



Town of Belhaven
Board of Aldermen Recessed June 12, 2023 Meeting
Monday, June 26, 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. Appointments to Boards & Commissions
 1. Reappointment to the Human Relations Commission-Marlene McCabe, Karen Colvard
 2. Appointment to the Human Relations Commission-Octavia Brewington
 3. Reappointment to the Parks & Recreation Advisory Board-Leamon Allen
 4. Appointment to the Parks & Recreation Advisory Board-Lita Paul
 5. Reappointment to the Planning Board-Jeanne Snodgrass
- V. Finance Report –Jacki Waldron
 - a. Budget Amendments
 - b. Approve LGC Audit Response
 - c. Approval of Resolutions: Acceptance of the Water System Asset Inventory & Assessment (AIA) Grant of \$150,000 & the Sewer System Asset Inventory & Assessment (AIA) Grant of \$150,000
- VI. Board members discussion/remarks
- VII. Adjournment

NEXT REGULAR MEETING: MONDAY, JULY 10, 2023



REC'D JUN 22 2023

Town of Belhaven
Board/Committee Volunteer Form

DATE OF APPLICATION: 6/10/23

NAME: Octavia Brewington

ADDRESS: 433 Cedar Street

MAILING ADDRESS (IF DIFFERENT): _____

CITY, STATE ZIP: Belhaven, N.C., 27810

PHONE: 252-943-6711 EMAIL: brewingoctaviaw@qmail.com

VOLUNTEER BOARD/COMMITTEE OF INTEREST (check 1)

☐ Planning Board

☐ Board of Adjustments

☒ Human Relations Commission

☐ Community Appearance Committee

☐ Celebrations Committee

☐ Recreation Advisory Committee

☐ Public Buildings Committee

How long have you lived in Belhaven? 50+ years

Why do you wish to serve on this committee?

I have always enjoyed working with people and striving to make things better in my community.

Briefly describe what experience you have that will make you a good candidate for this board/committee position?

I have worked in the educational sector for 36 years. I served on committees that benefited student and their families. I was a program coordinator for the B & G Club. During my Christian walk, I presently serve on committees to help the community.

Do you have any potential conflicts of interest that could interfere with your active participation on this board/committee? ☒ NO ☐ YES, please explain.

Signature: Octavia Brewington

The Belhaven Board of Aldermen make appointments to boards and commissions as vacancies occur.

Thank you for your interest in serving as a volunteer for the Town of Belhaven.



Rosemary Johnson <townclerk@townofbelhaven.com>

*Re-Appointed 6/26/23 - 3-yr. Term - 6/30/26***(no subject)**

2 messages

allenacresproduceco@outlook.com <allenacresproduceco@outlook.com>
To: "townclerk@townofbelhaven.com" <townclerk@townofbelhaven.com>

Wed, May 24, 2023 at 6:56 AM

I would like to continue serving on the rec committee
Thank you
Leamon Allen

Get [Outlook for iOS](#)

Rosemary Johnson <townclerk@townofbelhaven.com>
To: "allenacresproduceco@outlook.com" <allenacresproduceco@outlook.com>

Wed, May 24, 2023 at 8:47 AM

Hi Leamon,

Thank you for your email and your willingness to serve again on the Rec. committee. Your request will be reviewed by the council at the June meeting.

Rosemary

[Quoted text hidden]

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Rosemary O. Johnson
Town Clerk, NCCCC, CMC, Human Resources
Town of Belhaven
315 East Main Street
PO Box 220
Belhaven, NC 27810
Phone: 252-943-3055
Fax: 252-943-2357
townclerk@townofbelhaven.com





Rosemary Johnson <townclerk@townofbelhaven.com>

*Re-Appointed 6/26/23 - 3yr. Term - 6/30/2026***Human Relations Appointment**

2 messages

Marlene McCabe <marlmcca1@gmail.com>

Thu, May 4, 2023 at 9:20 AM

To: Rosemary Johnson <townclerk@townofbelhaven.com>

To: The Town of Belhaven

Re: Human Relations Board

Thank you for the opportunity to serve on the Belhaven Human Relation Board, it has been a pleasure serving on this board. I would very much like to continue serving on this Board. I have served as chair on this board for the past few years it has been a pleasure serving with this group. Thank you for your consideration in allowing me to continue to serve on Belhaven Human Relations Board.

Please let me know if this needs to be mailed to you via snail mail.

Thank you:

Marlene McCabe, Chair of Belhaven Human Relations

Overcoming obstacles starts with a positive attitude and Faith that God will see you through.

Rosemary Johnson <townclerk@townofbelhaven.com>

Thu, May 4, 2023 at 9:24 AM

To: Marlene McCabe <marlmcca1@gmail.com>

Hi Marlene, .

This email is fine. Your re-appointment will be done at the June meeting. Thank you for your service and we are happy that you want to serve another 3 years.

Rosemary

[Quoted text hidden]

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Rosemary O. Johnson**Town Clerk, NCCCC, CMC, Human Resources****Town of Belhaven****315 East Main Street****PO Box 220****Belhaven, NC 27810****Phone: 252-943-3055****Fax: 252-943-2357**townclerk@townofbelhaven.com



REC'D JUN 22 2023

Town of Belhaven
Board/Committee Volunteer Form

DATE OF APPLICATION: 6/8/23

NAME: Liza Paul

ADDRESS: 6109 Free Union Church Rd

MAILING ADDRESS (IF DIFFERENT): Same as above

CITY, STATE ZIP: Pinetown, NC 27805

PHONE: 252-402-1565

EMAIL: liza.paul@acculink.com

VOLUNTEER BOARD/COMMITTEE OF INTEREST (check 1)

☐ Planning Board

☐ Board of Adjustments

☐ Human Relations Commission

☐ Community Appearance Committee

☐ Celebrations Committee

☒ Recreation Advisory Committee

☐ Public Buildings Committee

How long have you lived in Belhaven? N/A

Why do you wish to serve on this committee? To promote the recreation program in order to better the lives of the kids in the area.

Briefly describe what experience you have that will make you a good candidate for this board/committee position? I've worked with kids at church for years. I've also coached in Belhaven on and off for the past 6 or 7 years, as well as Northeast for 1 year. I've also been on several planning committees for church youth functions.

Do you have any potential conflicts of interest that could interfere with your active participation on this board/committee? ☒ NO ☐ YES, please explain.

Signature: Liza Paul

The Belhaven Board of Aldermen make appointments to boards and commissions as vacancies occur.

Thank you for your interest in serving as a volunteer for the Town of Belhaven.

Town of Belhaven

FY2023 Budget Ordinance Amendment #8

BE IT ORDAINED by the Governing Board of the Town of Belhaven, North Carolina that the following amendments be made to the annual budget ordinance for the fiscal year ending June 30,2023:

Section 1: To amend the General Fund expenditure accounts as follows:

		Increase	Decrease
10-410-005	Fica Tax Expense	1.00	
10-410-049	Worker Comp	3.00	
10-420-002	Salaries and Wages	9100.00	
10-420-004	Professional Services	1800.00	
10-420-005	Fica Tax Expense	205.00	
10-420-006	Group Insurance Expense	2500.00	
10-420-007	Retirement Expense	385.00	
10-420-011	Phones and Internet	6490.00	
10-420-014	Travel and Education	2025.00	
10-420-015	Vehicle Stipend	76.00	
10-420-026	Advertising	53.00	
10-440-001	Prof Services- Accounting Assistance	12,000.00	
10-440-002	Salaries and Wages	40,000.00	
10-440-003	Salaries and Wages – OT	52.00	
10-440-005	Fica Expense	1930.00	
10-440-032	Office Supplies	1140.00	
10-440-006	Group Insurance	10370.00	
10-440-007	Retirement Expense	2850.00	
10-440-032	Office Supplies	1200.00	
10-440-057	Misc Expense	1103.00	
10-500-013	Utilities- Electricity	3000.00	
10-500-033	Dept Supplies and Material	460.00	
10-500-072	Capital Outlay	5500.00	
10-500-073	Wynne's Gut/Cooperage Docks	1660.00	
10-500-074	Capital Outlay	29,000.00	
10-510-002	Salaries and Wages	34940.00	
10-510-003	OT & Court	10600.00	
10-510-005	Fica Tax Expense	3235.00	
10-510-007	Retirement Expense	3530.00	
10-510-009	Professional Services	4900.00	
10-510-017	Maint & Repair- Vehicles	7630.00	
10-510-032	Office Supplies	90.00	
10-510-033	Dept Supplies & Materials	80.00	
10-510-049	Workers Compensation	1701.00	

10-510-053	Dues and Subscriptions	135.00	
10-510-074	Capital Outlay	8485.00	
10-530-002	Salaries and wages	17.00	
10-530-007	Retirement	25.00	
10-530-013	Utilities	400.00	
10-530-017	Maint & Repair Vehicles	4300.00	
10-530-018	Fuel	300.00	
10-530-049	Workers Compensation	56.00	
10-540-006	Group Insurance	5.00	
10-540-007	Retirement Expense	405.00	
10-550-013	Utilities	4000.00	
10-550-016	Maint and Repair Equipment	5700.00	
10-550-019	Salaries Part Time	4350.00	
10-550-033	Dept supplies and Materials	2000.00	
10-550-045	Contracted Services	12.00	
10-550-049	Workers Compensation	1720.00	
10-580-045	Contracted services – Trash	11,000.00	
10-620-004	Sub-Contractor Labor	480.00	
10-620-005	Fica Tax Expense	1020.00	
10-620-006	Group Insurance Expense	18.00	
10-620-015	Maint & repair-Bldg & Grounds	4050.00	
10-620-016	Maint & Repair – Equipment	950.00	
10-620-019	Salaries Part Time	13250.00	
10-620-033	Dept Supplies and Material	4090.00	
10-620-049	Worker Compensation	62.00	
10-620-072	Uniforms	2179.00	
10-440-054	Insurance and Bonds		1320.00
10-500-015	Maint & repair – Bldg & Grounds		5000.00
10-500-016	Maint & Repair of Equip		5721.00
10-500-018	Fuel		5000.00
10-510-014	Travel & Education		840.00
10-510-016	Maint & Repair- Equipment		380.00
10-510-036	Uniforms		960.00
10-510-039	Bp Vests		6000.00
10-510-075	Equipment		1000.00
10-510-085	Equipment Rental		8000.00
10-530-014	Travel & Schools		500.00
10-530-016	Maint & Repair- Equipment		25,000.00
10-530-036	Uniforms		800.00
10-530-071	Capital Outlay- Grant		13300.00
10-540-002	Salaries & wages		650.00
10-540-014	Travel & Schools		1650.00
10-540-019	Salaries Part Time		8500.00
10-540-026	Advertising		1050.00
10-550-018	Fuel		4000.00

10-550-036	Uniforms		420.00
10-550-054	Unemployment Expense		1710.00
10-550-072	Capital Outlay		19370.00
10-550-075	Equipment		8000.00
10-550-076	Mosquito Control		2000.00
10-550-085	Equipment Rental		500.00
10-580-044	Landfill Fees		5000.00
10-620-003	Salaries & wages OT		1000.00
10-620-013	Utilities		500.00
10-620-014	Travel & Schools		590.00
10-620-053	Dues & subscriptions		260.00
10-620-054	Sports Insurance		3359.00
10-620-074	Capital Outlay		10000.00

Section 2: To amend General Fund Revenues, to account for more monies earned then budgeted

10-301-000	Ad Valorem Tax revenue		13.00
10-301-005	Ad Valorem Taxes Fire		5100.00
10-329-000	Interest Earned on Investments		11090.00
10-331-014	Rent- Smith Center		450.00
10-335-000	Miscellaneous Revenues		16815.00
10-335-006	Misc Rev- Insurance Reimb & Proce		4090.00
10-335-007	Building Rental Deposits		4650.00
10-337-000	Utilities Franc Tax		21670.00
10-343-000	Powell Street Allocation		2865.00
10-345-000	Local Option Sales Tax		40005.00
10-347-000	ABC Net Revenues		5827.00
10-348-002	State Grants – Fire/rescue		7000.00
10-351-000	Court Cost Fees & Charges		277.00
10-352-000	Misc Police Revenues & USDA Reser		5.00
10-355-000	Code Enforcement/ Zoning Fees		2365.00
10-365-002	Dockage Revenue		3713.00
10-375-000	Penalty		305.00

Section 3: To amend the Water Fund expenditure accounts as follows:

30-810-002	Salaries and Wages	13,500.00	
30-810-004	Professional Services	510.00	
30-810-005	FICA Tax expense	590.00	
30-810-006	Group Insurance Expense	1165.00	
30-810-007	Retirement Expense	1570.00	
30-810-011	Phones and Internet	300.00	
30-810-015	Maint & repair- Bldg & grounds	350.00	
30-810-018	Fuel	300.00	

30-810-033	Dept Supplies and Material	4400.00	
30-810-049	Workers Comp	102.00	
30-810-061	Administrative Costs for Services	5651.00	
30-810-003	Salaries and Wages OT		1390.00
30-810-008	401K Contribution		2543.00
30-810-013	Utilities		1194.00
30-810-014	Travel and Education		1150.00
30-810-016	Maint and Repair Equipm		400.00
30-810-036	Uniforms		200.00
30-810-043	Contracted Services		700.00
30-810-052	Permits & Fees		3750.00
30-810-054	Unemployment		511.00
30-810-072	Capital Outlay		10000.00
30-810-074	Equipment		3400.00
30-810-085	Equipment Rental		700.00

Section 4: To amend Water Revenues, to account for more monies earned then budgeted

30-375-000	Penalties		2500.00
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Section 5: To amend the Electric Fund expenditure accounts as follows:

31-832-013	Utilities- Street Lights	15.00	
31-832-018	Fuel	1800.00	
31-832-031	Automotive Supplies	85.00	
31-832-033	Dept Supplies & Materials	5088.00	
31-832-049	Workers Comp	105.00	
31-832-600	Contracted Service	25536.00	
31-401-000	Electric Costs	37500.00	
31-832-002	Salaries and Wages		19000.00
31-832-003	Salaries OT		7500.00
31-832-012	Postage		2735.00
31-832-014	Travel and Education		2026.00
31-832-016	Maintenance & repair Equip		1900.00
31-832-017	Maint and Repair Vehcles		1930.00
31-832-063	Misc Exp Hurricane		10000.00
31-832-085	Equipment Rental		2852.00

Section 6: To amend the Electric Revenues Fund, to account for more monies earned then budgeted

31-335-000	Misc revenue		13894.00
31-375-000	Penalites		8292.00

Section 7: To amend the Sewer Fund expenditure accounts as follows:

33-810-002	Salaries and Wages	29649.00	
33-810-005	FICA Tax Expense	1560.00	
33-810-006	Group Insurance Exp	1265.00	
33-810-007	Retirement Expense	3528.00	
33-810-011	Phones and Internet	500.00	
33-810-016	Maint & repair- Equipment	12900.00	
33-810-018	Fuel	2300.00	
33-810-049	Workers Comp	100.00	
33-810-063	State Permit requirements	45140.00	

Section 8: To amend the Sewer Revenues Fund, to account for more monies earned then budgeted

33-372-000	Chg Utilities - Sewer		95000.00
33-374-001	Sewer Tap- Out of Town		252.00
33-375-000	Penalties		1690.00

Section 9: To move ARPA funds to cover employee bonus voted and awarded in December

10-397-078	ARPA Funding	25250.00	
78-349-000	ARPA Reserve		25250.00

Section 10: These budget amendments are to formalize changes in expenditures authorized and/or directed during the fiscal year 22-23 by the Governing Board.

Section 11: 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 26th Day of June, 2023

Ricky Credle, Mayor

Attest:

Rosemary Johnson, Town Clerk



Town of Belhaven

"Birth Place of the Intracoastal Waterway"

To: Local Government Council

From: Jacki, Waldron, Finance Director

Date: June 26, 2023

RE: Additional Required Communication for Financial Performance Indicators of Concern

Concern: The 2021 Audit Report is expected to be submitted within five months plus one day from the fiscal year end per the auditor.

Response: The primary cause for audit delay is that the Town of Belhaven had a great deal of turnovers in the Finance Department between June, 2021 and September, 2022. The new Finance Director was hired September, 2022. During this transition the implemental of new financial software was implemented.

Concern: Water and Sewer Fund- unrestricted cash/total expenses less depreciation + debt service principal. 2021 has a 5.37% with a Target of 16.67%.

Response: The Town of Belhaven is conducting a rate study to increase the water and sewer rates in the upcoming fiscal years. The Town is also reviewing paying off debts in order to decrease expenditures. It is estimated by raising revenues and decreasing debt expense, unrestricted cash will improve.

Concern: Electric Fund- operating net income (loss) excluding depreciation and debt service principal for FY2021 was (\$40,247).

Response: To decrease the amount of operating loss, the Town of Belhaven is conducting a rate study to potentially increase the electric revenue. The Town of Belhaven is committed to keeping operating expenses at a stable level.

Concern: The unit had material weakness, significant deficiencies, and/ or statutory violations that should be addressed in the FPIC Response letter.

Response: The Town of Belhaven had a transition of employees in the Finance department. This was resolved by hiring a new Finance Director in September, 2022. The Finance Director is committed to complete timely account reconciliations, year-end close and annual financial reporting. If additional assistance is required management will consult with outside accountants or auditors.

Concern: Currently on the unit assistance list.

Response: The Town of Belhaven is committed to submit audits on a timely basis. Knowing that FY22 is currently in late status. However, the Town is working diligently to reconcile all accounts for FY22 and if necessary work with an outside accounting firm for assistance. It is the goal of the Town to have FY23 completed and to the auditors by the deadline of December1,2023.

These responses to Financial Performance indicators of Concern is signed by the following officers of the Town on June 26, 2023.

Jacki Waldron, Finance Director

Lynn Davis, Town Manager

Ricky Credle, Mayor

Ricky Radcliffe, Alderman

Nathan Van Nortwick, Alderman

Veronica Ward, Alderman

Shanika Ebron, Alderman



Town of Belhaven

"Birth Place of the Intracoastal Waterway"

RESOLUTION BY GOVERNING BODY OF RECIPIENT

WHEREAS, the North Carolina General Statutes Chapter 159G created Asset Inventory and Assessment (AIA) grants to assist eligible units of government with meeting their water and wastewater infrastructure needs, and

WHEREAS, the North Carolina Department of Environmental Quality (DEQ) Division of Water Infrastructure (DW) has offered Asset Inventory and Assessment (AIA) grant funding from the State Reserve Program (SRP) in the amount of \$150,000 to study components of the **Town of Belhaven** water system, and

WHEREAS, the **Town of Belhaven** intends to perform said project in accordance with the agreed scope of work,

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF ALDERMEN OF THE TOWN OF BELHAVEN:

That the **Town of Belhaven** does hereby accept the Water System Asset Inventory and Assessment (AIA) Grant offer of \$150,000.

That the **Town of Belhaven** does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to, has substantially complied, or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

That Mayor Ricky Credle and Town Manager Lynn Davis, the **Authorized Officials**, and successors so titled, are hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with this project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted this the 26th day of June 2023 at Town of Belhaven, North Carolina.

✓

Ricky Credle, Mayor

ATTEST:

✓

Rosemary Johnson, Clerk



Town of Belhaven

"Birth Place of the Intracoastal Waterway"

RESOLUTION BY GOVERNING BODY OF RECIPIENT

- WHEREAS,** the North Carolina General Statutes Chapter 159G has created Asset Inventory and Assessment (AIA) grants to assist eligible units of government with meeting their water infrastructure needs, and
- WHEREAS,** the North Carolina Department of Environmental Quality has offered a State Reserve Grant in the amount of \$150,000 to perform an Asset Inventory and Assessment study detailed in the submitted application, and
- WHEREAS,** the **Town of Belhaven** intends to perform said project in accordance with the agreed scope of work,

NOW, THEREFORE, BE IT RESOLVED BY THE (GOVERNING BODY) OF THE (UNIT OF GOVERNMENT):

That the **Town of Belhaven** does hereby accept the Water System Asset Inventory and Assessment (AIA) Grant offer of \$150,000.

That the **Town of Belhaven** does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That Mayor Ricky Credle and Town Manager Lynn Davis, the **Authorized Officials**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted this the 26th day of June 2023 at Town of Belhaven, North Carolina.

Ricky Credle, Mayor

ATTEST:

Rosemary Johnson, Clerk