



# Board of Commissioners Agenda

## Town of Swansboro

Tuesday, March 25, 2025

Revised 3/24/2025

### Board Members

William Justice, Mayor | Jeffrey Conaway, Mayor Pro Tem | Pat Turner, Commissioner  
Douglas Eckendorf, Commissioner | Joseph Brown, Commissioner

#### I. Call to Order/Opening Prayer/Pledge

#### 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

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.

##### III. Consent Items:

- [a.](#) January 28, 2025, Regular Meeting Minutes
- [b.](#) Budget Ordinance Amendment #2025-9
- [c.](#) Ordinance Amendment #1 to Grant Project Ordinance for Emmerton School Repairs

#### IV. Appointments/Recognitions/Presentations

- a. **Recognition of Trevor Hucal - 100-yard Breaststroke State Champion**  
***Presenter: Mayor William Justice***

- b. **Recognition of James Yesunas - Pole Vault State Champion**  
***Presenter: Mayor William Justice***

- c. ~~**Employee Introduction & Oath of Office**~~ **Removed 3/24/2025**  
~~***Presenters: Dwayne Taylor - Police Chief and Mayor William Justice***~~

- [d.](#) **Appointment to Vacant Commissioner Seat**  
***Presenter: Jon Barlow - Town Manager***

Per the Town Code § 3.3 (C) In the event a vacancy occurs in the office of mayor or commissioner, the board shall by majority vote appoint some qualified person to fill the same for the remainder of the unexpired term.

*Recommended Action: Consider appointment to vacant seat.*

#### V. Public Hearing - None

## **VI. Business Non-Consent**

### **a. Paid Parking Downtown**

***Presenter: Dwayne Taylor – Police Chief***

In previous meetings, the Board of Commissioners had entertained the idea of paid parking in the Downtown Business District. The Board asked staff to research paid parking programs along the coast and present the findings.

*Recommended Action: Provide further direction to staff.*

### **b. Downtown Speed Survey**

***Presenter: Dwayne Taylor – Police Chief***

In recent months residents in the downtown residential district voiced concerns about the speeds at which vehicles were traveling along Elm Street and Walnut Street. The Swansboro Police Department erected a radar speed measuring device in the area of 218 Elm Street to measure speeds traveled on Elm Street between Main Street and Broad Street. The results of the survey will be reviewed.

*Recommended Action: Receive report.*

### **c. Swansboro Police Department 2024 Annual Report**

***Presenter: Dwayne Taylor – Police Chief***

### **d. Monthly Financial Report as of February 28, 2025**

***Presenter: Sonia Johnson – Finance Director***

### **e. Future Agenda Topics**

***Presenter: 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**

**a. Projects Brief**

**b. Monthly Department Reports**

## **X. Board Comments**

## **XI. Closed Session**

- a.** *Recommended Action: Motion to enter closed session pursuant to NCGS 143-318.11 (a) (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; and (5) to establish, or 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**

**Town of Swansboro**  
**Board of Commissioners**  
**January 28, 2025, Regular Meeting Minutes**

Item III - a.

In attendance: Mayor Pro Tem William Justice, Commissioner Jeffrey Conaway, Commissioner Pat Turner, Commissioner Joseph Brown, and Commissioner Douglas Eckendorf. The board had one vacancy.

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**Call to Order/Opening Prayer/Pledge**

The meeting was called to order at 6:00 pm. Mayor Pro Tem Justice led the Pledge of Allegiance.

**Public Comment**

Laurent Meilleur of 220 River Reach Drive shared his support in favor of selecting applicant Ralph Kohlmann for the vacant mayor seat.

**Adoption of Agenda**

On a motion by Commissioner Turner, seconded by Commissioner Conaway, with unanimous approval the agenda was amended to include review of the incident that occurred at The Landings on Swansboro Loop Road on January 24, 2025.

**Appointments/Recognitions/Presentations**

*Appointment to Vacant Mayor Seat*

Per the Town Code § 3.3 (C) In the event a vacancy occurs in the office of mayor or commissioner, the board shall by majority vote appoint some qualified person to fill the same for the remainder of the unexpired term. Applications were received from the following individuals.

- Commissioner Brown
- Mayor Pro Tem Justice
- Ralph Kohlmann

On a motion by Commissioner Conaway, seconded by Commissioner Eckendorf, Mayor Pro Tem Justice was nominated to the vacant seat of mayor effective February 11, 2025. The motion passed 4:0, with Mayor Pro Tem Justice recusing himself from voting.

On a motion by Commissioner Turner, seconded by Commissioner Brown, Commissioner Conaway was nominated to serve as Mayor Pro Tem effective February 11, 2025. The motion passed unanimously.

**Business Non-Consent**

*The Landings Incident on January 24, 2025*

Manager Barlow and Fire Chief Randall reviewed that a facility evacuation took place during a snowstorm due to an electrical panel failure that compromised the main power system. Emergency responders, including the fire department and surrounding city

personnel, coordinated efforts to safely relocate residents in freezing temperatures, ultimately deciding to evacuate at 1:46 a.m. for life safety reasons. The state fire marshal and Department of Human Services became involved, requiring certification that repairs were completed properly. Additional electrical issues were discovered and resolved, and after inspection and approval, plans were made for residents to return. The board commended emergency responders for their professionalism and dedication during the three-day response.

#### *Fire Department – 4th Quarter and 2024 Performance Review*

Fire Chief Randall reviewed that the Fire Department, through the Center for Public Safety Excellence, successfully completed the Community Risk Assessment and Standard Recovery Program, becoming the third agency internationally to receive certification. In 2024, total call volume increased by 25.1%, with notable improvements in response times, particularly in rural areas, reducing delays by nearly two minutes. The department has established new benchmarks using a 90th percentile data model and continues refining dispatch coordination to enhance efficiency. Fire response efforts resulted in significant property savings, with over \$2.1 million in estimated losses prevented. Ongoing performance tracking and procedural adjustments were in place to ensure continued improvements in emergency response and service delivery.

In response to inquiries from the board Chief Randall provided the following information.

- Communication with central dispatch was improving, with scheduled training for dispatchers to better understand fire operations and terminology. Efforts were being made to strengthen relationships and improve coordination between fire and dispatch teams.
- The biggest hurdle was not necessarily dispatch time but optimizing turnout efficiency, including station design and response time improvements.
- Small adjustments, such as equipment placement within the station, are being evaluated to reduce the overall response time.
- Procedural changes implemented in the last quarter have already shown positive impacts on efficiency. The department continues to refine its processes to further improve emergency response.

#### *Visitor Center Repair and Maintenance*

Manager Barlow reviewed that the Visitors Center located at 203 Church Street had evidence of mold growing on the walls, ceiling, cabinets, HVAC and outlets fixtures. This condition was originally reported to the Board of Commissioners on September 10, 2024. This condition had necessitated the need to close the building until the problem can be remediated. During the September 10, 2024, board meeting, staff presented a proposal from Right Coast Solution in the amount of \$15,250 to remediate the mold issue. As a result of Board discussion, it was determined that additional expert assistance in



identifying the type of mold present and to seek another plan on remediation. Kelly Honeycutt, with Safe Harbor Home Inspections, was identified as an expert in remediating mold in residential structures. Public Works Director, Gerald “Tank” Bates sought a second proposal from a well-known contractor specializing in this type of work, Green Home Solutions. The estimated renovations and mold remediation was \$6,366, to remove mold, tear out and reinstall walls, and address structural concerns, which was significantly lower than the \$60,000 previously allocated for renovations, however it did not include the cost of a new HVAC system which would add to the overall cost.

Public Works Director Bates reviewed the necessary repairs to the Visitors Center, confirming that estimates covered mold remediation and material upgrades, including mold-resistant materials. The plan involved removing and treating the center wall, sealing exposed areas, replacing damaged drywall and flooring, and addressing HVAC issues. His team handled demolition, while external contractors would complete drywall and finishing work. Bates emphasized that the \$60,000 budget initially included potential renovations, such as additional restrooms and showers. He stressed the need to replace the HVAC system alongside repairs to prevent recurring mold and aimed to obtain updated quotes within a week.

On a motion by Commissioner Brown, seconded by Commissioner Turner, with unanimous approval, Town Manager Barlow was authorized to enter into a contract with Green Home Solutions to remediate the mold conditions at the Visitor Center and to proceed with the replacement of the HVAC system.

#### *Monthly Financial Report as of December 31, 2024*

Finance Director Johnson reviewed details from the monthly financial report, attached herein with the power point presentation of the meeting.

In response to an inquiry from the board regarding what appeared to be a deficit in ad valorem tax revenue between fiscal years 2022-23 and 2023-24, noting it appeared to reflect a \$20 million loss in property value. Finance Director Johnson clarified that the figure in the agenda packet represented the budgeted amount, not the final collected total. She explained that the town typically collects more than 98% of projected revenue by the end of the fiscal year, but the exact amount was difficult to predict. She reassured the board that the actual revenue would likely increase rather than decrease, and future reports would specify that the figure was budgeted.

#### *Future Agenda Topics*

Future agenda items were shared for visibility and comments. In addition, an opportunity was provided for the board to introduce items of interest and subsequent direction for placement on future agendas. The following items were addressed:

- Future presentation from Parks & Rec to provide update on projects

- Discussion/decision on the future of Visitors Center
- Discussion/review on street and sidewalk acceptance

### **Public Comment**

Margaret Poindexter of 626 W. Fire tower Road in Cape Carteret, representing the Golden Voices advocacy group, raised concerns about worsening conditions at The Landings. Her comments are herein attached as requested for the record by the Board. See attachment A.

Terri Herbert of 102 Oyster Bay Road commented on the possible future Flybridge development, noting that 1,201 people had signed a petition opposing it, which was started by Matt Littleton around Thanksgiving of the previous year. Approximately 64% of the signatures came from Swansboro, Stella, and Hubert zip codes. Mrs. Herbert referenced Chief Randall's report of a 30% increase in service calls in Swansboro, emphasizing concerns that the town was not prepared for such a development.

Lisa Consol addressed the board sharing that she had volunteered at the Landings for several months. With her 37 years of human resources experience she expressed concerns about the leadership at The Landings, citing cases where residents' health issues were not properly addressed. She mentioned two residents who transferred to other facilities where they received significantly better care. As a volunteer engaging with residents, she emphasized ongoing issues, lack of communication, and urged the board to take the matter seriously.

Am Hall of 312 Daisy Court, Emerald Isle, advocated for residents of The Landings, including her mother, expressing concern over memory care patients being relocated to an unsecured facility. While grateful for emergency responders, she stressed the need for transparency, as families had little communication and were unsure whether to bring essential items. She urged officials to provide clear guidance on the situation and electrical repairs.

Board members acknowledged the seriousness of the concerns at The Landings, with some expressing frustration over the lack of response from state representatives and proposing that the city formally endorse complaints to higher authorities. The attorney confirmed that while such an endorsement would be largely symbolic, it could still be an effective lobbying tool, and he recommended compiling a comprehensive list of issues to present formally.

Chief Randall shared that they were awaiting state inspection and approval before allowing reentry into The Landings. He had been in contact with representatives at the Landings to improve communication and shared that the state had provided feedback. A

final walkthrough was scheduled for 10 a.m. the next day and would be able to provide further feedback after that walkthrough.

### **Manager's Comments**

In addition to this manager's report provided in the packet, Manager Barlow reviewed the following updates.

- Snow Event: Significant snowfall caused challenges, NCDOT managed road clearings, four minor traffic accidents reported, emergency management funds used for supplies.
- Budget Amendment: Emergency management expenses, including spreaders and supplies as well as no-wake buoys replacement would be forthcoming.
- Non-Profit Agency Funding Applications: Reminded that agencies seeking funding must submit applications by January 31<sup>st</sup> but recommended an extension to end of February.
- Storm Drain Replacement: The NCDOT project on Main Street was delayed due to snow/weather, new work period was set for January 27 – February 5.
- Sidewalk Priorities: After an updated priority list was identified, engineering/design RFQs sent out, awaiting proposals, \$600,000 in funding available.

### **Board Comments**

Board members congratulated Mr. Justice and Mr. Conaway on their new positions on the board. Additionally, they acknowledged the challenges at The Landings, and encouraged residents to attend meetings, voice concerns, and provide guidance, emphasizing the importance of public engagement. Appreciation was expressed to staff for all their efforts during the recent snow/weather event.

### **Adjournment**

On a motion by Commissioner Conaway, seconded by Commissioner Turner, the meeting was adjourned at 7:35 pm.

Good Evening, Commissioners, thank you for the opportunity to speak. My name is Margaret Poindexter, and I am here on behalf of my mother, Virginia Poindexter, who is a resident of The Landings of Swansboro, which is an assisted living and memory care facility owned and operated by Hickory-based ALG Senior, LLC.

I am also part of a group of over 50 family members who call ourselves "Golden Voices," and who organized after the firing of the then-Executive Director as a result of allegations of neglect, and we represent the interests of the residents of The Landings.

First I want to thank the members of the Swansboro Fire Department and other first responders who came to our family members' aide Friday night. I am grateful for your service, your skill, and your compassion and kindness shown to them.

Since my mother moved into the facility approximately two years ago, we have observed the quality of care significantly deteriorate. The firing of the then-Executive Director resulted in additional complaints, investigations, significant staff turnover, but little or no improvement. Indeed, conditions continue to worsen, and ALG is completely non-responsive to resident complaints. A letter sent by our group to the CEO of the company in September of 2024, and copied to the Governor, the Attorney General, the head of DHHS, and our NCGA representatives and senator, went unacknowledged.

While we are grateful that no one was injured in the fire and the damage was not worse, when viewed in the grand scheme of things, the fire that occurred Friday night should come as a surprise to no one.

The building has experienced a myriad of issues from the beginning: the air conditioning units fail to come on, the water in the showers runs scalding hot or ice cold (and with inadequate water pressure), the dishwasher is often broken, necessitating the use of styrofoam plates and plastic utensils, the ice maker is often broken, necessitating family members provide bags of ice, sewage backs up in the drains, the front door handle has been broken off since November, and until recently, the front door of the facility was propped open with a planter, and the poorly designed and shoddily-constructed facility appears to be falling apart around our residents.

It is important to say that staff on site works incredibly hard under difficult circumstances, and attempts to put the needs of our family members first. But they aren't appreciated or rewarded by the company. Instead, we are told that facility management is constantly being directed to cut staff and hours. Long-time staff has been denied increases. Staffing has been decimated. Last fall, our receptionist and driver were let go. While we have had a receptionist recently hired, that position has been limited to 35 hours, which is inadequate. Other staff have had hours cut. The full time activities director was let go months ago, and only recently replaced with a part-time employee.

We question the larger reasons for neglect of the facility and staffing cuts, given that residents have experienced exorbitant pricing increases two years in a row, and the facility is at almost

full capacity. We are concerned that ALG is bleeding the Landings to compensate for other facilities that are financial drains, like Onslow House, which has sat vacant since Hurricane Florence. We have to ask whether ALG Senior has the financial capacity to meet the representations and commitments it has made in order to receive the Certificate of Need for The Landings.

But perhaps the worst—residents and families receive virtually no professional, timely and regular communications whatsoever. There is little effort to communicate with residents and families, to keep us informed, much less respond to our concerns. Our repeated requests for something as simple as creation of an all-family email list have gone unanswered. As a result, in this emergency situation, the company has been unable or unwilling to communicate with all of us, beyond a few vague posts on their Facebook page, in order to explain what happened and necessary next steps. Today, after seeing a number of us complain on that Facebook page, they finally sent an email to a subset of family members. We question the voracity of the information provided.

That's why we turn to you for help—to answer our questions and perhaps help us get answers from ALG Senior. It is heartbreaking to witness a beloved family member being treated so badly. It's also infuriating when that complete disregard and disrespect comes at such a high price. We never could have imagined that such a facility could be allowed to operate in this manner, seemingly unchecked and unregulated. While we are grateful all of our family members escaped this fire unhurt, we believe this could have been so much worse.

Thank you for your time.



# Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Budget Ordinance Amendment #2025-9**

Board Meeting Date: **March 25, 2025**

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

**Overview:** A Budget Ordinance Amendment requested for the Police Department.

**Police Department:** On 12/14/2024, a Police Officer was involved in an accident. A claim has been filed with the NCLM. The appraisal on the 2022 Ford Interceptor SUV has been received and it is total loss. The Town will be receiving insurance proceeds in the amount of \$26,128.75. The cost to purchase another vehicle is \$41,248. Requesting \$15,119.25 be appropriated from fund balance and \$26,128.75 from insurance proceeds for its intended purpose.

*Source of Funds: Appropriated Fund Balance (\$15,119.25)/Insurance Proceeds (26,128.75)*

**Background Attachment(s):** Budget Ordinance Amendment #2025-9

**Recommended Action:** Motion to approve Budget Ordinance Amendment #2025-9

**Action:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 24/25

## BUDGET ORDINANCE AMENDMENT #2025-9

**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, 2025:

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

<u>Appropriations</u>	<u>Increase</u>
Police	\$41,248.00

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance-General Fund	\$15,119.25
Insurance Proceeds	\$26,128.75

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

Adopted by the Board of Commissioners in regular session, March 25, 2025.

\_\_\_\_\_  
William Justice, Mayor

Attest:

\_\_\_\_\_  
Alissa Fender, Town Clerk



# Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Ordinance Amendment #1 to Grant Project Ordinance for Emmerton School Repairs**

Board Meeting Date: **March 25, 2025**

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

**Overview:** The initial grant funding did not cover the entire project; therefore, some renovations were removed to stay within budget. However, additional funds have since become available, and NC Department of Natural and Cultural Resources has awarded the Town an additional \$75,000 in funding to reinstate certain repairs that were previously removed from the budget.

*Source of Funds: NC Department of Natural and Cultural Resources*

**Background Attachment(s):** Ordinance Amendment #1 to the Emmerton School Repairs Project  
**Recommended Action:** Ordinance Amendment #1 to the Emmerton School Repairs Project.

**Action:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Ordinance Amendment #1 to the Grant Project Ordinance for  
Emmertton School Repairs Project**

**Section 1.** The following revenues and appropriations are amended per grant application narrative.

<b>Revenues</b>	<b>Current Budget</b>	<b>Change</b>	<b>Revised</b>
NC Department of Natural and Cultural Resources	\$424,000	\$75,000	\$499,000

**Appropriations**

Design and Construction	\$424,000	\$75,000	\$499,000
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**Section 2.** This ordinance shall be effective upon its adoption.

Adopted by the Swansboro Board of Commissioners in regular session, March 25, 2025.

\_\_\_\_\_  
William Justice, Mayor

Attest:

\_\_\_\_\_  
Alissa Fender, Town Clerk



## Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Appointment to Vacant Commissioner Seat**

Board Meeting Date: **March 25, 2025**

Prepared By: **Jon Barlow –Town Manager**

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**Overview:** Per the Town Code § 3.3 (C) In the event a vacancy occurs in the office of mayor or commissioner, the board shall by majority vote appoint some qualified person to fill the same for the remainder of the unexpired term.

**Expanded Overview:** On February 11, 2025, Mayor Pro Tem Justice was sworn into the vacant mayor seat, and will fill the unexpired term through December 2025. His appointment resulted in a commissioner seat vacancy. At its February 25, 2025, regular meeting the board by consensus chose to follow the town code for vacancies over the NCGS, resulting in a call for applications to be announced with a deadline of March 19, 2025, for an appointment to the vacant seat to occur at this meeting. The individual selected will serve the unexpired term through December 2027.

**Background Attachment(s):** 5 Applications

**Recommended Action:** Consider appointment to vacant seat.

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**Action:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## TALENT BANK APPLICATION

### Town of Swansboro

The Town of Swansboro welcomes expressions of interest in filling the  
Vacant Board of Commissioners Seat

If you are interested in serving, please complete the following information and return it no later than Wednesday, March 19, 2025, by 5 pm, to the Town Clerk either by email at [afender@ci.swansboro.nc.us](mailto:afender@ci.swansboro.nc.us) or in person to Town Hall at 601 W. Corbett Avenue, Swansboro, NC 28584. All submissions will be reviewed and a selection will be made by the Board of Commissioners at their regular meeting on March 25, 2025 at 6 pm. Those interested must meet the requirement of being a resident of Swansboro and a qualified voter of the town.

Name Joseph C Brown Telephone #1 810.410.7543

Address 202 Knightheads Dr. Telephone #2 \_\_\_\_\_

E-Mail Address brownjs34@hotmail.com

Current Job Title and Employer Commissioner

Education Completed 2 year degree, 3.5 years of a 4 year degree

Current or prior civic or community volunteer involvement Commissioner, Planning board,  
volunteer fireman

Special skills, education, or background that you feel qualify you for the appointment: (You may attached a separate sheet if necessary)

extensive experience with creating a budget, 43 years of leadership,  
personel management, resource management, communication  
public speaking, problem solving and research.

Why are you interested in serving on the board? (You may attached a separate sheet if necessary)

to continue to serve my community, I still have some items to work on  
like a possible YMCA , EOC, and industrial park.

Thank you for your interest in serving your community!

Office Use: Received by:  Date 3/10/25



**Talent Bank Application**

**Town of Swansboro**

**(Vacant Commissioner Position)**

RECEIVED  
3/3/2025

Ralph H. Kohlmann

910.381.5895

60 Pickett Court, Swansboro, NC 28584

[ralph.kohlmann.62@gmail.com](mailto:ralph.kohlmann.62@gmail.com)

**Current Job Title:** Retired

**Education Completed:**

BS, U.S. Naval Academy (1980)

JD, Delaware School of Law, Widener University (1987)

LLM (Criminal Law), The Judge Advocate General's School, U.S. Army (TJAGSA)  
(1994)

MS (National Security Studies), U.S. Naval War College (2002)

**Current or Prior Civic or Community Volunteer Involvement:**

Chair, Swansboro Planning Board

Chair, Swansboro Board of Adjustment

Vestry Senior Warden, St. Peter's by the Sea Episcopal Church, Swansboro

**Relevant Skills, Education, Background:**

U.S. Marine Corps Officer 1980-2009

Combat Engineer Officer: (Platoon Commander, Detachment Commander;  
Company Executive Officer)

Judge Advocate: (Prosecutor, Defense Counsel, HQMC Staff Attorney, Staff  
Judge Advocate (3d Marine Division & 2d Marine Aircraft Wing), Professor of  
Criminal Law and Procedure (TJAGSA), Circuit Military Judge (Eastern Judicial  
Circuit, Navy-Marine Corps Trial Judiciary), Chief Judge (U.S. Military  
Commissions Trial Judiciary)

Associate Counsel, Office of the General Counsel, U.S. Department of the Navy (DON)  
2009-2022

Represented DON regarding Federal Employment Law matters (i.e. Employee Performance and Misconduct Actions, Regulatory Compliance, Equal Employment Opportunity and Discrimination. Union Grievances and Arbitration)

**Why I am interested in serving in the vacant commissioner position:**

My family and I have lived in and around the Swansboro area since 1998. We settled in Swansboro upon my retirement from active duty in the Marine Corps in 2009. I care deeply about the near- and long-term future of Swansboro. I believe I can help facilitate the work of the Board of Commissioners in studying and addressing the current challenges and future interests of our community.



# TALENT BANK APPLICATION

## Town of Swansboro

The Town of Swansboro welcomes expressions of interest in filling the  
**Vacant Board of Commissioners Seat**

If you are interested in serving, please complete the following information and return it no later than Wednesday, March 19, 2025, by 5 pm, to the Town Clerk either by email at [afender@ci.swansboro.nc.us](mailto:afender@ci.swansboro.nc.us) or in person to Town Hall at 601 W. Corbett Avenue, Swansboro, NC 28584. All submissions will be reviewed and a selection will be made by the Board of Commissioners at their regular meeting on March 25, 2025 at 6 pm. Those interested must meet the requirement of being a resident of Swansboro and a qualified voter of the town.

Name James "Andi" Morrow Telephone #1 9103817845

Address 70 Crush Court Telephone #2 9105818594

E-Mail Address jamorrowii@outlook.com

Current Job Title and Employer Owner of Morrow Cleaning/ Coastal Carolina Community College

Education Completed Master Degree in Public Administration

Current or prior civic or community volunteer involvement I ran for State Senate in 2024.

I cleaned one of the largest nonprofit organizations in Swansboro, The Hem of His Garment

I try to stay in touch with what is happening around the town.

Special skills, education, or background that you feel qualify you for the appointment: (You may attached a separate sheet if necessary)

Please see attached.

Why are you interested in serving on the board? (You may attached a separate sheet if necessary)

Please see attached.

Thank you for your interest in serving your community!

Office Use: Received by:

AF

Date

3/13/25

1. Special skills, education, or background that you feel qualify you for the appointment?

As the first in my family to earn a college degree, I understand the value of perseverance and opportunity—qualities I will bring to the Swansboro Town Board. I hold a master’s in public administration from East Carolina University, a degree I pursued with the goal of serving my community. My education has equipped me with critical thinking skills, a community-focused mindset, and expertise in budgeting, policy development, and community engagement—skills that are essential for effective town governance.

While earning my degree, I worked as a janitor for the Hem of His Garment in Swansboro, an experience that taught me the value of hard work, humility, and dedication. Today, I continue to serve the community as the owner and operator of a cleaning service that maintains this vital local organization. Additionally, I am an instructor of adult basic education at Coastal Carolina Community College, where I help others achieve their educational goals and build brighter futures.

My commitment to service extends beyond my professional work. I have volunteered with an organization in Greenville that supports children with cochlear implants, creating safe and engaging summer experiences for them and their families. This experience deepened my ability to listen, collaborate, and address the unique needs of diverse communities.

As a transplant resident of Swansboro and a graduate of Swansboro High School, I have deep roots in this community. I am passionate about listening to diverse perspectives and working collaboratively to address the needs of our vibrant town. I believe Swansboro deserves thoughtful, honorable leadership, and I am committed to bringing my skills, experience, and dedication to the town board.

I am running for the town board because I believe in a future where Swansboro thrives as a community that values education, opportunity, and collaboration—values I have demonstrated throughout my professional and personal life. Together, we can build a Swansboro that works for everyone



2. Why are you interested in serving on the board?

I want to serve on the Swansboro Town Board because this community has been my home for my adult life, and I am deeply committed to giving back to the place that has shaped who I am. I have witnessed the town’s growth, challenges, and triumphs firsthand. Swansboro is more than just a town to me—it’s a community of hardworking families, vibrant local businesses, and a shared commitment to preserving the unique charm that makes this place so special. I believe in Swansboro’s potential to become an even stronger, more inclusive, and forward-thinking community, and I am eager to contribute to that vision. We must preserve the Swansboro way of life while we endeavor into the future.

My professional and personal experiences have prepared me to serve effectively on the board. With a master’s in public administration, I bring a strong foundation in budgeting, policy development, and community engagement—skills that are essential for addressing the complex challenges facing our town. My education taught me to think critically, collaborate effectively, and prioritize the public good, all of which I will bring to the board’s decision-making process. The new board member is meant to listen to and communicate with all the other members of the board along with the community at large.

In addition to my academic background, my work as an instructor of adult basic education at Coastal Carolina Community College has deepened my understanding of the importance of education, opportunity, and empowerment. I am passionate about helping others achieve their goals, and I see this role as an extension of that commitment. Whether it’s supporting local schools, creating opportunities for workforce development, or ensuring access to resources for all residents, I am dedicated to making Swansboro a place where everyone can thrive.

As the owner and operator of a cleaning service that serves the Hem of His Garment, I have also gained firsthand experience in running a small business. This has given me a unique perspective on the challenges faced by local entrepreneurs and the importance of fostering a business-friendly environment that encourages growth and innovation. I understand the value of hard work, humility, and dedication—qualities I will bring to the board as we work to support Swansboro’s economic vitality.

My commitment to service extends beyond my professional work. I have volunteered with organizations like the Greenville program that supports children with cochlear implants, where I worked closely with families to create safe, engaging, and inclusive experiences. This experience taught me the importance of listening to diverse perspectives, building trust, and addressing the unique needs of all community members. I believe these skills will be invaluable as we work to ensure that every voice in Swansboro is heard and valued.



In a time when division seems to dominate the national conversation, Swansboro has felt its ripple effects, with neighbors too often pitted against one another as opponents rather than united as partners. This cannot continue. Our community deserves leaders who sees every voice as vital, every perspective as valuable, and every resident as essential to our shared success. As your town commissioner, I will not just talk about unity; I will actively foster it, ensuring that Swansboro becomes a model of collaboration and progress. This seat isn't about politics or personal gain—it's about service, and I am committed to being the leader who works tirelessly, across party lines and personal differences, to align Swansboro's future with the greatness it deserves. Together, we can build a community that thrives not in spite of our differences, but because of them. Let's work together to make Swansboro the best it can be. I am prepared to take the lead in this effort.

I am running for the town board because I believe in a future where Swansboro thrives as a community that values education, opportunity, and collaboration. I envision a town where families feel supported, businesses can grow, and residents are proud to call Swansboro home. I am committed to bringing my skills, experiences, and dedication to the board to help make this vision a reality. Together, we can build a Swansboro that works for everyone.



# TALENT BANK APPLICATION

## Town of Swansboro

The Town of Swansboro welcomes expressions of interest in filling the  
Vacant Board of Commissioners Seat

If you are interested in serving, please complete the following information and return it no later than Wednesday, March 19, 2025, by 5 pm, to the Town Clerk either by email at [afender@ci.swansboro.nc.us](mailto:afender@ci.swansboro.nc.us) or in person to Town Hall at 601 W. Corbett Avenue, Swansboro, NC 28584. All submissions will be reviewed and a selection will be made by the Board of Commissioners at their regular meeting on March 25, 2025 at 6 pm. Those interested must meet the requirement of being a resident of Swansboro and a qualified voter of the town.

Name Tamara Pieratti Telephone #1 843-263-1996

Address 708 Meeting park Lane Telephone #2 \_\_\_\_\_

E-Mail Address tamarapieratti@gmail.com

Current Job Title and Employer Realtor -Remax Homestead Swansboro

Education Completed Carteret Community Real Estate

Current or prior civic or community volunteer involvement Elementary ,Middle and High School PTA member, volunteer and President.

USMC Spouses Scholarship Committee

Special skills, education, or background that you feel qualify you for the appointment: (You may attached a separate sheet if necessary)

As Realtor and Resident.I have a good understanding of housing,infastucture and public services.

Why are you interested in serving on the board? (You may attached a separate sheet if necessary)

Living in Charleston Park has given me a firsthand understanding of the challages residents face and the inapct on the community.

I aim to contribute my knowledge and experience while leveraging learned outputs to ensure balanced growth and harmony in Swansboro.

Swansboro is our chosen forever home and near perfect.I would be honored to work with you to maintain the integrity of this Friendly city.

Thank you for your interest in serving your community!

Office Use: Received by: AF Date 3/11/25



## TALENT BANK APPLICATION Town of Swansboro

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Name Tim Vannoy Telephone #1 910-388-7124

Address 105 Cormorant Drive, Swansboro Telephone #2 \_\_\_\_\_

E-Mail Address ttkc96@yahoo.com

Current Job Title and Employer Telecommunications Investigator, USMC & Retired, USMC

Education Completed High School, some college, USMC schools

Current or prior civic or community volunteer involvement Planning Board Member Jan 2024 - present,

SBSA baseball coach 2010 - 2019, Swansboro High School Marching Band Booster & Pit Crew 2015-2019

Halls Creek North HOA Board Member 2018-2020

Special skills, education, or background that you feel qualify you for the appointment: (You may attached a separate sheet if necessary)

See attached resume

Why are you interested in serving on the board? (You may attached a separate sheet if necessary)

I have invested my home, family and life in Swansboro since 2009. I have the ability to work with people and strive for the same goal.

I truly care about the near and long term investment in this town. Community engagement is needed for our youth, young adults and seniors.

My main concerns are infrastructure, controlled growth and the residents. These points can be met by professionalism, leadership and being truthful.

Thank you for your interest in serving your community!

Office Use: Received by: AF

Date 2/27/2025

## CLAUDE T. VANNOY II

105 Cormorant Drive, Swansboro NC 28584 · 910-388-7124

[ttkc96@yahoo.com](mailto:ttkc96@yahoo.com)

### PROFESSIONAL ATTRIBUTES

Manager of daily, weekly and monthly requirements with exceptional experience in administrative and program management. Maintains excellent communication skills and attention to detail. Responds rapidly to customer requirements. Implements process improvement, problem solver and streamlines operations for workforce efficiency by budgeting funds, analyze, risk assessment, evaluate problems for all projects.

### MILITARY EXPERIENCE

Master Sergeant/E8, 20 years 11 Months

Joined Date: 18 October 1994

Retired Date: 30 September 2015

### REFERENCE

Clint Ellison – 910-451-0534, [clinton.ellison@usmc.mil](mailto:clinton.ellison@usmc.mil)

Col Russell Belt – 703-784-9272, [russell.belt@usmc.mil](mailto:russell.belt@usmc.mil)

### SECURITY CLEARANCE

Secret – Current

TS/SCI - 2013-2015

### TRAVEL

Yes

### KEY QUALIFICATIONS

\*DD102 Designing Telecommunications Distribution Systems Certified (BICSI)

\*PM102 Project Management Certified (BICSI)

\*Remedy Certified

\*IT Specialist

\*SCIF/SAPF Planning, Design, and Construction

\*Protected Distribution System (PDS) Certified

### ADDITIONAL SKILLS

Types 60 WPM, Microsoft Office Suite, Outlook, Word, Excel, PowerPoint, SharePoint, GCSS-MC, Adobe Pro, GIS/AutoCad

### WORK EXPERIENCE

**Full Time/Hourly 40 hrs weekly**

**08/2019 – Present, GS-0391-11, Telecommunications Specialist/Investigator,**

Marine Corps Installations East-Marine Corps Base, Camp Lejeune, North Carolina

### Major Duties

- Works daily with NAVFAC, Government Engineers and Contractors on all requirements for installations of telecommunications per specification and Base Orders.
- Oversee the installation and inspections of PDS per Enterprise Cybersecurity Manual, TEMPEST and Camp Lejeune specification.
- Assist the CTTA with planning, development, installation and inspections for all SCIF/SAPF aboard Camp Lejeune by following the TEMPEST, CNSSI, CNSSP for cabling and protection.
- Review, analyzes and resolves difficult problem to determine progress or shortfalls for projects in MILCONs, FSRMS and demolitions.
- Continues to maintain a safe work environment everyday by using PPE and understanding the hazards on every job.
- Writes, assists in the planning, development, system designs for telecommunications services, and the improvements of existing telecommunications systems for both military and civilian organizations aboard MCB Camp Lejeune and MCAS New River.
- Provides initial surveys for upgrade of voice services and internal building infrastructure.
- Outlines, develops, engineers, and coordinates individual communications network upgrades to the voice and data systems.
- Demonstrate a thorough understanding of industry standards, specifications, and regulations.
- Provided effective oversight and project management for over ~300 demolition and (12) MILCONs with well thought-out solutions and viable alternatives.
- Prepares written reports of findings and makes recommendations for improvements or other corrective actions.
- Assists supervisor in the preparation of projects to modernize telecommunications systems and/or correct identified deficiencies.
- Acts as assistant to the Contracting Officer Technical Representative (COTR).

### Full Time/Hourly 40 hrs weekly

**04/2016 – 08/2019, GS-0391-09, Telecommunications Specialist/Information Security Coordinator,** Marine Corps Installations East-Marine Corps Base, Camp Lejeune, North Carolina

**Operations:** Assist with the management of customer leased and government owned telecommunications programs in support of the customer's requirements. This program includes, but are not limited to the telephone switching system, voice mail, facsimile and circuit management. The incumbent is responsible for coordination and management of all Telecommunications Service Request (TSR). This requires analyzes and reviews documentation to ensure accuracy, completeness, feasibility and compatibility with competing requirements and compliance with established local/agency policy and regulations. Develops and maintains a review system to ensure compliance with standards of various regulatory and agency authorities. Plans, manages, directs, and coordinates the execution of the annual budget for computers, printers and TMS system. Required to submit all MAXIMO requirements for all TSD requirements. Works with SPAWAR to provide CAC card access for 28 facilities for over 150 personnel.

**Program Management:** Ensure all hardware and software related issues pertaining to Telecommunications Support Division computer systems and personnel are investigated and repaired. Major ISC duties include but are not limited to performing initial troubleshooting on computer systems, remedy processing; completing Information Technology (IT) waiver reviews and submissions; and ensuring proper data and program backups are completed. Maintains an inventory of all computers, peripheral equipment, and software for the division. Identifies, analyzes and recommends solutions to problems in organizational structure, administrative procedures, work

processes, or workload distribution.

**Related Experience:** Required to plan, and establish operating procedures for the information and personnel security program for over 70 employees. Required clearance level is met in order to access all of BaseTel ADNs. Provide and update JPAS roster for entrance requirement for MARSOC, II MEF and MCIEast. Provide security awareness training daily for new employees, completing SAARs and access to BaseTel PERSO for access to our Telecomm facilities.

**Full Time/Salary 40 – 45 hrs weekly**

**09/2015 – 04/2016, Communication-Electronics Maintenance Analyst/Assistance Team Member, Science Applications International Corporation (SAIC), MARSOC, Stone Bay, North Carolina**

**Operations:** Conduct analyses with an emphasis on compliance, education, monitoring and continuous process improvement within communication-electronics maintenance programs. Enhance unit readiness, increasing availability of communication-electronics assets and the Commander's accountability, readiness, and maintenance practices. Support and develop equipment Total Lifecycle Systems Management (TLCSM). Assisting the S6 helpdesk with managing and submitting Remedy tickets daily.

**Program Management:** Audit maintenance and supply resource records, forms, and systems. Conduct maintenance/supply operations Continuous Process Improvement (CPI) assessments. Monitor the operation of maintenance automated information systems (MAIS), extract and manipulate data to assist client use as a tool to enable decisions pertaining to acquisition, budgetary, and item management. Analyze and evaluate the effectiveness of line program operations in meeting established goals and objectives.

**Related Experience:** Execute ground communication-electronics equipment maintenance functions and operating associated automated information systems to include: Global Combat Support System-Marine Corps (GCSS-MC); Total Lifecycle Management-Operational Support Tool (TLCM-OST); Total Force Structure Management System (TFSMS); Marine Corps Publication Distribution System (MCPDS); and Special Operations Forces Sustainment, Asset Visibility Information Exchange (SSAVIE). Always set priorities, and complete assignments within established time frames. Utilize daily standard office equipment and computer software (for example, Microsoft Word and Excel). Develop data required for use in the management and direction of programs.

**Full Time/ 60 – 80 hrs weekly**

**10/1994 – 09/2015, Communications Chief, United States Marine Corps**

**ADVISOR:** Brief the CEO, Deputies, and Assistant Deputies on all facets of budgeting, IT/C4 systems and personnel. Coordinate with higher, adjacent, supporting and external agencies in the company and at off-site. Provide insight and advice to the Deputies concerning communication equipment status, research, interpret and apply policies, laws, and regulations as they apply to a wide range of administrative and budgetary issues. Advised the Communications Officer daily on his \$10M account to ensure accountability and operational readiness through inventories and GCSS-MC. Subject matter expert with secure and non-secure network, satellite, and cellular communications systems. Systems included: Single Channel Ground and Airborne Radio Systems, Cisco routers, Tandberg VTC equipment, BGAN, SWE-DISH, SDN systems, computers, and variety of satellite communication terminals, Iridium satellite telephones, Blue Force Trackers, XTS Motorola Radios, Servers, Motorola Secure GSM cellular telephones, Blackberry cellular handheld devices, and several communications

security devices. Develop data required for use in the management and direction of programs.

**OPERATIONS:** Lead and coordinate communication planning, equipment and personnel during offsite training and workups for real world scenarios. While deployed to Moron, Spain, lead system controls (SYSCON) of installed C4 Systems, cable (copper/CAT5/CAT6) and fiber-optic cable projects during Special Purpose Marine Air Ground Task Force – Africa (SPMAGTF-AF). Ensure that over (70) communication personnel were properly trained and certified. Supervised the help desk and ensured all Telecommunications Service Request and Remedy Service Request were completed efficiently and completely with accuracy and in a timely manner. Provided daily recommendation to staff, customers and other team members on all equipment, networking capabilities, test results and performance.

**TRAINING:** Managed 163 employees ensuring that all training requirements throughout the year were fulfilled. Obtained quotas for employees training and coordinate school seats so that each employee has the opportunity to attend to excel in career progression. Developed a weekly, monthly, quarterly and annual training schedule. Maintained training records and annotated all training events that were completed daily on employees. Facilitate weekly leadership classes to superiors, peer and subordinates.

**LOGISTICS:** Maintained a supply account, Consolidated Memorandum Receipt (CMR) worth \$1.5M as the Responsible Officer (RO). Reconstituted lower management and transferred communication equipment as required. Managed the requisition, fielding, distribution and phase-out of both tactical and commercial off the shelf communication equipment as required. Identified, analyze and resolved IT problems and situation associated with IT asset management and acquisition procedures as the IT supervisor for the battalion.

**MOS/JOB SKILL:**

- \*Communications Chief (0699)
- \*Marine Combat Instructor (0913)
- \*Marksmanship Instructor (0931)
- \*Ground Operation Specialist (8711)
- \*Surveillance Sensor Operator (8621)

**SENIOR MANAGEMENT SCHOOL:**

- \*Joint Command, Control and Communications Planners Course (C4)
- \*Senior Enlisted Joint Professional Military Education (Nonresident)
- \*USMC Senior Enlisted Professional Military Education (Resident)
- \*First Sergeant/Master Sergeant Seminar
- \*Large Force Ground Combat Element (GCE) Course
- \*Communications Staff Planning Course

**EDUCATION**

BA, Information Security, American Military University (Currently Pursuing Degree).

**AFFILIATIONS**

American Legion Post 356

**VOLUNTEER SERVICE**

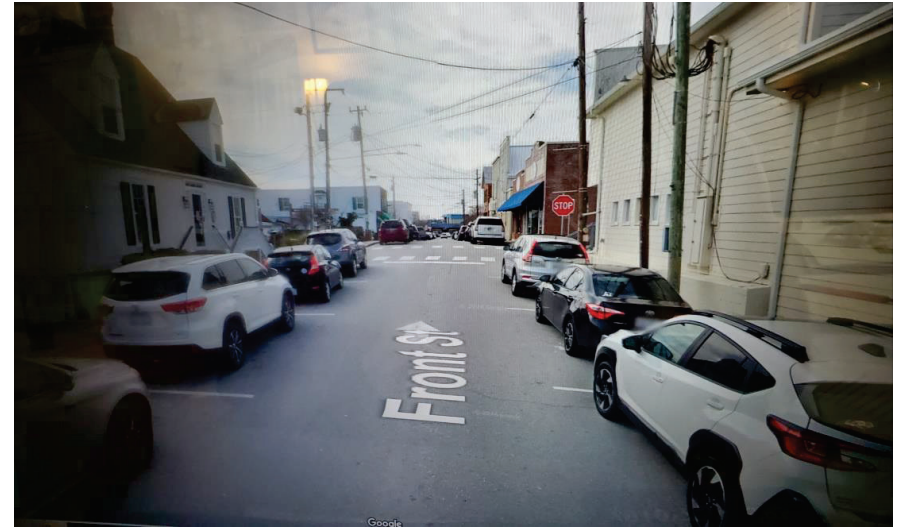
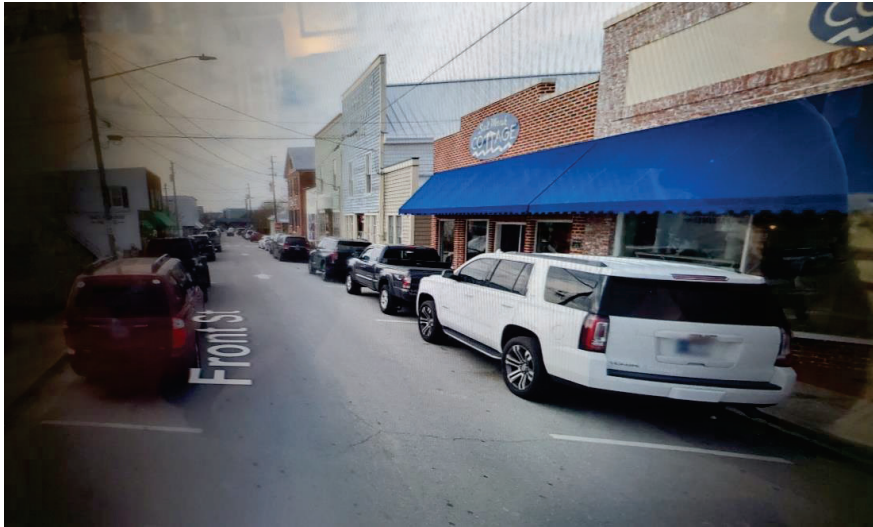
Swansboro Planning Board - Jan 2024





## Downtown Swansboro Paid Parking





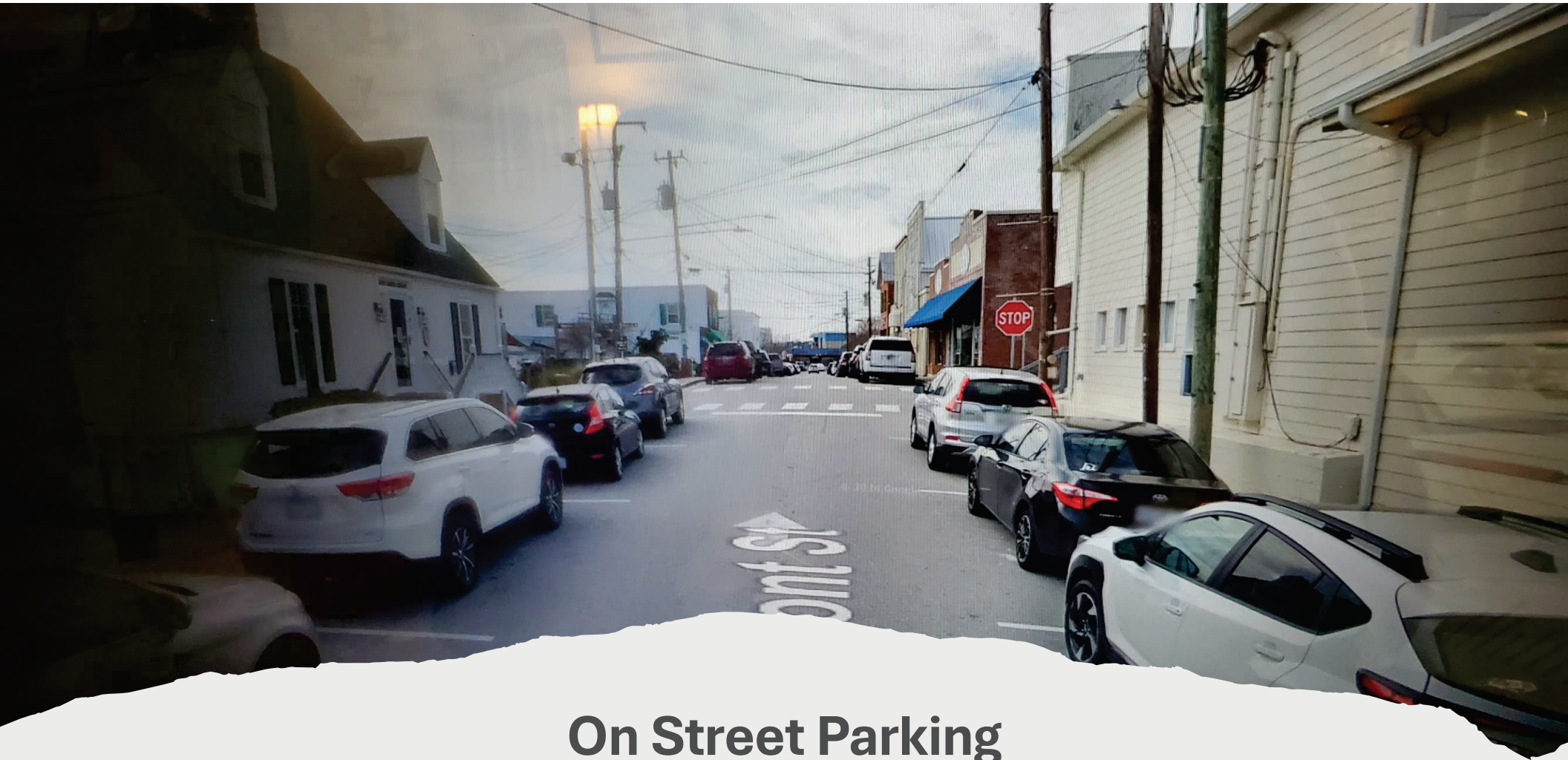
## Parking Issues in the Downtown District



## Issues

- Limited spaces.
- Extended parking times.
- Employees parking on street.
- Parking on both sides of street.
- Parallel parking.





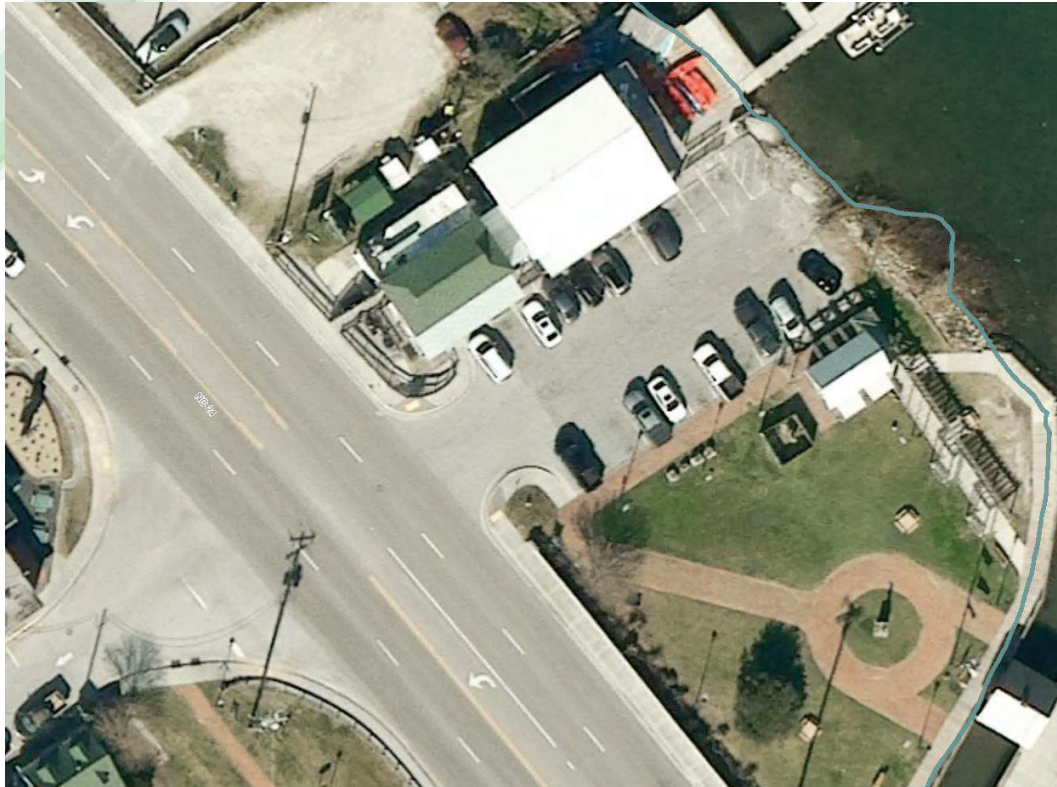
## On Street Parking



# Front Street

Along Front Street, on both sides of the street, a total of 44 parking spaces.





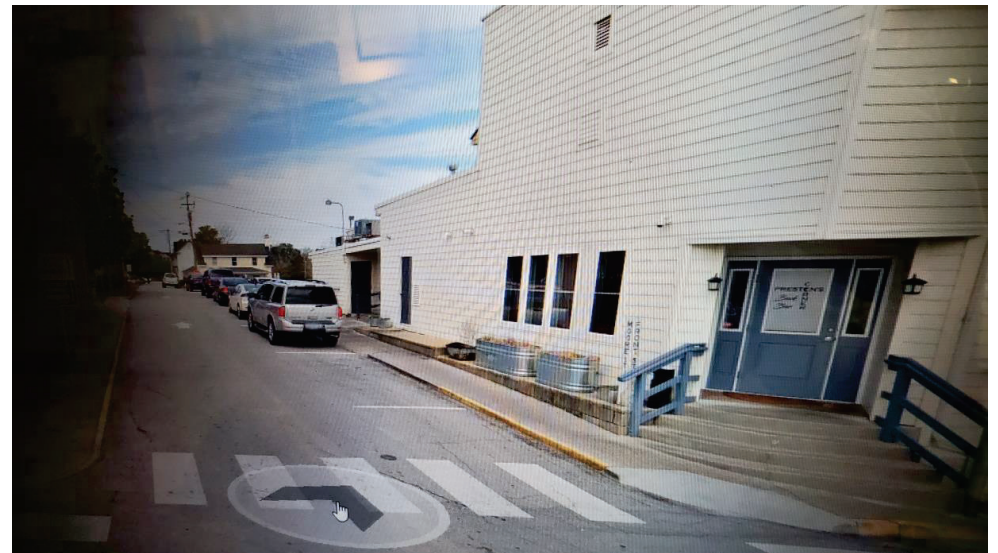
## N. Front Street

22 available spaces on N. Front Street (Bicentennial Park).

# Moore Street

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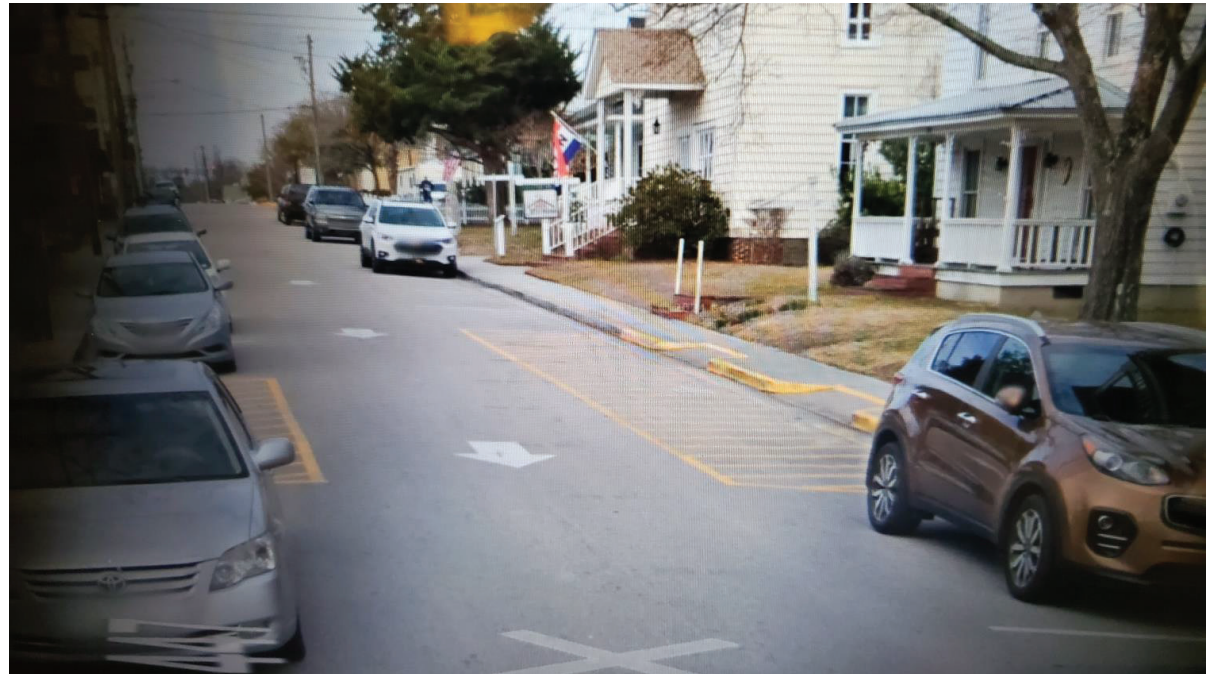
- 12 spaces on Moore Street from Water Street to the water (Boro).
- Another 9 spaces are available on Moore Street from Water Street to Elm Street.
- Total of 21 potential parking spaces available on Moore Street.



# Main Street

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- There are 17 available spaces on Main Street from Water Street to the water.
- From Water Street to Elm Street there would be an additional 14 spaces.







## Church Street

- 4 spaces available from Front Street to Water Street.
- 7 spaces available from Water Street to Elm Street.
- 7 spaces from Elm Street to Walnut Street.

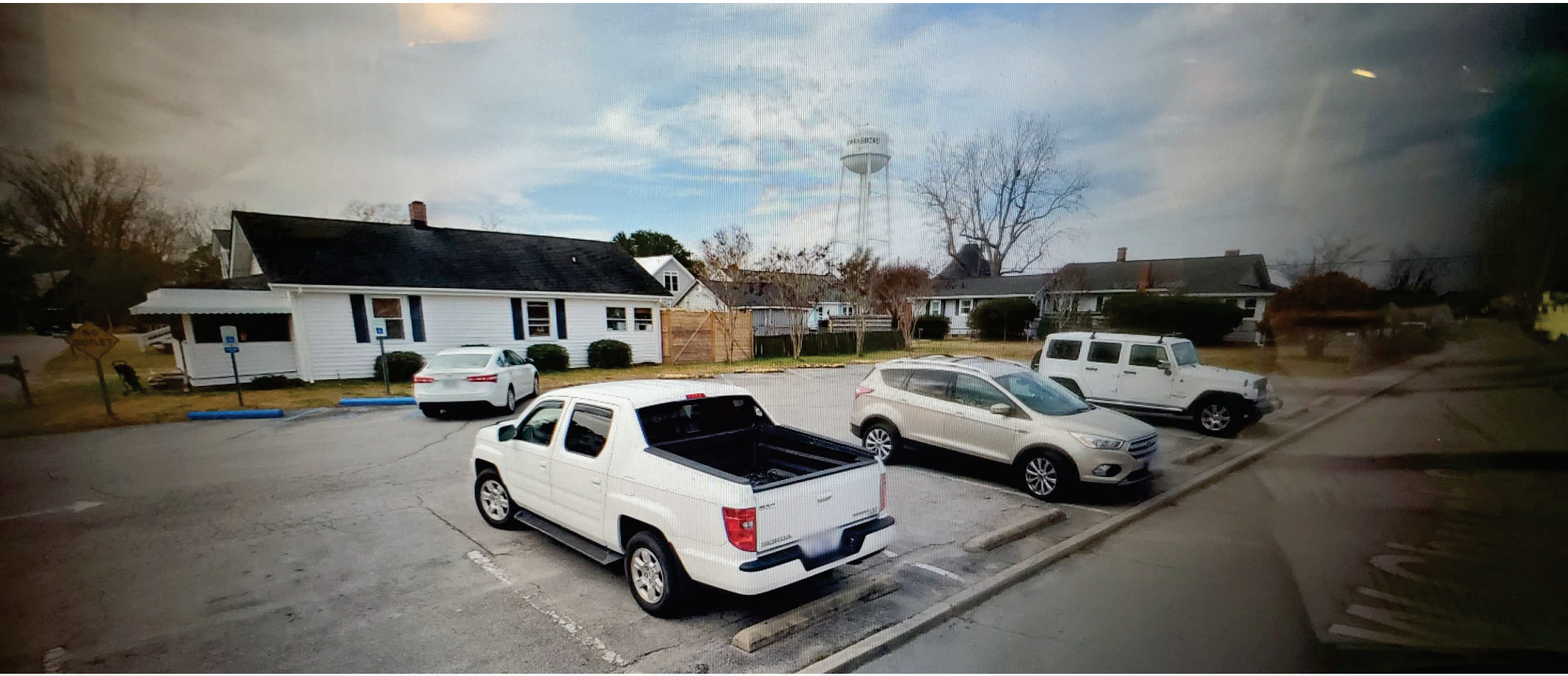


# Available Spaces

- Total available spaces: Front Street, N. Front Street, Church Street, Main Street, and Moore Street, from Water Street to the water: **99 spaces.**
- Additional spaces: Water Street to Walnut Street: **37 spaces.**
- **136** potential total spaces.







## Off Street Parking

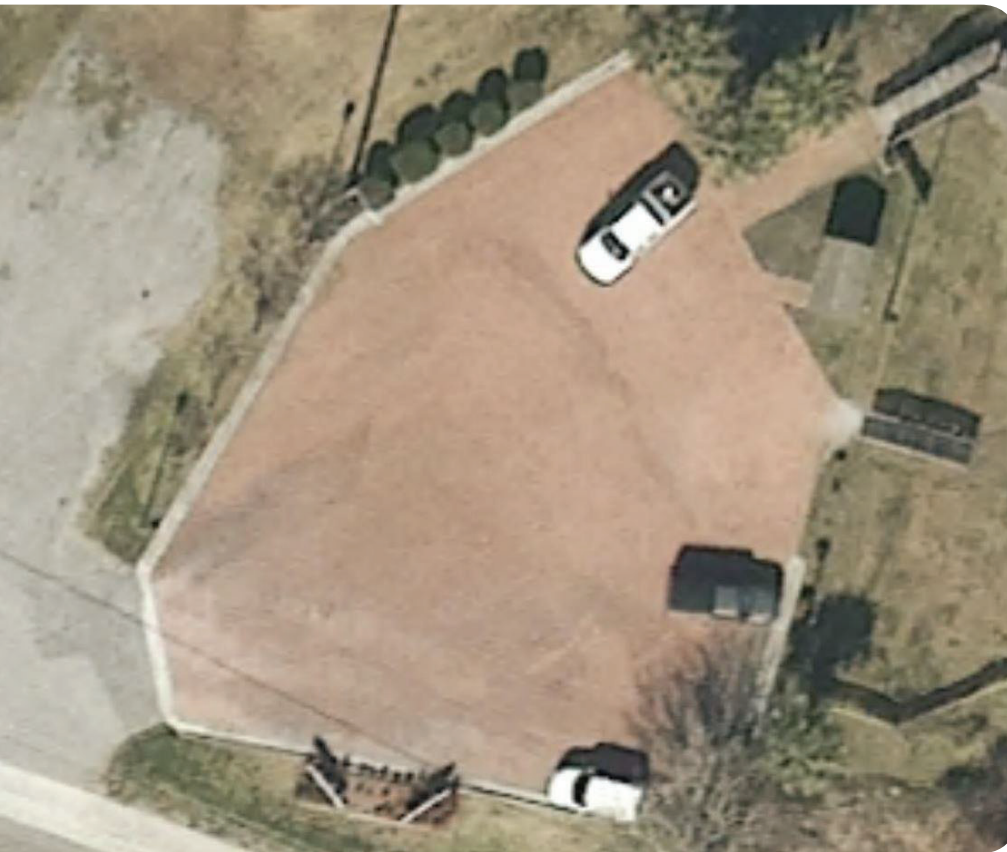
Google





# Old Town Hall

15 spaces are available at the Old Town Hall (Historical Society) parking lot.



# Riverview Park

Potentially 15 spaces available at  
Riverview Park.

# Total Downtown Spaces

- Total of **129** on-street and off-street parking spaces available.
- Potential of **37** extra on-street parking spaces.
- **166** total spaces potentially available.







# Beaufort

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- **Poulation:** 4,400
- **Hours:** Seasonal (5/5-10/31); 7 days/week; 8a-5p
- **Fees:**
  - Hourly: \$3/hour
  - Daily: no daily rate
  - Weekly: \$25 (time limits)
  - Monthly: \$100/\$200 (non premium)
- **Enforcement:**
  - Parking Ambassadors: furnished by the contracting company.
  - \$50 initial fine
  - \$80 after 30 days

# Atlantic Beach

- **Population:** 1,364 permanent/50,000 summer
- **Hours:** Seasonal (4/1-9/30; 7 days/week; 9a-5p)
- **Fees:**
  - Hourly: \$5/hour
  - Daily: no daily rate
  - Weekly: no weekly rate
  - Annual: \$200
  - Residents: 2 free passes
- **Enforcement:** Operating company provides enforcement.
  - \$50 initial fine
  - \$60 after first 24 hours
  - \$75 after ten days.
- **Spaces:** 300 spaces in numerous places around the town.





## Emerald Isle

- **Population:** 3,800 permanent; 40,000 during the summer.
- **Hours:** Seasonal (4/1-9/30); 7 days/week; 8a-6p
- **Fees:**
  - Spring: \$2/hour
  - Summer: \$4/hour
  - Daily: \$16 maximum
  - Residents: 2 free annual passes
- **Enforcement:** Operating company provides enforcement.
  - \$50 initial fine.
  - \$80 after 30 days.
- **Revenue:**
  - Approximately \$150,00



# North Topsail Beach

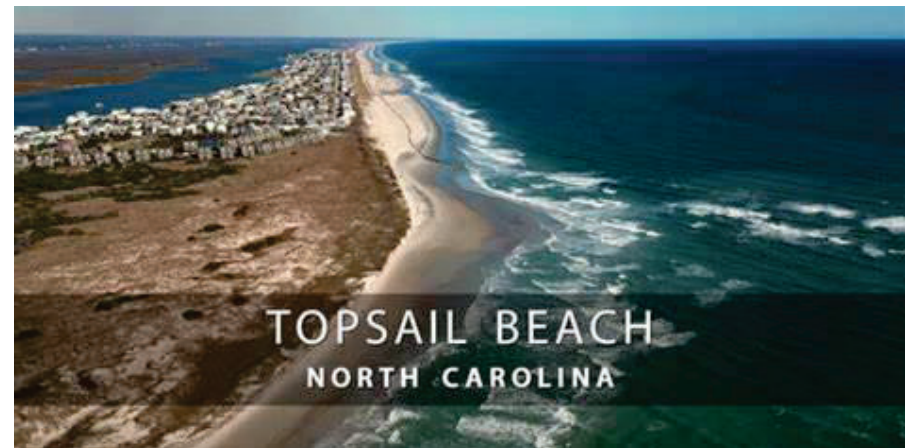
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- **Population:** 1,005
- **Hours:** Year-round; 7 days/week; 9a-5p
- **Fees:**
  - Hourly: \$5
  - Daily: \$25
  - Weekly: \$100
  - Annual: \$150/vehicle (\$250 for 2 simultaneous)
  - Residents: no exemption
- **Enforcement:** Operating company provides enforcement.
  - \$50 initial fine (\$25 paid same day)
  - \$75 after 30 days
- **Revenue:** \$730,000 estimated
- **Spaces:** Approximately 900 spaces on town owned lots. No on-street parking.



# Topsail Beach

- **Population:** 461
- **Hours:** Seasonal (3/1-10/31); 7 days/week; 9a-5p
- **Fees:**
  - Hourly: \$5
  - Daily: \$25
  - No weekly/annual passes
  - Residents: no exemption
- **Enforcement:** Operating company provides enforcement.
  - \$50 initial fine (\$25 same day)
  - \$75 after 30 days
- **Revenue:** Approximately \$83,000
- **Spaces:** 194 spaces





# Surf City

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- **Population:** 3,867 permanent/30,000 summer
- **Hours:** Seasonal (3/1-10/31); 7 days/week; 9a-6p
- **Fees:**
  - Hourly: \$5
  - Daily: \$25
  - Weekly: \$180
  - Annual: \$270
  - Residents: 2 free passes
- **Enforcement:** Operating company provides enforcement.
  - \$50 initial fine
- **Revenue:** Estimated \$659,000
- **Spaces:** 1,300 on-street/off-street parking around the town.



## New Hanover & Brunswick County Beaches

- Seasonal (3/1-10/31)
- 7 days/week
- 7a-7p
- Hourly Rate: \$5/hour
- Daily Rate: \$20-\$25
- Weekly Rate: \$80-\$150
- Annual Rate: \$100-\$175
- Residents: \$10-\$50/vehicle (3max)
- Enforcement provided by company(Pivot)
- Fines: \$50 initial fine. Increases after determined number of days.





## Concerns with paid parking downtown

- Fees: Hourly rate/Daily rate/Weekly rates/Annual passes?
- Taxpayer exemptions to fees?
- Hours of Operation: 7 days per week/Mon-Fri/Times/Seasonal?
- Managing the system?
- Enforcement?
- How are violations paid?
- Where does revenue go?
- Creating Town Ordinance?

## Paid Parking

- Management of the system would be through the operating company.
- Enforcement would be provided by the operating company.
- Fines would be paid to the operating company.
- Revenue would be disbursed by the operating company. Contract would determine the terms. (i.e. 70/30 split).
- Town Ordinance for parking and fee schedule.
- NC GS: 160A-301 (a) governs paid, on-street parking.





# NC GS 160A-301

## (a)

A city by ordinance may regulate, restrict, and prohibit the parking of vehicles on the public streets, alleys, and bridges within the city. When parking is permitted for a specified period of time at a particular location, a city may install a parking meter at that location and require any person parking a vehicle therein to place the meter in operation for the entire time that the vehicle remains in that location, up to the maximum time allowed for parking there. Parking meters may be activated by coins, tokens, cash, credit cards, debit cards, or electronic means. Proceeds from the use of parking meters on public streets must be used to defray the cost of enforcing and administering traffic and parking ordinances and regulations.





## Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Downtown Speed Survey**

Board Meeting Date: **March 25, 2025**

Prepared By: **Dwayne Taylor – Police Chief**

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**Overview:** In recent months residents in the downtown residential district voiced concerns about the speeds at which vehicles were traveling along Elm Street and Walnut Street. The Swansboro Police Department erected a radar speed measuring device in the area of 218 Elm Street to measure speeds traveled on Elm Street between Main Street and Broad Street. The results of the survey will be reviewed.

After one month of measuring speeds on Elm Street, the sign was moved to Walnut Street in the area of the Ward Cemetery. The device measured speeds of vehicles traveling Walnut Street between Broad Street and Church Street. After three weeks of measuring speeds, the data was collected. The data from both locations were collected weekly.

**Background Attachment(s):**

1. Elm Street statistics
2. Walnut Street statistics

**Recommended Action:** Receive report.

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**Action:** \_\_\_\_\_

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## Elm Street

Date	#Veh In	#Veh Out	Avg Speed	Max Speed	Peak Out	Peak In
1/6/2025	18	78	15	20	3pm	3pm
1/7/2025	24	46	17.5	22	3pm	6pm
1/8/2025	24	64	17	21	3pm	5pm
1/9/2025	24	40	17	22	3pm	2pm
1/10/2025	35	45	16.5	21	1pm	11am
1/11/2025	19	32	17	22	2pm	3pm
1/12/2025	24	39	15	18	3pm	6pm
1/13/2025	30	34	16.5	23	4pm	6pm
1/14/2025	27	45	16	20	11am	12pm
1/15/2025	23	53	17.5	22	2pm	6pm
1/16/2025	25	53	15.5	21	4pm	7pm
1/17/2025	26	53	9.5	19	10am	12pm
1/18/2025	22	58	16	21	2pm	3pm
1/19/2025	18	24	15	19	3pm	8am
1/20/2025	32	43	15	19	4pm	8pm
1/21/2025	21	37	15.5	20	2pm	10am
1/22/2025	2	2	12.5	14	2pm	3pm
1/23/2025	2	4	15	15	11am	3pm
1/24/2025	13	31	16.5	17	4pm	6pm
1/25/2025	2	29	16.5	23	3pm	12pm
1/26/2025	17	35	15.5	18	1pm	2pm
1/27/2025	31	44	16.5	18	2pm	6pm
1/28/2025	27	62	19	21	4pm	5pm
1/29/2025	6	17	16.5	19	1pm	12pm
1/30/2025	40	52	17.5	19	1pm	4pm
1/31/2025	31	63	15	19	3pm	4pm
2/1/2025	31	65	16	21	1pm	2pm
2/2/2025	25	46	16.5	20	4pm	11am
2/3/2025	27	58	19	20	4pm	3pm
2/4/2025	26	47	17	21	4pm	3pm
2/5/2025	28	44	19	21	4pm	3pm
	702	1,43				
<b>31 Days</b>	<b>22.5</b>	<b>43.3</b>	<b>16.11</b>	<b>19.87</b>		

## Walnut Street


Date	#Veh In	#Veh Out	Avg Speed	Max Speed	Peak In	Peak Out
2/18/2025	33	37	19	22	10am	9am
2/19/2025	25	29	20	22	6pm	12pm
2/20/2025	28	38	18	25	5pm	10am
2/21/2025	32	46	21.5	22	1pm	5pm
2/22/2025	41	39	18	22	9am	12pm
2/23/2025	26	53	20.5	22	5pm	12pm
2/24/2025	36	39	20	21	4pm	6pm
2/25/2025	35	31	18	21	1pm	9am
2/26/2025	36	48	21	23	1pm	9am
2/27/2025	36	54	13.5	26	12pm	4pm
2/28/2025	37	54	21	40	1pm	4pm
3/1/2025	34	63	23.5	24	1pm	12pm
3/2/2025	28	48	20	26	12pm	1pm
3/3/2025	32	59	20	23	12pm	3pm
3/4/2025	48	59	19	22	4pm	10am
3/5/2025	42	61	17	23	12pm	4pm
3/6/2025	39	46	20	23	10am	4pm
3/7/2025	32	50	22	22	9am	3pm
3/8/2025	32	42	18.5	25	10am	11am
3/9/2025	33	38	19.5	22	3pm	10am
3/10/2025	52	40	25	52	3pm	8am
3/11/2025	31	43	19	22	2pm	7pm
3/12/2025	38	53	19	23	11am	5pm
3/13/2025	41	53	20	23	12	11am
3/14/2025	4	5	19	19	9am	8am
	<b>856</b>	<b>1,131</b>				

# Swansboro Police Department

2024 Annual Report







The Swansboro Police Department provides 24-hour law enforcement services to the residents, businesses, and visitors within the jurisdiction of the Town of Swansboro.

### **Mission**

- It is the mission of the Swansboro Police Department to professionally serve our community with Respect, Fairness, Honesty, and Integrity. We are committed to working with the community to maintain and improve the quality of life for everyone and ensure that Swansboro is a place where people can work and raise a family within a safe and caring community.

### **Core Values**

- Our core values are Commitment, Service, Integrity, and Excellence.



# Department Organization

The Swansboro Police Department is composed of 13 full-time sworn law enforcement officers and four reserve officers. In addition, the department is supported by a civilian Administrative Assistant. The department maintains thirteen police vehicles that are equipped with mobile data terminals and speed enforcement equipment. All officers are issued body worn cameras which record all interactions.

All officers have received and maintain their certification as a law enforcement officers through the NC Training and Standards Division. Within the department, three officers have earned their Advanced Law Enforcement Certification, and one has received their Intermediate Law Enforcement Certification.





## Reportable Incidents

The department responds to a variety of calls throughout the calendar year. Not every call for service the department responds to requires a report to be generated. The FBI Uniform Crime Report provides guidelines for the type of incident that requires a report to be generated.



## Patrol Events

The Patrol Division performed 47,323 total events for the calendar year. Patrol events include reportable and non-reportable calls for service, foot patrols, business checks, escorts, neighborhood patrols, and any other activity an officer performs while on duty.





## Calls For Service

In 2024, the department responded to a total of 6,901 calls for service. The tables on the next few pages detail the main types of calls officers responded to for the calendar year.

Calls for service are requests received from the public which initiate a response from the department. Not all calls for service require a written report.

# 2024 Calls for Service

• 911 Hang Up	30
• Alarm/Open Door	207
• Animal Complaint	48
• Assaults (Felony)	29 (3)
• Assist OCSO	247
• Assist Fire/EMS	147
• Assist Parks & Rec (Bathrooms/Dock)	1,465
• Assist NC SHP	13
• Break & Enter	10
• Civil Disputes	49
• Communicating Threat	12
• Crisis Intervention	81
• Death (Suicide)	10 (1)
• Disputes/Disturbances	79
• Domestic Violence	61
• Drug Offenses (Felony)	28 (7)
• Drug Overdose (Fatal)	11 (1)



# 2024 Calls for Service

• DWI	33
• Fingerprint Requests	89
• Fraud	33
• Funeral Escorts	11
• Juvenile Issue	15
• Larceny (Felony)	85 (17)
• Lost/Found Property	47
• Missing Person	7
• Noise Complaint	7
• Property Damage	109
• Residence Checks	64
• Resist, Obstruct, Delay	6
• Sex Offense (Felony)	2
• Shots Fired	2
• Suspicious Incident/Vehicle/Person	270
• Town Ordinance Violations	63

## 2024 Calls for Service

• Traffic Complaints	131
• Traffic Control-No Wreck	15
• Transport	83
• Trespassing	39
• Unavailable to Respond to Call	112
• Vehicle Unlocks	93
• Warrant Service	41
• Welfare Check	55
• Traffic Enforcement (Citation; V/W Warn)	2,186
• Wrecks	265
• <b>Total Calls for Service:</b>	<b>6,901</b>
• <b>Reportable:</b>	<b>2,019</b>

# Arrests Statistics

The Swansboro Police Department made 182 physical arrests in 2024. The next few slides show what crimes arrests were made for and the number of arrests for each crime.



# Arrests

## Felony Arrests

• Possession w/Intent to Sell, Manufacture & Deliver:	2
• Fleeing to Elude:	2
• Possession of Cocaine:	1
• Assault on Public Officer/Serious Bodily Injury:	1
• Assault:	1
• Obtaining Property by False Pretenses:	1

<b>Total:</b>	<b>9</b>
---------------	----------



# Misdemeanor

• Driving While Impaired:	33
• Larceny:	18
• Possession of Controlled Substance:	13
• Assault:	7
• Resist, Obstruct, Delay:	6
• Driving While License Revoked:	15
• Property Damage:	8
• Other Traffic Related:	15
• Trespassing:	6
• Child Abuse:	4
• Communicating Threat:	3
• Assault with a Deadly Weapon:	2
• Sexual Assault:	1
• Carrying Concealed Weapon:	1
• <b>Total Misdemeanor Arrests:</b>	<b>132</b>

# Warrant Service

## **Arrests made by Warrant Service: 41**

Warrant Service arrests are made when officers encounter an individual, either through a traffic stop or call for service, and the individual has a warrant for their arrest.

## Traffic Enforcement

NC 24 is a major east-west travel artery in North Carolina. At last count, more than 35,000 vehicles pass through Swansboro daily. The department tries to ensure that each patrol officer is Radar Operator certified within the first year.

The department, also, participates in the NC Governor's Highway Safety Program. Participation in the program allows the department free access to valuable equipment that can be used for traffic enforcement. For the calendar year 2024, the department issued 555 citations and gave 1,657 verbal/written warnings.



# Radar Speed Sign

A radar speed sign was placed along W Corbett Avenue. A second was placed downtown. The sign alerts drivers to their speed. An onboard computer collects traffic data such as, number of vehicles, fastest speed, slowest speed, average speed and median speed. SPD looks to get a couple of more to place along W Corbett Avenue, or a portable unit that can be moved around town.







## Community Involved

The Swansboro Police Department emphasizes community involvement by its officers. The department has started several programs to get its officers more community oriented. The Police Cadet Program, Coffee-with-a-Cop, and Shop-with-a-Cop are just a few of the well-known programs. Officers are, also, encouraged to lend a helping hand in the community. Like removing an alligator from a local daycare center.

# Community Involvement

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School kids get a tour of patrol vehicle.



## Community Involvement

Participating in annual Touch-a-Truck  
event.





## Community Involvement

Getting dunked at Military Appreciation Day at Hammocks Beach State Park.



# Community Involvement

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9/11 Ceremony held at the  
Public Safety Building.



# Community Involvement

Mr. and Mrs. Clause making citizens feel appreciated by handing out meals on Thanksgiving Day.



# Admin Assistant

---

For the calendar year 2024, the Admin Assistant:

- Answered 3,503 phone calls.
- Assisted 1,580 walk in requests for assistance.
- Took 680 requests for reports.
- In addition to those above, the Admin Assistant assists the Chief, Lieutenant, Detectives, and Patrol Staff with the everyday operation of the department.







© CanStockPhoto.com

# Admin Assistant

- Other important business the Admin Assistant provides:
- Shop-with-a-Cop planning.
- Golf Cart registration/renewal.
- Fingerprinting scheduling.
- Tracking Purchase Orders and Invoices.
- Posting on social media.
- Administrator for all reporting software/programs.

# Officer of the Year

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Congratulations to Officer Michael Stutes. His outstanding work ethic and dedication to the residents, businesses, and visitors of Swansboro earned him Officer of the Year honors for 2024.





# Chief's Award

Congratulations to Mayor John Davis. His commitment to support the mission of the Swansboro Police Department earned him the 2024 Chief's Award.



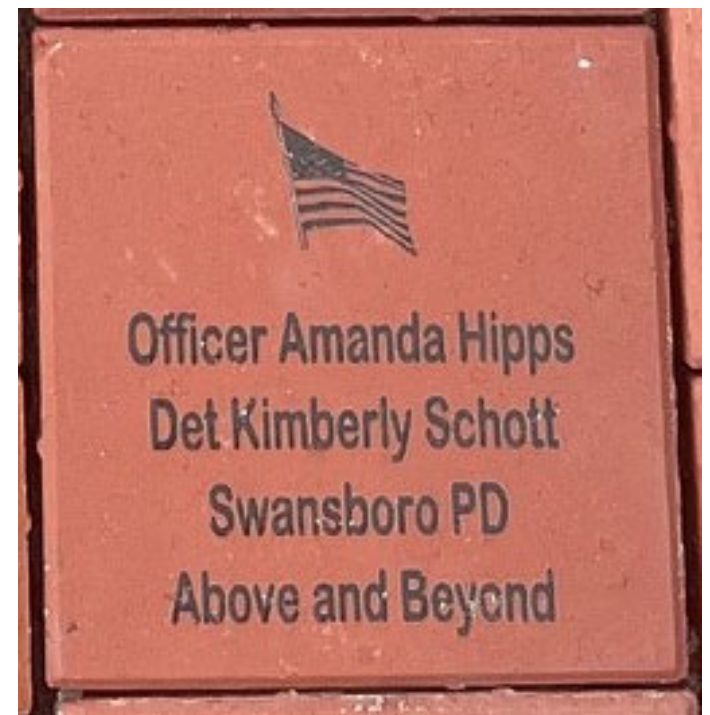
# Outstanding Service Award

Congratulations to Detective Kymberly Schott for being presented with the Outstanding Service Award, for service and dedication to the Swansboro Police Department.



# Outstanding Service Recognition

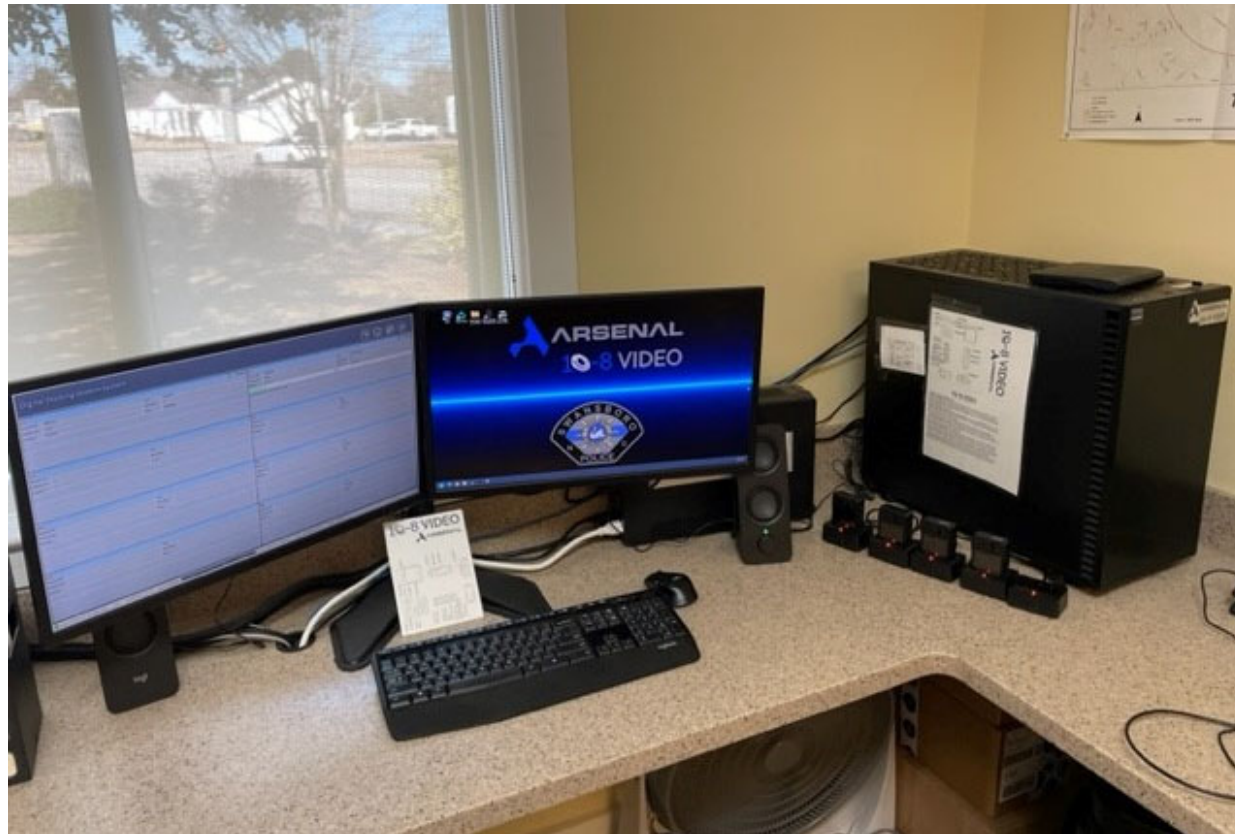
- Mrs. Ashley Danielson recognized Detective Kymberly Schott and Officer Amanda Hipps with a “Ceremonial Brick” placed at LeJeune Memorial Gardens, for their dedication to service, above and beyond, for an incident on September 7, 2024, that involved her husband, who went missing for three hours. After three hours of exhaustive searching, Schott and Hipps located Mr. Danielson.



Goals  
achieved in  
2024







## New Body Worn Camera System



# MDT Replacement



New Duty Gear



## Additional Information

The department, also, offers other services to its citizens. Among the services offered by the police department are:

- Residence Checks
- RU Ok?
- Fingerprinting
- Golf Cart inspections



**TOWN OF SWANSBORO  
FINANCIAL REPORT  
(AS OF FEBRUARY 28, 2025)**

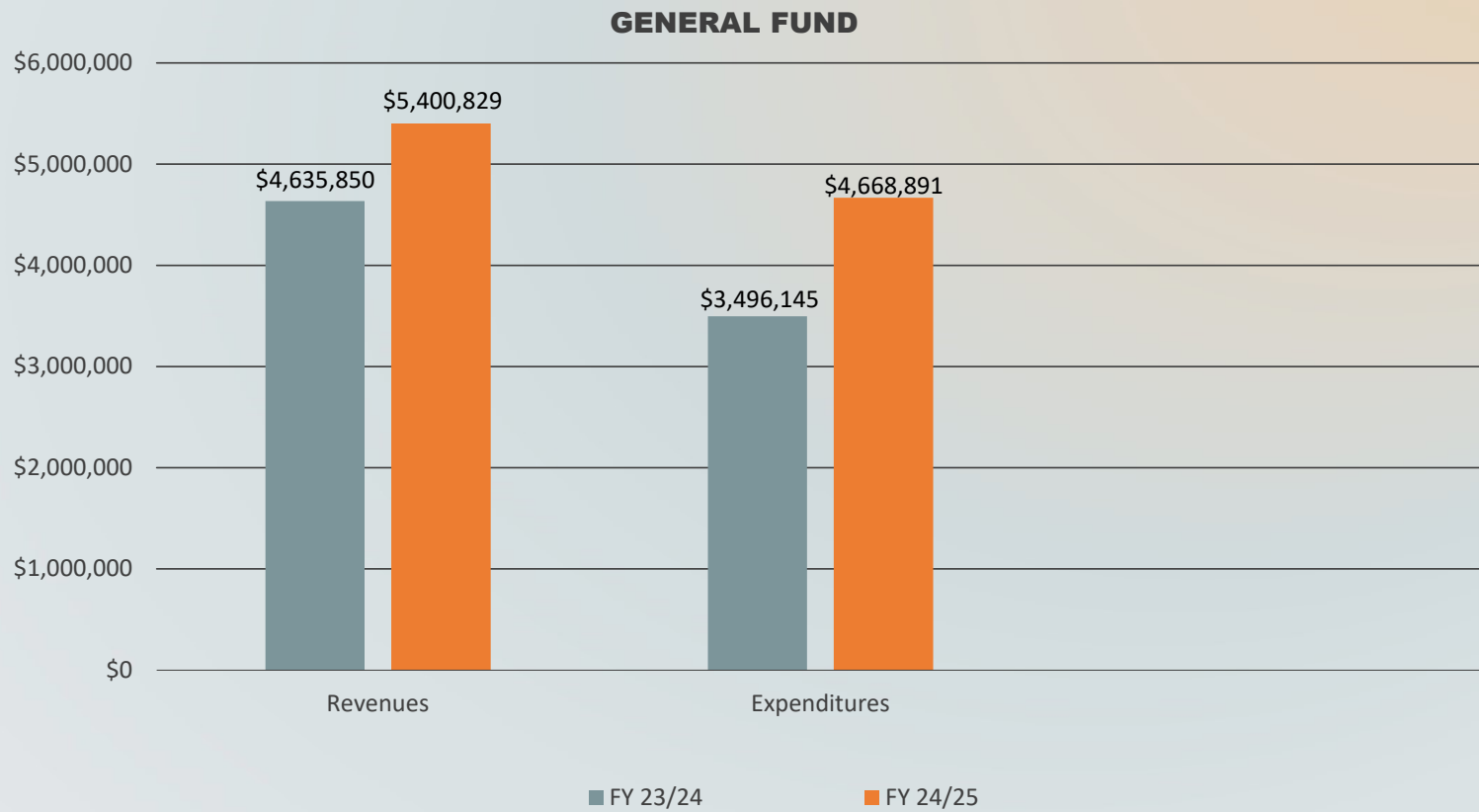
REVENUES

EXPENDITURES

LOAN PAYMENTS

INVESTMENTS

**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF FEBRUARY 28, 2025)**

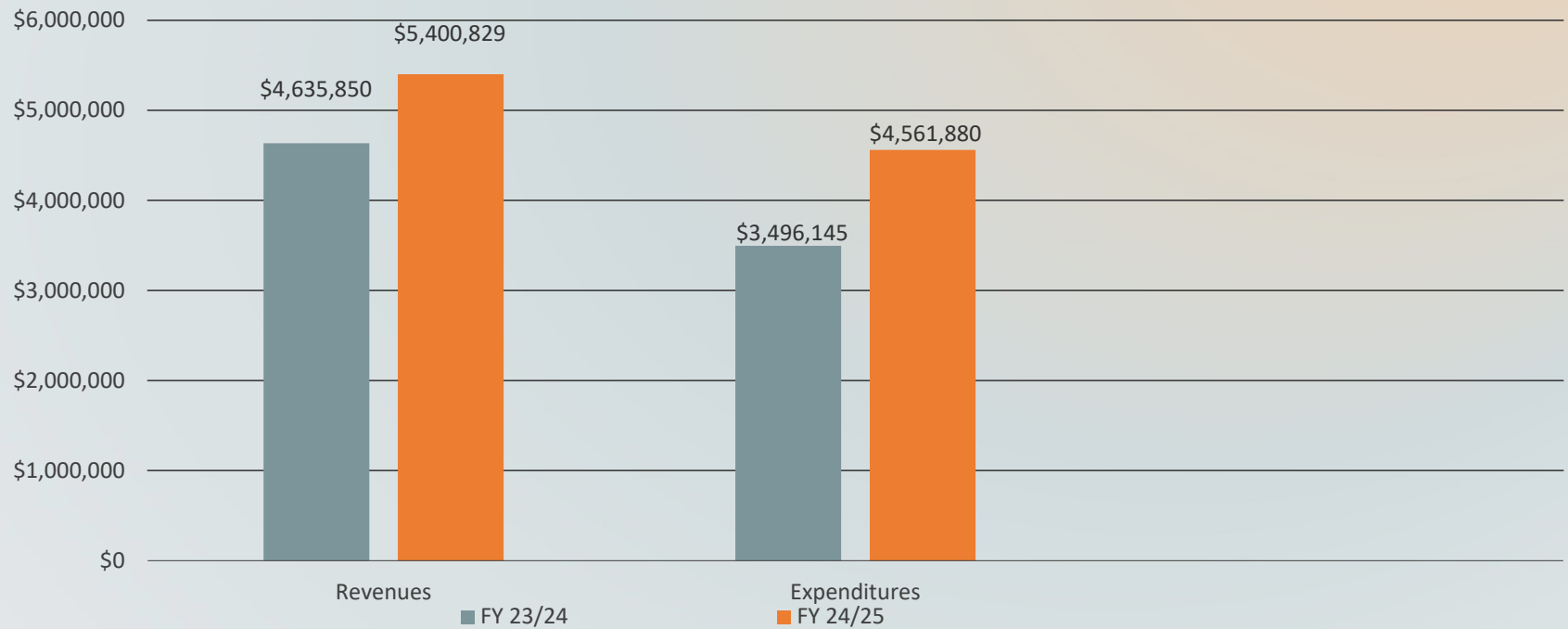


**ENCUMBRANCES INCLUDED**  
**Total Excess of Revenues Over Expenditures \$731,938**

**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF FEBRUARY 28, 2025)**

**(ACTUAL)**

**GENERAL FUND**



**(ENCUMBRANCES NOT INCLUDED)**  
**Total Excess of Revenues Over Expenditures \$838,949**

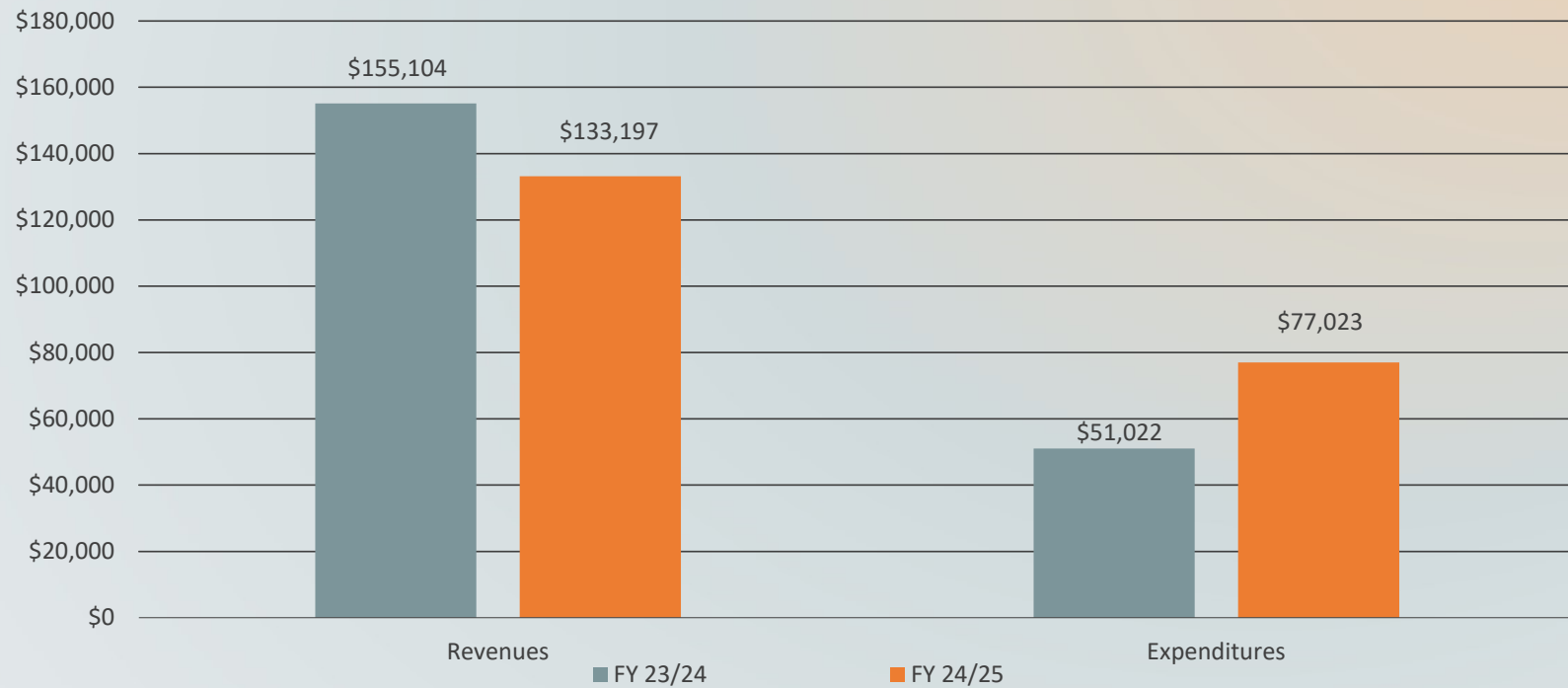
DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % February 28, 2025
GOVERNING BODY	48,595	16,730	151	34.7%
ADMIN SERVICES	432,052	276,458	4,233	65.0%
FINANCE	315,178	186,245	565	59.3%
LEGAL	59,300	35,792	-	60.4%
PUBLIC BUILDINGS	439,973	270,646	6,433	63.0%
FIRE	2,135,877	1,147,283	47,256	55.9%
PERMITTING	288,270	219,594	1,000	76.5%
PLANNING	86,293	52,714	-	61.1%
POLICE	1,391,604	708,007	22,459	52.5%
PUBLIC WORKS-STREETS	1,498,086	766,441	2,273	51.3%
POWELL BILL-STREETS	191,791	79,260	461	41.6%
PARKS & RECREATION	492,086	199,641	16,783	44.0%
DOWNTOWN FACILITIES	132,226	61,768	1,138	47.6%
EMERGENCY MANAGEMENT	14,549	11,399	100	79.0%
FESTIVALS & EVENTS	134,635	94,198	3,229	72.4%
NON DEPARTMENTAL	612,764	482,087	929	78.8%
TOTAL	8,273,279	4,608,264	107,011	56.99%

\*\*



**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF FEBRUARY 28, 2025)**

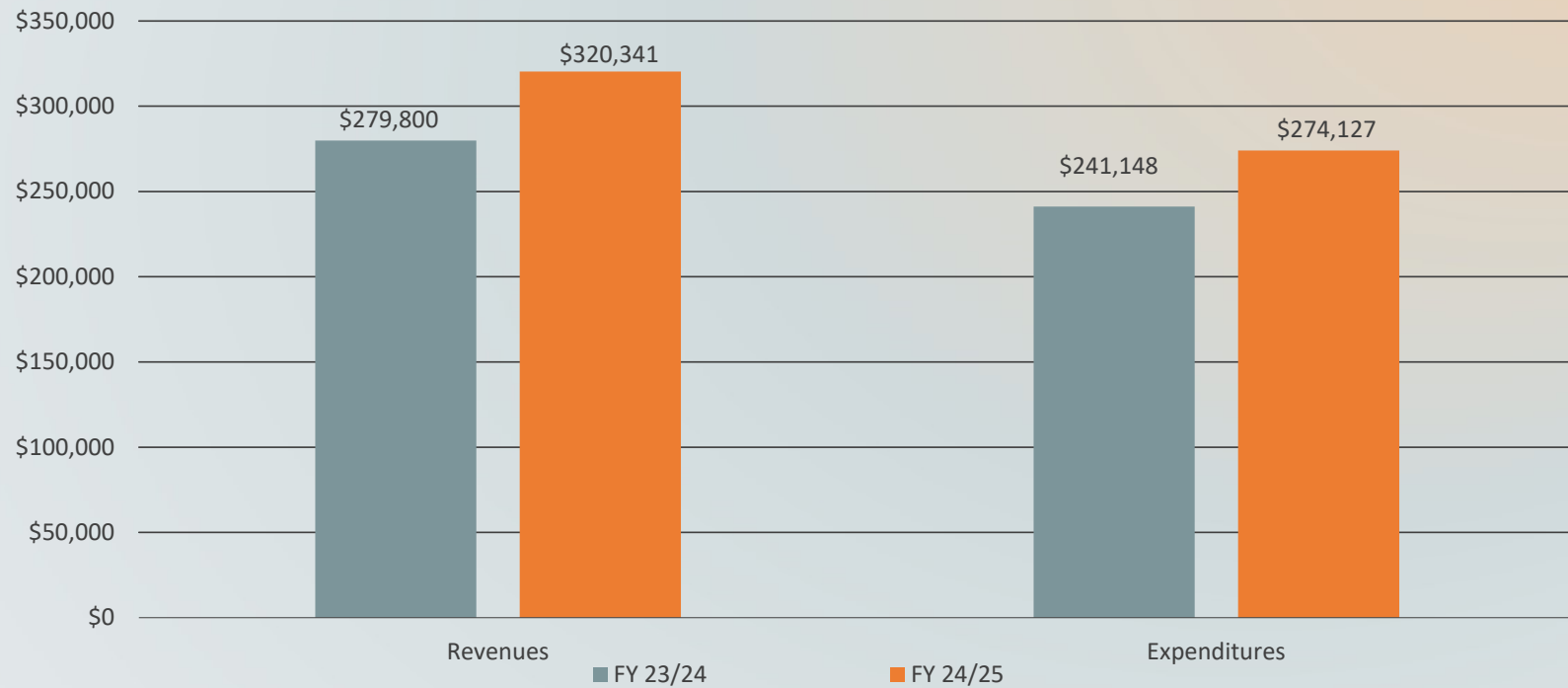
**STORMWATER ENTERPRISE FUND**



**ENCUMBRANCES INCLUDED**  
Total Excess of Revenues Over Expenditures **\$56,174**

**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF FEBRUARY 28, 2025)**

**SOLID WASTE ENTERPRISE FUND**



**ENCUMBRANCES INCLUDED**  
Total Excess of Revenues Over Expenditures **\$46,214**

**TOWN OF SWANSBORO  
LOAN REPORT  
(AS OF FEBRUARY, 2025)**

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$317,275	2.69	03/21/2028	\$84,724
Public Safety Facility	\$0.00 PAID IN FULL	2.58	12/22/2024	
Fire Truck	\$92,139	2.08	11/01/2026	\$47,512
Sleeping Quarters	\$50,000	2.43	12/14/2026	\$26,823
Grapple Truck/Town Hall Generator	\$47,106	1.72	6/25/2025	\$47,917
Vehicles(Police & Fire Department) & Software	\$45,495	1.84	7/15/2026	\$23,377
Cab Tractor/Dump Truck	\$254,500	4.82	4/3/2029	\$58,491
Jet Vac Truck, Police Vehicle, (2) Fire Chief Vehicles	\$570,000	4.40	12/31/2029	\$129,183
<b>Total Debt</b>	<b>\$1,376,515</b>			<b>\$418,027</b>

**TOWN OF SWANSBORO  
CASH & INVESTMENTS REPORT  
(AS OF FEBRUARY 28, 2025)**

**CASH & INVESTMENTS**

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$321,366	.05%
NC CMT-General	\$6,604,862	4.27%
TD Bank (SCIF Funds for EOC & Sidewalks)	\$9,513,251	4.18%



## GRANT UPDATE

	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,102,599	\$1,064,939	\$37,660	\$0.00
Swansboro Bicentennial Park Boardwalk Extension	\$386,650	\$315,681	\$0	\$70,969
Emergency Operation Center	\$9,432,703	\$24,840	\$0	\$9,407,863
Emmerton School Repairs	\$424,000	\$183,305	\$0	\$240,695
Stormwater Master Plan	\$400,000	\$205,261	\$0	\$194,739
Total Outstanding Grants	\$11,745,952	\$1,794,026	\$37,660	\$9,914,266

*Any Questions*  
?



# Board of Commissioners Meeting

## Agenda Item Submittal

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

Board Meeting Date: **March 25, 2025**

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

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**Overview:** The purpose of this memo is to provide the Board with matters that staff anticipate/propose 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 an 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.

### **April 8<sup>th</sup> or 22<sup>nd</sup>**

- \* Amendment to Town Code Chapter 91: Fire Prevention
- \* Administrative Professionals Week
- \* Municipal Clerks Week
- \* Monthly financial report

<b><u>May Meeting Dates</u></b> <b>13th &amp; 27th</b>
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### **Future Agenda Items**

- \* Minimum Housing Code
- \* Street Acceptance of Swansgate (*developer has applied*)
- \* Waterfront Access and Development Plan (*review/revision considerations*)
- \* Community Presentations (*ongoing monthly*)
- \* 2nd Amendment/Weapon Allowance at Town Hall
- \* DOD Grant
- \* EMS Plan (*ongoing*)
- \* Presentation – Proposal for Heritage Center Museum in Emmerton School Building (*postponed by presenter*)
- \* UDO/Policy Amendment on acceptance of streets, sidewalks and stormwater infrastructure
- \* Visitor's Center Future Plans discussion
- \* Senate Bill 382 Down Zoning review

## PROJECTS REPORT

### Town Projects/Initiatives Update

**March 2025**

Submitted By: Jon Barlow, 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.

#### **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.

A 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 in 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.



## **Town of Swansboro, NC Manager's Report**

Item IX - a.

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 25<sup>th</sup> and then proceeding to develop an RFP for architect/engineer.

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

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.

Consultant Requests for Qualifications sent out August 9, 2022, to six different firms and was located on the website. Five proposals were received on 9/9. The EOC Committee created an interview panel at its 9/14 meeting and determined an interview schedule, draft questions etc. Once the panel decides on three proposals, interviews will be scheduled.

The interview panel consisting of Larry Philpott, Paula Webb, Chief Degnan, Dusty Rhodes, Jonathan McDaniels, and Brenda Pugliese interviewed three firms on 10/18/2022. The Interview Team will share its recommendation with the full EOC Committee on 10/26/22 and then that recommendation will be forthcoming to the BOC 11/14/22.

The Board of Commissioners selected Becker Morgan as the consulting architectural firm at its November 14, 2022, meeting.

Commissioner Philpott, Conaway and the Manager met in early December with Becker Morgan to review the Board's Action Plan for the EOC/PSB. A tour of our current facilities and potential sites were also made. The contract for the feasibility study was approved on January 9, 2023. Becker Morgan met with EOC Committee January 12<sup>th</sup> for introductions and Q&A. Representatives also made additional site visits on January 18, 2023. Staff continuing meetings with Becker Morgan until more details are developed for committee review.

Staff continue to work with Becker Morgan on the feasibility study which we hope to present back to the committee in April.

Ernie Olds/Becker Morgan gave a report to include three options to the committee on April 19. Ernie will firm up the options as discussed by the committee and share with the staff. The staff met with Becker Morgan again and BM was to firm up the report per discussions and share final deliverable with the Committee for recommendation to the Board of Commissioners. The final draft feasibility study was presented to the committee on June 21<sup>st</sup>. The Committee made some suggested clarification points that Becker Morgan incorporated and then the report was forwarded onto the Board of Commissioners in July 2023. The study included four options that

**Town of Swansboro, NC**  
**Manager's Report**

Item IX - a.

captured space needs in differing ways. In all options the EOC will be designed as a highly secure and hardened facility capable of resisting Category 4 hurricane conditions.

Option A is a concept that identifies all the critical functions of each department and places them in a new secure building or in the more recent additions that do meet code. The remaining existing spaces would largely be used for less critical functions such as physical fitness, storage, and minor work areas. This option should provide the least costly alternative while improving safety and addressing the EOC component fully. This option would include certain structural, and exterior envelop enhancements to the existing, original metal building frame housing fire apparatus. Such enhancements cannot bring the original building to current standards but would extend the utility of the present structure to a future date. Option A – \$4.9M in building construction, renovation and demolition costs, 13,658 usable square footage. Site improvements of \$500,000; additional/potential costs of \$374,000 and soft cost of \$540,000. Total budget range (+/- 15%) = \$5.4M to \$7.3M.

Option B is a concept to build a new facility in place of the present Public Safety Facility. This would require demolishing the existing facility and building back a new freestanding building at the same location. This building would incorporate all the needs of each department. Phasing or providing temporary quarters might have to be considered to maintain continuous operations. This option should provide the middle ground in terms of costs as existing utilities, pavements, and stormwater management features are largely in place and adequate. Option B – \$8.8M in building construction, renovation, demolition, and temporary quarters costs, 14,788 usable square footage. Site improvements of \$500,000; additional/potential costs of \$433,000 and soft cost of \$913,000. Total budget range (+/- 15%) = \$9.2M to \$12.5M.

Option C is a concept that also builds a new facility, however, investigates using another location on the town owned site. This eliminates the need to provide temporary quarters or the acquisition of new land while maintaining continuous operation at the existing facility. Once the newly constructed facility is complete, operations can be relocated from the existing building and the building can be demolished or repurposed. This option should also provide middle ground in terms of costs, but may require extension or improvements to existing utilities, and pavements. Option C – \$8.8M in building construction, renovation and demolition costs, 14,788 usable square footage. Site improvements of \$750,000; additional/potential costs of \$376,000 and soft cost of \$922,000. Total budget range (+/- 15%) = \$9.3M to \$12.6M.

Option D is a concept that provides a new free-standing building that incorporates all the needs of each department. Option D would be constructed on a 'greenfield' site, an off-campus location. This option is likely the costliest. Careful consideration will need to be given to site selection regarding impacts and expenses of land acquisition, utilities, drainage, flood plain and emergency response times in addition to the concerns noted previously in the New Site section. Option D – \$8.8M in building construction and renovation costs, 14,788 usable square footage. Site improvements of \$1,500,000; additional/potential costs of \$403,000 and soft cost of \$1.02M. Total budget range (+/- 15%) = \$9.9M to \$13.4M.

## Town of Swansboro, NC Manager's Report

Item IX - a.

Note, the budget summary does not include land acquisition. Page 11 Swansboro Public Safety Building Feasibility Report – June 2023

The initial expectations for full project costs are in the range of \$5 - 14 million. It will be the Town's obligation to secure funding, administer design and construction above the \$6 million identified and available. The Town may obligate taxpayers through bonds, capital improvements program, or other means. Loans from the U.S. Department of Agriculture are available for up to 40-year terms with no down payment required. Other grants may also be available through the Golden Leaf Foundation, FEMA, and other state or federal sources.

On August 14<sup>th</sup>, Chairman Philpott gave a briefing on finance options. Due to the length of the meeting, the briefing was added to the August 28<sup>th</sup> agenda. The Board was asked to provide a firm option selection so that the design schematic and site analysis can be done. Option C was selected, and the staff was asked to layout the design on the ground for better visibility at a future meeting.

At the direction of the Board in July, the Manager forwarded an additional funding request to our local legislative delegation. In September, we learned that the Town was awarded an additional \$3 million dollars toward this project in the state budget adoption.

Becker Morgan provided a *preliminary* exterior design schematic for Option C and that layout was mapped out on the ground for visibility on October 23<sup>rd</sup>. Becker Morgan has also provided a professional services agreement for the next phase – Design and Construction totaling \$840,500, which is approximately 8% of the estimated building and site construction costs. Authorization for the Manager to proceed was requested October 23<sup>rd</sup>.

On January 23, 2024, the BOC appointed Keith Walsh as Chairman of the newly recreated EOC/PSB site selection Committee. Mr. Walsh was tasked with identifying potential candidates to serve on the committee to the BOC for consideration. On February 12, 2024, the BOC appointed Roy Herrick, Junior Freeman, Doug Eckendorf, and Melissa Anderson as committee appointees. The newly formed committee conducted its first meeting in February 19, 2024. The committee intends to meet every Monday at 5 pm until a new site is secured.

- EOC/PSB site committee developed a site solicitation packet.
  - 6 entries were submitted by the deadline of May 15, 2024, and 1 after the deadline. 6 entries were eliminated at that time.
  - The property beside the Rotary was the only site remaining from packet entries.
    - \*Town engineer researching ingress/egress concerns.
- The EOC/PSB Committee is in the process of developing a portfolio to highlight the work done to date. The portfolio will include the Feasibility Report prepared by Beaker Morgan dated 6/28/2023, a timeline to complete the project, Rotary property maps, and Rotary wetland survey maps.
- Additionally, it will include information on the Design/Build construction option, and a model RFP that will seek proposals from potential construction firms.

## Town of Swansboro, NC Manager's Report

Item IX - a.

- On 10/14/24 the EOC Committee voted in favor of making a recommendation to the BOC to make an offer to purchase a 5-acre tract of land adjacent to and owned by the Rotary.

### **NC DCM Resilient Coastal Communities Program (RCCP) Grant**

On March 17, 2021, the North Carolina Department of Environmental Quality's Division of Coastal Management awarded 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 fund efforts in four key phases in their Coastal Communities Resiliency Program:

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

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

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.

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

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Our consultant Beth Smyre shares that NCDWM 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 NCDWM 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	

As directed during the May 23 regular meeting, and with assistance from Withers and Ravenel, Staff was able to meet the June 3 Phase 3 application deadline for 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. We expect the design by March 2023. Following two meetings with the Board of Commissioners



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and the Public in May, the final deliverables were submitted on May 31, 2023, to NCDENR meeting the grant phase deadline.

RCCP Phase 4 – Construction Applications due April 28<sup>th</sup>. We were disappointed to learn there was only \$1,000,000 to award. Withers and Ravenel reviewing the application and our project criteria. The grant application was submitted to NCDENR on April 28, 2023. Total grant amount \$441,200 (Grant amount requested \$238,220, Local Match \$203,000)

The Town received notification on July 26, 2023, that we were not selected for funding for this phase. We knew at application that the construction phase was under-funded. In conversation with Withers and Ravenel, who assisted with the grant preparation, there are other funding sources we can look for. Steve Marks shared, "...the state has training opportunities the next couple weeks for grants this fall. Same program as the LASII planning grant, but construction projects are potentially eligible. The funding source is unclear at this moment, but DWI is proceeding as though they'll have money for the program. DWI offers low/no interest loans with possible principal forgiveness for green infrastructure projects. It's likely with the addition of the bioretention cells that this would qualify. Also, Golden LEAF could potentially be interested in the project too. Right now, their funding cap is \$250k so that would essentially cover what we were hoping RCCP P4 would fund." We will work with Withers and Ravenel for future funding opportunities.

### **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

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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. 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.

Four RFQ's were received for construction and are under review by the state. Staff reviewed and provided its comments to the state and a joint interview will be held once the state is ready.

State Historic representatives and staff will hold interviews with three architectural firms on September 27<sup>th</sup>.

Following interviews, David Gall Architectural Firm out of Winston Salem was selected. Mr. Gall has already made a couple of site visits and is already working on remediation plans.

The Town, the State Historic Preservation Office and Mr. Gall are still working on contract details. Mr. Gall also had emergency knee surgery during the holidays.

In follow-up with the State last week, the legal team is putting final edits together on the contract with Mr. Gall.

Due to a family medical issue, Mr. Gall contacted the Town on 3/20/23 to decline the contract. I have emailed the State Historic Preservation Office regarding this setback and will share the plan to move forward once we have a chance to discuss it as a group.

Stature Engineering was interviewed on April 10<sup>th</sup> and selected to complete the work. SHPO working on contract language with Stature Engineering. The contract was executed mid-June, and the engineer has begun his work. Mid-October 2023, Stature Engineering has completed 45% of the Schematic Design documents and 100% of the Brick-and-Mortar Sampling and Testing.

On November 1, 2023, Stature Engineering, Staff, and the State Historic Preservation Office met to hold a bid review meeting and Watertight Systems, Inc. was selected to perform the masonry repairs. The contract was executed early December. The required Quarterly Report for the grant was submitted in early January. Stature Engineering is currently in the process of submitting drawings for window, door, soffit, and interior repair to SHPO for approval.

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In February 2024, the engineer's drawings for the window, door, soffit, and interior repairs were approved by SHPO and sent out to bid. On February 28, 2024, Watertight Systems, Inc. performed sample mortar removal and replacement to the site. Staff, the engineer, and SHPO met onsite on March 20, 2024, to review and approve samples. Masonry work began on March 26, 2024, and is still in process. The approved plans are currently out for bid.

Staff, the engineer, and SHPO met onsite on May 23, 2024, to review the progress of the masonry work. SHPO representative discussed options on the progress of the masonry work with the engineer.

Staff, engineer, and SHPO had a Teams meeting on June 4, 2024, to discuss remaining budget estimate/ availability of funds for site drainage improvements and other scope of work window, door, soffit, and interior repair. Option 2 was chosen.

### Remaining Funds for Site Drainage Improvements (Option 2)

\$314,225	Estimate of remaining funds prior to window/soffit/interior bid
<u>-\$209,000</u>	Base Bid and all Add Alternates except #5 Painting Metal Ceiling Panels
\$ 105,225	Estimate of Remaining Funds for Site Drainage Improvement *

Staff, engineer, and SHPO met on site on June 13, 2024, to review progress of masonry work.

June 13, 2024, SHPO stated that upon review, they had concluded that the proposed French Drain installation work would meet the Secretary of Interior Standards and will not adversely affect the National Register-listed property. Engineer met with contractors to begin bids for the French Drain.

June 18, 2024, the NC Historical Commission meet and discussed recommendations for reallocation of available funds of the Emergency Supplemental Historic Preservation Fund (ESHPPF). This was due to the fact that some projects sustained greater damage than expected and budgetary inflation was present as well as an increase in the scope of work. The Commission voted unanimously to accept the staff's recommendation and the funding reallocation for our grant was officially decided in the amount of \$75,000.

On July 8, 2024, the masonry and all required improvements from the SHPO work was completed.

July 12, 2024, Stature Engineering, Staff, and the State Historic Preservation Office selected Carolina EarthWerx LLC to preform French drain installation.

July 18, 2024, a modified Contract with Watertight System, Inc was signed to include Prosoco OH100 stone hardener to interior brick.

Stature Engineering, Staff, and the State Historic Preservation Office met to hold a bid review meeting and Harp Builders, Inc was selected. July 22, 2024, a contract with Harp Builders was

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signed to preform historic restoration on exterior windows and Ceiling panels, install storm windows and missing attic insulation.

The required Quarterly Report Apr.1- Jun. 30 for the grant was submitted early July.

August 19, 2024, the modified grant contract was signed to modify the period of performance, the amount of grant funds awarded, and adjust the scope of work.

A contract with Carolina EarthWerx, LLC was signed to install the French drain.

Hurricane Grant Specialist Annette Stone informed the town that an easement would need to be established to preserve the historic structure, with the state expected to provide a draft of the easement in the first quarter of 2025.

October 11, 2024, both preconstruction meetings fell through.

- Trench contractor - has been working relief efforts in the mountains. Correspondence just slipped through the cracks with him.
- The interior contractor - had an accident and spent some time in the hospital over the weekend. He wasn't up for traveling for meeting.

EB Pannkuk and Staff meet onsite for a pre-construction meeting on October 31, 2024, with Harper Builders and EarthWerx.

- The windows and interior construction are expected to begin around the first week of December and is estimated to be completed within 90 days.
- French drain is also scheduled to begin the first week of December and is estimated to be completed within 21 days.

It is expected that Watertight will begin working on the stone hardener in November, but the drawings are being updated before they can move forward.

Staff, Stature Engineer, and SHPO met on site on Dec 5, 2024, to monitor progress to the French drain installation, and Stone Hardner in the interior of the building. While on-site SHPO representatives and Stature Engineer discussed a change order to provide and install 6" diameter schedule 40 PVC at existing roof down spouts. The scope of work will be 204' of PCV line below grade in the current French drain trench. This drain will be connected to eight existing down spouts. The original contract pricing was \$27,998 + \$8,426.27 (6" PVC change order) totaling \$36,424.27 for the project value. The modified contract was signed on December 10, 2024

- Watertight had a delay in obtaining supplies and started work early December and completed the Stone Hardner on Dec 5, 2024
- EarthWerx completed the French drain to include the change order work for the 6" PVC on December 13, 2024
- Watertight completed interior repointing on January 7, 2025

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- Harp Builders are scheduled to start the interior repairs on January 15, 2025

January 29, 2025, Staff, Stature engineer, Triple H Carpentry (sub-contractors) and SHPO met on-site to monitor the ongoing work and review the mockups of exterior repairs, and the interior masonry completed repairs.

February 7, 2025, construction project signage was displayed in front of Emmerton School to announce the "Emmerton School Historic Masonry Repair Project."

February 27, 2025, a contract modification with Stature Engineering was signed to add 10 additional construction observation visits in addition to the originally proposed number of 5 construction observations for a total of 15 construction observations for a price of \$15,000.00

March 6, 2025, staff, Triple H Carpentry and West Windows met to discuss storm windows and what materials and design they were looking for installation. The information discussed will be sent to the engineer by Triple H.

March 11, 2025, staff, Mike Keel from Harp Builders, and Roy Fish from Triple H met for a walk through of the windows they have completed to date and further discuss storm windows. It will be necessary for them to conduct further research in order to make a suitable choice.

March 17, 2025, a contract modification with Harp Builders was signed to add the following scope of work:

- Add additional structure to the corners of three soffits where the original structure has deteriorated, attach T&G soffit boards and paint T&G soffit. (\$6,083.48)
- Additional labor, materials, and equipment to replace 15 rusted metal ceiling panels. (\$9,348.28)
- Replace and locking mechanisms on window sashes, the locking mechanisms are all rusted and non-operable. (\$1,434.74)
  - o Total amount for this contract modification \$16,866.50

### **2020 NC Public Beach and Coastal Waterfront Access Grant Project**

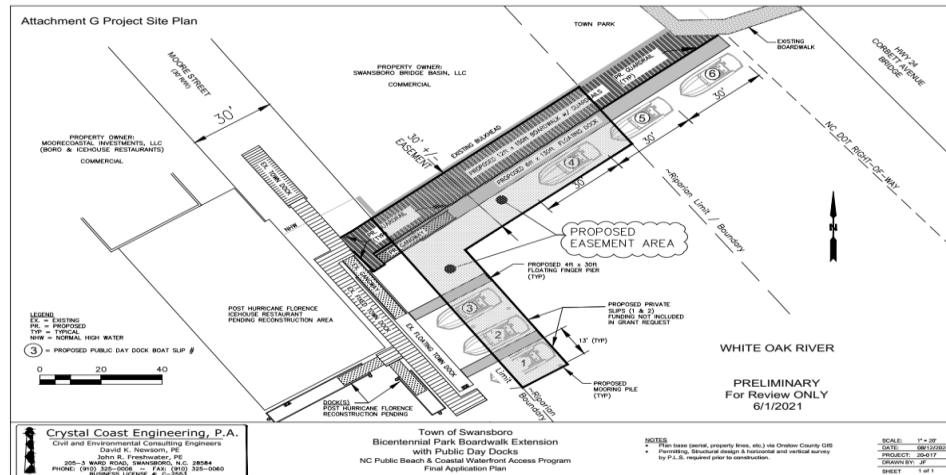
The Town received notification on November 3, 2020, that the Bicentennial Park Boardwalk Extension with Public Day Docks Grant Project has been approved and granted the full amount requested of \$142,350. The Total project cost is \$158,350 with the grant. \$7,000 of the required \$16,000 town match 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.



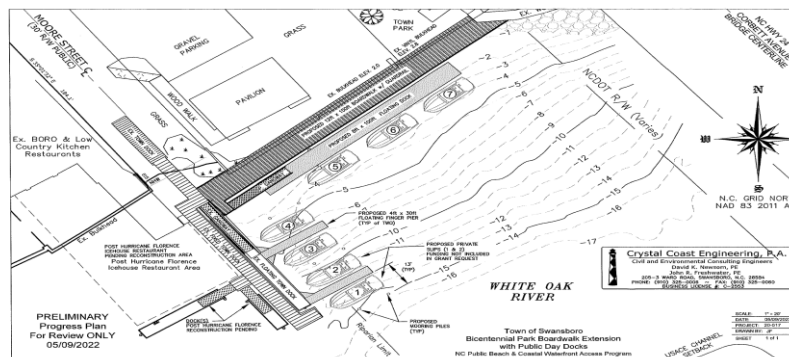
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2. A floating dock measuring 6 feet by 130 feet will be located immediately waterward of the Boardwalk and will connect to the existing Moore Street Dock by means of 4 feet by 30 feet aluminum gangway on the western end.
3. There will be four boat 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.

A redesign of the dock (below) 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.



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.

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As reported in the weekly brief June 24<sup>th</sup>, 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 it's 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.

Permit modification has been submitted to CAMA. A request for a grant extension has also been submitted.

We received an acknowledgement letter from CAMA on Tuesday 9/20 for our permit modification request dated August 16, 2022. We have posted the property as required. CAMA indicated that the projected deadline for a decision is October 20, 2022, but an additional 75-day review is permitted by law. As a reminder, we have also sent a request for a grant extension.

The grant extension (Amendment 1) was received October 12, 2022. The Permit Modification was received on November 30, 2022. The NCDOT Encroachment Agreement was received January 9, 2023. Arendell Engineer, John Wade has been engaged to begin preparing the construction drawings.

The Historic Preservation Commission heard and approved the COA for this project on February 21<sup>st</sup>. Additionally, because we must do some minor dredging prior to construction of the dockwalk, I had to arrange a site visit to assure we did not have any oyster clusters that may need to be relocated. The Coastal Federation graciously made a site visit on Wednesday, February 8<sup>th</sup> and did not identify that needed to be relocated, so that box has been checked. In addition, I am waiting for a quote for dredging. As previously mentioned, Arendell Engineering is currently working on the construction drawings for bidding out the project.

Kathy Vinson and I have been working toward getting the dredge work done before the dredge moratorium goes into effect (April - September). We received two quotes - both exceeded the \$5000 amount I was given some time ago. Only one company can commit to equipment on site and work started by April 1 (Coastal Marine). A budget amendment may be required for FY 22/23 or if the project gets delayed, we will add the amount into the FY 23/24 budget.

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Budget amendment approved 3/27/23. Dredge work was completed April 8. Kathy Vinson is working on the required stormwater permit; we hoped we would not have to do. The stormwater permit was submitted the second week of June.

On Friday, August 11<sup>th</sup>, 2023, property owner, Randy Swanson notified the Town that the ground was cracking at the shoreline/bulkhead. On Monday, August 14<sup>th</sup> we met with Crystal Coast Marine/Justin Cleve, who shared that he could drive pilings to secure the bulkhead as an immediate solution. The proposal was sent to CAMA for consideration. On Tuesday, August 15<sup>th</sup> I received approval from CAMA for maintenance/repair to drive the pilings, which were then driven on Wednesday, August 16<sup>th</sup>. The land side of the bulkhead continues to deteriorate due to the tide washing in/out around the bulkhead. Required bulkhead replacement costs \$101,450 – BOC approved October 5, 2023. A modification of current CAMA Permit 112-05 was required and received through fast-track review on September 15, 2023, along with approval from the US Army Corp of Engineers. The Stormwater Permit for the Boardwalk and the Bulkhead Replacement were received on September 13, 2023. Crystal Coast Marine finished the Bulkhead repair project the week of February 12, 2024

Subsurface Exploration and Geotechnical Engineering is scheduled to be done on Monday, October 23<sup>rd</sup> to evaluate the soil conditions for the proposed development. Project Engineer John Wood, Arendell Engineers, continues to develop final plans not only for the new bulkhead but the boardwalk as well. Final construction plans and accompanying bid documents are expected to be completed early March 2024. Once plans and bid documents are received from Wood, the Town will seek bids from contractors to perform the project. According to project coordinator Kathy Vinson, there should be ample time to get the project completed before the latest time extension expires in October 2024.

The Swansboro Tourism Development Authority awarded the Town \$12,500 towards the bulkhead replacement costs on October 5<sup>th</sup>. A request has also been sent to Onslow County seeking tourism assistance for the bulkhead replacement as well.

An RFP was posted and advertised for construction of a fixed timber platform, floating dock, and few floating slips at the existing water access. Sealed bids were opened on August 6, 2024, six contractors submitted bids the lowest bid was \$233,200, significantly over grant funds available.

The Town Manager was authorized to work with the project Engineer and the lowest bidder, Carteret Marine, in an effort to modify the design in a manner that brings the project within budget and return to the board as soon as possible.

A final extension was granted in July 2024 through April 1, 2025.

August 20, 2024, Town Manager, Staff, and Kathy Vinson, met with Arendell Engineers and Carteret Marine, which included an on-site inspection of the Dock Walk site to discuss necessary adjustments to the project plans. Arendell Engineers will be revising and

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resubmitting the drawings, aiming to optimize costs to Carteret Marine, who will provide an updated cost estimate based on the new plans.

On September 9, John Wade, Project Engineer, submitted a list of design changes resulting in a reduction of \$22,000.

Revised Carteret Marine Proposal	\$211,200
Engineering and Construction Management Fees	<u>\$15,000</u>
Total	<u>\$226,200</u>
Less Total Grant Award	<u>\$158,300</u>
Additional Funds Requested	<b>\$67,900</b>

### Project revision

- Removal of four (4) tie piles from project scope.
- Removal of Class B stone beneath armor stone from project scope.
- Shift the platform that previously straddled the current bulkhead to directly waterward of the bulkhead.
  - Reduce the width of the walkway to 10'.
  - Use #2 southern yellow pine lumber beneath the deck.
  - Remove the handrail from the landward side of the platform.
  - Walkway will be flush to existing bulkhead cap.
- Still working on how to address the ADA issue with the current bulkhead cap.
- Shorten the gangway from 30' to 20'.

September 10, 2024, the Board of Commissioners meeting requested to seek funding assistance from TDA.

A TDA meeting is scheduled for October 1, 2024

On October 1, 2024, The TDA approved \$15,950 for the Dockwalk project,  
On October 14, 2024, the Contract awarding the Project to Carteret Marine in the amount of \$215, 300 was signed. The expected construction starts on 10 /28/2024.

The permit to install floating dock and dock walk system was processed and issued on November 5, 2024, to Carteret Marine Services LLC

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## Sidewalk Projects

Sidewalk Priority Project List updated and reordered By BOC as of August 27, 2024



- Location: Main St. Extension from One Harbor Church to Old Hammock Road, then Old Hammock Road to High-Speed Gear
- Easements: NOT obtained
- No design or survey work performed
- Estimated Sidewalk Length: 2,008 FT



- Location: Southside Hwy. 24 from Walmart to Queens Creek Road Intersection, then Intersection to Swansboro High School/Queens Creek Elementary School entrance
- Easements: NOT obtained



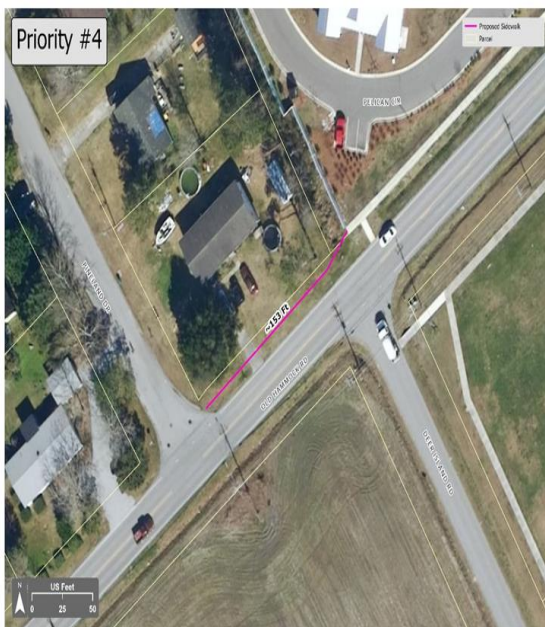
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- No design or survey work performed
- Estimated Sidewalk Length: 2,483 FT



- Location: Hammocks Beach Road from Moore's BBQ to Park Place, and Soccer Association to Cormorant Drive
- Easements: 2 out of 5 acquired. All 3 easements remaining are from Mr. Charles Rawls
- No survey or design work performed
- Estimated Sidewalk Length: 976 FT



- Location: Pineland Drive parcel to connect to the existing sidewalk at the Cottages
- Easements: Obtained

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- Town obtained an engineered crossing design for the project. There might be a utility pipe conflict
- Estimated Sidewalk Length: 153 FT



- Location: Gaps on Northside of Hwy 24 from Old Hammocks Road to Downtown
- Easements: NOT obtained
- No design or survey work performed
- Estimated Sidewalk Length: 1,411 FT.
- Southside: complete

RFQ's from qualified Engineering firms to assist in the design and construction of the new 5 project priority areas. Only one firm Arendell Engineers from Morehead City submitted an RFQ by the February 17, 2025, submission date. On March 11, 2025, the Town Board of Commissioners agreed to enter into contract negotiations with Arendell for design and construction administration services. A proposed contract will be presented at a future BOC meeting for consideration.

### 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 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

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\$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 building's 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 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.



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At the BOC's request, a progress update was given July 25<sup>th</sup>, 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 obtain a 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 so that the current infrastructure can handle the improvements.

Eight vendors were notified of the RFP to re-construct the stairs at the Visitors Center and it was posted on the website. RFP's were due by August 1 and only one was received (Rufus Murray) for \$23,300. We plan to proceed utilizing the allocated ARP funding so we can keep this project moving forward.

Rufus Murray was awarded the contract to re-construct the exterior stairs etc. On hold until after the Mullet Festival so we don't have a construction site during the festival. A pre-construction

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meeting was held on Monday, October 17 and the contractor plans to get started immediately. The Visitor's Center will remain open during the exterior construction.

As reported in the Manager's Weekly Brief on December 1- exterior renovations are complete. We will prepare a letter to the National Parks System to have contributing status re-considered.



In an email from John Wood on December 13, he indicated he would forward our exterior improvement work to the National Parks Service and request re-instatement for us. Followed up January 10 as we would like to make application for tourism funding (application due by March 1, 2023) for the interior and need to apply for the Flood Ordinance exemption. John felt confident that our contributing status would be restored before that date and encouraged us to proceed with the final elements.

The Flood Board heard and approved the variance request from the definition "Substantial Improvement" on February 21<sup>st</sup>. I will be making an application to Onslow County for tourism dollars for interior renovations by March 1<sup>st</sup>.

Application was submitted to Onslow County on 2/28/23 for \$30,000 to assist with future interior renovations. \$30,000 will be included in the Swansboro TDA budget for FY 23/24 as they had already made a commitment. As previously shared, Onslow County did not fund our request this year. Swansboro TDA awarded the Town \$30,000 in July.

Mid-October, met with electrical and mechanical contractors, and still waiting to hear from plumber. It would be our hope to begin the interior renovations in late November unless the contractors are ready before.

Town staff recently noticed the growth of mold in numerous areas inside the Visitors Center. This condition has necessitated the need to close the building until the problem can be remediated. As a result, mold remediation companies in the area were contacted and Right Coast Solutions



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responded and agreed to inspect the building to determine the source(s) of the problem and develop a remediation plan.

Upon inspection, mold was found in the kitchen, office area, outlets, crawl space, and HVAC duct work. In the interior, remediation would include removing the bottom 24" of drywall and applying mold blocking primer and foam insulation to block air intrusion from crawlspace. In the attic, an electric exhaust fan would be installed. In the crawl space, insulation and mold blocking primer would be applied. HVAC ducts, grates and vents would all be cleaned.

The total cost to perform the proposed work is \$15,250. A budget amendment would be required.

September 10, 2024, the Board of Commissioners requested staff to investigate further to identify more precisely the type of mold and best method to remediate.

During the Board of Commissioners' regular meeting on November 12, 2024, the Board approved remediation to use the \$45,000 already approved plus \$15,000 more, resulting in a total of \$60,000 to repair the visitor center.

January 28, 2025, The Board of Commissioners approved to Town Manager to enter into contract with Green House solutions.

**LSAII/Stormwater Mapping Grant**

Following adoption of a support resolution on September 12, 2022, the Town entered into contract with Withers Ravenel (\$5000), who will prepare the grant application for Local Assistance for Stormwater Infrastructure Investments through the NC Division of Water Infrastructure in hopes of receiving up to \$400,000 to assist with stormwater mapping in the Town. The application deadline is September 30, 2022, with grant awards to be announced in February 2023. On February 9th Withers Ravenel shared that our application had been recommended for approval. We should receive the final award by the end of February.

Grant award received April 5, 2023. Staff held a scoping meeting with Withers Ravenel on October 18<sup>th</sup> to review the draft agreement for services.

Two rounds of RFQs were sent out, with final submittals in August. WithersRavenel was selected to complete the project in October of 2023 and the contract was executed in early December. On December 18, 2023, kickoff meeting with staff and WithersRavenel, a public outreach meeting included a survey was scheduled for mid-March. The data collection portion of the project is projected to start early June.

WithersRavenel and Staff continue to attend monthly check-in meetings for the project. On March 11, 2024, WithersRavenel and Staff held a public outreach meeting that included a brief summary of the project, time for public questions, as well as maps for the public to mark stormwater issues around Town. A public input survey was released to the public to indicate problem areas around Town as well. The survey was opened one week prior to and one week after the public outreach meeting. Survey crews are projected to begin data collection early June.

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WithersRavenel and Staff met via Zoom on May 21, 2024, to discuss survey collection coordination. WithersRavenel requested that Town post in social media, and constant contact to notify citizens of surveyors being out in Town. They estimate that data collection could take a couple of months, possibly by the end of the year.

On June 3, 2024, data collection started.

June 17, 2024, WithersRavenel shared a data dashboard that has all of the survey information collected this far.

WithersRavenel and Staff met via Zoom on June 24, 2024. The survey team has made an initial pass on all the structures, and it's anticipated that all initial field work will finalize within the next week and at that time data collected would be reviewed and processed.

WithersRavenel and Staff met via Zoom on July 22, 2024, initial field survey has been collected. The data is in review. Once in-office review is completed, additional surveys may be required to verify spots flagged during the data review process.

WithersRavenel and Staff met via Zoom on August 26, 2024, Jill Carter will be replacing Monica Chevalier with funding administration. Any correspondence will go through Jill Carter moving forward.

Fieldwork has been completed and the team is now reviewing internally and migrating to the new database for town. Once the initial review is completed, they anticipate that a few places will need a second round of survey to a few isolated locations. The rest of 2024 is scheduled for database.

WithersRavenel and Staff met via Zoom on September 23, 2024, there continues to be an internal review of data collected as they flag areas that need additional verification. Should have more concrete updated on the next field date within the next month

Staff discussed pros and cons options with Tyler Christian for the Town to host/ view data when complete. The following software options were discussed:

### **Dimond maps software**

- Inexpensive monthly cost.
- Provide good customer service and GIS support.
- Cloud-based, Town doesn't have to store data locally.
- Town can view/edit data. They can also make attribute updates in the field for asset and track work/maintenance. Can also add photos or documents.
- GPS integration to map new features.
- Supports multiple users and can have specific permissions for certain users.

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- Less customization of viewer/map.
- No spatial analysis is available.

### ESRI/ArcGIS Online Platform

- More costly yearly subscriptions to maintain licenses and credits for hosting data in ESRI's cloud.
- Provides all the same benefits as Diamond Maps but allows for more customized online maps.
- The WR GIS team would setup the online maps and upload data. Would provide training at the end of the project.
- Allows spatial analysis and mapping tools to perform more in- depth spatial analysis.
- Allows editing, new feature collection, and can integrate GPS unit for more accurate mapping of new assets.

Gerald Bates (Tank) will be researching Brightly's software as a potential option. Tank and Tyler discussed that Diamond Maps or Brightly seemed to be the Town's best option moving forward. It was discussed that as they get more traction and confidence with Diamond Maps/Brightly that an ESRI-based solution could be an option down the road if they were to outgrow those platforms and needed more capability.

WithersRavenel and Staff met via Zoom on October 28, 2024, data should be wrapped up by the end of this year. The internal review is in its final phase and the final field work should take place in November for one day. The last step is to look at slopes. Once all is in place, they will begin looking at the hydraulic/hydrologic side of things and narrowing down the areas for capacity analysis. A final presentation for board approval should be early 2025.

WithersRavenel and Staff met via Zoom on November 25, 2024, they are working to have final database ready by the end of the year. Shawn with GIS and field crew will come out December 2, 2024, to look at the high traffic areas on Corbitt Avenue and double-check the survey in the area.

WithersRavenel and Staff met via Zoom on December 16, 2024, the discussion focused on justification for needing software to host GIS database. They will provide a write-up covering the different ways to view GIS data. The stormwater group is starting to review the data to identify where we can focus the modeling in. Concept development should begin later in the spring/early summer 2025.

WithersRavenel and Staff met via Zoom on January 27, 2025, The GIS Team is doing final QAQC on inventory dataset. Stormwater has a dataset to begin the H&H analysis (hydrologic and Hydraulic) After QAQC WithersRavenel will send it over, and work to get it uploaded to a hosting

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system that the Town decides upon. It was further discussed that WithersRavenel will provide write-up for the level of service that existing conditions will be evaluated against the following:

- 10-year event for closed network storm system and ditches
- 25-year event for roadway stream crossings (increased if NCDOT street that has higher design event)

Due to budgetary constraints, the model will not include every pipe. WithersRavenel will review the budget and propose study limits.

WithersRavenel and Staff met via Zoom on February 24, 2025, the GIS team visited and collected additional data on February 17, 2025, to incorporate it in the survey, review it, and run slopes. The final quality assurance of the full inventory dataset is to be completed, and once it has been QAQCed, they will send it over and work on uploading it to a hosting system to be selected by the Town.

Proposed 10 year model for closed network and increased to a 25 year model for main roadway stream crossings and even higher 50 or 100 year model if it's NCDOT with higher standards.

Next Steps include the following:

- Start building detailed existing condition model in the Halls Creek area, Hammock Beach Rd and with a secondary focus on the downtown water commercial area.
- They will provide model results and discuss potential improvements then designing and reviewing cost benefit ratios vs. cost implement improvements.
- Once all is done, they will create a presentation and show that to the board.

### Fire Grants

#### DCIP Grant -PSB/EOC Funding

Applied June 14, 2024 (hard copies provided by Chief Randall TM office)

The Town of Swansboro was not selected to advance to the next phase of the DCIP grant. Chief Randall has requested a meeting to discuss and review the submittal on September 30, 2024.

**\*\*Chief Jacob Randall applied for the following grants. He will notify us if they get awarded.**

1. **AFG Grant** - Regional Grant for Radio Equipment with Hubert Volunteer Fire Department Applied March 8, 2024.
  - Grant- EMW-2024-FG-04065- Vehicle Acquisition
    - Brush Truck- Pending application applied 11.4.2024
  - Grant- EMW-2024-FG-00566- Operations & Safety

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- Fire Hose (Attack and Supply)- Pending application applied 11.4.2024
- 2. **SAFER Grant** - (6) Firefighter - Applied April 12, 2024
- 3. **Big Rock Foundation** - Fire Department Boat - Pending Application Submittal (hard copies created 7.11.2024 TM Office)  
Once the application is submitted to the Big Rock Foundation, Chief Randall will provide the updated application.

## Completed Projects

### 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 a project funding shortfall in the amount of \$97,000 due to limitations caused by ditching and utilities. The cost breakdown for each phase/priority is as follows (estimates as of April 16, 2021).

- **Priority 1** - Sidewalk installation along NC-24 (Corbett Ave) from SR 1511 (Hammocks Beach Rd) to SR 1514 (Phillips Loop Rd); \$120,000 – **Completed**
- **Priority 2** - Old Hammocks Beach Rd from SR 1513 (Deer Island Rd) to existing sidewalk near Fredericks Ln; \$335,000 – Expected to begin in late October 2021 – Groundwork/drainage underway. Project delayed due to two additional easements needed just beyond Deer Island Road. The 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



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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



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

**Priority 2 Completed. Ribbon Cutting was 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*

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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 are 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 re-submit 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. NCDOT indicated on 10/10/22 that the on-call contractor hoped to start this sidewalk section in the last part of October. **Priority 4 completed.**

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

Sidewalk easement received from Justin Weiss/1130 Hammocks Beach Rd. Still need three others from Rawls. NCDOT has been notified. As a reminder – the funding from Priority 3 was moved to Priority 5 & 6 by NCDOT due to it taking so long to obtain the easements. Storm ditch crossing



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engineering cost will have to be funded by the Town and sidewalk construction will be dependent on future NCDOT funding or the Town can also provide funding.

### Priority 4 - Completed



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. NCDOT shared on 10/10/22 that funds were available to complete that portion ending north of Pelican Circle to the Piggly Wiggly driveway. The Town will work to obtain the required easement. I did inquire whether the partial south of Pelican Circle/adjacent Pineland Drive could be included but have not heard back from NCDOT to date. A second letter was sent to the Perry family on November 17 regarding the needed easement for sidewalk extension. The first letter was sent on October 24<sup>th</sup>. A third letter was hand delivered to Mr. Perry on December 5 and Mr. Perry indicated he was having issues getting all owners to agree. Owners include members of the Perry family, heirs to Irene Pinkston.

Future priority areas were discussed with the BOC July 25, 2022, but no decisions made until more development made on Priority 3. The easement for Priority 4 was secured in the last week of July and shared with NCDOT so that this section could be moved forward ahead of Priority 3. Thus far, no easements have been secured for Priority 3.

On September 26, the Board identified the following Priority Areas: (Note: *priority numbers reassigned by NCDOT*)

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### Priority 5

Extension of the sidewalk north from the Cottages to Piggly Wiggly side entrance street  
Obtained list/addresses for all eight property owners of parcel 056535 on January 5, 2023. Finalized the easement document and mailed all property owners a separate easement to sign. Once all received back, I will notify NCDOT to schedule the sidewalk construction. As of 2/23/2023, one of eight easements received.

3/10/23 – I made some progress on obtaining easement signatures for Priority 5. I received all the signatures needed from the Perry family. However, none of the signatures from the Pinkston family have been received despite numerous letters and Perry family attempts.

3/28/23 – all required easements received from Perry and Pinkston family and forwarded onto NCDOT. Ditch piping has been installed at the entrance to the Piggly Wiggly. NCDOT indicated that this section would be completed in a 6–8-week timeframe.

### Priority 5 completed in September 2023



### Priority 6

Pineland Drive parcel south of Pelican Circle to connect to the existing sidewalk at Cottages

NCDOT shared on 11/17/22 “we have reached out to the Environmental Unit to determine if we could extend the existing crossline to extend the sidewalk, or if permitting would be required. We have not yet estimated this work, since we are uncertain what may be involved. If we are able to pursue this section, then we will need an easement from the property owner (but do not reach out to them until we have determined that we can move forward), and we would want to remove the short section of sidewalk that turns out towards Old Hammocks Rd. This is not acceptable practice as it is leading to a roadway where there is not a Stop condition, nor is there a permitted mid-block crossing.”

On February 2, 2023, NCDOT gave the okay to seek the required easement for this priority. That request was mailed February 3, 2023.

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Two easement letters have been sent to the property owner with no response. The last letter gave a deadline of March 15<sup>th</sup>. Easement obtained late March and provided to NCDOT. The Town obtained an engineered pedestrian crossing for this priority. Waiting to hear from NCDOT on utility conflict/pipe extension.

Priority 7

Main Street Extension from the Recreation Center to Old Hammock to Highway 24 – awaiting cost estimate from NCDOT. Subject to future funding.

Priority 8

Gaps without sidewalks on Highway 24 from Old Hammock Road to downtown – awaiting cost estimate from NCDOT. Subject to future funding.

Priority 9

South side of Highway 24 from Walmart to Queens Creek – awaiting cost estimate from NCDOT. Subject to future funding.

Following a TRC Meeting at Town Hall on December 13, I met with our NCDOT District Engineer to discuss the priority areas described above further. She noted a change to our priority areas as noted above in red and that she would be reviewing the funding left in this cycle once priority 4 was paid out. She felt confident there should be funding left to complete Priority 5&6 as re-numbered above. As a side note, the Town still has the \$100k provided by the SCIF Funding if NCDOT's estimates are more than what is left with NCDOT. Pedestrian crossing for Priority 6 estimate \$5000.

On February 6<sup>th</sup>, I had an additional conversation with property owners of Priority 3. They seem interested in working with the Town now. I reached back out to NCDOT to schedule a meeting with the property owners. On 2/22/23, our Division Engineer indicated that they will create a detailed aerial of where the sidewalk/easement will be. A reminder that Priority 3 was taken off the NCDOT work list, and those funds were shifted to Priority 4, 5, and 6. If the Priority 3 property owners were agreeable to provide an easement, a new estimate would have to be obtained, and the Town would be responsible to have engineer/design and pay for the stormwater crossing. NCDOT has made it clear they will not pay for that.

Priorities 7-9 have been sent to NCDOT. However, they are subject to future funding NCDOT may get, unless the Town wants to fund them.

August 15, 2024, the Town Manager met with NCDOT representative Ron Van Cleave and JUMPO representatives Stephanie Kutz and Teri Dane. Initial steps identified in restarting the Sidewalk Priority Projects was to identify a funding source. Most likely federal funds going through JUMPO 80/20 split. Also, need to prepare a new RFQ for engineering and design services.



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Timeline: Retain Engineering services, Design, permitting and easement acquisition in 2024/2025. Construction 2026.

## Future Planning Matters

### Flybridge Project (1481 W Corbett Ave)

At 1481 W. Corbett Ave, the proposed mixed-use development will consist of 324 multi-family units and six commercial outparcels on approximately 39 acres of land. This parcel of land is in Swansboro's extra territorial jurisdiction and does fall under Swansboro's planning jurisdiction.

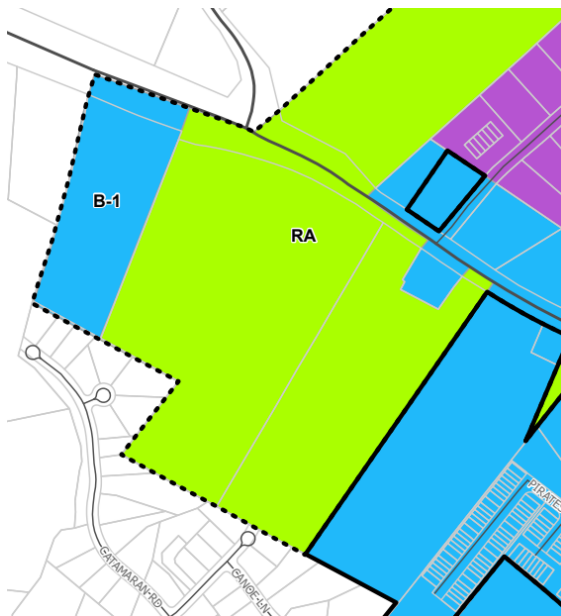


To start, developers for Flybridge have applied for a conditional rezoning and a future land use map amendment (please see application attached). Currently, the parcel is zoned RA (rural agricultural) and is also labeled as RA (rural/agricultural) on Swansboro's Future Land Use Map making it inconsistent for this type of development. In order to meet zoning and planning requirements, they are requesting to be rezoned to Conditional B-1 (business) and have the Future Land Use Map be amended to Suburban Town Center (highway commercial). Conditional rezonings differ from your standard rezoning process in that it allows for the Town to set conditions in order to meet desired development and typically is used to preserve environmentally sensitive areas such as wetlands. In return, the developers are granted some flexibility in zoning requirements such as lot sizes, setbacks, and building heights.

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**Town Zoning Map and Legend**



Town Limits	<b>ZONING</b>	CON	O-I	R-6
Extraterritorial Jurisdiction	B-1	G/E	PUD	R-6SF
Swansboro Historic District	B-2	M-1	R-10SF	R-8SF
Parcels	B-2HDO	MHS	R-20SF	RA
	B-3	MHS-15SF	R-40SF	

**Swansboro Future Land Use Map and Legend**



**Legend**

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

## Steps needed for approval:

1. Two community meetings held by developers to inform citizens on proposed development (this is a requirement of conditional rezoning and mailed notice was sent out to all who live in a mile radius of the site). This is not a Town sponsored meeting, and no decisions are made at this meeting.

### After community meetings are completed:

2. Future Land Use Map amendment to Suburban Town Center and;
3. Conditional rezoning to B-1

Items 2 and 3 will be heard first at the Planning Board, most likely the beginning of January, and then at the Board of Commissioners late January/early February depending on if the

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**Planning Board decides to table discussion/recommendation for any reason. With approval of both step 2 and 3 from the Board of Commissioners, they will then move to step 4.**

4. Technical Review Committee which is a staff level review of Site Plan.  
**Once TRC review is complete and Site Plan is approved;**
5. Special Use Permit will need to be granted. Multi-family development, apartments in this case, is only a permitted use with a Special Use Permit in B-1.

**The Special Use Permit application will first go to the Planning Board for review and recommendation and then go to the Board of Commissioners for approval or denial.**

- This project is not a use by right. It needs a rezoning, CAMA Land Use Amendment, and Special Use Permit to proceed.
- Went through preliminary Technical Review Committee for Site Plan review.
- Developers held community meetings per conditional rezoning guidelines.
- Flybridge went before the Planning Board for a recommendation regarding conditional rezoning and CAMA Land Use Plan Amendment (the Special Use Permit will be heard at a later date) and the Planning Board did not recommend approval.
- The next step is for the application to be heard by the Board of Commissioners for approval or denial of conditional rezoning and CAMA Land Use Plan Amendment in February.

The application for a CAMA Land Use Plan Amendment was denied and the applicants decided to withdraw the application for the Conditional Rezoning at the February 25, 2025, Board of Commissioners meeting.

### **Bamboo Restaurant and shops**

#### **168 W Corbett Ave**

- This project is a use by right in B-1 zoning district.
- Site Plan for project was approved on 12/6/24.
- Site Work (grading, tree clearing, etc.) has begun.
- The next step is Building Plan review in order to obtain permits to begin construction.

### **Mavis Tire**

#### **1411 W Corbett Ave**

- This project is a use by right in B-1 zoning district.
- Site Plan and Building Plans have been approved.
- Building Permits have been pulled.

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- Project is currently under construction at its site in front of Food Lion.

**Main Street Urgent Care**

**1058 W Corbett Ave**

- This project is a use by right in B-1 zoning district.
- Site Plan and Building Plans have been approved.
- Building Permits have been pulled.
- Project is currently under construction across from old ABC store.
- The project has received final inspections and has been issued a temporary CO. They plan to open soon.

**Wawa Convenience Store and Gas Station**

**1071 & 1073 W Corbett Ave**

- This project is a use by right in B-1 zoning district.
- Site Plan for project was approved on 1/15/25.
- Building Plans are currently under review.
- The next step is to obtain Building Plan approval, pull Building Permits, and begin construction at old ABC store and car wash site.

**Brezza Lofts (Town Homes and Lot 8 of Ward Farm Town Center)**

- This project is not a use by right in B-1 zoning district, it required UDO text amendments and a Special Use Permit, which have all been approved by the Board of Commissioners in October of 2024.
- The beginning of project construction is currently on hold due to Ward Farm stormwater permit issues.

## **Department Reports for February 2025**

### **Administrative Services**

- Phone Records Report for February: 1,738 calls
 

Internal – 420	Town Hall – 272	Parks and Recreation – 241
Police Department – 303	Fire Department – 64	Outgoing totals – 438
- Building permits sold for February: 44 residential/commercial combined; \$8,2699.63 total fees collected (includes 10 re-inspections)
- 127 Building inspections processed/20 Fire Inspections processed
- 85 Various receipts processed
- 1 Code Violation
- 289 ONWASA payments processed; 1 New Service Setups, 3 Other transactions
- 4 Work Orders generated for Public Works
- 10 Notarizations performed
- US Census Report Submitted – Permits
- Finalized January Departments Report
- Scheduled Annual Clean Sweep Week – April 5<sup>th</sup> – 11<sup>th</sup>
- Commissioner Vacancy
  - Researched prior vacancies
  - Published call for applications
- Received and handled 4 “Contact Us” request from the Website
- Received and responded to 7 emails from Jimmy Williams for information
- Updated Projects brief
- Sam Bland Reception confirmed for March 20th for the Shullers, invitations sent, budget amendment needed
- 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.
- Budget preparations, ongoing
- Began preparation for Advisory Board Appreciation Reception, budget amendment needed
- Aliette Cuadro attended the first 1-week session of 4 for the IIMC Clerks Certification Course in Chapel Hill
- Fulfilled Public Records Request:
  - Construction Monitor – Building Permits issued with values January 2025
  - Constriction on the Rise – Building Permits issued with values January 2025
  - Henderson – Building Permits issued with values January 2025
  - Carolina Permits – New Homes building in January 2025
  - Open the Books - All payment transactions for Town of Swansboro for fiscal year 2023-2024
  - Fastapp Appraisal Management – Records On Short-Term Rental Properties
- Issued New Releases/Constant Contact for:



## **Department Reports for February 2025**

- Yard Waste Collection Delay
- BOC 2/11/2025 Meeting
- Weather Alert – Winter Weather Storm
- New Release – Delayed office opening
- BOC 2/25/2025 Meeting
- Town website updates continue (including Homepage articles/minutes/agendas/calendar/special events/projects/plans, etc.).

Website Home Page defaults: 1,891

Top 5 pages viewed: Employment Opportunities 647 | BOC Members page 313

Departments/Permitting 268 | Departments/Government 26 | Departments/Police 218

### **Finance**

- Sales & Use Tax received in February 2025 is \$135,763
- Accounts Payable Summary for February 2025:
  - 216 Invoices-Totaling \$399,188
  - 38 Purchase Orders Issued
- Processed payroll- 2/7/2025 & 2/21/2025
- PEV ChargePoint Station-Accumulated (kWh) for February 2025 (723)/Session fees collected-\$140
- Stormwater Fees Collected-February 2025-\$1,290
- January 2025 Bank Reconciliation-Town accounts
- January 2025 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 5 hours
- Processed Swansboro TDA checks
- Prepared the Agenda and quarterly financial report for the TDA Quarterly Meeting held on Thursday, February 6, 2025: The next scheduled meeting will be held on Thursday, April 10, 2025, at 2:30 pm in the Community Room
- Swansboro TDA- Preparing Year End Projections for FY 24/25 & Proposed Budget for FY 25/26
- Gathered financial information for February 25, 2025 regular meeting
- Preparing Year End Projections FY 24/25 updating operating budget spreadsheet.
- Entering operating budget requests for FY 25/26 in budget spreadsheet
- Updating Capital Improvement Plan
- Submitted Report-TR-2: 2024 Municipal Certification-Valuation and Property Tax Levies for Fiscal Year ending June 30, 2024.
- Attended the NCGFOA Spring Conference

### **Fire Department**

#### *Incidents*

## Department Reports for February 2025

Item IX - b.

District/Response Type	Call Volume {Monthly}	Annual Total (To Date) <i>January 1 – February 28</i>
Swansboro Town {17A}	71	146
Swansboro County {17B}	16	42
Aid Given	16	18
<b>Total Call Volume</b>	103	222
<b>Aid Received</b>	3	8
<b>Overlapping Incidents {% of Volume}</b>	26 {25%}	47 {21%}

Dispatched Incident Type	Swansboro – Town {Zone 17A}	Swansboro – County {Zone 17B}
Fire	1	1
EMS & Rescue	56	12
Hazardous Materials/Conditions	3	0
Service Calls	5	1
Wildland	1	1
Emergency Management {Deployments}	0	0
Other – False Alarm/Canceled	6	1
<b>Total</b>	71	16

Incident Response	90 <sup>th</sup> Percentile Time {Monthly}	90 <sup>th</sup> Percentile Time {Previous Month}	Difference from Previous	Benchmark	Gap {Monthly}
Call Handling Time {911 Call to Dispatch}	2:00	4:19	2:19	1:06	(0:54)
Turnout Time {Dispatch to Enroute}	2:03	1:58	(0:05)	1:20	(0:43)

## Department Reports for February 2025

Item IX - b.

Travel Time {Enroute to Arrival}	5:30	5:55	0:25	4:00	(1:30)
Total Response Time {911 Call to Arrival}	8:15	7:25	(0:50)	7:06	(0:18)

### *Community Risk Reduction - Inspections*

Inspection Type	Monthly	Annual <i>January 1 to February 28</i>
Standard Fire Inspection	3	4
New Business Inspection	0	0
Fire Suppression – Hoods	5	0
Special Event – Tents	0	0
Plan Review	1	1
Code Violation/Complaint	1	1

### *Agency Training*

Training Category	Monthly	Annual
Company Training	316	754
Facilities	16	16
Fire Arson Investigator	0	0

## Department Reports for February 2025

Fire Prevention Inspector	0	24
Fire Life Safety Educator	0	0
Hazardous Materials	9	9
Officers	7	7
New Driver	27	27
New Recruit	0	0
Existing Driver	73	73
<b>Total</b>	<b>448</b>	<b>910</b>

### Parks and Recreation DIRECTOR'S REPORT

#### *Festivals*

- Festival website updates-ongoing
- Revisions for 2025 sponsorship package are finalized and began sending out to businesses. Created new level of sponsorship, Title Sponsor \$7500. Packets were sent out to all previous sponsors and funds are being received. Title Sponsorship has been sold.
- Contacted Hampton Inn regarding hotel links for festival attendees and vendors to be posted on our websites.
- Prepared and submitted grant for Swansboro TDA-\$6500 requesting funds for Swansboro Festivals 2024-25 fiscal year. Presented and requested \$6500 for Swansboro Festivals. The grant was awarded.
- Working with Front Row Communications for the Crystal Coast Visitors Guide festival dates and descriptions.
- Submitted permit application to US Coast Guard for the Independence Day Celebration fireworks.

***ARP Project Updates******Basketball Courts***

- Purchase order submitted for asphalt work and new basketball equipment (backboards, goals, and nets).
- Equipment has been received.
- Resurfacing will take place after the first of the year, weather conditions need to be warmer. Resurfacing planned for the first week in May.

***Replacement of outdoor toilets/water fountains:***

- Refillable water bottle and fountains replaced in Recreation Center
- Outdoor toilets-Replaced in Bicentennial, Pirates Den, and Municipal Parks. The contractor is working with ONWASA for plumbing issues.

***Splashpad***

- Remaining amenities ordered and received
- Amenities will be installed March/April timeframe. The department will hold a ribbon cutting in May after the Splashpad opens for the season. Date and event detail TBD.

***Events******PirateFest***

- Annual event held the second Saturday in May (May 10, 2025) in partnership with Onslow County Parks and Recreation.
- Scheduled and attended the first meeting to establish a projected budget for the 2025 PirateFest.
- Prepared, submitted, and presented to Swansboro TDA requesting \$2000 and the STDA approved the request for \$2000 for the annual event.
- Began preparing presentation to the Board of Commissioners to reallocate funds needed to host the annual PirateFest event.

***Miscellaneous***

- Prepared and submitted the 2025-26 budget, including CIP and staff requests
- Began reaching out to vendors for Pickleball court quotes.
- Contacted consultant inquiring about stormwater permit for Municipal Park.
- Gathering information to submit letter to North Carolina Department of Natural and Cultural Resources for change of use for the skatepark in Municipal.
- Attend Recreation Resource Services Annual Directors Conference.
- Manage on-going reservations
- Attend bi-weekly departmental managers' meeting.
- Continue to manage staff timesheets, hours tracking, and schedules.
- Continue to manage and monitor budget and funds.
- Continue to manage on-going weekly and monthly reservations.



## Department Reports for February 2025

- Continue to manage parks, repairs, and work with the Public Works Department for maintenance.
- Recreation Center-answer phone calls, assist in managing Pickleball League, process dock, room, and park reservations, process memberships, and oversee day-to-day operations of the Recreation Center.
- Serve on the Onslow County Senior Games Committee, meetings held once a month.
- Attend weekly Zoom meetings with NCRPA (North Carolina Recreation and Park Association) Director's call.
- 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.
- Attend quarterly meetings for the Onslow County Tourism Board
- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

### *Metrics-social media*

February

Media Outlet	Followers	Reach	Page Visits	Page Views	New Followers
Facebook	18,398	38,800	4,100	1624,400	120
Instagram	902	276		1900	

### *Activity Report*

February

Organization Activity					
From 2/1/2025 to 3/3/2025					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	194	29	9	0	102
Resident	30	7	1	0	5
Non-Resident	164	22	8	0	97
No Residency Set	0	0	0	0	0
Demographics					
< 18	33	4	2	0	14
18 - 65	108	18	6	0	70
65+	53	7	1	0	18
Male	57	14	1	0	35
Female	137	15	8	0	67
Other Genders	0	0	0	0	0
Online vs In-House					
Online	59	0	0	N/A	59
In-Person	135	29	9	N/A	43

## Department Reports for February 2025

### *Revenue*

#### February

Slip Fee - Town Dock	\$1,620
Rental Fees-Parks	\$1,275
Rentals Rooms	\$3,045
Rec Program Fees	\$3,419
Gym Memberships	\$155
Dog Park Memberships	\$30
Festival Vendor Fees	\$4,483
2025 Festival Sponsorships	\$7,500

### **Program/Event Manager Monthly Report**

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Compiled daily deposits
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram
- Created all programs/events in RecDesk for registration
- Completed instructor payouts for recently finished programs
- Completed weekly Community Service hours
- Completed monthly reservation receipts
- Planned and managed Tiny Trekkers and Sprout Scouts
- Handled staff scheduling for Rec Center, events, and reservations
- Attended TAC meeting
- Continued to work on 2025 instructor contracts
- Reorganized several spaces in Recreation Center
- Gathered several festival quotes for the 2025 festivals
- Finalized first draft of 2025-26 budget
- Executed both Valentine's programs including Game Night and Galentine's Craft Night
- Attended Parks & Recreation Advisory Board meeting
- Attended Senior Games meeting and finalized game managers
- Posted and planned several new programs including Spring Break Camp, STEM MineCraft Camp, First Aid and CPR class, Spring Blooms Wreath Class, and Mindfulness Programs
- Planned and scheduled 3 theatre trips
- Began planning and posting Easter Egg Hunt
- Completed grant for sports equipment for Tiny Trekkers and Sprout Scouts
- Submitted Health Department application for Touch-A-Truck
- Began securing vendors and contracts for PirateFest
- Partnered with Navy Federal Credit Union to offer free financial workshop
- Distributed 2025 Festival packets and met with new potential sponsors

## Department Reports for February 2025

### **Planned Programs**

#### *Tiny Trekkers – February 14th*

- 10 registered and 10 attended

#### *Sprout Scouts- February 7th*

- 10 registered and 9 attended
- 4 waitlisted

#### *POUND! – January 18th – February 15th*

- 15 drop-ins
- 5 series

#### *POUND! – February 22nd – March 22nd*

- 13 drop-ins
- 2 series

#### *Tai Chi – January 9th – February 13th*

- 10 registered
- 4 waitlisted

#### *Tai Chi – March 6th – April 10th*

- 10 registered
- 3 waitlisted

#### *Valetine's Game Night – February 8th*

- 6 couples registered, 6 attended

#### *Galentine's Craft Night – February 13th*

- 15 registered, 12 attended
- 1 waitlisted

#### *Touch-A-Truck – April 26th*

- 18 vehicles registered
- 2 food vendors

### **Permitting**

#### *Planning Board*

- The Planning Board regular meeting on February 4, 2025, was cancelled due to lack of agenda items.

#### *Swansboro Historic Preservation Commission*

- The Swansboro Historic Preservation Commission regular meeting was on February 18, 2025.

## **Department Reports for February 2025**

- Certificate of Appropriateness/218 Elm Street. The owners of 218 Elm Street or the “Moore-Pritchard House” have requested a Certificate of Appropriateness for exterior alterations of the home. This home is contributing to the Swansboro Historic District and is zoned R6SF
- Minor Work/Staff Approval Application Report: January-February

### *Routine Activities:*

- Discussed code requirements with new commercial developments.
- Attended monthly transportation meeting with JUMPO.
- Continue working with development and zoning inquiries.
- Continue resolving code enforcement issues.
- Continue assisting the Projects Coordinator with ongoing grant projects.
- Worked with grant writer from Eastern Carolina Council of Government on submitting a HMGP project.
- Attended the mid-winter workshop with the North Carolina Association of Zoning Officials.

## **Police Department**

### *Patrol:*

- 123 Reportable Events
- 15 Wrecks
- 1 Felony Arrest
- 9 Misdemeanor Arrests
- 7 Arrests by Warrant Service
- 2 DWI Arrests
- 10 Arrests with Transport to the Onslow County Jail
- 33 Citations
- 100 Verbal/Written Warnings
- 4 Felonies Reported (1-Larceny; 1-Embezzlement; 1-Drug Related; 1-Sexual Assault)
- 25 Misdemeanors Reported (9-Larcenies; 6-Property Damage; 4-Drug Related; 4-Assaults; 1-Domestic Violence Protective Order Violation; 1-Traffic Related)
- 9 Disputes/Public Disturbances
- 11 Alarm/Open Door Calls 17 Suspicious Incidents/Persons/Vehicles
- 6 Crisis Intervention with Mental Patient
- 3 Town Ordinance Violations
- 112 Requests from Citizens for non-Crime Related Assistance

### **3,385 Total Events Performed on Patrol**

### *Community Service/Training:*

- 1 Funeral Escort
- 6 Requests for Fingerprinting.

## **Department Reports for February 2025**

- 7 Business Closing Standby's
- 392 Business Checks
- 26 Foot Patrols
- 40 Residence Checks
- 1 RU Ok? Participant
- Officer Gates completed Basic Radar Operator Training. 40 hours training conducted at Cape Fear Community College.
- Chief Taylor and Deputy Chief Brim attended the Swansboro Area Chamber of Commerce Members breakfast.
- Chief Taylor attended the monthly Crime Stoppers meeting held in Jacksonville.

### *Admin Services:*

- Answered 227 phone calls during business hours.
- Assisted 127 walk in requests for assistance during business hours.
- Took 42 requests for reports during business hours.

### **Public Works**

(no report provided)