



**City of Havelock**  
**Board of Commissioners**  
**Work Session Agenda**  
**Monday, February 12, 2024**  
**7:00 p.m.**  
**Havelock City Hall**

Item #	Agenda Topics	Presenter
<b>I.</b>	<b>CALL TO ORDER</b>	Mayor Will Lewis
<b>II.</b>	<b>OPENING PRAYER/MOMENT OF SILENCE</b>	Clergy Member or Mayor Lewis
<b>III.</b>	<b>PLEDGE OF ALLEGIANCE</b>	Mayor Will Lewis
<b>IV.</b>	<b>WORK SESSION &amp; CONSENT AGENDA:</b> <i>A. Consent Agenda (A)</i> <i>B. Work Session Agenda</i>	Mayor Will Lewis
<b>V.</b>	<b>WORK SESSION DISCUSSION ITEMS:</b>	
<input type="checkbox"/> <b>1.</b>	<b>Cross Connection Control Plan - Proposed Ordinance</b>	Public Utilities Director Rick Day
<input type="checkbox"/> <b>2.</b>	<b>UDO Review &amp; Discussion - Fences</b>	Board of Commissioners
<input type="checkbox"/> <b>3.</b>	<b>Additional Funding Requests - General Fund &amp; Sewer Fund</b>	Fire Chief Tom Dorn Public Utilities Director Rick Day
<input type="checkbox"/> <b>4.</b>	<b>Brief Reports:</b> <i>A. ECAHF Gala - February 23, 2024 Proposed Interactive Listening Session – February 20, 2024</i> <i>B. Interactive Listening Session #1: Water Quality &amp; Recreation at Slocum Creek</i> <i>C. Upcoming Meetings &amp; Conferences</i>	City Staff
<b>VI.</b>	<b>ADJOURNMENT</b>	Mayor Will Lewis



**City of Havelock, North Carolina  
Board of Commissioners**

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**WORK SESSION AGENDA COMMUNIQUE**

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**TO:** Mayor William L. Lewis, Jr.  
Board of Commissioners  
City Attorney Troy Smith

**FROM:** City Manager Chris McGee  
Assistant City Manager Cindy Morgan

**SUBJECT:** Board of Commissioners Meeting – Monday, February 12, 2024 – 7:00 PM

**DATE:** 2/8/2024

**CC:** Department Heads; Press

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**I. CALL TO ORDER:**

Mayor Will Lewis will call the meeting to order.

**II. OPENING PRAYER/MOMENT OF SILENCE:**

The Mayor or a Board member shall request a clergy member to offer the opening prayer or the Board shall conduct a moment of silence.

**III. PLEDGE OF ALLEGIANCE:**

Mayor Will Lewis will lead the Commissioners and those in attendance in reciting the Pledge of Allegiance to the Flag.

*“I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”*

**IV. WORK SESSION & CONSENT AGENDA:**

The City Clerk respectfully submits to Board, the Regular Agenda and the below Consent Agenda items, which there is thought to be of general agreement and little public interest or no controversy. These items may be voted on as a single group without Board discussion “or” if so desired, the Board may vote to remove any item(s) from the consent agenda and place same on the regular agenda for discussion and consideration.

<b>Consent Agenda Item A</b>	Minutes of the January 22, 2024 Board of Commissioners Regular Meeting
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**Request:** Commissioners motion and second are being sought as to approving or not, the following agenda matters:

- A. Consent Agenda as presented; and
- B. Work Session Agenda as presented.

**City Manager's Opinion:** The Board may by majority vote add items to or subtract items from both the proposed consent and work session agenda. As of this writing, the manager understands that the presented consent agenda items are routine and therefore concurs with adopting the presented consent agenda.

## V. WORK SESSION AGENDA ITEMS:

### Item #1. Cross Connection Control Plan - Proposed Ordinance

As the Board is aware, Staff has been working on a Cross Connection/Backflow Prevention Plan to be incorporated into the City's Code of Ordinances over the last year. The purpose of the plan is to define the City as the water purveyor in the elimination of all cross connections within its public potable water supply. A cross connection is any actual or potential connection between the public water supply and a source of contamination or pollution. Contamination can result when backflow events take place, allowing contaminants to reverse flow from the fixture/equipment or source back into the drinking water piping.

NC Administration Code (NCAC) 18C.0406 states, "*No person shall construct, maintain, or operate a physical arrangement whereby a public water system has a cross-connection without the use of proper backflow protection.*" Furthermore, the ordinance must also comply with the Federal Safe Drinking Water Act (revised in 2019) and the NC State Building Code. In discussions with NCDEQ officials, the City is required to compile and maintain records of the location, type, installation, date, size, and the associated degree of hazard of backflow prevention devices whose failure would create a high-health hazard, as well as the results of all backflow prevention assembly field testing and air gap inspections.

Adopting the proposed ordinance (**Exhibit #1A**) is the first step in resolving deficiencies with NCDEQ, along with complying with the "Rules Governing Public Water Systems." Essentially, Staff will be tasked with inspecting all properties to determine if the required backflow prevention device is present for the protection of the public system. The provided ordinance includes the purpose, designation of responsibility, administration, installation of assemblies, testing and repair, and enforcement methods.

Once the ordinance is adopted, Staff must proceed with an implementation plan. Part of this plan will include a request for an additional employee during the budget process.

This evening, Staff will be seeking the Board's feedback and/or direction on this plan to include a date of official adoption consideration.

## **Item #2. UDO Review & Discussion - Fences**

At the direction of the Board, Staff provides a copy of the Unified Development Ordinance (UDO) in regards to fencing requirements (**Exhibit #2A**). Specifically, Section 8(e) states that *"Fences shall be constructed so that exposed framing faces the interior yard and not a public or private street right-of-way."*

It should be noted that any changes to the UDO requires a public hearing to include specific legal publication requirements. The Board's feedback and/or direction is being sought if changes to this section are desired.

## **Item #3. Additional Funding Requests: General Fund & Sewer Fund**

Staff is seeking additional funding to cover some unanticipated expenditures in reference to the Fire - Rescue Department and Public Utilities (**Exhibit #3A**).

In summary, the Fire-Rescue Department has experienced several high cost repairs this budget year, which has exhausted the Maintenance & Repair (M&R) line item. With these costs already exceeding \$23,000, Fire Chief Tom Dorn will be seeking the Board's approval to allocate \$35,000 from General Fund-Fund Balance to the Fire – Rescue Department to cover these expenses and any other needed expenses for remainder of FY 2023-24.

In regards to Public Utilities, Staff will brief the Board on specific system failures related to aging infrastructure. Areas of concern include the Wastewater Treatment Plant, Highway 70 Sewer Upsizing Project, Westbrooke Center Repairs and various line and manhole repairs. In order to move forward with these projects/repairs, Public Utilities Director Rick Day will be seeking the Board's authorization to appropriate \$1,200,000 from Sewer Fund Retaining Earnings to the Sewer Fund.

## **Item #4. Brief Items:**

### **A. ECAHF Gala - February 23, 2024**

The Eastern Carolina Aviation Heritage Foundation (ECAHF) will hold their 2024 Gala on Friday, February 23, 2024 at 5:30 p.m. at the Havelock Tourist & Event Center. Col Mikel Huber, USMC Retired, will be the guest speaker. He will share his experiences from the Naval Academy to USMC Cherry Point and onward to the commercial aviation industry.

The City has sponsored three (3) tables at the event. If you have not already done so, please inform the ACM if you and your spouse/guest plan to attend. Any additional seats will be offered to City employees.

### **B. Interactive Listening Session #1: Water Quality & Recreation at Slocum Creek**

As a reminder, the City's first listening session for 2024 will be held on Tuesday, February 20, 2024 at 7:00 p.m. at the Havelock Tourist & Event Center. The topic of discussion will be water quality and specifically, recreational opportunities at Slocum Creek. The Neuse Riverkeeper and other members of Sound Rivers will be in attendance and participating in the discussion points.

Based on the various meetings and conferences to be held in March, the next listening session would likely need to take place around the third week of April. The focus could be budget based to include utility billing if the Board desires.

### **C. Upcoming Meetings & Conferences**

For informational purposes, please be aware of the following upcoming meetings and conferences:

- March 5-8, 2024: Washington DC Lobbying Trip (*Mayor & Manager*)
- March 12-13, 2024: Annual Planning Retreat, TEC (*Mayor, BOC & City Staff*)
- April 8-11, 2024: ADC National Summit, Washington DC (*Mayor & Manager*)
- April 23-26, 2024: NCLM Conference, Winston-Salem (*Mayor, BOC & Manager*)

## **VII. ADJOURNMENT/RECESS**