

**Town of Swansboro
Board of Commissioners
January 24, 2022, Regular Meeting**

In attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner Pat Turner, Commissioner Harry PJ Pugliese, Commissioner Larry Philpott, and Commissioner Jeffrey Conaway. It was noted that Mayor Pro Tem Tursi participated remotely as allowed by NCGS 166A-19. Governor Cooper had declared a state of emergency due to the COVID-19 Pandemic in March 2020.

Call to Order/Opening Prayer/Pledge of Allegiance

The meeting was called to order at 5:37 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. There were no comments offered.

Adoption of Agenda

On a motion by Commissioner Philpott, seconded by Commissioner Turner, the Agenda and Consent Items below were unanimously approved.

-December 13, 2021, Organizational Meeting Minutes

-Tax Refunds

Riley, James Milton	\$174.27	Military
Black, Matthew S	\$153.70	Military
Bronk, Karl Andrew & Carrie Margaret	\$16.63	Military
Samuels, Joshua Mark & Nicole Marie	\$26.14	Tag Surrender
Shaw, James Edwin	\$37.43	Tag Surrender

-Resolution Supporting Main Street Extension Improvements

Presentation

Onslow County Tax Revaluation

Onslow County Tax Administrator Harry Smith reviewed his presentation (attached herein) relating to the upcoming revaluation in of property in the county.

He reviewed that over time values changed at different rates which causes inequities. The purpose of the revaluation is to equalize property values, not to increase tax revenue. The last revaluation was in 2018 and has been conducted every 4 years since 2010.

In response to inquiries from the Board and the public, Mr. Smith clarified the following:• The time to complete the process is unknown but has begun and is ongoing to finalized

- There were no details related to how many property sales recently that were associated with people retiring or relocating
- Value established from this will stay in place for 4 years

Business Non-Consent

Schedule of Fees Amendment-Planning and Development

Manager Webb reviewed that at their January 18, 2022, regular meeting, the Historic Preservation Commission reviewed several example fee structures from other communities around the State and made a recommendation to amend the Schedule of Fees as follows:

- Change the Historic District COA Application Fee from \$400.00 to \$200.00
- Add the Historic District Demolition Fee \$2,000.00
- Change the Historic District Minor Work Application Fee from no fee to \$50.00
- Add After the Fact Penalty (Historic District) \$500.00 Major
\$100.00 Minor

Mrs. Webb indicated it was her understanding that the demolition fee was created in attempt to discourage demolition in the historic district. After discussion it was decided that the demolition fee would be reconsidered at the next board meeting, and staff was asked to invite the Chair and Vice Chair from the Historic Preservation Commissioner to attend.

Planner Jennifer Ansell joined the meeting via zoom and offered further details related to the proposed fees. She clarified that the Historic Board agreed to lower the COA fee after review of other areas processes and felt that a fee for Major was appropriate. Establishing penalties for Major & Minor Work completed without approval was also intended to discourage homeowners from doing work without approval in the Historic District.

On a motion by Commissioner Conaway, seconded by Commissioner Philpott, the fee schedule amendments were approved unanimously as follows:

- Historic District COA Application Fee \$200.00
- Historic District Minor Work Application Fee \$50.00
- After the Fact Penalty (Historic District) \$500.00 Major and \$100.00 Minor.

The demolition fee of \$2,000 would be reconsidered at the February 14, 2022, regular meeting.

Financial Report - December 31, 2021

Finance Director Johnson reviewed details from the monthly financial report, *attached herein*.

Budget Ordinance Amendment #2022-6

Parks & Recreation Director Anna Stanley reviewed that a budget amendment was needed due to additional funds that were received for the 2021 Flotilla boat prizes. Downtown restaurants donated the funds and specifically requested that they go toward improving the prizes for boat winners. The donated funds totaled \$1750. It was requested that \$1750 be received and transferred to Festival & Events/Flotilla Expenses for Flotilla prizes and payout.

On a motion by Commissioner Tuner, seconded by Commissioner Philpott, Budget Amendment \$2022-6 was approved unanimously.

Future Agenda Items

Future agenda items were 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.

It was noted that the Board would be having a special meeting on January 31st to establish their list of goals to address at their Planning Retreat on March 2nd at the Hampton Inn. The facilitator secured for the retreat was Lydian Altman from UNC School of Government.

Public Comment

Douglas Eckendorf of 113 Cormorant Drive shared that he felt the Board of Commissioners should not give the Historic Preservation Commissioner so much power and urged them to use caution on things that come from that board.

In response to that comment, Commissioner Conaway clarified for him how the Historic Commission Preservation operates, they were an “Advisory Board” and only made recommendations, and the Board of Commissioners take those and evaluate them. He recommended Mr. Eckendorf attend one of their meetings.

Jonathan McDaniel of 114 Elm Street thanked the Board for their decision to enact the new Downtown Traffic flow. He was very happy to see one-way streets in effect.

Manager’s Report/Comments

Manager Webb added the following comments to the brief that was provided in the Agenda Packet.

The Causeway Living Shoreline project construction could begin in September/October/November 2022 timeframe.

Downtown Traffic flow project completed. All one-way street markings and signs in place, and new traffic pattern was in effect.

NC DCM Resilient Coastal Communities Program (RCCP) Grant process was delayed by Dewberry due to COVID case increases. Public meeting for input would be late February early March.

Emmerton School Grant – awaiting further details from Department of Natural and Cultural Resources.

Stormwater Outfall at end of Walnut Street was in its final phase of design and the engineer indicated they hoped to get started on the project by the end of February.

Sidewalks – Phase 1: Complete. Phase 2: Incomplete due to some funding and 2 easements still not secured. Phase 3: We have not prepared survey/design on this section yet, so costs may vary more related to this priority

Visitors Center Improvements – The State Historic Division had shared the structure lost contributing status when it was relocated to its present location in 2008. Staff has reached back out to them for guidance on what could be done to get that status back.

News Release would be coming announcing that the Fire Department ISO rating remained the same.

Board Comments

Mayor Pro Tem Tursi thanked the Public Works Department for all their work in getting downtown ready for one-way traffic direction. He recommended that the town look into “gussying up” the crosswalks.

Mayor Davis shared that the Board needed to get busy on discussing the use of the State funds designated for the Emergency Operation Center. He shared that the Traffic Movement change downtown was great but had concern with signage at the intersection of Front Street at Main Street and Moore Street, he felt that the right turn option was not clean and may need to be better identified. He additionally thanked Spencer Marsinek with the Swansboro Baseball Association for their New Year’s Eve Event, Public Works staff for all they did to get the one-way streets marked and sign in stalled, and Anna Stanley for her efforts on raising money for the Flotilla prizes.

Commissioner Pugliese mentioned that the one-way direction of Moore Street should be monitored. He also inquired on the status of the Moore Street Public Access grant; Manager Webb advised she would be meeting with Randy Swanson next week.

Adjournment

On a motion by Commissioner Turner, seconded by Commissioner Philpott the meeting adjourned at 7:25 pm.

Regular Meeting January 24, 2022



1

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.

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

Onslow County Tax Revaluation Presentation

Presenter: Harry Smith, Onslow County Tax Administrator

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2022 Onslow County Revaluation

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PRESENTED BY ONSLOW COUNTY

APPRAISAL DEPARTMENT

Harry Smith

Tax Administrator

Kevin Turner

Appraisal Supervisor

7

7

What is Reval?

The process of conducting a mass appraisal of all real estate parcels in the County, **in order to create a fair and equitable tax base.**

8

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Why Do We Do It?

- The Assessors Office is responsible for valuing all types of property subject to taxation: Real Estate, Personal Property, and Motor Vehicles.
- Over time, real estate values change at different rates, causing inequities in the tax base.
- The revaluation process is designed to adjust all property values back to current market values, creating equity and a fair distribution of the tax burden.

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Onslow County Reval History

- Conducted every eight years by Octennial Plan through 1992
- Advanced cycle in 1990's to do 6 year reval, then 4 years thereafter
- Current resolution is for 4 year reval beginning in 2010 and continuing every 4 years thereafter

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Revaluation Process

- Review property Characteristics
- Collect, verify, and analyze sales data
- Develop Schedule of Values
- Statistical testing
- Mass Appraisal Guidelines
 - IAAO
 - NC Department of Revenue

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Revenue Neutral Disclosure

- Adopted in 2003 Legislative Session
- Must be included in Budget Document for Comparative Analysis

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Examples of Recent Sales Transactions

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Parcel – 153376
2018 Assessed Value-\$237,750



NBHD-2014 **Twp: Jacksonville**
Sold 08/31/2021 -\$327,000 **37% INCREASE**

14

14

Parcel – 024922
2018 Assessed Value-\$122,870



NBHD-2375

Twtp: Jacksonville

Sold 09/16/2021 -\$180,000

46% INCREASE

15

15

Parcel – 047106
2018 Assessed Value-\$128,220



NBHD-1109

Twtp: Richlands

Sold 09/16/2021 -\$185,000

44% INCREASE

16

16

Parcel – 076919
2018 Assessed Value-\$232,530



NBHD-1007

Twtp: Richlands

Sold 06/21/2021 -\$278,000

20% INCREASE

17

17

Parcel – 052632
2018 Assessed Value-\$309,250



NBHD-500

Twtp: White Oak

Sold 09/09/2021 -\$400,000

29% INCREASE

18

18

Parcel – 021168
2018 Assessed Value-\$43,020



NBHD-543

Twtp: White Oak

Sold 09/14/2021 -\$101,500

136% INCREASE

19

19

Parcel – 053478
2018 Assessed Value-\$113,640



NBHD-4148

Twtp: Hubert

145 Glenwood Dr.

Sold 09/13/2021 -\$165,000

45% INCREASE

20

20

Parcel – 021754
2018 Assessed Value-\$213,940



NBHD-4350 **Town: Swansboro**
657 Shore Dr
Sold 12/30/2021 -\$330,000 **54% INCREASE**

21

21

Parcel – 008072
2018 Assessed Value-\$435,050



NBHD-4350 **Town: Swansboro**
419 Elm Street
Sold 05/19/2021 -\$805,000 **85% INCREASE**

22

22

Parcel – 026689
2018 Assessed Value-\$183,790



NBHD-4353 **Town: Swansboro**
203 Elm Street
Sold 06/30/2021 -\$350,000 **90% INCREASE**

23

23

Parcel – 059316
2018 Assessed Value-\$203,000



NBHD-4361 **Town: Swansboro**
502 Main St Ext
Sold 09/10/2021 -\$270,000 **33% INCREASE**

24

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Parcel – 044301
2018 Assessed Value-\$219,700



NBHD-4385 **Town: Swansboro**
114 Bonita
Sold 11/03/2021 -\$337,000 **53% INCREASE**

25

25

Parcel – 069435
2018 Assessed Value-\$348,740



NBHD-3275 **Twp: Stump Sound**
Sold 06/17/2021 -\$440,000 **26% INCREASE**

26

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Parcel – 073403
2018 Assessed Value-\$154,950



NBHD-3312

Town: Holly Ridge

Sold 09/17/2021 -\$228,000

47% INCREASE

27

27

Parcel – 005915
2018 Assessed Value-\$395,000



NBHD-3000

Town: Surf City

Sold 02/10/2021 -\$530,000

34% INCREASE

28

28

Parcel – 035212
2018 Assessed Value-\$588,340



NBHD-3057

Town: NTB

Sold 09/09/2021 - \$975,000

66% INCREASE

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Real Property

Valued at market value only during revaluation year.

Personal Property

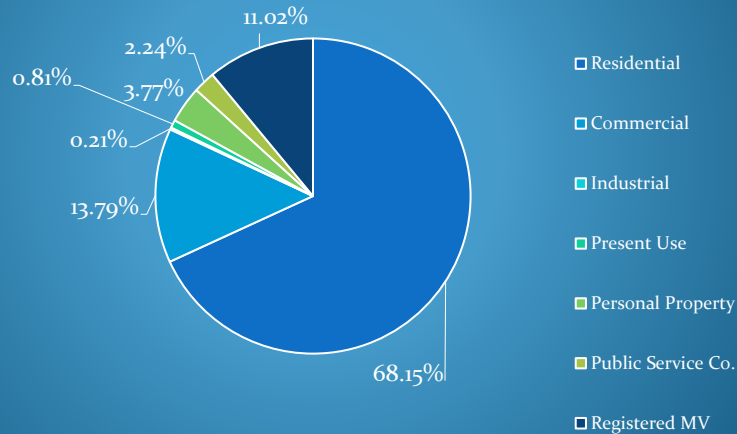
Personal property is revalued on an annual basis.

The purpose of the revaluation is to equalize market values and ensure equitable assessments within Onslow County.

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Assessed value of taxable property - FY 2021



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Revaluation Timeline

- February 15, 2022 – Target Date to Mail Value Notices
- March 1, 2022 – Begin Informal Review Process
- May 2, 2022 – Board of Equalization and Review will begin to conduct appeal hearings

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MOST FREQUENTLY ASKED QUESTIONS ?

33

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What if I disagree with the assessed value?

- Informal review with the property owner.
- Formal hearings will be conducted by the Onslow County Board of Equalization and Review.
- North Carolina Property Tax Commission is a division of the Department of Revenue.

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How to support your view

- Have a recent copy of a fee appraisal (within the last year) used for the sale, refinancing of a mortgage, or home equity loan.
- Pictures to show conditions inside and outside of the property.
- Comparative sales in the neighborhood.

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Why did my property value change from last year?

- The values used for last year's tax billing were established in the last revaluation in 2018.
- The 2022 revaluation values will be based on sales of Real Property which occur in 2021.
- The purpose of the revaluation is to equalize property values, not to increase tax revenue.

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How much will my taxes change?

- The revaluation establishes total assessed value of all properties in Onslow County.
- The amount of taxes are influenced by the revenue requirements of the county budget.
- The tax rate is determined by the Board of County Commissioners.

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When will the new value take effect?

The effective date of the new assessed value is January 1, 2022. This value will be the basis for the tax bills mailed in July 2022 and due in September of 2022.

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Additional Questions ?

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NEW BUSINESS/NON-CONSENT

Schedule of Fees Amendment-Planning and Development

At their January 18, 2022, regular meeting, the Historic Preservation Commission reviewed several example fee structures from other communities around the State and made a recommendation to amend the Schedule of Fees.

Recommended Action: Amend the Schedule of Fees as proposed

Presenter: 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 DECEMBER 31, 2021)

REVENUES

EXPENDITURES

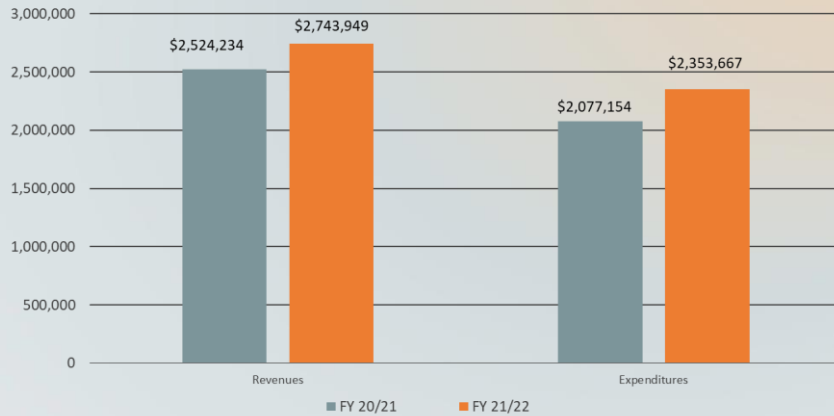
LOAN PAYMENTS

INVESTMENTS

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**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF DECEMBER 31, 2021)**

GENERAL FUND



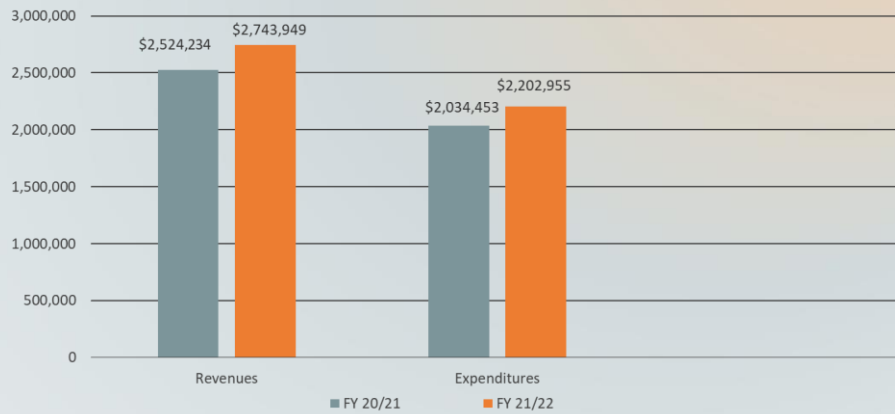
ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$390,282**

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**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF DECEMBER 31, 2021)**

(ACTUAL)

GENERAL FUND



(ENCUMBRANCES NOT INCLUDED)
Total Excess of Revenues Over Expenditures **\$540,994**

44

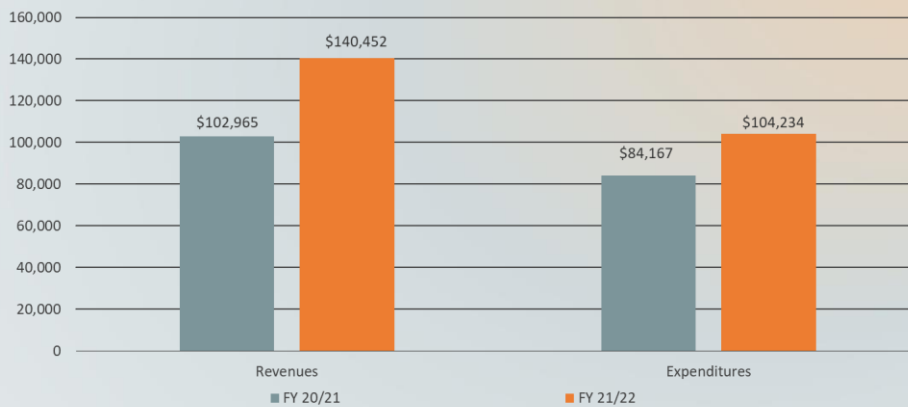
DEPT.	BUDGET	(PAID YEAR TO DATE) ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % December 31, 2021
GOVERNING BODY	27,422	11,051	1,142	44.5%
ADMIN SERVICES	410,302	179,059	858	43.9%
FINANCE	253,881	133,994	-	52.8%
LEGAL	42,000	24,118	-	57.4%
PUBLIC BUILDINGS	406,657	142,447	19,628	39.9%
FIRE	796,411	389,749	16,426	51.0%
PERMITTING	259,117	115,942	116	44.8%
POLICE	1,043,180	523,090	3,960	50.5%
PUBLIC WORKS-STREETS	197,114	83,440	36,805	61.0%
POWELL BILL-STREETS	105,081	7,832	24,154	30.4%
PARKS & RECREATION	338,538	146,719	33,137	53.1%
CHURCH STREET DOCK	13,708	2,198	1,000	23.3%
EMERGENCY MANAGEMENT	66,185	60,000	4,160	96.9%
FESTIVALS & EVENTS	117,804	57,919	8,319	56.2%
NON DEPARTMENTAL	398,158	325,396	1,008	82.0%
TOTAL	4,475,557	2,202,955	150,712	52.59%

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**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF DECEMBER 31, 2021)**

STORMWATER ENTERPRISE FUND

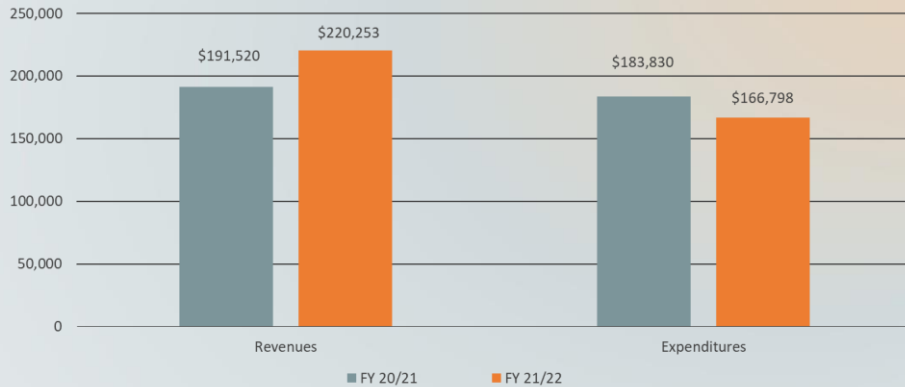


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$36,218**

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**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF DECEMBER 31, 2021)**

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$53,455**

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**TOWN OF SWANSBORO
LOAN REPORT
(AS OF DECEMBER 31, 2021)**

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 DECEMBER 31, 2021)**

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$5,173,633	.03%
NC CMT-General	\$100,004	.01%

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Any Questions

?

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NEW BUSINESS/NON-CONSENT

Budget Ordinance Amendment #2022-6

Additional funds were received for the 2021 Flotilla boat prizes. Downtown restaurants donated the funds and specifically requested that they go toward improving the prizes for boat winners. The donated funds totaled \$1750. Requesting that \$1750 be received and transferred to Festival & Events/Flotilla Expenses for Flotilla prizes and payout.

Recommended Action: Motion to approve Budget Ordinance Amendment #2022-6

Presenter: Anna Stanley – Parks 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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ADJOURN

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