



TOWN OF RIVER BEND

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

**T 252.638.3870
F 252.638.2580**

www.riverbendnc.org

RIVER BEND TOWN COUNCIL AGENDA

Work Session Meeting

March 11, 2021

River Bend Town Hall

5:00 p.m.

1. Discussion – Municipal Election Costs – Meloni Wray
2. Consideration – Audit Committee Recommendation - Jackson
3. Consideration – Position Classification / Pay Plan – Jackson
4. Discussion – Parks and Recreation Advisory Board Recommendation – Maurer
5. Review Agenda – Nobles
6. Closed Session § NCGS 143-318.11(a)(3) – Consult with an Attorney

Pledge: Councilman Leonard

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



Meloni Wray, Director
Edward R. Dzioba, Democrat Secretary
Brian J. Gatchel, Republican Member

Zeda B. Trice, Democrat Chair
Ronnie D. Lovick, Democrat Member
Matthew P. Schwob, Republican Member

February 11, 2021

Kristie Nobles, Town Clerk
Town of River Bend
45 Shoreline Drive
New Bern, North Carolina 28562

Dear Ms. Nobles:

Enclosed is an estimate of expenses for the November 2021 election.

The estimate of expenses by the Craven County Board of Elections in the administration of the **Town of River Bend Municipal Election**, which will be conducted on **Tuesday, November 2, 2021**, is as follows:

	<u>Nov Estimates</u>	<u>November Expenses</u>
One-Stop Assistance w/taxes	\$ 0	
Absentee Board Mtgs. w/taxes	\$ 0	
Absentee Ballots, postage, etc.	\$ 0	
Absentee Voting Total:	\$ 0	
Election Day Officials	\$ 1410.00	Municipality Expense
Recount officials (if needed)	\$	Shared Expense with 6 entities
Board Members	\$ 260.00	Shared Expense with 6 entities
Part-Time Assistance	\$ 500.00	Shared Expense with 6 entities
Fica/ Medicare tax	\$ 58.14	Shared Expense with 6 entities
Election Programming	\$ 550.00	Municipality & Shared Expense with 6 entities
Supplies/Postage/misc	\$ 120.00	Municipality & Shared Expense with 6 entities
Legal Advertising	\$ 167.00	Shared Expense with 6 entities
Election Travel	\$ 50.00	Shared Expense with 6 entities
Election Day Delivery	\$	Shared Expense with 8 entities
Ballots	\$ 360.00	Municipality specific
Sales Tax	\$ 24.30	Municipality specific
Total Estimated Expense	\$ 3,499.44	
Rounded	\$ 3,500.00	

Please take note that you do not allow absentee voting in your town election.

Another option for voting would be to go to even years where the only costs would be to program your races and any other municipality specific expenses like ballots or supplies which would be estimated to be \$1,000 or less with savings estimated to be \$1,500 or more. The reason for the lower estimated cost is because we have to do the other functions associated with an election in all Federal and State elections and cannot bill you for these costs. To go to an even-year election cycle, you would need to get your municipal attorney involved, a resolution would need to be made, your charter would need to be updated, and there would need to be a legislative bill passed for this to take place.

If you do make any changes or resolutions that affect elections in your charter or agreement, a new agreement will need to be signed.

Filing Periods (see G.S. 163-291(2) and G.S. 163-294.2(c):

(Town of River Bend) Contests for municipal offices in cities that do NOT elect any office by district: The filing period for cities that do not elect any office by district begins at noon on the first Friday in July and ends at noon on the third Friday in July (**Friday, July 2, 2021 until noon Friday, July 16, 2021**).

2021 Municipal Election Date: Tuesday, November 2, 2021

If you have any questions, please feel free to contact me, 252-636-6610 or mwray@cravencountync.gov.

Sincerely,



Meloni M. Wray, CNCED, CERA
Director of Elections

Enclosures

Cc: Delane Jackson, City Manager; Mayor and Town Council

Town of River Bend Election Cost and Estimate

Cost Description	2011	2013	2015	2017	2019	2021 EST
One Stop Assistance	\$ 1,608.00	\$ 1,653.86	\$ 987.26	\$ 1,474.38	\$ -	
Board Members Absentee						
Mtgs	\$ 168.00	\$ 105.00	\$ 157.50	\$ 35.00	\$ -	
Fica/Medicare tax		\$ 134.55	\$ 87.58	\$ 115.47	\$ -	
Absentee Ballots			\$ 117.50			
sales tax			\$ 7.93			
Absentee supplies, postage, ads, etc			\$ 186.56	\$ 124.76	\$ -	
Absentee total	\$ 1,776.00	\$ 1,893.41	\$ 1,544.33	\$ 1,749.61	\$ -	\$ -
Election Day officials	\$ 1,115.00	\$ 1,290.00	\$ 1,456.89	\$ 1,512.50	\$ 1,225.00	\$ 1,410.00
Recount Officials if needed					\$ -	
Board Members	\$ 90.00	\$ 102.86	\$ 90.00	\$ 40.00	\$ 131.25	\$ 260.00
Part-Time Assistance	\$ 315.63	\$ 370.82	\$ 113.16	\$ 334.58	\$ 206.05	\$ 500.00
Fica/Medicare tax		\$ 25.26	\$ 15.55	\$ 65.96	\$ 42.62	\$ 58.14
Election Programming	\$ 388.30	\$ 493.46	\$ 790.14	\$ 451.71	\$ 466.20	\$ 550.00
sales tax		\$ 5.08	\$ 11.81			
Supplies/Postage/misc	\$ 231.15	\$ 115.99	\$ 55.35	\$ 58.26	\$ 58.34	\$ 120.00
Legal Advertising	\$ 120.24	\$ 41.09	\$ 72.29	\$ 72.37	\$ 85.47	\$ 167.00
Election Travel		\$ 22.84	\$ 30.86	\$ 53.05	\$ 15.12	\$ 50.00
Election Day Delivery	\$ 71.71	\$ 61.41	\$ 62.61			
Ballots	\$ 605.00	\$ 497.25	\$ 354.55	\$ 307.43	\$ 343.03	\$ 360.00
sales tax		\$ 33.56	\$ 23.93	\$ 20.75	\$ 23.15	\$ 24.30
TOTAL EXPENSE	\$ 4,713.03	\$ 4,953.03	\$ 4,621.47	\$ 4,666.22	\$ 2,596.23	\$ 3,499.44
Candidate Filing Fees		\$ (25.00)	\$ (30.00)	\$ (35.00)	\$ (25.00)	
TOTAL DUE	\$ 4,713.03	\$ 4,928.03	\$ 4,591.47	\$ 4,631.22	\$ 2,571.23	
If Absentee Voting is not allowed cost w/be:	\$ 1,776.00	\$ 1,893.41	\$ 1,544.33	\$ 1,749.61	\$ -	
	\$ 2,937.03	\$ 3,034.62	\$ 3,047.14	\$ 2,881.61	\$ 2,571.23	

HISTORY	2011	2013	2015	2017	2019
Registered Voters	2721	2647	2505	2477	2403
% percentage Voted ABS	1.36%	2.27%	5.07%	4.28%	0
Total Voted Absentee	37	60	127	106	0
Cost per Absentee Voter	\$ 48.00	\$ 31.56	\$ 12.16	\$ 16.51	\$ -
% perentage Voted overall	15.55%	23.57%	41.60%	31.57%	15.40%
Total overall voted	423	624	1042	782	370
Cost per Voter overall	\$ 11.14	\$ 7.94	\$ 4.44	\$ 5.97	\$ 7.02

Town of River Bend Resolution

Opting Out of Absentee Voting

Whereas, the Town of River Bend is financially responsible for funding the costs associated with its municipal election, and

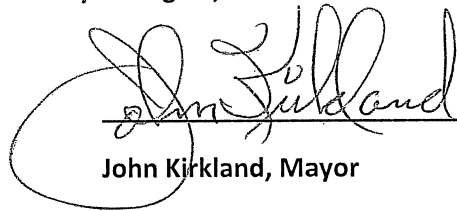
Whereas, River Bend's municipal elections are conducted by the Craven County Board of Elections, and

Whereas, the Town Council recognizes that absentee voting significantly increases the cost of a municipal election, and

Whereas, the Town Council recognizes that all candidates for the November 2019 municipal election are running unopposed;

Now, therefore be it resolved, by the Town of River Bend Town Council that the Town of River Bend is hereby opting out of absentee voting for the November 2019 River Bend municipal election.

Adopted this the 15th day of August, 2019



John Kirkland, Mayor

ATTEST:

Ann Katsuyoshi, Town Clerk



TOWN OF RIVER BEND

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The River Bend Audit Committee met on
March 3, 2021 at 11 a.m. in Town Hall.

Those present were- Bud Van Slyke, Finance Officer
Margaret Theis, Finance Administrator
Delane Jackson, Town Manager

The Manager noted that there is a current vacancy on the committee due to the death of Bud Danehy. All three members discussed soliciting a town citizen to fill that vacancy.

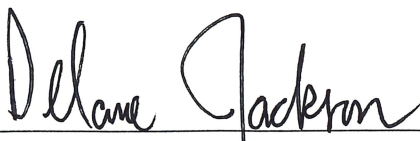
The Manager stated that the purpose of today's meeting was to review a proposal from Petway, Mills & Pearson, P.A. (PMP) for preparation of the Town's audit report for Fiscal Year ending 2021. The Finance Administrator had received a proposal from PMP for the conduct of an audit. PMP presented a multi-year proposal (see attached).

Town Manager motioned to recommend entering a contract with PMP for year ending 2021 audit report in the amount of \$14,500. The motion was unanimously approved.

The Finance Officer inquired about years 2022 and 2023 on the proposal. The Finance Administrator stated that the town would not be obligated for any years beyond 2021 if the contract was approved by Council. The Finance Officer recommended soliciting bids for the audit report after 2021. The other members agreed to that recommendation.

There was a general discussion about the need to modify the town's recent audit report due to documentation related to the town's General Fund expense related to a loan from the North Carolina Office of Recovery and Resiliency, which was received after Hurricane Florence. The Finance Administrator stated that she had already been in contact with the Local Government Commission and PMP about the revisions.

With no further business the meeting adjourned at 11:35.



Submitted by Delane Jackson

PM&P

PETWAY
MILLS &
PEARSON, PA

CERTIFIED PUBLIC ACCOUNTANTS

C. Briggs Petway, Jr.
Phyllis M. Pearson

Zebulon Office
P.O. Box 1036
806 N. Arendell Ave.
Zebulon, NC 27597
919.269.7405
919.269.8728 Fax

Raleigh Office
9121 Anson Way
Suite 200
Raleigh, NC 27615
919.781.1047

www.pmpcpa.com

February 24, 2021

Margaret Theis, Finance Director
Town of River Bend

RE: Audit fee proposals

Ms. Theis:

We propose the following audit fees for the indicated years.

2021	\$14,500
2022	\$14,700
2023	\$14,900

Thank you for your inquiry.

Phyllis M. Pearson, CPA
Phyllis M. Pearson, CPA

Memberships:

North Carolina
Association of
Certified Public
Accountants

American Institute
of Certified Public
Accountants

ARTICLE III. THE PAY PLAN

Section 1. Definition

The Pay Plan consists of a narrative plan description and pay grade/step worksheet for each of the three functional departments which contain the minimum and maximum rate of pay for each position classification. The narrative plan also describes the process of progression within the Plan.

Section 2. Administration and Maintenance

The Town Manager shall be responsible for the administration and maintenance of the Pay Plan. All employees covered by the Pay Plan shall be paid at a rate listed within the salary range established for the respective salary grade assigned to a position.

The Pay Plan is intended to provide equitable compensation for all positions, reflecting differences in the duties and responsibilities, the comparable rates of pay for positions in private and public employment in the area, changes in the cost of living, the financial conditions of the Town, and other factors.

To this end, from time to time, the Town Manager shall make comparative studies of all factors affecting the level of salary ranges and will make pertinent recommendations in salary ranges during the annual budget process.

Section 3. Starting Salaries

Typically, all persons employed in positions approved in the Position Classification Plan shall be initially employed at the minimum salary for the classification in which they are employed. However, exceptionally well qualified applicants may be initially employed above the minimum of the established salary range upon approval of the Town Manager.

Section 4. Trainee Designation and Provisions

All applicants selected for employment, and current Town employees selected for advancement, who do not meet all of the requirements for the position for which they have been selected, shall be hired, promoted, or transferred into a "trainee" status. In such cases, a plan for training, including a time schedule for training milestones, must be prepared by the Town Manager. "Trainee" compensation may be no more than two grades below the minimum pay established for the position for which the person is being trained. A new employee designated as "trainee" shall be regarded as a probationary employee for at least six (6) months; said period may be extended in increments of three (3) months for up to an additional six (6) months upon approval from the Town Manager.

which they are hired. This step placement will be at the discretion of the Town Manager. Promotions will take effect on the July 1st immediately following the employee meeting all promotion criteria.

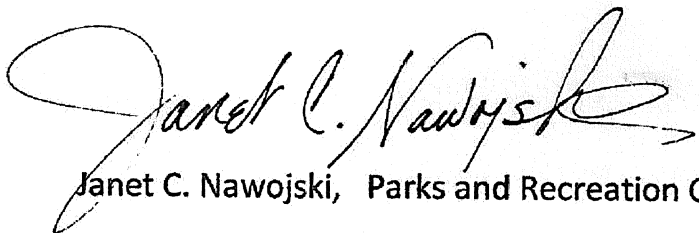
4. Cost of Living Increases – The plan will be adjusted annually, with an effective date of July 1st, to reflect the decision of the Town Council regarding the appropriate level of adjustment necessary to respond to changes in cost of living indices.
5. Other Plan Adjustments – Each year, the Town Manager will review the compensation levels within the plan. Current levels will be compared to those in similar sized jurisdictions in North Carolina, and with other municipal departments in the area based upon data collected by the North Carolina League of Municipalities. During the annual budget process, any recommended changes to the levels of compensation will be discussed with the Town Council, who will decide what, if any, changes are appropriate given the data presented balanced with other competing needs in the Town.
6. Maximum Levels of Compensation – If an employee reaches the maximum step available within their pay grade, they will no longer be eligible for longevity increases. Compensation will still be adjusted based upon criteria outlined in numbers 4 and 5 above.
7. Merit Bonus – Each year the Town Council may, at its discretion, create a pool of funds to be used to reward exceptional performance by employees during the preceding fiscal year, and to reward them for obtaining advance and job appropriate certifications throughout the year. Merit bonuses will be based upon the results of annual performance evaluations at the discretion of the Town Manager in consultation with the appropriate Department Head. The amount of the bonus will be determined by the Town Manager, but will not, unless special circumstances exist, and only with Town Council approval, exceed 2 percent of the employee's base salary.

Parks and Recreation
Re: Red Caboose Library Budget Request
February 19, 2021

At the Parks and Recreation meeting on February 19, 2021 a motion was to vote in response to the Red Caboose Library's request for emergency funding in the amount of \$2,500 and Liability Insurance from the Town of River Bend. The Board did not support the request for \$2,500.

After much discussion and consideration the Parks and Recreation Advisory Board would like to recognize the positive contributions of the library volunteers. Therefore, we ask the Town of River Bend to consider a ONE-TIME emergency contribution, due to COVID-19, of \$1,000 to pay their rent. The money would be provided from the Parks and Recreation 2020-2021 unused budget. This would be a ONE-TIME only distribution of funds to the Red Caboose Library.

The Board defers to the Town Council, according to the Town of River Bend's rules and regulations, for the Liability Insurance.



Janet C. Nawojski, Parks and Recreation Chairperson

River Bend Parks and Recreation Advisory Board Meeting Minutes

February 19, 2021

Meeting called to order: 1:00 PM

Attendance: Janet Nawojski, Pat Lineback, Meg Williams, Nancy Fogle, Councilwoman Barbara Mauer (Liason)

Special Meeting: Janet Nawojski presented a request from the Red Caboose Library for emergency funding due to COVID 19.

Discussion: The discussion opened with what was expected from the Board. We would need to respond to the Red Caboose Library request, put forward a motion and then vote on that motion. Then our recommendation would be sent to the Town Council.

We discussed the **ORIGINAL** request from the Library, dated October 2, 2019. The Library request contained 3 statements. First, the Library wanted to be sponsored by the Parks and Recreation Advisory Board. Second, their volunteers would continue to support the activities of Parks and Recreation. And lastly, the Library would **NOT REQUEST ANY FUNDING**.

The new financial request for \$2500 also included adding the Library to the Town of River Bend's Liability Insurance. In order for the Library to reach their monthly goals we discussed how they raised funds in the past, raise funds for the future and how many residents are actual supporters of the Library. We also discussed the reopening of the Library. Did they open soon enough to help support their financial needs??

All agreed that the Library has contributed to the community in many different ways, especially in recent years. They've done things such as collect and distribute household items for those in need after Hurricane Florence. More recently they distributed homemade masks to residents for protection from COVID-19 (free of charge).

For these reasons, we discussed the possibility of giving \$1,000 from the unused portion of the current Parks and Recreation budget to the Library. This would be a **ONE-TIME ONLY** emergency relief donation because of the COVID-19 pandemic.

We did **NOT** support the request for \$2500.

The discussion regarding the request for the Red Caboose Library to be under the Town of River Bend Liability Insurance was not discussed. The Advisory Board will defer this discussion to the Town Council and Town lawyer for follow up according to the Town's rules and regulations.

Motion: Meg Williams made a motion:

In response to the Red Caboose Library's request for emergency funds, we the Parks and Recreation Advisory Board, after much consideration, would like to recognize the positive contributions of the Red Caboose Library Volunteers to the community of River Bend. Therefore, we ask the Town of River Bend to consider making a one-time emergency contribution due to the COVID 19 pandemic to the Red Caboose Library to pay for rent in the amount of \$1,000.00 to be provided from the Parks and Recreation 2020 – 2021 budget. This will be a one-time only distribution of funds to the Red Caboose Library.

Motion Seconded: Pat Lineback

Vote: 3 in favor (Janet Nawojski, Meg Williams, Pat Lineback), 1 opposed (Nancy Fogle)

Motion Passed

Motion to Adjourn: Nancy Fogle

Motion to Adjourn Seconded: Meg Williams

Meeting Adjourned: 2:40 PM

Meeting Minutes Submitted by: 
Nancy Fogle

River Bend Parks and Recreation Committee Oct. 2, 2019

Minutes submitted by Meg Williams

Meeting called to order at 7:00.

September Meeting Minutes amended to reflect New Bldg construction completion within 272 day. No cigars for Patty, who will take lead for Trunk or Treat Parade.

City Council Report by Bud MacClard.

New Building ground breaking ceremony 10/10 at 5:30 pm. City council work Session directly after ceremony. Renovation of Town Hall starts after new building is completed. The flooring stored in the conference room should be installed under last year's Town budget. The new Basketball Court construction is under the Paving Contract.

Council is discussing the FEMA Flood Zoning Ordinance which states if a house is damaged more than 50% within 2 occurrences inside a 10 year period the house must be demolished. Council is working on changing FEMA wording to a single occurrence in a 10 year period. That should protect homeowners who were severely impacted by Hurricane Florence. Since FEMA wording has been in the Town ordinances since 1974, FEMA gives a discount for Flood Insurance in the town. That discount rate may change with the revised wording.

Red Caboose Library by Linda Klopf

Present, at the November City Council Meeting, opportunity for River Bend Parks & Recreation sponsorship of the self-supporting Red Caboose Library. Bud MacClard to introduce speakers, Linda of Red Caboose Library and Janet N. of River Bend Parks & Rec.

Red Caboose Library Request 10/2/2019

The Red Caboose Library requests River Bend Parks & Recreation to sponsor the Library as an activity under the auspice of Parks and Recreation. Red Caboose Library Volunteers will continue to partner with Parks and Recreation activities. The Red Caboose Library will not request funding under the Parks and Recreation budget.

Linda C. Klopf, Red Caboose Library Coordinator

Red Caboose Library, in River Bend for 40 years, provides materials for the 188 families who utilize the library up to 150 visits per month. The Red Caboose Library has a rotating stock of more than 3,000 current and classic books, videos, books-on-tape, puzzles, educational board games and large print books. The Library can provide a conduit to volunteers to assist in Parks & Rec opportunities. Other River Bend enhancing opportunities for the Library, with Parks & Rec sponsorship, include tutoring, adult lectures, reading groups and meeting area for small groups.

Red Caboose Library would like to move to a convenient larger space to provide the services on their wish list. The Red Caboose Library was partially funded by the Town of River Bend until 2 years ago. No space or money for the Red Caboose Library is requested under the River Bend Parks & Recreation sponsorship. It desires to

continue to contribute to the Town of River Bend amenities as do the Kayak Launch, Basketball Court and the Dog Park. Amenities not used by everyone but benefitting all Town residents and enhancing the Town reputation.

Motion taken by Fran Rice to approve request by the Red Caboose Library as presented. Patty Seconded. Votes counted for unanimous approval by members: Fran, Patty, Janet, Meg.

Trunk or Treat Oct 26th at Red Caboose parking lot or Town Hall parking lot, depending on construction.

Flyer on RB Facebook Pages.

Batman & Robin will drive Batmobile to the Trunk or Treat area around 5:30pm. Nancy, reminder call on Wed.

Fran Invite volunteers to help at Trunk or Treat.

Janet invite Mayor and Police

Mary D. – Ice? Meg – tablecloths Janet – water bottles Fran - lollipops, donut holes, cider

Thanksgiving Bingo Nov. 20th (1-4pm)

Need Sarah Burke Flyer out by Nov. 1st.

Require a ticket to attend? To limit drive-by attendance.

Get Bingo paraphernalia from Carole Creeden.

Each Parks & Rec member picks up 6 prizes for total of 36 prizes.

RSVP NECESSARY to Patty 252-636-0541

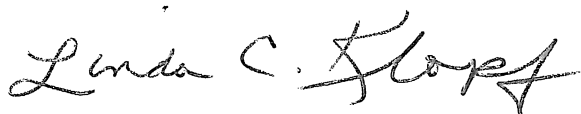
Fairfield Harbour Chorus held in December and May at River Bend Baptist Church

Arranged by Betty Baker. P&R donates water, soda and a representative to help set up and to Welcome the Chorus to River Bend.

Meeting Adjourned 8:30pm.

Red Caboose Library Request October 2, 2019

The Red Caboose Library requests River Bend Parks and Recreation to sponsor the Library as an activity under the auspice of Parks and Recreation. Red Caboose Library Volunteers will continue to partner with Parks and Recreation activities. The Red Caboose Library will not request funding under Parks and Recreation's budget.

A handwritten signature in cursive script that reads "Linda C. Klopf". The signature is written in dark ink and is positioned above the printed name.

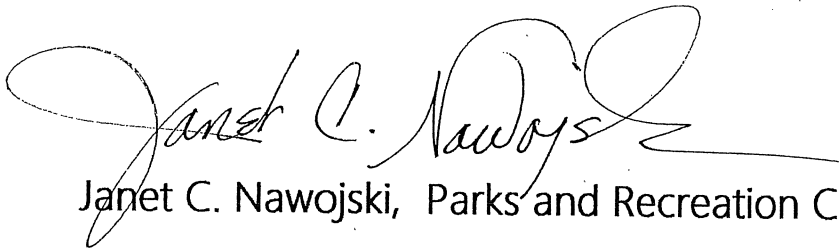
Linda C. Klopf, Red Caboose Library Coordinator

Parks and Recreation

Re: Red Caboose Library Request

October 2, 2019

At the Parks and Recreation meeting on October 2, 2019 a motion was made to officially recognize the Red Caboose Library as a legitimate part of the Town of River Bend Parks and Recreation. After much discussion and consideration the members vote was unanimous (4/0) to sponser the Red Caboose Library.

A handwritten signature in black ink, reading "Janet C. Nawojski". The signature is fluid and cursive, with a large loop at the end.

Janet C. Nawojski, Parks and Recreation Chairperson

New Bern High School Green Team helped to expand garden space. This is the 6th year the Green Team has cooperated with River Bend in the Organic Garden project.

CAC – The CAC will meet on November 20th.

Vote – Add Red Caboose Library to Parks and Recreation Activities List – Councilman McClard moved to add the Red Caboose Library to the Parks and Recreation Board's Activities list. The motion carried unanimously.

At that time, the Council was:
Bill, Don, Harry, Bvs & Buddy

PUBLIC WORKS – MAYOR JOHN KIRKLAND

Mayor Kirkland reported that the Public Works Advisory Board will meet for their December meeting on December 2nd in the Town Hall conference room at 3:00 p.m. Interested citizens are invited to attend.

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 October 31, 2019 was \$4,907,797. Ad valorem tax collections were at \$59,409.

Vote – Budget Amendment B-05-19 – Councilman Van Slyke reminded the Council that this Budget Amendment will fund the construction of a new basketball court. He moved to approve Budget Amendment B-05-19 as presented. The motion carried unanimously.

Vote – Accept Audit Report – Mr. Van Slyke moved to accept the 2018-2019 Audit Report as presented. The motion carried unanimously.

MAYOR'S REPORT

The annual cycle of governing in North Carolina really becomes evident at the end of the calendar year. This cycle causes us to look at the year's events that impacted River Bend.

- a. The Town has made major strides in recovering from the devastation of Hurricane Florence in September of 2018. The recovery from damage to Town infrastructure is nearly complete and many of the private homes that experienced damage are again occupied or in the process of remediation.
- b. The 2019 hurricane season is now over and the Town was spared damage from the hurricanes that damaged other areas of the state.
- c. The budget process never ends. The 2018-2019 budget ended on June 30 and the 2019-2020 budget began on July 1. The Town has submitted documents to the Government Finance Officers Association (GFOA) for review. The Town has participated in this evaluation each of the last ten years and has received the evaluation of Distinguished Presentation in each of the past nine years the latest submissions are presently being evaluated. This recognition of the Town's financial stewardship is a positive endorsement of the professionalism of the Staff and Council in the financial stewardship of Town resources.
- d. The Thanksgiving and Christmas holidays are close at hand and the Town looks forward to some special annual events, specifically:



RIVER BEND TOWN COUNCIL AGENDA

Regular Meeting

March 18, 2021

River Bend Town Hall

7:00 p.m.

Pledge: Leonard

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

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

A. Approve:

Minutes of the February 11, 2021 Work Session

Minutes of the February 18, 2021 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. Public Works and Water Resources – Mayor John Kirkland
 - A. PWAB Report
9. Finance – Councilman Irving Van Slyke, Jr.
 - A. Financial Report - Finance Administrator
10. Environment and Waterways – Councilman Brian Leonard
 - A. EWAB Report

11. Planning Board – Councilman Buddy Sheffield
 - A. Planning Board Report
12. Public Safety – Councilman Don Fogle
 - A. Community Watch
 - B. CERT
13. Parks & Recreation/CAC – Councilwoman Barbara Maurer
 - A. Parks and Rec Report
 - B. CAC Report
 - C. Organic Garden Report
 - D. Library 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

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