

**River Bend Town Council
Regular Meeting Minutes
January 16, 2020
River Bend Town Hall
7:00 P.M.**

Present Council Members:	Mayor John Kirkland Don Fogle Brian Leonard Bud McClard Buddy Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Town Attorney:	Dave Baxter
Police Chief:	Sean Joll
Finance Administrator:	Margaret Theis

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, January 16, 2020 in the Town Hall Meeting Room with a quorum present.

ADDITIONS/DELETIONS TO THE AGENDA

Town Manager Jackson asked for a brief closed session at the end of this meeting. Councilman Sheffield **moved to add a Closed Session to the Agenda under §143-318.11(a)(6) of the Open Meetings Law.** The motion carried unanimously.

CONSENT AGENDA

The Mayor presented the Council with the Consent Agenda. Councilman McClard **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 December 5, 2019 Work Session
Minutes of the December 12, 2019 Regular Meeting

ADMINISTRATIVE REPORTS

PUBLIC WORKS – MAYOR JOHN KIRKLAND

The PWAB did not meet in January. The next meeting will be on February 4 at 3:00 p.m.

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

Financial Report – Finance Administrator Theis told the Council that the total of the General Fund Cash Balances as of December 31, 2019 was \$5,021,441. Ad valorem tax collections were at \$327,341.

Vote – Approve FY 2019-2020 Audit Contract – Mr. Jackson told the Council that this is the annual letter we receive from our auditor. The last audit we paid was \$14,000. The new proposal for FY 2020 reflects a \$200 increase to \$14,200. This will be the last year of our current three-year contract with Petway, Mills and Pearson. However, due to hurricane-related expenses, we may cross the limit for requiring a single audit. The information provided includes a proposal of a \$2,500 fee if an additional single audit is required.

Councilman Van Slyke **moved to approve the FY 2019-2020 Audit Contract with Petway, Mills and Pearson, PA as presented and to authorize the Mayor to sign on behalf of the Town.**
The motion carried unanimously.

PLANNING BOARD – COUNCILMAN BUDDY SHEFFIELD

Planning Board – Councilman Sheffield said that the regular meeting of the River Bend Planning Board was held January 2nd at 7:00 pm in Town Hall. A quorum was present. There were no visitors. Chairman Lippert called the meeting to order. The usual reports were given. Building permits continue to show higher than normal activity due to rebuilding from Hurricane Florence. One very large building permit was issued to the Town by the Town for the construction of the new Police and Community building and remodeling of Town Hall.

The Board spent the bulk of the meeting discussing zoning ordinances and how they might need to be changed or clarified with respect to future development in the Northwest quadrant. No changes were proposed at this meeting. Chairman Lippert gave the Board homework for the study of areas to be considered at the next meeting.

The Board voted to hold future meetings at 6:00 p.m. instead of 7:00 p.m. Therefore, the next meeting will be February 6th at 6:00 p.m. All interested citizens are invited to attend.

ENVIRONMENT AND WATERWAYS – COUNCILMAN BRIAN LEONARD

EWAB – Councilman Leonard said that the Board voted to select Jim Stevens as Chairman, Mary Holihan as Vice Chair and Patty Leonard as secretary.

Under Old Business, the Board discussed No Wake signs for the entrances to River Bend from the Trent River and boat landing. Mary Holihan will follow up with the Manager. Members discussed stormwater drainage and an ongoing engineering survey being conducted. They also discussed information flyers in the water bills and articles submitted to the Sun Journal. There was an update on future dredging projects.

In New Business, the Members discussed this year's budget request. The Board will review the submissions for the past five years before finalizing its request. Members talked about better maps of the waterways and new FEMA maps.

PARKS & RECREATION/CAC – COUNCILMAN BUD MCCLARD

Organic Garden - The usual winter lull is setting in but some vegetables have been planted. The beehive is vacant since the healthy bee colony left River Bend for greener pastures.

Parks and Recreation - The Christmas Tree lighting and Fairfield Harbour Chorus were a great success. The group reviewed each and made recommendations for the next year to smooth any rough corners.

Leap into Spring Bunco will be the next event, scheduled for January 23. This is another event that requires an RSVP to reserve a seat. Other events were brought up and they are in the planning process. A new "Coming Events" posting has been created on the Parks and Recreation web page and it will include proposed events so that residents can plan in advance.

Library - The Red Caboose Library continues to function as a self-funding group. They are currently selling a coupon book for \$20 that can pay for itself in one or two coupon usages.

CAC - The CAC meeting was held yesterday. A report will be given at the February meeting.

Vote – Adopt Dog Park Rules – Councilman McClard reminded the Council that changes to the Dog Park rules were discussed at the Work Session. He **moved to adopt the amended Dog Park rules as presented.** The motion carried unanimously. The Park rules read as follows:

Town of River Bend
Dog Park Rules

1. Hours: The Dog Park is open from Sunrise to Sunset.
2. Users enter at their own risk.
3. Handlers are responsible for any injuries or damages caused by dogs they bring into the park.
4. Dogs must have a valid license and/or rabies tag.
5. Dogs must be leashed when entering and exiting the Dog Park.
6. Maximum of three dogs per handler.
7. Small dog area is reserved for dogs up to 25 pounds. (Small dogs are also allowed in large dog area, but large dogs are not allowed in small dog area).
8. For the safety of your dog(s) and other park visitors, choke, prong (pinch) and spike collars re strictly prohibited. If you use these types of collars, remove them before entering the dog park.
9. No children under the age of 16 are permitted unless accompanied by an adult. Children ave a tendency to scream and run when excited, which can trigger a dog's prey drive or natural instinct to chase. For this reason and for the safety of your children, we do not recommend bringing small children and infants into the dog park.
10. Aggressive dogs are not permitted on the premises. Dogs must be removed at the first sign of aggression. If your dog does not interact well with other dogs or humans, you should not bring it to the Dog Park.
11. Female dogs in heat are prohibited from entering the park.
12. Sick dogs, or dogs with parasites (worms, ticks, fleas, etc.) are not allowed in the park.
13. Dog owners must be in the area of the park and within view of their dogs at all times.
14. All off-leash dogs must be under voice control of their owners. If you cannot control your dog off leash, keep your pet leashed at all times.
15. Dog owners must keep their leash in hand at all times.
16. Please do not bring dog food or human food into the park and please, no smoking in the park.
17. Owners must clean up dog feces. Seal waste in the provided plastic bags before disposing in designated receptacle.

18. Fill any holes your dog digs.
19. Proof of a current rabies vaccination and license is required upon request of a police or animal control officer. Tags may serve as proof.
20. As determined by the town manager or a police officer, any user's failure to abide by the park rules may result in the loss of privileges to use the Dog Park for the owner and/or the dog. Failure to abide by the park rules may also result in the owners being ticketed.

MAYOR'S REPORT

Mayor Kirkland said that the years pass quickly. The Christmas and New Year's Holidays are past and we have settled into the annual cycle of life both for our homes and for government at the Town level. At home all of us are reminded that the time for filing the annual income tax return is fast approaching. That always brings great joy.

The Town Council has been briefed by Manager Delane Jackson at the January Council Work Session about the schedule for development of the 2020-2021 Town budget. The department heads and advisory boards that have budget needs have been notified to make proposals and submissions to the Manager. The schedule for meetings of Council and Staff to develop the proposed budget have been scheduled and a "flier" giving those dates and items scheduled for discussion will be sent to all residents that receive utility bills from the Town as an enclosure to the mailed billing. That schedule is also available in the lobby at Town Hall and will be posted on the Town's web page.

The first meeting is scheduled for March 24. All meetings are scheduled to begin at 4:00 p.m. and will end by 7:00 p.m. The budget items to be discussed at each meeting are also listed on the flier. There will need to be adjustments made when review of some line items may take either more time than anticipated or perhaps less time.

During meetings residents attending can comment on line item discussions after the Council Members have finished their discussion. All need to respect that the Comment period is not a time of debate.

The Town budget process has worked well in past years and has been recognized by the Government Finance Officers Association for Distinguished Presentation during the last nine budget cycles. This is the most important document that the Council develops on an annual basis in that it provides the direction to the Manager for projects and work that will be accomplished during the entire fiscal year.

This budget development makes evident that the Town is fortunate to have a talented and dedicated Manager and Department heads who look at needs and project needed repair and replacement leading to timely acquisition for critical infrastructure and supplies. Thanks to the members of Town Council and the hours that they spend working with Staff and selecting the elements that will make up the 2020-2021 Town budget.

CLOSED SESSION

Councilman Sheffield **moved to go into Closed Session under §143-318.11(a)(6) of the Open Meetings Law.** The motion carried unanimously. The Council entered Closed Session at 7:45 p.m.

OPEN SESSION

Councilman Sheffield **moved to return to Open Session**. The motion carried unanimously. The Council returned to Open Session at 8:00 p.m.

ADJOURNMENT/RECESS

There being no further business, Sheffield **moved to adjourn**. The meeting adjourned at 8.05 p.m.

Ann H. Katsuyoshi
Town Clerk