

# BOARD OF COMMISSIONERS SPECIAL MEETING AGENDA

Town of Swansboro

Monday, January 31, 2022

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## Board Members

John Davis, Mayor | Frank Tursi, Mayor Pro Tem | Pat Turner, Commissioner

Harry PJ Pugliese, Commissioner | Larry Philpott, Commissioner | Jeff Conaway, Commissioner

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Zoom Meeting Link: <https://us02web.zoom.us/j/82407692677>

## Call to Order

The purpose of the meeting was to re-evaluate/identify Goals and Priorities for the coming year, which will assist Staff in preparation for in depth discussion at its annual Planning Retreat.

## I. Re-evaluate/Identify Goals and Priorities and Create Implementation Measures

Attachments: Individual Lists of 2022 Goals

List of Current Projects

2021 Goals (2.15.21SM)

2020 Goals (6.15.20SM)

2019 Goals (1.4.19SM)

2012/2013 Goals w/Implementation Statements (provided as example)

## III. Common Goals List

Historic District Preservation – listed 5 times

Emergency Operations Center – listed 5 times

Sidewalks – listed 4 times

Economic Development – listed 4 times

Tax Rate – listed 3 times

Land Use Plan Implementation – listed 3 times

Charleston Park – listed 3 times

ARP Funding – listed 2 times (*also scheduled for discussion February 28*)

Voluntary Annexation – listed 2 times

Resolve Sign Ordinances Issues – listed 2 times

Land Acquisition – listed 2 times

Employee Pay – listed 2 times

Bike Plan – listed 2 times

Master Park Plan – listed 2 times

Gateway Beautification – listed 2 times

## IV. Other Individual Goals/Questions

Wayfinding Signs – Phase II

Matching grant program for small business façade, landscaping and/or sign upgrades

Corbett Ave/main St Ext repairs and west end intersection improvements

Queens Creek Road traffic congestion

A safe/dry Hwy 24 pedestrian crosswalk somewhere between the Main St intersection and bridge

Waterfront Development

Swansboro by Candlelight. What tone do we want to set for the event? Need to coordinate with Casper's Marina so it doesn't fall on same weekend as fishing tournament

Explore House Bill 890. Specifically section: 18B-904.1 "social districts"

Mullet Festival: what can we do to keep getting better?

Help protect private property during festivals

Review Public Works project's docket. In the interest of productivity is there any projects we can contract out?

AirBnB and VRBO are popular, are we getting lodging taxes from them?

Storm water runoff/watershed issues. (One in particular Casper's Marina has stormwater issues)

Submit EPA 319 grant project

Work with state on resiliency project

## IV. Adjourn

Planning Retreat - March 2, 2022 9am – 4pm

Hampton Inn – Swansboro NC

Facilitator – UNC SOG Lydian Altman

## **INDIVIDUAL GOALS LIST**

### **Commissioner Philpott**

1. Public Safety Building/EOC
2. Wayfinding Phase II
3. Historic District Preservation/Enhancements
4. Swansboro Economic Development
5. Matching grant program for small business façade, landscaping and/or sign upgrades
6. Corbett Ave/Main St. Ext repairs and west end intersection improvements
7. Charleston Park sub-division street adoption/stormwater concerns
8. Queens Creek Road traffic congestion
9. Interconnectivity/continued pedestrian-bicycle improvements
10. Codifying Wetlands/Lowland Protection
11. Phase II Recreation Center/Gym
12. Use of the American Rescue Plan Grant
13. FY23 Budget and Tax Rate
14. Adoption of the proposed Employee Pay Plan
15. Implementation of the Land Use Plan
16. A safe/dry Hwy 24 pedestrian crosswalk somewhere between the Main Street intersection and the bridge

### **Commissioner Turner**

1. Historic District
2. Downtown Beautification
3. Land Acquisition
4. Employee Pay
5. Sidewalk
6. Bike Path
7. Emergency Operations Center
8. Entryway into Swansboro
9. Land Use Plan Update
10. Waterfront Development

### **Commissioner Pugliese**

1. Resolve both sign issues. (temporary and amortization)
2. Discuss EOC plan
3. Land acquisition (can we buy land from One Harbor Church that hasn't started building)
4. Charleston Park streets. Is state orphan street program something we can use?
5. What does Historical Preservation need from us to protect our historical district?
6. Tax rate (do we need to raise?)
7. Sidewalks (what's our plans to continue adding them to the town)
8. Swansboro by Candlelight. What tone do we want to set for the event? Need to coordinate with Casper's Marina so it doesn't fall on same weekend as fishing tournament

9. Explore House Bill 890. Specifically section: 18B-904.1 "social districts"
10. Mullet Festival: what can we do to keep getting better?
11. HWY 24 Gateway. Incentivize beautification and dilapidated building repair.
12. Help protect private property during festivals
13. Review Public Works project's docket. In the interest of productivity is there any projects we can contract out?
14. Economic Development Committee. What's our relationship to it, what's it doing for Swansboro?
15. Election sign policy (how to avoid junking up Swansboro for 45 days)
16. AirBnB and VRBO are popular, are we getting lodging taxes from them?
17. Storm water runoff / watershed issues. (One in particular Casper's Marina has stormwater issues)

### **Mayor Pro Tem Tursi**

1. Pass a budget that doesn't cut services, staff or benefits
2. Complete park and rec master plan that includes alternative options for skate park
3. Decide direction for emergency operations center and ensure that space reserved at the Methodist Church is fully equipped for use
4. Decide how to use American Rescue Plan funds
5. Continue integration of land-use plan into town ordinances and policies. Most importantly, develop policy for wetland protection. Please.
6. Submit EPA 319 grant project
7. Work with state on resiliency project
8. Develop a policy for voluntary annexations that, if legally possible, includes a requirement that annexation applications be submitted before final plat review.
9. Decide how to accomplish the goals of the economic development strategic plan
10. Complete sidewalks

### **Commissioner Conaway**

1. Charleston Park
2. Sign ordinance
3. Voluntary annexation
4. Historic Commission Roles and responsibilities/budget
5. Old Hammock/Main Street Extension sidewalks

### **Mayor Davis**

Emergency Operations Center (stated verbally 1.24.21 meeting)

### Current and On-Going Projects

(\* Field Inspections/Updates to BOC Only – project does not require extreme management/labor by Manager/Staff)

- Swansboro Causeway Living Shoreline Project\*
- Public Safety Building Restoration/Relocation Planning Project/ Swansboro Alternate Emergency Operations Center (Swansboro United Methodist Church-SUMC)
- NC DCM Resilient Coastal Communities Program (RCCP) Grant
- August 2020 - NC State Historic Preservation Office Florence and Michael ESHPF Hurricane Disaster Relief Grant – Emmerton School
- 2020 NC Public Beach and Coastal Waterfront Access Grant Project
- FY 2020 Stormwater Outfall Retrofit Project – Walnut Street
- Sidewalk Projects (\*those currently under construction)
- Traffic Light Synchronization Project\*
- Swansboro ADA Plan
- Visitor's Center Improvement

**Town of Swansboro**  
**Board of Commissioners**  
**January 4, 2019 Special Meeting**

In attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner Pat Turner, Commissioner Roy Herrick, Commissioner Brent Hatlestad, and Commissioner Philip Keagy.

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**Call to Order/Opening Prayer**

The meeting was called to order at 5:30 pm. Mayor Davis gave the invocation.

The purpose of the special meeting was to discuss 2019 goals and strategies for hiring the next Town Manager, which may result in a closed session pursuant to NCGS 143-318.11 (a)(6).

Town Clerk Paula Webb provided a suggested timeline for selecting an Interim Manager and new Manager. The NCLM had provided a candidate from their pool of retired managers who could serve as Interim while the Board searched for a replacement for Manager J. Scott Chase, who had submitted his resignation in December. Another individual had also contacted the Clerk with interest in serving as Interim. The Board was agreeable to interview both individuals. The Clerk would arrange interviews following the January 8 regular meeting. The Board determined that it would conduct interviews for both positions as a group; a committee would not be formed.

**2018/2019 Fiscal Year Goals to finalize:**

- Ward Shore Project (Living Shoreline quotes came in over budget – reason for delay)
- Install Cameras at major intersections (pending receipt of funding from Allstate - \$30,000)
- Sidewalks (NCDOT ROW/easements pending)
- Water Street repairs (Hazard Mitigation Driven – grant pending)
- Splash Pad
- Repairs to Town structures from Hurricane Florence (pending FEMA/Insurance funding)
- Traffic Flow presentation for downtown
- Hire a permanent manager
- Pass 2019/2020 Budget
- Land Use Plan Adoption – proceed w/UDO amendments

**2019/2020 Fiscal Year Goals**

- Track projects/goals better (the Clerk would create a spreadsheet to track progress of such projects/goals and provide a copy to the Board at its monthly meetings)

- Update the Emergency Management Plan
- Install 35 mph speed limit signs

Manager Chase assured the Board that he was preparing a transition report for the incoming Interim and future Manager.

In review of a sample ad for the next Town Manager, Board members gave suggested changes. A final draft would be reviewed in closed session January 8.

### **Adjournment**

On a motion by Commissioner Keagy, Commissioner Herrick the meeting adjourned at 6:52pm.

**Town of Swansboro**  
**Board of Commissioners**  
**February 15, 2021 Special Meeting**

In attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner Pat Turner, Commissioner Harry PJ Pugliese, Commissioner Larry Philpott, and Commissioner Laurent Meilleur (joined at 5:45pm). It was noted that the Board had returned to remote meetings through the ZOOM platform as allowed by NCGS 166A-19. Governor Cooper had declared a state of emergency due to the COVID-19 Pandemic in March 2020 and it remained in effect.

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**Call to Order/Opening Prayer**

The special meeting was called to order at 5:30 pm. Mayor Davis gave the invocation and noted that the meeting was called to discuss the following topics:

Goals/Priorities  
Grant Strategies  
Planning Board Work Timeline  
Visitor's Center Plan

**Goals/Priorities**

In June 2020, a "roll-over" list of Goals and Objectives from FY 2019-2020 was reviewed along with additional goals established since Manager Seaberg's arrival in September 2019.

- **Sidewalk Construction** (in partnership with the NC Department of Transportation) – The Town had allocated \$116K towards the sidewalk projects and NCDOT had indicated a project start date in the Spring of 2021. Commissioner Philpott inquired what the shortfall would be if the allocated funds did not cover the areas designated? Manager Seaberg reviewed the three priority areas with the 3<sup>rd</sup> (along Hammocks Beach Road) being the most expensive with a wetland crossing requiring a permit process, which was likely to be more than allocated. It might be possible to work with NCDOT for tradeoffs – delineate other areas for wetlands. Mayor Pro Tem Tursi would also feel more comfortable with a statement from NCDOT on the ownership of sidewalks.
- **Update the Town's Emergency Management Plan** – After receiving engineered assessments on the PSB and Town Hall – neither of which were assessed to withstand a Category 3 hurricane, the Town contracted with the Wooten Company to prepare cost estimates for upgrades at the PSB to bring the structure to a category that would withstand 150 mph winds and estimates to acquire property to construct a new facility that could house



public safety and possibly other staff. In the interim, the Town had signed an MOU with Swansboro United Methodist Church to utilize a portion of their facility should the Town expect a storm greater than a Category 1. Part of that MOU was that the Town would provide a trailer able generator during any such event. Regular updates on the EOC progress were being given by the Manager monthly and/or as progress changed.

- **Proposed Boats Slips with Future Dockwalk** – Local restaurant owner, Randy Swanson had suggested additional boats slips as an addition to the future dockwalk (along the south side of NC24 bridge) already approved. The Army Corp of Engineers had extended use of the waterway by 85'. Mayor Davis indicated that the County Board of Commissioners would be interested in the suggested boat slips project. Manager Seaberg believed the suggested project could be a second phase to the current CAMA Access Grant. The current phase was fully funded. The project was not a high priority for Commissioner Turner because it was not something that could be accomplished before summer. She also inquired on the cost for second phase. Commissioner Pugliese felt the Town should press forward if it could be accomplished along with phase I and easements were already obtained. Commissioner Meilleur agreed with Commissioner Turner, it needed more review. Manager Seaberg offered that grant awards were a 75/25 split. Phase II would have to be funded in the new fiscal year. A pre-application could be submitted in April 2021. Mayor Pro Tem Tursi looked at the phases differently; he supported waterfront improvements but noted what the Town built it must also maintain and/or or rebuild if destroyed. Commissioner Philpott agreed but was also supportive to move forward.

**The consensus was this item was a lower priority project.**

- **Parks Master Plan** – the current plan was dated 2008. Updating the plan was important in the Town's quest for grant assistance. The estimated cost for a complete overhaul of the plan - \$50K. Board member believed the price tag too high and gave direction for Staff to seek RFQ's/Proposals with a focus on updates that would satisfy grant agency requirements in January 2021.
- **Ward Shore** – project slated for completion by March. Additional funds may be needed for Water Street retro-fit, which includes a 1" asphalt overlay. Powell Bill funds could be used. Mayor Pro Tem Tursi suggested research on different types of pavers that may alleviate flooding, wash out.
- **Watershed Restoration Plan** – Mayor Pro Tem Tursi again urged staff to apply for 319 funding. A partnership with the Carolina Wetlands Association was in place which was a goal from the plan. Many of the goals would require outside expertise and funding. Manager Seaberg would reach out to NC Coastal Federation to discuss possible 319 funding for stormwater mapping

and Water Street retrofit. Commissioner Philpott also noted that the Economic Strategic Development Plan had similar goals/strategies.

- **Downtown Traffic Plan** – This item was scheduled for discussion February 22. The draft plan had been re-adjusted to include those recommendation the Board gave some months ago. One-way traffic movement for Front Street, portions of Church Street and Main Street Extension, and no intersection light changes at Main Street Extension/NC24. If the Board agreed with the plan on February 22 – implementation on painting parking spaces, crosswalks, and education could begin. Commissioner Meilleur heard rumblings of a crosswalk over NC24 and wondered how that got brought up. Mayor Davis shared that the downtown merchants had suggested it. **The suggested crosswalk was a low priority, but the Downtown Traffic Movement was a high priority.**
- **Wetland Discussion** – due to remote meetings, the Carolina Wetlands Association discussion with the Planning Board had been cancelled in February and re-scheduled for March 2. **Planning Board Work Timeline** –. The Board urged staff to keep the Planning Board on track with its timeline. **Wetlands discussion/understanding was a high priority item** and the Town needed to take advantage of the Carolina Wetlands Association’s knowledge.
- **Emergency Call Box at Park** – the call box had been a Parks Board request for a couple years but had been cut from the budget each year. It was a low-cost item at \$5K. Director Stanley shared that there was still interest to purchase the call box. **Medium to low priority** item because most people carried a cell phone, but in an emergency, Board members did see the advantage.
- **Planner Tech** – Manager Seaberg recommended funding the position as a high priority in moving forward on planning-related items. A proposed salary range was \$36-52K salary range. It was also noted that Planner Jennifer Ansell was expecting and would need backup while on maternity leave. Board members supported.
- **Signage Items** – The Board had agreed to defer discussion on controversial items until it returned to in person meetings.
- **NC24 Beautification** – incentivize business owners to improve appearance along NC24. Mayor Davis shared he had created an incentive document and would provide it to the Board. The Golden Leaf Foundation may fund such projects. Not being aware of the proposed document, **Board members needed to receive and review the document before making comments and considered the matter a low priority until reviewed.**
- **Strategic Plan Objectives** – Commissioner Philpott read through the plan

objectives and believed the Town was making progress but may need to revive discussion. He offered that JOED Executive Director Mark Sutherland speak with the Board to revive and discuss strategy.

- **Fire/Police** – Manager Seaberg was not aware of any Police Department needs in conversation with Chief Jackson today. For the Fire Department, the Board funded the position not awarded through the SAFER Grant last month, as well as funding for CIP equipment. Additional staff request would be forthcoming with the FY 21/22 Budget.
- **Public Works** – Director Jim Stipe still needed a fulltime Maintenance Tech. needed. CIP vehicle and equipment were funding last month.
- **Finance** – software was funded in FY 20/21, however COVID19 had put a damper on the ability to view the operations of programs at other jurisdictions. Demos were underway remotely.

### **Grant Strategies**

On February 8, 2021, Manager Seaberg provided an overview of current town grants and shared grant agencies and types of projects those agencies fund. Mayor Pro Tem Tursi suggested 319 funding opportunities to include stormwater mapping and Water Street improvements to prevent seawater influx. Manager Seaberg would like to apply for PARTF funding to move Pineland Park, which was technically a street-end - not a park, to the parcels on Holly Lane that the Town recently acquired through hazard mitigation. PARTF grants were a 50/50 match.

**Staffing/Software/PARTF Funding were high priorities.** Other staff needs for consideration were a future Dockmaster and Recreation Program Coordinator. Commissioner Turner asked that a departmental organization chart could be sent to the Board.

Mayor Davis polled the Board whether they would be willing to consider a tax increase to fund some of the items mentioned. Commissioner Turner said no. Mayor Pro Tem Tursi would consider if proper justifications were given. Commissioner Pugliese agreed but noted it would be difficult to increase taxes with all that had taken place this past year. Commissioner Philpott and Meilleur agreed with the statements made by Mayor Pro Tem Tursi and Commissioner Pugliese noting that the Manager should prioritize staff needs. Mayor Davis would not vote for a tax increase with times as they were.

Mayor Pro Tem Tursi shared that the Church Street Dock would never show its full potential until a Dockmaster was in place. Someone with very specialized skills was needed to assist when a million-dollar boat was docking. Rental fees should be set to

cover the position. **Management would prioritize staffing, send the organization chart, and schedule Mark Sutherland to attend a future meeting.**

### **Planning Board Work Timeline**

Below was the Action Plan for the Planning Board for this Calendar Year (Approved February 3, 2020). Further discussions would take place at the March 2, 2021 meeting.

- 1) ~~Flood Damage Prevention Ordinance Update~~ Adopted June 8, 2020; Effective June 19, 2020
- 2) RA Residential Agricultural Zoning District (rezoning or text amendment)
- 3) Wetlands Ongoing; Engaged the Carolina Wetlands Association for guidance
- 4) Text amendment related to Conservation Zoning District to reflect the recommended CAMA Plan changes to strengthen coastal resiliency.
- 5) ~~Text amendment related to requirements for connection for development to nearby amenities~~ Adopted June 22, 2020
- 6) Text amendment related to the overall appearance of commercial, industrial, and mixed-use development
- 7) Text amendment related to tying square foot to the use of higher quality materials, additional stormwater control measures
- 8) Consider map amendments (zoning maps) that reflect the Future Land Use categories after the regulatory changes are made (if needed)
- 9) UDO amendments related to NCGS 160D implementation Ongoing; Edits completed and submitted to Town Attorney for review in November. Hope to have before PB in April.

Again, the Board urged staff to keep the Planning Board on track with its timeline.

### **Visitor's Center Plan**

For clarification, Manager Seaberg indicates that a County TDA Grant request would be for construction, not operations (i.e., replacing decking, correct moisture issue). The Swansboro TDA awarded up to \$30K for renovations inside to include the addition of another ADA restroom, ADA shower(s), and a coined laundry facility. Other items of interest that may be included if funds allowed:

- Keypad access for transit boaters after hours
- Common area cameras
- Auto shut-off for water/showers

In response to questions submitted by Commissioner Philpott for discussion, the following was given:

1. A business or operational plan/concept that reflects how the facility will be staffed and operated. What is the estimated operating cost? Who will be publishing tourist pamphlets and generating other marketing materials?

The operational plan was that existing staff would continue to staff the Visitor's Center 7 days/week 10am – 5pm (hours can be adjusted based on seasonal traffic) throughout FY 20/21. Staff was committed to continue into FY 21/22.

WIFI had been added to the building and most of the staff had remote access. The Town was already paying the power and water bill so there were no additional costs there. The only additional cost was the WIFI, phone connection and additional cleaning supplies to assure the restrooms were cleaned daily.

Tourist pamphlets were provided by the vendors and contact was made with them when their supplies were running low. The Chamber of Commerce was still publishing the Visitor's Guide and providing copies. The Swansboro TDA would continue to do the marketing for Swansboro too.

2. Have staff discussion and approach other tourist related entities about partnering with the town to help run or finance operations. Examples: Chamber of Commerce, Downtown Merchants Association, Swansboro and/or Onslow County TDA, Private Contractors, etc.

Staff had not approached other entities about running the VC because we thought the Board was ok with our proposal that staff/run the VC.

3. With a priority on making the best use of the limited space, request an architectural consultant to provide a scaled floor plan that shows how desired operational amenities can work within the space.

Amenities to consider:

- ADA Restrooms (2) – scaled drawing provided/reviewed 2/15
- ADA Shower – scaled drawing provided/reviewed 2/15
- Space for Washer/Dryer – scaled drawing provided/reviewed 2/15
- Well-Appointed Visitor Welcome Area for an Attendant (Will there be Souvenir sales, etc.?) – We can budget/order Swansboro logoed items and display them for sale inside the VC office.
- Reserve Space for a Future Dock Master Office – can be accomplished inside the VC Office

- Front Foyer for Visitor Circulation and Tourist Marketing Materials – marketing material space will still be provided
- Kitchenette – to be moved inside VC Office area
- Storage Spaces – storage cabinets to be moved inside VC Office
- Front Door ADA Ramp Accessibility – not possible unless we eliminate the 2 parking spaces in the front of the building.

4. If a special event headquarters is desired, consider purchasing a climate controlled mobile unit that can be used year around and at various locations by Recreation, Public Safety, etc.

If current staff continues to staff the VC, the office space could also be used during festivals/events as a central headquarters. Parks/Rec Director Anna Stanley was working on financial details for a proposal on a Dockmaster in FY 21/22 or later year.

Mayor Pro Tem Tursi supported staff operating the VC, consideration of a Dockmaster, after-hours access, but noting when showers were added they needed to be cleaned thoroughly and often. He noted that Beaufort was a short sail away – the Town was probably losing money without these amenities. Commissioner Pugliese supported and agreed the Church Street Dock needed an attendant.

Commissioner Philpott was interested in the what the full potential of the docks would be and whether the handicap ramp could be moved to the front of the building, would the office be improved for greeting visitors and perhaps selling Swansboro logoed items for sale.

Other inquiries/responses were:

- Operationally, the VC would fall under Parks/Recreation.
- Regarding the ADA compliance, Manager Seaberg explained that the foyer must also be ADA compliant and there was space added for the washer/dryer. The existing sink and storage cabinets would be moved to the office area. The design was still conceptual and could be modified if only one ADA shower was desired.
- The existing office space was critical for storage and operation.

**The item was a high priority with Management providing more detailed operational costs, budget proposal for Dockmaster and submitting a funding request to the County TDA for construction.** The consensus was to continue with staff operating the VC.

### **Board Comments**

Commissioner Turner asked that a closed session be added to the February 22 meeting to discuss evaluations for the Manager and Assistant Manager. Commissioner Meilleur asked that the **401K Contribution** be added to the February 22 meeting as well – this was a **medium priority item**.

Commissioner Philpott asked that the finalized list of Advocacy Goals by the Board be distributed to the Board.

### **Adjournment**

On a motion by Commissioner Philpott, seconded by Commissioner Meilleur, the meeting adjourned at 8:00pm.

**Town of Swansboro  
Board of Commissioners  
June 15, 2020 Special Meeting**

In attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner Pat Turner, Commissioner Harry “PJ” Pugliese, Commissioner Larry Philpott, and Commissioner Laurent Meilleur.

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**Call to Order**

The special meeting was called to order at 5:30 pm. The purpose of the meeting was to discuss future Goals/Priorities and the FY 2020/2021 Proposed Budget. It was noted that Mayor Pro Tem Tursi and Commissioner Meilleur were participating remotely as allowed by NCGS 166A-19-24. Governor Cooper had declared a state of emergency due to the COVID-19 Pandemic in March 2020. Discussion suggested that the Board members were open to the hybrid meeting approach where members who were uncomfortable attending in person could participate by ZOOM but would like to see how this test run goes tonight.

Manager Seaberg referred to a “roll-over” list of Goals and Objectives from the FY 2019-2020.

- Sidewalk Construction (in partnership with the NC Department of Transportation)

Mayor Davis inquired if he understood correctly that no additional funding was included in the proposed FY 20/21 Budget. The funds in reserve had been allocated per the partnership with NCDOT. Commissioner Meilleur asked if there was a deadline when NCDOT would indicate how long those funds needed to be held in reserve? Manager Seaberg offered that NCDOT had experienced budget cuts, no deadlines were established. The sidewalk project was approved through NCDOT, but not funded yet. Mayor Davis could inquire with Representative Shepard but didn’t feel the Town would need the \$116K when it had \$2 million in reserves. Manager Seaberg noted that funding may require outside consultant costs. Mayor Pro Tem Tursi shared that when sidewalks were discussed with NCDOT, the Town should ask where the funds were being allocated from – if discretionary funds those were federally appropriated.

- Land Use Plan Implementation into the UDO
- Update the Town’s Emergency Management Plan

Other items noted since Manager Seaberg’s arrival in September were:



- Continued implementation of action items in the Swansboro Watershed Restoration Plan (2017)
- Determination of the best location and/or improvements for the Town of Swansboro Emergency Operation Center
- Improve the coordination of NC Department of Transportation lighted intersections
- Implementation of traffic (both vehicular and pedestrian) flow improvements in the Downtown area

At the April 27, 2020 Regular Meeting, the Board began discussing/creating a list of short-term goals to fund projects that were removed from the initial draft budget ensuring no tax increase was required. A list of the unfunded projects was provided at the May 11, 2020 Regular Meeting for members to rank. Rankings were received between May 19<sup>th</sup> through June 12<sup>th</sup>. Most of the rankings were reserved to the list of items from the “Unfunded List” but there were some additional items added by members for consideration. Below is a compilation of all rankings received. The compilation is grouped based on similar interests by members and listed by how they were ranked on their assessment.

#### **FIRE DEPARTMENT EQUIPMENT (CAPITAL) – RANKED BY 5 MEMBERS**

Mayor Davis #2  
 Commissioner Tursi #3  
 Commissioner Turner #1  
 Commissioner Pugliese #4  
 Commissioner Philpott #5

#### **WATERFRONT PLAN – RANKED BY 4 MEMBERS**

Commissioner Tursi #3  
 Commissioner Pugliese #3  
 Commissioner Philpott #10  
 Commissioner Meilleur # 3

#### **EMERGENCY OPERATION CENTER PLAN/LOCATION – RANKED BY 3 MEMBERS**

Commissioner Tursi #1  
 Commissioner Philpott Additional Note #1  
 Commissioner Meilleur #1

Manager Seaberg indicated that he would provide the assessment for the Town Hall – relative to the Emergency Operations Center (EOC). Mostly, there were suggestions that would band-aid the building, but long term even the Town Hall was not suitable for an EOC. Manager Seaberg shared there may be reserve funding left from Hurricane Florence that could be allocated for the EOC. Mayor Pro Tem Tursi felt it most important to provide a safe place for those employees who were required to stay during a storm. Did we need more expertise than that which Mr. Wood had given? There was an urgency since hurricane season was already upon us. Did we need to appropriate fund in the FY 20/21 Budget? Mayor Davis felt the Police and Fire Chief needed to weigh in on what was needed. A review of the assessment would be scheduled for June 22, 2020.

**STAFF 401K MATCH ADJUSTMENT – RANKED BY 3 MEMBERS**

Commissioner Tursi #5  
Commissioner Pugliese #1  
Commissioner Philpott #18

**LAND ACQUISITION/PARK ENHANCEMENTS – RANKED BY 3 MEMBERS**

Commissioner Tursi #6  
Commissioner Pugliese #11  
Commissioner Philpott #12

**PUBLIC WORKS TRUCK REPLACEMENT (TUNDRA AND/OR GMC) – RANKED BY 3 MEMBERS**

Commissioner Tursi #7  
Commissioner Pugliese #5&6  
Commissioner Philpott #3&9

**2.5% MERIT INCREASE FOR STAFF – RANKED BY 3 MEMBERS**

Commissioner Tursi #2  
Commissioner Pugliese #2  
Commissioner Philpott #1

**MATCHING SIDEWALK FUNDING FOR NCDOT PROJECT – RANKED BY 2 MEMBERS**

Mayor Davis #8

Commissioner Philpott Additional Note #2

**NO HIRING FREEZE ON NEW PERSONNEL FOR FIRE DEPARTMENT – RANKED BY 2 MEMBERS (CORRECTED IN JUNE 8<sup>TH</sup> MEETING)**

Mayor Davis #1

Commissioner Turner #4

**NO HIRING FREEZE ON EXISTING PERSONNEL FOR POLICE DEPARTMENT – RANKED BY 2 MEMBERS (CORRECTED IN JUNE 8<sup>TH</sup> MEETING)**

Mayor Davis #3

Commissioner Turner #3

**DOWNTOWN TRAFFIC & PARKING PLAN IMPLEMENTATION – RANKED BY 2 MEMBERS**

Mayor Davis #9

Commissioner Meilleur #5

**NEW PERSONNEL – PLANNING TECH – RANKED BY 2 MEMBERS**

Commissioner Pugliese #10

Commissioner Philpott #14

**EMERGENCY CALL BOX AT MUNICIPAL PARK - RANKED BY 2 MEMBERS**

Commissioner Pugliese #12

Commissioner Philpott #15

**NEW PERSONNEL – RECREATION ASSISTANT – RANKED BY 2 MEMBERS**

Commissioner Pugliese #13

Commissioner Philpott #17

**NEW PERSONNEL – PUBLIC WORKS STORMWATER & STREETS DEPTS - -  
MAINTENANCE TECH – RANKED BY 2 MEMBERS**

Commissioner Pugliese #9  
Commissioner Philpott #2

**STORMWATER PLANNING/MAPPING – RANKED BY 2 MEMBERS**

Mayor Davis #5  
Commissioner Meilleur #2

**PARKS & REC DEPT FITNESS EQUIPMENT REPLACEMENT – RANKED BY 2  
MEMBERS**

Commissioner Pugliese #13  
Commissioner Philpott #7

**PARKS & REC DEPT POUR-IN-PLACE MATTING – RANKED BY 2 MEMBERS**

Commissioner Pugliese #15  
Commissioner Philpott #13

**PARKS & REC DEPT GMC REPLACEMENT – RANKED BY 2 MEMBERS**

Commissioner Pugliese #10  
Commissioner Philpott #8

**PARKS & REC DEPT RECREATION CENTER FURNITURE REPLACEMENT –  
RANKED BY 2 MEMBERS**

Commissioner Pugliese #17  
Commissioner Philpott #6

**PARKS & REC DEPT GOLF CART PURCHASE (FESTIVALS) – RANKED BY 2  
MEMBERS**

Commissioner Pugliese #8  
Commissioner Philpott #16

**PUBLIC WORKS DEPT – VENTRAC MOWING MACHING – RANKED BY 2 MEMBERS**

Commissioner Pugliese #7

Commissioner Philpott #4

**PAYING 100% OF DENTAL INSURANCE PREMIUMS FOR ALL STAFF – RANKED BY 2 MEMBERS**

Commissioner Pugliese #18

Commissioner Philpott #11

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Additional items ranked by 1 member were listed below in no specific order:

1. Maintain staff levels throughout all departments
2. Maintain contributions to community events (Seaside Arts Council, etc.)
3. Land Use Plan Implementation
4. Greenway/Bike/Ped Facility Planning
5. Parks and Recreation Master Plan

**Top Priorities/Goals**

**Unity on Fire Dept Capital - Emergency Operations Center**

Commissioner Philpott felt some of the items in Public Works were high priority.

Commissioner Turner noted that the LUP Implementation kept getting moved onto to the next year. The EOC was also very important. Goals must be looked at every year to determine proper funding.

Mayor Davis asked for the status on updates to the Emergency Plan – Manager Seaberg Chris offered that contact information was updated annually; staff was still working to add appendices for significant events other than hurricanes.

Commissioner Meilleur indicated that flooding issues in Town needed to be addressed. Support items for employees was a management item and sidewalks were a want, not a required need. Recent surveys suggested that the waterfront implementation was high priority along with the EOC and stormwater issues.

**Waterfront Implementations should be listed in top 5 goals.**

Commissioner Pugliese inquired if the outdated Parks Master Plan would hurt the Town in grant requests. Manager Seaberg informed that it was dependent on the grant funding source - yes, for PARTF funding. Commissioner Philpott supported the update.

Regarding the proposed 401K increase for regular employees, Commissioner Pugliese felt staff support item were important. Commissioner Philpott had listed the 2.5% Merit as a top goal. Manager Seaberg explained that law enforcement automatically received a 5% contribution to 401K, regular employees were required to contribute to receive a 1% contribution by the Town. He felt all employees should receive the 5% regardless. Mayor Pro Tem Tursi offered that the contribution was a long-term commitment what would hold future Boards to what was decided. Considering the COVID 19 Crisis it may be something that needed further review and consideration at a future date. Commissioner Meilleur agreed as did Commissioner Turner who also added that she supported the COLA but felt the Merit could be revisited mid-year if funding was available. Commissioner Pugliese agreed.

Mayor Davis noted the following be revisited in January/February 2021.

-401K (possible step plan/years of service)

-Merit Increase

-Parks Master Plan

Mayor Pro Tem Tursi stated that land acquisition for future park usage was important when land came available at a reasonable price. Commissioner Philpott agreed noting that the Town had some underserved areas relating to park space. Another reason why partnerships with Swansboro Soccer Association, Swansboro Softball/Baseball Association, and Onslow County Schools were important.

Public Works vehicle replacements – allocations to be postponed to FY 21/22.

All agreed to eliminate the proposed hiring freeze for Fire/Police departments vacant positions.

Downtown Traffic Movement – Commissioner Meilleur felt this item was waterfront related and should not be delayed. He also noted that there was no Town park along Hammocks Beach Road. Manager Seaberg clarified that the downtown traffic movement funds appropriated in the proposed FY 20/21 was for the traffic light re-configure, not implementation. Public Works could do painting/stripping and purchase signs. Mayor Pro Tem Tursi supported moving forward on the downtown traffic

movement. Implementations would not be feasible until the winter/spring 2021 since we were already into tourist season.

All agreed on the highlighted priorities/goals above.

*A brief recess was taken at 6:45pm. The Board reconvened at 6:50pm.*

New positions proposed - Planning Technician, Recreation Assistant, and Maintenance Technician were deferred.

Stormwater Planning/Mapping – Commissioner Meilleur and Mayor Pro Tem Tursi supported stormwater planning/mapping. Flood prone areas were identified on the Land Use Map. The Watershed Plan also allowed the Town to apply for 319 Funding which could provide for mapping those areas. Developers needed to be required to do the right thing and improve stormwater designs to properly handle stormwater, not just quickly move it to the White Oak River. Both were interested in future UDO amendments that required developers to do the right thing. Mayor Davis agreed in concept – but the approach needed to be more elementary. Hurricane Florence showed the work our Public Works team had started; as a result, the Town had very little flooding after this event. A more visible schedule of stormwater maintenance was needed. Mapping the stormwater pipes was also important. Manager Seaberg indicated that mapping would have to be contracted out. Rivers and Associates had mapped the stormwater to Hawkins Creek. Stormwater pipes downtown were old and would require resiliency measures.

Mayor Pro Tem Tursi made note of the Mullet Festival \$60,000 expenditure. The Board needed to decide whether to cancel the event due to the COVID 19 Crisis or proceed. Mayor Davis felt it was premature to cancel right now. Commissioner Pugliese asked if any other fall festivals had been cancelled. Director Stanley offered that some had cancelled events through August – but most fall festivals were pending. Commissioner Meilleur suggested that at least the cost be reduced; fireworks could be removed, a savings of \$10K. Commissioner Philpott inquired about contracts for Mullet. Director Stanley shared that no entertainment contracts were signed yet, the fireworks vendor was very flexible, but reminded the Board that they did change another municipalities event to accommodate Swansboro. The consensus was to hold on a decision to cancel until August.

Commissioner Philpott inquired about the Recreation Center Fitness Room equipment request. Director Stanley shared that all equipment was in good condition. The stationary bike was out of date per a quarterly inspection and new belts were needed for the treadmills. Regarding furniture needs, due to constant use the tables/chairs used

for rentals was dwindling (purchased 7 years ago). If both rooms were rented there was not enough tables and chairs to accommodate some events. The lobby furniture was ripped/worn due to daily use for roughly 7 years old.

### **Board Comments**

Board members were appreciative for efforts to reduce the Budget.

### **Adjournment**

On a motion by Commissioner Philpott, Commissioner Pugliese the meeting adjourned at 7:30 pm.



## EXAMPLE

### **Board of Commissioners FY2012-FY2013 Goals**

#### **Goal 1. To create a long-term vision and plan for community growth and progress**

1. Develop a strategic plan for the community
2. Conduct a comprehensive review of the Unified Development Ordinance
3. Develop a Capital Improvement Plan

#### **Goal 2. To continue implementation of the Gateway to Swansboro**

1. Review Gateway to Swansboro report and adopt policy issues as appropriate
2. Create a signage and landscape plan

#### **Goal 3. To continue implementation of the Downtown Renaissance initiative**

1. Encourage more events and activity downtown and partner with other organizations as able
2. Recruit and promote businesses and engage businesses in the success of downtown
3. Provide support to the Festival Committee
4. Include directional signage for parking at the Annex

#### **Goal 4. To develop a Swansboro Waterfront Master Plan**

1. Review the Waterfront Committee recommendations and adopt a Swansboro Waterfront Master Plan to include the Moore Street Dock and Pier

#### **Goal 5. To improve community outreach and community relations**

1. Conduct regular, informal informational meetings with the public (e.g. Sunday morning meet and greets)
2. Maintain an email database of residents and interested stakeholders
3. Develop a Town Facebook Page
4. Continue publication of Friendly City News
5. Conduct periodic surveys of residents
6. Implement a suggestion box at Town Hall

#### **Goal 6. To explore alternative revenue opportunities**

1. Partner with other entities to explore alternative revenue opportunities

#### **Goal 7. To continue making improvements to park, bike and pedestrian facilities**

1. Honor existing commitments to capital improvements, such as Pirates Den restrooms
2. Pursue implementation of bike plan
3. Pursue implementation of sidewalk plan, including sidewalks on Old Hammock Street

**Goal 8. To continue review of employee compensation**

1. Review employee compensation annually through the budget development process

**Goal 9. To develop a comprehensive plan for Town facilities and equipment**

1. Develop comprehensive space and use plan for all Town facilities, including Police, Fire, Annex and Town Hall
2. Develop a plan for operating all Town facilities
3. Develop a vehicle and equipment replacement policy and specifications for all Town vehicles and equipment

**Goal 10. To support historic preservation in the Town**

1. Develop specific strategies to address preservation of historic properties
2. Clarify the role of the Historic Preservation Commission and provide education and training to members

Adopted on April 17, 2012 by reference within the February 18, 2012 Retreat Minutes