



## TOWN OF RIVER BEND

45 Shoreline Drive  
River Bend, NC 28562

T 252.638.3870  
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[www.riverbendnc.org](http://www.riverbendnc.org)

### RIVER BEND TOWN COUNCIL AGENDA

Work Session Meeting

January 14, 2021

River Bend Town Hall

5:00 p.m.

1. VOTE - Budget Amendment - Jackson
2. Interview Applicants for Council Vacancy - Kirkland
3. Review Agenda – Nobles

Pledge: Councilman Van Syke

**\*\*\*NOTE – DUE TO COVID-19, SEATING IS LIMITED AND ON A FIRST-COME BASIS. WE ENCOURAGE EVERYONE TO PRACTICE THE 3-W'S.**



**TOWN OF RIVER BEND  
PROPOSED BUDGET ORDINANCE AMENDMENT 20-B-04  
FISCAL YEAR 2020-2021**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the 2020-2021 Budget Ordinance as last amended on September 17, 2020, be amended as follows:

**Summary**

General Fund	2,307,211
General Capital Reserve Fund	164,663
Law Enforcement Separation Allowance Fund	7,888
Water Fund	613,634
Water Capital Reserve Fund	2,800
Sewer Fund	709,484
Sewer Capital Reserve Fund	129
	<hr/>
Total	3,805,809

**Section 1.**

**General Fund**

**20-B-04  
PROPOSED  
CHANGES**

**Anticipated Revenues**

AD VALOREM Taxes 2020-2021	713,246
AD VALOREM Tax-Motor Vehicle	83,200
Animal Licenses	2,400
Sales Tax 1% Article 39	136,448
Sales Tax 1/2% Article 40	81,430
Sales Tax 1/2% Article 42	68,324
Sales Tax Article 44 105-524	9,549
Sales Tax Hold Harmless Distribution	90,202
Solid Waste Disposal Tax	2,500
Powell Bill Allocation	84,500
Beer and Wine Tax	13,500
Video Programming Sales Tax	53,680
Utilities Franchise Tax	114,261
Telecommunications Sales Tax	10,330
Court Refunds	500
Zoning Permits	5,000
State Grant - Police	22,653
State Grant - CARES Act CRF-funding	49,650
Recovery Grant NCORR-FDLG-004	99,568
Miscellaneous	8,000
Interest-NCORR-FDLG-004 Investments	1,212
Interest- Powell Bill Investments	50
Interest-Gen Investments	9,755
Contributions	421
Wildwood Storage Rents	18,120
Rents & Concessions	18,000
Transfer From Capital Reserve Fund	164,663
<b><i>Appropriated Fund Balance (Remainder of The Walker Group Architecture contract for the BUS project)</i></b>	<b><i>446,048</i></b>
Total	<hr/> 2,307,211

<u>Section 1.</u>	<u>General Fund (continued)</u>		<b>20-B-04 PROPOSED CHANGES</b>
Authorized Expenditures			
	Governing Body	28,700	
	Administration	268,691	
	Finance	120,181	
	Tax Listing	10,880	
	Legal Services	24,000	
	Elections	0	
	Police	590,548	
	<b>Public Buildings</b> (Remainder of The Walker Group Architecture contract for BUS project)	<b>159,208</b>	<b>10,208</b>
	Emergency Services	4,000	
	Animal Control	14,366	
	Street Maintenance	221,686	
	Public Works	167,240	
	Leaf & Limb and Solid Waste	43,500	
	Stormwater Management	221,371	
	<b>Wetlands and Waterways</b> (Channel Markers replaced)	<b>71,000</b>	<b>4,000</b>
	Planning & Zoning	48,363	
	Recovery Grant NCORR-FDLG-004	100,780	
	<b>Recreation &amp; Special Events</b> (transfer July 4th funds to Wetlands & Waterways)	<b>4,500</b>	<b>-4,000</b>
	Parks & Community Appearance	50,370	
	Contingency	17,968	
	Transfer To General Capital Reserve Fund	60,000	
	Transfer To L.E.S.A. Fund	6,359	
	Transfer To BUS Capital Projects Fund	73,500	
	Total	2,307,211	10,208

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

Anticipated Revenues		
	Contributions from General Fund	60,000
	Interest Revenue	1,248
	Appropriated Fund Balance	103,415
	Total	164,663
Authorized Expenditures		
	Transfer to General Fund	164,663

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

Anticipated Revenues:		
	Contributions from General Fund	6,359
	Interest Revenue	100
	Appropriated Fund Balance	1,429
	Total	7,888
Authorized Expenditures:		
	Separation Allowance	7,888

Water Fund

### Anticipated Revenues

Utility Usage Charges, Classes 1 & 2	188,595
Utility Usage Charges, Classes 3 & 4	8,534
Utility Usage Charges, Class 5	13,226
Utility Usage Charges, Class 8	2,971
Utility Customer Base Charges	234,862
Hydrant Availability Fee	21,411
Taps & Connections Fees	1,250
Nonpayment Fees	10,500
Late payment Fees	6,723
Interest Revenue	6,794
Sale of Capital Asset	1,501
Appropriated Fund Balance	117,267
Total	<u>613,634</u>

### Authorized Expenditures

Administration & Finance [1]	447,734
Operations and Maintenance	162,400
Transfer To Fund Balance for Capital Outlay	3,500
Transfer To Water Capital Reserve Fund	0
Total	<u>613,634</u>

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

## Section 5.

### Water Capital Reserve Fund

## Anticipated Revenues

Contributions From Water Operations Fund	0
Interest Revenue	2,800
Total	<u>2,800</u>

### Authorized Expenditures

Future Expansion & Debt Service	2,800
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## Section 6. Sewer Fund

Anticipated Revenues:

Utility Usage Charges, Classes 1 & 2	249,338
Utility Usage Charges, Classes 3 & 4	17,688
Utility Usage Charges, Class 5	29,873
Utility Usage Charges, Class 8	6,202
Utility Customer Base Charges	292,304
Taps & Connection Fees	1,250
Late payment Fees	7,740
Interest Revenue	9,372
Sale of Capital Asset	1,500
Appropriated Fund Balance	94,217
Total	<u>709,484</u>

Authorized Expenditures:

Administration & Finance [2]	442,884
Operations and Maintenance	203,600
Transfer to Fund Balance for Capital Outlay	63,000
Transfer to Sewer Capital Reserve Fund	0
Total	<u>709,484</u>

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

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

Anticipated Revenues:

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

Authorized Expenditures:

Future Expansion & Debt Service	129
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**Section 8.**                    **Levy of Taxes**

There is hereby levied a tax at the rate of twenty-six cents (\$0.26) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2020, for the purpose of raising the revenue listed as "Ad Valorem Taxes 2020-2021" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of \$275,400,000 for purposes of taxation of real and personal property with an estimated rate of collection of 99.61%. The estimated collection rate is based on the fiscal year 2018-2019 collection rate of 99.61% by Craven County who has been contracted to collect real and personal property taxes for the Town of River Bend. Also included is a valuation of \$32,000,000 for purposes of taxation of motor vehicles with a collection rate of 100% by the North Carolina Vehicle Tax System.

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

There is hereby established, for Fiscal Year 2021, various fees and charges as contained in Attachment A of this document.

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

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

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

Cost of Living Adjustment (COLA) for all Town employees shall be 3.1% and shall begin the first payroll in the new fiscal year. The Town Manager is hereby authorized to grant merit increases to Town employees, when earned, per the approved Pay Plan.

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

This ordinance shall be the basis of the financial plan for the Town of River Bend municipal government during the 2020-2021 fiscal year. The Budget Officer shall administer the Annual Operating Budget and shall ensure the operating staff and officials are provided with guidance and sufficient details to implement their appropriate portion of the budget.

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

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

Proposed this 14th day of January, 2021.

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John R. Kirkland, Mayor

Attest:

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Kristie Nobles, Town Clerk



## **INSTRUCTIONS TO APPLICANTS**

### **LETTERS OF INTEREST FOR APPOINTMENT TO THE TOWN COUNCIL**

At its December 10, 2020 meeting, the Town Council approved the following procedures to fill the Council seat left vacant by the resignation of Councilman Harry McClard.

1. The Town Clerk shall publish the "Notice of Vacancy" in the legal section of Sun Journal newspaper. The notice shall also be posted on the Town's webpage.
2. The newspaper notice shall be published on December 16, 2020.
3. The notice shall set a deadline for submission of applications to fill this vacancy as 4:00 p.m. on December 31, 2020. See application details below.
4. Applications shall be submitted to the Town Clerk's office at Town Hall. If applications are mailed they must be received no later than the regular mail delivery on December 31, 2020.
5. The Town Council will conduct interviews with all applicants during open session at the Council Meeting on January 14, 2021.
6. The Council, in open session, at its January 21, 2021 meeting shall vote to select the applicant that shall serve in the vacated seat until December 16, 2021. On December 16, 2021 the candidate elected during the general election will be administered the Oath of Office and shall serve until this term expires in December, 2023.
7. The Oath of Office for this temporary appointment shall be administered at the Council's Regular Meeting on January 21, 2021.
8. The Town Clerk shall furnish all applicants copies of this procedure.
9. This is a temporary appointment. The applicant appointed by the Town Council will only serve in this capacity until December 16, 2021. The person that shall fill the last two years of this term shall be determined based on the results of the Town's next election. The person appointed to this temporary appointment may choose to file as a candidate for this position.
10. Proof of age, residency and registration as a qualified voter in River Bend as of December 31, 2020 shall be required from all applicants and must be included with the application. Any application that does not contain this information shall be rejected.

**DETAILS-** To be considered for appointment, all applicants shall address a letter to the Mayor expressing a desire to be considered as a candidate to fill the vacant Town Council seat. This letter shall be limited to two typed pages and state the candidate's qualifications for serving on the Council and must contain the applicant's phone number and email address. An applicant may also include a resume that is limited to two typed pages that acquaints the Council with the applicant's work experience. The Mayor shall cause the submissions from all applicants to be distributed to the Council by January 5, 2021.

### **Procedure for Applicant Interview**

The River Bend Town Council will interview applicants for the position of Town Council member on January 14, 2021. The following procedures will be observed:

1. Prior to convening the meeting, all applicants will meet with the Mayor to draw numbers. The number drawn will determine the order in which the applicants will present their opening statements. Anyone who fails to participate in this drawing will be placed last on the list. If more than one person does not participate, they will be placed after all who have drawn, in alphabetical order.
2. When this item is reached on the agenda, The Mayor will introduce all applicants by name only, in the order determined by the draw and explain the procedures aloud.
3. All applicants will be seated in a designated holding area. When they are called upon, they will approach the designated seat and use the microphone to address the Council.
4. The Mayor will begin the process by recognizing the applicant who drew #1. That person will be directed to the microphone and will be given 3 minutes to make a statement. This will be the time for the applicant to introduce themselves, state their qualifications and the reasons they wish to serve on the Council. At the conclusion of the applicant's statement or 3 minutes, whichever comes first, the Mayor will continue the process by recognizing each applicant based on the order of the draw.
5. Next, the Mayor will call on Town Council members to pose questions to applicants. The first set of questions will be directed to the applicant who drew #2. The Mayor will begin on his left and call upon Council members in the order that they are seated to pose questions. The questions will continue to each applicant in numeric order. The next set of questions will begin with the next applicant. This process will continue until all applicants have been given an opportunity to be asked questions by the Council.
6. The Mayor will begin each round of questions by beginning with a new Council member, based on the order that they are seated. This rotating process will continue until all applicants are interviewed.
7. Each Council member will be allowed to ask up to 2 questions of each applicant. There is no requirement that each Council member must ask 2 questions of each applicant. Since the questions are not predetermined and not shared with the Council in advance, some Council members may have the same question. If that question has already been asked by another Council member, there is no need to ask the question again.
8. Each applicant will have up to 2 minutes to answer each question.



9. The Town Manager will serve as time keeper. A set of colored lights will be used to alert each applicant of their time. The colors mean:

GREEN- The applicant is within time limits and may talk.

YELLOW- The applicant has 30 seconds left and should begin closing their remarks.

RED- Time has expired and the applicant must stop talking.

Any applicants who continues to talk after the red light has been illuminated, will be stopped by the Mayor. This will be done in order to ensure that all applicants have the same time limits and none are given any additional time. The timer will begin after the question has been asked of the applicant.

10. Time or questions will not be shared among applicants. No applicant may transfer their time or questions to another applicant. If a candidate chooses not to use all of their time or if they do not answer a question, their time or question may not be transferred to another applicant. Any unused time or unanswered questions will simply be forfeited.

11. Council members may not transfer questions to another Council member. Any unused questions will simply be forfeited.

12. Applicants will be asked questions by the Council only. The public will not be allowed to ask questions.

13. Applicants will direct their answers to the Council only. During the interview process, no talking among other applicants or members of the public will be allowed.

14. At the conclusion of questions, the Mayor will end the interview process.

15. The Council will vote for a replacement Council member at their meeting on January 21, 2021. At that time, the selected person will be administered the oath of office and shall immediately assume their responsibilities as a member of the Town Council.

### **Procedure for Voting on Replacement**

The River Bend Town Council will vote on applicants for the position of Town Council member on February 21, 2019. The following procedures will be observed.

1. When this item is reached on the agenda, the Mayor will open the floor for nominations, whereupon each Council member may put forward a single nominee. Council members are not required to put forth a nominee. Since each Council member may nominate different applicants, during this process, multiple nominees may be presented and debated. Also, different Council members may nominate the same person. Each Council member may nominate the applicant they consider to be the preferred nominee and explain why they consider any applicant to be the preferred or not preferred nominee.
2. When debate ends the Mayor shall call the roll of each member and each member shall cast a vote of his preferred nominee by stating the name of the nominee. Note- this is not a vote on a motion that has been put forward, therefore this is not an "aye" or "no" vote. This is when the Council states the name of the person they wish to select. This will be known as Ballot #1.
3. Voting shall continue until a nominee receives a majority of the votes cast (by members present) during a single round of balloting. For example: A majority among River Bend's currently 4-member Council equals 3. Therefore, if all 4 members are present the first nominee to receive 3 votes during a single round of balloting shall be determined as the winner. Other combinations of members present may result in fewer than 3 votes constituting a majority.
4. This process shall continue until a nominee receives a majority of votes from Council.
5. After conducting Ballot # 2, if the Council conducts 3 ballots in a row wherein no nominee receives a majority of votes among Council, then the Council will utilize the "motion" process, whereby a Council member will put forth a motion to appoint a particular applicant as the appointment. After debate on that motion has ended, the Council will vote on that motion. If that motion ends in a tie, the Mayor shall be allowed to vote on the motion, otherwise the Mayor shall not vote on an appointment.
6. If for any reason, a nominee is not selected during this process, the Town will re-advertise the vacancy and conduct another set of interviews and another vote.

- This procedure was used following the resignation of Bill Wanamaker because there were only 2 applicants ( 2-21-19). #4 was eliminated from the previous procedure.

300 Shoreline Drive  
River Bend, NC 28562

December 10, 2020

**RECEIVED**

**DEC 11 2020**

**TOWN OF RIVER BEND**

John Kirkland, Mayor  
Town of River Bend  
45 Shoreline Drive  
River Bend, NC 28562

Dear Mayor Kirkland,

Please consider my request to fill the vacancy on the River Bend Town Council. I possess the qualifications and experience to fulfill the role of Councilwoman until the voters are able to elect a candidate.

I am committed to River Bend. I have served the town in numerous capacities since moving here in 2003. I am a member of Community Watch, CERT and the community organic garden. I previously served on EWAB, CAC and Parks & Recreation. I was Chair of Parks and Recreation until my election to the Council. I am a founding member of Friends Helping Friends, CERT and the River Bend Community Organic Garden. I served on the River Bend 25<sup>th</sup> Anniversary committee, the selection committee for Chief of Police Ryland Matthews and for Town Manager Delane Jackson. I coordinate food service for River Bend's Fourth of July celebrations.

I served on the Town Council twice, from my election in 2011 to 2015 and for six months in 2017 when a position became vacant. Since leaving office in December 2015 I have continued to attend work sessions, Council meetings, budget workshops and special meetings and three advisory board meetings, Planning Board, Parks & Rec, and CAC. I am familiar with Council procedures and stay current with projects and issues. As a prior liaison to Parks & Recreation and the Community Appearance Commission, I am familiar with their activities. I am willing to assume the responsibilities required of Council members.

Please consider my application to serve the citizens of River Bend as a member of the Town Council.

Yours Truly,

  
Barbara Maurer

att: resume

**BARBARA J. MAURER**

300 Shoreline Drive  
River Bend, NC 28562

**EDUCATION:**

Adelphi University School of Social Work (MSW) (NYS LCSW)  
Addiction Counselor Training Program, South Oaks Hospital (NYS CASAC)  
CUNY John Jay College (MA Criminal Justice)  
SUNY College at Cortland (BA Liberal Arts)

**EMPLOYMENT:**

CRIMINAL JUSTICE: SUFFOLK COUNTY, NY PROBATION DEPARTMENT 1970-2002  
Peace Officer: Probation Officer, Administration (1979-2002)  
Administrator: STOP-DWI Alternative to Incarceration Program for Recidivist Drunk Drivers

**EDUCATION**

St. Joseph's College Patchogue Campus (Adjunct Faculty/Preceptor)	1993-2005
Suffolk County Community College (Adjunct Faculty)	1995-2003
Adelphi University - School of Social Work (Adjunct Faculty)	2001-2003
SUNY Stony Brook Drinker-Driver Program (Adjunct Faculty)	1978-1983
Addiction Counselor Training Programs	1977-1993
South Oaks Hospital	Advisor, Group Leader 1977-1982
Professional Counseling & Education (PACE)	Program Director 1982-1988
Community Medical Counseling (CMC)	Program author, Director 1988-1990
NY Institute Alcoholism & Addictions	Program Director 1990-1993

**RIVER BEND SERVICE**

Community Watch	2003 - present
Community Appearance Commission (CAC)	2005 - 2011 (Council liaison 2011-15)
Parks & Recreation Committee (P&R)	2006 - 2011 (Council liaison 2011-15)
Community Emergency Response Team (CERT)	2007 - present
Environment & Waterways Advisory Board (EWAB)	2005 - 06
25 <sup>th</sup> Anniversary Planning Committee	2005
Search Committee for Police Chief (2012), Town Manager (2014)	
River Bend Community Organic Garden	2013-present

**COMMUNITY ORGANIZATIONS, North Carolina:**

Watersedge Holdings LLC, Emerald Isle - Board of Managers (Secretary)	2004 – present
Tryon Palace (garden volunteer)	2004 – 2013
NC Extension Master Gardener Volunteer Assoc. (3000 hour award)	2004 – present
River Bend Garden Club (Publicity Comm. 2004-06)	2003 - present

**Additional information and references upon request.**

**RECEIVED**

**DEC 16 2020**

**TOWN OF RIVER BEND**

December 15, 2020

John Kirkland  
Mayor, Town of River Bend  
45 Shoreline Dr  
River Bend, NC 28562

Dear Mayor Kirkland,

I am submitting this letter to request consideration for the recently vacated Town Council seat. I understand this appointment is temporary and will expire December 16, 2021 once someone is elected to fulfill the remaining two years of the former Councilman's term. I meet all of the listed requirements, I am thirty-nine years of age, I am a resident of River Bend and a qualified registered voter in River Bend. I have attached proof of all requirements with this letter as well as a resume for review.

I feel as though I am qualified to serve on the Town Council of River Bend and look forward to the experience if given the opportunity. I have lived in the Town of River Bend for approximately eight years and currently reside at 101 Knollwood Ct with my wife Amy and our three little boys, Connor (8), Noah (5) and Owen (2). Prior to purchasing this house, we owned a residence on Wildwood Dr. I have spent the majority of my life in the service of community in one capacity or another. I began my professional career at the age of nineteen as a firefighter for the City of Kinston. I left my employment as a firefighter shortly after the tragic events of September 11, 2001 and enlisted in the United States Marine Corp's where I served two combat tours in Iraq. After my four-year enlistment was complete, I left the ranks of the USMC and returned to the City of Kinston in January of 2007.

It was my intention to return to the City of Kinston as a firefighter, however the serving Director of Public Safety at the time requested I go to NC Basic Law Enforcement Training and serve in the role of a police officer, which I did. I served the community of Kinston, NC as a police officer for five years. After five years, I left and returned overseas serving tours of duty in both the Kabul, Afghanistan and Baghdad, Iraq United States Embassy's as a security contractor under the U.S. Department of State. In between contracts I worked a year with Trader Construction as a Safety Coordinator at PCS Phosphate. I was hired as a police officer for the City of New Bern in October of 2014 and am still currently employed in this capacity. I have served in many different roles during my time with New Bern and continue to serve the community to the best of my ability. In 2018 I completed my Bachelor of Science from Campbell University majoring in Psychology.

During my life I have served in positions of followership and leadership and succeeded in both. I have an appreciation for community and understand its importance. I believe in making informed, rational decisions guided by logic and fact. If appointed to the position of Town Council, I will approach each decision from the perspective of a father, a husband, and as a resident of the Town of River Bend who has to live with the consequences of each decision made. Due to my over twelve years as a law enforcement officer, I have a working knowledge of

statutes and ordinances and how they provide a framework for communities and allow them to run efficiently and effectively under the rule of law.

I am aware that members of Town Council are sometimes asked to make decisions on topics that they are not necessarily subject matter experts on, this is where the importance of making informed decisions really comes into play. I am aware that there are many different committees that the council members look to for advice and believe it is important to view all matters from different perspectives in order to make the most beneficial decisions.

I approach this potential town council seat as another chance for me to serve my community and I am interested in the possibility of running for the remaining two years of the term. I look forward to the upcoming process after the holidays. Thank you for any consideration given in this matter.

Sincerely,



Jeffrey Allen Weaver  
101 Knollwood Ct  
River Bend, NC 28562

**JEFFREY A. WEAVER**  
101 Knollwood Ct, New Bern, NC 28562

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## **TRAINING PROGRAM DEVELOPMENT & MANAGEMENT | SECURITY OPERATIONS MANAGEMENT**

Security Operations Manager, Trainer, and Military Veteran with a Secret Security Clearance and 10+ years of proven experience managing security training and operations. Accomplished measurable results while meeting deadlines and objectives and leading teams of 10+ personnel in dynamic and fast-paced environments. Possesses a comprehensive background in security management, risk assessment, emergency response, training and development, and conflict resolution derived from conducting domestic and global operations. Managed risk upon multiple lines to protect assets while exceeding the expectations of senior leadership. Possesses extensive knowledge in process improvement, intelligence analysis, and security program development and implementation. Career supported by completion of the North Carolina Criminal Justice Education and Training Standards General Instructor and possesses a Bachelor of Science in Psychology.

- Training | Development
- Security Operations
- Leadership | Supervision
- Risk Mitigation
- Emergency Response
- Threat Analysis
- Conflict Resolution
- Training Program Development
- Strategic Planning

## **PROFESSIONAL EXPERIENCE**

**New Bern Police Department – New Bern, NC**  
**Police Officer | Special Response Team Sniper**  
601 George St, New Bern, NC 28560

**10/2014 – Present**

- Enforced North Carolina General Statutes and New Bern City Code Violations within the New Bern City Limits, which included patrolling residential and business districts to reduce and prevent crime. Maintained contact with the citizens of New Bern and addressed community concerns with police-related matters. Served as a Vice Narcotics Detective.
- Case agent for a federal OCDETF case, which included collaborating with numerous federal and state agencies to accomplish the mission; recognized for exceptional cross-functional leadership abilities, which led to 16 successful federal prosecutions
- Oversaw a surveillance team of 8-10 personnel, including specialized K-9 officers; directed and monitored all assigned personnel
- Established a wire-tap and documented process for investigation procedures; ensured all processes adhered to organizational requirements

**SOC LLC – Chantilly, VA**  
**Personal Security Specialist**  
15002 Northridge Dr, Suite 100, Chantilly, VA 20151

**01/2014 –10/2014**

- Enhanced and extended security for protective security, which included ensuring the physical security of a United States Embassy.
- Supported the Department of State Regional Security Officers in conducting Threat and Vulnerability Assessments of the facilities; ensured the timely completion of all assessments
- Performed counter surveillance duties to ensure the safety of all assigned grounds, facilities, and personnel
- Evaluated protective security measures and implemented improvements to increase security measures

**Trader Construction Company**  
**Safety Coordinator**  
**2500 US Hwy 70 W, New Bern, NC, 28562**

**11/2012–01/2014**

- Oversaw daily safety operations for a company of 200 employees in a hazardous mine environment. Functioned as a Subject Matter Expert on all matters related to the Mine Safety and Health Administration, including verifying compliance with all safety regulations.
- Maintained logistical accountability of safety related equipment; sustained zero losses
- Conducted field audits on employees to assess job skill proficiency and to identify safety hazards in work areas; developed and implemented plans to mitigate safety hazards
- Established and maintained relationships with host companies' safety personnel to implement new safety standards; improved job site safety
- Maintained working knowledge of Title 30 Code of Federal Regulations; ensured 100% adherence on work sites

**Aegis Security Services, LLC**  
**Personal Security Specialist**  
**1760 Old Meadow Rd, Suite 550, Mclean, VA 22102**

**01/2012 – 11/2012**

- Enhanced and extended security for protective security, which included ensuring the physical security of a United States Embassy.
- Supported the Department of State Regional Security Officers in conducting Threat and Vulnerability Assessments of the facilities; ensured the timely completion of all assessments
- Performed counter surveillance duties to ensure the safety of all assigned grounds, facilities, and personnel
- Evaluated protective security measures and implemented improvements to increase security measures
- Conducted daily motorcade operations in a high-threat environment; maintained a high operational success rate

**Kinston Department of Public Safety**  
**Public Safety Officer | Field Training Officer**  
**205 E. King St, Kinston, NC, 28501**

**01/2007– 01/2012**

- Enforced North Carolina General Statutes and Kinston City Code Violations in high-crime areas, which included providing street-level narcotics enforcement. Planned and led field training for new employees. Functioned as the Special Weapons and Tactics Sniper.
- Coordinated with outside state and federal agencies to complete high-risk and time-sensitive operations; ensured the long-term health and sustainability of inter-agency relationships
- Completed North Carolina Firefighter Level I & II Certifications and Hazardous Materials Response Training; responded to fire and rescue emergencies
- Developed, implemented, and participated in field training for new employees; ensured the qualification of 100% of assigned personnel

**United States Marine Corps**  
**Marine Scout/Sniper**  
**33 Holcomb Blvd, Camp Lejeune, NC, 28542**

**01/2003– 01/2007**

- Served in billets ranging from Scout/Sniper team member to Chief Scout of the 3rd Battalion, 2nd Marines Sniper Plt.
- Responsible for planning and executing counter insurgency operations as they related to the assigned tasks of Marine Scout/Snipers in assigned battle spaces of the Al Anbar Province, Iraq.
- Duties also included approving mission plans for sniper teams, ensuring proper employment of sniper teams as well as coordinating with adjacent units to ensure proper de-confliction in order to avoid fratricide





## RIVER BEND TOWN COUNCIL AGENDA

Regular Meeting

January 21, 2021

River Bend Town Hall

7:00 p.m.

Pledge: Van Syke

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

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

- A. Approve:  
*Minutes of the December 10, 2020 Work Session*  
*Minutes of the December 17, 2020 Regular Council Meeting*

7. TOWN MANAGER'S REPORT – Delane Jackson

### **Activity Reports**

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

### ADMINISTRATIVE REPORTS:

8. Planning Board – Councilman Buddy Sheffield
  - A. Planning Board Report
9. Public Safety – Councilman Don Fogle
  - A. Community Watch

10. Parks & Recreation/CAC – Councilman Brian Leonard
  - A. Parks and Rec Report
  - B. CAC Report
  - C. Organic Garden Report
  - D. Library Report
11. Public Works and Water Resources – Mayor John Kirkland
  - A. PWAB Report
12. Finance – Councilman Irving Van Slyke, Jr.
  - A. Financial Report - Finance Administrator
13. Environment and Waterways – Councilman Brian Leonard
  - A. EWAB Report
14. MAYOR'S REPORT – Mayor Kirkland
15. PUBLIC COMMENT

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

15. ADJOURNMENT

**\*\*\*NOTE – DUE TO COVID-19, SEATING IS LIMITED AND ON A FIRST-COME BASIS. WE ENCOURAGE EVERYONE TO PRACTICE THE 3-W'S.**