

Camden County Board of Commissioners
October 7, 2019
Closed Session – 6:00 PM
Regular Meeting – 7:00 PM
Historic Courtroom
Camden, North Carolina

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on October 7, 2019 in the Historic Courtroom, Camden, North Carolina.

CALL TO ORDER

The meeting was called to order by Chairman Tom White at 6:00 PM. Also Present: Vice Chairman Clayton Riggs, Commissioners Randy Krainiak and Ross Munro.

CLOSED SESSION

Motion to go into Closed Session to discuss economic development and personnel.

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

Commissioner Garry Meiggs arrived at 6:18 PM.

Motion to come out of Closed Session.

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

The Board came out of Closed Session at 6:40 PM and was recessed by the Chairman until 7:00 PM.

At 7:00 PM Chairman White reconvened the Board of Commissioners for its regular meeting and welcomed everyone in attendance.

INVOCATION & PLEDGE OF ALLEGIANCE

Pastor Kevin Lighty gave the invocation and the Board led in the Pledge of Allegiance.

ITEM 1. PUBLIC COMMENTS

- Doug Leary of 157 Seymour Drive addressed the Board. Mr. Leary spoke in opposition to the rezoning application submitted by Eric Wood to rezone property from Rural Residential to Village Residential on property located adjacent to 204 and 208 Country Club Road. Mr. Leary's concerns include the potential for drainage issues and his opposition to the construction of duplexes near his property.
- Steven Forehand of 575 Trotman Road addressed the Board. Mr. Forehand shared his experience as being an underserved citizen in Camden in regard to internet access and requested any assistance possible from the Board in getting more reliable and faster internet service throughout the county.

- Rev. Kevin Lighty of 121 Long Pine Road, South Mills addressed the Board. Rev. Lighty referenced the upcoming joint meeting of the Board of Commissioners and Board of Education to take place on October 10, 2019 in regard to options presented as a result of the School Facility Study. He referenced the importance of education for Camden students and it is his hope that the construction of a new school facility would be prioritized over the construction of a new county administrative facility.
- Deputy Austin Browder introduced the newest addition to the Camden County Sheriff's Office, his canine partner, Falco. Deputy Browder and Falco have thus far completed six weeks of training.

ITEM 2. CONFLICT OF INTEREST DISCLOSURE STATEMENT

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

ITEM 3. CONSIDERATION OF THE AGENDA

The agenda was amended to go back into Closed Session after Item 11.

Motion to approve the agenda with the amendment.

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

ITEM 4. PRESENTATIONS

A. Broadband Update – Eastern Shore Communications

Ronald van Geijn of ESC (Eastern Shore Communications) included the following in his presentation to the Board:

- ESC is working with NCDOT to obtain a blanket permit for Camden County Right of Way encroachment.
- David Credle has submitted plans to place fixed wireless equipment on the two county water towers.
- Phase I will begin from the North water tower (near Lambs Road) going south to Camden.
- Bell Farms Estates will be approached for a possible Fiber to the Home (FTTH) project. It would be the first in the county!
- Internet service pricing plans have not yet been established. ESC plans to offer 15, 25, 50 and 100Mbps service - with the 15Mb plan priced as affordably as possible to assist lower income Camden residents.
- The wireless signal will reach approximately 5 miles, provided there is line of sight to the water tower.
- For the next meeting ESC will work with Dan Porter to produce a few maps showing the phased deployment.

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

Motion to approve the agenda as presented.

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

New Business

A. Monthly Report – David Credle

South Camden Water & Sewer Board
 Monthly Work Order Statistics Report
 Period: August 2019

	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water/Distribution	102	102	100%	0
Sewer/Collection	2	2	100%	0

Locates:

- Water Line: 131
- Sewer Line: 21
- Water & Sewer, same ticket: 1
- Hydrant flow test: 27

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

Water treated at water treatment plant in August: 10,146,910 gallons

Daily average water usage for August: 327,320 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									
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
May	87	100%	0%	85	2	126	8	12	11
June	75	100%	0%	75	0	58	9	6	9
July	112	100%	0%	109	3	63	5	0	57
August	104	100%	0%	102	2	131	21	1	27

Motion to approve the monthly report as presented.

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

Mr. Credle also reported that on September 18, 2019 representatives from the Washington Regional Office were on site at the new Wastewater Treatment Facility for inspections to give approval for the plant to begin receiving wastewater. Upon submittal of the plan for final certification by the engineer, there were two modifications: the UV system was a different manufacturer and the generator size was different than the original submittal. The state is requiring a permit modification, and the County is expected to receive more information regarding the modification in the coming week.

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

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

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

Chairman White reconvened the meeting of the Board of Commissioners.

ITEM 5. OLD BUSINESS

A. Ordinance 2019-09-01 Rezoning Application – Dave Parks

The Public Hearing for Ordinance 2019-09-01 Rezoning Application was held on September 9, 2019. The Board of Commissioners voted to place this item for consideration on the October 7, 2019 agenda.

Commissioner Munro questioned whether the Board could make a recommendation to adjust the rezoning.

Mr. Parks stated that the Board can make a recommendation for an adjustment. However, the Board must vote first on the Consistency Statement. The Board may then offer a motion to approve or deny the rezoning with the recommended modifications.

Motion that the requested zoning is consistent with the objectives of the comprehensive plan as it encourages higher density development within the Core Village boundaries.

RESULT:	PASSED [4-1]
MOVER:	Garry Meiggs, Commissioner
AYE:	White, Meiggs, Riggs, Munro
NO:	Krainiak

Motion to deny Ordinance 2019-09-01 Rezoning Application (UDO 2019-06-23) to rezone property from Rural Residential (RR) to Village Residential (VR).

RESULT:	PASSED [3-2]
MOVER:	Randy Krainiak, Commissioner
AYE:	White, Krainiak, Munro
NO:	Riggs, Meiggs

The following was Chairman White’s statement in regard to the denial of the rezoning request: that there is uncertainty of availability of sewer in that area and that the applicant could reapply once that is in place.

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 PROPERTY</u>
2018	126,219.32	3,332.28
2017	40,883.01	3,467.12
2016	17,481.53	2,419.10
2015	11,608.98	1,084.23
2014	12,366.97	1,228.71
2013	8,427.40	4,851.16
2012	6,524.06	7,792.41
2011	4,769.87	6,437.32
2010	4,244.84	4,642.02
2009	3,978.27	4,513.59

TOTAL REAL PROPERTY TAX UNCOLLECTED	236,504.25
TOTAL PERSONAL PROPERTY UNCOLLECTED	39,767.94
TEN YEAR PERCENTAGE COLLECTION RATE	99.62%
COLLECTION FOR 2019 vs. 2018	12,315.69 vs. 23,822.87

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2018	98.27%
2017	99.37%
2016	99.70%

EFFORTS AT COLLECTION IN THE LAST 30 DAYS

ENDING August **2019**

BY TAX ADMINISTRATOR

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

30 Largest Unpaid – Real

Roll	Parcel Number	Unpaid Amount	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	02-8937-00-50-8036.0000	6,148.38	1	CLEVELAND WALSTON LE	CAMDEN	187 HERMAN ARNOLD RD
R	02-8934-01-18-6001.0000	6,080.72	1	LINDA SUE LAMB HINTON	CAMDEN	150 158 US W
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	01-7998-01-08-6797.0000	4,116.62	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	03-8899-00-16-2671.2425	3,326.62	1	SPRING LOTUS LLC	SHILOH	141 EDGEWATER DR
R	02-8934-01-29-4617.0000	3,106.99	1	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W
R	02-8934-01-18-8282.0000	2,746.15	1	BRIDGET CARTWRIGHT JOHNSON	CAMDEN	144 158 US W
R	03-9809-00-23-8838.0000	2,470.25	1	WILLIAM DAVID BYRUM	SHILOH	112 HIGH RD
R	02-8944-00-51-7111.0000	2,400.06	1	FLOYD & JUNE T. ETHERIDGE	CAMDEN	110 BILLETS BRIDGE RD
R	02-8945-00-53-1518.0000	2,359.83	1	GARY D. & BETH A. LOYD	CAMDEN	115 LISTER DR
R	02-8945-00-41-2060.0000	2,268.87	1	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	02-8935-01-08-8786.0000	2,268.66	1	LINWOOD GREGORY	CAMDEN	253 SLEEPY HOLLOW RD
R	03-8962-00-57-1421.0000	2,182.86	2	CECIL BARNARD HEIRS	SHILOH	WICKHAM RD
R	01-7080-00-62-1977.0000	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	02-8944-00-36-1417.0000	1,924.24	1	ROSA ALICE FEREBEE HEIRS	CAMDEN	165 IVY NECK RD
R	01-7998-01-09-7155.0000	1,903.52	1	CORNELIUS P & GLORIA E FAXTON	SOUTH MILLS	1298 343 HWY N
R	01-7090-00-70-3221.0000	1,861.12	1	LONZO FISHER GREGORY	SOUTH MILLS	406 OLD SWAMP RD
R	02-8944-00-99-1027.0000	1,841.50	1	JOHNNIE MERCER HEIRS	CAMDEN	MCKIMMEY RD
R	01-7999-00-32-3510.0000	1,827.31	1	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	02-8943-01-17-1673.0000	1,807.18	1	MILDRED A. HAVRILLA	CAMDEN	374 COUNTRY CLUB RD
R	01-7999-00-12-8596.0000	1,760.33	1	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	03-8965-00-37-4242.0000	1,751.87	1	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD

30 Oldest Unpaid – Real

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	10	8,080.29	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8899-00-45-2682.0000	10	4,392.64	SEAMARK INC.	SHILOH	HOLLY RD
R	01-7080-00-62-1977.0000	10	2,062.78	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 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	
R	03-8952-00-95-8737.0000	10	1,993.94	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7999-00-32-3510.0000	10	1,827.31	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7999-00-12-8596.0000	10	1,760.33	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7989-04-60-1568.0000	10	1,000.71	EMMA BRITE HEIRS	SOUTH MILLS	116 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	02-8955-00-13-7846.0000	10	588.25	MARIE MERCER	CAMDEN	IVY 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	03-8999-00-37-0046.0000	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	03-8980-00-84-0931.0000	9	220.38	CARL TEUSCHER	SHILOH	218 BROAD CREEK RD
R	01-7998-01-08-6797.0000	8	4,116.62	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	03-8962-00-04-9097.0000	8	2,182.86	CECIL 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	ROSETTA MERCER 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	01-7091-00-64-6569.0000	7	1,190.03	CLARENCE D. TURNER JR.	SOUTH MILLS	STINGY LN

30 Largest Unpaid – Personal

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001709	2,252.98	11	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0001476	1,043.30	3	MIKE TAYLOR	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001538	751.18	10	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001046	712.40	11	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	680.34	9	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0002194	661.94	5	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
P	0001072	587.82	11	PAM BUNDY	SHILOH	105 AARON DR
P	0001827	483.28	8	KAREN BUNDY	CAMDEN	431 158 US W
P	0001104	469.71	3	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0000295	412.03	3	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0001230	411.11	8	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001681	366.10	8	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001673	349.77	3	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0000466	314.96	2	LAMES OF CAMDEN	CAMDEN	152 HWY 158 W
P	0000846	294.16	4	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0001694	288.99	8	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0000772	288.86	5	COSBY BAKER	SOUTH MILLS	114 BINGHAM RD
P	0002924	272.82	2	PAUL BEAUMONT	SHAWBORO	106 DEERFIELD TRL
P	0001638	261.90	11	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001106	248.38	11	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN LOT 12
P	0001673	248.38	11	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001952	238.91	8	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0000905	232.45	2	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
P	0002442	200.37	3	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0001546	177.59	2	GEORGE ROWLAND	CAMDEN	431 158 US W
P	0001673	177.05	11	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0001722	140.55	9	JANET LEARY	SOUTH MILLS	LINTON ROAD
P	0001976	137.83	2	ANA ALICIA MARTINEZ LOPEZ	SHILOH	110 AARON DR
P	0001150	136.45	3	WILLIAM MICHAEL STONE	CAMDEN	130 MILL DAM RD S
P	0001408	129.96	2	SHELLY MARIE AMMON	SOUTH MILLS	612 MAIN STREET

30 Oldest Unpaid – Personal

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001709	11	2,252.98	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0001538	11	751.18	JEFFREY EDWIN DAVIS	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001046	11	712.40	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	11	680.34	LESLIE ETHERIDGE JR	CAMDEN	
P	0001072	11	587.82	PAM BUNDY	SHILOH	105 AARON DR
P	0001693	11	261.90	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001106	11	248.38	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001673	11	177.05	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0000248	11	128.38	ROBERT H. OWENS	CAMDEN	A STREET
P	0000316	11	115.56	JAMES P. JONES	CAMDEN	142 SANDHILLS RD
P	0001827	10	483.28	KAREN BUNDY	CAMDEN	431 158 US W
P	0001722	9	140.55	JANET LEARY	SOUTH MILLS	LINTON ROAD
P	0001639	9	123.29	CAREY FARMS, INCORPORATED	SOUTH MILLS	202 SHARON CHURCH
P	0001230	8	411.11	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001681	8	366.10	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001694	8	288.99	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001952	8	238.91	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0002194	7	661.94	MORGAN ROBERSON	SHILOH	849 SANDY HOOK RD S
P	0000772	7	288.86	COSBY BAKER	SOUTH MILLS	114 BINGHAM RD
P	0001638	5	259.82	ERIC JASON WOODARD	SOUTH MILLS	612 MAIN LOT 12
P	0000905	5	232.45	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
P	0001476	4	1,043.30	MIKE TAYLOR	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0000295	4	412.03	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000466	4	314.96	LAMES OF CAMDEN	CAMDEN	152 HWY 158 W
P	0000846	4	294.16	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0000385	4	121.17	MARK SANDERS OVERMAN	SHAWBORO	116 GARRINGTON ISLAND
P	0002921	4	120.68	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0000770	4	108.00	MARSHA GAIL BOGUES	CAMDEN	276 BELCROSS RD
P	0002079	4	106.35	OCTAVIUS BANKS III	SOUTH MILLS	262 OLD SWAMP RD
P	0001104	3	469.71	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD

Motion to approve the tax report as presented.

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

B. Selection of Disaster Debris Removal & Monitoring Contractors – Dan Porter

The County’s existing contract for services have expired and a Request for Proposals for both Disaster Debris Removal Contractors and Disaster Debris Monitoring Contractors was advertised and distributed to potential contractors.

Camden County separately and concurrently solicited proposals to establish a pre-need, pre-event contract for a Debris Management firm for debris removal and a Debris Monitoring firm to be used during catastrophic events which have generated massive volumes of debris. Camden County received eight responses to its Debris Management RFP and five responses to its Debris Monitoring RFP. Each jurisdiction separately evaluated the proposals and then met as a group on Wednesday, September 4 2019 to review them as a group. Each jurisdiction was in agreement with the selection of Phillips and Jordan for the Debris Management firm and Tetra Tech for the Debris Monitoring firm. Both of these firms are the companies we had contracted with for the last four years, and while we have been fortunate enough to never have to utilize their services for debris removal they have fulfilled their contract in regards to training and establishing contact prior to every storm.

Motion to award the Disaster Debris Removal contract to Phillips & Jordan.

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

Motion to award the Disaster Debris Monitoring contract to Tetra Tech.

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

C. Memorandum of Understanding – Camden County Parks & Recreation Department and Camden County Schools

**Camden County Parks and Recreation and Camden County Schools
Memorandum of Understanding**

1. Purpose

This document embodies the policies and procedures which govern facility use and users in order to ensure optimal maintenance of athletic fields and other recreational facilities owned by Camden County and by the Camden County Board of Education (BOE) and assure fair and efficient access to those facilities.

The primary use of county recreation areas and facilities is for public recreation activities. The primary uses of school recreational facilities are: (a) during school hours for school use exclusively (generally 8:30 a.m. to 5:30 p.m.), on days school is in session and (b) during non-school hours, and on non-school days, for school and community use.

The following factors will be considered in determining permission for use of a facility: current capital improvements and/or rehabilitation of facility, scheduled regular maintenance of the facility, anticipated extent of wear and tear caused by use, coordination of scheduled uses, and availability of requested services at the facility.

All parties must comply with Federal and State anti-discrimination laws. Additionally, all facility users shall comply with all applicable federal, state, and local laws. The user shall pay all the costs, expenses, fines, penalties, and damages which may be imposed upon the owner of the property by reason of, or arising out of, the user's failure to fully and promptly comply with all legal requirements and all the provisions of this policy.

2. List of Facilities Governed

The outdoor athletic fields and outdoor and indoor facilities within Camden County are legally controlled as follows:

A. Board of Education Athletic Fields and Recreational Facilities

School	Field/Facility
Grandy Primary/Camden Intermediate	Gymnasium
Camden County Middle School	Baseball Field
	Football/Soccer Field
	Gymnasium
	Softball Field
Camden County High School	Baseball Field
	Football Field
	Gymnasium
	Softball Field (Central Office Complex)

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B. Camden County Recreation Areas

Locations	Field/Facility
Camden Community Park	Baseball/Softball Field 1
	Baseball/Softball Field 2
	Baseball/Softball Field 3
	Baseball/Softball Field 4
	Baseball/Softball Field 5
	Baseball/Softball Field 6
	Baseball/Softball Field 7
	Basketball Court (outdoor)
	Football/Soccer (existing)
	Football/Soccer (expansion)
	Pavilion
	Open Space
	Tennis Court
Track and Field	
Walking Trail	
Great Dismal Swamp Visitors' Center	Walking/Biking Trail

3. Priority Use by Category

Permits for field/facility use are issued by category in which the organization or event is placed. Category I user/event has priority over Category II and lower user/event. Within a category, Subcategory A has priority over B, over C, etc. If there is a dispute within a category, the facility representative (Principal and/or Athletic Director, Parks and Recreation Director) shall make the final decision.

Category I Permit Use:

BOE Public School activities for grades Pre-K – 12. These activities include physical education and academic activities and Camden County Schools' extra-curricular and co-curricular programs.

Category II Permit Use—Based on APPROVAL and the completion of a Facilities Use Form:

- Parks and Recreation Directly Sponsored Activities. These activities include programs run by the Recreation Department such as day camps, after school programs, program offerings and special events.
- Recognized sports organizations comprised of 100 percent Camden County participants.
- Recognized sports organizations comprised of highest number of Camden County participants.
- The recognized sports organizations are the following volunteer sports organizations approved by the Camden County Parks and Recreation Department (according to the rules noted in item e. below):
 - Camden Youth League
 - Camden C.A.R.E.
 - Camden Youth Football and Cheering

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- A written roster, copy of the Registration Form, and proof of Insurance (Section 4 (a) below) must be submitted annually at the time of application to the issuing entity. No permits will be issued unless this criterion is met.

Category III Permits—Based on APPROVAL and the completion of a Facilities Use Form:

- Camden County Service Agencies/Community Partners—These groups include Camden 4-H, Boy Scouts and Girl Scouts, Juvenile Crime Prevention Council (JCPC).
- Other volunteer sports organizations requesting use of field space and/or facilities. Such volunteer sports organizations must also provide to the Camden County Parks and Recreation Department (AND the Camden County Board of Education when requesting use of school fields and/or facilities), written rosters, copies of registration forms, and proof of insurance as required in Section 4 (a).

Category IV Permits—Based on APPROVAL and the completion of a Facilities Use Form:

- Private Group Field/Facility Requests—These groups are made up of citizens of Camden County or businesses based in Camden County, who request the use of facilities on an occasional basis when space is available.
- Privately Operated Programs—Camden County Parks and Recreation Department and Board of Education facilities will not be made available for organization, entities, individuals, or groups for the purpose of providing recreational services to youth and/or adults if the event is to be operated on a for-profit basis.

NOTE: All category II through IV permits will stipulate that a program carried on by a Category I organization can claim priority use of fields/facilities in unusual circumstances. Additionally, the Parks and Recreation Department and Camden County Board of Education reserve the right to request written copies of all team rosters, and registration forms complete with names, addresses, places of employment and insurance requirements.

4. Allocation of Fields and Facilities

- Supervision—The Camden County High School Athletic Director, Camden Middle School Athletic Director, Principals and the Parks and Recreation Director will collaborate, coordinate and schedule the allocation of the fields and facilities for Category I and II uses. The primary responsibility of Camden County Schools' Athletic Directors will be to oversee the athletic facilities of the schools and coordinate the allocation of such with their respective principals and the Camden County Parks and Recreation Director. The primary responsibility of the County's Parks and Recreation Director will be to oversee the County's park facilities and will coordinate with the School District's Athletic Directors and Principals. All applicable user groups will receive a copy of the Facilities Use Application and fee schedule. A copy will be posted on both the Parks and Recreation Department website and the Camden County Schools website. A hard copy will be made available to any resident who requests one from the Parks and Recreation Department and/or at the school where the request is being made. It is recognized that each group may further subdivide the time among its entities. Conflicts among such teams and groups are not being addressed by this document.
- Game Delays—Camden County Schools and Camden youth sports activities are often subject to delays due to late arriving opponents and/or officials and other emergencies. In such cases, use

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may extend beyond the normal time. Likewise, overtime and extra innings can require additional time. Other users take their starting time subject to Camden County High School and Camden Middle School sports' rights to complete their games and practices.

- Makeup Schedule—Under unusual circumstances, Camden County Schools sports, including makeup games, have the right to bump a previously scheduled activity. Every effort should be made to limit such late rescheduling. Other school district uses (for example, elementary school fairs, camps, intramurals, etc.) are known well in advance and have priority as long as at least thirty (30) days notice is given of the event. The Parks and Recreation Director and Athletic Directors will make every effort to notify affected users of all cancellations as soon as possible.

5. Field Modification

- Modifications are prohibited unless expressly authorized in writing by the owner. Any substantial proposed changes to fields or parks should be submitted to the School District's Athletic Directors, Principals, and the Parks and Recreation Director to consider the impact upon the facilities use. Those requested changes, along with a recommendation, will then be forwarded to the Board of Education or the Board of Commissioners for consideration.
- This would include the development of active recreation areas from property not currently used for this purpose. It would include, but not limited to, the installation of fences, structures, scoreboards, permanent stands and permanent lighting.
- It would not include the replacement of any current structure with a new one of roughly the same size (an old backstop with a new one) or the replacement of existing fencing. These types of items will be the responsibility of the Parks and Recreation Director, Athletic Directors, or other designee.
- The placement location of all moveable items (portable stands, port-a-johns, soccer goals, batting cages, blocking sleds, temporary fencing, etc.) will be the responsibility of the Parks and Recreation Director, Athletic Directors, or other designees. They may delegate seasonal authority to co-sponsored organizations regarding the management of those items.

6. Facility Rules and Regulations

- Use of any active recreation area by a group of more than ten (10) participants is authorized by permit only.
- Users must have a copy of the permit with them at all times while on the field or at the facility.
- User groups may not give their permitted time to another user group. User groups may subdivide time allotments among its entities (see Allocation of Fields and Facilities Item A.) For example, a Camden County Community Partner cannot give the use of their allotted time to a privately operated program without the knowledge of the Camden County Parks and Recreation Director. All changes must be made through the Parks and Recreation Director, Athletic Directors, or other designees.
- Use of alcoholic beverages or controlled substances of any kind, use of profane, loud, threatening, insulting, indecent, and abusive language is prohibited. Users and attendees may be subject to permanent expulsion from facilities and/or law enforcement intervention.
- Any user who abuses the fields and/or facilities shall have the privilege revoked, pay for any damages and/or fees incurred, and may have future requests denied. The fields and facilities will be carefully monitored for proper usage.
- The Parks and Recreation Director, Athletic Directors, and School Administrators reserve the right to cancel or restrict the use of fields and facilities by any user group should it be

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determined it is in the best interest of the County, School District, citizens of the County, and/or our fields and facilities.

- g. Use of amplifiers for music, announcements or otherwise is not permitted to be unreasonably loud. The limit to such volume must be so that it is barely audible thirty (30) yards from the limits of the playing area. No amplifier use is permitted before 8:00 am.
- h. Athletic fields/facilities may not be used before 8:00 am or after dusk, except when lights are utilized. Category I and Category II practices and games for Camden County Schools and Camden Parks and Recreation should be scheduled to end by 10:00 pm with the lights to be turned off as soon as clean up and pick up of participants allow.
- i. Use of portable lighting by any group shall require an on-site meeting at the beginning of every season to determine the placement of the portable lights. Those locations shall be recorded by the Parks and Recreation Director and the user group. It will be the user group's responsibility to ensure the lights are maintained in the correct locations. Every effort shall be made that the lights used will only light the playing surface and not exceed the field area.
- j. All Trash must be placed in proper receptacles. Users are expected to leave the facility in the same condition or better in which it was found.
- k. Only temporary signs or banners may be posted during events and must be removed at the conclusion of the use of the facility.
- l. No one shall drive a motorized vehicle of any kind onto recreational fields.
- m. Parking is allowed in designated areas only. It is the responsibility of the user group to enforce all parking regulations and to make sure vehicles are parked properly.
- n. No concession privileges will be extended by virtue of the use of the facility. Concession privileges must have the approval of the Parks and Recreation Director and/or Athletic Directors.
- o. There will be no open fires on Camden County or Camden County Board of Education property.
- p. Warm-ups for the next scheduled event must be performed so as not to interfere with existing events and so as not to endanger the welfare of all participants, spectators and facilities.
- q. All managers, coaches, or persons in charge of a group using the fields will be responsible for the conduct of all participants, spectators, and others connected with the activity, including visiting teams and opponents. It is the responsibility of the user group to inform all parents, spectators, and coaches of the field/facility rules.
- r. In the event of problems with the equipment or facilities, the Parks and Recreation Director and/or Athletic Directors or designees must be contacted immediately.
- s. No public urination or defecation. Any user group that desires a port-a-john at a site must gain approval from the Parks and Recreation Director and/or Athletic Directors. The Directors will be responsible for the site location and screening of the facility, if appropriate.
- t. Clothes must be changed in the rest rooms and/or locker rooms only.
- u. No first aid or medical supplies are available at the fields. These items must be provided by the user groups. The users must have communication for emergency situations and/or law enforcement.
- v. No animals except those which are trained to assist the disabled will be allowed on or inside Camden County Parks and Recreational property and/or Camden Board of Education property.

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**Memorandum of Understanding
Camden County Parks and Recreation and Camden County Schools
Addendum—July 1, 2019**

Procedure and Criteria for Parks and Recreation Recognized Status

1. A county organization, whose primary function is to provide recreational activities within the community, may seek to obtain recognized status with the Camden County Parks and Recreation Department and where applicable Camden County Board of Education by satisfactorily fulfilling the following requirements:
 - a. A demonstrated need for providing the activity is evidenced and facility capacity/field space exists to meet that need.
 - b. Activity is provided strictly on a non-profit basis. In support of such, each organization shall provide written documentation in the form of either a Determination Letter issued by the Internal Revenue Service and a copy of its non-profit corporation Articles of Incorporation filed with the Corporations Division of the Secretary of State's Office.
 - c. All participants must reside in Camden County, Currituck County or Pasquotank County.
 - d. All participants, including instructors, coaches, officials and players are covered under a liability and accident insurance plan approved by the Parks and Recreation Department and by the Camden County Board of Education or its designees, where Camden County Schools facilities are requested. The approved insurance plan shall list the County and Camden County Board of Education where school facilities are used as additional co-insured and a copy will be maintained on file with the Parks and Recreation Department and Camden County Board of Education where applicable. The amounts of such insurance shall not be less than ONE MILLION DOLLARS (\$1,000,000) bodily injury each occurrence/aggregate and ONE MILLION DOLLARS (\$1,000,000) property damage each occurrence/aggregate or ONE MILLION DOLLARS (\$1,000,000) bodily injury and property damage combined single limits each occurrence/aggregate. Further, such policy shall provide that any termination, cancellation, or reduction in coverage shall immediately be reported by the insurer to the County and the Board of Education where applicable.
 - e. All coaches training, screening and certification programs, which are required by organization's affiliation, are properly enforced.
 - f. The organization is a member of, or affiliated with a local, regional, state, or national organization recognized as such, which provides rules and regulations governing play and all other managerial/administrative requirements.
2. If an organization, other than those listed in this document, seeks recognized status, it must complete the required form and explain its compliance with the above criteria including insurance, all documents for non-profit status (501 3-C), and all documents regarding coach/instructor certifications. The organization must be approved by the Parks and Recreation Department, the Recreation Advisory Board, the Board of Education and the Board of Commissioners.

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7. Memorandum Renewal/Amendment

This memorandum of understanding will be renewed annually at the joint meeting between the Camden County Board of Education and the Camden County Board of Commissioners. If either party wishes to change this document they must give written notification to the other party thirty (30) days prior to the date of change. Amendments to this memorandum require written approval by both parties.


Tom White, Chair
Camden County Board of Commissioners

10-9-19
Date

Christian Overton, Chair
Camden County Board of Education

Date

Joe Ferrell, Superintendent
Camden County Schools

Date


Ken Bokman, County Manager
Camden County, North Carolina

OCT 9, 2019
Date


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Motion to approve the MOU between Camden County Parks & Recreation and Camden County Schools as presented.

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

D. Center for Active Adults Trip Policy

Laura L. Jolley
Coordinator
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www.camdencountync.gov



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Boundless Opportunities.

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Camden County Center for Active Adults


TRIP POLICY

- All future trips (day and overnight) will require a deposit in order for your space to be reserved.
- All overnight trips will include a specified non-refundable deposit. This is included in the cost of your trip fee and is applied to the trip.
- Please tell staff person who your roommate is and if you have any travel companion preferences at time of registration.
- Depending on the trip, staff will inform the participant how the checks will be payable. Full payment must be made by the final payment deadline established by the Camden County Center for Active Adults.
- You must fill out an Individual Trip Release prior to each trip.
- If the trip is full, your name and phone number can be placed on a waiting list if you request that option. (first come, first serve basis) You will be contacted once a space becomes available and will need to pay the required fee upon notification.
- If you plan to go on a trip, please be prepared to get your own transportation to the Camden County Center for Active Adults prior to the departure time. We will leave on time.
- ALL overnight and shopping day trips will leave from and return to the Camden County Center for Active Adults. There will be no other pick up or drop off points no matter which direction the bus is going.

- Seating on day trips and overnight trips is on first come, first serve based on when deposits are made.
- If the trip involves two motor coaches, you will be automatically seated with your roommate. At registration, you may make an additional request to be on the same bus with other participants. Staff will do their best to accommodate the request but cannot guarantee it.
- Motor coach buses provide a bathroom on the bus. They typically like them to be used in emergency cases only. **If you need it, use it.** We will stop about every 2 ½- 3 hours at rest areas or other available stops for bathroom breaks.
- Motor coach buses will be unloaded as directed by staff.
- Participants must be self-sufficient to go on trips. In some cases, the staff may require a physician's certification to approve travel.
- If you have to CANCEL and the trip is full AND your place can be filled from the waiting list, a refund will be given to you based on the tour company's refund policy. Registrant assumes risk of changes in personal affairs or health. Please allow three (3) weeks for your refund to be processed. If show tickets have been purchased and are non-refundable-no refund will be issued.
- Some trips have additional insurance available. The price of additional insurance is based on the travel agency and the price of the trip. Insurance payment is due at the time of deposit but no later than 14 days of trip registration date. Insurance fees are non-refundable even if you cancel the trip and get a full trip refund.
- You will receive an itinerary from the Camden County Center for Active Adults. You are required to follow the itinerary and keep up with it on your own.
- If participant chooses not to participate in any event (s) on a trip, the group leader MUST BE NOTIFIED, but participant is still required to meet the group at the designated time set for departure.

- All trip participants must exhibit the following conduct:
 - Be considerate and treat others with kindness, courtesy and respect
 - Be calm and patient and refrain from using abusive, obscene, threatening, harassing, insulting, or suggestive language.
 - Not engage in (or threaten) physical violence.
 - Follow non-smoking policies while on motor coach or Camden County van.
 - Not possess weapons or firearms while participating in a Camden County sponsored trip.
 - Must be on time.
- Overnight bus trip participants will be responsible for tipping the bus driver and any tour guides. (Suggested gratuity for bus driver \$2.00 per day/ person and tour guide is \$2.00 per person)
- Trips involving airline travel: participants are responsible for luggage fees and following the specific airlines carry on and checked luggage criteria. Participants are responsible for any special needs getting from one gate/terminal to another. Please pre-arrange any special needs directly with specific airline.
- Cruise participants MUST register with name as listed on your passport. There will be an additional charge from the travel agency/cruise line to change the name after the fact, if not registered correctly.
- Cruise participants will be responsible for tipping the bus driver, luggage stewards upon embarking on the cruise ship will be required to give credit card information to the cruise line for the tip for entire cruise. (see attached information if applicable)
- You must notify the staff of any changes in medical condition, changes of address or contact information.
- All center trips will require a Camden County Center for Active Adults staff member to be the primary group leader.
- The one trip comp (if applicable) will only be for the Camden County Center for Active Adults staff member leading the trip.

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CAMDEN COUNTY
BOUNDLESS OPPORTUNITIES.
Camden County Center for Active Adults

Traveler's Form

Personal Information

Name (Last name, first name): _____

Mailing Address: _____

Date of Birth: _____

Email Address: _____

Phone Number(s): _____ (Home) _____ (Cell)

Roommate(s) Name: _____

Emergency Contact

Primary Emergency Contact Name: _____

Phone Number: _____

Relationship: _____

Alternate Emergency Contact Name: _____

Phone Number: _____

Relationship: _____

Medical Information

Primary Doctor's Name: _____

Doctor's Phone Number: _____

Medical Insurance Carrier: _____

Known Medical Conditions (optional): _____

Known allergies: _____

Current Medications: _____

Camden County Center for Active Adults

The undersigned participant has provided the required information and affirms its accuracy and completeness. It is understood that it is the sole responsibility of the participant to ensure that updated information is provided to the trip coordinators should any of the details change over the course of the year.

Participants Information

Name (Last name, first name): _____

Phone Number: _____

It is understood that I (the participant) will not hold the County of Camden, its employees or volunteers, of the Camden County Center for Active Adults thereof, responsible for any injury or illness which may occur during my participation in any trip related activity sponsored by the Camden County Center for Active Adults.

Signature _____ Date _____

NOTE: If an emergency exists during a trip, please dial 9-1-1 and contact your group leader immediately. Emergency contacts listed must be accessible during trips. It is strongly recommended that participants advise emergency contacts that they will be called should you experience a personal emergency while participating on a trip sponsored by, or in conjunction with, County of Camden. Additional forms are available from the Camden County Center for Active Adults. All forms must be returned prior to participating on a trip and will remain valid until the next calendar year. We recommend that you keep a copy for your file.

Insurance:	Yes	No	Trip Destination:
Deposit Date:			Trip Date:

Motion to approve the Center for Active Adults Trip Policy as presented.

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

E. Revised Vehicle Use Policy

County Owned Vehicles Policy

Section 1. Background and Purpose

The purpose of this policy is to define the responsibilities and rules for the use of county vehicles to conduct county business. This policy is applicable to all vehicles owned or leased by the county, its departments, agencies, or special districts regardless of funding source, except for heavy duty trucks and fire apparatuses.

Section 2. Policy

It is the policy of Camden County to provide employee access to county-owned vehicles. County vehicles are valuable resources that enable county business to be carried out in accordance with county-wide principles and standards. It is the policy of the Board of Commissioners to provide, equip and maintain essential, safe, and presentable transportation equipment for the use of county officers, county employees, and authorized county volunteers to conduct county business. County vehicles are not personal vehicles and are not for personal use unless authorized by the County Manager (i.e. County training, Conferences, etc.) a de minimis amount of personal use, such as driving the vehicle to and from dinner, may be allowed pursuant to the Internal Revenue Service Code (IRS) and regulations.

If use outside County boundaries Non-County employees may accompany County employees if they have a business interest in the travel. Spouses and children of County employees may accompany them in County vehicles as approved by the County Manager if space is available and the trip is strictly for official County business.

Authorized drivers should use county vehicles, other approved contracted transportation services or privately-owned vehicles to conduct county business in accordance with county department policy. Reimbursement for use of a privately owned vehicle shall be provided at the current IRS reimbursement rate.

Factors to be considered when deciding between using a county vehicle and other means of transportation include:

- Availability of a county vehicle
- Cost of a county vehicle versus IRS mileage reimbursement
- Availability of other approved transportation services
- Economical use of employee time and operational efficiency
- Appropriateness of the vehicle for the required use

All of the factors listed above should be considered and the option that is most beneficial to the county as a whole should be selected.

County vehicles should be viewed as belonging to the citizens of Camden County and are assigned solely for purposes consistent with providing services to those citizens. This policy covers all county employees, whether or not they are probationary, permanent, or temporary employees of the county.

All employees, who use County vehicles, are required to follow applicable motor vehicle and safety requirements. Violation or misuse of County vehicles also subjects the employee to disciplinary action, up to and including dismissal.

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Approved: October 7, 2019

County Owned Vehicles Policy

This policy pairs with the Camden County Personnel Policy, Article VI, Conditions of Employment, Section 8. Use of County Time, Equipment, Supplies and Vehicles as found on the county's website at: www.camdencountync.gov on the Human Resources page.

Section 3. Definition

For the purpose of this policy a vehicle is defined as: County vehicle includes every car, truck, four-wheel drive, sport utility vehicle, bus, van, minivan, off road two, three or quad unit, trailer purchased with County funds. This policy does not apply to heavy duty trucks of a gross vehicle weight rating (GVWR) of 26,000 or more or fire apparatuses (i.e. engines and trucks).

Section 4. Assignment of County Vehicles

The assignment of County vehicles to employees is based upon job description. Department Heads who have County vehicles available for this purpose may assign such vehicles in a manner consistent with departmental workload and employee function.

Sheriff Staff
Sheriff staff shall be assigned vehicles to be used for county travel throughout the day as deemed necessary for the purpose of fulfilling their job duties. Because these positions require twenty-four (24) hour coverage, staff is allowed to drive their vehicles home at night in case of emergency situations.

Public Works Staff
Public Works staff shall be assigned vehicles to be used for county travel throughout the day as deemed necessary for the purpose of fulfilling their job duties. Vehicles will remain in the parking lot at the end of the day unless the employee is required to attend overnight or out of town meetings. The Public Works Manager may be allowed to take a vehicle home at night to respond in case of emergency situations.

Building Inspections Staff
Building Inspections staff shall be assigned vehicles to be used for county travel throughout the day as deemed necessary for the purpose of fulfilling their job duties. Vehicles will remain in the parking lot at the end of the day unless the employee is required to attend overnight or out of town meetings.

Soil and Water Staff
Soil and Water Staff shall be assigned vehicles to be used for county travel throughout the day as deemed necessary for the purpose of fulfilling their job duties. Vehicles will remain in the parking lot at the end of the day unless the employee is required to attend overnight or out of town meetings.

Social Services Staff
Social Services Staff shall be assigned vehicles to be used for county travel throughout the day as deemed necessary for the purpose of fulfilling their job duties. Vehicles will remain in the parking lot at the end of the day unless the employee is required to attend overnight or out of town meetings.

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Approved: October 7, 2019

County Owned Vehicles Policy

Senior Center Staff

Senior Center Staff shall be assigned vehicles to be used for county travel throughout the day as deemed necessary for the purpose of fulfilling their job duties. Vehicles will remain in the parking lot at the end of the day unless the employee is required to attend overnight or out of town meetings.

General Staff

All other staff have access to a pool of vehicles for incidental travel and for meetings and trainings as well as overnight travel. These vehicles must be reserved and signed out for use.

Section 5. Administration

A. County Vehicle Identification

1. The words "County of Camden" or an agency, department, or county emblem, shall be placed on every county vehicle.
2. Unmarked county vehicles are permitted for: investigative work, collection work, children's services, coroner services, the Board of Commissioners and their staff, and other specified services as approved by the County Manager.

B. Procedure for Procuring Use of Pool Vehicles

1. All pool vehicles will be signed out through either the Permit Planning Clerk located in the Planning Department or Clerk to the Board/Assistant to the Manager located in the County Manager's office. A requesting party may ask for special consideration to use his/her personal vehicle for travel for long distance travel and be reimbursed if approved by the County Manager.
2. Vehicle usage will be scheduled as far in advance as possible. Scheduling will include approximate length of time required.
3. A clipboard with the vehicle mileage log form is kept for each vehicle and must be maintained in the vehicle when in use. The clipboard, along with the key & gas card for the vehicle, shall be returned to the location they were acquired from at the end of each use. Beginning and ending mileage along with purpose shall be documented. Employee will be responsible for returning the clipboard, key & gas card at the end of the trip.
4. A notation must be made on the log regarding the program that should be charged for the travel being provided. Smoking is not permitted in agency vehicles.
5. All trash must be removed from the vehicle after usage.
6. Texting while driving is prohibited. Employees should wait until they are in a safe place to pull off of the road to text. Utilize best professional judgment when making or receiving calls.
7. It is the responsibility of the employee using the vehicle to check the fuel level at the end of their usage. If the fuel registers less than ¾ full per tank, employee will be responsible for securing fuel for the vehicle.
8. Using the fuel card for personal use will result in disciplinary action leading up to or including termination.

Approved: October 7, 2019

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County Owned Vehicles Policy

9. Inform the Maintenance Department if vehicle needs servicing (i.e. oil change, inspection, tires) and let them also know if the vehicle needs washing and vacuuming.
10. Situations may occur in which the County Manager or his/her designee assigns a vehicle to someone other than an employee who had previously requested a vehicle. This will be done on a case by case situation.

C. Maintenance and Upkeep of Vehicles

1. Maintenance department keeps a maintenance log for all General and Senior Center Vehicles. Each vehicle has reminder dates on the dash that show when the vehicle is due an oil change or inspection. Assigned vehicles to individuals in a department are responsible for maintaining their own maintenance logs and maintenance on the vehicles.
2. If a pool vehicle has other issues that may appear, the driver of the pool vehicle must personally contact the Maintenance Department regarding the issue that needs to be addressed. They are also to place a note on the individual travel log assigned to the vehicle for record keeping.

D. Fuel Maintenance

1. It is the responsibility of each driver to make sure the fuel gauge is checked after use of the vehicle. If the vehicle fuel gauge registers at ¾ tank or below, the driver is responsible for making sure the vehicle is filled up, using the fuel card issued to that car.

E. Authorization to Drive & Driving Record

1. All employees will have a Motor Vehicle Background Check completed prior to employment.
2. Employees who operate county vehicles must have a valid motor vehicle license issued by the state of their current residence and be considered an insurable risk by the county's automobile liability insurance carrier.
3. On at least an annual basis, the county will request a copy of all employees driver's license and may obtain from the Department of Motor Vehicles, or authorized vendor for DMV records, the driving record of every driver of county vehicles to determine his/her ability to drive safely.
4. Employees driving county vehicles shall obey all applicable traffic and parking regulations, ordinances, and laws.
5. Employees who incur parking or other fines in county vehicles will generally be personally responsible for payment of such fines unless the payment of such fines by the county is approved by the County Manager.
6. Employees who are issued citations for any offense while using a county vehicle must notify their supervisor and the Department Head immediately when practicable, but in no case later than 24 hours or the start of the next business day, whichever is later. Failure to provide such notice will be grounds for disciplinary action.

Approved: October 7, 2019

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County Owned Vehicles Policy

7. An employee who is assigned a county vehicle and who is arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of the motor vehicle license, whether in his or her personal vehicle or in a county vehicle, must notify his or her supervisor and Department Head immediately when practicable; but in no case later than 24 hours or the start of the next business day, whichever is later. Failure to provide such notice will be grounds for disciplinary action.
8. Any motor vehicle accident while operating a county vehicle must be reported to your Supervisor and the Human Resources office immediately when practicable, but in no case later than 24 hours or the start of the next business day, whichever is later.
9. All accidents can be reviewed by the Safety Committee (recommendations submitted to the County Manager). Such review may result in a recommendation to the department head for disciplinary action of the employee, if such accident was a result of a violation of the county's safety policy.
10. A violation of an applicable traffic parking regulation, ordinance, and law may be grounds for loss of County vehicle privileges.
11. For employees whose job responsibilities require that they possess an active, valid driver's license, a suspension or revocation of the motor vehicle license may result in termination from employment.

F. General Rules Defining Appropriate Use of County Owned Vehicles

1. Except as otherwise noted, use of county-owned vehicles is restricted to official county business. Official county business is defined as travel to and from any function, event or location that is visited as part of the employee's official duties.
2. The county vehicle may be used during non-duty hours on overnight assignments away from the employee's workplace or residence when other forms of transportation are not available. Use is limited to the immediate vicinity of the assignment area with department approval.
3. The employee may use the county vehicle for necessary personal business when the following conditions exist:
 - > The employee is in route between locations visited for official county business or when in route between home and the workplace; and
 - > The use is "de minimus" in time and value. Personal use is bound to the limits of reasonableness and to public responsibility.
4. County vehicles should be driven over the most economically, direct route taking into account exceptions due to safety needs, road conditions and traffic considerations.

G. General Rules Governing Use of County Owned Vehicles

1. County vehicles should be driven only by County employees. However, nonemployees may drive County vehicles, under the direct approval of the County Manager.
2. Passengers in County vehicles must be county employees or others whose presence is justified by official county business (non-county employees must sign a Passenger Release form attached). No hitchhikers may be passengers in any county vehicle. Any special circumstances requiring deviation from this policy must be requested by written

Approved: October 7, 2019

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County Owned Vehicles Policy

- justification and receive advance written authority from the County Manager.
3. All areas of county-owned vehicles, inside and out, are open to inspection at all times by County Authority, including the employee's supervisor, Department Head, the Human Resources Director, the County Manager or a designee of the County Manager. Random inspections shall be conducted by these authorized personnel who may also be assisted by Law Enforcement. No expectation of privacy exists except for items expressly permitted.
 4. Vehicles should contain only those items designed for use with the vehicle, items installed by the county or items assigned by the county for transportation on the vehicle. Personal items in county vehicles shall be prohibited except for items of clothing, items of general purpose used such as purses, wallets, cell phones, and office related items.
 5. Vehicles shall not contain items such as alcohol for consumption, non-prescribed drugs, obscene materials and other items whose possession would be deemed "Gross Personal Misconduct".
 6. Employees are expected to keep County vehicles clean, and to report any malfunction or damage to Maintenance immediately. Employees who are assigned vehicles for commuting purposes are expected to park such vehicles in safe locations.
 7. Seatbelts, shoulder harnesses and other appropriate restraint systems must be used by both the driver and passengers of County vehicles. Failure to do so constitutes a misuse of a County vehicle.
 8. Employees may not operate County vehicles under the influence of alcohol, illegal drugs, or prescription drugs or other medications, such as over the counter medications that may interfere with effective and safe operation.
 9. No employee may use a County vehicle for out of state use without advanced approval of the Department Head and the County Manager.
 10. Employees shall not alter or change any operational aspect of a County vehicle. Any such alterations or changes must be approved by the Department Head.
 11. Animals may not be transported in a County vehicle, with the exception of service animals accompanying official passengers or animals transported by Animal Control personnel. Exceptions may be made for the safety of the animal or the general public.
 12. County vehicles may be equipped with a GPS monitoring device. This device provides data on the physical location of the vehicle as a function of time. Any employee who tampers with the device, who attempts to prevent the device from functioning properly, or who attempts to affect the accuracy of the information collected, will be subject to disciplinary action, up to and including termination. The employee responsible for the County vehicle is equally accountable for preventing others from tampering with the device.

H. Misuse of County Vehicles and Policy Violations

Failure to comply with any and all provisions of this policy, as specified above, or misuse of a vehicle may result in:

- > Denial to the employee for further use of vehicles;
- > Reimbursement by the employee to the County for any resultant damage or cost; and/or
- > Disciplinary action, up to and including termination.

Approved: October 7, 2019

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County Owned Vehicles Policy

I. Special Circumstances

1. This policy is intended to provide a basic framework governing the use of County vehicles, and as such, cannot contain procedures governing every situation that might arise. Employees seeking clarification of or an exemption from the provisions of this policy should contact Human Resources who will provide such clarification and with County Manager approval may authorize exceptions to the policy under mitigating circumstances.
2. Additional clarification may be procured through the office of the County Manager and/or the County Attorney.

Approved: October 7, 2019

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Camden County Vehicle Mileage Log

Vehicle: _____ Month/Year: _____

Date Out	Date In	Department	Employee	Purpose	Mileage Out	Mileage In

****Vehicles must be returned with gas tank 3/4 full****

Total Miles	Reimb Rate	Total Reimbursement

Vehicle Mileage Reimbursement 20-4450-41-6000

Vehicle Maintenance Concerns/Issues:

Motion to approve the Vehicle Use Policy as presented.

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

F. Resolution 2019-10-01 Census Partnership

County Manager Ken Bowman reported that a Complete Count Committee has been established for Camden County and will be led by the Head Librarian, Kim Perry. The committee’s first meeting will take place on October 22, 2019 at 5:30 PM.



Motion to adopt Resolution 2019-10-01 as presented.

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

G. Bank Account Closure

Effective July 1, 2020 the account for the Historic County Courthouse Endowment will no longer continue with North Carolina Community Foundation due to minimum balance requirements.

NORTH CAROLINA
COMMUNITY FOUNDATION



December 7, 2018

Mr. Michael R. Renshaw
County Manager
Camden County
P. O. Box 190
Camden, NC 27921

Dear Mr. Renshaw:

You are receiving this letter because you are the fundholder or advisor of a fund held with the North Carolina Community Foundation: Historic Camden County Courthouse Endowment

You recently received a message from NCCF in your August fund statement outlining our plans to increase fund minimums, grant distributions and adjust fees. This summary is enclosed for your reference. I am reaching out to you now as your staff liaison to let you know that your fund will be affected by these changes. Your fund balance, as of September 30, is \$5,348. The new required minimum balance for your fund is \$25,000, effective July 1, 2020. Your fee is 1.0%, a change of 0.0%. The new minimum grant distribution for your fund is \$250, effective January 1.

Also effective January 1, distributions from designated and agency endowments will occur quarterly, according to the schedule below.

- Requests received by March 1 will be distributed by March 15.
- Requests received by June 1 will be distributed by June 15.
- Requests received by September 1 will be distributed by September 15.
- Requests received by December 1 will be distributed by December 15.

We value the privilege you've entrusted in us as your philanthropic partner and want to speak with you to review some options we've identified for the future of your fund. I would like to connect with you soon to discuss your fund in more detail. My contact information is listed below. If I don't hear from you by January 1, I will reach out to you. We want to continue to meet your charitable goals. The changes we have made or will implement to your fund, grant and fee structure will strengthen our work and leverage the impact of your generosity now and in the future. We are steadfast in our wish to remain your philanthropic partner.

Sincerely,



Natalie Peel
npeel@nccommunityfoundation.org
252.562.9824

Reprint of Aug. 15 nccfnotes, enclosed with fund statements

Dear NCCF Fundholder:

As the North Carolina Community Foundation marks our 30-year anniversary, we want to express how much we appreciate your philanthropic leadership and the trust you've placed in us to steward your charitable funds. Communities throughout our state have benefited from the permanent resources you've created to support so many important organizations and causes. Thank you for allowing us to assist you in making a meaningful impact.

As our foundation has grown over these past few decades, so have our opportunities and challenges. The philanthropic landscape is changing, both locally and nationally, and the demands on NCCF to provide leadership, manage resources and respond to increasing regulatory demands are mounting. Ongoing investments in technology are critical for service and information delivery to our constituents statewide. We want to ensure that we are focused on impactful grantmaking.

These changes led NCCF's board to conduct a careful analysis of our business model to examine how we can improve and strengthen our services. With input from affiliate leaders and staff, the group has spent the last eight months reviewing our funds, fees and work. The result is a business plan that ensures a balance between our mission and efficient administration to maximize impact. NCCF's board adopted the new plan in June that calls for an increase in fund balances and changes to some of our fees. Some changes began July 1 and others will be implemented over the next two years.

This edition of Fundnotes provides an overview of these changes, some of which may affect you. Each of our fundholders will receive communications from us beginning this fall that outline how your funds may be impacted. In summary:

Minimums: Effective July 1, establishing a new fund will require \$25,000. This is a fund minimum we have recommended for the last decade. Also effective July 1, establishing a new scholarship will require \$40,000. Existing endowments will have up to two years to reach minimum balances, and we'll work with our fundholders to realize these new requirements. Again, NCCF will reach out to you to outline how we can address your specific needs.

Effective Jan. 1, minimum grants amounts from scholarship funds will be set at \$1,000 and donor advised funds will be \$250.

Fees: A new fee structure also went into effect July 1 for new funds and Jan. 1 for existing funds. This is our first adjustment to endowed fees in 11 years. Some fees will remain unchanged, others will decrease and some will go up. Donor advised fees will decrease from 1.5% to 1%. Scholarship fees will start at 2%. Affiliate unrestricted funds will go from 1.0% to 1.50% for endowments under \$3 million. Fees will decrease as funds grow. A relatively small percentage of our funds are affected by the new fee structure.

What does this mean for you? Some donors will see little or no change. Others will hear from us to outline the path forward for your fund. We want to help ensure that your fund and your philanthropy remain as effective as possible.

Thank you for allowing us to serve as your philanthropic partner. We remain steadfast in our commitment to stewarding your funds to ensure maximum impact.

Motion to approve the closure of the account held with the North Carolina Community Foundation and create a line item with the remaining balance to be earmarked for use by the Camden County Historical Museum.

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

H. Interim Finance Officer

Resolution 2019-09-02 naming Stephanie Jackson as Interim Finance Officer was adopted by the Board on September 16, 2019 (effective October 1, 2019). County Manager Ken Bowman recommended that the salary for Interim Finance Officer be set at the minimum range for the position at \$65,922 effective October 1, 2019, divided into equal parts over 26 pay periods.

Motion to set the salary for the Interim Finance Officer as presented by the County Manager.

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

ITEM 7. BOARD APPOINTMENTS

- A. Adult Care Home Community Advisory Committee – Tammie Krauss (reappointment)
- B. ABC Board – Wayne Walston & Michael McLain (reappointments)

Motion to approve the board reappointments as presented.

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

ITEM 8. CONSENT AGENDA

- A. BOC Meeting Minutes – September 9, 2019
- B. BOC Meeting Minutes – September 16, 2019
- C. Budget Amendment

2019-20-BA010
CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
10360621-432510	Participation Fees	\$ 1500.00	
Expenses			
106210-599100	Participation Expenses	\$ 1500.00	


This Budget Amendment is made to appropriate funds for participation revenues and expenses for the Senior Center.

This will result in no change to the Contingency of the General Fund.

Balance in Contingency \$40,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 7th day of October, 2019.

Karin M. Davis Clerk to Board of Commissioners
Tom White Chairman, Board of Commissioners



D. Tax Collection Report

Tax Collection Report
AUGUST 2019

Day	Amount		Name of Account	Deposits		Internet
	\$	\$		\$	\$	
1	\$ 588.94			\$ 588.94		
3	3,325.90			3,325.90		
5	3,624.03			3,624.03		
6	2,218.60			2,218.60		
7	2,996.12		577.76 - Refund	2,996.12		
8	5,230.90			5,230.90		
9	2,059.03			2,059.03		
12	1,034.13		82.13 - Refund	1,034.13		
13	11,464.24			11,464.24		
14	13,359.46		814.13 - Refund	13,359.46		
15	2,678.26			2,678.26		
16	8,126.41			8,126.41		
19	1,180.80			1,180.80		
20	3,790.53			3,790.53		
21	4,875.19			4,875.19		
22	637.66			637.66		
23	3,059.79			3,059.79		
26	7,568.16			7,568.16		
27	2,129.56			2,129.56		
28	2,715.63		620.00 - short - ***	2,715.63		
29	8,663.83			8,663.83		
30	6,920.43			6,920.43		
	2,730.01					2,730.01
	112,257.64					112,257.64
			*** 3200.00 - error, payment by ICW was not deposited to Water instead to Tax.			
	\$ 112,133.25	\$ -		\$ 109,403.24	\$ 2,730.01	
	\$ 112,133.25			\$ 112,133.25		
			PSN - Checks - \$0 - for individually fees were paid to PSN			
	\$ (94.02) Refund					
	\$ - Over					
	\$ 250.00 Shortage					
	\$ - Adjustment					
	\$ 112,249.23					

Submitted by: *Ava S. Anderson* Date: *9-4-19*
 Approved by: *Tom White* Date: *10-9-19*

E. Refunds Over \$100

ACS Tax System 10/01/19 8:48:12	REFUNDS OVER \$100.00 Refunds to be Issued by Finance Office	CAMDEN COUNTY Page 1	
Refund\$	Remit To:	Reference:	Drawer/Transaction Info:
143.08	CAMDEN CROSSING PROPERTY OWNER P.O. BOX 110 SHAWBORO NC 27973	2018 R 02-8935-02-89-7815.0000 overpayment	20190915 1 246860
143.08	Total Refunds		***

Submitted by *Lisa S. Anderson* Date 10-1-19
 Lisa S. Anderson, Tax Administrator Camden County

Approved by *G. Tom White* Date 10-9-19
 G. Tom White, Chairman Camden County Board of Commissioners

F. DMV Monthly Report

STATE OF NORTH CAROLINA
COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County November Renewals Due 12/15/19

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
19,892.52	20,569.14	10,480.00	50,941.66

Witness my hand and official seal this 9th day of October 2019

Tom White
 Chairman, Camden County Board of Commissioners

Attest:

Karen Mc Davis
 Clerk to the Board of Commissioners of Camden County



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

Lisa S. Anderson
 Tax Administrator of Camden County

G. Vehicle Refunds Over \$100 – August 2019

REFUNDS Over \$100.00

North Carolina Vehicle Tax System

NCVTS Pending Refund report

June, 19 Refunds Over \$100.00

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
BAKER, ERIC ALLEN	BAKER, ERIC ALLEN		148 PIER LNDG	SOUTH MILLS, NC 27976	Adjustment >=\$100	0030016796	DKW3316	AUTHORIZED	109533774	Refund Generated due to adjustment on Bill #0030016796-2016-2018-0000-00	Military	07/16/2019	7/17/2019 8:26:20 AM	1843	Tax	(\$123.01)	\$0.00	(\$123.01)
														1	Tax	(\$1.81)	\$0.00	(\$1.81)
																		\$124.82
BAKER, ERIC ALLEN	BAKER, ERIC ALLEN		148 PIER LNDG	SOUTH MILLS, NC 27976	Adjustment >=\$100	0030016796	DKW3316	AUTHORIZED	109583766	Refund Generated due to adjustment on Bill #0030016796-2017-2019-0000-00	Military	07/16/2019	7/17/2019 8:26:20 AM	1843	Tax	(\$108.13)	\$0.00	(\$108.13)
														1	Tax	(\$1.54)	\$0.00	(\$1.54)
																		\$110.67
BRYANT, CURTIS JOE	BRYANT, CURTIS JOE		103 CAMELLIA DR	CAMDEN, NC 27821	Adjustment >=\$100	0048007964	CK08311	AUTHORIZED	109583169	Refund Generated due to adjustment on Bill #0048007964-2019-0000-00	Military	07/16/2019	7/17/2019 8:28:20 AM	1843	Tax	(\$366.08)	\$0.00	(\$366.08)
														2	Tax	(\$4.95)	\$0.00	(\$4.95)
																		\$371.03
GRAY, MARY KATHARINE	GRAY, MARY KATHARINE		113 WOODLAND WAY	CAMDEN, NC 27821	Proration	0047412957	FLX2597	AUTHORIZED	108759948	Refund Generated due to proration on Bill #0047412957-2018-2019-0000-00	Tag Surrender	07/16/2019	7/23/2019 10:54:57 AM	1843	Tax	(\$355.57)	\$0.00	(\$355.57)
														2	Tax	(\$4.86)	\$0.00	(\$4.86)
																		\$360.43

Submitted by Lisa S. Anderson Date 8-7-19
 Lisa S. Anderson, Tax Administrator Camden County

Approved by G. Tom White Date 10-9-19
 G. Tom White, Chairman Camden County Board of Commissioners

H. Vehicle Refunds Over – September 2019

REFUNDS OVER \$100.00

North Carolina Vehicle Tax System

NCVTS Pending Refund report

SEPTEMBER, 19 REFUNDS OVER \$100.00

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
CURRITUCK COUNTY TAX DEPT.	SEUFFER, CARRIE JEAN		P.O. BOX 9	CURRITUCK, NC 27929	Adjustment >=\$100	0049752560	FFV5768	AUTHORIZED	112632608	Refund Generated due to adjustment on Bill #0049752560-2016-2018-0000-00	Change of County	08/05/2019	9/10/2019 11:13:49 AM	1843	Tax	(\$106.09)	\$0.00	(\$106.09)
														2	Tax	(\$1.43)	\$0.00	(\$1.43)
																		\$107.52
OSBORNE, ROBERT GEORGE	OSBORNE, ROBERT GEORGE		103 GENERALS WAY	SOUTH MILLS, NC 27976	Proration	0049585961	HCD6898	AUTHORIZED	113350138	Refund Generated due to proration on Bill #0049585961-2018-2019-0000-00	Tag Surrender	09/23/2019	9/24/2019 9:26:47 AM	1843	Tax	(\$169.20)	\$0.00	(\$169.20)
														1	Tax	(\$2.61)	\$0.00	(\$2.61)
																		\$195.67
RAINEY, JORDAN WALKER	RAINEY, JENNIFER ANN		266 GARRINGTON ISLAND RD	SHAWBONO, NC 27973	Adjustment >=\$100	0049971242	H8V1045	AUTHORIZED	118010530	Refund Generated due to adjustment on Bill #0049971242-2018-2019-0000-00	Military	08/16/2019	9/24/2019 9:26:55 AM	1843	Tax	(\$416.66)	\$0.00	(\$416.66)
														3	Tax	(\$5.86)	\$0.00	(\$5.86)
																		\$424.52
RHODES, MARK EDWARD	RHODES, MARK EDWARD		134 DOCK LANDING LOOP	SOUTH MILLS, NC 27976	Proration	0037094670	HR1487	AUTHORIZED	113350180	Refund Generated due to proration on Bill #0037094670-2016-2018-0000-00	Tag Surrender	09/23/2019	9/24/2019 9:26:47 AM	1843	Tax	(\$122.45)	\$0.00	(\$122.45)
														1	Tax	(\$1.65)	\$0.00	(\$1.65)
																		\$124.10
VALLAS, JULIA ANN	VALLAS, JULIA ANN		1820 N ROAD ST	ELIZABETH CITY, NC 27809	Proration	0049245305	TAX5405	AUTHORIZED	113629180	Refund Generated due to proration on Bill #0049245305-2018-2019-0000-00	Tag Surrender	09/27/2019	9/30/2019 9:49:18 AM	1843	Tax	(\$741.22)	\$0.00	(\$741.22)
														1	Tax	(\$1.91)	\$0.00	(\$1.91)
																		\$743.13

Submitted by Lisa S. Anderson Date 10-1-19
 Lisa S. Anderson, Tax Administrator Camden County

Approved by G. Tom White Date 10-9-19
 G. Tom White, Chairman Camden County Board of Commissioners

I. Pickups, Releases & Refunds

NAME	REASON	NO.
Carrie Jean Seufer	Release to Currituck County \$107.52	Pick-up/22271 49752560
Julia & Benjamin James	Roll back taxes \$141.13	Pick-up/22272 R-109815-18 R-102561-17 R- 95337-16
Bertha Marlene Garrett	Foreclosure Fees plus interest \$696.13	Pick-up/22282 R-10228-17
Emlyl Forbes Crain	Code enforcement fee - grass cutting \$175.00	Pick-up/22287 R-111685-17
Jordan Walker Rainey	Military Exempt - Release \$424.32	Pick-up/22290 49371242
Robert George Osborne	Turned in plates - Refund \$195.87	Pick-up/22291 49585561
Mark Edward Rhodes	Turned in plates - Refund \$124.10	Pick-up/22292 37094670
Daniel Austria Romillo	Code enforcement fee - grass cutting \$225.00	Pick-up/112963 R-112963-18
Jernetta L. Watson	Foreclosure Fee \$203.86	Pick-up/22317 R-113438
Edward A. Rosa,Sr.and Kenneth J. Rosa	Foreclosure and judgment fees \$490.00	Pick-up/22318 R-110596-18
Julia Ann Vallas	Turned in plates - Refund \$143.13	Pick-up/22320 49245305
Bertha Meiggs Gregory	Roll back taxes \$190.64	Pick-up/22321 R-97526-16 R-104756-17 R-112048-18

J. General Records Retention and Disposition Schedule

**2019 Local Government Agencies
General Records Retention and Disposition Schedule**

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. The local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**


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

All local government agencies and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. Agencies agree to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule supersedes the general standards in all previous local government retention and disposition schedules and is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

Karen M. Davis
Municipal/County Clerk or Manager
Title: *Clerk to the Board*



Sarah E. Koonits
Sarah E. Koonits, Director
Division of Archives and Records

Tom White
Head of Governing Body
Title: *Mayor*

Susi H. Hamilton
Susi H. Hamilton, Secretary
Department of Natural and Cultural Resources

Municipality/County: Camden County

K. Surplus Property Request

Surplus Property Request

Requested by: Stephanie Jackson *Stephanie Jackson*
 Sell Dispose

Department: Multiple

Item: 4 Generation 1 Ipads

Disposal Method: Destroy

Suggested Value: 00

Reason for surplus: will not start up

Manager Approval: *[Signature]*

Disposal Method: Destroy

Value: 00

Comments: Destroy

Board Approval

Approved/Denied: *[Signature]*

Date: 10/09/19

Final Disposition Date:

Method:

Amount:

Purchased by:

Item Description

ipads are from Planning, Administration & SHIP program. They no longer function and can not be used in any capacity. Spoke with Jesse, old 1st generation ipads are not worth fixing. He suggested destruction.

L. Senior Center General Purpose Funding FY 19-20

STATE APPROPRIATION FOR SENIOR CENTERS THROUGH
THE 2019 SESSION OF THE
NC GENERAL ASSEMBLY

SENIOR CENTER GENERAL PURPOSE FUNDING

FY 2019-2020 APPLICATION PACKET

Albemarle Commission
Area Agency on Aging
512 S Church Street
Hertford, NC 27944

CAMDEN COUNTY SENIOR CENTER
P.O. BOX 190
CAMDEN, NC 27921

The Albemarle Commission Area Agency on Aging reserves the right to request additional information, references, to accept or reject any or all proposals to waive technicalities, to accept proposals in whole or in part, and to award a contract(s) which, in the opinion of the grantee, best serves the older adults.

SENIOR CENTER GENERAL PURPOSE FUNDING

Introduction and Instructions

The Albemarle Commission Area Agency on Aging is pleased to announce the availability of funds for use by senior centers to support and develop programming and general operations or to construct, renovate, or maintain senior center facilities. \$1,265,316 in general purpose funding was allocated for senior centers for the current fiscal year. This funding is allocated to the Area Agencies on Aging for distribution to the centers within the region which provide full time programs or will utilize the funding to develop full time programs. Across the state 171 senior centers or developing senior centers will be funded.

The Division of Aging and Adult Services has worked hard to enhance and expand the statewide certification process for senior centers with standards that encourage centers across the state to strive for levels of 'merit' or 'excellence'. An intent of the certification process has been to increase base funding for those who have successfully completed the process. This ensures that funding is being well spent on readily identifiable programs and services and provides an incentive for centers that make investments to meet certification requirements. Therefore, in order to provide an incentive to work toward certification, and to reward those who achieve it, the Division has decided to fund senior centers equally, based upon their certification status. Centers of Merit will receive two shares of the funding of non-certified centers and Centers of Excellence will receive three times the funding of non-certified centers. The objectives for this year are to:

- Allocate funding equally to every center, based upon certification status;
- Require documentation and accountability for the use of funding, and;
- Provide incentives for centers to improve themselves through certification.

Again, this year it has been decided to divide the annual appropriation into shares based on the total number of senior centers as determined by the Area Agencies on Aging plus extra shares for each senior center which

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meets certification status. Uncertified, identified centers will receive one share.

For FY 2019-2020, total funding available to the counties in Region R will amount to \$63,440. Effective period: July 1, 2019-June 30, 2020.

Your center is eligible to receive:

FY 18-19	Senior Center General Purpose Funding	\$3,524
	Local Match (25%)	\$1,175
	TOTAL	\$4,699

It is the responsibility of the applicant to certify the availability of the local match. The funds require a 25% local match. The funds must be spent first before reimbursed and before **June 30, 2020**. Therefore, projected June expenditures must be reported with May services reported in June otherwise the unutilized portion of your allocation will revert to the state.

Application submissions should include:

- (1) A completed description of proposed activities (add additional pages as needed).
- (2) Certification of the availability of local match.
- (3) A budget for senior center general purpose activities.

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APPLICATION FOR SENIOR CENTER GENERAL PURPOSE FUNDING

Applicant Information

Date: 20 Aug 19

Project Name: Camden County Senior Center

Name of Project Director: Laura L. Jolley

Telephone Number: 252-335-2561 FAX: 252-331-5621

E-Mail: ljolley@camdencounty.nc.gov

Name and Address of Applicant: Laura L. Jolley, Camden Senior Center
P.O. Box 190, Camden NC 27921

Type of Agency Applying: Private-Non-Profit
Public

Location of Project: Camden County, NC
(county)

ASSURANCES

Camden Co Senior Center (hereinafter referred to as "Subgrantee") HEREBY AGREES THAT it will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; and (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps.

Signature and Title of Authorized Official
(e.g., Director, Board Chairman)

Date

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CERTIFICATION OF THE AVAILABILITY OF REQUIRED NON-FEDERAL MATCH FOR SENIOR CENTER GENERAL PURPOSE FUNDING

It is understood that the following required 25 percent non-federal match will be used to match Senior Center General Purpose funds in FY 19-20 and will not be used to match any other federal or state funds during the contract period.

The provider shall expend the award in keeping with the attached project description indicating how funding will be utilized. Funding will not be disbursed until this application is received and approved by the Area Agency on Aging. The contractor shall make a final report indicating how funding was utilized in a format provided by the Area Agency on Aging.

FY 19-20 Budget Request \$ 3,524.00 Example only: non certified center: \$3,524

Required 25% Match \$ 1,175.00 divided by .75=\$4,699 [Total projected budget]

Total FY 19-20 Projected Budget \$ 4,699 \$4,699 minus \$3,524=\$1,175 [local match] (up to the amount of the grant)

Authorized Signature: [Signature]

Title: Senior Center Coordinator

Date: 20 Aug 19

SENIOR CENTER GENERAL PURPOSE PROJECT DESCRIPTION

1. Senior Center to receive funding: Camden County Senior Center
2. Amount of funding: \$ 4,699.00
3. Area served by Senior Center: Camden County, NJ

4. Describe how the funding will be spent:
Funding will be used for the Coordinators Salary.

STATE APPROPRIATIONS FOR SENIOR CENTER BUDGET INFORMATION
STATE FISCAL YEAR 2019-20

Organization Name: Camden County Senior Center
Senior Center Name: Camden County Senior Center
Address: P.O. Box 190 / 117 N Hwy 343, Camden NJ 07921
Period Covered: July 1, 2019 - June 30, 2020 Date Prepared: _____

OBJECTS OF EXPENDITURE	AMOUNT
Salary and Fringe Benefits	\$ <u>4,699.00</u>
Supplies/Other Operating Costs	\$ _____
Equipment	\$ _____
Capital Outlay (Real Estate, Construction, Renovation)	\$ _____
Other	\$ _____
TOTAL BUDGET (Including local match) (Up to grant amount, only)	\$ <u>4,699.00</u>

Each organization that receives, uses or expends any state funds shall use or expend the funds only for the purposes for which they were appropriated by the General Assembly or collected by the State. State funds include federal funds that flow through the state. If the contractor is a governmental entity, such entity is subject to the provisions of the requirements of OMB Uniform Guidance 2 CFR Part 200 and the NC Single Audit Implementations Act. If the Contractor is a non-governmental entity, such entity is subject to the provisions of G.S. 143C-6-23. Additionally, any non-governmental entity except a for-profit corporation is subject to the provisions of OMB Uniform Guidance 2 CFR Part 200.

AUTHORIZED SIGNATURE: _____
TITLE: _____ DATE: _____

ASSURANCE OF COMPLIANCE WITH SECTION 504 OF THE REHABILITATION ACT OF 1973

Camden County Senior Center (hereinafter referred to as "Subgrantee") HEREBY AGREES THAT it will comply with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) and all requirements imposed by or pursuant to the Regulation of the Department of Health, Education, and Welfare (45 CFR 84) issued pursuant to that Section, to the end that, in accordance with Section 504 of that Act and the Regulation, no person in the United States shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Subgrantee receives Federal, financial assistance from the State of North Carolina, Department of Human Resources, Division of Aging and Adult Services, a recipient of Federal financial assistance from the Department (Grantor); and Hereby Gives Assurance that it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Subgrantee by the Grantor, this assurance shall obligate the Subgrantee, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision or similar services or benefits. If any personal property is so provided, this assurance shall obligate the Subgrantee for the period during which the Federal financial assistance is extended to it by the Grantor.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Subgrantee by the Grantor, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Subgrantee recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the grantor or the United States or both shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Subgrantee, its successors, transferees, and assignees, and the person or persons whose signature(s) appear below are authorized to sign this assurance on behalf of the Subgrantee.

Dated 20 Aug 19 Laura L. Jolley
(Applicant)
Applicant's Mailing Address:
P.O. Box 190
Camden NC 27921
By: _____
(President, Board Chairperson or
Comparable Authorized Official)

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ASSURANCE OF COMPLIANCE WITH THE DEPARTMENT
OF HEALTH AND HUMAN SERVICES REGULATION UNDER
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

Camden County Senior Center (hereinafter referred to as "Applicant").
HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act
of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the
Regulation of the Department of Health and Human Services (45 CFR Part 80)
issued pursuant to that Title, to the end that, in accordance with Title VI of that Act
and the Regulation, no person in the United States shall, on the grounds of race,
color, or national origin, be excluded from participation in, be denied the benefits
of, or be otherwise subjected to discriminate under any program or activity for
which the Applicant receives Federal financial assistance from the Department,
and **HEREBY GIVES ASSURANCE THAT** it will immediately take any
measures necessary to effectuate this Agreement.

If any real property or structure thereon is provided or improved with the aid of
Federal financial assistance extended to the Applicant by the Department, this
assurance shall obligate the Applicant, or in the case of any transfer of such
property, any transferee, for the period during which the real property or structure
is used for a purpose for which the Federal financial assistance is extended or for
another purpose involving the provision or similar services or benefits. If any
personal property is so provided, this assurance shall obligate the Applicant for the
period during which it retains ownership or possession of the property. In all
cases, this assurance shall obligate the Applicant for the period during which the
Federal Assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining
any and all Federal grants, loans, contracts, property, discounts or other Federal
financial assistance extended after the date hereof to the Applicant by the
Department, including installment payments after such date on account of
applications for Federal financial assistance which were approved before such date.
The Applicant recognizes and agrees that such Federal financial assistance will be
extended in reliance on the representations and agreements made in this assurance,
and the United States shall have the right to seek judicial enforcement of this
assurance. This assurance is binding on the Applicant, its successors, transferees,
and assignees, and the person or persons whose signature(s) appear below are
authorized to sign this assurance on behalf of the Applicant.

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Dated 20 Aug 19 Laura L. Jolley
(Applicant)
Applicant's Mailing Address:
P.O. Box 190
Camden NC 27921
By: _____
(President, Board Chairperson or
Comparable Authorized Official)

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AGREEMENT OF UNDERSTANDING
BETWEEN AGENCIES

Agency: Camden County Senior Center
Telephone#: (252) 335-2569
Address: P.O. Box 190 / 117 N Hwy 343, Camden, NC 27921
Director: Laura L. Jolley

AND

Agency: Albemarle Commission Telephone#: (252) 426-5753
Address: 512 S Church Street
Hertford, NC 27944

Executive Director: Melody Wilkins

In an effort to enhance the overall effectiveness of services provided to older adults of
Camden County, the above-named agencies agree to share, when
appropriate, pertinent information which may serve to improve the quality of life for older adults.

The Memorandum of Understanding serves to incorporate the following mutual components:

1. Provide information concerning services/programs for older adults and any related eligibility requirements.
2. When appropriate, assist with identifying and referring clients who may be in need of services not provided by the referring agency.
3. When appropriate, inform proper agency representatives of any changes related to services provided.
4. Provide, upon request, personnel to explain aging programs, services, etc.
5. Share, when appropriate, concerns, questions or suggestions relative to services provided.

The persons responsible for implementing and monitoring this Agreement of Understanding are:

Agency: Camden County Senior Center Agency: Albemarle Commission
L. Jolley _____
(Director's Signature) (Executive Director's Signature)

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**ALBEMARLE COMMISSION GRANT AGREEMENT
FOR SENIOR CENTER GENERAL PURPOSE FUNDS**

This Agreement is made and entered into July 1, 2019 and ending June 30, 2020, between the Albemarle Commission, hereinafter referred to as "AC" and the Camden County Senior Center, hereinafter referred to as the "Grantee".

Subject to the terms and conditions hereinafter set forth and attached to this document, the AC agrees to grant Senior Center General Purpose Funds to the Grantee for the purpose which is described herein and attached to this document.

A line item accounting showing how these grant funds with a 25% local match were expended shall be submitted to the AC. Documentation in the form of paid invoices shall also be submitted.

As compensation, the AC shall reimburse Grantee upon receipt of detailed invoices to include dates, vendors, costs and purchases. Total funds for this grant must not exceed \$3,524 of State funds.

Hold Harmless: The Grantee shall be considered to be an independent contractor with responsibility for maintaining their own insurance to cover any job-related injuries. This Agreement is not intended nor to be construed as an employer/employee arrangement.

Conflict of Interest: The Grantee covenants that it presently has no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The Grantee further covenants that, in the performance of this Agreement, no person having any such interest shall be employed.

Interest of Members of AC and Others: No officer, member, or employee of AC, and no member of its governing body, and no other public official of the governing body of the locality or localities in which the project is situated or being carried out who exercises any functions or responsibilities in the review or approval of this project, shall participate in any decision relating to this Agreement which affects his or her personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

By signature, each party agrees to the terms contained herein and the Grantee further certifies that such terms do not represent a conflict of interest.

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Grantee: _____

Signature _____ Date _____

Grantee: _____

Name and Title of Signatory Official _____

Albemarle Commission Executive Director _____ Date _____

Albemarle Commission AAA Director _____ Date _____

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

Albemarle Commission Finance Officer _____ Date _____

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M. Set Public Hearing – Ordinance 2019-08-02

N. Set Public Hearing – Ordinance 2019-10-01

Motion to approve the Consent Agenda as presented.

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

ITEM 9. COUNTY MANAGER’S REPORT

County Manager Ken Bowman included the following in his report:

- Appreciation to those who participated in National Clean-Up Day on September 21, 2019.
- The Seniors’ Health Insurance Information Program (SHIIP) Open Enrollment Period is October 15, 2019 – December 7, 2019. Laura Jolley has completed the training and is awaiting her certification. Appointments can be scheduled by calling the Camden County Center for Active Adults.
- Board of Commissioners and Board of Education Joint Meeting – October 10, 2019 at 6:00 PM at the Camden County High School Media Center.
- Next Board of Commissioners Meeting – November 4, 2019.

ITEM 10. COMMISSIONERS’ REPORTS

Chairman Tom White – Reported that Commissioner Garry Meiggs has been appointed to the NCACC President’s Task Force for Disconnected Youth.

Vice Chairman Clayton Riggs – Reported road blockages at Pond Road and Smith Corner Road due to large potholes.

ITEM 11. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

The following items were provided for information purposes:

- A. Register of Deeds Report
- B. Library Report
- C. ABC Funds Report for FY 2018-2019
- D. YTD Sales Tax Revenue Collection FY 2019-2020

ITEM 12. OTHER MATTERS

Motion to go into Closed Session to discuss personnel.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Clayton Riggs, Vice Chairman
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 adjourned the meeting of the Camden County Board of Commissioners at 8:46 PM.

Tom White, Chairman
Camden County Board of Commissioners

ATTEST:

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