

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

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

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 offered.

Adoption of Agenda

The Public hearing for the Special Use Permit/147 Front Street Dock was removed from the agenda. Direction was given for Attorney Parson to consult with a Maritime Expert and request of further details from the State Historic representative regarding the matter of the viewshed.

On a motion by Commissioner Turner, seconded by Commissioner Philpot, the Agenda (as amended), and Consent Items below were unanimously approved.

Minutes

- February 14, 2022, Regular Meeting
- February 28, 2022, Regular Meeting
- February 28, 2022, Closed Session

Tax Refunds

- | | | |
|-------------------------|---------|---------------|
| -Bessette, Gerald Roger | \$66.91 | Tag Surrender |
| -Smith, Jamison Michael | \$44.10 | Military |

Appointments/Recognitions/Presentations

Mayor Davis acknowledged *Administrative Professionals Week* April 24-30, *International Firefighters Day* May 4, and *Municipal Clerks Week* May 1-7. Board members shared their appreciation for Admin staff, Clerks and firefighters.

Board Appointments

Town Clerk, Alissa Fender reviewed that due to resignations, and no appointments being made at prior meetings, there were appointments needed for 1 vacant ETJ seat on the Board of Adjustment and 1 vacant Alternate seat on the Historic Preservation

Commission. There were not applications to consider for Board of Adjustment vacancy and 3 applications to consider for the Historic Preservation Commission vacancy.

On a motion by Commissioner Conaway, seconded by Commissioner Turner, Jonathan McDaniel was appointed to the Historic Preservation Commission.

Economic Development Presentation

Roy Herrick shared the committee was formed on 10/8/2020 and held its first meeting on 10/29/2020 and met months since. Most of the first year was spent formulating to determine what they were going to do and how they were going to do it and so forth. In May of 2021, they aligned with Jacksonville Onslow Economic Development (JOED) because they offered resources that could be used, and they had expertise that could be utilized. The scope was defined to aid existing businesses in Swansboro, seek new businesses for the area with a proper fit, and improve infrastructure issues. The infrastructure issues identified were transportation, sewer, natural gas, and improved broadband. Swansboro's municipal limits had very limited options, however, the ETJ limits had a great deal of potential. Considerations were also provided to areas outside of the ETJ. The main potential of economic development is not to increase ad Valorem taxes to the town but to increase the average wages. The committee has had a discussion with JUMPO to resolve traffic issues, and with PNG about bringing natural gas to Swansboro. There has also been discussion with an area landowner in the ETJ to develop their property for a light industrial park, with the intent to annex. The committee believed the best way to operate was independently and move on in their own direction. They have modified their name to be Swansboro Area Economic Development Committee.

In response to inquiries from the Board, Mr. Herrick shared that they would like the board's support for the light industrial park.

Business Non-Consent

Financial Report - March 31, 2022 – Finance Director Johnson reviewed details from the monthly financial report, *attached herein*. She noted that the amount captured for the Stormwater excess of revenue over expenditures in the report of \$62,758 was an error, the correct amount was \$25,758.

Budget Ordinance Amendment #2022-9

- The budget ordinance needed to be amended for the following departments:
Public Works-Streets-The Office of State Budget Management is administering

State Capital and Infrastructure Fund (SCIF) Directed Grants as appropriated by the North Carolina General Assembly in the Current Operations Appropriations Act of 2021. The Town was awarded \$100,000 for sidewalk construction. NCDOT has been notified and they are working on an agreement. Source of Funds- Grants-Variou

- Public Works-A staff member retired, and payment of accrued vacation leave to include retirement benefits of \$14,458 needs to be disbursed. (Allocated in 5 departments) Source of Funds-Appropriated Fund Balance
- Fire Department- A staff member resigned, and payment of accrued vacation leave/comp time to include retirement benefits of \$8,868 needs to be disbursed. Source of Funds-Appropriated Fund Balance
- Non-Departmental- Occupancy tax currently exceeds the budgeted amount for FY 21/22 by \$25,607. The net proceeds of the tax collected to the Swansboro Tourism Development 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
- Public Buildings- New HVAC systems to replace the two units that currently service the offices at Town Hall. Both units are 14+ years old and will require a crane to replace. One of the two is operational but is recommended for replacement also due to the fact it has reached its life expectancy.

Options:

1. Replace the current unit that is not operational-\$9,898
2. Replace both units- \$18,804
3. Repair the current unit that is not operational-\$1,974

Requesting \$18,804 to be appropriated from fund balance for its intended purpose. Source of funds: Appropriated Fund Balance

Board members discussed the Public Buildings options for HVAC replacement. The provided amount quoted of \$18,804 was the only quote received. It was decided to proceed with the repair option and to obtain additional quotes for other unit types to determine if cost could be less than \$18,804.

On a motion by Commissioner Philpott, seconded by Commissioner Turner, Budget Ordinance Amendment 2022-9 (as amended) was unanimously approved.

If additional quotes could be obtained prior to the April 28 budget workshop, then details could be provided at the meeting.

Future Agenda Items

Future agenda items are shared for visibility and comment. In addition, an opportunity is provided for the Board to introduce items of interest and subsequent direction for placement on future agendas.

Mayor Davis requested recognition of Tristan Alvis for his acceptance to the Naval Academy be on the May 23rd meeting. Mayor Pro Tem Tursi indicated that discussion on their recognition policy that was scheduled for May 9th should be held prior to scheduling a recognition. Town Clerk, Alissa Fender reviewed that the current recognition policy requires submission of the recognition form in order to be placed on the agenda.

Public Comment

There were no comments offered.

Manager's Report/Comments

Manager Webb had no additional details or comments to her report provided in the agenda packet.

Board Comments

Mayor Davis shared that it was good to recognize employees and suggested that a program such as employee of the month be established. Manager Webb indicated that a process was already in the works.

Closed Session

On a motion by Commissioner Turner, seconded by Commissioner Philpott the board entered closed session pursuant to NCGS 143-318.11 (a) (4) for discussion related to the industry or other business potential to the area.

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

Adjournment

On a motion by Commissioner Philpott seconded by Commissioner Conway the meeting adjourned at 7:07 pm.

Regular Meeting April 25, 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 is one (1) public hearing scheduled for this meeting.

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PUBLIC COMMENT

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

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AGENDA AND CONSENT ITEMS

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

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Economic Development Presentation

Presenter: Roy Herrick

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Board Appointments

Board Appointments

Due to resignations, and no appointments being made at prior meetings, there are appointments needed for the Board of Adjustment and Historic Preservation Commission.

Recommended Action:

- 1. Consider appointments to the Board of Adjustment*
- 2. Consider appointments to the Historic Preservation Commission*

Presenter: Alissa Fender – Town Clerk

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PUBLIC HEARING

Special Use Permit/147 Front Street - Dock

Jack Harnatkiewicz has applied for a Special Use Permit to extend the existing dock at 147 Front Street to add four slips for annual rental and additional spaces for day dockage.

The dock will provide eleven total slips; the Unified Development Ordinance defines a "Marina" as dockage with over ten slips. Marinas are allowed in the B-2HDO zoning district pursuant to the issuance of a special use permit.

Recommended Action: 1) Hold a public hearing;

2) A motion to approve or deny the Special Use permit application pursuant to Section 152.210 of the Unified Development Ordinance. In granting a special use permit, the Board of Commissioners shall give due regard to the nature and state of all adjacent structures and uses, and the districts within which the proposed use is to be located.

The Board of Commissioners shall consider whether it is necessary or appropriate to affix conditions thereto for the purposes of protecting neighboring properties and/or the public interest assuring that the use is harmonious with the area, ensuring that the use is consistent with the spirit of the ordinance, and shall affix to such permit any reasonable and appropriate conditions as it finds are necessary for any of those purposes.

Upon its determination that all the criteria in Section 152.210 are met, the Board of Commissioners shall enter a written order with findings of fact and conclusions of law and shall issue the special use permit as requested or with such conditions as it finds necessary and appropriate.

Presenters: Jennifer Ansell- Planner

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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 MARCH 31, 2022)**

REVENUES

EXPENDITURES

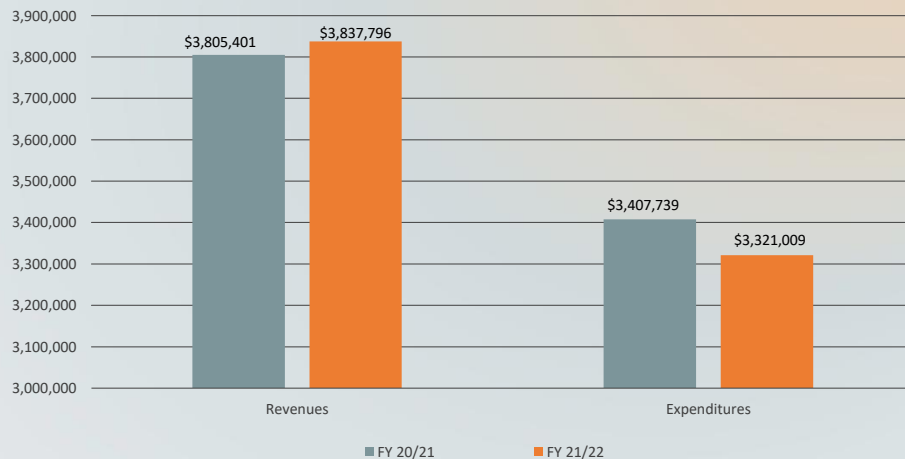
LOAN PAYMENTS

INVESTMENTS

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

GENERAL FUND



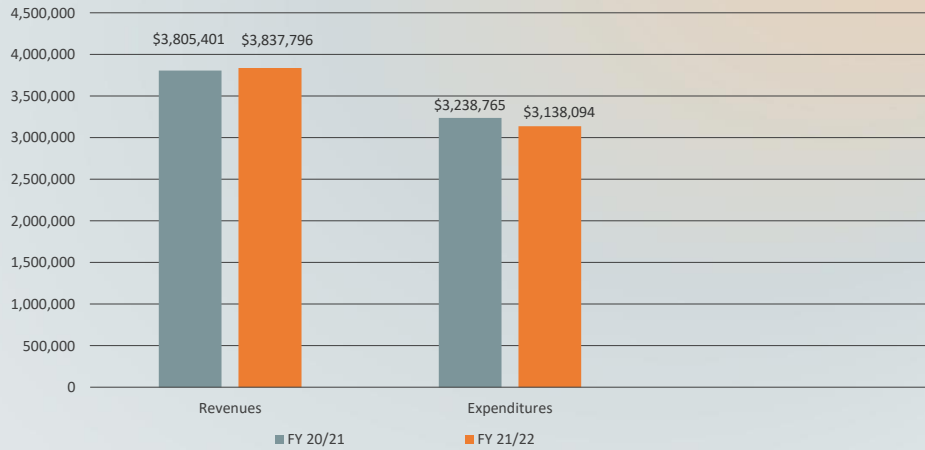
ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$516,787**

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

(ACTUAL)

GENERAL FUND



(ENCUMBRANCES NOT INCLUDED)

Total Excess of Revenues Over Expenditures \$699,702

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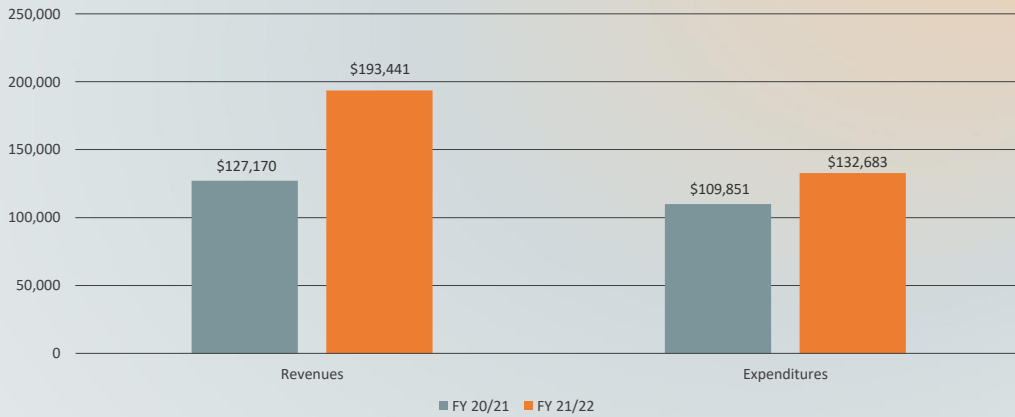
DEPT.	BUDGET	(PAID YEAR TO DATE) ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % March 31, 2022
GOVERNING BODY	27,422	21,577	1,095	82.7%
ADMIN SERVICES	410,302	256,404	15,795	66.3%
FINANCE	253,881	185,773	-	73.2%
LEGAL	57,000	31,695	-	55.6%
PUBLIC BUILDINGS	412,907	291,230	26,433	76.9%
FIRE	796,411	548,780	25,120	72.1%
PERMITTING	259,117	167,406	116	64.7%
POLICE	1,043,180	745,685	4,526	71.9%
PUBLIC WORKS-STREETS	197,114	147,779	3,657	76.8%
POWELL BILL-STREETS	105,081	30,372	62,527	88.4%
PARKS & RECREATION	338,538	221,991	27,885	73.8%
CHURCH STREET DOCK	13,708	3,116	1,000	30.0%
EMERGENCY MANAGEMENT	115,345	63,085	8,464	62.0%
FESTIVALS & EVENTS	119,554	74,645	5,399	67.0%
NON DEPARTMENTAL	463,158	348,555	899	75.5%
TOTAL	4,612,717	3,138,094	182,915	72.00%

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

STORMWATER ENTERPRISE FUND

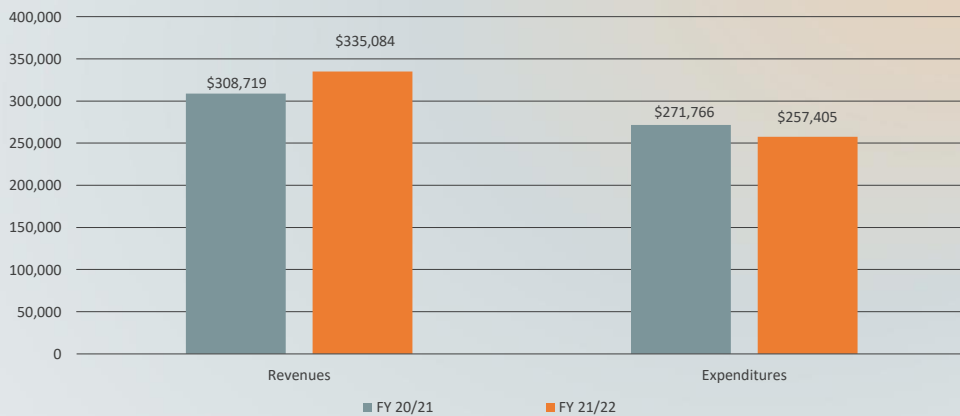


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$60,758**

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

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$77,679**

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

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$11,022,818	.03%
NC CMT-General	\$383,307	.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

Budget Ordinance Amendment #2022-9

The budget ordinance needs to be amended for multiple departments.

Recommended Action: Motion to approve Budget Ordinance
Amendment #2022-9

Presenter: Sonia Johnson – Finance Director

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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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CLOSED SESSION

Motion to enter closed session 143-318.11 (a) (4) for discussion related to the industry or other business potential to the area.

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ADJOURN

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