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BOARD OF COMMISSIONERS MEETING AGENDA

Town of Swansboro

Monday, July 25, 2022

Board Members

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

- April 4, 2022 Special Workshop Meeting
- April 11, 2022 Regular Meeting
- April 14, 2022 Special Joint Meeting
- April 25, 2022 Regular Meeting
- April 25, 2022 Closed Session

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

b. Tax Refunds

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$205.57.

-Franklin, Kenneth	\$80.71 Tag Surrender
-Harvey, Joshua Scott	\$27.53 Tag Surrender
-Hubbert, Jordan William & Shannon Yarbrough	\$88.90 Military
-Samuels, Nicole Marie & Joshua Mark	\$3.50 Tag Surrender
-Smith, Kimberly R-Harrison & Harry Grey	\$4.93 Tag Surrender

c. Resolution Awarding Service Badge and Sidearm

IV. Appointments/Recognitions/Presentations - none

V. Public Hearing - none

VI. Business Non-Consent

a. Fee Schedule Change-Credit Card Fee for Dock

Anna Stanley

Parks & Rec Director

The Parks and Recreation Department would like to add a 3.5% credit card processing fee for dock registrations taken through the reservation software, Dockwa.

Recommended Action: Motion to approve adding a 3.5% credit card processing fee to the 2022-23 fee schedule for Church Street Dock reservations

b. Boundary Line Agreement – Water Street

Paula Webb

Town Manager

Blake and Heather Massengill, owners of 413 Water Street, requested that the Town enter into a boundary line agreement that establishes the boundary between Ward Shore Park and the Massengill property as the eastern edge of the Massengill's existing block wall and fence, which boundary line is depicted on various recorded maps and is described in the Massengill's deed. The Massengill's have agreed to pay to the Town the sum of \$10,000 to defray the costs of the Town's investigation into the matter.

Recommended Action: A motion to authorize the Town Manager's execution of the boundary line agreement with the Massengill's.

c. Budget Ordinance Amendment #2023-01

Sonia Johnson

Finance Director

The budget ordinance needs to be amended for multiple departments.

Recommended Action: Motion to approve Budget Ordinance Amendment #2023-1

d. Financial Report - June 30, 2022

Sonia Johnson

Finance Director

e. Visitor's Center Update

Paula Webb

Town Manager

Recommended Action: Provide any further guidance on the Visitor's Center progress

f. Future Sidewalk Priorities Discussion

Paula Webb
Town Manager

The Board of Commissioners has expressed interest in identifying future sidewalk priorities. Staff is currently working to obtain 6 required easements for Priority 3 & 4 along Hammocks Beach Road.

Recommended Action: Provide guidance on future sidewalk priorities

g. 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.

Recommended Action: 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 Comments

Town Project/Initiatives Update
Department Report

Paula Webb
Town Manager

X. Board Comments

Board of Commissioners

XI. Closed Session

Board of Commissioners

Recommended Action: Motion to enter 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 and (5) to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

XII. Adjournment

Board of Commissioners

**Town of Swansboro
Board of Commissioners
April 4, 2022, Special Meeting**

In attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner Pat Turner, Commissioner Harry PJ Pugliese, Commissioner Larry Philpott, Mayor Pro Tem Tursi, and Commissioner Jeffrey Conaway.

Call to Order

The meeting was called to order at 4:00 pm. The purpose of the meeting will be for discussion of the FY 22/23 Draft Budget and Emergency Operations Center Committee direction.

Discussion/Direction to Emergency Operations Center Committee

Manager Webb provided the Board with a draft agenda for the Committee's first meeting. Topics to consider on that agenda were:

- Committee's Purpose
- Transparency/Conflicts of Interest References
- Emergency Operation Center Needs
- Design/Concept Review
- Location Options
- Committee Meeting Schedule

Board members agreed to hold a joint meeting with the members of the Committee for the purpose of providing direction. The joint meeting would be scheduled for April 14, 2022, at 5:30 pm.

Discussion on Draft FY 22/23 Budget, Pay Study, and ARP Funding Allocations

Computer Warriors President, Brian Satz, provided a summary on the need for a backup server replacement. He reviewed that the current back up server was not failing however it was outdated and in the event of an outage or a breakdown, the timeframe to bring our servers back up would be a day or longer. He presented details on an alternative, Datto. This product would provide the ability for the Town to be brought back up from an event in a matter of hours. This product was recommended for purchase consideration through ARP funds and with a 5-year contract paid up front, the equipment would be free. The 5-year contract rate would be \$66,240.00. After the 5 years the yearly cost would be approximately \$14,400 without another contract.

Manager Webb reviewed items proposed for purchase through ARP funding. All items on the list could be supported by ARP funds or in the budget. After the February 28th review of the list and edits that were approved, two additional items were also added for consideration. Those items were the replacement of the GMC Sierra, Ford F150 and the purchase of two 0(zero) turn mowers. After discussion the following items by department were approved for purchase through ARP funding.

Administration

- Datto Backup Recovery (5 year commitment)
- Phones/System Upgrades (equipment only)

Fire Department

- Structural Firefighting Gear Extractor Washer & Dryer
- Self-Contained Breathing Apparatus (SCBA), Face Masks, Air Cylinders, Maintenance & Support Equipment
- Portable Radios
- Gemtor 541NYC Series Fire Service Harness, Belt Loops, and Labor

Police

- 5-Police Vehicles (previously approved February 28th)
- 14 Flashlights with cases
- Ammunition-used for carry and qualification

Parks & Recreation

- Rope Climber
- Splash Pad Area Improvements
- Commercial toilets (6)
- Golf cart/Gator
- Cameras installed at the docks, able to access at Visitor Center and Director at Rec Center
- Drinking Fountains (3) Recreation Center & Visitors Center
- GMC Sierra Replacement

Public Works

- Reconstruction of Visitor Center meeting FEMA/Flood requirements
- Portable message boards for street closures and Town events (2)
- ZT 3500 Zero Turn Mowers (2)
- Ford F150 replacement

Payroll

- Premium Pay- full time & part time personnel

The total amount of ARP funding received was \$1,065,724.25. These approved items totaled \$890,707.25 leaving a balance of \$175,017.00 for future spending considerations.

The Board took a recess from 5:27 pm to 5:41 pm.

Manager Webb reviewed The Pay Study prepared by Jon Barlow was originally submitted for consideration in April 2021. Staff was asked to review it again and include total salaries with benefits and retirement.

The Pay Study was revisited on March 2, 2022, but still presented questions on pay compression and whether there were any discrepancies in job descriptions.

To address the pay compression, proposed salaries were revisited and compared against the annual NCLM Salary Schedule for the Towns population and have amended what was reviewed on March 2, 2022. The annual NCLM Salary Schedule provided a better pay compression and provided that a lot of our employees already fell within the pay range that the annual NCLM Salary Schedules offers. Job descriptions were reviewed routinely by department heads, and many have been revised since 2012.

Two Department heads expressed an interest to re-structure their departments that would add a deputy position (Police/Fire). To accomplish this in the Police Department, only reclassifications will be needed. In the Fire Department, one position would be reclassified. Funds remaining in the volunteer retention program will satisfy the pay increase. Additionally, part time positions were becoming harder to fill as many work fulltime in other departments. We are not alone in this issue and others are resulting to full time departments. It was proposed to create three full time positions and eliminate 14 part time positions (some are already vacant) and use those funds to fund the full-time positions. Two part time positions could be kept, filling in when others are on vacation/attending class etc. \$18,000 was anticipated from Onslow County funding that would cover part time costs for one.

During the discussion, in looking at the Fire Chief at a classification of 25 with a minimum salary of \$60,252.00 and the Police Chief at a classification of 24 with a minimum salary of \$63,604.00, it was determined that the Fire Chief's minimum salary should have reflected \$63,264.60, which included additional consideration for the added job duty of Emergency Management Coordinator.

Approval of this scale would go into effect immediately and a Budget Amendment would be presented at a future meeting to cover through the end of the fiscal year. The draft proposed budget for FY 22-23 had the proposed scale included.

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Philpott the Pay in Classification scale with the indicated correction to the Fire Chiefs pay scale was approved unanimously.

Mayor Davis requested that the minutes reflect that he felt the Fire & Police Chief should receive additional raises.

Manager Webb reviewed the draft budget. Highlights included:

- 3% decrease in medical and dental benefits
- 3% COLA included
- 5 new positions funded (Maintenance Tech, Projects Coordinator, and the 3 Equipment Operators mentioned above)
- Capital Improvement Plan (CIP) items totaling \$137,600 (a detailed spreadsheet will be included in the final budget for review)
- Capital Outlay items totaling \$214,900 (a detailed spreadsheet will be included in the final budget for review)
- Zero General Fund Appropriation

In response to inquires from the Board, Finance Director Sonia Johnson clarified the following:

- 1 cent of taxes based on new property evaluations was estimated at \$66,528 versus the prior year of \$52,498
- The proposed budget increased by 7% versus the prior year's budget

With the revaluation in property values resulting in considerable increases, discussion on lowering the tax rate was requested. By consensus board members felt that having to use fund balance in order to balance the budget over the years since the decrease in 2013 warranted leaving the tax rate the same at \$.35.

A second budget workshop was tentatively scheduled for April 21st starting at 4pm.

Adjournment

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Philpott, the meeting was adjourned at 6:46 pm.

**Town of Swansboro
Board of Commissioners
April 11, 2022, Regular Meeting**

In attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner Pat Turner, Commissioner Harry PJ Pugliese, Commissioner Larry Philpott, Mayor Pro Tem Tursi, and Commissioner Jeffrey Conaway.

Call to Order/Opening Prayer/Pledge of Allegiance

The meeting was called to order at 5:30 pm. Mayor Davis led the Pledge of Allegiance.

Public Comment

Fred Schatner of 148 Smallwood Road in Hubert commented on the proposed temporary sign amendments stating that the ordinance should have been left as it was in 2005. He felt that businesses with outparcel type locations should not be penalized and be allowed to place signs on other properties as off premise signage. Additionally, election signs are placed on other properties as off premised signage and those are allowed every election, which he felt was not fair.

Jonathan McDaniel of 114 Elm Street shared that he had applied for appointment to the Historic Preservation Commission.

Junior Freeman 108 Ridge Cove Lane commented on the proposed temporary sign amendment stating that the board should consider moving away from the 45 day per year requirement and signs on vehicles should not be regulated.

Adoption of Agenda

On a motion by Commissioner Philpott, seconded by Mayor Pro Tem Tursi, with unanimous approval, the agenda was amended to remove Temporary Signs & Political Signs for consideration at a future meeting.

Public Hearing

Sign Amortization

Mayor Davis recused himself from discussion due to the possibility of being affected as a business owner in town. Mayor Pro Tem Tursi assumed leading the meeting.

Planner Ansell provided a detailed overview on the items as follows:

The Board of Commissioners discussed the freestanding sign amortization process at their July 27, 2020, regular meeting, and instructed staff to present an amendment to the

Planning Board for consideration for the removal of the amortization requirement under Section 152.274 of the Unified Development Ordinance (UDO) and to clarify under what conditions nonconforming signs would have to be replaced.

Due to the in-person meeting limitations imposed during the COVID-19 pandemic, the Board of Commissioners postponed further discussion on the topic until those limitations were lifted.

- Planning Board Recommendation

The Planning Board reviewed the proposed amendment at their November 16, 2020, special meeting and voted unanimously to recommend approval of the proposal with the exception of the proposed changes to Section 152.274, which contains the amortization requirements.

- Gateway Initiative

The Town began the “Gateway to Swansboro” initiative in 2009 which identified the NC Highway 24 corridor as the most significant initial image of the community for visitors and potential business investors. The Town has worked to implement the ideas and recommendations of the Gateway to Swansboro Report to shape development in a way that will enhance the appearance of our community and attract high quality investments to build our commercial economy.

Signage was identified through the Gateway process as a high priority area of concern, specifically with regard to non-conforming signs. In order to provide corrective action, the Town requested the removal or replacement of those signs which had been found to be non-conforming.

- Timeline of Notifications/History of Actions

- The UDO was officially adopted by the Board of Commissioners on March 15, 2005. Article 16, Signs, required that nonconforming freestanding signs in any zoning district be removed within ten (10) years after the adoption of the ordinance, therefore nonconforming signs were to be removed by March 15, 2015.
- The Town began taking inventory of existing nonconforming freestanding signs in January 2011.
- Section 16-10 of the UDO at that time stated that if the sign area was not greater than 125% of the area allowed or if the height not greater than 5 feet of the height allowed, the sign was exempt from amortization.

- Initial notifications to property owners were sent in March and April of 2011 of the amortization requirement and the March 15, 2015, compliance deadline. All notices were sent via regular mail to the address on file through the Onslow County Tax Office, accessible from the Onslow County GIS portal.
- In May of 2013, as a result of the adoption of the Gateway to Swansboro Report, the UDO was modified to allow monument-style signs, but still allowed pole and pylon-style freestanding signs.
- Notices were sent out to the property owners again in February of 2014, September of 2014 and December of 2014 in advance of the March 15, 2015, amortization deadline.
- In 2014, based on a recommendation of the 2009 Gateway to Swansboro Report, the welcome sign located at the Eye Care Center was removed, and the Town installed two new signs at each entrance along NC Highway 24. Civic organizations were contacted to solicit their participation in displaying their signs on the new structures. In order to ensure consistency, the Town ordered the signs and there was a fee collected from the organizations to cover the cost.
- An amendment to the UDO was approved by the Board on January 10, 2017, to prohibit all freestanding signs which were not monument style-signs. Monument Signs are defined by the ordinance as “a freestanding sign having a support structure that is a solid-appearing base constructed of a permanent material, such as concrete block or brick”. This amendment effectively rendered all existing freestanding signs, which were not by definition monument signs, non-conforming. Some of the signs identified as non-conforming in 2011 had been brought into compliance or replaced at this time. In consultation with the Town Attorney, the amortization provision is enduring, therefore, any remaining or newly created nonconforming freestanding signs would be required to be brought into compliance by January 10, 2027.
- On January 13, 2020, Staff requested direction from the Board to either proceed with sign amortization or to amend the Unified Development Ordinance to refine the provisions for nonconforming signs. At that time, the Board directed Staff to send letters to non-conforming sign owners that compliance was required by 2027, however those with violations resulting from the 2005 UDO adoption should be sent notices to remove the non-conforming signs immediately.

- On March 11, 2020, Staff sent a Notice of Violation and Order for Removal for the non-conforming freestanding sign(s) which remained in violation to be removed by June 15, 2020. A second Notice of Sign Amortization was sent to all other sign owners that their signs were to be brought into compliance or removed by January 10, 2027.
- 2017 Amendment Omissions
Since the March notifications, Staff discovered several references to freestanding signs which were not removed from the UDO as a part of the 2017 ordinance amendment and that are now inconsistent with the prohibition.

It also appears that the only sign previously addressed in the Historic District was the freestanding sign at First Citizen's Bank, however, it was found to be exempt at that time per Section 16-10 of the UDO.

The prohibited signs language of the UDO contains the qualifier that "the following types of signs are prohibited in all districts", which further complicates the 2017 amendment because signs are subject to Staff Review in the Historic District, and freestanding signs are allowed under the Historic District Design Guidelines. Staff feels it is unreasonable to enforce the requirement for monument-style signs in the Historic District due to the higher density and smaller lot sizes that cannot accommodate monument-style signs, so as a part of this amendment, freestanding signs would remain permitted in the Historic District.

Staff has also pulled permit records for all sign permits issued since the January 10, 2017, amendment. Per the Town Attorney, any new signs which were permitted, but did not meet the sign ordinance requirements, are not required to be brought into compliance through the amortization process because a Town development approval (permit) was issued, therefore vested rights exist.

In response in an inquiry from the Board, Planner Ansell stated that she recommended removal of the amortization due to the number of amendments made resulting in numerous non-conformities, made it hard to keep up with. If a sign was damaged beyond 50% or the use of the business changed then the sign would have to be brought into compliance.

The public hearing was opened at 5:52 pm. Those who spoke were:

Joey Green/807 W. Corbett Avenue – as the owner of the Market Square Shopping Center shared that he had spent \$35,000 to bring his signage into compliance, then became non-conforming again in 2017. His property has several businesses in it, and they all need street front signage to be located. He requested that he be grandfathered for the life of his sign.

Keith Walsh\503 Shipyard Court – as owner of the Corner Stone Square Shopping center he feels that the sign situation is never right and is revisiting too many times. Amortization should not be an issue and questioned what would be next. He stated that his future intent would be to ensure those board members who vote for this are not re-elected next election, in addition to legal avenues available to him. Signage should be his right considering he purchased a permit for the sign and now being told it was no good.

Al Whitney – owner of Community Lumber shared that he loves the rich history of the town and requested that the board allow businesses to have their own personality and keep what they have had for many years.

John Davis\403 Glancy Street – owner of Dairy Queen, Swansboro Automotive and Ice Hut shared that he had brought his signs into compliance with the 2005 amendment and spend money to do so. Many businesses work hard to adhere to the regulations and comply, but it is frustrating how things keep getting changed. He pointed out that the Davis Auto sign on Highway 24 was the oldest sign on that road and removing it would be removing town history. He urged the board to consider the proposed amendment which would include removal of amortization.

Junior Freeman\108 Ridge Cove Ln – owner of Swansboro Plaza shared that he had also spent money on the shopping center sign which has many businesses. Signs are how businesses' market and they have to capitalize on that option. Monument style signs are not a good fit for locations/properties with several businesses and urged the board to support removal of the amortization.

Laurent Meilleur\220 River Reach Drive shared that as a Planning Board member and prior commissioner there were many meetings and discussions on this item. Main comment made by business owners was that they did not want to be regulated and they never provided any suggestions or alternatives to consider. Signs are generally written off as a deduction so it's fair for the Town to draw some line and amortize signs to allow new ordinances to take hold.

Don Whalen – owner of Swansboro Music and Pawn thought that he was grandfathered in for his sign. Signs are an investment that he made for his business. 2 years ago, a turn lane and sidewalk were installed on the front of his property by the state and town, and the sidewalk butts right up to his sign. If the sign has to remove the sidewalk will be damaged. He also shared that he agrees with the 50% rule, property change and if lost is vacant for sign to made conforming but existing signs should be left as it is, and has been for 20 years now.

Fred Schatner\ 148 Smallwood Road – shared that other areas are not having discussion on signs and sign types because they want businesses to come to their municipality. Having these types of regulations deters businesses from coming to Swansboro.

The public hearing was closed at 6:14 pm.

On a motion by Commissioner Pugliese, seconded by Commissioner Philpott Ordinance 2022-O6 amending the Unified Development Ordinance to remove the sign amortization requirements and clarify the allowances for freestanding signs was approved unanimously.

Business Non-Consent

Future Agenda Items

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

Mayor Davis requested the board to consider recognition of an area student that had been accepted into the Naval Academy. The Boards policy for recognition did not specify academics, so a review of the policy was to be schedule for discussion at the May 9th regular meeting.

Commissioner Philpott requested that discussion about established a Town Appearance Commission be scheduled for the May 9th regular meeting.

Public Comment

There were not comments offered.

Manager's Comments

Manager Webb had so further comments, only to remind the board that the Town offices would be closed on Friday April 15th for Easter.

Board Comments

Commissioner Philpott thanked Planner Ansell for her work with the Sign Amortization and asked to the public to keep in mind that the Board is trying to follow other directions as given through plans such as the Gateway Plan.

Commissioner Pugliese shared that while attending the Town booth at the Swansboro Chamber Business expo many people told him they were very happy with the new sidewalks and were excited for more, and happy with the one-way traffic pattern downtown.

Adjournment

On a motion by Commissioner Philpott, seconded by Commissioner Conaway the meeting adjourned at 6:46 pm.

**Town of Swansboro
Board of Commissioners
Emergency Operations Center Committee
April 14, 2022, Joint Special Meeting**

Board of Commissioners in attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner Pat Turner, Commissioner Harry PJ Pugliese, Commissioner Larry Philpott, Mayor Pro Tem Tursi, and Commissioner Jeffrey Conaway.

Emergency Center Operations Committee members in attendance: Laurent Meilleur, Dusty Rhodes, Roy Herrick, Junior Freeman, Russ Davis, Jennifer Ansell, Paula Webb, David Degnan. Alex Wood and Ken Jackson were absent.

Call to Order

The meeting was called to order at 5:30 pm. Mayor Davis led the Pledge of Allegiance. The purpose of the meeting was for the Board and the Committee to discuss, determine, and/or establish a direction for the committee.

Mayor Davis welcomed the committee members. He requested that an additional member be added, Brenda Pugliese. All board members were in favor.

Board members shared their desires/concerns, summarized as follows:

- Location is important
 - Keeping distance from downtown in mind
- Spend the funds wisely – exceeding budget will not be supported
- Explore options
 - Update current buildings
 - Build a new building
 - Partner with other agencies
 - EOC only or Public Safety Building with EOC
- Provide options with pros and cons
- If Public Safety Building, equipment must be protected
- Consider a consultant
- View other area EOC's

Committee members introduced themselves and provided details on how their background would be of benefit to the committee.

The committee agreed to hold a special meeting the last week of April. Members would be contacted by email with details on dates available.

Adjournment

On a motion by Commissioner Philpott, seconded by Commissioner Conaway the meeting adjourned at 6:39 pm.

**Town of Swansboro
Board of Commissioners
April 25, 2022, Regular Meeting**

In attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner Pat Turner, Commissioner Larry Philpott, Mayor Pro Tem Tursi, and Commissioner Jeffrey Conaway. Commissioner Harry PJ Pugliese was absent.

Call to Order

The meeting was called to order at 5:30 pm. Mayor Davis led the Pledge of Allegiance.

Public Comment

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

Adoption of Agenda

The Public hearing for the Special Use Permit/147 Front Street Dock was removed from the agenda. Direction was given for Attorney Parson to consult with a Maritime Expert and request of further details from the State Historic representative regarding the matter of the viewshed.

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

Minutes

- February 14, 2022, Regular Meeting
- February 28, 2022, Regular Meeting
- February 28, 2022, Closed Session

Tax Refunds

- | | | |
|-------------------------|---------|---------------|
| -Bessette, Gerald Roger | \$66.91 | Tag Surrender |
| -Smith, Jamison Michael | \$44.10 | Military |

Appointments/Recognitions/Presentations

Mayor Davis acknowledged *Administrative Professionals Week* April 24-30, *International Firefighters Day* May 4, and *Municipal Clerks Week* May 1-7. Board members shared their appreciation for Admin staff, Clerks and firefighters.

Board Appointments

Town Clerk, Alissa Fender reviewed that due to resignations, and no appointments being made at prior meetings, there were appointments needed for 1 vacant ETJ seat on the Board of Adjustment and 1 vacant Alternate seat on the Historic Preservation

Commission. There were not applications to consider for Board of Adjustment vacancy and 3 applications to consider for the Historic Preservation Commission vacancy.

On a motion by Commissioner Conaway, seconded by Commissioner Turner, Jonathan McDaniel was appointed to the Historic Preservation Commission.

Economic Development Presentation

Roy Herrick shared the committee was formed on 10/8/2020 and held its first meeting on 10/29/2020 and met months since. Most of the first year was spent formulating to determine what they were going to do and how they were going to do it and so forth. In May of 2021, they aligned with Jacksonville Onslow Economic Development (JOED) because they offered resources that could be used, and they had expertise that could be utilized. The scope was defined to aid existing businesses in Swansboro, seek new businesses for the area with a proper fit, and improve infrastructure issues. The infrastructure issues identified were transportation, sewer, natural gas, and improved broadband. Swansboro's municipal limits had very limited options, however, the ETJ limits had a great deal of potential. Considerations were also provided to areas outside of the ETJ. The main potential of economic development is not to increase ad Valorem taxes to the town but to increase the average wages. The committee has had a discussion with JUMPO to resolve traffic issues, and with PNG about bringing natural gas to Swansboro. There has also been discussion with an area landowner in the ETJ to develop their property for a light industrial park, with the intent to annex. The committee believed the best way to operate was independently and move on in their own direction. They have modified their name to be Swansboro Area Economic Development Committee.

In response to inquiries from the Board, Mr. Herrick shared that they would like the board's support for the light industrial park.

Business Non-Consent

Financial Report - March 31, 2022 – Finance Director Johnson reviewed details from the monthly financial report, *attached herein*. She noted that the amount captured for the Stormwater excess of revenue over expenditures in the report of \$62,758 was an error, the correct amount was \$25,758.

Budget Ordinance Amendment #2022-9

- The budget ordinance needed to be amended for the following departments:
Public Works-Streets-The Office of State Budget Management is administering

State Capital and Infrastructure Fund (SCIF) Directed Grants as appropriated by the North Carolina General Assembly in the Current Operations Appropriations Act of 2021. The Town was awarded \$100,000 for sidewalk construction. NCDOT has been notified and they are working on an agreement. Source of Funds- Grants-Variou

- Public Works-A staff member retired, and payment of accrued vacation leave to include retirement benefits of \$14,458 needs to be disbursed. (Allocated in 5 departments) Source of Funds-Appropriated Fund Balance
- Fire Department- A staff member resigned, and payment of accrued vacation leave/comp time to include retirement benefits of \$8,868 needs to be disbursed. Source of Funds-Appropriated Fund Balance
- Non-Departmental- Occupancy tax currently exceeds the budgeted amount for FY 21/22 by \$25,607. The net proceeds of the tax collected to the Swansboro Tourism Development Authority shall be the gross proceeds of the tax less the 3% cost to the town of administering the tax. Source of Funds: Taxes-Occupancy
- Public Buildings- New HVAC systems to replace the two units that currently service the offices at Town Hall. Both units are 14+ years old and will require a crane to replace. One of the two is operational but is recommended for replacement also due to the fact it has reached its life expectancy.

Options:

1. Replace the current unit that is not operational-\$9,898
2. Replace both units- \$18,804
3. Repair the current unit that is not operational-\$1,974

Requesting \$18,804 to be appropriated from fund balance for its intended purpose. Source of funds: Appropriated Fund Balance

Board members discussed the Public Buildings options for HVAC replacement. The provided amount quoted of \$18,804 was the only quote received. It was decided to proceed with the repair option and to obtain additional quotes for other unit types to determine if cost could be less than \$18,804.

On a motion by Commissioner Philpott, seconded by Commissioner Turner, Budget Ordinance Amendment 2022-9 (as amended) was unanimously approved.

If additional quotes could be obtained prior to the April 28 budget workshop, then details could be provided at the meeting.

Future Agenda Items

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.

Mayor Davis requested recognition of Tristan Alvis for his acceptance to the Naval Academy be on the May 23rd meeting. Mayor Pro Tem Tursi indicated that discussion on their recognition policy that was scheduled for May 9th should be held prior to scheduling a recognition. Town Clerk, Alissa Fender reviewed that the current recognition policy requires submission of the recognition form in order to be placed on the agenda.

Public Comment

There were no comments offered.

Manager's Report/Comments

Manager Webb had no additional details or comments to her report provided in the agenda packet.

Board Comments

Mayor Davis shared that it was good to recognize employees and suggested that a program such as employee of the month be established. Manager Webb indicated that a process was already in the works.

Closed Session

On a motion by Commissioner Turner, seconded by Commissioner Philpott the board entered closed session pursuant to NCGS 143-318.11 (a) (4) for discussion related to the industry or other business potential to the area.

During closed session, a motion was made and seconded to return to open session. No action was taken.

Adjournment

On a motion by Commissioner Philpott seconded by Commissioner Conway the meeting adjourned at 7:07 pm.



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **July 25, 2022**

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

Overview:

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$205.57.

Vehicle Tax

FRANKLIN, KENNETH	\$80.71	TAG SURRENDER
HARVEY, JOSHUA SCOTT	\$27.53	TAG SURRENDER
HUBBERT, JORDAN WILLIAM & SHANNON YARBROUGH	\$88.90	MILITARY
SAMUELS, NICOLE MARIE & JOSHUA MARK	\$3.50	TAG SURRENDER
SMITH, KIMBERLY R-HARRISON & HARRY GREY	\$4.93	TAG SURRENDER

Recommended Action:

Motion to approve refunds as recommended by Onslow County.

Action: _____

RESOLUTION
AWARDING SERVICE BADGE AND SIDEARM
to
Detective Anton Fickey

WHEREAS, North Carolina General Statute 20-187.2 permits the awarding of badges and service side arms of retiring members of state, city and county law-enforcement agencies; and

WHEREAS, Detective Anton Fickey has honorably served as a member of the Swansboro Police Department and employee of the Town of Swansboro, North Carolina for six years; and

WHEREAS, Detective Anton Fickey retired as a member of the Swansboro Police Department on June 30, 2022; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Town of Swansboro does hereby award the service side arm and badge to Detective Anton Fickey for his years of dedicated service to the Town of Swansboro upon securing the necessary permit(s) pursuant to North Carolina General Statute 14-402 and receipt of one dollar (\$1.00).

Adopted this 25TH day of July 2022.

TOWN OF SWANSBORO

John Davis, Mayor

Attest:

Alissa Fender, Town Clerk





Board of Commissioners Meeting

Agenda Item Submittal

Item To Be Considered: **Fee Schedule Change-Credit Card Fee for Dock**

Board Meeting Date: **July 25, 2022**

Prepared By: **Anna Stanley/Parks/Rec Director**

Overview:

The Parks and Recreation Department is implementing an online reservation software specifically dedicated to dock/marina management. Dockwa is a unified marine operations and marketing software, connecting boaters to marinas in real time, online, and by app. Dockwa takes dockage requests online, instantly collects dockage payments, and aids in growing customer base. The Parks and Recreation Department will begin using the free version of Dockwa in August 2022. Dockwa charges a 3.5% fee on credit card transactions. The current fee schedule is 2.5% for all credit card transactions. The Parks and Recreation Department would like to add a 3.5% credit card processing fee for dock registrations taken through the reservation software, Dockwa.

Additional Details:

- Over 1,100 marinas use Dockwa as a marketing tool, marina management software, or both
- 350,000 boaters use Dockwa to find marinas and request short & long-term reservations
- 24/7 online reservations and inquiries
- A no-hassle inquiry interface for boaters
- Receive inquiries, check availability and handle contracts in one place
- Communicate in-app with your boaters about changes to arrival/departure dates
- Reservation Management-
 - Confirm, decline, or add requests to waitlist with one-click, from anywhere
 - Automatically charge customer credit cards, safely and securely
 - Instantly send payment receipt & confirmation emails
 - Update reservation records with one click.
- On average, Dockwa increases a marina's net operating income by 20%

Why the department is moving to this software:

- To increase exposure and revenue
- A custom profile on Dockwa's website and mobile applications, providing exposure to 350,000 active boaters.
- **24/7 Online Booking:** 73% of boaters prefer online to the phone and 35% plan travel outside of booking hours.
- **A Walletless Experience with Credit Card Payment:** 80% of consumers prefer card payments over cash.
- **A Direct Line of Communication:** Customers can reach you and you can reach them
- **Reviews They Can Trust:** 76% of people read reviews before making a decision

Recommended Action: Motion to approve adding 3.5% credit card processing fee to the 2022-23 fee schedule for Church Street Dock reservations.

Action: _____



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Boundary Line Agreement – Water Street**

Board Meeting Date: **July 25, 2022**

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

Overview:

Blake and Heather Massengill, owners of 413 Water Street, requested that the Town enter into a boundary line agreement that establishes the boundary between Ward Shore Park and the Massengill property as the eastern edge of the Massengill's existing block wall and fence, which boundary line is depicted on various recorded maps and is described in the Massengill's deed. The Massengill's have agreed to pay to the Town the sum of \$10,000 to defray the costs of the Town's investigation into the matter.

Background Attachment(s): Agreement

Recommended Action: A motion to authorize Town Manager's execution of the boundary line agreement with the Massengill's.

Action: _____

BOUNDARY LINE AGREEMENT

Tax Parcels: Affects Parcels 1405-63 and 1405-170

STATE OF NORTH CAROLINA

COUNTY OF ONSLOW

THIS BOUNDARY LINE AGREEMENT, made and entered into effective July ____, 2022, by and between JONATHAN BLAKE MASSENGILL and wife, HEATHER CREWS MASSENGILL (hereinafter, collectively, "Massengill"), whose address is 8109 Woodcrest Ct., Fuquay-Varina, NC 27526, and THE TOWN OF SWANSBORO, a North Carolina municipal corporation (hereinafter, the "Town"), whose address is 601 W. Corbett Avenue, Swansboro, NC 28584.

W I T N E S S E T H:

WHEREAS, the parties are the owners of adjoining property situate in the Town of Swansboro, Onslow County, North Carolina and located on Water Street. The Massengill's property (the "Massengill Property") is described by deed recorded in Book 4778, Page 508 in the office of the Register of Deeds of Onslow County (the "Massengill Deed") and the property of the Town (the "Town Property") is commonly known as Wards Shore Park and is depicted on a map of Edgewater Heights recorded in Map Book 1, Page 122 (the "Edgewater Heights Map"); and,

WHEREAS, a dispute between the parties regarding the location of the easternmost boundary of the Massengill Property has arisen due to (a) the description of the Massengill Property set forth in the Massengill Deed, which includes a portion of the property depicted on

Prepared by and return to Ward and Smith, P.A., 1001 College Court (28562), Post Office Box 867, New Bern, NC 28563-0867

Attention: Clifford P. Parson

No opinion on title is rendered by Ward and Smith, P.A., without a separate written opinion on title from Ward and Smith, P.A.

the Edgewater Heights Map as "Beach"; (b) the map recorded on March 18, 1993 by Homer L. Brooks (a predecessor in title to Massengill) in Map Book 29, Page 126 (the "Brooks Map"); and (c) fencing and other improvements made in the disputed area by Massengill or predecessors in title to Massengill (which fence is depicted on the Brooks Map) and which have been maintained by Massengill or their predecessors. Massengill claims ownership of the disputed area for these reasons; and,

WHEREAS, the Town has investigated Massengill's claim of ownership and has concluded that, in order to spare the expense and uncertainty inherent in any potential litigation involving the disputed area, it will agree that the easternmost boundary of the Massengill Property shall be the easternmost line as depicted on the Brooks Map, a portion of which Map is attached hereto as Exhibit A; and

WHEREAS, Massengill, also being cognizant of the expense and uncertainty inherent in any potential litigation involving the disputed area, has agreed to pay the Town the sum of Ten Thousand and No/100 (\$10,000.00) for the making of this Agreement, in part to reimburse the Town for its expenses incurred in its investigation of this matter; and,

WHEREAS, the aforesaid payment and the making of this Agreement being in full satisfaction of any claims regarding the disputed area, and with the dispute thus settled, the parties desire to definitively fix and establish the common boundary line between their tracts.

NOW, THEREFORE, the Massengill and the Town, in consideration of the foregoing, the sum of Ten Dollars (\$10.00), and other good and valuable considerations by each of them to the other in hand paid, the receipt of which hereby is acknowledged, and in consideration of the mutual promises and conveyances set forth herein, hereby do covenant, agree and convey as follows:

1. The parties agree that the boundary line between their properties is described as follows ("Agreed Line"):

Located in the Town of Swansboro, Onslow County, North Carolina, and beginning at an existing iron pipe set in the southwest margin of the right of way of Water Street as depicted on the map recorded in Map Book 29, Page 126, and running thence South 06° 24' 59" West 75.13 feet to a new iron pipe set in the mean high water line of the Intracoastal Waterway. The aforesaid Agreed Line is depicted as "Wood Fence" on the attached Exhibit A, which is a portion of the map recorded in Map Book 29, Page 126.

2. Massengill does hereby grant, bargain, sell and convey unto the Town, its successors and assigns, all of Massengill's right, title and interest in that portion of the property depicted on Exhibit A which lies east of the aforesaid Agreed Line. Massengill further gives, grants, bargains, and conveys to the Town a non-exclusive easement to access the riparian area of the Massengill Property in order to maintain, repair, and replace, as reasonably necessary, the living shoreline improvements currently existing and any similar improvements in the Town's riparian area that serve Wards Shore Park. This easement is appurtenant to the Town Property and runs with the land.

3. The Town does hereby grant, bargain, sell and convey unto Massengill, Massengill's successors and assigns, all of the Town's right, title and interest in that portion of the property depicted on Exhibit A, which portion lies west of the aforesaid Agreed Line. The Town excepts and reserves therefrom, however, a non-exclusive easement to access the riparian area of the Massengill Property in order to maintain, repair, and replace, as reasonably necessary, the living shoreline improvements currently existing and any similar improvements in the Town's riparian area that serve Wards Shore Park. This easement is an appurtenance to the Town Property and runs with the land.

4. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, successors, and assigns.

IN TESTIMONY WHEREOF, the parties have caused this Agreement to be signed under seal and in a manner so as to be binding.

[SIGNATURES APPEAR ON THE FOLLOWING PAGES]

SIGNATURE PAGE TO BOUNDARY LINE AGREEMENT

_____(SEAL)
JONATHAN BLAKE MASSENGILL

_____(SEAL)
HEATHER CREWS MASSENGILL

STATE OF NORTH CAROLINA
COUNTY OF _____

I certify that the following persons personally appeared before me this day, acknowledging to me that they signed the foregoing document for the purpose(s) stated therein, in the capacity indicated therein: JONATHAN BLAKE MASSENGILL and HEATHER CREWS MASSENGILL.

Date: _____

Signature of Notary Public

Notary's printed or typed name

My commission expires: _____

[Notary seal or stamp]

SIGNATURE PAGE TO BOUNDARY LINE AGREEMENT

TOWN OF SWANSBORO

By: _____ (SEAL)
Name: _____
Title: _____

STATE OF NORTH CAROLINA
COUNTY OF ONSLOW

I certify that the following person personally appeared before me this day, acknowledging to me that he signed the foregoing document for the purpose(s) stated therein, in the capacity indicated therein: _____, _____ of the TOWN OF SWANSBORO.

Date: _____

Signature of Notary Public

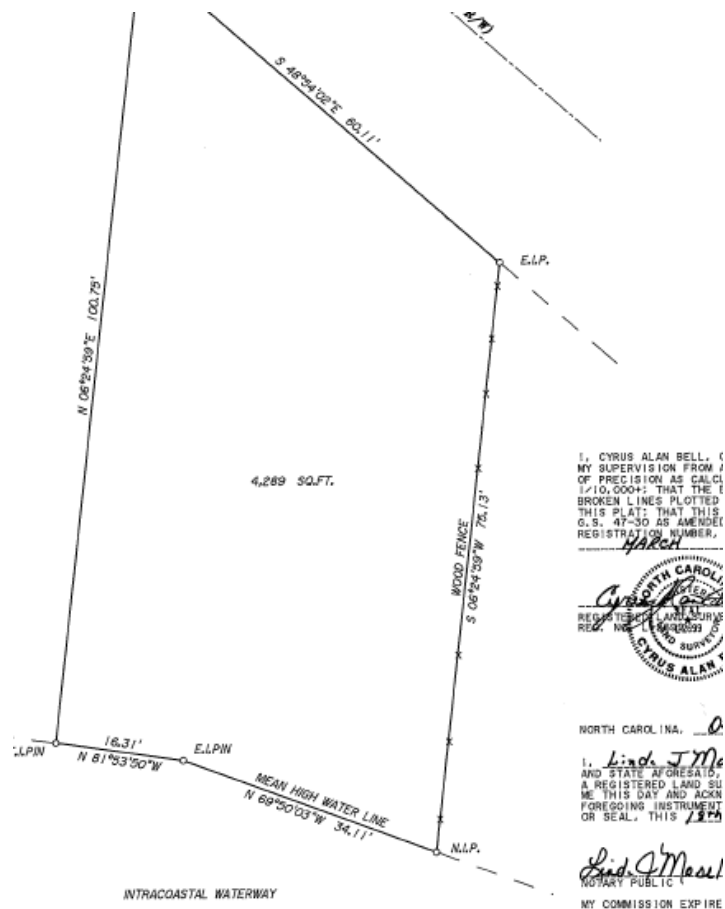
Notary's printed or typed name

My commission expires: _____

[Notary seal or stamp]

EXHIBIT A

Portion of Map Book 29, Page 126



THIS MAP IS NOT A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS

ND:4858-8807-0948, v. 2



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Budget Ordinance Amendment #2023-01**

Board Meeting Date: **July 25, 2022**

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

- 1. Stormwater Fund:** In partnership with the NC Coastal Federation, the Town will be able to make improvements at the Walnut Street End. After some delays at the NCDCLM level staff (turnover/shortages), the project is ready to start. The Town's match for this project is \$35,000 (already budgeted). M&W Land Improvements was awarded the contract for \$65,917 of which the NC Coastal Federation will reimburse the Town up to \$45,000. For contract purposes we need to capture the entire contract amount (\$65,917). In addition, the remaining budgeted balance of \$27,000 needs to be re-appropriated for FY 22/23 as indicated below.

Source of Funds: Grant Various

- 2. Admin Services:** On June 27, 2022, the BOC was informed that additional travel funds would be required for the maritime expert to attend the July 11, 2022 Public Hearing. Requesting \$2,000 be appropriated from fund balance for its intended purpose.

Source of Funds: Appropriated Fund Balance

- 3. Stormwater Fund:** On July 13, 2022 the Town was notified of its \$45,000 award from the NC Resilient Coastal Communities Program. The award will assist in completing the engineering and design work for the Water Street Rehabilitation Project. Requesting \$45,000 be accepted for its intended purpose.

Source of Funds: Grant Various

- 4. Reappropriations:** (Funds that went back to fund balance because they were not used prior to the end of last Fiscal Year).

Source of Funds: Appropriated Fund Balance

Department	Purpose	Amount
Admin Services	Architectural Survey Update (Richard Grubb & Associates)	\$5,000
Admin Services	Board Retreat Facilitation and Land Use Planning (Stewart Engineering)	\$5,000
Admin Services	Final Deliverable ADA Plan (Stewart Engineering)	\$669
Non-Departmental	Tyler Technologies-Software	\$32,750
Stormwater Fund	Walnut Street Retrofit Project (Town match)	\$27,000

Background Attachment(s): Budget Ordinance Amendment #2023-1

Recommended Action: Motion to approve Budget Ordinance Amendment #2023-1

Action: _____

AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 22/23

BUDGET ORDINANCE AMENDMENT #2023-1

BE IT ORDAINED by the Board of Commissioners of the Town of Swansboro that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2023:

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

<u>Appropriations</u>	<u>Increase</u>
Admin Services	\$12,669
Non-Departmental	\$32,750

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance	\$45,419

Section 2. To amend the Stormwater Enterprise Fund budget, the following changes are to be made:

<u>Appropriations</u>	<u>Increase</u>
Project Costs-Walnut Street Retrofit Project	\$114,760

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance	\$27,000
Grant Various-(Walnut Street Project/Reimbursed YTD-\$2,240) and NCRCCP Water St Rehabilitation Project Award	\$87,760

Section 3. Copies of this budget amendment shall be furnished to the Town Clerk, the Budget Officer, and the Finance Director, to carry out their duties.

Adopted by the Board of Commissioners in regular session, July 25, 2022.

John Davis, Mayor

Attest:

Alissa Fender, Town Clerk

TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF JUNE 30, 2022)

REVENUES

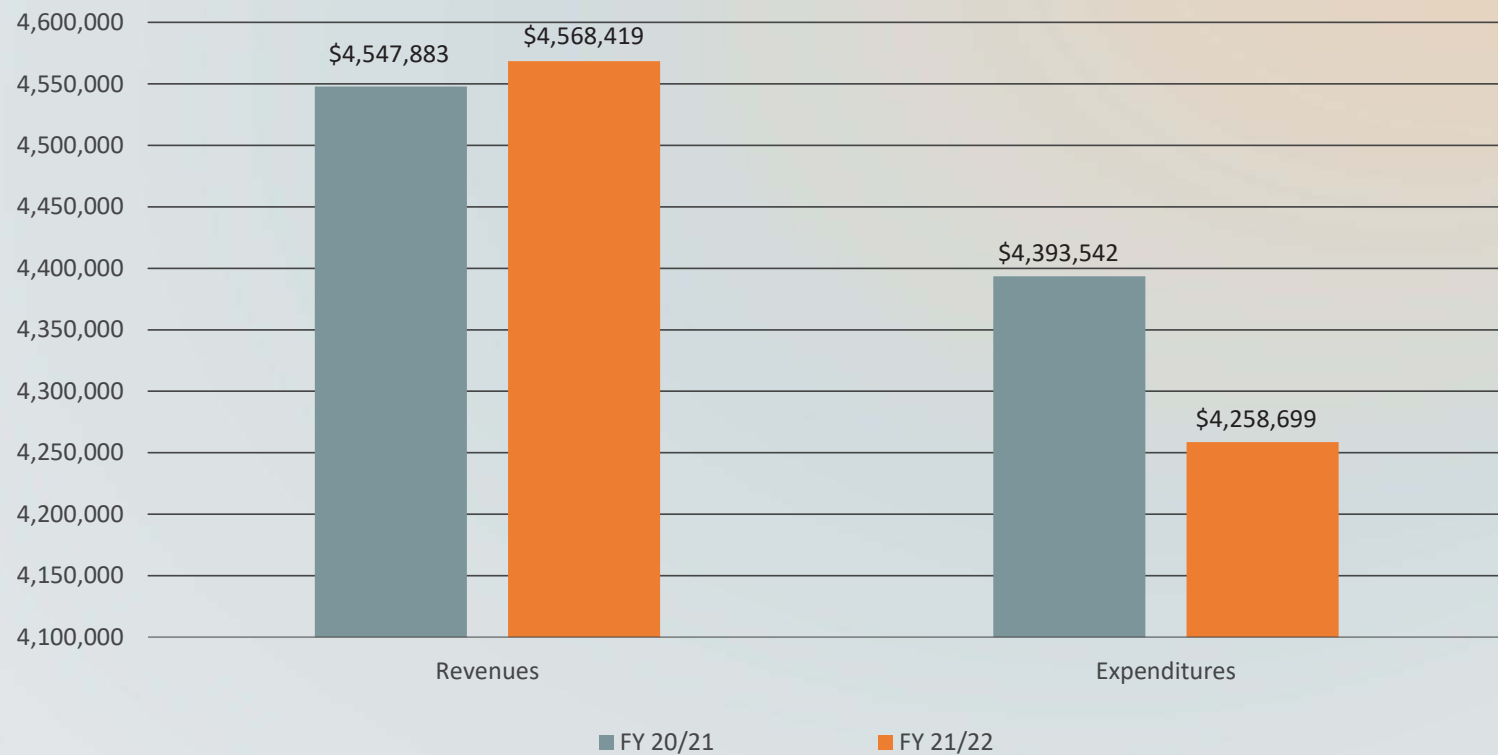
EXPENDITURES

LOAN PAYMENTS

INVESTMENTS

TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF JUNE 30, 2022)

GENERAL FUND



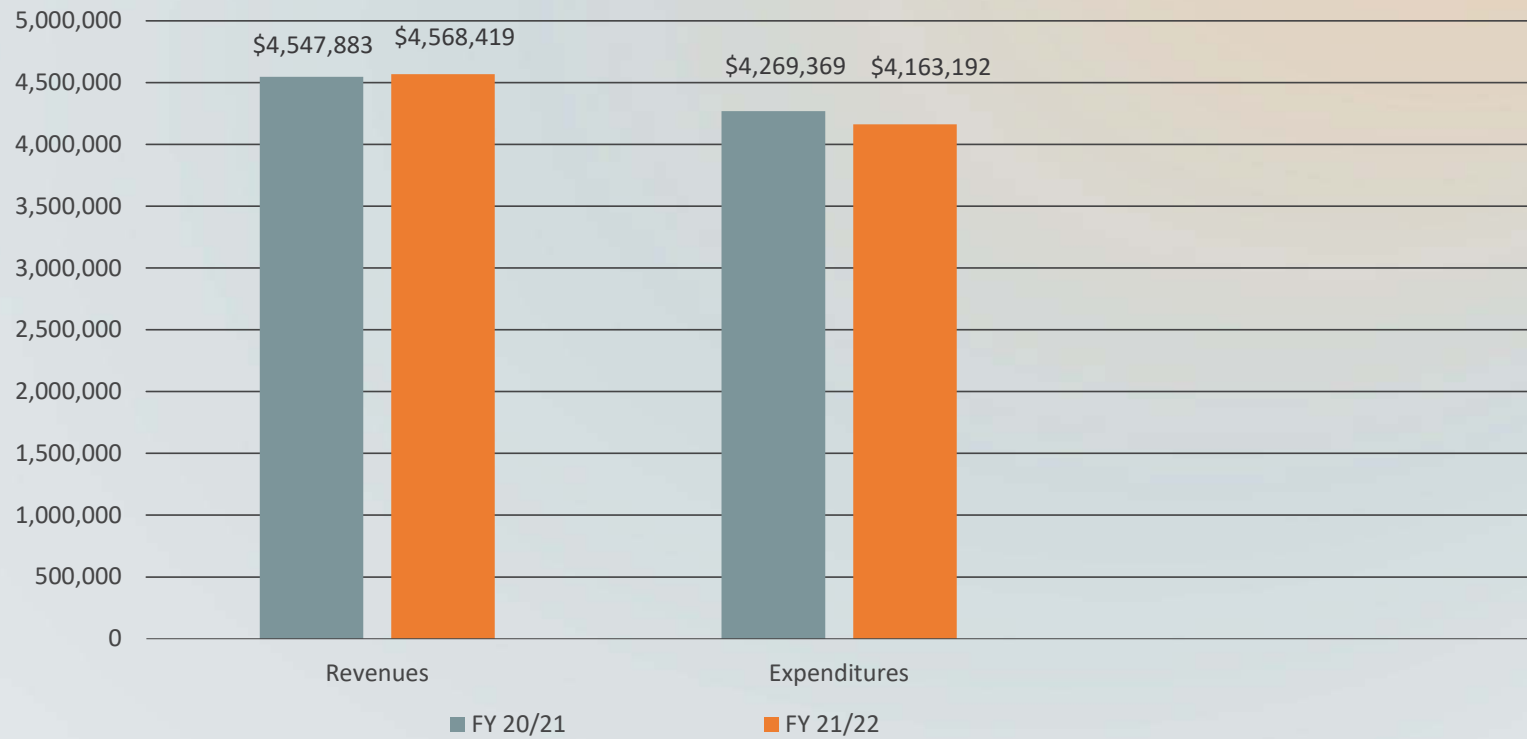
ENCUMBRANCES INCLUDED

Total Excess of Revenues Over Expenditures **\$309,720**

TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF JUNE 30, 2022)

(ACTUAL)

GENERAL FUND



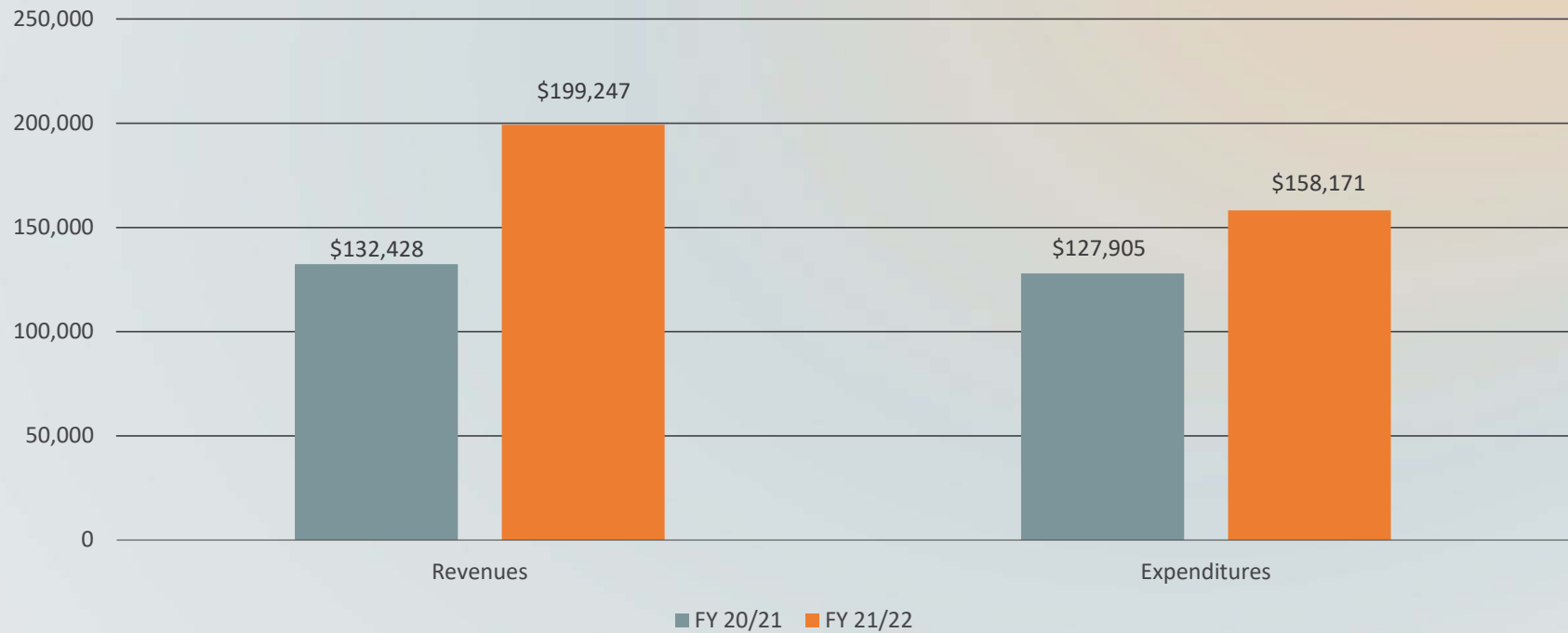
(ENCUMBRANCES NOT INCLUDED)
Total Excess of Revenues Over Expenditures **\$405,227**

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % June 30, 2022
GOVERNING BODY	29,297	28,207	362	97.5%
ADMIN SERVICES	416,927	340,771	15,455	85.4%
FINANCE	258,081	237,383	131	92.0%
LEGAL	62,000	49,503	-	79.8%
PUBLIC BUILDINGS	431,711	374,700	12,861	89.8%
FIRE	805,279	711,330	16,216	90.3%
PERMITTING	266,346	227,506	56	85.4%
POLICE	1,079,180	995,129	1,788	92.4%
PUBLIC WORKS-STREETS	300,728	183,042	1,908	61.5%
POWELL BILL-STREETS	105,804	90,600	4,664	90.0%
PARKS & RECREATION	342,489	290,696	24,957	92.2%
CHURCH STREET DOCK	13,708	5,148	1,898	51.4%
EMERGENCY MANAGEMENT	115,345	70,459	4,696	65.2%
FESTIVALS & EVENTS	119,554	85,173	10,459	80.0%
NON DEPARTMENTAL	542,082	473,544	56	87.4%
TOTAL	4,888,530	4,163,192	95,507	87.12%

**

TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF JUNE 30, 2022)

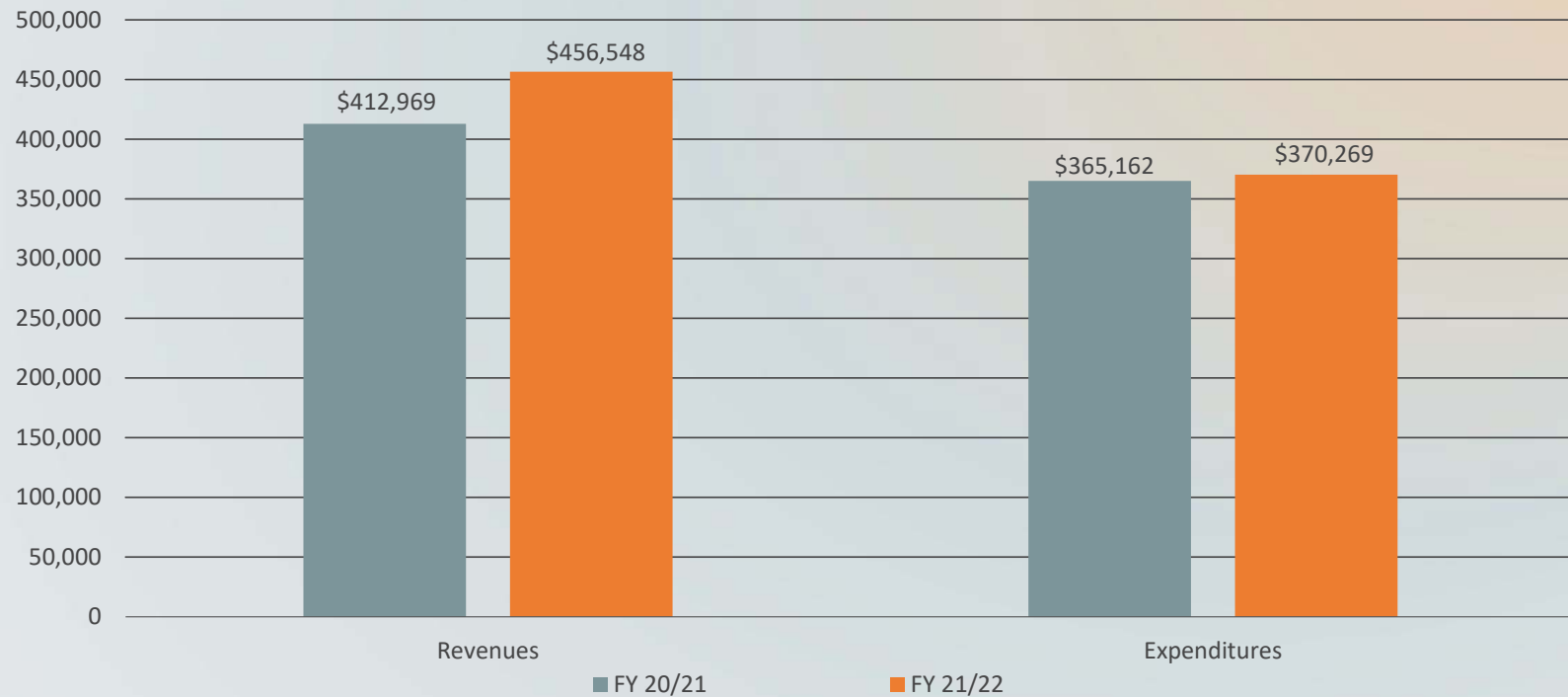
STORMWATER ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$41,076

TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF JUNE 30, 2022)

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$86,279**

TOWN OF SWANSBORO
LOAN REPORT
(AS OF JUNE 30, 2022)

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$463,719	2.69	03/21/2028	\$84,724
Public Safety Facility	\$120,000	2.58	12/22/2024	\$45,160
Fire Truck	\$223,427	2.08	11/01/2026	\$47,512
Equipment/Vehicles	Paid in Full	1.87	11/01/2021	\$51,783
Sleeping Quarters	\$125,000	2.43	12/14/2026	\$29,253
Grapple Truck/Town Hall Generator	\$183,700	1.72	6/25/2025	\$47,917
Vehicles(Police & Fire Department) & Software	\$110,700	1.84	7/15/2026	\$23,377
Total Debt	\$1,226,546			\$329,726

TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF JUNE 30, 2022)

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$10,610,830	.10%
NC CMT-General	\$321,145	.98%

OSBM Funds included in First Citizens Bank balance- \$6,100,000

- **Emergency Operations Center-\$6,000,000**
- **Sidewalks-\$100,000**

Any Questions

?



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Visitor's Center Update**

Board Meeting Date: **July 25, 2022**

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

What's Been Done To Date

- Working to re-establish Historic Contributing Status
- Awarded FY 21/22 Onslow County TDA Funding \$20,000 – paid for side steps demo identified as reason historic contributing status rescinded, required engineering of front steps re-construction due to flood zone location, some interior fixtures purchased for future renovations
- RFP awarded to Rufus Murray for side steps demo May 2022 - *completed*

What's Remaining to do on the Exterior

- RFP to reconstruct front entry steps due August 1, 2022 (breakaway design)

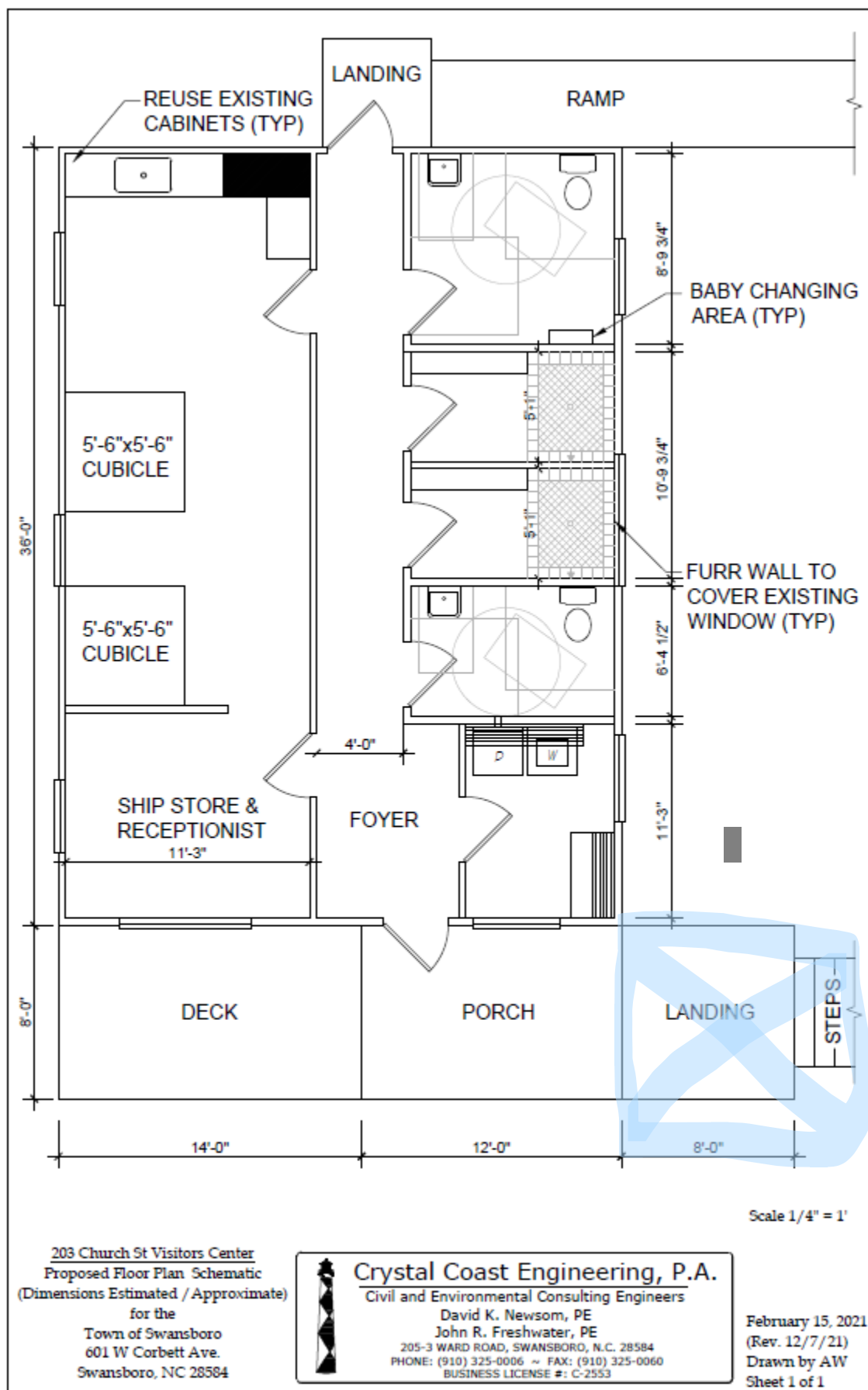
Once the front entry steps are constructed, the final V-Zone Certificate can be prepared. The next step is to obtain the variance from the Flood Appeals Board and obtain letter from the State Historic Preservation Office that the Contributing Status has been re-instated.

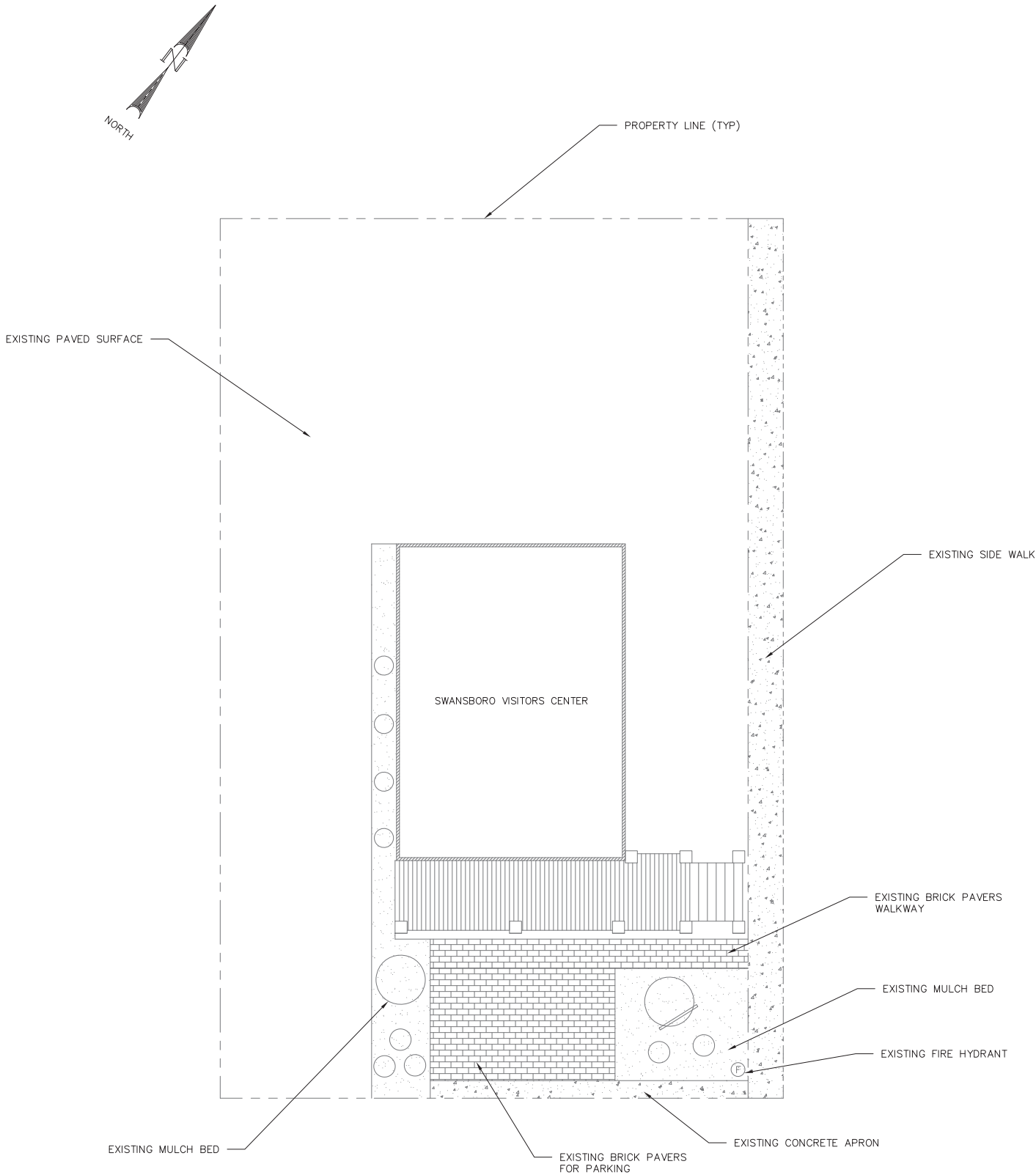
Interior Renovations - The estimated costs provided by former Public Works Director in 2021 was \$60,870. Of that amount, he indicated that the Public Works Crew could perform about \$15,000 of that work (walls, sheetrock, painting, flooring). Swansboro TDA has agreed to fund a portion of the interior renovations. Once we have settled on an interior design, we will be able to determine whether any water/sewer improvements will be needed, or whether just a certified engineered letter will be required that the current infrastructure can handle the improvements.

Background Attachment(s): Exterior Entry Design and proposed Interior Design which is recommended by Staff

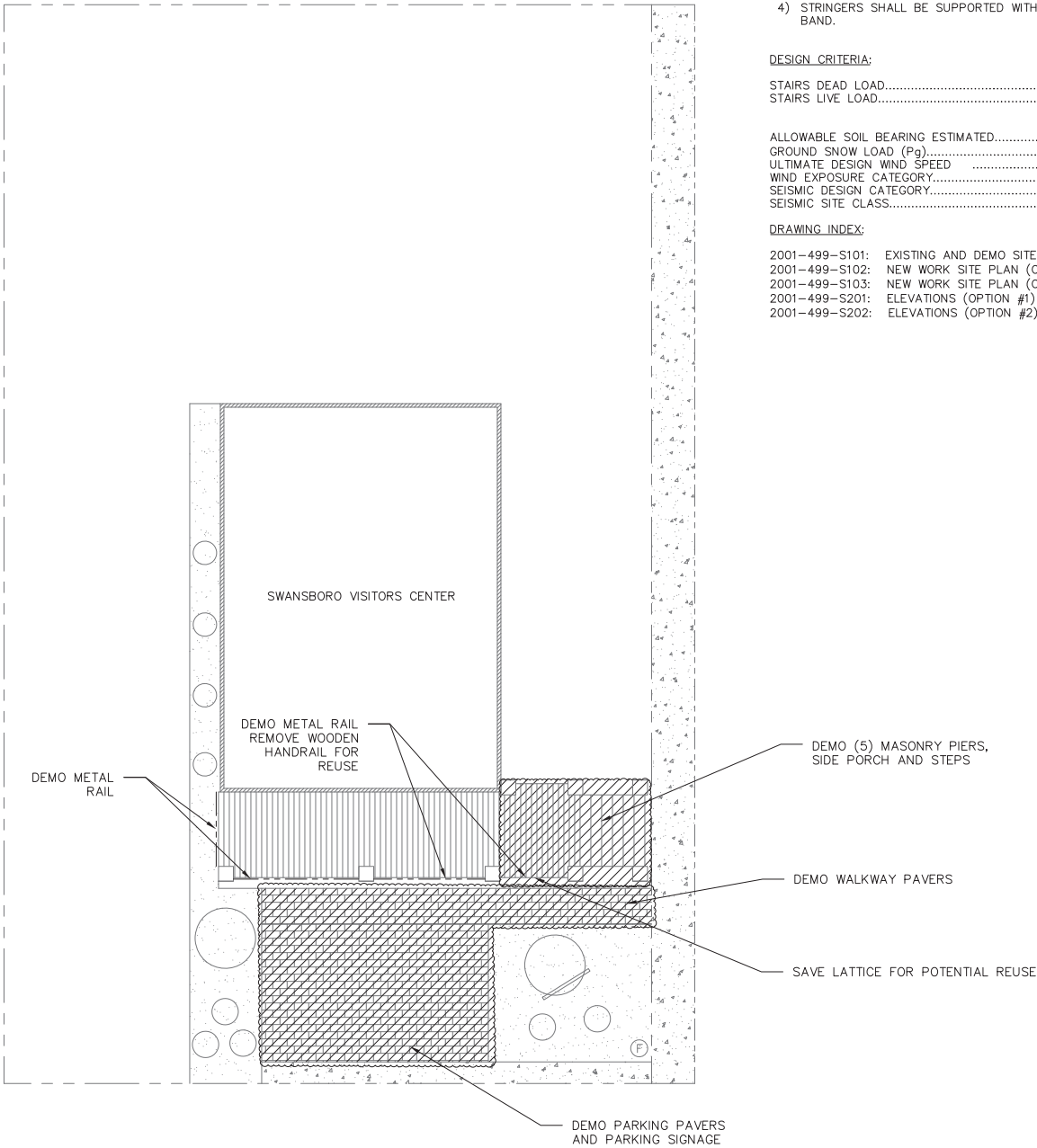
Recommended Action: Provide any further guidance on Visitor's Center progress.

Action: _____



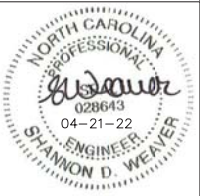


EXISTING SITE PLAN
1/8"=1'-0"



DEMO SITE PLAN
1/8"=1'-0"

- GENERAL NOTES:
- 1) ALL WORK SHALL BE PERFORMED PER THE REQUIREMENTS OF THE NORTH CAROLINA BUILDING CODES.
 - 2) ALL DETAILS AND SECTIONS ARE TYPICAL AND APPLY WHEREVER SIMILAR CONDITIONS EXIST UNLESS NOTED OTHERWISE.
 - 3) CONNECTIONS SHALL COMPLY WITH TABLE 2304.10.1 OF THE NORTH CAROLINA BUILDING CODE UNLESS NOTED OTHERWISE.
 - 4) ALL METAL CONNECTORS USED WITH PRESSURE TREATED WOOD SHALL BE STAINLESS STEEL, HOT-DIP GALVANIZED OR ZMAX GALVANIZED.
 - 5) SIMPSON PRODUCTS ARE TO BE INSTALLED AS PER THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.
- FRAMING NOTES:
- 1) ALL NAILS USED IN PRESSURE TREATED WOOD SHALL BE DOUBLE HOT-DIPPED GALVANIZED OR STAINLESS STEEL.
 - 2) LUMBER SHALL BE SOUTHERN YELLOW PINE #2 GRADE OR BETTER.
 - 3) ALL LUMBER SHALL BE PRESSURE TREATED.
 - 4) STRINGERS SHALL BE SUPPORTED WITH HANGERS AND FULL BEARING TO PORCH BAND.
- DESIGN CRITERIA:
- STAIRS DEAD LOAD.....10 PSF
STAIRS LIVE LOAD.....100 PSF
- ALLOWABLE SOIL BEARING ESTIMATED.....1500 PSF
GROUND SNOW LOAD (Pg).....10 PSF
ULTIMATE DESIGN WIND SPEED140 MPH
WIND EXPOSURE CATEGORY.....C
SEISMIC DESIGN CATEGORY.....B
SEISMIC SITE CLASS.....D
- DRAWING INDEX:
- 2001-499-S101: EXISTING AND DEMO SITE PLANS
2001-499-S102: NEW WORK SITE PLAN (OPTION #1)
2001-499-S103: NEW WORK SITE PLAN (OPTION #2)
2001-499-S201: ELEVATIONS (OPTION #1)
2001-499-S202: ELEVATIONS (OPTION #2)



LARION PLLC
ENGINEERING AND CONSTRUCTION CONSULTANTS
PO BOX 29
SWANSBORO NC 28584
910.376.5582

WWW.LARION.NET

DATE04/21/22

SCALE1:96

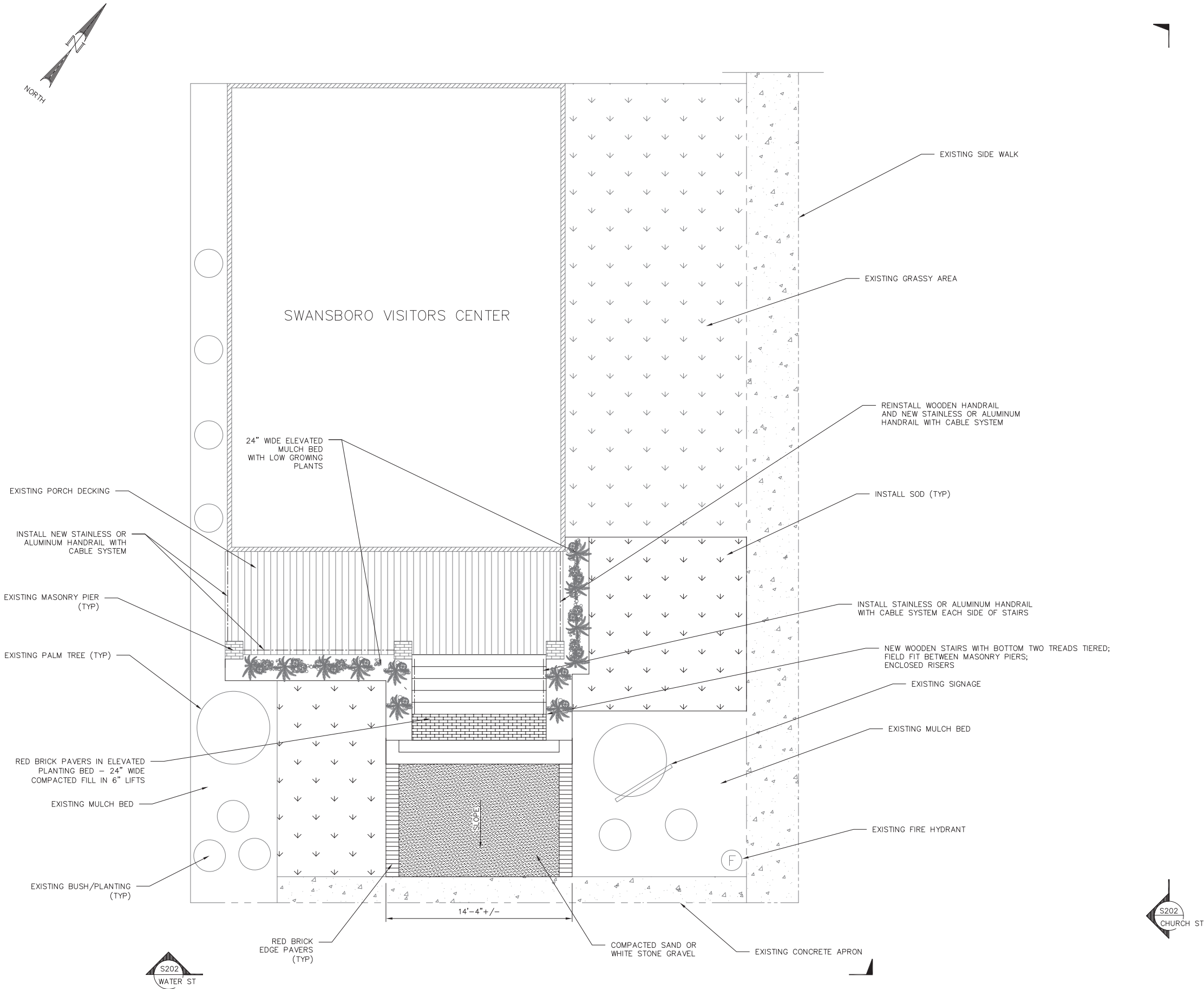
DWG NO.2001-499-S101

REV C

TITLE
SWANSBORO VISITORS CENTER
203 WEST CHURCH STREET
SWANSBORO NC 28584
EXISTING AND DEMO SITE PLANS

NC ENGINEERING LICENSE: P-1146

REV	REVISION DESCRIPTION	DATE	BY
C	ISSUED FOR REVIEW AND COMMENT	04/21/22	SW



NEW WORK SITE PLAN

OPTION #2

1/8"=1'-0"

REV	REVISION DESCRIPTION	DATE	BY
C	ISSUED FOR REVIEW AND COMMENTS	04/21/22	SW

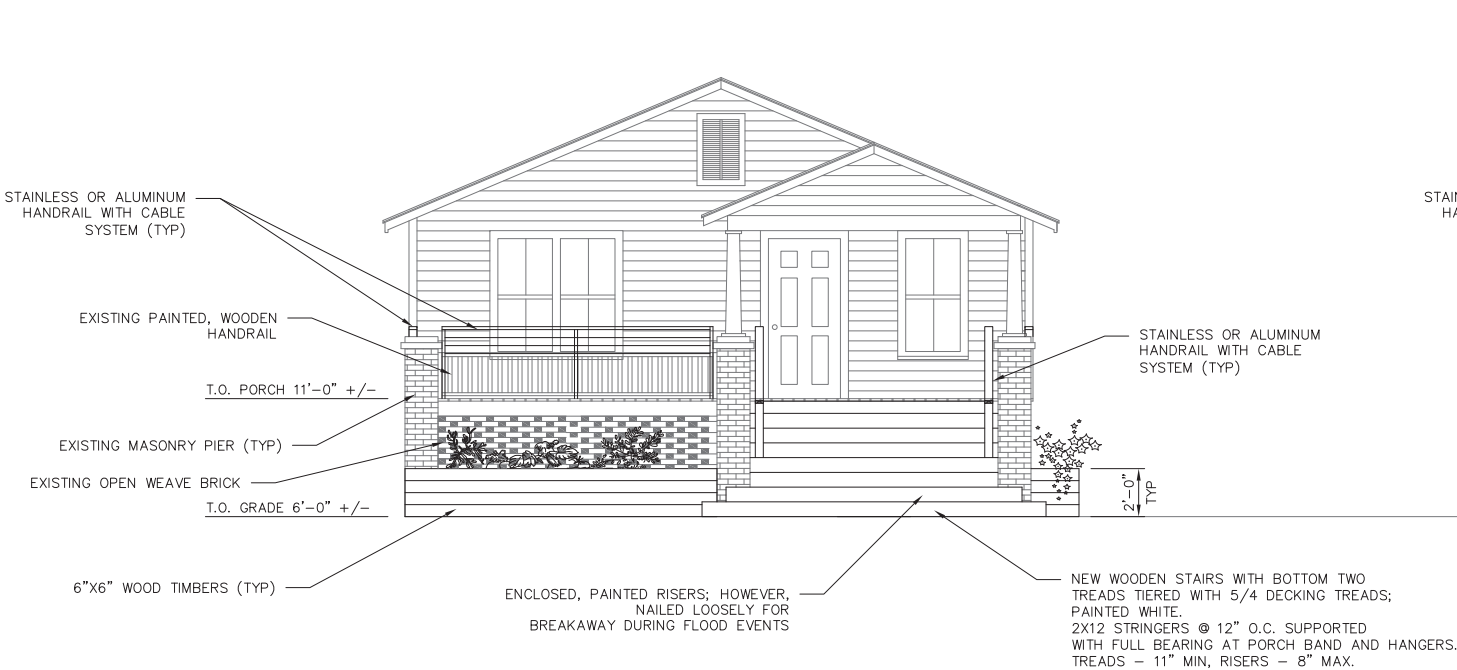
LARION PLLC
ENGINEERING AND CONSTRUCTION CONSULTANTS
PO BOX 29
SWANSBORO NC 28584
910.376.5582

WWW.LARION.NET

NC ENGINEERING LICENSE: P-1146

TITLE
SWANSBORO VISITORS CENTER
203 WEST CHURCH STREET
SWANSBORO NC 28584
NEW WORK SITE PLAN (OPTION #2)

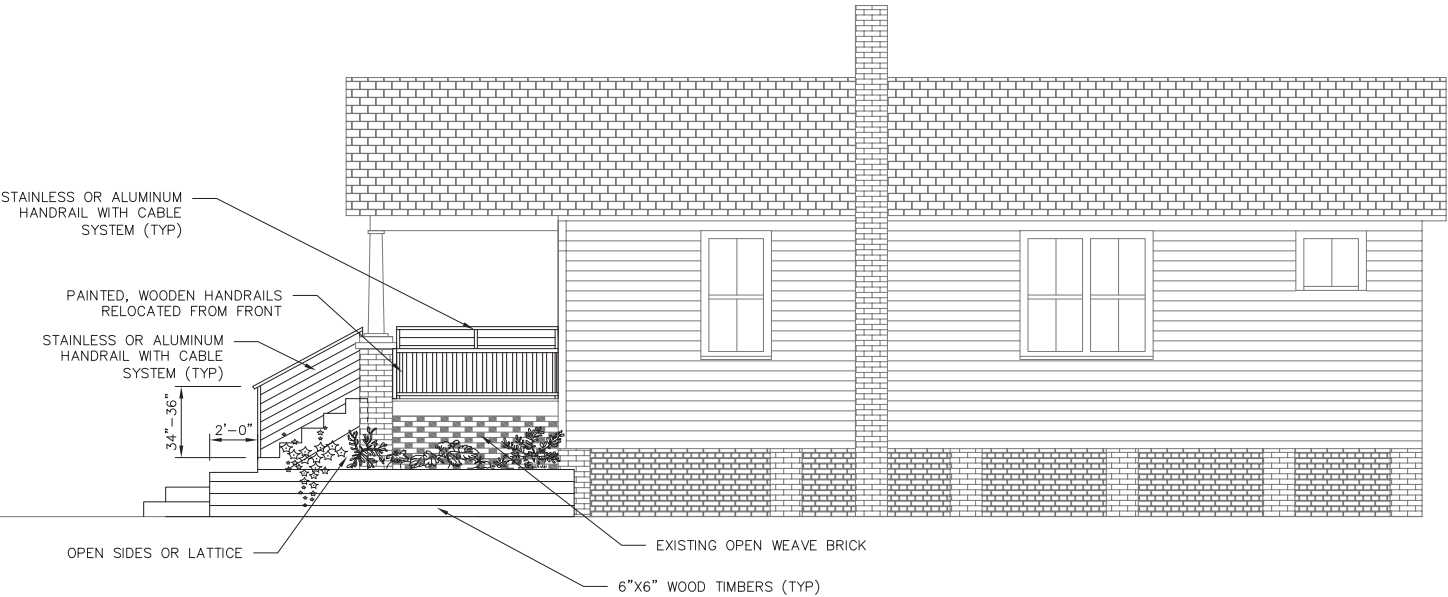
DATE 04/21/22 SCALE 1:48 DWG NO. 2001-499-S103 REV C



WATER STREET VIEW

OPTION #2

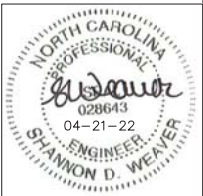
1/8"=1'-0"



CHURCH STREET VIEW

OPTION #2

1/8"=1'-0"



LARION PLLC
ENGINEERING AND CONSTRUCTION CONSULTANTS
PO BOX 29
SWANSBORO NC 28584
910.376.5582

WWW.LARION.NET

TITLE
SWANSBORO VISITORS CENTER
203 WEST CHURCH STREET
SWANSBORO NC 28584
ELEVATIONS (OPTION #2)

DATE	04/21/22	SCALE	1:48	DWG NO.	2001-499-S202	REV	C
------	----------	-------	------	---------	---------------	-----	---

REV	REVISION DESCRIPTION	DATE	BY
C	ISSUED FOR CONSTRUCTION	04/21/22	SW



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Future Sidewalk Priorities Discussion**

Board Meeting Date: **July 25, 2022**

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

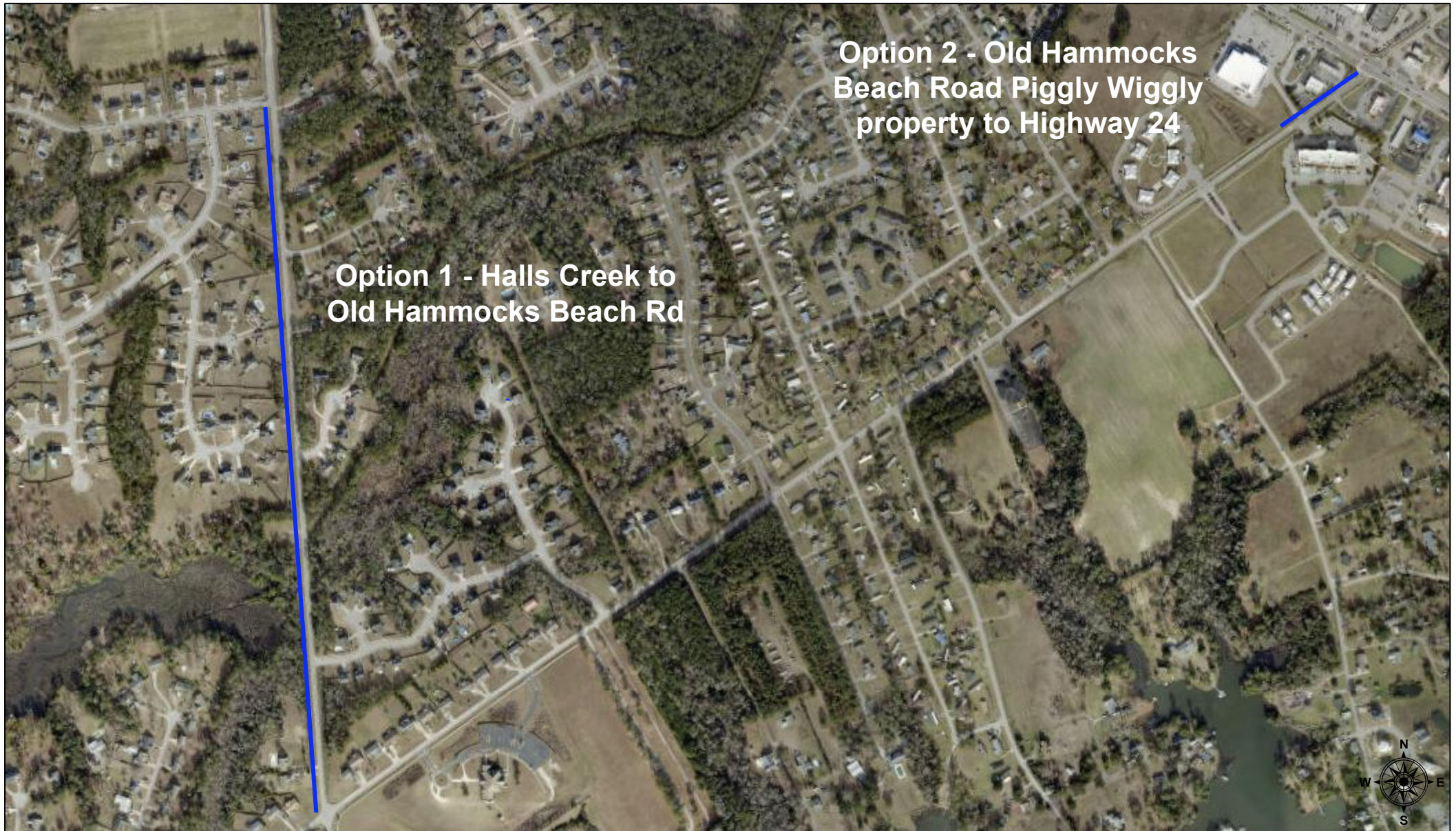
Overview: The Board of Commissioners has expressed interest in identifying future sidewalk priorities. Staff is currently working to obtain 6 required easements for Priority 3 & 4 along Hammocks Beach Road.

We have attached maps providing options for additional priorities that would complete a walkable triangle from NC24/Hammocks Beach Road/Old Hammocks Road and another that would provide a walkable area from Deer Run on Main Street Extension to NC24. We invite discussion on other areas so that cost estimates can be obtained. Of course, no funding has been designated for future priorities at this time.

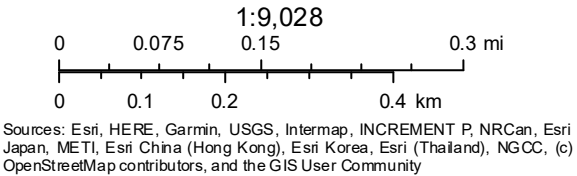
Background Attachment(s): Suggested future priorities

Recommended Action: Provide guidance on future sidewalk priorities

Action: _____

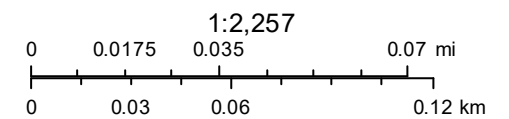


July 19, 2022





July 19, 2022





Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **July 25, 2022**

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 August 8, 2022

- * Town Code Amendment/Subdivision Speed Limits
- * UDO Text Amendment/Building Materials in the MI, Light Industrial, zoning district (PH)

August 18, 2022, Special Joint Workshop with Planning Board – 3pm

Proposed for August 22, 2022

- * Financial Report

Future Agenda Items

- * American Rescue Plan Funding Recommendations (updates)
- * Further LUP Review/Amendments
 - o Comprehensive Transportation Plan Revisions
- * Text Amendments – Occupancy Tax
- * Text Amendments – R/A Zoning Uses – *referred back to Planning Board*
- * Sub-committee designations for Strategic Plan Implementation
(*Eco Dev Committee est. Oct 2020*)
- * Shipwrights Point Phase II Street Acceptance (*Tentative*)
- * Historic Preservation Commission Recommendations (Joint Meeting Items)
- * Visitor's Center Improvements
- * Building Standards
- * Zoning Map & Table of Uses Amendments (possible)
- * EOC Discussion (ongoing)
- * Ward Shore Project Additional Alternatives (gather quotes for sod/AstroTurf or similar)
- * Joint Meeting with Historic Preservation Commission
- * Appearance Commission – Planning Board and HPC to review/provide feedback
- * Special Use Permit/Starbucks – Additional details needed; Planning Board tabled
- * Board Meeting Alternatives for Public viewing (*undergoing further research*)
- * Swimming Pool
- * Joint Meeting with the Planning Board, Stewart (Consultant on Land Use Plan Update)
- * Video options for meetings
- * Church Street Dock Safety Policy

September Meetings:

Regular – 12th

Regular – 26th

PROJECTS REPORT

Town Projects/Initiatives Update

July 25, 2022

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 has completed the traffic counts. In short, the report acknowledges am restrictions from 6-9am and afternoon restrictions from 3-6pm.

Design work should be completed in the next couple months and expect to have permits in hand the end of Spring. Advertise and award (LET) the project in the summer 2022. Actual construction availability will be in mid-September 2022, assuming no moratorium that delays into October or November to start. Construction will continue through the Fall 2022, into Winter 2023, and conclude with the marsh planting between April 15, 2023 – May 15, 2023.

PROJECTS REPORT

Town Projects/Initiatives Update

- **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 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.

During the Board's Planning Retreat March 2, the Board agreed that the Manager would identify a committee and share that with the Board.

Ten people have been identified as the committee:

Chief Degnan	Chief Jackson	Paula Webb	Jennifer Ansell
Alex Wood, PE	Dusty Rhodes	Larry Philpott	Russ Davis
Alissa Fender	Laurent Meilleur, PLB Rep		

I hope to arrange our first meeting the last week of March.

Committee established 4/11 with the addition of Commissioner Conaway, Jr Freeman, and Roy Herrick. The Board of Commissioners held special joint meeting with the committee on 4/14 to give purpose and expectations.

The Committee has met twice with a unanimous consensus gained immediately to proceed with building our own EOC in town, to create a safe place for employees to stand up during emergency operations. Onslow County is no longer interested in a partnership to build a substation since they purchased and are operating the Freedom Way station. Committee members will be making site visits on May 25th and then proceeding to develop an RFP for architect/engineer.

Additional EOC Committee membership changes includes; removing Russ Davis and Alex Wood; adding Brenda Pugliese, Ed McHale and Jonathan McDaniels.

PROJECTS REPORT

Town Projects/Initiatives Update

Board discussion on a written action plan and timeline recommended by Mayor Pro Tem Tursi to be held June 27. The committee will re-convene its meetings once that discussion has occurred.

BOC Action Plan distributed to Committee, site discussions, and draft RFQ provided/discussed July 13, 2022.

- **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 was held on Wednesday, February 23, 2022 from 4-6pm at Town Hall. A community input survey is available from the Town website, at Town Hall and the Swansboro Branch Library through March 9, 2022. The Committee met again on Monday 3/21. Beth shared that 89-online surveys were received and 6 hard copies.

Flooding was the number one concern. The committee revisited the original spreadsheet and still identified stormwater mapping as the top priority for the portfolio. Other items still identified but categorized with stormwater mapping were, Halls Creek and Hawkins Creek Restoration, development of a wetland restoration plan, and a public education campaign. Development of the portfolio readies the Town for phase 3 – applying for engineer funding, and phase 4 implementation.

PROJECTS REPORT

Town Projects/Initiatives Update

On April 4, NCDCM released the Request for Applications for Phase 3 of the Resilient Coastal Communities Program - applications are due June 3.

Our consultant Beth Smyre shares that NCDCM clarified that the focus of the Phase 3 program is on projects with a natural or nature-based component; this can include projects such as green infrastructure improvements, wetland or stream restoration, or living shorelines. Infrastructure mapping, such as Project #1 of our project portfolio, would not be eligible for funding under Phase 3. Therefore, she recommended that we focus your Phase 3 application on either the Halls Creek or Hawkins Creek stream restoration efforts. As Mayor Pro Tem Tursi graciously explained to her, a stream restoration project would be far more complicated scientifically and more expensive. It is doubtful, with all the other projects we have in the works on top of budget preparation, staff would have time to put together a viable application. I did share with her that we do have the Water Street Project (with engineered drawings in hand). She reviewed the plans and is checking with NCDCM to see if this project would qualify.

Beth Smyrna/Dewberry is scheduled to provide an update to the Board May 23, 2022 for Phase 2. We had originally hoped that stormwater mapping would qualify for the next phase, but we are told it does not. Phase 3 includes engineering/design – application deadline early June. Planner Jennifer Ansell and Public Works Director Tank Bates participated in a teleconference this week to seek other opportunities for stormwater mapping. The Town does have engineered plans for the Water Street Rehabilitation and could submit this project for Phase 4 funding. It is noted that the Water Street Rehabilitation project was estimated to cost \$215,000 in 2018. Phase 4 anticipated average funding level: \$45,000 per project, so contribution on the Town's part would be required.

RCCP Project Portfolio		
Project No.	Title	NNBS?
1	Stormwater Mapping	
2	Halls Creek Stream Restoration	Yes
3	Hawkins Creek Stream Restoration	Yes
4	Water Street Rehabilitation	Yes
5	Townwide Wetland Restoration Plan	Yes
6	Public Engagement and Education Campaign	
7	Resize NC 24 Culvert	

6 Swansboro Board of Commissioners Meeting May 23, 2022 Dewberry

As directed during the May 23 regular meeting, and with assistance from Withers and Ravenell, Staff was able to meet the June 3 Phase 3 application deadline for

PROJECTS REPORT

Town Projects/Initiatives Update

Engineering/Design. If awarded, we could receive up to \$45,000 to design/engineer bio retention areas along Broad Street prior to entering Water Street.

RCCP Phase 3 - \$45,000 was awarded to the Town on July 13, 2022 for the design/engineering of the bioretention swells along Broad Street that will assist in the rehabilitation for Water Street.

- **August 2020 - NC State Historic Preservation Office Florence and Michael ESHPF Hurricane Disaster Relief Grant – Emmerton School:** The Town submitted an Emergency Supplemental Historic Preservation Fund (ESHPF) Hurricane Disaster Relief application for Emmerton School (AKA Old Town Hall) located at 502 Church Street for remaining Hurricane Florence damage repairs and resiliency measures for future events. The grant request is in the amount of **\$424,000** and is established as a 100% reimbursable grant.

We will use the funds for the following projects:

1. Tuck Pointing of the interior and exterior bricks to help stop the water penetration that occurs. This would also include the application of a sealant to the exterior brick.
2. Repair the extensive damage of the crumbling brick work above the south front door and other interior walls.
3. Historic Ceiling repair and repainting – Even though there is a new roof on the facility, some moisture did seep in sometime after the temporary fixes were installed.
4. The installation of a Centralized Dehumidification System
5. Window and Door repairs/replacing/storm proofing – there are a total of 81 windows and doors that are included in this request.
6. Electrical wiring repairs
7. Soffit repairs from Hurricane Florence damages
8. Sealing the crawl space
9. Attic Insulation

We were notified on January 14, 2021 that our application for Emmerton School was awarded for 100% funding (\$424,000). Please note that grant activities may not take place until the Grant Contract has been signed. We expect to receive the proposed 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. A budget amendment accepting the \$424K was approved on January 10, 2022. The final agreement has now been executed. The project startup meeting has occurred, and the Manager and Planner will begin working with NCDCCR to identify contractors qualified for the work.

PROJECTS REPORT

Town Projects/Initiatives Update

Staff is preparing a draft RFP, which will then have to be reviewed by the Historic Preservation office before being sent out.

A Request for Qualifications for the Emmerton School Project was approved by the state and submitted on Wednesday afternoon. **The deadline for submittals is July 22, 2022.**

- **CLG Grant/Historic District Architectural Survey** - the CLG Grant/Historic District Architectural Survey Contract with Grubbs & Associates was also executed this week. The survey is due to be completed by September 2, 2022. Representatives from Grubbs & Associates began survey work last week.

A draft survey is due to the Historic Preservation Commissioner in June. The final work must be completed by September 2, 2022. It's my understanding that local residents, Amelia Dees-Gillette and Kim Kingrey have been working with the consultant to provide local knowledge to be included in update.

As previously reported (Manager's Brief June 16), The National Park Service does not allow for extensions of annual HPF grants to CLGs except under extreme circumstances, so we will not be able to extend the survey update past the September 2022 deadline as the HPC had wished. We have already allocated the HPF money for next year, so there is no additional source of funding for work outside the scope of this project. The State HP Office indicates that they will be glad to add supplemental research to our survey files whenever the commission members complete their research. Any amendments to the National Register nomination can be done as Additional Documentation after the current survey update is complete.

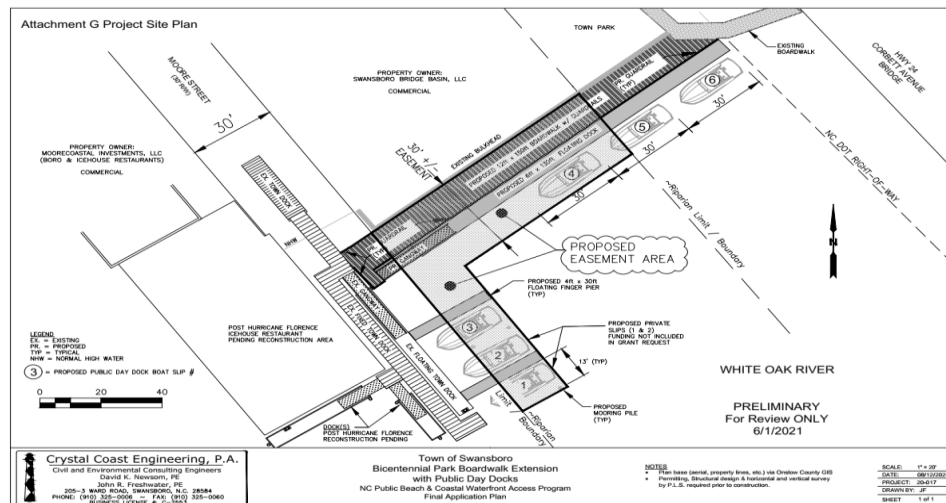
A presentation was made to the HPC on July 19th, 2022 by Annie McDonald, Senior Architectural Historian with Richard Grubb & Associates, Inc. on the status of the Architectural Survey Update for the Historic District. She explained that they had surveyed 166 total resources, updated 145 records, and added 21 records. 20 resources have been lost since 1988 due to storm damage, new construction/demolition, or relocation. She explained that the survey was not static, that it could be updated periodically, and revisions provided to the State Historic Preservation office through Staff. Their recommendation is not to change the boundary of the National Register District or Local District at this time. She explained that changing the boundary of the National Register District could open the door for reevaluation of the entire district by the

PROJECTS REPORT

Town Projects/Initiatives Update

National Park Service (NPS), which could potentially result in additional losses of contributing designations due to the many alterations that have occurred over the years. She further explained that the NPS will not periodically reevaluate the district, that it had to be requested as a part of an update/boundary expansion project or that it was typically preformed in conjunction with the review of a federal permit (bridges, roads, etc.), so there was not a need to worry about the Town losing its National Register designation.

- **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



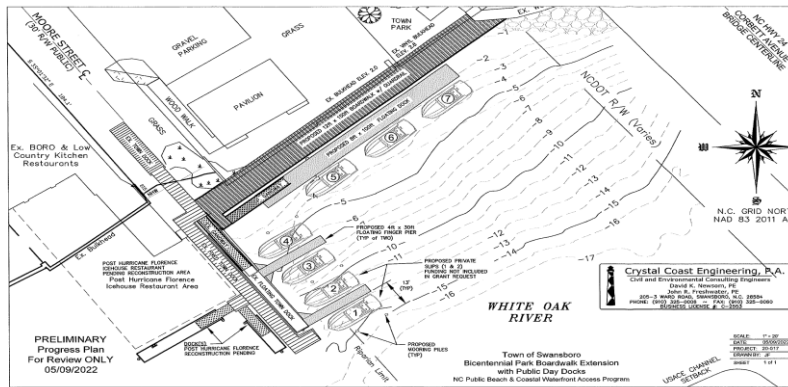
The Lease and Dock Rental Agreements have been executed with Randy Swanson. Kathy Vinson and Crystal Coast Engineering have been re-engaged to continue work on the project.

PROJECTS REPORT

Town Projects/Initiatives Update

The lease and boat slip agreements have been signed. Kathy Vinson and John Freshwater were re-engaged on the project. A redesign of the dock was necessary to remove the kayak launch which once existed when Pogies was located on site. Removal of the kayak launch offered space for one additional boat slip. John Freshwater and Kathy Vinson are preparing the final notes on the plan, which will be submitted to CAMA for permit modification. Once the permit modification is in hand, we can send out an RFP on construction.

Revised design ↓



Kathy Vinson continues to work with CAMA on our permit modification. NCDOT met on site this week to review and provide comments on the project as requested by CAMA.

As reported in the weekly brief June 24th, NCDOT met on site June 23 to review the project for comment and the reported deterioration to the bulkhead at the bridge identified by John Freshwater while conducting site/surveying work on our project. Instead of granting a waiver for our project they have asked to piggyback on our CAMA Permit for the work they will need to do to repair the bulkhead. In addition, that portion of bulkhead connecting to our walkway will have to be removed and replaced. The Town will be responsible to replace its portion that connects. We will attempt to coordinate this with NCDOT so its all done at one time. We are still working with NCDOT on the required encroachment agreement and Kathy Vinson has contacted CAMA who is agreeable to allow NCDOT piggybacking on our permit and submittal of the CAMA application with an email from NCDOT with assurances that they are working on the encroachment agreement. Due to the delays with this project, we have been advised to go ahead and ask for a grant extension now because the review time is so backed up.

PROJECTS REPORT

Town Projects/Initiatives Update

- **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. The Engineer reported on 1.20.21, that the design was under final review.

The Final Design has been received. The Project Budget of \$35K was adopted on March 28th, 2022. RFP's have been sent to qualified contractors.



Staff changes at CAMA have resulted in a delay in starting the project. M&W Land Improvements Inc has been engaged and is on standby to begin work once we receive notice from CAMA.

- **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).

PROJECTS REPORT

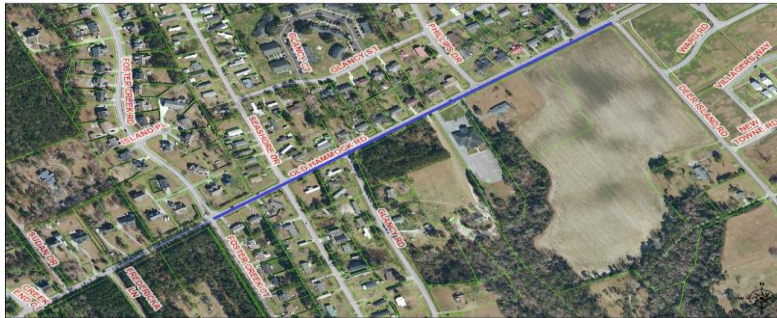
Town Projects/Initiatives Update

- 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. An email notifying the Town of the \$100,000 award was received from the Office of State Budget and Management to acknowledge the appropriations of \$100,000 for sidewalk improvements from the State Capital and Infrastructure Fund Directed Grant. Once received, these funds could be appropriated for the second section of Priority 2.

Some stormwater drain work has been completed by NCDOT on Priority 2 along Old Hammocks Road. This priority area includes two sections. The first section from Deer Island Road to Fredricka Lane and the second section from Fredricka Lane to the Catholic Church connection. All easements are secured for section one. One easement is still pending for this section (involves heirs and deed preparation on their part). NCDOT does have some additional drainage work to do along the flag lots at Buena Vista Del Mar (adjacent to Williams Road).

Section 1 of Priority 2



Section 2 of Priority 2



PROJECTS REPORT

Town Projects/Initiatives Update

One easement still pending, but communication suggests we should have the easement in the near future. NCDOT still has some site work to complete prior to constructing the sidewalks.

Priority 2 Completed. Ribbon Cutting held on June 24th.

- 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*

Priority 3 will connect the sidewalks at Park Place to Moore BBQ. This area has not been surveyed/designed and could likely (according to notes in 2019) cost more than \$200,000 due to right-of-way and stream crossing, utility issues. Five easements required for this section.

Priority 3



Staff is working with NCDOT on an updated maintenance agreement which also includes the breakdown of expenditures of the \$100K SCIF Funding (Town contribution). This information is necessary for reports we are required to provide back to the Office of State Budget and Management.

Although requests for Priority 3 easements were sent out back in October 2021, none were received. We will resubmit those requests. *Second letters sent July 2022.*

During the April 4 Budget Workshop a future Priority 4 was identified. We are waiting to hear back from NCDOT on funding estimates.

According to NCDOT revised cost estimate, Priority 3 & 4 combined will be \$99,994.80. We are still waiting on the Sidewalk Agreement to be updated to include the last portion of Priority 2 and Priorities 3 & 4.

PROJECTS REPORT

Town Projects/Initiatives Update

Priority 4



Future Priority Areas – as previously noted (Manager’s Weekly Brief) interest by a handicap resident has been shown to extend the sidewalk along the west side of Old Hammock Road where there is a void from the Cottages to the side entrance to the Piggly Wiggly.

Future priority areas to be discussed with the BOC July 25, 2022.

- **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.

- **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. A final draft was received 1/18/2022 –additional changes to be made yet, mainly name of coordinator to Alissa Fender and implementation to Paula Webb. *Alissa and I worked this week to identify and clarify final editing.*
- **Visitor’s Center Improvement Update** – Andrew Wilson of Crystal Coast Engineering has prepared a draft building layout for the Visitor’s Center based on several suggestions he

PROJECTS REPORT

Town Projects/Initiatives Update

received. You may recall that the Town had reached out to John Wood, Restoration Specialist with the NC State Historic Preservation Office to determine if the structure had retained its contributing historic status when moved to its present location, which would have allowed an exemption under the Flood Damage Prevention Ordinance. On January 6, 2022 Mr. Wood provided that due to the structure being moved from its original location, handicap ramp addition, and elevation; the structure was no longer a contributing historic structure. It should be noted that the elevation was required because the structure was in the flood zone, and the handicap ramp had to be added for ADA compliance. What this ultimately means is that we will have to follow a phased plan for improvements because the building is valued at \$57,000. If the renovation cost exceeds 50% of that value, a Substantial Improvement, the entire structure must be brought into compliance with the current ordinance and Building Code requirements. A second phase could not be started until one year after the final inspection on phase one.

Another alternative would be to raise the building to the current flood elevation (approximately 5 more feet) to bring it into compliance with the current regulations, including breakaway wall construction for the foundation due to the Coastal A flood zone designation. This would require HPC approval. This item will be added to the Planning Retreat for discussion/guidance. As a reminder the Town was awarded \$20,000 through the Onslow County TDA and must be used by June 30 or requested again in the next grant cycle.

Staff met with John Wood on Tuesday, March 1. As reported at the March 2 Planning Retreat, John Wood indicated that if we moved the side entrance steps back to the front of the building as they originally were when the building sat further down Water Street and clearly identify those as new construction using certain materials and raised flower beds to camouflage, the buildings historic status could be returned. Planner Ansell has sought engineered drawings and elevation certificate. Additional reviews by the Historic Preservation Commission and Flood Appeals Board will still be required. Once the contributing status is re-instated, the building would qualify for an exemption under the definition of Substantial Improvement and allow the Town to apply for a variance from the Flood Damage Prevention Ordinance requirements through the Flood Appeals Board.

Tidewater has been engaged to provide the elevation certification and existing conditions survey. Larion Engineering has been engaged to provide engineered re-design to remove the side entry and re-instate the entry to the front of the building and flood analysis. All will aid in the return of the contributing status to the building which will in turn relieve the Town from the flood requirement to raise the structure. The design will be scheduled for review by the Historic Preservation Commission for the demolition of the steps/deck and construction of the new steps as soon as the plans are received from Larion thereafter, a variance will be sought from the Flood Appeals Board from the elevation requirement. Public Works will demolish the side entry however, based on workload we will most likely utilize a contractor to install the front entry.

On May 17, the HPC reviewed the side entrance demo and re-location of the front entrance as recommended by Restoration Specialist John Wood. HPC member Kim Kingrey volunteered to search for photos from years back to see if the hand railings were wooden or if any were ever present. Once final minor work approval is granted, the work performed and contributing status re-instated, we would then qualify for an exemption under the definition of Substantial

PROJECTS REPORT

Town Projects/Initiatives Update

Improvement which would allow the Town to apply for a variance from the Flood Damage Prevention Ordinance requirements through the Flood Appeals Board.

As previously reported (Manager's Brief June 16), demo of the stairs at the Visitors Center is complete. Visitors are still able to use the handicap ramp access at the rear to gain access to the restrooms. The railing has also been re-constructed by Public Works on the front porch. Once the wood dries out, it will be painted white.



At the BOC's request, a progress update was given July 25th, 2022.

What's Been Done To Date

- Working to re-establish Historic Contributing Status
- Awarded FY 21/22 Onslow County TDA Funding \$20,000 – paid for side steps demo identified as reason historic contributing status rescinded, required engineering of front steps re-construction due to flood zone location, some interior fixtures purchased for future renovations
- RFP awarded to Rufus Murray for side steps demo May 2022 - *completed*

What's Remaining to do on the Exterior

- RFP to reconstruct front entry steps due August 1, 2022 (breakaway design)
- Once the front entry steps are constructed, the final V-Zone Certificate can be prepared. The next step is to obtain the variance from the Flood Appeals Board and

PROJECTS REPORT

Town Projects/Initiatives Update

obtain letter from the State Historic Preservation Office that the Contributing Status has been re-instated.

Interior Renovations - The estimated costs provided by former Public Works Director in 2021 was \$60,870. Of that amount, he indicated that the Public Works Crew could perform about \$15,000 of that work (walls, sheetrock, painting, flooring). Swansboro TDA has agreed to fund a portion of the interior renovations. Once we have settled on an interior design, we will be able to determine whether any water/sewer improvements will be needed, or whether just a certified engineered letter will be required that the current infrastructure can handle the improvements.

Department Reports for June 2022

Administrative Services

- Phone Records Report for June: 2,430 calls
 - Town Hall – 706 Parks and Recreation – 596
 - Police Department – 486 Fire Department – 74 Outgoing totals – 568
- Building permits sold for June: 65 residential/commercial combined; 5,687.65 total fees collected (includes 15 re-inspections)
- 251 Building inspections processed/27 Fire Inspections processed
- 102 Various receipts processed
- 325 ONWASA payments processed; 5 New Services; 6 other requests
- 9 Work Orders generated for Public Works
- 18 Notarization's performed
- Admin Staff worked at Visitor's Center 3 days each week (Alissa, Darla, Aliette and Lisa)
- US Census Report Submitted - Permits
- Public Records Request
 - FIOA request through PD
 - Law Office of Matthew Nichols
- Finalized May Departments Report
- Issued New Releases/Constant Contact/Facebook posts for:
 - Highway 24 Traffic Alert
 - Yard Waste Collection Delay
 - June 13, 2022, BOC Meeting
 - Visitors Center Stairs Demo
 - July 4th Fireworks Cancellation
 - June 27, 2022, BOC Meeting
 - July 4th Closures
- 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 32.25
- Prepared Arts by the Sea Street Closure Notices for distribution downtown
- Prepared July 4th Street Closure Notices for distribution downtown
- Ribbon Cutting held for Sidewalks Priority 2 June 24th
- Assisted with New Phone System deployment process with Computer Warriors
- EOP Plan Finalized and tabletop exercise held with Department Heads
- Began working with ProudCity on website upgrade/change over process
 - 1. Meet with project manager on Mondays for training, and Thursdays to workshop
- Contacted Municode to begin agenda software process/implementation
- Attended Damage Assessment training with Onslow County for ARM 360 program
- Began preparations for Annual Powell Bill Reporting

Department Reports for June 2022

1. Attended Powell Bill Submission Training
- Tyler Technologies
 1. Attended bi-weekly meeting
 2. Reviewed cashiering process in preparation for training
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.). Website Home Page defaults: 7,090. Top 5 pages viewed in June – Employment 1,594 – Board of Commissioners Agenda 1,385 – Police Dept 1,081 – Permitting 1,061 – Board of Commissioners Minutes 893

Finance

- Sales & Use Tax received in June 2022 is \$118,586
- Accounts Payable Summary for June 2022:
 - 209 Invoices-Totaling \$196,105
 - 0 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (kWh) for June 2022 (706.0)
- Processed payroll-6/3 & 6/17; updated employee accrual balances- (spreadsheet & Asyst)
- Stormwater Fees Collected-June 2022-\$2,033 and updated Stormwater spreadsheet
- May 2022 Bank Reconciliation-Town accounts
- May 2022 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- Gathered financial information for the June 13th and June 27th regular meeting
- Preparing Year End Projections FY 21/22/updated operating budget spreadsheet FY 22/23
- Updated adopted Budget Ordinance for FY 22/23
- Entered Budget for FY 22/23 in Asyst
- Attended Tyler Technologies Bi-Weekly Status calls & uploaded requested documents into the Portal
- Attended Tyler Technologies Core Financials configuration/end user classes
- Attended the following Webinars/Meetings/Conferences
- ARP/CLFRF Zoom Office Hours hosted by UNC School of Government
- Submitted the annual property & liability & workers comp renewal application to the NCLM
- Auditor, Greg Redman will be conducting an annual audit for FY 2021/2022 during the week of September 19-September 21, 2022

Fire Department

Fire Calls

- 57 Total Calls
 - 44 Calls in Town including – 29 EMS Calls, 1 Natural Vegetation Fire Call, 2 MVC Calls, 1 Power Line Down Call, 5 Service Calls, 3 Dispatched & Cancelled Calls, 3 False Alarm Calls
 - 6 Calls in White Oak District – 6 EMS Calls



Department Reports for June 2022

- 7 Calls Mutual Aid – 1 Structure Fire Calls, 1 Passenger Vehicle Fire Call, 1 Brush Fire Call, 1 Water Rescue Call, 1 Dispatched & Cancelled Call, 1 Smoke Scare Call, 1 Lightning Strike Call
- 106.45 Training hours - Paid Staff
- 18 Training hours – Volunteer Training

Paid staff

- Staff continues to conduct daily operations and station duties.

Volunteer staff

- Assistant Chief McElroy conducted monthly volunteer training at the department

Vehicle repairs

- All vehicles in good working order.

Department activities

- The Department continues to perform regular, annual fire code inspections at businesses in the jurisdiction and have started the task of updating all our fire pre-plans for all commercial structures in our fire district
- The department is currently seeking three full-time driver/operator positions. These positions will add one extra person to each shift daily and help provide more staffing to emergency calls and OSFM required duties

Parks and Recreation

DIRECTOR'S REPORT

Festivals/Events

Arts by the Sea

- Finalized local entertainment schedule
- Planning for the wine and food tasting; 6-8 wine distributors and 3 food tastings confirmed
- Held final logistical meeting
- Event held on June 11, with 3-4000 people in attendance

July 4

- Held final logistical meeting.
- Arranged for food and beverages for band, volunteers, and staff
- Arranged for delivery of golf cart, portable toilets
- Event was successful

Mullet Festival

- Continue to accept vendors
- Finalized all contracts for musical entertainment
- Began logistical planning

Department Reports for June 2022

Miscellaneous

- Conducted interview with Channel 9 news for Arts by the Sea festival
- Met with consultant reviewing special use permit for dock extension next to Church Street Dock
- Met with Playground Guardian to discuss to hire for quarterly playground inspections. Will begin the contract process after July 1
- Met with finance director and rep from Dockwa to discuss possibility of new reservation system for the docks
- Attended damage assessment training provided by Onslow County
- Conducted summer cap training for staff
- Began closing out financial information for the fiscal year
- Submitted reimbursement for Onslow County Tourism Grant
- Attend weekly Zoom meetings with NRPA (National Recreation and Park Association) Director's call
- 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 – 13,727 followers
- Post Reach- 31,686
- Post Engagement-5,823
- New Followers-137

Activity Report for June

Organization Activity						
From 5/5/2022 to 7/8/2022						
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	248	93	8	0	231	11
Resident	27	8	0	0	14	
Non-Resident	221	54	8	0	217	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	69	4	1	0	53	
18 - 65	136	43	7	0	139	
65+	43	15	0	0	39	
Male	104	35	4	0	102	
Female	144	27	4	0	129	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	93	0	0	N/A	124	
In-Person	155	62	8	N/A	107	

Department Reports for June 2022

June Revenue

• Slip Fee - Town Dock	\$3,634
• Rental Fees-Parks	\$355
• Rentals Rooms	\$500
• Dog Park Registrations	\$70
• Rec Program Fees	\$5,722
• Gym Memberships	\$205
• Vendor Fees	\$6,875
• ABTS Wine Tickets	\$1935

RECREATION PROGRAM SUPERVISOR

Routine monthly job responsibilities:

- Processed 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
- Completed instructor payouts for recently finished programs
- Parks advisory board monthly meeting – presented past, current, and future programs to board
- Splash Pad Daily Maintenance

Planned programs and other monthly work:

Pickleball Tournament – June 4 & 5

- Created brackets for all registered players
- Scheduled game times for each age group
- Ordered medals for tournament winners
- Purchased snacks/drinks/food for tournament
- Organized and placed volunteers/court managers for tournament games
- Hosted and managed tournament (scorekeeping, awards, court assignments.)

Summer Day Camp

- Hosted Camp parent meeting at Rec Center on June 1 and June 9



Department Reports for June 2022

- Researched other department Summer Camp Staff handbooks and prepared own Swansboro Summer Camp Staff handbook for all summer camp workers to review and have at training
- Assisted Director with mandatory staff meeting for all Summer Camp staff employees on June 9
- Prepared all camp shirts/ camp supplies/ camp schedule for week 1 of summer camp
- Emailed all parents weekly camp schedules prior to week of camp
- Purchased tickets for upcoming field trips
- Confirmed with point of contacts for all planned upcoming field trips of dates, times, and program costs

Blood Drive with Blood Connection

- Discussed available dates and times with new account Maureen Metzger manager representative from organization
- Scheduled Blood Drive for July 22 from 1-6 PM with the Blood Connection Organization

Arts By the Sea Volunteers

- Requested volunteers for festival through Single Marine Program
- Contacted local community volunteers about donating time for event
- Created spreadsheet of registered volunteers
- Emailed all volunteers to confirm participation and attendance
- Prepared sign in folder with spreadsheet for all reporting Marine program volunteers

Kids Afternoon Art Camp

- Posted flyers to Peachjar for local elementary school distribution
- Held several meetings with instructor Carol McDearmon ahead of the first camp session to discuss volunteers, registrant check-in, and setup details

Kids Half-Day Adventure Camp

- Rescheduled date of program due to unforeseen weather – contacted all registered participants about date change
- Prepared snacks, rosters, water, and necessary program supplies prior to the program
- Conducted program on June 30 from 8am-12pm

4th of July Logistics Meeting

- Attended and discussed event

Tunnel 2 Tower Logistic Meeting

- Attended and provided feedback from previous year's event

July Parks & Recreation Month

- Started planning monthly events to celebrate parks and recreation month
- Partnered with local area group for Pedal in the Park event on July 24

Department Reports for June 2022

- Reached out for availability of local food truck vendors for event
 - Submitted health Department Special Event Application
- Researched other recreation department ideas and planned programming for July Parks and Recreation Month

Permitting

Planning Board

- June 2022 Regular Meeting
 - Cancelled
- June 20, 2022 Special Meeting
 - The Board reviewed a special use request from Vaquero Ventures for the property located at 1117 W. Corbett Ave (Walmart outparcel). The proposed use will be a Starbucks coffee shop with a drive-through. “Restaurant” is an allowed use in the B-1 zoning district pursuant to the issuance of a special use permit. They tabled discussion on the application until the full TIA could be reviewed by the Town’s engineer and a more complete application packet submitted.

Historic Preservation Commission

- June 21, 2022 Regular Meeting
 - Cancelled due to lack of quorum

Projects/Miscellaneous/Training

- **(New) 640 W. Corbett Ave Site Plan Review:** We received a site plan from Tidewater Associates, Inc. for the property located at 640 W. Corbett, the old EMS building. The proposed use is a barber shop/nail salon. Staff is working on compiling the TRC comments.
- **Starbucks Special Use:** A special use permit application has been received for the property at 1117 W. Corbett Ave (Walmart outparcel) for a Starbucks restaurant with drive through.
- **Visitor’s Center Project:** Met with John Wood on site at the Visitor’s Center on March 1st to discuss options to reinstate the contributing historical status of the building. Solicited bids based on John’s comments and secured Larion Engineering and Tidewater & Associates to complete the engineered drawings and survey work. Met on site with Shannon Weaver of Larion on March 30th. Received final drafts of the front steps design on April 21st from Larion. **(Update)** The demolition work on the landing and stairs has been completed.
- **Architectural Survey Update (HPF Grant):** Ellen Turco (Richard Grubb & Associates) provided a summary of their work thus far which was provided to the Historic Commission at their regular meeting on May 17th. **(Update)** A presentation has been scheduled for the July 19th meeting of the SHPC.
- **Emmertton School HPF Grant:** **(Update)** The RFP has been approved by the State and sent out to prospective firms.

Department Reports for June 2022

- **Strickland Brothers, 1029 W. Corbett Ave:** Provided TRC comments to the developer. Awaiting permit submission. Site is adjacent to Swansboro Music & Pawn; the proposed use is a quick-change oil facility which is permitted in the B-1 zone.
- **Bird Micro-Electric Mobility:** Met with Camille Didio on March 15th on bringing Bird electric scooters to Swansboro. Provided takeaways to the Town Manager, Police Chief and Parks Director. We will require them to go through the Certificate of Convenience process as they operate in the public street right-of-way. Application submitted to Chief Jackson for review.
- **Howell Property:** Met with Charles Rawls, Johnny Howell and Mark Sutherland on March 16th to discuss development opportunities for the property at 1476 W. Corbett Ave (ETJ).
- **Ireland Ave/Swansboro Park Subdivision:** Received a building permit application for Lot 50/120 Ireland Ave in Swansboro Park, an 11-lot subdivision in town limits recorded in 1995. No infrastructure has ever been installed; reached out to Cliff in January for clarity on the ability for the Town to require a guarantee for street and other infrastructure improvements. TRC comments have been solicited for a proposed 18,000 sq. ft. shopping center to be located behind the Bailey Center off of Ireland Ave (1.87 acres). The use is permitted in the B-1 zone, however some occupancies may require Special Use approval.
- **Pine Bluff Shores Section III:** Reviewed a Minor Subdivision plat to create 3 lots (one buildable, a cemetery and common area) and a private street extension to the existing Nellie Lane. Provided comments to Tidewater Associates on February 2, 2022.
- **Shipwright Pointe, Section II Acceptance:** Received final inspection report from consultant engineer, Ron Cullipher, and submitted it to Tidewater Associates on March 21, 2022. Final repairs have been made, however we had previously communicated that the Town would not review the street acceptance until an application to accept the portion of Pine Bluff Road recently annexed was also made.
- **Shadow Creek Acceptance:** Letter of Credit on file for incomplete improvements has expired. Received final acceptance request and documentation on 6/24/21. Received inspection report from consultant engineer, Ron Cullipher, and submitted it to Tidewater Associates on December 2, 2021.
- **Swansgate:** Under construction. Public improvements should not be accepted until annexation petition heard, and all required landscaping and fencing is installed. 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. Met with Burch's landscaping on site to review the installed plantings on March 3rd. Provided comments and followed-up with Jonathan McDaniel at Tidewater & Associates.
- **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

Department Reports for June 2022

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.

- **Lodge View Minor Plat:** Final plat recorded for 7 lots on Norris Road in ETJ. Awaiting surety on sidewalks, no permits will be issued until it is received.
- **Yacht Club Flood Ordinance Violations:** Staff is working with the owners to close out the demolition permit for the site. Some items remain (outdoor bar, tables, gas tanks), which will need to be removed before we will conduct a final inspection.
- **Boro Temporary Structure:** Permit issued in December 2020, expired October 31, 2021. It had been extended by Session Law 2020-97 for 120 additional days, however the extension applies to permits which were “valid”. No inspections were requested for the improvement; therefore the permit has expired. The structure is allowed by the Flood Damage Prevention Ordinance/was permitted as a *Temporary Non-Residential Structure*.
- **Saltwater Grill Flood Violations:** Sent Notice of Violation on December 14, 2020. Tim Anderson communicated on February 24, 2021 that he was waiting for Alex Wood (structural engineer) to conduct a site visit, Alex was 3 weeks out. Reached back out on April 12, 2021 for an update, to date, no communication received. Final NOV sent 4/29/21; Spoke to Tim 4/30/21 who explained they were working with Bell and Phillips on a survey and Alex would be reviewing the file. Explained that we would work with him as long as he kept us in the loop on progress and that a permit would be required for any trade/structural work. Met on site with project engineer, owner and manager. Engineer will be providing a plan of work and floor plan to staff for review. (Update) Alex Wood dropped off the engineered plans, we are awaiting the building permit submittal.
- **One Harbor Church:** Received letter from Tom Tapping and Isaac Hopkins on December 22, 2021 documenting the progress on site. Communicated via email with Ronda Lier on March 3, 2022 as to what the next steps for the church would be as far as permitting.
- **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:** An application was submitted for Phase III to expand the existing Water Street Rehabilitation Plan to include a nature-based component, a bioretention area on Broad Street.

Police Department

Patrol:

- 156 Reportable Events
- 11 Motor Vehicle Crashes
- 4 Felony Arrests
- 8 Misdemeanor Arrests



Department Reports for June 2022

- 3 Arrests by Warrant Service
- 1 DWI Arrest
- 1 Felony Drug Arrest
- 8 Arrests with Transport to the Onslow County Jail
- 165 Citations
- 114 Verbal/Written Warnings
- 9 Felonies Investigated (4-Counterfeit; 1-Break & Enter; 1-Larceny; 1-Obtaining Property by False Pretenses; 1-Felony Fleeing to Elude Law Enforcement; 1-Drug Related)
- 22 Misdemeanors Reported (7-Property Damage; 5-Assaults; 2-Trespassing; 2-Larcenies; 1-Harrassment; 1-Communicating Threat; 4-Traffic Related)
- 7 Disputes/Public Disturbances
- 5 Domestic
- 2 Crisis Intervention with Mental Patient
- 16 Alarm/Open Door
- 32 Suspicious Incidents/Persons/Vehicles
- 2 Civil Disputes
- 8 Town Ordinance Violations
- 46 Requests by Citizens/Motorists for non-Crime Related Assistance

3,561 Total Events Performed by Patrol

Community Service/Training:

- 10 Vehicle Unlocks
- 4 Funeral Escorts
- 24 Business Closing Standby's
- 48 Foot Patrols
- 14 Requests for Fingerprints
- 7 Requests by Citizens for Residence Checks.
- Provided security for the Annual Arts by the Sea Festival.
- Provided security for weekly SwanFest.

Admin Services:

- Answered 259 phone calls during business hours
- Assisted 155 walk in requests for assistance during business hours
- Took 32 requests for reports

Public Works

Grass Cutting

- Town Hall
- Fire Dept
- The Pug



Department Reports for June 2022

- Heritage Center
- Visitors Center
- All Parks
- Glancy and Walnut Street Ends
- Holly Lane Vacant Lot
- Broad Street Pump Station Area
- Both sides of HWY 24 (Corbett Ave)

Town Buildings and Grounds

- Weekly Set Up and Tear Down of Town Hall Community Room for Church and Board of Commissioners Set Up
- Built new railing for front porch of Visitors Center
- Repaired electrical outlets at The Pug
- Repaired Air Conditioner drain at the Rec Center
- Trimmed trees at Town Hall and Public Safety Building
- Picked up our shop air compressor from maintenance facility in Raleigh
- Installed shop air compressor back in the main shop area and it is now operating correctly

Vehicle Maintenance

- Regular maintenance
- Four vehicles had all tires replaced – Toyota Tundra, Ford F-350, Chevrolet 3500 and the Medium Tilt Trailer

Storm Water

- All Town storm drains cleared in preparation of thunderstorms.
- Mowed, weed eaten, and cleared debris from, Swansboro Acres Subdivision storm water easements

Streets

- Sidewalks along Old Hammocks Rd, mowed, edged and cleaned for Ribbon Cutting Ceremony
- Edged sidewalks on Old Hammocks near the Piggly Wiggly and the Catholic Church.
- Edged and cleaned, both West bound and East bound curbs and sidewalks along Hwy 24 (Corbett Ave)
- Edged and cleaned curbs and sidewalks on both sides of the Causeway

Yard Waste

- Collected 948 Bags and 870 Bundles during May with 10 Loads and 28 Man Hours Expended



Department Reports for June 2022

Parks & Rec

- Daily routine maintenance of Splash Pad
- Roped off Blue Tube Slide at municipal Park due to required repairs
- Trimmed trees on Nature Trail in front of, and next to, the Rec Center
- Removed dead trees and tree limbs from various areas at Municipal Park
- Made repairs to Main Street Dock where it was run into by a boat
- Set up various items, and staged various items for the Arts By The Sea Festival
- Broke down and collected various items that had been set up and staged for the Arts By The Sea Festival
- Installed American Flags at Bi-Park for 4th of July Celebration
- Removed same flags after 4th of July weekend
- Set up various items and staged various items for 4th of July Celebration
- Broke down and collected various items for the 4th of July Celebration
- Twice Weekly Trash Pick Up and Removal and Cleaning of All Park Bathrooms
- Daily Unlocking of All Park Bathrooms and Checking for Cleanliness and Supplies