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BOARD OF COMMISSIONERS MEETING AGENDA

Town of Swansboro

Monday, December 13, 2021

Board Members

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

I. Call to Order/Opening Prayer/Pledge

Mayor John Davis

II. Public Comment

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

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

III. Adoption of Agenda and Consent Items

Board of Commissioners

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

Consent Items:

a. Meeting Minutes

-November 22, 2021, Regular Meeting Minutes

-November 22, 2021, Closed Session Minutes

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

b. Board Schedule

-2022 Board of Commissioners Meeting Schedule

c. Contract

-Lease Renewal: 502 Church St. (Heritage Museum)

d. Resolution

-Resolution of Support for Traffic Signal at SR 1509 Queens Creek Road & Queens Creek Elementary/Swansboro High School Southern Access

IV. Appointments/Recognitions/Presentations

a. 2021 Samuel Swann Bland Community Service Award

Mayor John Davis

The Samuel Swann Bland Community Service Award was created to honor the diligence, hard work, leadership, and dedication that characterized the contributions of Sam Bland to the public and the Swansboro Community. The award is made annually to a public employee, civic leader, or community volunteer that has demonstrated the qualities of outstanding dedication to the improvement of community services that were exhibited in the career and contributions of Samuel Swann Bland.

b. Recognition of Outgoing Board Member

Paula Webb,
Town Manager

c. Oaths of Office Ceremony

The Honorable Judge
Jefferson Griffin

Patricia Turner – Commissioner

Larry Philpott – Commissioner

Jeffrey Conaway – Commissioner

John Davis – Mayor

d. Mayor Pro Tem Appointment

Alissa Fender
Town Clerk

In accordance with NCGS 160A-70 and Town Code 30.06, the Board of Commissioners shall select one of their number to act as Mayor Pro Tem.

Action Needed: 1. Select Mayor Pro Tem.

2. Judge Griffin to administer the Oath of Office to Mayor Pro Tem

e. Jacksonville Urban Area Metropolitan Planning Organization (JUMPO) TAC Appointment

Alissa Fender
Town Clerk

Each local government will have representation on both the TCC and TAC. For Swansboro, TCC representation is usually your Planning Staff. The TAC representation would be a member of the Board of Commissioners. Initially, the voting status on the TAC for all new members in this boundary expansion will be ex officio (non-voting). This is designed to ease the transition.

Action Needed: Appoint TAC Representative and an alternate.

V. Public Hearing - *none*

VI. Business Non-Consent

a. Board Appointments

Alissa Fender

Town Clerk

Multiple appointments/re-appointments are submitted for consideration.

Action Needed: 1. Consider appointments to the Parks Board
2. Consider appointments to the Planning Board
3. Consider appointments to the TDA
4. Consider appointments to the Board of Adjustment
5. Consider appointments to the Historic Preservation Commission

b. Future Agenda Items

Alissa Fender

Town Clerk

Future agenda items are shared for visibility and comment. In addition, an opportunity is provided for the Board to introduce items of interest and subsequent direction for placement on future agendas.

Action Needed: Discuss and provide any guidance

VII. Items Moved from Consent

VIII. Public Comment

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

IX. Manager's Report/Comments

Managers Brief

November Departments Report

Paula Webb

Town Manager

X. Board Comments

Board of Commissioners

XI. Closed Session - *none*

Board of Commissioners

XII. Adjournment

Board of Commissioners

**Town of Swansboro
Board of Commissioners
November 22, 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.

Call to Order/Opening Prayer

The meeting was called to order at 5:30 pm and roll call taken. 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 Items below, along with approval to release the September 13, 2021, closed session minutes were unanimously approved.

Meeting Minutes

September 13, 2021, Closed Session Minutes

October 25, 2021, Closed Session Minutes

November 8, 2021, Regular Meeting Minutes

November 8, 2021, Closed Session Minutes

Business Non-Consent

Food Truck Discussion – Tabled from the November 8, 2021, Regular Meeting

Planner Ansell reviewed that the Board 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.

After discussion the Board noted that there would be a need an update to the Land Use Plan now that some time had passed, and along with the Planning Board, there would need to be complete a review to determine the needed changes. This exception would be on hold until and/or when edits to the Land Use Plan are agreed on and/or changed.

Financial Report - October 31, 2021

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.

The Board discussed changing the first meeting of the month back to a workshop meeting and having the regular meeting as the second meeting. The workshop would be specifically for review of the regular meeting agenda items. It was decided that a workshop could be held on the first meeting of the month if the workload allowed, if not, they would consider a special meeting for a workshop.

Mayor Davis asked for recognition of an athlete from Swansboro High School achieving 4th at states in Cross Country to be added to a future agenda. The Board reminded the Mayor that the policy for recognition of athletes was for those who had achieved the championship. While it was a great accomplishment, the Board felt recognition would be best presented at the school in front of their peers.

Mayor Davis also inquired on the addition of discussion related to funds that were coming to Swansboro for sidewalks and the EOC facility. Manager Webb shared that no details had been received from the state, only verbal approval. Board members preferred to wait until confirmation and details on the funding were received.

Public Comments

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

Manager's Report

Manager Webb entertained any questions from the managers brief in the packet. In response to inquires from the Board, Manager Webb shared:

- 4 of the 6 easements requests that were sent to residents recently regarding the Old Hammock sidewalks had come back and awaiting funding to proceed.
- The One-Way signs were ordered for the traffic change to Front Street. Once those are received then the process would begin with education and patrols.
- Partnering with other facilities in Town for an EOC location would be investigated, and on a suggestion, The Landings would be a location to consider.

Board Comments

Board members expressed Thanksgiving sentiments and shared they were thankful to be meeting in person again.

Mayor Davis thanked the staff especially Public Works for their work on the Town events. He inquired on the Flotilla event and the number of entries. Director Stanley indicated 15 entries to date. He also shared that he had received feedback about the crosswalk at the Fire department not being utilized during recent events and requested it be utilized in the future. Manager Webb shared that there had not been enough staff available for the most recent events.

Closed Session

On a motion by Commissioner Philpott the Board entered closed session pursuant to NCGS 143-318.11 a (2) to review 2021 Sam Bland Award applications, and (5) to review contract terms of a public officer. The motion was seconded by Commissioner Pugliese and unanimously approved.

Pursuant to a motion duly made in closed session, the Board returned to open session.

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Meilleur, the contractor for Town Manager Paula Webb was approved unanimously.

Adjournment

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Meilleur, the meeting adjourned at 7:50 pm.



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **2022 Board of Commissioners Meeting Schedule**

Board Meeting Date: **December 13, 2021**

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

Overview:

NCGS 160A-71 provides that the Board establish a time and place for its regular meetings. The 2022 meeting schedule has been prepared based on the Town's Administrative Policy 1F which states that the Board of Commissioners meeting dates fall on the 2nd and 4th Monday of each month. Once adopted, the meeting schedule will be posted on the bulletin board outside the Administrative Offices at Town Hall and on the Town website.

Action to consider: Adopt 2022 meeting schedule

Background Attachment(s):

2022 BOC Meeting Schedule
NCGS 160A-71 for reference

Reviewed By:

Town Manager 11/29/2021
Town Clerk 11/29/2020

Finance Director _____
Town Attorney _____

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



TOWN OF SWANSBORO

Board of Commissioners

2022 Meeting Schedule

All meetings are held at 5:30 pm in the Community Room at Town Hall
601 W. Corbett Avenue – Swansboro, NC 28584

January 10, 2022
January 24, 2022

February 14, 2022
February 28, 2022

March 14, 2022
March 28, 2022

April 11, 2022
April 25, 2022

May 9, 2022
May 23, 2022

June 13, 2022
June 27, 2022

July 11, 2022
July 25, 2022

August 8, 2022
August 22, 2022

September 12, 2022
September 26, 2022

October 10, 2022
October 24, 2022

November 14, 2022
November 28, 2022

December 12, 2022
December 26, 2022

§ 160A-71. Regular and special meetings; recessed and adjourned meetings; procedure.

(a) The council shall fix the time and place for its regular meetings. If no action has been taken fixing the time and place for regular meetings, a regular meeting shall be held at least once a month at 10:00 A.M. on the first Monday of the month.

(b) (1) The mayor, the mayor pro tempore, or any two members of the council may at any time call a special council meeting by signing a written notice stating the time and place of the meeting and the subjects to be considered. The notice shall be delivered to the mayor and each councilman or left at his usual dwelling place at least six hours before the meeting. Only those items of business specified in the notice may be transacted at a special meeting, unless all members are present or have signed a written waiver of notice. In addition to the procedures set out in this subsection or any city charter, a person or persons calling a special meeting of a city council shall comply with the notice requirements of Article 33C of General Statutes Chapter 143.

(2) Special meetings may be held at any time when the mayor and all members of the council are present and consent thereto, or when those not present have signed a written waiver of notice.

(3) During any regular meeting, or any duly called special meeting, the council may call or schedule a special meeting, provided that the motion or resolution calling or scheduling any such special meeting shall specify the time, place and purpose or purposes of such meeting and shall be adopted during an open session.

(b1) Any regular or duly called special meeting may be recessed to reconvene at a time and place certain, or may be adjourned to reconvene at a time and place certain, by the council.

(c) The council may adopt its own rules of procedure, not inconsistent with the city charter, general law, or generally accepted principles of parliamentary procedure. (1917, c. 136, subch. 13, s. 1; C.S., s. 2822; 1971, c. 698, s. 1; 1973, c. 426, s. 14; 1977, 2nd Sess., c. 1191, s. 7; 1979, 2nd Sess., c. 1247, s. 5; 1989, c. 770, s. 37.)



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Lease Renewal: 502 Church St. (Heritage Museum)**

Board Meeting Date: **December 13, 2021**

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

Overview:

The Swansboro Historical Association (SHA) proposes to continue utilizing approximately 4,052 square feet seven (7) days/week at 502 Church Street for the historic museum. The current lease arrangement is for \$1/year for one (1) year. The lease is set to expire on December 31, 2021.

Background/Recommendation:

The SHA has been leasing the facility since 2016. Communications in the file prior to 2016 indicate a recommendation by a former Manager that the Town lease the facility to SHA for a period of 3 years at \$1/year until the Heritage Museum could progress enough to at least fund utility expenses and develop a 5-year operational plan. Hurricane Florence damage and COVID-19 have delayed SHA from progressing and developing that plan. The Town is also in receipt of the NPS Emergency Supplemental Historic Preservation Fund Grant. Project details for this grant are quite extensive and could possibly require vacating the facility to complete the work.

It would be my recommendation to lease the facility for an additional year at \$1/year.

Background Attachment:

1. NCGS 160A-272
2. Resolution 2021-R12

Recommended Action: Motion to adopt Resolution 2021-R12 approving the lease as described above and upon other such terms as the Town Manager determines to be in the best interests of the Town and authorizes and directs the Town Manager to execute, at the appropriate time, any instruments necessary to consummate such lease agreement.

Reviewed By:

Town Manager 12/1/21
Town Clerk 12/1/21

Finance Director _____
Town Attorney _____

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

§ 160A-272. Lease or rental of property.

(a) Any property owned by a city may be leased or rented for such terms and upon such conditions as the council may determine, but not for longer than 10 years (except as otherwise provided in subsection (b1) of this section) and only if the council determines that the property will not be needed by the city for the term of the lease. In determining the term of a proposed lease, periods that may be added to the original term by options to renew or extend shall be included.

(a1) Property may be rented or leased only pursuant to a resolution of the council authorizing the execution of the lease or rental agreement adopted at a regular council meeting upon 30 days' public notice. Notice shall be given by publication describing the property to be leased or rented, stating the annual rental or lease payments, and announcing the council's intent to authorize the lease or rental at its next regular meeting.

(b) No public notice as required by subsection (a1) of this section need be given for resolutions authorizing leases or rentals for terms of one year or less, and the council may delegate to the city manager or some other city administrative officer authority to lease or rent city property for terms of one year or less.

(b1) Leases for terms of more than 10 years shall be treated as a sale of property and may be executed by following any of the procedures authorized for sale of real property.

(c) Notwithstanding subsection (b1) of this section, the council may approve a lease without treating that lease as a sale of property for any of the following reasons:

- (1) For the siting and operation of a renewable energy facility, as that term is defined in G.S. 62-133.8(a)(7), for a term up to 25 years.
- (2) For the siting and operation of a tower, as that term is defined in G.S. 146-29.2(a)(7), for communication purposes for a term up to 25 years.
- (3) For the operation and use of components of a wired or wireless network, for a term up to 25 years; provided, however, that the lease is entered into with a private broadband provider or a cooperative in connection with a grant agreement pursuant to G.S. 143B-1373 and is for a discrete and specific project located in an unserved area of an economically distressed county seeking to provide broadband service to homes, businesses, and community anchor points not currently served.

(d) Notwithstanding subsection (a) of this section, any lease by a city of any duration for components of a wired or wireless network shall be entered into on a competitively neutral and nondiscriminatory basis and made available to similarly situated providers on comparable terms and conditions and shall not be used to subsidize the provision of competitive service. (1971, c. 698, s. 1; 1979, 2nd Sess., c. 1247, s. 26; 2009-149, ss. 2, 3; 2010-57, s. 2; 2010-63, s. 2(b); 2011-150, s. 1; 2014-120, s. 34; 2015-246, s. 9; 2018-5, s. 37.1(c).)

RESOLUTION (2021-R12)
AUTHORIZING THE TOWN TO ENTER INTO A LEASE FOR ONE YEAR
PURSUANT TO N.C. GEN. STAT. § 160A-272

WHEREAS, N.C. Gen. Stat. §160A-272 authorizes a town to enter leases of one year upon resolution of its council adopted at its regular meeting; and,

WHEREAS, the Board of Commissioners of the Town of Swansboro is convened in a regular meeting; and

WHEREAS, the Town of Swansboro owns the property located at 502 Church St, Swansboro, upon which is located the Town's previous Town Hall. Within that building (the "Premises"), there is an office area that the Town currently does not have use for; and

WHEREAS, the Swansboro Historical Association, Inc. ("Association") has requested that the Town of Swansboro lease a portion (Exhibit A, Area B) of the Premises for use as the Swansboro Area Heritage Center; and,

WHEREAS, the Town of Swansboro is amenable to leasing a portion (Exhibit A, Area B) of the Premises to the Association for twelve (12) months at a rental rate of \$1.00 per year and upon such other terms as the Town Manager determines to be in the best interests of the Town.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Town of Swansboro approves the lease of a portion (Exhibit A, Area B) of the Premises to the Association for twelve (12) months a rental rate of \$1.00 per year and authorizes and directs the Town Manager to execute, at the appropriate time, any instruments necessary to consummate the lease agreement with the Association.

This the 13th day of December 2021.

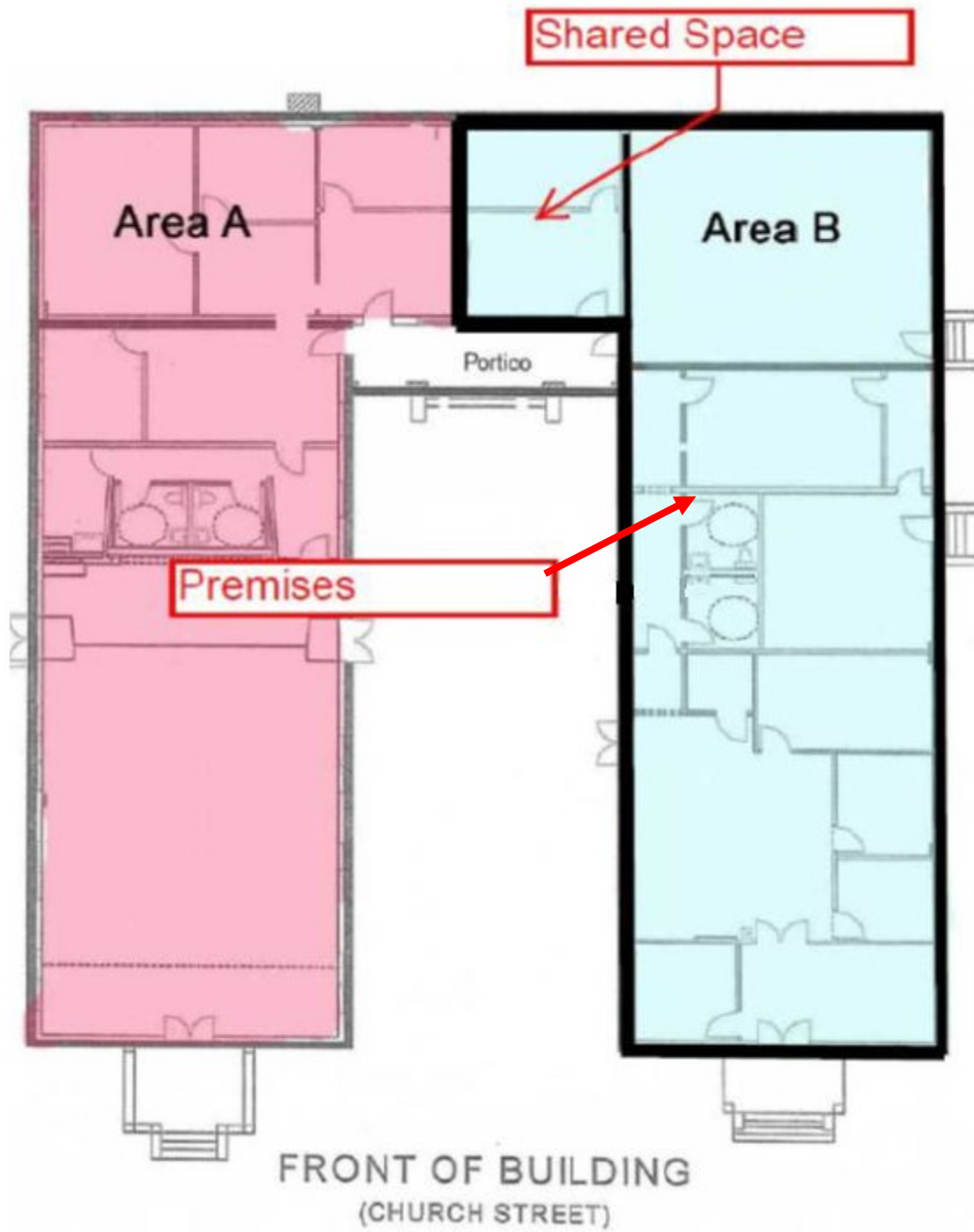
TOWN OF SWANSBORO

By:

John Davis, Mayor

Attest:

Alissa Fender, Town Clerk



**TOWN OF SWANSBORO
RESOLUTION 2021-R13**

**Resolution of Support for Traffic Signal at SR 1509 Queens Creek Road & Queens Creek
Elementary/Swansboro High School Southern Access**

WHEREAS, the Town of Swansboro is committed to improving the safety and general welfare of the motoring public; and

WHEREAS, the North Carolina Department of Transportation has submitted a request to use contingency funds to proceed with the design and installation of a recommended traffic signal at the intersection of (SR 1509) Queens Creek Road & Queens Creek Elementary School/Swansboro High School Southern Access; and

WHEREAS, the Department of Transportation recommends the installation of traffic signals to control the flow of traffic and increase safety at intersections that have an identified need as provided by a traffic control plan or traffic study; and

WHEREAS, in order to pursue the necessary funding, the Department of Transportation requires a resolution of support for the project from the Swansboro Board of Commissioners; and

WHEREAS, the Town of Swansboro Board of Commissioners has considered the above-described request and is in support of the installation of a traffic signal at the intersection of (SR 1509) Queens Creek Road & Queens Creek Elementary School/Swansboro High School Southern Access.

NOW THEREFORE BE IT RESOLVED by the Town of Swansboro Board of Commissioners that it expresses its support of the above-described project recommended by the North Carolina Department of Transportation and requests that the project proceed once the necessary funding has been established.

Adopted this 13th day of December 2021.

John Davis, Mayor

Attest:

Alissa Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Mayor Pro Tem Appointment**

Board Meeting Date: **December 13, 2021**

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

Overview:

In accordance with Town Code 30.06, the Board of Commissioners shall select one of their number to act as Mayor Pro Tem. Following the selection, Jefferson Griffin will administer a separate oath for the office of Mayor Pro Tem.

Action to Consider:

1. Select Mayor Pro Tem
2. Judge Jefferson Griffin to administer the Oath of Office to the Mayor Pro Tem

Background Attachments:

Town Code 30.06

§ 30.06 SELECTION AND DUTIES OF THE MAYOR PRO TEM.

(A) At the first meeting after their election, the Board of Commissioners shall select one of their number to act as Mayor Pro Tem. A Board member serving as Mayor Pro Tem shall be entitled to vote on all matters and shall be considered a Board member for all purposes, including the determination of whether a quorum is present.

(B) The Mayor Pro Tem shall have no fixed term of office. During the absence of the Mayor, the Board may confer upon the Mayor Pro Tem any of the powers and duties of the Mayor. If the Mayor should become physically or mentally incapable of performing the duties of his office, the Board may by unanimous vote declare that he is incapacitated and confer any of his powers and duties on the Mayor Pro Tem. Upon the Mayor's declaration that he is no longer incapacitated, and with the concurrence of a majority of the Board, the Mayor shall resume the exercise of his powers and duties.

(C) In the event both the Mayor and the Mayor Pro Tem are absent from a meeting, the Board may elect from its members a temporary chairman to preside in such absence.

(OC, § 2-1-6) (Am. Ord. passed 4-13-89)

Statutory reference:

For provisions on Mayor Pro Tem, see G.S. § 160A-70

Reviewed By:

Town Manager 11/29/2021
Town Clerk 11/29/2021

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: **Jacksonville Urban Area Metropolitan Planning Organization (JUMPO) TAC Appointment**

Board Meeting Date: **December 13, 2021**

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

Overview

JUMPO is managed by two supporting committees, the Technical Coordinating Committee (TCC) and the Transportation Advisory Committee (TAC). Very similar to the Board of Commissioners/Planning Board functions for the Town, the TCC acts in an advisory capacity and the TAC act in more of a legislative capacity.

Each local government will have representation on both the TCC and TAC. For Swansboro, TCC representation is usually your Planning Staff. The TAC representation would be a member of the Board of Commissioners. Initially, the voting status on the TAC for all new members in this boundary expansion will be ex officio (non-voting). This is designed to ease the transition.

Recommended Action: Appoint TAC Representative and an alternate.

Reviewed By:

Town Manager 11/29/2021
Town Clerk 11/29/2021

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: **Board Appointments**

Board Meeting Date: **December 13, 2021**

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

Overview: Due to expiration of terms or resignations, there are several board appointments needed. A list of expirations is provided below as well as those members who seek re-appointment and a Talent Bank Sheet with those citizens with interest to serve.

Parks Board

Four (4) seats to consider for appointment/reappointment.

Debbie Hernatkiewicz – term expires 01/2022, has interest in re-appointment

Lawrence Abalos – term expires 01/2022, has interest in re-appointment

Jennifer Steele – term expires 01/2022, has interest in re-appointment

Jamie Botinovch (ETJ) – term expires 01/2022, not interested in re-appointment

There are 3 application(s) on file (*see Talent Bank Sheet*)

Planning Board – (*see NCGS 160A-362 attached*)

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

One (1) vacancy to consider for appointment for ETJ

Two (2) seats to consider for appointment/reappointment.

Scott Chadwick – term expires 01/2022, has interest in re-appointment

Michael Favata – term expires 01/2022, has interest in re-appointment

There are 7 application(s) on file (*see Talent Bank Sheet*).

TDA

Three (3) seats to consider for appointment/reappointment

Sherrie Hancock – term expires 12/2021, has interest in re-appointment

Linda Thornley – term expires 12/2021, has interest in re-appointment

Scott Chadwick – term expires 12/2021, has interest in re-appointment

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

Reviewed By:

Town Manager 11/29/2021
Town Clerk 11/29/2021

Finance Director _____
Town Attorney _____

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

Board of Adjustment

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

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

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

There are 3 application(s) on file (*see Talent Bank Sheet*).

Historic Preservation Commission

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

There are 3 application(s) on file (*see Talent Bank Sheet*).

Action to Consider:

1. Consider appointments to the Parks Board
2. Consider appointments to the Planning Board
3. Consider appointments to the TDA
4. Consider appointments to the Board of Adjustment
5. Consider appointments to the Historic Preservation Commission

Background Attachments:

NCGS 160A-362 and NCGS 128-1.1

Tourism Development Authority Membership Requirements

ETJ Resolutions

Talent Bank Sheet

§ 160A-362. Extraterritorial representation.

When a city elects to exercise extraterritorial zoning or subdivision-regulation powers under G.S. 160A-360, it shall in the ordinance creating or designating its planning board provide a means of proportional representation based on population for residents of the extraterritorial area to be regulated. Representation shall be provided by appointing at least one resident of the entire extraterritorial zoning and subdivision regulation area to the planning board and the board of adjustment that makes recommendations or grants relief in these matters. For purposes of this section, an additional member must be appointed to the planning board or board of adjustment to achieve proportional representation only when the population of the entire extraterritorial zoning and subdivision area constitutes a full fraction of the municipality's population divided by the total membership of the planning board or board of adjustment. Membership of joint municipal county planning agencies or boards of adjustment may be appointed as agreed by counties and municipalities. Any advisory board established prior to July 1, 1983, to provide the required extraterritorial representation shall constitute compliance with this section until the board is abolished by ordinance of the city. The representatives on the planning board and the board of adjustment shall be appointed by the board of county commissioners with jurisdiction over the area. When selecting a new representative to the planning board or to the board of adjustment as a result of an extension of the extraterritorial jurisdiction, the board of county commissioners shall hold a public hearing on the selection. A notice of the hearing shall be given once a week for two successive calendar weeks in a newspaper having general circulation in the area. The board of county commissioners shall select appointees only from those who apply at or before the public hearing. The county shall make the appointments within 45 days following the public hearing. Once a city provides proportional representation, no power available to a city under G.S. 160A-

360 shall be ineffective in its extraterritorial area solely because county appointments have not yet been made. If there is an insufficient number of qualified residents of the area to meet membership requirements, the board of county commissioners may appoint as many other residents of the county as necessary to make up the requisite number. When the extraterritorial area extends into two or more counties, each board of county commissioners concerned shall appoint representatives from its portion of the area, as specified in the ordinance. If a board of county commissioners fails to make these appointments within 90 days after receiving a resolution from the city council requesting that they be made, the city council may make them. If the ordinance so provides, the outside representatives may have equal rights, privileges, and duties with the other members of the board to which they are appointed, regardless of whether the matters at issue arise within the city or within the extraterritorial area; otherwise they shall function only with respect to matters within the extraterritorial area. (1959, c. 1204; 1961, c. 103; c. 548, ss. 1, 13/4; c. 1217; 1963, cc. 519, 889, 1076, 1105; 1965, c. 121; c. 348, s. 2; c. 450, s. 1; c. 864, ss. 3-6; 1967, cc. 15, 22, 149; c. 197, s. 2; cc. 246, 685; c. 1208, s. 3; 1969, cc. 11, 53; c. 1010, s. 5; c. 1099; 1971, c. 698, s. 1; 1983, c. 584, ss. 1-4; 1995 (Reg. Sess., 1996), c. 746, s. 2; 2005-418, s. 11.)

§ 128-1.1. Dual-office holding allowed.

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

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

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

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

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

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

RESOLUTION 2011-R8
A RESOLUTION ESTABLISHING THE
SWANSBORO TOURISM DEVELOPMENT AUTHORITY

Section 2. Membership. The Swansboro Tourism Development Authority shall consist of six members, who shall be appointed by the Swansboro Board of Commissioners for a term of two years each that shall coincide with the calendar year; provided, however, that the initial appointments to the authority shall be for a term of 28 months, beginning September 1, 2011. The members shall serve at the pleasure of the Board of Commissioners, and any vacancies on the authority shall be filled by appointment of the Board of Commissioners. At least half of the members of the authority shall be persons who are active in the promotion of travel and tourism in the town, and at least one third of the members shall be persons who are affiliated with businesses that collect the room occupancy tax. Individual members may, if qualified, serve in- and fulfill the representation requirements for more than one category, and the Town officials shall be regarded as being active in the promotion of travel and tourism, so long as the Town appropriates funds in support of these purposes. The remaining member or members of the authority shall be appointed at the sole discretion of the Board of Commissioners and may include members of the town governing board or town administration. The Board of Commissioners shall designate the member of the authority who shall serve – at its pleasure – as the chair of the authority and shall determine the compensation, if any, to be paid to the members of the authority.

TOWN OF SWANSBORO
Resolution 2021-R14

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

WHEREAS, NCGS 160A-362 provides that the County Board of Commissioners is the appointing authority for extraterritorial representatives on municipal planning boards and boards of adjustment; and

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

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

<u>Municipal Board</u>	<u>Nominee</u>	<u>Address</u>	<u>Term Expiration</u>
Planning Board	_____	_____	_____
Parks Board	_____	_____	_____

Adopted this 13th day of December 2021.

John Davis, Mayor

Attest:

Alissa Fender, Town Clerk

THUMBNAIL PROFILES TALENT BANK APPLICANTS

Jerry Morse Town Limits (910) 787- 4221 (11/2021)

Interested in Planning Board / Board of Adjustment

-Employed as Detective with Jacksonville Police Department, Coastal Caroling Community College Instructor. 30+ years in law enforcement.

-Served on Jacksonville Arts Council, Onslow Juvenile Justice Board, at large member of Onslow County GOP.

-Would like to get involved in the community and help influence the shape and future of Swansboro.

Edward Binanay Town Limits (919) 523 - 1547 (11/2021)

Interested in Planning Board / Historic Preservation / Other

-Retied (UNC Chapel Hill and Corporate Experience)

-Bachelor's degree

-Chairman for Durham Performing Art Center, President of Asian Pacific Island Outreach, State Co-Chair - NC Asian American Pacific Islander (AAPI), Family Health Ministries Board Member, Founder of Music of Mind non-profit.

-Would like to volunteer his time and effort to help Swansboro grow and retain it's wonderful small town ambience.

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

Interested in Planning Board

-Self Employed

-Bachelor's degree

-Current member of Parks & Rec board, Vice President of Swansboro Century Club, Coastal FCS Board member, Youth Sports Coach

-Would like to be a part of our community growth and development.

Laurent Meilleur Town Limits (602) 386 - 4343 (11/2021)

Interested in Planning Board

-VP Strategic Markets – DDC - I

-Mixed college with management and technical education

-Previous member of Swansboro Planning Board, Board of Commissioners, SADF

-Loves Swansboro and desires to see improvement, values interest in seeing our town develop while maintaining our sense of what makes Swansboro unique.

Sherrie Hancock ETJ (Hilltop Lane) (910) 581 – 4768 (11/2021) Interested in Planning Board

-Currently unemployed

-Served on Swansboro TDA(up for reappointment), Swansboro Festival Committee

-Lifelong resident of Swansboro and knowledge of area, desires to help community.

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

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

-Attorney: The Law Office of R. Christian Smith, PLLC

-Juris Doctor

-Civic community involvement includes Boy Scouts of Amercia, One Harbor Church, First Baptist Church

-Retied from NC Army National Guard, Extensive Storm response experience, previous Prosecutor, Probation Officer

-Loves residing in Swansboro and wants to see it experience responsible growth that allows additional residents to call Swansboro home, improve quality and variety of services while maintaining health and safety of community along with small town feel.

Spencer Marsinek Town Limits (405)370-8620 (12/2021)

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

-Operation Office for USMC

-Bachelor's degree

-CEO of Swansboro Baseball & Softball League, Youth and young adult athletic coaching, Previous Commissioner/Vice President of Swansboro Baseball & Softball League

-Loves the town and community and would work to advance the town and ensure the longevity of the historic roots and importance of small business success.

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

Interested in Park Board

-USMC

-Bachelor's degree, Master of Science in Strategic Leadership

-10 years of coaching and volunteer service within the Boy Scouts of America

-Interested in serving on the board to be more involved with the development of programs that meet the needs of the community. Most interested in development of an aquatic facility to meet the needs of everyone in the community to include future opportunities for afterschool programs, activities and person development

Note: Applications are kept on file for one year.

(Updated 11/18/21) afender Z:\Town Clerk\Advisory Board Members



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **December 13, 2021**

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

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

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

Proposed for January 10, 2022

- * Public Hearing – Text Amendment/Church, School and Public Building Signage
- * Audit Presentation
- * Budget Calendar

Proposed for January 24, 2022

- * Finance Report
- * Public Hearing – Text Amendments/Sign Amortization
- * Public Hearing – Text Amendments/Temporary Signs

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*)
- * Shipwrights Point Phase II Street Acceptance (*Tentative*)

<u>February Meetings:</u>
14th
&
28th

MANAGER'S REPORT

Town Projects/Initiatives Update

December 2021

Submitted By: Paula Webb, Town Manager

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

- **Swansboro Causeway Living Shoreline Project:**

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

The following information is from their project narrative:

Project Site 2: Swansboro Yacht Club

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

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

Project Engineer, Brian Lipscomb confirmed a project construction timeline of late Fall/Winter of 2022/2023. A notice to proceed has been issued for a traffic impact analysis for the project. RK&K tentatively plan to be out collecting traffic counts prior to Thanksgiving.

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

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

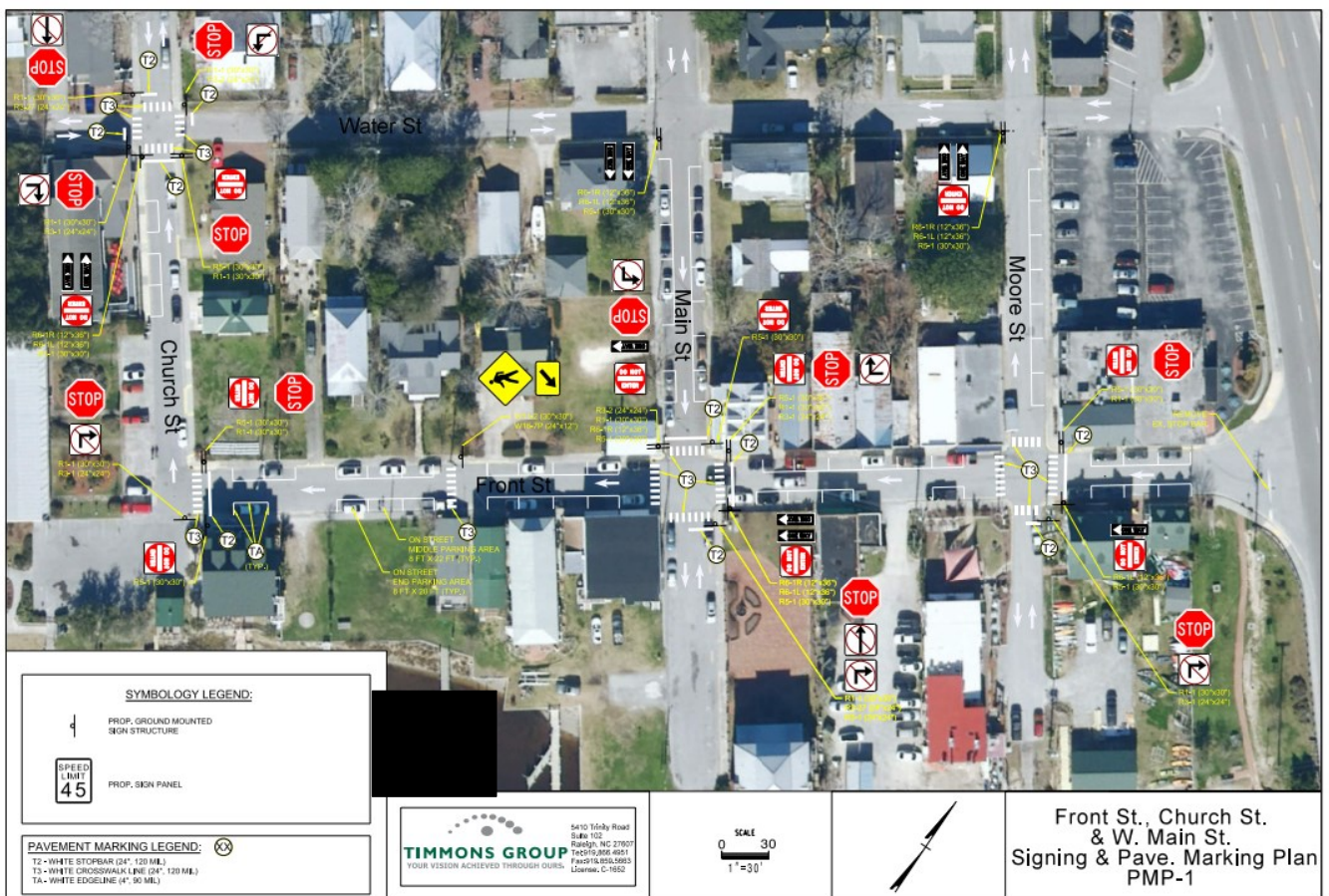
Town of Swansboro, NC Manager's Report

conversation could be had with other local facilities in Swansboro that have buildings with a higher level of protection for space utilization.

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

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

- 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.



Town of Swansboro, NC Manager's Report

Public Works Director Jim Stipe is ordering signs in preparation for project implementation. As promised, once those signs arrive a more definite date will be given, and public awareness will begin prior to implementation.

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

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

Through our efforts in the 2019 CAMA Land Use Plan update, Swansboro has effectively covered most of the parameters for phases 1 and 2. This grant will assist in finishing the remaining requirements under phases 1 & 2 so we may move forward with the final 2 phases. Applications for Phases 3 & 4 is expected to be due by the end of this calendar year.

Dewberry, Beth Smyre hosted the first RCCP Committee meeting November 17, 2021 at Town Hall. The committee identified several areas that better planning (resilience) was needed but narrowed the list to the top priorities being stormwater mapping and generator power for schools/nursing homes. The complete list included:
Disaster Recovery (generators for nursing homes, and schools)
Stormwater Management/Mapping
Climate Change
Hurricane Response/Evacuation
King Tide Levels

A community engagement meeting will be scheduled in early 2022 to gather input and reactions to the topics above and others the public might want to add.

- **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 (ESHPPF) 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.

Town of Swansboro, NC Manager's Report

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

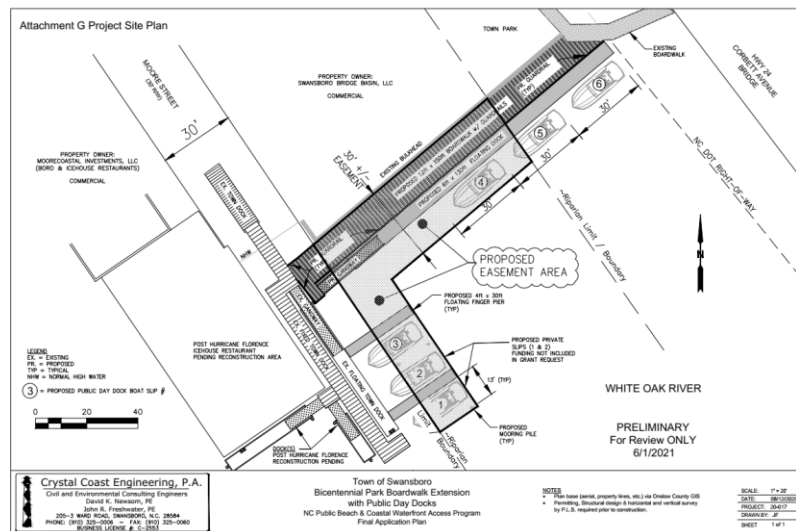
We were notified on January 14, 2021 that our application for Emmerton School was awarded for 100% funding (\$424,000). Please note that grant activities may not take place until the Grant Contract has been signed. We expect to receive the proposed grant contract in November 2021 and hope to have a quick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

On 12/1/21, received notification that NCDCCR is drafting a subgrant agreement. The National Park Service has given clearance to begin the project.

- **2020 NC Public Beach and Coastal Waterfront Access Grant Project** – The Town received notification on November 3, 2020 that the Bicentennial Park Boardwalk Extension with Public Day Docks Grant Project has been approved and granted the full amount requested of \$142,350. The Total project cost is \$158,350 with the grant. \$7,000 of the required \$16,000 town match will be non-cash/in-kind. The project will include the following:

1. A 150 feet by 12 feet wide wooden boardwalk to be located waterward of an existing concrete bulkhead along the shoreline of the southern section of the park and the Mattocks House property. The boardwalk will connect on the western end of the existing Town Dock located in the Moore Street right-of-way.
2. A floating dock measuring 6 feet by 130 feet will be located immediately waterward of the Boardwalk and will connect to the existing Moore Street Dock by means of 4 feet by 30 feet aluminum gangway on the western end.
3. There will be four boat slips to accommodate day visitors in small boats

Town of Swansboro, NC Manager's Report



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 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.



Town of Swansboro, NC Manager's Report

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

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

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

Senate Bill 105 approved November 18, 2021 included the \$100K for sidewalk extensions in Swansboro. Awaiting official notification from the Office of State Budget/Appropriations. Four easements still needed for this priority area from Fredricka Lane to the Catholic Church connection. Two letters have been sent to property owners regarding the required easements since October 8, 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*

- **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.

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

Town of Swansboro, NC
Manager's Report

- **Swansboro ADA Plan** – Assessments of Town facilities have been completed. We anticipate a Public Hearing early in 2021 in hopes to officially adopt this plan once complete. Stewart has had some turnover in staff and asked that I submit notes from our last meeting.

Department Reports for November 2021

Administrative Services

- Phone Records Report for November: 2044 calls
 Town Hall – 615 Parks and Recreation – 451
 Police Department – 448 Fire Department – 68 Outgoing totals – 462
- Building permits sold for November: 53 residential/commercial combined; \$13,519.28 total fees collected (includes 13 re-inspections)
- 240 Building inspections scheduled/23 Fire Inspections processed
- 73 Various receipts processed
- 316 ONWASA payments processed; 5 New Services; 12 other requests
- 12 Work Orders generated for Public Works
- 3 Notarization's performed (plus Paula's)
- Admin Staff worked at Visitor's Center 3 days each week (Darla, Alissa, and Lisa)
- US Census Report Submitted – Permits
- Attended Chamber General Membership Meeting
- Worked with Chamber Nominating Committee to establish list of potential new Board of Directors
- Site Visit to assure Stanley family happy with tree removal along Phillips Drive
- Met with Duke Energy representative Barry Grifton to conduct an audit of town facilities – future quote on lighting upgrades for efficiency
- Saltwater Grill site visit with Jim Stipe and Jennifer Ansell to determine correction actions for breakaway wall area usage
- Prepared a draft MOU for Inspections with Onslow County – pending Attorney review
- Attended RCCP Committee Action Meeting – hosted by Dewberry Beth Smyre
- Inspection at Swansborough Yacht Club with Jim Stipe, Jennifer Ansell, Atty Michael Parrish
- Public Records Request – Pay/Class to Piedmont Triad Regional Council
- Contract preparation for Manager
- State Budget review for Swansboro allocations
- Met with Downtown Merchants representative to discuss events/festivals etc.
- Deposition assistance to Attorney Clay Collier
- Correspondence with Jonathan McDaniel regarding annexation of Swansgate subdivision
- Correspondence with state representative on island usage for fireworks
- Thanksgiving Luncheon Planned & Held
- Prepared Street Closures notice for Swansboro by Candlelight and Flotilla Events
- Issued news release on Office holiday closures and Garbage collection schedule change
- Met with 117 Elm Street property owners regarding water runoff on their property
- Finalized October Departments Report
- Finalized Sam Bland Award
- Onboarding/Off boarding for outgoing and incoming Board of Commissioners

Department Reports for November 2021

- Updated Manager's Brief
- 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 6 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: 11,502. Top 5 pages viewed in November – Special Events 609, Employment 565, Police Dept 524, Contact Us 524, Parks/Rec 516

Finance

- Sales & Use Tax received in November 2021 is \$105,141
- Accounts Payable Summary for November 2021:
 - 104 Invoices-Totaling \$138,492
 - 14 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (kWh) for November 2021 (197.0)
- Processed payroll-11/5 & 11/19; updated employee accrual balances- (spreadsheet & Asyst)
- Stormwater Fees Collected-November 2021-\$1,979
- Updated Stormwater spreadsheet
- Prepared October 2021 monthly financial report
- October 2021 Bank Reconciliation-Town accounts
- October 2021 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- The Finance Director received the draft of the financial report. The Draft will be reviewed by the Finance Director, and then sent to the LGC.
- Updating the Management Discussion and Analysis (MD&A) for the audit report.
- Submitted the annual Workers Comp Self-Audit
- Submitted Powell Bill Expenditure Report
- Gathering financial information for annual audit FY 20/21
- Updating the statistical section of the Annual Comprehensive Financial Report
- Gathering information for the Workers Comp Self Audit
- Attended ARP/CLFRF Zoom Office Hours hosted by UNC School of Government
- Attended GoToMeeting with Tyler Technologies (Software)-uploaded information into the Project Portal
- Public Records Request-Surf City

Fire Department

Fire Calls

Department Reports for November 2021

- 42 Total Fire Calls
 - o 12 Calls in Town including - 3 MVC, 4 Alarms Systems, 1 Public Service, 1 Unauthorized Burning, 1 Police Assist, 1 MVC vs. Pedestrian, 1 Service Call
 - o 4 Calls in White Oak District – 1 Service Call, 1 Good Intent, 1 Authorized Burn, 1 Unauthorized Burn
 - o 13 Calls Mutual Aid – 5 Dispatched & Cancelled, 2 Brush Fire, 1 Building Fire, 1 Vehicle Fire, 1 Motor Home Fire, 1 Extrication, 1 Smoke Scare, 1 Outside Rubbish Fire
 - o 13 EMS – 5 Calls to White Oak District, 8 Calls to Swansboro
- 2185 Training hours – Paid Staff
- 27 Training hours – Volunteer Training
- 168 Hours Volunteer Duty Days = 7 – 24 hour Shifts

Cost Saved 168 hrs. x \$14.00 = \$2,352.00

Paid staff

- Chief Degnan and Captain Earles successfully completed the Fire Officer 1 class at Coastal Carolina College
- Chief Degnan will attend the Fire Officer II class at Coastal Carolina Community College in December

Volunteer staff

- We currently have nine volunteers on staff, six of which are interior firefighters the others are trainees
- Jamison Smith began his volunteer service with the department in November. He is new to the area and is a member of the US Coast Guard. He brings a wealth of firefighting knowledge and experience to the department

Vehicle repairs

- All other vehicles are in good working order

Department activities

- The department is currently performing annual hose testing to meet NFPA standards
- All three shift members painted the interior of the station which significantly improved the professional image of the department for staff and visitors

Parks and Recreation

DIRECTOR'S REPORT

Festivals/Events

Mullet Festival

- Reviewed and revised 2022 applications for all vendors
- Mailed race T-shirts and awards to participants
- Compiling final expenses

Department Reports for November 2021

Flotilla

- 14 boaters participated
- Raised \$1750 for additional prize money for boaters. Able to create a new category, an overall winner

July 4

- Working with vendor to secure fireworks for July 4, 2022
- Confirmed the Tams, executing contract

Comprehensive Master Plan

- Continue to participate in bi-weekly meeting with McAdams
- Firm conducted Community Engagement on November 19. McAdams staff set up outside of Ace Hardware, Walmart, and walked the downtown area gathering community input. Was not successful of gathering information outside of Walmart. Parks and Recreation staff will engagement forms at the remainder of programs in 2021 and Santafest.
- Reviewed second draft of survey, solicited feedback, and provided to firm
- Gathering information on Homeowner Associations to be able to distribute surveys to groups
- Continue gathering information requested on parks, programs, finances, staff, and maintenance the department currently has/offering

Miscellaneous

- Special event application-Swansboro by Candlelight-assisted in gathering information
- Working with Computer Warriors on camera project-ordered cameras. Cameras received; meeting scheduled in December to review placement
- Research fundraising opportunities: memorials, plaques, and naming rights for parks and amenities
- Attend weekly Zoom meetings with NRPA Directors call
- Serve on the Onslow County Senior Games Committee, monthly meetings
- Continue to monitor docks daily, on-call on weeknights and weekends to take reservations and handle docking problems
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department's programs, events, and festivals
- Continue to manage and monitor budget and funds
- Attend Board of Commissioner meetings
- Conduct Parks Advisory Board meetings

Metrics

- Facebook management continues – 13,190 followers
- Activity Report for November

Department Reports for November 2021

Page Overview	
Discovery	
Post reach	21,925
Post engagement	3,536
New Page Followers	68
Interactions	
Reactions	724
Comments	153
Shares	184
Photo Views	872
Link Clicks	272
Other	
Hide All Posts	3
Unfollows	0

Organization Activity						
From 11/6/2021 to 12/6/2021						
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	118	47	7	0	144	0
Resident	26	3	4	0	19	
Non-Resident	92	43	3	0	125	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	50	1	0	0	33	
18 - 65	61	36	6	0	93	
65+	7	9	1	0	18	
Male	58	32	2	0	72	
Female	60	14	5	0	72	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	71	0	0	N/A	85	
In-Person	47	46	7	N/A	59	

November Revenue

- Slip Fee - Town Dock \$4216.00
- Rental Fees - Parks \$210
- Rentals - Rooms \$2145
- Dog Park Registrations \$15
- Rec Program Fees \$1182

Department Reports for November 2021

- | | |
|----------------------------------|--------|
| • Gym Memberships | \$135 |
| • Vendor Fees | \$0 |
| • Sponsorships (Flotilla prizes) | \$1750 |

RECREATION PROGRAM SUPERVISOR

Routine monthly job responsibilities:

- Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Dock Slip reservations/Pump Outs
- Compiled daily deposits
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram, JD News
- Created all programs/events in RecDesk software for registration
- Created program proposals for new programs to be approved by Director
- Submitted weekly Community Service Work Program timesheets
- Submitted departmental work orders
- Parks advisory board monthly meeting – presented past, current, and future programs to board

Planned programs and other monthly work:

2021 Annual Pickleball Tournament

- Purchased fruit, snacks, refreshments for tournament
- Meeting with Pickleball ambassador Rick Laskey about tournament layout, registration process, and other tournament details
- Compiled full list of players for tournament
- Recruited volunteer court managers to use for tournament
- Awarded winners with medals and prizes

Pickleball Volunteer Coordinator Meeting

- Discussed 2022 fees and adjustments
- Discussed items requested to be purchased for the program
- Reviewed and voted on tournament layout and food/snack options

Flotilla

- Recruited volunteers for event through MCCS Family Team Building portal and previous events volunteer email list
- Purchased giveaway items for kids for the event
- Inventoried and prepared numbered signs for participating boats in event

Fellowship Night

Department Reports for November 2021

- Set up classroom for program with painting supplies, tables/chairs, and other necessary program supplies
- Meeting with instructor/staff on dates for December program and the supplies needed

Santa Fest

- Requested volunteers through MCCC
- Purchased giveaway items for event and candy cane hunt online and locally
- Booked and confirmed Santa for event
- Inventoried craft items and game supplies for event
- Requested quote from Tap Snap for pictures with Santa at the event, booked for event
- Reviewed additional event details with Rec Coordinator

Gingerbread House Decorating

- Inventoried supplies for program
- Reviewed program details with Rec Coordinator
- Prepared list of supplies needed to order for class

Elf in the Woods

- Inventoried supplies on hand that are needed for program

Kids Night Out

- Forced to cancel program due to low registration numbers
- Cancelled food request for program
- Called registrants to inform of program cancellation

Bob Ross Paint-a-Long

- Purchased additional canvas and painting supplies for future painting programs

Toddler Turkey Time

- Purchased snacks and beverages for program
- Reviewed program details and program timeline with Rec Coordinator
- Set up classroom and prepared program with crafts and necessary supplies
- Conducted program with Rec Coordinator

Tai Chi Instructor Meeting

- Met with instructor to discuss options for next series of class
- Requested feedback from instructor about previous class sessions
- Rescheduled class due to holiday conflict in scheduling

Pound Fitness

- Discussed holiday scheduling with instructor
- Created new program series starting January 1, 2022

Department Reports for November 2021

Permitting

Planning Board

- November 2, 2021 Regular Meeting
 - Cancelled due to Election Day.
- November 10, 2021 Special Meeting
 - The Board reviewed a staff-initiated amendment proposed to clarify the allowances for political signs due to an inadequacy discovered within the current ordinance. The amendment seeks to do the following:
 - 1) Align the ordinance regulations with NC GS § 136-32, Regulation of signs;
 - 2) Remove the requirement for a sign permit;
 - 3) Clarify the penalties for placement of signs which do not meet these criteria;
 - 4) Clarify the types of signage allowed under this section; and
 - 5) Clarify the size limitations for signage under this section.

The Board tabled discussion on the agenda item until clarification could be provided from the Town Attorney on whether or not the Town could limit the total number of signs allowed and if we could further restrict their location.

- The Board discussed their CAMA LUP program of work and agreed to focus on reviewing the location of the commercial nodes and the potential for rezoning properties zoned RA.

Historic Preservation Commission

- November 16, 2021 Regular Meeting
 - Cancelled

Projects/Miscellaneous

- Shipwright Pointe, Section I Acceptance: Final inspection of the required street trees was conducted on December 1st and the warranty guarantees returned to the developer
- 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; annexation was approved on October 25th. Received inspection report from consultant engineer, Ron Cullipher, and submitted it to Tidewater Associates on December 6th
- 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. Received inspection report from consultant engineer, Ron Cullipher, and submitted it to Tidewater Associates on December 2nd

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- Swansgate: Under construction. Public improvements should not be accepted until annexation petition heard, and all required landscaping and fencing is installed. 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 inspections on several addresses due to no foundation as-builts being submitted. Request for annexation remains pending
- Ward Farm Village Phase II (Residential): Original Preliminary Plat was approved as a Residential Cluster for 43 lots, only Phase I has been recorded (10 lots). Received a concept plan from John Freshwater adding 12 lots. Advised John on 4/6/21 that we could move forward with a lot reconfiguration as shown if the total number of lots is not increased, but the additional 12 lots would require Preliminary Plat review by the Board. Offered to process the sketch/preliminary at the same time to expedite review. Reference Section 152.337, (H), (1) of the UDO
- 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
- Lodge View Minor Plat: Final plat recorded for 7 lots on Norris Road in ETJ. Awaiting surety on sidewalks
- 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. Staff conducted an inspection of the property on November 18th with owner’s representative Russ Davis to document the condition of the property
- Boro Temporary Structure: To be removed by October 31, 2021 (180 additional days allowed by Session Law 2020-97) per permit 2020-1226 as allowed by the Flood Damage Prevention Ordinance for Temporary Non-Residential Structures in the floodplain and agreement with Randy
- Saltwater Grill Flood Violations: Sent Notice of Violation on December 14, 2020. Tim Anderson communicated on February 24, 2021 that he was waiting for Alex Wood (structural engineer) to conduct a site visit, Alex was 3 weeks out. Reached back out on April 12, 2021 for an update, to date, no communication received. Final NOV sent 4/29/21; Spoke to Tim 4/30/21 who explained they were working with Bell and Phillips on a survey

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and Alex would be reviewing the file. Explained that we would work with him as long as he kept us in the loop on progress and that a permit would be required for any trade/structural work. Met on site with project engineer, owner and manager. Engineer will be providing a plan of work and floor plan to staff for review

- One Harbor Church: Received 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: Conducted landscaping inspection on December 6th ; awaiting clarification on dumpster before final CO can be issued
- 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: Held a meeting of the Community Action Team on November 17th, summary attached

Police Department

Patrol

- 147 Reportable Events
- 19 Motor Vehicle Crashes
- 2 Felony Arrests
- 10 Misdemeanor Arrests
- 9 Arrests by Warrant Service
- 2 DWI Arrests
- 13 Arrests with Transport to the Onslow County Jail
- 106 Citations
- 100 Verbal/Written Warnings
- 7 Felonies Investigated (4-Fraud; 1-Larceny; 1-Break & Entering; 1-Assault)
- 30 Misdemeanors Reported (12-Property Damage; 3-Trespassing; 2-Harrassment/Stalking; 1-Indecent Exposure; 1-Child Abuse; 10-Traffic Related)
- 12 Disputes/Public Disturbances
- 3 Crisis Intervention with Mental Patient
- 2 Drug Overdoses
- 1-Domestic
- 4-Drug Investigations with 3 Misdemeanor Arrests

Department Reports for November 2021

- 13 Alarm/Open Door Reports
- 200 Requests by Other Agencies for Assistance
- 69 Requests by Citizens for non-Crime Related Assistance

4,903 Total Events Performed on Patrol

Community Service/Training

- 9-Vehicle Unlocks
- 2-Funeral Escorts
- 45 Foot Patrols
- 22 Business Closing Standby's
- 4 Requests by Citizens for Residence Check while away
- Provided security for the Annual Swansboro by Candlelight Event
- Provided security for the Annual Christmas Flotilla Event
- Participated in "Coffee with a Cop" event held at the Swansboro Public Library
- Participated in "Class on Transportation" event held at Excel Learning Center
- Officer Morin completed Intoxilyzer Operator Certification. 40-hour training conducted by the NCDHHS and held at Jacksonville Police Department
- Officer Wellmer and Officer McLean completed Lidar Operator Certification. 8-hour training conducted by the NC Training and Standards and held at Cape Fear Community College

Admin Services

- Answered 249 phone calls during business hours
- Assisted 113 walk in requests for assistance during business hours
- Took 34 requests for reports during business hours

Public Works

Grass Cutting

- All Parks
- Town Hall
- Fire Department

Town Buildings

- Light fixtures replaced at Fire Department
- Door handle replaced at Cigar Shop
- Door repaired at Pirates Den Park restroom
- Server room cleared for Computer Warriors
- Multiple light bulbs replaced at Town Hall
- Boxes removed from Town Hall and placed in retention hall

Department Reports for November 2021

- Public Works yard storage bins cleaned and stocked

Vehicle Maintenance

- Starter replaced on Ford F150
- Serpentine belt replaced on Ford F150
- All utility trailers per maintenance schedule

Storm Water

- Drainage easement between 924-926 Morganser Drive excavated with new rip rap installed to control erosion
- Drainage easements in all Town subdivisions cut
- Roadside easement between 205-207 reprofiled for proper drainage
- Trees removed at drainage easement between Dogwood Lane and Phillips Drive

Streets

- Replaced multiple street name and stop signs throughout Town
- Town streets cleaned of debris in preparation for Candlelight and Flotilla
- Christmas Decorations installed throughout Town

Inspections

- 255 Inspections completed by Jim Stipe and Paul Brown

Yard Waste

- 241 Bags, 673 Bundles, 6 Loads, 30 Man Hours