Camden County Board of Commissioners

BOC - Regular Meeting
May 1, 2017, 7:00 PM

Historic Courtroom, Courthouse Complex
Camden, North Carolina

MINUTES

The regular meeting of the Camden County Board of Commissioners was held on May 01, 2017 in the Historic Courtroom, Camden, North Carolina. The following Commissioners were present:

WELCOME & CALL TO ORDER

<table>
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<tr>
<th>Board Members Present</th>
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<tr>
<td>Attendee Name</td>
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<tr>
<td>Garry Meiggs</td>
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<tr>
<td>Clayton Riggs</td>
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<tr>
<td>Tom White</td>
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<td>Randy Krainiak</td>
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<td>Ross Munro</td>
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<tr>
<th>Staff Members Present</th>
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<tr>
<td>Attendee Name</td>
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<tr>
<td>Michael Brillhart</td>
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<tr>
<td>Amy Barnett</td>
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<td>Karen Davis</td>
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<tr>
<td>John Morrison</td>
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<td>David Credle</td>
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<td>Dan Porter</td>
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<tr>
<td>Dave Parks</td>
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<tr>
<td>Lisa Anderson</td>
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<td>Stephanie Humphries</td>
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INOCATION & PLEDGE OF ALLEGIANCE

Commissioner Tom White led those present in the Invocation & Pledge of Allegiance.

INTRODUCTION OF NEW CLERK TO BOARD - KAREN DAVIS

County Manager Michael Brillhart introduced Karen Davis, the new Clerk to the Board and Assistant to the County Manager.
PUBLIC COMMENTS

Brenda Poole of Neck Road, Shiloh NC gave the following public comments:

- Concerned with lack of guard rails on Hwy 1111, Wickham Road, in the vicinity of Pocahontas Creek
- Asks for the installation of guardrails

Chairman Clayton Riggs stated he would contact Shelton James with the NCDOT and ask them to look into this and to put guardrails in place. He further stated that the highways are under the jurisdiction of the NCDOT, and that the County can only ask, that it is the decision of the NCDOT to take action on this.

County Attorney John Morrison explained that the state has jurisdiction over state roads and highways. Counties and municipalities can request and suggest changes and improvements, but it is up to the state to decide to carry those requests and / or changes out. Counties and municipalities are not allowed to spend money on road improvements.

Vice Chairman Tom White stated he and Manager Brillhart attend the Highway/Roads Committee meetings, and asked Ms. Poole to get him the information relating to her request along with any petitions from the surrounding area landowners and he would take it before the committee.

Charlie Hughes Jr., of Raymons Creek Road, Shiloh NC gave the following public comments:

- Concerned with the way the new highway was built, there is inadequate shoulder area in case one were to go off the road. Lack of shoulder could be cause of bad accident.

Chairman Clayton Riggs stated that this would also be addressed as a safety issue with the NCDOT.

CONSIDERATION OF AGENDA

Manager Brillhart asked to amend the agenda to remove Presentation #2, the Parks & Recreation Update. Presenter Tim White, Parks & Recreation Director, could not attend meeting due to unforeseen circumstances.

Motion to Approve Amended Agenda

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

Presentation - Dr. Landon Mason, Economic Improvement Council

Dr. Landon Mason, Executive Director of the Economic Improvement Council (EIC) based out of Edenton NC, provided the following information in a presentation of the programs offered by the EIC:

- The EIC has a 21 member board
  - Mr. Albert Butts III is the President of the board.
  - Dr. William Sawyer of Camden NC is on the Board of Directors of the EIC
- The EIC offers 4 programs which are geared toward the 1964 initiative that former President Lyndon B. Johnson launched to wage war against poverty:
  - Head Start program serves children ages 3-5
  - Weatherization program deals with Energy Efficiency of homes
  - Section 8 Housing Voucher program helps to increase the quality of living and housing arrangements for low income citizens
  - CSBG (Community Services Block Grant) helps individually to empower low income citizens to rise above poverty
- During FY 2015-16, the EIC shared in excess of $400,000 worth of services to citizens making use of the programs here in Camden County
  - Served 68 families in total
    - Section 8 Housing comprised 40%, serving 27 families
    - Weatherization comprised 9%, serving 6 families
    - CSBG comprised 22%, serving 15 families
    - Head Start comprised 29% with 20 enrollments
  - Average dollar amount spent per customer in Camden County per program
    - Section 8 Housing: 3%, $446.00
    - Weatherization: 27%, $4,753.00
    - CSBG: 20%, $3,534.00
    - Head Start: 50%, $8,724.00
  - Total dollar amount spent in Camden County: $400,678.00
    - Section 8 Housing: 36%, $144,660
    - Weatherization: 7%, $28,523
    - CSBG: 13%, $53,015
    - Head Start: 44%, $174,480
- Camden Population during FY 2015-16 was approximately 11,000. Approximately 6% of that population lives in poverty, which is about 700 persons.
  - The EIC programs have saved Camden County over $400,000 in that Camden's budget did not have to include amounts to help these families and individuals
- EIC serves 13 counties
- Target audience is those families and individuals who are in need of EIC assistance in order to live quality lives
- Desire is to see the 6% living in poverty here in Camden be able to rise above poverty
- Dr. Mason expressed a desire to raise awareness of the EIC programs offered.
Chairman Clayton Riggs thanked Dr. Mason and added that Camden County was very grateful to the EIC Head Start program when they jumped in to help after Camden lost their day care facility.

Commissioner Ross Munro asked Dr. Mason how to contact the EIC with information about families in need. Dr. Mason replied that they can call the EIC at 252-482-4458 and press 0 for the operator and he/she can direct callers to the right program. He added that the EIC is located at 712 Virginia Road in Edenton, NC, and website is www.eiccaa.org, and people can also Google "Economic Improvement Council Edenton NC".

Dr. Mason added that all services provided by the EIC are free of charge to those receiving their assistance. Their programs are federally funded.

The Board of Commissioners expressed its appreciation to Dr. Mason and the EIC for the outstanding work they are doing.

RECESS TO SOUTH CAMDEN WATER & SEWER DISTRICT BOARD OF DIRECTORS MEETING

At 7:24 PM, Commissioner Garry Meiggs made a motion to recess the Board of Commissioner's meeting and go into the South Camden Water & Sewer Board of Directors Meeting. The motion passed with Chairman Clayton Riggs, Vice Chairman Tom White, Commissioners Garry Meiggs, Randy Krainiak, and Ross Munro voting aye; none voting no; none absent; none not voting.

RECONVENE COMMISSIONERS' MEETING

At 7:30 PM, Chairman Clayton Riggs adjourned the South Camden Water & Sewer Board of Directors meeting and reconvened the Board of Commissioners meeting.

OLD BUSINESS

Update on Solar Farm Moratorium - Dan Porter

Dan Porter updated the Board of Commissioners regarding the 60 day moratorium on solar farm development which will be up on May 20, 2017, Public Hearing is set for May 15, 2017 to consider amendments to the Camden County Code of Ordinances regarding Solar Farms.

Dan Porter provided the following information:

- Compiled a report which was handed out to the Board, and also prepared some recommendations so that the Board can look them over between now and the Public Hearing set for May 15.
- 4 Primary areas of concern:
  - Increasing setbacks
  - Being more specific regarding landscaping within the setbacks
  - Locations considered undesirable for Solar Farm placement
  - Expanded/updated regulations & requirements for decommissioning plan and bond
County Attorney John Morrison asked Mr. Porter what research tools he used in the compilation of his report. Mr. Porter replied that he utilized the following:

- Some national templates
- Neighboring county's ordinances
- State model ordinance

Attorney Morrison asked what was the source of the State Model Ordinance. Mr. Porter replied that it is published by a non-profit organization associated with the NC State Sustainable Energy Association. Mr. Porter added that he also used internet searches in his research, and that yielded arguments for and against solar farms, particularly in the area of environmental concern.

Commissioner Randy Krainiak asked Mr. Porter if in his research he found any solar farms in neighboring counties which were 5+, 10+, 20+ years old or older and what the long term effects were. Mr. Porter stated that there are not any in this region that old. Mr. Porter stated that he had not researched long term effects, but that in some of the articles he read, older solar farms were mentioned.

Commissioner Randy Krainiak stated that he would like to be able to refer to experienced counties / municipalities when questions arise. He feels that if another county or municipality has already dealt with certain issues, it would be an asset to be able to confer with them on those issues when and if they arise here.

Chairman Clayton Riggs stated that the Board of Commissioners would look over the report and recommendations, and email staff any questions they have regarding this in advance of the May 15, 2017 public hearing.

PUBLIC HEARINGS


Motion to go into Public Hearing - Ordinance 2017-04-01 Rezoning Application - Estate of Robert L. Whaley Jr.

RESULT: PASSED [UNANIMOUS]

MOVER: Tom White, Vice Chairman Commissioner

AYES: Meiggs, Riggs, White, Krainiak, Munro

County Attorney John Morrison informed those present that this Public Hearing was not a quasi judicial proceeding and that any and all concerns may be voiced regardless of whether or not there is evidence to support assertions.
At this time, Dave Parks went over the staff report as incorporated herein below:

STAFF REPORT
UDO 2017-02-16
ZONING MAP AMENDMENT

PROJECT INFORMATION

File Reference: UDO 2017-02-16
Project Name: N/A
PIN: 02-8934-02-68-8036 & 02-8934-02-78-5266
Applicant: Estate of Robert L. Whaley, Jr.
Address: 3 Duchess Ct., Baltimore, MD 21237
Phone: (443) 559-6604
Email:

Agent for Applicant: E.T. Hyman Surveying
Address: 133 U.S. Hwy 158 West
Phone: (252) 338-2913
Email:

Current Owner of Record: Same as applicant

Meeting Dates:
3/15/2017 Planning Board

Application Received: 2/15/17
By: David Parks, Permit Officer
Application Fee paid: $650 Check #5765

Completeness of Application: Application is generally complete

Documents received upon filing of application or otherwise included:
A. Rezoning Application
B. Aerial of portion of property requested to be rezoned.
C. Email authorizing Eddie Hyman to act as agent.
D. Deed
E. GIS Aerial, existing zoning, Comprehensive Plan future land use and CAMA Land Use Plan Suitability Maps
F. Offer to purchase contract

PROJECT LOCATION:

Street Address: Property located adjacent to 210 & 222 South Highway 343.
Location Description: Courthouse Township

Maps Included in Board Packet Showed:
Vicinity Map shows property location as indicated above
Land Suitability Map - Very High Suitability
Courthouse Core Village - Immediately Adjacent
CAMA Future Land Use Map - Low Density Residential
Comprehensive Plan Future Land Use Map - Rural Preservation
Zoning Map - General Use District
Floodplain Map - Outside the 100 year flood zone
REQUEST: Rezone from General Use District (GUD) to Basic Residential (R3-1) 5 acres of land along Hwy 343 South for a two lot minor subdivision where existing homes are located. Owner has offer to purchase contract with adjacent owner to the south who desires to keep in farm use, but doesn’t want the dwellings as part of the sale.

From: General Use District (GUD). The GUD district is established to allow opportunities for very low density residential development and bona fide farms, along with agricultural and related agricultural uses (e.g., timber, horticulture, silviculture and aquaculture.)

To: Basic Residential (R3-1). The R3 Districts are designed to provide for low density residential development in areas that are adjacent to those areas primarily devoted to agriculture. Subdivision in the R3-1 district requires a minimum of one acre per lot.

SITE DATA

Lot size: Both lots contain approximately 80 acres.

Flood Zone: Zone X (Located outside the 100)

Zoning District(s): General Use District (GUD)

Existing Land Uses: Agriculture

Adjacent Zoning & Uses:

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<th>North</th>
<th>South</th>
<th>East</th>
<th>West</th>
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<tbody>
<tr>
<td>Zoning</td>
<td>General Use District (GUD)</td>
<td>Basic Residential (R3-1)</td>
<td>Residential (R3-2)</td>
<td>Basic Residential (R3-2)</td>
</tr>
<tr>
<td>Use &amp; Size</td>
<td>Farmland</td>
<td>Predominately Farmland</td>
<td>Predominately Farmland</td>
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<tr>
<td></td>
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<td>Farmland with houses along 343</td>
<td>Farmland with houses along 343</td>
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Proposed Use(s): Permitted Use Table comparison was included in Board Packet.

Description of property: Property abuts South Hwy 343 on the eastern side. There are currently 3 dwellings existing on both lots with the remainder in farm use.

ENVIRONMENTAL ASSESSMENT

Streams, Creeks, Major Ditches: None.

Distance & description of nearest outfall: Approximately 1 mile.

INFRASTRUCTURE & COMMUNITY FACILITIES

Water: Water line located adjacent to property on Highway 343.

Sewer: Four Perc tests not required as dwellings exist on lots desiring to be Subdivided

Fire District: South Camden Fire District. Station located approximately 2 miles from Station located on Sawyers Creek Road.

Schools: Impact already calculated with existing dwellings.

Traffic: Traffic not exceed road capacities.
PLANS CONSISTENCY

CAMA Land Use Plan Policies & Objectives:

Both Consistent AND Inconsistent

The proposed zoning change is inconsistent with the CAMA Land Use Plan which was adopted by the Camden County Board of Commissioners on April 4, 2005 in that it could be determined as spot zoning due to the amount of acreage requested. However, it will allow for the preservation of farmland which is part of the Community Vision in maintaining the County’s rural and cultural heritage.

2035 Comprehensive Plan

Both Consistent AND Inconsistent

Consistent with Comprehensive Plan Future Land Use Maps as one parcel is identified as Rural Residential 1 acre lots and inconsistent as the other parcel is identified as Rural Preservation.

Comprehensive Transportation Plan

Consistent: Property abuts Highway 343 South.

Other Plans officially adopted by the Board of Commissioners

N/A

FINDINGS REGARDING ADDITIONAL REQUIREMENTS:

Will the proposed zoning change enhance the public health, safety or welfare? No. Reasoning: The proposed zoning change will not enhance the public health, safety, or welfare as the proposed change will allow the owner to cut out two lots with existing dwellings on them and keep the remainder as farmland. Has an offer to purchase contract for the farmland.

Is the entire range of permitted uses in the requested classification more appropriate than the range of uses in the existing classification? Yes. Reasoning: Due to the small amount of acreage requested to be rezoned, the permitted uses will not significantly change to say which one would be more appropriate.

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

Is this an expansion of an adjacent zoning district of the same classification? N/A

What extraordinary showing of public need or demand is met by this application? N/A

Will the request, as proposed cause serious noise, odors, light, activity, or unusual disturbances? No. Reasoning: All uses allowed in the requested zoning classification should not cause any serious noise, odors, light activity, or unusual disturbances.

Does the request impact any CAMA Areas of Environmental Concern? No. Reasoning: Property is outside any CAMA Areas of Environmental Concern.

Does the county need more land in the zoning class requested? Yes. Reasoning: These are areas in the county (right outside the core villages) that are identified as appropriate for the requested zoning classification.

Is there other land in the county that would be more appropriate for the proposed uses? No. Reasoning: As stated above.
Will not exceed the county’s ability to provide public facilities: No.

Schools - The higher density would have an impact on the schools, however in this instance the impacts have already been identified with the existing homes.

Fire and Rescue - No impact.

Law Enforcement - No impact.

Parks & Recreation - No impact

Traffic Circulation or Parking - N/A

Other County Facilities - No.

Is This A Small Scale “Spot” Rezoning Request Requiring Evaluation Of Community Benefits? Yes

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

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<th>With Rezoning</th>
<th>Personal Benefits/Impact</th>
<th>Community Benefits/Impact</th>
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<tr>
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<td>Would allow owner to subdivide</td>
<td>Preservation of farmland</td>
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<td>out two lots out of the farm as</td>
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<td>perspective buyer only wants to</td>
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<td>purchase and maintain farmland.</td>
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| Without Rezoning | No personal benefit. | No Change |
|                  | Sale of property impact. | |

STAFF COMMENTARY:

The property has a buyer for just the farmland. In order to subdivide the existing dwellings (3 dwelling, one to be demolished) existing zoning requires 5 acre minimums for each lot. In order to preserve as much farmland as possible owner on desires to rezone property along 343 (5 acres) to 1 acres lots which would allow to subdivide out the houses on one acre lots and preserve land that is already being farmed. Note that it will allow the possibility of further subdividing the remained land along 343 into 3 additional lots.

STAFF RECOMMENDATION:

Staff recommends approval of the rezoning as it is consistent with both the CAMA Land Use Plan and Comprehensive Plan as it allows for the preservation of farmland in keeping with the vision of the County to preserve its rural character and cultural heritage.

PLANNING BOARD RECOMMENDATIONS:

1. Motion was made the requested rezoning was consistent with the CAMA Land Use Plan and Comprehensive Plan. Motion passed on a 5-0 vote.
2. Motion was made to approve the rezoning as presented by staff. Motion passed on a 5-0 vote.

Commissioner Ross Munro asked why the entire property was not being rezoned, why just the 5 acres with houses? Mr. Parks responded that the owner has a contract to sell the farmland to a farmer and the farmer does not want to purchase the houses.
At this time, staff opened the floor for public comment.

Adam Lawson, NC 343 South, Camden NC
- Questioned what was being rezoned and why
- His property is next door to the property in question
- Concerned that if it is rezoned residential then the possibility for future development exists which would have impacts on his property

Dave Parks showed Mr. Lawson the zoning map and explained to him that only the portion at the front of the property, 5 acres, was being considered for rezoning to R-3-1.

Commissioner Garry Meiggs observed that if approved, the zoning of the 5 acre lot would match that of Mr. Lawson's property.

Mr. Eddie Hyman also explained that what the applicant is trying to do is to rezone only the front section of the property where upon there are houses so that he can subdivide out those houses and sell them while at the same time being able to preserve the land in the back portion of the property as agricultural for which he has a contract to sell to a farmer. The farmer does not want to buy the houses, only the farmland. Without the rezoning, there is a 5 acre minimum to subdivide land, which would mean more of the farmland would be required for each lot. With the rezoning, there is only a 1 acre minimum which would make the property easier to subdivide and would preserve as much farmland as possible because it would not be required for subdivision of the land where the houses sit.

Mr. Lawson was concerned that the usage of the word "subdivide" was indicative of a multi-lot residential development. Mr. Hyman explained that is not the case here.

Thomas Mason, NC 343 South, Camden, NC
- Lives across from proposed rezoning
- Asking what the future plans are for the property

Mr. Eddie Hyman responded to Mr. Mason saying that the buyer only wants farmland not residential.

Mr. Mason asked if the rezoning is approved, how many possible houses could be placed on the property. Dave Parks responded that after a 5 year wait, then in theory the land could be subdivided into 1 acre lots. With the 2 existing houses, that would mean a total of 3 possible additional houses.
Chairman Clayton Riggs asked if there were any further comments or questions. Hearing none, he entertained a motion to come out of Public Hearing on this matter.

**Motion to come out of Public Hearing**

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<th>RESULT:</th>
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<tr>
<td>MOVER:</td>
<td>Garry Meiggs, Commissioner</td>
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<td>AYES:</td>
<td>Meiggs, Riggs, White, Krainiak, Munro</td>
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**Public Meeting - Sketch Plan - the Fairfax Major Subdivision - A&B Builders Inc.**

**Motion to go into Public Meeting - Sketch Plan - the Fairfax Major Subdivision - A&B Builders Inc.**

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<tr>
<td>MOVER:</td>
<td>Ross Munro, Commissioner</td>
</tr>
<tr>
<td>AYES:</td>
<td>Meiggs, Riggs, White, Krainiak, Munro</td>
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Dan Porter described this agenda item:

- This is a public meeting for the Sketch Plan for The Fairfax, a major subdivision
- The subdivision process includes a technical review, a sketch plan public meeting (which is this proceeding), and it establishes the general nature of the subdivision and the yield / number of lots which may be developed on the property, and generally how it will be located.
- After the public meeting, the applicant develops engineering plans and brings that back as a Preliminary Plat / Special Use Permit
- Sketch Plan shows what is being proposed.
- Preliminary Plat / Special Use Permit is the phase where the Board of Commissioners votes regarding giving the applicant the rights to develop the property.

Mr. Porter went over the staff report as incorporated herein below:

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STAFF REPORT
UDO 2017-02-28
SKETCH PLAN - THE FAIRFAX
MAJOR SUBDIVISION

PROJECT INFORMATION

File Reference:      UDO 2017-02-28
Project Name:       The Fairfax
PIN:                02-8934-02-57-3312
Applicant:          A&B Building, Inc., Adam Maurice
Address:            141 Travis Blvd, Moyock, NC 27958
Phone:              (757) 619-0746
Email:              
```
Agent for Applicant: Eastern Carolina Engineering, PC
Address: 154 U.S. Hwy 158 East
Phone: (252) 335-1888
Email:

Current Owner of Record: A & B Building, Inc. Deed recorded 1/27/2017. DB: 352 PG: 820

Meeting Dates:
03/07/2017  Neighborhood Meeting
03/15/2017  Planning Board

Application Received: 2/23/17
By: David Parks, Permit Officer

Application Fee paid: $2,400 Check #2640

Completeness of Application: Application is generally complete

Documents received upon filing of application or otherwise included:
A. Land Use Application
B. Sketch Plan
C. Deed
D. Perc Tests (2) from Albemarle Regional Health Services
E. Technical Review Comments

PROJECT LOCATION:
Street Address: Adjacent to 173 and 191 South Hwy 343
Location Description: Courthouse Township

REQUEST:

SITE DATA
Lot size: Approximately 25 acres
Flood Zone: Zone X/AE
Zoning District(s): Mixed Single Family Residential (R2)
Adjacent property uses: Predominantly agriculture with some residential.
Streets: Shall be dedicated to public under control of NCDOT.
Street/Subdivision name: Approved by (Central Communications)
Open Space: Provided
Landscaping: Landscaping Plan required at Preliminary plat.
Buffering: Per Article 151.232 (N), a 50’ landscaped vegetative buffer required along all property lines that abut non-residential uses.
Recreational Land: N/A

ENVIRONMENTAL ASSESSMENT
Streams, Creeks, Major Ditches: None.
Distance & description of nearest outfall: 1 mile.
TECHNICAL REVIEW STAFF (SKETCH PLAN) COMMENTS

1. South Camden Water. Approved as is.
2. Albemarle Regional Health Department. Perc test completed on 2 lots (10% of lots required to be perc tested).
3. South Camden Fire Department. No response
4. Pasquotank EMS. No response
5. Sheriff’s Office. Approved as is.
6. Postmaster Elizabeth City. No response.
7. Superintendent/Transportation Director of Schools. Approved.
9. NCDOT. No response.
11. Central Communications 911. Approved Subdivision/Street names.

PLANS CONSISTENCY

CAMA Land Use Plan Policies & Objectives: Consistent. CAMA Future Land Use Maps has land designated as Medium Density Residential.

2035 Comprehensive Plan: Consistent. Comprehensive Plan Future Land Use Maps has land designated as Rural Residential 1 acre and property is located within the Courthouse Core Village.

Comprehensive Transportation Plan: Consistent. Property abuts Highway 343 South.

FINDINGS REGARDING ADDITIONAL REQUIREMENTS:

Endangering the public health and safety? No. In staff’s opinion, application does not appear to endanger public health and safety.

Injure the value of adjoining or abutting property. No. In staff’s opinion, application does not appear to injure the value of adjoining or abutting property.

EXCEED PUBLIC FACILITIES:

Schools: Yes. Proposed development will generate 7 students (.44 per household X 16 lots). High School over capacity: 2016/2017 capacity: 570.

Enrollment: 607

Fire and rescue: No Impact.

Law Enforcement: No Impact.

Staff’s Recommendation:

Staff recommends approval of Sketch Plan for The Fairfax with the following recommendations:

1. In accordance with schools input, ensure the cul-a-sac is designed for the turning radius of a 72 passenger bus.
2. Wetland delineation

Planning Board Recommendation:

At their March 15, 2017 meeting, Planning Board recommended approval of the Sketch Plan for The Fairfax 16 lot major subdivision with recommendations from staff on a 5-0 vote.
At this time, Mr. Porter introduced Mr. Jason Mizelle of Eastern Carolina Engineering PC.

Jason Mizelle, Agent for Applicant, Eastern Carolina Engineering PC

- Proposed is a 16 lot major subdivision.
- One road in, off of NC 343 South.
- Lot sizes range from the minimum up to 2 acres in size.
- Developer has been in contact with the adjacent property owner to the South regarding selling a portion of lot # 14. With the approval of this plan this evening, that transaction can occur and lot # 14 would then go down to about 1 acre +/- in size for this plan.
- County water is available to the property.
- 2 of the lots have been perc tested, one in the rear of the property, and one at lot 2 which has a low spot. Both tests came back with very good results.
- There were no major recommendations as far as drainage on the lots at the front.
- The property currently drains from the south to the north and to the west. The area in and around lot 2 is a low spot. What is proposed is to extend the required buffer down the north line and provide both a diversion berm and a ditch combination to divert water away from the adjacent property back to a stormwater bmp closer to the outlet point.
- Applicant looking to do lots of varying sizes.
- Applicant does not want to cut down any trees / woods, wants to develop only the cultivated land and preserve the wooded areas as buffers.
- Name of the subdivision is "The Fairfax" which is a reference to "Fairfax Hall" which was the historic home of Brigadier General Isaac Gregory, hence the name of the road "Gregory Lane".
- Mr. Adam Maurice, the applicant, is present this evening to answer any questions specific to the development.

Chairman Clayton Riggs inquired as to why the buffer goes all around except on the side owned by Mr. Harrison. Mr. Mizelle responded that Mr. Harrison is going to be purchasing about an acre of Lot 14 in lieu of a buffer. Mr. Mizelle added that buffering is only required along non-residential parcels.

Mr. Mizelle also stated that there are some drainage issues up at the north end near lots 2 and 3, so they are extending that buffer down in order to place a berm and a ditch for drainage.

Mr. Dan Porter commented that the requirements in the ordinances for buffering are that there needs to be a 50 foot buffer between residential and non-residential uses. Between residential uses, no buffer is required.

Chairman Clayton Riggs questioned why was one side being buffered and not the other. Mr. Mizelle responded that it was for drainage purposes, and that Mr. Harrison would be acquiring a portion of lot 14 to create his own buffer.

Vice Chairman Tom White asked if the sale of part of lot 14 would have any effect on the number of lots or the proposed layout. Mr. Mizelle responded that it would have no effect.
Chairman Clayton Riggs commented that the sketch plan is only conceptual, and that the Board of Commissioners is only considering whether to approve the ideas presented in the plan at this point. County Attorney John Morrison added that the sketch plan is only to familiarize the Board of Commissioners with it, and to allow for a forum in which feedback can be given to the developer regarding any potential concerns. Sketch plan is not a final approval, it is only a concept plan at this point, and approval will allow the developer to begin work on the next phase in the process of developing the engineering plans.

Commissioner Krainiak voiced a concern that if a portion of lot 14 is proposed to be sold, then it should show on the plan as an additional lot. Mr. Porter addressed this concern stating that if it were to be on the plan, it would be required to abut a road, which it does not. When Mr. Harrison purchases the property, he can then do a re-combination survey to combine his property and the purchased property. County Attorney John Morrison commented that the sale of the parcel to Mr. Harrison would not mean that Mr. Harrison was part of the subdivision nor would it make him subject to any of the Home Owners Association rules.

At this time, Mr. Porter finished going over the staff report as incorporated herein above.

Chairman Clayton Riggs asked if there were any further comments or questions. Hearing none, he called for a motion to come out of Public Meeting.

### Motion to come out of Public Meeting

RESULT: PASSED [UNANIMOUS]

MOVER: Ross Munro, Commissioner

AYES: Meiggs, Riggs, White, Krainiak, Munro

---

Amend Agenda

### Motion to Amend Agenda to add Ordinance 2017-04-01 Rezoning, Estate of Robert L. Whaley Jr. as New Business Item H

RESULT: PASSED [UNANIMOUS]

MOVER: Tom White, Vice Chairman Commissioner

AYES: Meiggs, Riggs, White, Krainiak, Munro

### Motion to Amend Agenda to add Sketch Plan - The Fairfax Major Subdivision - A & B Builders Inc. as New Business Item I

RESULT: PASSED [UNANIMOUS]

MOVER: Tom White, Vice Chairman Commissioner

AYES: Meiggs, Riggs, White, Krainiak, Munro
NEW BUSINESS

Item A. - National Flood Insurance Program Community Rating System Update

Dave Parks, Camden County Flood Administrator, gave an update regarding the National Fire Insurance Program Community Rating System (NFIP-CRS):

- In December of 2014, Camden County requested a community assist visit through the NC Department of Public Safety, Floodplain Manager Branch, as a first step of participation in the NFIP-CRS.
- The CRS is a program under the NFIP that rates how a community manages their floodplain regulations.
  - Communities not already part of this program start out as a class 10 for insurance premiums.
  - Depending on a communities rating after going through the program, communities can get up to a 5% savings on their insurance premiums for each class level down from 10.
- In March 2015, both Dave Parks & Brian Lannon (Camden's Soil & Water Conservationist) attended a school to earn their "Certified Floodplain Manager" certification. This added points for Camden's CRS rating.
- In March 2015, John Gerber, of the Department of Public Safety, conducted the Community Assistance Visit which looks at the County's floodplain ordinance, all elevation certificates, and tours the county's floodplain.
  - Some minor discrepancies were found in some of the elevation certificates, which were corrected by the surveyors who did the certificates, and corrected copies were provided to the county.
- In November of 2015, Dave Parks & Dan Porter met with Mandy Todd, the CRS Specialist, to go over the CRS application guidelines listed in the CRS manual.
- In April of 2016, the application was submitted.
- In April of 2017, the county received notification that based on the floodplain manager's activities implemented by Camden County, the minimum standards were exceeded, which dropped Camden County down to a class 7. This means a savings of 15% in NFIP premiums for policies issued or renewed on or after May 1, 2017.
- As of November 2015, there were 891 NFIP policies in force for Camden residences and businesses which represents approximately $206,000,000 in coverage.
- The approximate savings due to the CRS rating is over $84,000 per year.

Dave Parks expressed his thanks to the entire staff which helped in this effort. County Manager Michael Brillhart added that going from a class 10 to a class 7 is phenomenal and expressed his thanks as well.

Mr. Parks noted that the preliminary flood maps are still in the process of being updated and would provide an update when they are completed.

Chairman Clayton Riggs expressed his thanks regarding this effort noting that 15% is a significant amount.
Item B. - Proclamation - Designation of May 2017 as Older American's Month

County Manager Michael Brillhart described this proclamation as incorporated herein below:

Proclamation

DESIGNATION OF MAY 2017 AS OLDER AMERICANS MONTH

Whereas, Camden County includes older Americans who richly contribute to our community; and

Whereas, We acknowledge that what it means “to age” has changed - for the better; and

Whereas, Camden County is committed to supporting older adults as they take charge of their health, explore new opportunities and activities, and focus on independence; and

Whereas, Camden County can provide opportunities to enrich the lives of individuals of all ages by:

- involving older adults in the redefinition of aging in our community;
- promoting home- and community-based services that support independent living;
- encouraging older adults to speak up for themselves and others; and
- providing opportunities for older adults to share their experiences.

Now therefore, the Board of Commissioners of Camden County, North Carolina does hereby proclaim May 2017 to be Older Americans Month. We urge every resident to take time during this month to acknowledge older adults and the people who serve them as influential and vital parts of our community.

Proclaimed this 1st day of May, 2017.

Clayton D. Riggs, Chairman

ATTEST:

Camden County Board of Commissioners

Amy Barnett
Assistant Clerk to the Board

Motion to approve Proclamation - Designation of May 2017 as Older American's Month

RESULT: PASSED [UNANIMOUS]

MOVER: Tom White, Vice Chairman Commissioner

AYES: Meiggs, Riggs, White, Krainiak, Munro
Item C. - Proclamation - Elder Abuse Awareness Months (5/14 - 6/18)

County Manager Michael Brillhart described this proclamation as incorporated herein below:

PROCLAMATION
VULNERABLE ADULT AND ELDER ABUSE
AWARENESS MONTHS 2017

WHEREAS, North Carolina joins the world in recognizing World Elder Abuse Awareness Day every June 15th; and
WHEREAS, Protecting North Carolina’s vulnerable and older adults is a community responsibility and all citizens are charged under State law to report suspected abuse, neglect or exploitation to their local County Department of Social Services; and
WHEREAS, North Carolina’s vulnerable and older adults of all social, economic, racial and ethnic backgrounds may be targets of abuse, neglect or exploitation which can occur in families, long-term care settings and communities; and
WHEREAS, In state fiscal year 2016 there were 25,980 reports of abuse, neglect or exploitation of vulnerable and older adults were made to North Carolina’s 100 County Departments of Social Services; and
WHEREAS, National and international research shows that abuse, neglect and exploitation of vulnerable and older adults is grossly underreported; and
WHEREAS, The State of North Carolina enacted the nation’s first elder abuse law and recognizes the need for a comprehensive system of protection for vulnerable and older adults; and
WHEREAS, Mother’s and Father’s Days are national holidays intended to honor, respect, and promote the dignity and well-being of our older citizens.

Now, therefore, be it proclaimed that the time period from MOTHERS DAY to FATHERS DAY 2017 (May 14, 2017 through June 18, 2017) is hereby designated as “VULNERABLE ADULT AND ELDER ABUSE AWARENESS MONTHS” in Camden County, North Carolina.

Proclaimed, this the 1st day of May, 2017.

Clayton D. Riggs, Chairman

ATTEST:
Camden County Board of Commissioners

Amy Barnett
Assistant Clerk to the Board

Motion to approve Proclamation - Elder Abuse Awareness Months (5/14 - 6/18)

RESULT: PASSED [UNANIMOUS]
MOVER: Garry Meiggs, Commissioner
AYES: Meiggs, Riggs, White, Krainiak, Munro
Item D. - Resolution 2017-05-01 Requesting Restoration - Statutorily Authorized Appropriation of Lottery Funds

Resolution No. 2017-05-01

A RESOLUTION REQUESTING RESTORATION TO COUNTIES OF THE STATUTORILY AUTHORIZED APPROPRIATION OF LOTTERY FUNDS

WHEREAS, Pursuant to Chapter 18C of the North Carolina General Statutes “the North Carolina State Lottery Act and the 2005 Appropriations Act was signed into law establishing the North Carolina Education Lottery. The act created the nine member North Carolina Lottery Commission to initiate, supervise and administer the education lottery”; and

WHEREAS, The North Carolina Education Lottery was promoted and supported on the basis of proceeds enhancing local governments’ ability to adequately provide for education expenses; and

WHEREAS, The distribution to counties budgeted from proceeds in FY 2016-2017 has been drastically reduced to $100 million in contrast to $208 million at the previous statutory funding rate of 40%, which amounts to $128,198 in Camden County in contrast to $266,652 at the 40% rate; and

WHEREAS, Pursuant to state law, the lottery funds that are allocated to the counties can be used for education for capital outlay projects, including the planning, construction, enlargement, improvement, repair, or renovation of public school buildings and for the purchase of land for public school buildings or for equipment to implement a local school technology plan (NCGS 115-546.2); and

WHEREAS, It is extremely difficult for the Boards of Commissioners and Boards of Education across this State to plan for improvements in school buildings and for technology equipment with the reduction of lottery funds.

NOW, THEREFORE, BE IT RESOLVED, that the Camden County Board of Commissioners respectfully requests that the Governor and the North Carolina General Assembly support the allocation to counties at their previous statutorily authorized portion of educational lottery funds to be used for capital needs and technology.

BE IT FURTHER RESOLVED, that the Camden County Board of Commissioners fully supports the current SB 234, which would allocate additional lottery funds to Tier 1 & 2 counties, on a grant basis, for school capital construction.

BE IT FURTHER RESOLVED that copies of this Resolution are being forwarded to the Local Legislative Delegation of the North Carolina General Assembly and to the North Carolina Association of County Commissioners.

Adopted this the 1st day of May, 2017

Camden County, North Carolina

Clayton D. Riggs, Chairman
Camden County Board of Commissioners

ATTEST:

Amy Barnett
Asst. Clerk to the Board

(Seal)
Motion to approve Resolution 2017-05-01 Requesting Restoration - Statutorily Authorized Appropriation of Lottery Funds

RESULT: PASSED [UNANIMOUS]

MOVER: Tom White, Vice Chairman Commissioner

AYES: Meiggs, Riggs, White, Krainiak, Munro

Item E. - Resolution 2017-05-02 Financing Terms for Fire Truck

Chairman Clayton Riggs read the summary information provided on the agenda item summary sheet for this item.

Summary: South Camden Fire Department wishes to purchase a Fire Truck. County Commissioners must approve financing requests. After a request for proposed rates/terms from banks, the best terms were provided from Towne Bank. (LGC approval is not needed if the note does not exceed $500,000 OR term is less than 5 years.)

Resolution 2017-05-02 Approving Financing Terms

WHEREAS: Camden County (the "County") has previously determined to undertake a project for the financing of a fire truck, (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The County hereby determines to finance the Project through Towne Bank, in accordance with the proposal dated April 7, 2017. The amount financed shall not exceed $531,652.09, the interest rate shall not exceed 2.02% and the financing term shall not exceed 4 years from closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the County are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by County officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer’s release of any Financing Document for delivery constituting conclusive evidence of such officer’s final approval of the Document’s final form.

4. The County shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The County hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).
5. The County intends that the adoption of this resolution will be a declaration of the County’s official intent to reimburse expenditures for the project that is to be financed from the proceeds of the Towne Bank financing described above. The County intends that funds that have been advanced, or that may be advanced, from the County’s general fund, or any other County fund related to the project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of County officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately. Approved this _____ day of ____________, 2017.

Camden County, North Carolina

Clayton D. Riggs,
Chairman
Camden County Board of Commissioners

ATTEST:

Amy Barnett (SEAL)
Assistant Clerk to the Board

Motion to approve Resolution 2017-05-02 Financing Terms for Fire Truck

RESULT: PASSED [UNANIMOUS]
MOVER: Tom White, Vice Chairman Commissioner
AYES: Meiggs, Riggs, White, Krainiak, Munro
Item F. - Monthly Tax Report - Lisa Anderson, Tax Administrator

Lisa Anderson gave the monthly tax report for month ending March 2017, as incorporated herein below:

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

OUTSTANDING TAX DELINQUENCIES BY YEAR

<table>
<thead>
<tr>
<th>YEAR</th>
<th>REAL PROPERTY</th>
<th>PERSONAL PROPERTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>248,213.80</td>
<td>11,510.06</td>
</tr>
<tr>
<td>2015</td>
<td>73,575.79</td>
<td>2,583.48</td>
</tr>
<tr>
<td>2014</td>
<td>37,836.89</td>
<td>2,484.31</td>
</tr>
<tr>
<td>2013</td>
<td>17,129.19</td>
<td>6,456.36</td>
</tr>
<tr>
<td>2012</td>
<td>11,784.24</td>
<td>9,026.89</td>
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<tr>
<td>2011</td>
<td>8,309.64</td>
<td>7,248.99</td>
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<tr>
<td>2010</td>
<td>6,263.70</td>
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<tr>
<td>2009</td>
<td>4,556.99</td>
<td>4,740.25</td>
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<tr>
<td>2008</td>
<td>3,795.46</td>
<td>5,183.08</td>
</tr>
<tr>
<td>2007</td>
<td>3,847.39</td>
<td>6,770.30</td>
</tr>
</tbody>
</table>

TOTAL REAL PROPERTY TAX UNCOLLECTED: 415,313.09
TOTAL PERSONAL PROPERTY TAX UNCOLLECTED: 6,1042.92
TEN YEAR PERCENTAGE COLLECTION RATE: 99.30%

COLLECTION FOR 2017 VS. 2016: 101,328.60 VS. 79,747.19

LAST 3 YEARS PERCENTAGE COLLECTION RATE

<table>
<thead>
<tr>
<th>YEAR</th>
<th>REAL PROPERTY</th>
<th>PERSONAL PROPERTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>96.11%</td>
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<tr>
<td>2015</td>
<td>98.85%</td>
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<tr>
<td>2014</td>
<td>99.41%</td>
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THIRTY LARGEST UNPAID ACCOUNTS (ATTACHMENT A):

REAL PROPERTY:

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<tr>
<th>Parcel Number</th>
<th>Unpaid Amount</th>
<th>Taxpayer Name</th>
<th>City</th>
<th>Property Address</th>
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<tr>
<td>03-9860-04-74-3506.0000</td>
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<td>117 ROBERT AVE</td>
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<tr>
<td>03-9860-04-74-4334.0000</td>
<td>16,323.18</td>
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<td>HUMOROUS RD</td>
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<tr>
<td>03-9860-01-77-1478.0000</td>
<td>10,836.66</td>
<td>LAUREN G. LAWS</td>
<td>CAMDEN</td>
<td>102 158 US W</td>
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<tr>
<td>03-9871-01-12-0647.0000</td>
<td>8,583.31</td>
<td>GILBERT WATKINS DREUETT &amp;</td>
<td>SKILLO</td>
<td>167 THOMAS POINT RD</td>
</tr>
<tr>
<td>03-9871-00-08-7001.0000</td>
<td>7,342.01</td>
<td>MAX M. BRIDGER SR &amp; LISA L.</td>
<td>CAMDEN</td>
<td>175 MCKINNEY RD</td>
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<tr>
<td>03-9871-00-01-7002.0000</td>
<td>6,239.65</td>
<td>NADIA A. CIVIL HEIS</td>
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<td>03-9871-00-01-45-2682.0000</td>
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<td>STARHUR INC.</td>
<td>SKILLO</td>
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<td>287 NUNAN CHASE RD</td>
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<td>MADERI ADAMS</td>
<td>SOUTH MILLS</td>
<td>125A 365 W D</td>
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<tr>
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<td>EDWARD H. HARRIS JR.</td>
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<td>125A 365 W D</td>
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<td>4,205.44</td>
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<td>CAMDEN</td>
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<td>4,108.38</td>
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<td>03-9871-00-01-63-0820.0000</td>
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<td>RICKS RAY</td>
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<td>CAMDEN</td>
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<td>RICKS RAY</td>
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<td>CAMDEN</td>
<td>404 SANDY HOOK RD</td>
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### PERSONAL PROPERTY:

<table>
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<tr>
<th>Roll</th>
<th>Parcel Number</th>
<th>Unpaid Amount</th>
<th>YrSblg</th>
<th>Taxpayer Name</th>
<th>City</th>
<th>Property Address</th>
</tr>
</thead>
<tbody>
<tr>
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### PERSONAL PROPERTY (THIRTY OLDEST UNPAID ACCOUNTS):

<table>
<thead>
<tr>
<th>Roll</th>
<th>Parcel Number</th>
<th>Unpaid Amount</th>
<th>YrSblg</th>
<th>Taxpayer Name</th>
<th>City</th>
<th>Property Address</th>
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<tbody>
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</tbody>
</table>

### REAL PROPERTY:

<table>
<thead>
<tr>
<th>Roll</th>
<th>Parcel Number</th>
<th>Unpaid Amount</th>
<th>YrSblg</th>
<th>Taxpayer Name</th>
<th>City</th>
<th>Property Address</th>
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</tbody>
</table>

### REAL PROPERTY (THIRTY OLDEST UNPAID ACCOUNTS):

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<th>Roll</th>
<th>Parcel Number</th>
<th>Unpaid Amount</th>
<th>YrSblg</th>
<th>Taxpayer Name</th>
<th>City</th>
<th>Property Address</th>
</tr>
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<tbody>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Note:** The above text contains tables with data from the Camden County Board of Commissioners meeting minutes. The tables list parcels, unpaid amounts, years, taxpayer names, cities, and property addresses for personal and real property. The tables also include the thirty oldest unpaid accounts for both personal and real property categories.
**EFFORTS AT COLLECTION IN THE LAST 30 DAYS**
**ENDING MARCH 2017**
**BY TAX ADMINISTRATOR**

<table>
<thead>
<tr>
<th>625</th>
<th>NUMBER DELINQUENCY NOTICES SENT</th>
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<tbody>
<tr>
<td>49</td>
<td>FOLLOWUP REQUESTS FOR PAYMENT SENT</td>
</tr>
<tr>
<td>5</td>
<td>NUMBER OF WAGE GARNISHMENTS ISSUED</td>
</tr>
<tr>
<td>6</td>
<td>NUMBER OF BANK GARNISHMENTS ISSUED</td>
</tr>
<tr>
<td>7</td>
<td>NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR TO DELINQUENT TAXPAYER</td>
</tr>
<tr>
<td>0</td>
<td>NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)</td>
</tr>
<tr>
<td>0</td>
<td>PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR</td>
</tr>
<tr>
<td>0</td>
<td>NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY</td>
</tr>
<tr>
<td>0</td>
<td>NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR COLLECTION (ID AND STATUS)</td>
</tr>
<tr>
<td>0</td>
<td>REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS</td>
</tr>
<tr>
<td>0</td>
<td>NUMBER OF JUDGEMENTS FILED</td>
</tr>
</tbody>
</table>

---

**Motion to approve Monthly Tax Report - Lisa Anderson, Tax Administrator**

**RESULT:** PASSED [UNANIMOUS]

**MOVER:** Randy Krainiak, Commissioner

**AYES:** Meiggs, Riggs, White, Krainiak, Munro

---

**Item G. - CEDC Board Appointments - Discussing Regarding**

A very brief discussion was held regarding CEDC Board Appointments. Two board appointment recommendations were made and added the agenda under Board Appointments, item B: Greg Stewart, and Doug Overton.

Motion to approve Consistency Statement for Ordinance 2017-04-01 Rezoning Application - Estate of Robert L. Whaley Jr.

Consistency Statement: "The rezoning application is consistent with Camden's CAMA Land Use Plan as it will allow for the preservation of farmland which is part of the Community Vision in maintaining the County's rural and cultural heritage."

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

Item I. - Sketch Plan - The Fairfax Major Subdivision - A & B Builders Inc.

Motion to approve Sketch Plan - The Fairfax Major Subdivision - A & B Builders Inc.

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

Item A. - Board Re-Appointment - Clarann Mansfield to Camden CAC

Motion to approve Board Re-Appointment - Clarann Mansfield to Camden CAC

RESULT: PASSED [UNANIMOUS]
MOVER: Tom White, Vice Chairman Commissioner
AYES: Meiggs, Riggs, White, Krainiak, Munro
Item B. - Board Appointments to Camden Economic Development Commission

Motion to appoint Greg Stewart and Doug Overton to the CEDC

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

CONSENT AGENDA

Motion to approve Consent Agenda

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

A. - FY 16-17 Budget Amendments

2016-17-BA020
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, 2017.

Section 1. To amend the General Fund as follows:

<table>
<thead>
<tr>
<th>ACCT NUMBER</th>
<th>DESCRIPTION OF ACCT</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>10320400-434504</td>
<td>MCADHRMLSS</td>
<td>$92,961</td>
<td></td>
</tr>
<tr>
<td>52330610-439710</td>
<td>County Contribution</td>
<td>$92,961</td>
<td></td>
</tr>
<tr>
<td>52390610-439900</td>
<td>Fund Balance Appropriated</td>
<td>$80,494</td>
<td></td>
</tr>
<tr>
<td>52330610-434819</td>
<td>Crisis</td>
<td>$1,195</td>
<td></td>
</tr>
<tr>
<td>52330610-434848</td>
<td>LIEAP</td>
<td>$1,195</td>
<td></td>
</tr>
<tr>
<td>106900-591200</td>
<td>DSS Contribution</td>
<td>$92,961</td>
<td></td>
</tr>
<tr>
<td>528000-574000</td>
<td>Capital Outlay</td>
<td>$12,467</td>
<td></td>
</tr>
<tr>
<td>528000-520000</td>
<td>Crisis</td>
<td>$1,195</td>
<td></td>
</tr>
<tr>
<td>528000-554321</td>
<td>LIEAP</td>
<td>$1,195</td>
<td></td>
</tr>
</tbody>
</table>

This Budget Amendment is made to make changes to DSS Funding.
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 1st day of May, 2017.
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, 2017.

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

<table>
<thead>
<tr>
<th>ACCT NUMBER</th>
<th>DESCRIPTION OF ACCT</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>15390400-435000</td>
<td>Occupancy Tax</td>
<td>$10,2000</td>
<td></td>
</tr>
<tr>
<td>154200-527300</td>
<td>Promotional Efforts</td>
<td>$2,200</td>
<td></td>
</tr>
<tr>
<td>154200-599900</td>
<td>Fund Balance Reserves</td>
<td>$8,000</td>
<td></td>
</tr>
</tbody>
</table>

This Budget Amendment is made appropriate funds for additional revenue collected. 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 1st day of May, 2017.

Clerk to Board of Commissioners

Chairman, Board of Commissioners
B. School Budget Amendments

Budget Amendment

Camden County Schools Administrative Unit

Capital Outlay Fund

The Camden County Board of Education at a meeting on the 13th day of April, 2017, passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2017.

<table>
<thead>
<tr>
<th>Code Number</th>
<th>Description of Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>9100</td>
<td>Category I Projects</td>
<td>Increase .00</td>
</tr>
</tbody>
</table>

Explanation:

Total Appropriation in Current Budget $ 475,151.72
Amount of Increase / (Decrease) of Above Amendment + .00

Total Appropriation in Current Amended Budget .... $ 475,151.72

Passed by majority vote of the Board of Education of Camden County Schools on the 13th day of April 2017.

[Signature]
Chairman, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes in the minutes of said Board, this ___ day of ____________ 2017.

[Signature]
Chairman, Board of County Commissioners

[Signature]
Secretary, Board of Education

[Signature]
Clerk, Board of County Commissioners

Page 28 of 44
BUDGET AMENDMENT
April 13, 2017

4. Capital Outlay Fund

A. We must adjust our budget to reflect a transfer between projects in our budget due to actual cost versus the proposed figures. We request your approval of the following amendment.

<table>
<thead>
<tr>
<th>Category I Projects</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>9105.077.529 Ceiling Tile/Lighting Replacement</td>
<td>$ - 50.00</td>
</tr>
<tr>
<td>9106.077.311 Contracted Repairs - Bleachers</td>
<td>$ + 50.00</td>
</tr>
</tbody>
</table>

Total - Category I Projects $ + .00

Passed by majority vote of the Board of Education of Camden County on the 13th day of April, 2017.

[Signature]
Chairman, Board of Education

[Signature]
Secretary, Board of Education
Budget Amendment
Camden County Schools Administrative Unit
Local Current Expense Fund

The Camden County Board of Education at a meeting on the 13th day of April, 2017 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2017.

<table>
<thead>
<tr>
<th>Code Number</th>
<th>Description of Code</th>
<th>Increase</th>
<th>Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>5100</td>
<td>Regular Instructional Programs</td>
<td></td>
<td>1,834.00</td>
</tr>
<tr>
<td>5200</td>
<td>Special Instructional Programs</td>
<td>1,084.00</td>
<td></td>
</tr>
<tr>
<td>5400</td>
<td>School Leadership</td>
<td>250.00</td>
<td></td>
</tr>
<tr>
<td>6500</td>
<td>Operational Support Services</td>
<td></td>
<td>9,000.00</td>
</tr>
<tr>
<td>6900</td>
<td>Policy, Ldshp, &amp; Pub Relations</td>
<td>9,500.00</td>
<td></td>
</tr>
<tr>
<td>8100</td>
<td>Pmts to Other Local Govt Prgms</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Explanation:

Total Appropriation in Current Budget $2,390,386.00
Amount of Increase/Decrease of Above Amendment + .00
Total Appropriation in Current Amended Budget .... $2,390,386.00

Passed by majority vote of the Board of Education of Camden County on the 13th day of April 2017.

[Signatures]
Chairman, Board of Education

[Signatures]
Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ______ day of _______ 20__

[Signatures]
Chairman, Board of County Commissioners

[Signatures]
Clerk, Board of County Commissioners
BUDGET AMENDMENT  
April 13, 2017

2. Local Current Expense Fund

A. We have reviewed this program area and find that we must transfer funds to another program area within the local current expense budget to meet budget needs. We request your approval of the following amendment.

<table>
<thead>
<tr>
<th>Operation of Plant</th>
<th>$ - 9,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>6540.802.311...40 Contracted Services</td>
<td>$ - 9,000.00</td>
</tr>
<tr>
<td>Total – Operation of Plant</td>
<td>$ - 9,000.00</td>
</tr>
</tbody>
</table>

B. We have reviewed this program and find that we must transfer funds within this area to cover expenses for exceptional children teacher substitutes. We request your approval of the following amendment.

<table>
<thead>
<tr>
<th>Classroom Support</th>
<th>$ - 1,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>5110.842.162 Substitute Pay</td>
<td>$ - 1,000.00</td>
</tr>
<tr>
<td>5210.842.162 Substitute Pay</td>
<td>$ - 1,000.00</td>
</tr>
<tr>
<td>Total – Classroom Support</td>
<td>$ - .00</td>
</tr>
</tbody>
</table>

C. We have reviewed this program area and find that we must transfer funds within to cover expenses of the budget. We request your approval of the following amendment.

<table>
<thead>
<tr>
<th>Office of The Superintendent</th>
<th>$ - 9,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>6940.865.311 Contracted Services</td>
<td>$ - 9,000.00</td>
</tr>
<tr>
<td>6940.865.422 Repair Parts – Co Vehicle</td>
<td>$ - 481.00</td>
</tr>
<tr>
<td>6940.865.423 Gas – County Vehicle</td>
<td>$ - 481.00</td>
</tr>
<tr>
<td>Total – Office of The Superintendent</td>
<td>$ - 9,000.00</td>
</tr>
</tbody>
</table>

D. We have reviewed this program area and find that we must transfer funds within to cover expenses of the budget. We request your approval of the following amendment.

<table>
<thead>
<tr>
<th>Staff Development</th>
<th>$ - 834.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>5110.912.361 Membership Dues &amp; Fees</td>
<td>$ - 834.00</td>
</tr>
<tr>
<td>5210.912.312 Workshop Expenses</td>
<td>$ - 84.00</td>
</tr>
<tr>
<td>5400.912.312 Workshop Expenses</td>
<td>$ - 250.00</td>
</tr>
<tr>
<td>6940.912.312 Workshop Expenses</td>
<td>$ - 500.00</td>
</tr>
</tbody>
</table>

Total – Staff Development $ + .00

Passed by majority vote of the Board of Education of Camden County on the 13th day of April, 2017.

Chairman, Board of Education

Secretary, Board of Education
Budget Amendment

Camden County Schools Administrative Unit

Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 13th day of April, 2017 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2017.

<table>
<thead>
<tr>
<th>Code Number</th>
<th>Description of Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6100</td>
<td>Reg. Instructional Support Serv. Operational Support Services</td>
<td></td>
</tr>
<tr>
<td>6500</td>
<td></td>
<td>Increase</td>
</tr>
</tbody>
</table>

Explanation:

Total Appropriation in Current Budget
Amount of Increase/Decrease of
Above Amendment
Total Appropriation in Current Amended
Budget

$87,826.27
$ 2,000.00
$87,826.27

Passed by majority vote of the Board of Education of Camden County on the 13th day of April 2017.

Chairman, Board of Education

Secretary, Board of Education

We the Board of County Commissioners of Camden County hereby approve the changes in the County School Funds Budget as indicated above, and have made entry of these changes on the minutes of said Board, this ___ day of ________, 20__

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners
8. Other Local Current Expense Fund

A. We have reviewed this program area and find that we must increase the revenue to be able to increase the budget for program expenses. We request your approval of the following amendment.

<table>
<thead>
<tr>
<th>EDS Medicaid Reimbursement</th>
<th>6840.306.311 Contracted Services</th>
<th>$ + 2,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total – EDS Medicaid Reimbursement</td>
<td>$ + 2,000.00</td>
<td></td>
</tr>
<tr>
<td>3700.306 Revenue – EDS Medicaid Reimb</td>
<td>$ - 2,000.00</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Activity Bus</th>
<th>6550.706.171 Salary – Act Bus Driver</th>
<th>$ + 1,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>6550.706.326 Cont Repair &amp; Mtoe – Equipment</td>
<td>- 1,500.00</td>
<td></td>
</tr>
<tr>
<td>6550.706.424 Oil</td>
<td>+ 300.00</td>
<td></td>
</tr>
<tr>
<td>6550.706.425 Tires &amp; Tubes</td>
<td>+ 200.00</td>
<td></td>
</tr>
<tr>
<td>Total – Activity Bus</td>
<td>$ + .00</td>
<td></td>
</tr>
</tbody>
</table>

C. We have reviewed this program area and find that we must transfer funds to cover expenses within the budget. We request your approval of the following amendment.

<table>
<thead>
<tr>
<th>Maintenance of Plant</th>
<th>6580.802.311…50 Contracted Services</th>
<th>$ + 5,500.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>6580.802.391…50 Storm Water Fees</td>
<td>- 800.00</td>
<td></td>
</tr>
<tr>
<td>6580.802.411…50 Supplies &amp; Materials</td>
<td>+ 225.00</td>
<td></td>
</tr>
<tr>
<td>6580.802.418…50 Comp Software &amp; Supplies</td>
<td>+ 216.00</td>
<td></td>
</tr>
<tr>
<td>6580.802.422…50 General Maintenance</td>
<td>- 2,200.00</td>
<td></td>
</tr>
<tr>
<td>6580.802.423…50 Gas – Mtoe Vehicles</td>
<td>- 1,941.00</td>
<td></td>
</tr>
<tr>
<td>6580.802.481…50 Pur of Non-Cap Equipment</td>
<td>- 1,000.00</td>
<td></td>
</tr>
<tr>
<td>Total – Maintenance of Plant</td>
<td>$ + .00</td>
<td></td>
</tr>
</tbody>
</table>

D. We have reviewed this area of the budget and find that we must transfer funds to cover planning period stipends while a staff member is out on leave. We request your approval of the following amendment.

| Classroom Teacher | 5110.841.195 Salary – Planning Period Stipend | $ - 200.00 |
BUDGET AMENDMENT  
Other Local Current Expense Fund  
April 13, 2017, Page 2

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5110.841.211</td>
<td>Emp Soc Sec Costs</td>
<td>+ 200.00</td>
</tr>
<tr>
<td>Total – Classroom Teacher</td>
<td></td>
<td>$ + 0.00</td>
</tr>
</tbody>
</table>

E. We have reviewed this area of the budget and find that we must transfer funds to cover expenses within this program area. We request your approval of the following amendment.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>6400.905.332</td>
<td>Travel</td>
<td>$ + 300.00</td>
</tr>
<tr>
<td>6400.905.343</td>
<td>Telecommunications Service</td>
<td>- 430.00</td>
</tr>
<tr>
<td>6400.905.411</td>
<td>Supplies &amp; Materials</td>
<td>+ 90.00</td>
</tr>
<tr>
<td>6510.905.341</td>
<td>Telephone for Telecomm - Lines</td>
<td>+ 40.00</td>
</tr>
<tr>
<td>Total – Computer Tech</td>
<td>$ + 0.00</td>
<td></td>
</tr>
</tbody>
</table>

Passed by majority vote of the Board of Education of Camden County on the 13th day of April, 2017.

Chairman, Board of Education

Secretary, Board of Education

C. - Refunds Over $100.00

<table>
<thead>
<tr>
<th>Refund #</th>
<th>Name</th>
<th>Address</th>
<th>Reference</th>
<th>Drawer</th>
<th>Transaction Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>141.97</td>
<td>GILBERT ASHLEY NICOLE</td>
<td>ELIZABETH CITY, NC 27909</td>
<td>20170322 69 232474</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Refunds: 141.97

Submitted by: Lisa S. Anderson, Tax Administrator Camden County

Approved by: Clayton D. Riggs, Chairman Camden County Board of Commissioners
**D. - Refunds Over $100.00 - VTS**

**REFUNDS OVER $100.00**

North Carolina Vehicle Tax System

**NCVTS Pending Refund report**

<table>
<thead>
<tr>
<th>Primary Owner</th>
<th>Secondary Owner</th>
<th>Address 1</th>
<th>Address 2</th>
<th>Address 3</th>
<th>Refund Type</th>
<th>Bill #</th>
<th>Date</th>
<th>Transaction</th>
<th>Refund Description</th>
<th>Amount</th>
<th>Create Date</th>
<th>Refund Status</th>
<th>Refund Reason</th>
<th>Authorize Date</th>
<th>Amount</th>
<th>Adjusted Note</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMINGS</td>
<td>JOSEPH JR</td>
<td>1522 TUMA</td>
<td>ARIE</td>
<td>1522 TUMA</td>
<td>Adjustment</td>
<td>021541</td>
<td>12/1/2016</td>
<td>1210</td>
<td>Refund Generated due to adjustment on Ref #002298955-2015-2016 1210</td>
<td>$100.00</td>
<td>02/23/2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEMPLE</td>
<td>NICHOLAS JOHN</td>
<td>154 NC</td>
<td>MARION</td>
<td>34 H</td>
<td>Proton</td>
<td>023359255</td>
<td>1212</td>
<td>03/1/2017</td>
<td>Refund Generated due to protron or bill #002299978-2015-2016</td>
<td>$100.00</td>
<td>03/1/2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submitted by [Signature] Date: 4-3-17

Lisa S. Anderson, Tax Administrator Camden County

Approved by [Signature] Date: 4-3-17

Clayton D. Riggs, Chairman Camden County Board of Commissioners

**E. - Tax Pickups, and Refunds**

<table>
<thead>
<tr>
<th>NAME</th>
<th>REASON</th>
<th>TYPE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Judith Tillett</td>
<td>$435.00</td>
<td>Pick-Up/19949, R-99835-16</td>
</tr>
<tr>
<td>Nicholas John Temple</td>
<td>$232.02</td>
<td>Pick-Up/19923, 33955459</td>
</tr>
<tr>
<td>A. Gregory Buckley</td>
<td>$1,410.29</td>
<td>Pick-Up/19934, R-84997-14, R-92133-15, R-99314-16</td>
</tr>
</tbody>
</table>
STATE OF NORTH CAROLINA

COUNTY OF CAMDEN

TO: The Tax Administrator of Camden County June Ren. Due 7/15/17

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.

<table>
<thead>
<tr>
<th>SOUTH MILLS</th>
<th>COURTHOUSE</th>
<th>SHILOH</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>21,176.03</td>
<td>21,825.24</td>
<td>12,855.29</td>
<td>55,856.56</td>
</tr>
</tbody>
</table>

Witness my hand and official seal this _______ day of __________________

Chairman, Camden County Board of Commissioners

Attest:

Clerk to the Board of Commissioners of Camden County

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

[Signature]
Tax Administrator of Camden County
### G. - Tax Collection Report March 2017

<table>
<thead>
<tr>
<th>Day</th>
<th>Amount</th>
<th>Amount</th>
<th>Name of Account</th>
<th>Deposits</th>
<th>Internet</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**Summary:**

- **$173,596.00**
- **$0.00**

**Total:**

- **$171,700.48**

Submitted by: [Signature]

Date: 4-4-17

Approved by: [Signature]

Date: [Blank]
### H. - Estimated Tax Values - 2017

**TO:** CAMDEN COUNTY BOARD OF COMMISSIONERS

THE FOLLOWING IS THE ESTIMATED PROPERTY VALUE OF CAMDEN COUNTY:

<table>
<thead>
<tr>
<th></th>
<th>Real</th>
<th>Personal</th>
<th>Vehicles</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Mills</td>
<td>347,820,178</td>
<td>11,244,055</td>
<td>33,630,776</td>
<td>392,695,009</td>
</tr>
<tr>
<td>Courthouse</td>
<td>357,021,582</td>
<td>16,321,574</td>
<td>33,519,034</td>
<td>406,862,190</td>
</tr>
<tr>
<td>Shiloh</td>
<td>215,112,656</td>
<td>5,776,874</td>
<td>19,497,383</td>
<td>240,386,913</td>
</tr>
</tbody>
</table>

Subtotal of County: 1,839,944,112

Estimated Utilities: 23,401,930

Total of County: 1,063,346,042

---

FROM: Lisa S. Anderson (Tax Administrator)  DATE: 4-11-17

TAX RATE | COUNTY | FIRE | TOTAL=
Joyce Creek District | Real | Personal | Vehicles | Total    |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>204,236,844</td>
<td>4,860,996</td>
<td>22,928,725</td>
<td>232,026,565</td>
</tr>
</tbody>
</table>

JOYCE CREEK WATERSHED IMPROVEMENT TAX

---

CLAYTON D. RIGGS, CHAIRMAN  DATE:
CAMDEN COUNTY, NORTH CAROLINA
INVESTMENT POLICY

SCOPE

This investment policy applies to all financial assets of Camden County. The County combines the cash resources of its various funds into a single pool in order to maximize investment earnings. Each fund’s portion of total cash and investments is shown by fund type in the combined balance sheet of the County’s Comprehensive Annual Financial Report. This policy applies to all transactions involving the financial assets and related activity of all the various funds accounted for in the County’s Comprehensive Annual Financial Report.

OBJECTIVES

Funds of the County will be invested in accordance with North Carolina General Statute 159-30, the County’s Investment Policy and written administrative procedures. The County’s investments shall be undertaken in a manner that (1) seeks to ensure the preservation of capital in the overall portfolio (safety), (2) provides for sufficient liquidity to meet the cash needs of the County’s various operations (liquidity), and (3) attains a fair market rate of return (yield). Cash management functions will be conducted in such a manner as to ensure that adequate funds will always be available to meet the County’s financial obligations and to provide the maximum amount of funds available for investment at all times.

RESPONSIBILITY

In accordance with North Carolina General Statutes, the Finance Officer is designated as the Investment Officer of the County and is responsible for the County’s financial assets. The Finance Officer is also responsible for investment decisions and activities and shall develop and maintain written administrative procedures for the operation of the cash management and investment program, consistent with North Carolina General Statutes. In order to promote the efficiency of investment duties and related activities, the Finance Officer may, at his option, designate one or more members of his staff to perform the functions of cash management and investing. Such delegation shall not relieve the Finance Officer of responsibility for all transactions and executions performed by the designated individuals.

The standard of prudence to be used by the Investment Officer shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. It states that investment officers acting in accordance with North Carolina General Statutes, this policy, written administrative procedures, and exercising due diligence, shall be relieved of personal responsibility for an individual security’s credit risk or market price change, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

ETHICS AND CONFLICTS OF INTEREST
The Finance Officer, designated Investment Officer and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution and management of the investment program, or which could impair their ability to make impartial investment decisions. Investment officials and employees shall disclose to the County Manager any material interests in financial institutions that conduct business with Camden County, and they shall further disclose any personal financial/investment positions that could be related to the performance of the County’s portfolio. This disclosure need not include normal banking or brokerage relationships that are at normal market rates and conditions available to the general public.

STATUTORY AUTHORIZATION

The legal limitations of local government investments are defined in N.C.G.S. 159-30. Accordingly, the following classes of securities are indicative of the investments utilized by Camden County:

A. Obligations of the United States or obligations fully guaranteed both as to principal and interest by the United States.

B. Obligations of the Federal Financing Bank, the Federal Farm Credit Bank, the Bank for Cooperatives, the Federal Intermediate Credit Bank, the Federal Land Banks, the Federal Home Loan Banks, the Federal Home Loan Mortgage Corporation, the Federal National Mortgage Association, the Government National Mortgage Association, the Federal Housing Administration, the Farmers Home Administration and the U.S. Postal Service.

C. Obligations of the State of North Carolina.

D. Deposits at interest or purchase of certificates of deposit with any bank, savings and loan association or trust company in North Carolina, provided such deposits or certificates of deposit are fully collateralized.

E. Prime quality commercial paper bearing the highest rating of at least one nationally recognized rating service and not bearing a rating below the highest (A1, P1, F1) by any nationally recognized rating service which rates the particular obligation.

F. Participating shares in a mutual fund for local government investment (such as the N.C. Capital Management Trust), which is certified by the N.C. Local Government Commission.

ADMINISTRATIVE RESTRICTIONS

In addition to the previously noted limitations on appropriate securities, Camden County’s investment activities are further restricted in the following manner:

A. It is the policy of Camden County to diversify its investment portfolio. Assets held shall be diversified to eliminate the risk of loss resulting from the over concentration of assets in a specific issuer or specific class of securities. Diversification strategies shall be determined and revised periodically by the Finance Officer. Portfolio maturities shall be staggered to avoid undue concentration of assets in a specific maturity sector. Maturities selected shall provide for stability of income and reasonable liquidity.

- Camden County will invest its short-term investments (< one year) based on cash flow analysis
• Camden County will invest minimal levels in money market funds or local government investment pools unless these instruments have higher yields
• Short-term investments will be aggressively managed to maximize yield
• Reserve funds and other funds with longer-term investment horizons (> one year) will be invested in higher yield, longer maturing investments to maximize the investment opportunity available.

B. Camden County recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary illiquidity. Portfolio diversification is employed as a way to minimize default risk. No individual investment transaction shall be undertaken that jeopardizes the capital position of the overall portfolio. In the event of a default by a specific issuer, the Finance Officer shall review and, if appropriate, proceed to liquidate securities having comparable credit risks.

SELECTION OF SECURITIES

The Finance Officer, or his designee, will determine which instruments shall be purchased and sold, and the desired maturity date(s) that are in the best interest of the County. All brokers and dealers transacting business with the County must be licensed to do business within North Carolina. They must also have extensive knowledge of NC General Statutes and have references from other North Carolina local governments. The selection of an instrument will involve the evaluation of, but not be limited to, the following factors:

A. Cash flow projections and requirements

B. Current market conditions

C. Overall portfolio balance and makeup

D. Relative liquidity of the instrument

CUSTODY AND SAFEKEEPING OF SECURITIES

Camden County will maintain a third party safekeeping account for all investments (generally provided by a County's primary bank if applicable), or take physical possession of them. Some securities, primarily certificates of deposit, will not be kept in the third party safekeeping account, but will be kept by the Investment Officer in the vault of the County Finance Department. Transactions will be processed on a delivery versus payment basis, which insures that securities are deposited in an eligible financial institution prior to the release of funds.

INTERNAL CONTROLS

The Finance Officer is responsible for establishing and maintaining a system of internal controls. The internal control structure shall be designed to prevent the loss of public funds arising from theft, fraud, or misuse, employee error, misrepresentation by third parties, or imprudent actions by employees and officers of Camden County. Accordingly, the Finance Officer shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures.
The following requests were made to surplus property:

<table>
<thead>
<tr>
<th>Requested By</th>
<th>Department</th>
<th>Item</th>
<th>Item Description</th>
<th>Disposal Method</th>
<th>Suggested Value</th>
<th>Reason for Surplus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheriff Perry</td>
<td>Sheriff's Office</td>
<td>Truck Tires</td>
<td>Total of 8 tires size 14.00, 24T, E-2 G-2, American Contractor, 16 ply rating, tubeless</td>
<td>GovDeals.com (Sell)</td>
<td>$2000.00</td>
<td>Obtained from LESO Program and are no longer useful</td>
</tr>
<tr>
<td>Sheriff Perry</td>
<td>Sheriff's Office</td>
<td>Ford F850 Dump Truck</td>
<td>Ford F850 Dump Truck, 5 Tons, VIN# 1FDXF80C5SVA58953</td>
<td>GovDeals.com (Sell)</td>
<td>$25,000.00</td>
<td>Obtained from LESO Program and are no longer useful</td>
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<tr>
<td>Sheriff Perry</td>
<td>Sheriff's Office</td>
<td>Water Tanks</td>
<td>400 Gallon Water Tank Trailer</td>
<td>GovDeals.com (Sell)</td>
<td>$500.00</td>
<td>Obtained from LESO Program and are no longer useful</td>
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<tr>
<td>Sheriff Perry</td>
<td>Sheriff's Office</td>
<td>Cargo Trailer</td>
<td>Open Trailer, 4'x4' with removable top</td>
<td>GovDeals.com (Sell)</td>
<td>$1000.00</td>
<td>Obtained from LESO Program and are no longer useful</td>
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<tr>
<td>Sheriff Perry</td>
<td>Sheriff's Office</td>
<td>Plaster Cart</td>
<td>Plaster Storage Cart on Wheels</td>
<td>GovDeals.com (Sell)</td>
<td>$100.00</td>
<td>Obtained from LESO Program and are no longer useful</td>
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<tr>
<td>Sheriff Perry</td>
<td>Sheriff's Office</td>
<td>Truck Tires</td>
<td>Total of 5 tires, size 10.00-20, load Range G, 14 ply rating, tubeless</td>
<td>GovDeals.com (Sell)</td>
<td>$25,000.00</td>
<td>Obtained from LESO Program and are no longer useful</td>
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<tr>
<td>Sheriff Perry</td>
<td>Sheriff's Office</td>
<td>Case Tractor</td>
<td>Case Tractor Model 595</td>
<td>GovDeals.com (Sell)</td>
<td>$1,500.00</td>
<td>Obtained from LESO Program and are no longer useful</td>
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<tr>
<td>David Cradle</td>
<td>Maintenance</td>
<td>2005 Chevy ½ Ton Truck</td>
<td>2005 Chevy ½ Ton Truck, VIN# 1GCEC14X052Z348412, White, FM/AM/CD, Gray Interior, BF Goodrich Tires (P245/70R17), 200,378 miles</td>
<td>GovDeals.com (Sell)</td>
<td>$2,000.00</td>
<td>Removed from fleet, two cylinder blown</td>
</tr>
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K. - 2017 NCCES Pesticide Container Recycling Grant

A copy of the 2017 NCCES Pesticide Container Recycling Grant is maintained in the Clerk to the Board of Commissioners office and may also be viewed by visiting the Camden County website, clicking on Government, then County Commissioners, then under Commissioners Menu, click Board Packets to view the Board Packets page. Select the Board Packet for the May 1, 2017 meeting. Grant documents are contained therein.

L. - Set Public Hearing Date - FY 17-18 Budget

The Public Hearing date for the FY 17-18 Budget is set for the Board of Commissioners meeting to be held on June 5, 2017 at 7:00 PM.

M. - Set Public Hearing Date - Capital Improvement Program

The Public Hearing date for the Capital Improvement Program is set for the Board of Commissioners meeting to be held on June 5, 2017 at 7:00 PM.

N. - Volunteer Forms

Sandra Duckwall, volunteering for Library Board, DSS Board, Parks & Rec Board, and Senior Services Board.

COMMISSIONERS' REPORT

Vice Chairman Tom White:

- Paddle for the Border is this Saturday, May 6, 2017.

Chairman Clayton Riggs:

- District Meeting of the NC Association of County Commissioners
  - Three Commissioners and the County Manager attended
  - Showing was one of the largest in the State
  - Culminated in a consensus of support for the new interstate, and a few other items of importance to the Counties in this region, such as funding and taxes back to the people, some of which is already in the works through resolutions in various counties.

COUNTY MANAGER'S REPORT

Nothing to report at this time.

INFORMATION, REPORTS & MINUTES FROM OTHER AGENCIES

The following items were provided to the Commissioners for their information:

- Sales Tax Collection Report
- Register of Deeds Daily Deposit Report - March 2017
- Register of Deeds Ledger Report - Fee Distribution
- February / March 2017 Library Statistics
- Community Advisory Committee Quarterly Report
- ARPO Transportation Updates
OTHER MATTERS

Finance Officer Stephanie Humphries reminded the Board of Commissioners that a vote was needed to officially appoint Karen Davis as the new Clerk to the Board.

Motion to Appoint Karen Davis as Clerk to the Camden County Board of Commissioners

RESULT: PASSED [UNANIMOUS]

MOVER: Ross Munro, Commissioner

AYES: Meiggs, Riggs, White, Krainiak, Munro

ADJOURN

Chairman Clayton Riggs adjourned the May 1, 2017 meeting of the Board of Commissioners at 8:35 PM.

ATTEST:

Chairman Clayton Riggs
Camden County Board of Commissioners

Amy Barnett
Assistant Clerk to the Board