

River Bend Town Council
Work Session Minutes
January 11, 2018
River Bend Town Hall
7:00 P.M.

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|--------------------------|---|
| Present Council Members: | Mayor John Kirkland Gene Bauer Bill Camp Buddy Sheffield Irving Van Slyke Bill Wanamaker |
| Town Manager: | Delane Jackson |
| Police Chief: | Sean Joll |
| Town Clerk: | Ann Katsuyoshi |
| Town Attorney: | Jimmie Hicks |
| Finance Administrator: | Margaret Theis |

AUDIT COMMITTEE RECOMMENDATION

The Town Manager said that the Audit Committee met on January 11th. They unanimously recommended that the Town continue its contract with Petway Mills & Pearson, P.A. to provide audit services for the Town.

APPOINTMENTS

Mr. Jackson presented the Council members with a list of vacancies on various advisory boards. He asked that they inform him of whom they would like to appoint to those boards before the Regular Meeting

ENTERPRISE ZONES – SECURITY AND RATES

Councilman Bauer said that, in his opinion, the Town should consider putting fencing around the wells and water and sewer infrastructure for security purposes. He asked the Town Manager to check into what that project would entail.

Mr. Bauer said that he also believes that the Town should immediately take some of its water and sewer reserve and pay it to the users of the system in much the same way for-profit companies pay dividends to shareholders.

The Manager reminded Mr. Bauer that water and sewer fees and their respective reserves are discussed by the Council every year at the Budget Work Sessions, and that those sessions will begin shortly for FY 18-19. He suggested that this issue be taken up at that time.

ESTIMATES TO REPAIR/PAINT CURRENT STORAGE FACILITIES TO PRESERVE AND EXTEND LIFE

Councilman Bauer pointed out that the remaining storage facilities are in need of a paint job. Mr. Jackson said that he will check on the cost of that project.

TOWN ENGINEER'S REPORT ON DEFICIENCIES OF POLICE DEPARTMENT AND PUBLIC WORKS BUILDING AND COST TO REPAIR THEM

Mr. Bauer asked if there is an engineer's report on the deficiencies of the Police and Public Works building. The Manager said that there are and those reports and cost estimates were used in determining which path to take in rectifying the problem.

TRAFFIC SIGN REPAIR/REPLACE/UPGRADE PROGRAM

Councilman Bauer said that several of the traffic signs need to be cleaned or replaced. Mr. Jackson asked him to provide him with a list and he will have the Public Works Department look into it.

UPDATE ON COMPREHENSIVE PLAN

Mr. Jackson reminded the Council that the Town updates its Comprehensive Plan every five years. The Planning Board is already working on its recommendations to present to the Council.

LONG-TERM STRATEGIC PLAN

Councilman Wanamaker asked if the Town has a Long – Term Strategic Plan. The Manager pointed out that that is the Comprehensive Plan, which is a requirement for the Town to have if they ever go to borrow money or for a grant.

COMPREHENSIVE MAINTENANCE

Mr. Wanamaker asked if the Town has a comprehensive maintenance schedule. Mr. Jackson said that we do for the majority of our systems such as the water towers and the wastewater systems. He also pointed out that the water and sewer systems, including the wells, receive scheduled maintenance from the staff.

STATUS OF CURRENT CAPITAL IMPROVEMENT SCHEDULE

Councilman Wanamaker asked about the status of the Capital Improvement Schedule. Manager Jackson responded that the financial status of each fund is reported monthly. A more comprehensive discussion about the individual funds and the projects they support occurs during the Budget Work Sessions.

Councilman Sheffield suggested that it might be useful for the Council to begin conducting Retreat meetings again. Those meetings were specifically designed for long-term planning.

BUDGET KICK-OFF

The Manager presented the Council with a brief overview of the budget process. He also provided them with copies of the Council Vision Statement from previous years. He reminded them that it is this document that guides the staff in its preparation of materials for the Budget Work Sessions. He asked that the Council consider the Vision Statement and the proposed Meeting Schedule before the Regular Meeting.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield **moved to adjourn.** The meeting adjourned at 8:25 p.m.

Ann Katsuyoshi
Town Clerk

**River Bend Town Council
Council Meeting Minutes
January 18, 2018**

| | |
|--------------------------|--|
| Present Council Members: | Mayor John Kirkland Gene Bauer Bill Camp Buddy Sheffield Bill Wanamaker Bud Van Slyke |
| Town Manager: | Delane Jackson |
| Town Attorney: | Dave Baxter |
| Police Chief: | Sean Joll |
| Town Clerk: | Ann Katsuyoshi |
| Finance Administrator: | Margaret Theis |

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 4:00 p.m. on Tuesday, January 18, 2018 in the Town Hall Meeting Room with a quorum present.

PRESENTATION TO THE COUNCIL

Barbara Harrison, 85 Shoreline Drive, congratulated all of the candidates who were elected to the Council. Ms. Harrison expressed disappointment that this past election involved partisan politics which have never been part of River Bend elections in the past.

ADMINISTRATIVE REPORTS

PUBLIC SAFETY – COUNCILMAN BILL WANAMAKER

CERT - CERT will meet on February 28 at 7:00 p.m. in Town Hall. All residents are invited to attend.

Community Watch - Community Watch will meet on February 21 at 8:00 p.m. in Town Hall. Election of officers is on the agenda.

Community members interested in joining Community Watch are invited to call Egon Lippert at 252-617-0179 or Jim Kelly at 252-288-5668.

PLANNING BOARD – COUNCILMAN BUDDY SHEFFIELD

The Planning Board canceled their January meeting due to inclement weather. The next meeting will be February 1 at 7:00 p.m. in Town Hall.

Vote – ECCOG Appointment – Councilman Sheffield said that the Council has decided to appoint a resident to be the Town’s representative at the Eastern Carolina Council of Governments (ECCOG). This is due to the fact that the ECCOG usually hold their meetings on the same night as the Council’s Work Session which makes it difficult for a Council member to attend.

He **moved to appoint Scott Showalter to be the ECCOG representative for the Town of River Bend for a term beginning January 18, 2018 and ending on December 17, 2020.** The motion passed with four ayes and one nay (Van Slyke).

Vote – BOA Alternate Appointment – The Board of Adjustment has an opening for an alternate. Mr. Sheffield **moved to appoint Page Ackiss to be the Board of Adjustment Alternate for a term beginning January 18, 2018 and ending on June 30, 2019.** The motion passed unanimously.

PARKS & RECREATION/CAC – COUNCILMAN GENE BAUER

Parks and Rec – Councilman Bauer reported that the meeting was held and opened with a voice vote of approval of the prior months meeting minutes followed by a brief Council report provided by this writer.

Ellen Serra provided a report on the Organic Garden Edibles in the landscape workshop from the prior evening. The workshop was well received by attendees. The February workshop will be the popular Round Table with chili and corn bread and Green tea being offered. Sarah Burke reported on the huge success of the Fairfield Harbor choral presentation of Christmas songs to a standing room only crowd.

The bulk of the remaining time was devoted to preparation of the events planned for the next three months and for the budget preparation for the next fiscal year. For the next fiscal year beginning on July 1, 2018 thru June 2019 over 20 events are scheduled with a focus for people of all ages. A copy of the appropriate section of the 2013 Five Year Comprehensive Plan was provided for consideration and input from the Board for development of the 2018 Plan.

CAC – The River Bend Community Appearance Commission (CAC) helped decorate the Town for the holidays on Nov. 27th. The Public Works Department under the leadership of Brandon Mills did a wonderful job of putting up the lighted balls at the front entrance, the pole tree, angel, and the caboose lighting. Volunteers that helped decorate in and around Town Hall included: John & Rita Lazo (visiting from Maryland), Jane Huntzberry, Ron Langry, Jerry & Marci Crawford, Pete Torgersen, Barbara Maurer, Robin Beilby, Judi Lloyd, Lucy Litchy, Hazel Campese, Luci Avery, Marilyn Hayden and Sandy Bruno.

The CAC helped with the Park and Recreation lighting of the tree on Dec. 1 by switching on various lights at the appropriate time.

The decoration take down was held on Jan. 10. Volunteers that helped included: Sandy Bruno, Hazel Campese, Judy McGady, Lynn and Pete Torgersen, Carole Creedon, Laurel Mazziotti and Marci Crawford.

Red Caboose Library – Sixty-nine people signed the attendance register on November 2 at the Grand Opening of the rental unit. The 40 volunteers and our families are grateful to be in an environment with reliable lights and heat and no odor of mold. The daily tally indicates 2474 people using the library in 2017. The shelves of puzzles to be exchanged has become a popular feature. The library thanks the River Bend Garden Club for a donation that is being used to purchase additional large print books.

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

The Mayor reported that the next meeting will be February 6 at 3:00 p.m. in Town Hall.

Vote – PWAB Appointment - The PWAB currently has one opening to fill. Councilman Van Slyke **moved to appoint Stephen Dentico to the Public Works Advisory Board for a term beginning January 18, 2018 and ending on June 30, 2018.** The motion carried unanimously.

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

Financial Report - Finance Administrator Margaret Theis told the Council that the total of the General Fund Cash Balances as of December 31, 2017 was \$4,370,374. Ad valorem tax collections were at \$595,441.

Vote – Auditor’s Contract - Councilman Van Slyke said that each year the Town must approve a contract with an auditor. The Town’s current auditing firm, Petway, Mills & Pearson, P.A., has served the Town well and have offered to renew at the same price as last year. He **moved to award the audit contract for year ending June 30, 2018 to Petway Mills & Pearson, P.A. in an amount not to exceed \$13,800; and to authorize the Mayor to sign on behalf of the Town.** The motion passed unanimously.

Vote – Adopt Budget Workshop Schedule – Mr. Van Slyke said that the Council discussed this item at its January 11, 2018 Work Session. This year’s schedule basically follows the same dates as have been used in previous years. He **moved to adopt the 2018 Budget Workshop Schedule as presented.** The motion passed unanimously.

Vote – Council Vision Statement – Councilman Van Slyke stated that, again, the Council discussed this item at length at its Work Session. He **moved to adopt the Mayor and Council Priorities for Fiscal Year 2018-19 as presented.** The motion carried unanimously.

ENVIRONMENT/WATERWAYS – COUNCILMAN BILL CAMP

Councilman Camp said that the meeting called to order at 7:00 pm by Ralph Iorio. Also in Attendance were Brian Leonard, Jim Stevens, Karl Lichty, Tommaso Serra and Bill Camp.

Old Business:

The River Keeper was contacted regarding the presence of fresh water muscles attaching themselves to docks and boats. She indicated that their presence was a good thing as they purified the water and were an asset to our waterways. (Keep your propeller raised out of the water and all is good.)

The Kayak launch float covering has not been addressed by the Town. The cover maker said it was installed incorrectly. The installing contractor states that the warranty has expired. The burden is on our Town to rectify the condition. There are removal/ installation issues involved that have to be solved before any work can begin.

Maps of River Bend do not reflect the ponds in Lakemere and other ponds in Town. Those areas the EWAB believe are addressed by the local HOA.

New Business:

Articles for submission to the Sun Journal are ready for publication. Some may be repeats but they stress the need for residents to not over fertilize or apply excessive amounts of weed killers that will find their way into our canals and waterways.

There are trees behind the River Bend Market building that have fallen into the canal. They do not appear to be a hazard to navigation at this time.

This year's budget was discussed and approved unanimously.

Other topics discussed; No Wake zones and other signs are fading and need repainting. Grass cuttings should not be deposited in our canals. Perhaps these topics can be addressed at public meetings with guest speakers talking about these issues.

The next EWAB meeting is scheduled for Feb. 5th at 7:00 p.m. The public is invited and encouraged to attend.

Vote – EWAB Appointments – Councilman Camp said that there are currently two openings on the EWAB. He **moved to appoint Raymond Jaklitsch to the Environment and Waterways Advisory Board for a term beginning January 18, 2018 and ending on June 30, 2018. He also moved to appoint Alan Gazey to the Environment and Waterways Advisory Board for a term beginning January 18, 2018 and ending on June 30, 2019.** The motions carried unanimously.

MAYOR'S REPORT

Each January, the Town Council begins the activities required to satisfy the mandates of municipal government responsibility.

Following each two-year election cycle, the School of Government (SOG) at UNC Chapel Hill, in association with the North Carolina League of Municipalities (NCLM), offers a course for newly-elected officials entitled, "Essentials of Municipal Government." River Bend holds membership in both organizations. The River Bend Town Council and Town Manager will attend this two-day seminar. All seminar attendees will receive printed course materials extremely useful for future reference. While the course is particularly helpful for newly elected council members, it also well serves all elected officials because the SOG and NCLM follow the activities of the General Assembly and will inform seminar participants of recent actions taken, or planned, that will impact municipal operations.

Past Council members have found this course very beneficial in understanding the operation of municipal government under the Town Charter granted by the General Assembly and its relation to the State Statutes.

Soon after the Council participates in the Essentials of Government seminar, members and staff will begin to develop the Town budget for the 2018-2019 budget year. A schedule of budget workshop meetings will be published. The meetings are open to the public.

The January snowstorm and accompanying record breaking low temperatures marked the beginning of 2018. The members of the Town staff responded to this emergency and provided service that kept utilities functioning properly. They performed snow removal in accordance with

the Town Snow Removal Plan. Their work kept the main streets passable and allowed emergency vehicles to travel safely. The following is a transcript of a voice mail message from a resident to the Town Manager describing a Public Works Department response to a residential plumbing emergency during the storm. I thank our staff, and I thank to the resident for expressing appreciation.

“My neighbor had a burst pipe, and she didn’t know where the water shut off was. She called the Town office and within like five minutes, someone was here to shut it off. I think he had a Superman cape on. Anyway, I don’t know the young man’s name, but he deserves a pat on the back. Thank him so much. I just wanted to let you know that you got a good staff.”

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield **moved to adjourn**. The meeting adjourn at 8:05 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Work Session Minutes
February 8, 2018
River Bend Town Hall
7:00 P.M.**

This meeting was canceled due to lack of a quorum.

**River Bend Town Council
Regular Meeting Minutes
February 15, 2018**

| | |
|--------------------------|---|
| Present Council Members: | Mayor John Kirkland Gene Bauer Bill Camp Buddy Sheffield Irving Van Slyke Bill Wanamaker |
| Town Manager: | Delane Jackson |
| Town Attorney: | Jimmie Hicks |
| Town Clerk: | Ann Katsuyoshi |
| Police Chief: | Sean Joll |
| Finance Administrator: | Margaret Theis |

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, February 15, 2018 in the Town Hall Meeting Room with a quorum present.

CONSENT AGENDA

The Mayor presented the Council with the Consent Agenda. Councilman Sheffield **moved to approve the Consent Agenda as presented.** The motion carried unanimously. Within this motion the following items were approved:

- A. Approve:
 - 1. *Minutes of the January 11, 2018 Work Session*
 - 2. *Minutes of the January 11, 2018 Closed Session*
 - 3. *Minutes of the January 18, 2018 Regular Meeting*

PRESENTATIONS TO THE COUNCIL

Phyllis Hoffman, 105 Lantern Lane, said that the Red Caboose Library has been in River Bend for over 40 years. It is an integral part of the Town and one of its most popular amenities. She encouraged the Council to support the Library by renewing the lease on the temporary site.

Hazel Campesi, 219 Pinewood, agreed that the Red Caboose Library is extremely important to many of the Town's residents.

Barbara Maurer, 300 Shoreline, presented the Council with a petition signed by over 400 residents in support of providing space for the Red Caboose Library.

ADMINISTRATIVE REPORTS

PLANNING BOARD – COUNCILMAN BUDDY SHEFFIELD

Planning Board – Councilman Sheffield said that the Planning Board met on Thursday, February first at 7:00 pm in Town Hall. A quorum was present. Chairman Lippert was not present due to having surgery to repair a screw that had come loose in his back. So now it is official, the chairman

of the Planning Board has a screw loose. They wished him a speedy recovery. Robert Kohn presided over the meeting in Mr. Lippert's absence.

Assistant Zoning Administrator McCollum gave a report on permits issued since the last meeting. Councilman Sheffield updated the board on actions of the Council.

Mr. Kohn reminded Board members that it is time to begin thinking about the regular five-year update to the Town's Comprehensive Plan. He handed out copies of the plan and asked the Board to begin thinking about possible changes or improvements. The plan is available to the public online or in person. Interested persons should make their thoughts known to the Planning Board.

No action was taken. The meeting was adjourned.

Vote – Remote Participation Policy – Town Manager Jackson presented the Council with a proposed Remote Participation Policy. He said that he had queried several surrounding municipalities about their policies and the one he wrote was consistent with those. Councilman Wanamaker questioned why Closed Sessions were excluded from remote participation. Mr. Jackson responded that it was a matter of security and that it was impossible to know who else might be in the room with the remote participant during sensitive discussions. Mr. Wanamaker disagreed with that conclusion.

The Council raised questions about several other items. At the conclusion, it was the consensus of the Council that this item be tabled until the Manager has an opportunity to address the questions raised and resubmit it to the Council members.

PARKS & RECREATION/CAC – COUNCILMAN GENE BAUER

Parks and Recreation - The meeting was called to order and the prior month's minutes were approved. It was determined that preparation for the Valentine "Make and Take" were complete and all supplies and workers were in place. The event was held on February 10, 2018. The plans for the Bunco program scheduled for February 22 at noon are complete. Interested residents need to make sure they sign up if they wish to attend. This is an excellent way to meet new and old friends. Please call Gail Lehman for reservations.

A favorite Bingo parlor program entitled "Spring Bunny Bingo" is scheduled for Thursday, March 22 at 1:00 p.m. This all builds up to the popular children's program for Easter. The popular Egg Hunt is scheduled for Saturday, March 31.

For those who like to plan ahead, far ahead, circle the date of Sunday May 6th for the "Concert in the Park." Prepare to listen to local entertainment, dance and talk, meet and greet and have fun. Some munchies are usually provided.

For details about all of these activities and more, make it a regular practice to go to the River Bend home page. While all of the Park and Recreation Board spots are filled, others who are interested in helping with any activity are welcome to come to any meeting. You may offer suggestions for an activity or to just volunteer some time. It is a fun way to get involved in your town. The next meeting is March 7 at 7:00 p.m.

Organic Garden – The Organic Garden met on Monday, February 12. A Council report was provided citing the new member appointments for several advisory boards. The Garden's treasurer's report was given by Barbara Maurer. Certain spring vegetables were already planted. There was extensive discussion about the need to remediate the damage done by the unseasonably cold conditions of January. Replanting and plot reconfiguration was discussed emphasizing crop rotation planning and butterfly plot design.

A report was given about the Green Team's efforts on herbs and other nutritionals. It was important to note that of the young participants there were several nationalities involved - all working and learning together.

Mr. Dick Mazziotti gave an update on the preparations made to date to receive two bee colonies in the garden area. This project should benefit all gardens in a five-mile flight area. Everyone's gardens should benefit from these busy pollen collectors. It is planned to have the two bee colonies in place in late March.

Several members offered their opinions on the process of starting seeds in the home and the prospects of success based upon their own experiences.

This report is pre-Roundtable Workshop which was held on Wednesday, February 13. It was reported that the cornbread and chili had been pre-tested and was definitely worth the effort to attend.

The next Organic Garden meeting will be on March 12 at 2:00 p.m. All River Bend advisory boards and clubs are open to the public. Residents are encouraged to attend and participate in all of the programs.

Community Appearance Commission - There was no meeting scheduled for this month. The next meeting is set for March 14 at 1:30 p.m.

Library - Library hours are Monday through Saturday from 10:00 a.m. to noon with extended hours until 4:00 p.m. on Wednesdays.

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

PWAB – The Mayor reported that the February meeting of the Public Works Advisory Board held its regular meeting on February 6. After opening the meeting chairman Bruno introduced new Board member Steve Dentico.

Public Works Director Brandon Mills discussed the recent snow removal during the major January snow event. During the discussion Manager Jackson informed the Board that the Town has a snow removal policy and also that policy does not involve plowing every street in Town. He also stated that the availability of a used truck mounted snow plow is being investigated.

Manager Jackson distributed copies of the FY 18-19 budget brochure. He also discussed the need to assess the condition of street signs. PWAB agreed to divide the Town into zones and have members inspect signs and report back to the Manager.

Chairman Bruno presented a proposal to the Board to recommend that the Council proceed with the project to permit and accomplish the fill of limited wetland area adjacent to the wastewater

treatment plant. This area will be needed to support any future modification of the plant to meet new discharge permit restrictions. After discussion by the all Board members the Chairman advanced a motion to send a recommendation to the Council to renew the fill permit and with the approved permit proceed with the contract to accomplish the limited fill. Board member Buck Irvin seconded the motion and the Board voted unanimously to approve the motion.

The Mayor briefed the Board on the recent School of Government/League of Municipalities training for Local Government elected officials on legal aspects of municipal government. The course content and detail of presentations was informative and helpful to Council members. He also stated that many of the discussions of appropriate policy directives for good management were items that are already in place in River Bend.

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

Financial Report – Town Manager Delane Jackson told the Council that the total of the General Fund Cash Balances as of January 31, 2018 was \$4,441,065. Ad valorem tax collections were at \$684,293.

Vote – Library Lease – Councilman Van Slyke said that, in preparation for the barn demolition, the Council had rented space on Hwy 17 for the Red Caboose Library. That rental agreement was for six months to allow the Council time to make decisions about a permanent location for the Library. It is apparent that those plans will not be in place by the time the lease expires. Therefore, it is necessary to extend the lease.

Councilman Wanamaker said that he would vote for the extension this one time. However, he would not vote for it again. He said that there are more people in Town opposed to supporting the Library than are for it. Mr. Wanamaker again suggested that we could line the Council Meeting Room with bookshelves and people could use that as a library.

Mr. Camp also commented that he would not vote to continue supporting the library.

Councilman Van Slyke **moved to renew the lease at 100 S. Business Plaza, New Bern, NC for as a temporary site for the Red Caboose Library.** The motion carried unanimously.

ENVIRONMENT/WATERWAYS – COUNCILMAN BILL CAMP

EWAB - The meeting called to order at 7:00 p.m. by Ralph Iorio. Members present were Tommaso Serra, Karl Lichty, Jim Stevens, Brian Leonard and Allen Gazey. Allen was welcomed as the newest member of the Board.

The NO WAKE signs are showing their age and are in need of repair. The Board will look into the rules and regulations regarding the no wake signs. Boaters have been observed slowing up when they see the signs but speeding up again immediately after passing the signs. Perhaps no wake rules could be posted at the marina launch area. Permission of the owner will need to be obtained prior to posting.

The trees leaning into the water on the River Bend Market grounds might be a water hazard if they fall into the canal. They are close to falling into the waterway at the present time. Mr. Camp will talk with the Manager in regards to including lakes on our Town maps.

The issue of discarded fishing line and lures was discussed. Some of these discarded items are sharp. They might pose a hazard to youngsters who pick them up. Ralph showed samples of fishing line receptacles where unwanted line and lures can be stored prior to disposal by maintenance people. These can be installed at fishing areas in Town.

Bulkheads in need of repair will be noted on the next EWAB boat ride. Ralph will invite the Town Manager on that survey. EWAB boat owners routinely canvas our waterways looking at water depth, hazards to navigation and other issues.

The next meeting is scheduled for March 5. The public is invited and urged to attend.

PUBLIC SAFETY – COUNCILMAN BILL WANAMAKER

Councilman Wanamaker said that both the Community Watch and the Community Emergency Response Team (CERT), have submitted their budget requests for the upcoming FY 2018-2019 Budget Workshops. In his estimation, the community enjoys a tremendous benefit leveraged by the modest budget allotments for these official Town functions.

Community Watch – Mr. Wanamaker said that there is no better means to make a community safe than to have an organized Community Watch placing more eyes on patrol and looking out for our neighbors. The next Community Watch meeting will be Wednesday, February 21 at 7:00 p.m. in Town Hall.

CERT – CERT continues to prepare for the inevitable, but unpredictable, weather events that frequent our part of North Carolina. With the demolition of the barn, CERT members were required to store their equipment in the CERT trailer temporarily. However, a storage unit became available and the Team now has its supplies stored there. The next CERT meeting will be February 28 at 7:00 p.m. in Town Hall.

Vote – Statewide Mutual Aid Agreement – Councilman Wanamaker **moved to approve the Statewide Mutual Aid Agreement as presented.** The motion carried unanimously.

MAYOR'S REPORT

The members of the Town Council and Town Manager attended the UNC School of Government (SOG)/ North Carolina League of Municipalities (NCLM) “Essentials of Government” course in Durham on January 25 and 26. The staff members of the two institutions presented course material that helps attending local government officials understand the mandates that flow from the General Assembly and direct the authority and responsibilities of local government.

This session was well attended and the presenters asked for response of those in attendance to questions about how individual governing bodies are conducting certain operations. They also responded to questions posed by the attendees. The Mayor said that the discussions of meeting procedures and Town Policy documents demonstrated that River Bend has developed good governing documents and remains compliant with “best practices.” All attending these Essentials courses left with a reinforced understanding of the conduct of municipal meetings and communications.

The two presenting organizations have continuous interface with the members and staff of the General Assembly and are able to provide insight to the issues that are emerging in the area of legislation being considered.

The 2018-2019 Town Budget preparation workshops will begin on March 20 with six scheduled meetings held on a weekly basis. The schedule and department budgets being addressed in each session is posted on the Town's web page and a copy will be mailed with the next utility bill.

CLOSED SESSION

Councilman Sheffield **moved to go into Closed Session under 143-318.11(a)(3)(6), the Personnel exemption to the Open Meetings Law.** The motion carried unanimously. The Council entered Closed Session at 8:45 p.m.

ADJOURNMENT

There being no further business, Councilman Sheffield **moved to adjourn.** The meeting adjourned at 10:00 p.m.

Ann H. Katsuyoshi
Town Clerk

River Bend Town Council
Work Session Minutes
March 8, 2018
River Bend Town Hall
7:00 P.M.

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TREE CITY PRESENTATION AT REGULAR MEETING ON MARCH 15

Town Manager Delane Jackson told the Council that the Town of River Bend has received the Tree City Award again this year. The presentation will be made at the March 15 Regular Meeting.

PRESENTATION BY BILL GREEN AT MARCH 15 MEETING REGARDING NEW BERN HIGH SCHOOL BAND INSTRUMENTS

Mr. Bill Green will make a presentation at the March 15 meeting on behalf of the New Bern High School Boosters Club for donations to purchase instruments.

RCS FOOD DRIVE

At a previous meeting, former Councilwoman Avery asked if the Town could have a food drive to benefit RCS. RCS has recently put out an appeal for donations to their food bank.

Councilman Sheffield **moved to sponsor and advertise a food drive at Town Hall benefiting RCS during the month of April.** The motion carried unanimously.

REMOTE PARTICIPATION POLICY

Mr. Jackson said that this is a carryover from February. He provided the Council with copies of the original version of this change along with a copy of the change incorporating Councilman Wanamaker's request to allow remote participation in Closed Sessions. The Council will be asked to vote on this item at the March 15 meeting.

FRONT ENTRANCE PHASE II – SIGN MODIFICATION

The Manager met with two brick masons to discuss the changes the Council approved for the front entrance sign. He solicited bids and provided those to the Council for their consideration.

LEAF AND LIMB CONTRACT RENEWAL

The Town Manager reminded the Council that our current leaf and limb contract expires in June, 2018. Our vendor, K.A. Jones, has been providing this service since 2012 with no rate increase. However, in order to extend the contract for another two years, Mr. Jones says he will have to increase his fee from \$95.00 per ton to \$105.00 per ton.

Councilman Wanamaker said that, perhaps we should seek bids on this contract. Mr. Jackson said that we could do that. However, this is a very small contract that does not attract many bidders. In 2010, K.A. Jones was the only bidder.

RECOGNITION OF FORMER COUNCIL MEMBERS

Former Councilwomen Avery and Maurer have been invited to attend the March 15 meeting to receive recognition for their service to the Town.

VOLUNTEER DAY PICNIC

After brief discussion, the Council selected Saturday, April 28 as the date to hold the Volunteer Picnic

BRICK ROAD PAVERS DISCUSSIONS

Mr. Jackson reminded the Council that we still have a lot of the pavers from the repair of the Old Brick Road. He said that the Garden Club has already gone through them and picked out the nicest ones for the garden. Most of the rest are broken and in a pile at the Gull Pointe storage area. They have no real monetary value and he has found a vendor who will remove them for \$2,000. He suggested that the Council accept this offer because the bricks are in the way, an eye sore and do pose some dangers. After brief discussion, the Council agreed to have the broken bricks removed.

PWAB RECOMMENDATION

The Manager presented the Council with a recommendation from the PWAB regarding the sewer. He told them that no action is required at this time. However, he would like to discuss after they have seen the presentation of the sewer budget recommendation during the Budget Work Sessions.

VC3 CONTRACT RENEWAL

Mr. Jackson told the Council that it is time to renew the five-year contract with VC3 for phones. In this instance, the cost is going down. He recommended that the Council approve this contract.

Councilman Van Slyke **moved to approve the VC3 Voice Advantage 5-year contract as presented.** The motion carried unanimously.

River Bend Town Work Session
March 8, 2018
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ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield **moved to adjourn.** The meeting adjourned at 7:55 p.m.

Ann Katsuyoshi
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
March 15, 2018**

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| Present Council Members: | Mayor John Kirkland Gene Bauer Bill Camp Buddy Sheffield Irving Van Slyke Bill Wanamaker |
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| Finance Administrator: | Margaret Theis |

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, March 15, 2018 in the Town Hall Meeting Room with a quorum present.

PRESENTATIONS TO COUNCIL

Tree City Award - Craven County Forest Ranger Austin Harriett said that it was a pleasure to be in River Bend to celebrate Arbor Day and to represent the NC Forest Service in presenting Town of River Bend with its Tree City USA Award for accomplishments in 2017. River Bend is one of 86 cities and towns in North Carolina and one of over 3,400 in the nation to receive this recognition for 2017, which also marks the 9th year that River Bend has earned this national designation.

In 2017, River Bend accomplished four required criteria for this award:

- Maintaining a public tree ordinance, which establishes policies for managing street and park trees.
- A Tree Board responsible for the care and management of the community's trees.
- A community forestry program with an annual budget of at least \$2 per capita. and
- An annual Arbor Day observance and proclamation to celebrate trees and the many benefits they provide.

For a community forestry program to be effective, it takes support and commitment from the entire community. In River Bend, the community forestry program thrives because of the combined dedication of the Tree Board members, the Town staff, elected officials, business community, homeowners and all residents who take pride in the quality of life in River Bend.

New Bern High School Band – Bill Green said that the New Bern Band has expanded recently and is in need of six sousaphones. The total cost will be \$50,000. As a member of the New Bern High School Booster Club, he is asking Craven County communities to donate to help the band buy the instruments.

Presentations to Luci Avery and Barbara Maurer – Mayor Kirkland thanked Ms. Avery and Ms. Maurer for their service as River Bend Council members and for their continuing service to the Town.

Barbara Maurer, 300 Shoreline Drive, addressed the Council to express her opposition to the proposed Remote Participation Policy that would allow participation in Closed Sessions via remote devices. She said that such participation could raise serious legal questions about the privacy and security of such deliberations.

CONSENT AGENDA

The Mayor presented the Council with the Consent Agenda. Councilman Sheffield **moved to approve the Consent Agenda as presented.** The motion carried unanimously. Within this motion the following items were approved:

- A. Approve:
Minutes of the February 15, 2018 Regular Meeting

ADMINISTRATIVE REPORTS

PARKS & RECREATION/CAC – COUNCILMAN GENE BAUER

Parks and Recreation - The meeting of March 7 convened and approved the February minutes. A critique of the February Valentine and Bunco activities was offered. The upcoming Spring Bunny Bingo program is scheduled for March 22, at 1:00 p.m. No reservations are needed.

The popular community wide Easter Egg Hunt is planned for Saturday March 31 from 10:30 a.m. until 11:30 a.m.

A unique activity is scheduled for April 6 at 6:00 p.m. It is called “Paint and Pizza.” Amber Williams of Wine and Design will aid a limited number of folks (16) in the creation of painting a Springtime a canvas. The fee is \$20.00. Reservations are required by March 25. Call Fran Rice at 631-1220 or email her at Qotmfr@gmail.com. Register early to paint and take home your own version of Spring flowers. Let your creative muses flourish.

The Concert in the Park is planned for Sunday, May 6 beginning at 4:30 p.m. Come and relax to the Bluegrass sounds of our own local artists – Carolina Sky. Come early, bring your blankets and chairs, snacks, and dancing shoes to the Town Commons and basketball court. No reservations are required.

A cookie decorating for kids for Mothers’ Day is planned for May 12, from 10:00 a.m. to noon. RSVP to Ellen Serra at: 571-4817 by May, 2.

The Fairfield Harbor Spring Concert is scheduled for May 13 at 3:00 p.m. This is a GREAT event and there is no free. A donation is appreciated. The cookies and water are provided.

For details and updates of any Parks and Rec program, go to the Town’s website. Make that your information gateway to Town activities. The next meeting is April 4 at 7:00 p.m. All guests and visitors are welcome.

Organic Garden - The Organic Garden Board met on Monday March 12 at 2:00 p.m. Mr. Tom Lamanna presented the Club with a donation on behalf of his parents Raymond and Motsie Lamanna. His parents loved the butterflies and hummingbirds and stipulated that the funds be

used to make a huge expansion to the butterfly and hummingbird areas. It was a kind and generous tribute to his parents who were long-time River Bend residents.

The group did an analysis of the recent roundtable discussion. They scheduled an education program on tomatoes for Tuesday, May 15.

Due to the colder weather, the delivery of the two queen bees and their workers will be postponed until March 24.

It was reported that they have kale aplenty and have lettuce and radishes already in the ground. Potatoes should go in this week.

The next meeting will be April 9, 2018 at 2:00 pm. The student "Green Team" worked the garden this past month and did great work preparing the beds and weeding. They are a definite asset to the Town.

CAC - The group did not meet in February, but purchased a few additional lighted items to brighten the evening yule time skies this Christmas. The next meeting is scheduled for Wednesday, March, 21 at 1:30 p.m. If you have any suggestions to help beautify areas in Town come to this meeting.

Red Caboose Library – Volunteers and patrons of the Library are grateful for the extension of the lease on the temporary rental facility. Since the move in November, 19 families have either joined for the first time or have renewed their participation because of being in an improved environment. A new group, Friends of the Red Caboose Library, is being formed to support improvements and additional resources as plans are being discussed for a permanent home. Topics such as extended hours and enlisting volunteers to develop media resources have been suggested. This group is sponsoring an Open House at the Library on Sunday, April 22 from 2:00 p.m. until 4:00 p.m. Council members and new residents are especially encouraged to attend. Anyone interested in participating in this new group or wanting to make suggestions may contact Phyllis Hoffman at 672-9334.

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

PWAB – The Mayor said that the Public Works Advisory Board did not meet in March. This Board schedules to meet every other month unless there is a reason to meet on a called project. The next Board meeting will be on April 6 at 3:00 pm. This is an open meeting and citizens are welcome to attend.

Vote – Leaf and Limb Contract Renewal – After brief discussion, Councilman Bauer **moved to amend the contract with K.A. Jones Lawn and Landscaping to increase the price paid per ton to \$105 and to extend the contract for an additional two years.** The motion carried unanimously.

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

Financial Report – Finance Administrator Margaret Theis told the Council that the total of the General Fund Cash Balances as of February 28, 2018 was \$4,625,196. Ad valorem tax collections were at \$769,446.

ENVIRONMENT/WATERWAYS – COUNCILMAN BILL CAMP

EWAB – Councilman Camp said that the EWAB members discussed the No Wake zone signs that are in need of repair and in some cases replacement. The Board will research the Coast Guard rules and regulations for sign placement and size. Brian has photos of these warning signs and will provide these as needed. Tommaso found a website that can supply signs. Again, Brian will look into those items. The local sign company did not react positively to Tommaso's inquiries.

Maps in River Bend do not show our lakes. This is probably due to some lakes in town are manmade and our maps were originally from county map sites. Councilman Camp talked to the Town Manager and he will correct this matter.

The Sun Journal contacts have been established by Brian. Articles are being prepared for this project. The reason for this project is to inform our residents of how we can protect our waterways and other matters of interest. Watch for these informative writings in the River Bender section of the Sun Journal. If you have any subjects you would like to see addressed please write to me at bcamp@riverbendnc.org.

Kayak season is fast approaching and the launch site float is in need of repair. Delane said the Public Works Director has a solution that does not necessitate the raft removal from the water. A date for the repair has not been identified.

Some swales have debris in them. Also, a grate leading into a swale has a hole in it with jagged edges. Tommaso and Councilman Camp will investigate.

All meetings are open to the public. Residents are invited and encouraged to attend.

PUBLIC SAFETY – COUNCILMAN BILL WANAMAKER

Community Watch – Councilman Wanamaker said that Community Watch President Jim Kelly awarded a recognition plaque to Sheila Rohner for her nine years of service to the Community Watch serving as Secretary. Liza Maze volunteered to succeed Ms. Rohner in that position.

It was also decided that Egon Lippert will assume the position of President and Jim Kelly will serve as Vice President.

Chief Joll reviewed how to improve reporting practices by Community Watch volunteer patrols that would increase the likelihood of apprehending criminals operating in River Bend. The Chief also reviewed the practices and benefits to River Bend of Traffic Check Points and effectiveness in identifying DUIs, persons with warrants, etc.

CERT – CERT's annual Preparedness is slated for June 2. Planning and preparations are underway.

CERT is in need of substantial shelving and members are searching various commercial outlets for suitable units. Anyone with surplus shelving can contact Mary Holihan or Councilman Wanamaker.

Once shelving is installed, volunteers can move CERT equipment and supplies into the storage unit. This will empty out the CERT trailer and restore it to ready status for deployment if needed.

PLANNING BOARD – COUNCILMAN BUDDY SHEFFIELD

Planning Board – Councilman Sheffield said that the Planning Board meeting was held on March 1st in Town Hall. A quorum was present. Bob Kohn presided in place of Chairman Lippert, who is still recovering from surgery.

The usual reports were given.

The Board began making suggestions for changes to the Comprehensive Plan. There were many ideas and several parts of the plan that were deemed no longer applicable or appropriate. It became apparent that the work could not be concluded in one meeting. Mr. Kohn suggested that the work continue at the next meeting.

Vote – Remote Participation Policy – The Council discussed this item at some length. At a previous meeting, Councilman Wanamaker had stated that he did not believe that Closed Sessions should not be included in the list of meetings at which remote participation was prohibited. Councilman Van Slyke said that this could present a legal issue because there was no mechanism by which to guarantee that the remote participant was alone during the conversation.

Councilman Sheffield **moved to include Closed Sessions in the list of meetings at which remote participation was prohibited.** The motion passed with four ayes and one nay (Wanamaker).

Councilman Sheffield then **moved to approve the Remote Participation Policy with item 2B (Closed Session) reinstated.** The motion carried unanimously.

Vote – Rules of Procedure Amendment – Town Manager Jackson said that the Council's Rules of Procedure need to be amended to reflect the inclusion of remote participation. Councilman Sheffield **moved to approve the Rules of Participation Amendment as presented.** The motion carried unanimously.

MAYOR'S REPORT

The Mayor said that the Manager, working with department heads, presents his draft of the budget document to the Council. The budget is then reviewed and given final Town Council voted approval after a Public Hearing. In this process, the Council is informed of the needs for operations and maintenance of existing facilities and structures. A significant part of the budget will involve wages and support of services provided by Town operations. A number of maintenance items may be of a magnitude and scope that they will involve formal bidding of contracts as mandated by the Town's procurement policies.

MUCH OF THE BUDGET PROCESS IS AIMED AT OPERATIONAL COST - The day by day operation of Town Hall, streets and drainage infrastructure are major cost centers covered by the budget in the General Fund. The same is true of needs in the water and wastewater funds that are identified as Enterprise Funds. The Enterprise Funds are budgeted and accounted for separately from the General Fund.

THE PROCESS WILL ALSO ADDRESS CAPITAL IMPROVEMENT PROJECTS - These are projects designated by the acronym CIP and may be in any one of the funds shown earlier. CIP projects may be multi-year budget items such as our continuing program to replace vehicles on a long term schedule.

VISIONING THE FUTURE - The Town has a Comprehensive Plan that is updated periodically. This document along with the CIP process multi-year funding discussed above constitutes the vision planning or strategic plan of the Town Council.

It has been the Council's practice to develop the budget in a conservative fashion. This practice is followed both in the projection of revenue income and in projection of expenditures. The Town's past budgets demonstrate the truth of this declaration when one considers how few budget amendments have been necessary during past budget years.

A considerable amount of time is necessary to develop the budget in this way. This investment of time on the part of the Council and the Staff has been proven to be very effective.

ADJOURNMENT

There being no further business, Councilman Sheffield **moved to adjourn**. The meeting adjourned at 9:20 p.m.

Ann H. Katsuyoshi
Town Clerk

River Bend Town Council
Work Session Minutes
April 12 2018
River Bend Town Hall
7:00 P.M.

| | |
|--------------------------|---|
| Present Council Members: | Mayor John Kirkland Gene Bauer Bill Camp Buddy Sheffield Bill Wanamaker |
| Absent Council Members: | Bud Van Slyke |
| Town Manager: | Delane Jackson |
| Police Chief: | Sean Joll |
| Town Clerk: | Ann Katsuyoshi |
| Town Attorney: | Jimmie Hicks |
| Finance Administrator: | Margaret Theis |

ARBOR DAY PROCLAMATION

Town Manager Delane Jackson told the Council members that the annual Arbor Day Proclamation will be presented to them at their Regular Meeting for action.

DISCUSSION OF PIPED NATURAL GAS

Mr. Jackson also told the Council that Will Silver from Piedmont Gas will address the Council at the Regular Meeting regarding the possibility of extending natural gas lines into River Bend.

SET DATE FOR FILL PROJECT PRESENTATION

The Manager said that the engineer will be here at a future Work Session to discuss this project. He asked the Council to set a date for that visit. Mr. Jackson also advised the Council that, if they have no interest in beginning this project soon, it may not be worthwhile.

The Council discussed this matter at some length. It was the consensus of the Council that they are not prepared to pursue this project at this time and would prefer to wait on the presentation.

PURCHASE POLICY UPDATE

All towns in the state are being required by the Treasurer's Office to adopt a policy related to electronic purchases and transfers. Mr. Jackson is planning to have the necessary documents ready for the Council's consideration in May.

PHASE III OF FRONT ENTRANCE

The Council approved an entrance sign change a few months ago. The brickwork is done and the letters have been ordered. The next step is Phase III, which is a design by a professional architect for the whole entrance. The Manager called several architects and met with two. This resulted on one proposal that he presented to the Council. This vendor's proposal is for one

draft, followed by a presentation to the Council. Following that presentation, she will make one revision to the draft based on the Council's input. After discussion, it was the consensus of the Council that the Manager move ahead with Phase III of the project.

POLICE DEPARTMENT RADIO PURCHASE UPDATE

Mr. Jackson reminded the Council members that they had consented to moving ahead with the purchase of Police radios at their previous Budget Workshop. The cost of six radios will be \$4,602.00. Since the Police Department has this amount in their budget, no Budget Amendment is required.

After brief discussion, Councilman Wanamaker **moved to direct the Town Manager to purchase six radios for the Police Department in the FY 17-18 budget.** The motion carried unanimously.

REVIEW APRIL 19, 2018 AGENDA

The Council reviewed the April 19, 2018 Agenda.

CLOSED SESSION 143.318-11 (a) (3)

Councilman Bauer **moved to go into Closed Session 143.318-11 (a)(3) to consult with the Town's attorney.** The motion carried unanimously. The Council entered Closed Session at 7:35 p.m.

OPEN SESSION

Councilmember Sheffield **moved to return to Open Session.** The motion carried unanimously. The Council returned to Open Session at 7:54 p.m.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield **moved to adjourn.** The meeting adjourned at 7:55 p.m.

Ann Katsuyoshi
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
April 19, 2018**

| | |
|--------------------------|---|
| Present Council Members: | Mayor John Kirkland Gene Bauer Bill Camp Buddy Sheffield Irving Van Slyke Bill Wanamaker |
| Town Manager: | Delane Jackson |
| Town Attorney: | Jimmie Hicks |
| Town Clerk: | Ann Katsuyoshi |
| Police Chief: | Sean Joll |
| Finance Administrator: | Margaret Theis |

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, April 19, 2018 in the Town Hall Meeting Room with a quorum present.

PRESENTATIONS TO COUNCIL

E.T. Mitchell – Ms. Mitchell reminded the audience that early voting for the May primary has begun. She encouraged everyone to vote in this year’s primary.

Will Silver, of Piedmont Natural Gas, addressed the Council regarding plans to expand natural gas lines into River Bend. Mr. Silver said that they need 135 residents to sign up to make the expansion cost effective. So far, they have 85 who have committed to converting to gas. Mr. Silver also said that his company plans to hold a meet-and-greet with residents in the near future to answer questions.

CONSENT AGENDA

The Mayor presented the Council with the Consent Agenda. Councilman Sheffield **moved to approve the Consent Agenda as presented.** The motion carried unanimously. Within this motion the following items were approved:

- A. Approve:
 - Minutes of the March 8, 2018 Work Session*
 - Minutes of the March 15, 2018 BUS Meeting*
 - Minutes of the March 15, 2018 Regular Meeting*

ADMINISTRATIVE REPORTS

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

PWAB – The Mayor said that the Public Works Advisory Board met on April 3. Public Works Director Brandon Mills reported that the annual unaccounted for loss of water produced in the Town’s system was 5%. The Rural Water Association recommendation for this loss category is that it be maintained in the range of 5% to 15%. He also reported that the annual flushing of water mains would begin in the next few weeks.

Manager Jackson reported that he had presented the PWAB recommendation to accomplish a fill of an area of wetland adjacent to the wastewater treatment plant. This filled area would then be available to expand the elements of the treatment plant when the operating permit will require improved treatment to meet more stringent nutrient levels in effluent discharged to the Trent River. This discussion continued and the Manager stated that if approved by the Council that reserve funds in the Sewer Enterprise fund were adequate to fund the project.

The Manager also reported that the engineer and architect had attended the recent BUS meeting and had answered many questions raised about the draft floor plans for the proposed Police Department and Public Use building. There were 123 citizens present at the meeting. Chairman Bruno stated that he had attended the meeting. Buck Irvin stated that he too had attended the meeting and that he hoped that the Council would finally take action on a project that had been talked about for such a long time.

Member Bud Danehy has been attending the Budget Workshop meetings as the Board's representative. He stated that he continues to be impressed with the details used in the preparation of budget documents. He provided Board Members copies of the Town's labor allocation chart that is used in connection with the budget preparation.

Member Buck Irvin reported that he had not yet surveyed the street signs for those that need replacement but that he will accomplish the survey prior to the next meeting. The Mayor thanked the Board Members for their volunteer service and credited them for being aware of the importance and value of infrastructure to every municipality.

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

Financial Report – Finance Administrator Margaret Theis told the Council that the total of the General Fund Cash Balances as of March 31, 2018 was \$4,610,836. Ad valorem tax collections were at \$776,492.

Vote – Proposal for Phase III of the Front Entrance – Town Manager Jackson told the Council members that this contract is to develop a concept plan for the front entrance landscaping. The lawn architect will draw up a proposal and present it to the Council for discussion and revision. She will then make one revised drawing.

Councilman Wanamaker asked what her instructions were. The Manager responded that since we are not permitted to make any changes to the front pond because it is a storm water catch basin controlled by the DOT, it had been suggested by previous Council that it be hidden through landscaping.

Councilman Van Slyke **moved to award the contract for landscape design of the front entrance to Elena R. Hebert in an amount not to exceed \$1,750.** The motion carried unanimously.

Vote – Call for Public Hearing on Proposed 2018-2019 Budget – Mr. Van Slyke said that it is the Council's practice to hold the Public Hearing in May and then let the matter lay over until the June Regular meeting before the vote is taken. He **moved to schedule a Public Hearing on the Proposed FY 2018-2019 Budget for Thursday, May 17, 2018 beginning at 7:00 p.m., or as soon thereafter as the matter can be reached.** The motion carried unanimously.

ENVIRONMENT/WATERWAYS – COUNCILMAN BILL CAMP

EWAB – Councilman Camp said that the EWAB met on April 2nd. No Wake Zone signs have been priced online by Alan Gazey. He will contact local vendors to price them in our area. Wording to indicate the entire canal length of the canal is a No Wake Zone was discussed and agreed upon. Delane Jackson has provided the name of a local vendor who has supplied competitively priced signs for River Bend. This information was passed on to Alan.

The bulkhead survey was not addressed at this meeting as the members involved were not present. This and other issues are ongoing activities of the Board.

The kayak launch raft has not been resurfaced by the Town. The Town maintenance staff attempted the engineering fix. It was not successful. A local contractor will be called to resurface the raft. A caution marker has been placed on the raft area to warn kayakers of the uneven surface.

The next scheduled meeting is May 7th at 7:00 p.m. All interested parties are welcome and encouraged to attend.

PUBLIC SAFETY – COUNCILMAN BILL WANAMAKER

Members convened earlier than usual – 5:00 p.m. – on March 28th to offload the CERT trailer into the new storage area. The new storage area is at least 10 times bigger than the old closet in the barn, so CERT now has plenty of room for their supplies and equipment.

The radios have their own shelf with power now, so they should always be powered up. The amount of shelves, (assembled and screwed to the wall) will allow CERT to really break down the materials to make them easier to obtain when needed.

Mary Holihan reported that the speaker schedule was firming up for the Severe Weather Safety Fair. She will be confirming everything as soon as possible.

The next CERT meeting will be Wednesday, April 25.

PARKS & RECREATION/CAC – COUNCILMAN GENE BAUER

CAC - Due to a last minute issues, Councilman Bauer was not able to attend the meeting. Lynn Torgersen provided him with a set of minutes. This is a recap of the minutes. The balance of their budget is \$761. The supplier of the Christmas lights has put them on backorder- estimated cost \$100.00. The balance of this year's budget will be used to complete the replacement of trees and shrubs throughout the Town which were lost this past winter as a result of the lengthy cold spell.

The budget request for 2018-19 was submitted and discussed without issue at the budget session.

The updated version of the Five-Year Plan was discussed as well as the acquisition of some appropriate red, white and blue plants for the oval at Town Hall as a special enhancement for the July Fourth celebration.

Also in preparation for the July fourth event, a special “clean up/spruce up” around Town Hall is scheduled for June 26, beginning at 8 am. Volunteers are welcome.

The Westchester Drive project will be put off because of the Town paving project.

Regrettably, Robin Beilby has submitted her resignation from the Board. Luci Avery has submitted an application for CAC membership. Others interested may also submit applications as a regular board member or as one of the alternates. We thank Robin for her dedicated service and commitment to the Town of River Bend.

The next meeting is scheduled for May 9 at 1:30 pm. So, if you interested in becoming a full-time member or an alternate to this group or just want to see this bright eyed and vigilant group in action come on by. CAC openly accepts ideas to improve the appearance of River Bend from residents and visitors alike.

We wholly recognize and appreciate the hard work of residents who toil to maintain their properties and take advantage of the Leaf and Limb pickup program provided by the Town.

Organic Garden - The GREEN TEAM of high school students continues to work and learn at the garden. Most of the effort to date has been in clean up and prep for a bountiful crop. A wide range of spring plantings are in the ground. Hopefully we have seen our last frost. The expansion of the butterfly and hummingbird garden has started.

The bees have arrived and survived the relocation well. Two hives are in place, and hopefully they will enhance the flowers and crops far and wide throughout River Bend.

Our thanks to Councilman Sheffield for the donation and delivery of the much needed and appreciated shed.

Reminder: A workshop for the month of May is scheduled for the 15th at Town Hall beginning at 6:30 p.m. and it is on planting and nurturing of the tomato. For several years many have complained about their tomato crop and harvest. Hadley Cheris of Tryon Palace will be making the presentation. Reservations are suggested. To get a spot, call Dee at 252-634-3192. Veggie themed snacks will be provided.

Parks and Recreation - A busy couple of weeks! We held a successful bingo party on March 22 with 21 players. A lot of players and the dedicated crew of workers had a good time. It is definitely a “keeper” project, and, we had room for more guests. Some nice prizes were awarded. The echoes of “BINGO” are still resonating.

The Easter Egg event was well attended by children aged 0 to 12 and parents and grandparents. The area was a bustle of activity from 10:30 a.m. until well after the noon hour. Happy faces are a great reward for such a little cost. A BIG “thank you” to all who volunteered.

The Paint and Pizza Night was well attended. A few works of art were signed and will be kept as heirlooms in many families for centuries. It was good time for all. Thanks to our mentor, instructor, and friend Amber Williams for her preparation and patience.

We will have our Concert in the Park on May 6 beginning at 4 pm and lasting until 5:30 pm. This popular activity is held on the basketball court and we get quite a crowd. This year our group

(Carolina Sky) hails from right here in Town and is a very popular and skilled bluegrass group. Some “special” treats are planned. Many groups of friends and neighbors bring tables and chairs and appetizers and just come and “set a while” enjoying our Carolina skies.

Mother’s Day is approaching and children are welcome and encouraged to participate in the Cookie decorating and box decorating event at Town Hall on May 12 at 10:00 a.m. - until noon. Reservations are requested. Call Ellen at: 571-4817.

The popular Fairfield Harbour Spring Concert is scheduled for May 13 at 3 pm at the River Bend Baptist Church. This is a free concert (donation suggested). They have consistently done a great program for us here at River Bend. The Parks and Recreation Board will provide water and cookies after the concert for attendees. We thank the Fairfield Harbour Choral Group and the Church in advance for their continued generosity and support of this event.

July Fourth is coming and so is our party. Details will be in next month’s River Bender.

Library - There will be an Open House at the Red Caboose Library on Sunday April 22 from 2:00 p.m. – 4:00 p.m. I urge that all members of Town Council join in as guests for the event.

Keep current on ALL Town events by going to the Town’s website.

Vote – Arbor Day Proclamation – Mayor Kirkland reminded the Council that the Town is required to adopt a Proclamation designating Arbor Day as part of its Tree City participation. Councilman Bauer **moved to approve the 2018 Arbor Day Proclamation as presented.** The motion carried unanimously.

MAYOR’S REPORT

The Mayor said that the River Bend Town budget preparation is nearly complete. Council and Staff have worked together during the scheduled sessions and have developed the budget document for fiscal year 2018-2019. A public hearing on that budget will be held at the Council Meeting on May 17.

Thank you to all the residents who attended our Budget Workshops for their input and interest in the budgeting process.

The opening remarks offered as prayer before Council Meetings expresses thanks for our many citizen volunteers. This was the month of the Easter Holy Season and the children of River Bend were treated to an Easter Egg Hunt. This event was sponsored by the volunteers of the Town’s Parks and Recreation Board. The event this year was conducted on a dry but cool day. It was really enjoyable to witness the excitement and joy demonstrated by the children and the pleasure of parents and grandparents. A big thanks to the Parks and Recreation board members whose hard work made the event possible.

CLOSED SESSION

Councilman Bauer **moved to go into Closed Session under 143.318-11(a)(3) to consult with the Town’s attorney.** The motion carried unanimously. The Council entered Closed Session at 8:35 p.m.

OPEN SESSION

Councilman Sheffield **moved to return to Open Session**. The motion carried unanimously. The Council entered Open Session at 9:18 p.m.

Mr. Sheffield then **moved to approve the Library Service Agreement as presented**. The motion carried unanimously.

ADJOURNMENT

There being no further business, Councilman Sheffield **moved to adjourn**. The meeting adjourned at 9:20 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Work Session Minutes
May 10,2018
River Bend Town Hall
7:00P.M.**

| | |
|--------------------------|---|
| Present Council Members: | Mayor John Kirkland Gene Bauer Bill Camp Buddy Sheffield Bill Wanamaker |
| Absent Council Member: | Bud Van Slyke |
| Town Manager: | Delane Jackson |
| Police Chief: | Sean Joll |
| Town Clerk: | Ann Katsuyoshi |
| Town Attorney: | Jimmie Hicks |
| Finance Administrator: | Margaret Theis |

DISCUSSION OF BIKE/PEDESTRIAN PLAN

Kim Maxey of the New Bern Area Metropolitan Planning Organization addressed the Council about grant opportunities for biking and pedestrian walking paths in River Bend. She said that the Organization has contracted with an architectural firm to develop such a plan and will be presenting it sometime in July. Ms. Maxey said that the plan could be modified to meet the requirements of the Town. The Organization will also provide assistance in submitting grant applications to fund such a project. However, it is likely that the Town would have to make a monetary contribution. River Bend is not required to build the proposed project.

DISCUSSION OF RIVER BEND DIRECTORY

The Sun Journal stopped printing community directories in 2015. Since that time, there have been attempts to print a River Bend directory through a private contractor. However, these attempts have not come to fruition.

Chris and Oliver Moore of River Bend have offered to take on the project. They both have many years of publishing experience and believe they can produce a high quality item. In order to make this project financially feasible, Mrs. Moore told the Council that the Town would have to contribute \$4,000 on top of whatever revenues they might make from advertising.

The Council thanked the Moores and said that they would consider it.

DISCUSSION OF PURCHASING POLICY AMENDMENT

Town Manager Delane Jackson told the Council that the Town must change its Purchasing Policy to comply with new State regulations. He provided each a copy of those changes.

DISCUSSION OF FINANCIAL AND BUDGETARY POLICY AMENDMENT

Mr. Jackson said that the changes in the Purchasing Policy require changes in the Financial and Budgetary Policy to make the two documents consistent.

CONSIDERATION OF CAC APPOINTMENT

Councilman Bauer told the Council that Luci Avery has requested an appointment to the CAC. He moved to appoint Luci Avery to the CAC for a term beginning on May 10, 2018 and ending on June 30, 2018. The appointment carried unanimously.

UPDATE ON BUDGET PUBLIC HEARING

The Town Manager reminded the Council that the Public Hearing for the Proposed FY' 2018-2019 Budget will be held at the Regular Meeting on Thursday.

DISCUSSION OF LOCAL WATER SUPPLY PLAN

Mr. Jackson informed the Council that the Town's Local Water Supply Plan, as required by the State, is complete. However, it is required that the Council approve this Plan and adopt a Resolution affirming this action.

CONSIDERATION OF NEXT BUS MEETING DATE

The Council members had agreed at an earlier meeting to take up the issue of the BUS after the Budget was adopted. After brief discussion, Councilman Sheffield moved to schedule a BUS meeting for Monday, June 25, 2018, beginning at 6:00p.m. The motion carried unanimously.

CLOSED SESSION 143.318-11 (a) (3)

Councilman Bauer moved to go into Closed Session 143.318-11 (a)(3) to consult with the Town's attorney. The motion carried unanimously. The Council entered Closed Session at 8:15 p.m.

OPEN SESSION

Councilman Sheffield moved to return to Open Session. The motion carried unanimously. The Council returned to Open Session at 8:30 p.m.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn. The meeting adjourned at 8:32 p.m.

Ann Katsuyoshi
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
May 17, 2018**

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|--------------------------|---|
| Present Council Members: | Mayor John Kirkland Gene Bauer Bill Camp Buddy Sheffield Irving Van Slyke Bill Wanamaker |
| Town Manager: | Delane Jackson |
| Town Attorney: | Dave Baxter |
| Town Clerk: | Ann Katsuyoshi |
| Police Chief: | Sean Joll |
| Finance Administrator: | Margaret Theis |

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, May 17, 2018 in the Town Hall Meeting Room with a quorum present.

PUBLIC HEARING

Councilman Van Slyke **moved to go into Public Hearing to discuss the proposed FY 2018-2019 Budget.** The motion carried unanimously.

Mr. Van Slyke said that this budget would decrease the tax rate to 24¢ per hundred and the water base rate by \$5.00 per month. Aside from those two changes, all fees will remain the same and no services or programs will be cut. He then asked that any resident who wished to speak to this issue step to the podium and be heard.

With no one stepping forward, Councilman Van Slyke **moved to close the Public Hearing.** The motion carried unanimously.

CONSENT AGENDA

The Mayor presented the Council with the Consent Agenda. Councilman Sheffield **moved to approve the Consent Agenda as presented.** The motion carried unanimously. Within this motion the following items were approved:

- A. Approve:
 - Minutes of the April 12, 2018 Work Session*
 - Minutes of the April 12, 2018 Closed Session*
 - Minutes of the April 19, 2018 Regular Meeting*
 - Minutes of the April 19, 2018 Closed Session*

ADMINISTRATIVE REPORTS

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

Financial Report – Finance Administrator Margaret Theis told the Council that the total of the General Fund Cash Balances as of April 30, 2018 was \$4,641,494. Ad valorem tax collections were at \$779,490.

Vote – Purchasing Policy Amendment – Town Manager Delane Jackson reminded the Council that, as discussed at the Work Session, the Town must change its Purchasing Policy to comply with new state regulations. Councilman Van Slyke **moved to approve the Purchasing Policy Amendment as presented.** The motion carried unanimously.

Vote – Financial and Budgetary Policy Amendment – Mr. Jackson said that the changes in the Purchasing Policy require changes in the Financial and Budgetary Policy to make the two documents consistent. Mr. Van Slyke **moved to approve the Financial and Budgetary Policy Amendment as presented.** The motion carried unanimously.

Vote – Resolution Authorizing River Bend to Engage in Electronic Payments – The state has also changed its requirements for local governments to make electronic payments. The proposed Resolution would authorize Town employees to use electronic methods of paying the Town's obligations. Councilman Van Slyke **moved to approve the Resolution Authorizing River Bend to engage in Electronic Payments as presented.** The motion carried unanimously.

Vote – Approve Budget Amendment 17-B-05 – The Town Manager that the Town had exceeded its allocation in the Legal Services line item in this fiscal year. Therefore, a transfer of funds from the Contingency line item are necessary to cover expenses for the remainder of the years. Mr. Van Slyke **moved to approve Budget Amendment 17-B-05 as presented.** The motion carried unanimously.

ENVIRONMENT/WATERWAYS – COUNCILMAN BILL CAMP

EWAB – Councilman Camp said that Mr. Leonard reported that he has contacted NC Wildlife Commission in Raleigh. He presented to our Board copies of the latest maps of our lakes and canals. He also downloaded the maintenance requirements for our waterways. They are the latest which were updated in 2016. The Board members will be utilizing these documents when depth sounding, channel marking and otherwise maintaining our waters.

The channel markers were discussed as an agenda item but deferred until the next meeting pending specifications, price and availability.

The Board noted that the kayak launch area is being worked on by a contractor hired by River Bend. The walkway is still open so residents can walk to the Trent River; however kayakers are advised the launch float is unavailable until all repairs are completed.

The next EWAB article is ready for publication and will be sent to the Sun Journal to be included in the River Bender Edition. This article discusses Good Bugs/Bad Bugs. An interesting read for all homeowners.

The next meeting is scheduled for June 4th at 7:00 p.m. If you have any issues pursuant to our waterways or just want to see your board in action all are invited and encouraged to attend.

PUBLIC SAFETY – COUNCILMAN BILL WANAMAKER

Chairwoman Holihan called the meeting to order at 7:00 and reported that our effort to attract members by placing a CERT invitation in the water bills yielded no new volunteers. Thanks to Mandy Gilbert of RB Town, and all of the CERT members for their work. Discussion ensued that most members were recruited via live events, such as the 4th of July festivities. CERT will focus on live venues to generate new members.

Dana Donahue reported that all went well with moving CERT supplies and equipment from the CERT trailer (where they went after the barn was torn down) into the Town's storage unit. He noted that the new storage was many times larger than our old storage room.

Mary Holihan had notified the membership that there was a Formidable Footprint training on hurricanes on May 19th. But in the meanwhile, she received an announcement of the NC State CERT Annual Conference on the same day. It covers the weather as well as many other topics. Dana Donahue is willing to drive, and four of the six members present said they would like to go. We can substitute that for our May meeting.

Severe Weather Safety Fair (SWSF): Mary Holihan reported that the booking of speakers is moving along, and she has asked members who performed duties last year to take on some of the same duties. Mary Iorio volunteered to arrange food for the event, and Peggi Robinson said she is willing to help again. We discussed goody-bags, prizes, etc. which will be raffled to SWSF attendees.

Publicity: Mary Holihan is working with Sarah Burke on a new flyer, and will post it on RBMail, various other RB Facebook pages, and distribute hard copies for posting at the town hall and local businesses. Mary Holihan will give the information to Kathleen for posting to town publications. Dick Mazziotti agreed to once again write an article for inclusion in the River Bender, and Chairwoman Holihan will ask Van Rice if he can arrange the notification on Channel 3, and assign other duties related to the event.

PARKS & RECREATION/CAC – COUNCILMAN GENE BAUER

CAC - There is no meeting scheduled for May. However, orange tags abound as a result of the efforts to replace plants damaged over the winter. New items have been ordered and soon new plantings will be in place.

Organic Garden - The green team of New Bern High School students received a lesson on Bed Preparation and planted red noodle yard long beans and bitter melons. They are planning the expansion of the Monarch butterfly habitat.

In the current butterfly area, the Monarch eggs have hatched and formed chrysalides and the swallow tail caterpillars are also forming chrysalides. This is nature at its best. Come to the Organic Garden to see the process evolve.

The bees are doing well and a small taste of the first honey produced was great.

Many of the early plantings are doing well like beans, sweet peas and potatoes. The peppers and tomatoes are ready for transplant.

Those who may be interested in volunteering can get an introduction by joining in at a "work day." To join, email your interest to Barbara Maurer at bjm112@suddenlnk.net.

Reminder: The free workshop on Growing Tomatoes in Eastern North Carolina by Hadley Chervis will be on Tuesday, May 15 at 6:30 p.m. Reservations are requested. Call Dee Smith at 634-3192. A fall workshop is in the planning stages and will be announced later.

Parks and Recreation - The Concert in the Park was cancelled due to poor weather forecasts. Several months of planning got rained out. But the supplies have been purchased so when possible the show will go on. An alternate date is being considered.

The Mother's Day Cookie Decorating Event was cancelled due to low participation levels.

The Fairfield Harbour Spring Concert on Sunday, May 13 was a success. We trust you enjoyed the performance. Thanks so much to the Chorus and the River Bend Baptist Church and of course to our Park and Rec volunteers. Betty Bakker's cookies remain a pleasant bonus to the event. Thanks to all.

The July 4th celebration starts off with the parade. Are you going to decorate your truck, golf cart, swamp buggy, or bicycle? If you want to enter your vehicle or group, you need to fill out a form and turn it into Town Hall. The form is on the Town's web site under special events. The parade begins at 10:30 a.m.

The traditional cakewalk is scheduled. The kayaks have been reserved. The horses are saddled and ready to trot. A "special" non-traditional air cushioned activity is planned for the enjoyment of many. The Bears will play all of your favorite tunes. There should be plenty of desserts and salads for the enjoyment of all.

This year we ask those whose last names begin with the letters N thru Z to bring a dessert (cupcakes, brownies, cookies, etc.). Those whose last names begin with the letters A thru M are asked to bring salads to share with the party goers. Please no mayonnaise based salads. We would ask that those cake makers donate a cake or two for the cake walk and deliver them to Town Hall between 8:00 a.m. and 11:00 a.m. This year the Town will provide watermelons as a cool and refreshing dessert.

We are looking for a few more volunteers to help throughout the day on short-duration assignments. This is a good way to give back a little to the community. We look forward to celebrating those brave founding fathers and those who have guaranteed our freedoms over the centuries. We will see you there.

Library - The Friends of the Red Caboose Library organized a very successful spring open house that was attended by 65 people. The attendance of the Mayor and Councilmen Camp, Sheffield, Van Slyke and Bauer is appreciated. The library is open to all River Benders for a donation which is used to pay the electric bill, purchase books and circulation materials and pay insurance. The current rental space is available for use by small groups by contacting Luci Avery at 637-6823. A book club has requested use of the library for their meetings.

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

PWAB – The Mayor said that the Public Works Advisory Board did not meet in May. The next Board meeting will be on June 5 at 3:00 p.m. This is an open meeting and citizens are welcome to attend.

Vote – Local Water Supply Resolution – Mr. Jackson told the Council that state regulations require that every local government supplying water service have a Local Water Supply Plan. Further, every local government must also pass a Resolution certifying the soundness of that Plan and provide a copy to the State.

Councilman Van Slyke **moved to approve the Local Water Supply Resolution as presented.** The motion carried unanimously.

MAYOR'S REPORT

Mayor Kirkland said that at tonight's Council Meeting an early agenda item was the required Hearing of the Town's proposed 2018-2019 budget. This document represents hours of time that the Council and even more hours of time invested that the Manager and Staff Members have spent in developing this document. Meetings of Council and Staff working together were all conducted in open sessions with citizens present. The Council vote to pass the budget will come during the June Council Meeting.

The development of a municipal budget must always involve the visioning of future needs of the municipality and should plan for the financial impact that these needs will impose. It is a true statement that any current governing body can cut revenue as long as a municipal fund balance exists. This can be done at no risk during the incumbent governing body's election cycle. However, a future governing body may be faced with the unpopular task of trying to fund emergency work and justifying why there is a need to increase revenue.

The Mayor said that in his reports he often mentions how important the many volunteers are to our Town. The Council has for many years had a picnic to honor volunteers. This year that event was held on the Town Commons on Saturday, April 28. The same volunteers and Staff set up and took down the setup for the event. The day was perfect and the event was well attended. Last year the picnic had to quickly relocate to the Town Hall because of a rain event. We blamed Manager Jackson for the poor weather. It is only appropriate to attribute this year's good weather to Manager Jackson.

ADJOURNMENT

There being no further business, Councilman Sheffield **moved to adjourn.** The meeting adjourned at 7:46 p.m.

Ann H. Katsuyoshi
Town Clerk

River Bend Town Council
Work Session Minutes
June 14, 2018
River Bend Town Hall
7:00 P.M.

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|--------------------------|---|
| Present Council Members: | Mayor John Kirkland Gene Bauer Bill Camp Buddy Sheffield Bill Wanamaker |
| Absent Council Member: | Bud Van Slyke |
| Town Manager: | Delane Jackson |
| Town Clerk: | Ann Katsuyoshi |
| Finance Administrator: | Margaret Theis |

2018-2019 LEAF AND LIMB SCHEDULE

Town Manager Delane Jackson reminded the Council that the Leaf and Limb Schedule for the next fiscal year is approved every June. This proposed Schedule is similar to those in previous years.

PROPOSED FY 2018-2019 BUDGET ORDINANCE AND SCHEDULE OF FEES

Mr. Jackson said that adoption of this Budget Ordinance at the upcoming Regular Meeting makes all of the budget items the Council agreed to the Workshops official. The only change in the Fee Schedule this year is the water rate.

BUDGET AMENDMENT 17-B-06

This is the year-end “clean-up” Amendment to make sure that all of the Budget line items are balanced. This Budget Amendment occurs each year in June.

ADVISORY BOARD APPOINTMENTS

Another regular item on the June agenda is the appointment/re-appointment of Advisory Board members. Mr. Jackson asked the Advisory Board liaisons to make sure the Clerk has all of the information on their respective Boards no later than Tuesday morning.

NEW PURCHASING POLICY TRAINING

All cardholders need to be retrained and need to sign a new form. Most employees have already done this.

DISCUSSION OF JUNE 25 BUS MEETING

The Manager reminded the Council that there will be a BUS meeting on Monday, June 25 beginning at 6:00 p.m.

UPDATE ON KAYAK LAUNCH REPAIRS

Mr. Jackson said that he has discussed the replacement kayak launch with Cahoon Construction. They have given us a price of \$9,787 to do this project. Councilman Camp **moved to approve the contract with Cahoon Construction to repair the kayak launch in an amount not to exceed \$9787.** The motion carried unanimously.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield **moved to adjourn.** The meeting adjourned at 7:35 p.m.

Ann Katsuyoshi
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
June 21, 2018**

| | |
|--------------------------|---|
| Present Council Members: | Mayor John Kirkland Gene Bauer Bill Camp Buddy Sheffield Irving Van Slyke Bill Wanamaker |
| Town Manager: | Delane Jackson |
| Town Attorney: | Jimmie Hicks |
| Town Clerk: | Ann Katsuyoshi |
| Police Chief: | Sean Joll |
| Finance Administrator: | Margaret Theis |

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, June 14, 2018 in the Town Hall Meeting Room with a quorum present.

ADDRESSES TO THE COUNCIL

Linda Klopf, 103 Randomwood Lane, told the Council that she had recently read Our Towns by James Fallows and Deborah Fallows. She said that the authors travelled across America visiting small towns and cities to connect with typical Americans. Ms. Klopf said that one of the things the authors noted was that many successful small municipalities had a library. She said that the existence of the Red Caboose Library is healthy for our community.

Barbara Maurer, 300 Shoreline Drive, invited all residents to the annual July 4th Celebration. She said that there will be the usual assortment of activities including a parade and a picnic lunch. Ms. Maurer asked that all those who donate food bring it in disposable containers.

CONSENT AGENDA

The Mayor presented the Council with the Consent Agenda. Councilman Sheffield **moved to approve the Consent Agenda as presented.** The motion carried unanimously. Within this motion the following items were approved:

- A. Approve:
Minutes of the May 10, 2018 Work Session
Minutes of the May 17, 2018 Regular Meeting
- B. Advisory Board Appointments and Reappointments
PLANNING BOARD: Reappoint Egon Lippert and Jon Payne to terms beginning July 1, 2018 and ending on June 30, 2020;
PARKS AND RECREATION: Reappoint Mary Dwyer and Gail Lehman to terms beginning July 1, 2018 and ending on June 30, 2020;
ENVIRONMENT AND WATERWAYS: Reappoint Brian Leonard, James Stevens and Raymond Jaklitsch to a term beginning July 1, 2018 and ending on June 30, 2020;
COMMUNITY APPEARANCE COMMISSION: Reappoint Marci Crawford and Luci Avery to terms beginning July 1, 2018 and ending June 30, 2020;

PUBLIC WORKS: Reappoint Frank Bruno, Jim Hoffman and Stephen Dentico to terms beginning July 1, 2018 and ending on June 30, 2020;

BOARD OF ADJUSTMENT: Reappoint Chris Barta, Patty Leonard and Helmut Weisser to terms beginning July 1, 2018 and ending on June 30, 2021

AUDIT COMMITTEE: Reappoint Councilman Irving Van Slyke, Councilman Gene Baurer, Margaret Theis, the Town Manager and L.J. Danehy to terms beginning July 1, 2018 and expiring on June 30, 2019.

ADMINISTRATIVE REPORTS

PARKS & RECREATION/CAC – COUNCILMAN GENE BAUER

Parks and Rec – Councilman Bauer said that the Board met on June 13 at 7:00 p.m. Minutes were approved and a Council report was provided. July 4th celebration planning was the topic of the remaining part of the meeting. Many details were covered and loose ends decided.

The parade begins at 10:30 a.m. All are encouraged to show their patriotism by entering your bicycle, golf cart, truck, swamp buggy or decorated trailer into the parade. To do so you will need to register ahead of time at Town Hall or via the River Bend website.

The Bears will play a variety of songs for us and there will be kayaks ready at the pond and ponies will be saddled for the children to ride. An air filled bounce house has been ordered the traditional cake walk event is scheduled. Other activities for children have been planned.

The food line opens at 11:30 a.m. and the cake walk begins at noon. The price for the lunch is \$3.00 per person and includes hot dogs, potato salad, coleslaw, baked beans and soft drinks.

Those whose last name begins with A to M are asked to bring salads to share with partygoers. Please, no mayonnaise based salads. Those whose last name begins with N to Z are asked to bring cupcakes, brownies and cookies to share.

We ask for members of the community to also donate cakes for the cakewalk. These should be delivered between 8:00 a.m. and 11:00 a.m. to Town Hall. If you wish to provide a cake please contact Gail Lehman at 288-6872.

This year the dessert will be chilled watermelon.

We are looking for a few volunteers to assist with short - term assignments throughout the day. If you can give a bit of your time please contact either Barb Maurer at 670-0757 or Mary Iorio at 635-3040.

While this is a holiday event, we ask all to remember this is a celebration of the founding of this great nation and a day to reflect on all of the risks taken and efforts made over the last 242 years to grant us the freedoms that we enjoy. Come and help us celebrate in River Bend style. Sadly two Board members have chosen to retire. Sarah Burke and Ellen Serra's will be leaving the board. They will be missed.

There will be no Park and Rec meeting in August. A September Bunco program has been set for September 12th from 12:15 p.m. to 4:00 p.m. Trunk or Treat is planned for October 27th from 4:00 p.m. to 6:00 p.m.

CAC - There was no meeting this month. A workday is scheduled to spruce up Town Hall for the 4th of July celebration. Volunteers are needed to assist in the spruce up. Meet at Town Hall at 8:00 a.m. on Tuesday, June 26. The work is not hard and, with some help, we should be able to knock out the work in an hour or two.

CAC will have an opening on the Commission beginning July 1. Judy McGady has chosen to retire. We thank her for her years of dedicated service to the Town. If anyone is interested in joining CAC, please fill out a form on line or at Town hall. The next CAC meeting will be July 18 at 1:30 p.m.

Library - Effective July 1, the Red Caboose Library will add Sunday afternoons from 2:00 p.m. to 4:00 p.m. to the schedule resulting in a seven day a week program. This is in addition to the normal hours of operation which are Monday through Saturday from 10:00 a.m. to noon. There are extended hours on Wednesdays from 10:00 a.m. to 4:00 p.m. Please check out their selection of books, puzzles, DVDs and audio books. This service is free of charge to River Benders. Our location is on Rt. 17 across from the Shell station. If your small group is interested in using this space for a meeting, contact Lucy Avery at 637-6823.

Organic Garden - It is business as usual at the garden. The harvest of the spring foods and herbs has begun. The plantings of the summer crops has begun.

The Green Team has finished off the school year with some great ambitions of their own. The butterfly garden has been well-organized and is looking very attractive. The beehives are doing very well and there are great expectations for a successful harvest because of them.

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

PWAB – The Mayor said that the PWAB met on June 5 with a quorum present. Also present was Mr. Bill Lessard.

Public Works Superintendent Mills reported that the staff is mowing the several sewer line easements and conducting annual sewer line cleaning and inspections. He also reported that the application for renewal of the permit to operate the Town's wastewater plant has been submitted and the current permit has expired but the State DEQ has advised that their workload delays their action and that the plant should continue to operate under conditions in the existing permit until they can provide the renewed permit. He was asked if he expected that the renewal would impose new conditions and Superintendent responded no.

Manager Jackson was asked to update the Board on Council action on the Board's recommendation related to the fill of wetland area adjacent to the wastewater treatment plant. He reported that the Council was given an opportunity to meet with the Rivers Engineer to discuss this project. It appears that no action will take place on this project until a DEQ mandated change in discharge conditions for the plant. Manager Jackson reported that the Council had scheduled a called meeting for discussion on the status of the work being performed on the BUS project. That meeting is scheduled for June 25 at 6:00 p.m.

Board member Buck Irvin discussed the criteria used in the billing for water and sewer service and whether it was developed in a fashion that encouraged water conservation. Town staff answered his question.

Board member Steve Dentico stated that he had been contacted by six to eight people who complained about the rust in their water supply. He also stated that at one time the Fire Department had assisted in the flushing but had stopped that task when citizens complained about their flushing. Mr. Lessard said that the rusty water was the reason for his attendance and that it was a continuing problem at his home. Superintendent Mills discussed the routine that the Town staff uses for flushing. Mr. Lessard stated that the problem did not exist when flushing took place twice a year. Board Chairman Bruno stated that it probably was not reasonable to flush the system twice a year if there were only a few complaints. Several of the Board members stated that they had not experienced discoloration in their water supply. Manager Jackson stated that Brandon Mills would look into the merit of a second flushing.

The Mayor reported to the Board about attending the the DOT briefing on the proposed connector between Highway 17 and 70 with Manager Jackson. That project would intersect 17 at the Ben Quinn school traffic light and go to Highway 70. The connector, when built, will most likely have little direct impact on River Bend.

Chairman Bruno announced that the next meeting will be held on August 7.

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

Financial Report – Finance Administrator Margaret Theis told the Council that the total of the General Fund Cash Balances as of May 31, 2018 was \$4,379,210. Ad valorem tax collections were at \$780,373.

Vote – Budget Amendment 17-B-06 – Councilman Van Slyke said that this Amendment represents the end-of-year “clean up” of accounts for this fiscal year. No new monies are appropriated. However, some monies are moved between line items to insure that all accounts are balanced. He **moved to approve Budget Amendment 17B-06 as presented.** The motion carried unanimously.

Vote – Proposed FY 2018-2019 Budget Ordinance and Fee Schedule – Mr. Van Slyke reminded the Council members that the Public Hearing on the proposed FY 2018-2019 Budget Ordinance and Fee Schedule was held at their May 17 Regular Meeting. He **moved to adopt the Fiscal Year 2018-2019 Budget Ordinance and Fee Schedule as presented and to authorize the Mayor to sign contracts, as needed, to complete projects authorized therein.** The motion carried unanimously.

Vote – 2018-2019 Leaf and Limb Schedule – Councilman Van Slyke **moved to approve the 2018-2019 Leaf and Limb Schedule as presented.** The motion carried unanimously.

MAYOR’S REPORT

We Americans are all using the electronic technology to receive and communicate information. While this is a strong tool to access current information there is also a downside of this electronic transmission. The information is available for any subscriber for postings with no screening for accuracy or truth. Too often the social media material received is accepted and forwarded to relatives and friends with no further effort to determine the truth of the message content. This social media blitz is damaging on the national stage and the same damage extends to the State and local political stage as well.

We should all endeavor to determine the truth of our social media posts before we hit the send key.

Now to the positive. The River Bend CERTS on Saturday 2 June held its annual Severe Weather Fair. The presentations were very good and displays were very well planned and informative. Those that attended received information that will serve them well in the event of a hurricane strike this year. This CERT program stressed that homeowners need to plan and prepare well ahead of the announcement that a hurricane is forming. Mr. Stanley Kite, the Craven County Emergency Management Coordinator, explained how emergency response is managed throughout the County. All presentations stressed that individuals should plan to have supplies necessary to meet your personal needs for three days following a hurricane strike.

It has been seven years since a hurricane last impacted us here in River Bend but as the oft heard expression it only takes one to do significant damage.

CERT Chair Mary Holihan and all CERT Members deserve our appreciation for the hard work dedicated to presenting this Fair.

CLOSED SESSION

Councilman Van Slyke **moved to go into Closed Session under 143.318-11(a)(6) to consult with the Town's attorney.** The motion carried unanimously. The Council entered Closed Session at 8:05 p.m.

OPEN SESSION

Councilman Sheffield **moved to return to Open Session.** The motion carried unanimously. The Council entered Open Session at 8:18 p.m.

Attorney Hicks stated that no action was taken during Closed Session.

ADJOURNMENT

There being no further business, Councilman Sheffield **moved to adjourn.** The meeting adjourned at 8:20 p.m.

Ann H. Katsuyoshi
Town Clerk