

**Town of Swansboro  
Board of Commissioners  
July 25, 2022, Regular Meeting**

In attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner PJ Pugliese, Commissioner Larry Philpott, Commissioner Pat Turner, and Commissioner Jeffrey Conaway.

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**Call to Order**

The meeting was called to order at 5:30 pm. Mayor Davis led the Pledge of Allegiance.

**Public Comment**

Mary Pat Smey with the Tunnel to Towers Foundation spoke sharing that the 2<sup>nd</sup> annual Tunnel to Towers 5k event was coming to Swansboro again. She shared that this year's event would include expanded recognition and Hometown Heroes Week to begin September 11<sup>th</sup> with visits to schools, banquet and the Rotary, with the run occurring on the 17<sup>th</sup>.

**Adoption of Agenda and Consent Items**

On a motion Mayor Pro Tem Tursi, seconded by Commissioner Turner, the Agenda and below consent items were unanimously approved.

- Meeting Minutes
  - April 4, 2022, Special Workshop Meeting
  - April 11, 2022, Regular Meeting
  - April 14, 2022, Special Joint Meeting
  - April 25, 2022, Regular Meeting
  - April 25, 2022, Closed Session
- Tax Refunds

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$205.57.

Franklin, Kenneth	\$80.71 Tag Surrender
Harvey, Joshua Scott	\$27.53 Tag Surrender
Hubbert, Jordan William & Shannon Yarbrough	\$88.90 Military
Samuels, Nicole Marie & Joshua Mark	\$3.50 Tag Surrender
Smith, Kimberly R-Harrison & Harry Grey	\$4.93 Tag Surrender
- Resolution Awarding Service Badge and Sidearm

**Business Non-Consent**

*Fee Schedule Change-Credit Card Fee for Dock*

Anna Stanley, Parks & Rec Director, reviewed that the Parks and Recreation Department

would like to add a 3.5% credit card processing fee for dock registrations taken through the reservation software, Dockwa.

In response to inquiries from the Board, Mrs. Stanley clarified that this fee was only applied for dock reservations made through the Dockwa program. All other payments taken for services are not proceeded through Dockwa software and would be charged the 2.5% fee currently in effect for credit card charges.

On a motion by Commissioner Conaway, seconded by Commissioner Turner adding a 3.5% credit card processing fee to the 2022-23 fee schedule for Church Street Dock reservations was approved unanimously.

#### *Boundary Line Agreement – Water Street*

Paula Webb, Town Manager reviewed that Blake and Heather Massengill, owners of 413 Water Street, requested that the Town enter into a boundary line agreement that establishes the boundary between Ward Shore Park and the Massengill property as the eastern edge of the Massengill's existing block wall and fence, which boundary line is depicted on various recorded maps and is described in the Massengill's deed. The Massengill's have agreed to pay to the Town the sum of \$10,000 to defray the costs of the Town's investigation into the matter.

On a motion by Commissioner Philpott seconded by Commissioner Conaway approval was given unanimously to authorize the Town Manager's execution of the boundary line agreement with the Massengill's.

#### *Budget Ordinance Amendment #2023-01*

Sonia Johnson, Finance Director reviewed that the budget ordinance needed to be amended for multiple departments.

Mayor Pro Tem Tursi shared that due to the possible conflict of interest because of his relationship with the NC Coastal Federation he recused himself from voting on the Stormwater Fund (#1) portion of the budget amendment.

**Stormwater Fund:** In partnership with the NC Coastal Federation, the Town will be able to make improvements at the Walnut Street End. After some delays at the NCDRC level staff (turnover/shortages), the project is ready to start. The Town's match for this project is \$35,000 (already budgeted). M&W Land Improvements was awarded the contract for \$65,917 of which the NC Coastal Federation will reimburse the Town up to \$45,000. For contract purposes we need to capture the entire contract amount (\$65,917). In addition, the remaining budgeted balance of \$27,000 needs to be re-appropriated for FY 22/23 as indicated below. **Source of Funds: Grant Various.**

On a motion by Commissioner Turner seconded by Mr. Philipott the Stormwater Fund portion of Budget Amendment 2023-01 was approved unanimously. (4:0)

1. **Admin Services:** On June 27, 2022, the BOC was informed that additional travel funds would be required for the maritime expert to attend the July 11, 2022 Public Hearing. Requesting \$2,000 be appropriated from fund balance for its intended purpose. **Source of Funds: Appropriated Fund Balance**
2. **Stormwater Fund:** On July 13, 2022, the Town was notified of its \$45,000 award from the NC Resilient Coastal Communities Program. The award will assist in completing the engineering and design work for the Water Street Rehabilitation Project. Requesting \$45,000 be accepted for its intended purpose. **Source of Funds: Grant Various**
3. **Reappropriations:** (Funds that went back to fund balance because they were not used prior to the end of last Fiscal Year). **Source of Funds: Appropriated Fund Balance**

Department	Purpose	Amount
Admin Services	Architectural Survey Update (Richard Grubb & Associates	\$5,000
Admin Services	Board Retreat Facilitation and Land Use Planning (Stewart Engineering)	\$5,000
Admin Services	Final Deliverable ADA Plan (Stewart Engineering)	\$669
Non-Departmental	Tyler Technologies-Software	\$32,750
Stormwater Fund	Walnut Street Retrofit Project (Town match)	\$27,000

On a motion by Commissioner Turner, seconded by Commissioner Pugliese the Admin Services, Stormwater Fund, and Reappropriations portions of Budget Ordinance Amendment 2023-01 was approved unanimously. (5:0)

#### *Financial Report - June 30, 2022*

Mrs. Johnson reviewed details from the monthly financial report, attached herein with the PowerPoint presentation of the meeting.

In regard to the Stormwater Enterprise fund, Mrs. Johnson shared that she was projecting a surplus of \$8,500 in that fund due to the Walnut Retro Fit project cost being included but to date no work had been done on that project and for the Solid Waste Enterprise fund was projecting a surplus of \$30,000 after reviewing invoices and some items were budgeted but not purchases. The garbage collection contractor, GFL, had increased

service fees by 7.8%, however the entire budget was not increased and she was unsure how that would play into the surplus balance.

Mayor David inquired on the duration of the GFL contract and shared that the amount of complaints were higher and unreasonable. Manager Webb shared that the contract was for 5 years.

#### *Visitor's Center Update*

Manager Webb reviewed that the Board had requested an update on the Visitor's Center project and shared the following:

#### **What's Been Done to Date**

- Working to re-establish Historic Contributing Status
- Awarded FY 21/22 Onslow County TDA Funding \$20,000 – paid for side steps demo identified as reason historic contributing status rescinded, required engineering of front steps re-construction due to flood zone location, some interior fixtures purchased for future renovations
- RFP awarded to Rufus Murray for side steps demo May 2022 - *completed*

#### **What's Remaining to do on the Exterior**

- RFP to reconstruct front entry steps due August 1, 2022 (breakaway design)

Once the front entry steps are constructed, the final V-Zone Certificate can be prepared. The next step is to obtain the variance from the Flood Appeals Board and obtain a letter from the State Historic Preservation Office that the Contributing Status has been re-instated.

**Interior Renovations** - The estimated costs provided by the former Public Works Director in 2021 were \$60,870. Of that amount, he indicated that the Public Works Crew could perform about \$15,000 of that work (walls, sheetrock, painting, flooring). Swansboro TDA has agreed to fund a portion of the interior renovations. Once we have settled on an interior design, we will be able to determine whether any water/sewer improvements will be needed, or whether just a certified engineered letter will be required so that the current infrastructure can handle the improvements.

#### *Future Sidewalk Priorities Discussion*

Paula Webb, Town Manager reviewed that the Board of Commissioners had expressed interest in identifying future sidewalk priorities. Staff were working to obtain 6 required easements for Priority 3 & 4 along Hammocks Beach Road. Options for additional priorities that would complete a walkable triangle from NC24/Hammocks Beach Road/Old Hammocks Road and another that would provide a walkable area from Deer Run on Main Street Extension to NC24.

The board suggested the following areas for future priorities in addition to the suggested options:

- Complete the walkable triangle should include sidewalks on the property on the corner of Pineland Road and Old Hammocks Road
- Consider addressing sidewalk gaps along Highway 24
- Consider completing sidewalks on Highway 24 from Old Hammock Road to Downtown

Prioritizing the areas would be provided at a later time to allow time for Priority 3 & 4 to be finalized.

#### *Future Agenda Items*

Future agenda items were shared for visibility and comment. In addition, an opportunity was provided for the Board to introduce items of interest and subsequent direction for placement on future agendas. No other items were introduced.

#### **Public Comments**

Mary Pat Smey with the Tunnel to Towers Foundation formally invited the Board to participate and to see the community come together for such a great cause.

#### **Board Comments**

Commissioner Turner requested that future PowerPoint presentations provide some of the additional supporting details for the public view.

Mayor Davis invited Board members to the August 3, 2022, 9 am Hurricane Preparedness meeting that would be held at the Swansboro High School in the library. He also shared that the Rotary King Mackerel Tournament was upcoming and would be on a future agenda requesting a waiver of the dock fees estimated at \$1200.

#### **Closed Session**

On a motion by Commissioner Philpott, seconded by Commissioner Turner the board entered closed session at 6:32 pm pursuant to NCGS 143-318.11 (a) (3) to allow the Town Attorney to provide updates on legal matters under the attorney-client privilege and (5) to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

During closed session, a motion was made and seconded to return to open session. No action was taken.

#### **Adjournment**

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Philpott, the meeting adjourned at 8:12 pm.