

Camden County Board of Commissioners
South Camden Water & Sewer District Board of Directors
January 5, 2026
Closed Session – 6:30 PM
Regular Meeting – 7:00 PM
Camden Public Library Boardroom
118 Hwy 343 North

Minutes

A duly-noticed regular meeting of the Camden County Board of Commissioners was held in boardroom of the Camden Public Library on January 5, 2026 at 7:00 PM with a Closed Session at 6:30 PM to consult with the county attorney in regard to matters of attorney-client privilege. The Board of Commissioners also met as the South Camden Water & Sewer District Board of Directors during the Regular Meeting.

CALL TO ORDER

The meeting was called to order by Chair Jason Banks at 6:30 PM. Also Present: Vice Chair Troy Leary, Commissioners Randy Krainiak, Sissy Aydlett and Tiffney White.

Administration Staff Present: County Manager Erin Burke and Clerk to the Board Karen Davis. County Attorney Lauren Arizaga-Womble was present for Closed Session only.

CLOSED SESSION

Motion to go into Closed Session to consult with the County Attorney in regard to matters within attorney-client privilege.

RESULT:	PASSED
MOVER:	Tiffney White
AYES:	Jason Banks, Troy Leary, Randy Krainiak, Sissy Aydlett, Tiffney White

Motion to approve closed session minutes of December 1, 2025.

RESULT:	PASSED
MOVER:	Tiffney White
AYES:	Jason Banks, Troy Leary, Randy Krainiak, Sissy Aydlett, Tiffney White

Motion to come out of Closed Session.

RESULT:	PASSED
MOVER:	Tiffney White
AYES:	Jason Banks, Troy Leary, Randy Krainiak, Sissy Aydlett, Tiffney White

Chair Banks reconvened the Board of Commissioners for open session.

INVOCATION & PLEDGE OF ALLEGIANCE

Pastor Marvin Miller gave the invocation and the Board led in the Pledge of Allegiance.

ITEM 1. CONSIDERATION OF AGENDA

Motion to approve the agenda as presented.

RESULT:	PASSED
MOVER:	Tiffney White
AYES:	Jason Banks, Troy Leary, Randy Krainiak, Sissy Aydlett, Tiffney White

ITEM 2. CONFLICT OF INTEREST DISCLOSURE STATEMENT

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

ITEM 3. PUBLIC COMMENTS (AGENDA-RELATED)

None.

ITEM 4. OLD BUSINESS

- A. Moratorium Update – Chas Sawyer
 - High rate soil study in South Mills will kick off this month with a drilling crew testing.
 - The clearwell addition at the plant has started. Site surveying done on December 18th.
 - Several options of styles of tanks and manufacturers presented on December 16th at kickoff meeting.
 - Review of tanks was done and agreed upon.
 - Grant should fully fund the clearwell.
 - Upcoming meeting with stream modeler to receive updates on project.
 - Benchmark placed at well on December 22nd.
 - Well motor pump and head replaced.

ITEM 5. NEW BUSINESS

A. Tax Report – Lisa Anderson

MONTHLY REPORT OF THE TAX ADMINISTRATOR TO THE CAMDEN COUNTY BOARD OF COMMISSIONERS		
OUTSTANDING TAX DELINQUENCIES BY YEAR		
YEAR	REAL PROPERTY	PERSONAL PROPERTY
2024	193,736.47	22,361.43
2023	103,668.29	22,076.07
2022	50,547.04	8,451.03
2021	40,098.12	6,590.81
2020	21,705.10	2,658.48
2019	18,270.28	1,758.14
2018	14,601.13	1,026.17
2017	10,824.69	1,278.56
2016	6,741.83	1,020.85
2015	5,776.76	635.05
TOTAL REAL PROPERTY TAX UNCOLLECTED		
		465,969.71
TOTAL PERSONAL PROPERTY, UNCOLLECTED		
		67,856.59
TEN YEAR PERCENTAGE COLLECTION RATE		
		99.52%
COLLECTION FOR 2025 vs. 2024		
		5,091.35 vs. 14,239.02
LAST 3 YEARS PERCENTAGE COLLECTION RATE		
2024	98.25%	
2023	99.04%	
2022	99.45%	

EFFORTS AT COLLECTION IN THE LAST 30 DAYS		
ENDING	November	2025
BY TAX ADMINISTRATOR		
32	NUMBER DELINQUENCY NOTICES SENT	
38	FOLLOWUP REQUESTS FOR PAYMENT SENT	
2	NUMBER OF WAGE GARNISHMENTS ISSUED	
2	NUMBER OF BANK GARNISHMENTS ISSUED	
42	NUMBER OF PERSONAL PHONE CALLS MADE BY TAX ADMINISTRATOR TO DELINQUENT TAXPAYER	
0	NUMBER OF PERSONAL VISITS CONDUCTED (COUNTY OFFICES)	
0	PAYMENT AGREEMENTS PREPARED UNDER AUTHORITY OF TAX ADMINISTRATOR	
0	NUMBER OF PAYMENT AGREEMENTS RECOMMENDED TO COUNTY ATTORNEY	
0	NUMBER OF CASES TURNED OVER TO COUNTY ATTORNEY FOR COLLECTION (I.D. AND STATUS)	
0	REQUEST FOR EXECUTION FILES WITH CLERK OF COURTS	
0	NUMBER OF JUDGMENTS FILED	

30 Largest Unpaid - Real

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
R	02-8934-01-18-8072.0000	10,703.02	1	ARNOLD AND THORNLEY, INC.	CAMDEN	146 158 US W
R	02-8935-02-66-7093.0000	9,889.10	1	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	01-7999-00-62-3898.0000	8,702.16	1	MICHAEL ASKEW	SOUTH MILLS	257 A OLD SWAMP RD
R	03-8973-00-53-0748.0000	8,479.24	1	MORRIS L. RIGHT III	SHILOH	142 STANLEY LN
R	03-8962-00-05-0472.0000	8,426.56	1	FRANK MCMILLIAN HEIRS	SHILOH	172 NECK RD
R	02-8916-00-39-5170.0000	8,205.10	1	DONALD RAY JONES	CAMDEN	670 343 HWY N
R	02-8954-00-43-8538.0000	8,110.61	1	BILLY ROSS FEREBEE	CAMDEN	237 PALMER RD
R	03-8965-00-56-8601.0000	7,753.50	1	FSC II LLC	SHILOH	370 SANDY HOOK RD
R	02-8934-01-29-4617.0000	7,735.32	2	JAMES B. SEYMOUR ETAL	CAMDEN	112 158 US W
R	02-8945-00-41-2060.0000	6,958.65	1	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	01-8000-00-04-8444.0000	6,729.89	1	MID ATLANTIC RECYCLING	SOUTH MILLS	140 CONNER FARM RD
R	01-7989-00-01-1714.0000	5,737.38	1	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	03-8889-00-48-7259.0000	5,710.71	2	ROBERT AND JANETTE TEMPLETON	SHILOH	127 SAILBOAT RD
R	02-8934-04-72-0416.0000	5,687.18	4	PAULINE JETTE	CAMDEN	238 COUNTRY CLUB RD
R	01-7979-00-61-7358.0000	5,019.87	1	BERT LLC	SOUTH MILLS	HORSESHOE RD
R	01-7081-00-20-8262.0000	4,851.41	1	GEORGE TAYLOR AND ANNIE TAYLOR	SOUTH MILLS	178 CULPEPPER RD
R	03-8971-00-30-9999.0000	4,820.89	1	WILLIAM MICHAEL SARGENT	SHILOH	203 ONE MILL RD
R	02-8943-01-29-4931.0000	4,712.26	1	JATORI POWELL-CARR	CAMDEN	177 SAND HILLS RD
R	03-8990-00-17-3935.0000	4,434.21	4	KARL L ADCOCK	SHILOH	100 CATALAN DR
R	02-8925-00-58-8351.0000	4,362.87	1	KEITH S SAWYER	CAMDEN	109 SCOTLAND RD
R	02-8936-00-23-4750.0000	4,277.64	1	AARON DARNELL CHAMBLEE ET AL	CAMDEN	LAMBS RD
R	02-8935-04-63-0820.0000	4,197.32	2	BELCROSS PROPERTIES, LLC	CAMDEN	197 158 US E
R	02-8945-00-58-2869.0000	4,190.27	3	JAMES WHITLEY, MARY WHITLEY,	CAMDEN	215 PINCH GUT RD
R	03-8963-00-10-1500.0000	3,948.45	1	KENNETH & PEGGY S. PIERCE	SHILOH	111 HAWKINS LN
R	02-8934-01-07-7514.0000	3,892.43	4	ANGELA TYLER	CAMDEN	117 MORRISETTES RD
R	03-8965-00-13-1025.0000	3,793.62	1	SHARON EVANS MUNDEN	SHILOH	556 TROTMAN RD
R	03-8973-00-22-4894.0000	3,735.59	1	WILLIAM ANDREW NEWELL	SHILOH	891 SANDY HOOK RD
R	03-8990-00-18-6042.0000	3,724.13	4	LARRY MOTLEY	SHILOH	SECOND CREEK RD
R	01-7080-00-26-2396.0000	3,697.15	1	CHRISTOPHER A. KINDER	SOUTH MILLS	136 DOCK LANDING LP
R	01-8916-00-09-6659.0000	3,662.23	1	BRANDON CURLES	CAMDEN	731 343 HWY N

30 Oldest Unpaid – Real

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
R	02-8935-02-66-7093.0000	10	9,889.10	B. F. ETHERIDGE HEIRS	CAMDEN	158 US E
R	02-8945-00-41-2060.0000	10	6,958.65	LASELLE ETHERIDGE SR. HEIRS	CAMDEN	168 BUSHELL RD
R	01-7989-00-01-1714.0000	10	5,737.38	CHARLES MILLER HEIRS	SOUTH MILLS	HORSESHOE RD
R	02-8936-00-23-4750.0000	10	4,277.64	AARON DARNELL CHAMBLEE ET AL	CAMDEN	LAMBS RD
R	03-8962-00-67-1021.0000	10	3,528.19	CECIL BARNARD HEIRS	SHILOH	WICKHAM RD
R	03-8965-00-37-4242.0000	10	3,272.05	DORA EVANS FORBES	SHILOH	352 SANDY HOOK RD
R	01-7999-00-95-3587.0000	10	3,105.63	WALTER TURNER HEIRS	SOUTH MILLS	CAROLINA RD
R	02-8935-02-75-0867.0000	10	3,017.70	ED SIVELLIS HEIRS	CAMDEN	158 US W
R	03-8952-00-95-8737.0000	10	2,652.68	AUDREY TILLET	SHILOH	171 NECK RD
R	01-7999-00-32-3510.0000	10	2,424.16	LEAH BARCO	SOUTH MILLS	195 BUNKER HILL RD
R	01-7999-00-12-8596.0000	10	2,331.13	MOSES MITCHELL HEIRS	SOUTH MILLS	165 BUNKER HILL RD
R	01-7988-00-91-0179.0001	10	2,270.72	THOMAS L. BROTHERS HEIRS	SOUTH MILLS	
R	03-8943-04-93-8214.0000	10	2,191.28	L. P. JORDAN HEIRS	SHILOH	108 CAMDEN AVE
R	01-7091-00-64-6569.0000	10	2,086.76	CLARENCE D. TURNER JR.	SOUTH MILLS	STINGY LN
R	03-8899-00-36-2719.0000	10	1,876.31	LARRY WELDON HEIRS	SHILOH	HIBISCUS RD
R	03-8899-00-45-2682.0000	10	1,726.89	SEAMARK INC.	SHILOH	HOLLY RD
R	02-8926-00-13-6839.0000	10	1,696.42	NORTHEASTERN COMMUNITY	CAMDEN	123 TRAFTON RD
R	02-8935-01-07-0916.0000	10	1,514.23	ROSETTA MERCER INGRAM	CAMDEN	227 SLEEPY HOLLOW RD
R	02-8936-00-24-7426.0000	10	1,221.17	BERNICE PUGH	CAMDEN	113 BOURBON ST
R	01-7090-00-60-5052.0000	10	1,016.27	JOE GRIFFIN HEIRS	SOUTH MILLS	117 GRIFFIN RD
R	01-7989-04-90-0938.0000	10	955.32	DORIS EASON HEIRS	SOUTH MILLS	1352 343 HWY N
R	01-7989-04-60-1568.0000	10	917.52	EMMA BRITE HEIRS	SOUTH MILLS	116 BLOODFIELD RD
R	01-7989-04-60-1954.0000	10	895.78	CHRISTINE RIDDICK	SOUTH MILLS	105 BLOODFIELD RD
R	02-8955-00-13-7846.0000	10	627.69	MARIE MERCER	CAMDEN	IVY NECK RD
R	03-9809-00-33-4725.0000	10	537.26	DENNIS CREASY	SHILOH	SAILBOAT RD
R	03-8980-00-61-1968.0000	10	468.69	WILLIAMSBURG VACATION	SHILOH	CAMDEN POINT RD
R	01-7090-00-95-5262.0000	10	377.24	JOHN F. SAWYER HEIRS	SOUTH MILLS	OLD SWAMP RD
R	02-8916-00-68-3801.0000	10	369.84	W. L. & BRENDA SAWYER	CAMDEN	343 HWY N
R	03-8980-00-84-1828.0000	10	368.36	CARL TEUSCHER	SHILOH	220 BROAD CREEK RD
R	03-9809-00-54-8280.0000	10	347.95	RODNEY STEVEN SPIVEY &	SHILOH	SAILBOAT RD

30 Largest Unpaid – Personal

Roll	Parcel Number	Unpaid Amount	YrsDlq	Taxpayer Name	City	Property Address
P	0004068	25,885.55	2	BAYSIDE FARMS, LLC	SOUTH MILLS	246 HORSESHOE RD
P	0002941	2,067.80	4	BARKER'S TRUCKING, INC	SHILOH	108 SASSAFRAS LN
P	0003721	1,424.70	4	JIMMY'S TRUCKING & HAULING LLC	CAMDEN	127 TRAFTON RD
P	0003878	1,171.77	2	RONNEY GILLIKIN JR	SOUTH MILLS	109 NORTH POINTE RD
P	0000295	1,127.40	6	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0001721	1,009.92	4	CINDY MAYO	SOUTH MILLS	106 BINGHAM RD
P	0001709	947.26	8	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0003513	808.64	2	JULIE PORTER	CAMDEN	431 158 US W
P	0000297	800.70	2	ADAM D. & TRACY J.W. JONES	CAMDEN	133 WALSTON LN
P	0003017	791.57	3	MARK STANLEY MICHALSKI	SOUTH MILLS	138 CAROLINA RD
P	0001046	734.19	2	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001104	729.30	3	MICHAEL & MICHELLE STONE	CAMDEN	107 RIDGE ROAD
P	0003512	721.68	3	WILLIAM ANTHONY POPE JR	CAMDEN	214 SMITH DR
P	0002525	601.19	3	JOSEPH VINCENT CARDYN	SHILOH	260 ONE MILL RD
P	0002817	561.69	1	EASTERN CAROLINA	CAMDEN	154 US 158 HWY E
P	0001072	547.10	10	PAM BUNDY	SHILOH	105 AARON DR
P	0003547	521.06	4	NICHOLAS W. STOTTS	CAMDEN	431 158 US W
P	0002480	472.58	1	FSC II, LLC	SHAMBORO	380 SANDY HOOK RD
P	0001545	444.74	4	LOUIS RUGGERI	CAMDEN	390 CAMDEN CSWY
P	0003099	431.21	1	AARON M BROWN	SHILOH	108 CHERRY BLOSSOM WAY
P	0003892	416.36	3	NOAH KNOWLES	CAMDEN	319 IVY NECK RD
P	0003850	414.72	3	JOSHUA MICHAEL BAILEY	SOUTH MILLS	100 ROBIN CT W
P	0003415	398.74	4	IVY MIRANDA BOGUES	CAMDEN	224 NORTH RIVER RD
P	0003773	393.20	4	SEVAN NERO BARTLETT	CAMDEN	197 HERMAN ARNOLD RD
P	0004084	391.98	1	252 IMPROVEMENTS	SOUTH MILLS	581 OLD SWAMP RD
P	0000945	376.74	4	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0003662	372.28	4	JEFFREY CLAYTON COLLIER	CAMDEN	152 158 US W
P	0003167	345.15	3	MICHAEL LANCE GREGORY	CAMDEN	121 CAMDEN AVE
P	0003690	337.26	2	DAVID CLAYBURN HYATT	CAMDEN	158 US W
P	0002865	335.16	2	CHRIS MARTIN	SOUTH MILLS	112 CAROLINA RD

30 Oldest Unpaid – Personal

Roll	Parcel Number	YrsDlq	Unpaid Amount	Taxpayer Name	City	Property Address
P	0001709	10	947.26	JOHN MATTHEW CARTE	CAMDEN	150 158 HWY
P	0001046	10	734.19	THIEN VAN NGUYEN	SHILOH	133 EDGEWATER DR
P	0001072	10	547.10	PAM BUNDY	SHILOH	105 AARON DR
P	0001106	10	244.67	JAMI ELIZABETH VANHORN	SOUTH MILLS	612 MAIN ST
P	0000738	10	226.96	LESLIE ETHERIDGE JR	CAMDEN	431 158 US W
P	0001538	10	216.33	JEFFREY EDWIN DAVIS	CAMDEN	431 158 US W
P	0001694	10	128.34	THOMAS B.THOMAS HEIRS	CAMDEN	150 158 HWY W
P	0000295	9	1,127.40	HENDERSON AUDIOMETRICS, INC.	CAMDEN	330 158 HWY E
P	0000770	9	134.40	MARSHA GAIL BOGUES	CAMDEN	276 BELCROSS RD
P	0002921	9	120.68	CYNTHIA MAE BLAIN	SOUTH MILLS	122 DOCK LANDING LOOP
P	0002592	9	107.98	SCOTT BRIAN GRANDY	SOUTH MILLS	156 KEETER BARN RD
P	0000945	8	376.74	RAMONA F. TAZEWELL	CAMDEN	239 SLEEPY HOLLOW RD
P	0002468	8	297.58	WANDA HERNANDEZ WELLS	SHILOH	104 HIGH RD
P	0002968	8	261.91	MICHAEL WILLIAM MAINELLO	SOUTH MILLS	237 KEETER BARN RD
P	0001150	8	136.45	WILLIAM MICHAEL STONE	CAMDEN	130 MILL DAM RD S
P	0001689	8	125.28	MICHAEL WAYNE MYERS	SOUTH MILLS	107 ROBIN DR
P	0001512	7	297.74	JOHN WESLEY BURGESS, JR.	CAMDEN	431 158 USY W
P	0002902	7	281.09	STEPHANIE AUSMAN	SHILOH	204 POND RD
P	0002942	7	118.75	JAMES P. VASILOPOULOS	CAMDEN	346 343 HWY S
P	0003513	6	808.64	JULIE PORTER	CAMDEN	431 158 US W
P	0003415	6	398.74	IVY MIRANDA BOGUES	CAMDEN	224 NORTH RIVER RD
P	0003414	6	325.41	EDWARD A. BILL	CAMDEN	152 158 US W
P	0003487	6	317.24	MICHAEL RONALD MAYO II	CAMDEN	146 BELCROSS RD
P	0003495	6	304.23	ALY MOHAMAD	SHILOH	100 BROAD CREEK RD
P	0003075	6	304.04	PATRICK WAYNE BAUM	CAMDEN	186 B BUSHELL RD
P	0003096	6	298.72	DANIEL ELWOOD BRIGHT	CAMDEN	109 JUNIPER DR
P	0003035	6	266.77	ROBERT HENRY LEE	SHILOH	121 BEECH TREE DR
P	0002978	6	257.32	JONATHAN LEWIS PUGH	SOUTH MILLS	206 MAIN ST
P	0003269	6	205.12	KIMBERLY STARR MUTTA	CAMDEN	290 NORTH RIVER RD
P	0003378	6	160.67	JAMES KELLEY WIGFIELD	CAMDEN	441 158 US E

Motion to approve the tax report as presented.

RESULT:	PASSED
MOVER:	Troy Leary
AYES:	Jason Banks, Troy Leary, Randy Krainiak, Sissy Aydlett, Tiffney White

B. DSS Position Social Worker II – Stephanie Wyche

The Camden County Department of Social Services currently has a vacant Social Worker II position that was previously placed under the county hiring freeze by the County Commissioners. This position is essential to fulfilling mandated DSS

services, including case management, client assessment, and adherence to state and federal program requirements. Due to increasing caseloads and service demands, the continued vacancy is creation operational strain, impacting timely service delivery and increasing workload for existing staff.

Motion to table this matter until the February 2nd meeting to obtain more information.

RESULT:	PASSED
MOVER:	Tiffany White
AYES:	Jason Banks, Troy Leary, Randy Krainiak, Sissy Aydlett, Tiffany White

C. Proposed Substance Abuse Policy – Erin Burke

 Article VI, Section 13, Substance Abuse 1. Purpose and Scope Camden County is committed to maintaining a safe, productive, and healthy workplace. This policy establishes the standards, procedures, and responsibilities necessary to ensure that employees are free from the influence of drugs and alcohol while performing County duties. The County voluntarily complies with the Drug-Free Workplace Act, regardless of federal grant status. The Act prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the workplace. Employees are expected to report to work unimpaired by alcohol, illegal drugs, or the misuse of prescription or over-the-counter medications. Employees convicted of a drug-related offense occurring in the workplace must notify the County Manager within five (5) calendar days of the conviction. This policy applies to all County employees, including full-time, part-time, temporary, seasonal, volunteer, and contract workers, at all locations and while conducting County business on or off County property. 2. Applicability This policy applies to all County employees, including all full-time, part-time, temporary, seasonal, volunteers, and independent contractors, at any time during which the employee is on any property owned or leased by the County; at any time during which the employee is acting in the course and scope of his or her employment with the County; and at any time the employee's violation of this policy has a direct and adverse effect upon his or her job performance. This policy does not apply to an employee's consumption of alcoholic beverage that are served at a reception or other similar function that occurs outside the regular workday and that the employee is authorized or required to attend as a party of his or her employment duties. For the purposes of this policy, "illegal drug" shall refer to any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, alcohol, stimulants synthetic cannabinoids, drug paraphernalia, counterfeit substance or any other controlled substances as defined in (1) Schedules I through VI of the North Carolina Controlled Substances Act or in (2) Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and further defined by regulation at 21 C.F.R. 1300.01 through 1300.04 and 21 C.F.R. 1308.11 through 1308.15 at any time this policy is applicable. 3. Prohibited Conduct Employees may not: 1	• Use, possess, distribute, or sell illegal drugs or alcohol while acting within the course of scope of his or her employment with the County, or at any time on any property leased or owned by the County. • Report to work under the influence of any drug or substance that impairs their ability to safely and effectively perform their duties. • Operate County vehicles or personal vehicles for County business while under the influence of drugs or alcohol. The County reserves the right to require drug and/or alcohol screening of any employee whenever there is a legitimate business or safety-related reason. 4. Testing Requirements A. Pre-Employment Testing • All individuals receiving a conditional offer of employment must pass a drug test prior to starting work. • A confirmed positive result disqualifies the candidate from employment; however, a second test may be requested, at the candidate's expense, using the original sample. • If the retest is negative, the candidate remains eligible for employment. B. DOT-Regulated Positions Employees in positions requiring a Commercial Driver's License (CDL) or other Department of Transportation (DOT) safety-sensitive roles are subject to federal substance abuse testing regulations. C. Random Testing • Camden County conducts random, unannounced drug testing to ensure a safe and drug-free work environment. • Random testing applies to all safety-sensitive positions, including but not limited to: ◦ Sheriff's Office Personnel Carrying Firearms ◦ Department of Social Services ◦ Emergency Medical Services (EMS) Staff ◦ Public Works Employees, including equipment operators, drivers, and maintenance personnel who work in environments where impairment could endanger public safety; ◦ Building Inspectors; and ◦ Any other employee whose duties involve such a great risk of injury to their than even a momentary lapse of attention can have disastrous consequences. • Employees in these roles may be tested at any time during employment, regardless of tenure or rank. • Selection for testing is conducted through a computer-generated randomization process administered by a third-party vendor to ensure impartiality, fairness, and confidentiality. • Employees selected for testing must report immediately to the designated collection site upon notification. Refusal or delay will be treated as a refusal to test under this policy. 2
D. Employees in Other Positions Any employee may be subjected to drug or alcohol test, or a search of his or her person or belongings, if an employee's supervisor has reasonable suspicion that the employee is selling, possessing or using alcohol or an illegal drug, or otherwise participating in any other activity prohibited under this policy, while on any property owned by leased by the County or during the course and scope of the employee's duties 5. Right to Retest A. Right to Retest An offeree or employee with a confirmed positive result may request a retest of the original sample at their own expense using an approved laboratory. • If the retest is negative, no adverse action will be taken. • If positive, the original result stands, and disciplinary action will proceed. B. Refusal to Test Refusal to submit to testing, deliberate delay, failure to appear, or sample adulteration will be treated as insubordination and grounds for immediate termination (or withdrawal of an employment offer, if applicable). C. Failure to Cooperate Refusal to allow a lawful search, confiscation, screening, or participation in a required rehabilitation program constitutes cause for termination. 6. Test Results and Disciplinary Action A. Positive Test Results • Applicants with a confirmed positive result will have their job offer withdrawn. • Employees with a confirmed positive result for the first time will be: ◦ Referred to the Employee Assistance Program (EAP) or an approved treatment provider; ◦ Required to sign a Last Chance Agreement, outlining treatment participation and follow-up testing; and ◦ Subject to possible suspension or other disciplinary measures. A second confirmed positive result will result in termination of employment. 7. Legal Medication Disclosure Employees taking prescribed or over-the-counter medication that may impair safe performance must inform the Director of Human Resources. The County may: • Arrange reasonable accommodation; • Reassign or temporarily transfer the employee; or 3	• Approve medical leave as appropriate. The Director of HR may request documentation from the employee's healthcare provider regarding the medication's impact on safety or performance. Failure to disclose impairment risks may lead to disciplinary action, up to termination. 8. Voluntary Rehabilitation Employees are encouraged to voluntarily seek help for substance abuse through the County's EAP or community programs such as Alcoholics Anonymous or Narcotics Anonymous. No adverse action will be taken against an employee who voluntarily discloses participation before being selected for testing, provided that: 1. The employee notifies Human Resources prior to testing; 2. Actively participates in the prescribed treatment; and 3. Complies with any reassignment or leave required for safety or licensing reasons. 9. Convictions Under Criminal Drug Statutes Employees convicted of any criminal drug offense occurring in the workplace must notify their Department Head within five (5) days of conviction. Failure to do so will result in termination. 10. Confidentiality All drug and alcohol testing results, medical documentation, and rehabilitation records will be maintained as confidential medical information in a separate file. Information will be disclosed only as permitted under applicable law. This information will not be included in the employee's personnel file without written consent. 11. Employment Status Nothing in this policy alters the County's right to manage its operations, discipline employees, or modify the terms of employment. Camden County employees remain employed at-will unless otherwise specified by contract or law. 4

f) the abuse of client(s), student(s) or a person(s) over whom the employee has charge or to whom the employee has a responsibility, or of an animal owned or in the custody of the County; g) falsification of an employment application or other employment documentation; h) insubordination - willful failure or refusal to carry out a reasonable order from an authorized supervisor; i) unauthorized absence from work after all authorized leave hours and benefits have been exhausted. j) failure to obtain, maintain, or renew required certifications, licenses or professional credentials necessary for the position. SECTION 2. Responsibilities The disciplinary process involves distinct responsibilities for the employer, supervisor, and employee to ensure fairness, compliance, and effective resolution. 1. Employer Responsibilities: a) Policy Development and Communication - Establish clear disciplinary policies and procedures in compliance with labor laws. - Provide accessible documentation (e.g., employee handbook) that outlines workplace rules, disciplinary processes, and expectations. b) Training and Support - Train supervisors on disciplinary procedures to ensure consistency and compliance. - Offer resources such as HR support to manage disciplinary matters. c) Fairness and Compliance - Ensure the disciplinary process is non-discriminatory and applied consistently across the organization. - Adhere to legal requirements. d) Documentation and Oversight - Maintain records of disciplinary actions to ensure transparency and protect against potential disputes or claims. - Periodically review policies to address changes in law or workplace needs. 2. Supervisor/ Department Head Responsibilities: a) Monitoring and Communication - Observe employee performance and behavior to identify potential issues early. 3	- Provide constructive feedback to help employees improve before formal disciplinary measures are necessary. b) Enforcing Policies - Apply and enforce disciplinary procedures consistently and in line with organizational policies. - Ensure disciplinary actions are proportional to the infraction and aligned with established guidelines. c) Investigation - Conduct or participate in investigations to gather facts about the issue. - Interview involved parties, review evidence, and document findings. d) Documentation - Document conversations, warnings, and actions taken during the disciplinary process. - Ensure proper communication with HR or legal teams for compliance. e) Support and Guidance - Offer support to the employee, such as outlining clear steps for improvement. - Provide resources or training to help the employee meet expectations. 3. Employee Responsibilities: a) Understanding Expectations - Familiarize themselves with workplace policies, rules, and procedures. - Seek clarification when needed to avoid potential misunderstandings. b) Performance and Conduct - Adhere to County standards for performance and behavior. - Respond proactively to feedback or concerns raised by supervisors. c) Cooperation - Cooperate during investigations, including providing truthful and complete information. - Attend required meetings or training as part of the disciplinary process. d) Response and Improvement: - Address areas of concern outlined in the disciplinary action. - Take advantage of opportunities for improvement (e.g., training or mentoring). e) Appeals: - Exercise their right to appeal decisions if permitted by policy or applicable law. 4
SECTION 3. Categories of Offenses Disciplinary action offenses are generally categorized into levels of severity, helping to determine appropriate responses. These categories often include minor, major, and severe infractions, each with distinct consequences to include, but not limited to: 1. Minor Infractions: - Tardiness or absenteeism. - Failure to follow minor workplace rules. Examples include but are not limited to: - Failure to check emails or departmental communications regularly. - Failure to complete assignments within expected timelines when there is no major impact on operations. - Failure to greet the public appropriately. - Inappropriate dress or grooming standards as set forth by the dress code policy. 2. Major Infractions: - Repeated minor infractions. - Disrespectful or inappropriate behavior toward supervisors, colleagues, or the public. - Unauthorized use of County resources. 3. Severe Infractions: - Theft, fraud, or embezzlement. - Workplace violence or harassment. - Unauthorized disclosure of confidential information. - Viewing or distributing pornographic material on County devices or networks. SECTION 4. Disciplinary Actions Disciplinary action will be determined based on the nature and severity of the offense. The following steps may be applied progressively or independently, depending on the situation: 1. Verbal Warning: - Purpose - Address minor infractions. - Process - Supervisor notifies their Department Head, then meets with the employee to discuss the issue and expectations for improvement. Supervisor may use the Employee Counseling and Disciplinary Action form provided by the Human Resources (HR) department. The document must be signed by the employee acknowledging receipt. Supervisor must provide a written overview of the warning with signatures to HR and the employee. Document in the employee's personnel file as a first step. 2. Written Warning: - Purpose - Formally document continued or more severe issues. - Process - Supervisor notifies the HR Director of the issue(s) and seeks further guidance prior to meeting with the employee. Supervisor may use the Employee 5	Counseling and Disciplinary Action form provided by the HR department. The document must be signed by the employee acknowledging receipt. Supervisor must provide a written overview of the warning with signatures to HR and the employee. A Performance Improvement Plan (PIP) may be initiated at this point. The written warning shall be delivered to the employee in a meeting between the employee and supervisor and included in the employee's personnel file. 3. Final Written Warning: - Purpose - Formally document continued or more severe issues. Often the final step before dismissal. - Process - Supervisor notifies the HR Director of the issue(s) and seeks further guidance prior to meeting with the employee. Supervisor may use the Employee Counseling and Disciplinary Action form provided by the HR department. The document must be signed by the employee acknowledging receipt. Supervisor must provide a written overview of the warning with signatures to HR and the employee. Delivered in a meeting with the employee and included in their personnel file. 4. Suspension with Pay: - Purpose: Allows the County to thoroughly assess and investigate the situation without disrupting operations or jeopardizing evidence while protecting the employee from financial hardship during the investigation period. This action is not intended to be a form of disciplinary action in itself, but rather, it should be used as a temporary measure to facilitate an investigation. - An employee may be placed on suspension with pay when: - An investigation is required to determine whether misconduct or performance issues have occurred. - The employee's presence may interfere with the investigation or disrupt the workplace; or - The safety or well-being of the employee, other employees, or the institution may be at risk. - Procedure: - Initiation of Suspension - The decision to impose a suspension with pay must be authorized by the employee's department head with an endorsement from the HR Director and/or County Manager. - A written notification will be provided to the employee, specifying: - The reason for the suspension; - The expected duration (if known); and - Instructions regarding workplace access and communication. - Duration - The suspension period will be as brief as possible and limited to the time required to complete the investigation or resolve the matter. - Extensions to the suspension period must be communicated in writing. - Employee Rights During Suspension - The employee will continue to receive their regular salary and benefits. 6

- They are expected to remain available for communication and participate in the investigation process when required.
- Access to workplace facilities, systems, and communications may be restricted.

4. Investigation Process

- An impartial investigation will be conducted promptly.
- The employee will have an opportunity to provide their perspective as part of the investigation.

5. Outcome of Suspension

- At the conclusion of the investigation, the employee will be informed in writing of:
 - The imposition of any disciplinary actions or corrective measures; and
 - Their return-to-work process, if applicable.
- If no misconduct or issue is found, the suspension will not affect the employee's record.

6. Confidentiality

- All parties involved in the suspension and investigation process must maintain confidentiality to protect the employee's privacy and the integrity of the process.

Volunteers:
Disciplinary measures for volunteers differ from those applied to employees. Depending on the severity of the conduct, the County may:

- Issue a verbal warning;
- Provide a written warning outlining expectations;
- Reassign the volunteer to different duties; or
- Terminate the volunteer's service with the County.

5. Suspension Without Pay:

- Purpose: A disciplinary action where an employee is temporarily removed from work and does not receive pay. Suspension without pay can be used for a variety of situations, including- but not limited to, unsatisfactory job performance, unacceptable personal conduct, violation of workplace conduct rules such as sexual harassment, workplace violence, or drug or alcohol use.
- Duration: Up to 3 working days for non-exempt employees and up to 5 days for exempt employees, depending on the severity of the offense. All eligible benefits will remain in effect.
- Process: Uses the Suspension with Pay rational and procedures.

6. Demotion:

- Purpose: Reassign to a lower position with reduced pay and responsibilities.
- Process: Must be approved by the Department Head, HR Director, and County Manager, and notice of the demotion shall be delivered to the employee.

7

7. Dismissal:

- Purpose: Termination of employment for severe or repeated violations.
- Process: A written statement of dismissal provided, including reasons for termination and details about final compensation.

SECTION 5. Procedures

Camden County disciplinary procedures outline the process to addressing employee misconduct and unsatisfactory job performance, and are designed to ensure consistency, fairness, and compliance with workplace policies and legal standards.

1. Investigation:

- Supervisors must investigate the allegation promptly and impartially.
- Employees will have an opportunity to explain or provide evidence.

2. Documentation:

- All disciplinary actions must be documented, specifying the nature of the offense, corrective measures, and any future expectations.

3. Employee Notification:

- Employees will receive written notification of any disciplinary action, including a description of the offense and any related consequences, along with the employee's appeal rights (if applicable).

4. Appeal Process:

Employees may appeal any disciplinary action if the warning was based on inaccurate information, discriminatory practices, or was not related to job performance or employee misconduct. Minor discrepancies are not grounds for an appeal.

- Employees may file a written appeal to the HR Director within 5 business days of receiving written notice of the disciplinary action. An appeal must include the reason for the appeal, along with all relevant supporting documentation such as emails, performance reviews, and witness statements that contradict the claims made in the warning.
- Appeals will be reviewed by the HR department and the County Manager.
- The employee will receive a response by the HR Director and/or County Manager within 10 business days of receiving the appeal.

SECTION 6. Implementation and Communication

Implementing and effectively communicating a disciplinary process ensures that employees understand workplace expectations, the consequences of non-compliance, and the steps involved in addressing issues. The following measures are as follows:

- Policy is provided to employees during the onboarding process and annually.
- Annual supervisory training ensures understanding and compliance.

SECTION 7. Confidentiality

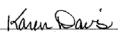
All disciplinary proceedings will be handled with discretion. Information about investigations and actions will be shared only as permitted under applicable law.

EFFECTIVE DATE:

This Disciplinary Policy is effective as of January 5, 2025, and supersedes all previous disciplinary policies.

Signature Approvals:

ATTEST:


Karen Davis, Clerk to the Board



Approved as to Form:


Lauren Arizaga-Womble
County Attorney

Motion to approve the proposed Disciplinary Policy as presented.

RESULT:	PASSED
MOVER:	Tiffany White
AYES:	Jason Banks, Troy Leary, Randy Krainiak, Sissy Aydlett, Tiffany White

E. Resolution Establishing A Unified Development Ordinance Review, Revision & Update Committee – Erin Burke

The purpose of the Unified Development Ordinance (UDO) Review, Revision, and Update Committee (the “Committee”) is to provide a structured, informed, and transparent advisory process for the comprehensive review of the County’s Unified Development Ordinance in accordance with Chapter 160D of the North Carolina General Statutes, including applicable procedural, substantive, and due process requirements governing development regulations.

The Committee is established to assist the County in ensuring that its development regulations remain clear, internally consistent, legally compliant, and effective in promoting the public health, safety, and general welfare, while being appropriately tailored to the predominantly rural character, development patterns, infrastructure capacity, and fiscal realities of Camden County.

 Resolution 2026-01-01 RESOLUTION ESTABLISHING A UNIFIED DEVELOPMENT ORDINANCE (UDO) REVIEW, REVISION, AND UPDATE COMMITTEE WHEREAS, the Board of Commissioners of Camden County, North Carolina (the "County"), has adopted a Unified Development Ordinance (UDO) pursuant to the authority granted under Chapter 160D of the North Carolina General Statutes to regulate land use and development within the County; and WHEREAS, Chapter 160D of the North Carolina General Statutes contemplates that development regulations be periodically reviewed and updated to ensure consistency with adopted plans, statutory requirements, and evolving community needs; and WHEREAS, the Board of Commissioners recognizes that Camden County is a predominantly rural county with an agricultural heritage, low-density development patterns, limited public infrastructure, and significant natural and environmental resources; and WHEREAS, the Board of Commissioners desires to ensure that the County's Unified Development Ordinance remains clear, internally consistent, legally compliant, and effective in promoting the public health, safety, and general welfare, while remaining appropriately tailored to the rural character, scale, and fiscal capacity of Camden County; and WHEREAS, the Board of Commissioners finds that the establishment of an advisory committee will assist in conducting a comprehensive and systematic review of the Unified Development Ordinance and in developing informed, legally sound recommendations for potential amendments. NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Camden County, North Carolina, there is hereby established a Unified Development Ordinance (UDO) Review, Revision, and Update Committee (the "Committee"). The Committee shall serve in an advisory capacity to the Planning Board and the Board of Commissioners. The Purpose and Intent of the Committee is defined in Exhibit A. ADOPTED this 5th day of January 2026, by the Board of Commissioners of Camden County, North Carolina.  Dr. Jason Banks, Chair Camden County Board of Commissioners ATTEST  Karen M. Davis, NCMCC Clerk to the Board of Commissioners 	Resolution 2026-01-01 Exhibit A Section 1. Purpose and Intent Purpose The purpose of the Unified Development Ordinance (UDO) Review, Revision, and Update Committee (the "Committee") is to provide a structured, informed, and transparent advisory process for the comprehensive review of the County's Unified Development Ordinance in accordance with Chapter 160D of the North Carolina General Statutes, including applicable procedural, substantive, and due process requirements governing development regulations. The Committee is established to assist the County in ensuring that its development regulations remain clear, internally consistent, legally compliant, and effective in promoting the public health, safety, and general welfare, while being appropriately tailored to the predominantly rural character, development patterns, infrastructure capacity, and fiscal realities of Camden County. Intent It is the intent of the Board of Commissioners that the Committee's work be guided by the following principles: Rural Character Preservation Recognize and preserve Camden County's rural character, including its agricultural heritage, working lands, low-density development patterns, natural and cultural resources, and environmentally-sensitive areas, consistent with adopted plans and applicable law. Development regulations should reflect rural scale, context, and capacity rather than urban standards. Consistency with Adopted Plans Evaluate the Unified Development Ordinance for consistency with the County's adopted Comprehensive Plan, land use plans, and other applicable policy documents, as required by G.S. 160D-108 and G.S. 160D-604, with particular attention to policies addressing rural land preservation, limited public infrastructure, and context-sensitive development. Clarity, Fairness, and Predictability Identify provisions of the UDO that are outdated, ambiguous, internally inconsistent, or difficult to administer, and recommend revisions that improve clarity, fairness, predictability, and ease of use for property owners, applicants, staff, advisory boards, and elected officials. Legal Compliance and Due Process Ensure that recommended revisions are consistent with applicable state and federal law, recent statutory changes, and relevant case law, and that development regulations establish clear, objective, and enforceable standards and procedural safeguards consistent with constitutional and statutory due process requirements. Balanced Growth Management Consider the appropriate balance between private property rights and the County's responsibility to manage growth at a scale appropriate for a rural county, protect natural and cultural resources, support rural and small-scale economic development, and ensure the provision of public services and infrastructure in a fiscally responsible manner. Administrative Efficiency Evaluate permitting and administrative procedures to ensure they are understandable, efficient, and aligned with Chapter 160D requirements, while minimizing unnecessary regulatory burden. Public Engagement and Transparency Encourage meaningful input from County staff, advisory boards, stakeholders, and the public
to the extent appropriate, recognizing the importance of transparency and trust in land use decision-making. Section 2. Scope of Work The Committee's scope of work may include, but is not limited to: - Reviewing the text, structure, and organization of the Unified Development Ordinance; - Identifying provisions of the UDO that may be outdated, ambiguous, internally inconsistent, or administratively inefficient; - Evaluating administrative and quasi-judicial procedures for compliance with Chapter 160D of the North Carolina General Statutes; - Recommending potential text amendments, map amendments, or policy changes for consideration by the Planning Board and the Board of Commissioners; and - Soliciting and considering input from County staff, advisory boards, stakeholders, and the public, as appropriate. Section 3. Membership and Organization The Committee shall be composed of members appointed by the Board of Commissioners. Membership composition, terms of service, and organizational procedures shall be established by the Board of Commissioners. Section 4. Advisory Role and Authority The Committee shall have no regulatory, legislative, or quasi-judicial authority. All findings and recommendations of the Committee shall be advisory only and shall be forwarded to the Planning Board and the Board of Commissioners for consideration and possible action in accordance with the procedures set forth in Chapter 160D of the North Carolina General Statutes.	

Motion to approve Resolution 2026-01-01 Establishing a Unified Development Ordinance (UDO) Review, Revision and Update Committee.	
RESULT:	PASSED
MOVER:	Tiffney White
AYES:	Jason Banks, Troy Leary, Randy Krainiak, Sissy Aydlett, Tiffney White

ITEM 6.	BOARD APPOINTMENTS
A. Commissioner Advisory Appointments for 2026 as assigned by Chair Banks.	

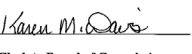
2026				
Advisory Boards w/ Required Commissioner Appointments				
ADVISORY BOARD	CURRENT APPOINTMENT	MEETING SCHEDULE	TIME	LOCATION
911 Central Communications	Sissy Aydlett	Quarterly	6 PM	Public Safety Bldg. (EC)
*Albemarle Commission Board of Delegates	Tiffney White Sissy Aydlett (alt.)	Monthly	6 PM	Albemarle Commission (Hertford)
Albemarle District Jail	Tiffney White	Monthly	12 PM	Public Safety Bldg. (EC)
Albemarle Regional Health Board	Sissy Aydlett	Monthly	6 PM (meal)	ARHS (EC)
Albemarle Rural Conservation & Dev. Council	Troy Leary	Twice annually	Evening	Agriculture Bldg. (Edenton)
Albemarle Rural Planning Organization	Troy Leary Tiffney White (alt.)	Quarterly	TBD	TBD
Animal Services Advisory Board	Troy Leary	TBD	TBD	TBD
Camden Economic Development Commission	Randy Krainiak	TBD	3 PM	Admin Office
Chamber of Commerce (Elizabeth City)	Tiffney White	Monthly	9 AM	TBD
Dismal Swamp Park Advisory Committee	Jason Banks	Quarterly	TBD	TBD
Emergency Medical Services Board	Sissy Aydlett Jason Banks	Quarterly	6 PM	Camden Library
Home & Community Block Grant	Randy Krainiak	Annually	TBD	Albemarle Commission
Juvenile Crime Prevention Council	Randy Krainiak	6 meetings annually	11 AM – 12 PM	Camden Library
Library Board of Trustees	Jason Banks	Quarterly	5:15 PM	Camden Library
NC Coastal Counties Fisheries Coalition	Randy Krainiak	As needed. Next Mtg. 2/4/26	1:00 PM	Morehead City

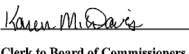
*Northeastern Workforce Dev. Consortium	Tiffney White	Twice annually	5:30 PM	Albemarle Commission
Northern Regional Advisory Board – Trillium	Sissy Aydlett	Bimonthly	4:00 – 6:00 PM	Trillium Health Resources (Ahoskie)
Parks & Recreation Advisory Board	Troy Leary	Quarterly	5:30 PM	Camden Center for Active Adults
Public Safety Organization	Troy Leary	Bimonthly	6:30 PM (meal) 7:00 PM	Rotation - TBD
Senior Advisory Board	Jason Banks	Quarterly	5:30 PM	Camden Center for Active Adults
Social Services Board	Randy Krainiak	Monthly	5:00 PM	Camden Library
Tourism Development Authority	Tiffney White	Quarterly	9:30 AM	Camden Library

*Most counties appoint the same Commissioner to both the Albemarle Commission Board and the Northeastern Workforce Development Consortium in that when the Northeastern Workforce Development Consortium meets it's usually immediately prior to the Albemarle Commission Board of Delegates meeting.

ITEM 7. CONSENT AGENDA

- A. BOC Meeting Minutes of December 1, 2025 – Herein incorporated by reference; available for public inspection in the County Clerk’s office and via the County website.
- B. Budget Amendments

2025-26-BA032				
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, 2026.				
Section 1. To amend the General Fund as follows:				
ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT INCREASE DECREASE		
Revenues 10330510-402003	LESO DISPOSAL REVENUE	\$116.00		
Expenses 105100-557003	LESO PROPERTY EXPENSE	\$116.00		
This Budget Amendment is made to appropriate funds from LESO Disposal Revenue to the LESO Property Expense received from the sale of LESO property.				
This will result in no change to the Contingency of the General Fund.				
Balance in Contingency \$20,000.00				
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 5 th day of January, 2026.				
				
Clerk to Board of Commissioners	Chair, Board of Commissioners			

2025-26-BA033				
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, 2026.				
Section 1. To amend the General Fund as follows:				
ACCT NUMBER	DESCRIPTION OF ACCT	AMOUNT INCREASE DECREASE		
Revenues 10399400-439900	FUND BALANCE APPROPRIATED	\$1,349.85		
Expenses 104500-566000	CAPITAL OUTLAY - INVENTORY	\$1,349.85		
This Budget Amendment is made to appropriate funds from fund balance appropriated to capital outlay-inventory for the replacement of the AS400 that services the Tax & Water department as their server. It is not able to be upgraded and therefore we must replace.				
This will result in no change to the Contingency of the General Fund.				
Balance in Contingency \$20,000.00				
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 5 th day of January, 2026.				
				
Clerk to Board of Commissioners	Chair, Board of Commissioners			

C. School Budget Amendments

Budget Amendment

Camden County Schools Administrative Unit

Federal Grant Fund

The Camden County Board of Education at a meeting on the 1st day of December 2025 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2026.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Services		15,870.51
5200	Special Population Services		10,775.36
5300	Alternative Programs and Svcs		2,000.00
5800	School-Based Support Svcs	33,913.40	
6100	Support & Development Svcs.		448.07
8100	Payments to Other Gov't Units	414.26	

Explanation: Revenues increased for carryover funds

Total Appropriation in Current Budget	\$	865,563.69
Amount of Increase/Decrease of Above Amendment	+	5,233.72
Total Appropriation in Current Amended Budget	\$	870,797.41

Passed by majority vote of the Board of Education of Camden County on the 1st day of December, 2025.

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 05 day of January 2026.

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

Budget Amendment

Camden County Schools Administrative Unit

State Public School Fund

The Camden County Board of Education at a meeting on the 1st day of December 2025 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2026.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Services	2,341.45	
5200	Special Population Services	2,382.70	
5300	Alternative Programs & Services	2,374.96	
5400	School Leadership Services	3,479.36	
6400	Technology Support Services	82,534.00	
6500	Operational Support Services	6,000.00	
7200	Nutrition Services	3,162.88	

Explanation:

Total Appropriation in Current Budget	\$	19,945,610.18
Amount of Increase/Decrease of Above Amendment	+	102,275.35
Total Appropriation in Current Amended Budget	\$	20,047,885.53

Passed by majority vote of the Board of Education of Camden County on the 1st day of December, 2025.

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 05 day of January 2026.

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

Budget Amendment

Camden County Schools Administrative Unit

State Public School Fund

The Camden County Board of Education at a meeting on the 1st day of December 2025 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2026.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Services	14,585.00	

Explanation:

Total Appropriation in Current Budget	\$	20,047,885.53
Amount of Increase/Decrease of Above Amendment	+	14,585.00
Total Appropriation in Current Amended Budget	\$	20,062,470.53

Passed by majority vote of the Board of Education of Camden County on the 1st day of December, 2025.

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 05 day of January 2026.

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

Budget Amendment

Camden County Schools Administrative Unit

Local Current Expense Fund

The Camden County Board of Education at a meeting on the 1st day of December, 2025 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2026.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Services	155.00	
5400	School Leadership Services		155.00

Explanation:

Total Appropriation in Current Budget	\$	5,135,818.00
Amount of Increase/Decrease of Above Amendment	+	0.00
Total Appropriation in Current Amended Budget	\$	5,135,818.00

Passed by majority vote of the Board of Education of Camden County on the 1st day of December, 2025.

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 05 day of January 2026.

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

Budget Amendment

Camden County Schools Administrative Unit

Local Current Expense Fund

The Camden County Board of Education at a meeting on the 1st day of December, 2025 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2026.

Code Number	Description of Code	Amount	
		Increase	Decrease
5100	Regular Instructional Services	2,500.00	
5200	Special Population Services		2,500.00

Explanation:

Total Appropriation in Current Budget	\$	5,135,818.00
Amount of Increase/Decrease of Above Amendment	+	0.00
Total Appropriation in Current Amended Budget	\$	5,135,818.00

Passed by majority vote of the Board of Education of Camden County on the 1st day of December, 2025.

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 05 day of January 2026.

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

Budget Amendment

Camden County Schools Administrative Unit

Capital Outlay Fund

The Camden County Board of Education at a meeting on the 1st day of December, 2025 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2026.

Code Number	Description of Code	Amount	
		Increase	Decrease
6550	Category III Projects	38,813.00	

Explanation:

Total Appropriation in Current Budget	\$	444,400.00
Amount of Increase / (Decrease) of Above Amendment	+	38,813.00
Total Appropriation in Current Amended Budget	\$	483,213.00

Passed by majority vote of the Board of Education of Camden County Schools on the 1st day of December, 2025.

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 in the minutes of said Board, this 05 day of January 2026.

Chairman, Board of County Commissioners

Clerk, Board of County Commissioners

Budget Amendment
Camden County Schools Administrative Unit
Other Local Current Expense Fund

The Camden County Board of Education at a meeting on the 1st day of December, 2025 passed the following resolution.

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2026:

Code Number	Description of Code	Amount	
		Increase	Decrease
5800	School-Based Support Services	199,000.00	
Explanation:			
	Total Appropriation in Current Budget	\$	343,392.00
	Amount of Increase/Decrease of Above Amendment		+ 199,000.00
	Total Appropriation in Current Amended Budget	\$	542,392.00

Passed by majority vote of the Board of Education of Camden County on the 1st day of December, 2025.

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 05 day of January, 2026.

Chairman, Board of Education


Secretary, Board of Education

Chairman, Board of County Commissioners

Karen M. Davis
Clerk, Board of County Commissioners



D. Pickups, Releases & Refunds

NAME	REASON	NO.
Twiford II LLC	Roll back taxes	Pick-up/25103
	\$8,050.42	R-180488-2025
Harold Walter Brumund	Turned In Plates	Pick-up/25111
	\$134.03	75358447
Clarrann Mansfield	Release solid waste fee	Pick-up/25113
	\$100.00	R-177020-2025
Glenn A. Carey, Jr.	\$0.00	Pick-up/25139
	\$486.61	R-176460-2025
Stephanie Brickhouse Jackson	Turned In Plates	Pick-up/25156
	\$157.33	83528622
Keith Marcellas Jones	Turned In Plates	Pick-up/25169
	\$704.84	86935239
Herbert Burton	Reval correction, per Robert code change and FF changed due to recorded plat. \$1,227.44	Pick-up/25166
		R-165732-2023
Herbert Burton	Reval correction, per Robert code change and FF changed due to recorded plat. \$1,227.44	Pick-up/25167
		R-173328-2024
Herbert Burton	Reval correction, per Robert code change and FF changed due to recorded plat. \$1,227.44	Pick-up/25168
		R-181021-2025
Walter William Douglas	Turned In Plates	Pick-up/25171
	\$153.67	77871206

E. Tax Collection Reports

Day	Amount	Name of Account	Deposits	Simplify - 23	PSN - 69
	\$	\$	\$	\$	\$
1	29,710.63	Ship # 1	29,710.63		
2	30,788.77	Refund - \$4.96	30,788.77		
3	33,440.49	Refund - \$1,593.39	Ship # 2 & 4	33,440.49	
6	36,492.76	Refund - \$313.00	Ship # 5 & 6	36,492.76	
	20,536.05				20,536.05
7	27,358.16	Refund - \$0.03	Ship # 7	27,358.16	
8	20,193.60		Ship # 8	20,193.60	
	23,437.94			23,437.94	
	760.83				760.83
9	21,366.08		21,366.08		
10	26,238.38		26,238.38		
13	19,265.72		19,265.72		
	19,143.81			19,143.81	
	11,069.31	PSN - Refund - \$0.12			11,069.31
14	33,906.36		33,906.36		
15	19,077.90		19,077.90		
	50,777.04		50,777.04		
	17,256.39			17,256.39	
	4,226.75	PSN - Refund - \$39.86			4,226.75
17	31,993.07	Refund - \$0.82	31,993.07		
20	19,080.75		19,080.75		
	5,850.00			5,850.00	
	9,998.83	PSN			9,998.83
21	19,194.33		19,194.33		
22	5,179.71		5,179.71		
23	20,731.74	Refund - \$1.44	20,731.74		
	7,338.55			7,338.55	
	1,281.32	PSN			1,281.32
24	32,011.98	Refund - \$0.05	32,011.98		
27	41,088.33		41,088.33		
28	12,218.57		12,218.57		
	17,522.40	Refund - \$3.99		17,522.40	
	5,475.53	PSN			5,475.53
29	33,981.19		33,981.19		
30	17,008.93		17,008.93		
31	24,894.14	Refund - \$0.02	24,894.14		
	678.57	Refund - # 99 - \$92.00	678.57		
	23,955.34			23,955.34	
	242.59	PSN			242.59
		\$92.00 should be Water posted in Tax			
		Melinda Vasca - \$21.70 - Oct 24, 2025			
		should be for DMV			
		Rejected - OJC Real Estate LLC			
		\$2,148.97 - Oct. 29, 2025			
		Deposit # 20- corrected - (\$200.00)			
Total Collections	\$ 811,412.07		\$ 607,024.20	\$ 150,726.66	\$ 53,991.21
Total Bank Deposits and Transfers/PSN	\$ 811,412.07		\$ 811,412.07		
		PSN Check fees - \$23.10 for info only, fees were paid to PSN			
Refund	\$ 1,959.78				
Over	\$ -				
Short	\$ -				
Adjustment	\$ -				
NET TOTAL	\$ 809,452.29				

Submitted By: Kary S. Anderson Date: 11-17-25
Approved By: [Signature] Date: 11/05/2026

Approved By: 

Tax Collection Report NOVEMBER 2025					
Day	Amount	Name of Account	Deposits	Simplify - 23	PSN - 69
	\$	\$	\$	\$	\$
3	112,680.08	Slip # 1 & 2	112,680.08	-	-
	3,311.56				3,311.56
4	19,075.03		19,075.03		
5	15,499.51		15,499.51		
	13,894.00			13,894.00	
6	22,131.02	Refund - \$76.11	22,131.02		
7	23,346.88		23,346.88		
10	32,318.87		32,318.87		
	14,590.00			14,590.00	
	5,806.43				5,806.43
12	30,591.73		30,591.73		
13	17,975.96		17,975.96		
14	11,925.75			11,925.75	
	7,869.36	PSN - Refund - \$5.61			7,869.36
	34,109.04		34,109.04		
17	82,998.49	Refund - \$8.05	82,998.49		
	18,855.72			18,855.72	
18	25,338.69	Refund - \$30.00	25,338.69		
19	32,534.66		32,534.66		
20	41,855.84	Refund - \$0.30	41,855.84		
	346,040.57	Slip # 15 & 17	346,040.57		
21	14,618.22		14,618.22		
	472,926.57		472,926.57		
	19,707.83			19,707.83	
24	26,828.45	Refund - \$100.76	26,828.45		
	298,110.38	Slip # 20 & 21	298,110.38		
25	21,480.61		21,480.61		
	4,928.00			4,928.00	
	47,570.33	Refund - \$0.45	47,570.33		47,570.33
26	18,977.85		18,977.85		
	3,300.00			3,300.00	
	3,395.31				3,395.31
		Ryan Turner - 11/18/2025 - \$69.26	-		
		should be for DMV	-		
			-		
		Cindy Gaston - 11/19/2025 - \$404.34	-		
		should be for DMV	-		
			-		
			-		
			-		
			-		
Total Collections	\$ 1,843,497.74		\$ 1,688,433.45	\$ 87,201.30	\$ 67,862.99
Total Bank Deposits					
Land Transfer/PSN	\$ 1,843,497.74		\$ 1,843,497.74		
		PSN Check fees - \$ 40.70 for info only, fees were paid to PSN			
Refund	\$ (203.28)				
Over	\$ -				
Short	\$ -				
Adjustment					
NKT TOTAL	\$ 1,843,294.46				

Submitted By: Rita S. Anderson Date: 12-8-25
Approved By: [Signature] Date: 01/05/2024

Approved By: 

F. Tax Refunds Over \$100

REFUNDS OVER \$100.00

REFUND	REMIT TO	REFERENCE	DRAWER/TRANSACTION INFO		
\$ 1,227.44	Burton, Herbert 102 Sunset Ave Camden, NC 27921	2023 R03-8943-04-83-5961-0000 Value Correction Per Robert	20251204	99	289602
\$ 1,227.44	Burton, Herbert 102 Sunset Ave Camden, NC 27921	2024 R03-8943-04-83-5961-0000 Value Correction Per Robert	20251204	99	289603
\$ 1,227.44	Burton, Herbert 102 Sunset Ave Camden, NC 27921	2025 R03-8943-04-83-5961-0000 Value Correction Per Robert	20251204	99	289604
\$ 619.02	Overman, Mark & Cynthia 116 Garrington Island Rd Shawboro, NC 27973	2025 R03-8974-00-11-9267-0000 Bill #R182163 Pd By Caplan Law Group	20251205	1	289646
\$ 100.76	Ssary, Kathleen Williams 112 Seymour Dr Camden, NC 27921	Overpaid 4 Bills. Bill #R179530/25 R179531/25, R179532/25 & R1795833/25	20251124	1	289321

Submitted by

Date 12-12-25

Lisa S. Anderson, Tax Administrator Camden County

Approved by

Date 1/5/2026

Dr. Jason Banks, Chair Camden County Board of Commissioners

G. Vehicle Tax Refunds Over \$100



North Carolina Vehicle Tax System

Pending Refund Report

NOVEMBER, 2025 VEHICLE REFUNDS OVER \$100.00

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
DOUGLAS, WALTER WILLIAM	DOUGLAS, WALTER WILLIAM		177 WILLETTS BRIDGE RD	CAMDEN, NC 27921	Proration	0077871200	WKE5410	PENDING	238651682	Refund generated due to proration on Bill #0077871200-2024-	Tag Surrender	12/10/2025		1843	TAX	(\$151.79)	\$0.00	(\$151.79)
JACKSON, CHRISTOPHER NATHAN	JACKSON, CHRISTOPHER NATHAN	JACKSON, STEPHANIE	159A HORSESHOE BRICKHOUSE RD	SOUTH WELLS, NC 27976	Proration	0083528622	LPV7351	AUTHORIZED	238206008	Refund generated due to proration on Bill #0083528622-2024-	Tag Surrender	12/2/2025	12/3/2025	1	TAX	(\$155.21)	\$0.00	(\$155.21)
JONES, KEITH MARCELLAS	JONES, KEITH MARCELLAS		272 MCPHERSON RD	SOUTH WELLS, NC 27976	Proration	0086935239	VHL6985	AUTHORIZED	238206038	Refund generated due to proration on Bill #0086935239-2025-	Tag Surrender	12/2/2025	12/3/2025	1	TAX	(\$95.32)	\$0.00	(\$95.32)
										2025-0000-00								Refund \$704.84

Submitted by

Date 12-12-25

Lisa S. Anderson, Tax Administrator Camden County

Approved by

Date 01/05/2026

Dr. Jason Banks, Chair Camden County Board of Commissioners

H. Proposed EMS Billing Fee Schedule Update 2026

Camden County

Emergency Medical Services

2025-2026 Fee Schedule

Camden County EMS fees for services as indicated:

Transport	
ALS-I Emergency*	\$690.01
ALS-II Emergency*	\$998.67
BLS-Emergency*	\$581.05
BLS-Non Emergency*	\$363.16
ALS-I Non Emergency*	\$435.79
Transports to Funeral Homes	\$250.00
Ground Mileage - ALS or BLS (Per Mile)	\$14.50

No Transport	
ALS-I or II Treatment / No Transport	\$300.00
BLS Treatment / No Transport	\$0.00

Standby	
ALS Ambulance Crew Standby (EMT-Paramedic) - Per hour	\$75.00
BLS Ambulance Crew Standby (EMT-EMT) - Per hour	\$65.00
BLS EMS Provider - EMT - Per hour	\$30.00
ALS EMS Provider - Paramedic - Per hour	\$40.00

*Fee schedule will be adjusted in January of each year at 130% minimum when updated by Medicare

I. Set Public Hearing for February 2, 2026 for Special Use Permit 2024-06-126 for Camden Fields Event Venue LLC

Doug Mentzer, representing Camden Fields Event Venue LLC has requested a Special Use Permit on 3.13-acre parcel located at 890 NC Highway 343 North. The request is to permit the Event Venue Use Type.

J. Set Public Hearing for February 2, 2026 UDO Text Amendment 2025-12-234 for Clarification to the Camden County Unified Development Ordinance.

Motion to approve the Consent Agenda as presented.

RESULT:	PASSED
MOVER:	Sissy Aydlett
AYES:	Jason Banks, Troy Leary, Randy Krainiak, Sissy Aydlett, Tiffney White

ITEM 8. COUNTY MANAGER’S REPORT

County Manager Erin Burke included the following in her report to the Board:

- Christmas Tree Lighting
- South Mills Christmas Parade
- Biweekly high school construction meetings continue; interior color selection complete
- Treasure Point groundbreaking and ongoing monthly meetings
- American Revolution Experience Exhibit preparations
- Economic Development prospect
- School Funding 101: What Counties Pay For and Why it Matters – NCACC
- Real Money Real World Simulation at Camden County High School
- The Legal and Policy Landscape: Statutory Requirements, Leandro, and Local Flexibility – NCACC
- Christmas present sponsorship with Camden County Schools
- Pasquotank-Camden Local Emergency Planning Committee annual meeting
- Jail Board Meeting
- Employee Christmas Luncheon
- TDA and Museum Staff Camden Christmas Tree at Museum of the Albemarle
- New high school update video

ITEM 9. COMMISSIONER REPORTS

Commissioner Aydlett

- Albemarle Regional Health Services Christmas Celebration
- South Mills Christmas Parade
- County Staff Christmas Luncheon
- Polar Express Event at Grandy Primary School

ITEM 10. INFORMATION FROM OTHER DEPARTMENTS & AGENCIES

A. Financial Report

Fund	Year to Date	November	2025
10 General Fund	Budgeted	Revised	Collections/Spent
Revenues	\$ 25,139,000	\$ 26,373,478	\$ 6,277,428
Expenses	\$ 25,139,000	\$ 26,373,478	\$ 10,024,060
12 Code Enforcement			
Revenues	\$ 60,000		\$ 100
Expenses	\$ 60,000		\$ -
13 R/D Auto Enhancement			
Revenues	\$ 6,550		\$ 2,733
Expenses	\$ 6,550		\$ 6,550
15 Tourism Development Authority			
Revenues	\$ 38,160	\$ 40,210	\$ 14,529
Expenses	\$ 38,160	\$ 40,210	\$ 16,352
22 Opioid Litigation Settlement			
Revenues	\$ 270,219		\$ 64,091
Expenses	\$ 270,219		\$ -
23 Water & Sewer Reserve Fund			
Revenues	\$ 74,500		\$ 928,950
Expenses	\$ 74,500		\$ -
29 Water & Sewer Projects			
Revenues	\$ 1,514,493		\$ 69,663
Expenses	\$ 1,514,493		\$ -
30 Camden Water/Sewer District			
Revenues	\$ 3,038,723	\$ 3,007,643	\$ 956,148
Expenses	\$ 3,038,723	\$ 3,007,643	\$ 865,390
32 Dismal Swamp Gift Shop			
Revenues	\$ 47,150		\$ 22,909
Expenses	\$ 47,150		\$ 11,872
36-39 Watersheds			
Revenues	\$ 62,339		\$ 46,526
Expenses	\$ 62,339		\$ 2,800
40 Shiloh Courthouse Fire			
Revenues	\$ 545,143	\$ 551,545	\$ 188,702
Expenses	\$ 545,143	\$ 551,545	\$ 227,432
41 South Mills Fire			
Revenues	\$ 339,764	\$ 351,889	\$ 118,127
Expenses	\$ 339,764	\$ 351,889	\$ 91,574
50 School Fund			
Revenues	\$ 8,100		\$ 1,257

Expenses	\$ 8,100	\$ -
51 Public Assistance - Trustees		
Revenues	\$ 24,144	\$ 49,201
Expenses	\$ 24,144	\$ 49,201
52 Social Services		
Revenues	\$ 1,666,647	\$ 1,703,697
Expenses	\$ 1,666,647	\$ 1,703,697
53 Joyce Creek Drainage District		
Revenues	\$ 44,675	\$ 21,896
Expenses	\$ 44,675	\$ 5,502
56 Ferebee Courthouse Trust		
(Spent on Courthouse Roof)		
Revenues	\$ 1,771	\$ 7
Expenses	\$ 1,771	\$ -
60 Dismal Swamp Visitor Center		
Revenues	\$ 204,440	\$ 40,000
Expenses	\$ 204,440	\$ 78,983
63 State Boat Ramp Grant		
Revenues	\$ 49,118	\$ 209
Expenses	\$ 49,118	\$ -
70 Revaluation Reserve Fund		
Revenues	\$ 30,500	\$ 853
Expenses	\$ 30,500	\$ -
71 Unrestricted Capital Reserve		
Revenues	\$ 1,070,597	\$ 530,578
Expenses	\$ 1,070,597	\$ -
75 School Capital Reserve		
Revenues	\$ 2,973,768	\$ 16,145,642
Expenses	\$ 2,973,768	\$ 21,432,049
Total		
Revenues	\$ 37,209,801	\$ 25,881,845
Expenses	\$ 37,209,801	\$ 38,496,083

B. Library Report

Camden County Public Library	
July - December 2025, 6 Month Statistics	
MONTH REPORT	
Visitor Count	12,213
Materials Check Outs & Renewals	23931
Libby – Overdrive (magazines, eBooks & audiobooks)	2071
Computer/ Wireless Use	1821/1613
Questions Answered	1675
Children’s Programs/Attendance	110/2658
Teen Program/Attendance	16/108
Adult Programs/Attendance	31/448
Outreach Programs/Attendance	9/32
Study Room Usage/Attendance	178/413
Meeting Room Usage/Attendance	15/164
Days/Hours Open	145/1204
# Items in Collection	24,371
Library Card Holders	3,449

Comparison by Year

2023-2025

Attendance

2023	10,450
2024	12,186
2025	12,213

Circulation

2023	25,385
2024	25,423
2025	26,002

C. Register of Deeds Report

Camden County Register of Deeds: Ashley Jennings									
November									
2025 Daily Deposit									
DATE	NC CHILDRENS TRUST	NC DOM. VIO. FUND	STATE REV. STAMPS	COUNTY REV. STAMPS	RETIREMEN	AUTO FUND	STATE TREASURY	ROD GENERAL	TOTAL
11/03/25	\$ -	\$ -	\$ 533.61	\$ 555.39	\$ 4.26	\$ 24.04	\$ 49.60	\$ 206.10	\$ 1,373.00
11/04/25	\$ -	\$ -	\$ 828.59	\$ 862.41	\$ 4.46	\$ 24.85	\$ 49.60	\$ 218.29	\$ 1,988.20
11/05/25	\$ -	\$ -	\$ 47.04	\$ 48.96	\$ 6.45	\$ 40.62	\$ 43.40	\$ 339.53	\$ 526.00
11/06/25	\$ -	\$ -	\$ 649.25	\$ 675.75	\$ 4.58	\$ 28.52	\$ 31.00	\$ 240.90	\$ 1,630.00
11/07/25	\$ -	\$ -	\$ 765.38	\$ 796.62	\$ 6.30	\$ 36.10	\$ 68.20	\$ 309.40	\$ 1,982.00
11/10/25	\$ -	\$ -	\$ -	\$ -	\$ 3.02	\$ 18.35	\$ 24.80	\$ 154.83	\$ 201.00
11/11/25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11/12/25	\$ 5.00	\$ 30.00	\$ -	\$ -	\$ 2.91	\$ 13.14	\$ 24.80	\$ 118.15	\$ 194.00
11/13/25	\$ -	\$ -	\$ 1,390.62	\$ 1,447.38	\$ 5.01	\$ 28.99	\$ 49.60	\$ 250.40	\$ 3,172.00
11/14/25	\$ -	\$ -	\$ 459.62	\$ 478.38	\$ 3.87	\$ 22.10	\$ 43.40	\$ 188.63	\$ 1,196.00
11/17/25	\$ -	\$ -	\$ 1,038.80	\$ 1,081.20	\$ 7.39	\$ 42.50	\$ 80.60	\$ 361.91	\$ 2,612.40
11/18/25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11/19/25	\$ -	\$ -	\$ 1,215.20	\$ 1,264.80	\$ 5.55	\$ 34.32	\$ 37.20	\$ 292.93	\$ 2,850.00
11/20/25	\$ -	\$ -	\$ 372.40	\$ 387.60	\$ 2.31	\$ 14.34	\$ 18.60	\$ 118.75	\$ 914.00
11/21/25	\$ -	\$ -	\$ 605.64	\$ 630.36	\$ 3.52	\$ 21.70	\$ 24.80	\$ 184.98	\$ 1,471.00
11/24/25	\$ -	\$ -	\$ 492.94	\$ 513.06	\$ 5.08	\$ 31.04	\$ 43.40	\$ 258.68	\$ 1,344.20
11/25/25	\$ 5.00	\$ 30.00	\$ -	\$ -	\$ 5.71	\$ 32.38	\$ 37.20	\$ 270.71	\$ 381.00
11/26/25	\$ -	\$ -	\$ 323.40	\$ 336.60	\$ 4.58	\$ 26.11	\$ 49.60	\$ 224.71	\$ 965.00
11/27/25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
11/28/25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.00
									\$ -
TOTAL	\$ 10.00	\$ 60.00	\$ 8,722.49	\$ 9,078.51	\$ 75.00	\$ 439.10	\$ 675.80	\$ 3,738.90	\$ 22,799.80

Ledger Report Fee Distribution	
ASHLEY JENNINGS, REGISTER OF DEEDS	
Camden, NC	
Date Range From Saturday, November 1, 2025 to Sunday, November 30, 2025	
Name	Amount
NC Children's Trust Fund	\$10.00
NC Domestic Violence Fund	\$60.00
State Revenue Stamp	\$8,722.49
County Revenue Stamp	\$9,078.51
Land Transfer Fee	\$0.00
Floodplain Map Fund	\$0.00
Supplemental Retirement	\$75.00
ROD Automation Fund	\$439.10
Dept Of Cultural Resources	\$0.00
Vital Records Fund	\$0.00
State General Fund	\$0.00
State Treasurer Amount	\$675.80
ROD General Fund	\$3,738.90
Total Distribution For Period	\$22,799.80
Cash Total	\$554.80
Check Total	\$3,427.00
Pay Account Total	\$249.00
ACH Total	\$18,569.00
Escrow Account Total	\$0.00
Overpayment Total	\$0.00
Total Deposit For Period	\$22,799.80

ITEM 11. PUBLIC COMMENTS (GENERAL)

Nicole Chick addressed the board in regard to the UDO Committee and expectations as far as a timeframe for implementation. Manager Burke stated that the Board should be able to make appointments at the February meeting.

Garland Rountree of Camden expressed his concerns in regard to maintenance of the private road (Lister Drive) on which he lives, while continuing to work past retirement to pay his property tax bill. He inquired as to how the county may be able to assist him with the situation with the road or a tax deduction. Mr. Rountree provided his contact information for follow-up from county staff.

ITEM 12. ADJOURN

There being no further matters for discussion Chair Banks adjourned the meeting at 7:47 PM and convened the South Camden Water & Sewer District Board of Directors.

South Camden Water & Sewer District Board of Directors

Consideration of the Agenda

Motion to approve the agenda as presented.

RESULT:	PASSED
MOVER:	Sissy Aydlett
AYES:	Jason Banks, Troy Leary, Randy Krainiak, Sissy Aydlett, Tiffney White

Public Comments – None

A. Monthly Report – Chas Sawyer

South Camden Water & Sewer Board			
Monthly Work Order Statistics Report			
Period: NOVEMBER 2025			
	Submitted Work Orders	Completed Work Orders	Percentage Completed
Water/Distribution	154	100%	100%
Sewer/Collection	0	100%	100%
Collections/Distribution			
Water line locates			0
Sewer line locates			0
Water & Sewer locates same ticket			135
Hydrants tested			0
New services installed			0
Water Treatment			
Total water treated		16,726,000 gallons	
Daily average		558,000 gallons per day (77% capacity)	
Current capacity		720,000 gallons per day	
Waste Water Treatment			
Facility	Gallons per day	Permitted Capacity	
South Mills WWTP	12,861 gallons per day	100 000 gallons per day(13% Capacity)	
Courthouse Area WWTP	29,673 gallons per day	50 000 gallons per day(59% Capacity)	

SOUTH CAMDEN WATER & SEWER BOARD MONTHLY WATER STATISTICS REPORT										
Date	Work Orders Submitted	Percentage Complete	Uncompleted	Water / Distribution	Sewer / Collection	Water Locates	Sewer Locates	Water / Sewer Locate	Hydrant Flow Test	New Svc
2022										
Jan	90	100%	0%	89	1	96	6	6	0	0
Feb	108	100%	0%	108	0	73	5	4	0	0
March	90	100%	0%	89	1	64	7	6	0	1
April	82	100%	0%	81	1	74	13	4	0	5
May	95	100%	0%	94	1	58	11	2	0	1
June	127	100%	0%	126	1	87	8	4	0	2
July	121	100%	0%	120	1	73	13	11	0	1
August	129	100%	0%	128	1	39	6	5	3	1
Sept	96	100%	0%	95	1	82	10	4	8	0
Oct	84	100%	0%	84	0	110	8	7	5	1
Nov	76	100%	0%	76	0	76	5	8	6	2
Dec	86	100%	0%	86	0	73	1	4	5	0
2023										
Jan	87	100%	0%	87	0	106	12	6	0	0
Feb	73	100%	0%	72	1	59	7	17	0	3
March	74	100%	0%	74	0	92	1	2	5	4
April	80	100%	0%	80	0	68	2	2	0	2
May	89	100%	0%	88	1	204	3	7	0	2
June	90	100%	0%	87	3	20	1	3	0	1
July	65	100%	0%	64	1	54	3	17	0	0
August	57	100%	0%	57	0	91	10	10	0	0
Sept	63	100%	0%	62	1	5	1	47	0	1
Oct	130	100%	0%	129	1	46	7	3	0	2
Nov	207	100%	0%	206	1	47	9	13	0	1
Dec	75	100%	0%	75	0	50	10	5	2	1
2024										
Jan	113	100%	0%	112	1	25	0	5	0	1
Feb	76	100%	0%	74	2	55	5	15	0	5
March	87	100%	0%	84	3	65	6	30	8	1
April	72	100%	0%	72	0	10	5	65	12	1
May	82	100%	0%	80	2	10	4	46	5	0
June	119	100%	0%	117	2	56	12	12	9	2
July	107	100%	0%	105	2	60	0	15	10	2
August	95	100%	0%	91	4	55	0	23	10	1
Sept	175	100%	0%	173	2	75	1	14	25	1
Oct	136	100%	0%	136	1	52	0	23	15	5
Nov	203	100%	0%	201	2	21	0	55	11	0
Dec	143	100%	0%	143	0	12	0	40	10	0

SOUTH CAMDEN WATER & SEWER DISTRICT MONTHLY WATER REPORT													
month	active	work	locates	new	gallons	tap fees	total	gallons	sewer	sewer	gallons	sewer	sewer
	meters	orders		serv	sold		collected	sold	collected	cust	sold	collected	cust
					meters			meters		Core	meters	S. Mills	S. Mills
					water			sewer			sewer		
											S. Mills		
2023													
January	2,352	87	124	0	24,185,560	\$77,001.00	\$207,841.11	625,700	\$11,788.69	56	189330	\$4,049.99	89
Feb	2,362	73	83	3	12,828,862	\$16,300.00	\$143,633.26	759,740	\$8,371.22	57	178400	\$4,262.81	85
March	2,365	74	95	4	12,465,862	\$13,967.00	\$152,264.00	669,430	\$12,870.57	58	305060	\$3,368.05	85
April	2,372	80	74	2	13,002,292	\$16,200.00	\$149,165.83	823,450	\$11,612.19	58	217790	\$2,669.83	85
May	2,375	89	204	2	13,361,244	\$14,467.00	\$158,428.61	606,290	\$11,070.58	60	234090	\$3,817.58	85
June	2,381	90	24	1	20,802,455	\$28,100.00	\$168,578.13	689,200	\$11,199.22	60	269370	\$3,636.70	84
July	2,390	65	74	0	22,567,978	\$4,000.00	\$185,382.89	621,528	\$10,979.56	59	279490	\$3,222.69	82
August	2,392	57	111	1	18,177,536	\$17,667.00	\$144,487.45	632,482	\$9,869.06	61	273090	\$3,915.30	82
Sept	2,398	63	53	1	26,509,735	\$8,000.00	\$156,868.21	811,834	\$10,510.54	61	315820	\$3,828.18	82
Oct	2,397	130	56	2	12,881,724	\$0.00	\$166,859.48	189,613	\$14,027.26	60	261025	\$3,658.54	85
Nov	2,397	206	69	1	21,221,672	\$42,500.00	\$173,217.73	1,330,357	\$6,759.66	61	285730	\$2,946.04	87
Dec	2,400	75	65	1	13,689,890	\$0.00	\$173,067.45	841,209	\$18,516.89	61	296760	\$4,665.47	87
2024													
January	2,400	112	30	1	22,069,376	\$8,000.00	\$183,857.26	498,511	\$16,857.22	61	263055	\$3,562.03	87
Feb	2,401	76	60	5	16,274,414	\$4,000.00	\$117,817.13	716,679	\$8,311.88	61	236475	\$3,298.59	88
March	2,400	87	71	1	14,153,472	\$11,334.00	\$170,210.00	673,630	\$8,089.58	61	272460	\$3,847.68	87
April	2,410	72	80	1	12,591,422	\$154,925.00	\$295,617.61	489,300	\$10,409.16	64	280130	\$4,089.46	85
May	2,422	82	60	0	22,055,398	\$108,400.00	\$245,835.57	855,650	\$11,613.11	64	251980	\$4,445.12	87
June	2438	119	68	2	20,128,333	\$49,467.00	\$216,847.74	680,990	\$13,275.01	71	351090	\$3,083.89	87
July	2,449	107	75	2	21,281,937	\$88,717.00	\$277,914.69	545,210	\$12,347.58	88	351,090	\$3,083.89	87
August	2,451	95	78	1	10,107,024	\$103,867.00	\$277,863.85	627,210	\$7,265.74	89	351,090	\$3,884.89	87
Sept	3,890	175	75	1	21,690,624	\$67,600.00	\$254,497.81	1,706,960	\$15,115.85	179		\$3,702.45	
Oct	3,889	138	75	5	13,105,219	\$20,000.00	\$232,010.91	861,858	\$17,336.83	182		\$369.37	
Nov	3,898	203	76	0	28,985,320	\$9,667.00	\$181,392.24	1,257,102	\$14,475.33	186			
Dec	3,881	143	52	0	19,295,150	\$35,900.00	\$248,021.57	1,103,850	\$19,508.38	185			

2025 High Service Pump Flows		
Month	Monthly Total	Average Daily Use
Jan-25	17,232,000	.555,870
Feb-25	16,475,000	.588,393
Mar-25	18,365,000	.592,419
Apr-25	17,701,000	.590,033
May-25	19,701,000	.635,516
Jun-25	19,004,000	.633,467
Jul-25	19,014,000	.613,355
Aug-25	18,700,000	.603,226
Sep-25	17,684,000	.589,467
Oct-25	17,300,000	.558,065
Nov-25	16,726,000	.558,000
Dec-25		
Yearly Totals		

- Southern Corrosion’s tank inspection included the following:
- Shiloh Water Tower – Satisfactory
 - Burnt Mills Tower – Satisfactory
 - South Mills Tower – Satisfactory; repainting scheduled in the next few years
 - Ground Storage Tanks (South Mills)
 - Bolted tank needs repair
 - Welded tank will be monitored – possible future repairs needed

- Additional Updates:
- High School Project: Water line to be activated soon
 - SCADA system soon to be integrated.
 - Water main break north of Lambs Road the previous weekend; staff worked quickly and efficiently to repair

Motion to approve the monthly report as presented.

RESULT:	PASSED
MOVER:	Troy Leary
AYES:	Jason Banks, Troy Leary, Randy Krainiak, Sissy Aydlett, Tiffney White

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

RESULT:	PASSED
MOVER:	Sissy Aydlett
AYES:	Jason Banks, Troy Leary, Randy Krainiak, Sissy Aydlett, Tiffney White

There being no further matters for discussion Chair Banks adjourned the South Camden Water & Sewer District Board of Directors at 7:55 PM.