

**Town of Swansboro
Board of Commissioners
February 22, 2021 Regular Meeting**

In attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner Pat Turner, Commissioner Harry PJ Pugliese, Commissioner Larry Philpott, and Commissioner Laurent Meilleur. It was noted that the Board had returned to remote meetings through the ZOOM platform as allowed by NCGS 166A-19. Governor Cooper had declared a state of emergency due to the COVID-19 Pandemic in March 2020 and it remained in effect.

Call to Order/Opening Prayer

The meeting was called to order at 5:30 pm. Mayor Davis gave the invocation.

Public Comment

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

Adoption of Agenda

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Turner, the Agenda and Consent Items below was unanimously approved.

Meeting Minutes – 2/8/21 Regular Meeting

Business Non-Consent

Downtown Traffic Analysis – Manager Seaberg explained that the Board reviewed and discussed a draft plan in November 2018 prior to his arrival and had made suggested modifications beyond the scope of the draft plan. He met with Jeff Hochenadel of the Timmons Group in March 2020 to clarify the Board’s guidance and further met with NCDOT in June of 2020 who vetted the suggested changes the Board had made.

Mayor Davis understood the following traffic pattern(s):

- Front Street would be one-way moving South from NC24 toward Church Street
- Church Street would be one-way moving West from Front Street to Water Street, then two-way to NC24
- Water Street would remain two-way
- Main Street would be two-way from moving East from NC24 to Water Street, then one-way East to Front Street, and two-way across Front Street to the street-end
- Moore Street would remain one-way moving West from Front Street, then East two-way across Front Street to the street-end

Manager Seaberg noted that Moore Street was already one-way. NCDOT had approved the traffic movement from NC24 onto Front Street as one-way.

Hypothetically, Commissioner Meilleur inquired, if the streets were closed for a festival/event on the first Sunday of the month – what impact would that have? Jeff Hochanadel believed the two-way movement may have to be re-opened in that event – he would need to look at the movement/duration closer. Signage would be important.

Manager Seaberg believed Public Works could do the work to re-mark the parking spaces based on the traffic movement recommended. Mr. Hochanadel recommended allowing his firm to design the parking space layout and crosswalks, but this would require NCDOT review once again, which may delay implementation yet again.

Commissioner Turner noted that tourist season was only a couple months away – if implementation were delayed into the season, the work would need to be pushed to the Fall. Commissioner Philpott believed a cobblestone crosswalk or similar design would be a nice touch in the historic district. Board members agreed with the statements made by Commissioner Turner and Philpott and asked that Mr. Hochanadel see if there was a quick review process that NCDOT might consider so the project could be accomplished this Spring.

On a motion by Commissioner Meilleur, seconded by Commissioner Turner the Downtown Traffic Analysis modified draft was adopted and the Timmons Group to provide implementation procedures/design as noted by unanimous vote.

Southeastern NC Regional Hazard Mitigation Plan Adoption – To reduce the Nation's mounting natural disaster losses, the U.S. Congress passed the Disaster Mitigation Act of 2000 (DMA 2000). The act emphasized the need for state, local and Tribal government entities to closely coordinate on mitigation planning activities and makes the development of a hazard mitigation plan a specific eligibility requirement for any local or Tribal government applying for federal mitigation grant funds. In short, if a jurisdiction were not covered by an approved mitigation plan, it would not be eligible for mitigation grant funds.

The purpose of the Southeastern NC Regional Hazard Mitigation Plan was to update the existing plan to demonstrate progress and reflect current conditions; integrate Onslow County and the municipalities in the County into the Southeastern NC Regional Hazard Mitigation Plan (as we previously participated in a county-wide plan); increase public awareness and education; maintain grant eligibility for participating jurisdictions; update the plan in accordance with Community Rating System (CRS)

requirements, where applicable; and maintain compliance with state and federal legislative requirements for local hazard mitigation plans. The current Plan would expire on April 25, 2021.

On a motion by Commissioner Philpott, seconded by Mayor Pro Tem Tursi, Resolution 2021-R1 formally adopting the Southeastern NC Regional Hazard Mitigation Plan was unanimously approved.

401K Increased Contribution Match Consideration – At its January 11, 2021 regular meeting, Board support was shown to consider increasing the Town's match of 401K contributions from 1% to up to 3% for general employees. Board members inquired as to the number of current participants and potential cost if the Town saw 100% participation. Currently, there were 11 employees participating in this program. The cost to increase the match up to 3% for those currently participating for FY 20/21 would be \$ 4,512.97. If we included those not currently participating (11 employees) the cost for FY 20/21 would be \$7,715.41.

Mayor Davis asked what year one would cost if all eligible employees contributed 3%. Manager Seaberg suggested \$16,840 for the first year, \$17,000 for year two, which included a CPI of 3% on salaries. Note – these figures did not include the Police Department 5% contribution the Town was mandated to pay. Although, no employee feedback had been sought, Manager Seaberg believed it would be a good incentive for employees to contribute and/or contribute more.

Mayor Pro Tem Tursi noted concerns with the recent House Bill 119 shared by the Manager today, which could put a damper on future budget actions. (In short, HB 119 proposed allowing business property owners a deferment on their property taxes.)

Commissioner Turner felt more comfortable with a 2% increase, asking what that figure would be if 22 fulltime employees participated. Manager Seaberg gave an estimate of \$12,000. Commissioner Meilleur and Pugliese still supported 3% with review each year. Other agreed to 2% with the unknowns of HB 119.

On a motion by Commissioner Turner, seconded by Commissioner Philpott the Town's 401K contribution was increased up to a 2% match for those contributing for remainder of FY 20/21. The vote was unanimous.

Budget Ordinance Amendment #2021-5 – Multiple departments required amending for FY 20/21. The source for all proposed amendments would be to appropriate Fund Balance.

Non-Departmental – At the January 11th meeting, \$28,041 was approved for Public Works Capital installment amounts to be set aside for future purchase of a Tundra \$12,500, GMC Sierra \$9,375 and \$6,166 for a Ventrac multiple purpose unit.

Fire Department – At the January 11th meeting, \$26,000 was approved for one full time position for the remainder of FY 20/21 and \$60,000 to be set aside for a Ladder Truck purchase in a future year.

Public Buildings – The Town was in receipt of an invoice for floor installation at the Fire Department. The funds were encumbered in FY 19/20; however, the funds went back to fund balance because they were not used prior to the end of the fiscal year. Requested \$15,411 be appropriated back out of fund balance for its intended purpose.

On a motion by Commissioner Philpott, seconded by Commissioner Turner, Budget Ordinance Amendment 2021-5 was unanimously approved.

Financial Report - January 2021 – Finance Director Johnson reviewed details from the monthly financial report, *attached herein*. Revenues were up, with only 9% left to collect this year.

Future Agenda Items – A memo detailing proposed upcoming agenda items was reviewed and an opportunity for the Board to introduce any new items was given.

Noting no items scheduled for March 8, 2021, the Board agreed to cancel the meeting. Swansboro High School recognitions and Economic Development Committee/Plan discussion to be added for the March 22, 2021 meeting.

Public Comments

Citizens were offered an opportunity to address the Board regarding items not listed on the agenda. No comments were offered.

Manager's Comments

Manager Seaberg entertained questions from the Manager's Brief provided in the agenda packet. No questions were asked.

Manager Seaberg added that the Carolina Wetlands Association was scheduled to present at the March 2, 2021 Planning Board meeting.

Dockwalk Project – The grant agreement with NC Coastal Management was still pending.

Water Street Retro-fitting – to be scheduled later in the year.

Board Comments

Mayor Pro Tem Tursi urged the Board to read HB 119. If passed as written, it would have severe impacts on the upcoming budget, as property taxes was a major revenue stream for the Town.

Mayor Davis thanked the staff for long meeting last week. He hoped to receive the Priorities/Goals soon.

Closed Session

On a motion by Commissioner Turner, seconded by Commissioner Philpott the Board entered closed session at 8:00 pm pursuant to NCGS 143-318.11 (a) (6) to review the Manager and Assistant Manager/Town Clerk evaluations.

On a motion duly made in closed session, the Board re-entered open session at 7:15 pm.

Mayor Davis announced that the Board unanimously awarded a 2% Merit Increase for both the Manager and Assistant Manager/Town Clerk.

Adjournment

On a motion by Commissioner Pugliese, seconded by Commissioner Philpott, the meeting adjourned at 7:15pm.

Regular Meeting February 22, 2021



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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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PRESENTATION

Downtown Traffic Analysis

The November 2018 version of this plan had some recommendations that the Board was not comfortable moving forward with. With that said, a review meeting with the contractor, The Timmons Group, took place on March 9, 2020 with updated Board requirements. Those adjustments were later vetted through NC Department of Transportation in June of 2020, to which they saw no conflicts on the changes.

Action Needed: Motion to approve the plan as amended and provide instructions as to how staff should move forward on implementation.

**Presenters: Jeff Hochanadel – Timmons Group
Chris Seaberg – Town Manager**

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NEW BUSINESS/NON-CONSENT

Southeastern NC Regional Hazard Mitigation Plan

In an effort to reduce the Nation's mounting natural disaster losses, the U.S. Congress passed the Disaster Mitigation Act of 2000 (DMA 2000). The act emphasizes the need for state, local and Tribal government entities to closely coordinate on mitigation planning activities and makes the development of a hazard mitigation plan a specific eligibility requirement for any local or Tribal government applying for federal mitigation grant funds. In short, if a jurisdiction is not covered by an approved mitigation plan, it will not be eligible for mitigation grant funds.

The purposes of the Southeastern NC Regional Hazard Mitigation Plan are to update the existing plan to demonstrate progress and reflect current conditions; integrate Onslow County and the municipalities in the County into the Southeastern NC Regional Hazard Mitigation Plan (as we previously participated in a county-wide plan); increase public awareness and education; maintain grant eligibility for participating jurisdictions; update the plan in accordance with Community Rating System (CRS) requirements, where applicable; and maintain compliance with state and federal legislative requirements for local hazard mitigation plans. The current Plan expires on April 25, 2021

Action Needed: Motion to approve Resolution 2021-R1 to adopt the Southeastern North Carolina Regional Hazard Mitigation Plan

Presenter: Jennifer Ansell - Planner

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NEW BUSINESS/NON-CONSENT

401K Increased Contribution Match Consideration

At the Board's January 11, 2021 regular meeting, support was expressed to increase the Town's 401K contribution match from 1% up to 3% for general employees. Currently, there are 11 fulltime employees participating in the program. As part of the discussions, Board members also inquired as to the number of current participants and the potential cost if the Town saw 100% participation.

Action Needed: Discuss and instruct staff on 401K match. If increased approved, amount could be added to Budget Amendment 2021-5.

Presenter: Chris Seaberg – Town Manager

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NEW BUSINESS/NON-CONSENT

Budget Amendment 2021-5 Multiple Departments

1. Non-Departmental - \$28,041 for Public Works Capital installment set aside for future purchase of a Tundra \$12,500, GMC Sierra \$9,375, and \$6,166 for a Ventrac multiple-purpose unit. Source of Funds: Appropriated Fund Balance
2. 2. Fire Department - \$26,000 for one full time position for the remainder of FY 20/21 and \$60,000 set aside for a Ladder Truck purchase in a future year.
Source of Funds: Appropriated Fund Balance
3. 3. Public Buildings - Re-appropriate \$15,411 for floor installation at the Fire Department. Funds were encumbered in FY 19/20; however, not expended prior to the end of the fiscal year.
Source of Funds: Appropriated Fund Balance

Action Needed: Motion to approve Ordinance Amendment 2021-5

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 JANUARY 31, 2021)

REVENUES

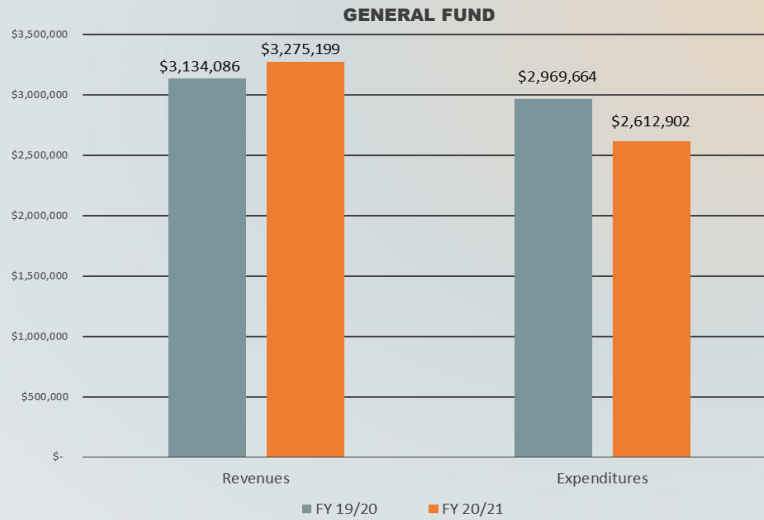
EXPENDITURES

LOAN PAYMENTS

INVESTMENTS

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

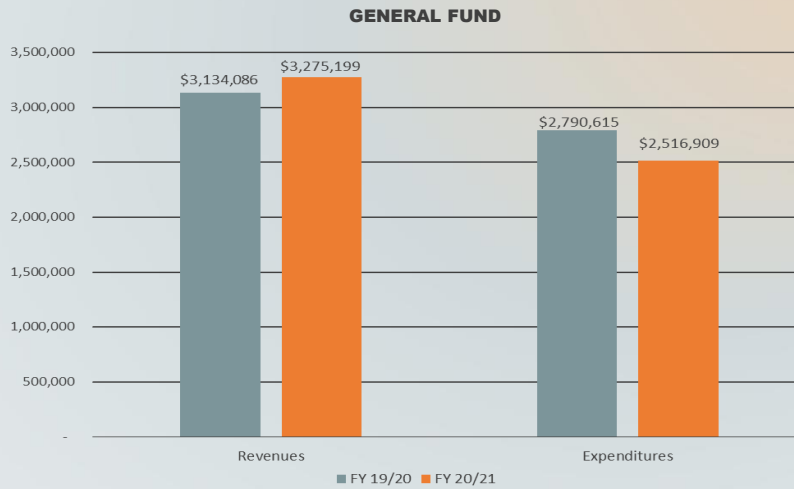


Total Excess of Revenues Over Expenditures **\$662,297**

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

(ACTUAL)

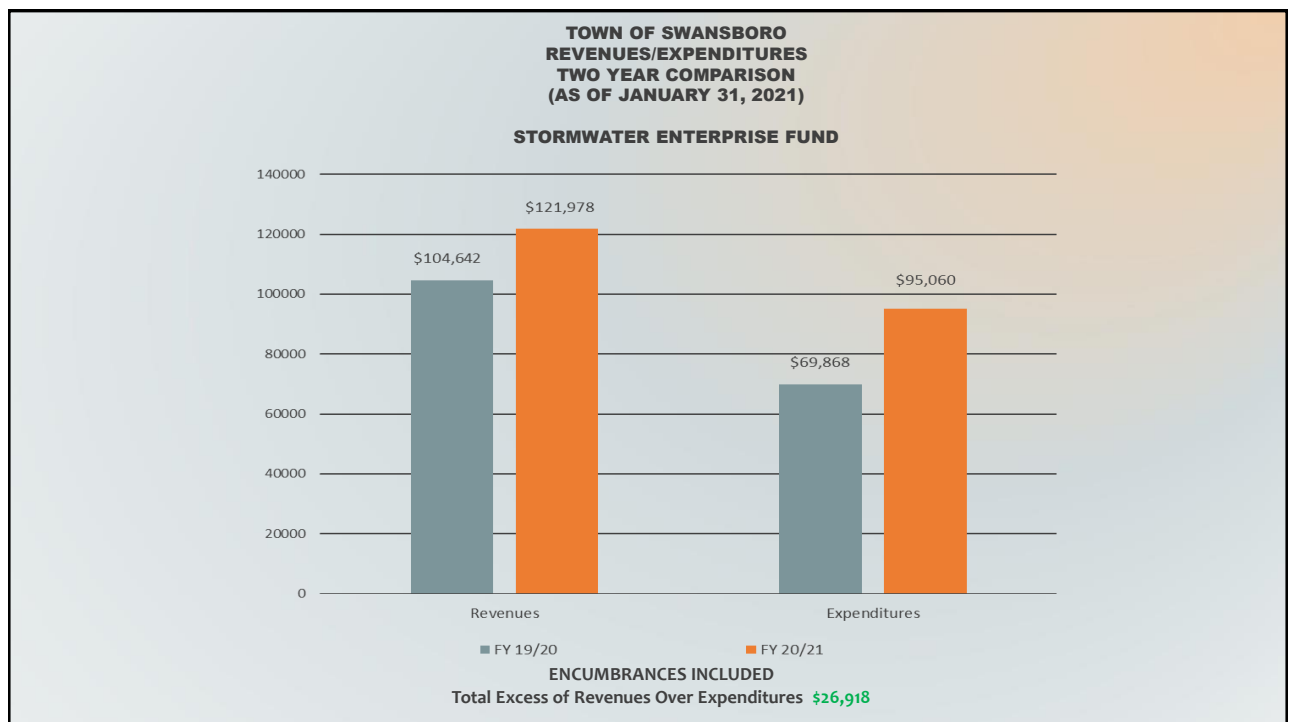


Total Excess of Revenues Over Expenditures **\$758,290**

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DEPT.	BUDGET	(PAID YEAR TO DATE) ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % January 31, 2021
GOVERNING BODY	14,098	7,666	419	57.4%
ADMIN SERVICES	424,705	231,426	5,526	55.8%
FINANCE	299,761	138,813	-	46.3%
LEGAL	42,000	17,726	-	42.2%
PUBLIC BUILDINGS	338,341	149,327	11,506	47.5%
FIRE	882,243	451,884	50,098	56.9%
PERMITTING	222,887	118,537	-	53.2%
POLICE	1,050,587	547,745	3,074	52.4%
PUBLIC WORKS-STREETS	296,493	213,565	4,011	73.4%
POWELL BILL-STREETS	90,318	10,806	4,156	16.6%
PARKS & RECREATION	290,318	120,727	11,957	45.7%
CHURCH STREET DOCK	8,230	2,264	-	27.5%
EMERGENCY MANAGEMENT	169,212	131,994	4,029	80.4%
FESTIVALS & EVENTS	95,451	2,134	1,199	3.5%
NON DEPARTMENTAL	402,476	372,293	17	92.5%
TOTAL	4,627,120	2,516,909	95,993	56.5%

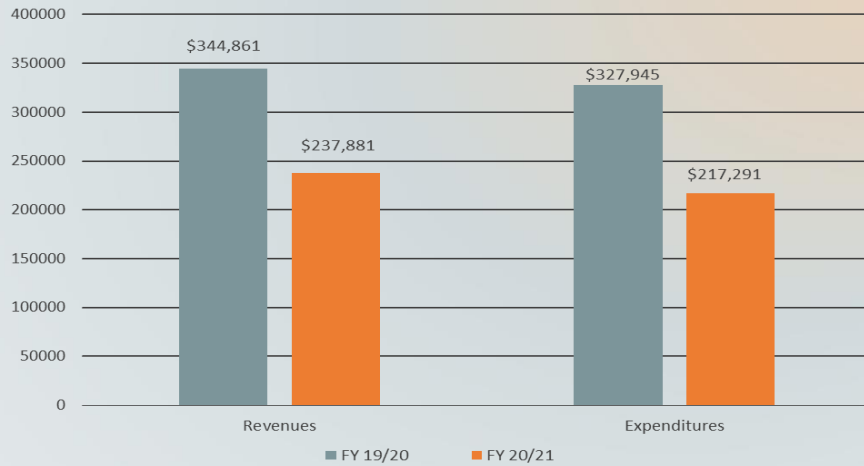
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**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF JANUARY 31, 2021)**

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$20,590**

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

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$602,591	2.69	03/21/2028	\$84,724
Public Safety Facility	\$160,000	2.58	12/22/2024	\$45,160
Fire Truck	\$265,418	2.08	11/01/2026	\$47,512
Equipment/Vehicles	\$50,832	1.87	11/01/2021	\$51,783
Sleeping Quarters	\$150,000	2.43	12/14/2026	\$29,253
Grapple Truck/Town Hall Generator	\$227,700	1.72	6/25/2025	\$47,917
Total Debt	\$1,456,541			\$306,349

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**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF JANUARY 31, 2021)**

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$1,068,703	.03%
NC CMT-General	\$3,323,532	.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: Paula Webb – Assistant Manager/Clerk

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PUBLIC COMMENT

Citizen opportunity to address the Board.

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MANAGER'S COMMENTS

Chris Seaberg, 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 Laurent Meilleur

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CLOSED SESSION

*Motion to enter Closed Session pursuant to NCGS
143-318.11 (a) (6) to review Manager and Assistant
Manager Evaluations*

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ADJOURN

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