



**Town of Belhaven
Board of Aldermen Regular Meeting
Monday, January 24, 2022 at 6PM**

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
- V. Approval of Minutes – Board of Aldermen Meeting, December 13, 2021 and Closed Session December 13, 2021
- VI. Public Comments
- VII. Finance Report
 - A. Introduction of new Finance Officer Willie Mack Carawan
 - B. Financial Reports
- VIII. Town Manager’s Report – Lynn Davis
- IX. Old Business
 - A. Dedication of Roads in Battalina Creek
- X. New Business
 - A. Discussion: Use of RV as temporary housing during construction
 - B. Discussion: Transient Campsites as Special Use in R5M Zoning District
 - C. Banking Resolution to Add New Finance Director
 - D. Order of Condemnation: 214 W. Pantego St. GPIN 7606-80-3672
 - E. Order of Condemnation: 463 Croatan St. GPIN 7605-89-6508
 - F. Order of Condemnation: 669 Croatan St. GPIN 7606-90-4502
 - G. July 4th Celebration: Approval of Event Dates
- XI. Board members discussion/remarks
- XII. Adjournment

REMOTE PARTICIPATION INFO

Join Zoom Meeting
<https://bit.ly/3riC24b>

PHONE +1 646 558 8656
Meeting ID 872 2435 7752
Passcode: 606403

NEXT MEETING: MONDAY, FEBRUARY 14, 2022



Town of Belhaven
Board of Aldermen Regular Meeting
257 W Pungo Street
Monday, December 13, 2021

Mayor Ricky Credle called the Board of Aldermen meeting to order at 6:00 PM, Monday, December 13, 2021. Present was Mayor Ricky Credle, Mayor Pro Tem Ricky Radcliffe, Aldermen Veronica Ward, Greg Satterthwaite and Nathan van Nortwick. Alderman Brenda Cherry was absent. A quorum was present. Also in attendance was Town Manager Lynn Davis, Finance Director Krystie Moore, Town Attorney Chad Stoop, Town Clerk Rosemary Johnson and members of the public. The meeting was broadcast live via Zoom for members of the public who did not wish to attend in person due to the COVID pandemic.

OATH OF OFFICE

Mayor Credle requested nominations from the council for Mayor Pro Tem. The Mayor Pro Rem resides over council meetings in the absence of the mayor. Alderman van Nortwick nominated Alderman Ricky Radcliffe for another term as Mayor Pro Tem. There were no other nominations from the floor. Mayor Credle requested a vote from the council.

A motion was made by Alderman van Nortwick to reappoint Alderman Ricky Radcliffe as Mayor Pro Tem. Alderman Ward seconded the motion. The motion passed 4-0.

Town Clerk Rosemary Johnson administered the Oath of Office to the town's newly elected officials:

- Ricky Credle – Mayor – Four-year term ending 2025
- Ricky Radcliffe – Alderman East End and Mayor Pro Tem – Four-year term ending 2025
- Greg Satterthwaite – Alderman West End – Four-year term ending 2025

Copies of the "Oaths of Office" are herewith attached as Exhibit A and incorporated by reference.

CONFLICT OF INTEREST STATEMENT

Mayor Ricky Credle read the following statement into the record:

"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;

79 ***A copy of the “Resolution in Recognition of Pungo Christian Academy’s Lady Raiders***
80 ***Volleyball Team” is herewith attached as Exhibit B and incorporated by reference.***

81
82 **PUBLIC HEARING TO CLOSEOUT FY17 COMMUNITY BLOCK GRANT FOR COUNTY ROAD**
83 **SEAFOOD**

84 Mayor Credle requested a motion to open the Public Hearing for the FY17 Community Block
85 Grant closeout for County Road Seafood.

86
87 **Alderman Ward made a motion to open the Public Hearing for the FY17 Community Block**
88 **Grant Closeout for County Road Seafood. Mayor Pro Tem Radcliffe seconded the motion.**
89 **The motion passed 4-0.**

90
91 Manager Lynn Davis read the following statement into the minutes:

92
93 ***The purpose of the public hearing is to close out the FY17 Community Development Block***
94 ***Grant-Building Reuse grant for the County Road Seafood Project and allow the citizens of***
95 ***Belhaven an opportunity to express their views. The Building Reuse project was financed with***
96 ***\$500,000 in CDBG funds from the NC Department of Commerce (Approximately 38% of the***
97 ***total project costs), with local funds from the business owner of \$816,313 for a total budget of***
98 ***\$1,316,313.00. The project provided funding for the renovation/up fit of a 6,000 square foot***
99 ***building located on a 13.7-acre site at 274 Old County Road in Belhaven. County Road***
100 ***Seafood currently has 31 full time employees, which is more than the required 25 full time***
101 ***jobs.***

102
103 Mayor Credle asked if the council or the public had comments regarding the FY17 CDBG
104 closeout for County Road Seafood. There were no comments from the council or the public.
105 Mayor Credle requested a motion to close Public Hearing and closeout the FY17 CDBG Building
106 Reuse grant for County Road Seafood.

107
108 **Alderman van Nortwick made a motion to close the Public Hearing and to approve the close**
109 **out of the FY17 CDBG Building Reuse grant to County Road Seafood. The motion was**
110 **seconded by Mayor Pro Tem Radcliffe. The motion passed 4-0.**

111
112 ***A copy of the “Public Hearing Notice for the FY17 Community Development Block Grant***
113 ***(CDBG) for County Road Seafood” is herewith attached as Exhibit C and incorporated by***
114 ***reference.***

153 Deacon Donnell Clark, 487 Belhaven Square, asked everyone to keep the family of Glenn Palmer
154 in their prayers. He congratulated Mayor Credle, Alderman Radcliffe and Alderman
155 Satterthwaite for a successful election.

156
157 Phyllis Brimmage, 682 Pine Street, stated that she is against the zoning amendment to add
158 campsites as a special use under the R5-M zoning district (residential mobile homes). This was
159 approved by the council at its June 14, 2021 meeting. She stated that this will encourage
160 transients to reside within town limits and this would not be good for the town as a whole.
161 She requested that the council revisit their decision.

162
163 With no further comments from the public, Mayor Credle declared the public comments period
164 closed.

165
166 **FINANCE DIRECTOR'S REPORT**
167 Finance Director Krystie Moore provided the financial highlights for October 2021, which are
168 reflective of pre-software conversion from the Logics system to the Tyler system. She indicated
169 that expenditures for account 440 (Finance) is significantly higher due to the transitioning of
170 the financial software and preparation for the annual audit. She reported that the town should
171 soon be receiving revenue from property taxes. We have been receiving pledges from the
172 HOPE program for the repayment of utility accounts. There are now only four customers left
173 that owe back payments from COVID.

174
175 ***A copy of the "Financial Report for October 2021" is herewith attached as Exhibit E and***
176 ***incorporated by reference.***

177
178 Town Manager Lynn Davis presented her monthly report for November.

179
180 Manager Davis stated that the conversion from Logics to Tyler has been challenging. Finance,
181 accounts payable and payroll have all migrated to the Tyler system. Staff has been working
182 through some hiccups. We are still operating with Manager Davis asked for continued
183 patience as we navigate through the changes.

184
185 Technical support for the handhelds used by street staff to read meters will be ending at the
186 end of the year. We have purchased new handheld devices (tablets) that are more efficient
187 and compatible with our new software. Staff will begin using the tablets in January.

188
189 Manager Davis will be working on a grant application for an EDA grant to fund a land use plan
190 for the Cooperage property recently transferred to the town by Beaufort County.

229 **NEW BUSINESS**

230

231 **Approve Contract with UNC School of Government**

232 New rules regarding zoning regulation were adopted by the NC General Assembly in 2020.
233 These rules, referred to as 160D, are currently in effect. Municipalities and counties have been
234 given a limited amount of time to have their zoning ordinances updated to reflect the changes.
235 Extensive work has been done to make these and other changes to the zoning ordinance to
236 reflect today's statutes and changes from the previous several years. The UNC School of
237 Government is offering the service of a code scan to review zoning ordinances to ensure they
238 are in compliance with the new land use regulations. The cost of this service is \$2,000. This
239 scan is simply a review to ensure legality. The appropriate hearings and public meetings will
240 still be required before any action to adopt the changes. The scan is the first step of the
241 adoption process. Manager Davis requested a motion to approve a contract with the UNC
242 School of Government to perform a code scan of the Town's zoning ordinance for a cost of
243 \$2,000.

244

245 **A motion was made by Alderman Satterthwaite to approve the contract between the UNC**
246 **School of Government and the Town to perform a legality code scan of the town's zoning**
247 **ordinances. The motion was seconded by Mayor Pro Tem Radcliffe. The motion passed 4-0.**

248

249 **Consider Proposal for Utility Pole Inventory & Inspections**

250 The Town has made great progress in having its utility services mapped using computer GIS
251 systems. Most of the work performed thus far has been in the water/sewer departments.
252 Osmose has submitted a proposal to conduct an inventory and assessment of the Town's utility
253 poles within its 16 miles of distribution. The study will result in a complete inventory of town
254 owned property, allow for appropriate use agreements by other utilities using the town's
255 infrastructure, inspection of poles for wear and tear, and comprehensive plans for future
256 improvements. Osmose has also worked with Tideland EMC and Centurylink. Mayor Pro Tem
257 Radcliffe asked if the poles are being used without payments to the town. Manager Davis
258 responded that the town has not been receiving payments for the use of the poles.
259 She requested approval to enter into a contract with Osmose for a pole inventory assessment
260 at a cost of \$12,000. Payment for the service will come from the General Fund.

261

262 **A motion was made by Mayor Pro Tem Radcliffe to approve a contract between Osmose and**
263 **the town to perform pole inventory and inspection services. The motion was seconded by**
264 **Alderman van Nortwick. The motion passed 4-0.**

265

266

303 Alderman Ward thanked the Town for their support of the Celebrations Committee. She stated
304 that there had been a recent death in her family and requested that everyone keep them in
305 prayer.

306
307 Adjournment

308 The regular meeting adjourned at 7:30 pm.

309
310 Approved this the 24th day of January, 2022.

311
312
313
314 _____
315 Ricky Credle, Mayor, Town of Belhaven

316 Attest:

317
318 _____
319 Rosemary Johnson, Town Clerk

SEAL

320
321
322 **Attachments:**

- 323 - ***Oaths of Office***
- 324 - ***Resolution in Recognition of Pungo Christian Academy's Lady Raiders Volleyball***
- 325 ***Team***
- 326 - ***Public Hearing Notice for the FY17 Community Development Block Grant (CDBG)***
- 327 ***for County Road Seafood***
- 328 - ***2022 Meeting Schedule***
- 329 - ***Financial Highlights-October 2021***