



**Town of Beaufort, NC**

701 Front St. - P.O. Box 390 - Beaufort, N.C. 28516  
252-728-2141 - 252-728-3982 fax - www.beaufortnc.org

**Board of Commissioners Work Session**

**4:00 PM Monday, August 26, 2024**

**Train Depot, 614 Broad Street**

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**Call To Order**

**Roll Call**

**Agenda Approval**

**Presentations**

- [1.](#) Beaufort Housing Authority (BHA) Annual Audit
- [2.](#) Beaufort WWTP Capacity, Expansion Options, and Discharge Limits Update

**Items for Review and Discussion**

- [1.](#) FY 2025 Budget Amendment #2
- [2.](#) Balloon Release Ordinance

**Closed Session**

- [1.](#) Pursuant to NCGS 143-318.11 (a) (3)

**Adjourn**



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**Board of Commissioners  
Work Session  
4:00 PM Monday, August 26, 2024  
Train Depot, 614 Broad Street  
Beaufort, NC 28516**

**AGENDA CATEGORY:** Presentations  
**SUBJECT:** Beaufort Housing Authority (BHA) Annual Audit

**SUMMARY:**

Rachel Carroll, Executive Director for the Beaufort Housing Authority, will provide the annual audit report to the Board of Commissioners.

**SUBMITTED BY:**

Elizabeth Lewis  
Assistant Town Manager/Town Clerk

**BUDGET AMENDMENT REQUIRED:**

No



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**Board of Commissioners  
Work Session Meeting  
4:00 PM Monday, August 26, 2024**

**AGENDA CATEGORY:** Presentations  
**SUBJECT:** Beaufort WWTP Capacity, Expansion Options, and Discharge Limits Update

**BRIEF SUMMARY:**

A presentation regarding the current status of the WWTP capacity, expansion options, and permitting update, presented by Greg Churchill, PE of Rivers & Assoc., and Sam Bell, PE, Town Engineer; outlined as follows:

1. Introduction and current WWTP capacity based on updated data
2. WWTP expansion options and testing for increased speculative limits
3. HRIB re-permitting effort update
4. WWTP NPDES renewal and discharge limits update
5. Conclusion and Q&A

**REQUESTED ACTION:**

Consider different WWTP expansion options

**EXPECTED LENGTH OF PRESENTATION:**

30 minutes

**SUBMITTED BY:**

Sam Bell, PE, Town Engineer

**BUDGET AMENDMENT REQUIRED:**

No.



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**Board of Commissioners**

**Worksession**

**4:00 PM – Monday, August 26, 2024**

**Train Depot, 614 Broad Street**

**Beaufort, NC 28516**

**AGENDA CATEGORY:** Items for Review and Discussion

**SUBJECT:** FY 2025 Budget Amendment #2

**BRIEF SUMMARY:**

This amendment requests the appropriation of Fund Balance for purchases and professional services budgeted in FY 24 but not completed prior to June 30, 2024. Purchases and services include:

**General Fund \$350,430**

- Police - Vehicles \$279,000
- Fire – Building Maintenance Overhead Door \$3,225
- Public Works – Vehicle \$53,320
- Non-Departmental – Grant Writer Assistance \$14,885

**Utility Fund \$77,200**

- Sewer - Pump and Pump Station Maintenance \$59,200
- Water – Water Softener Maintenance \$18,000

**REQUESTED ACTION:**

Approve Budget Amendment #2

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes

**SUBMITTED BY:**

Christi Wood – Finance Director

**BUDGET AMENDMENT REQUIRED:**

Yes



**TOWN OF BEAUFORT  
FY 2025 BUDGET AMENDMENT #2**

WHEREAS, the Town of Beaufort adopted its Fiscal Year 2025 Budget through Ordinance on June 10, 2024, and

WHEREAS, the Board of Commissioners recognizes that periodic modifications to the estimated revenues and expenditures for the fiscal year may be necessary for fiscal management purposes and to implement decisions of the Board of Commissioners;

BE IT THEREFORE ORDAINED that the Board of Commissioners amends the Fiscal Year 2025 Budget as follows:

**SECTION I: GENERAL FUND**

This amendment requests the appropriation of Fund Balance for purchases and professional services budgeted in FY 24 but not completed prior to June 30, 2024. Purchases and services include:

General Fund \$350,430

- Police - Vehicles \$279,000
- Fire – Building Maintenance Overhead Door \$3,225
- Public Works – Vehicle \$53,320
- Non-Departmental – Grant Writer Assistance \$14,885

**A. REVENUE**

**INCREASE**

APPROPRIATED FUND BALANCE.....	\$ 350,430
<b>TOTAL INCREASE.....</b>	<b>\$ 350,430</b>

**B. EXPENDITURES AUTHORIZED BY DEPARTMENT**

**INCREASE**

NON-DEPARTMENTAL.....	\$ 14,885
PUBLIC WORKS.....	\$ 53,320
FIRE.....	\$ 3,225
POLICE.....	\$ 279,000
<b>TOTAL INCREASE.....</b>	<b>\$ 350,430</b>



**SECTION III: UTILITY FUND**

This amendment requests the appropriation of Fund Balance for purchases and professional services budgeted in FY 24 but not completed prior to June 30, 2024. Purchases and services include:

Utility Fund \$77,200

- Sewer - Pump and Pump Station Maintenance \$59,200
- Water – Water Softener Maintenance \$18,000

**A. REVENUE**

**INCREASE**

APPROPRIATED FUND BALANCE..... \$ 77,200

**TOTAL INCREASE..... \$ 77,200**

**B. EXPENDITURES AUTHORIZED BY DEPARTMENT**

**INCREASE**

SEWER..... \$ 59,200

WATER..... \$ 18,000

**TOTAL INCREASE..... \$ 77,200**

**SECTION VI: DISTRIBUTION**

Copies of this ordinance shall be furnished to the Town Manager and Finance Officer to be kept on file for their direction in the disbursement of funds.

Adopted this 26th day of August, 2024.

ATTEST:

\_\_\_\_\_  
Elizabeth Lewis  
Town Clerk

\_\_\_\_\_  
Sharon E. Harker  
Mayor



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**Board of Commissioners  
Work Session  
4:00 PM Monday, August 26, 2024  
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**AGENDA CATEGORY:** Items for Review and Discussion  
**SUBJECT:** Balloon Release Ordinance

**SUMMARY:**

Attached for the Board’s review and consideration is a draft Balloon Release Ordinance. This topic was brought to staff’s attention a few months ago by Mayor Harker and Commissioner Gillikin. The purpose of the ordinance is to regulate balloon releases within the Town of Beaufort’s jurisdiction, as such debris is deemed harmful to marine life.

**REQUESTED ACTION:**

Adoption of the draft ordinance; or place on a future Board of Commissioners agenda if there are recommended changes/additions to the ordinance as presented.

**SUBMITTED BY:**

Elizabeth Lewis  
Assistant Town Manager/Town Clerk

**BUDGET AMENDMENT REQUIRED:**

No



**AN ORDINANCE OF THE TOWN OF BEAUFORT BOARD OF COMMISSIONERS  
AMENDING THE TOWN OF BEAUFORT CODE OF ORDINANCES TO ADD  
“BALLOON RELEASES”**

**WHEREAS**, pursuant to North Carolina General Statutes 160A-174, a town may by ordinance define, prohibit, regulate, or abate acts, omissions, or conditions, detrimental to the health, safety, or welfare of its citizens and the peace and dignity of the town; and

**WHEREAS**, in furtherance of the public’s health, safety and welfare it is necessary to regulate certain activities upon the lands, waterways, beaches, and dune areas of the Town which degrade or cause harm to these areas or the waters of the Atlantic Ocean, and tributaries of same; and

**WHEREAS**, it is necessary to regulate certain activities to protect the well-being of the natural environment and the wildlife present in this environment.

**NOW THEREFORE BE IT ORDAINED** by the Town Board of Commissioners of the Town of Beaufort, North Carolina:

The Code of Ordinances, Town of Beaufort, North Carolina, is hereby amended by adding a section, to be numbered \_\_\_\_\_, titled, Unlawful to Release Balloons within the Town, which shall read as follows:

Sec. \_\_\_\_\_ Unlawful to Release Balloons with the Town.

A. It shall be unlawful for any person, firm, nonprofit organization, or corporation to knowingly and intentionally release, participate in the release of, intentionally cause to be released, or to litter by abandoning and not properly disposing of all waste material, any type of balloon inflated with a liquid, air, or gas within the Town limits, any waters within the zoning jurisdiction of the Town, or the beach and/or dune areas of the Town.

B. The following are not violations of this Section:

- (1) Balloons released by a person on behalf of a governmental agency or pursuant to a governmental contract for scientific or meteorological purposes;
- (2) Hot air balloons that are recovered after launching; or
- (3) Balloons released inside a building or structure which do not make their way into the open air.

C. The following definitions apply to this Section:

“Balloon” means a flexible, nonporous bag made from materials such as, but not limited to, rubber, latex, polychloroprene, mylar, or nylon fabric that can be inflated or filled with gas or fluid, such as helium, hydrogen, nitrous oxide, air, or water, and then sealed



at the neck of the bag. The Town does not recognize any balloon as “biodegradable or photodegradable” and therefore such balloons are not exempted from this Section.

“Litter” includes all waste materials resulting from the outdoor release or abandonment of a balloon.

D. Penalty for violation of this Section:

In addition to other remedies and penalties which apply to violations of the Town’s Code of Ordnances, any person violating the provisions of this section shall be subject to a civil penalty in the amount of \$250, which must be paid within tendays from the date on which the offending party is cited for the violation. The Town will recover any such penalty in a civil action in the nature of a debt if the penalty is not timely paid in full.

Adopted this \_\_\_\_\_day of August, 2024

\_\_\_\_\_  
Sharon E. Harker, Mayor

(Seal)

ATTEST:

\_\_\_\_\_  
Elizabeth Lewis, Town Clerk



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**AGENDA CATEGORY:** Closed Session  
**SUBJECT:** Pursuant to NCGS 143-318.11 (a) (3)

**REQUESTED ACTION:**  
Motion to enter closed session pursuant to NCGS 143-318.11 (a) (3) to allow the Board of Commissioners to consult with Town Attorney.

**SUBMITTED BY:**  
Elizabeth Lewis  
Assistant Town Manager/Town Clerk

**BUDGET AMENDMENT REQUIRED:**  
No