100	\$150	\$500
Failure to maintain on-site records	Warning	\$100	\$150	\$500
Failure to meet sample standards	Warning	\$100	\$150	\$500
Moderate Violations				
Offense	1st Offense	2nd Offense	3rd Offense	4th Offense & Up
Failure to maintain interceptors in proper working order	\$150	\$300	\$500	\$1,000
Failure to clean out interceptor every 30 days	\$150	\$300	\$500	\$1,000
Major Violations				
Source of sewer blockage (minimum) \$500 and not more than \$10,000 plus cost of cleaning lines				
Source of sanitary sewer overflow(minimum) \$1,000 plus cost of cleaning lines				
Falsification of records \$1,000				
*updated August 2, 2010				

CAMDEN COUNTY
Public Records
Fee Schedule

Copy Fees:

Public Records (Black/White)

8 ½ x 11 and 8 ½ x 14.....	\$.15/page
With printed pictures	\$.30/page
11 x 17	\$.35/page

Public Records (Color)

8 ½ x 11 with Pictures	\$.50/page
------------------------------	------------

*Counties are not required to create a public record that is not already in existence. However, the municipality may elect to create the record if it determines that the record will provide an ongoing benefit to the county and/or its citizens.

**CAMDEN COUNTY
Public Library
Fee Schedule**

Copy Fees:

8 ½ x 11 and 8 ½ x 14 (Black /White).....	\$.10/page
8 ½ x 11 and 8 ½ x 14 (Color).....	\$.25/page
11 x 17 (Black /White)	\$.20/page
11 x 17 (Color).....	\$.50/page
Incoming Fax	\$.10/page
Inter Library Loan.....	\$2.50
Proctoring.....	\$10.00

**CAMDEN COUNTY
Stormwater/Watersheds
Maintenance Fee Schedule**

Rate Structure

	\$	1. FCPA
+	\$	2. ERU
+	\$	3. GA
=	\$	Total Fee/Parcel

- 1. FCPA – Fixed Cost Per Account** = Currently Estimated at .64 per Parcel
- 2. ERU – Impervious Area Rate -Equivalent Residential Units Rate**
**Average Impervious Area of a Single Family Residence = 4,500 sq. ft. = 1 ERU (Equivalent Residential Unit) which is approximately 1/10 of an acre.
- 3. GA – Gross Acreage Rate in \$/acre** - See Table Below

Rate Table

<u>Watersheds</u>	<u>FCPA</u>	<u>ERU Rate</u>	<u>GA Rate</u>	<u>Total Fee</u>
North River	\$.64/Parcel	\$10.00/ERU	\$.25/Acre	\$10.89
Sawyer's Creek	\$.64/Parcel	\$10.00/ERU	\$.25/Acre	\$10.89
Shiloh	\$.64/Parcel	\$10.00/ERU	\$.25/Acre	\$10.89
South Mills	\$.64/Parcel	\$12.80/ERU	\$.32/Acre	\$13.76

Per Single Family Home

**exemptions itemized in the stormwater ordinance.*

CAMDEN COUNTY
Approved Fee Schedule Certification

Continuing authority of commission

Nothing contained in the provisions of this schedule shall be construed to prevent the County Board of Commissioners from imposing, from time to time as it may see fit, such license taxes as are not specifically defined or included in this schedule, or from increasing or decreasing the amount of any fee when not in conflict with State or Federal law.

Same-False statements

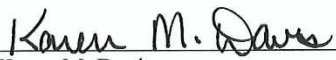
Any person who willfully makes a false statement on any fee application shall be guilty of a misdemeanor.

The forgoing instrument was duly approved and adopted at a meeting of the Camden County Board of Commissioners, said meeting date June 3rd, 2019.



George T. White, Chair
Camden County Board of Commissioners

ATTEST:



Karen M. Davis
Clerk to the Board



Motion to approve the Proposed FY 2019-2020 Budget and Fee Schedule as presented.

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

F. Proposed FY 2019-2023 Capital Improvement Program

Motion to approve the Proposed FY 2019-2023 Capital Improvement Program.

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

ITEM 7. BOARD APPOINTMENTS

- A. Library Board – Monique Chamblee, Anita Cuthrell, Nell Morrison (Reappointments)
- B. DSS Advisory Board – Monique Chamblee (Appointment)

Motion to approve board appointments as presented.

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

ITEM 8. CONSENT AGENDA

Consent Agenda was amended to add Hazard Mitigation Grant Resolution Approving Administrative Guidelines/Policies as Item 8.I.

- A. BOC Meeting Minutes – May 2, 2019
- B. BOC Meeting Minutes – May 6, 2019
- C. School Budget Amendments

Budget Amendment

Camden County Schools Administrative Unit

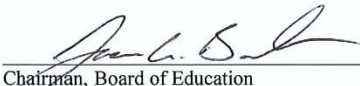
Local Current Expense Fund

The Camden County Board of Education at a meeting on the 9th day of May, 2019 passed the following resolution.

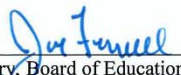
Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2019.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs	44.00	
5200	Special Instructional Programs		
5300	Alternative Instructional Prog		
5400	School Building Administration		
5800	Alternative Programs		24.00
6100	Regular Program Support		422.00
6200	Special Program Support	422.00	
6300	Alternative Prog. Support		
6400	Technology Support Services		
6500	Operational Support Services		
6800	Student-wide Support Serv.		
6900	Policy, Ldrshp, Services		20.00
Explanation:			
Total Appropriation in Current Budget		\$	2,932,416.00
Amount of Increase/Decrease of Above Amendment			.00
Total Appropriation in Current Amended Budget		\$	2,932,416.00

Passed by majority vote of the Board of Education of Camden County on the 9th day of May 2019.




 Chairman, Board of Education

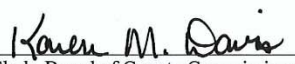


 Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 3rd day of June 2019.



 Chairman, Board of County Commissioners



 Clerk, Board of County Commissioners



BUDGET AMENDMENT
May 9, 2019

2. Local Current Expense Fund

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

Operation of Plant

6510.802.341...40 Telephone	\$ + 500.00
6530.802.321...40 Utilities – Electric	- 26,460.00
6540.802.173...40 Salary – Custodian	+ 700.00
6540.802.211...40 Emp Soc Sec Costs	+ 50.00
6540.802.231...40 Emp Hosp Ins Costs	+ 90.00
6540.802.311...40 Contracted Services	+ 16,120.00
6540.802.323...40 Utilities – Water	+ 4,000.00
6540.802.411...40 Custodial Supplies	<u>+ 5,000.00</u>
 Total – Operation of Plant	 \$ - .00

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

Maintenance of Plant

6580.802.175...50 Salary – Mtce Supervisor	\$ + 2,400.00
6580.802.176...50 Salary – Mtce Worker	- 2,400.00
6580.802.311...50 Contracted Services	- 4,200.00
6580.802.327...50 Rentals	+ 650.00
6580.802.422...50 General Maintenance	+ 3,000.00
6580.802.423...50 Gas/Diesel – Mtce Vehicles	+ 500.00
6580.802.424...50 Oil	<u>+ 50.00</u>
 Total – Maintenance of Plant	 \$ - .00

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

Board of Education

6910.860.192 Salary – BOE Members	\$ + <u>1,829.00</u>
 Total – Board of Education	 \$ + 1,829.00

BUDGET AMENDMENT
 Local Current Expense Fund
 May 9, 2019, Page 2

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

Office of The Superintendent

6940.865.113	Salary – Director	\$ -	4,251.00
6940.865.311	Contracted Services	+	2,022.00
6940.865.312	Workshop Expenses	+	67.00
6940.865.342	Postage	-	867.00
6940.865.422	Repair Parts – Co Car	+	800.00
6940.865.423	Gas/Diesel – Co Car	-	45.00
6940.865.424	Oil – Co Car	+	<u>45.00</u>

Total – Office of The Superintendent \$ - 2,229.00

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

Supplementary Pay

6110.911.181	Supplementary Pay	\$ -	422.00
6200.911.181	Supplementary Pay	+	<u>422.00</u>

Total – Supplementary Pay \$ - .00

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

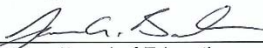
Staff Development

5110.912.311	Contracted Services	\$ +	103.00
5120.912.312	Workshop Expenses	-	59.00
5870.912.312	Workshop Expenses	-	24.00
6940.912.312	Workshop Expenses	+	<u>380.00</u>

Total – Staff Development \$ + 400.00

BUDGET AMENDMENT
 Local Current Expense Fund
 May 9, 2019, Page 3

Passed by majority vote of the Board of Education of Camden County on the 9th day of May, 2019.



 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 May, 2019 passed the following resolution.

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

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs	150.00	
6400	Technology Support Services		150.00
6500	Operational Support Services	2,689.00	
Explanation:			
	Total Appropriation in Current Budget	\$	497,195.35
	Amount of Increase/Decrease of Above Amendment		2,689.00
	Total Appropriation in Current Amended Budget	\$	499,884.35

Passed by majority vote of the Board of Education of Camden County on the 9th day of May 2019.



 Chairman, Board of Education



 Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this 3rd day of June 2019.



 Chairman, Board of County Commissioners



 Clerk, Board of County Commissioners



BUDGET AMENDMENT
May 9, 2019

8. Other Local Current Expense Fund

- A. We have reviewed this area of the budget and must increase the budget to reflect an increase in the revenue of the program. We request your approval of the following amendment.

<u>Activity Bus</u>			
6550.706.171	Driver Salary	\$ +	3,200.00
6550.706.175	Transportation Personnel	+	25.00
6550.706.211	Emp Soc Sec Costs	+	250.00
6550.706.319	Other Professional/Tech Services	-	700.00
6550.706.326	Contracted Repair & Maintenance	-	140.00
6550.706.331	Contracted Transportation	+	4.00
6550.706.423	Gas/Diesel Fuel	+	<u>50.00</u>
Total – Activity Bus		\$ +	2,689.00
4890.706	Revenue – Activity Bus	\$ -	2,689.00

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

<u>Computer Tech</u>			
5110.905.462	Purchase of Comp Hdwe	\$ +	150.00
6400.905.343	Telecommunication Services	-	850.00
6400.905.418	Comp Software & Supplies	+	<u>700.00</u>
Total – Computer Tech		\$ +	.00

Passed by majority vote of the Board of Education of Camden County on the 9th day of May, 2019.



Chairman, Board of Education



Secretary, Board of Education

Budget Amendment

Camden County Schools Administrative Unit

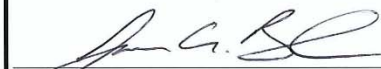
Capital Outlay Fund

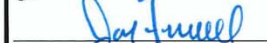
The Camden County Board of Education at a meeting on the 9th day of May, 2019, passed the following resolution.

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

Code Number	Description of Code	Amount	
		Increase	Decrease
9100	Category I Projects	14,000.00	
6550	Category III Projects		21,193.10
Explanation:			
	Total Appropriation in Current Budget	\$	942,992.81
	Amount of Increase / (Decrease) of Above Amendment		- 7,193.10
	Total Appropriation in Current Amended Budget	\$	935,799.71

Passed by majority vote of the Board of Education of Camden County Schools on the 9th day of May 2019.


Chairman, Board of Education


Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes in the minutes of said Board, this 3rd day of June 2019.


Chairman, Board of County Commissioners


Clerk, Board of County Commissioners



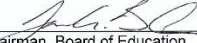
BUDGET AMENDMENT
May 9, 2019

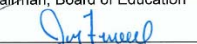
4. Capital Outlay Fund

A. We must adjust our budget to reflect a change in a budget code. We request your approval of the following amendment.

<u>Category I Projects</u>			
9111.077.529	Roofing Replacement	\$ -	300.00
9115.077.529	Storage Building	+	300.00
9116.077.526	Architect Fees – CECHS Building	+	1,500.00
9141.077.529	Facility Use Survey	+	12,500.00
Total – Category I Projects		\$ +	14,000.00
4910.997	Fund Balance Appropriated	\$ -	14,000.00
<u>Category III Projects</u>			
6550.120.551	Pur of School Buses	\$ -	21,193.10
Total – Category III Projects		\$ -	21,193.10
3400.120	Revenue – State Allocation	\$ +	21,193.10

Passed by majority vote of the Board of Education of Camden County on the 9th day of May, 2019.


Chairman, Board of Education


Secretary, Board of Education

D. DMV Monthly Report

STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County July Renewals Due 08/15/19

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

SOUTH MILLS	COURTHOUSE	SHILOH	TOTAL
24,080.34	24,071.31	16,283.98	64,435.63

Witness my hand and official seal this 5th day of June 2019

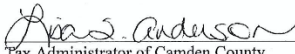

Chairman, Camden County Board of Commissioners

Attest:


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.


Tax Administrator of Camden County

E. Vehicle Refunds Over \$100

REFUNDS OVER \$100.00																			
North Carolina Vehicle Tax System																			
NCVTS Pending Refund report																			
April, 19 Refunds Over \$100.00																			
Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Low Type	Charge	Interest Charge	Total Charge	
BARTEE, DENISE MCBRIDE	BARTEE, DENISE MCBRIDE		PO BOX 133	SHAWBORO, NC 27979	Proration	0041891993	CJ34452	AUTHORIZED	104070084	Refund Generated due to proration on Bill #0041891993-2018-2018-0000-00	Tag Surrender	04/09/2019	4/10/2019 11:11:07 AM	1843	Tax	(\$480.85)	\$0.00	(\$480.85)	
														3	Tax	(\$6.50)	\$0.00	(\$6.50)	
																		Refund	\$497.35
DOWN RIVER FARMS INC	DOWN RIVER FARMS INC		1381 SOUTH HWY 343	SHILOH, NC 27974	Proration	0046760154	FM03184	AUTHORIZED	104589694	Refund Generated due to proration on Bill #0046760154-2018-2018-0000-00	Tag Surrender	04/18/2019	4/22/2019 8:56:14 AM	1843	Tax	(\$150.09)	\$0.00	(\$150.09)	
														3	Tax	(\$2.03)	\$0.00	(\$2.03)	
																		Refund	\$152.62

Submitted by Lisa S. Anderson Date 5-2-19
 Lisa S. Anderson, Tax Administrator Camden County

Approved by G. Tom White Date 6-5-19
 G. Tom White, Chairman Camden County Board of Commissioners

F. Tax Collection Report

Tax Collection Report					
APRIL 2019					
Day	Amount	Amount	Name of Account	Deposits	Internet
	\$	\$		\$	\$
1	\$ 18,036.51			\$ 18,036.51	
2	2,862.69		\$1,915.68 - Refunds	2,862.69	
	329.36		\$23.70 - Refund		329.36
3	7,235.94			7,235.94	
4	1,400.80			1,400.80	
5	4,334.74		\$0.05 - Short	4,334.74	
8	2,107.40			2,107.40	
9	13,765.44			13,765.44	
10	733.54			733.54	
11	1,124.64			1,124.64	
12	8,695.47			8,695.47	
15	6,945.28			6,945.28	
16	10,127.62			10,127.62	
17	1,750.00			1,750.00	
18	2,327.29			2,327.29	
22	2,032.90			2,032.90	
23	1,658.56			1,658.56	
24	100.00			100.00	
25	3,363.26		\$235.00 - Refunds		3,363.26
	2,346.28			2,346.28	
26	3,288.31			3,288.31	
29	4,731.79			4,731.79	
30	8,475.88			8,475.88	
	3,080.00			3,080.00	
			Refund - \$50.00 - Ronald P. Lewis	-	-
			Refund - \$185.00 - James Leary	-	-
	\$ 110,853.70	\$ -		\$ 107,161.08	\$ 3,692.62
	\$ 110,853.70			\$ 110,853.70	
			PSN Checks - \$ 6.00 - for info only, fees were paid to PSN		
	\$ 2,174.38		Refund		
	\$ -		Over		
	0.05		Shortage		
	\$0.00		Adjustment		
	\$ 108,679.37				

Submitted by: Lisa S. Anderson Date: 5-9-19
 Approved by: G. Tom White Date: 6-5-19

G. Pickups, Releases & Refunds

NAME	REASON	NO.
David Allen Temple	Roll back taxes \$2,555.79	Pick-up/21322 R-101078-16 R-108344-17 R-115627-18
Denise McBride Bartee	Turned in plates, did not have 30 days. Full Refund \$487.35	Pick-up/21324 41891993
Down Rver Farms, Inc.	Turned in plates \$152.62	46760154

H. Resolution 2019-06-03: Strengthening Critical Drainage & Water Quality Infrastructure

Resolution 2019-06-03

A Resolution of the Camden County Board of Commissioners for Strengthening Critical Drainage and Water Quality Infrastructure

WHEREAS, the Camden County Board of Commissioners, which recognizes that more frequent and stronger storm events are causing longer periods of severe flooding and the subsequent degradation of water quality, AND that these problems are negatively impacting both urban and rural residents, businesses, and our regional economy, DESIRES to work with our legislators, local governments, businesses, Albemarle Resource Conservation and Development Council (ARC&D), Albemarle Commission (AC), Soil and Water Conservation Districts (SWCD), farmers, non-profit groups, universities, state and federal agencies and citizen scientists to strengthen critical drainage and water quality infrastructure in northeast North Carolina.

NOW, THEREFORE, BE IT RESOLVED THAT:

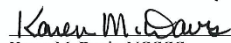
The Camden County Board of Commissioners requests the State of North Carolina to increase financial assistance to the ten counties in northeast North Carolina around the Albemarle and Pamlico Sounds for the following activities, which will help strengthen critical drainage and water quality infrastructure in northeast NC.

- 1) We recognize that creeks, rivers and canals are critical for draining stormwater off our flat landscape. However, many of these systems become clogged with woody debris during storm events, both minor and major. We request matching funds for local governments to annually clear debris from creeks, rivers and canals. This will help strengthen critical drainage infrastructure and lessen the damage that can occur during major storms such as Matthew and Florence.
- 2) We recognize that swamp forests are a critical component of drainage infrastructure as they help mitigate floodwaters and improve water quality. We request funds to help provide financial incentives to owners of swamp forests to conserve a minimum 100-foot buffer along creeks and rivers, which is essential for protecting both drainage and water quality.
- 3) We recognize that the return of algal blooms to our waters after an absence of 30 to 35 years is a threat to fisheries, recreation, property values, and human health, and thus to our regional economy. We request funds to help identify the causes of, and solutions to, the algal blooms, specifically to proactively monitor water quality in creeks and rivers—where NCDEQ does not have monitoring stations—in order to identify the specific sources of nutrients and sediment entering our waterways. This work would be performed in collaboration with local governments, ARC&D, AC, SWCD, universities, and citizen scientists.

Adopted this the 3rd day of June 2019.


 Tom White, Chairman
 Camden County Board of Commissioners



ATTEST:

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

I. HMGP Resolution

CAMDEN COUNTY HAZARD MITIGATION GRANT PROGRAMS (HMGP) Equal Opportunity Plan

A. Equal Housing Opportunity Plan

Civil Rights Act of 1964

The Civil Rights Act of 1964 prohibits all racial discrimination in the sale or rental of property.

The Fair Housing Act

The Fair Housing Act declares a national policy of fair housing throughout the United States, making illegal any discrimination in the sale, lease or rental of housing, or making housing otherwise unavailable, because of race, color, religion, sex, handicap, familial status, or national origin.

Executive Order 12892, Equal Opportunity in Housing

Executive Order 12892, as amended (Leadership and Coordination of Fair Housing in Federal Programs: Affirmatively Furthering Fair Housing), provides that programs and activities relating to housing and urban development (including any Federal agency having regulatory or supervisory authority over financial institutions) shall be administered in a manner to further affirmatively the purposes of the Act and shall cooperate with the Secretary of Housing and Urban Development, who shall be responsible for exercising leadership in furthering the design and delivery of Federal programs and activities.

Camden County shall eliminate housing discrimination, and achieve diverse, inclusive communities by leading the County in the enforcement, administration, and public understanding of federal fair housing policies and laws.

The County shall include the Equal Housing Opportunity logo and/or the phrase affirming Equal Opportunity in Housing on all the Hazard Mitigation Grant Program documents intended to be shared with the public.

The County shall post in public buildings and in the HMGP project areas the Equal Housing Opportunity posters and/or additional information the local government has prepared to inform the community with the Equal Housing Opportunity policies and laws.

B. Equal Employment Opportunity Plan

Camden County maintains the policy of providing equal employment opportunities for all persons regardless of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are *bona fide* occupation qualifications for employment.

In furtherance of this policy, the County prohibits any retaliatory action of any kind taken by any employee of the locality against any other employee or applicant for employment because that person made a charge, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.

The County shall strive for greater utilization of all persons by identifying previously underutilized groups in the workforce, such as minorities, women, and the handicapped, and making special efforts toward their recruitment, selection, development and upward mobility and any other term, condition, or privilege of employment.

Responsibility for implementing equal opportunities and affirmative action measures is hereby assigned to the County Manager to assist in the implementation of this policy statement.

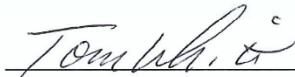
The County is committed to this policy and is aware that with its implementation, the County will receive positive benefits through the greater utilization and development of all its human resources.

The County shall include the Equal Employment Opportunity logo and/or the phrase affirming Equal Employment Opportunity on all the HMGP documents intended to be shared with the staff and the public.

The County shall obtain commitment from contractors that they will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are *bona fide* occupation qualifications for employment. Contractors will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are *bona fide* occupation qualifications for employment. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.


The County shall obtain commitment from Contractors that will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor, except where religion, sex, national origin, or age are *bona fide* occupation qualifications for employment.

Adopted this 3rd day of June, 2019.



Tom White, Chairman
Camden County Board of Commissioners

ATTEST:



Karen Davis, Clerk to the Board



CAMDEN COUNTY HAZARD MITIGATION GRANT PROGRAMS (HMGP)
Contract Award Policy

During the performance of housing elevation/mitigation reconstruction activities included in the Camden County Hazard Mitigation Grant Programs (HMGP), the county will utilize the following guidelines in the award of contracts to contractors who bid on the elevation and/or reconstruction of specific dwelling units:

- 1) The county shall reserve the right to reject bids and rescind contract awards if one of the following conditions has not been met:
 - a. The contractor must have turned in all required forms, credit report, references, etc., with his bid;
 - b. The contractor must have references and a past working record acceptable to the Project Manager prior to the Project Manager's recommendation of award to the Camden County Board of Commissioners;
 - c. The contractor must have demonstrated the ability to meet the performance criteria established in the Instructions to Bidders and the elevation/reconstruction contract.
 - d. The contractor must have demonstrated the ability to meet standards of workmanship outlined in the construction specifications as witnessed by the Project Manager.
- 2) Assessment of conditions 1(c) and 1(d) above shall be based on the Project Manager's review of contractor references and work performed in other locations, if the contractor has not performed recent elevation/reconstruction work for Camden County.
- 3) If construction estimates are prepared, no contract award shall be made if the contract price is less than 85% or more than 115% of the Project Manager's final estimate. The Project Manager will document negotiation of bids and/or estimates before contract awards are made.
- 4) In a case where an individual contractor is performing adequately, but he is the low bidder on more houses than he can complete within 120 days following the bid opening, (based on past performance), the county shall reserve the right to reject bids for those surplus houses, and award those houses to the next lowest bidders meeting the guidelines outlined herein, in the interest of efficient completion of elevation/reconstruction activities. The county also reserves the right to reject bids and award contracts to alternate bidders in the interest of maintaining an efficient work schedule consistent with performance standards mandated by the funding agency.
- 5) The county reserves the right to rescind contract awards made prior to contract execution if circumstances beyond the control of the county, including directives by the funding agency or homeowner's non-participation, prohibit the county's participation in the contract as Owner's Representative.

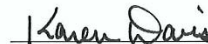
- 6) Any action, either restrictive or affirmative, taken under these guidelines, shall be in the interest of an efficiently-managed HMGP program, and will be without self-interest on the part of any member of the Camden County Board of Commissioners or county staff; and furthermore, shall be without regard to race, creed, sex, color, or national origin.
- 7) The Camden County Manager is hereby authorized to approve and execute all elevation/reconstruction change orders less than 15% of current contract value.

Adopted this 3rd day of June, 2019.



 Tom White, Chairman
 Camden County Board of Commissioners

ATTEST:



 Karen Davis, Clerk to the Board



**CAMDEN COUNTY HAZARD MITIGATION GRANT PROGRAMS (HMGP)
 Resolution Approving Administrative Guidelines and Policies**

WHEREAS, Camden County wishes to carry out its Hazard Mitigation Grant Programs (HMGP) in accordance with established state and federal administrative guidelines.

NOW, THEREFORE, the Camden County Board of Commissioners hereby collectively adopts the following resolutions, guidelines, plans and policies, and resolves that they be utilized during the administration of the Camden County Hazard Mitigation Grant Programs (HMGP):


1. Contract Award Policy
2. Local Economic Benefit for LMI Persons (Section 3) Plan
3. Temporary Relocation Policy
4. Procurement Standards Policy/Plan
5. Equal Opportunity Plan

Adopted this 3rd day of June, 2019.



 Tom White, Chairman
 Camden County Board of Commissioners

ATTEST:



 Karen Davis, Clerk to the Board



**CAMDEN COUNTY HAZARD MITIGATION GRANT PROGRAMS (HMGP)
Local Economic Benefit for Low and Very Low Income Persons Plan**

To insure that to the greatest extent possible contracts for work are awarded to business concerns located in or owned in substantial part by persons residing in the Section 3 covered area, as required by Section 3 of the Housing and Urban Development Act of 1968, Camden County (hereinafter called ~~the county~~) has developed and hereby adopts the following Section 3 Plan:

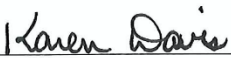
1. This Section 3 Plan shall apply to services needed in connection with the Camden County Hazard Mitigation Grant Programs (HMGP) including, but not limited to, businesses in the fields of planning, consulting, design, building construction/renovation, maintenance & repair, etc.
2. The Section 3 project area for the purpose of the HMGP Program shall include all of Camden County.
3. When in need of a service, the county will identify suppliers, contractors, or subcontractors located in the Section 3 area. Resources for this identification shall include the North Carolina Historically Underutilized Business Office (HUB), local directories, and the Small Business Administration local offices. Word of mouth recommendations shall also be used as a source. Where deemed necessary, listings from any agency noted above shall be distributed to prime contractors as potential sources of subcontractors and suppliers.
4. The county will include required Section 3 clauses in all contracts executed under this HMGP Program. Where deemed necessary, listings from any agency noted in Item 3, above, shall be included as well as sources of subcontracts and suppliers.
5. Each elevation/reconstruction contractor shall be required to submit a Section 3 Plan. This Plan will be maintained on file in the grant office and shall be updated from time to time or as the grant staff may deem necessary.
6. All jobs will be listed through and hiring will be done through the local office of the North Carolina Employment Security Commission; all contracts will be listed with the North Carolina Historically Underutilized Business (HUB) office; potential employees and businesses may seek development and training assistance through various state and local agencies.

Adopted this 3rd day of June, 2019.



Tom White, Chairman
Camden County Board of Commissioners

ATTEST:



Karen Davis, Clerk to the Board



CAMDEN COUNTY HAZARD MITIGATION GRANT PROGRAMS (HMGP)
Temporary Relocation Policy

WHEREAS, Camden County has been awarded Hazard Mitigation Grant Programs (HMGP) for Acquisition and Mitigation Reconstruction; and,

WHEREAS, temporary relocation payments and assistance are approved activities under the HMGP Programs' Funding Agreements for households who receive conventional rehabilitation, lead based paint abatement, and on-site housing replacement (reconstruction) assistance; and,

WHEREAS, Camden County wishes to provide temporary relocation assistance and moving assistance to households temporarily displaced as a result of conventional rehabilitation, lead based paint abatement, and on-site replacement (reconstruction) housing;

NOW, BE IT THEREFORE RESOLVED:

The Camden County Board of Commissioners hereby adopts the following temporary relocation policy, to be used during implementation of the Hazard Mitigation Grant Programs:

A. INTENT OF POLICY

Under the Hazard Mitigation Grant Programs, Camden County plans to carry out certain activities that will improve the living environment of the affected participants. This policy information applies to any homeowner who is required to temporarily relocate as a result of carrying out conventional rehabilitation, lead based paint abatement, or on-site replacement (reconstruction) housing activities under the programs.

It is the intent of this policy to enable a homeowner to receive limited assistance when renting a temporary housing unit. This assistance is offered to help address the financial burden that is often associated with temporary relocation. The low to moderate income homeowner families and individuals that this Policy is designed for will be offered this assistance only if they are required to temporarily relocate as a result of the project.

B. HOMEOWNER REPLACEMENT HOUSING

If any project activities require a homeowner to be temporarily relocated, the homeowner will receive a notice informing him/her of the date by which the unit must be vacated and approximate duration of the temporary relocation. Homeowners may be eligible to receive the moving benefits and temporary housing expenses offered in Section C. of the policy if the homeowner moves to a temporary unit that is decent, safe and sanitary, and suitable for the needs of the household. Therefore, even though a homeowner may seek his/her own replacement housing, an agreement to temporarily rent a dwelling

should not be entered into until the unit has been inspected and approved by a member of Camden County=s staff or designated building inspection official.

C. TEMPORARY REPLACEMENT HOUSING ASSISTANCE - HOMEOWNER

In general, the temporary replacement housing assistance for homeowners, subject to participation in Camden County=s HMGP programs, is as follows:

Moving Benefits

1. Actual moving expenses and storage costs paid to a bonded and licensed moving company for the move to the temporary housing unit. Camden County will provide the mover.
2. Actual moving expenses costs paid to a bonded and licensed moving company for the return move to the homeowner's housing unit. Camden County will provide the mover.
3. A homeowner shall be reimbursed for the disconnection and connection costs for the homeowner's utilities, telephone, and cable (if required) for the move to the temporary unit and for the return move to the homeowner's housing unit.

Temporary Housing Expenses:

A homeowner may be reimbursed for actual reasonable documented rent and utilities (electric, water/sewer, and gas) incurred at the temporary replacement dwelling.

In order for a homeowner to receive reimbursement of the Temporary Housing Expenses, the temporary replacement dwelling must be inspected and approved by a member of Camden County=s staff (or building inspection official if designated) as decent, safe and sanitary, and adequate to meet the homeowner's occupancy needs. A premature move may result in loss of eligibility for a temporary housing expense payment.

D. DECENT, SAFE AND SANITARY HOUSING


Housing is to be considered decent, safe and sanitary housing if it is sound, clean, weathertight, and in standard condition. The unit must have hot and cold running water, a private inside toilet, bathing facilities, and be in compliance with the local housing codes. The unit must also be in compliance with the local occupancy codes to avoid overcrowding.

E. FAIR HOUSING LAWS

If a family or individual is unable to temporarily rent a replacement dwelling because of discriminating practices related to race, color, creed, disability, familial status, or national origin, the form HUD 903, Housing Discrimination Complaint, will be made available to each family or individual so aggrieved.

Camden County will take positive action to assist each family and individual in completing the form and filing the complaint. The Camden County staff will help assure a family or individual the full opportunity to relocate to a temporary dwelling provided for them or to a unit of their choice that meets the required inspection standards.

Adopted this 3rd day of June, 2019.



Tom White, Chairman
Camden County Board of Commissioners

ATTEST:



Karen Davis, Clerk to the Board



**CAMDEN COUNTY HAZARD MITIGATION GRANT PROGRAMS (HMGP)
Procurement Standards Policy/Plan**

Policy

Camden County will comply with the terms and conditions of Federal and/or State funding that is awarded and accepted, including but not limited to, the terms and conditions of Grant Contract, Title 2 CFR Part 200, and HUD implementing regulations contained in 24 CFR Section 570.489(g) which are incorporated by reference and included herein to the extent of its applicability. The County, as the recipient of Federal and/or State CDBG funds as well as Hazard Mitigation Grant Program funds, acknowledges its responsibility to and will adhere to the aforesaid North Carolina State and Federal Procurement Policies.

Camden County will, to the extent applicable, follow methods of procurement, procure by contracting with small/minority firms, women's business enterprises, and labor surplus area firms. Additionally, the County will demonstrate contract cost and price awareness, and adhere to awarding agency review provisions (Title 2 CFR Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts under Federal Awards).

Plan

All procurement of goods and services by the County with HMGP funds shall be accomplished in accordance with the regulations of **Procurement Standards**, where applicable, Recipient shall follow the procurement standards established in the "Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards" (2 CFR Part 200) and HUD implementing regulations contained in 24 CFR Section 570.489(g), which explicitly prohibit cost plus a percentage of cost and percentage of construction cost methods of contracting. In addition, all purchase orders and contracts shall include any clauses required by Federal Statutes, Executive Orders, and implementing regulations including the Section 3 clause, per 24 CFR 570.489 (g) and 24 CFR 135.38, or the North Carolina General Statutes applying to procurement in general by the North Carolina municipalities and counties.

When the Federal and State regulations are different, the more restrictive regulations shall apply to the procurement in question. Additionally, the County will adhere to the following guidelines during procurement of goods and services with Federal funds:

- In all cases where goods or services are procured on the basis of one bid or proposal received, the County will follow established principles included in OMB Circular A 87 to verify the reasonable cost of the procurement, and shall contact the State agency supervising the grant program before making any contract award on the basis of non-competitive negotiation.
- Underutilized businesses, including women-owned, and minority-owned enterprises shall be included on bidders' or professional services' lists maintained by the County, and such firm(s) shall be solicited for all competitive negotiations, small purchases, and informal and formal bids when such firms are potential competitive sources for good and services.


- The County shall develop a written scope of work for each service to be awarded on the basis of *competitive negotiation*, which shall include descriptions of tasks to be completed, project timetables, and outline of fee proposal requirements. The statement of work shall also include a written selection procedure. All *competitive negotiations* shall be awarded strictly on the basis of written selections procedures, and cost shall not be the sole or more important factor in selection of services through the use of *competitive negotiations*.
- Prior to any contract award, the County shall verify the contractor's eligibility to participate in a federally-assisted program.
- No consultant or bidder shall assist in the evaluation of proposals or bid packages for contracts in which that consultant or bidder has an indirect or direct interest. The County shall adhere to all applicable Federal and State conflict of interest regulations in making contract awards.
- The County shall request references, or check references, of contractors or firms who are awarded contracts with Federal grant funds, and will request a written warranty for all goods and services provided through small purchases requests.
- The County shall not award any contract for federally-assisted projects on a contingency or cost plus percentage of cost basis.

Adopted this 3rd day of June, 2019.



 Tom White, Chairman
 Camden County Board of Commissioners

ATTEST:



 Karen Davis, Clerk to the Board



Motion to approve the Consent Agenda as amended.

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

ITEM 9. COUNTY MANAGER'S REPORT

County Manager Ken Bowman included the following in his report:

- Appreciation to county departments and Finance Officer Sally Norfleet for their efforts in regard to the 2019-2020 budget preparation.
- Appreciation to Tim White and the Parks & Recreation Department and the participants of the Memorial Day Ceremony on May 27, 2019.

- Cooperative Extension and Soil & Water have moved into the new modular unit.
- Congratulations to the Lady Bruins Softball Team for winning the NCHSAA Class 1-A East Regional Championship.
- Congratulations to Belcross Bake Shoppe for being featured in *Our State* magazine.
- Unveiling of the Rosenwald Community Center historical marker will take place on June 8, 2019 at 1:00 PM.
- The next meeting of the Board of Commissioners will take place on July 8, 2019 at 7:00 PM.

ITEM 10. COMMISSIONERS' REPORTS

- Commissioner Krainiak Chairman White expressed appreciation to Finance Officer Sally Norfleet, County Manager Ken Bowman and School Superintendent Dr. Joe Ferrell for their efforts in the preparation of the 2019-2020 budget.

ITEM 11. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

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

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

ITEM 12. OTHER MATTERS

None.

CLOSED SESSION

Motion to go into Closed Session to discuss personnel.

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

Motion to come out of Closed Session.

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

ITEM 13. ADJOURN

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

Motion to adjourn.

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

Chairman White adjourned the June 3, 2019 meeting at 10:10 PM.

Board of Equalization and Review

Chairman White reconvened the Board of Equalization & Review.

There being no cases for review, Chairman White called for a motion to adjourn.

Motion to adjourn Board of Equalization and Review.

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

Chairman White adjourned the June 3, 2019 meeting of the Board of Equalization and Review at 10:15 PM.

Tom White, Chairman
Camden County Board of Commissioners

ATTEST:

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