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BOARD OF COMMISSIONERS MEETING AGENDA

Town of Swansboro

Monday, September 27, 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. September 13, 2021 Regular Meeting Minutes
- b. Fire Prevention Week Proclamation

IV. Appointments/Recognitions/Presentations

- a. Public Safety Building Restoration/Emergency Operations Center Q/A

Russell Pearlman

Wooten Company

Russell Pearlman of the Wooten Company will be available for questions/answers on the final assessment report for the Public Safety Building Restoration/Emergency Operations Center.

V. Public Hearing – *None Scheduled*

VI. Business Non-Consent

a. Swansboro Rotary Five-O Fishing Tournament-Fee Waiver

Anna Stanley
P/R Director

The Swansboro Rotary Five-O Tournament has submitted a Special Event Application requesting a waiver of fees at the Church Street Dock October 21-24. This will be the 9th year having the event Downtown. Participants will have weigh in's beginning Thursday, October 21 and a concert will be held on Saturday, October 23 from 7-11 pm in the Saltwater Grill parking lot. The concert is free and open to the public. Street closures have been requested on Saturday, October 23, 6-11pm.

Action Needed: 1) Approve or deny staff to waive fees for 10 slips at Church Street Dock or waive fees for 6 slips; leaving some slips available for other transient boaters; and
2) Approve or deny street closures.

b. Budget Amendment 2022-3

Sonia Johnson
Finance Director

1. Emergency Management - The investigation into the structural integrity of the Public Safety Building has required more professional involvement than anticipated. The Wooten Company was not able to obtain foundation information on the original building built more than 20 years ago by Tarhell Building Systems nor the building manufacture CECO. With that said, a structural engineer was needed to complete the assessment, which led to a cost overrun of \$14,075. Requesting \$14,075 be appropriated from fund balance. Source: Appropriated Fund Balance

2. Streets-Municipal - At the September 13th BOC Meeting, the Board supported matching funds of \$7,000 toward the \$6943.78 donations received. The funds will be earmarked for Christmas Decoration Improvements. Source of funds: Appropriated Fund Balance

3. Streets-Municipal – The Board has instructed that the Downtown Traffic Movement implementation begin shortly

after the Mullet Festival (tourist season). A quote for the recommended signage and street paint is approximately \$10,000. Requesting \$10,000 be appropriated from fund balance for its intended purpose.

Source of Funds: Appropriated Fund Balance

Action Needed: Motion to approve Budget Amendment 2022-3

c. August Financial Report

Sonia Johnson
Finance Director

Action Needed: Receive Report

d. 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: Provide any further guidance.

e. Chris Seaberg Recognition

Mayor John Davis

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

August Departments Report
Manager's Brief

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
September 13, 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. It was noted that the Board had returned to remote meetings through the ZOOM platform as allowed by NCGS 166A-19 due to increased COVID19 cases county-wide. Governor Cooper had declared a state of emergency due to the COVID-19 Pandemic in March 2020 and it remained in effect.

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 Turner, seconded by Commissioner Philpott, the Agenda and Consent Item below were unanimously approved through roll call.

Meeting Minutes – August 23, 2021 Regular Meeting Minutes

Business Non-Consent

Budget Ordinance Amendment #2022-2 - On July 20, 2021, the Town received notification that the NC Department of Natural and Cultural Resources awarded \$9,000 through the Historic Preservation Fund (HPF) to Certified Local Governments (CLGs) for the Swansboro Architectural Survey Update. The total project cost was \$15,000 and as a condition of the grant, the Town was required to contribute \$6,000.

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Philpott Budget Ordinance Amendment #2022-2, accepting \$9000 in grant funds, and appropriating \$6,000 from fund balance was unanimously approved.

Christmas Decorations Discussion - The Town had received \$6,943.78 in donations specific to the improvement of the Town's Christmas Lights that were annually installed, mostly along NC24. The proposed plan of action was:

The proposed plan/recommendations were as follows:

1. Replace the current, inefficient decorations (incandescent bulbs) with a new, more efficient decoration with LED bulbs. These replacements should reduce the monthly

amount for operations paid to the utility company. The estimated cost per decoration was \$1,000 (including freight).

2. Set-up an annual rotation for a total of three years (this one counting as year #1), budget approximately \$7,000, and have up-to-date Christmas lighting.
3. If there was a desire to add to the inventory, that could be done also. Please note that there were added expenses to pay for the additional outlet for the pole for the new addition along with the increase in month operating expenses. Manager Seaberg did not recommend pursuing that until the existing inventory was upgraded.

Mayor Davis inquired if the Board would consider adding to the donations to improve the inventory quicker. He also asked how quickly the lights could be purchased/received. Manager Seaberg shared that Mosco Designs was the vendor. Although he was unsure how long it might take to receive additional lights, it was noted that specialized decorations would take longer – such as the swan pole silhouettes. Public Works would install Christmas decorations the week prior to Swansboro by Candlelight – the second weekend of November.

Board members supported the matching funds but noted that replacing bulbs should be an annual maintenance item. There was support to match up to \$12,000 if additional donations were received. A budget amendment would be prepared for \$7000 to match the \$6943.78 already received. Mayor Davis indicated that he would be happy to put out fillers for additional donations.

Future Agenda Items – Future agenda items for the coming month 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.

It was noted that there were no items scheduled for the October 11, 2021 regular meeting. Unless something came up that could not be pushed to the October 25th regular meeting, the Board agreed to cancel the meeting since staff would be preparing for Mullet Festival the week prior when agenda packets had to go out.

Public Comments

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

Manager Comments

Manager Seaberg announced he was resigning effective October 7, 2021 to pursue another career opportunity. The Town had great staff and he appreciated his tenure with the Town. Mayor Pro Tem Tursi believed the citizens of Swansboro deserved an exit statement from the Manager. Manager Seaberg shared he was looking for a career change, had accepted a position with Cherry Point, adding he felt burnt out with 20 years of public service; his heart was no longer in it, and he believed Swansboro deserved more than he was providing.

Emergency Operations Center (EOC) – Russell Pearlman of the Wooten Company would provide a final assessment for the EOC on September 27th. Manager Seaberg offered his opinion that new construction was better than a band aid for the current site. The current agreement with Swansboro United Methodist Church would only serve to house the staff during an event stronger than a Category 1. Communications had not been successful from the site to date. The Town had a standing agreement with Caterpillar for a trailerable generator when needed. He was also working to secure mobile hotspots to improve cell phone communications if needed.

Board Comments

Board members thanked Manager Seaberg for his tenure with the Town but understood his decision for a career change.

Board members also shared concern with the TV coverage on what was portrayed as a town officials hurricane preparedness meeting – headed by Mayor Davis last week. Most board members had not been invited, nor had the Police Chief, who served as the Town Emergency Operations Coordinator. Mayor Davis explained that the meeting was that of the volunteer humanitarian group formed after Hurricane Florence. He indicated that the TV coverage mis-announced that the meeting was town officials. For those interested, he would make sure they were invited to the next meeting.

Regarding the search for the next Manager, Assistant Manager/Town Clerk Paula Webb would serve as Interim Manager. Board members all agreed that the search would be delayed until after the election in November.

Closed Session

On a motion by Commissioner Philpott, seconded by Commissioner Turner, the Board entered closed session pursuant to NCGS 143-318.11 (a) (5) to instruct the public body's staff concerning the position to be taken on a proposal contract for the acquisition of real property. The vote was unanimous.

Pursuant to a motion made in closed session, the Board re-entered open session at 6:45 pm. No action was taken in closed session.

Adjournment

On a motion by Commissioner Philpott, seconded by Commissioner Turner, the meeting adjourned at 6:45pm.

Proclamation



WHEREAS, the Town of Swansboro is committed to ensuring the safety and security of all those living in and visiting our city; and

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

WHEREAS, home fires killed more than 2,770 people in the United States in 2019, according to the National Fire Protection Association® (NFPA®), and fire departments in the United States responded to 339,500 home fires; and

WHEREAS, smoke alarms sense smoke well before you can, alerting you to danger in the event of fire in which you may have as little as 2 minutes to escape safely; and

WHEREAS, working smoke alarms cut the risk of dying in reported home fires in half; and

WHEREAS, Town of Swansboro residents should be sure everyone in the home understands the sounds of the alarms and knows how to respond; and

WHEREAS, Town of Swansboro residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

WHEREAS, Town of Swansboro residents should make sure their smoke and CO alarms meet the needs of all their family members, including those with sensory or physical disabilities; and

WHEREAS, Town of Swansboro first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

WHEREAS, Town of Swansboro residents are responsive to public education measures are better able to take personal steps to increase their safety from fire, especially in their homes; and

WHEREAS, the 2021 Fire Prevention Week theme, “Learn the Sounds of Fire Safety,” effectively serves to remind us it is important to learn the different sounds of smoke and carbon monoxide alarms.

THEREFORE, I, Mayor John Davis and the Swansboro Board of Commissioners do hereby proclaim October 3–9, 2021, as Fire Prevention Week throughout this state, and I urge all the people of the Town of Swansboro to “Learn the Sounds of Fire Safety” for Fire Prevention Week 2021 and to support the many public safety activities and efforts of Swansboro’s fire and emergency services.

This 27th day of September 2021.

Attest:

Paula W. Webb, Assistant Manager/Clerk

John Davis, Mayor

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 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.

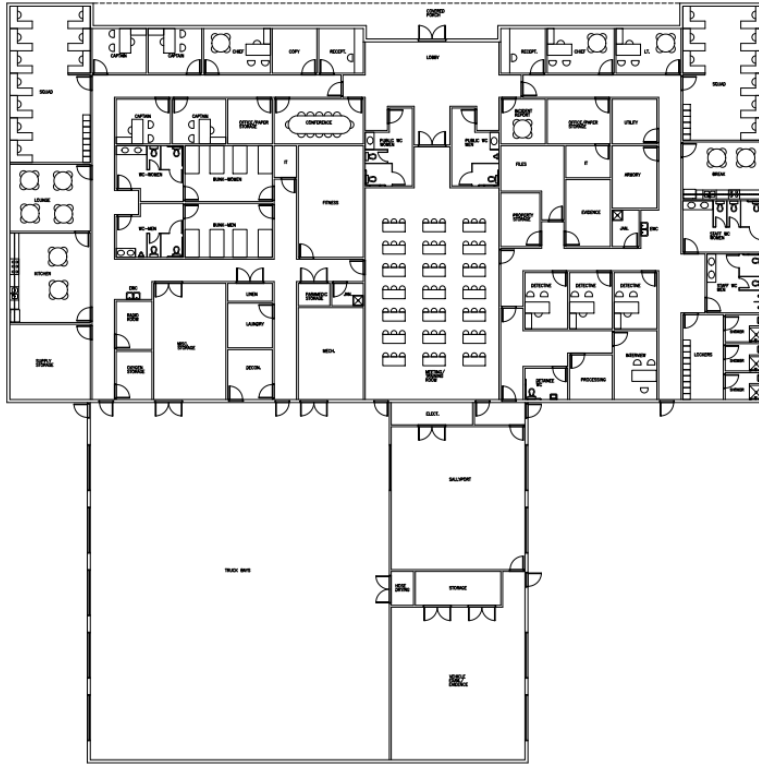
You will also see in the update, the conceptual work to provide information for scenario #3. For this purpose, we have chosen, for planning purposes only, a parcel located on the western side of town at the lighted intersection of NC Hwy 24/Corbett Ave and Swansboro/Belgrade Rd.

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.





PRELIMINARY
FOR REVIEW PURPOSES ONLY
NOT RELEASED FOR CONSTRUCTION

STARNBOROUGH TOWN OF STARNBOROUGH NORTH CAROLINA POLICE AND FIRE DEPARTMENT PRELIMINARY FLOOR PLAN	
DESIGNED BY: BDP DRAWN BY: TSM CHECKED BY: BDP PROJECT NO: 278048 DATE: 07-19-21 SCALE: 1/8" = 1'-0"	
Sheet No. A101	



REVISIONS

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.

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





Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Swansboro Rotary Five-O Fishing Tournament-Fee Waiver**

Board Meeting Date: **September 27, 2021**

Prepared By: **Anna Stanley/Parks and Recreation Director**

Overview:

The Swansboro Rotary Five-O Tournament has submitted a Special Event Application requesting a waiver of fees at the Church Street Dock October 21-24. This will be the 9th year having the event Downtown. Participants will have weigh in's beginning Thursday, October 21 and a concert will be held on Saturday, October 23 from 7-11 pm in the Saltwater Grill parking lot. The concert is free and open to the public. Street closures have been requested on Saturday, October 23, 6-11pm. The Rotary Club has completed the Memorandum of Understanding for Special Detail/Extra-Duty Police Services to pay for two police officers. The tournament has 50 boaters and brings in approximately 1200 people over the three-day weekend.

The Parks and Recreation Board has reviewed the application and the majority of the members recommend that fees should not be waived for all 10 slips at Church Street. The majority were in favor of waiving fees for half the docks leaving slips available for transient boaters. Concerns were expressed about the street closures, split decisions on whether streets should be closed.

Additional Details:

- Certificate of Insurance listing Town of Swansboro as additional insured has been requested.
- Street Closures - Front Street from Main Street to Church Street and Church Street to Water Street

Recommended Action: 1) Approve or deny staff to waive fees for 10 slips at Church Street Dock or waive fees for 6 slips; leaving some slips available for other transient boaters; and
2) Approve or deny street closures.

Note: Due to the late receipt of the application, a request was made that a representative from the tournament zoom into the meeting for any further questions.

Reviewed By:

Town Manager _____

Town Clerk _____

9/24/2021

Finance Director _____

Town Attorney _____

Date Action Approved by Board: _____

Action if different from Recommended: _____



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Budget Ordinance Amendment #2022-3**

Board Meeting Date: **September 27, 2021**

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

Overview:

- 1. Emergency Management** - The investigation into the structural integrity of the Public Safety Building has required more professional involvement than anticipated. The Wooten Company was not able to obtain foundation information on the original building built more than 20 years ago by Tarhell Building Systems nor the building manufacture CECO. With that said, a structural engineer was needed to complete the assessment, which led to a cost overrun of \$14, 075. Requesting \$14,075 be appropriated from fund balance. **Source: Appropriated Fund Balance**
- 2. Streets-Municipal** - At the September 13th BOC Meeting, the Board supported matching funds of \$7,000 toward the \$6943.78 donations received. The funds will be earmarked for Christmas Decoration Improvements. **Source of funds: Appropriated Fund Balance**
- 3. Streets-Municipal** – The Board has instructed that the Downtown Traffic Movement implementation begin shortly after the Mullet Festival (toursit season). A quote for the recommended signage and street paint is approximately \$10,000. Requesting \$10,000 be appropriated from fund balance for its intended purpose.
Source of Funds: Appropriated Fund Balance

Background Attachment(s): Budget Ordinance Amendment #2022-3

Recommended Action: Motion to approve Budget Ordinance Amendment #2022-3

Reviewed By:

Town Manager

Town Clerk 9/22/21

Finance Director 9/22/21

Town Attorney

Date Action Approved by Board:

Action if different from Recommended:

AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 21/22

BUDGET ORDINANCE AMENDMENT #2022-3

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

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

<u>Appropriations</u>	<u>Increase</u>
Emergency Management	14,075
Streets-Municipal	17,000

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance	31,075

Section 2. Copies of this budget amendment shall be furnished to the Town Clerk, the Budget Officer, and the Finance Director, to carry out their duties.

Adopted by the Board of Commissioners in regular session, September 27, 2021.

Attest:

Paula Webb, Town Clerk

John Davis, Mayor

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

REVENUES

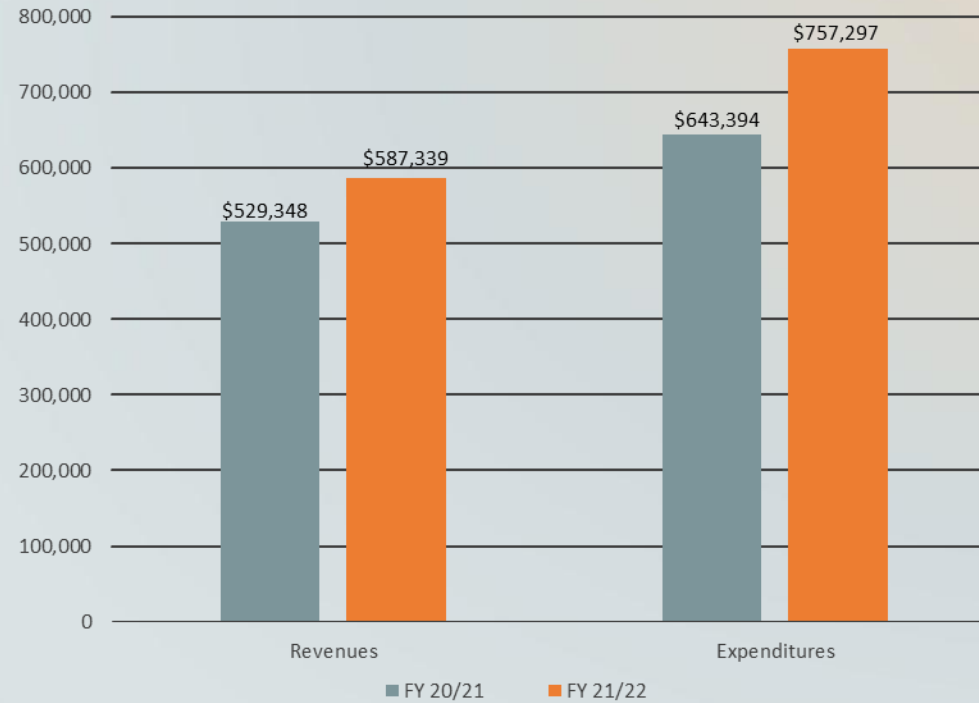
EXPENDITURES

LOAN PAYMENTS

INVESTMENTS

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

GENERAL FUND



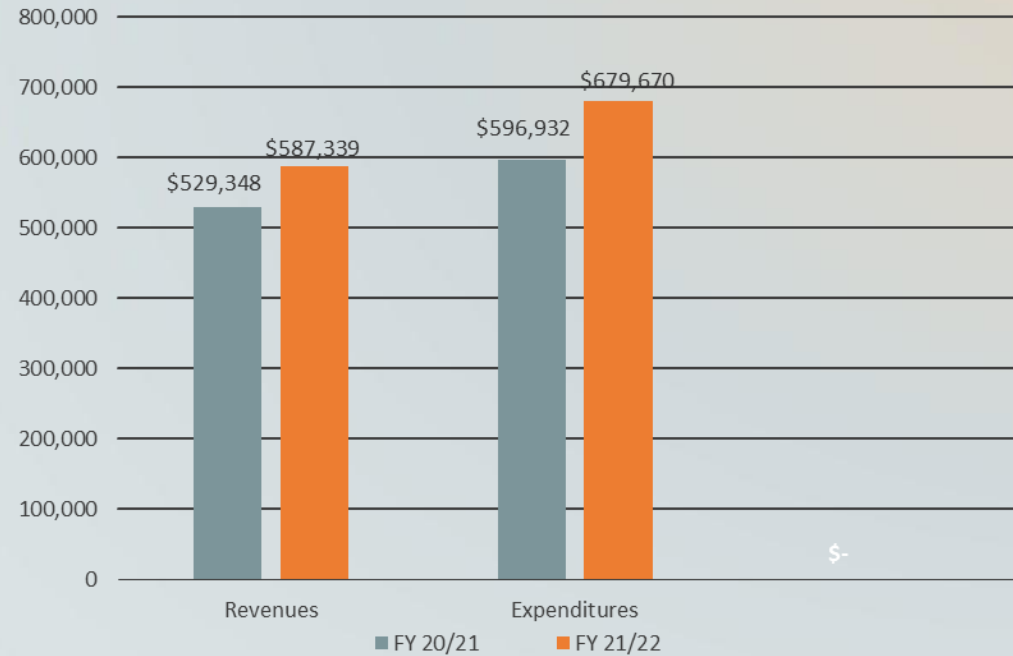
ENCUMBRANCES INCLUDED

Total Excess of Revenues Over Expenditures (\$169,958)

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

(ACTUAL)

GENERAL FUND



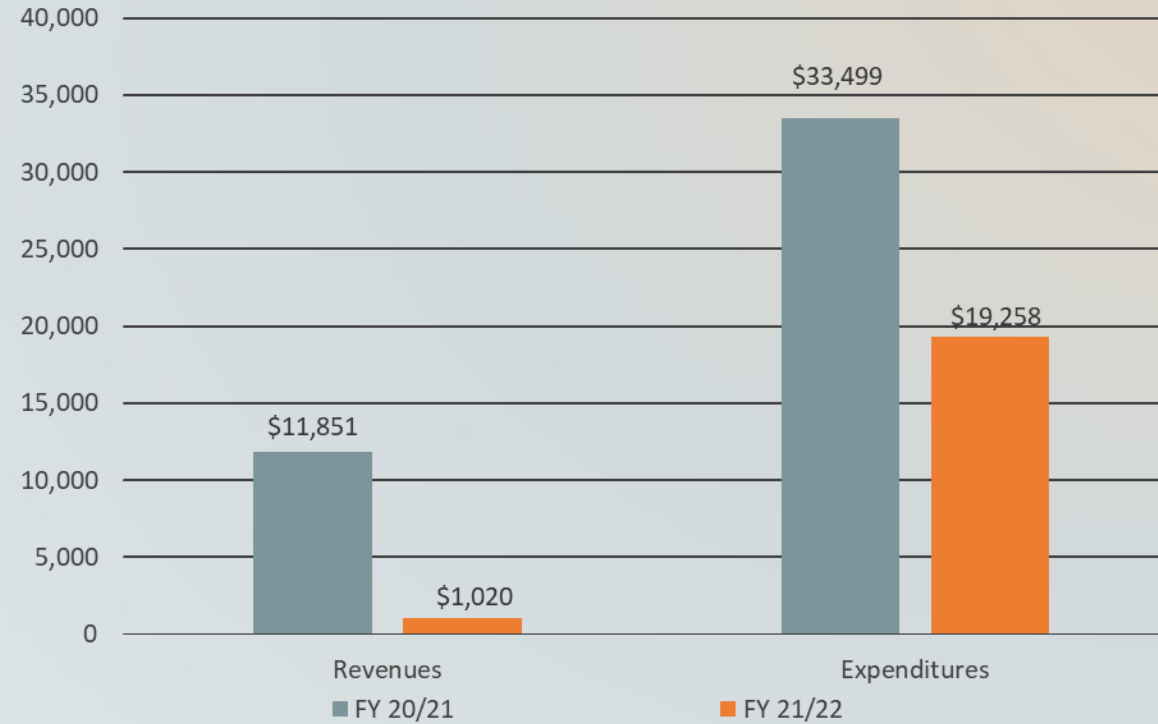
(ENCUMBRANCES NOT INCLUDED)

Total Excess of Revenues Over Expenditures (\$92,331)

DEPT.	BUDGET	(PAID YEAR TO DATE) ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % August 31, 2021
GOVERNING BODY	27,422	5,970	1,448	27.0%
ADMIN SERVICES	395,302	60,525	1,150	15.6%
FINANCE	253,881	37,443	-	14.7%
LEGAL	42,000	6,318	-	15.0%
PUBLIC BUILDINGS	406,657	27,763	22,803	12.4%
FIRE	796,411	98,924	14,897	14.3%
PERMITTING	259,117	39,102	141	15.1%
POLICE	1,043,180	151,967	3,708	14.9%
PUBLIC WORKS-STREETS	163,983	18,160	5,778	14.6%
POWELL BILL-STREETS	88,950	2,663	5,654	9.3%
PARKS & RECREATION	295,040	41,915	14,166	19.0%
CHURCH STREET DOCK	13,708	493	1,000	10.9%
EMERGENCY MANAGEMENT	52,110	-	-	0.0%
FESTIVALS & EVENTS	117,804	25,037	5,078	25.6%
NON DEPARTMENTAL	365,896	163,392	1,805	45.1%
TOTAL	4,321,461	679,670	77,627	17.5%

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

STORMWATER ENTERPRISE FUND

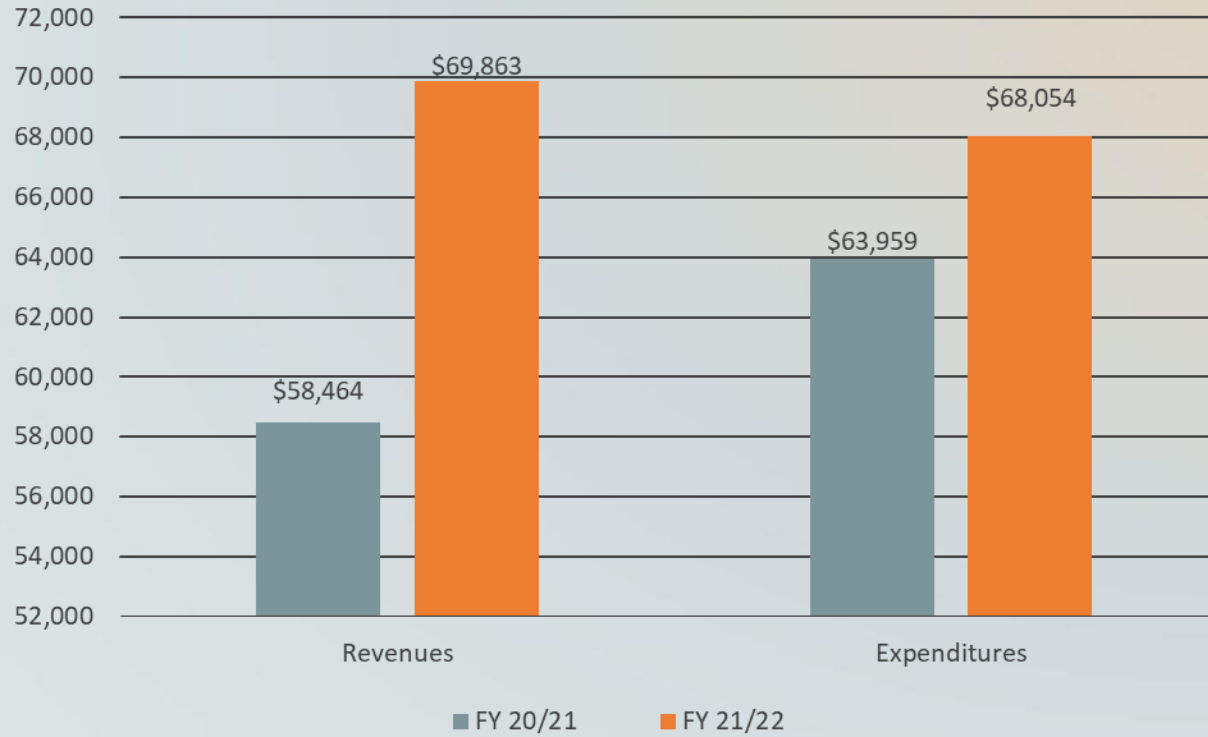


ENCUMBRANCES INCLUDED

Total Excess of Revenues Over Expenditures (\$18,238)

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

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$1,809

TOWN OF SWANSBORO LOAN REPORT (AS OF AUGUST 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	24		\$329,726

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

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$4,410,886	.03%
NC CMT-General	\$100,005	.01%

Any Questions

?



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **September 27, 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.

October 11, 2021 – Cancelled

Proposed for October 25, 2021

* Public Hearing – annexation of Shipwright’s Point entrance from Pine Bluff Shores

Future Agenda Items

- * American Rescue Plan Funding Recommendations
- * 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*



Town of Swansboro

Friendly City By the Sea • Established 1783

www.swansboro-nc.org



WHEREAS the Town of Swansboro does desire to recognize and honor public officials of the Town for dedicated and distinguished service to the community; and

WHEREAS Christopher Seaberg has served as Town Manager since September 2018, and has rendered dedicated service to the Town of Swansboro as he has made significant accomplishments in the area of public service, and

WHEREAS Christopher Seaberg was instrumental on varied projects, initiatives, and process improvements, of note, his contributions included:

- * Secured a NC Public Beach and Coastal Waterfront Access Grant for the extension of a Boardwalk from Bicentennial Park to the Moore Street Dock
- * Secured a NC State Historic Preservation Office Disaster Grant for Repairs and Improvements at the Emmerton School property (old Town Hall)
- * Helped finalize the Wayfinding Sign Project
- * Helped manage the installation of additional sidewalk segments along W. Corbett Avenue, Old Hammock Road, and Hammocks Beach Road
- * Continued the efforts under the Watershed Restoration Plan with a 319 Grant for improvements at the Walnut Street Outfall
- * Helping the Town to become part of the Jacksonville Urban Area Metropolitan Planning Organization (JUMPO) which will provide better successes in transportation improvements
- * Navigated COVID-19

WHEREAS Christopher Seaberg provided advice and professional principals across the spectrum of public policy issues during the terms of these current and former Town Officials: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner Patricia Turner, Commissioner Larry Philpott, Commissioner Harry Pugliese, Commissioner Laurent Meilleur, and former Commissioners Roy Herrick, Brent Hatlestad and Philip Keagy; and

WHEREAS Christopher Seaberg enjoyed professional collaboration with Department Heads and staff. Department Heads included: Paula Webb-Assistant Manager/Town Clerk, Sonia Johnson-Finance Director, Jim Stipe-Public Works Director/Building Inspector, Anna Stanley-Parks/Recreation Director, Jennifer Ansell-Planner, Kenneth Jackson-Police Chief, David Degnan-Fire Chief, and former Fire Chief-Mark Tessing.

NOW THEREFORE BE IT RESOLVED that the Town of Swansboro Board of Commissioners and employees of the Town express their gratitude for their professional association with Christopher Seaberg and recognize his contributions to the Town's progress over the past two years; and

BE IT FURTHER RESOLVED that a copy of these expressions be included within the minutes of the Swansboro Board of Commissioners and presented to Christopher Seaberg at the culmination of his tenure as Town Manager on October 7, 2021.

Mayor John Davis

Mayor Pro Tem Frank Tursi

Commissioner Patricia Turner

Commissioner Larry Philpott

Commissioner Harry Pugliese

Commissioner Laurent Meilleur

Attest: _____
Paula W. Webb, Assistant Manager/Clerk

Department Reports for August 2021

Administrative Services

- Phone Records Report for August: 2,285 calls
 Town Hall – 758 Parks and Recreation – 315
 Police Department – 500 Fire Department – 123 Outgoing totals – 589
- Building permits sold for August: 88 residential/commercial combined; \$20,843.74 total fees collected (includes 15 re-inspections)
- 228 Building inspections processed/20 Fire Inspections processed
- 71 Various receipts processed
- 291 ONWASA payments processed; 3 New Services; 18 other requests
- 12 Work Orders generated for Public Works
- 8 Notarization's performed
- Admin Staff worked at Visitor's Center 3 days each week (Paula, Alissa, and Lisa)
- US Census Report Submitted - Permits
- Public Records Request – Skatepark Items to Attorney
- Finalized July Departments Report
- Developed monthly and special meeting notices/hearings, agenda items, packets, and minutes/distributed for meetings. A staff representative(s) attended each meeting and prepared meeting minutes/follow-up.
- HR-related items estimated at 36 hours (includes new hire processing, interviews, timesheets, policy review, employment verifications, benefit submittals, preparation of job descriptions/submittals/postings, etc.)
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.). Website Home Page defaults: 11,551. Top 5 pages viewed in August – Permitting 467, Employment 414, Parks/Rec 325, Police Dept 313, and Contact Us 301
- Submitted News Release thru social media outlets for Heavy Rain/Flash Flood Warning 8/3, ONWASA Road Closure/Swim Advisory 8/12
- Attended Clerks Annual Conference in Greensboro 8/19-21
- Attended MAC 8/10 and Chamber BOD 8/11 Meetings
- Employee Newsletter Distributed
- Parrish Green Addressing Aten
- Prepared and distributed Candidate Packets
- Prepared acknowledgement letter regarding street sign discrepancy for Battery Park Lane/Palmetto Lane – Charleston
- Storm Plan Updates
- Attended Mullet Festival Logistics Meeting
- Met with NCLM Risk Management Mike Reed with Manager

Department Reports for August 2021

Finance

- Sales & Use Tax received in August 2021-\$105,717
- Accounts Payable Summary for August 2021:
 - 115 Invoices-Totaling \$100,589
 - 34 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (kWh) for August 2021 (239.0)
- Processed payroll-8/13 & 8/27; updated employee accrual balances- (spreadsheet & Asyst)
- Stormwater Fees Collected-July 2021-\$869.00
- Updated Stormwater spreadsheet per Onslow County GIS records
- Stormwater utility billing data was submitted for processing and the invoices have been mailed
- July 2021 Bank Reconciliation-Town accounts
- July 2021 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- Prepared July 2021 monthly financial report
- 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 the Powell Bill Expenditure Report

Fire Department

Fire Calls

- 62 Total Fire Calls
 - o 26 Calls in Town including - 9 MVC, 4 Alarms Systems, 1 Gas Spill, 1 Vehicle Fire, 1 Water Rescue, 1 Outside Fire, 4 Public Service, 3 Smoke Scares, 3 Dispatched & Cancelled
 - o 4 Calls in White Oak District – 1 Dispatched & Canceled, 1 Alarm System, 1 Water Rescue, 1 Public Service
 - o 12 Calls Mutual Aid - 2 Alarm Systems, 1 Structure Fire, 9 Dispatched & Cancelled
 - o 20 EMS – 13 Calls, 6 Medical Assists, 1 MVC
- 269 Training hours – Paid Staff
- 36 Training hours – Volunteer Training
- 144 Hours Volunteer Duty Days = 6-24hr shifts

Cost Saved 144 hrs. x \$14.00 = \$2,016.00

Department Reports for August 2021

Paid staff

- The Department is still advertising for a full-time firefighter to fill the open position on C Shift. Chief Degnan is reviewing applications as they arrive.

Volunteer staff

- Currently have nine volunteers on staff, six of which are interior firefighters the others are trainees
- Volunteer's Ashley and Dillon Russell successfully passed their EMS certification boards with Onslow Co. EMS and are now able to practice medical procedures for the department

Vehicle repairs

- The fire boat's new motor received it's 20-hour warranty servicing and is in proper working order
- All other vehicles are in good working order

Department activities

- The Department hosted a Fire Life Safety Educator Level I certification course through Coastal Carolina Community College. The class was attended by Chief Degnan, Captain Earles and Captain Hannon. All three attendees obtained this State certification which will help improve the Town's Insurance Services Office (ISO) rating
- Chief Degnan and Captain Taveirne attended the North Carolina Fire Chief 101 course and obtained State recognition which will help the Town improve their ISO rating
- The Department hosted an 8-hour Hazardous Materials Response refresher class through Coastal Carolina Community College for 20 firefighters from local departments

Parks and Recreation (Director's Report)

Festivals/Events

July 4th

- Working with booking agency to secure band for July 4, 2022

Mullet Festival

- Working with graphic designer to create a new festival logo
- Researching security firms
- Continue to work with festival committee
- Continue to follow up with sponsors and collect sponsorship funds
- Secured additional in-kind sponsor for transportation
- Met with Curtis Media to finalize radio ads
- Continue to accept vendor applications

Department Reports for August 2021

- Secured five bands for entertainment on Saturday and Sunday. Processing contracts and deposits
- Partnering with Scout troop to facilitate the kid's area. Molly Maids is purchasing all the arts and craft supplies as part of their sponsorship
- Continue planning for VIP tent needs
- Mullet Run registration is setup and is live
- Mullet logo design for festival and 5K run completed
- Began working with graphic designer on Mullet Festival poster
- Secured updated quotes from Blue Site Solutions. Adding additional hand sanitizing stations and two hand washing stations as extra precautionary measures
- Held first logistical meeting with festival committee, and essential staff

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
- Continue to meet with Tunnel to Towers Foundation for planning the event on September 11, 2021
- Held logistical meeting key personnel: police, fire, public works, Town Manager, and staff

Comprehensive Master Plan

- Contract executed; proceeding with McAdams to begin the Comprehensive Master Plan process
- Kick off meeting with McAdams; scheduled park visits and staff visits
- Conducted park visits with McAdams
- Began completing information request on parks, programs, finances, staff, and maintenance the department currently has/offering

Miscellaneous

- Secured updated camera quotes for the NC League of Municipalities RMS Safety Grant
- Worked with Program Supervisor on upcoming programs and After School Program
- Filmed and recorded a pod cast promoting the Swansboro area, Parks and Recreation programs, and festivals
- Conducted interviews for the Recreation Coordinator position. Selected Trish Britt, current employee
- Update company profile on Volunteer Onslow. This is an organization where the department can solicit volunteers
- Attended meeting with representative from NC League of Municipalities on Event needs, coverage, and insurance
- Review procurement process with Finance team and Town Manager

Department Reports for August 2021

- Continue to monitor docks daily, on-call on weeknights and weekends to take reservations and handle docking problems. Handled on call reservations and issues while on vacation.
- 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 – 13,016 followers.
 - o Post Reach 21,715 up 8%
 - o Page Likes, 71, down 14%
 - o Post Engagement, 2420 up 193%
- Activity Report for August

Organization Activity

From 8/9/2021 to 9/8/2021

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	63	28	10	0	61	0
Resident	8	7	2	0	4	
Non-Resident	55	21	8	0	57	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	11	0	0	0	9	
18 - 65	47	22	8	0	39	
65+	5	6	2	0	13	
Male	25	13	5	0	27	
Female	38	15	5	0	34	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	15	0	0	N/A	21	
In-Person	48	28	10	N/A	40	

Department Reports for August 2021

August Revenue

- | | |
|--------------------------|-----------|
| • Slip Fee - Town Dock | \$2079.50 |
| • Rental Fees-Parks | \$1320 |
| • Rentals Rooms | \$3065 |
| • Dog Park Registrations | \$30 |
| • Rec Program Fees | \$434 |
| • Gym Memberships | \$520 |
| • Vendor Fees | \$1405 |
| • Sponsorships | \$4250 |

(Recreation Program Supervisor's Report)

Routine monthly job responsibilities:

- Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Dock slip reservations/Pump Outs
- Compiled Daily deposits
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram, JD News
- Created 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
- Parks advisory board meeting – presented past, current, future programs to board

Planned programs and other monthly work:

Teacher Workday Kids Camp

- Compiled all program dates for teacher workdays for registration
- Reviewed pricing for residents/nonresidents

Summer Day Camp – August

- Conducted and supervised final week of Summer Day Camp
- Confirmed field trips with point of contact at reserved facilities
- Completed community service forms for volunteer James Kostem
- Post program meeting with Director, overall camp review
- Emailed and thanked agencies and businesses that accommodated our summer day camp field trips
- Created survey and emailed to all participant's parents of the Summer Day Camp Program requesting feedback and experience of camp.
- Reviewed survey responses

Department Reports for August 2021

Tunnel to Towers 5K Run/Walk

- Requested volunteers through Volunteer Onslow and Marine Corps Family Team Building portals
- Reached out to local organizations to solicit volunteers for the event (Run Groups, Churches, High-School, others)
- Compiled Volunteer list with those registered with contact information and task list
- Attending logistics meeting with Tunnel to Towers organization representatives at the Recreation Center on August 19

Mullet Festival Logistics Meeting

- Reviewed 2019 volunteer information and numbers of volunteers needed
- Attended Mullet Festival logistics meeting on August 25
- Requested volunteers on Onslow Volunteer and Marine Corps Family Team Building portals

Kids Half-Day Adventure Camps – August 11 & 12

- Helped facilitate program with Pogie's staff on both scheduled dates
- Posted photos of programs on social media platforms

Blood Drive w/ Blood Connection

- Scheduled blood drive for September 3 with coordinator from the Blood Connection organization

After School Program

- Discussed with Director about cancelling the program due to minimal number of registrations
- Refunded program fees to those registered due to cancellation

Mullet Adventure Race Scavenger Hunt

- Attended meeting with Ethan of Pogie's on August 27 to discuss mullet adventure race scavenger hunt details
- Discussed event logistics, event pricing, prizes, and registration

Pogie's Instructor Payout

- Compiled program attendance, fees, and program expenses
- Created invoice and prepared disbursement forms for instructor payout for months of July/August
- Reviewed payout with Director before submitting to Finance Department

Mullet Paint & Sip

- Reviewed program details, registration fees, enrollment maximum, and set dates with instructor/staff for class.

Department Reports for August 2021

Bob Ross Paint-a-long

- Established program dates with instructor/staff

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

Tai Chi Classes

- Met with potential instructor about offering classes
- Discussed class registration fees, series dates, drop-in fees, and instructor payout
- Received new vendor/instructor paperwork and obtained Town approval to offer classes
- Setup 8-week series in registration software

Essential Oils

- Discussed with instructor about dates for new classes
- Requested topic for first class session from instructor
- Entered program and details into registration software
- Created flyer for program to advertise in Rec Center and on social media platforms

Department position Interview

- Assisted Director with interview for the Recreation Coordinator position

Swansboro Parks and Recreation Fantasy Football League

- Prepared program proposal
- Researched program details offered by another Parks & Rec agency
- Set up League, settings, and draft date/time on ESPN platform

Boys/Girls Rec Night

- Set dates/times for programs to be held at Recreation Center
- Requested and confirmed guest speaker for Girls Rec Night program
- Reviewed Girls Rec Night program with Rec Coordinator program timeline and planned program activities and events

Blood Drive – American Red Cross

- Meeting with new recruitment representative to discuss drive dates, room policies, and expectations/requirements of agency for use of multipurpose room
- Scheduled October 4 date for next blood drive
- Discussed with representative future blood drive dates

Department Reports for August 2021

Fall Wreath Making Class

- Discussed fall dates for classes with instructor/staff

Permitting

Planning Board

August 3, 2021, Regular Meeting - Canceled

August 16, 2021, Special Meeting - Canceled

Historic Preservation Commission

- August 17, 2021, Regular Meeting
 - 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 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 approve the COA with a 365-day delay prior to moving forward on the demolition.

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

Department Reports for August 2021

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. 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
- **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

Department Reports for August 2021

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 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

Department Reports for August 2021

- **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:

- 178 Reportable Events
- 25 Motor Vehicle Crashes
- 3 Felony Arrests
- 18 Misdemeanor Arrests
- 7 Arrests by Warrant Service
- 3 DWI Arrests
- 2 Misdemeanor Drug Arrests
- 13 Arrests with Transport to the Onslow County Jail
- 9 Felonies Investigated (4-Larceny; 2-Obtaining Property by False Pretense; 1-Break & Enter; 1-Identity Theft; 1-Counterfeiting)
- 28 Misdemeanor Crimes Reported (12-Property Damage; 9-Traffic Offenses; 3-Assaults; 1-Stalking; 1-Communicating Threat; 1-Trespassing; 1-Indecent Exposure)
- 7 Disputes/Public Disturbances
- 1 Crisis Intervention with Mental Patient
- 2 Overdoses (non-fatal)
- 1 Death Investigation
- 16 Alarm/Open Door Reports
- 213 Requests by Other Agencies for Assistance
- 96 Requests by Citizens for non-Crime Related Assistance

5,220 Total Events Performed on Patrol

Community Service/Training:

- 13 Vehicle Unlocks
- 1 Funeral Escort
- 24 Foot Patrols
- 27 Business Closing Standby's
- Provided security for the weekly SwanFest.

Department Reports for August 2021

- Provided security for an event held at the Swansboro Rotary Civic Center.
- Sgt. Watt and Officer McLean completed Standardized Field Sobriety Training. 32 hours training conducted by the Onslow County Sheriff's Office and held at Coastal Carolina Community College

Admin Services:

- Answered 294 phone calls during business hours
- Assisted 149 walk in requests for assistance
- Took 33 requests for reports

Public Works

- Grass cutting Town wide is in full swing. 90% of Public Works time is now consumed with grass cutting edging and cleanup of Town Building grounds, Parks, Storm Water Easements, Subdivision right-ways, Hwy 24 corridor and DOT right-way easements
- Asphalt repaired at Water St, Broad St, Church St and Front St
- Wayfinding signs installed
- 50 deck boards replaced at Riverview Board walk
- Repairs made to Municipal Park playground equipment
- DOT roadside easements cut, concluding required cutting contract
- Pressure washed Church St. gazebo and Municipal Park gazebo
- Repairs completed at Cigar Shop, Heritage Center and Pirates Den
- 5 stumps at Holly Ln easement ground down to grade
- Regular vehicle maintenance completed on Toyota Tundra, Ford F150, Park GMC Sierra and PW GMC Sierra
- 195 inspections completed by Jim Stipe and Paul Brown
- Yard Waste Totals: 1589 Bags, 1123 Bundles, 18 Loads, 0 Trees, 42 Man Hours
- Custodial Work and Works orders continue

Storm Drainage Maintenance Report

Drainage Easement Maintenance: Includes weed eating/cutting swale, inspecting swale for proper grade, re-grading where necessary, inspecting catch basin for debris buildup, removing silt buildups where necessary

Complaint Mitigation: A number of drainage easements in Forest Brook Subdivision, Halls Creek North, Swansboro Acres have been identified to be re-profiled

MANAGER'S REPORT

Period: August 14, 2021 – September 17, 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 of 2022/2023. 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 (August 14, 2021 – September 17, 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 (August 14, 2021 – September 17, 2021)



**Town of Swansboro, NC
Manager's Report (August 14, 2021 – September 17, 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.

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Ms. Theresa Monday
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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



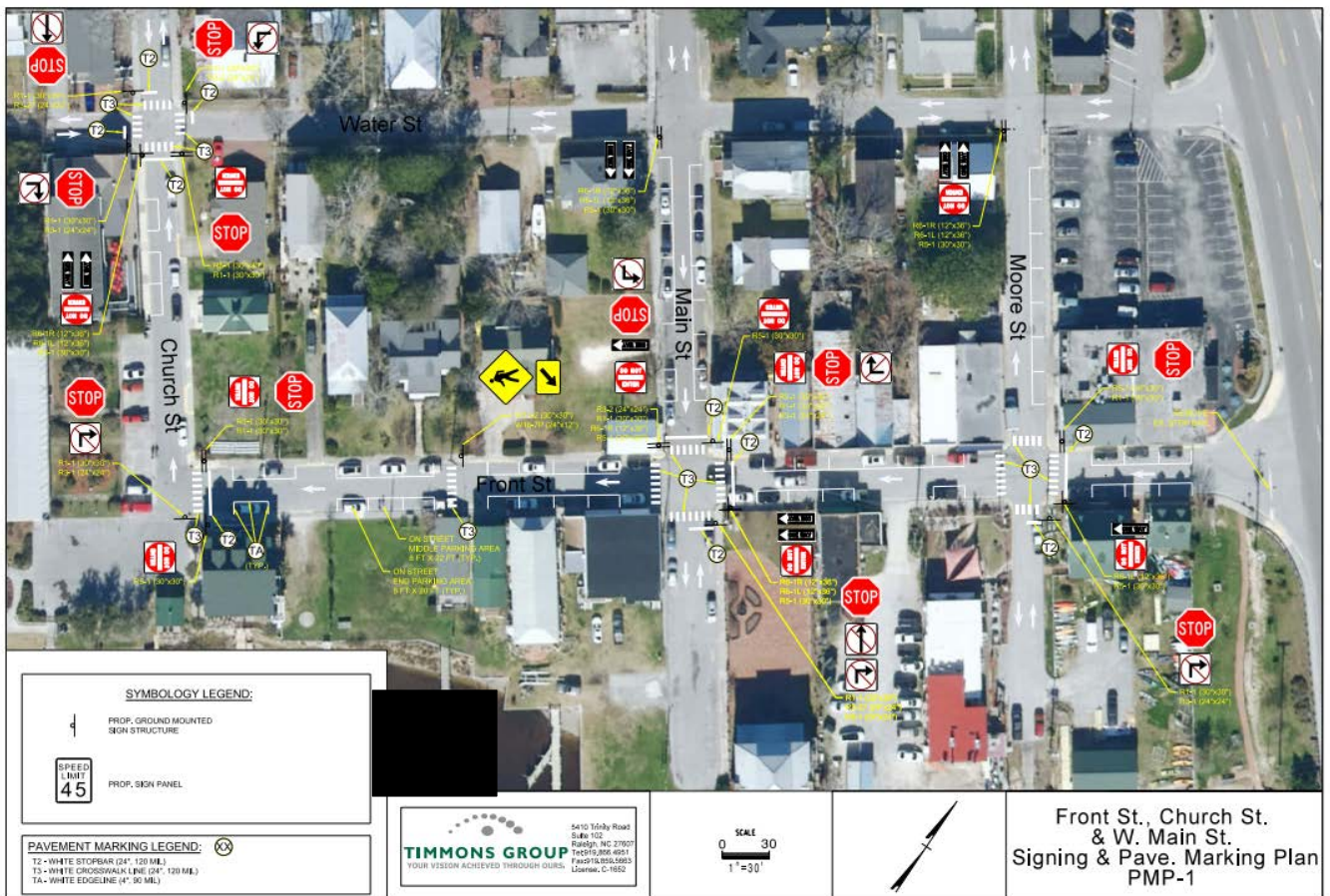
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- **Swansboro Alternate Emergency Operations Center (Swansboro United Methodist Church)**

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

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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.

We will use the funds for the following projects:

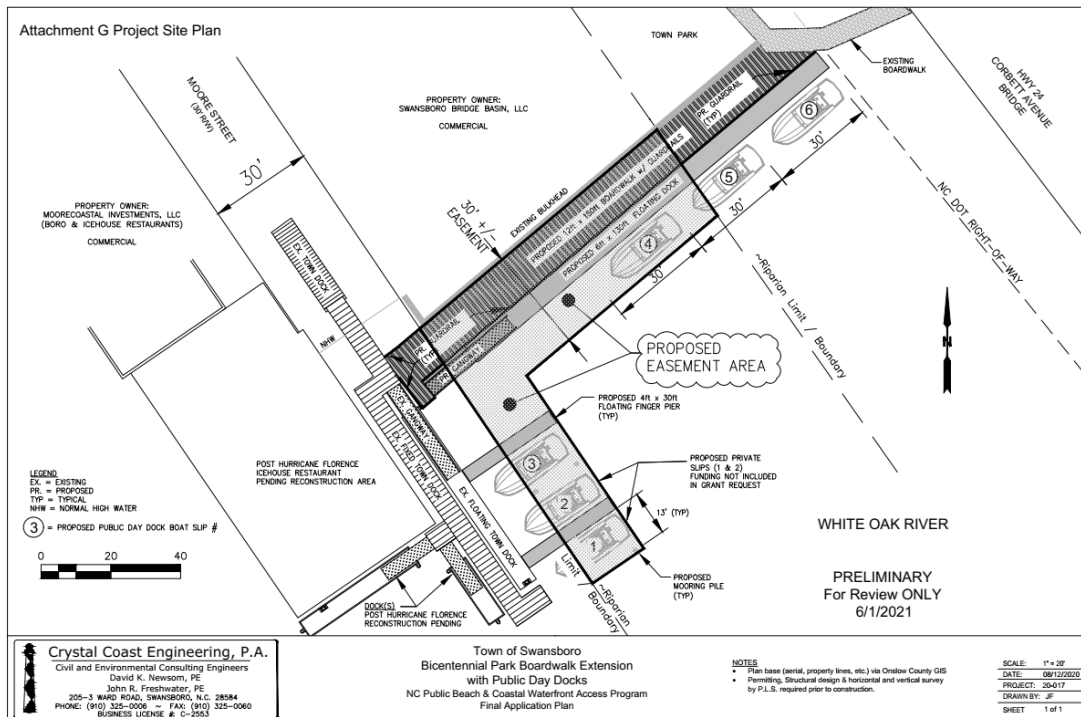
1. Tuck Pointing of the interior and exterior bricks to help stop the water penetration that occurs. This would also include the application of a sealant to the exterior brick.
2. Repair the extensive damage of the crumbling brick work above the south front door and other interior walls.
3. Historic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

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

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grant contract in November 2021 and hope to have a quick turnaround on it. Once executed, we can move forward on the 9 action items listed above. The listed deadline for completion for this project is September 30, 2023, but are hoping, due to granting agency delays, that extensions may be available if needed.

- **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.

- **FY 2020 Stormwater Outfall Retrofit Project – Walnut Street** – Through our continued partnership with the NC Coastal Federation, we were able to secure a

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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).

- o Priority 1 - Sidewalk installation along NC-24 (Corbett Ave) from SR 1511 (Hammocks Beach Rd) to SR 1514 (Phillips Loop Rd); \$120,000 - **Completed**

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- Priority 2 - Old Hammocks Beach Rd from SR 1513 (Deer island Rd) to existing sidewalk near Fredericks Ln; \$335,000 – **Expected to begin in late October 2021**

- 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.