



**RIVER BEND TOWN COUNCIL  
PROPOSED AGENDA  
Regular Meeting  
December 12, 2024  
River Bend Town Hall – 45 Shoreline Drive  
7:00 p.m.**

Pledge: Maurer

1. Call to Order (Mayor Pro Tempore Sheffield Presiding)
2. Recognition of New Residents
3. Additions/Deletions to Agenda
4. Addresses to the Council - NONE
5. 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.*

6. Public Hearings - NONE
7. 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 November 14, 2024 Work Session  
Minutes of the November 21, 2024 Regular Council Meeting  
Minutes of the December 5, 2024 Work Session  
Minutes of the August 15, 2024 Closed Session  
Minutes of the September 12, 2024 Closed Session  
Minutes of the November 14, 2024 Closed Session*

8. 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:**

9. Parks & Recreation – Councilman Weaver
  - A. Parks and Rec Report
  - B. Organic Garden Report

- 10. CAC – Councilwoman Maurer
  - A. CAC Report
- 11. Finance – Councilman Leonard
  - A. Financial Report - Finance Director
- 12. Environment And Waterways – Councilman Leonard
  - A. EWAB Report
- 13. Adjournment Sine Die

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- 14. Call to Order (Mayor Pro Tempore Sheffield Presiding)
- 15. Installation of Mayor and Council Member - Town Clerk
- 16. **VOTE** – Appointment of Mayor Pro Tempore
- 17. **VOTE** – Adoption of 2025 Town Council Meeting Schedule
- 18. **VOTE** – Adoption of 2025 Employee Holiday Schedule
- 19. **VOTE** – Mayor and Town Council Responsibility Chart
- 20. **VOTE** - Council Code of Ethics
- 21. **VOTE** – Appointment of ECC Representative
- 22. Adjournment

ITEM 3

**River Bend Town Council  
Work Session Minutes  
November 14, 2024  
Town Hall  
7:00 p.m.**

Present Council Members: Mayor Pro Tempore Buddy Sheffield  
Lisa Benton  
Brian Leonard  
Barbara Maurer  
Jeff Weaver

Town Manager: Delane Jackson  
Town Clerk: Kristie Nobles  
Town Attorney: Trey Ferguson  
Police Chief: Sean Joll  
Finance Director: Mandy Gilbert  
Public Works Director: Brandon Mills

Members of the Public Present: 12

**CALL TO ORDER**

Mayor Pro Tempore Sheffield called the meeting to order at 7:00 p.m. on Thursday, November 14, 2024, at the River Bend Town Hall with a quorum present.

**VOTE – Additions / Deletions of Agenda**

*Councilwoman Benton motioned to amend the agenda by adding Closed Session under NCGS§143-318.11(a)(3) after item 7, to consult with the town attorney. The motion carried unanimously.*

**VOTE – Approval of Agenda**

*Councilwoman Benton motioned to accept the agenda as amended. The motion carried unanimously.*

**Discussion –Update on Water Treatment Project**

The Manager introduced Brandon Mills, Public Works Director, and he gave an update on the town's water treatment process. He stated that he has made some adjustments to how the water is treated. After a discussion between the Council, Brandon and the Town Manager it was decided to replace the Birm media at a cost of around \$60,000.

*Councilman Weaver motioned authorize the Town Manager and Public Works Director to replace the media in the Water Treatment Plant. The motion carried unanimously.*

**VOTE – Designated Agent Resolution for BRIC Application**

The Manager stated that the presented resolution is a requirement for the BRIC application.

*Councilman Leonard motioned to adopt the resolution appointing the Town Manager as the designated agent for the BRIC application as presented. The motion carried unanimously. (see attached)*

At this time the Town Manager gave an update on 4 grant applications that the town has either been awarded or is applying for.

**Discussion – Speed Limit on Lakemere**

The Manager stated that the River Bend Police Department had conducted a speed survey in the Lakemere area. Police Chief Joll stated that the survey includes recommendations for the Council to consider, including reducing the speed limit to 15 mph.

*Councilman Leonard motioned to reduce the speed limit on Lakemere to 15 mph. The motion carried unanimously.*

**Discussion – Christmas Tree**

Councilman Weaver presented the Council with a quote for a 14 ft artificial Christmas tree. He stated that this tree would benefit the town for many years to come and is easily assembled.

*Councilman Weaver motioned approve the purchase of an artificial panel tree using funds from the Governing Body Department in the amount not to exceed \$9,000. The motion carried unanimously.*

**Discussion – Hazard Mitigation Plan Update**

The Town Manager stated that the Hazard Mitigation Plan is updated every 5 years and is currently being updated.

**REVIEW – Agenda for the November 21, 2024, Council Meeting**

The Council reviewed the agenda for the November 21, 2024, Council Meeting.

**CLOSED SESSION**

*Councilman Leonard motioned to go into Closed Session under NCSG §143-318.11(a)(3) to consult with our attorney. The Council entered Closed Session at 8:24 p.m.*

**OPEN SESSION**

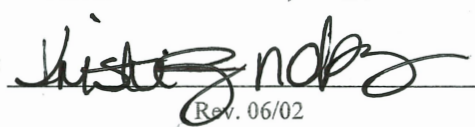
*Councilman Sheffield motioned to return to Open Session at 8:45 p.m. The motion carried unanimously.*

**ADJOURNMENT/RECESS**

There being no further business, *Councilwoman Maurer moved to adjourn. The motion carried unanimously.* The meeting was adjourned at 8:45 p.m.

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Kristie J. Nobles, MMC, NCCMC  
Town Clerk

RESOLUTION DESIGNATION OF APPLICANT'S AGENT North Carolina Division of Emergency Management	
Organization Name (thereafter named Organization) Town of River Bend	Disaster Number
Applicant's State Cognizant Agency for Single Audit purposes (If Cognizant Agency is not assigned, please indicate): N/A	
Applicant's Fiscal Year (FY) Start:	Month: July Day: 01
Applicant's Federal Employer's Identification Number:	56 - 1271141
Applicant's Federal Information Processing Standards (FIPS) Number:	3-704-9
PRIMARY AGENT	SECONDARY AGENT
Agent's Name Delane Jackson	Agent's Name Amanda Gilbert
Organization Town of River Bend	Organization Town of River Bend
Official Position Town Manager	Official Position Finance Director
Mailing Address 45 Shoreline Drive	Mailing Address 45 Shoreline Drive
City, State, Zip New Bern, NC 28562	City, State, Zip New Bern, NC 28562
Daytime Telephone 252-638-3870	Daytime Telephone 252-638-3870
Facsimile Number	Facsimile Number
Pager or Cellular Number	Pager or Cellular Number
<p>BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief &amp; Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and the assurances printed on the reverse side hereof. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally.</p> <p>PASSED AND APPROVED this 14 day of November, 20 24</p>	
GOVERNING BODY	CERTIFYING OFFICIAL
Name and Title Morris T. Sheffield, Mayor Pro Tem	Name Kristie J. Nobles
Name and Title	Official Position Town Clerk
Name and Title	Daytime Telephone 252-638-3870
CERTIFICATION	
<p>I Kristie J. Nobles, (name) duly appointed and Town of River Bend Council (title) of the Governing Body, do hereby certify that the above is true and correct copy of a resolution passes and approved by the Governing Body of (organization) on the 14 day of November, 20 24</p> <p>Date: 11/14/2024 Signature: </p>	



Rev. 06/02

## APPLICANT ASSURANCES

The applicant hereby assures and certifies that it will comply with the FEMA regulations, policies, guidelines and requirements including OMB's Circulars No. A-95 and A-102, and FMC 74-4, as they relate to the application, acceptance and use of Federal funds for this Federally assisted project. Also, the Applicant gives assurance and certifies with respect to and as a condition for the grant that:

1. It possesses legal authority to apply for the grant, and to finance and construct the proposed facilities; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with the provisions of: Executive Order 11988, relating to Floodplain Management and Executive Order 11990, relating to Protection of Wetlands.
3. It will have sufficient funds available to meet the non-Federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purpose constructed.
4. It will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the grant program(s) have been met.
5. It will provide and maintain competent and adequate architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the Federal grantor agency may need.
6. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State and local agencies for the maintenance and operation of such facilities.
7. It will give the grantor agency and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
8. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by the Physically Handicapped," Number A117.1-1961, as modified (41 CFR 101-17-7031). The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
9. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the approving Federal agency that funds have been approved and will see that work on the project will be prosecuted to completion with reasonable diligence.
10. It will not dispose of or encumber its title or other interests in the site and facilities during the period of Federal interest or while the Government holds bonds, whichever is the longer.
11. It agrees to comply with Section 311, P.L. 93-288 and with Title VI of the Civil Rights Act of 1964 (P.L. 83-352) and in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. If any real property or structure is provided or improved with the aid of Federal financial assistance extended to the Applicant, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.
12. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
13. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally assisted programs.
14. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with OMB Circular A-102, P.L. 93-288 as amended, and applicable Federal Regulations.
15. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
16. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
17. (To the best of his/her knowledge and belief) the disaster relief work described on each Federal Emergency Management Agency (FEMA) Project Application for which Federal Financial assistance is requested is eligible in accordance with the criteria contained in 44 Code of Federal Regulations, Part 206, and applicable FEMA Handbooks.
18. The emergency or disaster relief work therein described for which Federal Assistance is requested hereunder does not or will not duplicate benefits received for the same loss from another source.
19. It will (1) provide without cost to the United States all lands, easements and rights-of-way necessary for accomplishments of the approved work; (2) hold and save the United States free from damages due to the approved work or Federal funding.
20. This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, reimbursements, advances, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by FEMA, that such Federal Financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear on the reverse as authorized to sign this assurance on behalf of the applicant.
21. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1973. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Director, Federal Emergency Management Agency as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
22. It will comply with the insurance requirements of Section 314, PL 93-288 to obtain and maintain any other insurance as may be reasonable, adequate and necessary to protect against further loss to any property which was replaced, restored, repaired, or constructed with this assistance.
23. It will defer funding of any projects involving flexible funding until FEMA makes a favorable environmental clearance, if this is required.
24. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
25. It will, for any repairs or construction financed herewith, comply with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards; and, will evaluate the natural hazards in areas in which the proceeds of the grant or loan are to be used and take appropriate action to mitigate such hazards, including safe land use and construction practices.

## STATE ASSURANCES

The State agrees to take any necessary action within State capabilities to require compliance with these assurances and agreements by the applicant or to assume responsibility to the Federal government for any deficiencies not resolved to the satisfaction of the Regional Director.

**River Bend Town Council  
Regular Meeting Minutes  
November 21, 2024  
Town Hall  
7:00 p.m.**

Present Council Members: Mayor Pro Tempore Buddy Sheffield  
Lisa Benton  
Jeff Weaver  
Brian Leonard  
Barbara Maurer

Town Manager: Delane Jackson  
Police Chief: Sean Joll  
Finance Director: Mandy Gilbert  
Town Clerk: Kristie Nobles  
Town Attorney: David Baxter

Members of the Public Present: 11

**CALL TO ORDER**

Mayor Pro Tempore Sheffield called the meeting to order at 7:00 p.m. on Thursday, November 21, 2024, at the River Bend Town Hall with a quorum present.

**VOTE – APPROVAL OF AGENDA**

*Councilwoman Maurer motioned to approve the agenda as presented. The motion carried unanimously.*

**PUBLIC COMMENT**

Eugene Roth – 111 Knollwood – stated that he is in the process of establishing a business association for the Town of River Bend to bring attention to the businesses within the town.

James Crozier – 33 Pier Pointe – thanked the Council for taking a major step in replacing the Birm media. He stated that he is concerned with flushing the system specifically at the dead ends.

**CONSENT AGENDA**

The Mayor Pro Tem presented the Council with the Consent Agenda. *Councilman Leonard 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 10, 2024, Work Session Meeting  
Minutes of the October 17, 2024, Regular Council Meeting*

**TOWN MANAGER'S REPORT**

The Manager gave the following updates:

- The December council meetings are earlier in the month, due to the holidays.
- The auditors will be at the next meeting to give their annual report.
- The shred event was a successful event with 130 cars and 4,900 pounds of documents shredded. The Town Clerk thanked Community Watch for assisting with the event.

Police Chief Joll reminded the citizens of River Bend, that the holidays are around the corner and to lock their doors.

## **ADMINISTRATIVE REPORTS**

### **PUBLIC SAFETY – Councilwoman Benton**

Councilwoman Benton stated that Community Watch has volunteered over 700 hours so far this year and expressed gratitude to the police department for the purchase of a tent to use at events. She stated that Officer Royston is the liaison for the police department to Community Watch and Community Watch is currently accepting applications for volunteers.

### **PARKS & RECREATION – Councilman Weaver**

Councilman Weaver stated that Parks and Recreation met on November 6 at 6:30 in the Municipal Building. He stated that the board has some vacancies along with a volunteer list for anyone who wishes to volunteer without being on the board.

### **RIVER BEND COMMUNITY ORGANIC GARDEN**

Councilman Weaver gave the following report:

The fall planting was very successful. The sweet potato harvest had an excellent yield. Garlic was planted; it will be harvested late next spring. The workdays were very productive. The daily sign-up calendar is so successful that it will be used all year. Workdays will continue to be scheduled on alternate Saturdays. Starting hours will be later as the weather gets colder. Gardeners worked a year-to-date total of 1891 hours. Planning for the 2025 garden is underway. The next meeting is scheduled for December 7, 2024, at 1:30 pm in the Municipal building. Everyone is welcome to participate in monthly garden volunteer meetings and to visit the garden.

### **CAC – Councilwoman Maurer**

The following report was provided in the agenda and entered into the minutes:

The Community Appearance Commission participated in National Night Out. They reported “great interaction” and feedback from attendees.

The CAC hosted two very successful Christmas globe workshops. 31 attendees made one globe for themselves and one for the town. The town now has over 150 globe decorations, all made by previous and current workshop participants. River Bend residents and visitors will be able to enjoy the festive lights this holiday season.

The third annual Fall Festive Award had sixteen nominations and two winners. Addresses were posted for residents who wanted to drive around to see the homes and a You Tube video was posted to view the homes. Information was also posted on the CAC Facebook page. Nominations for the third annual Christmas Festive Award will begin on Dec 5. Winners will be announced on December 20. Last year was an overwhelming success and this year promises to be even better. People are already starting to decorate. CAC and P&R are discussing a viewing tour for the community. Look for information on both Facebook pages. A Special Meeting was held on November 14 to interview a landscape designer as part of the Plantation Median Project. The CAC voted to recommend that Elena Hebert be hired to develop a design for the first (test) section of Plantation median. The town hired her for a previous landscaping project. The Christmas tree lighting is scheduled for December 6<sup>th</sup>. The town just purchased an artificial tree that may not be delivered by the 6<sup>th</sup>. If not, the lighting date may be moved to the following week. Look for further announcements. This year, the CAC planted and maintained three perennial gardens in the pathways around the playground and one raised bed behind the dog park. Three of the four have done well in spite of drought and deer. The gardens draw pollinators and are an attractive addition to the town’s gardens. The regular meeting was held on Wednesday, November 20. Any business



not already reported here will be added to next month's report. The next meeting is scheduled for Wednesday, January 15, 2025.

### **FINANCE – Councilman Leonard**

Financial Report – Finance Director, Mandy Gilbert, presented the financial statement for the month of October to the Council. She stated the total of the Town's Cash and Investments as of October 31, 2024, were \$2,658,865 and Ad Valorem Tax Collections for FY24-25 were \$141,227 and Vehicle Ad Valorem Tax Collections were \$34,059.

### **VOTE – Budget Amendment**

Councilman Leonard then called on the Town Manager to review Budget Amendment 24-B-02. The Town Manager stated that the proposed budget amendment would transfer funds for several reasons. He stated that the amendment would change the part-time Public Works position to a full-time position and forgo the part-time finance position at this time. It would also approve a new full-time position for Public Works to handle the lawn and landscaping duties since the contractor has submitted his resignation. Additionally, the amendment would also fund the purchase of the new Birm media approved by Council at the November work session.

*Councilman Leonard motioned to approve the Budget Amendment as presented. The motion carried unanimously. (see attached)*

### **PLANNING BOARD – Councilman Sheffield**

Councilman Sheffield presented the following report:

The regular meeting of the Planning Board was held on Nov. 7<sup>th</sup> at 6:00 pm in the Municipal Building. A quorum was present, as were the town manager and a few citizens. The meeting was called to order. The usual reports were given. Nobody chose to make a public comment. Manager Jackson gave an in-depth explanation of the NC Public Records Law as it applies to River Bend Advisory Boards, specifically the Planning board. Then, he informed the board that it is time to update the Town's Comprehensive Plan. This is a kind of "wish list" where things are outlined that the Planning Board would like to see accomplished for the town. It is a state requirement and figures into things like state grants but does not obligate the town to do anything proposed in the Plan unless those things are subsequently ordered by the town Council. Manager Jackson told the board that he has heard nothing new from the Developers of the Davis property on Old Pollocksville Rd. since they submitted a preliminary plan several months ago. The board took no action. The meeting was adjourned. The next meeting is set for December 5<sup>th</sup>. All interested citizens are invited to attend.

### **MAYOR'S REPORT**

Mayor Pro Tem Sheffield read the following report and stated that the following report is not a disclaimer by the Town, that he is only one councilperson.

According to Harry Truman, being a public servant is "like being a jackass in a hailstorm. You just have to stand there and take it." I am usually fine with that. I am not, by nature, a confrontational person. However, there is a limit to what this jackass will stand and take. At the last council meeting in October, someone suggested that members of our town government stand to profit from the town's projects and developments. He used the phrase, "follow the money.". There is a term to describe that suggestion which I cannot use in a meeting like this, but let's just say it shares my initials.

I have been to a lot of places and done a lot of things in my life. The government of River Bend is the most upright, honest and transparent organization I have ever been involved with. If it were not, I would not be a part of it. I have been on the council for nine years and I make a whopping 200 dollars a month. You are welcome to follow that money. You will find that it's just

about enough to pay the tax on my Social Security. Nobody up here is in this for money, legal or otherwise.

There is a small but vocal contingent in this town who, based on their public statements, apparently believe that the town government is corrupt, and that there are secret meetings with developers leading to council members taking payoffs. These individuals seem to feel they need to rise up like concerned citizens in some kind of movie of the week and fight city hall. There's only one problem. None of that is true. And so, these people spend their time like Don Quixote, fighting dragons that don't exist. It does not serve the town, and it doesn't do them any good either.

Maybe there is a general mistrust of government. That's not hard to imagine in a world where the Pentagon recently announced it can't account for three quarters of a trillion dollars of its budget. Maybe people project that mistrust onto their local government. Maybe you moved here from a place where your town could not be trusted. River Bend is not that place.

A frustration of this job is knowing that there are big improvements that could be made that would make River Bend better for everybody and that those improvements are very difficult, if not impossible, given the limited resources we have to work with. When I first became a council member, I could see things that needed to be done and I asked the man who was town manager back then, "Can't we get a grant for that?" He told me that the median income of River Bend residents was too high for us to ever get a grant. We now have a different manager who has taken on that formula and beaten it like a rented mule. We do get grants, and great things are on the horizon for River Bend. But we live in a push-button world and patience is in short supply.

Please stand up and tell us what's bothering you. Tell us, "I'd rather you spent money on this instead of that." That's what we're here for. You have the right to free speech, and I will fight for that right to my dying breath. But, as the old saying goes, your right to swing your arm ends at your neighbor's nose. If anyone has any evidence whatsoever of wrongdoing by our staff or government, please bring it out and we will fight the corruption together. Otherwise, please keep the baseless innuendo to yourself.

At this time, Councilman Leonard thanked everyone who voted in the most recent election.

### **ADJOURNMENT**

There being no further business, *Councilman Leonard moved to adjourn. The motion carried unanimously.* The meeting was adjourned at 7:32 p.m.

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Kristie J. Nobles, MMC, NCCMC  
Town Clerk



**TOWN OF RIVER BEND  
 BUDGET ORDINANCE AMENDMENT 24-B-02  
 FISCAL YEAR 2024 - 2025**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the 2024-2025 Budget Ordinance as last amended on July 18, 2024, be amended as follows:

**Summary**

General Fund	2,455,307
General Capital Reserve Fund	89,007
Law Enforcement Separation Allowance Fund	515
Water Fund	716,406
Water Capital Reserve Fund	20,215
Sewer Fund	711,406
Sewer Capital Reserve Fund	25,250
Total	<u>4,018,106</u>

**Section 1. General Fund**

**Anticipated Revenues**

AD VALOREM Taxes 2023-2024	980,165
AD VALOREM Tax-Motor Vehicle	104,400
Animal Licenses	1,500
Sales Tax 1% Article 39	205,910
Sales Tax 1/2% Article 40	121,885
Sales Tax 1/2% Article 42	102,881
Sales Tax Article 44	14,636
Sales Tax Hold Harmless Distribution	112,233
Solid Waste Disposal Tax	2,200
Powell Bill Allocation	101,000
Beer and Wine Tax	13,225
Video Programming Sales Tax	47,041
Utilities Franchise Tax	116,156
Telecommunications Sales Tax	6,779
Court Refunds	500
Zoning Permits	7,000
Federal Grant	23,364
Miscellaneous	15,000
Interest- Powell Bill Investments	50
Interest-General Fund Investments	44,533
Contributions	900
Wildwood Storage Rents	18,144
Rents & Concessions	18,000
Sale of Fixed Assets	0
Transfer From Capital Reserve Fund	72,650
Appropriated Fund Balance	325,155
Total	<u>2,455,307</u>

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

Authorized Expenditures

Governing Body	69,500
Administration	331,200
Finance	148,972
Tax Listing	14,700
Legal Services	49,000
Elections	600
Police	867,795
Public Buildings	84,500
Emergency Services	5,800
Animal Control	22,555
Street Maintenance	246,385
Public Works	218,738
Leaf & Limb and Solid Waste	87,500
Stormwater Management	58,031
Wetlands and Waterways	2,900
Planning & Zoning	60,000
Recreation & Special Events	11,000
Parks & Community Appearance	66,331
Contingency	23,043
Transfer To General Capital Reserve Fund	86,757
Transfer To L.E.S.A. Fund	0
Total	<u>2,455,307</u>

**Section 2. General Capital Reserve Fund**

Anticipated Revenues

Contributions from General Fund	86,757
Interest Revenue	2,250
Total	<u>89,007</u>

Authorized Expenditures

Transfer to General Fund	72,650
Future Procurement	16,357
Total	<u>89,007</u>

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

Anticipated Revenues:

Contributions from General Fund	0
Interest Revenue	515
Total	<u>515</u>

Authorized Expenditures:

Separation Allowance	0
Future LEOSSA Payments	515
Total	<u>515</u>

**Section 4. Water Fund**

Anticipated Revenues

Utility Usage Charges, Classes 1 & 2	202,039
Utility Usage Charges, Classes 3 & 4	19,024
Utility Usage Charges, Class 5	11,651
Utility Usage Charges, Class 8	5,326
Utility Customer Base Charges	280,228
Hydrant Availability Fee	19,215
Taps & Connections Fees	1,250
Nonpayment Fees	10,500
Late payment Fees	7,774
Interest Revenue	4,260
Sale of Capital Asset	0
Appropriated Fund Balance	155,139
Total	<u>716,406</u>

Authorized Expenditures

Administration & Finance [1]	495,618
Operations and Maintenance	200,788
Transfer To Fund Balance for Capital Outlay	0
Transfer To Water Capital Reserve Fund	20,000
Total	<u>716,406</u>

[1] Portion of department for bond debt service: 134,691

**Section 5. Water Capital Reserve Fund**

Anticipated Revenues

Contributions From Water Operations Fund	20,000
Interest Revenue	215
Total	<u>20,215</u>

Authorized Expenditures

Future Expansion & Debt Service	20,215
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**Section 6. Sewer Fund**

Anticipated Revenues:

Utility Usage Charges, Classes 1 & 2	260,280
Utility Usage Charges, Classes 3 & 4	40,743
Utility Usage Charges, Class 5	25,677
Utility Usage Charges, Class 8	10,825
Utility Customer Base Charges	297,179
Taps & Connection Fees	1,250
Late payment Fees	8,251
Interest Revenue	8,760
Sale of Capital Asset	0
Appropriated Fund Balance	58,441
Total	<u>711,406</u>

Authorized Expenditures:

Administration & Finance [2]	490,618
Operations and Maintenance	195,788
Transfer to Fund Balance for Capital Outlay	0
Transfer to Sewer Capital Reserve Fund	25,000
Total	<u>711,406</u>

*[2] Portion of department for bond debt service: 116,309*

**Section 7. Sewer Capital Reserve**

Anticipated Revenues:

Contributions From Sewer Operations Fund	25,000
Interest Revenue	250
Total	<u>25,250</u>

Authorized Expenditures:

Future Expansion & Debt Service	25,250
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**Section 8. Levy of Taxes**

There is hereby levied a tax at the rate of twenty-four cents (\$0.24) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2024, for the purpose of raising the revenue listed as "Ad Valorem Taxes 2024-2025" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of \$410,950,000 for purposes of taxation of real and personal property with an estimated rate of collection of 99.38%. The estimated collection rate is based on the fiscal year 2022-2023 collection rate of 99.38% 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 \$43,500,000 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 2024-2025, 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 3.7% 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 2024-2025 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.

Adopted this 21st day of November, 2024.

  
\_\_\_\_\_  
Morris T. "Buddy" Sheffield, Mayor Pro Tempore

Attest:

  
\_\_\_\_\_  
Kristie J. Nobles, Town Clerk, MMC, NCCMC

**River Bend Town Council  
Work Session Minutes  
December 5, 2024  
Town Hall  
7:00 p.m.**

Present Council Members: Mayor Pro Tempore Buddy Sheffield  
Lisa Benton  
Brian Leonard  
Barbara Maurer  
Jeff Weaver

Town Manager: Delane Jackson  
Town Clerk: Kristie Nobles  
Police Chief: Sean Joll  
Finance Director: Mandy Gilbert

Members of the Public Present: 9

**CALL TO ORDER**

Mayor Pro Tempore Sheffield called the meeting to order at 7:00 p.m. on Thursday, December 5, 2024, at the River Bend Town Hall with a quorum present.

**VOTE – Additions / Deletions of Agenda**

*Councilwoman Maurer motioned to amend the agenda by adding Sewer AIA Contract Amendment as item #13. The motion carried unanimously.*

**VOTE – Approval of Agenda**

*Councilwoman Maurer motioned to accept the agenda as amended. The motion carried unanimously.*

**SPECIAL PRESENTATION – Audit Presentation for Fiscal Year 2023-2024**

Mr. Austin Eubanks, CPA with Thompson, Price, Scott, Adams & Co., P.A. gave an audit presentation via zoom and stated that the River Bend staff was pleasant and cooperative. He said that his firm has issued an unmodified opinion on River Bend's FY 2023-2024 audit, which is the best rating an auditor can give.

**VOTE – ACCEPT AUDIT REPORT**

*Councilman Leonard motioned to accept the Fiscal Year 2023-2024 Audit Report presented. The motion carried unanimously.*

**VOTE – Award Engineering Services Agreement for Water Treatment Plant Project**

The Manager stated that the town advertised an RFQ for engineering services for construction of the town's water treatment plant. He stated that there was only one response, and the selection committee recommends awarding the contract for engineering services to Rivers and Associates.

*Councilman Weaver motioned to award the contract for engineering services to Rivers & Associates, Inc. of Greenville, NC as presented. The motion carried unanimously.*

*Councilman Weaver motioned to approve the Water Treatment Plant Capital Project Fund Ordinance Amendment as presented. The motion carried unanimously.*



**Discussion – Appointment of Mayor Pro Tempore**

The Council agreed that Councilman Buddy Sheffield would continue to serve as Mayor Pro Tempore and a vote would be at the next meeting.

**Discussion – 2025 Town Council Meeting Schedule**

The Manager stated that the 2025 Council Meeting Schedule is included in the agenda, and the Council would adopt it at the next meeting. After a discussion with the Council, it was agreed that the Work Session Meetings time would change to 5:00 p.m.

**Discussion – 2025 Employee Holiday Schedule**

The Manager stated that the 2025 Employee Holiday Schedule is included in the agenda, and the Council would adopt it at the next meeting.

**Discussion – Mayor and Town Council Responsibility Chart**

The Manager reviewed the Mayor and Town Council Responsibility Chart. All interested parties agreed to appointments as liaisons to the Advisory Boards and other assignments.

**Discussion – Council Code of Ethics**

The Manager stated that the Code of Ethics was included in the agenda package with a couple of minor changes. All agreed to the proposed changes.

**DISCUSSION – Eastern Carolina Council Representative Appointment**

The Town Manager stated that Mrs. Patty Leonard currently serves as the Town's representative to the Eastern Carolina Council, and she would continue as the representative if the Council chose to appoint her.

**Discussion – Pickle Ball Court**

Councilwoman Maurer stated that she wanted to have a discussion with Council regarding constructing a pickle ball court in town. Councilman Leonard stated that he did not want to rush into making a decision and allocating funds tonight. Councilman Weaver stated that he would like to get quotes and specifications.

*Councilman Leonard motioned to authorize the Town Manager to get plans and specifications to build at least one pickle ball court and to investigate pricing thereof. The motion carried unanimously.*

**VOTE – Policy on Pornography as required by NCGS § 143-805**

The Manager stated the State of North Carolina has passed NCGS§143-805, which requires local governments to adopt the presented resolution prohibiting pornography.

*Councilwoman Benton motioned to approve the resolution prohibiting pornography as presented. The motion carried unanimously. (see attached)*

*Councilwoman Benton motioned to approve the amendment to Article 5, Section 10 of the human resources policy as presented. The motion carried unanimously. (see attached)*

**VOTE – Donation of Land**

The Manager stated that the owners of a small piece of land in between the Dollar General and the Shell Station would like to donate that piece of property to the Town, with the town paying the closing cost.

*Councilwoman Maurer motioned to accept the land donation of property identified by Craven County PIN as 8-206-00B as presented. The motion carried unanimously.*

**VOTE – Sewer AIA Project**

The Manager stated that the following amendments are needed to hire Municipal Engineering to incorporate an Asset Management Plan into their current contract for the Asset Inventory and Analysis Project.

*Councilman Leonard motioned to approve Amendment #1 to the Sewer AIA as presented. (see attached)*

*Councilman Leonard motioned to approve the Sewer AIA Grant Project Ordinance as presented. (see attached)*

*Councilman Leonard motioned to approve Budget Ordinance Amendment # 24-B-03 as presented. (see attached)*

**REVIEW – Agenda for the December 12, 2024, Council Meeting**

The Council reviewed the agenda for the December 12, 2024, Council Meeting.

**ADJOURNMENT/RECESS**

There being no further business, *Councilwoman Maurer moved to adjourn. The motion carried unanimously.* The meeting was adjourned at 8:07 p.m.

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Kristie J. Nobles, MMC, NCCMC  
Town Clerk

## TOWN OF RIVER BEND

### RESOLUTION

#### PROHIBITING VIEWING OF PORNOGRAPHY ON TOWN NETWORKS AND DEVICES


**WHEREAS**, NCGS §143-805 requires all public agencies to adopt a policy governing the use of its network and devices owned, leased, maintained, or otherwise controlled by the Town of River Bend; and

**WHEREAS**, the Town of River Bend prohibits the viewing of pornography by its employees on the Town's network or devices owned or maintained by the Town.


**NOW, THEREFORE**, be it resolved that the following policies shall apply in the Town of River Bend:

1. No employees of the Town of River Bend shall view pornography on any computer network owned, leased, maintained, or otherwise controlled by the Town, whether on a Town owned and maintained device, or a privately owned or controlled device.
2. No employee, elected official, or appointee of the Town shall view pornography on a device owned, leased, or maintained or otherwise controlled by the Town.
3. Each year, and no later than August 1, the Town shall report information required in NCGS §143-805 to the State Chief Information Officer.
4. This policy shall not apply to investigation, law enforcement training, or actions related to law enforcement purpose; identifying potential security or cyber security threats, establishing, testing, and maintaining firewalls, protocols, and otherwise implementation of this policy; or other exceptions as specifically set forth in NCGS §143-805(d).
5. The terms used herein shall be defined as set forth in NCGS §143-805(g).
6. Any employee, elected official, or appointee of the Town who has saved pornography to a device owned, leased, maintained or otherwise controlled by the Town shall remove, delete or uninstall the pornography no later than January 1, 2025.
7. Any employee of the Town who violates any provision of this policy shall be subject to disciplinary action under the Town's personnel policy.
8. Any appointee of the Town who violates the provision of this policy shall be subject to removal by the Town Council.
9. Any elected official who violates any provision of this policy shall be subject to censure proceedings.

***BE IT FURTHER RESOLVED*** that this Resolution shall become effective on the date of its adoption. This the 5th day of December, 2024.

  
Morris T. "Buddy" Sheffield  
Mayor Pro Tempore

ATTEST:

  
Kristie J. Nobles, Town Clerk

ITEM 3

**Yellow** = Add

**Gray** = Delete

## **Section 10. Internet Acceptable Use Policy**

Internet and computer network access is available to authorized employees of Town of River Bend. The goal of the Town in providing this access is to promote performance by facilitating research, resource sharing, innovation, and communication as outlined in the policy. Internet service and e-mail are considered Town property and are provided solely to facilitate official Town business. Every employee has a general obligation, particularly with respect to use of Internet and e-mail, to enhance the public image of the Town.

As a condition of providing Internet access to its employees, the Town of River Bend places certain restrictions on workplace use of the Internet. This Section is designed to apprise employees of the permitted uses of Internet access provided by Town, and the restrictions placed on such use. Additional conditions and requirements may exist outside this policy for an employee that is allowed use of the Internet and/or e-mail.

Permitted Uses. Town of River Bend encourages employee use of the Internet to:

- A. Perform research and acquire information related to or designed to facilitate the performance of regular assigned duties;
- B. Communicate with fellow employees regarding matters within an employee's assigned duties;
- C. Transfer files and other information pertaining to matters within an employee's assigned duties; and
- D. Facilitate performance of any task or project in a manner approved by an employee's supervisor.

Prohibited Activities. The following uses of Internet access provided by Town are expressly prohibited (this list is intended to be for purposes of illustration only, and is not an exhaustive list of all prohibited uses):

- A. Copying, disseminating, or printing of copyrighted materials (including articles and software) in violation of copyright laws;
- B. Downloading unauthorized software or any software not registered to the Town;
- C. Sending, receiving, printing, or otherwise disseminating proprietary data or confidential information in violation of federal law, state law, Town policy, or proprietary agreements;
- D. Using offensive or harassing statements or language including disparagement of others based on their race, national origin, sex, age, disability, or religious or political beliefs;
- E. Sending, viewing, or soliciting sexually oriented messages or images;
- F. Operating a business, soliciting money for personal gain, or searching for other employment;
- G. Sending chain letters, gambling, or engaging in any other activity in violation of local, state, or federal law;

- H. Gaining access to the Internet by using any access-control mechanism not assigned to the particular user, or permitting another person to have access to the Internet by using the employee's assigned access-control mechanism;
- I. Gaining or attempting to gain unauthorized access to any computers, computer networks, databases, data, or electronically stored information;
- J. Using, transmitting, changing, or deleting another user's files or software without permission;
- K. Introducing destructive software or programs such as computer viruses, Trojan horses, or worms, into any computer, computer system, or network; or
- L. Using access for personal use unrelated to assigned duties.

Electronic Mail. As part of the Internet Access provided by Town of River Bend, employees may be given e-mail capabilities. Town encourages the use of e-mail for any purpose identified as a permitted use in this policy. However, e-mail accounts are provided by Town solely for official use. E-mail may not be used in connection with or in furtherance of any prohibited activity identified in this policy or for personal use.

The following specific restrictions apply to the use of e-mail provided by Town to its employees:

- A. Employees shall not use e-mail accounts provided by Town to subscribe to, submit messages to, or read messages from Internet Mailing Lists, Discussion Groups, or News Groups that are of purely personal interest and not related to the Town's business; or
- B. All e-mail transmissions using e-mail access provided by Town must contain the first and last name of the sender; or
- C. Unauthorized password protection or encryption is prohibited. Passwords or encryption keys must be made available to the Town so that the Town can have access to any transmissions or stored data at any time.

World Wide Web. As part of the Internet access provided by Town of River Bend, employees may have access to the vast resources of the World Wide Web. In addition to the restrictions and prohibitions generally outlined in this policy, the following restrictions apply to use of the World Wide Web:

- A. Employees using Internet access provided by Town may not access any service for which there is a fee or conduct any purchase without prior authorization from the Town or the employee's supervisor;
- B. Employees may not use Internet access provided by Town to maintain personal Websites, Web pages, or social media pages;
- C. Employees should use any storage access with which they may be provided for Town-related files only; duplicative, outdated, or unnecessary files should be deleted when possible.
- D. No employees of the Town shall view pornography on any computer network owned, leased, maintained, or otherwise controlled by the Town, whether on a Town owned and maintained device, or a privately owned or controlled device. No

employee of the Town shall view pornography on a device owned, leased, or maintained or otherwise controlled by the Town.

Sub-Section (D) shall not apply to investigation, law enforcement training, or actions related to law enforcement purpose; identifying potential security or cyber security threats, establishing, testing, and maintaining firewalls, protocols, and otherwise implementation of this policy; or other exceptions as specifically set forth in NCGS §143-805(d) and the terms used herein shall be defined as set forth in NCGS §143-805(g).

Any employee of the Town who has saved pornography to a device owned, leased, maintained or otherwise controlled by the Town shall remove, delete or uninstall the pornography no later than January 1, 2025.

Social Media. Employees are allowed to have personal social network sites and micro-blog accounts. However, these sites must remain personal in nature and be used to share personal opinions or non-work related information, and employees should be mindful that they represent the Town of River Bend even in their time off of work.

Employees should never use their government e-mail account or work contact information in conjunction with personal social networking sites, nor should they disseminate confidential job or personnel information. Employees shall not use the logo of the Town or any of its departments in conjunction with personal social network or micro-blog accounts.

Employees should refrain from blogging and updating social media sites during on-duty hours even if using a personal electronic device not connected to the Town's internet service. Doing so reveals a lack of attention to the duties that are the subject of the employee's position.

Reports of inappropriate use of social media will be investigated and disciplinary action may be taken.

Audits. Employees of Town of River Bend should be aware that e-mail and Internet activity on access provided by Town and any stored data on systems and equipment provided by Town are subject to auditing and inspection by the Town. Employees should be aware that they have no right or legitimate expectation to privacy with respect to data stored on computer networks, systems, or other electronic devices provided by Town, or any data received or transmitted by means of Internet access or e-mail provided by the Town. Electronic auditing may be implemented within all Town networks that connect to the Internet or other publicly accessible networks to support identification, termination, and prosecution of unauthorized activity. These electronic audit mechanisms may be capable of recording:

- A. Access to the system, including successful and failed log-in attempts, and log-outs.
- B. Inbound and outbound file transfers.
- C. Terminal connections (telnet) to and from external systems.
- D. Sent and received e-mail messages.

- E. Web sites visited, including uniform resource locator (URL) of pages retrieved.
- F. Date, time, and user associated with each event.

Supervisory Responsibility. All Town department heads and other Town employees with supervisory responsibilities shall be responsible for ensuring appropriate Internet use for all employees under their direction.

Virus Protection. All employees of the Town of River Bend with e-mail or Internet access must exercise caution to avoid the introduction of computer viruses or other destructive files or programs into their computers or the network. Precautions which must be taken include the following:

- A. Employees should not download e-mail attachments from unknown senders.
- B. Employees must exercise caution when downloading files from the Internet (either via the World Wide Web or FTP). When downloading files other than those from an official government server look for a statement at the site saying that its files have been checked by an antivirus program. If the files have not been checked, or if an employee is not sure, then he or she should either download the file to a removable drive and have it scanned with anti-virus software, or not download from the site.
- C. Before uploading or sending any file or program which has been transferred by removable drive from a computer outside the Town network, employees must take reasonable precautions to ensure that the disk, file, or program is free of any virus or other destructive file or program.

Violations of Policy. Disciplinary action for violation of this policy will be in accordance with the provisions of Article IX. Remedial action may also include counseling, changes in work assignments, or other measures designed to prevent future misconduct. The measure of discipline will correspond to the gravity of the offense as weighed by its potential effect on the Town and fellow employees.





**TOWN OF RIVER BEND  
GRANT PROJECT ORDINANCE  
SEWER ASSET INVENTORY AND ASSESSMENT PROGRAM  
AMENDMENT #1**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance be amended as follows:

**Section 1.** The project authorized is the Asset Inventory and Assessment (AIA) project described in the work statement contained in the Grant Agreement between this unit and the North Carolina Environmental Quality Wastewater Reserve. This project is more familiarly known as the River Bend 2022 Sewer AIA Project.

**Section 2.** The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents, the rules and regulations of the NC Environmental Quality Wastewater Reserve and the budget contained herein.

**Section 3.** The following revenues are anticipated to be available to complete this project:

Division of Water Infrastructure Grant	150,000
Operating Transfer from Sewer Fund	5,000
Total	<u>155,000</u>

**Section 4.** The following amounts are appropriated for the project:

Project Management	10,000
Administration	5,000
Engineering Services	140,000
Total	<u>155,000</u>

**Section 5.** The Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the grant agreement and federal and state regulations.


**Section 6.** Funds may be advanced from the Sewer Fund for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

**Section 7.** The Finance Officer is directed to report annually on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

**Section 8.** The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this Council.

**Section 9.** Copies of this 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.

Adopted this 5<sup>th</sup> day of December, 2024.

  
Morris T. "Buddy" Sheffield, Mayor Pro Tempore

Attest:

  
Kristie J. Nobles, Town Clerk, MMC, NCCMC



**TOWN OF RIVER BEND  
WATER TREATMENT PLANT CAPITAL PROJECTS FUND ORDINANCE  
AMENDMENT #2**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina, that the Water Treatment Plant Capital Projects Fund Ordinance as last amended on July 18, 2024, be amended as follows:

**Section 1.** The following amounts are hereby appropriated for the operation of a Town Capital Projects Fund for the construction of a new Water Treatment Plant:

**CAPITAL PROJECTS FUND**

Revenues:

State of North Carolina Grant	9,252,105
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Appropriations:

Land Acquisition	169,600
Administration	85,000
Engineering	1,392,000
Construction	7,605,505
	<hr/>
	9,252,105

**Section 2.** It is estimated that revenues in the amounts indicated in the foregoing schedule will be available to support the foregoing appropriations.

**Section 3.** The Finance Officer is hereby authorized to maintain an appropriate Fund Chart of Accounts.

**Section 4.** Copies of this 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.

**Section 5.** The capital projects funds are appropriated pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina; therefore, appropriations do not lapse at the end of the fiscal year and are available for the duration of the project, estimated to be eighteen months, unless subsequently amended by Council action.

Adopted this 5th day of December, 2024.

  
Morris T. "Buddy" Sheffield, Mayor Pro Tempore

Attest:

  
Kristie J. Nobles, Town Clerk, MMC/MCCMC



**TOWN OF RIVER BEND  
 BUDGET ORDINANCE AMENDMENT 24-B-03  
 FISCAL YEAR 2024 - 2025**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the 2024-2025 Budget Ordinance as last amended on November 21, 2024, be amended as follows:

**Summary**

General Fund	2,455,307
General Capital Reserve Fund	89,007
Law Enforcement Separation Allowance Fund	515
Water Fund	716,406
Water Capital Reserve Fund	20,215
Sewer Fund	711,406
Sewer Capital Reserve Fund	25,250
Total	<u>4,018,106</u>

**Section 1. General Fund**

Anticipated Revenues

AD VALOREM Taxes 2023-2024	980,165
AD VALOREM Tax-Motor Vehicle	104,400
Animal Licenses	1,500
Sales Tax 1% Article 39	205,910
Sales Tax 1/2% Article 40	121,885
Sales Tax 1/2% Article 42	102,881
Sales Tax Article 44	14,636
Sales Tax Hold Harmless Distribution	112,233
Solid Waste Disposal Tax	2,200
Powell Bill Allocation	101,000
Beer and Wine Tax	13,225
Video Programming Sales Tax	47,041
Utilities Franchise Tax	116,156
Telecommunications Sales Tax	6,779
Court Refunds	500
Zoning Permits	7,000
Federal Grant	23,364
Miscellaneous	15,000
Interest- Powell Bill Investments	50
Interest-General Fund Investments	44,533
Contributions	900
Wildwood Storage Rents	18,144
Rents & Concessions	18,000
Sale of Fixed Assets	0
Transfer From Capital Reserve Fund	72,650
Appropriated Fund Balance	<u>325,155</u>
Total	<u>2,455,307</u>

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

Authorized Expenditures

Governing Body	69,500
Administration	331,200
Finance	148,972
Tax Listing	14,700
Legal Services	49,000
Elections	600
Police	867,795
Public Buildings	84,500
Emergency Services	5,800
Animal Control	22,555
Street Maintenance	246,385
Public Works	218,738
Leaf & Limb and Solid Waste	87,500
Stormwater Management	58,031
Wetlands and Waterways	2,900
Planning & Zoning	60,000
Recreation & Special Events	11,000
Parks & Community Appearance	66,331
Contingency	23,043
Transfer To General Capital Reserve Fund	86,757
Transfer To L.E.S.A. Fund	0
Total	<u>2,455,307</u>

**Section 2. General Capital Reserve Fund**

Anticipated Revenues

Contributions from General Fund	86,757
Interest Revenue	<u>2,250</u>
Total	<u>89,007</u>

Authorized Expenditures

Transfer to General Fund	72,650
Future Procurement	<u>16,357</u>
Total	<u>89,007</u>

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

Anticipated Revenues:

Contributions from General Fund	0
Interest Revenue	<u>515</u>
Total	<u>515</u>

Authorized Expenditures:

Separation Allowance	0
Future LEOSSA Payments	<u>515</u>
Total	<u>515</u>

**Section 4.      Water Fund**

Anticipated Revenues

Utility Usage Charges, Classes 1 & 2	202,039
Utility Usage Charges, Classes 3 & 4	19,024
Utility Usage Charges, Class 5	11,651
Utility Usage Charges, Class 8	5,326
Utility Customer Base Charges	280,228
Hydrant Availability Fee	19,215
Taps & Connections Fees	1,250
Nonpayment Fees	10,500
Late payment Fees	7,774
Interest Revenue	4,260
Sale of Capital Asset	0
Appropriated Fund Balance	155,139
Total	716,406

Authorized Expenditures

Administration & Finance [1]	495,618
Operations and Maintenance	200,788
Transfer To Fund Balance for Capital Outlay	0
Transfer To Water Capital Reserve Fund	20,000
Total	716,406

*[1] Portion of department for bond debt service:* 134,691

**Section 5.      Water Capital Reserve Fund**

Anticipated Revenues

Contributions From Water Operations Fund	20,000
Interest Revenue	215
Total	20,215

Authorized Expenditures

Future Expansion & Debt Service	20,215
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**Section 6. Sewer Fund**

Anticipated Revenues:

Utility Usage Charges, Classes 1 & 2	260,280
Utility Usage Charges, Classes 3 & 4	40,743
Utility Usage Charges, Class 5	25,677
Utility Usage Charges, Class 8	10,825
Utility Customer Base Charges	297,179
Taps & Connection Fees	1,250
Late payment Fees	8,251
Interest Revenue	8,760
Sale of Capital Asset	0
Appropriated Fund Balance	58,441
Total	<u>711,406</u>

Authorized Expenditures:

Administration & Finance [2]	490,618
Operations and Maintenance	190,788
Transfer to Fund Balance for Capital Outlay	0
Transfer to Sewer Capital Reserve Fund	25,000
Transfer to Sewer AIA Grant Project	5,000
Total	<u>711,406</u>

*[2] Portion of department for bond debt service: 116,309*

**Section 7. Sewer Capital Reserve**

Anticipated Revenues:

Contributions From Sewer Operations Fund	25,000
Interest Revenue	250
Total	<u>25,250</u>

Authorized Expenditures:

Future Expansion & Debt Service	25,250
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**Section 8. Levy of Taxes**

There is hereby levied a tax at the rate of twenty-four cents (\$0.24) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2024, for the purpose of raising the revenue listed as "Ad Valorem Taxes 2024-2025" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of \$410,950,000 for purposes of taxation of real and personal property with an estimated rate of collection of 99.38%. The estimated collection rate is based on the fiscal year 2022-2023 collection rate of 99.38% 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 \$43,500,000 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 2024-2025, 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 3.7% 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 2024-2025 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.

Adopted this 5th day of December, 2024.

  
\_\_\_\_\_  
Morris T. "Buddy" Sheffield, Mayor Pro Tempore

Attest:

  
\_\_\_\_\_  
Kristie J. Nobles, Town Clerk, MMC, NCCMC



# RIVER BEND POLICE DEPARTMENT



## MONTHLY ACTIVITY REPORT

2024

	ACTIVITIES	2024	2024	2024	% of Total Calls	% Change Last 2 Mos.
		September	October	November		
1	ALARMS / 911 UNKNOWN / DISTURBANCE / SHOTS FIRED (0)	5	3	7	0.33%	133.00%
2	ANIMAL COMPLAINTS	10	8	7	0.33%	-13.00%
3	ARRESTS	1	2	1	0.05%	-50.00%
4	ASSAULTS / ALL OTHER VIOLENT CRIME	5	3	2	0.09%	-33.00%
5	ASSIST CITIZENS / LOCK OUT / QUALITY OF LIFE ISSUES	19	28	13	0.61%	-54.00%
6	ASSIST EMS / FD / FIRST RESPONDERS / MED ASSIST	26	25	34	1.59%	36.00%
7	ASSIST MOTORISTS / FOOT PATROLS / ALL OTHER	26	26	40	1.87%	54.00%
8	ASSIST OTHER AGENCIES	3	1	2	0.09%	100.00%
9	B & E BUSINESS / RESIDENCE / VEHICLE	1	0	0	0.00%	0.00%
10	CRIM. SUMM. / SUBPOENAS / WARRANTS / CIVIL COMPLAINT	1	3	3	0.14%	0.00%
11	DOMESTICS	0	1	1	0.05%	0.00%
12	FIRES / ALARM	2	2	0	0.00%	-100.00%
13	IDENTITY THEFT / FRAUD	0	1	1	0.05%	0.00%
14	INVOLUNTARY COMMITMENTS	1	3	0	0.00%	-100.00%
15	JUVENILE COMPLAINTS	0	0	1	0.05%	0.00%
16	LARCENIES	2	1	1	0.05%	0.00%
17	LITTERING	0	0	0	0.00%	0.00%
18	LOUD MUSIC / NOISE COMPLAINTS	0	0	0	0.00%	0.00%
19	DEATH / MISSING PERSON / RUNAWAY / SUICIDE(A)	1	0	0	0.00%	0.00%
20	PROPERTY DAMAGE / VANDALISM	1	3	1	0.05%	-67.00%
21	RESIDENTIAL / BUSINESS CHECKS / COMMUNITY WATCH	1718	1699	1,875	87.70%	10.00%
22	ROADWAY DEBRIS / OBSTRUCTIONS	0	0	0	0.00%	0.00%
23	ROBBERIES	0	0	0	0.00%	0.00%
24	SOLICITING VIOLATIONS	0	2	1	0.05%	-50.00%
25	SUSPICIOUS PERSONS / VEHICLES / FIELD INTERVIEW	10	5	11	0.51%	120.00%
26	TOWN ORDINANCE CITATIONS	1	0	1	0.05%	0.00%
27	TOWN ORDINANCE VIOLATIONS	8	1	3	0.14%	200.00%
28	TRAFFIC ACCIDENTS	2	5	4	0.19%	-20.00%
29	TRAFFIC STOPS	22	30	111	5.19%	270.00%
30	TRAFFIC COMPLAINTS-RADAR	5	2	2	0.09%	0.00%
31	DWI	0	0	0	0.00%	0.00%
32	CHECKPOINTS	3	0	0	0.00%	0.00%
33	DRUG VIOLATIONS	0	1	0	0.00%	-100.00%
34	WELFARE CHECKS	4	2	0	0.00%	-100.00%
35	CASE ASSIST / PW / VEHICLE MAINTENANCE / MEETING	2	2	3	0.14%	50.00%
36	CASE FOLLOW UPS / SPECIAL OPERATION / TRAINING	6	11	13	0.61%	18.00%
37	TRESPASSING	2	2	0	0.00%	-100.00%
38	OVERDOSE	0	1	0	0.00%	-100.00%
39	<b>TOTAL</b>	<b>1887</b>	<b>1873</b>	<b>2138</b>	<b>100.00%</b>	<b>14.00%</b>

**Traffic Violations**

- 39 State Citations
- 42 Total State Charges
- State Warnings
- 4 Town Citations
- Town Warnings

**Community Watch Checks**

- 100 100 Pirates
- 104 100 Plantation
- 99 200 Lakemere
- 112 200 Rockledge
- 73 Piner Estates

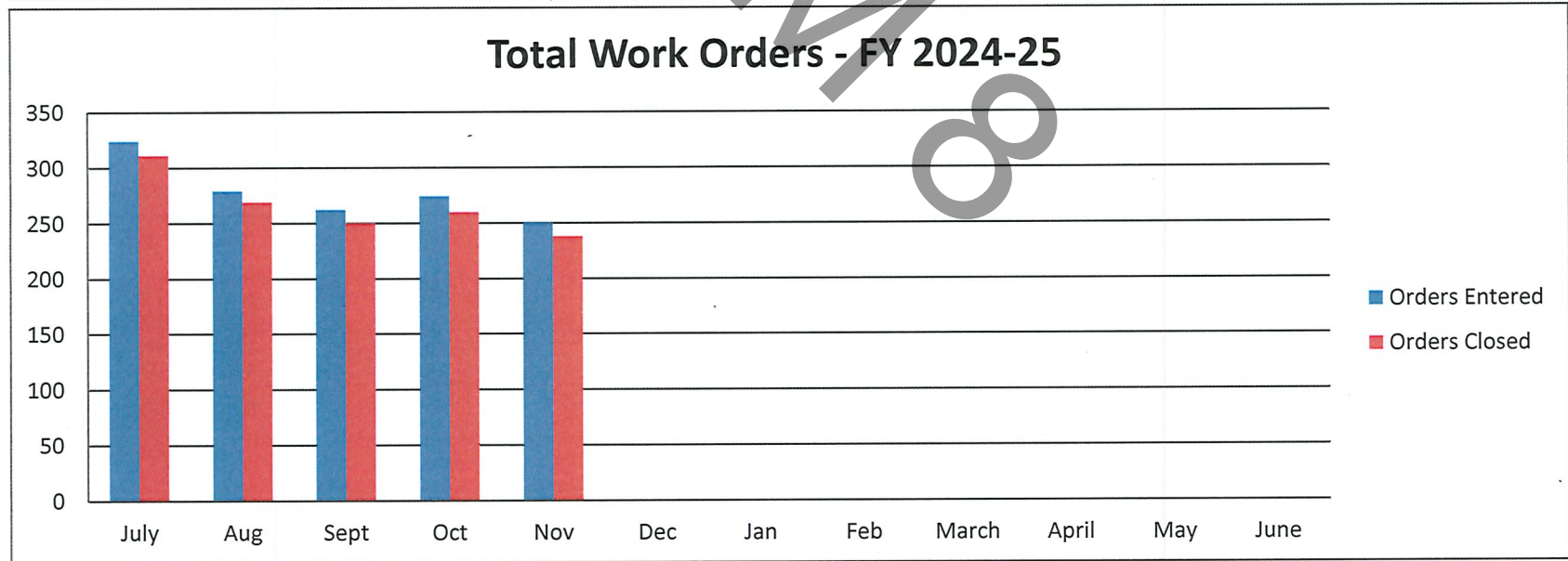
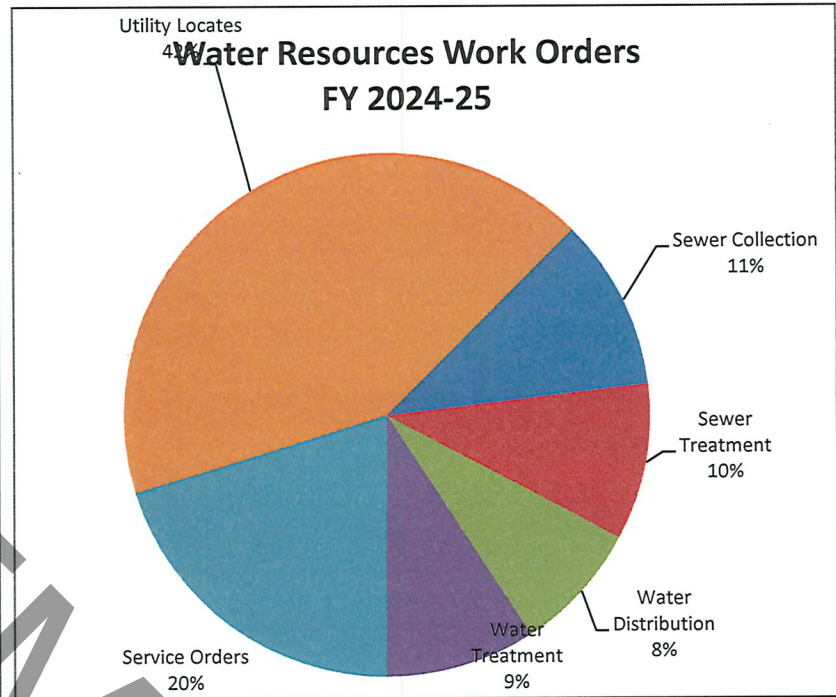
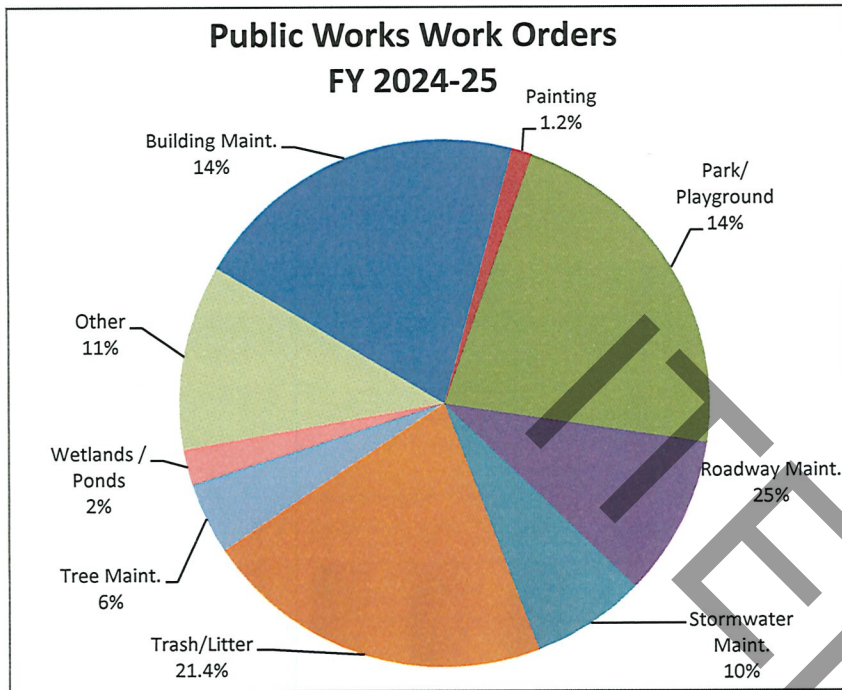
**Phone Calls Answered (638-1108)**

194 Incoming Calls

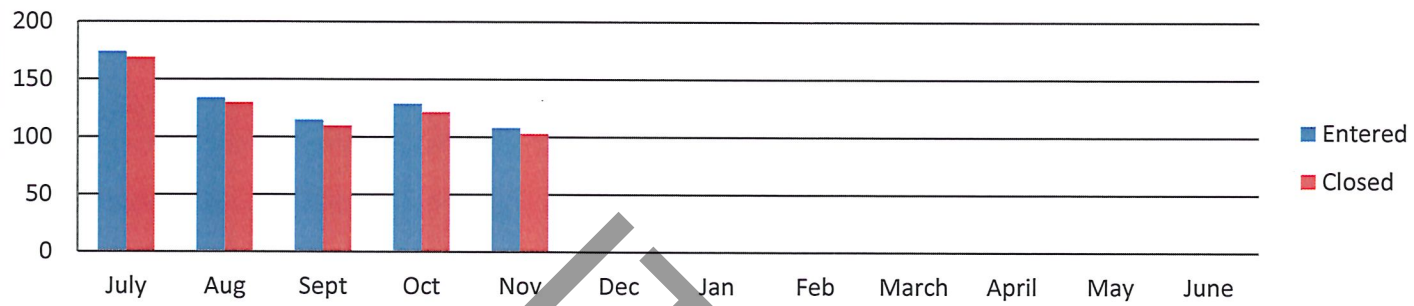
The data being presented in this report is a representation of the original call as it was dispatched.



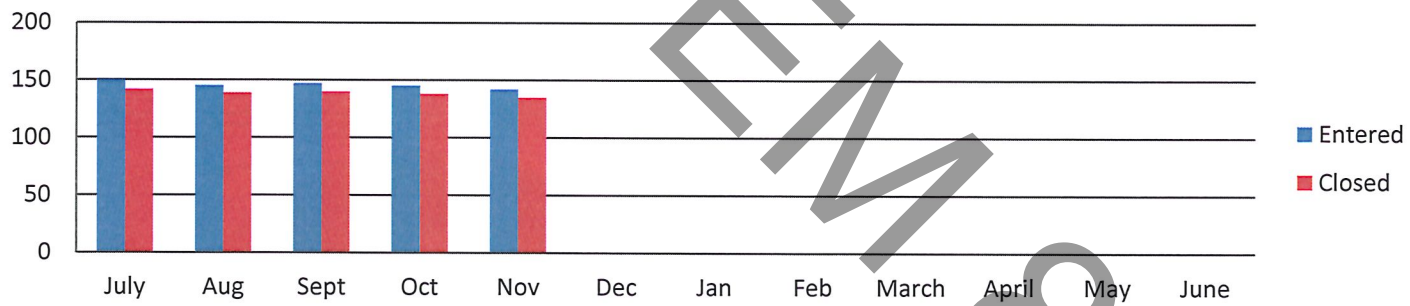




### Water Resources - Work Orders



### Public Works - Work Orders





## TOWN OF RIVER BEND

45 Shoreline Drive  
River Bend, NC 28562

T 252.638.3870  
F 252.638.2580

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

### **November 2024 Monthly Report Brandon Mills, Director of Public Works**

Public Works focused on a variety of safety and maintenance tasks. Several new street signs were installed on specific roads to enhance traffic safety. At our parks, split rail fencing was repaired, and general maintenance was carried out, including repairing and cleaning several fitness stations. As part of routine upkeep, the kayak launch walkway was cleared of leaves to maintain a neat appearance and prevent slipping hazards.

In Water Resources, preventive maintenance included replacing chlorine feeder tubing and installing keep on pumping kits on several chemical injection pumps. Weekly inspections of our lift stations were conducted to check pump amperage, verifying control floats proper operations, and monitoring for excessive grease buildup. These efforts ensure consistent operation and prevent potential problems, demonstrating the department's commitment to a proactive approach.

If you have any questions concerning the Water Resources/Public Works Department, please call us at 252-638-3540, Monday-Friday, 8am-4pm. After hour's water and sewer, emergencies can be reported by dialing the Town Hall at 252-638-3870. You will be instructed to dial "9" and follow the directions to contact the on-call duty operator. You will then be asked to enter your phone number at the sound of the tone. After entering your phone number, the automated system will inform you that your page has been sent. Please, be patient and our utility systems operator will return your call. If you do not receive a call back within ten minutes, please notify the Police Department at 252-638-1108, and they will get in contact with the on-call utility systems operator.



# MONTHLY ZONING REPORT

MONTH  YEAR

Activity	Monthly	YTD Total
Permit Applications Received	5	45
Permits Issued	5	45
Fees Collected	420.80	2912.40
Violations Noted During Weekly Patrol	8	42
Complaints Received From Citizens	0	4
Notice Of Violations Initiated *see details below	3	36
Remedial Actions Taken By Town	0	0

Detail Summary		
Address	Violation	Date Cited
266 Shoreline Drive	Boat in driveway	13-Nov
208 Randomwood	Boat in driveway	13-Nov
106 Pilot Place	Debris; state of disrepair	25-Nov

## River Bend Community Organic Garden (RBCOG)

### Monthly Report for Council – 12/12/2024

#### November Activity

The fall harvest so far totaled ninety-seven pounds. Total harvest for the year to date is 2748 pounds. Interfaith Refugee Ministries has received 316 pounds (11%) of produce and herbs.

Gardeners worked a total of 100 hours in November, with a year to date total of 1908 hours. The daily sign-up calendar will be used throughout the winter. Weekend workdays will not be scheduled in December.

Planning has started for a spring plant sale.

The next meeting is scheduled for January 6, 2025 at 1:30 pm in the Municipal building. Guests are always welcome.

bjm/12-4-24

ITEM 9

## **Community Appearance Commission**

### **Liaison Report to Town Council – 12/12/24**

If you are enjoying the Christmas lights at town entrance, thank the CAC members and citizens who created them in the CAC workshops.

Nominations for the third annual Christmas Festive Award began on Dec 5. Winners will be announced on December 20. In conjunction with Parks & Rec, there will be a Tinsel Train comprised of golf carts and a shuttle bus for community members who want to view the nominated and other decorated homes in River Bend. If you don't have a golf cart and want to ride on the shuttle, be sure to sign up. Seats will go fast. Check the CAC or Parks Facebook pages for more information.

The CAC has some exciting plans for 2025. Watch for announcements on their Facebook page and in the town's weekly e-news. They are still looking for board members. Please consider applying to this active and creative advisory board.

The next meeting is scheduled for Wednesday, January 15, 2025. The new liaison will be Councilwoman Benton.

ITEM 10

# Town of River Bend



## Monthly Financial Report



*This monthly report is provided as an oversight/management tool for the Town Council of the Town of River Bend. For ease of reporting, and in order to be consistent with the categories used in the annual budget process, this report summarizes the revenue and expenses in each of the three operational areas of the Town. Anyone interested in more detail, or further explanation of the contents of this report, is encouraged to contact Finance Officer Mandy Gilbert.*

## Notes

The cash balances shown on page one are the amount of cash in each specific accounting fund. These funds are deposited in separate investment accounts. Pooled cash accounts used for operating funds but accounted for, in our internal systems, as individual accounts. Interest attributable to each account is allocated based upon the total rate of return of the account(s).

The FY Budget columns represents the original and current budget. As the fiscal year goes on and unforeseen expenses or revenues occur, we need to adjust the budget. The Council does this by formal amendment during a Council meeting. \*Asterisked lines represent those budget items that have been amended since adoption.

The acronym CIF used in this report is our Capital Improvement Fund(s) for water and wastewater. These funds are, by resolution of the Town Council, reserved for expenses related to expansion of these systems, or retirement of debt. The Water CIF receives revenue in the form of annual Hydrant Fee payments.

Because this is an annual budget, it is important to note that many lines shown in this report will vary, some significantly, from month to month, and in different times of the year. In many instances, capital payments for current fiscal year projects are made early in the fiscal year and the majority of our ad valorem tax receipts occur in the middle of the fiscal year. This is another reason to maintain an adequate fund balance.



Visit our web site <http://www.riverbendnc.org/finance.html> to view the Financial Dashboard. These dashboards are designed to give the user a quick overview of the status of revenues and expenditures in each of the Town's three major funds as reported in the Monthly Financial Report.





General Fund

Revenue	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date		PY
	Original	Current													Total	% Budget	
1 Ad Valorem Taxes	980,165	980,165	1,662	13,208	80,104	46,254	41,318								182,545	18.6%	20.8%
2 Ad Valorem Taxes - Vehicle	104,400	104,400	-	13,648	11,069	9,342	-								34,059	32.6%	41.6%
3 Animal Licenses	1,500	1,500	70	40	10	40	120								280	18.7%	16.7%
4 Local Gov't Sales Tax*	431,000	445,312	36,474	45,078	47,502	43,360	43,911								216,326	48.6%	43.9%
5 Hold Harmless Distribution	112,233	112,233	8,770	11,635	12,469	11,720	11,508								56,102	50.0%	45.0%
6 Solid Waste Disposal Tax	2,200	2,200	-	542	-	-	576								1,118	50.8%	52.8%
7 Powell Bill Fund Appropriation	-	-	-	-	-	-	-								-	0.0%	0.0%
8 Powell Bill Allocation	101,000	101,000	-	-	54,542	-	-								54,542	54.0%	49.5%
9 Beer & Wine Tax	13,225	13,225	-	-	-	-	-								-	0.0%	0.0%
10 Video Programming Tax	47,041	47,041	-	-	11,349	-	-								11,349	24.1%	24.5%
11 Utilities Franchise Tax	116,156	116,156	-	-	25,708	-	-								25,708	22.1%	20.8%
12 Telecommunications Tax	6,779	6,779	-	-	1,683	-	-								1,683	24.8%	26.9%
13 Court Cost Fees	500	500	27	45	68	68	27								234	46.8%	51.9%
14 Zoning Permits	7,000	7,000	222	108	571	1,575	362								2,839	40.6%	46.7%
15 Federal Grants*	-	23,364	-	6,185	-	-	-								6,185	26.5%	0.0%
16 State Grants	-	-	-	-	-	-	-								-	0.0%	0.0%
17 Federal Disaster Assistance	-	-	-	-	-	-	-								-	0.0%	#DIV/0!
18 State Disaster Assistance	-	-	-	-	-	-	-								-	0.0%	0.0%
19 Miscellaneous	15,000	15,000	358	971	85	72	1,795								3,281	21.9%	33.9%
20 Insurance Settlements	-	-	-	-	-	2,916	-								2,916	#DIV/0!	0.0%
21 Interest - Powell Bill	50	50	-	-	0	0	0								1	2.0%	0.7%
22 Interest - Investments	44,533	44,533	5,087	4,701	4,027	3,878	3,434								21,126	47.4%	92.9%
23 Contributions	900	900	660	-	-	9	-								668	74.3%	71.1%
24 Wildwood Storage Rents	18,144	18,144	1,610	1,636	1,627	1,638	1,617								8,128	44.8%	46.0%
25 Rents & Concessions	18,000	18,000	2,020	1,640	1,720	1,680	1,760								8,820	49.0%	44.1%
26 Sale of Capital Assets	-	-	-	-	-	-	-								-	0.0%	153.4%
27 Sales Tax Refund Revenue	-	-	-	-	-	-	-								-	0.0%	0.0%
28 Trans. from Capital Reserve	72,650	72,650	72,650	-	-	-	-								72,650	100.0%	100.0%
29 Trans. from L.E.S.A. Fund	-	-	-	-	-	-	-								-	0.0%	0.0%
31 Appropriated Fund Balance*	321,524	325,155	-	-	-	-	-								-	0.0%	0.0%
<b>Total</b>	<b>2,414,000</b>	<b>2,455,307</b>	<b>129,610</b>	<b>99,437</b>	<b>252,534</b>	<b>122,552</b>	<b>106,428</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>710,560</b>	<b>28.9%</b>	<b>29.1%</b>

\*Astericked lines represent those budget items that have been amended since Original Budget adoption.  
#DIV/0! indicates revenue was received, but not budgeted for this line item.



**General Fund**

Expenditures	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	PY	
	Original	Current															Total
1 Governing Body	69,500	69,500	7,551	(873)	4,376	(828)	842								11,069	15.9%	23.4%
2 Administration	331,200	331,200	39,126	20,193	29,687	33,340	18,898								141,245	42.6%	41.5%
3 Finance*	156,500	148,972	15,912	9,092	11,561	20,553	10,088								67,206	45.1%	47.0%
4 Tax Listing	14,700	14,700	-	468	1,060	693	413								2,634	17.9%	22.8%
5 Legal Services	49,000	49,000	814	2,224	2,375	1,733	-								7,146	14.6%	62.2%
6 Elections	600	600	-	-	-	-	-								-	0.0%	0.0%
7 Public Buildings*	108,000	84,500	9,610	12,214	6,725	7,021	3,055								38,624	45.7%	41.2%
8 Police*	840,800	867,795	67,932	101,919	51,735	114,025	53,110								388,721	44.8%	36.9%
9 Emergency Management	5,800	5,800	2,100	16	16	1,386	343								3,861	66.6%	48.4%
10 Animal Control*	18,000	22,555	1,894	1,409	1,579	2,410	1,540								8,831	39.2%	40.0%
11 Street Maintenance*	235,000	246,385	11,075	10,421	3,958	8,700	3,890								38,044	15.4%	69.0%
12 Public Works*	203,000	218,738	17,632	16,147	16,282	20,192	16,134								86,388	39.5%	39.0%
13 Leaf & Limb, Solid Waste	87,500	87,500	8,766	6,538	8,713	1,649	287								25,952	29.7%	30.2%
14 Stormwater Management*	51,200	58,031	2,856	2,149	2,403	3,465	2,844								13,717	23.6%	26.0%
15 Waterways & Wetlands	2,900	2,900	50	-	9	140	-								199	6.9%	0.9%
16 Planning & Zoning	60,000	60,000	5,520	3,826	3,834	6,794	3,906								23,880	39.8%	40.2%
17 Recreation & Special Events	11,000	11,000	856	-	520	58	115								1,549	14.1%	23.2%
18 Parks*	59,500	66,331	3,912	3,314	3,237	4,443	3,434								18,341	27.7%	34.3%
19 Transfers	86,757	86,757	86,757	-	-	-	-								86,757	100.0%	100.0%
20 Contingency	23,043	23,043	-	-	-	-	-								-	0.0%	0.0%
<b>Total</b>	<b>2,414,000</b>	<b>2,455,307</b>	<b>282,363</b>	<b>189,058</b>	<b>148,069</b>	<b>225,777</b>	<b>118,900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>964,166</b>	<b>39.3%</b>	<b>43.5%</b>

Capital / Debt (included above)	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	PY
	Original	Current														
1 Capital Outlay*	264,754	255,254	-	47,434	-	47,434	-	-	-	-	-	-	-	-	94,869	37.2%
2 Debt Service - Principle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
3 Debt Service - Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%

\*Astericked lines represent those budget departments that have been amended since Original Budget adoption.



**Water Fund**

Revenue	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date		PY	
	Original	Current													Total	% Col		
	Base Charge	280,228	280,228	46,614	283	46,827	378	46,585									140,687	50.2%
Consumption	238,040	238,040	47,308	167	42,159	110	38,260									128,004	53.8%	53.7%
Other, incl. transfers	23,784	23,784	1,836	6,170	1,760	5,887	8,261									23,915	100.6%	84.5%
Hydrant Fee	19,215	19,215	19,215	(153)	-	(262)	-									18,800	97.8%	100.9%
Appropriated Fund Bal.*	92,733	155,139	-	-	-	-	-									-	0.0%	0.0%
<b>Total</b>	<b>654,000</b>	<b>716,406</b>	<b>114,973</b>	<b>6,467</b>	<b>90,746</b>	<b>6,114</b>	<b>93,106</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>311,407</b>	<b>43.5%</b>	<b>47.1%</b>

Expenses	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date		PY	
	Original	Current													Total	% Exp		
	Admin & Finance*	507,000	495,618	46,288	26,810	26,486	35,116	31,564									166,265	33.5%
Supply & Treatment*	69,000	142,788	5,092	3,683	6,240	4,984	2,323									22,323	15.6%	21.0%
Distribution	58,000	58,000	31,698	174	715	118	292									32,997	56.9%	70.5%
Transfers / Contingency	20,000	20,000	20,000	-	-	-	-									20,000	100.0%	0.0%
<b>Total</b>	<b>654,000</b>	<b>716,406</b>	<b>103,079</b>	<b>30,667</b>	<b>33,442</b>	<b>40,218</b>	<b>34,179</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>241,585</b>	<b>33.7%</b>	<b>33.2%</b>

Capital (included above)	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date		
	Original	Current													Total	% Exp	
	Capital Outlay*	2,500	73,500	-	-	-	-	-									-

Cash Balances		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Water Fund		537,780	572,687	566,785	600,153	592,353							
Water Capital Reserve Fund (CIF)		21,363	21,458	21,547	21,634	21,716							

Water Produced		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date
Total Gallons	Limit	9,722,000	8,194,000	8,904,000	11,510,000	9,999,000								48,329,000
Average daily gallons	925,000*	313,613	264,323	296,800	371,290	333,300	0	0	0	0	0	0	0	315,865

\* This is the permitted daily limit.



**Sewer Fund**

Revenue	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	Total	% Col	PY % Col
	Original	Current																
Base Charge	297,179	297,179	49,204	353	49,504	447	49,146									148,653	50.0%	49.9%
Consumption	337,525	337,525	61,256	279	57,924	158	53,071									172,688	51.2%	51.3%
Other, incl. transfers	18,261	18,261	2,806	4,143	2,635	4,883	2,522									16,989	93.0%	117.0%
Appropriated Fund Bal.*	67,035	58,441	-	-	-	-	-									-	0.0%	0.0%
<b>Total</b>	<b>720,000</b>	<b>711,406</b>	<b>113,266</b>	<b>4,775</b>	<b>110,062</b>	<b>5,488</b>	<b>104,739</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>338,329</b>	<b>47.6%</b>	<b>50.8%</b>	

Expenses	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	Total	% Exp	PY % Exp
	Original	Current																
Admin & Finance*	502,000	490,618	51,282	26,849	27,922	36,659	31,155									173,867	35.4%	34.8%
Collection*	58,000	60,788	5,560	3,189	2,563	3,754	1,414									16,480	27.1%	41.8%
Treatment	135,000	135,000	5,990	5,886	12,789	8,975	14,664									48,304	35.8%	29.1%
Transfers / Contingency	25,000	25,000	25,000	-	-	-	-									25,000	100.0%	0.0%
<b>Total</b>	<b>720,000</b>	<b>711,406</b>	<b>87,832</b>	<b>35,924</b>	<b>43,274</b>	<b>49,389</b>	<b>47,232</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>263,651</b>	<b>37.1%</b>	<b>34.2%</b>	

Capital (included above)	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	Total	% Exp
	Original	Current															
Capital Outlay	2,500	2,500	-	-	-	-	-									-	0.0%

**Cash Balances**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Sewer Fund	755,848	780,999	774,165	808,717	786,280							
Sewer Capital Reserve Fund (CIF)	25,108	25,220	25,325	25,427	25,523							

Wastewater Treated	Limit	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date
		Total Gallons	2,885,000	3,420,000	3,032,000	3,286,000	3,269,000							
Average daily gallons	330,000*	93,065	110,323	101,067	106,000	108,967	0	0	0	0	0	0	0	103,884

\* This is the permitted daily limit.

## **EWAB December 2nd, 2024**

Vice Chairman Ackiss called the meeting to order at 7:00 PM.

There was a quorum of members present.

There were no visitors.

The minutes for the October 2024 meeting were approved.

Councilman Leonard gave a council update and answered members questions.

**Old Business:** NNO went well several visitors to the table.

Weeds from the walking trail have been cleaned up.

Still work to provide fishing line recycling containers.

**New Business:** There was no new business,

**Volunteer Hours:** 8

The next meeting will be on January 6<sup>th</sup>, 2025 at 7 PM in the small conference room in the municipal building.

The public is welcome to attend.

The meeting adjourned at 7:27 PM



**TOWN OF RIVER BEND**

45 Shoreline Drive  
River Bend, NC 28562

T 252.638.3870  
F 252.638.2580

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

**MEETINGS OF THE TOWN COUNCIL OF  
THE TOWN OF RIVER BEND**

**2025**

**Work Sessions ( 2<sup>nd</sup> Thursday)**

5:00 p.m.

January 9  
February 13  
March 13  
April 10  
May 8  
June 12  
July 10  
August 14  
September 11  
October 9  
November 13  
\*\*\*December 4

**Regular Meetings (3<sup>rd</sup> Thursday)**

7:00 p.m.

January 16  
February 20  
March 20  
April 17  
May 15  
June 19  
July 17  
August 21  
September 18  
October 16  
November 20  
\*\*\*December 11

All Council Work & Regular Sessions will be held in the River Bend Town Hall beginning at the time stated above.

\*\*\* Changed due to holiday.

Meeting date, time and location are subject to change due to unforeseen circumstances. In such event, proper public notice will be given prior to the meeting.

The public is invited and encouraged to attend all Council meetings.

The Town's Rules of Procedure, Agenda Policy, Public Comment Policy and Public Hearing Policy will be enforced at all Council Meetings.

Kristie Nobles  
Town Clerk





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TOWN OF RIVER BEND  
EMPLOYEE HOLIDAY SCHEDULE  
**2025**

<u>HOLIDAY</u>	<u>DATE</u>
New Year's Day	Wednesday, January 1
Martin Luther King Day	Monday, January 20
Good Friday	Friday, April 18
Memorial Day	Monday, May 26
Independence Day	Monday, July 7
Labor Day	Monday, September 1
Veterans' Day	Tuesday, November 11
Thanksgiving Holiday	Thursday, November 27 Friday, November 28
Christmas Holiday	Wednesday, December 24 Thursday, December 25 Friday, December 26

## Mayor and Town Council Responsibilities Last Updated 12/12/24

MAYOR	FINANCE & HUMAN RESOURCES	PUBLIC SAFETY	PARKS & RECREATION	ENVIRONMENT	PLANNING	CAC
Mayor: Mark Bledsoe	Liaison: Brian Leonard	Liaison: Kathy Noonan	Liaison: Jeff Weaver	Liaison: Brian Leonard	Liaison: Buddy Sheffield	Liaison Kathy Noonan
Pro Tem: Buddy Sheffield	Backup: Lisa Benton	Backup: Buddy Sheffield	Backup: Kathy Noonan	Backup: Jeff Weaver	Backup: Lisa Benton	Backup: Brian Leonard
<p>Serves as official head of Town for purpose of serving civil process and receiving all Town correspondence. Signs official documents approved by Council. Liaison with municipal, county, state governments &amp; private sector.</p> <p>Presides over Town meetings.</p> <p>Town spokesman and media representative.</p> <p>Represents Town for ceremonial purposes.</p> <p>Representative to New Bern Metropolitan Planning Organization's Technical Advisory Committee (TAC).</p> <p>Representative to Highway 17/64 Association</p>	<p>Liaison for financial operations of the Town.</p> <p>Serves as Chair of Town's Audit Committee.</p> <p>Works with staff concerning technology and Human Resource Policy issues.</p>	<p>Liaison with the Community Watch group.</p> <p>Liaison with Coastal Environmental Partnership.</p>	<p>Liaison with Parks &amp; Recreation Advisory Board.</p> <p>Works with volunteers on Fourth of July and other special events.</p>	<p>Liaison with Environment and Waterways Advisory Board (EWAB)</p> <p>Works with staff concerning environmental issues.</p> <p>Liaison with ABC Board</p>	<p>Liaison with Planning Board.</p> <p>Liaison with Board of Adjustment.</p> <p>Alternate to New Bern Metropolitan Planning Organization's TAC.</p>	<p>Liaison with Community Appearance Commission (CAC)</p>

Code of Ethics for the  
Town Council of  
The Town of River Bend, North Carolina

PREAMBLE

WHEREAS, the Constitution of North Carolina, Article 1, Section 35, reminds us that a “frequent recurrence to fundamental principles is absolutely necessary to preserve the blessings of liberty,” and

WHEREAS, a spirit of honesty and forthrightness is reflected in North Carolina’s state motto, *Esse quam videri*, “To be rather than to seem,” and

WHEREAS, Section 160A-86 of the North Carolina General Statutes requires local governing boards and councils to adopt a code of ethics, and

WHEREAS, as public officials we are charged with upholding the trust of the citizens of this town, and with obeying the law, and

NOW THEREFORE, in recognition of our blessings and obligations as citizens of the State of North Carolina and as public officials representing the citizens of the Town of River Bend, and acting pursuant to the requirements of Section 160A-86 of the North Carolina General Statutes, we the Town Council do hereby adopt the following General Principles of Code of Ethics to guide the Town Council in its lawful decision-making.

**GENERAL PRINCIPLES UNDERLYING THE CODE OF ETHICS**

- The stability and proper operation of democratic representative government depend upon public confidence in the integrity of the government and upon responsible exercise of the trust conferred by the people upon their elected officials.
- Governmental decisions and policy must be made and implemented through proper channels and processes of the governmental structure.
- Council members must be able to act in a manner that maintains their integrity and independence, yet is responsive to the interests and needs of those they represent.
- Council members must always remain aware that at various times they play different roles:
  - As advocates, who strive to advance the legitimate needs of their citizens.
  - As legislators, who balance the public interest and private rights in considering and enacting ordinances, orders, and resolutions.

- As decision-makers, who arrive at fair and impartial quasi-judicial and administrative determinations.
- Council members must know how to distinguish among these roles, to determine when each role is appropriate, and to act accordingly.
- Council members must be aware of their obligation to conform their behavior to standards of ethical conduct that warrant the trust of the constituents. Each official must find within his or her own conscience the touchstone by which to determine what conduct is appropriate.

## **CODE OF ETHICS**

The purpose of this Code of Ethics is to establish guidelines for ethical standards of conduct for the Town Council and to help to determine what conduct is appropriate in particular cases. It should not be considered a substitute for the law or for a council member's best judgment.

Section 1. Council members should obey all laws applicable to their official actions as members of the Council. Council members should be guided by the spirit as well as the letter of the law in whatever they do.

At the same time, council members should feel free to assert policy positions and opinions without fear of reprisal from fellow board members or citizens. To declare that a council member is behaving unethically because of disagreeing with that council member on a question of policy (and not because of the council member's behavior) is unfair, irresponsible, and itself unethical.

Council members should endeavor to keep up to date, through the council's attorney and other sources, about new or ongoing legal or ethical issues they may face in their official positions. This educational function is in addition to the day-to-day legal advice the council may receive concerning specific situations that arise.

Section 2. Council members should act with integrity and independence from improper influence as they exercise the duties of their offices. Characteristics and behaviors consistent with this standard include the following:

- Adhering firmly to a code of sound values.
- Behaving consistently and with respect toward everyone with whom they interact.
- Exhibiting trustworthiness.
- Living as if they are on duty as elected officials regardless of where they are or what they are doing.
- Using their best independent judgment to pursue the common good as they see it, presenting their opinion to all in a reasonable, forthright, consistent manner.
- Remaining incorruptible, self-governing, and unaffected by improper influence while at the same time being able to consider the opinions and ideas of others.

- Disclosing contacts and information about issues that they receive outside of public meetings and refraining from seeking or receiving information about quasi-judicial matters outside of the quasi-judicial proceedings themselves.
- Treating other council members and the public with respect and honoring the opinions of others even while the council members disagree with those opinions.
- Not reaching conclusions on issues until all sides have been heard.
- Showing respect for their offices and not behaving in ways that reflect poorly on those offices.
- Recognizing that they are a part of a larger group and acting accordingly.
- Recognizing that individual council members are not generally allowed to act on behalf of the council but may only do so if the council specifically authorizes it, and that the council must take official action as a body.
- Avoiding conflicts of interest.
- Practicing civility with fellow Council members and the public.

Section 3.a. Council members should avoid impropriety in the exercise of their official duties. Their official actions should be above reproach. Although opinions may vary about what behavior is inappropriate, this council will consider impropriety in terms of whether a reasonable person who is aware of all of the relevant facts and circumstances surrounding the council member's action would conclude that the action was inappropriate.

Section 3.b. If a council member believes that his or her actions, while legal and ethical, may be misunderstood, the member should seek the advice of the council's attorney and should consider publicly disclosing the facts of the situation and the steps taken to resolve it.

Section 4. Council members should faithfully perform the duties of their offices. They should act as especially responsible citizens whom others can trust and respect. They should set a good example for others in the community, keeping in mind that trust and respect must continually be earned.

Council members should faithfully attend and prepare for meetings. They should carefully analyze all credible information properly submitted to them, mindful of the need not to engage in communications outside the meeting in quasi-judicial matters. They should demand full accountability from those over whom the council has authority.

Council members should be willing to bear their fair share of the council's workload. To the extent appropriate, they should be willing to put the council's interests ahead of their own.

Section 5. Council members should conduct the affairs of the council in an open and public manner. They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is an important way to be worthy of the public's trust. They should also remember that local government records belong to the public and not to council members or their employees.

In order to ensure strict compliance with the laws concerning openness, council members should make clear that an environment of transparency and candor is to be maintained at all times in the government unit. They should prohibit unjustified delay in fulfilling public record requests. They should take deliberate steps to make certain that any closed sessions held by the council are lawfully conducted and that such sessions do not stray from the purpose for which they are called. Further, they shall ensure that discussions conducted in closed session shall remain confidential until such time that the Council decides which details to officially releases thereof, in accordance with law.

The Mayor and members of this Council do hereby accept and pledge to conduct themselves in accordance with this Code.

This document is to be reviewed by and presented to the Council for adoption following any change in the membership of the Council.

Adopted this 12<sup>th</sup> day of December, 2024 by the River Bend Town Council.

\_\_\_\_\_  
Mark Bledsoe, Mayor

ATTEST:

\_\_\_\_\_  
Kristie Nobles, Town Clerk

Originally adopted 8-12-2010  
Re-adopted 12-15-2022  
Re-adopted 9-14-2023  
Re-adopted 12-12-2024



# Eastern Carolina Council

## General Membership Board / Executive Committee

### 2023-25 Officers

**Ed Riggs, Jr.,** *President*

**Frank Emory,** *1<sup>st</sup> Vice President*

**Lorraine Washington,** *2<sup>nd</sup> Vice President*

**Bill Taylor,** *Treasurer*

\* denotes members of the Executive Committee

### Carteret County

Robert Cavanaugh – Carteret County\*

John O’Daniel – Town of Atlantic Beach

Paula Gillikin – Town of Beaufort

Shawne Southard – Town of Bogue

Courtney Barnhill – Town of Cape Carteret

Gary Bray – Town of Cedar Point

Pending – Town of Emerald Isle

Ryan Kelley – Town of Indian Beach

William Taylor – Town of Morehead City\*

Pending – Town of Newport

Bea Cunningham – Town of Peletier

Clark Edwards – Town of Pine Knoll Shores

### Craven County

Chadwick Howard – Craven County\*

Randy Alexander – Town of Bridgeton

Barbara Jones – Town of Cove City

Randy Mitchell – Town of Dover

Karen Lewis – City of Havelock\*

Johnnie Ray Kinsey – City of New Bern\*

**Patty Leonard – Town of River Bend**

Shane Turney – Town of Trent Woods\*

Todd McMillen – Town of Vanceboro

### Duplin County

Jesse Dowe – Duplin County\*

Russ Lanier – Town of Beulaville

Rubylene Lambert – Town of Calypso

Billy Ward – Town of Faison\*

Diane Brown – Town of Greenevers

Linda Tyson – Town of Kenansville

Pending – Town of Magnolia

Angela Smith – Town of Rose Hill

Patrick Williams – Town of Teachey

Rod Fritz – Town of Wallace

Scotty Smith – Town of Warsaw

### Greene County

Bennie Heath – Greene County\*

Pending – Town of Hookerton

Lorraine Washington – Town of Snow Hill\*

Pending – Town of Walstonburg

### Jones County

Frank Emory – Jones County\*

Janet Baker – Town of Maysville

James V. Bender, Jr. – Town of Pollocksville\*

Darlene Spivey – Town of Trenton

### Lenoir County

Roland Best – Lenoir County\*

Pending – Town of Grifton

Chris Suggs – City of Kinston\*

Shawn Condon – Town of La Grange

Pending – Town of Pink Hill

Mark Price – Onslow County\*  
Pam Hall – Town of Holly Ridge  
Cindy Edwards – City of Jacksonville\*  
Pending – Town of North Topsail Beach

**Onslow County**

McKinley Smith – Town of Richlands  
Trudy Solomon – Town of Surf City  
Pending – Town of Swansboro

Edward Riggs, Jr. – Pamlico County\*  
Linda Marshall – Town of Alliance  
Evelyn Paul – Town of Grantsboro  
Lois Credle – Town of Mesic

**Pamlico County**

Carol DeMoranville – Town of Minnesott Beach  
Allen Price – Town of Oriental  
Sandra Snipes – Town of Vandemere

Bevan Foster – Wayne County\*  
Pending – Town of Eureka  
Wayne Jackson – Town of Fremont

**Wayne County**

Danny Keel – Town of Mount Olive  
Pending – Town of Pikeville  
Robert Parchman – Village of Walnut Creek

**County Manager Representative**

Kyle DeHaven – Greene County Manager\*

ITEM 2