

**Town of Swansboro
Board of Commissioners
March 28, 2022, Regular Meeting**

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

Call to Order/Opening Prayer/Pledge of Allegiance

The meeting was called to order at 5:35 pm. Mayor Davis led the Pledge of Allegiance.

Public Comment

Junior Freeman shared that he desired appointment to the Emergency Operations Center Committee and provided the Board with a history of his background experience.

Adoption of Agenda

On a motion by Commissioner Philpott, seconded by Commissioner Turner, the Agenda was amended to add Resolution 2022-R5 Creating the Emergency Operation Center Committee to consent and the below tax refunds were unanimously approved.

Adams, Timothy Leroy & Christa Anna	\$5.81	Tag Surrender
Baldwin, Eric C	\$140.04	Tag Surrender
Urban, Jacob Ryan	\$56.95	Military

Business Non-Consent

Board Appointments

Due to resignations, there were appointments needed for the Board of Adjustment and Historic Preservation Commission.

On a motion by Commissioner Turner seconded by Commissioner Pugliese, Dusty Rhodes was appointment to the Board of Adjustment.

Board members did not make any appointments to the Historic Preservation Commission and requested that those interested in appointment attend the next meeting to provide further details on their experience. In the mean time it was requested to continue to sharing that applications were still being accepted.

Text Amendment/Town Code Chapter 74 Traffic Schedules - IV. Left turns; right turns; and VI. Speed limits

Police Chief Jackson shared that consideration had been requested to review and change the speed limit from 20 mph to 5 mph on Front Street and the portion of Church Street between front Street and Water Street. Presently there were no speed limit signs and two 5 mph signs were requested.

In review of this consideration, additional edits to this chapter were needed to address other changes that have been made over the years but not updated in the Town Code.

In response to inquires from the Board Chief Jackson confirmed that 5 mph was appropriate for the area due to pedestrians coming out from between parked vehicles in addition to crossing at intersections.

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Conaway, Ordinance 2022-O3 Amending the Town Code Chapter 74 Traffic Schedules - IV. Left turns; right turns; and VI. Speed limits was approved unanimously.

Budget Ordinance Amendment #2022-8

Finance Director Johnson reviewed that the initial concept for the Walnut Street Outfall Retrofit was expected to be a relatively simple underground infiltration practice. However, following some analyses, it was determined that the infiltration rates of the existing site are not high enough to fully manage the stormwater. A new concept had been proposed by the NC Coast Federation with an engineered media and underdrain system. This would require more fine grading work and new structures along the outfall line. Overall, the scope of work had become more complex and would be better served by hiring a contractor who will be able to devote 100% of their time and energy on the project.

Mayor Pro Tem Tursi requested to be recused from voting because he was on the Advisory Board for the NC Coastal Federation. On a motion by Commissioner Pugliese, seconded by Commissioner Philpott, Mayor Pro Tem Tursi was recused from voting unanimously.

On a motion by Commissioner Pugliese, seconded by Commissioner Conaway, Budget Ordinance Amendment 2022-8 was approved. (4-0)

Adopting a Grant Project Ordinance for an Emergency Operations Center

Finance Director Johnson reviewed that the NC Office of State Budget and Management was administering the 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 \$6,000,000 to build an Emergency Operations Center.

On a motion by Commissioner Philpott seconded by Commissioner Turner, an ordinance to establish a Grant Project Ordinance for the Town of Swansboro State Capital and Infrastructure Funds, and to authorize the Town Manager and Finance Director to take all actions necessary on behalf of the town council to receive the grant funds was approved unanimously.

Financial Report - January 31, 2021 - Finance Director Johnson reviewed details from the monthly financial report, attached herein.

A request was made for the \$6,000,000 State Capital and Infrastructure Funds to be separated out on future reports.

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:

- Schedule a special joint meeting with the Emergency Operation Center Committee

Public Comments

No comments were offered.

Manager's Report/Comments

Manager Webb entertained any questions from the managers brief in the packet. In response to inquiries from the Board, Manager Webb shared that she would need to clarify the location for possible Special Use Permit that was mentioned in a report she had emailed the board.

Board Comments

Board members shared their fondness of Manager Webb's report she emailed.

Closed Session

On a motion by Commissioner Pugliese, seconded by Commissioner Conaway, with unanimous approval, the board entered into closed session pursuant to NCGS 143-318.11 (a) (3, 4, & 5) to allow the Town Attorney to provide updates on legal matters under the attorney-client privilege, discussion related to the industry or other businesses potential to the area, and to instruct the public body's staff on negotiating terms for property acquisition.

Pursuant to a motion duly made in closed session, the Board returned to open session. It was noted that no action was taken.

Adjournment

On a motion by Commissioner Turner, seconded by Commissioner Philpott, the meeting adjourned at 7:06 pm.

Regular Meeting March 28, 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.

3. Under the ZOOM Meeting Platform, individuals wishing to make comments should “raise their hand” 🖐️ from their computer. At the appropriate time, Major Davis will acknowledge those with comments.

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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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Appointments

Board Appointments

Due to resignations, there are several board appointments needed. A list of vacancies are provided below as well as a Talent Bank Sheet with those citizens with interest to serve.

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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NEW BUSINESS/NON-CONSENT

Text Amendment/Town Code Chapter 74 Traffic Schedules –

IV. Left turns; right turns; and VI. Speed limits

Consideration has been requested to review and change the speed limit from 20 mph to 5 mph on Front Street and the portion of Church Street between front Street and Water St. At present there are no speed limit signs and two 5 mph signs are requested.

In review of this consideration additional edits to this chapter are needed to address other changes that have been made over the years but not updated in the Town Code.

Recommended Action: ~~Presenters to keep track of and update~~ **Presenters to keep track of and update**

Alissa Fender – Town Clerk

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NEW BUSINESS/NON-CONSENT

Budget Ordinance Amendment #2022-8

The initial concept for the Walnut Street Outfall Retrofit was expected to be a relatively simple underground infiltration practice. However, following some analyses, it was determined that the infiltration rates of the existing site are not high enough to fully manage the stormwater. A new concept has been proposed with an engineered media and underdrain system. This will require more fine grading work and new structures along the outfall line. Overall, the scope of work has become more complex and would be better served by hiring a contractor who will be able to devote 100% of their time and energy on the project.

Recommended Action: Motion to approve Budget Ordinance Amendment #2022-8 allocating \$35,000 toward the Walnut Street Retrofit Project.

Presenter: Paula Webb – Town Manager

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NEW BUSINESS/NON-CONSENT

Adopting a Grant Project Ordinance for an Emergency Operations Center

The NC Office of State Budget and Management is administering the 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 \$6,000,000 to build an Emergency Operations Center.

Recommended Action: Motion to approve a Grant Project Ordinance for the Town of Swansboro State Capital and Infrastructure Funds, and to authorize the Town Manager and Finance Director to take all actions necessary on behalf of the town council to receive the grant funds.

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 FEBRUARY 28, 2022)

REVENUES

EXPENDITURES

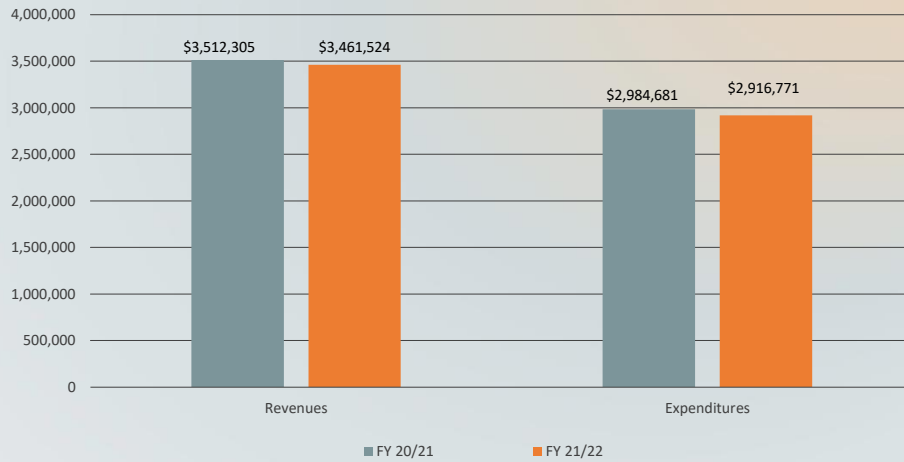
LOAN PAYMENTS

INVESTMENTS

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**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF FEBRUARY 28, 2022)**

GENERAL FUND



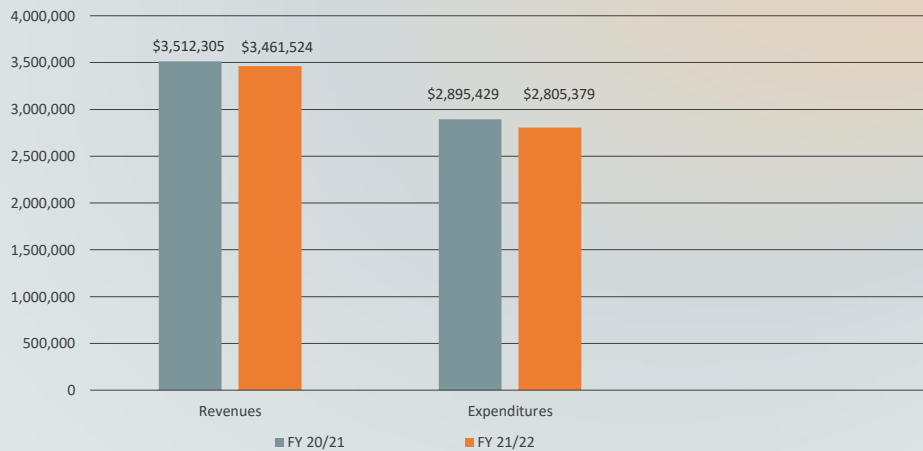
ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$544,753**

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**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF FEBRUARY 28, 2022)**

(ACTUAL)

GENERAL FUND



(ENCUMBRANCES NOT INCLUDED)
Total Excess of Revenues Over Expenditures **\$656,145**

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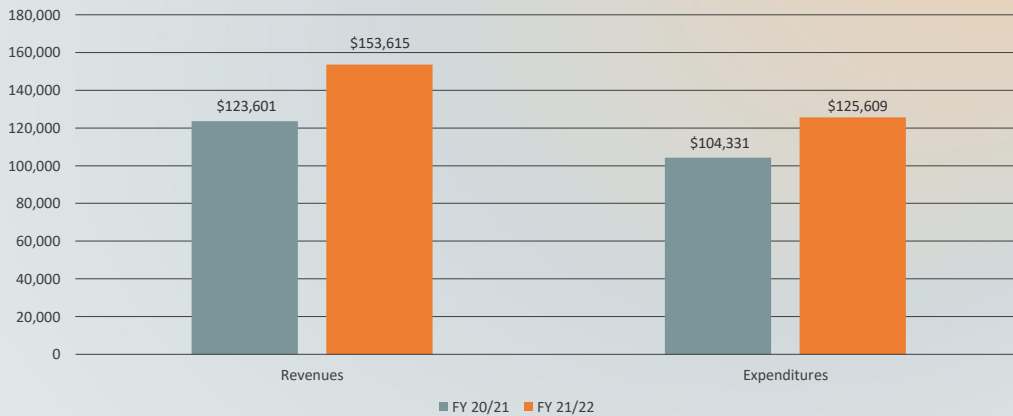
DEPT.	BUDGET	(PAID YEAR TO DATE) ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % February 28, 2022
GOVERNING BODY	27,422	20,604	1,095	79.1%
ADMIN SERVICES	410,302	227,682	795	55.7%
FINANCE	253,881	168,601	-	66.4%
LEGAL	57,000	29,445	-	51.7%
PUBLIC BUILDINGS	412,907	206,100	18,579	54.4%
FIRE	796,411	493,787	23,162	64.9%
PERMITTING	259,117	150,204	116	58.0%
POLICE	1,043,180	676,603	4,955	65.3%
PUBLIC WORKS-STREETS	197,114	125,790	15,848	71.9%
POWELL BILL-STREETS	105,081	29,444	5,975	33.7%
PARKS & RECREATION	338,538	201,432	29,410	68.2%
CHURCH STREET DOCK	13,708	2,857	1,000	28.1%
EMERGENCY MANAGEMENT	115,345	60,510	4,160	56.1%
FESTIVALS & EVENTS	119,554	67,652	5,399	61.1%
NON DEPARTMENTAL	428,158	344,668	899	80.7%
TOTAL	4,577,717	2,805,379	111,392	63.72%

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**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF FEBRUARY 28, 2022)**

STORMWATER ENTERPRISE FUND

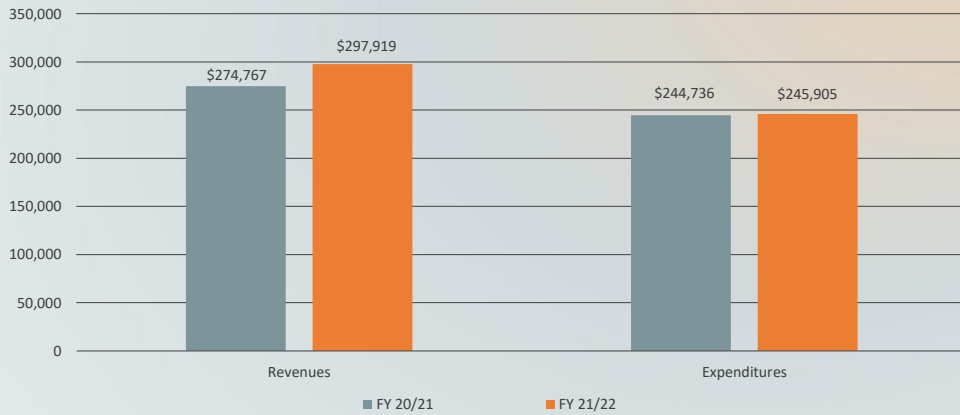


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$28,006**

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**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF FEBRUARY 28, 2022)**

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$52,014**

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**TOWN OF SWANSBORO
LOAN REPORT
(AS OF FEBRUARY 28, 2022)**

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$534,076	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	\$1,296,903			\$329,726

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**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF FEBRUARY 28, 2022)**

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$5,222,167	.03%
NC CMT-General	\$209,691	.01%

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Any Questions

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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

Recommended Action: *Motion to enter closed session 143-318.11 (a) (3, 4, & 5) to allow the Town Attorney to provide updates on legal matters under the attorney-client privilege, discussion related to the industry or other businesses potential to the area, and to instruct the public body's staff on negotiating terms for property acquisition.*

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ADJOURN

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