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BOARD OF COMMISSIONERS MEETING AGENDA

Town of Swansboro

Monday, November 08, 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

September 21, 2021 Joint Meeting w/ Historic Preservation Commission

October 25, 2021 Regular Meeting Minutes

September 27, 2021 Regular Meeting Minutes

b. Records Retention Schedule Updates

IV. Appointments/Recognitions/Presentations - None

V. Public Hearing - None

VI. Business Non-Consent

a. Food Truck Discussion

Jennifer Ansell

Planner

The Board of Commissioners approved Ordinance 2021-O7 at the July 26, 2021 meeting which permitted food trucks and push

carts on properties within the B-1, B-2, B-3, and M-I zoning districts, however, the eligible properties also had to be within either the Traditional Town Center, Suburban Town Center, or Employment/Light Industrial land use designation as identified on the Future Land Use Map in the 2019 CAMA Land Use Plan.

Following the approval, the Board requested that the Planning Board consider a recommendation to exempt the outparcel located at 1411 W. Corbett Ave (parcel #050965) from the requirement that it be in one of the three land use designations. The Commissioners also expressed a desire to do so without amending the Land Use Plan. The property at 1411 W. Corbett Ave is within the B-1 zoning district but is designated as Low-Density Suburban Neighborhood on the Future Land Use Map.

The Planning Board reviewed the request at their October 5, 2021 regular meeting and unanimously recommended denial of the proposal due to its inconsistency with Section 5, Future Land Use, of the 2019 CAMA Land Use Plan.

[Action Needed: Discuss and provide further guidance.](#)

b. Manager Discussion

Paula Webb

Asst Manager/Clerk

Following the exit of former Manager Chris Seaberg, the Board will review/discuss the hiring process for its next Manager. Please note it may be necessary to enter Closed Session pursuant to the NCGS 143-318.11 (a)(6) depending on the content of discussion.

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 Comments

Paula Webb

Asst. Manager/Clerk

X. Board Comments

Board of Commissioners

XI. Closed Session – None Scheduled

XII. Adjournment

Board of Commissioners

**TOWN OF SWANSBORO
HISTORIC PRESERVATION COMMISSION AND
BOARD OF COMMISSIONERS JOINT MEETING MINUTES
September 21, 2021**

Call to Order

The joint meeting of Swansboro Historic Preservation Commission and Board of Commissioners was called to order at 5:30pm. Those in attendance from the Historic Preservation Commissioner were Patrick Larkin, Kim Kingrey, Christina Ramsey, Jeff Conaway, Joan Denton, Ben Parker, and April Clark. From the Board of Commissioners, Mayor John Davis, Mayor Pro Tem Frank Tursi and Commissioners Pat Turner, Harry Pugliese, Larry Philpott and Laurent Meilleur. From the NC State Historic Preservation Office John Wood and Kristi Brantley.

The purpose of the joint meeting was to discuss concerns regarding the demolition of contributing structures within the Historic District.

Mr. Wood had provided sample ordinances to help regulate the demolition by neglect of building and structures. Following the review questions and comments from those attended were:

- Was Swansboro in danger of losing its historic status and compared to other towns how were we doing?
Mr. Wood could not confirm that Swansboro was in jeopardy; the district wasn't the worst he had seen, but noted that once an architectural survey was completed, he would know more.
- Were there any other properties in Town that might be considered an addition to the Historic District?
No structures were noted by Mr. Wood. He shared that property for consideration had to have a structure on it.
- Demolition could not be denied, only delayed 365 days. Educating the public and providing incentives were helpful.

Historic Preservation Commission Comments

- Acknowledged that the Town was not properly staffed for enforcement and those employed were wearing many hats; encouraged the Board of Commissioners to hire additional staff
- Would like to improve ordinances to help with enforcement
- Would like to hold meetings and/or include the Swansboro Historic Association in their meetings

Mayor Davis summarized what he understood from the discussion:

Educate the homeowners and public, Town Boards to continue to work together/partner for common goals, provide additional staff for better enforcement, rewrite the design requirements,

potentially create a preservation fund and/or preservation incentives, improve guidelines and the zoning ordinances, and consider Demo by Neglect regulations.

Public Comments

Members of the Historic Association also shared enforcement staff concerns, were interested in the Town acknowledging the month of May as Swansboro Historic Month and were supportive of any efforts to preserve the existing district.

Adjournment

On a motion by Joan Deaton, seconded by Kim Kingrey the Historic Preservation Commission adjourned at 7:12 P.M.

On a motion by Commissioner Pugliese, seconded by Commissioner Philpott, the Board of Commissioners adjourned at 7:12pm.

**Town of Swansboro
Board of Commissioners
October 25, 2021 Regular Meeting**

In attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner Pat Turner, Commissioner Larry Philpott, Commissioner Harry PJ Pugliese, and Commissioner Laurent Meilleur who arrived at 5:49pm. 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. A role call was taken, and all were present except Commissioner Meilleur, who arrived at 5:49pm.

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 Items below were unanimously approved through roll call.

Vehicle Tax Refunds

Kent, Bridget Ann \$2.77 Tag Surrender

Hamilton, Moulton III \$193.81 Tag Surrender

Public Hearing

Petition for Voluntary Annexation- the Public Right-of-Way Portion of Pine Bluff Road (Butch Brothers, LTD) – Butch Brothers LTD sought annexation for the public right-of-way entrance from Pine Bluff Road into Shipwright's Point to assure proper maintenance. The consolidated real property was zoned R20SF and located within the ETJ – contiguous to the town limits.

In accordance with Board Policies 9 & 10, the petition was investigated, and a public hearing scheduled for October 25, 2021. Once annexed and street acceptance finalized, the Town will maintain that portion annexed.

Mayor Pro Tem Tursi inquired if the road would be constructed to Town standards, which was confirmed.

The public hearing was opened at 5:36 pm. No comments were offered, and the hearing was closed.

On a motion by Commissioner Turner, seconded by Commissioner Philpott Ordinance 2021-O9 annexing the Public Right-of-Way Portion of Pine Bluff Road as described by its legal description and all exhibits into the Swansboro Town Limits, effective October 25, 2021 was unanimously approved by those present.

Business Non-Consent

Budget Ordinance Amendment #2022-4

1. Parks & Recreation: In FY 20/21, the BOC approved the Comprehensive Master Plan Update, and the funds were transferred to the Capital Reserve account. Requesting to transfer \$30,000 to the General Fund for its intended purpose.

Source of funds: Transfer from Capital Reserve

2. Public Works: In FY 18/19 the Board approved the lease of a mini excavator for a three-year term due to expire on 11/15/2021. Staff recommended returning the equipment due to its overall unsatisfactory performance and to secure a lease with a new vendor. The annual lease amount was included in the current budget. Below were the cost estimates to lease the equipment and purchase options for consideration. Staff recommended the John Deere based on the horsepower, digging depth, maximum hydraulic flow, and the weight of the equipment.

Vendor	Term	Annual Hours	Lease Payment	Purchase Option	Sell Price
Ascendum	36	500	\$1,341	\$42,500	\$78,992
John Deere	36	600	\$1,440	\$38,600	\$80,664
Gregory Poole	36	500	\$1,265	\$41,055	\$84,082

During discussion, all Board members favored purchasing over leasing. Public Works Director Jim Stipe was fine with either, but preferred purchase if the Board was inclined to purchase outright. Finance Director Johnson explained that she prepared the memo based on the terms as budgeted by former Manager Seaberg. The payment structure shared above was a monthly lease payment. It was noted that for the first 2 years, the maintenance and warranty would be the same whether leased or purchased. As prepared, the lease amount was for 36 months and then the purchase option (\$38,600) which would total \$90,440. The life expectancy on equipment such as this was 15 years and would be used for street and stormwater projects so the cost could be spread out over multiple departments. Financing terms could also be sought, noting that

installment loans could be approved for up to 5 years without Local Government Commission (LGC) approval.

Board members remained supportive of purchasing the equipment outright and adding the extended warranty. Finance Director Johnson clarified that the budget amendment amount would need to be \$63,384 plus whatever the amount was for an extended warranty (which was unknown but desired). The remaining \$17,280 was already budgeted (as lease payments by former Manager Chris Seaberg). A memo to the Board on the exact amount for the extended warranty could be provided later.

3. Parks & Recreation: In FY 20-21, the Parks and Recreation Department received grant funds totaling \$5000 towards the purchase of security cameras for the Municipal Park and Recreation Center. The full cost of the cameras was \$13,498. Installation of the cameras would improve risk management efforts to reduce theft, vandalism, and protect the Town's employees directly and indirectly. A fund balance appropriation of \$8,498 would be needed to complete the purchase. The deadline to purchase the cameras under the grant terms was November 18, 2021. Note: In discussion with NC Pro, a reimbursement may be eligible under the ARP Funding once final rulings were given. If eligible, the \$8,498 would be returned to the Fund Balance. Source of funds: Grant Various-\$5,000 and Appropriated Fund Balance-\$8,498

On questions from the Board, Parks Director Anna Stanley confirmed that the cameras would be provide live action from a computer, and recordings would be stored for roughly 3 weeks.

On a motion by Commissioner Philpott, seconded by Commissioner Pugliese Budget Ordinance Amendment #2022-4, as amended during discussion above was unanimously approved. The Interim Manager was authorized to execute necessary documents for the equipment purchase and extended warranty. The extended warranty amount would be shared with the Board in a later memo. The vote was unanimous. It was noted that Budget Amendments were attached to the meeting minutes at Town Hall if reference was ever needed.

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

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.

During discussion, the Board agreed that the staff should proceed with working with the Historic Preservation Commissioner and Planning Board on the items noted in the special meeting held on September 21, 2021 joint meeting between the HPC and BOC. The Board would like regular updates on the progression of those items.

The Board discussed meeting in person again and agreed to return to full in-person meetings on November 22, 2021. Due to the December 27, 2021 meeting falling on a Town Holiday, that meeting was cancelled.

Signs was to be scheduled as a top priority topic for 2022.

Public Comments

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

Manager's Brief

- **Public Safety Building Restoration/Relocation Planning Project** – The transfer switch at Swansboro United Methodist Church had been installed. In the event the Town should have to exercise the MOU with Swansboro United Methodist Church, a trailerable generator could be used if needed. Chief Jackson and Assistant Manager Webb spoke today about arranging a field trip for those Board members interested in viewing the space at SUMC.
- **NC DCM Resilient Coastal Communities Program (RCCP) Grant** – On October 20, 2021, Jennifer Ansell and Paula Webb met with Dewberry Representative Beth Smyre who was ready to begin committee meetings. You may recall the committee was formed and consisted of the Manager, Planner, Mayor Pro Tem Tursi, Scott Chadwick, Christina Ramsey, and John Freshwater. A tentative meeting was scheduled for November 17, 2021.
- **Downtown Traffic and Parking Plan Implementation:** Implementation of the new traffic pattern should be done late November/early December. The temperature must still be warm enough for the paint to dry. A news release on the traffic movement changes will be prepared and distributed so that our residents and visitors are alerted to the upcoming changes. Board members expressed the importance of educating the downtown merchants and visitors. A team approach to include additional patrols would be used during implementation.
- **FY 2020 Stormwater Outfall Retrofit Project – Walnut Street** – Former Manager Seaberg and Assistant Manager Webb met with the Coastal Federation Engineer

September 23rd. While there, adjacent property owner Sherwood Odum walked up and was very supportive of the project. According to the engineer the project was still slated for completion in FY 21/22.

- **Sidewalk Projects**

- 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**

- o Priority 2 - Old Hammocks Beach Rd from SR 1513 (Deer Island Rd) to existing sidewalk near Fredericka Ln; \$335,000 - NCDOT has begun laying pipe along Old Hammock Road. Eight required easements were prepared and mailed out October 8, 2021 – pending receipt. For clarification, only one required easement to complete sidewalks to Fredricka Ln was received today. If additional funding awarded, there was interest to further extend the sidewalk to join the Catholic Church sidewalk. Other easements required.

- o 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* - Six required easements have also been mailed (October 8, 2021) for this phase – pending receipt.

- **International Organization for Standardization** - An ISO Inspection was conducted by the Department of Insurance Office of State Fire Marshal (OSFM) at the Fire Department earlier this week. This inspection is conducted every 5-7 years and is meant to score a fire department's ability to protect the community. ISO stands for Insurance Services Office (ISO), which is an independent, for-profit organization. The ISO scores fire departments on how they are doing against its organization's standards to determine property insurance costs. After analyzing the data collected, the Town then receives a Public Protection Classification (PPC) on a scale from 1 to 10. The higher the ISO fire protection class (with Class 1 being the best), the "better" the department. The Town's current rating was a 4.

Chief Degnan was confident the Town did well and wished to thank the current Administration, former Chief Mark Tessing and the department members for their hard work and dedication in maintaining a premier Fire and EMS agency. We should have the results in about 2 months.

Board Comments

Commissioner Pugliese – thanked the staff and volunteers who worked to make the 2021 Mullet Festival a success.

Mayor Davis – echoed Commissioner Pugliese comments on the Mullet Festival and gave a shout out to Anna Stanley, Robbie Fellows and other staff who made the Halloweenie Roast last Friday a great experience.

Closed Session

On a motion by Commissioner Philpott, seconded by Commissioner Turner the Board entered closed session pursuant to NCGS 143-318.11 (a)(3) to allow the Town Attorney to provide updates on legal matters under the attorney-client privilege.

Pursuant to a motion duly made in closed session, the Board returned to open session. No further action was taken.

Adjournment

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Philpott, the meeting adjourned at 7:10pm.

**Town of Swansboro
Board of Commissioners
September 27, 2021, Regular Meeting**

In attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner Pat Turner, Commissioner Larry Philpott, and Commissioner Laurent Meilleur. Commissioner Harry PJ Pugliese was excused spending time with his newborn and family. 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 Philpott, seconded by Mayor Pro Tem Tursi, the Agenda and Consent Item below were unanimously approved through roll call. It was also noted that Commissioner Pugliese was excused from the meeting.

Meeting Minutes – September 13, 2021, Regular Meeting Minutes

Fire Prevention Week – October 3-9, 2021

Presentation

Emergency Operations Center/Public Safety Building Discussion - Russell Pearlman of the Wooten Company was available for questions/answers on the final assessment report provided to the Board in September for the Public Safety Building (PSB) Restoration and Emergency Operations Center.

Mr. Pearlman thanked Manager Seaberg, Chief Jackson, former Chief Tessing and his associates for their assistance in preparing the assessment. He reviewed a power point which provided details on what corrections would be needed to the metal framing, columns, girts, purlins, bracings throughout the ding, and footings of the current PSB structure. The labor cost and materials would most likely exceed the cost of new structure. It was his opinion that it would be better to build new than to restore the existing building.

Mayor Pro Tem Tursi asked if the restoration improvements would make the building acceptable for current building code and hurricane category wind strength? Mr. Pearlman said, yes - that the wind loads could be met for the Swansboro area.

Commissioner Meilleur appreciated the detail – noting that the assessment reaffirmed the structural engineers' findings (Alex Wood) provided over a year ago. Mr. Pearlman noted that his report findings had not relied on the Mr. Wood's findings. Manager Seaberg added that Mr. Wood's report did not address the footings detail etc. – his report only gave an assessment that the building was not structurally secure for the wind zone in our area.

Mayor Pro Tem Tursi understood discussion was to be an analysis of the options. He again stressed that additional alternatives had yet to be visited; to simply allow Onslow County to be the Emergency Operations Center, to investigate a regional facility or with other neighboring jurisdictions and/or Carteret County. He would not support any recommendation without exploring those alternatives.

Mr. Pearlman continued with his power point showing an example site that could accommodate a new structure that could be built with a floor plan to accommodate projected staffing needs through 2050. Input was sought from Chief Jackson and Chief Degnan on staffing needs.

Commissioner Meilleur inquired about the bay sizes and whether that was half the cost of the building. Mr. Pearlman stated that they were approximately 5,500 square feet. Mr. Pearlman stressed that this was a space needs study, elevations were not requested. The building total square footage was 21,900 square feet. The cost of a building this size - \$300/foot currently. Mayor Pro Tem Tursi felt the example was a Taj Mahal not to mention it was not in the town limits or centrally located.

Mayor Davis asked how modular the structure was, could an additional 5000 square foot be added in phases. He was surprised at the bay design – thought a pass-through design would be more efficient. Mr. Pearlman recalled discussion on how the equipment was stacked in with a first in/out concept. He did believe the structure could be built in phases but, added that renovations/additions were typically more expensive.

Commissioner Philpott shared concerns with the example location and inquired on what maintenance costs would be? Mr. Pearlman shared that he had neglected to mention that the existing building did not meet the current energy code and doing anything to meet that, which he did not recommend, as it would be a high cost. A new

building would be built to the newer codes and have the latest efficient heating and ventilation. Energy expense may be a wash, but pavement maintenance would be an additional cost.

Commissioner Turner agreed with the comments but stressed, as she had before, that she did not see the Town spending this amount of money, when the Town could utilize the space at the Methodist Church. This type of expense would need to be placed on the ballot during an election. Commissioner Meilleur agreed that the costs were nowhere close to comparable – new versus repair to the Public Safety.

Mayor Pro Tem Tursi noted again that the other two alternatives needed to be considered which may prove to be the lowest costs. Pros/cons for all needed further discussion. How were other towns our size handling emergency management? Mayor Davis agreed but was not confident Onslow County had room for town staff at their EOC. Manager Seaberg had verbal comments from Onslow County that they did not have space for town staff. Mayor Pro Tem Tursi stated that the town could consider partnership with another jurisdiction – even Carteret County.

Business Non-Consent

Swansboro Rotary Five-O Fishing Tournament-Fee Waiver – Organizers of the Swansboro Rotary Five-O Tournament submitted a Special Event Application requesting a waiver of fees at the Church Street Dock for October 21-24. The event was to be held on Thursday, October 21 through Saturday, October 23 from 7-11 pm. A concert (free and open to the public) was scheduled for Saturday in the Saltwater Grill parking lot 6-11pm. To allow for safe pedestrian movement, street closures were requested on Saturday, October 23, 6-11pm. The Parks Board had a split vote on request. Director Stanley needed more information before making a recommendation on street closures. Ok with fee waiver but wanted to leave four spaces during the day for day dockers. Since 2015 not charge for dock usage for similar tournaments. 1-2 overnight boats.

There was discussion that some dock spaces needed to remain open for day dockers and that the concert should conclude at 10pm not 11pm.

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Philpott, the Swansboro Rotary Five-O Fishing Tournament application and street closures were unanimously approved reserving six slips, fees to be waived for two slips, staff to determine street closures with further input from Rotary, and the concert to conclude by 10pm.

Budget Ordinance Amendment #2022-3 – Several amendments were requested, Emergency Management – The investigation into the structural integrity of the Public Safety Building 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 Tarheel 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.

Commissioner Meilleur questioned the need for the foundation survey, not recalling it previously mentioned. Manager Seaberg noted that he would address this during the Manager/Board Comments.

Streets-Municipal – At the September 13th BOC Meeting, the Board supported matching funds of \$7,000 toward the \$6943.78 donations received. The funds would be earmarked for Christmas Decoration Improvements. Requesting \$7000 be appropriated from fund balance.

Streets-Municipal – The Board instructed that the Downtown Traffic Movement implementation begin shortly after the Mullet Festival (tourist season). A quote for the recommended signage and street paint was approximately \$10,000. Requesting \$10,000 be appropriated from fund balance.

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Philpott Budget Ordinance Amendment #2022-3, appropriating a total of \$31,075 from fund balance for the purposes described above was unanimously approved.

August Financial Report – Finance Director Johnson reviewed details from the monthly financial report, *attached herein*. Revenues would be filtering in within the next couple of months. Stormwater revenues were also coming in resulting in the revenues over expenditures cancelling out in the following months.

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 suggested that the demo by neglect discussion be held off with this Board until the new Board was in place. In the interim, the Assistant Manager and Planner could begin discussions with the Historic Preservation Commission on their recommendations.

Once the new Board was in place and meetings returned in person, the priority topics would be signs and the search for a new Manager.

Manager Chris Seaberg Recognition - Manager Chris Seaberg was presented with a resolution acknowledging varied projects, initiatives, and process improvements during his tenure with the Town. The resolution also expressed appreciation for his professional collaboration with former and current Board members and staff.

Board members shared parting sentiments with Manager Seaberg and wished him well in his new career with Cherry Point. Manager Seaberg thanked the Board and staff for their support during his tenure. It had been a total team effort.

Public Comments

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

Manager Report/Comments

Manager Seaberg added the following comments to the brief provided in the agenda packet.

Swansboro Causeway Living Shoreline Project - Word was received this month that the project would be delayed one year due to design work.

NC State Historic Preservation Office Florence and Michael ESHPF Hurricane Disaster Relief Grant – Emmerton School – the project delayed another 30 days to allow for tribal comments.

Stormwater Outfall Retrofit Project – met with the coastal federation engineer and property owner last week – property owner offered positive feedback.

Sidewalk Project/Priority 2 – was delayed due to material shortages.

Emergency Operations Center Funding – Manager Seaberg believed the federal funding request for the EOC to be the result of a simple hallway conversation between Mayor Davis and Representative George Cleveland who asked for details on EOC needs after reading it in the paper. Last week Representative Cleveland shared confidence that the request would be funded. Senator Michael Lazzara also supported the funding request. Final approval would come from the Governor's office.

Commissioner Meilleur informed that he spoke with Representative Cleveland this morning and confirmed knowledge gained from the local newspaper but was not aware of any dependencies on the Town. He added that he felt it inappropriate that Mayor Davis had engaged state representatives and the Town Manager without informing the Board. Mayor Pro Tem Tursi inquired why the Board was not informed about the request for federal funding and stated that this was an example of the disfunction under Mayor Davis' tenure. If funded, it could be the largest funded project the Town had received.

While Commissioner Philpott was appreciative of Representative Cleveland and Senator Lazzara's efforts it was disappointing to hear of such on the street. The Board should be working as a team.

Board Comments

Commissioner Meilleur believed Mayor Davis to be using town projects to promote himself in his campaign. He added that the Board had attempted to coach Mayor Davis throughout his term on proper processes, but it had been to no avail. The Town had suffered the loss of now two Town Managers, a seasoned Planner, and a Park/Rec Director because of Mayor Davis. He pleaded with the Mayor to work to find a way to work with Board and stop trying to manage employees.

Mayor Davis reiterated the outstanding job by Manager Seaberg, who had had a lot on his plate during his tenure with the Town. He supported his efforts to work with state legislators and was thankful for his relationship with Representative George Cleveland and Senator Michael Lazzara. He applauded both for their efforts with funding requests based on a hallway conversation.

Adjournment

On a motion by Commissioner Philpott, seconded by Mayor Pro Tem Tursi, the meeting adjourned at 7:35pm.



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **NC Local Government Records Retention Schedule Amendments**

Board Meeting Date: **November 8, 2021**

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

Overview:

The October 2021 updates to North Carolina Local Government Records Retention Schedules have been signed by the Department of Natural and Cultural Resources. The universal update covers the General Records and Local Records Schedule. When adopted, it supersedes the following standards on *all* schedules published prior to October 1, 2021:

General Records Schedule

- Administration and Management Records
- Budget, Fiscal, and Payroll Records
- Geographic Information System (GIS) Records
- Human Resources Records
- Information Technology Records
- Legal Records
- Public Relations Records
- Risk Management Records
- Workforce Development Records

Local Records Schedule

- Airport Authority Records
- Animal Services Records
- Code Enforcement and Inspection Records
- Emergency Medical Services and Fire Department Records
- Parks and Recreation Records
- Planning and Regulation of Development Records
- Public Housing Authorities, Redevelopment Commissions, and Entitlement Communities Records
- Public Transportation Systems Records
- Public Utilities and Environmental/Waste Management Records
- Street Maintenance, Public Works, and Engineering Records
- Law Enforcement Records (excluding Sheriff's Office)
- Tax Records (for municipalities)

Reviewed By:

Town Manager _____

Town Clerk 11/2/21

Finance Director _____

Town Attorney _____

Date Action Approved by Board: _____

Action if different from Recommended:

To adopt this schedule, the governing board should take action in a regular open meeting—typically as part of the consent agenda.

Who Needs to Adopt This Schedule?

Among others, agencies that are completely independent of the county structure, such as municipalities and regional councils of government.

Background Attachment(s): *Due to their volumn (about a rem of paper), the links below will take you directly to the Schedules*

[2021 General Records Schedule: Local Government Agencies Change Log](#)

[2021 Program Records Schedule: Local Government Agencies Change Log](#)

Recommended Action: Authorize Execution of Signature Pages by the Clerk/Manager/Mayor accepting the 2021 updates to North Carolina Local Government Records Retention Schedules



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Text Amendment – Food Truck and Push Cart Vendors**

Board Meeting Date: **October 25, 2021**

Prepared By: **Jennifer Ansell, Planner**

Overview: The Board of Commissioners approved Ordinance 2021-O7 at the July 26, 2021 meeting which permitted food trucks and push carts on properties within the B-1, B-2, B-3, and M-I zoning districts, however, the eligible properties also had to be within either the Traditional Town Center, Suburban Town Center, or Employment/Light Industrial land use designation as identified on the Future Land Use Map in the 2019 CAMA Land Use Plan.

Following the approval, the Board requested that the Planning Board consider a recommendation to exempt the outparcel located at 1411 W. Corbett Ave (parcel #050965) from the requirement that it be in one of the three land use designations. The Commissioners also expressed a desire to do so without amending the Land Use Plan.

The property at 1411 W. Corbett Ave is within the B-1 zoning district but is designated as Low-Density Suburban Neighborhood on the Future Land Use Map.

An earlier draft ordinance was revised following the August 10, 2020 meeting of the Board of Commissioners and subsequent meeting with Commissioners Philpott and Tursi in September 2020. The proposal attempted to align the allowance of these types of vendors with the commercial nodes identified on the Future Land Use Map.

A proposal to exempt the parcel could be considered a form of “use variance”. The underlying issue appears to be that this area should have been considered a commercial node on the Future Land Use Map to reflect the existing commercial development. This is the same scenario for the Bailey Center property, and for Team Chevrolet which is identified as Rural Agricultural.

Additionally, both the Planning Board and Board of Commissioners in reviewing development approvals are charged with making a brief statement describing whether the action is consistent or inconsistent with the adopted comprehensive plan. If the Land Use Plan is not amended, any

Reviewed By:

Town Manager _____
Town Clerk 11/2/2021

Finance Director _____
Town Attorney _____

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

proposed commercial project or commercial text amendment impacting these areas would be inconsistent with the plan.

Planning Board Recommendation: The Planning Board reviewed the request at their October 5, 2021 regular meeting and recommended denial of the proposal due to its inconsistency with Section 5, Future Land Use, of the 2019 CAMA Land Use Plan. The vote was unanimous.

Background Attachments:

Planning Board Statement of Consistency
Future Land Use Map

Action Needed: Direction to Staff to:

- 1) Schedule a public hearing on the proposed text amendment exempting parcel #050965 pursuant to Board of Commissioners Policy 9, Scheduling of Public Hearings when the Planning Board and Staff do not support the amendment; or
- 2) Discuss the commercial nodes further with the Planning Board to determine if an amendment to the Land Use Plan is warranted.

PLANNING BOARD STATEMENT OF CONSISTENCY

Food Trucks Text Amendment for Parcel Exemption

During its October 5, 2021, regular meeting, the Town of Swansboro Planning Board considered a proposed amendment to the Unified Development Ordinance, Section 152.180, NOTES TO THE TABLE OF PERMITTED/SPECIAL USES/CONDITIONAL ZONING DISTRICTS (CD), to add an exemption to (DD) Note 30.

The proposed amendment serves to further clarify the recently adopted amendment (Ordinance 2021-07) by adding a parcel exemption for the Food Lion outparcel further identified as tax parcel #050965.

The Planning Board found that the proposed change was **inconsistent** with the current Comprehensive Plan, specifically the 2019 CAMA Land Use Plan Update, Section 5, Future Land Use, and has been recommended for **denial** by the Planning Board.

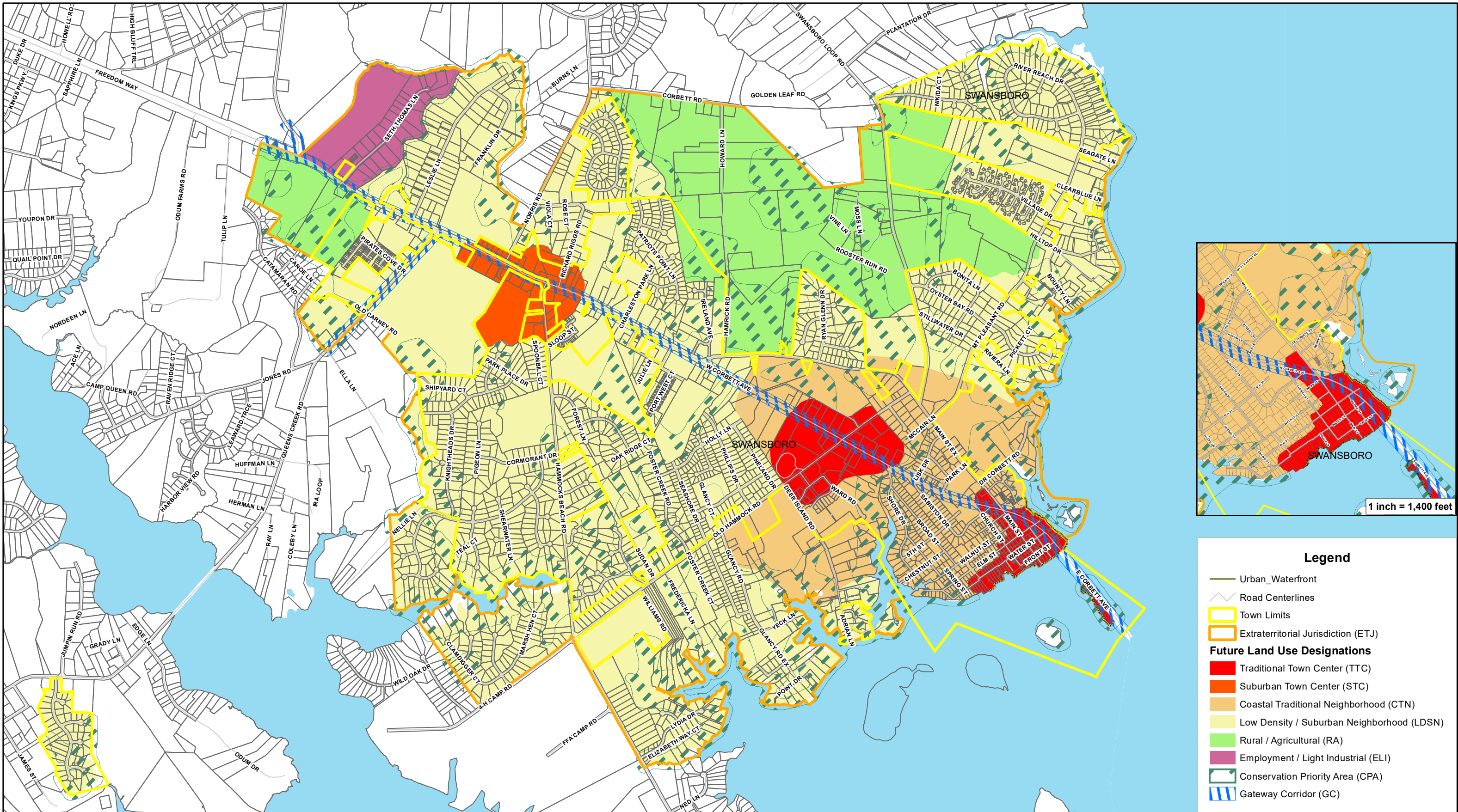
This statement reflects the recommendation of the Town of Swansboro Planning Board this the 5th day of October 2021.

5/0

Vote

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

Scott Chadwick, Planning Board Chairperson



Legend

- Urban_Waterfront
- Road Centerlines
- Town Limits
- Extraterritorial Jurisdiction (ETJ)
- Future Land Use Designations**
 - Traditional Town Center (TTC)
 - Suburban Town Center (STC)
 - Coastal Traditional Neighborhood (CTN)
 - Low Density / Suburban Neighborhood (LDSN)
 - Rural / Agricultural (RA)
 - Employment / Light Industrial (ELI)
 - Conservation Priority Area (CPA)
 - Gateway Corridor (GC)



SWANSBORO CAMA LAND USE PLAN UPDATE

- Future Land Use -

Date printed: 2/12/2020

1 inch = 1,600 feet

Adopted: January 22, 2019
Amended: June 8, 2020

Town Manager. Swansboro NC, the “Friendly City by the Sea” is seeking qualified applicants for the position of Town Manager. With a 2017 population of 2988 and growing, the Town operates under the Council-Manager form of government with the Manager appointed by a six-member Mayor and Board of Commissioners. Swansboro has a professional staff of 31 Fulltime and approximately 20 Part time. The General Fund Budget for Fiscal Year 2018/2019 is \$3,800,000, Stormwater \$110,000 and Solid Waste \$420,000. Situated at the confluence of the White Oak River and the Atlantic Intercoastal Waterway, Swansboro is convenient to Marine Corps Base Camp Lejuene, Marine Corps Air Station Cherry Point, Bogue Inlet and Bogue Banks Beaches.

Qualifications: Proven ability to work collaboratively with advisory boards and citizen groups. Results oriented, customer service focused individual with BA/BS in Public Administration, finance, planning or related field – MPA or MBA preferred with 5-7 years’ experience in local government management. Excellent oral and written communication skills. ICMA-CM preferred or ability to obtain. Ability to work as part of a team with elected officials, department heads and staff, providing supervision and direction. Grant writing and contract administration experience. Experience in coastal communities and in dealing with growth and military populations desired. Interested applicants should include the following: a cover letter, comprehensive resume, salary history and professional references. Electronic submittals are strongly preferred. Submit to Paula Webb at pwebb@ci.swansboro.nc.us or mail to Town Clerk/Admin Services Director/HR at 601 W. Corbett Avenue Swansboro, NC 28584. Position open until filled.

Suggested Timeline for Hiring New Manager

(typically 5-6 month process)

✓ Select Interim Manager – As a reminder, serving as Interim Manager was written into the Assistant Manager/Town Clerk's job description back in 2019. The Board acknowledged I would serve as Interim on September 13, 2021.

- Determine whether to utilize staff or contract search for Manager (Like the 2019 search, I am confident staff can manage the search in house relieving the Town of roughly \$5000)
- Determine skills/characteristics for next Manager so that the job description can be finalized, and resumes can be scored for BOC review.
- Review/finalize job description
- Submit job description to the NCLM, Southern Cities and/or newspaper – run 1 month.
- Determine questions for first round applicants to answer by email. Determine questions for final applicant interviews.
- Managing staff to score 1st round applicants as received based on skills/characteristics provided by BOC and log each on spreadsheet made available to each BOC member **OR** provide resumes to the BOC each week for scoring
- Schedule Closed Session - BOC to select candidates that will advance to next phase - email questions to selected applicants to answer by _____. (1-2 week turn around should be sufficient)
- Schedule Closed Session to determine who is selected to interview based on questions/answers from next phase. BOC to agree on interview dates, 2-3 days depending on number to be interviewed. Managing staff to set up interviews - **(Note - Interview is a Confidential Process – Applicants protected by law)**
- Schedule Closed Session to select candidate and negotiate contract if not already agreed upon following interviews
- _____ new Manager on-board (candidate will most likely need a month's notice)

Attachment: 2019 job description (will update budget numbers)