

**Town of Swansboro  
Board of Commissioners  
February 23, 2023, Special 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. Commissioner Pat Turner arrived at 1:45 pm.

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**Call to Order**

The meeting was called to order at 1:30 pm.

The purpose of the meeting was for discussion of the FY 23/24 Budget and introduction of Capital Improvement Requests, further American Rescue Plan Funding Requests and any Staffing Needs for the upcoming year.

**Capital Improvement Requests**

Manager Webb reviewed each departments requests.

***Parks & Recreation Requests***

Comprehensive Master Plan Update	\$5,000 (Set aside through FY 32-33)
Property Acquisition/Park Enhancements	\$25,000 (Set aside through FY 32-33)
Waterfront Implementation	\$10,000 (Set aside through FY 32-33)
Festivals and Events	\$25,000 (Set aside through FY 32-33)
GMC Sierra Replacement FY 22/23	\$8,000 (Set aside through FY 27-28)
Recreation Center Fitness Room Equipment	\$6,500 (Set aside through FY 32-33)
Municipal Park Basketball Court Renovation	<u>\$20,000</u> (Capital Outlay)
(\$2,222 Set aside FY 24-25 through FY 32-33)	
FY 23-24 Set aside Total	\$79,500

In response to inquiries from the board, Parks Director Stanley shared that the intent for requesting \$25,000 as a flat rate for events was for the purchase of golf carts. The Board requested that a golf cart usage plan be created for review to determine if purchase would be of more benefit than renting and/or getting supplied by sponsorships.

***Fire Department Requests***

1705 Replacement	\$23,182 (Set aside through FY 32-33)
Ladder 1717 Replacement	\$75,500 (Set aside through FY 32-33)
1709/Utility Truck to Replace Brush Truck	\$5,000 (Set aside through FY 29-30)
Chief's Truck Replacement 1700	\$5,700 (Set aside through FY 27-28)

UHF System (\$50,000 from ARP Funds)	<u>\$50,000</u> (Capital Outlay)
FY 23-24 Set aside Total	\$109,382

In response to inquiries from the board, Chief Degnan explained that even though the ladder truck has a life expectancy of 30 to 35 years, keeping the truck to that age ends up being difficult to maintain due to parts not getting made any longer. Additionally, ISO ratings are affected by the age of equipment.

### ***Public Works***

Ford F150 Pickup Replacement (\$40,000 from ARP Funds)	\$8,000 (Set aside through FY 27-28)
Chevrolet K4500 Replacement	\$10,000 (Set aside through FY 32-33)
2010 Toyota Tundra Replacement (\$8,000 Set aside FY 24-25 through FY 32-33)	\$40,000 (Capital Outlay)
Cab Tractor	<u>\$132,104</u> (Loan Proceeds)
FY 23-24 Set aside Total	\$18,000

In response to inquiries from the Board, Director Bates shared that the use of a Cab mower would not only reduce time cutting grass on Highway 24 but could also be used for the fields at Municipal Park. Additionally, in consideration of renting the device, overtime it would be likely that the expense would end up costing more than the purchase price.

The board desired to have confirmation on if the fee to mow sidewalks on Highway 24, paid by NCDOT, covered the cost of the personnel it takes to complete the task.

### ***Police Department***

New Patrol Car	\$8,000 (Set aside through FY 32-33)
New Patrol Car	<u>\$8,000</u> (Set aside through FY 32-33)
FY 23-24 Set aside Total	\$16,000

In response to inquiries from the Board, Chief Taylor clarified that having less vehicles than officers, results in the vehicle wearing out faster because they would be in operation more often.

### ***Permitting***

Replace 2008 GMC SIERRA 1500	\$40,000 (Capital Outlay)
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(\$8,000 set aside FY2 4-25 through FY 28-29)

FY 23-24 Set aside Total    \$0

In response to inquiries from the board, Planner Correll shared that the Land Use Plan was last updated in 2019 and is not due for an update. The board recommended repurposing vehicles from another departments, such as the Police department, if available.

### ***Infrastructure***

Sidewalk Construction

\$50,000 (Set aside through FY 32-33)

The board was supportive of a possible increase in the amount for sidewalks.

### **Personnel Requests/Salary Discussion**

#### ***Parks & Recreation Request***

Parks Director Stanley shared that her personnel request was for a full-time position instead of part-time for the Recreation Coordinator and two part-time dock attendants. The Recreation Coordinator position was restructured to encompass event coordination as well, to keep someone in the position. Dock attendants would be scheduled seasonally from May – September on Friday, Saturday & Sundays alternating the weekends worked.

#### ***Public Works Request***

Public Works Director Bates shared that his department was still in need of an additional maintenance technician.

#### ***Police & Fire Requests***

Fire Chief Degnan and Police Chief Taylor were both in agreement that comp time accumulation in lieu of overtime pay was of no benefit to their departments. They requested consideration for their department employees to be provided with overtime pay instead of earning comp time. Over the past several years many employees that have left employment have had to be paid out for a large amount of comp time. The amount paid at that point was based on their rate of pay at exit not the rate of pay at which they earned the comp time which in most instances was more per hour. If an employee was to take off time to use earned comp time, the employee that covers their shift ends up earning comp time, so the total amount of earned comp time in the departments was never reduced.

Board members requested that a comparison of overtime verses comp time be provided at the future workshop for the 21/22 fiscal year.

### ***Salaries, COLA, Merit***

Manager Webb shared that there were several positions in which the salary was below the 2022 NCLM ranges. The town only provided a COLA with no merit increase in the prior fiscal year.

Board members felt that the positions which reflected lower than the NCLM ranges should be brought up and were in favor of considering a COLA and a merit increase.

### **ARP Funding Recommendations**

Manager Webb reviewed the following items that were recommended for purchase through the reaming ARP funds. As a reminder she shared that funds are due to be allocated by 2024 and spent by 2026.

- UHF Radio System (Fire)	\$50,000
- Gator (Fire)	\$14,000
- 4 Wheeler/ATV (Public Works)	\$15,000
- 2010 Toyota Tundra Replacement (Public Works)	\$27,500
- 2008 GMC Sierra Replacement (Permitting)	<u>\$30,625</u>
Total:	\$137,125

Manager Webb shared that the fireworks vendor indicated that usage of the island in the middle area was more desirable and that some type of ATV would be of benefit to help transfer all the supplies. Additionally, the equipment could be also utilized for stormwater maintenance needs on easements instead of a large piece of equipment.

### **Follow Up**

Manager Webb reviewed that the following items were captured as needed for follow-up with future budget discussions.

- Gold Cart Usage Plan (Rent vs. Purchase)
- FY 21/22 comparison of Overtime vs. Comp Time
- NCDOT rate for Highway 24 mowing
- Rental cost of Public Works equipment vs. purchase
- Consider out of service police vehicles for repurposing to other departments
- Increase to sidewalk funds

### **Board Comments**

Commissioner Philpott shared that he preferred to see more overall details for the budget before making any decision.

Mayor Davis shared that he felt the Parks & Recreation requests were very aggressive and there was no discussion/consideration on a future swimming pool. He also shared that he felt the Police & Fire salaries still needed to be increased and consideration should be given for Ambulance & Paramedic services through the town. Additionally, he would not be in favor of raising taxes.

### **Adjourn**

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Conaway, the meeting adjourned at 4:04 pm with unanimous approval.

## Initial Department Requests Capital Improvement **Set Aside** for FY 23/24

Department	Amount
Parks & Recreation	\$ 79,500
Fire	\$109,032
Public Works	\$ 18,000
Police	\$ 16,000
Infrastructure	\$ 50,000
<b>Total Initial Capital Improvement Set Aside for FY 23/24</b>	<b>\$272,532</b>

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## Initial Department Requests **Capital Outlay** for FY 23/24

Department	Item	Amount
Parks & Recreation	Municipal Park Basketball Court Renovation	20,000
Fire	VHS Radio System-**	50,000
	Gator-**	14,000
		64,000
Public Works	2010 Toyota Replacement-**(\$27,500)	40,000
	Cab Tractor-Loan Proceeds	132,104
	4-Wheeler-Fireworks & Stormwater-**	15,000
		187,104
Permitting	2008 GMC Sierra replacement-**(\$30,625)	<u>40,000</u>
<b>Total Initial Capital Outlay Requests</b>		<b>\$311,104</b>

**Note-Town Manager Recommendations-ARP Funds\*\*-\$137,125**

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## American Rescue Plan Grant Funds

### Town Manager Recommendations

Department	Item	Amount
Fire	VHS Radio System	\$50,000
	Gator	\$14,000
Public Works	4-Wheeler-Fireworks & Stormwater	\$15,000
	2010 Toyota Tundra Replacement	\$27,500(Capital Reserve \$12,500) Cost \$40,000
Permitting	2008 GMC Sierra Replacement	\$30,625 (Capital Reserve\$9,375)Cost \$40,000
Total Town Manager Recommendations		\$137,125

ARPA funds remaining-Balance as of 12/31/22	\$ 174,891.66
Less: Recommended for FY 23/24	\$ 137,125.00
ARPA funds remaining if Town Manager's recommendations are approved:	\$ 37,766.66

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## Initial Department Request New Personnel for FY 23/24

Department	Full Time/Part time	Job Title
Public Works	FT	Maintenance Tech
Parks & Recreation	FT	Recreation and Special Event Coordinator
Church Street Dock	PT	PT Dock Attendants (2)

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