

**Camden County Board of Commissioners
Regular Meeting
March 2nd, 2015
7:00 P.M. - Regular Meeting
Historic Courtroom, Courthouse Complex
Camden, North Carolina**

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on March 2nd, 2015 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

Chairman Michael McLain, Vice Chairwoman Sandra Duckwall,
Commissioners Garry Meiggs and Tom White;

Commissioner Clayton Riggs was not present.

Also attending were County Manager Michael Renshaw, and Clerk to the Board Angela L. Wooten. Tax Administrator, Lisa Anderson was present for the purpose of making a presentation and providing supporting information for the Monthly Tax Report.

Regular Session, 7:00 P.M.

Chairman McLain called to order the March 2nd, 2015 meeting of the Camden County Board of Commissioners at 6:58 PM

Invocation and Pledge of Allegiance

Vice Chairwoman Sandra Duckwall gave the invocation and led those present in the Pledge of Allegiance.

Public Comments

None

Consideration of Agenda

Chairman Mike McLain asked if there were any changes to the agenda. Not hearing any changes, called for a motion.

Commissioner Garry Meiggs made a motion to approve the agenda as presented. The motion passed 4-0 with Chairman McLain, Vice Chair Sandra Duckwall, Commissioners Garry Meiggs and Tom White voting aye; no Commissioner voting no; Commissioner Clayton Riggs absent; and no Commissioner not voting.

Presentations

Item 3.A

Cathy Davison – Albemarle Commission’s Stewardship Report

Stewardship Report for Camden County FY 2014

The Albemarle Commission

- Founded in 1969 by the General Assembly
- **Mission**: improve member government’s ability to enhance quality of lives of citizens
- **Objective**: Provide direct Services, grant writing, planning and assessment, program development and management
- **Represent**: Counties of Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell, and Washington

Senior Nutrition

- Meals Served: 10,173
- # of Clients: 91
- County’s Cost: \$24,252 or \$2.38 per meal
- Actual Cost Per Meal: \$4.90 or \$49,847.70
- **Difference: \$2.52 or \$25,595.70**

Area Agency on Aging

- Services Provided: 4,780
- # of Clients: 66
- County’s Cost: \$12,383.00 or \$2.59 per service
- Actual Cost Per Service: \$47.58 or \$227,423.00
- **Difference: \$44.99 or \$209,068.50**

Workforce Development

- Services Provided: 13
- # of Clients: 13/\$3,600
- County’s Cost: \$0
- Actual Cost Per Service: \$56,102.23
- **Difference: \$56,102.23**

Rural Planning Organization

- Services Provided: 2
- # of Clients: 1
- County’s Cost: \$6,449.00
- Actual Cost Per Service: \$14,453.10
- **Difference: \$8,004.10**

Economic Dev. & Admin

- Services Provided: 1
- # of Clients: 2
- County’s Cost: \$9,643.00
- Actual Cost Per Service: \$39,289.15
- **Difference: \$29,646.15**

New Business

Item 4.A - Monthly Tax Report – January 2015

<u>OUTSTANDING TAX DELINQUENCIES BY YEAR</u>																								
<u>YEAR</u>	<u>REAL PROPERTY</u>	<u>PERSONAL PROPERTY</u>																						
2014	520,370.75	16,314.01																						
2013	128,069.69	12,468.74																						
2012	44,392.93	13,459.32																						
2011	21,434.49	10,664.94																						
2010	20,827.90	6,144.50																						
2009	8,241.81	6,104.67																						
2008	6,864.63	6,354.62																						
2007	6,552.05	9,926.25																						
2006	2,223.60	14,537.86																						
2005	1,690.71	26,585.64																						
<table> <tr> <td>TOTAL REAL PROPERTY TAX UNCOLLECTED</td> <td>760,668.56</td> </tr> <tr> <td>TOTAL PERSONAL PROPERTY UNCOLLECTED</td> <td>122,560.55</td> </tr> <tr> <td>TEN YEAR PERCENTAGE COLLECTION RATE</td> <td>98.69%</td> </tr> <tr> <td>COLLECTION FOR 2014 vs. 2013</td> <td>445,615.66 vs. 422,407.93</td> </tr> </table>			TOTAL REAL PROPERTY TAX UNCOLLECTED	760,668.56	TOTAL PERSONAL PROPERTY UNCOLLECTED	122,560.55	TEN YEAR PERCENTAGE COLLECTION RATE	98.69%	COLLECTION FOR 2014 vs. 2013	445,615.66 vs. 422,407.93														
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<p><u>LAST 3 YEARS PERCENTAGE COLLECTION RATE</u></p> <table> <tr> <td>2014</td> <td>92.04%</td> </tr> <tr> <td>2013</td> <td>97.98%</td> </tr> <tr> <td>2012</td> <td>99.19%</td> </tr> </table>			2014	92.04%	2013	97.98%	2012	99.19%																
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<p align="center"><u>EFFORTS AT COLLECTION IN THE LAST 30 DAYS</u> ENDING January 2015 BY TAX ADMINISTRATOR</p> <table> <tr> <td><u>25</u></td> <td>NUMBER DELINQUENCY NOTICES SENT</td> </tr> <tr> <td><u>21</u></td> <td>FOLLOWUP REQUESTS FOR PAYMENT SENT</td> </tr> <tr> <td><u>10</u></td> <td>NUMBER OF WAGE GARNISHMENTS ISSUED</td> </tr> <tr> <td><u>6</u></td> <td>NUMBER OF BANK GARNISHMENTS ISSUED</td> </tr> <tr> <td><u>0</u></td> <td>NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR TO DELINQUENT TAXPAYER</td> </tr> <tr> <td><u>0</u></td> <td>NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)</td> </tr> <tr> <td><u>24</u></td> <td>PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR</td> </tr> <tr> <td><u>0</u></td> <td>NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY</td> </tr> <tr> <td><u>0</u></td> <td>NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR COLLECTION (I.D. AND STATUS)</td> </tr> <tr> <td><u>0</u></td> <td>REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS</td> </tr> <tr> <td><u>0</u></td> <td>NUMBER OF JUDGMENTS FILED</td> </tr> </table>			<u>25</u>	NUMBER DELINQUENCY NOTICES SENT	<u>21</u>	FOLLOWUP REQUESTS FOR PAYMENT SENT	<u>10</u>	NUMBER OF WAGE GARNISHMENTS ISSUED	<u>6</u>	NUMBER OF BANK GARNISHMENTS ISSUED	<u>0</u>	NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR TO DELINQUENT TAXPAYER	<u>0</u>	NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)	<u>24</u>	PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR	<u>0</u>	NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY	<u>0</u>	NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR COLLECTION (I.D. AND STATUS)	<u>0</u>	REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS	<u>0</u>	NUMBER OF JUDGMENTS FILED
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Consent Agenda

Commissioner Tom White made a motion to approve the consent agenda. The motion passed 4-0 with Chairman McLain, Vice Chair Sandra Duckwall, Commissioners Garry Meiggs and Tom White voting aye; no Commissioner voting no; Commissioner Clayton Riggs absent; and no Commissioner not voting.

Consent Agenda

Item 5.A – Draft Minutes
December 1st, 2014 Joint Meeting
December 15th, 2014 Special Meeting

Item 5.B – Budget Amendment Corrections – BA018 through BA020

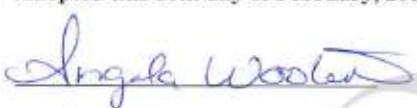
ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
10-399400-439900	Fund Balance	\$8,734.00	
10-5150-574000	Capital Outlay	\$8,734.00	
<p>This Budget Amendment is made to cover the board approved Courthouse Building Security System.</p> <p>This will result in a decrease of \$0 in the Contingency of the General Fund.</p> <p>Balance in Contingency \$23,500.00</p> <p>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 16th day of February, 2015.</p>			
 Clerk to Board of Commissioners		 Chairman, Board of Commissioners	
ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
52-330610-434819	Crisis Intervention-Revenue	\$1,568.00	
528000-520000	Capital Outlay	\$1,568.00	
<p>This Budget Amendment is made to cover additional allocation for Crisis Intervention Funding.</p> <p>This will result in a decrease of \$0 in the Contingency of the General Fund.</p> <p>Balance in Contingency \$23,500.00</p> <p>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 16th day of February, 2015.</p>			
 Clerk to Board of Commissioners		 Chairman, Board of Commissioners	


CAMDEN COUNTY BOARD OF COMMISSIONERS
 Regular Meeting – March 2nd, 2015

ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
52-330610-434848	LIEAP Revenue	\$2,348.00	
528000-554321	LIEAP Expense	\$2,348.00	

This Budget Amendment is made to cover additional allocation for LIEAP Funding.
 This will result in a decrease of \$0 in the Contingency of the General Fund.
 Balance in Contingency \$23,500.00

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 16th day of February, 2015.


 Clerk to Board of Commissioners


 Chairman, Board of Commissioners

Item 5.C – School Budget Amendments

Code Number	Description of Code	Amount	
		Increase	Decrease
5400	School Leadership Services	300.00	
5800	School Based Support Services	29,882.00	
6100	Support & Development Service		1,600.00
6500	Operational Support Services		35,882.00
6600	Financial/Human Res Services	6,000.00	
6900	Policy, Ldrship, & Pub Relations	1,300.00	

Explanation:

Total Appropriation in Current Budget	\$ 2,329,452.00
Amount of Increase/Decrease of Above Amendment	.00
Total Appropriation in Current Amended Budget	\$ 2,329,452.00

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Programs		.00
5200	Special Instructional Programs		.00
5300	Alternative Program & Services	.00	
5800	School Based Support Services	.00	
6100	Support & Development Serv.	.00	
6400	Technology Support Services		.00

Explanation:

Total Appropriation in Current Budget	\$ 1,397,278.00
Amount of Increase/Decrease of Above Amendment	.00
Total Appropriation in Current Amended Budget	\$ 1,397,278.00

Item 5.D – Tax Refunds, Pickups, & Releases

<u>NAME</u>	<u>REASON</u>	<u>TYPE NO.</u>
Great Dismal Swamp	\$356.67 Acreage correction based on deeds	Refund/17651 R-23981-06
Great Dismal Swamp	\$450.54 Acreage correction based on deeds	Refund/17652 R-27669-07
Great Dismal Swamp	\$425.36 Acreage correction as per deeds	Refund/17653 R-34386-08
Great Dismal Swamp	\$425.36 Acreage correction as per deeds	Refund/17654 R-41200-09
Great Dismal Swamp	\$425.36 Acreage correction as per deeds	Refund/17655 R-47992-10
<u>NAME</u>	<u>REASON</u>	<u>TYPE NO.</u>
George Wood Farms, Inc.	\$9,694.83 Adjustment -Roll back taxes	Pick-Up/17600 R-83199-14 R-68363-13 R-61515-12
George Wood Farms, Inc.	\$11,096.61 Adjustment -Roll back taxes	Pick-Up/17613 R-83203-14 R-68367-13 R-61519-12
George Wood Farms, Inc.	\$4,703.40 Adjustment -Roll back taxes	Pick-Up/17612 R-83197-14 R-68361-13 R-61513-12
George Wood Farms, Inc.	\$7,682.22 Adjustment -Roll back taxes	Pick-Up/17611 R-83198-14 R-68362-13 R-61514-12
George Wood Farms, Inc.	\$39,427.65 Adjustment -Roll back taxes	Pick-Up/17610 R-83196-14 R-68360-13 R-61512-12
George Wood Farms, Inc.	\$13,387.11 Adjustment -Roll back taxes	Pick-Up/17609 R-83206-14 R-68370-13 R-61522-12
George Wood Farms, Inc.	\$7,529.29 Adjustment -Roll back taxes	Pick-Up/17608 R-83205-14 R-68368-13 R-61521-12
FGeorge Wood Farms, Inc.	\$25,158.42 Adjustment -Roll back taxes	Pick-Up/17607 R-83204-14 R-68368-13 R-61520-12
George Wood Farms, Inc.	\$4,383.38 Adjustment -Roll back taxes	Pick-Up/17606 R-83192-14 R-68356-13 R-65730-12

Item 5.E – Tax Authorization to Collect (April Renewals)

TO: The Tax Administrator of Camden County April Ren.) Due 5/15/15 (NEW SYSTEM)

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

SOUTH MILLS	COURTHOUSE	SHILOH	TOTAL
14,867.97	13,910.11	10,368.38	39,146.46

Witness my hand and official seal this 3rd day of March, 2015


Chairman, Camden County Board of Commissioners

Item 5.F – Proclamation-National County Government Month

National County Government Month
April 2015

"Counties Moving America Forward: The Keys are Transportation and Infrastructure"

WHEREAS, the nation's 3,069 counties serving more than 300 million Americans provide essential services to create healthy, safe, vibrant and economically resilient communities; and

WHEREAS, counties move America forward by building infrastructure, maintaining roads and bridges, providing health care, administering justice, keeping communities safe, running elections, managing solid waste, keeping records and much more; and

WHEREAS, Camden County and all counties take pride in their responsibility to protect and enhance the health, welfare and safety of its residents in efficient and cost-effective ways; and

WHEREAS, through National Association of Counties President Riki Hokama's "Transportation and Infrastructure" initiative, NACo is encouraging counties to focus on how they have improved their communities through road projects, new bridges, building new facilities, water and sewer improvements and other public works activities; and

WHEREAS, in order to remain healthy, vibrant, safe, and economically competitive, America's counties provide transportation and infrastructure services that play a key role in everything from residents' daily commutes to shipping goods around the world; and

WHEREAS, each year since 1991 the National Association of Counties has encouraged counties across the country to actively promote their own programs and services to the public they serve; and

NOW, THEREFORE, BE IT RESOLVED THAT I, P. Michael McLain, Chairman of the Board of Commissioners, do hereby proclaim April 2015 as National County Government Month and encourage all county officials, employees, schools and residents to participate in county government celebration activities.

ADOPTED this 2nd day of March, 2015


P. Michael McLain, Chairman
Board of Commissioners



**Item 5.G – One Mill Park - Contract 1
 Change Order #1 Waterfront Improvements**

PROJECT One Mill Park – Contract 1 Waterfront Improvements Camden, NC	CHANGE ORDER NUMBER: 001 DATE: February 25, 2015																								
TO CONTRACTOR A.R. Chesson Construction Co., Inc. PO Box 2266 Elizabeth City, NC 27909	ENGINEER'S PROJECT NUMBER: CONTRACT DATE: January 16, 2015 CONTRACT FOR: Waterfront Improvements																								
<p>THE CONTRACT IS CHANGED AS FOLLOWS: <i>Undercut, removal, and disposal of buried debris, placement of satisfactory structural fill as directed by engineer</i></p> <p>* Cost is based on engineering estimate quantities. Actual cost will be based on verified total of undercut material removed from the site and select material delivered to the site per the unit prices provided.</p> <p>Engineering Estimate</p> <table> <tr><td>Bulkhead Length (ft) =</td><td>377</td></tr> <tr><td>Excavation Depth (ft) =</td><td>7</td></tr> <tr><td>Excavation Width (ft) =</td><td>3.5</td></tr> <tr><td>Excavation Volume (cf) =</td><td>9236.5</td></tr> <tr><td>Excavation Volume (cy) =</td><td>342</td></tr> <tr><td>Backfill Compaction Factor =</td><td>1.15</td></tr> <tr><td>Backfill Volume (cy) =</td><td>393</td></tr> <tr><td>Undercut/Haul Price / cy =</td><td>\$13.50</td></tr> <tr><td>Backfill/ Select Unit Price / cy =</td><td>\$14.50</td></tr> <tr><td>Estimated Undercut/Haul price =</td><td>\$4,618.25</td></tr> <tr><td>Estimated Backfill Price =</td><td>\$5,704.39</td></tr> <tr><td>Subtotal =</td><td>\$10,322.64</td></tr> </table>		Bulkhead Length (ft) =	377	Excavation Depth (ft) =	7	Excavation Width (ft) =	3.5	Excavation Volume (cf) =	9236.5	Excavation Volume (cy) =	342	Backfill Compaction Factor =	1.15	Backfill Volume (cy) =	393	Undercut/Haul Price / cy =	\$13.50	Backfill/ Select Unit Price / cy =	\$14.50	Estimated Undercut/Haul price =	\$4,618.25	Estimated Backfill Price =	\$5,704.39	Subtotal =	\$10,322.64
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Subtotal =	\$10,322.64																								
The original Contract Sum was	\$ 180,114.00																								
The net change by previously authorized Change Orders	\$ 0.00																								
The Contract Sum prior to this Change Order was	\$ 180,114.00																								
The Contract Sum will be increased by this Change Order in the amount of	\$ *10,322.64																								
The new Contract Sum including this Change Order will be	\$ *190,446.64																								
The Contract Time will be increased by <u>To Be Determined</u> days																									

**Item 5.H – One Mill Park - Contract 2
 Change Order #1 Site Improvements**

PROJECT One Mill Park – Contract 2 Site Improvements Camden, NC	CHANGE ORDER NUMBER: 001 DATE: February 25, 2015
TO CONTRACTOR A.R. Chesson Construction Co., Inc. PO Box 2266 Elizabeth City, NC 27909	ENGINEER'S PROJECT NUMBER: CONTRACT DATE: January 16, 2015 CONTRACT FOR: Waterfront Improvements
<p>THE CONTRACT IS CHANGED AS FOLLOWS: <i>Additional sidewalk around playground</i></p>	
The original Contract Sum was	\$ 139,032.50
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 139,032.50
The Contract Sum will be increased by this Change Order in the amount of	\$ 2,500.00
The new Contract Sum including this Change Order will be	\$ 141,532.50
The Contract Time will be increased by <u>To Be Determined</u> days	

Item 5.I – Budget Amendment – BA021

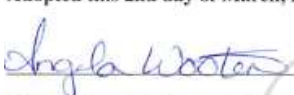
ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT	
		INCREASE	DECREASE
10-330670-434815	State Grant	\$14,500.00	
106700-545113	Contracted Services	\$14,500.00	


This Budget Amendment is made to cover additional State Grant Funding through Dept of Agriculture.

This will result in a decrease of \$0 in the Contingency of the General Fund.

Balance in Contingency \$23,500.00

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 2nd day of March, 2015.


 Clerk to Board of Commissioners


 Chairman, Board of Commissioners

Commissioner's Report

- Vice Chair Sandra Duckwall read the Library Report
- Chairman McLain reminds everyone about the Camden Education Foundation's Mystery Dinner Theater March 27th-29th. Tickets are available through the School Board.
- River City Cycling Club is hosting its Annual TarWheel on April 18th,
- Commissioner White mentions that this Wednesday March 4th and Thursday March 5th there will be a Hunters Safety Course at the Library

County Manager's Report

County Manager Mike Renshaw had the following items and dates to report:

- 2015 County Grassroots Advocacy Meetings with Legislators
- 10:00 AM March 9th, 2015 BOC Work Session – Board Retreat
- 6:00 PM March 16th, 2015 BOC Work Session – Capital Improvement Plan
- 6:30 PM March 27th, 2015 4-H Youth Recognition at the Camden High School Cafeteria

Information from Board and Staff

The following items were provided to the Board for their information, and a copy of these items is maintained in the Clerk's office.

- A. Library Report - Feb 2015
- B. Eastern MPO-RPO Coalition.
- C. NCACC Legislative Bulletin – 2/13/2015
- D. NCACC Legislative Bulletin – 2/20/2015
- E. Albemarle Commission - Monday Morning Briefing – 2/16/2015
- F. Albemarle Commission - Monday Morning Briefing – 2/24/2015
- G. New Medical Fee Schedule
- H. 97th Civil Affairs Letter of Notification
- I. ECBH & CoastalCare - Consolidation
- J. Sales Tax - Revenue Collection Report
- K. Finance Dept. –Line Item Transfer

Meeting Adjourned

At 7:27 PM, Chairman McLain asked if there were any other matters to come before the Board of Commissioners, hearing none, and by acclamation the meeting was adjourned.

Chairman McLain
Camden County Board of Commissioners

ATTEST:

Angela L. Wooten
Clerk to the Board