

**Belhaven Town Council Meeting
Monday, June 23, 2008
Public Hearings and Regular Session**

Call to Order/Invocation/Pledge of Allegiance

The Town Council of the Town of Belhaven met in regular session and held two public hearings on Monday, June 23, 2008 at 7:00 P.M. at the Boyette Civic Center at 257 W. Pungo Street. 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. Interim Town Manager (ITM)Guinn Leverett, Town Attorney Arthur "Bud" Cockrell and Town Clerk Marie J. Adams were also present. Mayor O'Neal recognized Mr. Johnny Donnell Clark, Deacon with Hoggard Temple Church of God in Christ who gave the invocation and led the Pledge of Allegiance.

Approval of Minutes – Regular Session and Closed Session – June 9, 2008

Mayor O'Neal stated that the regular session minutes were open for review and adoption. There being no corrections to the minutes, Councilman Pigott made the motion to approve the minutes as written. Councilman Stanley seconded the motion which carried unanimously. Mayor O'Neal tabled the adoption of the June 9, 2008 closed session minutes.

Public Hearing – Fiscal Year 2008/2009 Budget – Council Action

Mayor O'Neal stated that the public hearing for the Fiscal Year 2008/2009 Budget was open for public comment. The public hearing opened at 7:05 P.M. Mayor O'Neal called for anyone wishing to speak on the proposed budget to come forward. There were no comments. Mayor O'Neal declared the public hearing closed at 7:06 P.M.

Public Hearing – CDBG Hurricane Isabel Disaster Relief Initiative Project – Closeout

Mayor O'Neal stated that the public hearing for the closeout of the CDBG Hurricane Isabel project was open for public comment. The public hearing opened at 7:06 P.M. Mayor O'Neal called for anyone wishing to speak on the closeout of this grant to come forward. There were no comments. Mayor O'Neal declared the public hearing closed at 7:06 P.M.

Public Comments

Mayor O'Neal recognized the following:

Mr. Donald Jones, 794 Portside Lane, representing the Belhaven Yacht Club. Mr. Jones questioned the status of Wynne's Gut Project. ITM Leverett stated there were three projects in the Wynne's Gut area: 1) watershed restoration 2) Dockage and 3) bridge replacement which is currently underway. ITM Leverett stated that the three projects required permitting through the state and the permitting process had begun, therefore the projects were progressing.

Mrs. Ellen Allen, 519 E. Water Street stated that she was concerning with the recent hiring and firing; the statement there would be no raises and yet some employees got raises; that the recent firing did not follow the last in – last out policy and that she was concerned with the crowds at the Community House and the money spent for a screen

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and movie projector. Mrs. Allen stated that she had requested from ITM the cost of the movie project items for the Community House but had not received. Mrs. Allen stated that “police coverage was nil” and questioned why no police officers had been replaced. Councilman Carawan stated that he was not aware of any raises. Mayor O’Neal gavelled Mrs. Allen as she was making the following statements “that Councilman Carawan was not aware of the raises because decisions were being made by the Mayor and that was not the form of government in which the Town was intended operate”.

Mayor O’Neal replied to Mrs. Allen comments by stating the following: that the Recreation Department came in under budget for this fiscal year, the first movie was shown this past Saturday night at the Community House was enjoyed by an estimated twenty and that the Community House was “open for all” and being utilized more now than in years past and that there had been some problems with the basketball goal but had been handled with additional supervision. Mayor O’Neal stated that the citizens should stop calling the Police Department asking the location of officers as Belhaven had Police coverage. Mayor O’Neal introduced Mr. Harry Meredith, with Beaufort County Sheriff’s Department, who stated that a deputy sheriff was always in the area whether or not he was directly working for the Town of Belhaven and that twelve deputies were on call at all times, that there was always coverage.

Councilman Carawan stated that he was tired of the undermining of some citizens complaining about the police department. Mr. Meredith stated that the reason officers have not been replaced as they has left employment with the town is due to the average time period to hire an officer is 30 – 60 days.

Councilman Pigott stated he had received calls from the public stating that gun shots had been fired. Councilman Pigott stated that should citizens feel threatened they should call 911. Councilman Pigott stated that the citizens should appreciate what the administration is working toward.

Mayor O’Neal recognized Mr. Tal Hamilton, 1150 W. Pungo Street, stated that he did not the current method used by the Council to hear public comments and he would use the rest of his allotted three minutes in silent protest.

Councilman Carawan stated when Mr. Hamilton's three minutes were used; the silence made more a lot more sense than anything he had ever said.

Mayor O’Neal stated that with the current public comments policy there was no arguing, no hollering and was more liberal than the county commissioner’s policy or other towns’. Mayor O’Neal stated that the same handful of citizens complained.

Councilman Guy stated that he was disappointed that no citizens spoke at the Public Hearings.

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Budget Ordinance for Fiscal Year 2008/2009 – Adoption

Mayor O’Neal stated that the budget absorbs a 14% increase in electric utilities which will be given to the town early fall and shows a 2% electric rate cut for residential and commercial. Councilman Pigott made the motion to adopt the budget and budget ordinance as presented. Councilman Moore seconded the motion which carried unanimously.

TOWN OF BELHAVEN, NORTH CAROLINA

BUDGET ORDINANCE FOR FISCAL YEAR 2008-2009

BE IT ORDAINED by the Governing Board of the Town of Belhaven, North Carolina:

Summary

General Fund:	\$ 2,103,410
Water & Sewer Fund:	\$ 1,151,102
Electric Fund:	\$ 2,759,644
Cemetery Fund:	\$ <u>5,250</u>
Total:	\$ 6,019,406

Section 1: The following amounts are hereby appropriated in the General Fund for the operation of the Town of Belhaven government and its activities for the fiscal year beginning July 1, 2008, and ending June 30, 2009:

Governing Body	32,944
Administration	96,137
Finance	217,733
Legal	10,000
Economic & Physical Development	12,000
Public Buildings	72,138
Garage	27,791
Police	650,941
Fire & Rescue	280,603
Inspections	39,000
Public Works	55,285
Streets	217,195
Powell Bill	73,953
Sanitation	168,136
Recreation	99,636
Special Appropriations	<u>49,918</u>
Total General Fund Appropriations	2,103,410

Section 2. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2008, and ending June 30, 2009:

Ad Valorem Taxes	435,000
Penalties & Interest	14,000
Other taxes & Licenses	71,850
Unrestricted Intergovernmental	592,440
Restricted Intergovernmental	102,000
Permits & Fees	1,800
Sales & Services	239,102

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Investment Earnings	66,000
Miscellaneous	5,350
Transfer from Electric Fund	109,383
Fund Balance Appropriated	<u>466,485</u>
Total General Fund Revenues	2,103,410

Section 3. The following amounts are hereby appropriated in the Water and Sewer Fund for the operation of the water and sewer utilities for the fiscal year beginning July 1, 2008, and ending June 30, 2009:

	736,792
Water & Sewer Operation	
Other Operating Expenses	1,800
Capital Outlay	130,300
Debt Service	<u>282,210</u>
Total Water & Sewer Appropriations	1,151,102

Section 4. It is estimated that the following revenues will be available in the Water and Sewer Fund for the fiscal year beginning July 1, 2008, and ending June 30, 2009:

Water Charges	380,000
Sewer Charges	535,000
Interest Earnings	20,000
Miscellaneous	1,500
Taps & Impact Fees	10,900
Penalties	12,500
Fund Balance Appropriated	<u>191,202</u>
Total Water & Sewer Fund Revenues	1,151,102

Section 5. The following amounts are hereby appropriated in the Electric Fund for the operation of the electric utility for the fiscal year beginning July 1, 2008, and ending June 30, 2009:

Electric Operations	431,413
Other Operating Expenses	8,300
Purchases for Resale-Electric	2,094,734
Capital Outlay	25,000
Transfer to General Fund	109,383
Transfer to Rate Stabilization	<u>90,814</u>
Total Electric Fund Appropriations	2,759,644

Section 6. It is estimated that the following revenue will be available in the Electric Fund for the fiscal year beginning July 1, 2008, and ending June 30, 2009:

Electric Charges	2,621,694
Interest Earnings	60,000
Miscellaneous	51,950
Penalties	<u>26,000</u>

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Total Electric Fund Revenues **2,759,644**

Section 7. The following amounts are hereby appropriated in the Cemetery Fund for the operation of the cemetery for the fiscal year beginning July 1, 2008, and ending June 30, 2009:

Supplies	200
Miscellaneous	500
Payment in lieu of tax & service	<u>4,550</u>
Total Cemetery Fund Appropriations	5,250

Section 8. It is estimated that the following revenues will be available in the Cemetery Fund for the fiscal year beginning July 1, 2008, and ending June 30, 2009:

Interest Earnings	350
Sales and Maintenance	3,800
Fund Balance Appropriated	<u>1,100</u>
Total Cemetery Fund Revenues	5,250

Section 9. There is hereby levied a tax at the rate of fifty-two cents (\$0.52) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2008, for the purpose of raising the revenue from current taxes as set forth in the foregoing estimates, and in order to finance the foregoing appropriations.

Section 10. The Budget Officer is hereby authorized to transfer appropriations as contained herein under the following conditions:

- a. He/she may transfer amounts between line item expenditures within a department without limitation and without a report being required. These changes should not result in increased recurring obligations such as salaries.
- b. He/she may not transfer any amounts between funds, except as approved by the Governing Board in the Budget Ordinance as amended.

Section 11. Copies of this Budget Ordinance shall be furnished to the Clerk to the Governing Board and to the Budget Officer and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Adopted this 23rd day of June, 2008,

Adam W. O'Neal, Mayor

Attest:

Marie J. Adams, Town Clerk

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Authorization for Mayor to Sign CDBG Documents for Closeout (Resolution and Budget Ordinance)

Mayor O'Neal stated that following the public hearing held earlier that the Council needed to approve the Mayor signing off on the closeout documents for the CDBG Agreement 05-I-1381 and to adopt the resolution and closeout budget ordinance for this project. Councilman Moore made the motion to adopt the following resolution and closeout budget ordinance for the CDBG Grant 05-I-1381. Councilman Stanley seconded the motion which carried unanimously.

**TOWN OF BELHAVEN FY 05 COMMUNITY DEVELOPMENT PROGRAM
CLOSEOUT RESOLUTION**

A Resolution Authorizing the closeout of the Town of Belhaven FY 05 Community Development Program.

Be It Resolved by the Belhaven Town Council, That

WHEREAS, the Town is participating in the Community Development Block Grant Program under the Housing and Community Development Act of 1974, as amended, administered by the North Carolina Department of Commerce; and

WHEREAS, the Town has completed all the approved project activities; and

WHEREAS, the Town certifies that an advertisement was published on June 12, 2008, in the Washington Daily News; and,

WHEREAS, the Town certifies that a public hearing, to review and assess the performance of this project, in accordance with the North Carolina CDBG Program Regulations, was conducted on Monday, June 23, 2008 at 7:00 PM to discuss the project closeout. Comments made at the public hearing were favorable; and

THEREFORE, BE IT RESOLVED, that the Belhaven Town Council, hereby authorizes the closeout of the FY 05 Community Development Program and directs the Mayor to act on behalf of the Town in executing closeout documentation as the Chief Elected Official under the provisions of the North Carolina Community Development Block Grant Program Regulations (4 NCAC 19L).

Adopted this 23rd day of June, 2008

Adam W. O'Neal, Mayor

ATTEST:

Marie J. Adams, Town Clerk

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BELHAVEN FY 05 COMMUNITY DEVELOPMENT PROGRAM
CLOSEOUT GRANT PROJECT ORDINANCE

Be it ordained by the Belhaven Town Council that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Grant Project Ordinance is hereby adopted:

Section 1. The project authorized is the Community Development Project described in the work statement contained in Grant Agreement 05-I-1381 between the Town of Belhaven and the North Carolina Department of Commerce. This project is more familiarly known as the Supplemental Assistance Program.

Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents, the rules and regulations of the North Carolina Department of Commerce and the budget contained herein.

Section 3. The following revenues were received to complete this project:

Community Development Block Grant (C-1)	<u>\$ 592,014.22</u>
Total	\$
592,014.22	

Section 4. The following amounts were expended for the project:

Clearance Activities	\$ 29,861.00
Relocation	516,975.47
Administration	<u>45,177.75</u>
Total	\$ 592,014.22

Section 5. The Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the Grant Agreement and Federal and State regulations.

Section 6. Funds were requisitioned periodically from the State after submission of documentation to the Town. Disbursement of funds was made by the Town upon actual receipt of invoice from the vendor. Compliance with all federal and state procurement regulations was required.

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Section 7. The Finance Director reported monthly on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 8. The Finance Director was directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this Board.

Section 9. Copies of this Grant Project Ordinance shall be made available to the Finance Director for direction to closeout this project.

Adopted this 23rd day of June, 2008.

Adam O'Neal, Mayor

ATTEST:

Marie J. Adams, Town Clerk

The Wooten Company – Agreement for Engineering Services

Mayor O'Neal stated that an agreement should be adopted to utilize the services of The Wooten Company for any engineering services which may be needed to use for objective advice including the Turnpike Project (sewer project out of town limits). Councilman Carawan made the motion for the Mayor to execute documents on behalf of the Town for the engineering services as needed from The Wooten Company. Councilman Pigott seconded the motion which carried unanimously.

Mayor O'Neal clarified that The Wooten Company would be utilized on an "as needed basis" with no retainer.

Emergency Operations Plan

Mayor O'Neal stated that at the last meeting Mr. John Pack, Director with Beaufort County Emergency Management had submitted a detailed emergency operations plan for the Town of Belhaven's review. Mayor O'Neal stated that following the review the plan was ready for adoption. Councilman Stanley made the motion to adopt the following Emergency Operations Plan for the Town of Belhaven. Councilman Moore seconded the motion which carried unanimously.

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TOWN OF BELHAVEN
EMERGENCY OPERATIONS PLAN

I. PURPOSE:

This plan predetermines actions to be taken by the Town's officials and departments along with private agencies in responding to various types of emergencies or disasters that affect the Town. It provides a link to procedures that will be used by county government since the Town of Belhaven is part of the county emergency management program. This plan is to be used in conjunction with the Beaufort County Emergency Operations Plan (EOP). The plan will be maintained in accordance with current standards of the Beaufort County EOP. Review of this plan shall be accomplished concurrently with the county plan.

II. SITUATION AND ASSUMPTIONS:

A. Situation

1. Hazards

Several types of hazards pose a threat to the lives, property or environment in the Town of Belhaven. Potential hazards (natural, technological, and national security) include the following:

1. Hurricanes
2. Drought
3. Severe Thunder events
4. Tornadoes
5. Severe Winter Events
6. Severe Cold Weather
7. Extreme Heat
8. Hazardous Materials
 - Transportation Incidents
 - Fixed Facility Incidents
 - Spills of Unidentified substances, or dumping activity
9. Large Structure Fire, Fire Event

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10. Wild land Fire
11. Flooding
12. Aircraft Crashes
13. Epidemic Diseases
14. Civil Disorder/Riot/Vandalism
15. Sabotage/Terrorism

2. Legal Responsibility of Government

As required by N. C. General Statute 166A-2, it is the responsibility of local government to organize and plan for the protection of life and property from the effects of hazardous events.

B. Assumptions

1. The occurrence of any or more than one of the emergency disaster events previously listed could impact the Town severely, and have the following consequences:
 - Loss of electric power
 - Loss of water distribution and storage system
 - Loss of part or all of the waste treatment system
 - Severance of the street network, including bridge damage
 - Necessity of mass care and feeding operations
 - Need for debris clearance
 - Mass casualties
 - Sheltering of victims
 - Damage to communication system
 - Damage to telephone network
 - Severe economic impact
 - Increase number of vectors
 - Need for public information and rumor control
 - Need of outside assistance
 - Need for damage assessment
 - Need of managed reentry of the damaged/evacuated areas
 - Damage to vital records
 - Need of auxiliary power
 - Influx of unsolicited/donated goods
 - Exhaustion of local resources
 - Loss of facilities vital to essential services

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- Environmental impact
- Natural resource destruction
- Need for management of reconstruction
- Need to coordinate staged resources
- Damage to historical sites
- Isolation of population
- Intense media scrutiny
- A Presidential Declaration of Disaster

III. CONCEPT OF OPERATIONS

Municipal officials have primary responsibility for disasters which take place in the municipality. They will activate the appropriate municipal agencies to deal with the disaster. The Town Manager/Town Emergency Management Coordinator is responsible for coordinating the response of municipal agencies and coordinating the response with county officials if county assistance is necessary.

Actions that the municipality and county should consider if this municipal plan is activated.

1. Municipal agencies assess the nature and scope of the emergency or disaster.
2. If the situation can be handled locally, do so using the procedures in this plan, as appropriate.
 - a. The Town Manager/Town Emergency Management Coordinator advises the Mayor and coordinates all emergency response actions.
 - b. The Mayor declares a local state of emergency and notifies the County Emergency Management Coordinator of this action.
 - c. Forward the local state of emergency declaration to the County Emergency Management office.
 - d. The Town Manager/Town Emergency Management Coordinator activates the EOC. This facility is located at the Belhaven Town Hall at 215 East Main Street.

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- e. Municipal emergency response officials/departments respond according to the checklist outlined in the Attachments A-K.
 - f. The Town Manager/Town Emergency Management Coordinator or his designee directs department/agencies to respond to the situation.
 - g. The Town Manager/Town Emergency Management Coordinator or his designee issues directives as to travel restrictions on local roads and recommends protective actions if necessary.
 - h. The Town Manager/Town Emergency Management Coordinator or his designee notifies the public of the situation and appropriate actions to take.
 - i. The Town Manager/Town Emergency Management Coordinator will keep county officials informed of the situation and actions taken.
- are
- 3. If municipal resources become exhausted or if special resources required, request county assistance through the County Emergency Management Coordinator.
 - 4. The county will do the following (to the extent appropriate):
 - a. Activate the County EOC.
 - b. Implement the County EOP.
 - c. Respond with county resources as requested.
 - d. Activate mutual aid agreements.
 - e. Notify N. C. Division of Emergency Management Regional Coordinator.
 - f. Forward Uniform Damage Situation Report (UDSR) form.
 - g. Assist municipality with prioritizing and allocating resources.
 - h. Open emergency shelters for evacuees.
 - 5. If municipal and county resources are exhausted, the County Emergency Management Coordinator will request state assistance

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through the State's Eastern Branch Office of Emergency Management.

6. If state assistance is requested, the Eastern Branch Office in conjunction with the Area Coordinator, County Emergency Management Coordinator and the Town Manager/Town Emergency Management Coordinator assess the disaster or emergency situation and recommend that personnel, services and equipment be made available for response, mitigation or recovery.
7. After completing the assessment, the Eastern Branch Director immediately notifies the State Emergency Operation Center.
8. If state assistance is granted, procedures will be followed as stated in the State's EOP and the County EOP.

A. Temporary Suspension of Field Operations

As with any emergency, life safety is the first priority that has to be considered when developing actions plans and operating in emergency situations. Wind blown debris during high winds poses a great threat to responders. Therefore, Town personnel will suspend all outside field operations when the sustained winds reach 50MPH at 2 of the 3 following reporting sites the Warren Field Airport, Water Treatment Plant, and Wastewater Treatment Plant. The determination to suspend operations will be made and communicated to the Department Heads by the Town Manager/Town Emergency Management Coordinator or his designee. Prior to this determination, any supervisor who determines that conditions are dangerous to their personnel may choose to suspend operations and have personnel seek refuge in a safe location. The order to resume operations will be determined and communicate the same as the order to suspend. During the time that operations have been suspended, department heads should re-evaluate their priorities based upon the calls for service and respond accordingly once operations continue.

B. Levels of Readiness:

72 Hours Prior

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1. All personnel responsible for working during an event should prepare their home/family and pets for the event and plan for their evacuation if dictated by the severity of the event.
2. Equipment/materials located outside of buildings that could blow away, float, or otherwise be damaged shall be properly secured or stored. Vehicles and equipment shall be parked or placed in an area where they are accessible when needed but where they will not be damaged by wind or flood water.
3. All vehicles, generators, and equipment used in responding to work created by the event will be filled with fuel. Public Works will ensure that the Town's Fuel Tanks are topped off based on availability of supply.
4. All employees involved in event response shall be made aware that no vacation leave requests will be granted until further notice and that overtime work assignments shall be considered mandatory.
5. Town Manager/Town Emergency Management Coordinator will call a mandatory meeting of all department heads and designated staff members to discuss preparations in advance of the impending event. This meeting will allow him/her to determine the overall readiness of the Town, disseminate information, and to schedule any future meetings.
6. Department/Division Heads will be reminded to review and prepare for implementation of their department/division level procedures, guidelines, and/or checklist.
7. Departments/Divisions will contact any contractors needed to perform services during and after the event to either place them on standby if necessary and to determine their availability to respond to a request for service after the event.
8. Purchasing Agent will make arrangements for purchase of emergency supplies in the event the normal purchase channels are disrupted. Finance will arrange for sources of credit and cash.
9. The Town Manager/Town Emergency Management Coordinator will designate an individual to interact with the media and to provide necessary communication with the public.

48 Hours Prior

1. All generators, equipment, and vehicles will be kept topped off

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with fuel if they have been used since their original fill at 72 hours.

2. Communications equipment shall be checked for proper operation and
and those requiring batteries shall be fully charged.
3. Arrangements shall be made for the procurement/preparation of food
and/or restaurants will be contacted about feeding Town personnel.
4. Cots/sleeping arrangements shall be made for those personnel expected to stay at work during the event or who might not be able to return home due to flooding or other weather related issues.
5. Manager will hold second meeting of department heads and designated
personnel to continue to monitor readiness.
6. Update, distribute, and post emergency phone number lists.

a. 24 Hours Prior

1. Manager will hold final meeting of department heads and designated personnel.
2. Personnel will be assigned by Manager to work at the County
EOC.
3. All employees will be assigned work schedules during the emergency event.
4. Manager in consultation with department heads will make a decision concerning closing of certain Town facilities and work schedules of those employees not directly involved in event response.
5. Human Resources shall remind non-emergency employees via e-mail and memorandum of the Town's Policy concerning work and leave when other similar non essential facilities are closed. All employees shall be reminded of the mandatory work response at the Emergency Operations Center or other assigned location.
6. Move the Town Police Control and Town Communications to the Town Emergency Operations Center at Town Hall at 215 East Main Street.

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C. Recovery and Damage Assessment

Post Event Meeting

1. Once the event has passed through the area, the Town Manager/Town Emergency Management Coordinator will call for a meeting of department heads and other essential personnel to determine the status of the Town.
2. Department heads will be ready to report concerning the status of their operations, damage to any of their facilities, equipment, personnel, and the need for any additional assistance from contractors/mutual aid.
3. Finance Director will ensure that all necessary documentation is being prepared for possible reimbursement by FEMA. Risk Manager will be present so that any claims for damage to Town property covered by insurance can be documented and forwarded to the Town's Insurance Carrier.
4. The Town Manager/Town Emergency Management Coordinator will determine if there is a need for further meetings.

D. RESPONSIBILITIES AND TASKS:

See Sections A-K for emergency responsibilities of key officials.

E. RESOURCE MANAGEMENT:

Additional support from Beaufort County or other Municipalities not affected may be offered.

Mutual Aid Reciprocal Agreements:

ElectriCities Mutual Aid Agreement
Beaufort County Mutual Aid Agreement
State of North Carolina Mutual Aid Agreement

(list) *Check current dates*

Support from Private Agencies/Volunteer Groups:

Beaufort County Chapter of American Red Cross	Contact info
The Salvation Army	
Belhaven Fire-Rescue-EMS Auxiliary.	
N.C. Baptist Men's Disaster Group	

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Support from State and Federal Agencies:

Information and assistance in securing state or federal support may be obtained by contacting the County Emergency Management Coordinator.

Example (National Guard assistance should be channeled through the County Emergency Management Coordinator).

F. PLAN DEVELOPMENT AND MAINTENANCE:

The Belhaven EOP Development Team is composed of representatives from the following:

Town Manager/Town Emergency Management Coordinator
Police Chief
Public Works Director
Electric Director
Chief of Fire-Rescue-EMS Operations

These agencies are responsible for developing and maintaining this plan. This Team meets on an as needed basis or as determined by the Town Manager/Town Emergency Management Coordinator. The Team reviews incidents, changes and new information and makes revisions in this plan.

This team also conducts after-action reviews of all exercises and major incidents.

Mayor

Town Manager/Town Emergency Management Coordinator

Police Chief

Fire Chief

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Add maps of areas likely to require evacuation

SECTION A

MAYOR

KEY ACTION CHECKLISTS

THIS SECTION IS DESIGNED TO IDENTIFY THE RESPONSIBILITIES AND TASKS OF THE MAYOR AND PROVIDE A CHECKLIST OF ACTIONS TO CONSIDER WHEN THIS PLAN IS ACTIVATED.

The Mayor is responsible for the overall safety and well being of the citizens of the Town of Belhaven. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

THE MAYOR SHOULD:

- 1. Represents the Town in the Beaufort County Emergency Control Group as indicated in the Beaufort County EOP.**
- 2. Report to the EOC, as needed.**
- 3. Be ready to issue a declaration of emergency.**
- 4. Assist the Town Manager/Town Emergency Management Coordinator as the Public Information Officer (PIO), as needed.**
- 5. Serves as the Liaison with and between the Town and County governing boards.**
- 6. Provides any other assistance as requested by the Town Manager/Town Emergency Management Coordinator or designee.**

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SECTION B

**Town Manager/Town Emergency Management
Coordinator**

KEY ACTION CHECKLISTS

THIS SECTION IS DESIGNED TO IDENTIFY THE RESPONSIBILITIES AND TASKS OF THE MAYOR AND PROVIDE A CHECKLIST OF ACTIONS TO CONSIDER WHEN THIS PLAN IS ACTIVATED.

The Town Manager/Town Emergency Management Coordinator is responsible for the administration/management of the Town's preparation, response, mitigation, and recovery efforts of a disaster. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

THE TOWN MANAGER/TOWN EMERGENCY MANAGEMENT COORDINATOR SHOULD:

- 1. Ensure that the Town Manager/Town Emergency Management Coordinator or his designee has activated/is activating the Emergency Operations Center (EOC).**
- 2. Report to the EOC and notify the County EOC of the activation.**
- 3. Ensure that the Town Manager/Town Emergency Management Coordinator or his designee provides an initial damage assessment and casualty report.**
- 4. Ensure that the Town's Emergency Management Coordinator brief the EOC staff as to the status of the disaster.**
- 5. Advises the Mayor regarding a declaration of emergency.**
- 6. Serves as the Town's Public Information Officer (PIO) in the absence of the Mayor.**
- 7. In consultation with the Mayor determines whether or not county, state, or federal assistance should be requested. (Town/county resources must be fully committed before state**

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or federal assistance will be available. If assistance is
requested, specify the type and amount of assistance
needed.)**

- 8. Town Manager/Town Emergency Management Coordinator or his designee serves as the Town's Incident Commander under Unified Command Structure for Beaufort County.**

SECTION C

FINANCE DIRECTOR

KEY ACTION CHECKLISTS

THIS SECTION IS DESIGNED TO IDENTIFY THE RESPONSIBILITIES AND TASKS OF THE FINANCE DIRECTOR AND PROVIDE A CHECKLIST OF ACTIONS TO CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

The Finance Director is responsible for their assigned activities in the Town of Belhaven. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

THE FINANCE DIRECTOR SHOULD:

- 1. Report to the Town's EOC, as needed**
- 2. Maintain records indicating Town expenses incurred to the disaster to include all expenditures for municipal personnel, equipment, supplies, services, etc., and track resources being used.**
- 3. Delegate authority to department heads to permit acquisition of equipment and supplies needed following a disaster.**
- 4. Assign department heads account numbers to which emergency expenditures may be charged.**
- 5. Ensures that the Town has adequate cash/credit on hand for emergency purchases.**
- 6. Assigns Police, Fire, Public Works, and Electric and other officials as approved by the Town Manager/Town Emergency Management Coordinator/ with Town credit cards for emergency purchases.**

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SECTION D**

WARNING/COMMUNICATIONS

KEY ACTION CHECKLISTS

THIS SECTION IS DESIGNED TO IDENTIFY THE DEPARTMENT RESPONSIBLE FOR WARNING AND COMMUNICATIONS ACTIVITIES AND PROVIDES A LIST OF ACTIONS THIS DEPARTMENT SHOULD CONSIDER WHEN THIS PLAN IS ACTIVATED.

The Warning and Communications function is responsible for warning and communications in the Town of Belhaven. The following tasks represent a checklist of actions this function should consider in an emergency or disaster situation.

The Belhaven Police Communications Center is responsible for warning and communications activities for the Town. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

- 1. Warn the following:
 - a. Town Manager/Town Emergency Management Coordinator.**
 - b. Belhaven Police Chief.****
- 2. Establish communications with the Town's EOC if activated.**
- 3. Establish communications with Field Command Post if established.**

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SECTION E

LAW ENFORCEMENT

KEY ACTION CHECKLISTS

THIS SECTION IS DESIGNED TO PROVIDE A LIST OF ACTION THE POLICE DEPARTMENT SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

The Town of Belhaven Police Department is responsible for law enforcement activities in Belhaven. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

THE POLICE CHIEF SHOULD:

- 1. Ensure that all Police Department staff has been notified and that they report as situation directs.**
- 2. Direct the designated law enforcement representative to report to the Town's EOC.**
- 3. Secure the affected area and perform traffic and crowd control.**
- 4. Participate in warning the public as situation warrants.**
- 5. Determine scope of incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate.**
- 6. Direct officer(s) to close off the damage site area and to stop all inbound traffic. Set up an emergency pass system.**
- 7. Assist with Damage Assessment as requested.**
- 8. Enforce curfew restrictions in the affected area.**
- 9. Coordinate the removal of vehicles blocking evacuation or other response activities.**
- 10. Assist with search and rescue activities.**

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- 11. Try to anticipate your department's needs for manpower and equipment 24 hours in advance. If additional assistance is needed, utilize mutual aid agreements with other police departments.**

SECTION F

PUBLIC WORKS

KEY ACTION CHECKLISTS

THIS SECTION IS DESIGNED TO IDENTIFY THE DEPARTMENT IN THE MUNICIPALITY RESPONSIBLE FOR PUBLIC WORKS ACTIVITIES AND PROVIDES A LIST OF ACTIONS THIS DEPARTMENT SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

The Public Works Director is responsible for public works activities in the Town of Belhaven. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

- 1. Report to the Town's EOC.**
- 2. Ensure that all department personnel have been alerted and that they report as the situation directs.**
- 3. Review the disaster situation with field personnel and report situation to the Town Manager/Town Emergency Management Coordinator.**
- 4. Maintain transportation routes.**
- 5. If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.**
- 6. Coordinate with Law Enforcement travel restrictions/road closures within the municipality.**
- 7. Provide emergency generators to sewer lift stations.**
- 8. Maintain Town Garage staff for emergency repairs of vehicles and equipment.**

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- 9. Assist with traffic control and access to the affected area.**
- 10. As necessary, establish a staging area for public works.**
- 11. Report public facility damage information to the Damage Assessment Team.**

SECTION G

EMERGENCY MEDICAL SERVICES

KEY ACTION CHECKLISTS

THIS SECTION IS DESIGNED TO IDENTIFY THE AGENCY RESPONSIBLE FOR EMERGENCY MEDICAL SERVICES (EMS) ACTIVITIES AND PROVIDES A LIST OF ACTIONS THIS AGENCY SHOULD CONSIDER WHEN THIS PLAN IS ACTIVATED. THIS AGENCY WILL WORK CLOSELY WITH THE COUNTY PUBLIC HEALTH OFFICER AND THE COUNTY EMS OFFICER SO THAT COUNTY RESOURCES CAN BE PRIORITIZED AND COORDINATED. EMS PERSONNEL ARE TRAINED IN TRIAGE AND ARE INVOLVED IN PATIENT TRANSPORTION.

Belhaven Fire-Rescue-EMS is responsible for emergency medical services activities in the Town of Belhaven. The following tasks represent a checklist of actions that this department should consider in an emergency or disaster situation.

- 1. Contact and help coordinate evacuating nursing homes, group homes and other facilities as needed. Do not commit first line emergency responders where contract medical transport is available.**
- 2. Check status of Pungo District Hospital ambulance.**
- 3. Establish a staging area in the municipality.**
- 4. Assure that public health needs of disaster victims are met.**
- 5. Coordinate emergency medical care to victims.**
- 6. Establish a triage area for victims.**
- 7. Coordinate medical transportation for victims.**

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SECTION H

PUBLIC INFORMATION

KEY ACTION CHECKLISTS

THIS SECTION IS DESIGNED TO IDENTIFY THE PERSON RESPONSIBLE FOR PUBLIC INFORMATION ACTIVITIES AND PROVIDES A LIST OF ACTIONS THIS PERSON SHOULD CONSIDER WHEN THIS PLAN IS ACTIVATED.

The Town Mayor in coordination with the Town Manager will be responsible for public information activities in the Town of Belhaven and shall designate Public Information Officers. The following tasks represent a checklist of actions this department/agency should consider in an emergency or disaster situation.

- 1. The Public Information Officer (PIO) will function as the sole point of contact for the news media and public officials.**
- 2. Maintain liaison with the EOC in order to stay abreast of situation.**
- 3. Establish news media briefing area and brief the media at periodic intervals.**
- 4. Establish a Rumor Control Center.**
- 5. Issue protective action recommendations or public service advisories.**
- 6. Conduct press tours of disaster areas within the Town as the situation stabilizes.**
- 7. If the situation escalates and the county EOC is activated, coordinate with the County PIO to prepare news releases.**
- 8. Assist the county in establishing a Joint Public Information Center.**

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SECTION I

FIRE/HAZARDOUS MATERIAL

KEY ACTION CHECKLISTS

THIS SECTION IS DESIGNED TO PROVIDE A LIST OF ACTIONS THE FIRE DEPARTMENT SHOULD CONSIDER WHEN THIS PLAN IS ACTIVATED.

The Belhaven Fire-Rescue-EMS is responsible for fire/hazardous material service activities in the Town of Belhaven. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

- 1. Respond to designated area and establish a forward command post.**
- 2. Assist Law Enforcement in warning the affected population.**
- 3. Rescue injured/trapped persons.**
- 4. Protect critical facilities and resources.**
- 5. Designate a person to record the arrival and deployment of emergency personnel and equipment.**
- 6. Assist Law Enforcement with evacuation, if needed.**
- 7. Shut off utilities. (ex. LP Gas supplies, water, etc.)**
- 8. Assist with traffic control.**
- 9. Assist with debris clearance.**
- 10. If the County EOC is activated, establish and maintain contact with the person representing fire services.**
- 11. Utilize the Regional Hazardous Materials Team if needed for a Level A response.**
- 12. If additional assistance is necessary, utilize mutual aid agreements with other fire departments.**

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SECTION J

DAMAGE ASSESSMENT

KEY ACTION CHECKLISTS

THIS SECTION IS DESIGNED TO IDENTIFY THE DEPARTMENT IN THE MUNICIPALITY RESPONSIBLE FOR COLLECTING DAMAGE ASSESSMENT INFORMATION AND PROVIDES A LIST OF ACTIONS THIS DEPARTMENT SHOULD CONSIDER WHEN THIS PLAN IS ACTIVATED.

The Chief Building Official is responsible for damage assessment activities in the Town of Belhaven. The following tasks represent a checklist of actions to be considered in an emergency or disaster situation.

- 1. Report to the Town EOC or Command Post.**
- 2. Record initial information from first responders such as law enforcement, public works or fire services.**
- 3. Activate a damage assessment team of all Building Inspectors.**

They will start to compile the following information and Photographs as applicable:

- a. Within first 2 – 3 hours: Complete preliminary UDSR:**
 - 1. Number of fatalities.**
 - 2. Number of critical/minor injuries.**
 - 3. Number of home/businesses damaged/destroyed.**
 - 4. Number of power/telephone lines, poles damaged.**
 - 5. Number of public facilities such as highways, roads, bridges, etc. damaged.**
 - 6. Number of people who are homeless or in shelters.**
 - 7.**
- b. Within 8 hours:**
 - 1. Recount items 1 – 6 above.**

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- 2. Video tape and/or take photos of major damage.**

- c. Within 24 hours:**
 - 1. Update items 1 – 6 above.**
 - 2. Complete updated UDSR.**

- 4. Provide damage assessment information to the Town Manager/Town Emergency Management Coordinator.**

- 5. Plot damage assessment information on status boards in the municipal EOC and locate damaged sites on a map.**

- 6. Prepare reports for the Public Information Officer.**

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SECTION K

Electric Department

KEY ACTION CHECKLISTS

THIS SECTION IS DESIGNED TO IDENTIFY THE DEPARTMENT IN THE MUNICIPALITY RESPONSIBLE FOR THE ELCTRIC SYSTEM AND THEIR ACTIVITIES AND PROVIDES A LIST OF ACTIONS THIS DEPARMTNET SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

The Electric Director is responsible for electric department activities in the Town of Belhaven. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

- 1. Report to the Town's EOC.**
- 2. Ensure that all department personnel have been alerted and that they report as the situation directs.**
- 5. Review the disaster situation with field personnel and report situation to the Town Manager/Town Emergency Management Coordinator.**
- 6. Coordinate outside contractors.**
- 7. Coordinate the scheduling of the non-emergency personnel for staffing of the customer service phones.**
- 8. Coordinate the resources to repair and re-establish the electrical services to the areas affected based upon determined priorities.**
- 9. Coordinate the discontinuance or removal of electric services.**
- 10. As necessary, establish a staging area for electric department.**
- 11. Report electric system damage information to the Damage Assessment Team.**
- 12. Implement the Electric Department's emergency management plan.**

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SECTION L

REHABILITATION/CARE SERVICES

KEY ACTION CHECKLIST

THIS SECTION IS DESIGNED TO PROVIDE THE TOWN EMPLOYEES AN AREA OF REFUGE FOR REHABILITATION PURPOSES DURING DIASTERS OR EXTENDED PERIODS OF EMERGENCY CALL BACKS.

The Director of Belhaven Parks & Recreation shall serve as the Rehabilitation Coordinator for the Town of Belhaven and is responsible for the preparation of meals and area of rest and relaxation for employees. The following tasks represent a checklist of actions this person must consider in an emergency or disaster situation.

- 1. Report to the emergency operations center, as needed.**
- 2. Coordinate with the Town Manager/Town Emergency Management Coordinator the opening of the employee rehabilitation area.**
- 3. Ensure adequate food and beverages are on hand to feed emergency workers in the Town.**
- 4. Coordinate staff to operate the employee rehabilitation area.**
- 5. Ensure that the _____ is prepared for the feeding operation and the _____ is prepared for rest and relaxation of employees during non assigned hours.**

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ATTACHMENT 1

**EMERGENCY OPERATIONS CENTER
ALERTING LIST**

1. Guinn Leverett Town ManagerTown/ Emergency
Management Coordinator
Office Telephone: 252-943-3055
Cell Phone: 252-945-0674

2. Adam ONeal – Mayor
Office Telephone: 252-943-2919
Home Telephone: 252-943-3000
Cell Phone: 252-943-1313
Cell Phone 252-943-5939

- Police Chief
Office Telephone: 252-943-2242
Home Telephone:
Cell Phone:

3. Fire-Rescue-EMS Chief
Office Telephone: 252-943-3055 Ext. 225
Home Telephone: 252-943-
Cell Phone: 252-943-8404

4. Public Works Director
Office Telephone: 252-943-3055 Ext. 226
Home Telephone: 252-943-3641
Cell Phone:

5. - Electric Director
Office Telephone:
Home Telephone:
Cell Phone: 252-943-7925

6. - Planning Director
Office Telephone: 252-943-3055 Ext. 212

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**Home Telephone: 252-943-6689
Cell Phone:**

7. **Finance Director**
Office Telephone: 252-943-3055 Ext. 217
Home Telephone: 252-964-4314
Cell Phone:

8. **Public Information Officer**
Office Telephone:
Home Telephone:
Cell Phone:

9. **Recreation Director**
Office Telephone: 252-943-3055 Ext. 223
Home Telephone: 252-943-
Cell Phone: 252-943-8037

10. **Human Resource Director**
Office Telephone: 252-943-3055 Ext. 216
Home Telephone: 252-943-3703
Cell Phone:

11. **Town Clerk**
Office Telephone: 252-943-3055 Ext. 210
Home Telephone: 252-964-2344
Cell Phone: 252-943-5469

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ATTACHMENT 2

EMERGENCY TELEPHONE LISTINGS

<u>If appropriate</u>	<u>Telephone</u>
<u>County</u>	
Beaufort Co. Emergency Management	252-946-2046
John Pack, Emergency Management Coordinator	252-946-1767 (H), 252-944-1586 (C)
Paul Spruill, County Manager	252-946-6648 (H),
Beaufort County EOC	252-946-2046
<u>Beaufort County Sheriff</u>	
Alan Jordan, Sheriff	252-946-7111 (O), 252-946-7546
Harry Meredith, Chief Deputy	252-946-7111 (O), 252
<u>Police:</u>	252-943-2242
<u>Fire/Rescue/EMS:</u>	252-943-3055 Ext. 225
<u>Public Works:</u>	
Paul Wood	252-943-3055 (O) Ext. 226
<u>Electric Department:</u>	252-943-3055 Ext. 221
<u>Parks & Recreation:</u>	252-943-3055 Ext. 223
<u>LP Gas Suppliers:</u>	
D S Swain	(252) 943-3140
Taylor Oil Company	(252) 946-0066
F. Ray Moore	(252) 946-9061
Amerigas	(252) 943-3547
<u>Beaufort County Red Cross:</u>	
Office	(252) 946-4910
<u>Transportation:</u>	
<u>Heavy Equipment Contractors</u>	
Ted VanEssendelft	(252)943-3748 (O) (252)943-4494 ©
Carr Baynor – Riverside Excavation	(252)943-2926 (O) (252)943-8633 ©
Dean Armstrong – Armstrong Hauling	(252)943-2596 (O) (252)943-7883 ©

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Towing Services
L & L Body Shop

(252) 943-3256

ATTACHMENT 3

LEGAL AUTHORIZATION AND AUTHORITIES

This page provides a list of legal references to support actions in the event of an emergency/disaster situation.

- **N. C. Emergency Management Act, G.S. 166A**
- **Beaufort County Emergency Ordinance**
- **Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93.288, as amended by Public Law 100-707 (the Stafford Act)**
- **Proclamation of State of Emergency**
- **Mutual Aid Agreement for Fire**
- **Mutual Aid Agreement with Beaufort County and other Municipalities**
- **Mutual Aid Agreement with Electric Cities**
- **Agreement with American Red Cross**
- **OSHA 29 CFR 1910.120**
- **FAA Authority (FAR) to close air space over disaster area**
- **Model Ordinance concerning Price Gouging**
- **Civil Defense Act of 1950, Public Law 81-920**
- **N C Governor's Executive Order 73**
- **North Carolina Oil Spill Act**

Complete information pertaining to Authorizations and Authorities will be maintained in a reference book, accessible for reference during times of emergency. This reference book will be available at the Town's EOC.

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ATTACHMENT 4

MULTI-HAZARD SHELTER LISTING & CAPATOWN

The following facilities will be utilized as Multi-Hazard Shelters in Beaufort County. They would be filled as required in the order listed, unless otherwise specified by the EOC Director or as required by the hazard presented.

A.	<u>Facility</u>	<u>CapaTown</u>
	PS Jones Middle School	365
	Northside High School	415
	Southside High School	425

B. Overflow Facilities: Should primary facilities become filled to CapaTown the following are designated as Overflow Shelters and would be used as required. These facilities have no internal food storage or preparation capability.

C. Evacuation Assembly points: The following locations will be utilized as evacuation assembly points to collect evacuees that will be transported to an emergency shelter.

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ATTACHMENT 5

ACRONYMS

DEM	DIVISION OF EMERGENCY MANAGEMENT
EMS	EMERGENCY MEDICAL SERVICES
EOC	EMERGENCY OPERATIONS CENTER
EOP	EMERGENCY OPERATIONS PLAN
PIO	PUBLIC INFORMATION OFFICER
RRT	REGIONAL RESPONSE TEAM

Councilman Carawan stated that Mr. Pack should be commended for the writing of this plan for Belhaven. Mayor and Council agreed.

Budget Amendments (13-22) FY 2007/2008

Mayor O'Neal stated that budget amendments (#13-22) were needed for Fiscal Year 2007/2008 to closeout that fiscal year. Councilman Pigott made the motion to adopt the following budget amendments. Councilman Carawan seconded the motion which carried unanimously.

BUDGET AMENDMENT #13 FY 07/08

MEMORANDUM:

A BUDGET AMENDMENT IS NEEDED TO APPROPRIATE MONEY FOR THE CEMETERY FUND AS A RESULT OF ADDITIONAL EXPENSES THAT HAVE BEEN INCURRED.

RECOMMENDATION:

INCREASE REVENUE ACCOUNT #32-399-000 (FUND BALANCE APPROPRIATED)
BY \$500

FROM \$1,100 TO \$1,600

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INCREASE EXPENDITURE ACCOUNT #32-640-033 (DEPT SUPPLIES &
MATERIAL)
BY \$500

FROM \$200 TO \$700

BUDGET AMENDMENT #14 FY 07/08

MEMORANDUM:

A BUDGET AMENDMENT IS NEEDED TO APPROPRIATE ADDITIONAL
MONEY FOR THE LEGAL DEPARTMENT TO COVER ATTORNEY FEES.

RECOMMENDATION:

INCREASE REVENUE ACCOUNT #10-399-000 (FUND BALANCE
APPROPRIATED)
BY \$10,000

FROM \$502,543 TO \$512,543

INCREASE EXPENDITURE ACCOUNT #10-470-057 (MISC LEGAL EXPENSE)
BY \$10,000

FROM \$17,113 TO \$27,113

BUDGET AMENDMENT #15 FY 07/08

MEMORANDUM:

A BUDGET AMENDMENT IS NEEDED TO APPROPRIATE ADDITIONAL
MONEY FOR THE FOURTH OF JULY CELEBRATION DUE TO CHANGES IN
THE FIREWORKS ELECTRONIC FIRING SYSTEM.

RECOMMENDATION:

INCREASE REVENUE ACCOUNT #10-399-000 (FUND BALANCE
APPROPRIATED)
BY \$3,000

FROM \$512,543 TO \$515,543

INCREASE EXPENDITURE ACCOUNT #10-690-023 (FOURTH OF JULY)
BY \$3,000

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FROM \$8,500 TO \$11,500

BUDGET AMENDMENT #16 FY 07/08

MEMORANDUM:

A BUDGET AMENDMENT IS NEEDED TO APPROPRIATE ADDITIONAL MONEY FOR HOUSING CONDEMNATIONS DUE TO AN INCREASE IN THE NUMBER OF HOMES BEING DEMOLISHED AND TO RECORD THE ADDITIONAL MONEY RECEIVED FROM THE HOMEOWNER.

RECOMMENDATION:

INCREASE REVENUE ACCOUNT #10-393-000 (CONDEMNATION REVENUES) BY \$2,800

FROM \$9,315 TO \$12,115

INCREASE EXPENDITURE ACCOUNT #10-540-046 (HOUSING DEMOLITIONS) BY \$2,800

FROM \$19,315 TO \$22,115

BUDGET AMENDMENT #17 FY 07/08

MEMORANDUM:

A BUDGET AMENDMENT IS NEEDED TO APPROPRIATE A PORTION OF THE TOWN CLERK'S SALARY TO THE GOVERNING BODY DEPARTMENT IN ORDER TO ADHERE TO THE GUIDELINES OF THE NEW COST ALLOCATION STUDY.

RECOMMENDATION:

INCREASE EXPENDITURE ACCOUNT #10-410-001 (SALARIES-GOV BODY) BY \$37,400

FROM \$2,850 TO \$40,250

DECREASE EXPENDITURE ACCOUNT #10-420-002 (SALARIES-ADMIN) BY \$37,400

FROM \$275,024 TO \$237,624

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BUDGET AMENDMENT #18 FY 07/08

MEMORANDUM:

A BUDGET AMENDMENT IS NEEDED TO REFLECT THE DECREASE IN EXPECTED IMPACT FEES IN THE WATER/SEWER FUND.

RECOMMENDATION:

DECREASE REVENUE ACCOUNT #30-376-000 (IMPACT FEES) BY \$670,000

FROM \$977,960 TO \$307,960

INCREASE REVENUE ACCOUNT #30-399-000 (FUND BALANCE APPROPRIATED) BY \$129,565

FROM \$30,593 TO \$160,158

DECREASE EXPENDITURE ACCOUNT #30-810-095 (RATE STABILIZATION) BY \$540,435

FROM \$540,435 TO \$0

BUDGET AMENDMENT #19 FY 07/08

MEMORANDUM:

A BUDGET AMENDMENT IS NEEDED TO REFLECT THE DECREASE IN EXPECTED MISCELLANEOUS REVENUES IN THE ELECTRIC FUND DUE TO SOME PROJECTS THAT HAVE NOT BEEN COMPLETED BY YEAR END IN ORDER TO BILL THE CUSTOMER.

RECOMMENDATION:

DECREASE REVENUE ACCOUNT #31-335-000 (MISCELLANEOUS REVENUES) BY \$256,668

FROM \$271,668 TO \$15,000

INCREASE REVENUE ACCOUNT #31-399-000 (FUND BALANCE APPROPRIATED) BY \$56,668

FROM \$171,269 TO \$227,937

DECREASE EXPENDITURE ACCOUNT #31-832-074 (CAPITAL OUTLAY-EQUIPMENT) BY \$200,000

FROM \$404,468 TO \$204,468

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BUDGET AMENDMENT #20 FY 07/08

MEMORANDUM:

A BUDGET AMENDMENT IS NEEDED TO REFLECT THE DECREASE IN EXPECTED REVENUES IN THE ELECTRIC FUND FROM CHARGES FOR ELECTRICITY.

RECOMMENDATION:

DECREASE REVENUE ACCOUNT #31-371-000 (CHARGES FOR ELECTRICITY) BY \$200,000

FROM \$2,883,092 TO \$2,683,092

INCREASE REVENUE ACCOUNT #31-399-000 (FUND BALANCE APPROPRIATED) BY \$180,000

FROM \$227,937 TO \$407,937

DECREASE EXPENDITURE ACCOUNT #31-832-048 (PURCHASES FOR RESALE) BY \$20,000

FROM \$1,950,000 TO \$1,930,000

BUDGET AMENDMENT #21 FY 07/08

MEMORANDUM:

A BUDGET AMENDMENT IS NEEDED TO AMEND THE OLD COST ALLOCATION PERCENTAGES AND APPLY THE NEW PERCENTAGES BASED ON THE GUIDELINES OF THE NEW COST ALLOCATION STUDY.

RECOMMENDATION:

DEPT	GL ACCT #	DESCRIPTION	DIFFERENCE	FROM	TO
GOV BODY	10-410-090	ALLOCATED EXPENSE	-\$6,455	-\$1,613	-\$8,068
ADMIN	10-420-090	ALLOCATED EXPENSE	\$134,451	-\$154,571	-\$20,120
FINANCE	10-440-090	ALLOCATED EXPENSE	\$181,151	-\$342,804	-\$161,653
LEGAL	10-470-090	ALLOCATED EXPENSE	\$2,210	-\$2,210	\$0
ECON & PHYS DEV	10-495-090	ALLOCATED EXPENSE	\$122,811	-\$122,811	\$0
PUBLIC BLDGS	10-500-090	ALLOCATED EXPENSE	\$5,082	-\$18,382	-\$13,300
GARAGE	10-505-090	ALLOCATED EXPENSE	\$7,169	-\$22,932	-\$15,763
NSPECTIONS	10-540-090	ALLOCATED EXPENSE	-\$2,634	-\$52,929	-\$55,563
PUBLIC WORKS	10-550-090	ALLOCATED EXPENSE	\$553	-\$553	\$0
STREETS	10-560-090	ALLOCATED EXPENSE	\$5,935	-\$9,754	-\$3,819

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POWELL	10-570-090	ALLOCATED EXPENSE	\$3,531	-\$3,531	\$0
			\$453,804	-\$732,090	-\$278,286

TOTAL INCREASE IN GENERAL FUND EXPENDITURES IS \$453,804

INCREASE REVENUE ACCOUNT #10-399-000 (FUND BALANCE APPROPRIATED) BY \$453,804

FROM \$515,543 TO \$969,347

BUDGET AMENDMENT #21 CONTINUED:

DECREASE REVENUE ACCOUNT #30-399-000 (FUND BALANCE APPROPRIATED) BY \$94,825

FROM \$160,158 TO \$65,333

DECREASE EXPENDITURE ACCOUNT #30-810-061 (ADMINISTRATIVE COSTS FOR SERVICES) BY \$94,825

FROM \$257,501 TO \$162,676

DECREASE REVENUE ACCOUNT #31-399-000 (FUND BALANCE APPROPRIATED) BY \$358,979

FROM \$407,937 TO \$48,958

DECREASE EXPENDITURE ACCOUNT #31-832-061 (ADMINISTRATIVE COSTS FOR SERVICES) BY \$358,979

FROM \$474,589 TO \$115,610

BUDGET AMENDMENT #22 FY 07/08

MEMORANDUM:

A BUDGET AMENDMENT IS NEEDED TO REFLECT THE EXPENDITURES IN THE GENERAL FUND FOR THE ENGINEERING AND ARCHITECTURAL SERVICES PROVIDED FOR THE EMERGENCY SERVICES CENTER. THIS PROJECT WILL BE REPLACED BY ANOTHER FIRE DEPARTMENT BUILDING AT A LOWER COST.

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RECOMMENDATION:

INCREASE REVENUE ACCOUNT #10-399-000 (FUND BALANCE APPROPRIATED) BY \$111,645

FROM \$969,347 TO \$1,080,992

INCREASE EXPENDITURE ACCOUNT #10-690-062 (OPERATING TRANSFER TO ESC)
BY \$111,645

FROM \$0 TO \$111,645

Emergency Services Center – Amended Project Ordinance

Mayor O’Neal stated that in order to account for money spent for the Emergency Services Center the amended project ordinance is necessary. Mayor O’Neal stated that \$111,645 was the money expended for architectural work and that the plans will not be used. Councilman Carawan made the motion to adopt the following amended Emergency Services Center project ordinance. Councilman Stanley seconded the motion which carried unanimously.

TOWN OF BELHAVEN

EMERGENCY SERVICES CENTER

AMENDED PROJECT ORDINANCE

Be it ordained by the Belhaven Town Council that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following project ordinance is hereby adopted:

- Section 1: The project authorized is the Town of Belhaven’s Emergency Services Center in the work statement contained in the funding agreement between the Town of Belhaven and the United States Department of Agriculture (USDA).
- Section 2: The Town of Belhaven Finance Officer is hereby directed to proceed with the project within the terms of the program document(s), the rules and regulations of the USDA, and the budget contained herein.
- Section 3: The following revenues and resources are anticipated to be available to complete the project activities:

Reclassification of Financing sources

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USDA Loan	\$1,388,355
USDA Grant	\$ 300,000
Town of Belhaven funds	\$ 111,645
Total Project Resources	\$1,800,000

Section 4: The following amounts are appropriated for the project activities:

Emergency Services Center-Construction	\$1,473,600
Emergency Services Center-Contingency	\$ 147,360
Emergency Services Center-Permits & Fees	\$ 5,000
Emergency Services Center-Architect/Engineer	\$ 115,000
Emergency Services Center-Loan Interest	\$ 59,040
Total Project Budget	\$1,800,000

Section 5: The Program Finance Officer is hereby directed to maintain with the Project Fund sufficient specific detailed accounting records to provide the accounting to the USDA required by the funding agreement(s) and federal and state regulations.

Section 6: Funds may be advanced from the town's project allocation of General Funds for the purpose of making payments as due. Reimbursement requests should be made to the USDA in an orderly and timely manner.

Section 7: The Program Finance Officer is directed to report quarterly on the financial status of each project element in Section 4 and on the total project revenues received or claimed.

Section 8: The Program Finance Officer is directed to include a detailed analysis of past and future costs and revenues on this project in every budget submission made to this board.

Section 9: Copies of this project ordinance shall be made available to the Program Finance Officer for direction in carrying out this project.

Adopted this the 23rd day of June, 2008.

Adam W. O'Neal, Mayor

Attest:

Marie J. Adams, Town Clerk

**Belhaven Town Council Meeting
Monday, June 23, 2008
Public Hearings and Regular Session**

Fiscal Year 2008/2009 Budget – Mayor’s Comments

Mayor O’Neal stated that several budget meetings had been held and that the main focus was to reduce utility bills and to provide full-time Emergency Medical Technicians (EMTs). Mayor O’Neal stated that the current fiscal year 2007/2008 budget totaled \$7,269,531 and that the new Fiscal Year Budget was \$6,019,406 with the general fund having a 5.9% increase and the total budget was cut \$1,250,125 from 2007/2008. Mayor O’Neal stated that a new cost allocation study was performed to meeting state regulations. Mayor O’Neal stated that “terrific amounts of money” had been transferred from the electric fund to the general fund. Mayor O’Neal stated that millions of dollars of transfers had been hidden for years. Mayor O’Neal stated that salaries were steady and due to past increases exceeding cost of living increases there were no increases this year as productivity did not match the increases in the past. Mayor O’Neal further stated that a 14% increase would be implemented to the Town for electricity August and that this increased would not be passed onto the customers. Mayor O’Neal also stated that due to cuts and personnel adjustments residential and small commercial customers will receive a 2% reduction in utility rates, with no tax rate increase. Mayor O’Neal stated that with this reduction and not passing on the 14% increase that the town should be comparative in its’ electric rates and he will do another rate study in the near future to compare our electric rates.

Mayor O’Neal praised ITM Leverett’s describing his work as “phenomenal” and had a great ability to crunch numbers.

Town Manager’s Report

ITM Leverett had no report at this time.

Miscellaneous Comments/Concerns

Councilman Pigott extended a “thank you” to the Department of Transportation (DOT) for their work on the first ½ of the drainage project on Main Street. Councilman Pigott stated that following the 4th of July celebration, DOT will return to complete the drainage project by installing flood gates. Councilman Pigott extended a “thank you” to Steve Hall, Sonny Grant, Paul Wood and Marty Overholt for their assistance with this project.

Main Street New Parking Area

Councilman Carawan stated that he had observed a vehicle with boat attached pulled way over the newly designated parking area on East Main Street. Councilman Carawan stated that this could cause problems due to blocking of the sidewalk. Councilman Carawan stated that this problem could be eliminated with the setting of parking bumpers. Councilman Carawan made the motion to have town work crews install parking bumpers on the Main Street parking area in front of the Fisher property. Councilman Moore seconded the motion which carried unanimously.

Adjournment

Belhaven Town Council Meeting
Monday, June 23, 2008
Public Hearings and Regular Session

There being no further business, Mayor O'Neal declared the meeting adjourned at 7:45 P.M.

Respectfully submitted,

Marie J. Adams
Town Clerk