



**RIVER BEND TOWN COUNCIL AGENDA**  
**Regular Meeting**  
**July 21, 2022**  
**River Bend Town Hall**  
**7:00 p.m.**

**Pledge: Leonard**

1. CALL TO ORDER (Mayor Kirkland Presiding)
2. RECOGNITION OF NEW RESIDENTS
3. ADDITIONS/DELETIONS TO AGENDA
4. ADDRESSES TO THE COUNCIL
5. PUBLIC HEARINGS
6. CONSENT AGENDA

*All items listed under this section are considered routine by the Council and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

**A. Approve:**

*Minutes of the June 9, 2022 Work Session  
Minutes of the June 16, 2022 Regular Council Meeting  
Minutes of the June 9, 2022 Closed Session  
Minutes of the July 14, 2022 Closed Session*

**7. TOWN MANAGER'S REPORT – Delane Jackson**

**Activity Reports**

- A. **Monthly Police Report** by Chief Joll
- B. **Monthly Water Resources Report** by Director of Public Works Mills
- C. **Monthly Work Order Report** by Director of Public Works Mills
- D. **Monthly Zoning Report** by Assistant Zoning Administrator McCollum

**ADMINISTRATIVE REPORTS:**

8. Planning Board – Councilman Buddy Sheffield
  - A. Board of Adjustment Report
  - B. **VOTE** - Advisory Board Appointment – Board of Adjustment – David Zinni
9. Public Safety – Councilman Don Fogle
  - A. Community Watch
  - B. CERT
10. Parks & Recreation/CAC – Councilwoman Barbara Maurer
  - A. Parks and Recreation Report
  - B. CAC Report
  - C. Organic Garden Report

- D. Library Report
- E. **VOTE** - Advisory Board Appointment – Parks & Recreation – Jessica Repenning

11. Finance – Councilman Irving Van Slyke, Jr.

- A. Financial Report - Finance Director
- B. **VOTE** – 2021 Craven County Tax Settlement
- C. **VOTE** – Budget Amendment 22-B-01

12. EWAB – Councilman Brian Leonard

- A. **VOTE** – Scheduling of Council Vote on Rezoning Request

13. MAYOR'S REPORT – Mayor Kirkland

14. PUBLIC COMMENT

*The public comment period is set aside for members of the public to offer comments to the Council. It is the time for the Council to listen to the public. It is not a Question & Answer session between the public and the Council or Staff. All comments will be directed to the Council. Each speaker may speak for up to 3 minutes. A member of staff will serve as timekeeper. A sign-up sheet is posted by the meeting room door and will be collected prior to the start of the Public Comment Period. Speakers will be called on by the Mayor in the order that they signed up. In order to provide for the maintenance of order and decorum, the Council has adopted a policy for this section of the meeting. A copy of the policy is posted by the door for your review. Please follow the policy. If you have a specific question for staff, you are encouraged to contact the Town Manager or the appropriate Department Head at another time.*

15. CLOSED SESSION – 143-318.11(a)(3)(6)

16. ADJOURNMENT

**River Bend Town Council  
Work Session Minutes  
June 9, 2022  
Town Hall  
5:00 p.m.**

Present Council Members:

Mayor John Kirkland  
Don Fogle  
Brian Leonard  
Barbara Maurer  
Buddy Sheffield  
Bud Van Slyke

Town Manager: Delane Jackson  
Town Clerk: Kristie Nobles  
Finance Director: Mandy Gilbert  
Police Chief: Sean Joll  
Town Attorney: Dave Baxter  
Deputy Town Clerk: Jennifer Barrow

Members of the Public Present: 20

**CALL TO ORDER**

Mayor Kirkland called the meeting to order at 5:00 p.m. on Thursday, June 9, 2022 at the River Bend Town Hall with a quorum present.

**VOTE – Approval of Agenda**

Councilwoman Maurer motioned to accept the agenda as presented. The motion carried unanimously.

**PUBLIC HEARING – Proposed FY2022-2023 Budget**

Councilman Van Slyke moved to open the Public Hearing to discuss the proposed FY2022-2023 Budget. The motion carried unanimously.

He then invited anyone who wished to address the proposed FY2022-2023 budget to step to the podium to be heard.

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

**Discussion / VOTE – Planning Board Recommendation on Rezoning Request and Establish Date for Public Hearing**

The Manager stated that the Planning Board met on June 2, 2022 to review the request for rezoning of property located at 403 Old Pollocksville Road. The Manager stated that after a discussion between the Planning Board, the applicant and residents, the Planning Board voted to recommend the rezoning of the property as requested. He stated that the next step is to conduct a Public Hearing, and he anticipates a larger audience so he suggested a special meeting for the Public Hearing. He stated that the Planning Board has been reviewing several items with this rezoning being one of those. He stated that the Planning Board is also reviewing a Special Use Permit that the Town of River Bend has submitted for the construction of a Public Works Building on 2 acres of land at the end of Plantation Drive. He stated that the Board of Adjustment has scheduled a special meeting on June 28, 2022 to hold a Public Hearing for that Special Use Permit. He stated that there is a sign posted on the property advertising the Public Hearing and it is posted on the most visible area of the property. He stated that once Council sets a date for the

Public Hearing for the proposed rezoning of 403 Old Pollocksville Road he will need to advertise that Public Hearing just as he has for the Special Use Permit for the new Public Works Building. Councilman Fogle stated that he did not think that the Council has had enough time to learn about all the facets of this rezoning proposal at this point. Councilman Fogle initiated a motion to deny the rezoning request and the Town Manager and Town Attorney stated that that you cannot deny the request until a Public Hearing has been held. Councilman Fogle stated that he does not feel comfortable at this point setting a Public Hearing when they don't know what the proposal really is. The Manager stated that there is a possibility to get three sketch drawings of how they could possibly use the 100 acres. He stated that a Public Hearing is a statutory requirement before any action can be taken on the rezoning request. He also stated that there could be a Q&A special meeting with the Council, so the developer can answer any questions you may have. He stated that the Council could have several meetings with the developer but since the Planning Board made the recommendation for the rezoning the absolute minimum the Council must do is conduct a Public Hearing. Councilman Sheffield stated that the Council would have two additional meetings and another month to learn more about the proposed rezoning. Councilman Sheffield polled the Council to see if everyone is available on July 28, 2022 to schedule the Public Hearing; all agreed except Councilman Fogle stating he is available but felt that was too soon without the proposed sketches in hand. Councilman Fogle asked the Manager how his specific concerns, objections and suggestions could be relayed to the developer and he stated that he felt it is inappropriate to put multifamily housing in the backyards of residents like Councilman Van Slyke. Councilman Van Slyke stated he felt that it would be helpful to know what exactly the developer had planned for each colored area on the map. The Manager stated that the Council could schedule special meetings with the developer to review their concerns. Councilman Leonard asked if the developer decides to pull his rezoning request, could they still develop the property under the current zoning plat. The Manager stated that is correct. Councilman Leonard stated that the only difference would be the density levels and they would not be able to have multifamily or smaller lots. The Manager stated that is correct. Councilman Sheffield stated that the minimum would be half-acre lots and the Manager stated just a little less than a half-acre. He stated that the property is now zoned R-20A and multifamily is not allowed. Councilman Leonard stated that there are other multifamily housing districts in River Bend currently. He asked if those homes were developed at the same time as the Town was built or added on after. The Mayor stated that Lakemere was not in the Town when it was built, it was added on at a later date. Councilman Van Slyke stated that in the Manager's memo in the agenda package it states that the rezoning request is for PDR-MF which allows single family, two family and multifamily. The Manager stated that his memo states what is allowed for that zoning. Councilman Fogle stated that he would be more comfortable having the Public Hearing on August 25, 2022. Councilman Sheffield stated that the Public Hearing is a requirement and needs to be publicized for a certain amount of time and there is no requirement to vote on the rezoning at the Public Hearing. Councilman Leonard stated that Council has the authority to approve the rezoning or leave the zoning as it is zoned currently and when the developer approaches Council with his plat and plans we will have the opportunity to say this is unacceptable or not. The Town Attorney stated you do have that authority but you have to follow the subdivision ordinance. He stated that if it complies with the subdivision ordinance and is not detrimental to the safety and welfare of the citizens the recommendation should be approved but you will have more detailed information per your subdivision process at a later date. He stated that in the past developers have come in during the zoning request and assured the Council what their future plans were and those plans have changed due to conditions on the land. They start moving land and realize easements will not work in this area so the plans change. Councilman Leonard stated that he would like to have these sketches prior to the Public Hearing and he would like to hear from the public sooner rather than later. Councilwoman Maurer stated she would like more information from the developer. She asked if the rezoning is approved to multifamily based on the sketches the developer has provided, can they change the plan once it has been rezoned. The Manager stated that they will be required to meet our minimum and that is all we can hold them to. Councilman Fogle stated that once the rezoning has been approved that is all the Council can do and there is no changing it. The Manager stated that once the rezoning is approved the developer would have the legal right to develop anything in those zoning



districts that are permitted by the Town's ordinance. He stated once the rezoning is approved the developer would provide a subdivision plat and if that plat meets the Town's requirements we do not have the authority to deny that plat, and if the Council does, it will probably end up in court. He stated the Council has a lot more discretion at the rezoning approval than the Council will have at the subdivision plat approval. Councilman Van Slyke stated that he thinks it is important to be able to see the specific type of structures the developer is proposing. The Manager stated that there is not any guarantee but they will have to meet the minimum requirements of the subdivision ordinance. The Manager stated that it is standard procedure across the country that the developer and the homebuilder are two separate entities. He stated that when the homebuilder applies for a building permit the Town could exercise some control over what the Town has control over, but the style of the home is not one them. Councilman Fogle stated that he feels the Council should plan for the worst-case scenario and if the worst case scenario is unacceptable after the Public Hearing then he doesn't think the Council should approve the rezoning. Councilman Sheffield stated that once the rezoning has been approved there is no changing it. He stated he would like to hold the Public Hearing on July 28. Councilman Leonard asked if there was any liability if the Town did not approve the rezoning and did not offer a legitimate, valid reason, other than the Council just does not want it. The Town Attorney stated the Council has a lot of discretion on rezoning it, it just has to be a reasonable reason, typically the land in and around it is one of the best reasons for denial or to allow rezoning. Councilman Leonard stated he felt that if the developer relocated the multifamily to a different location that would make it more acceptable. Councilman Sheffield stated that at the Planning Board meeting the developer was asked if the rezoning was not approved would the developer still be interested in the property and they essentially stated no. Councilman Leonard stated that it appears to him that the opposition and concern of the multifamily homes is the location of those more so than the fact they are multifamily homes. He stated that there are currently several areas in the Town of River Bend that are single family and multifamily homes. The Manager stated that the developer is not requesting anything that is not already in the Town. He stated that if the Council scheduled the Public Hearing for July 28<sup>th</sup> it would be completing the step that is statutorily required. He stated that the Council could have other meetings after that with the developer to answer any questions the Council has if the Council wished. Councilman Fogle asked when that meeting could take place and the Manager stated anytime the Council approves. Councilman Fogle asked why hasn't this meeting taken place before now and the Manager stated that this is the first time the recommendation has come before the Council. Councilman Fogle stated that the Council has known about it for a while now and the Manager stated that the Council has known about the possibility of the development and could not have seen plans on a project until the Planning Board made their recommendation and now they have.

#### **VOTE – Rezoning 403 Old Pollocksville Road Public Hearing Date**

Councilman Sheffield motioned to schedule a Public Hearing on the rezoning of 403 Old Pollocksville Road on July 28 at 6:00 p.m. at Town Hall. The motion carried unanimously.

#### **DISCUSSION – Planning Board Recommendation on Special Use Permit**

The Manager stated that the Planning Board met on June 2, 2022 and made a favorable recommendation with no conditions to the Board of Adjustment for the Special Use Permit for the construction of a new Public Works Administration Building. The Board of Adjustment will be meeting on June 28 at 6:00 p.m. at Town Hall to conduct a quasi-judicial evidentiary hearing on the Special Use Permit submitted by the Town of River Bend.

#### **DISCUSSION – Planning Board Recommendation on Short-term Rentals**

The Manager stated that the Planning Board met on June 2, 2022 and directed the staff to develop a local ordinance that would prohibit short-term rentals as a permitted use in River Bend. Councilman Leonard asked if the current ordinance has language regarding short-term rentals and the Manager stated that our current ordinance language prohibits them but needs to be amended for more clarity. Councilman Leonard stated he is concerned with enforcement of the ordinance and the Manager agreed that it would be very difficult to enforce.

### **VOTE- Statewide Mutual Aid Agreement**

Councilman Fogle moved to approve the Statewide Mutual Aid Agreement as presented. The motion passed unanimously. (see attached)

### **DISCUSSION – Advisory Board Appointments**

The Manager stated that a list of all advisory board members was included in the agenda package and the terms that expire on June 30 are highlighted. He asked the liaisons to state who wished to be reappointed.

Councilman Leonard stated that the Environmental Waterways Advisory Board has four positions available for reappointment. Patty Leonard, James Stevens, Raymond Jaklitsch and Mary Holihan all agree to be reappointed with Paige Ackiss serving as chair..

Councilwoman Maurer stated that the Community Appearance Commission has two positions available for reappointment. Brenda Hall and Meg Williams agree to be reappointed.

Councilwoman Maurer stated that the Parks and Recreation Advisory Board has three positions available for reappointment. Mary Dwyer and Pat Lineback agree to be reappointed and Ellen Serra does not.

Councilman Sheffield stated that the Planning Board has three positions available for reappointment. Robert Kohn, Egon Lippert and Linda Cummings all agree to be reappointed.

Councilman Sheffield stated that the Board of Adjustment has three positions available for reappointment. Cinda Hill and Paige Ackiss agree to be reappointed and Helmut Weisser does not. Councilman Sheffield stated that Jon Hall is an alternate Town appointed member and should be moved to a full-time member creating a vacancy for the alternate member.

### **DISCUSSION – Advisory Board Ordinance Amendment**

Councilwoman Maurer stated that she would like the Advisory Board Ordinance to be consistent with 10 days to submit draft minutes and final minutes; currently it states 5 days for draft minutes and 10 days for final minutes to be submitted to the Town Clerk.

### **VOTE – Advisory Board Ordinance Amendment**

Councilwoman Maurer motioned to approve the suggested changes to the Advisory Board Ordinance Amendment as presented. The motion carried unanimously.

### **REVIEW AGENDA FOR THE JUNE 16, 2022 COUNCIL MEETING**

The Council reviewed the agenda for the June 16, 2022 Council meeting.

### **CLOSED SESSION**

Councilman Leonard moved to go into a Closed Session under NCSG §143-318.11(a)(3)(6). The Council entered Closed Session at 5:52 p.m.

### **OPEN SESSION**

Councilman Leonard moved to return to Open Session at 6:43 p.m. The motion carried unanimously.

### **VOTE – Letter of Appreciation**

Councilman Sheffield motioned to draft a letter of appreciation to Chief Joll for a job well done. The motion carried unanimously.

**ADJOURNMENT/RECESS**

There being no further business, Councilman Sheffield moved to adjourn. The motion carried unanimously. The meeting adjourned at 6:45 p.m.

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Kristie J. Nobles  
Town Clerk



## NORTH CAROLINA STATEWIDE EMERGENCY MANAGEMENT MUTUAL AID AND ASSISTANCE AGREEMENT REVISION -2021

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FOR THE TOWN OF RIVER BEND

THIS AGREEMENT IS ENTERED INTO BETWEEN THE NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY, AND ITS DIVISION OF EMERGENCY MANAGEMENT OF THE STATE OF NORTH CAROLINA AND BY EACH OF THE ENTITIES THAT EXECUTES AND ADOPTS THE UNDERSTANDINGS, COMMITMENTS, TERMS, AND CONDITIONS CONTAINED HEREIN:

WHEREAS, the State of North Carolina is geographically vulnerable to a variety of natural disasters;

WHEREAS, Chapter 166A of the North Carolina General Statutes, entitled the North Carolina Emergency Management Act, recognizes this vulnerability and provides that its intended purposes are to:

1. Reduce vulnerability of people and property of this State to damage, injury, and loss of life and property;
2. Prepare for prompt and efficient rescue, care, and treatment of threatened or affected persons;
3. Provide for the rapid and orderly rehabilitation of persons and restoration of property;
4. Provide for cooperation and coordination of activities relating to emergency and disaster mitigation, preparedness, response, and recovery;

WHEREAS, in addition to the State, the Federal Emergency Management Agency (FEMA) has recognized the importance of the concept of coordination between the State and local governments;

WHEREAS, under Chapter 166A and other chapters of the North Carolina General Statutes, entities entering into mutual aid and assistance agreements may include provisions for the furnishing and exchanging of supplies, equipment, facilities, personnel and services; and

WHEREAS, the entities which have chosen to become signatories to this Agreement wish to provide mutual aid and assistance amongst one another at the appropriate times;

THEREFORE, pursuant to G.S. 166A-19.72, these entities agree to enter into this Agreement for reciprocal emergency management aid and assistance, with this Agreement embodying the understandings, commitments, terms, and conditions for said aid and assistance, as follows:

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**SECTION I. DEFINITIONS**

"Agreement" means this document, the North Carolina Statewide Emergency Management Mutual Aid and Assistance Agreement.

"Aid and assistance" includes personnel, equipment, facilities, services, and supplies.

"Authorized Representative" means a party's employee who has been authorized, in writing by that party, to request, to offer, or to otherwise provide assistance under the terms of this Agreement. The list of Authorized Representatives for each party executing this Agreement shall be attached to the executed copy of this Agreement. (In the event of a change in personnel, unless otherwise notified, the presumption will be that the successor to that position will be the authorized representative.)

"Disaster declaration" means a gubernatorial declaration that the impact or anticipated impact of an emergency constitutes a Type I, II, III disaster as defined in G.S. 166A-19.21(b)

"Emergency" means an occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made accidental, military, paramilitary, terrorism, weather-related, public health, explosion-related, riot-related cause, or technological failure or accident, including, but not limited to, a cyber incident, an explosion, a transportation accident, a radiological accident, or a chemical or other hazardous material incident.

"Emergency Area" The geographical area covered by a state of emergency.

"Local Agency" means a county agency charged with coordination of all emergency management activities for its geographical limits pursuant to G.S. 166A-19.15.

"Party" means a governmental entity which has adopted and executed this Agreement.

"Provider" means the party which has received a request to furnish aid and assistance from another party in need (the "Recipient").

"Recipient" means the party setting forth a request for aid and assistance to another party (the "Provider").

**SECTION II. INITIAL RECOGNITION OF PRINCIPLE BY ALL PARTIES; AGREEMENT PROVIDES NO RIGHT OF ACTION FOR THIRD PARTIES**

As this is a reciprocal contract, it is recognized that any party to this Agreement may be requested by another party to be a Provider. It is mutually understood that each party's foremost responsibility is to its own citizens. The provisions of this Agreement shall not be construed to impose an unconditional obligation on any party to this Agreement to provide aid and assistance pursuant to a request from another party. Accordingly, when aid and assistance have been requested, a party may in good faith withhold the resources necessary to provide reasonable and adequate protection for its own community, by deeming itself unavailable to respond and so informing the party setting forth the request.

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Given the finite resources of any jurisdiction and the potential for each party to be unavailable for aid and assistance at a given point in time, the parties mutually encourage each other to enlist other entities in mutual aid and assistance efforts and to enter into such agreements accordingly. Concomitantly, the parties fully recognize that there is a highly meritorious reason for entering into this Agreement, and accordingly shall attempt to render assistance in accordance with the terms of this Agreement to the fullest extent possible.

Pursuant to G.S. 166A-19.60 and as elaborated upon in Section X of this Agreement, all functions and activities performed under this Agreement are hereby declared to be governmental functions. Functions and activities performed under this Agreement are carried out for the benefit of the general public and not for the benefit of any specific individual or individuals. Accordingly, this Agreement shall not be construed as or deemed to be an Agreement for the benefit of any third parties or persons and no third parties or persons shall have any right of action under this Agreement for any cause whatsoever. All immunities provided by law shall be fully applicable as elaborated upon in Section X of this Agreement.

**SECTION III. PROCEDURES FOR REQUESTING ASSISTANCE**

Mutual aid and assistance shall not be requested unless the resources available within the stricken area are deemed inadequate by Recipient. When Recipient becomes affected by a emergency and deems its resources inadequate, it may request mutual aid and assistance by communicating the request to Provider, indicating the request is made pursuant to this Agreement. The request shall be followed as soon as practicable by a written confirmation of that request, including the transmission of a proclamation of local state of emergency under G.S. 166A-19.22, and a completed form describing recipient's projected needs in light of the emergency. All requests for mutual aid and assistance shall be transmitted by the party's *Authorized Representative* or to the *Coordinator of the Local Agency* as set forth below.

**A. METHOD OF REQUEST FOR MUTUAL AID AND ASSISTANCE:** Recipient shall set forth requests as follows:

(i) **REQUESTS ROUTED THROUGH THE RECIPIENT'S LOCAL AGENCY:** Recipient may directly contact the Local Agency, in which case it shall provide the Local Agency with the information in paragraph B of this Section (Section III). The Local Agency shall then contact other parties on behalf of Recipient to coordinate the provision of mutual aid and assistance. Recipient shall be responsible for the costs and expenses incurred by any Provider in providing aid and assistance pursuant to Section VII of this Agreement.

(ii) **REQUESTS MADE DIRECTLY TO PROVIDER:** Recipient may directly contact Provider's authorized representative, setting forth the information in paragraph B of this Section (Section III). All communications shall be conducted directly between Recipient and Provider. Recipient shall be responsible for the costs and expenses incurred by any Provider in providing aid and assistance pursuant to the provisions of this Agreement as noted in Section VII of this Agreement. Provider and Recipient shall be responsible for keeping Local Agencies advised of the status of response activities, in a timely manner.

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(iii) **RECORD OF REQUESTS TO BE PROVIDED:** A record of the request for assistance shall be provided by the Recipient to the Director of the Division of Emergency Management in the NC Department of Public Safety, in a timely manner.

**B. REQUIRED INFORMATION:** Each request for assistance shall include the following information, in writing or by any other available means, to the extent known:

1. **Emergency Area and Status:** A general description summarizing the condition of the community or emergency area (i.e., whether the emergency and/or disaster declaration is imminent, in progress, or has already occurred) and of the damage sustained to date;
2. **Services:** Identification of the service function(s) for which assistance is needed and the particular type of assistance needed;
3. **Infrastructure Systems:** Identification of the type(s) of public infrastructure system for which assistance is needed (water and sewer, storm water systems, streets) and the type of work assistance needed;
4. **Aid and Assistance:** The amount and type of personnel, equipment, materials, and supplies needed and a reasonable estimate of the length of time they will be needed;
5. **Provider's Traveling Employee Needs--**Unless otherwise specified by Recipient, it is mutually understood that Recipient will provide for the basic needs of Provider's traveling employees. Recipient shall pay for all reasonable out-of-pocket costs and expenses of Provider's traveling employees, including, without limitation, transportation expenses for travel to and from the stricken area. Further, Recipient shall house and feed Provider's traveling employees at its (Recipient's) sole cost and expense. If Recipient cannot provide such food and/or housing at the emergency area, Recipient shall specify in its request for assistance that the Provider's traveling employees be self-sufficient.
6. **Facilities:** The need for sites, structures, or buildings outside Recipient's geographical limits to serve as relief centers or staging areas for incoming emergency goods and services; and
7. **Meeting Time and Place:** An estimated time and a specific place for a representative of Recipient to meet the personnel and resources of any Provider.

**C. STATE AND FEDERAL ASSISTANCE:** Recipient shall be responsible for coordinating requests for state or federal assistance with its (Recipient's) Local Agency.

**SECTION IV. PROVIDER'S ASSESSMENT OF AVAILABILITY OF RESOURCES AND ABILITY TO RENDER ASSISTANCE**

When contacted by the Recipient/Local Agency, Provider's authorized representative shall assess Provider's own local situation in order to determine available personnel, equipment, and other resources. If Provider's authorized representative determines that Provider has available resources, Provider's authorized representative shall so notify the

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Recipient/Local Agency (whichever communicated the request). Provider shall complete a written acknowledgment, whether on the request form received from Recipient or on another form, regarding the assistance to be rendered (or a rejection of the request) and shall transmit it by the most efficient practical means to the Recipient/Local Agency for a final response. Provider's acknowledgment shall contain the following information:

1. In response to the items contained in the request, a description of the personnel, equipment, and other resources available;
  2. The projected length of time such personnel, equipment, and other resources will be available to serve Recipient, particularly if the period is projected to be shorter than one week (as provided in the "Length of Time for Aid and Assistance" section [Section VI] of this Agreement.)
  3. The estimated time when the assistance provided will arrive at the location designated by the Authorized Representative of the Requesting Party; and
  4. The name of the person(s) to be designated as Provider's supervisor (pursuant to the "Supervision and Control" section [Section V] of this Agreement.)
- Where a request has been submitted to the Local Agency, the Local Agency shall notify Recipient's authorized representative and forward the information from Provider. The Recipient/Local Agency shall respond to Provider's written acknowledgment by signing and returning a copy of the form to Provider by the most efficient practical means, maintaining a copy for its file.

**SECTION V. SUPERVISION AND CONTROL**

Provider shall designate one of its employees sent to render aid and assistance to Recipient as a supervisor. As soon as practicable, Recipient shall assign work tasks to Provider's supervisor, and unless specifically instructed otherwise, Recipient shall have the responsibility for coordinating communications between Provider's supervisor and Recipient. Recipient shall provide necessary credentials to Provider's personnel authorizing them to operate on behalf of Recipient.

Based upon such assignments from the Recipient, Provider's supervisor shall:

1. Have the authority to assign work and establish work schedules for Provider's personnel. Further, supervisor shall retain direct supervision and control of Provider's personnel, equipment, and other resources. Provider should be prepared to furnish communications equipment sufficient to maintain communications among its respective operating units, and if this is not possible, Provider shall notify Recipient accordingly;
2. Maintain daily personnel time records, material records, and a log of equipment hours;
3. Report work progress to Recipient at mutually agreed upon intervals.

**SECTION VI. LENGTH OF TIME FOR AID AND ASSISTANCE; RENEWABILITY; RECALL**



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Unless otherwise provided, the duration of Provider's assistance shall be for an initial period of seven days, starting from the time of arrival. Thereafter, assistance may be extended in daily or weekly increments as the situation warrants, for a period agreed upon by the authorized representatives of Provider and Recipient.

As noted in Section II of this Agreement, Provider's personnel, equipment, and other resources shall remain subject to recall by Provider to provide for its own citizens if circumstances so warrant. Provider shall make a good faith effort to provide at least twenty-four (24) hours advance notification to Recipient of Provider's intent to terminate mission, unless such notice is not practicable, in which case as much notice as is reasonable under the circumstances shall be provided.

**SECTION VII. REIMBURSEMENTS**

Except as otherwise provided below, it is understood that Recipient shall pay to Provider all documented costs and expenses incurred by Provider as a result of extending aid and assistance to Recipient. The terms and conditions governing reimbursement for any assistance provided under this Agreement shall be in accordance with the following provisions, unless otherwise agreed in writing by Recipient and Provider. Recipient shall be ultimately responsible for reimbursement of all eligible expenses.

A. Personnel-- During the period of assistance, Provider shall continue to pay its employees according to its then prevailing ordinances, rules, and regulations. Recipient shall reimburse Provider for all direct and indirect payroll costs and expenses including travel expenses incurred during the period of assistance, including, but not limited to, employee retirement benefits as provided by Generally Accepted Accounting Principles (GAAP). However, as stated in Section IX of this Agreement, Recipient shall not be responsible for reimbursing any amounts paid or due as benefits to Provider's personnel under the terms of the North Carolina Workers' Compensation Act (Chapter 97 of the North Carolina General Statutes).

Equipment-- Recipient shall reimburse the Providers for the use of equipment during the period of assistance according to either a pre-established local or state hourly rate or according to the actual replacement, operation, and maintenance expenses incurred. For those instances in which costs are reimbursed by the Federal Emergency Management Agency (FEMA), the FEMA-eligible direct costs shall be determined in accordance with general policies for determining allowable costs which are established in 2 CFR 200, subpart E. Exceptions to those policies as allowed in 2 CFR 200, subpart E and 2 CFR 200.102 are explained in 44 C.F.R. 206.228. Provider shall pay for all repairs to its equipment as determined necessary by its on-site supervisor(s) to maintain such equipment in safe and operational condition.

At the request of Provider, fuels, miscellaneous supplies, and minor repairs may be provided by Recipient, if practical. The total equipment charges to Recipient shall be reduced by the total value of the fuels, supplies, and repairs furnished by Recipient and by the amount of any insurance proceeds received by Provider.

B. Materials And Supplies—Recipient shall reimburse Provider for all materials and supplies furnished and that are used or damaged by Recipient during the period of assistance, except for the costs of equipment, fuel and maintenance materials, labor, and

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supplies, which shall be included in the equipment rate established in subsection B of this section (Section VII), Recipient will not be responsible for costs where such damage is caused by gross negligence, willful and wanton misconduct, intentional misuse, or recklessness of Provider's personnel. Provider's personnel shall use reasonable care under the circumstances in the operation and control of all materials and supplies used during the period of assistance. The measure of reimbursement shall be determined in accordance with general policies for determining allowable costs which are established in 2 CFR 200, subpart E. Exceptions to those policies as allowed in 2 CFR 200, subpart E and 2 CFR 200.102 are explained in 44 C.F.R. 206.228. In the alternative, the parties may agree that Recipient will replace, with like kind and quality as determined by Provider, Provider's materials and supplies used or damaged in a reasonable time. If such an agreement is made, it shall be reduced to writing and transmitted to the North Carolina Division of Emergency Management.

C. Record Keeping-- Recipient and North Carolina Division of Emergency Management personnel shall provide information, directions, and assistance for record-keeping to Provider's personnel. Provider shall maintain records and submit invoices for reimbursement by Recipient or the North Carolina Division of Emergency Management using the format used or required by FEMA publications, 2 C.F.R. Part 200 and applicable Office of Management and Budget (OMB) Circulars.

D. Payment; Other Miscellaneous Matters as to Reimbursements-- The reimbursable costs and expenses with an itemized notice shall be forwarded as soon as practicable after the costs and expenses are incurred, but not later than sixty (60) days following the period of assistance, unless the deadline for identifying damage is extended in accordance with 44 C.F.R. part 206. Recipient shall pay the bill or advise of any disputed items, not later than sixty (60) days following the billing date. These time frames may be modified in writing signed by both parties by mutual agreement. This shall not preclude Provider or Recipient from assuming or donating, in whole or in part, the costs and expenses associated with any loss, damage, or use of personnel, equipment, and resources provided to Recipient.

E. Contracting – If recipient or provider contracts with a third party to perform any aid or assistance under the provisions of this agreement, then the entity shall follow any applicable local, state, or federal contracting requirements.

**SECTION VIII. RIGHTS AND PRIVILEGED OF PROVIDER'S EMPLOYEES**

Pursuant to G.S. 166A-19.60 whenever Provider's employees are rendering aid and assistance pursuant to this Agreement, such employees shall retain the same powers, duties, immunities, and privileges they would ordinarily possess if performing their duties within the geographical limits of Provider.

**SECTION IX. PROVIDER'S EMPLOYEES COVERED AT ALL TIMES BY PROVIDER'S WORKER'S COMPENSATION POLICY**

Recipient shall not be responsible for reimbursing any amounts paid or due as benefits to Provider's employees under the terms of the North Carolina Workers' Compensation Act, Chapter 97 of the General Statutes, due to personal injury or death occurring during the period of time such employees are engaged in the rendering of aid and assistance under this Agreement. It is mutually understood that Recipient and Provider shall be responsible for payment of such workers' compensation benefits only to their own respective

NORTH CAROLINA STATEWIDE EMERGENCY MANAGEMENT MUTUAL AID AND ASSISTANCE  
AGREEMENT REVISION 2021

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employees. Further, it is mutually understood that Provider will be entirely responsible for the payment of workers' compensation benefits to its own respective employees pursuant to G.S. 97-51.

**SECTION X. IMMUNITY**

Pursuant to G.S. 166A-19.60 all activities performed under this Agreement are hereby declared to be governmental functions. Neither the parties to this Agreement, nor, except in cases of willful misconduct, gross negligence, or bad faith, their personnel complying with or reasonably attempting to comply with this Agreement or any ordinance, order, rule, or regulation enacted or promulgated pursuant to the provisions of this Agreement shall be liable for the death of or injury to persons or for damage to property as a result of any such activity.

**SECTION XI. PARTIES MUTUALLY AGREE TO HOLD EACH OTHER HARMLESS FROM LIABILITY**

To the extent allowed by applicable law, each party (as indemnitor) agrees to protect, defend, indemnify, and hold the other party (as indemnitee), and its officers, employees and agents, free and harmless from and against any and all losses, penalties, damages, assessments, costs, charges, professional fees, and other expenses or liabilities of every kind and arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of indemnitor's negligent acts, errors and/or omissions. Indemnitor further agrees to investigate, handle, respond to, provide defense for, and defend any such claims, etc. at indemnitor's sole expense and agrees to bear all other costs and expenses related thereto. To the extent that immunity does not apply, each party shall bear the risk of its own actions, as it does with its day-to-day operations, and determine for itself what kinds of insurance, and in what amounts, it should carry. Each party understands and agrees that any insurance protection obtained shall in no way limit the responsibility to indemnify, keep, and save harmless the other parties to this Agreement. Notwithstanding the foregoing, to the extent that each party does not purchase insurance, it shall not be deemed to have waived its governmental immunity by law.

**SECTION XII. ROLE OF THE DIVISION OF EMERGENCY MANAGEMENT**

Pursuant to GS 166A-19.12(19) and under this agreement, the responsibilities of the North Carolina Division of Emergency Management are: (1) to serve as the central depository for executed Agreements, to maintain a current listing of entities with their authorized representatives and contact information, and to provide this listing to each of the entities on an annual basis; (2) to coordinate the provision of mutual aid and assistance to a requesting party, pursuant to the provisions of this Agreement; (3) to keep a record of all requests for assistance and acknowledgments; (4) to report on the status of ongoing emergency or disaster-related mutual aid and assistance as appropriate; and (5) if the parties so designate, to serve as the eligible entity for requesting reimbursement of eligible costs from FEMA and provide information, directions, and assistance for record keeping pursuant thereto.

**SECTION XIII. AMENDMENTS**

Manner-- This Agreement may be modified at any time upon the mutual written consent of

NORTH CAROLINA STATEWIDE EMERGENCY MANAGEMENT MUTUAL AID AND ASSISTANCE  
AGREEMENT REVISION 2021

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the Recipient and Provider.

Addition of Other Entities--Additional entities may become parties to this Agreement upon: (1) acceptance and execution of this Agreement; and (2) sending an executed copy of the Agreement to the North Carolina Division of Emergency Management.

**SECTION XIV. INITIAL DURATION OF AGREEMENT; RENEWAL; TERMINATION**

This Agreement shall be binding for not less than one (1) year from its effective date, unless terminated upon at least sixty (60) days advance written notice by a party as set forth below. Thereafter, this Agreement shall continue to be binding upon the parties in subsequent years, unless canceled by written notification served personally or by registered mail upon the Director of North Carolina Division of Emergency Management, which shall provide copies to all other parties. The withdrawal shall not be effective until sixty (60) days after notice thereof has been sent by the Director of the North Carolina Division of Emergency Management to all other parties. A party's withdrawal from this Agreement shall not affect a party's reimbursement obligations or any other liability or obligation under the terms of this Agreement incurred prior to withdrawal hereunder. Once the withdrawal is effective, the withdrawing entity shall no longer be a party to this Agreement, but this Agreement shall continue to exist among the remaining parties.

**SECTION XV. HEADINGS**

The headings of various sections and subsections of this Agreement have been inserted for convenient reference only and shall not be construed as modifying, amending, or affecting in any way the express terms and provisions of this Agreement.

**SECTION XVI. SEVERABILITY: EFFECT ON OTHER AGREEMENTS**

Should any clause, sentence, provision, paragraph, or other part of this Agreement be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder of this Agreement. Each of the parties declares that it would have entered into this Agreement irrespective of the fact that any one or more of this Agreement's clauses, sentences, provisions, paragraphs, or other parts have been so declared invalid. Accordingly, it is the intention of the parties that the remaining portions of this Agreement shall remain in full force and effect without regard to the clause(s), sentence(s), provision(s), paragraph(s), or other part(s) invalidated.

In the event that parties to this Agreement have entered into other mutual aid and assistance contracts, for example pursuant to Chapter 160A of the North Carolina General Statutes, those parties agree that to the extent a request for mutual assistance is made pursuant to this Agreement, those other mutual aid and assistance contracts are superseded by this Agreement.

**SECTION XVII. EFFECTIVE DATE**

This Agreement shall take effect upon its approval by the entity seeking to become a signatory to this Agreement and upon proper execution hereof.

NORTH CAROLINA STATEWIDE EMERGENCY MANAGEMENT MUTUAL AID AND ASSISTANCE  
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IN WITNESS WHEREOF, each of the parties have caused this North Carolina Statewide Emergency Management Mutual Aid and Assistance Agreement to be duly executed in its name and behalf by its Chief Executive Officer, who has signed accordingly with seals affixed and attested with concurrence of a majority of its governing board, as of the date set forth in this Agreement.

DIVISION OF EMERGENCY MANAGEMENT  
DEPARTMENT OF PUBLIC SAFETY

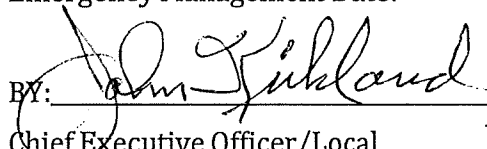
BY:

Eddie M. Buffaloe, Jr.  
Secretary Department of  
Public Safety Date:

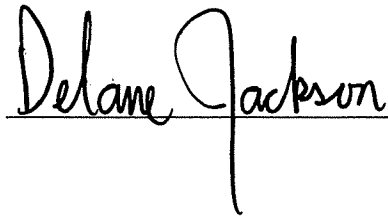
BY:

William C. Ray, Director Division of  
Emergency Management Date:

BY:

  
Chief Executive Officer/Local  
Government Name: John Kirkland  
Title: Mayor  
Name of Unit: Town of River Bend  
Date: 6-22-22

WITNESS:



APPROVED AS TO PROCEDURES:

BY:

Office of General Counsel  
Department of Public Safety  
Date:



## LIST OF AUTHORIZED REPRESENTATIVES TO CONTACT FOR EMERGENCY ASSISTANCE

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FOR THE: TOWN OF RIVER BEND

MAILING ADDRESS:

45 Shoreline Drive

River Bend NC 28562

DATE: June 9, 2022

### PRIMARY REPRESENTATIVE

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NAME: Delane Jackson

TITLE: Town Manager

DAY PHONE: 252-638-3870 ext 213

NIGHT PHONE: 910-872-3882

CELL PHONE: 910-872-3882

FAX: 252-638-2580

### FIRST ALTERNATE REPRESENTATIVE

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NAME: Brandon Mills

TITLE: Public Works Director

DAY PHONE: 252-638-3870 ext 206

NIGHT PHONE: 252-617-2893

CELL PHONE: 252-617-2893

FAX: 252-638-2580

### SECOND ALTERNATE REPRESENTATIVE

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NAME: Sean Joll

TITLE: Police Chief

DAY PHONE: 252-638-3870 ext 209

NIGHT PHONE: 252-838-2195

CELL PHONE: 252-838-2195

FAX: 252-638-2580

**River Bend Town Council  
Regular Meeting Minutes  
June 16, 2022  
Town Hall  
7:00 p.m.**

Present Council Members: Mayor John Kirkland  
Buddy Sheffield  
Don Fogle  
Barbara Maurer  
Brian Leonard

Absent Council Member: Bud Van Slyke

Town Manager: Delane Jackson  
Finance Director: Mandy Gilbert  
Police Chief: Sean Joll  
Town Clerk: Kristie Nobles

Members of the Public Present: 16

**CALL TO ORDER**

Mayor Kirkland called the meeting to order at 7:00 p.m. on Thursday, June 16, 2022 in the River Bend Town Hall with a quorum present.

**ADDITIONS/DELETIONS TO AGENDA**

**Vote – Addition to Agenda** – Councilman Sheffield moved to add item 3A Recognition of the Police Chief to the agenda. The motion carried unanimously.

**VOTE – Approval of Agenda**

Councilman Sheffield motioned to accept the agenda as amended. The motion carried unanimously.

Councilman Sheffield presented Police Chief Joll with a Letter of Recognition and thanked him for his service and dedication to the Town of River Bend.

**PUBLIC HEARING – CDBG-NR – Program Close-Out – Old Pollocksville Road**

Mr. Ben Jones with The Adams Company stated that the CDBG-NR (Community Development Block Grant Neighborhood Revitalization) project on Old Pollocksville Road has been completed. He stated that two homes were rehabbed and three homes were completely rebuilt. The program was awarded \$750,000 and all of those funds were exhausted.

Councilman Fogle moved to open the Public Hearing to discuss the CDBG-NR Program Close-Out – Old Pollocksville Road. The motion carried unanimously.

He then invited anyone who wished to address the CDBG-NR – Program Close-Out – Old Pollocksville Road to step to the podium to be heard.

Councilman Fogle asked Mr. Jones if he knew how many residents benefitted from this project and Mr. Jones responded with 12 residents. An unknown audience member asked if any resident in the Town of River Bend was available for this program and Mr. Jones stated that CDBG money is allocated to low and moderate-income individuals and the NR program is a scattered site program, which means if someone lives in the town and met the requirements they could be

eligible also. Councilman Leonard asked Mr. Jones if he knew how many additional homes on Old Pollocksville Road would qualify and Mr. Jones stated that he did not know an exact number but there are several others that could qualify. Councilman Leonard asked how could those homes get accepted into the program and Mr. Jones stated that there is a waiting period from the last award and the Town could reapply for funding in 2023. Mr. David Zinni (audience member) asked Mr. Jones how much the grant was awarded for and Mr. Jones stated \$750,000. Mr. Zinni then asked if that money was exhausted and Mr. Jones stated it was. Mr. Zinni then asked if it was for five homes and Mr. Jones stated yes it was. Mr. Zinni asked if all of that money was accounted for and if it is public information and Mr. Jones stated that the funds are accounted for and it is public information.

Councilman Fogle 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 May 12, 2022 Work Session*

*Minutes of the May 19, 2022 Regular Council Meeting*

B. Advisory Board Appointments and Reappointments

**PLANNING BOARD:** Reappoint Robert Kohn, Linda Cummings and Egon Lippert beginning July 1, 2022 and ending on June 30, 2024;

**PARKS AND RECREATION:** Reappoint Mary Dwyer and Pat Lineback to terms beginning July 1, 2022 and ending on June 30, 2024;

**ENVIRONMENT AND WATERWAYS ADVISORY BOARD:** Reappoint Patty Leonard, James Stevens, Raymond Jaklitsch and Mary Holihan to terms beginning July 1, 2022 and ending on June 30, 2024;

**COMMUNITY APPEARANCE COMMISSION:** Reappoint Brenda Hall and Meg Williams to terms beginning July 1, 2022 and ending June 30, 2024;

**BOARD OF ADJUSTMENT:** Reappoint Cinda Hill and Paige Ackiss to terms beginning July 1, 2022 and ending on June 30, 2024; Appoint Jon Hall as a member for a term beginning July 1, 2022 and ending on June 30, 2024;

### **TOWN MANAGER'S REPORT**

The Manager stated that there is a Board of Adjustment Special Meeting to conduct the Public Hearing for the Special Use Permit the Town has submitted for the construction of a Public Works Administration Building at 1504 Plantation Drive on June 28, 2022 at 6:00 p.m. at Town Hall. He stated that there will be a Special Meeting on July 14, 2022 at 6:00 p.m. at Town Hall to conduct a question and answer session with the potential developer, Ellis Development and the Council regarding the 101 acres on Old Pollocksville Road. He stated that on July 28, 2022 at 6:00 p.m. at Town Hall there will be a Public Hearing for the proposed rezoning of 403 Old Pollocksville Road.



## **ADMINISTRATIVE REPORTS**

### **PUBLIC SAFETY –COUNCILMAN FOGLE**

Councilman Fogle presented the following reports on Community Watch and CERT.

#### **CERT**

CERT met on May 25, 2022. Seven people were present. CERT will have an entry in the July 4<sup>th</sup> parade. On July 9, 2022, CERT is planning to have a "Preparedness & Mitigation for Storms" workshop from 10:00 am to noon. The guest speaker will be a Craven County Emergency Management specialist. There was some discussion about adding emergency contact forms in the Town water bills in order to update the current list. Mary Holihan will follow up with the Town Manager. The next CERT meeting will be on June 22, 2022 in the Municipal Building. It will start at 7:00 pm. CERT is always looking for volunteers to serve the community in the event of major emergencies such as hurricanes, severe storms, etc. Interested parties should contact Chief Joll or Mary Holihan directly.

#### **COMMUNITY WATCH**

Community Watch last met on February 16, 2022 and will meet on June 15, 2022. Community Watch volunteers will be assisting with the July 4<sup>th</sup> event and will set up an information table at CERT's July 9 workshop.

Community Watch is always looking for volunteers to assist the River Bend Police Department as an extra set of eyes monitoring unusual activity in our community. Interested parties should contact Chief Joll or Egon Lippert directly.

### **PARKS & RECREATION/CAC – COUNCILWOMAN MAURER**

Councilwoman Maurer presented the following reports.

#### **Parks & Recreation**

Parks and Recreation met on June 1. Sunday in the Park was well received with requests to have another concert this fall. Two Christmas globes workshops conducted in conjunction with CAC were filled to capacity. Approximately twenty-eight globes were added to the town's inventory of Christmas lights. The *Get to Know Your Neighbors* meet & greet was postponed to allow time for River Brew to complete their reopening plans. Preparations are moving well for the Fourth of July celebration. There is still time to sign up for the parade. To participate, complete the parade entry form that is online on the town website, or download the form and return it to Town Hall. If you want volunteer to help with any part of the festivities, contact Gloria Kelly at 252-876-3267 or [gloriakelly@gmail.com](mailto:gloriakelly@gmail.com) or me at [bmaurer@riverbendnc.org](mailto:bmaurer@riverbendnc.org) or 252-670-0757. Residents who would like to contribute food or desserts should look for the posters in RB News and social media. Parks and Rec along with CERT will present the annual severe weather workshop on Saturday July 9 from 10 to noon. Craven County Disaster Recovery Alliance will present important information or people who are not familiar with hurricane preparations or for navigating the myriad bureaucracies necessary to get relief after a major storm. There is no fee to attend. The next scheduled meeting is July 6 at 7 pm. Parks and Recreation has one vacancy. Anyone who would like to participate in planning and presenting activities is invited to file an application.

#### **Community Appearance Commission (CAC)**

The CAC met on May 10. CAC meets on alternate months. The next meeting is scheduled for July 20 at 4 pm.

#### **River Bend Community Organic Garden (RBCOG)**

The regular meeting was held on June 6. Several crops are being harvested and the summer vegetables are growing well. The Green Team completed their year this month. Several members are graduating seniors. One senior received a scholarship from Trent Woods Garden Club. She

is the fifth member of the Green Team to receive that scholarship. A junior will take over as group leader in the fall. The bee hives had some problems. One hive swarmed (left) and another was destroyed by wax moths but a generous beekeeper donated another group of bees and a queen. Approximately twenty members of the River Bend Garden Club enjoyed a tour. The July meeting was cancelled. The next meeting is scheduled for August 1 at 1:30 pm.

#### Red Caboose Library (RCL)

The board cancelled their June 2 meeting due to lack of a quorum. A special meeting is scheduled for June 23. Councilman Buddy Sheffield presented his one man show, *Mark Twain*, on May 20 and 21. The show was free but Buddy requested donations to support the library. The audience was treated to an entertaining evening that included some of Buddy's recollections of his years in the entertainment field. Thank you, Buddy, for two wonderful evenings and for your continued support of the library. The second children's reading adventure is scheduled on June 25 from 9:30-11:30 am. *Once Upon a Time in River Bend* is a presentation that chronicles the history of the red caboose from the perspective of the only River Bend resident who ever actually lived in it. The event is scheduled for Tuesday, June 21, 2022 at 7 pm. Reserve your seat by contacting Hazel Campesi at 252-636-2805 or [hcampesi@suddenlink.net](mailto:hcampesi@suddenlink.net).

All meetings are open to the public and anyone is welcome to attend.

#### **FINANCE – COUNCILMAN LEONARD**

Financial Report – Finance Director, Mandy Gilbert presented to the Council the financial statement for the month of May. She stated the total of the Town's Cash and Investments as of May 31, 2022 are \$3,845,182 and Ad valorem tax collections for FY21-22 were \$716,278 and Vehicle Ad valorem tax collections were \$78,927.

#### **Vote – FY 2022-2023 Budget Ordinance**

Councilman Leonard reminded the Council that the Public Hearing for this Budget was held at the Work Session. He moved to adopt the Fiscal Year 2022-2023 Budget Ordinance as presented. The motion carried unanimously. (see attached)

#### **Vote – Budget Amendment 21-B-07**

Councilman Leonard motioned to approve Budget Amendment 21-B-07 as presented. The motion carried unanimously. (see attached)

#### **Vote – Grant Project Ordinance Amendment**

Councilman Leonard motioned to approve the Grant Project Ordinance Amendment as presented. The motion carried unanimously. (see attached)

#### **ENVIRONMENTAL AND WATERWAYS ADVISORY BOARD– COUNCILMAN LEONARD**

Councilman Leonard presented the following report.

Monday June 6, 2022

In attendance -Jim Stevens, Jon Hall, Paige Axxiss, Mary Holihan, Ray Jaklitsch

Not in attendance- Brian Leonard, Karl Lichty, Patty Leonard

Minutes from May 2, 2022 meeting Approved Motion by Mary Holihan and second by Paige Ackiss. No council report as Brian Leonard was absent. Old Business- Public hearing for water dept is scheduled for 6/28 New Business- Selection of new officers for next year- 1-Chair- Paige Ackiss, Vice Chair- Mary Holihan, Secetary Patty Leonard 2-Discussion regarding the encroaching of Alligator weed in the waterways including locations of the pond area off of Shoreline and Rockledge as well as the main channel into RB. Report made by Jon Hall with explanation of the weed as well as pictures of the infestation. Motion for the town of RB to review the alligator weed growth in the water ways and ponds on Shoreline and Rockledge and recommended action be made to reduce this threat. 3- Recent water flush may have been the reason for brown water in some areas. 4- discussion about new signage in the waterways

marking the channel into RB. Suggest this cost be part of this years budget. Volunteer hours- 15 hours which includes Gangplank clean out , Fresh water status review and weed infestation report. Next meeting- Sept 5 which may conflict with Labor Day.

### **PLANNING BOARD REPORT – COUNCILMAN SHEFFIELD**

Councilman Sheffield presented the following report:

The regular Meeting of the river Bend Planning Board was held on June 2<sup>nd</sup> at 6:00 pm in the Community Building. A quorum was present. Chairman Lippert called the meeting to order. Also in attendance were the town manager/zoning manager, assistant zoning manager, the town attorney, Councilwoman Maurer, representatives of Ellis Developments Group and approximately 50 interested citizens. The first order of business was discussion of a proposed zoning change to a parcel of around 100 acres given the address 403 Old Pollocksville Rd. The property is currently zoned R 20-A. The request by Ellis Group is to rezone approximately two thirds of the property PDR SF and the remaining third PDR MF. Ellis Group is not the owner of record, but has a purchase agreement with the current owner that is contingent on the rezoning. Manager Jackson spoke in considerable detail and explained that the meeting was not a public hearing on the matter, which, at that time, had not been officially set. He also explained that the recommendation by the Planning Board was simply that, a recommendation, which would go to the Town Council for Official action. A representative from Ellis Group then gave a Powerpoint presentation that outlined the company's plans for the property in very general terms. Even though the meeting was not a public hearing, many citizens were allowed to ask questions of the Town officials and the Ellis Group spokesman. The question and answer session lasted at least a half hour. At one point the Ellis spokesman was asked if the company would develop the property if the zoning change is not granted. He answered, "no". The reasons he gave for having no desire to develop the property as is were all financial. He stated that the company wants to make the best possible return on their potential investment. There was no mention of a desire for fair or affordable housing. The board then took the matter under advisement and there was lengthy discussion. Board member also asked questions of the Ellis representative, the town manager and the town attorney. The board then voted to recommend that the Town Council approve the re-zoning request. Most of the guests left at that point. The next item for discussion was whether the board should recommend to the Council that short term rentals should or should not be allowed in River Bend. Again there was much discussion. The board voted four to two recommend that short term rentals not be allowed. Mr. Jackson then stated that he and Ms McCollum would develop language for the town's ordinances clarifying the ban on Short term rentals for the board to consider at the July meeting. The minutes of the last meeting were approved. The usual reports were given. Under new business was discussion of a recommendation to the Board of Adjustment concerning a request by the town for a special use permit for a two acre property at 1504 Plantation drive for construction of a new Public Works facility. Manager Jackson updated the board on the property, which has been recently legally acquired, and the need for the permit. The board voted unanimously to recommend approval of the permit to the board of Adjustment. The meeting was finally adjourned. The next scheduled meeting is July 7<sup>th</sup> . The public is welcome to attend.

### **BOARD OF ADJUSTMENT REPORT – COUNCILMAN SHEFFIELD**

Councilman Sheffield presented the following report:

The Board of Adjustment will meet on June 28, 2022 at 6:00 p.m. at Town Hall and the purpose of the meeting is the hold the Public Hearing for the Special Use Permit submitted by the Town for construction of a new Public Works Building at 1504 Plantation Drive. There is one vacancy for an alternate position on the Board of Adjustment Advisory Board.

### **Vote – Advisory Board Ordinance Amendment**

Councilman Sheffield moved to approve the Advisory Board Ordinance Amendment as presented. The motion carried unanimously. (see attached)

### **MAYOR'S REPORT**

The Mayor presented the following report.

My wife and I moved to River Bend in 1996 and we found the Town to be inviting and attractive. It has moved forward over the intervening period of time in a number of positive projects. Now we cannot clearly imagine all the positive changes that have been accomplished in the 26 years between 1996 and 2022.

A list of some items of change follows: This list is not complete and is not in a chronological order.

1. The Town acquired the 4+ acres of land that conveyed the caboose, the Public Works building and the old barn to Town ownership.
2. This site was used as the area where dredged material from the canal dredging in 2011 was deposited. This work created the area for the soccer field.
3. The Town has demolished the structurally decaying barn as an essential part of making a site for the new building housing the Community meeting rooms and the Police Station.
4. The Town Hall building has been modified to provide handicapped accessible facilities in accordance with the Americans with Disabilities Act mandates.
5. The entrance to River Bend from Highway 17 has been modified to identify the Town of River Bend. This assists persons traveling Highway 17 to understand that a populated town exists if they exit the highway. The landscaping of the area that surrounds the sign has been enhanced.
6. The walking trail around the soccer field and the dog park has been paved and is now used by a significant number of walkers on a daily basis.
7. A pending replacement of water meters with upgraded "radio read" capability, which is a primarily grant funded project. This upgrade will free staff time to engage in other utility maintenance work.
8. The expanded and improved dog park is well used by pet owners and is popular by both the dogs and the owners who have time to socialize with other dog owners while their dogs enjoy running within the fenced park.
9. The Town sponsored a major Community Development Block Grant (CDBG) which replaced several deteriorated homes and made repairs to others along the Old Pollocksville Road.
10. A new Public Works Building will soon be built again utilizing grant funding.

River Bend is positioned to effectively manage the change that future development will demand. The Town Council working with the Manager and staff have, and will continue, to guide the Town on a visionary path to future successes.

### **PUBLIC COMMENT**

Jordan Kaplan – Gangplank Road – expressed his gratitude for being able to speak at the meeting and agrees that the Town is a very open and transparent town. He stated that he opposes the proposed rezoning for multifamily housing and feels it would destroy the town with dense and high family housing. He stated he feels it would bring congestion, noise and strain the limited resources.

### **ADJOURNMENT/RECESS**

There being no further business, Councilman Sheffield moved to adjourn. The motion carried unanimously. The meeting adjourned at 7:49 p.m.

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Kristie J. Nobles  
Town Clerk



**TOWN OF RIVER BEND  
ANNUAL OPERATING BUDGET ORDINANCE  
FISCAL YEAR 2022 - 2023**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the following anticipated fund revenues and departmental expenditures, together with certain fees and schedules, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of the Town government and its activities for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

**Summary**

General Fund	1,870,931
General Capital Reserve Fund	60,060
Law Enforcement Separation Allowance Fund	13,525
Water Fund	594,500
Water Capital Reserve Fund	172
Sewer Fund	669,500
Sewer Capital Reserve Fund	8
Total	3,208,696

**Section 1.      General Fund**

**Anticipated Revenues**

AD VALOREM Taxes 2022-2023	721,710
AD VALOREM Tax-Motor Vehicle	92,300
Animal Licenses	2,000
Sales Tax 1% Article 39	177,124
Sales Tax 1/2% Article 40	102,899
Sales Tax 1/2% Article 42	88,586
Sales Tax Article 44	11,613
Sales Tax Hold Harmless Distribution	99,000
Solid Waste Disposal Tax	2,200
Powell Bill Allocation	91,000
Beer and Wine Tax	13,225
Video Programming Sales Tax	50,743
Utilities Franchise Tax	108,963
Telecommunications Sales Tax	8,140
Court Refunds	500
Zoning Permits	5,000
Miscellaneous	10,000
Interest- Powell Bill Investments	50
Interest-General Fund Investments	500
Contributions	421
Wildwood Storage Rents	18,144
Rents & Concessions	18,000
Sale of Fixed Assets	15,000
Transfer From Capital Reserve Fund	33,000
Appropriated Fund Balance	200,813
Total	1,870,931

**Section 1.**            **General Fund (continued)**

Authorized Expenditures

Governing Body	30,400
Administration	279,600
Finance	119,000
Tax Listing	11,600
Legal Services	24,000
Elections	1,000
Police	587,200
Public Buildings	102,300
Emergency Services	3,700
Animal Control	14,600
Street Maintenance	193,000
Public Works	177,500
Leaf & Limb and Solid Waste	51,000
Stormwater Management	43,100
Wetlands and Waterways	2,900
Planning & Zoning	51,300
Recreation & Special Events	7,600
Parks & Community Appearance	79,700
Contingency	17,931
Transfer To General Capital Reserve Fund	60,000
Transfer To L.E.S.A. Fund	13,500
Total	<hr/> 1,870,931

**Section 2.**            **General Capital Reserve Fund**

Anticipated Revenues

Contributions from General Fund	60,000
Interest Revenue	60
Total	<hr/> 60,060

Authorized Expenditures

Transfer to General Fund	33,000
Future Procurement	27,060
	<hr/> 60,060

**Section 3.**            **Law Enforcement Separation Allowance Fund**

Anticipated Revenues:

Contributions from General Fund	13,500
Interest Revenue	25
Total	<hr/> 13,525

Authorized Expenditures:

Separation Allowance	0
Future LEOSSA Payments	13,525
Total	<hr/> 13,525

**Section 4.**      **Water Fund**

Anticipated Revenues

Utility Usage Charges, Classes 1 & 2	209,332
Utility Usage Charges, Classes 3 & 4	10,525
Utility Usage Charges, Class 5	13,183
Utility Usage Charges, Class 8	3,519
Utility Customer Base Charges	277,253
Hydrant Availability Fee	20,130
Taps & Connections Fees	1,250
Nonpayment Fees	10,500
Late payment Fees	7,707
Interest Revenue	435
Sale of Capital Asset	0
Appropriated Fund Balance	40,665
Total	<hr/> 594,500

Authorized Expenditures

Administration & Finance [1]	467,000
Operations and Maintenance	124,000
Transfer To Fund Balance for Capital Outlay	3,500
Transfer To Water Capital Reserve Fund	0
Total	<hr/> 594,500

*[1] Portion of department for bond debt service:*      146,416

**Section 5.**      **Water Capital Reserve Fund**

Anticipated Revenues

Contributions From Water Operations Fund	0
Interest Revenue	172
Total	<hr/> 172

Authorized Expenditures

Future Expansion & Debt Service	172
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**Section 8.**                    **Levy of Taxes**

There is hereby levied a tax at the rate of twenty-six cents (\$0.26) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2022, for the purpose of raising the revenue listed as "Ad Valorem Taxes 2022-2023" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of \$278,500,000 for purposes of taxation of real and personal property with an estimated rate of collection of 99.67%. The estimated collection rate is based on the fiscal year 2020-2021 collection rate of 99.67% by Craven County who has been contracted to collect real and personal property taxes for the Town of River Bend. Also included is a valuation of \$35,500,000 for purposes of taxation of motor vehicles with a collection rate of 100% by the North Carolina Vehicle Tax System.

**Section 9.**                    **Fees and Charges**

There is hereby established, for Fiscal Year 2022-2023, various fees and charges as contained in Attachment A of this document.

**Section 10.**                  **Special Authorization of the Budget Officer**

- A. The Budget Officer shall be authorized to reallocate any appropriations within departments.
- B. The Budget Officer shall be authorized to execute interfund and interdepartmental transfers in emergency situations. Notification of all such transfers shall be made to the Town Council at its next meeting following the transfer.
- C. The Budget Officer shall be authorized to execute interdepartmental transfers in the same fund, including contingency appropriations, not to exceed \$5,000. Notification of all such transfers shall be made to the Town Council at its next meeting following the transfer.

**Section 11.**                  **Classification and Pay Plan**

Cost of Living Adjustment (COLA) for all Town employees shall be 5.0% and shall begin the first payroll in the new fiscal year. The Town Manager is hereby authorized to grant merit increases to Town employees, when earned, per the approved Pay Plan.

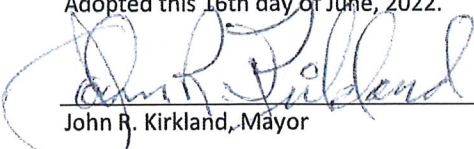
**Section 12.**                  **Utilization of the Budget Ordinance**

This ordinance shall be the basis of the financial plan for the Town of River Bend municipal government during the 2022-2023 fiscal year. The Budget Officer shall administer the Annual Operating Budget and shall ensure the operating staff and officials are provided with guidance and sufficient details to implement their appropriate portion of the budget.

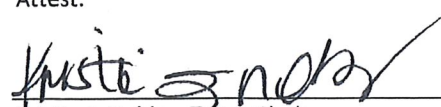
**Section 13.**                  **Copies of this Budget Ordinance**

Copies of this Budget Ordinance shall be furnished to the Clerk, Town Council, Budget Officer and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Adopted this 16th day of June, 2022.

  
\_\_\_\_\_  
John R. Kirkland, Mayor

Attest:

  
\_\_\_\_\_  
Kristie J. Nobles, Town Clerk



**Town of River Bend  
Schedule of Rates and Fees  
(Attachment A to Budget Ordinance)  
Effective July 1, 2022**

Amounts due are based upon the Fees and Charges Schedule in effect at the time of payment. It is the Town Council's intention that the Fees and Charges Schedule be revised as needed by July 1st of each year. Some fees and charges may be adjusted during the year as circumstances change.

**GENERAL FUND**

**Administrative**

<b>Ad Valorem Tax</b>	\$ .26 per \$100 assessed valuation
<b>Copies of Public Information</b>	As specified by State Statute
<b>Town Code, entire copy</b>	\$75.00
<b>Notary Fee</b>	\$5.00 per signature after the first
<b>Meeting Rooms</b>	
Four hours or less	\$40.00
Over four hours	\$80.00
<b>Returned Check Processing Charge</b>	\$25, as allowed by G.S. §25-3-506
<b>Administrative Fee for returned bank drafts</b>	\$25.00

**Public Safety**

<b>Pet License Fee</b>	\$10.00
<b>Town Ordinance Violation</b>	
1st Offense	\$25.00
2nd Offense	\$50.00
3rd Offense	\$75.00
4th (and subsequent) offense	\$100.00

*Ordinance permits penalties up to \$500. Penalties of this magnitude are reserved for serious infractions.*

<b>Golf Cart Registration Fee</b>	\$10.00
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## **Nuisance Abatement Administrative Fee**

<u>Cost of Abatement</u>	<u>Fee</u>
\$1 – 1,000	\$50.00
\$1,001 – and up	5% of total abatement cost (maximum fee \$2,000)

## **Parks**

### **Town Hall Pavilion Use**

Up to 25 attendants	No charge
26 - 100 attendants	\$25
Over 100 attendants	\$50

## **Planning and Zoning**

**Special Exception Use Permit** \$200 plus cost of required legal advertisement and postage to notify abutting land owners

**Variance** \$200 plus cost of required legal advertisement and postage to notify abutting land owners

**Appeal to Board of Adjustment** \$200 plus cost of required legal advertisement and postage to notify abutting land owners

**Residential Application** Based on amount of project as follows:

Base Fee \$30

\$2 for every \$1,000 of project value after first \$1,000 and up to \$100,000; plus,  
\$1 for every \$1,000 above \$100,000 (All values rounded up to nearest \$1,000)

*Zoning Administrator can use any appropriate means to verify project valuation.*

### **Residential Flood Plain Application with Zoning Permit**

40% of the fee for the Town's residential zoning permit and shall be additional to the zoning permit fee for enclosed structures (fences, decks, and other similar exempt from additional fee).

## **Commercial Application**

Based on amount of project as follows:

Base Fee      \$50

\$4 for every \$1,000 of project value after first  
\$1,000 and up to \$100,000; plus,  
\$2 for every \$1,000 above \$100,000 (All values  
rounded up to nearest \$1,000)

*Zoning Administrator can use any appropriate means to verify project valuation.*

## **Commercial Flood Plain Application with Zoning Permit**

40% of the fee for the Town's commercial zoning permit and shall be additional to the zoning permit fee for enclosed structures (fences, decks, and other similar exempt from additional fee).

## **Residential Flood Plain Application without Zoning Permit**

Based on amount of project as follows:

Base Fee      \$30

\$2 for every \$1,000 of project value after first  
\$1,000 and up to \$100,000; plus,  
\$1 for every \$1,000 above \$100,000 (All values  
rounded up to nearest \$1,000)

*Zoning Administrator can use any appropriate means to verify project valuation.*

## **Commercial Flood Plain Application without Zoning Permit**

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\$4 for every \$1,000 of project value after first  
\$1,000 and up to \$100,000; plus,  
\$2 for every \$1,000 above \$100,000 (All values  
rounded up to nearest \$1,000)

*Zoning Administrator can use any appropriate means to verify project valuation.*

## **Engineering Review**

Charged to applicant at the actual cost of the service as billed by the contracted engineer.

<b>Zoning Amendment Request (Map or Text)</b>	\$200 plus cost of required legal advertisement and postage to notify abutting land owners
<b>Sign Permit</b>	\$30
<b>Tree Harvest Permit</b>	\$50
<b>Zoning and Subdivision Ordinances</b>	\$25 per set

**Wildwood Storage Rental Rates**

Unit Number	Unit Size	Monthly Rent
BB 01	5x20	\$35
BB 02	5x20	\$35
BB 03	5x20	\$35
BB 04	5x20	\$35
BB 05	10x20	\$75
BB 06	10x20	\$75
BB 07	10x20	\$75
BB 08	10x20	Town Occupied (TO)
BB 09	10x20	TO
BB 10	10x20	TO
BB 11	10x20	TO
BB 12	10x20	TO
GB 15	10x16	\$65
GB 16	10x16	\$65
GB 17	10x16	\$65
GB 18	10x16	\$65
GB 19	10x16	\$65
GB 20	10x16	TO
GB 21	10x16	TO
GB 22	10x16	TO
OP	Open Spaces (40)	\$25

Late Payment Charge	\$10, assessed after the 10 <sup>th</sup> of the month
Interest Charge	1.5% monthly on outstanding balances

## ENTERPRISE FUNDS

### Water and Sewer - Rates and Fees

	Water	Sewer
<b>Class 1 and 2 – Residential <sup>(1)</sup></b>		
Customer Base Charge per month <sup>(2)</sup>	15.24	24.18
Usage per 1,000 gallons	4.22	9.30
Initial Connection (Tap) charge <sup>(3)</sup>	1,250.00	1,250.00
Nonpayment Fee	70.00	-
<b>Class 3 and 4 - Commercial</b>		
Customer Base Charge per month <sup>(2)</sup>	88.32	141.99
Usage per 1,000 gallons	4.22	9.30
Initial Connection (Tap) charge <sup>(4)</sup>	3,500.00	1,250.00
Nonpayment Fee	100.00	-
<b>Class 5 - Industrial</b>		
Customer Base Charge per month <sup>(2)</sup>	276.24	444.93
Usage per 1,000 gallons	4.22	9.30
Initial Connection (Tap) charge <sup>(4)</sup>	5,000.00	1,250.00
Nonpayment Fee	200.00	-
<b>Class 6 - Early Bird (No longer available)</b>		
<b>Class 7 - Fire Hydrant Charge</b>		
Availability Charge per year	183.00	-
<b>Class 8 - 1" Water Service</b>		
Customer Base Charge per month <sup>(2)</sup>	30.90	49.43
Usage per 1,000 gallons	4.22	9.30
Initial Connection (Tap) charge <sup>(4)</sup>	1,500.00	1,250.00
Nonpayment Fee	100.00	-
<b>Class 9 - Vacant /Out of Use Non-residential Property</b>		
Customer Base Charge per month <sup>(2)</sup>	15.24	24.18
Usage per 1,000 gallons	4.22	9.30
Nonpayment Fee	70.00	-
<b>Class 10 - Vacant Residences</b>		
Customer Base Charge per month <sup>(2)</sup>	15.24	-
Nonpayment Fee	70.00	-

### Special Charges

#### **Service Call - 2 hour minimum**

\$35 per hour - signed by customer to initiate work outside of scheduled work hours of 7:00 a.m. - 4:00 p.m. on weekdays and 7:00 a.m. - 3:00 p.m. on weekends

**Meter Testing Charge**

\$25 - no charge if meter defective

**Special Charges (continued)**

**Returned Check Processing Charge**

\$25, as allowed by G.S. §25-3-506

**Late Payment Charge**

10% of amount overdue per month or part of month beginning 30 days after billing date

**Irrigation Connection Inspection**

\$20

(1) Residential customer deposit may apply. Please refer to Water Resources Department Policy Manual.

(2) Base charges do not include any usage.

(3) The published Initial Connection (Tap) charges are based on the historic River Bend average cost that has been experienced in making connections. There will be cases when, because of the local depth of the service main pipe to which the connection is to be made, or other site specific differences from the norm, the published connection fee will not cover the actual cost of the tap. When the Water Resources Superintendent encounters such conditions, he shall notify the applicant requesting the tap that the cost may exceed the published fee. In those cases, a record of cost associated with the specific tap will be accounted for and if the total cost exceeds the published fee, then the applicant shall pay a fee equal to the actual cost.

(4) The necessary equipment will be provided to the resident at cost. The resident is responsible for installing the irrigation meter on the resident's side of the regular water meter. After installation, the work will be inspected by a Water Resources Department employee.



**TOWN OF RIVER BEND  
BUDGET ORDINANCE AMENDMENT 21-B-07  
FISCAL YEAR 2021-2022**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the 2021-2022 Budget Ordinance as last amended on April 14, 2022, be amended as follows:

**Summary**

General Fund	3,028,232
General Capital Reserve Fund	107,187
Law Enforcement Separation Allowance Fund	13,545
Water Fund	673,545
Water Capital Reserve Fund	489
Sewer Fund	733,583
Sewer Capital Reserve Fund	22
<b>Total</b>	<b>4,556,603</b>

**Section 1. General Fund**

**Anticipated Revenues**

AD VALOREM Taxes 2021-2022	711,163
AD VALOREM Tax-Motor Vehicle	85,800
Animal Licenses	2,000
Sales Tax 1% Article 39	149,718
Sales Tax 1/2% Article 40	87,158
Sales Tax 1/2% Article 42	74,932
Sales Tax Article 44 105-524	10,235
Sales Tax Hold Harmless Distribution	86,068
Solid Waste Disposal Tax	2,200
Powell Bill Allocation	92,539
Beer and Wine Tax	13,225
Video Programming Sales Tax	53,600
Utilities Franchise Tax	111,000
Telecommunications Sales Tax	9,900
Court Refunds	500
Zoning Permits	5,000
Federal Grant	22,170
Recovery Grant NCORR-FDLG-004	76,445
Federal Disaster Assistance	35,434
Miscellaneous	10,000
Interest-NCORR-FDLG-004 Investments	30
Interest- Powell Bill Investments	50
Interest-Gen Investments	500
Contributions	421
Wildwood Storage Rents	18,144
Rents & Concessions	18,000
Sale of Capital Assets	31,008
Transfer From Capital Reserve Fund	65,342
Transfer From ARPA Grants Project	964,378
<b>Appropriated Fund Balance</b>	<b>291,272</b>
<b>Total</b>	<b>3,028,232</b>



**Section 1.**            **General Fund (continued)**

Authorized Expenditures

Governing Body	32,000
Administration	279,575
Finance	192,018
Tax Listing	11,200
Legal Services	25,000
Elections	0
Police	640,114
Public Buildings	124,439
Emergency Services	4,000
Animal Control	11,056
Street Maintenance	186,141
Public Works	161,197
Leaf & Limb and Solid Waste	44,000
Stormwater Management	31,584
Wetlands and Waterways	3,000
Planning & Zoning	50,563
Recovery Grant NCORR-FDLG-004	77,602
Recreation & Special Events	7,500
Parks & Community Appearance	44,699
Contingency	17,666
Transfer To General Capital Reserve Fund	107,000
Transfer To L.E.S.A. Fund	13,500
Transfer to Public Works Capital Projects Fund	964,378
Total	<u>3,028,232</u>

**Section 2.**            **General Capital Reserve Fund**

Anticipated Revenues

Contributions from General Fund	107,000
Interest Revenue	187
Total	<u>107,187</u>

Authorized Expenditures

Transfer to General Fund	65,342
Future Procurement	41,845
	<u>107,187</u>

**Section 3.**            **Law Enforcement Separation Allowance Fund**

Anticipated Revenues:

Contributions from General Fund	13,500
Interest Revenue	45
Total	<u>13,545</u>

Authorized Expenditures:

Separation Allowance	1,517
Future LEOSSA Payments	12,028
Total	<u>13,545</u>

**Section 4.**            **Water Fund**

Anticipated Revenues

Utility Usage Charges, Classes 1 & 2	199,710
Utility Usage Charges, Classes 3 & 4	8,949
Utility Usage Charges, Class 5	12,209
Utility Usage Charges, Class 8	3,586
Utility Customer Base Charges	231,472
Hydrant Availability Fee	20,496
Taps & Connections Fees	1,250
Nonpayment Fees	10,500
Late payment Fees	6,839
Interest Revenue	1,275
Sale of Capital Asset	0
Appropriated Fund Balance	177,259
Total	<hr/> 673,545

Authorized Expenditures

Administration & Finance [1]	520,645
Operations and Maintenance	149,400
Transfer To Fund Balance for Capital Outlay	3,500
Transfer To Water Capital Reserve Fund	0
Total	<hr/> 673,545

*[1] Portion of department for bond debt service: 148,991*

**Section 5.**            **Water Capital Reserve Fund**

Anticipated Revenues

Contributions From Water Operations Fund	0
Interest Revenue	489
Total	<hr/> 489

Authorized Expenditures

Future Expansion & Debt Service	<hr/> 489
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**Section 8.**                    **Levy of Taxes**

There is hereby levied a tax at the rate of twenty-six cents (\$0.26) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2021, for the purpose of raising the revenue listed as "Ad Valorem Taxes 2021-2022" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of \$278,000,000 for purposes of taxation of real and personal property with an estimated rate of collection of 98.39%. The estimated collection rate is based on the fiscal year 2019-2020 collection rate of 98.39% by Craven County who has been contracted to collect real and personal property taxes for the Town of River Bend. Also included is a valuation of \$33,000,000 for purposes of taxation of motor vehicles with a collection rate of 100% by the North Carolina Vehicle Tax System.

**Section 9.**                    **Fees and Charges**

There is hereby established, for Fiscal Year 2022, various fees and charges as contained in Attachment A of this document.

**Section 10.**                  **Special Authorization of the Budget Officer**

- A. The Budget Officer shall be authorized to reallocate any appropriations within departments.
- B. The Budget Officer shall be authorized to execute interfund and interdepartmental transfers in emergency situations. Notification of all such transfers shall be made to the Town Council at its next meeting following the transfer.
- C. The Budget Officer shall be authorized to execute interdepartmental transfers in the same fund, including contingency appropriations, not to exceed \$5,000. Notification of all such transfers shall be made to the Town Council at its next meeting following the transfer.

**Section 11.**                  **Classification and Pay Plan**

Cost of Living Adjustment (COLA) for all Town employees shall be 1.4% and shall begin the first payroll in the new fiscal year. The Town Manager is hereby authorized to grant merit increases to Town employees, when earned, per the approved Pay Plan.

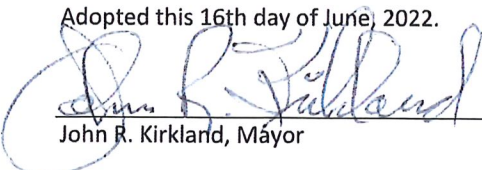
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This ordinance shall be the basis of the financial plan for the Town of River Bend municipal government during the 2021-2022 fiscal year. The Budget Officer shall administer the Annual Operating Budget and shall ensure the operating staff and officials are provided with guidance and sufficient details to implement their appropriate portion of the budget.

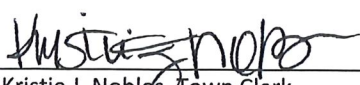
**Section 13.**                  **Copies of this Budget Ordinance**

Copies of this Budget Ordinance shall be furnished to the Clerk, Town Council, Budget Officer and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Adopted this 16th day of June, 2022.

  
\_\_\_\_\_  
John R. Kirkland, Mayor

Attest:

  
\_\_\_\_\_  
Kristie J. Nobles, Town Clerk





**TOWN OF RIVER BEND  
BUDGET ORDINANCE AMENDMENT 21-B-06  
FISCAL YEAR 2021-2022**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the 2021-2022 Budget Ordinance as last amended on March 10, 2022, be amended as follows:

**Summary**

General Fund	3,028,232
General Capital Reserve Fund	107,187
Law Enforcement Separation Allowance Fund	13,545
Water Fund	673,545
Water Capital Reserve Fund	489
Sewer Fund	733,583
Sewer Capital Reserve Fund	22
<b>Total</b>	<b>4,556,603</b>

**Section 1.**

**General Fund**

**Anticipated Revenues**

AD VALOREM Taxes 2021-2022	711,163
AD VALOREM Tax-Motor Vehicle	85,800
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Beer and Wine Tax	13,225
Video Programming Sales Tax	53,600
Utilities Franchise Tax	111,000
Telecommunications Sales Tax	9,900
Court Refunds	500
Zoning Permits	5,000
Federal Grant	22,170
Recovery Grant NCORR-FDLG-004	76,445
Federal Disaster Assistance	35,434
Miscellaneous	10,000
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Interest- Powell Bill Investments	50
Interest-Gen Investments	500
Contributions	421
Wildwood Storage Rents	18,144
Rents & Concessions	18,000
Sale of Capital Assets	31,008
Transfer From Capital Reserve Fund	65,342
Transfer From ARPA Grants Project	964,378
Appropriated Fund Balance	291,272
<b>Total</b>	<b>3,028,232</b>

**Section 1.**            **General Fund (continued)**

Authorized Expenditures

Governing Body	32,000
Administration	271,575
Finance	192,018
Tax Listing	11,200
Legal Services	24,000
Elections	3,500
Police	640,114
Public Buildings	124,439
Emergency Services	4,000
Animal Control	11,056
Street Maintenance	186,141
Public Works	161,197
Leaf & Limb and Solid Waste	44,000
Stormwater Management	37,084
Wetlands and Waterways	3,000
Planning & Zoning	50,563
Recovery Grant NCORR-FDLG-004	77,602
Recreation & Special Events	7,500
Parks & Community Appearance	44,699
Contingency	17,666
Transfer To General Capital Reserve Fund	107,000
Transfer To L.E.S.A. Fund	13,500
Transfer to Public Works Capital Projects Fund	964,378
Total	<u>3,028,232</u>

**Section 2.**            **General Capital Reserve Fund**

Anticipated Revenues

Contributions from General Fund	107,000
Interest Revenue	187
Total	<u>107,187</u>

Authorized Expenditures

Transfer to General Fund	65,342
Future Procurement	41,845
	<u>107,187</u>

**Section 3.**            **Law Enforcement Separation Allowance Fund**

Anticipated Revenues:

Contributions from General Fund	13,500
Interest Revenue	45
Total	<u>13,545</u>

Authorized Expenditures:

Separation Allowance	1,517
Future LEOSA Payments	12,028
Total	<u>13,545</u>



**Section 6.**            **Sewer Fund**

Anticipated Revenues:

Utility Usage Charges, Classes 1 & 2	258,181
Utility Usage Charges, Classes 3 & 4	20,212
Utility Usage Charges, Class 5	27,576
Utility Usage Charges, Class 8	7,264
Utility Customer Base Charges	294,652
Taps & Connection Fees	1,250
Late payment Fees	7,902
Interest Revenue	1,919
Sale of Capital Asset	0
Appropriated Fund Balance	114,627
Total	<u>733,583</u>

Authorized Expenditures:

Administration & Finance [2]	514,483
Operations and Maintenance	215,600
Transfer to Fund Balance for Capital Outlay	3,500
Transfer to Sewer Capital Reserve Fund	0
Total	<u>733,583</u>

*[2] Portion of department for bond debt service: 128,659*

**Section 7.**            **Sewer Capital Reserve**

Anticipated Revenues:

Contributions From Sewer Operations Fund	0
Interest Revenue	22
Total	<u>22</u>

Authorized Expenditures:

Future Expansion & Debt Service	<u>22</u>
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**Section 8.**                    **Levy of Taxes**

There is hereby levied a tax at the rate of twenty-six cents (\$0.26) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2021, for the purpose of raising the revenue listed as "Ad Valorem Taxes 2021-2022" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of \$278,000,000 for purposes of taxation of real and personal property with an estimated rate of collection of 98.39%. The estimated collection rate is based on the fiscal year 2019-2020 collection rate of 98.39% by Craven County who has been contracted to collect real and personal property taxes for the Town of River Bend. Also included is a valuation of \$33,000,000 for purposes of taxation of motor vehicles with a collection rate of 100% by the North Carolina Vehicle Tax System.

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**Section 13.**                   **Copies of this Budget Ordinance**

Copies of this Budget Ordinance shall be furnished to the Clerk, Town Council, Budget Officer and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Adopted this 14th day of April, 2022.

  
\_\_\_\_\_  
John R. Kirkland, Mayor

Attest:

  
\_\_\_\_\_  
Kristie J. Nobles, Town Clerk



## **AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE TOWN OF RIVER BEND**

BE IT ORDAINED by the Town Council of the Town of River Bend that the Town Code of Ordinances, Title III, Administration, Chapter 3.05, Board and Commissions, be amended as follows:

### **CHAPTER 3.05: BOARDS AND COMMISSIONS**

#### ***Parks and Recreation Advisory Board***

- 3.05.001 Establishment
- 3.05.003 Powers and duties
- 3.05.004 Composition and terms of office
- 3.05.005 Organization and procedures

#### ***Environment and Waterways Advisory Board***

- 3.05.015 Establishment
- 3.05.016 Purpose
- 3.05.017 Powers and duties
- 3.05.018 Composition and terms of office
- 3.05.019 Organization and procedures

#### ***Planning Board***

- 3.05.035 Establishment
- 3.05.036 Purpose
- 3.05.037 Powers and duties
- 3.05.038 Composition and terms of office
- 3.05.039 Organization and procedures

#### ***Community Appearance Commission***

- 3.05.055 Establishment
- 3.05.056 Purpose
- 3.05.057 Powers and duties
- 3.05.058 Composition and terms of office
- 3.05.059 Organization and procedures

***Advisory Board Appointments***

3.05.070

***Advisory Board Liaison***

3.05.080

## **PARKS AND RECREATION ADVISORY BOARD**

### **§ 3.05.001 ESTABLISHMENT.**

A Parks and Recreation Advisory Board (the Board) is hereby created and established.

### **§ 3.05.002 PURPOSE.**

The purpose of the Board is to advise the Town Council (Council) and Manager on parks and recreation issues to include, but not be limited to, town parks and recreation areas, safety matters in town parks and recreation areas, and recreational activities in town parks and recreation areas. The Board shall work on other issues assigned by the Council or Manager

### **§ 3.05.003 POWERS AND DUTIES.**

The Board shall report to the Town Council and shall have the following powers and duties:

- (A) At the direction of the Council and/or Manager, conduct studies and make recommendations on matters relating to parks and recreation issues.
- (B) At their request, assist the Council and/or Manager in the resolution of complaints and concerns registered by the town's citizens, governmental agencies, or other entities.
- (C) All Board reports, recommendations, or requests for actions shall be coordinated, when appropriate, with other town boards working through the Manager and Council.
- (D) Because the Board is advisory in purpose, no Board member shall make, or have the authority to make, any contractual or financial obligations or arrangements on behalf of, or for, the town.
- (E) The Board, at its discretion and operating within its budget, may organize and administer Council and/or Manager approved parks and recreational activities and events to serve the residents of River Bend. The Board may be asked to organize special events or activities by the Council and/or Manager.

### **§ 3.05.004 COMPOSITION AND TERMS OF OFFICE.**

- (A) There shall be seven (7) members of the Board, to be appointed by the Council for 2-year staggered terms. All members shall serve without compensation. The terms of office shall commence on July 1 and end on June 30, 2 years later, unless appointed to fill a vacancy, in which the term would begin immediately and end when the term was scheduled to end.
- (B) All members shall be residents of the town.
- (C) The Council may remove a Board member only by vote in an open meeting. A Board member who misses 3 consecutive meetings without being excused by the Board shall be considered to have resigned membership in the Board. The vacancy shall be filled as soon as practicable by the Council.

**§ 3.05.005 ORGANIZATION AND PROCEDURES.**

- (A) At the first regular meeting each year following June 30, the Board shall elect a Chair, Vice Chair and a Secretary. The Secretary need not be a member of the Board. The name and contact information for each officer shall be immediately forwarded to the Town Clerk. Any subsequent change in officers shall also be forwarded to the Town Clerk.
- (B) The Board shall set a date (Ex: 2<sup>nd</sup> Thursday of each month), time and place to conduct its regular meeting. The schedule of regular meetings for the Board shall be maintained in the Office of Town Clerk.
- (C) The Board shall hold a minimum of 4 scheduled meetings per year. Special meetings may be called by Chair, the Manager, or 2 members of the Board. All meetings of the Board shall be conducted in a public, accessible place. All meetings shall be open to the public, shall be conducted under the rules of order established by Council, and shall be in accordance with state laws, in particular, the Open Meetings Law. A written agenda shall be prepared and distributed to all Board members and the Liaison at least 48 hours prior to all meetings. Copies of the agenda shall be available to the public at all meetings. A written record of minutes of each meeting shall be kept by the Secretary or, in their absentee, a designated person and shall include information on attendance, findings, recommendations, and actions taken by the Board. A draft copy of the minutes shall be provided to the Town Clerk within 10 business days of the meeting. At the next regular meeting of the Board, the draft minutes shall be presented to the Board for official acceptance. Within 10 days of adoption by the Board, a signed copy of the minutes shall be provided to the Town Clerk for retention. In accordance with applicable law, minutes of Board meetings are public record. Board minutes shall be posted on the Town's web page in a manner consistent with the process of posting Town Council minutes.
- (D) A quorum, comprised of more than half the current membership, shall be present at the meeting to take any official action required or authorized by this subchapter. Only appointed Board members are eligible to vote. The Chair is eligible to vote on all matters.
- (E) The Board may adopt by-laws, rules, and other procedures not inconsistent with the town's ordinances and laws of North Carolina, with approval by the Town Manager.
- (F) Pursuant to G.S. § 160D-109, members of appointed boards providing advice to the Town Council shall not vote on recommendations regarding any zoning map or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member.
- (G) Any official recommendation, arising out of the Board, shall be submitted in writing to the Town Council through the Board's liaison or the Town Manager.

## **ENVIRONMENT AND WATERWAYS ADVISORY BOARD**

### **§ 3.05.015 ESTABLISHMENT.**

An Environment and Waterways Advisory Board (the Board) is hereby created and established.

### **§ 3.05.016 PURPOSE.**

The purpose of the Board is to advise the Town Council (Council) and Manager on environmental and waterways issues and to provide recommendations on waterways and environmental issues or concerns relating to use, preservation, conservation and protection of such resources within the town. The Board shall work on other issues assigned by the Council or Manager.

### **§ 3.05.017 POWERS AND DUTIES.**

The Board shall report to the Town Council and shall have the following powers and duties:

- (A) At the direction of the Council and/or Manager, conduct studies and make recommendations on matters relating to environmental and waterway issues.
- (B) At their request, assist the Council and/or Manager in the resolution of complaints and concerns registered by the town's citizens, governmental agencies, or other entities.
- (C) All Board reports, recommendations, or requests for actions shall be coordinated, when appropriate, with other town boards working through the Manager and Council.
- (D) Because the Board is advisory in purpose, no Board member shall make, or have the authority to make, any contractual or financial obligations or arrangements on behalf of, or for, the town.
- (E) The Board, at its discretion and operating within its budget, may organize and administer Council and/or Manager approved projects related to environmental and waterway activities and events to serve the residents of River Bend. The Board may be asked to organize special events or activities by the Council and/or Manager.
- (F) To engage in activities to further public education and understanding of the importance of waterways and the environment to the community, and voluntary means by which these resources may be protected.

### **§ 3.05.018 COMPOSITION AND TERMS OF OFFICE.**

- (A) There shall be seven (7) members of the Board, to be appointed by the Council for 2-year staggered terms. All members shall serve without compensation. The terms of office shall commence on July 1 and end on June 30, 2 years later, unless appointed to fill a vacancy, in which the term would begin immediately and end when the term was scheduled to end.
- (B) All members shall be residents of the town.
- (C) The Council may remove a Board member only by vote in an open meeting. A Board member who misses 3 consecutive meetings without being excused by the Board shall be considered to have resigned membership in the Board. The vacancy shall be filled as soon as practicable by the Council.

**§ 3.05.019 ORGANIZATION AND PROCEDURES.**

- (A) At the first regular meeting each year following June 30, the Board shall elect a Chair, Vice Chair and a Secretary. The Secretary need not be a member of the Board. The name and contact information for each officer shall be immediately forwarded to the Town Clerk. Any subsequent change in officers shall also be forwarded to the Town Clerk.
- (B) The Board shall set a date (Ex: 2<sup>nd</sup> Thursday of each month), time and place to conduct its regular meeting. The schedule of regular meetings for the Board shall be maintained in the Office of Town Clerk.
- (C) The Board shall hold a minimum of 4 scheduled meetings per year. Special meetings may be called by Chair, the Manager, or 2 members of the Board. All meetings of the Board shall be conducted in a public, accessible place. All meetings shall be open to the public, shall be conducted under the rules of order established by Council, and shall be in accordance with state laws, in particular, the Open Meetings Law. A written agenda shall be prepared and distributed to all Board members and the Liaison at least 48 hours prior to all meetings. Copies of the agenda shall be available to the public at all meetings. A written record of minutes of each meeting shall be kept by the Secretary or, in their absence, a designated person and shall include information on attendance, findings, recommendations, and actions taken by the Board. A draft copy of the minutes shall be provided to the Town Clerk within 10 business days of the meeting. At the next regular meeting of the Board, the draft minutes shall be presented to the Board for official acceptance. Within 10 days of adoption by the Board, a signed copy of the minutes shall be provided to the Town Clerk for retention. In accordance with applicable law, minutes of Board meetings are public record. Board minutes shall be posted on the Town's web page in a manner consistent with the process of posting Town Council minutes.
- (D) A quorum, comprised of more than half the current membership, shall be present at the meeting to take any official action required or authorized by this subchapter. Only appointed Board members are eligible to vote. The Chair is eligible to vote on all matters.
- (E) The Board may adopt by-laws, rules, and other procedures not inconsistent with the town's ordinances and laws of North Carolina, with approval by the Town Manager.
- (F) Pursuant to G.S. § 160D-109, members of appointed boards providing advice to the Town Council shall not vote on recommendations regarding any zoning map or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member.
- (G) Any official recommendation, arising out of the Board, shall be submitted in writing to the Town Council through the Board's liaison or the Town Manager.

## **PLANNING BOARD**

### **§ 3.05.035 ESTABLISHMENT.**

A Planning Board (the Board) is hereby created and established.

### **§ 3.05.036 PURPOSE.**

The purpose of the Board is to advise the Town Council (Council) and Manager on planning and zoning issues to include, but not be limited to, establishment or revision of districts, regulation and restriction of the erection, construction, reconstruction, alteration, repair or use of buildings, structures or land in accordance with G.S. § 160D-109. The Board shall work on other issues assigned by the Council or Manager.

### **§ 3.05.037 POWERS AND DUTIES.**

Pursuant to G.S. § 160D-109, the Board shall report to the Town Council and shall have the following powers and duties:

- (A) At the direction of the Council and/or Manager, conduct studies and make recommendations on matters relating to planning and zoning issues.
- (B) At their request, assist the Council and/or Manager in the resolution of complaints and concerns registered by the town's citizens, governmental agencies, or other entities.
- (C) All Board reports, recommendations, or requests for actions shall be coordinated, when appropriate, with other town boards working through the Manager and Council.
- (D) Because the Board is advisory in purpose, no Board member shall make, or have the authority to make, any contractual or financial obligations or arrangements on behalf of, or for, the town.

### **§ 3.05.038 COMPOSITION AND TERMS OF OFFICE.**

- (A) There shall be seven (7) members of the Board, six (6) being appointed by the Council for 2-year staggered terms. The seventh member shall be a citizen living in the town's extraterritorial jurisdiction (ETJ) and shall be appointed by the Craven County Commissioners in accordance with G.S. § 160D-109. All members shall serve without compensation. The terms of office shall commence on July 1 and end on June 30, 2 years later, unless appointed to fill a vacancy, in which the term would begin immediately and end when the term was scheduled to end.
- (B) All town-appointed members shall be residents of the town.
- (C) The Council may remove a town-appointed Board member only by vote in an open meeting. A Board member who misses 3 consecutive meetings without being excused by the Board shall be considered to have resigned membership in the Board. The vacancy shall be filled by the Council as soon as practicable.



- (D) Only the Craven County Commissioners have the authority to remove the ETJ member from the Board. Any ETJ vacancy shall be filled by the Commissioners.
- (E) All members of the Board shall have equal rights, privileges and duties with regards to all matters within the town's planning and zoning jurisdiction.

**§ 3.05.039 ORGANIZATION AND PROCEDURES.**

- (A) At the first regular meeting each year following June 30, the Board shall elect a Chair, Vice Chair and a Secretary. The Secretary need not be a member of the Board. The name and contact information for each officer shall be immediately forwarded to the Town Clerk. Any subsequent change in officers shall also be forwarded to the Town Clerk.
- (B) The Board shall set a date (Ex: 2<sup>nd</sup> Thursday of each month), time and place to conduct its regular meeting. The schedule of regular meetings for the Board shall be maintained in the Office of Town Clerk.
- (C) The Board shall hold a minimum of 4 scheduled meetings per year. Special meetings may be called by Chair, the Manager, or 2 members of the Board. All meetings of the Board shall be conducted in a public, accessible place. All meetings shall be open to the public, shall be conducted under the rules of order established by Council, and shall be in accordance with state laws, in particular, the Open Meetings Law. A written agenda shall be prepared and distributed to all Board members and the Liaison at least 48 hours prior to all meetings. Copies of the agenda shall be available to the public at all meetings. A written record of minutes of each meeting shall be kept by the Secretary or, in their absence, a designated person and shall include information on attendance, findings, recommendations, and actions taken by the Board. A draft copy of the minutes shall be provided to the Town Clerk within 10 business days of the meeting. At the next regular meeting of the Board, the draft minutes shall be presented to the Board for official acceptance. Within 10 days of adoption by the Board, a signed copy of the minutes shall be provided to the Town Clerk for retention. In accordance with applicable law, minutes of Board meetings are public record. Board minutes shall be posted on the Town's web page in a manner consistent with the process of posting Town Council minutes.
- (D) A quorum, comprised of more than half the current membership, shall be present at the meeting to take any official action required or authorized by this subchapter. Only appointed Board members are eligible to vote. The Chair is eligible to vote on all matters.
- (E) The Board may adopt by-laws, rules, and other procedures not inconsistent with the town's ordinances and laws of North Carolina, with approval by the Town Manager.
- (F) Pursuant to G.S. § 160D-109, members of appointed boards providing advice to the Town Council shall not vote on recommendations regarding any zoning map or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member.
- (G) Any official recommendation, arising out of the Board, shall be submitted in writing to the Town Council through the Board's liaison or the Town Manager.

## **COMMUNITY APPEARANCE COMMISSION**

### **§ 3.05.055 ESTABLISHMENT.**

A Community Appearance Commission (herein after, the Board) is hereby created and established.

### **§ 3.05.056 PURPOSE.**

The purpose of the Board is to advise the Town Council (Council) and Manager on community appearance issues to include, but not be limited to, enhancing the appearance of the town, making recommendations for planting of trees, shrubs or other planting materials on town owned property including town right-of-ways, and any other matter that affects the overall appearance of the town. The Board shall work on other issues assigned by the Council or Manager.

### **§ 3.05.057 POWERS AND DUTIES.**

The Board shall report to the Town Council and shall have the following powers and duties:

- (A) At the direction of the Council and/or Manager, conduct studies and make recommendations on matters relating to community appearance issues.
- (B) At the request of the Council and Manager, assist in the resolution of complaints and concerns registered by the town's citizens, governmental agencies, or other entities.
- (C) All Board reports, recommendations, or requests for actions shall be coordinated, when appropriate, with other town boards working through the Manager and Council.
- (D) Because the Board is advisory in purpose, no Board member shall make, or have the authority to make, any contractual or financial obligations or arrangements on behalf of, or for, the town.
- (E) The Board, at its discretion and operating within its budget, may organize and implement Council and/or Manager approved projects related to community appearance. The Board may be asked to conduct special projects or activities by the Council and/or Manager.

### **§ 3.05.058 COMPOSITION AND TERMS OF OFFICE.**

- (A) There shall be seven (7) members of the Board, to be appointed by the Council for 2-year staggered terms. All members shall serve without compensation. The terms of office shall commence on July 1 and end on June 30, 2 years later, unless appointed to fill a vacancy, in which the term would begin immediately and end when the term was scheduled to end.
- (B) All members shall be residents of the town.
- (C) The Council may remove a Board member only by vote in an open meeting. A Board member who misses 3 consecutive meetings without being excused by the Board shall be considered to have resigned membership in the Board. The vacancy shall be filled as soon as practicable by the Council.

**§ 3.05.059 ORGANIZATION AND PROCEDURES.**

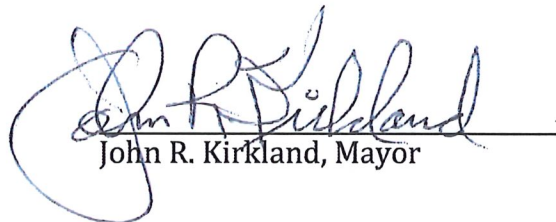
- (A) At the first regular meeting each year following June 30, the Board shall elect a Chair, Vice Chair and a Secretary. The Secretary need not be a member of the Board. The name and contact information for each officer shall be immediately forwarded to the Town Clerk. Any subsequent change in officers shall also be forwarded to the Town Clerk.
- (B) The Board shall set a date (Ex: 2<sup>nd</sup> Thursday of each month), time and place to conduct its regular meeting. The schedule of regular meetings for the Board shall be maintained in the Office of Town Clerk.
- (C) The Board shall hold a minimum of 4 scheduled meetings per year. Special meetings may be called by Chair, the Manager, or 2 members of the Board. All meetings of the Board shall be conducted in a public, accessible place. All meetings shall be open to the public, shall be conducted under the rules of order established by Council, and shall be in accordance with state laws, in particular, the Open Meetings Law. A written agenda shall be prepared and distributed to all Board members and the Liaison at least 48 hours prior to all meetings. Copies of the agenda shall be available to the public at the meeting. A written record of minutes of each meeting shall be kept by the Secretary or, in their absentee, a designated person and shall include information on attendance, findings, recommendations, and actions taken by the Board. A draft copy of the minutes shall be provided to the Town Clerk within 10 business days of the meeting. At the next regular meeting of the Board, the draft minutes shall be presented to the Board for official acceptance. Within 10 days of adoption by the Board, a signed copy of the minutes shall be provided to the Town Clerk for retention. In accordance with applicable law, minutes of Board meetings are public record. Board minutes shall be posted on the Town's web page in a manner consistent with the process of posting Town Council minutes.
- (D) A quorum, comprised of more than half the current membership, shall be present at the meeting to take any official action required or authorized by this subchapter. Only appointed Board members are eligible to vote. The Chair is eligible to vote on all matters.
- (E) The Board may adopt by-laws, rules, and other procedures not inconsistent with the town's ordinances and laws of North Carolina, with approval by the Town Manager.
- (F) Pursuant to G.S. § 160D-109, members of appointed boards providing advice to the Town Council shall not vote on recommendations regarding any zoning map or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member.
- (G) Any official recommendation, arising out of the Board, shall be submitted in writing to the Town Council through the Board's liaison or the Town Manager.

**§ 3.05.070 APPOINTMENT TO BOARD**

- (A) No appointment to fill a vacancy on an Advisory Board shall be made until the vacancy has been advertised for at least 2 weeks. Applicants are encouraged to attend the Council meeting where their consideration of appointment is scheduled, whereby they will be introduced to the Council.
- (B) The Town Council may give preference to minority applicants in order to promote diversity when selecting the membership of the committee
- (C) The following application procedure shall be followed by all applicants:
  - (1) Any person interested in appointment to an Advisory Board shall complete and submit an Advisory Board Application.
  - (2) Before being considered for appointment, an applicant must have attended at least 1 meeting of the Advisory Board they request to be appointed to.
  - (3) All applications for appointment will be reviewed by the Advisory Board. The Advisory Board shall consider all applicants and submit a recommendation for appointment to the Town Council.
  - (4) The Advisory Board Liaison shall submit the appointment recommendation to the Town Council.
- (D) Advisory Board members may resign at any time for any reason. All resignations must be immediately reported in writing or via email to the Town Manager by the Chair, or Liaison. Once a member's resignation becomes effective, that member may only be considered for reappointment following the procedure described herein.

This Ordinance shall be in full force and effect upon its adoption

**Adopted this the 16th day of June, 2022**

  
John R. Kirkland, Mayor

ATTEST:

  
Kristie J. Nobles, Town Clerk



**River Bend Town Council  
Closed Session Minutes  
June 9, 2022  
Town Hall**

Present Council Members:	Mayor John Kirkland Buddy Sheffield Don Fogle Barbara Maurer Irving Van Slyke Brian Leonard
Town Manager:	Delane Jackson
Town Attorney:	David Baxter

The Town Manager informed the Council that former police department employee; Johnathan Whitley had obtained an attorney and had submitted a request for an appeal to the disciplinary action that resulted in his termination. The Manager distributed a copy of Johnathan's request to the Council. Town Attorney, David Baxter informed the Council that he has spoken with Johnathan's attorney, Gary Clemmons about the matter. The Town Manager briefed the Council on the town's grievance procedure.

The Town Manager and Town Attorney informed the Council that by North Carolina law all of the town's employees are at-will employees and work at the will of the Town Manager. The Manager told the Council that the town's personnel policy was clear about the at-will status of all employees. The Manager stated that before being hired, all employees are given a written conditional job offer describing the position, pay, benefits, etc. of the job and that each job offer ended with a paragraph stating that the person's employment could be terminated at any time and with or without cause. He further explained that each job offer ends with a place for the prospective employee to sign stating that they accept and acknowledge the "At-Will" disclaimer. He further stated that if the prospect does not sign, they are not hired. He stated that Johnathan signed the document prior to being hired.

Police Chief, Sean Joll was invited into the closed session. There was a discussion about his competence, performance, character and fitness to perform his job during this time of transition and depleted staff in the Police Department. All Town Council members expressed their praise and appreciation for Chief Joll and encouraged him to keep up the good work.

There was no further business for closed session.

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Delane Jackson  
Town Manager

**River Bend Town Council  
Closed Session Minutes  
July 14, 2022  
Town Hall**

Present Council Members: Mayor John Kirkland  
Buddy Sheffield  
Don Fogle  
Barbara Maurer  
Irving Van Slyke  
Brian Leonard

Town Manager: Delane Jackson  
Town Attorney: David Baxter

The Town Manager distributed draft minutes from the June 9, 2022 closed session for the Council to review. There were no suggestions for revisions. The Town Attorney and the Town Manager updated the Council on the status of Johnathan Whitley appeal process.

There was no further business for closed session.

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Delane Jackson  
Town Manager





## RIVER BEND POLICE DEPARTMENT



### MONTHLY ACTIVITY REPORT

2022

	ACTIVITIES	2022	2022	2022	% of Total Calls	% Change Last 2 Mos.
		April	May	June		
1	ALARMS / 911 UNKNOWN / DISTURBANCE / SHOTS FIRED	12	5	9	0.85%	80.00%
2	ANIMAL COMPLAINTS	6	1	5	0.47%	400.00%
3	ARRESTS	5	0	0	0.00%	0.00%
4	ASSAULTS / ALL OTHER VIOLENT CRIME	5	0	1	0.09%	0.00%
5	ASSIST CITIZENS / LOCK OUT / QUALITY OF LIFE ISSUES	15	17	6	0.56%	-65.00%
6	ASSIST EMS / FD / FIRST RESPONDERS / MED ASSIST	28	30	17	1.60%	-43.00%
7	ASSIST MOTORISTS / FOOT PATROLS / ALL OTHER	98	137	75	7.06%	-45.00%
8	ASSIST OTHER AGENCIES	3	2	1	0.09%	-50.00%
9	B & E BUSINESS / RESIDENCE / VEHICLE	2	1	0	0.00%	-100.00%
10	CRIM. SUMM. / SUBPOENAS / WARRANTS / CIVIL COMPLAINT	6	1	0	0.00%	-100.00%
11	DOMESTICS	1	1	2	0.19%	100.00%
12	FIRES / ALARM	2	2	1	0.09%	-50.00%
13	IDENTITY THEFT / FRAUD	0	1	1	0.09%	0.00%
14	INVOLUNTARY COMMITMENTS	0	1	1	0.09%	0.00%
15	JUVENILE COMPLAINTS	3	1	0	0.00%	-100.00%
16	LARCENIES	2	0	1	0.09%	0.00%
17	LITTERING	1	1	0	0.00%	-100.00%
18	LOUD MUSIC / NOISE COMPLAINTS	1	0	0	0.00%	0.00%
19	DEATH / MISSING PERSON / RUNAWAY / SUICIDE(A)	1	0	1	0.09%	0.00%
20	PROPERTY DAMAGE / VANDALISM	3	1	4	0.38%	300.00%
21	RESIDENTIAL / BUSINESS CHECKS / COMMUNITY WATCH	1044	983	820	77.14%	-17.00%
22	ROADWAY DEBRIS / OBSTRUCTIONS	0	0	0	0.00%	0.00%
23	ROBBERIES	0	0	0	0.00%	0.00%
24	SOLICITING VIOLATIONS	1	1	1	0.09%	0.00%
25	SUSPICIOUS PERSONS / VEHICLES / FIELD INTERVIEW	14	16	8	0.75%	-50.00%
26	TOWN ORDINANCE CITATIONS	1	0	1	0.09%	0.00%
27	TOWN ORDINANCE VIOLATIONS	2	1	1	0.09%	0.00%
28	TRAFFIC ACCIDENTS	0	2	2	0.19%	0.00%
29	TRAFFIC STOPS	34	37	78	7.34%	111.00%
30	TRAFFIC COMPLAINTS-RADAR	5	2	9	0.85%	350.00%
31	DWI	0	0	0	0.00%	0.00%
32	CHECKPOINTS	1	1	1	0.09%	0.00%
33	DRUG VIOLATIONS	1	0	1	0.09%	0.00%
34	WELFARE CHECKS	3	1	4	0.38%	300.00%
35	CASE ASSIST / PW / VEHICLE MAINTENANCE / MEETING	8	3	4	0.38%	33.00%
36	CASE FOLLOW UPS / SPECIAL OPERATION / TRAINING	5	4	8	0.75%	100.00%
37	TRESPASSING	1	0	0	0.00%	0.00%
38	OVERDOSE	1	3	0	0.00%	-100.00%
39	TOTAL	1297	1245	1063	100.00%	-15.00%

#### Traffic Violations

20 State Citations  
20 Total State Charges  
1 State Warnings  
3 Town Citations  
Town Warnings

#### Community Watch Checks

45 100 Pirates  
60 100 Plantation  
48 200 Lakemere  
59 200 Rockledge

#### Phone Calls Answered (638-1108)

218 Incoming Calls



## **TOWN OF RIVER BEND**

**45 Shoreline Drive  
River Bend, NC 28562**

**T 252.638.3870  
F 252.638.2580**

**[www.riverbendnc.org](http://www.riverbendnc.org)**

### **June 2022 Monthly Report Brandon Mills, Director of Public Works**

Public works sprayed our wetland areas with an approved aquatic herbicide. We do this to control unwanted vegetative growth. This not only helps with the general appearance of the wetland area, but also keeps dissolved oxygen levels at preferred levels in the water. Low dissolved oxygen levels can lead to fish kills, and foul smelling water. Our steering hydraulic cylinder on our ford tractor sprung a leak, and needed to be repaired. I would like to thank Doug Becker of our team for a job well done. Doug used his mechanical skills to repair the fords hydraulic steering cylinder. Fresh sand was also added to the volleyball court. We hope to see more citizens utilizing the court.

Water Resources had to pull one of our lift station pumps at Master's Court lift station. The pump was starting to draw high amps, which told us something was wrong. Once the pump was pulled, we found cloth like material had jammed up the impeller. Once this material was removed from the pump, it was reinstalled and put back into service. As a reminder to all citizens, please refrain from flushing any materials that are non-biodegradable into the Sanitary Sewer Collection System. This can lead to unnecessary sanitary sewer overflows, and violations from the state. As a reminder on the Towns website, there is information on how to properly dispose of FOG (fats, oils, grease, etc.).

If you have any questions concerning the Water Resources/Public Works Department, please call us at 638-3540, Monday-Friday, 8am-4pm. After hour's water and sewer, emergencies can be reported by dialing the Town Hall at 638-3870. You will be instructed to dial "9" and follow the directions to contact the on call duty operator. You will then be asked to enter your phone number at the sound of the tone. After entering your phone number, the automated system will inform you that your page has been sent. Please, be patient and our utility systems operator will return your call. If you do not receive a call back within ten minutes, please notify the Police Department at 638-1108, and they will get in contact with the on-call utility systems operator.



Town of River Bend  
FY 2021-2022  
Work Order Report



## Public Works

													YTD	Pending
Orders Entered	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June		
Building Maintenance	30	28	29	30	30	32	30	28	30	32	31	33	363	2
Painting	1	0	1	0	0	1	2	0	1	0	0	1	7	0
Park/Playground	30	34	33	35	30	32	30	28	33	32	33	32	382	1
Roadway Maintenance	15	18	15	14	15	13	15	12	10	12	13	12	164	0
Stormwater Maintenance	9	7	8	9	8	7	9	7	8	9	10	11	102	0
Trash/Litter	31	30	30	31	30	32	31	29	32	31	31	30	368	0
Tree Maintenance	6	8	7	6	5	3	2	3	3	4	6	6	59	0
Wetlands / Ponds	3	2	1	2	1	1	0	3	3	2	2	2	22	1
Other	7	10	11	13	18	16	15	17	12	11	10	12	152	0
TOTAL	132	137	135	140	137	137	134	127	132	133	136	139	1619	4

Orders Closed

127	132	131	136	133	132	130	123	128	129	134	135	<b>1570</b>
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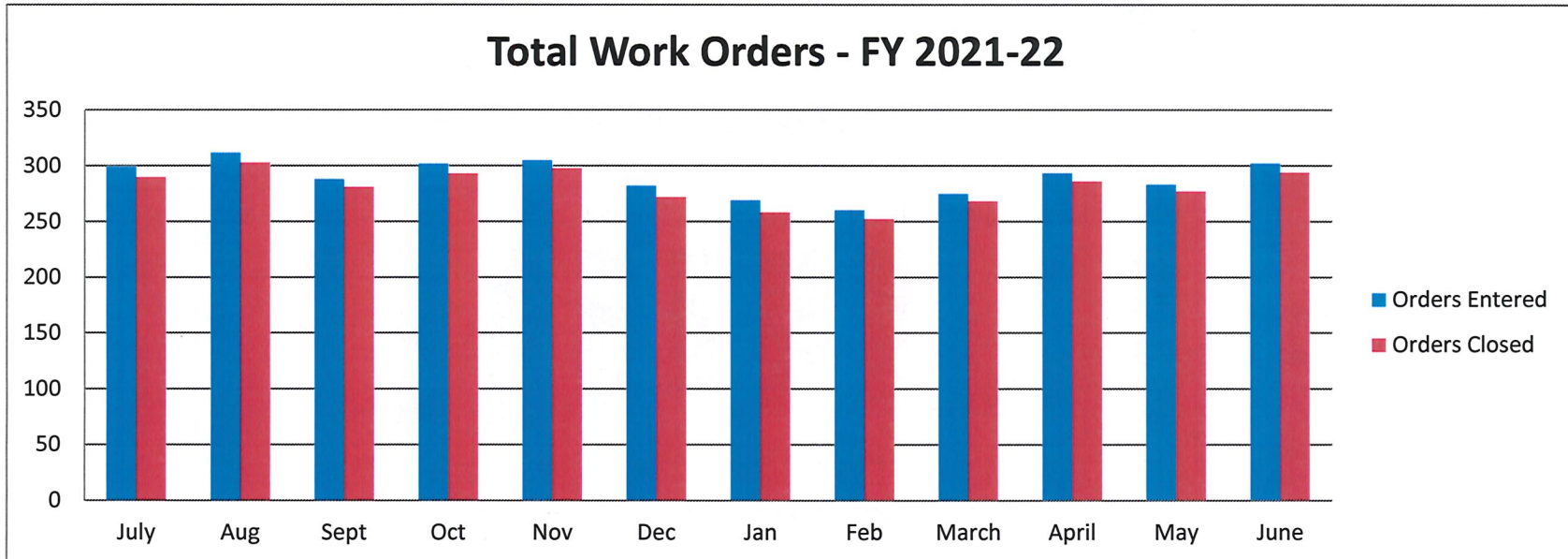
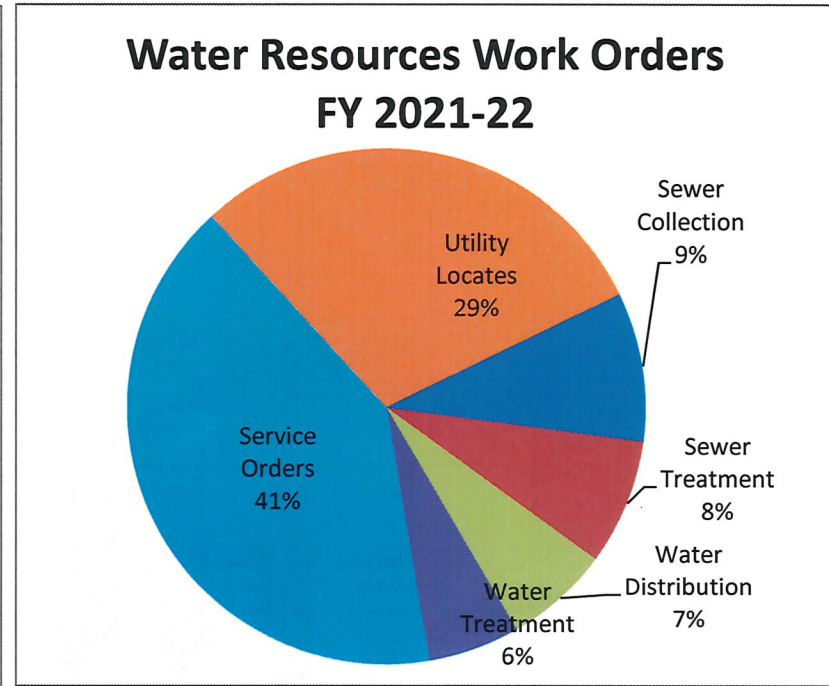
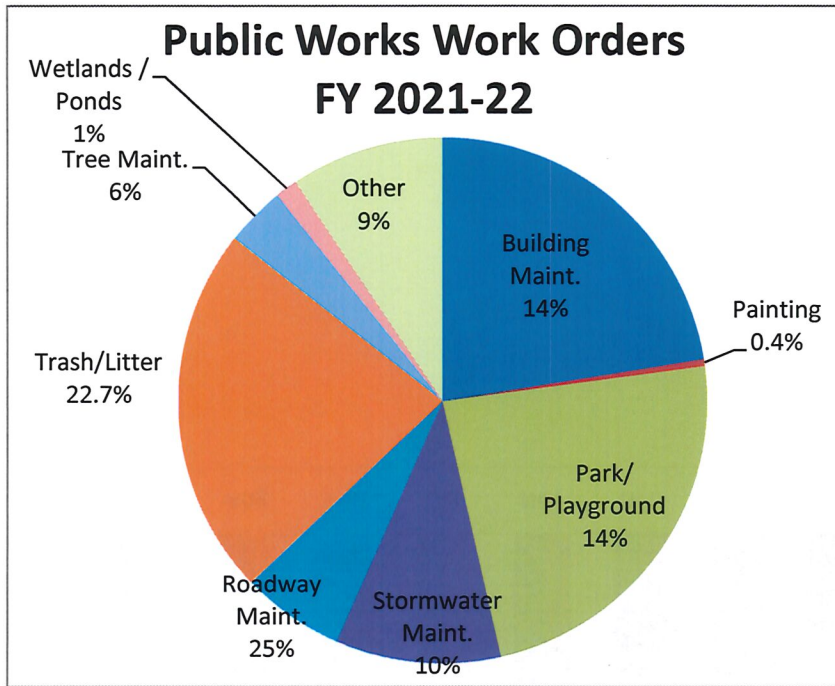
## Water Resources

														YTD	Pending
Orders Entered	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June			
Sewer Collection	12	13	14	15	16	14	15	14	16	15	14	15	173	2	
Sewer Treatment	15	13	12	11	10	11	10	12	13	14	13	12	146	1	
Water Distribution	8	9	9	10	9	8	9	10	12	13	14	11	122	1	
Water Treatment	9	6	7	8	7	9	10	8	9	10	12	11	106	0	
Service Orders	73	79	63	64	74	59	51	47	55	66	50	76	757	0	
Utility Locates	50	55	48	54	52	44	40	42	38	42	44	38	547	0	
TOTAL	167	175	153	162	168	145	135	133	143	160	147	163	1851	4	

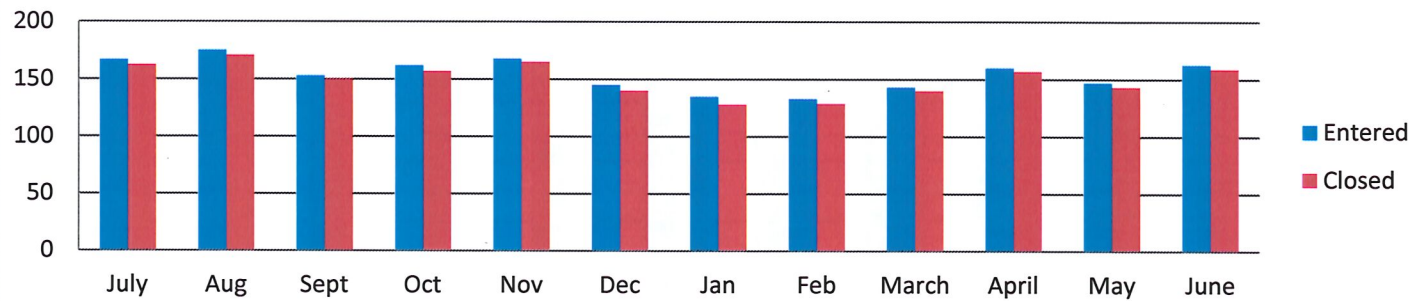
Orders Closed

163	171	150	157	165	140	128	129	140	157	143	159	<b>1802</b>
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-------------

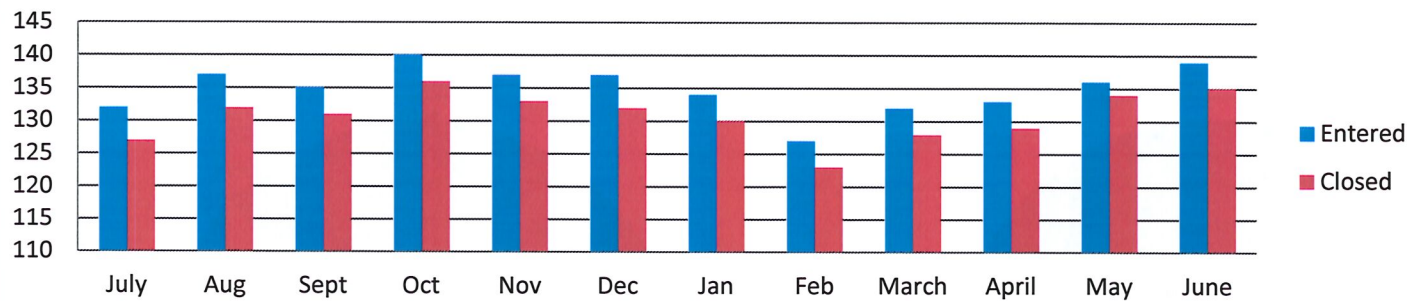
<b>TOTAL</b>	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD
Orders Entered	299	312	288	302	305	282	269	260	275	293	283	302	3470
Orders Closed	290	303	281	293	298	272	258	252	268	286	277	294	3372



## Water Resources - Work Orders



## Public Works - Work Orders







## MONTHLY ZONING REPORT

MONTH  YEAR

Activity	Monthly	YTD Total
Permit Applications Received	17	134
Permits Issued	17	134
Fees Collected	696.40	15867.40
Violations Noted During Weekly Patrol	8	119
Complaints Received From Citizens	1	16
Notice Of Violations Initiated *see details below	9	101
Remedial Actions Taken By Town	0	0

Detail Summary		
Address	Violation	Date Cited
Linksider 1	Grass	22-Jun
106 Norbury	Vehicle in grass	22-Jun
719 Plantation	Grass	22-Jun
314 Lakemere	Boat	29-Jun
208 Esquire	Trailers in front	29-Jun
204 Esquire	Grass	29-Jun
214 Esquire	Vehicle in grass	29-Jun
104 Channel Run	Grass	29-Jun
154 Quarterdeck	Construction materials	29-Jun

# Board of Adjustment Report June 2022

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A special meeting of the River Bend Board of Adjustment was held on June 22<sup>nd</sup> at 6:00 pm at Town Hall. A quorum was present. Chairman Ackiss called the meeting to order and explained that its purpose was to rule on a special use permit requested by the town for property at 1504 Plantation Drive for construction of a public works building. Mr. Ackiss called for those presenting evidence before the board to be sworn in.

Town Manager Delane Jackson and Assistant Zoning Administrator Allison McCollum were to speak for the town. Nobody chose to speak against the permit. Ms. McCollum introduced evidence showing that the town had met all of the legal criteria in advance of the meeting and that granting the permit had been recommended by the Planning Board.

Mr. Jackson gave a Power Point presentation showing the design of the proposed building and outlining setbacks, etc. Board members asked questions and received answers.

The board took the special use permit request under advisement. Ten separate criteria items had to be met. A motion was made and seconded for each one and a vote was taken. All ten criteria were deemed to have been met. A vote was then taken on the request for the special permit. It was approved unanimously.

Mr. Jackson stated that the meeting was to be the last for Helmut Weisser and thanked him for his years of service to the town.

The meeting was adjourned. There are no future meetings scheduled at this time.

## **LIAISON REPORT FOR JULY 21, 2022**

### **CERT**

The June CERT meeting was cancelled. I will defer to Councilwoman Maurer to report on the Bad Weather Fair CERT held in partnership with the Parks and Recreation Advisory Board. I did not attend.

The CERT meeting is scheduled for Wednesday, July 27, 2022 has also been cancelled. Check the Town calendar for schedule updates. CERT is always looking for new members. Be a part of the solution. Contact Chief Joll or Mary Holihan for more information.

### **COMMUNITY WATCH**

Community Watch will meet again on Wednesday, October 19, 2022. Community Watch is always looking for new members. Be a part of the solution. Contact Chief Joll or Egon Lippert for more information.



RECEIVED  
JUN 06 2022  
TOWN OF RIVER BEND

45 Shoreline Drive  
River Bend, NC 28562  
T 252.638.3870  
F 252.638.2580  
www.riverbendnc.org

## REQUEST FOR APPOINTMENT TO BOARDS OR COMMISSIONS

Parks & Recreation Advisory Board  
BOARD/COMMISSION FOR WHICH YOU ARE APPLYING

Jessica Repenning jirepenning@gmail.com  
NAME E-MAIL ADDRESS

213 Esquire Ct, New Bern, NC 817-933-1636  
STREET ADDRESS PHONE #

If you listed a post office box, do you live in the Town of River Bend? ☐ Yes ☐ No

PLEASE LIST ANY EDUCATION, SPECIAL SKILLS, OR EXPERIENCE YOU HAVE THAT WOULD BE OF USE TO THE TOWN COUNCIL IN CONSIDERING YOUR APPLICATION (Please include any committees you have belonged to and offices held that would be helpful in considering your application):

I have previously served on the Johnson County Alliance for Healthy Kids on the Membership Committee for 1 year. I have also served as Treasurer and Secretary at the Community Life Family Co-op Homeschool group for 3 ½ years. I have also served as a member of the JN Long Arts Complex. I have served with my church and others as a Children's Ministry Teacher and event organizer. I have my certificate in Business Administration and my Associates Degree in Biology (Nutrition/Botany). I also have several years' experience with setting up vendor events and working in various volunteer positions with school and community organizations.

IF YOU NOW SERVE OR HAVE SERVED ON ANY TOWN COMMITTEES, PLEASE LIST DATES:

This information will be used by the Town Council in making appointments to Boards and Commissions, and in the event you are appointed, it may be used as a news release to identify you to the community. This form will be retained by the Town for one year after its submission. If after one year, you have not been appointed and wish to be considered for future appointments, you must resubmit your application.

Jessica Repenning 06/04/2022  
SIGNATURE DATE





RECEIVED

JUN 23 2022

TOWN OF RIVER BEND

TOWN OF RIVER BEND

45 Shoreline Drive  
River Bend, NC 28562

T 252.638.3870  
F 252.638.2580

www.riverbendnc.org

REQUEST FOR APPOINTMENT TO BOARDS OR COMMISSIONS

ALT. POSITION BOARD OF ADJUSTMENT  
BOARD/COMMISSION FOR WHICH YOU ARE APPLYING

DAVID L. ZINNI  
NAME

159DJZ@GMAIL.COM  
E-MAIL ADDRESS

212 GANGPANK RD  
STREET ADDRESS

610-476-7823  
PHONE #

If you listed a post office box, do you live in the Town of River Bend? ☐ Yes ☐ No

PLEASE LIST ANY EDUCATION, SPECIAL SKILLS, OR EXPERIENCE YOU HAVE THAT WOULD BE OF USE TO THE TOWN COUNCIL IN CONSIDERING YOUR APPLICATION (Please include any committees you have belonged to and offices held that would be helpful in considering your application):

SEE ATTACHED RESUME

IF YOU NOW SERVE OR HAVE SERVED ON ANY TOWN COMMITTEES, PLEASE LIST DATES:

This information will be used by the Town Council in making appointments to Boards and Commissions, and in the event you are appointed, it may be used as a news release to identify you to the community. This form will be retained by the Town for two years after its submission. If after two years, you have not been appointed and wish to be considered for future appointments, you must resubmit your application.

SIGNATURE

DATE



## **David J. Zinni**

212 Gangplank Rd New Bern, NC 28562, Cell 610-476-7823,

email: 159djz@gmail.com

### **Professional Summary**

In my more than thirty years of Police, Fire, EMS, and Community service, I have met and developed many Professional and individual contacts. I have also been allowed to attend many Educational classes in many organizational and community modals. Being a certified hostage and crisis negotiator, I have learned to listen, speak and work with the public to work through community issues.

### **Skills**

Strong PR background  
Organized  
Reliable  
Decisive  
Goal-oriented  
Team player

Conflict resolution  
Flexible schedule  
Educational programs  
Negotiations  
Effective public speaker  
Managerial background

### **Work History**

Police Officer, 04/1999 to 02/2019

Plymouth Township – Plymouth Meeting, PA

Responded quickly and effectively to all security violations and duress alarms.

Investigated all security and safety violations.

Processed and logged accurate and detailed incident reports.

Maintained accurate and detailed logs of all events that occurred during each shift.

Provided 24-hour emergency response to the resident.

Prevented crimes through careful observation and investigation of suspicious and unusual behavior.

Responded to calls in both routine and emergency situations.  
Investigated and reported crimes, accidents, offenses and damage to property.  
Removed disabled vehicles and obstructions from roadways.  
Evaluated complaint and emergency-request information to determine response requirements.  
Assisted in special investigations and crime prevention programs.  
Responded quickly to suspected bomb threats and evacuated buildings to search for explosive devices.  
Secured crime scenes, gathered evidence and questioned witnesses.  
Immediately reported deficient streetlights, signs and road surfaces to keep residents safe.  
Issued traffic citations and electronic tickets for violations of traffic laws.  
Apprehended offenders and conducted interviews and interrogations.  
Gathered necessary information for court appearances and testified as a witness under oath.  
Ran personnel recruitment background investigations and interviewed potential job candidates.  
Apprehended suspects, read Miranda Rights and transported offenders to jail.  
Booked suspects and processed mug shots and fingerprints.  
Talked regularly with citizens to establish rapport and become a familiar presence in the area.  
Actively patrolled assigned areas to prevent and detect crimes.  
Conducted preliminary investigations at the scenes of major crimes.  
Conducted thorough investigations of serious injury and fatality traffic accidents.

Community Policing, 03/2003 to 04/2009

Plymouth Township Police Department – Plymouth Meeting, PA

Planned and hosted on- and off-campus community service activities.  
Publicized community services to maintain positive public relations with community members.  
Served occasionally as the primary point of contact for community policing programs with all media representatives.

Gathered and analyzed cultural, educational, social and demographic data about the community to guide local program development.

Conducted feasibility studies and recommended actions for proposed projects.

Coordinated program scheduling, marketing, grant logistics and maintenance of supplies and equipment.

Prepared yearly written and oral reports about community service programs.

Coordinated project activities with the Township Fire departments.

Coordinated project activities with the Township Community Center.

Coordinated project activities with the Township Public Works department.

Coordinated project activities with the township administration department.

Coordinated project activities with the Township Council.

Organized educational forums, meet-ups and pitch events to promote safety and crime prevention of entrepreneurs, service providers, and community organizations.

Gathered information and filed reports to resolve neighbor complaints.

Addressed and resolved those neighborhood problems and complaints in a tactful and timely manner.

Trained area youth through COP Camp, boy and girl scouts and other youth organizations.

Drafted press releases, catalogs, brochures and public service announcements to promote programs and to alert residents of crime prevention.

Represented the Chief and Department at community and professional organizational meetings and receptions.

Developed innovative school programs and activities based on analysis of community youth, and education institutional needs and interests.

Served as the department representative with professional, business and civic groups,

community organizations and individuals.

Worked closely with organizations, individual businesses, and government agencies to foster a

the welcoming climate of the Police Department and Township.

Scheduled and held safety and well-being classes, at special events, and also at senior and athletic programs.

Attended numerous community service project-related professional conferences and meetings each year.

Communicated with individuals of all ethnic and cultural backgrounds on a daily basis.

Maintained equipment and inventory records.

Recruited community members for projects and activities.

Coordinated the burial service for K-9 Andy.

Coordinated Chief Pettine's retirement ride-in and reception.

Coordinated police week open houses and Plymouth Meeting Mall displays.

Successfully wrote several grants for the department and other departments.

Assisted Detectives Division with a criminal and juvenile caseload

Served as Accreditation Co-Manager

Assisted Patrol Division as needed.

Director of EMS/Chief, 10/2012 to 11/2015

Friendship Hook, Ladder, Hose, and Ambulance – Royersford, PA

Maintained all confidential personnel files, license and CPR compliance records.

Coordinated the review, revision, and creation of Operational Policies within ER Department.

Treated patients with strokes, head traumas, comas, and intracranial hematomas.

Recruited, hired, trained and supervised employees.

Participated and managed Quality Assurance Program.

Developed and implemented improvements to the billing system to maximize efficiency, reduce delinquency and increase accuracy.

Reviewed documentation for compliance with requirements and accuracy of information.

Continually improved knowledge, skills, and performance based on

feedback and  
self-identified professional developmental needs.  
Documented patient information obtained from interviews.  
Skillfully developed departmental goals, objectives, standards of  
performance, policies and  
procedures.  
Oversaw and managed staff in patient care activities while maintaining a  
high level of staff  
morale and professionalism.  
Developed and achieved financial and growth goals.  
Established and oversaw implementation of an effective budgeting and  
accounting system that  
improved efficiency and reduced costs.  
Processed monthly reports for department performance.  
Established standards for selection, promotion, and termination of staff.

## **Education**

1995

Montgomery County Community College - Blue Bell, PA

PA ACT 120 Certification

High School Diploma: 1986

Plymouth Whitemarsh High School - Plymouth Meeting, PA

## **Organizations**

Plymouth Township Police Association | 04/1999 to 02/2020

Plymouth Meeting, PA

Position held: President

Washington Fire Company No. 1 04/1985 -Life Member

Conshohocken, PA

Positions held: President/CEO

Vice-President/Chair of Board of Directors

Lieutenant of Fire and Rescue

Chairman of 2006 PA State Fireman's Convention

Conshohocken Fire Department 04/1985 - Life Member

Conshohocken, PA  
Position held: Safety Officer

## **Awards**

1986 - Outstanding Student Award, Conshohocken Lions Club  
1986 - outstanding Student Award, Central Montco. Vo-tech School, Machinist  
1991 - Outstanding Service Award, Washington Fire Company  
1991 - Fire Service Award, Washington Fire Company  
1992 - President's Award, Washington Fire Company  
1996 - Accommodation, Conshohocken Borough, delivering and saving the life of a newborn  
1996 - Accommodation, PA State House of Representatives, investigation, and Arrest of large drug operators  
1998 - Accommodation, PA Humane Society, arrest and conviction of animal abuser  
2000- Accommodation - Plymouth Township, Capturing and arresting a fugitive  
2001 - Proclamation, Conshohocken Borough, contributed to organizing town sesquicentennial celebration  
2003 - Valor Award, Conshohocken Borough, Rescue of trapped Firefighters  
2006 - Outstanding Leadership Award, Washington Fire Company  
2013 - Appreciation Award, Contribution to PA Enforcement and Education Program  
2013 - Accommodation, Plymouth Township, Robbery Arrest  
2014 - Accommodation, Plymouth Township, Rescuing and saving the life of a victim from a burning vehicle involved in a vehicle accident  
2014 - Accommodation, Plymouth Township, Home Invasion Arrest  
2015 - Accommodation, Plymouth Township, render first aid to a shooting victim to gain information of shooter, leading to arrest and conviction of murder  
2016 - Accommodation, Plymouth Township, successfully negotiated a suicidal person from jumping off an eight-story building.

**Certifications:** Various Police, EMS and Fire service certifications.

## **References**

Available upon request

## **Liaison Report for Council Meeting – 7/21/22**

### **Parks & Recreation**

Parks and Recreation called a special meeting on June 29.

As we all know, the Fourth of July celebration was a big success. Thanks go to all the people who worked together to make it happen.

Parks and Rec. and CERT presented the annual severe weather workshop on July 9. The turnout was disappointing but Kristy Kuhlberg was happy to offer a lot of valuable information about preparing for a major hurricane and for navigating the many bureaucracies to get assistance afterward.

*Get to Know Your Neighbors* meet & is scheduled for July 16. A report will be presented at the Council meeting.

No programs are scheduled for August. Some exciting events and programs are planned for the fall.

Meetings for July and August were cancelled. The next meeting is scheduled for September 7. Parks and Recreation currently has one application pending and one vacancy. Anyone who would like to participate in planning and presenting activities is invited to file an application.

### **Community Appearance Commission (CAC)**

CAC met on July 20. A report will be provided at the Council meeting.

The next meeting is scheduled for September at 4 pm.

### **River Bend Community Organic Garden (RBCOG)**

No meeting was held in July.

Despite heat and humidity, the gardeners work almost daily irrigating, harvesting and maintaining the garden. Vegetables and herbs are donated frequently to Interfaith Refugee Ministries.

The next meeting is scheduled for August 1 at 1:30 pm.

### **Red Caboose Library (RCL)**

The board called a special meeting on June 23. The July meeting was cancelled.

The second children's reading adventure was cancelled due to the presenter's illness.

*Once Upon a Time in River Bend* was presented to an audience of approximately 20. Kay Dentico shared her memories of residing in the red caboose and about the early days of River Bend. She truly is part of the history of River Bend.

Children's and adult programs are in the planning stages and will be announced at a later date.

All meetings are open to the public and anyone is welcome to attend.



# **Town of River Bend**



## **Monthly Financial Report**

Printed 7/18/2022

*This monthly report is provided as an oversight/management tool for the Town Council of the Town of River Bend. For ease of reporting, and in order to be consistent with the categories used in the annual budget process, this report summarizes the revenue and expenses in each of the three operational areas of the Town. Anyone interested in more detail, or further explanation of the contents of this report, is encouraged to contact Finance Officer Irving J. "Bud" Van Slyke, Jr. or Finance Director Mandy Gilbert.*

## Notes

The cash balances shown on page one are the amount of cash in each specific accounting fund. These funds are deposited in separate investment accounts. Pooled cash accounts used for operating funds but accounted for, in our internal systems, as individual accounts. Interest attributable to each account is allocated based upon the total rate of return of the account(s).

The FY Budget columns represents the original and current budget. As the fiscal year goes on and unforeseen expenses or revenues occur, we need to adjust the budget. The Council does this by formal amendment during a Council meeting. \*Asterisked lines represent those budget items that have been amended since adoption.

The acronym CIF used in this report is our Capital Improvement Fund(s) for water and wastewater. These funds are, by resolution of the Town Council, reserved for expenses related to expansion of these systems, or retirement of debt. The Water CIF receives revenue in the form of annual Hydrant Fee payments.

Because this is an annual budget, it is important to note that many lines shown in this report will vary, some significantly, from month to month, and in different times of the year. In many instances, capital payments for current fiscal year projects are made early in the fiscal year and the majority of our ad valorem tax receipts occur in the middle of the fiscal year. This is another reason to maintain an adequate fund balance.

### **Town of River Bend Financial Dashboard**



Visit our web site <http://www.riverbendnc.org/finance.html> to view the Financial Dashboard. These dashboards are designed to give the user a quick overview of the status of revenues and expenditures in each of the Town's three major funds as reported in the Monthly Financial Report.



Town of River Bend  
Financial Report  
Fiscal Year 2021 - 2022



## Fund Cash Balances

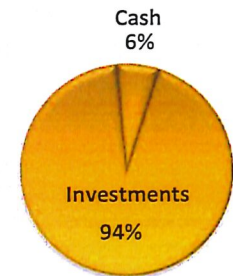
Cash Balances	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1 General Fund*	913,105	855,125	844,477	841,523	784,745	1,126,891	1,173,850	1,310,808	1,279,289	1,280,661	1,251,003	1,213,491
2 Powell Bill	-	-	39,273	39,273	0.24	0.24	-	-	-	-	-	-
3 NCORR Recovery Grant	98,653	98,654	98,654	98,655	98,656	98,657	98,658	20,674	20,676	-	-	-
4 CDBG OPR Development*	-1,005	-1,443	-1,443	-1,443	-1,443	-1,443	-1,443	-1,443	-1,443	-	-	-
5 General Capital Reserve	93,607	93,607	93,608	93,609	93,610	93,610	93,611	93,612	93,618	93,634	93,681	93,756
6 ARPA Grant Fund*	482,189	481,818	482,197	482,201	482,205	482,209	482,213	482,217	482,248	107	107	108
7 Public Works Capital Projects Fund	-	-	-	-	-	-	-	-	-	466,263	406,362	406,689
8 Law Enforcement Separation Allowance*	22,864	22,258	21,954	21,955	21,955	21,955	21,955	21,955	21,957	21,961	21,971	21,989
9 Water Fund*	788,994	829,337	832,977	827,379	817,133	823,927	829,474	854,025	831,418	864,519	730,507	749,588
10 Water Capital Reserve Fund (CIF)	244,698	244,700	244,702	244,704	244,706	244,708	244,710	244,712	244,728	244,770	244,891	245,088
11 Sewer Fund*	1,089,186	1,134,578	1,142,734	1,142,372	1,135,389	1,151,184	1,162,468	1,188,310	1,166,941	1,203,326	1,085,402	1,107,286
12 Sewer Capital Reserve Fund (CIF)	11,248	11,248	11,248	11,248	11,248	11,248	11,248	11,249	11,249	11,251	11,257	11,266
<b>Total Cash and Investments</b>	<b>3,743,539</b>	<b>3,769,882</b>	<b>3,810,382</b>	<b>3,801,476</b>	<b>3,688,203</b>	<b>4,052,947</b>	<b>4,116,745</b>	<b>4,226,119</b>	<b>4,150,681</b>	<b>4,186,493</b>	<b>3,845,182</b>	<b>3,849,261</b>
<b>Truist Cash Accounts</b>	<b>751,136</b>	<b>295,260</b>	<b>335,732</b>	<b>326,785</b>	<b>313,246</b>	<b>677,961</b>	<b>498,729</b>	<b>518,075</b>	<b>481,715</b>	<b>532,360</b>	<b>247,685</b>	<b>248,672</b>

\*These operating funds have equity in the Truist pooled accounts.

In order to obtain more favorable interest rates, the Town deposits funds in the North Carolina Capital Management Trust. We move funds between our cash accounts and these investment accounts to accommodate cash flow for our payables and as revenues are received in order to maintain an adequate amount of cash for operational needs while attempting to minimize bank fees and maximize interest revenue. Based upon historical cash flow and current encumbrances, our staff anticipates the level of cash needed to meet our obligations without having to make an inordinate number of transfers between accounts.

On the table above, the term cash includes those funds we hold in accounts in our designated banking institution (currently Truist). We have two accounts with Truist, a Money Market account that pays a competitive rate of interest, and an operating (checking) account from and to which we make all regular payments and deposits.

The table below shows the balances of each fund account we have in NCCMT at the end of the month. The chart to the right shows how our funds are apportioned between operating cash and investments.



Investments in NCCMT	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1 General Fund	843,038	763,045	763,051	763,058	663,064	663,069	906,076	991,567	991,632	905,496	1,137,479	1,084,377
2 Powell Bill	-	-	-	-	-	-	-	-	-	-	-	-
3 NCORR Recovery Grant	98,653	98,654	98,654	98,655	98,656	98,657	98,658	20,674	20,676	-	-	-
4 Capital Reserve (General Fund)	93,607	93,607	93,608	93,609	93,610	93,610	93,611	93,612	93,618	93,634	93,681	93,756
5 ARPA Grant Fund	-	482,193	482,197	482,201	482,205	482,209	482,213	482,217	482,248	107	107	108
6 Public Works Capital Projects Fund	-	-	-	-	-	-	-	-	-	466,263	406,362	406,689
7 Law Enforcement Separation Allowance	21,954	21,955	21,955	21,955	21,955	21,955	21,956	21,956	21,957	21,961	21,972	21,990
8 Water Fund	687,487	727,493	727,499	727,517	727,761	727,767	727,773	765,279	735,508	785,114	664,174	684,910
9 Water Capital Reserve Fund (CIF)	244,698	244,700	244,702	244,704	244,706	244,708	244,710	244,712	244,728	244,770	244,891	245,088
10 Sewer Fund	991,719	1,031,727	1,031,736	1,031,745	1,031,753	1,031,762	1,031,771	1,076,779	1,067,348	1,125,536	1,017,575	1,052,405
11 Sewer Capital Reserve Fund (CIF)	11,248	11,248	11,248	11,248	11,248	11,248	11,248	11,249	11,249	11,251	11,257	11,266
<b>Total Investments</b>	<b>2,992,403</b>	<b>3,474,621</b>	<b>3,474,650</b>	<b>3,474,692</b>	<b>3,374,957</b>	<b>3,374,986</b>	<b>3,618,016</b>	<b>3,708,044</b>	<b>3,668,965</b>	<b>3,654,133</b>	<b>3,597,498</b>	<b>3,600,589</b>



Town of River Bend  
Financial Report  
Fiscal Year 2021 - 2022



## General Fund

Revenue	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current													Total	% Budget
1 Ad Valorem Taxes	711,163	711,163	0	548	4,778	78,517	38,429	364,792	100,646	91,658	11,136	22,110	3,664	13,066	729,343.45	102.6%
2 Ad Valorem Taxes - Vehicle	85,800	85,800	298	290	16,765	7,284	0	13,870	7,601	7,338	6,616	10,614	8,250	8,857	87,783.87	102.3%
3 Animal Licenses	2,000	2,000	290	90	40	60	10	30	430	330	640	180	200	20	2,320.00	116.0%
4 Local Gov't Sales Tax	322,043	322,043	31,600	33,711	34,881	28,922	30,514	32,695	31,171	33,360	37,762	28,157	25,899	36,846	385,517.79	119.7%
5 Hold Harmless Distribution	86,068	86,068	7,835	7,867	9,369	9,988	8,784	8,336	8,481	9,161	10,309	7,738	7,928	9,695	105,490.90	122.6%
6 Solid Waste Disposal Tax	2,200	2,200	0	550	0	0	558	0	0	574	0	0	547	0	2,228.84	101.3%
7 Powell Bill Fund Appropriation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
8 Powell Bill Allocation*	76,800	92,539	0	0	39,273	0	0	53,266	0	0	0	0	0	0	92,539.17	100.0%
9 Beer & Wine Tax	13,225	13,225	0	0	0	0	0	0	0	0	0	0	11,498	0	11,497.61	86.9%
10 Video Programming Tax	53,600	53,600	0	0	12,996	0	0	12,828	0	0	12,757	0	0	13,041	51,621.43	96.3%
11 Utilities Franchise Tax	111,000	111,000	0	0	22,084	0	0	28,888	0	0	26,454	0	0	34,178	111,603.87	100.5%
12 Telecommunications Tax	9,900	9,900	0	0	2,051	0	0	2,274	0	0	2,175	0	0	1,428	7,927.95	80.1%
13 Court Cost Fees	500	500	18	14	23	27	0	14	23	14	9	9	5	27	180.00	36.0%
14 Zoning Permits	5,000	5,000	752	607	653	710	1,990	424	352	7,105	830	390	829	646	15,287.00	305.7%
15 Federal Grants*	0	22,170	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
16 State Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
17 Cares Act CRF Assistance	0	0	948	0	0	0	0	0	0	0	0	0	0	0	947.72	#DIV/0!
18 Federal Disaster Assistance*	0	35,434	0	0	0	0	35,434	0	0	0	0	0	0	0	35,433.74	100.0%
19 State Disaster Assistance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
20 Recovery Grant NCORR-FLDG-004	76,445	76,445	76,445	0	0	0	0	0	0	0	0	0	0	0	76,445.00	100.0%
21 Miscellaneous	10,000	10,000	670	836	781	323	1,293	535	2,117	1,602	1,898	324	1,743	1,105	13,226.50	132.3%
22 Insurance Settlements	0	0	0	0	0	0	0	0	0	411	0	2,192	0	0	2,602.93	#DIV/0!
23 Interest - Recovery Grant NCORR-FLD	30	30	1	1	1	1	1	1	1	0	1	0	0	0	7.72	25.7%
24 Interest - Powell Bill	50	50	0	0	0	0	0	0	0	0	0	0	0	0	0.59	1.2%
25 Interest - Investments	500	500	8	7	7	7	6	7	9	9	67	190	484	899	1,700.95	340.2%
26 Contributions	421	421	0	0	0	0	0	0	0	0	0	0	0	0	0.36	0.1%
27 Wildwood Storage Rents	18,144	18,144	1,585	1,615	1,601	1,607	1,575	1,611	1,605	1,545	1,575	1,575	1,571	1,546	19,012.92	104.8%
28 Rents & Concessions	18,000	18,000	1,595	1,620	1,540	1,760	1,640	1,560	1,580	1,540	1,500	1,540	1,500	1,685	19,060.00	105.9%
29 Sale of Capital Assets*	0	31,008	31,008	0	0	0	0	0	0	0	0	0	0	0	31,008.00	100.0%
30 Sales Tax Refund Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
31 Trans. from Capital Reserve*	43,850	65,342	43,850	0	0	0	0	0	0	0	0	0	0	0	43,850.00	67.1%
32 Trans. from ARPA Fund*	0	964,378	0	0	0	0	0	0	0	0	0	482,189	0	0	482,189.00	50.0%
33 Trans. from L.E.S.A. Fund	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
34 Appropriated Fund Balance*	244,602	291,272	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
<b>Total</b>	<b>1,891,341</b>	<b>3,028,232</b>	<b>196,903</b>	<b>47,755</b>	<b>146,841</b>	<b>129,206</b>	<b>120,234</b>	<b>521,131</b>	<b>154,015</b>	<b>154,646</b>	<b>113,730</b>	<b>557,208</b>	<b>64,118</b>	<b>123,040</b>	<b>2,328,827.31</b>	<b>76.9%</b>

\*Astericked lines represent those budget items that have been amended since Original Budget adoption.

#DIV/0! indicates revenue was received, but not budgeted for this line item.



Town of River Bend  
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Fiscal Year 2021 - 2022



## General Fund

Expenditures	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current													Total	% Exp
1 Governing Body	32,000	32,000	6,666	2,245	4,131	-527	-470	4,958	-689	-289	4,631	-565	-672	4,371	23,790	74.3%
2 Administration*	262,000	279,575	37,436	15,120	21,229	15,674	23,399	43,219	15,565	15,637	23,356	15,211	14,587	29,943	270,377	96.7%
3 Finance*	129,000	192,018	16,568	8,048	8,457	61,280	13,167	18,189	7,477	7,046	7,191	7,698	7,256	12,810	175,187	91.2%
4 Tax Listing	11,200	11,200	298	296	299	785	384	3,373	2,068	1,185	390	548	333	454	10,412	93.0%
5 Legal Services*	24,000	25,000	1,947	1,870	963	650	1,513	3,850	1,378	1,049	1,341	1,021	3,635	2,911	22,125	88.5%
6 Elections*	3,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
7 Public Buildings*	107,000	124,439	17,825	15,578	10,267	4,623	10,058	9,264	1,791	3,950	5,253	15,024	6,996	6,929	107,556	86.4%
8 Police*	551,500	640,114	50,600	39,198	34,067	36,934	56,581	46,220	39,715	39,372	36,204	36,319	38,068	45,788	499,067	78.0%
9 Emergency Management	4,000	4,000	899	15	1,954	15	15	15	15	15	15	15	15	15	3,002	75.1%
10 Animal Control*	11,000	11,056	646	220	183	242	356	335	141	221	275	764	535	1,104	5,022	45.4%
11 Street Maintenance*	191,000	186,141	6,806	470	622	105,108	890	613	436	2,668	31,813	1,909	1,338	4,760	157,434	84.6%
12 Public Works*	161,000	161,197	11,657	9,468	10,359	9,441	11,643	11,084	9,725	10,307	9,824	11,512	11,500	9,324	125,844	78.1%
13 Leaf & Limb, Solid Waste	44,000	44,000	3,332	800	270	245	9,489	1,789	259	8,179	7,792	259	4,985	1,046	38,443	87.4%
14 Stormwater Management*	42,000	31,584	969	282	297	272	680	357	211	335	408	1,145	815	1,656	7,429	23.5%
15 Waterways & Wetlands	3,000	3,000	0	0	0	0	0	0	93	0	0	0	0	0	93	3.1%
16 Planning & Zoning*	50,000	50,563	4,934	4,096	3,424	2,069	5,655	3,906	3,164	3,108	2,962	3,144	3,100	5,990	45,554	90.1%
17 Recovery Grant* NCORR-FLDG-004	76,475	77,602	10,250	7,309	7,469	7,254	10,319	7,873	7,172	7,073	7,043	0	0	0	71,762	92.5%
18 Recreation & Special Events	7,500	7,500	0	0	750	47	384	45	0	0	175	0	2,319	2,198	5,918	78.9%
19 Parks*	43,000	44,699	2,452	1,128	4,126	992	8,322	2,391	890	2,459	3,193	2,674	2,923	5,814	37,364	83.6%
20 Transfers*	120,500	1,084,878	120,500	0	0	0	0	0	0	0	0	482,189	0	0	602,689	55.6%
21 Contingency	17,666	17,666	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
<b>Total</b>	<b>1,891,341</b>	<b>3,028,232</b>	<b>293,784</b>	<b>106,143</b>	<b>108,868</b>	<b>245,102</b>	<b>152,385</b>	<b>157,482</b>	<b>89,411</b>	<b>102,314</b>	<b>141,866</b>	<b>578,866</b>	<b>97,733</b>	<b>135,114</b>	<b>2,209,068</b>	<b>72.9%</b>

Capital / Debt (included above)	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current													Total	% Exp
1 Capital Outlay*	168,403	267,628	9,934	0	1,350	146,151	0	5,100	0	0	30,000	0	0	0	192,535	71.9%
2 Debt Service - Principle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0.0%
3 Debt Service - Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	0.0%

\*Astericked lines represent those budget departments that have been amended since Original Budget adoption.



**Water Fund**

Revenue		Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
		Original	Current													Total	% Col
1	Base Charge	231,472	231,472	39,081	379	39,537	316	39,670	425	39,627	220	39,936	322	39,870	420	239,804	103.6%
2	Consumption	224,454	224,454	43,431	378	40,075	-105	35,357	253	33,495	68	40,514	173	36,913	279	230,832	102.8%
3	Other, incl. transfers	19,864	19,864	6	4,856	236	3,517	1,471	3,279	1,256	3,505	-26	3,404	445	3,476	25,425	128.0%
4	Hydrant Fee	20,496	20,496	20,679	0	0	0	-226	0	0	0	0	0	0	0	20,453	99.8%
5	Appropriated Fund Bal.*	89,214	177,259	0	0	0	0	0	0	0	0	0	0	0	0	60,486	34.1%
Total		585,500	673,545	103,197	5,614	79,848	3,729	76,272	3,957	74,378	3,793	80,424	3,899	77,228	64,661	576,999	85.7%

Expenses		Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
		Original	Current													Total	% Exp
1	Admin & Finance*	469,000	520,645	39,286	19,271	21,119	55,896	35,342	38,123	19,370	18,760	49,149	18,979	160,546	26,016	501,857	96.4%
2	Supply & Treatment*	65,000	60,000	2,025	1,340	7,888	1,316	4,837	2,964	3,503	2,084	5,176	1,840	2,984	3,435	39,393	65.7%
3	Distribution*	48,000	89,400	28,781	177	501	1,624	48	1,232	-248	515	1,536	602	110	871	35,749	40.0%
4	Transfers / Contingency	3,500	3,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
Total		585,500	673,545	70,092	20,788	29,507	58,836	40,228	42,320	22,626	21,360	55,860	21,420	163,640	30,322	576,999	85.7%

Capital (included above)		Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
		Original	Current													Total	% Exp
1	Capital Outlay*	25,000	68,793	0	0	0	31,140	0	3,825	0	0	30,000	0	0	0	64,965	94.4%

**Cash Balances**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1 Water Fund	788,994	829,337	832,977	827,379	817,133	823,927	829,474	854,025	831,418	864,519	730,507	749,588
2 Water Capital Reserve Fund (CIF)	244,698	244,700	244,702	244,704	244,706	244,708	244,710	244,712	244,728	244,770	244,891	245,088

Water Produced		FY20-21	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
		Limit														
1	Total Gallons		8,137,000	7,606,000	7,555,000	7,523,000	7,628,000	8,076,000	8,684,000	7,411,000	8,442,000	9,063,000	9,236,000	9,698,000	99,059,000	
2	Average daily gallons		925,000*	262,484	245,355	251,833	242,677	254,267	260,516	280,129	264,679	272,323	302,100	297,935	323,267	271,464

\* This is the permitted daily limit.

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## Sewer Fund

Revenue		Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
		Original	Current													Total	% Col
1	Base Charge	294,652	294,652	48,543	585	48,479	495	48,540	655	48,455	267	48,867	375	48,788	470	294,519	100.0%
2	Consumption	313,234	313,234	59,209	50	54,495	309	50,156	193	47,163	-204	55,951	255	54,078	465	322,119	102.8%
3	Other, incl. transfers	11,070	11,070	8	1,321	8	1,449	9	1,541	1,259	1,432	60	1,746	540	2,425	11,798	106.6%
4	Appropriated Fund Bal.*	40,544	114,627	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
<b>Total</b>		<b>659,500</b>	<b>733,583</b>	<b>107,760</b>	<b>1,956</b>	<b>102,983</b>	<b>2,253</b>	<b>98,705</b>	<b>2,389</b>	<b>96,878</b>	<b>1,495</b>	<b>104,878</b>	<b>2,377</b>	<b>103,406</b>	<b>3,359</b>	<b>628,436</b>	<b>85.7%</b>

Expenses		Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
		Original	Current													Total	% Exp
1	Admin & Finance*	463,000	514,483	40,549	20,284	21,974	56,685	35,668	41,009	20,395	19,989	50,038	20,058	141,020	27,547	495,216	96.3%
2	Collection*	82,000	104,600	4,755	1,487	1,769	1,291	986	905	1,292	576	2,427	6,641	579	2,495	25,204	24.1%
3	Treatment	111,000	111,000	5,742	5,155	9,900	6,320	6,199	4,941	9,955	14,378	4,968	4,714	17,071	5,946	95,289	85.8%
4	Transfers / Contingency	3,500	3,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
<b>Total</b>		<b>659,500</b>	<b>733,583</b>	<b>51,047</b>	<b>26,926</b>	<b>33,643</b>	<b>64,296</b>	<b>42,852</b>	<b>46,856</b>	<b>31,642</b>	<b>34,943</b>	<b>57,433</b>	<b>31,413</b>	<b>158,671</b>	<b>35,988</b>	<b>615,710</b>	<b>83.9%</b>

Capital (included above)		Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
		Original	Current													Total	% Exp
1	Capital Outlay*	55,000	98,793	0	0	0	31,140	0	3,825	0	0	30,000	0	0	0	64,965	65.8%

Cash Balances		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	Sewer Fund	1,089,186	1,134,578	1,142,734	1,142,372	1,135,389	1,151,184	1,162,468	1,188,310	1,166,941	1,203,326	1,085,402	1,107,286
2	Sewer Capital Reserve Fund (CIF)	11,248	11,248	11,248	11,248	11,248	11,248	11,248	11,249	11,249	11,251	11,257	11,266

Wastewater Treated		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
		Limit													
1	Total Gallons		3,212,000	4,152,000	2,770,000	2,957,000	3,387,000	3,232,000	3,488,000	2,919,000	3,442,000	3,631,000	3,323,000	3,608,000	40,121,000
2	Average daily gallons	330,000*	103,613	133,935	92,333	95,387	112,900	104,258	112,516	104,250	111,032	121,033	107,194	120,267	109,893

\* This is the permitted daily limit.



## Tax Administrator

Craven County



**Ms. Leslie L Young**  
Tax Administrator

**RECEIVED**  
**JUL 01 2022**  
**TOWN OF RIVER BEND**

July 01, 2022

Ms. Mandy Gilbert  
Town of River Bend  
45 Shoreline Drive  
River Bend, NC 28562-8970

Dear Ms. Gilbert:

I am pleased to present the settlement of the Town of River Bend tax collections for Tax Year 2021. This date corresponds to the town's 2021-2022 Fiscal Year.

	<u>Real and Other Personal Property</u>
2021 Tax Levy (Per Scroll)	\$727,343.79
Releases	826.94
Refunds	18.77
Write-Offs	<u>145.88</u>
Total 2021 Amended Tax Levy	\$726,352.20
Collections as of June 30, 2022	\$719,984.57
Delinquent 2021 Taxes	\$ 6,367.63
Percent Collected	99.12%

The net taxable valuation of all property excluding registered motor vehicles within the town corrected through June 30, 2022, is \$279,262,351. If I can provide to you anything further, please call on me.

Respectfully submitted,

A handwritten signature in blue ink that reads "Leslie L. Young".

Leslie L. Young  
Craven County Tax Administrator





**TOWN OF RIVER BEND  
BUDGET ORDINANCE AMENDMENT 22-B-01  
FISCAL YEAR 2022 - 2023**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the 2022-2023 Budget Ordinance be amended as follows:

**Summary**

General Fund	2,221,569
General Capital Reserve Fund	99,847
Law Enforcement Separation Allowance Fund	13,525
Water Fund	598,325
Water Capital Reserve Fund	172
Sewer Fund	673,325
Sewer Capital Reserve Fund	8
<b>Total</b>	<b>3,606,771</b>

**Section 1.**

**General Fund**

**22-B-01  
PROPOSED  
CHANGES**

**Anticipated Revenues**

AD VALOREM Taxes 2022-2023	721,710	
AD VALOREM Tax-Motor Vehicle	92,300	
Animal Licenses	2,000	
Sales Tax 1% Article 39	177,124	
Sales Tax 1/2% Article 40	102,899	
Sales Tax 1/2% Article 42	88,586	
Sales Tax Article 44	11,613	
Sales Tax Hold Harmless Distribution	99,000	
Solid Waste Disposal Tax	2,200	
Powell Bill Allocation	91,000	
Beer and Wine Tax	13,225	
Video Programming Sales Tax	50,743	
Utilities Franchise Tax	108,963	
Telecommunications Sales Tax	8,140	
Court Refunds	500	
Zoning Permits	5,000	
<b>Federal Grant (Byrne Justice Assistance Grant)</b>	<b>22,170</b>	<b>22,170</b>
<b>State Grant (Golden LEAF Foundation Grant)</b>	<b>250,000</b>	<b>250,000</b>
Miscellaneous	10,000	
Interest- Powell Bill Investments	50	
Interest-General Fund Investments	500	
Contributions	421	
Wildwood Storage Rents	18,144	
Rents & Concessions	18,000	
Sale of Fixed Assets	15,000	
<b>Transfer From Capital Reserve Fund (FY22 PO Rollover for Ford Interceptor \$21,492 &amp; match for Golden LEAF grant \$18,295)</b>	<b>72,787</b>	<b>39,787</b>
<b>Appropriated Fund Balance (FY22 PO Rollovers - Ammo \$4,638, Ford Interceptor \$17,274, outfitting of Interceptor \$11,669 &amp; Edmunds GovTech \$5,100)</b>	<b>239,494</b>	<b>38,681</b>
<b>Total</b>	<b>2,221,569</b>	<b>350,638</b>

**Section 1. General Fund (continued)**

## Authorized Expenditures

		22-B-01 PROPOSED CHANGES
Governing Body	30,400	
Administration	279,600	
<b>Finance (FY22 PO Rollover for Edmunds GovTech)</b>	<b>124,100</b>	<b>5,100</b>
Tax Listing	11,600	
Legal Services	24,000	
Elections	1,000	
<b>Police (Expense related to Byrne Assist Grant; FY22 PO Rollover for Ammo, Interceptor &amp; outfitting)</b>	<b>664,443</b>	<b>77,243</b>
Public Buildings	102,300	
Emergency Services	3,700	
Animal Control	14,600	
Street Maintenance	193,000	
Public Works	177,500	
Leaf & Limb and Solid Waste	51,000	
<b>Stormwater Management (Expend related to Golden LEAF Grant)</b>	<b>311,395</b>	<b>268,295</b>
Wetlands and Waterways	2,900	
Planning & Zoning	51,300	
Recreation & Special Events	7,600	
Parks & Community Appearance	79,700	
Contingency	17,931	
Transfer To General Capital Reserve Fund	60,000	
Transfer To L.E.S.A. Fund	13,500	
Total	2,221,569	350,638

**Section 2. General Capital Reserve Fund**

## Anticipated Revenues

Contributions from General Fund	60,000	
Interest Revenue	60	
<b>Appropriated Fund Balance (General Fund CIP-police dept. vehicle &amp; Golden LEAF grant match)</b>	<b>39,787</b>	<b>39,787</b>
Total	99,847	39,787

## Authorized Expenditures

<b>Transfer to General Fund (FY22 PO Rollover for Interceptor \$21,492 &amp; match for Golden Leaf grant \$18,295)</b>	<b>72,787</b>	<b>39,787</b>
Future Procurement	27,060	
	99,847	39,787

**Section 3. Law Enforcement Separation Allowance Fund**

## Anticipated Revenues:

Contributions from General Fund	13,500
Interest Revenue	25
Total	13,525

## Authorized Expenditures:

Separation Allowance	0
Future LEOSSA Payments	13,525
Total	13,525

**Section 4.****Water Fund**

**22-B-01**  
**PROPOSED**  
**CHANGES**

## Anticipated Revenues

Utility Usage Charges, Classes 1 & 2	209,332	
Utility Usage Charges, Classes 3 & 4	10,525	
Utility Usage Charges, Class 5	13,183	
Utility Usage Charges, Class 8	3,519	
Utility Customer Base Charges	277,253	
Hydrant Availability Fee	20,130	
Taps & Connections Fees	1,250	
Nonpayment Fees	10,500	
Late payment Fees	7,707	
Interest Revenue	435	
Sale of Capital Asset	0	
<b><i>Appropriated Fund Balance (FY22 PO Rollover)</i></b>	<b><i>44,490</i></b>	<b><i>3,825</i></b>
Total	598,325	3,825

## Authorized Expenditures

<b><i>Administration &amp; Finance [1] (FY22 PO Rollover for Edmunds GovTech \$3,825)</i></b>	<b><i>470,825</i></b>	<b><i>3,825</i></b>
Operations and Maintenance	124,000	
Transfer To Fund Balance for Capital Outlay	3,500	
Transfer To Water Capital Reserve Fund	0	
Total	598,325	3,825

*[1] Portion of department for bond debt service: 146,416*

**Section 5.****Water Capital Reserve Fund**

## Anticipated Revenues

Contributions From Water Operations Fund	0
Interest Revenue	172
Total	172

## Authorized Expenditures

Future Expansion & Debt Service	172
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**Section 6.**            **Sewer Fund**

**22-B-01  
PROPOSED  
CHANGES**

Anticipated Revenues:

Utility Usage Charges, Classes 1 & 2	257,727	
Utility Usage Charges, Classes 3 & 4	23,194	
Utility Usage Charges, Class 5	29,053	
Utility Usage Charges, Class 8	6,836	
Utility Customer Base Charges	294,601	
Taps & Connection Fees	1,250	
Late payment Fees	7,948	
Interest Revenue	703	
Sale of Capital Asset	0	
<b><i>Appropriated Fund Balance (FY22 PO Rollover)</i></b>	<b><i>52,013</i></b>	<b><i>3,825</i></b>
Total	673,325	3,825

Authorized Expenditures:

<b><i>Administration &amp; Finance [2] (FY22 PO Rollover for Edmunds GovTech \$3,825)</i></b>	<b><i>458,825</i></b>	<b><i>3,825</i></b>
Operations and Maintenance	211,000	
Transfer to Fund Balance for Capital Outlay	3,500	
Transfer to Sewer Capital Reserve Fund	0	
Total	673,325	3,825

*[2] Portion of department for bond debt service: 126,434*

**Section 7.**            **Sewer Capital Reserve**

Anticipated Revenues:

Contributions From Sewer Operations Fund	0	
Interest Revenue	8	
Total	8	

Authorized Expenditures:

Future Expansion & Debt Service	8	
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**Section 8.**                **Levy of Taxes**

There is hereby levied a tax at the rate of twenty-six cents (\$0.26) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2022, for the purpose of raising the revenue listed as "Ad Valorem Taxes 2022-2023" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of \$278,500,000 for purposes of taxation of real and personal property with an estimated rate of collection of 99.67%. The estimated collection rate is based on the fiscal year 2020-2021 collection rate of 99.67% by Craven County who has been contracted to collect real and personal property taxes for the Town of River Bend. Also included is a valuation of \$35,500,000 for purposes of taxation of motor vehicles with a collection rate of 100% by the North Carolina Vehicle Tax System.

**Section 9.**                **Fees and Charges**

There is hereby established, for Fiscal Year 2022-2023, various fees and charges as contained in Attachment A of this document.

**Section 10.**              **Special Authorization of the Budget Officer**

- A. The Budget Officer shall be authorized to reallocate any appropriations within departments.
- B. The Budget Officer shall be authorized to execute interfund and interdepartmental transfers in emergency situations. Notification of all such transfers shall be made to the Town Council at its next meeting following the transfer.
- C. The Budget Officer shall be authorized to execute interdepartmental transfers in the same fund, including contingency appropriations, not to exceed \$5,000. Notification of all such transfers shall be made to the Town Council at its next meeting following the transfer.

**Section 11.**              **Classification and Pay Plan**

Cost of Living Adjustment (COLA) for all Town employees shall be 5.0% and shall begin the first payroll in the new fiscal year. The Town Manager is hereby authorized to grant merit increases to Town employees, when earned, per the approved Pay Plan.

**Section 12.**              **Utilization of the Budget Ordinance**

This ordinance shall be the basis of the financial plan for the Town of River Bend municipal government during the 2022-2023 fiscal year. The Budget Officer shall administer the Annual Operating Budget and shall ensure the operating staff and officials are provided with guidance and sufficient details to implement their appropriate portion of the budget.

**Section 13.**              **Copies of this Budget Ordinance**

Copies of this Budget Ordinance shall be furnished to the Clerk, Town Council, Budget Officer and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Adopted this 21st day of July, 2022.

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John R. Kirkland, Mayor

Attest:

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Kristie J. Nobles, Town Clerk

## **RIVER BEND JULY FOURTH CELEBRATION 2022**

The Town's first July fourth celebration in three years was a great success as evaluated by people in attendance. The weather certainly cooperated in that a hard rain fell during the night but skies cleared and the sun shown during the entire celebration period. The elements of the celebration included a parade, the assembly for picnic lunch in the Town Hall parking lot, remarks by Craven County Commissioner Mitchell, County Sheriff Hughes and Grand Marshall George Halyak, respect to the U S flag was rendered by the Pledge of Allegiance and Allison McCollum sung the National Anthem. This year the Color Guard was the West Craven High School Air Force Junior ROTC team. The Color Guard remained for the entire program and enjoyed the picnic lunch with us.

During lunch and for a period after lunch music was provided by the "THE BEARS." This music was enjoyed by all present.

The entire day's program was made possible by the planning and participation of many citizen volunteers. The Town's Parks and Recreation Committee plays an integral role in the planning and execution of the event. The work of the Town Staff led by Town Manager Jackson was a strong contributor to the day's success both lead up preparation and support on July Fourth.

We entered the planning and execution of the celebration uncertain what the outcome would be after a two year break caused by the COVID-19 pandemic. All involved were appreciative of the positive response of Town and area residents.

Please take time to thank those who contributed to the success of this event celebrating the 246<sup>th</sup> Anniversary of U.S. Independence in River Bend.

**§ 143-318.11. Closed sessions.**

(a) Permitted Purposes. – It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
- (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.
- (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
- (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.
- (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.
- (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.

- (7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
  - (8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team.
  - (9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.
  - (10) To view a recording released pursuant to G.S. 132-1.4A.
- (b) Repealed by Session Laws 1991, c. 694, s. 4.
- (c) Calling a Closed Session. – A public body may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this section. A motion based on subdivision (a)(1) of this section shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on subdivision (a)(3) of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.
- (d) Repealed by Session Laws 1993 (Reg. Sess., 1994), c. 570, s. 2. (1979, c. 655, s. 1; 1981, c. 831; 1985 (Reg. Sess., 1986), c. 932, s. 5; 1991, c. 694, ss. 3, 4; 1993 (Reg. Sess., 1994), c. 570, s. 2; 1995, c. 509, s. 84; 1997-222, s. 2; 1997-290, s. 2; 2001-500, s. 2; 2003-180, s. 2; 2013-360, s. 8.41(b); 2014-79, s. 9(a); 2016-88, s. 3.)