

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

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

Call to Order/Opening Prayer

The meeting was called to order at 5:30 pm and roll call taken. 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 Commissioner Philpott, seconded by Mayor Pro Tem Tursi, the Agenda and Consent Items below, along with approval to release the September 13, 2021, closed session minutes were unanimously approved.

Meeting Minutes

September 13, 2021, Closed Session Minutes

October 25, 2021, Closed Session Minutes

November 8, 2021, Regular Meeting Minutes

November 8, 2021, Closed Session Minutes

Business Non-Consent

Food Truck Discussion – Tabled from the November 8, 2021, Regular Meeting

Planner Ansell reviewed that the Board approved Ordinance 2021-O7 at the July 26, 2021, meeting which permitted food trucks and push carts on properties within the B-1, B-2, B-3, and M-I zoning districts, however, the eligible properties also had to be within either the Traditional Town Center, Suburban Town Center, or Employment/Light Industrial land use designation as identified on the Future Land Use Map in the 2019 CAMA Land Use Plan.

Following the approval, the Board requested that the Planning Board consider a recommendation to exempt the outparcel located at 1411 W. Corbett Ave (parcel #050965) from the requirement that it be in one of the three land use designations. The Commissioners also expressed a desire to do so without amending the Land Use Plan. The property at 1411 W. Corbett Ave is within the B-1 zoning district but is designated as Low-Density Suburban Neighborhood on the Future Land Use Map.

The Planning Board reviewed the request at their October 5, 2021, regular meeting and unanimously recommended denial of the proposal due to its inconsistency with Section 5, Future Land Use, of the 2019 CAMA Land Use Plan.

After discussion the Board noted that there would be a need an update to the Land Use Plan now that some time had passed, and along with the Planning Board, there would need to be complete a review to determine the needed changes. This exception would be on hold until and/or when edits to the Land Use Plan are agreed on and/or changed.

Financial Report - October 31, 2021

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

Future Agenda Items – Future agenda items for the coming month 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 Board discussed changing the first meeting of the month back to a workshop meeting and having the regular meeting as the second meeting. The workshop would be specifically for review of the regular meeting agenda items. It was decided that a workshop could be held on the first meeting of the month if the workload allowed, if not, they would consider a special meeting for a workshop.

Mayor Davis asked for recognition of an athlete from Swansboro High School achieving 4th at states in Cross Country to be added to a future agenda. The Board reminded the Mayor that the policy for recognition of athletes was for those who had achieved the championship. While it was a great accomplishment, the Board felt recognition would be best presented at the school in front of their peers.

Mayor Davis also inquired on the addition of discussion related to funds that were coming to Swansboro for sidewalks and the EOC facility. Manager Webb shared that no details had been received from the state, only verbal approval. Board members preferred to wait until confirmation and details on the funding were received.

Public Comments

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

Manager's Report

Manager Webb entertained any questions from the managers brief in the packet. In response to inquires from the Board, Manager Webb shared:

- 4 of the 6 easements requests that were sent to residents recently regarding the Old Hammock sidewalks had come back and awaiting funding to proceed.
- The One-Way signs were ordered for the traffic change to Front Street. Once those are received then the process would begin with education and patrols.
- Partnering with other facilities in Town for an EOC location would be investigated, and on a suggestion, The Landings would be a location to consider.

Board Comments

Board members expressed Thanksgiving sentiments and shared they were thankful to be meeting in person again.

Mayor Davis thanked the staff especially Public Works for their work on the Town events. He inquired on the Flotilla event and the number of entries. Director Stanley indicated 15 entries to date. He also shared that he had received feedback about the crosswalk at the Fire department not being utilized during recent events and requested it be utilized in the future. Manager Webb shared that there had not been enough staff available for the most recent events.

Closed Session

On a motion by Commissioner Philpott the Board entered closed session pursuant to NCGS 143-318.11 a (2) to review 2021 Sam Bland Award applications, and (5) to review contract terms of a public officer. The motion was seconded by Commissioner Pugliese and unanimously approved.

Pursuant to a motion duly made in closed session, the Board returned to open session.

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Meilleur, the contractor for Town Manager Paula Webb was approved unanimously.

Adjournment

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Meilleur, the meeting adjourned at 7:50 pm.

Regular Meeting November 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.

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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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NEW BUSINESS/NON-CONSENT

Food Truck Discussion

Tabled from November 8, 2021, Regular Meeting

The Board of Commissioners approved Ordinance 2021-07 at the July 26, 2021, meeting which permitted food trucks and push carts on properties within the B-1, B-2, B-3, and M-I zoning districts, however, the eligible properties also had to be within either the Traditional Town Center, Suburban Town Center, or Employment/Light Industrial land use designation as identified on the Future Land Use Map in the 2019 CAMA Land Use Plan.

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Presenter: Jennifer Ansell - Planner

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NEW BUSINESS/NON-CONSENT

Food Truck Discussion (continued)

The Planning Board reviewed the request at their October 5, 2021, regular meeting and unanimously recommended denial of the proposal due to its inconsistency with Section 5, Future Land Use, of the 2019 CAMA Land Use Plan.

Action Needed: *Discuss and provide further guidance.*

Presenter: Jennifer Ansell - Planner

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BUSINESS NON-CONSENT

Monthly Financial Report - October 2021

Presenter: Sonia Johnson – Finance Director

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**TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF OCTOBER 31, 2021)**

REVENUES

EXPENDITURES

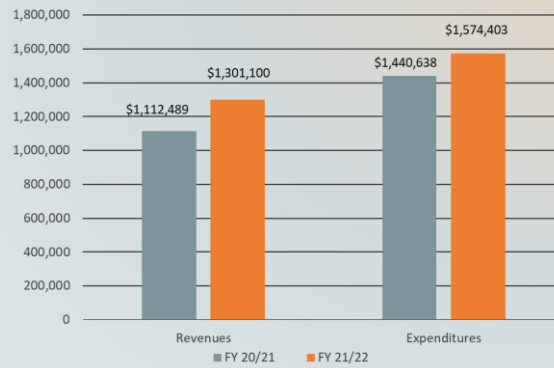
LOAN PAYMENTS

INVESTMENTS

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

GENERAL FUND



ENCUMBRANCES INCLUDED

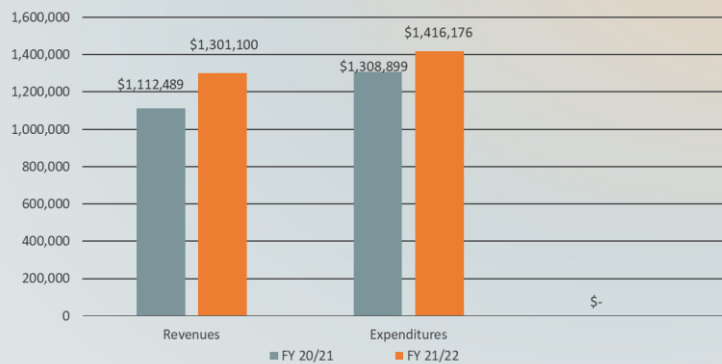
Total Excess of Revenues Over Expenditures **(\$273,303)**

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

(ACTUAL)

GENERAL FUND



(ENCUMBRANCES NOT INCLUDED)

Total Excess of Revenues Over Expenditures **(\$115,076)**

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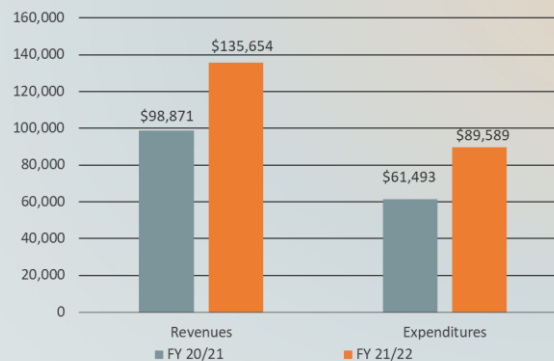
DEPT.	BUDGET	(PAID YEAR TO DATE) ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % October 31, 2021
GOVERNING BODY	27,422	8,410	1,204	35.1%
ADMIN SERVICES	410,302	124,486	1,062	30.6%
FINANCE	253,881	80,508	-	31.7%
LEGAL	42,000	15,198	-	36.2%
PUBLIC BUILDINGS	406,657	69,446	20,049	22.0%
FIRE	796,411	244,919	9,965	32.0%
PERMITTING	259,117	72,620	141	28.1%
POLICE	1,043,180	321,497	10,897	31.9%
PUBLIC WORKS-STREETS	197,114	51,268	39,434	46.0%
POWELL BILL-STREETS	105,081	5,123	24,756	28.4%
PARKS & RECREATION	338,538	87,716	38,447	37.3%
CHURCH STREET DOCK	13,708	1,115	1,000	15.4%
EMERGENCY MANAGEMENT	66,185	31,000	4,160	53.1%
FESTIVALS & EVENTS	117,804	53,226	5,307	49.7%
NON DEPARTMENTAL	398,158	249,645	1,805	63.2%
TOTAL	4,475,557	1,416,176	158,227	35.18%

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

STORMWATER ENTERPRISE FUND

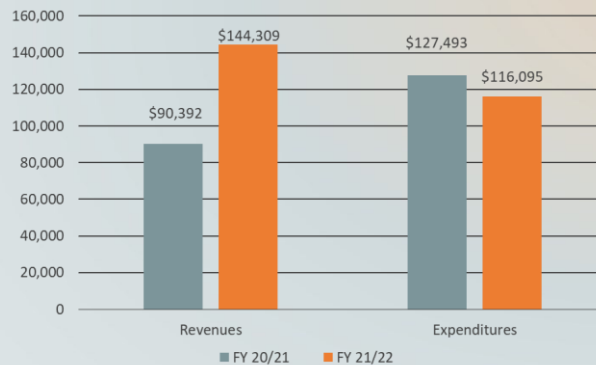


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$46,065**

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

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$28,214**

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**TOWN OF SWANSBORO
LOAN REPORT
(AS OF OCTOBER 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	\$160,000	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	\$150,000	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	\$1,361,903			\$329,726

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

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$4,530,280	.03%
NC CMT-General	\$100,004	.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

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 Laurent Meilleur

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CLOSED SESSION

Motion to enter closed session pursuant to NCGS 143-318.11 (a) (2) to review 2021 Sam Bland Award applications, and (5) to review contract terms of a public officer.

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ADJOURN

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