

Camden County Board of Commissioners  
Annual Retreat  
February 14, 2025; 9:00 AM  
Taylor’s Oak Restaurant  
101 Taylor’s Lane – Camden, NC

MINUTES

The Camden County Board of Commissioners held its annual retreat on February 14, 2025 at the Taylor’s Oak Restaurant in Camden, North Carolina.

Present: Chair Tiffney White, Vice Chair Troy Leary, Commissioners Randy Krainiak, Sissy Aydlett and Dr. Jason Banks.  
Staff Present: County Manager Erin Burke, Finance Officer Stephanie Jackson and Clerk to the Board Karen Davis.

Chair Tiffney White called the meeting to order at 9:00 AM.

Consideration of the Agenda

Motion to approve the agenda as presented.

|         |                                                                       |
|---------|-----------------------------------------------------------------------|
| RESULT: | PASSED [5-0]                                                          |
| MOVER:  | Sissy Aydlett                                                         |
| AYES:   | Tiffney White, Troy Leary, Randy Krainiak, Sissy Aydlett, Jason Banks |

Consideration of Lease Agreement

The Board discussed a lease agreement for office space located at 103 Halstead Street in South Mills from South Mills Ruritan Club (former office of South Mills Water Association). Plans for the space will include continued use for service to the county’s water customers in the South Mills area.

Motion to approve a lease for office space located at 103 Halstead Street in South Mills from South Mills Ruritan Club.

|         |                                                                       |
|---------|-----------------------------------------------------------------------|
| RESULT: | PASSED [5-0]                                                          |
| MOVER:  | Sissy Aydlett                                                         |
| AYES:   | Tiffney White, Troy Leary, Randy Krainiak, Sissy Aydlett, Jason Banks |

Camden County Schools

Camden County Schools Finance Officer Sally Norfleet presented information on the School Budget Process and included the following:

- State Funding
  - Position Allotments
  - Months of Employment Allotments
    - Position allotments and months of employment allotments are for actual positions or months of employment and only have payroll-related expenditures.
  - Dollar Allotments
    - Dollar allotments are used in the majority of state funding categories and can include both payroll and non-payroll expenditures.
  - Cooperative Innovating High Schools (PRC 055) is based on Tier status. Tiers (County Distress Rankings) are given by the NC Department of Commerce. In 2021, Camden County was designated as Tier III and just recently moved back to Tier II. A change in tiers brings a change in allotment.
    - Tier I Areas - \$275,000 (CCS prior to 2019-2020 SY)
    - Tier II Areas - \$200,000 (2019-2020 SY)
    - Tier III Areas - \$180,000 (2021-2022 SY)
  - Discussion of Allotment Formulas
- Local Funding
  - Counties/Cities are typically the next largest source of funding. The 2019-2020 statewide average was 32%. This fiscal year the local funding made up 18% of the total budget.
  - Counties appropriate funds annually for Local Current Expense and Capital Outlay.
  - Local and Capital funds are intended to supplement State funding per the NC State Constitution.
- Federal Funding
  - The Federal Government typically provides the least amount of funding for schools.
  - Federal funds have grant applications associated with the money in order to be funded each year.
  - Most allotments are based on free and reduced lunch numbers. Current free and reduced percentage in Camden is 25/12%.
  - Federal funds cannot be used to supplement state and local funds.

Annual Retreat Presentation

The Board received information updates on the following items from County Manager Erin Burke. No official action was taken.

- Year in Review
  - Additional School Funding
  - New High School
  - Emergency Medical Services
  - New Positions
  - Acquisition of South Mills Water Association

- Treasure Point Park Education Center
- SPCA Contract
- Veteran Services Officer
- Moratorium
- Camden Economic Development Commission
- Utility Infrastructure Review
  - Water Plant
    - Well Site 4
    - Clear Well
    - Additional Run Times
    - Adding Trains
    - Investigate Acquiring Adjacent Property
  - Courthouse Wastewater Treatment Plant
    - Designed for Expansion
    - Plans are Complete
    - Acquisition of lands adjacent for buffer and future needs
  - South Mills Wastewater Treatment Plant
    - In the study phase for future plant
    - Operation up to 80,000 GPD
  - Souths Mills Water System
    - Need to engineer access to the village tower and storage tanks
    - Need to develop a line replacement plan
    - Need to engineer Burnt Mills Tower bypass
  - Rate Study
    - Presentation at April 16, 2025 Work Session
    - Transition to radio read meters in new development
- Grants & Additional Funding Sources
  - Tier Two Status
  - Unpredictability on Federal Funding Sources
  - Seeking Special Appropriations
  - Prioritizing & Pacing Needs
- Looking to FY 2025-2026
  - HR Software
    - Currently hand-calculated
    - Three staff people are tied up for a minimum of two days.
    - All paper-based
    - Requests for previous records require staff to research and copy those records for employees.
  - Information Technology Services
    - Contracted services
    - No one available immediately onsite
    - Markup with the cost of materials & equipment
    - Increase in users requires more interaction with vendor
    - Competing for attention on projects with other clients
  - Tax Software
    - Functionally obsolete
    - Not easily queried
    - Requires off-site support
    - Does not integrate well with modern technologies
    - Limits public accessibility data, requiring staff time to respond to inquiries
  - Water Billing Software
    - Functionally obsolete
    - Does not integrate well with modern technologies
    - Not easily queried
    - Larger customer base requiring more work to get the same results
    - Hope to transition to radio read meters
  - Staffing
    - Public Works
    - Information Technology
    - Administration/Finance/Human Resources
    - Changes in staffing arrangements in Water & Tax
    - Animal Control Officer
  - Future Construction Projects
    - Treasure Point Park
    - Parks & Recreation / Senior Center
    - Administration Building
  - Replacement Vehicles
    - Soil & Water Conservation
    - Parks & Recreation
    - Custodial Services Van
  - Albemarle District Jail
    - Operational Costs
    - Capital Needs
  - Staffing & Salaries
    - Public Works
    - IT
    - Admin/Finance/HR
    - Changes in staffing arrangements in Water & Tax
    - Animal Control Officer

- Salary Adjustments
  - Years of Experience
  - Education and/or Certification
  - Military Service
- Commissioner Discussion
  - Commissioner Leary requested that consideration be given to storage space for the museum.

There being no further matters for discussion, Chair White adjourned the meeting at 12:08 PM.