

Town of Swansboro
Board of Commissioners
March 27, 2023, Regular Meeting Minutes

In attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner PJ Pugliese, Commissioner Larry Philpott, 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

Ann Schuller of Front Street shared that she cares for the town and the quaintness it has. She was not in favor of the Town creating a social district downtown.

Adoption of Agenda and Consent Items

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Conaway, the agenda and the below consent items were approved unanimously.

Meeting Minutes:

- November 14, 2022, Regular Meeting
- November 14, 2022, Closed Session

Tax Refunds

- Ervin, Kathryn Marvel & Steidel, Donna Jean \$9.89 Tag Surrender
- Puca, Michael Robert Jr. \$31.32 Tag Surrender
- Stanley, June Meadows \$19.72 Tag Surrender

Appointments/Recognitions/Presentations

Life Saving Awards

Assistant Fire Chief William Stanley shared that Captain Robert Hannon and firefighters Michael Beck and Ethan Polk responded to a 911 call for a car accident in which they along with 2 bystanders provided life saving techniques on March 8 ,2023. After being transported to a nearby hospital the victim survived, and his survival was attributed to the efforts provided on scene to him at the accident.

A lifesaving award was presented to Captain Robert Hannon and firefighters Michael Beck and Ethan Polk. Mr. Brown, the victim, was present also to express his gratitude.

Employee Introduction

Manager Webb introduced Fire Chief Jacob Randall who would begin on April 3, 2023, and shared that he held a Master's Degree in Emergency Management, and was a level three fire inspector as well as holding many certificates.

Mr. Randall shared that he was excited for the opportunity and was looking forward to getting to know the community and increasing the level of service provided to the citizens.

Business Non-Consent

Social District Discussion

Planner Correll shared that the Board of Commissioners had expressed interest in learning more about a possible downtown social district. She reviewed that many of the requirements proposed were required by state statute. Businesses downtown were given a survey to provide feedback and to specify their desire to have or not have a social district downtown. Of the 12 businesses surveyed, only 2 were not in favor. This proposed district was indicated on the map herein attached as *Attachment A*.

In response to inquiries from the Board staff provided the following clarifications:

- No increase in DWI's in the other municipalities that have social districts.
- Most DWI issued are to drivers coming from the beach.
- PD does not have the manpower for an officer to be there half the day.
- Area proposed was a suggestion and could be changed.

Board members shared their concerns including enforcement, loopholes, litter increasing and that only businesses were surveyed. The establishment of the district was not supported but if revisited in the future a survey to include the residents and a possible reduction in the size of the area should be considered.

Commissioner Pugliese commented that the concern shared could occur regardless of whether there was a social district downtown or not and that he felt the district would be a good benefit for the community and the businesses.

Church St. Dock-Updated Standard Operating Procedures

Parks & Recreation Director Stanley reviewed that Church Street Dock Standard Operating Procedures were updated to include additional general rules and regulations, emergencies, safety measures, code of conduct, and new procedures of assigning boat slips upon completion of the neighboring dock.

In response to inquiries from the Board, Mrs. Stanley clarified the following.

- People who arrive for docking needs after hours are to call the # posted on the dock. If they do not do so, then it is lost revenue if not caught the next day.
- A camera recently installed will assist with enforcement of reservations.
- Online reservations cannot differentiate the boat size restrictions that are needed to certain slips, and one side is restricted to certain size boats or smaller due to neighboring Bake Bottle and Brew dock that will be constructed.

Board members were in support of the updated procedures but requested that the recommendations regarding the maximum boat sizes that was provided by the consultant due the Bake Bottle and Brew Special Use Permit hearing, with regards to the use of the dock on the side of the Bake, Bottle and Brew dock should be incorporated.

Budget Ordinance Amendment #2023-4

Finance Director Johnson reviewed that a budget amendment was needed to replace a patrol vehicle that was struck by another vehicle on February 25, 2023. A claim was filed with the NCLM and the total cost of repairs is \$8,285.20. The actual cash value is \$6,348.50; therefore, the NCLM deemed it a total loss. The Town will be receiving insurance proceeds in the amount of \$6,348.50. The cost to purchase another vehicle is \$40,688. There for the request was for \$34,339.50 to be appropriated from fund balance and \$6,348.50 from insurance proceeds for its intended purpose.

Additionally, she reviewed that quotes to complete the dredge work for the Dockwalk Extension/Day Docks Project came in over the amount indicated last year by \$13,000. The request was for the funds to be appropriated to the project, so the contract can be signed, and work started.

On a motion by Commissioner Pugliese, seconded by Commissioner Philpot Budget Ordinance Amendment #2023-4 was approved unanimously.

Ordinance Amendment #2 to the Swansboro Bicentennial Park Boardwalk Extension with Public Day Docks Project

Finance Director Johnson reviewed that with approval of the Budget Amendment #2023-4 an amendment to the project ordinance was now needed to appropriate the funds to the project so the contract can be signed and work started.

On a motion by Commission Philpot, seconded by Commissioner Conaway, Ordinance Amendment #2 to the Swansboro Bicentennial Park Boardwalk Extension with Public Day Docks Project was approved unanimously.

Financial Report as of February 28, 2023

Finance Director Johnson reviewed details from the monthly financial report, attached herein with the PowerPoint presentation of the meeting.

Mrs. Johnson shared that expenses will be forthcoming for resurfacing of streets and purchase of capital items so the Powell Bill streets % spent would be more in line in the coming months.

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.

The following items were addressed:

- Due to resignations that occurred, Board Appointments would be scheduled for the April 10, 2023, Regular Meeting
- Onslow United Transit System director was interested in providing a presentation to the board on their efforts on community outreach. The board was in favor of having his present at a future meeting.
- Dr. Gross's suggested concepts were shared with the board in regard to ways to hold High School Recognitions. The concepts were not supported, and the Board agreed that Mayor Davis would contact Dr. Gross to discuss them further.
- Future discussion on considerations to change the movement direction of Moore Street
- Resolution in opposition of Senate Bill 200 that dealt with publication requirements for public hearings.
- GFL was requested to attend a future meeting to address the recent poor services that have been provided.

Public Comment

Paula Keagy Webb shared that she was pleased with the board's decision not to move forward with the social district downtown.

Manager's Comments

Manager Webb shared the following in addition to what was included in her report.

- FEMA funds in the amount of \$290,000 were received.
- Dockwalk project will be moving forward.
- All easements were received for Priority 5 & 6 sidewalk projects.

- Church Street traffic movement change has been successful, no major complaints.
- Will be reaching out to Dockwa to discuss the situation with their contract.
- The Emmerton School project architect had to withdraw from the project due to health concerns.

Board Comments

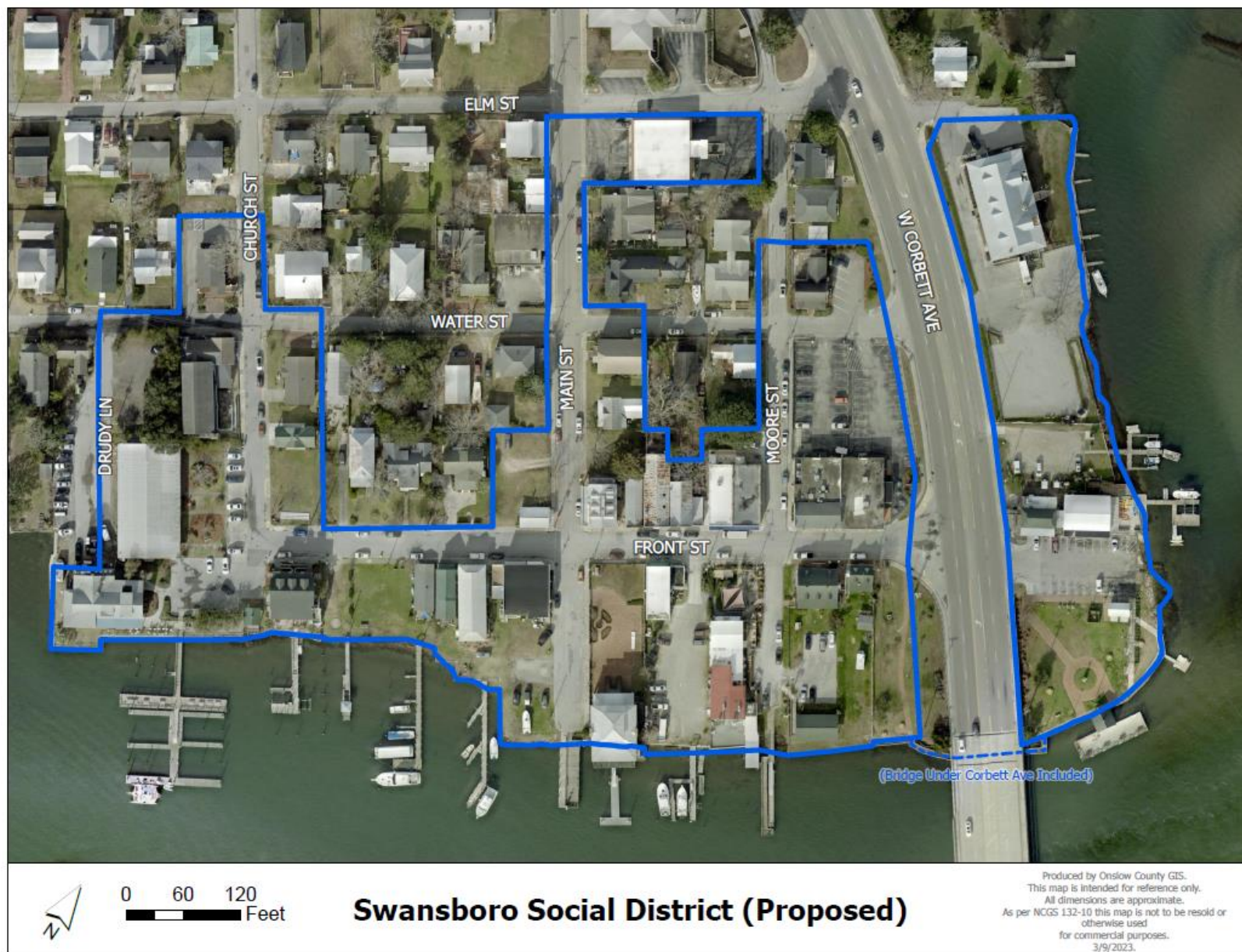
Mayor Davis shared that there would be Memorial Day service at Sanders Park and inquired if the board desired to partner with them on the event.

Board members were in support of being involved but it needed to be pursued through the Parks & Recreation department and a partnership developed from the start as all other events are handled. It was not soon enough for this year but should be considered for next year.

Mayor Pro Tem Tursi shared that he was proud to honor the Firefighters.

Adjournment

On a motion by Commissioner Conaway, seconded by Commissioner Philpott, the meeting adjourned at 7:36 pm.



Regular Meeting March 27, 2023



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.

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

Life Saving Awards

Presenter: William Stanley – Assistant Fire Chief

5

NEW BUSINESS/NON-CONSENT

Social District Discussion

The Board of Commissioners has expressed interest in learning more about a possible downtown social district.

Recommended Action: Discuss the possibility of a Swansboro Downtown Social District and direct staff to return with an agenda item for your consideration at a future meeting.

Presenter: Andrea Correll – Planner

6



7

NEW BUSINESS/NON-CONSENT

Church St. Dock-Updated Standard Operating Procedures

Church Street Dock Standard Operating Procedures are being updated to include additional general rules and regulations, emergencies, safety measures, code of conduct, and new procedures of assigning boat slips upon completion of the neighboring dock.

Recommended Action: : Review of Church Street Dock updated Standard Operating Procedures.

Presenter: Anna Stanley– Parks & Recreation Director

8

NEW BUSINESS/NON-CONSENT

Budget Ordinance Amendment #2023-4

The budget ordinance needs to be amended for multiple departments.

Recommended Action: : Motion to approve Budget Ordinance Amendment #2023-4.

Presenter: Sonia Johnson – Finance Director

9

NEW BUSINESS/NON-CONSENT

Ordinance Amendment #2 to the Swansboro Bicentennial Park Boardwalk Extension with Public Day Docks Project

Quotes to complete the dredge work for the Dockwalk Extension/Day Docks Project came in over the amount indicated last year by \$13,000. Requesting funds to be appropriated to the project so the contract can be signed, and work started.

Recommended Action: : Motion to approve Ordinance Amendment #2 to the Swansboro Bicentennial Park Boardwalk Extension with Public Day Docks Project.

Presenter: Sonia Johnson – Finance Director

10

NEW BUSINESS/NON-CONSENT

Financial Report as of February 28, 2023

Presenter: Sonia Johnson – Finance Director

11

TOWN OF SWANSBORO FINANCIAL REPORT (AS OF FEBRUARY 28, 2023)

REVENUES

EXPENDITURES

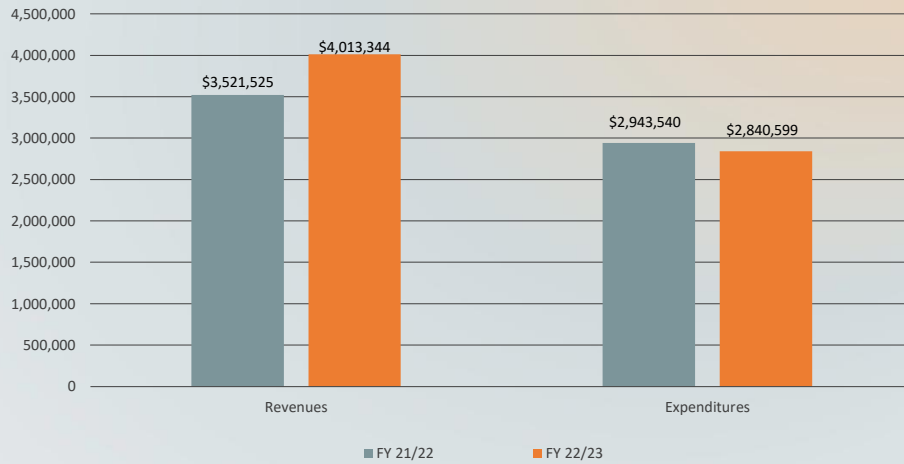
LOAN PAYMENTS

INVESTMENTS

12

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF FEBRUARY 28, 2023)**

GENERAL FUND



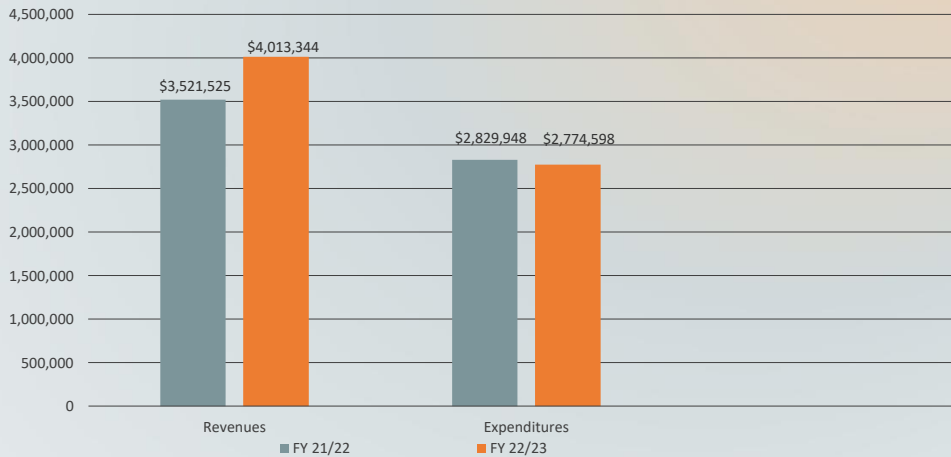
ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$1,172,745**

13

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF FEBRUARY 28, 2023)**

(ACTUAL)

GENERAL FUND



(ENCUMBRANCES NOT INCLUDED)
Total Excess of Revenues Over Expenditures **\$1,238,746**

14

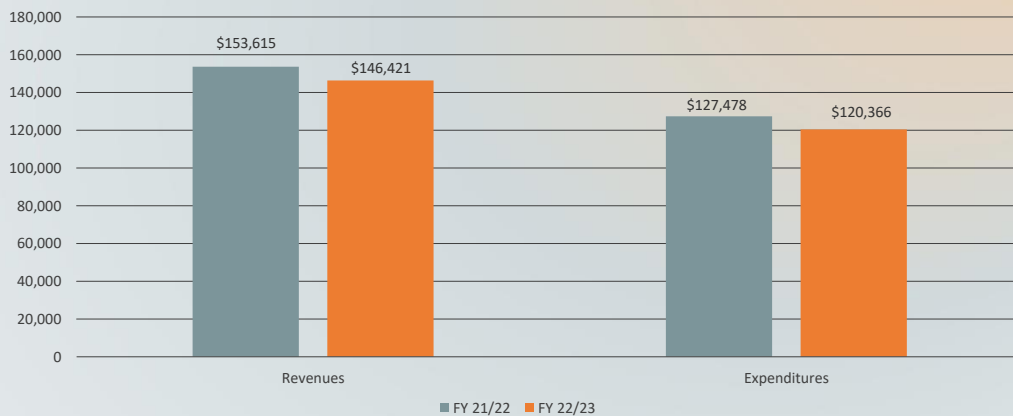
DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % February 28, 2023
GOVERNING BODY	29,902	16,525	-	55.3%
ADMIN SERVICES	374,944	235,104	-	62.7%
FINANCE	265,670	179,726	-	67.7%
LEGAL	43,000	24,345	-	56.6%
PUBLIC BUILDINGS	389,207	164,972	18,144	47.0%
FIRE	1,061,129	624,813	12,505	60.1%
PERMITTING	360,338	176,719	-	49.0%
POLICE	1,059,894	545,400	9,718	52.4%
PUBLIC WORKS-STREETS	375,286	181,698	2,350	49.0%
POWELL BILL-STREETS	111,526	5,020	3,158	7.3%
PARKS & RECREATION	361,247	202,815	14,637	60.2%
CHURCH STREET DOCK	9,454	3,697	1,139	51.2%
EMERGENCY MANAGEMENT	2,700	2,175	-	80.5%
FESTIVALS & EVENTS	124,449	63,904	4,206	54.7%
NON DEPARTMENTAL	485,530	347,682	144	71.6%
TOTAL	5,054,276	2,774,598	66,001	56.20%

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15

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF FEBRUARY 28, 2023)**

STORMWATER ENTERPRISE FUND

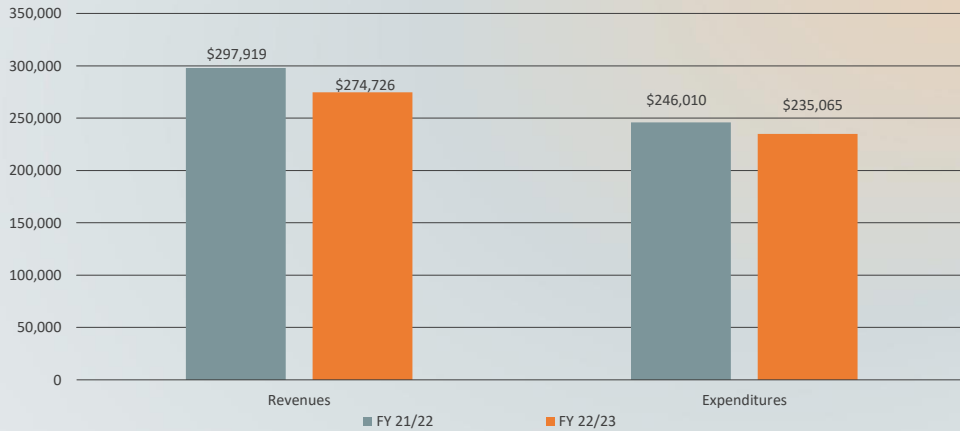


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$26,055**

16

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF FEBRUARY 28, 2023)**

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$39,661**

17

**TOWN OF SWANSBORO
LOAN REPORT
(AS OF FEBRUARY 28, 2023)**

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

18

**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF FEBRUARY 28, 2023)**

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	10,822,420	.10%
NC CMT-General	\$1,514,134	4.46%

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

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

19

GRANT UPDATE

	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,065,725	\$614,864	\$128,782	\$322,079
Swansboro Bicentennial Park Boardwalk Extension	\$163,350	\$15,397	\$0	\$147,953
Emergency Operation Center	\$6,003,975	\$14,448	\$0	\$5,989,527
Emmertton School Repairs	\$424,000	\$0	\$4,180	\$419,820
Total Outstanding Grants	\$7,657,050	\$644,709	\$132,962	\$6,879,379

20

Any Questions

?

21

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

22

PUBLIC COMMENT

Citizen opportunity to address the Board.

23

MANAGER'S COMMENTS

Paula Webb, Town Manager

24

BOARD COMMENTS

Mayor John Davis
Mayor Pro Tem Frank Tursi
Commissioner Pat Turner
Commissioner Harry “PJ” Pugliese
Commissioner Larry Philpott
Commissioner Jeffrey Conaway

25

ADJOURN

26