

Camden County Board of Commissioners
January 6, 2020
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 January 6, 2020 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 Garry Meiggs, Randy Krainiak and Ross Munro.

CLOSED SESSION

Motion to go into Closed Session to discuss economic development.

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

Motion to come out of Closed Session.

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

The Board came out of Closed Session at 6:45 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 Joe Brock gave the invocation and the Board led in the Pledge of Allegiance.

ITEM 1. PUBLIC COMMENTS

Deborah Penwell of 100 Deberry Lane, South Mills, addressed the Board. Ms. Penwell requested that the Board place on hold plans to build an administration complex until space issues in the schools are resolved.

ITEM 2. CONFLICT OF INTEREST DISCLOSURE STATEMENT

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

Commissioner Randy Krainiak requested to be recused from discussion and consideration concerning the Public Hearing on Ordinance 2019-12-01 Rezoning Application for RKRAIN LLC due to his familial relationship with the applicant.

Motion to recuse Commissioner Krainiak from Item 5, Public Hearing on Ordinance 2019-012-01 Rezoning Application for RKRAIN LLC.

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

ITEM 3. CONSIDERATION OF THE AGENDA

Motion to approve the agenda as presented.

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

ITEM 4. PRESENTATIONS

- A. Sheriff's Office - Lt. Brandon Henderson presented the following awards:
 - Commendation Award and Lifesaving Award – Deputy Luke Marcum
 - Lifesaving Awards – Deputy Richard Durham, Deputy Darryl Smith, Deputy Garrett Winslow, Deputy Kate Hayden and Deputy Scott Wentz
 - 20 Years of Service Award – Chief Deputy Rodney Meads
 - 2019 Employee of the Year Award – Brandon Blount

- B. FY 2018-2019 Audit Presentation – Greg Adams with Thompson, Price, Scott & Adams presented the FY 2018-2019 audit, which is available for public inspection at the Camden County Finance Office.

- C. Employee Recognition – County Manager Ken Bowman introduced the new HR/Risk Management Specialist for Camden County, Sandi Powers.

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: November 2019

	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water/Distribution	143	143	100%	0
Sewer/Collection	1	1	100%	0

Locates:

Water Line: 275
Sewer Line: 6
Water & Sewer, same ticket:2
Hydrant flow test:0

Public Works Director Notes/Comments: Ten work orders have been checked for accuracy.
Water treated at the water treatment plant in November: 12,825,940 gallons.
Daily average water usage for November: 427,531 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									
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
Sept	82	100%	0%	80	2	131	20	4	0
Oct	99	100%	0%	97	2	257	10	5	0
Nov	144	100%	0%	143	1	275	6	2	0
Dec									

Motion to approve the monthly report as presented.

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

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

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

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

Chairman White reconvened the Board of Commissioners.

ITEM 5. PUBLIC HEARING

A. Ordinance 2019-12-01 Rezoning Application for RKRAIN LLC

Motion to open Public Hearing for Ordinance 2019-12-01 Rezoning Application for RKRAIN LLC.

RESULT:	PASSED [4-0]
MOVER:	Garry Meiggs, Commissioner
AYES:	White, Meiggs, Riggs, Munro
RECUSED:	Krainiak

Planning Director Dan Porter presented a summary of the request:

The request is to rezone approximately 25 acres (Lots 9-28 and a portion of 29 in Camden Business Park) from Highway Commercial (HC) to Village Residential (VR).

Highway Commercial (HC) – Article 151.3.5.6 (Purpose Statement)

The Highway Commercial district is applied to lots along the County’s major roadways (e.g., US 158, US 17, NC 34, and NC 343) and is intended for automobile-oriented commercial development as well as large floorplate commercial uses and uses that require or generate truck traffic. The district also accommodates agricultural and institutional uses as well as higher density residential uses with a special use permit. New development in the HC district is grouped and configured to ensure regular lateral vehicular and pedestrian access along major transportation routes as a means of establishing a well-connected transportation system. New development is configured to maintain high visual quality along the major roadway, or is fully screened from view. Sufficient spacing and screening is included along lot lines shared with adjacent residential zoning districts to ensure compatibility. New commercial and multi-family developments in the district are subject to the design standards in Article 151.5: Development Standards.

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

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

Sean Robey of Eastern Carolina Engineering spoke on behalf of the applicant and gave a brief description of the property. The request includes lots 9-28 and a portion of lot 29; approximately 25 acres in Camden Business Park. The proposed use is residential. Waterlines currently exist. Sewer allocation is currently for 38 lots.

Mr. Porter presented the following Staff Report:

STAFF REPORT	
UDO 2019-10-24	
Zoning Map Amendment	
PROJECT INFORMATION	
<p>File Reference: UDO 2019-10-24 Project Name: N/A PIN: See attached list Applicant: Robert Krainiak Address: 105 Hazenwood Dr. Camden, NC (252) 599-7185 Phone: Email: Agent for Applicant: Eastern Carolina Engineering, Sean Robey Address: Phone: (252) 335-1888 Email: Current Owner of Record: Applicant Meeting Dates: 10/21/2019 11/20/2019</p>	<p>Application Received: 10/15/2019 By: Dave Parks, Permit Officer Application Fee paid: \$800.00 Check #34759 Completeness of Application: Application is generally complete Documents received upon filing of application or otherwise included: A. Rezoning Application B. Deed's C. GIS Aerial, Current zoning, Comprehensive Plan Future Land Use, CAMA Future Land Use and Suitability Map, and Floodplain Maps D. Letter from County on capacity/availability of Water and Sewer E. Zoning Comparison HC and VR F. Summary of Neighborhood Meeting</p>
<p>REQUEST: Rezone approximately 25 acres (Lots 9-28 and a portion of 29 in Camden Business Park) from Highway Commercial (HC) to Village Residential (VR).</p> <p>From: Highway Commercial (HC) – Article 151.3.5.6 (Purpose Statement)</p> <p>The Highway Commercial district is applied to lots along the County's major roadways (e.g., US 158, US 17, NC 34, and NC 343) and is intended for automobile-oriented commercial development as well as large</p>	
<p>floorplate commercial uses and uses that require or generate truck traffic. The district also accommodates agricultural and institutional uses as well as higher density residential uses with a special use permit. New development in the HC district is grouped and configured to ensure regular lateral vehicular and pedestrian access along major transportation routes as a means of establishing a well-connected transportation system. New development is configured to maintain high visual quality along the major roadway, or is fully screened from view. Sufficient spacing and screening is included along lot lines shared with adjacent residential zoning districts to ensure compatibility. New commercial and multi-family developments in the district are subject to the design standards in Article 151.5. Development Standards.</p> <p>To: Village Residential (VR) – Article 151.3.5.6 (Purpose Statement)</p> <p>The Village Residential (VR) district is established to accommodate a wide range of residential and institutional use types at modest densities on lots within and adjacent to designated village centers. The district allows duplexes, live/work units, single-family attached, and single-family detached dwellings, but does not allow mobile homes, manufactured homes, or conservation subdivisions. As a means of creating compact, functional neighborhoods, the district also allows a wide variety of institutional uses, including community centers, day care, schools, assisted living, religious institutions, parks, and utilities. Lots served by public sewer may have reduced minimum lot sizes and building height is measured from the base flood elevation. District regulations are intended to support the County's investment in infrastructure by encouraging the development of compact, vibrant neighborhoods with a variety of house sizes and types that are located in close proximity to complementary institutional uses. Low density development comprised of uniform building types or styles is discouraged.</p>	

SITE DATA

Lot size: Lots 9 – 28 and a portion of lot 29 approximately 25 acres in Camden Business Park.
Flood Zone: X
Zoning District(s): Highway Commercial (HC)
Existing Land Uses: Camden Business Park (33 lots) Lot 33 is only developed. Remaining 32 lots are vacant.

Adjacent Zoning & Uses:

	North	South	East	West
Zoning	Rural Residential (RR)	Light Industrial (LI)	Highway Commercial (HC)	Highway Commercial (HC)
Use & size	Camden Crossing Subdivision	Farmland	Farmland	Commercial Building/County Office's

Proposed Use(s): Residential.

Description/History of property: Camden Business was recorded in June 2008 consisting of 33 commercial lots. Lot 33 was only lot developed as a strip mall, currently occupied by Camden County Library and a Martial Arts Studio. Remaining lots went into foreclosure (except lots 7-10) and most of the remaining lots were purchased by Mr. Robert Krainiak. Waterlines exist.

ENVIRONMENTAL ASSESSMENT

Streams, Creeks, Major Ditches:

Distance & description of nearest outfall: Property seems to drain east to the railroad tracks then west out to Sawyer's Creek. Distance approximately 1 mile.

INFRASTRUCTURE & COMMUNITY FACILITIES

Water: Waterlines exist within the development.
Sewer: Sewer lines located adjacent to property along U.S. 158.
Fire District: South Camden.
Schools: Proposed zoning will have an impact on Schools.
Traffic: Traffic Impact Analysis required at development stage.

PLANS CONSISTENCY

CAMA Land Use Plan Policies & Objectives:

Consistent Inconsistent

The CAMA Land Use Plan was adopted by the Camden County Board of Commissioners on April 4, 2005.

The proposed zoning change is inconsistent in that the Future Land Use Maps has property identified as Industrial.

2035 Comprehensive Plan

Consistent Inconsistent

The proposed zoning change is inconsistent and consistent with Comprehensive Plan (Adopted 2012).

Inconsistent as Future Land Use Map shows the property designated as Mixed Use Employment which based on the description (see Attachment A) prohibits residential development.

Consistent in that based on the Vision Statement new development will be focused within targeted core areas, the Camden Village Core Action Strategies promotes the 158 corridor for new mixed use and higher density development, and Priority Action item 5 promotes updating UDO based on key amendments listed. **UDO update approval on February 4, 2019.** (see Attachment B).

PLANS CONSISTENCY – cont.

Comprehensive Transportation Plan

Consistent Inconsistent

Other Plans officially adopted by the Board of Commissioners: N/A

FINDINGS REGARDING ADDITIONAL REQUIREMENTS:

Yes No **Will the proposed zoning change enhance the public health, safety or welfare?**
Reasoning: The proposed zoning change will enhance the public health, safety, or welfare as it will allow for higher density residential uses to support commercial uses nearby, with the availability of water and sewer. Sewer runs along U.S. 158.

Yes No **Is the entire range of permitted uses in the requested classification more appropriate than the range of uses in the existing classification?**
Reasoning: The range of uses in the new Village Residential zoning district allows for limited commercial along with a higher density residential development where water and sewer are available. Attached is letter from Camden Water & Sewer stating that water and sewer is available.
 The 2035 Comprehensive Plan overall strategy is to focus commercial growth in and around the village centers and higher density residential thus maintaining the rural character of the lands away from the villages.

Yes No **For proposals to re-zone to non-residential districts along major arterial roads:**
Is this an expansion of an adjacent zoning district of the same classification? New Zoning Classification
Reasoning:
What extraordinary showing of public need or demand is met by this application?
Reasoning:

Yes No **Will the request, as proposed cause serious noise, odors, light, activity, or unusual disturbances?**

Reasoning: In staffs opinion, the uses in the requested zoning classification will not cause serious noise, odors, light, activity, or unusual disturbances.

Yes No **Does the request impact any CAMA Areas of Environmental Concern?**

Reasoning: Property is outside any CAMA Areas of Environmental Concern.

Yes No **Does the county need more land in the zoning class requested?**

Reasoning: This is a new zoning classification to allow for higher development in locations in and around village centers.

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

Reasoning: Based on the Village Residential (VR) Purpose Statement listed in the UDO, this and other areas are appropriate for the proposed uses.

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

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

Schools –

Fire and Rescue

Law Enforcement –

Parks & Recreation –

Traffic Circulation or Parking

Other County Facilities –

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

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

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

STAFF COMMENTARY:

Planning Staff makes the following recommendations for either approval or denial:

Consistency Statement:

- The proposed zoning change is inconsistent with the 2005 CAMA Land Use Plan in that the CAMA Future Land Use Maps has property identified as Industrial, also
- The proposed zoning change is inconsistent and consistent with Comprehensive Plan (Adopted 2012);

Inconsistent as Future Land Use Map shows the property designated as Mixed Use Employment which based on the description (see Attachment A) prohibits residential development.

Consistent as based on the Vision Statement new development will be focused within targeted core areas and the Camden Village Core Area Action Strategies promotes the 158 corridor for new mixed use and higher density development. Property located within the 1 mile buffer of Core Village where county encouraging higher density housing mix.

Application:

Motion for approval: Recommend approval of proposed rezoning application (UDO 2019-10-24) to rezone properties from Highway Commercial (HC) to Village Residential as rezoning request is consistent with the Comprehensive Plan (Adopted 2012) as based on the Vision Statement new development will be focused within targeted core areas and the Camden Village Core Area Action Strategies promotes the U.S. 158 corridor for new mixed use and higher density development. Property located within the 1 mile buffer of Core Village where county encouraging higher density housing mix.

Motion for denial: Recommend denial of Rezoning Application (UDO 2019-10-24) to rezone property from Highway Commercial (HC) to Village Residential (VR) as rezoning request is inconsistent with the CAMA Land Use Plan in that the CAMA Future Land Use Maps has property identified as Industrial.

If recommendation is for approval need the following motion:

Motion to amend Comprehensive Plan Future Land Use Map for the 24 acres from Mixed-Use Employment to Village Mixed Use.

At their November 20, 2019 meeting, the Planning Board after discussion with staff and applicant made the following motions:

1. Motion made to approve Consistency Statement as follows:

- The proposed zoning change is inconsistent with the 2005 CAMA Land Use Plan in that the CAMA Future Land Use Maps has property identified as Industrial, also
- The proposed zoning change is inconsistent and consistent with Comprehensive Plan (Adopted 2012);

Inconsistent as Future Land Use Map shows the property designated as Mixed Use Employment which based on the description (see Attachment A) prohibits residential development.

Consistent as based on the Vision Statement new development will be focused within targeted core areas and the Camden Village Core Area Action Strategies promotes the 158 corridor for new mixed use and higher density development. Property located within the 1 mile buffer of Core Village where county encouraging higher density housing mix.

2. Motion made to recommend approval of proposed rezoning application (UDO 2019-10-24) to rezone properties from Highway Commercial (HC) to Village Residential as rezoning request is consistent with the Comprehensive Plan (Adopted 2012) as based on the Vision Statement new development will be focused within targeted core areas and the Camden Village Core Area Action Strategies promotes the U.S. 158 corridor for new mixed use and higher density development. Property located within the 1 mile buffer of Core Village where county encouraging higher density housing mix.

3. Motion made Motion to amend Comprehensive Plan Future Land Use Map for the 24 acres from Mixed-Use Employment to Village Mixed Use.

Ordinance No. 2019-12-01

**An Ordinance
Amending the Camden County
Zoning Map
Camden County, North Carolina**

Article I: Purpose

The purpose of this Ordinance is to amend the Zoning Map of Camden County, North Carolina, which was originally adopted by the County Commissioners on December 20, 1993, and subsequently amended.

Article II. Amendment to Zoning Map

The Official Zoning Map of Camden County, North Carolina, which was adopted on December 20, 1993, and subsequently amended, is hereby amended as follows:

The properties currently shown in the Camden County Tax Assessor's Office as PIN's 02-8945-00-09-6973, 02-8946-00-00-4774, 02-8945-00-09-4898, 02-8946-00-00-3266, 02-8945-00-09-3830, 02-8946-00-00-2144, 02-8945-00-09-9853, 02-8945-00-09-2926, 02-8945-00-09-8967, 02-8946-00-10-2095, 02-8946-00-00-8019, 02-8946-00-10-1220, 02-8946-00-00-7149, 02-8946-00-10-0450, 02-8946-00-00-6481, 02-8946-00-10-05334, 02-8946-00-00-63342 are hereby re-zoned from Highway Commercial (HC) to Village Residential.

Article III. Penalty

1. Violations of the provision of this Ordinance or failure to comply with any of its Requirements, including violations of any conditions and safeguards established in connection with grants of variances or Special Use or Conditional Use Permits, shall constitute a misdemeanor, punishable by a fine of up to five-hundred (\$500) dollars or a maximum thirty (30) days imprisonment as provided in G. S. 14-4.
2. Any act constituting a violation of the provisions of this Ordinance or a failure to comply with any of its requirements, including violations of any conditions and safeguards established in connection with the grants of variances or Special Use or Conditional Use Permits, shall also subject the offender to a civil penalty of one-hundred (\$100) dollars for each day the violation continues. If the offender fails to pay the penalty within ten (10) days after being cited for a violation, the penalty may be recovered by the county in a civil action in the nature of debt. A civil penalty may not be appealed to the Board of Adjustment if the offender was

sent a final notice of violation in accordance with Article 151.568 and did not take an appeal to the Board of Adjustment within the prescribed time.

3. This Ordinance may also be enforced by any appropriate equitable action.
4. Each day that any violation continues after notification by the administrator that such violation exists shall be considered a separate offense for purposes of the penalties and remedies specified in this section.
5. Any one, all or any combination of the foregoing penalties and remedies may be used to enforce this Ordinance.

Article IV. Severability

If any language in this Ordinance is found to be invalid by a court of competent jurisdiction or other entity having such legal authority, then only the specific language held to be invalid shall be affected and all other language shall be in full force and effect.

Article V. Effective Date

This Ordinance is effective upon adoption.

Adopted by the Board of Commissioners for the County of Camden this the 6th day of January, 2020.

County of Camden

Tom White, Chairman
Camden County Board of Commissioners

ATTEST:

Karen M. Davis
Clerk to the Board of Commissioners

Chairman White opened the floor for public comments.

Mike McLain of Pine Street, Camden, addressed the Board and spoke in opposition to the rezoning request. His concerns included school and law enforcement impact, possibility of high-density Section 8 housing, the location of housing units in proximity to the industrial park and the question of HOA funding.

Samantha Nadj of A Street, Camden, addressed the Board and spoke in opposition to the rezoning request. She expressed concern in regard to school impact. She also urged the Board to request that the Legislature allow Land Transfer Tax funds to be used toward the construction of a new school facility rather than an administrative complex.

Marshall Powell, Jr. of Sawyers Creek Road, Camden, addressed the Board. He expressed concern in regard to water runoff toward the Sawyers Creek Road area.

Motion to close the Public Hearing for Ordinance 2019-12-01 Rezoning Application.

RESULT:	PASSED [4-0]
MOVER:	Clayton Riggs, Vice Chairman
AYES:	White, Meiggs, Riggs, Munro
RECUSED:	Krainiak

Commissioner Randy Krainiak did not take participate in the public hearing for Ordinance 2019-12-01.

ITEM 6. OLD BUSINESS

A. Camden Plantation, Inc. Land Sale Agreement

A public hearing was held on December 2, 2019. The Board voted to place this item on the January 6, 2020 agenda for consideration. County Manager Ken Bowman presented the following:

The applicant's stated purpose for the project is to construct an economically viable, residential and commercial mixed-use development to serve Camden County, North Carolina, along the U.S. Route 17 corridor that satisfies all municipal development requirements for Smart Growth and contributes to the tax base of the County.

As proposed, Camden Plantation will be developed in four phases involving the construction of approximately 1,750 new residential units, associated roads and utilities infrastructure, a commercial center with a minimum of 160,000 square feet of retail/commercial/office space, an 18-hole golf course, and other recreational amenities (tennis, swimming, trail and park system). Anticipated services to be provided include a grocery store and complimentary retail business, medical/dental offices, and general office space. The project will impact a total of 4,562 linear feet of waters of the United States and 28.90 acres of non-tidal wetlands, including the permanent loss of 27.96 acres of palustrine forested (PFO) wetlands and the conversion of 0.94 acres of PFO wetlands to palustrine emergent (PEM) wetlands.

A number of alternatives were identified and evaluated by the applicant during the pre-application process including consideration of other properties, as well as the adjustment of onsite configurations resulting in the avoidance of an additional 4.43 acres of permanent impacts to wetlands.

The applicant proposes to offset the permanent impacts to approximately 27.96 acres of palustrine forested wetlands (PFO) and conversion impacts to approximately 0.94 acres of PFO to palustrine emergent wetlands (PEM) through the purchase of non-tidal wetland credits from an approved mitigation bank at a ratio of 2:1 for PFO, and 1:1 for conversion from PFO to PEM. Additionally, the applicant proposes to preserve in perpetuity the remaining 17.24 acres of PFO wetlands on the property through the recordation of deed instruments.

In light of the fact that Camden Plantation has been turned down by the Army Corps of Engineers to mitigate approximately 28 acres, as mentioned above, they are approaching the County in order to purchase up to 15 acres for the development of the commercial / retail segment of this planned development. If approved the master plan will have to be modified and resubmitted for approval.

Pursuant to direction from the Camden County Commissioners, staff has negotiated an agreement by and between Camden County, North Carolina ("Seller") and Camden Plantation Properties, Inc. or assigns ("Buyer") to purchase up to 15 acres of county owned property at the intersection of US 17 and McPherson road for the amount of \$10,000 per acre.

The Board of Commissioners has determined the fair market value of the property is twenty thousand dollars (\$20,000) per acre. The proposed consideration to be received by the County is ten thousand dollars (\$10,000) per acre up to one hundred fifty thousand dollars (\$150,000) cash, plus additional consideration in the form of infrastructure improvement.

The infrastructure improvement is development of a road between the subject property and the remainder the county's property to the east. The improvement is estimated to exceed \$150,000 and will substantially increase the value of the surrounding county owned property. Improvement will commence within 1 year after the later of (i) the date of Closing or (ii) the date upon which Buyer receives all necessary approvals for development of the Property as provided for by law, and shall thereafter diligently pursue completion of such road.

Staff recommends approval of the land sale.

Motion to move forward with the Camden Plantation, Inc. Land Sale Agreement.

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

Motion to authorize the County Attorney and County Manager to execute all necessary documents in relation to the Camden Plantation Land Sale Agreement, to include revision of the current draft.

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

ITEM 7. NEW BUSINESS

A. Resolution 2020-01-01 – Ken Bowman



Motion to adopt Resolution 2020-01-01 celebrating the 100th Anniversary of the Passage of the 19th Amendment and founding of the League of Women Voters.

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

B. 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	111,248.56	2,915.07
2017	36,666.94	2,859.42
2016	16,286.89	1,980.82
2015	11,017.70	964.80
2014	12,079.39	1,228.71
2013	8,208.35	4,851.16
2012	6,524.06	7,735.89
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	216,074.87
TOTAL PERSONAL PROPERTY UNCOLLECTED	38,128.80
TEN YEAR PERCENTAGE COLLECTION RATE	99.65%
COLLECTION FOR 2019 vs. 2018	22,817.60 vs. 11,026.06

LAST 3 YEARS PERCENTAGE COLLECTION RATE

2018	98.48%
2017	99.44%
2016	99.73%

THIRTY LARGEST UNPAID ACCOUNTS

SEE ATTACHMENT "A"

THIRTY OLDEST UNPAID ACCOUNTS

SEE ATTACHMENT "B"

EFFORTS AT COLLECTION IN THE LAST 30 DAYS

ENDING October 2019

BY TAX ADMINISTRATOR

<u>63</u>	NUMBER DELINQUENCY NOTICES SENT
<u>19</u>	FOLLOWUP REQUESTS FOR PAYMENT SENT
<u>4</u>	NUMBER OF WAGE GARNISHMENTS ISSUED
<u>9</u>	NUMBER OF BANK GARNISHMENTS ISSUED
<u>10</u>	NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR TO DELINQUENT TAXPAYER
<u>0</u>	NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)
<u>0</u>	PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR
<u>0</u>	NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY
<u>0</u>	NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR COLLECTION (I.D. AND STATUS)
<u>2</u>	REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS
<u>0</u>	NUMBER OF JUDGMENTS FILED

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	8,080.29	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8934-01-17-4778.0000	5,094.04	2	LARRY C. LAMB SR	CAMDEN	152 158 US W
R	03-8899-00-45-2682.0000	4,392.64	10	SHAMARK INC	SHILOH	HOLLY RD
R	01-7988-01-08-6797.0000	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	02-8934-01-29-4617.0000	3,106.99	1	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W
R	03-8899-00-16-2671.2425	2,821.67	1	SPRING LOTUS LLC	SHILOH	141 EDGEWATER DR
R	02-8934-01-16-8282.0000	2,746.15	1	BRIDGET CARTWRIGHT JOHNSON	CAMDEN	144 158 US W
R	03-8909-00-23-8838.0000	2,470.25	1	WILLIAM DAVID BYRUM	SHILOH	112 HIGH RD
R	02-8945-00-53-1518.0000	2,359.83	1	GARY D. & BETH A. LOYD	CAMDEN	115 LISTER DR
R	02-8935-01-08-8786.0000	2,268.66	1	LINWOOD GREGORY	CAMDEN	253 SLEEPY HOLLOW RD
R	02-8945-00-41-2060.0000	2,213.09	1	LAELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	03-8962-00-67-1021.0000	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	02-8944-00-36-2417.0000	1,927.24	1	ROB ALLEN FERBER HEIRS	CAMDEN	165 IVY NECK 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	01-7998-01-09-7155.0000	1,824.74	1	CORNELIUS P & GLORIA E PAXTON	SOUTH MILLS	1298 343 HWY N
R	02-8943-01-17-1672.0000	1,807.18	1	MILDRED A. HAVRILLA	CAMDEN	374 COUNTRY CLUB RD
R	03-8943-04-93-8214.0000	1,760.33	1	EMMA BRITTE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	03-8965-00-37-4242.0000	1,751.87	1	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	03-8972-00-44-8500.0000	1,709.78	1	ABODE OF CAMDEN INC.	SHILOH	343 HWY S
R	02-8923-00-19-3774.0010	1,636.85	2	WILLIAM CONOVER	CAMDEN	431 158 US W
R	03-8954-00-97-9503.0000	1,549.86	1	ANNIE EVANS HEIRS	SHILOH	442 TROTMAN RD
R	01-7999-00-62-3898.0000	1,545.38	1	MICHAEL ASKEW	SOUTH MILLS	257 A OLD SWAMP RD

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	03-8899-00-45-2682.0000	4,392.64	10	SHAMARK INC	SHILOH	HOLLY RD
R	01-7080-00-62-1977.0000	2,062.78	10	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	03-8943-04-93-8214.0000	2,052.32	10	EDWARD E. HARRIS JR.	SHILOH	108 CAMDEN AVE
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	10	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7999-00-32-3510.0000	1,827.31	10	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7998-01-09-7155.0000	1,824.74	10	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7999-00-12-8536.0000	1,760.33	10	EMMA BRITTE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	01-7989-04-60-1954.0000	1,000.71	10	L. P. JORDAN HEIRS	SOUTH MILLS	105 BLOODFIELD RD
R	01-7090-00-60-5052.0000	767.56	10	CHRISTINE RIDDICK	SOUTH MILLS	117 GRIFFIN RD
R	03-8909-00-24-6322.0000	627.21	10	JOE GRIFFIN HEIRS	SHILOH	499 SAILBOAT RD
R	02-8955-00-13-7846.0000	588.25	10	DAVID B. KIRBY	CAMDEN	IVY NECK RD
R	02-8944-00-24-7426.0000	585.99	10	MARIE MERCER	CAMDEN	113 BOURBON ST
R	03-8980-00-61-1968.0000	281.80	10	BENNY RICH	SHILOH	CAMDEN POINT RD
R	01-7090-00-95-5262.0000	248.84	10	WILLIAMSBURG VACATION	SOUTH MILLS	OLD SWAMP RD
R	03-8909-00-45-1097.0000	202.10	10	JOHN F. SAWYER HEIRS	SHILOH	CENTERPOINT RD
R	03-8899-00-37-0046.0000	154.57	10	MICHAEL OBER	SHILOH	HERISCUS
R	03-8909-00-17-2462.0000	140.15	10	ELIZABETH LONG	SHILOH	LITTLE CREEK RD
R	03-8940-00-84-0931.0000	220.38	9	TODD ALLEN RIGGS	SHILOH	LITTLE CREEK RD
R	01-7998-01-08-6797.0000	4,116.62	8	CAUL TEUSCHER	SHILOH	218 BROAD CREEK RD
R	03-8962-00-04-9097.0000	2,182.86	8	EDWARD E. HARRIS JR.	SOUTH MILLS	1295 343 HWY N
R	03-8990-00-64-8379.0000	940.48	8	Cecil BARNARD HEIRS	SHILOH	NECK RD
R	02-8945-01-07-0916.0000	411.11	7	CHRISTOPHER FROST-JOHNSON	SHILOH	LITTLE CREEK RD
R	03-8962-00-70-7529.0000	593.58	8	ROBERTA MERCER INGRAM	CAMDEN	227 SLEEPY HOLLOW RD
R	01-7989-04-90-0938.0000	541.44	8	MARY SNOWDEN	SHILOH	WICKHAM RD
R	03-8962-00-60-7648.0000	281.11	8	DORIS EASON	SOUTH MILLS	1352 343 HWY N
R	03-8965-00-37-4242.0000	1,751.87	7	FRANK WRIGHT ETAL	SHILOH	WICKHAM RD
R	01-7091-00-64-6569.0000	1,190.03	7	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	03-8962-00-55-5300.0000	427.31	7	CLARENCE D. TURNER JR.	SOUTH MILLS	STINGY LN
R				OCTAVIA COPELAND HEIRS	SHILOH	457 NECK RD

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0001709	2,252.98	10	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0001538	751.18	9	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001046	712.40	10	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	680.34	8	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001072	587.82	16	PAW BUNDY	SHILOH	105 AARON DR
P	0001827	483.28	7	KAREN BUNDY	CAMDEN	431 158 US W
P	0001104	469.71	2	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0002194	431.34	4	DAVID LEE HALL JR	SHILOH	849 SANDY HOOK RD S
P	0000295	412.03	7	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0001230	411.11	7	JAMES NYR	SOUTH MILLS	101 ROBIN CT W
P	0001681	366.10	2	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0000297	349.77	2	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0000466	314.96	1	LAMES OF CAMDEN	CAMDEN	152 HWY 158 W
P	0000846	294.16	3	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0001694	288.99	7	THOMAS B THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0000772	288.86	4	COSEY BAKER	SOUTH MILLS	114 BINGHAM RD
P	0002924	272.82	1	PAUL BEAUMONT	SHAWBORO	106 DEERFIELD TRL
P	0001693	261.90	10	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001106	248.38	10	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001952	238.91	7	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0000905	232.45	1	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
P	0002442	200.37	2	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0001546	177.59	1	GEORGE ROWLAND	CAMDEN	431 158 US W
P	0001673	177.05	10	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0002374	144.96	1	AARON MICHAEL WHITE	SHILOH	849 SANDY HOOK RD S
P	0001976	137.83	1	MVA ALICIA MARTINEZ LOPEZ	SHILOH	110 AARON DR
P	0001150	136.45	2	WILLIAM MICHAEL STONE	CAMDEN	130 MILL DAM RD S
P	0001408	129.96	1	SHELLY MARIE AMMON	SOUTH MILLS	612 MAIN STREET
P	0000248	128.38	10	ROBERT H. OWENS	CAMDEN	A STREET
P	0001689	125.28	2	MICHAEL WAYNE MYERS	SOUTH MILLS	107 ROBIN DR

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001709	10	2,252.98	JOHN MATTHEW CARTER	CAMDEN	158 HWY
P	0001538	10	751.18	JEFFREY EDWIN DAVIS	ELIZABETH CITY	CAMDEN CAUSEWAY
P	0001046	10	712.40	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	10	680.34	LESLIE ETHERIDGE JR	CAMDEN	
P	0001072	10	587.82	PAM BUNDY	SHILOH	105 AARON DR
P	0001693	10	261.90	ALLIANCE NISSAN	CAMDEN	158 HWY W
P	0001106	10	248.38	JAMI ELIZABETH	SOUTH MILLS	612 MAIN ST
P	0001673	10	177.05	THOMAS PHILLIP WINSLOW	CAMDEN	158 HWY W
P	0000248	10	128.38	ROBERT H. OWENS	CAMDEN	A STREET
P	0000316	10	115.56	JAMES P. JONES	CAMDEN	142 SANDHILLS RD
P	0001827	9	483.28	KAREN BUNDY	CAMDEN	431 158 US W
P	0001639	8	123.29	CAREY FARMS, INCORPORATED	SOUTH MILLS	202 SHARON CHURCH
P	0001230	7	411.11	JAMES NYE	SOUTH MILLS	101 ROBIN CT W
P	0001681	7	366.10	STEVE WILLIAMS	CAMDEN	150 158 HWY W
P	0001694	7	288.99	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0001952	7	238.91	SANDY BOTTOM MATERIALS, INC	SOUTH MILLS	319 PONDEROSA RD
P	0000772	6	288.86	COSBY BAKER	SOUTH MILLS	114 BINGHAM RD
P	0002194	4	431.34	DAVID LEE HALL JR	SHILOH	849 SANDY HOOK RD S
P	0000905	4	232.45	KEVIN & STACY ANDERSON	SHILOH	111 AARON DR
P	0000295	3	412.03	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000466	3	314.96	LAMBS OF CAMDEN	CAMDEN	152 HWY 158 W
P	0000846	3	294.16	TOAN TRINH	SHILOH	229 SAILBOAT RD
P	0000385	3	121.17	MARK SANDERS OVERMAN	SHAWORO	116 GARRINGTON ISLAND
P	0000321	3	120.68	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0000770	3	108.00	MARSHA GAIL BOGUES	CAMDEN	276 BELCROSS RD
P	0002079	3	106.35	OCTAVIUS BANKS III	SOUTH MILLS	262 OLD SWAMP RD
P	0001104	2	469.71	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0000297	2	349.77	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0002442	2	200.37	GERALD WHITE STALLS JR	SOUTH MILLS	116 CHRISTOPHERS WAY
P	0001976	2	137.83	ANA ALICIA MARTINEZ LOPEZ	SHILOH	110 AARON DR

Motion to approve the tax report as presented.

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

C. Recombination Survey

Planning Director Dan Porter presented the following:

The proposed recombination survey is on land belonging to Eric Wood and Camden County (Well Site) located on Country Club Road. The survey shifts the well site 25’ to the West allowing a 45’ access to his property. All costs involved were to be incurred by Mr. Wood who also agreed to farm the county lot which freed up any maintenance by the County. The South Camden Water & Sewer District (David Credle) and the County Manager have both given their approval.

During the preparation of the Deeds, a question was brought up by Mr. Wood’s attorney as to whether the Board of Commissioners needed to approve survey or not. At the time all concerned were in the opinion that the survey did not require the Board’s approval as it was just a shift in property lines with no acreage lost or gained.

Staff recommends approval of the recombination survey with the condition that all costs be incurred by Mr. Wood.

Motion to approve the recombination survey as presented by staff.

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

D. Personnel Policy - County Manager Ken Bowman presented the modifications to the Personnel Policy due to the adoption of the new Step & Grade Pay Plan which took effect January 1, 2020.

ARTICLE II. PERFORMANCE EVALUATION PROGRAM

Section 1. Objective

The primary objective of Camden County's pay for performance and performance appraisal program is to encourage a high level of employee performance and recognize County employees who exceed pre-established standards utilizing an objective evaluation system. As such, the system will reward performance for those who exceed these standards or perform at an exceptional level in serving the citizens of Camden County. All classified positions of the County are governed by the program except elected officers, executive employees appointed by the County Board of Commissioners, employees of independent boards and commissions, contract service employees, and temporary and seasonal part-time employees.

Section 2. Authority

This procedure shall be approved by the County Commissioners of Camden County.

Section 3. Direction

The County Manager, under the direction of the Board of Commissioners of Camden County, is responsible for implementation of a performance evaluation system.

Section 4. Definitions

ANNUAL REVIEW PERIOD: The annual period of performance of an employee covered by these procedures begins with the employee's date of assignment to his or her current position and ends during the fall or winter months of the calendar year period established by the County.

PERFORMANCE INCREASE: An annual increase in salary based on an employee exceeding performance standards. Salary increases will be based on a uniform percentage established by the County.

PERFORMANCE FACTOR: A key job responsibility - function the County department's goal or mission statement.

PERFORMANCE GOAL: A projected result - measured in terms of quality, quantity, and timeliness.

PERFORMANCE INCREASE PROGRAM: Provide recognition and reward for performance that consistently exceeds standards in the form of a salary adjustment to an employee's base pay.

PROBATIONARY EMPLOYEE: An employee assigned to a permanent position (full-time) who has not completed an approved probationary period of employment with the County in that particular position. The period is six (6) months for standard employees, nine (9) months for Social Services, books (2) months for Sheriff and Department Heads unless extended.

RATER: An employee having direct authority over the employee rated, herein referred to as "Rater" or "Supervisor". The rater is designated as a Department Director, Department Supervisor, Executive/Administrative Official, or the County Manager.

REGULAR EMPLOYEE: Full-time employees who have successfully completed the probationary period in a permanent position.

Section 5. Policy

- a. Employee performance is formally evaluated annually for their current position. All employees in Camden County will be evaluated in contact with a rater which correlates with preparation of the County's annual budget.
- b. Eligible employees who have been promoted or have been promoted will be placed in Step 2 of the grade assigned to their position, and as in a probationary status may receive a performance increase upon completion of their probationary period. Probationary employees who are below the maximum salary of the grade to which they are promoted will be placed in the maximum salary of the grade to which they are promoted. Probationary employees who are promoted to a higher grade will be placed in the maximum salary of the grade to which they are promoted. Probationary employees who are promoted to a higher grade will be placed in the maximum salary of the grade to which they are promoted. Probationary employees who are promoted to a higher grade will be placed in the maximum salary of the grade to which they are promoted.
- c. Employees who receive an overall rating of Below Standards will be provided an opportunity to improve their performance, but shall be placed in probationary status in accordance with County policy.

All employees covered by this policy are evaluated by comparing performance with established performance factors and defined performance levels.

ARTICLE IV. THE PAY PLAN

Section 1. Definition

The pay plan includes the Salary Schedule and the Assignment of Classes to Salary Grades and Range Steps adopted by the Board of County Commissioners. The salary schedule may consist of a hiring, promotion, and demotion table of the maximum rate of pay for each job classification established by the Board of County Commissioners. Salary increases within the pay range step shall be based on criteria established by the County Manager and approved by the Board of County Commissioners.

Section 2. Administration and Maintenance

The County Manager shall be responsible for the administration and maintenance of the pay plan. All employees covered by the pay plan shall be placed in the minimum rate of pay for the classification established for the respective position classification, except for employees in higher status or employees whose existing salaries are above the established maximum rate following transition to a new pay plan.

The pay plan is intended to provide equitable compensation for all positions, reflecting differences in the duties and responsibilities, the comparable rates of pay for positions in public employment in the area.

changes in the cost of living, the financial conditions of the County, and other factors. To this end, from time to time the County Manager, assisted by the Human Resources Director, shall make comparative studies of all factors affecting the level of salary ranges and may make minor adjustments in the allocation of salaries to salary grades. When major adjustments encompassing numerous positions are needed, or when a general adjustment is needed to the pay plan, the County Manager shall recommend such changes in salary ranges as appear to be warranted by the Board. The Board shall issue the Salary Schedule and assignment of Job Classes to Salary Grades, including any minor adjustments made by the County Manager during the previous budget year, annually as part of the budget process.

The County Manager may approve in-range adjustments to employee salaries when it is deemed to be necessary to accommodate a vacancy, special performance or achievement, or other cause.

Section 3. Starting Salaries

All persons employed in positions approved within position classification shall normally shall be assigned to the minimum rate of pay for the classification in which they are employed. However, on the recommendation of the Department Head, with the approval of the County Manager, employee salaries may be approved above the Hiring Rate. Reasons for being above the Hiring Rate include exceptional education and experience qualifications of the applicant, a shortage of qualified applicants, or the refusal of qualified applicants to accept employment at the Hiring Rate. Department Heads shall consider internal equity of other employees in the department when making a recommendation for employment above the Hiring Rate. Elected officials, i.e. the Sheriff and Register of Deeds, shall be paid upon initial election or appointment, at the entry rate of pay for the position. This will apply to Step 1 of the assigned position. Increases above the Hiring Rate may also be considered for an employee when recommended from another position, based upon performance level.

Section 5. Probationary Pay Increases

Upon successful completion of the probationary period & meeting standards on their annual performance evaluation, employees are eligible to move to the next step on their current grade and/or anniversary date of hire, promotion, transfer or demotion.

Employees hired into the Hiring Rate at step 1 of the pay range shall receive a salary increase within the entire range of the pay range until they reach the maximum rate of pay for the grade. Employees hired above the Hiring Rate may also be considered for an increase when recommended from another position, based upon performance level.

Section 6. Pay Range Increases

Upon advancement within the established salary range for an employee in rate schedule, but shall be based upon specific criteria approved by the County Manager with assistance from the Human Resources Director and approved by the Board.

Section 8. Salary Effect of Promotions, Demotions, Transfers, and Reclassifications

Promotions: When an employee is promoted to a position with a higher salary grade, the employee's salary shall be advanced to the minimum rate of pay (step 1) of the new position grade, or the next step if

the minimum rate of pay for the grade to which the employee is promoted is higher than the maximum rate of pay for the grade to which the employee is promoted. The amount of the salary adjustment shall be based on:

- a) the employee's related education, training, and experience;
- b) the nature and magnitude of the change in job;
- c) budget availability;
- d) consistency with similar situations in the past;
- e) internal equity within the work unit; and
- f) other relevant issues.

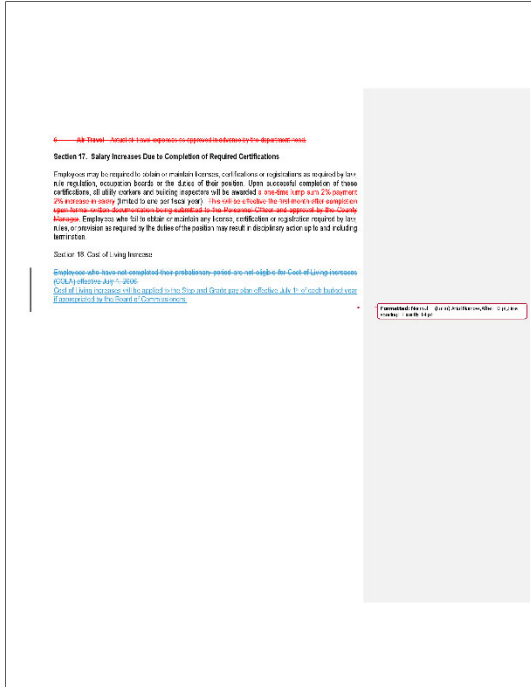
Cost of living (or market adjustment), probationary increases for new hires, and other in-range increases are considered in the determination of a promotional increase. The position of the employee's assigned salary within the new salary range shall not exceed the position of the employee's salary in the current range.

Reclassifications: An employee whose position is reclassified to a class having a higher salary range shall receive a pay increase of 5% or an increase to the minimum rate of pay (Step 1) of the new pay range, whichever is higher. If the position is reclassified to a lower pay range, the employee's salary shall remain the same. If the employee's salary is above the maximum established for the new range, the salary of that employee shall be maintained at the current level until the range is increased above the employee's salary.

Section 16. Travel Expenses - See Finance Policy on Travel

All County employees shall be reimbursed for actual travel expenses while on county business at the following rates: Employees shall submit a completed expense voucher accompanied by actual receipts before receiving reimbursement for travel expenses.

1. **Subsistence Allowance** - Reimbursed for meals and necessary expenses incurred for a maximum of \$100 per day.
2. **Mileage Allowance** - The actual amount shown by the meter on a vehicle. The effective date of any increase will be the date the actual miles are received from the meter. Reimbursement for miles is based on the actual miles received.
3. **Taxi** - Actual reasonable expenses as approved by the department head. Reimbursed for miles is based on the actual miles received.
4. **Registration Fees** - Actual registration fees as documented by proper receipts.
5. **Parking Fees** - Actual parking fees as documented by proper receipts.



Motion to approve the personnel policy modifications as presented.

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

ITEM 8. CONSENT AGENDA

- A. BOC Meeting Minutes – December 2, 2019
- B. DMV Monthly Report

STATE OF NORTH CAROLINA
COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County February Renewals Due 3/15/20


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
20,870.78	17,678.25	12,984.25	51,533.28

Witness my hand and official seal this 8th day of January 2020

Tom White
Chairman, Camden County Board of Commissioners

Attest:
Karen M. 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.

Ann S. Anderson
Tax Administrator of Camden County

C. Vehicle Refunds Over \$100

REFUNDS OVER \$100.00

North Carolina Vehicle Tax System

NCVTS Pending Refund report

NOVEMBER REFUNDS OVER \$100.00

Payer 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	Lewy Type	Change	Interest Change	Total Change
FRAZIER, DAMON ALLEN	FRAZIER, DAMON ALLEN	FRAZIER, AMY PIERCE	344 WICKHAM RD	SHILOH, NC 27974	Proration	0047793880	DMS4647	AUTHORIZED	116338108	Refund Generated due to proration on Bill #0047793880-2018-2019-0000-00	Tag Surrender	11/19/2019	11/21/2019 9:15:38 AM	1843	Tax	(\$228.77)	\$0.00	(\$228.77)
														3	Tax	(\$3.09)	\$0.00	(\$3.09)
																		Refund \$231.86

Submitted by Lisa S. Anderson Date 12-11-19
 Lisa S. Anderson, Tax Administrator Camden County

Approved by G. Tom White Date 1-6-20
 G. Tom White, Chairman Camden County Board of Commissioners

D. Pickups, Releases & Refunds

NAME	REASON	NO.
Oscar E. Butts	Acreage adjustment per plat. \$1,026.00	Pick-up/22436 R-118890-19 R-111541-18 R-104257-17 R-97035-16 R-89874-15
Sean Cillian Doran	Roll back taxes \$637.76	Pick-up/22442 R-97369-16 R-104482-17 R-111769-18 R-119121-19
Glen Edward Needham II	Value adjustment attick unfinished. \$153.02	Pick-up/22456 R-122282-19
Glen Edward Needham II	Value correction over garage. \$171.66	Pick-up/22457 R-122282-19
Lorraine P. Mizollo	Acreage correction. \$303.49	Pick-up/22454 R-117561-19
Calvin Mercer	Corrected listing of personal property. \$156.65	Pick-up/22458 R-117520-19
Cleveland Walston, LE	Foreclosure and Judgment fees. \$121.28	Pick-up/22460 R-113419-18
Damon Allen Frazier	Turned in plates. \$231.86	Pick-up/22464 47793880
Savannah & Scarlet Cutrell	Corrected listing of personal property. \$433.70	Pick-up/22466 R-116698-19
A. Gregory Buckley	Roll back taxes. \$1,948.00	Pick-up/22473 R-99315-16 R-106554-17 R-113838-18 R-121207-19
Justin Flynn Hatfield	Military exempt \$101.78	Pick-up/22476 49212345

E. Surplus Property – Maintenance

Motion to approve the Consent Agenda as presented.

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

ITEM 9. COUNTY MANAGER'S REPORT

County Manager Ken Bowman included the following in his report:

- Martin Luther King, Jr. Day – January 20th, County Offices closed
 - NAACP Rally Walk begins at Grandy Primary at 11:00 AM and ends at the High School Cafeteria with lunch to follow.
- Next Board of Commissioners Meeting – February 3, 2020 at 7:00 PM
- Board of Commissioners Retreat – March 5, 2020
- Happy New Year

ITEM 10. COMMISSIONERS' REPORTS

Commissioner Ross Munro encouraged all Camden citizens to vote in the March 3, 2020 elections.

ITEM 11. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

The following was provided to the commissioners for information purposes:

- A. Library Report
- B. Register of Deeds Report
- C. Community Services Block Grant

ITEM 12. OTHER MATTERS

None.

ITEM 13. ADJOURN

There being no further matters for discussion Chairman White adjourned the January 6, 2020 meeting of the Board of Commissioners at 8:04 PM.

Tom White, Chairman
Camden County Board of Commissioners

ATTEST:

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