

**Town of Swansboro  
Board of Commissioners  
October 23, 2023, Regular Meeting Minutes**

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

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**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**

Cynthia LaCorte of 220 Elm Street shared that she felt the progress that had been made on the EOC/PSB project did not support safety as a top concern. She also shared that the Social District consideration should take in account citizens comments and concerns. She supported downtown remaining as a family environment and was not in support of the district.

Douglas Eckendorf of 113 Cormorant Drive shared that he had several inquiries about the EOC/PSB project. He inquired if there was a competitive bid process completed to select the consultant hired and if so, what process was used. He further shared that consideration should be given to use military facilities in a partnership.

Lisa Mainess Parkash of 532 Sabiston Drive, Hariette Nichols of 122 Front Street, Spade Rhude of 136 Front Street and Bill Justice of 223 Elm Street all shared their opposition to the Social District consideration for downtown.

**Adoption of Agenda and Consent Items**

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

- May 8, 2023, Regular Meeting Minutes
  - May 17, 2023, Special Meeting Minutes
  - Budget Ordinance Amendment #2024-4
  - Tax Refund Requests
- |   |          |               |
|---|----------|---------------|
| Lien, Robert Alan & Allison Brodie            | \$514.42 | Military      |
| McDonald, Evelyn Lee                          | \$24.82  | Sold/Traded   |
| Mixon, Wayne Crosby & Lynne Giddens           | \$18.19  | Tag Surrender |
| Peffley, Rachel Marie & Blake Lee             | \$28.85  | Tag Surrender |
| Schneider, Stephanie Michelle                 | \$14.86  | Tag Surrender |
| Watson, Roger Levi Jr. & Megan Anne Edwards   | \$112.09 | Tag Surrender |
| Aldret, Kenneth Manning                       | \$144.77 | Tag Surrender |
| Welch, Chad Leonard & Guillen, Sandra Soledad | \$5.88   | Tag Surrender |

## **Appointments/Recognitions/Presentations**

### *Employee Introductions*

Fire Chief Randall introduced his department's newest employees. Full-time Fire Engineer Michael Beck, Fire Captain Robert Hannon, Captain Jonathan Sevey, Assistant Chief of Training Robert Jackson.

Public Works Director Bates introduced his department's newest employees. Dustin Stiles, Ryan Smith and Joel Pierce.

### *Employee of the Quarter*

Public Works Director Bates introduced the Employee of the Quarter, Scott Brinkley. He shared that Scott had been an employee of the Town for 10 years now and was promoted to Crew Leader in September. He was selected due to all the efforts he has put into taking charge of all the public buildings and now as crew leader.

## **Business Non-Consent**

### *Social District Survey*

Project/Planning Coordinator Brehmer reviewed that the Board of Commissioners requested at the August 14th meeting to conduct a larger scale survey from Shore Drive all the way to Highway 24 to both residents and businesses. Over 300 surveys were sent out on October 3rd with a due date of October 12th.

From the start of the Social District Discussion on March 27, 2023, to today, October 23, 2023, three rounds of surveys were conducted. The scope and result of each survey were as follows:

1. March 2023, surveys were hand delivered to business owners downtown in the proposed district. The results were Yes-10 and No-2.
2. August 2023, surveys were hand delivered to both business owners and residents bordering the proposed district. The results were Yes-3 and No-5.
3. October 2023, surveys were mailed to both business owners and all residents that span from the Methodist Church on Shore Drive to Highway 24. The results were Yes-32 and No-17.

At this time the board was not in support of implementing a Social District in downtown Swansboro. The board expressed appreciation to staff for the effort to research and provide details.

### *Monthly Financial Report as of September 30, 2023*

Finance Director Johnson reviewed details from the monthly financial report, attached herein with the PowerPoint presentation of the meeting. She shared that a deficit

existed due to the ad valorem taxes which had not been received. Additionally, an option for investing the SCIF funds would be provided to the Board at a future meeting.

*Public Safety/Emergency Operations Center Professional Services for Design and Construction Phase*

Town Manager Webb reviewed that the PSB/EOC Consultant Becker Morgan had prepared the next phase – Professional Services Agreement/Design and Construction Phase for the PSB/EOC Project. Based on that Feasibility Study, the Board of Commissioners selected Option C in August and Becker Morgan had developed a preliminary design schematic for visibility and the agreement for Professional Services/Design and Construction Phases. The indicated cost for this phase would range from 8-10% of the estimated construction costs which for Option C was \$9,900,000. The Professional Services Agreement for Design and Construction is \$840,500. The services provided were broken down as follows:

- Schematic Design – 35% Documents for Review and Comment
- Design Development – 65% Documents for Review and Comment
- Construction Documents – 100% Documents for Bidding, Permitting and Construction
- Basic Services
  - o Programming (previously completed scope shown for reference) (\$19,160)
  - o Task 001
    - Schematic Design – 35% \$205,500
  - o Task 002
    - Design Development – 65% \$200,220
    - Construction Documents – 100% \$238,020
    - Design subtotal \$643,740
  - o Task 003 (please note, these may be adjusted based on final scope)
    - Bidding and Construction Administration \$196,760
  - Total \$840,500

In response to inquiries from the Board, Ernie Olds with Becker Morgan clarified the following:

- If the board desired to look for property instead of constructing on existing property, Option 1 to create a schematic design would be a good starting point from here and would be beneficial when searching/applying for additional funding/grants.
- The schematic design would include 3D renderings.

On a motion by Commissioner Philpott, seconded by Commissioner Turner, approval to proceed with Option 1 for a Schematic Design was approved unanimously.

Future consideration on land acquisition would be explored by the committee and report back to the board at a future meeting.

#### *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:

- Presentation from Ricky's Retreat

#### **Public Comment**

Bill Justice of 223 Elm Street shared that he appreciated all the Board was doing and was glad to see that the social district was not approved.

Doug Eckendorf of 113 Cormorant Drive shared that he felt the Board made the correct decision on the social district and offered his assistance to the Fire and Police Departments with the EOC/PSB project.

Cynthia Lacorte shared her appreciation to the board for not approving of the social district.

#### **Manager's Comments**

Manager Webb shared that Town Clerk Fender would be starting the Municipal County and Administration course at the UNC Chapel Hill School of Government once a week for the next 8 months.

Additionally, she shared that notification was received that the Town was awarded its 27<sup>th</sup> GFOA Certificate of Achievement for financial reporting. Appreciation was expressed to Finance Director Sonia Johnson.

#### **Board Comments**

Commissioner Conaway shared that he had judged the Halloweenie Roast this past week and it was a very enjoyable event and Parks & Recreation did a wonderful job.

Commissioner Philpott shared that he was happy with the progress that had been made with the EOC/PSB committee.

All Board members expressed their happiness and appreciation to staff for the success of the Mullet Festival and the opening parade.

**Closed Session**

On a motion by Commissioner Turner, seconded by Commissioner Philpott the board entered closed session at 7:09 pm pursuant to NCGS 143-318.11 (a) (5) to instruct the public body's staff on negotiating terms for property acquisition.

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

**Adjournment**

On a motion by Commissioner Philpott, seconded by Mayor Pro Tem Tursi, the meeting adjourned at 7:33 pm.

# Regular Meeting October 23, 2023



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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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# Employee of the Quarter

**Presenter: Gerald "Tank" Bates – Public Works Director**

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# Employee Introduction

**Presenter: Gerald "Tank" Bates – Public Works Director &  
Jacob Randall - Fire Chief**

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# NEW BUSINESS/NON-CONSENT

## Social District Survey

Staff is responding to a request made by the Board of Commissioners at the August 14th meeting to conduct a larger scale survey from Shore Drive all the way to Highway 24 to both residents and businesses concluding a continued discussion of implementing a Social District downtown. Over 300 surveys were sent out on October 3rd with a due date of October 12th.

***Recommended Action:** Direct staff to take further action developing an ordinance or decide to not pursue developing Social District at this time.*

**Presenter: Rebecca Brehmer – Projects/Planning Coordinator**

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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 SEPTEMBER 30, 2023)**

REVENUES

EXPENDITURES

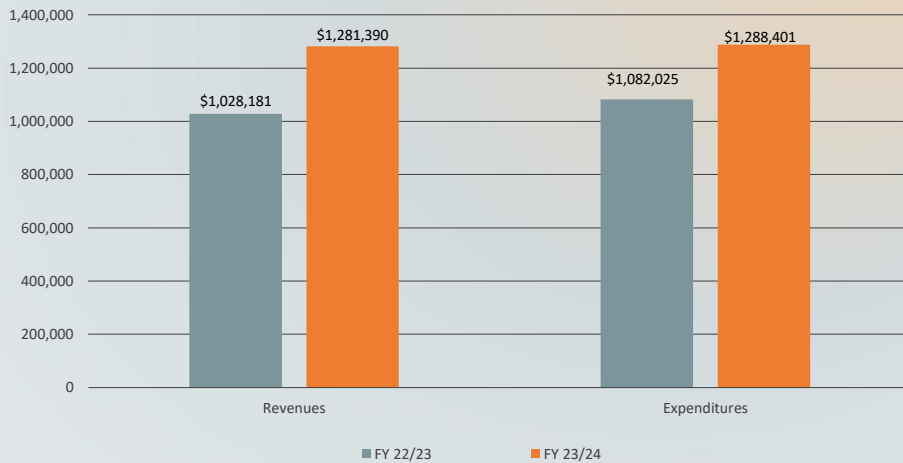
LOAN PAYMENTS

INVESTMENTS

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**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF SEPTEMBER 30, 2023)**

**GENERAL FUND**



**ENCUMBRANCES INCLUDED**

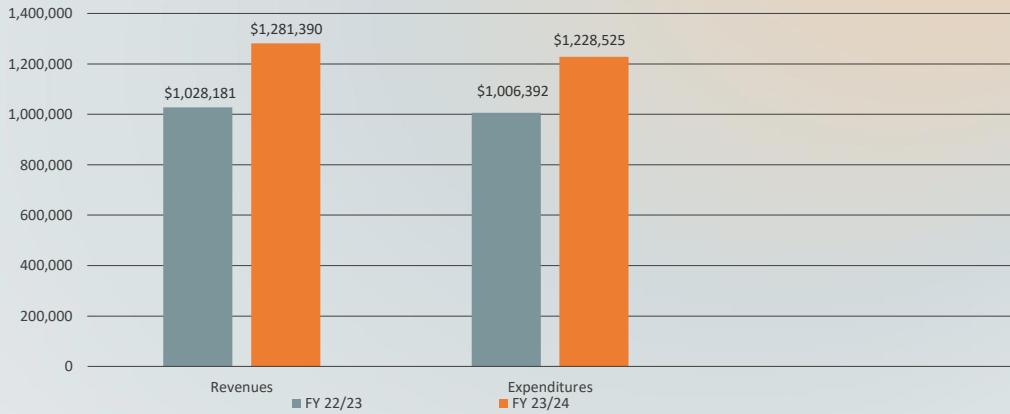
Total Excess of Revenues Over Expenditures **-\$7,011**

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**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF SEPTEMBER 30, 2023)**

**(ACTUAL)**

**GENERAL FUND**



(ENCUMBRANCES NOT INCLUDED)

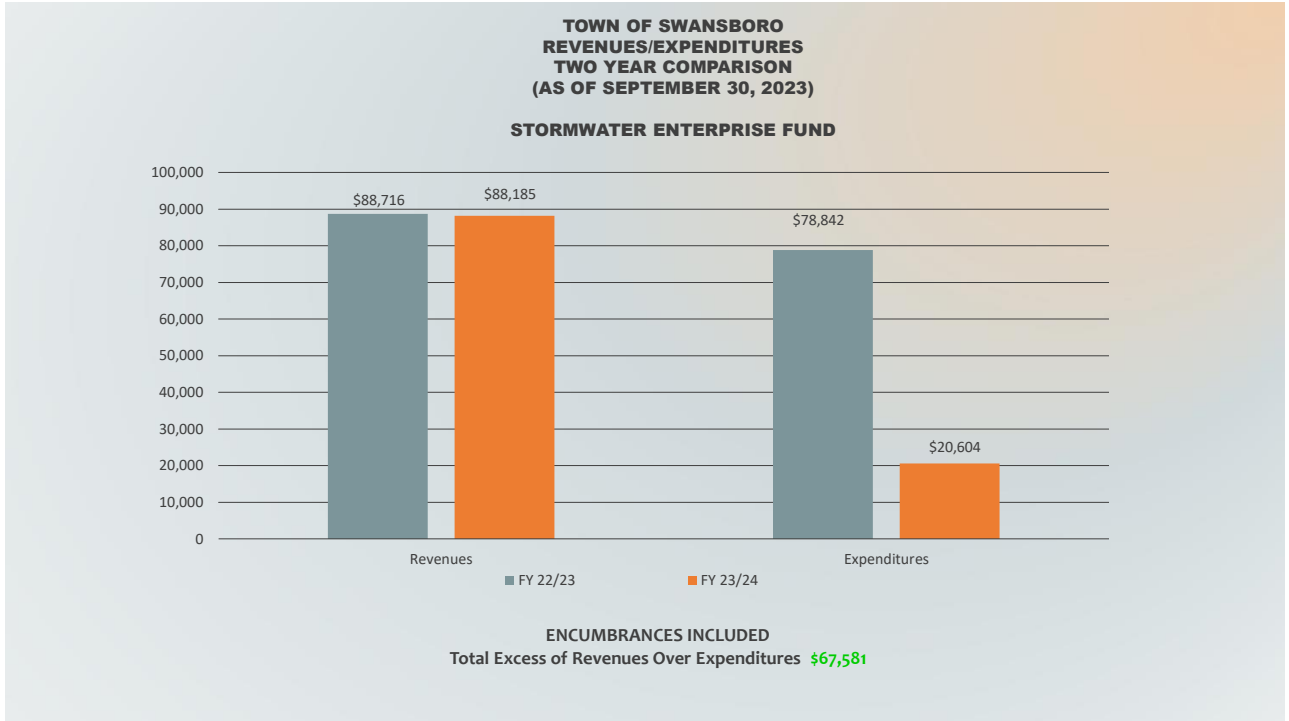
Total Excess of Revenues Over Expenditures **\$52,865**

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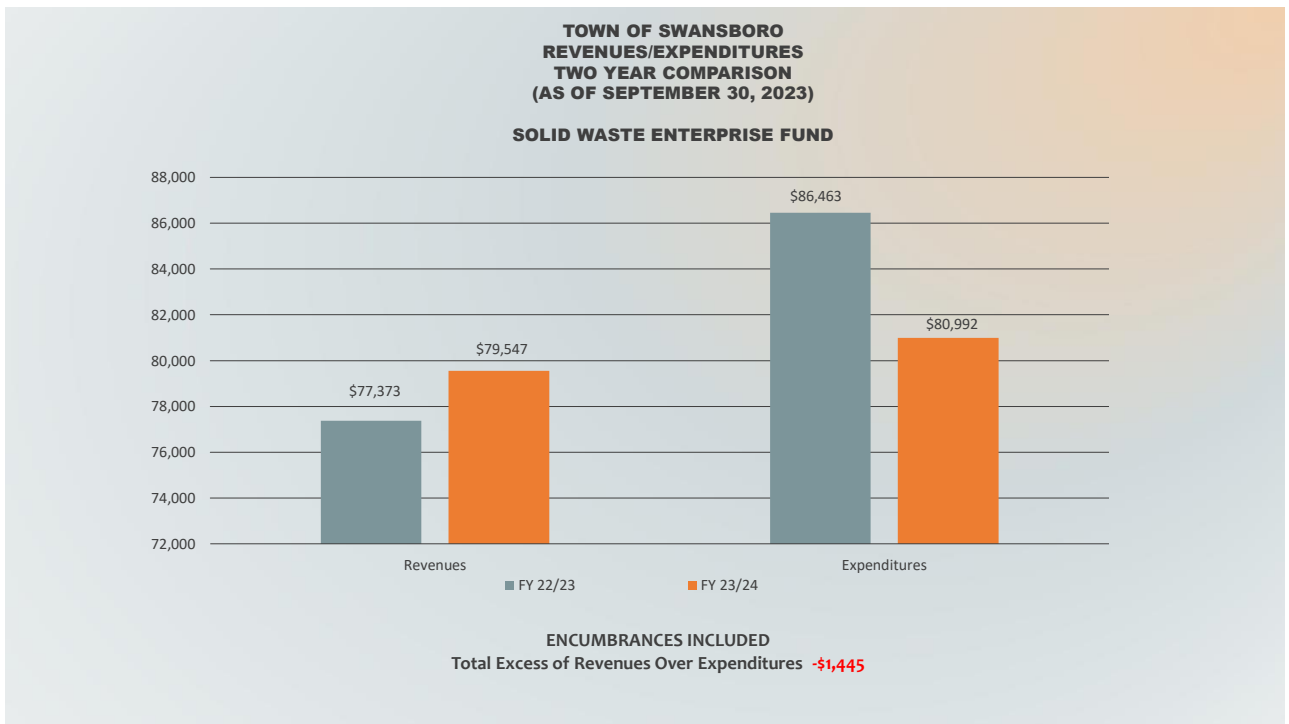
DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % September 30, 2023
GOVERNING BODY	43,476	16,162	1,175	39.9%
ADMIN SERVICES	426,686	101,455	2,855	24.4%
FINANCE	288,745	59,391	423	20.7%
LEGAL	43,000	9,290	-	21.6%
PUBLIC BUILDINGS	386,000	49,872	2,380	13.5%
FIRE	1,344,513	278,646	19,700	22.2%
PERMITTING	389,292	85,711	-	22.0%
POLICE	1,208,251	258,991	10,141	22.3%
PUBLIC WORKS-STREETS	434,170	51,033	1,435	12.1%
POWELL BILL-STREETS	110,084	1,447	500	1.8%
PARKS & RECREATION	354,732	70,750	13,586	23.8%
CHURCH STREET DOCK/VISITOE CENTER	176,127	3,771	1,212	2.8%
EMERGENCY MANAGEMENT	44,306	9,335	1,439	24.3%
FESTIVALS & EVENTS	124,653	26,406	5,030	25.2%
NON DEPARTMENTAL	559,180	206,266	-	36.9%
<b>TOTAL</b>	<b>5,933,215</b>	<b>1,228,525</b>	<b>59,876</b>	<b>21.72%</b>

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**TOWN OF SWANSBORO  
LOAN REPORT  
(AS OF SEPTEMBER 30, 2023)**

<b>Item</b>	<b>Principal Balance</b>	<b>Interest Rate</b>	<b>End Date</b>	<b>Annual Debt Service</b>
<b>Town Hall/Tanker</b>	\$391,469	2.69	03/21/2028	\$84,724
<b>Public Safety Facility</b>	\$80,000	2.58	12/22/2024	\$42,064
<b>Fire Truck</b>	\$179,671	2.08	11/01/2026	\$47,512
<b>Sleeping Quarters</b>	\$100,000	2.43	12/14/2026	\$28,038
<b>Grapple Truck/Town Hall Generator</b>	\$93,416	1.72	6/25/2025	\$47,917
<b>Vehicles(Police &amp; Fire Department) &amp; Software</b>	\$67,627	1.84	7/15/2026	\$23,377
<b>Total Debt</b>	<b>\$912,183</b>			<b>\$273,632</b>

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**TOWN OF SWANSBORO  
CASH & INVESTMENTS REPORT  
(AS OF SEPTEMBER 30, 2023)**

**CASH & INVESTMENTS**

<b>BANK</b>	<b>BALANCE</b>	<b>INTEREST RATE</b>
<b>First Citizens Bank</b>	\$6,095,522	.10%
<b>NC CMT-General</b>	\$5,706,205	5.25%

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## GRANT UPDATE

	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,065,725	\$826,231	\$122,212	\$117,282
Swansboro Bicentennial Park Boardwalk Extension	\$176,350	\$45,327	\$0	\$131,023
Emergency Operation Center	\$6,009,261	\$19,621	\$0	\$5,989,640
Emmertton School Repairs	\$424,000	\$9,055	\$0	\$414,945
Total Outstanding Grants	\$7,675,336	\$900,234	\$122,212	\$6,652,890

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*Any Questions*

?

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# NEW BUSINESS/NON-CONSENT

## Public Safety/Emergency Operations Center Professional Services for Design and Construction Phase

Our PSB/EOC Consultant Becker Morgan has prepared the next phase – Professional Services Agreement/Design and Construction Phase for the PSB/EOC Project.

***Recommended Action:*** Motion to authorize the Manager to proceed with the Design and Construction Phase and execute the agreement for \$840,500 with Becker Morgan or portion thereof.

**Presenter: Paula Webb – Town Manager**

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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:*** Discussion 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

*Recommended Action: Motion to enter Closed Session Pursuant to NCGS 143-318.11 (a) (5) to instruct the public body's staff on negotiating terms for property acquisition.*

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ADJOURN