

**Belhaven Town Council**  
**Special Called Meeting – Minutes**  
**Tuesday, July 22, 2008**

**Call to Order**

The Town Council of the Town of Belhaven met in a Special Called Session on Tuesday, July 22, 2008 at 5:00 P.M. Mayor Adam W. O’Neal called the meeting to order with the following Council members present: Steve W. Carawan, J. Nelson Guy, Mayor Pro-Tem; Howard D. Moore, McKee “Mac” Pigott and Robert L. Stanley.

**Rural Center – Consolidated Forcemain Sewer Resolution and Grant - Application**

Mayor O’Neal explained that the purpose of the meeting was to adopt resolution and authorize the Mayor to execute documents pertaining to the Consolidated Sewer Forcemain grant application with the Rural Center. Councilman Guy made the motion that the Town of Belhaven adopt the resolution for the Belhaven Consolidated Forcemain grant application and authorize the Mayor to execute any documents pertaining to the grant, from the Rural Center on behalf of the Town (attached). Councilman Pigott seconded the motion. The motion carried unanimously, 5 to 0.

New Application  Resubmittal  NC Rural Center Application Reference #: \_\_\_\_\_  
*(for internal use only)*

**GENERAL INFORMATION**

**Legal Name of Applicant / Unit:** Town of Belhaven County: Beaufort

In which NC region is your county located? Mountains  Piedmont  Coastal Plain

Name of Chief Elected Official: Adam O’Neal Title: Mayor

Mailing Address: P.O. Box 220 Street Address: 315 East Main Street

City: Belhaven State: NC Zip: 27810-0220

Primary Telephone(s): 252.943.3055 Fax: 252.943.2357

Email: \_\_\_\_\_ Federal Tax ID #: 56-6001521

**Type of Applicant (check those that apply):**

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Municipality    | <input type="checkbox"/> Water / Sewer District       | <input type="checkbox"/> Joint Agency Pursuant to G.S. 160A-20 |
| <input type="checkbox"/> Incorporated Village       | <input type="checkbox"/> Metro Water / Sewer District | <input type="checkbox"/> Joint Agency Pursuant to G.S. 63-56   |
| <input type="checkbox"/> County                     | <input type="checkbox"/> Water / Sewer Authority      | <input type="checkbox"/> Sanitary District                     |
| <input type="checkbox"/> Other (be specific): _____ |   |  |

**Project contact from unit of local government (must be designated by authorizing resolution from the chief elected official):**

Name: Guinn Leverett Title: Town Manager

Primary Telephone: 252.943-3055 Email: townmanager@belhavennc.us

**Project contact responsible for submission of quarterly reports (must be able to answer questions regarding this project):**

Name: Judy McLawhorn Title: Construction Administrator/ Projects Manager

Primary Telephone: 252.943.8991 Email: judy.mclawhorn@cavanaughhsolutions.com

**Agency of person who completed this application:** Cavanaugh & Associates, P.A.

Mailing Address: 130 North Front St. Suite 202 Street Address: 130 North Front St. Suite 202

City: Wilmington State: NC Zip: 28401

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Name: Judy McLawhorn Title: Construction Administrator/ Projects Manager

Primary Telephone: 910.392.4462 Fax: 910.392.4612

Email: judy.mclawhorn@cavanaugholutions.com Federal Tax ID #: 56-1943091

**Name of additional project contact:** Sonny Grant Title: Belhaven ORC, Sewer Collection

Additional applicant or agency name: Town of Belhaven

Mailing Address (if other than above): P O Box 220

City: Belhaven State: NC Zip: 27810

Primary Telephone: 252.943.3055 x 220 Fax: 252/943-2357

Email: sonnygrant@embarqmail.com Federal Tax ID #: 56-6001174

**PROJECT BUDGET** (figures must match entries in PROJECT FINANCING table below)

Amount of this Grant Request (\$): 495,910 Total Project Cost (\$): 991,820  
(not to exceed \$500K)

**PROJECT FINANCING**

Indicate the sources, amounts and dates of availability (use abbreviation table below to complete 'Source' column). Clearly identify the sources of *Private* and *Other* funds.

	Source (Use Abbreviations Below) <i>(must be a dollar for dollar match)</i>	Grant or Loan?	\$ Amount	Date Available
Funds from the Applicant:	<input type="checkbox"/> Rural Center funds requested			
	<u>Town of Belhaven</u>		<u>495,910</u>	<u>Sept. 2008</u>
Federal Funds:				
State Funds:				
Private Funds (clearly identify):				
Other (clearly identify):				
Amount of this Grant Request:	<u>NC Rural Center</u>	<u>Grant</u>	<u>495,910</u>	
<b>TOTAL PROJECT COST:</b>			<b>\$ <u>991,820</u></b>	

**ABBREVIATIONS TABLE** (for 'SOURCE' column above)

Federal Sources	Abbrev.	State Sources	Abbrev.
Appalachian Regional Commission	ARC	NC Dept of Environmental Natural Resources, Water Quality	DENR-WQ
Economic Development Administration	EDA	NC Dept of Environmental Natural Resources, Water Supply	DENR-WS
US Department of Agriculture	USDA	NC Dept of Commerce, Commerce Finance Division	CFC
Community Development Block Grant	CDBG	NC Dept of Commerce, Division of Community Assistance	DCA
Community Devpt Block Grt, Eco Dev	CDBG-ED	Clean Water Management Trust Fund	CWMTF
Industrial Development Fund	IDF	Golden Leaf Foundation	GOLD-LF

Indicate whether the applicant has followed proper accounting and fiscal reporting procedures, as evidenced by the applicant's most recent audit report, and that the applicant is in substantial compliance with provision of the general fiscal control laws of the State.

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YES  NO  If "NO", explain: \_\_\_\_\_

**Project Title:** Belhaven Consolidated Forcemain

**Project Type:** Water  Wastewater  Both  Other (explain in Project Description)

**Project START Date:** Sept. 2008 **Project END Date:** Sept. 2009 **County(s) Served:** Beaufort

**# of ADDITIONAL customers TO BE SERVED by project**

	Water	Wastewater	Total(s)
Residential	0	0	0
Business	0	0	0
<b>Total(s)</b>	<b>0</b>	<b>0</b>	<b>0</b>

**# of customers CURRENTLY served**

	Water	Wastewater	Total(s)
Residential	0	243	243
Business	0	4	4
Institutions	0	4	4
<b>Total(s)</b>	<b>0</b>	<b>251</b>	<b>251</b>

**Project Description** (briefly describe the proposed project including water/sewer infrastructure needed):

This project includes the construction of a combined total of approximately 17,000 linear feet of forcemain in order to redirect the existing flow of out-of town effluent directly to the Belhaven Waste Water Treatment Plant thus eliminating said flow from entering an overtaxed staged conveyance system within the Town of Belhaven.  
It also includes upgrades to an existing town lift station and its elimination from the Town's staged conveyance system by redirecting this basin's effluent by way of 5,300 linear feet of new forcemain and consolidating it into the proposed re-directed forcemain as described in the first paragraph.

**PROJECT STATISTICS**

Applicants must fill out this section completely as project statistics are used to score the application. Statistical information can be found on the Rural Center's web site [www.ncruralcenter.org](http://www.ncruralcenter.org).

\* Showing statistics for Beaufort County/Town of Belhaven

Poverty Rate: 19.5/35/6 Median Household Income: \$31,066/\$16,674 Ability To Pay 9.64/4.29

Population: 45,794/1,931 Unemployment Rate: 6.1%/ County Tier # (1,2 or 3) 1

**PROJECTED OUTCOME**

Indicate documentation location, as requested, when completing this **PROJECTED OUTCOME** section. Complete this section only if applicable to your project.

1) Will this Supplemental project reduce Inflow / Infiltration? If yes, provide anticipated reduction in Gallons Per Day (G.P.D.) and site documentation location in application. Check   
*NOTE: Wastewater Projects ONLY*          G.P.D          Indicate Tab & Page #

2) Will this Supplemental project provide for increase in capacity to meet existing needs or eliminate water shortages? If yes, provide the anticipated increase in Gallons Per Day (G.P.D.) and site documentation location in application. Check   
*NOTE: Water Projects ONLY*          G.P.D          Indicate Tab & Page #

3) Will this Supplemental project provide water/sewer improvements &/or maintenance to any rural schools? If yes, provide the number of rural schools and site documentation location in application. Check   
         # of schools          Indicate Tab & Page #

Check

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- 4) Water Reuse or Reclamation: Will the applicant utilize or propose to incorporate wastewater effluent reuse or water reclamation in this Supplemental project, as a percentage of total treated wastewater? If yes, provide anticipated Gallons Per Day (G.P.D.) and site documentation location in application.

\_\_\_\_\_ G.P.D

\_\_\_\_\_ Indicate Tab & Page #

Indicate documentation location, as requested, when completing this **PROJECTED OUTCOME** section for job &/or business creation/retention. Complete this section only if applicable to your project. Job &/or business creation/retention entries must be accompanied by signed correspondence from prospective employer(s).

# of jobs created \_\_\_\_\_  
\_\_\_\_\_ Indicate Tab & Page #

# of jobs retained \_\_\_\_\_  
\_\_\_\_\_ Indicate Tab & Page #

# of businesses created \_\_\_\_\_  
\_\_\_\_\_ Indicate Tab & Page #

# of businesses retained \_\_\_\_\_  
\_\_\_\_\_ Indicate Tab & Page #

**CERTIFICATION BY CHIEF ELECTED OFFICIAL**

The attached statements and exhibits are hereby made part of this application and the undersigned representative of the applicant certifies that the information in this application and the attached statements and exhibits is true, correct, and complete to the best of his/her knowledge and belief. He/She further certifies that:

- 1 as Authorized Representative, he/she has been authorized to file this application by formal action of the governing body;
- 2 that the governing body agrees that if a grant from the Clean Water Partners' Program is awarded, the applicant will provide proper and timely submittal of all documentation requested by the Grantor Agency (Rural Center);
- 3 that the governing body agrees to provide for proper maintenance and operation of the approved project after its completion;
- 4 that the applicant has substantially complied with or will comply with all federal, state and local laws, rules and regulations and ordinances as applicable to this project; and
- 5 that the applicant will adopt and place into effect on or before the completion of the project a schedule of fees and charges which will provide for the adequate and proper operation, maintenance and administration of the project.

\_\_\_\_\_  
**SIGNATURE OF CHIEF ELECTED OFFICIAL/AUTHORIZED REPRESENTATIVE**

Adam W. O'Neal  
\_\_\_\_\_  
**TYPED NAME**

Mayor  
\_\_\_\_\_  
**TYPED TITLE**

July 22, 2008  
\_\_\_\_\_  
**DATE**

**Checklist for Additional Forms** (please enclose the following items before submitting):

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Application Form (attached) | <input checked="" type="checkbox"/> Exhibits (see guidelines) |
| <input checked="" type="checkbox"/> Narratives (see guidelines) | Authorizing Resolution  |
| Project Description   | Project Budget  |
| Project Justification   | Memorandum of Understanding (attached)                        |
| Comprehensive Plans   | Minority Business Enterprise Certification                    |
| Special Emphasis  | Commitment of Other Funds Form (attached)                     |

**Submission Procedure:**

**Belhaven Town Council**  
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Three copies of this application and all relevant materials must be received by 5:00PM on the deadline date. Faxes are not acceptable. Submit to:

**Rural Economic Development Center, Inc.**  
**Supplemental Grants Program**  
4021 Carya Drive  
Raleigh, NC 27610

between

**North Carolina Rural Economic Development Center, Inc.**

and

**Legal Name of Applicant / Unit:** Town of Belhaven County: Beaufort

Mailing Address: P.O. Box 220 Street Address: 315 East Main Street

City: Belhaven State: NC Zip: 27810-0220

Project Title: Belhaven Consolidated Forcemain

The purpose of this Memorandum of Understanding is to outline conditions and regulations for a general working relationship between the North Carolina Rural Economic Development Center (Rural Center) and the applicant organization regarding the Rural Center Supplemental Grant Program. The following conditions and regulations apply to all Rural Center Supplemental Projects:

***Disbursement Policy***

The Rural Center will disburse up to 90 percent of Supplemental grant funds upon submission of satisfactory evidence other funds have been drawn down by 90 percent and that 100 percent of local funds, if committed, have been expended. Documentation in support of expenses must accompany the Financial Request Form. The final 10 percent will be disbursed upon completion of the project and submittal of the final approved product.

***Project Schedule***

A timeline has been provided to the Rural Center as part of the application package. This represents the adopted schedule for this project. The grantee understands that the Rural Center will establish the date for termination of its contract using this information and that time is of the essence. Updates or changes to the project schedule must be provided to the Rural Center as they are adopted by the grantee for use in administering this project. Rural Center reserves the right to reject or ask for further clarification regarding the timeline and its implementation.

***Contract Time Requirements***

Rural Center may revoke or revise its approval of funding for the project if work intended is not under contract within six months after the Rural Center approval date of the project and if not completed within one year of Rural Center approval. The Rural Center approval date will be incorporated in the contract as the Commencement Date.

***Changes in Project Scope***

It is clearly understood that a change in the project scope may not be implemented without prior written approval from Rural Center and submission to Rural Center of evidence of other funders approval of the change(s). A change of scope will include any change to the project design, capacity of the system, the number and/or type of customers served, or equipment items purchased.

***Changes in Project Funding***

It is further understood that if the grantee receives additional funding for the project after the Rural Center approval, these funds cannot be used to reduce the amount of local funds pledged or to displace other grant funds committed to this project; any such action could result in the reduction of the Rural Center Supplemental grant by the amount of funds added to the project. If new funds are made available to this project, the Rural Center must be notified immediately. Likewise, it is understood that the local share, as pledged to the Rural Center in the original application, will not be diminished in the event of a cost overrun in the completed project.

***Cooperation with Primary Funder and Rural Center***

It is understood that the grantee will cooperate with its other funders as identified in the application and will provide information and reports as prescribed by the funder and will adhere to all applicable regulatory and/or statutory requirements of the Primary Funder and the State of North Carolina particularly as they relate to the procurement of goods and services and in the maintenance of proper accounting records.

***Reporting Procedure***

Quarterly progress reports will be submitted to Rural Center as set forth in the terms of the contract document to be executed. The first report will be due 90 days from the date of award. Subsequent quarterly reports will be required until project completion and close of the contract.

***Final Report***

A final report is required and will be due upon close of the project. This report must be submitted and approved by the Rural Center prior to disbursement of final funds.

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**SIGNATURE OF CHIEF ELECTED OFFICIAL/AUTHORIZED REPRESENTATIVE**

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**July 22, 2008  
DATE**

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Adam W. O'Neal  
**TYPED NAME**

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Mayor  
**TYPED TITLE**

,

## SUPPLEMENTAL PROGRAM PROJECT BUDGET

Legal Name of Applicant / Unit: Town of Belhaven County: Beaufort

Project Title: Belhaven Consolidated Forcemain

List the name of the agency / engineering firm to be hired for this project if funded. Unless the same, do not complete this section with the name of the agency / engineering firm responsible for completing the application.

Agency / Engineering Firm To Be Hired for Project: Cavanaugh & Associates, P.A.

Mailing Address: 130 N Front St, Suite 202 Street Address: 130 N Front St, Suite 202

City: Wilmington State: NC Zip: 28401

Name: Gus Simmons, P.E. Title: Director of Engineering

Primary Telephone: 910.392.4462 Fax: 910.392.4612

Email: gus.simmons@cavanaughhsolutions.com Federal Tax ID #: 56-1943091

Complete the project budget addressing the categories provided in the table below (*insert rows as needed*). Itemize construction line items using the Preliminary Engineering Report (P.E.R.) costs, provided with the application. The total project cost below should equal the grand total in the project financing table completed on page 17 of the application.

**NOTE: Engineering costs shall be held to the U.S.D.A. or E.P.A. fee curve, depending on the funding partner.**

Cost Description	Cost Amount
<b>Construction (itemize):</b>	
<i>List out construction line items separately. Example: linear feet of different sized lines</i>	
Pump Station Upgrades at California St. Lift Station (includes Control Panel relocation and associated electrical and telemetry re-work, generator, valves, meters, vaults, fencing and all piping and appurtenances within the fenced area)	105,000
4" PVC Forcemain (SDR 21) 4,995 LF	54,945
4" DIP Forcemain (CL 350) 179 LF	3,580
4" HDPE (DR 9) IPS Horiz. Dir. Drill 250 LF	17,500
4" In-line Plug Valve 1	500
6" PVC Forcemain (SDR 21) 6,437 LF	90,118
6" HDPE (DR 9) IPS Open Cut 300 LF	9,000
6" In-line Plug Valve 3	1,500
8" PVC Forcemain (SDR 21) 7,683 LF	153,660
8" DIP Forcemain (CL 350) 650 LF	23,400
8" HDPE (DR 9) IPS Open Cut 150 LF	5,250
8" HDPE (DR 9) IPS Horiz. Dir. Drill 1,130 LF	101,700
8" In-line Plug Valve 6	3,000
8" Plug Valve at vault 3	1,500
8" Check Valve at vault 3	1,500
14 X 8 Precast Valve Vault 1	5,000
12" DIP Forcemain (CL 350) 726 LF	36,300
12" In-line Plug Valve 4	8,000
12" Magmeter 1	10,000
Offset ARV 1	2,500
ARV 2	5,000
4" 45 degree DIP el 5	550
6" 45 degree DIP el 4	840
8" 45 degree DIP el 10	2,250
12" 45 degree DIP el 4	2,000
12" 90 degree DIP el 2	1,100
6x6x6 DIP Wye 1	350
8x8x4 DIP Wye 1	300
8x8x8 DIP Wye 2	600
12x12x8 DIP Wye 2	1,000
12x12x12 DIP Wye 3	2,100
6x8 DIP Reducer 1	150
8x12 DIP reducer 2	600
Gravel Drive Stn 0+00 to 8+00 7,427 SF	10,000
18" RCP replacement 30 LF	540
Asphalt Street Paving Repairs 180 SF	18,000
Gravel Drive Repairs 225 LF	1,012
Silt Fence 6,890 LF	27,560
Pipe Demo and Abandonment at WWTP	10,000
Telemetry PD and Croatan LS	25,000

**SUPPLEMENTAL PROGRAM  
PROJECT BUDGET**

Total Cost of Work Items	742,905
Mobilization (Limit to 3% of Total Cost of Work Items)	22,286
Total Construction Costs	765,191
Contingency	76,519
Construction Sub Total	<b>841,710</b>

Cost Description	Cost Amount
<b>Construction Administration/Inspection:</b>	108,000
<b>Grant Administration:</b>	9,800
<b>Legal and Permitting:</b>	32,310
<b>Engineering</b> (Rural Center funds cannot be utilized for engineering design fees): <b>(under separate contract)</b>	n/a
Administration Sub Total	150,110

**TOTAL PROJECT COST      991,820**

Project Budget Prepared By: Judy McLawhorn Title: Construction Projects Manager  
**TYPED NAME**

Applicant or Agency Name: Cavanaugh & Associates, P.A. Date Prepared: 07/14/08

# SUPPLEMENTAL PROGRAM COMMITMENT OF OTHER FUNDS FORM

between

**North Carolina Rural Economic Development Center, Inc.**

and

**Legal Name of Applicant / Unit:** Town of Belhaven County: Beaufort

Mailing Address: P.O. Box 220 Street Address: 315 East Main St

City: Belhaven State: NC Zip: 27810-0220

Project Title: Belhaven Consolidated Forcemain

Indicate the sources, amounts and dates of availability (use abbreviation table below to complete 'Source' column). Clearly identify the sources of *Private* and *Other* funds. **Provide a copy of correspondence indicating commitment of these funds with the application.**

	<b>Source</b> (Use <b>Abbreviations</b> Below)	<b>Grant or Loan?</b>	<b>\$ Amount</b>	<b>Date Available</b>
	<i>(must be a dollar for dollar match)</i>			
Funds from the Applicant:	<input type="checkbox"/> $\geq$ Rural Center funds requested			
	<u>Town of Belhaven</u>		495,910	Sept. 2008
Federal Funds:				
State Funds:				
Private Funds (clearly identify):				
Other (clearly identify):				
Amount of this Grant Request:	<u>NC Rural Center</u>	<u>Grant</u>	495,910	
<b>TOTAL PROJECT FINANCING:</b>			<b>\$ 991,820</b>	

### ABBREVIATIONS TABLE (for 'SOURCE' column above)

Federal Sources	Abbrev.	State Sources	Abbrev.
Appalachian Regional Commission	ARC	NC Dept of Environmental Natural Resources, Water Quality	DENR-WQ
Economic Development Administration	EDA	NC Dept of Environmental Natural Resources, Water Supply	DENR-WS
US Department of Agriculture	USDA	NC Dept of Commerce, Commerce Finance Division	CFC
Community Development Block Grant	CDBG	NC Dept of Commerce, Division of Community Assistance	DCA
Community Devpt Block Grt, Eco Dev	CDBG-ED	Clean Water Management Trust Fund	CWMTF
Industrial Development Fund	IDF	Golden Leaf Foundation	GOLD-LF

Under the Supplemental Grants program, local commitment dollars may be provided by a number of sources. Local Governments will provide matching funds from other sources to meet total project costs.

In reviewing the application for Supplemental funding, the Rural Center will take into consideration the applicant's financial position relative to other, similar units of local government (as through the Ability to Pay Ranking).

\_\_\_\_\_  
SIGNATURE OF CHIEF ELECTED OFFICIAL/AUTHORIZED REPRESENTATIVE \_\_\_\_\_  
July 22, 2008  
DATE

\_\_\_\_\_  
Adam W. O'Neal, Mayor  
TYPED NAME TYPED TITLE

**SUPPLEMENTAL PROGRAM  
COMMITMENT OF OTHER FUNDS FORM**

**WHEREAS,** In the summer of 2007, the North Carolina General Assembly included a \$100 million appropriation to the North Carolina Rural Economic Development Center in the FY2007-2009 state budget, for the purpose of making grants to rural communities in need of water and wastewater infrastructure improvements; and

**WHEREAS,** The Town of Belhaven has need for and intends to construct or rehabilitate a publicly-owned treatment works or an alternate wastewater system, for wastewater collection systems or for water supply and distribution systems, project described as the Belhaven Consolidated Forcemain; and

**WHEREAS,** The Town of Belhaven intends to request grant assistance from the Supplemental Grants Program for the project;

**NOW THEREFORE BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF BELHAVEN:**

That the Town of Belhaven will arrange financing for all remaining costs of the project, if approved for a grant.

That the Town of Belhaven will provide for efficient operation and maintenance of the project on completion of construction thereof.

That Adam W. O'Neal, Mayor, and successors so titled, is hereby authorized to execute and file an application on behalf of the Town of Belhaven with the NCREDC (Rural Center) for a grant to assist in the construction of the project described above.

That Adam W. O'Neal, Mayor, and successors so titled, is hereby authorized and directed to furnish such information as the Rural Center may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the Town of Belhaven has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to the grants pertaining thereto.

Adopted this the 22<sup>nd</sup> day of July, 2008 at Belhaven, North Carolina.

\_\_\_\_\_  
**SIGNATURE OF CHIEF ELECTED OFFICIAL/AUTHORIZED REPRESENTATIVE**

\_\_\_\_\_  
**July 22, 2008  
DATE**

\_\_\_\_\_  
Adam W. O'Neal  
**TYPED NAME**

\_\_\_\_\_  
Mayor  
**TYPED TITLE**

**ATTEST:**

(Seal) ↴

\_\_\_\_\_  
*Marie J. Adams, Clerk*

**Adjournment**

There being no further business for the Town Council, Mayor O'Neal declared the meeting adjourned at 5:08 P.M.

Respectfully submitted,

Adam W. O'Neal, Mayor

\_\_\_\_\_  
Marie J. Adams, Town Clerk