

# **TOWN OF BELHAVEN**

## **BOARD OF ALDERMEN MEETING Monday, May 11, 2020 at 7PM Via Zoom**

Topic: Town of Belhaven Board of Aldermen Meeting  
Time: May 11, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81903986220?pwd=aVdVZ3haMklZaFN4Q0lnbll3UUhQQT09>

Meeting ID: **819 0398 6220**

Password: **816860**

One tap mobile

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Meeting ID: **819 0398 6220**

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**Town of Belhaven**  
**Board of Aldermen Regular Meeting via Zoom Teleconferencing**  
**Monday, May 11, 2020 at 7PM**

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## **AGENDA**

- I) Call to Order
- II) Invocation
- III) Adoption of Agenda – May 11, 2020
- IV) Approval of Minutes – Board of Aldermen Regular Meeting – April 13, 2020
- V) Public Comments
- VI) Appointments to Boards & Commissions – None
- VII) Finance Report
  - a. Budget Ordinance Amendment
  - b. Proposed FY 2020-2021 Budget
- VIII) Town Manager Report
  - a. COVID-19 Update
- IX) Old Business
- X) New Business
  - a. Resolution: Approval of Local Water Supply Plan
  - b. Approval: Property Appraisal Contract for Insurance
  - c. Approval: Remote Meeting Participation Policy
  - d. Utility Services Agreement with the City of Washington
  - e. Resolution: Adoption of the Pamlico Sound Regional Hazard Mitigation Plan
- XI) Board members discussion/remarks
- XII) Adjournment

**NEXT MEETING: MONDAY, JUNE 8, 2020**



**Town of Belhaven  
Board of Aldermen Regular Meeting Monday, April 13, 2020  
MINUTES**

**Via Electronic Zoom Meeting due to COVID-19 and Stay at Home Order**

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Mayor Ricky Credle called the Board of Aldermen meeting to order at 7:00 PM, Monday, April 13, 2020. The meeting was held electronically via Zoom teleconferencing. Mayor Credle conducted a roll call. Present was Mayor Ricky Credle, Board Aldermen Brenda Cherry, Ricky Radcliffe, Veronica Ward, and Bradford Linton. Alderman Nathan van Nortwick is recovering from surgery and not able to attend. Also in attendance was Town Manager Lynn Davis, Finance Director Mimi van Nortwick, Town Attorney Chad Stoop and Town Clerk Rosemary Johnson. A quorum was present.

**INVOCATION & PLEDGE OF ALLEGIANCE**

Mayor Credle asked Alderman Radcliffe to give the invocation and lead the Pledge of Allegiance.

**ADOPTION OF AGENDA**

Mayor Credle asked for any changes or additions to the proposed agenda. Hearing none, Mayor Credle requested a motion to adopt the Agenda.

**Alderman Cherry made a motion to adopt the April 13 agenda as presented. Alderman Linton seconded the motion. The motion passed 4-0.**

**APPROVAL OF MINUTES**

The minutes of the March 9, 2020 regular meeting and the March 23, 2020 recessed meeting were included in the packages prior to the meeting. No changes were noted.

**Alderman Ward made a motion to approve the March 9, 2020 regular meeting minutes as written. Alderman Radcliffe seconded the motion. The motion passed 4-0.**

**Alderman Cherry made a motion to approve the March 23, 2020 recessed meeting minutes as written. Alderman Linton seconded the motion. The motion passed 4-0.**

**PUBLIC COMMENTS**

Citizens are allowed to have 3 minutes to speak on topics pertaining to the town during the public comment portion of the meeting. Although there were members of the public on the teleconference, there were no comments.

## APPOINTMENTS TO BOARDS AND COMMISSIONS

There were no appointments to report.

## FINANCE DIRECTOR'S REPORT

Finance director Mimi van Nortwick presented a budget ordinance amendment for approval. The amendment does not change the general budget, as funds will be re-appropriated from one line item to another.

***Copies of the Financial Highlights and Budget Ordinances, FY 2019-2020, are herein attached within these minutes***

### ***Town of Belhaven, North Carolina Amendment to Budget Ordinance for Fiscal Year 2019-2020***

BE IT ORDAINED by the Governing Board of the Town of Belhaven, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ended June 30, 2020:

Section 1: To amend the General Fund, the appropriations are to be changed as follows:

		Decrease	Increase
<b>GOVERNING BODY</b>			
10-410-014	TRAVEL		\$ 325.00
10-410-053	DUES & FEES	\$ 325.00	
<b>TOTAL</b>		<b>\$ 325.00</b>	<b>\$ 325.00</b>
<b>ADMINISTRATION</b>			
10-420-004	PROFESSIONAL SERVICES		\$ 430.00
10-420-006	401K CONTRIBUTION		\$ 615.00
10-420-011	PHONES & INTERNET		\$ 180.00
10-420-016	M & R EQUIPMENT	\$ 425.00	
10-420-026	ADVERTISING		\$ 80.00
10-420-045	CONTRACTED SERVICES	\$ 12,350.00	
10-420-049	WORKERS COMP	\$ 630.00	
10-420-074	CAPITAL OUTLAY		\$ 12,130.00
<b>TOTAL</b>		<b>\$ 13,435.00</b>	<b>\$ 13,435.00</b>
<b>FINANCE</b>			
10-440-045	FEES FOR COLLECTION		750.00
10-440-014	TRAVEL & EDUCATION	120.00	
10-440-049	WORKERS COMP	630.00	
<b>TOTAL</b>		<b>750.00</b>	<b>750.00</b>
<b>PUBLIC BUILDINGS</b>			
10-500-018	FUEL		\$ 370.00
10-500-033	DEPT SUPPLIES	\$ 370.00	
<b>TOTAL</b>		<b>\$ 370.00</b>	<b>\$ 370.00</b>
<b>POLICE</b>			
10-510-002	SALARIES	\$ 1,962.00	
10-510-003	OVERTIME		\$ 1,962.00
10-510-017	M & R VEHICLES		\$ 8.00
10-510-022	EQUIPMENT RENTAL		130.00
10-510-032	OFFICE SUPPLIES	321.00	
10-510-033	DEPT SUPPLIES		81.00
10-510-053	DUES & FEES		102.00
		<b>\$ 2,283.00</b>	<b>\$ 2,283.00</b>
<b>PUBLIC WORKS/STREETS</b>			
10-550-002	SALARIES	\$ 45,122.00	
10-550-006	GROUP INSURANCE EXPENSE	\$ 10,000.00	
10-550-007	RETIREMENT	\$ 3,500.00	
10-550-011	PHONES & INTERNET		210.00
10-550-014	TRAVEL & EDUCATION	100.00	
10-550-017	M & R VEHICLES	\$ 360.00	
10-550-033	DEPT SUPPLIES		100.00
10-550-049	WORKERS COMP	233.00	
10-550-054	UNEMPLOYMENT	347.00	
10-560-002	SALARIES		\$ 45,052.00

**Town of Belhaven, North Carolina**  
**Amendment to Budget Ordinance for Fiscal Year 2019-2020**

**PUBLIC WORKS/STREETS - Continued**

10-560-036	GROUP INSURANCE EXPENSE	\$	10,000.00
10-560-007	RETIREMENT	\$	3,500.00
10-560-008	401K CONTRIBUTION	\$	140.00
10-560-017	M & R VEHICLES		450.00
10-560-033	DEPT SUPPLIES	\$	640.00
10-560-049	WORKERS COMP		630.00
TOTAL		\$	60,292.00
		\$	60,292.00

**PARKS & RECREATION**

10-620-004	SUBCONTRACT LABOR	\$	870.00
10-620-011	PHONES & INTERNET		275.00
10-620-013	UTILITIES		255.00
10-620-015	M & R BLDG & GROUNDS	\$	900.00
10-620-049	WORKERS COMP		630.00
10-620-054	SPORTS INSURANCE	\$	215.00
10-620-072	UNIFORMS		1,345.00
TOTAL		\$	2,445.00
		\$	2,445.00

Section 2: To amend the Water Fund, the appropriations are to be changed as follows:

**WATER**

30-810-004	PROFESSIONAL SERVICES	\$	5,000.00
30-810-005	FICA TAX		1,310.00
30-810-007	RETIREMENT		325.00
30-810-011	PHONES & INTERNET	1,490.00	
30-810-016	M & R EQUIPMENT	\$	2,000.00
30-810-017	M & R VEHICLES	\$	7.00
30-810-033	DEPT SUPPLIES	\$	3,000.00
30-810-043	CONTRACTED SERVICES	\$	478.00
30-810-049	WORKERS COMP		630.00
TOTAL		\$	7,120.00
		\$	7,120.00

Section 3: To amend the Electric Fund, the appropriations are to be changed as follows:

**ELECTRIC**

31-832-002	SALARIES	\$	1,000.00
31-832-006	GROUP INSURANCE		270.00
31-832-013	UTILITIES - STREET LIGHTS	\$	1,255.00
31-832-017	M & R	\$	585.00
31-832-033	DEPT SUPPLIES	\$	7,730.00
31-832-049	WORKERS COMP		630.00
31-832-059	DEPRECIATION	\$	6,500.00
TOTAL		\$	8,985.00
		\$	8,985.00

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53

**Town of Belhaven, North Carolina**  
**Amendment to Budget Ordinance for Fiscal Year 2019-2020**

Section 4: To amend the Sewer Fund, the appropriations are to be changed as follows:

<b>SEWER</b>				
33-810-014	TRAVEL & EDUCATION			200.00
33-810-015	M & R-GROUNDS		\$	4,200.00
33-810-016	M & R		\$	585.00
33-810-031	AUTO SUPPLIES	\$	200.00	
33-810-033	DEPT SUPPLIES	\$	2,210.00	
33-810-049	WORKERS COMP		375.00	
33-810-074	CAPITAL OUTLAY		\$	2,000.00
33-810-085	EQUIPMENT RENTAL	\$	4,200.00	
<b>TOTAL</b>		<b>\$</b>	<b>6,985.00</b>	<b>\$ 6,985.00</b>
<b>FUND 10</b>		<b>\$</b>	<b>79,900.00</b>	<b>\$ 79,900.00</b>
<b>FUND 30</b>		<b>\$</b>	<b>7,120.00</b>	<b>\$ 7,120.00</b>
<b>FUND 31</b>		<b>\$</b>	<b>8,985.00</b>	<b>\$ 8,985.00</b>
<b>FUND 33</b>		<b>\$</b>	<b>6,985.00</b>	<b>\$ 6,985.00</b>
<b>TOTAL</b>		<b>\$</b>	<b>102,990.00</b>	<b>\$ 102,990.00</b>

Section 5: These budget amendments are to formalize changes in expenditures authorized and/or directed during the fiscal year 19-20 by the Governing Board.

Section 6: Copies of the Budget Ordinance shall be furnished to the Clerk, to the Governing Board, and to the Budget and Finance Officers to be kept on file by them for their direction in the disbursement of funds.

Adopted this 13th day of April, 2020

Attest

(SEAL)

  
Ricky Creadle, Mayor

  
Rosemary Johnson, Town Clerk

All reports and budget amendments were included in the agenda packages prior to the meeting. There were no questions on ordinance amendment. Ms. Van Nortwick requested approval for the budget ordinances amendment.

A motion was made by Alderman Cherry to approve the budget ordinance as presented. Alderman Radcliffe seconded the motion. The motion passed 4-0

64 **TOWN MANAGER'S REPORT**

65 Mayor Credle asked Town Manager Lynn Davis to present her monthly report. Manager Davis  
66 reported on the following initiatives:

- 67
- 68 • The town office is closed to the public at least until the end of April. A new “no cash”  
69 policy is now in effect for utility bills paid through the drop box. Customers have been  
70 informed to pay their bills with a check or money order when using the drop box  
71 method. This policy is in place to protect both the customers and town employees.  
72 Customers also have the option to pay their utility bills over the phone with a debit or  
73 credit card.
  - 74 • Management continues to participate in webinars and live broadcasts from the  
75 Governor’s office to keep abreast of recommendations regarding COVID-19. The town is  
76 using Civic Plus, a notification system, the town’s Facebook page and the town’s website  
77 to get the word out to the public.
  - 78 • Governor Cooper’s Executive Order 124 issued on April 1 directs all utilities departments  
79 to suspend disconnections for non-payment for at least 60 days for residential  
80 customers. The town has been receiving reports from the state and the town’s finance  
81 officer is monitoring revenue loss. Town employees have been encouraging customers  
82 to continue to pay utility bills while the suspension is in effect. FEMA has declared our  
83 region a disaster area due to COVID-19. Belhaven is already registered with FEMA.  
84 With the declaration of our region as a disaster area, the town will be eligible for federal  
85 assistance through FEMA.

86  
87 **NEW BUSINESS**

88  
89 **Adoption of Leak Adjustment Policy**

90 In 2018, the Town of Belhaven adopted a new utility policy. That policy did not specifically  
91 address water leaks. Town staff has researched the policies from other townships and has  
92 determined that adding a leak adjustment policy would be a good policy to have in place. The  
93 policy addresses responsibility of the customer, a process for an adjustment request, method of  
94 calculating adjustment if one is needed, and statute of limitations on request. The policy also  
95 addresses pool fills. It allows for one pool fill per year, but an application must be completed.

*A Copy of the Water Leak Adjustment Policy, Adopted April 13, 2020 is herein attached by  
reference as “Attachment A”*

96  
97 A motion was made by Alderman Linton to adopt the Leak Adjustment Policy as presented.  
98 Alderman Cherry seconded the motion. The motion passed 4-0.

99 **Code of Ordinance Amendment – Powers Granted to Mayor**

100 State statutes allow county and municipal leaders to enact a state of emergency for their  
101 jurisdiction if this power is specifically stated in local ordinances. The Town of Belhaven's  
102 ordinance does not grant this power to the Mayor. In times of emergencies, it may not be  
103 possible to convene the Council to vote on a declaration.

104  
105 Staff recommends that the Council grant the Mayor the authority to make a determination of a  
106 state of emergency with restrictions authorized, to declare prohibitions and restrictions, to  
107 authorize evacuations, curfews, restrictions on alcoholic beverage possession, consumption or  
108 transfer, restrictions on possession, transportation and transfer of dangerous weapons and  
109 substances, area access restrictions, movement of people in public places, operation of  
110 businesses, offices, etc. and the amendments/superseding of such declarations. This is in  
111 accordance with Section 30.30 State of Emergency language to Title III of the Town of Belhaven  
112 Code of Ordinances.

113  
114 **A motion was made by Alderman Cherry to approve the Code of Ordinance Amendment**  
115 **allowing powers granted to the Mayor as outlined. The motion was seconded by Alderman**  
116 **Linton. The vote passed 4-0.**

*A Copy of the Code of Ordinance Amendment-Powers Granted to Mayor Adopted April 13, 2020  
is attached herein by reference as "Attachment B"*

117  
118 **Approval of Grant Agreement for Building Inspector Position**

119 The town applied for and was awarded a grant to fund a position of building inspector/code  
120 enforcement officer for 3 years from the NC Office of Recovery and Resiliency. Manager Davis  
121 requested the approval and execution of the official MOU agreement between the Town of  
122 Belhaven and the NC Office of Recovery and Resiliency.

123  
124 **A motion was made by Alderman Cherry to approve the MOU between the Town of Belhaven**  
125 **and the NC Office of Recovery and Resiliency. The motion was seconded by Alderman Ward.**  
126 **The motion passed 4-0.**

127  
128 **Recreation Department Refunds**

129 Many of the municipalities and recreation departments across the state are cancelling the  
130 spring sports activities and refunding registration fees due to COVID-19. The opening day for  
131 baseball/softball/T-ball in Belhaven was scheduled for early April; however, given the  
132 uncertainty of scheduling and reorganization of the activities, the town has chosen to follow  
133 suit and cancel organized youth sports this season and would like to refund registration fees.



Manager Davis requested a motion to approve the refund of registration fees for T-ball, baseball and softball for the Spring 2020 season.

Alderman Radcliffe asked what the average registration fee is for participation in the sports program. Manager Davis said that fees run from \$40.00 to \$55.00. Manager Davis stated that checks will be issued for the registrations and returned to the participants on April 24. Alderman Radcliffe asked if the town is planning to refund sponsorships as well. Sponsors will be given the choice of a refund or a retainer for the next season.

**A motion was made by Alderman Cherry to approve the refund of registration fees for T-ball, baseball and softball for the Spring 2020 season. The motion was seconded by Alderman Linton. The motion passed 4-0.**

**Board Discussion/Remarks**

Alderman Ward thanked the town for allowing the Easter service at the Market to go on as scheduled with everyone participating in social distancing.

Alderman Cherry informed everyone that the peak in infection rate of COVID-19 is not expected until May. She urged everyone to remain diligent in protecting themselves and others during this uncertain time.

Mayor Credle reiterated Alderman Cherry and Ward's comments and thanked everyone for their good faith efforts to prevent the spread of COVID-19.

Mayor Credle adjourned the meeting at 7:45 pm.

Approved this the 11<sup>th</sup> day of May, 2020.

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Ricky Credle, Mayor, Town of Belhaven

Attest:

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Rosemary Johnson, Town Clerk

SEAL

***Attachments:***

- ***Amendment to Budget Ordinance for FY 2019-2020***
- ***Water Leak Adjustment Policy***
- ***Code of Ordinance Amendment-Powers Granted to Mayor***