



**Town of Belhaven
Board of Aldermen Regular Meeting
Monday, December 12, 2022 – 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 12, 2022
- V. Approval of Minutes – Board of Aldermen Regular Meeting-November 14, 2022 and Closed Session Minutes-November 14, 2022
- VI. Presentation: Port Officer Appointment: Diana Lambeth – Carol Roop
- VII. Public Comments
- VIII. Finance Report –Jacki Waldron
 - 1. Budget Ordinance Amendments
- IX. Town Manager’s Report – Lynn Davis
- XI. Old Business - None
- XII. New Business
 - a. 2023 Meeting Schedule
 - b. New Belhaven Police Dept. Program – Stacey Conner
- XIII. Board members discussion/remarks
- XIV. Adjournment

NEXT MEETING: MONDAY, JANUARY 9, 2023

Meeting Date: December 12, 2022

MINUTES APPROVAL

Agenda Item: Approval: Minutes for Board of Aldermen Meeting 11/14/2022/Closed Session 11/14/2022

Background Information: Attached are the minutes from the regular Board of Aldermen Meeting of November 14, 2022 and the Closed Session of November 14, 2022 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, November 14, 2022 – 6PM
257 W. Pungo Street**

The Belhaven Board of Aldermen met on Monday, November 14, 2022 at 6 PM 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, Veronica Ward, Greg Satterthwaite, and Shanika Ebron. A quorum was present. Administrative staff present were Town Manager Lynn Davis, Finance Director Jacki Waldron, Town Attorney Chad Stoop and Town Clerk Rosemary Johnson. Other staff present were retiring Police Chief Fred Clingenpeel, Interim Police Chief Chris Kelly, Sergeant Kayla House, Police Officer Marshall Medlock, Steve Hall and Edward Labarge, along with members of the public. The meeting was called to order at 6:00 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 Donnell 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. Hearing none, Mayor Credle requested a motion to adopt the agenda for November 14, 2022.

A motion was made by Alderman Ward to adopt the November 14, 2022 agenda as written. The motion was seconded by Mayor Pro Tem Radcliffe. Alderman van Nortwick; Yes, Alderman Ebron; Yes, Alderman Satterthwaite; Yes. The motion passed 5-0.

45 **APPROVAL OF MINUTES-BOARD OF ALDERMEN MEETING OCTOBER 10, 2022**

46
47 Mayor Credle asked if there were any corrections or additions to the October 10, 2022
48 of Aldermen minutes. Hearing none, Mayor Credle requested a motion to approve the
49 minutes of the October 10, 2022 meeting as written.
50

51 **A motion was made by Mayor Pro Tem Radcliffe to approve the minutes of the**
52 **October 10, 2022 Board of Aldermen meeting as written. The motion was**
53 **seconded by Alderman van Nortwick. Alderman Ward; Yes, Alderman**
54 **Satterthwaite; Yes, Alderman Ebron; Yes. The motion passed 5-0.**
55

56 **PRESENTATIONS**

57
58 **Presentation of Badge and Sidearm to Retiring Chief of Police Fred Clingenpeel**

59
60 Retiring Police Chief Fred Clingenpeel was present tonight to accept the presentation of
61 his badge and service sidearm. Mayor Credle read the Resolution of the Board of
62 Aldermen of the Town of Belhaven awarding retiring Police Chief Fred Clingenpeel his
63 badge and sidearm. Interim Police Chief Christopher Kelly presented him with a framed
64 resolution. His official last day will be December 1, 2022.
65

66 *A copy of the "Resolution of the Board of Aldermen of the Town of Belhaven Awarding*
67 *Retiring Police Chief Fred Clingenpeel his badge and sidearm" is herein attached as Exhibit A*
68 *and incorporated by reference.*

69
70 **BOARDS AND COMMITTEES**

71
72 Management recommended the reappointment of Jeff Best to the Parks and Recreation
73 Commission for a three-year term ending June 30, 2025.
74

75 **A motion was made by Alderman Ward to reappoint Jeff Best to the Parks and**
76 **Recreation Commission for a three-year term ending June 30, 2025. The motion**
77 **was seconded by Alderman van Nortwick. Alderman Ebron; Yes, Alderman**
78 **Satterthwaite; Yes, Mayor Pro Tem Radcliffe; Yes. The motion passed 5-0.**
79

80 **PUBLIC COMMENTS**

81
82 Citizens are given the opportunity to voice their opinions, concerns, compliments, etc.
83 about town matters. Each citizen is given 3 minutes to speak. The following public
84 comments were received.
85

86 Don Stark, 371 Edward Street, announced this year's schedule for Toy Trains of
87 Belhaven. The opening day is November 26 and will run through December 27.
88
89
90

91 This is the 11th year that the Toy Trains have been on display at the old Town Hall. Mr.
92 Stark commented that every year, attendees have averaged around 2,000; in 2021,
93 there were 2,300 attendees. There is no charge to attend. Mr. Stark recognized the
94 volunteers, who made the Toy Trains display possible.

95
96 Deacon Donnell Clark, 487 Belhaven Square, wished everyone a Happy Thanksgiving
97 and a Merry Christmas. He congratulated Chief Clingenpeel on his retirement.

98
99 This concluded the Public Comments.

100
101 **UTILITY BILL DISCUSSION: BOBBY FREEMAN**

102
103 Bobby Freeman of 160 W. Pantego Street, requested to be on the agenda to discuss
104 concerns about his utility bill. He said his utility bill jumped from around \$200 to over
105 \$700. He was informed that he had a water leak and adjustments were made to his
106 account. There is still a balance in arrears, so penalties have been accumulating on his
107 balance. He has not paid anything on the account since July. Mr. Freeman made
108 accusations that the town is stealing from him because he says he turned the water off
109 after the adjustments and there was no way that penalties could add up to over
110 \$700.00. His utilities were turned off for nonpayment. He came and met with Manager
111 Davis to discuss his account and she gave him printouts of his payment history so that
112 he could see where the figures are coming from and understand that he in fact owes the
113 town a balance of \$788.19. Mr. Freeman was taping his conversation with Manager
114 Davis on his phone and he played the tape for the council. All efforts to reason with Mr.
115 Freeman were fruitless and he departed the meeting with no agreement or resolution.

116
117 **FINANCE REPORT/BUDGET ORDINANCE AMENDMENTS**

118
119 Jacki Waldron presented the following budget ordinance amendments:

120
121 **ARP Grant Budget Ordinance Amendment**

122
123 The Town of Belhaven received \$503,223.26 from the American Rescue Plan. A grant
124 project budget was adopted on June 14, 2021 for \$460,000. This amount was based on
125 an estimate. The actual amount received was \$43,223.26 more than the original budget
126 amount. An amendment will need to be adopted to reflect the actual amount received
127 from the grant. A motion was requested to adopt the American Rescue Plan Grant
128 Project Ordinance increasing revenues and expenses by \$43,223.26.

129
130 **A motion was made by Alderman van Nortwick to adopt the ARP Grant Project**
131 **Ordinance. The motion was seconded by Mayor Pro Tem Radcliffe. Alderman**
132 **Ebron; Yes, Alderman Satterthwaite; Yes, Alderman Ward; Yes. The motion**
133 **passed 5-0.**

A copy of the "ARP Grant Project Ordinance" is herein attached as Exhibit B and incorporated by reference.

FY2023 Budget Ordinance Amendment #4

A short-term budget ordinance amendment to amend the General Fund and the Electric Fund was presented for approval. These budget amendments are to formalize changes in expenditures authorized and/or directed during the fiscal year 2022-2023 by the Governing Board. A motion was requested to approve the amendments.

A motion was made by Alderman Ward to approve the FY2023 Budget Ordinance Amendment #4 as presented. The motion was seconded by Alderman Ebron. Alderman van Nortwick; Yes, Alderman Satterthwaite; Yes, Mayor Pro Tem Radcliffe; Yes. The motion passed 5-0.

A copy of the "FY 2023 Budget Ordinance, Amendment #4" is herein attached as Exhibit C and incorporated by reference.

FY 2023 Budget Ordinance Amendment #5/MidEast Invoices

The attached FY 2023 budget ordinance amendment #5 amends the fund balance appropriation for the CDBG grant funds to County Road Seafood and Spoon River. By \$25,000. This represents professional service fees of \$12,500 for each grantee. MidEast Commission submitted invoices for the professional services rendered. The Town will in turn bill the grantees. Manager Davis requested approval for payment of the invoices to MidEast Commission.

A motion was made by Mayor Pro Tem Radcliffe to approve payment of the invoices to MidEast Commission. The motion was seconded by Alderman van Nortwick. Alderman Satterthwaite; Yes, Alderman Ward; Yes, Alderman Ebron; Yes. The motion passed 5-0.

A copy of the "FY 2023 Budget Ordinance Amendment #5" is herein attached as Exhibit D and incorporated by reference.

This concluded the financial report.

TOWN MANAGER'S REPORT

Cooperage Committee

The newly formed Cooperage Committee held their first meeting last week. Manager Davis stated that improvements to the Cooperage property are key to promoting all aspects of economic development in Belhaven. She said that there was productive

discussion about the boat ramp and plenty of public engagement. The Cooperage Committee will be instrumental in the decision process, development, public engagement and implementation of the improvements plan.

Flood Mitigation Grant

Manager Davis reported that we have received a grant award of \$84,800 from the NC Dept., of Emergency Management to mitigate the flooding issues on Main Street resulting from Wynn's Gut. This grant was originally initiated in 2018.

Circuit Upgrade

Manager Davis announced that on December 9, there will be a planned power outage in order to upgrade the 4th circuit substation. This outage will occur between the hours of 7 PM to 1 AM. A notice will be sent to the citizens of the areas affected, which starts at Railroad Street and runs to Mill Street.

Christmas Open House

Manager Davis stated that the Wilkerson Center will hold its annual Christmas Open House on Friday, November 18 and Saturday, November 19. Other shops in town will also stay open later for Christmas shopping. With the bridge from Belhaven to Bath out of commission, signage was placed on Hwy 264 from Washington to Pantego to let potential visitors know about the activities in Belhaven.

Annual Library Board Meeting

Manager Davis informed the council that the Belhaven Public Library will hold its annual board meeting on Tuesday, November 15 at 5 PM. The meeting will be at the library.

OLD BUSINESS

Recommendation to adopt a Convenience Fee for Credit/Debit Card Transactions

Since the implementation of the telephone and online payment methods for utility billing, the Town has been absorbing the service fee for those payments. The monthly amount averages \$2,100, annually approximately \$25,000. The purpose behind that was to encourage customers to use the new convenient services. This was also applied during COVID. Town staff now recommends that a flat \$3.00 convenience fee be added to all telephone and online payments. While the Town may still incur a small service fee at the end of the month, this will greatly reduce the added expense that was being incurred from absorbing the service fees. Manager Davis provided a report that showed the percentage of use and the fee expenses. This item was tabled at the October meeting to allow time to prepare this report. A motion was requested to implement the \$3.00 service fee on credit and debit payment transactions.

A motion was made by Alderman van Nortwick to adopt the \$3.00 convenience fee for credit and debit card payment transactions. The motion was seconded by Alderman Satterthwaite. Alderman Ward; Yes, Alderman Ebron; Yes, Mayor Pro Tem Radcliffe; Yes. The motion passed 5-0.

Adopt Grant Project Ordinance for Phase 3 Resilient Coastal Communities Program

The Town has been participating in the NC Resilient Coastal Communities program since 2021. The grant program has 4 phases, with the first two being planning and community engagement and the second two being design and implementation. The Town has been awarded \$84,800 for the Wynn's Gut tidal flood gates and flood attenuation project. The program is being administered through the NC Dept. of Environmental Quality. Staff is recommending the adoption of the grant project ordinance in the amount of \$84,800 for Wynn's Gut Tidal Gates and Flood Attenuation.

A motion was made by Alderman Ward to adopt the grant project ordinance for Wynn's Gut tidal gates and flood attenuation. The motion was seconded by Mayor Pro Tem Radcliffe. Alderman Ebron; Yes, Alderman van Nortwick; Yes, Alderman Satterthwaite; Yes. The motion passed 5-0.

A copy of the "Grant Project Ordinance for Wynn's Gut Tidal Gates and Flood Attenuation" is herein attached as Exhibit E and incorporated by reference.

Approval of Contract with MidEast Commission for RCCP Grant Administration

The Town was awarded \$84,800 for Phase 3 of the Resilient Coastal Community Program. Phase 3 is the engineering phase of the 4-phase program. The MidEast Commission has been working with Beaufort County and the state on this effort since Phase 1 was awarded. If approved, MidEast will lead the development of the request for qualifications and solicit RFP's from qualified firms. The specific project focus will be on the Moffatt & Nichol plan to address flooding on Main Street. Phase 3 will take the existing plans and tweak them to make them more amendable to funding agencies for the future. Staff recommends the approval of the contract with MidEast Commission to administer the RCCP grant for a fee of \$4,800.

A motion was made by Alderman van Nortwick to approve the contract with MidEast Commission. The motion was seconded by Mayor Pro Tem Radecliffe. Alderman Ward; Yes, Alderman Satterthwaite; Yes, Alderman Ebron; Yes. The motion passed 5-0.

Award Contract for Asset Inventory Assessment Grant

The Town was awarded a grant of \$150,000 for both the water and wastewater systems for an asset inventory assessment grant. This is one of the first projects that grantors

request when determining eligibility for funding. This asset inventory assessment will map and study our systems. The outcome will include a capital improvement plan and recommendations for prioritized improvements to both systems. The projects were put out to bid. Two proposals were received, WithersRavenel and Rivers & Associates.

The most competitive proposal received from WithersRavenel was chosen to perform the asset inventory assessment. Management is recommending the contract be awarded to WithersRavenel and authorize the Town Manager to sign the contracts.

A motion was made by Alderman Ebron to approve the contract with WithersRavenel and authorize the Town Manager to execute contracts. The motion was seconded by Alderman van Nortwick. Alderman Ward; Yes, Alderman Satterthwaite; Yes, Mayor Pro Tem Radcliffe; Yes. The motion passed 5-0.

Propose Employee Bonus for Work during Pandemic

Many towns and counties are using ARP funds to provide a bonus to employees who worked during the pandemic. Manager Davis and Finance Officer Waldron attended a workshop about ARP funds and the pandemic. Management is proposing a bonus for Town of Belhaven employees as follows:

Criteria	Bonus Amount	# of Employees	Cost
Full time hired prior to 3/1/2020	\$1,000	20	\$20,000
Part time hired prior to 3/1/2020	\$750	3	\$2,250
All hired after 12/31/2021	\$250	12	\$3,000
TOTAL		33	\$25,250

A motion was made by Alderman van Nortwick to approve the employee bonus. The motion was seconded by Alderman Ebron. Alderman Satterthwaite; Yes, Mayor Pro Tem Radcliffe; Yes, Alderman Ward; Yes. The motion passed 5-0.

Mayor Credle thanked management for recommending this bonus for the employees.

Ordinance to Amend Town of Belhaven Code of Ordinances-Chapter 34, Boards, Commissions and Committees

In order to ensure consistency in the operational procedures of the town's boards, commissions and committees, Management is requesting an amendment to Chapter 34, Boards, Commissions and Committees, which will mandate public notification of the meetings of all boards, commissions and committees, and provide a regular scheduled date, time and location of their meetings. This will apply to all boards, commissions and

committees listed under Chapter 34. The amendment will be a section added to Chapter 34; Section 34.02.

A motion was made by Alderman Ward to approve the addition of Section 34.02 to Chapter 34, to the Town of Belhaven Code of Ordinances. The motion was seconded by Mayor Pro Tem Radcliffe. Alderman Satterthwaite; Yes, Alderman Ebron; Yes, Alderman van Nortwick; Yes. The motion passed 5-0.

A copy of the "Ordinance Amendment to the Town of Belhaven Code of Ordinances; Chapter 34, Section 34.02" is herein attached as Exhibit F and incorporated by reference.

Adoption of Proposed Compensatory Time Policy

With new salaried (exempt) positions coming online, staff has recognized there was some inconsistency in the way in which compensatory time was being utilized. There also appeared to be an unclear understanding of the determination of exempt vs. non-exempt employees as it pertains to the Fair Labor Standards Act. In an effort to clear this up, a proposed comp time policy has been drafted and reviewed by various departments to ensure concurrence of the proposed policy. Management is requesting adoption of the Compensatory Time Policy, which will become effective January 1, 2023.

A motion was made by Alderman Ebron to approve the adoption of the Compensatory Time Policy. The motion was seconded by Alderman van Nortwick. Alderman Ward; Yes, Alderman Satterthwaite; Yes, Mayor Pro Tem Radcliffe; Yes. The motion passed 5-0.

A copy of the "Compensatory Time Policy" is herein attached as Exhibit G and incorporated by reference.

Adoption of Proposed Travel Policy

The last approved travel policy for the Town of Belhaven was adopted in 2016. A travel policy is one that should be updated and reviewed regularly with changes in the economy. The proposed policy also incorporates new language that pertains better to current times than the policy from 2016. Management is requesting approval of the new travel policy.

A motion was made by Alderman Ebron to approve the 2022 Travel Policy. The motion was seconded by Alderman Ward. Mayor Pro Tem Radcliffe; Yes, Alderman van Nortwick; Yes, Alderman Satterthwaite; Yes. The motion passed 5-0.

A copy of the "2022 Travel Policy" is herein attached as Exhibit H and incorporated by reference.

Presentation of Proposed Zoning Code

Chapter 160A of the NC General Statutes originally granted local governments the authority to impose zoning and land use requirements. In 2019, the NC General Assembly passed a recodification effort, the first since 1905. The result of this task that began in 2013 was to create more efficient regulations, clearer language, logical structure, changes that accommodate established case law, and a consolidation of city and county regulations. The Town's Planning Board spent over a year working on a weekly basis to review our current zoning code, comparing the requirements of 160D, and considering the future of Belhaven. The attached draft takes all this in consideration. Some items that weren't addressed in the previous code, but have become more commonplace now, have been added. In some instances, permitted uses were combined or simplified. There was also consideration given to amending the zoning map. The proposed zoning map increases the residential (R-5) zoning district. Waterfront areas that were zoned residential agriculture are now in a new zoning district category called residential agriculture waterfront (RAW) zoning district. Residents who want to see how the change affects their property may email or visit town hall for a print out that shows the current rules for their property compared to proposed uses. At least one public hearing is required before adoption. There will be ample time to consider the proposed zoning code before holding a public hearing in January, 2023 and a final vote cast in February, 2023. 1 or 2 public workshops will also be announced before the January meeting. No action is required at this time.

A copy of the "Proposed Zoning Code Development" is herein attached as Exhibit I and incorporated by reference.

CLOSED SESSION

At 7:18 pm, a motion was made by Alderman van Norwick, and seconded by Alderman Ward to go into Closed Session as per GS § 143-318.11 (6). Alderman Satterthwaite; Yes, Alderman Ebron; Yes, Mayor Pro Tem Radcliffe; Yes. Motion passed 5-0.

At 7:23 pm, a motion was made by Alderman van Nortwick to come out of Closed Session and return to regular session. The motion was seconded by Alderman Ward. Alderman Satterthwaite; Yes, Alderman Ebron; Yes, Mayor Pro Tem Radcliffe; Yes. Motion passed 5-0.

A motion was requested to allow permission to allow exception to Limitation of Employment of Relatives to reserve police officer positions.

A motion was made by Alderman van Nortwick to allow the exception to limitation of employment of relatives to reserve police officer positions. The motion was seconded by Alderman Ebron. Alderman Satterthwaite; Yes, Mayor Pro Tem Radcliffe; Yes, Alderman Ward; Yes. The motion passed 5-0.

BOARD MEMBERS DISCUSSION/COMMENTS

Mayor Credle asked if any of the council had comments. Alderman Satterthwaite commented that the Mexican food truck that was parked at the Market for several weeks is now gone. Alderman Ward requested that signage be placed at the market reminding citizens that they need to call the municipal building to reserve the Market and prohibit overnight parking unless there is a special event the next day.

ADJOURNMENT

With no further business, the motion was adjourned at 7:34 pm.

Approved this the _____ day of _____, 2022

Ricky Credle, Mayor, Town of Belhaven

ATTEST:

Rosemary Johnson, Town Clerk, Town of Belhaven

Meeting Date: December 12, 2022 PRESENTATION

Agenda Item: Appointment as Port Officer: Diana Lambeth

Background Information:

Carol Roop, Executive Director for the Belhaven Community Chamber of Commerce is announcing the appointment of Diana Lambeth as Port Officer of the Ocean Cruising Club. The appointment is for a 5-year term. As a Port Officer, Ms. Lambeth be responsible for greeting and providing support to visiting cruisers coming to Belhaven. A complete description of the duties is attached. The Chamber will be keeping records of boats coming to Belhaven and those that return and has offered to give a monthly accounting to the Town.

Staff Recommendation: No Action Needed – For Information Only

Cost of Implementation:

NA

Motion: _____ 2nd: _____

Approved or Denied: _____ Date: _____



Ocean Cruising Club
Registered Office: Westbourne House,
4 Vicarage Hill,
Dartmouth, TQ6 9EW
UK

www.oceancruisingclub.org

13 October 2022

Dear Diana,

The Ocean Cruising Club would like to record their sincere gratitude to you for the enthusiasm you have shown in taking up the voluntary position of Port Officer for Bellhaven, North Carolina, for a 5 year term.

Please indicate your acceptance of the offer of this appointment by returning this email with a simple acceptance of your appointment and the data protection terms. This will then act as your formal agreement, plus give the necessary permissions under the new GDPR regulations for the Club to store and use your personal details and publish these in the members only section of the OCC website.

Many thanks, and may I say I look forward to working with you over the next few years. Any help and advice from your side would be greatly appreciated: like all organisations, the OCC is only as strong as its members, and I'd like to see the Port Officer portfolio remain a strong, thriving, vibrant entity.

Your regular input therefore will be invaluable.

Regards,

Ted Laurentius
OCC Members Global Support Network Co-ordinator (America region)
network_americas@oceancruisingclub.org





Ocean Cruising Club
Registered Office: Westbourne House,
4 Vicarage Hill,
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13 October 2022

Terms of Reference for Port Officers and Port Officer Representatives

The Ocean Cruising Club has no physical home, but by virtue of its ethos and qualified Members it is the home port for ocean-going sailors. Every full Member has qualified by completing at least a 1,000 miles blue-water passage, and the club fosters camaraderie among long-distance cruisers, and takes pride in recognising our Members' exceptional offshore achievements and their contribution to the cruising community.

Our Vision for Port Officers (POs) and Port Officer Representatives (PORs)

Port Officers and Port Officer Representatives are an essential part of the OCC and key to providing an effective Members Global Support Network.

The role is voluntary and the holders are rewarded by the respect and gratitude shown for this honorary service.

The worldwide network of POs and PORs is located where they are most needed and most likely to be visited, and encourages POs and PORs to offer a friendly welcome, local advice and useful services to OCC Members, and co-operation in and organising of events for Club Members. The Club continuously seeks to improve and expand the PO and POR network.

Qualifications

There is no requirement for any formal qualifications, but POs and PORs need to:

- have a good understanding of the pleasures and pressures of long-distance, off-shore sailing;
- have some appreciation of the needs of owners, skippers and crew, as well as the technical demands put on an ocean-going yacht, both before and after an off-shore passage;
- be able to meet and greet visiting cruisers, and to provide the desired level of support;
- be somewhat a sociable and out-going and be comfortable with all nationalities and ages;
- have continuous access and response to email;
- have sufficient English to perform the role effectively; for cruisers coming into a foreign territory, it is extremely helpful to have someone who can speak the local language and translate.



Appointment

The OCC appoints POs and PORs (POs are Members of the Club, but PORs are not), to cover such ports or port areas throughout the world as from time to time are considered desirable for the benefit of Members or in the interests of the Club.

The appointment of POs and PORs is ratified by the General Committee.

POs and PORs are appointed for a fixed term of 5 years. They may be re-appointed by the General Committee for further terms, subject agreement of the relevant Members Global Support Network (MGSN) Co-ordinator.

Absence from Home Port

The work of most POs and PORs is seasonal, depending on local weather and yachting practices.

POs and PORs are most useful if they are at their home port during the local cruising season, but for POs and PORs who are active cruisers, this may be just the time to be off cruising.

POs and PORs who expect to be away for more than a month or so during the local cruising season should inform the relevant MGSN Co-ordinator, who will note the absence on the website so that visiting OCC Members will not be disappointed to find the PO or POR away. Whenever possible, alternative arrangements should be established before departure with a stand-in for the period.

It would also be useful if, when a PO or POR resigns or moves away, he/she is able to propose a replacement of value for the vacated position.

Activities

Each Port Officer is different, and each has individual preferences and capabilities. However, the following are the basic requirements:

1. Assistance to Members

POs and PORs may be asked to render assistance to visiting OCC Members and offer information and assistance on matters such as:

- mooring and berthing arrangements;
- liaison with local authorities and harbour masters;
- stores and repair facilities;
- services, provisioning and accommodation ashore*;
- communications, including receipt of parcels and mail**.

*POs and PORs are not responsible for the quality any services, repairs or work except where the PO or POR is actually running their own service business.

**POs and PORs are not expected to provide an automatic 'Poste Restante' service for Members; arrangements about holding mail and parcels are matters for personal agreement arranged ahead of time.

2. Social Activities

Some POs and PORs enjoy providing hospitality for visiting OCC Members, while others have little interest in socialising. This again is a matter of personal preference, but it is encouraged that POs and PORs will be responsible for a get-together of some sort during the sailing season.

3. Cruising Information, Local Pilotage and Navigation

POs and PORs are ideally placed to be a source of valuable information. Notes and articles for the e-Bulletin (e-Bulletin@oceancruisingclub.org) and the Newsletter (newsletter@oceancruisingclub.org) will be very welcome. The PO and POR page of the website links individual PO/POR pages to each PO/POR's name, and the PO/POR needs to keep this information updated. POs can share information via the OCC Forum, and POs and PORs may also join OCC Facebook groups.

4. Recruitment of Members

POs and PORs are encouraged to promote applications for Membership from yachtsmen and women whom they consider will uphold the traditions of the club. Brochures are available from the MGSN Co-ordinators and on the OCC website www.oceancruisingclub.org.

Benefits for the Port Officer

1. Flag

POs and PORs are entitled to fly or display the distinctive rectangular blue flag defaced with the Club's flying fish device in yellow at the centre. The club provides the flag at no cost to POs and PORs and worn flags are replaced upon request.

2. Web page

All POs and PORs will have their own page on the OCC website to describe their port and the services they provide. They are encouraged to keep this active and current by supplying updates to the relevant MGSN Co-ordinator.

3. Publications

POs and PORs will receive all of the Club's publications, including the e-Bulletin, quarterly Newsletter and the bi-annual Flying Fish, as well as the Members Handbook.

4. Port Officer and Port Officer Representative Service Award

Since 2008, the OCC has annually awarded the Port Officer Service Award, for the Port Officer or Port Officer Representative who has provided outstanding service to both local and visiting Members, as well as to the wider sailing community.

5. Limitations

A PO or POR shall not pledge the credit of the Club, and no Member of the Club shall use his Membership of the Club to seek credit or financial assistance from a PO or POR.

A PO or POR running a business relevant to cruisers should attempt to offer discounts to OCC Members where possible, but shall not expect to charge Members for services considered part of a PO's or POR's duties e.g. advice, verbal assistance, mail drop facilities, and any general contact between PO or POR and the Member. If services are to be charged for, these must be listed.

Support and Coordination

The relevant MGSN Co-ordinator is the primary point of contact for all matters concerning POs and PORs.

The duties of the MGSN Co-ordinator include, among other things:

- maintaining contact with POs and PORs, aiming for at a minimum two contacts annually with each;
- reporting to the General Committee on the status of the PO/POR network;
- maintaining an up-to-date contact list of all current POs and PORs for the website;
- identifying and proposing to the General Committee nominations for new POs and PORs;
- identifying the author for 'Welcome to my Port' for each newsletter and liaising with the Newsletter editor as the copy and photos become available;
- maintaining a record of reports from Members on POs and PORs and reports from POs and PORs;
- encouraging nominations from Members and making recommendations to the Awards Committee for the annual Port Officer Service Award.

Problems and Issues

If any problems or issues arise between a Member and a PO or POR, the PO or POR should immediately notify the relevant MGSN Co-ordinator. Similarly, if a Member has a problem with a PO or POR, the relevant MGSN Co-ordinator should be contacted in the first instance. The MGSN will investigate and seek to resolve matters, reporting to the General Committee where necessary. The General Committee has the authority to terminate the appointment of a PO or POR.

Resignation

A Port Officer may resign from the appointment at any time, in writing to the relevant MGSN Co-ordinator.

CONTACT

OCC Members Global Support Network Coordinator

The Americas	network_americas@oceancruisingclub.org
Europe	network_europe@oceancruisingclub.org
Indo-Pacific region	network_indopacific@oceancruisingclub.org



OCEAN CRUISING CLUB®

Privacy & Data Protection Policy - dated 4th May 2018 © Ocean Cruising Club Ltd.

Privacy & Data Protection Policy

1. Introduction

Please read the following information carefully.

This privacy policy contains information about what data the OCC collects and stores about you and why. It also tells you who the Club shares this information with, the security mechanisms in place to protect your data, and how to contact the Club if you have a complaint.

The prime objective of the Ocean Cruising Club Ltd ("OCC", the "Club," "we" or "us") is to encourage long distance sailing in small boats. It is a virtual sailing club and provides a range of services to its members.

The OCC collects, uses, and has certain responsibilities for personal information it has about you. When we do this, we are the "controller" of this information for the purposes of the Data Protection Act, General Data Protection Regulation and other applicable data protection laws.

2. Information collected by us

We collect a range of personal information that you provide to us, as shown in the table at the end of this document.

Additional information we collect about you when you visit any OCC website or mobile application comprises:

- technical information, including the internet protocol (IP) address used to connect your computer or mobile device to the internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system, and platform;
- information about your visit, including the full Uniform Resource Locators (URL) clickstream to, through, and from our site (including date and time); pages you viewed or searched for; items purchased and the cost of those items, including any discounts; page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page.

We collect the following information from other sources:

- we may receive information about you from other OCC members as part of the initial joining process and, in particular, the sponsor's recommendations as to your suitability for membership of the OCC; this information is provided in confidence to the OCC's General Committee;

- website cookies - OCC websites use authentication cookies to distinguish you from other users of our website, and to ensure that only members can access those parts of the site which are designated for “members’ only” use;
- social media - the Club administers a number of Facebook groups that are open only to OCC members; from time to time the Club will carry out an audit of Facebook activity and may therefore identify levels of usage including posting, commenting, and expressions of view; the Club administers an Instagram account and may from time to time collect information about members’ usage; and the Club may in the future administer other social media accounts which will be subject to the same or similar information collection practices.

Third Party Applications

In addition, as part of conducting club business, the Club at times uses third party applications such as “WhatsApp,” an internet-based instant-messaging application, sending text messages, images, videos, location data, and audio media messages via the internet, and may in the future use other applications for the same or similar purposes. The Club does not control the data collected and used by third party applications, whether now existing or developed in the future.

Facebook owns “WhatsApp” and therefore owns all your information, where you are, and who you communicate with. This data can be used by Facebook in line with its User and Privacy policies.

Furthermore, the owner of any similar application may own all your information, where you are, who you communicate with, and how the data is used.

The OCC has no control over such third parties’ data collection or use of OCC members’ data. At any time, members are free to opt out of a “WhatsApp” or any other application the Club may now or in the future use for the same or similar purposes.

3. How we use your personal information

We use your personal information for the following purposes:

- to administer your OCC membership and the payment of your annual subscriptions, using one of the Club's available methods of payment to which you have agreed;
- to keep you updated in the following ways: o to notify you about changes to our membership benefits and conditions, o to send you notices of Club meetings and proceedings, o to provide you with information about events, o to provide you with information about services we offer to our members;
- to provide you with news and information about other Club members insofar as they relate to the objectives of the Club;
- to provide you with pilotage and cruising information;
- to send you publications such as the Members Handbook, Flying Fish, and the Newsletter;
- to enable members of the club to connect with each other by publishing member information in the Handbook, and on the “members’ only” area of the website and the mobile application;
- to carry out research to improve or introduce services and facilities for members, and for any other purpose consistent with the objectives of the Club.

4. Whether information has to be provided by you, and why?

The personal information which you must provide to enable us to manage and administer your membership of the OCC is shown in the table at the end of this document. When we collect information from you, we will inform you whether you are required to provide this information to us.

5. Where and what information we publish

Personal information is published in three formats, the distribution of which is restricted to OCC members:

1. Members' area of the Club's website
2. Club mobile application
3. Members Handbook.

The information that we publish is shown in the table at the end of this document.

For reasons of personal security, the Club recognises that limited disclosure of personal information may be required and offers the option to disclose only the following:

- member name, current boat name, date of joining, and qualifying passage information (year, boat name, from, to).

6. Legal reasons we collect and use your personal information

We rely on the following as the legal basis for collecting, retaining, using, and processing your information:

- it is necessary and in the legitimate interests of the OCC in developing, offering, managing, and administering services to and facilities for members, membership fees, Club finances, and in meeting its legal obligations as a Private Company Limited by Guarantee.

7. Who will we share your personal information with?

We may share information you provide us with certain third parties, including:

- confirmation that you are a member, if requested by a reciprocal club or
- discount service provider;
- other cruising clubs and associations with whom the OCC shares pilotage and cruising information;
- the general public, who are able to access Flying Fish articles you have written (note that OCC does not resell articles and the author and photographer retain copyright), any information you provide through OCC online public forums, and cruising location updates;
- posting articles about you and your sailing activities on the publicly accessible section of the OCC website, in online OCC newsletters, and on the OCC's social media feeds and similar online forums;
- posting articles about you and your sailing activities in the yachting press and on yachting-related websites.

We may also disclose your personal information to third parties if we are required or requested to disclose or share your personal data in order to comply with any legal regulatory, or contractual obligation, or to protect the rights, property, or safety of the OCC and its members. Otherwise, the OCC does not share your personal data with third party commercial organisations or sponsors.

8. Transfer of your information outside the European Economic Area (EEA)

Data that we collect from you will be stored inside the UK or EEA and processed by staff working for any IT company that the OCC might employ on its behalf to manage its website and membership database. Such company/staff will be contractually obliged to maintain the privacy of your data and comply with other obligations of data processors. By submitting your personal data, you agree to this transfer, storing or processing.

Your name and address details will be sent to our printers to allow them to distribute the Club's printed communications and publications. Whilst this processing is currently conducted within the UK, the OCC may distribute its print and distribution on a regional basis around the world. By submitting your personal data, you agree to this transfer, storing or processing. If you chose the option to not receive publications via physical mailings your details will be excluded from this process.

Where you have selected the option to receive emails from the club, your name and email address may be transferred to the OCC's chosen bulk email service, ConstantContact. This service is based in the USA and transfers and processing of data are covered under the Privacy Shield arrangements between the European Union and the USA .

The OCC will carry out a Data Protection Impact Assessment where this may be appropriate to protect personal data transferred outside the UK/EEA.

9. Passwords

Where we have given you (or where you have chosen) a password which enables you to access certain parts of any OCC website or to use any OCC app, you must make every effort to keep this password confidential. Do not share passwords with anyone, and do not save passwords in your web browser unless you have specific password protection software on your computer which stores them in an encrypted format.

10. How long will we store your personal data?

We will keep and process your personal data for so long as you remain a member of the OCC.

Where your membership ceases, we will, within a reasonable time (up to six months), stop actively processing your data, but will retain your data for two years for Club purposes, including re-joining and statistical analysis.

Thereafter, we will minimise the data we retain in the archive by deleting all your personal data except for the historic details of your membership of the club, including membership number, county/state, country, dates of membership, cumulative years of membership, membership status upon departure (including reason for departure, account balance, and secretary's comments), qualifying and circumnavigation passages, awards received, positions held, forum posts, and cruising reports made (in publications, on the website, or otherwise). This data will be held in archive as part of the historic record of the Club.

11. Consent

We are relying on consent through a number of lawful bases (a contract with you (your membership), compliance with legal obligations, OCC's legitimate interests) to collect, use, and share your personal data as set out in this Policy. Consent was provided when you joined the OCC, or when you received a notice of changes to the Privacy Policy and accepted the updated Privacy Policy as part of your continued membership of the OCC.

12. Security

The transmission of information via the internet or email is not completely secure. Once we have received your information, we will use all reasonable procedures and security features to try to prevent unauthorised access.

We will take all steps reasonably necessary to ensure that your data are treated securely and in accordance with this Privacy Policy. In conjunction with the Club's data processors, we will implement physical security measures that include firewalls, password protection, database security roles, and backup arrangements which we or our data processors determine appropriate to comply with the Data Protection Act (DPA).

The database and associated user interfaces are designed to comply with current best practice with respect to securing data subject to the DPA.

Whilst the OCC seeks to take reasonable steps to mitigate data security breaches, all risks of access to personal data cannot be eliminated, especially if such data is misused by other members.

13. Future Processing

We do not intend to process your personal information for any reason other than stated within this privacy policy. If this changes, we will inform you via the OCC website and mobile application, and where appropriate, notify you by email.

14. Your Rights

Under the DPA, you have a number of important rights that you may exercise, free of charge. In summary, these rights are:

- transparency over how we use your personal data and fair processing of your information;
- access to your personal information and other supplementary information;
- to require us to correct any mistakes or complete missing information we hold about you;
- to require us to erase your personal information in certain circumstances;
- to receive a copy of the personal information you have provided to us or have this information be sent to a third party; this will be provided to you or the third party in a structured, commonly used, and machine-readable format;
- to object at any time to processing of your personal information for direct marketing;
- to object in certain other situations to the continued processing of your personal information;
- to restrict our processing of your personal information in certain circumstances.

- If you would like more information about your rights under the DPA, please see the Guidance from the Information Commissioner's Office (UK) on individuals' rights under the DPA.

If you would like to exercise any of these rights, you must:

- email us at secretary@oceancruisingclub.org (we may need to contact you to request further information to verify your identity);
- provide proof of your identity and address;
- state the right or rights that you wish to exercise.

We will respond to you within one month from the date we receive your request.

15. How to make a complaint?

We hope that you are content with our services to members. Please get in touch if you have any concerns (see 'Get in touch' below).

The DPA also gives you the right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live, or where the alleged infringement of data protection laws occurred. The UK supervisory authority is the Information Commissioner's Office which may be contacted at <https://ico.org.uk/concerns/>.

16. Changes to this Privacy Policy

Any changes we may make to our Privacy Policy in the future will be posted on the OCC website and mobile application, and, where appropriate, we will notify you by email. Please check the website or mobile application from time to time for the latest version, and any updates or changes to our Privacy Policy.

17. Get in touch

Questions and requests regarding this Privacy Policy should be addressed to the Secretary, at secretary@oceancruisingclub.org

TOWN OF BELHAVEN

11/30/2022

INCOME STATEMENT

ACCOUNT DESCRIPTION	BUDGET ORDINANCE	YTD	%
<u>GENERAL FUND REVENUES</u>	\$2,892,271.00	\$615,067.02	21%
GOVERNING BODY	75,995.00	9,084.04	12%
ADMINISTRATION	312,054.00	172,777.31	55%
FINANCE	447,293.00	208,031.85	47%
LEGAL	18,500.00	\$2,887.50	16%
PUBLIC BUILDINGS	77,544.00	\$21,742.30	28%
POLICE	778,197.00	\$378,639.16	49%
FIRE	145,709.00	\$22,960.83	16%
CODE ENFORCEMENT	51,973.00	\$4,783.85	9%
PUBLIC WORKS	571,233.00	\$244,780.53	43%
STREETS			
POWELL BILL	55,000.00	\$50,765.54	92%
SANITATION	174,840.00	\$73,714.33	42%
PARKS & RECREATION	162,033.00	\$38,546.16	24%
SPECIAL APPROPRIATION	14,900.00	\$6,800.00	46%
Fund Transfers			
<u>GENERAL FUND EXPENDITURES</u>	\$2,885,271.00	\$1,235,513.40	43%
	REVENUES - EXPENDITURES	(\$620,446.38)	
	UNALLOCATED EXPENSE	\$788,142.00	
	NET INCOME (LOSS)	\$167,695.62	
<u>WATER FUND REVENUES</u>	\$569,788.00	\$223,671.46	39%
<u>WATER FUND EXPENDITURES</u>	\$569,788.00	\$147,770.95	26%
	NET INCOME (LOSS)	\$75,900.51	
<u>ELECTRIC FUND REVENUES</u>	\$2,302,562.00	\$923,497.85	40%
<u>ELECTRIC FUND EXPENDITURES</u>	\$2,302,562.00	\$126,004.89	5%
	NET INCOME (LOSS)	\$797,492.96	
<u>CEMETERY FUND REVENUES</u>	\$6,250.00	\$1,905.00	30%
<u>CEMETERY FUND EXPENDITURES</u>	\$6,250.00	\$0.00	0%
	NET INCOME (LOSS)	\$1,905.00	
<u>SEWER FUND REVENUES</u>	\$763,700.00	\$388,794.36	51%
<u>SEWER FUND EXPENDITURES</u>	\$763,700.00	\$193,204.16	25%
	NET INCOME (LOSS)	\$195,590.20	
<u>OVERALL REVENUES</u>	\$6,534,571.00	\$2,152,935.69	33%
<u>OVERALL EXPENDITURES</u>	\$6,527,571.00	\$1,702,493.40	26%

TOWN OF BELHAVEN FINANCIAL HIGHLIGHTS AS OF 11/30/2022

DEPOSIT ACCOUNTS

SOUTHERN BANK

GENERAL ACCOUNT	1,021,421.75
MERCHANT BANKCARD ACCOUNT	718,854.32
MONEY MARKET	639,563.10
MONEY MARKET	4697.57
SUBTOTAL	<u>2,384,536.74</u>

NC CAPITAL MGMT TRUST

INVESTMENT TRUST	151,198.89
SUBTOTAL	<u>151,198.89</u>

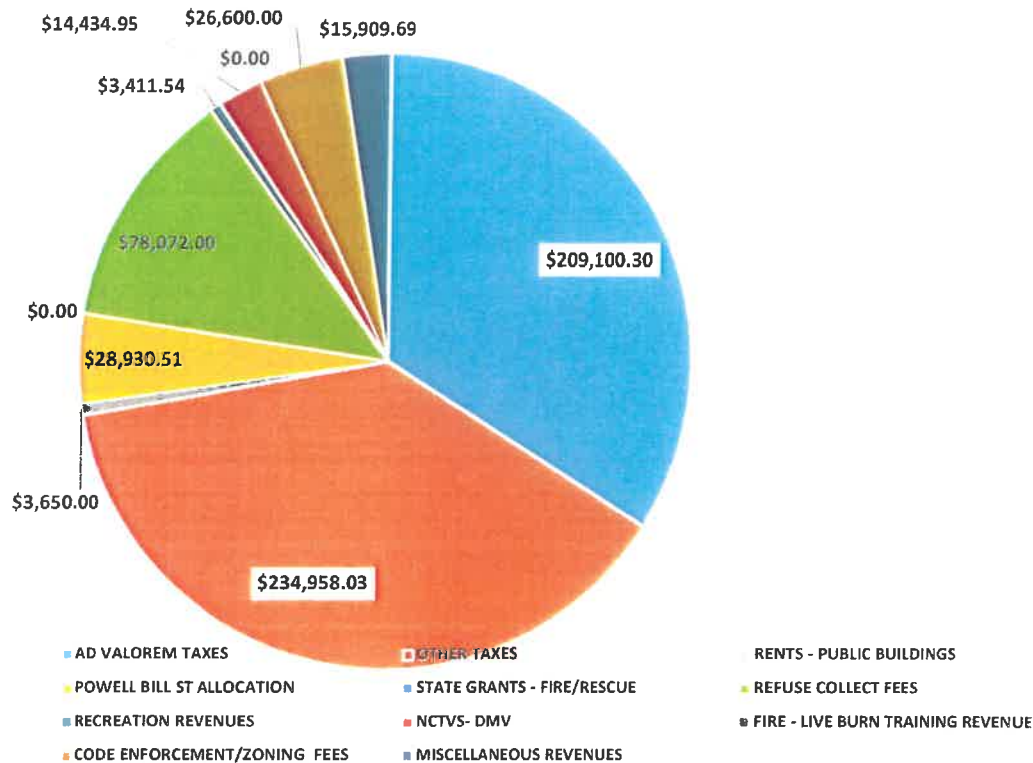
RESTRICTED

CUSTOMER UTILITY DEPOSITS	<u>293,997.30</u>
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<u>GRAND TOTAL DEPOSITS</u>	<u>2,829,732.93</u>
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	<u>November</u>	<u>November</u>	<u>Percent</u>	<u>YTD</u>	<u>YTD</u>	<u>Percent</u>
	<u>Budget</u>	<u>Activity</u>	<u>Remaining</u>	<u>Budget</u>	<u>Activity</u>	<u>Remaining</u>
General Fund						
Revenue	240,930.16	181,244.85	24.77%	1,204,650.80	615,247.02	48.93%
Expense	244,189.38	274,524.92	12.42%	1,181,832.90	1,235,513.40	4.54%
Water						
Revenue	47,463.34	41,371.76	12.83%	237,316.70	223,671.46	5.75%
Expense	47,463.28	27,053.25	43.00%	237,316.40	147,770.95	37.73%
Electric						
Revenue	191,803.69	118,617.98	38.16%	959,018.45	923,497.85	3.70%
Expense	191,803.68	18,080.52	90.57%	959,018.40	126,004.89	86.86%
Cemetery						
Revenue	520.62	65.00	87.51%	2,603.10	1,905.00	26.82%
Expense	520.62	-	100.00%	2,603.10	-	100.00%
Sewer						
Revenue	63,616.21	79,343.46	24.72%	318,081.05	388,784.36	22.23%
Expense	63,616.15	24,413.38	61.62%	318,080.75	193,204.16	39.26%

GENERAL FUND REVENUES 11/30/2022



ACCOUNT DESCRIPTION	BUDGET	REVENUES YTD	%
AD VALOREM TAXES	\$588,944.00	\$209,100.30	36%
OTHER TAXES	\$732,892.00	\$234,958.03	32%
RENTS - PUBLIC BUILDINGS	\$6,600.00	\$3,650.00	55%
POWELL BILL ST ALLOCATION	\$55,000.00	\$28,930.51	53%
STATE GRANTS - FIRE/RESCUE	\$28,500.00	\$0.00	0%
REFUSE COLLECT FEES	\$188,500.00	\$78,072.00	41%
RECREATION REVENUES	\$36,600.00	\$3,411.54	9%
NCTVS- DMV	\$58,785.00	\$14,434.95	25%
FIRE - LIVE BURN TRAINING REVENUE	\$1,000.00	\$0.00	
CODE ENFORCEMENT/ZONING FEES	\$4,000.00	\$26,600.00	665%
MISCELLANEOUS REVENUES	\$1,191,450.00	\$15,909.69	1%

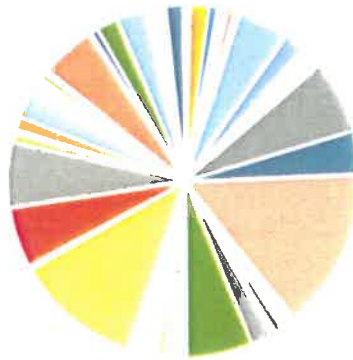
TOTAL GENERAL FUND REVENUES	\$2,892,271.00	\$615,067.02	21%
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WATER FUND	\$569,788.00	\$223,671.46	39%
ELECTRIC FUND	\$2,302,562.00	\$923,497.85	40%
CEMETERY FUND	\$6,250.00	\$1,905.00	30%
SEWER FUND	\$763,700.00	\$388,794.36	51%

11/30/2022 REVENUES

Account Description	Budget	Revenue YTD	%	Revenue MTD	Collected \ remaining
AD VALOREM TAXES	\$588,944.00	\$209,100.30	36%		
OTHER TAXES	\$732,892.00	\$234,958.03	32%		
RENTS - PUBLIC BUILDINGS	\$6,600.00	\$3,650.00	55%		
POWELL BILL ST ALLOCATION	\$55,000.00	\$28,930.51	53%		
STATE GRANTS - FIRE/RESCUE	\$28,500.00	\$0.00	0%		
REFUSE COLLECT FEES	\$188,500.00	\$78,072.00	41%		
RECREATION REVENUES	\$36,600.00	\$3,411.54	9%		
NCVTS DMV	\$58,785.00	\$14,434.95	25%		
FIRE - LIVE BURN TRAINING REVENUE	\$1,000.00	\$0.00	0%		
CODE ENFORCEMENT/ZONING FEES	\$4,000.00	\$26,600.00	665%		
MISCELLANEOUS REVENUES	\$1,191,450.00	\$15,909.69	1%		
GENERAL FUND	\$2,892,271.00	\$615,067.02	21%	1204650.8	51.07 48.93
WATER FUND	\$569,788.00	\$223,671.46	39%	237316.7	94.25 5.75
ELECTRIC FUND	\$2,302,562.00	\$923,497.85	40%	959018.45	96.23 3.7
CEMETERY FUND	\$6,250.00	\$1,905.00	30%	2603.1	73.18 26.82
SEWER FUND	\$763,700.00	\$388,794.36	51%	318081.05	77.77 22.23

TOWN OF BELHAVEN 11/30/2022 EXPENDITURES



- | | |
|---------------------------------|-------------------------------|
| ■ GOVERNING BODY | ■ SALARIES & WAGES |
| ■ ADMINISTRATION | ■ FICA TAX EXPENSE |
| ■ PROFESSIONAL SERVICES | ■ RETIREMENT EXPENSE |
| ■ GROUP INSURANCE EXPENSE | ■ CC Convenience Fee Exp |
| ■ 401 K CONTRIBUTION | ■ TRAVEL & EDUCATION |
| ■ PHONES & INTERNET | ■ SPECIAL EVENTS - ADMIN |
| ■ MAINT & REPAIR-EQUIPMENT | ■ OFFICE SUPPLIES |
| ■ ADVERTISING | ■ CONTRACTED SERVICES |
| ■ COMMUNITY RATING SYSTEM (CRS) | ■ DUES & SUBSCRIPTIONS & FEES |
| ■ WORKERS COMP | ■ CAPITAL OUTLAY |
| ■ Unemployment Insurance | ■ ALLOCATED EXPENSE |
| ■ EQUIPMENT RENTAL | |

DEPARTMENT	BUDGET	EXPENDITURES	%
GOVERNING BODY	75,995.00	9,084.04	12%
ADMINISTRATION	319,054.00	172,777.31	54%
FINANCE	447,293.00	208,031.85	47%
LEGAL	18,500.00	2,887.50	16%
PUBLIC BUILDINGS	77,544.00	21,742.30	28%
POLICE	778,197.00	378,639.16	49%
FIRE	145,709.00	22,960.83	16%
CODE ENFORCEMENT	51,973.00	4,783.85	9%
PUBLIC WORKS	571,233.00	244,780.53	43%
STREETS			
POWELL BILL	55,000.00	50,765.54	92%
SANITATION	174,840.00	73,714.33	42%
PARKS & RECREATION	162,033.00	38,546.16	24%
LIBRARY	14,900.00	6,800.00	46%
Fund Transfers			
TOTAL	2,892,271.00	1,235,513.40	43%

Town of Belhaven

FY2023 Budget Ordinance Amendment #4

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: The following amendment was approved at last session; however, it has been determined that the incorrect General Ledger account was used. Please accept this amendment as a correction to the previously approved Budget Ordinance Amendment:

		Increase	Decrease
10-299-000	Fund Balance		25,000.00

Section 2: To amend Fund 60 Spoon River CDBG accounts as follows:

60-810-004	Professional Services	12,500.00	

Section 3: To amend Fund 61 County Road Seafood CDBG accounts as follows:

61-810-004	Professional Services	12,500.00	

Section 4: These budget amendments are to formalize changes in expenditures authorized and/or directed during the fiscal year 22-23 by the Governing Board.

Section 5: 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 12th Day of December, 2022.

Ricky Credle, Mayor

Attest:

Rosemary Johnson, Town Clerk

Town of Belhaven

FY2023 Budget Ordinance Amendment #5

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 revenue and expenditure accounts as follows:

		Increase	Decrease
10-420-032	Office Supplies	600.00	
10-420-026	Advertising		600.00
10-440-032	Office Supplies	2000.0	
10-440-012	Postage		2000.00
10-440-053	Dues & Subscriptions & Fees	2000.00	
10-440-004	Professional Fees		2000.0
10-550-013	Utilities	15.00	
10-550-014	Travel and Education	50.00	
10-550-033	Department supplies and Materials		65.00

Section 2: To amend the General Fund Revenue and Expenditure accounts for a yearly amendment to the General Fund Balance:

10-420-010	CC Convenience Fee Exp	20,000.00	
10-299-000	General Fund Balance		20,000.00
10-510-018	Police Department Fuel	10,500.00	
10-299-000	General Fund Balance		10,500.00
10-550-018	Public Works Fuel	15,000.00	
10-299-000	General Fund Balance		15,000.00
10-530-074	Capital Overlay Fire Department	481.96	
10-299-000	General Fund Balance		481.96

Section 3: These budget amendments are to formalize changes in expenditures authorized and/or directed during the fiscal year 22-23 by the Governing Board.

Section 4: Copies of the Budget Ordinance shall be furnished to the Clerk, to the Governing Board, and to the Finance Officers to be kept on file by them for their direction the disbursement of funds.

Adopted this 12th Day of December, 2022.

Ricky Credle, Mayor

Attest:

Rosemary Johnson, Town Clerk

Meeting Date: December 12, 2023 NEW BUSINESS

Agenda Item: Approval of 2023 Town of Belhaven Board of Aldermen Meeting Schedule

Background Information:

The Board of Aldermen meet on the 2nd Monday of each month throughout the year. Please note that there are conflicts for the meetings in February and April. In February, Manager Davis has an out of town meeting and we are proposing to change the meeting date to either the first Monday, February 6, or the third Monday, February 20. In April, Good Friday falls on Friday, April 7. As some businesses observe Easter Monday, April 10, we are proposing to change the meeting date to Tuesday, April 11 or keep it on Monday, April 10. The proposed meeting schedule for 2023 is attached. This schedule does not preclude the Board of Aldermen from holding Special or Emergency Meetings as such may be allowed by law.

Staff Recommendation:

Motion to Approve the Regular Meeting Schedule for 2023.

Cost of Implementation:

NA

Motion: _____ 2nd: _____

Approved or Denied: _____ Date: _____

Meeting Date: December 12, 2022 NEW BUSINESS

Agenda Item: New Belhaven Police Dept. Program

Background Information:

Stacey Conner, Police Administrative Specialist will discuss a new program for the Belhaven Police Department.

Staff Recommendation: No Action Needed – For Information Only

Cost of Implementation:

NA

Motion: _____ 2nd: _____

Approved or Denied: _____ Date: _____



2023 Town of Belhaven Board of Aldermen Meeting Schedule

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

January 9, 2023

***February 6 or 20, 2023**

March 13, 2023

****April 10 or 11, 2023**

May 8, 2023

June 12, 2023

July 10, 2023

August 14, 2023

September 11, 2023

October 9, 2023

November 13, 2023

December 11, 2023

****The Town Manager has a meeting conflict in February. Choose Monday
February 6 or Monday, February 20***

*****Friday, April 7 is Easter Holiday. Choose Monday April 10 or Tuesday,
April 11***

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

Belhaven Police Department Administrative Specialist Monthly Summary

November 2022	620	Totals
# Telephone Calls Received	190	190
Call Dispatched by Walk-In	5	5
Window Walk-in	108	108
Calls Dispatched	2	2
Incident and Arrest Reports Processed	11	11
Supplements Processed	7	7
Accident Reports Processed	3	3
Property/Evidence Reports Processed	5	5
Citations Processed	12	12
Papers Logged	14	14
NCAWARE Papers Processed	4	4
Subpoenas Logged	0	0
Criminal Histories	5	5
Driving Histories	19	19
Vehicle Registrations	15	15
AOC's Run	10	10
Written Warning processed	32	32
Special Assignment	0	0

Belhaven Police Department

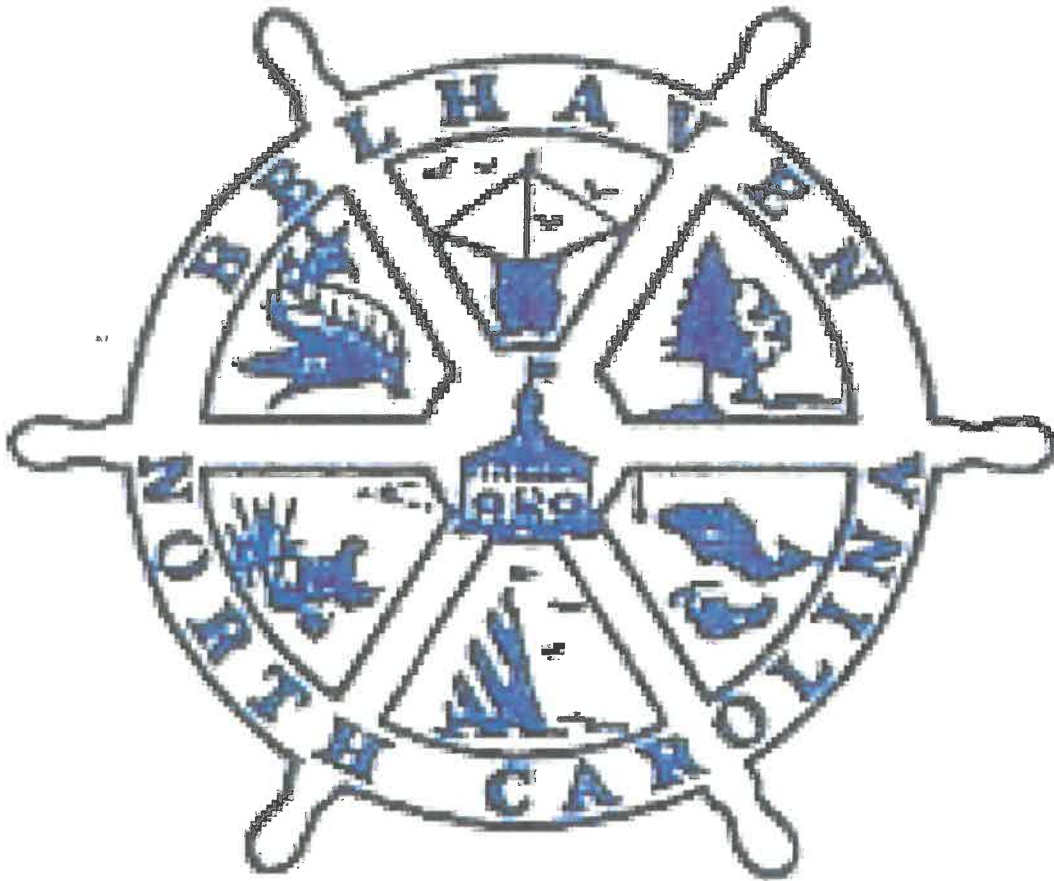
Monthly Summary

November 2022	600	602	603	604	605	Totals
Miles Driven	709	758	839	1680	1090	5076
Hours Worked	206	174	205	231	211	1027
Days Off - Sick	0	2	0	0	0	2
Days Off - Vacation	0	0	0	0	0	0
Hours Foot Patrol	0	20	15	0	16	51
Calls Answered	27	11	29	38	14	119
# Reports Taken	1	1	2	4	0	8
Investigation Hours	0	0	5	0	1	6
Cases Closed	0	1	1	4	1	7
Recovered Prop \$	0	0	0	600	0	600
Citizen Assists	0	10	0	9	0	19
Vehicle Unlocks	4	0	0	0	0	4
Homes Sec. Checks	100	75	60	160	125	520
Business Sec. Checks	768	448	416	640	512	2784
Domestic Calls	0	0	1	0	0	1
Citations Issued	0	0	0	12	0	12
Written Warnings	0	0	2	26	5	33
Verbal Warnings	0	1	0	0	2	3
Subpoenas Served	0	0	0	0	0	0
Subpoenas Attempted	0	0	0	0	0	0
Warrants Served	0	0	0	0	0	0
Warrants Attempted	0	0	4	0	0	4
Criminal Summons	0	0	0	0	0	0
Juvenile Interactions	0	0	0	0	0	0
Commitment Papers	0	0	0	0	0	0
Commitment Hours	0	0	0	0	0	0
# Accident Reports	1	0	0	0	0	1
Traffic Stops	0	1	4	38	5	48
Arrests	0	0	0	1	0	1
DWI's	0	0	0	0	0	0
Breath Tests	0	0	0	0	0	0
Business Escorts	0	0	0	0	0	0
Funeral Escorts	1	0	0	0	0	1
Special Assignments	1	0	0	0	2	3

Agency assist; Domestic; Speeding; Speeding/DWLR; Speeding/DWLR/Felony drugs; Discharging firearm in city/Disturbance; Possible Fraud; Accident; Domestic; Missing Juvenile (located); Speeding51/35; Speeding 51/35; Speeding 79/55; Found property(returned); Speeding 71/55; Assault; Felony Domestic; Speeding 51/35; Speeding 50/35; Assist EMS; Stop sign violation/DWLR/No insurance; Rape; Obtaining property by false pretense; Speeding 70/55; Assault; Speeding/NOL; Domestic Assault; Speeding 70/55

Town of Belhaven Water Resources

November 2022



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, 2022

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

1. The Waste Treatment Plant recorded 2.4 inches of rain during November. We collected and treated 4.749 million gallons of wastewater. The average flow at the waste treatment plant was 158,300 gallons per day.
2. We serviced the boat sewer pump out station at the town's dock. We replaced the tubing in the peristaltic pump and the internal lubricating oil. This will bring the pump back to original specifications.
3. We pulled and serviced the #1 pump at Pungo Village lift station. The bottom cutter head was replaced. The pump head gets dull after some time and this causes the pump to jam.
4. We pulled the #1 pump at King Street lift station. This pump had trash blocking the discharge and was tripping the breaker.
5. Newman Seafood's lift station went into high level alarm this month. We pulled a pump but found the problem to be settlements had accumulated in the station and was blocking the pumps. We brought our sewer vacuum trailer in and cleaned the station.
6. During meter reading, we found a broken sewer service crossing a ditch at 403 Cemetery Road. We replaced the service with pvc pipe.
7. We responded to 1 grinder pump alarm in November.
8. 811 sent us 24 locates in November. They were marked and a positive response sent back.
9. Electricities sent out 4 generator runs for peak shaving during November.

Water Treatment and Distribution

1. The water plant sent 2,570,800 gallons to the town's distribution system in November. That's an average of 85,693 gallons per day. The maximum of 109,400 was recorded on the 13th.
2. We moved the water and sewer services on a lot on Pantego Street. The services were in the way of a planned road and the owner requested their relocation.
3. The main breaker in the water plant has been tripping periodically. We know the problem is with a ground fault circuit but not the location. Later we found a potential solution being a faulty fan motor in the air handler system. Another motor is ordered and hopefully this will solve the problem.
4. Several various water leaks were repaired this month.

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**