



**Town of Belhaven
Board of Aldermen Regular Meeting
Monday, August 12, 2024 – 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 – August 12, 2024
- V. Approval of Minutes –Regular Scheduled Meeting July 15, 2024
- VI. Public Comments
- VII. Museum Presentation
- VIII. Finance Report/ Budget Amendment –Colby Nixon
- IX. Town Manager's Report – Lynn Davis
- X. New Business
 - 1. ARPA Resolution
 - 2. Committee Banking
- XI. Closed Session
 - 1. Attorney Client Privilege
 - 2. Approve Closed Session Minutes
- XI. Board members discussion/remarks
- XII. Adjournment

NEXT MEETING: MONDAY, September 09, 2024



**Town of Belhaven
Board of Aldermen Regular Meeting
Monday, July 15, 2024 – 6PM
257 W. Pungo Street**

The Belhaven Board of Aldermen met on Monday, June 10, 2024 at the Belhaven Civic Center, 257 W. Pungo Street, Belhaven, NC. Board members present were: Mayor Ricky Credle, Mayor Pro Tem Ricky Radcliffe, Aldermen Shanika Ebron, Greg Satterthwaite, and Nathan Van Nortwick,. Administrative staff present were Town Manager Lynn Davis, Town Attorney Chad Stoop, and the Town Clerk Marcus Pretlow. The meeting was called to order at 6:02 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.

Lynn Davis (Town Manager)

Asked to add an addition to the agenda as item #5, the "Department of Safety Division of Emergency Management Memorandum of Agreement."

A motion was made by Mayor Pro Tem Ricky Radcliffe to add to new business. The motion was seconded by Alderman Ebron. The motion passed 4-0.

APPROVAL OF MINUTES- REGULAR SCHEDULED MEETING JUNE10, 2024/ RECESSED MEETINGS JUNE 17 AND JUNE 24, 2024

Mayor Credle asked if there were any corrections or additions to the March Board of Aldermen regular scheduled meeting minutes and/or recessed meetings.

A motion was made by Alderman Van Nortwick to approve the Board of Aldermen June regular scheduled meeting minutes. The motion was seconded by Alderman Ebron. The motion passed 4-0.

A motion was made by Alderman Ebron to approve the June 17 and June 24 recessed meetings. The motion was seconded by Mayor Pro Tem Ricky Radcliffe. The motion was passed 4-0.

51 **PUBLIC COMMENTS**

52
53 Citizens are given the opportunity to voice their opinions, concerns, compliments, etc. about town matters.
54 Each citizen is given 3 minutes to speak. Mayor Credle opened the floor for comments. The following public
55 comments were received.

56
57 **Maurice Griffin, 288 Duke Street**

58 Mr. Griffin shared his appreciation for the 4th of July celebration. He added that in the near future would like to
59 see a band added to the parade. There will be a community meeting held on July 23, 2024. On July 27, 2024
60 Pantego will be hosting a family fun day on Swamp Road. (Alderman Satterthwaite commented they would look
61 into locating some outside bands)

62
63 **Wayne Penn,**

64 Mr. Penn was concerned about the Town's position about fixing shrubs on the corner of Main Street where the
65 house was moved, there is a blind side when coming out into the main road. (Main Street & Pamlico)

66
67 **Mark Gnagy (President of Chambers)**

68 Noted that this year's 4th of July celebration was the best parade he has seen in a very long time. Thanked the
69 Town for the work that was put into this year's celebration. Mark noted he would be entering the hot dog eating
70 contest next year. Town app is awesome Kudos to Carrie and Town for the App. Visitor guides have been
71 published.

72
73 **Marlene McCabe**

74 The corner of Elm Street to the left cannot see oncoming traffic until you are out onto the main road, bushes are
75 over grown. Would like the ditch in front of her house cleared out the water over flows into her yard. Also has
76 noted after 6pm mosquitos get real bad in her area. Was very thankful for the help she received from The Town
77 for the Juneteenth Celebration.

78
79 **Deacon Clark**

80 Announced the 2nd Sunday of August his Pastor's 5th Anniversary will be at 4pm.

81
82 **Lynn Davis, (Town Manager)**

83 There will a prayer service held Wednesday night at 6pm located at Bath Christian Church on Harding Street.
84 Prayer Service for our Country.

85
86 This concluded Public Comments.

87
88 **Appointments to Board & Commissions**

89
90 Motion to appoint Julie Morris to a 3 year term to the Human Relations Committee.

91 **Motion made by Alderman Van Nortwick; Motion seconded by Mayor Pro Tem Ricky Radcliffe**

92 **Motion was approved**

93
94 ***A copy of the Committee Member's applications were included and incorporated by reference.***

95
96 **Finance Report**

97
98 Colby Nixon is not present – Belhaven's 8U All Star Team is playing tonight in the district tournament. They are
99 one win away from going to the state tournament in Hickory.

Basic budget report due to year end. This does not include the 13th month adjusting period needed to close out the year.

Town Manager Davis presented Budget Ordinance Amendment to include the approved COLA adjustment to the FY25 budget.

Motion made by Alderman Ebron; Motion seconded by Mayor Pro Tem Ricky Radcliff
Motion was approved

A copy of the Monthly Finance Report was included and incorporated by reference.

Town Manager's Report

"Nobody does 4th of July better than Belhaven"

- Announced winners for Parade best decorated (Sandpiper Realty, Tots Land, Belhaven 8U All-stars)
- Library raised just at \$2000 for the lucky duck race (Elaine Hudnell, Bob Watson, Priscilla E)
- RFP for Wetland Project, updates on website
- Waterline replacement project still in the works, coming closer to completion
- Town still waiting for funding for water gate project(ditch cleanout)
- Beacon Street plan entering new phase but would like to complete Washington first
- Belhaven Harbor Park waiting for final estimates

NEW BUSINESS

APPROVAL OF PROPOSED BUILDING INSPECTION FEES

Motion to approve the fees for inspections as presented.

Motion made by Mayor Pro Tem Ricky Radcliffe; Motion seconded by Alderman Van Nortwick
Motion was approved.

OUT OF TOWN SEWER RATE RECOMMENDATION

Motion to adopt sewer rate adjustment for out of town customers with grinder pumps as proposed at \$20 grinder pump maintenance fee and \$14.75/gallon services to be furnished fee.

Motion made by Elderman Van Nortwick; Motion seconded by Mayor pro Tem Radcliffe.
Motion was approved.

APPROVE iWorQ SOFTWARE PROPOSAL FOR INSPECTIONS, ZONING & CODE ENFORCEMENT

Motion to approve agreement with iWorQ for software for inspections.

Motion made by Mayor Pro Tem Ricky Radcliffe; Motion seconded by Alderman Ebron
Motion was approved.

CARRY FORWARD PURCHASE ORDERS FROM FY24

Motion to approve Budget Ordinance Amendment #1 to carry forward purchase orders from fiscal year 2024.

Motion made by Alderman Van Nortwick; Motion seconded by Alderman Ebron.
Motion was approved.

PUBLIC SAFETY DIVISION OF EMERGENCY MANAGEMENT MEMORANDUM OF AGREEMENT

Motion to approve agreement pending review from Town's attorney Chad Stoop

A copy of the Presentation of the Proposed Building Inspection Rates were included and incorporated by reference.

A copy of the iWorQ Software Proposal for Inspections, Zoning & Code Enforcement was included and incorporated by reference.

A copy of an Ordinance to Amend the Budget Ordinance of the Town of Belhaven, NC for FY 2024-20254 was included and incorporated by reference.

A copy of the Monthly Jobs report for the Town of Belhaven Water Resources was included and incorporated by reference.

A copy of the Belhaven Police Department Monthly Summary was included and incorporated by reference.

BOARD DISCUSSION/COMMENTS

Alderman Van Nortwick commented on how special the 4th of July event was well put together.

Mayor Ricky gave praises for the parade coordination and how well it was carried out.

Alderman Satterthwaite had questions regarding package fees for iWorQ; Town Manger Lynn Davis answered questions regarding fees.

Draft

Ricky Credle, Mayor, Town of Belhaven

ATTEST:

Marcus Pretlow, Town Clerk, Town of Belhaven

Attachments

- ***Applications for Committee Members***
- ***Proposed FY2024-2025 Annual Operations Budget***
- ***Service agreement between Town and Belhaven Chamber of Commerce***
- ***Proposed FY25 Fee Schedule***

Meeting Date: August 12, 2024 **Special Presentation**

Agenda Item: Belhaven Memorial Museum Presentation

Background Information:

Dawson Tyler will present some updates on the Belhaven Memorial Museum and potential partnership with UNC to move the project forward.



Belhaven, NC

Income Statement

Group Summary

For Fiscal: 2024-2025 Period Ending: 07/31/2024

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 10 - GENERAL FUND					
Revenue	3,344,083.00	3,344,083.00	102,546.71	102,546.71	3,241,536.29
Expense	3,344,083.00	3,344,083.00	263,319.98	263,319.98	3,080,763.02
Fund: 10 - GENERAL FUND Surplus (Deficit):	0.00	0.00	-160,773.27	-160,773.27	160,773.27
Fund: 30 - WATER					
Revenue	555,574.00	555,574.00	45,182.66	45,182.66	510,391.34
Expense	555,574.00	555,574.00	22,804.23	22,804.23	532,769.77
Fund: 30 - WATER Surplus (Deficit):	0.00	0.00	22,378.43	22,378.43	-22,378.43
Fund: 31 - ELECTRIC					
Revenue	2,412,307.00	2,412,307.00	219,206.14	219,206.14	2,193,100.86
Expense	2,412,307.00	2,412,307.00	178,971.72	178,971.72	2,233,335.28
Fund: 31 - ELECTRIC Surplus (Deficit):	0.00	0.00	40,234.42	40,234.42	-40,234.42
Fund: 32 - CEMETERY					
Revenue	6,250.00	6,250.00	470.00	470.00	5,780.00
Expense	6,250.00	6,250.00	0.00	0.00	6,250.00
Fund: 32 - CEMETERY Surplus (Deficit):	0.00	0.00	470.00	470.00	-470.00
Fund: 33 - SEWER					
Revenue	889,378.00	889,378.00	78,300.43	78,300.43	811,077.57
Expense	889,378.00	889,378.00	36,083.62	36,083.62	853,294.38
Fund: 33 - SEWER Surplus (Deficit):	0.00	0.00	42,216.81	42,216.81	-42,216.81
Total Surplus (Deficit):	0.00	0.00	-55,473.61	-55,473.61	

Town of Belhaven

7/31/2024

Monthly Financial report

The information provided in these reports are compiled financial statements (unaudited). They are for timely release of financial information only. They do not provide independent 3rd party assurance about the accuracy of the information contained therein.

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
10 - GENERAL FUND	0.00	0.00	-160,773.27	-160,773.27	160,773.27
30 - WATER	0.00	0.00	22,378.43	22,378.43	-22,378.43
31 - ELECTRIC	0.00	0.00	40,234.42	40,234.42	-40,234.42
32 - CEMETERY	0.00	0.00	470.00	470.00	-470.00
33 - SEWER	0.00	0.00	42,216.81	42,216.81	-42,216.81
Total Surplus (Deficit):	0.00	0.00	-55,473.61	-55,473.61	



Belhaven, NC

Budget Report for Short Fiscals Group Summary

For Fiscal: 2024-2025 Period Ending: 07/31/2024

Department	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 10 - GENERAL FUND						
301 - AD VALOREM TAXES	679,466.00	679,466.00	8,910.70	8,910.70	-670,555.30	98.69%
319 - MOTOR VEHICLE LICENSES	60,000.00	60,000.00	7,988.24	7,988.24	-52,011.76	86.69%
329 - INT EARNED ON INVESTMENTS	15,500.00	15,500.00	0.00	0.00	-15,500.00	100.00%
331 - RENTS - MULTI-PURPOSE BLDG	6,000.00	6,000.00	600.00	600.00	-5,400.00	90.00%
335 - MISCELLANEOUS REVENUES	12,450.00	12,450.00	16,615.00	16,615.00	4,165.00	33.45%
336 - CONTRIBUTIONS & DONATIONS	2,000.00	2,000.00	0.00	0.00	-2,000.00	100.00%
337 - UTILITIES FRANC TAX	84,000.00	84,000.00	0.00	0.00	-84,000.00	100.00%
341 - WINE & BEER TAX	5,500.00	5,500.00	0.00	0.00	-5,500.00	100.00%
343 - POWELL BILL ST ALLOCATION	63,500.00	63,500.00	0.00	0.00	-63,500.00	100.00%
344 - TELECOMMUNICATIONS SALES TAX	13,000.00	13,000.00	0.00	0.00	-13,000.00	100.00%
345 - LOCAL OPTION SALES TAX	624,000.00	624,000.00	49,745.37	49,745.37	-574,254.63	92.03%
346 - VIDEO PROGRAM TAX	5,125.00	5,125.00	0.00	0.00	-5,125.00	100.00%
347 - ABC NET REVENUES	7,100.00	7,100.00	0.00	0.00	-7,100.00	100.00%
348 - STATE GRANTS	35,000.00	35,000.00	0.00	0.00	-35,000.00	100.00%
350 - GRANTS	15,000.00	15,000.00	0.00	0.00	-15,000.00	100.00%
351 - COURT COST FEES & CHARGES	200.00	200.00	0.00	0.00	-200.00	100.00%
355 - CODE ENFORCEMENT FEES	35,000.00	35,000.00	980.00	980.00	-34,020.00	97.20%
359 - REFUSE COLL FEES-WRITTEN OFF	229,463.00	229,463.00	16,580.00	16,580.00	-212,883.00	92.77%
365 - RECREATION/DOCK REVENUES	22,500.00	22,500.00	859.00	859.00	-21,641.00	96.18%
375 - PENALTY	3,100.00	3,100.00	268.40	268.40	-2,831.60	91.34%
397 - TRANSFERS	1,144,583.00	1,144,583.00	0.00	0.00	-1,144,583.00	100.00%
399 - FUND BALANCE APPROPRIATED	281,596.00	281,596.00	0.00	0.00	-281,596.00	100.00%
410 - GOVERNING BODY	76,537.00	76,537.00	2,282.92	2,282.92	74,254.08	97.02%
420 - ADMINISTRATION	416,186.00	416,186.00	48,830.66	48,830.66	367,355.34	88.27%
440 - FINANCE	550,089.00	550,089.00	45,562.08	45,562.08	504,526.92	91.72%
470 - LEGAL	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00%
500 - PUBLIC BUILDINGS	64,642.00	64,642.00	7,485.66	7,485.66	57,156.34	88.42%
510 - POLICE	1,259,327.00	1,259,327.00	88,746.53	88,746.53	1,170,580.47	92.95%
530 - FIRE	60,233.00	60,233.00	1,782.09	1,782.09	58,450.91	97.04%
540 - CODE ENFORCEMENT	16,855.00	16,855.00	2,691.88	2,691.88	14,163.12	84.03%
550 - PUBLIC WORKS	539,308.00	539,308.00	41,068.00	41,068.00	498,240.00	92.39%
570 - POWELL BILL	55,000.00	55,000.00	138.65	138.65	54,861.35	99.75%
580 - SANITATION	190,000.00	190,000.00	17,266.32	17,266.32	172,733.68	90.91%
620 - PARKS & RECREATION	81,006.00	81,006.00	3,265.19	3,265.19	77,740.81	95.97%
690 - SPECIAL APPROPRIATION	14,900.00	14,900.00	4,200.00	4,200.00	10,700.00	71.81%
Fund: 10 - GENERAL FUND Surplus (Deficit):	0.00	0.00	-160,773.27	-160,773.27	-160,773.27	0.00%
Fund: 30 - WATER						
335 - MISCELLANEOUS REVENUES	2,500.00	2,500.00	0.00	0.00	-2,500.00	100.00%
371 - CHG UTILITIES	540,574.00	540,574.00	44,383.93	44,383.93	-496,190.07	91.79%
373 - TAPS & CONNECTIONS WATER	2,250.00	2,250.00	0.00	0.00	-2,250.00	100.00%
375 - PENALTY	10,250.00	10,250.00	798.73	798.73	-9,451.27	92.21%
810 - WATER/SEWER	555,574.00	555,574.00	22,804.23	22,804.23	532,769.77	95.90%
Fund: 30 - WATER Surplus (Deficit):	0.00	0.00	22,378.43	22,378.43	22,378.43	0.00%
Fund: 31 - ELECTRIC						
335 - MISCELLANEOUS REVENUES	75,400.00	75,400.00	0.00	0.00	-75,400.00	100.00%
371 - CHG UTILITIES	2,200,000.00	2,200,000.00	213,472.46	213,472.46	-1,986,527.54	90.30%
375 - PENALTY	33,000.00	33,000.00	4,058.68	4,058.68	-28,941.32	87.70%
379 - RECONNECTION FEES	18,500.00	18,500.00	1,675.00	1,675.00	-16,825.00	90.95%
399 - FUND BALANCE APPROPRIATED	85,407.00	85,407.00	0.00	0.00	-85,407.00	100.00%
401 - ELECTRIC COSTS	1,458,787.00	1,458,787.00	148,219.93	148,219.93	1,310,567.07	89.84%
832 - ELECTRIC	953,520.00	953,520.00	30,751.79	30,751.79	922,768.21	96.77%

Department	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 31 - ELECTRIC Surplus (Deficit):	0.00	0.00	40,234.42	40,234.42	40,234.42	0.00%
Fund: 32 - CEMETERY						
361 - CEMETERY REVENUES	6,250.00	6,250.00	470.00	470.00	-5,780.00	92.48%
640 - CEMETERY	6,250.00	6,250.00	0.00	0.00	6,250.00	100.00%
Fund: 32 - CEMETERY Surplus (Deficit):	0.00	0.00	470.00	470.00	470.00	0.00%
Fund: 33 - SEWER						
335 - MISCELLANEOUS REVENUES	900.00	900.00	85.00	85.00	-815.00	90.56%
372 - CHG UTILITIES	876,357.00	876,357.00	73,932.37	73,932.37	-802,424.63	91.56%
374 - SEWER TAP - OUT OF TOWN	0.00	0.00	715.00	715.00	715.00	0.00%
375 - PENALTY	12,121.00	12,121.00	1,326.06	1,326.06	-10,794.94	89.06%
376 - IMPACT FEES	0.00	0.00	2,242.00	2,242.00	2,242.00	0.00%
810 - WATER/SEWER	889,378.00	889,378.00	36,083.62	36,083.62	853,294.38	95.94%
Fund: 33 - SEWER Surplus (Deficit):	0.00	0.00	42,216.81	42,216.81	42,216.81	0.00%
Report Surplus (Deficit):	0.00	0.00	-55,473.61	-55,473.61	-55,473.61	0.00%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
10 - GENERAL FUND	0.00	0.00	-160,773.27	-160,773.27	-160,773.27
30 - WATER	0.00	0.00	22,378.43	22,378.43	22,378.43
31 - ELECTRIC	0.00	0.00	40,234.42	40,234.42	40,234.42
32 - CEMETERY	0.00	0.00	470.00	470.00	470.00
33 - SEWER	0.00	0.00	42,216.81	42,216.81	42,216.81
Report Surplus (Deficit):	0.00	0.00	-55,473.61	-55,473.61	-55,473.61

Meeting Date: August 12, 2024 New Business

Agenda Item: ARPA Budget Amendment

Background Information:

Following COVID, local governments across the country received American Rescue Plan funds to help during a financially difficult time. The funds came with many rules, guidelines, and restrictions. Towns have to take action to apply those funds to one of several approved uses. The Town of Belhaven, because of the amount of funding, is able to use their funds as Revenue Replacement funds. In the FY25 budget, there were some ARPA funds that were earmarked for public safety.

Staff Recommendation:

Motion to adopt the American Rescue Plan Ordinance declaring the intent of the funds to be used as revenue replacement.

Cost of Implementation:

\$0

Motion: _____ 2nd: _____

Approved or Denied: _____ Date: _____

for

Revenue Replacement Expenditures

For more information, refer to [American Rescue Plan Act of 2021: New \(Fewer\) Compliance Requirements for Revenue Replacement Expenditures](#) (Coates Canons Blog, 09.01.22).



1. Establish Financial Management System and Adopt Written Internal Controls

Financial management system must capture obligations and expenditures **by project, per reporting period.**

Five key categories of internal controls:

1. Control Environment
2. Risk Assessments
3. Control Activities
4. Communication / Training
5. Monitoring Activities

2. Adopt and Implement General Compliance Policies

Click on links for sample policies.

- [Records Retention](#)
- [Civil Rights Compliance](#)
- [Eligible Use](#)
- [Conflict of Interest](#)
- [Allowable Cost](#)



REMINDER:

Revenue Replacement ARP/CSLFRF funds may be spent on **almost any expenditure authorized by State Law**, including reimbursements back to March 3, 2021.

3. Identify Eligible Project

A local government should identify the **purpose, scope, and estimated cost** of the project; identify **state law authority** and any state law **process requirements**; and ensure the project is **not** on the **prohibited list**.

ELIGIBLE EXPENDITURE EXAMPLES:

- paying **salaries** and benefits of local government employees
- **contracting** with other local governments or nonprofits to **provide community programs or services**
- purchasing real **property**, supplies, and equipment
- **contracting** for design, construction, repair, or renovation work
- **reimbursing** a local government for a prior eligible project, as long as the costs were incurred on or after March 3, 2021

PROHIBITED EXPENDITURES

ARP/CSLFRF Funds **MAY NOT** be spent for:

- NO: Extra pension fund contributions
- NO: Borrowing costs/debt service
- NO: Financial reserves / rainy day funds
- NO: Litigation/Settlement/Judgements
- NO: Undermines or discourages compliance with CDC guidelines
- NO: Violates federal conflict of interest provisions
- NO: Violates state or other federal laws and regulations



4. Document Compliance with Required Policies

- Document eligibility determination and basic allowable cost review, according to procedures in these two policies: **eligible use policy** and **allowable cost policy**. [Click here for template](#)
- Determine and address any **conflicts of interest**, according to the local government's COI policy following both state and federal requirements. [Click here for template](#)



5. Follow State Law Budgeting

ARP/CSLFRF funds must be properly budgeted **before** they can be obligated and expended.

Learn more:
[Click here for Local Government Budgeting blog post](#)
+ [Budget Template](#)



6. Enter Into Obligations & Make Disbursements In Accordance with State Law Requirements

7. Complete Required Treasury Reports

[Click here for reporting requirements & deadlines schedule](#)



8. Retain Documentation According to ARP/CSLFRF-Specific Retention Policy

REMINDER:
ALL documentation must be **retained** for **at least five years** after all grant funds are expended or returned to US Treasury

9. Prepare for Audit

[Click here for more information on audit requirements and auditor selection process.](#)



Meeting Date: August 12, 2024 New Business

Agenda Item: Committee Banking Discussion & Direction

Background Information:

In the FY22 audit, Tim Zheng recommended that the Town of Belhaven remove itself from any banking relationships in which the council nor finance department had daily oversight. There are several instances where this is an issue.

Belhaven Celebrations
Belhaven Concessions
Belhaven Breakwater Acct

The direction received from the bank is that the Town should close the accounts that were opened (years ago) using the Town's tax ID and issue the funds from those accounts to the responsible party. It would then be up to those entities to establish the necessary organizational structure and required tax id to set up accounts.

Recommended action:

- Belhaven Celebrations – funds distributed to the Celebrations Committee
- Belhaven Concessions – funds added to the Town's General Fund earmarked for Park Projects
- Belhaven Breakwater Acct – funds distributed to Belhaven 136, new Belhaven Main Street program

Staff Recommendation:

Staff recommends alerting the chairperson of the committee(s) to let them know they have 60 days to establish the necessary entity information in order to receive the funds. At that time, the accounts will be closed and funds will be directed to the appropriate organization.

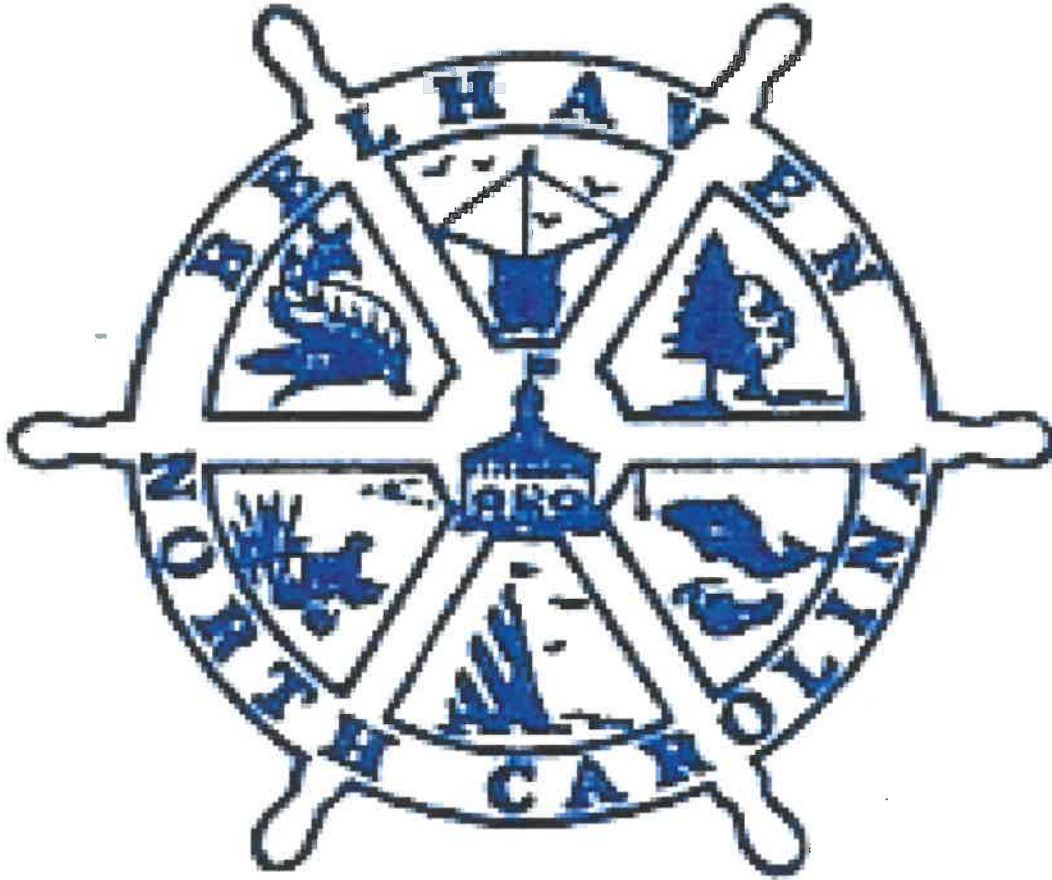
Cost of Implementation:

Motion: _____ 2nd: _____

Approved or Denied: _____ Date: _____

Town of Belhaven Water Resources

July 2024



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 August 1, 2024

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 10.4 inches of rain during July. We collected and treated 8.554 million gallons of wastewater. The average flow at the waste treatment plant was 276,000 gallons per day.
- We installed a new grit chamber discharge pipe in the yard at waste treatment.
- We made two out-of-town sewer taps this month. One was at 21553 US Hwy. 264 East and the other one was at 25967 US Hwy. 264 East.
- The new transfer switch at waste treatment has been installed and is working properly.
- Withers Ravenel people came to the waste treatment plant on the 11th. They had two crews; one crew did 3-D imaging of the entire treatment facility and the other crew did asset inventory and assessment of the different components at the plant. They are working towards having a report for the State for the upcoming funding this fall.
- We loaded 4 beds of sludge and prepared the beds and repoured them.
- We installed a new flapper valve seat and check valve for pump #1 at Croatan Lift Station.
- We did not run our generator for load management during July because of the faulty transfer switch.
- We responded to 4 grinder pump alarms in the county and rebuilt several pumps at the Mill Street pump shop.
- We responded to (11) 811 One Call requests for locates of utilities and followed up with the positive response.

Water Treatment and Distribution

- The water plant sent 3,309,700 gallons to the town's distribution system in July. That is an average of 106,765 gallons per day.
- We repaired several leaks in town. One was at Washington and Old County Road. It was a 1.5-inch black roll that provides water to several homes towards Lee Street.

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 2 set of operational labs at waste treatment, scour sand filters once, and cleaned the weirs at waste treatment once.

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

Belhaven Police Department

July 2024

Event	Totals
Miles Driven	3237
Hours of Foot Patrol	60
# of Business Checks	276
# of House Checks	0
Business Escorts	0
Funeral Escorts	0
Community Outreach Events	1
# of Phone Calls Received	258
Window Walk Ups	172
Calls for Service Answered	35
# of Incident Reports Taken	33
# of Accident Reports Taken	6
Citizen Assists	25
Vehicle Unlocks	2
Traffic Stops	3
Citations Issued	3
Written Warnings	0
Verbal Warnings	0

Event	Totals
Subpoenas Served	2
Attempted Subpoena Service	0
Criminal Summons Served	1
Warrant Service	2
Attempted Warrant Service	1
Commitment Papers	0
Commitment Hours	0
Total Number of Arrests	3
DWI	0
Domestic	2
Narcotic	1
Open Positions	3
Applications Received This Month	2
Total Number of Applicants	2
Total # of Applicants in Process	2
Hours of Training	36
% Accreditation Assessments	28

Notes: As you can see this month's report looks a little different than before. These totals reflect the whole PD rather than individual personnel stats. I am in the process of revamping the monthly report to show non arbitrary stats. Please let me know if there is something in particular that you would like to see in the report.

We have two new Officers, Tony Keech and Bethany Allera, who started August 1 in an administrative role while we are waiting for their paperwork to come back from the State. Tony Keech will be a Sergeant on shift and is currently assigned to conduct background investigations on two other applicants. Officer Allera, who comes Vandergrift Police Department in Pennsylvania, will have to complete 222 hrs. of NC BLET to be certified here in NC. The next BLET will start on August 19.

Respectfully Submitted,

Wesley Waters
Chief of Police