



# **BOARD OF COMMISSIONERS**

**November 06, 2023  
7:00 PM**

*This agenda is only a tentative schedule of matters the Commissioners may address at their meeting and all items found on it may be deleted, amended or deferred. The Commissioners may also, in their absolute discretion, consider matters not shown on this agenda.*

*Special accommodations for the disabled who attend public meetings can be made by contacting the Clerk to the Board 24 hours in advance at 252-338-6363, Ext. 311.*

**Please silence cell phones.**

## **Agenda**

**Camden County Board of Commissioners  
November 06, 2023; 7:00 PM  
Camden Public Library - Boardroom  
118 Hwy 343 North**

### **Call to Order**

### **Closed Session - Personnel & Consultation with County Attorney**

### **Reconvene Board of Commissioners**

### **Invocation & Pledge of Allegiance**

Pastor Tommy Berry

#### **ITEM 1. Consideration of Agenda (For discussion and possible action)**

#### **ITEM 2. Conflict of Interest Disclosure Statement**

#### **ITEM 3. Presentations (For discussion and possible action)**

A. Camden Tourism Development Authority Photo Contest - Sarah Hill

#### **ITEM 4. Public Comments**

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

#### **ITEM 5. Old Business (For discussion and possible action)**

A. Award of Demolition Contract - Erin Burke

B. North River Crossing Phase 3 Subdivision - Amber Curling

#### **ITEM 6. New Business (For discussion and possible action)**

A. Tax Report - Lisa Anderson

- B. Youth Football Proposal - Tim White
- C. Cooperative Extension MOA - Erin Burke
- D. Camden High School Traffic Impact Analysis - Erin Burke

**ITEM 7. Board Appointments (For discussion and possible action)**

- A. Jury Commission
- B. Planning Board

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

**Reconvene Board of Commissioners**

**ITEM 8. Consent Agenda**

- A. BOC Meeting Minutes
- B. Budget Amendments
- C. Pickups, Releases & Refunds
- D. Refunds Over \$100.00
- E. Tax Collection Report
- F. Vehicle Refunds Over \$100.00
- G. JCPC Contractor Agreement
- H. Records Retention: Program Records Schedule

**ITEM 9. County Manager's Report**

**ITEM 10. Commissioners' Reports**

**ITEM 11. Information, Reports & Minutes from Other Agencies**

- A. Register of Deeds Report
- B. Library Report
- C. New High School Project Status Report

**ITEM 12. Other Matters (For discussion and possible action)**

**ITEM 13. Adjourn**



**Board of Commissioners**  
**AGENDA ITEM SUMMARY SHEET**

**Presentations**

**Item Number:** 3.A

**Meeting Date:** November 06, 2023

**Submitted By:** Karen Davis, Clerk to the Board  
Board of Commissioners  
Prepared by: Karen Davis

**Item Title** Camden Tourism Development Authority Photo Contest -  
Sarah Hill

**Attachments:**

**Summary:**

Sarah Hill, Camden TDA Chairperson, will present the results of the 2023 "Capture Camden" Photo Contest.





## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Old Business

**Item Number:** 5.A  
**Meeting Date:** November 06, 2023  
**Submitted By:** Erin Burke,  
 Administration  
 Prepared by: Karen Davis

**Item Title** **Award of Demolition Contract**

**Attachments:** CM Memo\_09-05-23 Overton Demolition (DOCX)  
 Abode of Camden\_Overton Demolition Orders (PDF)  
 Demolition Bid\_Abode of Camden\_Overton (PDF)

### **Summary:**

At the direction of the Board, staff published an RFP for demolition of condemned structures at 165 & 167 Alder Branch and 1275 & 1330 NC Highway 343 South. After a one-month advertising period, one proposal was received and has been included in the agenda packet.

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

### **Recommendation:**

Authorize staff to award the contract to CCP Contractors for the demolition of the properties described in the RFP and supporting documentation.



## MEMORANDUM

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To: Chair White & Commissioners

From: Erin Burke, County Manager

Date: August 30, 2023

RE: Award of Demolition Contract

### BACKGROUND

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

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

### NEXT STEPS

In order to proceed with demolition, the Board will need to award the contract for demolition of the three projects to CCP Contractors.

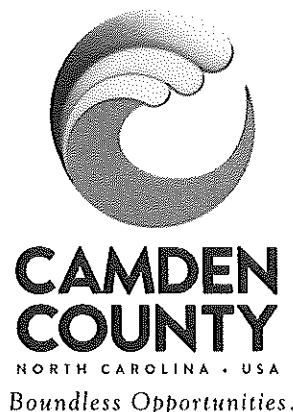
Attachment: CM Memo\_09-05-23 Overton Demolition (Award of Demolition Contract)

## BOARD OF COMMISSIONERS

G. TOM WHITE  
Chairman

ROSS B. MUNRO  
Vice Chairman

CLAYTON D. RIGGS  
RANDY KRAINIAK  
TIFFNEY WHITE



KENNETH BOWMAN  
County Manager

KAREN M. DAVIS  
Clerk to the Board

JOHN S. MORRISON  
County Attorney

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

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

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

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

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

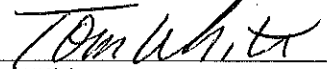
WHEREAS the Board has conducted a quasi-judicial hearing on whether the Building at issue is unsafe and whether the Inspector's order should be affirmed, modified and affirmed, or revoked.


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

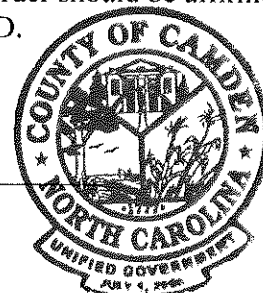
WHEREAS, the Board has concluded by clear and convincing evidence, and due deliberation, after the evidentiary portion of the quasi-judicial hearing, the Building at issue is unsafe and the Inspector's Order should be affirmed.

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

Adopted this the 2<sup>nd</sup> day of August, 2021

  
Tom White  
Chair

  
Karen Davis  
Clerk

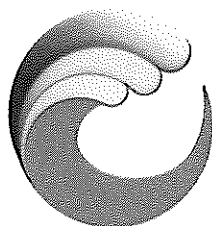


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**CAMDEN  
COUNTY**

NORTH CAROLINA • USA

*Boundless Opportunities.*

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County Manager

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Clerk to the Board

JOHN S. MORRISON  
County Attorney

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

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

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

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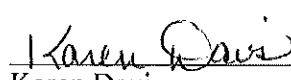
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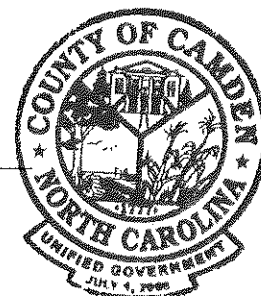
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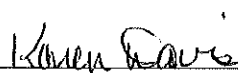
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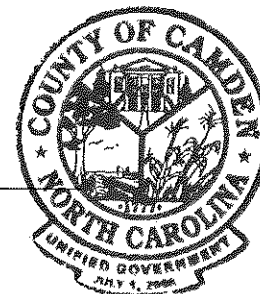
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Tom White  
Chairman

  
Karen Davis  
Clerk to the Board



**CCP CONTRACTORS**  
**HIGHWAY 158 WEST, SUITE E**  
**CAMDEN, NORTH CAROLINA 27921**

252-339-9405  
 767-377-5132

August 14, 2023

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

Dear Erin,

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

**Project One**

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

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

\$8,070.00

**Project Two**

1275 NC Hwy 3435, Shiloh NC 27974

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

\$7,700.00

**Project Three**

1330 NC Hwy 3435, Shiloh NC 27974

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

\$8,750.00

Thank you for the opportunity to submit this Proposal.

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

Sincerely,

Jon Gray, Owner

Attachment: Demolition Bid\_Abode of Camden\_Overton (Award of Demolition Contract)





## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Old Business

**Item Number:** 5.B  
**Meeting Date:** November 06, 2023  
**Submitted By:** Amber Curling,  
 Planning & Zoning  
 Prepared by: Karen Davis

**Item Title** North River Crossing Phase 3 Subdivision - Amber Curling

**Attachments:** 1\_AgendaSummaryNorthRiverCrossingPhase3Subdivision2023\_11\_6  
 (DOCX)  
 2\_StaffReportPreliminaryPlatNorthRiverCrossing\_PH (PDF)  
 3\_Application (PDF)  
 4\_Plat (PDF)  
 5\_PerkTestLots (PDF)  
 6\_2023July31\_SWConditionalApproval (PDF)  
 7\_TRCinformation (PDF)  
 8\_Order (DOCX)  
 ClusterMailbox (DOCX)  
 Klebitz Handouts (PDF)  
 TurnaroundDetails (PDF)  
 Fire Response (PDF)  
 School Response (PDF)

Agenda summary and supporting documentation attached.

**Camden County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Meeting Date:** November 6, 2023

**Attachments:** Land Use Application/Preliminary Plan/Staff Findings/Perk Test/County Stormwater Conditional Approval/TRC Information/Order/Mailbox Details/Turnaround Details

**Submitted By:** Planning Department

**Item Title:** Preliminary Plan Application of North River Crossing Phase 3 Major Subdivision – Ordinance 2023-10-01 (UDO 2023-03-030)

**Summary:**

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

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

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

**Recommendation for Motion:**

Motion for approval of North River Crossing Major Subdivision Preliminary Plat Ordinance 2023-10-01 and UDO 2023-03-030 with preferred emergency turnaround space by South Camden Fire Department Chief.

**OR**

Motion for denial of North River Crossing Major Subdivision Preliminary Plat Ordinance 2023-10-01 and UDO 2023-03-030 due to inadequate emergency turnaround.



**STAFF REPORT**  
**Ordinance 2023-10-01**  
**UDO 2023-03-30**  
**Preliminary Plat**  
**North Landing Crossing Phase 3 Major Subdivision**

**PROJECT INFORMATION**

**File Reference:** UDO 2023-03-30  
**Project Name:** North River Crossing Phase 3  
**Parcel ID:** 03-8965-00-32-3765-0000

**Applicant:** James R. Williams  
**Address:** 45 Cypress Lane  
 Southern Shores, NC 27494

**Phone:** NA  
**Email:** NA

**Agent for Applicant:** Seaboard Development  
 Alliance LLC  
**Address:** 205 E King Street  
 Edenton, NC, 27932

**Phone:** 757-869-0001  
**Email:** elwoodhperry@gmail.com

**Current Owner of Record:** James R. Williams

**Meeting Dates:**  
 November 3, 2022 **Neighborhood Meeting**  
 May 10, 2023 **Technical Review Meeting**  
 August 16, 2023 **Planning Board Meeting**

**Application Received:** March 28, 2023  
**By:** Amber Curling, Planning Dept.

**Application Fee paid:** \$750.00

**Stormwater Escrow Fee Paid:** \$6000.00

**Completeness of Application:** Application is generally complete

**Documents received upon filing of application or otherwise included:**

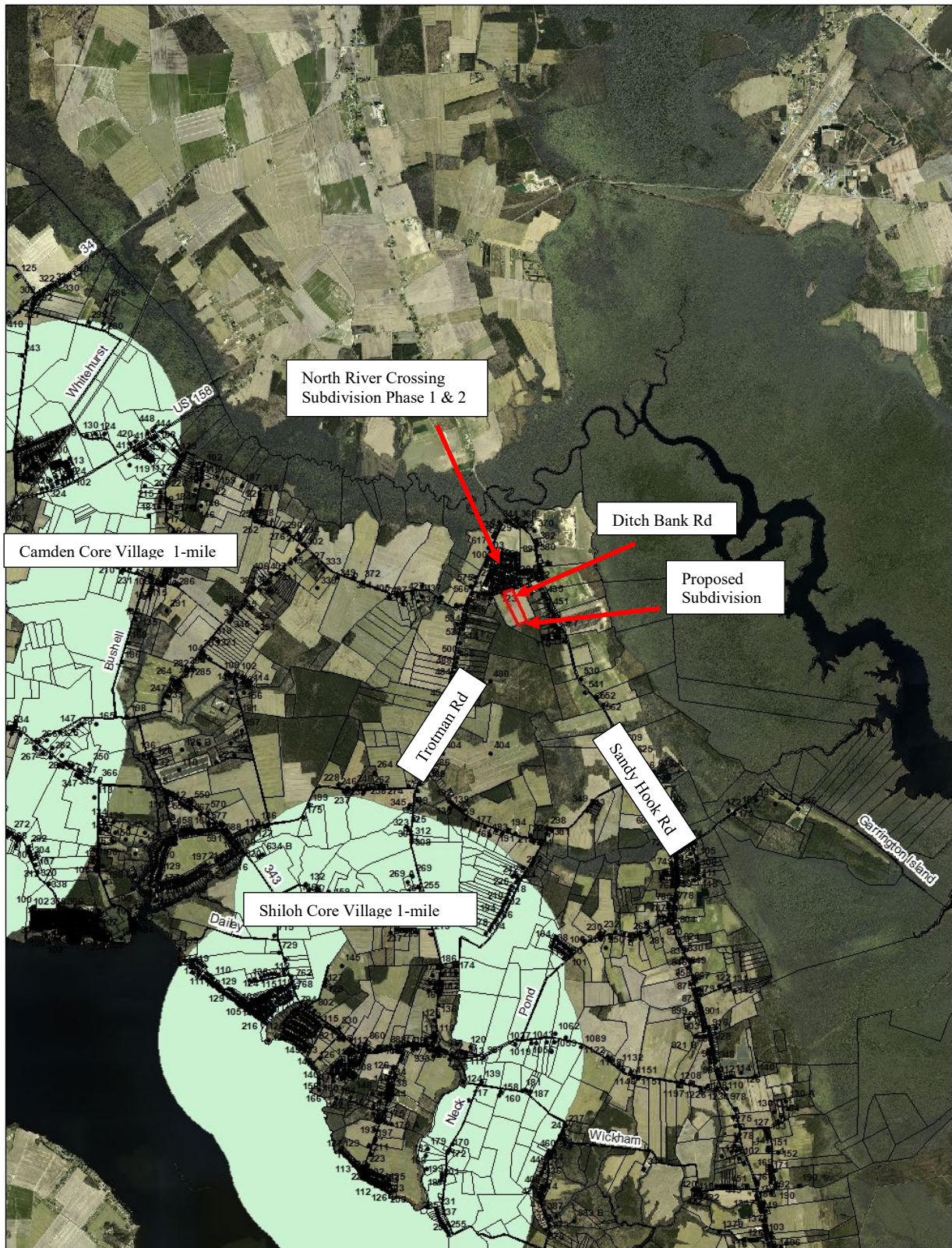
- A.** Land Use Application
- B.** Preliminary Plan
- C.** Deed – contract pending
- D.** Neighborhood Meeting Results
- E.** TRC Inputs
- F.** County Stormwater Management Plan  
Approved with Conditions
- G.** Approved State Storm Water Permit
- H.** Approved State Erosion & Sediment Control Permit

**REQUEST:** Seaboard Development Alliance LLC is requesting review of the Preliminary Plat for North River Crossing Phase 3 Major Subdivision per Article 151.2.3.20 of the Unified Development Ordinance 15 of lots on a parcel of approximately 20.15 acres.

**PROJECT LOCATION:**

**Street Address:** New Street named Yadkin Dr on south side of Ditch Bank Road,  
**Location Description:** Across Ditch Bank Road from North River Crossing Phase 1 & 2 in Shiloh Township.

## Vicinity Map: Shiloh Township

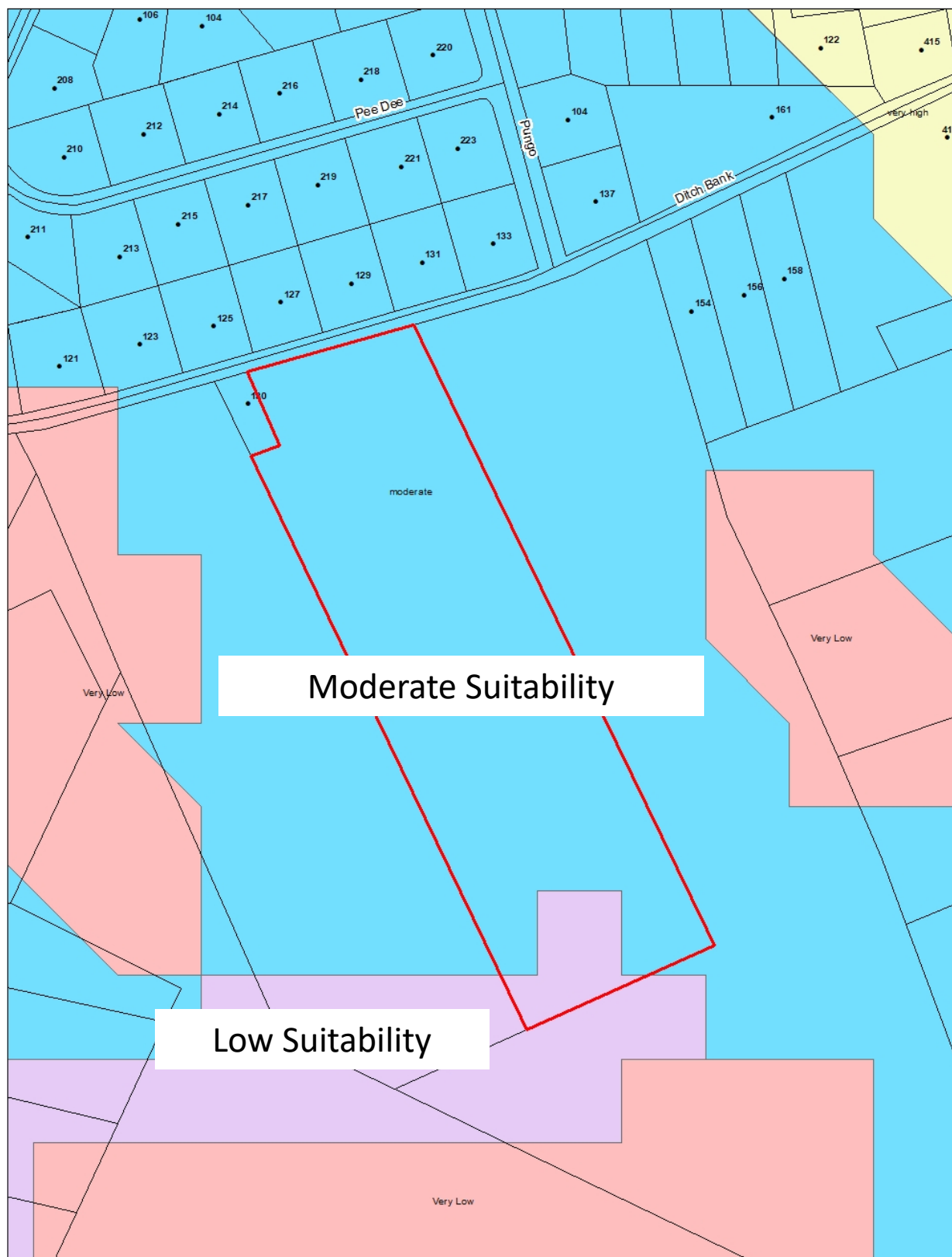




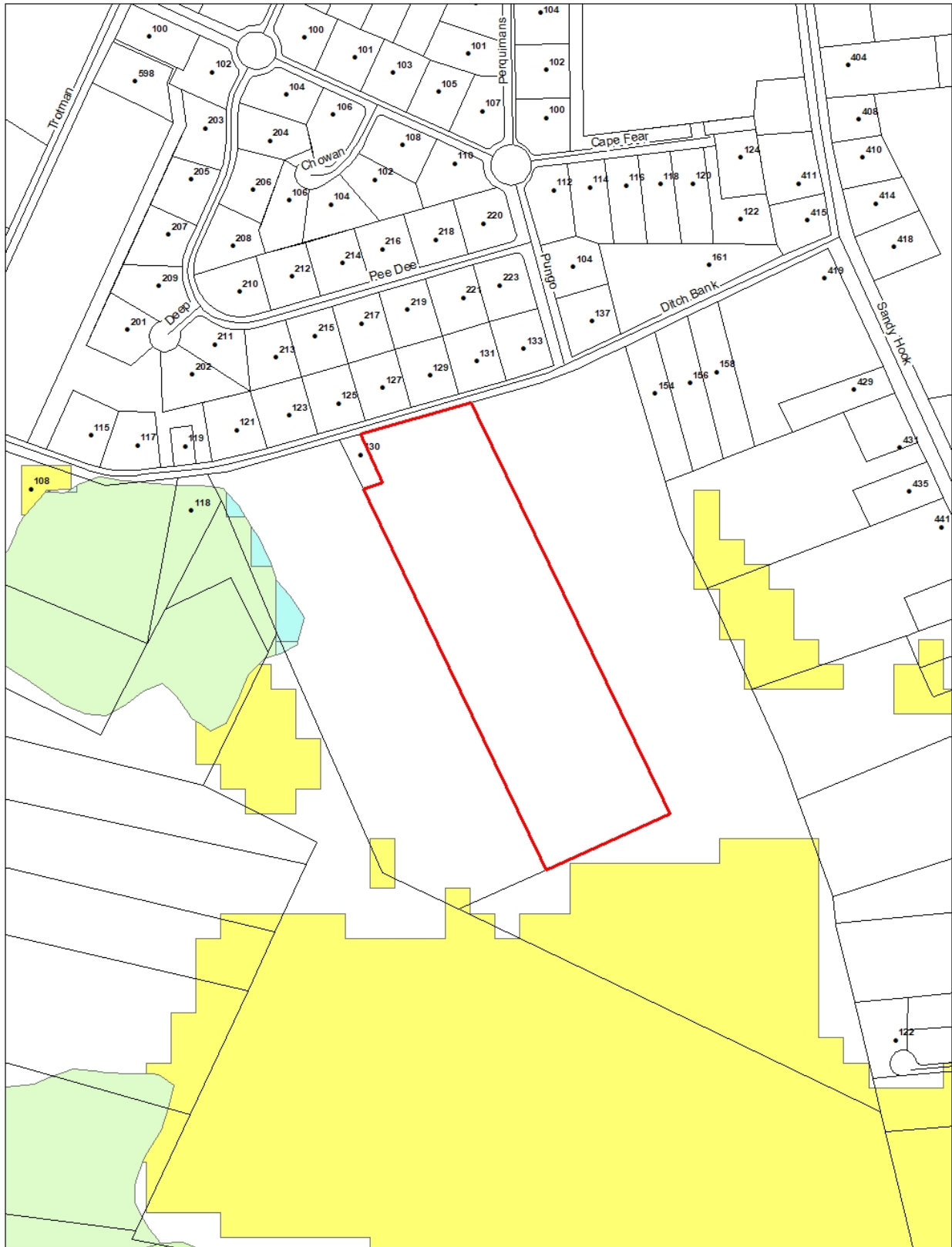
## Zoning District is Neighborhood Residential:



### Moderate Land Suitability



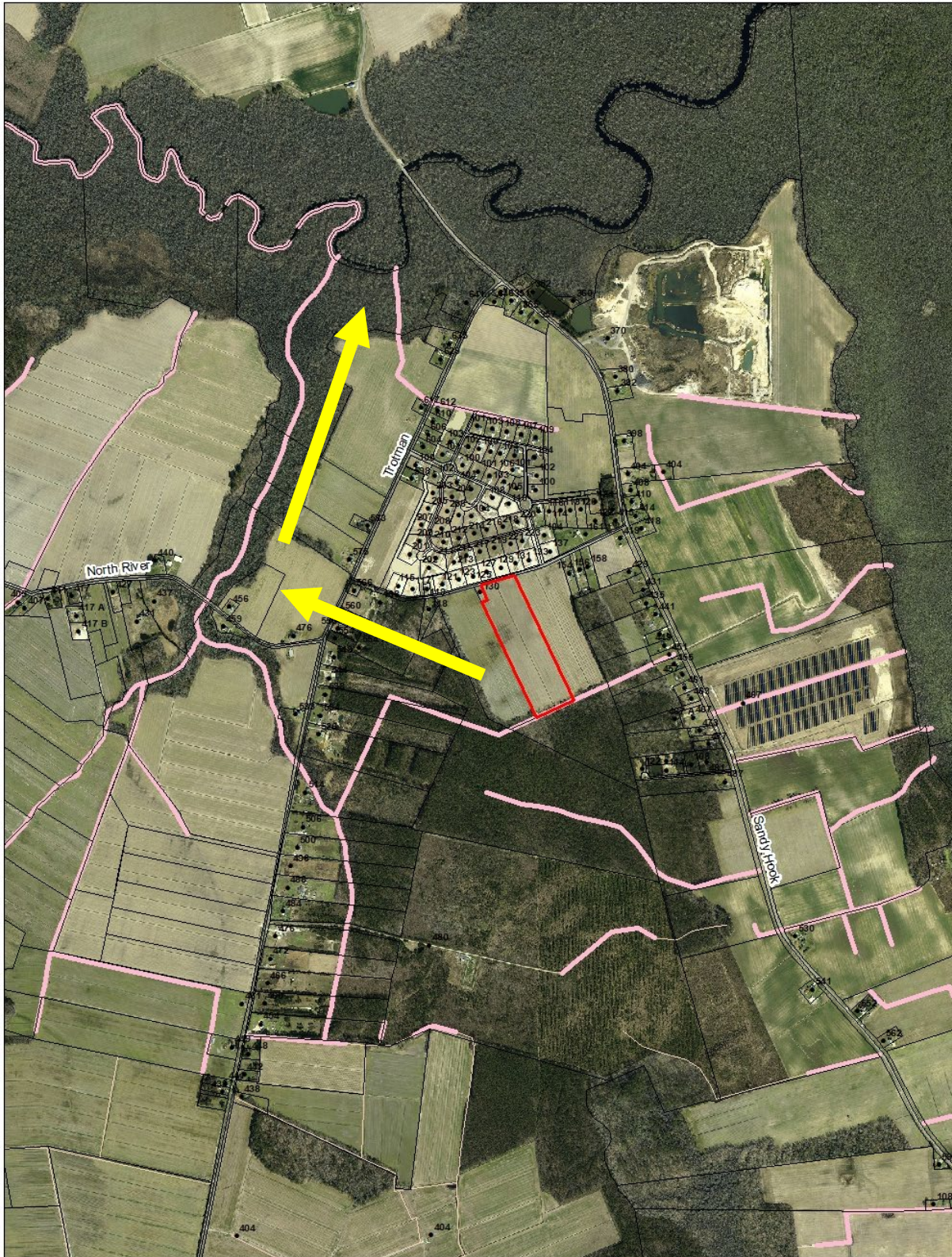
**Not located in Watershed or Wetlands. Located in Flood Zone X**





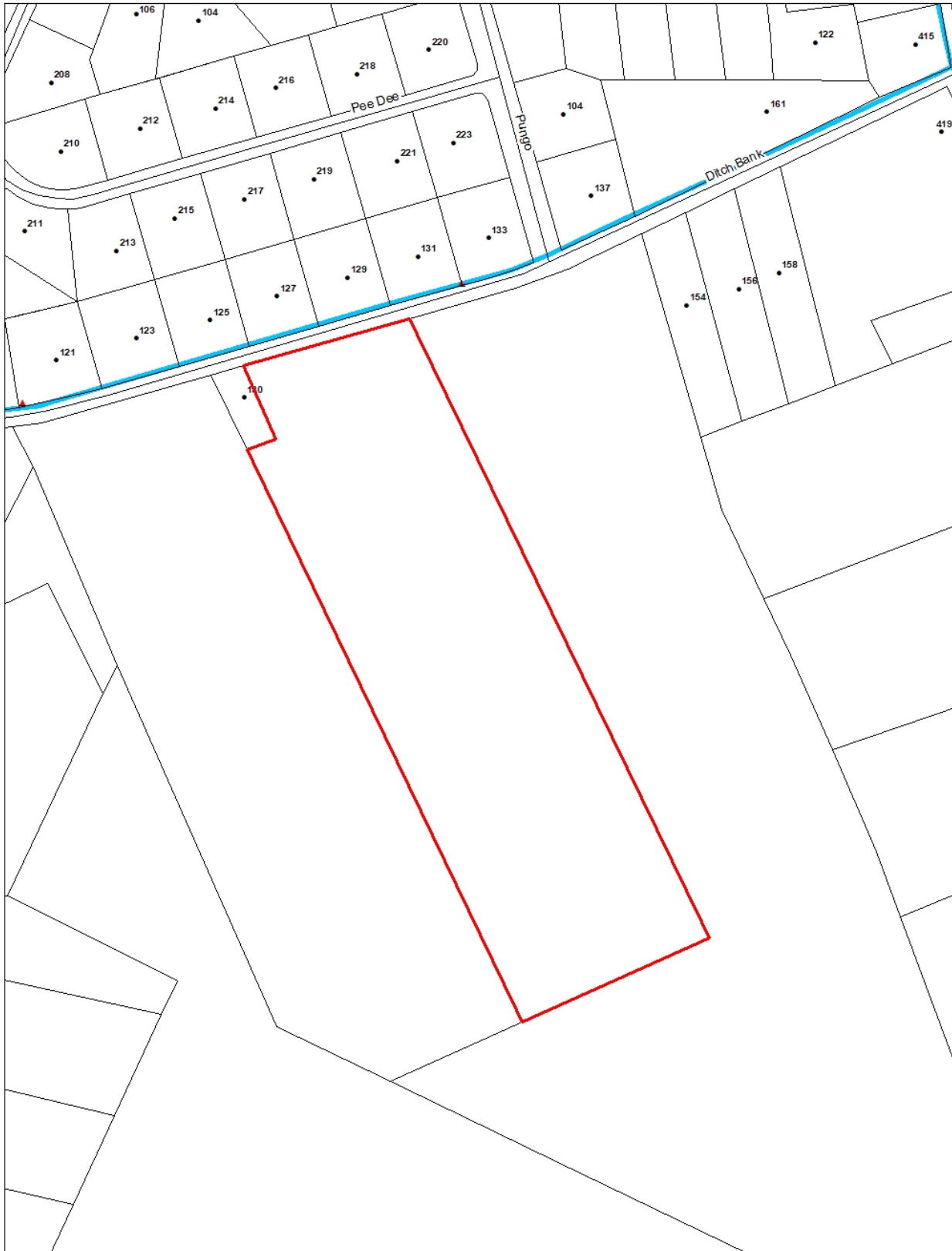
### Drainage will be addressed with the Stormwater Management Plan

It appears the property drains to the south then west across Trotman Road to Indiantown Creek



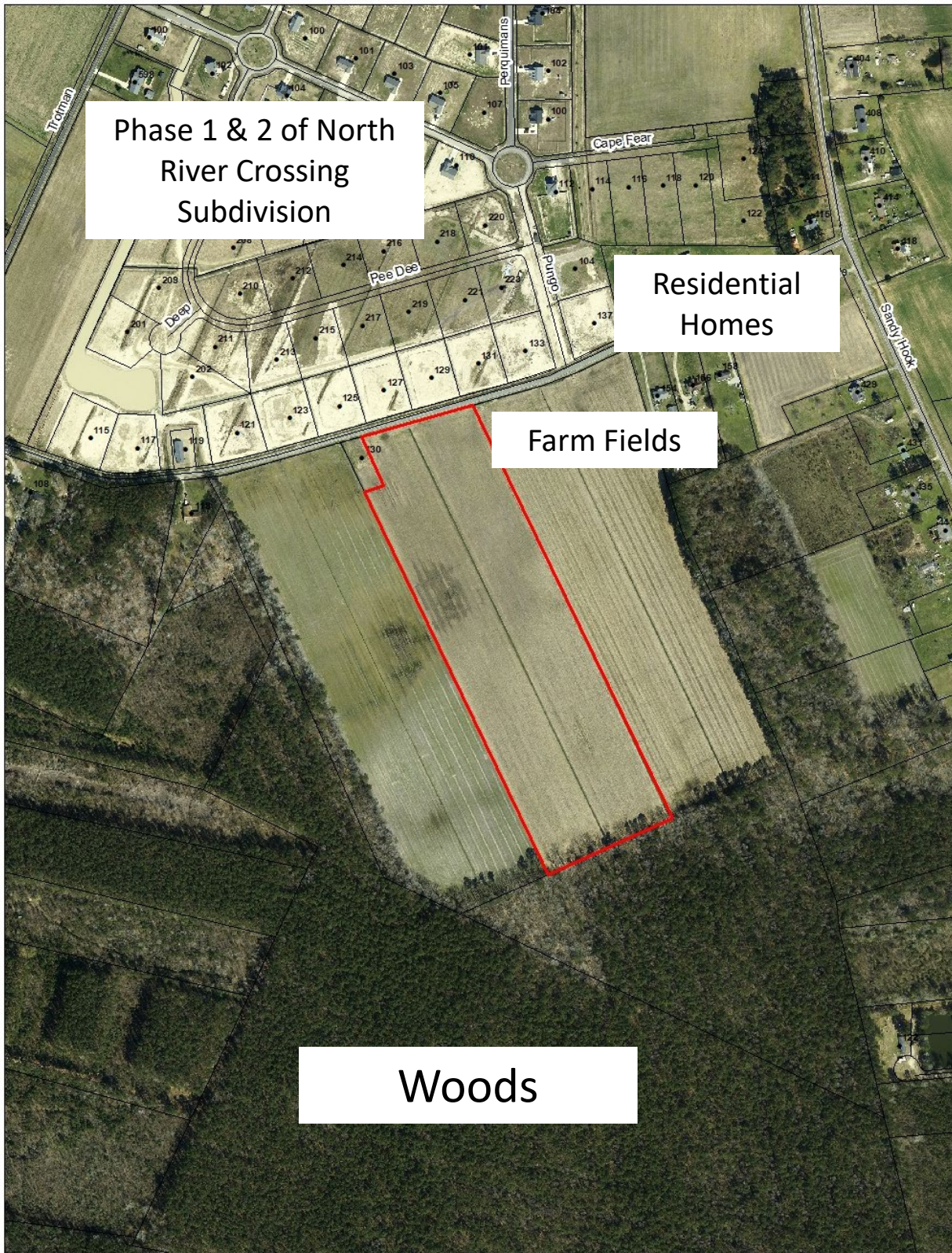


Water located on Ditch Bank Road. Sewer is not available





### Surrounding uses – North River Crossing Subdivision, Farm fields and Woods





**Subdivision SITE DATA****Approximate Size of Parcel:** 20.15 acres**Number of Lots and Size:** 15 lots 40,000 square feet (0.92 acres)**Flood Zone:** X**Zoning District(s):** Neighborhood Residential Zoning District**Existing Land Uses:** Farmland**Adjacent Property Uses:** North River Crossing Phase 1 and 2 Residential Lots, Woods, and Farmland**Streets:** Shall be dedicated to public under control of NCDOT.**Open Space:** 5% of total 20.15 developed acres = 1.01 acres total open space required

75% of total open space required acres is 0.75 acres which shall be active open space

25% of total open space required acres is 0.25 acres which shall be passive open space

**Landscaping Requirements Per 151.5.9.4:** Landscaping Plan required**Perimeter Buffer Per 151.5.9.9:** Table 5.9.9.D - states no perimeter buffer required when zoning district of adjacent land is same as proposed subdivision**Street Buffer Per 151.5.9.10:** Street yard buffer required along collector street right of way: along Ditch Bank Road and by the mailboxes which will have an on-street parking space**Farmland Compatibility Standards/ Bona Fide Farm Buffer:** Per Article 151.5.5 – No planting shall be required in cases where a stormwater management facility is located within the area occupied by the required 50 feet farmland buffer.**Recreational Land:** Less than 30 lots not required.**ENVIRONMENTAL ASSESSMENT****Streams, Creeks, Major Ditches:** North River Drainage District and Indiantown Creek**Distance & description of nearest outfall:** Approved Stormwater Management Plan will determine**TECHNICAL REVIEW COMMITTEE COMMENTS:** All members received email notification

1. **Camden County Water.** Disapproved working on solution
2. **Camden County Sewer.** Approved Perk Test
3. **South Camden Fire Department.** Reviewed with no comments
4. **Pasquotank EMS (Central Communications).** Subdivision/road names approved as is
5. **Sheriff's Office.** Disapproved with comments
6. **Postmaster Elizabeth City.** No response. Did not attend TRC meeting.
7. **Superintendent of Schools.** No response. Did not attend TRC meeting.
8. **Transportation Director of Schools.** Comments on Bus Stop and Bus Turn around addressed
9. **Camden Soil & Water Conservationist.** No response. Did not attend TRC meeting
10. **NCDOT.** No response. Did not attend TRC meeting
11. **Mediacom.** No response. Did not attend TRC meeting
12. **Century Link.** No response. Did not attend TRC meeting
13. **Dominion Energy.** No response. Did not attend TRC meeting

**PLANS CONSISTENCY****CAMA Land Use Plan Policies & Objectives:**Consistent ☒Inconsistent ☐

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

### **2035 Comprehensive Plan**

**Consistent** ☒ **Inconsistent** ☐

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

### **Comprehensive Transportation Plan**

**Consistent** ☒ **Inconsistent** ☐

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

### **FINDINGS REGARDING ADDITIONAL REQUIREMENTS:**

**1. Will the proposed subdivision endanger the public health, safety or welfare?**

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

**2. Will the proposed subdivision injure the value of adjoining or abutting property?**

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

**3. Will the Proposed Subdivision exceed the capacity of the following Public Facilities?**

a. Schools: Yes ☒ No ☐

Schools: Proposed development will generate students. The report from September 6, 2019 by Kahn stated existing schools were at capacity or over capacity. Capacity does not include modular units for Camden Early College

b. Fire and rescue: Yes ☐ No ☒ Approved

c. Law Enforcement: Disapproved with comments Yes ☒ No ☐

A plan with New Resources has been approved. However, until the plan is implemented new developments will not be approved.

### **Staff supports the Planning Boards recommendation for approval of the Preliminary Plat**

### **North River Crossing Phase 3 Major Subdivision based on current right by zoning with the following recommendation list of items.**

1. The applicant must strictly abide by all requirements of the Unified Development Ordinance of Camden County, North Carolina, and must also strictly comply with all other local, state, and federal ordinances, laws, rules and regulations as one or more ordinances, laws, rules and regulations may apply to this development.
2. The applicant shall complete the development strictly in accordance with the approved Preliminary Plat and specifications submitted to the Planning Office of Camden County, North Carolina, and contained in the file titled UDO 2023-03-30 and Ordinance 2023-10-01.
3. Construction Plans will include any NCDOT requirements.

4. Construction Plans will include street landscaping along Ditch Bank Road per Article 151.9.4.
5. Construction Plans will include 2 parking spaces (1 ADA accessible) for the Cluster Mailbox Units with ADA accessibility and pedestrian access per Article 151.6.1.9. Cluster Mailboxes and parking will be located in Open Space.
6. All lots shall be crowned to where the dwelling is located to an elevation at or above the 100-year flood as indicated in the Construction drawings listed as Building Pad Elevations. These elevations shall be verified by a Surveyor or Engineer licensed to do business in North Carolina prior to final inspection for the dwelling.
7. All driveway installation with a required culvert shall be verified by a Surveyor or Engineer licensed to do business in North Carolina prior to final inspection for the dwelling.
8. No land disturbing activities shall start until the County Planning Department receives approved DENR Stormwater Permit and Erosion & Sediment Control Plans for the Development.
9. Developer shall make reasonable efforts to obtain off site drainage/maintenance easements to the outfall.
10. Developer and or Home Owners Association shall provide Camden County certification by a licensed North Carolina Engineer of compliance with approved Drainage Plan for Camden Station Subdivision every five years starting from recording of Final Plat in the Camden County Registry of Deeds.
11. Constructions drawings to reflect turning radius meeting Camden County School Requirements, NCDOT requirements and any other requirements.
12. Construction drawings to reflect Board of Commissioners recommendation concerning turn around space i.e. roundabout, hammerhead turnaround, or other.
13. Construction drawings to reflect bus stop shelter as requested by the Chief Operations Officer of Camden County Schools.
14. Home Owners Restrictive Covenants shall include the following information:
  - a. All requirements (to include Maintenance and allowable built upon area) listed under NCDENR Stormwater Permit.
  - b. Maintenance requirements of the outfall ditch leading.
  - c. The re-certification to the County of the approved drainage plan every five years from date of recording of Final Plat.
  - d. Maintenance of all open space, gardens and improvements throughout the subdivision listed in the approved County Stormwater Management Plan.
  - e. The impervious surface limitations listed in the approved County Stormwater Management Plan.
15. If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this approval in its entirety shall be void and have no effect.



## Land Use / Major Subdivision Application

<b>OFFICIAL USE ONLY:</b>	Zoning Dist.: <u>X</u>
UDO Number: <u>2023-3-30</u>	Flood Zone: <u>NR</u>
Date Filed: <u>3/28/2023</u>	Watershed (Y/N): <u>No</u>
Application Fee: <u>\$1750</u>	Taxes Pd(Y/N):
Check #: <u>#4423</u>	LLC current:(Y/N): <u>✓</u>
Stormwater Fee: <u>\$6000<sup>00</sup></u>	Received By: <u>aye</u>
<u>CK # 4422</u>	

### Preliminary Plat

#### Contact Information

☒ PROPERTY OWNER ☐ APPLICANT

#### AGENT FOR APPLICANT

Name: James R. Williams

Name: Seaboard Development Alliance, LLC

Address: 45 Cypress Lane  
Southern Shores, NC 27949

Address: 205 E. King Street  
Edenton, NC 27932

Telephone: \_\_\_\_\_

Telephone: 757-869-0001

Email: \_\_\_\_\_

Email: elwoodhperry@gmail.com

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: Contract Purchaser

DOCUMENTATION OF PROPERTY OWNER GIVING CONSENT TO APPLICANT (Y/N/NA): NA

#### Project/Property Information

Project Name: North River Crossing Ph. 3

Physical Street Address 0 Ditch Bank Road

Location: Shiloh, NC

Parcel ID Number(s): 03.8965.00.32.3765.0000

Deed Book / Page Number and/or Plat Cabinet / Slide Number: 80/465

Parcel ID Number(s): 038965003237650000

Total Parcel(s) & Acreage 20 Total Number of Lots: 15

Existing Land Use of Property Farmland

Proposed Use of Property Residential Subdivision

#### Meeting

Date Community Meeting Held: 11/3/22 Meeting Location: Camden Co. Library

Proposed Date of Planning Board Meeting: May 17th

#### Documents to Include with Application

Preliminary Plat X Consent Affidavit \_\_\_\_\_ Deed \_\_\_\_\_

Drainage Plan \_\_\_\_\_ Public and Private Improvements Plan \_\_\_\_\_

Perk Test on all lots to be developed \_\_\_\_\_ Development Impact Analysis \_\_\_\_\_

TRC May 10<sup>th</sup>  
PB June 21<sup>st</sup>



**This section for a Description of Project/Narrative (attach separate sheet if needed):**

Development of the third phase of North River Crossing consisting of 15 1-acre lots, consistent with the development that was completed with phases 1 & 2.

The applicant with a Preliminary Plat shall provide a response to each of the following (attach separate sheet if needed). Staff shall prepare specific findings of fact based on the evidence submitted. Said findings shall be submitted to Board of Commissioners for their consideration.

**A. The use will not endanger the public health or safety.**

See attached

**B. The use will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located.**

See attached

**C. The use will be in conformity with the Land Use Plan or other officially adopted plan(s).**

See attached

**D. The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to: schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.**

See attached

*I, the undersigned, do certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief. Further, I hereby authorize county officials to enter my property during reasonable business hours for purposes of determining zoning compliance. All information submitted and required as part of this application process shall become public record.*

*Darkene Williams, Jane R Williams* *March 9, 2023*  
 Property Owner(s)/Applicant\* Date

**\*Note:** Forms must be signed by the owner(s) of record, contract purchaser(s), or other person(s) having a recognized property interest. If there are multiple property owners/applicants, a signature is required for each.

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# PRELIMINARY SUBDIVISION PLAT

# NORTH RIVER CROSSING

# PHASE 3

SHILOH TOWNSHIP CAMDEN COUNTY NORTH CAROLINA

CERTIFICATE OF OWNERSHIP & DEDICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY DESCRIBED HEREON, WHICH PROPERTY IS LOCATED WITHIN THE SUBDIVISION REGULATION JURISDICTION OF CAMDEN COUNTY, THAT I HEREBY FREELY ADOPT THIS PLAT OF SUBDIVISION AND DEDICATE TO PUBLIC USE ALL AREA SHOWN ON THIS PLAT AS STREETS, ALLEYS, WALKS, PARKS, OPEN SPACE AND EASEMENTS, EXCEPT THOSE SPECIFICALLY INDICATED AS PRIVATE AND THAT I WILL MAINTAIN ALL SUCH AREAS UNTIL THE OFFER OF DEDICATION IS ACCEPTED BY THE APPROPRIATE PUBLIC AUTHORITY. ALL PROPERTY SHOWN ON THIS PLAT AS DEDICATED FOR A PUBLIC USE SHALL BE DEEMED TO BE DEDICATED FOR ANY OTHER PUBLIC USE AUTHORIZED BY LAW WHEN SUCH USE IS APPROVED BY THE APPROPRIATE PUBLIC AUTHORITY IN THE PUBLIC INTEREST.

DATE \_\_\_\_\_ OWNER \_\_\_\_\_  
I, \_\_\_\_\_, A NOTARY PUBLIC OF \_\_\_\_\_ COUNTY, NORTH CAROLINA, DO HEREBY CERTIFY THAT PERSONALLY APPEARED BEFORE ME THIS DATE AND ACKNOWLEDGED THE DUE EXECUTION OF THE FOREGOING CERTIFICATE.  
WITNESS MY HAND AND OFFICIAL SEAL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,  
MY COMMISSION EXPIRES \_\_\_\_\_ NOTARY PUBLIC

DIVISION OF HIGHWAY DISTRICT ENGINEER CERTIFICATE FOR PUBLIC STREETS

I HEREBY CERTIFY THAT THE PUBLIC STREETS SHOWN ON THIS PLAT ARE INTENDED FOR DEDICATION AND HAVE BEEN COMPLETED IN ACCORDANCE WITH AT LEAST THE MINIMUM SPECIFICATIONS AND STANDARDS OF THE NC DEPARTMENT OF TRANSPORTATION FOR ACCEPTANCE OF SUBDIVISION STREETS ON THE NC HIGHWAY SYSTEM FOR MAINTENANCE.

DATE \_\_\_\_\_ DISTRICT ENGINEER \_\_\_\_\_

ENGINEER CERTIFICATION OF STORMWATER IMPROVEMENTS

IN THE SUBDIVISION ENTITLED NORTH RIVER CROSSING PHASE 3, STORMWATER DRAINAGE IMPROVEMENTS HAVE BEEN INSTALLED (1) ACCORDING TO PLANS AND SPECIFICATIONS PREPARED BY BISSELL PROFESSIONAL GROUP, OR (2) ACCORDING TO AS-BUILT PLANS SUBMITTED BY BISSELL PROFESSIONAL GROUP AND APPROVED BY THE COUNTY. CAMDEN COUNTY ASSUMES NO RESPONSIBILITY FOR THE DESIGN, MAINTENANCE OR THE GUARANTEED PERFORMANCE OF THE STORMWATER DRAINAGE IMPROVEMENTS AND THEIR EFFECTS.

REGISTERED LAND SURVEYOR/CIVIL ENGINEER \_\_\_\_\_ DATE \_\_\_\_\_

HEALTH DEPARTMENT CERTIFICATE

THIS SUBDIVISION, ENTITLED \_\_\_\_\_, HAS BEEN DESIGNED FOR THE CONSTRUCTION OF INDIVIDUAL SEWAGE SYSTEMS AND MEETS THE CRITERIA AND REQUIREMENTS OF THE ALBEMARLE REGIONAL HEALTH DEPARTMENT BASED ON EXISTING CONDITIONS AND REGULATIONS. THE ALBEMARLE REGIONAL HEALTH DEPARTMENT RESERVES THE RIGHT TO REQUIRE ADDITIONAL IMPROVEMENTS TO THESE PROPERTIES AND TO LIMIT THE NUMBER OF BEDROOMS AND SIZE OF STRUCTURE BASED ON SITE CONDITIONS UPON ISSUANCE OF THE FINAL SITE IMPROVEMENTS PERMITS. THIS CERTIFICATION DOES NOT CONSTITUTE A WARRANTY AND IS ISSUED BASED ON THIS SUBDIVISION BEING SERVICED.

DATE \_\_\_\_\_ ALBEMARLE REGIONAL HEALTH DEPARTMENT \_\_\_\_\_

CERTIFICATE OF APPROVAL

I HEREBY CERTIFY THAT ALL STREETS SHOWN ON THIS PLAT ARE WITHIN CAMDEN COUNTY, ALL STREETS AND OTHER IMPROVEMENTS SHOWN ON THIS PLAT HAVE BEEN INSTALLED OR COMPLETED OR GUARANTEED TO ACCORDING TO § 151.243 AND THAT THE SUBDIVISION SHOWN ON THIS PLAT IS IN ALL RESPECTS IN COMPLIANCE WITH THE CAMDEN COUNTY UNIFIED DEVELOPMENT AND, THEREFORE, THIS PLAT HAS BEEN APPROVED BY THE CAMDEN COUNTY PLANNING BOARD AND SIGNED BY THE CHAIRPERSON, BOARD OF COMMISSIONERS, SUBJECT TO ITS BEING RECORDED IN THE CAMDEN COUNTY REGISTRY WITHIN NINETY (90) DAYS OF THE DATE BELOW.

DATE \_\_\_\_\_ CHAIRPERSON, BOARD OF COMMISSIONERS \_\_\_\_\_

CERTIFICATE OF REVIEW OFFICER

STATE OF NORTH CAROLINA  
COUNTY OF CAMDEN

I, \_\_\_\_\_ REVIEW OFFICER  
OF CAMDEN COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

OPEN SPACE, DRAINAGE FACILITIES, RESERVED UTILITY OPEN SPACE, AND PONDS REQUIRED TO BE PROVIDED BY THE DEVELOPER IN ACCORDANCE WITH CH. 151 OF THE CODE OF ORDINANCES SHALL NOT BE DEDICATED TO THE PUBLIC, EXCEPT UPON WRITTEN ACCEPTANCE BY THE COUNTY, BUT SHALL REMAIN UNDER THE OWNERSHIP AND CONTROL OF THE DEVELOPER (OR HIS OR HER SUCCESSOR) OR A HOMEOWNER'S ASSOCIATION OR SIMILAR ORGANIZATION THAT SATISFIES THE CRITERIA ESTABLISHED IN §151.198 OF THE COUNTY'S CODE OF ORDINANCES.

LOT COVERAGE FOR EACH LOT IS LIMITED BY ALLOWABLE BUILT UPON AREA TABLE RECORDED WITH DEED RESTRICTIONS; STATE STORMWATER PERMIT No. \_\_\_\_\_ APPLIES AND CONTAINS ADDITIONAL REQUIREMENTS AND RESTRICTIONS.

GENERAL NOTES:

- PROJECT NAME: NORTH RIVER CROSSING PHASE 3
- OWNER/APPLICANT: SEABOARD DEVELOPMENT ALLIANCE, LLC  
2875 FORGE ROAD  
TOANO, VA 23168  
C/O ELWOOD PERRY, OWNER
- PROPERTY DATA:  
ADDRESS: TROTMAN ROAD  
PIN: 038965003237650000  
ZONING: N-R  
D.B. 60, PG. 465  
CAMDEN COUNTY REGISTER OF DEEDS
- F.I.R.M. DATA:  
ZONE: ZONE X  
F.E.M.A. F.I.R.M. PANEL# 3720896400L, EFFECTIVE DATE DECEMBER 21, 2018.

- ELEVATIONS ARE REFERENCED TO NAVD 1988 VERTICAL DATUM.

DEVELOPMENT NOTES:

- TOTAL PARCEL AREA: 20.15 AC.
- DEVELOPMENT SUMMARY:  
# OF PROPOSED LOTS: 15  
AVERAGE LOT AREA: 40,005 SQ. FT.  
TOTAL PROPOSED LOT AREA: 13.78 AC.  
PROPOSED SUBDIVISION R/W AREA: 2.33 AC.  
REQUIRED OPEN SPACE: 1.01 AC. (5%)  
OPEN SPACE PROVIDED: 4.04 AC.
- PROPOSED SUBDIVISION ROAD R/W WIDTH: 50 FT.  
PROPOSED SUBDIVISION ROADWAY WIDTH: 18 FT.  
LINEAR FEET OF SUBDIVISION ROADWAY: 2,020 L.F.±
- TOTAL PROPOSED DISTURBED AREA: 20.00 AC.
- VEHICULAR/BUILDING SETBACKS:  
FRONT: 25'  
SIDE/REAR: 10'  
CORNER SIDE: 25'
- DRAINAGE/UTILITY EASEMENTS:  
FRONT: 15'  
SIDE/REAR: 10'  
CORNER SIDE: 15'
- NON-EXCLUSIVE DRAINAGE EASEMENT HEREBY DEDICATED ACROSS ALL OPEN SPACE FOR THE OPERATION AND MAINTENANCE OF THE STORMWATER MANAGEMENT FACILITIES.
- THIS PROPERTY DOES NOT CONTAIN 404 JURISDICTIONAL WETLANDS.
- THE DEVELOPER IS REQUIRED TO INSTALL ALL WATERLINES & RELATED IMPROVEMENTS.
- THE DEVELOPER WILL MAINTAIN THE STORMWATER MANAGEMENT FACILITIES UNTIL THE RESPONSIBILITY IS TRANSFERRED TO THE H.O.A.

SURVEYOR'S CERTIFICATION

I, Michael D. Barr, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed and description recorded in Books referenced); that the boundaries not surveyed are clearly indicated as drawn from information found in Books referenced; that the ratio of precision as calculated is 1:10,000; that this plat was prepared in accordance with G.S. 47-30 as amended.

This is to certify that this survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land.

Witness my original signature, registration number and seal this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2023.

Signature \_\_\_\_\_ L-1756

## Sheet List Table

Sheet Number	Sheet Title
1	COVER SHEET
2	DEVELOPMENT OVERVIEW
3	STORMWATER, GRADING & DRAINAGE PLAN
4	STORMWATER, GRADING & DRAINAGE PLAN
5	STORMWATER, GRADING & DRAINAGE PLAN
6	WATER MAIN EXTENSION & SERVICE PLAN
7	LANDSCAPING, BUFFERING & SIGNAGE PLAN
8	LOT DIMENSIONS PLAN
9	LOT DIMENSIONS PLAN
10	TYPICAL CONSTRUCTION DETAILS

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Firm License # C-956  
3512 North Croatan Highway  
Box 1068  
Kittlingham, North Carolina 27949  
(252) 261-3266  
FAX (252) 261-1760



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PROJECT: NORTH RIVER CROSSING - PHASE 3  
PRELIMINARY SUBDIVISION PLAT

SHILOH TOWNSHIP CAMDEN COUNTY NORTH CAROLINA

COVER SHEET

REVISE NO.	DATE	DESCRIPTION	BY
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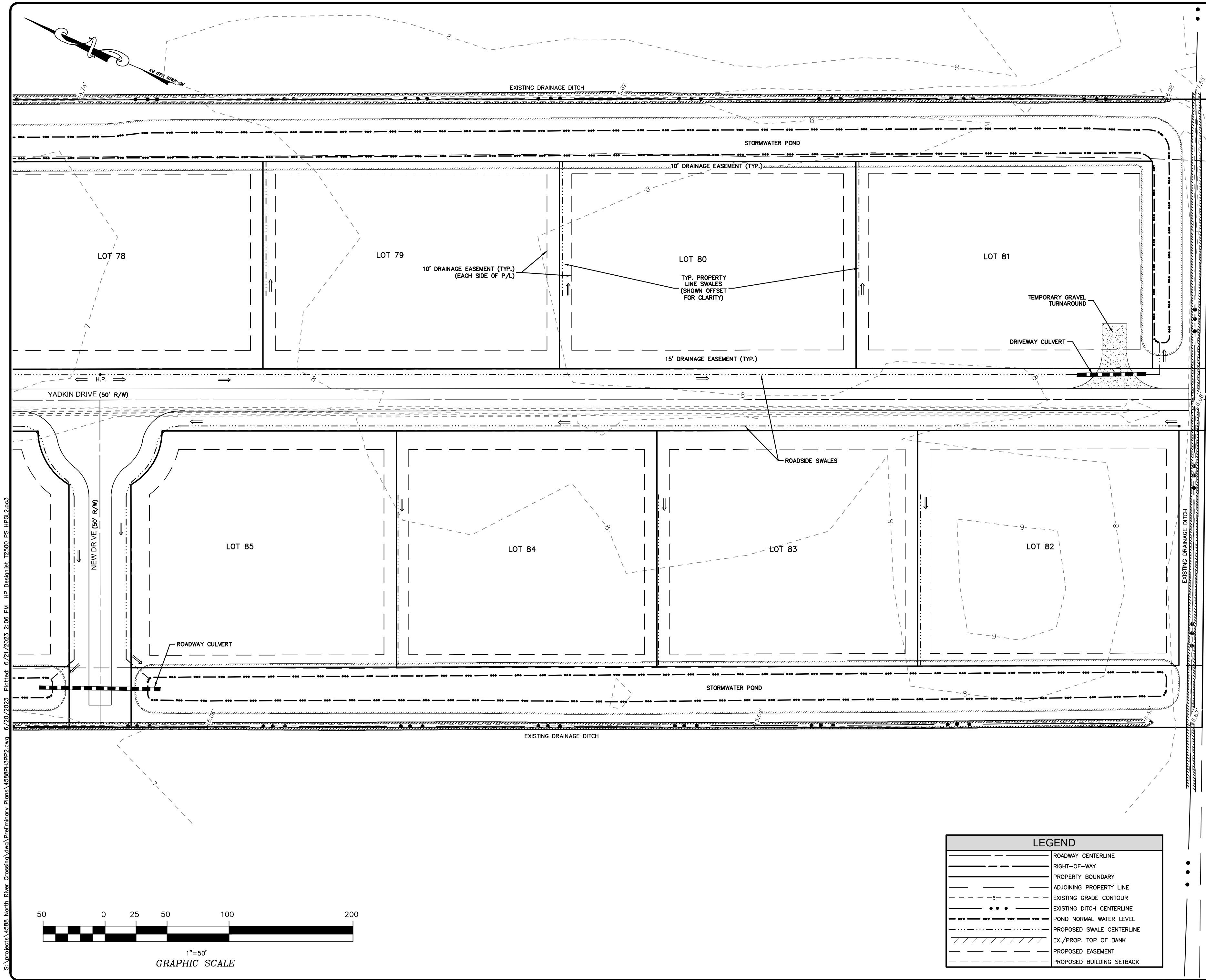
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DESIGNED: DMK	CHECKED: MSB
DRAWN: KFW	APPROVED: BPG
SHEET: 1 OF 10	
CAD FILE: 4588PH3PP2	
PROJECT NO: 4588	





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LEGEND	
	ROADWAY CENTERLINE
	RIGHT-OF-WAY
	PROPERTY BOUNDARY
	ADJOINING PROPERTY LINE
	EXISTING GRADE CONTOUR
	EXISTING DITCH CENTERLINE
	POND NORMAL WATER LEVEL
	PROPOSED SWALE CENTERLINE
	EX./PROP. TOP OF BANK
	PROPOSED EASEMENT
	PROPOSED BUILDING SETBACK

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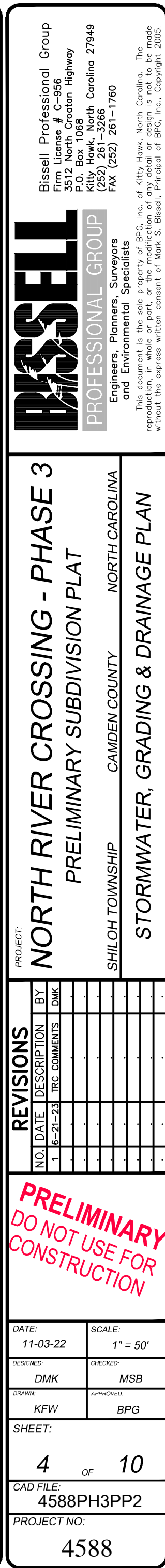
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**NORTH RIVER CROSSING - PHASE 3**  
PRELIMINARY SUBDIVISION PLAT  
SHILOH TOWNSHIP CAMDEN COUNTY NORTH CAROLINA  
**STORMWATER, GRADING & DRAINAGE PLAN**

NO.	DATE	DESCRIPTION	BY
1	6-21-23	TRC COMMENTS	DMK

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DATE:	11-03-22	SCALE:	1" = 50'
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SHEET:			
3 OF 10			
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SHEET: 5 OF 10	
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PROJECT NO: 4588	

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PROJECT:	NORTH RIVER CROSSING - PHASE 3 PRELIMINARY SUBDIVISION PLAT		
	SHILOH TOWNSHIP	CAMDEN COUNTY	NORTH CAROLINA
	STORMWATER, GRADING & DRAINAGE PLAN		

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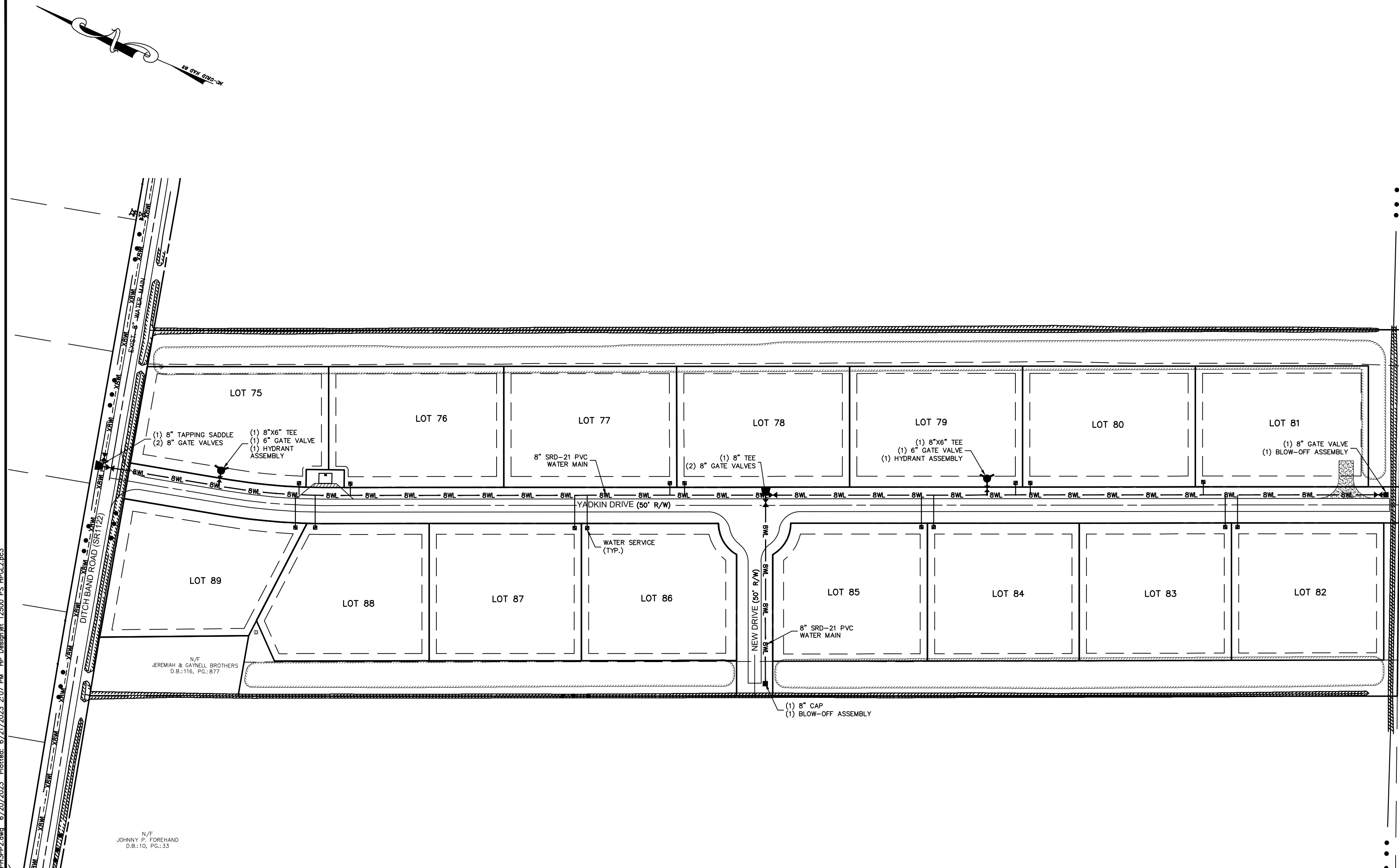
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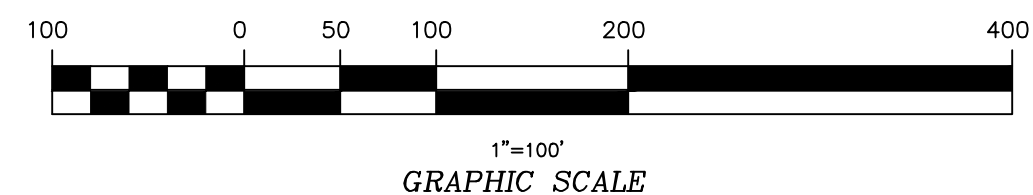
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	PROPERTY BOUNDARY
	ADJOINING PROPERTY LINE
	EXISTING GRADE CONTOUR
	EXISTING DITCH CENTERLINE
	POND NORMAL WATER LEVEL
	PROPOSED SWALE CENTERLINE
	EX./PROP. TOP OF BANK
	PROPOSED EASEMENT
	PROPOSED BUILDING SETBACK



REVISIONS				
NO.	DATE	DESCRIPTION	BY	
1	6-21-23	TRC COMMENTS	DMK	
2	-	-	-	-
3	-	-	-	-
4	-	-	-	-
5	-	-	-	-
6	-	-	-	-
7	-	-	-	-
8	-	-	-	-
9	-	-	-	-
10	-	-	-	-

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SHEET:  6 OF 10	
CAD FILE: 4588PH3PP2	
PROJECT NO: 4588	

PROJECT:	NORTH RIVER CROSSING - PHASE 3 PRELIMINARY SUBDIVISION PLAT	
	SHILOH TOWNSHIP	CAMDEN COUNTY NORTH CAROLINA
	WATER MAIN EXTENSION & SERVICE PLAN	

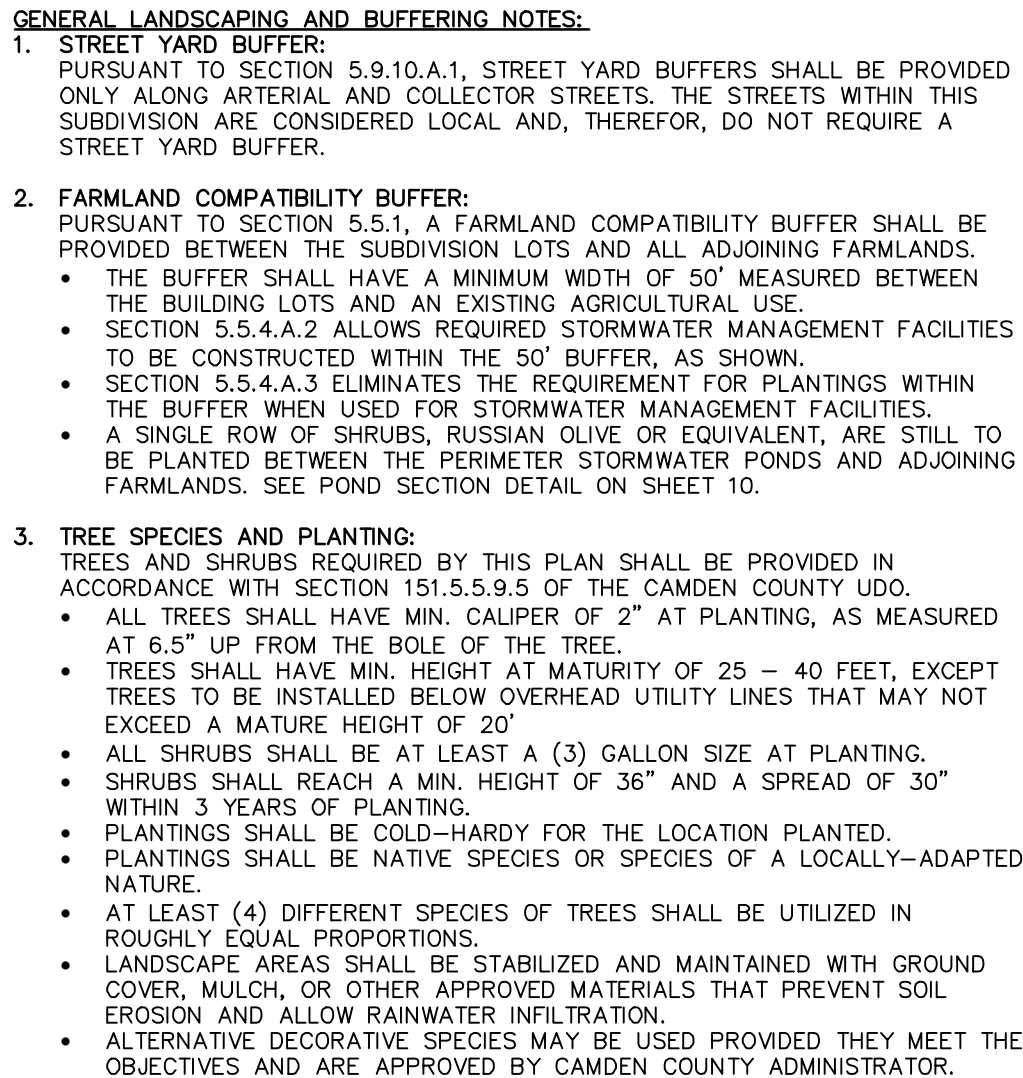
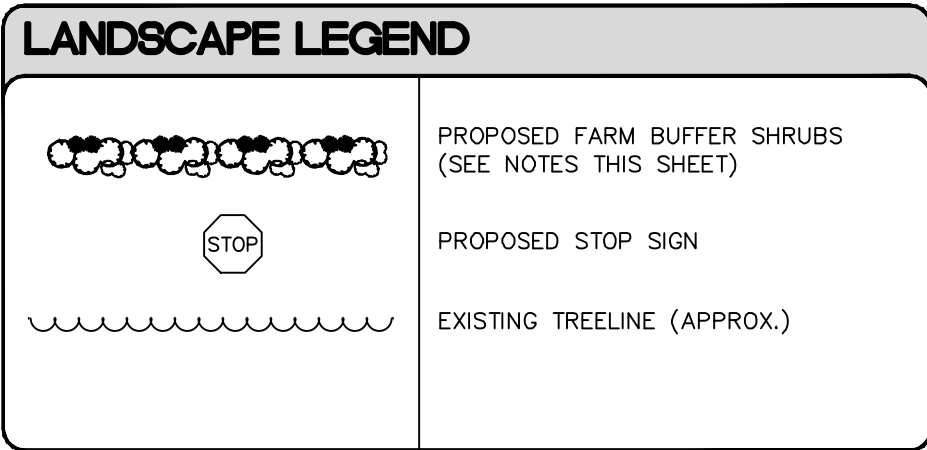
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CAD FILE: 4588PH3PP2	
PROJECT NO: 4588	

PROJECT: **NORTH RIVER CROSSING - PHASE 3**  
**PRELIMINARY SUBDIVISION PLAT**

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**SHILOH TOWNSHIP**      **CAMDEN COUNTY**      **NORTH CAROLINA**

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**LANDSCAPING, BUFFERING & SIGNAGE PLAN**

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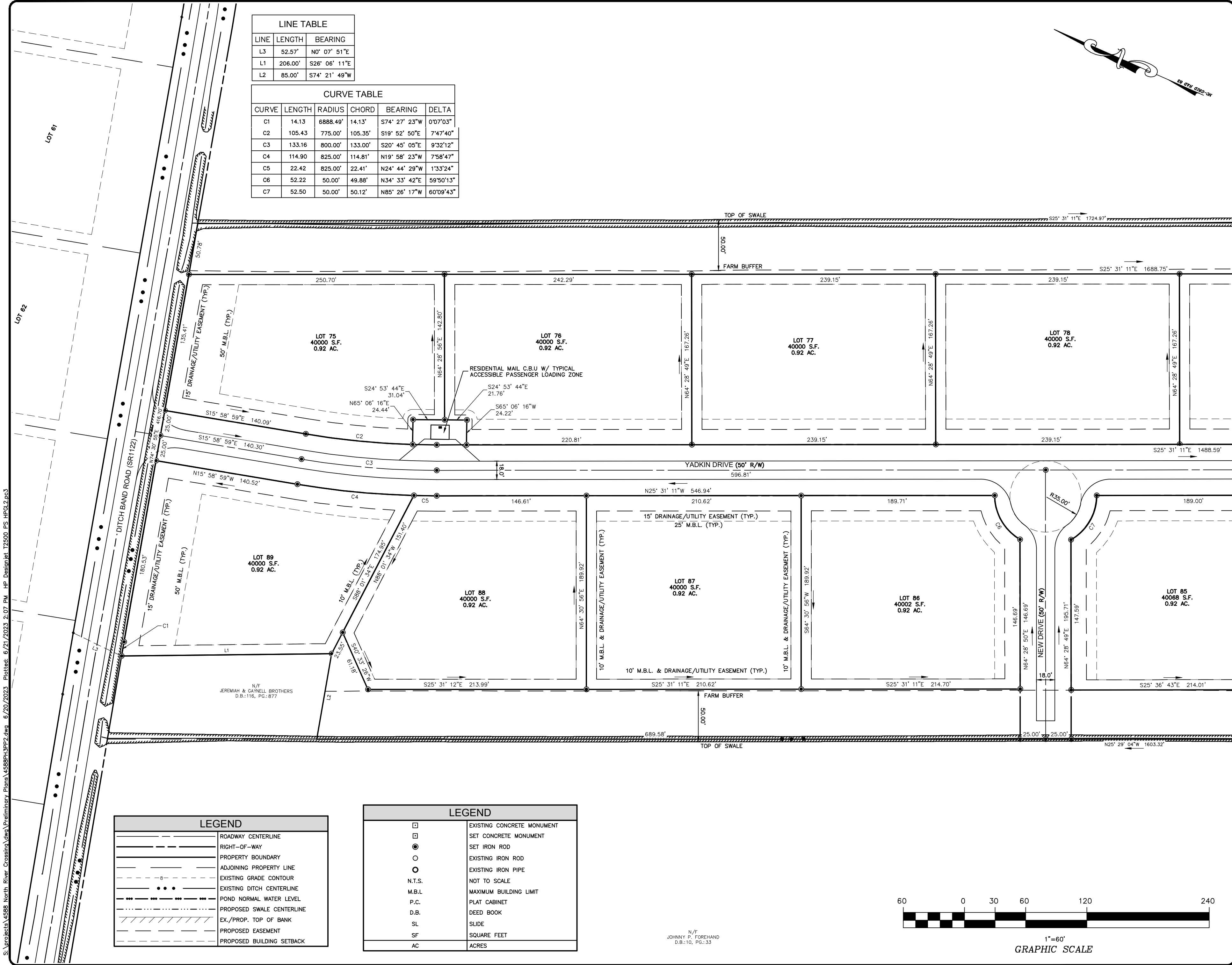
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LINE TABLE		
LINE	LENGTH	BEARING
L3	52.57'	N0° 07' 51"E
L1	206.00'	S26° 06' 11"E
L2	85.00'	S74° 21' 49"W

CURVE TABLE					
CURVE	LENGTH	RADIUS	CHORD	BEARING	DELTA
C1	14.13	6888.49'	14.13'	S74° 27' 23"W	0°07'03"
C2	105.43	775.00'	105.35'	S19° 52' 50"E	7°47'40"
C3	133.16	800.00'	133.00'	S20° 45' 05"E	9°32'12"
C4	114.90	825.00'	114.81'	N19° 58' 23"W	7°58'47"
C5	22.42	825.00'	22.41'	N24° 44' 29"W	1°33'24"
C6	52.22	50.00'	49.88'	N34° 33' 42"E	59°50'13"
C7	52.50	50.00'	50.12'	N85° 26' 17"W	60°09'43"

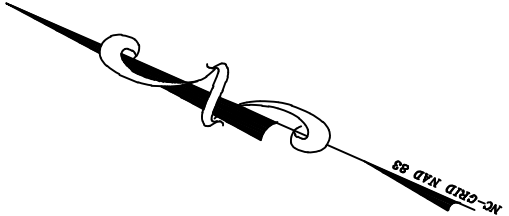
LEGEND	
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	RIGHT-OF-WAY
	PROPERTY BOUNDARY
	ADJOINING PROPERTY LINE
	EXISTING GRADE CONTOUR
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	POND NORMAL WATER LEVEL
	PROPOSED SWALE CENTERLINE
	EX./PROP. TOP OF BANK
	PROPOSED EASEMENT
	PROPOSED BUILDING SETBACK

LEGEND	
	EXISTING CONCRETE MONUMENT
	SET CONCRETE MONUMENT
	SET IRON ROD
	EXISTING IRON ROD
	EXISTING IRON PIPE
	NOT TO SCALE
	MAXIMUM BUILDING LIMIT
	PLAT CABINET
	DEED BOOK
	SLIDE
	SQUARE FEET
	ACRES

N/F  
JOHNNY P. FOREHAND  
D.B.:10, PG.:33



1"=60'  
GRAPHIC SCALE



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PROJECT:  
**NORTH RIVER CROSSING - PHASE 3**  
PRELIMINARY SUBDIVISION PLAT

SHILOH TOWNSHIP CAMDEN COUNTY NORTH CAROLINA  
**LOT DIMENSION PLAN**

NO.	DATE	DESCRIPTION	BY
1	8-21-23	TRC COMMENTS	DMK

**PRELIMINARY**  
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CONSTRUCTION

DATE:  
11-03-22

SCALE:  
1" = 60'

DESIGNED:  
DMK

CHECKED:  
MSB

DRAWN:  
KFW

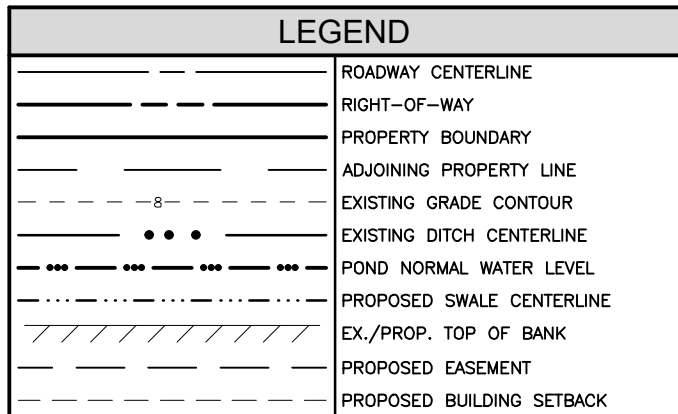
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**8** OF **10**

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4588

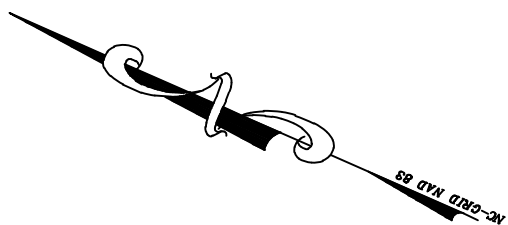
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C3	133.16	800.00'	133.00'	S20° 45' 05"E	9°32'12"
C4	114.90	825.00'	114.81'	N19° 58' 23"W	7°58'47"
C5	22.42	825.00'	22.41'	N24° 44' 29"W	1°33'24"
C6	52.22	50.00'	49.88'	N34° 33' 42"E	59°50'13"
C7	52.50	50.00'	50.12'	N85° 26' 17"W	60°09'43"



60 0 30 60 120 240

1"=60'

GRAPHIC SCALE



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**PRELIMINARY SUBDIVISION PLAT**

SHILOH TOWNSHIP      CAMDEN COUNTY      NORTH CAROLINA

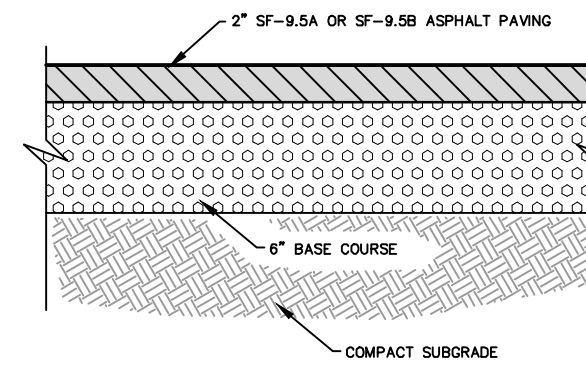
**LOT DIMENSION PLAN**

[illegible]

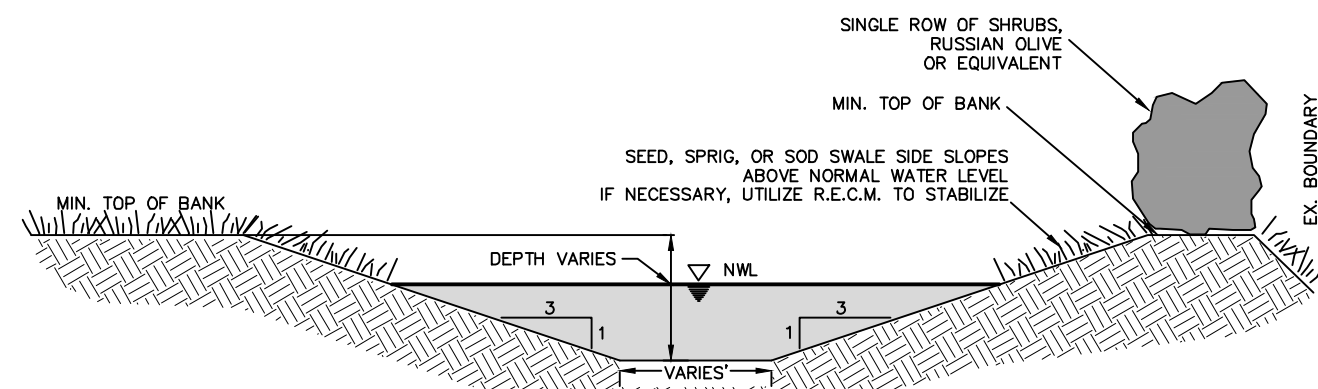
**PRELIMINARY**  
**DO NOT USE FOR**  
**CONSTRUCTION**

DATE: 11-03-22	SCALE: 1" = 60'
DRAWN: DMK	CHECKED: MSB
APPROVED: KFW	APPROVED: BPG
SHEET:  9 OF 10	
CAD FILE: 4588PH3PP2	
PROJECT NO: 4588	





NOTE: PAVING SHALL CONSIST OF FINE GRADING THE SPECIFIED PARKING & DRIVE AREAS AND INSTALLING 2" SF-9.5A OR SF-9.5B ASPHALT CONCRETE SURFACE COURSE IN CONJUNCTION WITH A 6" AGGREGATE BASE COURSE. THE SOIL SUBGRADE BENEATH PAVEMENTS SHALL BE COMPACTED TO AT LEAST 95% OF ASTM D 698 PRIOR TO ANY PLACEMENT OF SUBBASE FILL OR STONE BASE COURSE. ALL SITE PREPARATION AND THE DESIGN AND CONSTRUCTION OF ALL FOUNDATIONS, GROUND SLABS, AND PAVEMENTS SHALL BE IN ACCORDANCE WITH RECOMMENDATIONS PROVIDED BY A GEOTECHNICAL ENGINEER.



SEED, SPRIG, OR SOD SWALE  
SIDE SLOPES & BOTTOM

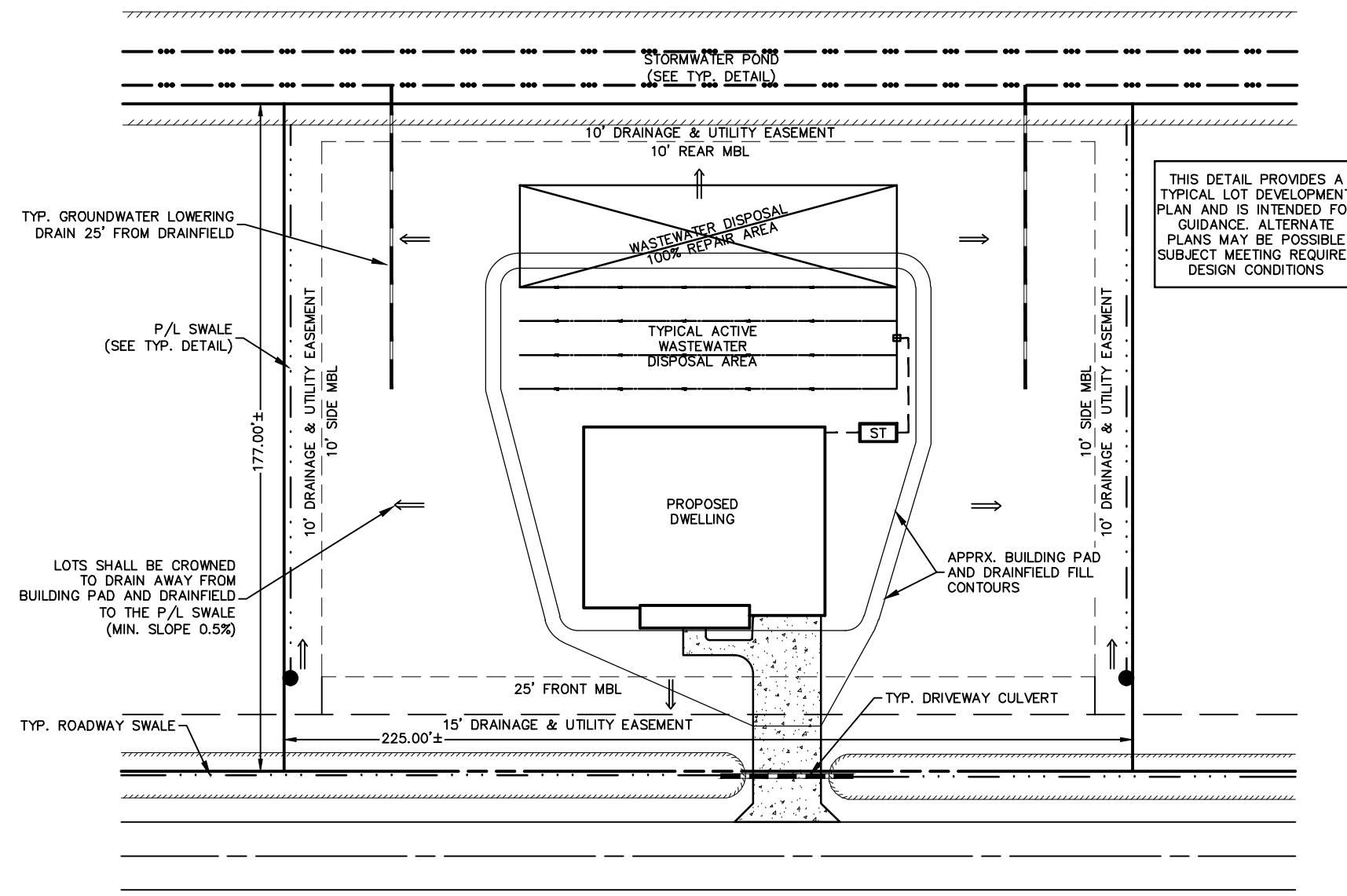
DEPTH VARIES

6 1 1 6

This diagram shows a cross-section of a seed, sprig, or sod swale. It features a central depression with a flat bottom. The side slopes are indicated by a hatched pattern. Dimensions are shown with horizontal lines: a width of 6 units for the flat bottom, a slope of 1 unit vertical to 6 units horizontal on the left, a slope of 1 unit vertical to 1 unit horizontal on the right, and a width of 6 units for the flat bottom on the right. A vertical line on the right side is labeled 'DEPTH VARIES'.

**TYPICAL PROPERTY LINE SWALE CROSS SECTION**  
NOT TO SCALE

NOT TO SCALE                      NORMAL EARTH FOUNDATION                      NCDOT STD 300.01



MIN. LOT AREA: 40,000 S.F.  
SCALE: 1" = 40'

REVISIONS				
NO.	DATE	DESCRIPTION	BY	
1	6-21-23	TRC COMMENTS	DMK	
2				
3				
4				
5				
6				
7				
8				
9				
10				

**PRELIMINARY**  
**DO NOT USE FOR**  
**CONSTRUCTION**

DATE: 11-03-22	SCALE: N/A
DESIGNED: DMK	CHECKED: MSB
DRAWN: KFW	APPROVED: BPG

SHEET:  
**10** OF **10**  
CAD FILE:  
**4588PH3PP2**  
PROJECT NO:  
**4588**

**BISSELL**

**PROFESSIONAL GROUP**

**Engineers, Planners, Surveyors  
and Environmental Specialists**

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Bissell Professional Group  
Firm License # C-956  
3512 North Croatan Highway  
P.O. Box 1068  
Kitty Hawk, North Carolina 27949  
(252) 261-3266  
FAX (252) 261-1760

Amber Curling  
Health Department

June 21, 2023

Seaboard Development Alliance  
Attn: Woody Perry  
2875 Forge Rd.  
Toano, VA 23168

Re: Proposed ~~Lots~~ Ditch Bank Rd., Camden County.  
75-79 & 81-88

Dear Mr. Perry:

This letter is to confirm my evaluation of the above referenced site for the use of subsurface sewage treatment and disposal systems.

RESULTS OF THE SITE EVALUATION:

1. A soil wetness condition at a depth of less than 36 inches (near the surface) based on soil color of chroma 2 or less (rule .1942).
2. A clay soil, of expansive mineralogy, at a depth of less than 36 inches (near the surface) (rule .1941).

These findings mean that the site is unsuitable for a conventional subsurface system. HOWEVER, if the following modifications can be made, the site may be reclassified to provisionally suitable.

MODIFICATION OPTIONS:

A. Adjusting the soil wetness condition:

1. A plan for the installation of a gravity groundwater lowering drainage system starting at 3.5 feet below original grade shall be prepared by a qualified consultant and submitted to the health department for review. The plan will be included as part of the Improvement Permit, and shall be designed based on rule .1956(7) and other applicable rules of section .1900.

The designer of the plan(s) shall inspect the installation



October 12, 2022

Seaboard Development Alliance  
Attn: Woody Perry  
2875 Forge Rd.  
Toano, VA 23168

Re: Proposed Lot 89 Ditch Bank Rd., Camden County. (Application # 381989)

Dear Mr. Perry:

This letter is to confirm my evaluation of the above referenced site for the use of subsurface sewage treatment and disposal systems.

RESULTS OF THE SITE EVALUATION:

1. A soil wetness condition at a depth of less than 36 inches (near the surface) based on soil color of chroma 2 or less (rule .1942).
2. A clay soil, of expansive mineralogy, at a depth of less than 36 inches (near the surface) (rule .1941).

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The designer of the plan(s) shall inspect the installation

and operation of the drainage system. A letter of certification of the installation and/or operation shall be provided to the health department prior to final system approval. The certification shall include the seal of the designer(s).

2. A surface water drainage swale shall be installed with a grade sufficient to allow surface water to drain away from the sewage system. The depth of the swale will be determined relative to the center of the nitrification field.

#### B. Nitrification field modifications

A sand-lined trench system shall be designed based on rule .1956 (7).

### OBTAINING A PERMIT AND AUTHORIZATION TO CONSTRUCT

If site modifications allow the lot to be reclassified to provisionally suitable, the following steps must be taken to obtain an Alternative Improvement Permit and Authorization for Wastewater System Construction:

1. Submit a plat or scale drawing of each lot showing all dimensions of the property lines. Include the dimensions and exact location of all structures such as homes, garages, pools, decks, etc., and the location of driveways and underground utility lines.

NOTE: A surveyor does not have to be hired for this. You may draw it yourself and sign a notarized statement certifying the accuracy of the dimensions and locations.

2. Submit a copy of the deed as recorded in the Register of Deeds office.
3. Sign legal documents agreeing to the inspection and maintenance requirements of the Albemarle Regional Health Services Management Entity. These requirements include:
  - System to be inspected at least annually by the Management Entity.
  - System to be maintained as directed by the Management Entity.
  - An annual fee for renewal of the Operation Permit for the system.
3. Pay the required Improvement Permit and Authorization fee.

#### GENERAL INFORMATION:

Another possibility would be for you to employ the services of a qualified consultant to develop a plan for an alternative or innovative system that meets the provisions outlined in

.1948D. The plan should be submitted to the local environmental health section to be reviewed with the assistance of regional and state environmental health staff.

These requirements are based on the application of current rules and policies. The site is subject to any future changes in these rules and policies.

This site evaluation was made in accordance with rules .1940-.1948 of the "Laws and Rules for Sewage Treatment and Disposal Systems", Title 15a, Subchapter 18A of the North Carolina Administrative Code. Should you feel it necessary to appeal our evaluations and decisions, forms and guidelines for petitioning the state will be furnished to you upon request.

The provisions contained in this letter shall be valid for a period of 12 months from the date of this letter. If the Alternative Improvement Permit and Authorization for Wastewater System Construction have not been issued in this time period, the approval will become void and it will be necessary to submit a new application for consideration.

If an Authorization for Wastewater System Construction is issued, it must be used within five years from the date of issue or it will be necessary to reapply.

If I can be of further assistance, please feel free to contact me at this office at telephone #'s (252) 338-4460 or (252) 338-4482.

Sincerely,



Kevin Carver, R.S., L.S.S.  
Environmental Health Specialist  
Albemarle Regional Health Services

+++++





PROJECT NAME: North River Development  
 PROJECT ADDRESS:  
 APPLICANT: Deel Engineering  
 DATE SUBMITTED: June 30, 2023

July 28, 2023

To Whom it May Concern:

This document has been sent to indicate that a decision has been reached between Camden County, the technical reviewer, the applicant, and relevant parties regarding development. Design drawings and associated calculations were reviewed for stormwater compliance and below is the current status of the review:

- ☐ APPROVAL
- ☒ CONDITIONAL APPROVAL (SEE BELOW CONDITIONS)
- ☐ DENIAL (SEE ATTACHED COMMENTS LETTER)

Technical Reviewer: Emily Magoon, PE

Technical Reviewer: Daniel Wiebke, PE CFM

Signature and Date: *Emily Magoon 7/20/23*

Signature and Date: *Daniel C. Wiebke*

Camden County Government Representative:

Signature and Date: *Amber V. Curling 7/31/2023*

Conditions:

Approval of the existing conditions report for North River Crossing can be given conditionally on receipt of the updated report and models, with the expectation that they will match the results shown in the response to comments letter received from Andy Deel on June 30<sup>th</sup>, 2023.

If there are any questions regarding these decisions or parties involved, seek help from the reviewer or primary contact at Camden County. We can be reached at:

Camden County, NC 2021  
 PO Box 190  
 Camden NC 27921  
 Ph: (252) 338-1919

McAdams  
 2905 Meridian Parkway  
 Durham, NC 27713  
 Ph: (919)-361-5000

### TRC Meeting for North River Crossing Phase 3

Date: May 10, 2023

In Attendance: Amber Curling and Trisha Sabo from Camden County Planning, John Linton from Seaboard Development, Mark Bissell from Bissell Professional Group, Britton Overton and Larry Lawrence from CC Schools

#### Discussion:

1. Road Specifications – roads will be constructed same as Phase 1 and 2 of North River Crossing
2. The Dead-End road is not permitted over 1000 feet – a roundabout or other solution must be added to plans
3. Bus stop shelter – depending on how # 2 is resolved a roundabout would move or not require a bus stop shelter. Also, the shelter over the Community mailbox may be used as a bus stop shelter
4. Discussed the Comments from Chuck – Disapproved with the following comment - Due to low water pressure and volume in this area the system will not support more construction until improvements can be done

**From:** [Felton, Kylie](#)  
**To:** [Amber Curling](#)  
**Subject:** [External] Re: [External] RE: [External] FW: [External] TRC Meeting for North River Crossing Phase 3  
**Date:** Wednesday, May 17, 2023 9:47:16 AM

---

no, ma'am, I am good. Thank you.

Kylie Felton  
 Pasquotank-Camden 911 Director  
 200 E Colonial Ave  
 Elizabeth City, NC 27909  
 252-338-7787 office

**From:** Amber Curling <[acurling@camdencountync.gov](mailto:acurling@camdencountync.gov)>  
**To:** Kylie Felton <[feltonk@co.pasquotank.nc.us](mailto:feltonk@co.pasquotank.nc.us)>  
**Sent:** 5/17/2023 9:43 AM  
**Subject:** [External] RE: [External] FW: [External] TRC Meeting for North River Crossing Phase 3

Thank you! Yes this will be corrected with the Preliminary Plat review. Did you have any other comments?

*Sincerely,*  
*Amber Curling*  
**Planning Director**

Camden County  
 PO Box 74  
 117 NC Hwy 343 North  
 Camden, NC 27921  
 Ph: 252 338 1919 Ext. 232  
 Fax: 252 333 1603  
 Email: [acurling@camdencountync.gov](mailto:acurling@camdencountync.gov)

---

**From:** Kyle Breslin <[kbreslin@camdencountync.gov](mailto:kbreslin@camdencountync.gov)>  
**Sent:** Wednesday, May 17, 2023 9:42 AM  
**To:** 'Amber Curling' <[acurling@camdencountync.gov](mailto:acurling@camdencountync.gov)>  
**Subject:** FW: [External] FW: [External] TRC Meeting for North River Crossing Phase 3

---

**From:** Kyle Breslin <[kbreslin@camdencountync.gov](mailto:kbreslin@camdencountync.gov)>  
**Sent:** Tuesday, April 25, 2023 4:31 PM  
**To:** 'Felton, Kylie' <[feltonk@co.pasquotank.nc.us](mailto:feltonk@co.pasquotank.nc.us)>  
**Subject:** RE: [External] FW: [External] TRC Meeting for North River Crossing Phase 3

Attachment: 7\_TRCInformation (North River Crossing Phase 3 Subdivision - Amber Curling)

I spoke with Amber and she has yet to look them over, she will not be back in until Tuesday but I would think that they should be up to date so that the map is as accurate as possible.

---

**From:** Felton, Kylie <[feltonk@co.pasquotank.nc.us](mailto:feltonk@co.pasquotank.nc.us)>  
**Sent:** Monday, April 24, 2023 10:47 AM  
**To:** 'Kyle Breslin' <[kbreslin@camdencountync.gov](mailto:kbreslin@camdencountync.gov)>  
**Subject:** [External] FW: [External] TRC Meeting for North River Crossing Phase 3

Kyle,

Will you look at the file labeled TRC NorthRiverCrossingPh3? The "bluish" colored section is an existing section in which the roads are labeled differently than what we have in our CAD maps. So, for example, for us, Perquimans Dr changes to Pungo Dr and Pamlico Dr to Pee Dee Dr at the roundabouts. I know it doesn't matter for us in this current approval of Phase 3, but I was curious if we shouldn't have them update their maps to correspond with what we have so that if these expansions continue, we are all on the same page.

Thanks

---

**From:** Amber Curling <[acurling@camdencountync.gov](mailto:acurling@camdencountync.gov)>  
**Sent:** Friday, April 21, 2023 11:13 AM  
**To:** 'Keven Carver' <[kcarver@arhs-nc.org](mailto:kcarver@arhs-nc.org)>; 'Brian Lannon' <[blannon@camdencountync.gov](mailto:blannon@camdencountync.gov)>; 'Kylie Felton' <[feltonk@co.pasquotank.nc.us](mailto:feltonk@co.pasquotank.nc.us)>; 'David Otts' <[dbotts@ncdot.gov](mailto:dbotts@ncdot.gov)>; 'Caitlin Spear' <[caspear@ncdot.gov](mailto:caspear@ncdot.gov)>; 'Derek Boone' <[derek.e.boone@usps.gov](mailto:derek.e.boone@usps.gov)>  
**Cc:** [acurling@camdencountync.gov](mailto:acurling@camdencountync.gov); 'Patricia Sabo' <[psabo@camdencountync.gov](mailto:psabo@camdencountync.gov)>  
**Subject:** [External] TRC Meeting for North River Crossing Phase 3

RE: Preliminary Plans for Phase 3 of North River Crossing a 15 Lot Major Subdivision

A Technical Review committee Meeting has been scheduled for Wednesday May 10, 2023 at 10:00 AM. The meeting will be held on the right side of the New Camden Library Building in the Board Room located at 118 NC Hwy 343 N. Attached is a copy of selected sheets from the proposed Preliminary Plans for Phase 3 of North River Crossing. The proposed subdivision will be located off Ditch Bank Rd on 20 acres in the Shiloh Township. This Phase 3 of the proposed subdivision is located across Ditch Bank Rd from the existing North River Crossing Phase 1 and Phase 2. The parcel number is 03-8965-00-32-3765.0000.

If you are unable to attend, please fill out, sign and email the attached TRC Review Letter with your comments to [acurling@camdencountync.gov](mailto:acurling@camdencountync.gov) at the Planning Department by 5:00 PM Friday May 5, 2023. If you have any questions or need additional information please let me know.

*Thank you,*  
*Amber Curling*  
**Planning Director**  
 Camden County

PO Box 74  
117 NC Hwy 343 North  
Camden, NC 27921  
Ph: 252 338 1919 Ext. 232  
Fax: 252 333 1603  
Email: [acurling@camdencountync.gov](mailto:acurling@camdencountync.gov)



## BOARD OF COMMISSIONERS

TIFFNEY WHITE  
Chairman

ROSS B. MUNRO  
Vice Chairman

SISSY AYDLETT  
RANDY KRAINIAK  
TROY LEARY



## ADMINISTRATION

ERIN BURKE  
County Manager

KAREN M. DAVIS  
Clerk to the Board

JOHN S. MORRISON  
County Attorney

April 21, 2023

From: Camden County Planning Department  
To: Technical Review Staff

RE: Preliminary Plans for Phase 3 of North River Crossing a 15 Lot Major Subdivision

Attached is a copy of the proposed North River Crossing Subdivision. The proposed subdivision will be located off Ditch Bank Rd on 20 acres in the Shiloh Township. The parcel number is 03-8965-00-32-3765.0000 for your review and comments.

After you have reviewed the plans, please complete the section below and provide this memo with your comments at the Technical Review Committee meeting on Wednesday May 10, 2023 at 10:00 AM. The meeting will be held on the right side of the New Camden Library Building in the Board Room located at 118 NC Hwy 343 N. If you are unable to attend please fill out memo, sign and email to ([acurling@camdencountync.gov](mailto:acurling@camdencountync.gov)) at the Planning Department by 5:00 PM Friday May 5, 2023.

\_\_\_\_ Approved as is  
\_\_\_\_ Reviewed with no comments.  
\_\_\_\_ Approved with the following comments/recommendations:

☒ Disapproved with the following comments: (Provide factual evidence for denial)

*ON JUNE 5, 2023 THE CAMDEN CO. BOARD OF COMMISSIONERS APPROVED (T) NEW POSITIONS FOR DEPUTY AT THIS AGENCY, LACK OF ADEQUATE PERSONNEL HAS BEEN MY OPPOSITION IN THE PAST FOR FUTURE DEVELOPMENTS.*

Name: J. KEVIN JONES Signature: [Signature]

Thank you for your prompt attention to this matter. If you have any questions, please call Amber Curling at (252) 338-1919 ext. 232.

Sincerely,

*[Signature]*

Amber Curling  
Camden County Planning Department

*HOWEVER, THESE (T) POSITIONS (WHEN FILLED) WILL ONLY GET US "UP TO SPEED" WITH THE CURRENT CALL VOL. WE NOW HAVE. THIS AND FUTURE DEVELOPMENTS WILL INCREASE OUR CALL VOLUME, THUS NEEDING MORE LAW ENFORCEMENT PERSONNEL. UNTIL THERE IS A "PLAN" PUT INTO PLACE TO INCREASE SHERIFF'S OFFICE DEPUTIES FOR FUTURE GROWTH, I CAN NOT APPROVE OF ANY DEVELOPMENT.*

## BOARD OF COMMISSIONERS

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Chairman

ROSS B. MUNRO  
Vice Chairman

SISSY AYDLETT  
RANDY KRAINIAK  
TROY LEARY



**CAMDEN  
COUNTY**

NORTH CAROLINA • USA  
*Boundless Opportunities*

## ADMINISTRATION

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KAREN M. DAVIS  
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April 21, 2023

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☒ Approved as is  
☒ Reviewed with no comments.  
☐ Approved with the following comments/recommendations:

☐ Disapproved with the following comments: (Provide factual evidence for denial)

Name: Kirk Jennings Signature: *Kirk Jennings*

Thank you for your prompt attention to this matter. If you have any questions, please call Amber Curling at (252) 338-1919 ext. 232.

Sincerely,

*Amber Curling*

Amber Curling  
Camden County Planning Department

P. O. Box 190 • 117 North 343 • Camden, NC, 27921 • Phone (252) 338-1919 • Fax (252) 333-1603  
[www.camdencountync.gov](http://www.camdencountync.gov)

Attachment: 7\_TRCInformation (North River Crossing Phase 3 Subdivision - Amber Curling)

## BOARD OF COMMISSIONERS

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## ADMINISTRATION

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April 21, 2023

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To: Technical Review Staff

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\_\_\_\_ Approved as is  
\_\_\_\_ Reviewed with no comments.  
\_\_\_\_ Approved with the following comments/recommendations:

☒ Disapproved with the following comments: (Provide factual evidence for denial)

DUE TO LOW WATER PRESSURE AND VOLUME IN THIS AREA, THE SYSTEM WILL NOT SUPPORT MORE CONSTRUCTION UNTIL IMPROVEMENTS CAN BE DONE

Name: CHARLES A JONES, JR

Signature: *Charles A Jones Jr*

Thank you for your prompt attention to this matter. If you have any questions, please call Amber Curling at (252) 338-1919 ext. 232.

Sincerely,

*Amber Curling*

Amber Curling  
Camden County Planning Department

**ORDINANCE NO. 2023-10-01**

**AN ORDER APPROVING  
A PRELIMINARY PLAT  
BY THE BOARD OF COMMISSIONERS  
CAMDEN, NORTH CAROLINA  
UDO 2023-03-030**

**North River Crossing Phase 3 Major Subdivision**

The Board of Commissioners for County of Camden, North Carolina, having held public hearings on Monday October 2, 2023 to consider an application for a Preliminary Plat by Seaboard Development Alliance LLC and having heard all of the public comments presented at the hearings makes the following Findings of Fact and draws the following conclusions

**PROJECT INFORMATION**

**File Reference:** UDO 2023-03-30  
**Project Name:** North River Crossing Phase 3  
**Parcel ID:** 03-8965-00-32-3765-0000

**Applicant:** James R. Williams  
**Address:** 45 Cypress Lane  
 Southern Shores, NC 27494  
**Phone:** NA  
**Email:** NA  
**Agent for Applicant:** Seaboard Development Alliance LLC  
**Address:** 205 E King Street  
 Edenton, NC, 27932  
**Phone:** 757-869-0001  
**Email:** elwoodhperry@gmail.com  
**Current Owner of Record:** James R. Williams

**Meeting Dates:**  
 November 3, 2022 **Neighborhood Meeting**  
 May 10, 2023 **Technical Review Meeting**  
 August 16, 2023 **Planning Board Meeting**

**Application Received:** March 28, 2023  
**By:** Amber Curling, Planning Dept.

**Application Fee paid: \$750.00****Stormwater Escrow Fee Paid: \$6000.00**

**Completeness of Application:** Application is generally complete

**Documents received upon filing of application or otherwise included:**

- A.** Land Use Application
- B.** Preliminary Plan
- C.** Deed – contract pending
- D.** Neighborhood Meeting Results
- E.** TRC Inputs
- F.** County Stormwater Management Plan Approved with Conditions
- G.** Approved State Storm Water Permit
- H.** Approved State Erosion & Sediment Control Permit



**REQUEST:** Seaboard Development Alliance LLC is requesting review of the Preliminary Plat for North River Crossing Phase 3 Major Subdivision per Article 151.2.3.20 of the Unified Development Ordinance 15 of lots on a parcel of approximately 20.15 acres.

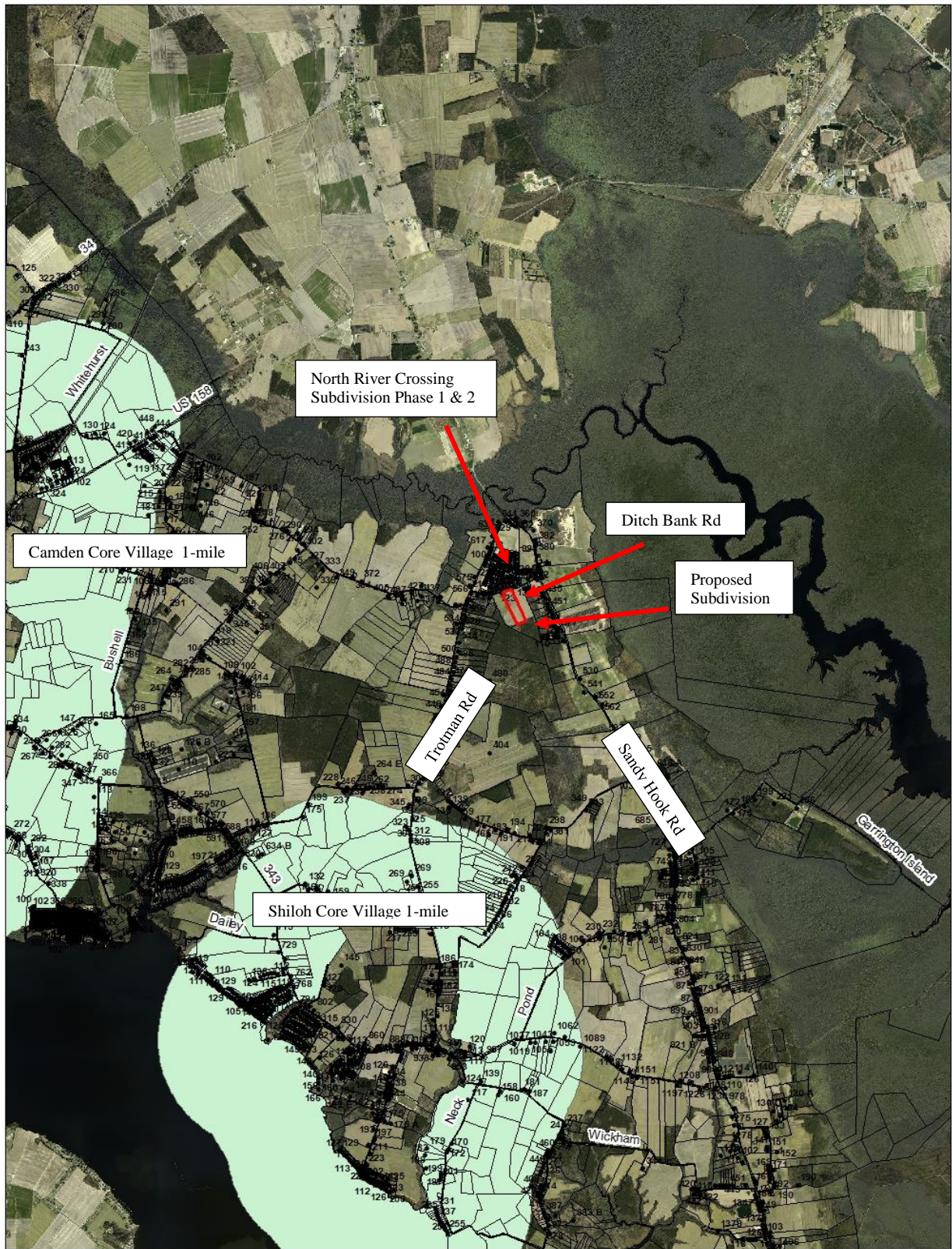
**PROJECT LOCATION:**

**Street Address:** New Street named Yadkin Dr on south side of Ditch Bank Road,

**Location Description:** Across Ditch Bank Road from North River Crossing Phase 1 & 2 in Shiloh Township.

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# Vicinity Map: Shiloh Township

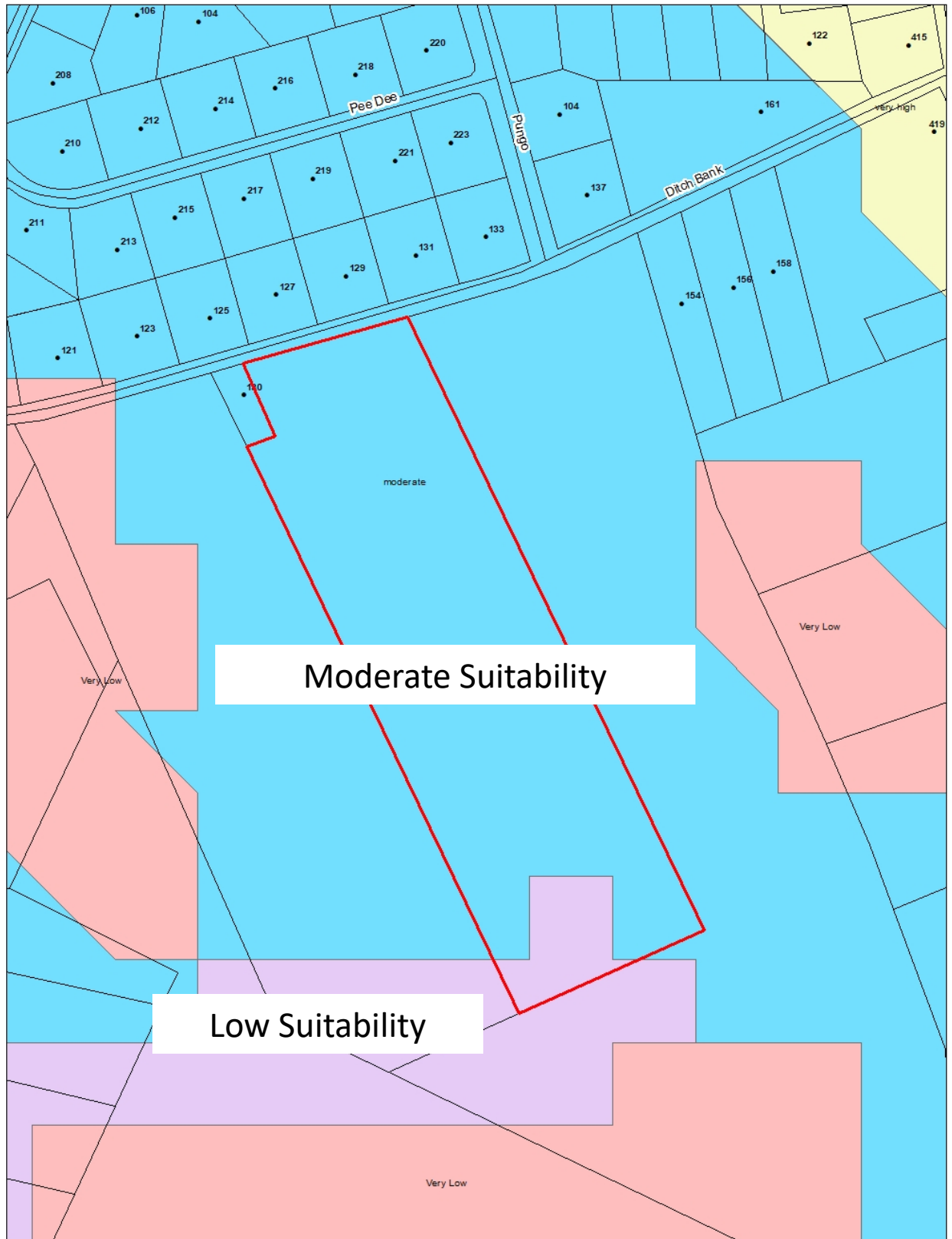




## Zoning District is Neighborhood Residential:



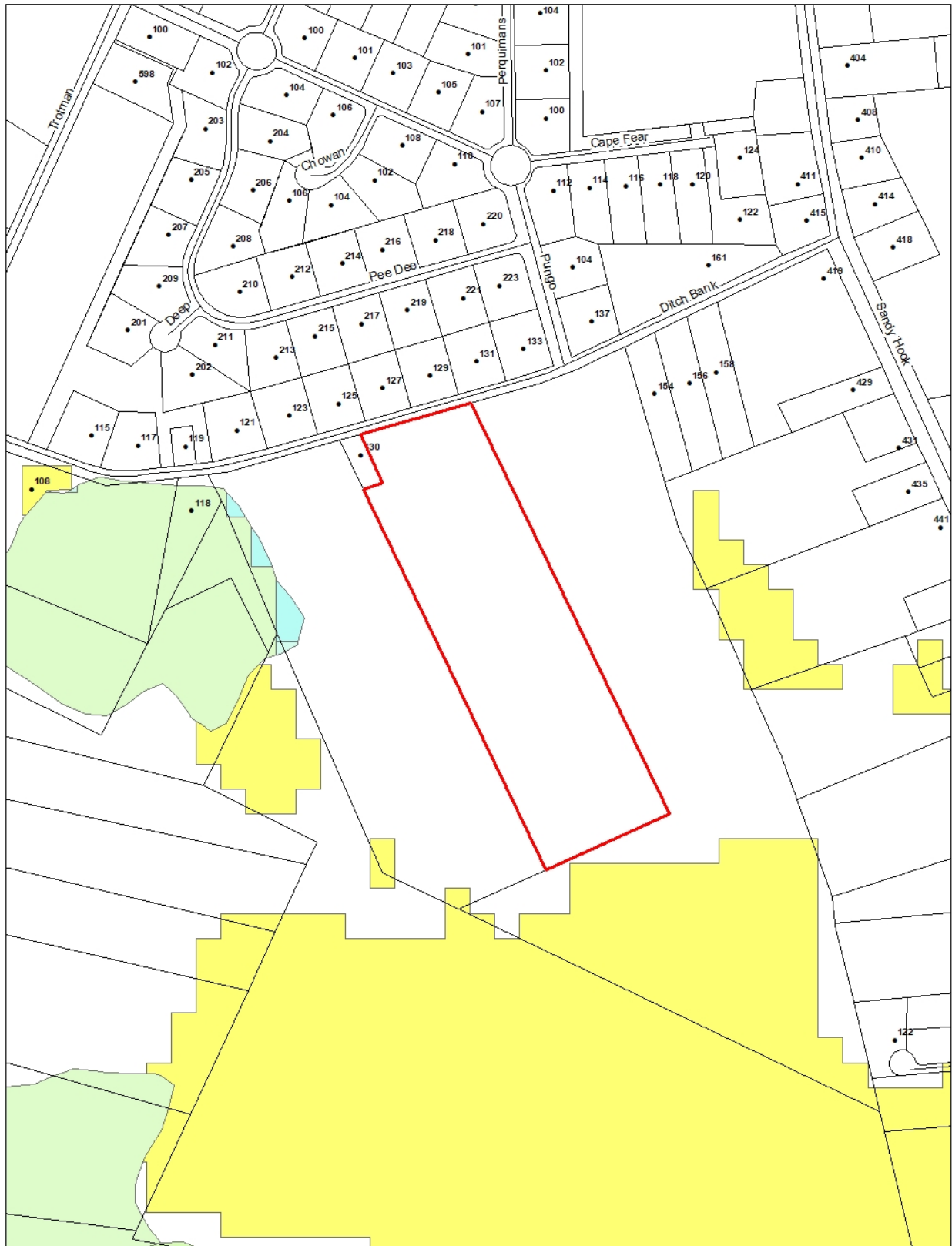
# Moderate Land Suitability



Attachment: 8\_Order (North River Crossing Phase 3 Subdivision - Amber Curling)



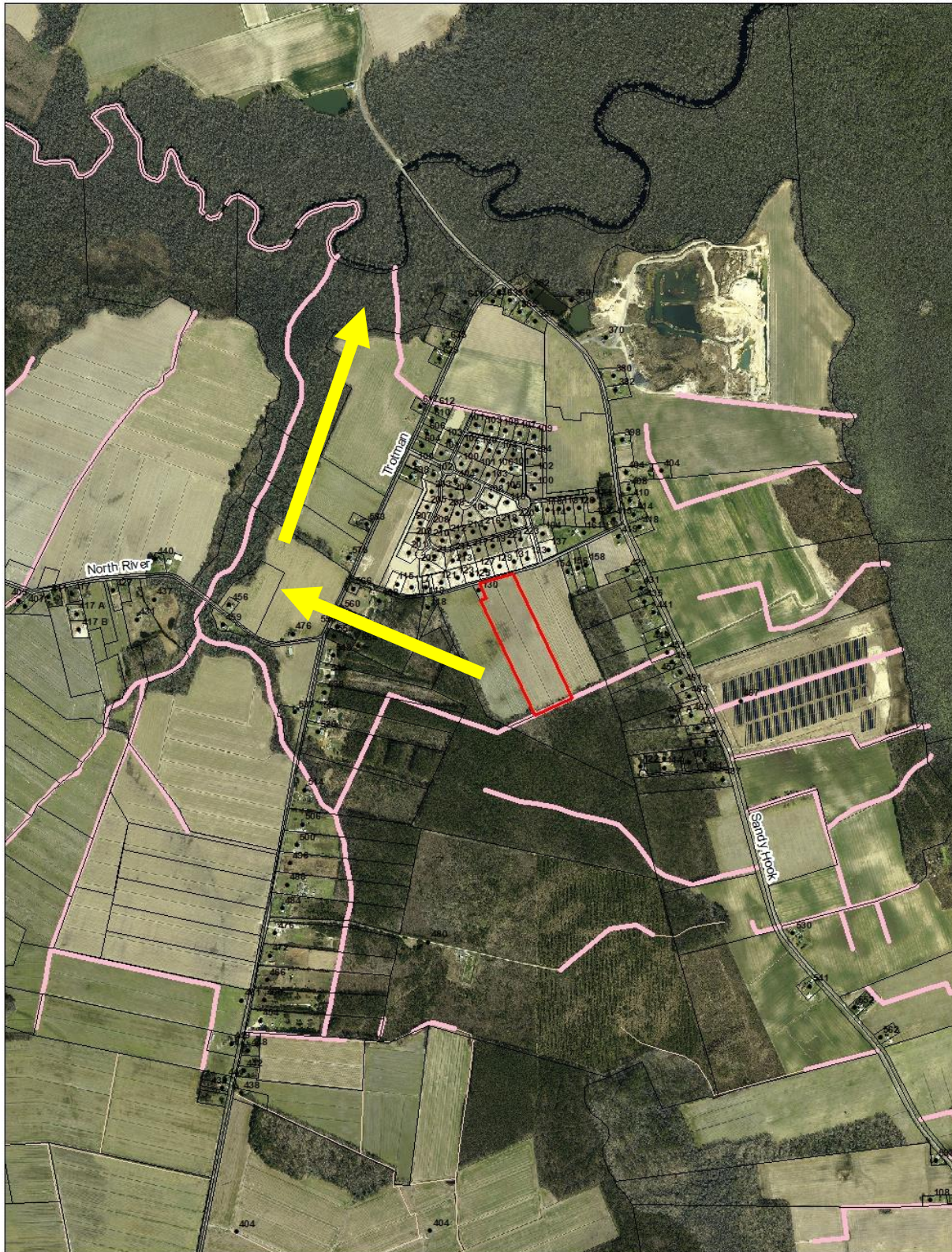
**Not located in Watershed or Wetlands. Located in Flood Zone X**





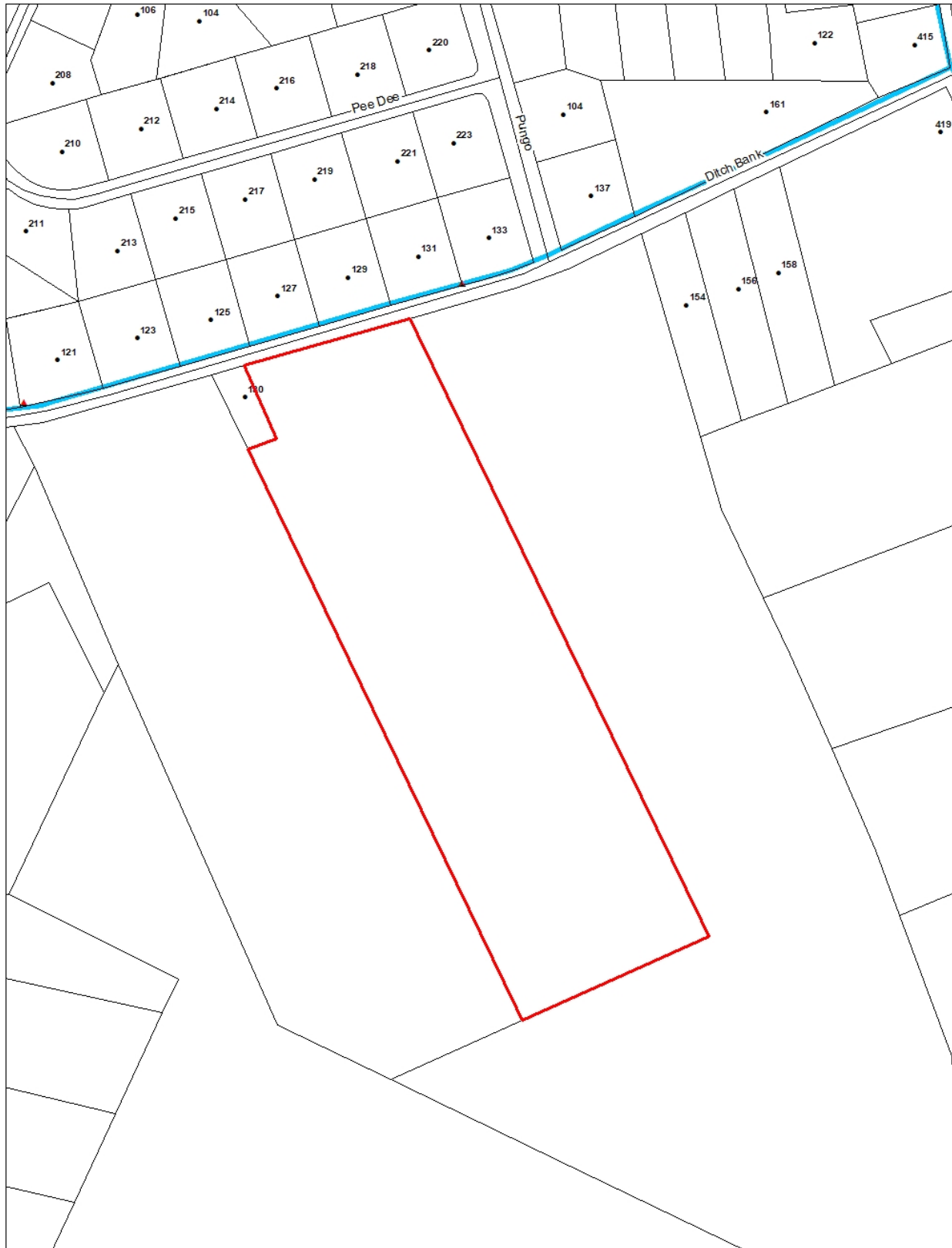
**Drainage will be addressed with the Stormwater Management Plan**

It appears the property drains to the south then west across Trotman Road to Indiantown Creek



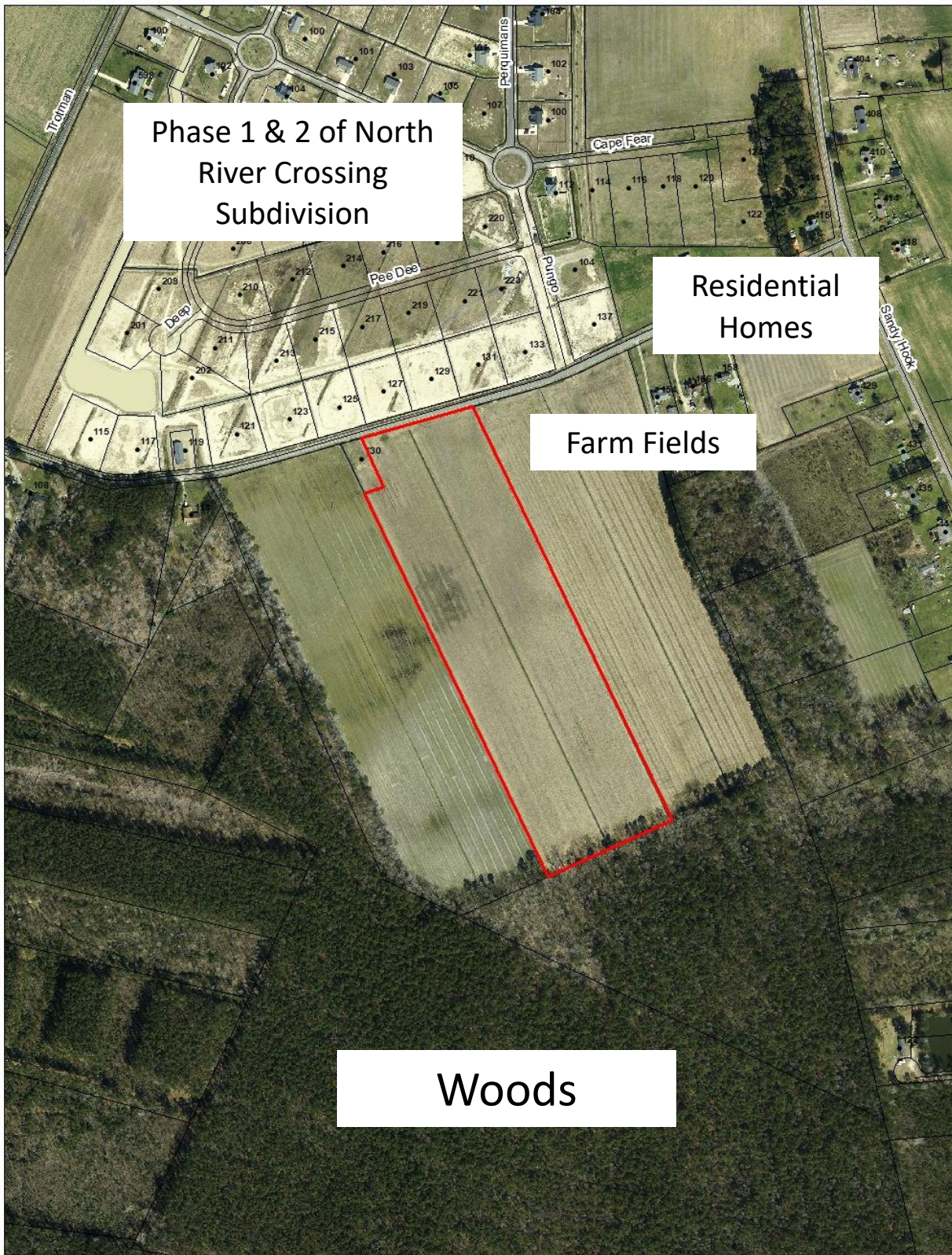


Water located on Ditch Bank Road. Sewer is not available



Attachment: 8\_Order (North River Crossing Phase 3 Subdivision - Amber Curling)

Surrounding uses – North River Crossing Subdivision, Farm fields and Woods





**Subdivision SITE DATA****Approximate Size of Parcel:** 20.15 acres**Number of Lots and Size:** 15 lots 40,000 square feet (0.92 acres)**Flood Zone:** X**Zoning District(s):** Neighborhood Residential Zoning District**Existing Land Uses:** Farmland**Adjacent Property Uses:** North River Crossing Phase 1 and 2 Residential Lots, Woods, and Farmland**Streets:** Shall be dedicated to public under control of NCDOT.**Open Space:** 5% of total 20.15 developed acres = 1.01 acres total open space required  
75% of total open space required acres is 0.75 acres which shall be active open space  
25% of total open space required acres is 0.25 acres which shall be passive open space**Landscaping Requirements Per 151.5.9.4:** Landscaping Plan required**Perimeter Buffer Per 151.5.9.9:** Table 5.9.9.D - states no perimeter buffer required when zoning district of adjacent land is same as proposed subdivision**Street Buffer Per 151.5.9.10:** Street yard buffer required along collector street right of way: along Ditch Bank Road and by the mailboxes which will have an on-street parking space**Farmland Compatibility Standards/ Bona Fide Farm Buffer:** Per Article 151.5.5 – No planting shall be required in cases where a stormwater management facility is located within the area occupied by the required 50 feet farmland buffer.**Recreational Land:** Less than 30 lots not required.

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**ENVIRONMENTAL ASSESSMENT****Streams, Creeks, Major Ditches:** North River Drainage District and Indiantown Creek**Distance & description of nearest outfall:** Approved Stormwater Management Plan will determine**TECHNICAL REVIEW COMMITTEE COMMENTS:** All members received email notification

1. **Camden County Water.** Disapproved working on solution
2. **Camden County Sewer.** Approved Perk Test
3. **South Camden Fire Department.** Reviewed with no comments
4. **Pasquotank EMS (Central Communications).** Subdivision/road names approved as is
5. **Sheriff's Office.** Disapproved with comments
6. **Postmaster Elizabeth City.** No response. Did not attend TRC meeting.
7. **Superintendent of Schools.** No response. Did not attend TRC meeting.
8. **Transportation Director of Schools.** Comments on Bus Stop and Bus Turn around addressed
9. **Camden Soil & Water Conservationist.** No response. Did not attend TRC meeting
10. **NCDOT.** No response. Did not attend TRC meeting
11. **Mediacom.** No response. Did not attend TRC meeting
12. **Century Link.** No response. Did not attend TRC meeting

13. **Dominion Energy.** No response. Did not attend TRC meeting

## **PLANS CONSISTENCY**

### **CAMA Land Use Plan Policies & Objectives:**

Consistent ☒ Inconsistent ☐

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

### **2035 Comprehensive Plan**

Consistent ☒ Inconsistent ☐

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

### **Comprehensive Transportation Plan**

Consistent ☒ Inconsistent ☐

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

## **FINDINGS REGARDING ADDITIONAL REQUIREMENTS:**

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

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

1. The applicant must strictly abide by all requirements of the Unified Development Ordinance of Camden County, North Carolina, and must also strictly comply with all other local, state, and federal ordinances, laws, rules and regulations as one or more ordinances, laws, rules and regulations may apply to this development.
2. The applicant shall complete the development strictly in accordance with the approved Preliminary Plat and specifications submitted to the Planning Office of Camden County, North Carolina, and contained in the file titled UDO 2023-03-30 and Ordinance 2023-10-01.
3. Construction Plans will include any NCDOT requirements.
4. Construction Plans will include street landscaping along Ditch Bank Road per Article 151.9.4.
5. Construction Plans will include 2 parking spaces (1 ADA accessible) for the Cluster Mailbox Units with ADA accessibility and pedestrian access per Article 151.6.1.9. Cluster Mailboxes and parking will be located in Open Space.
6. All lots shall be crowned to where the dwelling is located to an elevation at or above the 100-year flood as indicated in the Construction drawings listed as Building Pad Elevations. These elevations shall be verified by a Surveyor or Engineer licensed to do business in North Carolina prior to final inspection for the dwelling.
7. All driveway installation with a required culvert shall be verified by a Surveyor or Engineer licensed to do business in North Carolina prior to final inspection for the dwelling.
8. No land disturbing activities shall start until the County Planning Department receives approved DENR Stormwater Permit and Erosion & Sediment Control Plans for the Development.
9. Developer shall make reasonable efforts to obtain off site drainage/maintenance easements to the outfall.
10. Developer and or Home Owners Association shall provide Camden County certification by a licensed North Carolina Engineer of compliance with approved Drainage Plan for Camden Station Subdivision every five years starting from recording of Final Plat in the Camden County Registry of Deeds.
11. Construction drawings to reflect turning radius meeting Camden County School Requirements, NCDOT requirements and any other requirements.
12. Construction drawings to reflect Board of Commissioners recommendation concerning turn around space i.e. roundabout, hammerhead turnaround, or other.
13. Construction drawings to reflect bus stop shelter as requested by the Chief Operations Officer of Camden County Schools.
14. Home Owners Restrictive Covenants shall include the following information:
  - a. All requirements (to include Maintenance and allowable built upon area) listed under NCDENR Stormwater Permit.
  - b. Maintenance requirements of the outfall ditch leading.

- c. The re-certification to the County of the approved drainage plan every five years from date of recording of Final Plat.
  - d. Maintenance of all open space, gardens and improvements throughout the subdivision listed in the approved County Stormwater Management Plan.
  - e. The impervious surface limitations listed in the approved County Stormwater Management Plan.
15. If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this approval in its entirety shall be void and have no effect.

### **Effective Date**

This Ordinance is effective upon adoption.

Adopted by the Board of Commissioners for the County of Camden this 2nd day of October, 2023.

ATTEST:

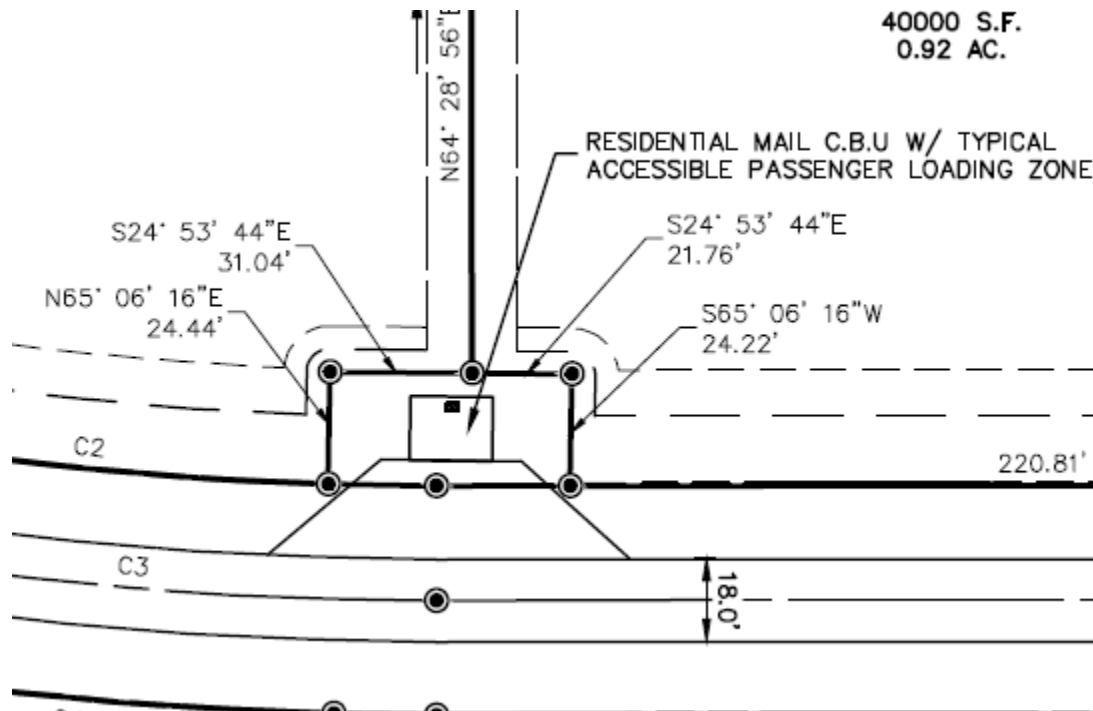
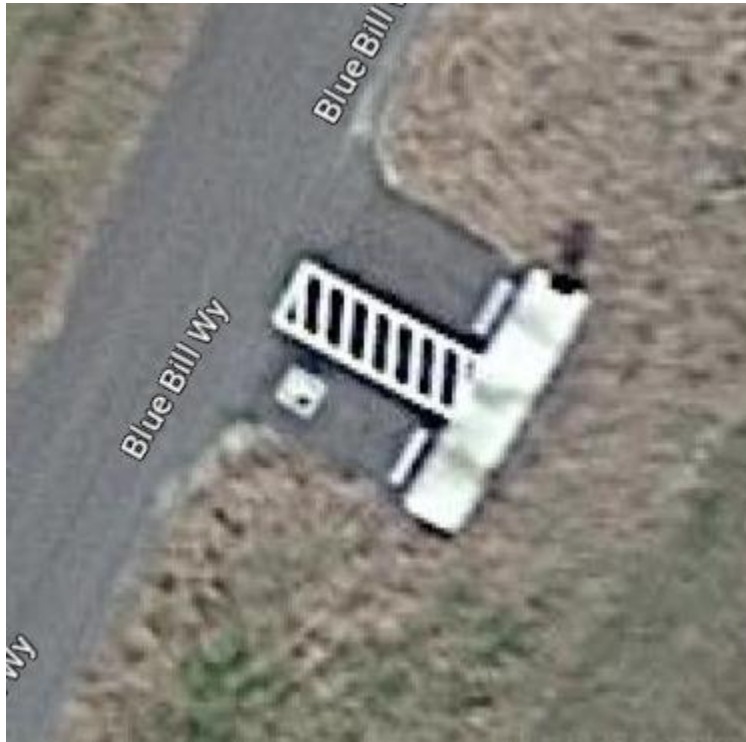
Tiffney White, Chair  
Camden County Board of Commissioners

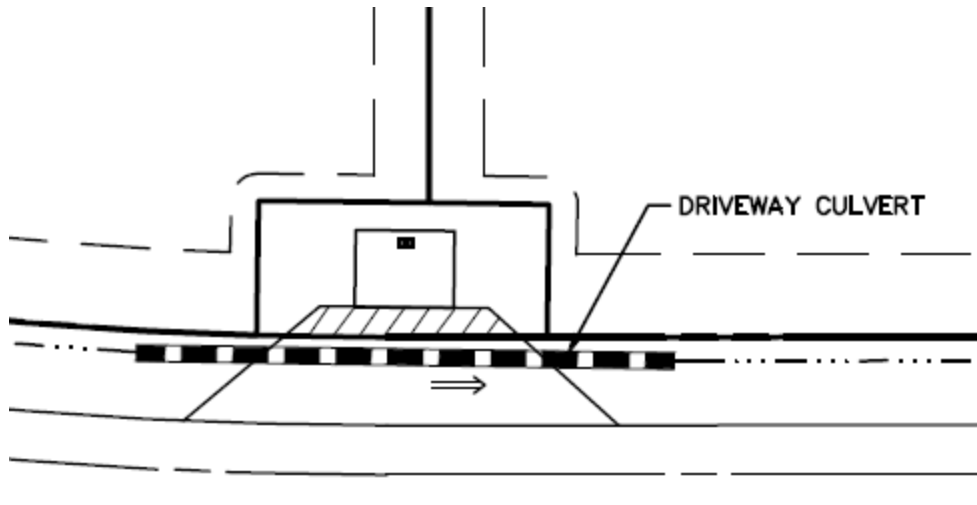
Karen M. Davis  
Clerk to the Board of Commissioners

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## Cluster Mailbox





### 6.1.9. CLUSTER MAILBOXES

New residential subdivisions shall include cluster mailbox units in accordance with U.S. Postal Service guidelines and the following:

- A. Wherever possible, cluster mailboxes shall be located within open space set-aside, served by pedestrian access and served by two or more off-street parking spaces.
- B. In cases where the cluster mailboxes must be placed within a public right-of-way, the mailbox unit(s) shall be located and configured in accordance with the latest revision of the NCDOT policy guidance on the placement cluster box units (CBUs) in State-maintained streets, including provision of a vehicular turnout.
- C. Cluster mailbox units placed on a private street shall comply with NCDOT policy guidance on the placement of cluster box units (CBUs) on State-maintained streets.

**D103.2 Grade.** Fire apparatus access roads shall not exceed 10 percent in grade.

**Exception:** Grades steeper than 10 percent as approved by the fire chief.

- ❖ Section 503 discusses grade in generalities and states that the grade be within the limits established by the fire code official. The criteria are generic because the conditions in different jurisdictions will vary. For example, some fire department apparatus is able to handle steeper grades than others, and the likelihood of inclement weather, such as snow, will affect the ability of the vehicles to handle the terrain.

This appendix states a numerical criterion of 10 percent, which is fairly conservative for most situations. This number gives something specific for a jurisdiction to cite without having to determine the actual grade. There is an exception to this section that would allow the fire chief to approve a grade greater than 10 percent. This gives the jurisdiction flexibility for specific situations where terrain might call for a steeper grade.

This figure shows various turnaround configurations, all of which call for a turning radius of 28 feet (8534 mm) (see commentary, Table D103.4).

**D103.3 Turning radius.** The minimum turning radius shall be determined by the fire code official.

- ❖ The turning radius is left generic within both Section 503 and this section because of the large variation in the

equipment used by fire departments. Each fire department must assess the specific abilities of its vehicles to set a minimum turning radius. The diagrams in Figure D103.1 set the turning radius at 28 feet (8534 mm), which may not be satisfactory for all jurisdictions.

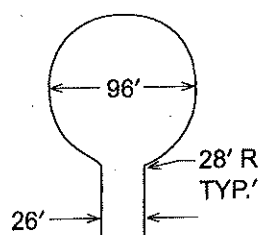
**D103.4 Dead ends.** Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) shall be provided with width and turnaround provisions in accordance with Table D103.4.

**TABLE D103.4**  
**REQUIREMENTS FOR DEAD-END FIRE APPARATUS ACCESS ROADS**

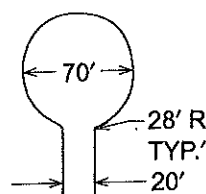
LENGTH (feet)	WIDTH (feet)	TURNAROUNDS REQUIRED
0-150	20	None required
151-500	20	120-foot Hammerhead, 60-foot "Y" or 96-foot-diameter cul-de-sac in accordance with Figure D103.1
501-750	26	120-foot Hammerhead, 60-foot "Y" or 96-foot-diameter cul-de-sac in accordance with Figure D103.1
Over 750		Special approval required

For SI: 1 foot = 304.8 mm.

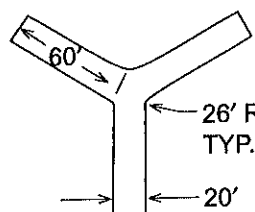
- ❖ Though the widths of the access roadways may be sufficient to move and operate the necessary equipment at a fire scene, they may not be wide enough for the vehicles to turn around. On through streets this is not an is-



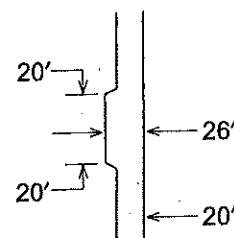
96' DIAMETER  
CUL-DE-SAC



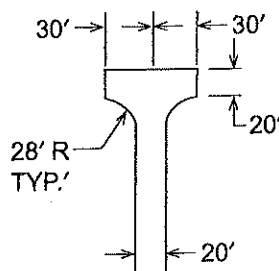
70' DIAMETER  
CUL-DE-SAC



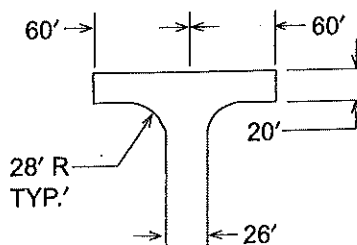
ACCEPTABLE ALTERNATIVE  
TO 120' HAMMERHEAD



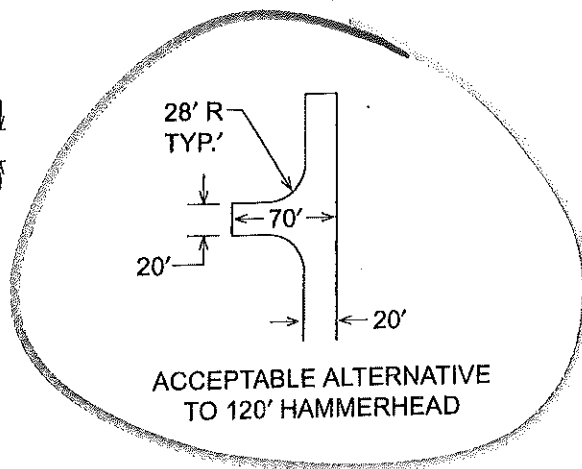
MINIMUM CLEARANCE  
AROUND A FIRE  
HYDRANT



60' HAMMERHEAD



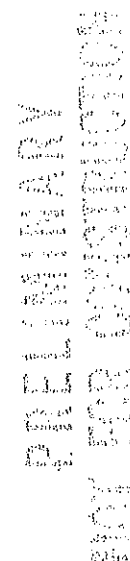
120' HAMMERHEAD



ACCEPTABLE ALTERNATIVE  
TO 120' HAMMERHEAD

For SI: 1 foot = 304.8 mm.

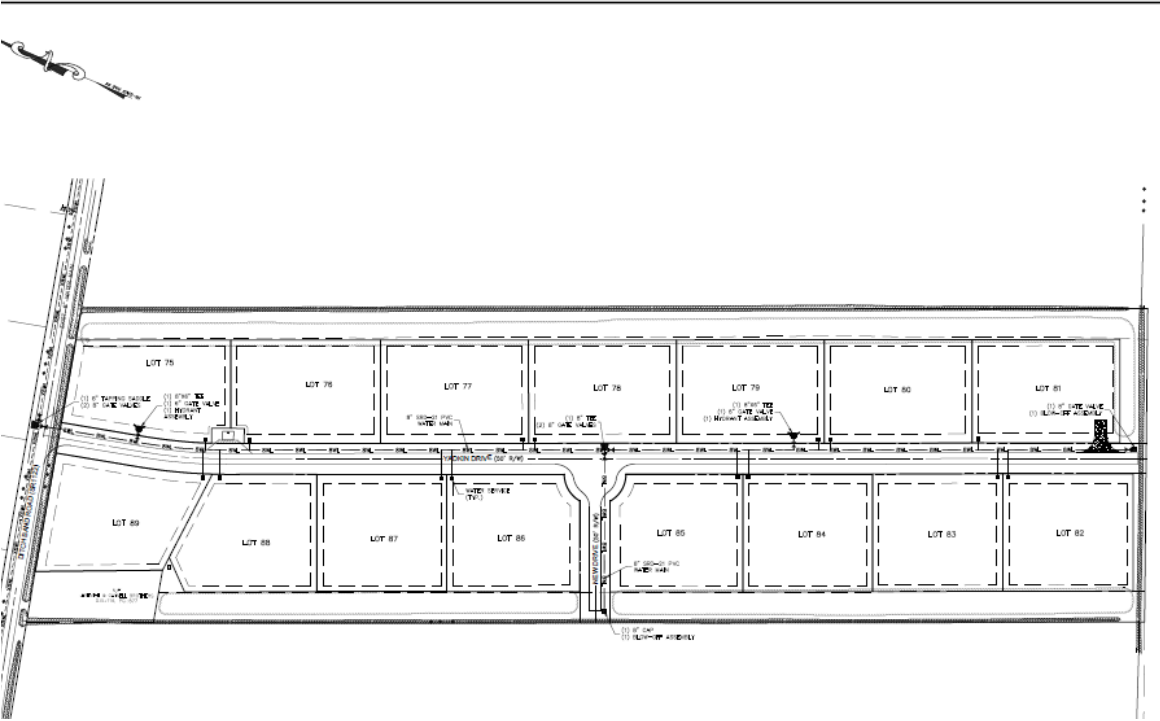
**FIGURE D103.1**  
**DEAD-END FIRE APPARATUS ACCESS ROAD TURNAROUND**



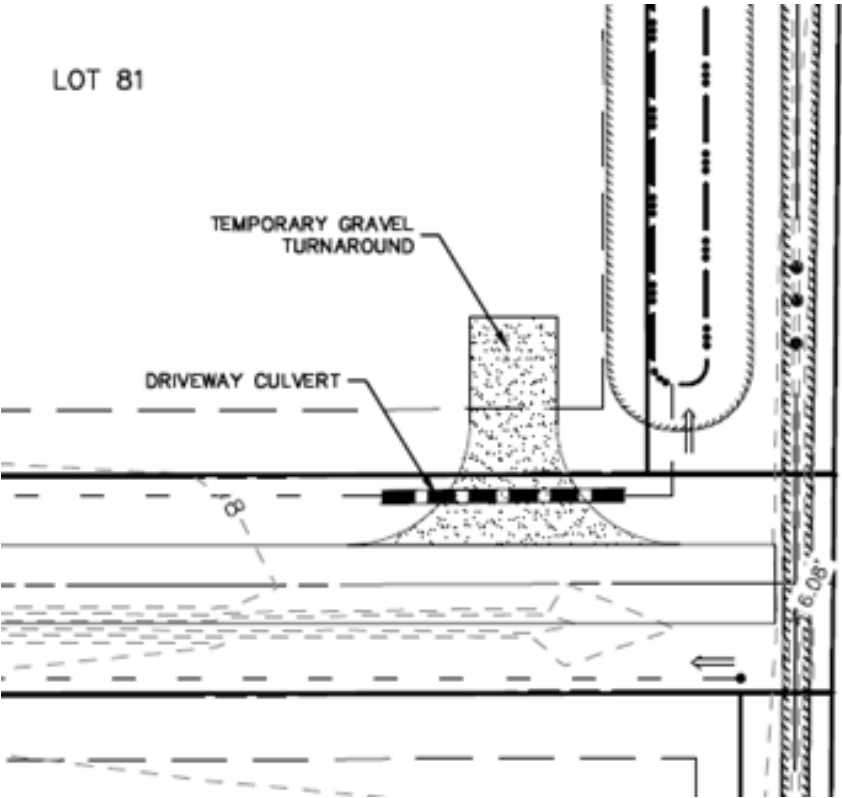




From North River Crossing Preliminary Plat



Zoom in to Proposed Gravel Turnaround



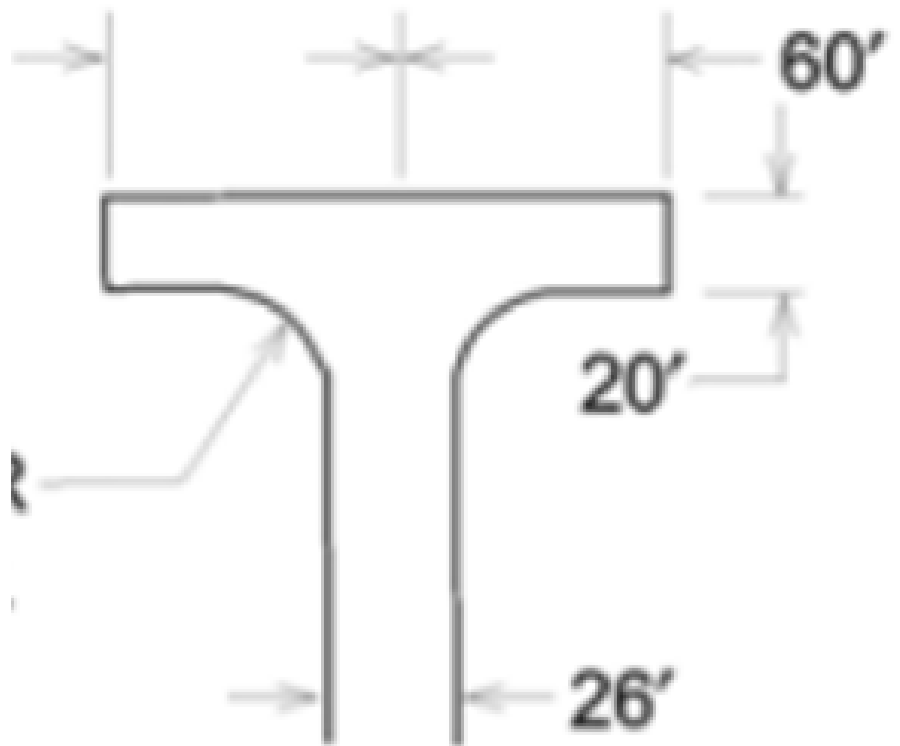
Example of a “hammerhead turnaround at dead end



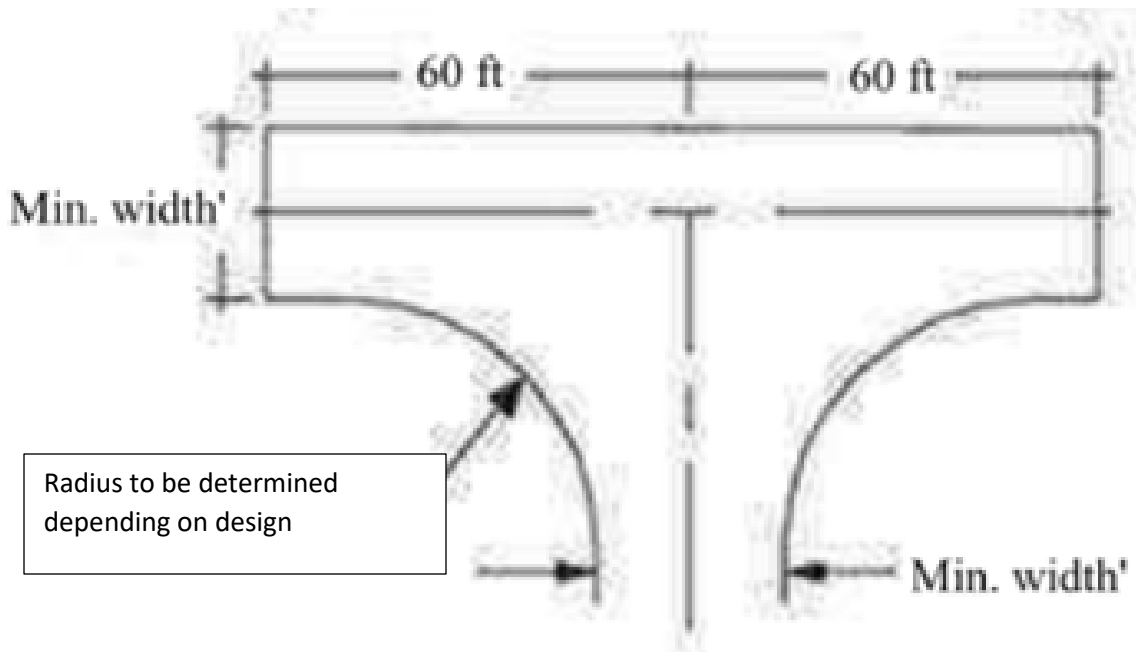
A “hammer-head” turnaround has a width of 150 to 120 feet.

With of actual pavement or hard surface will need to be determined

Examples of a hammer head  
turnaround of 120 feet







Not in the NC DOT Right of Way

Examples with out a radius are wider with 150 feet.

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

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



Example of roundabouts with dead end streets



Attachment: TurnaroundDetails (North River Crossing Phase 3 Subdivision - Amber Curling)

**Erin Burke**

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**From:** Kirk Jennings <kirkjennings@centurylink.net>  
**Sent:** Monday, October 30, 2023 10:37 AM  
**To:** john@pioneerlandcompanyllc.com  
**Cc:** Erin Burke; Amber Curling  
**Subject:** Re: North River Crossing Emergency Turnaround

Hi, John

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

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

Please let me know if you have any questions or need further clarification.

Thanks

Kirk Jennings  
 South Camden Fire Department  
 (252)339-2440

On Thu, 26 Oct, 2023 at 3:40 PM, John Linton <john@pioneerlandcompanyllc.com> wrote:

To: kirkjennings@centurylink.net  
 Cc: eburke@camdencountync.gov; acurling@camdencountync.gov

Mr. Jennings,

Thanks for taking time to talk with me on the phone today. As discussed, Erin Burke (cc'd), the Camden County Manager, asked me to reach out to you with regard to the North River Crossing development in Shawboro.

Several months ago, there was a "TRC" meeting organized by Amber Curling (cc'd) to discuss this project. The fire department received a copy of the plans and an invitation to the meeting. There was no concern from the fire department expressed before or during the TRC meeting.

However, in our meeting to receive preliminary plat approval, the county attorney expressed a concern. The concern was whether the emergency access turnaround in phase 3 was sufficient for the county's fire trucks to turnaround in.

Attachment: Fire Response (North River Crossing Phase 3 Subdivision - Amber Curling)

To clarify, the emergency turnaround we show on our phase 3 plan (see attached) comes directly from the fire code (see attached) and has the exact dimensions as the emergency turnaround that was previously approved and constructed on Cape Fear Drive in the previous phase of North River Crossing.

After meeting with Erin, we believe that it would be valuable to have the Camden Fire department take their largest truck to Cape Fear Drive in North River Crossing (see map attached and below) and turnaround using the emergency access turnaround area.

This way, in addition to using the turnaround in the fire code and building the same turnaround that was previously approved and constructed, we can also say that the fire department has turned their largest truck around using a similar emergency turnaround.

If you could please drive your largest truck and turn it around using the emergency turnaround at the location on Cape Fear Drive in North River Crossing and then provide feedback indicating whether or not the access accommodates your largest truck we would all appreciate it.

For your reference I have attached the following:

- 1- NRC Phase 3 Preliminary Plat (Showing emergency turnaround)
- 2- Auto-turn showing a fire truck safely turning in the emergency turnaround area
- 3 - Fire Code guidelines (The turnaround follows precisely the dimensions provided in the fire code).
- 4 - Map of existing North River Crossing fire turnaround area on Cape Fear Drive in North River Crossing.

Please do not hesitate to contact me with any questions or if you want additional detail.

Best regards,

John Linton



## Erin Burke

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**From:** Britton Overton <boverton@camden.k12.nc.us>  
**Sent:** Tuesday, October 31, 2023 9:53 AM  
**To:** john@pioneerlandcompanyllc.com  
**Cc:** Erin Burke; Amber Curling  
**Subject:** Re: North River Crossing Phase 3 - School Bus Question

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

On Wed, Oct 25, 2023 at 3:33 PM John Linton <[john@pioneerlandcompanyllc.com](mailto:john@pioneerlandcompanyllc.com)> wrote:

Mr. Overton,

Erin Burke (cc'd), the Camden County Manager, asked me to reach out to you with regard to the North River Crossing development in Shawboro.

Several months ago, representatives from the school district attended a "TRC" meeting organized by Amber Curling (cc'd) to discuss this project after receiving and reviewing the draft preliminary plat. In the TRC meeting the school expressed a concern regarding the location for the school bus pick-up / drop-off area.

After discussing, we both agreed that the pick-up/drop-off location would be at the front of the street near Ditch Bank Road. We also agreed that a shelter would be constructed together with the community mail box. That plan, including the bus shelter, is shown in the attached drawing.

However, in addition to what we have already addressed and agreed to, the county wants to make sure that if there is a handicapped child that requires a bus to come directly in front of their home, that eventuality is accommodated with our plan. To address this concern, you will see that half way down the road we will build a cul-de-sac where a bus can safely turnaround. To accommodate the few homes beyond the cul-de-sac we have also designed an emergency access turnaround.

If you could please indicate whether this emergency turnaround at the end of the road will accommodate a school bus to turnaround we would appreciate it.

To help in your review I have attached the following:

- 1- NRC Phase 3 Preliminary Plat (Showing bus shelter, cul-de-sac, and emergency turnaround)
- 2- Auto-turn showing a school bus safely turning in the emergency turnaround area (this is ONLY for handicapped children who can not be at the bus shelter)
- 3 - Fire Code guidelines (The turnaround follows precisely the dimensions provided in the fire code).

Please do not hesitate to contact me with any questions or if you want additional detail.

Best regards,

John Linton

Attachment: School Response (North River Crossing Phase 3 Subdivision - Amber Curling)





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Britton J. Overton  
Director of Transportation  
Camden County Schools (6015)  
252.335.0831. ext. 116

All e-mail correspondence to and from this address is subject to NC Public Records Law, which may result in monitoring and disclosure to third parties, including law enforcement.

Attachment: School Response (North River Crossing Phase 3 Subdivision - Amber Curling)



**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**New Business**

<b>Item Number:</b>	6.A
<b>Meeting Date:</b>	November 06, 2023
<b>Submitted By:</b>	Lisa Anderson, Tax Administrator Taxes Prepared by: Lisa Anderson
<b>Item Title</b>	<b>September Monthly Report</b>
<b>Attachments:</b>	Tax Report (PDF)

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

**OUTSTANDING TAX DELINQUENCIES BY YEAR**

<b><u>YEAR</u></b>	<b><u>REAL PROPERTY</u></b>	<b><u>PERSONAL PROPERTY</u></b>
2022	158,764.22	10,209.80
2021	91,263.19	7,534.82
2020	42,643.14	3,152.18
2019	23,665.68	1,817.18
2018	17,895.90	1,080.65
2017	11,355.70	1,289.46
2016	6,922.54	1,035.04
2015	6,123.07	628.26
2014	7,945.73	969.00
2013	6,177.80	4,618.93

**Attachment: Tax Report (Tax Report - Lisa Anderson)**



TOTAL REAL PROPERTY TAX UNCOLLECTED	372,756.97
TOTAL PERSONAL PROPERTY UNCOLLECTED	32,335.32
TEN YEAR PERCENTAGE COLLECTION RATE	99.55%
COLLECTION FOR 2023 vs. 2022	10,233.87

**LAST 3 YEARS PERCENTAGE COLLECTION RATE**

2022	98.27%
2021	98.97%
2020	99.43%

**THIRTY LARGEST UNPAID ACCOUNTS**

SEE ATTACHMENT "A"

**THIRTY OLDEST UNPAID ACCOUNTS**

SEE ATTACHMENT "B"

**EFFORTS AT COLLECTION IN THE LAST 30 DAYS**ENDING September 2023**BY TAX ADMINISTRATOR**62 NUMBER DELINQUENCY NOTICES SENT16 FOLLOWUP REQUESTS FOR PAYMENT SENT5 NUMBER OF WAGE GARNISHMENTS ISSUED3 NUMBER OF BANK GARNISHMENTS ISSUED23 NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR  
TO DELINQUENT TAXPAYER0 NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)0 PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF  
TAX ADMINISTRATOR0 NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO  
COUNTY ATTORNEY0 NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR  
COLLECTION (I.D. AND STATUS)0 REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS0 NUMBER OF JUDGMENTS FILED

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	02-8943-01-17-4388.0000	10,421.76	2	THOMAS REESE	CAMDEN	301 JAPONICA DR
R	03-8971-00-23-2253.0000	9,306.61	2	ABODE OF CAMDEN, INC.	SHILOH	187 C THOMAS POINT RD
R	02-8934-01-18-8072.0000	7,103.79	2	ARNOLD AND THORNLEY, INC.	CAMDEN	146 158 US W
R	02-8935-02-66-7093.0000	6,753.90	2	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	01-7999-00-62-3898.0000	5,890.92	2	MICHAEL ASKEW	SOUTH MILLS	257 A OLD SWAMP RD
R	03-8962-00-05-0472.0000	5,801.13	2	FRANK MCMILLIAN HEIRS	SHILOH	172 NECK RD
R	02-8943-01-06-9013.0000	5,760.62	2	JEWEL H. DAVENPORT	CAMDEN	WINDY HEIGHTS DR
R	02-8934-01-29-4617.0000	5,748.12	2	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W
R	03-8943-02-75-4196.0000	5,728.00	2	SHERRILL M PRICE JR	SHILOH	115 COOKS LANDING RD
R	01-7989-00-01-1714.0000	5,589.67	10	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8916-00-39-5170.0000	5,319.70	2	DONALD RAY JONES	CAMDEN	670 343 HWY N
R	02-8945-00-41-2060.0000	5,301.00	2	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	03-9809-00-23-4988.0000	5,097.20	2	WANDA H WELLS	SHILOH	104 HIGH RD
R	03-8973-00-53-0748.0000	5,096.48	2	MORRIS L. KIGHT III	SHILOH	142 STANLEY LN
R	02-8954-00-43-8538.0000	4,941.32	2	BILLY ROSS FEREBEE	CAMDEN	237 PALMER RD
R	03-9809-00-24-8236.0000	4,795.95	2	GENE W IRBY	SHILOH	503 SAILBOAT RD
R	03-8961-00-68-3593.0000	4,381.87	2	EDWARD LANE MOORE	SHILOH	169 RAYMONS CREEK RD
R	02-8934-04-72-0416.0000	4,155.76	2	PAULINE JETTE	CAMDEN	238 COUNTRY CLUB RD
R	03-8972-00-44-8500.0000	4,137.94	2	ABODE OF CAMDEN INC.	SHILOH	343 HWY S
R	02-8935-04-63-0820.0000	3,990.30	1	BELCROSS PROPERTIES, LLC	CAMDEN	197 158 US E
R	02-8934-03-31-9750.0000	3,690.92	1	CAROLYN MCDANIEL	CAMDEN	195 COUNTRY CLUB RD
R	03-8990-00-17-3935.0000	3,352.06	2	KARL L ADCOCK	SHILOH	100 CATALAN DR
R	03-8971-00-54-7373.0000	3,307.86	2	DWAYNE HARRIS	SHILOH	125 ONE MILL RD
R	01-7090-00-64-6040.0000	3,295.22	1	LINTON RIDDICK	SOUTH MILLS	129 LILLY RD
R	02-8937-00-50-2005.0000	3,266.82	1	BRENDA MOORE	CAMDEN	197 HERMAN ARNOLD RD
R	01-7090-00-92-5561.0000	3,244.45	2	MAINSTAY CONSTRUCTION, INC	SOUTH MILLS	GENERALS WAY
R	02-8936-00-23-4750.0000	3,233.58	2	AARON DARNELL CHAMBLEE ET AL	CAMDEN	LAMBS RD
R	02-8943-01-47-1120.0000	3,129.77	4	EMILY FORBES CRAIN	CAMDEN	104 C ST
R	01-7080-00-26-2396.0000	3,092.07	1	CHRISTOPHER A. KINDER	SOUTH MILLS	136 DOCK LANDING LP
R	03-8965-00-37-4242.0000	3,077.96	2	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD

10/31/23 10:07:13

Delinquencies Top-30 Unpaid

1

Attachment: Tax Report (Tax Report - Lisa Anderson)



Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	10	5,589.67	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8965-00-37-4242.0000	10	3,077.96	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	03-8962-00-04-9097.0000	10	2,988.80	CECIL BARNARD HEIRS	SHILOH	NECK RD
R	01-7999-00-95-3587.0000	10	2,613.78	WALTER TURNER HEIRS	SOUTH MILLS	CAROLINA RD
R	03-8899-00-45-2682.0000	10	2,245.98	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8952-00-95-8737.0000	10	2,233.18	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7999-00-32-3510.0000	10	2,022.09	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7988-00-91-0179.0001	10	2,014.88	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	01-7999-00-12-8596.0000	10	1,943.65	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	03-8943-04-93-8214.0000	10	1,862.04	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7091-00-64-6569.0000	10	1,814.42	CLARENCE D. TURNER JR.	SOUTH MILLS	STINGY LN
R	02-8926-00-13-6839.0000	10	1,407.85	NORTHEASTERN COMMUNITY	CAMDEN	123 TRAFTON RD
R	02-8935-01-07-0916.0000	10	1,202.28	ROSETTA MERCER INGRAM	CAMDEN	227 SLEEPY HOLLOW RD
R	02-8936-00-24-7426.0000	10	948.81	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	01-7090-00-60-5052.0000	10	840.78	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	01-7989-04-60-1568.0000	10	806.07	EMMA BRITE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	01-7989-04-90-0938.0000	10	791.77	DORIS EASON	SOUTH MILLS	1352 343 HWY N
R	01-7989-04-60-1954.0000	10	786.75	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	01-7080-00-62-1977.0000	10	719.09	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	02-8955-00-13-7846.0000	10	592.37	MARIE MERCER	CAMDEN	IVY NECK RD
R	03-9809-00-33-4725.0000	10	441.32	DENNIS CREASY	SHILOH	SAILBOAT RD
R	03-8980-00-61-1968.0000	10	417.12	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	03-9809-00-53-4358.0000	10	406.96	WILLIAM G. YATES	SHILOH	SAILBOAT RD
R	03-8899-00-36-1568.0000	10	367.55	PETER BUTSAVAGE	SHILOH	HIBISCUS RD
R	03-8962-00-55-5300.0000	10	310.71	OCTAVIA COPELAND HEIRS	SHILOH	457 NECK RD
R	01-7090-00-95-5262.0000	10	307.16	JOHN F. SAWYER HEIRS	SOUTH MILLS	OLD SWAMP RD
R	03-9809-00-54-8280.0000	10	306.72	RODNEY STEVEN SPIVEY &	SHILOH	SAILBOAT RD
R	03-8980-00-84-0931.0000	10	293.76	CARL TEUSCHER	SHILOH	218 BROAD CREEK RD
R	03-9809-00-66-0120.0000	10	262.25	RANDELL CRIDER	SHILOH	SAILBOAT RD
R	03-9809-00-45-1097.0000	10	206.42	MICHAEL OBER	SHILOH	CENTERPOINT RD

10/31/23 10:07:16

Delinquencies Top-30 Oldest

1

Attachment: Tax Report (Tax Report - Lisa Anderson)

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0002941	2,059.39	2	BARKER'S TRUCKING, INC	SHILOH	108 SASSAFRAS LN
P	0000295	1,126.07	4	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0001709	947.26	6	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0003721	792.00	2	JIMMY'S TRUCKING & HAULING LLC	CAMDEN	127 TRAFTON RD
P	0001721	693.51	2	CINDY MAYO	SOUTH MILLS	106 BINGHAM RD
P	0003192	583.73	1	ROBERT JESSE-ALDERMAN HUDGINS	CAMDEN	409 343 HWY N
P	0001046	543.81	1	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	520.66	10	PAM BUNDY	SHILOH	105 AARON DR
P	0003513	449.27	1	JULIE PORTER	CAMDEN	431 158 US W
P	0003512	397.83	1	WILLIAM ANTHONY POPE JR	CAMDEN	214 SMITH DR
P	0000297	368.21	1	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0003017	337.95	1	MARK STANLEY MICHALSKI	SOUTH MILLS	138 CAROLINA RD
P	0003773	337.89	2	SEVAN NERO BARTLETT	CAMDEN	197 HERMAN ARNOLD RD
P	0003415	302.75	2	IVY MIRANDA BOGUES	CAMDEN	224 NORTH RIVER RD
P	0000945	294.86	2	RAMONA F. TAZEWEEL	CAMDEN	239 SLEEPY HOLLOW RD
P	0003547	292.19	2	NICHOLAS W. STOTTS	CAMDEN	431 158 US W
P	0002902	281.09	2	STEPHANIE AUSMAN	SHILOH	204 POND RD
P	0003208	271.52	2	RICKY W JOHNSON	CAMDEN	113 PALMER RD
P	0001545	270.35	2	LOUIS RUGGERI	CAMDEN	390 CAMDEN CSWY
P	0003075	262.38	2	PATRICK WAYNE BAUM	CAMDEN	186 B BUSHELL RD
P	0001104	258.76	1	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0003478	253.59	1	JOHN PETER LEARY	SOUTH MILLS	971 343 HWY N
P	0002525	251.35	1	JOSEPH VINCENT CARDYN	SHILOH	260 ONE MILL RD
P	0002643	231.93	1	JASON RYAN MCCALLISTER	SOUTH MILLS	102 COUNTRY MEADOWS DR
P	0003662	231.58	2	JEFFREY CLAYTON COLLIER	CAMDEN	152 158 US W
P	0000738	226.96	8	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0003850	225.10	1	JOSHUA MICHAEL BAILEY	SOUTH MILLS	100 ROBIN CT W
P	0002468	221.37	1	WANDA HERNANDEZ WELLS	SHILOH	104 HIGH RD
P	0001538	216.33	4	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001512	213.49	2	JOHN WESLEY BURGESS, JR.	CAMDEN	431 158 USY W

10/31/23 10:07:38

Delinquencies Top-30 Unpaid

1

Attachment: Tax Report (Tax Report - Lisa Anderson)

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001072	10	520.66	PAM BUNDY	SHILOH	105 AARON DR
P	0001709	8	947.26	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0001046	8	543.81	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	8	226.96	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001538	8	216.33	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001106	8	200.27	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001694	8	128.34	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0000295	7	1,126.07	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000770	7	134.40	MARSHA GAIL BOGUES	CAMDEN	276 BELCROSS RD
P	0002921	7	120.68	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0000945	6	294.86	RAMONA F. TAZEWEILL	CAMDEN	239 SLEEPY HOLLOW RD
P	0002468	6	221.37	WANDA HERNANDEZ WELLS	SHILOH	104 HIGH RD
P	0002968	6	202.44	MICHAEL WILLIAM MAINELLO	SOUTH MILLS	237 KEETER BARN RD
P	0001150	6	136.45	WILLIAM MICHAEL STONE	CAMDEN	130 MILL DAM RD S
P	0001689	6	125.28	MICHAEL WAYNE MYERS	SOUTH MILLS	107 ROBIN DR
P	0002902	5	281.09	STEPHANIE AUSMAN	SHILOH	204 POND RD
P	0001512	5	213.49	JOHN WESLEY BURGESS, JR.	CAMDEN	431 158 USY W
P	0002942	5	100.25	JAMES P. VASILOPOULOS	CAMDEN	346 343 HWY S
P	0003513	4	449.27	JULIE PORTER	CAMDEN	431 158 US W
P	0003415	4	302.75	IVY MIRANDA BOGUES	CAMDEN	224 NORTH RIVER RD
P	0003075	4	262.38	PATRICK WAYNE BAUM	CAMDEN	186 B BUSHELL RD
P	0003414	4	199.71	EDWARD A. BILL	CAMDEN	152 158 US W
P	0003096	4	191.26	DANIEL ELWOOD BRIGHT	CAMDEN	109 JUNIPER DR
P	0002978	4	177.22	JONATHAN LEWIS PUGH	SOUTH MILLS	206 MAIN ST
P	0003035	4	173.24	ROBERT HENRY LEE	SHILOH	121 BEECH TREE DR
P	0003487	4	171.51	MICHAEL RONALD MAYO II	CAMDEN	146 BELCROSS RD
P	0003495	4	147.34	ALY MOHAMAD	SHILOH	100 BROAD CREEK RD
P	0003378	4	108.36	JAMES KELLEY WIGFIELD	CAMDEN	441 158 US E
P	0001721	3	693.51	CINDY MAYO	SOUTH MILLS	106 BINGHAM RD
P	0003192	3	583.73	ROBERT JESSE-ALDERMAN HUDGINS	CAMDEN	409 343 HWY N

Attachment: Tax Report (Tax Report - Lisa Anderson)

10/31/23 10:07:40

Delinquencies Top-30 Oldest

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P. 10/31/23



**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**New Business**

**Item Number:** 6.B

**Meeting Date:** November 06, 2023

**Submitted By:** Tim White, Parks & Recreation Director  
Parks & Recreation  
Prepared by: Karen Davis

**Item Title** Youth Football Proposal

**Attachments:** 2023 Youth Football Proposal (PDF)

See attached summary.



**Timothy C. White**  
Recreation Director  
O + 1.252.338.1919 x 239  
twhite@camdencountync.gov



## Camden County Parks & Recreation

P.O. Box 190  
117 North 343  
Camden, NC 27921

[www.camdencountync.gov](http://www.camdencountync.gov)

**Ben Carter**  
Superintendent  
O + 1.252.338.1919 x 265  
bcarter@camdencountync.gov

## Camden County Youth Football

October 3, 2023

### OVERVIEW

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

### GOALS

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

### SPECIFICATIONS

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



## **Board of Commissioners AGENDA ITEM SUMMARY SHEET**

### **New Business**

**Item Number:** 6.C  
**Meeting Date:** November 06, 2023

**Submitted By:** Austin Brown,  
NC Cooperative Extension  
Prepared by: Karen Davis

**Item Title** **Cooperative Extension MOA**

**Attachments:** Camden County Cooperative Extension MOA 2023  
(PDF)  
Camden Cooperative Extension MOA Addendum  
2023 (PDF)

### **Summary:**

NC State University is updating the Memorandum of Agreement with all counties for Cooperative Extension. The Board will consider the attached updated MOA for Camden. Also attached is the breakdown of current salary percentages for informational purposes. The last update was completed in 2006.

### **Recommendation:**

Approval.

**NC STATE****EXTENSION**

# Memorandum of Agreement

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

Attachment: Camden County Cooperative Extension MOA 2023 (Cooperative Extension MOA - Erin Burke)

## Preamble

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

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

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

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

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

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



## Part I. NC State Extension will:

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

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

## Part II.

### The Board of County Commissioners will:

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

## Part III.

### NC State Extension and the Board of County Commissioners mutually agree:

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

4. The parties will work together to maintain an environment of high-quality cooperation and services. At the request of any party, a meeting or conference will promptly be held between the Parties' representatives to resolve any problems or develop any improvements.
5. That the policies established by the State of North Carolina under N.C. General Statute §126 and followed by the UNC System for SHRA employees be used in the granting and administration of leave related to the earning rates, transfer policies, payout computation and timing, and administration of vacation, sick, civil, community involvement, military, Family and Medical Leave, Family Illness Leave, leaves of absence, and other approved leave programs for Cooperative Extension personnel.
6. That Cooperative Extension employees will follow county policies relative to office hours, office closings for inclement weather, and holidays, and for the management and use of county property.
7. That personnel procedures are as follows:

(a) Establishing Accounts to Operationalize the Payroll Process.

- i. To operationalize the payroll arrangement, NCSU will establish a Trust Fund Account for the County at NCSU that will serve as the vehicle for the transfer of funds from the County to NCSU for use in paying the county's agreed-upon share of salary and benefits for Cooperative Extension personnel.
- ii. Procedure for Providing Funds to the Account. A State Treasurer's Electronic Payment System (STEPS) form will be completed and the original submitted to the Assistant Extension Director of HR and Operational Strategy via the appropriate District Extension Director. The County Finance Officer, or the designated County representative, will receive notification from the NCSU College of Agriculture and Life Sciences HR Office prior to the University's payroll date, generally the last working day of each month, advising the amount due for the current payroll. Within 5 business days following the payday, the respective University will draft against the County's established trust account in the amount communicated.
- iii. Administration of the Account. The trust account will be maintained in accordance with the respective NCSU accounting policies and procedures. The trust account will be audited and reconciled by the NCSU College of Agriculture and Life Sciences Business Office to ensure the month-end account balance remains zero.

(b) Employee Benefits.

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

(c) Taxes and Fringe Benefits.

- i. The County will be responsible for providing their proportional share of fringe benefits for all Cooperative Extension personnel, including but not limited to the following:
  1. Employer contributions to all applicable Federal and State taxes.
  2. Employer contribution to TSERs per N.C. General Statute §135, or to ORP per N.C. General Statute §135-5.1.
  3. Employer contribution to the Health Insurance matching charges per N.C. General Statute §135.

(d) Workers' Compensation will be administered pursuant to N.C. General Statute §97-2(2).

The County will provide full and direct coverage for those employees subject to the County workers' compensation insurance within the county insurance program. Employees for whom the County will maintain workers' compensation coverage are the following:

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

(e) Employee Separation

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



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

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

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

(g) Lock-In Provision

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

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

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

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

## 2. County Increases in the Lock-In Provision

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

### *Part IV.* *DURATION, AMENDMENT, AND TERMINATION*

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson or Designee Board of County Commissioners  
Camden County

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director  
North Carolina Cooperative Extension  
North Carolina State University

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean  
College of Agriculture and Life Sciences  
North Carolina State University

Addendum Attached Executed \_\_\_\_\_

**NC STATE****EXTENSION****Addendum to Memorandum of Agreement  
Camden County**

This addendum documents the current salary percentages provided by the County and by NCSU.

Salary Percentages for Camden County as of September 21, 2023.

<b>Position Title</b>	<b>Salary Percentage County</b>	<b>Salary Percentage NCSU</b>
County Extension Director/Agriculture – Field Crops	<b>49.5</b>	<b>50.5</b>
Agent – 4-H Youth Development	<b>50</b>	<b>50</b>
Area Agent – Family and Consumer Sciences (shared with Currituck Co.)	<b>31.1</b>	<b>36.2</b>
Administrative Assistant	<b>49.4</b>	<b>50.6</b>

County Ag Add-On = .2

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



**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**New Business**

**Item Number:** 6.D  
**Meeting Date:** November 06, 2023

**Submitted By:** Erin Burke,  
Administration  
Prepared by: Karen Davis

**Item Title** Traffic Engineering Services for 343 North - Erin Burke

**Attachments:** Camden High School TIA - 2023-09-01 (PDF)

**Summary:**

Review of Traffic Impact Analysis from the proposed High School Site to Sawyer's Creek Road as recommended by the High School Steering Committee.



September 1<sup>st</sup>, 2023

Erin Burke  
County Manager  
P. O. Box 190  
Camden, NC 27921  
252-338-6363 x310  
[eburke@camdencountync.gov](mailto:eburke@camdencountync.gov)

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

Dear Ms.Burke:

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

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

### **SCOPE OF SERVICES**

#### **A. Study Area**

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

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

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

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



## B. Scope of Services

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

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

## COMPENSATION

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

## SCHEDULE

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

## ADDITIONAL SERVICES

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



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

***SCHEDULE of PAYMENT***

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

***AUTHORIZATION to PROCEED***

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

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

Sincerely,

Jeffrey P. Hochanadel, PE, PTOE  
Principal | North Carolina Transportation Group Leader

Proposal Accepted By:

\_\_\_\_\_  
Client – Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Client – Signature

\_\_\_\_\_  
Date



## GENERAL TERMS AND CONDITIONS

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





## GENERAL TERMS AND CONDITIONS (*cont.*)

8. **LIMITATION OF LIABILITY:** To the fullest extent permitted by law, except as expressly stated in this Agreement, Timmons Group makes no representations or warranties, express or implied. Notwithstanding any other provision of this Agreement, the maximum liability, in the aggregate, to the Client and anyone claiming by or through the Client, of Timmons Group and its officers, directors, shareholders, partners, employees, agents and subconsultants, and any of them, for any and all claims, losses, or damages, including attorney's fees, in any way related to or arising from the Project or this Agreement, shall not exceed Timmons Group's total fee under this Agreement, or \$50,000, whichever is less.
9. **DISPUTE RESOLUTION:** In the event of any action or proceeding brought by either party against the other under this Agreement, other than default on payment, the prevailing party shall be entitled to recover all costs and expenses, including its court reporter fees, expert witness fees, and reasonable attorney's fees. If Timmons Group initiates legal proceedings to collect payment, it may recover, in addition to all amounts due, its reasonable attorneys' fees and other expenses related to the proceedings. Such expense shall include the cost, at the Timmons Group normal hourly billing rates, of the time devoted to such proceedings by its employees. The parties agree to litigation in a court of competent jurisdiction or in the jurisdiction where the Project is located.
10. **INDEMNIFICATION:** Timmons Group agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees, against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, to the extent caused solely and directly by the negligent performance of professional services by Timmons Group or its agents under this Agreement. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Timmons Group, its officers, directors, employees and agents, against all damages, costs and liabilities, including reasonable attorney's fees, caused solely by the Client's negligent acts in connection with the Project or that of its Contractor(s), subcontractors or consultants or anyone for whom the Client is legally liable. Neither Timmons Group nor the Client shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.
11. **MISCELLANEOUS:** This Agreement constitutes the entire agreement of the Parties. All prior agreements, whether written or oral, are merged herein and shall be of no force or effect. This Agreement cannot be changed, modified or discharged orally, but only in an agreement in writing. If any term, condition, or provision of this Agreement is found unenforceable by a court of law or equity, this Agreement shall be construed as though that term, condition, or provision did not exist, and its unenforceability shall have no effect whatsoever on the rest of this Agreement. **This represents drafting by both parties and in the event of ambiguities, the principle of interpretation against the drafter shall not apply.**



**Board of Commissioners**  
**AGENDA ITEM SUMMARY SHEET**

**Board Appointments**

**Item Number:** 7.A  
**Meeting Date:** November 06, 2023  
**Submitted By:** Jennifer Gray,  
Clerk of Court  
Prepared by: Karen Davis

**Item Title** **Jury Commission**

**Attachments:** Jury Commission (PDF)

**Summary:**

It is the request of Clerk of Superior Court Jennifer Gray that Gale Perry be reappointed to the Jury Commission. Letter of request attached.

**Recommendation:**

Approval.



JENNIFER L. GRAY, CLERK  
EX OFFICIO JUDGE OF PROBATE  
CLERK OF SUPERIOR COURT  
CAMDEN COUNTY  
JERRY R. TILLET  
RESIDENT JUDGE  
PO BOX 219, CAMDEN, NC 27921  
O 252-336-4000 | F 252-336-4001

October 10, 2023

Camden County Board of Commissioners  
P.O. Box 190  
Camden, NC 27921

Re: Jury Commission Appointee

Dear Commissioners:

It will soon be time for the jury commission to begin its work. This committee consists of three members: one selected by the Senior Resident Superior Court Judge, the second selected by the Clerk of Superior Court and the third person named by the Board of Commissioners. This task usually takes approximately half a day to complete, and the members are paid minimum wage, or a fee determined by the Board.

I would ask that you consider re-appointing Gale Perry of Shiloh as the Board's candidate for this position. Mrs. Perry has served in this capacity previously and is aware of the duties of the commission.

Thank you for your consideration in this matter.

Respectfully,

*Jennifer L. Gray*  
Jennifer L. Gray  
Clerk of Superior Court

Attachment: Jury Commission (Jury Commission)



**Board of Commissioners**  
**AGENDA ITEM SUMMARY SHEET**

**Board Appointments**

**Item Number:** 7.B  
**Meeting Date:** November 06, 2023  
  
**Submitted By:** Amber Curling,  
Planning & Zoning  
Prepared by: Karen Davis

**Item Title** **Planning Board**

**Attachments:** Planning Board (PDF)

Summary attached.



**Camden County Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Meeting Date:** November 6, 2023

**Submitted By:** Planning Department

**Item Title:** Updating Term of Member Appointments

**Summary:** It is necessary to update the following appointment terms in order to be in compliance with the Camden County Unified Development Ordinance Article 11.5.2, which states that terms shall run July 1 - June 30:

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

**Recommendation:** Approval

Attachment: Planning Board (Planning Board)



**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Consent Agenda**

<b>Item Number:</b>	8.A
<b>Meeting Date:</b>	November 06, 2023
<b>Submitted By:</b>	Karen Davis, Clerk to the Board Board of Commissioners Prepared by: Karen Davis
<b>Item Title</b>	<b>BOC Meeting Minutes</b>
<b>Attachments:</b>	bocminutes_100223 (DOCX)

**Camden County Board of Commissioners**  
**October 2, 2023**  
**6:30 PM – Closed Session**  
**7:00 PM – Regular Meeting**  
**Camden Public Library Boardroom**  
**118 Hwy 343 North**

**Minutes**

A Regular Meeting of the Camden County Board of Commissioners was held at 7:00 PM on October 2, 2023 in the boardroom of the Camden Public Library in Camden, North Carolina. A Closed Session was held at 6:30 PM to consult with the County Attorney.

**CALL TO ORDER**

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

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

**CLOSED SESSION**

**Motion to go into Closed Session to consult with the County Attorney.**

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

**Motion to come out of Closed Session.**

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

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

**INVOCATION & PLEDGE OF ALLEGIANCE**

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

**ITEM 1. CONSIDERATION OF AGENDA**

Commissioner Aydlett requested that the agenda be amended to add the staff Holiday party to New Business as Item 6.E.

**Motion to approve the agenda as amended.**

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

**ITEM 2. CONFLICT OF INTEREST DISCLOSURE STATEMENT**

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

**ITEM 3. PRESENTATIONS**

A. Employee Recognition – Beverly Fonville

Ms. Donna Dies was recognized for 5 years of service with the Dismal Swamp Welcome Center.

B. Department of Social Services – Stephanie Wyche  
Due to a technical issue the Department of Social Services Presentation was moved to after the Public Hearing.

#### ITEM 4. PUBLIC COMMENTS

None.

#### ITEM 5. PUBLIC HEARINGS

A. North River Crossing Phase 3 Subdivision – Amber Curling

#### Motion to open the public hearing.

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

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

On August 16, 2023 the Planning Board recommended approval of North River Crossing Phase 3 Major Subdivision with a 4 to 1 vote. Staff supports the Planning Board's recommendation for approval of the preliminary plat based on the current right by zoning with recommendation list of items in the staff report.

The application package in its entirety can be viewed in the County Planning Offices and is herein incorporated by reference.

Staff Report Correction - Item #10 under the recommendation list of items should read *North River Cross Subdivision Phase 3* in place of *Camden Station Subdivision*.

<p align="center"><b>STAFF REPORT</b> Ordinance 2023-10-01 UDO 2023-03-30 Preliminary Plat North River Crossing Phase 3 Major Subdivision</p>	
<p><b>PROJECT INFORMATION</b></p> <p><b>File Reference:</b> UDO 2023-03-30 <b>Project Name:</b> North River Crossing Phase 3 <b>Parcel ID:</b> 03-8965-00-32-3765-0000</p> <p><b>Applicant:</b> James R. Williams <b>Address:</b> 45 Cypress Lane Southern Shores, NC 27494</p> <p><b>Phone:</b> NA <b>Email:</b> NA</p> <p><b>Agent for Applicant:</b> Seaboard Development Alliance LLC <b>Address:</b> 205 E. King Street Edenton, NC, 27932</p> <p><b>Phone:</b> 757-869-0001 <b>Email:</b> elwoodherry@gmail.com</p> <p><b>Current Owner of Record:</b> James R. Williams</p> <p><b>Meeting Dates:</b> November 3, 2022 May 10, 2023 August 16, 2023</p> <p><b>Neighborhood Meeting</b> <b>Technical Review Meeting</b> <b>Planning Board Meeting</b></p>	<p><b>Application Received:</b> March 28, 2023 <b>By:</b> Amber Curling, Planning Dept.</p> <p><b>Application Fee paid:</b> \$750.00</p> <p><b>Stormwater Escrow Fee Paid:</b> \$6000.00</p> <p><b>Completeness of Application:</b> Application is generally complete</p> <p><b>Documents received upon filing of application or otherwise included:</b> A. Land Use Application B. Preliminary Plan C. Deed – contract pending D. Neighborhood Meeting Results E. TRC Inputs F. County Stormwater Management Plan Approved with Conditions G. Approved State Storm Water Permit H. Approved State Erosion &amp; Sediment Control Permit</p>
<p><b>REQUEST:</b> Seaboard Development Alliance LLC is requesting review of the Preliminary Plat for North River Crossing Phase 3 Major Subdivision per Article 151.2.3.20 of the Unified Development Ordinance 15 of lots on a parcel of approximately 20.15 acres.</p> <p><b>PROJECT LOCATION:</b> <b>Street Address:</b> New Street named Yadkin Dr on south side of Ditch Bank Road. <b>Location Description:</b> Across Ditch Bank Road from North River Crossing Phase 1 &amp; 2 in Shiloh Township.</p>	
<p><b>Subdivision SITE DATA</b> <b>Approximate Size of Parcel:</b> 20.15 acres <b>Number of Lots and Size:</b> 15 lots 40,000 square feet (0.92 acres) <b>Flood Zone:</b> X <b>Zoning District(s):</b> Neighborhood Residential Zoning District <b>Existing Land Uses:</b> Farmland <b>Adjacent Property Uses:</b> North River Crossing Phase 1 and 2 Residential Lots, Woods, and Farmland <b>Streets:</b> Shall be dedicated to public under control of NCDOI. <b>Open Space:</b> 5% of total 20.15 developed acres = 1.01 acres total open space required 75% of total open space required acres is 0.75 acres which shall be active open space 25% of total open space required acres is 0.25 acres which shall be passive open space</p> <p><b>Landscaping Requirements Per 151.5.9.4:</b> Landscaping Plan required <b>Perimeter Buffer Per 151.5.9.9:</b> Table 5.9.9.D - states no perimeter buffer required when zoning district of adjacent land is same as proposed subdivision <b>Street Buffer Per 151.5.9.10:</b> Street yard buffer required along collector street right of way; along Ditch Bank Road and by the mailbox which will have an on-street parking space <b>Farmland Compatibility Standards/ Bona Fide Farm Buffer:</b> Per Article 151.5.5 - No planting shall be required in cases where a stormwater management facility is located within the area occupied by the required 50 foot farmland buffer. <b>Recreational Land:</b> Less than 30 lots not required.</p> <p><b>ENVIRONMENTAL ASSESSMENT</b> <b>Streams, Creeks, Major Ditches:</b> North River Drainage District and Indimtown Creek. <b>Distance &amp; description of nearest outfall:</b> Approved Stormwater Management Plan will determine</p> <p><b>TECHNICAL REVIEW COMMITTEE COMMENTS:</b> All members received email notification</p> <ol style="list-style-type: none"> <li>1. Camden County Water. Disapproved working on solution</li> <li>2. Camden County Sewer. Approved Perk Test</li> <li>3. South Camden Fire Department. Reviewed with no comments</li> <li>4. Pasquotank EMS (Central Communications). Subdivision/road names approved as is</li> <li>5. Sheriff's Office. Disapproved with comments</li> <li>6. Postmaster Elizabeth City. No response. Did not attend TRC meeting.</li> <li>7. Superintendent of Schools. No response. Did not attend TRC meeting.</li> <li>8. Transportation Director of Schools. Comments on Bus Stop and Bus Turn around addressed</li> <li>9. Camden Soil &amp; Water Conservationist. No response. Did not attend TRC meeting</li> <li>10. NCDOI. No response. Did not attend TRC meeting.</li> <li>11. Mediocom. No response. Did not attend TRC meeting</li> <li>12. Century Link. No response. Did not attend TRC meeting</li> <li>13. Dominion Energy. No response. Did not attend TRC meeting</li> </ol> <p><b>PLANS CONSISTENCY</b> <b>CAMA Land Use Plan Policies &amp; Objectives:</b> Consistent <input checked="" type="checkbox"/> Inconsistent <input type="checkbox"/></p>	



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

**2035 Comprehensive Plan**

Consistent ☒ Inconsistent ☐

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

**Comprehensive Transportation Plan**

Consistent ☒ Inconsistent ☐

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

**FINDINGS REGARDING ADDITIONAL REQUIREMENTS:**

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

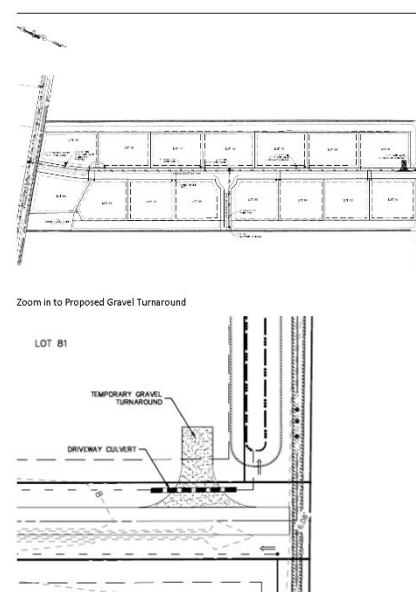
**Staff supports the Planning Boards recommendation for approval of the Preliminary Plat North River Crossing Phase 3 Major Subdivision based on current right by zoning with the following recommendation list of items.**

1. The applicant must strictly abide by all requirements of the Unified Development Ordinance of Camden County, North Carolina, and must also strictly comply with all other local, state, and federal ordinances, laws, rules and regulations as one or more ordinances, laws, rules and regulations may apply to this development.
2. The applicant shall complete the development strictly in accordance with the approved Preliminary Plat and specifications submitted to the Planning Office of Camden County, North Carolina, and contained in the file titled UDO 2023-03-30 and Ordinance 2023-10-01.
3. Construction Plans will include any NCDOT requirements.


4. Construction Plans will include street landscaping along Ditch Bank Road per Article 151.9.4.
5. Construction Plans will include 2 parking spaces (1 ADA accessible) for the Cluster Mailboxes. Units with ADA accessibility and pedestrian access per Article 151.6.1.9. Cluster Mailboxes and parking will be located in Open Space.
6. All lots shall be crowned to where the dwelling is located to an elevation at or above the 100-year flood as indicated in the Construction drawings listed as Building Pad Elevations. These elevations shall be verified by a Surveyor or Engineer licensed to do business in North Carolina prior to final inspection for the dwelling.
7. All driveway installation with a required culvert shall be verified by a Surveyor or Engineer licensed to do business in North Carolina prior to final inspection for the dwelling.
8. No land disturbing activities shall start until the County Planning Department receives approved D/NR Stormwater Permit and Erosion & Sediment Control Plans for the Development.
9. Developer shall make reasonable efforts to obtain off site drainage/maintenance easements to the outfall.
10. Developer and or Home Owners Association shall provide Camden County certification by a licensed North Carolina Engineer of compliance with approved Drainage Plan for Camden Station Subdivision every five years starting from recording of Final Plat in the Camden County Registry of Deeds.
11. Construction drawings to reflect turning radius meeting Camden County School Requirements, NCDOT requirements and any other requirements.
12. Construction drawings to reflect Board of Commissioners recommendation concerning turn around space i.e. roundabout, hammerhead turnaround, or other.
13. Construction drawings to reflect bus stop shelter as requested by the Chief Operations Officer of Camden County Schools.
14. Home Owners Restrictive Covenants shall include the following information:
  - a. All requirements (to include Maintenance and allowable built upon area) listed under NCD/NR Stormwater Permit.
  - b. Maintenance requirements of the outfall ditch loading.
  - c. The re-certification to the County of the approved drainage plan every five years from date of recording of Final Plat.
  - d. Maintenance of all open space, gardens and improvements throughout the subdivision listed in the approved County Stormwater Management Plan.
  - e. The impervious surface limitations listed in the approved County Stormwater Management Plan.
15. If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this approval in its entirety shall be void and have no effect.



From North River Crossing Preliminary Plat

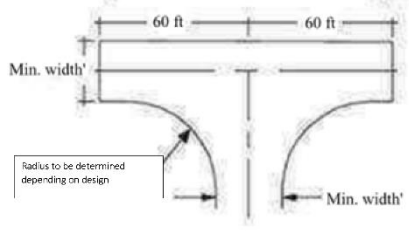
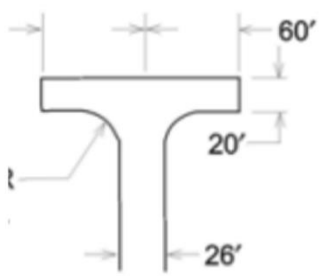


Example of a "hammerhead turnaround at dead end



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

Examples of a hammer head turnaround of 120 feet




Not in the NC DOT Right of Way  
Examples with out a radius are wider with 150 feet.

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

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

Example of roundabouts with dead end streets



New subdivision connecting to dead end

County Attorney Morrison questioned in regard to the roundabout and the effect on emergency vehicles and school buses.

Mrs. Curling responded that she had discussed the matter with NCDOT and if there is a turnaround at the very end that can accommodate larger vehicles, it will be accepted by NCDOT.

Mr. Morrison questioned if the plan as presented raises concerns in regard to the health, safety and welfare.

Mrs. Curling responded that the current plan as presented raises concerns with just a dead-end street.

Commissioner Krainiak added that he has concerns with school buses having to back up. He would prefer a cul-de-sac for the bus turnaround.

County Manager Burke clarified that the turnaround is on private property and could potentially cause problems with future property owners.

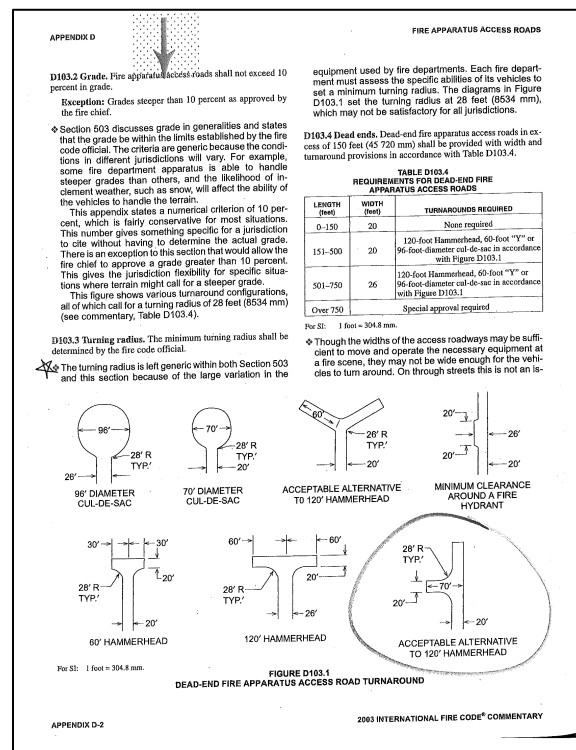
Commissioner Krainiak expressed concern in regard to the site evaluation in that the findings indicate that the site is unsuitable for a conventional subsurface system due to the soil conditions.

Vice Chair Munro expressed concern in regard to the low suitability of a portion of the property being developed.

Commissioner Aydtlett expressed concern in regard to the low water pressure.

Dave Klebitz, licensed engineer and applicant representative, addressed the Board. Mr. Klebitz included the following in his comments:

- The Camden County Ordinance does not require a roundabout. Rather than placing a cul-de-sac at the end, the cul-de-sac was placed in the middle at the 'T'. Mr. Klebitz stated that the cul-de-sac is not actually necessary due to the 'T' which already allows ample turnaround space for large trucks and school buses. The applicant is proposing the following alternative acceptable to the hammerhead design from the International Fire Code:



- Mr. Klebitz referenced the aerial photograph in the meeting packet of North River Crossing Phase 2 where the acceptable alternative hammerhead was used, except that it is paved in that it also serves as a future connective street to an adjoining lot and sits about 70 feet from the end of the road so that firetrucks and emergency vehicles can make the turnaround.
- A school bus shelter will be included at the cluster mailbox to serve as a pickup area for students so that the bus will not have to make the turnaround.

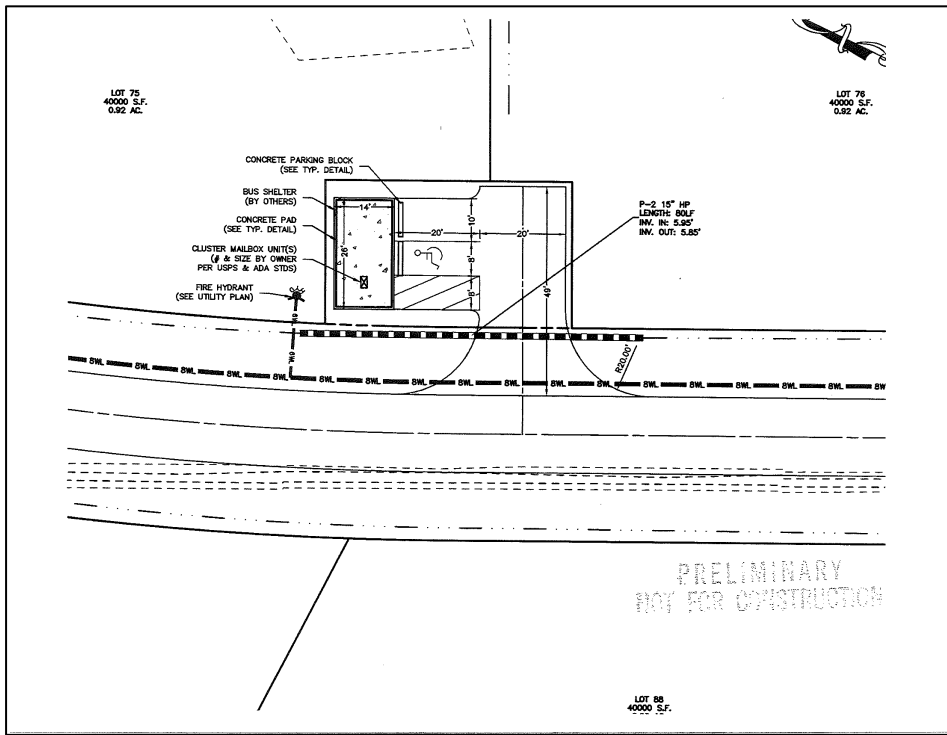
County Manager Burke questioned if the fire department had been contacted to get the lengths of the apparatus to run auto turn. Mr. Klebitz stated that he had not but reiterated that the acceptable hammerhead alternative comes from International Fire Code.

Commissioner Aydlett confirmed that special needs students must be picked up in front of their homes.

Mr. Klebitz added the following in regard to concerns of the site evaluations, suitability for septic and water pressure:

- All of the lots have been evaluated by Albemarle Regional Health Services, which are included in the meeting packet. It is very uncommon for soils to be unsuitable but can be amended to provisionally suitable if certain requirements are met including the addition of sand backfill trenches and peripheral drainage improvements.
- Water pressure issues on a few of the lots in the existing phase were due to a gate valve not fully opened and the issue has now been resolved.

Mr. Klebitz presented the latest Cluster Mailbox Unit layout.



County Manager Burke added that on the Fire Apparatus Access Roads handout, it states that the turning radius is left generic and may not be satisfactory for all jurisdictions. Mrs. Burke stressed the importance of receiving evidence from the fire department that the presented turning radiuses would work.

Mr. Klebitz reminded the Board that what is before them is only the preliminary plat and there will be much more submitted for approval in the future once the applicant begins the next stage in the process.

Public Comments – None.

**Motion to close the Public Hearing.**

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



**Motion to table this item to give adequate time for the staff and fire departments to review the turnarounds.**

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

**Presentation B. Department of Social Services – Stephanie Wyche**

Department of Social Services Director Stephanie Wyche presented to the Board information on the scheduled 2023 Medicaid Expansion to be implemented in December 2023. Included in Ms. Wyche's presentation was a request for an additional position for an Income Maintenance Caseworker II due to this expansion.

- **Medicaid Expansion Quick Facts**
  - North Carolina is expanding who can get Medicaid starting December 1, 2023.
  - Adults ages 19-64 earning up to 138% of the federal poverty line.
  - Coverage will be comprehensive, including services like primary care, hospital stays, prescriptions, vision and hearing, and more.
  - Medicaid pays for doctor visits, yearly checkups, emergency care, mental health and more.
  - Current beneficiaries with full Medicaid coverage won't see any changes.
  - People already enrolled in Medicaid's limited Family Planning program will be automatically moved to full Medicaid expansion, if eligible.
- **Application Process**
  - E-PASS: a secure, self-service website at ePASS.nc.gov.
  - In person at the local DSS office, by calling your local DSS office.
  - USPS by mailing, faxing or emailing in a paper application available at ncgov.servicenowservices.com.
  - By phone.
  - Processing time can be up to 45 days. Applications submitted online may be processed faster.
- **Camden County Medicaid**
  - Beneficiaries: As of July 1, 2023 Camden County has 1700 residents receiving Medicaid.
  - An estimated 302 receive limited coverage for family planning services.
  - Effective December 2, 2023 some of those estimated 302 will have coverage change to full Medicaid. (based on their modified adjusted income)
  - With Medicaid expansion, applicants no longer have to be disabled or have children in the home to qualify.
- **Camden County DSS Statistics**
  - From July 2021 to July 2023 application intake has increased 20%.
  - Caseloads have increased 15% since 2021.
  - In 2021 the county had 1456 beneficiaries.
  - In 2023 the county has 1700, an increase of 244 cases.
- **Staff – 4 Medicaid Caseworkers, with each having a caseload of 350.**
- **Position Requested: Income Maintenance Caseworker II**
  - The primary purpose of this position is to perform duties related to the Eligibility and Enrollment of applicants and/or current beneficiaries for programs such as Medicaid, Food and Nutrition Services, Work First Family Assistance, and various adult Medicaid programs.
  - There may be a primary program designation. However, workers should have general knowledge of all programs offered through this agency.
  - This position may also be responsible for functions related to the Program Integrity Investigation.
  - Work at this level includes such tasks as the interviewing of clients to obtain required information, completing initial applications, verifying the information obtained, determining eligibility or completing scheduled reviews.
  - **Salary**
    - IMC I - \$33,174
    - IMC II - \$38,694 (fully qualified)

County Manager Burke added that the Board had looked at this position during budget planning but a date for Medicaid Expansion had not yet been announced. The deadline has issued a deadline of December 1<sup>st</sup> to implement these changes.

**Motion to approve the additional position for an Income Maintenance Case Worker II as requested.**

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

**ITEM 6. NEW BUSINESS**

A. Tax Report – Lisa Anderson

MONTHLY REPORT OF THE TAX ADMINISTRATOR TO THE CAMDEN COUNTY BOARD OF COMMISSIONERS		
OUTSTANDING TAX DELINQUENCIES BY YEAR		
YEAR	REAL PROPERTY	PERSONAL PROPERTY
2022	168,610.52	10,630.46
2021	92,857.66	7,808.53
2020	42,788.60	3,283.47
2019	23,730.42	1,817.18
2018	18,079.98	1,080.65
2017	11,434.96	1,289.46
2016	6,922.54	1,035.04
2015	6,123.07	628.26
2014	7,945.73	969.00
2013	6,177.80	4,618.93

TOTAL REAL PROPERTY TAX UNCOLLECTED	384,671.28
TOTAL PERSONAL PROPERTY UNCOLLECTED	33,160.98
TEN YEAR PERCENTAGE COLLECTION RATE	99.53%
COLLECTION FOR 2023 vs. 2022	11,801.33 vs. 42,799.70
<b>LAST 3 YEARS PERCENTAGE COLLECTION RATE</b>	
2022	98.17%
2021	98.95%
2020	99.42%

Attachment: bocminutes\_100223 (BOC Meeting Minutes)

EFFORTS AT COLLECTION IN THE LAST 30 DAYS	
ENDING	August 2023
BY TAX ADMINISTRATOR	
52	NUMBER DELINQUENCY NOTICES SENT
28	FOLLOWUP REQUESTS FOR PAYMENT SENT
5	NUMBER OF WAGE GARNISHMENTS ISSUED
3	NUMBER OF BANK GARNISHMENTS ISSUED
29	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	01-8929-00-34-2503.0000	16,676.06	3	STONEBRIAR COMMERCIAL FINANCE	SOUTH MILLS	301 JAPONICA DR
R	02-8943-01-17-4388.0000	10,421.76	3	THOMAS REESE	CAMDEN	187 C THOMAS POINT RD
R	03-8971-00-23-2253.0000	9,306.61	3	ABODE OF CAMDEN, INC.	SHILOH	146 158 US W
R	02-8934-01-18-8072.0000	7,103.79	3	ARNOLD AND THORNLEY, INC.	CAMDEN	158 US E
R	02-8935-02-66-7093.0000	6,753.90	2	B. F. BETHERIDGE HEIRS	SOUTH MILLS	257 A OLD SWAMP RD
R	01-7999-00-62-3898.0000	5,890.92	2	MICHAEL ASKEW	SHILOH	172 NECK RD
R	03-8962-00-05-0472.0000	5,801.13	2	FRANK MCILLIAN HEIRS	SHILOH	WINDY HEIGHTS DR
R	02-8943-01-06-9013.0000	5,780.62	2	JEWEL H. DAVENPORT	CAMDEN	112 158 US W
R	02-8934-02-29-4217.0000	5,748.12	2	JAMES B. SEYMOUR ETAL	CAMDEN	115 COOKS LANDING RD
R	03-8943-02-75-4196.0000	5,728.00	2	SHERRILL M PRICE JR	SHILOH	HORSESHOE RD
R	01-7989-00-01-1714.0000	5,589.67	10	CHARLES MILLER HEIRS	SOUTH MILLS	670 343 HWY N
R	02-8916-00-39-5170.0000	5,319.70	2	DONALD RAY JONES	CAMDEN	168 BUSHELL RD
R	02-8945-00-41-2060.0000	5,301.00	2	LASELLE BETHERIDGE SR. HEIRS	SHILOH	104 HIGH RD
R	03-9809-00-23-4988.0000	5,097.20	2	WANDA H WELLS	SHILOH	142 STANLEY LN
R	03-8973-00-23-0748.0000	5,096.48	2	MORRIS L. KIGHT III	SHILOH	237 PALMER RD
R	02-8954-00-43-8538.0000	4,941.32	2	BILLY ROSS FEREBEE	CAMDEN	503 SAILBOAT RD
R	03-9809-00-24-8236.0000	4,934.60	2	GENE W IRBY	SHILOH	169 RAYMONS CREEK RD
R	03-8961-00-68-3593.0000	4,381.87	2	EDWARD LANE MOORE	CAMDEN	238 COUNTRY CLUB RD
R	02-8934-04-72-0416.0000	4,155.76	2	PAULINE JETTE	SHILOH	343 HWY S
R	02-8972-00-44-8500.0000	4,137.94	2	ABODE OF CAMDEN INC.	CAMDEN	197 158 US E
R	02-8935-04-63-0820.0000	3,990.30	1	BELCROSS PROPERTIES, LLC	CAMDEN	195 COUNTRY CLUB RD
R	02-8934-03-31-9750.0000	3,690.92	2	CAROLYN MCDANIEL	CAMDEN	100 CATALAN DR
R	03-8990-00-17-3935.0000	3,352.06	2	KARL L ADCOCK	SHILOH	125 ONE MILL RD
R	03-8971-00-54-7733.0000	3,307.86	2	DWAYNE HARRIS	SOUTH MILLS	129 LILLY RD
R	01-7090-00-64-6040.0000	3,295.22	1	LINTON RIDDICK	CAMDEN	197 HERMAN ARNOLD RD
R	02-8937-00-50-2005.0000	3,266.82	2	BRENDA MOORE	SOUTH MILLS	GENERALS WAY
R	01-7090-00-32-5561.0000	3,244.45	2	MAINSTAY CONSTRUCTION, INC	CAMDEN	104 C ST
R	02-8936-00-23-4750.0000	3,233.58	2	AARON DARNELL CHAMBLEE ET AL	CAMDEN	136 DOCK LANDING LP
R	02-8943-01-47-1120.0000	3,129.77	4	EMILY FORBES CRAIN	CAMDEN	
R	01-7080-00-26-2396.0000	3,092.07	1	CHRISTOPHER A. KINDER	SOUTH MILLS	

30 Oldest Unpaid – Real

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	01-7989-00-01-1714.0000	10	5,589.67	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8965-00-37-4242.0000	10	3,077.96	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	03-8962-00-04-3097.0000	10	2,989.80	CRCIL BARNARD HEIRS	SHILOH	NECK RD
R	01-7999-00-95-3587.0000	10	2,613.78	WALTER TURNER HEIRS	SOUTH MILLS	CAROLINA RD
R	03-8939-00-45-2682.0000	10	2,245.98	SEAMARK INC.	SHILOH	HOLLY RD
R	03-8952-00-95-8737.0000	10	2,233.18	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7999-00-32-3510.0000	10	2,022.09	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7988-00-91-0179.0001	10	2,014.88	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	01-7999-00-12-8596.0000	10	1,943.65	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	03-8943-04-93-8221.0000	10	1,862.04	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7091-00-64-6563.0000	10	1,814.42	CLARENCE D. TURNER JR.	SOUTH MILLS	STINGY LN
R	02-8926-00-13-6839.0000	10	1,407.85	NORTHEASTERN COMMUNITY	CAMDEN	223 TRAFON RD
R	02-8935-01-07-0916.0000	10	1,202.28	ROSETTA MERCER INGRAM	CAMDEN	227 SLEEPY HOLLOW RD
R	02-8936-00-24-7426.0000	10	948.81	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	01-7090-00-60-5052.0000	10	840.78	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	01-7989-04-60-5568.0000	10	806.07	EMMA BRITTE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	01-7989-04-60-1954.0000	10	791.77	DORIS EASON	SOUTH MILLS	1352 343 HWY N
R	01-7989-04-60-1954.0000	10	786.75	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	01-7080-00-62-1977.0000	10	719.09	SANDERS CROSSING OF CAMDEN CO	SOUTH MILLS	117 OTTERS PL
R	02-8955-00-13-7846.0000	10	592.37	MARIE MERCER	CAMDEN	IVY NECK RD
R	03-8909-00-33-4725.0000	10	441.32	DENNIS CREASY	SHILOH	SAILBOAT RD
R	03-8980-00-61-1968.0000	10	417.12	WILLIAMS BURG VACATION	SHILOH	CAMDEN POINT RD
R	03-8909-00-33-4358.0000	10	406.96	WILLIAM G. YATES	SHILOH	SAILBOAT RD
R	03-8993-00-36-1568.0000	10	367.55	PETER BUTSAVAGE	SHILOH	HIBISCUS RD
R	03-8962-00-55-5300.0000	10	310.71	OCTAVIA COPELAND HEIRS	SHILOH	457 NECK RD
R	01-7090-00-95-5262.0000	10	307.16	JOHN F SAWYER HEIRS	SOUTH MILLS	OLD SWAMP RD
R	03-9809-00-54-8280.0000	10	306.72	RONNEY STEVEN SPIVEY &	SHILOH	SAILBOAT RD
R	03-8980-00-84-0931.0000	10	293.76	CARL TEUSCHER	SHILOH	218 BROAD CREEK RD
R	03-9809-00-66-0120.0000	10	262.25	RANDELL CRIDER	SHILOH	SAILBOAT RD
R	03-9809-00-45-1097.0000	10	206.42	MICHAEL OBER	SHILOH	CENTERPOINT RD

30 Largest Unpaid – Personal

Roll	Parcel Number	Unpaid Amount	YrsDltg	Taxpayer Name	City	Property Address
P	0002941	2,059.39	2	BARKER'S TRUCKING, INC	SHILOH	108 SASSAPRAS LN
P	0000295	1,126.07	4	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0001709	947.26	6	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0003721	792.00	2	JIMMY'S TRUCKING & HAULING LLC	CAMDEN	127 TRAFTON RD
P	0001721	693.51	2	CINDY MAYO	SOUTH MILLS	106 BINGHAM RD
P	0003192	583.73	1	ROBERT JESSE-ALDERMAN HUDGINS	CAMDEN	409 343 HWY N
P	0001046	543.81	1	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	520.66	10	PAM BUNDY	SHILOH	105 AARON DR
P	0003513	449.27	1	JULIE PORTER	CAMDEN	431 158 US W
P	0003512	397.83	1	WILLIAM ANTHONY POPE JR	CAMDEN	214 SMITH DR
P	0000297	368.21	1	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0003017	337.95	1	MARK STANLEY MICHALSKI	SOUTH MILLS	138 CAROLINA RD
P	0000945	337.89	2	SEVAN NERO BARTLETT	CAMDEN	197 HERMAN ARNOLD RD
P	0003415	302.75	2	IVY MIRANDA BOGUES	CAMDEN	224 NORTH RIVER RD
P	0000945	294.86	2	RAMONA F. TAZEWEEL	CAMDEN	239 SLEEPY HOLLOW RD
P	0003547	292.19	2	NICHOLAS W. STOTTS	CAMDEN	431 158 US W
P	0002902	281.09	2	STEPHANIE AUSMAN	SHILOH	204 POND RD
P	0003208	271.52	2	RICKY W JOHNSON	CAMDEN	113 PALMER RD
P	0001545	270.35	2	LOUIS RUGGERI	CAMDEN	390 CAMDEN CSWY
P	0003075	262.38	2	PATRICK WAYNE BAUM	CAMDEN	186 B BUSHELL RD
P	0001104	258.76	1	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0003478	253.59	1	JOHN PETER LEARY	SOUTH MILLS	971 343 HWY N
P	0002525	251.35	1	JOSEPH VINCENT CARDVN	SHILOH	260 ONE MILL RD
P	0002643	231.93	1	JASON RYAN MCCALLISTER	SOUTH MILLS	102 COUNTRY MEADOWS DR
P	0003652	231.58	2	JEFFREY CLAYTON COLLIER	CAMDEN	152 158 US W
P	0000738	226.96	8	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0003850	225.10	1	JOSHUA MICHAEL BAILEY	SOUTH MILLS	100 ROBIN CT W
P	0002468	221.37	1	WANDA HERNANDEZ WELLS	SHILOH	104 HIGH RD
P	0001538	216.33	4	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001512	213.49	2	JOHN WESLEY BURGESS, JR.	CAMDEN	431 158 USY W

30 Oldest Unpaid – Personal

Roll	Parcel Number	YrsDltg	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001072	10	520.66	PAM BUNDY	SHILOH	105 AARON DR
P	0001709	8	947.26	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0001046	8	543.81	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0000738	8	226.96	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001538	8	216.33	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001106	8	200.27	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0001694	8	128.34	THOMAS B. THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0000295	7	1,126.07	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0002770	7	134.40	MARSHA GAIL BOGUES	CAMDEN	276 BELCROSS RD
P	0002921	7	120.68	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0000945	6	294.86	WANDA HERNANDEZ WELLS	CAMDEN	239 SLEEPY HOLLOW RD
P	0002468	6	202.44	MICHAEL WILLIAM MAINELLO	SHILOH	104 HIGH RD
P	0001150	6	136.45	WILLIAM MICHAEL STONE	SOUTH MILLS	237 KEETER BARN RD
P	0001689	6	125.28	MICHAEL WAYNE MYERS	CAMDEN	130 MILL DAM RD S
P	0002902	5	281.09	STEPHANIE AUSMAN	SOUTH MILLS	107 ROBIN DR
P	0001512	5	213.49	JOHN WESLEY BURGESS, JR.	SHILOH	204 POND RD
P	0002942	5	100.25	JAMES P. VASTILOPOULOS	CAMDEN	431 158 USY W
P	0003513	5	449.27	JULIE PORTER	CAMDEN	346 343 HWY S
P	0003415	4	302.75	IVY MIRANDA BOGUES	CAMDEN	431 158 US W
P	0003075	4	262.38	PATRICK WAYNE BAUM	CAMDEN	224 NORTH RIVER RD
P	0003414	4	199.71	EDWARD A. BILL	CAMDEN	186 B BUSHELL RD
P	0003096	4	191.26	DANIEL ELWOOD BRIGHT	CAMDEN	152 158 US W
P	0002978	4	177.22	JONATHAN LEWIS PUGH	CAMDEN	109 JUNIPER DR
P	0003035	4	173.24	ROBERT HENRY LEE	SOUTH MILLS	206 MAIN ST
P	0003487	4	171.51	MICHAEL RONALD MAYO II	SHILOH	121 BEECH TREE DR
P	0003495	4	147.34	ALY MOHAMAD	CAMDEN	146 BELCROSS RD
P	0003378	4	108.36	JAMES KELLEY WIGFIELD	SHILOH	100 BROAD CREEK RD
P	0001721	3	693.51	CINDY MAYO	CAMDEN	441 158 US E
P	0003192	3	583.73	ROBERT JESSE-ALDERMAN HUDGINS	SOUTH MILLS	106 BINGHAM RD
					CAMDEN	409 343 HWY N

Motion to approve the tax report as presented.

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

B. Tetra Tech Contract Extension – Erin Burke

In 2022 Camden County executed the first 1-year contract extension for Tetra Tech Debris Monitoring Services, which is set to expire on October 24, 2023. Emergency Management Coordinator Brian Parnell is recommending that the Board of Commissioners execute the second 1-year extension as outlined in the following:



<div style="text-align: center;"> <b>EMERGENCY MANAGEMENT</b>  <b>Pasquotank - Camden - Elizabeth City</b> </div> <div style="display: flex; justify-content: space-around; font-size: small;"> <span>Brian Parnell, Coordinator</span> <span>Josh Wyse, Asst. Coordinator</span> </div> <p>September 20, 2023</p> <p>To: Pasquotank County, Camden County, City of Elizabeth City</p> <p>From: Brian Parnell, EM Coordinator</p> <p>Reference: Debris Monitoring Contract Extension #2 with Tetra Tech Disaster Recovery</p> <p>In 2022, your respective Boards executed extension #1 of the Tetra Tech Disaster Recovery Debris Monitoring Contract with an expiration date of October 24, 2023. From the original contract, there is a clause that allows for up to (2) 1-year extensions; one was executed last year. There are no changes to the financial terms of the contract update from 2022.</p> <p>I am recommending the execution of the second 1-year extension which will provide debris monitoring services for our jurisdictions through October 2024.</p> <p>In the coming months, Emergency Management staff will be bringing together subject matter experts from various departments from Pasquotank, Camden, and Elizabeth City to begin the process of developing a request for proposal for storm debris hauling and monitoring to enact a new, multi-year contract prior to the 2024 Hurricane season.</p> <p>Regards,</p> <p><i>Brian Parnell</i></p> <p>Brian Parnell, EM Coordinator</p> <div style="text-align: center; font-size: x-small; margin-top: 20px;">       200 E. Colonial Avenue   Elizabeth City, NC 27909   252.335.4444   pasqamem     pasquotankcountync.org/jccem     pasqamem     </div>	<div style="text-align: center; font-size: x-small;">       CONTRACT FOR SERVICES        DISASTER MONITORING AND RECOVERY SERVICES        AMENDMENT NO. 2     </div> <p>THIS CONTRACT AMENDMENT NO. 2 is by and between CAMDEN COUNTY, NORTH CAROLINA (hereinafter referred to as "COUNTY"), and TETRA TECH, INC., a (hereinafter referred to as "CONTRACTOR").</p> <p><b>WITNESSETH:</b></p> <p>WHEREAS, COUNTY has entered into a Contract for Disaster and/or Storm Recovery Monitoring with CONTRACTOR for a period beginning on October 24, 2019 through October 24, 2022 with the option to renew the contract term for up to two (2) additional one (1) year periods; and</p> <p>WHEREAS, COUNTY and CONTRACTOR have already exercised the first renewal option; and</p> <p>WHEREAS, the COUNTY and CONTRACTOR desire to exercise the second renewal option for one (1) additional year; and</p> <p>NOW, THEREFORE, the parties hereby agree as follows:</p> <ol style="list-style-type: none"> <li>1. <b>CONTRACT TERM.</b> The Contract is renewed from October 25, 2023 through October 24, 2024. All other terms and conditions remain unchanged.</li> <li>2. <b>MODIFICATIONS.</b> This Contract Amendment and the Contract, taken together, constitute the final agreement between the COUNTY and CONTRACTOR. Any modification of or additions to the terms of this Contract Amendment or Contract must be in writing and executed by the parties.</li> </ol> <p>IN WITNESS WHEREOF, the parties have duly executed this Contract Amendment on the dates written below.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>CAMDEN COUNTY, NORTH CAROLINA</b>              By: <u>Josh Wyse</u>            Title: <u>Board Chair</u>            Date: <u>10-27-23</u> </td> <td style="width: 50%; vertical-align: top;"> <b>TETRA TECH, INC.</b>              By: <u>Jonathan Burtle</u>            Title: <u>Business Unit President</u>            Date: <u>09/13/2023</u> </td> </tr> </table> <p>ATTEST:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">             Karen M. Davis         </td> <td style="width: 50%; vertical-align: top;">             Kayla Lemaire, Contract Administrator I         </td> </tr> </table> <div style="text-align: center; font-size: x-small; margin-top: 20px;">       This instrument has been presided in the manner required by the Local Government Budget and Fiscal Control Act.          Stephanie P. Jackson        Signature of Finance Officer     </div>	<b>CAMDEN COUNTY, NORTH CAROLINA</b>  By: <u>Josh Wyse</u> Title: <u>Board Chair</u> Date: <u>10-27-23</u>	<b>TETRA TECH, INC.</b>  By: <u>Jonathan Burtle</u> Title: <u>Business Unit President</u> Date: <u>09/13/2023</u>	 Karen M. Davis	 Kayla Lemaire, Contract Administrator I
<b>CAMDEN COUNTY, NORTH CAROLINA</b>  By: <u>Josh Wyse</u> Title: <u>Board Chair</u> Date: <u>10-27-23</u>	<b>TETRA TECH, INC.</b>  By: <u>Jonathan Burtle</u> Title: <u>Business Unit President</u> Date: <u>09/13/2023</u>				
 Karen M. Davis	 Kayla Lemaire, Contract Administrator I				

**Motion to approve the second 1-year extension for Tetra Tech Debris Monitoring Services as presented.**

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

**C. Well Site 4 Bid and Contract Award – Chuck Jones**

The bid solicitation for the development of Well Site #4 was issued in two parts. The first contract (Contract-1) was for drilling of the well, including testing and development. The second contract (Contract-2) was for the installation of the raw water transmission line. When the bid was first advertised, there were not enough submissions to open. The project was re-advertised and the bids were opened. There were three for Contract-2 and one for Contract-1.

The bid for Contract-2 was awarded at the August 2023 meeting. The bid for Contract-1 was re-advertised and two were submitted. The bids were opened and the low bid for Contract-1 was for \$405,490.00 from Magette Well & Pump Company.

Even though this puts the project in excess of the original allocation, the importance of it dictates that we accept this bid and move forward. Staff recommends awarding the bid for Contract-1 to the apparent low bidder.

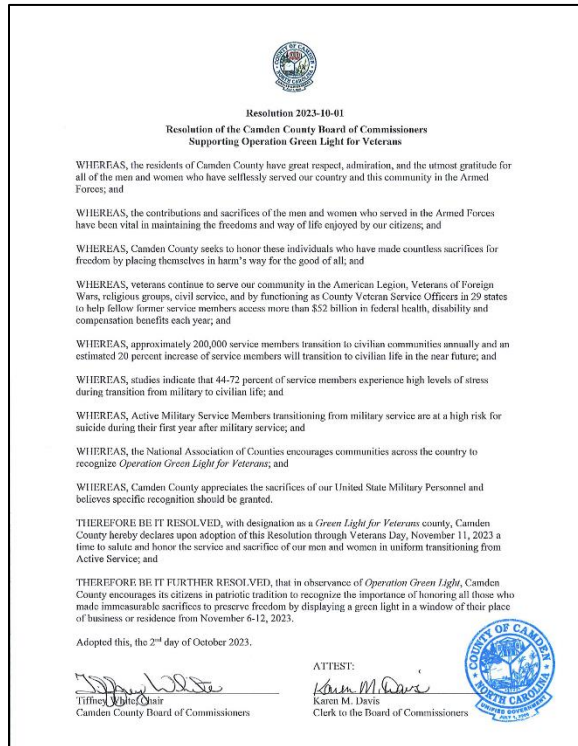
County Manager Burke added that this project originally allocated funding from the ARPA Funds and the cost was estimated around \$1 million in 2020. The total cost for the project is now coming in at just over \$1.3 million.

Upon inquiry by Vice Chair Munro, Mr. Jones confirmed that this additional well will give us the capacity to rest a well.



#### D. Resolution 2023-10-01 Supporting Operation Green Light for Veterans – Erin Burke

In support of military veterans statewide and across the country this Veterans Day, the National Association of County Commissioners joins the National Association of Counties and the National Association of County Veteran Service Officers in inviting North Carolina counties to join Operation Green Light. This initiative shows support for veterans by lighting county buildings and infrastructure green from November 6<sup>th</sup> to November 12<sup>th</sup>. By shining a green light, county governments and our residents will let veterans know that they are seen, appreciated and supported.



Vice Chair Munro requested that a link to Mike Haynie's TED Talk on *The Moral Obligation to Know Our Veterans* be added to the County web site along with the Resolution.

#### Motion to adopt Resolution 2023-10-01 in Support of Operation Green Light for Veterans.

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

#### E. Staff Holiday Party

**Motion to close County Offices for the staff Holiday party and grant leave to the employees for the remainder of the afternoon.**

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

#### South Camden Water & Sewer District Board of Directors

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

Public Comments – None

Consideration of the Agenda

**Motion to approve the agenda as presented.**

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

New Business

A. Monthly Report – Chuck Jones

South Camden Water & Sewer Board				
Monthly Work Order Statistics Report				
Period: August 2023				
	Submitted Work Orders	Completed Work Orders	Percentage Completed	Status of Uncompleted Work Orders
Water/Distribution	57	57	100%	0
Sewer/Collection	0	0	100%	0

Collections/Distribution

Water line locates	91
Sewer line locates	10
Water & Sewer locates same ticket	10
Hydrants tested	0
New services installed	1

Water Treatment

Total water treated	19 923 228 gallons
Daily average	642 685 gallons per day (89% of capacity)
Current capacity	720 000 gallons per day

Waste Water Treatment

Facility	Gallons per day	Permitted Capacity
South Mills WWTP	9 784 gallons per day	100 000 gallons per day (10% Capacity)
Courthouse Area WWTP	21 665 gallons per day	50 000 gallons per day (43% Capacity)

Ten work orders have been reviewed for accuracy.

**2023 High Service Pump Flows**

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

Attachment: bocminutes\_100223 (BOC Meeting Minutes)



SOUTH CAMDEN WATER & SEWER BOARD MONTHLY WATER STATISTICS REPORT										
Date	Work Orders Submitted	Percentage Complete	Uncompleted	Water / Distribution	Sewer / Collection	Water Locates	Sewer Locates	Water /Sewer Locate	Hydrant Flow Test	New Svc Installed
2021										
Sept	120	100%	0%	119	1	77	15	0	0	3
Oct	95	100%	0%	93	0	64	15	2	0	0
Nov	72	100%	0%	72	0	37	0	2	0	2
Dec	86	100%	0%	85	1	43	8	7	0	0
2022										
Jan	90	100%	0%	89	1	96	6	6	0	0
Feb	108	100%	0%	108	0	73	5	4	0	0
March	90	100%	0%	89	1	64	7	6	0	1
April	82	100%	0%	81	1	74	13	4	0	5
May	95	100%	0%	94	1	58	11	2	0	1
June	127	100%	0%	126	1	87	8	4	0	2
July	121	100%	0%	120	1	73	13	11	0	1
August	129	100%	0%	128	1	39	6	5	3	1
Sept	96	100%	0%	95	1	82	10	4	8	0
Oct	84	100%	0%	84	0	110	8	7	5	1
Nov	76	100%	0%	76	0	76	5	8	6	2
Dec	86	100%	0%	86	0	73	1	4	5	0
2023										
Jan	87	100%	0%	87	0	106	12	6	0	0
Feb	73	100%	0%	72	1	59	7	17	0	3
March	74	100%	0%	74	0	92	1	2	5	4
April	80	100%	0%	80	0	68	2	2	0	2
May	89	100%	0%	88	1	204	3	7	0	2
June	90	100%	0%	87	3	20	1	3	0	1
July	65	100%	0%	64	1	54	3	17	0	0
August	57	100%	0%	57	0	91	10	10	0	0

SOUTH CAMDEN WATER & SEWER DISTRICT MONTHLY WATER REPORT													
month	active meters	work orders	locates	new serv	gallons sold meters water	tap fees	total collected	gallons sold meters sewer Core	sewer collected cust Core	sewer cust Core	gallons sold meters S. Mills	sewer collected S. Mills	sewer cust S. Mills
2021													
January	2,229	102	107	1	14,409,048	\$8,000.00	\$129,184.92	527,020	\$7,987.76	54	291,760	\$3,098.79	88
February	2,232	87	108	3	12,472,543	\$28,000.00	\$160,585.13	551,050	\$8,593.99	54	228,970	\$3,738.52	89
March	2,240	86	152	1	12,047,251	\$12,000.00	\$150,411.28	503,510	\$8,656.06	54	208,440	\$3,597.83	89
April	2,251	65	139	5	14,759,968	\$66,833.00	\$192,635.30	565,960	\$9,257.62	54	201,240	\$3,348.69	89
May	2,256	88	115	2	15,271,509	\$4,000.00	\$141,268.11	617,470	\$9,195.13	54	322,120	\$3,572.33	90
June	2,261	101	92	2	15,376,790	\$4,000.00	\$153,214.83	523,050	\$9,215.37	54	261,700	\$3,274.74	89
July	2,272	87	104	0	14,246,240	\$98,967.00	\$243,922.11	500,330	\$9,368.09	54	236,290	\$3,936.63	90
August	2,276	89	125	4	17,838,990	\$4,000.00	\$139,706.73	531,930	\$7,445.29	54	455,480	\$4,238.87	90
September	2,283	120	92	3	13,813,320	\$16,000.00	\$174,303.27	619,170	\$7,978.48	54	418,660	\$3,268.90	90
October	2,287	95	81	0	14,815,201	\$0.00	\$127,114.75	1,196,860	\$9,904.44	54	315,360	\$3,746.87	90
November	2,293	72	39	2	13,763,517	\$3,500.00	\$145,643.68	770,130	\$16,643.68	54	264,430	\$6,370.61	90
December	2,298	86	58	0	13,930,906	\$0.00	\$145,160.49	761,500	\$12,600.22	54	286,870	\$4,002.82	89
2022													
January	2,298	90	108	0	13,739,659	\$4,000.00	\$136,306.83	555,880	\$11,704.03	55	244,676	\$3,781.90	89
February	2,299	108	82	0	12,108,415	\$2,500.00	\$135,512.42	589,080	\$9,851.08	55	234,674	\$3,980.47	89
March	2,275	90	77	1	12,047,251	\$65,667.00	\$194,073.56	503,510	\$7,234.28	54	237,641	\$3,557.94	87
April	2,320	82	91	5	22,574,098	\$8,000.00	\$117,609.55	716,960	\$10,988.75	54	257,949	\$3,588.01	88
May	2,328	95	71	1	13,617,980	\$16,000.00	\$160,306.33	674,480	\$13,045.03	54	269,770	\$3,335.55	89
June	2,334	126	91	2	16,466,975	\$35,700.00	\$166,905.67	624,410	\$8,810.69	56	267,930	\$3,404.49	88
July	2,339	121	97	1	16,136,579	\$500.00	\$142,712.18	542,530	\$11,113.40	56	253,630	\$3,135.85	91
August	2,345	129	50	1	14,628,312	\$4,300.00	\$155,258.49	523,100	\$8,497.51	56	280,139	\$4,187.02	91
Sept	2,346	96	96	0	15,285,732	\$8,000.00	\$149,488.63	2,346	\$8,986.17	56	293,411	\$3,618.25	91
Oct	2,349	84	125	1	14,538,209	\$16,300.00	\$159,619.57	738,250	\$10,157.62	56	312,640	\$3,676.01	90
Nov	2,351	76	89	2	13,309,510	\$12,200.00	\$154,779.18	777,510	\$10,759.43	56	282,225	\$4,064.97	90
Dec	2,354	86	78	0	12,132,198	\$300.00	\$144,828.03	723,210	\$14,333.64	56	273,925	\$4,131.12	90
2023													
January	2,352	87	124	0	24,185,560	\$77,001.00	\$207,841.11	625,700	\$11,788.69	56	356,585	\$3,805.19	89
Feb	2,362	73	83	3	12,828,862	\$16,300.00	\$143,633.26	759,740	\$8,371.22	57	189,330	\$4,049.99	89
March	2,365	74	95	4	12,465,862	\$13,967.00	\$152,264.00	669,430	\$12,870.57	58	178,400	\$4,262.81	85
April	2,372	80	74	2	13,002,292	\$16,200.00	\$149,165.83	823,450	\$11,612.19	58	305,060	\$3,368.05	85
May	2,375	89	204	2	13,361,244	\$14,467.00	\$158,428.61	606,290	\$11,070.58	60	217,790	\$2,669.83	85
June	2,381	90	24	1	20,802,455	\$28,100.00	\$168,578.13	689,200	\$11,199.22	60	234,090	\$3,817.58	85
July	2,390	65	74	0	22,567,978	\$4,000.00	\$185,382.89	621,528	\$10,979.56	59	269,370	\$3,636.70	84
August	2,392	57	111	1	18,177,536	\$17,667.00	\$144,487.45	632,482	\$9,869.06	61	279,490	\$3,222.69	82

2023 SMWA USAGE												
Date	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	146,000	114,000	127,500		143,100	163,900	195,200	207,400				
2	144,000	45,000	130,400		136,800	165,167	195,200	229,300				
3	166,000	153,334	146,000	142,400	121,200	165,167	160,600	256,600				
4	122,400	153,333	146,000	150,600	130,000	165,166	160,600	227,100				
5	141,000	153,333	146,000	118,800	130,000	173,900	150,300	227,100				
6	140,334	176,800	145,000	149,900	130,000	173,800	153,600	227,100				
7	140,333	178,200	133,000	160,967	130,000	152,000	162,067	207,800				
8	140,333	132,900	123,000	160,967	156,300	146,000	162,067	186,800				
9	142,000	118,000	131,000	160,967	187,900	207,600	162,067	200,200				
10	133,000	131,134	144,334	114,300	163,400	207,600	156,400	225,200				
11	128,000	131,133	144,333	123,500	156,800	207,600	160,000	233,000				
12	124,000	131,133	144,333	182,400	187,934	160,200	163,300	233,000				
13	143,000	81,100	127,600	172,800	187,933	157,800	167,900	233,000				
14	143,000	117,500	143,500	173,534	187,933	172,200	216,234	276,800				
15	143,000	124,800	124,600	173,533	161,000	158,000	216,233	195,800				
16	149,000	125,800	112,400	173,533	146,500	184,667	216,233	215,800				
17	124,800	143,967	148,600	46,300	164,300	184,667	180,500	194,900				
18	132,100	143,967	148,600	162,700	129,900	184,667	163,700	233,267				
19	137,200	143,966	148,600	163,300	129,900	159,300	185,900	233,267				
20	134,634	124,900	133,400	164,800	129,900	151,500	188,800	233,267				
21	134,633	133,700	146,800	171,400	129,900	171,816	230,400	205,800				
22	134,633	180,000	149,500	171,400	173,000	134,000	230,400	309,800				
23	139,400	104,450	117,500	171,400	149,200	163,433	230,400	203,800				
24	88,400	104,450	155,634	138,200	177,000	163,433	173,700	204,800				
25	165,000	104,450	155,633	222,200	149,000	163,433	210,700	248,200				
26	94,000	104,450	155,633	134,700	143,467	170,700	211,200	248,200				
27	150,800	137,100	134,500	143,000	143,467	165,600	221,600	248,199				
28	150,800	116,000	135,200	106,967	143,466	139,300	263,567	222,900				
29	150,800		123,800	106,966	221,300	158,700	263,567	225,500				
30	175,900		125,600	106,966	136,600		263,567	244,300				
31	69,800		123,000					189,700				
TOTAL	4,228,300	3,608,900	4,271,000	4,168,500	4,577,200	4,871,316	5,816,002	7,027,900				
Average	136,397	128,889	137,774	148,875	152,573	167,976	193,867	226,706				
Maximum	175,900	180,000	155,634	222,200	221,300	207,600	263,567	309,800				

Mr. Jones added that the significant change in daily use from July to August is attributed to the additional water doing to South Mills.

Vice Chair Munro requested that Mr. Jones clarify for the public the cause of the increase.

Mr. Jones explained that the usage has increased in the Village area of South Mills.

County Manager Burke added that the Board should be informed as increases to both water and sewage usage occur as a result of ongoing development, whether it be commercial or residential. Planning for expansion should begin when the system hits an annual running average of 80% capacity. At an annual running average of 90%, expansion should be in progress.

**Motion to approve the monthly report as presented.**

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

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

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

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

## **ITEM 7. CONSENT AGENDA**

A. BOC Meeting Minutes - On file in the Clerk to the Board's office and the County website; incorporated herein by reference.

B. Budget Amendment

2023-24-BA015  
CAMDEN COUNTY BUDGET AMENDMENT

BE IT ORDAINED by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2024.

Section 1. To amend the General Fund as follows:

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Revenues</b>			
10350400-438300	Sale of Fixed Assets	\$3,030.00	
<b>Expenses</b>			
106200-557000	Miscellaneous	\$3,030.00	


This Budget Amendment is made to appropriate funds received from the sale of equipment to the DDJP expenses.

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 2<sup>nd</sup> day of October, 2023.

*Kam Mc Davis*  
Clerk to Board of Commissioners

*Tiffany White*  
Chair, Board of Commissioners



C. Pickups, Releases & Refunds

NAME	REASON	NO.
Erica Ann Manglona	Turned in Plates - Refund	Pick-up/22896
	\$108.36	66591648
Robert Leland Davis, Jr.	Code Enforcement - High grass & rubbish	Pick-up/22695
	\$3,000.00	R-163562-2023

D. Refunds Over \$100

ACS Tax System  
9/25/23 10:07:58

REFUNDS OVER \$100.00

CAMDEN COUNTY Page 1

Refunds to be Issued by Finance Office

Refund\$	Remit To:	Reference:	Drawer/Transaction Info:
168.38	CHIFMAN, WILLARD JAMES 251 BINGHAM RD SOUTH MILLS NC 27976	2022 P 0003985 OVERPAID R162921/2023	20230919 69 275405
168.38	Total Refunds		***

Submitted by *Lisa S. Anderson* Date *9-25-23*  
Lisa S. Anderson, Tax Administrator Camden County

Approved by *Tiffany White* Date *10-2-23*  
Tiffany White, Chair Camden County Board of Commissioners

## E. Tax Collection Report

**Tax Collection Report**  
**AUGUST 2023**

Day	Amount	Amount	Name of Account	Deposits	Simplify	PSN
	\$	\$	\$	\$	\$	\$
2	900.00			900.00		
3	6,800.00				6,800.00	
	1,182.60			1,182.60		
4	3,957.52			3,957.52		
7	7,145.00				7,145.00	
	1,793.92		Refund - \$31.66	1,793.92		
8	3,580.00		Land Transfer		3,580.00	
	3,864.05			3,864.05		
9	4,458.13		Land Transfer		4,458.13	
	615.37		PSN			615.37
10	8,283.19			8,283.19		
	648.00		Land Transfer		648.00	
11	200.00		PSN			200.00
	131.69			131.69		
14	2,100.00				2,100.00	
	3,199.37			3,199.37		
15	170.00			170.00		
16	753.45			753.45		
17	1,566.08			1,566.08		
18	53.25			53.25		
21	7,281.42				7,281.42	
	1,076.80		PSN - Refund - \$0.12			1,076.80
	11,294.24		Refund - \$396.43	11,294.24		
22	44,415.66		Short - \$1.00	44,415.66		
23	22,730.88			22,730.88		
24	4,000.00				4,000.00	
	15,178.84		PSN - Refund - \$5.75			15,178.84
	45,830.10		Refund - \$1,386.79	45,830.10		
25	7,429.00				7,429.00	
	7,234.39					7,234.39
	68,067.39		Refund - \$0.30	68,067.39		
28	137,670.00		Refund - \$485.25	137,670.00		
29	2,900.00				2,900.00	
	51,881.70			51,881.70		
	24,255.87		Refund - \$0.93			24,255.87
30	6,828.78				6,828.78	
	46,935.69		Refund - \$1,286.05	46,935.69		
31	34,787.14			34,787.14		
	27.42	3,538.25		27.42		
	3,538.25					3,538.25
	8,430.29				8,430.29	
			Adjustment in Pre-pay- \$200.00			
Totals Collections	\$ 603,195.48			\$ 489,495.34	\$ 61,600.62	\$ 52,099.52
Total Bank Deposits	\$ 603,195.48			\$ 603,195.48		
Land Transfer/PSN						
Refund	\$ (3,593.28)		PSN Check fees - \$42.90 - for info only, fees were paid to PSN			
Over	\$ -					
Short-Deposit	\$ 1.00					
Adjustment Pre-Pay	\$ (200.00)					
Other adjustment	\$ 0.38					
NET TOTAL	\$ 599,403.58					

Submitted by: Rita S. Anderson Date: 9-26-23Approved by: [Signature] Date: 10-3-23

Attachment: bocminutes\_100223 (BOC Meeting Minutes)



## F. Vehicle Refunds Over \$100

North Carolina Vehicle Tax System																		
NCVTS Pending Refund report																		
AUGUST 23 REFUNDS OVER \$100.00																		
Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Refund Type	Bill #	Plate Number	Status	Transaction	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy	Change	Interest	Total
BLAKE, WILLIAM PATRICK	BLAKE, WILLIAM PATRICK		292 NC HIGHWAY 34 N	CAMDEN, NC 27821	Proration	0070780658	BILLER	AUTHORIZED	19189392	Refund Generated due to proration on Bill #0070780658-2022-	Tag Surrender	08/24/2023	8/31/2023 1:33:40 PM	1843	2	Tax (\$224.53)	\$0.00	\$224.53
COFFEY, WILLIAM KAI	COFFEY, WILLIAM KAI	COFFEY, JENNA LESH	126 DOCK LANDING LOOP	SOUTH MILLS, NC 27976	Adjustment >= \$100	0059948230	BON4146	AUTHORIZED	192166310	Refund Generated due to adjustment on Bill #0059948230-2022-	Military	08/29/2023	8/31/2023 1:33:55 PM	1843	1	Tax (\$351.22)	\$0.00	\$351.22
DOWN RIVER FARMS INC	DOWN RIVER FARMS INC		1381 SOUTH HWY 343	SHILOH, NC 27974	Proration	0073839264	YT3354	AUTHORIZED	191699386	Refund Generated due to proration on Bill #0073839264-2023-	Tag Surrender	08/24/2023	8/31/2023 1:33:39 PM	1843	3	Tax (\$183.18)	\$0.00	\$183.18
FOREHAND, JOHNNY PAUL JR	FOREHAND, JOHNNY PAUL JR	FOREHAND, DAWN MARSH	140 LAUREN LN	CAMDEN, NC 27821	Proration	0042274546	ERH8090	AUTHORIZED	191699386	Refund Generated due to proration on Bill #0042274546-2022-	Tag Surrender	08/24/2023	8/31/2023 1:33:40 PM	1843	3	Tax (\$103.79)	\$0.00	\$103.79
GRAVELY, ZACKERY WAYNE	GRAVELY, ZACKERY WAYNE	GRAVELY, SARAH ELIZABETH	151 CHAMBERLAIN RD	SOUTH MILLS, NC 27976	Proration	0072267341	VAB4709	AUTHORIZED	191503020	Refund Generated due to proration on Bill #0072267341-2022-	Tag Surrender	08/14/2023	8/15/2023 11:44:58 AM	1843	1	Tax (\$220.69)	\$0.00	\$220.69
KOMVES, JEFFREY ALAN	KOMVES, JEFFREY ALAN		110 BUCK RUN	SOUTH MILLS, NC 27976	Adjustment >= \$100	0071339294	KCE5542	AUTHORIZED	191603654	Refund Generated due to adjustment on Bill #0071339294-2022-	Military	08/17/2023	02/12/2023 8:38:07 AM	1843	1	Tax (\$176.61)	\$0.00	\$176.61
MENKING, JOSEPH JAMES	MENKING, JOSEPH JAMES		157 MILL RUN LOOP	SOUTH MILLS, NC 27976	Proration	0061568313	TLJ590	AUTHORIZED	191202280	Refund Generated due to proration on Bill #0061568313-2022-	Tag Surrender	08/11/2023	8/15/2023 11:44:58 AM	1843	1	Tax (\$240.62)	\$0.00	\$240.62
TEAL, JENNIFER JEAN	TEAL, JENNIFER JEAN	TEAL, ROBERT JAMES II	148 MILL RUN LOOP	SOUTH MILLS, NC 27976	Adjustment >= \$100	0073822032	VAL4920	AUTHORIZED	191202186	Refund Generated due to adjustment on Bill #0073822032-2023-	Military	08/11/2023	8/15/2023 11:44:58 AM	1843	1	Tax (\$184.54)	\$0.00	\$184.54

Submitted by Lisa S. Anderson Date 9-25-23  
 Lisa S. Anderson, Tax Administrator Camden County

Approved by Tiffany White Date 10-2-23  
 Tiffany White, Chair Camden County Board of Commissioners

## G. Order for the Collection of 2023 Taxes

NORTH CAROLINA  
CAMDEN COUNTY

ORDER OF THE BOARD OF COMMISSIONERS  
IN ACCORDANCE WITH G.S. 105-321  
FOR THE COLLECTION OF  
2023 TAXES


TO: THE TAX ADMINISTRATOR OF CAMDEN COUNTY

You are hereby authorized, empowered and commanded to collect the taxes set forth in the 2023 tax records filed in the office of the Camden County Tax Administrator, and in the tax receipts herewith delivered to you in the amounts and from the taxpayers likewise therein set forth. You are further authorized, empowered and commanded to collect the 2023 taxes charged and assessed as provided by law for adjustments, changes and additions to the tax records and tax receipts delivered to you which are made in accordance with law. Such taxes are hereby declared to be a first lien on all real property of the respective taxpayers in Camden County, and this order shall be a full and sufficient authority to direct, require and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

WITNESS my hand and official seal, this 2nd day of October, 2023

Tiffany White  
Chairman  
Camden County Board of Commissioners

ATTEST:  
Karen M. Davis  
Clerk  
Camden County Board of Commissioners



**Motion to approve the Consent Agenda as presented.**

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

**ITEM 8. COUNTY MANAGER'S REPORT**

County Manager Erin Burke included the following in her report:

- Meetings Attended:
  - Heritage Festival Meetings – Rain date to be secured for future events; appreciation to the staff and volunteers who worked tirelessly to plan this year's festival that was cancelled due to Hurricane Ophelia.
  - High School Steering Committee Meeting
  - Jail Board
  - Public Safety
  - JCPC Board Meeting
- School of Government – Public School Funding Process
- Camden Schools Town Hall Meeting
- Storm Preparation for Hurricane Ophelia
- Meeting with Chancellor Dixon at Elizabeth City State University to discuss partnership opportunities between the University and the County for staffing and special projects.
- Scheduled EMS Director Interviews
- Brahaha Judging Event
- Building Renovations and Updates
- Upcoming Events
  - 4-H Meet and Greet – October 5<sup>th</sup>
  - South Mills VFD Open House – October 7<sup>th</sup>
  - NCDOT 343 South Widening Project Public Meeting – October 12<sup>th</sup>
  - Dismal Day – October 21<sup>st</sup>
  - County Complex Trick or Treating – October 31<sup>st</sup>

Vice Chair Munro requested a letter be sent to the railroad company in regard to the repair of the train crossing on 343 South.

**ITEM 9. COMMISSIONERS' REPORT**

Commissioner Aydlett

- Appreciation to Extension Director Austin Brown and Cherry Hill Farms
- Information on Black Light Traps are available in the August Cooperative Extension Newsletter

Vice Chair Munro

- The Albemarle District Jail Board is working with partner counties on resolutions that will coming out in the near future.

Commissioner Leary

- Parks & Recreation will be resurfacing the tennis courts behind Grandy Primary so that they can be used for Pickle Ball.

Chair White

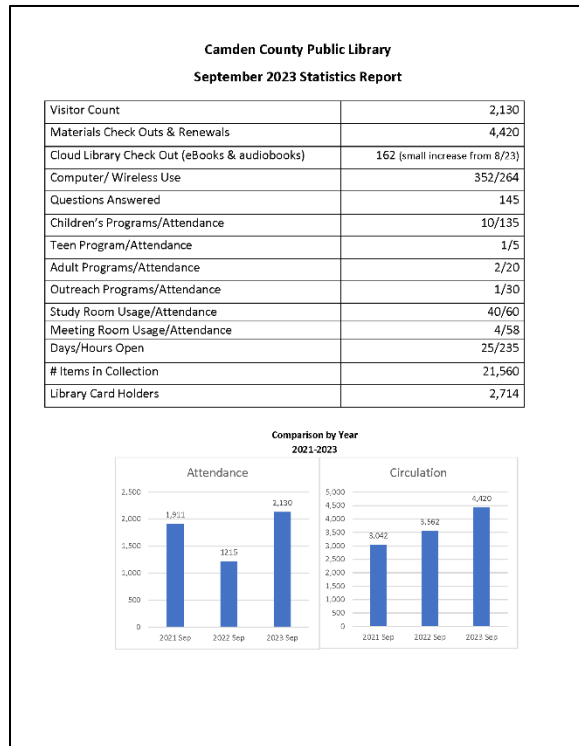
- Attended the ECFD Safety Show along with County Manager Burke. Appreciation to the Elizabeth City Fire Department for a great show.

**ITEM 10. INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES****A. Register of Deeds Report**

Camden County Register of Deeds: Tammie Krauss August 2023 Daily Deposit									
DATE	NC CHILDREN'S TRUST	NC DOMESTIC VIOLENCE FUND	STATE REVENUE STAMPS	COUNTY REVENUE STAMPS	RETIREMENT	AUTO FUND	STATE TREASURY	ROD GENERAL	TOTAL
8/1/2023	\$ -	\$ -	\$ 666.40	\$ 693.60	\$ 3.74	\$ 22.03	\$ 31.00	\$ 192.83	\$ 1,609.60
8/2/2023	\$ -	\$ -	\$ -	\$ -	\$ 3.24	\$ 19.84	\$ 24.80	\$ 168.12	\$ 216.00
8/3/2023	\$ -	\$ -	\$ -	\$ -	\$ 1.92	\$ 12.40	\$ 12.40	\$ 101.28	\$ 128.00
8/4/2023	\$ -	\$ -	\$ 739.41	\$ 769.59	\$ 5.30	\$ 31.38	\$ 43.40	\$ 271.92	\$ 1,861.00
8/7/2023	\$ 10.00	\$ 60.00	\$ 350.84	\$ 365.16	\$ 4.03	\$ 18.13	\$ 18.60	\$ 157.84	\$ 984.60
8/8/2023	\$ -	\$ -	\$ 431.20	\$ 448.80	\$ 6.14	\$ 39.39	\$ 24.80	\$ 338.67	\$ 1,289.00
8/9/2023	\$ -	\$ -	\$ 494.90	\$ 515.10	\$ 3.91	\$ 23.55	\$ 31.00	\$ 201.54	\$ 1,270.00
8/10/2023	\$ 5.00	\$ 30.00	\$ 63.70	\$ 66.30	\$ 2.05	\$ 9.33	\$ 6.20	\$ 84.02	\$ 266.60
8/11/2023	\$ 5.00	\$ 30.00	\$ 205.80	\$ 214.20	\$ 3.75	\$ 19.68	\$ 24.80	\$ 166.77	\$ 670.00
8/14/2023	\$ -	\$ -	\$ -	\$ -	\$ 1.49	\$ 9.03	\$ 12.40	\$ 76.08	\$ 99.00
8/15/2023	\$ -	\$ -	\$ -	\$ -	\$ 1.92	\$ 12.40	\$ 12.40	\$ 101.28	\$ 128.00
8/16/2023	\$ 10.00	\$ 60.00	\$ 49.00	\$ 51.00	\$ 2.19	\$ 6.76	\$ 6.20	\$ 60.85	\$ 246.00
8/17/2023	\$ -	\$ -	\$ 289.50	\$ 280.50	\$ 1.74	\$ 10.08	\$ 18.60	\$ 85.58	\$ 666.00
8/18/2023	\$ -	\$ -	\$ 415.03	\$ 431.97	\$ 2.45	\$ 14.09	\$ 24.80	\$ 121.66	\$ 1,010.00
8/21/2023	\$ -	\$ -	\$ -	\$ -	\$ 4.02	\$ 25.62	\$ 18.60	\$ 219.76	\$ 268.00
8/22/2023	\$ 5.00	\$ 30.00	\$ -	\$ -	\$ 1.05	\$ 3.40	\$ -	\$ 30.55	\$ 70.00
8/23/2023	\$ 5.00	\$ 30.00	\$ 543.90	\$ 566.10	\$ 5.34	\$ 28.77	\$ 43.40	\$ 243.49	\$ 1,466.00
8/24/2023	\$ -	\$ -	\$ 783.51	\$ 815.49	\$ 7.09	\$ 40.02	\$ 80.60	\$ 344.69	\$ 2,071.40
8/25/2023	\$ -	\$ -	\$ -	\$ -	\$ 5.19	\$ 32.42	\$ 37.20	\$ 271.19	\$ 346.00
8/28/2023	\$ -	\$ -	\$ 284.20	\$ 295.80	\$ 6.66	\$ 40.74	\$ 55.80	\$ 340.80	\$ 1,024.00
8/29/2023	\$ -	\$ -	\$ 455.70	\$ 474.30	\$ 7.80	\$ 45.23	\$ 80.60	\$ 386.37	\$ 1,450.00
8/30/2023	\$ 5.00	\$ 30.00	\$ 746.76	\$ 777.24	\$ 3.60	\$ 18.69	\$ 24.80	\$ 157.91	\$ 1,764.00
8/31/2023	\$ -	\$ -	\$ -	\$ -	\$ 0.96	\$ 6.20	\$ 6.20	\$ 50.64	\$ 64.00
<b>TOTAL</b>	<b>\$ 45.00</b>	<b>\$ 270.00</b>	<b>\$ 6,499.85</b>	<b>\$ 6,765.15</b>	<b>\$ 85.58</b>	<b>\$ 489.18</b>	<b>\$ 638.60</b>	<b>\$ 4,173.84</b>	<b>\$ 18,967.20</b>

Ledger Report Fee Distribution TAMMIE KRAUSS, REGISTER OF DEEDS Camden, NC Date Range From Tuesday, August 01, 2023 to Thursday, August 31, 2023	
Name	Amount
NC Children's Trust Fund	\$45.00
NC Domestic Violence Fund	\$270.00
State Revenue Stamp	\$6,499.85
County Revenue Stamp	\$6,765.15
Land Transfer Fee	\$0.00
Floodplain Map Fund	\$0.00
Supplemental Retirement	\$85.58
ROD Automation Fund	\$489.18
Dept Of Cultural Resources	\$0.00
Vital Records Fund	\$0.00
State General Fund	\$0.00
State Treasurer Amount	\$638.60
ROD General Fund	\$4,173.84
<b>Total Distribution For Period</b>	<b>\$18,967.20</b>
Cash Total	\$682.80
Check Total	\$3,148.40
Pay Account Total	\$308.00
ACH Total	\$14,828.00
Escrow Account Total	\$0.00
Overpayment Total	\$0.00
<b>Total Deposit For Period</b>	<b>\$18,967.20</b>

## B. Library Report



## C. ABC Funds Report

<p><b><u>ABC Funds Report for FY 22-23</u></b></p> <p>County: <u>Camden</u></p> <p>Amount of ABC Funds Budgeted <u>\$4246</u></p> <p>ABC Funds Restrictions per County Allocation: None</p> <p>Per GS 188-805(h) since Trillium Health Resources received Alcoholism (ABC) Funds from your county, we are required to provide an annual report to the board of county commissioners describing how the funds were spent. Please find below to a brief description of the expenditures that were paid from July 1, 2022 to June 30, 2023.</p> <p>Purchase of Naloxone Kits: Trillium purchased and distributed in <u>Camden</u> County <u>57</u> Naloxone kits at <u>\$3032.40</u>.</p> <p>Poe Center Program- The Poe Center will provide in person Substance Abuse Prevention Education for parents and others who work with youth, in partnerships with Camden County Schools. Camden County Schools will receive 2 sessions for a total of <u>\$1400</u>.</p> <p>Access Point Kiosk – The Kiosk provides anonymous evidence-based self-conducted screenings for mental health and substance use to potentially link individuals to appropriate services. The annual cost is <u>\$1181.00</u> for these kiosk per year.</p> <p>*Substance Abuse Treatment Services: \$ <u>125,804.00</u> was paid for <u>33</u> individuals from your county to providers for substance abuse treatment.</p> <p>These Substance abuse treatment expenditures were spent for the treatment of alcoholism or substance abuse. These funds were paid to providers who contracted with Trillium to provide substance abuse treatment to consumers with an address in your county. Services provided include but are not limited to the below:</p> <ul style="list-style-type: none"> <li>Assessment/evaluation</li> <li>Outpatient treatment and counseling, including face to face and telepsychiatry and both individual and group</li> <li>Mobile Crisis</li> </ul>	<ul style="list-style-type: none"> <li>Substance Abuse Intensive Outpatient Therapy</li> <li>Opioid Treatment</li> </ul> <p>*Denotes State and ABC funds paid for services for consumers residing in <u>Camden</u> County with substance abuse diagnosis. This does NOT include Medicaid funds paid for the same.</p>
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**ITEM 11. OTHER MATTERS**

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None.

**ITEM 12. ADJOURN**

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There being no further matters for discussion Chair White adjourned the meeting at 8:33 PM.



**Board of Commissioners**  
**AGENDA ITEM SUMMARY SHEET**

**Consent Agenda**

<b>Item Number:</b>	8.B
<b>Meeting Date:</b>	November 06, 2023
<b>Submitted By:</b>	Stephanie Jackson, Finance Prepared by: Stephanie Jackson
<b>Item Title</b>	<b>Budget Amendments</b>
<b>Attachments:</b>	23-24 BA 016 Medicaid Expansion (DOC) 23-24 BA 017 Increase to Lobbyist for Jones Street (DOC)

2023-24-BA016

**CAMDEN COUNTY BUDGET AMENDMENT**

**BE IT ORDAINED** by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2024.

**Section 1. To amend the General Fund as follows:**

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
<b>Revenues</b>			
10399400-439900	Fund Balance Appropriated	\$37,147	
52330610-439710	General Fund Contributions	37,147	
<b>Expenses</b>			
106900-591200	Social Services	37,147	
526100-502000	Salaries	26,672	
526100-505000	FICA	1,801	
526100-506000	Health Insurance	4,870	
526100-506200	Employer Paid Life	10	
526100-507000	Retirement	3,444	
526100-507100	401(k) Retirement	350	

**This Budget Amendment is made to appropriate funds from Fund Balance Appropriated to Social Services contributions and into the Social Services salary funds for Medicaid Expansion.**

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

Balance in Contingency \$40,000.00

**Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 6<sup>th</sup> day of November, 2023.**

\_\_\_\_\_  
Clerk to Board of Commissioners

\_\_\_\_\_  
Chair, Board of Commissioners

Attachment: 23-24 BA 016 Medicaid Expansion (Budget Amendments)



2023-24-BA017

**CAMDEN COUNTY BUDGET AMENDMENT**

**BE IT ORDAINED** by the Governing Board of the County of Camden, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2024.

**Section 1. To amend the General Fund as follows:**

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
Revenues			
10399400-439900	Fund Balance Appropriated	\$27,253	
Expenses			
104100-545023	Lobbyist	27,253	

**This Budget Amendment is made to appropriate funds from Fund Balance Appropriated to increase the Lobbyist expense line.**

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

Balance in Contingency \$40,000.00

**Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board and to the Budget Officer and the Finance Officer for their direction. Adopted this 6<sup>th</sup> day of November, 2023.**

\_\_\_\_\_  
Clerk to Board of Commissioners

\_\_\_\_\_  
Chair, Board of Commissioners

Attachment: 23-24 BA 017 Increase to Lobbyist for Jones Street (Budget Amendments)



**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Consent Agenda**

<b>Item Number:</b>	8.C
<b>Meeting Date:</b>	November 06, 2023
<b>Submitted By:</b>	Lisa Anderson, Tax Administrator Taxes Prepared by: Karen Davis
<b>Item Title</b>	<b>Pickups, Releases &amp; Refunds</b>
<b>Attachments:</b>	Pickups, Releases & Refunds (PDF)

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

Attachment: Pickups, Releases &amp; Refunds (Pickups, Releases &amp; Refunds)



**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Consent Agenda**

**Item Number:** 8.D  
**Meeting Date:** November 06, 2023  
**Submitted By:** Teri Smith,  
Taxes  
Prepared by: Teri Smith

**Item Title**                      **Refunds Over \$100.00**

**Attachments:**                      Refunds Over \$100.00 October, 2023                      (PDF)

**Summary:** Refunds Over \$100.00 October, 2023

**Recommendation:** Review and Approve



ACS Tax System  
10/26/23 11:07:35

# REFUNDS OVER \$100.00

Refunds to be Issued by Finance Office

CAMDEN COUNTY

Page 1

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

\*\*\*

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

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Tiffney White, Chair Camden County Board of Commissioners

Attachment: Refunds Over \$100.00 October, 2023 (Refunds Over \$100.00)



**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Consent Agenda**

<b>Item Number:</b>	8.E
<b>Meeting Date:</b>	November 06, 2023
<b>Submitted By:</b>	Lisa Anderson, Tax Administrator Taxes Prepared by: Karen Davis
<b>Item Title</b>	<b>Tax Collection Report</b>
<b>Attachments:</b>	Tax Collection Report (PDF)

# Tax Collection Report

## SEPTEMBER 2023

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

Submitted by:

*Jane S. Anderson*

Date:

*10-6-23*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Attachment: Tax Collection Report (Tax Collection Report)



**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Consent Agenda**

**Item Number:** 8.F  
**Meeting Date:** November 06, 2023

**Submitted By:** Teri Smith,  
Taxes  
Prepared by: Teri Smith

**Item Title**                      **Vehicle Refunds Over \$100.00**

**Attachments:**                      Vehicle Refunds Over \$100.00 September, 23    (PDF)

**Summary:** Vehicle Refunds Over \$100.00 September, 2023

**Recommendation:** Review and Approve

REFUNDS OVER \$100.00



## North Carolina Vehicle Tax System

## NCVTS Pending Refund report

REFUNDS OVER \$100.00 SEPT, 23

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	To Chg
ADAIR, JONATHAN ROCKWELL	ADAIR, JONATHAN ROCKWELL	HWANG, HAEUN	1213 RIVERSIDE AVE	APT 206	ELIZABETH CITY, NC 27909	Adjustment >= \$100	0070507657	KDK9279	AUTHORIZED	193741672	Refund Generated due to adjustment on Bill #0070507657-2022-0000-0000-00	Military	09/26/2023	9/27/2023 12:45:22 PM	1843	Tax	(\$220.71)	\$0.00	(\$220.71)
BENTON, BENJAMIN WILSON III	BENTON, BENJAMIN WILSON III		307 HORSESHOE RD		SOUTH MILLS, NC 27976	Adjustment >= \$100	0068473414	TLF1754	AUTHORIZED	192798012	Refund Generated due to adjustment on Bill #0068473414-2022-0000-0000-00	Military	09/07/2023	9/8/2023 9:52:19 AM	1843	Tax	(\$226.18)	\$0.00	(\$226.18)
HUNTER, CHRISTOPHER RYAN	HUNTER, CHRISTOPHER RYAN	KASSANDRA LYNN	157 PUDDING RIDGE RD		SOUTH MILLS, NC 27976	Adjustment >= \$100	0072964273	JLM8963	AUTHORIZED	192721952	Refund Generated due to adjustment on Bill #0072964273-2022-0000-0000-00	Military	09/06/2023	9/8/2023 9:52:19 AM	1843	Tax	(\$103.97)	\$0.00	(\$103.97)
MANGLONA, ERICA ANN	MANGLONA, ERICA ANN	MANGLONA, ANTHONY PANGELINAN JR	131 MILL RUN LOOP		SOUTH MILLS, NC 27976	Proration	0066591648	JKE2448	AUTHORIZED	193377778	Refund Generated due to proration on Bill #0066591648-2022-0000-0000-00	Tag Surrender	09/19/2023	9/22/2023 9:52:00 AM	1843	Tax	(\$107.13)	\$0.00	(\$107.13)
SPENCE, LINEAKA LESHELLE	SPENCE, LINEAKA LESHELLE		107 TURNERS LN		CAMDEN, NC 27921	Proration	0070564504	KCT4785	AUTHORIZED	193741852	Refund Generated due to proration on Bill #0070564504-2022-0000-0000-00	Tag Surrender	09/26/2023	9/27/2023 12:40:40 PM	1843	Tax	(\$175.83)	\$0.00	(\$175.83)

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

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
 Tiffney White, Chair Camden County Board of Commissioners

Attachment: Vehicle Refunds Over \$100.00 September, 23 (Vehicle Refunds Over \$100.00)





**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Consent Agenda**

**Item Number:** 8.G

**Meeting Date:** November 06, 2023

**Submitted By:** Karen Davis, Clerk to the Board  
Board of Commissioners  
Prepared by: Karen Davis

**Item Title** JCPC Contractor Agreement

**Attachments:** JCPC Contractor Agreement\_Rick Lage (PDF)

**Summary:**

See attached Independent Contractor Agreement for Teen Court Advisor.

**Recommendation:**

Approval.

## Independent Contractor Agreement

This Agreement entered into this 28<sup>th</sup> day of September, 2023, by and between the Camden County Manager ("Camden County"), and Rick Lage ("Contractor").

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

### 1. Scope of Work.

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

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

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

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

### 2. Price and Payment.

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

### 3. Independent Contractor Relationship.

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

1

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

#### **4. Term.**

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

#### **5. Miscellaneous.**

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

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

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

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

Camden County Manager

Contractor

By: \_\_\_\_\_  
County Manager

By: Rick Lage  
Title: Teen Court Advisor

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

Stephanie B Jackson  
Signature of Finance Officer

Attachment: JCPC Contractor Agreement\_Rick Lage (JCPC Contractor Agreement)

**SCHEDULE TO INDEPENDENT CONTRACTOR AGREEMENT****A. SERVICES AND SCOPE OF WORK:****1. Description of Services, Materials and Other Items Supplied by Contractor:**

Serve as advisor for teen court program. Recruit and train student volunteers. Oversee trials as they occur. Minimum of one meeting per month with student volunteers.

**2. Geographic Areas:**

Camden County, North Carolina

**B. PRICE OR RATES AND PAYMENT TERMS FOR SERVICES:**

\$750

**C. ADDITIONAL PROVISIONS:**





## Board of Commissioners AGENDA ITEM SUMMARY SHEET

### Consent Agenda

**Item Number:** 8.H  
**Meeting Date:** November 06, 2023

**Submitted By:** Karen Davis, Clerk to the Board  
 Board of Commissioners  
 Prepared by: Karen Davis

**Item Title** **Records Retention: Program Records Schedule**

**Attachments:** Program Records Schedule Summary (PDF)

#### **Summary:**

The Program Records Schedule for Local Government Agencies has been updated by the NC Department of Natural and Cultural Resources, Division of Archives and Records, Government Records Section.

The Program Records Schedule in its entirety can be viewed at the following link and a copy is available for review in the County Clerk's Office: <https://archives.ncdcr.gov/government/local-government-agencies/program-records-schedule-local-government-agencies>

**Recommendation:**  
 Approval.

## Program Records Schedule: Local Government Agencies

The records retention and disposition schedules and retention periods governing the records series listed herein are hereby approved. This approval extends to and includes the following standards in the **2021 Program Records Schedule: Local Government Agencies**:

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

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.

### **Destructions**

N.C. Gen. Stat. § 121-5 authorizes the Department of Natural and Cultural Resources to regulate the destruction of public records. Furthermore, the local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. The North Carolina Administrative Code states:

“(a) Paper records which have met their required retention requirements and are not subject to legal or other audit holds should be destroyed in one of the following ways:

1. burned, unless prohibited by local ordinance;
2. shredded, or torn up so as to destroy the record content of the documents or material concerned;
3. placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned; or
4. sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

(b) When used in an approved records retention and disposition schedule, the provision that electronic records are to be destroyed means that the data and metadata are to be overwritten, deleted, and unlinked so the data and metadata may not be practicably reconstructed.

(c) When used in an approved records retention and disposition schedule, the provision that confidential records of any format are to be destroyed means the data, metadata, and physical media are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.”

All local government agencies should maintain logs of their destructions either in the minutes of their governing board or in their Records Management file. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed.

***Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.***

### **Audits and Litigation Actions**

Records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

### **Electronic Records**

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

Local government agencies should consider retention requirements and disposition authorities when designing and implementing electronic records management systems. Any type of electronically-created or electronically-stored information falls under the North Carolina General Assembly's definition of public records cited above. For example, e-mail, text messages, blog posts, voicemails, websites, word processing documents, spreadsheets, databases, and PDFs all fall within this definition of public records. In addition, N.C. Gen. Stat. § 132-6.1(a) specifies:

“Databases purchased, leased, created, or otherwise acquired by every public agency containing public records shall be designed and maintained in a manner that does not impair or impede the public agency's ability to permit the public inspection and examination of public records and provides a means of obtaining copies of such records. Nothing in this subsection shall be construed to require the retention by the public agency of obsolete hardware or software.”

Local government agencies may scan any paper record and retain it electronically for ease of retrieval. If an agency wishes to destroy the original paper records before their assigned retention periods have been met, the agency must establish an electronic records policy, including putting into place procedures for quality assurance and documentation of authorization for records destructions approved by the Government Records Section. This electronic records policy and releases for destruction of records must be approved by the Government Records Section. Agencies should be aware that for the purpose of any audit, litigation, or public records request, they are considered the records custodian obligated to produce requested records, even if said records are being maintained electronically by an outside vendor. Therefore, contracts regarding electronically stored information should be carefully negotiated to specify how records can be exported in case a vendor goes out of business or the agency decides to award the contract to a different vendor.

### **Reference Copies**

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

### **Record Copy**

A record copy is defined as “The single copy of a document, often the original, that is designated as the official copy for reference and preservation.”<sup>1</sup> The record copy is the one whose retention and disposition is mandated by these schedules; all additional copies are considered reference or access copies and can be destroyed when their usefulness expires. In some cases, postings to social media may be unofficial copies of information that is captured elsewhere as a record copy (e.g., a press release about an upcoming agency event that is copied to various social

<sup>1</sup> Society of American Archivists, *Dictionary of Archives Terminology*.

media platforms). Appropriately retaining record copies and disposing of reference copies requires agencies to designate clearly what position or office is required to maintain an official record for the duration of its designated retention period.

### **Transitory Records**

Transitory records are defined as “record[s] that [have] little or no documentary or evidential value and that need not be set aside for future use.”<sup>2</sup>

North Carolina has a broad definition of public records. However, the Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called transitory records. They may be disposed of according to the guidance below. However, all public employees should be familiar with their appropriate retention schedule and any other applicable guidelines for their office. If there is a required retention period for these records, that requirement must be followed. When in doubt about whether a record is transitory or whether it has special significance or importance, retain the record in question and seek guidance from a DNCR records analyst.

Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed. Similarly, “while you were out” slips, memory aids, and other records requesting follow-up actions (including voicemails and calendar invites) have minimal value once the official action these records are supporting has been completed and documented. These records may be destroyed or otherwise disposed of once the action has been resolved.

Drafts and working papers, including notes and calculations, are materials gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of Chapter 132 of the General Statutes, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents that may be destroyed after final approval include:

- Drafts and working papers for internal and external policies
- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports;
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and
- Drafts and working papers for presentations, workshops, and other explanations of agency policy that is already formally documented.

Forms used solely to create, update, or modify records in an electronic medium may be destroyed in office after completion of data entry and after all verification and quality control procedures, so long as these records are not required for audit or legal purposes. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g., a signature or notary’s seal), they must be retained according to the disposition instructions for the records series encompassing the forms’ function.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. These schedules supersede previous versions of these schedules and any localized amendments; they are to remain in effect from the date of approval until they are reviewed and updated.

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<sup>2</sup> Ibid.



**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Information, Reports & Minutes From Other Agencies**

<b>Item Number:</b>	11.A
<b>Meeting Date:</b>	November 06, 2023
<b>Submitted By:</b>	Tammie Krauss, Register of Deeds Register of Deeds Prepared by: Karen Davis
<b>Item Title</b>	<b>Register of Deeds Report</b>
<b>Attachments:</b>	Register of Deeds Report (PDF)



Camden County Register of Deeds: Tammie Krauss  
September 2023 Daily Deposit

DATE	NC CHILDREN	NC DOM.	STATE	COUNTY	RETIREMENT	AUTO FUND	STATE	ROD	TOTAL
	TRUST	VIO. FUND	REV. STAMPS	REV. STAMPS			TREASURY	GENERAL	
9/1/2023	\$ 10.00	\$ 60.00	\$ 1,157.87	\$ 1,205.13	\$ 9.14	\$ 48.24	\$ 68.20	\$ 413.42	\$ 2,972.00
9/5/2023	\$ -	\$ -	\$ -	\$ -	\$ 2.28	\$ 13.01	\$ 24.80	\$ 111.91	\$ 152.00
9/6/2023	\$ -	\$ -	\$ 185.22	\$ 192.78	\$ 1.66	\$ 10.20	\$ 12.40	\$ 86.54	\$ 488.80
9/7/2023	\$ 5.00	\$ 30.00	\$ 259.70	\$ 270.30	\$ 2.96	\$ 14.59	\$ 18.60	\$ 126.05	\$ 727.20
9/8/2023	\$ -	\$ -	\$ -	\$ -	\$ 0.71	\$ 4.01	\$ 6.20	\$ 36.08	\$ 47.00
9/11/2023	\$ 5.00	\$ 30.00	\$ 490.00	\$ 510.00	\$ 6.98	\$ 39.66	\$ 37.20	\$ 346.56	\$ 1,465.40
9/12/2023	\$ -	\$ -	\$ -	\$ -	\$ 0.46	\$ 3.03	\$ -	\$ 27.11	\$ 30.60
9/13/2023	\$ -	\$ -	\$ 754.60	\$ 785.40	\$ 4.96	\$ 30.99	\$ 31.00	\$ 263.25	\$ 1,870.20
9/14/2023	\$ -	\$ -	\$ -	\$ -	\$ 0.96	\$ 6.20	\$ 6.20	\$ 50.64	\$ 64.00
9/15/2023	\$ 5.00	\$ 30.00	\$ 1,644.93	\$ 1,712.07	\$ 5.31	\$ 27.44	\$ 49.60	\$ 236.65	\$ 3,711.00
9/18/2023	\$ -	\$ -	\$ 169.54	\$ 176.46	\$ 7.58	\$ 47.46	\$ 24.80	\$ 425.16	\$ 851.00
9/19/2023	\$ -	\$ -	\$ -	\$ -	\$ 1.25	\$ 7.58	\$ 6.20	\$ 67.97	\$ 83.00
9/20/2023	\$ -	\$ -	\$ 1,905.61	\$ 1,983.39	\$ 6.36	\$ 38.76	\$ 55.80	\$ 323.08	\$ 4,313.00
9/21/2023	\$ -	\$ -	\$ -	\$ -	\$ 0.18	\$ 1.21	\$ -	\$ 10.81	\$ 12.20
9/22/2023	\$ 5.00	\$ 30.00	\$ -	\$ -	\$ 3.24	\$ 17.06	\$ 12.40	\$ 148.30	\$ 216.00
9/25/2023	\$ -	\$ -	\$ 420.91	\$ 438.09	\$ 5.34	\$ 32.79	\$ 43.40	\$ 274.47	\$ 1,215.00
9/26/2023	\$ -	\$ -	\$ 4.90	\$ 5.10	\$ 2.54	\$ 14.68	\$ 24.80	\$ 126.98	\$ 179.00
9/27/2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.00
9/28/2023	\$ 15.00	\$ 90.00	\$ 14.21	\$ 14.79	\$ 4.04	\$ 14.14	\$ 18.60	\$ 127.22	\$ 298.00
9/29/2023	\$ 5.00	\$ 30.00	\$ -	\$ -	\$ 1.13	\$ 3.89	\$ -	\$ 34.98	\$ 75.00
									\$ -
									0.00
									0.00
									\$ -
TOTAL	\$ 50.00	\$ 300.00	\$ 7,007.49	\$ 7,293.51	\$ 67.08	\$ 374.94	\$ 440.20	\$ 3,237.18	\$ 18,770.40

Attachment: Register of Deeds Report (Register of Deeds Report)

Ledger Report Fee Distribution  
TAMMIE KRAUSS, REGISTER OF DEEDS  
Camden, NC

Date Range From Friday, September 01, 2023 to Saturday, September 30, 2023

Name	Amount
NC Children's Trust Fund	\$50.00
NC Domestic Violence Fund	\$300.00
State Revenue Stamp	\$7,007.49
County Revenue Stamp	\$7,293.51
Land Transfer Fee	\$0.00
Floodplain Map Fund	\$0.00
Supplemental Retirement	\$67.08
ROD Automation Fund	\$374.94
Dept Of Cultural Resources	\$0.00
Vital Records Fund	\$0.00
State General Fund	\$0.00
State Treasurer Amount	\$440.20
ROD General Fund	\$3,237.18
Total Distribution For Period	\$18,770.40
Cash Total	\$611.80
Check Total	\$4,626.60
Pay Account Total	\$481.00
ACH Total	\$13,051.00
Escrow Account Total	\$0.00
Overpayment Total	\$0.00
Total Deposit For Period	\$18,770.40

Attachment: Register of Deeds Report (Register of Deeds Report)



**Board of Commissioners**  
**AGENDA ITEM SUMMARY SHEET**

**Information, Reports & Minutes From Other Agencies**

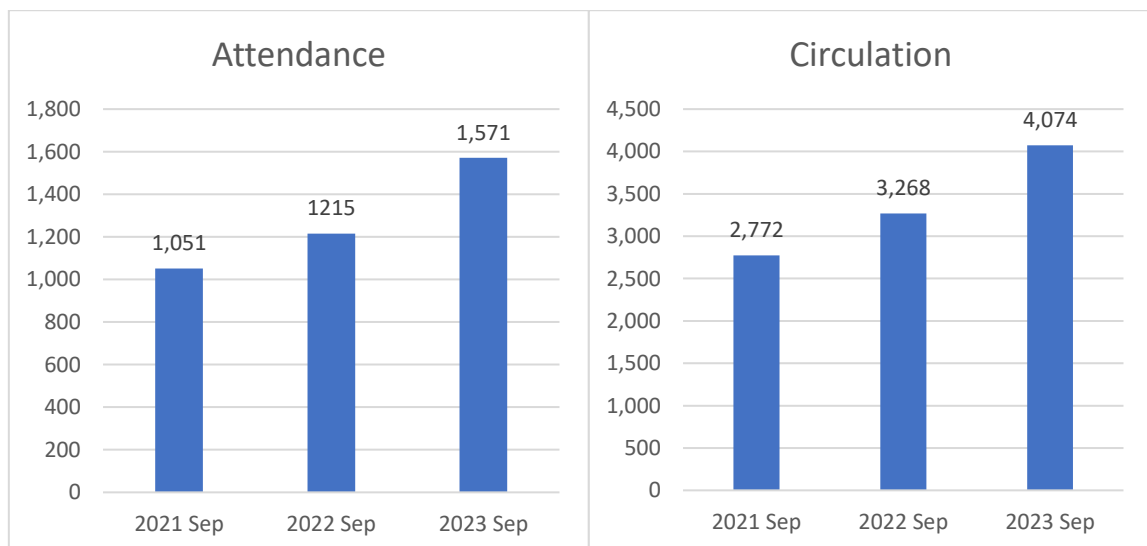
<b>Item Number:</b>	11.B
<b>Meeting Date:</b>	November 06, 2023
<b>Submitted By:</b>	Rodney Wooten, Library Prepared by: Karen Davis
<b>Item Title</b>	<b>Library Report</b>
<b>Attachments:</b>	Library Report (DOCX)

## Camden County Public Library

### October 2023 Statistics Report

Visitor Count	1,571
Materials Check Outs & Renewals	4,074
Cloud Library Check Out (eBooks & audiobooks)	109 (small increase from 9/22)
Computer/ Wireless Use	258/294
Questions Answered	123
Children's Programs/Attendance	12/229
Teen Program/Attendance	0/0
Adult Programs/Attendance	2/23
Outreach Programs/Attendance	0/0
Study Room Usage/Attendance	45/70
Meeting Room Usage/Attendance	1/12
Days/Hours Open	25/209
# Items in Collection	21,653
Library Card Holders	2,725

**Comparison by Year**  
**2021-2023**





**Board of Commissioners  
AGENDA ITEM SUMMARY SHEET**

**Information, Reports & Minutes From Other Agencies**

**Item Number:** 11.C  
**Meeting Date:** November 06, 2023

**Submitted By:** Karen Davis, Clerk to the Board  
Board of Commissioners  
Prepared by: Karen Davis

**Item Title** **New High School Project Status Report**

**Attachments:** CAMHS 20231031 Project Status Report October  
(PDF)  
CAMHS 20230925 Management Schedule (PDF)



# NEW CAMDEN COUNTY HIGH SCHOOL

## MONTHLY PROGRESS REPORT November 2023



M. B. Kahn  
Kahn Construction Co., Inc.

2815 Coliseum Centre Dr/ Charlotte, NC 28217  
Phone 704-841-7299

## PROJECT STATUS REPORT: NOVEMBER 2023

New Camden County High School  
 Camden County, NC

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

### PROJECT STAKEHOLDERS:



#### Camden County Board of Commissioners

Tiffany White, *Chair*  
 Ross Munro, *Vice Chair*  
 Sissy Aydtlett, *Commissioner*  
 Randy Krainiak, *Commissioner*  
 Troy Leary, *Commissioner*

#### Camden County Manager

Erin Burke, *County Manager*



#### Camden County Board of Education

Dr. Jason Banks, *Chair*  
 Chris Purcell, *Vice Chair*  
 Kevin Heath, *Board Member*  
 Magen O'Neal, *Board Member*  
 Christian Overton, *Board Member*

#### Camden County Schools Superintendent

Dr. Michael Bracy, *Superintendent*

### PROJECT STATUS SUMMARY:

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

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

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

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

## PROJECT STATUS REPORT: NOVEMBER 2023

New Camden County High School  
Camden County, NC

MOSELEYARCHITECTS

### PROJECT MILESTONES:

Programming and Planning 100%

- Please refer to the project website for the project history and timeline

Design Phase 40%

- Conceptual / Schematic Design 100%
- Design Development 75%
  - Progress Estimate – anticipated in November 2023
- Construction Documents 0%
  - 90% Estimate – anticipated in March 2024

Procurement 0%

Construction Phase 0%

### PROJECT FINANCIAL STATUS:

<i>Funding Source:</i>	<i>NC NBPSCF Grant</i>	<i>USDA Loan</i>	<i>Total Project</i>
<i>Budget:</i>	<i>\$50,000,000</i>	<i>\$30,000,000</i>	<i>\$80,000,000</i>
<i>Billed to Date:</i>	<i>\$3,376,205</i>	<i>\$0.00</i>	<i>\$3,864,958</i>
<i>Remaining Budget:</i>	<i>\$46,623,795</i>	<i>\$30,000,000</i>	<i>\$76,371,795</i>

### NEXT STEPS:

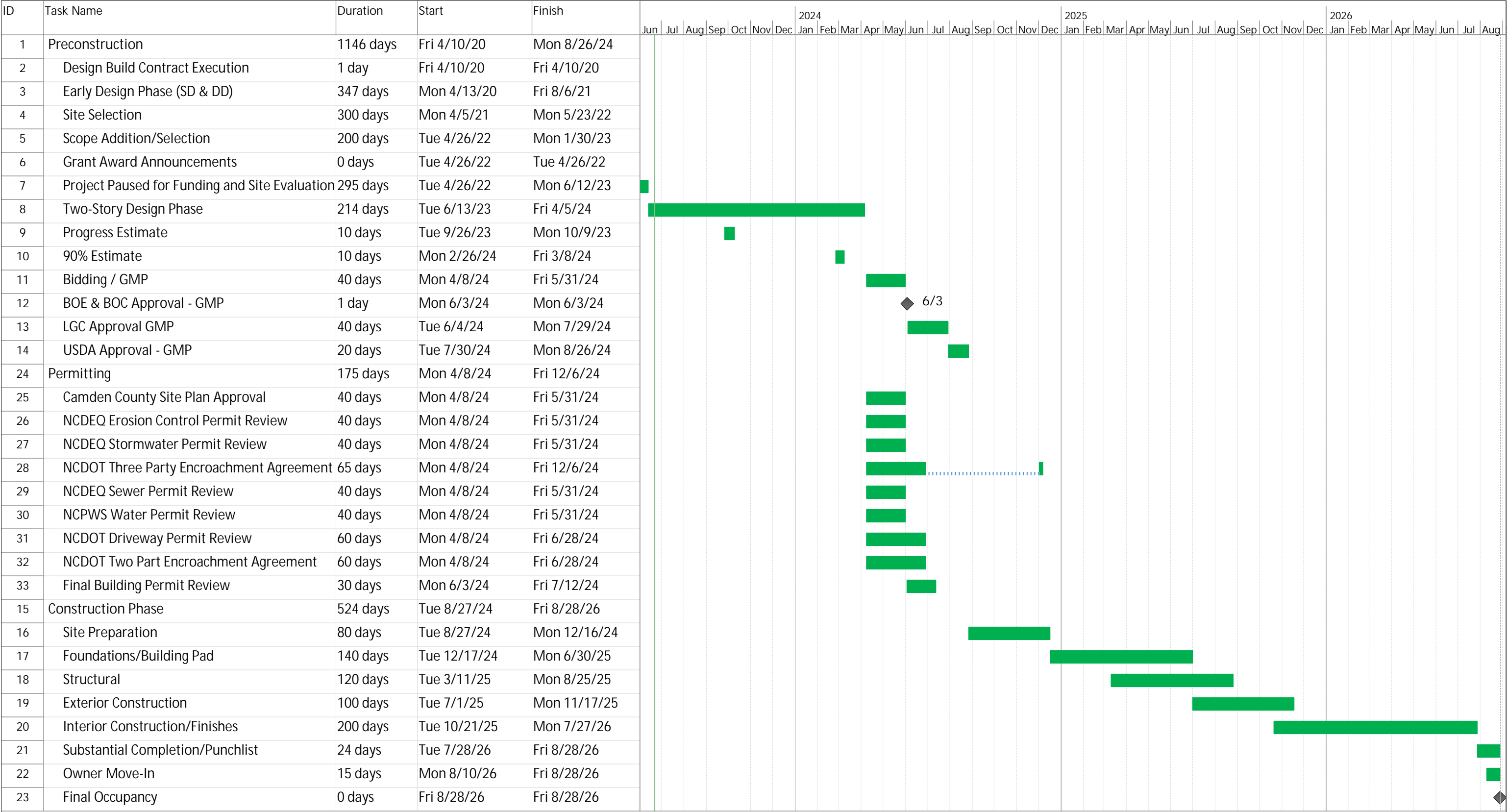
- Continue the design development phase (follow-up programming meeting TBD)
- Steering committee meeting on Tuesday, December 12, 2023 at 3:30pm (virtual).
- Complete the Environmental Assessment (EA) Updates
- Continue preparing and submitting documentation for the USDA loan
- Continue developing procurement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

### PROJECT PHOTOS:

See the Project Website: <https://www.cchs-project.com/>

### ATTACHMENTS:

1. Management Schedule



Project: Camden County High School and Early College  
Date: Thu 8/28/23

Task

Split

Milestone

Summary

Project Summary

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

External Tasks

External Milestone

Deadline

Progress

Manual Progress

Attachment: CAMHS 20230925 Management Schedule (New High School Project Status Report)