

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

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

AUDIT COMMITTEE RECOMMENDATION

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

APPOINTMENTS

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

ENTERPRISE ZONES – SECURITY AND RATES

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

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

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

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

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

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

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

TRAFFIC SIGN REPAIR/REPLACE/UPGRADE PROGRAM

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

UPDATE ON COMPREHENSIVE PLAN

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

LONG-TERM STRATEGIC PLAN

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

COMPREHENSIVE MAINTENANCE

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

STATUS OF CURRENT CAPITAL IMPROVEMENT SCHEDULE

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

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

BUDGET KICK-OFF

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

ADJOURNMENT/RECESS

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


Ann Katsuyoshi
Town Clerk

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

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

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, January 18, 2018 in the Town Hall Meeting Room with a quorum present.

PRESENTATION TO THE COUNCIL

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

CONSENT AGENDA

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

- A. Approve:
 - 1. *Minutes of the December 7, 2017 Work Session*
 - 2. *Minutes of the December 14, 2017 Regular Meeting*

ADMINISTRATIVE REPORTS

PUBLIC SAFETY – COUNCILMAN BILL WANAMAKER

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

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

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

PLANNING BOARD – COUNCILMAN BUDDY SHEFFIELD

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

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

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

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

PARKS & RECREATION/CAC – COUNCILMAN GENE BAUER

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

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

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

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

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

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

Red Caboose Library – Sixty-nine people signed the attendance register on November 2 at the Grand Opening of the rental unit. The 40 volunteers and our families are grateful to be in an environment with reliable lights and heat and no odor of mold. The daily tally indicates 2,474 people using the library in 2017. The shelves of puzzles to be exchanged has become a popular feature. The library thanks the River Bend Garden Club for a donation that is being used to purchase additional large print books.

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

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

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

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

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

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

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

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

ENVIRONMENT/WATERWAYS – COUNCILMAN BILL CAMP

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

Old Business:

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

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

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

New Business:

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

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

This year's budget was discussed and approved unanimously.

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

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

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

MAYOR'S REPORT

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

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

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

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

The January snowstorm and accompanying record breaking low temperatures marked the beginning of 2018. The members of the Town staff responded to this emergency and provided service that kept utilities functioning properly. They performed snow removal in accordance with the Town Snow Removal Plan. Their work kept the main streets passable and allowed emergency vehicles to travel safely. The following is a transcript of a voice mail message from a resident to the Town Manager describing a Public Works Department response to a residential plumbing emergency during the storm. I thank our staff, and I thank the resident for expressing appreciation.

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

ADJOURNMENT

There being no further business, Councilman Sheffield **moved to adjourn**. The meeting adjourned at 8:10 p.m.


Ann H. Katsuyoshi
Town Clerk

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

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

CALL TO ORDER

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

CONSENT AGENDA

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

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

PRESENTATIONS TO THE COUNCIL

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

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

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

ADMINISTRATIVE REPORTS

PLANNING BOARD – COUNCILMAN BUDDY SHEFFIELD

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

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

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

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

No action was taken. The meeting was adjourned.

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

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

PARKS & RECREATION/CAC – COUNCILMAN GENE BAUER

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

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

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

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

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

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

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

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

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

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

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

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

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

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

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

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

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

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

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

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

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

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

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

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

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

ENVIRONMENT/WATERWAYS – COUNCILMAN BILL CAMP

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

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

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

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

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

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

PUBLIC SAFETY – COUNCILMAN BILL WANAMAKER

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

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

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

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

MAYOR'S REPORT

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

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

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

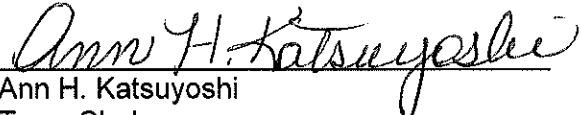
The 2018-2019 Town Budget preparation workshops will begin on March 20 with six scheduled meetings held on a weekly basis. The schedule and department budgets being addressed in each session is posted on the Town's web page and a copy will be mailed with the next utility bill.

CLOSED SESSION

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

ADJOURNMENT

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


Ann H. Katsuyoshi
Town Clerk

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

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

TREE CITY PRESENTATION AT REGULAR MEETING ON MARCH 15

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

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

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

RCS FOOD DRIVE

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

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

REMOTE PARTICIPATION POLICY

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

FRONT ENTRANCE PHASE II – SIGN MODIFICATION

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

LEAF AND LIMB CONTRACT RENEWAL

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

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

RECOGNITION OF FORMER COUNCIL MEMBERS

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

VOLUNTEER DAY PICNIC

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

BRICK ROAD PAVERS DISCUSSIONS

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

PWAB RECOMMENDATION

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

VC3 CONTRACT RENEWAL

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

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

ADJOURNMENT/RECESS

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


Ann Katsuyoshi
Town Clerk

River Bend Town Council
BUS Special Meeting
March 15, 2018
River Bend Town Hall
5:00 p.m.

Present Council Members:	Mayor John Kirkland Gene Bauer Bill Camp Buddy Sheffield Irving Van Slyke Bill Wanamaker
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi

DISCUSSION – DRAFT MULTI-PURPOSE BUILDING PLANS

Approximately 114 residents attended this Special Meeting of the Council.

Town Manager Delane Jackson began the discussion by pointing out that the drawings presented were a draft only. The options offered are in response to opinions and suggestions made by Council members at previous BUS meetings. No final decisions have been made and no monies have been allocated for this project. The architectural firm has provided a suggested floorplan that would provide for the needs of the Police Department as well as two rooms that would allow for space for library and community activities and meeting space for various groups.

He introduced Kevin Avolis of Avolis Engineering and Beth Walker of Walker Architects who answered Council members' questions regarding the type of structure proposed and the materials that could be used. It was pointed out that the Police Department would have a separate entrance and separate bathrooms. The common area would include another set of bathrooms and two activity rooms, one large and one small.

Council members asked about the addition of skylights, façade coverings, insulation, and accessibility. Councilman Wanamaker said that the Police space is very important and that it needs to be done correctly the first time. He also suggested that the Police Department should be at the front of the Town as visitors come in to deter crime.

DISCUSSION – USING RBCC SPACE FOR ACTIVITIES

Mr. Wanamaker told the Council that the River Bend Country Club would be pleased to hold some of the Town activities at their facility. He proposed that the Town consider the use of those facilities.

DISCUSSION – CHANGES TO DAIS IN MEETING ROOM

Councilman Wanamaker also proposed that the Town remove the dais in the Council meeting room so that Council members would be down at floor level with the audience. He said that this would not only improve Council meetings, but also provide more floor space for other activities.

PUBLIC COMMENT

Bill Ritchie, 324 Plantation Drive, said that Town government is responsible for roads and public safety and that is all.

Lou Call, 307 North Carolina Drive, pointed out that the rendering does not show the size of the Utility Room and it looks like the Activity Room is smaller than the Library.

Al Kindler, 426 Gatewood Drive, said that the plans look similar to those of the Trent Woods Town Hall. He said that the Police need more space and that Public Works should be put in the building. The Library has nothing to do with River Bend.

Van Rice, 314 Shoreline Drive, commented that the placement of restrooms seems awkward. He also said that the Library was one of the things that attracted them to River Bend.

Barbara Maurer, 300 Shoreline Drive, said that she was glad so many came. She asked what the Country Club will do when it gets tired of hosting Town events for free.

Hazel Campesi, 219 Pinewood Drive, does not see any need to have the Police Department at the front entrance to River Bend. We already have a very low crime rate.

Don Fogle, 107 Anchor Way, thinks this is a very good design concept and in the right spot.

Buck Irvin, 102 Outrigger Road, also said that River Bend is not a high crime area.

Oliver Moore, 316 Shoreline Drive, said that the community did not vote for this plan and he thinks that the Police Department should be in the same building with the activities area.

Chris Moore, 316 Shoreline Drive, thinks we need a new needs report.

Brian Leonard, 106 Knotline Road, said that we've been studying this for years. We have a needs report and several Advisory Board suggestions. It's time to move on it.

Noreen Jekel, 306 Gatewood Drive, was attracted here because of water and canals.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield **moved to adjourn**. The meeting adjourned at 6:30 p.m.


Ann Katsuyoshi
Town Clerk

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

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

CALL TO ORDER

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

PRESENTATIONS TO COUNCIL

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

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

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

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

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

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

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

CONSENT AGENDA

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

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

ADMINISTRATIVE REPORTS

PARKS & RECREATION/CAC – COUNCILMAN GENE BAUER

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

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

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

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

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

ENVIRONMENT/WATERWAYS – COUNCILMAN BILL CAMP

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

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

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

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

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

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

PUBLIC SAFETY – COUNCILMAN BILL WANAMAKER

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

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

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

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

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

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

PLANNING BOARD – COUNCILMAN BUDDY SHEFFIELD

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

The usual reports were given.

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

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

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

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

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

MAYOR'S REPORT

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

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

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

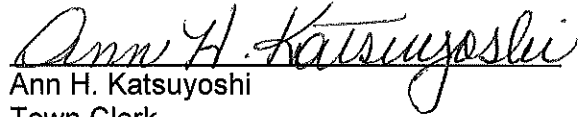
VISIONING THE FUTURE - The Town has a Comprehensive Plan that is updated periodically. This document along with the CIP process multi-year funding discussed above constitutes the vision planning or strategic plan of the Town Council.

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

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

ADJOURNMENT

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


Ann H. Katsuyoshi
Town Clerk

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

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

ARBOR DAY PROCLAMATION

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

DISCUSSION OF PIPED NATURAL GAS

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

SET DATE FOR FILL PROJECT PRESENTATION

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

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

PURCHASE POLICY UPDATE

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

PHASE III OF FRONT ENTRANCE

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

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

POLICE DEPARTMENT RADIO PURCHASE UPDATE

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

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

REVIEW APRIL 19, 2018 AGENDA

The Council reviewed the April 19, 2018 Agenda.

CLOSED SESSION 143.318-11 (a) (3)

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

OPEN SESSION

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

ADJOURNMENT/RECESS

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


Ann Katsuyoshi
Town Clerk

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

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

CALL TO ORDER

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

PRESENTATIONS TO COUNCIL

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

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

CONSENT AGENDA

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

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

ADMINISTRATIVE REPORTS

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

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

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

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

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

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

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

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

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

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

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

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

ENVIRONMENT/WATERWAYS – COUNCILMAN BILL CAMP

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

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

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

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

PUBLIC SAFETY – COUNCILMAN BILL WANAMAKER

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

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

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

The next CERT meeting will be Wednesday, April 25.

PARKS & RECREATION/CAC – COUNCILMAN GENE BAUER

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MAYOR'S REPORT

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

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

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

CLOSED SESSION

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


OPEN SESSION

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

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

ADJOURNMENT

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


Ann H. Katsuyoshi
Town Clerk

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

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

DISCUSSION OF BIKE/PEDESTRIAN PLAN

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

DISCUSSION OF RIVER BEND DIRECTORY

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

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

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

DISCUSSION OF PURCHASING POLICY AMENDMENT

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

DISCUSSION OF FINANCIAL AND BUDGETARY POLICY AMENDMENT

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

CONSIDERATION OF CAC APPOINTMENT

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

UPDATE ON BUDGET PUBLIC HEARING

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

DISCUSSION OF LOCAL WATER SUPPLY PLAN

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

CONSIDERATION OF NEXT BUS MEETING DATE

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

CLOSED SESSION 143.318-11 (a) (3)

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

OPEN SESSION

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

ADJOURNMENT/RECESS

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


Ann Katsuyoshi
Town Clerk

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

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

CALL TO ORDER

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

PUBLIC HEARING

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

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

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

CONSENT AGENDA

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

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

ADMINISTRATIVE REPORTS

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

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

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

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

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

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

ENVIRONMENT/WATERWAYS – COUNCILMAN BILL CAMP

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

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

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

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

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

PUBLIC SAFETY – COUNCILMAN BILL WANAMAKER

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

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

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

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

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

PARKS & RECREATION/CAC – COUNCILMAN GENE BAUER

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

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

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

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

MAYOR'S REPORT


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

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

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

ADJOURNMENT

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


Ann H. Katsuyoshi
Town Clerk

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

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

2018-2019 LEAF AND LIMB SCHEDULE

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

PROPOSED FY 2018-2019 BUDGET ORDINANCE AND SCHEDULE OF FEES

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

BUDGET AMENDMENT 17-B-06

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

ADVISORY BOARD APPOINTMENTS

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

NEW PURCHASING POLICY TRAINING

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

DISCUSSION OF JUNE 25 BUS MEETING

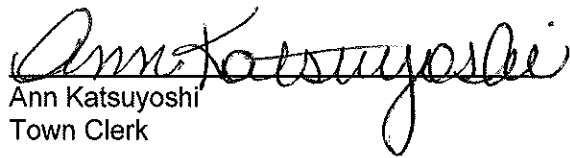
The Manager reminded the Council that there will be a BUS meeting on Monday, June 25 beginning at 6:00 p.m.

UPDATE ON KAYAK LAUNCH REPAIRS

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

ADJOURNMENT/RECESS

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


Ann Katsuyoshi
Town Clerk

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

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

CALL TO ORDER

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

ADDRESSES TO THE COUNCIL

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

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

CONSENT AGENDA

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

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

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

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

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

ADMINISTRATIVE REPORTS

PARKS & RECREATION/CAC – COUNCILMAN GENE BAUER

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

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

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

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

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

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

This year the dessert will be chilled watermelon.

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

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

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

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

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

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

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

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

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

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

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

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

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

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

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

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

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

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

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

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

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

MAYOR’S REPORT

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

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

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

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

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

CLOSED SESSION

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


OPEN SESSION

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

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

ADJOURNMENT

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


Ann H. Katsuyoshi
Town Clerk

River Bend Town Council
BUS Special Meeting
June 25, 2018
River Bend Town Hall
5:00 p.m.

Present Council Members:	Mayor John Kirkland
	Gene Bauer
	Bill Camp
	Buddy Sheffield
	Irving Van Slyke
	Bill Wanamaker
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Police Chief:	Sean Joll

DRAFT MULTI-PURPOSE BUILDING PLANS

Town Manager Delane Jackson reminded the Council that they had requested that draft plans for a multi-purpose building be developed. The Council met on March 15 to discuss those plans. Since that meeting, the Walker Group has developed a cost estimate for those plans. He began the meeting by presenting a power point presentation that showed the current BUS plans for a police and multi-purpose building. He specifically pointed out that there seemed to be some confusion about the proposed use of large multi-purpose room. He explained that while the last plan had the word library on it, it was never intended to be exclusively used by the library. It just indicated where a library could be located. He explained that basically the only thing that had changed since the last BUS meeting is that a price estimate had been developed by the architects.

Beth Walker of Walker Architects said that the current draft provides for 1,250 square feet for the Police Department, 948 square feet for a large meeting room and 585 square feet for a small meeting room. The total estimated cost including a contingency of \$52,000 is \$572,700 or \$160 per square foot. This does not include furniture, IT or security. They are estimated to be \$30,000. The Manager emphasized that this is only an estimate. The final cost will not be known until bids are let and received. Beth noted that in new construction there is less likely a need for using contingency since all of the construction is new and you do not have the unknowns associated with mixing new construction with old construction.

Ms. Walker also pointed out that during the construction, all of the conduits needed for IT would be placed in the walls to facilitate installation. The Manager explained that he had been discussing IT and security needs with our current supplier, VC3.

Councilman Van Slyke noted how loud community groups can get when using meeting rooms for their activities. He asked if there would be some type of soundproofing between the Police side of the building and the meeting side. Ms. Walker said that could certainly be added.

Councilman Wanamaker asked if these plans include a security lobby that the Police can access to allow the Police to buzz someone into the Police lobby if they were in imminent danger as they can at the Trent Wood Town Hall. The Manager said that this is part of the IT plan.

DISCUSSION

Councilman Wanamaker said that the large meeting room space should not be used for the Red Caboose Library. He pointed out that it is illegal for the Town to support a non-profit. Mr. Jackson said that this is a large multi-purpose room and it is not solely designated for use by the Library. He referenced a slide in his power point that noted that. The large room would help to relieve the current demands for the Council meeting room. Councilman Camp pointed out that, if the Town did not want to use the new space for the Library, then the current Police Department space could be leased to them for a nominal fee after it is vacated. Councilman Wanamaker also stated that he is concerned about the need for storage space including for document storage and thought that was a major reason for needing more space.

Councilman Sheffield suggested eliminating the small multi-purpose room as a compromise. The Manager reiterated that it was planned to be used by the Police Department for training and it could also be used for advisory board meeting. The Manager said that compared to the FEDS plan of about 8,000 sf and \$2,000,000, the current BUS plan was a big compromise. He also stated that the town typically runs a surplus of revenues over expenditures each year and that the fiscal year will be closing soon and he expects there to also be a surplus this year, which would probably be enough to pay for the small room. With that information, Councilman Sheffield decided it was a good idea to keep the small room in the plan along with the large room.

After further discussion, Councilman Sheffield **moved to approve this building plan as presented, in principle, with the addition of sound abatement between the Police Department space and the meeting space.** The motion passed with three ayes (Sheffield, Van Slyke and Camp) and two nays (Wanamaker and Bauer).

PUBLIC COMMENT

Betty Bakker, 419 Gatewood, said that the Town needs this space and that the Library is one of the things that attracted them to this Town.

Barbara Maurer, 300 Shoreline, pointed out that the Library is an integral part of River Bend and space should be provided for it.

Christopher Organ, 103 Randomwood, said that the Police Department is in need of this space.

Ben Merrill, 299 Shoreline, also said that the Library was one of the things that attracted them to River Bend.

Buck Irwin, 102 Outrigger, said that the Town needs these upgrades to its buildings.

Brian Leonard, 106 Knotline, said that we have talked about this long enough. It is time to do something.

Hazel Campesi, 219 Pinewood Drive, said that the Library is an important activity to many River Bend Residents

Linda Klopff, 103 Randomwood, thinks that the Library adds a great deal to the quality of life in the Town.

Janet Wern, 213 Lakemere, said that we provide special interest activities for other groups such as the Dog Park and the Basketball Court. Why is the Red Caboose Library different?

Ellen Serra, 310 Shoreline, said that she would not like to be the person who destroyed a 40 year old River Bend institution, which is the Red Caboose Library.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn. The meeting adjourned at 8:15 p.m.


Ann Katsuyoshi
Town Clerk

River Bend Town Council
BUS Special Meeting
June 25, 2018
River Bend Town Hall
5:00 p.m.

Present Council Members:	Mayor John Kirkland
	Gene Bauer
	Bill Camp
	Buddy Sheffield
	Irving Van Slyke
	Bill Wanamaker
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Police Chief:	Sean Joll

DRAFT MULTI-PURPOSE BUILDING PLANS

Town Manager Delane Jackson reminded the Council that they had requested that draft plans for a multi-purpose building be developed. The Council met on March 15 to discuss those plans. Since that meeting, the Walker Group has developed a cost estimate for those plans. He began the meeting by presenting a power point presentation that showed the current BUS plans for a police and multi-purpose building. He specifically pointed out that there seemed to be some confusion about the proposed use of large multi-purpose room. He explained that while the last plan had the word library on it, it was never intended to be exclusively used by the library. It just indicated where a library could be located. He explained that basically the only thing that had changed since the last BUS meeting is that a price estimate had been developed by the architects.

Beth Walker of Walker Architects said that the current draft provides for 1,250 square feet for the Police Department, 948 square feet for a large meeting room and 585 square feet for a small meeting room. The total estimated cost including a contingency of \$52,000 is \$572,700 or \$160 per square foot. This does not include furniture, IT or security. They are estimated to be \$30,000. The Manager emphasized that this is only an estimate. The final cost will not be known until bids are let and received. Beth noted that in new construction there is less likely a need for using contingency since all of the construction is new and you do not have the unknowns associated with mixing new construction with old construction.

Ms. Walker also pointed out that during the construction, all of the conduits needed for IT would be placed in the walls to facilitate installation. The Manager explained that he had been discussing IT and security needs with our current supplier, VC3.

Councilman Van Slyke noted how loud community groups can get when using meeting rooms for their activities. He asked if there would be some type of soundproofing between the Police side of the building and the meeting side. Ms. Walker said that could certainly be added.

Councilman Wanamaker asked if these plans include a security lobby that the Police can access to allow the Police to buzz someone into the Police lobby if they were in imminent danger as they can at the Trent Wood Town Hall. The Manager said that this is part of the IT plan.

DISCUSSION

Councilman Wanamaker said that Council does not have the authority under NC statutes to appropriate money to a library unless it is a public library, which would necessitate compliance with NC Public Library Standards. Mr. Jackson said that this is a large multi-purpose room and it is not solely designated for use by the Library. He referenced a slide in his power point that noted that. The large room would help to relieve the current demands for the Council meeting room. Councilman Camp pointed out that, if the Town did not want to use the new space for the Library, then the current Police Department space could be leased to them for a nominal fee after it is vacated. Councilman Wanamaker also stated that he is concerned about the need for storage space including for document storage and thought that was a major reason for needing more space.

Councilman Sheffield suggested eliminating the small multi-purpose room as a compromise. The Manager reiterated that it was planned to be used by the Police Department for training and it could also be used for advisory board meeting. The Manager said that compared to the FEDS plan of about 8,000 sf and \$2,000,000, the current BUS plan was a big compromise. He also stated that the town typically runs a surplus of revenues over expenditures each year and that the fiscal year will be closing soon and he expects there to also be a surplus this year, which would probably be enough to pay for the small room. With that information, Councilman Sheffield decided it was a good idea to keep the small room in the plan along with the large room.

After further discussion, Councilman Sheffield **moved to approve this building plan as presented, in principle, with the addition of sound abatement between the Police Department space and the meeting space.** The motion passed with three ayes (Sheffield, Van Slyke and Camp) and two nays (Wanamaker and Bauer).

PUBLIC COMMENT

Betty Bakker, 419 Gatewood, said that the Town needs this space and that the Library is one of the things that attracted them to this Town.

Barbara Maurer, 300 Shoreline, pointed out that the Library is an integral part of River Bend and space should be provided for it.

Christopher Organ, 103 Randomwood, said that the Police Department is in need of this space.

Ben Merrill, 299 Shoreline, also said that the Library was one of the things that attracted them to River Bend.

Buck Irwin, 102 Outrigger, said that the Town needs these upgrades to its buildings.

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Janet Wern, 213 Lakemere, said that we provide special interest activities for other groups such as the Dog Park and the Basketball Court. Why is the Red Caboose Library different?

Ellen Serra, 310 Shoreline, said that she would not like to be the person who destroyed a 40 year old River Bend institution, which is the Red Caboose Library.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn. The meeting adjourned at 8:15 p.m.


Ann Katsuyoshi
Town Clerk

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

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

CALL TO ORDER

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

ADDRESS TO COUNCIL

Police Chief Sean Joll told the Council that Officer Brandon Rohrs has recently received his Field Officer Training Certification. In order to receive this certification, Officer Rohrs was required to have several hours of specialized training.

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 June 14, 2018 Work Session*
 - Minutes of the June 21, 2018 Regular Meeting*
 - Minutes of the June 21, 2018 Closed Session*

OLD BUSINESS

Address Directory – Town Manager Delane Jackson reminded the Council that over a year ago Leanne Carey began compiling a phone directory for River Bend. She just recently provided the first proof of that directory. Mr. Jackson told the Council that this is a private effort at no cost to the Town and that Ms. Carey is not doing this at the Town's behest. Therefore, she is free to publish the Directory without the Council's permission.

The Manager said that early in this process, the Town provided links and information to the citizens that helped them contact Ms. Carey if they wished to be included in the Directory. His question to the Council was should the Town offer another, extended deadline to citizens to have their information included. After brief discussion, it was the consensus of the Council that the Town offer an extended deadline and place the information on the Town's website and in the E-news.

Discussion of Revised BUS Plans – Councilman Van Slyke began this discussion by pointing out that the public has not had a chance to review this proposal or to comment on it. Councilman Sheffield said that this subject would be better discussed at a Special Meeting. After brief discussion, Councilman Sheffield **moved to schedule a Special Meeting either on August 14 or August 20, 2018 beginning at 6:00 p.m. depending on which date the architect is available.** The motion carried unanimously.

ADMINISTRATIVE REPORTS

PLANNING BOARD – COUNCILMAN BUDDY SHEFFIELD

Councilman Sheffield said that the Planning Board canceled its July meeting. The next meeting will be August 2, 2018 at 7:00 p.m.

PARKS & RECREATION/CAC – COUNCILMAN GENE BAUER

Parks and Recreation - The Advisory Board met on July 11, at 7:00 p.m. A quorum was present. A self-critique of the July 4th celebration was provided. Lessons learned from this review will be used to make future events run more smoothly.

Councilman Bauer made a presentation about the meetings held by the ALTA group surrounding their on-site research for enhanced bike and pedestrian paths in River Bend. The public meetings were held on July 9 and July 10. A formal 30 to 35 page report will be provided to the Town at a later date.

The Board agreed to hold Bunco on Wednesday September 12 from 1:00 p.m. to 4:00 p.m. and on Wednesday, October 10 from 1:00 p.m. to 4:00 p.m. For reservations call Gail Lehman at 288-6872. Trunk or Treat is scheduled for October 27.

Two presentations were made to the Board:

National Night Out: Margaret Theis made a presentation for the 35th "National Night Out" scheduled for August 7th from 6:00 p.m. to 8:00 p.m. She proposed a gathering at the basketball court/town commons area for the young and the old alike to celebrate our community spirit. She has assembled the Community Watch group, the CERT team, the Rhems First Responders, the Coast Guard Auxiliary, the American Red Cross, the Boy and Girl Scouts and the Parks and Recreation Department. Food and refreshments at the cookout will include: hot dogs, finger foods, water and snow-cones. The Countrymen will provide the musical entertainment for the evening. Games and prizes will add to the festivities.

Keep an eye out in the River Bender and on the River Bend web site for additional details. If you have a desire to help make this event a success, call Margaret Theis at 252-638-3870 ext 204 or 252-638-2580.

The Red Caboose Library: Luci Avery made a presentation to the Board on behalf of the library to have the library made a town activity and to be a formal part of the Parks and Recreation Board. After some review and discussion, the Board voted to accept the proposal as submitted.

CAC - The CAC meeting was postponed until July 18 at 1:30 p.m. Their minutes will be presented next month.

Organic Garden - Barbara Maurer reported that the Garden has business as usual with the harvesting of various seasonal products such as beans and cucumbers. Their volunteers have been active at general garden and plot management. The Interfaith Ministries refugees have benefitted from the gardeners' efforts.

Red Caboose Library - The Library has added two additional volunteers to enable the Library to add Sunday hours which expands availability to River Bend residents to seven days a week. The library is open Monday through Saturday from 10:00 a.m. until noon. On Sunday it is open from 2:00 p.m. to 4:00 p.m. There are extended hours on Wednesdays from 10:00 a.m. until 4:00 p.m.

General Comments - Volunteerism in River Bend has been part of the backbone of River Bend. It was never so evident than with the collaboration of so many groups and individuals and town employees at the 4th of July program. I thank them all.

Each July the terms of members of the various Boards expire. This year we had two long-term members of the Parks and Recreation Board "Retire." They will be missed. Additionally, a long-term member of the Community Appearance Commission has decided to retire. We have openings on these two Boards. Should you have interest in either group, please complete the form accessible on-line or at Town Hall.

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

PWAB – The Mayor said that the PWAB did not meet in July. Their next meeting will be August 7th.

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

Financial Report – Finance Administrator Margaret Theis told the Council that the total of the General Fund Cash Balances as of June 30, 2018 was \$4,068,062. Ad valorem tax collections were at \$780,376.

Vote – Accept Craven County Tax Settlement for FY '17-'18 – Councilman Van Slyke said that at the end of each fiscal year, the Craven County Tax Administrator sends a final settlement for real and personal property taxes collected on behalf of the Town of River Bend. This year's settlement shows a collection rate of 99.44%.

He moved to accept the settlement of real and other personal property for tax year 2017 as submitted by the Craven County Tax Administrator. The motion carried unanimously.

PUBLIC SAFETY – COUNCILMAN BILL WANAMAKER

CERT – CERT members met on June 26th. The members reviewed this year's Severe Weather Fair and discussed ways to improve it next year.

The members also discussed the upcoming Night Out which is scheduled for August 7th beginning at 6:00 p.m. in Town Commons Par.,.

MAYOR'S REPORT

We are already half way through the year 2018. Municipal budgets in North Carolina have turned the page and now operate in budget year 2018-2019. The Town's independent auditors will soon be in Town to conduct the annual audit of the 2017-2018 financial position.

Our annual July Fourth parade was a great success. This annual event is made possible by the large number of volunteers and the Town Staff working together before the day and on the Fourth making the event proceed in an ordered fashion. We are privileged to have a Marine Color Guard from Cherry Point Marine Corps Air Station lead the parade each year. Pictures of events that celebrated the Nation's 242nd birthday are posted on the Town's webpage. Pictures were taken by Deputy Clerk Kathleen De Young.

It has been seven years since a hurricane last impacted us here in River Bend but as the oft heard expression it only takes one to do significant damage. Be alert and remember the preparation precautions learned at the June CERT Severe Weather Fair. Be Prepared.

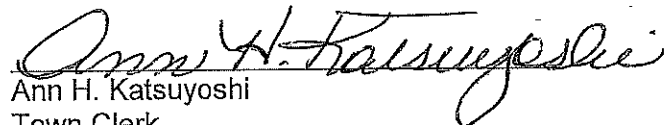
PUBLIC COMMENT

Frances D'Amico, 205 Esquire Court, said that that trucks are driving in the grass because the center isle of the cul-de-sac is too big to allow them to make the turn and stay on the pavement. She also said that there is a drainage problem at the north end of Esquire Court. She asked the Town to address these two issues.

Elizabeth Brinson, 284 Shoreline Drive, told residents that this year's Town-wide Yard Sale will be on Saturday, October 20th. More details to follow.

ADJOURNMENT

There being no further business, Councilman Sheffield moved to adjourn. The meeting adjourned at 8:15 p.m.


Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Work Session Minutes
August 9, 2018
River Bend Town Hall
7:00 P.M.**

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

PARKS AND REC ADVISORY BOARD RECOMMENDATION

Councilman Bauer said that the Red Caboose Library requested to be accepted into the Town as a function of Parks and Recreation. The Parks and Rec Advisory Board has recommended to the Council that it approve the request.

COLONIES SIGN

Town Manager Delane Jackson said that the resident at 225 Pinewood Drive has made a request that they be permitted to buy the small corner of their lot where the Colonies sign is located. The owner pointed out that the sign is very close to their house and does not appear to serve any purpose anymore. Further, it is a deterrent to prospective buyers.

Mr. Jackson also pointed out that another such property exists at 102 New Hampshire where there is a second Colonies sign. He suggested that that homeowner might be interested in acquiring that corner of their property and removing the sign.

The Manager said that, in order for the Town to dispose of this property, it must be declared surplus. Then the Town must advertise the sale and accept sealed bids. Because the plot is so small and nothing can be built on it, it is doubtful that anyone except the adjoining property owners will be interested.

After brief discussion, it was the consensus of the Council that the Town Manager should take the necessary steps to dispose of the property at 225 Pinewood Drive and 102 New Hampshire.

PLANNING BOARD RECOMMENDATION

Councilman Sheffield told the Council that the Planning Board has proposed changes to Title XV- Land Usage of the Code of Ordinances. Specifically, Amendments to Chapters 15.02.020 (yard definition), 15.02.061 (accessory buildings) and 15.02.047 (district requirements chart). These

changes are meant to more clearly define what is considered the front yard and what is considered the side yard.

He moved to schedule a Public Hearing for Thursday, September 13, 2018, beginning at 7:00 p.m., or as soon thereafter as the matter can be reached. The motion carried unanimously.

DISCUSSION OF BIDS FOR MARINE CONSTRUCTION NEAR DENTIST OFFICE

The Manager directed the Council's attention to the bids received to take down the foot bridge between Harbour Walk and the dentist office, as well as to repair the seawall in that area. He reminded Council members that we have been unable to definitively establish ownership of the foot bridge. However, it has become a public safety hazard and needs to be demolished.

After brief discussion, Councilman Sheffield moved to award the contract to demolish the foot bridge to Foley and Foley in an amount not to exceed \$3,800 and the contract to repair the seawall to Foley and Foley in an amount not to exceed \$12,540, and to authorize the Mayor to sign on behalf of the Town. The motion carried unanimously.

DISCUSSION OF SEPTEMBER COUNCIL MEETING SCHEDULE

Mr. Jackson said that the League of Municipalities meeting in Hickory will conflict with the Council's scheduled Regular Meeting on September 20. Several Council members have expressed an interest in attending the League's meeting. The Manager proposed that the Council hold only one meeting on September 13 and combine all business into that meeting. After discussion, it was the consensus of the Council that only one meeting be held in September on the 13th.

UPDATE ON AUGUST 20 BUS MEETING

The Town Manager informed the Council that representatives of the Walker Group will not be able to attend the BUS meeting scheduled for August 20, 2018. He suggested that the BUS meeting be rescheduled for August 30, 2018 beginning at 6:00 p.m. The Council agreed to this change.

CLOSED SESSION

Councilman Van Slyke moved to go into Closed Session under 143.318-11 (a)(3) to consult with the Town's attorney in reference to Ernest Thomas vs. the Town of River Bend. The motion carried unanimously. The Council entered Closed Session at 7:45 p.m.


OPEN SESSION

Councilman Wanamaker moved to return to Open Session. The Council returned to Open Session at 7:55 p.m.

River Bend Town Council Work Session
August 9, 2018
Page 3 of 3 pages

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn. The meeting adjourned at 7:56 p.m.


Ann Katsuyoshi
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
August 16, 2018**

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

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, August 16, 2018 in the Town Hall Meeting Room with a quorum present.

CONSENT AGENDA

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

- A. Approve:
Minutes of the June 25, 2018 BUS Meeting
Minutes of the July 19, 2018 Regular Meeting

MANAGER'S REPORT

Manager Jackson reported that the architect will be unable to attend a BUS meeting on August 20th as planned. Therefore, the meeting will need to be rescheduled. Councilman Bill Camp **moved to reschedule the Special Meeting originally scheduled for August 20, 2018 to August 30, 2018 beginning at 6:00 p.m. in Town Hall for the purpose of discussing the Town's Building Utilization Strategy.** The motion carried unanimously.

ADMINISTRATIVE REPORTS

PARKS & RECREATION/CAC – COUNCILMAN GENE BAUER

Parks and Recreation - There was no meeting held in August. There are two Bunco events scheduled. The first is Wednesday, September 12 and the second is set for Wednesday, October 10. Bunco begins at 1:00 p.m. Contact Gail Lehman at 288-6872 for reservations. Trunk or Treat is scheduled for October 27.

CAC - The meeting was held on July 18. Plans were made for plant replacement for those lost during the harsh winter. A suggestion was made to seek removal of a plant on private property on the corner of Plantation and Shoreline as it was deemed to block the vision of drivers. A

watering schedule for new plantings was announced. A proposal was made that the lawn care company be asked to take the responsibility for new plantings.

A Special Meeting will be held on Thursday August 16 to review the proposal from the landscape architect for the front entrance project. The next regular meeting is set for September 19 at 1:30 p.m.

The November 21 meeting will be moved to November 26 at 9:00 a.m. to review the plans for Christmas decorations. Volunteers are welcome. A tentative date of January 2, 2019 for their removal beginning at 10:00 a.m. has been set, weather permitting.

Library - The Library is pleased to report that arrangements have been made to rent a unit in the Professional Building on Shoreline Drive as its next temporary home. The Grand Opening will be November 1. The Library will be responsible for payment of rent through donations and the fund raising effort of the Friends of the Library group.

Utility costs and internet costs are included in the rent permitting use of a donated computer for public use and children's programs. The big fundraiser will be a yard sale and book sale on Community Day, October 20. The sale will be at the Professional Building. The Library is accepting books or yard sale items for the event.

Organic Garden - Last month gardeners tried to find sunny moments to harvest tomatoes, peppers, pole beans, eggplant, herbs, and watermelons for the Interfaith Ministries. The IRM bed has been so productive that 30% of the harvest weight of the garden has been donated to IRM. Vegetable production has been slowed as the Spring-Summer session winds down. August is the transition month. Planning and preparation has started and most fall-winter crops will be planted by the end of the month of September. Even though school is out, several members of the Green Team came to work during the summer. They are so enthused about what they are learning they plan to increase their schedule from bi-weekly to weekly sessions.

Vote – CAC Appointments – Councilman Bauer said that the CAC currently has a vacancy for a full-time member and an alternate member. He **moved to appoint Meg Williams to the CAC for a term beginning August 16, 2018 and expiring on June 30, 2020; and John Meehan as an alternate to the CAC for a term beginning August 16, 2018 and expiring on June 30, 2020.** The motion carried unanimously.

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

PWAB – The Mayor said that he was absent from the August meeting due to a family reunion of children and grandchildren. As a result the report is a copy of meeting minutes provided as the August report. He has cleared this posting of the minutes with PWAB Chair Mr. Frank Bruno.

The Town Manager was asked for an update in regards to BUS. He stated that the last BUS meeting was on June 25 and at that meeting Council decided on a vote of 3-2 to proceed with the BUS plans as presented. He reported that since that action, there has been some unofficial action to modify the BUS plans. Based on plans presented to him by Councilman Gene Bauer, he is working with the architect to incorporate the latest revisions into the plans that will be presented to Council at the next BUS meeting on August 20.

There was a general discussion about the plans for both the current Town Hall and the new multi-purpose building. Many members of PWAB expressed dissatisfaction in the Council's continued delay on BUS. Chairman Bruno stated that the PWAB had been involved in building plans since previous manager's Drew Havens' tenure and he was not interested in spending any more of the PWAB's time on it.

The Manager stated that the bids for the Town Hall component of BUS had come in at about twice as much as was anticipated and he believed that contributed to the recent revisions. When asked, how long the Town had been working on a building plan, the Manager stated that he had found correspondence related to building plans that was over 10 years old and stated the Town had spent about \$130,000 in architectural/engineering fees over that time period. Chairman Bruno stated that, at the current pace, no PWAB members would live long enough to see any buildings built.

The next meeting of PWAB will be October 2.

Vote – Surplus Property Resolution – Mr. Jackson said that this Resolution declaring the previously discussed property surplus would allow him to accept sealed bids. The most likely bidders for these small parcels are the two homeowners who own the adjacent property. Councilman Wanamaker **moved to approve the Resolution Declaring Surplus Property and Authorizing Sale of Real Property as presented.** The motion carried unanimously.

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

Financial Report – Finance Administrator Margaret Theis told the Council that the total of the General Fund Cash Balances as of July 30, 2018 was \$4,074,634. Ad valorem tax collections were at \$272.

Vote – Budget Amendment – The Town Manager said that, as discussed at the Work Session, this Amendment is to move monies to cover the seawall repair and walkway bridge between Harbour Walk and the dentist office. Councilman Van Slyke **moved to approve Budget Amendment 18-B-01 as presented.** The motion carried unanimously.

PUBLIC SAFETY – COUNCILMAN BILL WANAMAKER

CERT – Councilman Wanamaker reported that the National Night Out was a great success this year. Members were happy to see a number of children at the event. Pictures of this event are available for residents to view at www.riverbendnc.org.

PLANNING BOARD – COUNCILMAN BUDDY SHEFFIELD

Councilman Sheffield said that the regular meeting of the Planning Board was held August 2nd at 7:00 p.m. in Town Hall. A quorum was present. The usual reports were given.

Manager Jackson briefed the Board on the newest drafts of two ordinances, one regarding accessory buildings and one making slight changes to the ordinance regarding parking of recreational vehicles, etc. The Board approved both ordinances and referred them to Councilman Sheffield for submission to the Council.

The Board then continued its work on River Bend's Comprehensive Plan, which has been ongoing for several months. It was decided that specific parts of the plan that involve issues important to other advisory boards be submitted to those other boards for their input.

The meeting was adjourned at approximately 8:20 p.m.

MAYOR'S REPORT

The prevailing national spirit of these times makes governing at the national, the state and the local level very difficult. It has become nearly impossible for the members of any governing body to conduct a civil discussion on any issue and in that discussion consider facts that will lead to a rational and proper decision.

The Chief of Naval Operations (Admiral J.M. Richardson) in a letter to Naval Flag Officers wrote; "We share a professional and moral obligation to continuously examine our motivations and personal conduct, and, where required, adjust our behaviors back in line with our values. Achieving this alignment is best accomplished as a team sport. We cannot relegate this to our legal counselors. We need to help each other and hold each other accountable-this is leader business. Furthermore, we need to select future leaders who have demonstrated estimable character as well as strong operational skill.

We often look for new ways to describe our ethic; to find a more eloquent or poignant way to express our commitment to our values. But the answer is simple and active: what matters most is our behavior. It is not enough to assume we are behaving well; we must push ourselves to examine that assumption as part of our day-to-day routine."

The Admiral did not tweet this to his flag officers but sent it in a two-page document. The points that Admiral Richardson makes applies to all of us as American citizens and perhaps more important to the motivation of elected officials at every level of government. My hope for the nation is that we might return to civil discussions that allow progress to be made in our time and for the nation's future.

ADJOURNMENT

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


Ann H. Katsuyoshi
Town Clerk

(6)

**River Bend Town Council
BUS Meeting Minutes
August 30, 2018**

Present Council Members:	Mayor John Kirkland Gene Bauer Bill Camp Buddy Sheffield Irving Van Slyke Bill Wanamaker
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Police Chief:	Sean Joll

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 6:00 p.m. on Thursday, August 30, 2018 in the Town Hall Meeting Room with a quorum present.

OVERVIEW

Town Manager Jackson welcomed everyone to the 8th BUS meeting. He told the Council that the Walker Group had presented draft plans for the proposed multipurpose building and an estimate of the costs on June 25, was approved by Council. On July 17, Councilman Bauer offered an alternate plan. The Walker Group has drawn up draft plans based on Mr. Bauer's proposal. In addition, they have provided their own suggested alternate plans.

Mr. Jackson then discussed all three plans. Mr. Bauer's version removes the small conference room in the front of the building, adds a patio in its place and storage closets in the back of the large multipurpose room and increases the size of the small conference room in the front of the multipurpose room. It also reduces the size of the building by approximately 470 square feet compared to the approved plan.

The Walker Group's proposal removes the small conference room from the multipurpose room, thereby, enlarging that area.

The Manager said that it is estimated that Councilman Bauer's version will save approximately \$75,000. The Walker Group version would reduce estimated costs by approximately \$59,000. The original, proposed building had a cost estimate \$784,000 below the estimated cost of the Town Hall in the FEDS project.

Mr. Jackson also showed the Council a revised plan for the Town Hall bathroom project. Because the bids for the original plan came in approximately double the estimate, the bathroom project has been scaled back. However, the work is still necessary to prevent future overflows of raw sewage into Town Hall. Under the new proposal, the old pipes will be torn out and re-laid properly. However, instead of tying into the sewer, the Town will continue to use the current septic tank. This change alone will reduce the cost by approximately \$75,000. There have also been modifications made to the plans for the lobby and entrance. The revised plans remodel the existing bathrooms and upgrade them to ADA compliance, but does not include new office/storage space was previously agreed as needed.

DISCUSSION

Councilman Camp asked what type of sewer system the proposed new building would have. The Manager said that the original plan would connect it to the Town's sewer system.

Councilman Wanamaker said that he does not believe that the small conference room is necessary in the new building. He said that residents can continue to use Town Hall and if they make too much noise, they should be told to be quiet. He also voiced support for the Walker Groups alternate proposal.

Councilman Van Slyke said that the Council has been working on the problem of additional space for several years. Previous Councils have recognized the need for additional meeting space and space for the Police Department and have been saving toward that end in much the same way Trent Woods saved to build their new Town Hall.

Mr. Van Slyke pointed out that this is not a question of money. The Town has the money to pay cash without having to raise taxes or reduce services. He also said that the Town needs to plan not only for today's needs, but future needs as well.

Councilman Sheffield suggested that we use the original Walker plan. However, he proposed that the small meeting room be made slightly smaller and that a storage space be added to the back of the large meeting room.

Councilman Wanamaker asked what the Police Chief needs. Manager Jackson reminded him that the original Walker plan was based on the Police Chief's input.

CITIZEN COMMENTS

Hazel Campesi, 219 Pinewood Drive, said that it is time to make a decision and build this building.

Barbara Maurer, 300 Shoreline Drive, agreed that it is time to make a decision.

Bruce Jenkins, 303 Gatewood Drive, agreed that the decision needs to be made now.

Elizabeth Brinson, 284 Shoreline Drive, said that the Town needs this building and the decision should have been made a long time ago.

Luci Avery, 204 Margo Court, thanked Councilman Van Slyke for saying what needed to be said.

Mary Holihan, 106 Portside Drive, said that the Town does not need the new building at all and is opposed to the expenditure.

Sandy Barta, 404 Gatewood Drive, said that it is time for the Council to quit messing with the design and make a decision.

Chris Barta, 404 Gatewood Drive, agrees that it is time.

Kathleen Fleming, 270 Shoreline, said the Town should build the original.

Don Fogel, 107 Anchor Way, agrees with Councilman Van Slyke.

MOTIONS

Revised Bathroom and Entrance Plan - Councilman Bauer moved to authorize the Town Manager to get drawings and cost estimates for a revised Town Hall bathroom and front entrance to the Town Hall plan as presented tonight. The motion passed with four ayes and one nay (Van Slyke).

Multi-purpose Building – Councilman Van Slyke moved to approve the Walker Plan designated O-1 as presented. The motion failed with two ayes and three nays (Bauer, Camp, Wanamaker).

Councilman Sheffield then moved to approve the Walker Plan O-1 with his modifications to slightly reduce the size of the smaller conference room and add storage to the back of the larger conference room and eliminate the office space in the large conference room. The motion carried unanimously.

ADJOURNMENT

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


Ann H. Katsuyoshi
Town Clerk

PUBLIC NOTICE

Due to Hurricane Florence, the River Bend Town Council meeting scheduled for September 13, 2018 has been cancelled.

**River Bend Town Council
Regular Meeting Minutes
October 18, 2018**

Present Council Members:	Mayor John Kirkland Gene Bauer (by phone) Bill Camp Buddy Sheffield Irving Van Slyke Bill Wanamaker (by phone)
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, October 18, 2018 in the Town Hall Meeting Room with a quorum present. Mayor Kirkland expressed his appreciation for the hard work of the Town's employees and the many volunteers who are assisting residents with hurricane recovery. He also praised Town Manager Delane Jackson for his leadership during this very difficult time.

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:
 - A. *Minutes of the August 9, 2018 Work Session*
 - B. *Minutes of the August 9, 2018 Closed Session*
 - C. *Minutes of the August 16, 2018 Regular Meeting*
 - D. *Minutes of the August 30, 2018 BUS Meeting*

MANAGER'S REPORT

Manager Jackson updated the Council on progress in cleaning up after Hurricane Florence. He said that the Town is using FEMA approved contractors to pick up debris and has collected over 5 million pounds so far.

Because of the flooding, the Police Department and the Public Works Department are operating out of the small conference room in Town Hall. It may be some time before their facilities can be cleaned and made useable again.

ADMINISTRATIVE REPORTS

Because of the hurricane and subsequent flooding, none of the Advisory Boards were able to meet in October. New meeting dates will be announced in the Town's e-news letter.

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

Financial Report – Finance Administrator Margaret Theis told the Council that the total of the General Fund Cash Balances as of September 30, 2018 was \$4,363,348. Ad valorem tax collections were at \$67,618.

Vote – Budget Amendment 18-B-02 – The Town Manager said that the Budget Amendment represents moving funds to line items where they are needed. Councilman Van Slyke **moved to approve Budget Amendment 18-B-02 as presented.** The motion carried unanimously.

Vote – Participation in 2019 Debt Setoff Program – The Manager explained that this program is provided free to local governments through the North Carolina Treasurer's Office and allows them to collect debts owed from tax refund payments. Councilman Van Slyke **moved to approve the Town's participation in the 2019 Debt Setoff Program as presented and authorize the Mayor to sign on behalf of the Town.** The motion carried unanimously.

Vote - Resolution of the Town of River Bend Regarding Designation of Applicant's Agent – The Manager said that this Resolution is required to designate our employees who are authorized to file claims with FEMA on behalf of the Town. Councilman Van Slyke **moved to approve the Resolution of the Town of River Bend Regarding Designation of Applicant's Agent as presented.** The motion carried unanimously.

Vote - Interlocal Contract for Cooperative Purchasing – Mr. Jackson told the Council that this Agreement with the North Carolina Department of Public Safety, Division of Emergency Management will allow the Town to purchase goods and services needed to recover from the hurricane on state contract. Councilman Van Slyke **moved to approve the Interlocal Contract for Cooperative Purchasing as presented and authorize the Mayor to sign on behalf of the Town.** The motion carried unanimously.

PUBLIC SAFETY – COUNCILMAN BILL WANAMAKER

Vote – Surplus Property Resolution - Mr. Jackson told the Council that this Resolution is required in order for the Town to auction an out of service Police car. Councilman Camp **moved to approve the Surplus Property Resolution as presented.** The motion carried unanimously.

ADJOURNMENT

There being no further business, Councilman Sheffield **moved to adjourn.** The meeting adjourned at 8:15 p.m.


Ann H. Katsuyoshi
Town Clerk

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

Present Council Members:	Mayor John Kirkland Gene Bauer Bill Camp Buddy Sheffield Irving Van Slyke Bill Wanamaker (by phone)
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Town Attorney:	Dave Baxter
Police Chief:	Sean Joll

CALL TO ORDER

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

ADDITIONS/DELETIONS

Mayor Kirkland asked if there were any additions/deletions to the Agenda. Councilman Van Slyke **moved to add item 8C, a presentation on the Compensation/Benefits survey results which may entail a vote**. Mayor Kirkland said that the Council members had seen the correspondence from Mr. Van Slyke prior to the meeting. The motion carried unanimously.

PUBLIC HEARING

Proposed Zoning Amendment – Chapter 15

Councilman Sheffield **moved to go into Public Hearing to discuss the proposed changes to Title XV- Land Usage of the Code of Ordinances. Specifically, amendments to Chapters 15.02.020 (yard definition), 15.02.061 (accessory buildings) and 15.02.047 (district requirements chart) as recommended by the Planning Board.** The motion carried unanimously.

Mr. Sheffield explained that these changes are recommended to further define what is considered front yard and what is considered side yard, especially as it pertains to corner lots. The Ordinances, as they exist, are not clear on this point.

Councilman Sheffield then asked that anyone who wished to speak to this point, step to the podium and be heard. With no one stepping forward, Councilman Sheffield **moved to close the Public Hearing**. The motion carried unanimously.

POLICE/PUBLIC WORKS BUILDING

Mr. Sheffield asked about any progress that has been made in procuring space for the Police and Public Works employees after theirs was flooded. Town Manager Jackson said that he is getting quotes and has filed for a Golden Leaf grant to build a new building for a Police Station. Noting that a permanent solution could take some time, Councilman Sheffield **moved to direct the Town**

Manager to investigate the availability and cost of a temporary facility for the Police Department. The motion carried unanimously.

Councilman Wanamaker stated that he wanted the Council to think about the location of the permanent building, pointing out that the current building had two feet of water in it after Hurricane Florence. He suggested the new site be the basketball court. Mr. Jackson told him that, in fact, the basketball court was the site proposed in the Golden Leaf grant.

Councilman Sheffield said that this is a topic better suited to a BUS meeting. Councilman Van Slyke agreed, and said that the Council should defer to the Manager to make suggestions and provide alternative plans.

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 October 11, 2018 Regular Meeting

ADMINISTRATIVE REPORTS

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

Financial Report – Councilman Van Slyke informed the Council that the Finance Administrator was absent. Town Manager Jackson presented the monthly financial and told the Council that the total of the General Fund Cash Balances as of October 31, 2018 was \$4,386,985. Ad valorem tax collections were at \$96,650.

Vote – Extend Waiver of Floodplain/Zoning Fees until November 30, 2018 – The Town Manager told the Council that there are still residents waiting for permits to do repair work on their flooded. He asked that the Council extend the waiver of fees that it approved immediately after Hurricane Florence. Councilman Van Slyke **moved to approve the extension of the waiver of floodplain/zoning fees until November 30, 2018.** The motion carried unanimously.

Vote – Compensation Adjustments – Councilman Van Slyke said that, in the interest of the details involved, he was going to read from a hardcopy of a memo that the Council had previously received. He said the information was from the North Carolina League of Municipalities' efforts to survey the municipalities in North Carolina. We use it to see where we are in relation to compensation and benefits for employees.

Mr. Van Slyke told the Council that River Bend currently has 18 full time employees. The median salary of a River Bend employee is \$45,444. Each year about this time, the NCLM releases their municipal salary comparison results. Based on this year's data from the NCLM, which was released on October 25, the median salary for employees in our peer group is \$47,854. Therefore, as a group, on average our employees are paid \$2,410 below the median. Based on last year's data, our employees were paid \$2,349 less than the median. Two years ago they were paid \$129 less than the median. As you can see, the gap has widened. Currently, 13 of our 18 employees

are paid below the peer group average. On average, those 13 employees are paid \$4,957 below the median. On average, the remaining 5 employees are paid \$4,213 above the median.

Using our current pay chart as a guide, and December 4 as an implementation date, we could allocate an additional \$31,000 in salary spending for the remainder of the current budget year and bring the median salary of a River Bend employee to \$48,303. This works out to a \$52,000 annual cost but since this fiscal year is nearly half over, it would only cost \$31,000 for the current budget. That would bring the median River Bend employee salary to \$449 above the peer group average. That change would result in 16 of our 18 employees being paid at least at the peer group average. That change would mean that we would go from having 13 of 18 employees (72%) being paid below the peer group average, to having 16 of 18 employees (89%) being paid at least at peer group average.

The only two employees who would not be paid at the peer group average are the employees who have not yet met the minimum requirements for advancement in accordance with our personnel policy. Upon successful completion of those requirements, those 2 employees could also advance to at least average peer group salary, resulting in 100% of our employee being paid at least at the peer group average.

In addition to the routine comparative on compensation, we also reviewed the comparative status of employee benefits. This process is done every two years since the data provided to us is only available on a two-year schedule. Our review of the current data indicates the benefits the Town presently provides are consistent with those offered by the majority of municipalities similar in size to our Town.

At present, the Manager and I are reviewing the current structure and content of the Human Resources Policy to confirm that it is appropriately addressing each position and where applicable, the categories of status within each position.

He stated that several years ago we established a structured pay chart designed by position area, and various status levels within those areas. For example, in the Police Department consideration is given to the level and certification they have. All positions in the Town are setup in this fashion and it has worked out well.

Periodically, we take look at this system and see where we are. Mr. Van Slyke said that the \$31,000 needed could be transferred within the areas involved. The Councilman then asked if anyone had any questions before he offered a motion.

Councilman Bauer asked if there had been a decision made on a minimum or maximum percentage change on any particular group or individual and if those numbers were available. Councilman Van Slyke said no.

Mr. Bauer said that he was looking to see if generally any position was advantaged or disadvantaged by this review. Councilman Van Slyke asked the Manager to comment. Mr. Jackson stated that, on average, the increase is \$2,400. He stated that there are already five employees who are paid above the state average and that those employees' salaries would not be reduced.

Councilman Bauer said that the average would go up \$2,410 and that works out to approximately 5% on average? Mr. Van Slyke responded yes.

Mr. Bauer said that he is not adverse to keeping a good staff in place and having our payroll system competitive with others. He said that he was just trying to get a mental image of a general 5% increase across the board.

Councilman Sheffield said that unemployment is down and wages are up and if we want to keep our employees, and he certainly does, then we need to treat them fairly. Councilman Bauer said that he agreed with Councilman Sheffield.

Councilman Van Slyke moved to approve implementation of the compensation adjustments previously defined to be effective with the pay period beginning December 2, 2018. The motion carried unanimously.

PLANNING BOARD – COUNCILMAN BUDDY SHEFFIELD

Vote - Proposed changes to Title XV- Land Usage of the Code of Ordinances. Specifically, amendments to Chapters 15.02.020 (yard definition) – Councilman Sheffield moved to approve the Ordinance to amend Chapter 15.02.020 of the River Bend Code of Ordinances as presented. The motion carried unanimously.

Vote - Proposed changes to Title XV- Land Usage of the Code of Ordinances. Specifically, amendment to Chapters 15.02.061 (accessory buildings) and 15.02.047 (district requirements chart) – Mr. Sheffield moved to approve the Ordinance to amend Chapters 15.02.061 and 15.02.047 of the River Bend Code of Ordinances as presented. The motion carried unanimously.

PARKS & RECREATION/CAC – COUNCILMAN GENE BAUER

Vote – Parks and Recreation Advisory Board Recommendation - Luci Avery and Mary Iorio

Parks and Rec Chairman Mary Iorio told the Council that the Parks and Rec Advisory Board met on July 11, 2018 and voted unanimously to include the Red Caboose Library as part of their activities. Mrs. Iorio pointed out that the Library is not asking for financial support, however, library volunteers have proved to be a valuable asset to the Parks and Rec Board. She also pointed out that the Town has a history of taking over activities that were originally offered by other venues such as the yoga class that was offered by Craven Community College. That activity continues to be very popular and self-supporting under Parks and Rec.

Councilman Sheffield asked the Manager, if we have an official Parks and Rec activity in a building not owned by the Town, will our insurance cover it. He stated that, while the Library was temporarily housed in the strip mall across Highway 17, it was covered by our insurance. The Town did not own that building, but we were paying rent.

Councilman Van Slyke pointed out that the Red Caboose Library has existed here since before the Town was incorporated. Having survived all those years, it is his opinion that they have proved they belong here. And, even though only a small part of the population uses the Library facilities, the same can be said for most of the activities the Town sponsors.

Councilman Wanamaker said he doesn't understand what would change by making the Library part of Parks and Rec. It would still be a library and under state statute cannot exist without

meeting the state's criteria. Councilman Sheffield suggested that we refer to it as a book exchange instead, if the nomenclature is the problem. Mr. Wanamaker said that no matter what you call it, it is still a library.

Lucy Avery told the Council that the Library maintains its own liability insurance and plans to pay its own rent. They are simply requesting recognition as being part of the Town.

Mary Ioio pointed out that we have other activities such as the CERT team for which the Town provides storage and meeting space. The Library is not asking for any of that.

Councilman Bauer **then moved that the Red Caboose Library be recognized as an activity of River Bend under the Parks and Recreation Advisory Board and that the Town will provide space and internet access.**

Mayor Kirkland then called for discussion of the motion.

Councilman Sheffield said that the motion that was made by Mr. Bauer does not reflect what he believed we were being asked to do. He said it was problematic due to our BUS program being in limbo and that we had spent half of the money we had intended to use for construction of that building. It may be years before we get our money back from FEMA.

Councilman Wanamaker said that he could not figure out how passing the motion would change the current structure of the Library.

Mayor Kirkland asked if Councilman Sheffield had an alternate motion to propose to Councilman Bauer.

Councilman Sheffield **moved that the Red Caboose Library be recognized as an activity of River Bend under the Parks and Recreation Advisory Board at a budget of zero dollars.**

Councilman Wanamaker raised a point of order because there was already a motion on the table and this was not a motion to amend the original motion. The Town Attorney said there are two options. Either Councilman Bauer could withdraw his motion and make another motion, or a Council member could make a motion to amend the motion that is on the floor. Councilman Wanamaker said that he believes that the Town lacks statutory authority to operate a library.

Councilman Bauer said that the request made by Mrs. Ioio is not what Ms. Avery briefed the Parks and Rec Board on in July. He suggested that the request go back to the Board so that they could review and revise it. Mr. Bauer offered to withdraw his motion on the condition that Mrs. Ioio and Ms. Avery do that. If not, his motion stands as is.

Much discussion was had. Mr. Bauer said he was looking for a simple motion. Councilman Sheffield called for a vote on the motion. Councilman Camp asked that the motion be restated. Mayor Kirkland said that the motion was **that the Red Caboose Library be recognized as an activity of River Bend under the Parks and Recreation Advisory Board and that the Town will provide space and internet access.** The motion failed unanimously.

Councilman Sheffield then **moved that the River Bend Parks and Recreation Advisory Board be authorized to engage in book lending activities and children's literature activities and**

activities formally carried out by the Red Caboose Library and that they be allowed to name the program as they see fit.

Councilman Wanamaker said that all we are doing is playing semantics and that we could not skirt the law with semantics.

They motion failed with two ayes and three nays (Bauer, Camp, Wanamaker)

FILLING OF VACANCY – MAYOR JOHN KIRKLAND

Resignation of Gene Bauer – Mayor Kirkland announced that Gene Bauer has resigned his position on the Council effective December 20, 2018, or as soon as a replacement can be found. Mr. Bauer's home suffered significant damage during Hurricane Florence and he has chosen to relocate rather than rebuild in his current location. The Mayor thanked Mr. Bauer for his service to the Town and wished him well in his new home.

The Mayor then said that the procedure for replacing a Council member is laid out in the Town's Ordinances. The replacement is selected by the Council from the applicants and will serve until the next scheduled election.

Councilman Sheffield said that, **in accordance with Chapter 3.01.37(D) of the River Bend Code of Ordinances, he moved to accept the resignation of Councilman Gene Bauer with an effective date of December 20, 2018, and occurring immediately upon the selection of a replacement.** The motion carried unanimously.

Discussion of Process for Temporary Appointment – The Town Manager provided the Council members with a draft copy of Instructions to Applicants, a calendar of deadlines and events and a copy of the Ordinances pertaining to filling a Council Vacancy.

Mr. Sheffield **moved to approve the procedures to fill the Council vacancy as presented in the Instructions to Applicants.** The motion carried unanimously.

MAYOR'S REPORT

During the Mayor's Report he and the Town Manager presented a PowerPoint presentation regarding the Town's debris removal project after Hurricane Florence.

PUBLIC COMMENT

Brian Leonard thanked Councilman Bauer for his service . He said that he can't say enough about our Town staff and thanked the Council for approving the salary adjustments.

Lona Farula thanked the Town staff for the work during the hurricane and the Council for maintain our surplus.

Elizabeth Brinson invited everyone to the annual Thanksgiving meal at the River Bend Baptist Church.

ADJOURNMENT

There being no further business, Councilman Sheffield **moved to adjourn.** The meeting adjourned at 8:55 p.m.


Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Work Session Minutes
December 13, 2018
River Bend Town Hall
7:00 P.M.**

Present Council Members:	Mayor John Kirkland Gene Bauer Bill Camp Buddy Sheffield Bud Van Slyke Bill Wanamaker (by phone)
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Police Chief:	Sean Joll
Finance Administrator:	Margaret Thies

AUDIT REPORT – PETWAY, MILLS & PEARSON, P.A.

Ms. Phyllis M. Pearson, CPA said that the River Bend staff was very pleasant to work with and extremely knowledgeable. She said that her firm has issued an unqualified opinion on River Bend's FY 2017-2018 audit, which is the best rating auditors can give. There was no management letter and no findings. Again, this year, the General Fund experienced a modest increase in funds while expenses decreased slightly.

Councilman Van Slyke thanked Ms. Pearson **and moved to accept the audit report as presented.** The motion carried unanimously.

INTERVIEW OF APPLICANTS FOR COUNCIL VACANCY

The Mayor thanked all of those who applied for this vacancy for their willingness to serve. He said that, prior to the meeting, the applicants had drawn numbers to determine the order in which they would address the Council. Each applicant would be given two minutes to address the Council, after which each Council member would be permitted two questions to the applicant.

Councilman Bauer said that, since the number of applicants had been reduced by withdrawals, he would like to ask three questions of each applicant. After brief discussion, it was the consensus of the Council to permit three questions from each Council member for each applicant.

The process then began with each candidate, in turn, addressing the Council about his experience and skills, followed by questions from the Council members. After all five applicants had spoken, the Mayor again thanked them and reminded the Council that they will make their final decision at the Regular Meeting on December 20.

OTHER INFORMATION

Town Manager Delane Jackson pointed out that the Council agenda packets contained information that will come before them at the Regular Meeting on December 20. These include the proposed Employee Holiday and Council Meeting Schedules for 2019.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield **moved to adjourn.** The meeting adjourned at 9:00 p.m.


Ann Katsuyoshi
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
December 20, 2018**

Present Council Members:	Mayor John Kirkland Bill Camp Buddy Sheffield Irving Van Slyke Bill Wanamaker (by phone)
Council Members Absent:	Gene Bauer
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, December 20, 2018 in the Town Hall Meeting Room with a quorum present.

CONSENT AGENDA

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

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

ADMINISTRATIVE REPORTS

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 November 30, 2018 was \$4,411,803. Ad valorem tax collections were at \$170,353.

Vote – Approve Audit Contract with Petway, Mills and Pearson, PA for FY 2018-2019 – Councilman Van Slyke reminded the Council that we are required to approve the Town's audit contract each year. He **moved to award the audit contract for year ending June 30, 2019 to Petway Mills & Pearson, P.A. in an amount not to exceed \$14,000; and to authorize the Mayor to sign on behalf of the Town.** The motion carried unanimously.

Vote – Approve 2019 Employee Holiday Schedule – The proposed 2019 Employee Holiday Schedule was provided to the Council at their previous Work Session. Mr. Van Slyke **moved to approve the 2019 Employee Holiday Schedule as presented.** The motion carried unanimously.

Vote – Approve 2019 Council Meeting Schedule – Likewise, the proposed 2019 Council Meeting was provided to the Council at the Work Session. Councilman Van Slyke **moved to approve the 2019 Council Meeting Schedule as presented.** The motion carried unanimously.

Vote – Approve Budget Amendment 18-B-03 – This budget amendment increases funding for hurricane recovery by \$200,000. The Council originally approved \$500,000 for hurricane related items. Thus far, we have been billed \$451,116 for debris related services alone. There will be some more debris invoices, as well as other payable items. Although we expect to be reimbursed by FEMA for most of these costs, it may be several months in the future.

The amendment also contains funding to provide the Police Department with temporary space. Mr. Van Slyke **moved to approve Budget Amendment 18-B-03 as presented.** The motion carried unanimously.

Vote – Approve Temporary Rental Space for Police Station – The landlord of the strip mall across Highway 17 is holding unit 114 for the Town until December 21. As directed by the Council, the Manager researched several options for temporary housing for the Police Department and found this to be the quickest and least expensive. The previous budget amendment included \$4,900 to pay a \$750 per month lease for the next six months.

Councilman Van Slyke **moved to approve a lease with Business Plaza, LLC for the rental of Unit 114, South Business Plaza for an initial term of six months with a six-month renewal option, if necessary, at the rate of \$750 per month, and to authorize the Town Manager to execute the lease.** The motion carried unanimously.

PUBLIC SAFETY – COUNCILMAN BILL WANAMAKER

Councilman Wanamaker had no report.

PLANNING BOARD – COUNCILMAN BUDDY SHEFFIELD

Councilman Sheffield had no report.

PARKS & RECREATION/CAC – COUNCILMAN GENE BAUER

There was no report for Parks & Rec/CAC

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

PWAB Report – The Mayor said that the Public Works Advisory Board held its monthly meeting on December 4. The meeting was dedicated to a review by Town Manager Jackson on Hurricane Florence preparations, operations during the event and work associated with the recovery. Manager Jackson presented a PowerPoint covering the debris removal following the storm.

Members of the Board beginning with Chairman Bruno expressed the opinion that the Town Staff had done a great job in response to the hurricane. The Chairman announced that the next Board meeting would be held on February 5, 2019.

ENVIRONMENT/WATERWAYS – COUNCILMAN BILL CAMP

EWAB Report – Councilman Camp reported that members of EWAB discussed the kayak ramp. A contract has been signed and repairs are scheduled to begin whenever the contractor has another job in the area. The No Wake signs have been approved and are being ordered.

Members asked the Town Manager to research dredging of the inland lakes and canals. Mr. Jackson said that he will also have to discuss such a project with FEMA. There is also the question of ownership of those lakes and canals. The Town will need to complete a survey of the canal system before any plans can be made for dredging.

The Manager also discussed the existing ordinances relating to culvert and ditches. Currently maintenance of these drainage systems are the responsibility of the property owner. However, marked differences in property elevation can cause problems in uniformity. The Board members will discuss this further.

COUNCIL VACANCY – MAYOR

Vote – Approve Voting Process to Fill Vacancy – The Mayor pointed out that each Council member had been provided with a copy of the Process to Fill a Vacancy. He said that the Council needed to approve that Process before beginning the nominations. Councilman Sheffield **moved to approve the Voting Process to Fill a Vacancy as presented.** The motion carried unanimously.

Vote – Select Council Vacancy Replacement – The Council members first drew numbers to determine the order in which they would make their nominations. Councilman Sheffield nominated Harry McClard; Councilman Wanamaker named John Conway and Councilman Van Slyke named Brian Leonard. Councilman Camp agreed with Councilman Wanamaker's nomination.

Three voice ballots were taken with no consensus. The Council members then began the process of offering motions.

Councilman Sheffield **moved to appoint Harry McClard to the Council.** The motion failed with one aye and three nays (Camp, Van Slyke, Wanamaker).

Councilman Wanamaker **moved to appoint John Conway to the Council.** The motion was tied with two ayes and two nays (Sheffield, Van Slyke). Because of the tie, the Mayor was required to vote. The Mayor voted nay and the motion failed.

Councilman Van Slyke **moved to appoint Brian Leonard to the Council.** The motion failed with one aye and three nays (Camp, Sheffield, Wanamaker).

Councilman Camp **moved to appoint John Conway to the Council.** The motion was tied with two ayes and two nays (Sheffield, Van Slyke). Because of the tie, the Mayor was required to vote. The Mayor voted nay and the motion failed.

Councilman Sheffield again **moved to appoint Harry McClard to the Council.** The motion was tied with two ayes and two nays (Van Slyke, Wanamaker). Because of the tie, the Mayor was required to vote. The Mayor voted aye and the motion carried.

Administer Oath of Office to New Council Member – The Town Clerk then administered the oath of office to Harry McClard and he took his place on the dais.

MAYOR'S REPORT

The Mayor said that the Town is moving deliberately through the recovery from the destruction that resulted from hurricane Florence. This hurricane caused greater damage in the area and in River Bend than any hurricane experienced during the Town was incorporated.


The Town residents need to recognize the commitment of the Town Staff to safety of residents during the slow transit of the hurricane and the hard work of every staff member in recovery of normal operating conditions in the wake of the wind and flooding. Town Manager Jackson has been most effective in directing the Staff and they, in turn, have accomplished remarkable projects in support of resumption of all Town functions.

During the height of the storm the Manager, members of the Police Department and members of Public Works and Water Resources remained in Town for three days responding to calls for assistance and accompanying first responders coming from distant communities. The entire Staff was in Town on Monday morning September 17 three days after the passage of the hurricane and considerably ahead of other municipal staff members.

There are many challenges ahead and total recovery will require hard work and patience on the part of all. We must work hard, accept change and help neighbors whenever possible. We all chose North Carolina and River Bend as our home and until Florence interrupted the beauty and tranquility of our surroundings we enjoyed living here every day. Those conditions will return.

ADJOURNMENT

There being no further business, Councilman Sheffield **moved to adjourn.** The meeting adjourned at 8:15 p.m.


Ann H. Katsuyoshi
Town Clerk