



**Town of Belhaven
Board of Aldermen Regular Meeting
Monday, May 8, 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 – May 8, 2023
- V. Approval of Minutes – Board of Aldermen Regular Meeting-April 10, 2023
- VI. Presentation: FY21 Audit Presentation & Audit Acceptance-Tim Zeng, CPA MPA
Thompson, Price, Scott & Adams & Co., PA
- VII. Appointments to Boards & Commissions
- VIII. Public Comments
- IX. Finance Report –Jacki Waldron
 - a. Budget Amendments
 - b. Financial Report
- X. Town Manager’s Report – Lynn Davis
- XI. New Business
 1. Introduce Proposed Text Change for Zoning Ordinance
 2. Approve Purchase of Playground Equipment
 3. Approve Purchase of Power Rake
 4. Request for Street Closure – From Old County Road/Mill Street to Quidley Lane Rock Road
- XII. Board members discussion/remarks
- XIII. Adjournment

NEXT MEETING: MONDAY, JUNE 12, 2023

Meeting Date: May 8, 2023

MINUTES APPROVAL

Agenda Item: Approval: Minutes for Board of Aldermen Meeting: April 10, 2023

Background Information: Attached are the minutes from the regular Board of Aldermen Meeting of April 10, 2023 for consideration of 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, April 10, 2023 – 6PM
257 W. Pungo Street**

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8 The Belhaven Board of Aldermen met on Monday, April 10, 2023 at 6 PM at the Belhaven Civic Center,
9 257 W. Pungo Street, Belhaven, NC. Board members present were: Mayor Ricky Credle, Mayor Pro
10 Tem Ricky Radcliffe, Aldermen Veronica Ward, and Shanika Ebron. Alderman Nathan van Nortwick
11 was present initially, but left on an excused absence before the meeting was called to order.
12 Aldermen Greg Satterthwaite was absent. Counting Mayor Ricky Credle, a quorum was present.
13 Administrative staff present were Town Manager Lynn Davis, Finance Director Jacki Waldron, Town
14 Attorney Chad Stoop and Town Clerk Rosemary Johnson, along with members of the public. The
15 meeting was called to order at 6:02 PM.

16

17 Mayor Credle read the Conflict of Interest Statement:

18

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

25

26 **INVOCATION & PLEDGE OF ALLEGIANCE**

27

28 Mayor Credle asked Deacon Donnell Clark to lead the Invocation and the Pledge of Allegiance.

29

30 **ADOPTION OF AGENDA**

31

32 Mayor Credle asked if there were any changes to tonight’s agenda. Manager Lynn Davis requested the
33 following change:

34

- 35 • Under New Business, she requested to move the first item, Animal Control Discussion, ahead of
36 the Public Hearing for the Town of Belhaven Zoning Map.

37

38 Mayor Credle requested a motion to adopt the agenda for April 10, 2023 with the change as noted.

39

40 **A motion was made by Alderman Ward to adopt the April 10, 2023 agenda as revised. The**
41 **motion was seconded by Alderman Ebron. Mayor Pro Tem Radcliffe voted yes. The motion**
42 **passed 3-0.**

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48 **APPROVAL OF MINUTES FOR REGULAR MEETING-MARCH 13, 2023**

49
50 Mayor Credle asked if there were any corrections or additions to the minutes of the March 13, 2023
51 Board of Aldermen regular meeting. Hearing none, Mayor Credle requested a motion to approve the
52 minutes of the March 13, 2023 regular meeting as written.

53
54 **A motion was made by Mayor Pro Tem Radcliffe to approve the minutes of the March 13, 2023**
55 **Board of Aldermen meeting as written. The motion was seconded by Alderman Ward.**
56 **Alderman Ebron voted yes. The motion passed 3-0.**

57
58 **ANIMAL CONTROL DISCUSSION**

59
60 Chief Chris Kelly and Beaufort County Animal Control Officer, Chief Melanie Sawyer were in
61 attendance to discuss animal control issues in Belhaven. Chief Kelly stated that there is a leash law in
62 the Belhaven town ordinances, which states that pets are required to be on a leash unless they are on
63 the owner's property. However, there are a number of dogs that are roaming freely around town and
64 the police department is actively working to identify the owners of these dogs.

65
66 Chief Sawyer stated that Beaufort County Animal Control responds to reports of stray and dangerous
67 animals, rabies and welfare checks as well as reports of nuisance animals. Manager Davis asked what
68 defined nuisance animals. Chief Sawyer replied that this could mean dogs that are loose or stray, dogs
69 invading trash cans and the like. She emphasized that citizens contact Beaufort County Animal Control
70 first for such situations as they work hand in hand with the town. She stated that Beaufort County does
71 not have a leash law, so it is up to Belhaven to enforce its leash law. Chief Kelly added that citizens
72 who witness roaming dog(s) should try to take a picture so that law enforcement will know what animals
73 to look for.

74
75 Wayne Penn, a citizen of Belhaven stated that the town should look at the local animal control
76 ordinance to see if there was anything that can be changed locally to address proper restraints. He
77 was recently walking his dog and he and his dog were attacked by a vagrant dog. He and his dog were
78 not hurt in the incident, but he emphasized that this could happen again and someone such as an
79 elderly person or a child could seriously get hurt. Sarah Mertz asked if there was anything the police
80 could do about dogs being constrained all the time. She added that keeping dogs tied up would likely
81 make them more aggressive. Chief Kelly replied that making citizens aware of local ordinances can
82 help. Chief Sawyer added that violators would have 72 hours in which to get in compliance with the
83 local ordinances. Chief Sawyer stated that most of the calls they receive are concerning dogs kept on
84 chains without a dog house to provide shade. She added that requiring proper housing and food/water
85 for constrained animals could be required by the local ordinances. She said that citizens who want to
86 report their concerns should contact Beaufort County Animal Control at 252-946-4517.

87
88 **PRESENTATION/PUBLIC HEARING FOR NEW TOWN OF BELHAVEN ZONING MAP**

89
90 Manager Davis presented the new proposed zoning map that was created based on the new zoning
91 code adopted at the March council meeting. Not all sections of the town will be subject to the new
92 zoning code. She discussed the sections of town that will be affected in detail. The proposed changes
93 include reducing the areas zoned R5M (residential mobile home), renaming waterfront RA (residential
94 agricultural) to RAW (residential agricultural waterfront), changing some industrial zoned properties to
95 use that matches other adjacent properties and consideration of changes to gateway zoning. She
96 addressed non-conforming uses and how they would be handled under the new code. She stated that
97 the last time that the code was amended was in 1989, so the Planning Board has spent the last two

98 years reviewing and revamping the existing code to be in compliance with the new G.S. 160D
99 requirements as well as planning for the future development of the town. There will be no vote tonight;
100 the purpose of the hearing is to gain public input about the new zoning map. The last time the map was
101 updated was in 2019. The final vote will take place at the May 8 council meeting. She encouraged
102 anyone with questions about their particular property meet with her one-on-one at her office.
103

104 Mayor Credle requested a motion to open the floor for public comments.
105

106 **A motion was made by Alderman Ward to open the Public Hearing for public comment on the**
107 **proposed new Town of Belhaven Zoning Map. The motion was seconded by Alderman Ebron.**
108 **Mayor Pro Tem Radcliffe voted yes. The motion passed 3-0**
109

110 The following comments were received.
111

112 O. Topping-Asked if the new zoning map was going to keep him from putting something on his vacant
113 property, is he going to have to get a special use permit to do so.
114

115 Lucretia Clayton-Ms. Clayton doesn't reside in Belhaven. She is a property owner. She wants to be
116 notified when and if the zoning map is approved.
117

118 April Holloway, Croatan Street-Ms. Holloway wants to build a \$6 figure home on her father's property
119 and wants neighboring houses to have comparable value, but fears they won't without the zoning
120 changes. She doesn't want to make the investment if others can't or won't do anything with their
121 property.
122

123 Nita Stanley- Expressed concern about the property located next to the carwash. There was a house
124 there at one point, but it is now gone. Wants to know if a relative could build another house on the
125 property.
126

127 Brenda Ward, 787 Pantego St.- Expressed concern about how the new zoning code and map will affect
128 mobile homes.
129

130 Phyllis Freeman-Requested a one-on-one meeting with Manager Davis.
131

132 This concluded the public comments and Mayor Credle requested a motion to close the Public Hearing.
133

134 **A motion was made by Mayor Pro Tem Radcliffe to close the Public Hearing. The motion was**
135 **seconded by Alderman Ward. Alderman Ebron voted yes. The motion passed 3-0.**
136

137 ***A copy of the "Presentation: Zoning Map Proposed Changes & Public Hearing" is herein***
138 ***attached as Exhibit A and incorporated by reference.***

139 **PUBLIC COMMENTS**

140
141 Citizens are given the opportunity to voice their opinions, concerns, compliments, etc. about town
142 matters. Each citizen is given 3 minutes to speak. The following public comments were received.
143
144

145 Rydia Spencer, 316 Duke Street-Ms. Spencer commented that at the March meeting, she had
146 requested that the town place more rocks on Duke Street, as they have washed out. She added that
147 this has not been done. Manager Davis will follow up.

148
149 Carol Roop, of the Belhaven Community Chamber of Commerce and Welcome Center, reminded
150 everyone Earth Day is April 22. Ms. Roop gave everyone a copy of the April Chamber newsletter. She
151 invited the council to the Chamber's Annual Awards Banquet on November 4 and invited them to attend
152 the next Chamber board meeting on April 13 at 5:30 pm at the Chamber office. She expressed her
153 support of the zoning changes and the new zoning map. She stated that the cleanup between
154 Smithton and the Topper Bateman bridge was postponed due to the rain.

155
156 O. Topping, 812 W Pantego Street-Complained about the drainage problems at his mother's home
157 (Joyce Topping). He stated that no one has looked at the ditch in a very long time and requested that
158 the town follow up.

159
160 Robert Stanley, 878 W. Pantego Street -stated that he can show town personnel where the drainage
161 problems on Pantego Street are located.

162
163 Wilbert Smith, Old County Road. Stated he has lived in Belhaven for 60 years and lives behind the
164 Dollar General property. Said that the his driveway tile is stopped up where the town has been putting
165 rocks and that his yard is getting everyone's excess water.

166
167 This concluded public comments.

168 **FINANCE REPORT**

169 Budget Ordinance Amendment #7

170 Ms. Waldron presented Budget Ordinance Amendment #7 formalizing several appropriation
171 adjustments between funds prior to the end of FY 23. Approval was requested.

172 **A motion was made by Alderman Ebron to approve Budget Ordinance Amendment #7 as**
173 **presented. The motion was seconded by Alderman Ward. Mayor Pro Tem Radcliff voted yes.**
174 **The motion passed 3-0.**

175 ***A copy of "Budget Ordinance Amendment #7" is herein attached as Exhibit B and incorporated***
176 ***by reference.***

177
178 Ms. Waldron presented the income statement, general fund revenue and expenditures as of March 31,
179 2023. She said that if there were any questions about the report to please come see her.

180 ***A copy of the "Financial Report as of March 31, 2023" is herein attached as Exhibit C and***
181 ***incorporated by reference.***

182
183 FY24 Budget & Workshop Discussion

184
185 Ms. Waldron stated that at least one budget workshop will need to be scheduled to review items on the
186 proposed FY24 budget. The proposed dates are: April 24, April 27, May 1, and May 4. A list of
187 priorities was requested from the council by April 15. Mayor Credle and Manager Davis are both
188 attending City Vision the week of April 24. Mayor Credle stated that he thought he would be out of town
189 on April 24 and asked Town Clerk Johnson to check the meeting agenda. A workshop date will be
190 determined based on Mayor Credle and Manager Davis' availability.

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TOWN MANAGER'S REPORT

Manager Davis gave the following report for March.

Pickleball

Work will begin this week to set up a pickleball court at the Charlie Smith Center. Manager Davis stated that some new playground equipment was budgeted for at both of the town's playgrounds. New swings have been ordered this week.

Roof Replacement at Old Town Hall

The shingles for the roof replacement at the old Town Hall have been delivered. Allen Street will have to be blocked off when work begins.

Main Street Flooding

RK&K has started preliminary work looking at the Main street flooding and developing a fundable plan to remedy the problems.

Asset Inventory Assessment

WithersRavenel started work today to prepare the asset inventory assessment of the Town's water and sewer system.

Water Street Waterline Replacement Project

The Water Street Waterline Replacement Project will be put back out for bid in the next couple of weeks.

Spring Trash Collection

David's Trash will conduct its annual Spring Trash Collection Friday April 14. They will pick up large items not typically collected like furniture. They will not pick up chemicals, old tires or appliances.

Manager Davis commented that there are a lot of free activities taking place in April in town and encouraged citizens to participate.

NEW BUSINESS

Resolution to Adopt Water Shortage Response Plan

The North Carolina Department of Environmental Quality has reviewed the information contained in the Town of Belhaven's Water Shortage Response Plan (WSRP) update and has determined that the WSRP for Belhaven meets the minimum criteria established by G.S. 143-355.2 (a) and 15A NCAC 02E. 0607. Adoption of the plan is required every five years. A resolution to adopt the Belhaven Water Shortage Response Plan is attached.

A motion was made by Mayor Pro Tem Radcliffe to adopt the Belhaven Water Shortage Response Plan. The motion was seconded by Alderman Ward. Alderman Ebron voted yes. The motion passed 3-0.

A copy of the "Resolution to Adopt the Town of Belhaven Water Shortage Response Plan" is herein attached as Exhibit D and incorporated by reference.

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BOARD MEMBERS DISCUSSION/COMMENTS

Mayor Credle asked if the council had any comments. There were no comments.

ADJOURNMENT

With no further business, the motion was adjourned at 7:45 pm.

Approved this the _____ day of _____, 2023

Ricky Credle, Mayor, Town of Belhaven

ATTEST:

Rosemary Johnson, Town Clerk, Town of Belhaven

Attachments

- ***Presentation: Zoning Map Proposed Changes & Public Hearing***
- ***Budget Ordinance Amendment #7***
- ***Financial Report as of March 31, 2023***
- ***Resolution to Adopt the Town of Belhaven Water Shortage Response Plan***

Meeting Date: May 8, 2023

Agenda Item: FY21 Audit Presentation & Audit Acceptance

Background Information:

Thompson, Price, Scott & Adams have completed the annual financial audit for fiscal year ending June 30, 2021. Tim Zheng will present the audit as required.

Staff Recommendation:

Motion to accept the fiscal year 2021 audit.

Cost of Implementation:

Motion: _____ 2nd: _____

Approved or Denied: _____ Date: _____

Meeting Date: May 8, 2023

Agenda Item: Appointments to Boards and Commissions

Background Information:

Appointing members to boards and commissions is a key action of the Town Council. Terms end on June 30 of each year. Your consideration is given to help recruit volunteers for the following upcoming board seats:

Human Relations Commission – 3 seats

Recreation – 2 seats

Planning Board – 1 seat

Current members have been asked if they wish to be reappointed.

Staff Recommendation:

Cost of Implementation:

Motion: _____ 2nd: _____

Approved or Denied: _____ Date: _____

Meeting Date: May 8, 2023

Agenda Item: Introduce Proposed Text Change for Zoning Ordinance

Background Information:

At the public hearing on the proposed zoning map changes, there was quite a bit of concern expressed by citizens about replacing a non-conforming use if damaged or destroyed by an act of God. The newly adopted zoning ordinance has language, that is consistent with the prior ordinance, that does not allow for the replacement of a non-conforming use upon damage or destruction.

Staff researched language from other communities and recommend changing the language to allow for replacement of non-conforming residential structures in the event of damage or destruction due to an act of God.

The planning board reviewed the proposed language and recommends the proposed changes on the attached sheet.

Staff Recommendation:

Schedule a public hearing for the June 12 meeting to consider this text amendment. A public hearing is required before a text amendment can be made.

Cost of Implementation:

Motion: _____ 2nd: _____

Approved or Denied: _____ Date: _____

**Proposed Text Amendment to
Chapter 152 Sec. 221 NONCONFORMING STRUCTURES AND USES, Town of Belhaven Zoning Ordinance**

Current Language

152.221 NONCONFORMING STRUCTURES AND USES

Nonconforming structures or lots may be used or continued provided they conform to the following provisions:

- (1) Minimum single lot requirements. Where the owner of a lot at the time of the effective date of this chapter, or his/her successor in title thereto does not own sufficient land to enable him/her to conform to the dimensional requirements of this chapter, the lot may be used as a building site for a single-family residence or a duplex in a district in which those residences are permitted, provided all setbacks are complied with.
- (2) Extension of nonconforming uses. Nonconforming uses shall not hereafter be enlarged or extended in any way.
- (3) Change of nonconforming uses. A nonconforming use shall not be changed to any but a use listed as permitted in the regulations for the district in which the nonconforming use is located.
- (4) Cessation of nonconforming uses. If active operations of the nonconforming use are discontinued because of reasons not due to damages or disaster for a continuous period of six months, the nonconforming use shall thereafter be used only for a conforming use.
- (5) Repair or alteration. Normal maintenance and repair of a building occupied by a nonconforming use is permitted provided it does not extend the nonconforming use.
- (6) Damage or destruction of nonconforming uses. Nonconforming uses damaged to an extent exceeding 50% of its replacement cost shall not be reconstructed as a nonconforming use.
- (7) Lawful use required. In order to qualify as a non-conforming use, the way in which the use was actually conducted as well as the purpose of the use must be lawful.

Planning Board and Staff Recommendation: Amend Item (6) as follows:

(6) Damage or destruction of nonconforming uses:

(a) Nonconforming commercial uses damaged to an extent exceeding 50% of its replacement cost shall not be reconstructed as a nonconforming use.

(b) Any nonconforming residential building or structure damaged or destroyed due to natural or manmade hazards such as fire, flood, or other catastrophic event beyond the control of the property owner, may undergo an in-kind replacement or reconstruction within one (1) year of the date of destruction.

Meeting Date: May 8, 2023

Agenda Item: Approve Purchase of Playground Equipment

Background Information:

The recreation budget for this year included funds for some new playground equipment. The proposed playground equipment includes swings for both the Charlie Smith Park and the Recreation Field Park. Swings and a spring-see saw have been selected.

The Town's purchasing policy requires approval from the Town Council for expenditures over \$10,000 even if included in the budget. Funds are available for this purchase.

Staff Recommendation:

Motion to approve the purchase of playground equipment from Cunningham Recreation/GameTime in the total amount of \$29,315.20.

Cost of Implementation:

\$29,315.20

Motion: _____ 2nd: _____

Approved or Denied: _____ Date: _____





GameTime c/o Cunningham Recreation
 PO Box 240981
 Charlotte, NC 28224
 800.438.2780
 704.525.7356 FAX

04/25/2023
 Quote #
 165141-01-02

Charlie Smith Center and Railroad Street (updated 4.25.23)

Town of Belhaven
 Attn: Chase Gibbs
 914 E. Main Street
 Belhaven, NC 27810

Ship to Zip 27810

Quantity	Part #	Description	Unit Price	Amount
Charlie Smith Center				
1	RDU	GameTime - Four Seat Buck-A-Bout and (4) Saddle Seats [Basic: _____]	\$3,687.00	\$3,687.00
1	RDU	GameTime - Three Bay PrimeTime Swings with (2) Expression Swings and (4) Belt Seats [Basic: _____]	\$9,207.00	\$9,207.00
Railroad Street				
1	RDU	GameTime - Two Bay PrimeTime Swings with (4) Belt Seats [Basic: _____]	\$4,376.00	\$4,376.00
1	INSTALL	MISC - Installation of Above Equipment Only:- <i>Unless otherwise specified this estimate does not include site work, demolition or concrete work. Site must be clear, level, free of obstructions, and accessible. Site should permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional costs. This estimate does not include pricing for digging or drilling through rock. If rock is hit during the installation, additional charges will be incurred. Acquisition of any and all permits, as well as complying with any building regulations, is the sole responsibility of the customer.</i>	\$10,865.00	\$10,865.00
Contract: OMNIA #2017001134			Sub Total	\$28,135.00
			Discount	(\$1,555.49)
			Freight	\$1,569.05
			Tax	\$1,166.64
			Total	\$29,315.20

Comments

Freight Calculated to Above Address. Installer to meet the freight truck for delivery, unloading and installation.

DUE TO FLUCTUATING FUEL COSTS, FREIGHT SHOWN IS ESTIMATED FREIGHT. ACTUAL FREIGHT WILL BE DETERMINED AT THE TIME OF YOUR ORDER. PLEASE FEEL FREE TO CONTACT US TO VERIFY CURRENT FREIGHT CHARGES PRIOR TO PLACING YOUR ORDER.

* Customer responsible for borders and safety surfacing (or priced upon request).



GameTime c/o Cunningham Recreation
PO Box 240981
Charlotte, NC 28224
800.438.2780
704.525.7356 FAX

04/25/2023
Quote #
165141-01-02

Charlie Smith Center and Railroad Street (updated 4.25.23)

GAMETIME - TERMS & CONDITIONS:

- **PRICING:** Due to volatile economic demand, pricing is valid for 30 days. Pricing is subject to change. Request updated pricing when purchasing from quotes more than 30 days old.
- **TERMS OF SALE:** For equipment & material purchases, Net 30 days from date of invoice for governmental agencies and those with approved credit. All others, full payment for equipment, taxes and freight up front. Balance for services & materials due upon completion or as otherwise negotiated upon credit application review. Pre-payment may be required for equipment orders totaling less than \$5,000. Payment by VISA, MasterCard, or AMEX is accepted (**If you elect to pay by credit card, GameTime charges a 2.50% processing fee that is assessed on the amount of your payment. This fee is shown as a separate line item and included in the total amount charged to your credit card. You have the option to pay by check, ACH or Wire without any additional fees.**). Checks should be made payable to Playcore Wisconsin, Inc. d/b/a GameTime unless otherwise directed.
- **CREDIT APPLICATION:** Required for all non-governmental agencies and those entities who have not purchased from GameTime within the previous twelve calendar months.
- **FINANCE CHARGE:** A 1.5% monthly finance charge (or maximum permitted by law) will be added to all invoices over 30 days past due.
- **CASH WITH ORDER DISCOUNT:** Orders for GameTime equipment paid in full at time of order via check or electronic funds transfer (EFT) are eligible for a 3% cash-with-order (CWO) discount.
- **ORDERS:** All orders shall be in writing by purchase order, signed quotation or similar documentation. Purchase orders must be made out to Playcore Wisconsin, Inc. d/b/a GameTime.
- **FREIGHT CHARGES:** Shipments shall be F.O.B. destination. Freight charges prepaid and added separately.
- **SHIPMENT:** Standard Lead time is 12-14 weeks (some items may take longer) after receipt and acceptance of purchase order, credit application, color selections and approved drawings or submittals.
- **PACKAGING:** All goods shall be packaged in accordance with acceptable commercial practices and marked to preclude confusion during unloading and handling.
- **RECEIPT OF GOODS:** Customer shall coordinate, receive, unload, inspect and provide written acceptance of shipment. Any damage to packaging or equipment must be noted when signing delivery ticket. If damages are noted, receiver must submit a claim to Cunningham Recreation within 15 Days. Receiver is also responsible for taking inventory of the shipment and reporting any concealed damage or discrepancy in quantities received within 60 days of receipt.
- **RETURNS:** Returns are only available on shipments delivered within the last 60 days. A 25% (min.) restocking fee will be deducted from any credit due. Customer is responsible for all packaging & shipping charges. Credit is based on condition of items upon return. All returns must be in unused and merchantable condition. GameTime reserves the right to deduct costs associated with restoring returned goods to merchantable condition. Uprights & custom products cannot be returned.
- **TAXES:** Sales tax is shown as a separate line item when included. A copy of your tax exemption certificate must be submitted at time of order or taxes will be added to your invoice.

INSTALLATION CONDITIONS:

- **ACCESS:** Site should be clear, level and allow for unrestricted access of trucks and machinery.
- **STORAGE:** Customer is responsible for providing a secure location to off-load and store the equipment during the installation process. Once equipment has delivered to the site, the owner is responsible should theft or vandalism occur unless other arrangements are made and noted on the quotation.
- **FOOTER EXCAVATION:** Installation pricing is based on footer excavation through earth/soil only. Customer shall be responsible for unknown conditions such as buried utilities (public & private), tree stumps, rock, or any concealed materials or conditions that may result in additional labor or materials cost.
- **UTILITIES:** Installer will contact 811 to locate all public utilities prior to layout and excavation of any footer holes. Owner is responsible for locating any private utilities.
- **ADDITIONAL COSTS:** Pricing is based on a single mobilization for installation unless otherwise noted. Price includes ONLY what is stated in this quotation. If additional site work or specialized equipment is required, pricing is subject to change.



GameTime c/o Cunningham Recreation
PO Box 240981
Charlotte, NC 28224
800.438.2780
704.525.7356 FAX

04/25/2023
Quote #
165141-01-02

Charlie Smith Center and Railroad Street (updated 4.25.23)

ACCEPTANCE OF QUOTATION:

Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

Accepted By (printed): _____ Title: _____

Telephone: _____ Fax: _____

P.O. Number: _____ Date: _____

Purchase Amount: **\$29,315.20**

SALES TAX EXEMPTION CERTIFICATE #: _____

(PLEASE PROVIDE A COPY OF CERTIFICATE)

Salesperson's Signature

Customer Signature

BILLING INFORMATION:

Bill to: _____

Contact: _____

Address: _____

Address: _____

City, State: _____ Zip: _____

Tel: _____ Fax: _____

E-mail: _____

SHIPPING INFORMATION:

Ship to: _____

Contact: _____

Address: _____

Address: _____

City, State: _____ Zip: _____

Tel: _____ Fax: _____

E-mail: _____

Meeting Date: May 8, 2023

Agenda Item: Approve Purchase of Power Rake

Background Information:

A power rake is needed to maintain the gravel and rock roads and parking lots in Belhaven. A power rake compatible with the Town's current equipment can be purchased from Quality Equipment on state contract for \$12,818.12.

Funds are available in the Public Works Capital Outlay budget line item from savings on the purchase of the dump truck.

The Town's newly adopted purchasing policy requires approval of purchases over \$10,000.

Staff Recommendation:

Motion to approve the purchase of a power rake from Quality Equipment in the amount of \$12,818.12.

Cost of Implementation:

\$12,818.12

Motion: _____ 2nd: _____

Approved or Denied: _____ Date: _____



ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Quality Equipment, LLC
7145 Us Highway 17 N
Washington, NC 27889
252-946-0267
Washington@qualityequip.com

Quote Summary

Prepared For:

TOWN OF BELHAVEN
315 E MAIN ST
BELHAVEN, NC 27810
Business: 252-943-3055
ACCOUNTINGTECH2@BELHAVENNC.US

Delivering Dealer:

Quality Equipment, LLC
Chris Silverthorne
7145 Us Highway 17 N
Washington, NC 27889
Phone: 252-946-0267
csilverthorne@qualityequip.com

Quote ID: 28432854
Created On: 21 March 2023
Last Modified On: 21 March 2023
Expiration Date: 21 April 2023

Equipment Summary	Suggested List	Selling Price	Qty	Extended
Frontier PR1160 - 60 In. Power Rake - 1XFPR11XCN0001178	\$ 14,467.00	\$ 12,007.61 X	1 =	\$ 12,007.61
Contract: NC Grounds Maintenance Equip 2210B (PG 2Y CG 22)				
Price Effective Date:				
Equipment Total				\$ 12,007.61

* Includes Fees and Non-contract items

Quote Summary

Equipment Total	\$ 12,007.61
Trade In	
SubTotal	\$ 12,007.61
Est. Service	\$ 0.00
Agreement Tax	
Total	\$ 12,007.61
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 12,007.61

Sales Tax

810.51

12,818.12

Salesperson : X _____

Accepted By : X _____

Meeting Date: May 8, 2023

Agenda Item: Request for Street Closure

Background Information:

Terrence Glasper has requested to close Mill Street from Old County Road to Quidley Lane from 10AM to 6PM on Saturday, May 13 for a church event.

Staff Recommendation:

Motion to approve street closure on Saturday, May 13 from 10AM to 6PM.

Cost of Implementation:

Motion: _____ 2nd: _____

Approved or Denied: _____ Date: _____

From Old County Rd / Mt
St
to
Guidley Lane Rock Rd



Belhaven Police Department Administrative Specialist Monthly Summary

April 2023	Total
# Telephone Calls Received	226
Call Dispatched by Walk-In	7
Window Walk-in	104
Calls Dispatched	21
Incident and Arrest Reports Processed	12
Supplements Processed	9
Accident Reports Processed	2
Property/Evidence Reports Processed	0
Citations Processed	13
Papers Logged	17
NCAWARE Papers Processed	2
Subpoenas Logged	4
Criminal Histories	0
Driving Histories	26
Vehicle Registrations	34
AOC's Run	14
Written Warning processed	21
Special Assignment	4

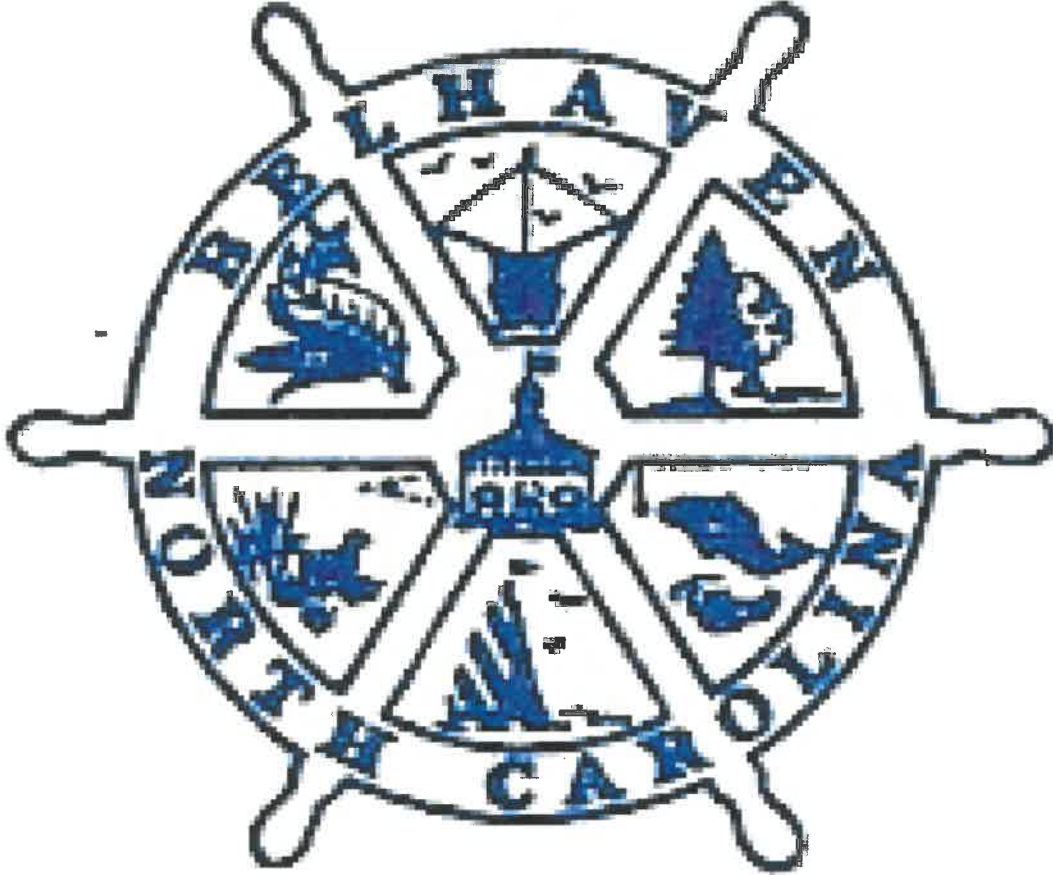
Belhaven Police Department

Monthly Summary

April 2023	600	601	602	603	604	605	Totals
Miles Driven	324	551	569	1021	1230	514	4209
Hours Worked	180	146	114	202	212	192	1044
Days Off - Sick	0	0	0	0	0	0	0
Days Off - Vacation	0	0	0	0	0	0	0
Hours Foot Patrol	0	26	8	18	28	19	98
Calls Answered	20	7	21	3	18	11	80
# Reports Taken	4	1	2	1	4	1	13
Investigation Hours	0	4	2	0	8	3	17
Cases Closed	1	0	0	0	1	1	3
Recovered Prop \$	0	0	0	0	0	0	0
Citizen Assists	3	7	0	1	0	3	14
Vehicle Unlocks	1	0	1	0	3	1	6
Homes Sec. Checks	0	56	60	20	128	10	274
Business Sec. Checks	574	352	320	90	512	216	2064
Domestic Calls	0	0	1	0	1	0	2
Citations Issued	0	0	1	3	6	0	10
Written Warnings	0	0	1	5	7	0	13
Verbal Warnings	0	0	0	2	5	3	10
Subpoenas Served	0	0	0	0	0	2	2
Subpoenas Attempted	0	0	0	0	0	0	0
Warrants Served	0	0	0	0	1	0	1
Warrants Attempted	0	0	0	0	1	0	1
Criminal Summons	0	0	0	0	0	0	0
Juvenile Interactions	0	0	0	1	0	1	2
Commitment Papers	0	0	0	0	0	0	0
Commitment Hours	0	0	0	0	0	0	0
# Accident Reports	1	0	1	0	0	0	2
Traffic Stops	0	0	2	8	12	1	23
Arrests	0	0	0	0	3	0	3
DWI's	0	0	0	0	0	0	0
Breath Tests	0	0	0	0	0	0	0
Business Escorts	0	0	0	0	0	0	0
Funeral Escorts	0	0	0	0	0	0	0
Special Assignments	8	1	1	0	2	4	16

Town of Belhaven Water Resources

April 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 May 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 4.25 inches of rain during April. We collected and treated 7.066 million gallons of wastewater. The average flow at the waste treatment plant was 235,533 gallons per day.
- PD lift station pump #2 was losing its prime and not pumping. We finally found a leak in the pick-up pipe and sealed it. The station is operating properly now.
- We shoveled and loaded 4 beds of sludge onto one dump truck for delivery to the environmental land fill.
- The generator at the waste treatment plant had the water pump fail after a load management run. We called in our generator man and he ordered the parts and fixed the problem. We cleaned the radiator while it was down.
- Tom, Steve, and Ed had a 6-hour virtual continuing education class on the 18th. We are required have 6 hours for both waste water and drinking water each year. This was a dual credit class and satisfied both requirements.
- WithersRavenel, our Asset Inventory and Assessment engineers are in town this month collecting data. We have helped them on various tasks and provided as much information and maps as we have.
- We met with NC Coastal Management's Resilient Coastal Community Program people on the 20th. We are in phase 3 which is Engineering and Design. The project will address flooding in the Wynne's Gut area of town. After this phase, the hard part of finding grants to do the work starts but we will have a shovel ready project and this means a lot when applying for these grants.
- We sent in our second Action Plan to NCDENR about copper and zinc limits in our discharge water at waste treatment. The plan stated our commitment of \$90,000 to hire BT Solutions to do the studies to raise the limits to more reasonable levels.
- We responded to 3 grinder pump alarm in the Pantego area this month.
- Electricities sent out 3 generator runs for load management this month
- 811 sent out 12 locates which we marked and sent in our positive response.

Water Treatment and Distribution

- The water plant sent 2,578,600 gallons to the town's distribution system in April. That is an average of 85,953 gallons per day. The maximum of 110,300 was recorded on the 8th.
- We replaced a failed service line on Pamlico Street. We had to bore a new line under Pamlico Street.
- We repaired the water line to the Multipurpose Building. The old galvanized connection to the water meter was replaced.

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.

**Steve Hall 943-1400 sewer@townofbelhaven.com
water@townofbelhaven.com**