



**Town of Belhaven  
Board of Aldermen Regular Meeting  
Monday, April 8, 2024 – 6 PM  
257 W. Pungo Street**

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**AGENDA**

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- I. Call to Order – Mayor Ricky Credle
- II. Conflict of Interest Statement: *“Members of the Belhaven Board of Aldermen are advised, hereby, of their duty under the Local Government Ethics Act to avoid conflicts of interest and the appearance of such conflict; and further, are instructed to refrain from participating in any matter coming before this Board of Aldermen with respect to which there is a conflict of interest or appearance of such conflict.”*
- III. Invocation & Pledge of Allegiance
- IV. Adoption of Agenda – April 8, 2024
- V. Approval of Minutes –Regular Scheduled Meeting March 11, 2024  
Special Called Meeting March 25, 2024
- VI. Presentation – Annual Financial Audit: Thompson, Price, Scott, Adams & Co.
  1. Approve Contract Amendment
- VII. Public Comments
- VIII. Finance Report –Lynn Davis
  1. Financial Report – March 31, 2024
- IX. Town Manager’s Report – Lynn Davis
- X. Old Business- None
- XI. New Business
  1. Crossing Grade Agreement with Carolina Coastal Railway Co. Inc.
  2. Appointment of Administrative Chief of Police Department
  3. Amend Town of Belhaven Travel Policy
  4. Approve Letter of Engagement with Jeff Best, CPA
  5. Approve Contract to Audit Accounts for FY23
- XII. Board members discussion/remarks
- XIII. Adjournment

**NEXT MEETING: MONDAY, MAY 13, 2024**

Meeting Date: April 8, 2024 **MINUTES APPROVAL**

Agenda Item: Approval: Minutes for Board of Aldermen Regular Meeting March 11, 2024

**Background Information:** Minutes of the March 11, 2024 Regular Scheduled Board of Aldermen Meeting are attached for review, corrections if needed, and approval.

**Staff Recommendation:** Approve minutes as written or with changes noted.

**Cost of Implementation:** N/A

Motion: \_\_\_\_\_ 2nd: \_\_\_\_\_

Approved or Denied: \_\_\_\_\_ Date: \_\_\_\_\_



**Town of Belhaven**  
**Board of Aldermen Regular Meeting**  
**Monday, March 11, 2024 – 6PM**  
**257 W. Pungo Street**

The Belhaven Board of Aldermen met on Monday, March 11, 2024 at the Belhaven Civic Center, 257 W. Pungo Street, Belhaven, NC. Board members present were: Mayor Ricky Credle, Aldermen Shanika Ebron, Greg Satterthwaite, and Carrie Bonnie. Administrative staff present were Town Manager Lynn Davis, Town Attorney Chad Stoop, Finance Director Jacki Waldron, and Town Clerk Camry Sadler. The meeting was called to order at 6:02 PM.

Mayor Credle read the Conflict of Interest Statement:

*"Members of the Belhaven Board of Aldermen are advised, hereby, of their duty under the Local Government Ethics Act to avoid conflicts of interest and the appearance of such conflict and further, are instructed to refrain from participation in any matter coming before this Board of Aldermen with respect to which there is a conflict of interest or appearance of such conflict."*

**INVOCATION & PLEDGE OF ALLEGIANCE**

Mayor Credle asked Alderman Greg Satterthwaite to lead the Invocation and the Pledge of Allegiance.

**ADOPTION OF AGENDA**

Mayor Credle asked if there were any changes to tonight's agenda. Manager Davis requested to add a Closed Session to further discuss town personnel.

**A motion was made by Alderman Ebron to adopt the February 12, 2024 agenda with noted changes. The motion was seconded by Alderman Bonnie. The motion passed 3-0.**

**APPROVAL OF MINUTES-BOARD OF ALDERMEN MEETING FEBRUARY 12, 2024 AND FEBRUARY 28, 2024 SPECIAL CALLED MEETING**

Mayor Credle asked if there were any corrections or additions to the February Board of Aldermen regular scheduled meeting minutes.

**A motion was made by Alderman Bonnie to approve the Board of Aldermen February meeting minutes. The motion was seconded by Alderman Ebron. The motion passed 3-0.**

Mayor Credle asked if there were any corrections or additions to the February Board of Aldermen special called meeting minutes.

**A motion was made by Alderman Satterthwaite to approve the Board of Aldermen February special called meeting minutes. The motion was seconded by Alderman Ebron. The motion passed 3-0.**

**PUBLIC HEARING: CONSIDERATION OF ZONING AMENDMENT: REGULATION OF FOOD TRUCKS**

53 **A motion was made by Alderman Ebron to open the Public Hearing to consider a zoning**  
54 **ordinance amendment to allow the operation of food trucks in the General Business, Highway**  
55 **Business, and Marine Business Zoning Districts. The motion was seconded by Alderman**  
56 **Bonnie. The motion passed 3-0.**

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58 The purpose of this public hearing is for the consideration of a zoning ordinance amendment to allow  
59 the operation of food trucks in the General Business, Highway Business, and Marine Business Zoning  
60 Districts. Regulations have been drafted by the Planning Board for the council's approval. The public is  
61 allowed an opportunity to express their views concerning the proposed amendment. Business owners  
62 in the Town were sent letters regarding the proposed regulations and were invited to voice their  
63 concerns.

64  
65 Restaurant owners from River Forest Manor, Fish Hooks, and Spoon River were all in agreeance that  
66 fees for food trucks should be enforced. The cost of running a restaurant is expensive and outside  
67 vendors should have to pay to set up here. Local restaurants have worked hard to build their  
68 businesses and reputations in this town. Food trucks not only take revenue away from local restaurants  
69 for the day, but customers could potentially follow these businesses out of Belhaven.

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71 Carol Roop from the Chamber of Commerce recommended charging food truck vendors a higher  
72 operating fee on weekends to help avoid losing the town's weekend business.

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74 **A motion was made by Alderman Bonnie to close the Public Hearing. The motion was seconded**  
75 **by Alderman Ebron. The motion passed 3-0.**

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77 **HAPPY 125<sup>TH</sup> BIRTHDAY TO THE TOWN OF BELHAVEN!** The council presented refreshments to  
78 community members present.

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80 **SPECIAL PRESENTATION: DOWN EAST PRESERVATION PRESENTATION- DAWSON TYLER**

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82 Mr. Dawson Tyler has recently expanded his business here in Belhaven. Many citizens have witnessed,  
83 with curiosity, his remodel of the gas station on Main Street. Mr. Tyler wanted an opportunity to share his  
84 vision of preservation and information about his business, Down East Preservation, with the Town. He  
85 currently has 35 employees in the Edenton office. Down East has preserved 48 historic homes to date in  
86 addition to The Herringbone Restaurant, Blue Moon Beach Grill, The Jackson Dairy, and Kadash A.M.E.  
87 Zion Church just to name a few. The company specializes in recreating moldings, fireplaces, historic  
88 doors, custom furniture and built-ins, and stained glass. Mayor Ricky Credle encouraged the citizens to  
89 stop by the Belhaven office to check it out.

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92 **PUBLIC COMMENTS**

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94 Citizens are given the opportunity to voice their opinions, concerns, compliments, etc. about town  
95 matters. Each citizen is given 3 minutes to speak. Mayor Credle opened the floor for comments. The  
96 following public comments were received.

97  
98 Carol Roop, Chamber of Commerce

99 Ms. Roop thanked Dawson Tyler for the presentation and all the work that was completed on the Main  
100 Street office. Friday March 15, at 10 AM there is a town litter clean up scheduled. This will take place  
101 monthly in different areas of Belhaven. She reminded everyone it is no one specific person's job to  
102 clean up but all the citizens. May 18, Trinity Methodist Women's Club has a plant exchange. Happy  
103 Birthday to the town on 3/7. Local business's had a great turnout with this celebration. They offered  
104 refreshments and discounts in store. Friday March 8, River Forest Manor had a successful Girls Night

105 Out, March 9, Wine and Design Event was sold out. Everyone continue to “prettify” our town-If a  
106 Saturday clean up would work better for people, let her know and she will advertise.

107

108 Debra Moore, 460 E Pungo St.

109 Ms. Moore made the recommendation of having the town litter clean up on Saturdays so more people  
110 could attend. She reported, as of February 12 cats had been spayed/neutered with more scheduled in  
111 March and 35 cats had been fixed out of the West Pungo colony. She is working with a local rescue  
112 organization for vouchers to help offset the cost of spay/neuters.

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114 This concluded Public Comments.

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## 116 **FINANCE REPORT/BUDGET ORDINANCE AMENDMENTS**

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### 118 **Financial Report**

119 Finance Officer Waldron presented the financial results as of February 29, 2024. She  
120 referenced the disclaimer that the information provided in these reports are Compiled Financial  
121 Statements (unaudited). They are for the timely release of financial information only. They do  
122 not provide independent 3<sup>rd</sup> party assurance about the accuracy of the information contained  
123 therein. She stated that if the council had any questions about the financial reports to come  
124 see her in her office.

125

126 ***A copy of the “Financial Report as of February 29, 2024” is herein attached as Exhibit A and***  
127 ***incorporated by reference.***

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### 129 **BUDGET AMENDMENTS**

130 Budget Ordinance Amendment #9: Amend the revenues for Governor’s Crime Commission  
131 Police Department Grant.

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133 **A motion was made by Alderman Ebron to approve Budget Ordinance Amendment #9. The**  
134 **motion was seconded by Alderman Satterthwaite. The motion passed 3-0.**

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136 ***A copy of the “Budget Ordinance Amendment #9” is herein attached as Exhibit B and***  
137 ***incorporated by reference.***

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## 140 **TOWN MANAGER’S REPORT**

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142 Manager Lynn Davis gave her manager report.

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- 144 • Gloria Rogers served as the Town Clerk for The Town of Belhaven from 2016-2019. She lost  
145 her battle to cancer this past weekend. The council held a moment of silence in honor of Ms.  
146 Gloria.
- 147 • The Town and the Council would like to thank Jacki Waldron for the outstanding job she has  
148 done as the Finance Director over the last year. She was a great asset to the Town and will be  
149 missed. Ms. Waldron’s last day here is Friday March 15.
- 150 • Tim Zheng from Thompson, Price, Scott, and Adams CPA was on site this morning to review  
151 the draft audit. He was very pleased with the findings and thanked everyone for the work and  
152 effort. The final audit will be presented to council in April.
- 153 • We are currently waiting on revenue estimates from Beaufort County before completing the draft  
154 FY25 budget.

- 155 • There is a planning meeting on March 20<sup>th</sup> at Charlie Smith-1/2 day workshop for the council.  
156 Reminder to respond to email from Penny Whiteheart so she can interview each council  
157 member prior to scheduled workshop.
- 158 • Becky Veazey with the MAPS Group completed employee interviews March 5 and 6<sup>th</sup>. She will  
159 review her report to the council in April.
- 160 • New street signs have arrived and most have been installed since last council meeting. If  
161 anyone is still missing a sign, contact Town Hall.
- 162 • The town has had multiple rabid fox reports in the recent weeks. Please call Beaufort County  
163 Animal Control to make these reports. We have learned, in most cases, the fox is not rabid.  
164 They have encountered some type of poison, according to officials.
- 165 • The Belhaven Police Department update: The Town is taking great strides in the right direction!  
166 A survey will go out to the community in the upcoming weeks regarding the need for 24/7  
167 protection. This will be great feedback when moving forward. The Town and Council are fully  
168 committed to maintaining the Police Department. Manager Davis recommends a closed session  
169 to discuss current personnel status.

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171 This concluded Manager Davis's report.

## 172 OLD BUSINESS

### 173 REGULATION OF FOOD TRUCK DISCUSSION

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175 Mayor Credle asked if any members of the council had comments or suggestions on the proposed  
176 guidelines. A few of the suggestions were: vendors would need to schedule ahead of time or give an  
177 advanced notice, possibly posting on the listserv to get feedback on fees other towns are currently  
178 implementing, and do we need to require vendors to have insurance.

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181 Currently, there are 5 food trucks in Belhaven. 3 of these, pay utilities through the town while 2 have no  
182 local address. Omar's has an agreement with Radcliffe Marine and is properly set up according to  
183 Beaufort County Health Department regulations. Alderman Satterthwaite would like these changes to  
184 be made on the draft ordinance and sent back out to council by April 1.

### 185 MAPS GROUP PAY STUDY

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187 The MAPS Group has been engaged to perform a pay and classification of the job positions within the  
188 town. The initial meetings with staff took place March 5<sup>th</sup> and 6<sup>th</sup>. To complete the study and  
189 recommendations, the MAPS Group will need to identify a competitive set of local government  
190 employers relative to geography, services offered, and organization size. The following cities and  
191 counties were discussed for possible inclusion in the competitive set:

- 192 • Washington
- 193 • Winterville
- 194 • Beaufort County
- 195 • Edenton
- 196 • Ahoskie
- 197 • New Bern
- 198 • Pamlico County
- 199 • Ayden
- 200 • Farmville

201 **A motion was made by Alderman Ebron to approve the competitive set for MAPS Group pay**  
202 **and compensation study. The motion was seconded by Alderman Satterthwaite. The motion**  
203 **passed 3-0.**

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205 ***A copy of the "MAPS Group Standard Methodology for Selecting Organizations for study" is***  
206 ***herein attached as Exhibit C and incorporated by reference.***



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RESOLUTION OF TENTATIVE AWARD FOR WATER STREET WATER LINE REPLACEMENT PROJECT

The Water Street waterline replacement project was recently rebid due to only one bid being received earlier. Rick Bostic Construction and Demolition, Inc. was the lowest bidder for the project, in the amount of \$515,454.00. Stroud Engineering recommends a tentative award be made to the lowest bidder, contingent upon the approval of the NCDEQ.

**A motion was made by Alderman Bonnie to adopt the Resolution of Tentative Award for the Water Street Water Line Replacement. The motion was seconded by Alderman Satterthwaite. The motion passed 3-0.**

***A copy of the "Resolution of Tentative Award" is herein attached as Exhibit D and incorporated by reference.***

NEW BUSINESS

APPOINTMENT OF INTERIM FINANCE DIRECTOR

The Town is required by the LFV to have an appointed Finance Director. With the resignation of Jacki Waldron, the Town Council will need to appoint an interim Finance Director. In the past, between vacancies, the Town Manager has been appointed as Interim Finance Director.

**A motion was made by Alderman Bonnie to appoint Lynn Davis as the Interim Finance Director until a new Finance Director is selected. The motion was seconded by Alderman Satterthwaite. The motion passed 3-0.**

BOARD DISCUSSION/COMMENTS

Mayor Credle asked if any of the council had items they wanted to discuss or any comments.

Alderman Carrie Bonnie questioned what the town could do about the signs attached to power poles or left stuck in the ground on street corners around town. They are an eye sore and left for months, it seems. Manager Davis reported that Code Enforcement or Public Works will pick them up if not on right of way. No sign should be attached to a town electric pole as that may cause a safety issue.

Alderman Bonnie also wanted to discuss the need for communication of events to the public. She has inquired about an app that the town could send announcements out on as well as respond to community members. Almost everyone uses smart phones now and having an app on their phone to report issues such as power outages, potholes, missing street signs, etc. could be useful. This app can have many administrators so not one person is managing. The Council agreed to explore the cost and set up fees.

**With no other comments, a motion was made by Alderman Bonnie to enter into a closed session per North Carolina General Statute § 143-318.11. The motion was seconded by Alderman Ebron. The motion passed 3-0.**

**A motion was made by Alderman Satterthwaite to resume the open session. The motion was seconded by Alderman Ebron. The motion passed 3-0.**

The meeting was adjourned at 7:42 pm.

Approved this the 8<sup>th</sup> day of April, 2024.

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Ricky Credle, Mayor, Town of Belhaven

**ATTEST:**

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Camry Sadler, Town Clerk, Town of Belhaven

**Attachments**

- ***Exhibit A: Finance Statement as of February 29, 2024***
- ***Exhibit B: Budget Ordinance Amendment #8***
- ***Exhibit C: MAPS Group Standard Methodology for Selecting Organizations for study***
- ***Exhibit D: Resolution of Tentative Award***



Meeting Date: April 8, 2024 **MINUTES APPROVAL**

**Agenda Item: Approval: Minutes for Board of Aldermen Special Called Meeting March 25, 2024**

**Background Information:** Minutes of the March 25, 2024 Special Called Meeting Board of Aldermen Meeting are attached for review, corrections if needed, and approval.

**Staff Recommendation: Approve minutes as written or with changes noted.**

**Cost of Implementation: N/A**

Motion: \_\_\_\_\_ 2nd: \_\_\_\_\_

Approved or Denied: \_\_\_\_\_ Date: \_\_\_\_\_



**Town of Belhaven**  
**Board of Aldermen Special Called Meeting**  
**Monday, March 25, 2024 – 5PM**  
**257 W. Pungo Street**

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8 The Belhaven Board of Aldermen met on Monday, March 25, 2024 at the Belhaven Civic Center, 257 W. Pungo  
9 Street, Belhaven, NC. Board members present were: Mayor Ricky Credle, Mayor Pro Tem Ricky Radcliffe,  
10 Aldermen Shanika Ebron, Nathan Van Nortwick, Greg Satterthwaite, and Carrie Bonnie. Administrative staff  
11 present were Town Manager Lynn Davis, Town Attorney Chad Stoop, and Town Clerk Camry Sadler. The  
12 meeting was called to order at 5:01 PM.

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14 Mayor Credle read the Conflict of Interest Statement:

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16 *“Members of the Belhaven Board of Aldermen are advised, hereby, of their*  
17 *duty under the Local Government Ethics Act to avoid conflicts of interest*  
18 *and the appearance of such conflict and further, are instructed to refrain*  
19 *from participation in any matter coming before this Board of Aldermen with*  
20 *respect to which there is a conflict of interest or appearance of such*  
21 *conflict.”*

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23 **INVOCATION & PLEDGE OF ALLEGIANCE**

24 Mayor Credle asked Mayor Pro Tem Ricky Radcliffe to lead the Invocation and the Pledge of Allegiance.

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26 **A motion was made by Alderman Van Nortwick to enter into a closed session per North Carolina General**  
27 **Statute § 143-318.11. The motion was seconded by Alderman Ebron. The motion passed 5-0.**

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29 At this time, the media present was asked to leave.

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31 **A motion was made by Alderman Van Nortwick to resume the open session. The motion was seconded by**  
32 **Mayor Pro Tem Radcliffe. The motion passed 5-0.**

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34 The media was invited back in the open meeting.

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36 **A motion was made by Alderman Van Nortwick to extend an employment offer to the candidate discussed**  
37 **in closed session. The motion was seconded by Mayor Pro Tem Radcliffe. The motion passed 5-0.**

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39 **BOARD DISCUSSION/COMMENTS**

40 Mayor Credle asked if any of the council had items they wanted to discuss or any comments.

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42 With no other comments, the meeting was adjourned at 6:27 PM.

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44 Approved this the 8<sup>th</sup> day of April, 2024.

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Ricky Credle, Mayor, Town of Belhaven

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52 **ATTEST:**

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Camry Sadler, Town Clerk, Town of Belhaven

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Board of Aldermen Special Called Meeting  
March 25, 2024