



## **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)

### **River Bend Town Council Agenda Work Session September 10, 2020 River Bend Town Hall 5:00 P.M.**

1. VOTE – Constitution Week Proclamation – Mayor
2. VOTE – Approval of Coronavirus Relief Fund Plan
3. DISCUSS – IRS Social Security Tax Deferral
4. DISCUSS – Chapter 15.02.069 Stormwater Drainage
5. DISCUSS – Dredge Project
  - a. VOTE – Approve Budget Amendment
  - b. VOTE – Award Contract
6. Review Agenda - Katsuyoshi

Pledge: Councilman Fogle

Town of River Bend  
CONSTITUTION WEEK PROCLAMATION

**WHEREAS**, September 17, 2020, marks the two-hundred and thirty-third anniversary of the signing of the Constitution of the United States of America by the Constitutional Convention; and

**WHEREAS**, it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and

**WHEREAS**, to the patriotic celebrations which will commemorate the occasion; and

**WHEREAS**, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week;

**NOW, THEREFORE I**, John R. Kirkland by virtue of the authority vested in me as Mayor of the Town of River Bend in the State of North Carolina, do hereby proclaim the week of September 17 through 23 as CONSTITUTION WEEK in River Bend and urge our citizens to reaffirm the ideals of the framers of the constitution in 1787.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the Town of River Bend to be affixed this 10th day of September of the year of our Lord two thousand and twenty.

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John R Kirkland, Mayor

Town of River Bend

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Town Clerk

Ann Katsuyoshi



# North Carolina Pandemic Recovery Office

## Coronavirus Relief Fund (CRF)

### County Plan

#### Instructions

1. This document is to be used by counties to document the planned use of the CRF monies allotted in Session Law 2020-4.
2. Please add the name of your Municipality in front of the existing name as follows: "Town of River Bend - CravenCounty CRF plan"
3. Submit your plan to [cwarren@cravencountync.gov](mailto:cwarren@cravencountync.gov) on or before September 1, 2020.
4. Under Categories. Please aggregate the amount of all expenses for that specific category. Example amounts should be removed and you can enter the county amounts. The total must agree with your allotment.

**The County is responsible for maintaining adequate documentation to support expenditures. If estimates are being used the methodology must be documented and defensible. The County is responsible for following the Federal *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* promulgated by the United States Office of Management and Budget unless the US Treasury publishes guidance stating otherwise.**

#### County Information

Name of Municipality: Town of River Bend  
Person Submitting: Delane Jackson  
Title: Town Manager  
Email: [manager@riverbendnc.org](mailto:manager@riverbendnc.org)  
Phone Number: 252-638-3870 x 213

Planned Expenditures	
Categories	Amount
<b>1. Medical expenses such as:</b> <ul style="list-style-type: none"> <li>• COVID-19-related expenses of public hospitals, clinics, and similar facilities.</li> <li>• Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.</li> <li>• Costs of providing COVID-19 testing, including serological testing.</li> <li>• Emergency medical response expenses, including emergency medical transportation, related to COVID-19.</li> <li>• Expenses for establishing and operating public telemedicine capabilities for COVID-19 related treatment.</li> </ul>	
<b>2. Public health expenses such as:</b> <ul style="list-style-type: none"> <li>• Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.</li> <li>• Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.</li> <li>• Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency.</li> <li>• Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.</li> <li>• Expenses for public safety measures undertaken in response to COVID-19.</li> <li>• Expenses for quarantining individuals.</li> </ul>	
<b>3. Payroll expenses</b> for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.	\$ 49,650.00
<b>4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:</b> <ul style="list-style-type: none"> <li>• Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.</li> <li>• Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.</li> <li>• Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.</li> <li>• Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.</li> <li>• COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.</li> <li>• Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.</li> </ul>	

<b>5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:</b> <ul style="list-style-type: none"> <li>• Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.</li> <li>• Expenditures related to a State, territorial, local, or Tribal government payroll support program.</li> <li>• Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.</li> </ul>	\$ -
<b>6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.</b>	\$ -
<b>7. Grants to municipalities and nonprofits. List each planned subaward. (add more rows if necessary)</b>	
a. Town of ABC	
b. City of 123	
c.	
d.	
e.	
f.	
g.	
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o.	
<b>Grand Total</b>	<b>\$ 49,650.00</b>

Signature Delane Jackson  
 Title Town Manager  
 Date 8-24-2020





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## Coates' Canons Blog: IRS Issues Guidance on the Employee Social Security Tax Deferral

By Diane Juffras

Article: <https://canons.sog.unc.edu/irs-issues-guidance-on-the-employee-social-security-tax-deferral/>

This entry was posted on August 31, 2020 and is filed under Accounting, Reporting, Auditing, Compensation & Benefits, Employment, Featured Posts Related To COVID-19, Finance & Tax, General Local Government (Miscellaneous)

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On August 8, 2020, President Trump issued an Executive Order as part of an effort to put more spending money in consumers' pockets and stimulate the economy. The Order authorized employers to defer the withholding and deposit of the employee portion of the social security tax. To be technical about it, the President directed the Secretary of the Treasury to authorize the deferral, as only the Secretary has the authority to do so under the Internal Revenue Code. For most of August, employers were left wondering about some basic questions. Would the deferral be voluntary or required? When, if ever, would the money have to be recouped and deposited with the IRS? Secretary Mnuchin made a few comments in television interviews, but most employers wanted something a little more substantial in the way of guidance. On Friday, August 28, 2020, the IRS issued Notice 2020-65, which answered basic questions about how the deferral will work.

### Background

The Internal Revenue Code requires both employers and employees to pay social security and Medicare taxes (FICA taxes) on the wages of employees. The social security portion of these payroll taxes is referred to by the acronym OASDI (26 U.S.C. § 3111(a) refers to this as Old Age, Survivors and Disability Insurance). The Medicare portion is called "hospital insurance" in the relevant portions of the Internal Revenue Code (see, for example, [here](#)).

The Internal Revenue Code requires employers to withhold the employee portion of social security and Medicare taxes from the employee's paycheck. For the social security tax, the amount to be withheld is 6.2% of wages and for the Medicare tax it is 1.45%. Employers pay FICA taxes in an amount identical to what they withhold from the employee's paycheck.

### The President's August 8<sup>th</sup> Executive Order and the IRS Guidance on Its Implementation

The Order directed the Secretary of the Treasury to authorize employers to defer the withholding and deposit of *the employee portion of the social security tax*. The Order does *not* affect the employer social security tax contribution and it does not affect either the employer or the employee contribution to Medicare.

Notice 2020-65 is brief – only three pages long – and likely does not answer all of the questions employers may have about the payroll tax deferral. Here is what it says:

- **The program is voluntary.** Employers may voluntarily elect to defer the employee portion of the social security tax (6.2% of wages) for wages paid between September 1, 2020 and December 31, 2020. There is no requirement that employers do so and there is no penalty if employers choose not to do so. There is no requirement that employers give employees a choice about whether to defer the social security tax. The employer chooses.
- **The deferral applies only to employees making less than \$4,000 on a bi-weekly pay period.** That is the equivalent of \$104,000 on an annualized basis, \$2,000 on a weekly basis, and \$8,666.67 on a monthly basis. The determination of whether an employee's wages are less the \$4,000 bi-weekly threshold must be made each pay period. An employee whose wages are on the cusp of the \$4,000 threshold and who earns overtime or other extra compensation in some weeks may qualify for the deferral in some pay periods but not in others.

These amounts are gross income, of course, before any taxes are deducted. Exempt from the calculation are any amounts excluded from the definition of wages by the Internal Revenue Code at 26 U.S.C. 3121(a). I understand the amounts excluded to include employee contributions to health insurance premiums, deductions made pursuant to a Section 125 cafeteria plan, and retirement contributions (in other words, deductions made pre-tax), but I am



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not a tax lawyer. *Local government employers should consult with their attorneys, auditors or payroll tax advisors before implementing the deferral.*

- **This is a deferral, not a waiver.** If an employer chooses to defer the employee portion of the social security tax, the entire amount deferred will have to be collected from the employee and paid to the IRS no later than April 30, 2021. Interest and penalties will begin to accrue on May 1, 2020. In essence, the payroll tax deferral is like a loan to employees.

Participating employers may start recouping the deferred social security contributions from employees in January 2021 by deducting the amount of deferred contributions from employees' pay. The practical effect will be that for the four-month period beginning in January 2021 and ending April 30, 2021, employees will have approximately double the amount of social security tax deducted from their paychecks (in other words, for each paycheck, both the current social security tax contribution and an amount reflecting the deferred contribution will be deducted from each employee's paycheck).



- **Employers are ultimately on the hook for repaying the employee's deferred contributions.** Although it is the employee who will owe the deferred social security tax, it will be the employer's responsibility to collect it. *If the employer cannot collect it, the employer will be responsible for the paying the amount owed by the employee.*

## Conclusion

IRS Notice 2020-65 may not answer all of the questions that employers have about the payroll tax deferral program, but it is the only guidance available to date. ***I have no further information or insights about the payroll deferral program. Please do not ask me questions about it, because I do not have any answers.*** If the IRS issues any additional guidance, this blog post will be updated and an update date will be displayed under the blog post title. **No local government employer should implement the employee social security tax deferral without first consulting with its attorney and auditor.**

## Links

- [www.law.cornell.edu/uscode/text/26/3111](http://www.law.cornell.edu/uscode/text/26/3111)
- [www.law.cornell.edu/uscode/text/26/3101](http://www.law.cornell.edu/uscode/text/26/3101)
- [www.law.cornell.edu/uscode/text/26/3121](http://www.law.cornell.edu/uscode/text/26/3121)

## **15.02.069 STORMWATER DRAINAGE**

### **(A) Tiling and other changes in right of way ditches.**

(1) Where grassy swales currently exist as a drainage feature, the town, through enforcement of its ordinance, will seek to protect those swales from any development or alteration. Normally, continuously piped storm drains will not be permitted. The tiling or other alteration of right-of-way drainage ditches shall be permitted only with the express approval of the Zoning Administrator and only after adequate verification that the tiling or other alteration will not impede or accelerate unreasonably the flow of stormwater runoff to adjoining property. If approval for the tiling is granted, the person requesting the approval shall install, in conjunction with the tiling, the catch basins as may be required by the Zoning Administrator after taking into consideration the length of the right-of-way drainage ditch to be tiled.

(2) During and after any drainage projects, drainage ditch integrity shall be maintained against erosion and/or drainage changes at all stages of construction with marl rip-rap, mulching, sodding, silt fence or other materials as may be required by the Town.

(3) Prior to issuing approval for a project, the Zoning Administrator may require the applicant to submit the proposed specifications and drawing defining the stormwater drainage plans, including the percentage of impervious surfaces, for the project and for any changes to existing drainage features outside the new area necessary to accommodate the plan.

(4) Changes to established drainage features such as size or elevation of driveway culverts, of swales and of ditches on town property or easements shall not be made without the written approval of the Zoning Administrator indicating that the change will not significantly impact stormwater drainage in the area.

(5) Grade changes on private property shall be considered drainage feature changes, and shall require written approval of the Zoning Administrator. Grading on private property shall not accelerate, or increase nor divert the flow of stormwater onto adjacent private property.

(6) For those drainage ditches and drainage pipes installed in the town's right-of-way by the property owner, either current or prior, or by the developer, it is the current property owner's responsibility to maintain those drainage ditches and pipes. The drainage ditches, and pipes, must be kept clear of obstructions or conditions which might retard the free flow of stormwater past their property and under their driveways.

(7) No surface water shall be channeled or directed into a sanitary sewer.

(8) Nuisance water shall not be a violation of this chapter or subject to enforcement procedures under the provisions of this chapter. Waterways within the jurisdiction of the Corp of Engineers and/or the North Carolina Department of Environmental Quality shall not be classified as nuisance water. Additionally, stormwater retention and/or detention ponds shall not be classified as nuisance water.



(9) Any project, due to complexity or scale, may be subject to the provisions of § 15.01.082 (7) of the Town's Code, when deemed necessary by the Zoning Administrator.

(10) Problem water will not be allowed to exist within any drainage feature such as a swale, ditch or pipe located within the town's property, right-of-way or easement. Nuisance water and waterways shall not be classified as problem water.

Penalty, see § 1.01.999

Amended 04/20/2017

#### **§ 15.02.020 DEFINITIONS.**

***NUISANCE WATER.*** Storm water that remains on the surface in a standing, non-flowing, obstructed or impounded condition within a drainage feature such as a swale, ditch or pipe for a period of no more than four (4) consecutive days immediately after a precipitation event has ended.

***PROBLEM WATER.*** Any water that remains on the surface in a standing, non-flowing, obstructed or impounded condition within a drainage feature such as a swale, ditch or pipe for a period of more than four (4) consecutive days.



408 Island Drive  
Beaufort, NC 28516  
(252) 732-6547  
[www.kingdredging.com](http://www.kingdredging.com)

September 8, 2020

## Town of River Bend Dredging Project Proposal

The Town of River Bend will be responsible for the following, all permits required and approval of the use of Geotextile tubes from CAMA. Provide a site where tubes can be placed with water access nearby. Once the material is placed in the tubes it is the property of River Bend.

For compensation below King Dredging Company Inc. will be responsible for the removal of 1000 cubic yards or less from channel entrance and place material in Geotextile bags on site provided by the Town of River Bend. Because of the size of the project and the amount of material the price is for a complete project and not by the cubic yard.

<i>Mobilization</i>	<i>\$10,000</i>
<i>Dredging</i>	<i>\$30,000</i>
<i>Geotextile Tubes</i>	<i>\$10,000</i>
<i>Site Setup</i>	<i>\$5,000</i>
<i>Demobilization</i>	<i>\$10,000</i>

<i>Total Project Cost</i>	<i>\$65,000</i>
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**TOWN OF RIVER BEND  
PROPOSED BUDGET ORDINANCE AMENDMENT 20-B-02  
FISCAL YEAR 2020-2021**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the 2020-2021 Budget Ordinance as last amended on August 20, 2020, be amended as follows:

**Summary**

General Fund	2,233,310
General Capital Reserve Fund	61,248
Law Enforcement Separation Allowance Fund	7,888
Water Fund	572,234
Water Capital Reserve Fund	2,800
Sewer Fund	681,884
Sewer Capital Reserve Fund	129
	3,559,493
Total	

**Section 1.**

**General Fund**

**20-B-02  
PROPOSED  
CHANGES**

**Anticipated Revenues**

AD VALOREM Taxes 2020-2021	713,246	
AD VALOREM Tax-Motor Vehicle	83,200	
Animal Licenses	2,400	
Sales Tax 1% Article 39	136,448	
Sales Tax 1/2% Article 40	81,430	
Sales Tax 1/2% Article 42	68,324	
Sales Tax Article 44 105-524	9,549	
Sales Tax Hold Harmless Distribution	90,202	
Solid Waste Disposal Tax	2,500	
Powell Bill Allocation	84,500	
Beer and Wine Tax	13,500	
Video Programming Sales Tax	53,680	
Utilities Franchise Tax	114,261	
Telecommunications Sales Tax	10,330	
Court Refunds	500	
Zoning Permits	5,000	
State Grant - Police	22,653	
<b>State Grant - CARES Act CRF funding</b>	<b>49,650</b>	<b>49,650</b>
Recovery Grant NCORR-FDLG-004	99,568	
Miscellaneous	8,000	
Interest-NCORR-FDLG-004 Investments	1,212	
Interest- Powell Bill Investments	50	
Interest-Gen Investments	9,755	
Contributions	421	
Wildwood Storage Rents	18,120	
Rents & Concessions	18,000	
<b>Transfer From Capital Reserve Fund (Island Lake dredging project)</b>	<b>100,970</b>	<b>58,000</b>
<b>Appropriated Fund Balance (CARES Act CRF funding)</b>	<b>435,840</b>	<b>-49,650</b>
<b>(Island Lake dredging project)</b>	<b>7,000</b>	
Total	2,233,310	65,000

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

**20-B-02**  
**PROPOSED**  
**CHANGES**

Authorized Expenditures

Governing Body	28,700	
Administration	268,691	
Finance	120,181	
Tax Listing	10,880	
Legal Services	24,000	
Elections	0	
Police	590,548	
Public Buildings	149,000	
Emergency Services	4,000	
Animal Control	14,366	
Street Maintenance	221,686	
Public Works	167,240	
Leaf & Limb and Solid Waste	43,500	
Stormwater Management	157,678	
<b><i>Wetlands and Waterways (Island Lake dredging project)</i></b>	<b>68,000</b>	<b>65,000</b>
Planning & Zoning	48,363	
Recovery Grant NCORR-FDLG-004	100,780	
Recreation & Special Events	7,500	
Parks & Community Appearance	50,370	
Contingency	17,968	
Transfer To General Capital Reserve Fund	60,000	
Transfer To L.E.S.A. Fund	6,359	
Transfer To BUS Capital Projects Fund	73,500	
Total	2,233,310	65,000

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

Anticipated Revenues

Contributions from General Fund	60,000
Interest Revenue	1,248
Total	61,248

Authorized Expenditures

Transfer to General Fund	100,970
Future Procurement	-39,722
	61,248

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

Anticipated Revenues:

Contributions from General Fund	6,359
Interest Revenue	100
Appropriated Fund Balance	1,429
Total	7,888

Authorized Expenditures:

Separation Allowance	7,888
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### Anticipated Revenues

### Authorized Expenditures

[1] Portion of department for bond debt service: 148,830

### Anticipated Revenues

### Authorized Expenditures

Page 3 of 5

## Section 6.

### Sewer Fund

Anticipated Revenues:

Utility Usage Charges, Classes 1 & 2	249,338
Utility Usage Charges, Classes 3 & 4	17,688
Utility Usage Charges, Class 5	29,873
Utility Usage Charges, Class 8	6,202
Utility Customer Base Charges	292,304
Taps & Connection Fees	1,250
Late payment Fees	7,740
Interest Revenue	9,372
Sale of Capital Asset	1,500
Appropriated Fund Balance	66,617
Total	681,884

Authorized Expenditures:

Administration & Finance [2]	442,884
Operations and Maintenance	176,000
Transfer to Fund Balance for Capital Outlay	63,000
Transfer to Sewer Capital Reserve Fund	0
<b>Total</b>	<b>681,884</b>

[2] Portion of department for bond debt service: 128,520

## Section 7.

### Sewer Capital Reserve

Anticipated Revenues:

Contributions From Sewer Operations Fund	0
Interest Revenue	129
Total	<u>129</u>

Authorized Expenditures:

Future Expansion & Debt Service 129

**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, 2020, for the purpose of raising the revenue listed as "Ad Valorem Taxes 2020-2021" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of \$275,400,000 for purposes of taxation of real and personal property with an estimated rate of collection of 99.61%. The estimated collection rate is based on the fiscal year 2018-2019 collection rate of 99.61% 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 \$32,000,000 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 2021, 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 3.1% 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 2020-2021 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.

Proposed this 10th day of September, 2020.

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John R. Kirkland, Mayor

Attest:

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Ann Katsuyoshi, Town Clerk



## RIVER BEND TOWN COUNCIL AGENDA

Regular Meeting  
September 17, 2020  
River Bend Town hall  
7:00 p.m.

Pledge: Councilman Fogle

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 August 13, 2020 Work Session  
Minutes of the August 20, 2020 Regular Meeting*

7. TOWN MANAGER'S REPORT – Delane Jackson

A. Manager's Report

B. **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. Public Works and Water Resources – Mayor John Kirkland
  - A. PWAB report
9. Finance – Councilman Irving Van Slyke, Jr.
  - A. Financial Report – Finance Administrator
10. Public Safety – Councilman Don Fogle
  - A. CERT



11. Parks & Recreation/CAC – Councilman Harry "Bud" McClard
  - A. Organic Garden Report
  - B. Library Report
12. Planning Board – Councilman Buddy Sheffield
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. ADJOURNMENT

**NOTE – DUE TO CONSTRUCTION AT TOWN HALL,  
ANYONE ATTENDING THE MEETING MUST USE THE  
ENTRANCE ON THE PLANTATION DRIVE SIDE OF TOWN  
HALL.**

**DUE TO COVID-19, SEATING IS LIMITED AND ON A  
FIRST-COME BASIS. WE ENCOURAGE EVERYONE TO  
PRACTICE THE 3-W'S. THE MEETING WILL BE  
RECORDED AND AVAILABLE FOR FUTURE VIEWING ON  
CTV-10.**