

Town of Swansboro
Board of Commissioners
February 19, 2024, Special Meeting Minutes

In attendance: Mayor John Davis, Mayor Pro Tem William Justice, Commissioner Jeffrey Conaway, Commissioner Joseph Brown, and Commissioner Douglas Eckendorf. Mayor Davis shared that Commissioner Larry Philpott had submitted his resignation on February 12, 2024, effective immediately, therefore the board had 1 vacancy.

Call to Order/Opening Prayer/Pledge

The meeting was called to order at 8 am. Mayor Davis reviewed that the purpose of the meeting was for discussion on filling the board vacancy and department introductions.

Business Non-Consent

Discussion on filling the Board Vacancy

By consensus of the board, the process for filling the vacancy would be handled by providing notice that the board would accept talent bank applications from those interested in serving. All applicants would be considered for appointment to the seat at the Board's special meeting scheduled for February 26, 2024.

Department Introductions will be presented

Department heads from Public Works, Planning, Admin Services, Parks & Recreation, and the Fire Department provided an introduction to their departments. All reviewed PowerPoint slides are attached herein.

Fire Chief Randall reviewed the request for Acquisition of Replacement Fire Apparatus with the board again as requested from the February 13, 2024, regular meeting. He provided details related to the specs of the new apparatus proposals, as well as the repair and outage times of the existing apparatus.

By consensus the board agreed to make a final decision on the replacements at its February 27, 2024, regular meeting.

In observance of time, presentations by the Police Department and Finance Department were rescheduled to occur at the February 26, 2024, special meeting and a review of the CAMA Land Use plan was also requested to be provided.

Adjournment

On a motion by Commissioner Conaway, seconded by Commissioner Brown, the meeting adjourned at 12:34 pm.

Special Meeting February 19, 2024



1

Discussion on filling Board Vacancy

Presenter: Jonathan Barlow – Interim Town Manager

2

Department Introductions

3

PUBLIC WORKS DEPARTMENT

Presented by Gerald "Tank" Bates, Director



4

DEPARTMENT OF PUBLIC WORKS INTRODUCTION & OVERVIEW

The Department of Public Works is responsible for both the preventative, and corrective maintenance of 5 main areas of infrastructure, within the town limits of Swansboro.

Those five areas are: Public Buildings, Public Streets, Storm Water Management, Solid Waste Management, and Grounds Maintenance. Here is an overview of each area, as they relate to Public Works and its responsibility to each.

PUBLIC BUILDINGS

There are 9 Main Public Buildings and 3 Park Bathroom Buildings, that the Department of Public Works (DPW) is responsible for maintaining. The 9 Main Public Buildings are: Town Hall, Public Safety Building, Heritage Center, Visitors Center, Recreation Center, Cigar Shop, Public Works Crew Office, Public Works Metal Building, and the Public Works Director/Building Inspectors Office. The 3 Park Bathroom Buildings are located at Municipal Park, which includes a concession stand, Bi-Centennial Park and Pirates Den Childrens Park.

The department is responsible for all routine maintenance such as basic plumbing repairs, basic electrical repairs, changing of HVAC filters, light bulbs, painting, basic carpentry repairs, and the cleaning of the park bathroom buildings.

The department is also responsible for monitoring all buildings for more serious maintenance issues, such as HVAC malfunctions, windows or doors that need replaced, leaking roofs, foundation issues, etc. If such issues exist, the department is responsible for reporting these issues to the Town Manager and finding a solution to resolve such issues.

PUBLIC STREETS

The department is responsible for maintaining 15.72 miles of Town streets, and 19.1 shoulder miles of DOT roads. The maintenance of Town streets includes the edging, weed eating, and cleaning of all curbs, gutters and sidewalks, adjacent to

the Town streets, and the patching of all potholes. Additionally, all Town streets are evaluated on an annual basis and based on the evaluation and condition of the street, one to two streets are scheduled for resurfacing, utilizing the Powell Bill funds.

The 19.1 miles of DOT shoulder miles within the town include: West Corbett Ave., Old Hammocks Beach Road, Hammocks Beach Road, Main Street Extension, Mount Pleasant Road, Norris Road, Deer Island Road, and portions of Swansboro Loop Road. The department is responsible for 6 maintenance cycles throughout the year, 4 Routine Mowing Cycles which includes mowing only the shoulders of each side of the DOT roads, and 2 Clean Up Mowing Cycles, which includes mowing the shoulders, both sides of any drainage easement, and the bottom of the drainage easement. The 4 Routine Mowing Cycles include the 19.1 shoulder miles and the Clean up Mowing Cycles include the 19.1 shoulder miles X 3 = 58.2 miles

STORM WATER MANAGEMENT

The department is responsible for the maintenance of 119 storm water easements/pipes, totaling 17.09 miles, throughout the town, including several subdivisions and the downtown historic district. The maintenance consists of routine cleaning, weed eating, mowing, and re-grading (when required) of all open easements, the cleaning and replacing of all pipes (when required), and the cleaning of all storm water drains (when required).

SOLID WASTE MANAGEMENT

The department is responsible for Solid Waste Management in the areas of the weekly Yard Waste Pick up, the twice weekly emptying of all parks and downtown trash receptacles, the collection of any trash/debris on any town or DOT streets, the annual Spring Clean Sweep Run, and the management of the trash/recycle contract for the town.

GROUND'S MAINTENANCE

The department is responsible for the grounds maintenance of all town parks and public buildings, totaling almost 25 acres. This includes the weekly grass cutting, weed eating and edging of all sidewalks, parking areas, etc. during grass cutting season, the spreading of mulch throughout the flower beds and mulch beds around the public buildings and playgrounds, and the spraying for insects and weed control throughout the parks and public building areas. Additionally, the department also maintains and repairs the playground equipment and the splash pad.

STAFFING

Director – Gerald (Tank) Bates

Crew Leader – Scott Brinkley

Building Inspector – Paul Brown

Dock Master – Justin Webb

Maint Tech – Fred Herring (Public Streets)

Maint Tech – Kyle Littleton (Grounds Maintenance)

Maint Tech – Aaron Swain (Storm Water)

Maint Tech – Ryan Smith (Solid Waste)

Maint Tech – Joey Pierce (Public Buildings)

Maint Tech – Danny Buonocore



**DOCK MASTER
DOWNTOWN
SUPERVISOR**

Justin Webb

DOCKMASTER / DOWNTOWN SUPERVISOR

• Duties and responsibilities:

• Oversees and manages the maintenance and operation of all waterfront dock activities, downtown parks, pavilions etc. Provides standard operating procedures, protocols, training, facility inspections, and proper documentation of work.

• Recruit, hire, train, and supervise support staff. Prepares work schedules, conducts performance appraisals.

• Enforce rules, safety regulations and general facility rules for the visitors and residents; evaluates and takes appropriate action to correct illegal or improper use of facilities, unusual situations including fights, thefts, vandalism, behavior problems, code violations, etc. Works with the police department to take appropriate action.

• Provide customer service and assistance for downtown/park visitors, transient boaters; docking assistance, requests for services and reservations, conducting pump outs, and handles complaints; responds to public inquiries concerning facility usage/programs.

• Responsible for maintaining cleanliness, neatness, and stocking public restrooms at the Visitors Center and Bicentennial Park. During the winter months (approximately November to March), employee will assist Public Works as time permits.

• Assists with Town events and festivals, park construction or renovation projects.

• Works with tournaments, organizations, and Town events in scheduling usage of facilities for special events to balance event needs and public access.

• Submit written or oral reports as needed to include incident reports, weekly progress reports, and inspections reports.

• Assist in preparing the operating budget for department and monitors revenue and expenses.

• Assists with advertising/marketing the Town docks and facilities.

• Serve as a liaison between dock users and the Town

• Perform other duties as required.

• Major projects:

- Currently the only major project underway is the Boardwalk and Seawall project located at the Mattock's property at the foot of Main St. on the waterfront. The seawall has been nearly completed and soon the work on the board walk will commence. This will ultimately connect Bicentennial Park all the way around to Moore st dock, with one continuous waterfront boardwalk as well as a few additional day docking spaces for boaters to dock and come into town to dine or shop.



7

• Future Projects:

- I am currently working on a grant application through The North Carolina Public Beach and Waterfront Access Program, that if awarded, could assist the town in renovating the Main st dock. Not only is this the oldest dock that the town owns, but also the dock with the most history surrounding its location. From the towns Incorporation to showboats to grandpa and grandkids fishing this dock or a dock in its location has seen it all through the years. I believe its time, not only for safety sake, but also for the rejuvenation of one of our towns oldest and most historic landmarks, to look at renovating this dock.

• Personnel:

- Currently the docks and downtown facilities are being maintained by myself alone. It is my hope that by April 1 I will have 2 part time dockhands hired to assist with the transient seasons as well as day dockers throughout the summer.

• Offseason:

- From about the end of November through the middle of march is the docks offseason. That doesn't mean that no boats are using the dock however business severely drops off after the transient boats have made their run south and doesn't pick up until those same boaters start making their way north in the spring. During these months is when repairs will be made to the docks and other downtown

facilities. Once those repairs, if necessary, are complete I team up with the public works crew to assist with stormwater clean out projects or any other help that is required. All while checking downtown daily. Keeping streets sidewalks and gutter free of trash as well as maintaining all grounds and facilities.



8

Planning Department

Introduction

- Town Planner, Andrea Correll, AICP
- Projects/Planning Coordinator,
Rebecca Brehmer, CFM, CZO



9

Since the adoption of the revised Table of Permitted Uses in May 2023, the planning staff has worked with the Technical Review committee approving the following plans:

- **Commercial:**
 - Bamboo Asian House and shops (under review)
 - Blazin Bird (exterior improvements only)
 - El Catrin Mexican Restaurant (waiting on a fire lane installation for final sign off)
 - Mavis Tire (under review)
 - Starbucks
 - One Harbor Church (landscape is still to be done)
 - Strickland Oil
 - Waffle House
 - Wawa (under review for third submittal)

10

Residential Final Plat approvals:

- Minor Subdivision (7 lots or less)
 - Hammocks Field Subdivision
 - Parrish Green Section I
 - Pine Bluff Shores Phase III

11

The Planning Department serves all Advisory Boards

- Planning Board
 - Historic Commission
 - Board of Adjustment
 - Flood Review Board
 - Subcommittees
-
- Duties include preparation and presentation of agenda items, helping public prepare applications to be heard, advisory board members onboarding/questions.

12

Day-to-day permitting review

- Review of building permits for UDO compliance:
 - Fence permits
 - Signs permits
 - Historic applications
 - Flood plain development permits
 - New Business Packets review

13

Projects/Planning Coordinator- Rebecca

- All Historic District duties
 - Serve the historic board with amendments and subcommittees
 - Handle historic district violations
 - Create workshop and educational opportunities for the SHPC and residents
 - Help create, process, and approve all historic district applications
 - Staff Approval, Minor Work, COAs
- Flood Plain Administrator
 - Review and approve all activity in flood zones in accordance with our Flood Damage Prevention Ordinance
 - Stay in contact with our NFIP coordinator to make sure the town is staying compliant with FEMA guidelines
 - Handle flood violations

14

Projects/Planning Coordinator- Rebecca

- Assist the manager and finance director and coordinate ongoing grant project details
 - Emmerton School restoration
 - Swansboro Stormwater Master Plan
- Shadow and assist Andrea in all Planning related duties

15

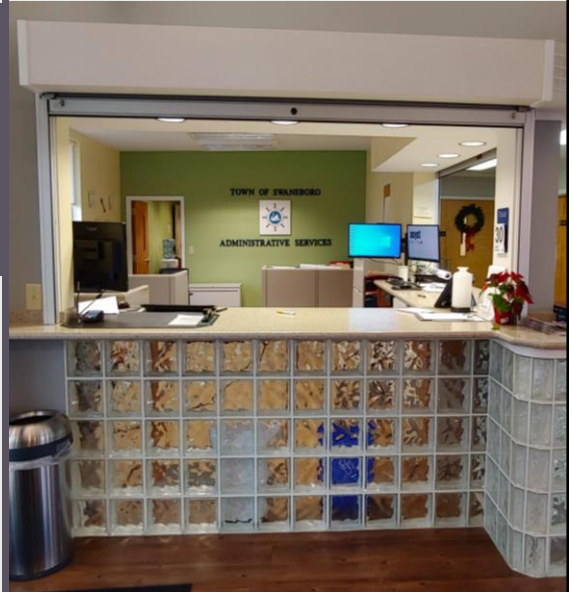
Potential Land Use Plan Update

- All land use plans should be frequently updated - usually about every 5-10 years - to remain relevant and actionable. Swansboro's Coastal Area Management Act (CAMA) 2009 Land Use Plan had a major revision in 2019 and had a small revision August 28, 2023, concerning wetlands and environmentally sensitive areas.
- The town has experienced significant growth, changing development conditions, expansion of the town limits, and a shift in perspectives that has heightened concerns about managing growth.
- **A consultant would be needed for any update.** This update is the only budget item requested. If the Board would like a workshop to discuss this item it is important the new Board understand the power of the adopted Land Use Plan.

16

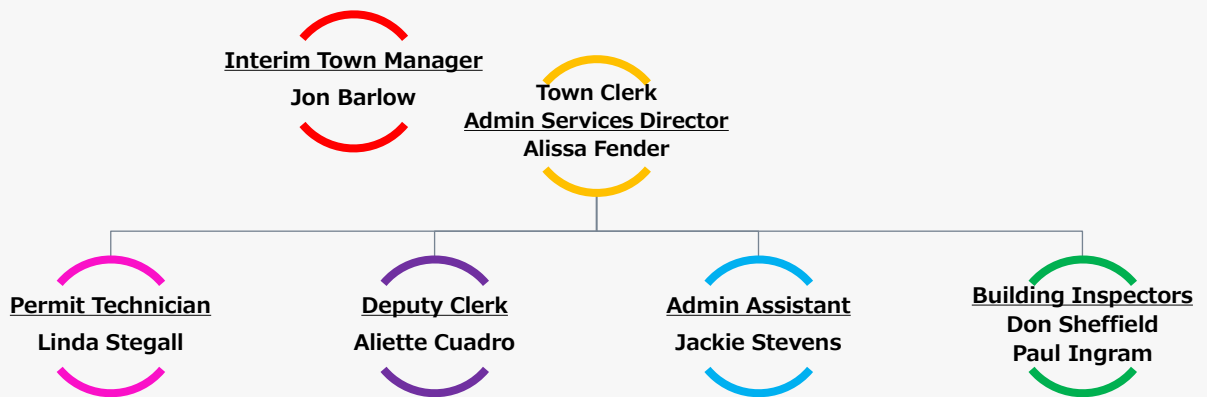
ADMINISTRATIVE SERVICES DEPARTMENT

Established in 2013, the mission of the Administrative Services Department is to provide comprehensive information and top-level support to the Board of Commissioners, Town Manager, town departments and the public.



17

Admin Services Organizational Structure



18

Alissa Fender,

Started with the Town in October of 2011 as an Administrative Assistant to Public Works under the Workforce Development Act.

Hired Full Time in May of 2012.
Transferred to Admin Services in March of 2013.

Became Deputy Clerk in January 2015.

Received Certified Municipal Clerk designation in October of 2016.

Became Town Clerk in November 2021.

Applied for Master Municipal Clerk designation, received approval Friday evening!



Town Clerk/Administrative Services Director

19

Duties/Responsibilities

Town Clerk/Admin Services Director

- Responsible for preparing and maintaining all agendas packets and minutes for BOC
- Responsible for actions taken by the Board and attesting and distributing all necessary documents to outside agencies, contractors, and various departments
- Legal requirements for Board actions
- Maintaining the Town Code, UDO, and Policies
- Travel arrangements for Town officials, Admin Service Team, Permitting
- Custodian of Town Records (Retention, Disposition, Vault maintenance)
- Provides support to all other departments as needed
- E911 Address assignments
- Public Information Officer
- Budget planning and management of Governing Body, Admin Services, Legal, and Permitting departments
- Oversees the Administrative Services daily operations

20



Alette Cuadro, Deputy Clerk
Bilingual (English/Spanish)
Started in January 2022
Notary
Law & Admin for Building Code
Officials Certificate
Working on CMC designation



Linda Stegall
Permit Technician
Started in June 2023
Attending Law & Admin
for Building Code officials
in March



Jackie Stevens
Admin Assistant
Started in May 2023
Notary

Admin Services Team

21

Duties/Responsibilities

- **ONWASA Satellite Office operations**
 - Collection/Process Payments
 - Daily Balance and Bank Deposit
 - Process new service applications
 - Generate service orders
 - Provide other miscellaneous assistance
- **Customer Service – In office & phone**
- **Issuance of building permits**
- **Scheduling of inspections**
- **Collection of Town Payments**
- **New Business Review/Existing Business Fire Inspection Scheduling**
- **Code Enforcement – Grass, rubbish nuisances**
- **Maintaining the town website, Facebook & Constant Contact**
- **Beer & Wine Privilege License Administration**
- **Advisory board/committee support - create Agenda Packet Distribution, attend meetings and Prepare Minutes**
- **Event planning and coordination**
- **Staffing Visitors Center**
- **Communicates directly with IT provider and provides assistance**
- **Festival support**
- **Notary Services**
- **Provides support to all departments as needed**

22

22

Building Inspectors



Don Sheffield

Building – Level III
Mechanical – Level I
Plumbing – Level II
Electrical – Level I



Paul Ingram

Building – Level II (P)
Mechanical – Level III(P)
Plumbing – Level II
Electrical – Level II (P)

23

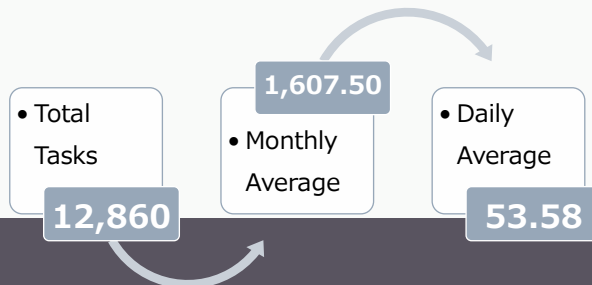
Duties/Responsibilities

- Ensure the sound construction of new buildings and the safe maintenance of existing buildings.
- Ensuring that construction and development practices are in accordance with NC Building Code, F/S/L regulations.
- Reviewing building construction plans, issuing permits, and performing building, plumbing, mechanical, electrical, and fire inspections.
- Ensuring that properties comply with town codes that establish standards for building usage, junk vehicles, public nuisances such high grass and weeds, sign regulations and flood regulations.

24

Annual Recap

- Phone calls : 4,767
- Town Payments Collected: 2,202
- ONWASA Payments Collected: 3,783
- Building Inspections: 1,566
- Re-inspections: 129
- Fire Inspections: 213
- Constant Contact Campaigns: 113
- Notarizations: 87



2023



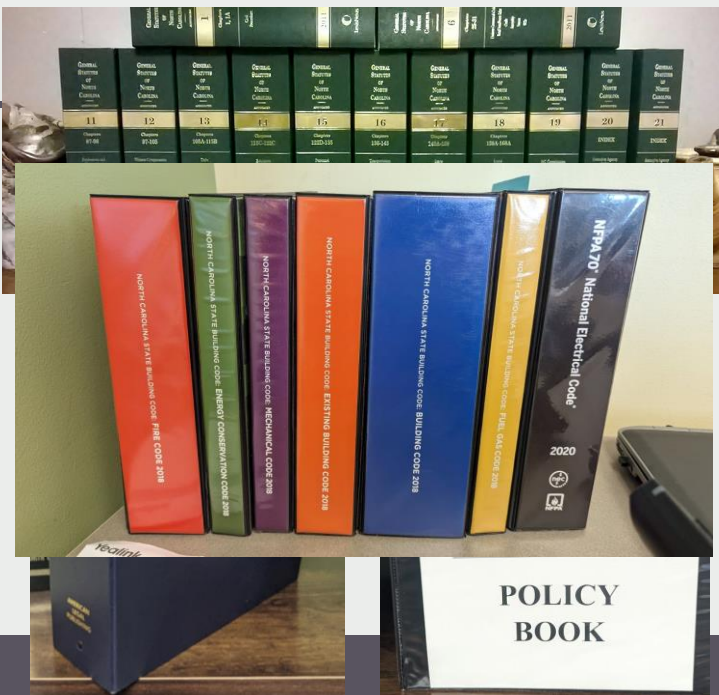
25

Look in the Book

Before we proceed with any business we must ask: Are we able to do this.

So, we check:

- North Carolina General Statutes
- Town Charter
- Town UDO
- Town Policies
- State Building Code



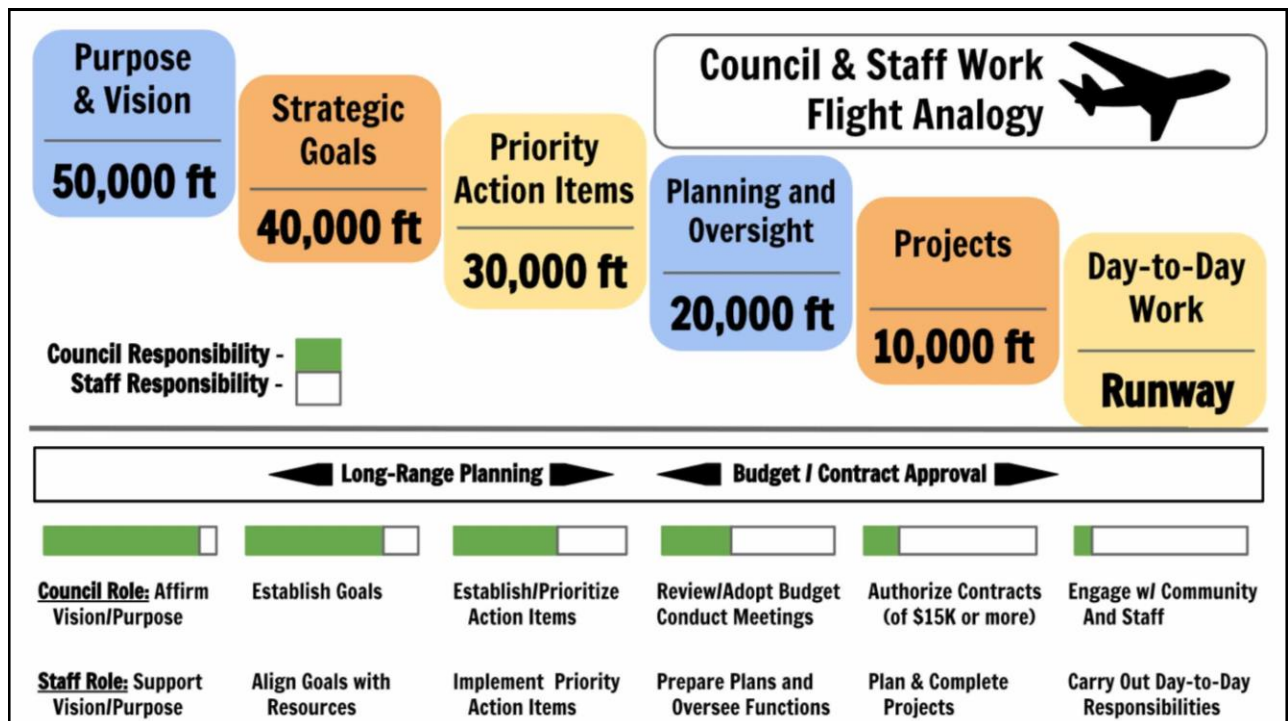
26

Proper preparation supports successful governing

Preparation plays a critical role in the realm of governance. All requests that must go to the boards for the business to be handled at meetings are reviewed word-for-word to ensure the items are written appropriately for the board and general public to understand the business at hand.

In 2023 Admins services
Reviewed 270 Agenda Items
Created 58 Agenda Packets

27



28

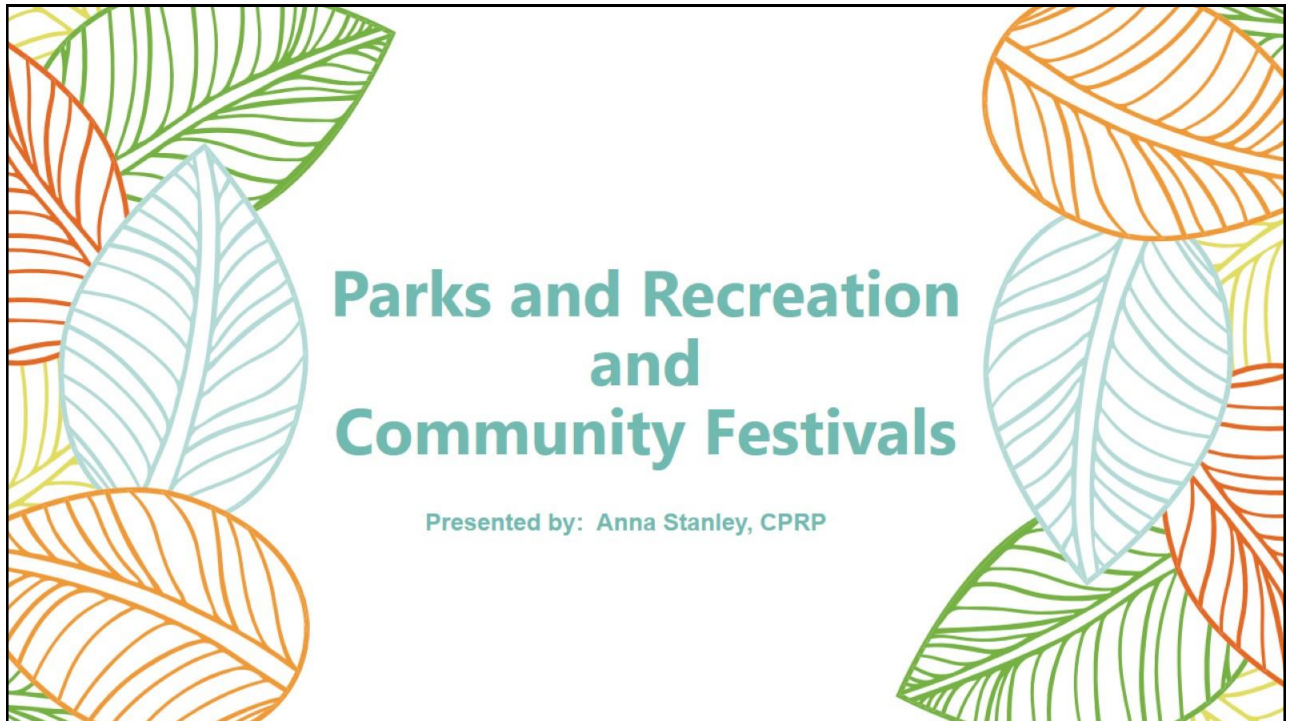
Any
Questions?



29

Parks and Recreation and Community Festivals

Presented by: Anna Stanley, CPRP



30

Parks and Recreation

Responsibilities

- Enhance the quality of life in the community by providing affordable programs, community activities, safe parks, and festivals.
- Manage, oversee, and process reservations for reservable facilities.
 - Programs and reservations processed through a recreational software.
- Foster community involvement by working with a variety of organizations, businesses, and neighboring departments. Continue to establish great partnerships.
- Work with the Public Works department to maintain the Town's parks.
- Oversee, plan and execute four major festivals and smaller special events each year.
- Serve as a liaison between the department and Parks and Recreation Advisory Board.
- Revenue Collections
 - Programs registration fees, room and park rentals, and fitness and dog park memberships

31

Parks and Facilities

Community Park:

Municipal Park – Recreation Center, multi-use tennis courts, skateboarding park, playgrounds, picnic shelters, multi-use fields, nature trail, restroom and concession stand facility, inclusive playground and wheelchair swing, dog park, and splashpad.

Waterfront Parks:

Bicentennial Park – Kayak launch, restrooms, picnic area, fishing/pedestrian access & enhancement
 Ward's Shore Park – Living Shoreline and covered swings
 Riverview Park – elevated shoreline walkway, covered shelters, seating, picnic areas
 Main Street Dock – fishing dock and small dinghy dock for day tie up
 Moore Street Dock – dock for White Oak River viewing and small dock for day tie up
 Church Street Dock – 10-slip transient boating facility with water, power and pump out

Neighborhood Parks:

Pirates Den Park – covered picnic shelter, restrooms, playground, covered swings
 Pineland Park – covered picnic shelter, playground, covered swing

32

Current Program Offerings

Sports & Fitness

- Pickleball League
- Pound
- Tai Chi
- HIIT Bootcamp

Arts and Crafts

- Seasonal/holiday classes
- Wreath classes
- Art/Painting classes

Youth

- Teacher Workday Camps
- Holiday Camps
- Summer Day Camp
- Art in the Afternoons

Family

- Fellowship nights
- Theatre trips
- Parent/child programs
- Cooking
- Seasonal

Community Partnerships

- Kids fishing night
- Kids adventure camps
- Paddle tours
- Music therapy
- Senior Games
- Tennis & Pickleball lessons

33

Special Events and Festivals

Special Events

Easter Egg Hunt	March/April
Touch a Truck	April
Pirate Fest	May
Halloweener Roast	October
Santa fest	December

Festivals

Arts by the Sea	June
Independence Day Celebration	July
Mullet Festival	October
Flotilla	November

34



Community Partnerships

Swansboro Tourism Development Authority
 Onslow County Tourism
 Onslow County Parks and Recreation
 Jacksonville Recreation and Parks
 Onslow County Senior Services
 Downtown Merchants and Swansboro Businesses
 Down Syndrome Network of Onslow and Carteret County
 Pogies Fishing Center
 Tideland News
 Curtis Media
 Dini's Martini's
 Tennis Bloc
 In-kind Sponsorships-programs and events
 Sylvan Learning Center
 Volunteers

35

Staff

Full-time-2 positions

- **Director**
- **Recreation Program & Event Manager**
 - Position has been vacant 5 months this fiscal year

Part-time Positions

- **Recreation Assistant**
 - Assists Program & Event Manager with planning and facilitating programs
 - Position has been vacant for several years
- **Recreation Aide**
 - Assist with festival planning
 - Provides coverage for Recreation Center, all reservations, visitors center, and special events
- **Seasonal**
 - Summer day camp supervisors
 - Concession stand attendants

36

Strengths-What we do well

- Accomplish a lot with the small staff we have
- Deliver excellent customer service
- Offer an exceptional Summer Day Camp Program
- Developed a growing Pickleball League
- Execute large scale festivals
- Offer a variety of community and holiday events
- Cultivate partnerships

37

Opportunities

Expand recreational programming

- Teens, youth, pre-school age
- Outdoor education

Identify maintenance needs of the existing park facilities

- Develop a maintenance management plan.

Expand recreational facilities to meet growing community needs

- Court facilities

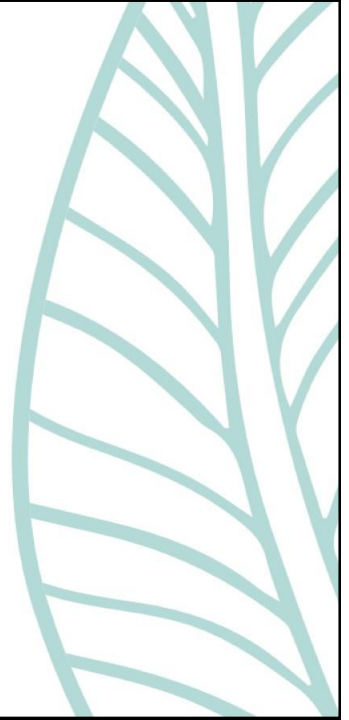
Build staff capacity to meet growing needs

- Ability to offer a variety of new programs

38

Projects

- Dog Park play area
- Splashpad enhancements
- Basketball courts
- Begin implementation of Master Plan initiatives



39

Questions & answers



40

Swansboro Police Department

2023 Annual Report



41

The Swansboro Police Department provides 24-hour law enforcement services to the residents, businesses, and visitors within the jurisdiction of the Town of Swansboro.

Mission

It is the mission of the Swansboro Police Department to professionally serve our community with Respect, Fairness, Honesty, and Integrity. We are committed to working with the community to maintain and improve the quality of life for everyone and ensure that Swansboro is a place where people can work and raise a family within a safe and caring community.

Core Values

Our core values are Commitment, Service, Integrity, and Excellence.



42

Department Organization

- The Swansboro Police Department is composed of 13 full-time sworn law enforcement officers and four reserve officers. In addition, the department is supported by a civilian Administrative Assistant. The department maintains 13 police vehicles that are equipped with mobile data terminals and speed enforcement equipment. All officers are issued body worn cameras which record all interactions.
- All officers have received and maintain their certification as a law enforcement officer through the NC Training and Standards Division. Within the department, four officers have earned their Advanced Law Enforcement Certification, and one has received their Intermediate Law Enforcement Certification.



43

Reportable Incidents

The department responds to a variety of calls throughout the calendar year. Not every call for service the department responds to requires a report to be generated. The FBI Uniform Crime Report provides guidelines for the type of incident that requires a report to be generated.



44

45



Patrol Events

Swansboro Patrol Officers performed 45,525 total events for the calendar year. Patrol events include reportable and non-reportable calls for service, foot patrols, business checks, escorts, neighborhood patrols, and any other activity an officer performs while on duty.

45



Calls For Service

In 2023, the department responded to a total of 2,269 reportable calls for service. The table on the next page details the main types of calls officers responded to for the calendar year.

Calls for service are requests received from the public which initiate a response from the department. Not all calls for service require a written report. The table on the next page does not include officer-initiated events, such as, traffic enforcement, vehicle unlocks, escorts, business checks, foot patrols, and neighborhood patrols.

46

2023 Reportable Calls for Service

• 911 Hang Up	32
• Alarm/Open Door	212
• Assaults	23
• Assist OCSO	237
• Assist Fire/EMS	218
• Break & Enter	14
• Civil Disputes	36
• Communicating Threat	13
• Crisis Intervention	21
• Death (Suicide)	4 (2)
• Disputes/Disturbances	121
• Domestic Violence	68
• Drug Offenses (Felony)	28 (9)
• Drug Overdose (Fatal)	22 (1)
• DWI	42
• Fraud	32
• Juvenile Issues	31

47

2023 Reportable Calls for Service

• Larceny	131
• Lost/Found Property	57
• Missing Person	5
• Property Damage	127
• Sex Offense (Felony)	4 (3)
• Shots Fired	3
• Town Ordinance Violation	102
• Trespassing	39
• Warrant Service	44
• Welfare Check	38
• Motor Vehicle Collision	214
Total Reportable Calls for Service	2,269

48

Regular Patrol Events

• Assist Parks & Recreation (Docks/Bathrooms)	1,854
• Business Checks	11,423
• Business Courtesy/Standby	618
• Business Walkthrough	1,546
• Community Service Events (Festivals/SwansFest/T2T)	17
• Extra Duty Details (Civic Center/Black Friday)	19
• Fingerprinting	119
• Follow Up on Cases	563
• Foot Patrols	841
• Funeral Escorts	23
• NC GHS Events	12
• Neighborhood Patrols	23,842
• Residence Checks	42
• School Checks	251
• Traffic Surveys	2,062
• Vehicle Unlocks	113
Total Regular Events performed on Patrol	43,256

49



Investigations

Detectives investigate all reported felony crimes and assist Patrol Officers with investigating misdemeanor crimes reported. Detectives act as Evidence Custodians and are responsible for the Med Drop Box.

Cases for 2023:

• Assault:	23 (3-Felony)
• Break & Enter:	14
• Death/Suicide Investigation:	4 (2-Suicide)
• Drug Offense:	9
• Fraud:	32
• Larceny-Felony:	14
• Sex Offense:	4 (3-Felony)
• Total:	100 Incidents investigated
• Over 300 pounds of medication was returned to the SPD Med Drop Box.	

50



Arrests Statistics

The Swansboro Police Department made 202 physical arrests in 2023. The next page shows what crimes arrests were made for and the number of arrests for each crime.

Arrests

Felony Arrests

• Possession of Meth:	5
• Possession of a Controlled Substance:	5
• Obtain Property by False Pretenses:	3
• Uttering Forged Document:	2
• Break & Enter:	2
• Larceny:	2
• Speeding to Elude:	2
• Statutory Sex Offense:	1
• Harboring a Fugitive:	1
• Possession of Firearm by Felon:	1
Total Felony Arrests:	24

Misdemeanor

• Driving While Impaired:	42
• Larceny:	32
• Possession of Controlled Substance:	17
• Assault:	7
• Resist, Obstruct, Delay:	7
• Driving While License Revoked:	6
• Property Damage:	5
• Other Traffic Related:	5
• Assault with Deadly Weapon:	2
• Trespassing:	2
• Misuse of 911:	2
• Possession of Stolen Vehicle:	2
• Sexual Assault:	1
• Carrying Concealed Weapon:	1
• Communicating Threat:	1
Total Misdemeanor Arrests:	134

53

Warrant Service

- **Arrests made by Warrant Service:** **44**

Warrant Service arrests are made when officers encounter an individual, either through a traffic stop or call for service, and the individual has a warrant for their arrest.

54

Traffic Enforcement

NC 24 is a major east-west travel artery in North Carolina. At last count, more than 35,000 vehicles pass through Swansboro daily. The department tries to ensure that each patrol officer is Radar Operator certified within the first year. The department, also, participates in the NC Governor's Highway Safety Program. Participation in the program allows the department free access to valuable equipment that can be used for traffic enforcement. For the calendar year 2023, the department issued 782 citations, and gave 1,438 verbal/written warnings.

55

Community Involved

The Swansboro Police Department emphasizes community involvement by its officers. The department has started several programs to get its officers more community oriented. The Explorers Program, Coffee-with-a-Cop, and Shop-with-a-Cop are just a few of the well-known programs. Officers are, also, encouraged to stop in the park and surprise young citizens on their birthday, as seen here.



56



Community Involvement

School kids get a tour of patrol vehicle.

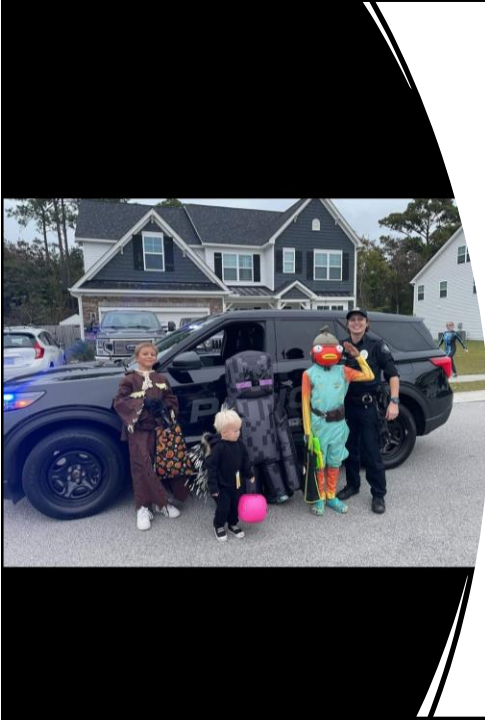
57

Community Involvement

School kids tour the Police Department.



58



Community Involvement

Handing out candy to Trick-or-Treaters on Halloween.

59



First Explorers Summer Camp

The Swansboro Police Explorer Program held its first summer camp. A weeklong program that immersed the cadets in a Police Academy atmosphere.

60

GRANTS

Grant Funding

The department received \$39,700, in grant funding. The money will be used to purchase needed gear and equipment.

61

Admin Assistant

For the calendar year 2023, the Admin Assistant:

- Answered 4,686 phone calls
- Assisted 2,179 walk ins
- Took 506 requests for reports
- In addition to those above, the Admin Assistant assists the Chief, Lieutenant, Detectives, and Patrol Staff with the everyday operation of the department.



62



Admin Assistant

- Other important business the Admin Assistant provides:
- Shop-with-a-Cop planning
- Golf Cart registration/renewal
- Fingerprinting scheduling
- Tracking Purchase Orders and Invoices
- Posting on social media

63



Officer Recognition

Lieutenant Ben Brim (left) and Detective Jeremy McNeil (right) obtained the Advanced Law Enforcement Certification from the NC Training and Standards Professional Certification Division.

64

Officer of the Year

Congratulations to Officer Josh Wruble. His outstanding work ethic and dedication to the residents, businesses, and visitors of Swansboro earned him Officer of the Year honors for 2023.



65

Chief's Award

Congratulations to Detective Austin Ray. His commitment to support the mission of the Swansboro Police Department earned him the 2023 Chief's Award.



66

Officer of the Quarter

Congratulations to Officer Luke Hult. His overall performance earned him Officer of the Quarter for the 2023 Q4.

- Other recipients for the year:
- Q1: Sergeant Brenna Watt
- Q2: Officer Kyle Shotwell
- Q3: Detective Austin ray

Congratulations to each for their dedication to duty.



67



Additional Information

- The department, also offers other services to its citizens. Among the services offered by the police department are:
- Residence Checks
- RU Ok?
- Fingerprinting
- Golf Cart inspections
- Operation Med Drop Box location

68



Projects

- Continue push to recruit officers to fit our mission. Currently waiting on the state to approve three candidates. We have begun the process on two others.
- Participation in NC GHS Program.
- Acquire quality Body Worn Camera system (Axon).
- Replace dated Tasers.
- Replacing old laptops in Patrol Cars with Rugged Laptop.
- Replacing desktops in the office.
- Continuously applying for grants.
- Replacing worn gear/equipment.
- Maintain regular vehicle rotation.
- Increase staffing to allow for more training opportunities.
- Planning to initiate "specialized units" to help with retention.

69



TOWN OF SWANSBORO

Finance Department Overview

Presented By: Sonia Johnson, Finance Director

70



Finance Department Mission

To accurately maintain the accounting records of the Town of Swansboro in accordance with generally accepted accounting principles, NC General Statutes, and guidelines of the Local Government Commission.

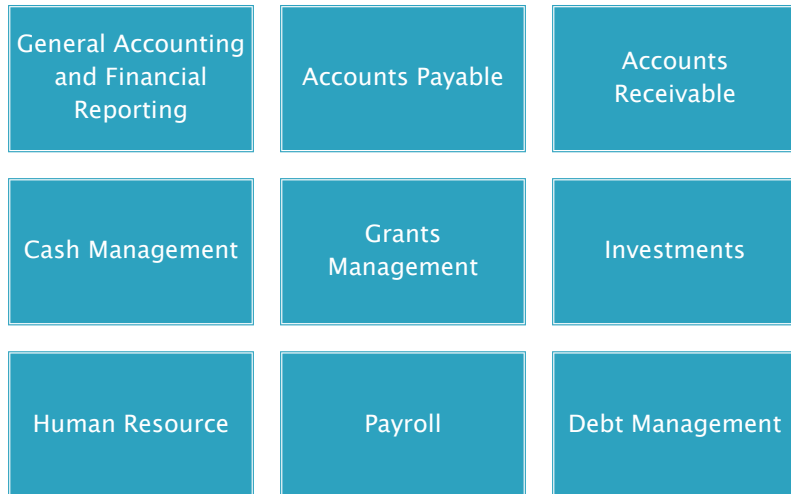
71

Accounting Cycle



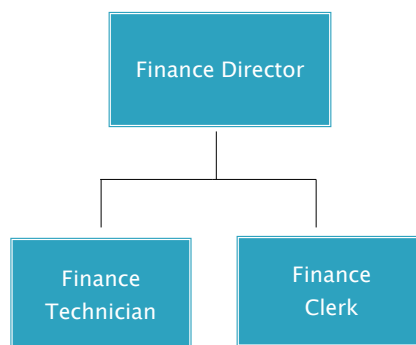
72

Finance Department Responsibilities



73

FINANCE DEPARTMENT



74

Finance Director Duties & Responsibilities



§ 159-25. Duties of finance officer; dual signatures on checks; internal control procedures subject to Commission regulation

Maintains general accounting systems for the town

Oversees receipt, investment and disbursement cycles of all town revenues

Manages grants received including reimbursement requests and correspondence with grant agencies

Prepares reports for Town Manager, Board, state and federal agencies, etc.

Oversees the Swansboro TDA budget and financial reports

Assists auditors during the annual audit; prepares reports as needed

Property & Liability Insurance/Workers Comp Insurance

75

Finance Directors Duties & Responsibilities (Cont'd)



Preaudit function

Certification for obligation
Certification of disbursements

Works with Town Manager in preparation of annual budget and special projects

Human Resource

Oversees Town purchasing and bid procedures

Works with Town Manager in directing the formulation of town financial policies

Advises Board on fiscal matters

Reviews and monitors ongoing administration of budget; monitors revenues and expenditures

Capital Improvement Plan (CIP)

Prepares the Annual Comprehensive Financial Report

76

Finance Technician Duties & Responsibilities



Payroll Processing Timesheets & Comp Time /Vacation & Sick Leave Accruals	Stormwater Utility Billing	Swansboro TDA Liaison
Assists Finance Director with various accounting tasks as needed	Complies data and files for annual audit	Provides support for the Occupancy Tax/Tourism Authority
Maintains town vehicle/equipment log book of titles & registration	Cash Receipts (Reviews daily deposit reports) Processed End of Day Packet	Accounts Payable Reviews weekly check run before it is processed

77

Finance Clerk Duties & Responsibilities



Accounts Payable	Assists departments with purchasing requirements	Processes Purchase Orders
Cash Receipts Receives funds collected and prepares daily deposit	Orders office supplies for town departments	Assists Finance Director with various accounting tasks as needed
Monthly Sales & Use Tax	Complies files for annual audit	Assist in HR duties

78

Accomplishments



- ▶ Town was awarded the Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ending June 30, 2022.
- ▶ Tyler Technologies software implementation
 - Core Financials
 - Purchasing
 - Fixed Assets
 - Project Accounting
 - Personnel Management(includes Position Budgeting)
 - Time & Attendance
 - Employee Self Service (Employee Portal)
 - Cashiering
 - Permitting/Permitting Online Component
 - Utility Billing
 - Socrata Finance Suite–Transparency Module(Not complete)

79

Finance Department Goals



Update town policies

Develop financial policies–Fund Balance Policy, Investment Policy, and Debt Management Policy

Society for Human Resource Management(SHRM) Certification

Employee Training Programs–(Retention)

Seek grant opportunities

Seek additional revenue–source options



80

Internship Opportunities



Explore a career path in
Local Government Finance

Mentorship

Gain confidence in their
abilities

Make academic work more
meaningful through practical
application of classroom
principals

Gains hands-on experience

Transition into a permanent
job

81

Questions?



82



Town of Swansboro Fire Department

83

Who Are We?



**Combination Fire
Department**



**Provide 24/7/365
Fire, Rescue, and
EMS Response
(First Responder)**



ISO Class 4/9e



Serve Two Districts

Swansboro Fire
District (City Limits)
White Oak River
Community (County
Contracted)



**9,491 Square Miles
of First Due
Response District**

Swansboro – 2.421
White Oak – 7.07



**5,603 Permanent
Population Served**

Swansboro – 3,744
White Oak – 1,859

84

What Do We Do?



Fire Suppression

Emergency Medical Services

- First Responder (NC Emergency Medical Technician – Basic)

Technical Rescue

- Vehicle Extrication

Community Risk Reduction

- Life Safety Education
- Pre-Incident Planning

Fire Inspections & Plan Review

Fire/Arson Investigations

Hazardous Materials Responder

Insurance Services Office (ISO) Compliance

Emergency and Disaster Management

85

Where Were We {Organizational}

27 Total Members

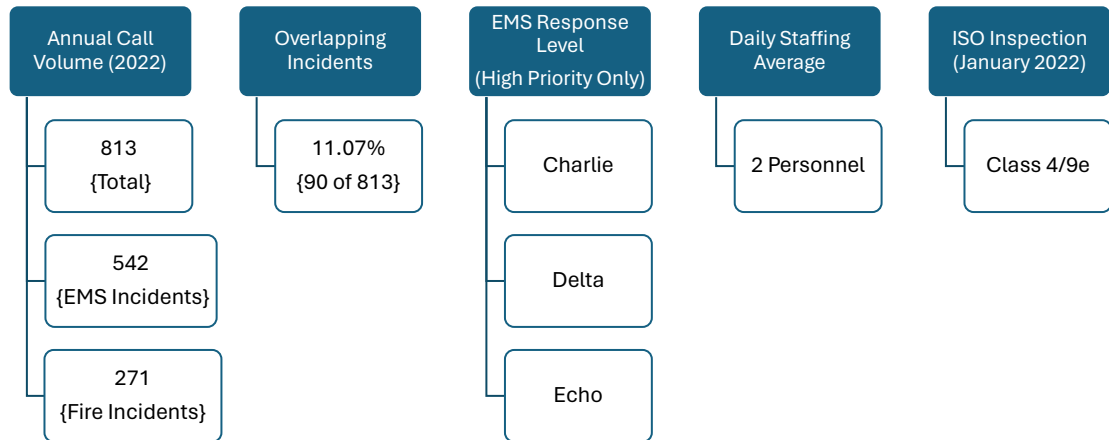
- 10 – Full-Time Positions {(2) Vacancies}
- Dwindling/Low Active Volunteer Program
- Low-volume Part-Time Program

Aid Department Relationships:

- Onslow County Fire Rescue (Bear Creek/Freedom Way)
- Hubert Volunteer
- Western Carteret

86

Where Were We {Operational}



87

Where Are We Now {Organizational}

43 Total Members

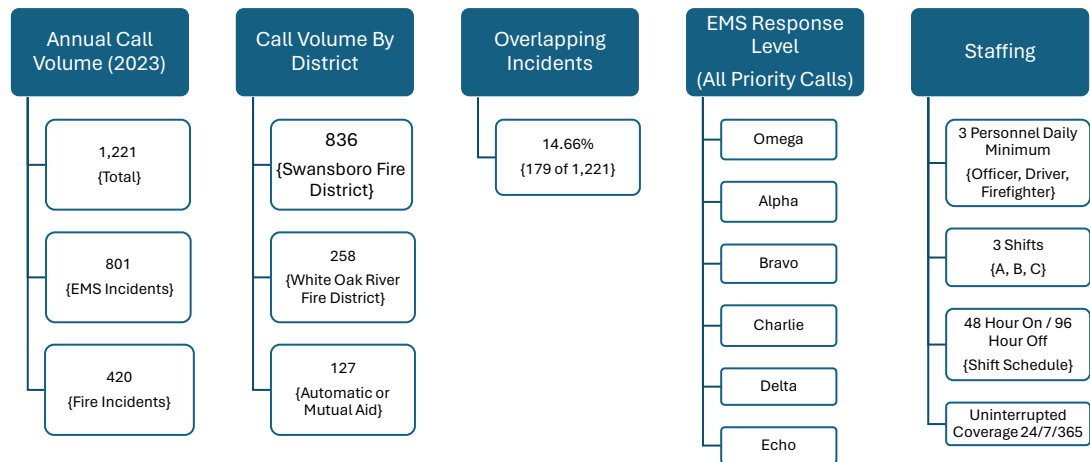
- 11 Full-Time Personnel
 - (1) Vacancy – Hiring Assessment In-Progress
- 10 Volunteers
 - (1) Joining March 3 {11 Volunteers}
 - (2) Deployed Members
 - (1) Leave of Absence - Medical
- 22 Part-Time Personnel

Aiding Department Relationships

- Hubert Volunteer Fire Department
- Onslow County Fire Rescue {Bear Creek/Freedom Way}
- Piney Green Volunteer Fire Department
- Maysville Fire & EMS
- Western Carteret Fire Department
- Emerald Isle Fire Department

88

Where Are We {Operational}

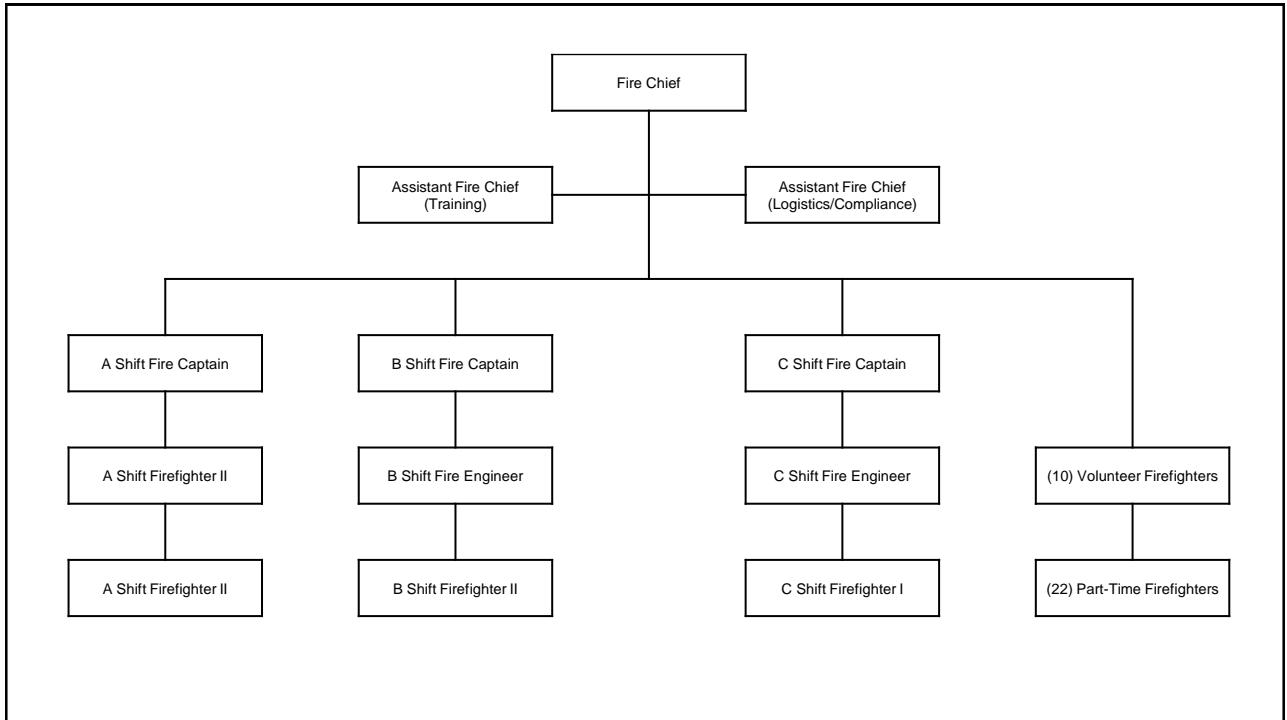


89

2023 Accomplishments

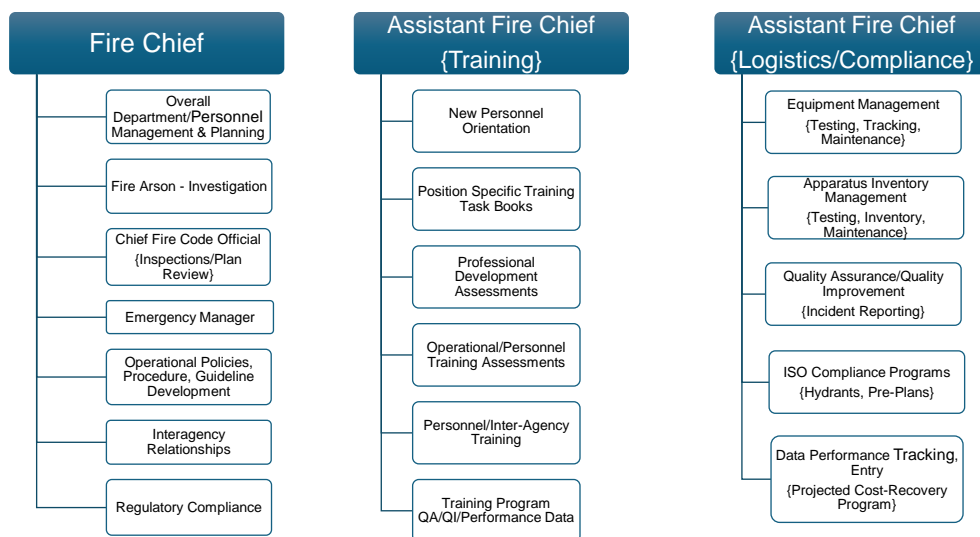


90



91

Personnel Responsibilities



92

Personnel Responsibilities {Operations}

Fire Captain	Fire Engineer	Firefighters (Senior & II)	Firefighter I
<ul style="list-style-type: none"> • Manages Daily Crew {Duty Officer} • Incident Response • Incident Command Functions • Line Officer – Fire Suppression • Rescue Operations • Medical Care • Pre-Incident Fire Planning • Community Risk Reduction • Individualized Duties 	<ul style="list-style-type: none"> • Drives & Operates Fire Apparatus • Fire Suppression • Rescue Operations • Medical Care • Community Risk Reduction • Pre-Incident Fire Planning 	<ul style="list-style-type: none"> • Fire Suppression • Rescue Operations • Medical Care • Relief Apparatus Operator • Community Risk Reduction • Pre-Incident Fire Planning 	<ul style="list-style-type: none"> • Fire Suppression • Rescue Operations • Community Risk Reduction • Pre-Incident Fire Planning

93

Projects

Current

- ISO – Evaluation and Improvement
 - Potential Re-Inspection Request Forthcoming
- Community Risk Reduction
 - Fire Life Safety Education
 - Pre-Incident Planning
 - Community-Driven Strategic Planning
- Training
 - Position Specific Task Books
 - Professional Development Program
- Junior Firefighter Program
- Volunteer Duty Schedule
- Cost-Share Partnership
 - AFG Grant (Radios)

Future

- Cost Recovery Program
- Service Level Enhancements
 - ALS Provider (EMS Division)
 - Technical Rescuer
- North Carolina Rescue Association Designations
 - Light Rescue
 - Medium Rescue
- Center for Public Safety Excellence - Accreditation

94

ISO (Insurance Services Office) - Rating

Awarded Credit

Missed Potential Points

Credit for Apparatus

38.63

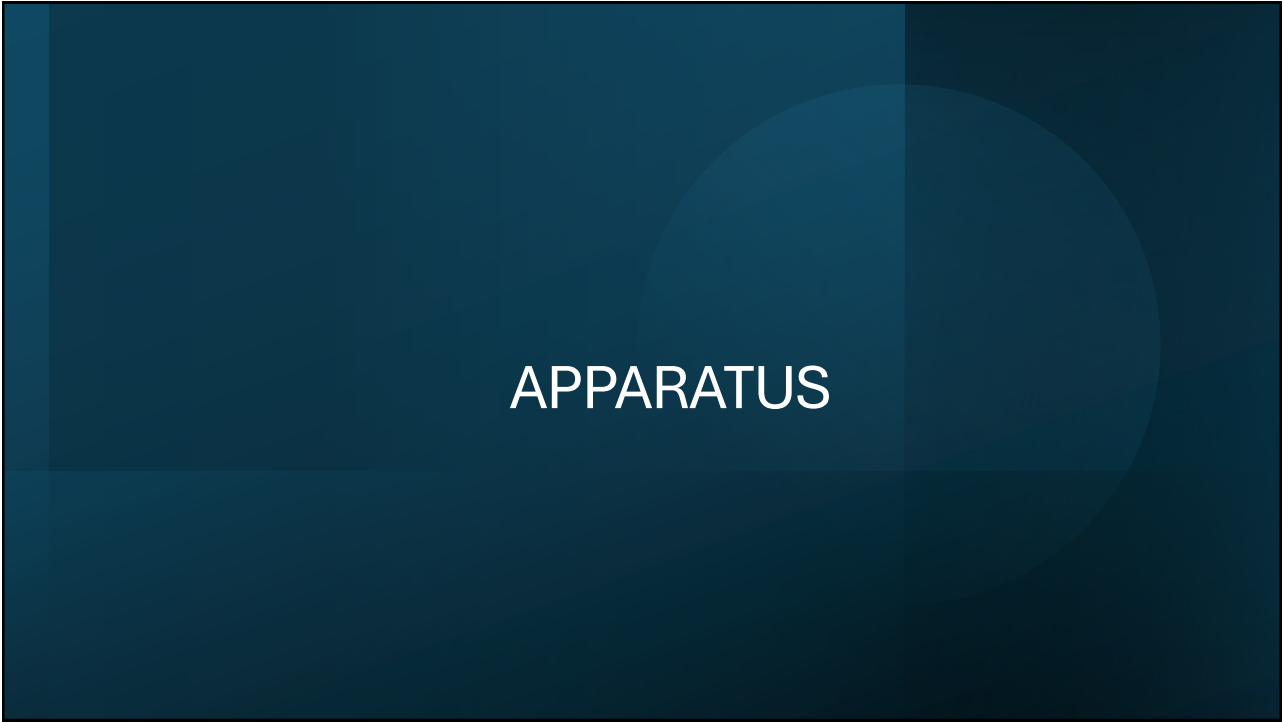
Engine Companies: 4.29 / 6
Reserve Pumpers: 0 / 0.5
Ladder Service: 2.84 / 4
Reserve Ladder and Service: 0 / 0.5
Deployment Analysis: 8.03 / 10
Company Personnel: 5.57 / 15
Training: 4.61 / 9

Water Supply

Credit for Supply System: 13.67 / 30
Credit for Hydrants: 2.25 / 3

Community Risk Reduction

3.61 / 5.50



CAR 2 (1701)

2021 Dodge Ram

Command Vehicle

- Currently Assigned to Assistant Chief



97

SQUAD 17 (1703)



2018 Toyne/Spartan

Rescue Engine

- 32,945.4 Miles (2-15-2024)
- 4527.9 Engine Hours
- 249.09 Pump Hours

Frontline Apparatus (Primary All-Calls)

6 Person Cab

1000-gallon Water Capacity

1500 gallon per minute pump

Small Compliment of Extrication Equipment

98

ENGINE 17 (1705)



2001 E-One International

Engine (Previously Pumper/Tanker)

- Mileage: 45, 164.7 (2-15-2024)
- Pump Hours: Unable to Obtain (No Gauge)
- Engine Hours: Unable to Obtain (No Gauge)

Reserve – Secondary Apparatus

5 Person Cab

1000-gallon water capacity

1250 gallon per minute pump

Hose and Fire Suppression Tools only

99

TANKER 17 (1707)

2008 Freightliner Rosenbauer

Tanker/Tender

- Mileage: 12,962.3
- Engine Hours: 154
- Pump Hours: 76.5

2 Person Cab

Frontline (Primary Water Supply Apparatus)

- Pump Capacity for Engine Credit
- Rural Water Supply (Automatic/Mutual Aid or White Oak District)

2000-gallon Water Capacity

1250 gallon per minute pump

Minimum/Required Equipment



100

UTILITY 17 (1709)



2010 Chevrolet Silverado

Utility Apparatus (Previous Brush Truck)

- Mileage: 27,643

Primary Unit for Pulling Marine 17

Transport of supplies, equipment, and personnel

101

TRUCK 17 (1717)

2003 E-One Typhoon

Quint Aerial

- Mileage: 20,898 (2-15-2024)
- Engine Hours: 3533.8
- Aerial Hours: 1434.9
- Pump Hours: Unable to Obtain (No Meter)

Frontline Apparatus

- Primary to Hubert & Western Carteret Districts

6 Person Cab

500-gallon Water Tank Capacity

1250 gallon per minute Pump Capacity

Small Compliant of Hydraulic/Generated Pump Equipment



102

MARINE 17 (1718)

2001 19' Carolina Skiff

- 2020 Suzuki 115hp

Primary Water-Related Incidents

- Automatic Aid to ICW with Emerald Isle



103

Maintenance April 2023 to Present

Squad 17	Truck 17	Engine 17	Tanker 17	Utility 17	Marine 17
<ul style="list-style-type: none"> • Pump Panel Labels • Rear Tires (4) Replaced • Red DOT Marker Lights • V-Mux Electrical Unit Failure • Transmission Seals • Turbo Actuator • Oil Sensor Seals • Air Horn Diaphragm • Back-Up Alarm 	<ul style="list-style-type: none"> • Charging System Repair • Battery Replacement • Cab Lift Hydraulic System • Low Beam Headlights • DOT Marker Light Replacement 	<ul style="list-style-type: none"> • Horn System • Steering Wheel (Drive) Horn • Steering Wheel (Drive) Horn Repaired • Pump Valves Replaced (2 Discharges) • Headlights Replaced • Removed Rear Jet Dump Discharge 	<ul style="list-style-type: none"> • Front Steer Tire Replacement • Emergency Warning Lights – Electrical Issue • Pump Test Failure / Correction and Retest • Cross-Lay Valve Replacement • Air System Leaks 	<ul style="list-style-type: none"> • Driver Door Handle • Battery Replacement • Corrected Emergency Light Wiring Issues 	<ul style="list-style-type: none"> • Motor Output Issues

104

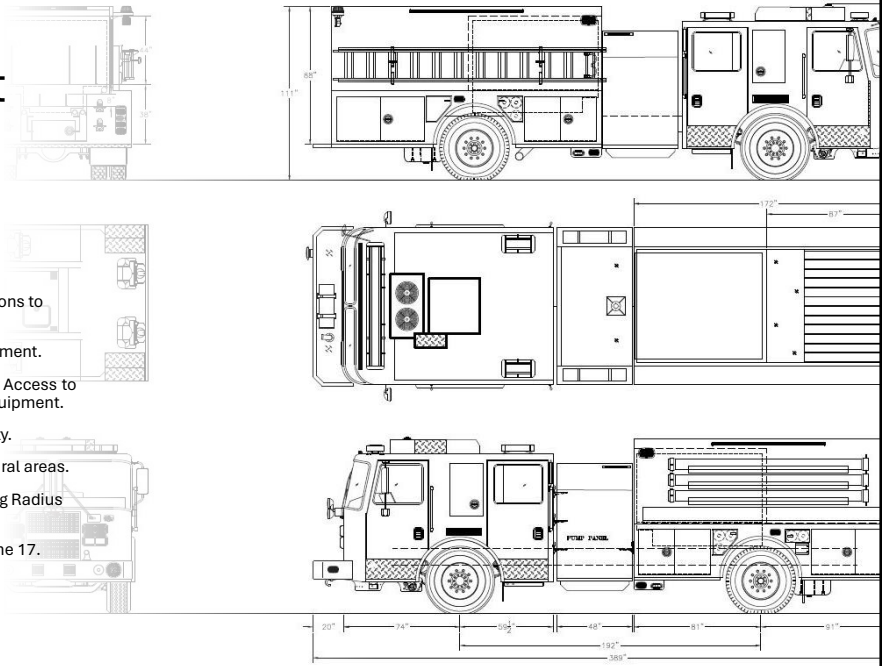
Current/Remaining Issues

Squad 17	Truck 17	Engine 17	Tanker 17	Marine 17
<ul style="list-style-type: none">•Kussmual Air Jockey System•Steering Wheel and Front-End Alignment•Front Tires (Uneven Wear on Tires from Previous Suspension Issues)•VHF Communication System•Front Braking System•Brake Pad Replacement Recommended•Door Sensor Issues•Open Door Sensor Alarm Improper Functioning•Incorrect Self-Contained Breathing Apparatus Securing System	<ul style="list-style-type: none">•Gauge Intermittently Works (Fuel & Air)•Hydraulic Stabilizer Seal Leak (Passenger Side)•Hydraulic Stabilizer Intermittent Cavitation During Extension•Aerial Spacer Glides Need Replacement•Aerial Spot & Scene Light Needs Replacement•Air System Pressure Issues and Leaks (Drains Tanks, Delays Response)•Aerial Communication System Intermittent•Missing Emergency Lights (Light No Longer in Production – Requires Additional Uplifting)•Passenger Compartment Window and Seals Leak•Electrical System Issues•120 Volt System•Missing Scene Light (Driver Side)•Interior Dash Covers/Panels•Missing, Broken, or Taped Together	<ul style="list-style-type: none">•No longer "Tanker" Capable•Numerous Emergency Lights•Lights Burned Out•Original Lights No Longer Available (Requires Upgrade)•Electrical System Issues•Charging System (Periodically Does Not Start)•Radio System•Generator (Non-Operational) & 120 Volt System•Leaking Valves (Drains Tank)•Requires Daily Refill or Housed with No Water•Pump Test Fails•Passenger Side Rear Tire Leak•Back-Up Alarm Inoperable•Engine Oil Leak	<ul style="list-style-type: none">• Air Leak (Brake System)• Electrical Issues (Emergency lights)• Tank to Pump Vale Assembly Replacement Needed• Pump PTO Alignment• Cab Blower Motor Intermittent	<ul style="list-style-type: none">• Hole and Damage to Fiberglass Underneath• Internal Waterlog• Damaged Fiberglass on Gunnel wells and Bow.• Missing Gauges (Fuel)

APPARATUS REPLACEMENT REQUEST

ENGINE 17 (Replacement Proposal)

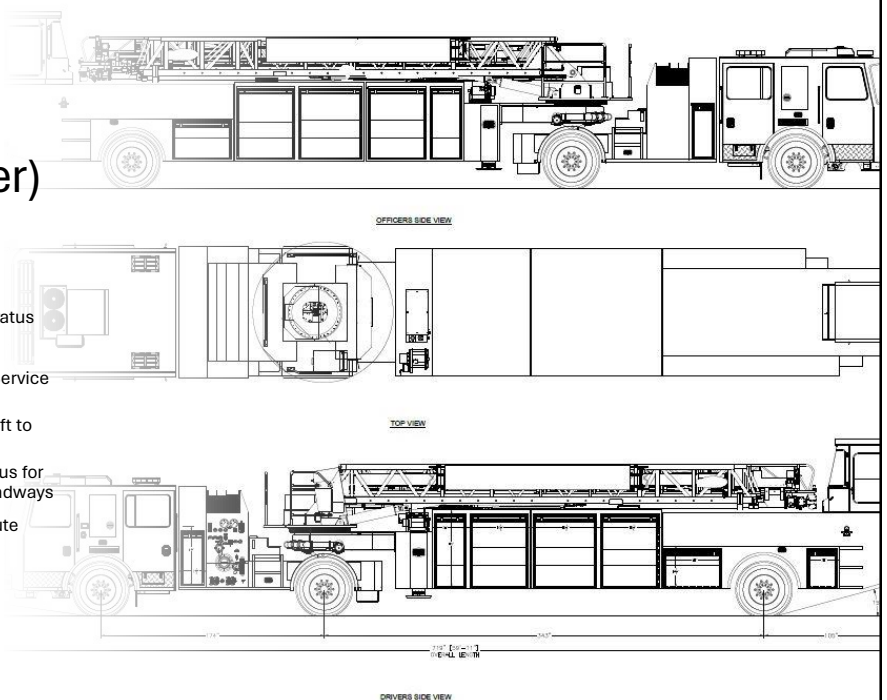
- Would Replace the 2001 Engine
 - (3) NFPA Editions Old
- Become Front Line Apparatus
 - Allows Improved Rotation Options to Limit Wear and Tear.
- Increase Functionality for ISO assessment.
- Enhance Operational Ability with Low Access to Hose Lines, Ladders, and Drafting Equipment.
- 2000 gallon per minute pump capacity.
- Maintains 1000 gallons of water for rural areas.
- Short Wheelbase for Improved Turning Radius and Wheelbase.
- Recommend Surplus of Current Engine 17.



107

TRUCK 17 (Replacement Proposal 1 – Tiller)

- Would Replace 2003 75ft Aerial
 - (3) NFPA Editions Old
- Would Become Frontline Aerial Apparatus
- Increased Functionality
 - More Compartment Space for Service Enhancement and Credit
 - Aerial Length Increases from 75ft to 101ft
 - Extremely Minimal Turning Radius for Narrow and Limited Access Roadways
- Equipped with a 2000-gallon per minute pump.
- Equipped with 300 gallons of water.
- Requires a Second Driver/Operator



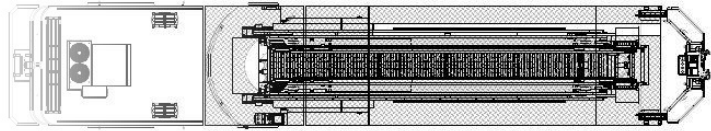
108

TRUCK 17 (Replacement Proposal 2 – Mid- Mount)

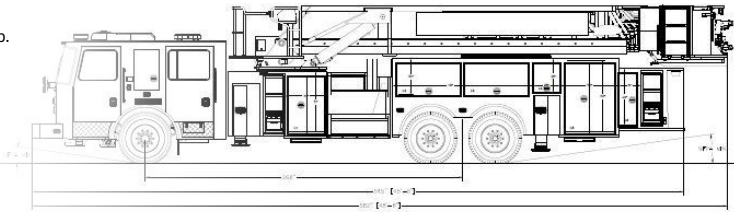
- Would Replace 2003 Aerial
 - (3) NFPA Editions Old
- Would Become Frontline Aerial Apparatus
- Increased Functionality
 - Increased Compartment Space for Service Enhancement from Current Apparatus
 - Aerial Length Increases from 75ft to 102ft
 - Turn Radius and Tail Swing considerations to tight turning areas.
- Equipped with a 2000-gallon per minute pump.
- Equipped with 300 gallons of water.
- Does not Require a Second Driver.



OFFICER SIDE VIEW



PLAN VIEW



DRIVER SIDE VIEW

109

QUESTIONS



110

BOARD COMMENTS

Mayor John Davis
Mayor Pro Tem William Justice
Commissioner Jeffrey Conaway
Commissioner Douglas Eckendorf
Commissioner Joseph Brown

111

ADJOURN

112