



**Town of Belhaven
Board of Aldermen Regular Meeting
Monday December 11, 2023 – 6 PM
257 W. Pungo Street**

AGENDA

- 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 – December 11, 2023
- V. Approval of Minutes – November 13, 2023
- VI. Swearing In of New Officials –Camry B. Sadler, Town Clerk
- VII. Public Hearing: FY15 Community Development Block Grant-Downtown Redevelopment Grant for the Town of Belhaven Spoon River Artworks Project Closeout
- VIII. Public Comments
- IX. Finance Report –Jacki Waldron
 1. Budget Amendments
 2. Financial Report – November 30, 2023
- X. Town Manager’s Report – Lynn Davis
- XI. Old Business
 1. Approve Resolution for Designation of Applicant Agent
- XII. New Business
 1. Approve Meeting Schedule for 2024
 2. Adopt Banking Resolution Authorizing New Signers
- XIII. Board members discussion/remarks
- XIV. Adjournment

NEXT MEETING: MONDAY, JANUARY 8, 2023

Meeting Date: DECEMBER 11, 2023 **MINUTES APPROVAL**

Agenda Item: Approval: Minutes for Board of Aldermen Regular Meeting
November 13 2023

Background Information: Minutes of the November 13, 2023 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, November 13, 2023 – 6PM
257 W. Pungo Street

The Belhaven Board of Aldermen met on Monday, November 13, 2023 at the Belhaven Civic Center, 257 W. Pungo Street, Belhaven, NC. Board members present were: Mayor Ricky Credle, Mayor Pro Tem Ricky Radcliffe, Aldermen Nathan Van Nortwick, Greg Satterthwaite, Veronica Ward, and Shanika Ebron. Administrative staff present were Town Manager Lynn Davis, Town Attorney Chad Stoop, 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 Deacon Clark 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 asked to remove number 6 in Old Business: Demolition of 706 Pine Street. She stated the property owner had contacted Code Enforcement Officer, Chase Gibbs regarding an outside contractor clearing the property
- Manager Davis asked to update the presenter representing the Department of Social Services from Lisa Spring to Jenny O'Neal.

A motion was made by Mayor Pro Tem Radcliffe to adopt the November 13, 2023 agenda with stated changes. The motion was seconded by Alderman Ebron. The motion passed 5-0.

APPROVAL OF MINUTES-BOARD OF ALDERMEN MEETINGS OCTOBER 9, OCTOBER 16, AND OCTOBER 26, 2023

Mayor Credle asked if there were any corrections or additions to the October meeting's minutes.

- Manager Davis asked to restate Lines 95-96 in Public Comments: The grant from the state did not allow for property acquisition. It was not on the part of Mr. O'Neal that the town did not acquire the property.
- Manager Davis also asked to correct lines 202-205 in the Town Manager's Report: The 3rd RFP was for the grant administration of the rural transformation grant. We only received 2 responses for grant administration and need 3 to proceed.

51 A motion was made by Alderman Van Nortwick to approve the minutes of the October Board of
52 Aldermen meetings as corrected. The motion was seconded by Alderman Ebron. The motion
53 passed 5-0.
54

55 **PRESENTATION: DEPARTMENT OF SOCIAL SERVICES LIEAP PROGRAM**
56

57 Food and Nutrition Supervisor Jenny O'Neal presented the Low-Income Energy Assistance Program
58 available through the Department of Social Services. This federally funded program provides a one-
59 time vendor payment to help eligible households pay their heating bills. Applications are accepted from
60 December 1st through March 31st. Households with a person 60+, disabled, currently receiving Food
61 and Nutrition Service benefits, or received LIEAP during the 2022-2023 season may apply starting
62 December 1st. All other households may apply January 1st. Applications may be submitted over the
63 phone, online, or in person. Ms. O'Neal made it clear that funds go quickly, applications should be
64 submitted as early as possible. The vendor payments are made directly towards your main heat source
65 provider, whether electric or gas. DS Swain does not participate in this program.

66 Ms. O'Neal also explained that the Crisis Intervention Program is available all year long to eligible
67 households. This program assists during excessive heat or cold periods or a medical crisis. It is not a
68 one-time payment and households could receive payments up to \$600.
69

70 LIEAP program flyers will be available for the public in the municipal building.
71

72 **PUBLIC COMMENTS**
73

74 Citizens are given the opportunity to voice their opinions, concerns, compliments, etc. about town
75 matters. Each citizen is given 3 minutes to speak. Mayor Credle opened the floor for comments. The
76 following public comments were received.
77

78 Jeanne Snodgrass, 440 East St.

79 Ms. Snodgrass wanted to thank everyone that helped with the outdoor pickle ball court. She explained
80 this is a growing sport in this area. On any given day she has 20+ participants ranging from age 9 to 70
81 years old. They currently play at the multi-purpose building but lose 4 months out of the year due to
82 sports, public events, or community programs held in the building. Utilizing these courts poses the issue
83 of having to rely on employees to move the bleachers back and forth, when needed. She asked for
84 more cooperation from employees with this, more court time in the multi-purpose building, and for a
85 long term solution from the council for this growing sport.
86

87 Debra Moore, 460 E Pungo St.

88 Ms. Moore presented that the NC Vet Group will be hosting a one day spay/neuter clinic in Belhaven on
89 November 29. They will be fixing a minimum of 20 feral cats. This service includes spay, neuter, shots,
90 and any other health needs that need to be addressed. Donations are also being accepted for housing
91 and feeding stations and for the purchase of more traps. The traps cost \$60 each and can be reused
92 every year. Ms. Moore reported that only 4 or 5 cats had to be euthanized or died due to illness or
93 during surgery.
94

95 Don Stark, 371 Edward St.

96 Mr. Stark announced that this is the 12th year of Toy Trains of Belhaven. They have expanded the
97 schedule this year with 20 days of trains, beginning November 25. It takes 6 weeks to set up the display
98 and will be free to the public, with donations accepted. All donations will go back to the town, in some
99 form. He thanked the town for helping with the cleaning and a new roof and all volunteers involved. This
100 year's display is dedicated to Ms. Lyndell Wahab, who recently passed. Mr. Stark described her as
101 "resourceful to the town and full of knowledge". He encouraged everyone to follow Toy Trains of
102 Belhaven on Facebook.
103

104 Deacon Clark, 487 Belhaven Square
105 Mr. Clark congratulated Alderman Ebron on the recent election and blessed the council.

106
107 Craig Ward, 681 Croatan St.
108 Mr. Ward thanked everyone in the community who had reached out to check on his wife, Veronica
109 while recovering, and all the help from the community with installing a ramp at their home.

110
111 Maurice Griffin, 288 Duke St.
112 Mr. Griffin presented himself as an advocate for Cornerstone Community Foundation. He is here as a
113 gateway to help find solutions in the community. There is a 5 question survey being passed around
114 Belhaven asking for the “number 1 concern in the community”. Mr. Griffin is asking for participation with
115 this survey in order to find solutions and to make a difference. He stated there is now a QR code to
116 scan for an electronic copy of the survey. He asked businesses to post the code to help spread the
117 word. Manager Davis suggested adding the QR code to the town's utility bill insert.

118
119 Eileen Sanger-Profit, 353 Cedar St.
120 Ms. Profit stated she had requested a new street sign to replace the broken one almost a year ago and
121 it has yet to be replaced. The sign is located at Cedar and Main St.

122
123 Diane Lambeth, 1307 Daybeacon Dr.
124 Ms. Lambeth thanked Mayor Pro Tem Radcliffe for donating cleats for the boat dock and Myers
125 Williams for installing them. She requested bigger cleats on the water side or to possibly move them to
126 accommodate larger boats coming into the dock. She also stated the trash can containment area needs
127 attention considering it is a focus point for boaters. The trash needs to be emptied more frequently,
128 especially right after the weekend traffic. She suggested the planter at the entrance of the town be
129 moved to the docks for her to upkeep and for the town to also consider landscaping around the
130 “Belhaven” sign.

131
132 This concluded Public Comments.

133 134 FINANCE REPORT

135
136 Manager Davis presented the finance report, as Jacki Waldron was absent due to work related training
137 at UNC Chapel Hill. Expenses are up compared to previous years due to audit preparation, replacing
138 old equipment, and the salary expenses associated with transitioning incoming/outgoing employees.

139
140 ***A copy of the “Financial Report as of October 31, 2023” is herein attached as Exhibit A and***
141 ***incorporated by reference.***

142 143 TOWN MANAGER'S REPORT

144
145 Manager Lynn Davis gave her manager's report for October 2023.

- 146
147 1. Here is an overview of the active grants to clarify any confusion.
- 148
 - 149 • **Rural Transformation Grant:** This grant is specifically for downtown revitalization, Belhaven
150 Harbor Park improvement, some clearing work at the Cooperage site, and sidewalk/pedestrian
151 improvements downtown. It is funded through NC Commerce for \$380,000.
 - 152 • **Resilient Coastal Communities Program:** This was a 4 phase grant to address mitigation and
153 flood relief options for the town. Only 2 phases involved the actual exchange of funds. This is
154 the program that will be building the wetlands on the north end of Wynnes's Gut Bridge.
155 \$348,000.

- 156 • **Water Street Water Line Replacement Project:** This project was awarded prior to 2018 to
157 replace water lines that are 100 year old iron and terra cotta pipes. This project was originally a
158 long term loan, but has since been converted entirely to grant funds. The transition in funding is
159 what has caused such a delay in the project. The grant requirements changed when it became
160 100% grant AND the pandemic drove prices up. \$1,099,340.
- 161 • **Cooperage Property Brownfield Grant:** This program is to eliminate the hazards from
162 previous development at the Cooperage property. The grant was actually awarded to Beaufort
163 County, as the county owned the property when the grant was submitted. \$102,388.

164
165 2. There is an upcoming meeting with the leadership from Partnership for the Sounds in Columbia to
166 take a look at their project at the bridge that joined multiple state and local agencies. This project
167 consisted of a visitor's center with an adjoining boardwalk along the Scuppernong River.

168
169 3. The latest update at the Cooperage property: As part of the grant mentioned previously, we received
170 some funds to clear the underbrush on the unused portion of the property. This clearing allowed us to
171 actually see what we had to work with and what had to be worked around. The clearing bids all came in
172 much higher than anticipated, so the first phase of work was to clear and provide access for
173 environmental engineers who are working to clear the brownfield designation.

174
175 4. In January, Manager Davis will begin offering monthly workshops prior to each council meeting to
176 help educate and inform community members about local government- the types of government,
177 ordinances, state laws, available funding, etc. Each month will feature a different topic and will be open
178 to the public.

179
180 This concluded Manager Davis' report.

181 OLD BUSINESS

182 ADOPT ORDINANCE TO ENACT A SOCIAL DISTRICT

183
184 At the October council meeting, the days, hours, district boundaries, and the management plan for the
185 downtown social district were approved. With all of those pieces approved, the ordinance needs to be
186 adopted so the official application can be submitted to the NC ABC Commission.

187
188 **A motion was made by Alderman Van Nortwick to adopt the Social District Ordinance. The**
189 **motion was seconded by Mayor Pro Tem Radcliffe. The motion passed 4-1.**

190
191 ***A copy of the "Town of Belhaven Code of Ordinances: Social District" is herein attached as***
192 ***Exhibit B and incorporated by reference.***

193 AWARD FEMA FLOOD MITIGATION ASSISTANCE GRANT WRITING AND ADMINISTRATION

194 CONTRACT

195
196 The Town submitted a Letter of Intent to FEMA and was selected to proceed with the application
197 process. The Town, RK & K, and MidEast Commission have met with state officials about the project. It
198 was determined that the most likely source of funding will be in the form of a FEMA Flood Mitigation
199 Assistance Grant (FMA). RK & K and MidEast have been engaged in this project from the start and are
200 prepared to see it through the funding stage, but new contracts are needed for these final steps. RK &
201 K, with assistance from MidEast, will prepare the application, project specs, and necessary documents
202 to submit a FEMA Flood Mitigation Assistance grant for construction of the tidal gate/pump system.

203
204 **A motion was made by Alderman Satterthwaite to award contract for grant writing and**
205 **preparation to RK & K and authorize execution of said contract consistent with this Motion after**
206

209 review by the Town Manager and Town Attorney. The motion was seconded by Alderman Ward.
210 The motion passed 5-0.

211
212 **A motion was made by Mayor Pro Tem Radcliffe to award contract for grant administration and**
213 **submission to MidEast Commission and authorize execution of said contract consistent with**
214 **this Motion after review by the Town Manager and Town Attorney. The motion was seconded by**
215 **Alderman Ward. The motion passed 5-0.**

216
217 **NEW BUSINESS**

218
219 Award Project Design Build to CBC: Belhaven Harbor Park

220
221 The Town was awarded a grant from NC Commerce for the Rural Transformation Program. The
222 Belhaven Harbor Park improvements were the most significant part of the grant. It was slated as a
223 design-build project. Per procurement guidelines, the Town advertised a request for qualifications for
224 design-build contractors. Only one response was received with the first advertisement. The requirement
225 is that it must be re-advertised before a contract can be awarded. The second advertising yielded no
226 additional responses. CBC is a qualified firm out of Greenville, NC. They have completed grant work for
227 both Spoon River and County Road Seafood. CBC is also familiar with the requirements of grants
228 administered by the NC Department of Commerce and they employ a number of Beaufort County
229 residents.

230
231 Manager Davis disclosed that her son is currently employed with CBC. He is not, however, involved in
232 the proposal for this project or in a management capacity with the company.

233
234 **A motion was made by Mayor Pro Tem Radcliffe to award the design-build contract to CBC and**
235 **authorize the Town Manager to sign subsequent contract consistent with this motion after**
236 **review by the Town Manager and Town Attorney. The motion was seconded by Alderman Ward.**
237 **The motion passed 5-0.**

238
239 Award Resilient Coastal Communities Program Phase 4 Grant Administration Contract

240
241 The MidEast Commission will provide professional services in the administration of the NC Resilient
242 Coastal Communities Program (RCCP) Phase 4 grant. This grant is for permitting and construction of
243 the Wynne's Gut constructed wetland project. The work of the Commission shall commence on or after
244 the 13th day of November 2023. This contract and all conditions of this contract shall expire on the 31st
245 day of August 2024.

246
247 **A Motion was made by Alderman Ebron to award contract for grant administration and**
248 **submission to MidEast Commission and authorize execution of contract consistent with this**
249 **Motion after review by the Town Manager and Town Attorney. The motion was seconded by**
250 **Alderman Ward. The motion passed 5-0.**

251
252 Award Contract for Rural Transformation Grant Administration

253
254 The Town advertised for qualified firms to send proposals for grant administration to assist with the
255 multiple projects related to the Rural Transformation Grant. Two proposals were received: The Wooten
256 Company and MidEast Commission. A minimum of three proposals were needed before an award
257 could be made. The Town proceeded to re-advertise the request. No additional proposals were
258 received. Based on the qualifications and proposals presented, The Wooten Company is
259 recommended. If approved, Kevin Richards will be the administrator. Richards has administered quite a
260 few successful grants for the town in the past.

261

262 **A motion was made by Alderman Ward to award the Rural Transformation Grant Administration**
263 **Contract to the Wooten Company and authorize execution of contract consistent with this**
264 **motion after review by the Town Manager and Town Attorney. The motion was seconded by**
265 **Alderman Ebron. The motion passed 5-0.**

266
267 New Fitness Membership for Employees: Balance in Motion Fitness Center
268

269 The town currently offers a gym membership at Dilday Fitness Center for all full time employees. There
270 are 14 employees actively utilizing this benefit. Dilday Fitness Center has announced as of December
271 31, 2023, they will be closing their doors. Balance in Motion has offered the town a membership for up
272 to 30 employees for \$5400 a year, up to 20 employees for \$4800 per year, or up to 10 employees for
273 \$3000 a year. If a new membership is approved, we would evaluate the employee usage for 6 months:
274 January-June to determine the correct membership needed. Mayor Pro Tem Radcliffe reported that he
275 had spoken with Betsy Waters, owner of Balance in Motion, and she is willing to work with us on
276 monitoring the usage of this benefit when employees check in at the gym. This will allow us to have an
277 accurate count when renewing the membership for the new fiscal year in July.

278
279 **A motion was made by Alderman Satterthwaite to approve the new employee fitness**
280 **membership: Balance in Motion. The motion was seconded by Mayor Pro Tem Radcliffe. The**
281 **motion passed 5-0.**

282
283 Demolition Ordinances for 121 Pantego Street and 346 Pungo Street
284

285 Manager Davis reported that Code Enforcement Officer, Chase Gibbs had sent letters to five property
286 owners regarding overgrown or uninhabitable structures. Two land owners had complied, bringing
287 properties up to code. One has just recently contacted Mr. Gibbs stating a contractor is cleaning up the
288 property. She stated that this process is working and making a difference within the community! Mayor
289 Credle introduced Mr. Gibbs to the citizens present. He thanked Mr. Gibbs for the difference he is
290 making and being actively involved with the homeowners and contractors.

291
292 **A motion was made by Alderman Ward to adopt the Ordinance authorizing the Code**
293 **Enforcement Officer to proceed with the demolition of the property at 121 Pantego Street. The**
294 **motion was seconded by Alderman Van Nortwick. The motion passed 5-0.**

295
296 **A motion was made by Alderman Van Nortwick to adopt the Ordinance authorizing the Code**
297 **Enforcement Officer to proceed with the demolition of the property at 346 Pungo Street. The**
298 **motion was seconded by Mayor Pro Tem Radcliffe. The motion passed 5-0.**
299

300 ***A copy of the "Demolition Ordinance for 121 Pantego Street and 346 Pungo Street" is herein***
301 ***attached as Exhibit C and incorporated by reference.***

302
303 **BOARD DISCUSSION/COMMENTS**
304

305 Mayor Credle asked if any of the council had items they wanted to discuss or any comments.
306

307 Alderman Veronica Ward thanked everyone for all of the prayers she had received throughout her
308 recovery. She let everyone know, her daughters had taken her phone for her to rest. Her doctor had
309 encouraged her to do all of her day to day tasks, but to know her limits.

310
311 Manager Davis reminded the community that Belhaven kicks off the holiday season this weekend with
312 the Community Craft Show and the Mingle & Jingle downtown. She encouraged everyone to shop local
313 this season.
314

315 The Belhaven Christmas Parade is December 2 at 6 PM.

316

317 With no further comments, the meeting was adjourned at 7:35 pm.

318

319 Approved this the 13th day of November, 2023

320

321

322

Ricky Credle, Mayor, Town of Belhaven

323

324 **ATTEST:**

325

326

327

Camry Sadler, Town Clerk, Town of Belhaven

328

329

330 ***Attachments***

331

332 - ***Financial Report as of October 31, 2023***

333 - ***Town of Belhaven Code of Ordinances: Social District***

334 - ***Demolition Ordinance for 121 Pantego Street and 346 Pungo Street***

Meeting Date: DECEMBER 11, 2023

OATH OF OFFICE

Agenda Item: Oath of Office: Two- Board of Alderman East End and Board of Alderman West End

Background Information:

The Town Clerk will swear in the new elected officers for the Town of Belhaven.

Alderman East End – Carrie J Anderson
Alderman East End – Nathaniel van Nortwick
Alderman West End – Shanika Ebron

Staff Recommendation: N/A

Cost of Implementation: N/A

Motion: _____ 2nd: _____

Approved or Denied: _____ Date: _____



**2023 MUNICIPAL ELECTION
11/07/2023
ABSTRACT OF VOTES
FOR
BEAUFORT COUNTY, NORTH CAROLINA**

INSTRUCTIONS

The county board shall prepare abstracts of all the ballot items in triplicate originals. The county board shall retain one of the triplicate originals, and shall distribute one each to the city or town clerk for the municipality and the State Board of Elections. The State Board of Elections shall forward the original abstract it receives to the Secretary of State. (GS § 163-182.6)

**STATE OF NORTH CAROLINA
COUNTY OF BEAUFORT**

The County Board of Elections for said county, having opened, canvassed, and judicially determined the original returns of the election in the precincts in this county, held as above stated, do hereby certify that the attached is a true abstract thereof, and contains the number of legal ballots cast in each precinct for each office or referendum named, the name of each person or choice voted for, their party affiliation (where applicable), and the number of votes cast for each person or choice for the item named.

This is the 17th day of November, 2023.

Thomas S. Payne III
Board Chair

John B. [Signature]
Board Secretary

Chris R. [Signature]
Board Member

Mary [Signature]
Board Member

Renee [Signature]
Board Member

This day personally appeared before me, Thomas S. Payne III, Chairman of the County Board of Elections, who being duly sworn, says the abstract of votes herein contained is true and correct, according to the returns made to said Board.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal this the 17th day of November, 2023.

Kellie Harris Hopkins
Official Signature of Notary Public

Kellie Harris Hopkins
Printed/Typed Name of Notary Public

My Commission Expires: 07/21/2024



November 07, 2023 Municipal Election Results by Contest

Friday, November 17, 2023

Page 1 of 1

Contest	Choice	Party	Total Votes	Election Day	One Stop	Abs Mail	Provisional
TOWN OF BELHAVEN ALDERMAN EAST END	Nathan Van Norwick		135	127	5	3	0
	Carrie Anderson Bonnie (Write-In)		112	107	5	0	0
	Veronica P Ward		78	71	7	0	0
	Stacey Conner		70	63	7	0	0
TOWN OF BELHAVEN ALDERMAN WEST END	Shanika E. Edron		178	166	10	2	0



Town of Belhaven

"Birth Place of the Intracoastal Waterway"

**STATE OF NORTH CAROLINA
COUNTY OF BEAUFORT**

**OATH OF OFFICE
BOARD OF ALDERMEN
BELHAVEN, NORTH CAROLINA**

"I, **Carrie Anderson**, do solemnly and sincerely swear that I will support the Constitution of the United States; that I will be faithful and bear allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said state, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability, so help me God."

"I, **Carrie Anderson**, do swear that I will truly execute the duties of the office of Alderman for the Town of Belhaven, North Carolina according to the best of my skill and ability, according to the law; so help me God."

Alderman East End

Sworn and subscribed before me

This the ___ day of _____, _____

**Camry B Sadler, Notary Public
Town Clerk,
Town of Belhaven**

My Commission Expires: 11/14/2028



Town of Belhaven

"Birth Place of the Intracoastal Waterway"

STATE OF NORTH CAROLINA
COUNTY OF BEAUFORT

**OATH OF OFFICE
BOARD OF ALDERMEN
BELHAVEN, NORTH CAROLINA**

"I, **Nathaniel van Nortwick**, do solemnly and sincerely swear that I will support the Constitution of the United States; that I will be faithful and bear allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said state, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability, so help me God."

"I, **Nathaniel van Nortwick**, do swear that I will truly execute the duties of the office of Alderman for the Town of Belhaven, North Carolina according to the best of my skill and ability, according to the law; so help me God."

Alderman East End

Sworn and subscribed before me
This the ___ day of _____, ____

**Camry B Sadler, Notary Public
Town Clerk,
Town of Belhaven**

My Commission Expires: 11/14/2028



Town of Belhaven

"Birth Place of the Intracoastal Waterway"

**STATE OF NORTH CAROLINA
COUNTY OF BEAUFORT**

**OATH OF OFFICE
BOARD OF ALDERMEN
BELHAVEN, NORTH CAROLINA**

"I, **Shanika Ebron**, do solemnly and sincerely swear that I will support the Constitution of the United States; that I will be faithful and bear allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said state, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability, so help me God."

"I, **Shanika Ebron**, do swear that I will truly execute the duties of the office of Alderman for the Town of Belhaven, North Carolina according to the best of my skill and ability, according to the law; so help me God."

Alderman West End

Sworn and subscribed before me

This the ___ day of _____, ____

**Camry B Sadler, Notary Public
Town Clerk,
Town of Belhaven**

My Commission Expires: 11/14/2028

Meeting Date: December 11, 2023

PUBLIC HEARING

Agenda Item: Public Hearing to Closeout FY15 Community Development Block Grant for the Town of Belhaven Spoon River Artworks Project

Background Information: A Public Hearing is being held to close out the FY15 Community Development Block Grant-Downtown Redevelopment project for the Spoon River Project.

Staff Recommendation: N/A

Cost of Implementation: N/A

Motion: _____ 2nd: _____

Approved or Denied: _____ Date: _____

**NOTICE OF PUBLIC
HEARING TOWN OF
BELHAVEN**

**FY15 Community Development Block Grant (CDBG 15-E-2779) – Downtown Redevelopment
Grant for the Town of Belhaven Spoon River Artworks Project Closeout**

Notice is hereby given that that the Town of Belhaven will hold a public hearing on Monday, December 11, 2023 at 6 PM or soon thereafter as time allows in the Belhaven Town Hall located at 109 S. Main St. Belhaven. The purpose of the public hearing is to close out the FY15 Community Development Block Grant- Downtown Redevelopment project for the Spoon River Project and allow the citizens of Belhaven an opportunity to express their views.

The project was financed with \$500,000.00 in CDBG funds (approximately 62% of total project costs) from the North Carolina Department of Commerce, with local funds from the building owner of \$300,000 for a total budget of \$800,000. All grant funds were expended.

The project provided funding for the renovation and expansion of Spoon River Restaurant, currently located at 282 Pamlico Street. Four buildings: 251 Pamlico Street, 266 Pamlico Street, 276 Pamlico Street, and 282 Pamlico Street all saw renovations to allow for beneficial occupancy. These renovations included work on exterior walls, ceilings, floors, plumbing, electrical, air handling, and lighting.”

The Town of Belhaven does not discriminate based on race, color, religion, sex, national origin, handicap, age, familial status, or political affiliation in the admission, access to, treatment or employment in the CDBG program and activities. The Town encourages Section 3 and female, minority owned, and HUB firms to participate. Any persons having any questions concerning the CDBG Program are urged to attend the public hearing and make their views known. Persons with disabilities or who otherwise need assistance should contact Lynn Davis, at 252-943-3055 or ldavis@townofbelhaven.com or TDD Relay Service at 711, at least 48 hours prior to the scheduled meeting. Accommodations will be made for all who request assistance with participating in the public hearing. For additional information or to submit written comments, please contact Lynn Davis, Town Manager at 252- 943-3055 or PO Box 220, Belhaven, NC 27810. A written response will be made within 10 working days.

This information is available in Spanish or any other language upon request. Please contact Camry Sadler, at (252) 943-3055, or at the Town Hall located at 315 E. Main St. for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Camry Sadler, al 252-943-3055 o en Town Hall at 315 E. Main St., de alojamiento para esta solicitud.

Ricky Credle, Mayor

Meeting Date: December 11, 2023

Agenda Item: Approve Resolution for Designation of Applicant Agent

Background Information:

At the November, 2023, meeting of the Board of Aldermen, a vote was made to enter into a contract with MidEast Commission to seek assistance for FEMA mitigation programs on behalf of residents in Belhaven. Lisa Williams will be the point of contact for this work. In order to apply for funding and gain access to the grant portal, the Town needs to designate her as the Applicant Agent.

This is a housekeeping item that is part of the approved contract.

Staff Recommendation:

Adopt resolution appointing Lisa Williams as the Town of Belhaven Applicant Agent.

BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act. (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and the assurances printed on the reverse side hereof. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally. PASSED AND APPROVED this _____ day of _____, 20_____

Cost of Implementation:

Motion: _____ 2nd: _____

Approved or Denied: _____ Date: _____

Meeting Date: December 11, 2023

Agenda Item: Adopt Meeting Schedule for Calendar Year 2024

Background Information:

The Belhaven Town Council meets on the 2nd Tuesday of each month at 6PM. In some instances, there are conflicts or holidays that may present conflicts.

The following dates are instances of these conflicts.

January 8, 2024

January 8th is the 2nd Monday. It may be difficult to produce finance reports and other necessary documents in that short of time with the holidays. The following Monday is the MLK holiday. Consider moving that meeting to Tuesday, January 16th.

July 8, 2024

Consider moving July meeting to July 15th. The 4th of July holiday will create a hardship in preparing the agenda packages and financial reports in time for the regular July 8th meeting.

November 11, 2024

Meeting falls on Veterans Day holiday. Consider moving to Tuesday, November 12 or Monday, November 18.

Staff Recommendation:

Approve 2024 meeting schedule with alternate dates selected for January, July, and November.

Cost of Implementation:

Motion: _____ 2nd: _____

Approved or Denied: _____ Date: _____



2024 Town of Belhaven Board of Aldermen Meeting Schedule

One meeting will be held per month on the 2nd Monday night beginning at 6 PM

January 16, 2024

February 12, 2024

March 11, 2024

April 8, 2024

May 13, 2024

June 10, 2024

July 8, 2024

August 12, 2024

September 9, 2024

October 14, 2024

November 12, 2024

December 9, 2024

This meeting schedule not preclude the Board of Aldermen from holding Special or Emergency Meetings as such may be allowed by law.

Meeting Date: DECEMBER 11, 2023

NEW BUSINESS

Agenda Item: Resolution to Authorize Town Council Members as Check Signers

Background Information: The town requires two signatures on all checks and any financial transactions. In order to ensure that these are able to be processed in a timely manner, it is helpful to have all members of the Council as authorized signers.

Staff Recommendation: N/A

Cost of Implementation: N/A

Motion: _____ 2nd: _____

Approved or Denied: _____ Date: _____



Town of Belhaven

"Birth Place of the Intracoastal Waterway"

RESOLUTION TO AUTHORIZE TOWN COUNCIL MEMBERS AS CHECK SIGNERS

WHEREAS the Town of Belhaven's check signing policy requires the signature of the Finance Director and a Council Member on all checks drawn on bank accounts of the Town; and

WHEREAS a Town Council Member has resigned and in his place a new Town Council Member has been appointed and sworn in;

THEREFORE BE RESOLVED THAT THE FOLLOWING Town Council Members are hereby authorized to sign checks drawn on the bank accounts of the Town of Belhaven:

James R. Credle	Mayor
Shanika Ebron	Alderman
Richard N Radcliffe	Alderman
Nathaniel O van Nortwick IV	Alderman
Carrie J. Anderson	Alderman
Gregory Satterthwaite	Alderman
Lynn W. Davis	Town Manager
Jacki L. Waldron	Finance Director

Adopted this 11th day of December 2023.

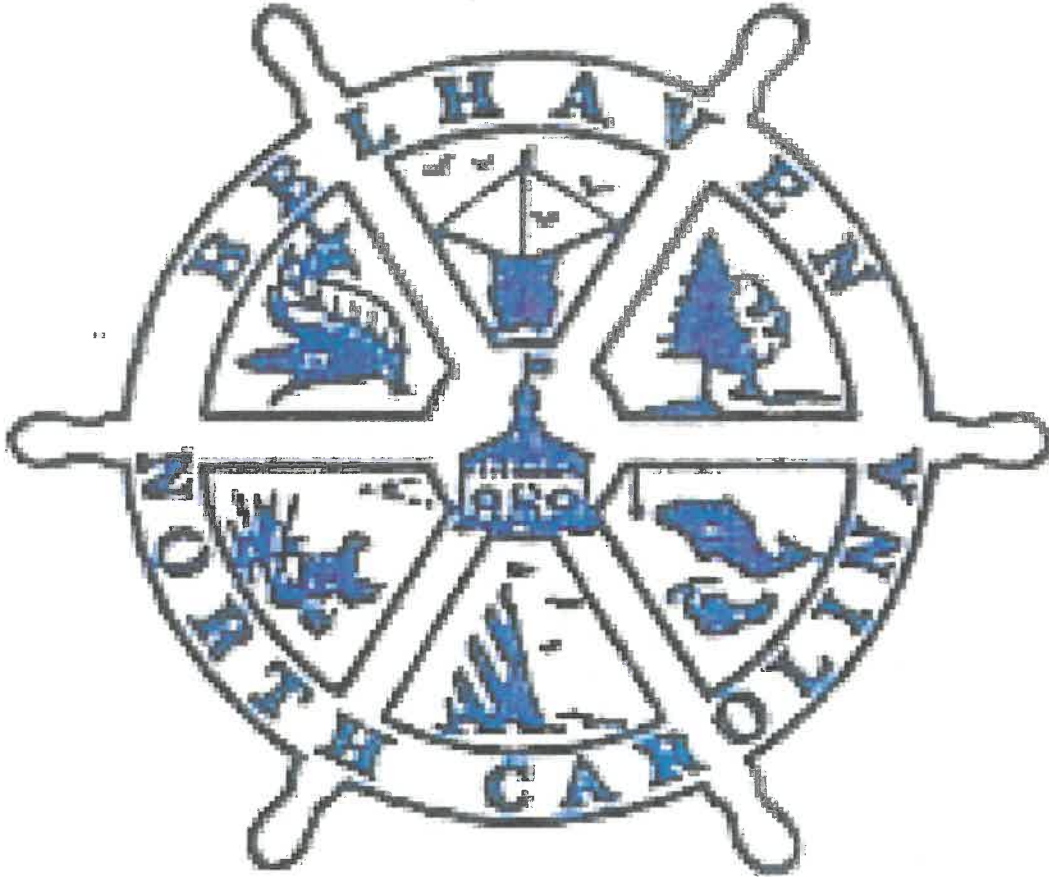
James R. Credle, Mayor

(SEAL)

Camry B. Sadler, Town Clerk

Town of Belhaven Water Resources

November 2023



Attachments:

- **Monthly Jobs Report**

Water and Sewer Departments
Steve Hall
Ed LaBarge
T.J. Van Essendelft
Tom Van Staalduinen

Water and Wastewater Report As of December 1, 2023

The Town of Belhaven Water Resources' monthly report presented to you for your consideration. The following will list jobs completed and ongoing.

This report is general and will not list every task performed by the Water Resources Department. If there are any questions about this report contact information is listed below.

Wastewater Treatment and Collections

- The Waste Treatment Plant recorded 3.25 inches of rain during November. We collected and treated 5.445 million gallons of wastewater. The average flow at the waste treatment plant was 181,500 gallons per day.
- We worked at Mercy Church finding and replacing the sewer service. The old line was orangeburg which had collapsed. We brought the new line to their side of the sidewalk. We replaced the water service also.
- We pulled one pump at Pungo Village lift station and unclogged the cutterhead. Flushable wipes are a problem with this station.
- We worked at River Forest Manor trying to find where the block building slated for demolition sewer service is located. We will have to wait for the building to be removed before capping the line.
- We spent a lot of time with the sewer jetting and camera crew this month. We did traffic control while they were on Main Street.
- We replaced the bar screen bearing. We had to get the shaft pressed out with a press.
- Electricities called for 4 generator runs in November for peak shaving.
- 811 sent out 69 locate requests which we marked and sent in our positive response.
- We responded to 3 grinder pump alarms in the county and rebuilt several pumps at the Mill Street pump shop.

Water Treatment and Distribution

- The water plant sent 3,108,600 gallons to the town's distribution system in November. That is an average of 103,620 gallons per day. The maximum of 119,000 was recorded on the November 17th.
- We repaired a leak at Pungo and Cemetery intersection. The corporation saddle at the main had failed and was replaced.
- We worked on the AIA maps, making corrections.

General

- 1) All lift stations not on the Scada system checked daily and those that are, checked weekly.
- 2) Read 3 of the 5-meter books and do follow-up rereads and verify leaks work orders.
- 3) All monitoring data and sampling frequencies meet permit requirements for Water, Waste Treatment, Distribution and Collections.
- 4) Ran 1 set of operational labs at waste treatment, scour sand filters once, and cleaned the weirs at waste treatment once.

Stephen Hall 943-1400 sewer@townofbelhaven.com
water@townofbelhaven.com

Belhaven Police Department Administrative Specialist Monthly Summary

November 2023	Total
# Telephone Calls Received	221
Call Dispatched by Walk-In	3
Window Walk-in	111
Calls Dispatched	7
Incident and Arrest Reports Processed	13
Supplements Processed	7
Accident Reports Processed	4
Property/Evidence Reports Processed	0
Citations Processed	3
Papers Logged	5
NCAWARE Papers Processed	5
Subpoenas Logged	1
Criminal Histories	0
Driving Histories	65
Vehicle Registrations	35
AOC's Run	10
Written Warning processed	1
Special Assignment	5

Belhaven Police Department

Monthly Summary

November	600	601	602	605	Totals
Miles Driven	1002	979	831	954	3766
Hours Worked	139	186	176	186	686
Days Off - Sick	1	0	0	0	1
Days Off - Vacation	0	0	0	0	0
Hours Foot Patrol	0	36	18	40	94
Calls Answered	12	9	20	32	73
# Reports Taken	2	3	4	4	13
Investigation Hours	0	2	16	22	39
Cases Closed	0	1	1	2	4
Recovered Prop \$	0	0	0	40	40
Citizen Assists	2	11	0	10	23
Vehicle Unlocks	0	0	0	4	4
Homes Sec. Checks	0	18	18	0	36
Business Sec. Checks	512	74	96	630	1312
Domestic Calls	0	0	0	0	0
Citations Issued	0	0	0	1	1
Written Warnings	1	0	0	0	1
Verbal Warnings	0	0	1	1	2
Subpoenas Served	0	0	0	1	1
Subpoenas Attempted	0	0	0	0	0
Warrants Served	0	0	0	0	0
Warrants Attempted	0	0	0	0	0
Criminal Summons	0	0	0	0	0
Juvenile Interactions	0	0	0	1	1
Commitment Papers	1	0	0	0	1
Commitment Hours	0	0	0	0	0
# Accident Reports	0	1	0	3	4
Traffic Stops	1	0	2	1	4
Arrests	0	0	0	0	0
DWI's	0	0	0	0	0
Breath Tests	0	0	0	0	0
Business Escorts	0	0	0	28	28
Funeral Escorts	0	0	0	0	0
Special Assignments	6	3	1	3	13
Larceny; Fraud; Communicating threats (Juvenile); Unattended Death; Citizen complaint; B&E; Found Property; Found Property; Accident; Citizen complaint; Involuntary commitment; Shoplifting/Barrng; Accident; Accident; Accident; Child custody dispute; Communicating Threats; Communicating Threats; Barred Subject; Citizen Complaint; Barred Subject; Disturbance					