

**Town of Swansboro
Board of Commissioners
February 26, 2024, Special Meeting Minutes**

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

Call to Order/Opening Prayer/Pledge

The meeting was called to order at 6:00 pm. Mayor Davis led the Pledge of Allegiance. The purpose of the meeting was to complete appointments to the vacant commissioner seat, Swansboro CAMA Land Use Plan review, and department introductions from Police and Finance.

Public Comment

Pat Turner of 1208 Mt. Pleasant Road shared that she was still willing to serve the town and had applied for appointment for the vacant commissioner seat. She shared that she had 30 years of experience, having served 20 years on the Planning Board and 10 years as a Commissioner.

Adoption of Agenda

On a motion by Commissioner Conaway, seconded by Commissioner Eckendorf, the agenda was adopted unanimously.

Appointments/Recognitions/Presentations

Appointment to Vacant Commissioner Seat

Interim Town Manager Barlow reviewed that per the Town Code § 3.3 (C) In the event a vacancy occurs in the office of mayor or commissioner, the board shall by majority vote appoint some qualified person to fill the same for the remainder of the unexpired term. The term of the current vacancy would be through December 2025. The Board requested that a call for applications be announced with a deadline of Friday, February 23, 2024, at 1pm. Those interested were to submit a Talent Bank application to be considered. The call for applications was posted on the Town website and Facebook on Monday February 19, 2024. There were 4 applications received.

On a motion by Commissioner Conaway, seconded by Commissioner Brown, Pat Turner was appointed to the vacant seat. The motion passed 3:1.

Ayes: Conaway, Brown, Justice

No: Eckendorf

Commissioner Brown shared that Ms. Turner rose to the top for selection because of her experience.

Mayor Pro Tem Justice shared that the decision was not an easy decision and encouraged those who were interested to continue to stay involved.

Ms. Turner would be sworn in at the February 27, 2024, regular meeting.

Review of CAMA Land Use Plan

Planner Correll provided a presentation attached herein with the power point presentation of the meeting to provide the board with a review of the CAMA Land Use Plan.

In response to inquiries from the board, Mrs. Correll clarified the following.

- ETJ areas are regulated by the town for building code enforcement and planning.
- Accessory structures are not permitted to be dwellings.
- Campers were only allowed to be set up and used on lots for a period of 14 days per year. They were not permitted to be a full-time residence.
- The population estimate formula used in the 2009 plan has been exceeded, however the estimates from the 2019 update had been accurate.
- For NCDOT maintained streets, Traffic Impact Analysis were reviewed by NCDOT, for town maintain streets, a traffic engineer is engaged by the Town to review those.

The board took a recess from 5:57 pm to 6:04 pm.

Department Introductions will be presented from Police and Finance

Department heads from the Police and Finance Departments provided an introduction to their departments. All reviewed PowerPoint slides are attached herein.

Board Comments

Mayor Davis indicated that he felt that the TDA meetings should be held at 6pm instead of 2:30 pm, and board members also supported that change.

Adjournment

On a motion by Commissioner Conaway, seconded by Mayor Pro Tem Justice, the meeting adjourned at 7:13 pm.

Special Meeting February 26, 2024



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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.

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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NEW BUSINESS/NON-CONSENT

Appointment to Vacant Commissioner Seat

Per the Town Code § 3.3 (C) In the event a vacancy occurs in the office of mayor or commissioner, the board shall by majority vote appoint some qualified person to fill the same for the remainder of the unexpired term.

Recommended Action: Consider appointment to vacant seat.

Presenter: Jonathan Barlow– Interim Town Manager

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NEW BUSINESS/NON-CONSENT

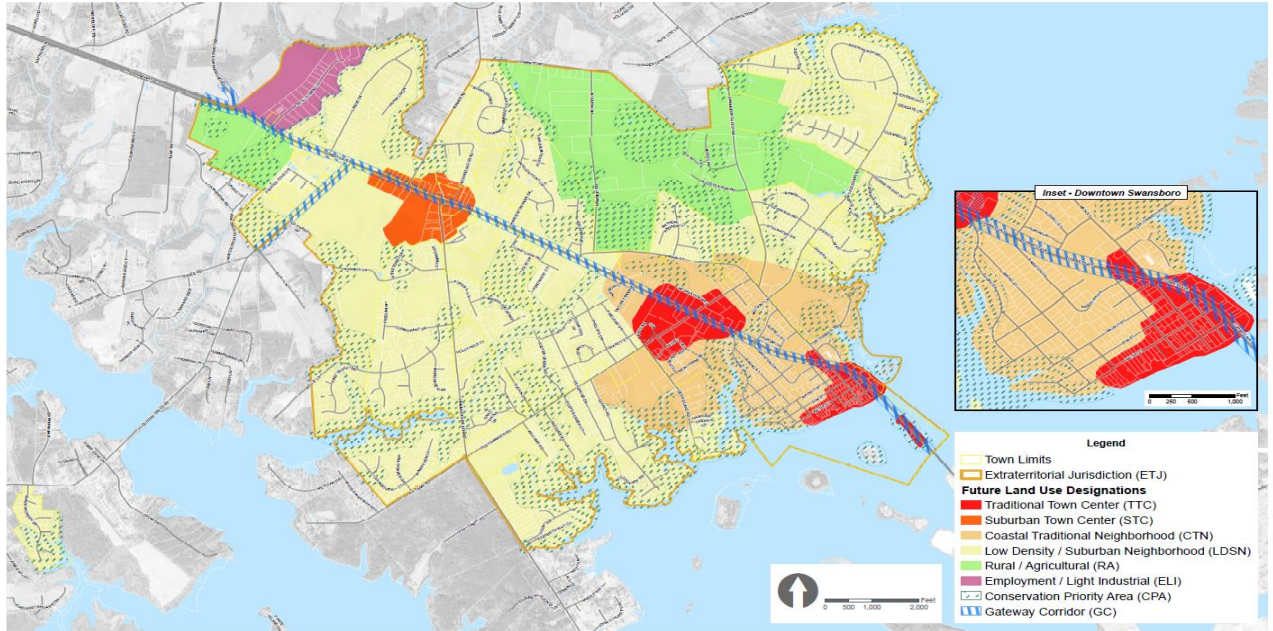
Review of CAMA Land Use Plan

At its February 19, 2024, special meeting the board requested to receive a review of the CAMA Land Use Plan.

Recommended Action: The review is for informational purposes.

Presenter: Andrea Correll – Planner

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SWANSBORO CAMA LAND USE PLAN UPDATE

- Future Land Use Map -

Adopted: January 22, 2019

STEWART
LAND MANAGEMENT

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GATEWAY CORRIDOR (GC)

The area around and encompassing NC 24 is the foyer of the community: a place that welcomes travelers and residents alike. For some people, it may be the only part of Swansboro that they see, and the impression it leaves should be reflective of the community's values: welcoming friendliness, coastal charm, and beauty. The appearance and function of this corridor are in need of attention, and updated and enhanced regulation were identified as important to the community. The Gateway Corridor is all lots within 100' of and visible from, or with frontage on NC 24.

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CONSERVATION PRIORITY AREA (CPA)

Conservation Priority Areas (CPA) represent opportunities to allow lower density development clustered away from and respectful of environmentally sensitive areas, important natural views, and priority conservation preservation areas as identified by the community. Agricultural preservation was also identified as a community priority, but where Rural Agricultural (RA) areas overlap the CPA, the development character and density restrictions of the RA area shall prevail, and not be further restricted by the CPA.

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EMPLOYMENT / LIGHT INDUSTRIAL (ELI)

This land use designation primarily occurs off of NC 24 on the western end of Swansboro, including the existing development on Seth Thomas Lane. The light industrial uses involve automotive or vehicular work, storage of goods, and limited manufacturing, which occurs entirely indoors and not likely to be nuisance to neighbors. The expansion of this district provides a prime location for economic development opportunities that could also include warehousing, distribution, office, research and development, tech-flex. The ELI district is distinguished by the look and feel of an industrial park with circulation for trucks but should include amenities for employees and customers.

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TRADITIONAL TOWN CENTER (TTC)

When most people talk about Swansboro, they are talking about the historic district, businesses on Front Street and surrounding “old town” residential neighborhood. Homes and businesses stand side-by-side in a historical development pattern and complement, rather than detract from each other. Many older residential homes have been converted into businesses, with second -story residential, with a working marina directly adjacent. This is an area where uses are mixed both vertically and horizontally.

This active, vibrant part of the community is both a window into the past and provides character that defines the community. Using traditional pattern and character to influence future development of small-lot single family homes in other parts of Swansboro, fulfills a strong desire by many in the community to connect people to destinations, especially by non-motorized means.

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SUBURBAN TOWN CENTER (STC)

These areas are meant to be commercial activity nodes that are more auto-oriented such as the intersections of Hammocks Beach Road or Queen’s Creek Road with NC 24. In well-designed projects, a person can patronize several businesses via access easements between businesses, a secondary road network, or on foot. Uses may be mixed, generally are larger in scale and include higher density residential including townhomes, market-rate apartments with access to major thoroughfares and existing utilities. Office, civic and institutional uses may be incorporated into this land use class. Development opportunities may occur on greenfields or sites with underutilized uses ripe for redevelopment.

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COASTAL TRADITIONAL NEIGHBORHOOD (CTN)

This walkable district is the “old town” residential neighborhood that surrounds the historic central business district. It is walkable and dense, with small lots clustered on regular blocks that create a cozy and neighborly feel. While it is not uncommon for a non-residential use to occupy a previously residential structure, most non-residential uses occur in the nearby mixed use activity node, which is within a short walk. The historic development pattern has narrow streets and rights-of-way, with sidewalks generally only on one side of the street. Lots are narrow, but porches are wide.

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LOW DENSITY / SUBURBAN NEIGHBORHOOD (LDSN)

This residential neighborhood type generally reflects recent development in Swansboro. Lots are a little larger and although the neighborhood is walkable, most people move into and out of the neighborhood by car. Although some small-scale non-residential or multi-family residential may occur at key intersections or near significant public resources (like parks), this area is primarily single family detached residential homes.

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RURAL / AGRICULTURAL (RA)

Respect for agricultural lands was determined to be an important character of the Swansboro area. Rural views and working farms were once a major component of the landscape. Contrary to common conception, farms are not idyllic gardens or “neighborhoods waiting to develop” but are an almost industrial-type use where soil is worked and food/products are grown and harvested by large machines. Higher, flatter, drier areas are often the first to be consumed by development, and that has occurred in Swansboro, even as recently as the construction of the new high school. Preservation of existing agricultural areas was therefore prioritized with the creation of a FLU designed to protect these landscapes.

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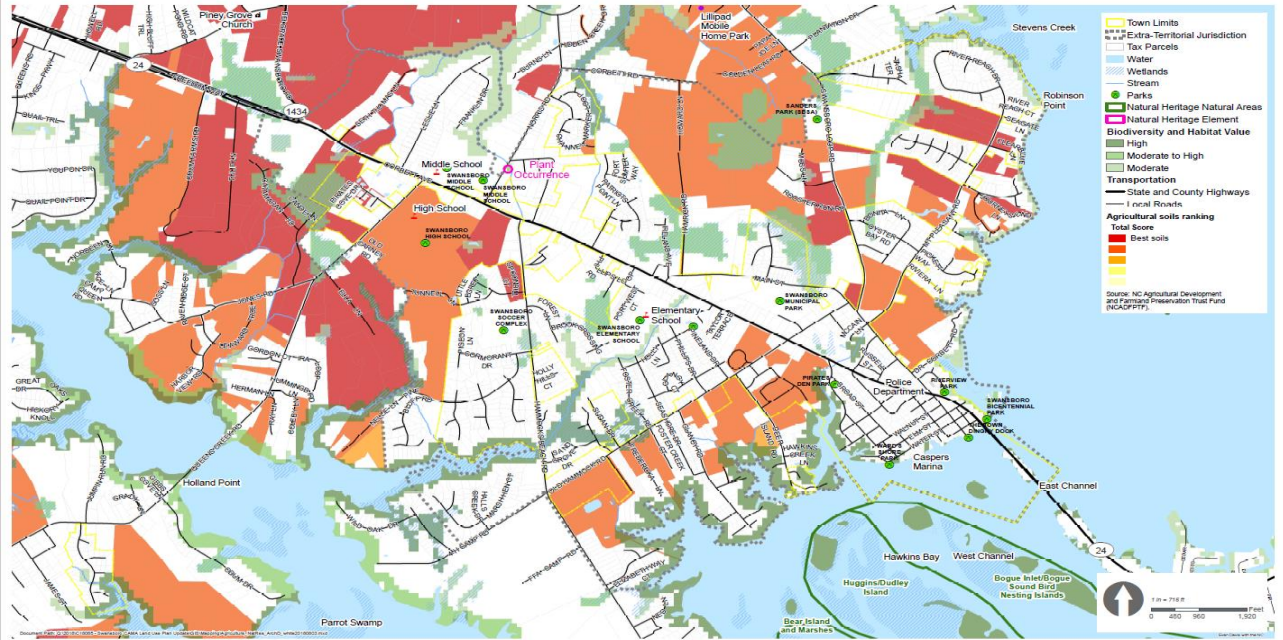
Appropriate Density

Lower densities that are separated by working agricultural areas.

Up to 4 dwellings per acre of any type of residential within a 1/2-mile walking distance of any Town Center area or within 1/4 mile walking distance of a Coastal Traditional Neighborhood area, whichever is greater (i.e. - allows increased densities to more property).

Up to 4 dwellings per acre of any type residential within a 1/4-mile walking distance of a public park of 5 acres or more in size, if there is improved pedestrian access.

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SWANSBORO CAMA LAND USE PLAN UPDATE
 - agriculture, environmental lands, and parks -



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Department Introductions Police

Presenters: Dwayne Taylor- Police Chief

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Swansboro Police Department

2023 Annual Report



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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.



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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.



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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.

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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.

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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.

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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	68
• Drug Offenses (Felony)	28 (9)
• Drug Overdose (Fatal)	22 (1)
• DWI	42
• Fraud	32
• Juvenile Issues	31

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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

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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

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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.	

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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.

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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

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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

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Warrant Service

• Arrests made by Warrant Service:	44
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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.

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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.

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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.



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Community Involvement

School kids get a tour of patrol vehicle.

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Community Involvement

School kids tour the Police Department.



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Community Involvement

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

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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.

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GRANTS

Grant Funding

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

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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.



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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



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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.

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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.



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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.

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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: Office Kyle Shotwell
- Q3: Detective Austin ray

Congratulations to each for their dedication to duty.



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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



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.

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Department Introductions Finance

Presenter: Sonia Johnson - Finance Director

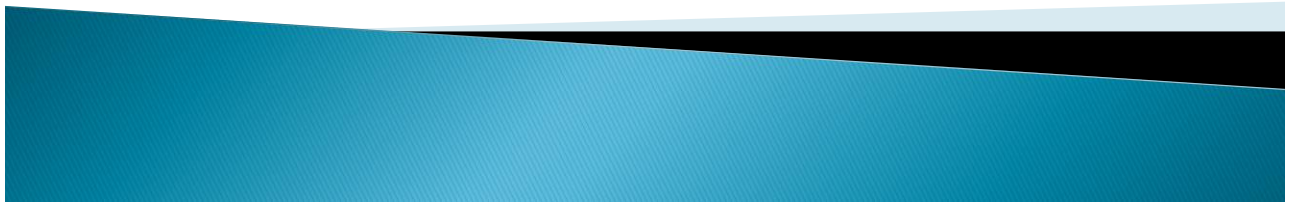
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TOWN OF SWANSBORO

Finance Department Overview

Presented By: Sonia Johnson, Finance Director

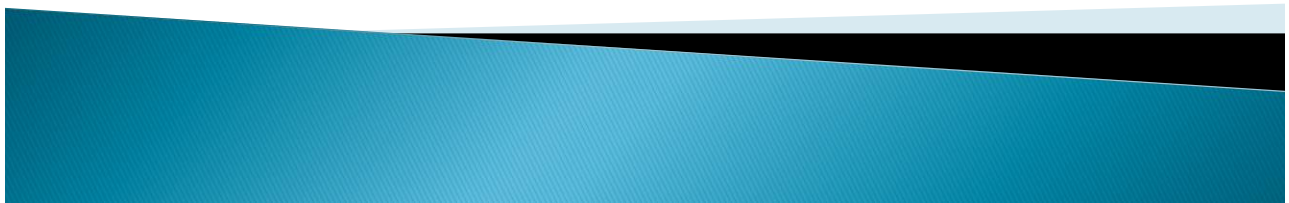


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Finance Department Mission

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.



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Accounting Cycle



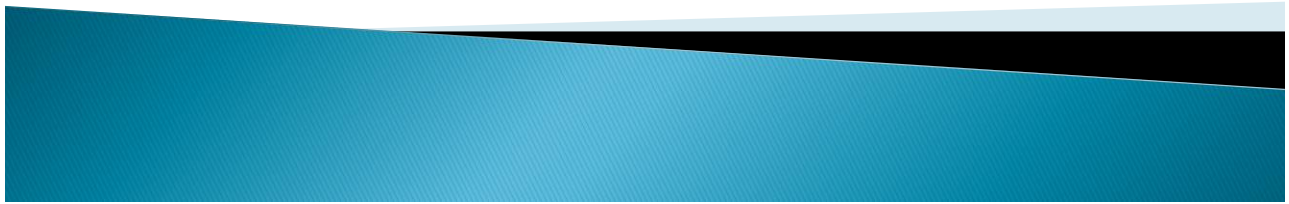
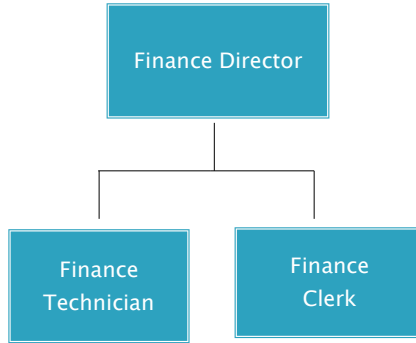
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Finance Department Responsibilities



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FINANCE DEPARTMENT



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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



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Finance Directors Duties & Responsibilities (Cont'd)



<p><u>Preaudit function</u> Certification for obligation Certification of disbursements</p>	<p>Works with Town Manager in preparation of annual budget and special projects</p>	<p>Human Resource</p>
<p>Oversees Town purchasing and bid procedures</p>	<p>Works with Town Manager in directing the formulation of town financial policies</p>	<p>Advises Board on fiscal matters</p>
<p>Reviews and monitors ongoing administration of budget; monitors revenues and expenditures</p>	<p>Capital Improvement Plan (CIP)</p>	<p>Prepares the Annual Comprehensive Financial Report</p>

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Finance Technician Duties & Responsibilities



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

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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

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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)

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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



Internship Opportunities



- Explore a career path in Local Government Finance
- Mentorship
- Gain confidence in their abilities
- Make academic work more meaningful though practical application of classroom principals
- Gains hands-on experience
- Transition into a permanent job



Questions?



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PUBLIC COMMENT

Citizen opportunity to address the Board.

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MANAGER'S COMMENTS

Jonathan Barlow,
Interim Town Manager

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BOARD COMMENTS

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

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ADJOURN