

**Town of Swansboro
Board of Commissioners
June 27, 2022, Regular Meeting**

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

Call to Order

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

Public Comment

Citizens were offered an opportunity to address the Board regarding items listed on the agenda. No comments were given.

Adoption of Agenda and Consent Items

On a motion Commissioner Philpott, seconded by Commissioner Conaway, the Agenda was amended to remove Parks & Rec Month recognition, add Front Street Speed Limit discussion and the below consent items were unanimously approved.

- a. Tax Refunds: below-listed totaling \$76.59.

Azok, Stephen Julius	\$74.26	Over Assessment
Shaw, James Edwin	\$2.33	Tag Surrender

- b. Contract: FY 21/22 Audit Contract - The Town is required to have an annual audit performed. Current Auditor Gregory T. Redman provides a proposed fee of \$12, 500 to audit the fiscal year ending June 30, 2021.

Business Non-Consent

Text Amendment/Town Code Chapter 74 Traffic Schedules - VI. Speed limits

Dwayne Taylor, Interim Police Chief reviewed that consideration had been requested to review and change the speed limit from 25 mph to 20 mph for the Park Place Subdivision.

In response to inquiries from the board, Interim Chief Taylor clarified the following:

- The intersections in Park Place and the intersection that connects to Shipwrights point did not have stop signs. The intersections of Whistling Heron Way/Little Egret and Whistling Heron Way/Knightheads Drive could be 3-way stops.
- There was not a set speed limit for all neighborhoods.

On a motion by Commissioner Conaway, seconded by Commissioner Philpott the reduction of speed limit from 25 mph to 20 mph for the Park Place Subdivision and the

installation of 3-way stops at Whistling Heron Way/Little Egret and Whistling Heron Way/Knightheads Drive was approved unanimously. The change would be provided in the next agenda under consent to amend the Town Code.

Front Street Speed Limit Discussion

At the March 28, 2022 regular meeting of the Board a change in the speed limit from 20 mph to 5 mph on Front Street and the portion of Church Street between Front Street and Water Street was approved. Mayor Davis shared that since that approval he discovered that going that speed was not possible and a change the speed to 10 miles per hour was requested to be considered. Interim Police Chief Taylor shared that he felt 10 mph was adequate.

On a motion by Commissioner Conaway, seconded by Commissioner Pugliese, a increase in the speed limit from 5 mph to 10 mph on Front Street and the portion of Church Street between Front Street and Water Street was approved unanimously. The change would be provided in the next agenda under consent to amend the Town Code.

Ordinance Amendment #1 - Grant Project Ordinance Coronavirus State and Local Fiscal Recovery Funds

Sonia Johnson Finance Director reviewed that the Town was to receive \$980,000 originally, however, additional funds were awarded when some jurisdictions relinquished their allocations. The first disbursement of \$532,862.13 was received in July of 2021. The second disbursement of \$532,862.13 was to be received in July 2022. Because the Grant Project Ordinance reflected the original amount of \$980,000, an amendment of \$85,724.25 was needed.

On a motion by Commissioner Turner, seconded by Commissioner Philpott, Ordinance Amendment #1 - Grant Project Ordinance Coronavirus State and Local Fiscal Recovery Funds was approved unanimously.

Ordinance Amendment #1 - Bicentennial Park Boardwalk Extension with Public Day Docks Project

Mrs. Johnson reviewed that the Grant Project Ordinance for the Bicentennial Park Boardwalk Extension with Public Day Docks was approved on June 13, 2022. An invoice for surveying was received and in review of the CAMA Application Narrative/Budget, such expenditures were to be included as the Local In-Kind services. The application narrative indicates that fees for such services were to be taken from the designated funds for implementation of the Waterfront Plan. Therefore, it was requested that \$7000 be moved from Waterfront Plan Reserves to the Grant Project Ordinance Bicentennial Park Boardwalk Extension with Public Day Docks.

On a motion by Commissioner Philpott, seconded by Commissioner Conaway, Ordinance Amendment #1 - Bicentennial Park Boardwalk Extension with Public Day Docks Project was approved unanimously.

Budget Ordinance Amendment #2022-12

Mrs. Johnson reviewed that the budget ordinance needed to be amended for multiple departments as follows:

1. Legal Department – Requesting an additional \$5,000 to cover litigation costs through the remainder of FY 21/22.
Source of Funds: Appropriated Fund Balance
2. Non-Departmental – Payment in lieu of sidewalks were made for new home construction where sidewalks do not exist along River Reach Drive, Russell Street, and Hammocks Beach Road. Requesting \$12,550 be transferred to the Capital Reserve Fund.
Source: Sidewalk Development Fee
3. Non-Departmental – Occupancy taxes exceeded the budgeted amount for FY 21/22 by \$23,875. The net proceeds of the tax collected to the authority shall be the gross proceeds of the tax less the 3% cost to the town of administering the tax.
Source of Funds: Taxes-Occupancy
4. Police – Payment of accrued vacation leave for recent staff resignations in the Police Department to include retirement benefits needs to be disbursed. Requesting \$36,000 be allocated for payouts.
Source of Funds-Appropriated Fund Balance
5. Finance – Payment for accrued vacation leave for a recent resignation in the Finance Department to include retirement benefits needs to be disbursed. Requesting \$4,200 be allocated for payout.
Source of Funds-Appropriated Fund Balance

On a motion by Commissioner Philpott, seconded by Commissioner Turner, Budget Ordinance Amendment #2022-12 was approved unanimously.

Financial Report - May 31, 2022

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

Options for Public Attendance/viewing of Board Meetings

Alissa Fender, Town Clerk reviewed that a Board discussion related to alternative attendance/viewing options to board meetings for the public has been requested. Alternative options for consideration included live streaming by video or by audio.

Mrs. Fender shared that audio could be accomplished through the Zoom Platform, however, it should be noted that this platform does require a staff member to operate the

program to ensure that participants do not disrupt the meeting. Annual subscription for Zoom was \$150, plus comp time accrual of operator. There would be the requirement that all Board members provide identification prior to speaking/voting opportunities. Video Streaming would require equipment purchase, an increase in our internet service plan, and a staff member to operate the equipment which would result in comp time accrual.

The Town IT company, Computer Warriors, visited and evaluated the equipment onsite and determined that to get a video option up and running the cost would be roughly \$4,000 to \$5,000. The cost for an increase in internet services would run approximately \$7,008 more per year and the cost to Zoom to have video options would increase \$540 per year.

Board members felt that there were more options to research and direction was given to speak with area churches and obtain information on their setup and equipment. It was also recommended to check with Spectrum (cable company) to see if they provide any services that could be utilized.

EOC Committee Action Plan

Mayor Pro Tem Tursi shared that he felt a written action plan with clear goals and timetables is needed so that there can be no confusion as to what the Board desires for the committee to do. He provided a proposed action plan (attachment A) for review and further discussion.

Committee Members Commissioner Philpott and Commissioner Conaway shared that they both felt Mayor Pro Tem Tursi's timeline was adequate and sufficient. Directions were requested from the board regarding if the selection of a consultant was to be made by the committee or as a suggestion to the Board with the Board making the final decision. Board members provided the committee along with town staff approval to select the consultant.

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.

The following items were addressed:

- Additional sidewalk priorities would be added to the July 25th agenda
- Public Hearing for the 147 Front Street Dock Special Use Permit would be heard at the July 11th meeting
- Visitor Center interior concepts would be reviewed at the July 25th meeting
- Community Pool concept added to future agenda items

Public Comment

Junior Freeman of 103 Bridgeview Lane shared that placing money in a money market account can tie up funds and should research that when considering where the \$6 million for the EOC should be saved. He shared that directly hiring an architect instead of a consultant because they are really the front line of projects. He also stated that he felt the prior review provided by Wooten Company already handled what a consultant would do. He agreed that a timeline was important for the project.

Roy Herrick of 103 Cormorant suggested that the EOC Committee should make it a priority to decide if the building could be construction on exiting property already owned by the town.

Matthew Prane of 309 Baffle Court shared that he was excited to bring swimming to the Town and requested an opportunity to present at a future agenda. Parks & Rec Director Stanley was directed to meet with Mr. Prane and discuss details and to include the Parks & Rec Board chair.

Board Comments

Commissioner Pugliese shared that while he was downtown recently near the Town dock a boat had come in and there was another boat in their slip that had a reserve marker. He inquired about the process to correct such a situation.

Parks & Rec Director Stanley shared that there is a sign posted for boaters to call the afterhours dock for assistance. In some cases, such as that, they have a Police Officer come run the boats registration to find out who owned it and see about getting it moved. Other times the rental fee is refunded if the reservation cannot be reaccommodated.

Adjournment

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Philpott, the meeting adjourned at 7:11 pm.

Proposed Emergency Management Committee Action Plan Goals

The goal of the Emergency Management Center Advisory Committee (committee) is to present a final report to the Swansboro Board of Commissioners (BOC) by August 2023 that examines various alternatives for providing emergency services to the town's residents whenever the board declares an emergency that requires opening its operations center. The report will describe the strengths and weaknesses of each approach, include estimated construction and maintenance costs for each alternative, land purchases that might be required and the costs of furnishings and new equipment.

The final report will also include a recommended alternative with preliminary cost estimates and a timetable for completion. The total cost of that alternative will not exceed the \$6 million provided by the state grant plus any accrued interest.

The committee can do what it thinks is needed to achieve this goal, including interviewing experts in the field of emergency management and visiting emergency centers in coastal communities of similar size.

Alternatives

The committee will include in its report any alternative it considers viable. At a minimum, these alternatives will be:

Dual-Use Building: A new municipal building that would serve as an operations center during times of declared emergencies. The building would be planned to include all the features needed for a temporary emergency center but would primarily serve another town function most of the time.

Public-safety Center: A new police and fire station to replace our current building that would be used as an emergency center when needed. The building would be sized to accommodate reasonable future growth.

Regional Center: A building that would serve as a regional emergency operations center for eastern Onslow County with building, operations and maintenance costs shared with the county. A similar arrangement will be explored with our neighboring communities in western Carteret County: Cape Carteret, Cedar Point and Peletier.

Consultants

The Board of Commissioners will contract a consultant to help the committee achieve its goals in the time frame outlined here. The task before the committee is complex, technical and time consuming. Our small, hard-working town staff doesn't have the time to manage such a large task. Neither do volunteer advisors.

The committee's first task, then, is prepare and distribute a Request for Proposals for a qualified consultant. The committee will present a list of such consultants along with its recommended choice to the board for hiring by August 2022.

Deliverables and Timetable

Monthly: Written reports to the BOC by the committee chair.

Quarterly (Aug. 2022, Nov. 2022, Feb. 2023, May 2022): Agenda item discussions by the BOC about the committee's progress. The committee chair will be present along with any other committee member who wishes to take part.

Joint meetings (Jan. 2023, June 2023): The BOC and the committee will meet jointly at least twice to discuss in depth the committee's work and findings. Other joint meetings will be held as needed at the discretion of the BOC or the committee.

Aug. 2023: Final report deliver to the BOC

Regular Meeting June 27, 2022



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1. Please turn cell phones to “off” or “vibrate”.

2. The Board offers the public three opportunities to speak during the meeting:

A comment period is offered at the beginning and end of the meeting. Please note that a separate opportunity is provided for those items requiring a public hearing.

Public Hearing(s) – There are no public hearings scheduled for this meeting.

2

PUBLIC COMMENT

Citizen opportunity to address the Board for items listed on the agenda.

3

AGENDA AND CONSENT ITEMS

Action Needed: *Motion to Adopt the Agenda as prepared (or amended) and approval of the Consent Items*

4

Recognition

Parks & Recreation Month

Presenter: Mayor John Davis

5

NEW BUSINESS/NON-CONSENT

Text Amendment/Town Code Chapter 74 Traffic Schedules - VI. Speed limits

Consideration has been requested to review and change the speed limit from 25 mph to 20 mph for the Park Place Subdivision.

Recommended Action: Motion to approve Ordinance 2022-09

Presenter: Dwayne Taylor- Intern Police Chief

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NEW BUSINESS/NON-CONSENT

Ordinance Amendment #1 - Grant Project Ordinance Coronavirus State and Local Fiscal Recovery Funds

The Town was to receive \$980,000 originally, however, additional funds were awarded when some jurisdictions relinquished their allocations. The first disbursement of \$532,862.13 was received in July of 2021. The second disbursement of \$532,862.13 is to be received in July 2022. Because the Grant Project Ordinance reflected the original amount of \$980,000, an amendment of \$85,724.25 is needed.

Recommended Action: Motion to approve Ordinance Amendment #1 to the Grant Project Ordinance Coronavirus State and Local Fiscal Recovery Funds.

Presenter: Sonia Johnson Finance Director

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NEW BUSINESS/NON-CONSENT

Ordinance Amendment #1 - Bicentennial Park Boardwalk Extension with Public Day Docks Project

The Grant Project Ordinance for the Bicentennial Park Boardwalk Extension with Public Day Docks was approved on June 13, 2022. An invoice for surveying was received this week. In review of the CAMA Application Narrative/Budget, such expenditures were to be included as the Local In-Kind services. The application narrative indicates that fees for such services were to be taken from the designated funds for implementation of the Waterfront Plan. Therefore, we are requesting that \$7000 be moved from Waterfront Plan Reserves to the Grant Project Ordinance Bicentennial Park Boardwalk Extension with Public Day Docks.

Recommended Action: Amend Ordinance Amendment #1 to the Swansboro Bicentennial Park Boardwalk Extension with Public Day Docks Project.

Presenter: Sonia Johnson- Finance Director

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NEW BUSINESS/NON-CONSENT

Budget Ordinance Amendment #2022-12

The budget ordinance needs to be amended for multiple departments.

Recommended Action: Motion to approve Budget Ordinance Amendment #2022-12

Presenter: Sonia Johnson- Finance Director

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NEW BUSINESS/NON-CONSENT

Financial Report

Presenter: Sonia Johnson – Finance Director

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**TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF MAY 31, 2022)**

REVENUES

EXPENDITURES

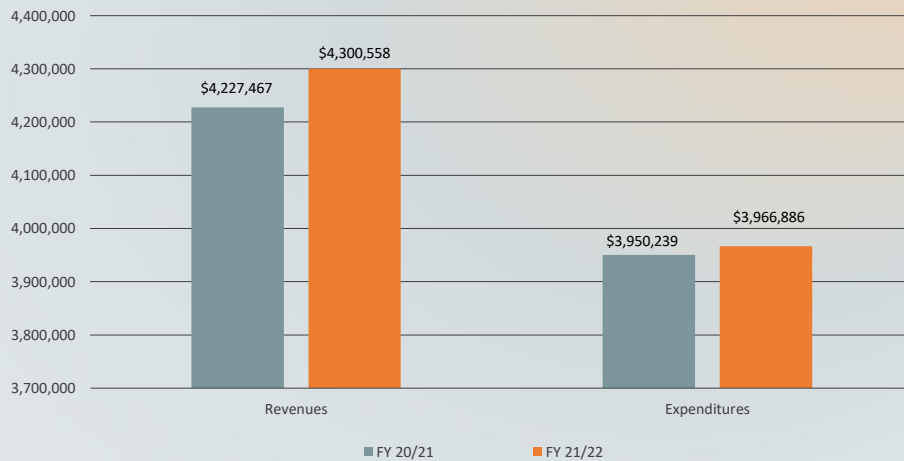
LOAN PAYMENTS

INVESTMENTS

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**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF MAY 31, 2022)**

GENERAL FUND



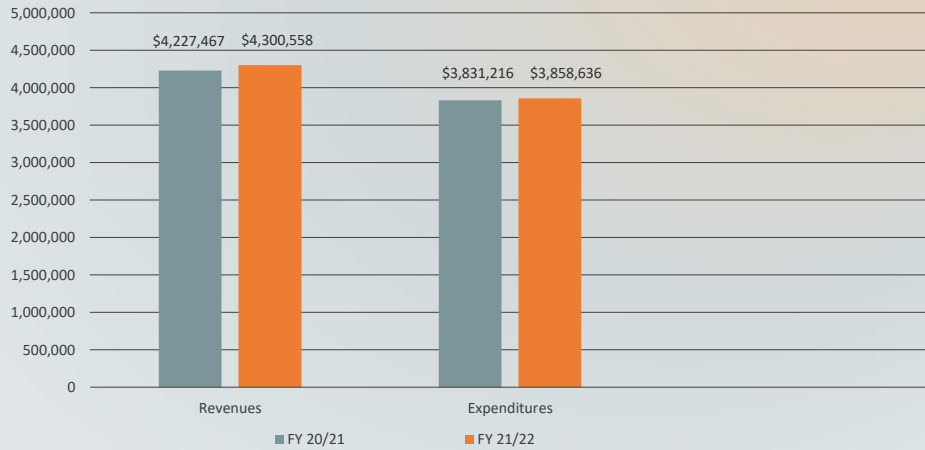
ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$333,672**

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**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF MAY 31, 2022)**

(ACTUAL)

GENERAL FUND



(ENCUMBRANCES NOT INCLUDED)

Total Excess of Revenues Over Expenditures \$441,922

13

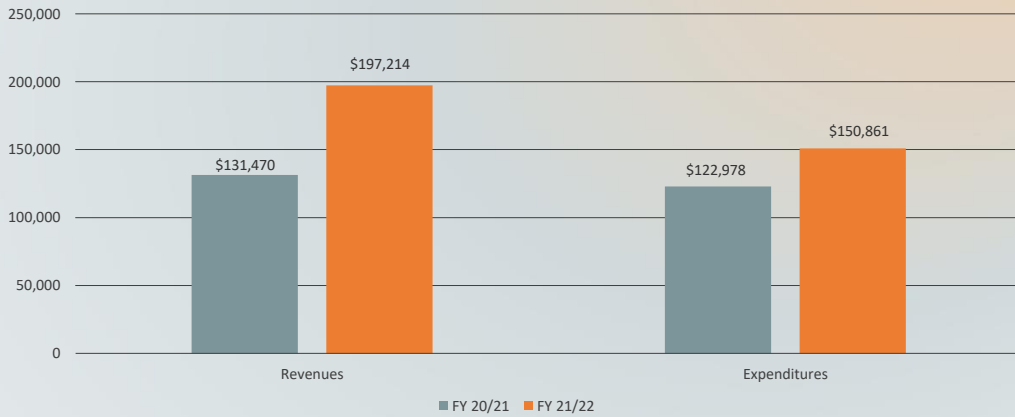
DEPT.	BUDGET	(PAID YEAR TO DATE) ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % MAY 31, 2022
GOVERNING BODY	30,047	27,309	418	92.3%
ADMIN SERVICES	407,677	311,968	16,848	80.7%
FINANCE	253,881	220,508	1,525	87.5%
LEGAL	57,000	49,503	-	86.8%
PUBLIC BUILDINGS	431,711	343,741	15,661	83.3%
FIRE	805,279	667,842	18,577	85.2%
PERMITTING	266,346	210,356	56	79.0%
POLICE	1,043,180	900,391	2,292	86.5%
PUBLIC WORKS-STREETS	300,728	172,557	1,908	58.0%
POWELL BILL-STREETS	105,804	89,422	4,664	88.9%
PARKS & RECREATION	342,489	271,531	26,890	87.1%
CHURCH STREET DOCK	13,708	4,786	1,898	48.8%
EMERGENCY MANAGEMENT	115,345	69,900	4,696	64.7%
FESTIVALS & EVENTS	119,554	80,034	12,761	77.6%
NON DEPARTMENTAL	491,657	438,786	56	89.3%
TOTAL	4,784,405	3,858,636	108,250	82.91%

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**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF MAY 31, 2022)**

STORMWATER ENTERPRISE FUND

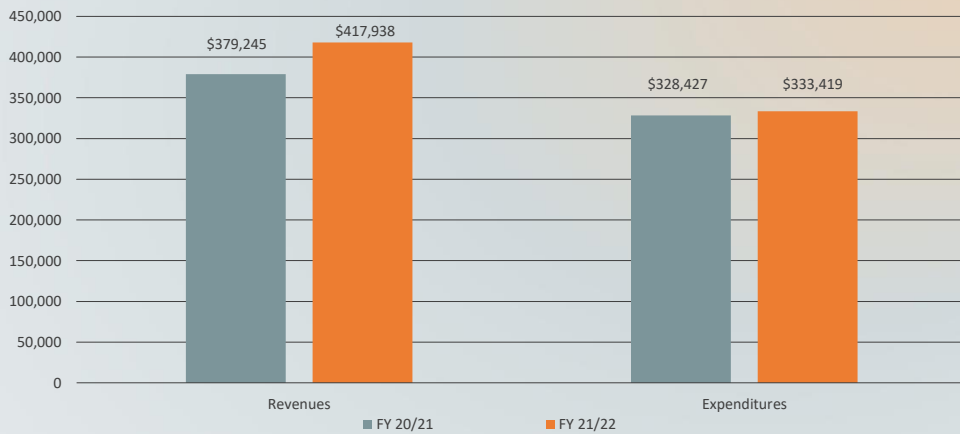


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$46,353**

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**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF MAY 31, 2022)**

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$84,519**

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**TOWN OF SWANSBORO
LOAN REPORT
(AS OF MAY 31, 2022)**

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$463,719	2.69	03/21/2028	\$84,724
Public Safety Facility	\$120,000	2.58	12/22/2024	\$45,160
Fire Truck	\$223,427	2.08	11/01/2026	\$47,512
Equipment/Vehicles	Paid in Full	1.87	11/01/2021	\$51,783
Sleeping Quarters	\$125,000	2.43	12/14/2026	\$29,253
Grapple Truck/Town Hall Generator	\$183,700	1.72	6/25/2025	\$47,917
Vehicles(Police & Fire Department) & Software	\$110,700	1.84	7/15/2026	\$23,377
Total Debt	\$1,226,546			\$329,726

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**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF MAY 31, 2022)**

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$10,916,738	.03%
NC CMT-General	\$137,143	.01%

OSBM Funds included in First Citizens Bank balance- \$6,100,000

- Emergency Operations Center-\$6,000,000
- Sidewalks-\$100,000

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Any Questions

?

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NEW BUSINESS/NON-CONSENT

Options for Public Attendance/Viewing of Board Meetings

Board discussion related to alternative attendance/viewing options to board meetings for the public has been requested. Alternative options for consideration include live streaming by video or by audio.

Recommended Action: Discuss and provide direction to staff.

Presenter: Alissa Fender- Town Clerk

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NEW BUSINESS/NON-CONSENT

EOC Committee Action Plan

Recommended Action: Discuss and provide direction.

Presenter: Board of Commissioners

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NEW BUSINESS/NON-CONSENT

Future Agenda Items

The purpose of this memo is to provide the Board with matters that staff anticipates/proposes for upcoming meetings. It should be noted that these items are tentatively scheduled for the specified monthly agenda but are subject to change due to preparation of materials, public notice requirements, etc. In providing this memo each month, we hope it will also provide opportunity for the Board to introduce items of interest and subsequent direction for placement on future agendas, which will allow staff the opportunity to plan accordingly.

Action Needed: Discussion and guidance to staff on future agenda items.

Presenter: Alissa Fender – Town Clerk

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PUBLIC COMMENT

Citizen opportunity to address the Board.

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MANAGER'S COMMENTS

Paula Webb, Town Manager

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BOARD COMMENTS

Mayor John Davis
Mayor Pro Tem Frank Tursi
Commissioner Pat Turner
Commissioner Harry “PJ” Pugliese
Commissioner Larry Philpott
Commissioner Jeffrey Conaway

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ADJOURN

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