

**Town of Swansboro
Board of Commissioners
January 23, 2023, Regular Meeting**

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

Call to Order/Opening Prayer/Pledge

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 given.

Adoption of Agenda and Consent Items

On a motion by Commissioner Turner, seconded by Commissioner Philpott, the agenda and the below consent items were approved unanimously.

Meeting Minutes

- July 11, 2022, Regular Meeting
- July 25, 2022, Regular meeting
- July 25, 2022, Closed Session
- August 8, 2022, Regular Meeting
- August 18, 2022, Joint/Retreat Special Meeting with Planning Board

Tax Refund Requests

Baldwin, Eric Christopher - \$178.66 - Tag Surrender

- Lopez, David Yazmin, & Lopez, Veronica Yazmin - \$256.32 - Military
- Karnes, Cynthia Suzanne - \$46.52 - Military

Appointments/Recognitions/Presentations

Recognition of Lindsay Williams

Mayor Davis recognized music teacher Lindsay Williams from Swansboro Elementary. Mrs. Williams was chosen by the NC Music Educators Association as the North Carolina Elementary Music Teacher of the Year for 2022.

Employee of the Quarter

Manager Webb introduced the Employee of the Quarter, Aliette Cuadro. She shared that Aliette was nominated by her peers for her commitment as a newer employee learning all the various aspects of the Admin Services department.

Board Appointments

Town Clerk Fender shared that board member Paul Wysocki of the Flood Management Appeal Board had been unresponsive to attempts to confirm his desire to serve on the board. Removal from the Flood Management Appeals Board and appointment of a new member was requested.

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Turner, Mr. Wysocki was unanimously removed as a member of the Flood Management Appeals Board.

On a motion by Commissioner Philpott, seconded by Commissioner Conaway, Brent Lanier was unanimously appointed to the Flood Management Appeals Board.

Public Hearing

Text Amendment related to Massing Standards in the Historic District

Planner Correll shared that following review of massing standards, other community ordinances and specific statutes, as well as recent case law related to such, staff had prepared UDO text amendments to Appendix III Historic District Design Standards, Section 11 New Construction. The intent of the regulations was to assure that new construction, including additions, would be in harmony with the special character of the historic district.

In response to inquiries from the board Mrs. Correll clarified the following:

- Not all new construction would require a massing study, the need would be determined at application review.
- Massing studies that are required would be reviewed by staff and the Historic Preservation Commission

The public hearing was opened at 5:53 pm then closed as no comments were made.

On a motion by Commissioner Philpott, seconded by Commissioner Turner Ordinance 2023-O2 controlling massing in the historic district and a statement of consistency was approved unanimously.

Business Non-Consent

Budget Ordinance Amendment #2023-02

Finance Director Johnson shared that the budget ordinance needed to be amended for multiple departments as follows:

- Fire Department: Two staff members resigned, and payment of accrued vacation leave to include retirement benefits of \$18,991 needs to be disbursed. Source of Funds: Appropriated Fund Balance

- Police Department: An employee was promoted to an exempt position and payout for compensatory time to include retirement benefits of \$4,537 needs to be disbursed. Source of Funds: Appropriated Fund Balance
- Emergency Management: Internet was installed last Fiscal Year at the Swansboro Methodist Church/temporary EOC in preparation of 2022 hurricane season. The annual cost for the service is \$1,575. Requesting \$1,575 be appropriated from fund balance for its intended purpose. Source of Funds: Appropriated Fund Balance
- Parks & Recreation: In late September 2022, Moore Street Dock was damaged due to Tropical Storm Ian. The storm was not declared a disaster; therefore, the Town would not be eligible for FEMA disaster funds. The total cost to repair the dock is \$3,600. Requesting \$3,600 be appropriated from fund balance. Source of Funds: Appropriated Fund Balance
- Church Street Dock: On 7/28/2022, the power pedestal was damaged by an insured vessel during their stay. The cost to repair and install the power pedestal is \$1,864. The Town received the funds from the boater's insurance provider, and it will be used to pay for the damage. Source of Funds: Insurance Proceeds
- Festivals & Events: Additional funds were received for the 2022 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 \$1,600. Acknowledge receipt of \$1,600 for Festival & Events /Flotilla Expenses for prizes and payout. Source of Funds: Festivals & Events
- Reappropriations: Funds that went back to fund balance because they were not used prior to the end of last Fiscal Year. Source of Funds: Appropriated Fund Balance

On a motion by Commissioner Pugliese, seconded by Commissioner Philpott, Budget Ordinance Amendment #2023-02 was approved unanimously.

Financial Report as of December 31, 2022 and ARP Grant Update
Finance Director Johnson reviewed details from the monthly financial report, attached herein with the PowerPoint presentation of the meeting.

With regard to Ad Valorem taxes at 78%, Mrs. Johnson shared that was attributed to more were collected than usual and sales taxes was up.

Future Agenda Topics

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. No other items were introduced.

Public Comment

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

Manager's Comments

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

Board Comments

Commissioner Philpott shared that the EOC/PSB committee met with the consultant last week.

Commissioner Turner shared that ONWASA was likely to receive a grant to replace the Mt. Pleasant Road pump station, which would end up being moved.

Closed Session

On a motion by Commissioner Turner, seconded by Commissioner Conaway, the board enter closed session pursuant to NCGS 143-318.11 (a) (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

Pursuant to a motion duly made in and seconded in closed session the board returned to open session.

Adjournment

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Turner, the meeting adjourned at 7:10 pm.

Regular Meeting January 23, 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 1 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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Recognition of Lindsay Williams

Presenter: John Davis – Mayor

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Employee of the Quarter

Presenter: Paula Webb – Town Manager

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Appointments

Board Appointments

Board member Paul Wysocki of the Flood Management Appeal Board has been unresponsive to attempts to confirm his desire to serve on the board. Emails and phone calls have been sent to ensure he wants to continue to serve, and all have been met with no response. Removal from the Flood Management Appeals Board and appointment of a new member is requested.

Recommended Action: Recommended Action:

1. *Consider removal of unresponsive member from Flood Management Appeals Board.*
2. *Consider appointment to Flood Management Appeals Board.*

Presenter: Alissa Fender– Town Clerk

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PUBLIC HEARING

Text Amendment related to Massing Standards in the Historic District

Following review of massing standards, other community ordinances and specific statutes, as well as recent case law related to such, staff has prepared UDO text amendments to Appendix III Historic District Design Standards, Section 11 New Construction.

Recommended Action: Recommended Action:

1. *Hold a Public Hearing;*
2. *Motion to approve or deny Ordinance 2023-02 controlling massing in the historic district and adopt a statement of consistency*

Presenters: Andrea Correll – Planner

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NEW BUSINESS/NON-CONSENT

Budget Ordinance Amendment #2023-02

The budget ordinance needs to be amended for multiple departments.

Recommended Action: Motion to approve Budget Ordinance Amendment #2023-02

Presenter: Sonia Johnson – Finance Director

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NEW BUSINESS/NON-CONSENT

Financial Report as of December 31, 2022, and ARP Grant Update

Presenter: Sonia Johnson – Finance Director

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**TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF DECEMBER 31, 2022)**

REVENUES

EXPENDITURES

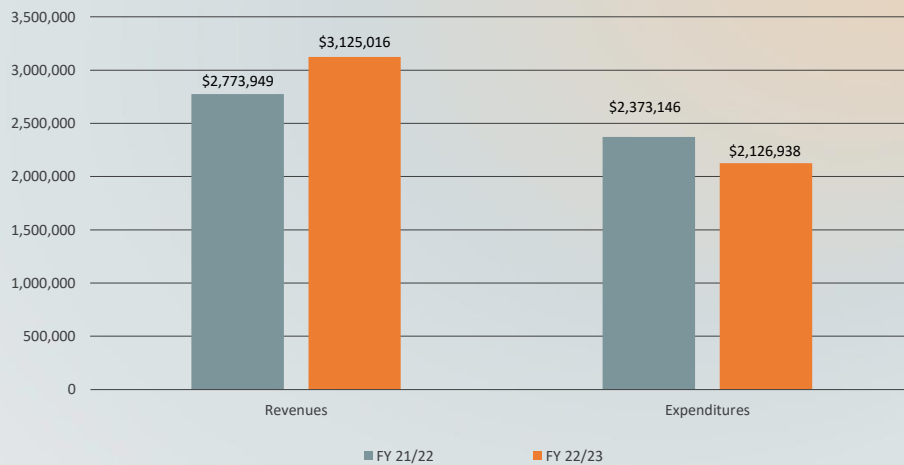
LOAN PAYMENTS

INVESTMENTS

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

GENERAL FUND



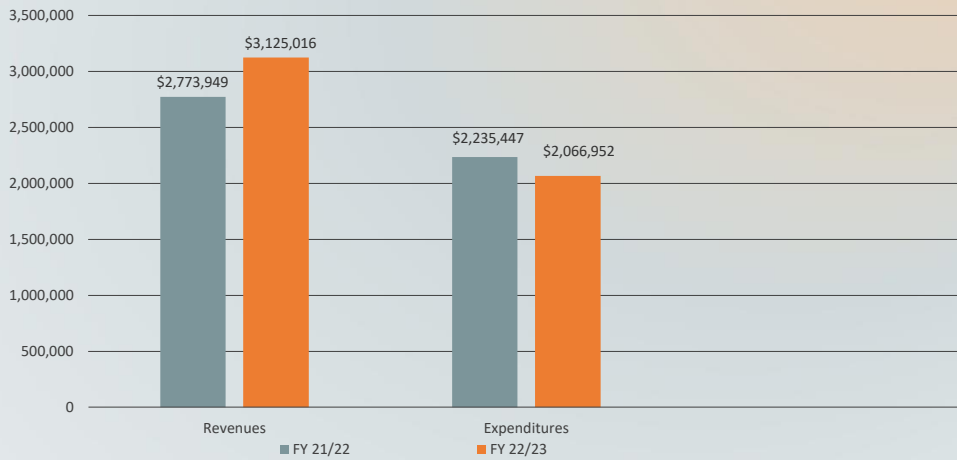
ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$998,078**

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

(ACTUAL)

GENERAL FUND



(ENCUMBRANCES NOT INCLUDED)

Total Excess of Revenues Over Expenditures \$1,058,064

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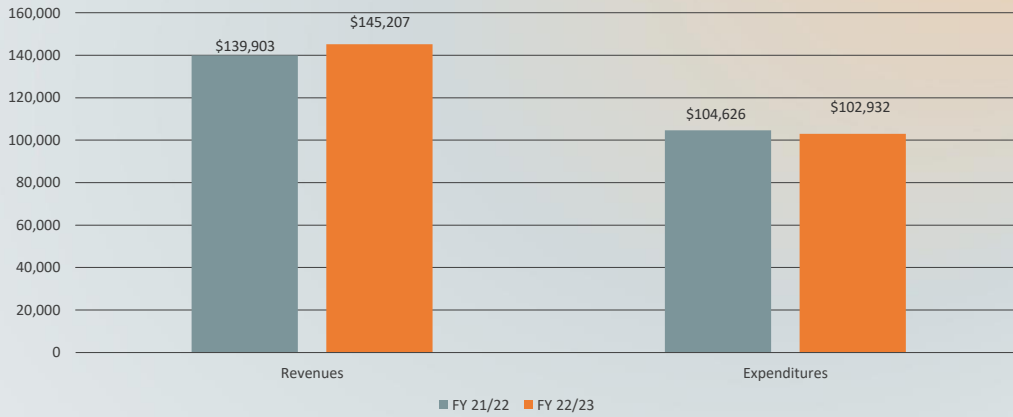
DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % December 31, 2022
GOVERNING BODY	29,902	13,629	-	45.6%
ADMIN SERVICES	374,944	196,486	-	52.4%
FINANCE	265,670	132,358	-	49.8%
LEGAL	43,000	17,795	-	41.4%
PUBLIC BUILDINGS	389,207	129,073	19,399	38.1%
FIRE	1,040,223	393,499	10,182	38.8%
PERMITTING	360,338	130,456	-	36.2%
POLICE	1,055,357	401,929	4,292	38.5%
PUBLIC WORKS-STREETS	375,286	147,004	1,919	39.7%
POWELL BILL-STREETS	111,526	3,866	2,607	5.8%
PARKS & RECREATION	357,647	144,658	15,920	44.9%
CHURCH STREET DOCK	7,590	2,588	579	41.7%
EMERGENCY MANAGEMENT	1,125	787	-	70.0%
FESTIVALS & EVENTS	122,849	53,132	5,084	47.4%
NON DEPARTMENTAL	483,302	299,693	3	62.0%
TOTAL	5,017,966	2,066,952	59,986	42.39%

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

STORMWATER ENTERPRISE FUND

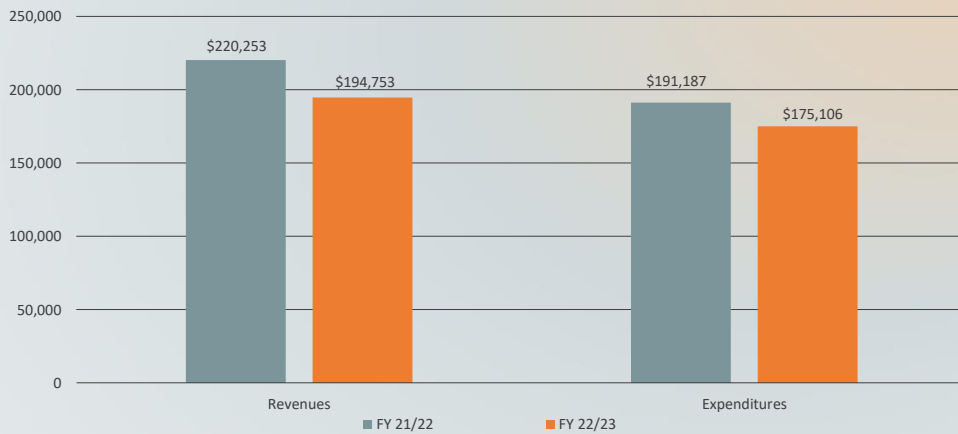


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$42,275**

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

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$19,647**

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**TOWN OF SWANSBORO
LOAN REPORT
(AS OF DECEMBER 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	\$80,000	2.58	12/22/2024	\$42,064
Fire Truck	\$179,671	2.08	11/01/2026	\$47,512
Sleeping Quarters	\$100,000	2.43	12/14/2026	\$28,038
Grapple Truck/Town Hall Generator	\$138,943	1.72	6/25/2025	\$47,917
Vehicles(Police & Fire Department) & Software	\$89,360	1.84	7/15/2026	\$23,377
Total Debt	\$1,051,693			\$273,632

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**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF DECEMBER 31, 2022)**

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	11,106,276	.10%
NC CMT-General	\$1,283,820	3.92%

OSBM Funds included in First Citizens Bank balance- \$6,100,000

- Emergency Operations Center-\$6,000,000
- Sidewalks-\$100,000

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GRANT UPDATE

	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,065,725	\$258,234	\$444,525	\$362,966
Swansboro Bicentennial Park Boardwalk Extension	\$163,350	\$15,397	\$0	\$147,953
Emergency Operation Center	\$6,003,975	\$78	\$0	\$6,003,897
Emmertton School Repairs	\$424,000	\$0	\$0	\$424,000
Total Outstanding Grants	\$7,657,050	\$273,709	\$444,525	\$6,938,816

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Any Questions

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NEW BUSINESS/NON-CONSENT

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.

Action Needed: : *Discuss and provide any guidance*

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 pursuant to NCGS 143-318.11 (a) (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

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ADJOURN

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