

Town of Swansboro
Board of Commissioners
November 27, 2023, Regular Meeting

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

Worth Edwards of 123 Forest Lane shared his concerns regarding the lack of sidewalks on Hammocks Beach Road.

Michael Diehl introduced himself to the board as a candidate for appointment to the Swansboro Tourism Development Board. He shared that he is involved in tourism through his business and Airbnb properties.

Adoption of Agenda and Consent Items

On a motion by Commissioner Turner, seconded by Commissioner Philpott, the agenda was amended to remove Board appointments. The amended agenda and below consent items were unanimously approved.

- May 22, 2023, Regular Meeting Minutes
- Tax Refund Requests

Aldret, Kenneth Manning	\$6.88	Tag Surrender
Gorostieta, Alejandro	\$684.97	Over Assessment
Huddleston, Cara Olivia	\$20.21	Tag Surrender
Mier, Melinda J & Olivia Juliet	\$38.95	Military
Seabolt, David Patton	\$150.41	Sold/Traded
Squire, Jason Carl	\$20.90	Over Assessment

Business Non-Consent

State Capital Infrastructure Funds (SCIF) Investment Options

The Town received State Capital Infrastructure Funds (SCIF) to build a new Emergency Operations Center. Per the NC Office of State Budget and Management, the Town can place these funds in a high interest savings account or money market. Finance Director Johnson reviewed that 4 banks provided options that either included Annual Percentage Rates (APR) or Annual Percentage Yield (APY) or both as follows.

Truist – APR of 3.92% or APY of 4%, Wells Fargo – only shared they were less than 4%, First Citizens Bank – APY of 1.75%, and TD Bank – APR of 5.27% with mention that it was expected that rate could decline over time.

Mrs. Johnson shared that these institutions were chosen from the investment pool provided by the North Carolina Treasury and all banks were aware of adhering to the NCGS regulating this investment.

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Philpott, approval was given unanimously to proceed with investing the State Capital Infrastructure Funds (SCIF) through TD Bank.

Monthly Financial Report as of October 31, 2023

Finance Director Johnson reviewed details from the monthly financial report, attached herein with the PowerPoint presentation of the meeting. Presently, expenditures exceeded revenues because ad valorem taxes were still due to be received.

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:

- Board appointments would be held on the December 11, 2023, Organizational Meeting.

Recognition of Outgoing Board Members

Manager Paula Webb spoke (captured below) of each departing member's time on the board and presented each with a Swan statue commemorating their dates serviced on the board. All members were recognized for their efforts to UDO changes, serving on committees, supporting plans and updates, budget reviews, staff salaries and benefit increases, just to name a few.

Pat Turner

Served the last 10 years on the Board of Commissioner, but prior to that she served 15 years on the Planning Board for a total of 25 years of service to the Town of Swansboro.

Ms. Turner shared her appreciation for election to the Board and her personal appreciation the Town staff.

Frank Tursi

Served on the Board of Commissioners since 2016 and served on several town committees prior. He had been the town's advocate for wetlands restoration & protection, and staffs

biggest cheerleader through the years understanding the challenges that a small staff has to go through to accomplish the day to day duties.

Mr. Tursi shared that serving on the board had been one of his life's greatest achievements. He shared his appreciation to his wife for her support through the years while he served. He further shared that he worked hard to do right by those who elected him. He expressed his appreciation to the Town staff for all their assistance over the years, stating that they were very dedicated and professional. Additionally, he urged the remaining board and the new oncoming board to support the town's Manager-Council form of government, follow the open meetings laws and not to take rash actions.

Harry "PJ" Pugliese

Served since 2020 on the Board of Commissioners, and prior to that several years on the Parks & Rec board. He was recognized for his contributions and his support to staff.

Mr. Pugliese shared his appreciation to his family for their support and to the board and Town staff for their support over the last 4 years and he cherished all the things he has helped to accomplish for the Town.

Public Comment

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

Board Comments

Commissioner Conaway shared his appreciation for the departing commissioners and was honored to serve with them. He shared that the town may never have another commissioners as environmentally focused as Mr. Tursi. He recognized Ms. Turner as being of great support during budget review and PJ for inspiring the younger generations.

Commissioner Philpott shared his appreciation to Ms. Turner, Mr. Tursi and Mr. Pugliese and it was a pleasure working with each of them over the years.

Mayor Davis thanked Ms. Turner, Mr. Tursi, and Mr. Pugliese for their service and noted that between the three of them, they collectively held over 35 years of service to the Town of Swansboro.

Mayor Davis spoke regarding the retirement of Town Manager Paula Webb and that he felt the board needed to put someone in the seat of Interim Manager until they could hire one and he recommended Public Works Director Gerald Bates.

In response to an inquiry from the board to see if Mr. Bates had any knowledge of this matter, Mr. Bates shared that this shocked him and he had not been approached about this at any time. He would be willing to fill the role but only if the Town Manager felt he was the best choice.

In response to an inquiry from the Board on who would be best suited, Manager Webb shared that Finance Director Johnson had the most daily interactions with each department and would be her choice to stand in temporarily as interim manager.

Finance Director Sonia Johnson was appointed to serve as interim manager from December 8, 2023 until an interim manager was hired.

Adjournment

On a motion by Commissioner Philpott, seconded by Commissioner Conaway, the meeting adjourned at 6:23 pm.

Regular Meeting November 27, 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.

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

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Board Appointments

Presenter: Alissa Fender– Town Clerk

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NEW BUSINESS/NON-CONSENT

State Capital Infrastructure Funds (SCIF) Investment Options

The Town received State Capital Infrastructure Funds (SCIF) to build a new Emergency Operations Center. Per the NC Office of State Budget and Management, the Town can place these funds in a high interest savings account or money market.

As part of our ongoing efforts to secure the most favorable terms for the SCIF funds, staff reached out to several banks to obtain competitive rate proposals. At this time, we are still waiting on some responses from these institutions. Staff will provide the bank rates and a recommendation at the meeting.

Presenter: Sonia Johnson – Finance Director

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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 OCTOBER 31, 2023)

REVENUES

EXPENDITURES

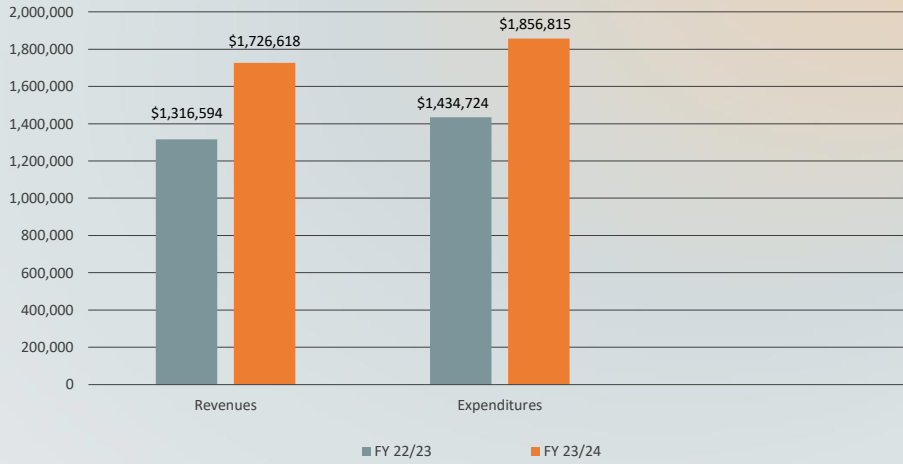
LOAN PAYMENTS

INVESTMENTS

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**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF OCTOBER 31, 2023)**

GENERAL FUND



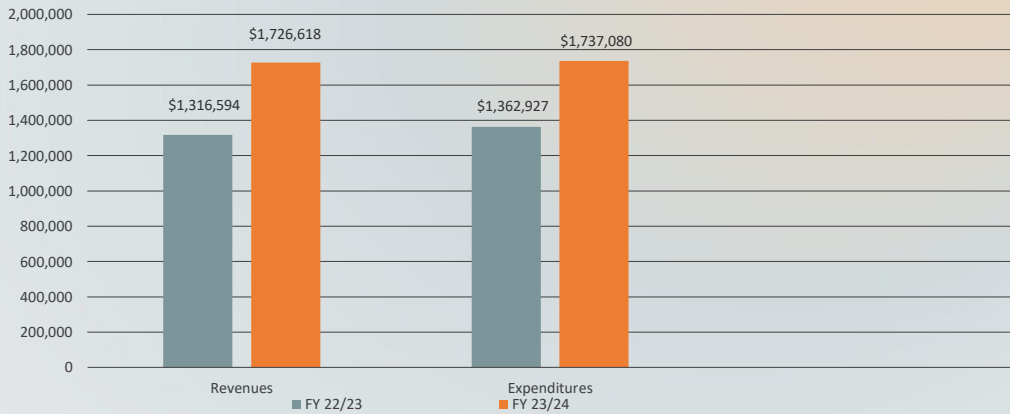
ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **(\$130,197)**

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**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF OCTOBER 31, 2023)**

(ACTUAL)

GENERAL FUND



(ENCUMBRANCES NOT INCLUDED)
Total Excess of Revenues Over Expenditures **(\$10,462)**

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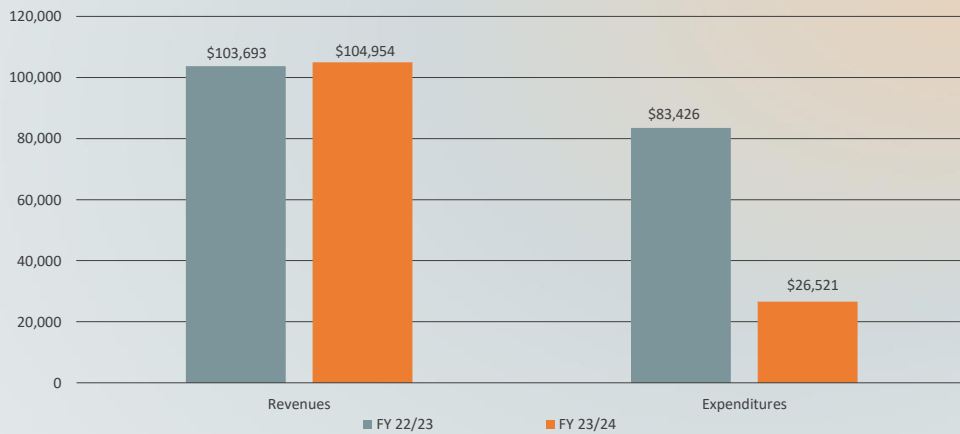
DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % Ocotber 31, 2023
GOVERNING BODY	43,476	17,165	986	41.7%
ADMIN SERVICES	426,686	130,678	6,263	32.1%
FINANCE	288,745	80,204	423	27.9%
LEGAL	43,000	12,510	-	29.1%
PUBLIC BUILDINGS	386,000	69,614	2,508	18.7%
FIRE	1,344,513	417,691	80,864	37.1%
PERMITTING	389,292	112,195	-	28.8%
POLICE	1,208,251	338,644	3,393	28.3%
PUBLIC WORKS-STREETS	536,452	79,834	1,407	15.1%
POWELL BILL-STREETS	110,084	1,765	700	2.2%
PARKS & RECREATION	354,732	87,629	15,679	29.1%
CHURCH STREET DOCK/VISITOE CENTER	176,127	10,251	912	6.3%
EMERGENCY MANAGEMENT	44,306	10,234	500	24.2%
FESTIVALS & EVENTS	124,653	56,632	6,100	50.3%
NON DEPARTMENTAL	571,140	312,034	-	54.6%
TOTAL	6,047,457	1,737,080	119,735	30.70%

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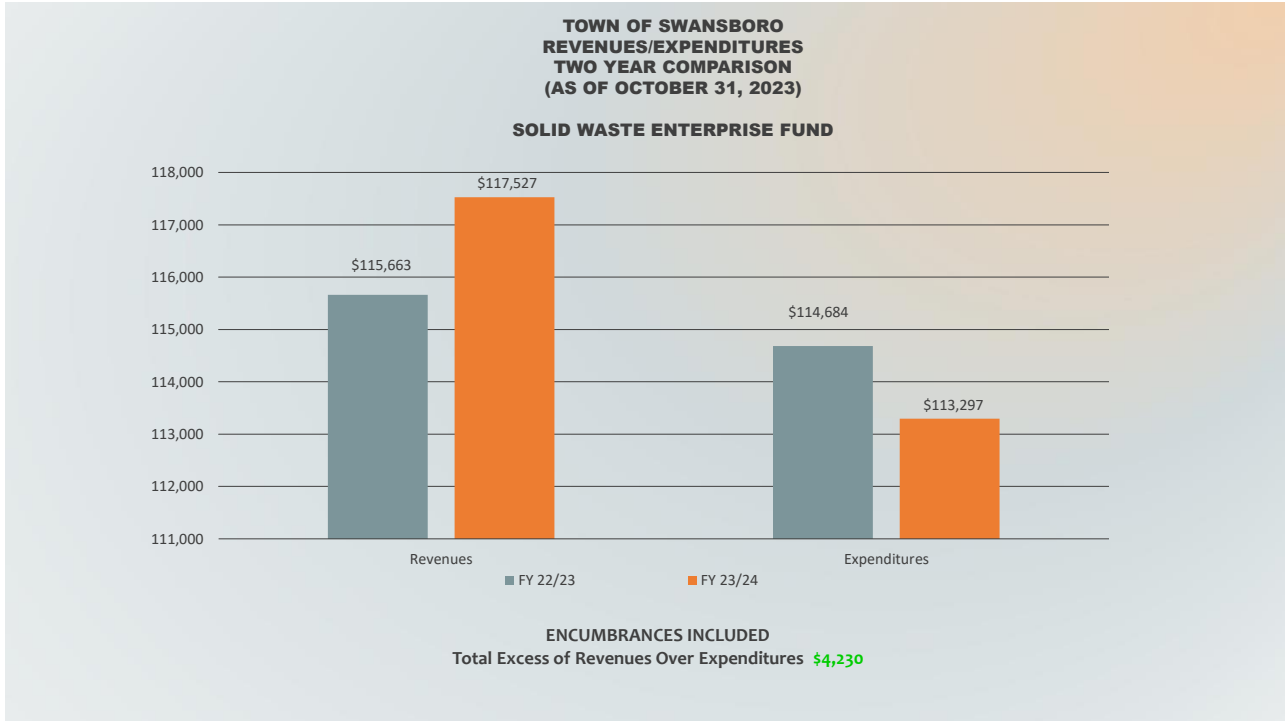
**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF OCTOBER 31, 2023)**

STORMWATER ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$78,433**

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**TOWN OF SWANSBORO
LOAN REPORT
(AS OF OCTOBER 31, 2023)**

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$391,469	2.69	03/21/2028	\$84,724
Public Safety Facility	\$80,000	2.58	12/22/2024	\$42,064
Fire Truck	\$136,806	2.08	11/01/2026	\$47,512
Sleeping Quarters	\$100,000	2.43	12/14/2026	\$28,038
Grapple Truck/Town Hall Generator	\$93,416	1.72	6/25/2025	\$47,917
Vehicles(Police & Fire Department) & Software	\$67,627	1.84	7/15/2026	\$23,377
Total Debt	\$869,318			\$273,632

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**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF OCTOBER 31, 2023)**

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$6,154,168	.10%
NC CMT-General	\$5,359,822	5.25%

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GRANT UPDATE

	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,087,599	\$949,838	\$20,770	\$116,991
Swansboro Bicentennial Park Boardwalk Extension	\$277,800	\$34,000	\$0	\$243,800
Emergency Operation Center	\$6,009,261	\$19,723	\$0	\$5,989,538
Emmertton School Repairs	\$424,000	\$9,055	\$0	\$414,945
Total Outstanding Grants	\$7,798,660	\$1,012,616	\$20,770	\$6,765,274

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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 guidance.

Presenter: Alissa Fender – Town Clerk

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Recognition of Outgoing Board Members

Presenter: Paula Webb– Town Manager

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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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ADJOURN