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BOARD OF COMMISSIONERS MEETING AGENDA

Town of Swansboro

Monday, March 28, 2022

Board Members

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

I. Call to Order/Opening Prayer/Pledge

Mayor John Davis

II. Public Comment

Citizens have an opportunity to address the Board for no more than three minutes per speaker regarding items listed on the agenda.

There is a second opportunity at the end of the agenda for the public to address the Board on items not listed on the agenda.

III. Adoption of Agenda and Consent Items

Board of Commissioners

The Town Clerk respectfully submits to the Board, the Regular Agenda and the below consent items, which are considered to be of general agreement and little or no controversy. These items may be voted on as a single group without Board discussion "or" if so desired, the Board may request to remove any item(s) from the consent agenda and placed for consideration separately.

Consent Items:

Tax Refunds

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$202.80.

Adams, Timothy Leroy & Christa Anna	\$5.81	Tag Surrender
Baldwin, Eric C	\$140.04	Tag Surrender
Urban, Jacob Ryan	\$56.95	Military

IV. Appointments/Recognitions/Presentations

a. Board Appointments

Alissa Fender

Town Clerk

Due to resignations, there are several board appointments needed.

Recommended Action:

1. *Consider appointments to the Board of Adjustment*
2. *Consider appointments to the Historic Preservation Commission*

V. Public Hearing - none

VI. Business Non-Consent

- a. Text Amendment/Town Code Chapter 74 Traffic Schedules - IV. Left turns; right turns; and VI. Speed limits

Ken Jackson
Police Chief
Alissa Fender
Town Clerk

Consideration has been requested to review and change the speed limit from 20 mph to 5 mph on Front Street and the portion of Church Street between front Street and Water St. At present there are no speed limit signs and two 5 mph signs are requested.

In review of this consideration additional edits to this chapter are needed to address other changes that have been made over the years but not updated in the Town Code.

Recommended Action: Motion to approve Ordinance 2022-O3

- b. Budget Ordinance Amendment #2022-8

Paula Webb
Town Manager

The initial concept for the Walnut Street Outfall Retrofit was expected to be a relatively simple underground infiltration practice. However, following some analyses, it was determined that the infiltration rates of the existing site are not high enough to fully manage the stormwater. A new concept has been proposed with an engineered media and underdrain system. This will require more fine grading work and new structures along the outfall line. Overall, the scope of work has become more complex and would be better served by hiring a contractor who will be able to devote 100% of their time and energy on the project.

Recommended Action: Motion to approve Budget Ordinance Amendment #2022-8 allocating \$35,000 toward the Walnut Street Retrofit Project.

c. Adopting a Grant Project Ordinance for an Emergency Operations Center

Sonia Johnson
Finance Director

The NC Office of State Budget and Management is administering the State Capital and Infrastructure Fund (SCIF) Directed Grants as appropriated by the North Carolina General Assembly in the Current Operations Appropriations Act of 2021. The Town was awarded \$6,000,000 to build an Emergency Operations Center.

Recommended Action: Motion to approve a Grant Project Ordinance for the Town of Swansboro State Capital and Infrastructure Funds, and to authorize the Town Manager and Finance Director to take all actions necessary on behalf of the town council to receive the grant funds.

d. Financial Report - February 28, 2022

Sonia Johnson
Finance Director

e. Future Agenda Items

Alissa Fender
Town Clerk

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.

Recommended Action: Discuss and provide any guidance

VII. Items Moved from Consent

VIII. Public Comment

Citizens have an opportunity to address the Board for no more than five minutes regarding items not listed on the Agenda.

IX. Manager's Report/Comments

Projects Report

Monthly Department Report

Paula Webb
Town Manager

X. Board Comments

Board of Commissioners

XI. Closed Session

Board of Commissioners

Recommended Action: Motion to enter closed session 143-318.11 (a) (3, 4, & 5) to allow the Town Attorney to provide updates on legal matters under the attorney-client privilege, discussion related to the industry or other businesses potential to the area, and to instruct the public body's staff on negotiating terms for property acquisition.

XII. Adjournment

Board of Commissioners



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Tax Refund Request**

Board Meeting Date: **March 28, 2022**

Prepared By: **Sonia Johnson, Finance Director**

Overview:

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$202.80.

Vehicle Tax

Adams, Timothy Leroy & Christa Anna	5.81	Tag Surrender
Baldwin, Eric C	140.04	Tag Surrender
Urban, Jacob Ryan	56.95	Military

Background Attachment(s):

1.

Recommended Action:

Motion to approve refunds as recommended by Onslow County.

Action: _____



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Board Appointments**

Board Meeting Date: **March 28, 2022**

Prepared By: **Alissa Fender – Town Clerk**

Overview: Due to resignations, there are several board appointments needed. A list of vacancies are provided below as well as a Talent Bank Sheet with those citizens with interest to serve.

Board of Adjustment

One (1) vacancy to consider for appointment for in-town

One (1) vacancy to consider for appointment for ETJ (ALT)

There are 2 application(s) on file for in-town (*see Talent Bank Sheet*).

Historic Preservation Commission

One (1) vacancy to consider for appointment for Alternate seat.

There are 2 application(s) on file (see Talent Bank Sheet).

Action to Consider:

1. Consider appointments to the Board of Adjustment
2. Consider appointments to the Historic Preservation Commission

Background Attachments:

NCGS 160A-362 and NCGS 128-1.1

ETJ Resolutions

Talent Bank Sheet

Action: _____

§ 160A-362. Extraterritorial representation.

When a city elects to exercise extraterritorial zoning or subdivision-regulation powers under G.S. 160A-360, it shall in the ordinance creating or designating its planning board provide a means of proportional representation based on population for residents of the extraterritorial area to be regulated. Representation shall be provided by appointing at least one resident of the entire extraterritorial zoning and subdivision regulation area to the planning board and the board of adjustment that makes recommendations or grants relief in these matters. For purposes of this section, an additional member must be appointed to the planning board or board of adjustment to achieve proportional representation only when the population of the entire extraterritorial zoning and subdivision area constitutes a full fraction of the municipality's population divided by the total membership of the planning board or board of adjustment. Membership of joint municipal county planning agencies or boards of adjustment may be appointed as agreed by counties and municipalities. Any advisory board established prior to July 1, 1983, to provide the required extraterritorial representation shall constitute compliance with this section until the board is abolished by ordinance of the city. **The representatives on the planning board and the board of adjustment shall be appointed by the board of county commissioners with jurisdiction over the area.** When selecting a new representative to the planning board or to the board of adjustment as a result of an extension of the extraterritorial jurisdiction, the board of county commissioners shall hold a public hearing on the selection. A notice of the hearing shall be given once a week for two successive calendar weeks in a newspaper having general circulation in the area. The board of county commissioners shall select appointees only from those who apply at or before the public hearing. The county shall make the appointments within 45 days following the public hearing. Once a city provides proportional representation, no power available to a city under G.S. 160A-360 shall be ineffective in its extraterritorial area solely because county appointments have not yet been made. If there is an insufficient number of qualified residents of the area to meet membership requirements, the board of county commissioners may appoint as many other residents of the county as necessary to make up the requisite number. When the extraterritorial area extends into two or more counties, each board of county commissioners concerned shall appoint representatives from its portion of the area, as specified in the ordinance. If a board of county commissioners fails to make these appointments within 90 days after receiving a resolution from the city council requesting that they be made, the city council may make them. If the ordinance so provides, the outside representatives may have equal rights, privileges, and duties with the other members of the board to which they are appointed, regardless of whether the matters at issue arise within the city or within the extraterritorial area; otherwise they shall function only with respect to matters within the extraterritorial area. (1959, c. 1204; 1961, c. 103; c. 548, ss. 1, 13/4; c. 1217; 1963, cc. 519, 889, 1076, 1105; 1965, c. 121; c. 348, s. 2; c. 450, s. 1; c. 864, ss. 3-6; 1967, cc. 15, 22, 149; c. 197, s. 2; cc. 246, 685; c. 1208, s. 3; 1969, cc. 11, 53; c. 1010, s. 5; c. 1099; 1971, c. 698, s. 1; 1983, c. 584, ss. 1-4; 1995 (Reg. Sess., 1996), c. 746, s. 2; 2005-418, s. 11.)

§ 128-1.1. Dual-office holding allowed.

(a) Any person who holds an appointive office, place of trust or profit in State or local government is hereby authorized by the General Assembly, pursuant to Article VI, Sec. 9 of the North Carolina Constitution, to hold concurrently one other appointive office, place of trust or profit, or an elective office in either State or local government.

(b) Any person who holds an elective office in State or local government is hereby authorized by the General Assembly, pursuant to Article VI, Sec. 9 of the North Carolina Constitution to hold concurrently one other appointive office, place of trust or profit, in either State or local government.

(c) Any person who holds an office or position in the federal postal system or is commissioned as a special officer or deputy special officer of the United States Bureau of Indian Affairs is hereby authorized to hold concurrently therewith one position in State or local government.

(c1) Where authorized by federal law, any State or local law enforcement agency may authorize its law enforcement officers to also perform the functions of an officer under 8 U.S.C. § 1357(g) if the agency has a Memorandum of Agreement or Memorandum of Understanding for that purpose with a federal agency. State and local law enforcement officers authorized under this provision are authorized to hold any office or position with the applicable federal agency required to perform the described functions.

(c2) Repealed by Session Laws 2015-201, s. 3(b), effective August 5, 2015.

(d) The term "elective office," as used herein, shall mean any office filled by election by the people when the election is conducted by a county board of elections under the supervision of the State Board of Elections. (1971, c. 697, s. 2; 1975, c. 174; 1987, c. 427, s. 10; 2006-259, s. 24(a); 2011-31, s. 13; 2014-100, s. 14.11(b); 2015-201, s. 3(b); 2015-241, s. 14.30(u); 2017-6, s. 3; 2018-146, ss. 3.1(a), (b), 6.1.)

TOWN OF SWANSBORO
Resolution 2022-R4

Nomination(s) to Serve as Extraterritorial Representative(s)

WHEREAS, NCGS 160D-307 provides that the County Board of Commissioners is the appointing authority for extraterritorial representatives on municipal planning boards and boards of adjustment; and

WHEREAS, the Swansboro Board of Commissioners desires to recommend that the following resident(s) of its extraterritorial jurisdiction be considered for appointment to a planning-related board;

NOW THEREFORE BE IT RESOLVED that the Town of Swansboro Board of Commissioners respectfully requests the following extraterritorial resident(s) be appointed by the Onslow County Board of Commissioners to the board(s) indicated:

<u>Municipal Board</u>	<u>Nominee</u>	<u>Address</u>	<u>Term Expiration</u>
Board of Adjustment	_____	_____	_____

Adopted this 28th day of March 2022.

John Davis, Mayor

Attest:

Alissa Fender, Town Clerk

THUMBNAIL PROFILES TALENT BANK APPLICANTS

Lawrence Abalos Town Limits (910) 389 - 7500 (11/2021)

Interested in Planning Board

- Self Employed
- Bachelor's degree
- Current member of Parks & Rec board, Vice President of Swansboro Century Club, Coastal FCS Board member, Youth Sports Coach
- Would like to be a part of our community growth and development.

Richard Christian Smith Town Limits (252)725-5274 (12/2021)

Interested in Historic Preservation Planning Board Board of Adjustment Park Board Tourism Authority

- Attorney: The Law Office of R. Christian Smith, PLLC
- Juris Doctor
- Civic community involvement includes Boy Scouts of America, One Harbor Church, First Baptist Church
- Retired from NC Army National Guard, Extensive Storm response experience, previous Prosecutor, Probation Officer
- Loves residing in Swansboro and wants to see it experience responsible growth that allows additional residents to call Swansboro home, improve quality and variety of services while maintaining health and safety of community along with small town feel.

Matthew Prane Town Limits (910)750-2103 (12/2021)

Interested in Park Board

- USMC
- Bachelor's degree, Master of Science in Strategic Leadership
- 10 years of coaching and volunteer service within the Boy Scouts of America
- Interested in serving on the board to be more involved with the development of programs that meet the needs of the community. Most interested in development of an aquatic facility to meet the needs of everyone in the community to include future opportunities for afterschool programs, activities and person development

Dusty Rhodes Town Limits (910)389-2034 (2/2022)

Interested in Board of Adjustment Tourism Authority

- Director of Safety of Security for Onslow County Schools
- Bachelor's degree
- Currently supporting Crimestoppers, Local Emergency Planning. Previously served on Parks Board.
- Important to be involved in the Community, Born and Raised here, would like to give back.

Kelley Brown (910)238-0191 (2/2022)

Interested in Tourism Authority

- Sales Manager Hampton Inn Suites
- Highschool graduate
- Currently supporting Chamber of Commerce on the BOD, Military Affairs Committee, TAC in Jacksonville, and FHBI Volunteer
- The hotel has a special position, as we are consistently involved in the community and in the growth of the town, as it advances all interests.

William H. Kelly Town Limits (910)382-2275 (3/2022)

Interested in Historic Preservation Planning Board

- Accident Investigate MCB Camp Lejeune
- Highschool graduate with some college
- Volunteer Firefighter with Piney Green VFD from 1997-2006
- Wants to get more involved with the community, has lived in the community for several years and wants to help Swansboro stay the Friendly City by the Sea.

Note: Applications are kept on file for one year.

(Updated 3/22/2022) afender Z:\Town Clerk\Advisory Board Members



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Text Amendment/Town Code Chapter 74 Traffic Schedules - IV. Left turns; right turns; and VI. Speed limits**

Board Meeting Date: **February 28, 2022**

Prepared By: **Ken Jackson, Police Chief/Alissa Fender, Town Clerk**

Overview: Consideration has been requested to review and change the speed limit from 20 mph to 5 mph on Front Street and the portion of Church Street between front Street and Water St. At present there are no speed limit signs and two 5 mph signs are requested.

In review of this consideration additional edits to this chapter are needed to address other changes that have been made over the years but not updated in the Town Code. Those additional changes are as follows:

- Highway 24 Speed Limit: The speed limit was changed by NCDOT from 45 mph to 35 mph.
- With the implementation of One-Way movement downtown, no right turns, and no left turns are now prohibited at several intersections.

Background Attachment(s): Ordinance 2022-O3

Recommended Action: Motion to approve or deny Ordinance 2022-O3

Action: _____

ORDINANCE 2022-03
AN ORDINANCE AMENDING THE SWANSBORO TOWN CODE OF
ORDINANCES CHAPTER 74, SCHEDULE IV. LEFT TURNS; RIGHT TURNS, AND
SCHEDULE VI. SPEED LIMITS

THE BOARD OF COMMISSIONERS OF THE TOWN OF SWANSBORO ORDAINS:

Section 1. “That the following section of the Code of Ordinances, Town of Swansboro, North Carolina, be hereby amended to read as follows:

SCHEDULE IV. LEFT TURNS; RIGHT TURNS.

(A) There shall be no left turns at following intersections.

Location	Ord. No.	Date Passed
From Webb Street (proceeding East) onto Main Street	–	–
From Church Street (proceeding Southeast) onto S. Sabiston Drive	2022-03	3-28-22
From Main Street (proceeding Southeast) onto Front Street	2022-03	3-28-22
From Water Street (proceeding Southwest) onto Moore Street	2022-03	3-28-22

(OC, App. I § 120) Penalty, see § 70.99

(B) There shall be no right turns at following intersections.

Location	Ord. No.	Date Passed
From Webb Street (proceeding West) onto Main Street	2022-03	3-28-22
From Church Street and (proceeding Northwest) onto S. Sabiston Drive	– 2022-03	11-10-88 3-28-22
From Front Street (proceeding Southwest) onto Main Street	2022-03	3-28-22
From Water Street (proceeding Northeast) onto Church Street	2022-03	3-28-22
From Water Street (proceeding Northeast) onto Moore Street	2022-03	3-28-22
From Elm Street (proceeding Northeast) onto Moore Street	2022-03	3-28-22
From Moore Street (proceeding Northwest) onto Front Street	2022-03	3-28-22
From Main Street (proceeding Northwest) onto Front Street	2022-03	3-28-22

(OC, App. I § 121) Penalty, see § 70.99

SCHEDULE VI. SPEED LIMITS.

(A) It shall be unlawful to operate a vehicle in excess of the speeds designated upon the following streets or portions of streets of the state highway system.

(1) Twenty mile per hour speed limit.

Location	Ord. No.	Date Passed
Bonita Lane	–	7-20-93
Stillwater Drive	–	–

(OC, App. I § 105)

(2) Twenty-five mile per hour speed limit.

Location	Ord. No.	Date Passed
Corbett Avenue beginning at a point 500 feet east of S.R. 1447, between the hour of 7:30 A.M. to 8:30 A.M. and 2:30 P.M. to 3:30 P.M. on each day that school is in session	–	1-4-68
Oyster Bay Drive	–	7-20-93

(OC, App. I § 106)

(3) Thirty-five mile per hour speed limit.

Location	Ord. No.	Date Passed
Corbett Avenue (N.C. 24) from the southeastern town limits westward to the northwestern extent of the town limits	–	11-10-88
Corbett Avenue (Highway 24) within town limits	2022-03	3-28-22

(OC, App. I § 108)

(4) Forty-five mile per hour speed limit.

Location	Ord. No.	Date Passed
Corbett Avenue (Highway No. 24) from the western town limits eastward to the existing 35 MPH zone	–	11-1-67
Hammocks Beach Road (S.R. 1511), from N.C. 24 to its southern terminus at Wind Dance Lane - all those portions that are within the town limits	2012-01	1-17-12

(OC, App. I § 110) (Am. Ord. 2012-01, passed 1-17-12) Penalty, see § 70.99

(B) It shall be unlawful to operate a vehicle in excess of the speeds designated on the following town streets.

(1) Twenty mile per hour speed limit.

Location	Ord. No.	Date Passed
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Broad Street	-	-
Century Court	-	3-21-00
Church Street from Water Street to Highway 24	2022-03	3-28-22
Crush Court	-	3-21-00
East Sabiston Drive	-	-
Elm Street	-	-
Fifth Street	-	-
Glancy Street	-	9-19-00
Holly Lane	-	8-15-00
Lisk Drive South	-	-
Main Street East	-	-
Moore Street East	-	-
Nikida Court	2006-05	1-17-06
Park Lane South	-	-
Phillips Drive	-	8-15-00
Pineland Drive	-	8-15-00
Pirates Cove Drive	-	3-21-00
Russell Street	-	11-10-88
Shore Drive	-	-
South Chestnut Street	-	-
South Water Street	-	-
South Front Street	-	-
South Sabiston Drive	-	-
Spring Street	-	-
Tasha Terrace	2006-05	1-17-06
Walnut Street	-	-
Webb Street	-	-

(OC, App. I § 113) (Am. Ord. 2006-05, passed 1-17-06)

(2) Thirty-five mile per hour speed limit.

Location	Ord. No.	Date Passed
Main Street Extension from Hammock Road westwardly to N.C. Highway 24	-	8-20-96

(OC, App. I § 116) Penalty, see § 70.99
(3) Fifteen mile per hour speed limit.

Location	Ord. No.	Date Passed
Recreation Way	2015-034	10-20-15

(Ord. 2015-034, passed 10-20-15)

(4) Five mile per hour speed limit.

Location	Ord. No.	Date Passed
Front Street in its entirety	2022-03	3-28-2022
Church Street from Front Street to Water Street	2022-03	3-28-2022

(OC, App. I § 116) Penalty, see § 70.99

Section 2. This ordinance shall become effective upon adoption.

Adopted this 28th day of March 2022.

John Davis, Mayor

Attest:

Alissa A. Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Budget Ordinance Amendment #2022-8**

Board Meeting Date: **March 28, 2022**

Prepared By: **Paula Webb, Town Manager**

Overview: The initial concept for the Walnut Street Outfall Retrofit was expected to be a relatively simple underground infiltration practice. However, following some analyses, it was determined that the infiltration rates of the existing site are not high enough to fully manage the stormwater. A new concept has been proposed with an engineered media and underdrain system. This will require more fine grading work and new structures along the outfall line. Overall, the scope of work has become more complex and would be better served by hiring a contractor who will be able to devote 100% of their time and energy on the project.

The full Town commitment to the project is \$35,000. The contract for the engineer design (\$10,000) was signed in March of 2021, leaving \$25,000 for construction. We hope to have the example design by meeting time and Bree Charron with the NC Coastal Federation will be attending the meeting if there are any questions.

Background Attachment(s): Budget Ordinance Amendment #2022-8

Recommended Action: Motion to approve Budget Ordinance Amendment #2022-8 allocating \$35,000 toward the Walnut Street Retrofit Project.

Action: _____

AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 21/22

BUDGET ORDINANCE AMENDMENT #2022-8

BE IT ORDAINED by the Board of Commissioners of the Town of Swansboro that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2022:

Section 1. To amend the General Fund budget, the following changes are to be made:

<u>Appropriations</u>	<u>Increase</u>
Non-Departmental-Stormwater	\$35,000.00

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance	\$35,000.00

Section 2. To amend the Stormwater Enterprise Fund budget, the following changes are to be made:

<u>Appropriations</u>	<u>Increase</u>
Project Costs	\$35,000.00

<u>Revenues</u>	<u>Increase</u>
Transfer from General Fund	\$35,000.00

Section 3. Copies of this budget amendment shall be furnished to the Town Clerk, the Budget Officer, and the Finance Director, to carry out their duties.

Adopted by the Board of Commissioners in regular session, March 28, 2022.

John Davis, Mayor

Attest:

Alissa Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Adopting a Grant Project Ordinance for an Emergency Operations Center.**

Board Meeting Date: **March 28, 2022**

Prepared By: **Sonia Johnson, Finance Director**

Overview:

The NC Office of State Budget and Management is administering the State Capital and Infrastructure Fund (SCIF) Directed Grants as appropriated by the North Carolina General Assembly in the Current Operations Appropriations Act of 2021. The Town was awarded \$6,000,000 to build an Emergency Operations Center.

Recommended Action: Motion to approve a Grant Project Ordinance for the Town of Swansboro State Capital and Infrastructure Funds, and to authorize the Town Manager and Finance Director to take all actions necessary on behalf of the town council to receive the grant funds.

Background Attachment(s):

Ordinance Establishing A Grant Project For The Emergency Operations Center

Action: _____

**AN ORDINANCE ESTABLISHING A GRANT PROJECT
FOR THE EMERGENCY OPERATIONS CENTER**

WHEREAS, the Town of Swansboro has been awarded a \$6,000,000 grant from the NC Office of State Budget and Management to build an Emergency Operations Center: and

WHEREAS, revenue received under the State Capital and Infrastructure Fund Directed Grant must only be spent for purposes authorized by the NC Office of State Budget and Management, and acknowledges required compliance with all statutory provisions outline in G.S. 143C-6-22 Use of State Funds by non-State entities, 9 N.C.A.C. Subchapter 3M and the requirements found in S.L. 2021-180, Section 5.2;5.3; and 40.8 as amended by S.L. 2021-189 and by state law;

WHEREAS, the Town of Swansboro must comply with all applicable budgeting, accounting, contracting, reporting, and other compliance requirements for the State Capital and Infrastructure Funds; and

BE IT ORDAINED by the Town Council of the Town of Swansboro, North Carolina that the following grant project budget ordinance is adopted for the implementation of this project:

Section 1. Name. A grant ordinance fund is created, entitled Emergency Operations Center Project, to build an Emergency Operations Center.

Section 2. Revenues. The following revenues are available for this grant project:

NC Office of State Budget and Management	\$6,000,000
--	-------------

Section 3. Expenses. The following amounts are hereby appropriated within the fund for the implementation of the project.

Design and Construction	\$6,000,000
-------------------------	-------------

Section 4. Effective Date. This ordinance shall be effective upon its adoption, provided that no expenses shall be incurred in this fund prior to March 28, 2022.

Adopted by the Swansboro Board of Commissioners in regular session, March 28, 2022.

John Davis, Mayor

Attest: _____
Alissa Fender, Town Clerk

**TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF FEBRUARY 28, 2022)**

REVENUES

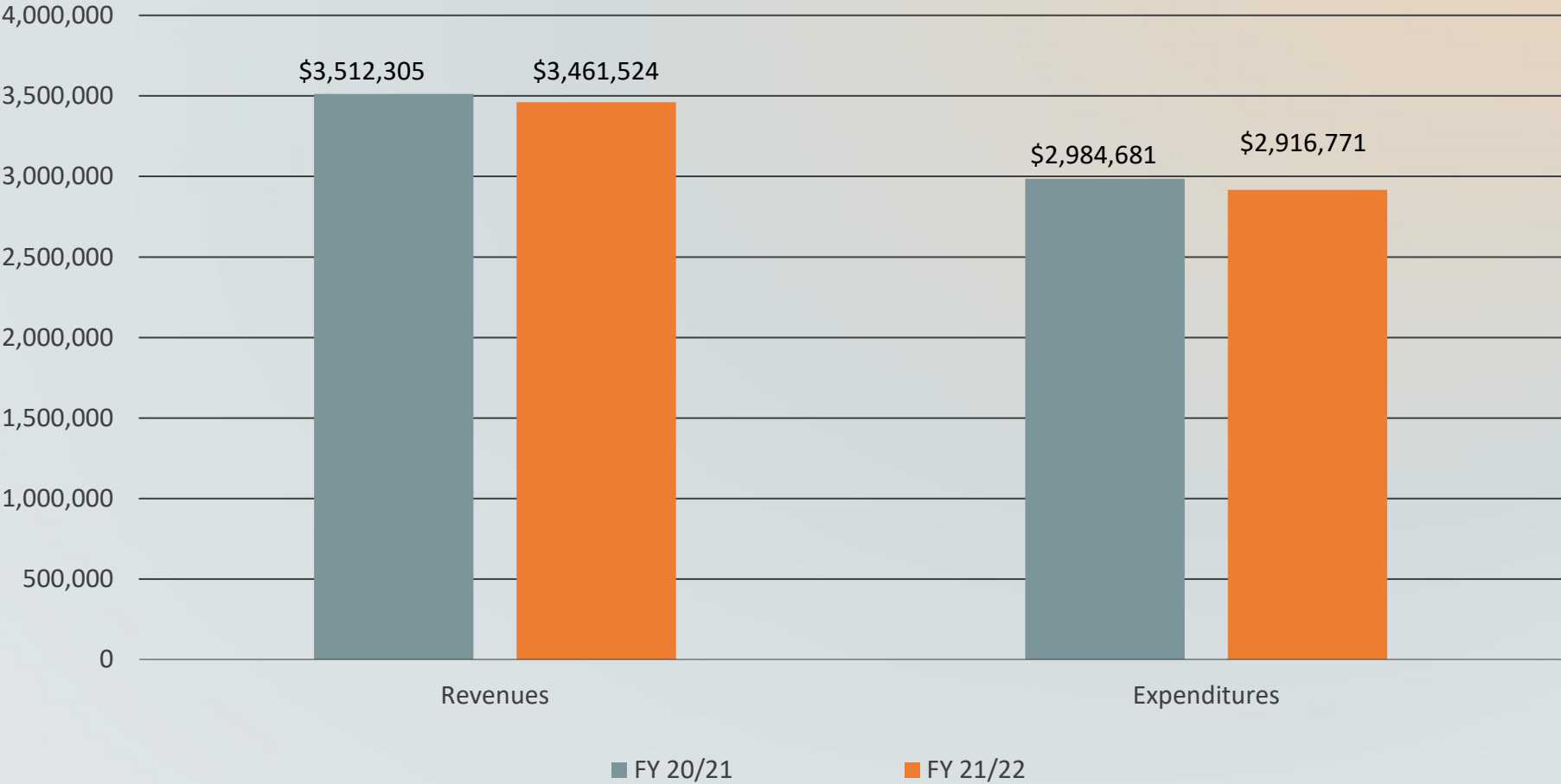
EXPENDITURES

LOAN PAYMENTS

INVESTMENTS

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF FEBRUARY 28, 2022)**

GENERAL FUND

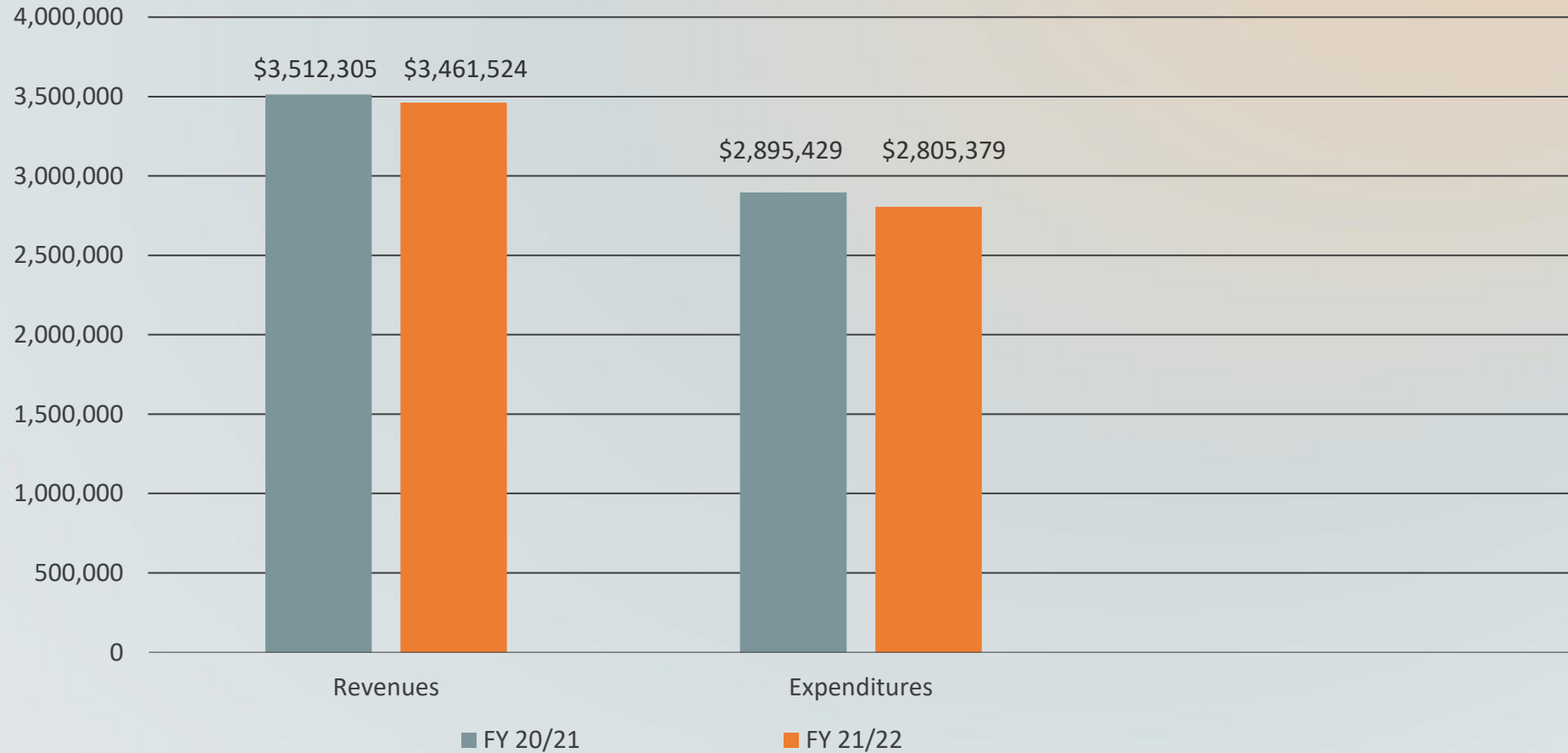


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$544,753

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF FEBRUARY 28, 2022)**

(ACTUAL)

GENERAL FUND

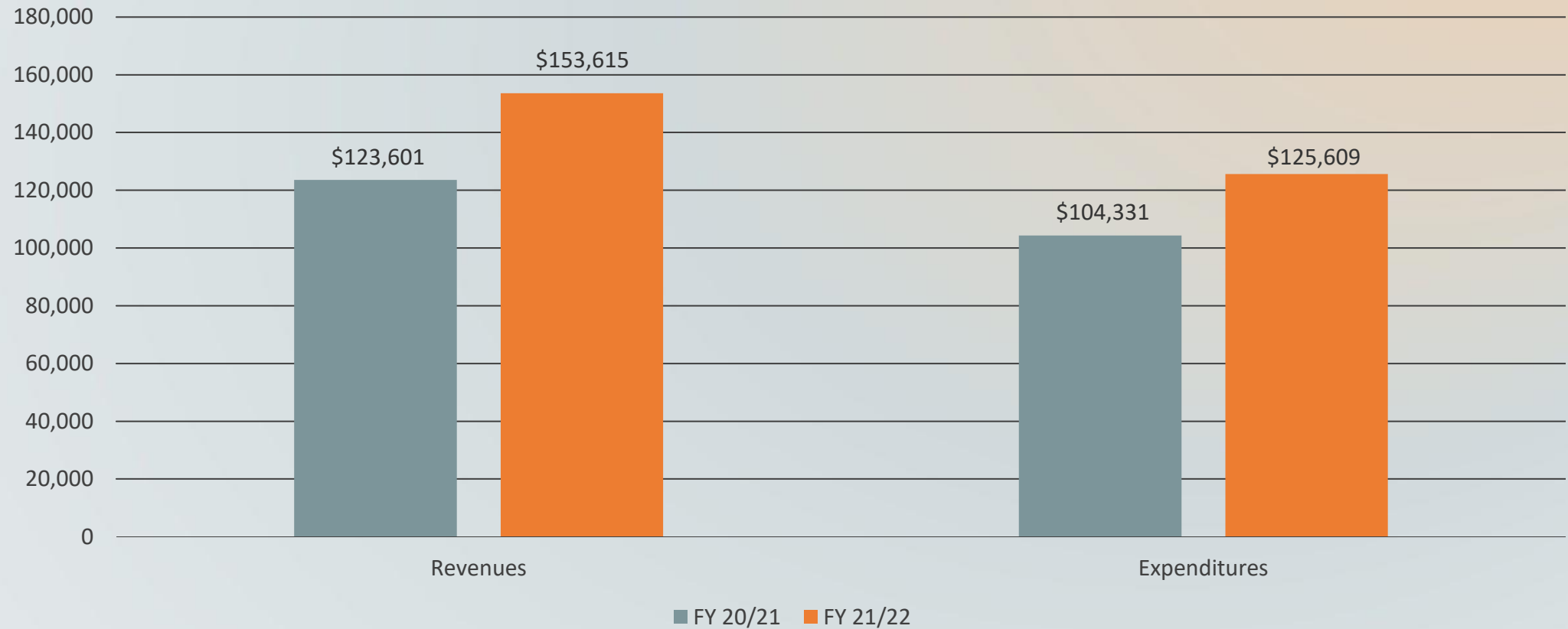


(ENCUMBRANCES NOT INCLUDED)
Total Excess of Revenues Over Expenditures **\$656,145**

DEPT.	BUDGET	(PAID YEAR TO DATE) ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % February 28, 2022
GOVERNING BODY	27,422	20,604	1,095	79.1%
ADMIN SERVICES	410,302	227,682	795	55.7%
FINANCE	253,881	168,601	-	66.4%
LEGAL	57,000	29,445	-	51.7%
PUBLIC BUILDINGS	412,907	206,100	18,579	54.4%
FIRE	796,411	493,787	23,162	64.9%
PERMITTING	259,117	150,204	116	58.0%
POLICE	1,043,180	676,603	4,955	65.3%
PUBLIC WORKS-STREETS	197,114	125,790	15,848	71.9%
POWELL BILL-STREETS	105,081	29,444	5,975	33.7%
PARKS & RECREATION	338,538	201,432	29,410	68.2%
CHURCH STREET DOCK	13,708	2,857	1,000	28.1%
EMERGENCY MANAGEMENT	115,345	60,510	4,160	56.1%
FESTIVALS & EVENTS	119,554	67,652	5,399	61.1%
NON DEPARTMENTAL	428,158	344,668	899	80.7%
TOTAL	4,577,717	2,805,379	111,392	63.72%

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF FEBRUARY 28, 2022)**

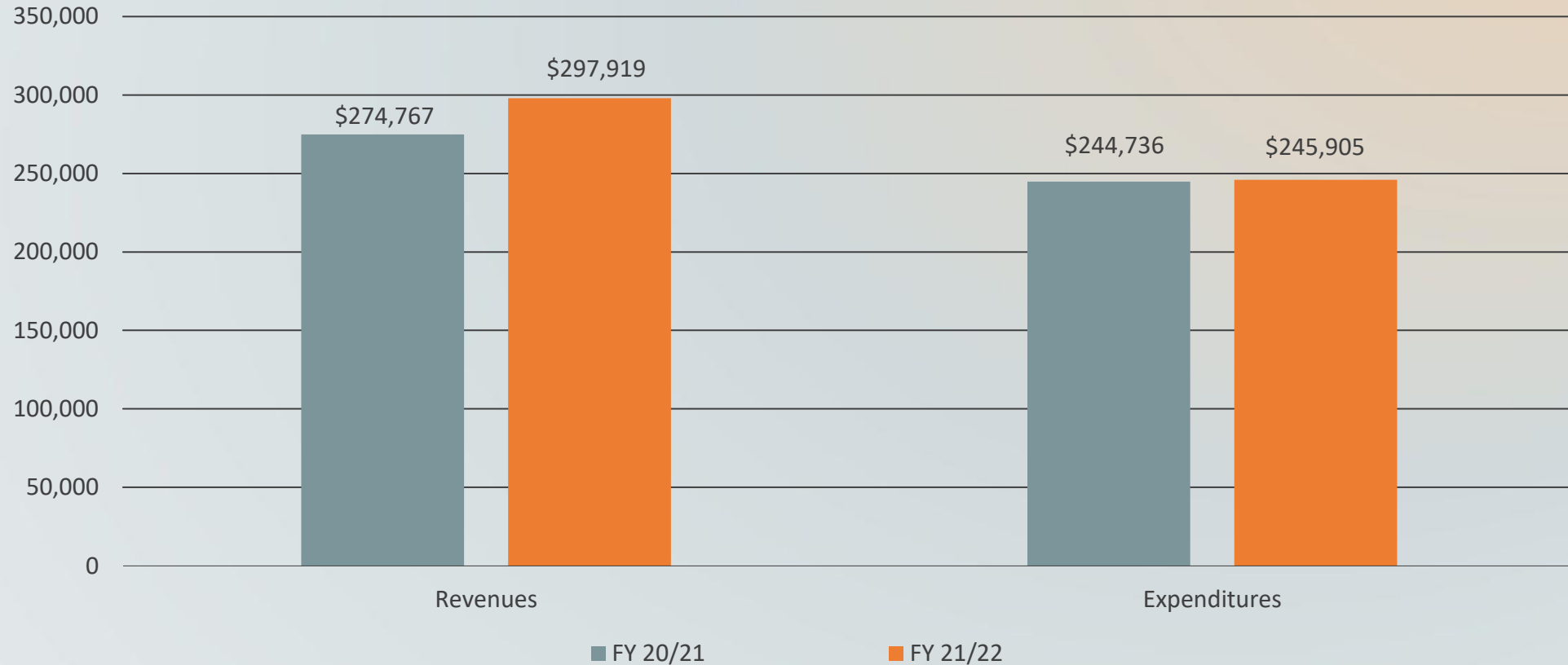
STORMWATER ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$28,006

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF FEBRUARY 28, 2022)**

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$52,014

TOWN OF SWANSBORO LOAN REPORT (AS OF FEBRUARY 28, 2022)

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$534,076	2.69	03/21/2028	\$84,724
Public Safety Facility	\$120,000	2.58	12/22/2024	\$45,160
Fire Truck	\$223,427	2.08	11/01/2026	\$47,512
Equipment/Vehicles	Paid in Full	1.87	11/01/2021	\$51,783
Sleeping Quarters	\$125,000	2.43	12/14/2026	\$29,253
Grapple Truck/Town Hall Generator	\$183,700	1.72	6/25/2025	\$47,917
Vehicles(Police & Fire Department) & Software	\$110,700	1.84	7/15/2026	\$23,377
Total Debt	\$1,296,903	2.7		\$329,726

**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF FEBRUARY 28, 2022)**

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$5,222,167	.03%
NC CMT-General	\$209,691	.01%

Any Questions

?



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Future Agenda Topics**

Board Meeting Date: **March 28, 2022**

Prepared By: **Alissa Fender - Town Clerk/Admin Services Director**

The purpose of this memo is to provide the Board with matters that staff anticipates/proposes for upcoming meetings. It should be noted that these items are tentatively scheduled for the specified monthly agenda but are subject to change due to preparation of materials, public notice requirements, etc.

In providing this memo each month, we hope it will also provide opportunity for the Board to introduce items of interest and subsequent direction for placement on future agendas, which will allow staff the opportunity to plan accordingly.

April 4, 2022 – Budget Workshop 4 pm

Proposed for April 11, 2022

*** UDO Text Amendments**

Temporary Signs, Sign Amortization, and Political Signs

Proposed for April 25, 2022

- * Special Use Permit - Bake Bottle & Brew Dock**
- * Economic Development Committee Presentation**
- * Finance Report**

Future Agenda Items

- * American Rescue Plan Funding Recommendations (updates)**
- * Further LUP Review/Amendments**
- * Comprehensive Transportation Plan Revisions**
- * Gateway Plan Discussion/Town Limits Beautification**
- * Text Amendments – Occupancy Tax**
- * Text Amendments – R/A Zoning Uses – *referred back to Planning Board***
- * Sub-committee designations for Strategic Plan Implementation**
(Eco Dev Committee est. Oct 2020)
- * Shipwrights Point Phase II Street Acceptance (*Tentative*)**
- * Historic Preservation Commission Recommendations (Joint Meeting Items)**
- * Visitor's Center Improvements**
- * Building Standards**
- * Zoning Map & Table of Uses Amendments (possible)**
- * EOC Discussion (ongoing)**
- * Gateway Discussion**

May Meetings:

Regular – 9th

Regular – 23rd

MANAGER'S REPORT

Town Projects/Initiatives Update

March 28, 2022

Submitted By: Paula Webb, Town Manager

This report is an on-going list of Town projects/Initiatives. New information received since the previous report is provided in **green**. Items will be removed after noting their completion.

- **Swansboro Causeway Living Shoreline Project:**

NCDOT and NC Coastal Federation have partnered on a National Fish and Wildlife Foundation Grant to install a proposed living shoreline at strategic locations on NC Hwy 24 that are exposed to the White Oak River.

The following information is from their project narrative:

Project Site 2: Swansboro Yacht Club

“Project Site 2 is located northeast of the Swansboro Yacht Club, a local community dining establishment, located within Onslow County, at the border of Carteret County. Living shoreline work will be completed on an island that is located between the two N.C. 24 bridges. The causeway along the northeast side of N.C. 24 has experienced past erosion due to storm events (in 2005 and 2011), including erosional undercutting as a result of Hurricane Florence (2018). The abutment along the northwest end of the island and the abutment at the southeast end of the island are also showing continued signs of erosion...”

Design and permitting of the proposed project is in the works with an intended construction to take place over the winter of 2022/2023. Proposed project designs will be forthcoming when available.

Project Engineer, Brian Lipscomb confirmed a project construction timeline of late Fall/Winter of 2022/2023. A notice to proceed has been issued for a traffic impact analysis for the project. RK&K has completed the traffic counts. In short, the report acknowledges am restrictions from 6-9am and afternoon restrictions from 3-6pm.

Design work should be completed in the next couple months and expect to have permits in hand the end of Spring. Advertise and award (LET) the project in the summer 2022. Actual construction availability will be in mid-September 2022, assuming no moratorium that delays into October or November to start. Construction will continue through the Fall 2022, into Winter 2023, and conclude with the marsh planting between April 15, 2023 – May 15, 2023.

Town of Swansboro, NC Manager's Report

- **Public Safety Building Restoration/Relocation Planning Project/ Swansboro Alternate Emergency Operations Center (Swansboro United Methodist Church-SUMC)**

Details from previous reports have been removed as I believe it's the Board's desire to further investigate options for the Emergency Operations Center (EOC) based on conversation from the September 27, 2021 meeting. Specifically, whether a regional facility or partnership with other neighboring jurisdictions that may have a structure that would provide a higher level of protection was possible. It has also been noted that conversation could be had with other local facilities in Swansboro that have buildings with a higher level of protection for space utilization.

The Town has an agreement in place with the SUMC should it be needed on preparatory measures. Public Safety staff and former Manager Seaberg visited the location at SUMC to verify the areas for town use, if needed, and to ensure communications would be available. The structure provides the structural integrity needed but communications during a storm while in the interior rooms would be difficult. Deputy EOC Coordinator/ Chief Degnan shared with me that arrangements for an antenna through Verizon or ATT would be needed. Board members met on December 9 to tour the SUMC site.

More in depth discussion with Chief Degnan, Chief Jackson, and Sonia Johnson regarding Public Safety Building Restorations will be had in the near future.

During the Board's Planning Retreat March 2, the Board agreed that the Manager would identify a committee and share that with the Board.

Ten people have been identified as the committee:

Chief Degnan	Chief Jackson	Paula Webb	Jennifer Ansell
Alex Wood, PE	Dusty Rhodes	Larry Philpott	Russ Davis
Alissa Fender	Laurent Meilleur, PLB Rep		

I hope to arrange our first meeting the last week of March.

- **NC DCM Resilient Coastal Communities Program (RCCP) Grant** – On March 17, 2021, the North Carolina Department of Environmental Quality's Division of Coastal Management award their first round of RCCP Grant funding. The Town of Swansboro was competitive enough to receive one of the grants. The intent of the grant is to funds efforts in four key phases in their Coastal Communities Resiliency Program:

1. Community Engagement and Risk & Vulnerability Assessment
2. Planning, Project Selection and Prioritization
3. Project Engineering and Design
4. Project Implementation

Through our efforts in the 2019 CAMA Land Use Plan update, Swansboro has effectively covered most of the parameters for phases 1 and 2. This grant will assist in finishing the remaining requirements under phases 1 & 2 so we may move forward with the final 2

Town of Swansboro, NC Manager's Report

phases. Applications for Phases 3 & 4 is expected to be due by the end of this calendar year.

Dewberry, Beth Smyre hosted the first RCCP Committee meeting November 17, 2021 at Town Hall. The committee identified several areas that better planning (resilience) was needed but narrowed the list to the top priorities being stormwater mapping and generator power for schools/nursing homes. The complete list included:

Disaster Recovery (generators for nursing homes, and schools)

Stormwater Management/Mapping

Climate Change

Hurricane Response/Evacuation

King Tide Levels

A community engagement meeting was held on Wednesday, February 23, 2022 from 4-6pm at Town Hall. A community input survey is available from the Town website, at Town Hall and the Swansboro Branch Library through March 9, 2022. The Committee met again on Monday 3/21. Beth shared that 89-online surveys were received and 6 hard copies. Flooding was the number one concern. The committee revisited the original spreadsheet and still identified stormwater mapping as the top priority for the portfolio. Other items still identified but categorized with stormwater mapping were, Halls Creek and Hawkins Creek Restoration, development of a wetland restoration plan, and a public education campaign. Development of the portfolio readies the Town for phase 3 – applying for engineer funding, and phase 4 implementation.

- **August 2020 - NC State Historic Preservation Office Florence and Michael ESHPF Hurricane Disaster Relief Grant – Emmerton School:** The Town submitted an Emergency Supplemental Historic Preservation Fund (ESHPF) Hurricane Disaster Relief application for Emmerton School (AKA Old Town Hall) located at 502 Church Street for remaining Hurricane Florence damage repairs and resiliency measures for future events. The grant request is in the amount of **\$424,000** and is established as a 100% reimbursable grant.

We will use the funds for the following projects:

1. Tuck Pointing of the interior and exterior bricks to help stop the water penetration that occurs. This would also include the application of a sealant to the exterior brick.
2. Repair the extensive damage of the crumbling brick work above the south front door and other interior walls.
3. Historic Ceiling repair and repainting – Even though there is a new roof on the facility, some moisture did seep in sometime after the temporary fixes were installed.
4. The installation of a Centralized Dehumidification System
5. Window and Door repairs/replacing/storm proofing – there are a total of 81 windows and doors that are included in this request.
6. Electrical wiring repairs
7. Soffit repairs from Hurricane Florence damages
8. Sealing the crawl space

Town of Swansboro, NC Manager's Report

9. Attic Insulation

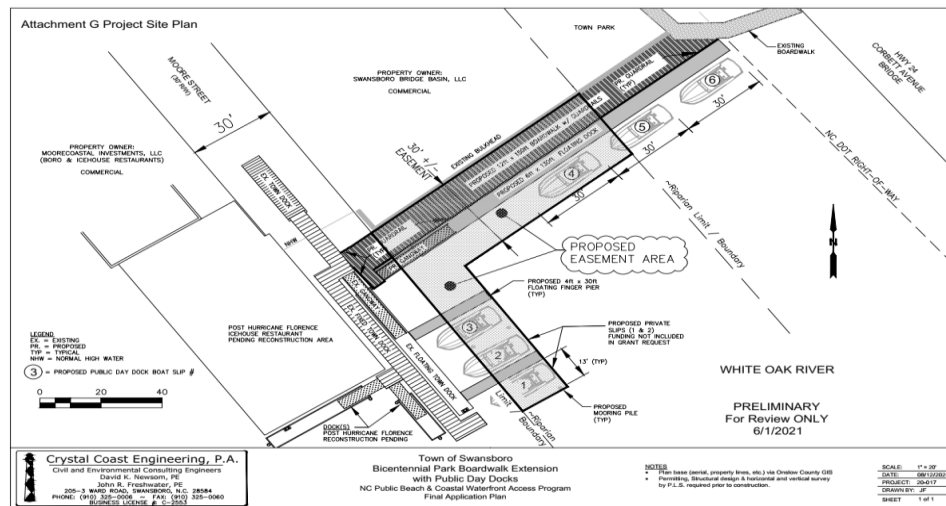
We were notified on January 14, 2021 that our application for Emmerton School was awarded for 100% funding (\$424,000). Please note that grant activities may not take place until the Grant Contract has been signed. We expect to receive the proposed grant contract in November 2021 and hope to have a quick turnaround on it. Once executed, we can move forward on the 9 action items listed above. **The listed deadline for completion for this project is September 30, 2023**, but are hoping, due to granting agency delays, that extensions may be available if needed.

On 12/1/21, received notification that NCDCCR is drafting a subgrant agreement. The National Park Service has given clearance to begin the project. A budget amendment accepting the \$424K was approved on January 10, 2022. *The final agreement has now been executed. The project startup meeting has occurred, and the Manager and Planner will begin working with NCDCCR to identify contractors qualified for the work.*

In addition, the CLG Grant/Historic District Architectural Survey Contract with Grubbs & Associates was also executed this week. The survey is due to be completed by September 2022. *Representatives from Grubbs & Associates began survey work last week.*

- **2020 NC Public Beach and Coastal Waterfront Access Grant Project** – The Town received notification on November 3, 2020 that the Bicentennial Park Boardwalk Extension with Public Day Docks Grant Project has been approved and granted the full amount requested of \$142,350. The Total project cost is \$158,350 with the grant. \$7,000 of the required \$16,000 town match will be non-cash/in-kind. The project will include the following:
 1. A 150 feet by 12 feet wide wooden boardwalk to be located waterward of an existing concrete bulkhead along the shoreline of the southern section of the park and the Mattocks House property. The boardwalk will connect on the western end of the existing Town Dock located in the Moore Street right-of-way.
 2. A floating dock measuring 6 feet by 130 feet will be located immediately waterward of the Boardwalk and will connect to the existing Moore Street Dock by means of 4 feet by 30 feet aluminum gangway on the western end.
 3. There will be four boat slips to accommodate day visitors in small boats

Town of Swansboro, NC Manager's Report



- FY 2020 Stormwater Outfall Retrofit Project – Walnut Street** – Through our continued partnership with the NC Coastal Federation, we were able to secure a stormwater retrofit project funded through the Section 319 NPS Pollution Control Grant administered through the NC Department of Environmental Quality. The grant amount is \$69,155 and will fund the retrofit the direct stormwater discharge pipe at the end of Walnut Street. The following slides show the location of the approximately 9.3 acres of area this facility will treat along with a project description and anticipated results. Design of this project is currently in the works with anticipated construction during FY 2021-2022. Deadline for project completion is December 31, 2022.

The Engineer reported on 1.20.21, that the design was under final review. **Note: project scope changes and Budget Amendment considered March 28.**



Town of Swansboro, NC Manager's Report

- **Sidewalk Projects** - At their December 5, 2019 meeting, the NC Board of Transportation approved a funding request from NCDOT Division 3 in the amount of \$366,668.00. Per amended Swansboro Resolution 2019-R9, the Town contributed \$116,634 for a total project funding of \$483,302. The project was split into 3 phases/priorities to focus the limited funding to the portions that ranked higher in need.

Construction of this project commenced Thursday, April 8, 2021. NCDOT has estimated project funding shortfall in the amount of \$97,000 due to limitations caused by ditching and utilities. The cost breakdown for each phase/priority is as follows (estimates as of April 16, 2021).

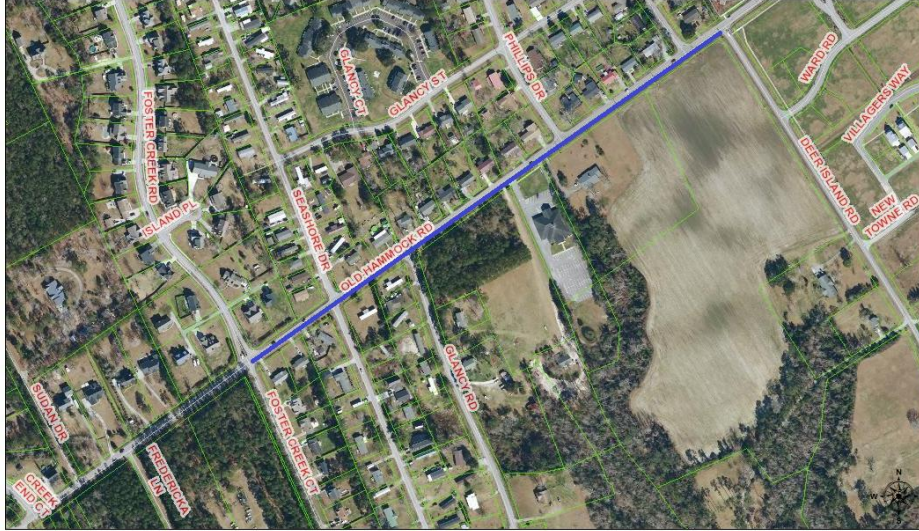
- Priority 1 - Sidewalk installation along NC-24 (Corbett Ave) from SR 1511 (Hammocks Beach Rd) to SR 1514 (Phillips Loop Rd); \$120,000 - **Completed**
- Priority 2 - Old Hammocks Beach Rd from SR 1513 (Deer island Rd) to existing sidewalk near Fredericks Ln; \$335,000 – Expected to begin in late October 2021 – Groundwork/drainage underway. Project delayed due to two additional easements needed just beyond Deer Island Road. Water line depth too shallow in right-of-way. Easements requests were mailed out November 23, 2021.

Senate Bill 105 approved November 18, 2021 included the \$100K for sidewalk extensions in Swansboro. An email notifying the Town of the \$100,000 award was received from the Office of State Budget and Management to acknowledge the appropriations of \$100,000 for sidewalk improvements from the State Capital and Infrastructure Fund Directed Grant. Once received, these funds could be appropriated for the second section of Priority 2.

Some stormwater drain work has been completed by NCDOT on Priority 2 along Old Hammocks Road. This priority area includes two sections. The first section from Deer Island Road to Fredricka Lane and the second section from Fredricka Lane to the Catholic Church connection. All easements are secured for section one. One easement is still pending for this section (involves heirs and deed preparation on their part). NCDOT does have some additional drainage work to do along the flag lots at Buena Vista Del Mar (adjacent to Williams Road).

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Section 1 of Priority 2



- Priority 3 will connect the sidewalks at Park Place to Moore BBQ. This area has not been surveyed/designed and could likely (according to notes in 2019) cost more than \$200,000 due to right-of-way and stream crossing, utility issues. Five easements required for this section.

Town of Swansboro, NC Manager's Report

Priority 3



- **Traffic Light Synchronization Project** - Town Staff has been working with Nisarg Shah of NCDOT to get a better synchronization of the stoplights on NC Hwy 24/W. Corbett Avenue. He made some adjustments on Wednesday, February 3, 2021 but I imagine it may take a couple of adjustments to correct the issues.

NCDOT reports that the synchronizations seem to be working properly. The timing on the Queens Creek Road intersection may be adjusted to allow more time on the side road entries. What they did discover was that motorists are not adhering to the 35-mph speed limit. Most were still traveling 40-45mph. Unless the Town is interested in reverting the speed limit back to 45 mph, better enforcement of the 35-mph speed limit is recommended.

- **Swansboro ADA Plan** – Assessments of Town facilities have been completed. We anticipate a Public Hearing early in 2021 in hopes to officially adopt this plan once complete. Stewart has had some turnover in staff and asked that I submit notes from our last meeting. A final draft was received 1/18/2022 –additional changes to be made yet, mainly name of coordinator to Alissa Fender and implementation to Paula Webb.
- **Visitor's Center Improvement Update** – Andrew Wilson of Crystal Coast Engineering has prepared a draft building layout for the Visitor's Center based on several suggestions he received. You may recall that the Town had reached out to John Wood, Restoration Specialist with the NC State Historic Preservation Office to determine if the structure had retained its contributing historic status when moved to its present location, which would have allowed an exemption under the Flood Damage Prevention Ordinance. On January 6, 2022 Mr. Wood provided that due to the structure being moved from its original location, handicap ramp addition, and elevation; the structure was no longer a contributing historic structure. It should be noted that the elevation was required because the structure was in the flood zone, and the handicap ramp had to be added for ADA compliance. What this ultimately means is

Town of Swansboro, NC Manager's Report

that we will have to follow a phased plan for improvements because the building is valued at \$57,000. If the renovation cost exceeds 50% of that value, a Substantial Improvement, the entire structure must be brought into compliance with the current ordinance and Building Code requirements. A second phase could not be started until one year after the final inspection on phase one.

Another alternative would be to raise the building to the current flood elevation (approximately 5 more feet) to bring it into compliance with the current regulations, including breakaway wall construction for the foundation due to the Coastal A flood zone designation. This would require HPC approval. This item will be added to the Planning Retreat for discussion/guidance. As a reminder the Town was awarded \$20,000 through the Onslow County TDA and must be used by June 30 or requested again in the next grant cycle.

Staff met with John Wood on Tuesday, March 1. As reported at the March 2 Planning Retreat, John Wood indicated that if we moved the side entrance steps back to the front of the building as they originally were when the building sat further down Water Street and clearly identify those as new construction using certain materials and raised flower beds to camouflage, the buildings historic status could be returned. Planner Ansell has sought engineered drawings and elevation certificate. Additional reviews by the Historic Preservation Commission and Flood Appeals Board will still be required. Once the contributing status is re-instated, the building would qualify for an exemption under the definition of Substantial Improvement and allow the Town to apply for a variance from the Flood Damage Prevention Ordinance requirements through the Flood Appeals Board.

Department Reports for February 2021

Administrative Services

- Phone Records Report for February: 1,934 calls
 - Town Hall – 643 Parks and Recreation – 234
 - Police Department – 470 Fire Department – 74 Outgoing totals – 513
- Building permits sold for February: 77 residential/commercial combined; \$18,149.10 total fees collected (includes 24 re-inspections)
- 177 Building inspections processed/29 Fire Inspections processed
- 128 Various receipts processed
- 388 ONWASA payments processed; 3 New Service Setups, 8 Other transactions
- 10 Work Orders generated for Public Works
- 5 Notarizations performed
- Admin staff worked at Visitor's Center 3 days each week (Darla, Alissa, Ali, and Lisa)
- American Legal Publishing update – Ordinance reviewed & compiled, sent for codification
- US Census Report Submitted – Permits
- Finalized January Departments Report
- Developed monthly and special meeting notices/hearings, agenda items, packets, and minutes/distributed for meetings. A staff representative(s) attended each meeting and prepared meeting minutes/follow-up.
- Ongoing Deputy Clerk training
- Budget preparations, ongoing
 - Gathered salary details for Planner tech
 - Gathered pricing quotes for Website Rebuild
 - Gathered pricing quotes for Agenda Management Software update
- Addressed Pine Bluff Shores Phase III
- Collaborated with Retreat Facilitator for March 2nd
- Annexation Petition for Swansgate received but returned because it was incomplete
- Met with Computer Warriors (ARP fund items, review of products)
- Records research related to Public Safety Building & Walnut Street
- Began planning Advisory Board Appreciation Reception – Scheduled for March 24th
- Updated contract records with NCDPS for Community Service Agreements
- Attended demo for website rebuild consideration through ProudCity
- HR Hours: 20.5
- Ongoing work with Dewberry for Resilient Coast Communities Program
 - Held Community Input meeting 2/23
- Issued New Releases/Constant Contact for:
 - ONWASA Leak Repair
 - Resiliency Grant Public Meeting
 - Yard Waste Collection Delay
 - RCCP Survey Input

Department Reports for February 2021

- Advisory Board Applicants Sought
- ONWASA Planned Outage at Front Street
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.). Website Home Page defaults: 8,954. Top 5 pages viewed in February – Board of Commissioners Agendas: 1,193 | Permitting: Planning, Inspections and Code Enforcement: 877 | Police Department: 790 | Employment: 717 | Online Payments: 695

Finance

- Sales & Use Tax received in February 2022 is \$108,932
- Accounts Payable Summary for February 2022:
 - 187 Invoices-Totaling \$198,044
 - 21 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (kWh) for February 2022 (421.0)
- Processed payroll-02/11 and 02/25; updated employee accrual balances- (spreadsheet & Asyst)
- Stormwater Fees Collected-February 2022-\$6,729
- Updated Stormwater spreadsheet
- January 2021 Bank Reconciliation-Town accounts
- January 2021 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- Met with Town Manager to review John Barlow's Pay and Classification Study/updated Recommended Salary Implementation Schedule
- Gathered financial information for February 28, 2022 regular meeting
- Preparing Year End Projections FY 21/22/updating operating budget spreadsheet
- Updating Capital Improvement Plan
- Attended ARP/CLFRF Zoom Office Hours hosted by UNC School of Government
- Met with Town Manager to review Department Head requests for American Rescue Plan funds and created spreadsheet with Town Manager's recommendations
- Submitted Report-TR-2: 2021 Municipal Certification-Valuation and Property Tax Levies for Fiscal Year ending June 30, 2022

Fire Department

Fire Calls

- 58 Total Calls
 - 39 Calls in Town including – 27 EMS Calls, 5 MVC, 1 Fuel Spill, 4 Service Calls, 2 Canceled Enroute EMS Calls
 - 11 Calls in White Oak District – 9 EMS Calls, 1 Fire Alarm, 1 Controlled Burn

Department Reports for February 2021

- 8 Calls Mutual Aid – 2 Structure Fire Calls, 1 MVC, 1 Brush Fire, 1 Cancelled Enroute, 1 False Call, 1 Electrical Problem, 1 EMS Call for Coverage for Non-Response from Outside Department
- 161 Training hours - Paid Staff
- 36 Training hours – Volunteer Training
- 62.75 Hours Volunteer Duty Days = 1.75 - 24hr Shifts

Paid staff

- Chief Degnan has begun preparations to outfit the Alternate EOC at the Swansboro United Methodist Church. Chief Degnan is working with the Town Manager, Town Clerk, Finance Director, and the Police Chief to update the Emergency Response Plan and ensure that the infrastructure is in place prior to the start of this year's hurricane season
- Jonathon Sebby was hired to fill a part-time vacancy on the roster. Jonathon is a full-time firefighter with the North Topsail Beach Fire Department

Volunteer staff

- Assistant Chief McElroy conducted monthly volunteer training at the department

Vehicle repairs

- Engine 1703 had all four rear tires replaced due to normal wear and tear
- All other vehicles are in good working order

Department activities

- The Department continues to perform regular, annual fire code inspections at businesses in the jurisdiction and have started the task of updating all of our fire pre-plans for all commercial structures in our fire district
- Firefighter Kyle Hunter is in the process of completing his last course of instruction in the North Carolina State Fire Driver/Operator course. Upon successful completion, he will obtain his certification as a NC Driver/Operator

Parks and Recreation

DIRECTOR'S REPORT

Festivals/Events

- Continue to accept vendors for Arts by the Sea and Mullet Festival

Mullet Festival

- Began researching bands and obtaining quotes
- Compiling final expenses to prepare for the 2022 budget

July 4

- Contract executed with the Tams
- Confirmed and executed contract with Hale Artificier, Inc for the July 4th fireworks

Department Reports for February 2021

Comprehensive Master Plan

- Continue to participate in bi-weekly meeting with McAdams
- Final review of survey to prepare for distribution should be in early February
- Finalized groups that survey will be distributed: 1-3 homeowner groups, elementary and middle school, Constant Contact, and RecDesk users
- Gathering in depth financials for the last five years
- Continue gathering information requested on parks, programs, finances, staff, and maintenance the department currently has/offering

Miscellaneous

- Continue to work with Computer Warriors on camera project. Installment for camera's began the second week in January and should be completed by February
- Began compiling project list for American Rescue Act funds. Researching companies and obtaining quotes
- Began preparing budget documents for next fiscal year
- Met with Onslow County Parks and Recreation to begin planning for Piratefest. The event will be held on May 14 in Downtown Swansboro. Entertainers have been contacted and proposals are being submitted. Will meet again in February to finalize entertainers.
- Researching other recreation departments fees for programs, parks, and indoor facilities
- Continue to advertise and conduct interviews for vacant positions; extremely short staffed
- Continue to gather research fundraising opportunities: memorials, plaques, and naming rights for parks and amenities
- Attend weekly Zoom meetings with NRPA Directors call
- Serve on the Onslow County Senior Games Committee, monthly meetings
- Continue to monitor docks daily, on-call on weeknights and weekends to take reservations and handle docking problems
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department's programs, events, and festivals
- Continue to manage and monitor budget and funds
- Attend Board of Commissioner meetings
- Conduct Parks Advisory Board meetings

Metrics

- Facebook management continues – 13,279 followers
- Post Reach- 12,663
- Post Engagement-1537
- New Followers-59
- Activity Report for January

Department Reports for February 2021

Organization Activity					
From 1/8/2022 to 2/7/2022					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	91	29	13	0	89
Resident	8	5	4	0	18
Non-Resident	83	24	9	0	71
No Residency Set	0	0	0	0	0
Demographics					
< 18	17	0	0	0	11
18 - 65	54	21	12	0	62
65+	20	8	1	0	16
Male	22	21	6	0	35
Female	69	8	7	0	54
Other Genders	0	0	0	0	0
Online vs In-House					
Online	39	0	0	N/A	51
In-Person	52	29	13	N/A	38

January Revenue

- Slip Fee - Town Dock \$1,583.00
- Rental Fees-Parks \$70
- Rentals Rooms \$2745
- Dog Park Registrations \$60
- Rec Program Fees \$2,749.14
- Gym Memberships \$560
- Vendor Fees \$395

RECREATION PROGRAM SUPERVISOR

Routine monthly job responsibilities:

- Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Dock Slip reservations/Pump Outs
- Compiled daily deposits
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram, JD News
- Created all programs/events in RecDesk software for registration
- Created program proposals for new programs to be approved by Director

Department Reports for February 2021

- Submitted weekly Community Service Work Program timesheets
- Submitted departmental work orders
- Parks advisory board monthly meeting – presented past, current, and future programs to board

Planned programs and other monthly work:

Teacher Workday Camp – Jan. 18 & 19

- Conducted full day program with scheduled staff
- Created and emailed daily schedule to all parents
- Prepared classroom with crafts necessary for daily planned activities
- Researched movie availability and pricing - purchased tickets to movie for field trip

21-22 End of Year Expenses Projection

- Continued work on expenses for rest of fiscal year
- Calculated instructor payouts for contracted programs offered

Potential Youth Dodgeball Program/League

- Contacted Swansboro Middle School about Annex Gym availability – Gym not available until beginning of April
- Contacted Onslow County Recreation Department about scheduled basketball dates and use of the Annex Gym
- Researched and called local churches about available room space at facility for program
- Researched and contacted other recreation department about dodgeball programs, leagues, registration details, and game rules

Body Basics: Flex-N-Flow

- Contacted instructor Beth Floyd about offering new fitness class
- Meeting with instructor – went over contract, program scheduling, and registration fees
- Created flyer for program/ advertised on social media platforms

Wild Child Art Studio

- Emailed and contacted instructor Carla Paschal about offering arts and craft classes
- Discussed potential types of classes instructor was interested in offering
- Requested contract renewal and updated COI
- Scheduled Mosaic Workshop (Feb 24) and Sea Glass Resin (March 17) classes

Pound Fitness

- Meeting with instructor Karen Daly about contract renewal and updated COI
- Set up class on groupMe app for instructor and participant communication
- Rescheduled 2 classes due to inclement weather and facility closure – contacted participants via email, groupMe app, and posted closure on social media

Department Reports for February 2021

Tai Chi Class

- Meeting with instructor Harold McMillion about offering next series weekly rather than bi-weekly
- Scheduled new 8-week series to begin February 3 through March 24
- Opened registration on January 14 for new series
- Emailed all previous participants and those wait-listed from previous series about new class schedule and registration dates

Down Syndrome Network of Onslow and Carteret Counties

- Discussed partnership and programs with organization representative, Rebecca Droberg
- Planned dates of programs based on Recreation Center availability
- Scheduled Inclusive Education Seminar and Music Therapy classes (once a month)

Pickleball/Tennis Court Maintenance

- Purchased court crack filler from SportMaster Sport Surfaces company in Raleigh, NC
- Ordered new Pickleball equipment (nets, balls, and new net storage bags) for program
- Organized to pick up product in Raleigh by Pickleball Volunteer Coordinator
- Re-hung windscreens with volunteer coordinators after storm winds knocked them down
- Started daily attendance sign-in sheets to follow program court usage and recorded attendance in recdesk

American Red Cross Blood Drive – March 28

- Contacted by account representative Katelyn Brusaw about her being out on leave
- Scheduled meeting with interim representative to discuss setup/breakdown of room and drop off program flyers and promotional materials for next blood drive

Movie/Drive-in Movie at the Park

- Contacted movie licensing agencies (Swank, MPLC, CPUSA) regarding pricing and contract details for showing outdoor movies.
- Reviewed movie lists provided by agencies and compared pricing for contracts

Cardio Kickboxing Instructor/Program

- Approached by local Jacksonville instructor, Consuelo Washington, about potential fitness class offering at the Recreation Center
- Emailed instructor contract, discussed room availability for facility, and requested program details and registration fees

2022 Summer Day Camp

- Prepared each week of program for registration in recdesk
- Discussed registration start date with Director – March 1st

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- Emailed previous year's camp participants to make aware of new registration date for summer camp

Spring Paint & Sip

- Discussed program dates with staff/instructor – scheduled class for March 18
- Reviewed and checked inventory/necessary supplies with staff/instructor

Boys Rec Night

- Scheduled program for March 25
- Contacted Deunta Williams at Bring it On Sports in Jacksonville about being a guest speaker for the program
- Emailed past program participants to inform them of the scheduled program

Permitting

Planning Board

- February 1, 2022 Regular Meeting
- Cancelled

Historic Preservation Commission

- February 15, 2022 Regular Meeting
The Commission discussed the following:

A. Marketing

- Marketing should be about promoting awareness of the Historic District
- Because the commission is quasi-judicial, and due to open meetings laws, a separate social media platform should not be an avenue the commission should pursue
- The best outlets would be to use the Town's Facebook, Historic Association's social media pages and the Tourism Development Authority's (TDA) Facebook page
- The Commission discussed reaching out to potential homeowners in the district and realtors by supplying brochures, handouts and possibly partnering with the TDA for videos/content

B. Historic Stakeholder Survey Discussion

- Property owners would receive a hardcopy survey; other Town residents would receive a postcard with a QR code. It was asked if the Tideland could publish a copy of the QR code in the newspaper
- The Commission agreed the survey would be distributed after the first of the fiscal year due to budgeting

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C. Design Standards

- Kim Kingrey and Joan Deaton discussed the items they had highlighted in the Design Standards for discussion (windows and doors, lattice, demo by neglect, siding, enforcement for houses that have been neglected, etc.)
- They provided their notes to Mrs. Ansell who agreed to edit the Standards and provide them for the next meeting for review

D. Establishing a Preservation Fund

- Mrs. Ansell explained that after contacting the UNC School of Government and the State Historic Preservation Office, it was clear that donated funds could be used to establish a preservation fund, however, permit and inspection fees could not be used for that purpose
- The Commission decided to leave the item on the agenda for future discussion

E. 2021 Actions

- A summary was provided of Certificates of Appropriateness, Minor Works and Staff decisions made in 2021

F. Joint Meeting Task List Update

- A summary of the items from the joint meeting with the Board of Commissioners was reviewed. Mrs. Ansell stated that she would be providing the list at each meeting for reference

Projects/Miscellaneous/Training

- **Ireland Ave/Swansboro Park Subdivision:** Received a building permit application for Lot 50/120 Ireland Ave in Swansboro Park, an 11-lot subdivision in town limits recorded in 1995. No infrastructure has ever been installed; reached out to Cliff in January for clarity on the ability for the Town to require a guarantee for street and other infrastructure improvements
- **Pine Bluff Shores Section III:** Reviewed a Minor Subdivision plat to create 3 lots (one buildable, a cemetery and common area) and a private street extension to the existing Nellie Lane. Provided comments to Tidewater Associates on February 2, 2022
- **Shipwright Pointe, Section II Acceptance:** Received final inspection report from consultant engineer, Ron Cullipher, and submitted it to Tidewater Associates on March 21, 2022
- **Shadow Creek Acceptance:** Letter of Credit on file for incomplete improvements has expired. Received final acceptance request and documentation on 6/24/21. Received inspection report from consultant engineer, Ron Cullipher, and submitted it to Tidewater Associates on December 2, 2021

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- **Swansgate:** Under construction. Public improvements should not be accepted until annexation petition heard, and all required landscaping and fencing is installed. The site was clear-cut, so they are required to install an additional 23 trees per acre, see approved Preliminary Plat and approved Final Plat. Holding inspections on several addresses due to no foundation as-builts being submitted. Request for annexation remains pending
- **Ward Farm Village Phase II (Residential):** Original Preliminary Plat was approved as a Residential Cluster for 43 lots, only Phase I has been recorded (10 lots). Received a concept plan from John Freshwater adding 12 lots. Advised John on 4/6/21 that we could move forward with a lot reconfiguration as shown if the total number of lots is not increased, but the additional 12 lots would require Preliminary Plat review by the Board. Offered to process the sketch/preliminary at the same time to expedite review. Reference Section 152.337, (H), (1) of the UDO
- **Lodge View Minor Plat:** Final plat recorded for 7 lots on Norris Road in ETJ. Awaiting surety on sidewalks
- **Yacht Club Flood Ordinance Violations:** Staff met with representatives of the estate on March 9, 2022. Allowed until March 24, 2022 for the heirs to submit a timeline for compliance
- **Boro Temporary Structure:** To be removed by October 31, 2021 (180 additional days allowed by Session Law 2020-97) per permit 2020-1226 as allowed by the Flood Damage Prevention Ordinance for Temporary Non-Residential Structures in the floodplain and agreement with Randy
- **Saltwater Grill Flood Violations:** Sent Notice of Violation on December 14, 2020. Tim Anderson communicated on February 24, 2021 that he was waiting for Alex Wood (structural engineer) to conduct a site visit, Alex was 3 weeks out. Reached back out on April 12, 2021 for an update, to date, no communication received. Final NOV sent 4/29/21; Spoke to Tim 4/30/21 who explained they were working with Bell and Phillips on a survey and Alex would be reviewing the file. Explained that we would work with him as long as he kept us in the loop on progress and that a permit would be required for any trade/structural work. Met on site with project engineer, owner and manager. Engineer will be providing a plan of work and floor plan to staff for review
- **One Harbor Church:** Received letter from Tom Tapping and Isaac Hopkins on December 22, 2021 documenting the progress on site. Communicated via email with Ronda Lier on March 3, 2022 as to what the next steps for the church would be as far as permitting
- **Shoreline Access Grant:** Awaiting final plans. Advised Colin Mellor on March 1, 2021 via email that per Eryn Futral, NFIP Planner with the NC Department of Public Safety, the Town would issue a Flood Permit and that we would need copies of all permits issued (State/Federal) for our records. Sent permit application
- **Resilient Coastal Communities Program Grant:** Public information meeting scheduled for February 23, 2022

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- Jennifer attended the NC Association of Zoning Officials Mid-Winter Workshop on February 14th and 15th

Police Department

Patrol:

- 176 Reportable Events
- 13 Motor Vehicle Crashes
- 2 Felony Arrests
- 11 Misdemeanor Arrests
- 10 Arrests by Warrant Service
- 2 DWI Arrests
- 1 Felony Drug Arrest
- 15 Arrests with Transport to the Onslow County Jail
- 91 Citations
- 72 Verbal/Written Warnings
- 4 Felonies Investigated (1-Sexual Assault; 1-Fraud; 1-Obtaining Property by False Pretenses; 1-Drug)
- 22 Misdemeanors (9-Property Damage; 3-Assaults; 2-Resisting Public Officer; 2-Harassment; 5-Traffic; 1-Larceny)
- 1 Death Investigation
- 7 Disputes/Disturbances
- 7 Domestic
- 5 Crisis Intervention with Mental Patient
- 2 Overdose
- 18 Alarm/Open Doors
- 35 Suspicious Incidents/Persons/Vehicles
- 7 Town Ordinance Violations
- 3 Civil Disputes
- 40 Requests by Citizens/Motorists for non-Crime Related Assistance
- 187 Requests by Other Agencies/Departments for Assistance

4,623 Total Events Performed by Patrol

Community Service/Training:

- 10 Vehicle Unlocks
- 3 Funeral Escorts
- 43 Business Closing Standby's
- 13 Foot Patrols
- 4 Requests by Citizens for Residence Checks

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Admin Services:

- Answered 307 phone calls during business hours
- Assisted 146 walk in requests for assistance during business hours
- Took 16 requests for reports during business hours

Public Works

No report provided