

Table of Contents

Agenda	2
June 28, 2021 Regular Meeting Minutes	
6.28.21	5
July 12, 2021 Regular Meeting Minutes	
7.12.2021	13
July 26, 2021 Regular Meeting Minutes	
7.26.21	19
Tax Refunds	
Agenda Memo	27
Text Amendment - UDO Section 152.016, Definitions of Basic Terms - "Clear-Cutting".	
Agenda Memo	28
Emergency Operations Center Presentation	
Power Point Presentation	31
Financial Report - July 31, 2021	
7.31.21 Report	57
Future Agenda Items	
Agenda Memo	66
Manager's Brief	
Brief 8.23.21	67
Departments Report	
July 2021	77



BOARD OF COMMISSIONERS MEETING AGENDA

Town of Swansboro

Monday, August 23, 2021

Board Members

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

*Zoom Link: First Meeting of the month: <https://us02web.zoom.us/j/82680161743>

Second Meeting of the month: <https://us02web.zoom.us/j/86147603054>

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:

a. Meeting Minutes

June 28, 2021 Regular Meeting Minutes

July 12, 2021 Regular Meeting Minutes

July 26, 2021 Regular Meeting Minutes

b. Tax Refunds

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$231.09.

Vehicle Tax

Gleason, Margaret Wooding 16.86 Tag Surrender

Kidwell, Richard Allen Jr. 16.02 Tag Surrender

Tooker, David Jon 93.77 Tag Surrender

Winkleer, Christopher Anthony & Barbara Ellen 104.44 Tag Surrender

IV. Appointments/Recognitions/Presentations – None Scheduled

V. Public Hearing

- a. Text Amendment - UDO Section 152.016, Definitions of Basic Terms - "Clear-Cutting".

Chris Seaberg
Town Manager

The Board of Commissioners directed staff to work with the Planning Board to develop a definition for clear-cutting as related to the recently adopted amendments regarding land improvement permits and penalty (Ordinance 2021-O4). On July 19, 2021 the Planning Board reviewed and voted unanimously to recommend approval of a definition for clear-cutting and stated it is consistent with the current Comprehensive Plan as it clarifies the recently adopted amendment (Ordinance 2021-O4) and specifically with the 2019 CAMA Land Use Plan Update, Section 4, Goals and Objectives, 3, "Prioritize the Natural Environment that is key to Swansboro's Quality of Life."

Action Needed: 1) Hold the public hearing; and
2) A motion to approve Ordinance 2021-O8 amending Section 152.016, Definitions of Basic Terms, of the Unified Development Ordinance to add a definition for "clear-cutting".

VI. Business Non-Consent

- a. Emergency Operations Center

David Degnan
Fire Chief and
Ken Jackson
Police Chief

Action Needed: Receive Presentation

- b. Financial Report - July 31, 2021

Sonia Johnson
Finance Director

Action Needed: Receive Report

c. Future Agenda Items

Paula Webb
Asst. Manager/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.

Action Needed: 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

Manager's Brief
Departments Report

Chris Seaberg
Town Manager

X. Board Comments

Board of Commissioners

XI. Closed Session – None Scheduled

XII. Adjournment

Board of Commissioners

**Town of Swansboro
Board of Commissioners
June 28, 2021 Regular 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.

Call to Order/Opening Prayer

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

Public Comment

Citizens were offered an opportunity to address the Board regarding items listed on the agenda. No comments were given.

Adoption of Agenda

Mayor Davis moved adoption of Parks/Rec Month to Consent and indicated he would make personal recognition to the department outside of the meeting.

On a motion by Commissioner Turner, seconded by Commissioner Philpott, the Agenda as amended, and Consent Items below were unanimously approved.

Tax Refunds – Vehicle Tax Dzara, John Richard \$29.22 Tag Surrender

Proclamation – Parks and Recreation Month

Public Hearings

UDO Text Amendment/Tree Preservation and Replacement - To discourage clear-cutting, the proposed amendments would require a permit for land improvement and establish a penalty fee if property was clear cut before a permit was obtained. The replacement of trees would still be required as provided under this section. The amendment would also clarify existing language under Section 152.105, Approvals Required.

Because of the effect of clear-cutting on the stormwater system, the money collected would be deposited into the Stormwater Enterprise Fund to aid in stormwater compliance, drainage problem identification and prioritization and proactive maintenance of Town owned and operated drainage facilities.

During its May 4, 2021, regular meeting, the Planning Board recommended approval of the proposed amendments to the Unified Development Ordinance and Schedule of Fees related to Section 152.538, Tree Preservation and Replacement.

Planner Ansell shared that House Bill 496 passed and was now in the Senate.

Under the minimum standards section, Mayor Davis recommended a 2.5" caliber rather than 3", having done research and finding that this size survived better. He also believed the incentive to preserve was removed – reference page 9 of the agenda.

Planner Ansell reminded the Board that those areas to be amended were highlighted in yellow. Otherwise, the language already existed. The Planning Board reviewed ordinances from 10 other municipalities and 3" was consistent among those ordinances. In 2013, when the landscaping section was developed there was involvement with different landscapers, and it was part of the gateway initiative. The language pertaining to three caliper inches per tree was existing and not proposed as an amendment.

Commissioner Philpott inquired about a height requirement and further noted having researched forestry documents and quoted *"Establishing a minimum diameter that is acceptable to be planted typically varies from 2.5"-3". Some municipalities reduce the minimum size to 2" for residential removals. Other municipalities may allow larger trees to be planted to reduce the overall number of trees, however, larger trees are more difficult to establish, and additional oversight and performance bonds may be necessary."* Planner Ansell shared that the height was provided in another section of ordinance.

Commissioner Meilleur suggested that a defined list of tree types might be beneficial and after some discussion, all agreed that the wording for 152.538 (d) would read as:

(d) In the event a developer clear-cuts a lot or tract and has failed to provide a site plan to the Planning and Code Enforcement office, the developer shall be required to plant 23 trees per acre (less impervious surface area), each with a minimum caliper of three inches, and is responsible for paying a penalty fee as established by the Town's Schedule of Fees. The money collected shall be deposited into the Stormwater Enterprise Fund to aid in stormwater compliance, drainage problem identification and prioritization and proactive maintenance of Town owned and operated drainage facilities.

Mayor Pro Tem Tursi believed a definition of clear-cut was also needed.

The public hearing was opened at 5:58pm. There were no comments, and the hearing was closed. *It is noted that the Town had returned to regular format (no remote participation) and therefore action on the hearings was effective immediately unless otherwise stated.*

There was additional discussion and scenarios for what 15 trees/acre might look like for different size lots. Ultimately, interpretation in the minimum standards would be left to the Planner and Manager.

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Turner, Ordinance 2021-O4 (as amended above) was approved which included a statement of consistency indicating that the ordinance was consistent with an adopted comprehensive plan and agreed with the Planning Board's recommendations. The FY 21/22 Fee Schedule would also reflect the associated permit and penalty fees as discussed. The vote was unanimous.

Further direction was given for the Planning Board to recommend a definition for clear cutting and if House Bill 496 passed all levels staff would seek a local bill to empower Swansboro to have a tree ordinance.

FY 2021/2022 Budget Ordinance w/Tax Rate, Stormwater Ordinance & Credit Manual, Fee Schedule, and Salary Schedule – The FY 2021/2022 Annual Budget was originally submitted on May 27, 2021. The budget was prepared in accordance with N.C.G.S. Chapter 159, the North Carolina Local Government Budget, and Fiscal Control Act. As required, all funds within the budget were balanced, and all revenues and expenditures identified for FY 2021/2022.

The total budget was \$4,812,559 which represented a decrease of 11% from the FY 2020/2021 amended Budget of \$5,403,831. The tax rate was proposed to remain unchanged at \$0.35 per \$100 valuation. The General Fund Budget for FY 2021/2022 was balanced with \$249,260 of fund balance.

The collection of residential and some commercial garbage and recycling would continue to be managed through a contractual agreement approved by the Board on June 8, 2020, with GFL, Inc (AKA Waste Industries, Inc.). For FY 21/22, the rate for Solid Waste Services included an increase beginning July 1, 2021.

Current Solid Waste Fees	New Solid Waste Fees Effective July 1, 2021
\$20.24/month residential	\$21.93/month residential
\$33.79/month commercial	\$36.62/month commercial

The Stormwater Utility Fee structure was also increased and adjusted to a flat monthly rate for residential. Commercial rates would still be calculated at .01/Square Foot whichever greater, but a minimum of \$5.00 per month required. These rate adjustments would be effective beginning July 1, 2021.

Current Residential Rates per Month	New Residential Rate per Month - \$5.00
Tier 1 - \$2.00 Tier 3 - \$3.75 Tier 5 - \$4.25	
Tier 2 - \$3.50 Tier 4 - \$4.00	

Current Commercial Structure was: Minimum Fee \$4.25/month or .01/Square Foot whichever greater. **The new: Minimum Fee 5.00/month or .01/Square Foot whichever greater.**

The stormwater ordinance and credit manual were amended to reflect the new residential rates along with minor text changes and punctuation.

Changes to the FY 21/22 Fee Schedule included minimum building permit fees clarification by trade, land improvements permitting, an increase to the Historic District COA application fee, and an increase to the Damage Deposits for room rentals.

The FY 2021/2022 Salary Schedule was updated to reflect a 2.0% COLA increase.

Manager Seaberg noted that Onslow County had reduced their part-time staff funding by \$18k, which reduced the proposed part-time staff positions from two to one.

Mayor Davis shared concerns with the stormwater increase on residential. Manager Seaberg explained that the Town was already low on its rate comparably and funds were needed for stormwater projects. Mayor Davis hoped the additional funds would support stormwater mapping and encouraged an annual project plan. Manager Seaberg indicated that a mapping project had been discussed under the resiliency project with Dewberry. Reprofiling older neighborhoods continued – noting that some areas had not been maintained for 20 plus years. Public Works staff was working at its maximum. He also referred to the annual stormwater snapshot which provided for upcoming annual projects.

Mayor Pro Tem Tursi inquired whether the FY 21/22 Budget included the fulltime firefighter and website update. The fulltime firefighter was included but the website update had been cut. Manager Seaberg was hopeful that the anticipated American Recovery Plan (ARP) Funds would provide for a website upgrade.

Commissioner Meilleur asked why the square footage amount for commercial stormwater calculation was not increased. Manager Seaberg stated that the Town was comparable with others on its commercial rate.

Commissioner Philpott was concerned that increasing the Historic Preservation Certificate of Appropriateness (COA) fee from \$50 to \$400 might deter property owners from making improvements. Recent changes to NCGS 160D now made the COA process quasi-judicial, and the fee increase brought that process in line with other review processes such as a Special Use, Variance, Rezoning, etc.

Mayor Davis asked the Board to consider funding the NCDOT shortfall for sidewalk improvements in Town. Phase 1 (Highway 24) was complete. The \$97,000 shortfall would most likely influence Phase 3, which included ditch work along Hammocks Beach Road. Phase 2 would run along Old Hammock Road, according to Manager Seaberg. Mayor Davis shared that he had been working with the state representatives; Senator Lazarra had committed to \$50k and Representative Shepard was working toward another \$100k, but all had to run through the proper channels. He asked now so that there would not be a lapse in work by NCDOT. Mayor Pro Tem Tursi would not support the request at the last hour citing other major cuts to the budget and no clear understanding of how the funds were allocated. He felt it was a terrible way to fund a capital project. Commissioner Meilleur sided with Mayor Pro Tem Tursi and asked Mayor Davis to stop promoting his own agenda. Commissioner Pugliese believed it to be an important project but asked what guarantee the Town had that it would re-coup the funds. Manager Seaberg responded that he had no guarantee, nor could he be certain that phases 2 or 3 would continue or be delayed. Commissioner Philpott asked whether the ARP Funds could be used but only water/sewer and broadband were approved infrastructure items at this time. Commissioner Turner also noted the importance of the construction however, hurricane season was upon us, and that uncertainty was a concern. Discussion led to the unassigned fund balance, which was *projected* to be \$2.1 million at FY 20/21 year-end. The \$249,260 needed to balance the FY 21/22 would be deducted from that total. Commissioner Turner inquired if the shortfall could be more. Manager Seaberg had asked NCDOT to provide updated numbers, especially with the increase costs on concrete. Mayor Pro Tem Tursi clarified that he was not opposed to sidewalks, just the unknown funding appropriations. Manager Seaberg believed phase 2 would be constructed, phase 3 would be questionable with the required ditch construction. Commissioner Philpott reiterated the number of positions and items cut from the proposed budget and believed more guarantee was needed from NCDOT before the Town allocated more funds. Manager Seaberg was asked to push NCDOT for more updated construction costs and discuss later.

The public hearing was opened at 6:58pm. No comments were provided, and the hearing was closed.

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Philpott the FY 2021/2022 Budget Ordinance w/Tax Rate, Stormwater Ordinance and Credit Manual Amendments, Fee Schedule, and Salary Schedule were unanimously approved.

Board members noted that the next budget cycle would also be difficult and discussion on services, and rates would have to be held.

Business Non-Consent

Budget Ordinance Amendment #2021-9– Multiple departments required amending for FY 20/21 closeout.

Non-Departmental - Occupancy tax exceeded the budgeted amount for FY 20/21 by \$42,151. The net proceeds of the tax collected to the authority shall be the gross proceeds of the tax less the 3% cost to the town of administering the tax.

Source of Funds: Taxes-Occupancy

Public Buildings - As part of the March 9, 2021 agreement, there was still a \$14,378.48 obligation owed to One Harbor Church for audio/visual equipment purchased old Town Hall with a value of approximately \$14,378.48, including but not limited to upgrades to all video and audio equipment in lieu of lease payments.

Source of Funds: Leases/Rent

Emergency Management - Received grant funds of \$146,802.03 from the State of NC Department of Public Safety for expenses incurred from Hurricane Florence and Hurricane Dorian.

Source of Funds: Grants-Various

Finance - In FY 20/21, the Board of Commissioners allocated \$60,000 for comprehensive operating software and approved the contract with Tyler Technologies of \$60,800 at the May 10th BOC meeting. The Board also approved the additional cost to purchase the Rec Desk interface function for Parks & Recreation of \$1,200. Therefore, \$2,000 needed to be appropriated from fund balance for its intended purpose. In addition, based on the backlog, the Town was looking at 12-15 months before going live on all modules. Services were billed as incurred and some would be billed into FY 22/23 therefore, staff recommended appropriating the full amount now and setting up a reserve fund for its expenditures. Requested \$62,000 be transferred to the Capital Reserve Fund.

Source: Appropriated Fund Balance-\$2,000 Finance-\$60,000

Non-Departmental - Funds were collected for payment in lieu of sidewalks and needed to be transferred to the Capital Reserve Fund. Requested \$750 be transferred to the Capital Reserve Fund.

Source of Funds-Sidewalk Development Fee

Parks & Recreation - The Board of Commissioners approved an update to the 2008 Comprehensive Master Plan in June 2021. The funds would not be encumbered this Fiscal Year; therefore, staff requested to transfer the funds to the Capital Reserve Fund.

Source of Funds-Parks & Recreation

Bank Financing for Vehicles & Software - At the June 14th Board of Commissioners meeting, the Board approved financing with Truist Bank, which included the emergency purchase of the Public Works Department F-350 Truck in October 2020 so that the department could continue providing services to our citizens. The intent was to bundle the purchase with all other capital expenditures prior to the end of this Fiscal Year to include Comprehensive Operating Software, the F-350 Truck in Public Works, the Fire Chief's Dodge Ram, and a Toyota Corolla for the Police Detective.

To qualify for the tax-exempt rate, the Town would have had to pass a reimbursement resolution no later than 60 days *after* the actual purchase of the vehicle. Since the town did not pass that resolution or enter the financing within 60 days of the purchase, the bank will not be able to finance the F350 Truck as part of the tax-exempt transaction.

Options

- 1- Remove the F-350 from the loan and fund it outright from fund balance; or
- 2- Separate the F-350 into a different loan, one taxable (F-350) and the other tax exempt (all other items)

Manager Seaberg recommended Option 1 to remove the F350 from the loan and pay for it out of fund balance (\$18,630).

The consensus was Option 1 with Commissioner Meilleur expressing that he did not believe fund balance should be used on low-cost items such as this.

On a motion by Commissioner Philpott, seconded by Commissioner Turner, Budget Amendment #2021-9 Ordinance and Resolution 2021-R-6 were approved by unanimous vote.

Financial Report – May 2021 – Finance Director Johnson reviewed details from the monthly financial report, *attached herein*. It was noted that \$395,000 was still outstanding from FEMA for hurricane reimbursements (Florence, Dorian, Isaias).

Future Agenda Items – A memo detailing proposed upcoming agenda items was reviewed and an opportunity for the Board to introduce any new items was given.

Board members would like to revisit Food Trucks on July 26 and Temporary Signs/Sign Amortization in August and September.

Mayor Pro Tem Tursi was interested in staff revisiting the creation of a future policy on Agenda Development specially, regarding the presentation of proclamations and resolutions.

Public Comments

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

Manager's Comments

Manager Seaberg highlighted certain items from the Manager's Brief provided in the agenda packet.

It was noted that the structural report by Wooten Company indicated that the footings at the Public Safety Building were not sufficient to consider the building safe enough during more than a Category 1 hurricane. Board members shared interest in a mock standup of the temporary Emergency Operations Center at Swansboro Methodist Church.

Downtown Traffic Pattern changes would be delayed until after tourist season/Mullet Festival. A public broadcast on the changes would be important for locals and visitors.

Commissioner Philpott was interested in NCDOT reviewing the intersection at Main Street Extension and NC24 for safety.

Mayor Pro Tursi mentioned the gulying issues at Ward Shore. The Coastal Federation engineer had provided a list of salt tolerant grass that might be better than the sand area.

Board Comments

Board members shared appreciation to staff on a tough budget year. All looked forward to the July 4th celebrations.

Adjournment

On a motion by Commissioner Philpott, seconded by Commissioner Pugliese, the meeting adjourned at 7:41pm.

**Town of Swansboro
Board of Commissioners
July 12, 2021 Regular 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.

Call to Order/Opening Prayer

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

Public Comment

Citizens were offered an opportunity to address the Board regarding items listed on the agenda. No comments were given.

Mayor Davis recognized Onslow County Commissioner Royce Bennett and Swansboro Commissioner Candidate Jerry Morse.

Adoption of Agenda

On a motion by Commissioner Philpott, seconded by Mayor Pro Tem Tursi, the Agenda was unanimously approved.

Appointments

Designation of ONWASA Representative - Commissioner Pat Turner's term on the ONWASA Board of Directors would expire July 31, 2021.

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Philpott, Commissioner Turner was re-appointed for another 3-year term. The vote was unanimous.

Public Hearings

Special Use Permit - Front Yard Accessory Structure at 177 Deer Island Road - William Sherman applied for a Special Use Permit to allow a 14' x 22' accessory structure in the front yard of his dwelling located at 177 Deer Island Road. The property was zoned R-8SF, within the ETJ, and consisted of 2.58 acres. Planner Jennifer Ansell and applicants William Sherman and Dorothy Brooks were sworn in to provide evidence.

Planner Ansell shared that the Town amended the Unified Development Ordinance in August 2020 to allow accessory structures in the front yard on lots two acres or greater with the issuance of a Special Use Permit. At their regular meeting on June 1, 2021, the Planning Board voted unanimously to recommend approval stating that the request was consistent with the Comprehensive Plan, specifically the CAMA Land Use Plan.

The public hearing was opened at 5:35pm.

Mayor Pro Tem Tursi inquired whether any public comments for or against the special use had been received by staff. None were received.

William Sherman explained that they had intended to separate the property and build a second home on the parcel where a shed was located for his mother-in-law. However, with the COVID19 pandemic and the price increases for building they had decided against that plan, which now required him to seek the special use for the accessory structure in the front yard.

Dorothy Brooks added that lawn equipment would be stored in shed, and they would like to have electricity hooked up as well.

The public hearing was closed at 5:38pm.

The Board of Commissioners followed quasi-judicial procedures when it reviewed special use permits. In reviewing the special use permit, the Board gave due regard to the nature and state of all adjacent structures and uses, and the districts within which the proposed use was to be located and made the following findings of fact concerning the request.

1) *The special use is allowed pursuant to § 152.210 and meets all the required conditions and specifications, including without limitation, those set out in § 152.211.*

The special use was allowed by the Table of Uses on properties two acres or larger. The property was 2.58 acres in size. Per Section 152.211, a 4' fence and landscaped screen are required.

2) *The special use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved.*

The applicant had provided a site plan which indicated the structure would be set back at least 225 feet from Deer Island Road and approximately 37 feet from the interior side property line adjoining the property at 183 Deer Island Road.

3) *The special use will not substantially injure the value of adjoining or abutting property, OR the special use is a public necessity.*

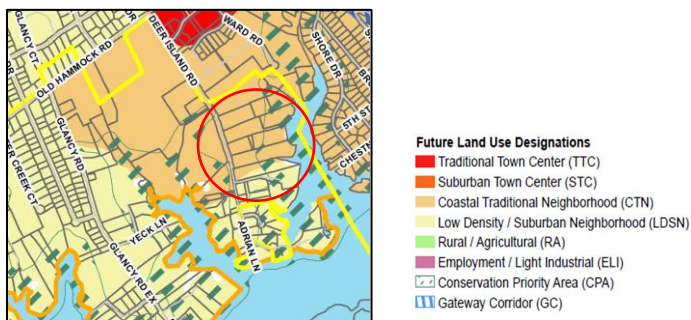
There appeared to be similarly situated accessory structures at 175 Deer Island Road adjacent to this property; see photos below.

(space left blank intentionally)



4) *The location and character of the special use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is located. The special use shall demonstrate conformance to the Land Use Plan or other plan in effect at the time and address impacts of the project as required by G.S. §160A-382(b).*

The CAMA Land Use Plan Update (2019) spoke to locating development outside of environmentally sensitive areas such as the floodplain and wetlands. Siting the structure in the front yard would allow those areas on the lot to be avoided. The plan identified the portion of the property where the shed was located as Coastal Traditional Neighborhood:



The Coastal Traditional Neighborhood (CTN) and use designation was described as a walkable, compact, residential district laid out based on traditional neighborhood development patterns. It generally surrounded the Traditional Town Center and contained single and two-family residential with small-scale multi-family and neighborhood commercial.

5) Upon the issuance of any special use permit, the Board of Commissioners shall consider whether it is necessary or appropriate to affix conditions thereto for the purposes of protecting neighboring properties and/or the public interest assuring that the use is harmonious with the area and ensuring that the use is consistent with the spirit of the ordinance and shall affix to such permit such reasonable and appropriate conditions as it finds are necessary for any of those purposes. If any conditions affixed to any special use permit or any part thereof is held invalid by any competent authority, then said special use permit shall be void.

No conditions were added.

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Meilleur, the Special Use Permit for William Sherman to construct an accessory structure in the front yard at 177 Deer Island Road was unanimously approved based on the written findings above.

Business Non-Consent

Resolution Accepting American Rescue Plan Act Funds and Adopting a Grant Project Ordinance for purposes prescribed in the American Rescue Plan Act – The Federal American Rescue Plan Act of 2021 (ARP) established Coronavirus State and Local Fiscal Recovery Funds (“CSLRF”), which would be distributed to state and local governments for the purpose of responding to negative economic impacts of stemming from COVID-19. Recipients were allowed to use the funds to:

- Support public health expenditures
- Address negative economic impacts caused by the public health emergency
- Replace lost public sector revenue
- Provide premium pay for essential workers
- Invest in water, sewer, and broadband infrastructure

The Town expected to receive a total of \$960,000 in two separate payments of \$480,000. Funds must be obligated by 2024 and then spent before December 2026. Once the full spending regulations were provided, staff would bring proposed funding designations back to the Board. Public Safety needs would most likely be a priority, according to Manager Seaberg. It was also noted that a full audit of the spending would be required.

On a motion by Commissioner Meilleur, seconded by Commissioner Philpott, Resolution 2021-8 and the Grant Project Ordinance for the Town of Swansboro Coronavirus State and Local Fiscal Recovery Funds were unanimously approved. Authorization was also granted for the Town Manager, Assistant Manager/Town Clerk, and Finance Director to take all actions necessary on behalf of the Board of Commissioners to receive the CSLRF Funds.

Future Agenda Items – Future agenda items were shared for visibility and comment. In addition, an opportunity was provided for the Board to introduce items of interest and subsequent direction for placement on future agendas.

Board members asked that the Public Hearings on Text Amendments for Sign Amortization be heard on August 23 and Text Amendments for Temporary Signs be heard September 13.

An update on phase 2 and 3 of the Sidewalk Project would be given if NCDOT provided materials costs. Manager Seaberg did share that NCDOT had informed him that they planned to begin phase 2 along Old Hammock Road in late August.

An Emergency Operations Center update was also planned for August 23.

Regarding a memo sent to the Board last week on One Stop Voting Sites, Board members did not support bearing the full cost (estimated between \$10,000 - \$12,000) per site. Typically, the cost was paid by the City of Jacksonville because most sites were in Jacksonville. However, under regulations of Senate Bill 722, Jacksonville would not be holding elections in November 2021 and therefore would not bear the cost of One Stop Voting Sites. No other jurisdictions were paying for One Stop Sites, according to Board Elections Director Jason Dedmond. Early voting would still be available at the County Board of Elections Office.

Public Comments

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

Board Comments

Mayor Pro Tem Tursi inquired when the downtown traffic movement would take place. Board members agreed to wait until after tourist season.

Board members shared what a great July 4th weekend the Town had. Many compliments were heard for the TAMS performance and the Fireworks.

Commissioner Pugliese inquired about the details of a sidewalk ribbon cutting. Manager Seaberg shared that the Swansboro Chamber of Commerce and NCDOT would hold a ribbon cutting for phase 1 of the new sidewalks along NC24 at 9:00am on Saturday, July 17.

Mayor Davis noted that it was good to see life and energy back in town.

Adjournment

On a motion by Commissioner Philpott, seconded by Commissioner Pugliese, the meeting adjourned at 6:00pm.

**Town of Swansboro
Board of Commissioners
July 26, 2021 Regular 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.

Call to Order/Opening Prayer

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

Public Comment

Citizens were offered an opportunity to address the Board regarding items listed on the agenda. No comments were given.

Adoption of Agenda

On a motion by Commissioner Philpott, seconded by Commissioner Turner, the Agenda and Consent Items below were unanimously approved.

Meeting Minutes

May 10, 2021 Regular Meeting

May 13, 2021 Special Meeting

May 24, 2021 Regular Meeting

June 14, 2021 Regular Meeting

June 14, 2021 Closed Session

{Note: Closed Session minutes are sealed upon adoption unless otherwise stated within the motion or as required by state statutes.}

Tax Refunds – Vehicle Tax for Shin, Michelle Nara 34.35 Tag Surrender

Recognitions

Retiring Fire Chief Mark Tessing was recognized for 6 years of dedicated service to the Town as Fire Chief and a Volunteer before that since 2006. Chief Tessing shared appreciation to the Fire Department staff, Town Staff and the Board of Commissioners for their support. Chief Tessing would be retiring at the end of the month with 47 years total in the fire service.

Incoming Fire Chief David Degnan was introduced to the Board and excerpts from his Bio were shared with the audience.

Public Hearings

Text Amendments - Food Trucks - In late 2020, the Board held several meetings to include a public hearing on a text amendment request submitted by Elizabeth Shepard, owner of the Urban Street Eats food truck. Due to COVID19 and capacity limitations with meetings etc., the Board decided it would not consider controversial matters until it was able to return to complete in-person meetings. Having returned to in-person meetings in June 2021, the Board directed staff to place the Food Truck Text Amendments back on the agenda for consideration. Manager Seaberg noted that the proposed amendments included additional recommendations from Mayor Pro Tem Tursi and Commissioner Philpott who had met with staff following the August 10, 2020 meeting.

The proposed ordinance allowed food trucks in the B1, B2, B3, and M1 zoning districts, and property identified as being within the Traditional Town Center, Suburban Town Center, or Employment/Light Industrial land use designation as identified within the 2019 CAMA Land Use Plan on the Future Land Use Map, created food truck fees - \$500/annual or \$100/day, and still allowed exemptions for non-profits and special events.

Mayor Davis was concerned that the node around the Queens Creek intersection did not allow for food trucks and thought the 50-100 foot setback might need to be relaxed. Perhaps the Planning Board could recommend an exemption for the Queens Creek Node or at the least, the vacant outparcel in front of Food Lion. Commissioner Turner asked to hear from Mayor Pro Tem Tursi and Commissioner Philpott on their recommendations.

Commissioner Philpott indicated that they looked at other communities and how they regulated food trucks. He actually preferred a 100-150 foot setback and hoped the language was clear enough when a food truck delivers/sets up to cater in a residential neighborhood. One node did include the use in the historic district but Mayor Pro Tem Tursi shared food trucks would not be allowed on public streets so he did not think there was anywhere in the historic district they could set up. He added that the Queens Creek Node did not qualify as a Traditional Town Center, Suburban Town Center designation. He also asked Manager Seaberg if the required setback from NCDOT was the measured from the property line or center line of the road. Manager Seaberg indicated that it was the property line.

Commissioner Philpott and Mayor Pro Tem Tursi both shared concern with exemptions – if allowed, more requests would follow. By consensus Board members agreed to ask the Planning Board for a recommendation on the exemption for the outparcel in front of Food Lion but not an amendment to the Land Use Pan which was more in depth.

Commissioner Turner asked if the fees were comparable with other jurisdictions. Manager Seaberg noted that they were. The fees were flat fees annually or by the day. No pro-rating would be done.

The public hearing was opened at 6:05 pm and comments were heard from:

Randy Swanson asked for clarification on node locations and whether a food truck could move from one node to another or were they required to stay in one location once the permits was given. Commissioner Pugliese clarified that the ordinance specified 3 consecutive days per location, then not again for another 7 days.

He thanked the Board for the additional review and clarification added to the proposed ordinance.

The public hearing was closed at 6:07pm.

Attorney Parrish noted that the 3rd Whereas within Ordinance 2021-O7 provided a consistency statement.

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Philpott, Ordinance 2021-O7 amending the UDO to allow Food Trucks was approved on a unanimous vote.

Business Non-Consent

Resolution Supporting State Funding for Sidewalk Project - On July 14, 2021, Senator Michael Lazzara's and Representative Phil Shepard both shared that they planned to send letters to the Office of the President Pro Tempore and the Office of the Speaker of the House, each asking for \$50,000 appropriations to cover the \$100,000 overage on the Sidewalk Projects. Such requests must be supported by the jurisdiction the funds are sought for. Resolution 2021-R9 had been drafted showing that support.

Mayor Davis indicated that Representative Shepard would be asking for \$100,000, so the total amount that may be allocated was \$150,000. Manager Seaberg added that the savings from phase 1 would roll into phase 2.

On a motion by Commissioner Philpott, seconded by Commissioner Turner, Resolution 2021-9 in support of state funding for the sidewalk projects was approved by unanimous vote.

Budget Ordinance Amendment #2022-1 – Budget Ordinance Amendment 2022-1 provided re-appropriations for multiple departments from FY 20/21 and other amendments.

Streets - In FY 20/21, donations were received in honor of Jean King of Swansboro to purchase Christmas lights. Requesting \$6,943.78 be re-appropriated for its intended purpose. Source of Funds: Appropriated Fund Balance

Public Buildings - The Onslow County Board of Commissioners approved Tourism Event and Capital distribution funding for the Fiscal Year 2021-22. The Town of Swansboro was awarded \$20,000 for Visitor's Center improvements. Source of Funds: Grant Various

Public Buildings - Since January 2020, approximately \$4563.56 had been spent on repairs for the HVAC units at Municipal Park Recreation Building. Currently, unit #3 of 6 was not operating. A quote for those repairs was \$2413.63. Replacement quotes ranged from \$29,000 – 60,000. The Public Works Director and HVAC Contractor recommended replacing all six units which were ten years old. Requesting \$50,000 be appropriated from fund balance to replace six HVAC units at the Municipal Park Recreation Building. Source of Funds: Appropriated Fund Balance

Director Jim Stipe shared that an additional quote received today was to replace all six condensers \$19,399 and add a unit for the center corridor \$9400. Another quote suggested adding mini-splits to each room, but he did not recommend that option since the building already had duct work run through it. He recommended the option received today which was replacing all six condensers for \$19,399 and adding a unit for the interior corridor at \$9400. There was a consensus to replace the six condensers and install a unit for the corridor for a total cost of \$30,000 as recommended.

Commissioner Meilleur noted that the Town should have a line item for maintenance items and equipment depreciation. Manager Seaberg indicated that he was looking at aging systems and how to fund their replacement.

Fire Department - An upfit package & radio were ordered for the Fire Chief's Dodge Ram that was budgeted in FY 20/21. However, the funds went back to fund balance because they were not used prior to the end of last fiscal year. Requesting \$5,331 be appropriated back out of fund balance for its intended purpose. Source of Funds: Appropriated Fund Balance

Admin Services - The ADA Plan was still under development. Request the balance left of \$669.00 be re-appropriated from fund balance. Source of Funds: Appropriated Fund Balance

Admin Services - The downtown traffic movement was still under development. Request the balance left of \$3,720 be re-appropriated from fund balance. Source of Funds: Appropriated Fund Balance

Emergency Management - The Emergency Operations Center planning was still under development. Request the balance left of \$21,085 be re-appropriated from fund balance. Source of Funds: Appropriated Fund Balance

Emergency Management - Concerns over how the Town's Public Safety Building performed during Hurricane Florence in 2018 lead to the Town contracting with a structural engineer to review the building's ability to handle storms. The result of the review was that the Public Safety Building was not recommended for use during any storm equivalent to the strength of a Category 2 Hurricane or higher. This led staff to look for alternative locations for operations during storms at or above that threshold so emergency operations could continue. At the September 28, 2020 Regular Meeting, authorization was given for staff to enter into an agreement with Swansboro United Methodist Church, Inc. for use of "Building 2" at 665 W. Corbett Avenue as an alternate Emergency Operations Center during an event when the expected storm was forecasted as a Category 2 or higher Hurricane. Part of the agreement was that the Town would install a switch for a trailerable generator to serve during a power outage. The cost to install the switch for "Building 2" was \$29,900. Requesting \$29,900 be appropriated from fund balance for its intended purpose. Source of Funds: Appropriated Fund Balance

On a motion by Commissioner Turner, seconded by Commissioner Pugliese, Budget Ordinance Amendment #2022-1 was unanimously approved as amended above.

Financial Report – June 2021 – Finance Director Johnson reviewed details from the monthly financial report, *attached herein*.

Board of Commissioners Policy 17/Agenda Development – Board members had asked for a more formal agenda development process to assist in the order and efficiency of how their meetings were handled. The agenda was typically prepared by the Town Clerk in coordination with the Town Manager and Department Heads. "Future Agenda Items" was added to the agenda in 2020 to inform the Board of upcoming agenda items and to provide an opportunity for Board members to introduce items for discussion, consensus, and future action. The purpose of this proposed policy was to set forth the procedures, criteria, and conditions under which the Board of Commissioners Meeting Agendas were created. A comprehensive agenda, which sets forth the items of business

and the order in which they were to be considered, was vital to the order and efficient handling of any meeting.

It was noted that a revised policy had been given to the Board at the meeting which added the following:

“All those honored by the town may receive a certificate or letter in addition to the resolution or proclamation. The certificate or letter shall be issued on behalf of the commissioners and mayor. No other items or gifts shall be distributed without the approval of the Board of Commissioners.”

To further clarify, Commissioner Meilleur suggested that the letter and/or certificate be created by the Town.

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Philpott, BOC Policy 17 – Agenda Development was approved as amended above by unanimous vote.

Future Agenda Items – Future agenda items were shared for visibility and comment. In addition, an opportunity was provided for the Board to introduce items of interest and subsequent direction for placement on future agendas.

With no items on the calendar for August 9, the meeting was cancelled.

Mayor Davis asked if recognition of a wrestler who competed at the state level and the recognition of the state level Athletic Director could be added to the August 23 agenda. Mayor Pro Tem Tursi inquired whether the individuals were state champions as provided by the policy just adopted by the Board. If not, then the Mayor had authority to do such recognitions at the school. Mayor Davis stated that the individuals were not state champions and shared disappointment that the Board would not consider recognizing student successes, especially after all the students had been through in the past year. Commissioner Pugliese commented that the Mayor’s comments were not a fair statement – the Board had made it clear months ago that it would recognize state championships and that other recognitions should be done at the schools in front of their peers. In addition, he and other Board members shared that it was not the Mayor’s place to chastise the Board.

Public Comments

Citizens were offered an opportunity to address the Board regarding items not listed on the agenda.

Mary Pat Smitt shared details on the Tunnels to Towers 911 Anniversary 5K Walk/Run that would be held in Town on September 11th at the Municipal Park. She was pleased with the partnership and support shown by staff.

Manager Report

Manager Seaberg highlighted center items from the Manager's Brief provided in the agenda packet.

Emergency Operations Center - upgrading the Public Safety Building was not feasible according to the report by The Wooten Company (included in the agenda packet). The piers would have to be cleared, which would not be possible without tearing down the building. Option 3 provided an alternate location and new building. The parcel identified was an example only – the Town had not selected this site.

Mayor Davis asked when a mock EOC run through would occur at the Swansboro United Methodist Church (SUMC). Manager Seaberg noted that cell phones and radios had been tested in the SUMC and neither worked – which would further restrict communications, should the staff have to move the EOC to this site if a Category 2 or higher storm was eminent. Commissioner Philpott was interested in attending a future mock EOC operations at SUMC.

NC DCM Resilient Coastal Communities Program (RCCP) Grant – ~~the~~ contractor and the State are still working through contract terms.

NC State Historic Preservation Office Florence and Michael ESHPF Hurricane Disaster Relief Grant – Emmerton School – waiting to receive the grant contract.

Stormwater Outfall Retrofit Project – Walnut Street – soil conditions had made filtration slower. Plans were to change the design to a depression system. Adjacent property owners would be notified of the design change.

Sidewalks Phase 2 – was scheduled by NCDOT late August 2021.

Ward Shore – plans were to install more salt tolerate sod where sand had not held.

JUMPO Urban MPO – TCC Technical Board representatives were Manager Seaberg/Planner Ansell. Commissioner Meilleur served on the TAC Legislative Board. A formal review of potential projects was done with the TCC. He advised that funding sources could be political for discretionary funding on projects.

Board Comments

Commissioner Turner congratulated retiring Chief Mark Tessing and welcomed Fire Chief David Degnan.

Commissioner Pugliese thanked staff and Mayor Pro Tem Tursi and Commissioner Philpott for the work on the Food Truck amendments.

Commissioner Meilleur read excerpts on the Mayor's role by State Law and Robert's Rule of Order – in short, the Chair must be non-partisan, non-bias and not push his own agenda. He hoped those running for municipal office would take note and research their roles before being elected.

Mayor Davis looked forward to the direction Chief Degnan would lead in the Fire Department. He also thanked Mayor Pro Tem Tursi and Commissioner Philpott for their work on the Food Truck item.

Adjournment

On a motion by Commissioner Philpott, seconded by Tursi, the meeting adjourned at 7:05pm.



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **August 23, 2021**

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

Overview:

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$231.09.

Vehicle Tax

Gleason, Margaret Wooding	16.86	Tag Surrender
Kidwell, Richard Allen Jr.	16.02	Tag Surrender
Tooker, David Jon	93.77	Tag Surrender
Winkeleer, Christopher Anthony & Barbara Ellen	104.44	Tag Surrender

Recommended Action:

Motion to approve refunds as recommended by Onslow County.

Reviewed By:

Town Manager _____
Town Clerk _____ 8/17/21

Finance Director _____ 8/17/21
Town Attorney _____

Date Action Approved by Board: _____ Action if different from Recommended: _____



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Text Amendment – UDO Section 152.016, Definitions of Basic Terms - to add a definition for “clear-cutting”.**

Board Meeting Date: **August 23, 2021**

Prepared By: **Paula Webb, Assistant Manager/Town Clerk**

Overview: At their June 28, 2021 regular meeting, the Board of Commissioners directed staff to work with the Planning Board to develop a definition for clear-cutting as related to the recently adopted amendments regarding land improvement permits and penalty (Ordinance 2021-O4).

Planning Board Recommendations:

At the July 19, 2021 meeting, the Planning Board voted unanimously to recommend approval of the definition for clear-cut as submitted by staff.

Action Needed: 1) Hold the public hearing; and

2) A motion to approve Ordinance 2021-O8 amending Section 152.016, Definitions of Basic Terms, of the Unified Development Ordinance to add a definition for “clear-cutting”.

Pursuant to NCGS 160D-604, when conducting a review of proposed zoning text or map amendments, the Board shall comment on whether the proposed action is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. Attention is brought to Ordinance 2021-O8 for such language.

Background Attachments:

Ordinance 2021-O8

Planning Board Statement of Consistency

Reviewed By:

Town Manager _____
Town Clerk 8.12.2021

Finance Director _____
Town Attorney _____

Date Action Approved by Board: _____ Action if different from Recommended: _____

ORDINANCE 2021-O8
AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT ORDINANCE
TO DEFINE AND CLARIFY CLEAR-CUTTING OF TREES

WHEREAS North Carolina General Statute 160D-605 requires that zoning regulations shall be made in accordance with a Comprehensive Plan; and

WHEREAS NCGS 160D-605 also states that when adopting or rejecting any zoning text or map amendment, the governing board shall approve a brief statement describing whether its action is consistent or inconsistent with an adopted comprehensive plan; and

WHEREAS the Board of Commissioners finds that the proposed text amendment is consistent with the current Comprehensive Plan, and considers the action taken to be reasonable and in the public interest because it further clarifies the recently adopted amendment (Ordinance 2021-O4) by adding a definition to Section 152.016, Definitions of Basic Terms, for “clear-cutting”. Further, it is consistent specifically with the 2019 CAMA Land Use Plan Update, Section 4, Goals and Objectives, 3, “Prioritize the Natural Environment that is key to Swansboro’s Quality of Life” and has been recommended for approval by the Planning Board.

NOW BE IT ORDAINED by the Town of Swansboro Board of Commissioners that the Town Code of Ordinances, Unified Development Ordinance be amended as follows:

TOWN OF SWANSBORO, NORTH CAROLINA
CODE OF ORDINANCES

CHAPTER 152: UNIFIED DEVELOPMENT ORDINANCE
GENERAL PROVISIONS

§ 152.016 DEFINITIONS OF BASIC TERMS.

CLEAR-CUTTING. The alteration and/or improvement of a site when it results in the removal of regulated trees in excess of fifteen (15) per acre and causes the loss of forestland.

PROTECTED/REGULATED TREE. A tree measuring 18 inches at circumference-at-breast height.

The above amendment is effective upon adoption of this Ordinance.

Adopted this 23rd day of August 2021.

John Davis, Mayor

ATTEST:

Paula Webb, Assistant Manager/Town Clerk

PLANNING BOARD STATEMENT OF CONSISTENCY

Clear-cutting Definition

During its May 4, 2021 regular meeting, the Town of Swansboro Planning Board recommended proposed amendments to the Unified Development Ordinance related to Section 152.538, Tree Preservation and Replacement.

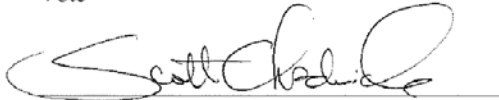
This proposed amendment serves to further clarify the recently adopted amendment (Ordinance 2021-O4) by adding a definition to Section 152.016, Definitions of Basic Terms, for "clear-cutting".

The proposed change is **consistent** with the current Comprehensive Plan, specifically the 2019 CAMA Land Use Plan Update, Section 4, Goals and Objectives, 3, "Prioritize the Natural Environment that is key to Swansboro's Quality of Life" and have been recommended for **approval** by the Planning Board.

This statement reflects the recommendation of the Town of Swansboro Planning Board this the 19th day of July 2021.

5-0

Vote

A handwritten signature in cursive script, appearing to read "Scott Chadwick", written over a horizontal line.

Scott Chadwick, Planning Board Chairperson



Emergency Operations Center

Introduction

The routine, day-to-day management of government differs greatly from emergency operations

During an emergency, effective decision-making relies on leaders' ability to collect emergency related information, which requires close coordination between key officials from a variety of agencies and departments

Having a central facility, such as an Emergency Operations Center , from which leaders can coordinate and direct emergency efforts is essential for emergency response and recovery

What is an EOC?

An EOC is a physical location from which leaders of a jurisdiction or organization coordinate information and resources to support on-scene operations



An EOC may be housed in a temporary facility or in a permanently established, central facility



EOC teams' structure and composition can vary widely

Security



EOC's should be located in an area that is easy to secure



Staff security in addition to protecting communications and support systems are particularly critical

Expandability



Leaders should select the EOC site with long-term growth in mind, particularly in smaller towns and rural areas



As a result, EOC sites should be expandable to meet different contingencies

Mitigation Considerations and Natural Hazards



Most potential EOC sites have one or more potential natural hazards



Jurisdictions should consider natural hazards and select a location that minimizes their potential impact and improves operational resilience



An ECO's key activities include the following

```
mirror_mod = modifier_ob.  
set mirror object to mirror.  
mirror_mod.mirror_object =  
operation == "MIRROR_X":  
mirror_mod.use_x = True  
mirror_mod.use_y = False  
mirror_mod.use_z = False  
operation == "MIRROR_Y":  
mirror_mod.use_x = False  
mirror_mod.use_y = True  
mirror_mod.use_z = False  
operation == "MIRROR_Z":  
mirror_mod.use_x = False  
mirror_mod.use_y = False  
mirror_mod.use_z = True
```

```
selection at the end -add  
mirror_ob.select= 1  
modifier_ob.select=1  
context.scene.objects.active  
("Selected" + str(modifier_ob.name))  
mirror_ob.select = 0  
bpy.context.selected_objects  
data.objects[one.name].select  
print("please select exactly one mirror")
```

OPERATOR CLASSES -----

```
types.Operator):  
X mirror to the selected  
object.mirror_mirror_x"  
mirror X"
```

```
context):  
context.active_object is not None
```

- Authorizing EOC activation
- Directing EOC Operations
- Gathering and providing information
- Identifying and addressing issues
- Providing internet connectivity
- Ensuring interoperable communication capabilities
- Response & future planning
- Demobilizing EOC

Each key activity comprises critical tasks. In turn, each critical task has resource requirements



These resources requirements drive EOC design



A crucial step in designing and EOC is to determine which capabilities are necessary for the EOC and to use this information to establish design criteria

Personnel

EOC's need to house adequate staffing specific to each emergency

Hurricane Florence required a complete recall of all police, fire and EMS staff

Early on, it became clear that the space intended for normal business was inadequate to effectively meet the needs for this emergency

A makeshift EOC was established, but was ineffective due to complete loss of communications and limited facilities

Equipment

EOC's should have the ability to control and dispatch personnel, vehicles and equipment within their jurisdiction

Hurricane Florence caused flooding to major roadways, effectively cutting Swansboro off from outside resources

Town resources can be utilized quickly and efficiently to clear debris from roadways

Sustained Operations

EOC's must have enough food and water on hand to sustain the staff

The current public safety building was not designed to house expanded staffing levels during emergency recall

Planner's must consider the need for sanitary supplies and office products

Hallmarks of an EOC



An EOC is a coordination structure for collection, analyzing, and sharing information



An EOC supports resource needs and requests, including allocation and tracking



The current public safety building does not house the appropriate infrastructure to support command and control operations over a normal event

Site Selection and Vulnerability

The biggest consideration in EOC site selection is avoiding potential hazards

It would be counterproductive to locate the EOC in flood plains, on earthquake faults, or in high-risk structures, where they may sustain damage during the very incidents they need to respond to

The Onslow County EOC was compromised by flooding and itself was evacuated

Central Location and Proximity to Key Personnel



To enable a fast response to all parts of the jurisdiction, leaders should locate the EOC in the best location to meet response needs



The location of the EOC should enable local officials and response personnel to respond quickly to the following

Traffic Flow and Congestion

- ◆ Ideally, the EOC will be located in an area with limited traffic, so that routine congestion cannot affect EOC operations



Accessibility

- ◆ For ease of access during an incident, locate the EOC near an adequate road network



Parking

The EOC
should provide
adequate
parking

The current parking area
for public safety vehicles
is congested and is not
designed for easy flow to
and from the roadway

Planners should ensure
that the site can
accommodate more than
the number of vehicles
anticipated during full
activation

Communications

The EOC locations should provide strong radio transmission and reception

The current public safety building is not safe to staff in any hurricane rated over a category 1

The alternate EOC site does not have dedicated communication equipment and will require external modifications

Security



If possible, locate the EOC in an area that is easy to secure



Keeping EOC staff safe and protecting communications and support systems are particularly critical



Carefully plan security solutions to maintain the aesthetic quality of the EOC's surroundings so that residents and visitors feel welcome, comfortable, and safe



There are little to no safeguards in place in the current building to protect staff and sensitive equipment

Expandability



Leaders should select the EOC site with long-term growth in mind, particularly in smaller towns and rural areas



EOC space needs will vary based on the type of emergency or the stage of response



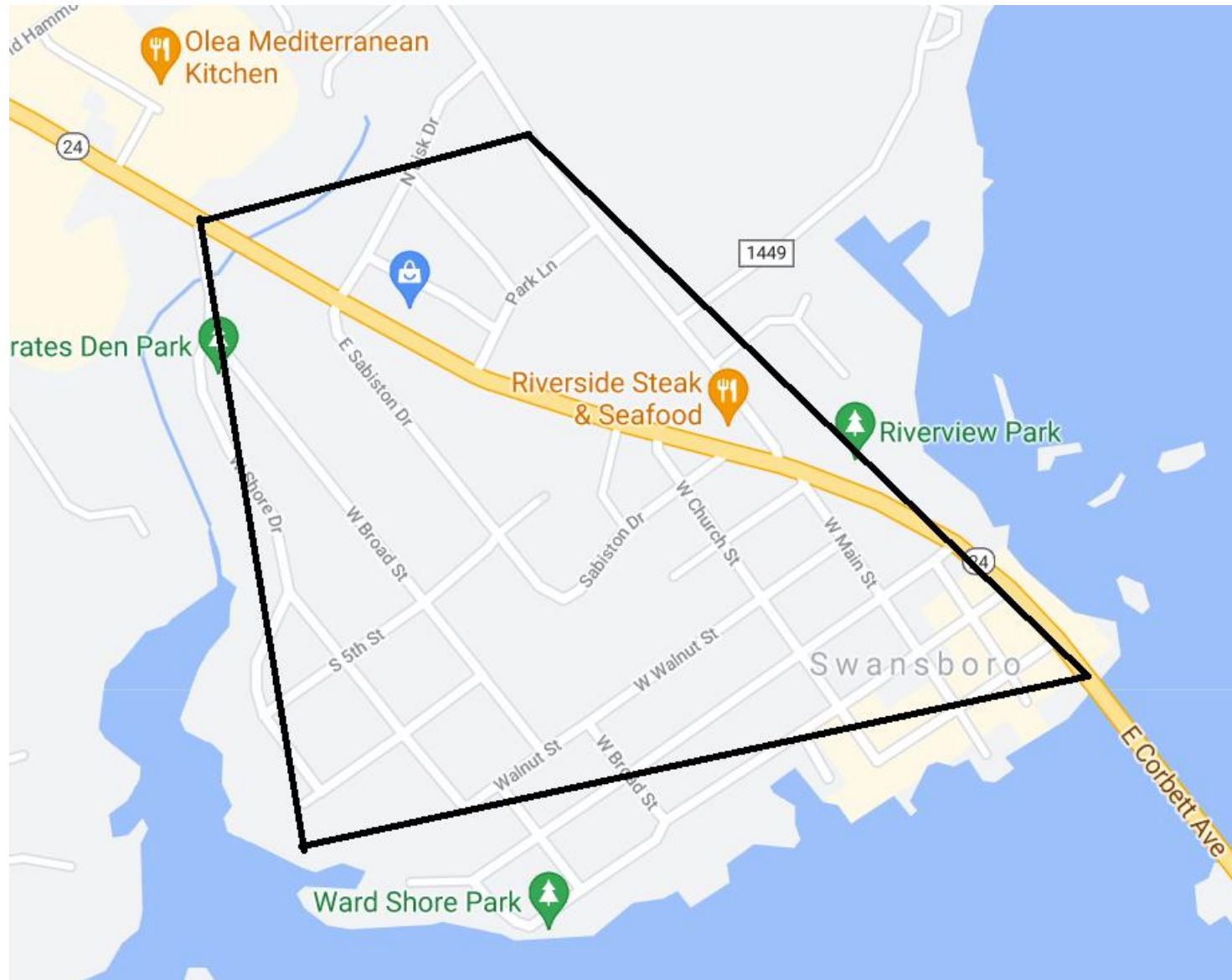
As a result, EOC sites should be expandable to meet different contingencies

Mitigation Considerations and Natural Hazards

Most potential
EOC sites have
one or more
potential
natural hazards

The current building does
not afford adequate
protection from major
weather events and will
need major renovations to
meet safety standards

Jurisdictions should
consider natural hazards
and select a location that
minimizes their potential
impact and improves
operational resilience





Space requirements

Planners should consider both minimum and maximum staffing levels, including staff necessary to sustain 24-hour operations

Staffing number should include any liaisons from other agencies or levels of government who may arrive in response to an incident

The current setup for the EOC is rudimentary and is not isolated from normal foot traffic and business operations

Additional Personnel Space Requirements

Planners should consider the need for support services, restroom space, and a meeting space

A light blue downward-pointing arrow indicating a flow from the first box to the second.

The current building is only capable of sleeping eight personnel

A light blue downward-pointing arrow indicating a flow from the second box to the third.

Kitchen and bathroom facilities are limited and do not afford adequate space for the increased number of personnel required for a major event

**TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF JULY 31, 2021)**

REVENUES

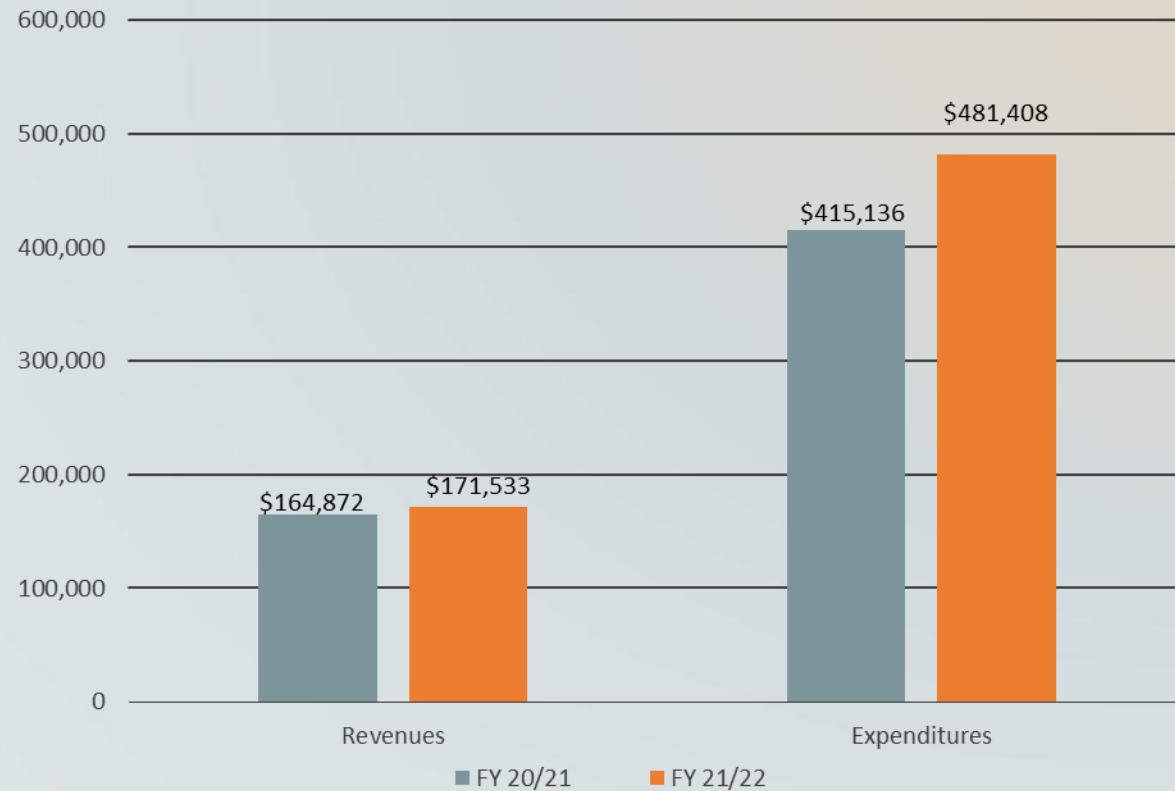
EXPENDITURES

LOAN PAYMENTS

INVESTMENTS

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF JULY 31, 2021)**

GENERAL FUND



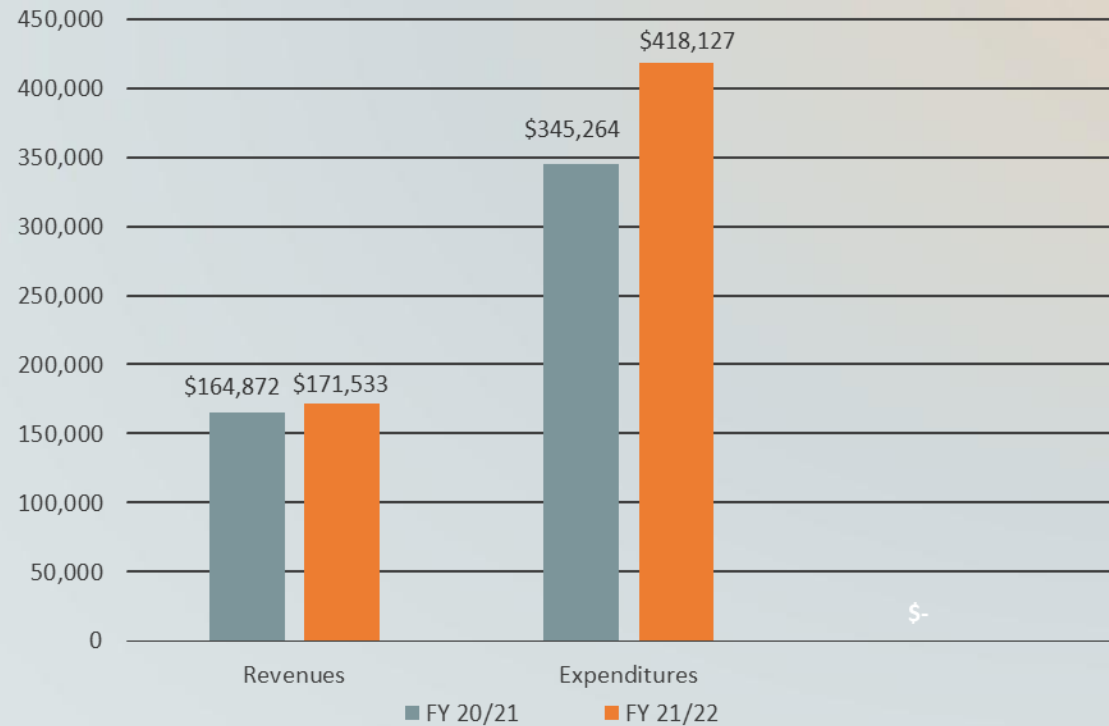
ENCUMBRANCES INCLUDED

Total Excess of Revenues Over Expenditures (\$309,875)

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF JULY 31, 2021)**

(ACTUAL)

GENERAL FUND



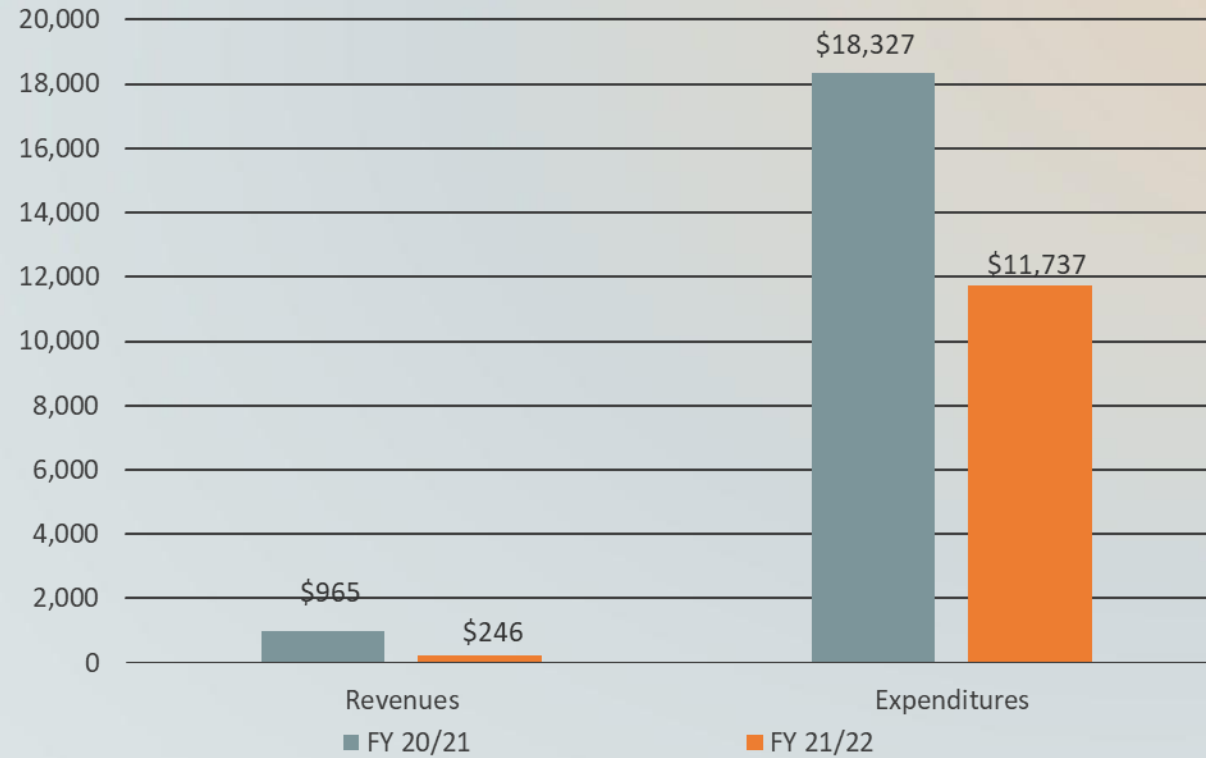
(ENCUMBRANCES NOT INCLUDED)

Total Excess of Revenues Over Expenditures (\$246,594)

DEPT.	BUDGET	(PAID YEAR TO DATE) ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % July 31, 2021
GOVERNING BODY	27,422	5,101	1,469	24.0%
ADMIN SERVICES	395,302	30,298	1,274	8.0%
FINANCE	253,881	21,857	-	8.6%
LEGAL	42,000	-	-	0.0%
PUBLIC BUILDINGS	406,657	10,491	23,660	8.4%
FIRE	796,411	49,492	11,225	7.6%
PERMITTING	259,117	18,946	141	7.4%
POLICE	1,043,180	78,049	1,198	7.6%
PUBLIC WORKS-STREETS	163,983	7,105	5,964	8.0%
POWELL BILL-STREETS	88,950	558	2,300	3.2%
PARKS & RECREATION	295,040	22,068	12,982	11.9%
CHURCH STREET DOCK	13,786	108	500	4.4%
EMERGENCY MANAGEMENT	52,110	-	-	0.0%
FESTIVALS & EVENTS	117,804	21,317	762	18.7%
NON DEPARTMENTAL	365,896	152,738	1,805	42.2%
TOTAL	4,321,539	418,127	63,281	11.1%

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF JULY 31, 2021)**

STORMWATER ENTERPRISE FUND

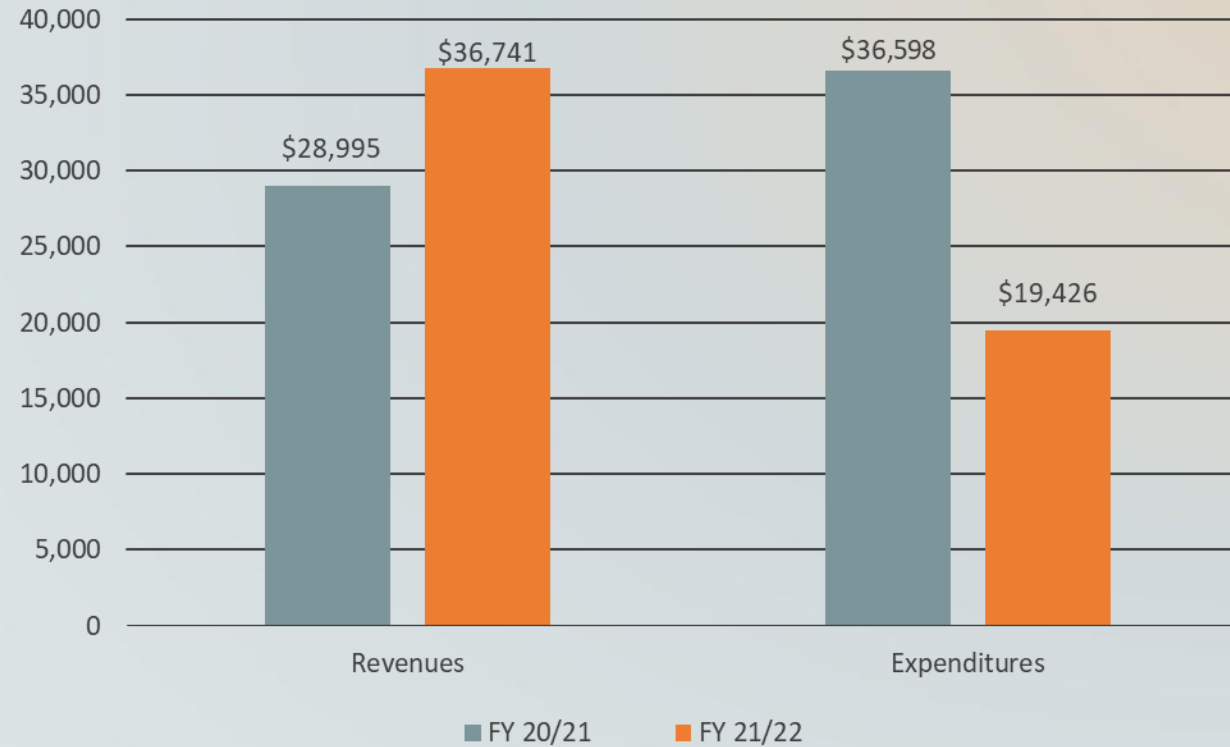


ENCUMBRANCES INCLUDED

Total Excess of Revenues Over Expenditures (\$11,491)

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF JULY 31, 2021)**

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$17,315

**TOWN OF SWANSBORO
LOAN REPORT
(AS OF JULY 31, 2021)**

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	\$160,000	2.58	12/22/2024	\$45,160
Fire Truck	\$265,418	2.08	11/01/2026	\$47,512
Equipment/Vehicles	\$50,832	1.87	11/01/2021	\$51,783
Sleeping Quarters	\$150,000	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	\$1,454,726	63		\$329,726

**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF JULY 31, 2021)**

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$3,814,943	.03%
NC CMT-General	\$530,518	.01%

Any Questions

?



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **August 23, 2021**

Prepared By: **Paula Webb – Assistant Manager/Town Clerk**

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.

Proposed for September 13, 2021

- * Seaside Arts Council Room Rental Waiver Request
- * Budget Amendment – CLR Grant Receipt \$9K

Proposed for September 27, 2021

Nothing scheduled to date

Future Agenda Items

- * 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*
- * Downtown Traffic Movement Decision – *February 22, 2021 and future*
- * Sub-committee designations for Strategic Plan Implementation (*Eco Dev Committee est. Oct 2020*)
- * Public Hearing – Text Amendments/Sign Amortization *deferred by BOC 12/14/20 and again August 21 due to return to remote meetings*
- * Public Hearing – Text Amendments/Temporary Signs *deferred by BOC 12/14/20 and again August 21 due to return to remote meetings*

MANAGER'S REPORT

Period: July 17, 2021 – August 13, 2021 **Submitted By:** Chris Seaberg, Town Manager

1. Town Projects/Initiatives Update

Updates on Town Projects/Initiatives. 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. Proposed project designs will be forthcoming when available.

- **Public Safety Building Restoration/Relocation Planning Project**

As a reminder, our contract with the Wooten Company is to review 3 scenarios in consideration on moving forward with this project.

1. To repair/restore the current facility with the necessary upgrades to meet the standards to safely operate an Emergency Operations Center along with Fire and Police operations within the 2018 NC Building Codes.
2. The parameters under scenario #1 with additional upgrades to accommodate current staffing needs along with the anticipated needs through the year 2030.
3. To purchase additional land to relocate Public Safety operations into a new

Town of Swansboro, NC
Manager's Report (July 17, 2021 – August 13, 2021)

facility with expansion capabilities to handle anticipated need through the year 2050.

In the July 20, 2021 project update (shown below for your review), our contractor gives the further analysis of Option 1 and 2:

We project labor costs would double to deconstruct your building down to the Main Frame members and reconstruct it with the following structural enhancements:

- Add metal plates welded to the top and bottom of the main frames
- Provide additional gable end wall framing
- Provide additional girts, secondary framing to support wall panels
- Provide additional purlins, secondary framing to support roof panels
- Provide bracing (functions like blocking) to the above secondary framing
- Replace or provide additional cross bracing in walls
- Replace or provide additional cross bracing in roof

Additionally, you would need to:

- Sawcut and excavate the slab around each of the concrete footings, and provide additional concrete and steel rebar to approximately double (198%) the size of the current footings
- The wood-framed portion of the building will likely need all hurricane clips to be doubled
- Although the wall and roof panels are deemed structurally sufficient, while they are removed for the above noted work, you would likely want to replace them.
- Insulation and vapor barrier in the roof and walls would need to be replaced with that which meets the current code.

When the structural materials costs are added to the labor noted above, Options 1 and 2 become financially impractical.

You will also see in the update, the conceptual work to provide information for scenario #3. For this purpose, we have chosen, for planning purposes only, a parcel located on the western side of town at the lighted intersection of NC Hwy 24/Corbett Ave and Swansboro/Belgrade Rd.

We have provided conceptual plans specifically for the proposed site based on your projected space needs through the year 2050 target date per the Option 3 of our scope.

- Sheet A101 is the Floor Plan. You will find all of the programmed spaces previously provided to you as developed through interviews with the Chiefs and yourself. We have shown representative furniture to give those who don't regularly look at plans a better sense of your room sizes.
- Sheet A201 is the Site Plan. You will find vehicular and pedestrian circulation indicated, as well as the yellow block representing the footprint of the building to scale as shown on A101.

Excluding the site procurement and development, we expect that this new Public Safety Building would cost \$5+ Million. Keep in mind that the current pricing environment is very fluid, though we hope that will stabilize by the time your project hits the street.

Town of Swansboro, NC Manager's Report (July 17, 2021 – August 13, 2021)



**Town of Swansboro, NC
Manager's Report (July 17, 2021 – August 13, 2021)**



120 N. Boylan Avenue
Raleigh, NC 27603
(919) 828-0531

July 20, 2021

Mr. Christopher D. Seaberg
Town Manager
601 W Corbett Avenue
Swansboro NC 28584

**Re: Public Safety Building Restoration/Relocation
Planning Status Memo**

Dear Chris:

Regarding Options 1 and 2 in which you would strengthen the existing facility to meet the wind loads per our current North Carolina State Building Code, we have a common cost factor...construction costs for a Pre-Engineered Metal Building are almost a 50/50 split labor/material.

We project labor costs would double to deconstruct your building down to the Main Frame members and reconstruct it with the following structural enhancements:

- Add metal plates welded to the top and bottom of the main frames
- Provide additional gable end wall framing
- Provide additional girts, secondary framing to support wall panels
- Provide additional purlins, secondary framing to support roof panels
- Provide bracing (functions like blocking) to the above secondary framing
- Replace or provide additional cross bracing in walls
- Replace or provide additional cross bracing in roof

Additionally, you would need to:

- Sawcut and excavate the slab around each of the concrete footings, and provide additional concrete and steel rebar to approximately double (198%) the size of the current footings
- The wood-framed portion of the building will likely need all hurricane clips to be doubled
- Although the wall and roof panels are deemed structurally sufficient, while they are removed for the above noted work, you would likely want to replace them.
- Insulation and vapor barrier in the roof and walls would need to be replaced with that which meets the current code.

When the structural materials costs are added to the labor noted above, Options 1 and 2 become financially impractical.

Town of Swansboro, NC
Manager's Report (July 17, 2021 – August 13, 2021)

Ms. Theresa Monday
Page 2 of 2
July 20, 2021

We have provided conceptual plans specifically for the proposed site based on your projected space needs through the year 2050 target date per the Option 3 of our scope.

- Sheet A101 is the Floor Plan. You will find all of the programmed spaces previously provided to you as developed through interviews with the Chiefs and yourself. We have shown representative furniture to give those who don't regularly look at plans a better sense of your room sizes.
- Sheet A201 is the Site Plan. You will find vehicular and pedestrian circulation indicated, as well as the yellow block representing the footprint of the building to scale as shown on A101.

Excluding the site procurement and development, we expect that this new Public Safety Building would cost \$5+ Million. Keep in mind that the current pricing environment is very fluid, though we hope that will stabilize by the time your project hits the street.

If any questions come up, please do not hesitate to reach out.

Sincerely,

THE WOOTEN COMPANY
July 20, 2021



Russell D. Pearlman, AIA
Project Architect

rdp



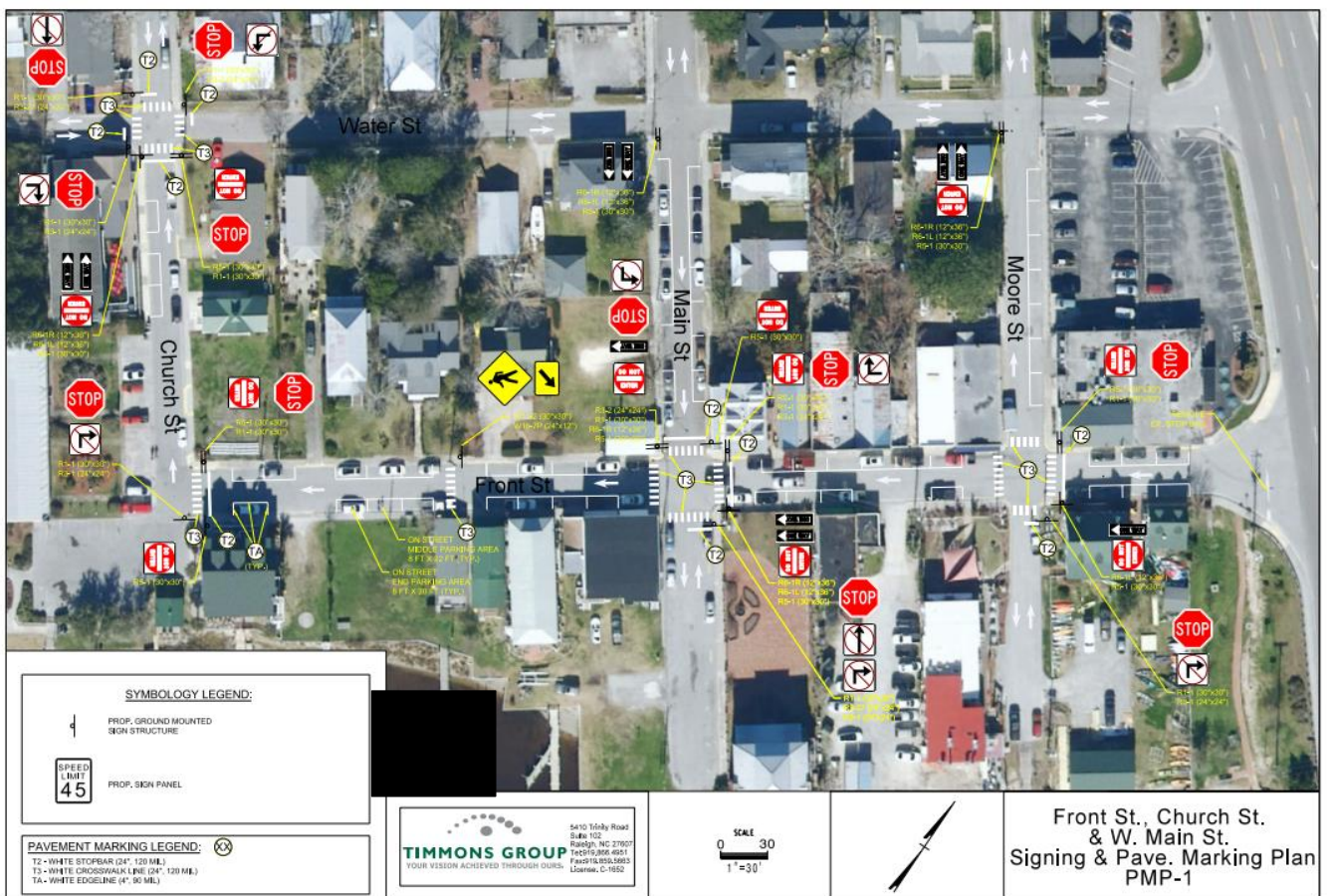
Town of Swansboro, NC Manager's Report (July 17, 2021 – August 13, 2021)

- **Swansboro Alternate Emergency Operations Center (Swansboro United Methodist Church)**

June 1st is the start of Hurricane season. With that understanding, Staff has been working on preparatory measures, including an assessment of the alternate EOC site, as we move through these summer months.

Public Safety staff and I visited the location 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 the storm while in the interior rooms will be difficult. Staff is working the “kinks” on communications.

- **Downtown Traffic and Parking Plan implementation:** Our contractor (The Timmons Group) provided the Town with sealed plans for moving forward on this project on June 7, 2020 (shown below). Staff will be moving forward on implementing these improvements after the summer season.



- **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

Town of Swansboro, NC Manager's Report (July 17, 2021 – August 13, 2021)

Swansboro was competitive enough to receive one of the grants. The intent of the grant is to fund 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 phases. Applications for Phases 3 & 4 is expected to be due by the end of this calendar year.

Our contractor and the State are still working through contract term, which should be finalizing soon. After that, meeting shall begin.

- **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.

If fully funded, we will use the funds for the following projects:

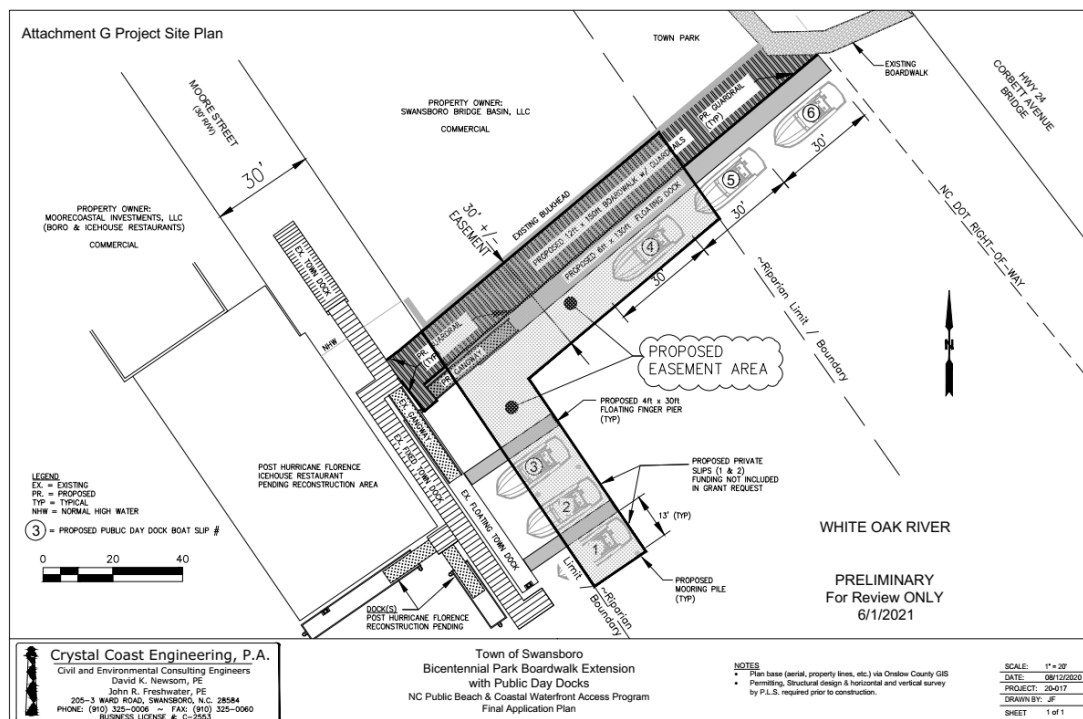
1. Tuck Pointing of the interior and exterior bricks to help stop the water penetration that occurs. This would also include the application of a sealant to the exterior brick.
2. Repair the extensive damage of the crumbling brick work above the south front door and other interior walls.
3. Historic 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
9. Attic Insulation

The application was written in a way that the reviewer(s) could approve all or portions of the improvements requested.

Manager's Report (July 17, 2021 – August 13, 2021)

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 July 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.

- **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



We are working on finalizing the easement shown above then move forward with construction later this year.

Town of Swansboro, NC Manager's Report (July 17, 2021 – August 13, 2021)

- **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.



- **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**

Town of Swansboro, NC
Manager's Report (July 17, 2021 – August 13, 2021)

- 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 August 2021**
- Priority 3 - SR 1511 (Hammocks Beach Rd) from Moore's BBQ sidewalk to Park Place Dr \$125,000 - *NOTE: we have not prepared survey/design on this section yet, so costs may vary more related to this priority*

Most of Priority 1 has been complete. There is some ditch work that must be completed by NCDOT maintenance staff versus their sidewalk contractor. With that said, they will be delaying future work until July 2021.

- **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 image it may take a couple of adjustments to correct the issues.
- **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.

Department Reports for July 2021

Administrative Services

- Phone Records Report for July: 2,710 calls
 Town Hall – 755 Parks and Recreation – 468
 Police Department – 712 Fire Department – 129 Outgoing totals – 646
- Building permits sold for July: 58 residential/commercial combined; \$12,485.52 total fees collected (includes 11 re-inspections)
- 253 Building inspections processed/16 Fire Inspections processed
- 81 Various receipts processed
- 292 ONWASA payments processed; 4 New Services; 12 other requests
- 11 Work Orders generated for Public Works
- 7 Notarization's performed

Finance

- Sales & Use Tax received in July 2021 \$102,949
- American Rescue Plan Act Funds received in July 2021 \$532,862
- Accounts Payable Summary for July 2021:
 353 Invoices-Totaling \$366,210
 98 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (kWh) for July 2021 (591.0)
- Processed payroll-7/2, 7/16, and 7/30; updated employee accrual balances- (spreadsheet & Asyst)
- Stormwater Fees Collected July 2021-\$246
- Updated Stormwater spreadsheet per Onslow County GIS records
- June 2021 Bank Reconciliation-Town accounts
- June 2021 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- Prepared the Agenda and quarterly financial report for the TDA Quarterly Meeting held on Thursday, July 08, 2021: The next scheduled meeting will be held on Thursday, October 14, 2021, at 2:30 pm in the Community Room
- Prepared June 2021 monthly financial report
- Updated the operating budget worksheet FY 21/22 and year-end projections worksheet
- COVID-19: Gathering receipts to upload to the FEMA Grants Portal
- Auditor, Greg Redman will be conducting an annual audit for FY 2020/2021 during the week of September 20-September 22, 2021
- Gathering financial information for annual audit FY 20/21
- Updating the statistical section of the CAFR
- Submitted HUBSCO for quarter ending 6/30/21- (Historically Underutilized Businesses State Construction Office) Construction Reporting System

Department Reports for July 2021

- Submitted LGC-203 for period ending 06/30/21 (Town and Swansboro TDA)- Report of Deposits and Investments
- Submitted COLL-91 for period ending 06/30/21 (Town and Swansboro TDA)- Annual Notification of Accounts by Public Depositor

Fire Department

Fire Calls

- 73 Total Fire Calls
 - 40 Calls in Town including - 12 MVC, 2 Water Vehicle Fires, 15 Alarms Systems, 1 Gas Spill, 1 Vehicle Fire, 2 Water Rescues, 3 Public Service, 4 Electrical Hazards
 - 6 Calls in White Oak District – 2 Medical Assist, 1 Tree Rescue, 1 Vehicle Fire, 1 Cardiac Arrest, 1 Water Rescue
 - 9 Calls Mutual Aid - 3 Alarm Systems, 1 Outside Fire, 3 Structure Fires, 1 Lightning Strike, 1 Vehicle Fire
 - 18 EMS – 6 Calls, 2 Chest Pains, 1 Unconscious Person, 1 Breathing Problem, 2 Cardiac Arrests, 3 Falls, 3 Allergic Reactions
- 309 Training hours - Paid Staff
- 54 Training hours – Volunteer Training
- 84 Hours Volunteer Duty Days = 3-24 hour shifts & 1-12 hour shift

Cost Saved 84 hrs. x \$14.00 = \$1,176.00

Paid staff

- The Department hired two full-time firefighters. Kyle Hunter will start on August 7 and will be assigned to “B” Shift. Mollie Buhr will start on August 9 and will be assigned to “A” Shift. There is still one full-time firefighter position open and is currently being advertised
- Two part-time firefighters have been hired and will start in August

Volunteer staff

- We currently have nine volunteers on staff, six of which are interior firefighters the others are trainees

Vehicle repairs

- The new Dodge Ram 1500 has been delivered to the fire station and is currently being outfitted with emergency lights and radio systems. This vehicle will replace the current Ford Expedition used by the Fire Chief
- All other vehicles are in good working order

Department activities

- The Department has been given a date for the Insurance Services Office (ISO) ratings inspection and is preparing for the State Fire Marshal Inspector to arrive on October 18, 2021

Department Reports for July 2021

- The Department hosted a State Fire Instructor Level II course presented by Coastal Carolina Community College and three members successfully completed the curriculum
- Volunteer Mike Hall is attending the Fire Academy to obtain his Level I & II Firefighter certification

Parks and Recreation

DIRECTOR'S REPORT

Festivals/Events

July 4th

- Hosted July 4 celebration: Concert with the Tam's on July 4
- Fireworks were moved from July 2 to July 5 due to inclement weather
- Processed request for payments for all July 4 expenses
- Working with booking agency to secure band for July 4, 2022

Mullet Festival

- Continue to work with festival committee
- Followed up with sponsors and continue to schedule meeting with businesses for sponsorship opportunities
- Secured in kind sponsor for all shuttle services
- Continue to accept vendor applications
- Working with booking agencies on band availability, hope to have line up finalized by first week in August
- Scheduled meeting with Curtis Media to discuss advertising needs
- Researching new ideas for the kid's area
- Began planning for VIP tent needs
- Mullet Run registration is setup and will go live soon
- Finalizing logo for Mullet Festival and the Mullet Run

Tunnel to Towers 5K

- Partnering with Tunnel to Towers Foundation to host a 5K and fun run to honor the 20th anniversary of September 11. 5K run will begin at the Recreation Center in Municipal Park, along Highway 24 to Bicentennial Park under the bridge, along the downtown waterfront, loop around back to the Recreation Center. After the run a ceremony will be held and participants will have the opportunity to visit with local first responders
- Met with Jacksonville Onslow Sports Commission (JOSC) to discuss sponsorship opportunities or what they could provide for the event. JOSC will distribute flyers in some of their race packets, send event info/flyer to the 2100 people in their distribution list, add to their newsletter, provide directional signage, and runner bags

Department Reports for July 2021

Comprehensive Master Plan

- Selected McAdams consulting to firm to carry out the update for the Comprehensive Master Plan
- Met with McAdams to review scope of services
- Contract received from McAdams and is under review by the Town Attorney

Miscellaneous

- Dock usage continues to be busy, continue to monitor docks daily, on-call on weekends to take reservations and handle docking problems
- Attended information session with Dockwa; an online boat registration platform and available to over 400,000 boaters
- Attended Swansboro Tourism Development (STDA) meeting; requested funds to support the festivals for 2021. STDA requested more detailed information to be provided to consider funding
- Attended department head meeting with Town Administration
- Webinars/Online Training: Creating a Culture of Business in Parks and Recreation Webinar Series (3-week seminar), and How to Tell #OurParkAndRecStory: Storytelling Through Video
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend monthly 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 – 12,913 followers
 - Post Reach 11,568 down 55%
 - Page Likes, 109, down 40%
 - Post Engagement, 1,354 down 60%
- Activity Report for July

(space left blank intentionally)

Department Reports for July 2021

Organization Activity						
From 7/3/2021 to 8/2/2021						
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	62	35	6	0	86	0
Resident	9	2	3	0	9	
Non-Resident	53	32	3	0	77	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	28	0	1	0	24	
18 - 65	30	26	5	0	52	
65+	4	8	0	0	10	
Male	28	21	2	0	47	
Female	34	13	4	0	39	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	21	0	0	N/A	40	
In-Person	41	34	6	N/A	46	

July Revenue

- Slip Fee - Town Dock \$1974.50
- Rental Fees-Parks \$555
- Rec Center Rentals \$350
- Dog Park Registrations \$0
- Rec Program Fees \$1571
- Gym Memberships \$295
- Vendor Fees \$640
- Sponsorships \$500
- 2021 Summer Day Camp \$9460

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

Department Reports for July 2021

- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram, JD News
- Created program proposals for new programs to be approved by Director
- Created all programs in RecDesk for registration
- Submitted weekly Community Service Work Program timesheets
- Departmental work orders
- Prepared and turned in future program proposals to director
- Parks advisory board meeting – presented past, current, future programs to board

Planned programs and other monthly work:

Summer Day Camp

- Spent majority of work time with Summer Day Camp for the month of July
- Emailed weekly schedules to send to parents prior to registered camp week
- Booked reservations and confirmed field trips for upcoming week of camp
- Facilitated summer camp program
- Trained new staff on policy and procedures for camp and discussed job expectations/duties

Yoga & Zumba Combo Class

- Adjusted schedule with instructor for rescheduled dates
- Planned next 6-week class with instructor starting August 7th

Summertime Paint & Sip

- Inventoried and gathered painting supplies for program on July 16

Kids Half-Day Adventure Camp

- Emailed all registrants about location and required items to wear/bring
- Purchased snacks, beverages, materials for each trip
- Worked adventure camp program with Pogie's staff on July 7 and July 21
- Instructed/facilitated program

Blood Drive

- Planned/coordinated blood drive with American Red Cross for August 2 at Recreation Center

Kids Fishing Day with Pogie's

- Emailed all registrants new location and logistics of program for July 18 and July 29
- Contacted Pogie's to confirm registration numbers for program week
- Followed up with Pogie's about program

Splash Pad Weekend Maintenance

- Cleaned and changed out filters
- Checked water pH levels, notated in record journal/book
- Backwashed sand filter and inspected splash pad

Department Reports for July 2021

- Checked drains for clogs and debris
- Cleaned off splash pad surface with blower

After School Program 2021-2022

- Compiled monthly payments due for program
- Discussed registration methods with Director
- Contacted Queens Creek Elementary about picking up students for program

Pound Fitness Class

- Set up 5-week class for starting August

Permitting

Planning Board

- July 6, 2021 Regular Meeting - Cancelled
- June 21, 2021 Special Meeting
 - Discussed potential Commercial Maintenance Code addition to our current regulations. Maintenance Codes for other municipalities were provided previously for review. At the June regular meeting, the Board requested to discuss and draft a Commercial Maintenance Code as an amendment to the Town Code. Subsequently, the Town Attorney discovered that our Town Code contains provisions for commercial property maintenance in Chapter 151. After some discussion the Board felt that the current code was adequate
 - Discussed potential text change to better define “clear-cutting” as related to the recently adopted code amendments regarding land improvement permits and penalty. The Board unanimously approved a recommendation that the Board of Commissioners adopt the staff recommended definition as follows:

CLEAR-CUTTING. The alteration and/or improvement of a site when it results in the removal of regulated trees in excess of fifteen (15) per acre and causes the loss of forestland

Historic Preservation Commission

- July 20, 2021 Regular Meeting
 - Discussed a COA (2021-03) application submitted by Harriette Nichols to replace several windows at her property located at 122 Main St. After receiving sworn testimony from town staff and the applicant on this proposal, the Commissions unanimously approved COA 2021-03 as submitted
 - Discussed a COA (2021-02) application submitted by Frank Weaver for the demolition of the Edward N. Hill House located at 214 Water St. After receiving sworn testimony from town staff, the applicant, and several members of the audience along with the

Department Reports for July 2021

verbal reading of an advice letter submitted by Mr. John Wood of the NC Department of Natural and Cultural Resources State Historic Preservation Office, the Commissions unanimously approved a motion to table a decision on this application for further review

Projects/Miscellaneous

- **Shipwright Pointe, Section I Acceptance:** Sent letter to Sydes and Parker on February 24, 2021 detailing requirements (landscaping must be completed; 46 understory trees). 12-month warranty period will expire on August 10, 2021. The 9-month warranty inspection was conducted on June 3, no infrastructure deficiencies were found. Sent follow up letter and email on June 9, 2021. Communicated with Rick Muni of Parker and Associates via email on 6/10 with regard to planting requirements
- **Shipwright Pointe, Section II Acceptance:** Final acceptance requested on January 8, 2020. Advised Parker & Associates that the Town would not consider acceptance of the public infrastructure until the portion of Pine Bluff Road to be utilized for access was annexed. Sent annexation application. Received second request for inspection of the infrastructure so that they could mobilize their contractor to correct any deficiencies at the same time they worked on Section I. Jim to coordinate with consultant engineer, Ron Cullipher
- **Shadow Creek Acceptance:** Letter of Credit on file for incomplete improvements has expired. Advised that if all work was completed, they could request final acceptance. Sent follow-up email 4/30/21, no response. \$40,151.79 for sidewalks and \$37,125.85 for the warranty guarantee were the outstanding amounts as of March 24, 2020. Received payment of the outstanding \$3,538.40 for recreation fees from O'Brien & Sons (builder) on 6/10. Received final acceptance request and documentation on 6/24; asked Jim to coordinate with consultant engineer on infrastructure inspection to identify any deficiencies
- **Swansgate:** Under construction. Public improvements should not be accepted until annexation petition heard and all required landscaping and fencing is installed. Stormwater fees are being charged. 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 permits on several addresses due to no foundation as-builts being submitted; Darla has list
- **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 it. Reference Section 152.337, (H), (1) of the UDO
- **Ireland Ave/Unnamed Estates:** Sketch Plan submitted for 60 lots in July 2020 for Residential Cluster. Advised Lori Morris with Parker & Associates on September 22, 2020 that the Town would allow Whitney Ave to become a "through" street to connect to Hamrick Road through the Rotary property. Hamrick is a dirt road but is a recorded 60' right of way.

Department Reports for July 2021

This would allow traffic to exit safely on Main Street Ext rather than at Ireland Ave as previously proposed. The right-of-way would need to be improved to NCDOT standards, to include sidewalks along both sides of all streets, to the intersection at Main Street Ext. Staff was contacted by two of the property owners on Hamrick Road with concerns about future development. They would like to receive copies of any future plans and be included in any board meetings

- **Lodge View Minor Plat:** 7 lots proposed on Norris Road in ETJ. Sent comments back to Prestige Land Surveying on July 1, 2020; awaiting response
- **Yacht Club Flood Ordinance Violations:** Building permit expired November 2019 based on permit revision issued; no inspections requested. Town has determined work constitutes a Substantial Improvement; structure will need to be brought into compliance with current Flood Damage Prevention Ordinance/Building Code. Final NOV sent on May 26th with 60 days to comply (7/26)
- **Boro Temporary Structure:** To be removed by June 30, 2021 (180 days) per permit 2020-1226 as allowed by the Flood Damage Prevention Ordinance for Temporary Non-Residential Structures in the floodplain and agreement with Randy. Spoke to Chris 6/2; he will follow up 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. Spoke to Chris 6/2; he will follow up with Tim. Sent email to Tim on 6/25, awaiting response
- **One Harbor Church:** Received an email from James Goodman on February 24, 2021 stating that they had completed site work to include the building pad, but that they were waiting on the architect to complete the final construction drawings for permitting. The Special Use Permit was issued on July 23, 2019. Spoke with Tom on 6/9/21; advised that they needed to keep us in the loop on progress, that no building permit had been issued. He stated he would have the architect send us an update on the status of the plans and get with Jonathan McDaniel on permitting
- **Salt Marsh Cottage/108 Front Street:** Stormwater plan modified to removed deck over infiltration basin. The original plan was for a restaurant tenant; however the space is being utilized by Salt Marsh Cottage, so there is no reason for the fence separating the two buildings, the dumpster w/enclosure, or the steps that were shown on the original plan. John Freshwater will provide a new plan showing the changes and final certification for the stormwater. A landscaping plan will be provided; there is not enough room in the rear (existing root system) to provide the Type B buffer as referenced in the TRC comments, and

Department Reports for July 2021

the site is shaded/wet. John had previously discussed other options with Andrea and the Coastal Federation, no notes or plan found in file. As long as the number of trees and sizes are provided per the Type B buffer required, we would allow the plantings to be moved around the site/within the basin. The fence will be installed along the property line with the Keagy's as shown taking care to preserve the magnolia tree as referenced. Andrew will provide a copy of the plan for the covered rear porch as referenced in the COA amendment (no copy in file). A "key stone" or plaque will be installed as referenced in the COA approval to document the date of the addition (2021). The building permit needs to be modified to include fees for the landscaping inspection, fence, and covered porch

- **Brant Court RV Violation:** RV setup on the property following Hurricane Florence, connected to utilities. Sent final Notice of Violation per legal on March 18, 2021 with 30 days to comply. Certified mail copy was returned undeliverable. Was also hand-delivered by Police Department and sent via regular mail. Submitted to legal for enforcement on 4/29/21. Legal to send the complaint out for filing and service by Sheriff
- **209 Water Street COA Inquiry:** The property is within the B-2HDO zoning district, a business zoning district and does not allow single family dwellings. The dwelling on the property is considered to be nonconforming, and because it has not been occupied within the last 180 days, it cannot be reoccupied. A Certificate of Appropriateness would be required to demolish the current structure and to rebuild. Setbacks in the B-2HDO zone are subject to Historic Commission review. Additionally, the property is within the VE flood zone with a base flood elevation of 13 feet. The Town also has a 2' freeboard requirement. New construction would be required to be engineered and meet the elevation and construction requirements of this zone. Any work over 50% of the value of the existing structure would require the entire structure to be brought into compliance with these standards
- **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:** Orientation held April 15, 2021. Dewberry has been assigned as the Town's contractor to aid in completion of Phases 1 & 2. A meeting with Dewberry was held on June 17, 2021. They will provide us with an outline of the project and begin providing monthly reports on progress. Scott Chadwick, Christina Ramsey and John Freshwater have agreed to participate on the grant committee

Police Department

Patrol:

- 203 Reportable Events
- 19 Motor Vehicle Crashes
- 4 Felony Arrests
- 11 Misdemeanor Arrests

Department Reports for July 2021

- 9 Arrests by Warrant Service
- 13 Arrests with Transport to the Onslow County Jail
- 12 Felonies Investigated (4-Larcenies; 4-Break & Enter; 3-Sexual Assaults; 1-Fraud)
- 37 Misdemeanor Crimes Reported (11-Property Damage; 10-Larcenies; 8-Assaults; 7-Traffic Related; 1-Trespassing)
- 11 Disputes/Public Disturbances
- 1 Crisis Intervention with Mental Patient
- 1 Overdose (non-fatal)
- 3 Death Investigations
- 14 Alarm/Open Door Reports
- 209 Requests by Other Agencies for Assistance
- 105 Requests by Citizens for non-Crime Related Assistance

5,585 Total Events Performed on Patrol

Community Service/Training:

- 9 Vehicle Unlocks
- 1 Funeral Escort
- 43 Foot Patrols
- 24 Business Closing Standby's
- Provided security at the Town's July 4th Events
- Provided security for the weekly SwanFest
- Provided security for an event held at the Swansboro Rotary Civic Center
- Sgt. Kackenmeister and Officer Tallman completed Leadership in Public Safety Organizations Training. 120 hours training conducted by the International Chief of Police; held at Jacksonville Public Safety Department

Admin Services:

- Answered 306 phone calls during business hours
- Assisted 137 walk in requests for assistance
- Took 42 requests for reports

Public Works

No report provided